There are just a few simple steps to add an Attachment to a Purchasing Card journal. The Attachment functionality is useful for receipts, scanned conference agenda, and additional supporting documentation.

1. There is an Attachments hyperlink on the PurCard journal.



1. Press the Add Attachment button.



1. Press the Browse button to search for a file.



1. Locate the desired file. Press Open.



1. After the file has been selected, press the Upload button.



1. Press the OK button.



1. Add description if desired.



1. On the PurCard journal, notice the counter on the Attachments hyperlink has changed to one. The document has successfully been attached to the Purchasing Card journal.

