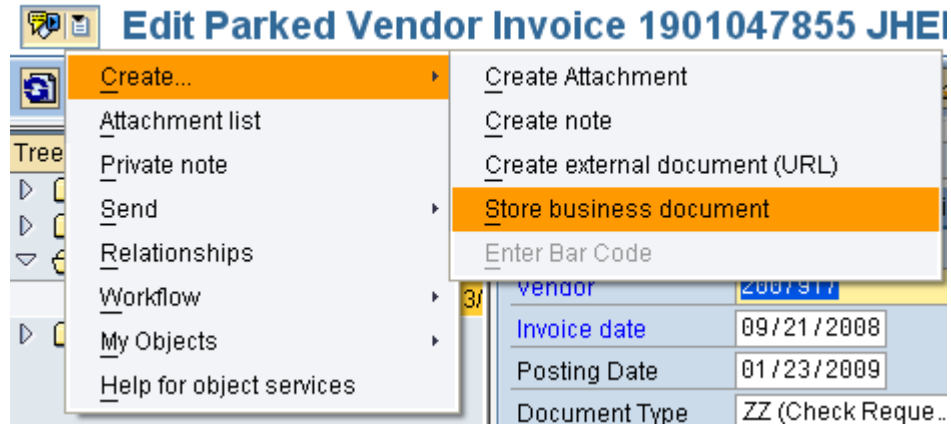## STORING "BUSINESS DOCUMENTS" (UPLOADING INVOICE COPIES TO SAP)

1. Open the Online Payment from the Tree, or by selecting Document, Display from the top menu.

2. Locate the **Services for Objects** button in the (upper left corner)

3. **Click** on the **Paper** icon on the right of the button – (just the far right of the button).

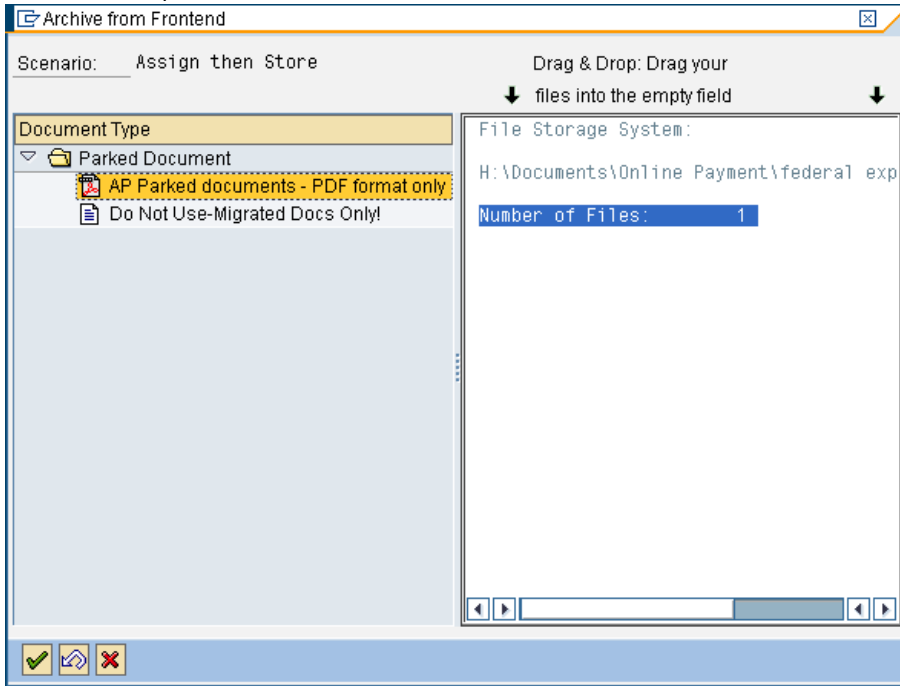4. **Select Create – Store Business Document**

5. **Double Click** on **AP Parked Documents – PDF Format Only**
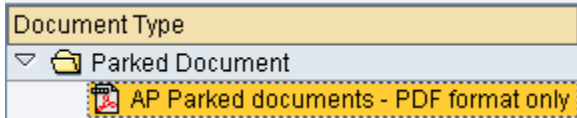
6. Locate the Scanned Document on your computer and **Double Click** the title to upload to the Accounts Payable web server.

7. You do not need to re-save the Online Payment. It has been sent to your approver and the invoice PDF is now available to your approver and Accounts Payable.

8. After the file uploads, **Close** the Window.

VIEWING AN UPLOADED INVOICE (STORED BUSINESS DOCUMENT)

1. Once the PDF file has been uploaded, click the **Services for Objects** Icon, image of the piece of paper again, selecting **Attachment List**.

2. **Double Click** the same **AP Parked Documents – PDF Format Only** line to view the uploaded file.

3. The first page will display.

4. Use the Document Viewer Navigation Buttons to view PDF files with more than one page.