



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

- ▾ Munis
 - ▾ Financials
 - ▷ General Ledger Menu
 - ▷ Purchasing
 - ▾ Accounts Payable
 - ▾ Invoice Processing
 - Invoice Entry
 - Modify Invoices
 - ▾ Purchase Cards
 - Purchase Card Statements**

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

The screenshot shows the 'Purchase Card Statements' application window. The title bar reads 'Purchase Card Statements - Munis [Racine County | TRAIN | 08/12]'. The interface includes a toolbar with various actions like 'Accept', 'Cancel', 'Search', 'Browse', 'Query Builder', 'Add', 'Update', 'Delete', 'Global', 'Duplicate', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Office', 'Attach', 'Notify', 'Tools', 'Transactions', 'Release', 'Transaction Search', 'Mass Release', 'GL Allocations', and 'Menu'. Below the toolbar are several sections: 'Statement ID' with a text input field; 'Card' with fields for 'Card number', 'Name on card', and 'Dept'; 'Statement Details' with fields for 'Code', 'Status', 'GL year/period', 'GL effective date', 'Invoice date', and 'Total', along with a 'Notes' button; 'Transactions' with a table header containing 'Charge Date', 'Import Date', 'Vendor', and 'Description'; and a 'Workflow' section with buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'.

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	This 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.

Purchase Card Statements - Munis [Racine County | TRAIN | 08/12]

HOME

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

Confirm Search Actions Output Office Tools Menu

Statement ID
Statement ID: 1

Card
Card number: 5405015422933281
Name on card: AARON SCHMIDT
Dept: FIN FINANCE DEPARTMENT

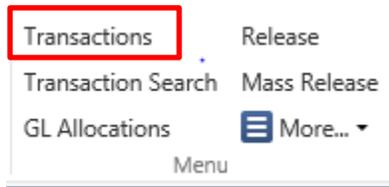
Statement Details
Code: 01 Notes
Status: New
GL year/period: 2016 9
GL effective date: 09/14/2016
Invoice date: 09/14/2016
Total: 771.89

Transactions

Charge Date	Import Date	Vendor	Description
09/01/2016	09/14/2016	STAPLES	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES
09/01/2016	09/14/2016	OFFICE DEPOT	DIRECT MARKETING-COMBINATION CATALOG/RETAIL MERCH.
09/01/2016	09/14/2016	LOWES COMPANY	HOME SUPPLY WAREHOUSE STORES
09/01/2016	09/14/2016	THE HOME DEPOT	HOME SUPPLY WAREHOUSE STORES

Workflow
My Approvals Approve Reject Forward Hold Approvers

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.

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.


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HOME

Accept Cancel Search

Confirm Search

Browse Query Builder

Add Update Global*

Actions Duplicate

Print PDF Preview

Output

Text file Word Excel

Email Schedule Office

Attach Notes Notify

Tools

Transactions Release

Transaction Search Mass Release

GL Allocations Menu

Return

Statement ID

Statement ID

Card

Card number

Name on card

Dept FINANCE DEPARTMENT

Statement Details

Code [Notes](#)

Status

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description
09/01/2016	09/14/2016	STAPLES	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES
09/01/2016	09/14/2016	OFFICE DEPOT	DIRECT MARKETING-COMBINATION CATALOG/RETAIL MERCH.
09/01/2016	09/14/2016	LOWES COMPANY	HOME SUPPLY WAREHOUSE STORES
09/01/2016	09/14/2016	THE HOME DEPOT	HOME SUPPLY WAREHOUSE STORES

Workflow

My Approvals

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Maplink Alerts

Confirm Search Actions Output Office Tools Allocate By Code FA Detail Liquidate PO Menu Return

Card and Statement

Card number: 5405015423187945
 Current card holder: MELISSA MORAN
 Name on card: MELISSA MORAN
 Statement ID: 2
 Statement code: 02

Transaction

Munis Transaction ID: 5 [Notes](#)
 Card holder for transaction: MELISSA MORAN
 Vendor: 19... STAPLES
 Charge description: OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES
 Commodity code: ... MCC code: ...
 Charge date: 09/02/2016
 Post date: 09/10/2016 Transaction amount: 402.00
 Import date: 09/14/2016
 Allocation code: ...
 Contract: ... [Contract](#)
 PO year/number/line: ... [PO Liquidation](#)
 Document number: ... [Invoice](#)
 Invoice number: ...



Click Update **Update**

Card and Statement

Card number: 5405015423187945
 Current card holder: MELISSA MORAN
 Name on card: MELISSA MORAN
 Statement ID: 2
 Statement code: 02

Transaction

Munis Transaction ID: 5 [Notes](#)
 Card holder for transaction: MELISSA MORAN
 Vendor: 19... STAPLES
 Charge description: PENS, FILES
 Commodity code: ... MCC code: ...
 Charge date: 09/02/2016
 Post date: 09/10/2016 Transaction amount: 402.00
 Import date: 09/14/2016
 Allocation code: ...
 Contract: ... [Contract](#)
 PO year/number/line: ... [PO Liquidation](#)
 Document number: ... [Invoice](#)
 Invoice number: ...

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

Allocations										
PA Ty...	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
		10	145180		PPD PCARD SHERIFF	100.000	402.00	N	U	

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

Allocations										
PA Ty...	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
		11800000	441500		OFFICE SUPPLIES	100.000 x	402.00	N	U	

Once the transaction has been reallocated, click the Accept key 

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

Attachment Documents					
Attachment Type	Document Type	Read Only	Count	Required	
Generic Attachment	Attachment (no searchable metadata)		0		

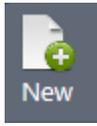
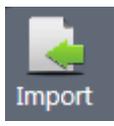
Associated Documents				
Document Title	TCM Document Type	Read Only	Count	
Purchase Card Statement	Purchase Card Statement		0	
Purchase Card Transaction	Purchase Card Transaction		0	

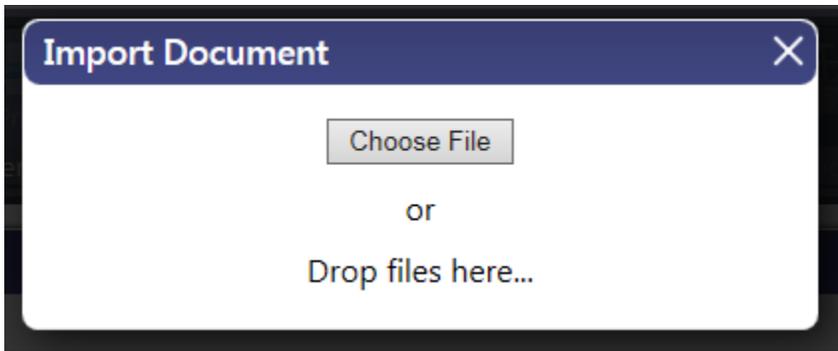
 View Documents

TCM Version: 2016.2.1.1

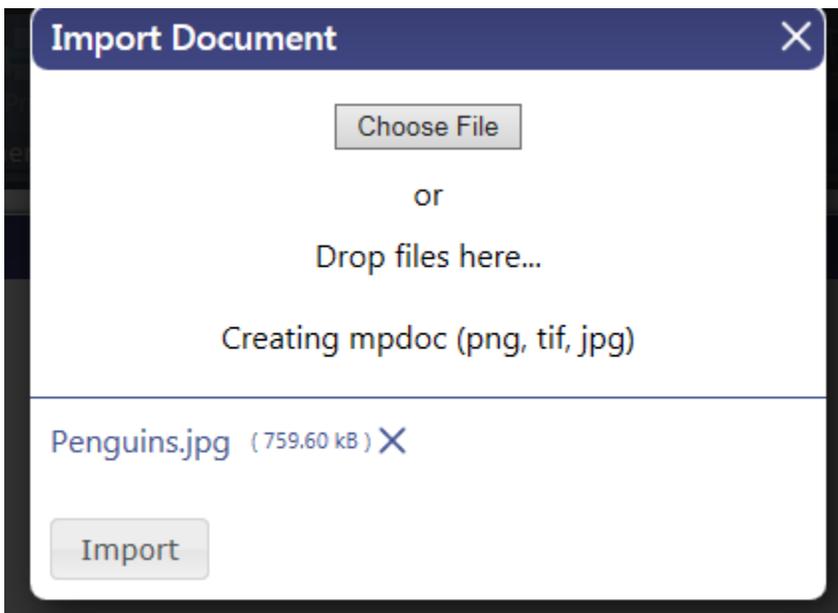
Show Counts

Double click on Purchase Card Transaction.

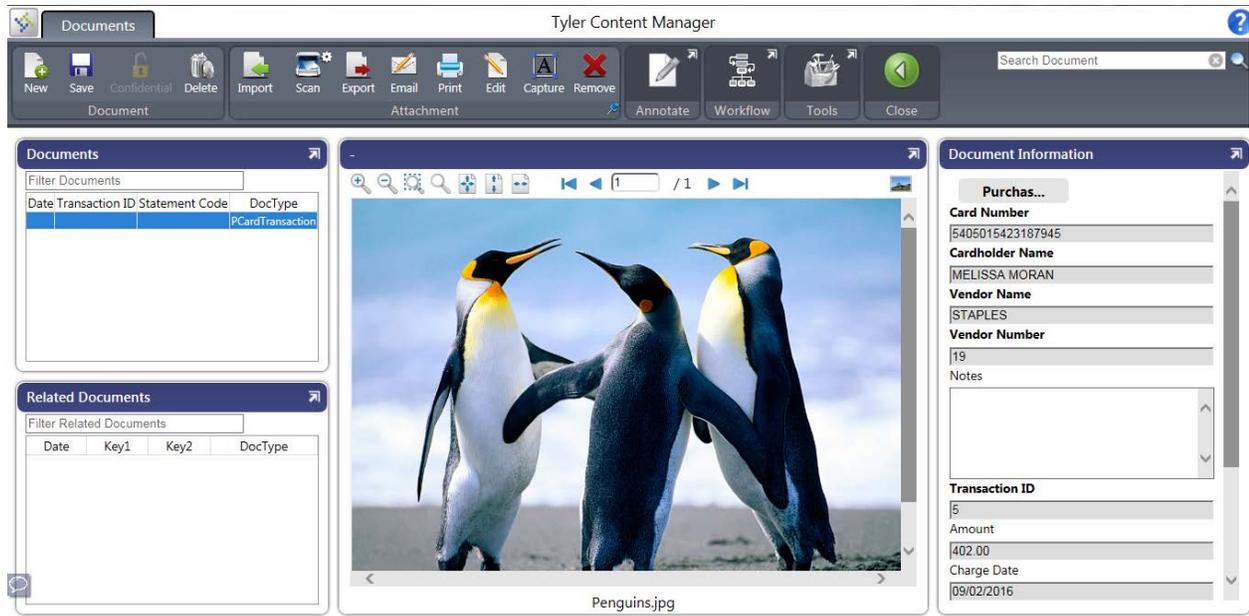
Click New  and click Import .



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 and then Close.

Click Return to go back to the statement header screen.

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

