



Purchase Card Reconciliation

Scope:

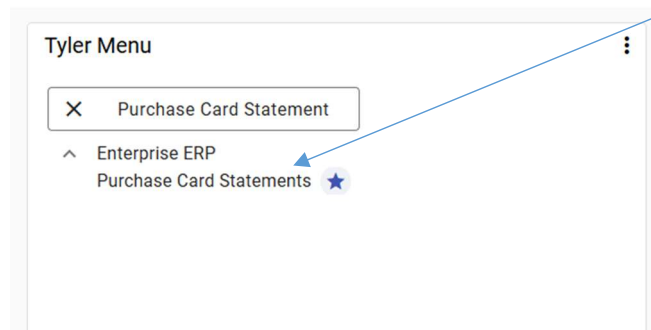
Every month, departments need to reconcile any purchases made on their p-cards. The agency p-card statements are to be released for approval by the 15th of the month following the cycle end date. This document defines key terms for reconciliation in Munis and outlines the steps.

Please begin working on each statement as soon as it appears in Munis and release it promptly. There is no need to wait for all transactions in the current P-Card cycle or for the full statement code to import.

Delaying until all statement code transactions are imported creates a backlog at the end of the cycle, requiring both agency and Finance staff reviewers to approve a large volume of transactions at once. Releasing each statement as soon as transactions are updated helps distribute the workload more evenly and streamlines the approval process.

Finding the P-card Statements

1. [Open MunisLIVE](#). It should bring you to the Hub landing page.
2. Under the **Tyler Menu**, type “Purchase Card Statements” in the search and open



💡 Click the ★ **star** to add it to your favorites so you can easily find it later!

💡 *Do not use the search bar at the top of the page. That will do a global search of Munis.*

You are now on the **Purchase Card Statement** page. This page contains one statement with multiple transactions. Statements import automatically. This is not the page where you attach itemized receipts.

3. In the top bar, click on the **Search** icon



- In the **Name on card** field, enter the name exactly as it appears on the card (i.e. must have middle initial if it is on the card) OR with an asterisk and only the last name and click **Accept** ✓

💡 If making corrections on a previous statement, you can also look up by the **Statement ID** that was emailed

- After clicking accept, you are now viewing the first statement of the p-card. At the bottom of the page, click the **>** icon to skip to the most recent statement. There may be multiple new statements in the queue, so use the **<** button to toggle to the first statement that says **New**.

- Look under **Statement Details** and notice the **Status**. The status of a statement will show New, Released, or Converted:

- New:** Statement that has not yet been reconciled
- Released:** Statement that has been reconciled and released, but has not yet been approved
- Converted:** Statement has been reconciled, released, and approved by Finance

Statement Details

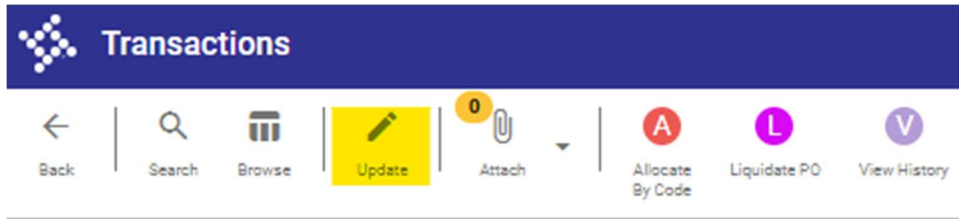
Dept	15	FINANCE
Code	08252025	
Status	New	
GL year/period	2025 8	
GL effective date	08/25/2025	
Invoice date	08/25/2025	
Total	16.98	

Updating the Transaction Information

- In the top menu bar, click **Transactions**. This will take you to the page where the reconciliation will be done.

You are now on the **Transaction** page. This page contains a single transaction and its details. You can page through all of the transactions in a statement at the bottom. This is the page where you attach itemized receipts.

- In the top menu bar, click **Update**. Add the information into the Transaction.



At minimum*, each transaction needs to have the following information to be approved:

- ✓ **Correct Vendor**
- ✓ **Charge description**
- ✓ **Org/Obj codes**
- ✓ **Itemized receipt attached**

Transactions

Back | Search | Browse | Update | Attach | Allocate By Code | Liquidate PO | View History

Purchase Card Statements - CITY OF MADISON > Transactions

Card and Statement

Card number	*****2295	Statement ID	54183
Current card holder	REBECCA CISZEWSKI	Statement code	08252025
Name on card	REBECCA A CISZEWSKI		

Transaction

Munis Transaction ID	440362	Notes	Dispute Comments
Card holder for transaction	REBECCA CISZEWSKI		
Vendor	700122	AMAZON MKTPLACE PMTS	
Charge description			
Commodity code		MCC code	
Charge date	07/27/2025	Transaction amount	
Post date	07/28/2025		
Import date	07/30/2025		
Allocation code			
Contract		Contract	
PO year/number/line		PO Liquidation	
Work Order			
Work Order task	0		
Document number		Invoice	
Invoice number			

Last Change

The Charge Description was changed from PHONE HEAD RESTS FOR FIN FRONT DESK & TREASURY to by REBECCA CISZEWSKI.

Allocations

PA T: Project Account	Org	Obj	Project	Description	Percent
	15100	53100	00000	F ACCOUNT PCARD UNAL	100.000

*Some agencies also use **Commodity Code** and **Invoice Number** to stay organized. Your agency may require use of these methods if you buy in large volumes.

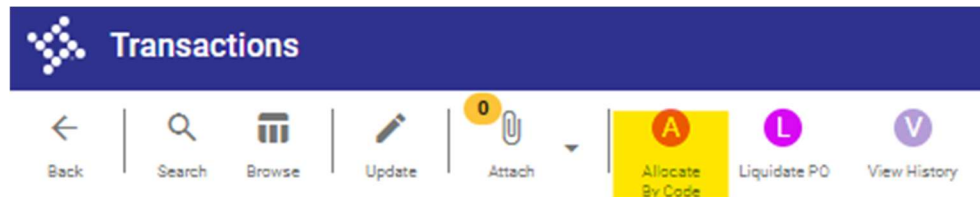
- **Commodity codes** are a way to categorize types of spending beyond the options available in Object codes. A commodity code should be used on all transactions if possible. *Example: Object 53110 is "Office Supplies" there are 392 commodity codes to define what kind of office supplies you are buying*

- **Invoice numbers** can be added so the charge can also be located in Invoice Central

- a. **Vendor:** check to make sure the correct vendor imported in automatically. If you see **PAYPAL, INTUIT ONLINE PAYMENT PROCESSING, OR SQ* SQUARE CREDIT CARD PROCESSING**, the vendor must be added manually. You can find a list of vendors in Vendor Central under the Tyler Menu on the Hub landing page.
- b. **Description:** Add a short description of what was ordered.
- c. **Org/Obj Codes:** **Organization** code is agency specific, and **Object** code describes the item purchased. Your agency should have an internal document listing these codes, which need to be updated from the default.
 - o *Tip: The default Object code (53100) says UNAL. You do not want to see UNAL!*

Org	Obj	Project	Description	Percent
15100	53100	00000	F ACCOUNT PCARD UNAL	100.000

- **Allocation Codes:** If you are using multiple Org/Obj codes, you will also need to change the percentage charged to each line. You can do this manually or you can look through the Allocation codes, located at the top of the page (you must click Accept and save your progress to see the button for Allocate by Code) These codes are preset distributions of Org/Obj codes which break out a transaction into multiple lines. For questions or to have a new Allocation code set up, reach out to [City Finance](#).



- Example of how distribution of multiple Org/Obj codes looks:

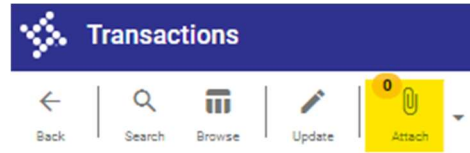
Allocations							
PA T: Project Account	Org	Obj	Project	Description	Percent	Amount	A
	15100	53110	00000	F ACCOUNT OFFICE SUP	18.323	4.26	N
	15110	53110	00000	F ACCT PAY OFFICE SUP	18.323	4.26	N
	15111	53110	00000	F ACCT PUR OFFICE SUP	18.323	4.26	N
	15200	53110	00000	F BUD PRGM OFFICE SUP	18.022	4.19	N
	15400	53110	00000	F ADM SUP OFFICE SUP	20.000	4.65	N

- d. **Receipt:** The receipt must be an itemized receipt and the amount on the receipt must match the amount that imports into Munis. *Tip: If there is a credit card processing fee but it's not written on the receipt, please add it using the Text Stamp Tool (instructions below).*

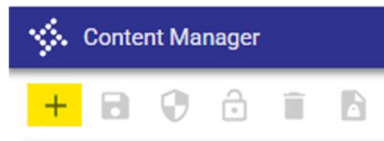
Attaching the Receipt

💡 Don't forget to attach all itemized receipts to the Transaction, and not the entire Statement.

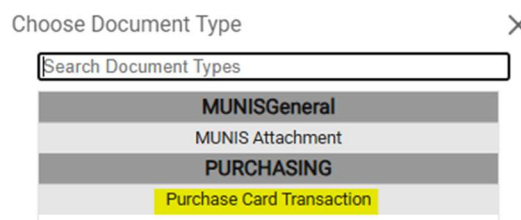
1. Click **Attach** in the top menu bar. This will open the Content Manager in a new tab.



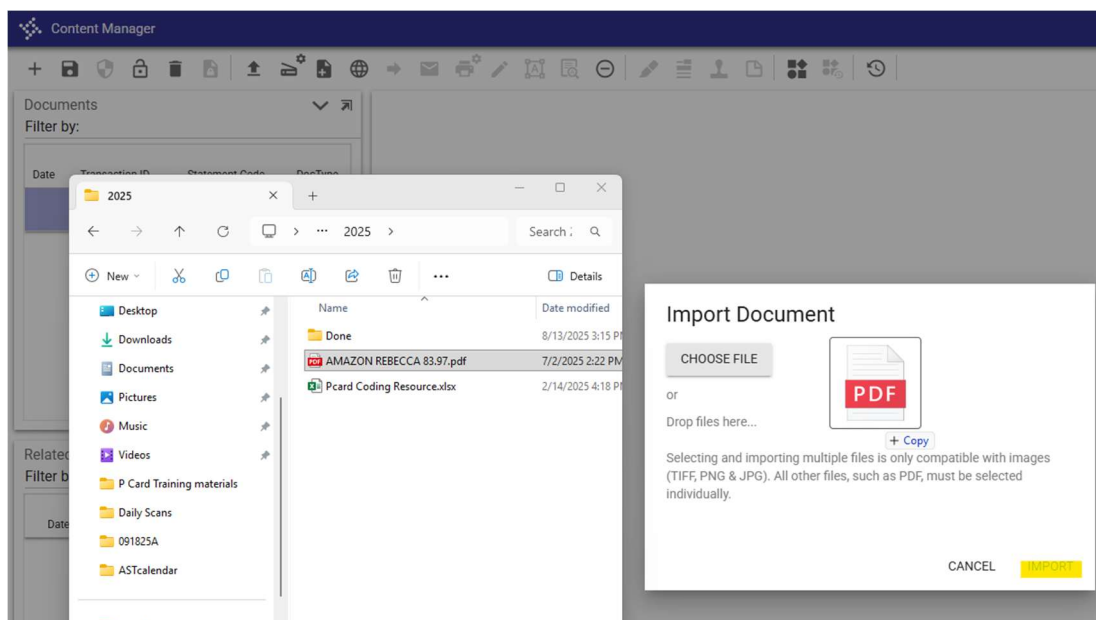
2. In the top left corner, click the + to add the attachment. A blank white space will appear.



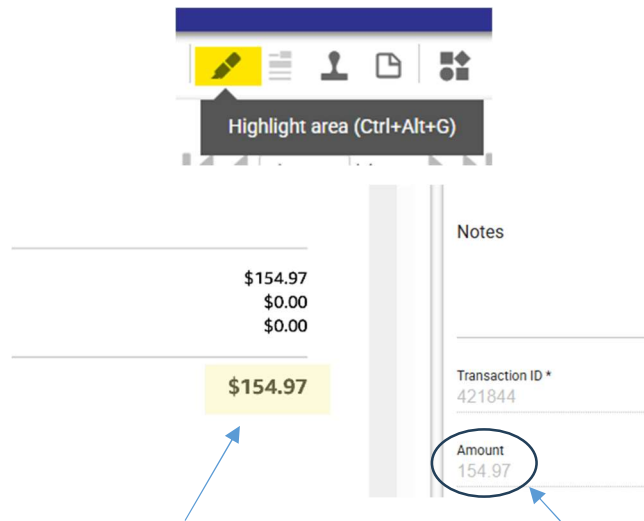
3. Choose **Purchase Card Transaction**.



4. Attach the item's receipt by dragging and dropping the PDF file from your File Explorer into the blank white space and click **Import**.



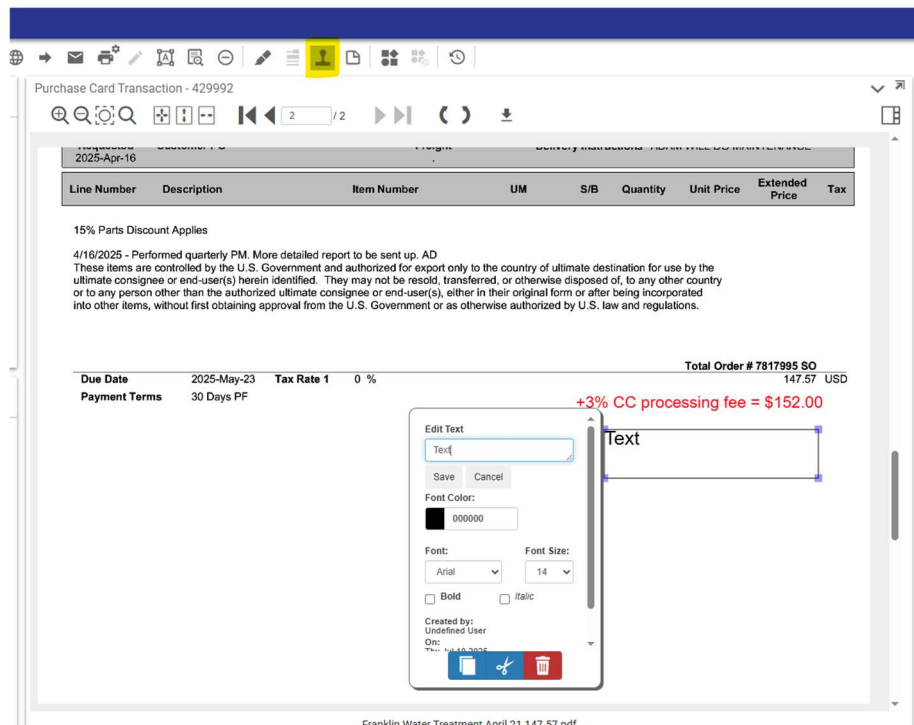
5. Check the receipt to make sure the charge has no sales tax. Then, **Highlight** the total amount on the receipt using the tool in the top menu bar. (This is very helpful for the approval side! Especially if the amount isn't straight forward.)



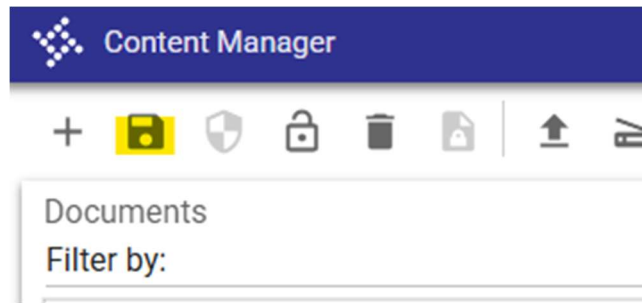
- 💡 Please make sure the amount on the receipt matches the total in Munis. If there is a credit card processing fee or other fees not included, please use the Text Stamp Tool to note it:

Text Stamp Tool

- a. In the top menu, click the highlighted tool (add text stamp)
- b. Draw a box out for the text, example below
- c. Where it says, "Edit Text" type the note, then **change the text color to red**, and click save
- d. Move the box near the pre-fee total
- e. If you need to click back into the text box, right click helps to grab it again



- Once you have finished checking everything over, click **Save** in the top left and close the tab



- If there is more than one transaction, continue the process from the beginning. Use the arrow at the bottom of the page to go to the next transaction. Begin the process again from step 1:



Getting Ready to Release

- Once you are done, check that all items have:
 - ✓ **A paperclip next to the charge date**— This shows there is an attachment to the Transaction
 - ✓ **The correct vendor** (no **PAYPAL, INTUIT ONLINE PAYMENT PROCESSING, OR SQ* SQUARE CREDIT CARD PROCESSING**)
 - ✓ **A description of the item**

Purchase Card Statements - CITY OF MADISON

Close
Accept
Search
Browse
Output
Print
Display
PDF
Save
Attach
Transactions
Transaction Search
GL Allocations
Release
Mass Release

Purchase Card Statements - CITY OF MADISON

Statement ID

Statement ID * 51765

Card

Card number *****2295

Name on card REBECCA A CISZEWSKI

Statement Details

Dept 15 FINANCE
Code 02242025
Status Converted
GL year/period 2025 2
GL effective date 02/24/2025
Invoice date 02/24/2025
Total 237.82

Notes
Dispute Comments

Transactions

	Charge Date	Import Date	Vendor	Description
	02/12/2025	02/17/2025	WISCONSIN DEPARTMENT OF FINANCIAL INSTIT	SOFA NOTARY APPLICATION FEE
	02/12/2025	02/17/2025	SCHWAAB AR	SOFA NOTARY STAMP
	02/13/2025	02/18/2025	STAPLES	LETTER SIZE NOTEPADS FOR ANYONE
	02/18/2025	02/20/2025	AMAZON MKTPLACE PMTS	DOC SERVICES - EXPANSION ENVELOPES

2. In the top right menu bar, click **Release**



Returns and Refunds

If you need to process a return on a purchase made with a P-Card, follow the standard reconciliation process for the original transaction. The return will later be imported into Purchase Card Statements as a negative balance. If you attempt to update the Org/Obj code, you will receive a budget stop pop up message.

Once the credit appears in the statements, it must be reconciled back into your ledger. To complete this step:

1. Email [Finance ERP Systems](#) (John and Jeff) for assistance.
2. Finance will provide temporary permissions to allow you to override the system.
3. They will guide you through the necessary steps to ensure the credit is correctly applied.

Because the process involves a few technical nuances, Finance's support is required to successfully move the credit back onto your ledger.