

HOW TO PROCESS P-CARD TRANSACTIONS

BEFORE YOU BEGIN:

- MAKE SURE YOU HAVE ALL THE RECEIPTS FOR THAT MONTH IN PLACE
- MAKE SURE THERE ARE ENOUGH FUNDS IN THE GL ACCOUNTS YOU ARE TO CHARGE EACH PURCHASE

Tips:

- Write down account information as soon as you get the receipt



- Encourage employees, especially those working in the field, to take pictures of the receipts for easier information retrieval, if original is misplaced

PROCESS:



City employees make purchases in accordance with the purchasing policy and turn in all invoices/receipts to department's P-Card administrator



Electronic file from bank imported into TylerMunis by Finance



E-Mail from Finance alerting the P-Card statement is ready for departments' reviewing.

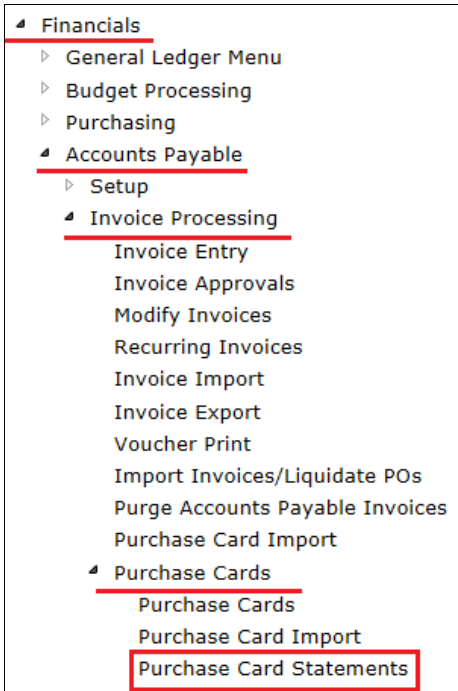


Department P-Card admins assign GL's & scan invoices/receipts

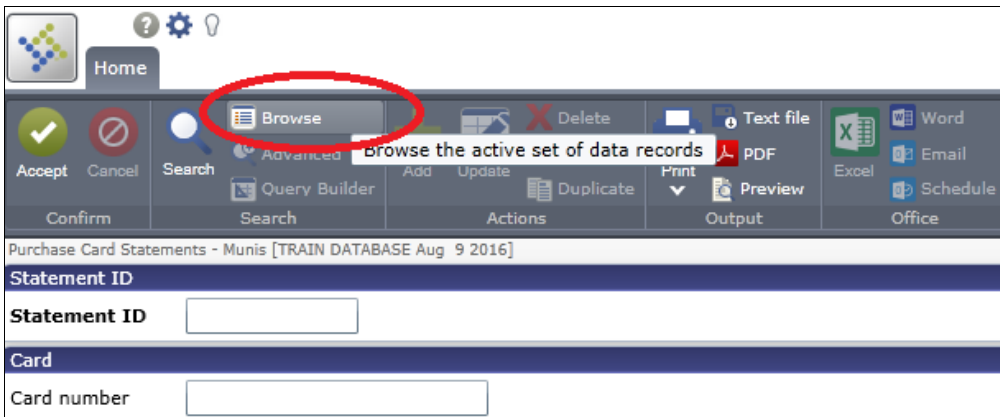


Appropriate Department Director and Finance Review and approve P-Card statements

1. After receiving an email from Finance that P-Card statement is ready, go to Purchase Card statements



2. Click on Browse



3. Select your statement from the list

Statement	Card Number	Name On Card	Dept	GL Year	GL Period	GL Eff. Date	Invoice Date	Total
1	XXXXXXXX06090916	LINA UPHAM	5130	2016	11	08/01/2016	08/25/2016	645.51
2	XXXXXXXX06091138	ANTHONY CHIARADONNA	5160	2016	11	08/01/2016	08/25/2016	94.59
3	XXXXXXXX06090916	LINA UPHAM	5130	2016	11	08/01/2016	08/30/2016	126.65
4	XXXXXXXX06091138	ANTHONY CHIARADONNA	5160	2016	11	08/01/2016	08/30/2016	474.20

4. All transactions for the month will be listed. Select a transaction and click Accept.

Purchase Card Statements - Munis [TRAIN DATABASE Aug 9 2016]

Statement ID

Statement ID:

Card

Card number:

Name on card:

Dept: Finance

Statement Details

Code: Notes

Status:

GL year/period:

GL effective date:

Invoice date:

Total:

Transactions

Charge Date	Import Date	Vendor	Amount
08/16/2016	08/25/2016	FAPPO INC	120.00
08/09/2016	08/25/2016	J NEWTON ENTERPRISES INC	298.00
08/02/2016	08/25/2016	BALD EAGLE TOWING/RECOVERY INC	105.50
08/02/2016	08/25/2016	BALD EAGLE TOWING/RECOVERY INC	105.50
08/02/2016	08/25/2016	MARCO OFFICE SUPPLY INC.	11.77
08/01/2016	08/25/2016	SUNSHINE ACE HARDWARE	4.74

5. Click Update to add any notes, description of the purchase and change GL account number. Click Accept.

Purchase Card Statements - Munis [TRAIN DATABASE Aug 9 2016] > Transactions

Card and Statement

Card number:

Current card holder:

Name on card:

Statement ID:

Statement code:

Transaction

Munis Transaction ID: Notes

Card holder for transaction:

Vendor: SUNSHINE ACE HARDWARE

Charge description:

Charge date:

Post date:

Import date:

MCC code:

Commodity code:

Transaction amount:

Allocation code:

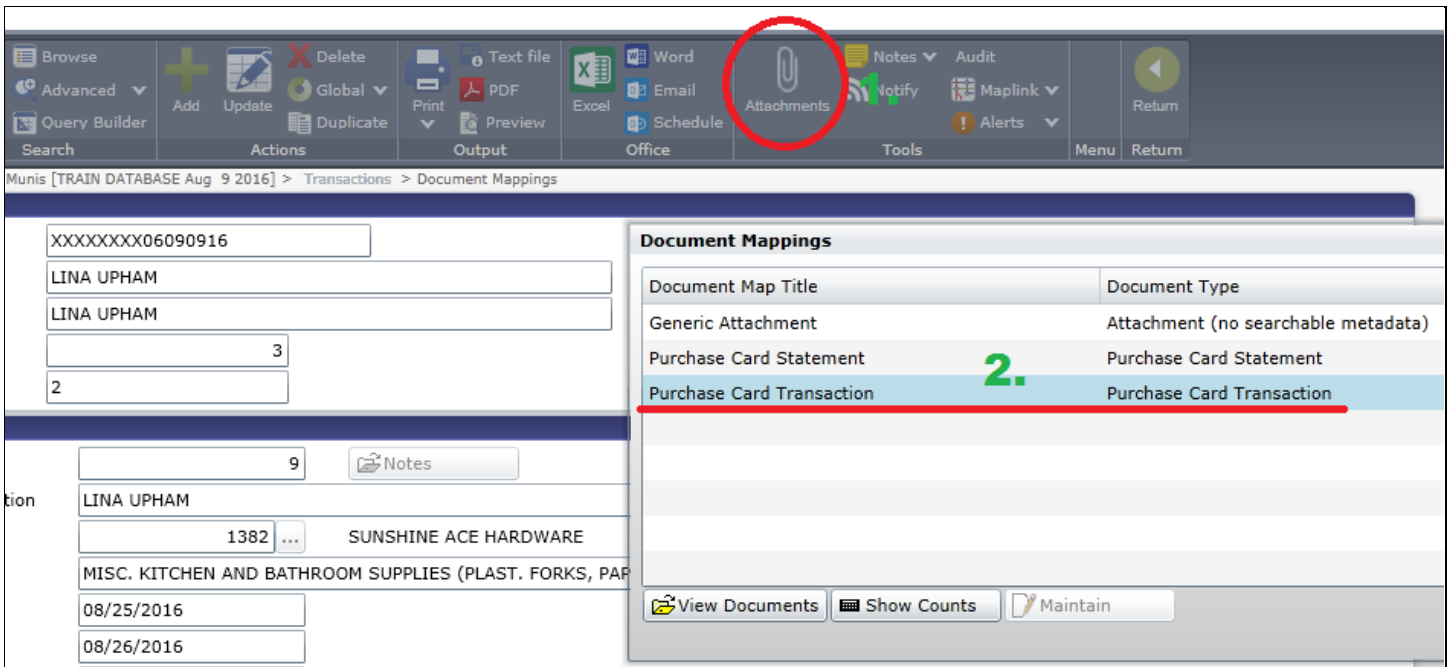
PO year/number/line: PO Liquidation

Document number: Invoice

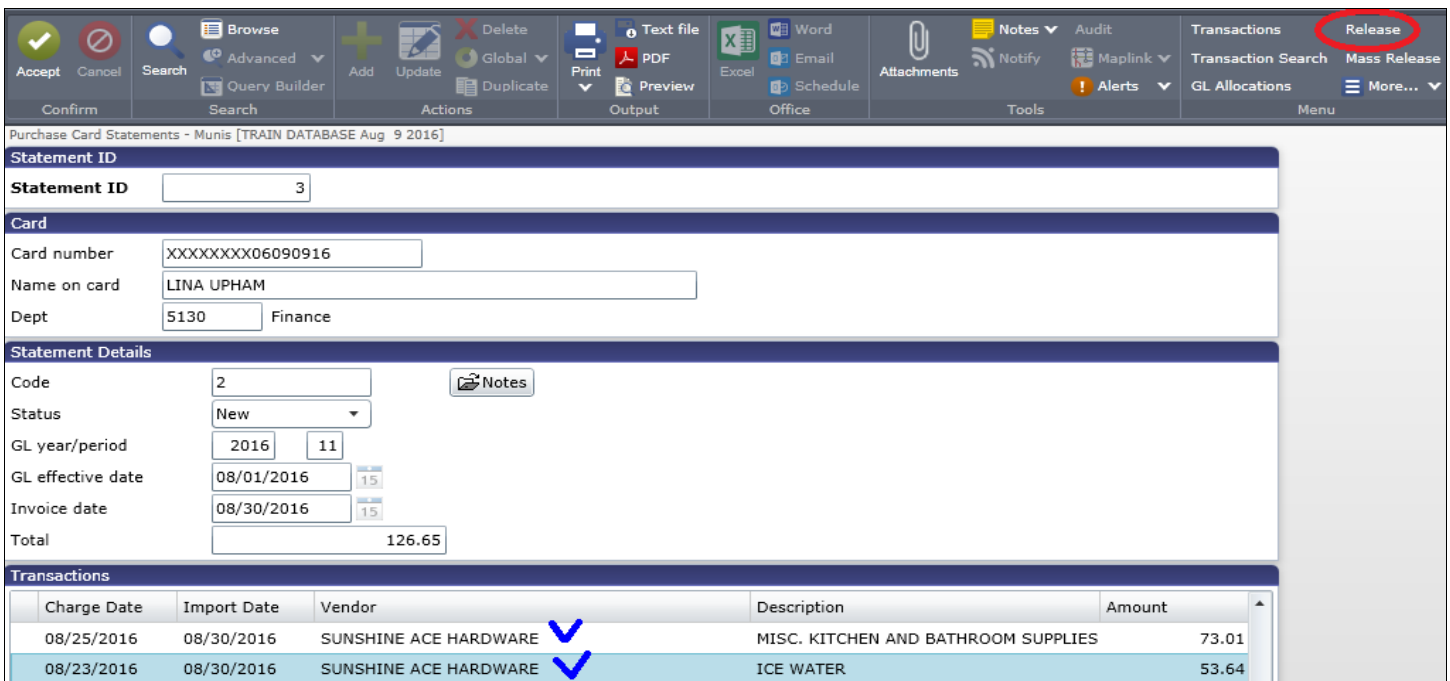
Allocations

PA	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud
		0015190	24610		REPAIR & MAINT - FACI	100.000	73.01	N	U

6. Attach a receipt



7. Select next transaction from the list until each charge has descriptions added, proper GL account assigned, and receipt scanned. When completed, click on Release to send to Workflow, which will take care of the rest.



8. Once all the charges have been fully approved, departments can purge the paper receipts.