


# Journal Attachments

New in PSoft 9.1 is the ability to attach supporting documentation directly into your GL Journal. Should you chose this option you would not need to print your Journals as the support is electronically attached.

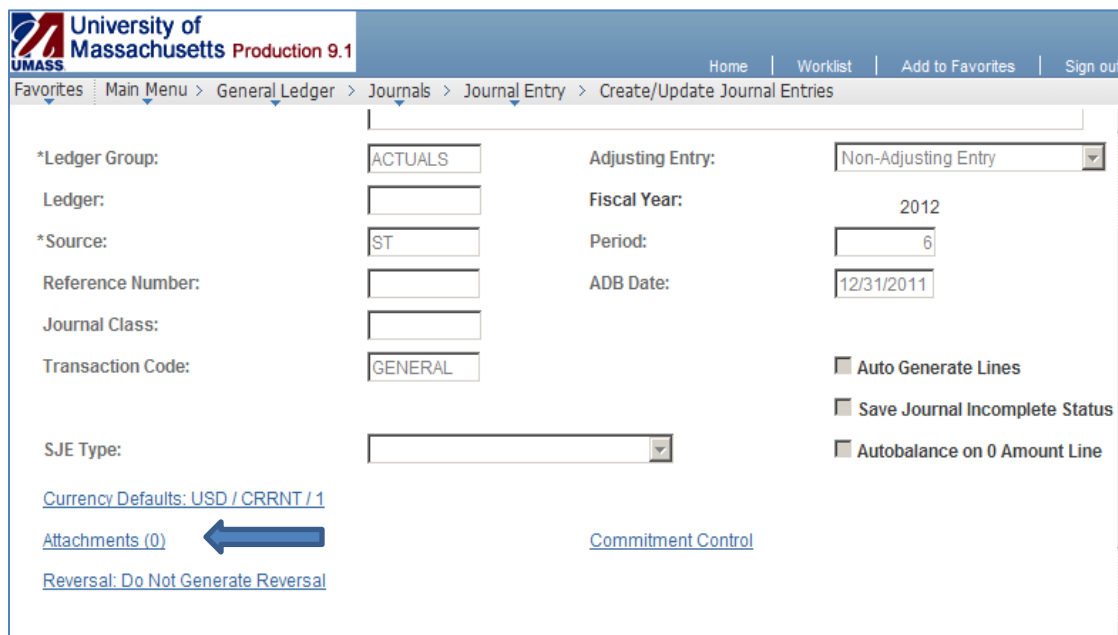
Attachments to Journals can be done at any time; while creating the Journal or after it is posted. If you attach after it has been validated or posted you must remember to click on Save; otherwise it will disappear.

The most likely attachment would be an email, a spreadsheet, or an invoice. If you want to attach an email save it as a HTML, txt, or PDF file. If it is something you don't already have electronically scan and save the document.



The screenshot shows the 'Create/Update Journal Entries' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, the form contains the following fields: 'Business Unit' with a dropdown menu showing 'UMAMH', 'Journal ID' with a text input field containing 'NEXT', and 'Journal Date' with a date picker showing '01/12/2012'. There is an 'Add' button below these fields. A callout box with a white background and black border is positioned over the form, containing the text: 'Attach while you are creating a journal or go back into the journal at a later date.' At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

The **Attachment link** is on the Journal **Header Page**; click on **Attachments**.



The screenshot shows the 'Journal Header Page' for the University of Massachusetts Production 9.1. The page title is 'University of Massachusetts Production 9.1'. The breadcrumb navigation is 'Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The page contains several fields for journal entry details: '\*Ledger Group' (ACTUALS), 'Adjusting Entry' (Non-Adjusting Entry), 'Ledger' (empty), 'Fiscal Year' (2012), '\*Source' (ST), 'Period' (6), 'Reference Number' (empty), 'ADB Date' (12/31/2011), 'Journal Class' (empty), 'Transaction Code' (GENERAL), and 'SJE Type' (empty). There are three checkboxes: 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line'. At the bottom, there are three links: 'Currency Defaults: USD / CRRNT / 1', 'Attachments (0)' (with a blue arrow pointing to it), and 'Commitment Control'. There is also a link for 'Reversal: Do Not Generate Reversal'.

Click on **Add Attachment**.

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign Out

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

## Attachments

Unit: UMAMH      Journal ID: 0002881608      Date: 12/31/2011

Details Customize | Find | View All | First 1 of

File Name	Description	User	Name	Date/Time Stamp
View				

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

**File Attachment** will appear; click on **Browse** to find the document you wish to attach.

File Attachment

Click **Upload**.

File Attachment

T:\TDELUDE\Demand Response ISA.pdf


Click on **OK**.

### Attachments

Unit: UMAMH      Journal ID: 0002881608      Date: 12/31/2011

Details					Customize   Find   View All   First 1 of
File Name	Description	User	Name	Date/Time Stamp	
<a href="#">ISADCPUMA1216ED1012A.pdf</a>					

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



Clicking OK will bring you back to the header page, click on **Save**.

Long Description:

\*Ledger Group:       Adjusting Entry:

Ledger:       Fiscal Year: 2012

\*Source:       Period:

Reference Number:       ADB Date:

Journal Class:

Transaction Code:

SJE Type:

Auto Generate Lines  
 Save Journal Incomplete Status  
 Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(1\)](#)      [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Once you save your Journal the User ID, Name, and Date/Time Stamp will populate.

**Journal Entry Attachments**

### Attachments

Unit: UMAMH      Journal ID: ACBC000573      Date: 03/01/2012

Details					
File Name	Description	User	Name	Date/Time Stamp	
<a href="#">ACBC573.pdf</a>		ATDELUDE	Teri Delude	03/06/2012 2:50:09PM	Delete

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

Click **OK** to return to the Header. The supporting documentation is now electronically attached to the Journal.

Unit: UMAMH      Journal ID: 0002881608      Date: 12/31/2011

Long Description:

\*Ledger Group:       Adjusting Entry:

Ledger:       Fiscal Year: 2012

\*Source:       Period:

Reference Number:       ADB Date:

Journal Class:

Transaction Code:        Auto Generate Lines

SJE Type:        Save Journal Incomplete Status

Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(1\)](#)      [Commitment Control](#)

