

P-Card Allocation Instructions

(No P-Card Purchase Order in Place)

*Financials<Accounts Payable<Invoice Processing<Purchase
Cards<Purchase Card Statements*

P-Card Allocation Instructions

(No P-Card Purchase Order in Place)

Financials < Accounts Payable < Invoice Processing < Purchase Cards < Purchase Card Statements

1. Search

Purchase Card Statements - Munis [BIRDVILLE ISD]

1. Accept

4. Search

3. Enter department/campus #

2. Select "New"

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ...

Statement Details

Code

Status New

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
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2. Select transaction and allocate

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

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

Confirm Search Actions Output Tools Alerts Menu

Statement ID
Statement ID: 6652

Card
Card number: [REDACTED]
Name on card: PURCHASING DEPARTMENT
Dept: 99PC Purchasing

Statement Details
Code: 061918 [Notes]
Status: New
GL year/period: 2018 12
GL effective date: 06/21/2018
Invoice date: 06/21/2018
Total: 192.00

Transactions

	Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
0	06/15/2018	06/21/2018	BARNES & NOBLE #2344			192.00	No

1. Select transaction

Workflow
My Approvals Approve Reject Forward Hold Approvers

1 of 3

3. Update

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notes Notify Maplink Alerts Allocate By Code FA Detail Liquidate PO Menu Return

1. Update

4. Accept

2. Enter vendor sourcing & short description

3. Enter invoice/receipt # If not available create one to reference your transaction

4. Update budget code

Card and Statement

Card number [REDACTED]
 Current card holder PURCHASING DEPARTMENT
 Name on card PURCHASING DEPARTMENT
 Statement ID 6652
 Statement code 061918

Transaction

Munis Transaction ID 19017 Notes
 Card holder for transaction PURCHASING DEPARTMENT
 Vendor 9909 ... BARNES & NOBLE #2344
 Charge description [REDACTED]
 Commodity code ... MCO code ...
 Charge date 06/15/2018
 Post date 06/18/2018 Transaction amount 192.00
 Import date 06/21/2018
 Allocation code
 Contract ... Contract
 PO year/number/line ... PO Liquidation
 Document number ... Invoice
 Invoice number [REDACTED]

Last Change

No changes made since transaction imported

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	192.00	N	U

4. Attachments

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Allocate By Code FA Detail Liquidate PO Return

Card and Statement

Card number [REDACTED]
 Current card holder PURCHASING DEPARTMENT
 Name on card PURCHASING DEPARTMENT
 Statement ID 6652
 Statement code 061918

1. Attach receipt, packing slip, and any other documents

Transaction

Munis Transaction ID 19017 [Notes](#)
 Card holder for transaction PURCHASING DEPARTMENT
 Vendor 9909 BARNES & NOBLE #2344
 Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS
 Commodity code ... MCC code ...
 Charge date 06/15/2018
 Post date 06/18/2018 Transaction amount 192.00
 Import date 06/21/2018
 Allocation code ...
 Contract ... [Contract](#)
 PO year/number/line ... [PO Liquidation](#)
 Document number ... [Invoice](#)
 Invoice number 1234

Last Change
 The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

5. Attach documents under Purchase Card Transaction

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

Confirm Search Actions Output Office Tools

Card and Statement

Card number: [REDACTED]

Current card holder: PURCHASING DEPARTMENT

Name on card: PURCHASING DEPARTMENT

Statement ID: 6652

Statement code: 061918

Transaction

Munis Transaction ID: 19017

Card holder for transaction: PURCHASING DEPARTMENT

Vendor: 9909 ...

Charge description: #054-16 CATALOG DIS

Commodity code:

Charge date: 06/15/2018

Post date: 06/18/2018

Import date: 06/21/2018

Allocation code:

Contract: ...

PO year/number/line:

Document number:

Invoice number:

Last Change

The GL Object Code was changed from 6316 to 6399 by

Allocations

T	Account
E	199-41-6399-OF-747-99-410-

Attachment Documents

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	
Purchase Card Transaction	Purchase Card Transaction		1	

1. Select Purchase Card Transaction

Associated Documents

Document Title	TCM Document Type	Read Only	Count
Purchase Card Statement	Purchase Card Statement	✓	0
Purchase Card Transaction	Purchase Card Transaction		1

View Documents TCM Version: 2018.2.1.3 Show Counts

1 of 1

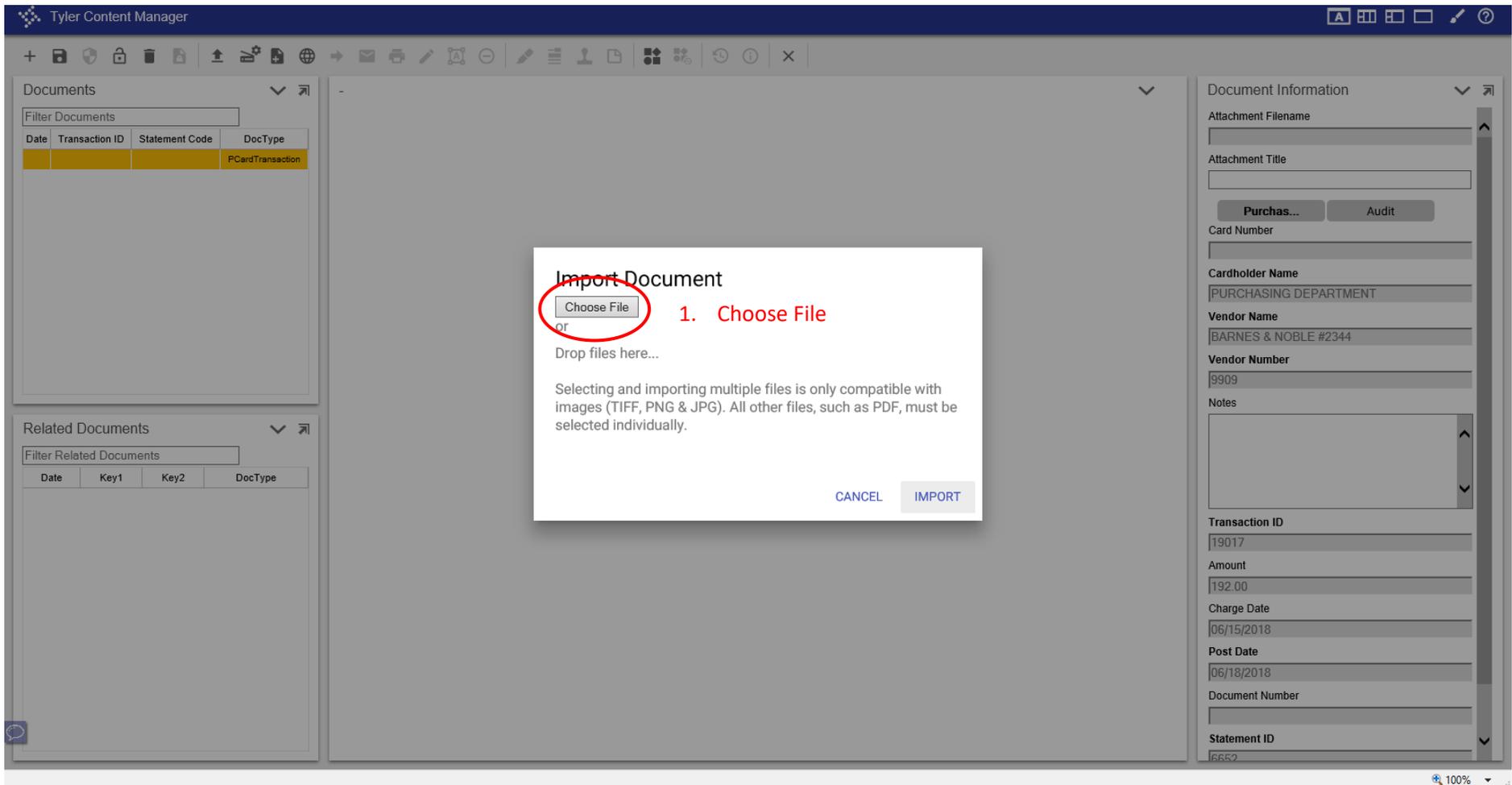
6. Upload attachments

The screenshot displays the Tyler Content Manager interface. The top navigation bar is dark blue with the text "Tyler Content Manager" on the left and several icons on the right. Below the navigation bar is a light gray toolbar containing various icons for document management. Two icons in this toolbar are circled in red: a plus sign icon labeled "1. Add" and a document icon with an upward arrow labeled "2. Import documents".

The main content area is divided into three panels:

- Documents:** A panel with a search bar labeled "Filter Documents" and a table with columns: Date, Transaction ID, Statement Code, and DocType.
- Related Documents:** A panel with a search bar labeled "Filter Related Documents" and a table with columns: Date, Key1, Key2, and DocType.
- Document Information:** A panel on the right side of the interface, currently empty.

7. Choose File



Note: Attach all documents such as receipt, packing slip, travel forms, etc.

8. Import Documents

The screenshot displays the Tyler Content Manager interface. A central dialog box titled "Import Document" is active. It features a "Choose File" button, the text "Drop files here...", and a list of files. The file "BARNES AND NOBLE.pdf (319.99 kB)" is listed. At the bottom of the dialog, there are "CANCEL" and "IMPORT" buttons. The "IMPORT" button is circled in red, and a red arrow points to it with the text "1. Import".

Documents

Filter Documents

Date	Transaction ID	Statement Code	DocType
			PCardTransaction

Related Documents

Filter Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

Document Information

Attachment Filename

Attachment Title

Purchas... Audit

Card Number

Cardholder Name

PURCHASING DEPARTMENT

Vendor Name

BARNES & NOBLE #2344

Vendor Number

9909

Notes

Transaction ID

19017

Amount

192.00

Charge Date

06/15/2018

Post Date

06/18/2018

Document Number

Statement ID

6652

9. Save and close viewer

The screenshot displays the Tyler Content Manager interface. The top toolbar contains several icons, with a save icon (floppy disk) and a close icon (X) circled in red. Below the toolbar, the main content area is divided into three sections:

- Documents:** A table with columns for Date, Transaction ID, Statement Code, and DocType. The DocType column contains the value "PCardTransaction".
- Related Documents:** A table with columns for Date, Key1, Key2, and DocType.
- Document Viewer:** A large central area displaying a PDF document. The document content includes promotional text, vendor information for Barnes & Noble, and a detailed invoice breakdown.
- Document Information:** A sidebar on the right containing fields for Attachment Filename, Attachment Title, Card Number, Cardholder Name, Vendor Name, Vendor Number, Notes, Transaction ID, Amount, Charge Date, Post Date, Document Number, and Statement ID.

At the bottom of the viewer, the text "BARNES AND NOBLE.pdf" is visible. The bottom right corner of the interface shows a zoom level of 100%.

10. Return

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Alerts Audit Maplink Allocate By Code FA Detail Liquidate PO Menu

Confirm Search Actions Output Office Tools

Return 1. Return

Card and Statement

Card number [REDACTED]
 Current card holder PURCHASING DEPARTMENT
 Name on card PURCHASING DEPARTMENT
 Statement ID 6652
 Statement code 061918

Transaction

Munis Transaction ID 19017 [Notes]
 Card holder for transaction PURCHASING DEPARTMENT
 Vendor 9909 BARNES & NOBLE #2344
 Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS
 Commodity code [REDACTED] MCC code [REDACTED]
 Charge date 06/15/2018
 Post date 06/18/2018 Transaction amount 192.00
 Import date 06/21/2018
 Allocation code [REDACTED]
 Contract [REDACTED] [Contract]
 PO year/number/line [REDACTED] [PO Liquidation]
 Document number [REDACTED] [Invoice]
 Invoice number 1234

Last Change
 The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

11. Release for Approvals

Purchase Card Statements - MUNIS (BIRDVILLE ISU)

HOME

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

Transactions Release Mass Release More... Return

2. Release

Statement ID: 6652

Card

Card number: [REDACTED]

Name on card: PURCHASING DEPARTMENT

Dept: 99PC Purchasing

Statement Details

Code: 061918

Status: New

GL year/period: 2018 12

GL effective date: 06/21/2018

Invoice date: 06/21/2018

Total: 192.00

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/15/2018	06/21/2018	BARNES & NOBLE #2344	#054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS		192.00	Yes

Workflow

My Approvals Approve Reject

1 of 3

Attachment Warning

The are no attachments on this statement, and there are some transactions which do not have attachments. Do you wish to continue?

Yes No

4. Click "Yes"

Follow these instructions for each transaction. All transactions must be allocated prior to releasing P-Card Statement