Express Card Attachment Tool
The official method to retain receipts and other documentation supporting the business purpose for all Express Card transactions

As of July 1, 2014, campus departments are no longer required to provide official retention for documentation related to Express Card transactions. The Attachment Tool in EManager has been enhanced and in the new fiscal year will be the official application to upload and retain required documentation supporting the business purpose for all Express Card transactions. Receipts and other documentation are to be attached via the Express Card Attachment Tool and will be stored in the EManager database. The database is maintained by ACT and documentation will not be purged.

The Attachment Tool can also be used to retain other documentation related to a transaction so now there is one application to house all the details. Easy access from a link within the FinLink Query and Operating Ledger view is available.

Currently access is limited to users with an Express Card role.

There are 2 easy and user friendly methods to attach documentation

1. View a transaction in EManager before the transaction posts to the Operating Ledger
   This method is for those of you who can make changes to transactions in Redistribution within EManager (Department Administrators, Transaction Reviewers). Bring up the transaction, then click on the number in the ‘Attch’ column and follow the prompts. (A cardholder needs to be a transaction reviewer in order to use this method.)

2. Go directly to the Attachment Tool in EManager
   This method is for cardholders whose only role is that of a cardholder and those with an Administrative Support role.
   This is also where you can see which transactions are missing receipts, attach documentation to a posted transaction, and view what is attached to a transaction.

You can refer to the Blink page on the Attachment Manager for more information.

If you would like to schedule either a department visit or attend a campus information session on the Attachment Tool by the Express Card Team sign up here:

Q&A Sign Up

Please send comments and questions to the Express Card Team via BFSupport
(Category: Buying Goods and Services)