FB60 and MIR7 – How to attach document. For these instructions, the payment information has been entered and you are ready to put the document into workflow for approval. The instructions work the same for FB60 and MIR7 entry screens.

If the document is not ready for approval, select Document > Park from the main menu bar to save your document so that you can access it later to complete the data entry.

Select Save as completed to submit the document for approval.

If you have completed your entry and do not need to attach a file to this document, click Back to end this lesson.

If you need to attach a file to this document, select Document from the main menu bar to continue this lesson.
The next section of this lesson demonstrates how to attach files to this document.

To attach files to a document, begin by displaying the document.

If the document number no longer appears at the bottom of the screen, files must be attached using the FBV3 - Display transaction.

Select Display.

The Services for Objects button is the tool used for both creating and displaying attachments to parked documents. It has two sides available for use.

Click Open.

If you click the left side, you will see a row of icons from which to select an action.

If you click the right side, you will see a dropdown menu from which to select an action.
The next section of this lesson demonstrates how to create the attachment for this document.

**Display Parked Document: Overview**

Select **Create > Store business document** to create an attachment for this parked document.

Select the type of file that is to be attached to the parked document from the list of allowed file types.

The types of file formats which can be attached to a parked document in IRIS include:
- PDF files
- Excel files
- Word files

In this example, a PDF file is to be attached to the parked document.

Double-click **Parked Doc. Image (PDF)**.
Using the popup window that appears, navigate to the location of the file that is to be attached to the parked document.

In this example, the file had been saved in the Public Documents folder, but it could have been stored on the "Desktop" or in another appropriate location.

Double-click on the file that you want to attach.

The popup window that appears contains the file name and a Description field where you can type in a short title for the attachment.

Type "Wolf Camera Invoice" in the Description field.

Click Continue.
Click **Continue** to attach the file and close the popup window.