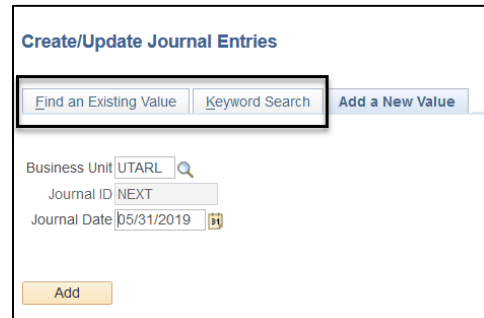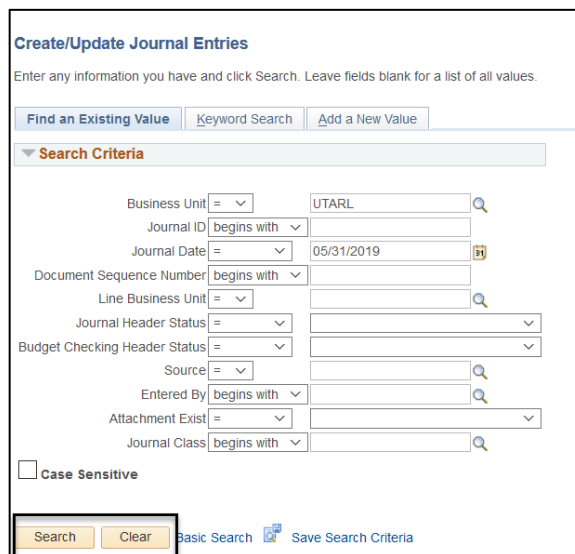# Add an Attachment to a Journal

The purpose of this job aid is to explain how to add an attachment to the Journal.

1. Begin by navigating to **NavBar➔Menu➔Financials➔General Ledger➔Journals➔Journal Entry➔Create/Update Journal Entries.**

2. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.

3. Click the **Clear button**. This clears all of the pre-existing values.
4. Enter UTARL as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

The Journal Header page is displayed, or if multiple results, select from the list.

7. Click the **blue Attachments link.**

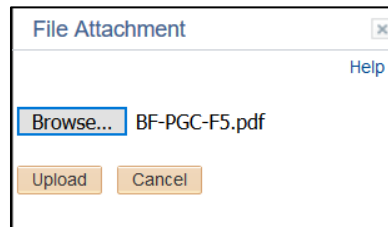![UTA Knowledge Services - Office of Continuous Improvement logo]

8. Click Browse in the pop-up that displays.
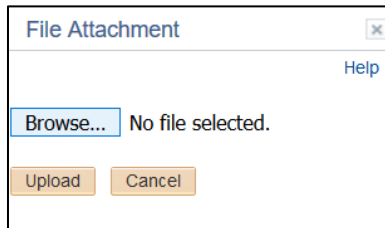
9. Click to highlight the file you want to attach.
10. Click the Open button.
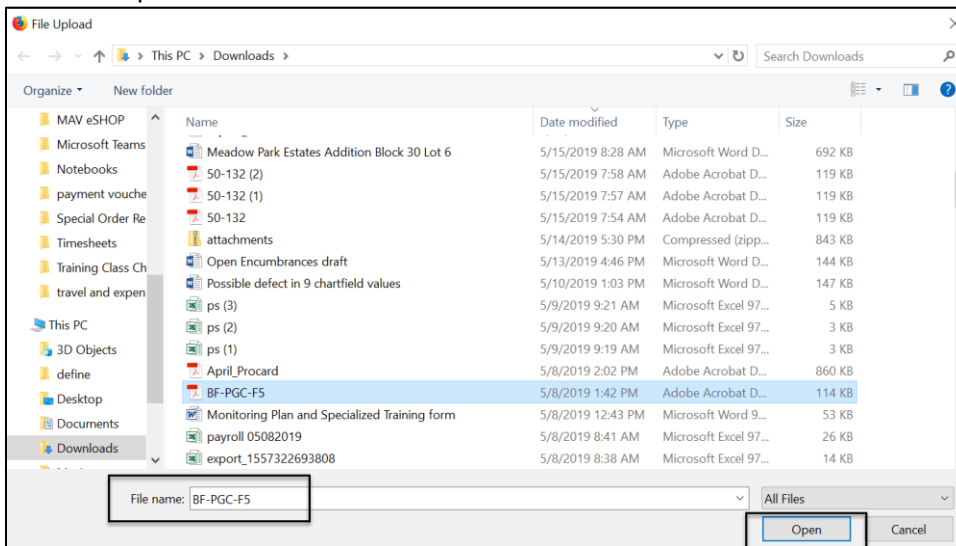
11. Click the **Upload** button.

The attachment is added.

12. Uncheck the checkbox if you DO Not want to share the attachment with the approver. The default is checked.
13. Add a **Description** if desired to describe the attachment.
14. Click **OK** if no other attachments need to be added. **OR** Click **Add Attachment** are repeat the steps above to add additional attachments.

The Attachment displays the number of attachments you added.

15. Click **Save**.

16. Click the **Lines** TAB and Add or Remove additional journal lines.
17. Modify the chartfield values.
18. Update the dollar amounts.
19. **Save and run the Edit Journal validation process**.