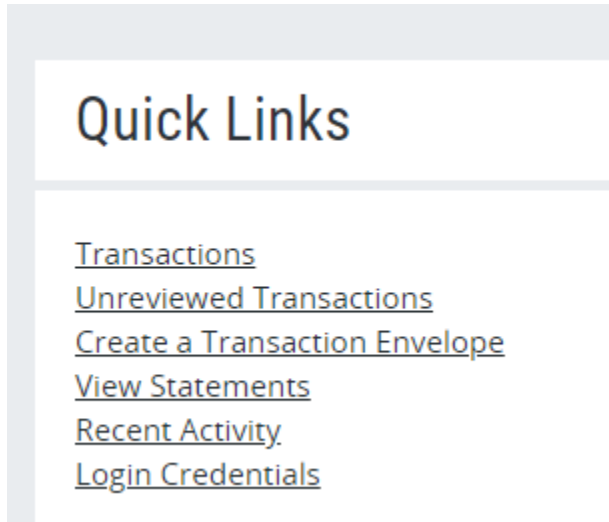**Key Purchasing Card- Instructions for Coding and Uploading Receipts**
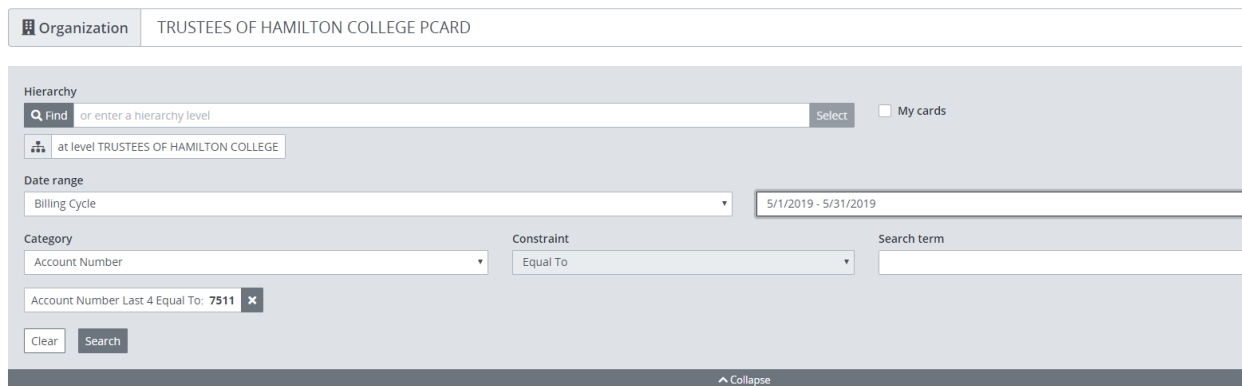
Log into Key2Purchase.com. The ORG code for Hamilton College is THC.

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

The Transaction Management Screen shown below will be displayed. Select the dates for which you would like to review 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 and occurred during the specified time frame will be displayed.

Transactions will be displayed as shown below.

Transactions will be displayed as shown below.

	☑ Reviewed	☐ Approved	Post Date ▲	Transaction Date	Acct ❓	Name	Employee ID	Merchant	Billing Amount	En
☐	☑	☐	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

The Cost Center field will likely contain a defaulted cost center assigned to your card. This represents the first 9 digits of the account number to which the transaction will be charged. If the cost center is correct, proceed directly to the Object Code field. If the cost center is not correct, modify accordingly before moving to the Object Code field. The correct object code may be entered or selected from a drop down box. A note describing the purchase should next be entered to the Notes field.

Uploading Receipts

Receipts must be uploaded for each purchasing card transaction.   This is done by clicking the box on the far left of the transaction. The following options will then be displayed at the top of the screen.

Merchant Details	Billing Details	Transaction Details	Split Transaction	Receipts	Copy Financial Codes	Clear Financial Codes	Copy Notes	Clear Notes

Select Receipts and you will prompted to browse and then upload. A message will be displayed when the receipt has been successfully uploaded as shown below.

Receipts   ✕

File(s) 'no receipt.docx' successfully uploaded.

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

Upload receipt

	Browse

Uploaded Receipts

Select a row to perform an action.

Uploaded Date ▼	Filename	Type	Size
5/29/2019 1:40:56 PM	no receipt.docx	DOCX	11.0 KB (kilobyte)

Cancel   **Upload Receipt**

The transaction screen will indicate a Y in the Receipts column of each transaction for which a receipt has been uploaded. An example is shown below.

☑ Reviewed	☐ Approved	Post Date ▲	Transaction Date	Acct ❓	Name	Employee ID	Merchant	Billing Amount	Envelope	Receipts	Split	Disputed
☑	☐	5/7/2019	5/6/2019	7511	OFFICE, BUSINESS	2670334	RELYCO BUSINESS PRINTI	376.50 USD		✔ Yes	✖ No	✖ No

Final Review

Once the transaction has been reviewed and coded, the box in the column labeled Review should be clicked. Subsequent transactions may be coded and receipts uploaded. Once all are completed, scroll to the bottom of the screen and select Save.