

Adding Attachments**NEW**

You can now add attachments to PCard transactions in 9.2. This can be done on both the unposted and posted transaction pages by clicking on the “Justification Full Screen” icon.

Reconcile Statement

Procurement Card Transactions

Bank Statement Personalize | Find | View All | First 1-2 of 2 Last

Transaction Other

	Employee Name	Merchant	Trans Date	Approve By Date	Transaction Amount	Status	Distrib Updates	Justification	Justification Full Screen
1	<input checked="" type="checkbox"/> Doe,Jane	JOANN FABRIC #0107	10/01/2014	10/24/2014	15.28	Approved			
2	<input type="checkbox"/> Doe,Jane	MOOD DESIGNER FABRICS	10/01/2014	10/24/2014	195.00	Staged			

ProCard Comments Help

Line 1 Description
Reference 00485301

Transaction Line Comments

Comments:

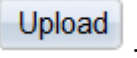
Associated Document

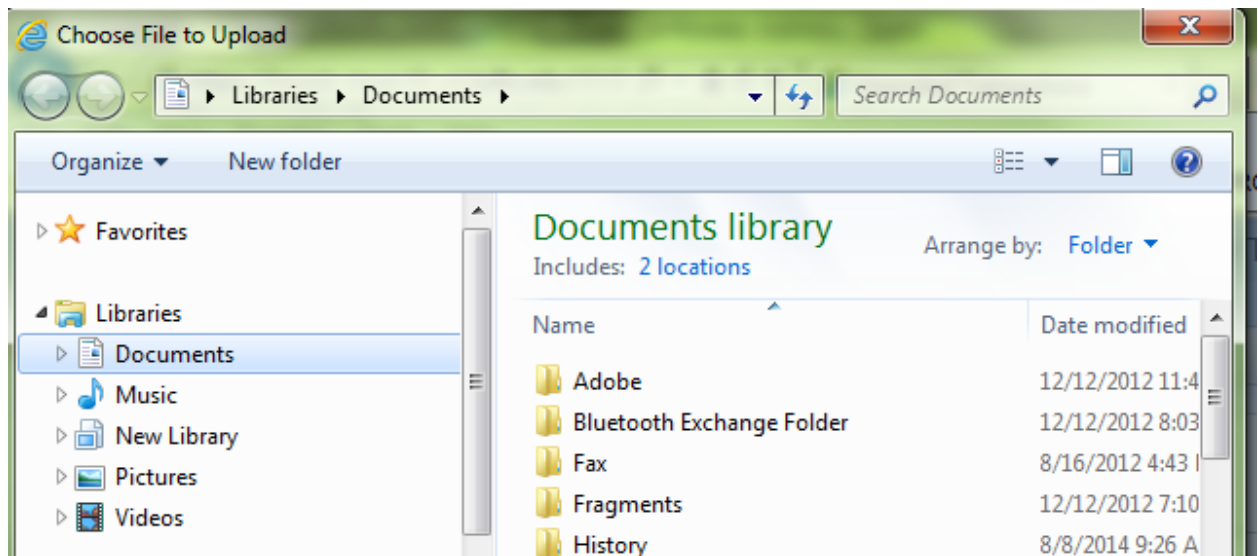
Attachment **Attach** View Delete

OK Cancel Refresh



Similar to adding an attachment to e-mail, browse and find the file that you want to attached*.

Double click the file and and click  .



*Please note the file format must be a pdf.

ProCard Comments Help

Line 1	Description
	Reference 106184

Transaction Line Comments

Comments:

Associated Document

Attachment SnowBallCookies.pdf	Attach	View	Delete
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OK Cancel Refresh ⋮