

View Attachments in PeopleSoft

In PeopleSoft Financial Production or Report:

Main Menu » Grants » Awards » Project » Enter LSUNO » Enter Award # » Click Search

Project General

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

*Business Unit: = [dropdown] [input field]
Project: begins with [dropdown] [input field]
Description: begins with [dropdown] [input field]
Program: = [dropdown] Detail Project [dropdown]
Processing Status: = [dropdown] [input field]

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Click the Attachments Tab at top right.

NOTE: You may need to click the symbol to see additional tabs, including Attachments Tab.

Project 110250200A Description NHLBI 1R01HL150370-01A1

Document Attachments Personalize Find View All First 1-6 of 10 Last

Requests	Attached File	Description			
1	[redacted].pdf	10.09.20	[trash icon]	[view icon]	[plus icon]
2	[redacted].pdf	10.09.20	[trash icon]	[view icon]	[plus icon]
3	[redacted].pdf	10.9.20	[trash icon]	[view icon]	[plus icon]
4	[redacted].pdf	11.19.20	[trash icon]	[view icon]	[plus icon]
5	[redacted].pdf	8.14.21	[trash icon]	[view icon]	[plus icon]
6	[redacted].pdf	1.18.23	[trash icon]	[view icon]	[plus icon]

Save as Template Copy Project

My Projects Project Valuation Project Team Project Activities Go To More

Save Return to Search Refresh Add Update/Display Include

The documents are listed along with a description (date or file description). There may be multiple screens with attachments. Scroll through to find the attachment requested.

Click on the View Icon to view each attachment.

Most users do not have the ability to add attachments. If a file needs to be attached, please contact the responsible biller. To reach the responsible biller, email the group email:

Sponsored Projects Accounting: nosponproj@lsuhsc.edu

Accounts Receivable & Billing: spn_con@lsuhsc.edu

Do not email the biller directly as you will risk a delayed response.

Accounting Service Staff List can be found here: www.lsuhs.edu/administration/accounting/staff.aspx