

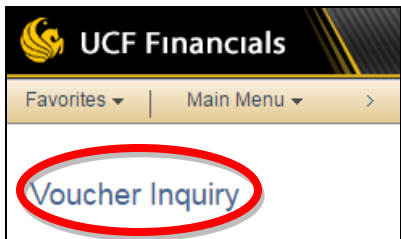
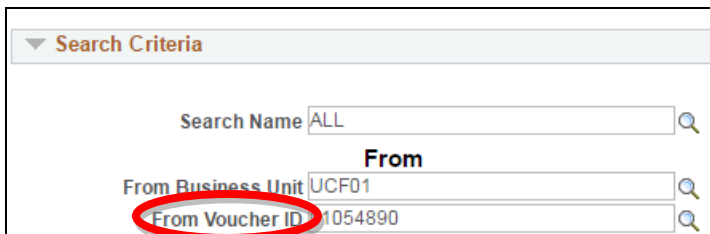



ADDY NOTES



Viewing an Invoice Attached to a Voucher

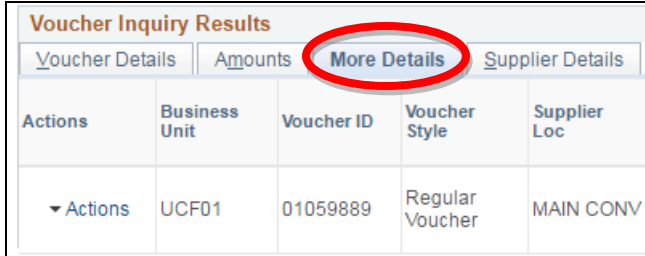
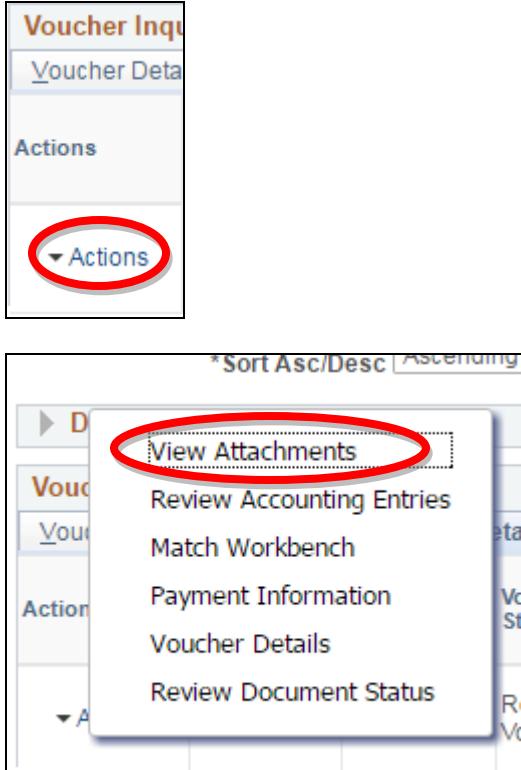
This Addy Note explains how to locate and view an invoice attached to a voucher.

Step	Action
1.	<p>Navigate to: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.</p>  <p>Note: You can also navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry.</p>
2.	<p>Enter relevant information in the field(s).</p> 
3.	<p>Scroll down is necessary, and click Search.</p> 



ADDY NOTES



Step	Action
4.	<p>Click the More Details tab.</p> 
5.	<p>Click the Action link, then click View Attachments.</p> 
6.	<p>Click the attachment that you want to view.</p>