

# **HOW TO ACCESS SCANNED BACKUP**

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# Log in to CI FINANCIALS follow the path below to Accounts Payable > REGULAR ENTRY

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ORACLE MENU Search >> Advanced Search Last

### Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ Search Criteria

Business Unit = CICMP

**Voucher ID begins with** 00135132

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =


Case Sensitive





**Search** Clear Basic Search Save Search Criteria

# Click on ATTACHMENT

- Summary
- Related Documents
- Invoice Information**
- Payments
- Voucher Attributes
- Error Summary

Business Unit   
Voucher ID   
Voucher Style   
Invoice Date   
Invoice Received   
Apple Inc  
Supplier ID   
ShortName   
Location   
\*Address

Invoice No   
Accounting Date   
\*Pay Terms   Net 30  
Basis Date Type   
 Tax Exempt

Invoice Total	
Line Total	281.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	7.10 
Use Tax	0.00 
<hr/>	
Total	288.10
Difference	0.00

- Sales/Use Tax Summary
- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (1)**
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360



Save

Action

Run






Calculate

Print

# Click on the PDF file to view, save or print a copy of the voucher

## Voucher Header Attachment

Business Unit CICMP Voucher ID 00135132

Details					Personalize   Find   View All    	First  1 of 1  Last
File Name	Description	User	Name	Date/Time Stamp		
135132.pdf		73002372969		03/02/2017 4:50:04PM		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

Refresh

