PCard Receipt Capture

A Quick Guide for Reviewers

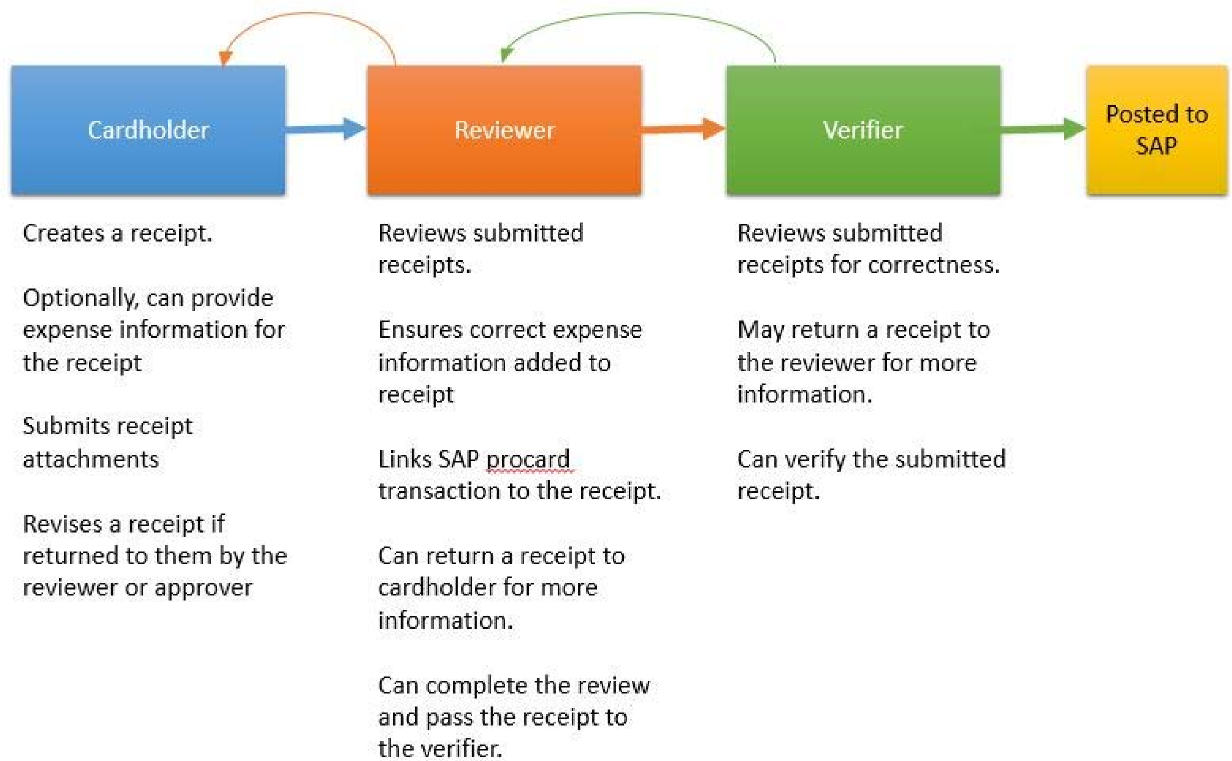
PCard Receipt Capture – Reviewer

Introduction

This guide is intended for MIT staff responsible for using the PCard Receipt Capture application to review cardholder receipt submissions.

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.



What is a Receipt? An Expense? An SAP Transaction?

When you create a receipt in the system, you are:

1. Attaching a **Receipt** image to the record
2. Providing **Expense** information such as Expense Type, Cost Object, and business justifications.
3. Linking the record to the **SAP Transaction** from the bank.

Here, we will call it a PCard Receipt, or a Receipt for short, but it's important for you to understand that a receipt has three major components.

Your Role as a PCard Reviewer1 or Reviewer2

Your two key responsibilities as a reviewer will be to:

- Be sure that receipts are created, correctly expensed, and linked to SAP transactions before the transactions get swept

  OR, from the other direction…

- Be sure that SAP transactions are linked to expensed receipts and, if they have not been, make sure the receipts get entered, expensed, and linked up before the sweep deadline.

The system actually allows two slightly different reviewer roles, Reviewer1 and Reviewer2. You will be informed which role you fill when the system is implemented in your area.

Reviewer1 and Reviewer2 Can...

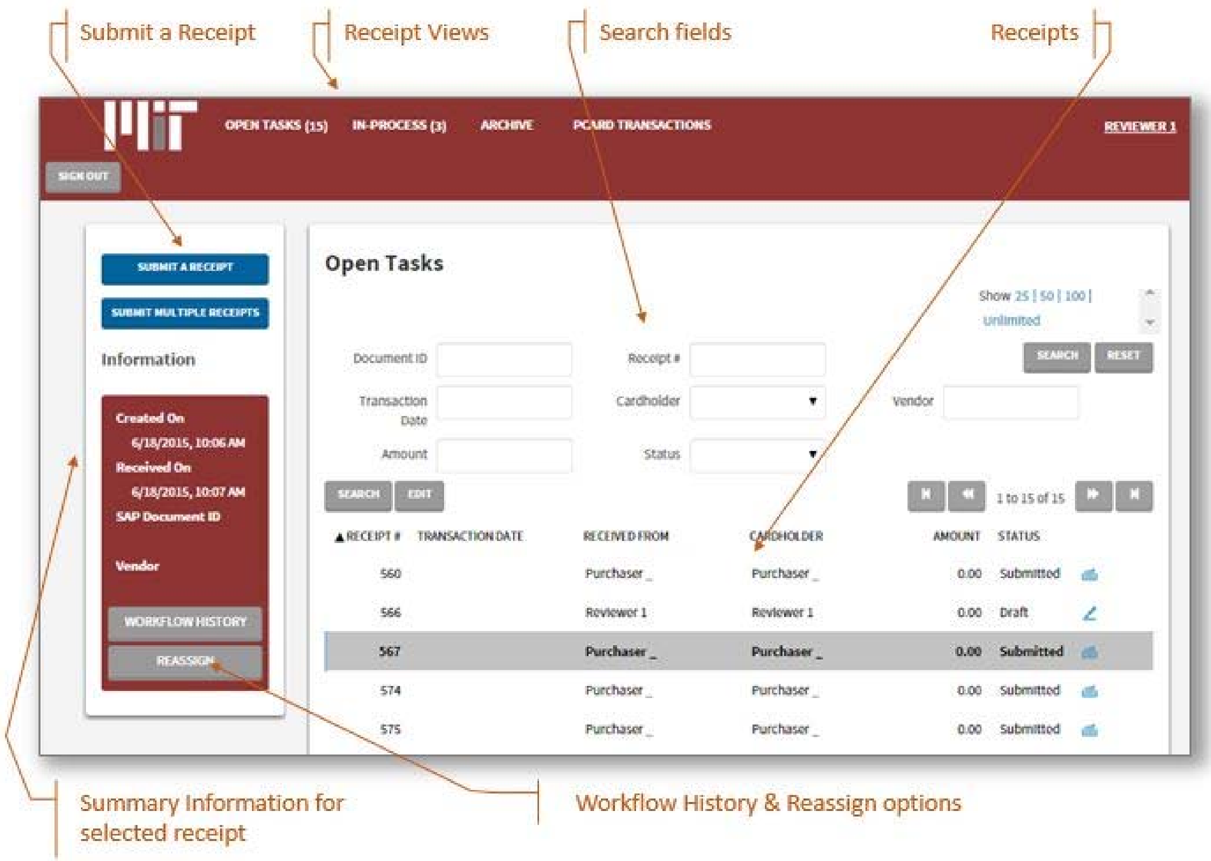
- Create receipts for yourself as well as on behalf of cardholders within your review area.
- Review receipts submitted to you for review by cardholders within your area of review.
- Match the submitted receipts to SAP credit card transactions.
- Return a receipt to a cardholder, either because they did not attach the correct receipt or because more information is needed from them
- Approve the receipt and forward to the next person up the review process. Depending on how your area was set up in the system, this could be a Reviewer2 or a Verifier.
- Reassign a submitted receipt to different first level reviewer.

Additionally, Reviewer 2 Can...

- See all SAP Transactions outstanding across the organization
- Reassign a receipt to an alternate verifier.
- Provide coverage to another Reviewer2 by being able to see what receipts they have open (displayed in their Open Tasks) and being able to process them.
- Set the status of a transaction to 'Swept Before Approved'.

Navigate Application - Reviewer

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



Submit a Receipt options allow you to submit a receipt for yourself or for other cardholders within your authority.

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 have been routed to you for action- this includes reviews, approvals and returns, and receipts that you have created and saved as draft but not yet submitted to your reviewer
- **In Process** lists receipts that you have created and submitted for review. It also lists receipts that you have reviewed and either passed along to your verifier or returned to the cardholder.

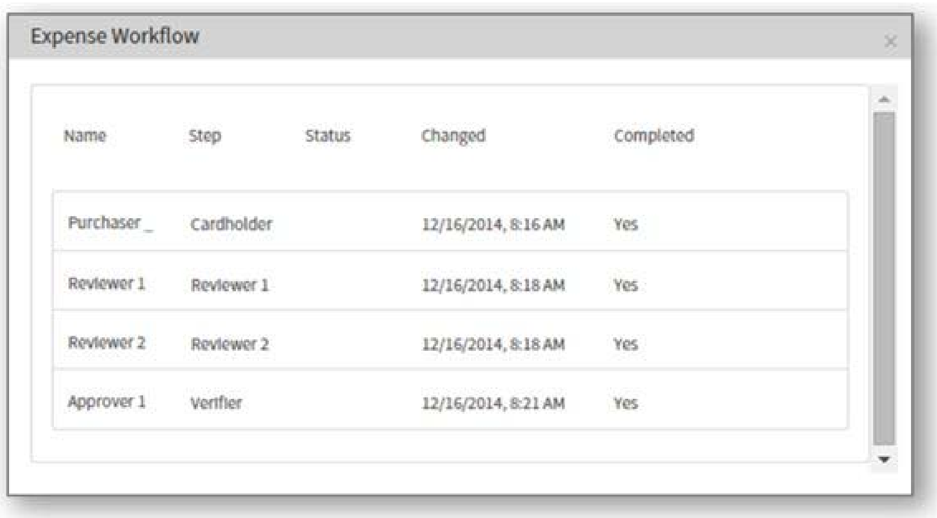
- **Archive** lists receipts that have been verified or swept.
- **PCard Transactions** allows you to view a list of all unswept SAP transactions associated with you and the cardholders you are authorized to review.

Search Fields display if you click the **Toggle Search** button. This feature allows you to filter the list of receipts within a view. Learn more in the Search article

Receipts appear on the Open Tasks, In Process, and Archive views. Receipts are listed by Receipt#, from left 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. Use 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 displays a chronological list of the receipt's status changes:



Reassign is an option that allows you to transfer review responsibilities for the receipt to another reviewer.

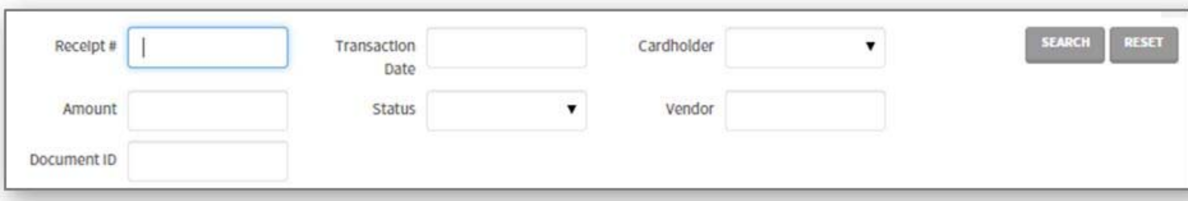
Reviewer2 – Do you want to view Other Reviewer2 Inboxes?

This can come in handy if you need to provide coverage to another Reviewer2. Beneath the Open Tasks label, you will see a link View Reviewer 2 Inboxes. Click on this, and a dialog displays asking you to select a Reviewer2 – once you select the person, you will see their Open Tasks. To return to your Open Tasks, click your browser's Back button.

Search for Specific Receipts - Reviewer

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.

Vendor - available only for receipts that have been matched with SAP transactions, the vendor on the expense.

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.

Enter your criteria and click the **Search** button to the right (or you can simply press Enter) 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 New Receipt - Reviewer

As a Reviewer, you can submit a new receipt on behalf of yourself or another cardholder within your authority. During the submission process, you are required to:

- Attach an image of your receipt
- Identify expense type (G/L) and cost object
- Provide business justification and internal comments
- Attach the applicable SAP PCard transaction to the receipt

Before You Begin

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

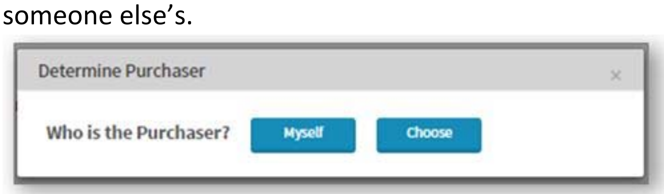
- Image file for your receipt. If you have several pages of receipts, create an image for each. The system allows jpg, jpeg, png, img, pdf, or gif images. The image files should not exceed 8MB. If the file is too large, the system will warn you.
- Know the Cost Object and Expense Type. If the receipt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

Start the Receipt Process

As a reviewer, you can submit receipts for your own PCard purchases and you can submit receipts for cardholders who you are responsible for reviewing. The steps to get started vary slightly – both are offered below.

Submit a Receipt for a Cardholder (not yourself)

1. Display the Open Tasks window.
2. Click **Submit a Receipt**. A dialog displays asking whether you are adding your own receipt or someone else's.



3. Click **Choose** to display the Select Purchaser dialog. This dialog lists the cardholders for whom you are authorized to submit and review receipts.
4. Locate and click on the **Name** of the person from whom you are entering the receipt.

5. Click **Select**.
   Result: One of three actions may happen:

   a. **If there are two or more unattached SAP transactions associated with your cardholder's PCard**, the system displays a pop-up list of unattached transactions. You may select the applicable transaction from this list. If the list does not contain the applicable transaction, you can click not listed and continue to the Receipt screen.

   b. **If there is only one unattached SAP transaction associated with your cardholders' PCard**, the system automatically attaches it to the receipt you are about to submit, and you will be brought to the Receipt screen. You can unlink the transaction if it is not applicable.

   c. **If there are no unlinked SAP transactions associated with your PCard**, you will be brought straight to the Receipt screen.

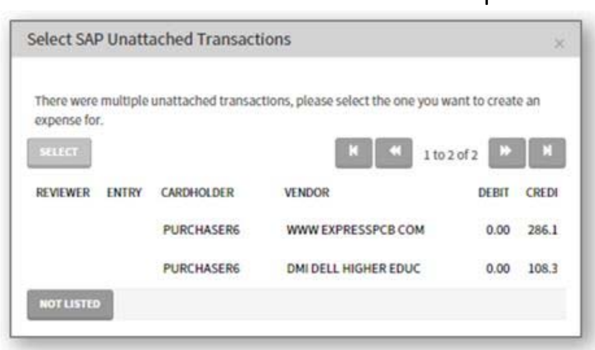
Submit a Receipt for Your Own PCard Purchase

1. Display the Open Tasks window.

2. Click **Submit a Receipt**. A dialog displays asking whether you are adding your own receipt or someone else's.

3. Click **Myself**. Result: One of three actions may happen:

   a. **If there are two or more unattached SAP transactions associated with your PCard**, the system displays a pop-up list of these transactions. You may select the applicable transaction from this list. If the list does not contain the applicable transaction, you can click not listed and continue to the Receipt screen.

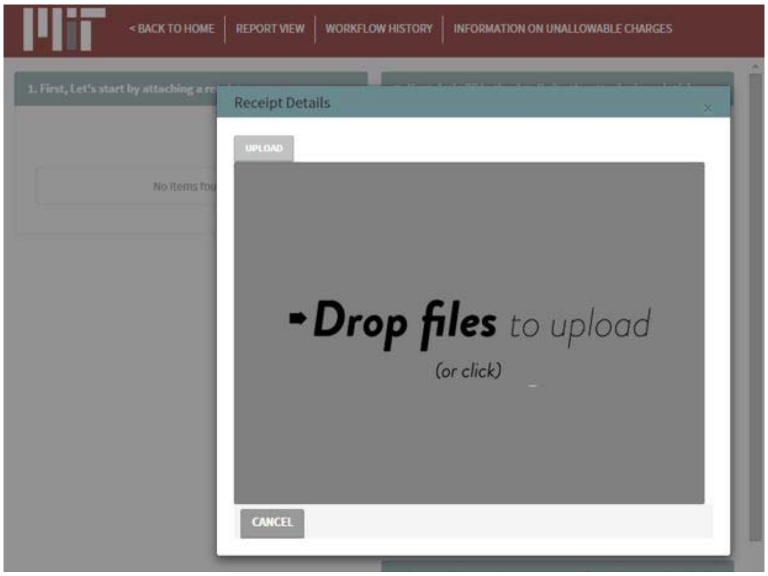


b. **If there is only one unattached SAP transaction associated with your PCard**, the system automatically attaches it to the receipt you are about to submit, and you will be brought to the Receipt screen. You can unlink the transaction if it is not applicable.

c. **If there are no unlinked SAP transactions associated with your PCard**, you will be brought straight to the Receipt screen.

Upload and Attach Receipt(s)

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



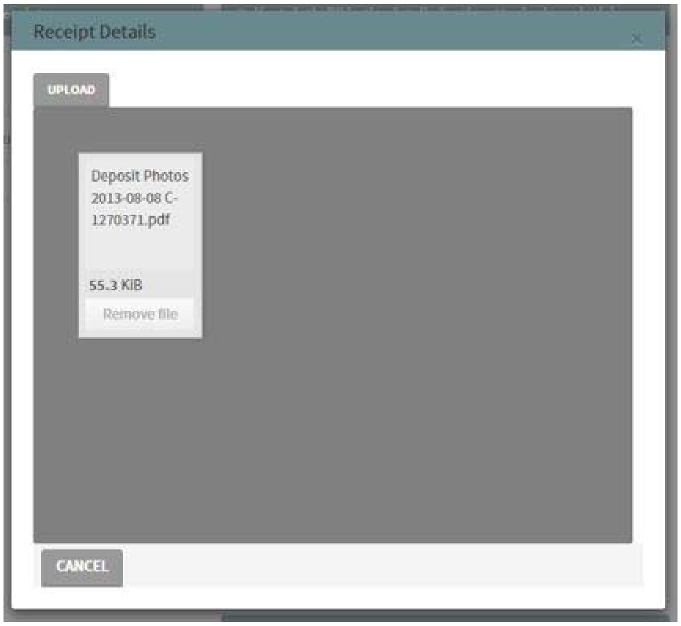
Notice the Drop zone in the dialog box. This is where you will ***add*** the receipt file, ***upload*** it into the application, and finally ***attach*** it to the receipt record you are creating.

2. Add a receipt file to the grey Drop zone in dialog. You can drag a file from your desktop the dialog from your desktop.

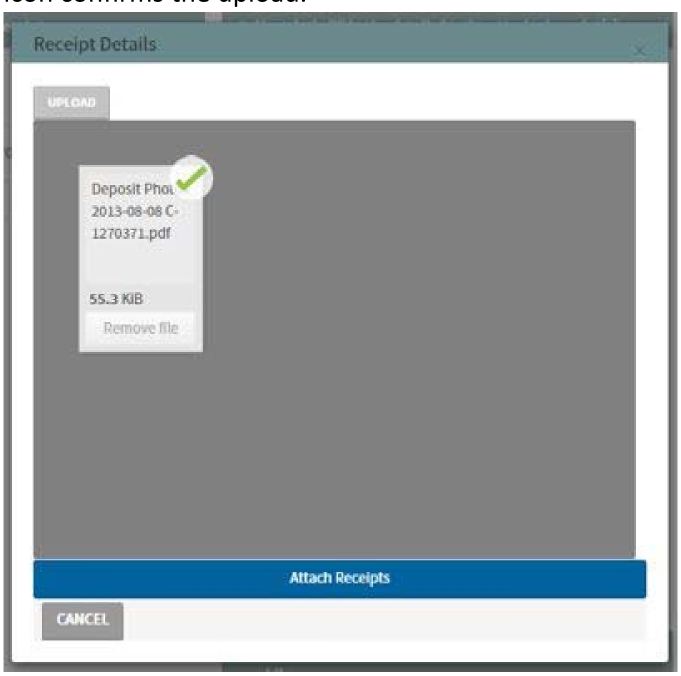
   a. You can also click anywhere inside the grey box to display the File/Open dialog box, then search for and select the receipt file.

   b. If there are many files for the receipt (for example, the receipt was two pages), you may add them to the drop zone. Once you select a file, an icon for it displays in the Drop zone.

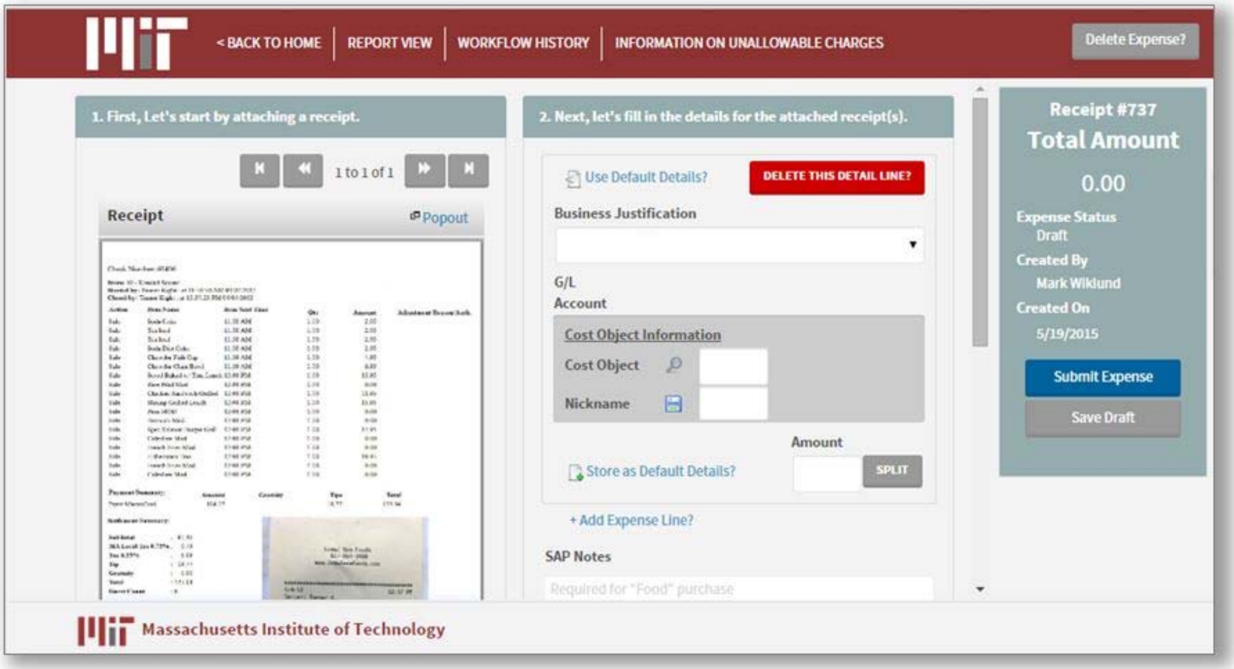
3. Once you bring a file into the drop zone, an icon displays for it:



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 images to the receipt you are working on. An image of the receipt now displays in the window.



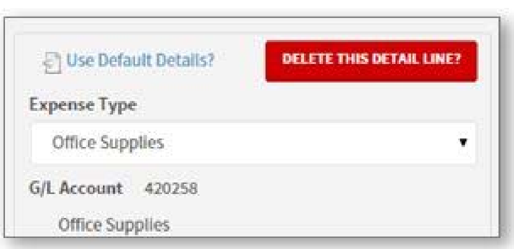
If you uploaded and attached many files, the screen shows the first one - use the navigate buttons to view the other receipts. Click **Popout** for an enlarged view of the receipt. If you attached the wrong receipt, click Detach. This options displays beneath the picture of the receipt. Once you detach the incorrect receipt, click **+ Attach** to locate, upload, and attached the correct receipt.

Create, Review, Modify Receipt Details - Reviewer

As a reviewer, you may be creating a new receipt, or opening a submitted receipt for review. The steps for entering providing and editing these details are the same.

Expense Type

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



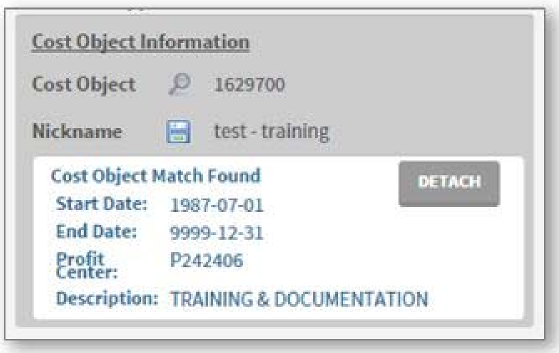
If this is the wrong expense type, click **Delete This Detail Line** and start again.

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 and Use Default Details

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

Receipt Amount

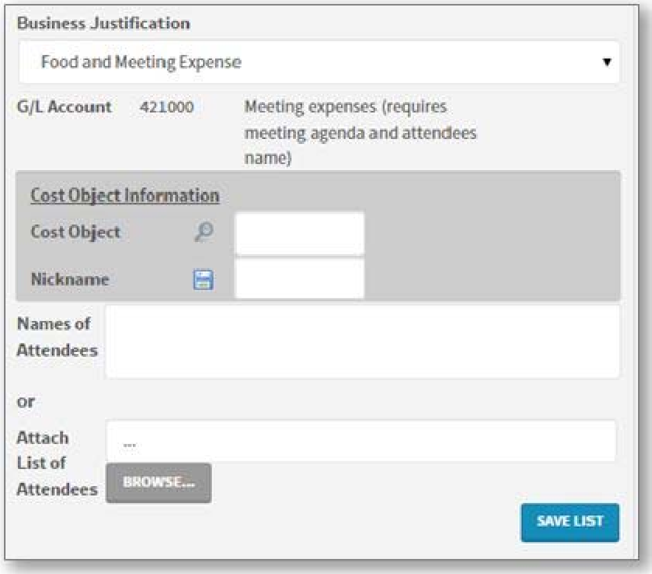
The Receipt **Amount** must equal the PCard purchase amount. Enter the full receipt amount *unless it is to be split between multiple expense types or cost objects. Steps in the following sections show you how to do this*.

Food & Entertainment Expenses – NO Alcohol

For a food expense with no alcohol, the receipt should show the names of the attendees, or an attachment providing these names (for example, an invitee list). The steps below explain how to make these entries.

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. Answer **No**. The system now displays fields into 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 system.

Food & Entertainment Expenses – WITH Alcohol

For a food expense with alcohol, the receipt should show the names of the attendees, or an attachment providing these names (for example, an invitee list). A separate section should highlight the alcohol expenditure and provide the amount spent on the alcohol. The steps below explain how to make these entries.

1. For **Expense Type**, select the Meetings and Food type. A pop-up asks if alcohol was part of the expense.

2. Answer **Yes**. The system now displays this warning message:

3. Click **OK** to proceed. Fields now display for the food and for the alcohol portions of the expense.
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 system.

Split an Expense by Dollar Amount

If the 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,
   a. Select the **Expense Type**.
   b. Enter the **Cost Object**.
   c. Enter the **Amoun**t to be allocated to this portion of the split.
2. Click **+ Add Expense Line**. The system now displays a new entry block for next expense type.
3. For the next part of the split,
   a. Select the **Expense Type**.

b. Enter the **Cost Object**.

c. Enter the **Amount** to be allocated to this portion of the split.

4. As necessary, repeat steps 2-3 to add yet more splits.
   Note: 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 the receipt needs to be split on the basis of a percentage, for example 20% to cost object1 and 80% to cost object 2, perform these steps.

1. Enter the **Expense Type**.

2. Enter the first **Cost Object**.

3. Enter the total, unsplit **Amount** of the expense.

4. Click the **Split** button to display the Split Cost Object dialog.

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

5. Lower the **Percentage** for the first cost object from 100% to the appropriate percentage. As you tab out of the field, the 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.

8. Repeat this process until you have entered all splits. The total of all percentages cannot exceed 100%.

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

Business Justification

This entry is required for all food related receipts. Enter **Business Justification** text to explain the purpose of the purchase. The text will be stored in SAP.

SAP Transaction

If system automatically attached an SAP Transaction to the receipt, you will see it displayed.

If this is the correct, applicable transaction, you're all set! If it is not, click Detach to remove it.

If the system did not attach an SAP Transaction to the receipt, you will see this:

Click on **Select Cardholder** to display a list of cardholders – select the cardholder from this list. Then click **+ Link to SAP Transaction** to displays a list of SAP transactions associated with the cardholder. From this list, select the applicable transaction. (Note: you don't have to choose a cardholder first and can simply look at the list of transactions.)

If you do not see the applicable transaction, you must save the receipt as a draft and come back at a later date to complete it.

Internal Notes

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

Pass Review, Return, Save Draft, Reassign, or Change Verifier

Great! You've completed your entry, review, or revision work. Your options display on the right side of the application window. Your options are:

- **Pass Review** saves the receipt and sends it to your verifier who will be responsible for approving the receipt. The passed receipt will be listed in your In-Process view.
- **Return** allows you to send the receipt back to the cardholder. Use the Internal Comments field to provide a reason why the receipt is being returned. The cardholder will see the receipt in their Open Tasks tab. You will see the receipt in your In Process tab.
- **Save Draft** saves the receipt to work on it later. The receipt will be listed in your Open Tasks.
- **Reassign** (Reviewer 1 only) allows you to transfer the receipt to another reviewer. When you select this option, a pop-up displays a list of authorized reviewers. Select the desired reviewer from this list. The assigned-to reviewer will see the receipt in their Open Tasks tab. You will see the receipt in your In Process tab.
- **Change Verifier** (Reviewer 2 only) allows you to identify a different verifier for the receipt. When you select this option, a pop-up displays a list of authorized verifiers. Select the desired verifier from this list. Once you Pass Review on the receipt, the system will route the receipt to the new verifier's Open Tasks tab. You will see the receipt in your In Process tab.

Create and Submit Multiple Expenses

Create multiple expenses to upload many receipts at a time. Each receipt will become its own expense, be saved as a Draft, and will be displayed in your Open Tasks. You will then be responsible for providing the expense details 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.
3. An icon displays in the grey area for each receipt file. Click **Remove File** to deselect a receipt.
4. Click **Upload** to bring the selected receipt files into the system – a green check displays beside each icon to confirm the upload.
5. Click **Submit**. A receipt record will now be created for each receipt image you submitted. They now display in your Open Tasks.

Revise a Returned Expense - Reviewer

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.

View In-Process and Archived Receipts - Reviewer

The **In Process** tab displays receipts that you have submitted for review and verification. You cannot edit an In Process receipt, but you can view it – select the receipt and click View.

The **Archived** tab displays receipts that have been successfully posted to SAP in an ‘Approved’ or ‘Swept Before Approved’ 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. Represented with
- **Submitted** – An Expense Form that the Reviewer (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.

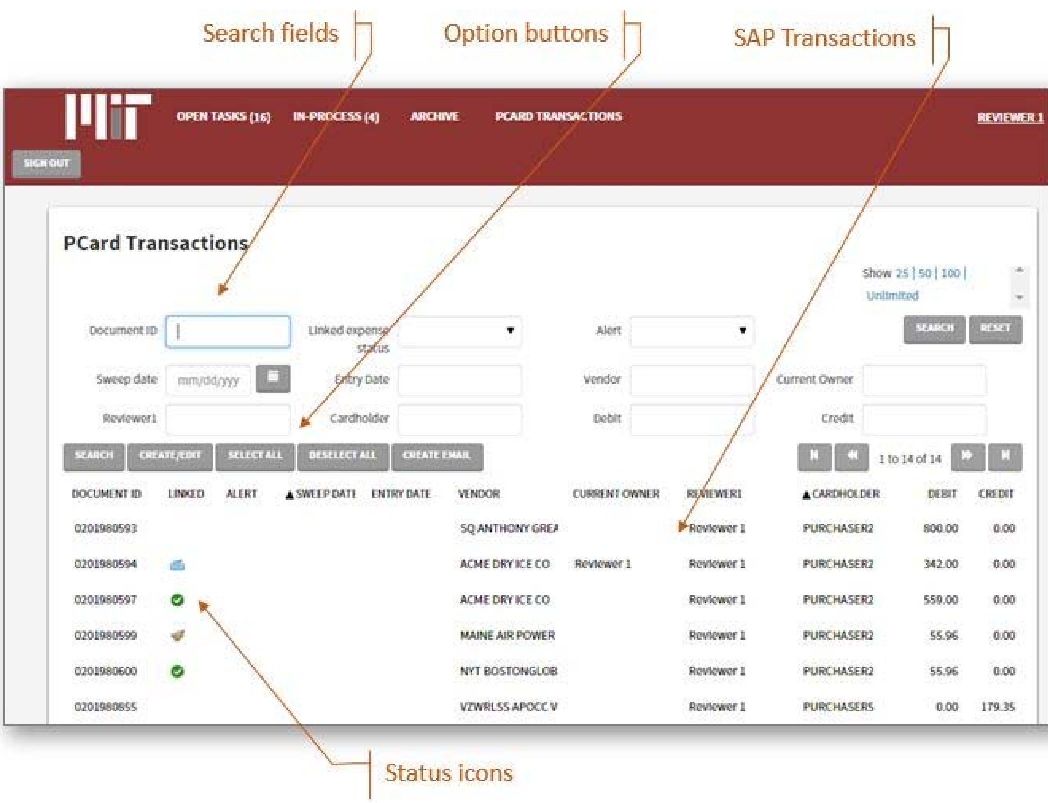
- **Swept Before Approved** – An Expense that was started in Receipt Capture but was unable to get 'Approved' before being 'Swept' by SAP.

View and Manage SAP Transactions - Reviewer

You will use this feature in the system to:

- View SAP transactions.
- Take the timely steps to ensure that SAP transactions are linked to receipts and expensed in order to prevent the transactions from being swept.

Select the **PCard Transactions** view.



The first time you open this list during a day, it may take a minute or two to populate. This is because the system is performing a full retrieval from SAP of the transactions you are authorized to view. After this 'first' viewing, the display automatically updates with no delays, no matter how many times you enter and exit the application, and updates made by you or others will display in real time.

SAP Transactions are the bank transactions that have been loaded into SAP which you as a reviewer are authorized to see. Every transaction listed needs to be linked to an expensed receipt in the system.

Status Icons display in the **Linked** column. Icons identified Draft, Reviewed, Approved, and Swept transactions. No icon means the transaction has not been linked to a receipt.

Once a transaction is approved successfully through this application, the Transaction will no longer be pulled into this list of transactions the next time it refreshes, which occurs every twenty minutes. It will be represented with an 'Approved' icon during the in-between period of the refresh process.

Search Fields – Click the **Toggle Search** button on the row of buttons to display the search fields. These allow you to filter the list to only those transactions matching your criteria. After you enter your criteria, click the **Search** button on the right side of the window to execute the search. To hide the search fields, click the **Toggle Search** button.

Managing SAP Transaction/Receipt Links

The **Edit/Create** button allows you to perform different tasks.

- *Create a Receipt* for an unlinked transaction: Select the transaction and then click Create/Edit. The system brings you to a blank receipt entry window. You may now enter a receipt for the transactions
- *Edit a Receipt for a Draft status transaction*: Select the transaction and then Create/Edit. This system opens the draft receipt. You may now edit the receipt.
- *View the receipt for an approved or swept transaction*: Select the transaction and then Create/Edit. This system opens the receipt in view only mode.

Create Email to Communicate SAP Transaction Information

The **Create Email** function allows you to send information via email about a transaction. Typically, you will use this to remind cardholders to create receipts for transactions, or communicate with other reviewers or verifiers about the status of a transaction. To send an email:

1. Select the transaction or transactions you wish to communicate about. (If you have used the Search function to filter the list and then Select All – only the visible transactions will be selected.)
2. Click **Create Email** to display an email dialog.
3. Enter the body of the email.
4. Note that the selected transactions are listed.
5. Select one or many recipients.
6. Click **Send Email**.

Update Your Information - Reviewer

As a Reviewer, 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.
- Update your time off rerouting - when you will be away from work, this option allows you to identify an alternate reviewer who will receive and review receipts that normally would have been directed to you for review.

Update Your Information

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. This 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.
   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.**

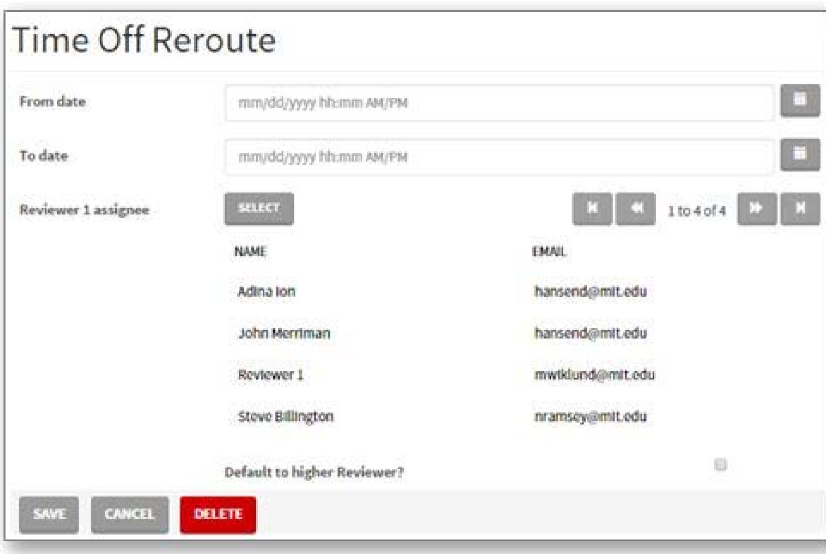
c. *Delete a cost object nickname*: Select the cost object **Nickname** and click **Delete**. A message displays after you to confirm your intent. Click OK to complete the deletion.

Update Your Time Off Reroute

If you are planning to be on vacation or otherwise unavailable to perform PCard receipt reviews, the Reroute feature allows you to define time frame of your absence and identify the person to whom submitted receipts should be rerouted. This person could be someone at your Reviewer level, or someone 'higher' up the review process.

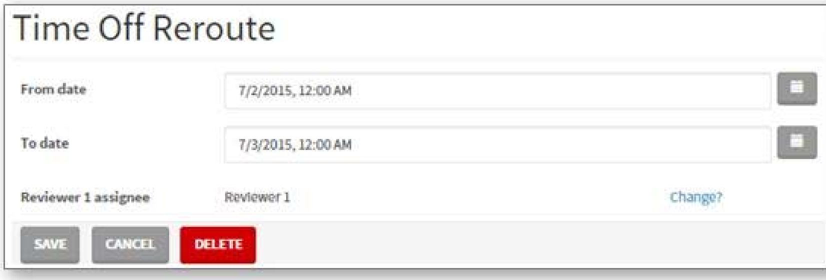
The rerouting will be in effect from the start to the end date. Once you define a rerouting, you can change it or delete it as necessary.

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 **Time Off Reroute**.



3. Enter a **From date** and **To date** to define the time period within which receipts should be rerouted.

4. Double click on the name of the **Assignee**. Or, if you want the rerouted receipts to go to a higher reviewer, click the checkbox in the lower right of the pop-up. The system will then present you with your entries for review.



5. Decide what you want to do:
   a. Click **Change?** If you want to make changes to the rerouting.
   b. Click **Delete** if you want to erase it entirely.
   c. Click **Save** to set the rerouting. A confirmation message will display.

After you save a rerouting, you can change it or delete it. Simple click on your name in the application window, select the Time Off Reroute option, and then make the necessary updates.