

To add backup to an invoice:

Click on the tab

BAINBRIDGE ISLAND ACE HARDWARE 03722-M
625 High School Road NE
Bainbridge Island, WA 98118-1620
PHONE: (206) 842-9981

Chart No.	Job No.	Purchase Order	Reference	Item	QTY	CLAS	DATE	TIME
1001		000000					10/01/21	1:01

Ship To:
BAINBRIDGE ISLAND ACE HARDWARE
625 HIGH SCHOOL RD NE
BAINBRIDGE ISLAND WA 98118

Ship Via:
DOCK ATON / 1

ITEM	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT	TAX	TOTAL
1	12784	1	EA	5.43	5.43		5.43
2	12785	1	EA	5.79	5.79		5.79
3	12786	1	EA	21.79	21.79		21.79
4	080723882	1	EA	11.08	11.08		11.08

REPRINT

PROPERTIES

GL Code
Job Code
Cost Center
Remarks
Date of Approval
Vendor Number

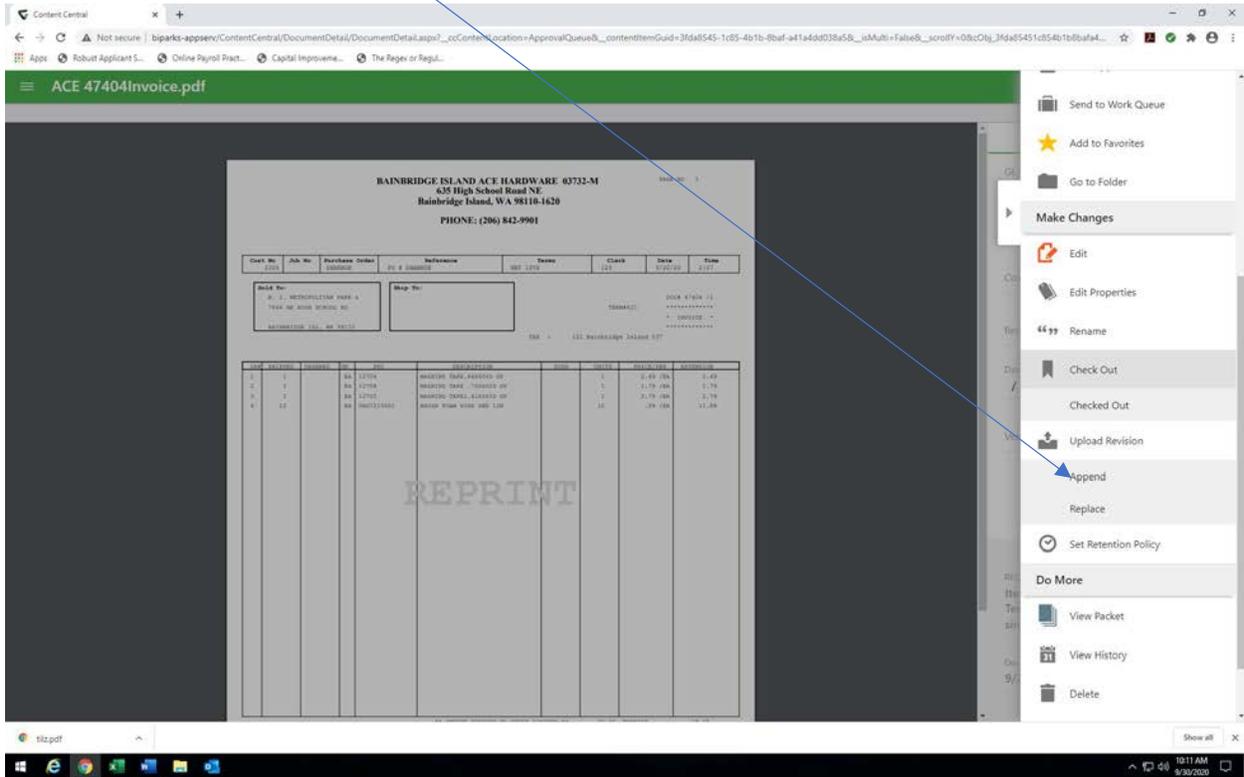
COMMIT

SYSTEM FIELDS

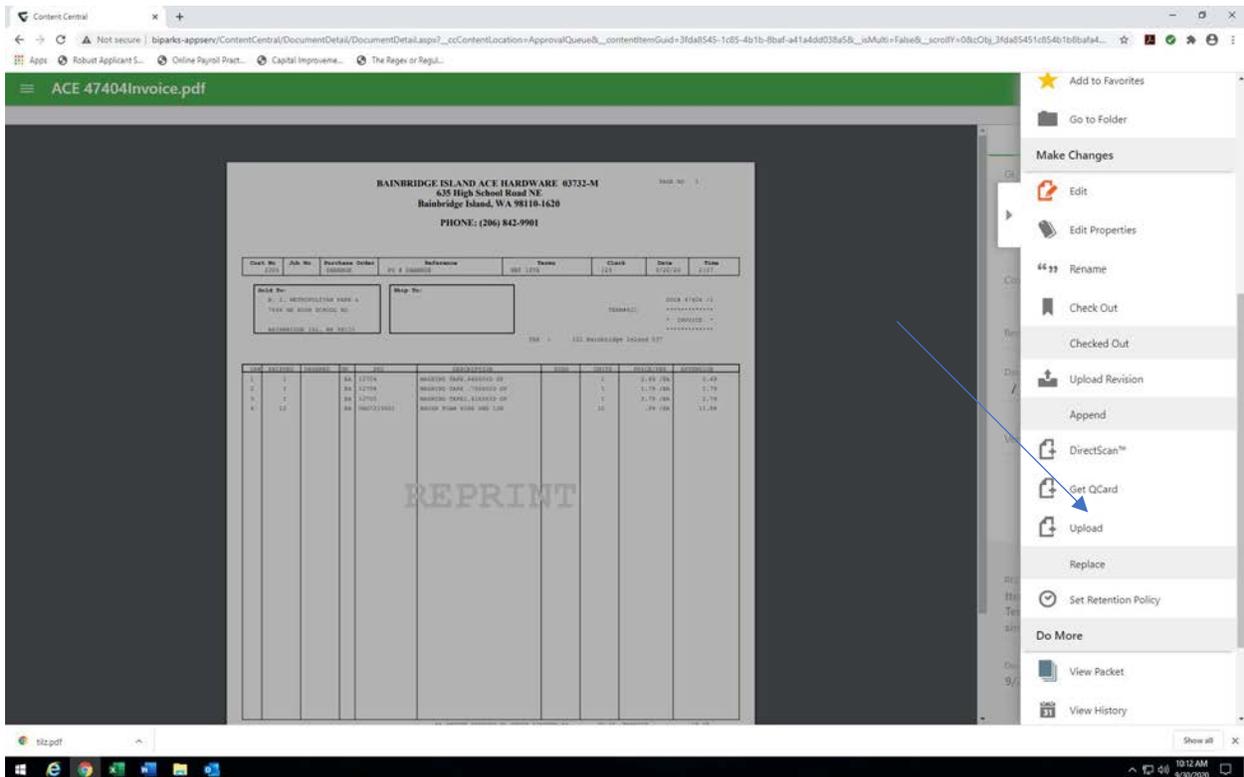
REC Approval Status
Item is in queue of member: Youth and Teen. Item has been in current queue since 9/30/2020 9:56 AM.

Document Modification Date
9/22/2020 2:15:52 PM

Then scroll down to "append"



Click on append and choose method (most likely UPLOAD) Must be a pdf to upload



Choose the file on your computer

The screenshot shows a web browser window with the address bar displaying a URL from 'biparks-appserv/ContentCentral/DocumentDetail/DocumentDetail.aspx?_ccContentLocation=ApprovalQueue&_contentItemGuid=3fd48545-1c85-4b1b-8baf-a41a4dd039a5&_isMulti=False&_scrollY=0&_ccObj_3fd4854514854b1b8baf4...'. The page title is 'ACE 4740Invoice.pdf'. The main content area displays a document header for 'BAINBRIDGE ISLAND ACE HARDWARE 03732-M' with address '635 High School Road NE, Bainbridge Island, WA 98146-1620' and phone '(206) 842-9901'. Below the header is a table with columns 'Dist. No.', 'Job No.', 'Purchase Order', and 'Reference'. The table contains four rows of data. A modal dialog box titled 'Append by Electronic Upload' is overlaid on the document, showing the filename 'ACE4740Invoice_CCv0001.pdf' and a 'Browse for an image file (tiff, jpeg, gif, png, bmp, pdf)' button. Below the button is a 'CHOOSE FILE' button with the text 'No file chosen'. The dialog also includes a 'PDF Action' dropdown menu set to 'Capture PDF in original form.' and a 'CLOSE' button. The right sidebar contains 'PROPERTIES' and 'SYSTEM FIELDS' sections. The 'SYSTEM FIELDS' section shows 'REC Approval Status' as 'Item is in queue of member: Youth and Teen. Item has been in current queue since: 9/30/2020 9:56 AM.' and 'Document Modification Date' as '9/22/2020 2:15:52 PM'. The Windows taskbar at the bottom shows the time as 10:13 AM on 9/30/2020.

BAINBRIDGE ISLAND ACE HARDWARE 03732-M
635 High School Road NE
Bainbridge Island, WA 98146-1620
PHONE: (206) 842-9901

Dist. No.	Job No.	Purchase Order	Reference
1	1	12784	BAINBRIDGE ISLAND
2	1	12784	BAINBRIDGE ISLAND
3	1	12784	BAINBRIDGE ISLAND
4	1	12784	BAINBRIDGE ISLAND

Append by Electronic Upload
ACE4740Invoice_CCv0001.pdf
Browse for an image file (tiff, jpeg, gif, png, bmp, pdf)
CHOOSE FILE No file chosen
PDF Action
Capture PDF in original form.
CLOSE

PROPERTIES
GL Code
Job Code
Cost Center
Remarks
Date of Approval
Vendor Number
COMMIT

SYSTEM FIELDS
REC Approval Status
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