

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

Import file					? × /
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My Recent Do. My Recent Do. Desktop My Documents My Computer	My Documents My Computer My Network Pla Adobe Reader SAP Portal Yahoo! Messen B_Copy_of_Mik Dawson_8_Cop Launch Interne SAP GUI Logon Shortcut to My Trainings and V	aces 9 e Outlook 2007 ager eage_Expense_Report.XL by_of_Mileage_Expense_R et Explorer Browser Documents Workshops Northern Kentu	5X eport.XL: cky Unive	5X ersity	
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11. A confirmation message will appear at the bottom of the screen

🛇 The attachment was successfully created

12. Click Attachment List to view all attached documentation.





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

🖙 Service: Attachment list								
DNew 8 & B / 1 8 9 0 4 7 6 6 78 0 4 4 1								
AttachmentFor0000000201								
Title	Creator Name	Created On 🏅						
Dawson_8_Copy_of_Mileage_Expense	INSTRUCTOR	09/21/2010						
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