

Add Electronic Attachments

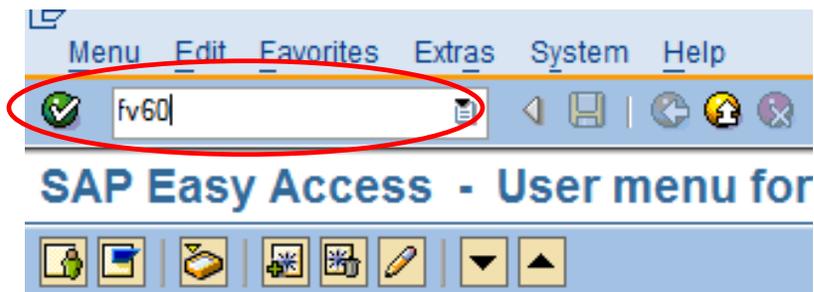
Transaction Code: FV60

Location(s):

SAP GUI

Purpose: Receipts, invoices, and other supporting documentation are to be scanned and attached electronically for swift processing by accounts payable. Receipts are to be kept seven years after audit.

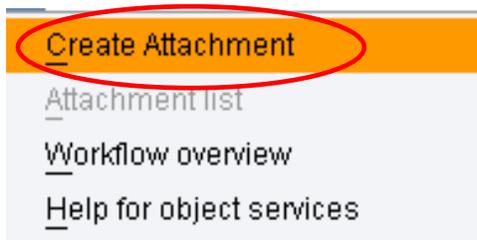
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, FV60.
5. Click Enter.



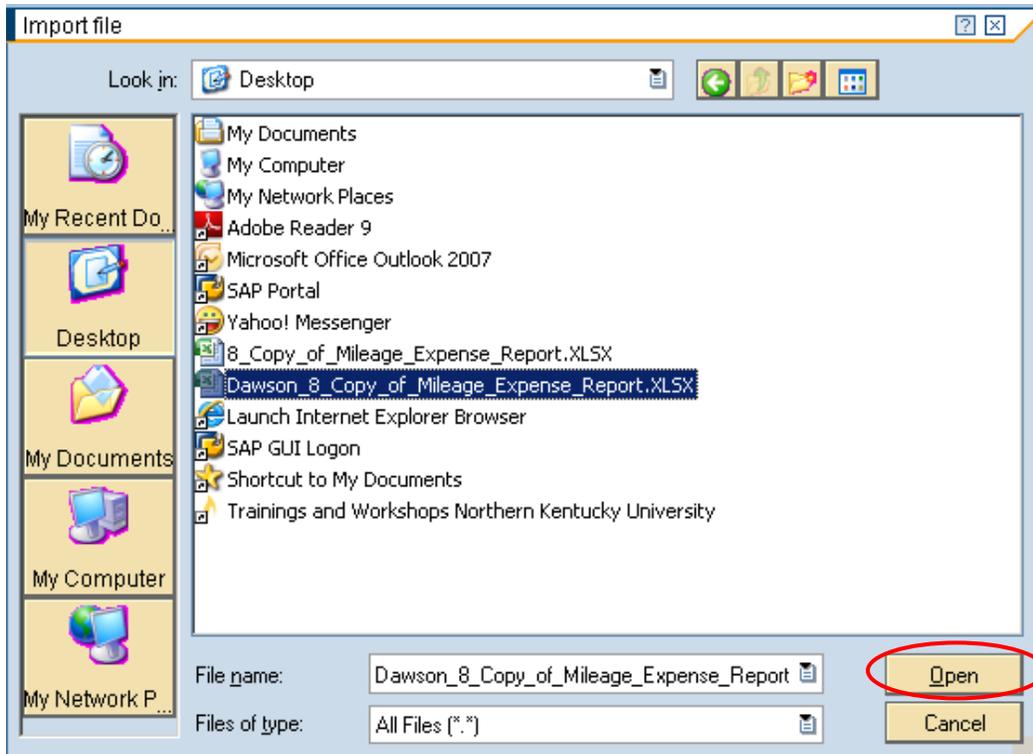
6. Click the Services for Object drop-down button



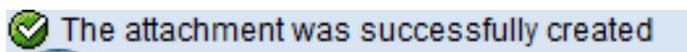
7. Click Create Attachment



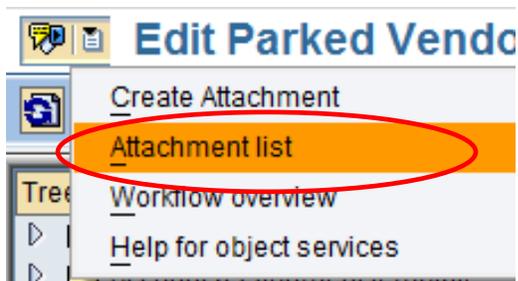
8. Click document location
9. Select the document
10. Click Open



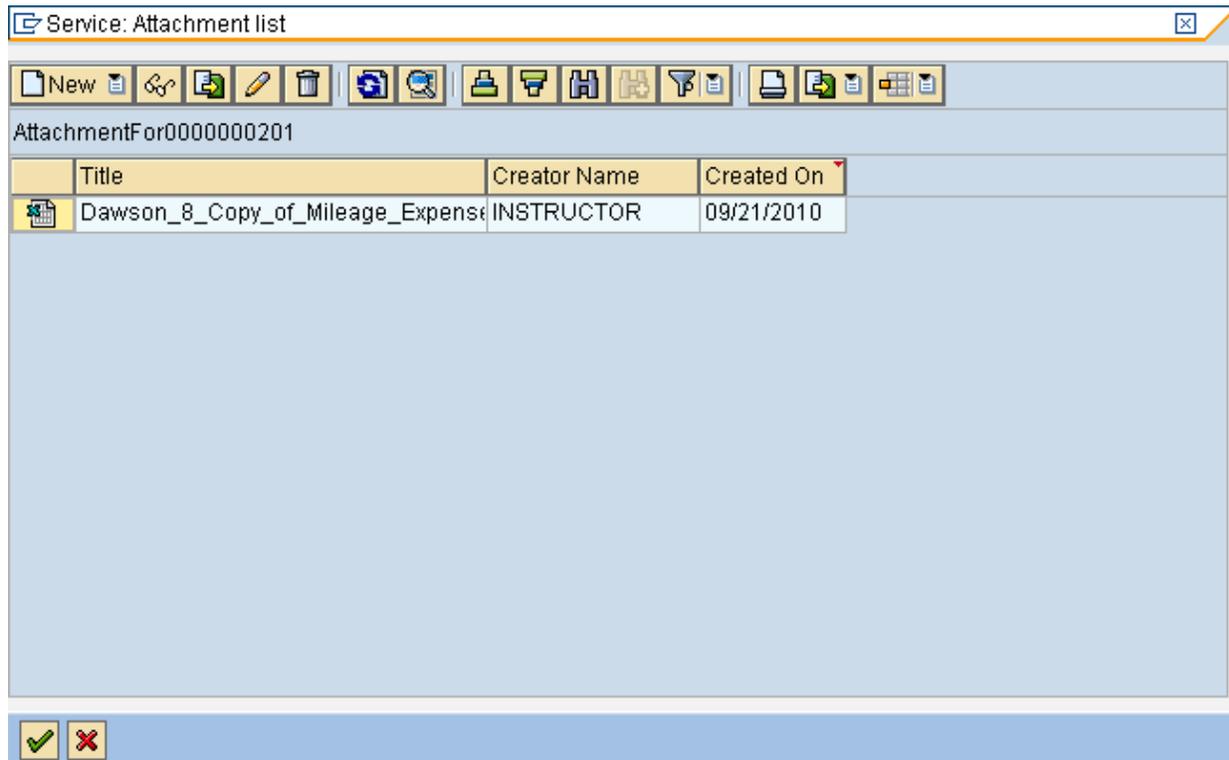
11. A confirmation message will appear at the bottom of the screen



12. Click Attachment List to view all attached documentation.



13. Double-click the document to view the attachment.



Title	Creator Name	Created On
 Dawson_8_Copy_of_Mileage_Expense	INSTRUCTOR	09/21/2010