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.
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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.
Select Receipts and you will be 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

**Uploaded Receipts**

Select a row to perform an action.

<table>
<thead>
<tr>
<th>Uploaded Date</th>
<th>Filename</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/29/2019 1:40:56 PM</td>
<td>no receipt.docx</td>
<td>DOCK</td>
<td>11.0 KB (kilobyte)</td>
</tr>
</tbody>
</table>

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.

**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.