

## Search Attachments

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### Search Attachments

Menu option Tools > Search Attachments displays a list of attachments in the system, with the ability to export the original document that was attached. The screen allows various filter ability at the top of the screen, as well as a Select All button at the bottom.

**View Entry:** Option to browse the transaction entry for the attachment row highlighted.

**Download:** Option to download selected attachments. Attachments are downloaded in the form they were saved.

**All Attachments for Entry:** Will display the Attachments screen for the transaction highlighted.

**Filter:** Allows various selection criteria for attachments to view or download.

**Account Filter:** Allows you to filter the attachments displayed for selected G/L account numbers.

**Refresh:** Redisplays the screen.

**Reports:** Allows you to export the list as displayed on the screen.

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