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Updated March 2021



Purchase Card Statement Approval Overview

The City of Round Rock issues Purchase Cards (ProCard) 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 so that the Statement can be approved by the approver before the due date.

This document outlines the procedures needed to approve a reconciled ProCard Statement electronically:

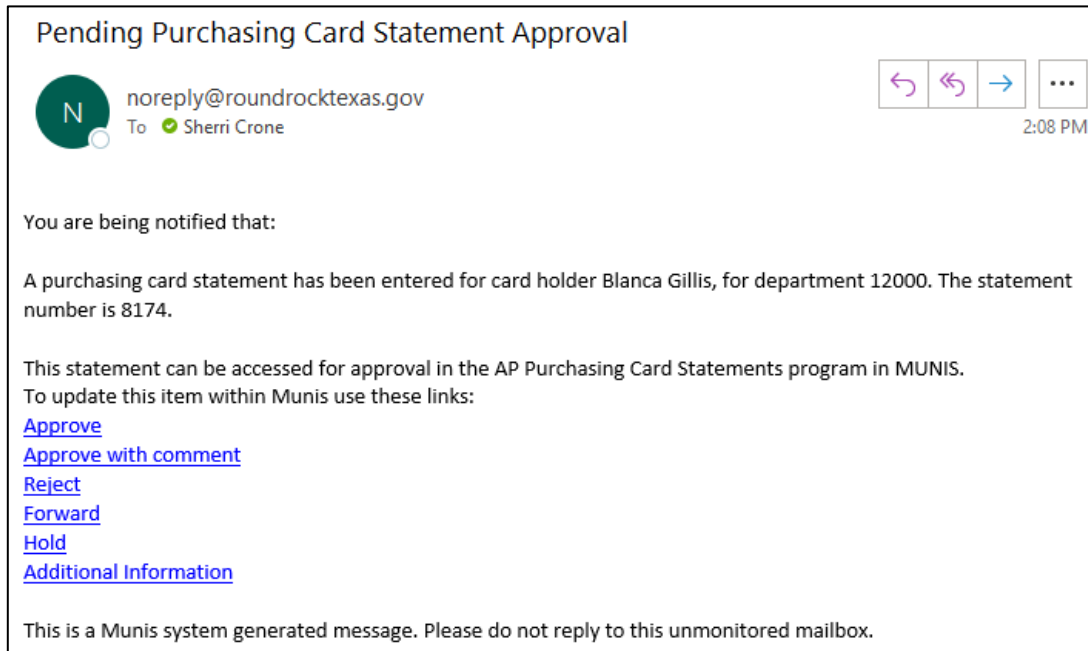


ProCard Statement: is the record that is created when ProCard transactions are imported from JPMorgan Chase Bank into Munis. The statement code will be named with the posted end dates for this bill. (e.g. 05052021). See ProCard Statement Code Calendar.

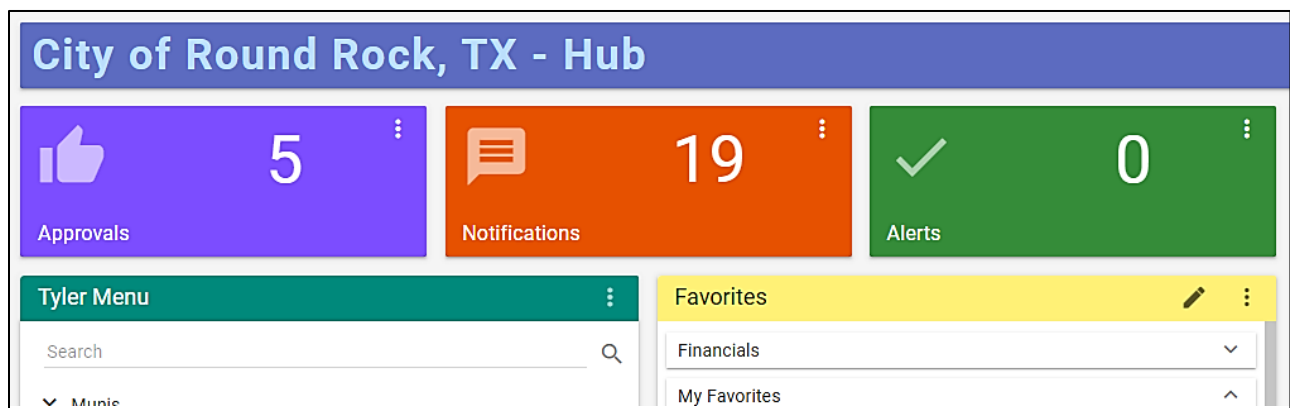
ProCard Transactions: are the line items on a ProCard Statement. Each transaction description must be reviewed and updated to match the itemized receipt before releasing the statement for approval. Once the statement is released for approval, the cardholder/reconciler can print a summary report to be utilized in conjunction with the online review and approval process.

Tyler HUB – Approval Tile

Once a ProCard statement has been released for approval, you will be notified in the Tyler HUB Approvals tile as well as by email.



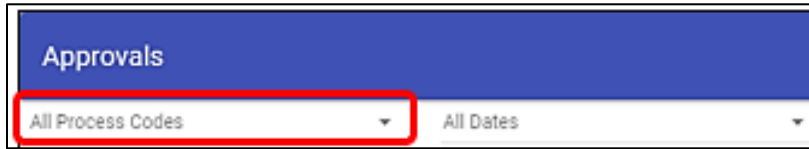
In the Tyler Munis HUB we recommend that you setup the following tiles: Approvals, Notifications, and Alerts. Each tile displays the total number of items in each category that require your attention.




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


Munis ProCard Approvals

You can organize your approvals by clicking the dropdown for All Process Code. Select APC: AP Purchasing Card Statements Pending Approval.



Click the APC item box to see a summary displayed on the right side. Click the  to open the Purchase Card Statement to review.

Approvals		
All Process Codes	All Dates	
SELECT ALL	REFRESH	(1/204)
<input checked="" type="checkbox"/>	APC: AP Purchasing Card Statements Pending Approval *****8229	3/26/2021
<input type="checkbox"/>	REQ: Requisitions pending approvals \$11,500.00 - SMS Annual 2021	12/10/2020
<input type="checkbox"/>	VIA: Vendor profile creation approval New vendor profile record approval required	11/5/2020
<input type="checkbox"/>	VIA: Vendor profile creation approval New vendor profile record approval required	10/23/2020
<input type="checkbox"/>	VIA: Vendor profile creation approval New vendor profile record approval required	10/22/2020
<input type="checkbox"/>	VIA: Vendor profile creation approval New vendor profile record approval required	10/2/2020
<input type="checkbox"/>	VIA: Vendor profile creation approval New vendor profile record approval required	10/3/2019

APC: AP Purchasing Card Statements Pending Approval 

Created
Fri Mar 26 2021

Reason
amount of this transaction is greater than the threshold -999,999,999.99

Card Number:
*****8229

Card Holder:
Blanca Gillis

Dept:
12000

Number of Transactions:
6

Statement Total:
\$311.24

[APPROVE](#) [REJECT](#) [FORWARD](#) [HOLD](#) [CLOSE](#) [SETTINGS](#)

Reviewing a ProCard Statement

Review the ProCard Statement, transactions, and the attached itemized receipt(s) before taking an action such as approving, forwarding, or rejecting.

On the Statement Page, verify that there is an attachment for each transaction. If no paper clip, the itemized receipt is missing. Contact the Cardholder to attach the missing receipt(s).

The column title "Updated?" should have "Yes" for all lines.

Purchase Card Statements [City of Round Rock | | 12/17]

Statement ID: 8174

Card: XXXXXXXX37118229, Name on card: BLANCA GILLIS

Statement Details: Dept: 12000 ADMINISTRATION, Code: 01052021, Status: Released, GL year/period: 2021 4, GL effective date: 01/31/2021, Invoice date: 01/31/2021, Total: 311.24

Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
12/11/2020	12/15/2020	HEB ONLINE	Meeting Supplies for Breakroom		41.19		Yes
12/11/2020	12/15/2020	OFFICE DEPOT, INC	Credit for returned Stapler		-29.99		Yes
12/10/2020	12/15/2020	WAL-MART	Frames for Certificates		41.80		Yes
12/08/2020	12/15/2020	WAL-MART	Breakroom Supplies		113.24		Yes
12/14/2020	12/16/2020	PARKS COFFEE	Creamer/Sugar/Tea		58.00		Yes
12/14/2020	12/16/2020	PARKS COFFEE	Coffee		87.00		Yes

Workflow: My Approvals, Approve, Reject, Forward, Hold, Approvers

Click Transactions in the Ribbon to open the transaction page.

Purchase Card Statements [City of Round Rock | | 12/17]

Ribbon: Back, Accept, Search, Browse, Update, Output, Print, Display, PDF, Save, Attach, **Transactions**, Transaction Search, GL Allocations, Release, Mass Release, Change Period

- you can double click a transaction line to open the transaction page
- or click a transaction line and click accept

Munis ProCard Approvals

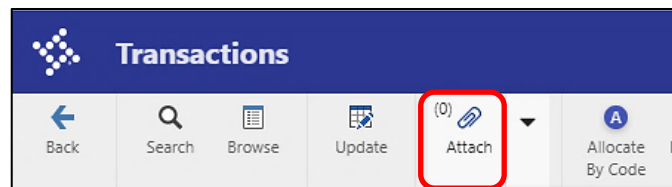
Verify that the Charge description has been updated to the description from the itemized receipt.

The screenshot displays the 'Transactions' interface. The 'Charge description' field is highlighted with a red box and contains the text 'Creamer/Sugar/Tea'. Below this, the 'Last Change' section contains the text: 'The Charge Description was changed from Coffee/Creamer/Sugar/Tea to Creamer/Sugar/Tea by Margie Howard.' At the bottom, an 'ALLOCATIONS' table is also highlighted with a red box. The table has the following data:

PA Ty	Project Account	Org	Obj	Project	Description	Percent	Amount	A GL Bud	PA Bud
		10012000	5316		Supplies - Office	100.000	58.00	U	

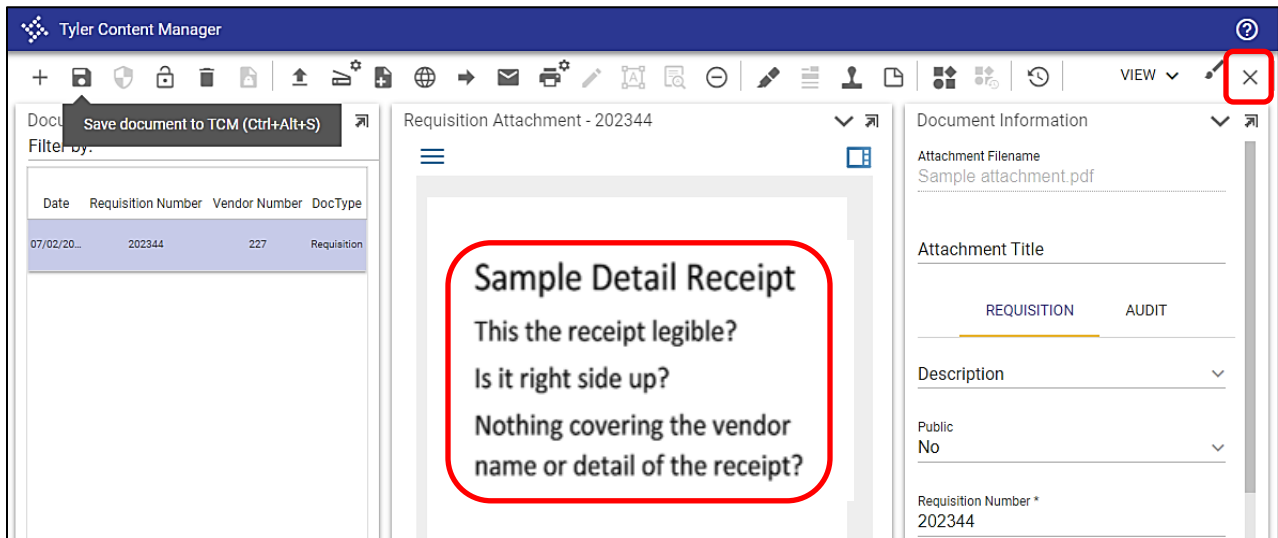
Verify that the selected Org and Object codes are appropriate for the purchase.

Click Attach Icon (paperclip) in the Munis Ribbon to review the attached itemized receipt.



Munis ProCard Approvals

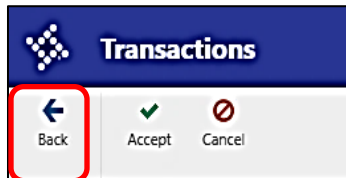
The receipt displays in the TCM window. Verify that the document is correct for the transaction and is legible. Click the “X” to return to the Transaction page.



On the bottom left of the Transaction page, use the arrows to go to the next transaction on the statement. Repeat the steps to review all aspects of each transaction and receipts.



After all transactions have been reviewed. Click the Back Arrow to return to the ProCard Statement screen.



Approving a ProCard Statement

To approve from the Purchase Card Statement page, click the Approve button in the Workflow section at the bottom.

Workflow

My Approvals	Approve	Reject	Forward	Hold	Approvers
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Type a comment if desired. Click Accept to confirm.

Enter Optional Comment

Back **Accept** Cancel

Comment entry

Comment for this action (Optional)

The Status changes to Approved for this Statement.

Statement Details

Dept	12000	ADMINISTRATION
Code	01052021	Notes
Status	Approved	
GL year/period	2021 4	
GL effective date	01/31/2021	
Invoice date	01/31/2021	
Total		311.24

Munis ProCard Approvals

Approval from Tyler HUB

If the Approver has reviewed the statement transactions and receipts online, they can approve or reject the Statement from the Tyler HUB from the Approvals Tile.

Click the box next to the Statement to approve, then click Approve at the bottom.

Approvals

All Process Codes ▼ All Dates ▼ **APC: AP Purchasing Card Statements Pending Approval** ✉

SELECT ALL REFRESH (1/204)

<input checked="" type="checkbox"/>	APC: AP Purchasing Card Statements Pending Approval *****8229	3/26/2021	Created Fri Mar 26 2021
<input type="checkbox"/>	REQ: Requisitions pending approvals		Reason

VIA: vendor profile creation approval

<input type="checkbox"/>	New vendor profile record approval required	10/3/2019	\$311.24
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APPROVE REJECT FORWARD HOLD CLOSE SETTINGS

Approval from Munis Email

The Approver can also approve or reject the statement from the email notification, if the statement transactions and attachments have been previously reviewed online.

Pending Purchasing Card Statement Approval

noreply@roundrocktexas.gov
To: Sherri Crone
2:08 PM

You are being notified that:

A purchasing card statement has been entered for card holder Blanca Gillis, for department 12000. The statement number is 8174.

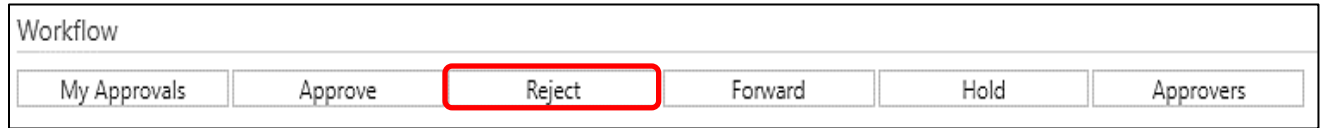
This statement can be accessed for approval in the AP Purchasing Card Statements program in MUNIS.
To update this item within Munis use these links:

[Approve](#)
[Approve with comment](#)
[Reject](#)
[Forward](#)
[Hold](#)
[Additional Information](#)

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

Rejecting a Statement

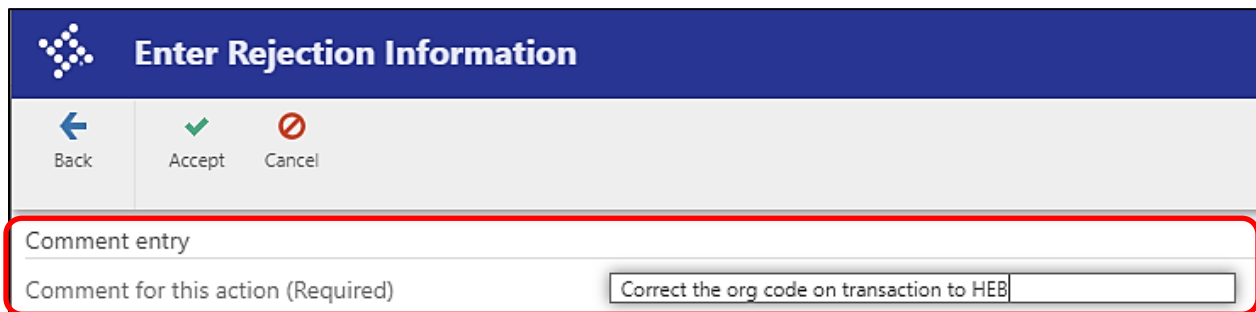
Use the Reject button to send the statement back to the Cardholder to make corrections.



Workflow

My Approvals Approve **Reject** Forward Hold Approvers

A comment is required for Rejecting a statement. The statement does not have to be rejected to add an attachment.



Enter Rejection Information

Back Accept Cancel

Comment entry

Comment for this action (Required) Correct the org code on transaction to HEB

Once the corrections are completed the cardholder will release again for approval.

Workflow Actions

In addition to the Approve and Reject in the Workflow there is also – Forward and Hold. We currently do not use the Forward or Hold buttons. All Forwards should be done at the Approval Tile on the Tyler HUB. Use Munis Approval Forwarding instructions.

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.