

MUNIS PCard Reconciliation



Complete this process at least weekly if you are a cardholder and have made purchases using your PCard. Follow the steps below to update the information on your statement imported from the bank and then release it for approval.

To Reconcile a PCard Statement

1. Open the **Tyler Menu**, then
 - a. **Financials**
 - b. **Accounts Payable**
 - c. **Invoice Processing**
 - d. **Purchase Cards**
 - e. **Purchase Card Statements**

Purchase Card Statements - Munis [TRAIN DATABASE Nov 14 2017]

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Accept Cancel Search Browse Query Builder Add Update Delete Global-Duplicate Print PDF Excel Word Email Attach Notes Audit Transaction Search Transaction Search GL Allocations Release Mass Release Return

Statement ID

Card

Card number

Name on card

Dept

Statement Details

Code

Status

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount Updated?
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Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0

2. Click **Search**.
3. In **Name on card** type your name as it appears on the card. *Tip: if you're not sure how your name appears on the card, type a part of your name between asterisks, for example, *stev* or *mcdon**
4. In **Status** choose **New** from the drop-down list.
5. Click **Accept**.
6. Look at **Name on card** and make sure it is you.
7. Click **Transactions** in the ribbon. The first transaction on the statement displays.

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Statement ID

Card

Card number
Name on card
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Statement Details

Code
Status
GL year/period
GL effective date
Invoice date
Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount Updated?

Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0

8. Click **Update**.
9. **NOTE:** When you tab through the **Vendor** field, if this vendor is not in Munis, it will change the name to PCARD ONE TIME PAY. So make sure you pay attention to the Vendor this transaction came from.
10. Change the **Charge description** to describe what you bought.
11. Choose the correct **Commodity code**. Tab through the **Contract** and **Invoice number** fields if they are not applicable.
12. If this is a non-taxable transaction then enter the full transaction amount in the **Non-taxable amount** field.
If this is a taxable transaction and sales tax **was** withheld on the receipt, then in the **Sales Tax Group** field, click the field help and select the applicable county's tax group. (This should typically be Spartanburg County.) The **Pre-tax subtotal** field will automatically update. This total should agree to the amount on the receipt.

Card and Statement

Card number
Current card holder
Name on card
Statement ID
Statement code

Transaction

Munis Transaction ID
Card holder for transaction
Vendor
Charge description
Commodity code
Charge date
Post date
Import date
Allocation code
Contract
PO year/number/line
Document number

109
999999
MARRIOTT MYR BEACH FOR CONFERENCE
MCC code
10/03/2017
10/04/2017
11/14/2017
Contract
PO Liquidation
Invoice

Transaction amount	105.09
Non-taxable amount	.00
Sales tax group	HORRY (MYRTLE BE ...
Sales tax	8.68
Use tax group	...
Use tax	0.00
Pre-tax subtotal	96.41
Net amount	105.09

If this is a taxable transaction and sales tax **was not** withheld, then tab to the **Use tax group** field, click the field help, and select the USE TAX GROUP tax group. The **Use tax** field will then automatically calculate the appropriate amount of use tax that should be charged on the transaction.

Card and Statement	
Card number	****_****_****_****
Current card holder	
Name on card	
Statement ID	29
Statement code	11/14/17

Transaction	
Munis Transaction ID	113
Card holder for transaction	
Vendor	999999 PCARD ONE TIME PAY
Charge description	AMAZON - BOOKS
Commodity code	MCC code
Charge date	10/25/2017
Post date	10/26/2017
Import date	11/14/2017
Allocation code	
Contract	
PO year/number/line	
Document number	

Transaction amount	44.30
Non-taxable amount	.00
Sales tax group	
Sales tax	0.00
Use tax group	USE TAX GROUP
Use tax	2.66
Pre-tax subtotal	44.30
Net amount	46.96

13. Tab through to the **Allocations** section at the bottom of the screen

14. *If you are attaching this transaction to a project:*

- Click the next to **Project Account**.
- Double-click the appropriate Project from the list. The Account number will automatically be updated. Skip step 17.

15. *If you are not attaching this transaction to a project:*

Choose the **Account**:

- To use an account other than the one that is auto populated, delete the account number and Click the next to **Account**.
- Double-click the appropriate Account. The Description will automatically update.

16. Press the **Tab** key to move to Percent or Amount.

17. *If splitting the expense between accounts,*

- Type the percent or the dollar amount for this account then press **Tab** until you see the next line.
- Choose the Project Account or Account and percent/dollar amount for the next account.

PA Ty...	Project Account	T	Account	Description	Percent	Amount	Sales Tax Amount	Use Tax Amount	A	GL Bud
		E	100-01-405-0000-0000-510014-	PROFESSIONAL DEVELOPM	50.000	22.15	0.00	1.33	N	A
		E	100-01-404-0000-0000-510014-	PROFESSIONAL DEVELOPM	50.000	22.15	0.00	1.33	N	

18. Click **Accept**.

- Attach a scanned copy of your receipt. Click **Attach**.
- Double-click **Purchase Card Transaction**. *If you do not see Purchase Card Transaction, STOP. Click Transactions in the ribbon again and navigate to the proper transaction before attaching the receipt.*

Attachment Documents			
Attachment Type	Document Type	Read Only	Count
Generic Attachment	Attachment (no searchable metadata)		0
Purchase Card Transaction	Purchase Card Transaction		0

- Click **New**.
- Click **Import** to import an already-scanned file (locate and choose the file)
- Click **Save**. *The text below should be replaced with the image, but if not, it's ok.*

Attachment could not be loaded in viewer, click to launch using the default program on your computer


[Launch in External Viewer](#)

Attachment Title: 226rloh4jfngrtssu3zrs2qjwz222609307162013055320114.pdf


Attachment Mime-Type: application/pdf

Attachment Document Id:

f. Click **Close Viewer**.

19. Click  at the bottom of the screen to move to the next transaction on this statement to reconcile. **Repeat steps 8 – 20.**

20. When all transactions on this statement have been reconciled (description updated, account chosen, and receipt attached), click **Return** until you are back at the main statement screen.

Statement ID							
Statement ID	29						
Card							
Card number	**** * **** *						
Name on card							
Dept	405	BUDGET MANAGEMENT					
Statement Details							
Code	11/14/17						
Status	New						
GL year/period	2018	5					
GL effective date	11/14/2017						
Invoice date	11/14/2017						
Total	673.40						
Transactions							
Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?	
10/03/2017	11/14/2017	MARRIOTT MYTRLE BEACH	MARRIOTT MYR BEACH FOR CONFERENCE		105.09	Yes	
10/05/2017	11/14/2017	MARRIOTT MYTRLE BEACH	MARRIOTT MB CONFERENCE - KN		314.55	Yes	
10/05/2017	11/14/2017	MARRIOTT MYTRLE BEACH	MARRIOTT MB BA		314.55	Yes	
10/23/2017	11/14/2017	MARRIOTT MYTRLE BEACH	MARRIOTT MYR BEACH REFUND		-105.09	Yes	
10/25/2017	11/14/2017	AMAZON MKTPLACE PMTS	AMZ - BOOK		44.30	Yes	

21. Click **Release** from the Menu in the Ribbon.

22. Keep paper or electronic receipts until you receive notification that it is ok to get rid of them (about 1 year).

To Reactivate a Rejected PCard Statement

1. Follow steps 1 – 3 above.
2. In **Status** choose **Rejected** from the drop-down list.
3. Click **Accept**.
4. Click **Reactivate** (may need to click More... first).
5. Follow steps 7 – 19 above to make necessary changes and re-release the statement.