

HOW TO ACCESS SCANNED BACKUP

**Presented by:
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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: CICMP
Voucher ID: 00135132
Voucher Style: Regular Voucher
Invoice Date: 02/15/2017
Invoice Received: 03/02/2017

Supplier: Apple Inc
Supplier ID: 000000037
ShortName: APPLECOMPU-001
Location: MAIN
*Address: 1

Invoice No: 4427592041
Accounting Date: 03/02/2017
*Pay Terms: NET30  Net 30
Basis Date Type: Inv Date
 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

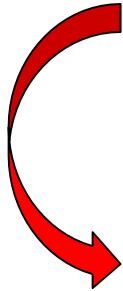
Sales/Use Tax Summary
Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (1)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

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

