



# Supervisor Approval for P-card Statements

Munis Version 11.2.5

## Tyler Dashboard

Racine County, WI - Test

<b>Approvals</b> <b>1</b> 0 unread	<b>Notifications</b> <b>0</b> 0 unread
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A supervisor/department signer will be notified on their dashboard Approvals tile when a p-card has been released to them.

### Approvals

By Process Code | By Date

All Process Codes

APC: AP Purchasing Card Statements Pen...  
XXXXXXXX60192959 Wed Feb 01 2017

[APC: AP Purchasing Card Statements Pending Approve...](#)

Created Wed Feb 01 2017  
Reason amount of this transaction is greater than the thres...

Card Number: XXXXXXXX60192959  
Card Holder: KELSEY ENGLUND  
Dept: PWDS  
Number of Transactions: 12  
Statement Total: \$9,647.84

Click on the Approvals tile to see all processes waiting for approval. The right side will give a brief overview of what was released. Click on the blue APC: AP Purchasing Card hyperlink.

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office Attach Notes Audit Transaction Search Release Mass Release More... Return

Confirm Search Actions Output Tools Alerts GL Allocations Menu

Statement ID

Statement ID

Card

Card number XXXXXXXX60192959

Name on card KELSEY ENGLUND

Dept PWDS PUBLIC WORKS & DEVELOP SERVICE

Statement Details

Code Jan2017 [Notes](#)

Status Released

GL year/period 2017 1

GL effective date 01/07/2017

Invoice date 01/07/2017

Total 9647.84

Transactions

Charge Date	Import Date	Vendor	Description	Amount	Updated?
01/04/2017	01/23/2017	90 FORT WADE RD	900875845	2884.02	No
01/04/2017	01/23/2017	90 FORT WADE RD	900875845	259.13	No
01/04/2017	01/23/2017	814 ELA AVE	391785048	784.34	No
01/04/2017	01/23/2017	6055 ROCKSIDE WOODS BLVD	453153734	487.20	No
01/04/2017	01/23/2017	22841 DURAND AVE	391481566	191.65	No
01/06/2017	01/23/2017	212 4TH ST	420823980	217.58	No
01/04/2017	01/24/2017	ADVANCED DISPOSAL ONLI		2884.02	Yes
01/04/2017	01/24/2017	ADVANCED DISPOSAL ONLI		259.13	No
01/04/2017	01/24/2017	TRIPLE CROWN PRODUCTS INC		784.34	No
01/04/2017	01/24/2017	AIRGASS NORTH		487.20	No
01/04/2017	01/24/2017	CHICOS LLC		191.65	No
01/06/2017	01/24/2017	JOURNAL TIMES		217.58	No

The Purchase Card Statements program for this user's statement will be brought up. Click on Attach then View Documents to pull up the scanned image for the statement. Click on Transactions to view individual transactions.

**Card and Statement**

Card number: XXXXXXXX60192959  
 Current card holder: KELSEY ENGLUND  
 Name on card: KELSEY ENGLUND  
 Statement ID: 3  
 Statement code: Jan2017

**Transaction**

Munis Transaction ID: 5 [Notes](#)  
 Card holder for transaction: KELSEY ENGLUND  
 Vendor: 4563 90 FORT WADE RD  
 Charge description: 900875845  
 Commodity code: ... MCC code: ...  
 Charge date: 01/04/2017  
 Post date: 01/05/2017 Transaction amount: 2884.02  
 Import date: 01/23/2017  
 Allocation code: ...  
 Contract: ... [Contract](#)  
 PO year/number/line: ... [PO Liquidation](#)  
 Document number: ... [Invoice](#)  
 Invoice number: ...

**Last Change**  
 No changes made since transaction imported

**Allocations**

PA Ty...	Project Account	Org	Obl	Project	Description	Percent	Amount A	GL Bud	PA Bud
		10	145060		PPD PCARD PUBLIC WORKS	100.000	2884.02	N	U

K < 1 of 12 > >|

Review the charge description, account number, and amount. Flip to the next transaction by clicking the right arrow on the bottom left of the screen.



Once all transactions are reviewed, click Return  to the Purchase Card Statements program.

If the statement is accurate and ready for approval by Finance, click Approve  and close the program.

If the statement is inaccurate and needs to be fixed by the user, click Reject

and enter a comment about what needs to be fixed then Accept.

Comment entry

Comment for this action (Required)

This will bring it back to the Purchase Card Statement program. Click on More  More... and Reactivate [Reactivate](#) . This will allow the user to fix the errors and resubmit when complete.