**Finance One Quick Reference Guide**

**VIEWING ATTACHMENTS in V11.7**

### Viewing Attachments via Ledger Transaction Listing

**A.** This screenshot shows the previous way Finance One indicated that a transaction has an attachment available for viewing.

**B.** This screenshot shows that the hyperlink has been replaced with the following icon. If you see this icon it indicates the transaction has one (or many) attachments available for viewing.

**C.** If you right-click on the icon, you will see a menu option: ‘Attachment List’. By clicking on this option the following window appears.

**D.** The screen displays all the attachments that are available to view. By selecting one then pressing the ‘Magnifying Glass’ icon you will view the selected attachment as you normally would.

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*Need further help? Please contact Financial Systems Team on Ph: (08) 830 21381 or Email: finrep@unisa.edu.au*

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