



Core-CT 9.1 allows Users to add attachments to receivable payments and payment worksheets. An **Attachments** link appears on the following pages:

- **Payments** page
Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit > Payments
- **Payment Worksheet Application** page
Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet > Payment Worksheet Application
- **Payment Worksheet Application** page
Navigation: Accounts Receivable > Payments > Apply Payments > Update Worksheet > Payment Worksheet Application

The file types that can be attached include:

- doc & docx
- xls &xlsx
- txt
- pdf
- jpeg

Attachments are associated with payments. They remain in Core-CT 9.1 after a worksheet has been deleted or processed through AR Update. Users can view attachments on the payment pages. They do not appear on pages associated with items.

The number in the parentheses () in the **Attachment** link indicates the number of attachments associated with a payment. For example **Attachments (0)** indicates that no files are attached; **Attachments (1)** indicates 1 file is attached, **Attachments (2)** indicates that 2 files are attached, etc.

Example: Attaching a PDF file from the **Payments** page

1. Navigate to the **Payments** page and click the **Attachments (0)** link.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: DAGM1 Deposit ID: 6207 Date: 01/27/2012 *Location: 42500003 Balance: Balanced

Payment Information End | View All | First | 1 of 1 | Last

Payment Seq: 1 *Payment ID: 42500003 *Accounting Date: 01/25/2012

Amount: 400.00 Currency: USD

Rate Type: CRPRT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check **Attachments (0)** View Audit Logs

Customer Information End | First | 1 of 1 | Last

Customer ID: Business Unit: **Click the Attachments (0) link.**

Remit From: Remit SetID:

Name:

Corporate: Corporate SetID:

SubCust1: SubCust2:

MICR ID: Link MICR

Detail References

Reference Information Personalize | End | View All | First | 1 of 1 | Last

Qual Code	Reference	To Reference
1		

2. The **Attachments** page displays. Click **Add Attachments**.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Attachments

Unit: DAGM1 Deposit ID: 6207 Seq: 1 Payment ID: 42500003

Details Personalize | End | View All | First | 1 of 1 | Last

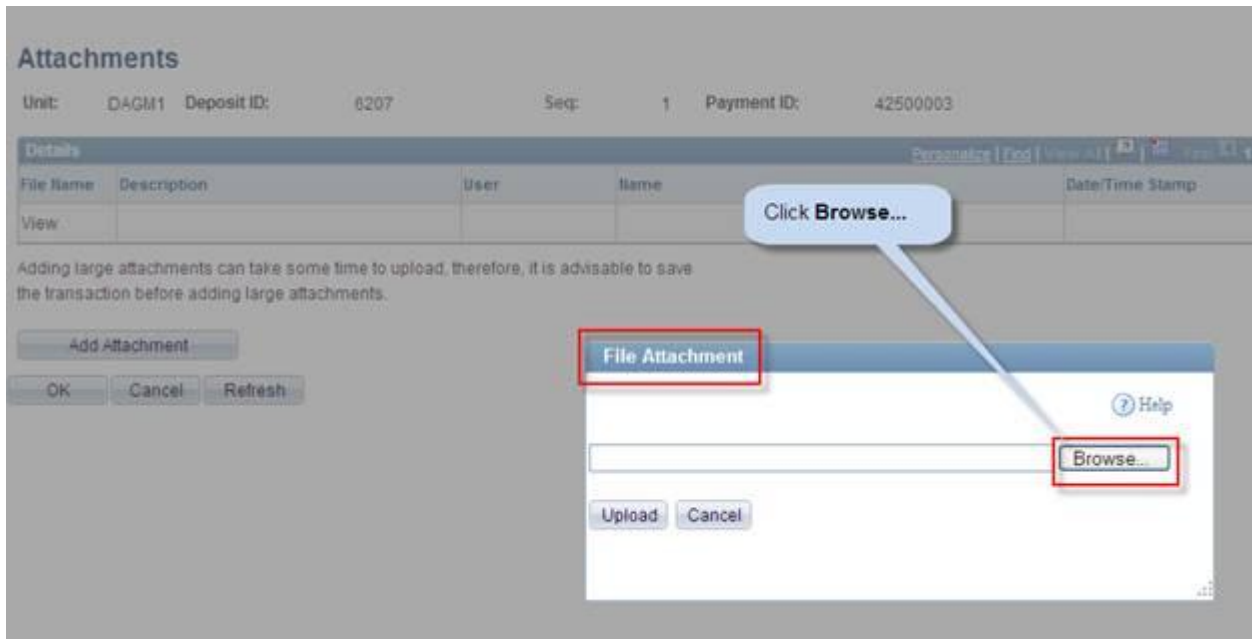
File Name	Description	Date/Time Stamp
View		

Click Add Attachments.

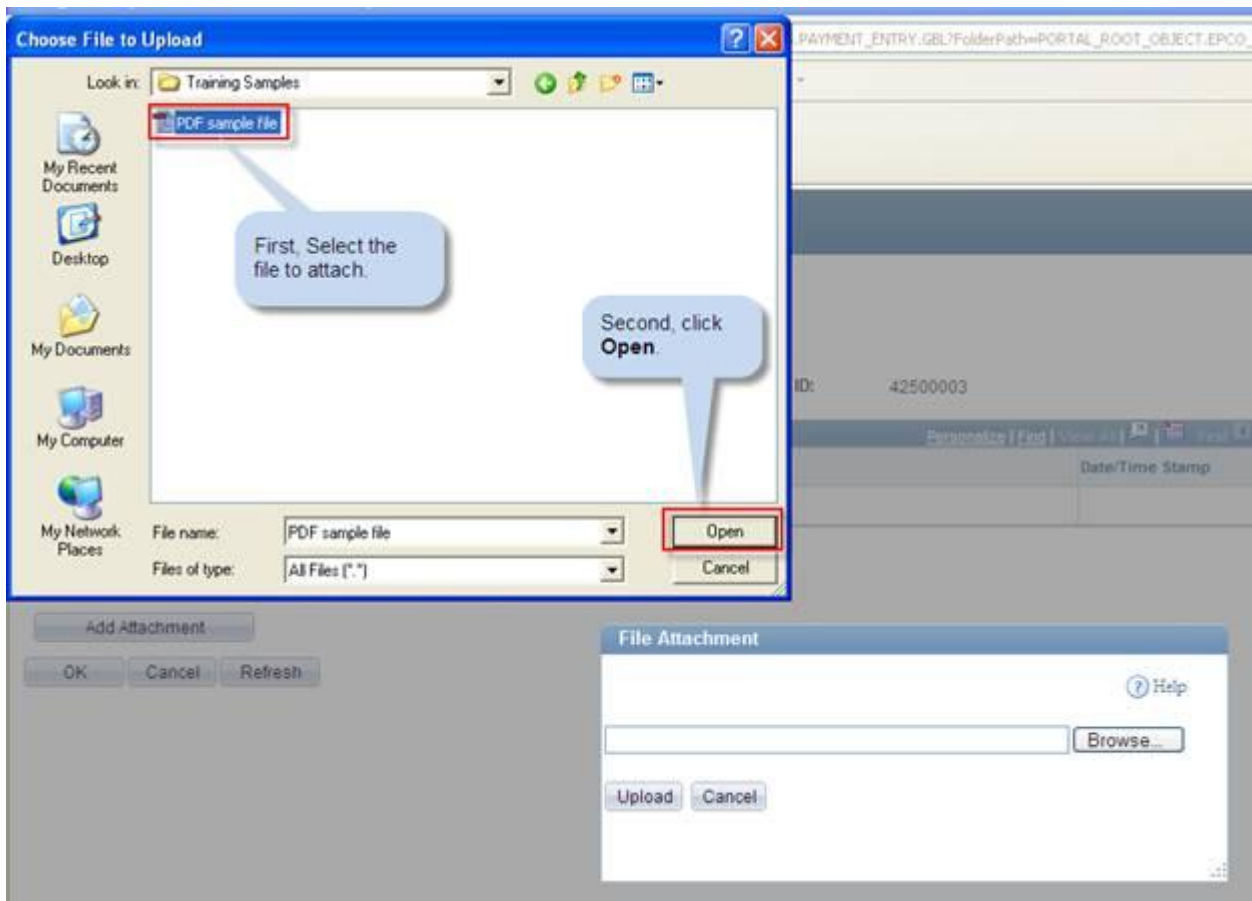
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK Cancel Refresh

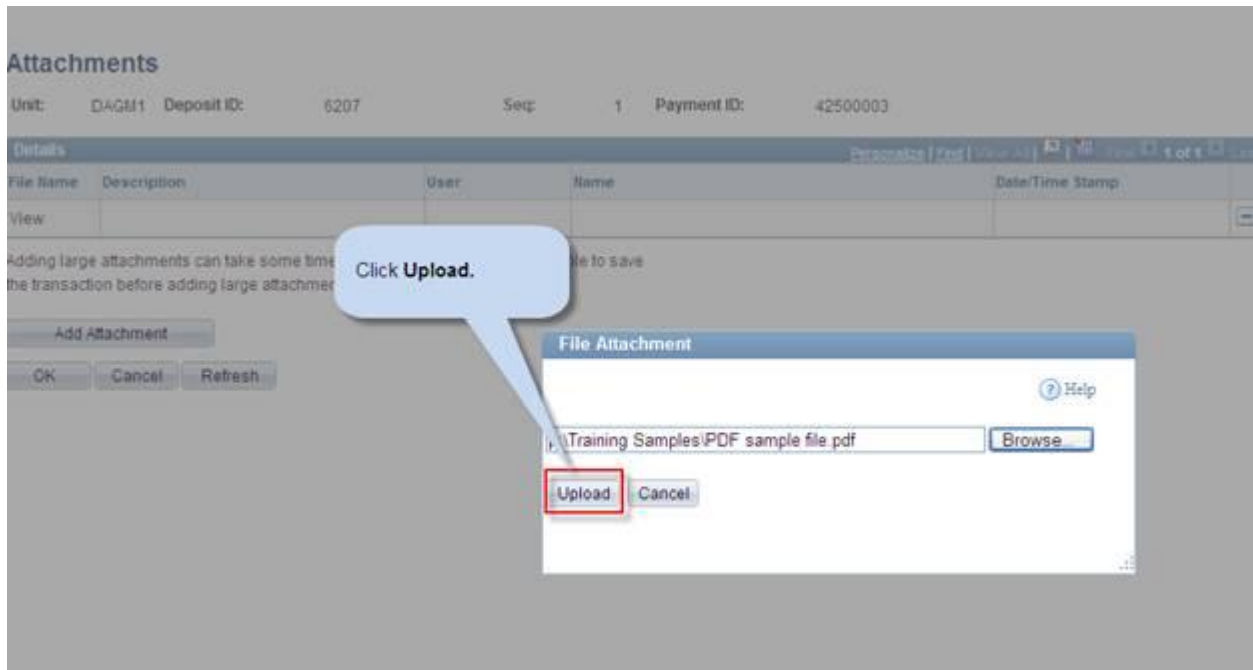
3. The **File Attachment** dialog box displays. Click the **Browse...** button



4. The **Choose File to Upload** dialog box displays. Select the file to upload and click **Open**.



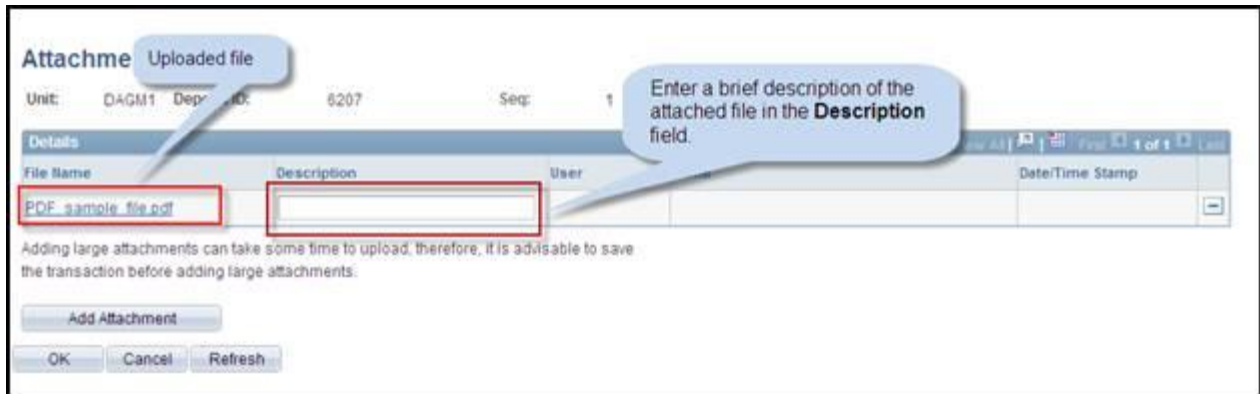
5. The name of the file selected displays in the **File Attachment** dialog box text box. Click **Upload** to attach the file.



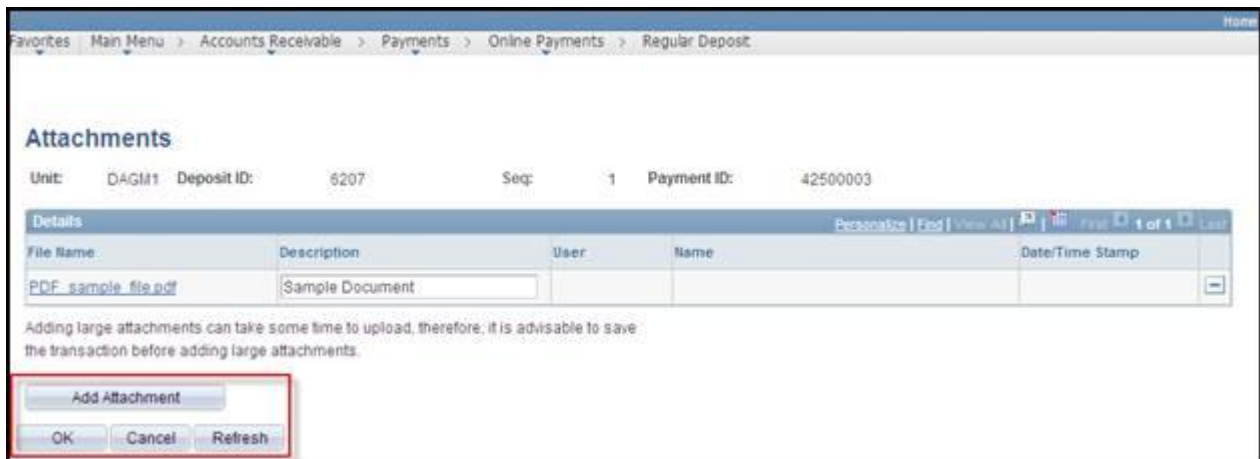
6. The **Attachments** page displays. The name of the uploaded file displays in the **File Name** field.



7. Enter a brief **Description** of the file uploaded/attached .



8. Use the **Add Attachment** button to add another attachment. Use the **OK** or **Cancel** buttons to return to the Payments page.



9. The **Attachments** link now displays (1). This indicates that 1 file is attached to the payment.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | **Payments**

Unit: DAGM1 Deposit ID: 6207 Date: 01/27/2012 *Location: 42500003 Balance: Balanced

Payment Information Find | View All | Page 1 of 1 | Last

Payment Seq.: 1 *Payment ID: *Payment Date: 01/26/2012

Amount: 400.00 Currency: Exchange Rate:

Rate Type: CRRNT

Payment Predictor Journal Directly Range of References

Payment Method: Check **Attachments (1)** [View Audit Log](#)

Customer Information Find | Page 1 of 1 | Last

Customer ID: Business Unit: Remit From: Remit SetID:

Name: Corporate: Corporate SetID:

SubCust1: SubCust2: Link MICR:

MICR ID: Link MICR:

Detail References

Reference Information Personalize | Find | View All | Page 1 of 1 | Last

Qual Code	Reference	To Reference
1		

The **Attachments** link now indicates that 1 file is attached to the payment.