

## **Viewing Attachments and Printing Journal Entries**

Step	Action
1.	View Attachments:
	If the <b>Attachments</b> link has a number next to it, there is an attachment available for your to view.
	Click the <b>Attachments</b> link.
2.	Click the File Name link.
3.	If you receive a security warning, click the Click here for options alert.
4.	Select the Download File menu.  Download File
5.	Click the Open button.  Open
6.	Your attachment is available and can be printed if needed.  Click the Close button.
7.	If an additional window remains open, click the <b>Close</b> button.
8.	Click the <b>OK</b> button to return to the journal entry.
9.	Printing a Journal Entry:  Click the Lines tab.  Lines
10.	Select the *Process: drop down list. Click Print Journal (Crystal) from the list.  Print Journal (Crystal)
11.	A pop up window will display (be sure that your internet settings allow pop ups from SMU Financials).  Note: A process will run, the report will display "Queued", "Processing", and "Success. The JE will be displayed as a PDF. Be patient, this process will take a few minutes.
12.	The journal entry is displayed and available to be printed by clicking on the <b>Print</b> icon.



Step	Action
13.	Upon completion, click the <b>Close</b> button.
	X
14.	End of Procedure.