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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:

| View ProCard Statements ready for approval	Review attachments and GL allocation	Approve

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.
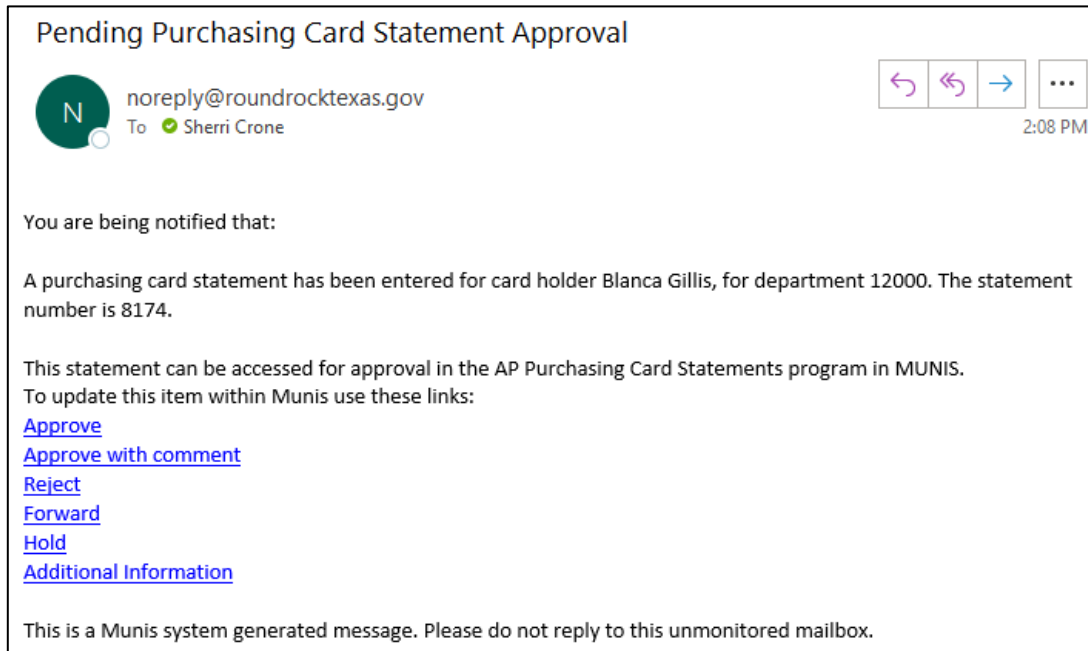

In the Tyler Munis HUB we recommend that you setup the following tiles: Approvals, Notifications, and Alerts. Each tile displays the total number of items in each category that require your attention.
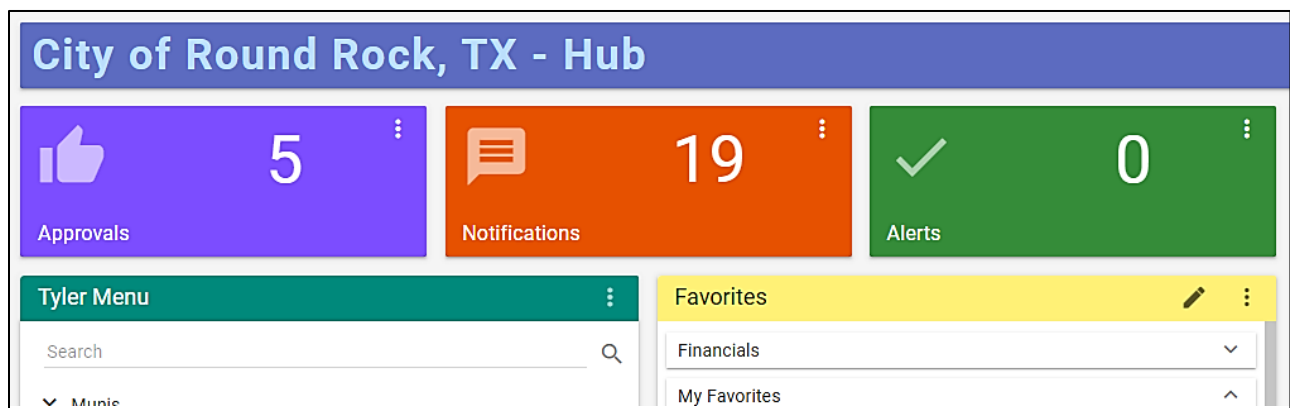
Click the Approvals tile to see a list of items waiting for approval.

Munis ProCard Approvals

You can organize your approvals by clicking the dropdown for All Process Code.
Select APC: AP Purchasing Card Statements Pending Approval.
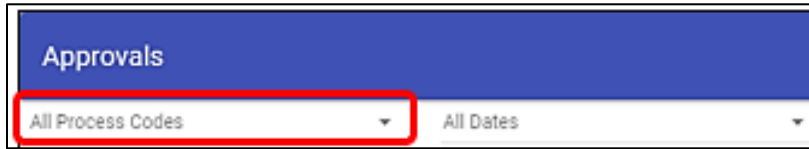
Click the APC item box to see a summary displayed on the right side. Click the ⬏ to open the Purchase Card Statement to review.

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.

Click Transactions in the Ribbon to open the transaction page.

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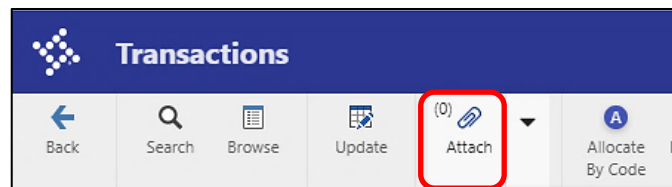
Munis ProCard Approvals

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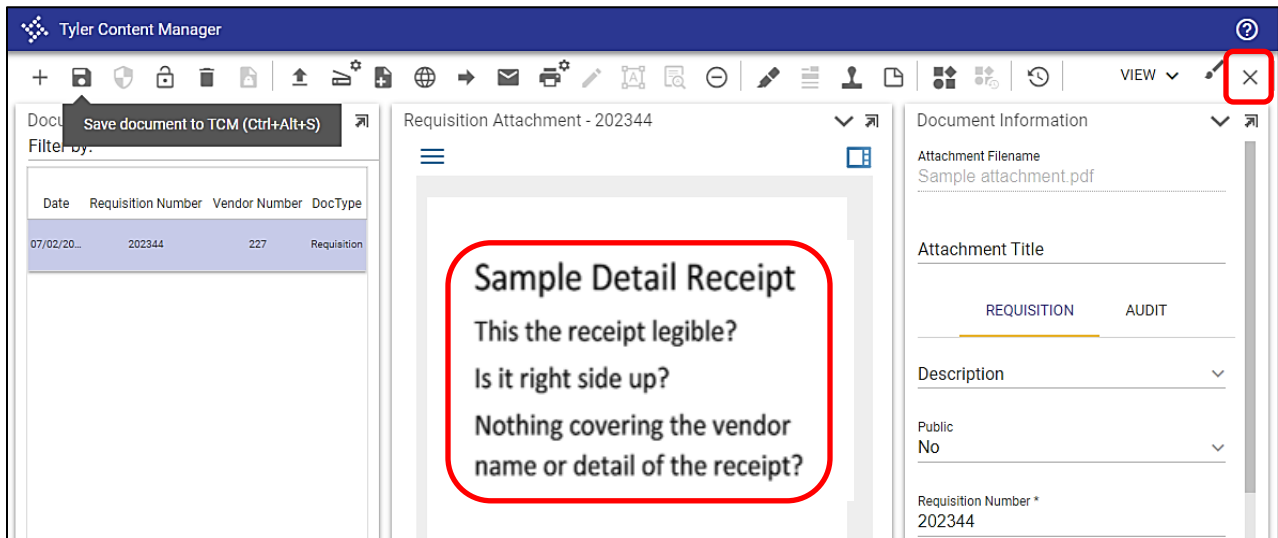

Verify that the selected Org and Object codes are appropriate for the purchase.

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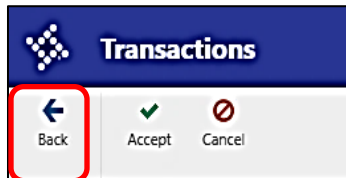
Munis ProCard Approvals

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.

Type a comment if desired. Click Accept to confirm.

The Status changes to Approved for this Statement.

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.

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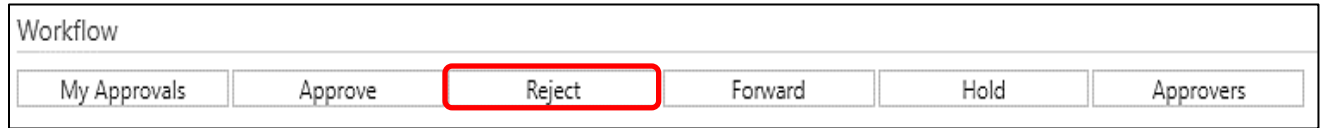
Rejecting a Statement
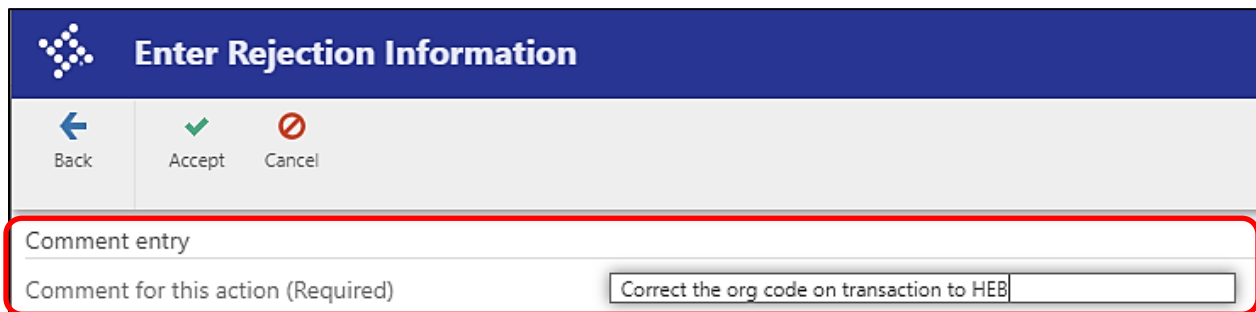
Use the Reject button to send the statement back to the Cardholder to make corrections.

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

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.