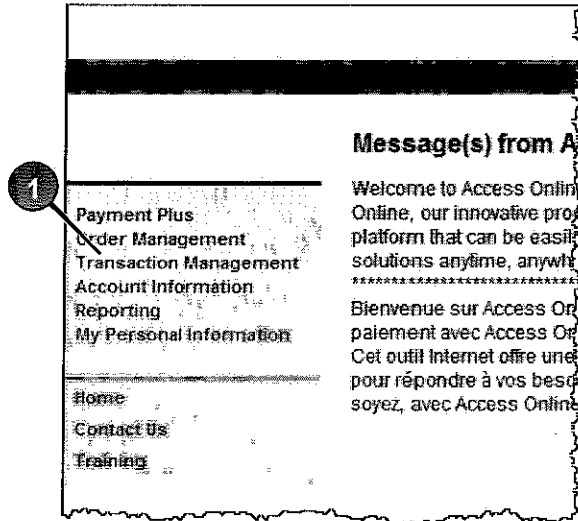
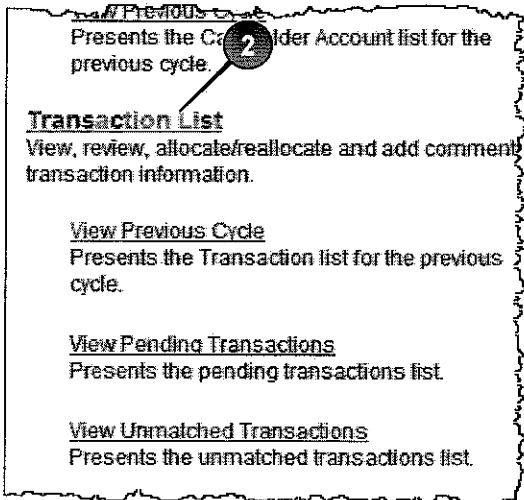


Attach a PDF to a Transaction

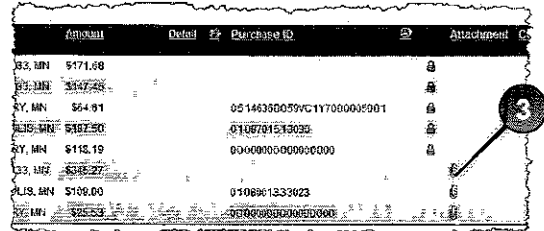
You can use this quick reference guide as a fast reminder of the basic steps for attaching a PDF file to a transaction.



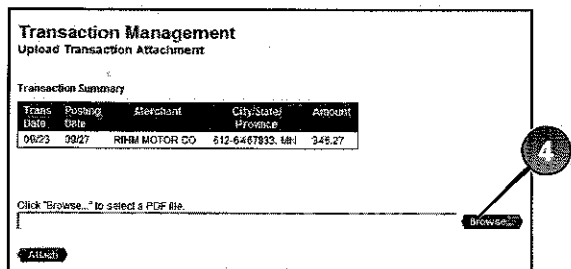
1. Select the **Transaction Management** high-level task.



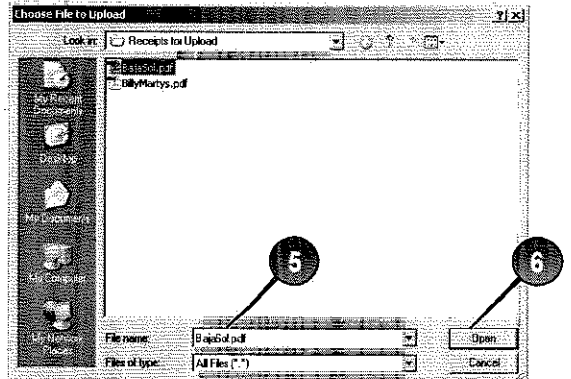
2. Click the **Transaction List** link.



3. On the list of transactions, click the **Paperclip** icon.



4. Click the **Browse** button.



5. Search and select the PDF file to attach.
6. Click the **Open** button.

Access Online: Attach a PDF to a Transaction *Quick Reference*

Transaction Management
Upload Transaction Attachment









Transaction Summary

| Trans Date | Posting Date | Merchant | City/State/Province | Amount |
|------------|--------------|---------------|---------------------|--------|
| 09/23 | 09/27 | RIHM MOTOR CO | 612-6467833, MN | 345.27 |

Click "Browse..." to select a PDF file.
C:\My Documents\Receipts for Upload\BajaSol.pdf

Attach

7. Click the **Attach** button.

| ID | Attachment | Comments | Account |
|-----------------|---|----------|----------|
| |  | | 4444 333 |
| |  | | Multiple |
| 599C1Y700005001 |  | | 4444 333 |
| 3030 |  | | 4444 333 |
| 00000000 |  | | 4444 333 |
| |  | | 4444 333 |
| 33023 |  | | 4444 333 |
| 00000000 |  | | 4444 333 |

8. Click the PDF icon to open and view the attached PDF file.

Learn More: For more detailed information, refer to the *Transaction Management* web-based training lesson and user guide

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