

Munis PCard Approvals

Table of Contents

P-Card (Purchase Card) Statement Approval Overview 1

Approvals Tile (Workflow Web Part) 2

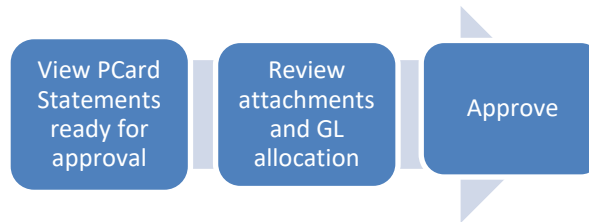
Approving a P-Card Statement 3

Approval Actions 6



Purchase Card (PCard) Statement Approval Overview

The City of Round Rock issues PCards to authorized users to streamline and simplify the purchase of small dollar transactions. It is the responsibility of each cardholder or reconciler to review and update each transaction before the due date so that the Statement can be approved by the department supervisor. This document outlines the procedures needed to approve a reconciled P-Card Statement electronically:



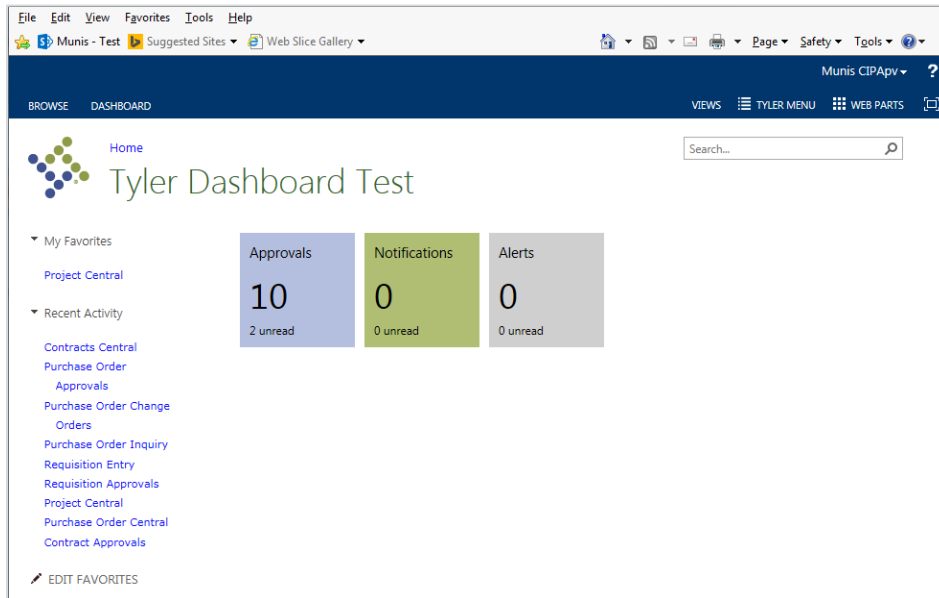
P-Card Statement: This is the record that is created when PCard transactions are imported from JPMorgan into Munis. The statement will be coded with the posted end dates (eg. 04052017). See statement code calendar.

P-Card Transactions: These are the line items on a P-Card Statement. Each transaction must be reviewed and updated before releasing the statement for approval. Once all transactions are reconciled and released for approval, the cardholder/reconciler will provide a printed report showing all transactions with receipts attached. This report can be utilized in conjunction with the online review and approval process.

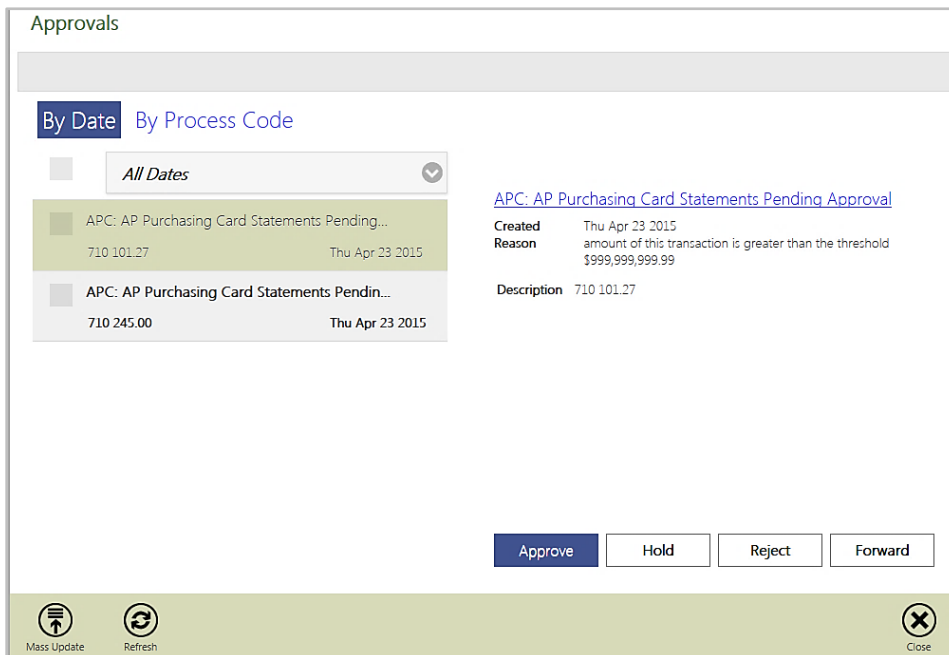
P-Card Statements cannot be added or deleted in Munis. Statements and the transactions they contain are created by the transaction import program. P-Card transactions are imported daily.

Approvals Tile (Workflow Web Part)

Your Dashboard contains three individual web part tiles: Approvals, Notifications, and Alerts. Each tile displays the total number of items in each category that require your attention. When you need to approve a P-Card Statement, you will be notified in the Approvals tile as well as by email.



1. Click the Approvals tile to see a list of items waiting for approval.



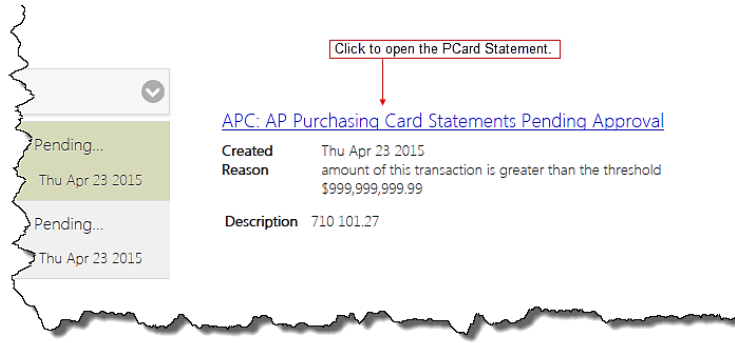
2. You can organize your approvals by date or by process code. Click "By Date" or "By Process Code" at the top left of Approving window to change the sort order.
3. Click one of the APC items in the Approvals tile. A summary will display on the right side.

Approving a P-Card Statement

Open and review the P-Card Statement and each transaction on it before taking an action such as approving, forwarding or rejecting. Use the printed report and receipts to review online transactions.

Approve a P-Card Statement from the Dashboard Tile:

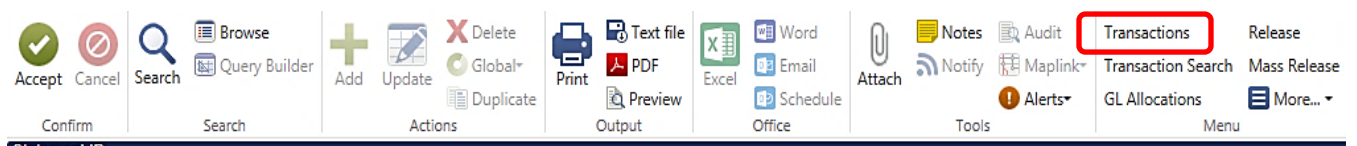
1. Click the blue underlined link at the top, right side of the Approvals window to open the P-Card Statement.



2. Verify that there is an attachment for each transaction on the statement. If you do not see a paper clip next to a transaction, no receipt was attached for that transaction.

Statement ID						
Statement ID		45				
Card						
Card number	XXXXXXXXX01459303					
Name on card	VONNE DURAN					
Dept	21003 POLICE OFFICE OF THE CHIEF					
Statement Details						
Code	04052017	Notes				
Status	New					
GL year/period	2017	7				
GL effective date	04/30/2017					
Invoice date	04/30/2017					
Total	1677.75					
Transactions						
	Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount Updated?
	03/07/2017	03/15/2017	TLF HEART AND HOME FLO	FLORISTS - Retirement Party		66.36 Yes
	03/15/2017	03/20/2017	TLF HEART AND HOME FLO	FLORISTS - Retirement Party #2		66.36 Yes
	03/16/2017	03/21/2017	OFFICE DEPOT, INC	Plaques for Retirement Parties		273.84 Yes
	03/22/2017	03/24/2017	HEB #673	Cake and Supplies Retirement Parties		89.58 Yes
	03/23/2017	03/27/2017	GINOS PIZZERIA	Snacks for Retirement Parties		132.96 Yes
	03/24/2017	03/28/2017	CHUY S ROUND ROCK	EATING PLACES, RESTAURANTS		94.66 No
	03/31/2017	04/04/2017	BLUEMOUNTAIN*ECARDPLUS	DIRECT MARKETING-CONTINUITY/SUBSCRIPTION MERCHANTS		19.99 No
	04/04/2017	04/06/2017	PAYPAL *SUGARMOMMYS	MISC FOOD STORE-CONVENIENCE,MRKT,SPLTY,VENDNG MACS		265.00 No
	04/04/2017	04/06/2017	PEREZ SIGNS & GRAPHIX INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED		320.00 No
	04/04/2017	04/06/2017	GIANT PRINTING	ADVERTISING SERVICES		349.00 No

3. Click Transactions in the Ribbon or you can double click the first transaction in the list to open the transaction screen.



4. Verify that the Charge description has been updated to the description from the receipt.

Transaction

Munis Transaction ID: 95 Notes

Card holder for transaction: IVONNE DURAN

Vendor: 2... TLF HEART AND HOME FLO

Charge description: FLORISTS - Retirement Party

Commodity code: MCC code: 5992

Charge date: 03/07/2017

Post date: 03/08/2017

Import date: 03/15/2017

Transaction amount: 66.36

Allocation code:

Contract: Contract

PO year/number/line: PO Liquidation

Document number: Invoice

Invoice number:

Last Change

The Charge Description was changed from FLORISTS to FLORISTS - Retirement Party by Margie Howard.

Allocations

PA Ty...	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud
		10021003	5316		Supplies - Office	100.000	66.36	N	U

5. Verify that the correct Org and Object codes are appropriate for the purchase.

6. Click Attach in the Tools section of the Ribbon to review the attached receipt.

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

7. Double-click Purchase Card Transaction.

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	

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

1. Double-click to view the attachment.

8. The receipt displays in the TCM window. View all parts of the receipt, ensuring that it is for the purchased item and is legible. Close TCM Viewer to return to the transaction page.

New Save Confidential Delete Import Scan Export Email Print Edit Capture Remove Annotate Workflow Tools **Close**

Documents: Purchase Card Transaction - 95

Date	Transaction ID	Statement Code	DocType
03/07/2017	95	04052017	PCardTransaction

Sample Receipt

Transactions

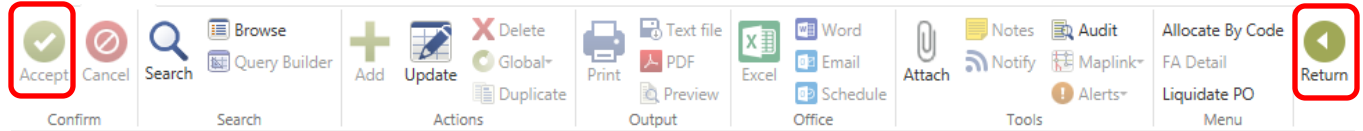
Example to attached to PCard transaction in TCM

Card No: XXXXXX
 Cardho: IVONNE
 Vendor: TLF HE
 Vendor: 2
 Notes

- Click the arrows in the Navigation Bar to go to the next transaction on this statement. Repeat the steps above to review all aspects of each transaction and its attachment.



- Click Return to go back to the P-Card Statement screen.



- To Approve this Statement click Approve at the bottom of the screen.



- Type a comment if desired.

Comment entry
 Comment for this action (Optional)

- Click Accept in the Ribbon to Confirm. Notice the Status change for this Statement.

Statement Details	
Code	04052017 Notes
Status	Approved
GL year/period	2017 7
GL effective date	04/30/2017
Invoice date	04/30/2017
Total	1677.75

Approval Actions

In addition to approving a P-Card Statement, there are a few other options from which to choose – Reject, Forward and Hold.



You can also find buttons for these actions in the Approvals window on the Dashboard. The buttons do the same thing from either place except that from the Approvals window, you can check and process several items at once.

Option	Description
Approve	Changes the Status of the statement to Approved.
Reject	Changes the Status of the statement to Rejected. The cardholder is notified in the Notifications tile on the Dashboard of the rejection. A comment is required for this action.
Forward	Forwards the item to another approver. A comment is required for this action.
Hold	Allows you to keep the item in your approval queue. A comment is required for this action. The held item will remain in the Approval folder until action is taken. This action is recommended rather than just letting an item sit; your manager will know that you've looked at the item and are intentionally holding it.