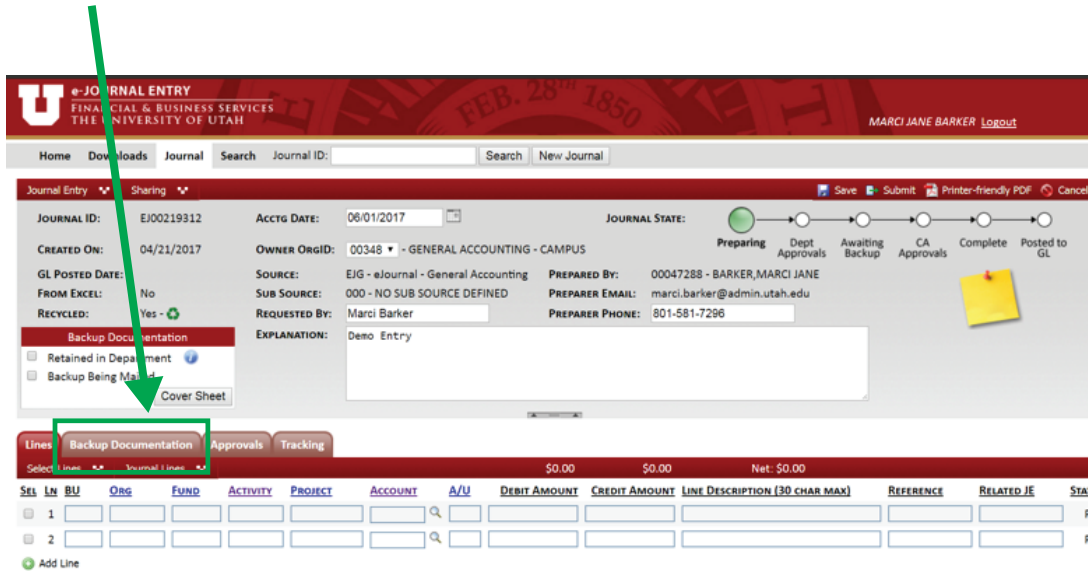


If the backup is already in electronic form, or you have the means to convert it into electronic form (scanning to create a pdf file), the best way to attach it is to upload the file right to the journal from the Backup Documentation tab.

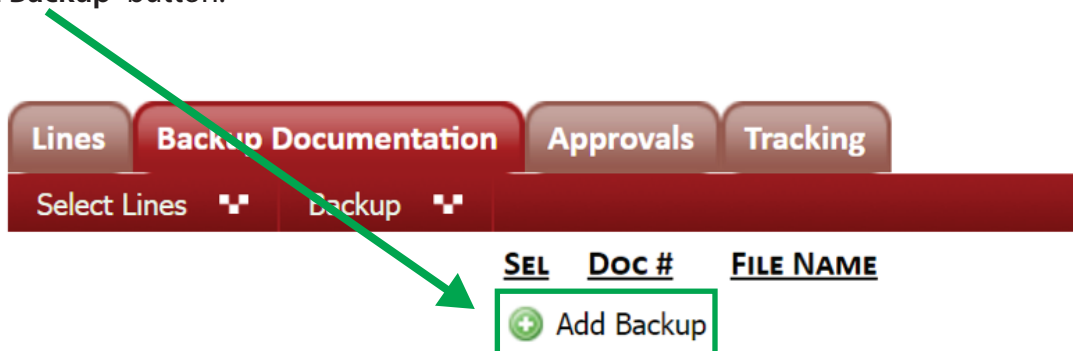
*The Journal entry must be saved before the backup documentation tab is available. You must attach the backup before the journal entry has been approved by the department or by General Accounting.*

Select the "Backup Documentation" tab



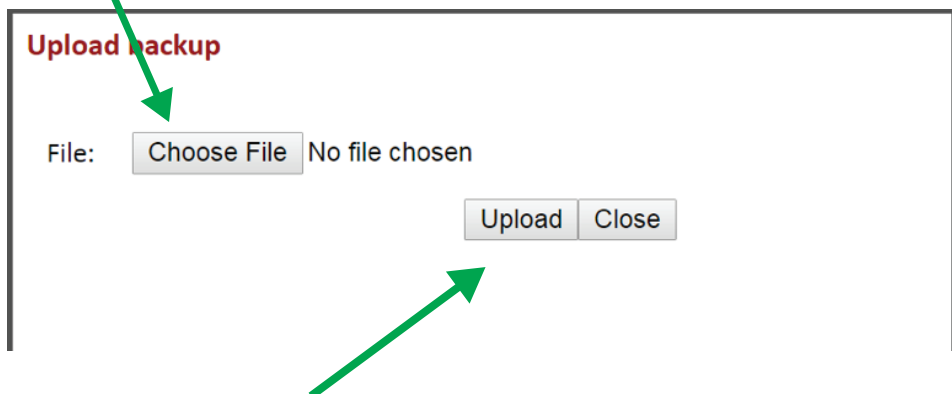
Once the Backup Documentation tab is selected, the "Add Backup" button will appear.

Select the "Add Backup" button.



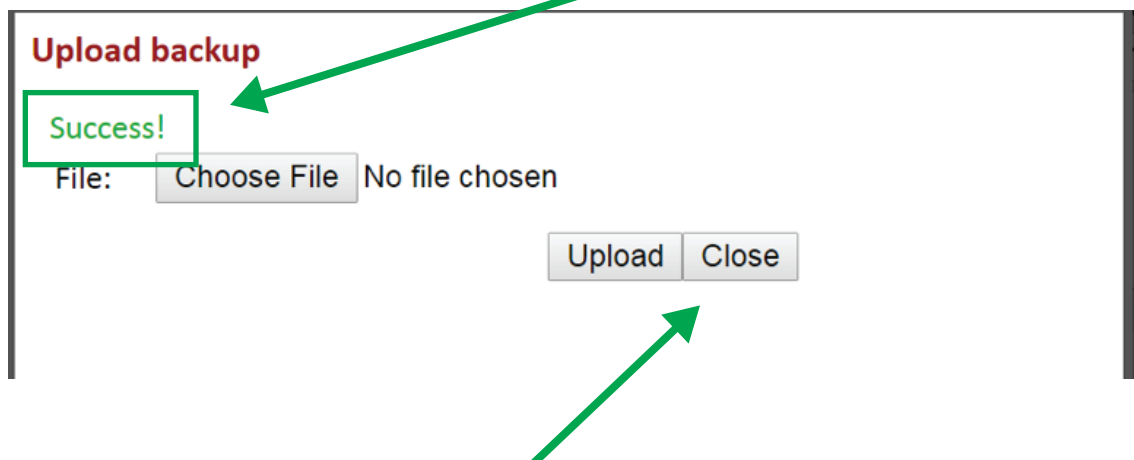
Now click on the “**Choose File**” button in the “**Upload Backup**” window to browse your computer files.

Select the document(s) that you want to upload. Supported files include: pdf, doc, docx, xls, xlsx, jpg, png, txt.



After selecting your files, click on the “**Upload**” button.

Once the file has been uploaded correctly, you will receive a “**Success!**” message in the “**Upload backup**” window.



After the “**Success!**” message appears, hit the **Close** button, which will take you back to the e-Journal entry.

If the backup document is attached correctly, a **paperclip** icon displays on the backup documentation tab and the file name will be shown along with the date that the backup documentation was added.



You have successfully completed adding back-up documentation to your e-Journal.