

Adding an Attachment to a Journal Header

Created on 2/19/2013 5:44:00 PM

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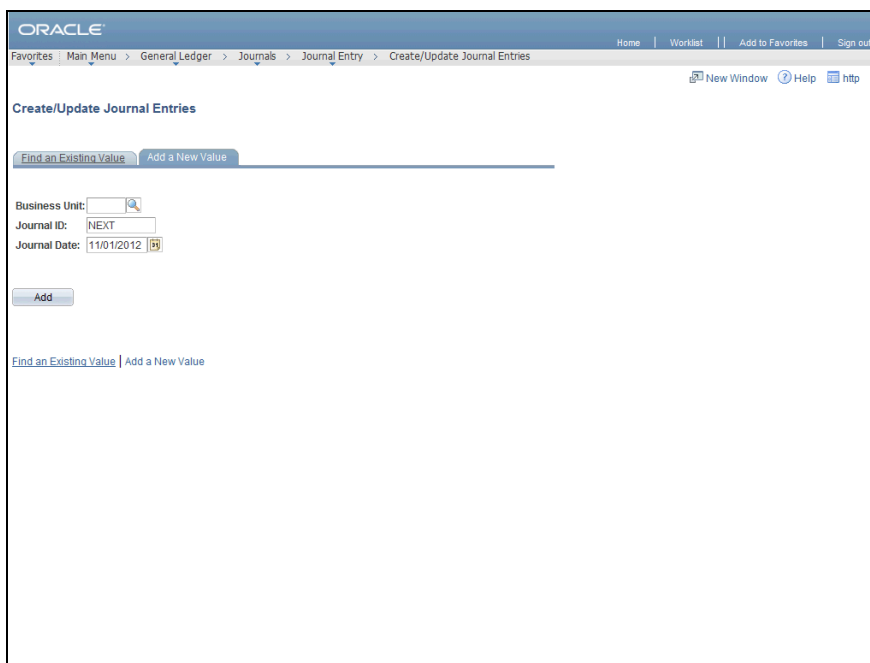
Adding an Attachment to a Journal Header

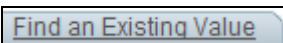
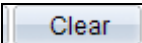


In Core-CT 9.1 users can add attachments to Online Journal headers.

Procedure

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries



Step	Action
1.	Click the Find an Existing Value tab. 
2.	Click the Clear button to clear the search fields. 
3.	Enter STATE into the Business Unit field.

Step	Action
4.	Enter 0001054613 into the Journal ID field.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | http

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = STATE

Journal ID: begins with 0001054613

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
5.	Click the Search button.

Search

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Personalize Page | http

Header | Lines | Totals | Errors | Approval

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

Long Description:

*Ledger Group: MOD_ACCRL Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Period: 4

Reference Number: ADB Date: 10/03/2012

Journal Class:

Transaction Code: GENERAL

SJE Type:

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

[Attachments \(0\)](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Save | Return to Search | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
6.	<p>This journal currently has no attachments.</p> <p>Click the Attachments (0) link to add an attachment.</p> <p>Attachments (0)</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Help

Journal Entry Attachments

Attachments

Unit: STATE Journal ID: 0001054613 Date: 10/03/2012

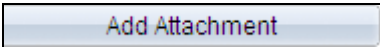
Details Personalize | Find | View All | First 1 of 1

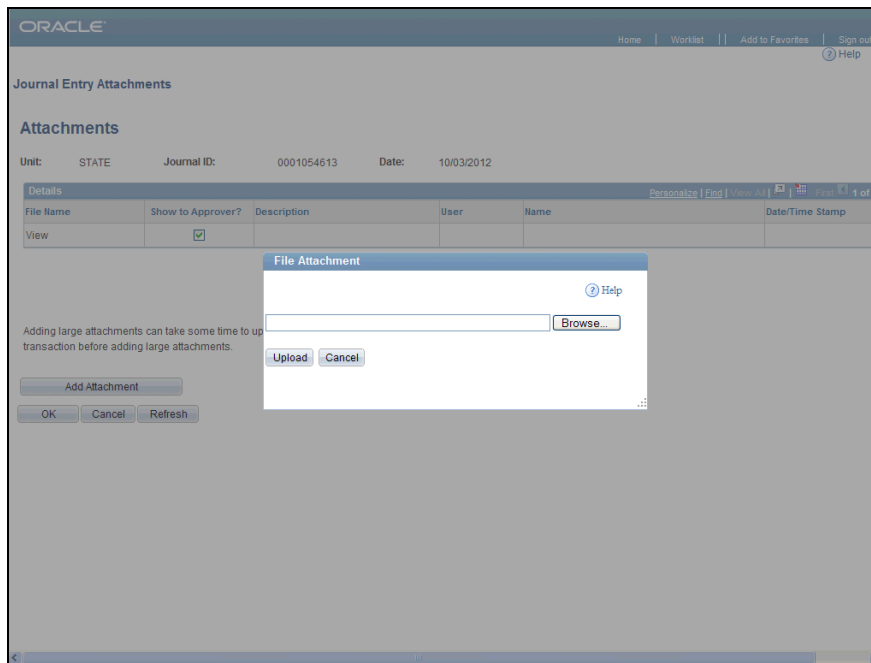
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

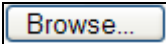
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

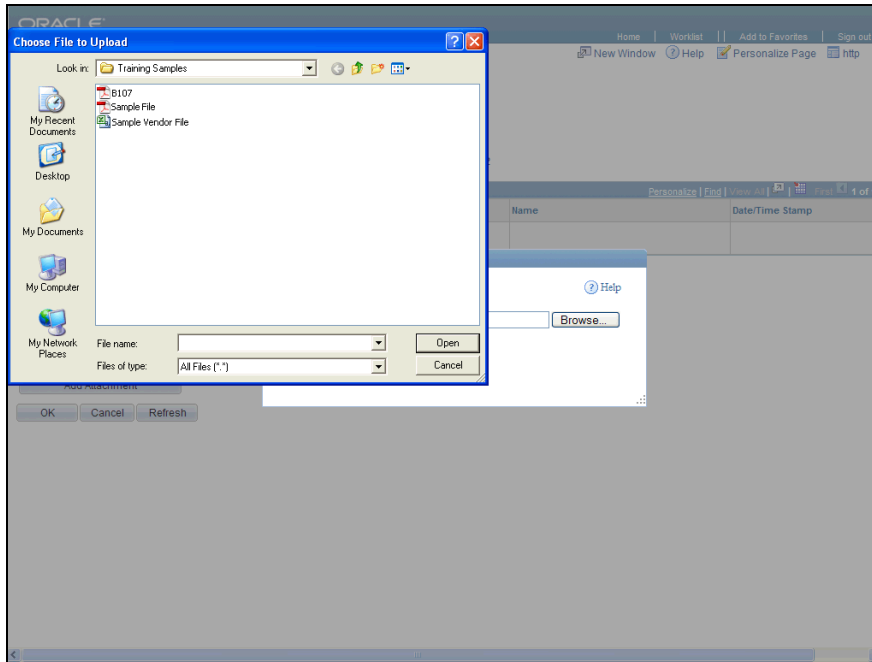
Add Attachment

OK Cancel Refresh

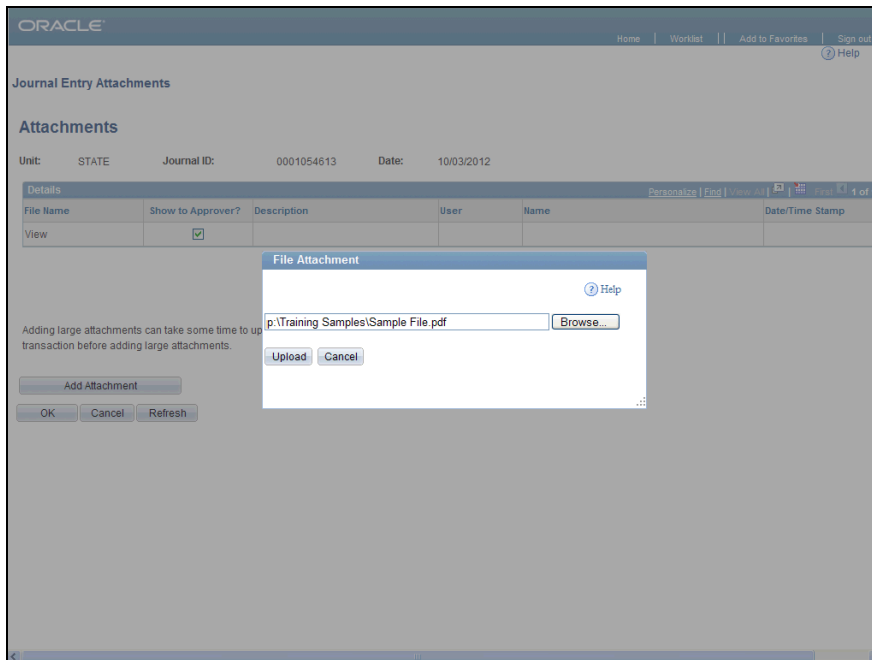
Step	Action
7.	Click the Add Attachment button. 

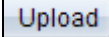


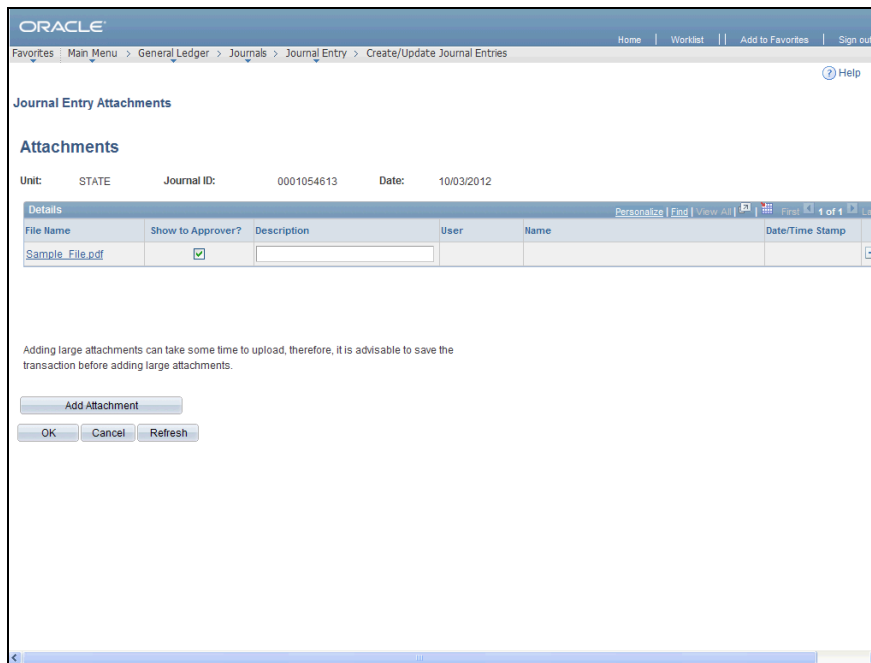
Step	Action
8.	Click the Browse... button. 



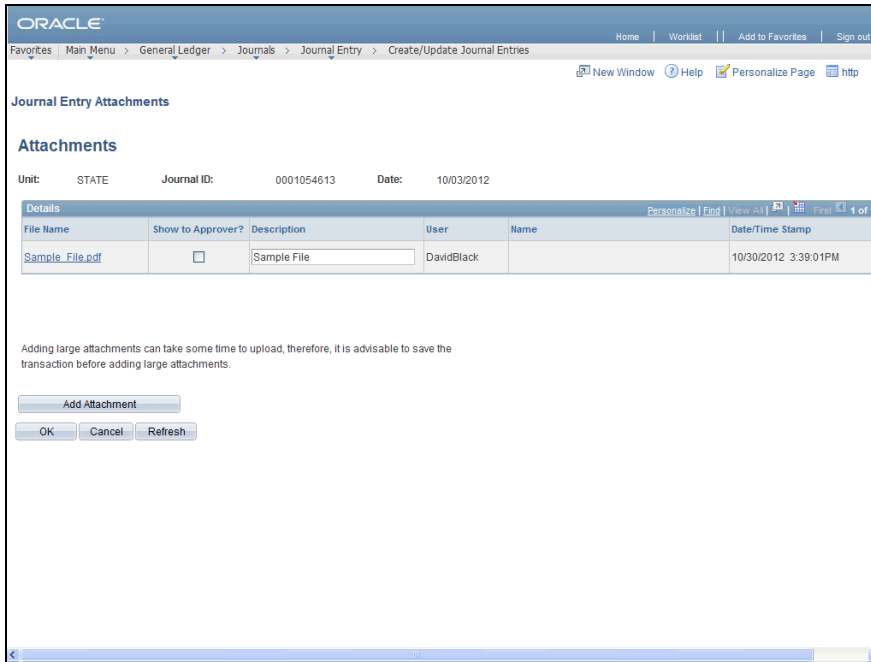
Step	Action
9.	Click the Sample File list item.
10.	Click the Open button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Open</div>



Step	Action
11.	Click the Upload button. 

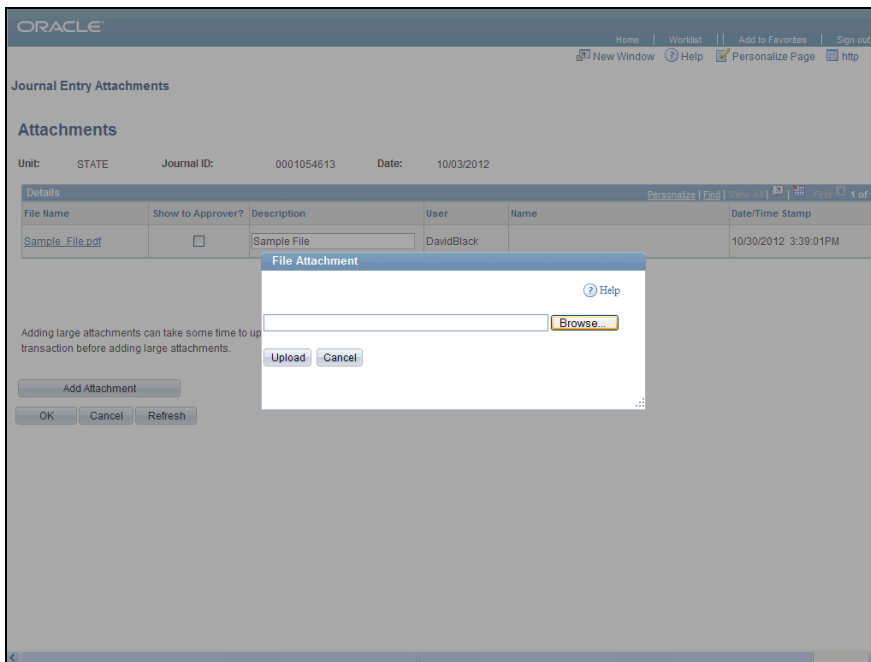


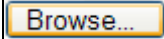
Step	Action
12.	Use the Description field to add a brief description of the attached file. Enter the Sample File into the Description field.

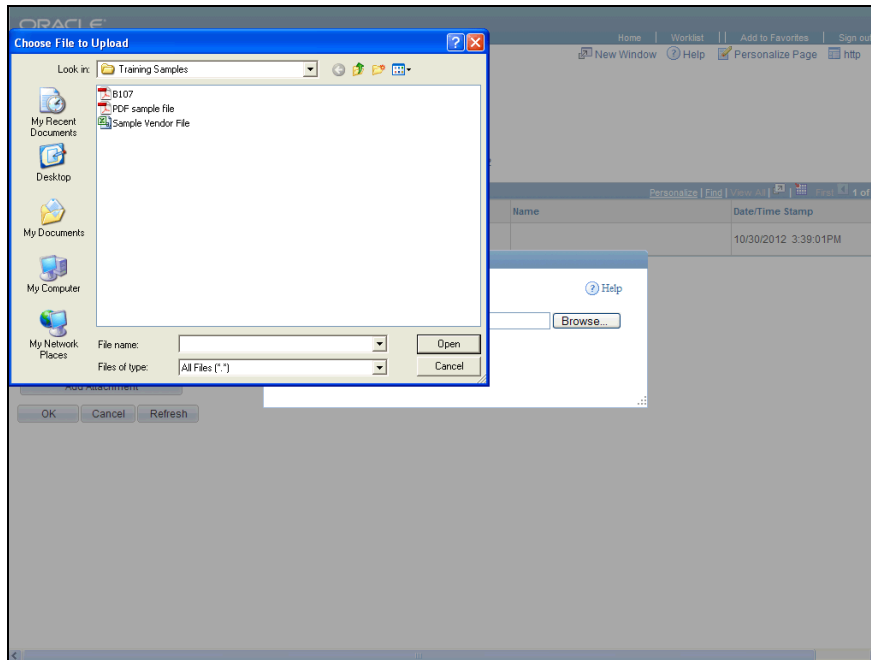




Step	Action
13.	Click the Add Attachment button.

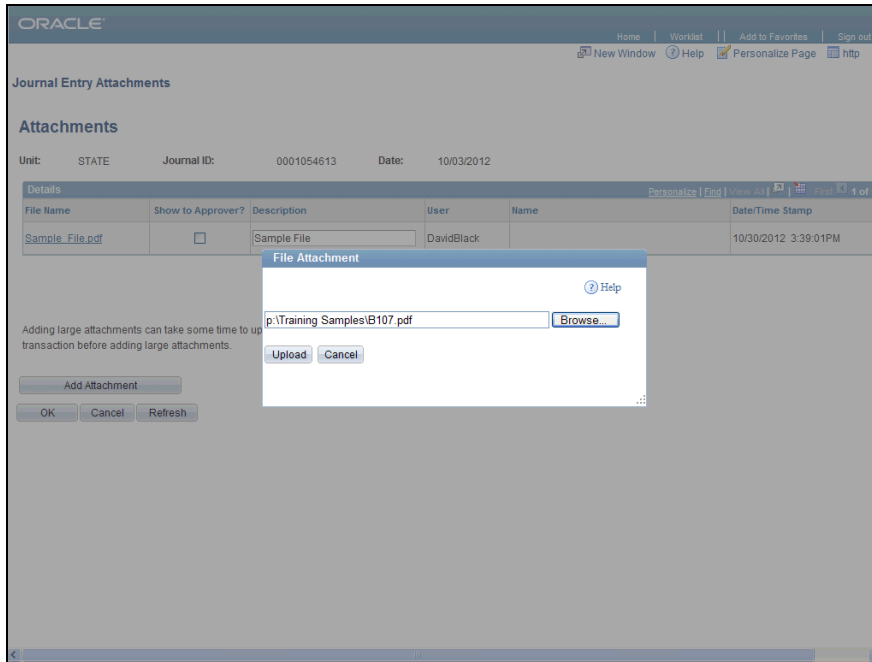
Add Attachment

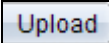


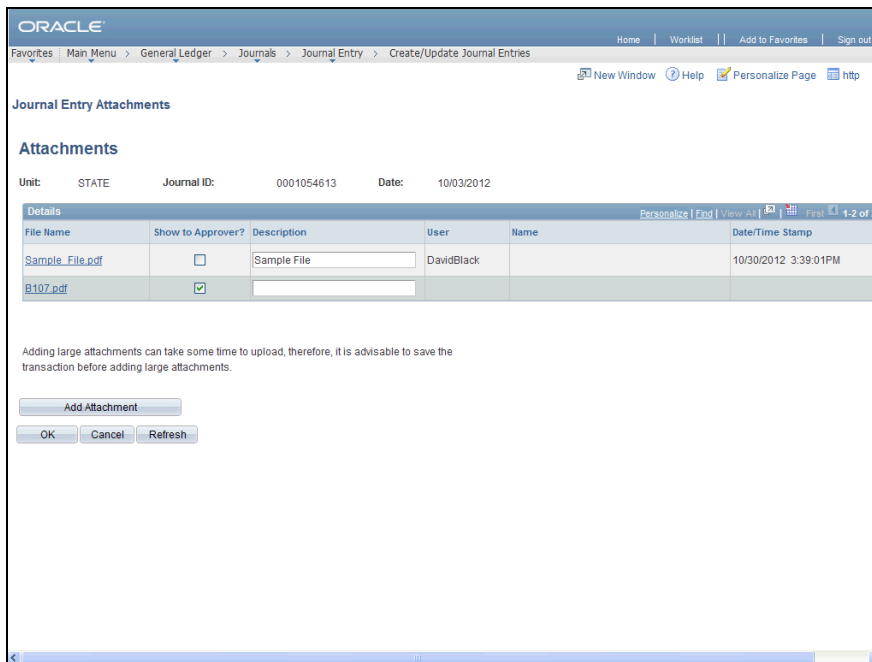
Step	Action
14.	Click the Browse... button. 



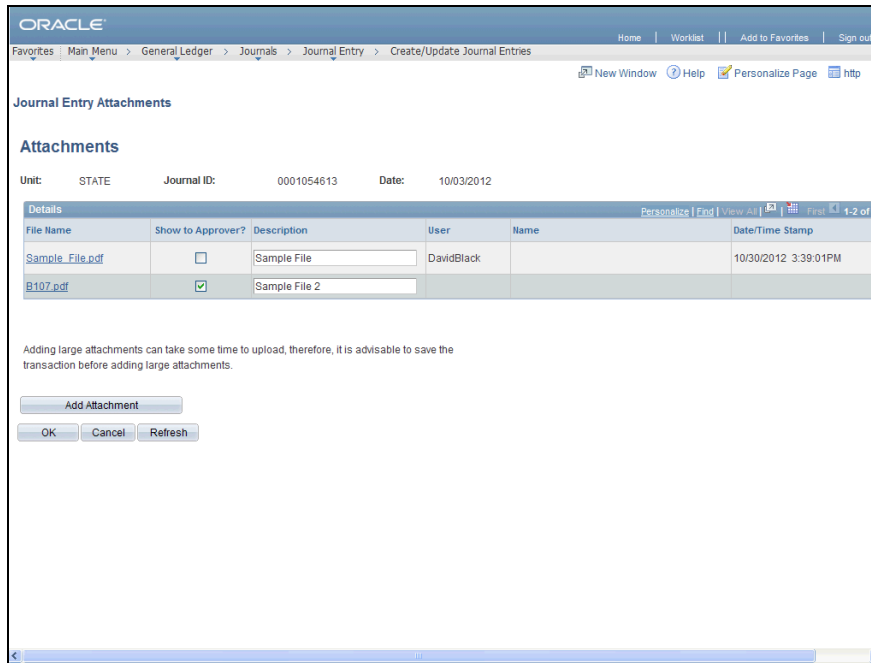
Step	Action
15.	Click the B107 list item. 
16.	Click the Open button. 



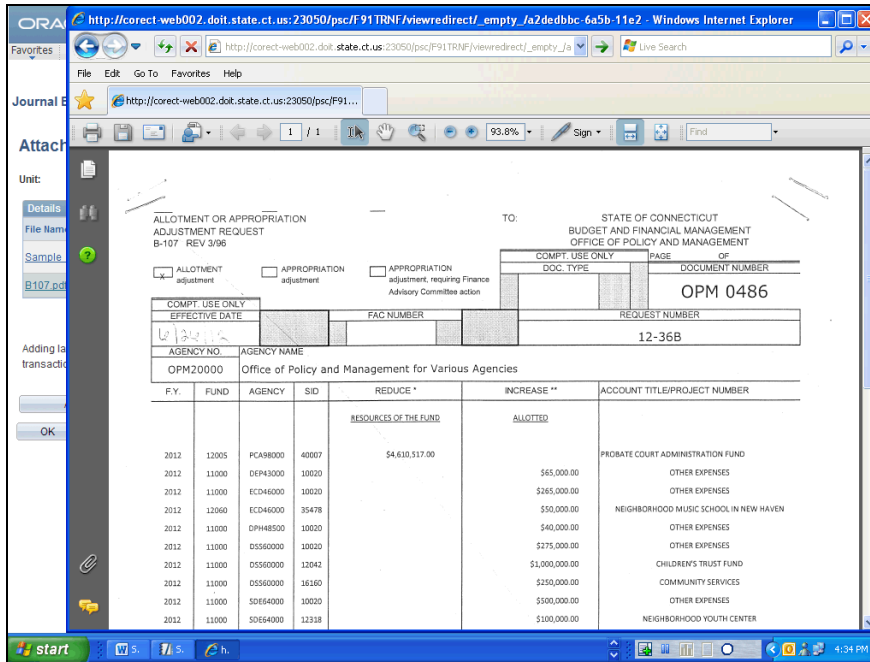
Step	Action
17.	Click the Upload button. 



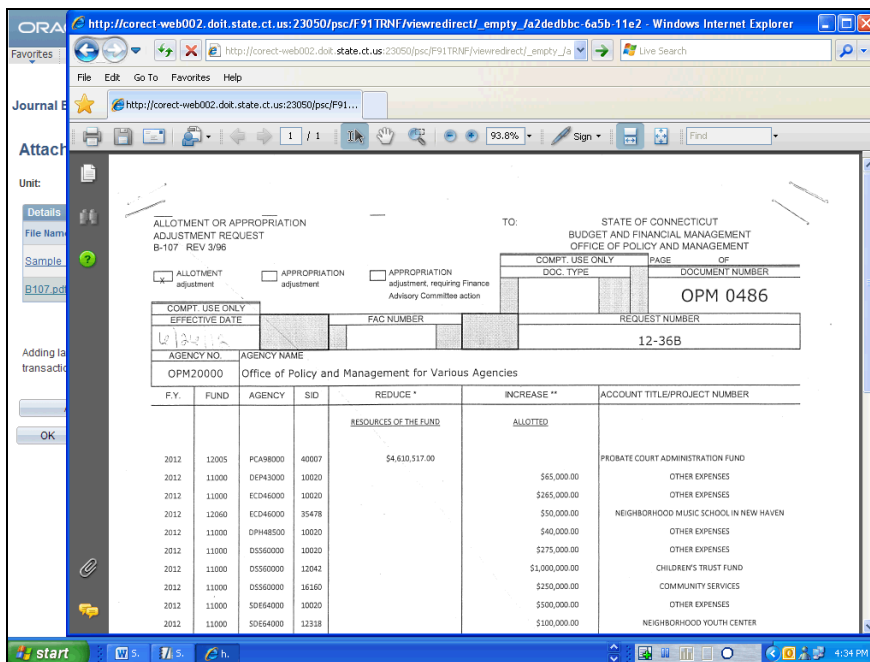
Step	Action
18.	Use the Description field to add a brief description of the attached file. Enter Sample File 2 into the Description field.



Step	Action
19.	Click the B107.pdf link to view the attached file. B107.pdf

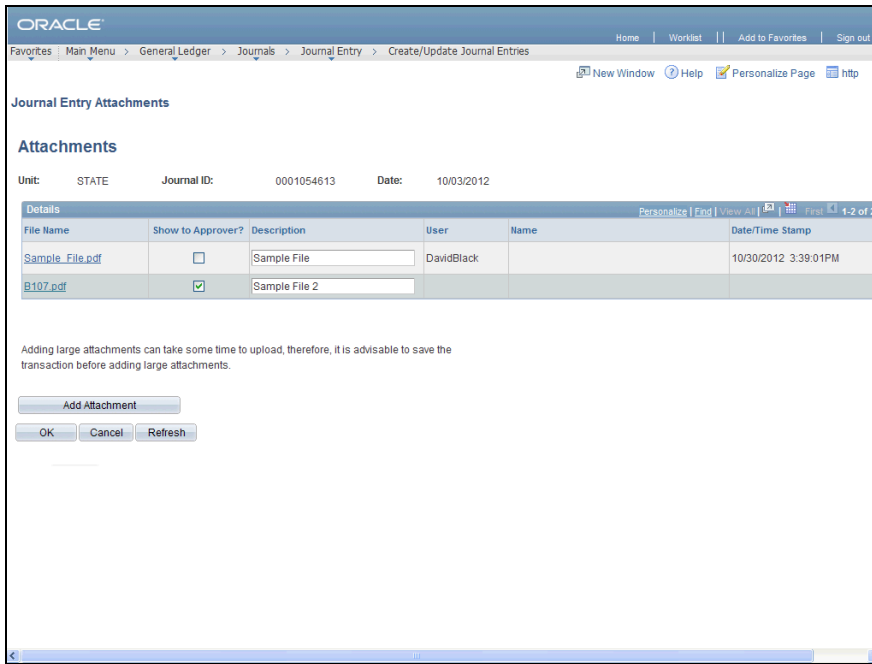


Step	Action
20.	The attached file displays in a new window.

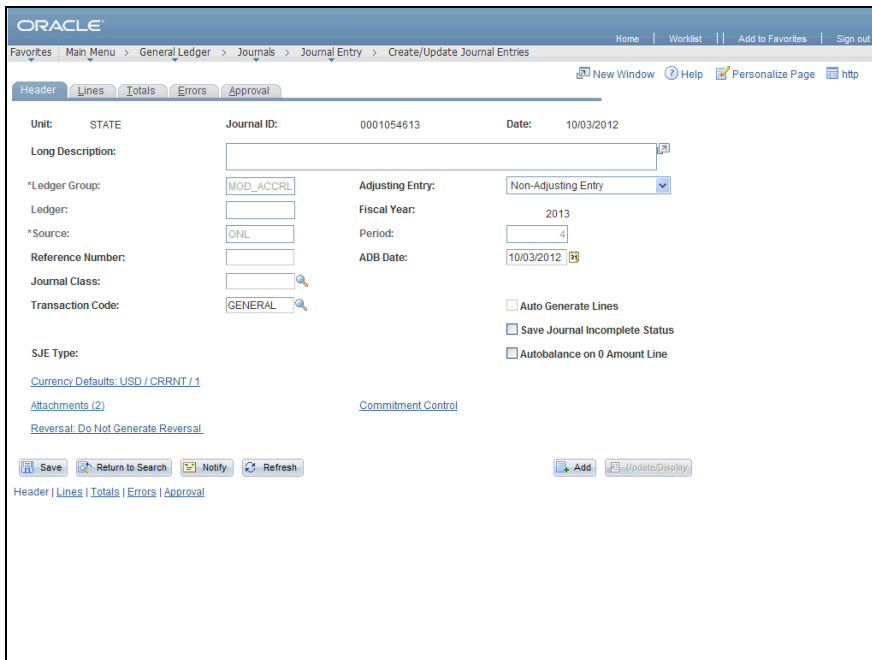
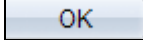


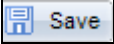
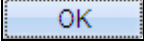
Step	Action
21.	Click the Close button.





Step	Action
22.	Click the OK button.



Step	Action
23.	There are now two (2) attachments associated with the journal header.
24.	Click the Save button. 
25.	Click the OK button. 
26.	End of Procedure.