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.

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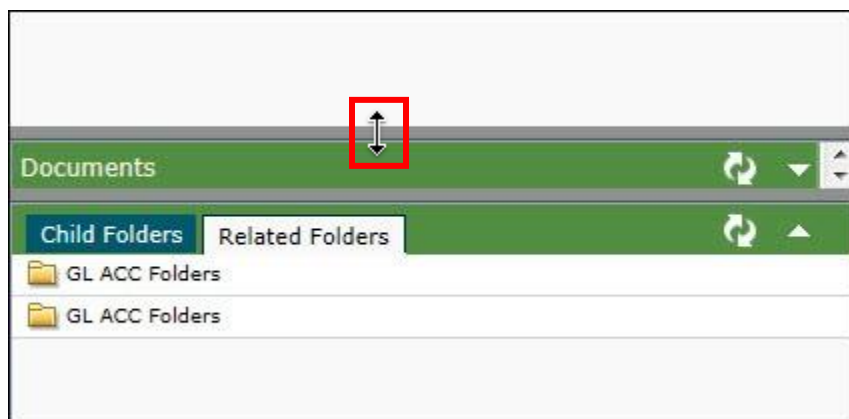Development*
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Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Journal Entry.

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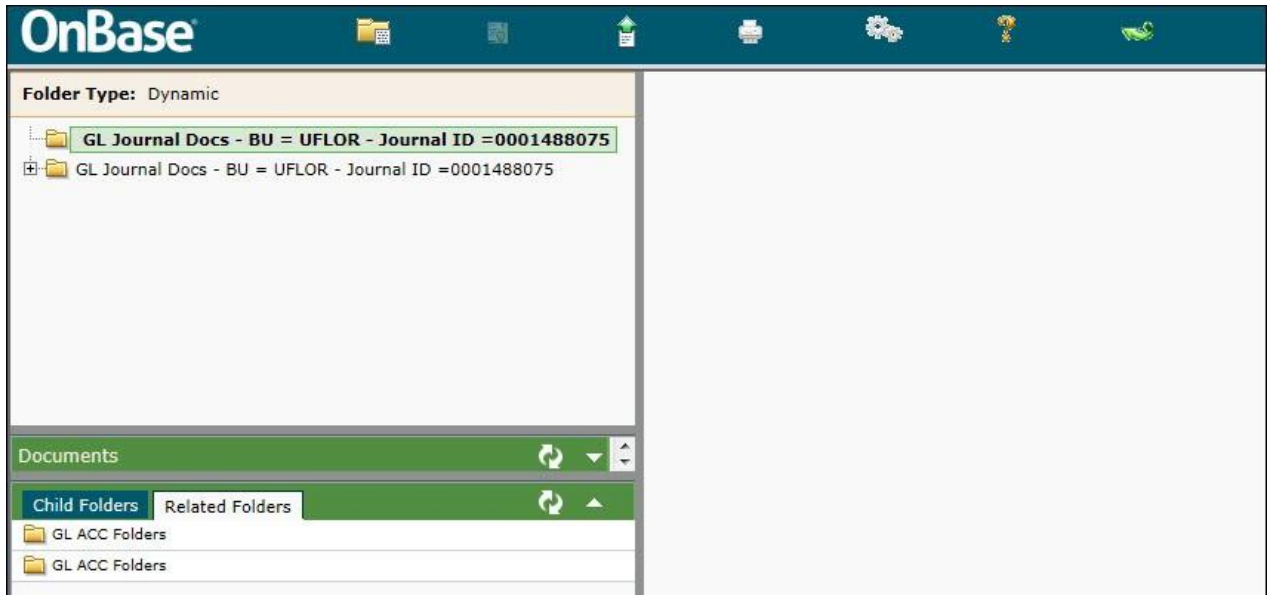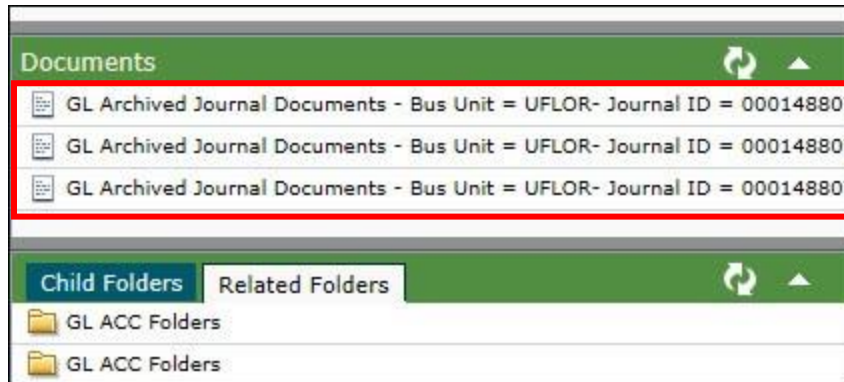

To open the documents pane:
1. Hover your mouse over the **gray line** above the green documents bar.
2. When you see the **resize cursor** appear (indicated below), click on the gray line and drag the documents pane up.

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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.

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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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