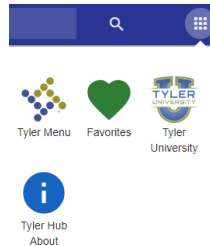


P-CARD STATEMENT PROCESSING

MUNIS v2018.1

Procedure

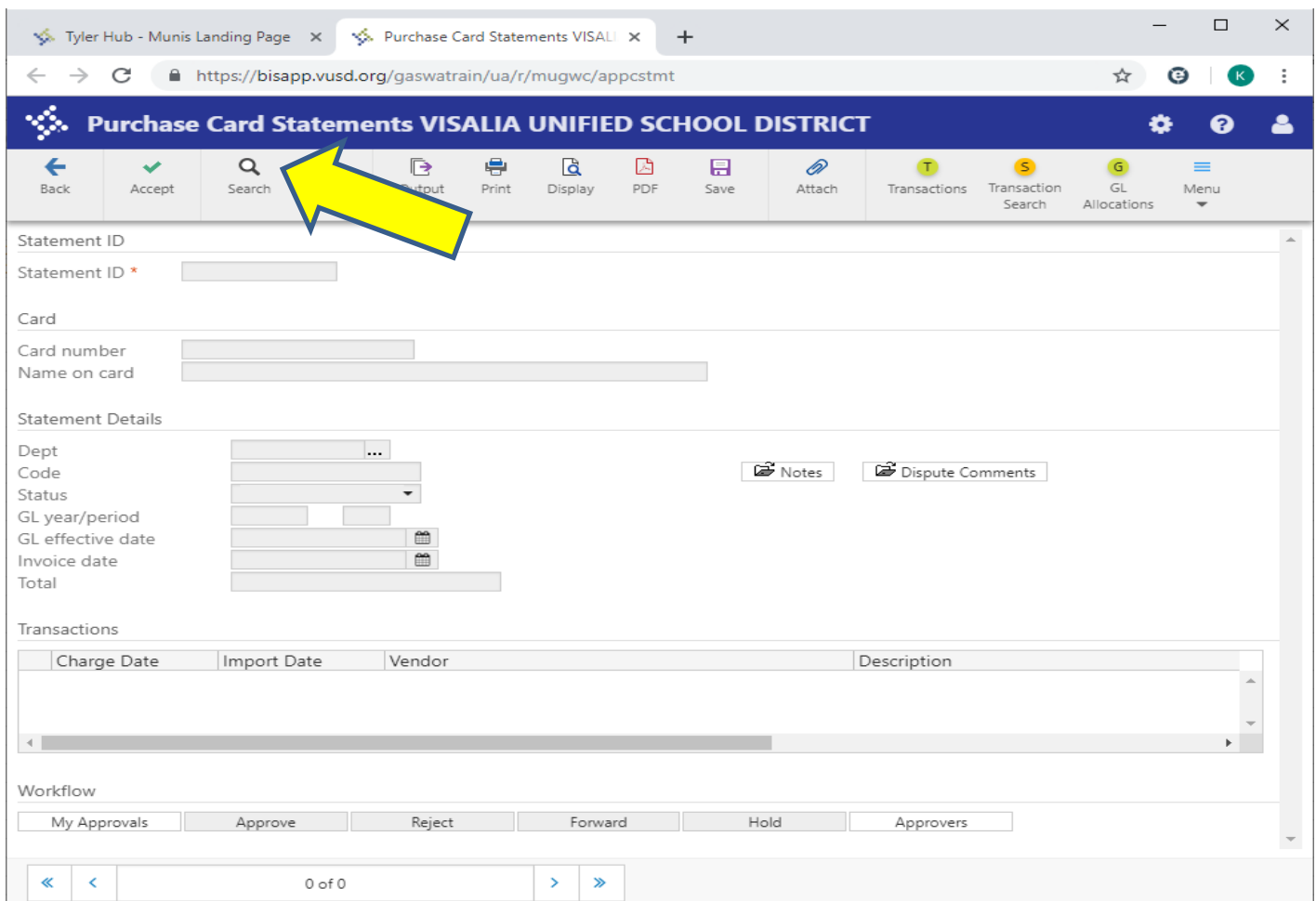
1. Once you login, click the “waffle” on the top right menu ribbon and then the “Tumbling T’s”



2. Open the Purchase Card Statements Program

🖱️ Financials ► Accounts Payable ► Invoice Processing ► Purchase Cards ► Purchase Card Statements

3. Click Search and enter the ‘Name on Card’ and Accept .



Statement ID

Statement ID *

Card

Card number

Name on card

Statement Details

Dept

Code

Status

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description
-------------	-------------	--------	-------------

Workflow

My Approvals Approve Reject Forward Hold Approvers

Tyler Hub - Munis Landing Page x Purchase Card Statements VISALIA x +

https://bisapp.vusd.org/gaswatrain/ua/r/mugwc/appcstmt

Purchase Card Statements VISALIA UNIFIED SCHOOL DISTRICT

Back Accept Query

Statement ID

Statement ID *

Card

Card number

Name on card

Statement Details

Dept

Code

Status

GL year/period

GL effective date

Invoice date

Total

Notes Dispute Comments

Transactions

Charge Date	Import Date	Vendor	Description

Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0

4. Click “Transactions” button on the menu ribbon. This will open the Transactions window.

The screenshot shows the 'Purchase Card Statements VISAIA UNIFIED SCHOOL DISTRICT' application. A yellow arrow points to the 'Transactions' button on the menu ribbon. The application displays the following information:

Statement ID
Statement ID * 1

Card
Card number [REDACTED]
Name on card [REDACTED]

Statement Details
Dept 0407 DO - BUSINESS SERVICES
Code 03112019
Status New
GL year/period 2019 9
GL effective date 03/11/2019
Invoice date 03/11/2019
Total 348.80

Transactions

Charge Date	Import Date	Vendor	Description
01/31/2019	03/11/2019	CASBO	MEMBERSHIP ORGANIZATIONS
02/05/2019	03/11/2019	OFFICE DEPOT	STATIONERY STORE/SUPPLIES
02/07/2019	03/11/2019	SCHOOL SERVICES OF CALIFO	BUSINESS SERVICES -OTHER

Workflow
My Approvals Approve Reject Forward Hold Approvers

1 of 3

TIP: In addition to clicking the “Transactions” button on the menu ribbon, you can also **double click individual transactions on the bottom half of the screen.**

5. Click “Update”. This is where you will make changes to the following fields
 - a. Charge Description – This is what you currently specify on your Monthly Transaction Log under “Description of Expense”.
 - b. Account – This is what you currently specify on your Monthly Transaction Log for the “Account Number”.
 - i. This can be split either by % or \$ amount.

Transactions kjohnson02

Back Search Browse **Update** History

Card and Statement

Card number [REDACTED] Statement ID 1
Current card holder [REDACTED] Statement code 03112019
Name on card [REDACTED]

Transaction

Munis Transaction ID 1 Notes Dispute Comments
Card holder for transaction [REDACTED]
Vendor 999997 CASBO
Charge description MEMBERSHIP ORGANIZATIONS
Commodity code [REDACTED] MCC code 88
Charge date 01/31/2019
Post date 02/01/2019 Transaction amount
Import date 03/11/2019 Non-taxable amount
Allocation code Sales tax group
PO year/number/line PO Liquidation Sales tax
Document number Invoice Use tax group
Use tax
Pre-tax subtotal
Net amount

Last Change

The Status was changed from Pre-Released to Approved by Hernandez, Nathan.

ALLOCATIONS

1 of 4

This example is for a flat amount.

Transactions kjohnson02

Back Search Browse Update (1) Attach View History

Card holder for transaction [REDACTED]

Vendor 999997 CASRO

Charge description MEMBERSHIP ORGANIZATIONS

Commodity code ... MCC code

Charge date 01/31/2019

Post date 02/01/2019

Import date 03/11/2019

Allocation code

PO year/number/line PO Liquidation

Document number Invoice

Last Change

The Status was changed from Pre-Released to Approved by Hernandez, Nathan.

ALLOCATIONS

PA Ty	Project	Account	Description	Percent	Amount	Sales Tax Amount	Use Tax Amount
E		010-00000-0-00000-73000-43000-000-0000-250-	MATERIALS AND SUPPLIES	100.000	50.00	0.00	0.00

1 of 4

This example reflects a % split.

Transactions kjohnson02

Back Search Browse Update Attach Allocate By Code View History

Card holder for transaction [REDACTED]

Vendor 999997 STATE OF CA DEPT OF DCSS

Charge description meeting supplies

Commodity code [REDACTED] MCC code

Charge date 02/12/2019

Post date 02/13/2019

Import date 03/11/2019

Transaction amount

Non-taxable amount

Sales tax group

Sales tax

Use tax group

Use tax

Pre-tax subtotal

Net amount

Allocation code

PO year/number/line PO Liquidation

Document number Invoice

Last Change

The Status was changed from New to Pre-Released by Johnson, Kyla.

ALLOCATIONS

PA Ty	Project	Account	T	Account	Description	Percent	Amount	Sales Tax Amount	Use Tax Amount
E	010-00000-0-00000-73000-52000-000-0000-250-				TRAVEL AND CONFERENCES	50.000	292.88	0.00	0.00
E	010-00000-0-00000-73000-43000-000-0000-250-				MATERIALS AND SUPPLIES	25.000	146.44	0.00	0.00
E	010-00000-0-00000-73000-58000-000-0000-250-				PROFESSIONAL/CONSULTING SERV	25.000	146.44	0.00	0.00

3 of 3

This example reflects a split by \$ amount. When you use this option, the Percent column is automatically calculated.

Tyler Hub - Munis Landing Page x Transactions kjohnson02 x +

https://bisapp.vusd.org/gaswetrain/ua/r/mugwc/appcstmt

Transactions kjohnson02

Back Accept Cancel Search Delete

Card number for transaction [REDACTED]
Vendor 999997 ... STATE OF CA DEPT OF DCSS
Charge description meeting supplies
Commodity code ...
Charge date 02/12/2019
Post date 02/13/2019
Import date 03/11/2019
Allocation code
PO year/number/line
Document number Invoice
PO Liquidation
MCC code
Transaction amount
Non-taxable amount
Sales tax group
Sales tax
Use tax group
Use tax
Pre-tax subtotal
Net amount

Last Change
The Status was changed from New to Pre-Released by Johnson, Kyla.

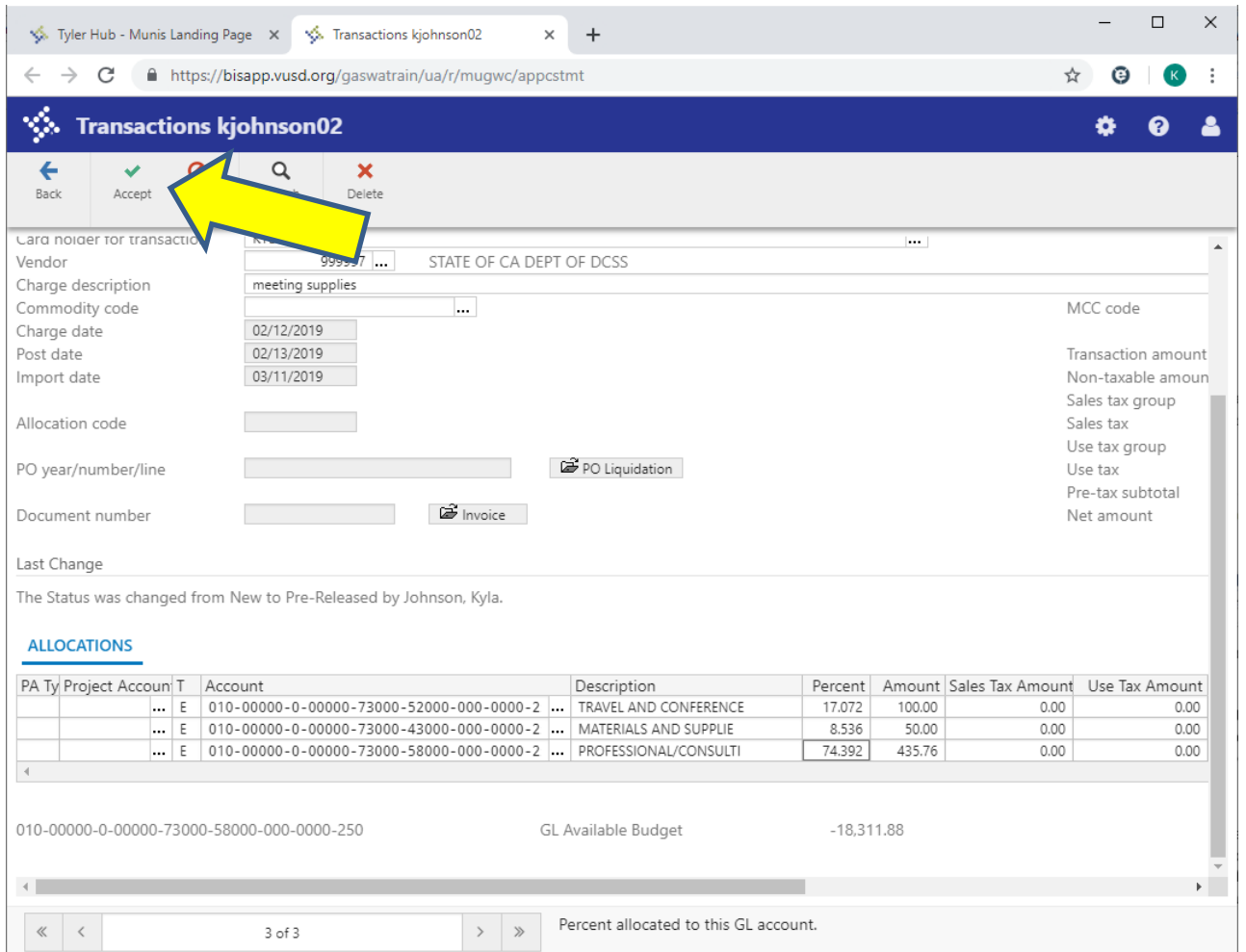
ALLOCATIONS

PA Ty	Project	Account	T	Account	Description	Percent	Amount	Sales Tax Amount	Use Tax Amount
		...	E	010-00000-0-00000-73000-52000-000-0000-2	TRAVEL AND CONFERENCE	17.072	100.00	0.00	0.00
		...	E	010-00000-0-00000-73000-43000-000-0000-2	MATERIALS AND SUPPLIE	8.536	50.00	0.00	0.00
		...	E	010-00000-0-00000-73000-58000-000-0000-2	PROFESSIONAL/CONSULTI	74.392	435.76	0.00	0.00

010-00000-0-00000-73000-58000-000-0000-250 GL Available Budget -18,311.88

3 of 3 Percent allocated to this GL account.

Once you have made the necessary changes, click “Accept” .



Transactions kjohnson02

Back Accept  Delete

Card holder for transaction: [redacted] ...

Vendor: 999997 ... STATE OF CA DEPT OF DCSS

Charge description: meeting supplies

Commodity code: ...

Charge date: 02/12/2019

Post date: 02/13/2019

Import date: 03/11/2019

Allocation code: ...

PO year/number/line: ... PO Liquidation

Document number: ... Invoice

Last Change

The Status was changed from New to Pre-Released by Johnson, Kyla.

ALLOCATIONS

PA Ty	Project	Account	T	Description	Percent	Amount	Sales Tax Amount	Use Tax Amount
		010-00000-0-00000-73000-52000-000-0000-2	E	TRAVEL AND CONFERENCE	17.072	100.00	0.00	0.00
		010-00000-0-00000-73000-43000-000-0000-2	E	MATERIALS AND SUPPLIE	8.536	50.00	0.00	0.00
		010-00000-0-00000-73000-58000-000-0000-2	E	PROFESSIONAL/CONSULTI	74.392	435.76	0.00	0.00

010-00000-0-00000-73000-58000-000-0000-250 GL Available Budget -18,311.88

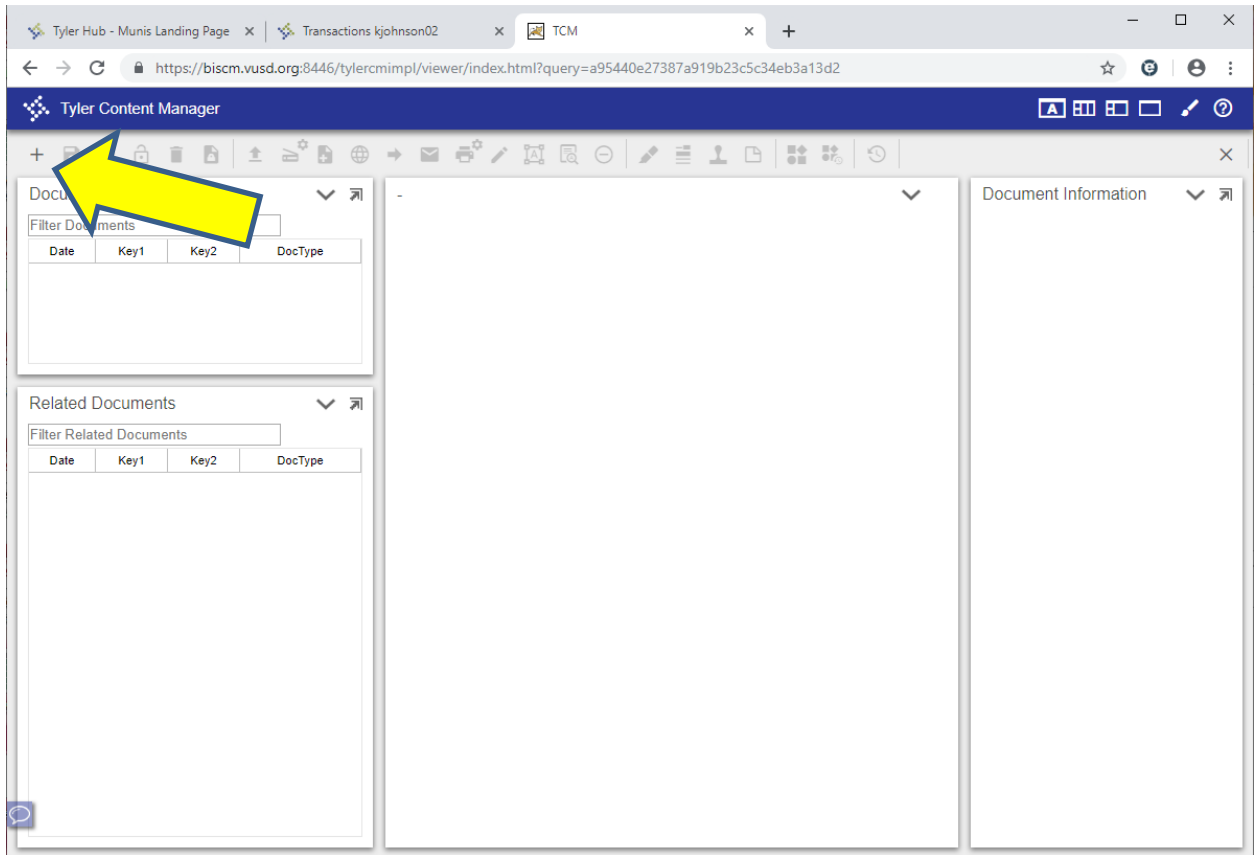
3 of 3 Percent allocated to this GL account.

- Once you have finished making changes, you will then click “Attach” on the menu ribbon. This is where you will attach all necessary back-up to the individual transaction charge. A new window will pop-up and you will select and double click “Purchase Card Transaction.”

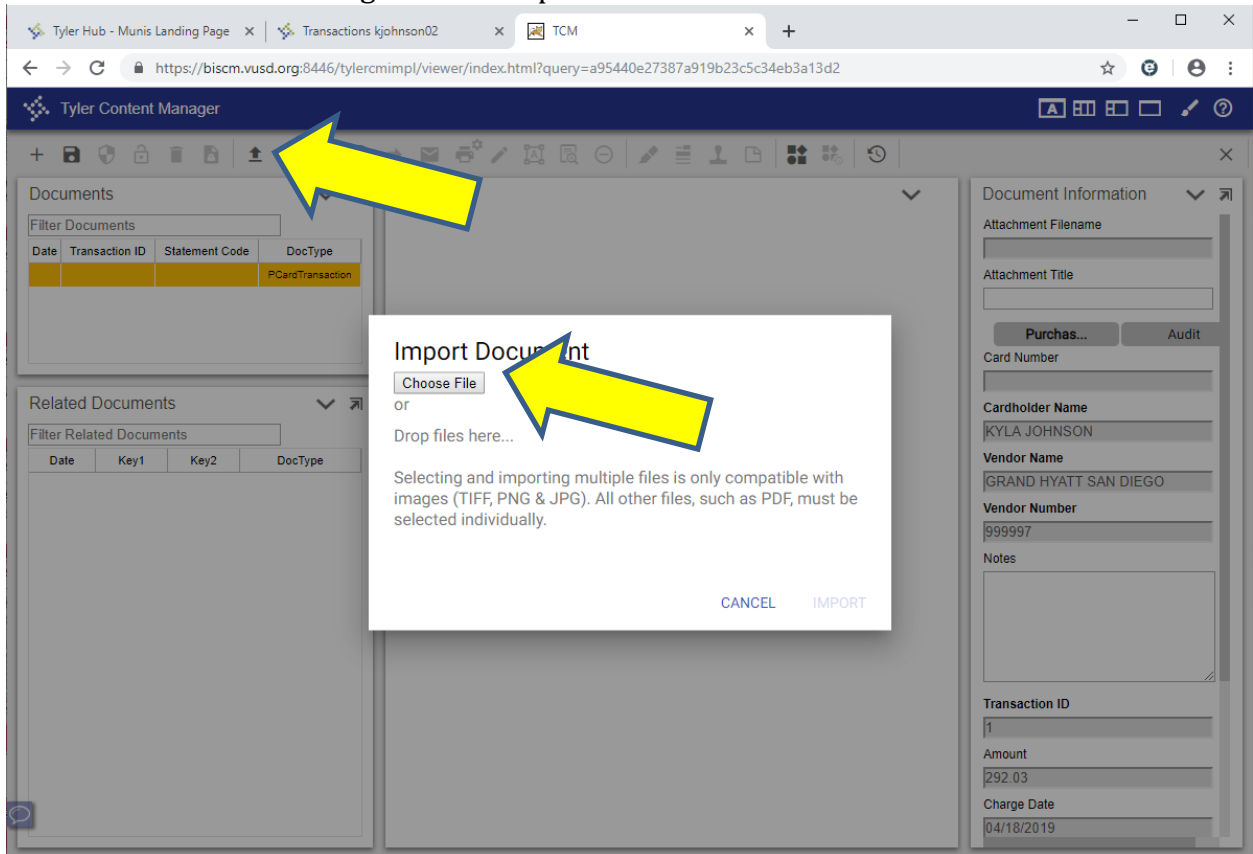
The screenshot shows the 'Transactions kjohnson02' web application interface. The 'Attach' button in the top menu ribbon is highlighted with a yellow arrow. The main form displays transaction details for a transaction ID of 1, including vendor information (CASBO), charge description (MEMBERSHIP ORGANIZATIONS), and various dates. The 'ALLOCATIONS' section shows a table with columns for PA Ty, Project Account, T, Account, Description, Percent, Amount, Sales Tax Amount, and Use Tax Amount. The table contains one row for 'MATERIALS AND SUPPLIES' with a 100.00% allocation and an amount of 50.00.

The screenshot shows the 'Document Mappings' dialog box in the Transactions kjohnson02 web application. The dialog box has two sections: 'Associated Documents' and 'Attached Documents'. The 'Associated Documents' section shows a table with columns for Document Title, TCM Document Type, Read Only, and Count. The 'Attached Documents' section shows a table with columns for Attachment Type, Document Type, Read Only, Count, and Required. The 'Purchase Card Transaction' row in the 'Attached Documents' table is highlighted with a red box. The dialog box also includes a 'Maintain' button and a 'View Documents' button. The TCM Version is 2017.4.3.1 and the 'Show Counts' checkbox is checked.

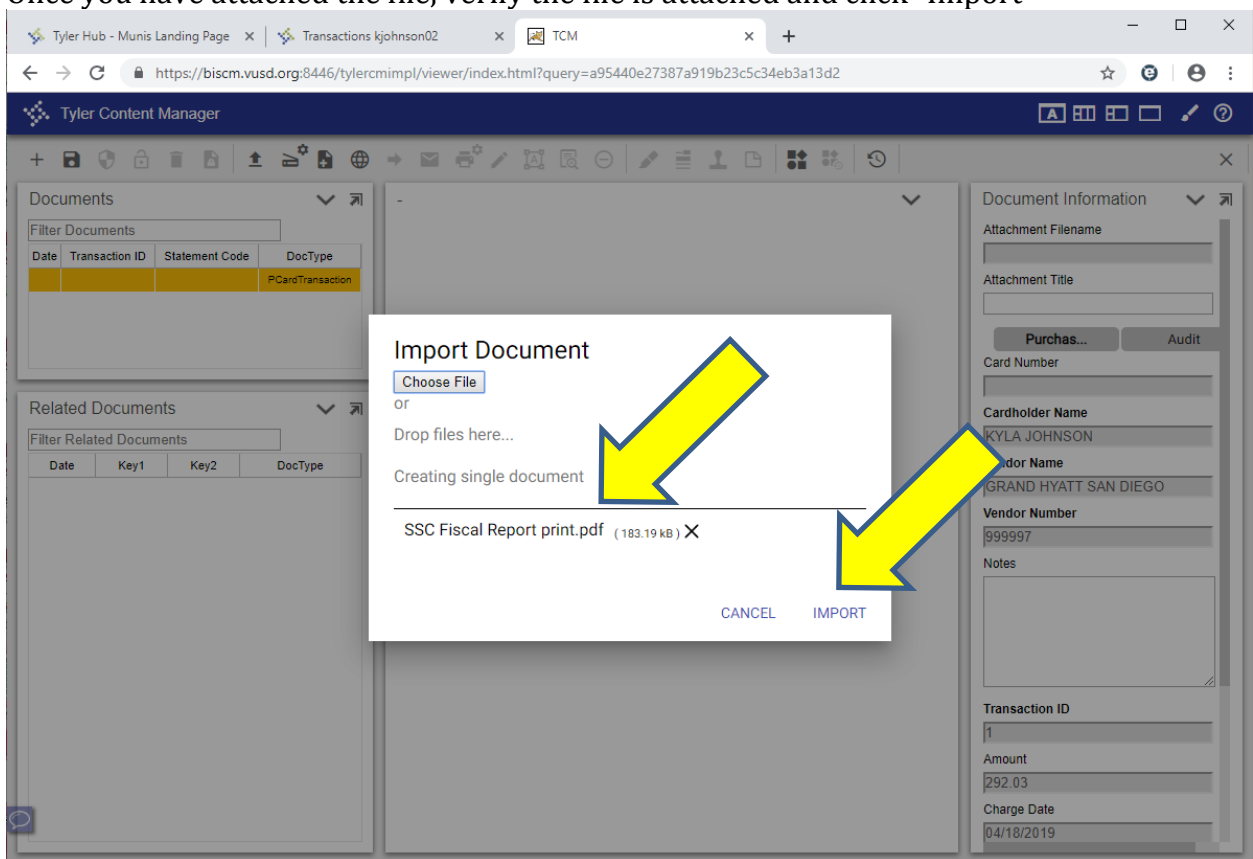
7. Click "+", (create new document)



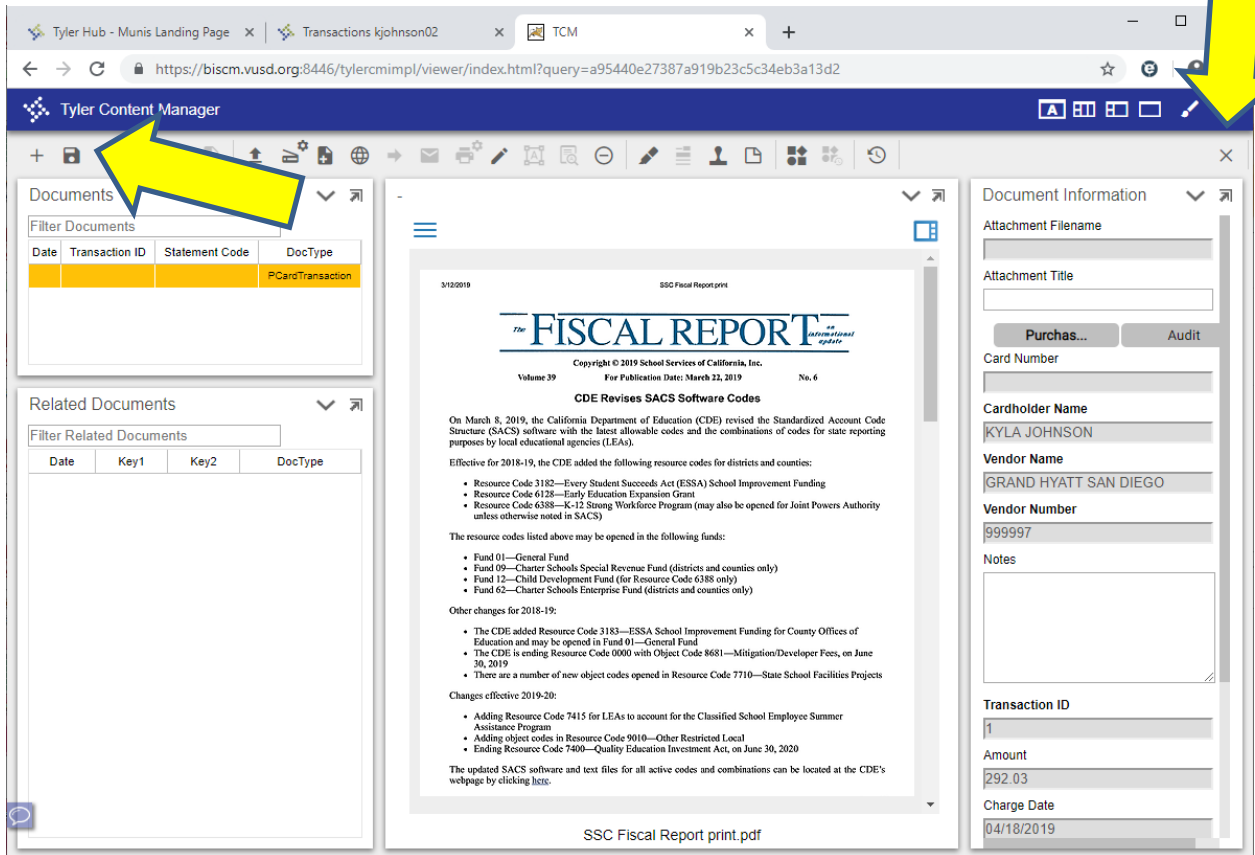
8. Click “” (import attachment), then “Choose File” to locate where you have saved the file you need to attach to this charge for back-up.



9. Once you have attached the file, verify the file is attached and click “Import”



10. Click “” (save) and then “X” (close)



The screenshot shows the Tyler Content Manager interface. The top toolbar contains various icons, including a save icon (floppy disk) and a close icon (X). A yellow arrow points to the save icon. The main area displays a document titled "SSC Fiscal Report print.pdf". On the right side, there is a "Document Information" form with fields for Attachment Filename, Attachment Title, Card Number, Cardholder Name (KYLA JOHNSON), Vendor Name (GRAND HYATT SAN DIEGO), Vendor Number (999997), Transaction ID (1), Amount (292.03), and Charge Date (04/18/2019). A second yellow arrow points to the close 'X' button in the top right corner of the window.

This takes you back to the Transactions window. Click “Back”. Repeat steps 1- 9 for the remainder of transactions.

The screenshot shows the 'Transactions kjohnson02' window in a web browser. The browser's address bar shows the URL: <https://bisapp.vusd.org/gaswaimpl/ua/r/mugwc/appcstmt>. The window title is 'Transactions kjohnson02'. The top navigation bar includes a 'Back' button, which is highlighted by a yellow arrow. Other buttons in the navigation bar include 'Update', 'Attach', 'Allocate By Code', and 'View History'. The main content area is divided into several sections: 'Card and Statement', 'Transaction', and 'Last Change'. The 'Card and Statement' section shows fields for 'Card number', 'Current card holder', 'Name on card', 'Statement ID', and 'Statement code'. The 'Transaction' section shows fields for 'Munis Transaction ID', 'Card holder for transaction', 'Vendor', 'Charge description', 'Commodity code', 'Charge date', 'Post date', 'Import date', 'Allocation code', 'PO year/number/line', 'Document number', 'MCC code', 'Transaction amount', 'Non-taxable amount', 'Sales tax group', 'Sales tax', 'Use tax group', 'Use tax', 'Pre-tax subtotal', and 'Net amount'. The 'Last Change' section shows a message: 'The Charge Description was changed from HYATT HOTELS to CASBO CONFERENCE by Johnson, Kyla.' Below the 'Last Change' section is an 'ALLOCATIONS' section with a table showing 1 of 13 allocations. The bottom of the window has a navigation bar with arrows and the text '1 of 13'.

Card and Statement	
Card number	[REDACTED]
Current card holder	[REDACTED]
Name on card	[REDACTED]
Statement ID	1
Statement code	04222019

Transaction	
Munis Transaction ID	1
Card holder for transaction	KYLA JOHNSON
Vendor	999997 ... GRAND HYATT SAN DIEGO
Charge description	CASBO CONFERENCE
Commodity code	[REDACTED]
Charge date	04/18/2019
Post date	04/22/2019
Import date	05/29/2019
Allocation code	[REDACTED]
PO year/number/line	[REDACTED]
Document number	[REDACTED]
MCC code	3640
Transaction amount	[REDACTED]
Non-taxable amount	[REDACTED]
Sales tax group	[REDACTED]
Sales tax	[REDACTED]
Use tax group	[REDACTED]
Use tax	[REDACTED]
Pre-tax subtotal	[REDACTED]
Net amount	[REDACTED]

Last Change

The Charge Description was changed from HYATT HOTELS to CASBO CONFERENCE by Johnson, Kyla.

ALLOCATIONS

Allocation
1 of 13

TIP: You should see a **paper clip** next to the transaction you have attached back-up documents to.

The screenshot shows the 'Purchase Card Statements VISALIA UNIFIED SCHOOL DISTRICT' web application. The interface includes a top navigation bar with various icons and a main content area with several sections:

- Statement ID:** A field with the value '1'.
- Card:** Fields for 'Card number' and 'Name on card', both of which are redacted with black boxes.
- Statement Details:** A section containing fields for 'Dept' (0407), 'Code' (03112019), 'Status' (New), 'GL year/period' (2019, 9), 'GL effective date' (03/11/2019), 'Invoice date' (03/11/2019), and 'Total' (348.80). There are also buttons for 'Notes' and 'Dispute Comments'.
- Transaction:** A table with columns: 'Transaction ID', 'Vendor', 'Description', 'Bank Transaction ID', and 'Amount'. The table contains three rows:

Transaction ID	Vendor	Description	Bank Transaction ID	Amount
02/07/2019	CASBO	MEMBERSHIP ORGANIZATIONS		50.00
02/07/2019	OFFICE DEPOT	STATIONERY STORE/SUPPLIES		21.60
02/07/2019	SCHOOL SERVICES OF CALIFO	BUSINESS SERVICES -OTHER		250.00

 A yellow arrow points to a paper clip icon next to the first transaction entry.
- Workflow:** A section with buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'.

At the bottom of the page, there is a pagination bar showing '1 of 3'.

11. Once you have finished processing all transactions, please verify there are paper clips next to each transaction. This means you have attached the required back-up documentation. If you see a transaction that does not have a paper clip, then please return to that transaction and upload the necessary documentation. If you submit incomplete information, it will be returned to you which will cause delays in payment and processing.

The image displays two screenshots of the 'Purchase Card Statements VISALIA UNIFIED SCHOOL DISTRICT' application. The top screenshot shows a transaction with a green smiley face icon, indicating it is complete. The bottom screenshot shows a transaction with a red X mark, indicating it is incomplete or in error.

Top Screenshot (Transaction 2):

- Statement ID: 2
- Card: [Redacted]
- Statement Details:
 - Dept: 0407
 - Code: 03112019
 - Status: Released
 - GL year/period: 2019, 9
 - GL effective date: 03/11/2019
 - Invoice date: 03/11/2019
 - Total: 1
- Transactions:

Charge Date	Import Date	Vendor	Description
01/2/2019	03/11/2019	STA	Child Support Payment
01/2/2019	03/11/2019	STA	Food for lunch
01/2/2019	03/11/2019	STA	meeting supplies
- Workflow: My Approvals, Approve, Reject, Hold, Approvers

Bottom Screenshot (Transaction 1):

- Statement ID: 1
- Card: [Redacted]
- Statement Details:
 - Dept: 0407
 - Code: 03112019
 - Status: New
 - GL year/period: 2019, 9
 - GL effective date: 03/11/2019
 - Invoice date: 03/11/2019
 - Total: 348.80
- Transactions:

Charge Date	Import Date	Vendor	Bank Transaction ID	Amount
01/31/2019	03/11/2019	CASBO		50.00
02/05/2019	03/11/2019	SCHOOL SERVICES OF CALIF		21.60
02/05/2019	03/11/2019	SCHOOL SERVICES OF CALIF		250.00
- Workflow: My Approvals, Approve, Reject, Forward, Approvers

12. Once you have completed the process for all transactions, click “Release” on the menu ribbon. This releases the statement to workflow and gets the necessary approvals. This completes the process. You can then click “Back” and it will take you back to the main screen.

The screenshot shows the 'Purchase Card Statements VISALIA UNIFIED SCHOOL DISTRICT' interface. The menu ribbon at the top includes buttons for Back, Accept, Search, Browse, Output, Print, Display, PDF, Save, Attach, Transactions, Transaction Search, GL Allocations, Release, and Menu. The Release button is highlighted with a yellow arrow. The main content area displays the following information:

Statement ID
Statement ID * 2

Card
Card number [REDACTED]
Name on card [REDACTED]

Statement Details
Dept 0407 DO - BUSINESS SERVICES
Code 03112019
Status Released
GL year/period 2019
GL effective date 03/11/2019
Invoice date 03/11/2019
Total 19457.51

Transactions

Charge Date	Import Date	Vendor	Description
01/28/2019	03/11/2019	STATE OF CA DEPT OF DCSS	Child Support Payment
02/07/2019	03/11/2019	STATE OF CA DEPT OF DCSS	Food for lunch
02/12/2019	03/11/2019	STATE OF CA DEPT OF DCSS	meeting supplies

Workflow
My Approvals Approve Reject Forward Hold Approvers

2 of 3

13. To check the status of approval, click “Approvers” on the bottom right corner. This will show the steps in the approval process.

The screenshot shows the 'Purchase Card Statements VISALIA UNIFIED SCHOOL DISTRICT' application. The interface includes a top navigation bar with various icons and a main content area. The 'Statement ID' is 2. The 'Card' section shows a redacted card number and name. The 'Statement Details' section includes fields for Dept (0407), Code (03112019), Status (Released), GL year/period (2019, 9), GL effective date (03/11/2019), Invoice date (03/11/2019), and Total (19457.51). The 'Transactions' table lists three entries with Charge Date, Import Date, Vendor, and Description. The 'Workflow' section at the bottom contains buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'. A yellow arrow points to the 'Approvers' button. The bottom of the page shows a pagination bar with '2 of 3'.

Charge Date	Import Date	Vendor	Description
01/28/2019	03/11/2019	STATE OF CA DEPT OF DCSS	Child Support Paym
02/07/2019	03/11/2019	STATE OF CA DEPT OF DCSS	Food for lunch
02/12/2019	03/11/2019	STATE OF CA DEPT OF DCSS	meeting sup

Pending Approval

The screenshot shows a web browser window with two tabs: "Tyler Hub - Munis Landing Page" and "Statement Approval Activity kjohnson02". The address bar shows the URL: <https://bisapp.vusd.org/gaswatrain/ua/r/mugwc/appcstmt>. The application header is blue with the title "Statement Approval Activity kjohnson02" and icons for settings, help, and user profile. Below the header is a navigation bar with a "Back" button and a "Search" icon. The main content area is divided into sections: "Originator", "Approvers' comments", and "Steps".

Originator

Name	Comment
Johnson, Kyla	

Approvers' comments

Name	Date	Time	Action	Comment
------	------	------	--------	---------

Steps

Step 10: Progress

- Any approver from this group: Hernandez, Nathan
- Group Current

Details

Generate Chart | Expand All | Collapse All | Expand In Progress

Completed Approval.

The screenshot displays a web browser window with two tabs: 'Tyler Hub - Munis Landing Page' and 'Statement Approval Activity kjohnson02'. The address bar shows the URL: <https://bisapp.vusd.org/gaswatrain/ua/r/mugwc/appcstmt>. The page title is 'Statement Approval Activity kjohnson02'. Below the title bar, there is a 'Back' button and a 'Search' icon. The main content area is divided into two sections: 'Approvers' comments' and 'Steps'. The 'Approvers' comments' section contains a table with columns: Name, Date, Time, Action, and Comment. The 'Steps' section contains a table with columns: Step and Status. A yellow arrow points to the 'Status' column of the 'Steps' table, specifically to the value 'Complete (Approved)' for Step 10. The 'Details' section is currently empty. At the bottom of the page, there are four buttons: 'Generate Chart', 'Expand All', 'Collapse All', and 'Expand In Progress'.

Name	Date	Time	Action	Comment
------	------	------	--------	---------

Step	Status
10	Complete (Approved)

Generate Chart Expand All Collapse All Expand In Progress