

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.

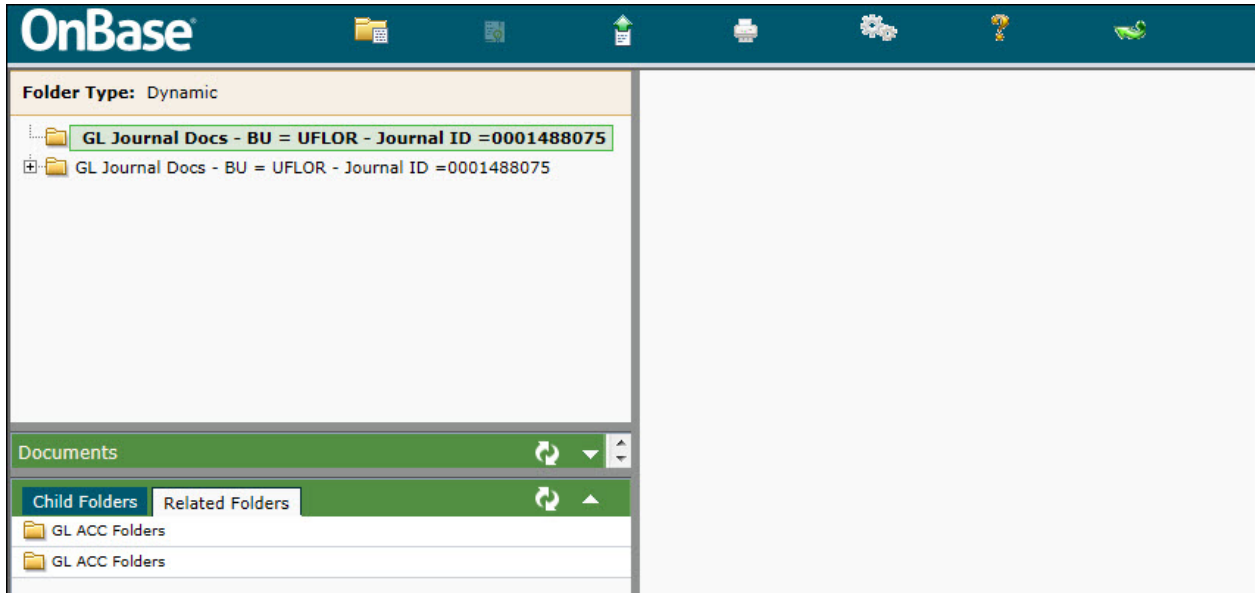
The screenshot shows a web-based journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The form displays the following information:

- Unit: UFLOR
- Journal ID: 0001488075
- Date: 04/27/2011
- Long Description: Payment to AISC from MMTPOL AV to 000000250756*
- Ledger Group: ACTUALS
- Ledger: (blank)
- Source: E2R
- Reference Number: 28267580
- Journal Class: (blank)
- Transaction Code: CASH
- SJE Type: (blank)
- Currency Defaults: USD / CRRNT / 1
- Attachments (0)
- Reversal: Do Not Generate Reversal
- Commitment Control
- Entered By: 12345678
- Entered On: (blank)
- Last Updated On: 04/29/2011 8:52:59AM

At the bottom of the form, there are several buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Documents' button is highlighted with a red rectangle.

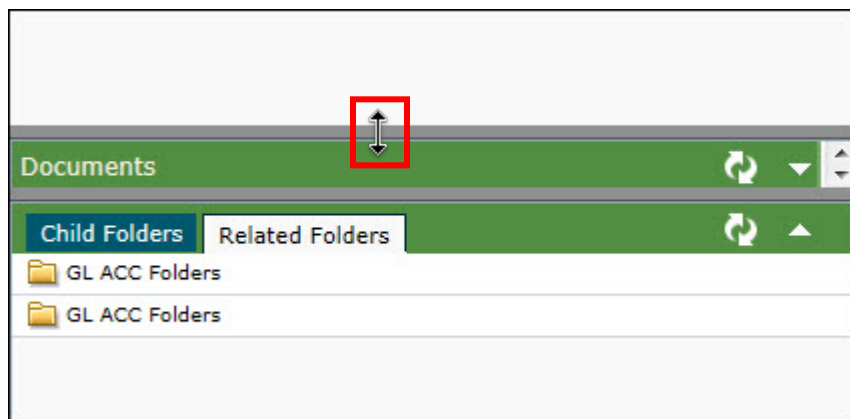
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Journal Entry.

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

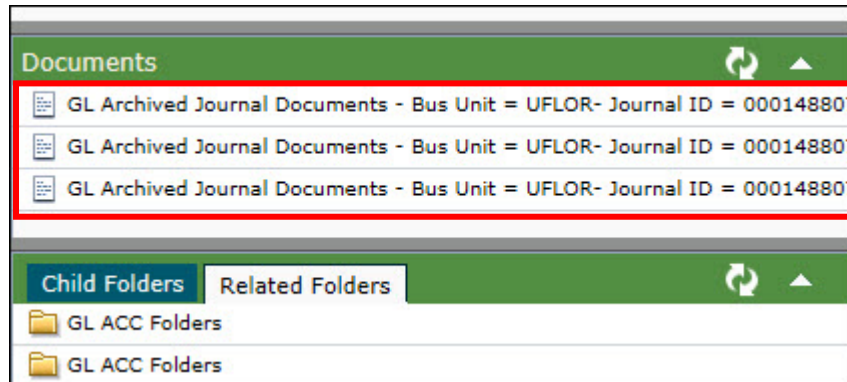


To open the documents pane:

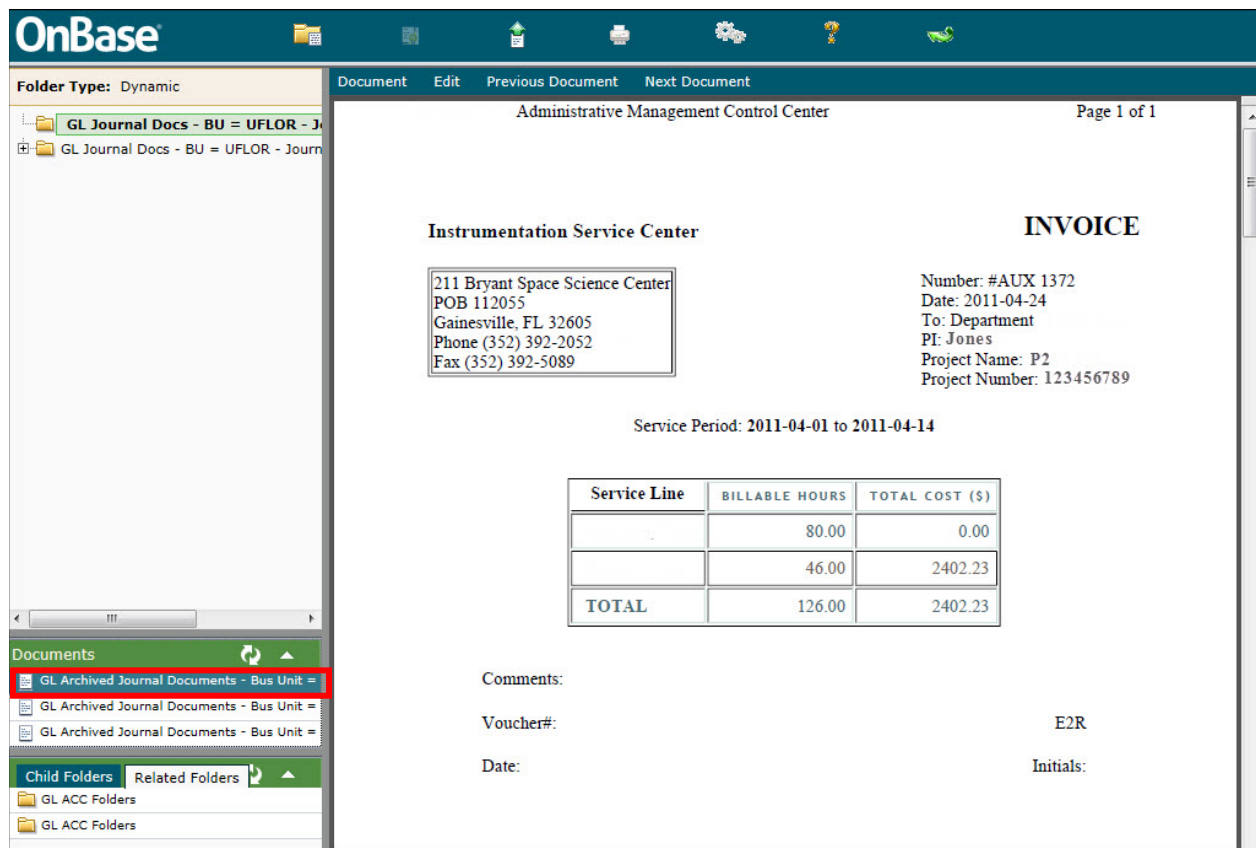
1. Hover your mouse over the **gray line** above the green documents bar.
2. When you see the **resize cursor** appear (indicated below), click on the gray line and drag the documents pane up.



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

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