### Adding an Attachment to a Voucher Created on 2/21/2013 7:33:00 AM

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# Adding an Attachment to a Voucher

## Core-

Core-CT enables users to add attachments to a voucher using the Attachments (0) link on the **Invoice Information** page of the **Regular Entry** component. Multiple attachments can be added to a voucher. Most common file types can be attached, e.g., Word documents, Excel files, pdfs, text files, and graphics (i.e., jpeg files).

A word about attaching documents to vouchers...

While there is no ruling on what can or should be uploaded using this hyperlink, agencies should decide on what is necessary. Some helpful hints are:

- 1. Upload only what would be beneficial to AP users
- 2. Upload only what is AP-specific. Don't attach PO-related documents. (contracts, contract amendments, etc.) PO has attachment capability also!
- 3. Watch the size of the file you are uploading if it's a 500 pg manual with hundreds of pictures, don't do it!
- 4. Keep the file type within the Microsoft Office Suite.

If you are unsure about attaching a document, Call the HelpDesk for guidance.

#### Procedure

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

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Step	Action
1.	Click the Find an Existing Value tab.
	Find an Existing Value

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Step	Action
2.	Enter 00015332 into the Voucher ID field.
	An attachment will be added to this voucher.
3.	Click the Search button.

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Step	Action
4.	Currently there are no files attached to this voucher. The value enclosed within the parentheses (0) indicates the number of attachments associated with the voucher.
	Click the Attachments (0) link. Attachments (0)

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Step	Action
5.	Click the Add Attachment button.
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Step	Action
7.	Click the <b>Sample File</b> list item.
8.	Click the <b>Open</b> button.

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Step	Action
9.	Click the Upload button.

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Step	Action
10.	Enter Sample File into the Description field.

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Step	Action
11.	Click the <b>OK</b> button.
	OK

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Business Unit: Voucher ID: Voucher Style:	AESM1 00015332 Regular Voucher	Invoice No: 1235 Invoice Date: Accounting Date:	10/02/2012	ceipt Date: 10/01/2012	Action:	
Vendor ID: ShortName: Location: *Address: Advanced Vendor Search	0000000055 (Q) 066002004F-001 (Q) MAIN (Q) 1 (Q)	TOWN OF GOSHEN TOWN TREASURER 42 A NORTH ST GOSHEN, CT 06756			Session Defaults Attachments (1) Comments(0)	
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Step	Action
12.	The <b>Attachments</b> (1) link indicates that one attachment is associated with the voucher.

	Accounts Payable > Vouche	ers > Add/Update > R	egular Entry	Home   W	forklist    Add to Favorites	Sign out
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Step	Action
13.	
	End of Procedure.