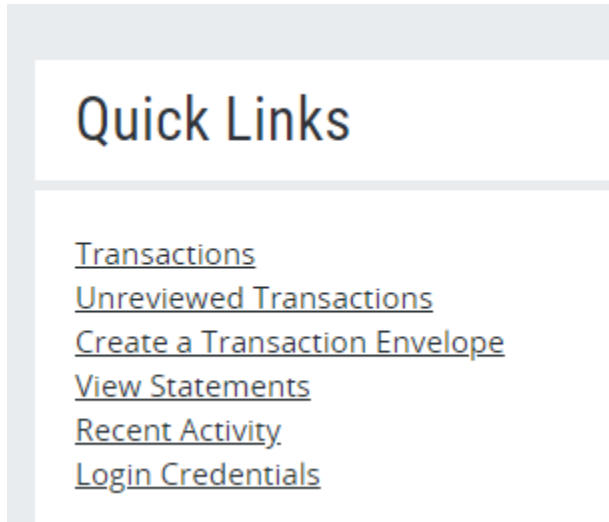


Key Purchasing Card- Approving Transactions

Log into Key2Purchase.com. The ORG code for Hamilton College is THC.

The following links will be displayed in the right hand corner of the screen. Select Transactions.



The Transaction Management Screen below will be displayed. Select the dates for which you would like to approve transactions. The date range may be for the billing cycle or a customized period of time for which you enter begin and end dates. Select Search and transactions charged to card(s) for which you have oversight which occurred during the specified time frame will be displayed.

Transaction Management

The image shows the 'Transaction Management' screen. At the top, there is a tab labeled 'Organization' with the text 'TRUSTEES OF HAMILTON COLLEGE PCARD'. Below this, there is a 'Hierarchy' section with a search bar containing 'Find' and 'or enter a hierarchy level', a 'Select' button, and a 'My cards' checkbox. A dropdown menu shows 'at level TRUSTEES OF HAMILTON COLLEGE'. The 'Date range' section has a dropdown menu set to 'Billing Cycle' and a text input field containing '5/1/2019 - 5/31/2019'. The 'Category' section has a dropdown menu set to 'Account Number'. The 'Constraint' section has a dropdown menu set to 'Equal To'. The 'Search term' section has a text input field. Below these sections, there is a text input field containing 'Account Number Last 4 Equal To: 7511' with a close button 'x'. At the bottom, there are 'Clear' and 'Search' buttons. A 'Collapse' button is visible at the bottom right of the screen.

Shown below is an example of a transactions which will be displayed.

<input type="checkbox"/>	<input checked="" type="checkbox"/> Reviewed	<input type="checkbox"/> Approved	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	En
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/7/2019	5/6/2019	7511	OFFICE, BUSINESS	2670334	RELYCO BUSINESS PRINTI	376.50 USD	

Cost Center: 106203001 Add Object Code: 4101 Add

Notes: Payroll check stock

Items required to be completed before a transaction should be approved are listed below.

The box labeled Reviewed should be checked. An accurate code should be entered to the box labeled Cost Center and box labeled Object Code. A substantiated receipt should be uploaded which will be indicated by a Y in the box in the column to the right of the screen headed Receipts as shown below.

<input checked="" type="checkbox"/> Reviewed	<input type="checkbox"/> Approved	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Envelope	Receipts	Split	Disputed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/7/2019	5/6/2019	7511	OFFICE, BUSINESS	2670334	RELYCO BUSINESS PRINTI	376.50 USD		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

[Merchant Details](#)
[Billing Details](#)
[Transaction Details](#)
[Split Transaction](#)
[Receipts](#)
[Copy Financial Codes](#)
[Clear Financial Codes](#)
[Copy Notes](#)
[Clear Notes](#)

< 1 > 100 Hide Financial Codes

Receipts may be reviewed by clicking on the Y. It will be displayed as a pdf file and shown below. Select Download and then review the downloaded receipt.

Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt

[Browse](#)

Uploaded Receipts

[Download](#) [Delete Receipt](#)

Uploaded Date	Filename	Type	Size
6/13/2019 10:25:31 AM	May 2019 Key2Purchase Relyco.pdf	PDF	33.0 KB (kilobyte)

[Cancel](#) [Upload Receipt](#)

Approval

In order to approve the transactions, click the box in the column labeled Approved. Subsequent transactions may be reviewed and approved. In order to save, scroll to the bottom of the screen and select Save.