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).

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 not required. Click on the icon in the ‘Attachment’ column (shown in the green box below) to view or add one or more attachments.

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 two attachments: “Adams_713631.jpg” was attached on another page and is viewable in ARA, and “Test_image.jpg” was attached in the ARA. To add attachments, click the “Add” button (first attachment) or the “+” button (second or subsequent attachments).