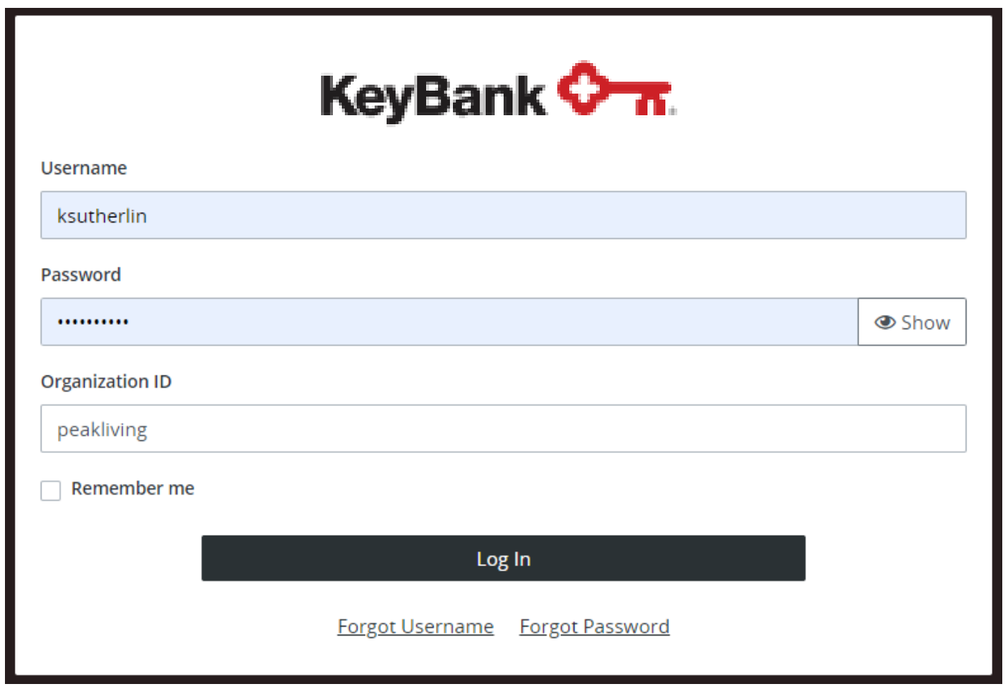
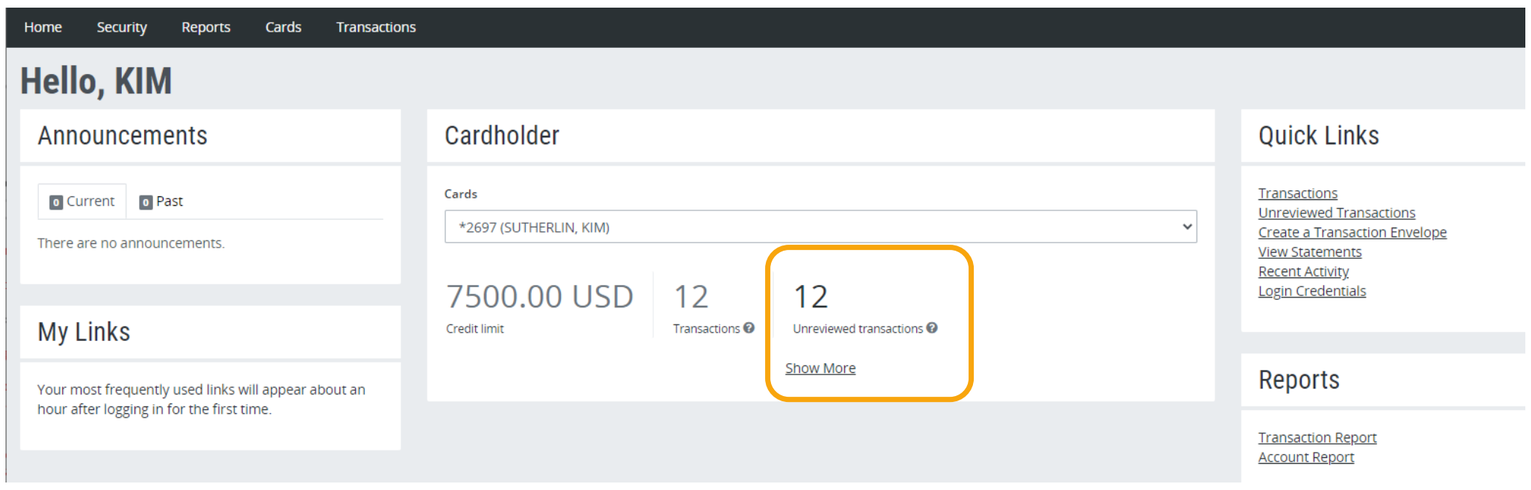
# Key2Purchase User Guide

Key2Purchase is used to manage your petty cash. Go to https://www.key2purchase.com/welcome.aspx to access the Key2Purchase website through KeyBank. Credentials for this website are provided by Peak Living Accounting Department. Upon login, you will be directed to the Dashboard.

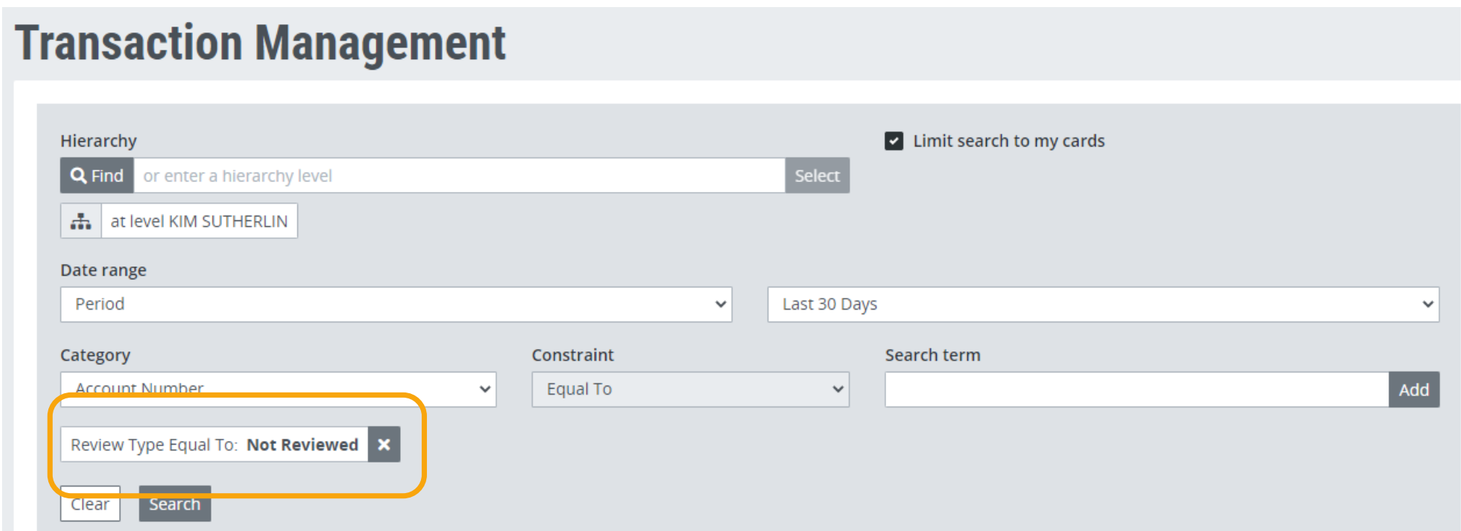



## Reconciling Transactions

To reconcile your p-card transactions, click number of Unreviewed Transactions.

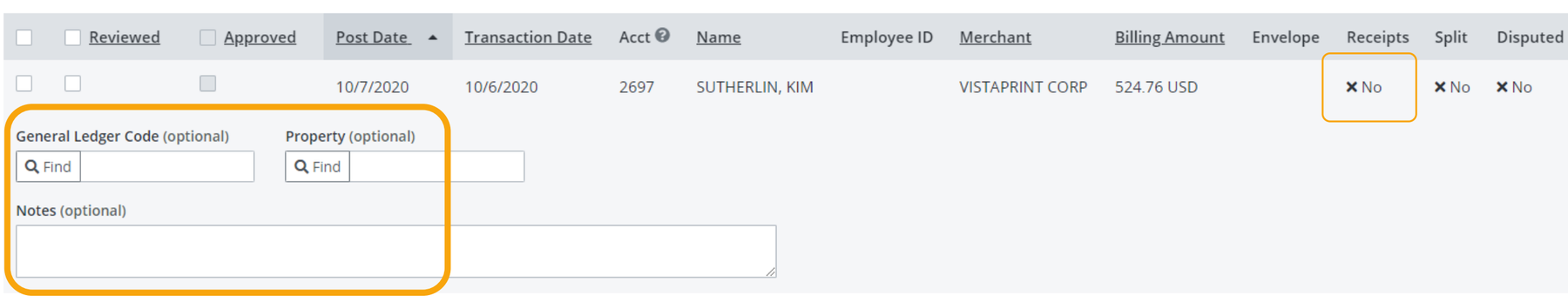



Transactions can be filtered and reviewed under the Transaction Management screen. This dashboard will default to displaying all transactions that have not yet been reviewed and need attention.




All transactions must have four pieces of information entered for full reconciliation:

1. **General Ledger Code** – what line item in the budget should this transaction fall under?
2. **Property** – what property is the transaction specific to?
3. **Notes** – what was the purchase/why was it made?
4. **Receipt**




Information can either be typed into the fields or click the Find button to look up available GL codes / Property.

## Things to Remember

- Pcards should be reconciled on a weekly basis. Please work with your supervisor if you are unable to meet this expectation.
- **All transactions must include a valid receipt.**
- Key2Purchare occasionally sends emails. Always check your Junk / Spam filters to ensure these haven't been flagged and not delivered to you.

### Looking for Help??

Reach out through the Help Desk to the Training Department with questions on how to reconcile petty cash transactions.

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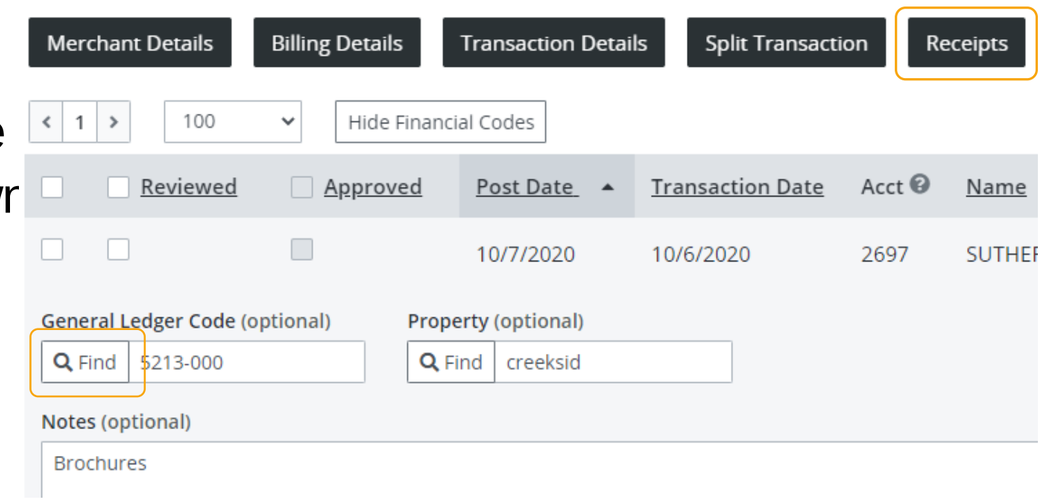
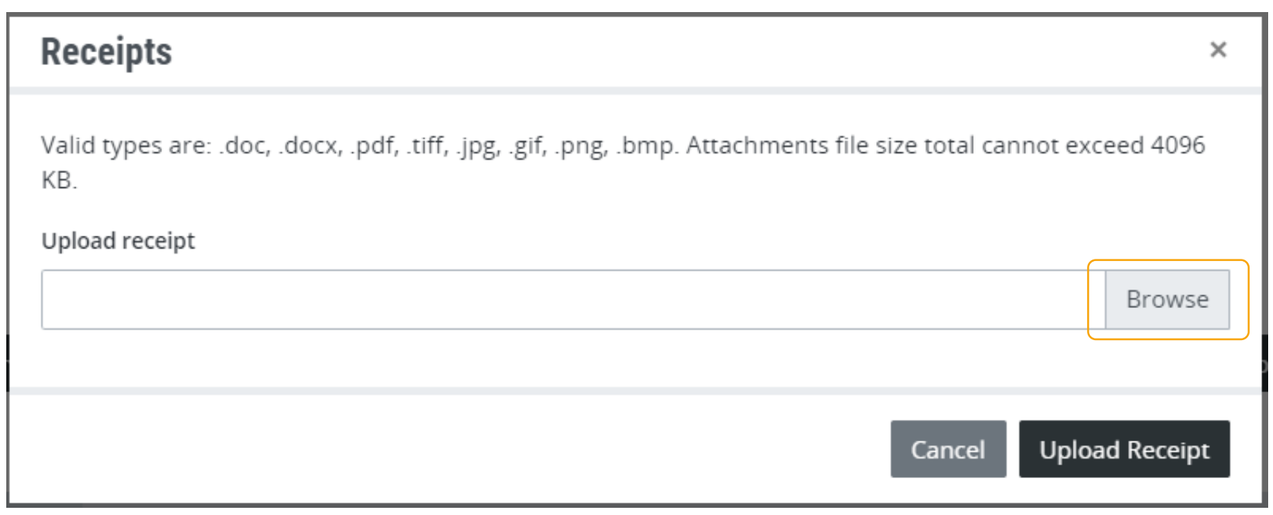
## Attaching Receipts

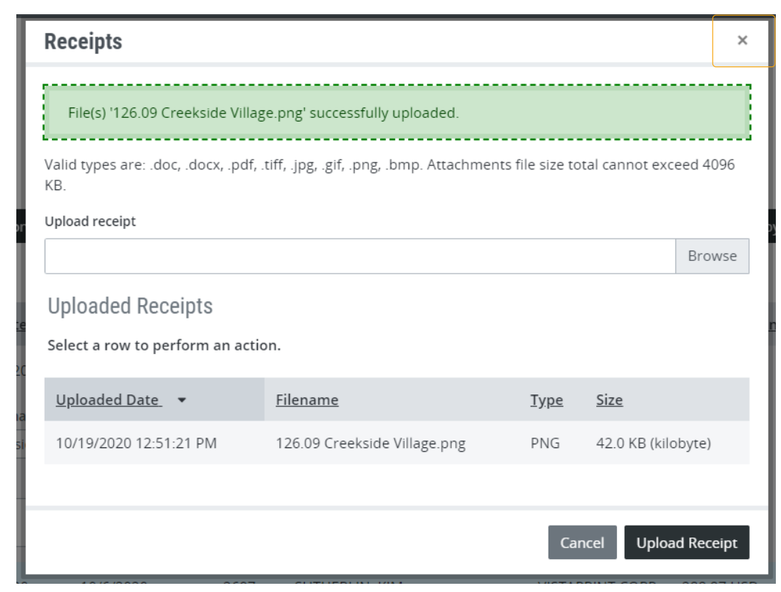
To attach a receipt to each transaction, highlight the appropriate transaction (selected transaction will highlight in light blue, showr below) and click the Receipts button.



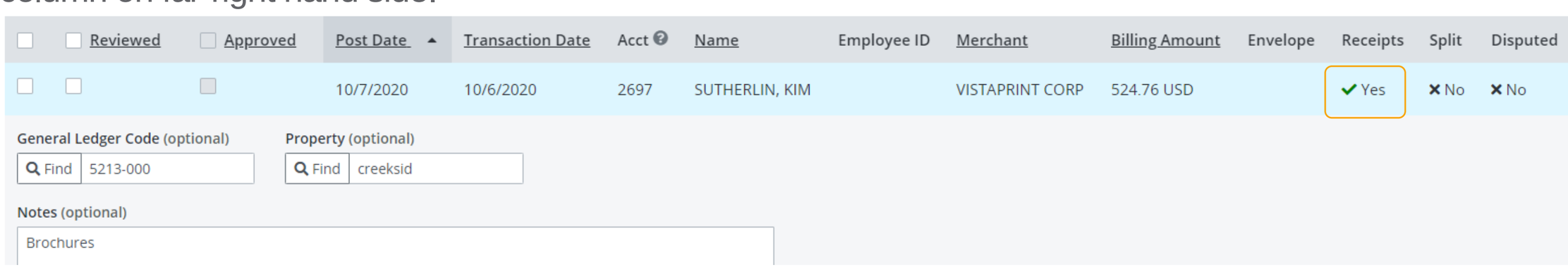

Pop-up will display. Click Browse to locate receipt file on computer. Once file is selected, click Upload Receipt.




Once uploaded, close out Receipts box using X in top right corner.

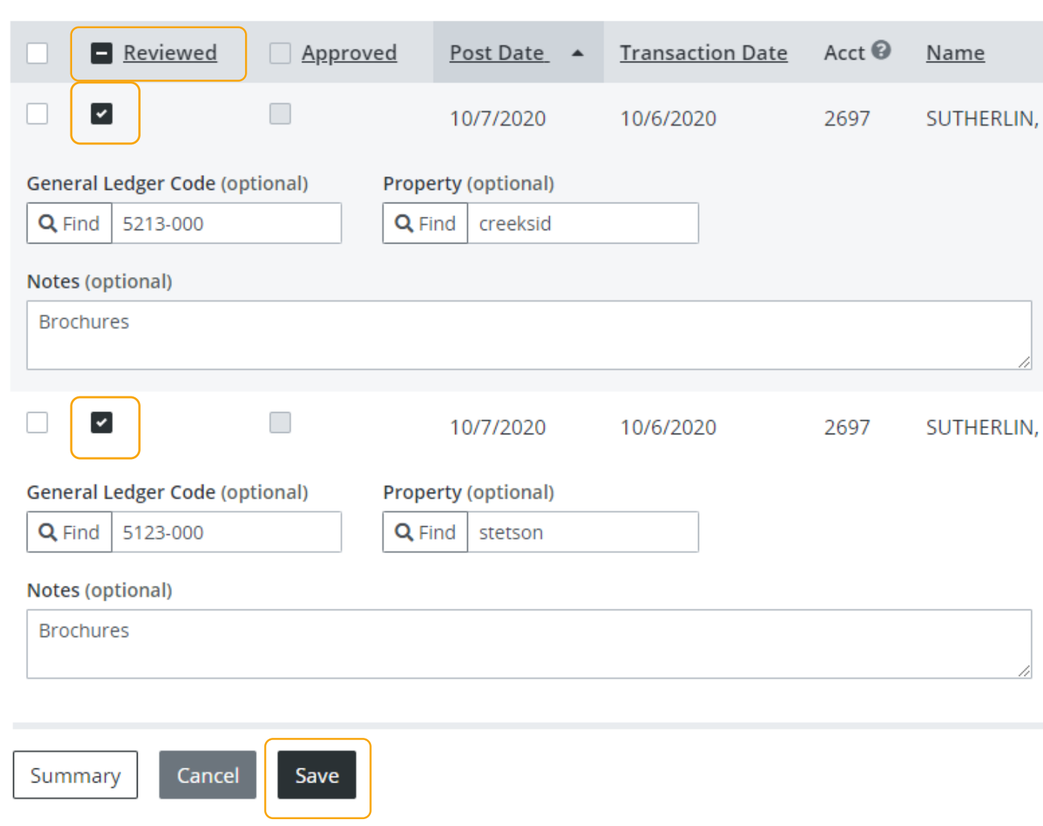



Transaction will now show green checkmark in Receipts column on far-right hand side.



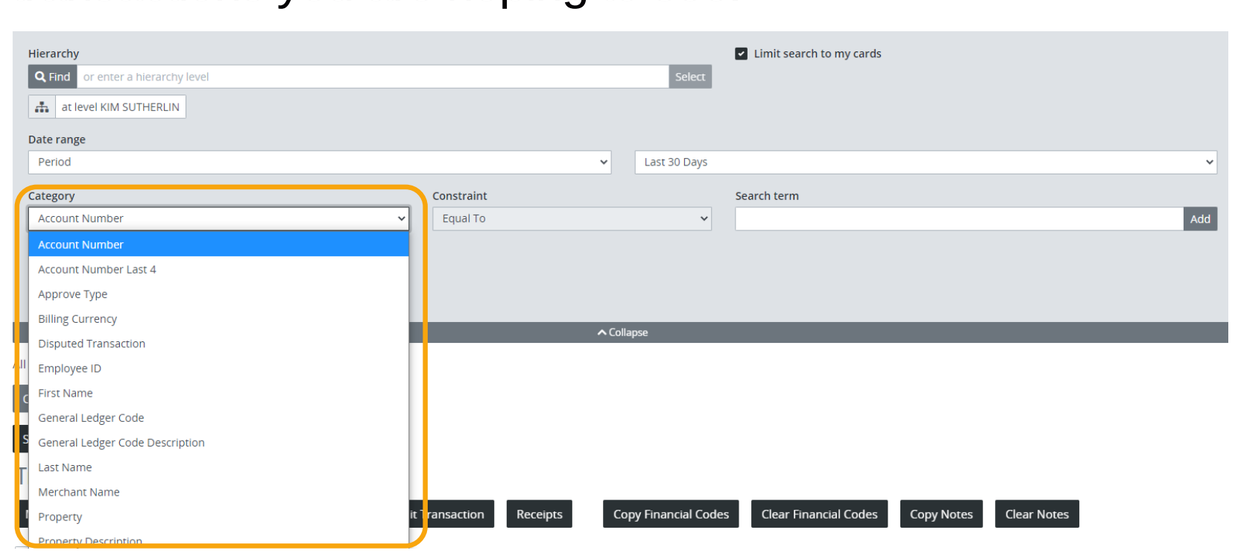

## Finalizing / Marking Transactions as Reviewed

To finalize reconciliation, mark transaction as Reviewed and click Save. Transactions should only be marked as Reviewed once all information is entered/attached (GL code, Property, Notes and Receipt(s)).




Once the transactions have been marked as Reviewed, they will disappear from your dashboard. Remember that this screen is defaulted to only showed Not Reviewed items.

Use the Category filters at the top of the screen to see Reviewed transactions or filter other items based on which transactions you are hoping to see.



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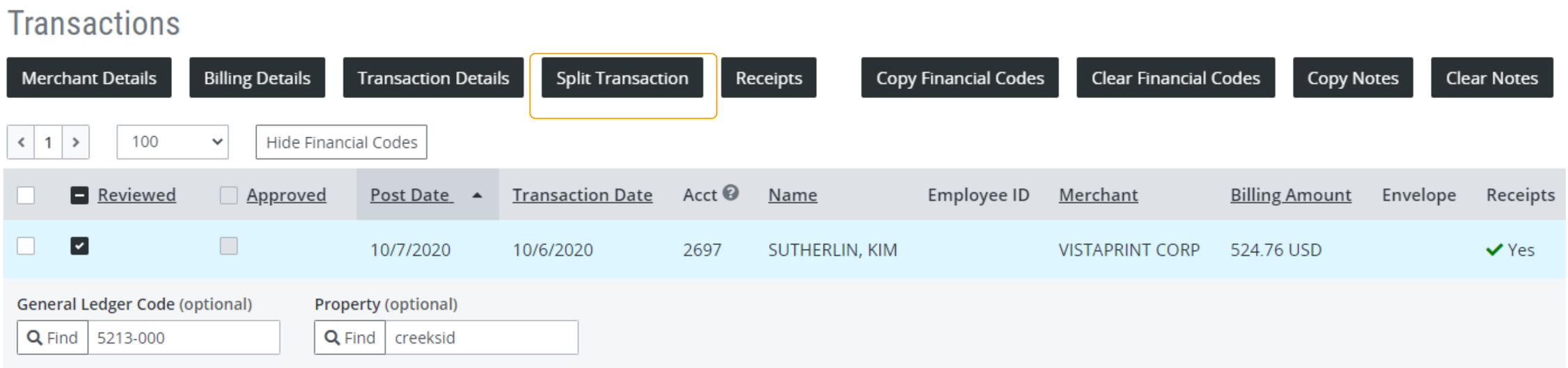
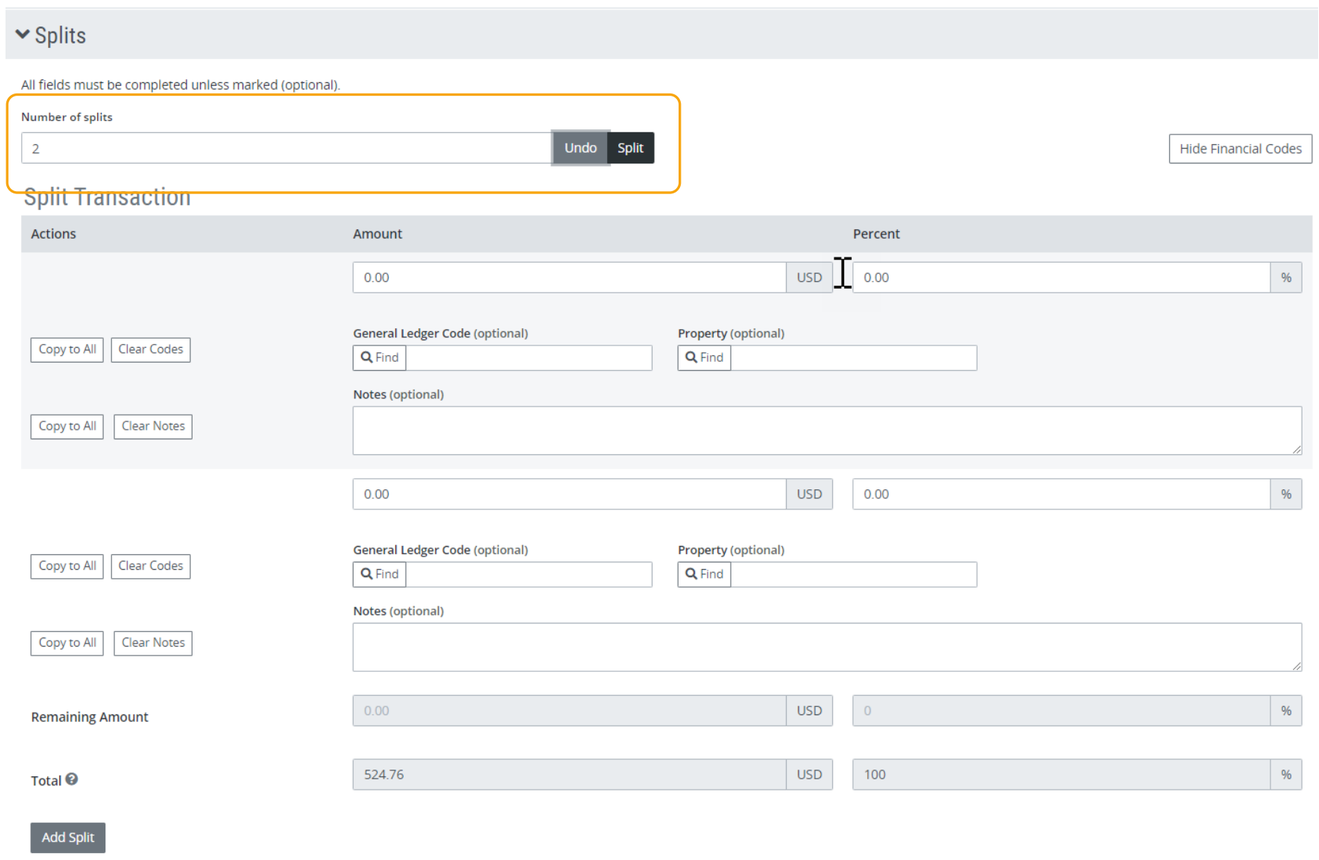
## Splitting Transactions

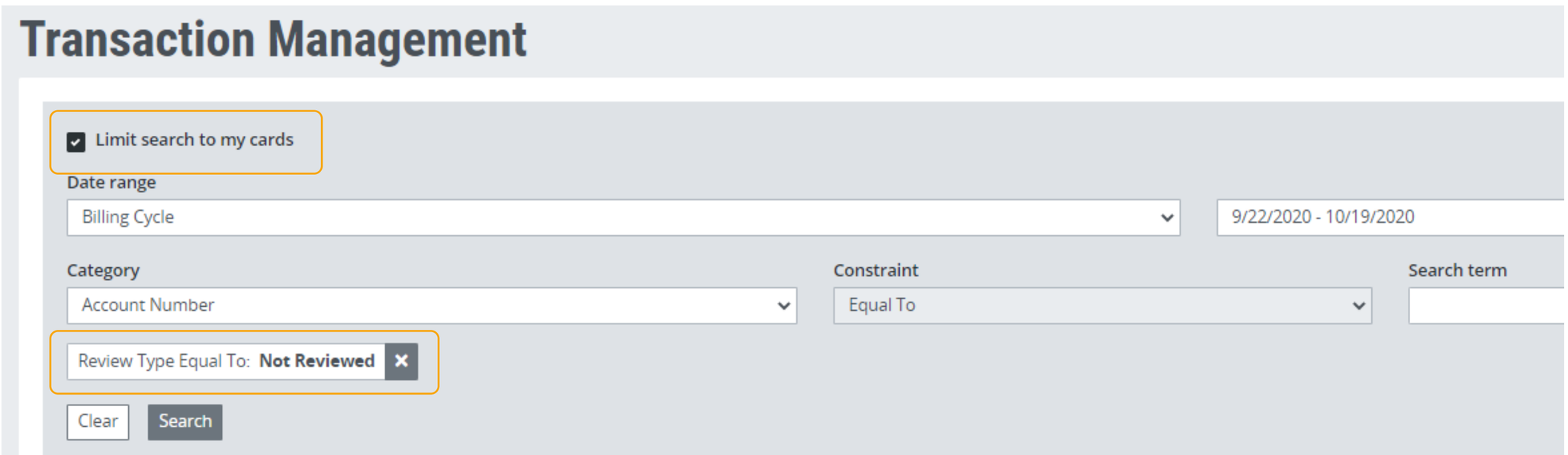
Purchases can sometimes be made for multiple properties and require allocation to each property, instead of just to one. The Split function can also be used to split transactions between multiple GL codes (i.e. hardware store purchase for both plumbing and electrical parts).

To split any transaction, highlight transaction and select Split Transaction.




The next screen will allow you to select how many times transaction needs to be split (how many properties or different GL codes do you need to split transaction between?). Enter value and click Split button. Screen will update and allow additional entry, including GL Code, Property and Notes.




## Review Your Team's Transactions

If overseeing other employees with p-cards, you should review their transactions as well to ensure they are completing and submitting on time each week. From the Transaction Management screen, deselect the My Cards checkbox, verify filter is still set to pull Not Reviewed transactions and click Search.