Core-CT

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.

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

3. The **File Attachment** dialog box displays. Click the **Browse…** button
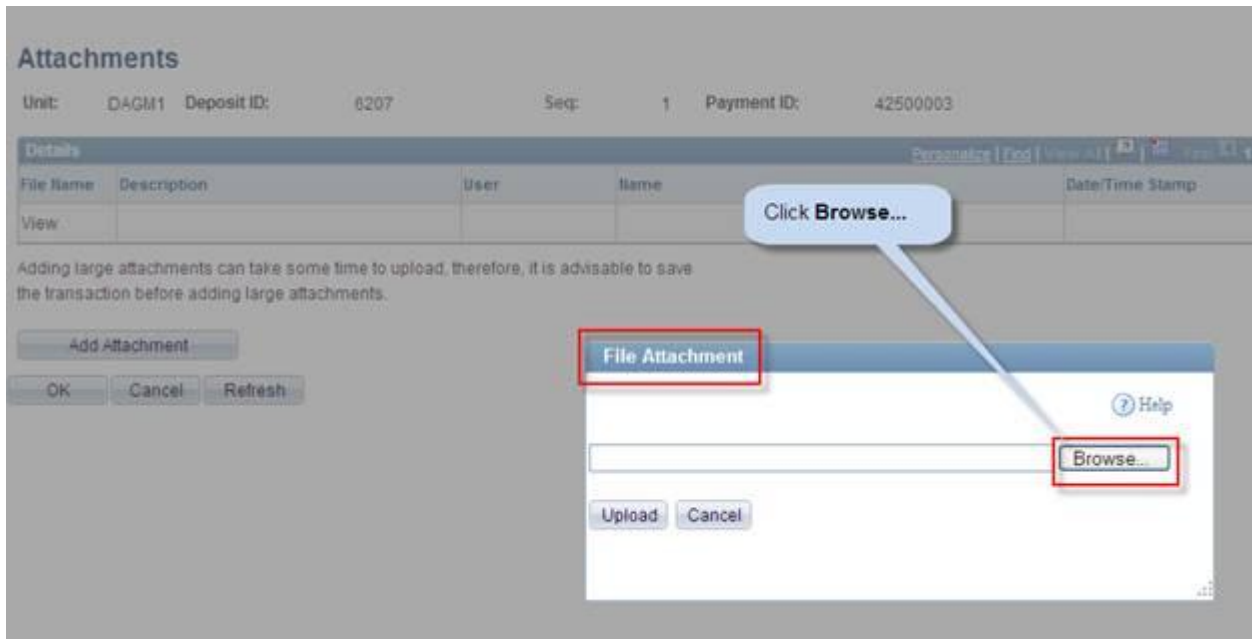
4. The **Choose File to Upload** dialog box displays. Select the file to upload and click **Open**.
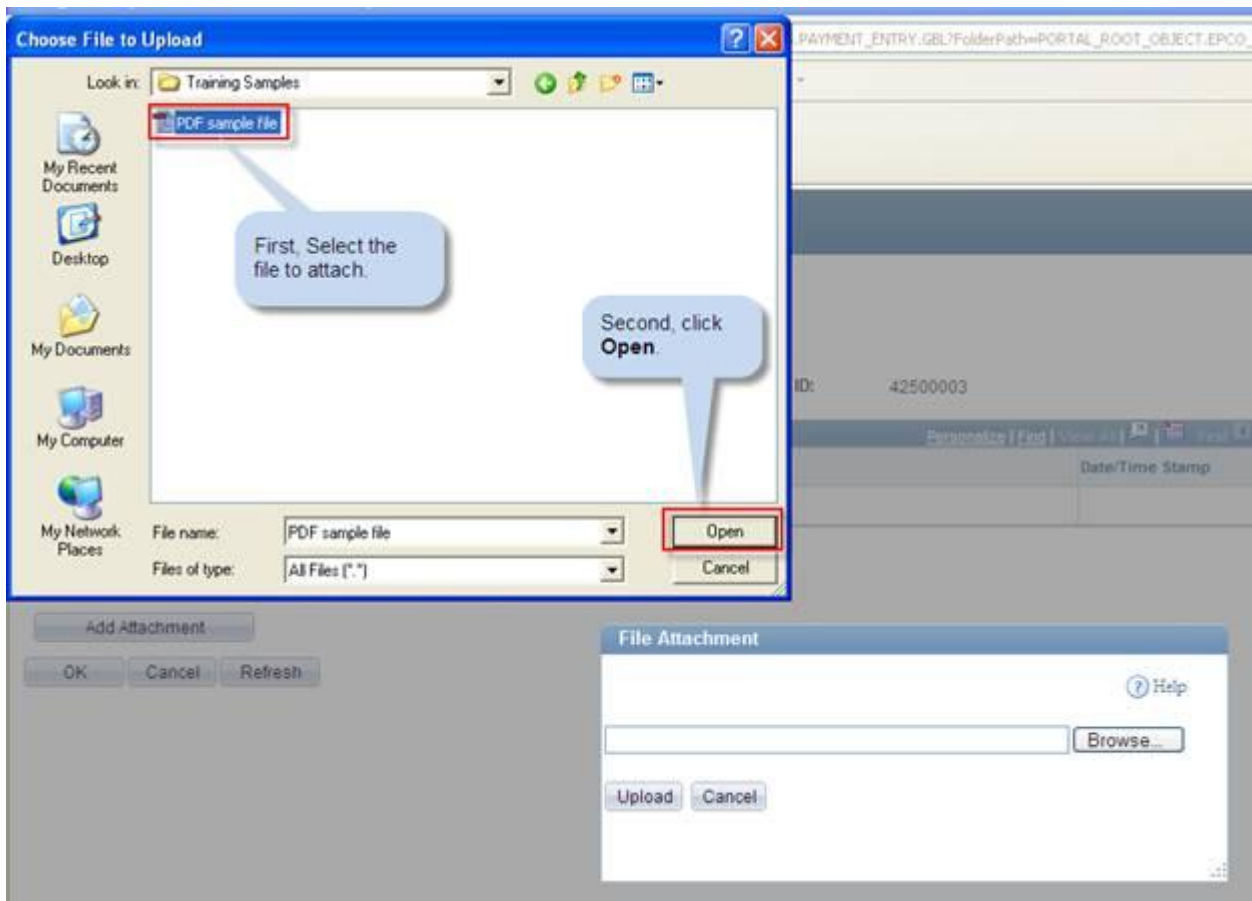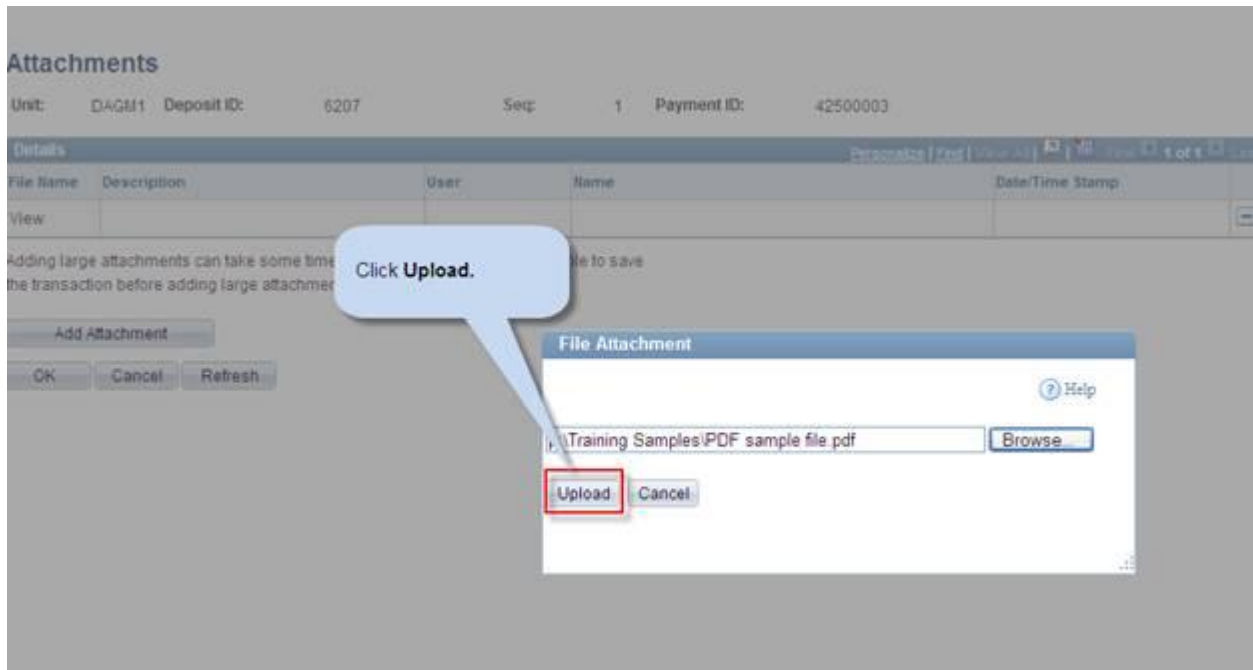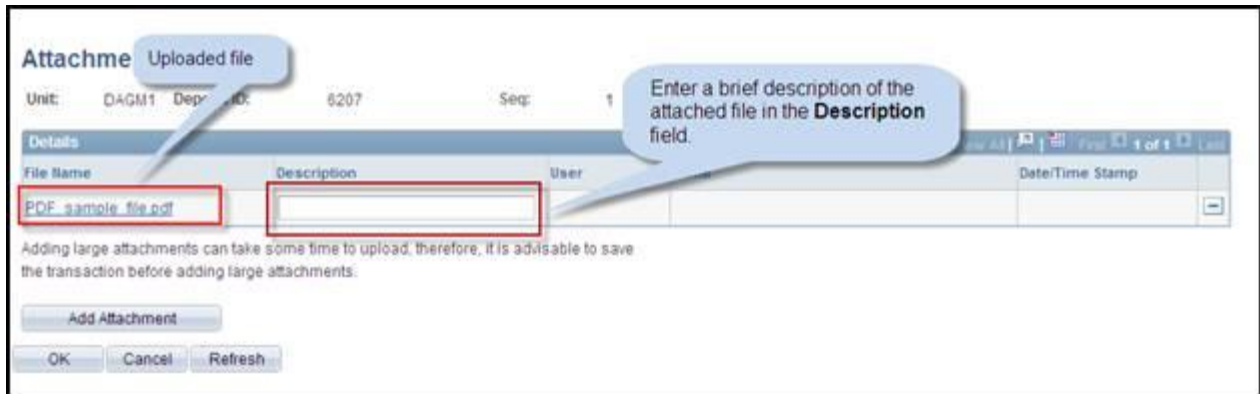
5. The name of the file selected displays in the **File Attachment** dialog box text box. Click **Upload** to attach the file.

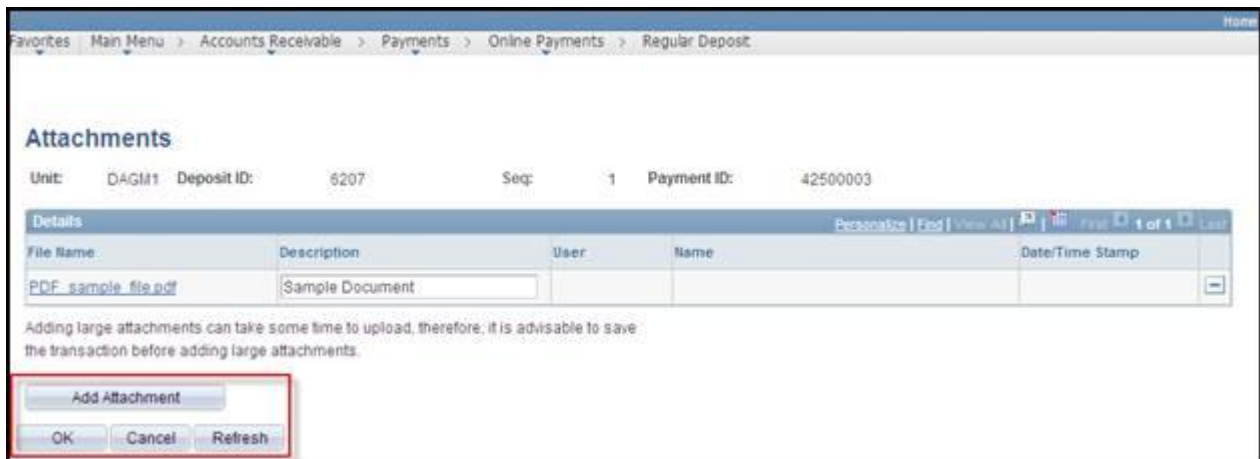6. The **Attachments** page displays. The name of the uploaded file displays in the **File Name** field.

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.

Totals | Payments

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

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

Payment Seq: 1

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

Amount: 400.00 | *Payment ID: | ng Date: 01/26/2012 | ➕ ➖

Rate Type: CRRNT | Currency: | Exchange Rate:

☐ Payment Predictor | ☐ Journal Directly | ☐ Range of References

Payment Method: Check ▾ | Attachments (1) | View Audit Logs

Customer Information | Find First 1 of 1 Last

➕ ➖

Customer ID: 🔍 | Business Unit: 🔍

Remit From: | Remit SetID:

Name:

Corporate: | Corporate SetID:

SubCust1: | SubCust2:

MICR ID: 🔍 | Link MICR

Detail References

Reference Information | Personalize | Find | View All 🔲 | 🔲 First 1 of 1 Last

	Qual Code	Reference	To Reference	
1	🔍	🔍		➕ ➖