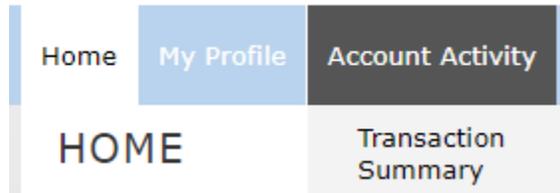


## Reviewing, coding, and attaching images

Doane's policy requires that all transactions be reviewed, have General Ledger Accounts associated with them, descriptions, images, and approval by supervisors. Failing to do so may result in the card holder having taxable income according to IRS rules. Please review each transaction and work to ensure all transactions have complete information.

1. From the Cardholder home screen click Account Activity/Transaction Summary:



2. Choose the date range that needs to be reviewed and hit search:

A screenshot of a web application's search interface. At the top, it says 'Transaction Summary' with a home icon. Below that, it displays 'TRANSACTION SUMMARY' and the user's name 'ROBERT MIZERSKI' along with a masked address '1014 BOSWELL AVE'. A note indicates that an asterisk (\*) denotes a required field. The search criteria section includes a 'Reporting Cycle' dropdown, a 'Date Range' section with 'From' and 'To' date pickers (set to 09/21/2018 and 10/20/2018), and a 'Date Type' dropdown set to 'Posting Date'. A 'Search' button is located at the bottom right of the form. A note at the bottom left states 'Data available starting: 11/07/2015'.

3. This will bring up transactions for the time period. To review transactions go to the “reviews required section”. Click on this section to take you to the transaction summary. You can click on the double box for split transactions or the arrow for single transactions.



4. Clicking the right arrow will bring up a section that will allow you to code the transaction to the proper GL code. You have the ability through this window to split your transaction if needed. Simply select the appropriate GL code from the drop down boxes. If you need help choosing your codes please give a call to Accounts Payable. We would be happy to help choose the

correct codes.

The screenshot shows a financial system interface with a 'Split' section. It includes a 'Description' field, a 'Percent' field (50.00), and an 'Amount' field (132.91). Below this is the 'ACCOUNTING CODES INFORMATION' section, which contains a table with columns: Fund, Location, Costcenter, Object, and Grant Name/Job #. The table shows the following data:

Fund	Location	Costcenter	Object	Grant Name/Job #
11 - Unrestricted Fund	00 - Crete	620000 - Fiscal	67100 - Trvl-Conf/Conv	
11 - Unrestricted ...	00 - Crete	620000 - Fiscal	67100 - Trvl-Conf ...	

At the bottom of the interface, there is a 'Totals' row showing 100.00 for Percent and 265.81 for Amount.

5. This is where you will type a short description of the transaction. The University and the IRS require detailed descriptions, to demonstrate the business purpose of the transaction. Failing to put a detailed description may result in the IRS not allowing the transaction and the employee being charged taxes on the transaction. If the transaction you are coding is for either a grant account or a capital project, please enter the grant name/project number in the box provided.
  - a. Bad Description: Dinner at conference with coworkers.
  - b. Good Description: Dinner while at conference on Student enrollment best practices. Tom, Dick, and Sally in attendance.
  - c. Bad Description: Dinner with donors.
  - d. Good Description: Dinner with Tom, Dick, and Sally (donors) discussing ways donation would be used to renovate PW

The screenshot shows a financial system interface with a 'Financial Detail' section. It includes a table with columns: Reviewed, Approved, Exported, Posting Date, Transaction Date, Description, Transaction Amount, Net Transaction Amount, and Additional Information. The table shows the following data:

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
U	U	U	08/26/2018	08/26/2018	OHNE HOTELS 902-6567226, KY -UNK	265.81	265.81	

Below the table, there is a 'Split' section with a 'Description' field, a 'Percent' field (50.00), and an 'Amount' field (132.91). At the bottom, there is a 'Totals' row showing 100.00 for Percent and 265.81 for Amount.

6. The spyglass icon is what you will click on to upload a receipt image to the transaction. It is highly recommended that every Doane employee upload these images from their google drive account that is specifically setup for credit card receipts. See instructions under **“receipt storage/google drive”** for details on how to set this up. Simply click on this icon, select **“browse”** and navigate to your google drive account and select the appropriate receipt image and hit upload and your are done! This process is the same whether you log in through your laptop/desktop computer or through your smartphone.
  - a. If the receipt is from a restaurant we will need the itemized receipt and charge receipt with the tip included (both receipts).
  - b. If a receipt is lost and it is under \$20, write on a piece of paper the business name, a description, the amount, and sign. Then upload the piece of paper.
  - c. If the receipt is lost and over \$20, contact the business to get a copy of the receipt. If the business cannot provide the receipt follow instructions in step B, and put the date of attempted contact.
  - d. If there is an international fee upload the receipt that goes with the international fee.

- e. If you used Doane's card for a personal charge by mistake. Write on the receipt personal charge and upload the receipt. Change the general ledger account number to 11-00-000000-11900. Then bring payment to the Business Office.
  
7. In addition to coding the transactions as explained in above. Cardholders do have another option in which they can download an excel spreadsheet with the transactions in the range of dates selected. Go to Account Activity - Transaction Allocation Download/Update. Select download and the range of dates for the transactions you need to code and click download. On the home screen under "reports & data files" there is an option for "data files", click on this to find the report downloaded for the transaction. Clicking on this report will download an excel file with transactions details. From here you can enter expense description, account #'s, and the name of the grant/job # if applicable. Save this file to your desktop. Go back into the Transaction Allocation Download/Update screen and instead of choosing download, choose upload and browse for the file you saved to your desktop with all the completed codings, descriptions, etc. Click upload and your coding will be saved in the transaction view. **Note: This is only for entering coding, receipts will still have to be uploaded as described earlier in this guide.**