



ADDY NOTE



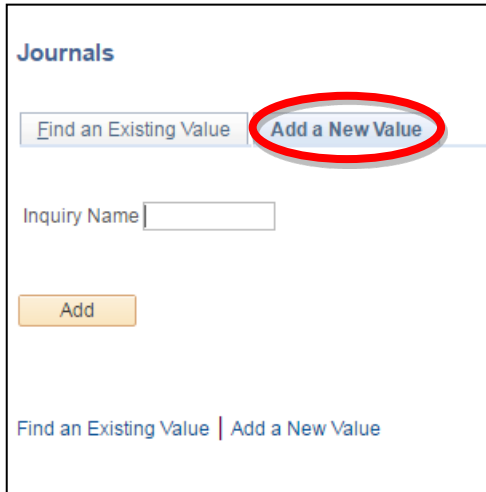
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DATABASE

ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

Viewing a Journal Attachment

This Addy Note explains how to locate and view a journal attachment.

Step	Action
1.	Navigate to: Main Menu > General Ledger > Review Financial Information > Journals.
	<p>Note: If you have never created an Inquiry Name, create one following Steps 2 through 5. You will only need to perform this process one time, and you can use this Inquiry Name each time.</p> <p>If you already have created an Inquiry Name:</p> <ol style="list-style-type: none">1. Enter the name in the Inquiry Name field.2. Click the Search button. <p>Proceed to Step 6 below.</p>
2.	Click the Add a New Value tab. 



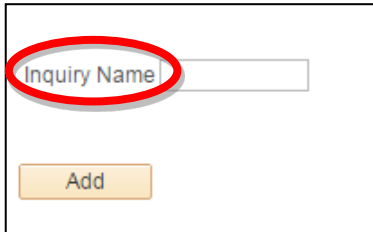
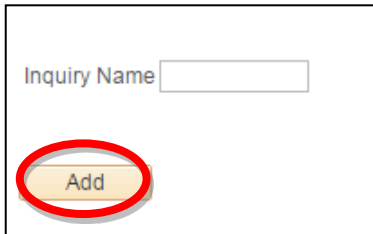
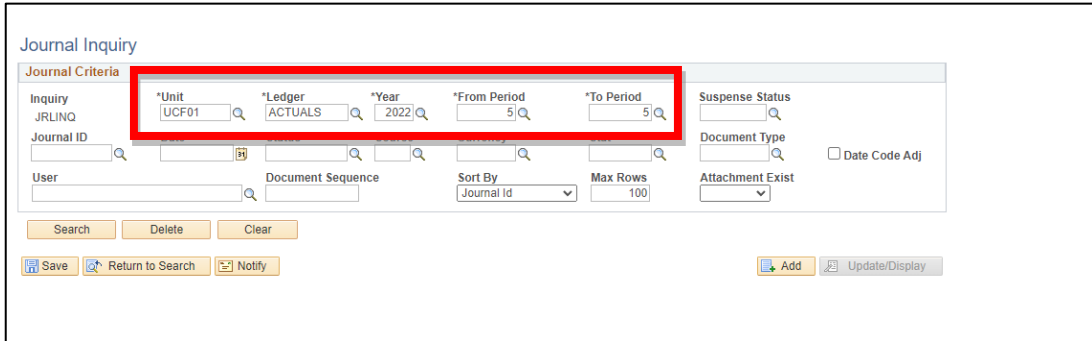
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Step	Action
3.	<p>Enter a name in the Inquiry Name field.</p>  <p>Note: Do not use special characters like “. @!-, etc”</p>
4.	<p>Click Add.</p> 
5.	<p>Complete the following fields: Unit, Ledger, Year, From Period, and To Period.</p> 



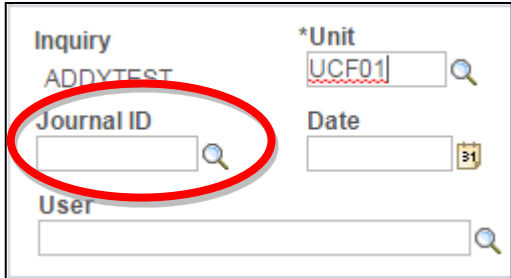
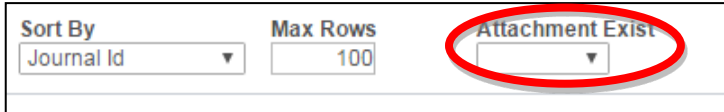
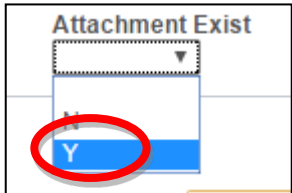
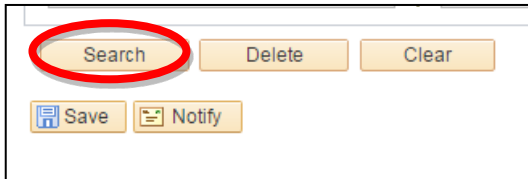
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Step	Action
6.	<p>Enter the Journal ID or User ID, whichever is appropriate.</p>  <p>Note: Make sure the previous User or Journal ID is deleted, if applicable.</p>
7.	<p>Click the Attachment Exist drop down arrow.</p> 
8.	<p>Select Y for Yes which means, “Yes, I want to search for a journal with an attachment.”</p> 
9.	<p>Click Search.</p> 




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Step	Action
10.	<p>Click View Attachment.</p> 
11.	<p>Click the File Name link for the attachment you want to view.</p> 