Quick Tips
Add Attachments to Posted SAP Transactions

➢ 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

Display Currency   General Ledger View

Data Entry View
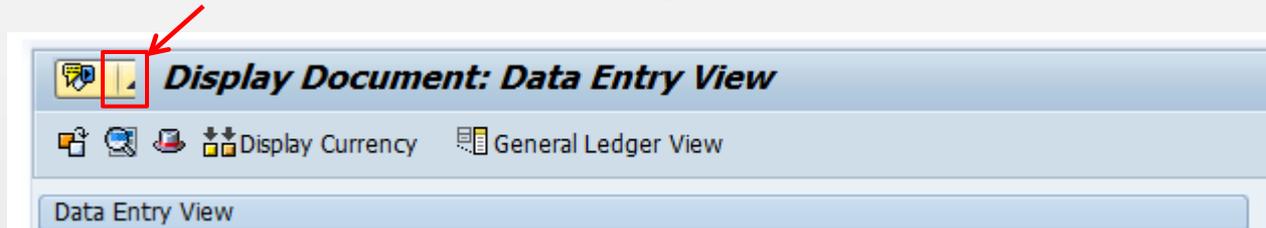
➢ SAP will display a list of actions. Click on **Create…** Then **Create Attachment**

Display Document: Data Entry View

Create... ▶	Create Attachment
Attachment list	Create note
Private note	Create external document (URL)
Send ▶	Store business document
Relationships	Enter Bar Code
Workflow ▶	Cross-Comp.No.
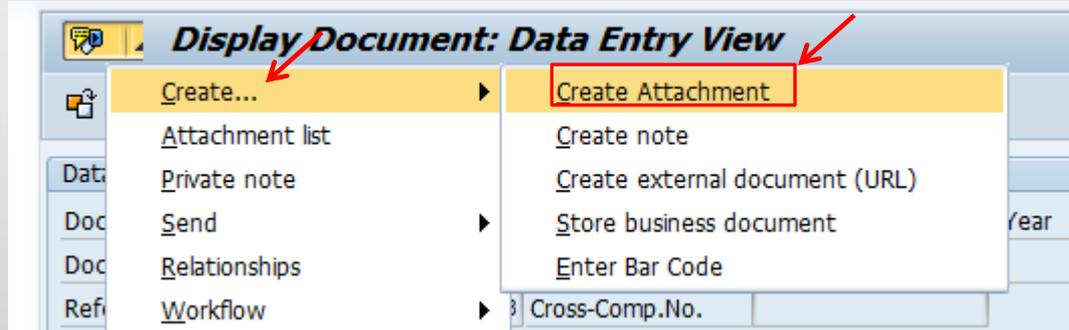
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➢ SAP will prompt an Import File box. Upload your scanned document using the "Open" button, once you click and highlight your documents(receipts), click on "Open" again.
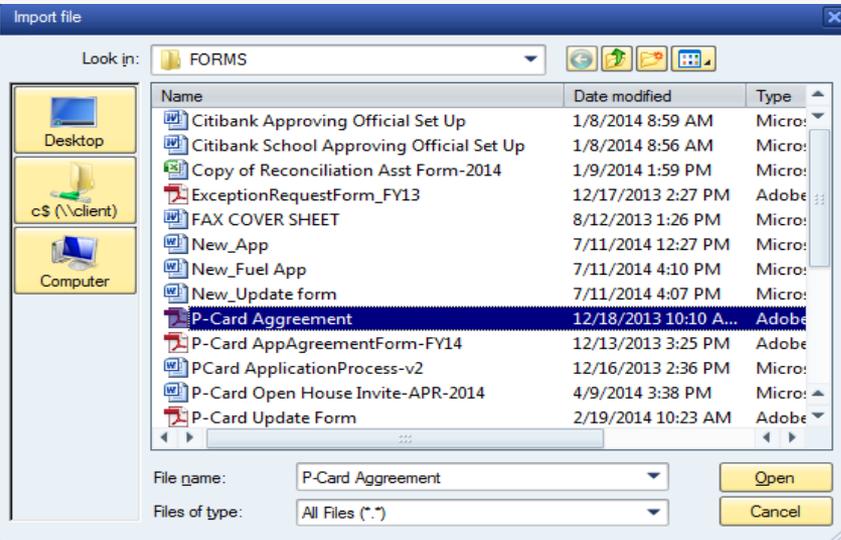
➢ The bottom of the page will display when the attachment is successfully created…