



Activity: Managing P Card Transactions

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Background:

- Regions Bank provides the District a file of P Card transactions that have posted on a daily basis. These transactions are downloaded into Munis and become a "Statement". The Munis P Card statements reflect the activity that occurred by P card on a daily basis. The statements will contain all the purchases posted for that day. In Munis, the individual transactions will be managed in a collective statement, whereas in TERMS they were managed by transaction.
- Once the statements are managed in Munis, the statement is released for project approval, if applicable, into workflow.
- **Please note that each P Card will have a default account. Funds in the default account are committed as soon as the transaction is imported (which is daily), which reduces the available balance of the account. If the statements are not managed within 5 days of the transaction or 3 days from the import, the statement will be released at District Office against the default account (per District Procedures).**
- Once approved, the statements will be posted. **Any corrections to transactions after the transaction is in an approved status must be made via a correcting journal entry.** (This is different from TERMS. Once final approval is complete the statement cannot be accessed to change an account.)

Step 1-Select statements that are "new" (not managed and released).

- Click "search" in the ribbon.
- Enter the department (cost center) number in the department field.
- Click on the dropdown on the status field and select "new".
- Click "accept" in the ribbon.

Result: The active set will be presented for statement management.

Notes:

- *The Statement Detail "Code" field is a unique identifier for the statement. The District will use the YYMMDD format for this code. This will indicate the date the transaction posted at the bank.*
- *The Statement Detail "Total" field represents the total of all transactions posted on this statement.*
- *The transactions attached to the P Card for the post date will be reflected in the "Transactions" section. The transactions represent individual purchases processed by the bank. There could be multiple transactions on each statement.*

Step 2-Manage each of the transactions in the transactions section.

- Highlight the transaction to be managed by placing the cursor on the transaction.
- Click "accept".

Result: The transaction record will be presented for management (verify or change account coding).

Step 2a – Verify and/or change accounts on transaction

- A. General information regarding the transaction will be displayed in the Transaction Section and the P card default account will be displayed in the allocations tab.
 - If the vendor provides item level detail, there will be a tab at the bottom to the right of the Allocations tab titled “Transaction Detail”.
 - If there is no level of detail description tab, or if the detail description is insufficient, a charge description MUST be added. Click “Update” **and add more detail in the charge description field. This is required.**
 - Click “Accept” if finished or “Tab” to Allocations to change an account.
- B. To change an account,
 - “Tab” to the “T” (Type) field and change the account type if needed. “The account type fields should be “B” for Balance Sheet (due to district) and “E” for Expense. “Tab” to the account field (if the account needs to be changed).
 - To change the default account and use the ellipsis to change the account, remove the default account segments, “click” on the ellipsis for a list of accounts allowed for P Card transactions. Select another account.
 - To change the default account without using the ellipsis for account selection, simply key the account number in the account field.
 - **“Tab” to move out of the account field.**
- C. If the transaction is to be allocated either by percent or dollar amount, make the desired changes and click “accept” in the ribbon. (To add additional accounts simply “Tab” to the next account line.)
- D. Click “accept” when all accounts are complete.
- E. Click “return” to go back to the statement record.
- F. Continue Step 2a until all transactions on the statement have been managed.

Step 3 – Release the statement into workflow.

- A. **MANDATORY** - Attach the receipt via TCM to the current statement. When attaching to TCM, use the document type of “Purchasing Card Statement”.
- B. Once the transactions in the statement have been managed and all receipts have been scanned and uploaded into TCM, click on “release” in the ribbon.
- C. The statement will be released and then routed through workflow for approval and final posting.
- D. **DO NOT** CLICK “MASS RELEASE” BECAUSE THIS WILL RELEASE ALL STATEMENTS IN THE FIND SET WITH THE DEFAULT ACCOUNT.
- E. If there are multiple statement records in the find set, move to the next statement in the find set using the arrows at the bottom to scroll from one statement to the next.

Notes:

- *Until the statement has been completely processed through the system, the account used on the P card transaction will be included in the actual (memo) balance on the account inquiry screen. There will be no detail journal entry until the P card has been completely processed.*
- *Transactions completely processed through the system are available through query in the P card module as well as in the Accounts Payable module.*
- *These transactions are also tied to a vendor record so this detail will also be available through vendor inquiry.*
- *If the statement was rejected, make necessary changes to the transaction. Release the statement once all corrections have been made.*
- *If a transaction is to be disputed, follow the procedures provided by Purchasing Department to dispute the charges. In Munis P Card Module, code the transaction to a proper account and make a note in the comment section the charge is a disputed charge.*
- **Original receipts need to be retained by the cost center until notification has been received that P card audit is done.**