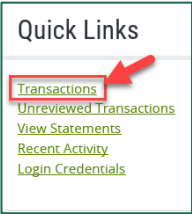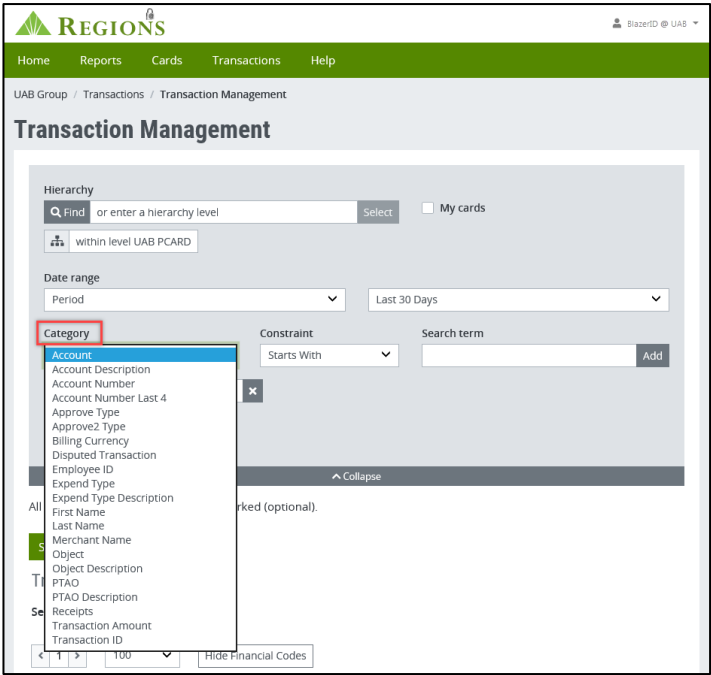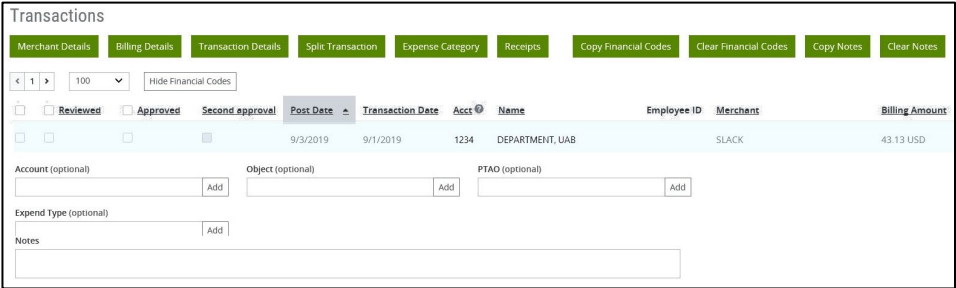# Regions Intersect: Uploading Documentation

Please note: Additional documentation can be uploaded to Regions Intersect at any point of the transaction review period and by any person that has access to transaction information.

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On the system "Home" page.

Click "Transactions" from the "Quick Links" box.

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The "Transaction Management" page will appear displaying transactions for all associated P-Card.

To narrow the search, edit the search criteria using the "Category" drop-down Button.

Select the appropriate category and enter the information you are searching for in the "Search Term" field.

Select "Search" and scroll down to view a listing of posted transactions.

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Select the transaction. The selected transaction row will turn blue. Green boxes will appear above.

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Select the green "Receipts" Button.

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A new window will open displaying the previously uploaded documentation. Select the "Browse" button. Choose a file to upload. Select Open.	**Receipts** ✕ Valid types are:.doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB. **Upload receipt** [ ] Browse **Uploaded Receipts** *Previously Uploaded Documentation* Select a row to perform an action. | Uploaded Date ▼	Filename	Type	Size
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10/4/2019 4:17:59 PM	Academy 9-30 Glory Bound $72.21 Royal Buffet $71.87.pdf	PDF	280.0 KB	 ‹ › Cancel Upload Receipt
The selected file will appear in the window. If there are additional documents, **you may continue to upload more than one file until you reach the file size limit**. When all related documents have been selected, **select the "Upload Receipt"** button.	**Receipts** ✕ Valid types are:.doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB. **Upload receipt** [P-Card Additional Documentation_Test.docx] Browse Remove [ ] Browse **Current upload total: 12 KB** **Uploaded Receipts** Select a row to perform an action. | Uploaded Date ▼	Filename	Type	Size
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10/4/2019 4:17:59 PM	Academy 9-30 Glory Bound $72.21 Royal Buffet $71.87.pdf	PDF	280.0 KB	 ‹ › Cancel Upload Receipt