



Document Attachments

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Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Business system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files. Some pages contain read-only files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages

| Application | Menu | Folder | Document Type |
|---------------------|--|----------------|---|
| Accounts Receivable | Tables > Customer Information | Customers | Other |
| Accounts Receivable | Maintenance > Create/Modify Invoice | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Approval | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Voids/Adjustments (read-only) | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Inquiry/Customer Notes > Inquiry | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Status Inquiry (read-only) | Invoices | Invoices |
| Asset Management | Maintenance > Inventory Maintenance | Asset | Other, Warranty |
| Bank Reconciliation | Maintenance > Bank Reconciliation | Reconciliation | Reconciliation |
| Finance | Maintenance > Vendor Information | Vendor | Bid Contract Other Quote Setup Form Sole Source W-9 |
| | | Vendor Catalog | Catalog |
| Finance | Maintenance > Postings > Journal Budget | Journal Entry | Journal Entry |
| Finance | Maintenance > Postings > Journal Inquiry | Journal Entry | Journal Entry |
| Finance | Maintenance > Postings > Purchase Order | Encumbrances | Encumbrances |

| Application | Menu | Folder | Document Type |
|---------------------|---|---|---|
| Finance | Maintenance > Postings > Cash Receipt | Cash Receipt | Cash Receipt |
| Finance | Maintenance > Postings > Credit Memo | Invoices | Invoices |
| Finance | Maintenance > Postings > Check Processing - PA | Invoices | Invoices |
| Finance | Maintenance > Postings > Check Processing - PO | Invoices | Invoices |
| Finance | Maintenance > Postings > Journal Actual | Journal Entry | Journal Entry |
| Finance | Maintenance > Pending Payables | Purchasing - Requisition Finance - Invoices | Purchasing - Receiving Finance - Invoices |
| Finance | Maintenance > Credit Card > Posting - PA | Invoices | Invoices |
| Finance | Maintenance > Credit Card > Posting - PO | Invoices | Invoices |
| Finance | Inquiry > GL Inquiry > GL Inquiry (read-only) | Accounts Receivable - Invoices Finance - Journal Entry Finance - Encumbrances Finance - Cash Receipt Finance - Invoices Purchasing - Requisition | Accounts Receivable - Invoices Finance - Journal Entry Finance - Encumbrances Finance - Cash Receipt Finance - Invoices Purchasing - Receiving |
| Finance | Inquiry > Vendor Inquiry > Vendor PO Inquiry (read-only) | Encumbrances | Encumbrances |
| Finance | Inquiry > Vendor Inquiry > Vendor Payment Inquiry (read-only) | Invoices | Invoices |
| Finance | Inquiry > Travel Reimbursement Inquiry (read-only) | TRVL | Other |
| Finance | Budget Amendment > Budget Amendment Maintenance | BAR | Other |
| Finance | Budget Amendment > Approve Budget Amendment | BAR | Other |
| Finance | Budget Amendment > Budget Amendment Inquiry (read-only) | BAR | Other |
| Grants and Projects | Maintenance > Member Grants > Grant Maintenance | NOGA | Other |
| Grants and Projects | Maintenance > Member Grants > Object Maintenance | NOGA | Other |
| Grants and Projects | Maintenance > Approval Dashboard | Budget Reimburse | Other Other |

| Application | Menu | Folder | Document Type |
|-------------|--|----------------|---|
| Personnel | Maintenance > Staff Demo > Demographic Information | Demographic | Application, Driver License, I-9, Other, Resume, SSN Card |
| Personnel | Maintenance > Staff Demo > Credentials | Credentials | Certification, Education |
| Personnel | Maintenance > Staff Demo > Verification | Verification | Contract, Signed Agreement |
| Personnel | Maintenance > Staff Demo > Service Record | Service Record | Service Record |
| Payroll | Maintenance > Staff Job/Pay Data | Payroll | Deduction, Other, W-4 |
| Payroll | Maintenance > Leave Account Transaction > Staff Leave Maint | Leave | Leave |
| Payroll | Maintenance > Leave Account Transaction > Leave Adjustment | Leave | Leave |
| Payroll | Maintenance > Leave Account Transaction > Employee Substitute | Leave | Leave |
| Purchasing | Maintenance > Vendor Order Addresses (read-only) | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Create/Modify Requisition Vendor Directory (read-only) | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Create/Modify Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Create/Modify Contract Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Approve Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Bundle Requisitions (read-only) | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Receiving | Receiving | Receiving Invoice |
| Purchasing | Inquiry > Requisition Status Inquiry | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Inquiry > Contract Requisition Status Inquiry | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Next Year > Maintenance > Create/Modify Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Next Year > Maintenance > Create/Modify Contract Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Next Year > Maintenance > Approve Requisition | Requisition | Supporting Forms, Vendor Documents |
| Warehouse | Maintenance > Inventory Maintenance | Items | Other |

List of permissible file types

| File Extension | Document Type |
|----------------|---|
| .doc | application/msword |
| .docx | application/vnd.openxmlformats-officedocument.wordprocessingml.document |

| File Extension | Document Type |
|----------------|---|
| .gif | image/gif |
| .jpeg | image/jpeg |
| .jpg | image/jpeg |
| .pdf | application/pdf |
| .png | image/png |
| .pps | application/vnd.ms-powerpoint |
| .ppt | application/vnd.ms-powerpoint |
| .pptx | application/vnd.openxmlformats-officedocument.presentationml.presentation |
| .tif | image/tiff |
| .tiff | image/tiff |
| .txt | text/plain |
| .xls | application/vnd.ms-excel |
| .xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet |

List of document types by application and folder

| Application | Folder | Document Type |
|---------------------|----------------|---|
| Accounts Receivable | Customers | Other |
| Accounts Receivable | Invoices | Invoices |
| Asset Management | Asset | Other, Warranty |
| Bank Reconciliation | Reconciliation | Reconciliation |
| Finance | BAR | Other |
| Finance | Cash Receipt | Cash Receipt |
| Finance | Invoices | Invoices |
| Finance | Journal Entry | Journal Entry |
| Finance | Vendor | Bid Contract, Other, Quote, Set Up Form, Sole Source, W-9 |
| Finance | Vendor Catalog | Catalog |
| Finance | TRVL | Other |
| Grants and Projects | Budget | Other |
| Grants and Projects | NOGA | Other |
| Grants and Projects | Reimburse | Other |
| Payroll | Leave | Leave |
| Payroll | Payroll | Deduction, Other, W-4 |
| Personnel | Credentials | Certification, Education |
| Personnel | Demographic | Application, Driver License, I-9, Other, Resume, SSN Card |
| Personnel | Service Record | Service Record |
| Personnel | Verification | Contract, Signed Agreement |
| Purchasing | Receiving | Receiving Invoice |
| Purchasing | Requisition | Supporting Forms, Vendor Documents |
| Warehouse | Items | Other |

Notes:

- There is a 10MB maximum upload size.
- All changes made in the Document Options window are saved when you close the window. You do not have to click Save after you close the dialog box.

Upload or view documents:

Under **Document List**:


| Field | Description |
|--------------------|--|
| Application | The application you are currently logged on to is displayed (e.g., Finance). |
| Folder | Select the folder for which you want to view or attach a document. Different types of documents must be uploaded to specific folders. Changing the folder will change the document type options in the Select Type field. |

Existing documents are displayed according to specified criteria.

Under **Document Upload**:

| Field | Description |
|------------------------------|---|
| Select File to Upload | Click Choose File . Locate and select the document on your computer or network. The file name is displayed next to Choose File . |
| Select Type | Select the type of document you are uploading. The list varies according to your selection in the Folder field. |
| Description | Type an optional description of the document. |
| Upload File | Click to upload the file. <ul style="list-style-type: none"> • The document is listed in the Document List section. • The date-time stamp and user ID display the date and time the document was uploaded and the user ID of the user who uploaded the document. |

Other Functions and Features:

| | |
|---|---|
| Type | Click the link in the Type column to download the file to your computer to view it. |
| Choose File | Click again to add another document, and repeat the steps for uploading a document. |
|  | Click to delete the document from the record. You are prompted to confirm that you want to delete the document. |

NOTES

- Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.
- If a user deletes a requisition from the Purchasing > Maintenance > Create/Modify Requisition or Create/Modify Contract Requisition pages, the attached documents are deleted.
- Only users who are approvers can upload documents for a requisition on the Purchasing > Maintenance > Approve Requisition page.
- If a user uses the Purchasing > Utilities > Mass Delete Requisition Records page to delete requisitions, all associated document attachments are deleted.