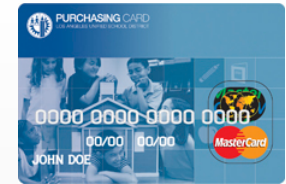


Quick Tips

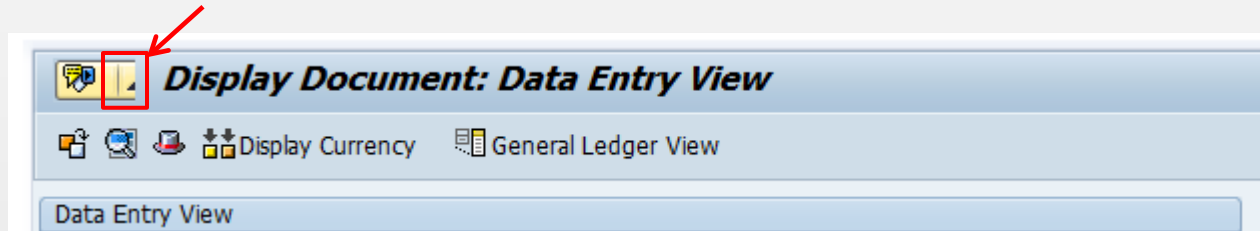
Add Attachments to Posted SAP Transactions



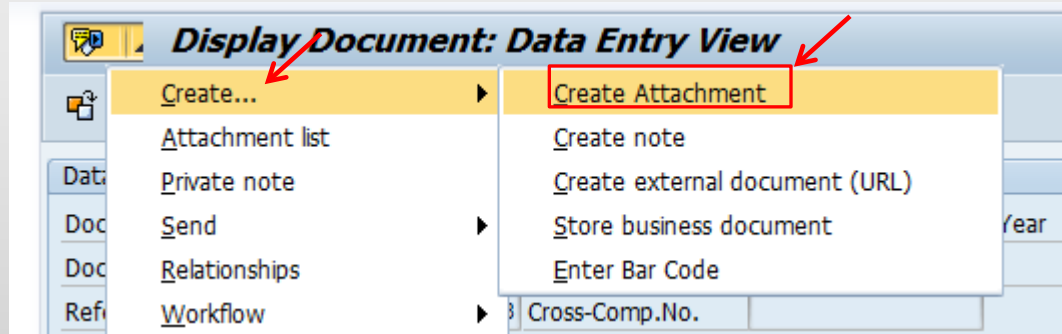
- Follow instructions to retrieve the P-Card Reconciliation Report (see Quick Tips for P-Card Reports). From the list of transactions in the report, double click on the document number

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- To add an attachment click on the half triangle

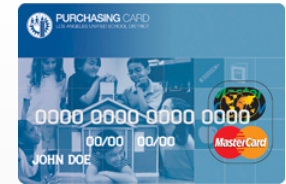


- SAP will display a list of actions. Click on **Create...**. Then **Create Attachment**

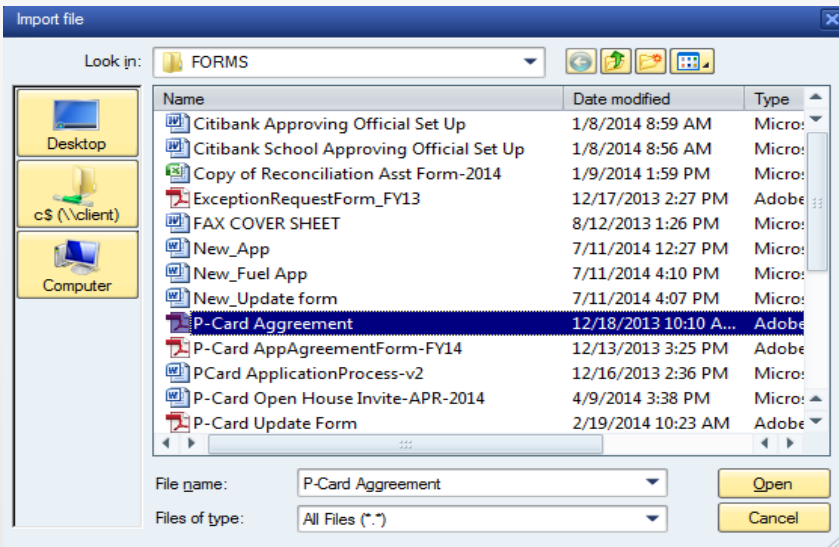


Quick Tips

Add Attachments to Posted SAP Transactions



- SAP will prompt an Import File box. Upload your scanned document using the “Open” button, once you click and highlight your documents(receipts), click on “Open” again.



- The bottom of the page will display when the attachment is successfully created...

Item	PBk	PK	Account	SG	Description	G/L Account	Purchasing Doc.	Item	Clrng doc.	Σ Amount	Fund	Functional Area	Funded Prg	Cost
1		31	7000001190		TUYET TRAN	950003				159.90-		0000-0000-00000	REV99999	
2		40	430001		General Supplies	430001				159.90	010-0000	1110-1000-13027	OPR00000	173
										0.00				

The attachment was successfully created