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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.

Payment Metmation End // 1 of // 1 of // 1 Payment Seq: 1 Payment Seq: 1 400.00 Currency: Currency: USD Payment Predictor Journal Directly Payment Method: Check Clastomer ID: Attachments (0) Remit From: Remit SettD: Name: Corporate SettD: SubCust1: SubCust2: Link MICR	Lotars DAGM1	Deposit ID: 6207	Date: 01/27/201	2 "Location	42500003 Balance:	Balanced	
Payment Seq: Payment ID: 42500003 *Accounting Date: 01/2602912 Image: Currency: unount: 400.00 Currency: USD 100000000 Payment Predictor Exchange Rate: 100000000 Image: Currency: USD Payment Method: Check Statchments ID View Audit Loss Customer Information End 1 of 1 Customer Information End 1 of 1 Customer ID: Business Unit: Ink Remit From: Remit SetiD: SubCust1: SubCust2: Inck ID: Link IIICR	Payment Information					Englisher at the Dia	of t 🗖 La
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2. The Attachments page displays. Click Add Attachments.

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

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

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Look in My Recent Documents	Training S	amples 196	· 0) 🗗 🖪 -		
My Documents		First, Select the file to attach.)	Second, click Open.	ID:	42500003
My Network Places	File name. Files of type:	PDF sample file [All Files (".")		Open Cancel		
Add Att	achment			File Attachment		
ок	Cancel R	efresh		Upload Cancel	6	() Help Browse

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

Attach	ments					
Unit:	DAGM1 Deposit ID:	6207	Sec: 1 Payment ID	42500003		
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6. The Attachments page displays. The name of the uploaded file displays in the File Name field.

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

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PDF sample file.pdf				E
Adding large attachments can ta the transaction before adding ta Add Attachment OK Cancel Refr	exe some time to upload, the rige attachments.	erefore, it is advisable to s	3/8	

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

Favorites Main Menu > Accounts	Receivable > Payments > Online R	Payments > Re	gular Deposit			Hom
Attachments Unit: DAGM1 Deposit ID:	6207 Seq:	1 P	ayment ID:	42500003		
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PDF sample file.pdf	Sample Document					=
Adding large attachments can take the transaction before adding large Add Attachment OK Cancel Refresh	some time to upload, therefore; it is adv attachments.	isable to save				

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

It: DAGM1	Deposit ID:	6207	Date: (01/27/2012	"Location	42500003	Balance:	Balanced	
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