

Change to Viewing Voucher Attachments

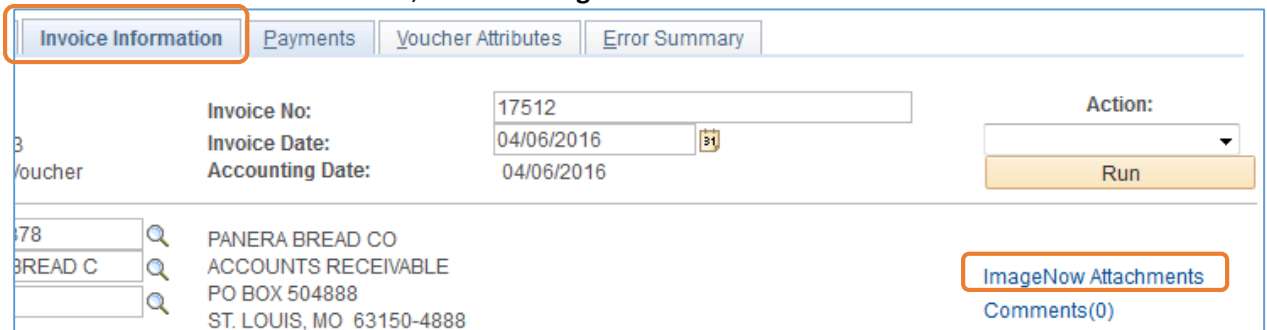
A recent enhancement to the Campus Voucher page now requires you to click **Save** before you can confirm the attachment is there by seeing the date/time stamp in the “Added On” column on the Voucher attachment page.

The enhancement was put in place to prevent the **Modified** (date) and **Modified By** fields on the voucher from updating simply when someone viewed an attachment. Such updates are problematic from an auditing standpoint.

In order to confirm voucher attachments, you need to click **Save** after attaching the document. See the steps below.

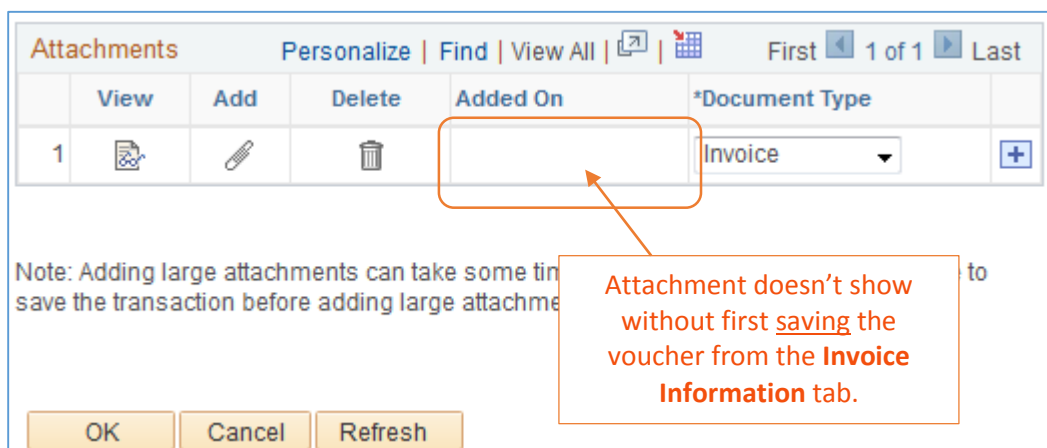
Steps:

1. Begin creating a campus voucher per the normal process.
2. Attach invoice to the voucher per the normal process, as follows:
 - a. From the Invoice Information Tab, click the **ImageNow Attachments** link.

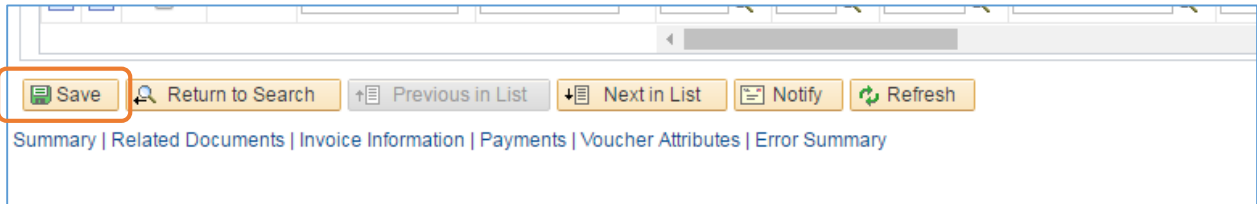


- b. Select Invoice from the **Document Type** field.
- c. Attach the document.

Results: You will not see the document immediately displayed in the **Added On** field. **You need to click OK, complete the rest of the required voucher fields, and click Save.** Once you click Save, the document appears in the Added On field.



3. Click **OK**.
4. Make sure the rest of the required fields on the voucher are complete.
5. Click **Save**.



Results: When you click the ImageNow Attachments link after saving the voucher, the document appears in the **Added On** field.

Voucher Attachment page

Business Unit: UNCCH Voucher ID: 50595075

Attachments							Personalize	Find	View All	First	1 of 1	Last
	View	Add	Delete	Added On	Document Type							
1				2016-04-06-11.53.12.000000	Invoice							

Warnings:

- If you click OK to return to the Invoice Information page after attaching your document and then click the ImageNow Attachment link without first clicking Save, the Document Type field appears blank. You will need to re-add the document type, click OK, and save the voucher. Then, when you click the ImageNow Attachment link, the document and the document type appear.
- If you attach your document and add the document type and, for some reason, click Cancel rather than OK, the system does not attach the document or the document type.