Viewing Attachments via the Documents Button

This instruction guide describes how to view journal entry documents/attachments uploaded prior to October 2011.

Navigation
1. Click the **Main Menu** button.
2. Click the **General Ledger** menu.
3. Click the **Journals** menu.
4. Click the **Journal Entry** menu.
5. Click the **Create/Update Journal Entries** menu.
6. Click the **Find an Existing Value** tab.
7. Search for the required **Journal Entry**.

Viewing Attachments via the Documents Button
Attachments uploaded prior to October 2011, can be viewed via the Documents button.
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Journal Entry.

**NOTE:** At times, the Documents pane may be minimized and you will need to open the pane to view the documents.

**To open the documents pane:**
1. Hover your mouse over the gray line above the green documents bar.
2. When you see the resize cursor appear (indicated below), click on the gray line and drag the documents pane up.
3. Upon dragging the documents pane up, the documents for the journal entry will be visible.

4. To view each document, **double-click** the name of the document.
5. The document will load in the **reading pane** to the right of the screen.
If you need help with...

- **Technical issues, contact the UF Help Desk:**
  - 392-HELP
  - helpdesk@ufl.edu

- **Any other issues, contact the General Accounting Department:**
  - 392-1326
  - gahelp@ad.ufl.edu

© Training and Organizational Development, Office of Human Resource Services, University of Florida, Gainesville, FL 32611