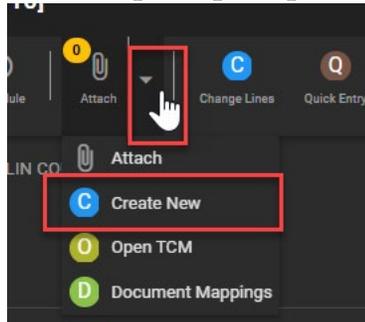


Ap Recurring Invoice Attachment

- Used when adding same document to all entries within batch.
- When entering an invoice, you can either attach after you enter the first one or after you have completed the batch and add to one within the batch.
- On Invoice Entry Screen

- Select Paperclip dropdown arrow on menu bar.



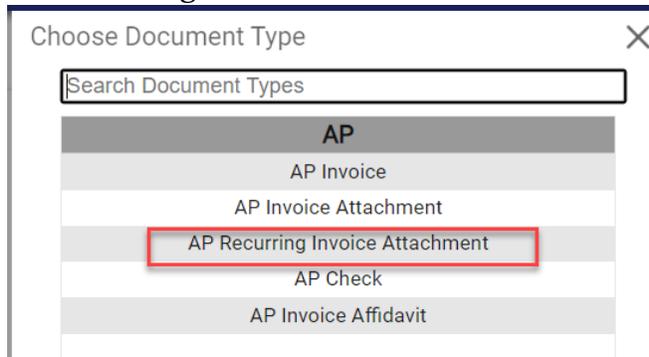
- Select Create New

- Note: If you select the paperclip instead of the dropdown arrow, then it will take you directly to content manager page without the next step of selecting document type. You would just need to select

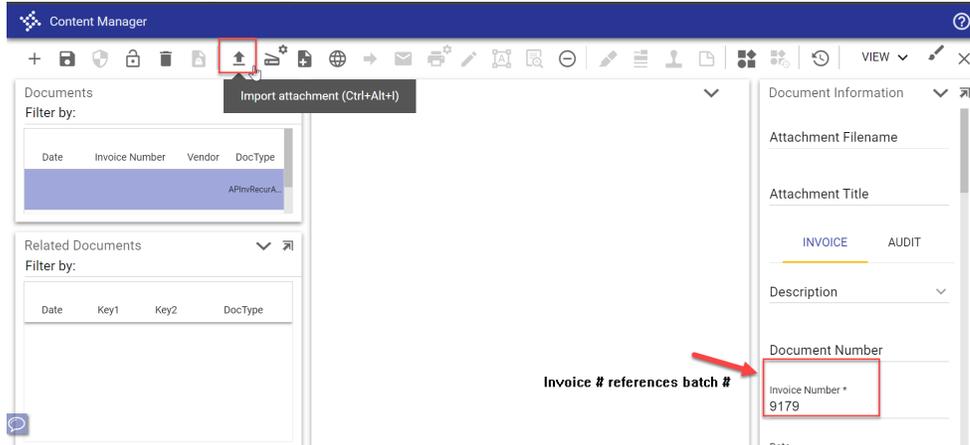


the + symbol on the menu to have the document type box appear.

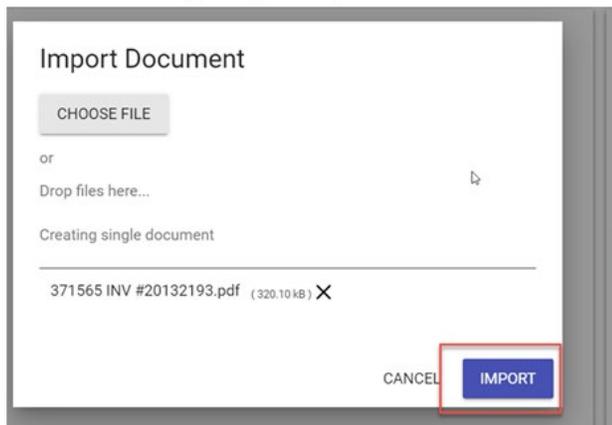
- Select Document Type
 - AP Recurring Invoice Attachment



- Some information from the invoice will now appear on the right under Document Information. The invoice number will reference the batch number for all invoice records in batch.
- Confirm there is a department/location listed for your workflow
- Select arrow up (import attachment) on menu bar.



- Select choose file.
 - Locate & select file on computer, import button will be available to select once file has been selected or dragged into box
- You also can use the Drag and Drop Process Import Documents



- The scanned invoice will now appear in the Content Manager page.
 - Verify that the invoice document pertains to the invoice information entered.
 - If wrong document was uploaded click the X in the corner of the viewer, without saving and repeat above to attach the correct document.
 - Save the upload.



- Close out of the content manager page.

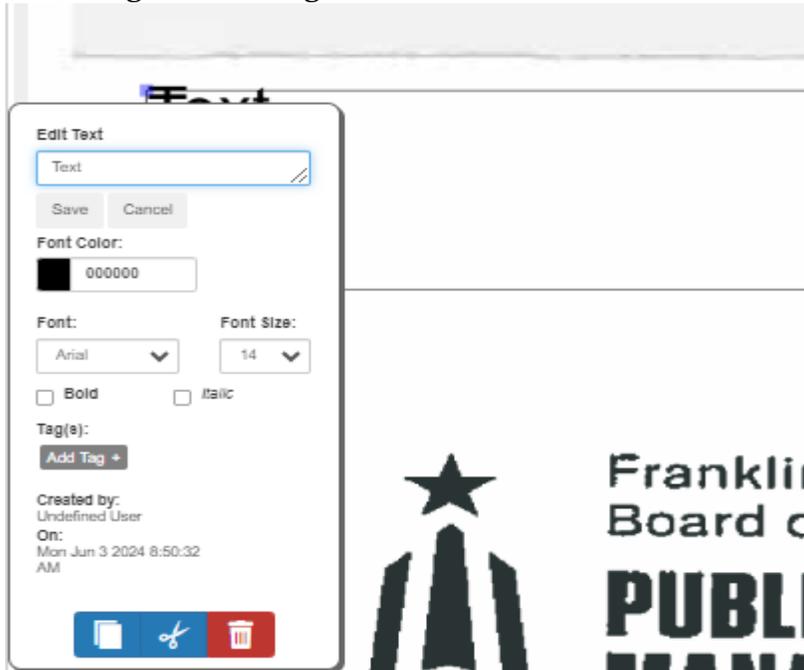


Wrong Document Uploaded After Saving

- If the wrong document has been uploaded for an invoice use the following steps:
- Upload the correct document to the invoice.
- On the incorrect document select the Stamp button at the top of content manager



- Create a text box by clicking and dragging at the **top** of the document.
- Change the message to **DELETE** and font color to **red**.



- Save the Edit Text box and then save the document in TCM.
- The Auditor's office will remove the wrong upload and use the correct one for auditing purposes.