The Journal Transfers User Guide (refer to Finance > Accounting Manual > Policy Documents on DNet) requires that supporting documentation be attached to all transactions.

<u>Spreadsheets</u>, word documents, e-mails or scanned documents can all be attached in SAP in support of journal transfers (e.g. created using <u>FV50 or ZFIUPLOAD</u>). Notes may also be added.

This is achieved by using <u>the 'Services for Object' icon</u> in <u>SAP</u>. In this way users may create an extensive record of data and information relating to their documents and meet the requirements of the Journal Transfers User Guide.

<u>Use transaction **FB03** (or via **FBV0** if the Document is still parked and the user has this transaction) to identify the Document to which the attachment should be made, or to which the note should be added.</u>

Left click the Services for Object Icon on the left hand side to identify a drop down list in this format:

🗁 Parked Document 100010000001802009 💷 🗖 🗵

Or left click the Icon we on the right hand side to identify a drop down list in this format:

dr§ate	÷
<u>A</u> ttachment list	
<u>P</u> rivate note	
<u>S</u> end	+
<u>R</u> elationships	
<u>W</u> orkflow	
<u>M</u> y Objects	
Help for object services	

Taking the right hand side click option, hover over 'create' to reveal a further drop down list:

<u>Create</u>	*	<u>C</u> reate Attachment
Attachment list		<u>C</u> reate note
<u>P</u> rivate note		<u>Create external document (URL)</u>
<u>S</u> end		Store business document
<u>R</u> elationships		Enter Bar Code

Creating an Attachment (e.g. excel spreadsheet or word document)

From the above screen, use the drop down Icon to find the spreadsheet or word document that you wish to attach to your SAP Document or click into the Icons down the left hand side as appropriate:

Import file			? × /
Look jn:	🗢 Removable Disk (F:)	1	
My Recent Do My Recent Do Desktop Desktop My Documents WorkStation	GL_Journal_template 12th March GL_Journal_template 26th March Jamie wickham journal transfer_AC07 New Prof Stds (RoA) Parked Document Processing Parked Documents at 18th June 2010 Parked Documents at 23rd June 2010 Parked Documents at 27th May 2010 Parked Documents in SAP Parked SA documents at 1st June 2010 Parked SA documents at 1st June 2010 PTLLS ILP PTLLS Module Rosetta Sappress_sap_erp_financials_users_guide Test FICO Roles		Test FICO Ro Testing in Clie Tim's PTLLS Training 21 JL transaction co uToronto proi Value Lookup ZFIUPLOAD T ZLDSAPFPJ1 i
My Network PI	File name: I Files of type: All Files (*.*)		<u>O</u> pen Cancel

In this example we shall choose the word document entitled "Rosetta" from our 'F' Drive to attach to our SAP Document by simply double left clicking the word document to save it as an attachment to our SAP Document.

Alternatively, we might select word documents only within the 'Files of type' field, single left click on the file of our choice.

Left click on to save the word document to your SAP Document.

Check that the file has been successfully attached to your Document by again using the Services for Object' Icon and select 'Attachment List' from the drop down menu:

1	Display Park	Display Parked G/L		
品	<u>C</u> reate	•		
	Attachment list			

The attachments are then identified within a drop down list:

🖻 Service: Attachment list				X
New 🖹 🔗 🛃 🦉 🗊 🛛	and the second second second		1	
Title	Creator Name	Created On	Created	Тур
🕅 Rosetta	User TRAIN002	01.07.2010	13:25:43	Attachment of Type

Double left click anywhere on the line shown above to open the saved document, or single right click to identify the following drop down list from where the saved document can be changed or deleted if considered necessary.

<u>C</u> opy Text
Optimize Width
Unfreeze Columns
<u>F</u> ind
Eind Next
<u>S</u> et Filter
<u>S</u> preadsheet
<u>D</u> isplay
<u>E</u> xport
<u>C</u> hange
<u>D</u> elete

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Changing an existing document saved within your SAP Document

Single left click on 'Change' will open up the word document "Rosetta".

Make any changes to the word document.

Single left click the 'Save' Icon

 Image: Solution of the second of the seco

and then close N.

<u>SAP will keep a log of the originally created document along with any changes that have been</u> <u>made.</u>

-

Change Document: Rosetta	
📅 🗐 📾 🛤 🔂 🔯 🐻 🖉 New message	
Title Rosetta	
Document contents Attributes	
Rosetta	
Created I User TRAIN002	on 01.07.2010 13:25:43
Changed I User TRAIN002	on 01.07.2010 14:03:23
Document opened in PC application. Save and close document in PC application.	
Then save document in the SAP system.	

Deleting an existing document saved within your SAP Document

As per the instructions already given above a single right click will identify the following drop down list from where the saved document can be deleted if considered necessary.

<u>C</u> opy Text				
Optimize Width				
Unfreeze Columns				
Find				
<u>F</u> ind Next				
<u>S</u> et Filter				
<u>S</u> preadsheet				
<u>D</u> isplay				
<u>E</u> xport				
<u>C</u> hange				
Delete				
-		1		
Single left click on delete	e and select 🔀	to delete the	attached d	ocument.
-				
<u>Creating a note</u>				

As per the instruction given above follow the path below to 'Create Note':

Edit Parked G/L Account Document 1000000 Create... Create Attachment

66		
	<u>A</u> ttachment list	Create note
	<u>P</u> rivate note	Create external document (URL)
	<u>S</u> end	 Store business document
Doc	<u>R</u> elationships	Enter Bar Code

This selection give	es the following	screen which	may be popul	lated with fre	ee text.	When the text
has been entered	click the green	(copy) tick to s	save your not	<u>e:</u>		

Fitle of note	Title of note added	here	
Add details here			
그는 왜 집 이번 아직 것 같이 한 이번 아직 것 같이 한 이번 아직 것.		000000000000000000000000000000000000000	23 중 이번 6 가 23 중 이번 6 가 25 5
Copy (Enter)	0.00	0.001 11	

The Attachment list now contains a record of the note that has been created in respect of this Document:

🖻 Service: Attachment list					×
Image: Second			0 #80		
Title	Creator Name	Created On	Created	Тур	
🌮 Title of note added here	User TRAIN002	01.07.2010	14:37:02	Note	

Whilst these notes do not specifically refer to scanned documents or e-mails, these types of documents may also be attached by following the instructions above.