

HOW TO "1-CARD RECONCILE"

YOU WILL BE NOTIFIED WHEN YOU HAVE 1-CARD STATEMENT TO RECONCILE ON YOUR MUNIS DESKTOP UNDER "NOTIFICATIONS" (ORANGE TAB)

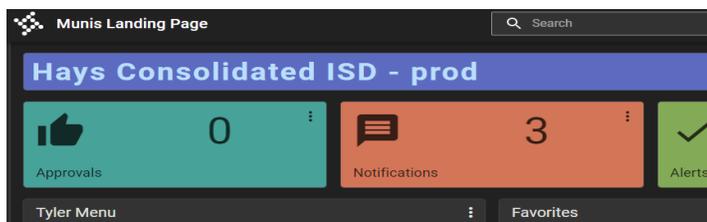
*****REMEMBER EVERYTHING YOU DO IN MUNIS SHOULD BE IN ALL CAPS****

- PROCESS YOUR 1-CARD STATEMENTS WITHIN **5 BUSINESS DAYS** OF IMPORT. IF YOU ARE DELAYED FROM RELEASING A STATEMENT EMAIL ACCOUNTS.PAYABLE@HAYSCISD.NET AND EXPLAIN.
 - FOR EXAMPLE: STATEMENT XXXX CANNOT BE RELEASED YET BECAUSE I HAVE NOT RECEIVED THE ITEMS FOR XXXX TRANSACTION.
- ALL 1-CARD TRANSACTIONS REQUIRE A SIGNED PURCHASE INPUT FORM. THE INPUT FORM SHOULD BE COMPLETELY FILLED OUT WITH AN ESTIMATED PURCHASE COST AND DATED **PRIOR TO PURCHASE!** IF THE ORDER EXCEEDS THE ESTIMATED COST, YOUR ADMINISTRATOR NEEDS TO SIGN THE "OVERAGE APPROVED BY" LINE.
- ONCE A STATEMENT IS AVAILABE ENTER YOUR BUDGET CODE(S) SO YOUR FUNDS ARE ENCUMBERED. DO NOT RELEASE UNTIL YOU HAVE RECEIVED ALL MERCHANDISE.
- **CONTRACTED SERVICES (OBJ CODE 6295) SHOULD NEVER BE PAID WITH YOUR 1-CARD. CONTRACTED SERVICES SHOULD BE PAID THROUGH A PO.**
- **WE DO NOT PAY SALES TAX!** IF YOU ARE CHARGED SALES TAX, YOU NEED TO CONTACT THE VENDOR AND HAVE A CREDIT/REFUND ISSUED. BE SURE TO ATTACH ANY DOCUMENTATION PERTAINING TO THE REFUND REQUEST AND ADD A NOTE IN TCM THAT THE TAX IS BEING REFUNDED. YOU WILL HAVE 7 DAYS TO ACQUIRE THE REFUND.

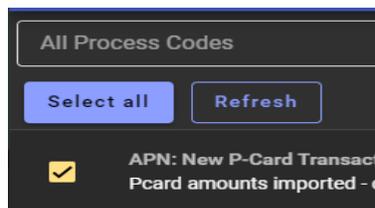
- **FRAUD CHARGES** – CONTACT CITIBANK USING THE NUMBER ON YOUR CARD AS SOON AS YOU REALIZE YOUR CARD MAY HAVE BEEN OR HAS BEEN COMPROMISED. YOU WILL ALSO NEED TO EMAIL YOUR 1-CARD ADMINISTRATOR AND ACCOUNTS PAYABLE TO LET THEM KNOW YOUR CARD HAS BEEN CANCELLED. WHEN RECONCILING: USE "FRAUD" FOR THE INVOICE NUMBER AND DO NOT ALLOCATE THE FRAUD CHARGE/S. ONCE ALL OTHER VALID TRANSACTIONS ON THE STATEMENT ARE ALLOCATED AND YOUR DOCS ARE ATTACHED, YOU CAN RELEASE THE STATEMENT.
- IF YOUR STATEMENT IS MISSING REQUIRED INFORMATION OR DOCUMENTATION IT WILL BE "REJECTED". REJECTED STATEMENTS MUST BE "REACTIVATED" BY YOU BEFORE YOU CAN MAKE THE NECESSARY CHANGES. AFTER YOU MAKE THE CHANGES, YOU WILL THEN "RELEASE" YOUR STATEMENTS AGAIN.

STEP BY STEP PROCEDURES

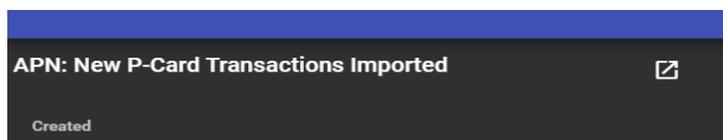
- FROM MUNIS DASH BOARD CLICK ON NOTIFICATIONS



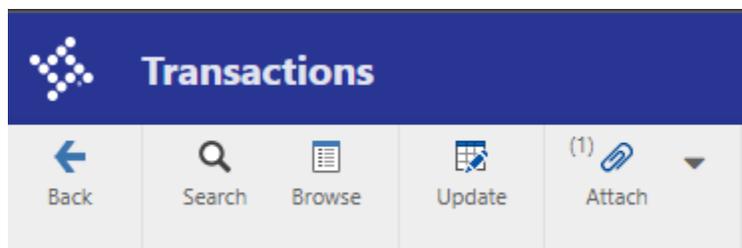
- SELECT STATEMENT



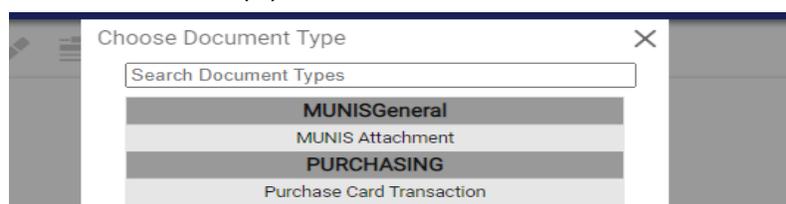
- CLICK ON DOWNLOAD ICON (BOX W/ARROW) TO ENTER STATEMENT



- YOU ARE NOW IN P-CARD STATEMENT SCREEN
 - SELECT ON THE FIRST TRANSACTION TO BEGIN ALLOCATION PROCESS
 - SELECT UPDATE FROM MUNIS RIBBON
 - BEHIND VENDOR NAME, ENTER BRIEF DESCRIPTION FROM PURCHASE INPUT FORM (YOU CAN DELETE ANY NUMBERS OR UNNECESSARY CHARACTERS THAT ARE AFTER THE MAIN PORTION OF VENDOR NAME. FOR EXAMPLE: JASON'S DELI SMC 750; YOU WOULD ENTER JASON'S DELI / SPEECH & DEBATE.
- TAB TO INVOICE NUMBER. MAKE SURE CORRECT INVOICE #S ARE ENTERED INTO THE MUNIS STATEMENT SCREEN AS SHOWN ON THE INVOICES. IF MULTIPLE SHIPMENTS/ORDERS (AMAZON) ARRIVE WITH THE SAME INVOICE #, PLEASE ADD AN A, B, C ETC. AFTER THE INVOICE #. FOR STORE RECEIPTS USE CREDIT CARD APPROVAL # AS YOUR INVOICE #.
- TAB TO ALLOCATIONS AND ACCOUNT TAB
- ENTER APPROPRIATE BUDGET CODE
- CLICK ACCEPT
- SELECT PAPERCLIP FROM MUNIS RIBBON WHILE IN TRANSACTIONS SCREEN

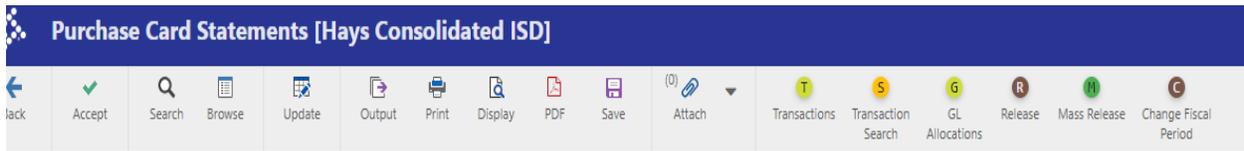


- FROM TCM SELECT THE (+)



- FROM "CHOOSE DOCUMENT TYPE" POP UP SELECT "PURCHASE CARD TRANSACTION"

- UPLOAD ALL APPROPRIATE DOCUMENTS. ALL TRANSACTIONS REQUIRE AN ITEMIZED RECEIPT/INVOICE, PURCHASE INPUT FORM & IN SOME INSTANCES OTHER REQUIRED DOCUMENTS.
- PLEASE USE THE "NOTES" SECTION IN TCM TO PROVIDE ADDITIONAL INFORMATION REGARDING THE PCARD TRANSACTION. FOR EXAMPLE: SALES TAX HAS BEEN CREDITED ON FUTURE STATEMENT XXXX
- SAVE FROM MUNIS RIBBON AND CLOSE
- ONCE ABOVE STEPS HAVE BEEN COMPLETED FOR ALL TRANSACTIONS IN YOUR STATEMENT YOU WILL RELEASE YOUR STATEMENT FROM MUNIS RIBBON



- YOU CAN DISMISS THE STATEMENT NOTIFICATION FROM DASHBOARD