Procedure: How to complete the *Purchasing Card Document Submission* (MM031) form

When to perform

Complete this form after a Purchasing Card transaction, when there are documents that need to be submitted for processing in SAP.

You must have

Electronic copies of the transaction document/s;

The card holder's staff number;

The relevant card number;

The fund number;

The cost object;

Internet Explorer (IE), **Mozilla Firefox ESR** (Firefox (Windows)), **Google Chrome**, or **Safari** (Mac OS) installed on the computer;

The latest version of Java installed on the computer.

Note

Mozilla Firefox ESR supports Java-dependent web content. See: Procedure: Configure Mozilla Firefox to use Perceptive Content (WebNow)

To verify if the latest version of Java is installed on the computer see Procedure: How to update the Java version

Please familiarise yourself with browsers that supports Java, and hence the eForm:

Browser	Supports Java	Does not support Java
Microsoft Edge		×
Microsoft Internet Explorer	✓	
Mozilla Firefox ESR	✓	
Mozilla Firefox (Standard)		×
Google Chrome	✓	
Safari	✓	

Procedure

Part 1: Opening the form

1. From the UCT Administrative Forms page click on MM031.
2. The *Purchasing Card Submission Form* page open.
   – If the page does not display see Procedure: How to update the Java version.

– If the problem persists after updating the Java version send an email to the ICTS Helpdesk. Specify in your email that the MM031 eForm cannot be displayed.

Part 2: Completing the form fields

In field…	**Complete step/s**
1. *Card holder staff number:*	– Enter the card holder's staff number. – Click Lookup Information. – The card holder's name that corresponds to the entered staff number appears in the *Name* field. – A list of PCard/s associated with the card holder is populated in the *Choose the relevant card number from the list:* field
2. *Choose the relevant card number from the list:*	– Select the relevant card number from the drop-down list (active and closed card numbers are displayed). **Note** If the card holder information is incorrect click Clear Card Holder Information. This will clear these fields: • Card holder staff number; • Name; • Choose the relevant card number from the list.
3. *Allocation to be split between funds?*	– Select the applicable radio button.
4. If *Yes* is selected in step 3	– the *Fund Number* and *Cost Object* do not need to be completed, proceed to step 7.
If *No* is selected in step 3	– Proceed to step 5.
5. *Fund Number:*	– Enter the fund number. – Click Lookup Information. – The fund name appears in the *Name of fund* field.
6. *Choose the cost object from list:*	– Select the relevant cost object from the drop-down list. **Note**

	If the fund information is incorrect click Clear Fund Information. This will clear these fields: • Fund number; • Name of fund; • Choose the cost object from list.
7. *Date on slip (YYYY/MM/DD):*	– Select the slip/document date from the calendar displayed.
8. *Currency:*	– Select the relevant currency from the drop-down list. **Note** If the relevant currency is not displayed in the drop-down list, click *Other*.
9. *If Other, please specify:*	– If applicable, specify the currency.
10. *Vendor (as reflected on the document):*	– Enter the name of the vendor exactly as stated on supporting document.
11. *Transaction amount:*	– Enter the amount for the transaction.
12. *Purpose of the purchase (maximum 39 characters):*	– Enter a brief purpose or description of no more than 39 characters.

Part 3: Attaching the documents

1. On the *Purchasing Card Submission Form*, with all the applicable fields completed:
   – Click Attach card doc(s) *Attach card doc/s*.

2. The *Manage Attachments* dialog box appears.

   – Click Add *Add*.

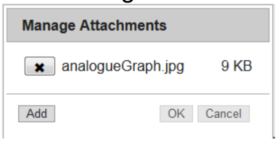
Note

If you are using Internet Explorer ánd the *Manage Attachments* dialog box displays similar to the example below, see Procedure: Allow attachments to an eForm in Internet Explorer:

3. The *File Upload* dialog box appears.
   – Browse to the location of document/s and select (by highlighting) the applicable documents.

– Click Open *Open*.

4. The *Manage Attachments* dialog box reappears with the attached file/s name listed:



Multiple documents can be added to the form, if they pertain to the same card transaction.

If…	**Then…**
More documents, pertaining to the same transaction, need to be added	Repeat step 2 and 3 until all applicable documents have been added.
An incorrect document has been added	Click *Remove* next to the incorrect document.

– Click OK *OK*.

5. The *Purchasing Card Submission Form* reappears:

– Select the *I, the capturer, hereby declare that I have attached the relevant PCard document/s.* check box.

– Click Submit form and card doc(s) *Submit form and card doc/s*.

If…	**Then…**
Your card document/s have been successfully submitted. You can close this tab or window. is displayed	The form has been successfully submitted.
Submit form and card doc(s) *Submit form and card doc/s* does not respond (i.e. the form is still displayed; the button does not seem to work)	

Note

If a mistake is discovered after submission (either by the card holder or the processor) the form will not be processed, and a new form will have to be submitted.