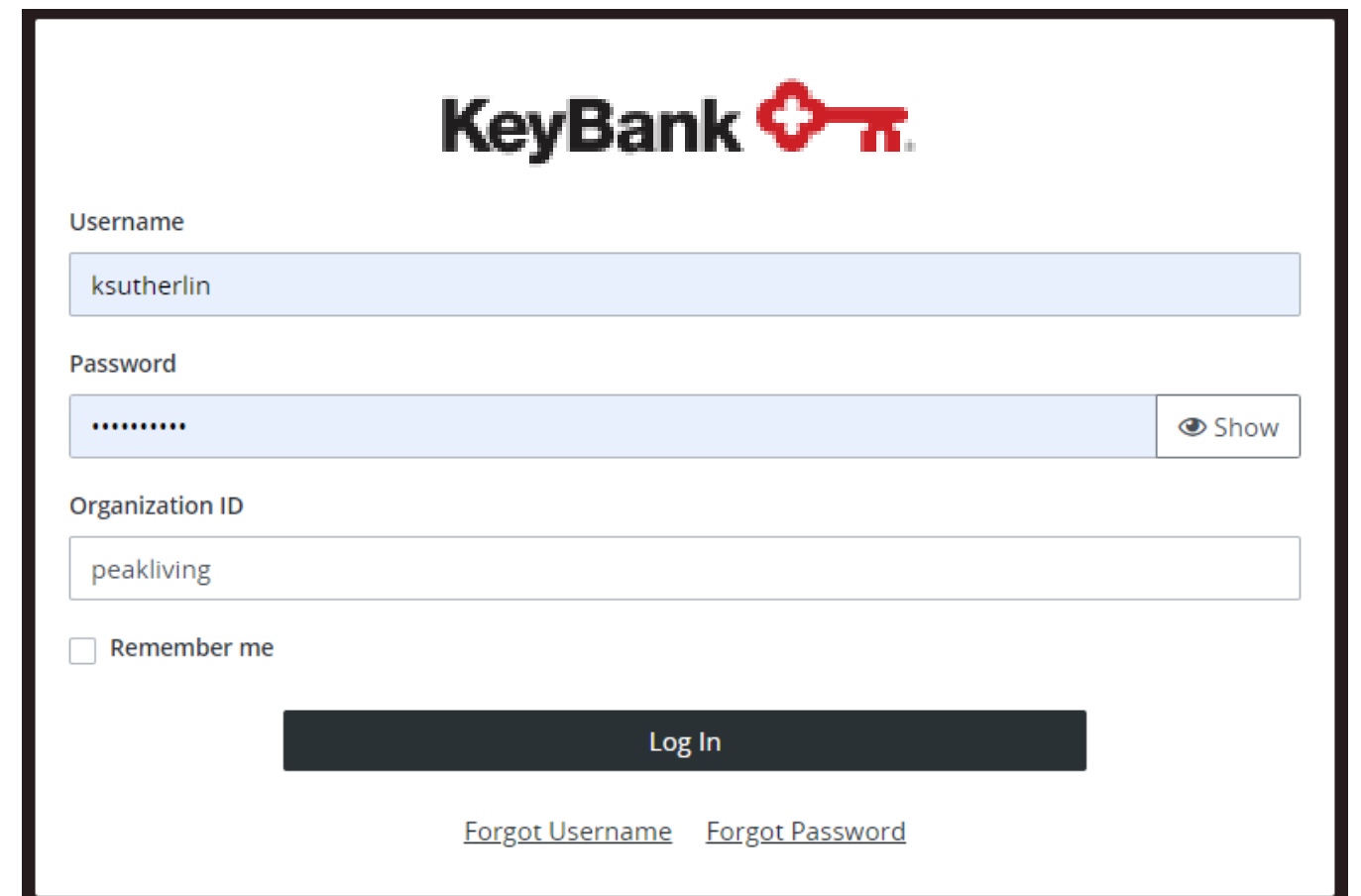



Key2Purchase User Guide

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.



KeyBank 

Username
ksutherlin

Password
.....

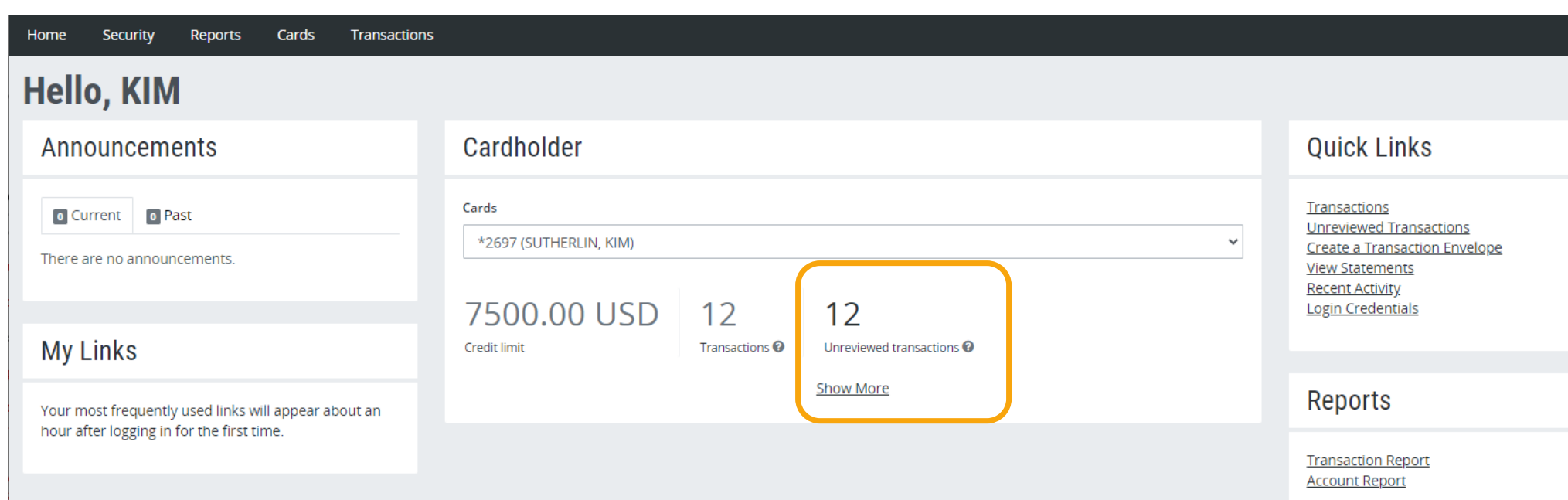
Organization ID
peakliving

Remember me

[Forgot Username](#) [Forgot Password](#)

Reconciling Transactions

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



Home Security Reports Cards Transactions

Hello, KIM

Announcements
Current Past
There are no announcements.

My Links
Your most frequently used links will appear about an hour after logging in for the first time.

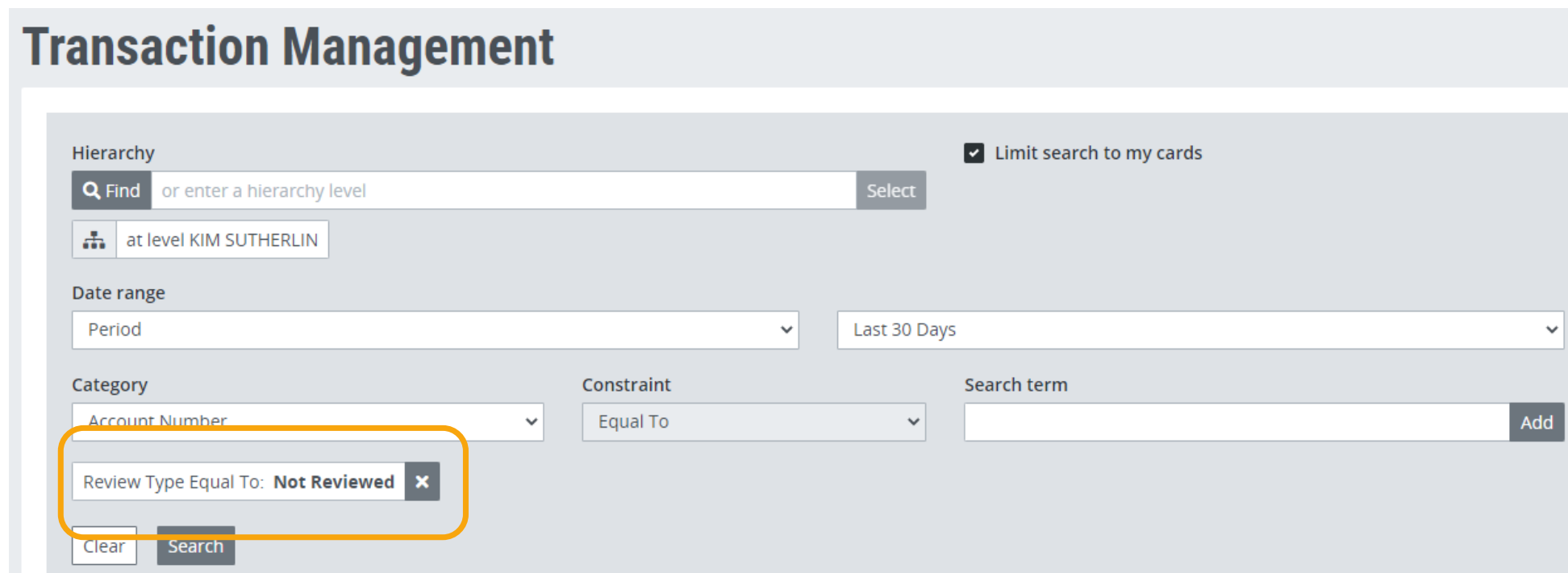
Cardholder
Cards
*2697 (SUTHERLIN, KIM)

7500.00 USD Credit limit
12 Transactions
12 Unreviewed transactions

Quick Links
Transactions
Unreviewed Transactions
Create a Transaction Envelope
View Statements
Recent Activity
Login Credentials

Reports
Transaction Report
Account Report

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.



Transaction Management

Hierarchy
Find or enter a hierarchy level Select
at level KIM SUTHERLIN

Date range
Period Last 30 Days

Category
Account Number

Constraint
Equal To

Search term

Review Type Equal To: Not Reviewed

Clear Search

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**

<input type="checkbox"/>	<input type="checkbox"/> Reviewed	<input type="checkbox"/> Approved	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Envelope	Receipts	Split	Disputed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/7/2020	10/6/2020	2697	SUTHERLIN, KIM		VISTAPRINT CORP	524.76 USD		<input type="button" value="X No"/>	<input type="button" value="X No"/>	<input type="button" value="X No"/>

General Ledger Code (optional)
Find

Property (optional)
Find

Notes (optional)

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.**
- Key2Purchase occasionally sends emails. Always check your Junk / Spam filters to ensure these haven't been flagged and not delivered to you.

Looking for Help??

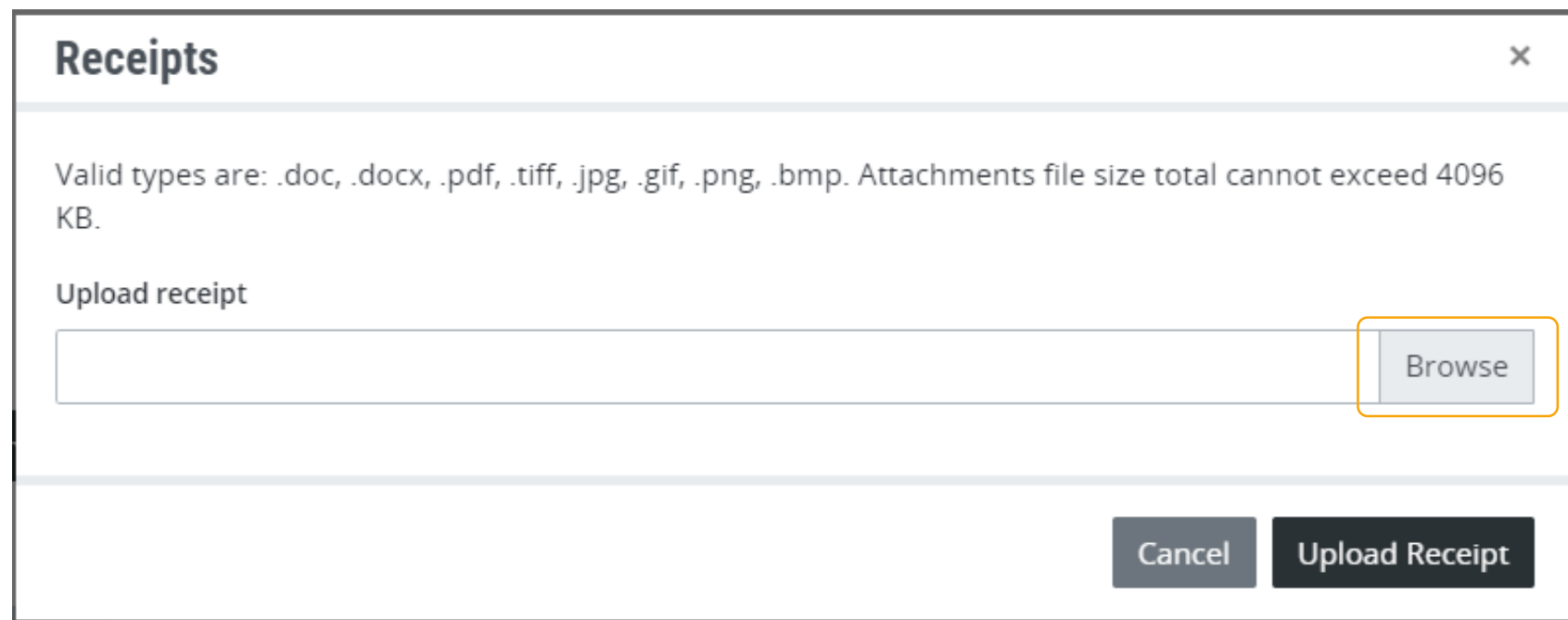
Reach out through the Help Desk to the Training Department with questions on how to reconcile petty cash transactions.

Key2Purchase User Guide

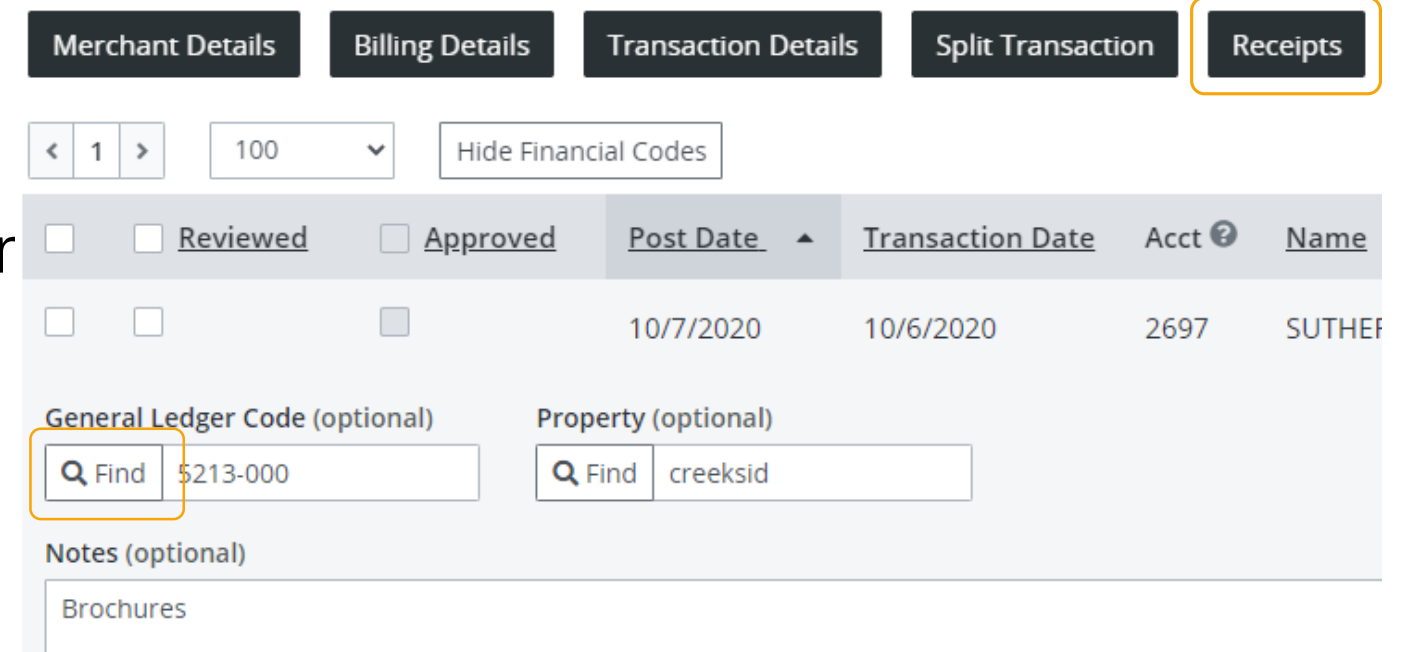
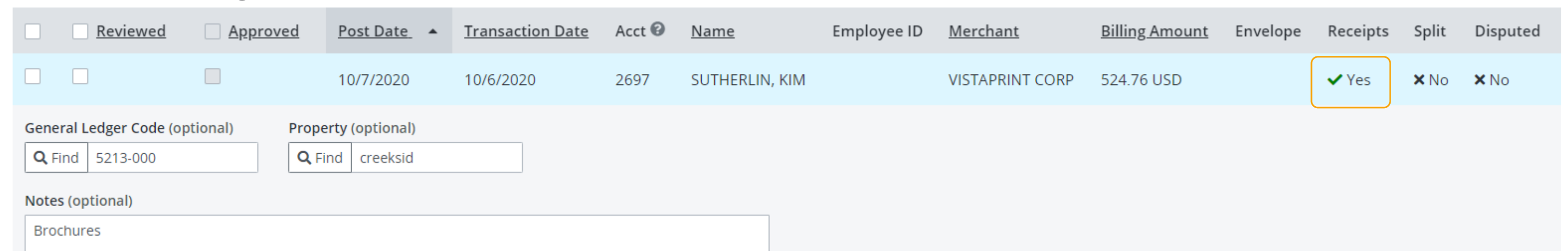
Attaching Receipts

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

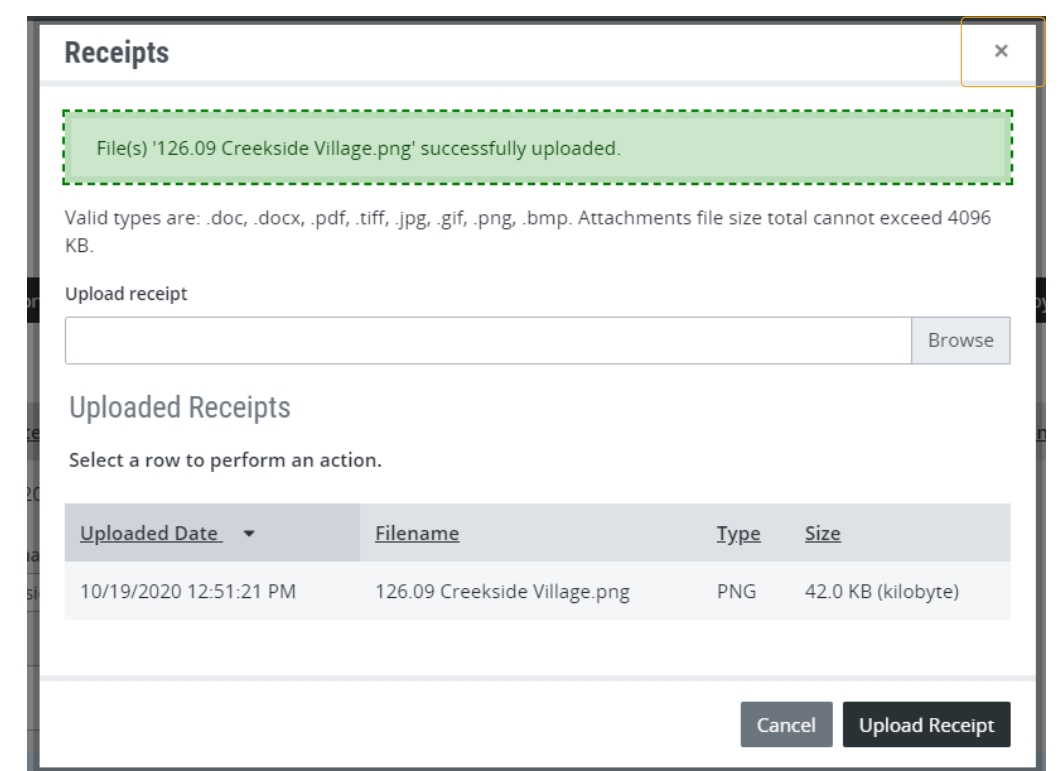
Pop-up will display. Click Browse to locate receipt file on computer. Once file is selected, click Upload Receipt.



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

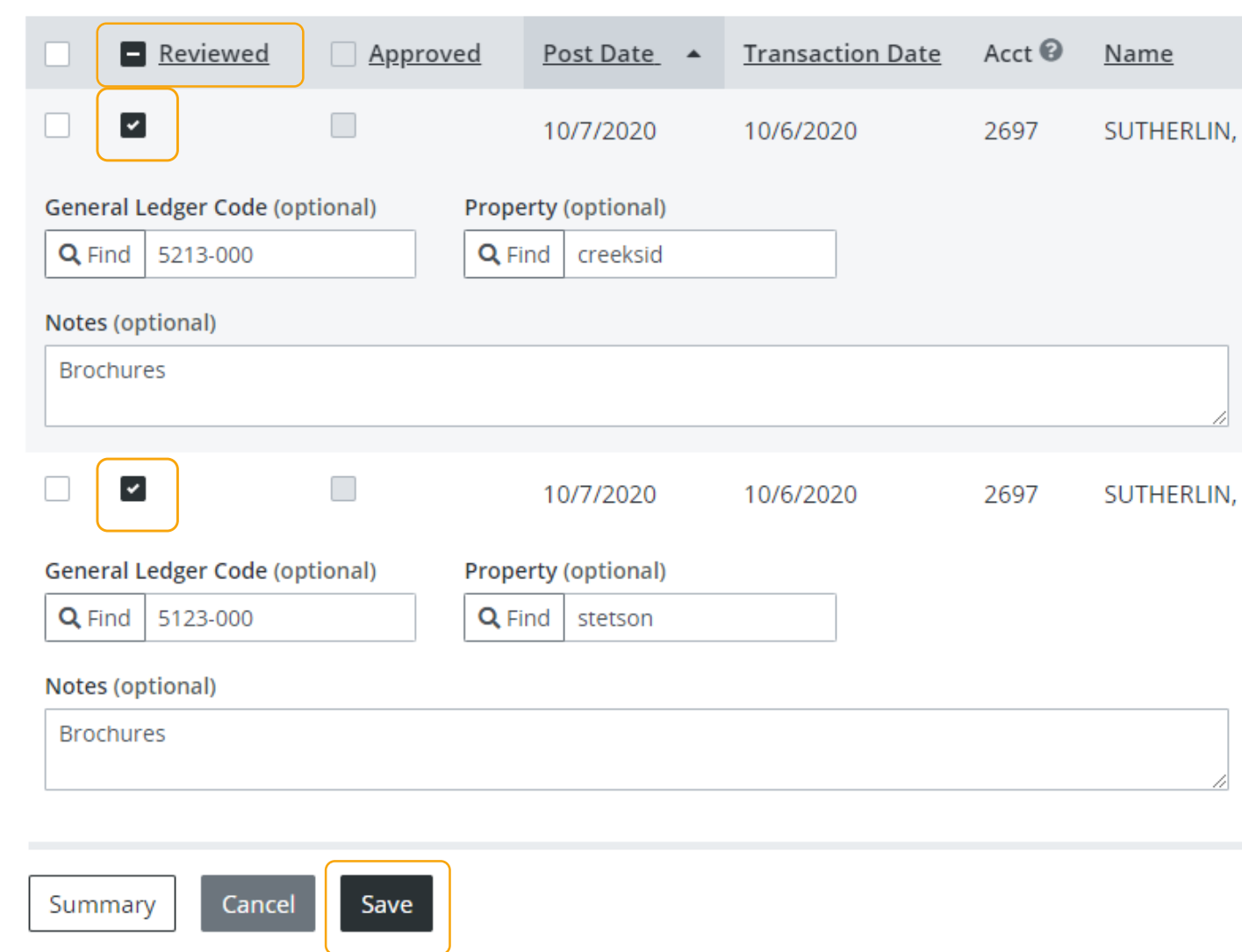


Once uploaded, close out Receipts box using X in top right corner.



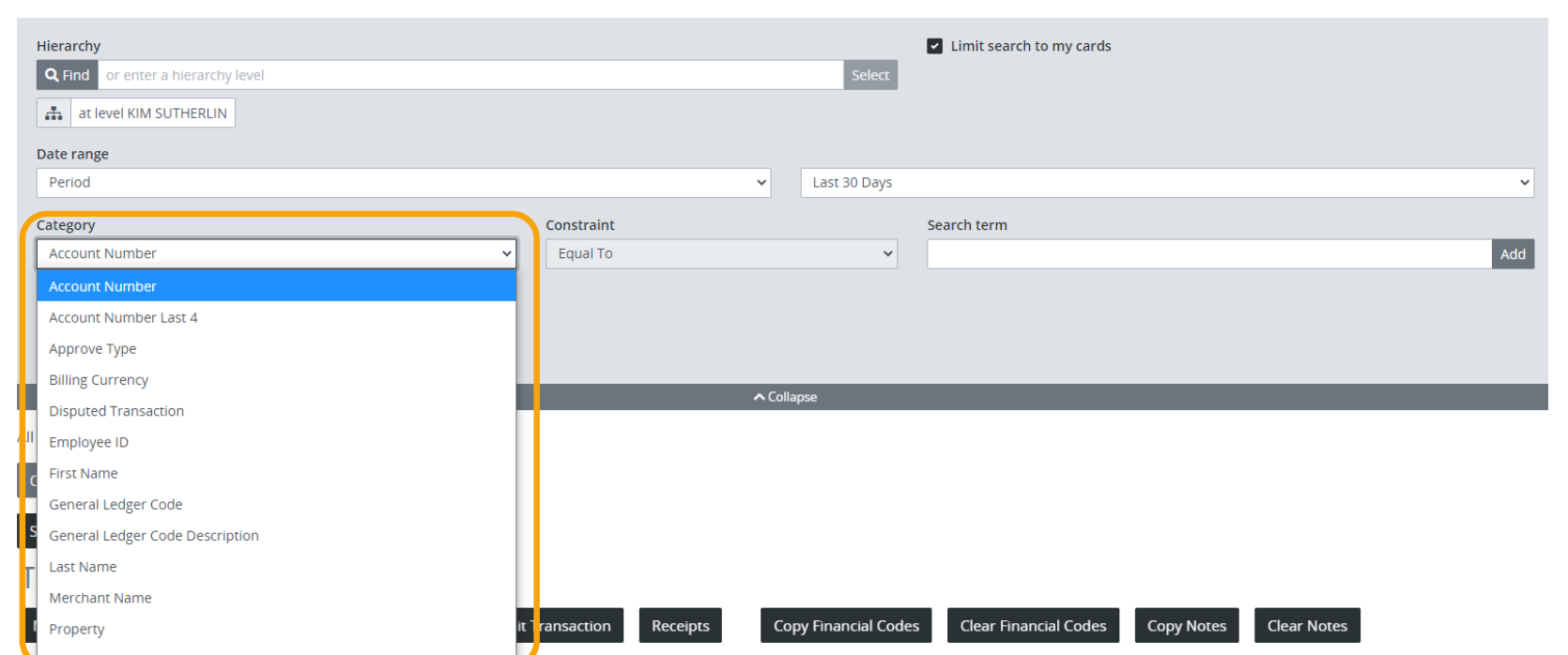
Finalizing / Marking Transactions as Reviewed

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.



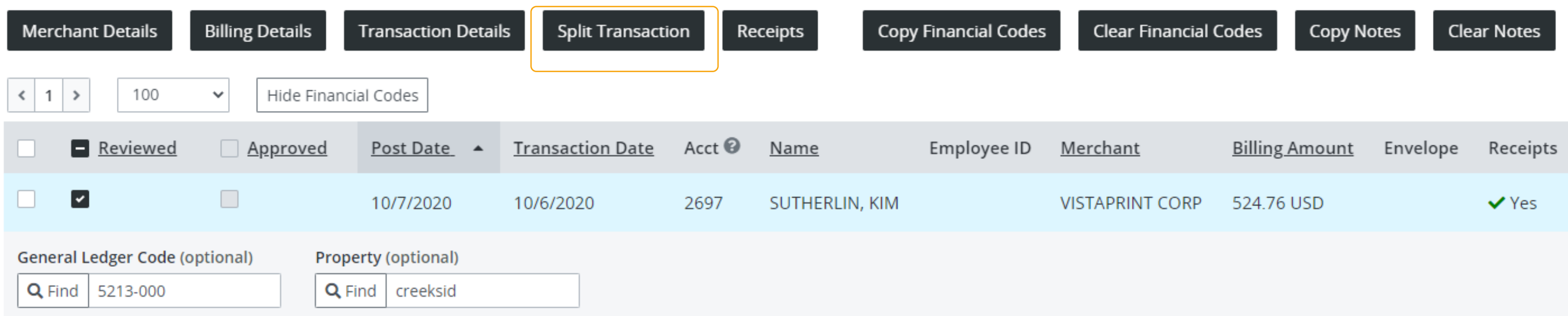
Key2Purchase User Guide

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).

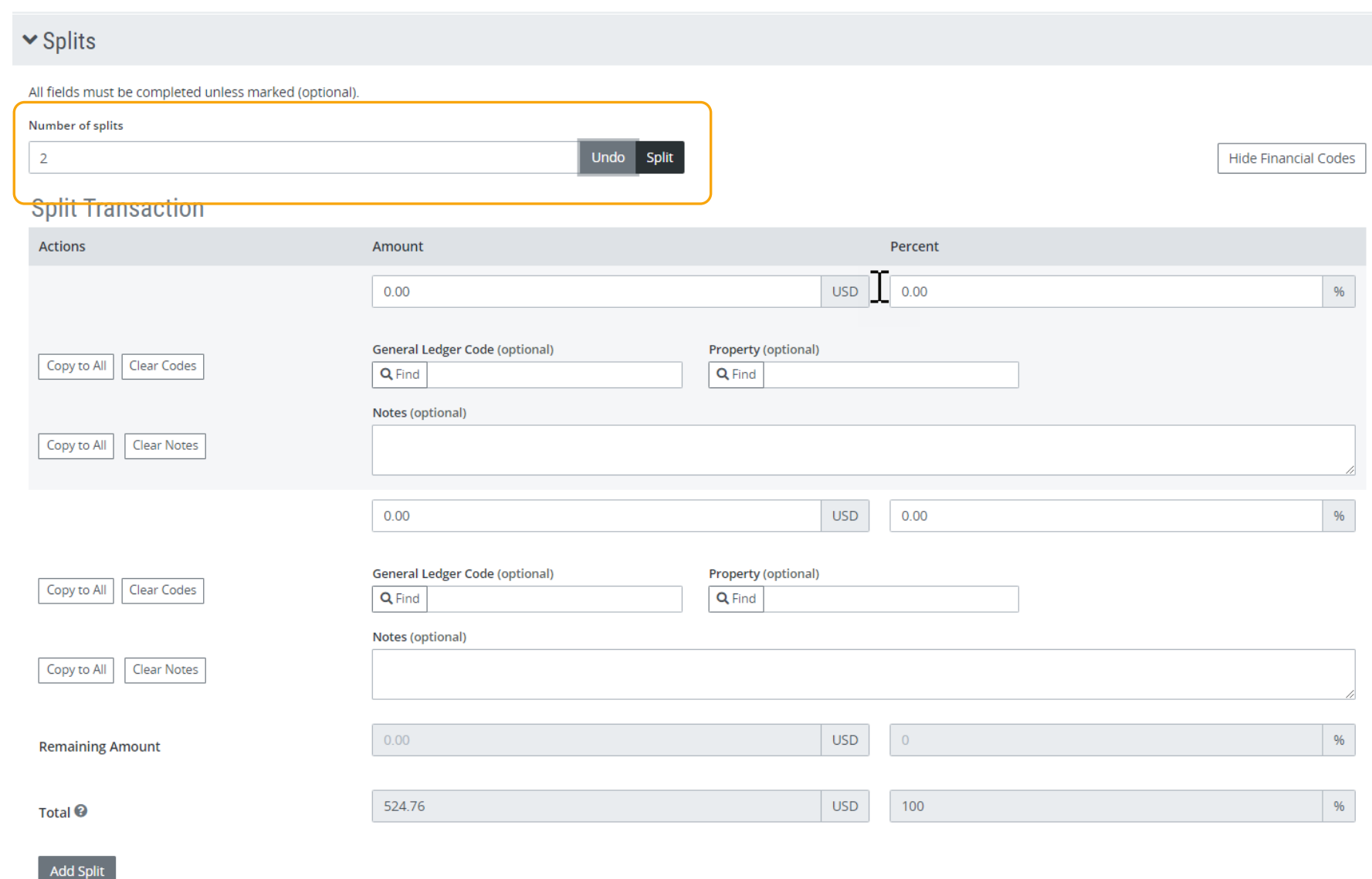
To split any transaction, highlight transaction and select Split Transaction.

Transactions



The screenshot shows the 'Transactions' interface with several navigation buttons: Merchant Details, Billing Details, Transaction Details, **Split Transaction** (highlighted with an orange box), Receipts, Copy Financial Codes, Clear Financial Codes, Copy Notes, and Clear Notes. Below the buttons, there are filters for 'Reviewed' and 'Approved' status, a 'Post Date' dropdown, and a 'Transaction Date' dropdown. A table lists transactions with columns for checkboxes, dates, account numbers, names, employee IDs, merchants, billing amounts, envelopes, and receipts. One transaction is highlighted in blue. Below the table, there are input fields for 'General Ledger Code (optional)' and 'Property (optional)' with search buttons.

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.

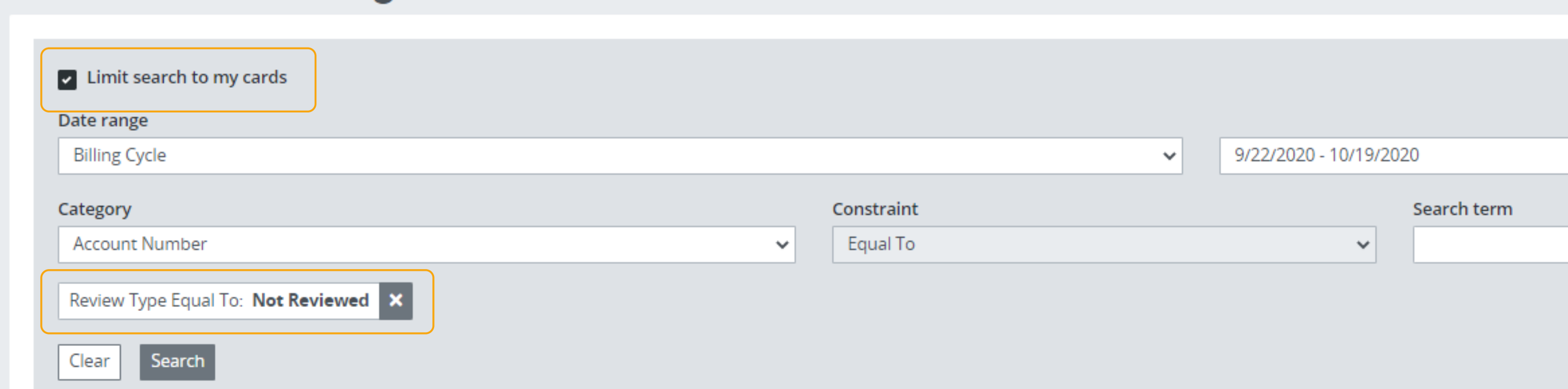


The 'Split Transaction' dialog box is shown. It has a title 'Splits' and a note 'All fields must be completed unless marked (optional)'. There is a 'Number of splits' input field with the value '2' and 'Undo' and 'Split' buttons. Below this is a table for defining splits. The table has columns for 'Actions', 'Amount', and 'Percent'. The first row shows '0.00' USD and '0.00%'. There are 'Copy to All' and 'Clear Codes' buttons for each row. Below the table, there are 'Remaining Amount' and 'Total' rows. At the bottom, there is an 'Add Split' button.

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.

Transaction Management



The 'Transaction Management' search interface is shown. It includes a checkbox for 'Limit search to my cards' which is checked. There is a 'Date range' section with a 'Billing Cycle' dropdown and a date range '9/22/2020 - 10/19/2020'. Below that, there are 'Category' and 'Constraint' dropdowns. The 'Category' dropdown is set to 'Account Number' and the 'Constraint' dropdown is set to 'Equal To'. There is a 'Search term' input field. At the bottom, there is a 'Review Type Equal To: Not Reviewed' filter with a close button, and 'Clear' and 'Search' buttons.