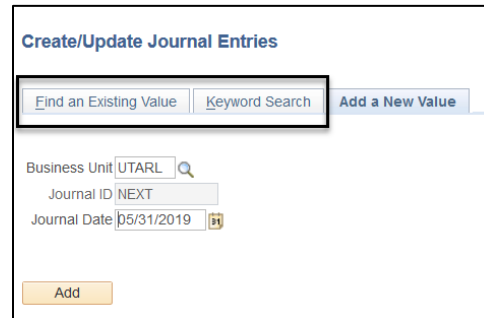


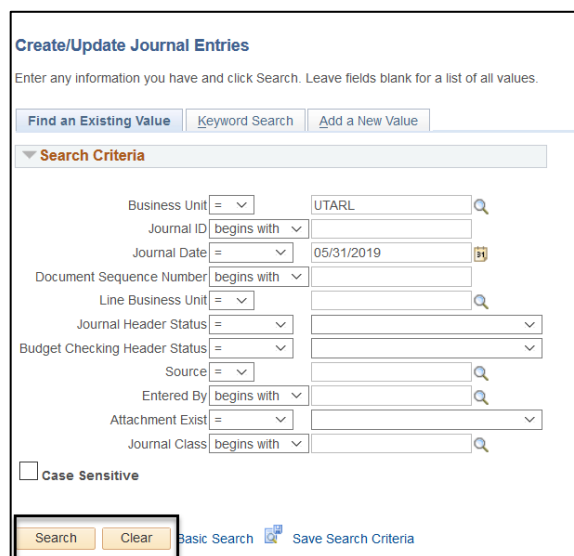
Add an Attachment to a Journal

The purpose of this job aid is to explain how to add an attachment to the Journal.

1. Begin by navigating to **NavBar**→**Navigator**→**Financials**→**General Ledger**→**Journals**→**Journal Entry**→**Create/Update Journal Entries**.
2. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.

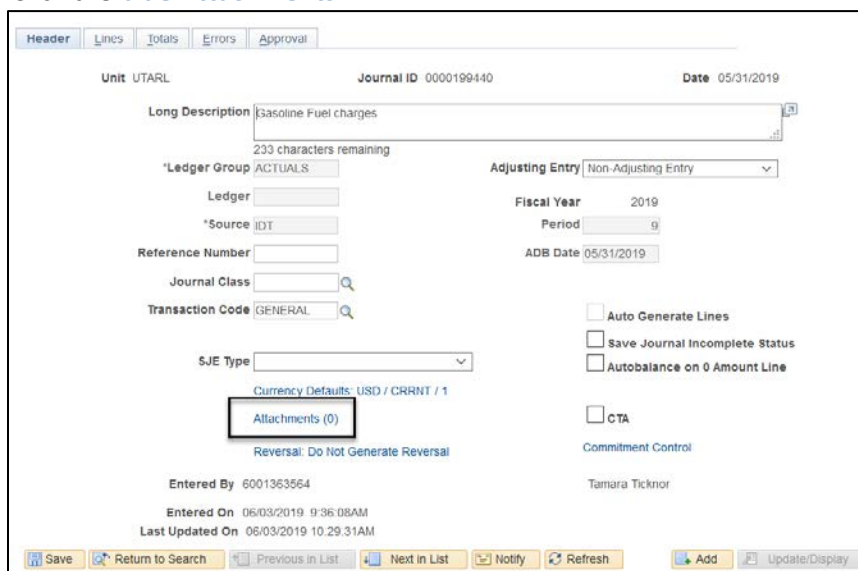


3. Click the **Clear** button. This clears all of the pre-existing values.
4. Enter **UTARL** as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

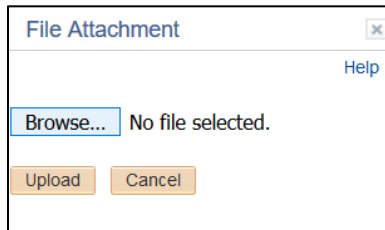


The Journal Header page is displayed, or if multiple results, select from the list.

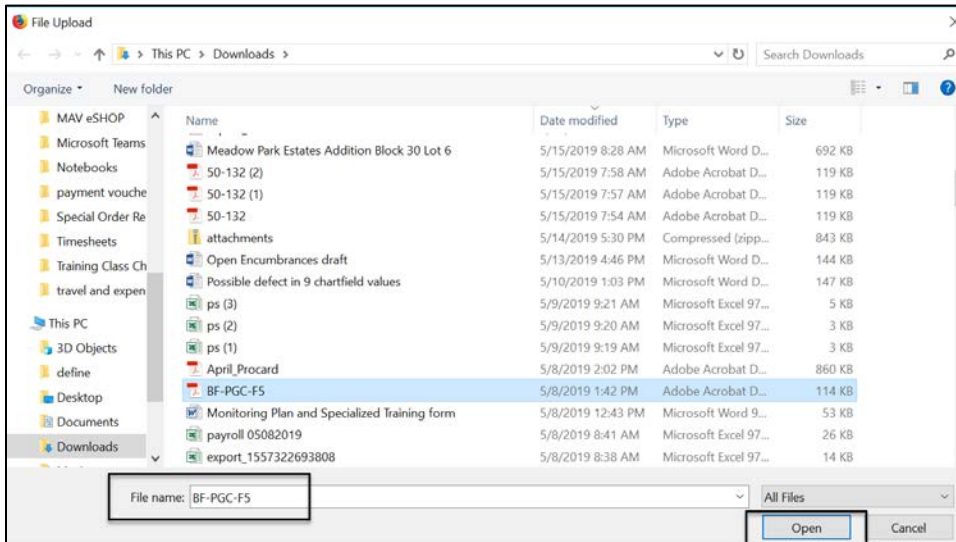
7. Click the **blue Attachments link**.



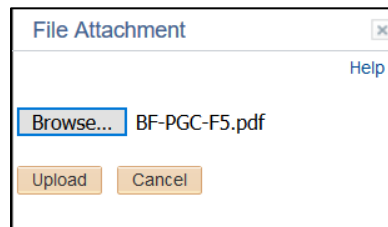
- Click Browse in the pop-up that displays.



- Click to highlight the file you want to attach.
- Click the Open button.

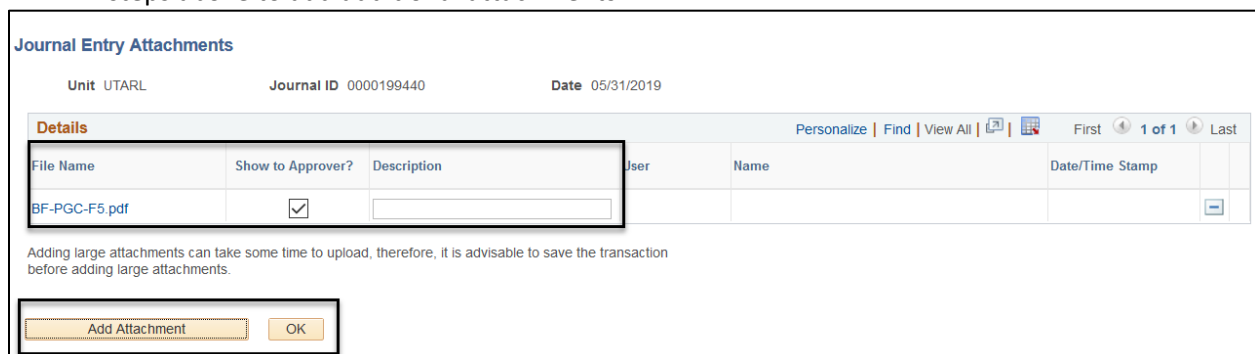


- Click the **Upload** button.



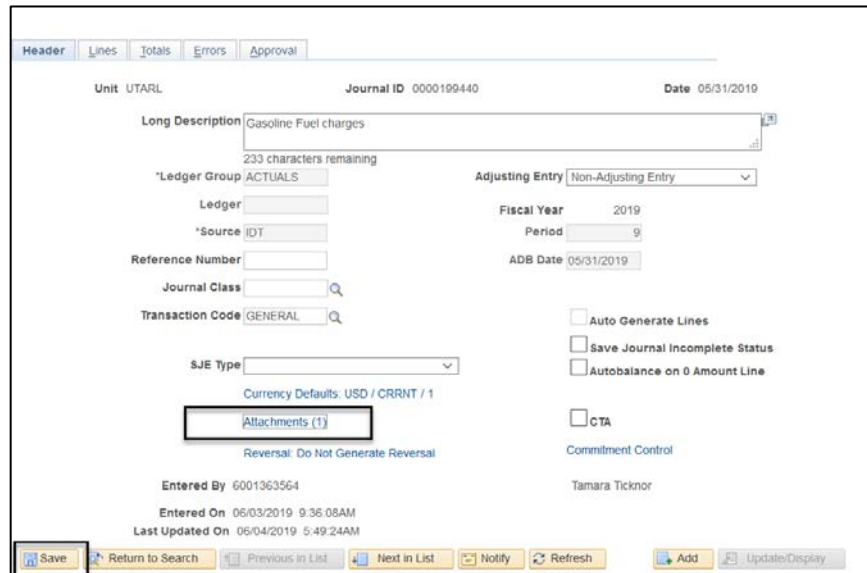
The attachment is added.

- Uncheck the checkbox if you DO NOT want to share the attachment with the approver. The default is checked.
- Add a **Description** if desired to describe the attachment.
- Click **OK** if no other attachments need to be added. **OR** Click **Add Attachment** are repeat the steps above to add additional attachments.



The Attachment displays the number of attachments you added.

15. Click **Save**.
16. Click the **Lines** TAB, and Add or Remove additional journal lines.
17. Modify the chartfield values.
18. Update the dollar amounts.
19. **Save and run the Edit Journal validation process.**



The screenshot shows the 'Journal Entry' interface for Unit UTARL, Journal ID 0000199440, dated 05/31/2019. The 'Long Description' field contains 'Gasoline Fuel charges'. The 'Attachments (1)' field is highlighted with a red box. The 'Save' button at the bottom left is also highlighted with a red box. Other fields include 'Ledger Group' (ACTUALS), 'Adjusting Entry' (Non-Adjusting Entry), 'Fiscal Year' (2019), 'Period' (9), 'Reference Number', 'Journal Class', 'Transaction Code' (GENERAL), 'SJE Type', 'Currency Defaults' (USD / CRRNT / 1), 'Entered By' (6001363564), 'Entered On' (06/03/2019 9:36:08AM), and 'Last Updated On' (06/04/2019 5:49:24AM). The interface includes tabs for Header, Lines, Totals, Errors, and Approval, and buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.