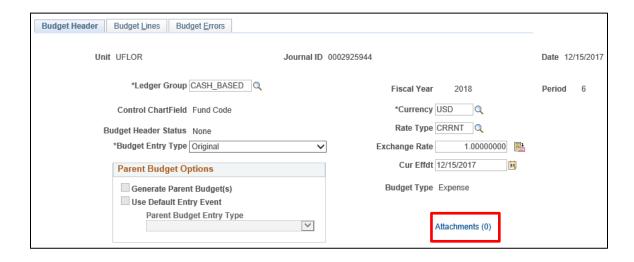
How to Add an Attachment to Budget Transfers

Once a budget transfer has been entered, an attachment can be added

Navigation: Main Menu \rightarrow Financials \rightarrow Commitment Control \rightarrow Budget Journals \rightarrow Enter Budget Transfer



- Once you are in the budget transfer (Budget Header tab), click on <u>Attachments (0)</u>
- Click on "Add Attachment"



- Click "Browse" and find the file. Once found, click "Open"
- Click "Upload"
- At this point, you can add a Description. This field is limited to 100 characters
- Once all of the desired files have been added, please click "OK" at the bottom of the screen

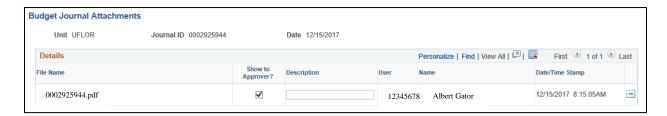
- Once you have clicked "OK" you are taken back to the Budget Header tab, and you see that you have an Attachment submitted.

Attachments (1)

You are NOT done, you must hit "SAVE". If you do not, then the attachment will not have been successfully attached

NOTE:

- When an attachment has been added, the date, time, name and the UFID of the individual who has added the attachment will appear on the Attachment page

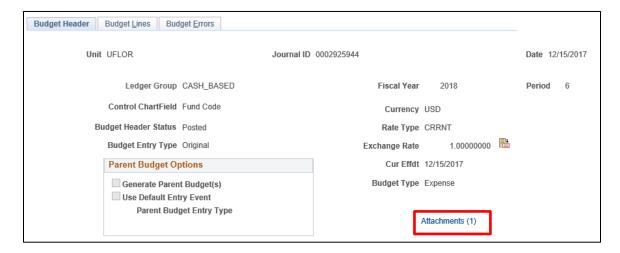


How to Delete an Attachment

- Deleting has practically the same steps, but remember you **CAN** delete an attachment that is attached to a **POSTED** journal

- Once you are in the budget transfer (Budget Header tab), click on

Attachments (1)



- Click the minus sign next to the attachment you want to delete 📃



- Confirm that you want to delete the attachment and click "OK"
- Click the "OK" at the bottom of the page, to leave the Attachments page
- You are NOT done, you must hit "<u>SAVE</u>". If you do not, then the attachment will not have been successfully deleted