# Voucher Entry- Add an Attachment to a Voucher

1. **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.
Click** “Find an Existing Value”

**NOTE:** You can add an attachment to and Existing voucher or to a new voucher.

1. Enter your Search Criteria to find your voucher.
2. **Click** “Search”

**Click** on your voucher in the Search Results list.


1. On the “Invoice Information” tab, **Click** on the “Attachments” hyperlink.
2. **Click**  “Add Attachment”, Click “Browse”, find the attachment that you want to upload to this voucher, then click on “Upload”



1. **Enter** a Description for the attachment (Optional).
2. **Click** “Ok”



1. **Click** “Save”

