DISTRICT CREDIT CARD

- Search – My Credit Card Transactions

You will see to the My Credit Card Transaction screen

Account Number column: Click on "click to add an account"

- Enter the General Ledger Account

Once the Account Number is entered the attachments will need to be added
To add the attachments:
- Highlight the line
- Click Attachment button

The attachment pop up will appear

- Drag and Drop the attachment
  o You will have to do this for each line before you are able to submit the transactions for approval
- Click Save

Once the Account Number(s) and Attachments are completed

- Click Submit for Approval

This will submit all transactions that have been completed – these are ready for workflow approval