

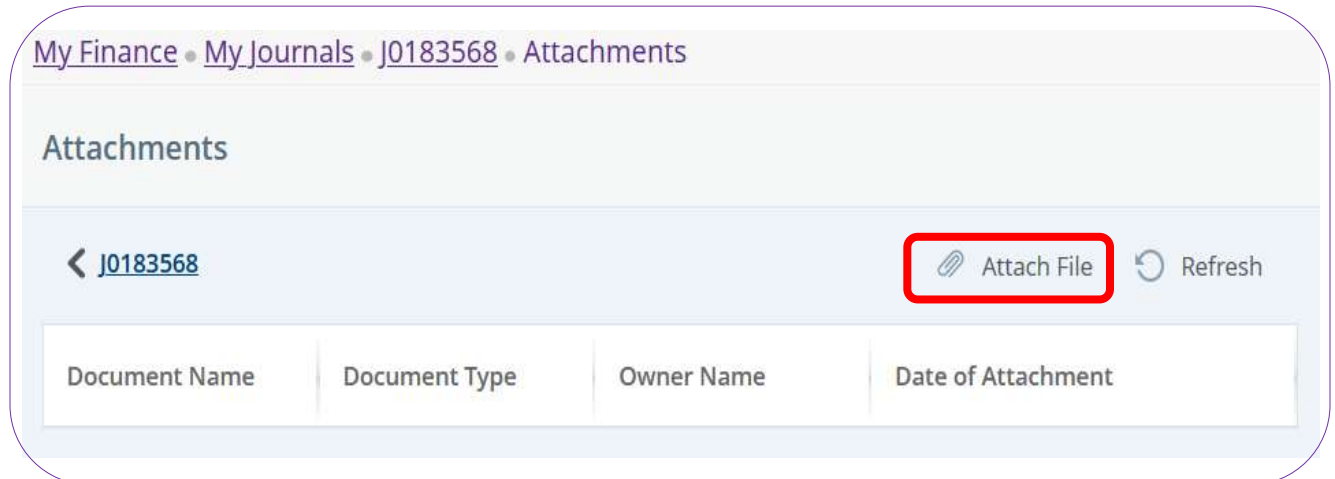
## How to Attach Backup Documentation in Finance Self Service

Adequate supporting documentation must be added to the journal entry such that the accounting staff or internal auditors reviewing the entry can clearly understand the rationale behind the entry. The documentation should verify the amount, business purpose, and reason for the entry. Examples of documentation include copies of invoices, reports, emails, screenshots, etc. Redact confidential information like SSN, credit card numbers, checking account numbers, etc. Xtender will allow Word, Excel, Emails, and PDF's. Scan documentation and store in a folder on your computer that can be retrieved and attached to the journal entry.

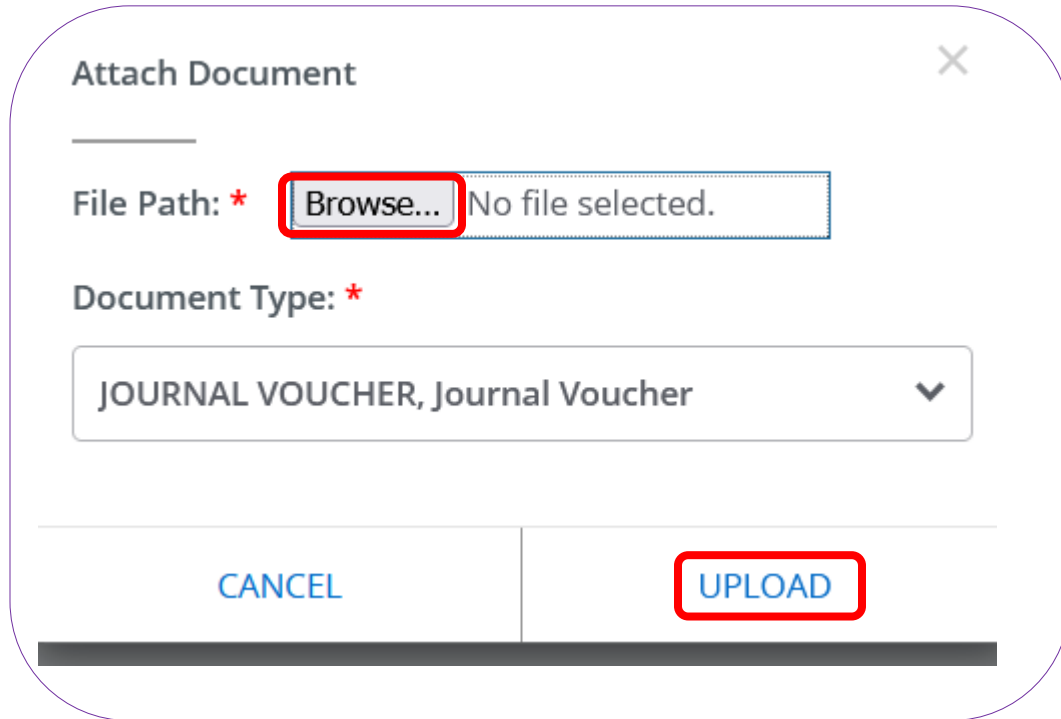
1. Log into PiratePort <https://pirateport.ecu.edu/connect/#/login>
2. Click "**Finance Self Service**"  
\*\*NOTE: Banner Self Service will not work for Journal Entries.
3. Click on the Paperclip Icon. Backup can only be attached to documents in DRAFT status.



4. Click Attach File



5. Attach Document Popup will display.  
Click Browse, select the scanned documentation file, and click Upload.

A screenshot of an "Attach Document" popup window. The window has a title bar with "Attach Document" and a close button (X). Below the title bar is a horizontal line. The "File Path: \*" field contains a "Browse..." button (highlighted with a red box) and the text "No file selected.". Below this is the "Document Type: \*" dropdown menu, which is currently set to "JOURNAL VOUCHER, Journal Voucher" with a downward arrow. At the bottom of the popup are two buttons: "CANCEL" and "UPLOAD" (highlighted with a red box).

Attach Document

File Path: \* **Browse...** No file selected.

Document Type: \*

JOURNAL VOUCHER, Journal Voucher

CANCEL **UPLOAD**

6. Contact the designated division contact with journal entry questions. Click [here](#) to view contact list.