

Access Online – PCard Receipt Upload

A PDF Receipt must be attached to each and every transaction. Only one file can be attached per transaction. Thus, if you have multiple pages, it will need to be saved as a single PDF file. The file must contain a receipt and any other available backup documentation which supports the purchase such as, packing slips, email confirmations, shipping confirmations, etc.

- ▲ Your attachment needs to be a Portable Document Format (PDF) file.
- ▲ Please save your files as a PDF.

Instructions:

A PDF receipt file can be uploaded from the **Transaction List** or **Transaction Detail** screens.

From the **Transaction Detail** screen:

Transaction Management

Transaction Detail

Product: Purchasing Card	Switch Products
Card Account Number: ██████████, STEPHANIE M LEBLANC	Switch Accounts
Card Account ID: ██████████	
Trans List	Extract Queue

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	08/21	08/24	WAL-MART #2046	AUGUSTA, ME	8.32 CR		17880139		Multiple

Disputed Trans Detail Level Reallocated Reallocation Locked

1. Click the **Paperclip** under **Attachment**.

Transaction List

Upload Transaction Attachment

Transaction Summary

Trans Date	Posting Date	Merchant	City/State/Province	Amount
08/21	08/24	WAL-MART #2046	AUGUSTA, ME	8.32

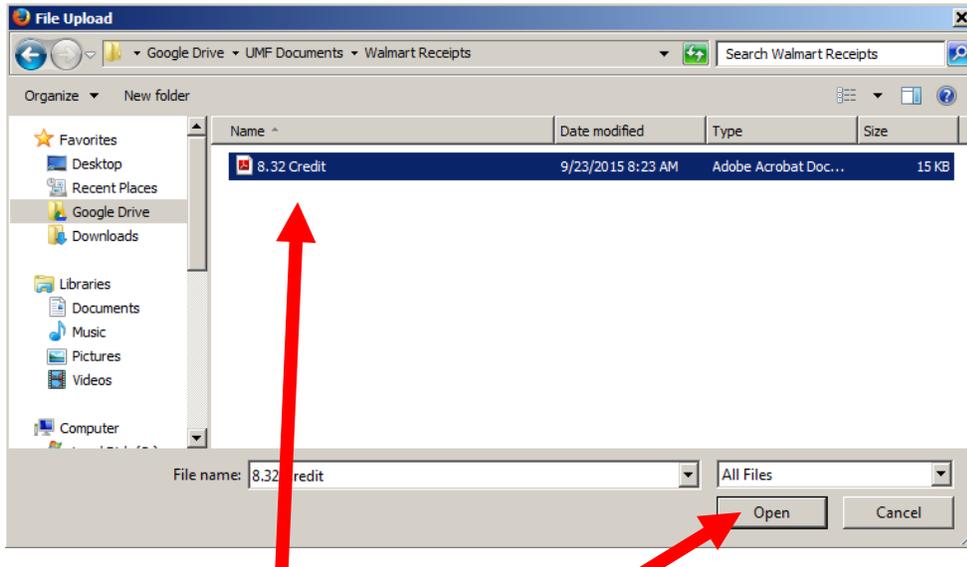
Click "Browse..." to select a PDF file.

No file selected.

2. Click **Browse...** to locate and select a PDF file saved on your system.

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⚠ Your attachment needs to be a Portable Document Format (PDF) file. Please save your files as a PDF.



3. Select the **PDF** file and click **Open**

Transaction List

Upload Transaction Attachment

Transaction Summary

Trans Date	Posting Date	Merchant	City/State/Province	Amount
08/21	08/24	WAL-MART #2046	AUGUSTA, ME	8.32

Click "Browse..." to select a PDF file.

8.32 Credit.pdf

Now the PDF filename appears and is ready for upload.

4. Click **Attach**

Transaction Management

Card Account Summary with Transaction List

Product: Purchasing Card [Switch Products](#)
[Switch Accounts](#)
 Card Account Number: *****2107, STEPHANIE M LEBLANC
 Card Account ID: 215142003297
[Trans List](#) [Extract Queue](#)

[-] Card Account Summary

Account Number: ● ...2107
 Account Name: STEPHANIE M LEBLANC
 Billing Cycle Close Date: [Search](#) [Print Account Activity](#)
● Open Account

Now the PDF icon is on the transaction to indicate that a PDF Receipt file has been uploaded.

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 16 of 16
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Attachment
<input type="checkbox"/>		Final Approved	08/21	08/24	WAL-MART #2046	AUGUSTA, ME	\$8.32 CR		17880139	
<input type="checkbox"/>		Final Approved	08/21	08/24	WAL-MART #2046	AUGUSTA, ME	\$7.33 CR		17880138	
<input type="checkbox"/>		Final Approved	08/20	08/21	WAL-MART #2046	AUGUSTA, ME	\$7.33		0820152046	
<input type="checkbox"/>		Final Approved	08/20	08/21	WAL-MART #2046	AUGUSTA, ME	\$8.32		0820152046	

5. As a reminder, for all transactions:

- a. A **PDF Receipt** must be uploaded
- b. Expenses must be allocated to the correct **Chartfield combination(s)** on the **Allocations** tab
- c. **Purpose of Purchase** must be entered on the **Comments** tab
- d. Transaction must be approved on the **Summary** tab and sent to an Approval Manager for final approval
- e. **Approval Managers** must review the aforementioned areas and final approve, return, or approve and forward for additional approval transactions within his/her **Manager Approval Queue**.

To view the PDF receipt:

Click the **PDF icon**. The PDF will open in a separate window.

Transaction Management

Card Account Summary with Transaction List

Product: Purchasing Card	Switch Products
Card Account Number: *****2107, STEPHANIE M LEBLANC	Switch Accounts
Card Account ID: 215142003297	
Trans List	Extract Queue

[-] Card Account Summary

Account Number: ● ...2107
Account Name: STEPHANIE M LEBLANC
Billing Cycle Close Date: [Search](#) [Print Account Activity](#)
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[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

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Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>		Final Approved	08/21	08/24	WAL-MART #2046	AUGUSTA, ME	\$8.32 CR		17880139			Multiple
<input type="checkbox"/>		Final Approved	08/21	08/24	WAL-MART #2046	AUGUSTA, ME	\$7.33 CR		17880138			UMS081885000416100010011820
<input type="checkbox"/>		Final Approved	08/20	08/21	WAL-MART #2046	AUGUSTA, ME	\$7.33		0820152046			UMS081885000416100010011820
<input type="checkbox"/>		Final Approved	08/20	08/21	WAL-MART #2046	AUGUSTA, ME	\$8.32		0820152046			Multiple