

# Attaching documents to Spend money transactions

Having a proof of purchase document against transactions isn't just handy, it's important for compliance.

In MYOB Essentials you can attach files, like receipts and invoices, to your Spend money transactions as a reference to come back to, whenever you need.

You can attach PDF, TIFF, JPEG or PNG file types, and the files must be less than 10MB in size.

Let's take a closer look:

To attach a document to a Spend money transaction

To view an attached document

To delete an attached document

To create a Spend money from a file in your In tray

## Related topics

[Spend money](#)

[Attaching documents to bank transactions](#)

[Allocating bank transactions](#)