



## Activity: Purchase Card Statement Management

### Manage Purchase Card Statements

1. Navigate to **Purchase Card Statements**  
**Munis > Financials > Accounts Payable > Invoice Processing > Purchase Cards > Purchase Card Statements**
2. Click **Search**
  - a. Input cost center number in **Dept**
  - b. Select **New** from the **Status** drop-down
  - c. Click **Accept**
3. Click **Accept** or **Transactions** on the first statement to begin managing its transactions
  - a. Click **Update**
  - b. **Schools only** – if any part of the transaction is coded to the 114200 object, replace the **Charge Description** with the activity number and a description of the purchase to assist with paying due to district
  - c. If the transaction is paying against a contract, input the contract number in **Contract** (or use the ellipsis to select the contract); otherwise, leave this field blank
  - d. Tab to the first account line
  - e. Change the account type under **T** if applicable (input 'B' for Balance Sheet or 'E' for Expense)
  - f. Tab and input the account coding under **Account** (or use the ellipsis to select a valid account)
  - g. Tab to **Amount**
    - i. To code the transaction to a single account, leave the default amount
    - ii. To code the transaction to multiple accounts, input the amount that applies to the selected line
      1. Tab three times to generate a new line
      2. Repeat steps **d** through **f** until the transaction amount is fully coded
  - h. Click **Accept**
    - i. If there are multiple transactions to manage, use the arrows in the lower-left corner of the screen to proceed through each transaction and repeat steps **a** through **g**
    - ii. Once all transactions on the statement have been managed, click **Return**
4. Add all necessary supporting documentation using the **Attach** function – this is *mandatory*
  - a. Select the **Purchase Card Statement** document mapping
  - b. Click **View Documents**
  - c. Attach all supporting documentation, then click **Close Viewer** once finished
5. Once all of the transactions on the statement are fully managed and all attachments added, click **Release** to release the statement into workflow – do *not* click **Mass Release** as this will release all statements into workflow, including unmanaged statements
6. If there are multiple statements to manage, use the arrows in the lower-left corner of the screen to proceed through each statement and repeat steps **3** through **5**

### Locate and reactivate rejected Purchase Card Statements

1. Navigate to **Purchase Card Statements**  
**Munis > Financials > Accounts Payable > Invoice Processing > Purchase Cards > Purchase Card Statements**
2. Click **Search**
  - a. Input cost center number in **Dept**
  - b. Select **Rejected** from the **Status** drop-down
  - c. Click **Accept**
3. Click **More**
  - a. Click **Reactivate** – statement returns to **New** status
  - b. Make corrections as noted in rejection notification, then click **Release**



Statements can also be searched by date or date range. Click **Search** and input other criteria as usual, then input the date in **GL effective date** (or input the date range as MM/YY/DD:MM/YY/DD – e.g. 01/01/2016:01/31/2016 for all of January 2016) and click **Accept**.



To check on a statement's workflow status, click on **Approvers**. This will show a list of all approvers in workflow, including the current level. This is particularly useful if a statement is rejected, as it will show who rejected the statement as well as rejection reason.

#### Important notes

- Purchase card statements represent a summary of a card's posted activity for a single day and may contain multiple transactions, which must be managed individually.
- The default account assigned to a purchase card is encumbered as soon as the statement is generated.
- Purchase card statements *must* be managed on a daily basis.
- Accounts coded on a statement will not be represented by a journal entry (and will not be visible on the **YTD Budget Report**) until the statement is processed and in **Converted** status.
- The encumbrance will be visible prior to conversion in **Account Inquiry** in the **Actual (Memo)** folder as a PCARD entry. Once it is converted and posted, it will appear as a journal entry. The transactions will also be visible in **Vendor Inquiry** prior to conversion.
- Any account corrections to statements in **Approved** or **Converted** status must be done with a journal entry.
- If a transaction is to be disputed, follow the procedures provided by the Purchasing Department to dispute the charges. Manage the transaction per normal procedures (including correct account coding) and attach the **Missing Receipt Affidavit** with explanation of charges being disputed. *Make a note in the comment section* that the charge is being disputed.