

CODING AND SUBMITTING RECEIPTS



You have 3 items (coding) to do for each transaction.

You will receive an email every Tuesday for transactions that need coded.

EVERYTHING NEEDS TO BE CODED BY THE 1ST OF EACH MONTH!!

1. Coding: What store (Store#) and Category (Expense Type) each transaction is for

Store#: (Search for the correct store the transaction is for)

You can set stores in your favorite list, so you don't have to do a search every time.

Multiple stores you can split a transaction evenly between stores. Click the + sign next to line 1 to split.

Store#	Description
0900	All Company Cars (Personal Cars use store number or Area)
AREA	Split charge between the cardholder area
MBR1	Payroll Deduction, Travel Expenses for Company
Team IL	Split between all IL Stores
Team MO	Split between all MO Stores
Team KY	Split between all KY Stores
Domino's Location #	Single store charge

Expense Types: See Next Page a table for Descriptions: If you don't see an expense code you need, please let me know and I can add it.

2. Reason: Enter a detailed reason for the expense. Need Employee names for gifts or lunch meetings.

3. Attach a receipt: You can attach more than one photo showing details of what was purchased for each transaction. Make sure the picture is clear and for the amount charged.

****NOTE:** *If you lost your receipt, please write on paper what was purchased for a picture to submit. If the transaction is over \$75.00 you will need to provide a receipt.*

- If you are on a computer, you can drag and drop receipts into the Image Linking screen. (When you select a transaction to code, hit the paperclip to attach a receipt to pull up the image linking screen)
- You can also forward an email to your personal UMB bank email address. This should be under your account information. If you cannot find it ask Kelli to send it to you.
- Keep your receipts in an envelope for 3 months in case one needs to be re-submitted. You can turn them into the office for storage.

Expense Types Descriptions:

GL Code	Short Description	Details
50145	Car Maintenance	Tires, Oil Changes
50188	Computer/Tech Supplies	Ink/Toner, Printers, Cables, Monitors, Mouse
60175	Donations	Pizza Gift Cards
50160	Employee Relations	UBER rides to work, Gifts, Treats, Food for Employees, Gift Cards
60510	Equipment Rental/U-Haul	U-Haul Trucks, AC Rentals, Equipment Rentals
50155	Food Per Diem or Meetings	Out of Town Food, Lunch Meetings
70100	Gas/Fuel	Gas Stations or Parking Meters
50118	Giveaways, Swag Items	High Tech Graphix, Dot Shop, etc.
50065	Incentive Contest/Awards	Awards, Contest Items, Enamel Pins
40000	Inventory Food	Food bought at a grocery store for inventory.
10090	Inventory Soda	Soda bought at a grocery store or gas station for inventory.
50175	Laundry	Washer, Dryers, Detergents
50186	Lawn Care/Snow Removal	
60400	License/Permits	Company Car Plates, Health Permits, City License
50185	Maintenance/Repairs	Repairs/Supplies to repair something
60170	Memberships/Subscriptions	Costco, Sam's Club Membership
10053	Payroll Deduction-Accidental	Email Kelli and Julie right away
60305	Pest Control	Fly Traps, etc.
50181	Postage/Shipping	USPS, FedEx, UPS
10041	Property/Tenant, Non-Dominos	Building Repairs, Non Domino's Repairs
50165	Recruiting	Indeed, Facebook, Flyers, etc.
50182	Software-Recurring	Adobe Reader
50122	Sponsorships	Gateway, Schools
60016	Storage Unit-Pods	
50125	Supplies	General supplies, Cleaning Supplies, pens, paper, etc.
50200	Training	Training Classes, Food/Snacks for Classes, Materials
60500	Trash	Dumpster
50150	Travel, Hotels	Car rentals for trips, Hotel stays (approved first)
50170	Uniforms	

How to Divide a Transaction between stores (only thru website)

- Enter the Expense type in the first line. (so, it will be copied down)
- Then click the small + sign next to Line 1
- Select how many lines to split the total between (# of Domino's stores to split)
- Save
- Select the store for each line to charge (if you have stores saved in favorites it makes it easier to select)
- You can attach a receipt by clicking on the paperclip next to Receipt if you haven't attached it yet.
- Enter the Reason for the charge.
- Save

Transaction: Details

Purchase: 09/26/2023
Amount: \$538.20 USD
Www.Htgdominos.Com, 817-2684040

Coding | Approval | Summary

* Store #	* Expense Type	Amount Incl	Tax Code
Line 1	50125	134.55	N/A
Line 2	50125	134.55	N/A
Line 3	50125	134.55	N/A
Line 4	50125	134.55	N/A
More..	Balance	0.00	

Supplier Details: Receipt Dispute with UMB

Purchase:

Reason for Expense:

Transaction - Google Chrome
commercialcard.umb.com/main/transaction_1_3_sl.asp...

Split Transaction Line

Please select the number of lines that you would like to split the selected line over. You are then able to change the amount allocated to each line before saving your changes

Number of Lines required:

	Line Amount
Line 1	<input type="text" value="33.64"/>
Line 2	<input type="text" value="33.64"/>
Line 3	<input type="text" value="33.64"/>
Line 4	<input type="text" value="33.63"/>
Balance	<input type="text" value="0.00"/>