

## Procedure: Completing 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** (Firefox (Windows)), **Google Chrome**, or **Safari** (Mac OS) installed on the computer;
- The latest version of Java installed on the computer.



#### Note

To verify if the latest version of Java is installed on the computer see [Procedure: Updating the Java version](#)

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

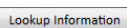

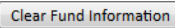


Browser	Supports Java	Does not support Java
Microsoft Edge		x
Microsoft Internet Explorer	✓	
Mozilla Firefox (Standard)		x
Google Chrome	✓	
Safari	✓	


## 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: Updating 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:	<ul style="list-style-type: none"> <li>– Enter the card holder's staff number.</li> <li>– Click .</li> <li>– The card holder's name that corresponds to the entered staff number appears in the <i>Name</i> field.</li> <li>– A list of PCard/s associated with the card holder is populated in the <i>Choose the relevant card number from the list:</i> field</li> </ul>
2. Enter the last five (5) digits of the relevant card number:	<ul style="list-style-type: none"> <li>– Enter the last 5 digits of the relevant card number.</li> </ul>
3. Allocation to be split between funds?	<ul style="list-style-type: none"> <li>– Select the applicable radio button.</li> </ul>
4. If Yes is selected in step 3  If No is selected in step 3	<ul style="list-style-type: none"> <li>– the <i>Fund Number</i> and <i>Cost Object</i> do not need to be completed, proceed to <a href="#">step 7</a>.</li> <li>– Proceed to <a href="#">step 5</a>.</li> </ul>
5. Fund Number:	<ul style="list-style-type: none"> <li>– Enter the fund number.</li> <li>– The fund name appears in the <i>Name of fund</i> field.</li> </ul>
6. Choose the cost object from list:	<ul style="list-style-type: none"> <li>– Select the relevant cost object from the drop-down list.</li> </ul> <p> <b>Note</b>          If the fund information is incorrect click . This will clear these fields:</p> <ul style="list-style-type: none"> <li>• Fund number;</li> <li>• Name of fund;</li> <li>• Choose the cost object from list.</li> </ul>
7. Date on slip (YYYY-MM-DD):	<ul style="list-style-type: none"> <li>– Select the slip/document date from the calendar displayed.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Click in the <i>Date on slip</i> field to open the date picker.</li> <li>• Ensure the date fields are separated by "-".</li> <li>• If the specified date needs to be changed, click "Clear" from the date picker before selecting another date.</li> </ul>
8. Transaction amount:	<ul style="list-style-type: none"> <li>– Enter the amount for the transaction.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Do not specify the currency, e.g. "R"</li> </ul>


	or "\$". <ul style="list-style-type: none"> <li>• Enter the amount with VAT included.</li> <li>• Enter the amount without spaces.</li> </ul>
9. Currency:	– Select the relevant currency from the drop-down list.  <b>Note</b> If the relevant currency is not displayed in the drop-down list, click <i>Other</i> .
10. If Other, please specify:	– If applicable, specify the currency.
11. Vendor (as reflected on the document/s):	– Enter the name of the vendor exactly as stated on supporting document.
12. Purpose of the purchase (maximum 128 characters):	– Enter a brief purpose or description of no more than 128 characters.

### Part 3: Attaching the documents

1. On the *Purchasing Card Submission Form*, with all the applicable fields completed:

- Click  *Attach card doc/s*.

2. The *Manage Attachments* dialog box appears.




The dialog box has a title bar 'Manage Attachments' and three buttons: 'Add', 'OK', and 'Cancel'.

- Click  *Add*.


#### **Note**

If you are using Internet Explorer and the *Manage Attachments* dialog box displays similar to the example below, see [Procedure: Allow attachments to an eForm in Internet Explorer](#):

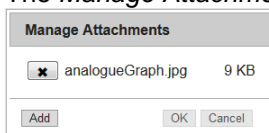


This version of the dialog box has a title bar 'Manage Attachments' and a single 'Add' button.

3. The *File Upload* dialog box appears.

- Browse to the location of document/s and select (by highlighting) the applicable documents.
- Click  *Open*.

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




The dialog box shows the file 'analogueGraph.jpg' (9 KB) listed below the title bar. It includes 'Add', 'OK', and 'Cancel' buttons.


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 <i>Remove</i> next to the incorrect document.

- Click  *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*.

If...	Then...
<i>Your card document/s have been successfully submitted. You can close this tab or window.</i> is displayed	The form has been successfully submitted.
 <i>Submit form and card doc/s</i> 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.