

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

Display Document: Data Entry View								
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> SAP will display a list of actions. Click on **Create...**Then **Create Attachment** 





> 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.

Import file				×
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> The bottom of the page will display when the attachment is successfully created...

Itm	PBk	РК	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
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