

Parked Vendor Invoice (PVI) Checklist

Parked vendor invoices (PVIs) are created for payment using foundation, agency, and student travel payments. Transaction code FV60 is used to enter a parked vendor invoice into SAP. The vendor must be added to the vendor master list in order to process and save.

_____ Attend a myNKU – Budget Transfers / Parked Vendor Invoice workshop to learn how to enter PVIs using FV60.

_____ Scan and save on any invoices, receipts, and other documentation to be attached to the PVI within FV60.

_____ Enter the PVI into SAP using transaction code, FV60.

_____ Check the remit to address to make sure the address matches what is showing on the PVI. If the address is different, Accounts Payable address may be selected under the Payment tab in PVI.

_____ If the check will have an enclosure, select E under the payment tab within the Pmnt Meth Sup box. If check needs to be picked up, select P.

_____ Complete the PVI and click save as completed.

_____ Monitor the progress of the PVI using transaction code, ZFD1. Dollars should move from the parked actual column to the paid invoices column.