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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Creator Name</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawson_9_Copy_of_Mileage_Expenses_1</td>
<td>INSTRUCTOR</td>
<td>09/21/2010</td>
</tr>
</tbody>
</table>