

Purchasing Guide:

Main methods of purchasing/reimbursements, must be submitted within 60 days of transaction:

1. B2P – charged directly to your account, do not need to pay upfront
2. RFPs – Request for Payments, no sales tax reimbursed, out of pocket
3. Travel reports - All travel must be submitted in Concur

-No Alcohol

-No first class travel

-All items purchased in B2P must be marked 'received' once you get the item

-Travel and RFPs with transaction dates over 60 days will not be approved

Itemized Receipts are required for expenses above \$75 exception is meals which requires itemized receipt regardless of amount. Getting an itemized receipt for all purchases is best practice.

Common errors that people make when purchasing:

1. Leaving justification section “blank” when creating a requisition - **ALL** requisitions must have a justification, otherwise it'll not get approved.
2. For P-card and RFPs - Not indicating whether a meeting involved non-MIT affiliated people or all MIT affiliated. This will help us determine the correct G/L code to use when posting the charge

Buy to Pay (B2P)

Access the B2P system

Go to B2P to access requisitions, purchase orders, invoices, and reports. Any member of the MIT community with a Kerberos ID can access the system at <https://buying.mit.edu>.

Set your notification preferences and default settings

Go to [Your Name] in the upper right and select Settings.

- Under Notifications, select the online and email notifications you would like to receive, then click Save at the bottom of the screen.
- Under Address Book, choose your default mailing address.
- Under Billing Accounts, choose the default cost object you want to use for purchases.

Review training materials

The following online courses provide detailed information on how to use the B2P system. Each course takes approximately 10–30 minutes to complete (specific times noted below).

- [B2P: Basics](#)
Provides a general introduction to the MIT Buy-to-Pay (B2P) system for users new

to B2P.

Completion time: approximately 30 minutes

Complete B2P Basics before taking the following courses:

- [B2P: Shopping & Creating a Requisition](#)
Introduces you to shopping and creating a requisition in B2P.
Completion time: approximately 30 minutes
- [B2P: Tracking & Changing an Order](#)
Provides an overview of tracking and making changes to requisitions or orders in B2P.
Completion time: approximately 30 minutes
- [B2P: Tracking Invoices & Payment](#)
Provides an overview of how suppliers can submit invoices on B2P POs, as well as how to track invoice and payment status.
Completion time: approximately 20 minutes
- [B2P: Views](#)
Covers features of B2P Views.
Completion time: approximately 10 minutes

[B2P Quickcards](#) are another handy, printable reference for B2P users. Start with the quickcards under B2P Basics, then move on to topics useful to the work you do, whether it's submitting orders or approving requisitions and invoices.

Request for Payment (RFP)

RFPs are completed via the Atlas website (<https://atlas.mit.edu>).



From the Atlas home page, there is a customizable menu on the left. If you do not see an item called “Manage Reimbursements (RFPs)” then you will need to add it. Click

the edit button and the **Build Your Menu** screen will appear.



Look for the “Manage Reimbursements (RFPs)” box, click and drag it into the Menu on the left. Click Save & Exit at the top of the menu.

Now click on the Manage Reimbursements menu item and several options will appear to the right. Choose Reimbursement. (Note: If you are reimbursing a food expense, first complete the Meetings & Meals form – see below).

You will need to search for your name which should already be in the MIT directory.

On the next screen you will enter the details of the reimbursement. Next to Name this RFP, enter your name.

Below this you will need to enter the individual charges to be reimbursed.

Line items

The screenshot shows a form with the following fields and labels:

- 1.** (Line number)
- * Date of Service** (with a calendar icon): Input field with placeholder "mm/dd/yyyy".
- * G/L Account**: Input field.
- * Cost Object** (with a calendar icon): Input field.
- * Amount**: Input field with a "\$" symbol.
- * Explanation**: A large text area for description.
- Add Line**: A button at the bottom left.

You should use one line item per receipt (unless you are using multiple cost objects to split up a single receipt). If the person being reimbursed has submitted two or more receipts, for example, a receipt for food and a separate receipt for beverages, click the Add Line button. If you are using multiple accounts for one receipt, click the Add Line and enter the

same information, but change the Cost Objects and Amount.

For the Date of Service field, enter the date of the purchase that is listed on the receipt.

For the G/L (General Ledger) Account field, you will need to enter the six digit GL code that corresponds to what was purchased. See the end of this document for a list of commonly used GL codes.

For the Cost Object, enter the 7 digit account number that you were given that has the source of funds for the reimbursement.

The amount should be the total amount on the receipt, EXCEPT sales tax for non-food related purchases.

Most Common GLs Guide

420226 MATERIALS & SERVICES

- This GL is used for items that don't fall under any specific category. Always opt for a more specific GL if appropriate.

420258 OFFICE SUPPLIES

- Used for office furnishings under \$1,000.
- Items like folders, paper clips, markers, pens are categorized as office supplies.
- When charged to sponsored research, best practice is to be split proportionately among accounts. Ideally, office supplies should be charged to discretionary account(s).
- **Please note:** If an item that is an office supply is used in a lab it would fall under lab supplies. Always keep in mind the purpose of purchasing a supply.

421827 EQUIPMENT/MINOR

- Equipment and furnishings between \$1,000 and \$4,999. Not capitalized. (Includes laptops and computers.)

421900 COMPUTER SUPPLIES & PERIPHERALS

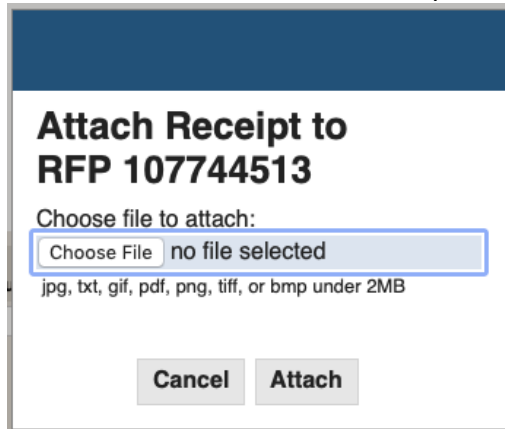
- Used for computer supplies and computer equipment costing less than \$1,000.
- Items like keyboards, adapters, monitors fall under this GL.

If you are reimbursing someone for something that is NOT 421000, or you are reimbursing them for several charges, and one of them is not 421000, enter a detailed explanation in the box for the non-421000 item(s).

- What was the reason for the purchase?
- Who is it for?
- Why was it purchased?
- Why is it appropriate to charge to this account?

Enter the appropriate G/L account. A list of common G/Ls and a cost object lookup can be found here on the VPF site: http://vpf.mit.edu/site/financial_accounting_reporting/resources

When you have filled out all of the Line Items, skip “Note to Central Office.” All of the details for the reimbursement should be kept in the Meetings and Meals form or the explanation box.



Click the Save & Continue button, and a pop-up window will appear for you to attach the receipt(s) or form.

Receipts MUST be itemized. Non-itemized receipts will not be reimbursed. If the place you bought something from does not provide an itemized receipt, you will need to create one yourself. If the person lost the itemized receipt, they will need to attain a new copy from the place of purchase. If you have an email or electronic copy of a receipt, that is generally preferred. All receipts should be legible. Please do not attach images that are upside-down or sideways. Taking a

photo of a receipt with your phone is fine, but if you can use an app that converts the image to document format, that's even better (iOS has a built-in feature to do this – see end of this document). The max file size for a receipt is 2 MB, which is smaller than the png or jpeg images many phones produce, in which case compressing these images or converting them into a document with a smaller file size is necessary.

After you attach the first receipt, if you need to attach more, click the Attach Receipt button in the upper-left corner.

After you have attached your receipts and the RFP is complete, click the Send To button at the bottom. This will bring up a new search box, and you should look for the name of the approver who will approve your RFP.

If there are extenuating circumstances, for example, you are submitting a receipt from many months ago, you can include an explanation for the delay here and the person approving your submission will read it.



Concur 2.0 – Guide for Submitters

To expense your travel card charges and claim out-of-pocket reimbursement for a business trip, you will need to create an expense report. The report submission process involves the following four basic steps.

1. Create a Report
2. Complete the Report
3. Attach Your Receipts
4. Submit the Report

Additional considerations:

- What if the traveler owes MIT money?
- Using a Guest Profile

For assistance:

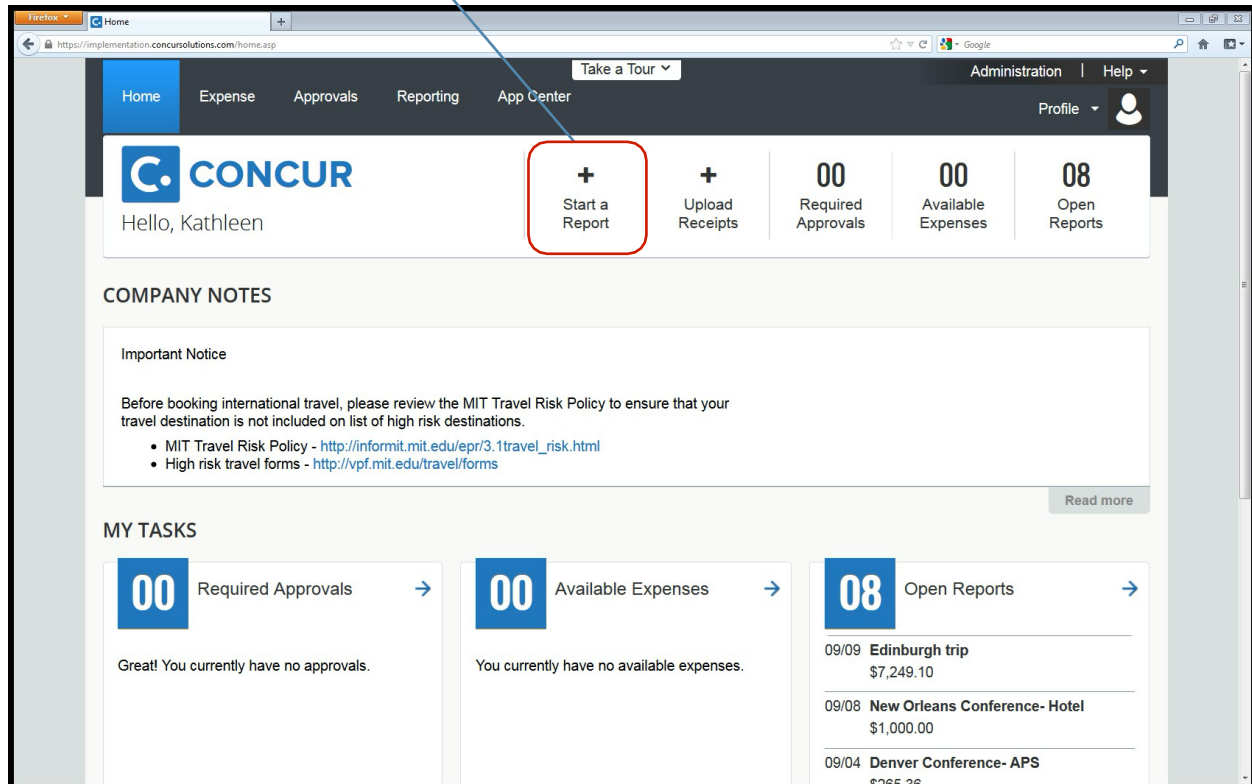
Travel Services, Office of the Vice President for Finance

travelsupport@mit.edu

617---253---8366

1. Create a Report

To create your report, click **Start a Report**.



The screenshot shows the Concur web application interface. The top navigation bar includes links for Home, Expense, Approvals, Reporting, and App Center. The user is logged in as Kathleen. The main dashboard features a 'COMPANY NOTES' section with an important notice about international travel and a 'MY TASKS' section. The 'MY TASKS' section includes three cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (08). The 'Open Reports' card lists three reports: 'Edinburgh trip' (\$7,249.10), 'New Orleans Conference- Hotel' (\$1,000.00), and 'Denver Conference- APS' (\$255.28). A red box highlights the '+ Start a Report' button in the top right area of the dashboard, with a callout line pointing to the instruction box above.

Home Expense Approvals Reporting App Center Take a Tour Administration Help Profile

CONCUR
Hello, Kathleen

+ Start a Report + Upload Receipts 00 Required Approvals 00 Available Expenses 08 Open Reports

COMPANY NOTES

Important Notice

Before booking international travel, please review the MIT Travel Risk Policy to ensure that your travel destination is not included on list of high risk destinations.

- MIT Travel Risk Policy - http://informit.mit.edu/epr/3.1travel_risk.html
- High risk travel forms - <http://vpf.mit.edu/travel/forms>

Read more

MY TASKS

00 Required Approvals → Great! You currently have no approvals.

00 Available Expenses → You currently have no available expenses.

08 Open Reports →

- 09/09 Edinburgh trip \$7,249.10
- 09/08 New Orleans Conference- Hotel \$1,000.00
- 09/04 Denver Conference- APS \$255.28

This will bring you to the report header. You will need to fill out all the fields that have a red tab on the left-hand side before you can click **Next**.

The screenshot shows the 'Create a New Expense Report' page in the Concur Expense Center. The form is titled 'Report Header' and contains the following fields:

- Policy:** MIT US Expense Policy (dropdown)
- Report Date:** 09/10/2014 (calendar icon)
- Report Name:** (text field, highlighted as required)
- Report Key:** (text field)
- Trip Purpose:** (dropdown menu, highlighted as required)
- Cost Object:** (dropdown menu, highlighted as required)
- Trip Start Date:** (calendar icon, highlighted as required)
- Trip End Date:** (calendar icon, highlighted as required)
- Destination:** (text field)
- Trip Classification:** (dropdown menu)
- Comment:** (text area)

A yellow box labeled 'Required fields' has arrows pointing to the Report Name, Trip Start Date, Trip End Date, and Trip Purpose fields. At the bottom right, there are 'Next >>' and 'Cancel' buttons.

Report Name: This is an open field. Please enter a combination of the trip purpose, destination and any other helpful, identifying text.

Trip Purpose: This is a drop---down menu. Select the most appropriate trip purpose. Some of the options map to the unallowable GL (general ledger) account and cannot be used with a sponsored cost object. These are fundraising, president travel, prospective student visit, resource development, and retreat. Two options are taxable: house hunting and relocation. All the other options are allowable and non---taxable.

Cost Object: Type in the appropriate cost object for your trip and then select it from the drop---down menu. If you need the report to be charged to more than one cost object, you may allocate it accordingly once you are in the body of the report.

Trip Start and End Dates: You can type the date in the format of 09/10/2014 or click on the calendar icon and select your start and end dates. These should be the departure and return dates from Boston or the city the traveler is based in.

Destination: Type in the city and either state (domestic) or country (international). If multiple cities were included, type them in the format: Dallas/San Francisco/Portland.

Trip Classification: Select domestic or international. If a trip has a domestic stop in addition to an international destination, select **international**.

Comment Field: Although this is not a required field, it is a good place to enter any additional information that should be in the record or that will help your approver or MIT Travel Services review the report.

Report Name::

Include the destination, purpose and any other useful information.

Trip Purpose: Click on the most appropriate selection from the drop-down menu.

The screenshot shows a web application interface for creating a new expense report. The form is titled "Create a New Expense Report" and has a "Report Header" section. The form includes several fields and a search dropdown, with annotations explaining how to use them.

Form Fields and Annotations:

- Policy:** MIT US Expense Policy (dropdown)
- Report Date:** 09/10/2014 (calendar icon)
- Report Name:** Denver Conference- APS (circled in red, with an annotation: "Report Name:: Include the destination, purpose and any other useful information.")
- Report Key:** (field with a blue 'X' over it)
- Trip Purpose:** Conference (dropdown, circled in red, with an annotation: "Trip Purpose: Click on the most appropriate selection from the drop-down menu.")
- Cost Object:** 16335 (dropdown, circled in red, with an annotation: "Cost Object: Type in the cost object and select it from the drop-down menu.")
- Trip Start Date:** (calendar icon)
- Trip End Date:** (calendar icon)
- Destination:** (text field)
- Trip Classification:** (dropdown)

Search Dropdown:

Type to search by:

- ☐ Text
- ☒ Code

(Code) Text

- (1502309) EXEC ED-PROFESSIONAL DEVELOPMENT
- (1200000) E17-310,310A,ETC C.C.B.
- (1581701) BULOVIC START-UP
- (1682400) I L P MANUFACTURING
- (1502309-C-P121030) EXECUTIVE PROGRAMS
- (1633500) VPF-M&S (highlighted with a red box)
- (1633501) CASHIERS OFFICE FEES

Buttons: Next >> Cancel

Trip Start and End Date: Type in or select using the calendar icon on the right side of the field.

Create a New Expense Report

Report Header

Policy: MIT US Expense Policy

Cost Object: (1633500) VPF-M&S

Comment:

Report Date: 09/11/2014

Trip Start Date:

Trip End Date:

Report Name: Denver Conference- APS

Report Key:

Destination:

Trip Purpose: Conference

Trip Classification:

September 2014

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

Next >> Cancel

Destination: Type in the city, and either state (domestic) or country (international).

Create a New Expense Report

Report Header

Policy: MIT US Expense Policy

Cost Object: 1 (1633500) VPF-M&S

Comment:

Report Date: 09/10/2014

Trip Start Date: 09/02/2014

Trip End Date: 09/04/2014

Report Name: Denver Conference- APS

Report Key:

Destination: Denver, CO

Trip Purpose: Conference

Trip Classification: Domestic

Once you have filled out the required fields, click Next.

Trip Classification: Select Domestic or International.

Next >> Cancel

2. Complete the Report

This will bring you to the body of your expense report. This is where you will **import** any travel card charges from your trip, **add** any out-of-pocket expenses, **edit/itemize/allocate** those expenses as needed, then attach receipts and **submit** your report.

To add travel card charges from this trip to your report, click **Add Card Charges**.

The screenshot displays the Concur Expense Center interface for a report titled "Denver Conference- APS". The "Add Card Charges" button is circled in red. A callout box points to it with the text: "To add travel card charges from this trip to your report, click Add Card Charges." The interface shows a table for expenses with columns for Date, Expense, Amount, and Requested. The total amount and total requested are both \$0.00. On the right, there is a "New Expense" section with "Recently Used Expense Types" and "All Expense Types" lists.

Date	Expense	Amount	Requested

TOTAL AMOUNT: \$0.00
TOTAL REQUESTED: \$0.00

Recently Used Expense Types

- Airfare
- Conference
- Personal Car Mileage
- Entertainment-Other
- Business Meeting/Meal (attendees)

All Expense Types

- A. Transportation**
 - Agency Fee
 - Airfare
 - Airline Change Fee
 - Baggage Fee
 - Bus
- ...E. Communications**
 - Long Distance
- F. Per Diem**
 - Domestic Per Diem
 - International Per Diem
- G. Business Promotions**

CONCURExpense

Manage ExpensesView Transactions

Denver Conference- APS

New ExpenseQuick ExpensesAdd Card ChargesDetailsReceiptsPrint

Expenses

MoveDeleteCopyView

DateExpenseAmountRequested

Adding New Expense

Available Expenses

All CardsImportDelete

☒	Expense Detail	Expense	Source	Date	Amount
☒	U.S. Airways CHICAGO, IL	Airfare		08/28/2014	\$356.20
☒	RAMADA POWAI MUMBAI	Hotel/Motel/B&B		08/28/2014	INR 3,969.00
☒	AMRELI MUMBAI	Meals (Breakfast/Lun...		08/28/2014	INR 270.00
☒	CHACARERO CHILEAN CUI...	Meals (Breakfast/Lun...		08/28/2014	\$10.76
☒	BANK OF AMERICA	Undefined		08/28/2014	\$540.00
☒	BANK OF AMERICA	Undefined		08/28/2014	\$500.00
☒	AGENT FEE 8900624753242...	Airfare		08/28/2014	\$34.00
☒	JETBLUE 2797489522653 C...	Airfare		08/28/2014	\$123.10
☒	U.S. Airways CAMBRIDGE, MA	Airfare		08/28/2014	\$195.78
☒	GOGOAIR.COM 877-350-00...	Undefined		08/29/2014	\$9.95
☒	TAXICHARG WASHINGTON...	Taxi		08/29/2014	\$19.34

TOTAL AMOUNTTOTAL REQUESTED

\$0.00\$0.00

Delete ReportSubmit Report

Your available travel card charges will appear. If all the charges are from this trip, click the check box at the top to select them all at once.

Firefox Expense Center
https://implementation.concursolutions.com/expense/client/default.asp

CONCUR Expense Approvals App Center

Manage Expenses View Transactions Process Reports

Denver Conference- APS

New Expense Quick Expenses Add Card Charges Details Receipts Print

Expenses

Adding New Expense

Available Expenses

All Cards

Move Delete

Expense Detail	Expense	Source	Date	Amount
☐ United Airlines 800-932-2732, TX	Airfare		09/21/2014	\$169.00
☐ United Airlines 800-932-2732, TX	Airfare		09/21/2014	\$295.36
☐ AGENT FEE 8900625689524 T...	Airfare		09/21/2014	\$34.00
☒ United Airlines 800-932-2732, TX	Airfare		09/21/2014	\$337.00
☐ UBER 866-576-1039, CA	Taxi		09/21/2014	\$8.81
☒ UBER 866-576-1039, CA	Taxi		09/21/2014	\$16.63
☐ Uber Technologies Inc 866-576...	Taxi		09/21/2014	\$13.34
☐ Uber Technologies Inc 866-576...	Taxi		09/21/2014	\$19.34
☐ BERTUCCIS #002 CAMBRIDG...	Meals (Breakfast/Lunc...		09/21/2014	\$105.56
☒ DUNKIN #340212 Q35 E BOST...	Meals (Breakfast/Lunc...		09/21/2014	\$4.28
☐ DUNKIN #340212 Q35 E BOST...	Meals (Breakfast/Lunc...		09/21/2014	\$2.35
☐ DINE BOSTON GR00000653 E...	Meals (Breakfast/Lunc...		09/21/2014	\$27.41

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

If the charges are from multiple trips, select the ones from this trip and then click **Move**.

https://implementation.concursolutions.com/expense/client/default.asp

CONCUR Expense Approvals App Center

Manage Expenses View Transactions Process Reports

Denver Conference- APS

New Expense Quick Expenses Add Card Charges Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Meals (Breaka...	09/21/2014	\$4.28	Missing req

Expenses

Adding New Expense

Smart Expenses

The selected items have been successfully imported as expenses.

☐ Never show this prompt again

OK

09/21/2014	Airfare	UNITED 0167494894220, 800-932-		
09/21/2014	Taxi	UBER, 866-576-1039, CA	\$16.63	\$16.63
09/21/2014	Meals (Breakfast/Lunch/Dinner)	DUNKIN #340212 Q35, E BOSTON	\$4.28	\$4.28
09/20/2014	Taxi	UBER, 866-576-1039, CA	\$30.82	\$30.82

TOTAL AMOUNT \$388.73 TOTAL REQUESTED \$388.73

The charges you selected will now move to your expense list.

When the charges are moved you may see red warning icons on some expense line items. This is something that needs to be edited before you can submit the report.

Expense- APS

Delete Report Submit Report

Add Card Charges Details Receipts Print

Hide Exceptions

Expense	Date	Amount	Exception
Meals (Breakfa...	09/21/2014	\$4.28	Missing required field: Alcohol.

Expenses

Adding New Expense

Date	Expense	Amount	Requested
09/21/2014	Airfare UNITED 0167494894220, 800-932-	\$337.00	\$337.00
09/21/2014	Taxi UBER, 866-576-1039, CA	\$16.63	\$16.63
09/21/2014	Meals (Breakfast/Lunch/Dinner) DUNKIN #340212 Q35, E BOSTON	\$4.28	\$4.28
09/20/2014	Taxi UBER, 866-576-1039, CA	\$30.82	\$30.82

TOTAL AMOUNT \$388.73 TOTAL REQUESTED \$388.73

New Expense Receipt Store

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Airfare
- Conference
- Personal Car Mileage
- Entertainment-Other
- Business Meeting/Meal (attendees)

All Expense Types

A. Transportation Agency Fee

E. Communications Long Distance

In this example the warning says "Missing required field: Alcohol." You will need to confirm whether the meal included any alcohol and save the expense to remove the warning message.

CONCUR Expense Approvals App Center

Manage Expenses View Transactions Process Reports

Denver Conference- APS

New Expense Quick Expenses Add Card Charges Details Receipts Print

Expense	Date	Amount	Exception
Meals (Breakfa...	09/21/2014	\$4.28	Missing required field: Alcohol.

Expenses

Adding New Expense

Date	Expense	Amount	Requested
09/21/2014	Airfare UNITED 0167494894220, 800-932-	\$337.00	\$337.00
09/21/2014	Taxi UBER, 866-576-1039, CA	\$16.63	\$16.63
09/21/2014	Meals (Breakfast/Lunch/Dinner) DUNKIN #340212 Q35, E BOSTON	\$4.28	\$4.28
09/20/2014	Taxi UBER, 866-576-1039, CA	\$30.82	\$30.82

TOTAL REQUESTED \$388.73

Expense

Expense Type Meals (Breakfast/Lunch/Dinner)

Transaction Date 09/21/2014

Payment Type Bank of America - CBCP

Vendor Name DUNKIN #340212 Q35

Personal Expense (do not reimburse)

Alcohol N

Amount 4.28 USD

Number of Meals

Comment

Save Itemize Allocate Attach Receipt Cancel

To indicate whether the meal included alcohol, click on the line item to bring up the expense detail, then click the alcohol drop-down and select No or Yes. Then click Save.

Note: If you select Alcohol--Yes, you will need to itemize the alcohol. Instructions for itemizing are included later in this guide.

Once you have moved your travel card charges, you can begin entering any out-of-pocket expenses. To enter out-of-pocket expenses, click **New Expense**.

New Expense Window

Expense List

Expense Center

CONCUR Expense

Manage Expenses View Transactions

Denver Conference- APS

[+ New Expense](#) [Quick Expenses](#) [Add Card Charges](#) [Details](#) [Receipts](#) [Print](#)

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
☐	09/24/2014	Airfare UNITED 0167494894220, 800-932-	\$337.00	\$337.00
☐	09/21/2014	Taxi UBER, 866-576-1039, CA	\$16.63	\$16.63
☐	09/21/2014	Meals (Breakfast/Lunch/Dinner) DUNKIN #340212 Q35, E BOSTON	\$4.28	\$4.28
☐	09/20/2014	Taxi UBER, 866-576-1039, CA	\$30.82	\$30.82
			TOTAL AMOUNT	TOTAL REQUESTED
			\$388.73	\$388.73

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Meals (Breakfast/Lunch/Dinner)	Airfare
Entertainment-Other	Conference
Business Meeting/Meal (attendees)	

All Expense Types

A. Transportation	...E. Communications
Agency Fee	Long Distance
Airfare	F. Per Diem
Airline Change Fee	Domestic Per Diem
Baggage Fee	International Per Diem
Bus	G. Business Promotions
Car Rental	Misc. Promotional Expense

Type in the expense type and click on it or locate it by scrolling through the expense type list.

Expense Center

CONCUR Expense

Approvals Reporting App Center

Denver Conference- APS

[+ New Expense](#) [Quick Expenses](#) [Details](#) [Receipts](#) [Print](#)

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
☐				

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Airfare	Meals (Breakfast/Lunch/Dinner)
Business Meeting/Meal (attendees)	Hotel/Motel/B&B
Non Recoverable Expenses	

All Expense Types

A. Transportation	D. Entertainment
Airfare	Entertainment-Other
Airline Change Fee	
Train	

TOTAL AMOUNT **TOTAL REQUESTED**

\$0.00 \$0.00

Firefox - Expense Center

https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Expense- APS

Details Receipts Print

Move Delete Copy View

Amount Requested

NEW EXPENSE

Expense Type: Airfare Transaction Date: 08/28/2014

Business Purpose: Ticket Number (or PNR Number):

Vendor: American Airlines Airline Travel Class of Service: 1.Coach

City: Payment Type: Out of Pocket

Amount: 560.00 USD

Comment:

Personal Expense (do not reimburse)

Save Itemize Allocate Attach Receipt Cancel

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Fill in all the required fields (fields with red tabs on the left side) and add any relevant comments.

This brings up the Expense Detail window.

Firefox - Expense Center

https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Expense- APS

Details Receipts Print

Move Delete Copy View

NEW EXPENSE

Expense Type: Taxi Transaction Date: 08/28/2014

City: Denver, Colorado

Amount: 120.00 USD

Comment: 6 taxis in Denver.

Payment Type: Out of Pocket

Personal Expense (do not reimburse)

Save

TOTAL AMOUNT \$1,200.00 TOTAL REQUESTED \$1,200.00

Expenses

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00

Adding New Expense

As you enter expenses and amounts, they will populate the Expense List.

If you have multiple out-of-pocket expenses in small-dollar amounts, you can combine them. Make sure to include a comment indicating how many are included and attach all required receipts.

After adding a comment to an expense, a comment icon will appear on that line item. Hover over it to see the comment.

The screenshot shows the Concur Expense Center interface. On the left, there is a table of expenses with columns for Date, Expense, Amount, and Requested. The table lists four expenses: Airfare (American Airlines, \$560.00), Hotel/Motel/B&B (\$450.00), Car Rental (Budget, \$190.00), and Taxi (Denver, Colorado, \$120.00). A comment icon (a speech bubble) is visible next to the Taxi expense. A blue arrow points from the comment icon to a 'Comment History' pop-up window. The pop-up shows a table with columns for Date, Entered By, and Comment Text. It lists a comment entered on 09/10/2014 by McGrath, Kathleen, stating '6 taxis in Denver.' On the right side of the interface, there is a 'New Expense' form and a 'Recently Used Expense Types' list.

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00

Date	Entered By	Comment Text
09/10/2014	McGrath, Kathleen	6 taxis in Denver.

When you enter a meal, Concur will ask you to confirm whether there was alcohol. If there was, click **Alcohol--Yes**.

The screenshot shows the Concur Expense Center interface, specifically the 'New Expense' form. The form is for a meal expense. The 'Expense Type' is set to 'Meals (Breakfast/Lunch/Dinner)'. The 'Transaction Date' is 08/28/2014. The 'Payment Type' is 'Out of Pocket'. The 'Amount' is 50.00 USD. The 'Number of Meals' is 1. The 'Alcohol' dropdown menu is highlighted with a red circle, and it shows 'Y' (Yes) selected. A blue arrow points from the 'Alcohol' dropdown to a text box that says 'Then, click Itemize.' At the bottom of the form, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'Itemize' button is also highlighted with a red circle.

Expense Type: Meals (Breakfast/Lunch/Dinner)

Transaction Date: 08/28/2014

Payment Type: Out of Pocket

Amount: 50.00 USD

Number of Meals: 1

Alcohol: Y

Personal Expense (do not reimburse): ☐

Comment:

Save Itemize Allocate Attach Receipt Cancel

Firefox - Expense Center

https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center

Administration Help

Manage Expenses Process Reports

Denver Conference- APS

+ New Expense + Quick Expenses Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfa...	08/28/2014	\$50.00	You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expenses

Expense	Date	Amount	Requested
Hotel/Motel/B&B	08/28/2014		
Car Rental Budget	08/28/2014		
Taxi Denver, Colorado	08/28/2014		
Meals (Breakfast/Lunch/Dinner)	08/28/2014		

Meals

Amount

Meals 40.00

Breakfast/Lunch/Dinner

Alcohol 10.00

Total Amount: \$50.00 | Itemized: \$50.00 | Remaining: \$0.00

Personal Expense (do not reimburse)

Save Itemizations Cancel

Enter the meal and alcohol totals so "Remaining" equals \$0.

The Itemization Wizard will appear.

Then, click Save Itemizations.

Firefox - Expense Center

https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center

Administration Help

Manage Expenses Process Reports

Denver Conference- APS

+ Quick Expenses Details Receipts Print

Expense

Expense	Date	Amount	Requested
Fare American Airlines	08/28/2014	\$560.00	\$560.00
Hotel/Motel/B&B	08/28/2014	\$450.00	\$450.00
Car Rental Budget	08/28/2014	\$190.00	\$190.00
Taxi Denver, Colorado	08/28/2014	\$120.00	\$120.00
Meals (Breakfast/Lunch/Dinner)	08/28/2014	\$50.00	\$50.00
Alcohol	08/28/2014	\$10.00	\$10.00
Meals (Breakfast/Lunch/Dinner)	08/28/2014	\$40.00	\$40.00

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Itemization

Expense Type Alcohol

Transaction Date 08/28/2014

Business Purpose

Vendor Name

City

Payment Type Out of Pocket

Amount 10.00 USD

Comment

Save Allocate Cancel

This arrow indicates an itemized expense. Click on it to show or hide the itemizations.

If you entered a sponsored cost object in the report header, you will need to allocate the alcohol to a non-sponsored cost object. To do so, click Allocate.

This will open up the Allocation Window.

Allocations for Report: Denver Conference- APS

Expense List

Date	Expense	Group	Amount
08/28/2014	Airfare		\$560.00
08/28/2014	Hotel/Motel...		\$450.00
08/28/2014	Car Rental		\$190.00
08/28/2014	Taxi		\$120.00
Meals (Breakfast/Lunch/Dinner)			
08/28/2014	Meals (Bre...		\$40.00
08/28/2014	Alcohol		\$10.00

Allocations

Total: \$10.00 Allocated: \$10.00 (100%) Remaining: \$0.00 (0%)

Allocate By: ☒ Percentage ☐ Cost Object ☐ Code

100 VPF-M&S 1633500

Type to search by:

☐ Text ☒ Code
(Code) Text

(1633540) TRAVEL/HQ

Enter the cost object(s) you want to allocate the alcohol to. Then click Save.

Save Cancel

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Save Allocate Cancel

Expense Center

CONCUR Expense Approvals Reporting App Center

Manage Expenses Process Reports

Expense- APS

Details Receipts Print

Move Delete Copy View

Amount	Requested
\$560.00	\$560.00
\$450.00	\$450.00
\$190.00	\$190.00
\$120.00	\$120.00
\$50.00	\$50.00

Itemization

Total Amount: \$50.00 | Itemized: \$50.00 | Remaining: \$0.00

Expense Type: Alcohol Transaction Date: 08/28/2014

Business Purpose: Vendor Name:

City: Payment Type: Out of Pocket

Amount: 10.00 USD

Comment:

Personal Expense (do not reimburse)

Save Allocate Cancel

Allocations

Percentage	Cost Object	Code
100	(1633500) VPF-...	1633500

Hover over the pie chart icon to view the cost object that you have allocated the line item to.

\$1,370.00 \$1,370.00

3. Attach Your Receipts

Once you have finished editing, itemizing and allocating your expenses, you can attach your receipts. To do so, click Receipts>Attach Receipt Images. You can also attach receipts to an individual line item if needed.

The screenshot displays the Concur Expense Center interface. The top navigation bar includes 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main header shows 'Manage Expenses' and 'Process Reports'. The title of the page is 'Denver Conference- APS'. Below the title, there are buttons for 'New Expense' and 'Quick Expenses', and a 'Receipts' dropdown menu. The 'Receipts' dropdown menu is open, showing options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images' (highlighted with a red circle), 'View Receipt Store', and 'Missing Receipt Affidavit'. A callout box points to the 'Attach Receipt Images' option with the text: 'Click \'Receipts\'-- \'Attach Receipt Images\'.' The main content area shows a list of expenses for 'Denver Conference- APS'. The list includes items like 'Airfare', 'Hotel/Motel/B&B', 'Car Rental', 'Taxi', and 'Meals (Breakfast/Lunch/Dinner)'. The 'Meals (Breakfast/Lunch/Dinner)' item is selected. To the right of the list, there is a form for editing the selected expense, including fields for 'Expense Type', 'Transaction Date', 'Payment Type', 'Vendor Name', 'Comment', 'Alcohol', 'City', 'Amount', and 'Number of Meals'. The 'Total Amount' is \$50.00, 'Itemized' is \$50.00, and 'Remaining' is \$0.00. At the bottom, there are buttons for 'Save', 'Add Itemization', 'Attach Receipt', and 'Cancel'.

Expenses	Date	Expense	Amount	Requested
☐	08/28/2014	Airfare American Airlines		
☐	08/28/2014	Hotel/Motel/B&B		
☐	08/28/2014	Car Rental Budget	\$190.00	\$190.00
☐	08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
☒	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00
☐	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$40.00	\$40.00
☐	08/28/2014	Alcohol	\$10.00	\$10.00

TOTAL AMOUNT: \$1,370.00
TOTAL REQUESTED: \$1,370.00

This will open up the Receipt Upload window. The expenses that require receipts are listed within that window. To attach receipt images, click **Browse**, locate the receipt image(s) you need, and then click **Upload**.

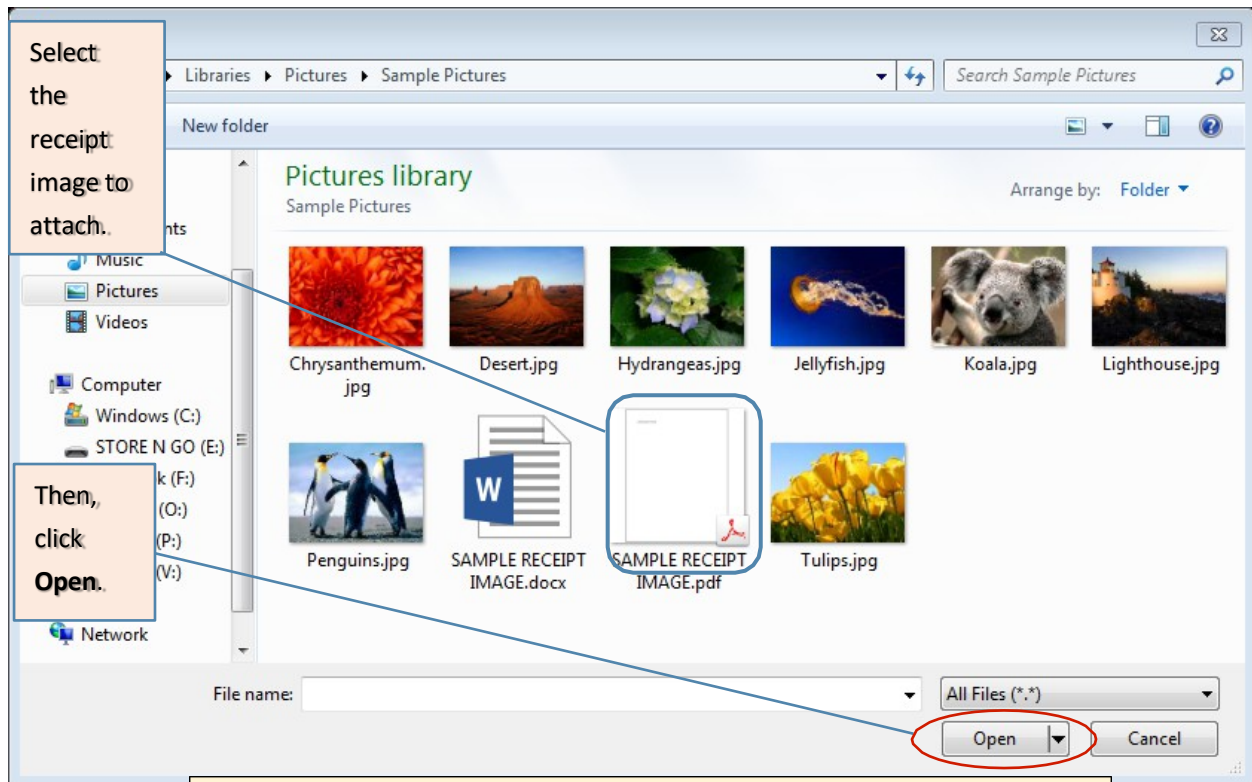
The screenshot shows the Concur Expense Center interface. A modal window titled "Receipt Upload and Attach" is open, displaying a list of expenses for a "Denver Conference". The expenses are listed in a table with columns for Expense, Date, and Amount. The expenses are: Airfare American Airlines (\$560.00), Hotel/Motel/B&B (\$450.00), Car Rental Budget (\$190.00), Taxi Denver, Colorado (\$120.00), and Meals (Breakfast/Lunch) (\$1,370.00). The "Meals (Breakfast/Lunch)" expense is selected. The modal window also includes instructions on how to attach receipts and a "Browse" button to upload files. An annotation box with the text "Click Browse." points to the "Browse" button. The background interface shows the "Manage Expenses" section with a "New Expense" button and a "Quick Expenses" button. The bottom of the screen shows the total amount of \$1,370.00 and buttons for "Save", "Add Itemization", "Attach Receipt", and "Cancel".

Expense	Date	Amount
Airfare American Airlines	08/28/2014	\$560.00
Hotel/Motel/B&B	08/28/2014	\$450.00
Car Rental Budget	08/28/2014	\$190.00
Taxi Denver, Colorado	08/28/2014	\$120.00
Meals (Breakfast/Lunch)	08/28/2014	\$1,370.00

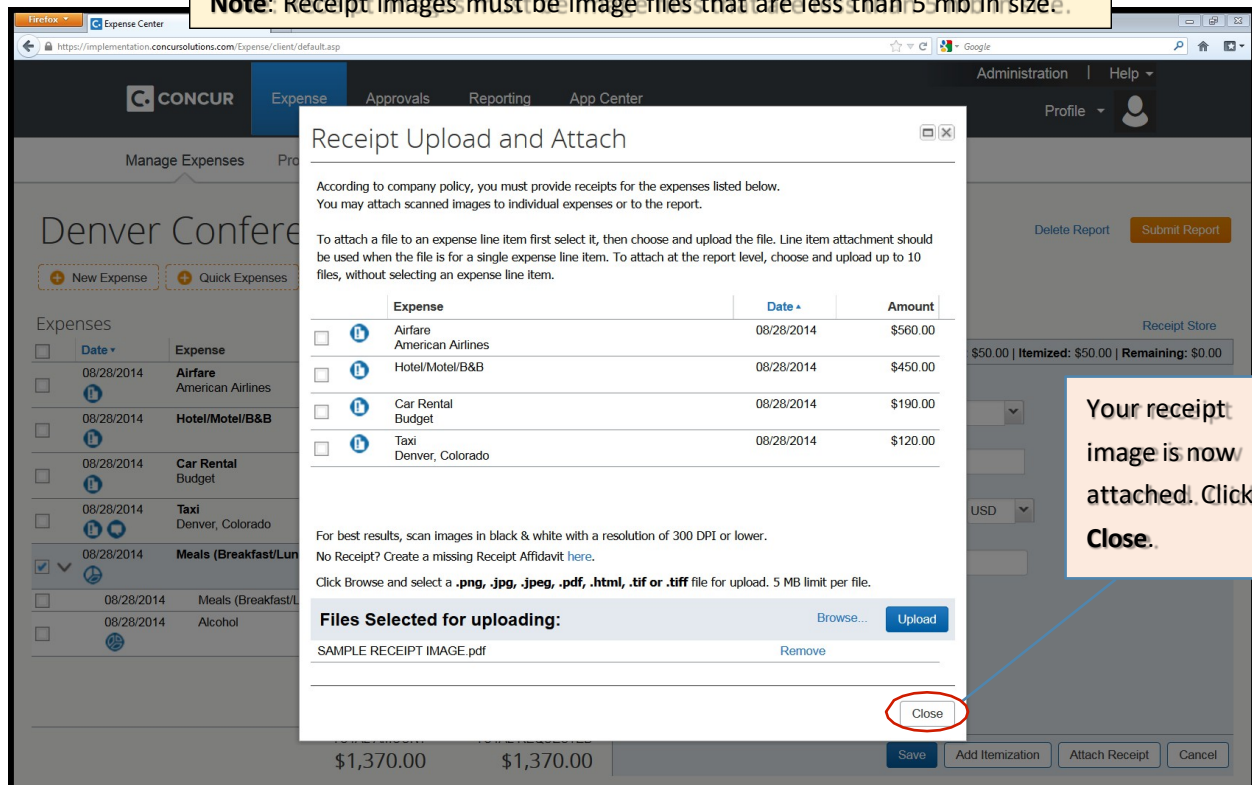
Files Selected for uploading:

No files selected

Click **Browse**.



Note: Receipt images must be image files that are less than 5mb in size.



You're almost ready to submit! Just a few more steps.

The details button is very helpful. Click on it to double-check your report header, add general comments, view the totals, or to manually add an extra approver.

Denver Conference- APS

[Delete Report](#) [Submit Report](#)

[New Expense](#) [Quick Expenses](#) [Details](#) [Receipts](#) [Print](#)

Expenses

☐	Date	Expense	Amount	Requested
☐	08/28/2014	Airfare American Airlines	\$0.00	\$560.00
☐	08/28/2014	Hotel/Motel/B&B	\$0.00	\$450.00
☐	08/28/2014	Car Rental Budget	\$0.00	\$190.00
☐	08/28/2014	Taxi Denver, Colorado	\$0.00	\$120.00
☒	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00
☐	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$40.00	\$40.00
☐	08/28/2014	Alcohol	\$10.00	\$10.00

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations
- Allocations

Expense

Total Amount: \$50.00 | Itemized: \$50.00 | Remaining: \$0.00

Expense Type: Meals (Breakfast/Lunch/Dinner)
Transaction Date: 08/28/2014
Payment Type: Out of Pocket
Vendor Name:
Comment:

Alcohol: Y
City:
Amount: 50.00 USD
Number of Meals:

[Save](#) [Add Itemization](#) [Attach Receipt](#) [Cancel](#)

TOTAL AMOUNT: \$1,370.00
TOTAL REQUESTED: \$1,370.00

<https://implementation.concursolutions.com/Expense/client/default.asp#>

Make sure to double-check your report header details before submitting your report.

your report header details before submitting your report.

Report header for: Denver Conference- APS

Policy MIT US Expense Policy	Report Date 09/10/2014	Report Name Denver Conference- APS	Report Key 67872
Employee Name McGrath, Kathleen	Trip Purpose Conference	Report Id 6E2F1F133B084F38A44F	Report Currency US, Dollar
Approval Status Not Submitted	Payment Status Not Paid	Report Total 1,370.00	Personal Expenses 0.00
Cost Object (1633500) VPF-M&S	Trip Start Date 09/02/2014	Trip End Date 09/04/2014	Destination Denver, CO
Trip Classification Domestic	Comment 		

Save **Cancel**

TOTAL AMOUNT \$1,370.00	TOTAL REQUESTED \$1,370.00
-----------------------------------	--------------------------------------

Save **Add Itemization** **Attach Receipt** **Cancel**

4. Submit Report

When you are ready to submit your report, click **Submit Report**.

The screenshot shows a web application interface for managing expenses. At the top, there are navigation tabs: 'Approvals', 'Reporting', and 'App Center'. A user profile icon is visible in the top right. Below the navigation, the main heading is 'Denver Conference- APS'. There are two main sections: 'Manage Expenses' and 'Process Reports'. The 'Process Reports' section is active, showing a list of expenses and a 'Submit Report' button highlighted with a red circle. The 'Submit Report' button is located in the top right corner of the 'Process Reports' section.

Expenses

☐	Date	Expense	Amount	Requested
☐	08/28/2014	Airfare American Airlines	\$560.00	\$560.00
☐	08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
☐	08/28/2014	Car Rental Budget	\$190.00	\$190.00
☐	08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
☐	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00

TOTAL AMOUNT: \$1,370.00
TOTAL REQUESTED: \$1,370.00

Submit Report

If you forgot to add an expense or need to change anything after submitting, click into the report and click **Recall**.

Administration | Help

Approvals Reporting App Center

Profile

Manage Expenses Process Reports

Denver Conference- APS

Summary Details Receipts Print

Expenses

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$1,370.00

You can recall the report until it has been approved by Travel Services. After Travel Services has approved the report, the Recall button will no longer be visible.

Additional Considerations

What if the traveler owes MIT money?

In this case, the proper procedure is as follows:

- The submitter should note in the Report Header that a check for payment is on its way.
- The check should be payable to MIT. The check and a printout of the MIT Detailed Report (under Print/Email button within the report) should be sent to Travel Services, NE49---4037.

Using a Guest Profile

- Guest profiles are used to reimburse individuals who do not have an account on file with HR/Payroll.
- A guest profile may also be linked to your department's Travel Card. In this circumstance, you would use your guest profile to reconcile your department card charges and reimburse visitors and others who are not set up to receive a direct deposit from MIT.
- An expense report done in a guest profile creates a paper check. Due to this, the report header includes extra fields where you need to input the payee's name and address. NOTE: If you are sending the check to an MIT address, make sure to include 77 Massachusetts Avenue and then the MIT building and room number.

The screenshot displays the Concur Expense Center interface. A yellow callout box with the text "To create a report under your guest profile, first administer for that profile and click Apply." points to the "Apply" button in the "Administer for another user..." section. This section includes fields for "GUEST, TRAINING_" (User Name), "kmcgrath@mit.edu" (Email), and "TRAINING_GUEST@mit.edu" (Employee ID). Below these fields is a search bar with "kmcgr" entered and a settings icon. The "Apply" button is circled in red. The main report is titled "Denver Conference- APS" and shows a list of expenses with columns for Date, Expense, Amount, and Requested. The total amount is \$1,370.00, and the total requested is also \$1,370.00.

Expenses

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00

TOTAL AMOUNT \$1,370.00 **TOTAL REQUESTED** \$1,370.00

Report Summary

Amount Due Company	Amount Due Employee
\$0.00	\$1,370.00

When creating a new report under a guest profile, extra fields will appear in the report header. Everything from Guest Name onward is exactly what will print on a paper check.

Make sure that Guest Name is the payee's legal name and that the address fields list the address you want the check mailed to.

The screenshot shows a web browser window displaying a form titled "Expense Report". The browser's address bar shows "default.asp". The page header includes a "Help" link and a user profile for "Administer for GUEST, TRAINING_". The form contains several sections of input fields:

- Policy:** A dropdown menu showing "MIT Guest User Expense P".
- Trip Information:** Fields for "Trip Purpose", "Trip Classification", "Trip Start Date", "Trip End Date", "Cost Object", and "Destination".
- Guest Information:** Fields for "Guest Name", "Guest Address", "Guest Address 2", "Guest City", "Guest Country", "Guest State", and "Postal (ZIP) Code".
- Report Information:** Fields for "Report Name", "Report Key", and "Guest Traveler Type".
- Comment:** A large text area for additional notes.

Two callout boxes provide additional instructions:

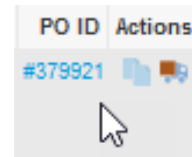
- The first box (left) states: "When creating a new report under a guest profile, extra fields will appear in the report header. Everything from Guest Name onward is exactly what will print on a paper check." It has an arrow pointing to the "Guest Name" field.
- The second box (right) states: "Make sure that Guest Name is the payee's legal name and that the address fields list the address you want the check mailed to." It has an arrow pointing to the "Guest Address" field.

At the bottom right of the form, there are two buttons: "Next >>" and "Cancel".

Financial Record Retention in B2P

The Receiving feature of the B2P system allows you to:

- Mark items or services as “Partially Received” or “Received”
- Note quantity of items or dollar amount of services received
- Note date received
- Upload attachments (if desired; not required)



Available in B2P Spend History

Using B2P Receiving functionality to mark quantity and date received for items or services is record of receipt, and is a sufficient substitute for a paper or scanned packing slip or other record of receipt. When you Receive an item or service in B2P, you are creating an original electronic record through which you are confirming:

- ✓ The recorded quantity of items has been physically received on the date recorded, and the items are in good working order
- ✓ The recorded amount of services has been rendered satisfactorily by the date recorded

Because this electronic record of receipt is created and stored in B2P, VPF is responsible for maintaining the financial record once you have completed and saved the receipt details. **Note that if you choose not to make use of B2P Receiving as described above, you must retain the packing slip or other record of receipt per the Financial Record retention policy:** <http://vpf.mit.edu/8-00-financial-record-retention-for-dlcs>.

Example 1: Receiving an Order You Placed

When an order you placed is fulfilled (items are received or services are rendered), you can mark it Received through your Activity page.

1. Go to your name at the top right and click **Activity**.
2. Click **Advanced** to search for the B2P PO.



Activity

Requisitions Orders Order Changes Invoices Receipts Forms ASNs Tasks

Export to View *All Advanced Search

Match all conditions Add group of conditions

PO Number is 379921

Cancel Search

Req #	Requested By	Submitted On	Status	Items	Total	PO ID	Actions
409181	Christopher Durham (NE49-4097)	10/22/19	Ordered	1/0 Envelope #9 Window Tint 8.875 x 3.875 inches from FENWAY COMMUNICATIONS GROUP INC DBA AMBIT CREATIVE GROUP for 513.85 USD	513.85	#379921	

3. Click the Receive icon to enter the Receiving screen.

Receive Requisition #409181

View Receive (10/27/19) Advanced Search

Line	Item	Supplier	Qty	UOM	Price	Line Total	Need by	Received	PO Number	Receipt Date	Quick Receipts	Attachments
1	1/0 Envelope #9 Window Tint 8.875 x 3.875 inches Jet Press (95 Printmaster Window Envelope Black Text Single Ink, Boring Typesetting)	FENWAY COMMUNICATIONS GROUP INC DBA AMBIT CREATIVE GROUP	None	None	513.85	513.85	None	0.00	379921	10/27/2019		

Page: 15 45 90

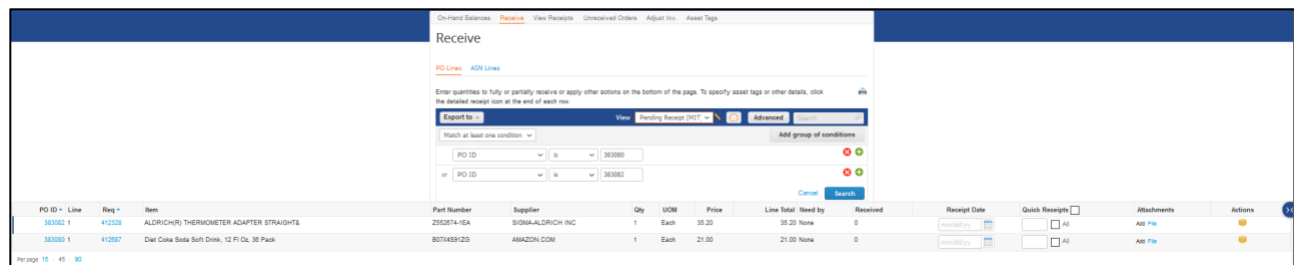
4. Select the date of receipt, mark the quantity or amount received (or select Receive All), upload packing slip if required, and click Save. If you want to attach a document you need to upload the file when receiving the line.
 - The receipt is saved and accessible via the **Activity > Receipts** tab.
 - If you mistakenly Receive an order, you can **Void** the receipt by going to **Activity > Receipts**, locating the receipt, and clicking Void under Actions.

Example 2: Receiving an Order Someone Else Placed

A graduate student has ordered materials through a catalog in B2P. When the order is shipped to the lab, the lab manager unpacks the box and finds the ordered items along with a packing slip with the B2P PO number on it.

Because the lab manager receives items that other people order, she has been granted the **B2P Central Receiving** role. This authorization allows her to view and receive orders for others.

1. Go to the **Inventory > Receive** tab and click **Advanced** to search for the B2P PO.
 - To Receive multiple orders at once, change the filter to **Match at least one condition** and click the  icon to search for other POs.
 - To create a saved, custom filter by cost object, PI name, or other criteria, go to the **View** dropdown and select **Create View**.



The screenshot shows the 'Receive' page in B2P. At the top, there are tabs for 'Inventory', 'Purchase', 'View Receipts', 'Unreceived Orders', 'Adjust Inv', and 'Asset Tags'. Below these, there's a 'Receive' section with a 'PO Lines' and 'ASN Lines' filter. A search filter is set to 'Match at least one condition' with 'PO ID' set to '383082'. Below the search filter, there's a table of items to be received.

PO ID	Line	Req	Item	Part Number	Supplier	Qty	UOM	Price	Line Total	Need by	Received	Receipt Date	Quick Receipts	Attachments	Actions
383082	1	412328	ALDRICH® THERMOMETER ADAPTER STRAIGHTS	Z552074-1EA	SIGMA-ALDRICH INC	1	Each	35.20	35.20	None	0	02/26/20	☐ All		
383082	1	412867	Diet Coke Soda Soft Drink, 12 Fl Oz, 38 Pack	B07145912D	AMAZON.COM	1	Each	21.00	21.00	None	0	02/26/20	☐ All		

2. For each PO, enter a receipt date and quantity or amount received, or check All, and upload document if required.
3. Scroll down and click **Save**.

PO ID	Line	Req	Item	Part Number	Supplier	Qty	UOM	Price	Line Total	Need by	Received	Receipt Date	Quick Receipts	Attachments	Actions
383082	1	412328	ALDRICH® THERMOMETER ADAPTER STRAIGHTS	Z552074-1EA	SIGMA-ALDRICH INC	1	Each	35.20	35.20	None	0	02/26/20	☐ All		
383082	1	412867	Diet Coke Soda Soft Drink, 12 Fl Oz, 38 Pack	B07145912D	AMAZON.COM	1	Each	21.00	21.00	None	0	02/26/20	☐ All		

- The receipts are saved and accessible via the **Detailed Receipt** icon under Actions.

Recording Receipt in B2P

- If you mistakenly Receive an order, you can **Void** the receipt by going to Inventory > View Receipts tab, and locate the receipt by clicking **Advanced** to search for the B2P PO

The screenshot shows the 'View Receipts' interface. At the top, there are tabs: 'On-Hand Balances', 'Receive', 'View Receipts' (selected), 'Unreceived Orders', 'Adjust Inv.', and 'Asset Tags'. Below the tabs, there's a search bar with 'Export to -', 'View', 'Received (MIT)', and 'Advanced' buttons. A search filter is set to 'PO ID is 383080'. A table of receipts is displayed below the search bar.

Created Date	PO ID	Order Line Number	Item	Supplier	Receiver	Order Qty	Quantity	UOM	Price	Total	Status
02/25/20	383080	1	Diet Coke Soda Soft Drink, 12 Fl Oz, 36 Pack	AMAZON.COM	Carol Schultz (NE49-4000)	1	1	Each	21.00	21.00	Created

- Click on the **Created Date**, and then **Void Receipt** at the bottom of the receipt details. Screenshot #

The screenshot shows the 'View Receipt' details page. It displays various receipt details: Receipt ID 259430, Created on 02/25/20, Type receiving quantity consumption, Status Created, Item number None, Item None, Quantity 1, UOM Each, Price 21.00, Receipt Date 02/25/20, Created by user Carol Schultz (NE49-4000), Inspection Result None, Chart of Accounts MIT COA, Account 421200-2733754 (Clingscales, Jason Robert)-SG_SLOAN19 (D_SLOAN) [A]-N, RFID Tag None, Barcode None, and Attachments (Packing_List_Example.pdf). Below the details, there's a 'PO Line' table and buttons for 'View All Receipts', 'Void Receipt', and 'Edit Receipt'.

PO	Line	Req	Line	Description	Supplier	Ordered	Unit	Price
383080	1	412887	1	Diet Coke Soda Soft Drink, 12 Fl Oz, 36 Pack	AMAZON.COM	1	Each	21.00

- The status of the receipt will change from Created to Voided.

Created Date	Status	PO ID	Order Line Number	Item	Supplier	Receiver	Order Qty	Quantity	UOM	Price	Total
02/25/20	Voided	383080	1	Diet Coke Soda Soft Drink, 12 Fl Oz, 36 Pack	AMAZON.COM	Carol Schultz (NE49-4000)	1	1	Each	21.00	21.00