

Adding an Attachment to a Budget Journal

Created on 2/19/2013 5:24:00 PM

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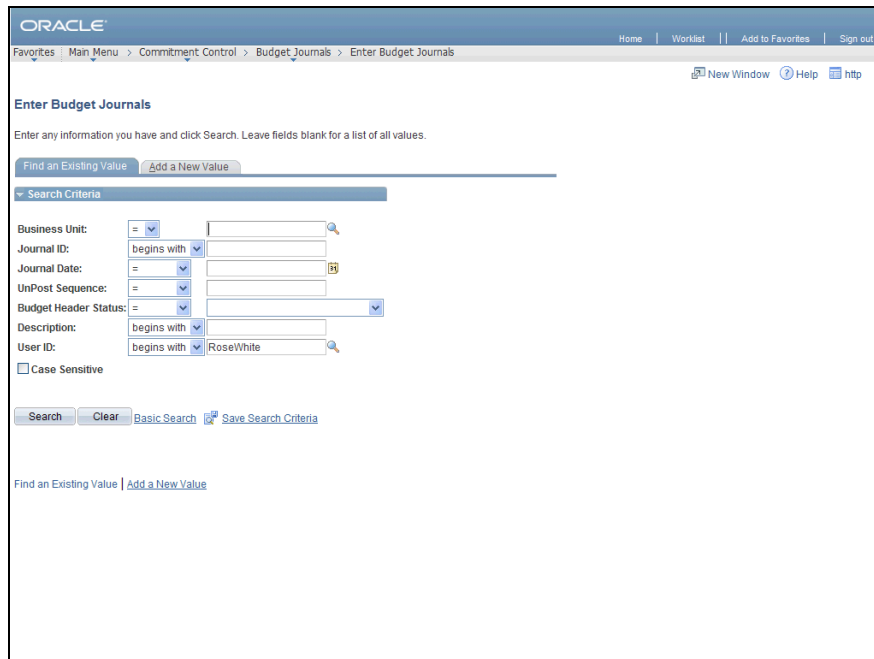
Adding an Attachment to a Budget Journal



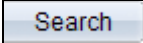
Core-CT 9.1 enables users to add multiple attachments to Budget Journal headers.

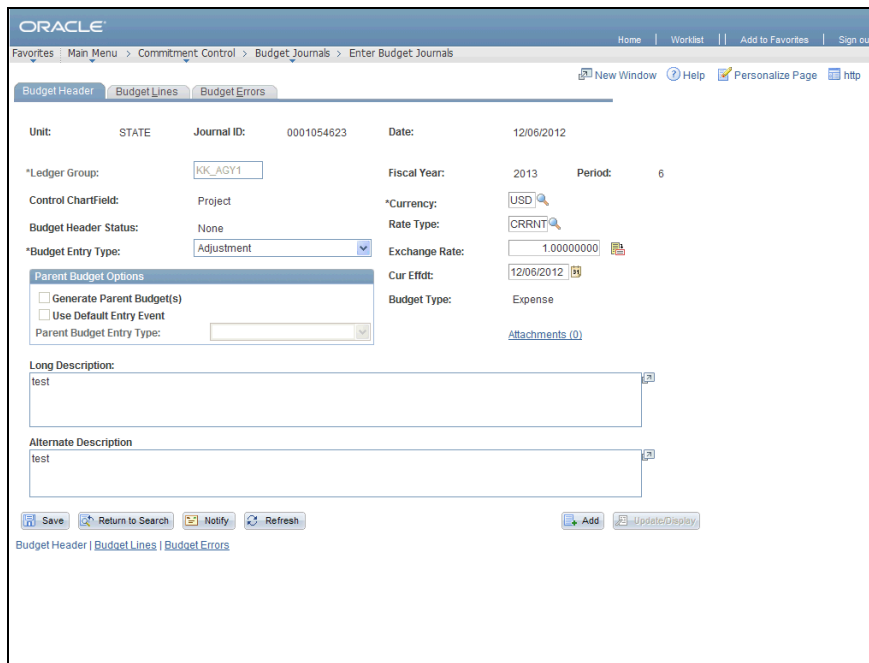
Procedure


Navigation: Commitment Control > Budget Journals > Enter Budget Journals

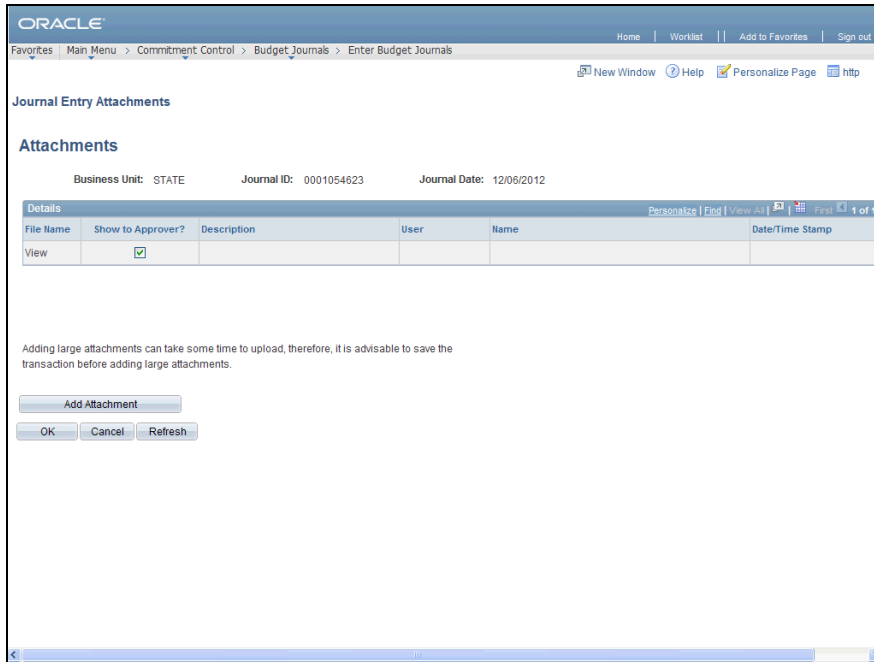


Step	Action
1.	<p>Use the Enter Budget Journals Find an Existing Value page to locate the budget journal.</p> <p>The Business Unit is always STATE.</p> <p>Enter STATE into the Business Unit field.</p>

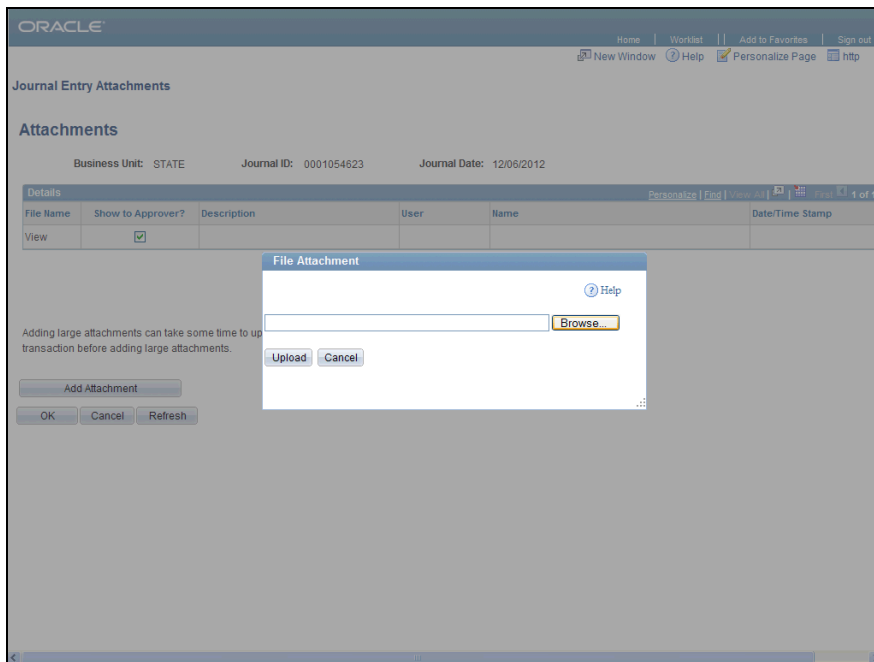
Step	Action
2.	Click the Search button. 

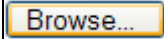


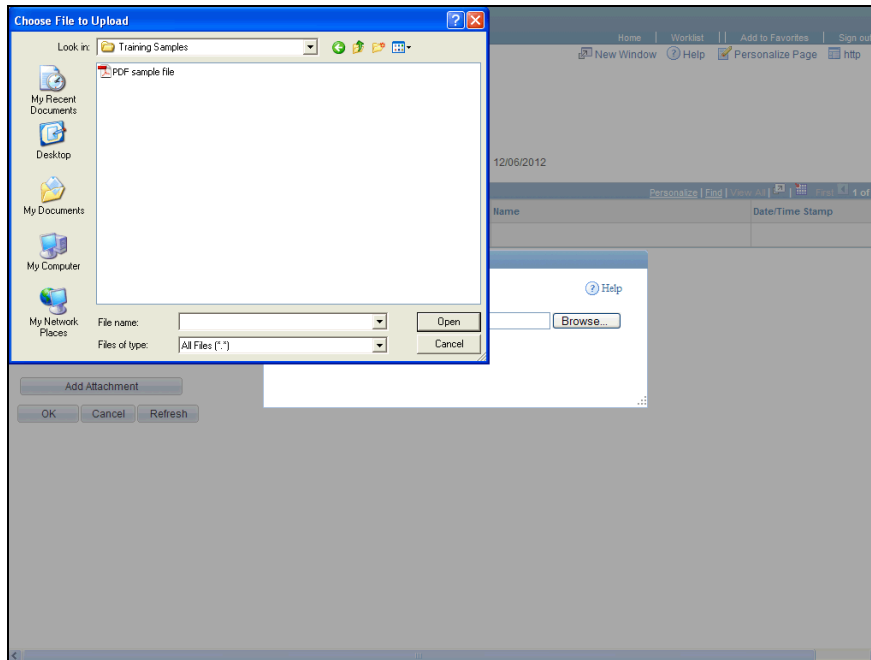
Step	Action
3.	This Budget Journal does not have any files attached to it. The value enclosed by the parentheses indicates the number of attachments associated with a Budget Journal. Click the Attachments (0) link. 





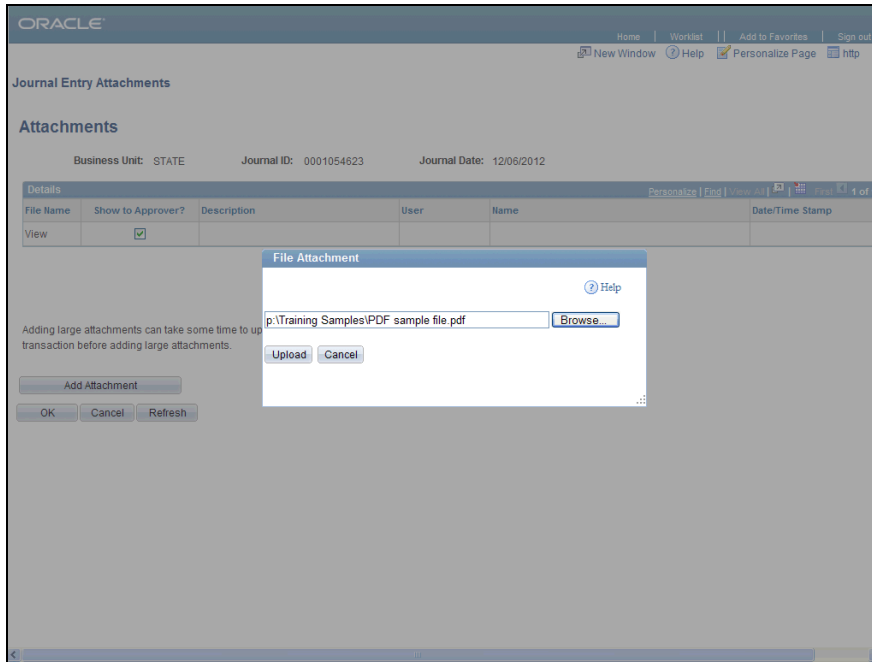
Step	Action
4.	Click the Add Attachment button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;"> Add Attachment </div>

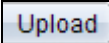


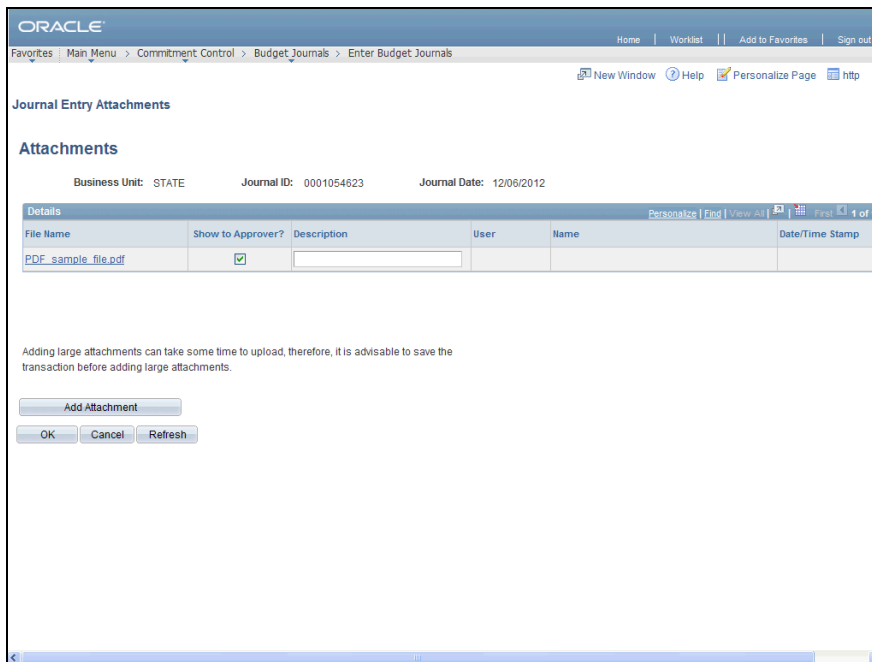
Step	Action
5.	Click the Browse... button. 



Step	Action
6.	Click the PDF sample file list item. 
7.	Click the Open button. 

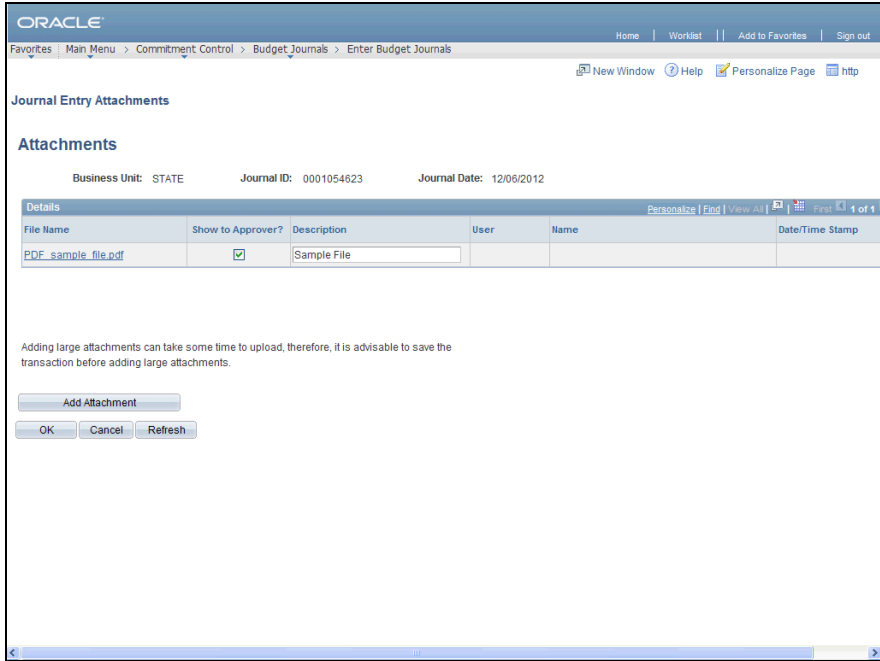


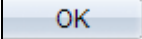
Step	Action
8.	Click the Upload button. 



Step	Action
9.	Enter Sample File into the Description field.

Step	Action
10.	Use the Add Attachment button to add additional attachments. The same file cannot be attached twice to a Budget Journal header.



Step	Action
11.	Click the OK button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

New Window | Help | Personalize Page | http

Unit: STATE Journal ID: 0001054623 Date: 12/06/2012

*Ledger Group: KK_AGY1 Fiscal Year: 2013 Period: 6

Control ChartField: Project *Currency: USD

Budget Header Status: None Rate Type: CRRNT

*Budget Entry Type: Adjustment Exchange Rate: 1.00000000

Cur Effdt: 12/06/2012

Budget Type: Expense

Attachments (1)

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

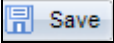
Parent Budget Entry Type:

Long Description: test

Alternate Description: test

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

Budget Header | Budget Lines | Budget Errors

Step	Action
12.	The Attachments (1) link now indicates that one attachment is associated with the Budget Journal header.
13.	Click the Save button. 
14.	End of Procedure.