To attach or detach a transaction or reimbursement to a purchase request, complete the following:

1. Click Expenses > Purchase Requests > Accountholder the Purchase Request screen with open requests displays.
   
   Notes:
   - For closed requests, click the Closed tab.
   - Advanced Filter searches are limited to a maximum of any 24 months (2 years) for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
   - The default view displays the last 100 days, including today’s date.

2. Click Document of the desired purchase request. The single-action menu displays.

3. Select View Full Details. The Purchase Request Details screen displays.

4. Complete the following in the Attach Transactions/or Attach Reimbursements section, as desired:

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
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| Attach | a. Select Attach. The Attach Transactions/or Attach Reimbursements window with eligible transactions/or reimbursements displays.  
  b. Select the Include signed off check box to display all eligible transactions/or reimbursements regardless of signed off status, if desired.  
  c. Select the checkbox beside each document to attach to the purchase request.  
  d. Click Attach. A confirmation message displays. |
| Detach | a. Select the checkbox for each transaction/or reimbursement to remove.  
  b. Click Detach.  
  c. Click OK. A confirmation message displays. |