

## Retrieving Fortis Attachment for Current Month Item:

1. Display the Management Report (either "Summary of Rev/Exp" or "Rev/Exp by Budget Cat" depending on whether the interest is in an Activity or Project item.
2. Select the "Acctg Per" month and year that contains the entry for which you desire to retrieve the attachment. This will display the Management Report (as distinguished from "Balance Sheet", "Journal Detail", or the several other options available from the "Report:" pulldown.
3. From the Management Report, and in the "Month Rev/Exp" column, click on the dollar amount on the Account line in which the desired document is included. You will see a Journal Listing for the selected account and for the selected accounting period.
4. On the Journal Listing, locate the row containing the dollar amount of the item you wish to retrieve and click on the icon on that row in the "View Doc" column, retrieving a document in a new browser window, which may NOT be the desired document. If it is NOT the desired document you should continue.

This apparent error is caused because the document you are seeking is a repeating transaction and the document associated with the initiating transaction was scanned in a previous accounting period.

5. Close the new browser window that shows the "other" document that is NOT what you wanted and return to the Journal Listing in Step 4. On the same row you selected in Step 4, now click on the Line Reference. This will open a new browser session window, "Voucher and Payment Detail".
6. Locate the "Invoice Number:" in the Voucher and Payment Detail window and note the number to the right of the hyphen at the end of the invoice number. This will indicate the number of months previous to the selected accounting period in which the desired document will appear. (For example, if the number is "4", you should go to the THIRD preceding month. To better understand, the digit(s) to the right of the hyphen in the invoice number is the number of months that the attachment has been referenced, so if the digit is "11", that means that the month displayed is the 11<sup>th</sup> time it has been referenced, so the document will have been originally referenced 10 months previous to the month displayed.)
7. Returning to the Journal Listing window, use the browser back button to return to the Management Report window, and select the accounting period that is the same number of months previous to the accounting period that was selected in Step 2, and repeat steps 2-4 to retrieve the desired document.