

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

1. Search 2. Search by Status "New" 3. Accept

3. 1.

Purchase Card Statements - Munis [Monroe County - SPECIAL DB - 08/14/15]

Statement ID

Statement ID

Card

Card number

Name on card

Dept

Statement Details

Code Notes

2. Status

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transactio	Amount

Select (highlight) the transaction. **Choose one of the following.** 1. Transactions 2. Accept 3. Double Click

Purchase Card Statements - Munis [Monroe County - TRAIN DB - 09/11/15]

Statement ID

Statement ID

Card

Card number

Name on card

Dept

Statement Details

Code Notes

Status

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transactio	Amount
08/14/2015	09/15/2015	UNIVERSITY OF WISCONSIN-STEVENS POINT			110.00

Click update and you will need to change the Allocation Code (Org, Object and Project) based on what accounts you're using. 1. Update 2. Change Codes 3. Accept 4. Return

PA	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
		10000000	999500		P-CARD DEFAULT EXPENSE	100.000	110.00	N	A	

999500 is a default code

Charge Date	Import Date	Vendor	Description	Bank Transactio	Amount
08/14/2015	09/15/2015	UNIVERSITY OF WISCONSIN-STEVENS POINT			110.00

*** It is required that you attach every receipt as a form of documentation to each INDIVIDUAL transaction. ***

1.

Document Map Title	Document Type
Generic Attachment	Attachment (no searchable metadata)
Purchase Card Statement	Purchase Card Statement
Purchase Card Transaction	Purchase Card Transaction

Buttons: View Documents, Show Counts, Maintain

1. New 2. Import 3. Save 4. Close

Once you have changed every default code and attached every receipt. Then hit the return arrow and release for approval.

Purchase Card Statements - Munis [Monroe County - TRAIN DB - 09/11/15]

Statement ID: 14

Card

Card number: **1277
Name on card: TINA S OSTERBERG
Dept: 11510 FINANCE

Statement Details

Code: 150902
Status: New
GL year/period: 2015 9
GL effective date: 09/15/2015
Invoice date: 09/15/2015
Total: 110.00

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transactio	Amount
08/14/2015	09/15/2015	UNIVERSITY OF WISCONSIN-STEVENSON			110.00

Approvals will come across as **APC**

The screenshot shows a web-based approval interface. At the top, there is a header bar with a list icon, the text "Approvals: All", a dropdown arrow, and a count "10 (6 Unread)". Below this is a title "AP Purchasing Card Statements Pending Approval" with a close button (X) on the right. Underneath the title is the timestamp "09/23/2015 02:07 PM". A "Details" tab is active, and a "Reason" column is visible. A red box highlights a "More Info" link next to the "Reason" header. Below the table, there is a navigation bar with left and right arrows, page numbers "1 2 3 4 ...", and four action buttons: "Accept", "Reject", "Forward", and "Hold".

Description	12110	17.27

- All you will see in the Approvals is the Department Code and the amount. Click on **More Information** and it will take you back to their statement.