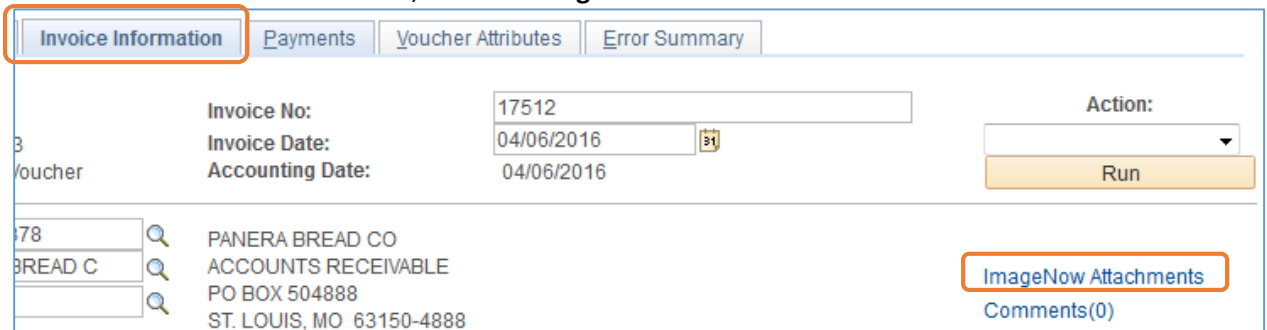**Change to Viewing Voucher Attachments**

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.
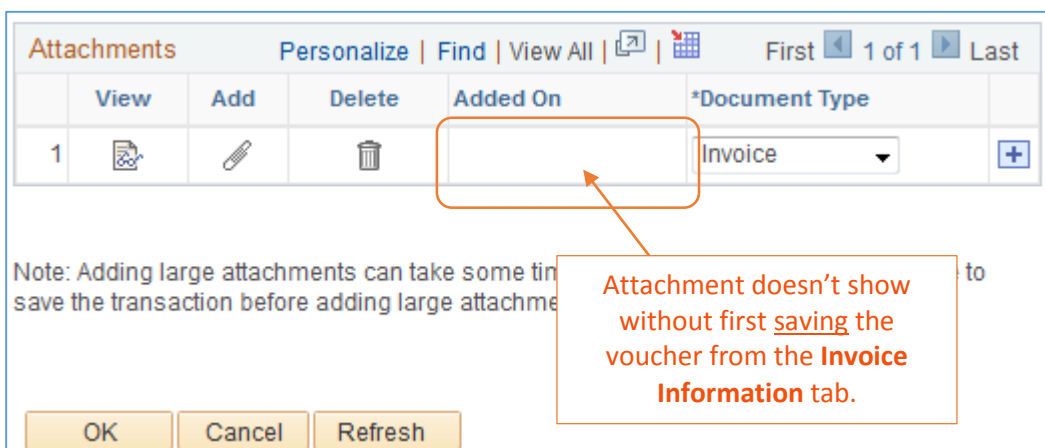
Steps:

1. Begin creating a campus voucher per the normal process.

2. Attach invoice to the voucher per the normal process, as follows:

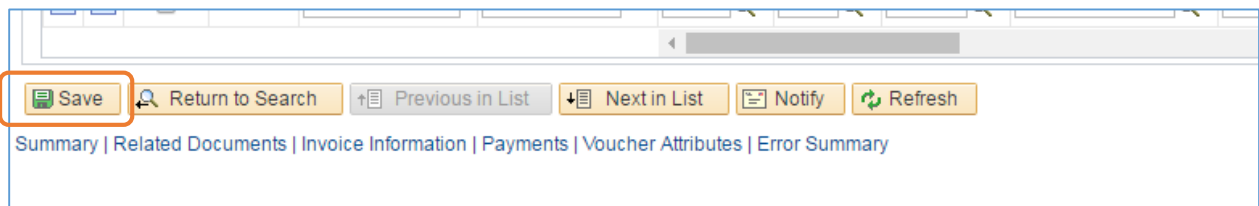   a. From the Invoice Information Tab, click the **ImageNow Attachments** link.

   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.

Warnings:
- If you click OK to return to the Invoice Information page after attaching your document and then click the ImageNow Attachment link <u>without</u> first clicking Save, the <u>Document Type field appears blank</u>. 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.