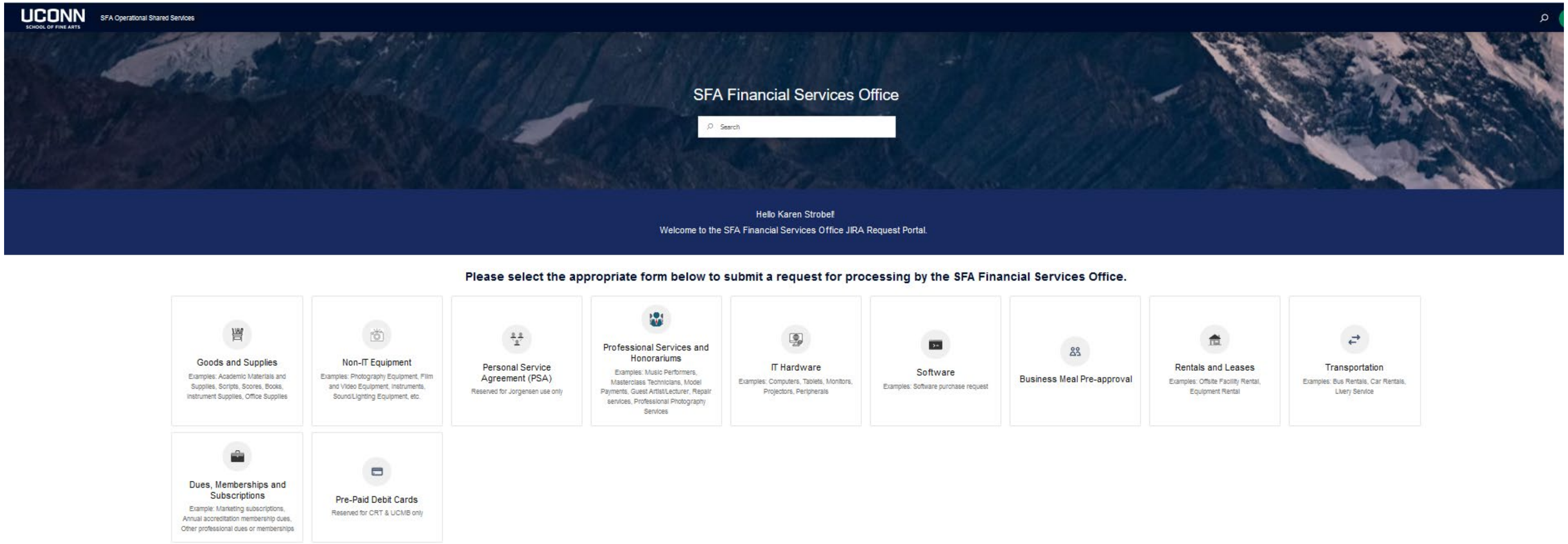
JIRA INSTRUCTIONS

How to submit requests within the Jira workflow system

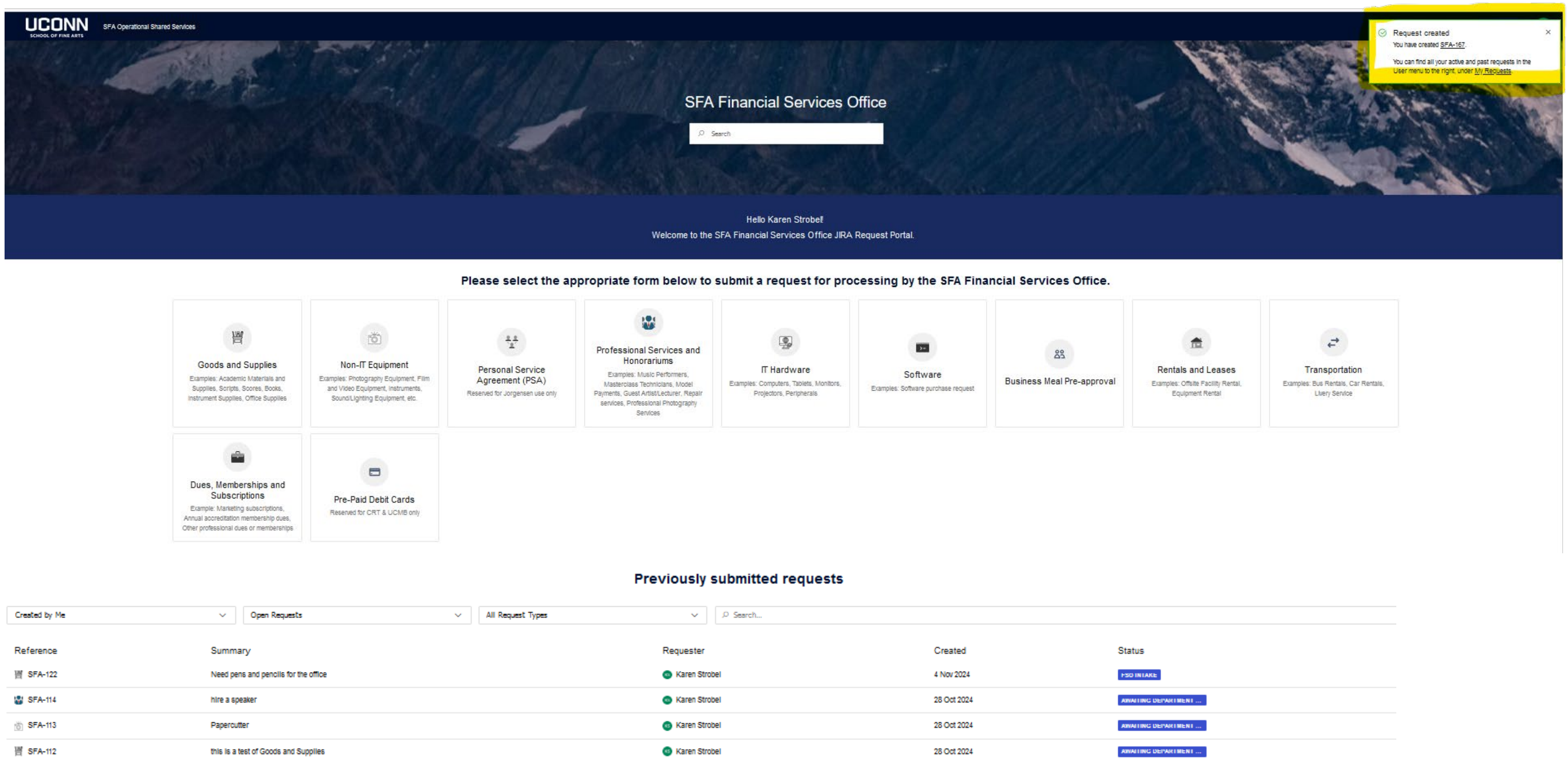
TABLE OF CONTENTS

1. Log into the Jira Customer Portal here: **Customer portal**



You will choose the appropriate form that corresponds to your type of purchase.

- You will fill out the necessary information within each form. (Detailed instructions for each form start at page 11)
- At the end you will choose the Send button.
- At the top right hand of the screen, you will see that your request has been submitted and assigned a reference number. At the bottom of the page, you will see your requests and their statuses.



You will receive two emails - one from the School of Fine Arts sfa@atlassian.uconn.edu and one from Jira Automation automation@uconn.Atlassian.net .The first tells you your request has been submitted. The second one tells you the system has forwarded your request to your department head or director for approval. At this point, the request's status is ***"Awaiting Department Head Approval"*** until that request is approved.

Request # SFA-122 submitted: Need pens and pencils for the office

SF SFA Financial Services Office <automation@uconn.atlassian.net>
To [redacted]

Reply Reply All Forward

Mon 11/4/2024 1:57 PM

Dear [redacted]

Thank you for submitting an SFA Request Form. You can view the status of the form by clicking the link below. You can also reply to this email.

https://uconn.atlassian.net/servicedesk/customer/portal/135/SFA-122

Thank you,

SFA Shared Services

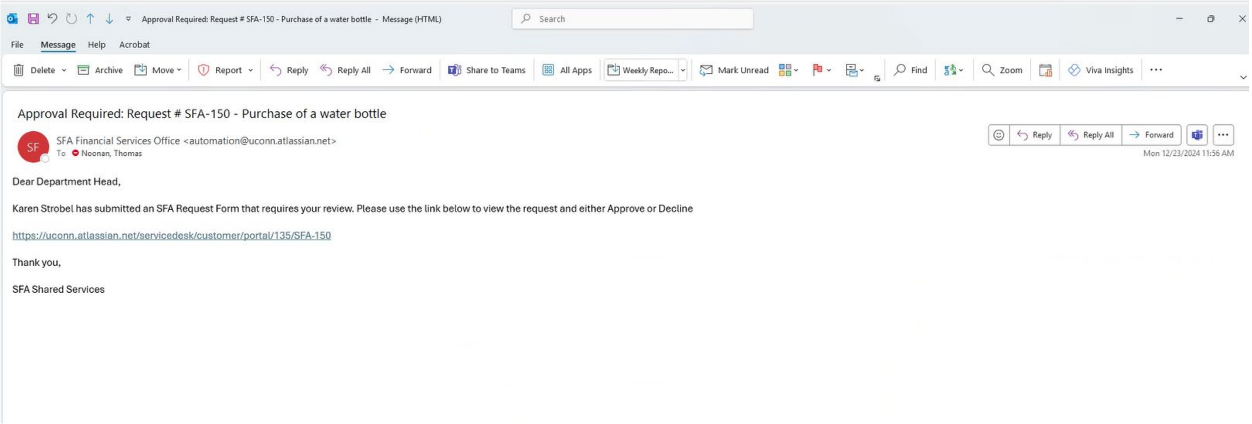
Automation for Jira changed the status to Awaiting Department Head Approval.

View request · Turn off this request's notifications

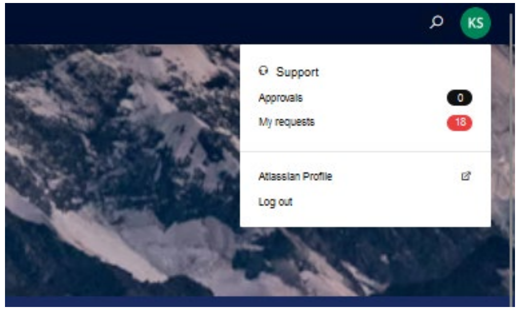
This is shared with Karen Strobel.

Powered by Jira Service Management

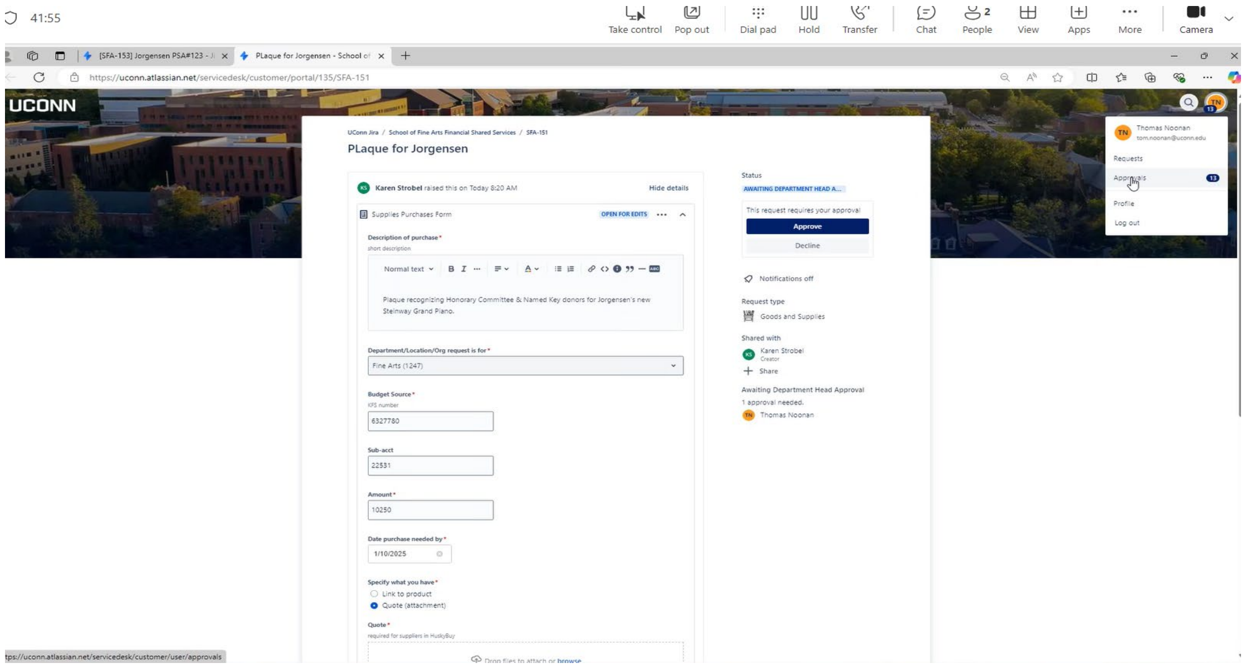
Department Heads - How to approve a request. You will receive an email when a request has been submitted for your review. Use the link in the email to go into the Jira Portal to approve the request.



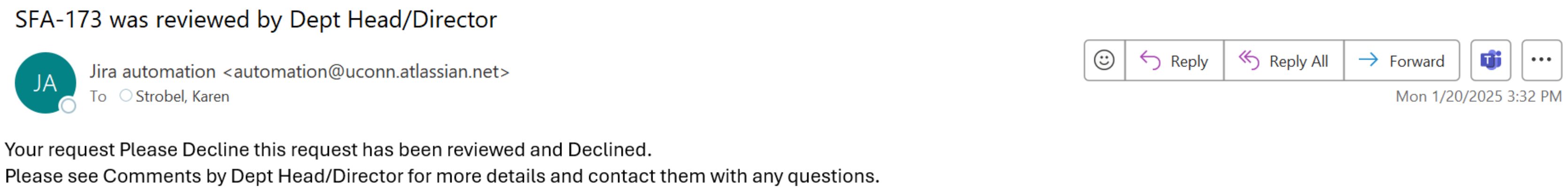
You can also access your requests by going into Jira via the Portal. In the top right-hand corner of the portal, you will see your initials. Click on the initials and you will see the number of open requests you have awaiting your approval.



You will open each request to be reviewed and act on the request by choosing either Approve or Decline in the top right-hand corner of the screen. If you are choosing Decline, please be sure to go to the bottom of the screen and add a comment telling the requestor why you declined the request. Hit Save then go to the top and choose Decline. Please note, a declined request cannot be edited, if changes are needed for the request to be approved, decline the request, comment on what is needed, and the requestor will need to submit a new request.



If the request is denied by the Department Head, you will receive two emails, one as shown below and one that reads " Department Head changed the status to Waiting for customer." At that time, you can contact the Department Head to discuss. Once the request has been declined, you will need to enter a new request for the purchase with any necessary change if applicable.


SFA-173 was reviewed by Dept Head/Director

JA Jira automation <automation@uconn.atlassian.net>
To Strobel, Karen

Reply | Reply All | Forward

Mon 1/20/2025 3:32 PM

Your request Please Decline this request has been reviewed and Declined.
Please see Comments by Dept Head/Director for more details and contact them with any questions.

Once the Request has been approved by the Department Head the status will change to ***FSO Intake*** and you will receive an email like the one below.


SFA-151 was reviewed by Dept Head/Director

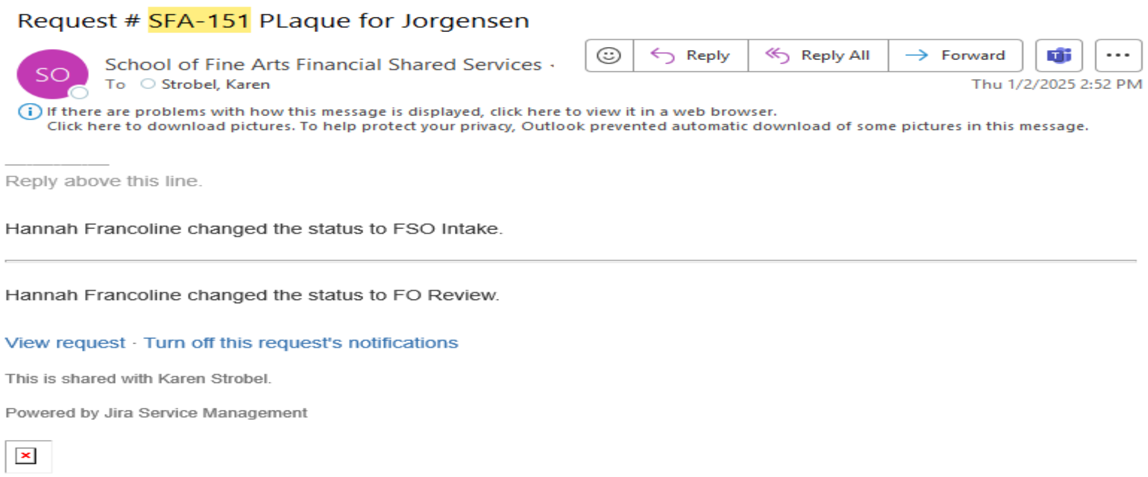
JA Jira automation <automation@uconn.atlassia
To Strobel, Karen

Reply | Reply All | Forward

Fri 12/27/2024 11:23 AM

Your request PLaque for Jorgensen has been reviewed. Status: FSO Intake

Once the request has gone through a review for completeness, the request status will move from ***FSO Intake*** to ***FO Review***. When that happens, you will receive an email like the one below. This is telling you that the request has gone on to the FO for budget review.



Request # SFA-151 PLaque for Jorgensen

Reply | Reply All | Forward

SO School of Fine Arts Financial Shared Services ·
To Strobel, Karen
Thu 1/2/2025 2:52 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply above this line.

Hannah Francoline changed the status to FSO Intake.

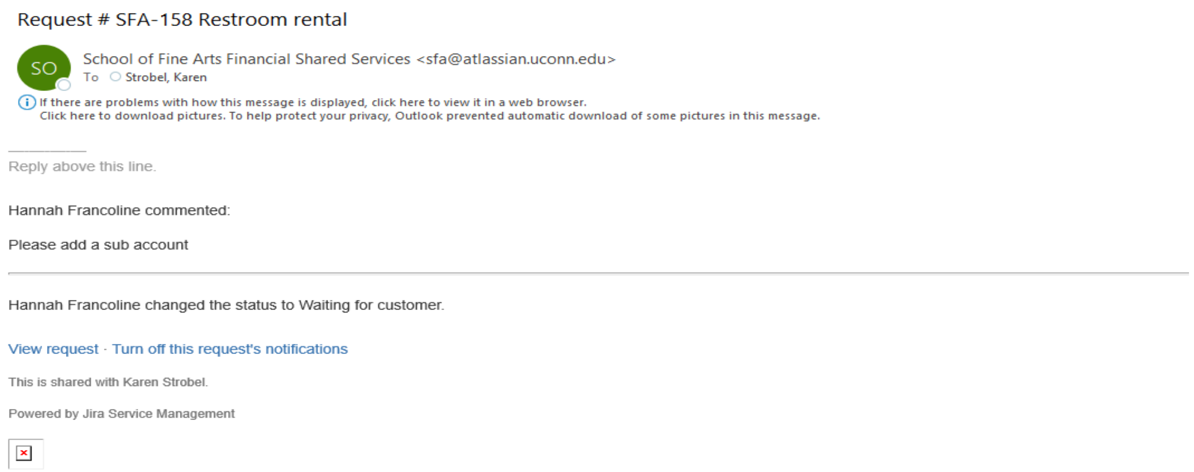
Hannah Francoline changed the status to FO Review.

View request · Turn off this request's notifications

This is shared with Karen Strobel.

Powered by Jira Service Management

If the request needs to be returned to you for more information, you will receive an email like the one below.



Request # SFA-158 Restroom rental

SO School of Fine Arts Financial Shared Services <sfa@atlassian.uconn.edu>
To Strobel, Karen

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply above this line.

Hannah Francoline commented:

Please add a sub account

Hannah Francoline changed the status to Waiting for customer.

View request · Turn off this request's notifications

This is shared with Karen Strobel.

Powered by Jira Service Management

The next step is that your request will move from ***FO Review*** to ***Processing***. You will receive an email like the one below letting you know the Fiscal Officer has approved the expenditure and it has moved on to a Processing status.

Request # SFA-151 PLaque for Jorgensen

Reply | Reply All | Forward

SO School of Fine Arts Financial Shared Services

To Strobel, Karen

Thu 1/2/2025 4:05 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply above this line.

Thomas Noonan changed the status to Processing.

View request · Turn off this request's notifications

This is shared with Karen Strobel.

Powered by Jira Service Management

You can check the status of your requests at any time using the Jira portal - **Customer Portal**.

What follows are detailed instructions for the completion of purchasing requests for each of the possible form choices.

Goods and Supplies Form

This form will be used for purchases of tangible items. Ex: Academic Materials, scripts, Scores, Books, Instrument supplies, Office Supplies, Art supplies.

Goods and Supplies

×

Raise this request on behalf of

Enter name or email

Request header *

Description of purchase *

B I H1 H2

short description

Department/Location/Org request is for *

Select an option...

Budget Source *

KFS number

Sub-acct

Sub-acct

Amount *

Date purchase needed by *

Select a date

Specify what you have *

- Link to product
- Quote (attachment)

Supplier Name *

Supplier Email

mail@mail.com

Supplier location *

- US Address
- Non-US Address

Wire transfer form

Drop file here or click to upload

For payments to Non-US Addresses that do not accept credit cards

Send

Cancel

Goods and Supplies Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of Purchase: A short description of item(s) needed

Department/Location/Org request is for: Requesting department

Budget Source: Valid KFS account number

Subaccount: Valid KFS subaccount

Amount: Amount of purchase

Date purchase needed by: Select a valid date

Specify what you have: Are you attaching a Link to a product or a quote (attachment) (needed for Husky Buy vendors)

- ***Link to product:*** Copy and paste a valid link to the item to be purchased
- ***Quote:*** Upload the valid Quote

Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid supplier email address

Supplier Location: Does the supplier have a US address or an international address

- ***Non-US location*** – Wire Transfer form will be attached by the FSO team

Non-IT Equipment Form

This form will be used for Photography Equip., Film and Video Equip., Instruments, Sound/Lighting Equip., etc.

Non-IT Equipment

×

Raise this request on behalf of

Enter name or email

Request header *

Description of purchase *

B I H1 H2

short description

Department/Location/Org request is for *

Select an option...

Budget Source *

KFS number

Sub-acct

Is the purchase for equipment valued >$500 ? *

- (●) Yes
- ( ) No

Examples: tools, audio/visual equipment, cameras, lighting equipment

Building and room that equipment to be stored in: *

Custodian of asset *

The person generally in charge of it's day to day whereabouts

Amount *

Date purchase needed by *

Select a date

Specify what you have *

- ( ) Link to product
- ( ) Quote (attachment)

Supplier Name *

Supplier Email

mail@mail.com

Supplier location *

- ( ) US Address
- (●) Non-US Address

Wire transfer form

Drop file here or click to upload

Required for payments to non-US addresses that do not accept credit cards

Send Cancel

The Non-IT Equipment Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of Purchase: Short Description of item/service needed

Department/Location/Org request is for: Requesting department

Budget Source: Valid KFS account number

Subaccount: Valid KFS subaccount

Description of Purchase: Short Description of item/service needed

Is the purchase for equipment valued >$500: Answer Yes or No
- ***Yes: Building and room that equipment to be stored in:*** Enter the building and room
  - ***Custodian of asset:*** Enter the person generally in charge of its day-to-day whereabouts
- ***No:*** Continue with form

Amount: Amount of purchase

Date purchase needed by: Select a valid date

Specify what you have: Are you attaching a Link to a product or a quote (needed for Husky Buy vendors)

- ***Link to product:*** Copy and paste a valid link to the item to be purchased

- ***Quote:*** Upload the valid Quote

Continued on next page

The Non-IT Equipment Instructions, continued

Supplier Name: Provide a valid supplier name

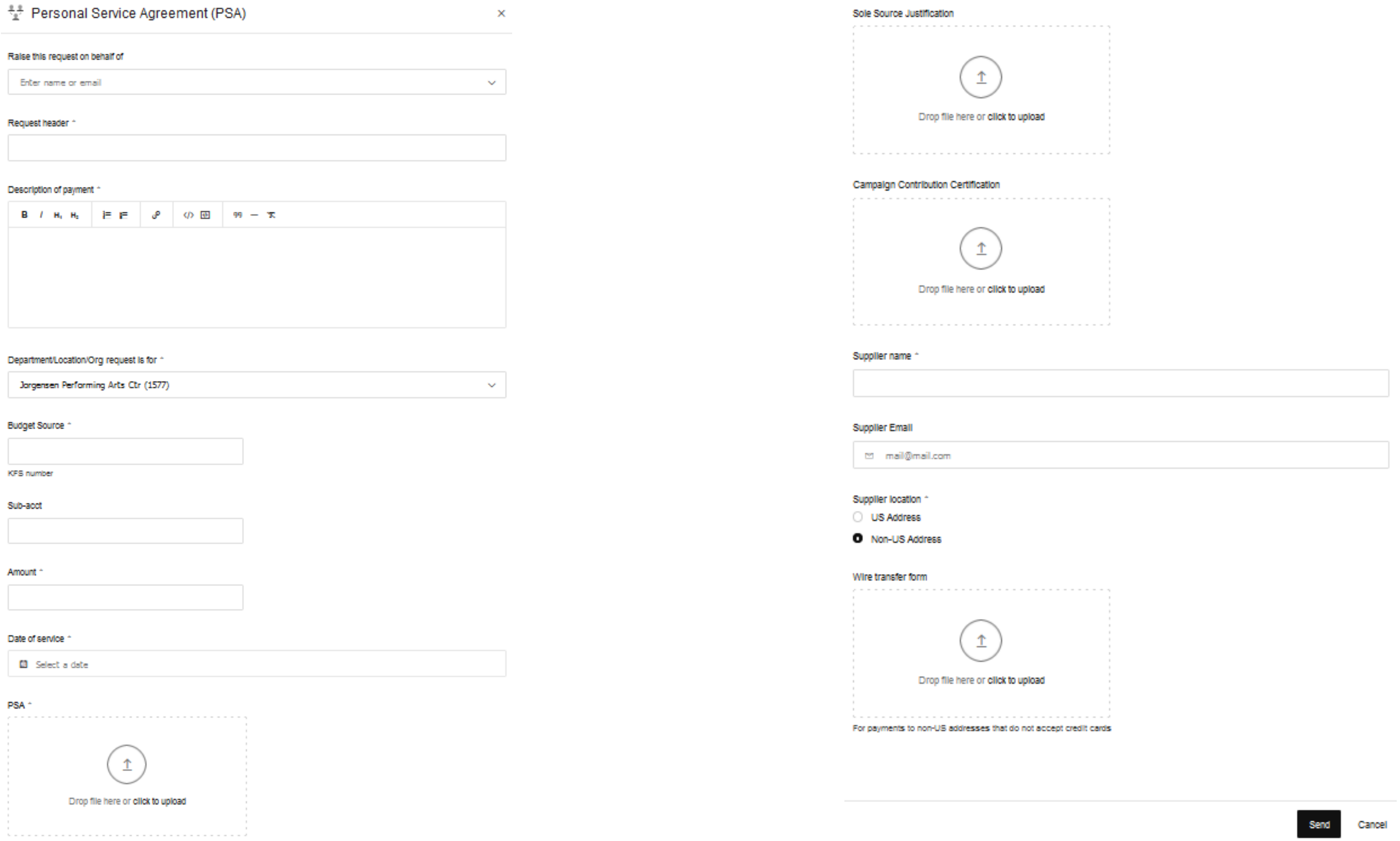
Supplier email: Supply a valid supplier email address

Supplier Location: Does the supplier have a US address or an international address

Non-US location – Wire Transfer form will be attached by the FSO team

Personal Service Agreements (PSA) Form

This form is reserved for Jorgensen use only



Personal Service Agreement (PSA)

Raise this request on behalf of

Enter name or email

Request header *

Description of payment *

Department/Location/Org request is for *

Jorgensen Performing Arts Ctr (1577)

Budget Source *

KFS number

Sub-acct

Amount *

Date of service *

Select a date

PSA *

Drop file here or click to upload

Sole Source Justification

Drop file here or click to upload

Campaign Contribution Certification

Drop file here or click to upload

Supplier name *

Supplier Email

mail@mail.com

Supplier location *

US Address

Non-US Address

Wire transfer form

Drop file here or click to upload

For payments to non-US addresses that do not accept credit cards

Send

Cancel

The Personal Service Agreement (PSA) Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of Payment: Short Description of payment for services needed

Department/Location/Org request is for: Requesting department (at this point this is for Jorgensen only)

Budget Source: Valid KFS account number

Sub-account: Valid KFS subaccount

Amount: Amount of purchase

Date of Service: Select a valid date

PSA: Attach the signed PSA

Sole Source Justification: Attach the Sole Source justification

Campaign Contribution Certification: Attach the Campaign Contribution Certification, if necessary

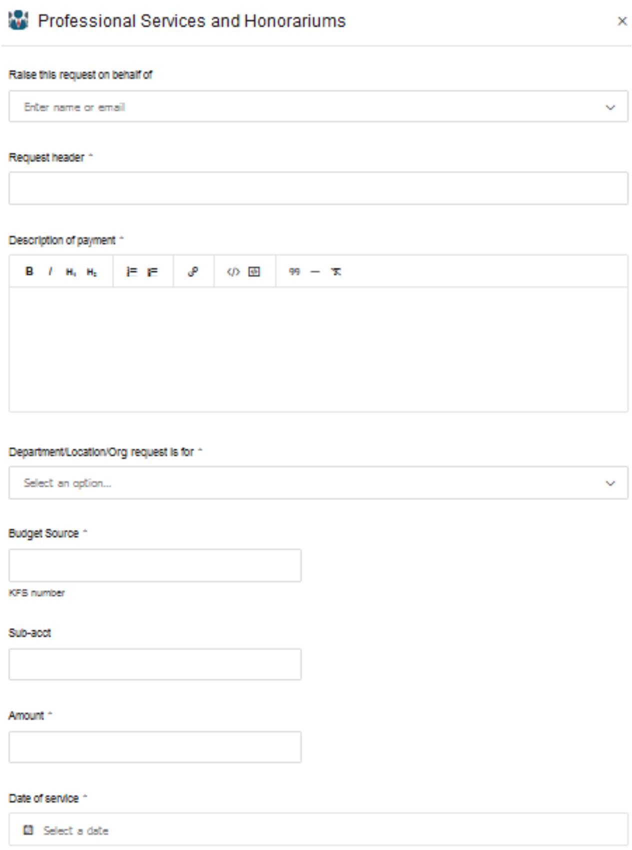
Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid supplier email address

Residency status: Does the supplier have a US address or an international address
    Non-US location – Wire Transfer form will be attached by the FSO team

Professional Services and Honorariums Form

Ex: Masterclass Technicians, Model Payments,
Short-Term Guest Artist/Lecturer, Music Performers



Professional Services and Honorariums

Raise this request on behalf of

Enter name or email

Request header *

Description of payment *

Department/Location/Org request is for *

Select an option...

Budget Source *

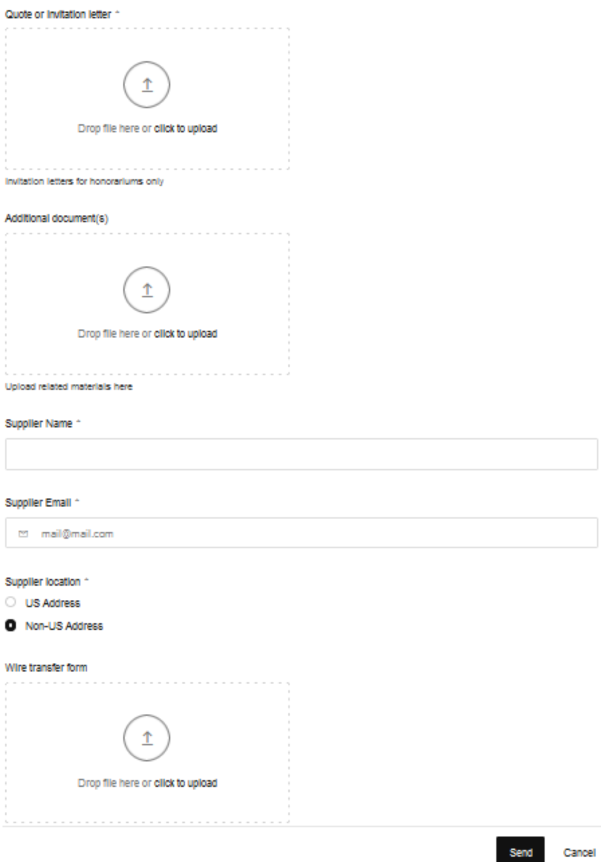
KFS number

Sub-acct

Amount *

Date of service *

Select a date



Quote or invitation letter *

Drop file here or click to upload

Invitation letters for honorariums only

Additional document(s)

Drop file here or click to upload

Upload related materials here

Supplier Name *

Supplier Email *

mail@mail.com

Supplier location *

US Address

Non-US Address

Wire transfer form

Drop file here or click to upload

Send

Cancel

Professional Services and Honorariums Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the service(s) needed – this will be used as the subject in all emails

Description of Payment: Short Description of service needed

Department/Location/Org: Requesting department

Budget Source: Valid KFS account number

Subaccount: Valid KFS subaccount

Amount: Amount of purchase

Date of Service: Select a valid date

Quote or Invitation letter: Attach the Quote or Invitation letter

Additional Document(s): Attach any additional related materials, if necessary

Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid supplier email address

Supplier Location: Does the supplier have a US address or an international address

  Non-US location – Wire Transfer form will be attached by the FSO team

IT Hardware Form

Ex: Computers, Tablets, Monitors, Projectors, Peripherals, Scanner, Cell phone, Camera

IT Hardware ×

Raise this request on behalf of

Enter name or email

Request header *

Description of purchase *

Department/Location/Org request is for *

Select an option...

Budget Source *

KFS number

Sub-acct

Is the purchase for individual equipment valued >$500 ? *

- (●) Yes
- ( ) No

Examples: TV, tablet, camera, cell phone, projector, scanner

Building and room that equipment to be stored in: *

Custodian of asset *

the person generally in charge of it's day to day whereabouts

Amount *

Date purchase needed by: *

Select a date

Supporting Link or Quote *

- ( ) Link to product
- ( ) Quote (attachment)

Quote needed for all HuskyBuy vendors

Supplier Name *

Supplier Email

mail@mail.com

Supplier location: *

- ( ) US Address
- (●) Non-US Address

Wire transfer form

Drop file here or click to upload

For payments to non-US addresses that do not accept credit cards

Send Cancel

IT Hardware Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of Purchase: Short Description of item/service needed

Department/Location/Org request is for: Requesting department

Budget Source: Valid KFS account number

Sub-acct: Valid KFS subaccount

Is the purchase for individual equipment valued >$500: Answer Yes or No

- ***Yes: Building and room that equipment to be stored in:*** Enter the building and room
  - ***Custodian of asset:*** Enter the person generally in charge of its day-to-day whereabouts
- ***No:*** Continue with form

Amount: Amount of purchase

Date purchase needed by: Select a valid date

Supporting Link or Quote: Are you attaching a Link to a product or a quote (needed for Husky Buy vendors)

- ***Link to product:*** Copy and paste a valid link to the item to be purchased
- ***Quote:*** Upload the valid Quote

Continued on the next page

IT Hardware Instructions, continued

Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid supplier email address

Supplier Location: Does the supplier have a US address or an international Non-US address

Software Form

Software

> Before completing this form, please check https://software.uconn.edu to see if your desired software or equivalent is available through a university license and existing order form.

Raise this request on behalf of

Enter name or email

Request header *

Description of purchase *

Department/Location/Org request is for *

Select an option...

Budget Source *

KFS number

Sub-acct

Amount *

Date purchase needed by: *

Select a date

Where will this software be purchased from? *

- ○ University-contracted supplier (ie. HuskyBuy)
- ● Other source

If the source is other than a known UConn supplier then other questions will apply

Will this application store regulated data? *

- ○ Yes
- ○ No

Regulated data is data that the institution has a legal requirement to protect. The list of major types of data that falls into this category can be found here: http://security.uconn.edu/extended-list-of-confidential-data/. Any system, application, or service that holds any of these data types must have a formal security review.

Does this software/service hold non-public university data or require integrations or data feeds from existing UConn datasets? *

- ○ Yes
- ● No

Will the University share personal data with this supplier? *

- ○ Yes
- ● No

Personal data is information that is identifiable back to an individual. For example, personal data may include but is not limited to: names, date of birth, education records, social security number, physical and electronic addresses, and medical information. Personal data does not typically include anonymized data in aggregate form.

Policy on safeguarding institutional data *

- ● I have read and understand UConn's policy

https://policy.uconn.edu/2012/06/21/data-classification-information-technology/

Specify what you have *

- ○ Link to product
- ○ Quote (attachment)

Supplier Name *

Supplier Email

mail@mail.com

Supplier location: *

- ○ US Address
- ● Non-US Address

Wire transfer form

Drop file here or click to upload

Send Cancel

Software Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of Purchase: Short Description of item/service needed

Department/Location/Org request is for: Requesting department

Budget Source: Valid KFS account number

Sub-acct: Valid KFS subaccount

Amount: Amount of purchase

Date purchase needed by: Select a valid date

Where will this software be purchased from?: Choose from Husky Buy reseller, Software.uconn.edu or Other source

- ***HuskyBuy Reseller:*** choose and continue with the form
- ***Software.uconn.edu:*** choose and continue with the form
- ***Other Source:*** Answer the questions below:
  - ***Will this application store regulated data:*** Answer Yes or No (Regulated data is data that the institution has a legal requirement to protect. The list of major types of data that falls into this category can be found here: Types of Confidential data. Any system, application, or service that holds any of these data types must have a formal security review.)

  - ***Does this software/service hold non-public university data or require integrations or data feeds from existing Uconn datasets:***
    Answer Yes or No

Software Instructions, continued.

Will the University share personal data with this supplier?: Answer Yes or No (Personal data is information that is identifiable back to an individual. For example, personal data may include but is not limited to: names, data of birth, education records, social security number, physical and electronic addresses, and medical information. Personal data does not typically include anonymized data in aggregate form.)

Policy on safeguarding institutional data: Must check the "I have read and understand Uconn's policy." Find the policy here: Uconn data classification policy

Specify what you have: Are you attaching a Link to a product or a quote (needed for Husky Buy vendors)

- ***Link to product:*** Copy and paste a valid link to the item to be purchased
- ***Quote:*** Upload the valid Quote

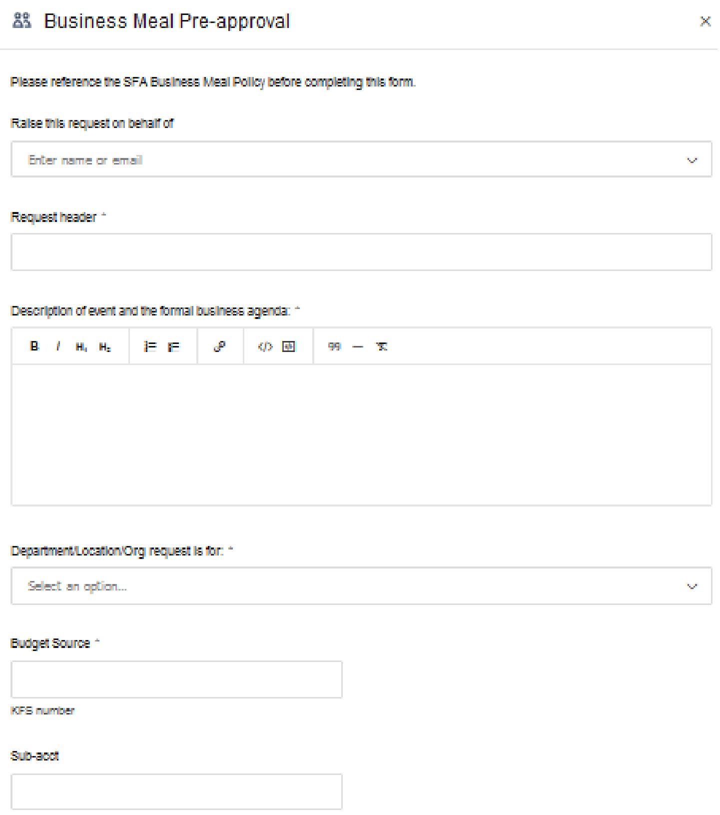
Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid email address

Supplier Location: Does the supplier have a US address or an international address

- ***Non-US location*** – Wire Transfer form will be attached by the FSO team

Business Meal Pre-approval Form



Business Meal Pre-approval

Please reference the SFA Business Meal Policy before completing this form.

Raise this request on behalf of

Enter name or email

Request header *

Description of event and the formal business agenda: *

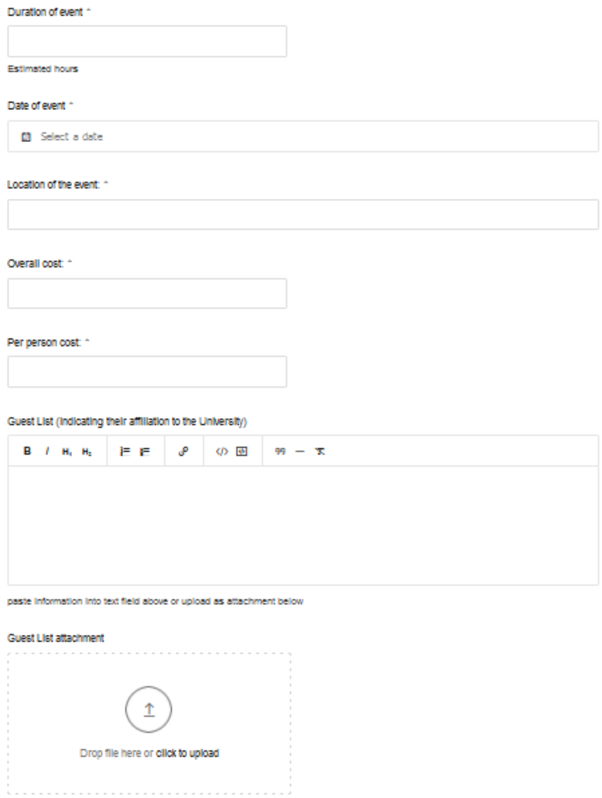
Department/Location/Org request is for: *

Select an option...

Budget Source *

KFS number

Sub-acct



Duration of event *

Estimated hours

Date of event *

Select a date

Location of the event: *

Overall cost: *

Per person cost: *

Guest List (indicating their affiliation to the University)

paste information into text field above or upload as attachment below

Guest List attachment

Drop file here or click to upload

Business Meal Pre-approval Instructions
Please reference the SFA Business Meal Policy before completing this form

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of Event and the formal business agenda: Short Description of the event

Department/Location/Org request is for: Requesting department

Budget Source: Valid KFS account number

Subaccount: Valid KFS subaccount

Duration of event: How long will the event be going on

Date of event: Enter the valid date(s)

Location of the event: Enter the location of where the event will take place

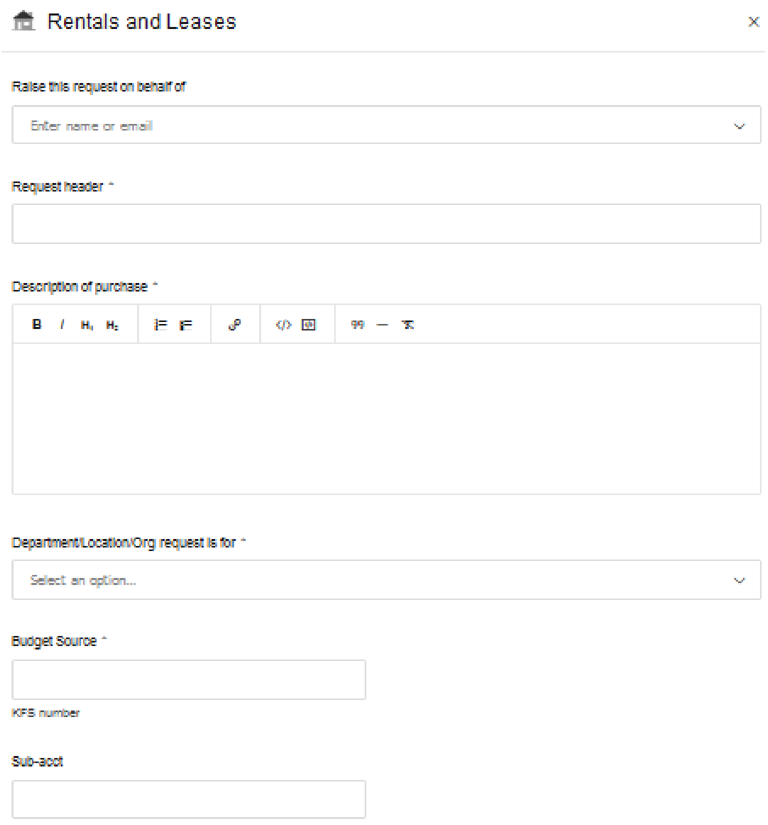
Overall Cost: Amount of purchase

Per Person Cost: Amount per person

Guest List: Provide a guest list indicating the guest's affiliation to the University-use this option if you have a small number of guests

Guest list attachment: Attach the guest list- attach a file for larger number of guests

Rentals and Leases Form
Ex: Offsite Facility Rental, Equipment Rental



Rentals and Leases

Raise this request on behalf of

Enter name or email

Request header *

Description of purchase *

B I H1 H2

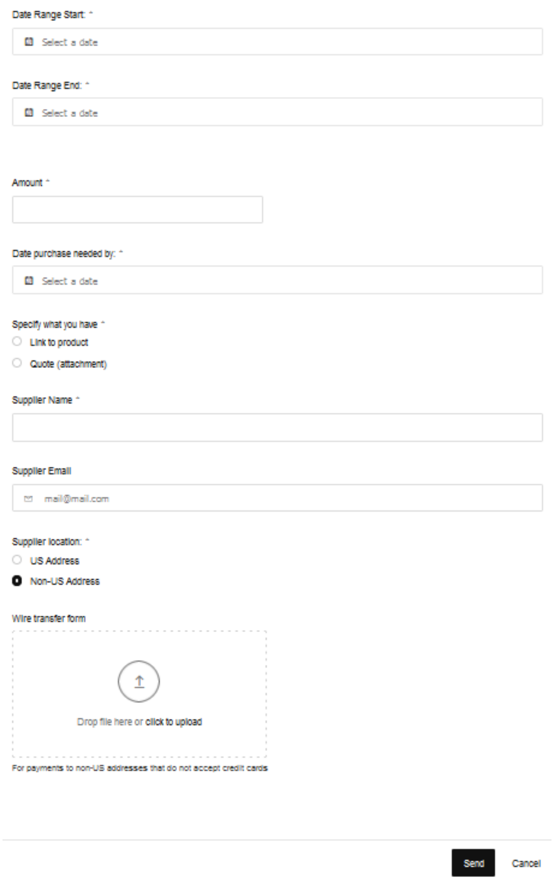
Department/Location/Org request is for *

Select an option...

Budget Source *

KFS number

Sub-acct



Date Range Start: *

Select a date

Date Range End: *

Select a date

Amount *

Date purchase needed by: *

Select a date

Specify what you have *

Link to product

Quote (attachment)

Supplier Name *

Supplier Email

mail@mail.com

Supplier location: *

US Address

Non-US Address

Wire transfer form

Drop file here or click to upload

For payments to non-US addresses that do not accept credit cards

Send

Cancel

Rentals and Leases Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of purchase: Short Description of the event

Department/Location/Org: Requesting department

Budget Source: Valid KFS account number

Sub-acct: Valid KFS subaccount

Date Range Start: Enter the valid start date

Date Range End: Enter the valid end date

Amount: Amount of purchase

Date purchase needed by: enter the date you will need the PO in place

Specify what you have: Are you attaching a Link to a product or a quote (needed for Husky Buy vendors)

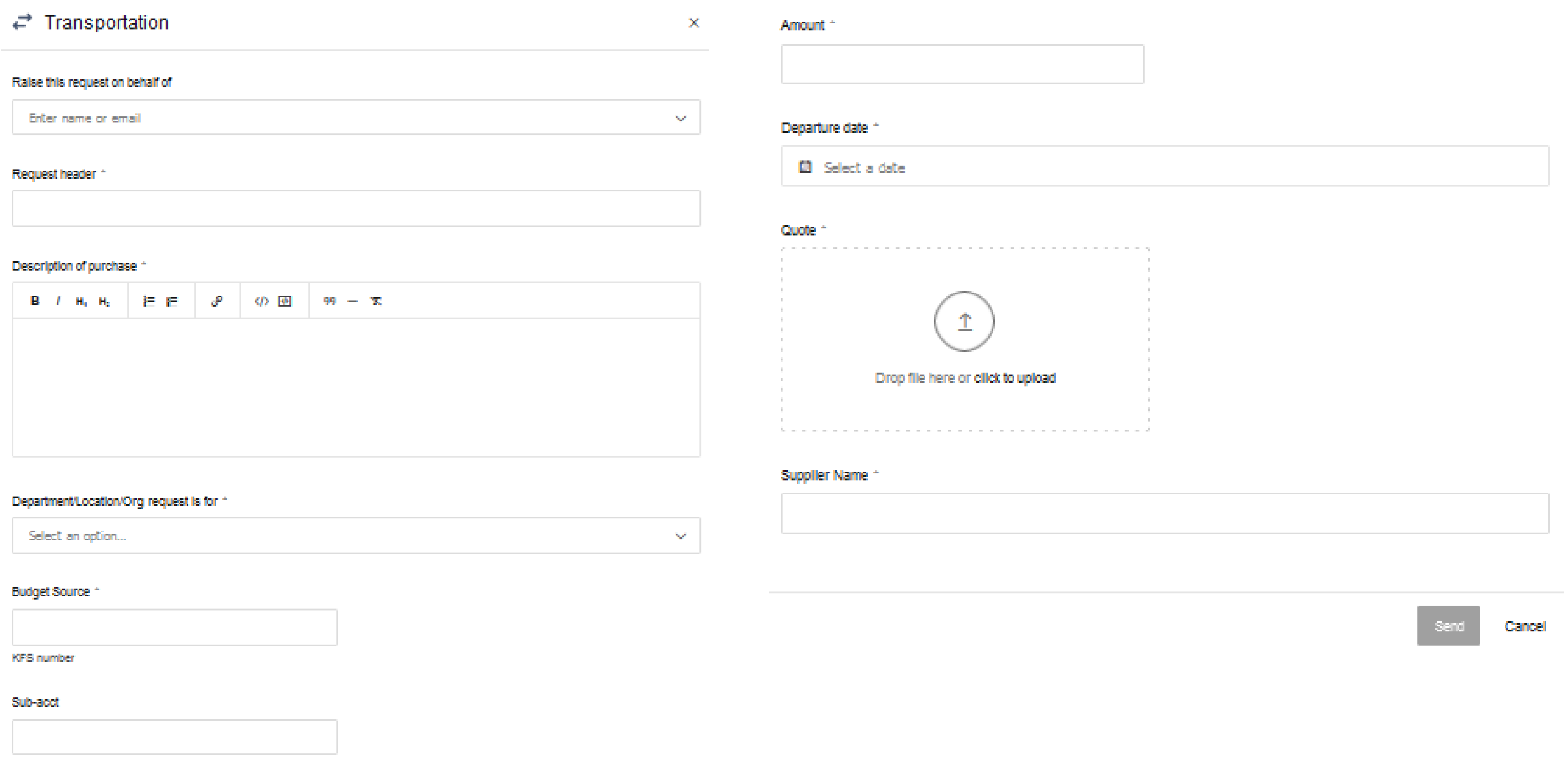
Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid email address

Supplier Location: Does the supplier have a US address or an international address

Non-US location – Wire Transfer form will be attached by the FSO team

Transportation Form
Ex: Bus Rentals, Car Rentals, Livery Service



Transportation Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of purchase: Short Description of the event

Department/Location/Org: Requesting department

Budget Source: Valid KFS account number

Sub-acct: Valid KFS subaccount

Amount: Amount of purchase

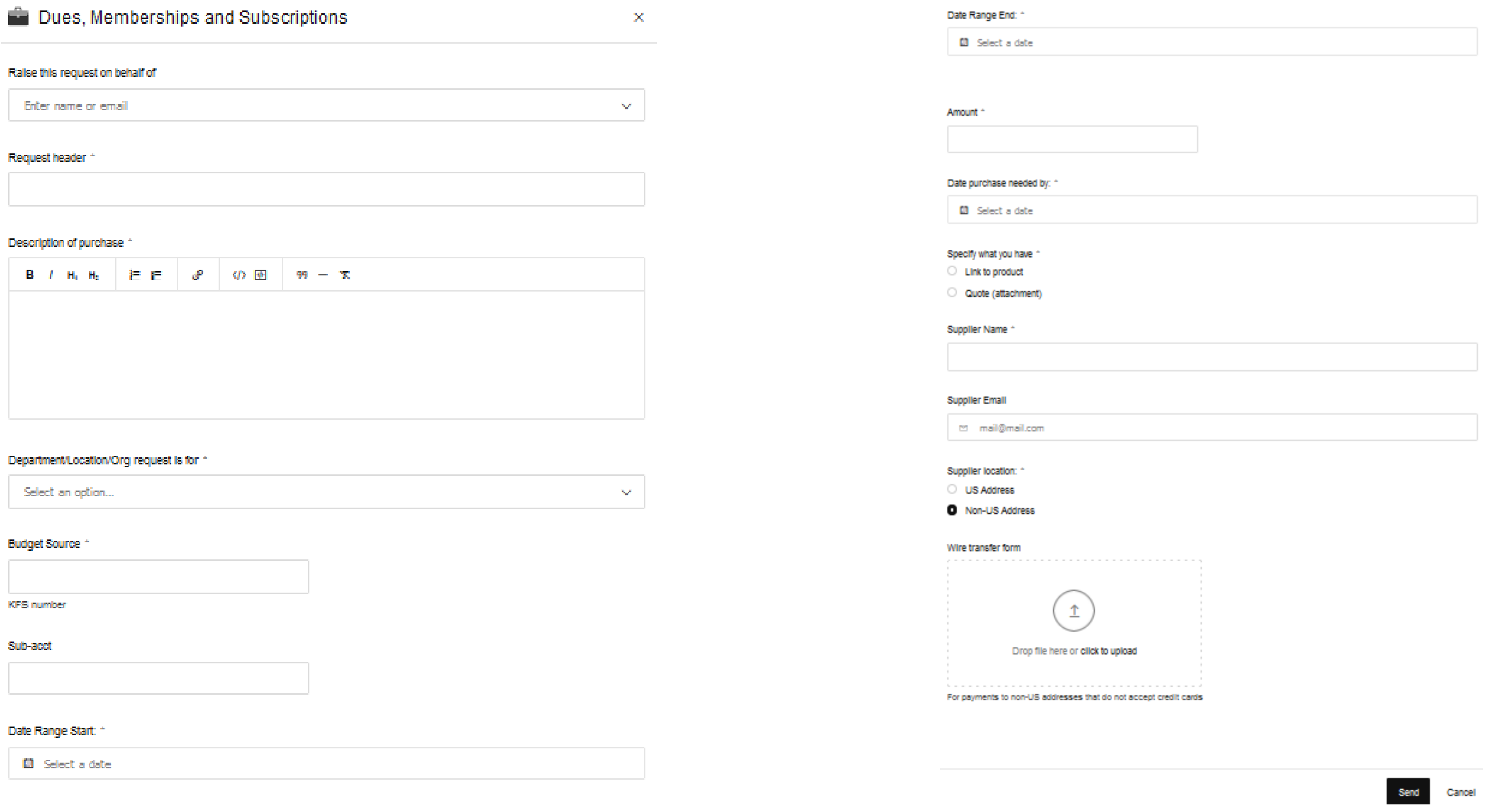
Departure Date: Enter the valid date of departure

Quote: Upload the Quote

Supplier Name: Provide a valid supplier name

Dues, Memberships and Subscriptions Form

Ex: Marketing subscriptions, Annual accreditation membership dues, Other professional dues or memberships


Dues, Memberships and Subscriptions

Raise this request on behalf of

Enter name or email

Request header *

Description of purchase *

Department/Location/Org request is for *

Select an option...

Budget Source *

KFS number

Sub-acct

Date Range Start: *

Select a date

Date Range End: *

Select a date

Amount *

Date purchase needed by: *

Select a date

Specify what you have *

Link to product

Quote (attachment)

Supplier Name *

Supplier Email

mail@mail.com

Supplier location: *

US Address

Non-US Address

Wire transfer form

Drop file here or click to upload

For payments to non-US addresses that do not accept credit cards

Send

Cancel

Dues, Memberships and Subscriptions Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Description of purchase: Short Description of the event

Department/Location/Org request is for: Requesting department

Budget Source: Valid KFS account number

Sub-acct: Valid KFS subaccount

Date range Start: Enter the valid start date of the membership or dues

Date range End: Enter the valid end date of the membership or dues

Amount: Amount of purchase

Date purchase needed by: Enter a valid date

Specify what you have: Enter a link to the membership/dues or Upload the Quote

Supplier Name: Provide a valid supplier name

Supplier email: Supply a valid email address

Supplier Location: Does the supplier have a US address or an international address

Non-US location – Wire Transfer form will be attached by the FSO team

Pre-Paid Debit Cards Form-CRT and UCMB only

Pre-Paid Debit Cards ×

Raise this request on behalf of

Enter name or email

Request header *

Department request is for: *

Select an option...

For CRT and UCMB use only

Budget Source *

KFS number

Sub-Account

Request: *

- Order new cards
- New card load
- Reconciliation

Business Justification for pre-paid card *

Card add template *

Drop file here or click to upload

Request: *

- Order new cards
- New card load
- Reconciliation

Business Justification for pre-paid card *

Total request amount *

Per person request amount *

Date needed by: *

Select a date

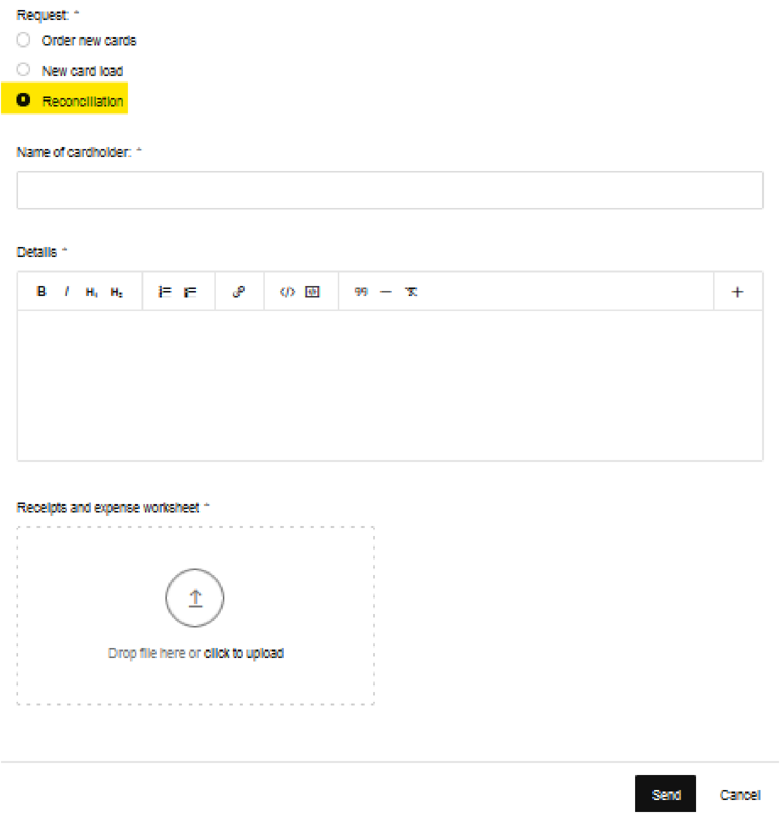
Pre-paid debit card load (spreadsheet) *

Drop file here or click to upload

Promissory note (for CRT only)

Drop file here or click to upload

Pre-Paid Debit Cards Form-CRT and UCMB only, continued



Request: *

- Order new cards
- New card load
- Reconciliation

Name of cardholder: *

Details *

Receipts and expense worksheet *

Drop file here or click to upload

Send Cancel

Pre-paid Debit Card Instructions

Raise this request on behalf of: This is only needed if you are entering a request for another person

Request Header: A short narrative of the item(s) needed – this will be used as the subject in all emails

Department request is for: Requesting department

Budget Source: Valid KFS account number

Sub-acct: Valid KFS subaccount

***Request:* Order new Cards:**

- ***Business Justification for pre-paid card:*** Enter a justification for the card(s)
- ***Card add Template:*** Upload the card add template

New Card load:

- ***Business Justification for pre-paid card:*** Enter a justification for the card(s)
- ***Total request amount:*** Total of the request
- ***Per person request amount:*** Amount for each card/person
- ***Date needed by*:** Enter a valid date
- ***Pre-paid debit card upload (spreadsheet):*** Upload the card load template
- ***Promissory note (for CRT only):*** Upload the promissory note

Reconciliation:

- **Name of Cardholder:** Enter the cardholder’s name
- **Details:** Enter a short description of the reconciliation
- **Receipts and Expense worksheet:** Upload all the receipts and the Expense worksheet pertinent to the reconciliation