

Uploading “P” Card Receipts

Scan receipts into a file that can be retrieved for upload. These receipts need to be itemized so the approver can see the cost of each individual item purchased.

Once in the appropriate account, go to Transaction Management. It should look like this:

Transaction Management Card Account Summary with Transaction List

Card Account Number: *****3783, ANN DECOTEAU [Switch Accounts](#)


Card Account ID: 722161000067

[» Trans List](#) | [Manager's Queue](#)

Scroll down to the transaction list area. This is where the individual purchases are located.

Click on the paperclip under “Attachments” to go to the Transaction Management-Manage Attachment page to upload the receipts.

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/16	03/20	WWW.BSCSOURCE.COM	TEL3067590551, NC	90.59		NOSKCAJ		111327SPW2720 (2670)

 Disputed  Matched  Exception   Reallocated  Valid Accounting Code  Upload Attachments



On the Transaction Management – Manage Attachments page click on “Add Attachments” in the center of the screen.

Transaction Date	Posting Date	Merchant	City, State/Province	Amount
05/18	05/20	Wawa Inc/usa.com	TAYLORVILLE, NC	\$86.09

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

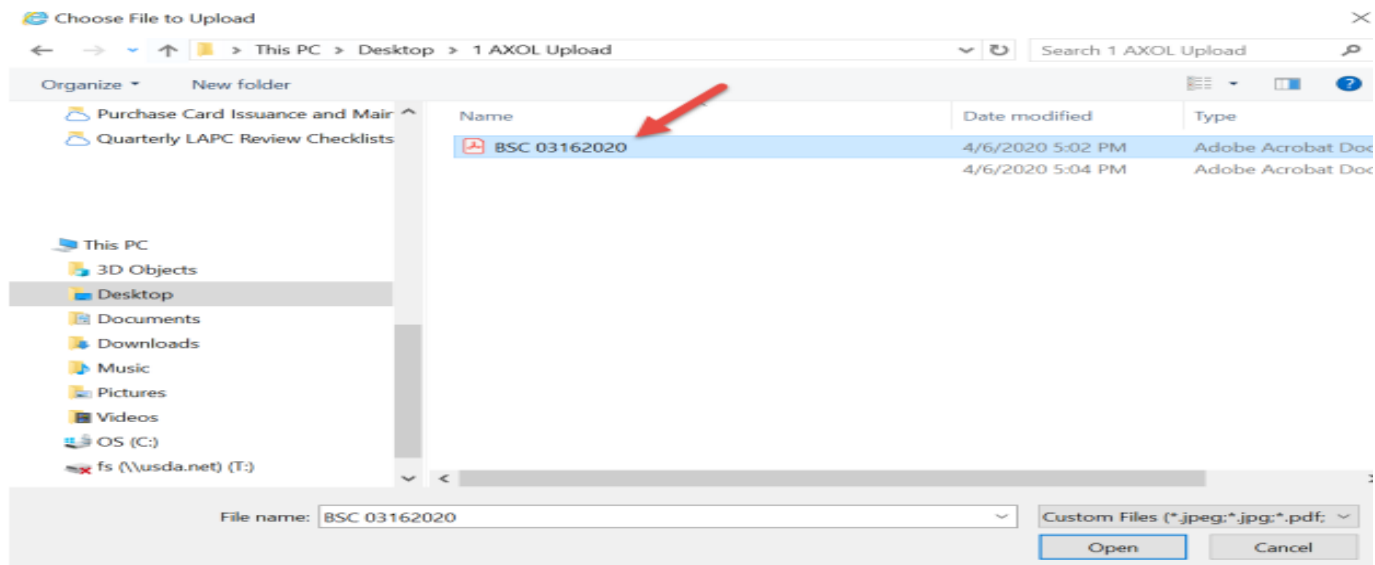


Back

Done

A file browser will appear next. Navigate to the file where the receipts have been saved. Select the files and click on “Open” to upload. Large files can take a minute so be patient. Once the files are uploaded they will merge into one PDF file.

Remember: Only PDF, PNG and JPG files can be uploaded.

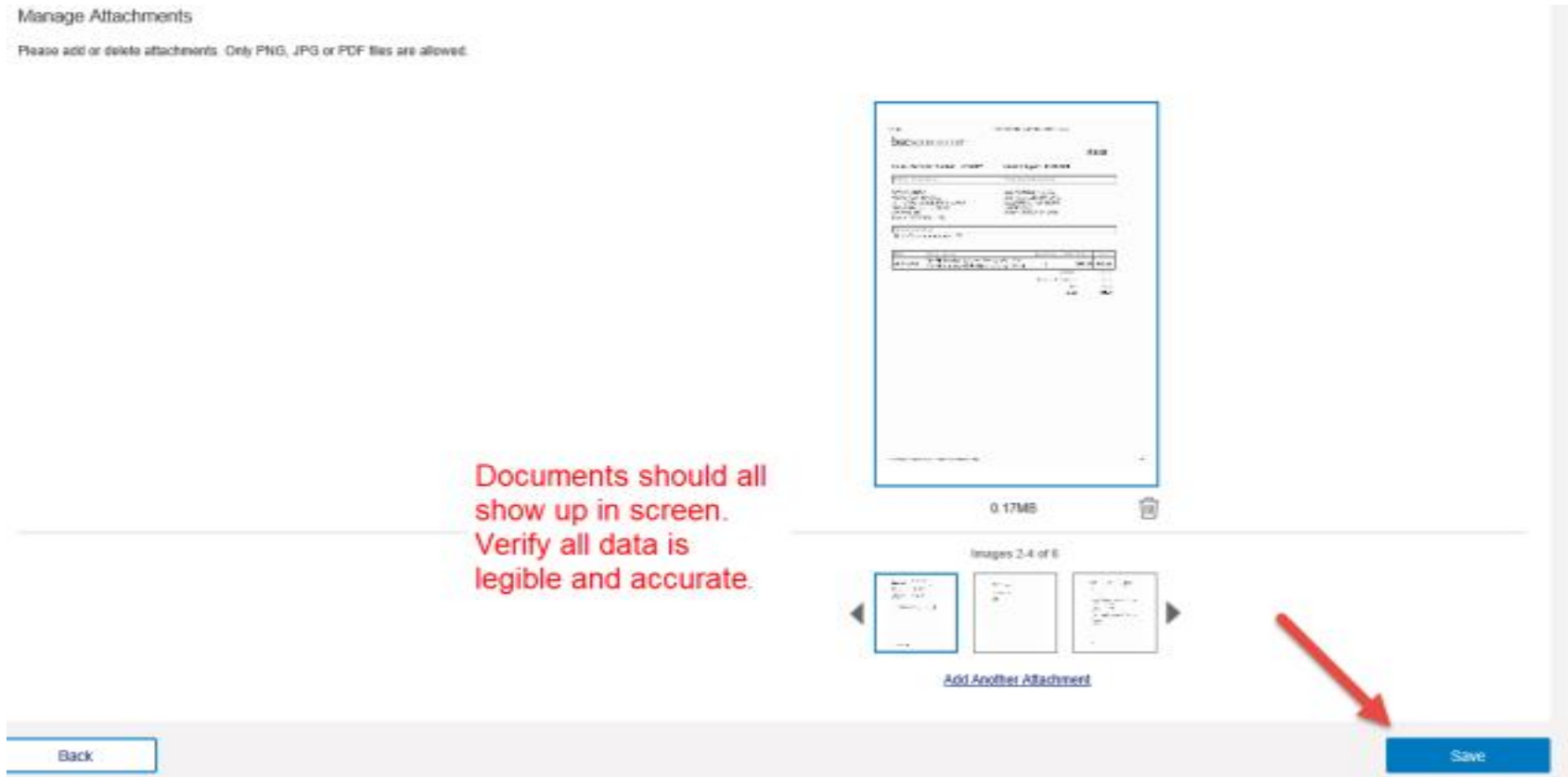


Click on “Save” to complete the upload.

Note: To delete a document, click on the trash can to delete documents that were uploaded to the wrong transaction.

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



The screenshot displays a document management interface. At the top, it says "Manage Attachments" and "Please add or delete attachments. Only PNG, JPG or PDF files are allowed." Below this, there is a large document preview window showing a scanned document with various fields and tables. Below the preview, the file size "0.17MB" and a trash can icon are visible. Underneath, there is a thumbnail gallery labeled "Images 2-4 of 6" with three thumbnails and navigation arrows. A red arrow points to the "Save" button at the bottom right. A red text box on the left side of the interface contains the instruction: "Documents should all show up in screen. Verify all data is legible and accurate." A "Back" button is located at the bottom left.

Documents should all show up in screen. Verify all data is legible and accurate.

0.17MB

Images 2-4 of 6


[Add Another Attachment](#)

Back Save

Click on "Add Another Attachment" to go to the file browser to find more documents to upload.

The PDF icon on the Transaction Summary Line under “Attachments” shows the supporting documents have been uploaded. Click on the PDF icon to view the uploaded document and make sure it matches the transaction. Continue reconciling transaction by reviewing/editing information in Allocation and Comments tab if needed.

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
Disputed	Matched	03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	90.59		NOSKCAJ		111327SPIF2720 [2670]

Disputed Matched Exception Trans Detail Level Reallocated Valid Accounting Code Upload Attachments Attachment

Summary Match Allocations Transaction Line Items **Comments** Approval History Clear Data

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recvd Date

03/18/2020

Item Description

Wireless Keyboard and Mouse for Jane Doe

Save Comments

Attachment Icon should appear - shows documentation has

[<< Back to Transaction List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	\$0.59		NOSKCAJ		111327SPIF2720 (2670)

Disputed Matched Exception Trans Detail Level Reallocated Valid Accounting Code Upload Attachments Attachment

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Allocation Rule Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	BOC (s)	DCN (FAS USE ONLY) (s)	Favorite
<input type="checkbox"/>	\$ 90.59	OR 100.00 %	111327SPIF2720	2634		Add as Favorite

Valid Accounting Code Search

Total Allocated: \$ 90.59 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

The PDF icon also appears on the Main Transaction List so both Purchase Cardholders and Purchase Card Approving Officials can easily see which transactions have the supporting documentation attached to the transaction. Click on the PDF icon to view the attachments in AXOL.

Records 1 - 10 of 10

Check All Show | Uncheck All Show

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending			03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	\$0.59		08203345182387022820-03-28900061	NOSKCAJ			111327SPIF2720(2670)

Disputed Matched Exception Reallocated Trans Detail Level Included in Extract Reallocation Locked Upload Attachments Attachment Valid Accounting Code Comments

Records 1 - 10 of 10

Finalize Mass Finalize Match In Order Approve Pull Bank

If a document was not attached during reconciliation, please go back and upload the receipt after the transaction has been approved.

IMPORTANT! – Approving officials shall only approve transactions with the supporting document/receipts attached. Transactions without the required documentation/itemized receipts must be rejected back to the cardholder to add what is needed.