



How Do I Add An Attachment To A Journal Entry?

To add an attachment to a Journal Entry, you will want to do this through the "Activity" function within the Journal Entry.

To add a new activity, right click and choose "New Activity":

The screenshot shows the 'Journal Entry' form with a context menu open over the 'New Activity' option. The form fields are as follows:

Series	Number	Posting Date	Due Date	Doc. Date	Remarks
Primary	11802	01/01/19	01/01/19	01/01/19	

Origin	Origin No.	Trans. No.	Template Type	Template

Trans. Code	Ref. 1	Ref. 2	Ref. 3

Blanket Agreement:

Expand Editing Mode:

#	G/L Acct/BP Code	G/L Acct/BP Name	Credit
1			

The context menu is open over the 'New Activity' option, showing the following items:

- Convert To...
- New Activity**
- Transaction Journal..
- Related Activities
- Document Journal
- General Ledger

Select the type of Activity you'd like to classify it as (e.g. "Other") and then click the Attachments tab and browse to the file you wish to attach, same as any other attachment for a document in Orchestrated:



Activity [Window Title]

Activity: Other (dropdown) Number: 1 (input)

Type: General (dropdown) BP Code: (input)

Subject: (input) BP Name: (input)

Assigned To: User (dropdown) / manager (dropdown) Contact Person: (dropdown) ⓘ

Assigned By: (input) Telephone No.: (input)

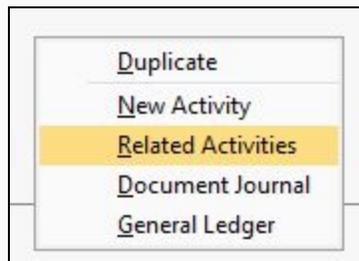
Personal

General | Content | Linked Document | Attachments

#	Target Path	File Name	Attachment Date	

Browse (button) Display (button)

Once added, right click and choose "Related Activities" to pull up a list of all activities in order to drill in and see their attachments:



Activities Overview

Display Only Open Activities

Number	Start Date	Start Time	Handled By	Activity	Recurrence
➔ 1	06/07/19	3:32PM	manager	Other	None