How to Enter Purchase Card Statements   Munis Version 11.2

The Purchase Card Statements program is located under Munis>*Financials > Accounts Payable > Invoice Processing > Purchase Cards > Purchase Card Statements*

Once you click on the program you should see the following screen

Search by any of the fields described below. Most common would be by status or statement code.

Field	Descriptions
Statement ID	
Statement ID	This is the ID code of the imported statement.
Card	
Card Number	This is the card number, and it cannot be updated.
Name On Card	The is the name on the purchase card.
Dept	This is the department to which the card belongs.
Statement Details	
Code	This is the statement code.
Status	This is the status of the statement.
GL Year/Period	This is the general ledger and period to which the statement applies.
GL Effective Date	This is the general ledger effective date of the statement transactions.
Invoice Date	This is the date that appears on the invoice created by the statement.
Total	This is the total dollar amount of the statement.
Transactions	
Charge Date	This is the date upon which the transaction was charged.
Import Date	This is the date upon which the transaction was imported into the Munis system.
Vendor	This is the vendor that was paid by the transaction.
Description	This is a general description of the transaction. The field can contain a product description, list of services, or other purchase description.
Amount	This is the total amount of the transaction. The amounts of all transactions in the table must total the amount for the entire statement.

After you have clicked on the search icon, Search and found your statement to work on, click Accept

Accept to view your search result.

The following screenshot shows a statement ready to be processed.

In your Munis program menu at the top right hand portion of the screen, click Transactions.
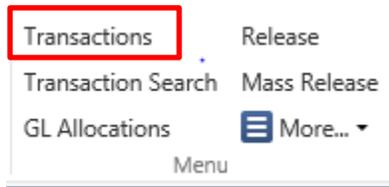
Click Update to edit any of the transaction detail.

Field	Descriptions
Card and Statement	
Card Number	This is the purchase card number to which the transaction applies.
Current Card Holder	This is the current holder of the purchase card.
Name on Card	This is the name displayed on the card.
Statement ID	This is the purchase card statement on which the transaction appears.
Statement Code	This is the statement code of the purchase card statement on which the transaction appears.
Transaction	
Munis Transaction ID	This is the ID of the transaction assigned by Munis.
Bank Transaction	This is the ID of the transaction assigned by the bank.

Field	Descriptions
ID	
Card Holder for Transaction	This is the card holder at the time the transaction was made.
Vendor	This is the vendor with whom the transaction was completed.
Charge Description	This is a description of the charge.
Charge Date	This is the date upon which the charge was made.
Post Date	This is the date upon which the transaction is posted.
Import Date	This is the date upon which the transaction was imported into the Munis system.
MCC Code	This box contains the merchant category code of the purchase card transaction. Merchant category codes (MCC) are used to classify vendors based on the types of goods and services the vendor provides.
Commodity Code	*SKIP*
Amount	This is the total dollar amount of the transaction.
Use Tax	This is the total dollar amount of the use tax.
Allocation Code	This is the allocation code to apply to the transaction. This box is accessed by clicking the Allocate by Code option.
Contract	Enter contract number in which to apply this transaction to, if applicable. You may use the field help to search on open contracts for that vendor.
PO Year/Number/Line	If you used the Liquidate PO option in the Munis Menu, the PO Year/Number/Line would display here.
Work Order	*SKIP*
Document Number	This is the document number of the transaction
Allocations	
PA	This is the project account type, if applicable.
Project Account	This is the project account string to which to allocate the transaction .
Org/Object/Project Account	This is the org, object, and project code or the full account number to which to allocate the transaction.
	If the purchase card to which the statement belongs has a default org code, the program enters that default code in the Org column.
	If the commodity code of the transaction has an object code associated with it, and the combination of that object code and the default org code from the purchase card results in a valid account, the object from the commodity code is used in place of the default object for the purchase card when creating default allocation lines for the transaction.
Description	This is the default account description, as defined in Account Master.
Percent	This is the percentage of the transaction total to allocate to the account.
Amount	This is the flat amount to allocate to the account.
A	The value of this column indicates whether the transaction applies to a fixed asset or not. The column is only available if the Create One Invoice Per P-Card Transaction check box is selected in Accounts Payable Settings.

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Field	Descriptions
GL Bud	The value of this column indicates whether the general ledger account is under budget, over budget, or if the budget status has been overridden by an authorized user.
PA Bud	The value of this column indicates whether the project string is under budget, over budget, or if the budget status has been overridden by an authorized user.

On the Transaction page the next step is reallocating the charges to the correct expense accounts. The charges come in as separate line items. Double click on the transaction to be allocated.

Click Update

Do not update Cardholder Name. Update Vendor if needed. Update Charge Description. Do not update Commodity Code. Scroll down to see account allocation.

The account will default to a Prepaid Pcard liability account. Update this account for the charge.

Once the transaction has been reallocated, click the Accept key

Click the Paperclip to attach a scanned image of the charge back up.
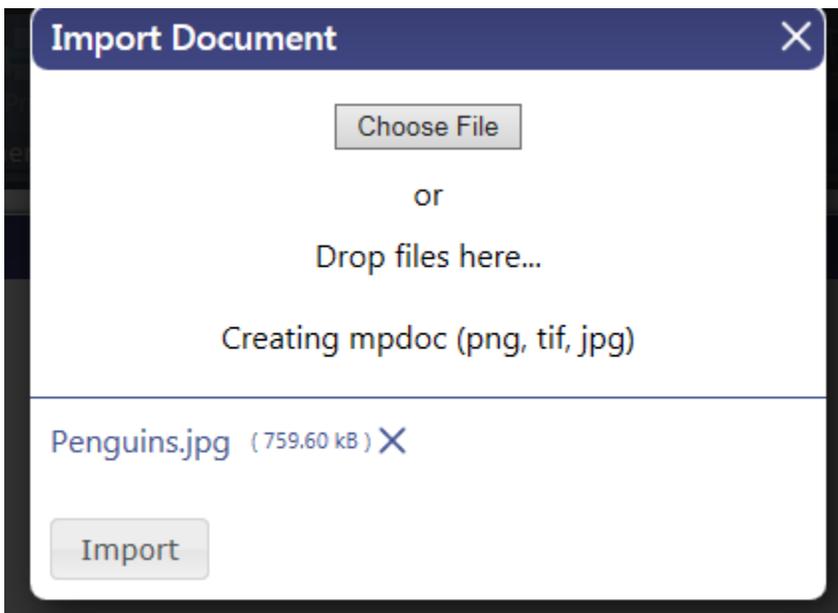

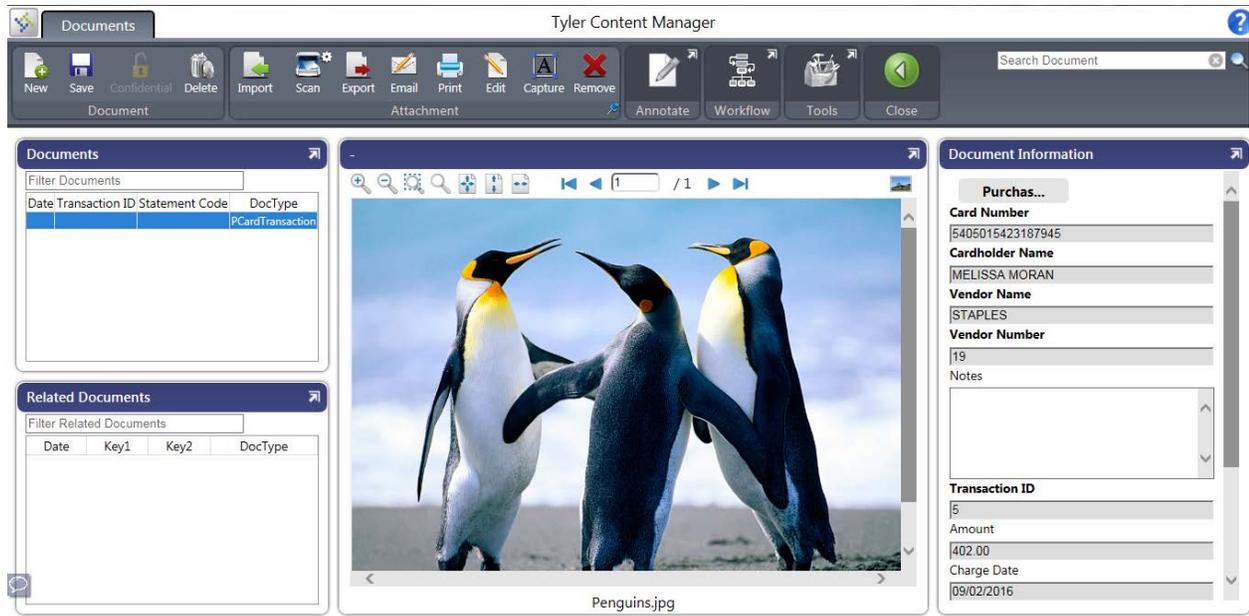Double click on Purchase Card Transaction.
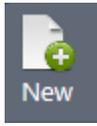
Click New and click Import .
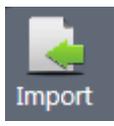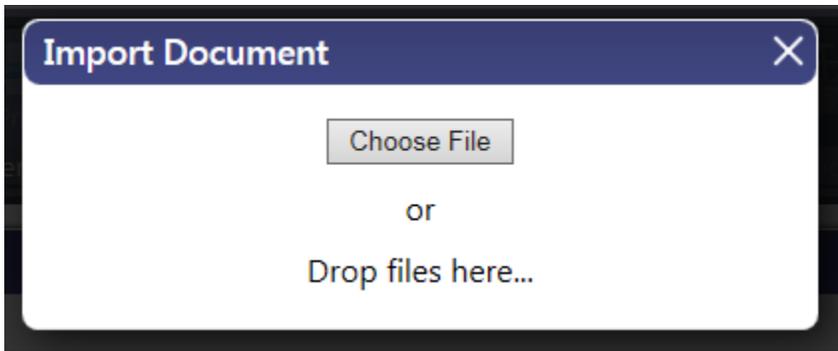
Click Choose File and locate the scanned PDF or other document to be used as support.

Click Import. The image will now appear as attached to the transaction.

Click Save ![Save] and then Close ![Close].

Click Return ![Return button] to go back to the statement header screen.

Once all changes have been made, click Release in the Munis menu to begin workflow