







## ARA Attachments Quick Guide

This is a quick guide for viewing and adding attachments in the Account Reconciliation Application (ARA). If you have any additional questions after reading this guide, please send an email to Financial Compliance ([fincompliance@utdallas.edu](mailto:fincompliance@utdallas.edu)).

Within the Account Reconciliation Application (ARA), attachments can be added on the Actuals page. Specifically, support documentation can be attached to each transaction line. The ability to add attachments was designed as a tool to help the reconciler and approver document pertinent information related to a transaction. Adding attachments is a best practice, but is not required. Click on the icon in the 'Attachment' column (shown in the green box below) to view or add one or more attachments.

	Flag		Attachment	Easy IDT	Account	Account Description	Source	Doc ID / Empl ID
<input checked="" type="checkbox"/>				<input type="button" value="Easy IDT"/>	62101	Travel In-state Transportation	APDEFN	A0161497
<input checked="" type="checkbox"/>				<input type="button" value="Easy IDT"/>	62102	Travel - In-State Mileage	APDEFN	A0161497

There are three types of icons you might see in the attachment column:



1. A blue document icon indicates that an attachment(s) has been added from the ARA page. There may also be other viewable attachments.
2. The plus sign icon indicates that there are currently no attachments related to a transaction.
3. The grey document icon indicates that an attachment from another page, such as the One Card reconciliation page, can be viewed.

Once you click on one of the three icons, you will see the below page. In this example, there are already two attachments: Under Source Attachments the document "Adams\_713631.jpg" was attached from another page and is viewable in ARA. Under ARA Attachments "Test\_Image.jpg" was attached from the ARA. To add attachments to a transaction, click the "Add" button (first attachment) or the "+" button (second or subsequent attachments).

**Source Attachment**

Attached File ADAMS\_713631.jpg

Last Upd User temoc-utd

07/12/2022 11:22AM

**ARA Attachments**

	Attachment	Description	Net ID User	Last Updt
1	Test_Image.JPG	<input type="text" value="Additional Support Document"/>	jr052000-utd Jennifer Mayes	10/10/2022 11:13AM