

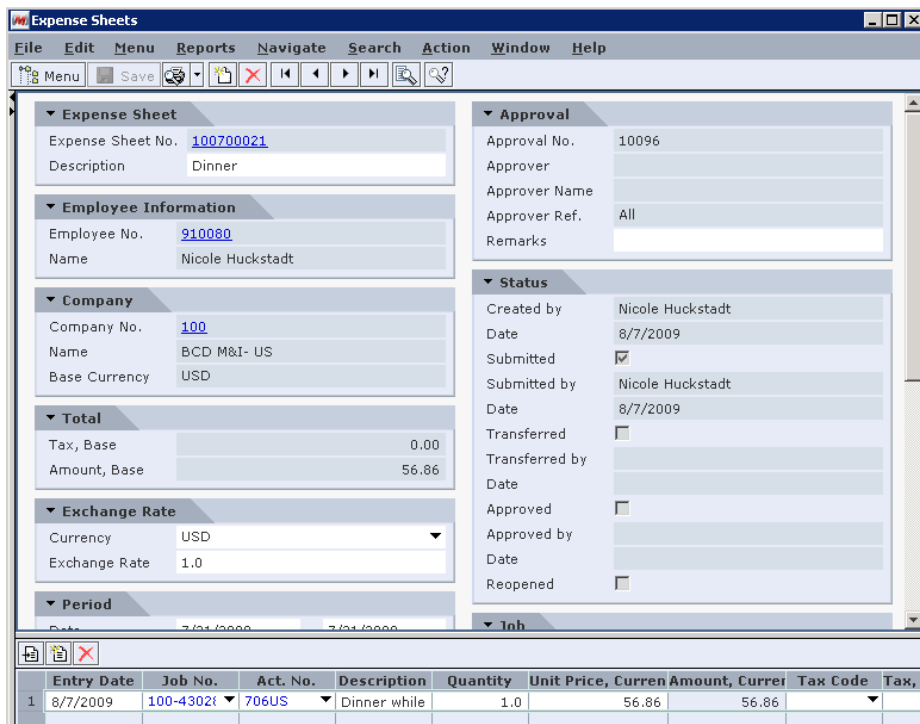
How to . . .

View a Document Archive for an Expense Sheet in Java

Purpose

The steps below explain how to quickly display the document archive attachment for an Expense Sheet in Java.

- 1) Navigate to **Menu > Job Cost > Registration > Expense Sheets**. Search & select the Expense Sheet that you would like to display.



The screenshot shows the 'Expense Sheets' application window with the following details:

- Expense Sheet:** Expense Sheet No. 100700021, Description: Dinner
- Employee Information:** Employee No. 910080, Name: Nicole Huckstadt
- Company:** Company No. 100, Name: BCD M&I- US, Base Currency: USD
- Total:** Tax, Base: 0.00, Amount, Base: 56.86
- Exchange Rate:** Currency: USD, Exchange Rate: 1.0
- Approval:** Approval No. 10096, Approver: (blank), Approver Name: (blank), Approver Ref.: All, Remarks: (blank)
- Status:** Created by: Nicole Huckstadt, Date: 8/7/2009, Submitted: , Submitted by: Nicole Huckstadt, Date: 8/7/2009, Transferred: , Transferred by: (blank), Date: (blank), Approved: , Approved by: (blank), Date: (blank), Reopened:

Entry Date	Job No.	Act. No.	Description	Quantity	Unit Price	Curren Amount	Curren	Tax Code	Tax
1 8/7/2009	100-4302	706US	Dinner while	1.0	56.86	56.86			

- 2) Scroll down to the 'Document Archive' island. Click inside the Archive No field, next to the blue archive number-- not on it.

Employee No. [910100](#)
Name Melody Lamonica

Secretary
Employee No.
Name

Document Archive
Archive No. EX100700021
Description

Copy Expense Sheet
Expense Sheet No. 0

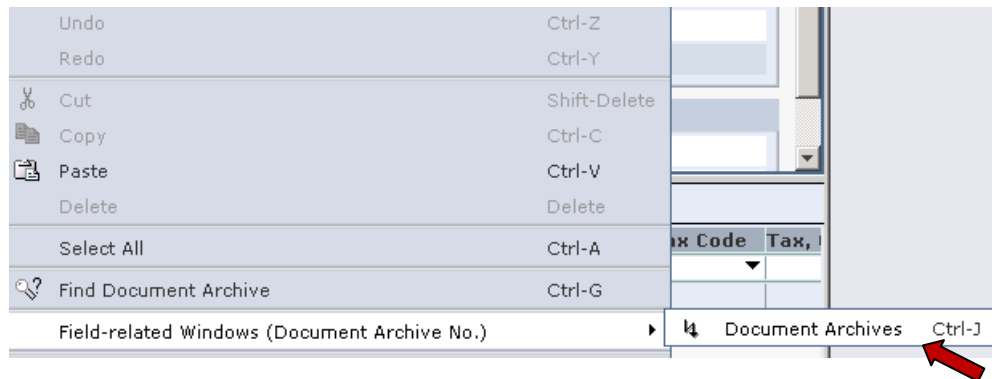
Mentor
Employee No.
Name

Note
Note No.
Description

Remarks

- 3) Then you can—

- a. Right click, select 'Field-related Windows/Document Archives'



- b. or, Just type 'Ctrl J'

- 4) You will then go to the Document Archive for that Expense Sheet.

Document Archives

File Edit Menu Reports Navigate Search Action Window Help

Menu Save [Icons]

Archive
Archive No. [EX100700021](#)
Description

Company
Company No. [100](#)
Name BCD M&I- US

Access Level
Name
Description

Revision Control
Revision Control
Close on Import
Edit Control

User
Created by Nicole Huckstadt
Date 8/7/2009
Changed by Nicole Huckstadt
Date 8/7/2009
Version 2

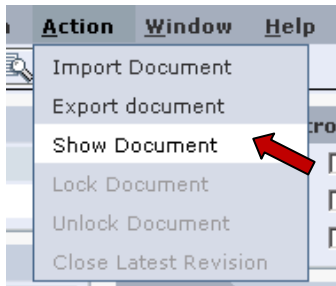
Remarks

	Document Name	Document T	Document Si	Locked	Locked By	Revision N
1	Nikki Huckstadt JW Marriott receipt \$56.86.pdf	Adobe Acrob	62276	<input type="checkbox"/>		1

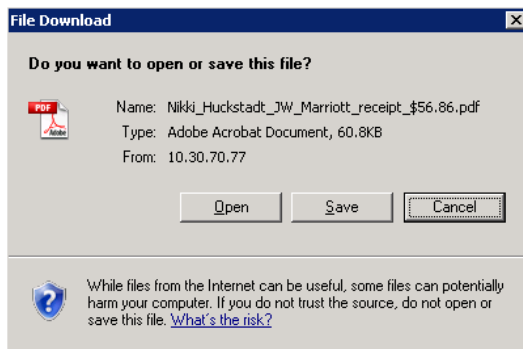
- 5) In the table area, click in the field next to the uploaded Document Name. DO NOT click on the document name, as this will display the document revisions!

	Document Name	Document T	Document Si	Locked	Locked By	Revision N
1	Nikki Huckstadt JW Marriott receipt \$56.86.pdf	Adobe Acrob	62276	<input type="checkbox"/>		1
				<input type="checkbox"/>		

- 6) On the menu bar at top, select 'Action/ Show Document'



- 7) Select 'Open' to view the uploaded document, or 'Save' to save a copy to your computer. (Usually just Open to view).



- 8) The document is then displayed.

