Receipt Capture
receipts.mit.edu

Overview
Project Goals

• CSAIL faculty, staff and students make between 100-500 procurement card purchases each week

• The current process for submitting and approving required documentation for these purchases is time consuming, inefficient and paper intensive

• Goals for the Project
  – Reduce paper
  – Improve efficiency
  – Improve compliance
  – Improve transparency
MIT Procurement Card Use Requirements

Federal Audit Requirements/Good Business Practices

• Purchases of $3,000 or less

• Must submit receipt and supporting documentation within 21 days of purchase

• Department representative is required to verify appropriate use of card

• Must allocate cost to appropriate cost object/GL (Contract, Grant, Funding Source/Type of Expense)
## Non-Allowed Purchases
### Regulated/Restricted Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment purchases costing $1000 or more</td>
<td>Travel and Entertainment (incl. hotels, airlines, car rentals, food, &amp; out-of-state conferences)</td>
</tr>
<tr>
<td>Furniture</td>
<td>Software (except standard over-the-counter)</td>
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<tr>
<td>Equipment, furniture, fleet rentals or leases</td>
<td>Consulting, Professional or Temporary Services</td>
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<tr>
<td>RAD substances, controlled drugs, firearms, ammunition, and other regulated items</td>
<td>Gifts and Gift Certificates (except for Rewards &amp;Recognition program)</td>
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<tr>
<td>Respirators and protective masks</td>
<td>Items for personal use</td>
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<tr>
<td>Hypodermic needles and syringes</td>
<td>Alcohol</td>
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<tr>
<td>All chemicals</td>
<td>Live Animals</td>
</tr>
<tr>
<td>Gases and gas cylinder rentals</td>
<td>Precious metals</td>
</tr>
<tr>
<td>Tuition</td>
<td>Flowers, plants, contributions, greeting cards, life events such as birthday, get well, sympathy, farewell, etc.</td>
</tr>
<tr>
<td>Fire Extinguishers and Space Heaters</td>
<td>Cash advances</td>
</tr>
</tbody>
</table>
Meals and Entertainment

• Meeting-related food expense is considered a sensitive item

• Procurement Card may be used to purchase food under the following conditions:
  – The food purchase is permissible under MIT policy
  – The purchase is for meeting-related, take-out/catered service or local dining only

• To avoid difficulty with government reimbursement, any food purchased is automatically placed on Non-Recoverable GL

• Under normal circumstances, food expenses should not be directly billed to Sponsored Research Projects (This includes Allocation and Service Centers)
What we need from you

• Submit receipts & back-up documents in Receipt Capture Application within 21 days of purchase
• Provide explanations of what was purchased and for what project/activity
• Save any paper receipts and keep them at MIT for one year
• Give us feedback on the Receipt Capture application
Background

RECEIPT CAPTURE
Initial View

- Set personal configurations
- Provide feedback
- Help documents in IS&T Knowledge Base
General Terms

Cardholder
- A user who has been issued Pcard for purchasing authorized MIT expenses

Expense Views
- Open Tasks
  - Expenses that you have created that are in “Draft” status; Expenses that have been routed to you for needed action to be taken. This includes reviews, approvals, and returns, and can route to you through a number of paths
- In Process
  - Any expense that you have directly worked on that is now in another user’s “Open Tasks” awaiting their step in the process to complete. This does not include expenses that have been ‘Approved’ or ‘Swept before Approval’ status
- Archive
  - Any expense you have directly worked on that has successfully been posted to SAP as an ‘Approved’ status or the status was set to ‘Swept before Approval’
- PCard Transactions
  - bank transactions that have been loaded into SAP that a user is authorized to see. Every transaction listed needs to have an Expense created in this application
  - A “linked” transaction mean an Receipt Capture Expense has been linked to the bank transaction. A Status Icon on the right-hand side of the grid shows the transaction’s process status. If a transaction does not have an icon, it means it has not yet been linked to an Expense in Receipt Capture.
  - Once a transaction is approved successfully through Receipt Capture, it will no longer be pulled into this list of transactions the next time the list refreshes. Refreshing occurs every twenty minutes. It will be represented with an ‘Approved’ icon during the in-between period of the refresh process.
Roles

• Purchaser
  – Any Cardholder responsible for creating submitting Expenses in Receipt Capture.
  – only required to attach a copy of the receipt with the rest of the form being optional.
  – cannot see PCard Transactions

• First Level Reviewer
  – responsible for filling out the Expense Form in its entirety.
  – can create expenses on behalf of a Purchaser.
  – can reassign an expense to a different First Level Reviewer.
  – can only see PCard Transactions of user’s they are responsible for managing

• Verifier
  – Has privileges in SAP to “Spend/Commit” on the cost object for the transaction submitted
  – Officially verifies the transactions for SAP’s records
  – Can assign the expense to an alternative Verifier

• Application Administrator
  – User responsible for the setup and maintenance of Department’s configurations
Expense Status

- **Draft**
  - An Expense that the user chooses to save without submitting it to the next level of review.

- **Submitted**
  - An Expense where the Cardholder (Purchaser) submitted a picture of the receipt and sent it to their immediate Reviewer.

- **Reviewed**
  - An Expense that has been submitted to the next level of review where all of the fields of the Expense Form have been completed.

- **Approved**
  - An Expense that was successfully posted into SAP, changing the status in SAP from ‘Parked’ to ‘Posted’, and pushing all key data gathered into SAP as a system of record.

- **Swept Before Approved**
  - An Expense that was started in Receipt Capture but was unable to get ‘Approved’ before being ‘Swept’ by SAP.

- **Swept by SAP**
  - An Expense that was not verified with required documentation within 21 days of purchase and transferred to a “discretionary” account until verified documentation is received.
Expense Form

- Attach Receipt
- Add Expense Details
- Set Default Transactions
- Nickname accounts
- Split Expenses across Accounts
- Provide additional details/explanations to reviewers
- Link to SAP transaction for posting in SAP
PCard Transactions

- See transaction at any time
- Easily send emails
- Search/filter capability
- See current status
- See current owner
How to find backup in SAP

Summary Statement

Expense line

DTR Specific Expense

Document Number

Environment – from header

Additional Assignments

Object Link

Icon for Archived Documents
To Get Started

• Go to receipts.mit.edu
• Configure your settings
• Try submitting a receipt

We are here to help – when you are ready to start, we can walk you through the first couple transactions