PCard Receipt Capture – Cardholder

PCard Receipt Capture

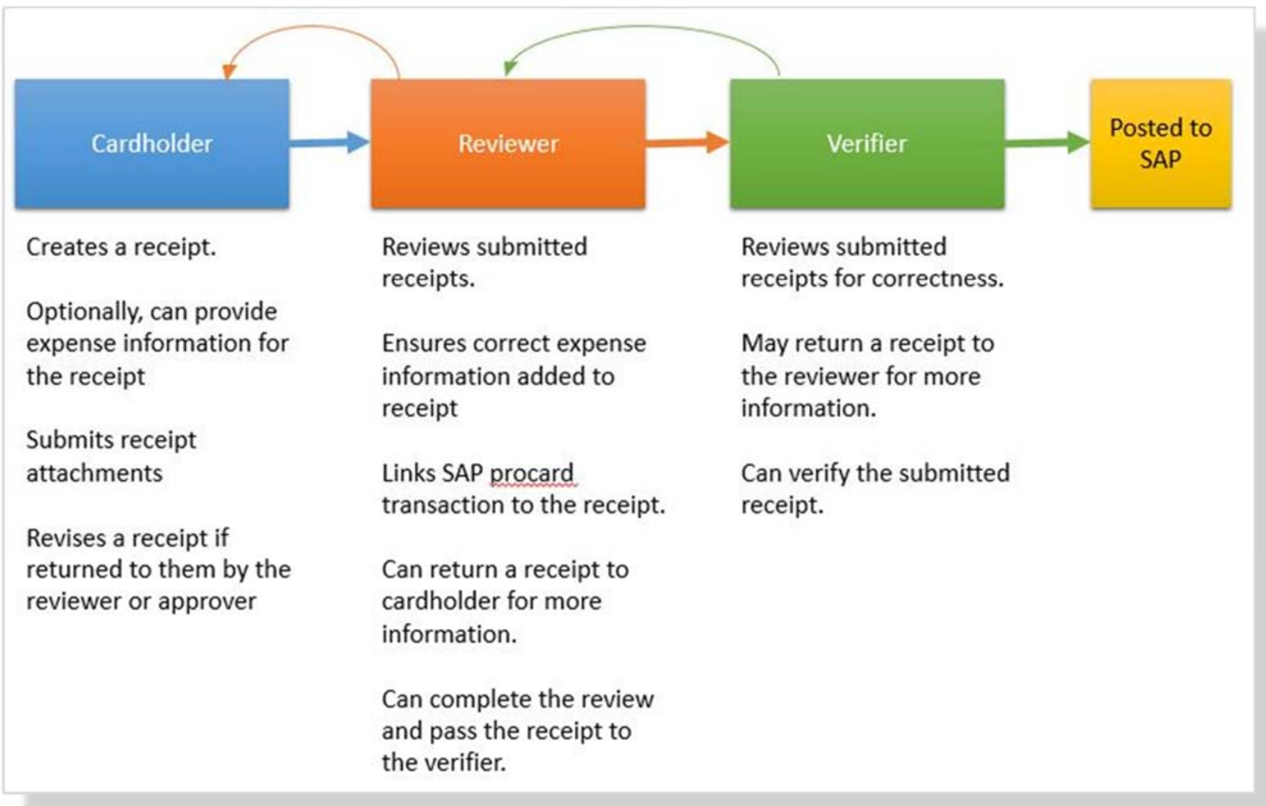
A Quick Guide for Cardholders

Introduction

This guide is intended for MIT employees and students who will use the Procurement Card Receipt Capture application to submit their procurement card receipts.

Purpose of the PCard Receipt Capture System

The system allows holders of MIT procurement cards – PCards - to submit digital copies of their PCard receipts. This saves time and paperwork. Once a cardholder enters a receipt in the system, a workflow ensures the receipt is reviewed and verified in a timely manner.



Your Role as a Cardholder

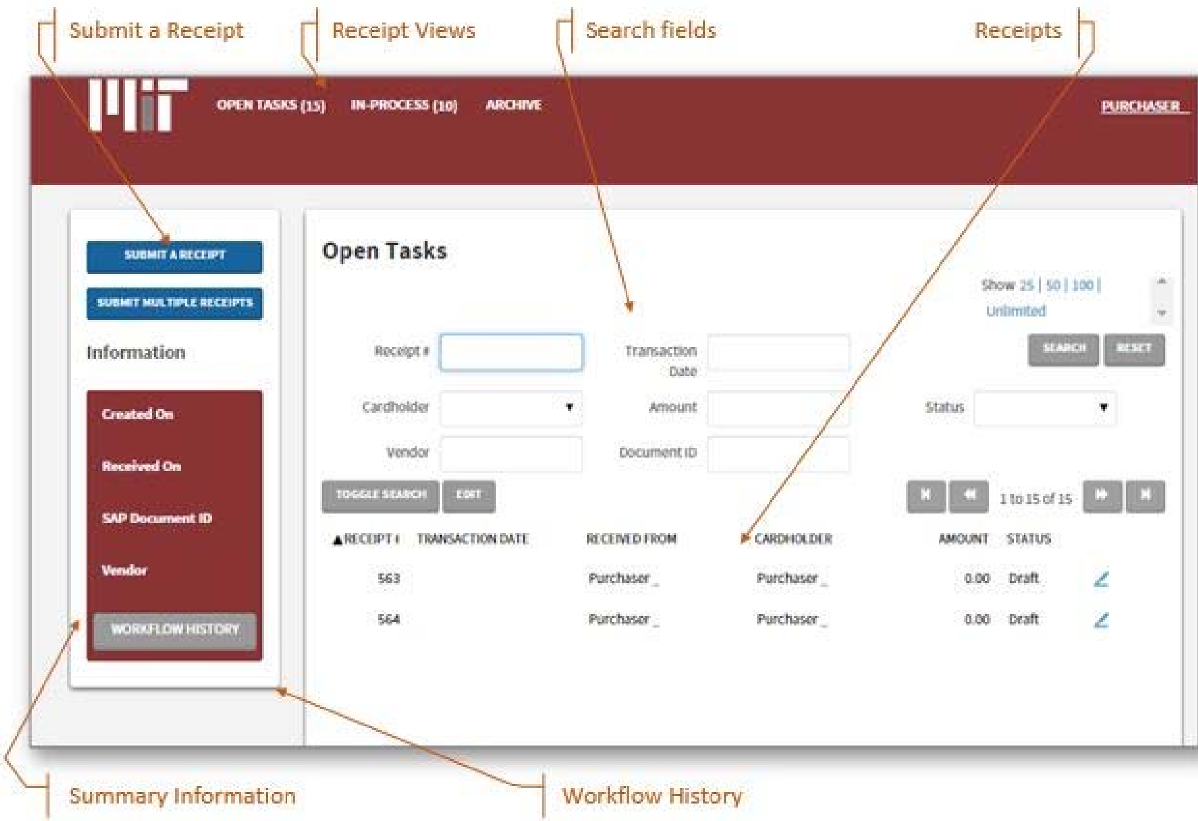
A cardholder is an MIT employee or student who has been issued a PCard (procurement card) for purchasing authorized expenses. This is the person whose name appears on the PCard and is the only person who may use that PCard.

In the PCard Receipt Capture application, your role as a Cardholder will be to create a receipt, edit it, and then submit it for review. If a reviewer returns it to you because more information is required, you will be responsible for making necessary revisions and then resubmitting it.

Reviewers and verifiers can also use the system to submit receipts. They would do this for themselves as cardholders but can also do it on behalf of cardholders. In their roles, however, they have additional tasks to complete to submit a receipt.

Open the Application

From your web browser go to http://receipts.mit.edu. Once you authenticate through Touchstone, you arrive at the Open Tasks window.



Submit a Receipt option allow you to submit a receipt for yourself. A Submit Multiple Receipts offers a quick way to upload multiple, unrelated receipts – each will become its own draft receipt that you can then open and complete.

Views are listed across the top of the application. They are:

- **Open Tasks** lists receipts that you have created and saved as draft but not yet submitted to your reviewer. There are no items available? This message displays is you have no Draft receipts or none that have been returned to you.
- **In Process** lists receipts that you have created and submitted for review.

- **Archive** lists receipts that have been verified or swept.

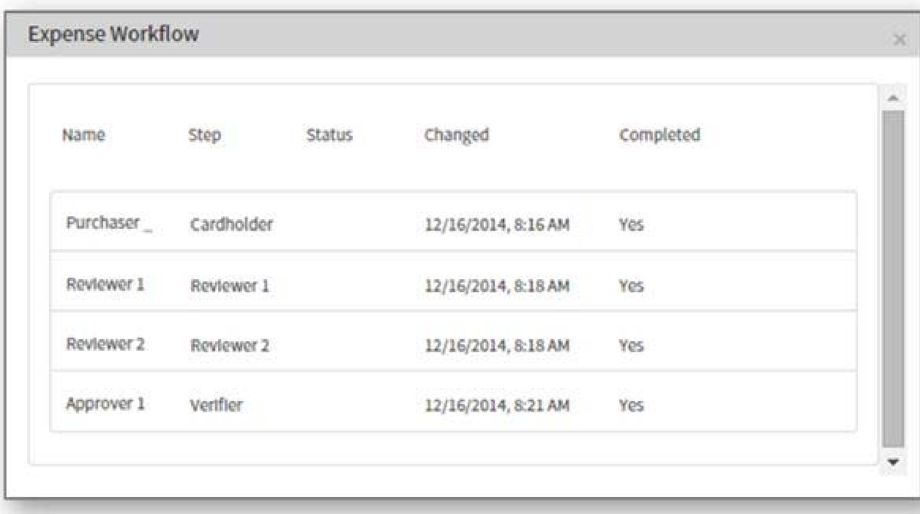
Search Fields display if you click the Toggle Filter button. This feature allows you to filter the list of receipts within a view. Learn more in the Search section below. (See the Search section for more).

Receipts appear on the Open Tasks, In Process, and Archive views. Receipts are listed least recent to most recent. You can sort on any column by clicking the header to display a sort indicator, then click on the indicator to perform the sort. The Show options to choose how many transactions to display on one screen at time.

Use the navigation controls to move back and forth between screens of receipts.

Summary Information - click on a receipt to select it and to view the summary (no information displays here until you select a receipt). Created On date is the date the cardholder created the receipt. Received On is the date the receipt entered your Open Tasks. SAP Document ID and Vendor display only if an SAP transaction has been attached to the receipt.

Workflow History – Click on a receipt to select it and then click the Workflow History button to display a chronological list of the receipt's status changes and reviewers.



No actions can be taken from this display.

Receipt Status

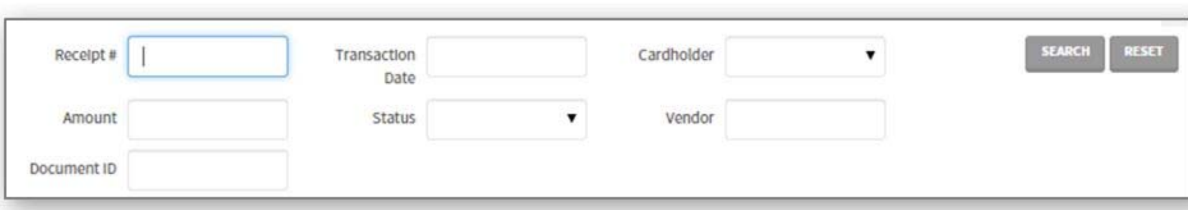
Receipts have a Status. Status can include:

- **Draft** (only displays on Open Tasks tab) – An Expense Form that that the user chose to save changes without submitting it to the next level of review.
- **Submitted** – An Expense Form that the Cardholder (Purchaser) attached a picture of the receipt to and sent it to their immediate Reviewer.
- **Reviewed** – An Expense Form that has been submitted to the next level of review where all of the fields of the Expense Form were required to be filled in before submitting.
- **Approved** – An Expense Form that was successfully posted into SAP, changing the status in SAP from 'Parked' to 'Posted', and pushing all key data gathered into SAP as a system of record.
- **Returned** – An Expense Form that a Reviewer/Approver returned to a Purchaser/Reviewer so they can add or correct information. If the receipt has been returned to you, it will display in your Open Tasks window and not in In-Process.
- **Reassigned** – An Expense Form that has been reassigned to another user with the same role.
- **Swept Before Approved** – An Expense that was started in Receipt Capture but was unable to get 'Approved' before being 'Swept' by SAP.

Search a View for Specific Receipts

The search features allows you to filter the list of receipts within a view to only those which match your criteria. The search is view specific. If you search in Open Tasks, you will only filter for receipts in Open Tasks. The same holds true for In-Process and Archive. Further, you cannot search for receipts not under your authority, nor does it allow you to search for information in SAP or other external applications.

Click the **Toggle Filter** button – search fields open above the receipt list.



Search fields include

- **Document ID** – available only for receipts that have been matched with SAP transactions, the document number for the purchase in SAP.

- **Transaction Date** - available only for receipts that have been matched with SAP transactions, the date of the credit card transactions
- **Sweep Date** - Date on which the credit card transaction for the receipt will be/was swept.
- **Cardholder** – the name of the person for whom the receipt was submitted. For cardholders, this will be their name.
- **Amount** - available only for receipts that have been matched with SAP transactions, the amount of the credit card transactions
- **Status** – the present workflow status of the receipt.
- **Vendor** - available only for receipts that have been matched with SAP transactions, the vendor on the expense.

Enter your criteria and click the Search and the system displays all matching receipts in the displayed view. Click Reset to clear the search and restore the unfiltered list of receipts.

Submit a Receipt - Cardholder

Before You Begin

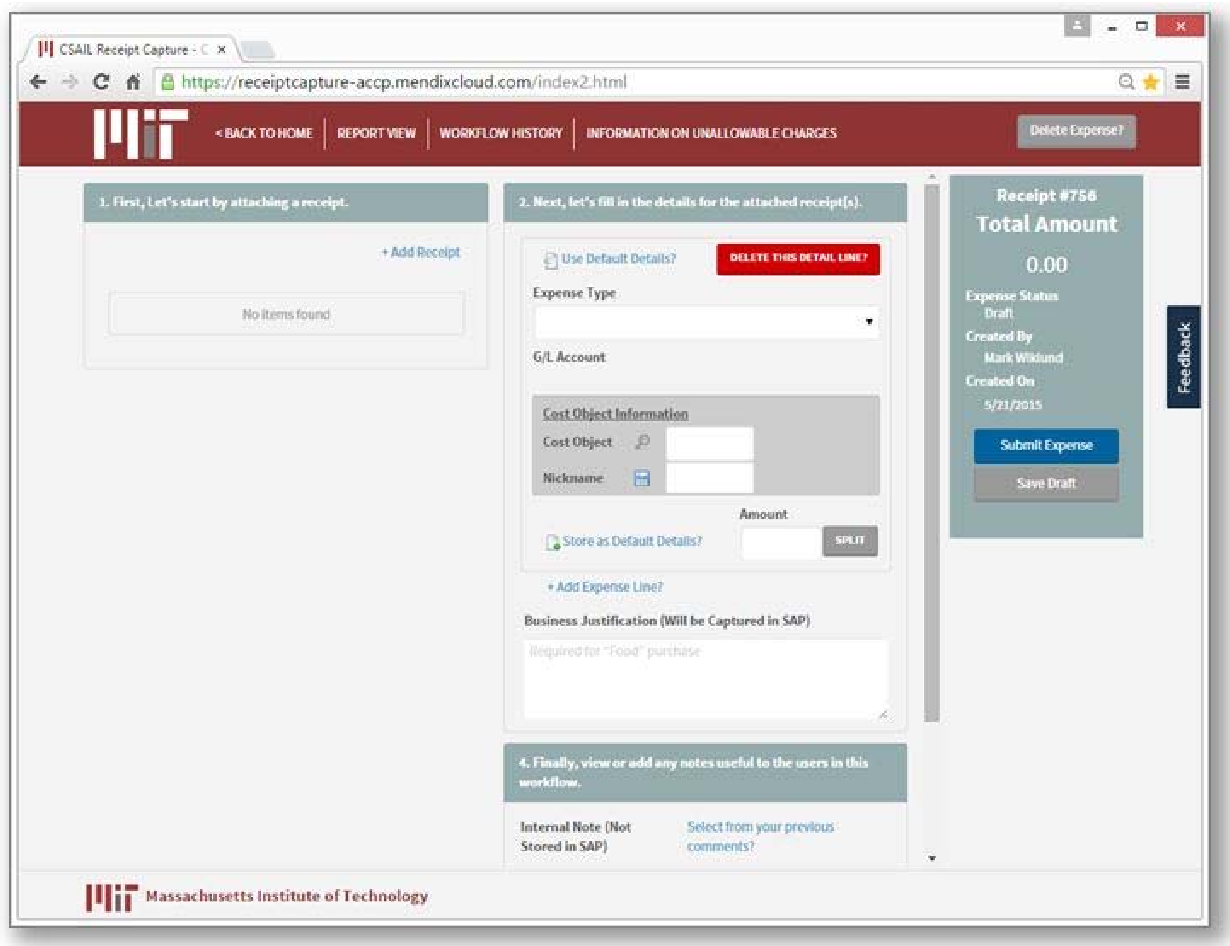
As a Cardholder, you are only required to attach an image of your receipt. You can optionally provide business justification, cost object, and comments – if you leave these fields blank, your reviewer will enter them.

Before you get started, you should have the following prepared:

- Image file for your receipt. If you have several pages of receipts, create an image for each. The system allows jpg, jpeg, png, img, pdf, or gif images. The image files should not exceed 8MB. If you add a file that is too large, the system will warn you.
- Know the Cost Object and Expense Type. If the receipt is being split across many cost objects or expense types, you should know there as well.

Start the Receipt Process

1. Display the Open Tasks window.
2. Click Submit a Receipt. The receipt screen displays.



Note the options at the top of the application window:

Back to Home returns you to the Open Tasks window.

Report View generates a PDF report of the displayed receipt – a button displayed at the bottom of the application window allows you to open and view the PDF.

Workflow History displays a window showing the receipts history.

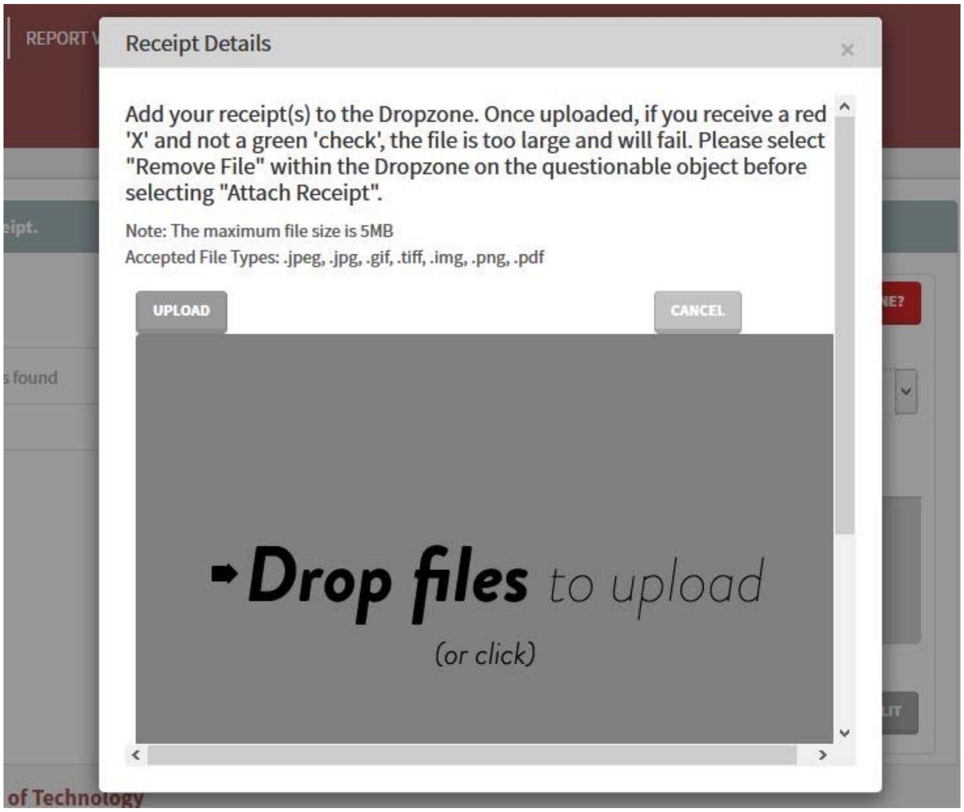
Information on Unallowable Charges displays a light box window detailing a list of regulated or restricted items that cannot be purchased using a procurement card.

Receipt Number Assigned

Note the green box on the left side of the window. A unique Receipt# has been assigned to the receipt you are now about to enter. You are the Created By. The Created On date is today's date.

Upload and Attach Receipt(s)

1. Click **+ Add Receipt** to open the Receipt Detail dialog.



Notice the Drop zone in the dialog box. This is where you will add the receipt file, upload it into the application, and finally attach it to the receipt record you are creating

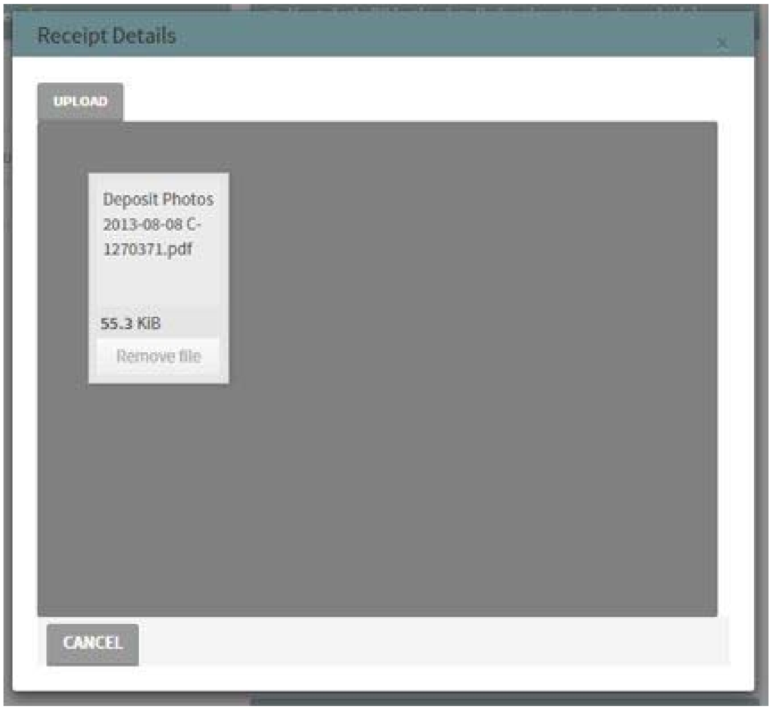
2. Add a receipt file to the grey Drop zone in dialog.

    a. You can drag a file from your desktop the dialog from your desktop.

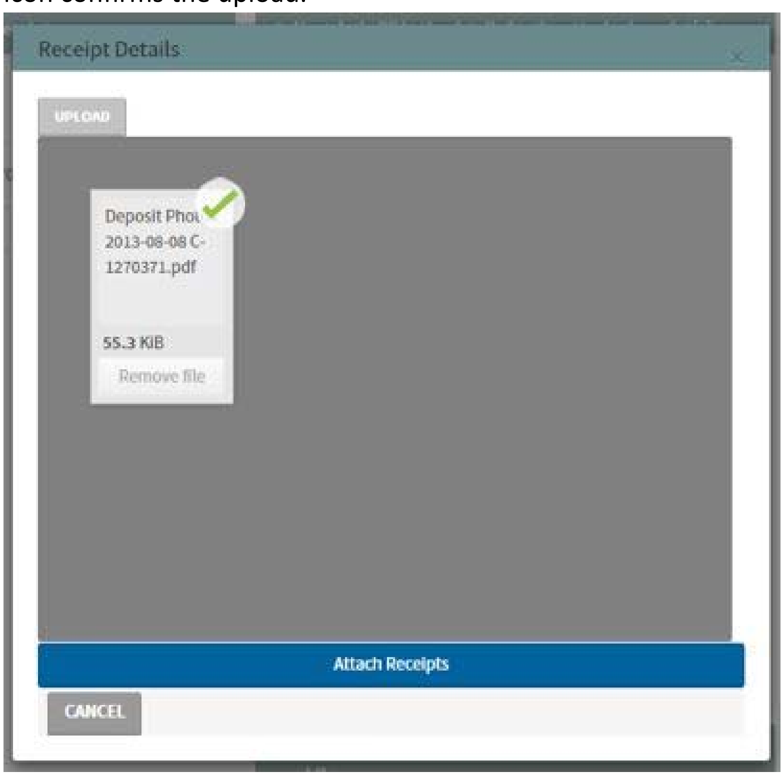
    b. You can also click anywhere inside the grey box to display the File/Open dialog box, then search for and select the receipt file.

    c. If there are many files for the receipt (for example, the receipt was two pages), you may add them to the drop zone.

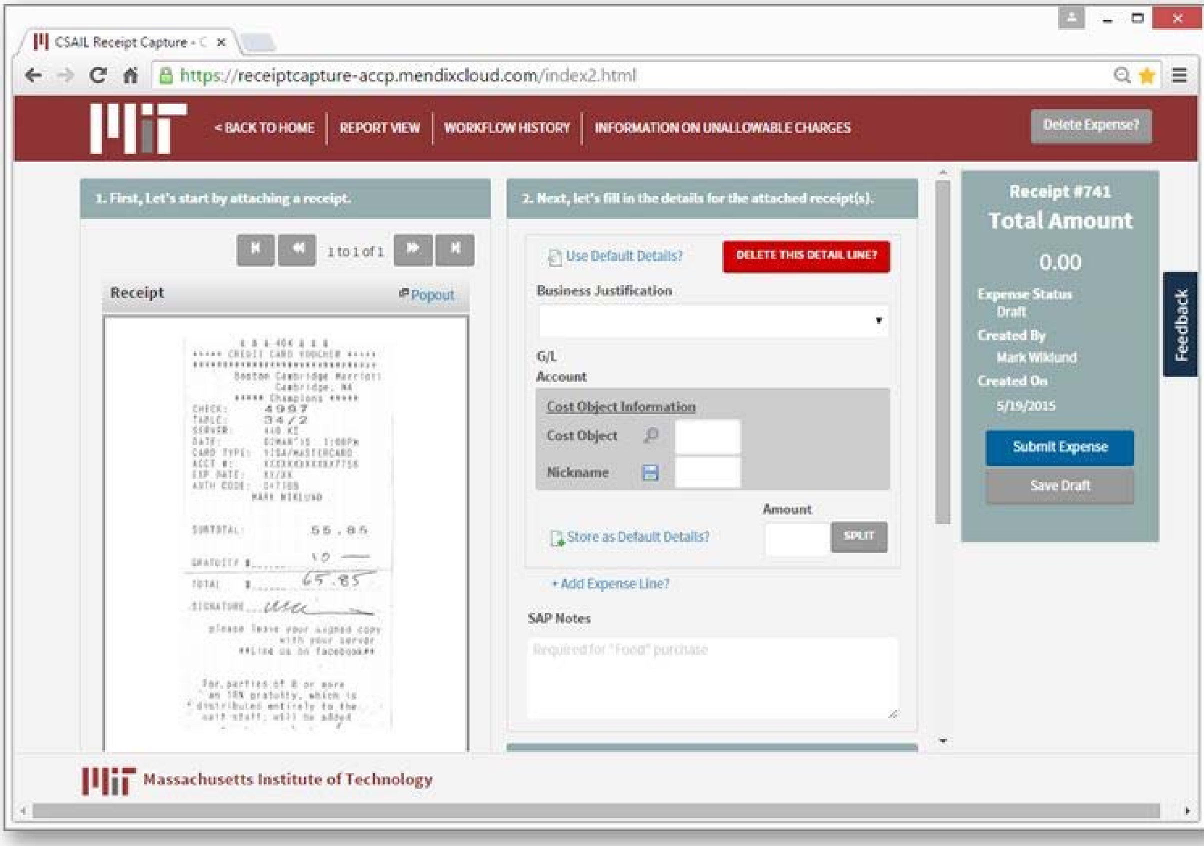
3. Once you select a file, an icon for it displays in the Drop zone:



4. Click **Upload** to bring the selected receipt file(s) into the system – a green check beside each icon confirms the upload.



5. Click **Attach Receipts** to attach the uploaded receipts to the receipt you are working on. An image of the receipt now displays in the window.



If you uploaded and attached many files, the screen shows the first one - use the navigate buttons to view the other receipts. Click **Popout** for an enlarged view of the receipt.

If you attached the wrong receipt, click **Detach**. This options displays beneath the picture of the receipt. Once you detach the incorrect receipt, click + Attach to locate, upload, and attached the correct receipt.

6. Now that you have attached the receipt, you can:

   a. Use **Save Draft** to save a copy of the receipt to work on it later. The receipt will be listed in your Open Tasks.

   b. Use **Submit Expense** to send the receipt to your reviewer. The submitted receipt will be listed in your In-Process view. If all you have done is attach the receipt, the reviewer will be responsible for providing the expense details.

   c. Continue to enter receipt details, instructions provided below.

Provide Receipt Detail

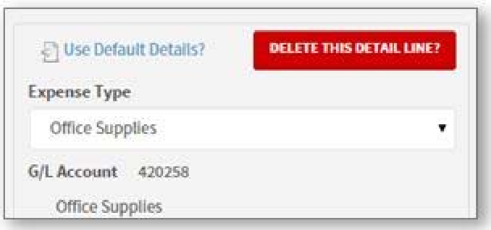
If you want to enter Expense Type, Cost Object, Amount, and other Detail – you may continue with your entry work. Refer to the sections below for help with these detail entries.

Use Default Details

If you have saved an expense type/cost object pair for repeated use, click on Use Default Details to see a list of these pairs, then select the pair that meets your immediate needs.

Expense Type

Select the appropriate **Expense Type** from the drop-down – the associated GL account number and description displays.



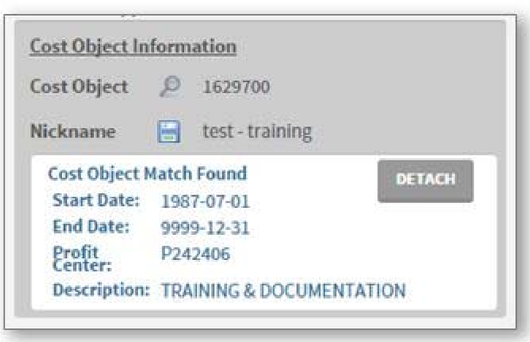
If this is the wrong expense type, click Delete This Detail Line and start again.

Enter Cost Object

Enter the **Cost Object**.

If you have identified your cost objects to the system, you can click on the magnifying glass to display a selection list. If you created nickname for the cost object, you may enter that instead.

When you exit the entry field, the system validates the cost object and returns the cost object's start date, end date, profit center, and description.



If this was an incorrect Cost Object, click **Detach** and start again.

Store as Default Details

If you will be regularly entering receipts for the same expense type and cost object, clicking Store as Defaults Details will capture the expense type and cost object pair that you can apply via the Use Default Details link.

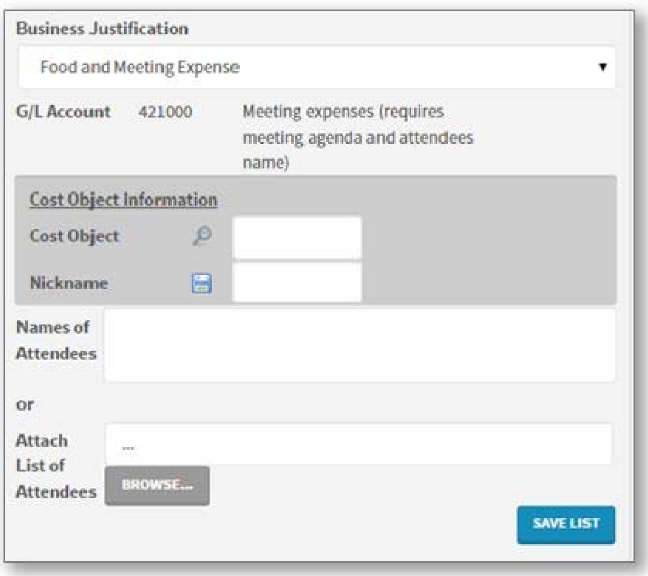
Enter Receipt Amount

Enter the full **Amount** of the receipt unless it is to be split between multiple expense types or cost objects. Steps in the following sections show you how to do this.

The amount must equal the amount on the PCard card charge and the SAP transaction.

Enter Food & Entertainment Expense NO Alcohol

1. For **Expense Type**, select the Meetings & Food type that most closely matches your need. A pop-up asks if alcohol was part of the expense.
2. When you answer **No**, the system adds fields in which you can identify the meal's attendees.



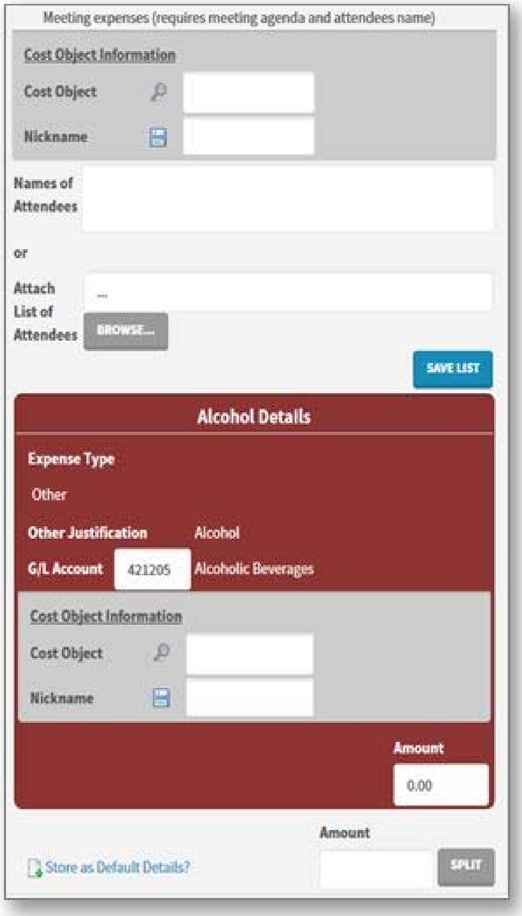
3. Enter the **Cost Object**.
4. Provide the **Names of Attendees** at the meal. You can type the persons' names or paste a list of them into the field, or attach a document within which the people are mentioned. If you have the names in a separate document, you can **Attach** it instead.
5. Enter the **Amount** of the receipt.

6. Enter **Business Justification** text. The text will be stored in SAP.
7. Optionally, enter **Internal Notes**. These notes may be comments between you and your reviewer and verifier. They are only stored on the PCard Receipt Capture system.
8. You may now **Submit** your receipt or **Save Draft** to work on it later.

Enter Food & Entertainment Expense WITH Alcohol

1. For **Expense Type**, select Meetings and Food. A pop-up asks if alcohol was part of the expense.
2. When you answer **Yes**, the system displays this warning message:

3. Click **OK** to proceed - the system now displays fields for the Alcohol related information.



4. Enter the **Cost Object** for the non-alcohol portion of the expense.
5. Provide the **Names of Attendees** at the meal. You can type the persons' names, paste a list of them into the field, or attach a document within which the people are mentioned. If you have the names in a separate document, you can **Attach** it instead.
6. In the alcohol section, enter the **Cost Object** for the alcohol portion of the expense.
7. In the alcohol section, enter the alcohol **Amount**.
8. In the grey area below the alcohol section, enter the non-alcohol **Amount**.
9. Enter **Business Justification** text. The text will be stored in SAP.
10. Optionally, enter **Internal Notes**. These notes may be comments between you and your reviewer and verifier. They are only stored on the PCard Receipt Capture system.
11. You may now **Submit** your receipt or **Save Draft** to work on it later.

Split an Expense by Dollar Amount

If your receipt needs to be split by dollar amount between Expense Types or Cost Objects, perform these steps.

1. For the first part of the split, enter **Expense Type**, **Cost Object**, and **Amount**.
2. Click **+ Add Expense Line**. The system now displays a new entry block for next expense type.
3. For the second part of the split, enter **Expense Type**, **Cost Object**, and **Amount**.
4. Repeat the process if you need to add yet more expense lines.
5. You can delete an added expense line by clicking the **Delete this Detail Line** button for the unwanted justification.

Split an Expense by Percentage

If you are splitting an expense on the basis of a percentage, for example 20% to cost object1 and 80% to cost object 2, perform these steps.

1. For the first part of the split, enter **Expense Type** and **Cost Object**.
2. Enter the total, unsplit **Amount** of the expense.
3. Click the **Split** button to display the Split Cost Object dialog.

The cost object you entered displays with 100% and the full amount.

4. Change the **Percentage** for the first cost object to the appropriate percentage for the cost object.
5. Tab out of the **Percentage** field, and system recalculates the amount to match the revised percentage. You may revise the percentage if necessary to make it match a desired dollar amount.
6. Click **+ Add Split Expense Line**, and an entry row displays.

7. Enter the next **Cost Object** and the **Percentage** to be allocated to it. When you tab out of the percentage field, the system calculates the second cost object's dollar amount. Repeat this process until you have entered all splits. The total of all percentages cannot exceed 100%.

8. Click **Save**. The system will display the split expense.

Enter Business Justification

This entry is required for all food related receipt.

Enter **Business Justification** text to explain the purpose of the purchase. The text will be stored in SAP.

Enter Internal Notes

Internal Notes are not sent to SAP. They are only stored on the PCard Receipt Capture system. Use these notes to communicate text information to your reviewer and verifier.

Save As Draft or Submit

Now that you completed the receipt, you can:

- Use **Save Draft** save a copy of the receipt to work on it later. The receipt will be listed in your Open Tasks.
- Use **Submit Expense** to send the receipt to your reviewer. The submitted receipt will be listed in your In-Process view.

Create Multiple Expenses - Cardholder

Create multiple expenses to upload and submit many receipts at a time. Each receipt will become its own expense. The reviewer will be responsible for identifying the justification and cost object for each receipt.

1. From the home page, click **Create Multiple Expenses**. The Mass Submit Receipts dialog displays.
2. Add receipt files to the dialog. You can drag the files into the dialog from your desktop. You can also click anywhere inside the grey box to start a search for the receipt files. An icon displays in the grey area for each receipt file. Click Remove File to deselect a receipt.
3. Click **Upload** to bring the selected receipt file into the system – a green check displays beside each icon to confirm the upload.
4. Click **Submit**.
    a. If you are a Cardholder, the receipts will be submitted to your reviewer.
    b. If you are a Reviewer, the each receipt will be an individual expense in your Open Tasks.

Open and Edit a Draft Receipt - Cardholder

1. Locate the receipt in your Open Tasks.
2. Click on the receipt that you wish to open and edit it
3. Click the **Edit** button to open the receipt. With the receipt open, you can:
    a. Edit the receipt
    b. Click **Submit Expense** to submit the receipt to your reviewer.
    c. Save it again as a draft, by clicking **Save Draft**.
    d. Delete the receipt by clicking the **Delete Expense** button in the top right corner of the application. You will be asked to confirm your intent. To delete the expense, click Proceed.
    e. To Undo all changes, click **Back to Home**.

Revise a Returned Expense - Cardholder

If your reviewer or verifier has returned an expense to you, you will see it listed in your Open Tasks.

To open the expense, click the expense to select it, then click the Edit button. In the top left corner of the expense, you will see a message that describes the nature of the required change.

Revise the receipt according to the instructions and then resubmit it.

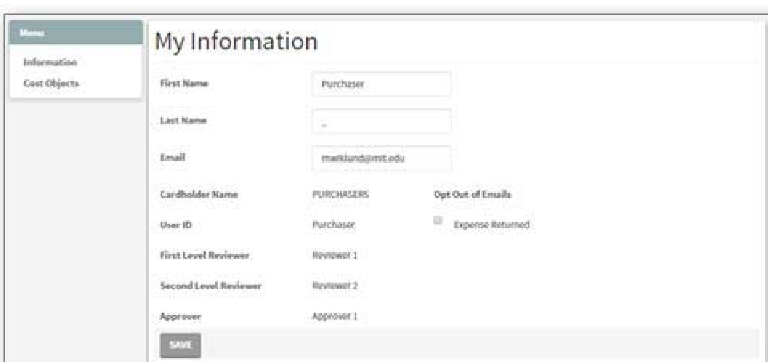
Update Your Information - Cardholder

As a cardholder, the system allows you to:

- Update your first and last name and your email address
- View but not update the names of the people responsible for reviewing and verifying your receipts submissions
- Update whether or not you want to receive an email alert if a reviewer has returned a receipt to you for revision.

Here's how:

1. Click on your Name in the top right corner of the application window. A menu displays to the left side of the window. By default, the My Information tab displays.



2. You may update your **First Name**, **Last Name**, and/or **Email address**.

3. If you want to **Opt out of Emails** for returned expenses, checkmark the box.

4. Decide what you want to do:

    a. Click **Save**. A message displays to confirm the changes.

    b. Make no changes. Click on any other menu or tab option in the application to exit the My Information tab. Your changes will not be saved.

Update Your Cost Objects

You can give nicknames to your cost objects. Can be a useful shortcut for entering cost object numbers for receipts.

1. Click on your **Name** in the top right corner of the application window. A menu displays to the left side of the window. By default, the My Information tab displays.

2. Select **Cost Objects** to view the list of your cost objects.

3. Decide what you want to do:

    a. Create a new cost object nickname: Click **New**. In the Edit Cost Objects dialog, enter the cost object Number and Nickname, then click **Save**. The pair will now be added to the list of your cost objects.

    b. Change a cost object nickname: Select the cost object nickname and click **Edit**. In the Edit Cost Object dialog, make your changes and click **Save**.

    c. Delete a cost object nickname: Select the cost object nickname and click **Delete**. A message displays after you to confirm your intent. Click **OK** to complete the deletion.

    d. Make no changes. Click on any other menu or tab option in the application to exit the My Information tab. Any changes made will not be saved