

How to Attach Supporting Documents to SCEIS Journal Entries



Files Types




- Supported file types include PDF, Excel, Word, and others. The file must be saved locally on your computer or in a shared drive.




Step 1

- Navigate to SCEIS transaction code **FB03** and enter the document number

Display Document: Initial Screen

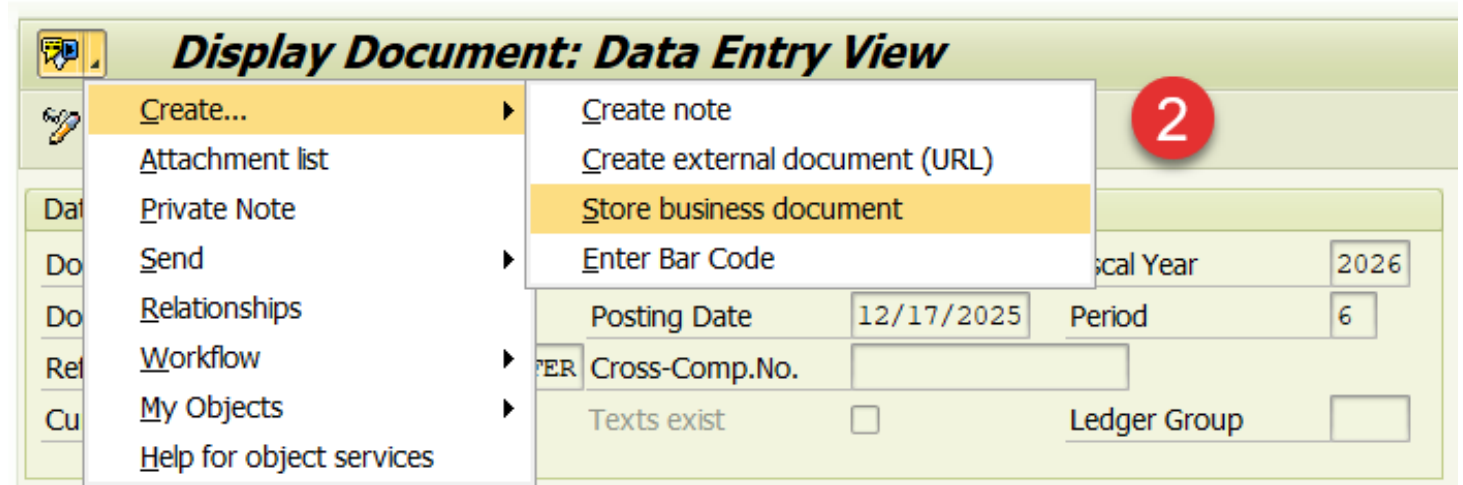
 Document List  First Item  Editing Options

Keys for Entry View

Document Number	<input type="text" value="1018788887"/>	
Company Code	<input type="text" value="SC01"/>	
Fiscal Year	<input type="text" value="2026"/>	

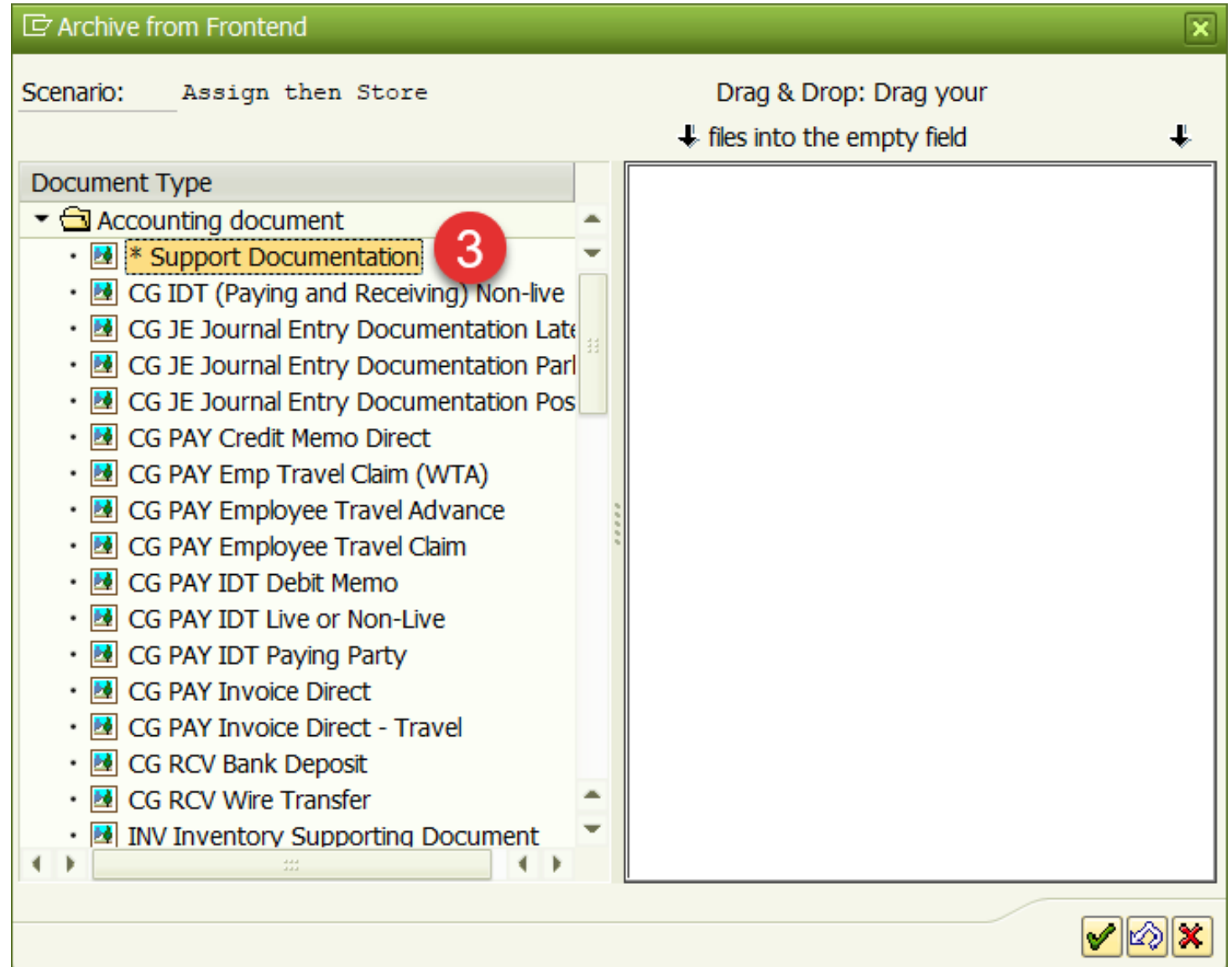
Step 2

- Within FB03 header, navigate to: Create Store business document



Step 3

- Double click: Support Documentation



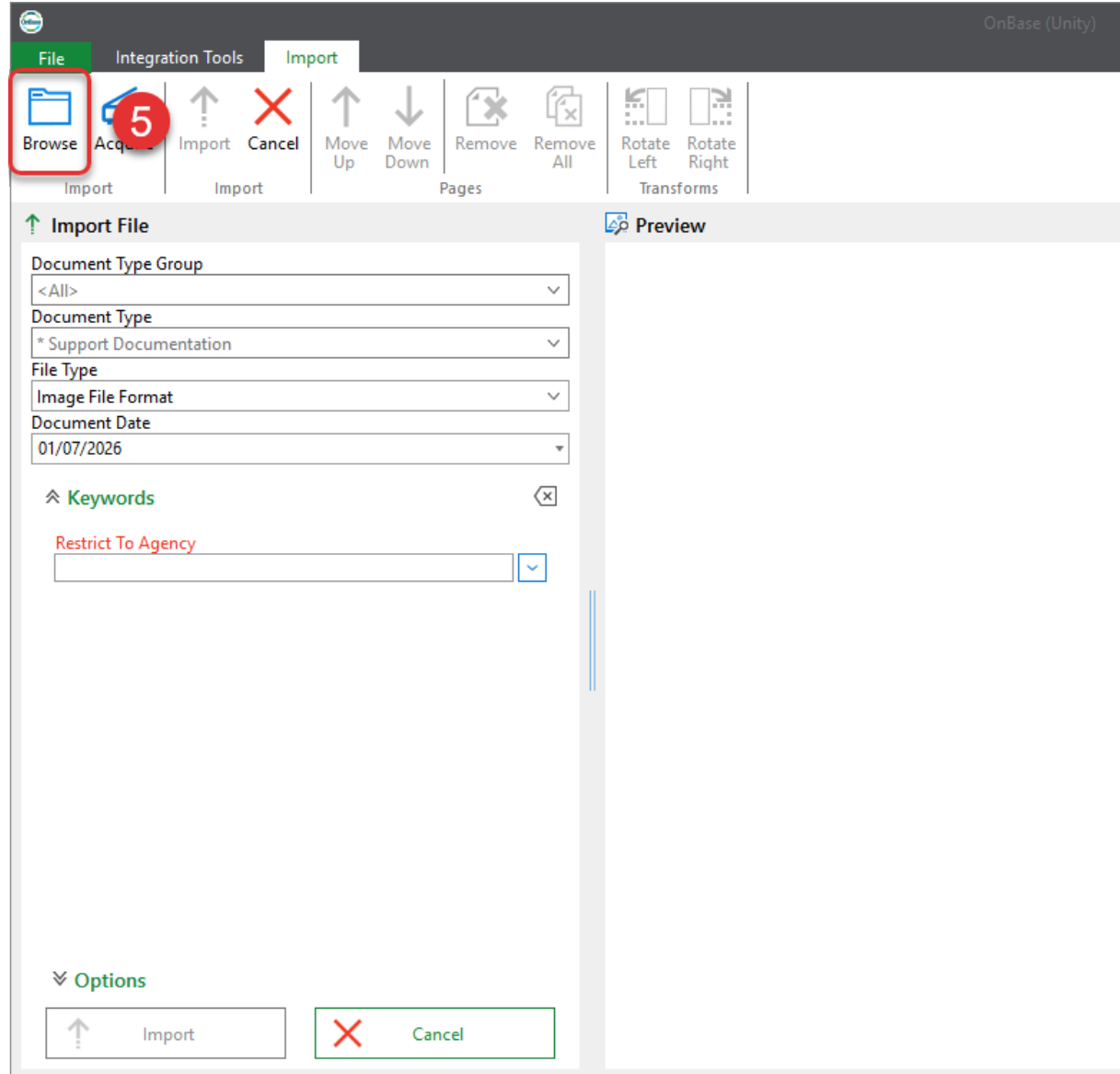
Step 4

- Click: Import File



Step 5

- Click: Browse and then navigate to the location of the file you want to attach



Step 6

- Select the appropriate Restrict to Agency option

These fields automatically populate; generally, nothing needs to be changed.

From the drop down, select what agencies can view your attachment. If there is no personally identifiable information, such as social security #'s, or private medical information, then you can select ALL.

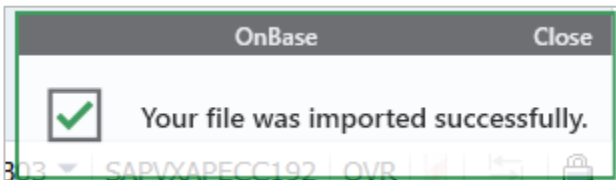
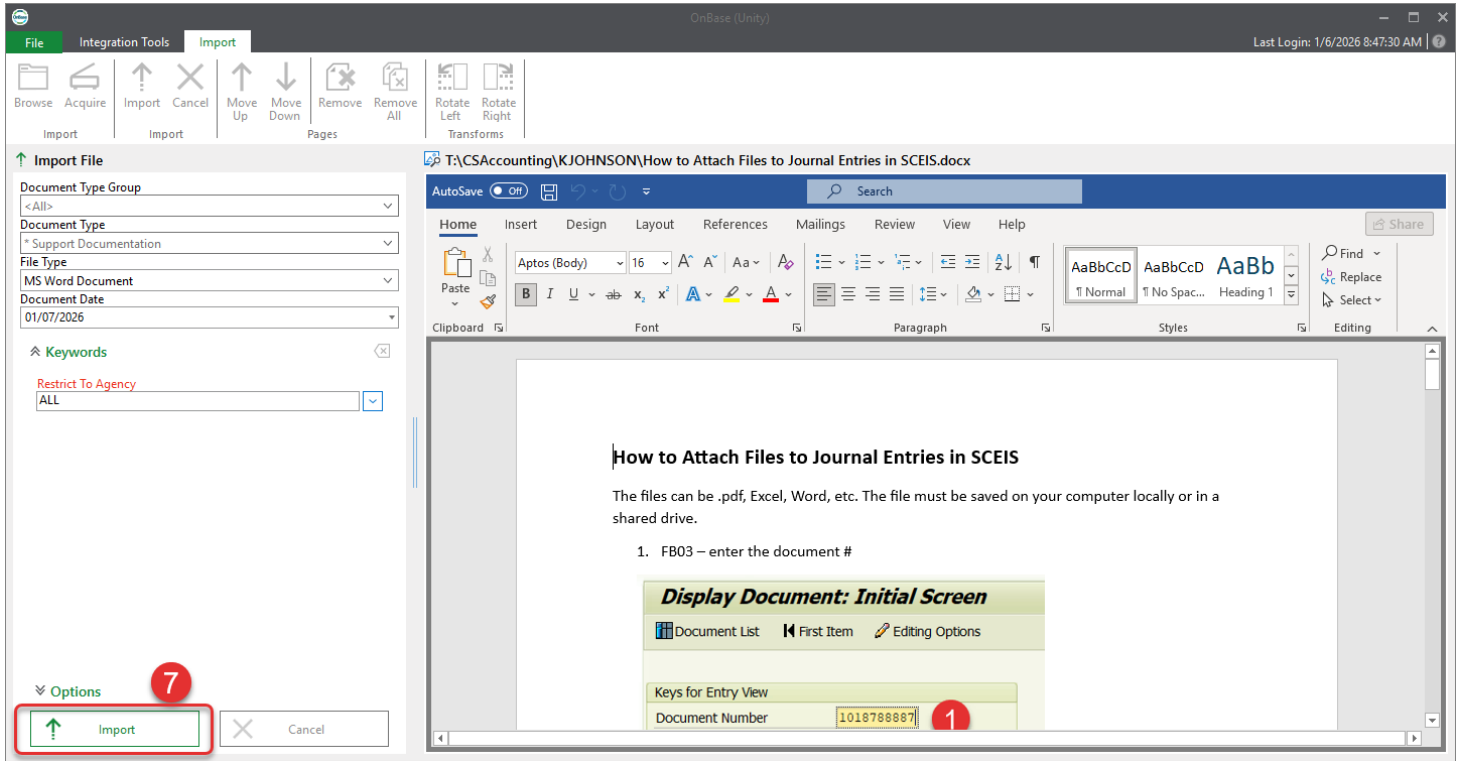
a preview of the file selected should appear in the window below

6

1

Step 7

- Click: Import



Step 8

- Enter a description for the file and click the green check mark

File Description

File Name

Description

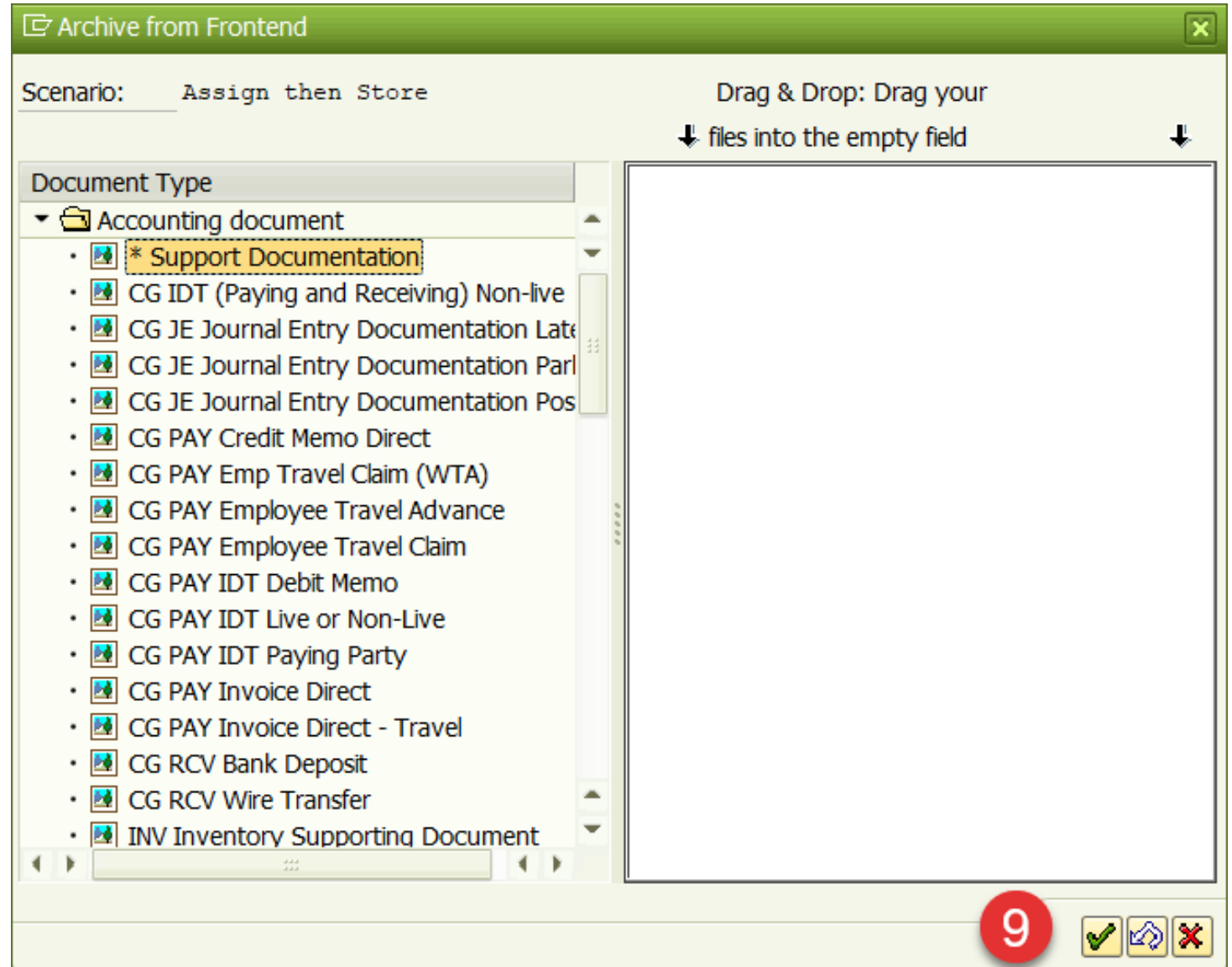
8

A file description can be entered here or left blank. If left blank it will default to a generic description of "* Support Documentation"

✓ ✗

Step 9

- After entering the description, this dialogue box will reappear. Click the green check mark to complete the attachment process.



Tips & Tricks

Troubleshooting

- If Microsoft files (such as Word, Excel, or PowerPoint) won't attach, check your computer's Display settings. Setting the scaling above 100% can sometimes prevent these file types from attaching properly (the exact reason is unclear!).
- Agency users do not have the authorization to delete attachments once they have been added (even your own). To delete an attachment, users should submit a [SCEIS Help Desk Ticket](#)

Standards and Best Practices

- For additional information on what to attach, agencies can refer to CGO published guidance: [Documentation to Journal Entries for General Ledger Posting](#)