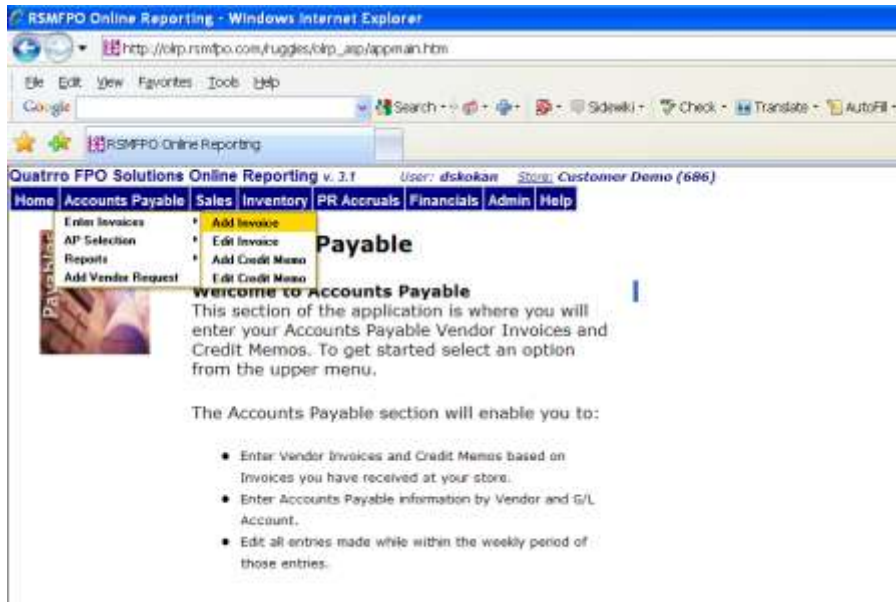


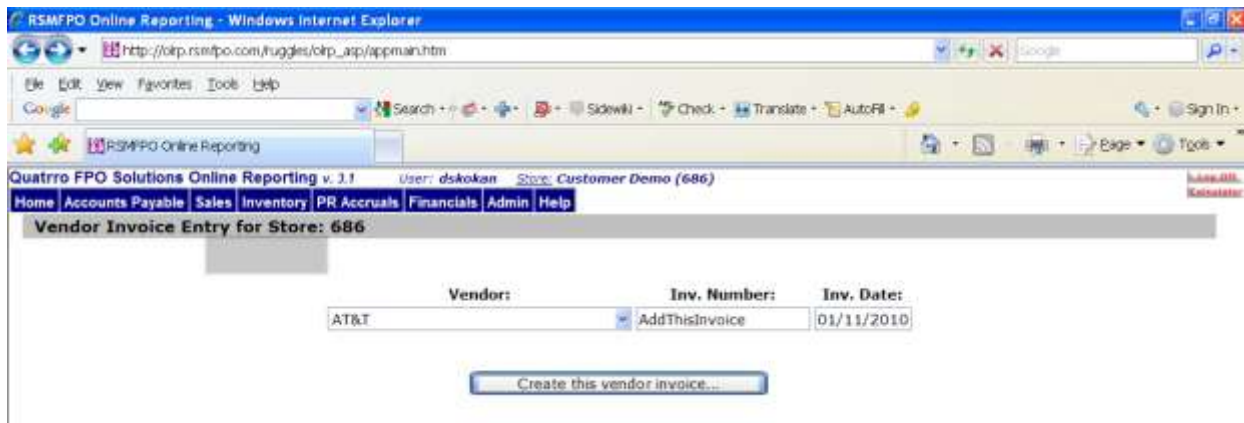
## Attaching invoices

Overview – This is a “How To” document for AP Imaging. This will show you how to attach images via the web.

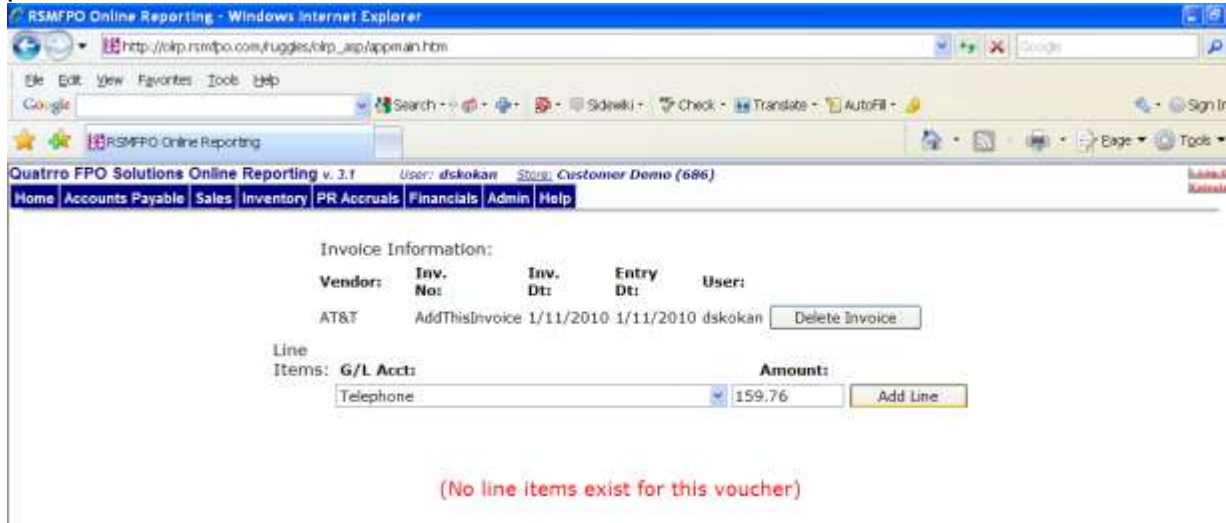
1. Login into website.
2. From the navigation system select the following:
  - a. Accounts Payable \_ Enter Invoices \_ Add Invoice



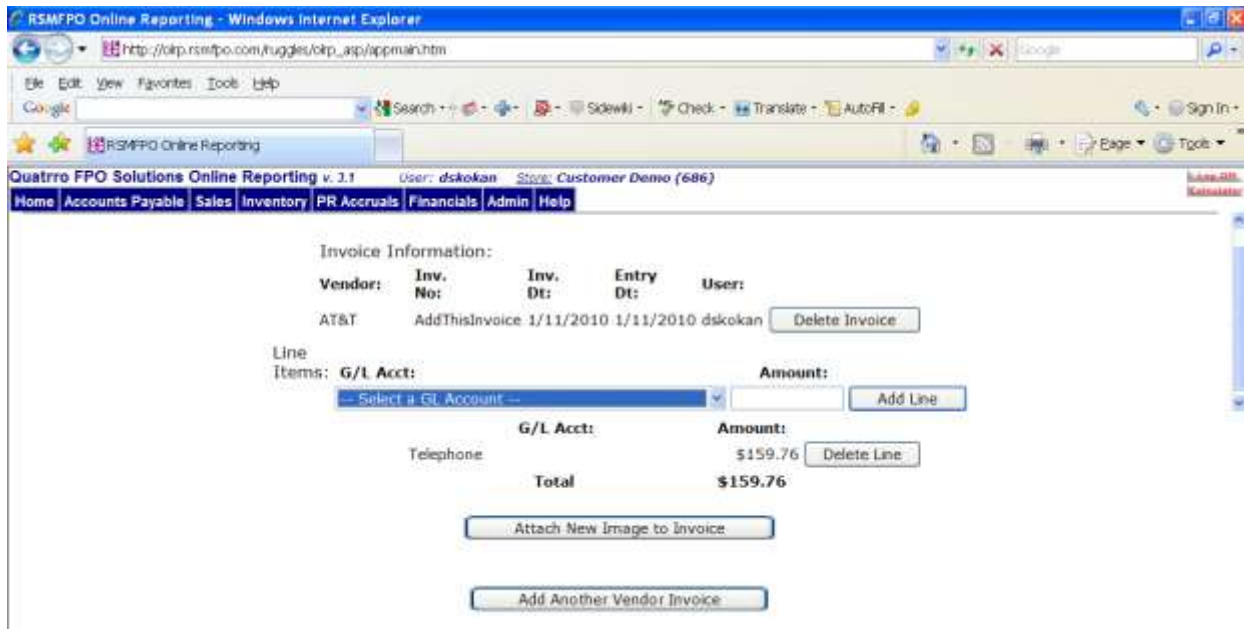
3. Select the Vendor, enter your Invoice Number and date, and then click the “Create this vendor invoice”



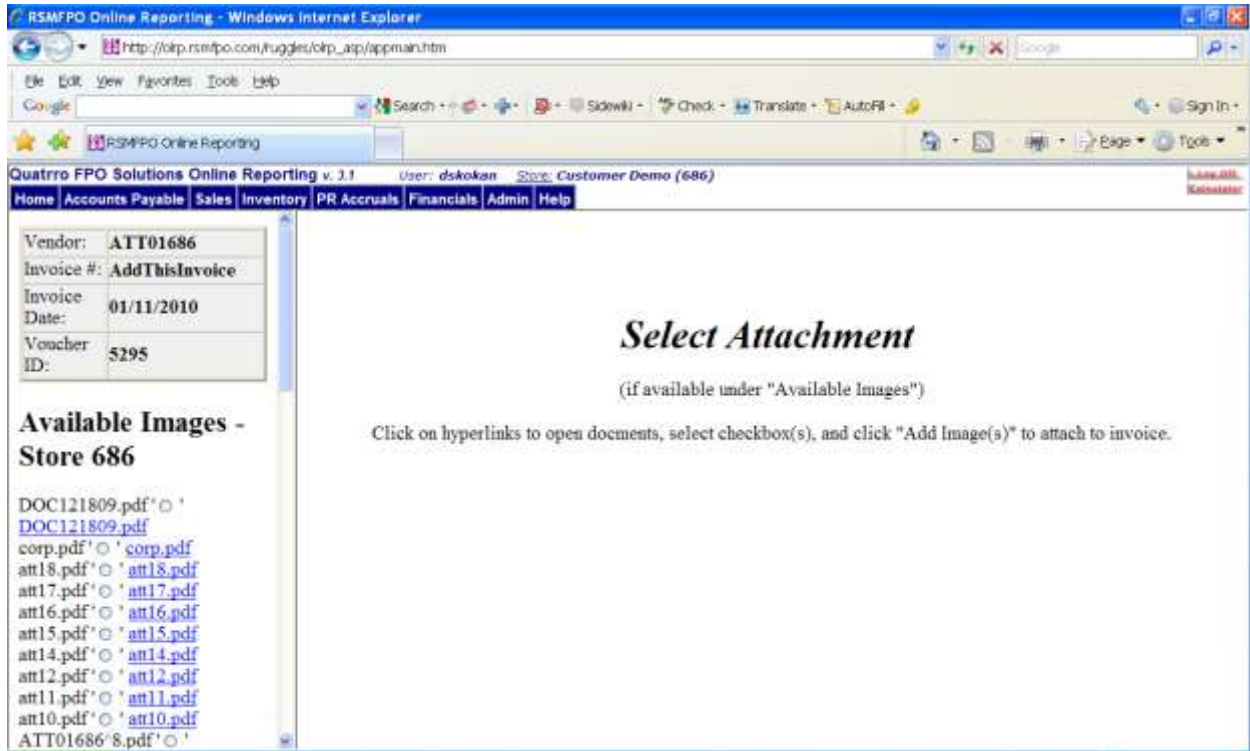
4. Enter your line items by selecting a G/L Account and amount. Click “Add line” to process this information.



5. You will now have the ability to attach an image. Click the “Attach Image to Invoice” button.



6. You will now be able to select from the “Available Images”. Click on the hyperlinks to open documents, select radio button, and click the “Add Image(s)” to attach to invoice. Clicking the “Show All Available” radio button will display all of the images that are in the unattached folder that are available for attaching.



Choose the correct image by clicking on the radio button. Then scroll to the bottom and click “Attach Image File” button.

7. To add additional pages, repeat from Step 5.

8. You're done!

## Removing or Editing/Adding Attached Images once invoice have been added

From the navigation system, select the following:

1. Accounts Payable -> Enter Invoices -> Edit Invoice



The screenshot shows the "Current Week Vendor Invoices - Store: 686" report in the RSMFPO Online Reporting application. The browser title is "RSMFPO Online Reporting - Windows Internet Explorer". The address bar shows "http://olrp.rsmfpo.com/huggles/olrp\_esp/appmain.htm". The application header includes "Quattro FPO Solutions Online Reporting v. 3.1" and user information "User: dskokan Store: Customer Demo (686)". The main navigation menu has "Accounts Payable" selected. The report title is "Current Week Vendor Invoices - Store: 686" and there is a "Print this Report" button. The table below lists the invoices with columns for Invoice Id, Vendor, Invoice No., Inv. Dt., Amount, Entry Dt., and User.

▼ Invoice Id ▲	▼ Vendor ▲	▼ Invoice No. ▲	▼ Inv. Dt. ▲	▼ Amount ▲	▼ Entry Dt. ▲	▼ User ▲
Edit... 5286	3RD I	sujaytest	1/1/2010	\$0.01	1/4/2010	dskokan
Edit... 5287	24-HOUR DOOR SERVICE	sujay01	1/7/2010	\$0.00	1/7/2010	dskokan
Edit... 5288	3I PRINTING	sjay01	1/7/2010	\$0.00	1/7/2010	dskokan
Edit... 5289	3I PRINTING	sddsdl	1/7/2010	\$0.00	1/7/2010	dskokan
Edit... 5290	24-HOUR DOOR SERVICE	asas	1/7/2010	\$0.00	1/7/2010	dskokan
Edit... 5291	24-HOUR DOOR SERVICE	testdaskjllfk	1/1/2010	\$0.00	1/8/2010	dskokan
Edit... 5292	A.C.S.	lkdsflk	1/1/2010	\$0.00	1/8/2010	dskokan
Edit... 5293	AT&T	2554545	1/8/2010	\$25.50	1/8/2010	cdebyl
Edit... 5294	3RD I	545545	1/8/2010	\$25.00	1/8/2010	cdebyl
Edit... 5295	AT&T	AddThisInvoice	1/11/2010	\$159.76	1/11/2010	dskokan

Click on [Edit..](#) on the invoice to be modified

## 2. Once on the Edit Invoice Screen, you can view, remove, or add additional images

