

Deleting a JE attachment

Depending upon the nature of a JE, it may be required to attach needed documentation to it prior to submitting for posting to the General Ledger. Sometimes, an attachment may need to be deleted if it's not necessary or the wrong file was attached.

Attachments can only be deleted from JE's that have not yet posted to the General Ledger.

This instruction guide describes how to delete an attachment in a JE.

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. Input Journal ID that needs correction.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

▾ Search Criteria

Business Unit:	= ▾	UFLOR <input type="text"/>
Journal ID:	begins with ▾	0002246080 <input type="text"/>
Journal Date:	= ▾	<input type="text"/> <input type="button" value="BT"/>
Document Sequence Number:	begins with ▾	<input type="text"/>
Line Business Unit:	= ▾	<input type="text"/>
Journal Header Status:	= ▾	<input type="text"/>
Budget Checking Header Status:	= ▾	<input type="text"/>
Source:	= ▾	<input type="text"/>
Entered By:	begins with ▾	<input type="text"/>
Attachment Exist:	= ▾	<input type="text"/>

Case Sensitive

Header Tab

- On the **Header** tab, the number of attachments will be indicated in the **Attachments link**.
- Click the **Attachments (#)** link.



- Click the Minus '-' (**Delete**) button of the attachment you wish to delete.

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
document.docx	<input checked="" type="checkbox"/>	Transaction Authorization Form			
spreadsheet.xlsx	<input checked="" type="checkbox"/>	Invoice #xxxxx			

- Click the **OK** button.
- Click the **OK** button.
- Notice the Attachments link now indicates the remaining number of attachments.



IMPORTANT! You must click the **Save** button at this point to officially *detach* the documents from the journal. If you change tabs or move off this page without saving first, the files will not remain detached.

- Click the **Save** button.

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
<http://www.fa.ufl.edu/departments/general-accounting/>

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