Setup

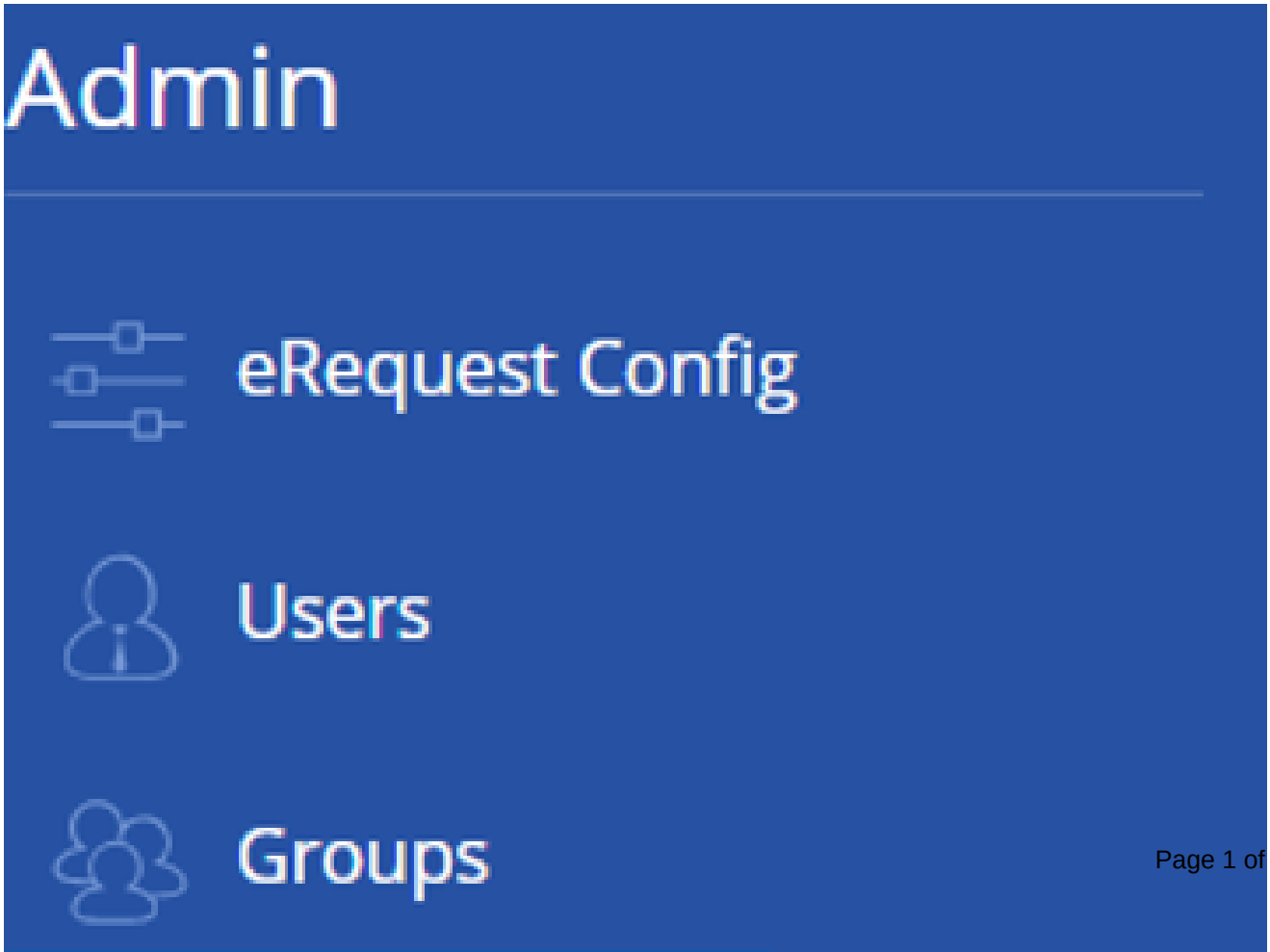
Last updated: August 26, 2022

Short version:

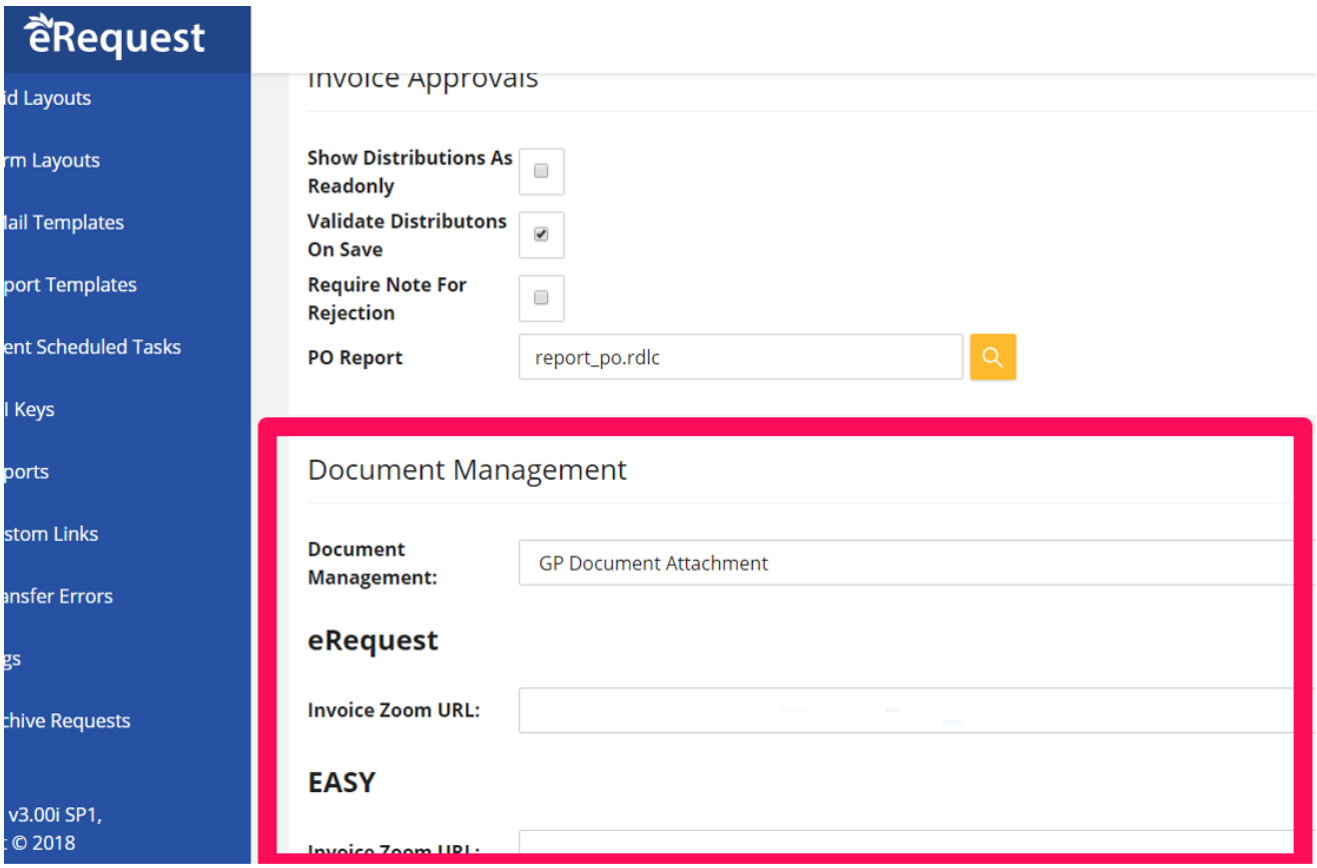
- Log into eRequest as a user with Administrator priviliedges
- Go to company settings and change the Document Management option to “GP Document Management”.

Detailed Version:

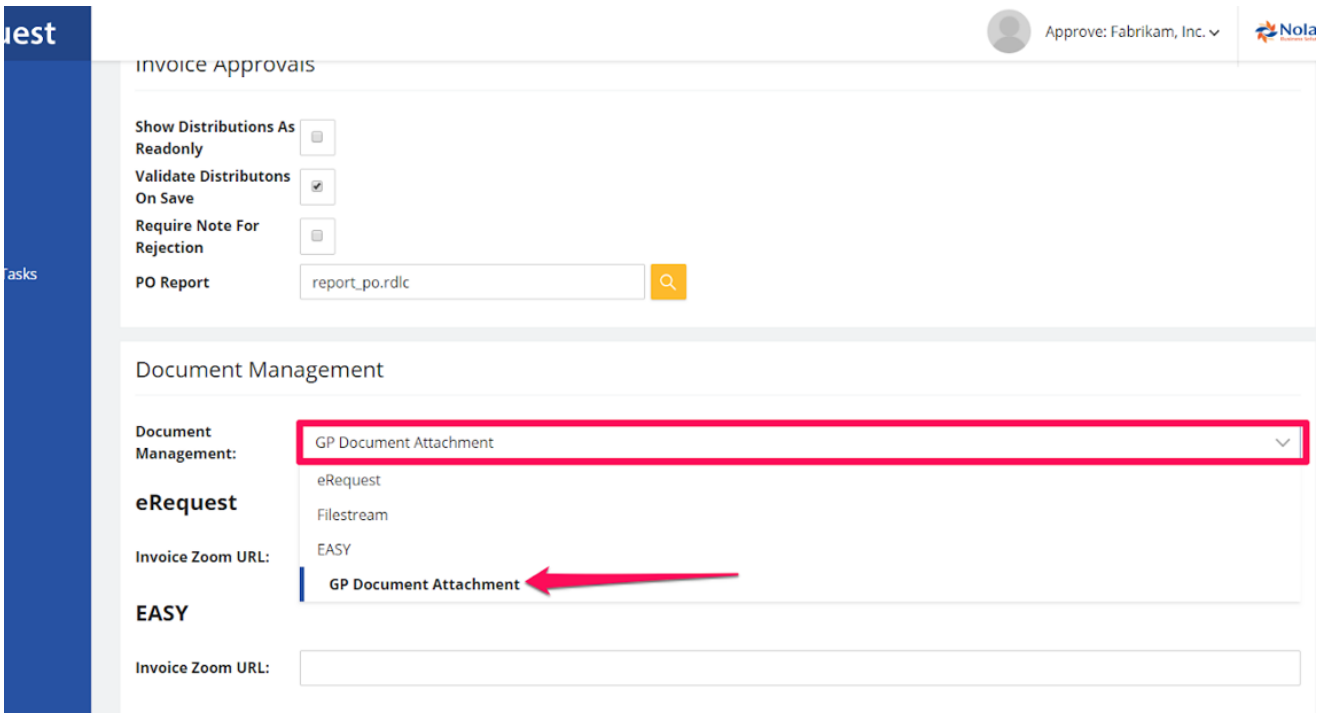
- Log into eRequest as a user with Administrator privileges
- Under the Admin menu select “Companies”



- 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.
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: