Setup

Last updated: August 26, 2022

Short version:

- Log into eRequest as a user with Administrator priviliedges
- Go to company settings and change the Document Management option to "GP Document Management".

Detailed Version:

- Log into eRequest as a user with Administrator privileges
- Under the Admin menu select "Companies"

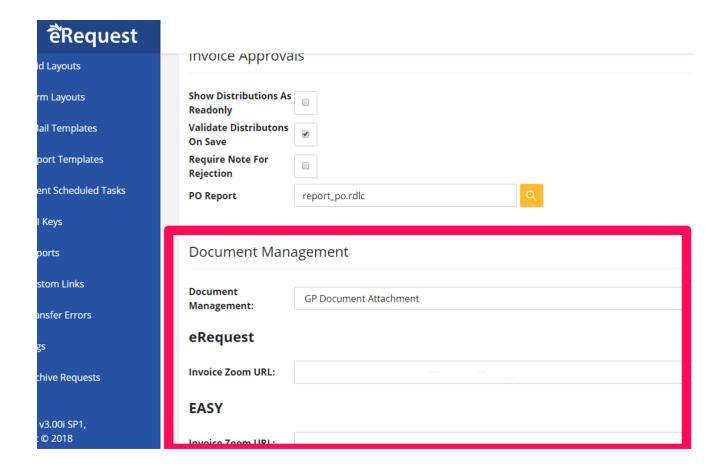- Select the company to setup document attach on
- Scroll down to the "Document Management" section.

- Click on the Document Management drop down list highlighted below and select "GP Document Attachment"

Approve: Fabrikam, Inc. ∨

Nola

Invoice Approvals

Show Distributions As Readonly	☐
Validate Distributons On Save	☑
Require Note For Rejection	☐
PO Report	report_po.rdlc

Document Management

Document Management:	GP Document Attachment ∨

eRequest
Filestream
EASY
GP Document Attachment

eRequest

Invoice Zoom URL:

EASY

Invoice Zoom URL: