



Attaching Supporting Documents

Use this job aid to:

- Attach supporting documentation to a Parked invoice (FV70)

BEFORE YOU BEGIN

You will need the Parked invoice (FV70) document number. You must have access to SAP transaction FV70.

Attaching Supporting Documentation to an Invoice in Transaction FV70

An Accounts Receivable Parked invoice (FV70) is created to recover funds from an outside customer or sponsor. Once the invoice is saved, it is submitted to the parked document queue for Accounts Receivable Shared Services (ARSS). ARSS reviews the parked invoice for correctness and checks that all supporting documentation is attached before releasing the invoice. **In order to attach supporting documentation, you must have access to transaction FV70. This job aid provides step-by-step instructions on how to attach this supporting documentation.**

Let's start by accessing ECC to get to the Easy Access Menu.

1. Select "ECC." Click ECC to get to the Easy Access Menu.

The screenshot shows the Johns Hopkins SAP Portal interface. At the top right is the Johns Hopkins Institutions logo. Below it is a navigation bar with several menu items: Welcome, Knowledge Network, ECC (highlighted with a green box), ECC - MAC OS, BW Report Center, Go Shopping, Internal Service Provider Ordering, Online Payment Request, and ECC Inbox. Below the navigation bar is a 'Getting Started' section with the following content:

Welcome to the Johns Hopkins SAP Portal!

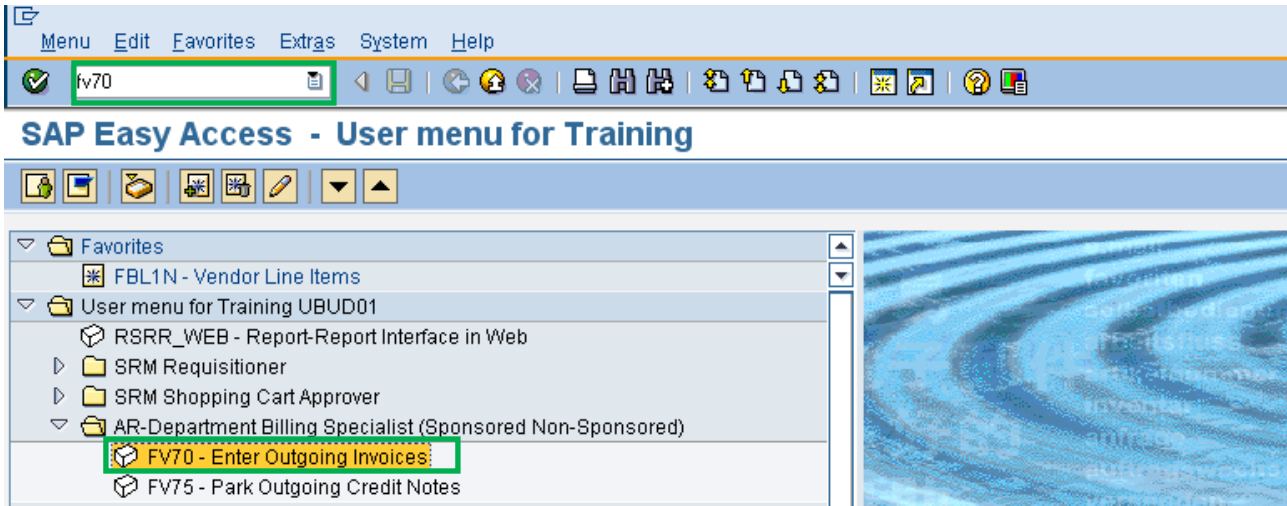
- ▶ **September Month End Close**
The financial period of September 2010 (period 3 FY11) has been closed as of 5 p.m. on Friday, October 15th.
Posted 10/18/10 at 9:40 AM
- ▶ **SAP Downtime - October 15**
The SAP system will be taken offline at 9:00 PM this Friday, October 15th for maintenance. The system is expected back online by 11:00 PM (total down time is 2 hours).

If you experience any complications with the system, please contact the SAP Help Desk at 410-735-4500 or at SAPHelpDesk@jhmi.edu.

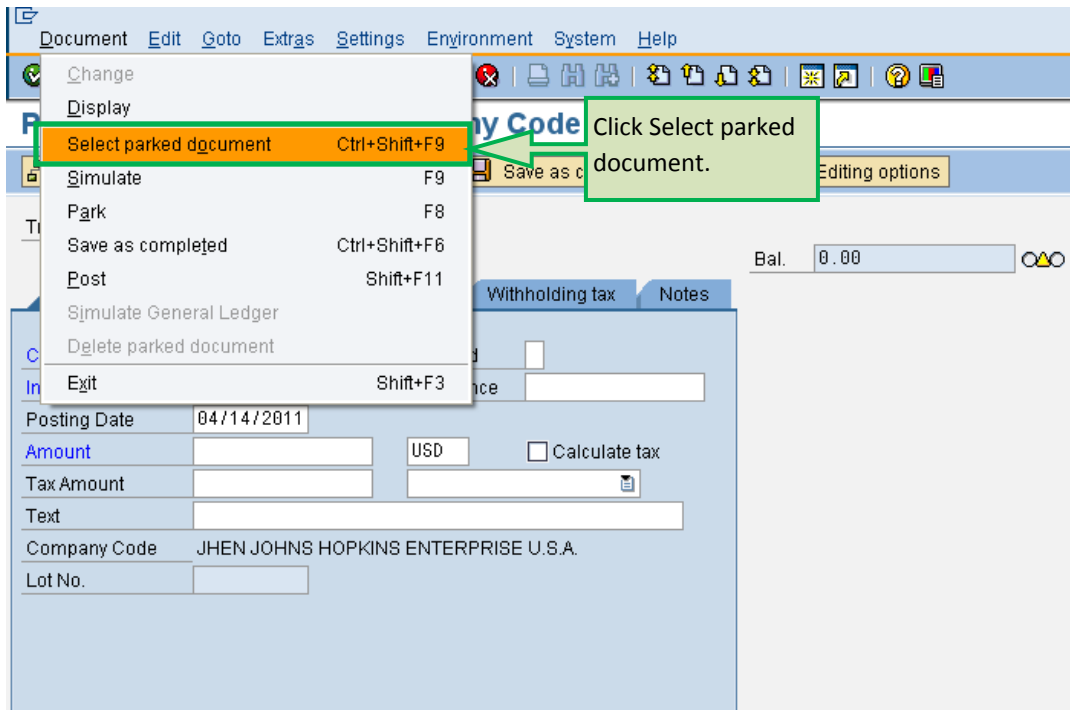
Also, please note the upcoming planned outages and please be prepared to use downtime procedures during these times:

- November 4 (3:00 AM to 6:30 AM rescheduled from October 2)

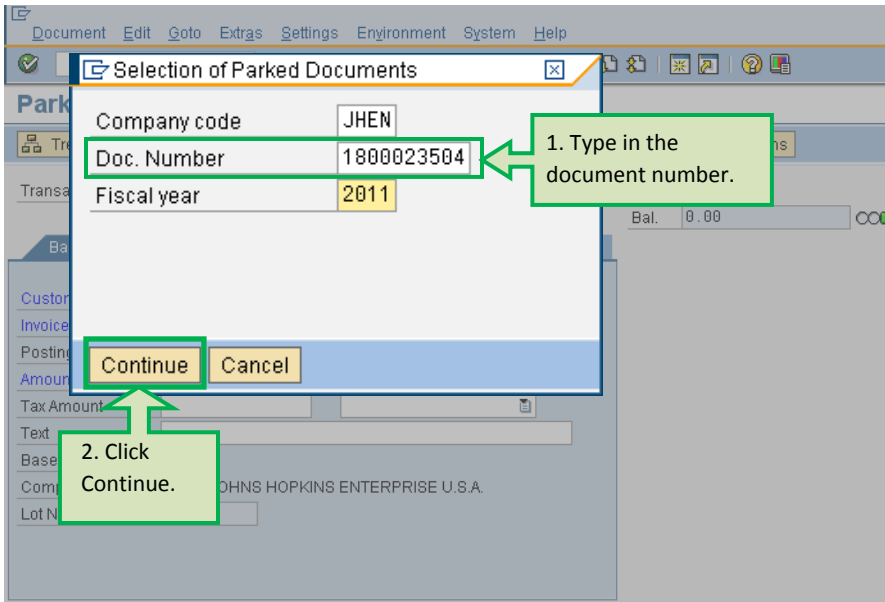
2. Access the FV70 transaction. This can be done by double-clicking **FV70 – Enter Outgoing Invoices** or typing it in the Command field.



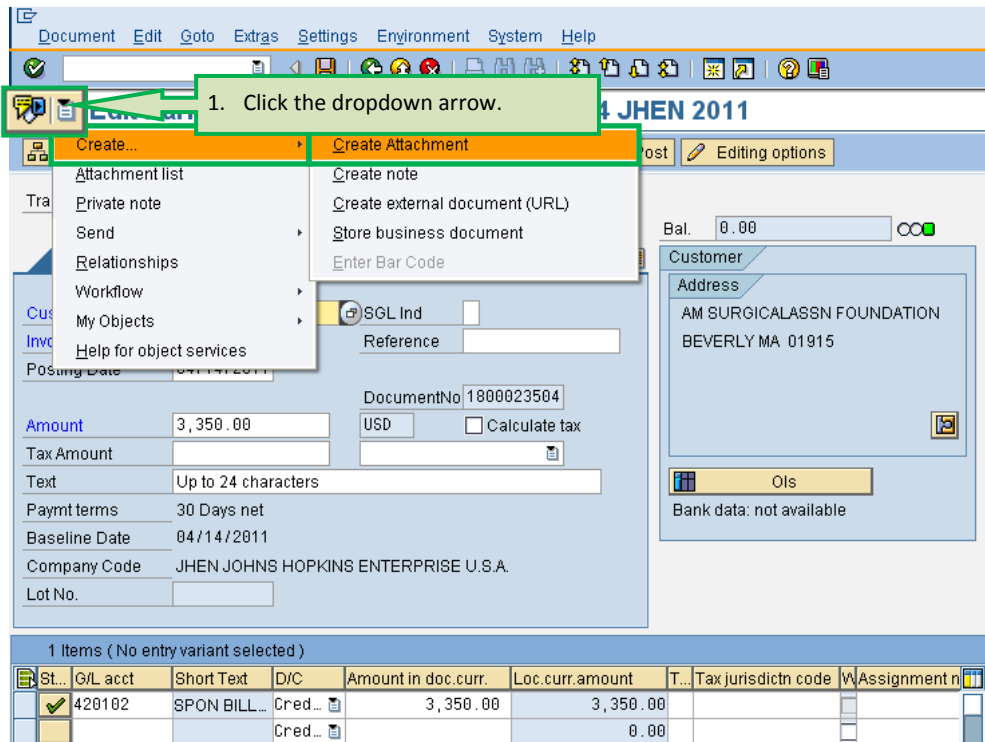
3. Select the parked document. Click **Document** on the SAP menu bar. Then click **Select parked document** from the drop-down list that appears.



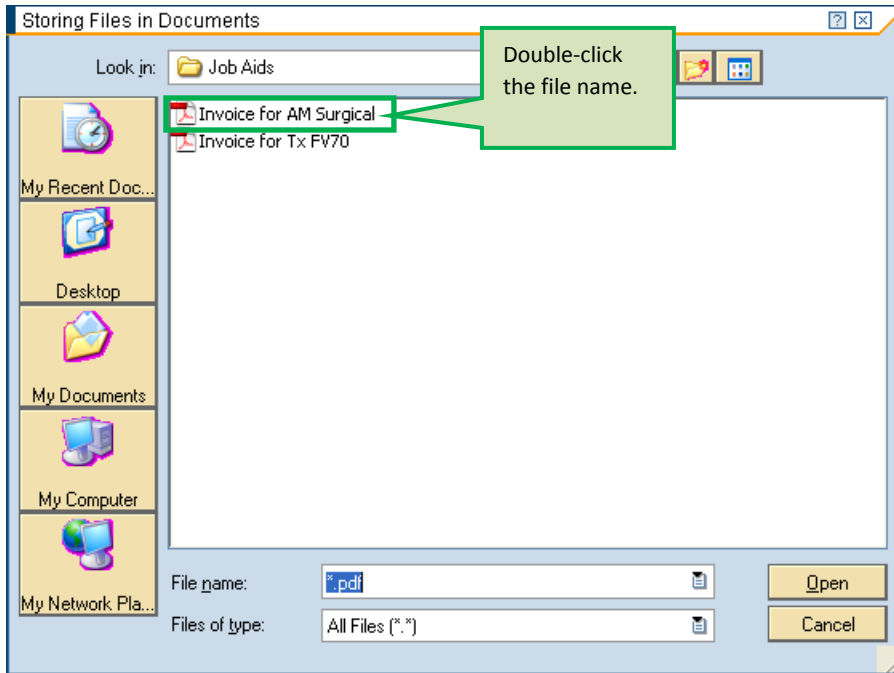
4. **Display your document number.** Type the document number in the Doc. Number field and click the Continue button.



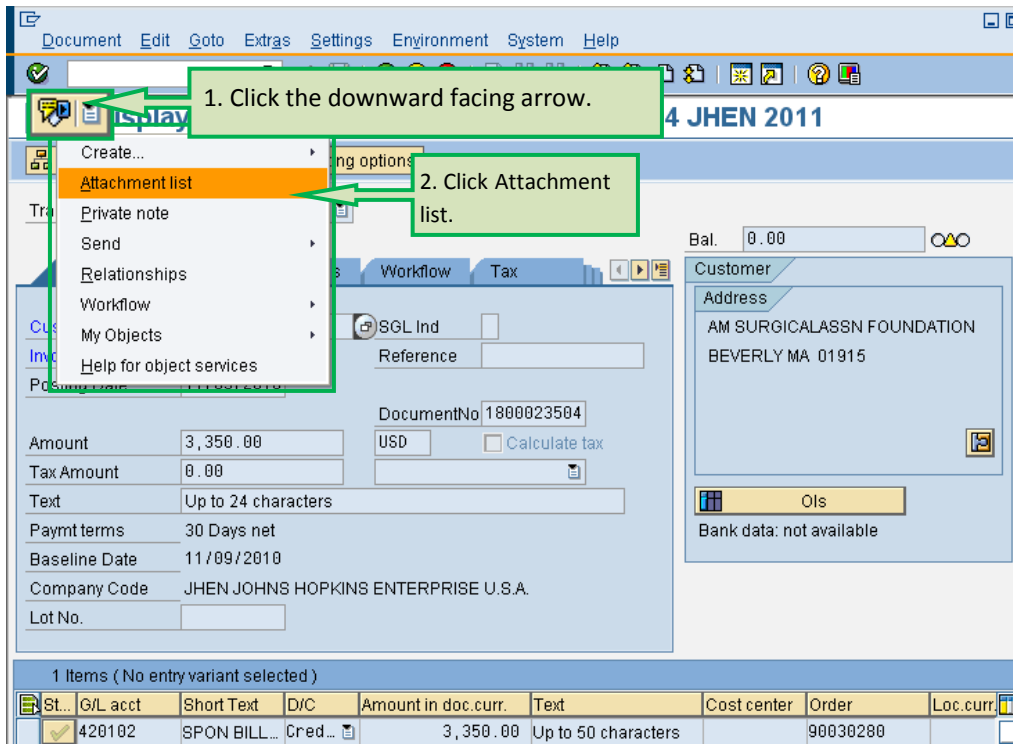
5. **Create the attachment.** (1) Create an attachment by clicking the downward facing arrow on the Services for Object button. (2) Hover over Create until the list to the right appears. (3) Click **Create Attachment**.



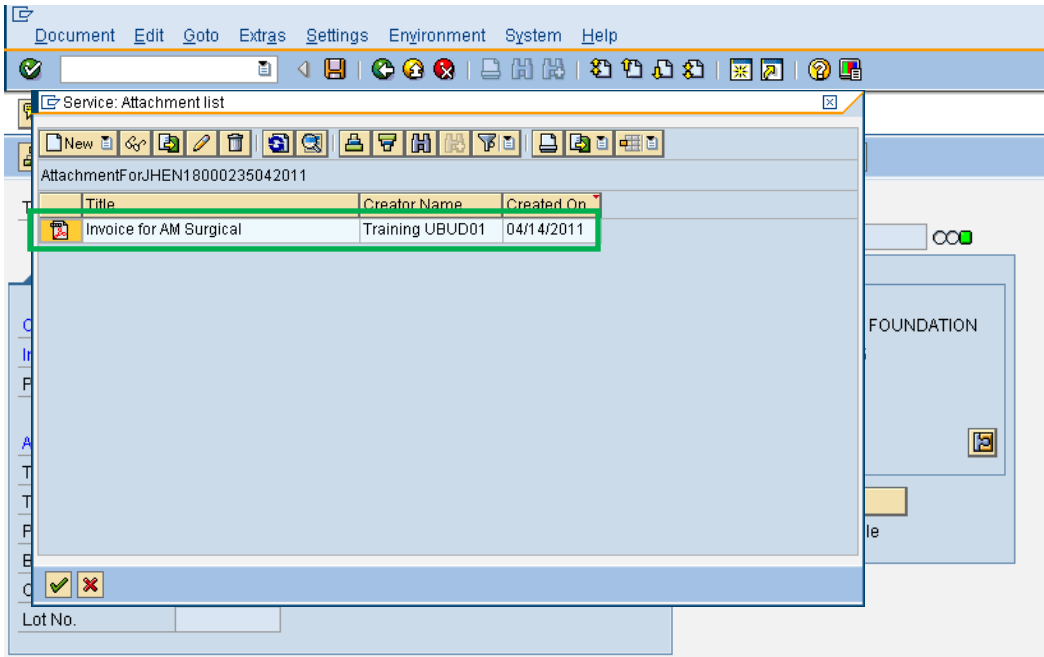
6. Choose file to upload. Choose the file directory and double-click the file you want to upload.



7. Check attachment list. The system doesn't return any message that files have been attached. You can check your attachment list by returning to the Customer Invoice Display screen and clicking the downward facing arrow on the Services for Object button. A list of options will appear. Click **Attachment list**.



8. **Select document from the attachment list.** From the list that appears, double-click the document you want to view.



9. **View document.** The document viewer displays the document that was attached.

