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 Financials menu.
3. Click the General Ledger menu.
4. Click the Journals menu.
5. Click the Journal Entry menu.
6. Click the Create/Update Journal Entries menu.
7. Click the Find an Existing Value tab.
8. 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
  http://www.fa.ufl.edu/departments/general-accounting/

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