
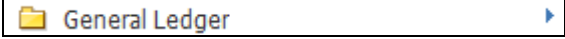


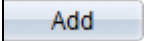
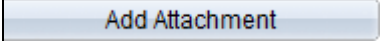
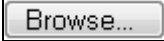

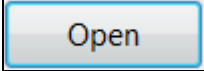
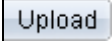



## Adding Attachments to Journal Entries

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>General Ledger</b> menu. 
3.	Click the <b>Journal Entry</b> link. 
4.	Click the <b>Create/Update Journal Entries</b> link. 
5.	Click the <b>Add</b> button. 
6.	When adding an attachment, it is recommended to put a note in the <b>Long Description</b> field that an attachment has been included. This will indicate to other users that an attachment has been added to this journal entry.  For instructions on how to view an attachment, see the "Viewing Attachments and Printing Journal Entries" topic.
7.	Click the <b>Attachments</b> link.
8.	Click the <b>Add Attachment</b> button. 
9.	Click the <b>Browse...</b> button to search for your attachment. 
10.	Select the appropriate <b>File Name</b> . 
11.	Click the <b>Open</b> button. 
12.	Click the <b>Upload</b> button. 
13.	A description may be added to provide further information about a document. If necessary, enter a description into the <b>Description</b> field.
14.	Additional Attachments can be added by selecting the <b>Add Attachment</b> button and following the same process.  To remove an attachment, press <b>Delete</b> on the row of the attachment you wish to remove.

Step	Action
15.	Upon completion, click the <b>OK</b> button to return to the Header Tab of the Journal Entry Page. 
16.	<b>Note:</b> The number on the right side of the <b>Attachments</b> link will indicate how many attachments are being included in this journal entry.
17.	<b>End of Procedure.</b>