

Adding an Attachment to a Payment on a Deposit

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Adding an Attachment to a Payment on a Deposit



Core-CT 9.1 enables users to add attachments to payments. Attachments can be added to payments on the **Payments** page in the **Regular Deposit** component, on **Payment Worksheets**, and on the **All Payments** page.

Attachments can be added to payments on existing deposits or added to a payment when a deposit is created online. A payment can have multiple attachments.

Attachments must be added to payments individually if a deposit has multiple payments. A file attached to one payment in a deposit does not attach to the other payments in the deposit.

In this example a user adds an attachment to a payment on an existing deposit.

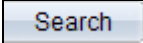
Procedure

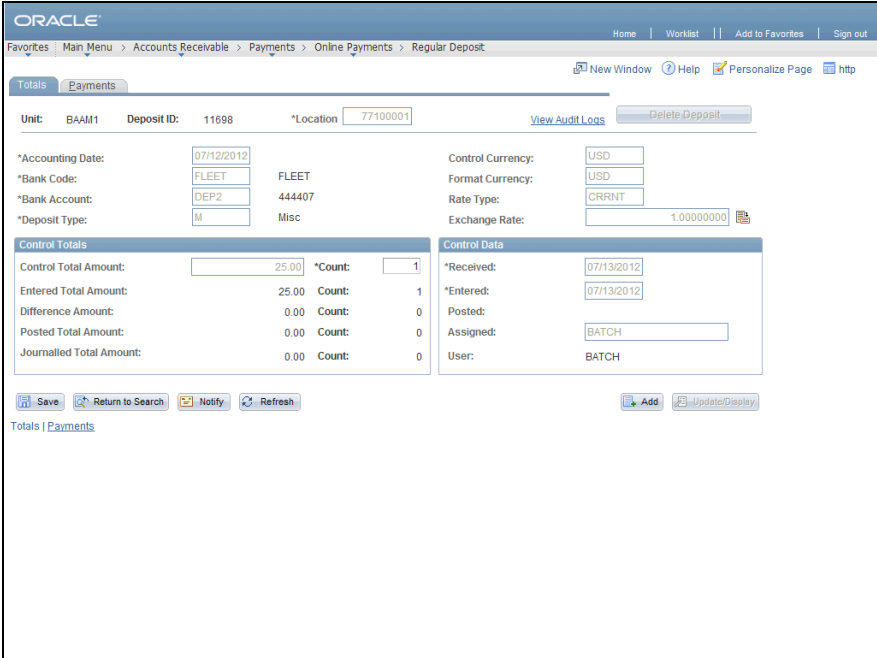
Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

A screenshot of the Oracle web interface for the "Regular Deposit" component. The page title is "Regular Deposit" and the breadcrumb navigation is "Accounts Receivable > Payments > Online Payments > Regular Deposit". The page contains a search section with the following fields:

- Deposit Unit: [dropdown menu]
- Deposit ID: [dropdown menu: begins with] [text input] [search icon]
- Agency Location Code: [dropdown menu: begins with] [text input] [search icon]
- User ID: [dropdown menu: begins with] [text input] [search icon]
- Assigned Operator ID: [dropdown menu: begins with] [text input] [search icon]

There is also a checkbox for "Case Sensitive". At the bottom of the search section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search section are links for "Find an Existing Value" and "Add a New Value".

Step	Action
1.	Use the Regular Deposit Find an Existing Value page to locate the deposit and payment to which an attachment is to be added. Enter BAAM1 into the Deposit Unit field.
2.	Enter 11698 into the Deposit ID field.
3.	Click the Search button. 



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

New Window | Help | Personalize Page | http

Totals | Payments

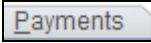
Unit: BAAM1 Deposit ID: 11698 *Location: 77100001 View Audit Logs Delete Deposit

*Accounting Date: 07/12/2012 Control Currency: USD
 *Bank Code: FLEET FLEET Format Currency: USD
 *Bank Account: DEP2 444407 Rate Type: CRRNT
 *Deposit Type: M Misc Exchange Rate: 1.00000000

Control Totals		Control Data	
Control Total Amount:	25.00	*Count:	1
Entered Total Amount:	25.00	*Received:	07/13/2012
Difference Amount:	0.00	*Entered:	07/13/2012
Posted Total Amount:	0.00	Posted:	
Journalled Total Amount:	0.00	Assigned:	BATCH
		User:	BATCH

Save | Return to Search | Notify | Refresh | Add | Update Display

Totals | Payments

Step	Action
4.	Attachments are attached to payments, not to deposits. Click the Payments tab. 

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments
 New Window | Help | Personalize Page | http

Unit: BAAM1 Deposit ID: 11698 Date: 07/13/2012 *Location: 77100001 Balance: Balanced

Payment Information
 Payment Seq: 1 *Payment ID: 77100001 *Accounting Date: 07/12/2012
 Amount: 25.00 Currency: USD
 Rate Type: CRRNT Exchange Rate: 1.00000000
 Payment Predictor Journal Directly Range of References
 Payment Method: Check Attachments (0) View Audit Logs

Customer Information
 Customer ID: Business Unit:
 Remit From: Remit SetID:
 Name:
 Corporate: Corporate SetID:
 SubCust1: SubCust2:
 MICR ID: Link MICR

Detail References
 Reference Information

Qual Code	Reference	To Reference
1		

Save | Return to Search | Notify | Refresh | Add | Update/Display

Step	Action
5.	<p>Currently, this payment does not have any files attached to it. The value enclosed by the parentheses (0) indicates the number of attachments associated with a payment.</p> <p>Click the Attachments (0) link.</p> <p>Attachments (0)</p>

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Help

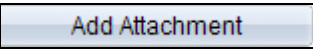

Attachments
 Unit: BAAM1 Deposit ID: 11698 Seq: 1 Payment ID: 77100001

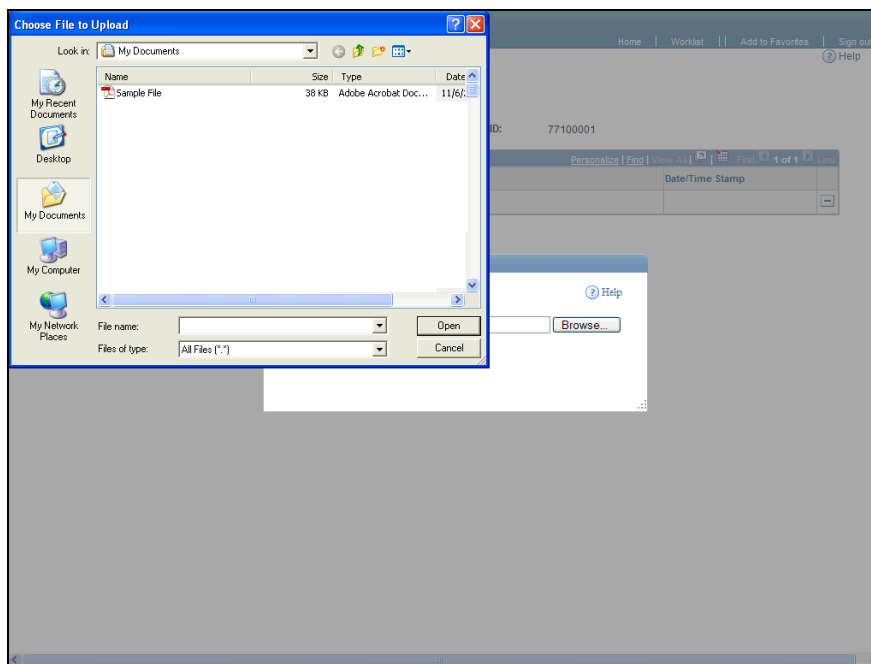
Details
 Personalize | End | View All | First | 1 of 1 | Last


File Name	Description	User	Name	Date/Time Stamp
View				

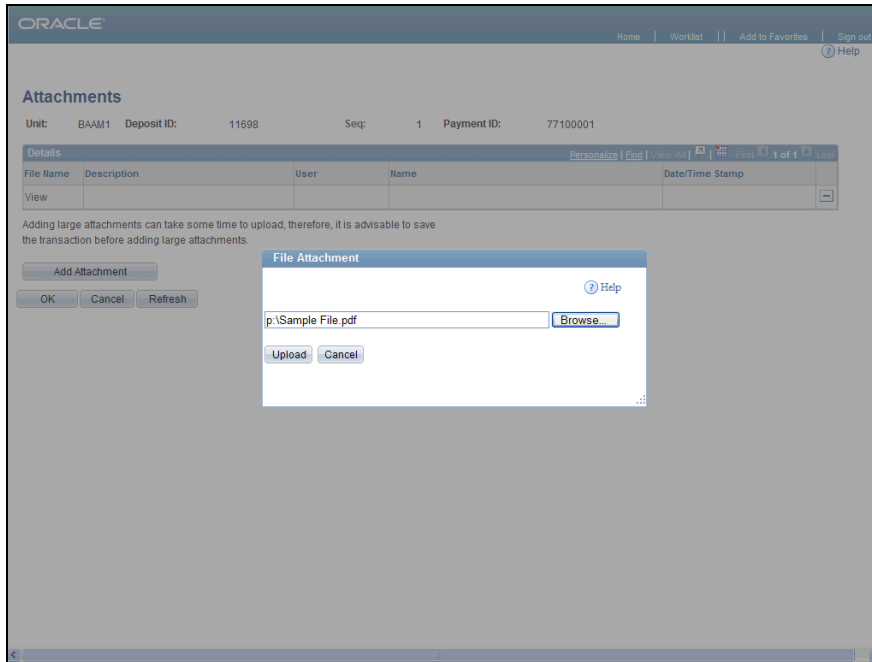
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

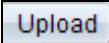
Add Attachment
 OK | Cancel | Refresh

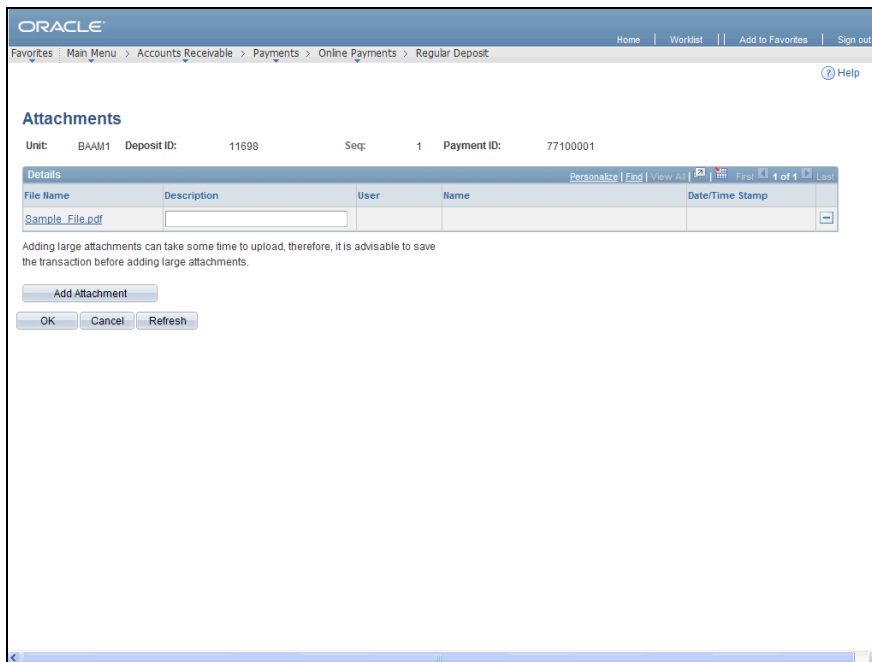
Step	Action
6.	Click the Add Attachment button. 
7.	Click the Browse... button. 



Step	Action
8.	Click the Sample File list item.
9.	Click the Open button. 

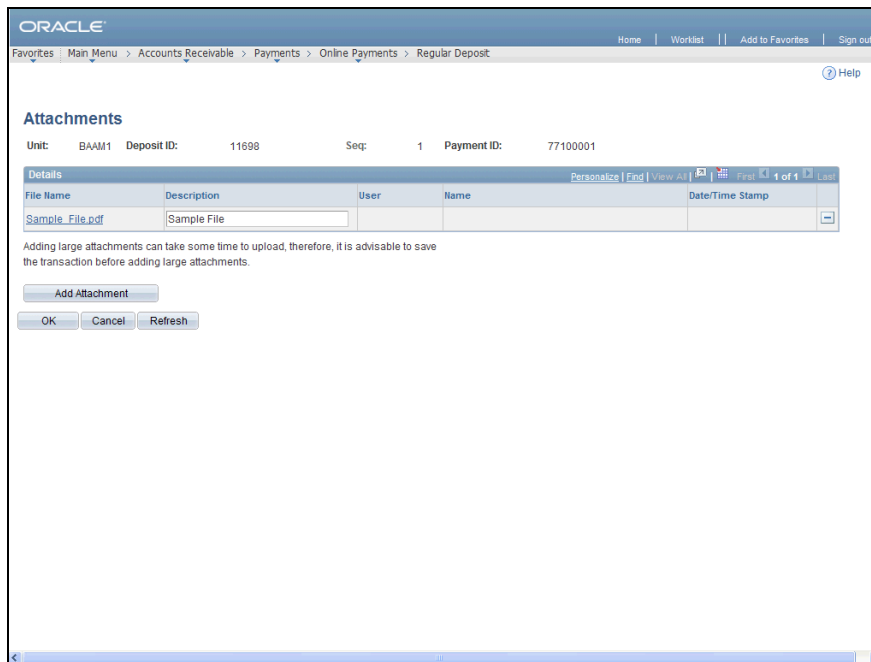


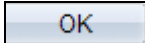
Step	Action
10.	Click the Upload button. 



Step	Action
11.	Enter Sample File into the Description field.

Step	Action
12.	<p>The Minus button on the far right of the Details group box can be used to delete an attachment. The attachment is deleted once the deposit is saved.</p> <p>Add additional attachments to the payment by clicking the Add Attachment button and uploading a different file. The same file can not be attached twice to a payment.</p>



Step	Action
13.	<p>Click the OK button.</p> <p></p>

ORACLE
 Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Home | Worklist | Add to Favorites | Sign out

Totals Payments

Unit: BAAM1 Deposit ID: 11698 Date: 07/13/2012 *Location: 77100001 Balance: Balanced

Payment Information Find | View All | First | 1 of 1 | Last

Payment Seq: 1 *Payment ID: 77100001 *Accounting Date: 07/12/2012

Amount: 25.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check Attachments (1) View Audit Logs

Customer Information Find | First | 1 of 1 | Last

Customer ID: Business Unit:

Remit From: Remit SetID:

Name:

Corporate: Corporate SetID:

SubCust1: SubCust2:

MICR ID: Link MICR

Detail References

Reference Information Personalize | Find | View All | First | 1 of 1 | Last

Qual Code	Reference	To Reference
1		

Save Return to Search Notify Refresh Add Update/Display

Step	Action
14.	The Attachments (1) link now indicates that one attachment is associated with the payment.

ORACLE
 Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Home | Worklist | Add to Favorites | Sign out

Totals Payments

Unit: BAAM1 Deposit ID: 11698 Date: 07/13/2012 *Location: 77100001 Balance: Balanced

Payment Information Find | View All | First | 1 of 1 | Last

Payment Seq: 1 *Payment ID: 77100001 *Accounting Date: 07/12/2012

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Name:

Corporate: Corporate SetID:

SubCust1: SubCust2:

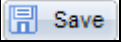
MICR ID: Link MICR

Detail References

Reference Information Personalize | Find | View All | First | 1 of 1 | Last

Qual Code	Reference	To Reference
1		

Save Return to Search Notify Refresh Add Update/Display

Step	Action
15.	Click the Save button.  Save
16.	End of Procedure.