

Adding an Attachment to a Voucher

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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

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: AESM1

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

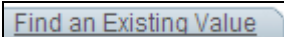
Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

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

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = AESM1

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

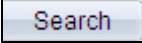
Voucher Style: =


Related Voucher: begins with

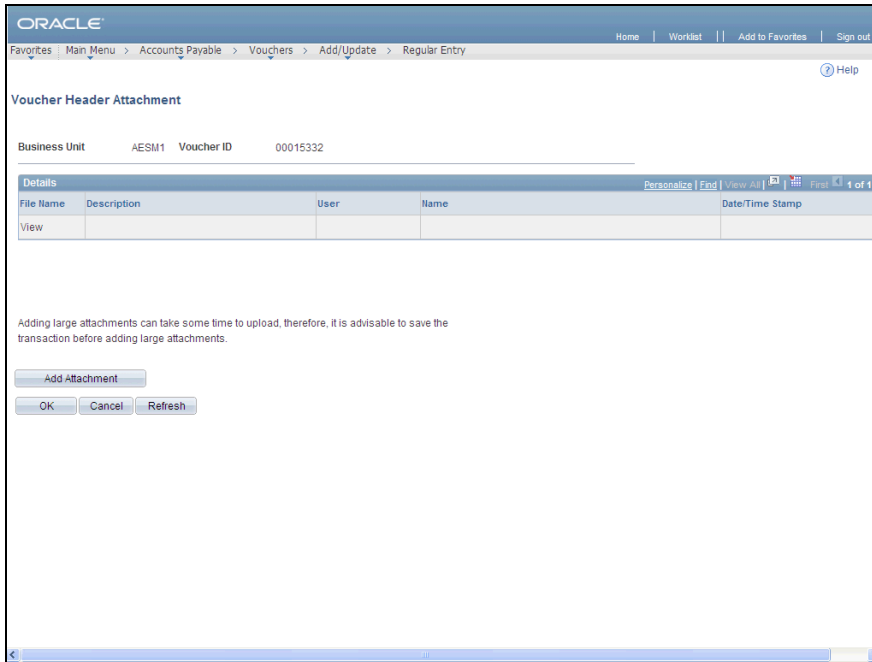
Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

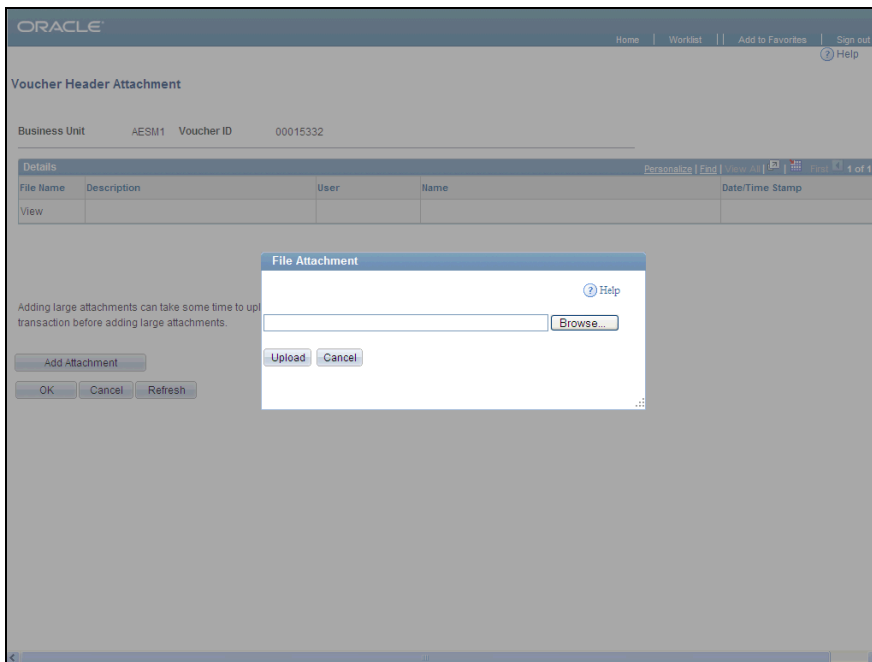
Find an Existing Value | Add a New Value

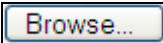
Step	Action
2.	Enter 00015332 into the Voucher ID field. An attachment will be added to this voucher.
3.	Click the Search button. 

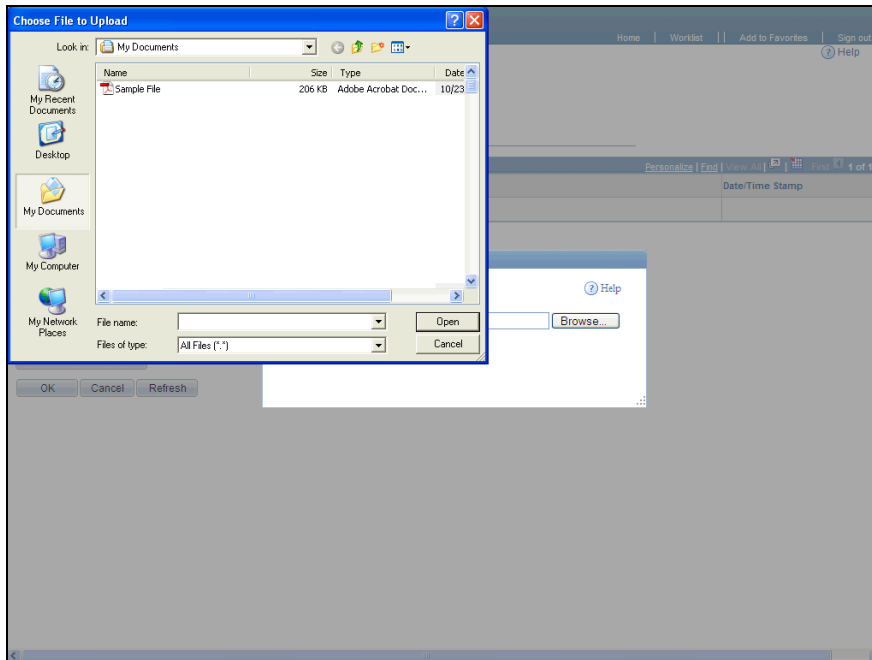
Step	Action
4.	Currently there are no files attached to this voucher. The value enclosed within the parentheses (0) indicates the number of attachments associated with the voucher. Click the Attachments (0) link. 

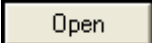


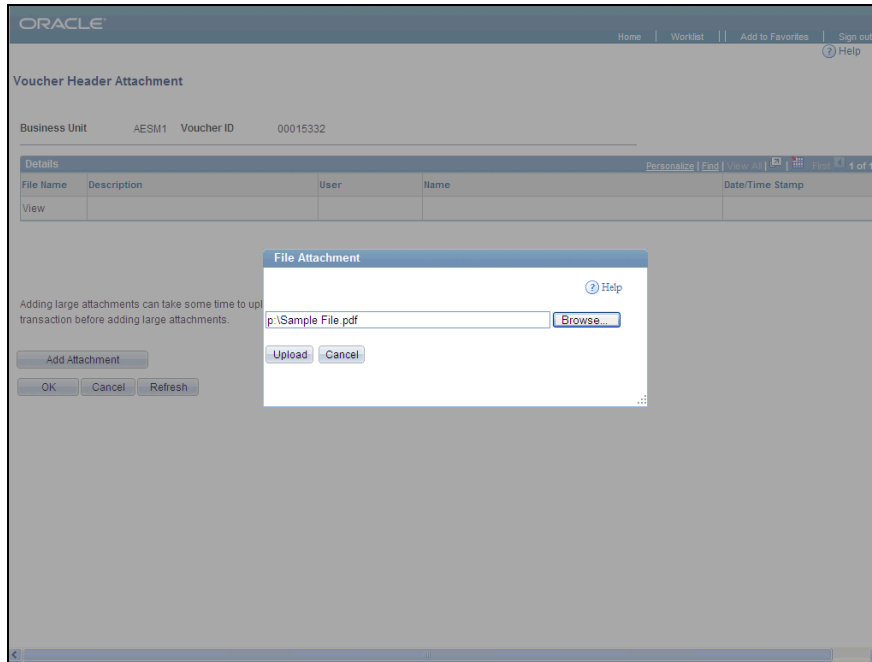
Step	Action
5.	Click the Add Attachment button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;"> Add Attachment </div>

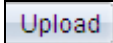


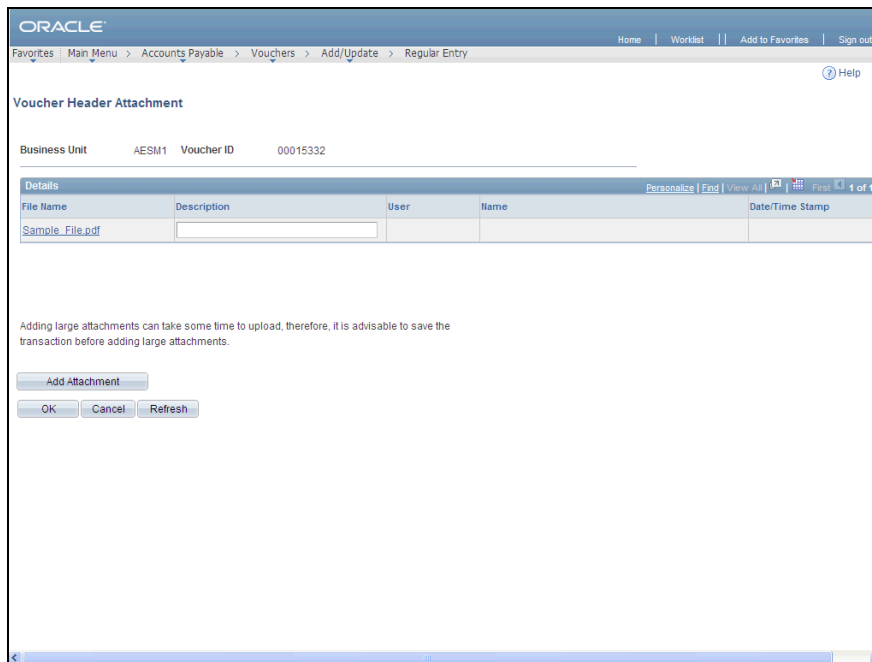
Step	Action
6.	Click the Browse... button. 



Step	Action
7.	Click the Sample File list item.
8.	Click the Open button. 



Step	Action
9.	Click the Upload button. 



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

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | Add to Favorites | Sign out

Help

Voucher Header Attachment

Business Unit: AESM1 Voucher ID: 00015332

File Name	Description	User	Name	Date/Time Stamp
Sample File.pdf	Sample File			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Step	Action
11.	Click the OK button.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | Add to Favorites | Sign out

Help

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: AESM1 Invoice No: 12354689 Action:

Voucher ID: 00015332 Invoice Date: 10/02/2012

Voucher Style: Regular Voucher Accounting Date: 10/02/2012 Receipt Date: 10/01/2012

Vendor ID: 0000000055 TOWN OF GOSHEN
 ShortName: 066002004F-001 TOWN TREASURER
 Location: MAIN 42 A NORTH ST
 *Address: 1 GOSHEN, CT 06756

Invoice Lines: 10.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 10.00

*Pay Terms: 000 Due Now
 Basis Date Type: Inv Date
 Non Merchandise Summary Penalty Details

Difference: 0.00

Copy from Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines: 1 of 1

Line: 1
 *Distribute by: Amount
 Ship To: NONPOVCHR
 SpeedChart:
 Item:
 Unit Price:
 Line Amount: 10.00
 Description:
 UOM:
 Quantity:
 One Asset

▼ Distribution Lines

Step	Action
12.	The Attachments (1) link indicates that one attachment is associated with the voucher.

The screenshot displays the Oracle Accounts Payable Voucher interface. The breadcrumb navigation shows: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The interface includes several tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, Error Summary, and Consumption. The 'Invoice Information' tab is active, showing the following details:

- Business Unit:** AESM1
- Voucher ID:** 00115332
- Voucher Style:** Regular Voucher
- Invoice No.:** 12354689
- Invoice Date:** 10/02/2012
- Accounting Date:** 10/02/2012
- Receipt Date:** 10/01/2012
- Vendor ID:** 0000000055
- ShortName:** 066002004F-001
- Location:** MAIN
- *Address:** 1
- Vendor Name:** TOWN OF GOSHEN, TOWN TREASURER, 42 A NORTH ST, GOSHEN, CT 06756
- Pay Terms:** 000, Due Now
- Basis Date Type:** Non Merchandise Summary
- Total:** 10.00
- Difference:** 0.00
- Attachments (1):** A link is present next to the vendor information.

The 'Invoice Lines' section shows one line with the following details:

- Line:** 1
- *Distribute by:** Amount
- Ship To:** NONPOVCHR
- SpeedChart:**
- Item:**
- Unit Price:**
- Line Amount:** 10.00
- Description:**
- UOM:**
- Quantity:**
- One Asset:** (checkbox)

Step	Action
13.	End of Procedure.