Overview

You may add a file, text, or web page to a payment voucher in order to provide additional information to others that may need to review your payment voucher.

Procedure

Step	Action
1.	Once the payment voucher information has been entered (see the Entering Payment Voucher Information on the General Tab quick reference guide and the Entering PTAEO Information on the Lines Tab quick reference guide), click the **Attachments** paperclip icon a) Note: Always add attachments on the General Tab so they are visible to others
2.	On the Attachments screen, click in the **Category** field
3.	The Category must be "Miscellaneous", so enter "m" into the Category field and press **[Tab]**
4.	You must enter text into either the Title field and/or the Description field
5.	Click on the **Data Type** drop down list of values
6.	Choose the proper data type a) File: for Excel or Word documents b) Long Text: a note up to 4,000 characters in length c) Short Text: a note up to 2,000 characters in length d) Web Page: allows you to attach a web page link
7.	Click **OK**
8.	Depending on the chosen data type, either browse and select the proper file, enter text, or attach a web page link
9.	Click **Submit**
10.	Notice the Confirmation message. Click the **Close Window X** button
11.	If a Decision box appears, click **Yes**
12.	You may verify the correct file is attached by clicking on **Open Document**

Step	Action
13.	If opened, close the document
14.	Click the **Save** icon
15.	Click the **Close X** button
16.	Enter the organization code into the **Expenditure Organization** field
17.	Click the **Save** icon
18.	Click the **Close X** button
19.	Refresh the screen by first clicking on the **2 Lines** tab and then the **1 General** tab. Notice the yellow paper is now under the paper clip, indicating the attachment