

## 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.

The screenshot shows a web-based journal entry form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is selected. 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
- Entered By: 12345678
- Entered On: (blank)
- Last Updated On: 04/29/2011 8:52:59AM

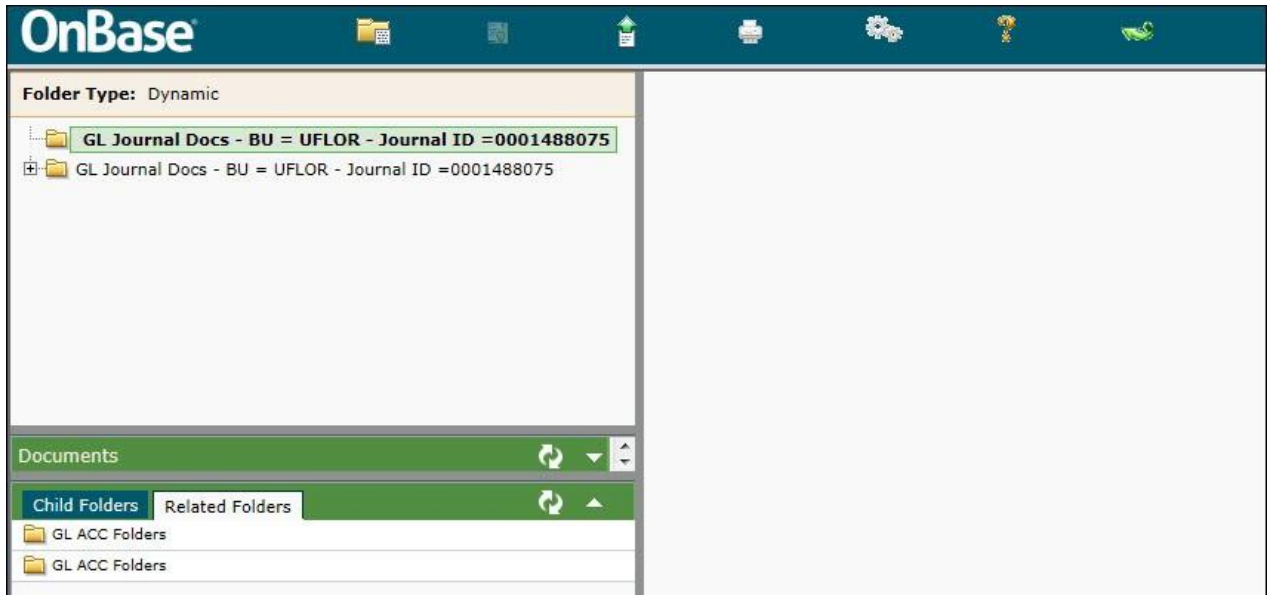
On the right side of the form, there are several checkboxes:

- Adjusting Entry
- Non-Adjusting Entry
- Fiscal Year: 2011
- Period: 10
- ADB Date: 04/27/2011
- Auto Generate Lines
- Save Journal Incomplete Status
- Autobalance on 0 Amount Line
- Commitment Control

At the bottom of the form, there is a 'Documents' button highlighted with a red rectangle. Below the button are several action buttons: Save, Return to Search, Notify, and Refresh. The footer of the form shows the same tabs as the top: Header | Lines | Totals | Errors | Approval.

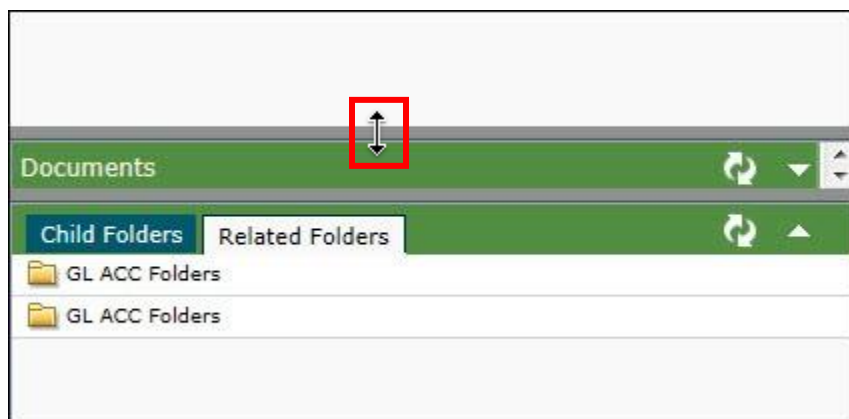
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Journal Entry.

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

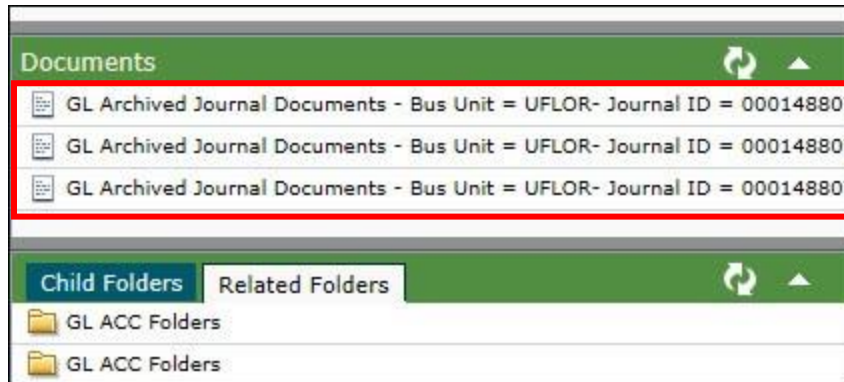


### To open the documents pane:

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.



- Upon, dragging the documents pane up, the documents for the journal entry will be visible.



- To view each document, **double-click** the name of the document.
- The document will load in the **reading pane** to the right of the screen.

**Instrumentation Service Center**
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Number: #AUX 1372  
 Date: 2011-04-24  
 To: Department  
 PI: Jones  
 Project Name: P2  
 Project Number: 123456789

Service Period: 2011-04-01 to 2011-04-14

Service Line	BILLABLE HOURS	TOTAL COST (\$)
	80.00	0.00
	46.00	2402.23
<b>TOTAL</b>	126.00	2402.23

Comments:  
 Voucher#: E2R  
 Date: Initials:

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:  
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