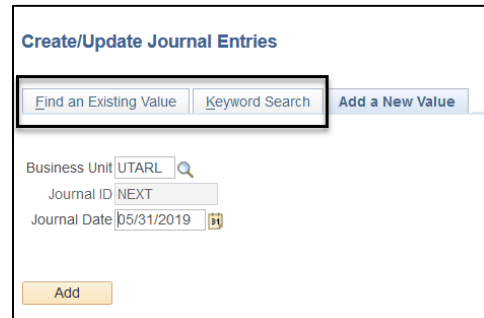


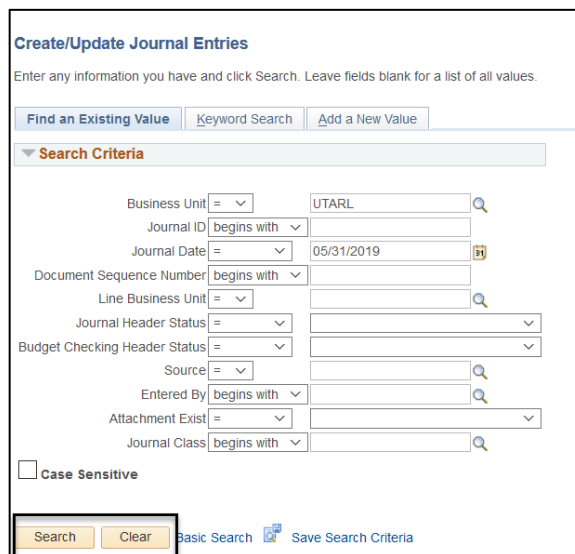
## Add an Attachment to a Journal

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

1. Begin by navigating to **NavBar**→**Menu**→**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**.



Header | Lines | Totals | Errors | Approval

Unit UTARL      Journal ID 0000199440      Date 05/31/2019

Long Description Gasoline Fuel charges  
233 characters remaining

\*Ledger Group ACTUALS      Adjusting Entry Non-Adjusting Entry

Ledger      Fiscal Year 2019

\*Source IDT      Period 9

Reference Number      ADB Date 05/31/2019

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By 6001363564

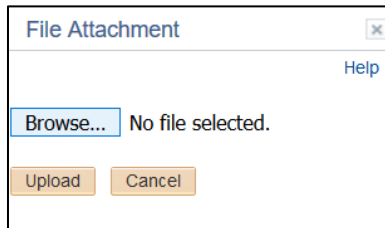
Entered On 06/03/2019 9:36:08AM

Last Updated On 06/03/2019 10:29:31AM

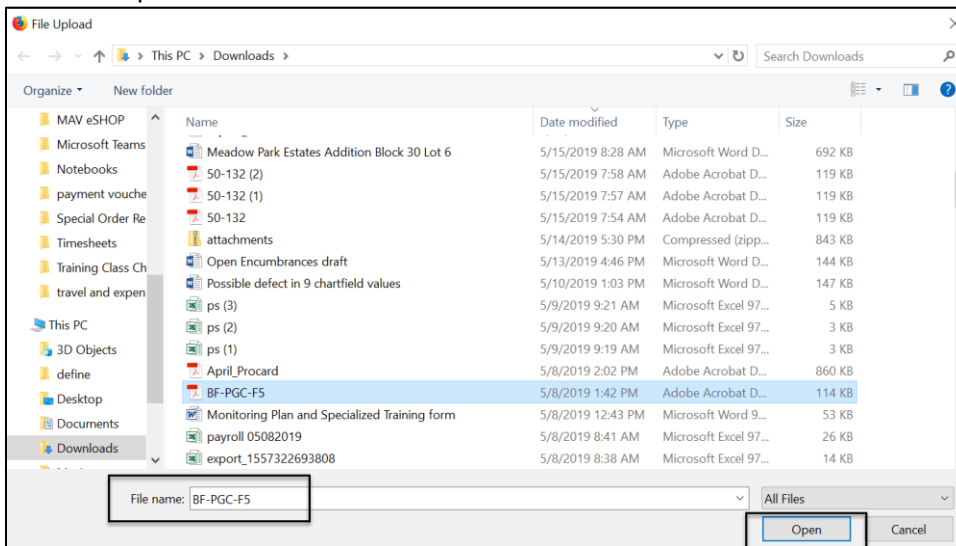
Auto Generate Lines  
 Save Journal Incomplete Status  
 Autobalance on 0 Amount Line  
 CTA  
Commitment Control  
Tamara Ticknor

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

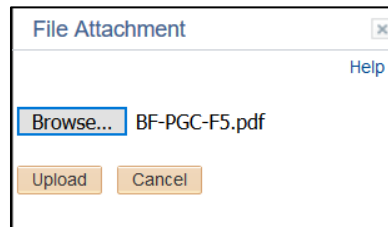
- Click Browse in the pop-up that displays.



- 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.

**Journal Entry Attachments**

Unit UTARL      Journal ID 0000199440      Date 05/31/2019

Details Personalize | Find | View All | [Print] | [Refresh]      First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
BF-PGC-F5.pdf	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large 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.**

Header | Lines | Totals | Errors | Approval

Unit UTARL      Journal ID 0000199440      Date 05/31/2019

Long Description Gasoline Fuel charges  
233 characters remaining

\*Ledger Group ACTUALS      Adjusting Entry Non-Adjusting Entry

Ledger      Fiscal Year 2019

\*Source IDT      Period 9

Reference Number      ADB Date 05/31/2019

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

**Attachments (1)**

Reversal: Do Not Generate Reversal

Entered By 6001363564      Tamara Ticknor

Entered On 06/03/2019 9:36:08AM

Last Updated On 06/04/2019 5:49:24AM