



**Parked Vendor Invoice  
PVI**



NORTHERN KENTUCKY UNIVERSITY

**Table of Contents**

Overview .....3

Uses for Parked Vendor Invoice (PVI) .....3

Key Points Regarding Creation of PVI .....3

Student Agency Accounts .....4

Parked Vendor Invoice .....4

Transaction Code, FV60.....4

Electronic Attachments: .....8

Workflow Overview .....10

View approver for PVI.....10

Tree On.....13

Change Parked Vendor Invoice.....14

    Edit Parked Vendor Invoices using t-code FV60 .....14

    Change Parked Document using UWL .....16

Approver Chart.....18

Glossary (myNKU Finance).....19

### Overview

A parked vendor invoice (PVI) is created for payments using foundation, agency, refund of non-student revenue, and other payments that do not need procurement processing. Create a parked vendor invoice (PVI) when you need to reimburse an employee or student for items other than travel expenses and payments that are not required to be processed through procurement services. All parked vendor invoices will need to be approved by the responsible party for the fund center(s) and ultimately by Accounts Payable. Once all approvals have been met, the payment will be processed. You can track the status of parked vendor invoices through the SAP R3 reports, ZFD1 and ZFBC. Additional business process information is available at [http://comptroller.nku.edu/travel/Parked\\_Vendor\\_Invoic.php](http://comptroller.nku.edu/travel/Parked_Vendor_Invoic.php).

### Uses for Parked Vendor Invoice (PVI)

**A Parked Vendor Invoice should be used for the following:**

- Non-student refunds (Athletics, Campus Recreation, Parking, etc.)
- Agency Requests
- Foundation requests
- HR and Payroll requests
- Library invoices (Steely & Chase only)

### Key Points Regarding Creation of PVI

- After creating the PVI, the document number is generated at the bottom of the screen. It workflows directly to the first level approver.
- Any \$ amount is acceptable when using a grant to create a PVI.
- Dollar amounts under \$10 are not acceptable when using an NKU cost center or Foundation cost center to create a PVI. The initiator will receive an error message stating “Parked Vendor Invoices are not intended to be used for amounts under \$10. Please request reimbursement through petty cash.”
- When creating a PVI using a foundation cost center, a certification message appears and user has to accept, before PVI is created. The message reads, “I certify that this request represents proper university expenditure, that funds are available, and that this is not a duplication of a prior request.”
- An advancement of funds for student travel is secured by submitting a parked vendor invoice, an estimate of travel related expenses, and a list of the students who will be traveling should be attached to the parked vendor invoice.

## Student Agency Accounts

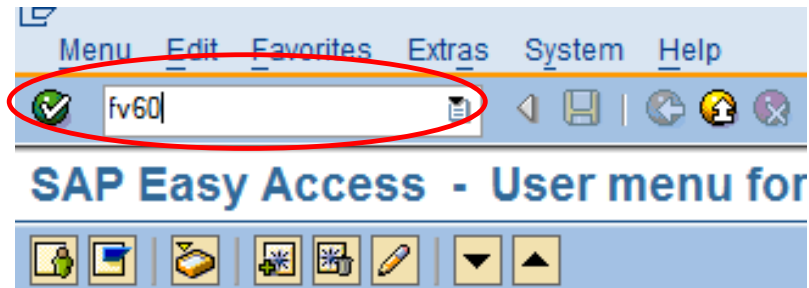
- Faculty/staff is given authority to create parked invoices for these accounts
- Use General Ledger Account 550890 only

## Parked Vendor Invoice

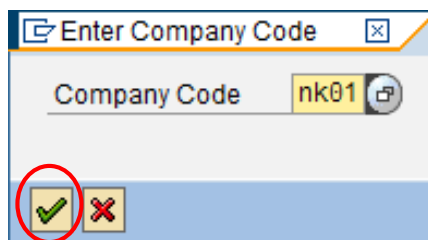
1. Requestor enters and saves as completed
  - FV60
  - Expenditure is created and budget checked
2. Vendors will be added by Purchasing
  - [http://access.nku.edu/purchasing/forms/documents/new\\_vendor.pdf](http://access.nku.edu/purchasing/forms/documents/new_vendor.pdf)
  - Purchasing will contact you once the vendor has been added to the master list
  - Holly Vasquez or Betty Castle

## Transaction Code, FV60

1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, FV60.
5. Click Enter.



5. Enter **NK01** for Company Code
6. Click Continue.




- Enter vendor number or click match code button to search for vendor number.

**Park Vendor Invoice: Company Code NK01**

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice

Basic data Payment Details Notes

Vendor  

Invoice date  Reference

Posting Date 04/05/2016


Amount  USD

Text

- Use wildcards (\*) to search for vendor name.
  - You may search for a company “Doing Business As” (DBA) by using the Name 2 field.
- Click Continue.

Account or Matchcode for the Next Line Item (1)


Vendors: Purchasing(NKU)

Name  

Name 2




Street

City

Region  

Postal Code

Maximum No. of Hits

- Double-click the appropriate vendor number.

Account or Matchcode for the Next Line Item (1) 3 Entries found

Vendors: Purchasing(NKU)

Vendor	Name 1	Street	City	Rg PostalCode
100120	J W PEPPER & SON INC-BLOC	P O BOX 850	VALLEY FORGE	PA 19482
113496	JOHN SAVOY & SON INC	300 HOWARD ST	MONTOURSVILLE PA	17754
115699	LAWSON LABS INC	3217 PHOENIXVILLE PIKE	MALVERN	PA 19355

11. Enter Invoice date.
12. Enter Reference (the invoice number or any unique identifier).
13. Enter Amount.
14. Enter text (optional field).
15. Enter G/L account number.
16. Enter Amount in Document Currency.
17. Enter Cost Center number.

**Park Vendor Invoice: Company Code NK01**

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Notes

Vendor 100120  
 Invoice date 04/03/2016 Reference TEST 04/05/16  
 Posting Date 04/05/2016  
 Amount 250.00 USD  
 Text foundation payment  
 Paymt terms Due immediately  
 Baseline Date 04/03/2016  
 Company Code NK01 Northern Kentucky Univ. Highland Heights

Vendor Address  
 J W PEPPER & SON INC-BLOCKED VENDOR  
 P O BOX 850  
 VALLEY FORGE PA 19482  
 800-345-6296  
 Bank data: not available

0 Items ( Screen Variant : ZFV60\_SAPLFSKB\_0100 )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Fund	Order	Grant
	550005		Debit	250.00	231030003			
			Debit					

**Note:** If any part of the cost assignment needs changed, delete the line and re-enter the new cost assignment so that all information is derived correctly from the system.

Basic data Payment Details Notes

Vendor 100120  
 Invoice date 04/03/2016 Reference TEST 04/05/16  
 Posting Date 04/05/2016  
 Amount 250.00 USD  
 Text foundation payment  
 Paymt terms Due immediately  
 Baseline Date 04/03/2016  
 Company Code NK01 Northern Kentucky Univ. Highland Heights

Vendor Address  
 J W PEPPER &  
 P O BOX 850  
 VALLEY FORC  
 800-345-  
 Bank data: not

0 Items ( Screen Variant : ZFV60\_SAPLFSKB\_0100 )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Fund	Order
	550005		Debit	250.00	231030003		
			Debit				
			Debit				
			Debit				

Navigation icons: Search, Print, Refresh, Save, Add, Delete, Copy, Paste, Help

18. Select the Payment tab.

19. Select the Payee matchcode for a list of additional addresses.

20. Select the address that matches the invoice payment address.

21. Click the green checkmark to continue.

Payee/er Name 1	City	House number and street
AP1102618 ST ELIZABETH MEDICAL CENTER	EDGEWOOD	ONE AMERICAN NEW AGE DR
AP2102618 ST ELIZABETH HEALTHCARE	COVINGTON	4011 BENTLEY DR

- The AP (Accounts Payable) Vendor number will display in the Payee field.

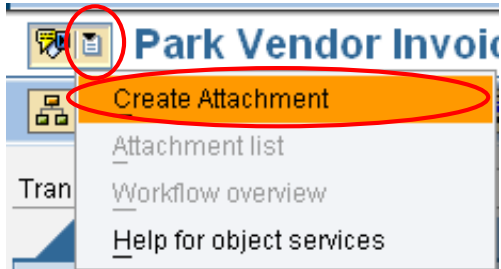
- If you do not see the correct AP vendor address under Payee or you do not see Payee as an option and the regular vendor address is incorrect please contact Betty Castle in Procurement to request an AP vendor be added to the “1” parent vendor number. If you have any questions at all please contact Accounts Payable.

22. Click Save as completed.

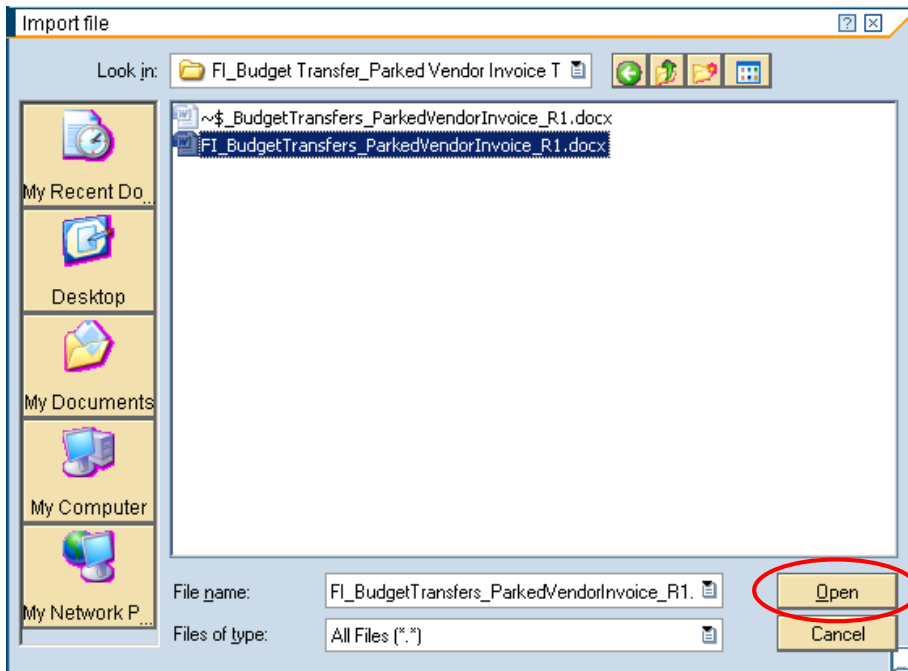
- A confirmation message will appear at the bottom of the screen.

### Electronic Attachments:

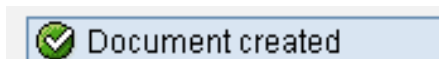
1. Click Services for Object.
2. Click Create Attachment.



3. Navigate to the attachment.
4. Click Open.

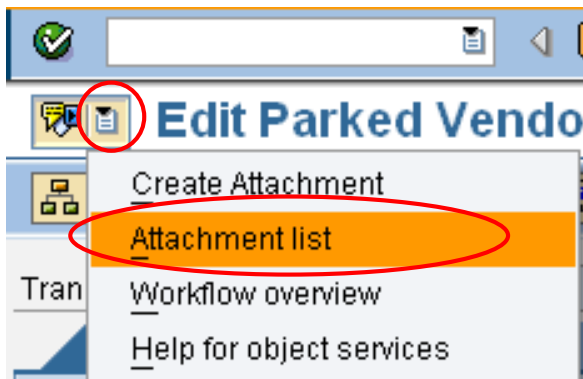


Note: You will receive a confirmation message at the bottom of the screen.

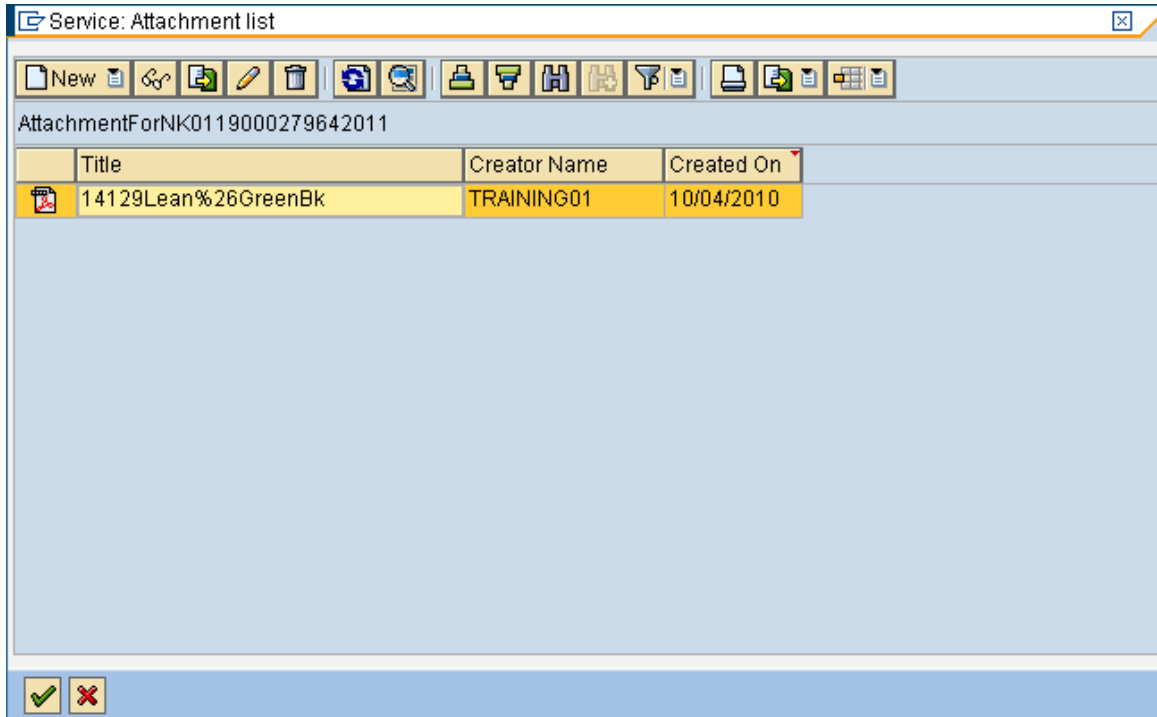




5. Click Service for Object.
6. Click Attachment List.



7. Double-click the document to view.



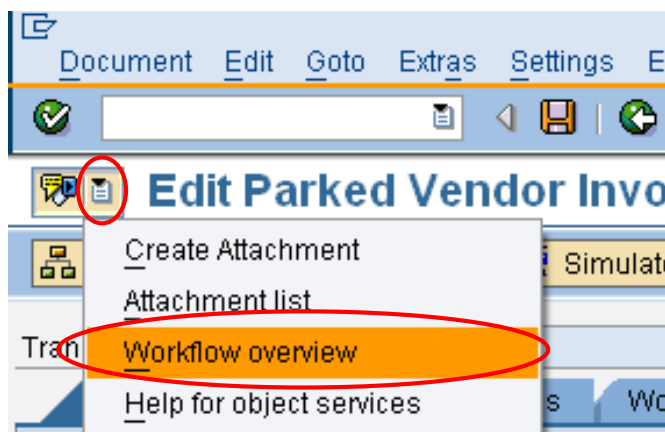
## Workflow Overview

### Key Points Regarding PVI Workflow Process

- PVI can be approved or rejected either in Business Workplace or Universal Worklist.
- At any level, the PVI can be approved or rejected.
- Once approved by all approvers, the initiator will receive a notification message in BW or UWL that the PVI has been approved. The message reads, “Your parked vendor invoice #19xxxxxxx in the amount of \$xxxx has been approved.”
- If rejected by any of the approvers, the initiator will receive a notification message of rejection and link to correct the PVI, in BW or UWL. The message reads, “Your parked vendor invoice #19xxxxxx in the amount of \$xxxx has been rejected. Please correct and resubmit your parked vendor invoice.”
- Once initiator corrects the PVI, it restarts the workflow to the first approver and then on to all levels.
- On the Foundation and NKU workflows, if the responsible person on the cost center creates the PVI, it workflows to the next level on the fund center hierarchy for approval.
- On agency cost centers, the responsible person on the agency cost center approves and then it workflows to Accounts Payable for approval. If the responsible person on the agency cost center creates the PVI, it workflows directly to Accounts Payable for approval.

### View approver for PVI

1. Click Services for Object.
2. Click Workflow Overview.



3. Double-click the line where status is “In Process.”
4. Click Display Workflow Log.

The screenshot shows a software window titled "Data on Linked Workflows". At the top, there is a toolbar with several icons; the first icon, representing a workflow or process, is circled in red. Below the toolbar, the main content area is titled "Workflows for Current Context" and contains a table with the following data:

Title	Creation Da..	Creation ...	Status	Task
Parked Vendor Invoices 1900027964	10/04/2010	09:40:06	In Process	Parked Vendor Invoice

The "In Process" status in the table is also circled in red. Below this table, there is a section titled "Current data for started workflow: Parked Vendor Invoices 1900027964". Underneath, a sub-section "Steps in this process so far" contains a detailed log table:

Step name	Status	Result	Time stamp	Agent
<u>Determine Line items</u>	Completed		10/04/2010 - 09:40:07	<u>Workflow System</u>
<u>Check Grant and Foundation Line Items</u>	Completed		10/04/2010 - 09:40:08	<u>Workflow System</u>
<u>Limite on Total Amount</u>	Completed		10/04/2010 - 09:40:08	<u>Workflow System</u>
<u>Determine Line items</u>	Completed		10/04/2010 -	<u>Workflow System</u>

At the bottom left of the window, there is a green checkmark icon.

5. Scroll down the page and click on the Information link.

**Data on Linked Workflows**

**Workflows for Current Context**

Title	Creation D...	Creation...	Status	Task
Parked Vendor Invoices 1900033150	01/19/2012	09:27:25	In Process	Parked Vendor Invoice

<a href="#">Parked Vendor Invoice 1900033150</a>	Completed	Rejected	01/19/2012 - 09:33:06	Mary Beth Dawson
<a href="#">Enter Change Text for PVI Document 1900033150</a>	Completed		01/19/2012 - 10:05:34	Mary Beth Dawson
<a href="#">Change Parked Document 1900033150</a>	Ready		01/19/2012 - 10:06:09	<a href="#">Information...</a>

**Information objects addressed so far**

- [Parked Document NK0119000331502012](#)

6. The Approver will display.

**Recipients:Release amount 1900027964**

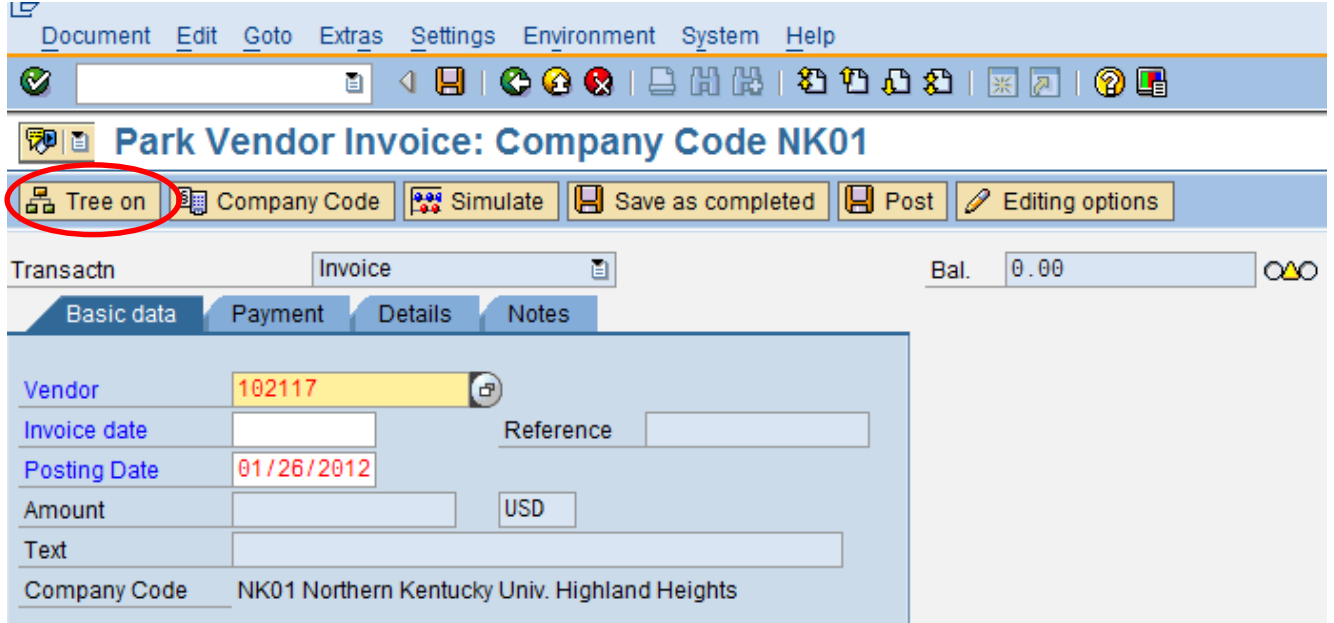
Release Amount Accounting

- [INSTRUCTOR](#)

## Tree On

1. Click Tree On

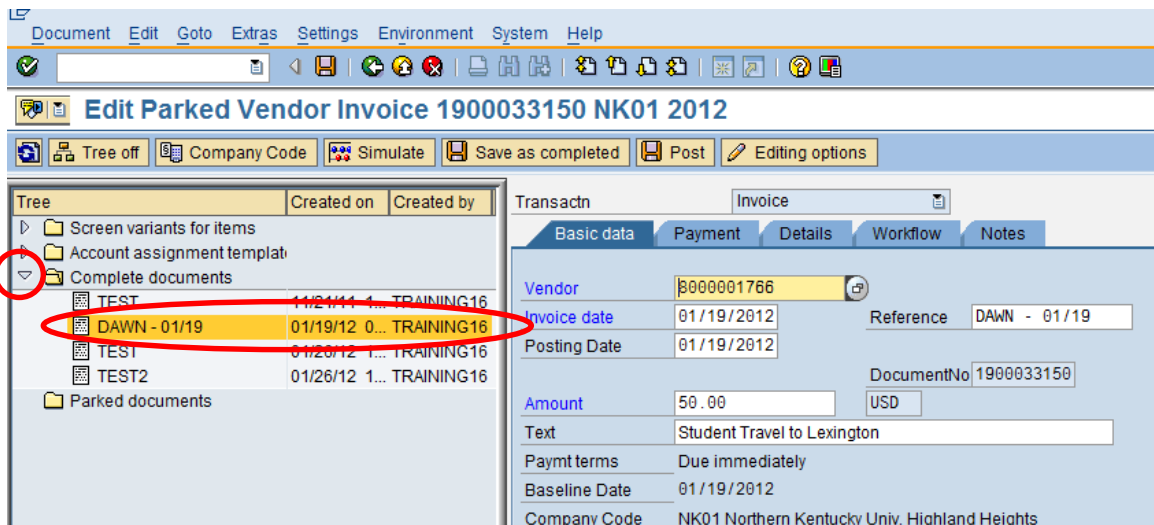
**Note:** The Vendor number does not need to be included



2. Expand Complete documents

**Note:** Complete documents are documents that have been saved but are awaiting approval.

3. Select the document to view or add attachments.



## Change Parked Vendor Invoice

Transaction Code: FV60

### Location(s): SAP GUI and Universal Worklist Tab

**Purpose:** Use these procedures to edit a parked vendor invoice that has already been created by initiator or returned by approver to be changed.

The initiator can edit the parked vendor invoice created, by returning to t-code FV60 in SAP GUI. Once edits have been completed, the parked vendor invoice workflows again to the approver(s). Click on link, “Edit Parked Vendor Invoices using T-code FV60” for instructions.

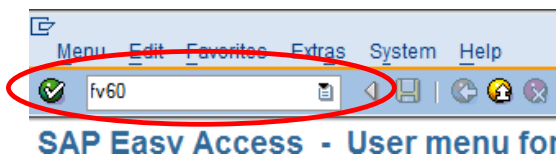
Any approver can reject the parked vendor invoice with a message for the reason for rejection. Once this is completed, the initiator will receive in the UWL, a notification with the reason for rejection and a link to change the parked document. Click on link, “Change Parked Documents in UWL” for instructions. All parked vendors will need to be approved by the responsible party for the fund center(s) and ultimately by Accounts Payable. Once all approvals have been met, the payment will be processed. The status of parked vendor invoices can be tracked through the SAP reports, ZFD1 and ZFBC.

### [Edit Parked Vendor Invoices using T-code FV60](#)

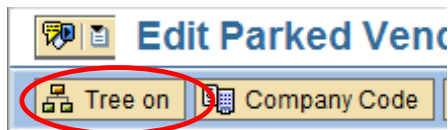
### [Change Parked Document using UWL](#)

## Edit Parked Vendor Invoices using t-code FV60

1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, FV60.
5. Click Enter.



6. Click Tree on.



## FI – Parked Vendor Invoice

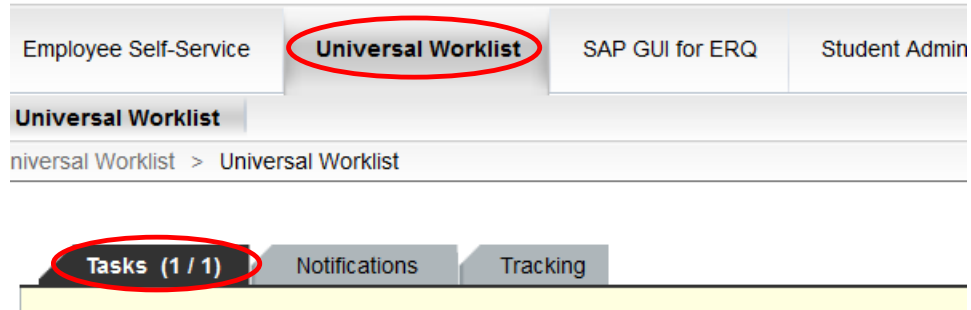
7. Expand the Complete documents folder.
8. Select the document.
  - The details of the PVI will appear to the right.
9. Update the PVI as needed.
10. Click Save as Completed to regenerate workflow.

The screenshot displays the SAP 'Edit Parked Vendor Invoice' interface. The title bar reads 'Edit Parked Vendor Invoice 1900030898 NK01 2011'. The top navigation bar includes buttons for 'Tree off', 'Company Code', 'Simulate', 'Save as completed' (circled in red), 'Post', and 'Editing options'. The left pane shows a tree view with 'Complete documents' expanded, listing 'AJ - 5/25/11' and 'Parked documents'. The main area shows the invoice details for Vendor 101481, Invoice date 05/25/2011, Posting Date 05/25/2011, Amount 250.00 USD, and Text 'Presentation at symposium'. The bottom table shows one item with G/L acct 550005 and Short Text 'Supplies-Office'.

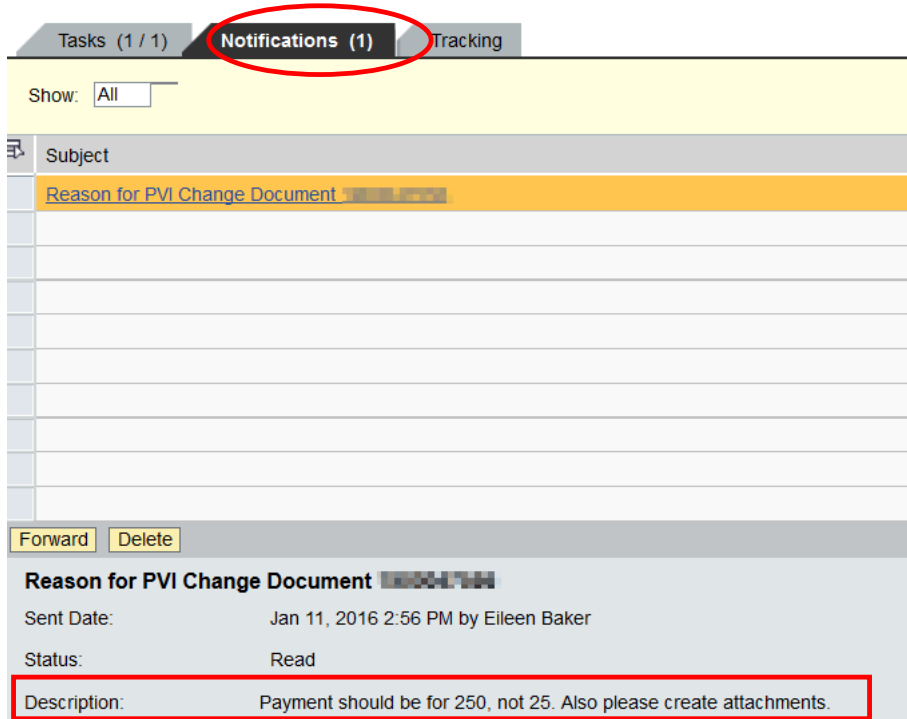
St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost
✓	550005	Supplies-Office	Debit	250.00	2130

Change Parked Document using UWL

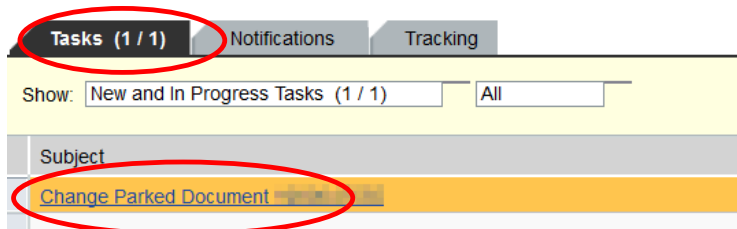
1. Log into myNKU.
2. Select the Universal Worklist (UWL) tab.
  - a. The default for UWL is the Tasks tab



3. Select the Notifications tab to see the reason the PVI was returned.



4. Select the Tasks tab.
5. Click the subject 'Change Parked Document...'



- The PVI will open in a new window



## FI – Parked Vendor Invoice

6. Update the PVI per the description on the Notifications tab.
  - If updating the dollar amount, update both the Amount and Amount in doc. curr.
7. Click Save as completed.

**Edit Parked Vendor Invoice 1900047556 NK01 2016**

Menu  Save parked document Back Exit Cancel System  Tree on  **Simulate** **Save as completed** Editing options

Transactn Invoice Bal. 0.00

**Basic data** Payment Details Workflow

**Vendor** 111483

**Invoice date** 01/11/2016 **Reference** 01/11/16 TEST

**Posting Date** 01/11/2016 **DocumentNo** 1900047556

**Amount** 250.00 **USD**

**Text** payment

**Paymt terms** Due immediately

**Baseline Date** 01/11/2016

**Company Code** NK01 Northern Kentucky Univ. Highland Heights

**Vendor Address**

NORSECO LLC  
C/O 1 NUNN DRIVE  
616 LUCAS ADMIN CTR  
HIGHLAND HEIGHTS KY 41099  
859-572-5036

Bank data: not available

**1 Items ( Screen Variant : ZFV60\_SAPLFSKB\_0100 )**

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Fund	Order	Grant
✓	550005	Supplies-Of...	Debit	250.00	210001	0111000100		NOT REL
			Debit					

8. A confirmation message will display at the bottom of the screen.

✓ Preliminarily posted document 1900047556 NK01 was changed

## Approver Chart

### Grants

1. Grants Accounting WorkCenter (Level 1)
2. PI (Level 2)
3. Accounts Payable WorkCenter

### Foundation

1. Responsible Person on Cost Center (Level 1)
2. Foundation Accounting WorkCenter (Level 2)
3. Accounts Payable WorkCenter

### Foundation (amount \$25,000 and over)

1. Responsible Person on Cost Center (Level 1)
2. Foundation Executive Director WorkCenter (Level 2)
3. Accounts Payable WorkCenter

### Foundation (VP approval – special G/L code)

1. Responsible Person on Cost Center (Level 1)
2. Foundation Accounting WorkCenter (Level 2)
3. VP (Level 3)
4. Accounts Payable WorkCenter

### NKU, including Agency Accounts

1. Responsible Person on Cost Center (Level 1)
2. Accounts Payable WorkCenter

### Glossary (myNKU Finance)

**Asset:** The asset number internally assigned by SAP to track the asset.

**Business Area:** An organizational unit or entity that requires audited financial statements for external use. Examples: Northern Kentucky University (100), Northern Kentucky University Foundation, Inc. (300)

**Cash Desk:** This component supports the cashier function. Each cashier has a cash desk (cash drawer) to process incoming and outgoing payments.

**Cash Journal:** A double-entry compact journal managed in account form that records the postings for cash transactions. It may be used to track petty cash transactions.

**Chart of Accounts:** A classification scheme for general ledger accounts. A chart of accounts provides a framework for the recording of values to ensure an orderly rendering of accounting data. SAP Examples: 200001 - Accounts Payable, 462430 - Recycling Proceeds, 550005 - Supplies - Office

**Commitment Item:** Commitment Items represent budget classifications of revenues and expenditures in the Funds Management (FM) Module. Commitment items are linked to the G/L account in FI, the revenue and cost elements in CO and sponsored classes in the Grants Management (GM) Module. With this link, transactions posted to the G/L account or revenue or cost elements are automatically posted to FM. Commitment items can also be arranged in a multi-level hierarchy where the top nodes are defined for reporting and/or controlling levels. SAP Examples: 460020 - Late Registration Fee, 550000 - Operating Pool, 550005 - Supplies Office

**Company Code:** The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for purposes of external reporting. All NKU entities will fall under one company code (NK01).

**Controlling Area:** An organizational unit within a company, used to represent a closed system for cost accounting purposes. All NKU entities will fall under one controlling area (NK01).

**Cost Center:** An organizational unit within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. SAP Examples: Academic Advising Resource Center - 243010001, Baseball - 272040010

**Cost Center Group:** A hierarchical group of cost centers defined and organized according to selected criteria. (also see Funds Center Group). It can be any group of cost centers used for reporting aggregated data. Example: Women's Sports, Chase College of Law, Chemistry

**Cost Element:** A cost element classifies the organization's expenses within a cost object. (Examples: cost center or internal order.) A cost element corresponds to a commitment item in FM and the G/L account in FI. SAP Examples: State Appropriation General - 470010; Travel in State - 550905

**Cost Object:** A generic term referring to both cost centers and internal orders.

**FI:** The Financial Accounting application in SAP.

**Fiscal Year:** The 12 month period beginning July 1 and running through June 30 of the following year for which the University (and the Commonwealth of Kentucky) administers budgets and measures financial results. For example, Fiscal Year 2005(FY2005 or FY05) began July 1, 2004 and ended June 30, 2005.

**FM:** The Funds Management application in SAP. This is the component of Public Sector Management (PSM) developed to account for the budgeting of all relevant revenues and expenditures for individual areas of responsibility and the control of future funds movement according to a distributed budget.

**FM Area:** An organizational unit which plans, controls and monitors funds and commitment budgets. All NKU entities will fall under one FM Area (NK01).

**Functional Area:** A master data element that is maintained within the Funds Management (FM) Module. It is used in FI to classify revenues and expenditures of an organization by function. Functional area is often referred to as mission. The functional area will be derived from the cost center or internal order. Examples: Instruction, Academic Support and Research

**Fund:** A separate and distinct fiscal/accounting object containing a self-balancing set of accounts used to budget and control costs and to identify source and use of funding. Financial data will be separated by Funds so that certain activities can be performed or objectives achieved in accordance with special regulations, restrictions, or limitations. Fund is not hierarchical. SAP Example: 0111000100 - NKU Unrestricted Current Fund.

**Funded Program:** Funded program enables an organization to record budget, control postings, and monitor the performance of internal projects; it can vary from simple activities to complex projects and can cross fiscal years, funding sources, and organizational units. Funded program tracks budget for non-recurring projects or programs that are funded by multiple fund centers. The University will set up Funded programs for all capital construction projects and university internal awards. Funded program should provide a level of detail that will allow appropriate budgetary control and internal/external management information. It provides the means to budget internal orders.

**Funds Center:** An organizational unit within the Funds Management (FM) Module. Budgeting will be done at the funds center level. Funds Centers have a one-to-one relationship with cost centers. SAP Example: Economics and Finance (funds center) - 236020001, Economics and Finance (cost center) - 236020001

**Funds Center Group:** Funds centers can be grouped together to form funds center groups (not necessarily hierarchical). Funds center groups will be used to provide the organizational structure for reporting information from the SAP system.

**Funds Management Area:** The financial management area is an organizational unit within accounting which structures the business organization from the perspective of Cash Budget Management and Funds Management. All NKU entities will fall under one funds management area (NK01).

**G/L:** General Ledger

**General Ledger (G/L) Account:** A structure that records values and represents assets, liabilities, revenues, expenses, and fund balances. A G/L account has transaction figures that record changes to the account during a posting period. These figures are used for financial reporting. SAP Example: Land - 180010, Accounts Payable - 200001, Faculty Salary - 503005

**GM:** The Grants Management application in SAP. This is the component of Public Sector Management (PSM) developed to account for grants from government and other bodies for the purpose of, for example, commercial or scientific research.

**Goods Receipt:** A term from inventory management denoting a physical inward movement of goods or materials.

**Grant:** Legal instrument used to establish a funding relationship in order to carry out a public purpose in which the sponsor does not expect to be substantially involved. A grant usually contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding.

**House Bank:** A business partner that represents a bank through which NKU entities processes internal transactions such as payments to vendors.

**Internal Order:** Similar to a cost center, an internal order is used to record and monitor costs and, in some cases, revenues. A guiding principle is that internal orders should be set up for programs that are short-term or finite in nature. The University will setup internal orders for all capital construction projects and university internal awards.

**Invoice Verification:** The matching of documents created during the purchase order process, the goods receipt process, and the accounts payable process that is part of the internal controls system within an organization. SAP Example: Upon receipt of an invoice from a vendor, Accounts Payable audits the document and finalizes the three-way match process.

**Lots:** A collection of payments with the same characteristics including payment lot, check lot, and payment card lot.

**Material Group:** A grouping of materials and services according to their characteristics. SAP Example: Office supplies - 50005615

**Material Master Record:** A data record containing all the basic information required to manage a material.

**MM:** The Materials Management application in SAP R/3. The Purchasing and Inventory Management modules are contained in this application.

**Plant:** In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. All NKU entities will use one plant (NK01).

**PO Number:** Document used to purchase materials and services from vendors.

**Purchase Order:** Document used to purchase materials and services from vendors.

**Purchase Requisition:** Document used to request materials and services; purchase requisitions are converted to purchase orders so materials can be procured externally.

**Purchasing Document Number:** Alphanumeric key uniquely identifying a purchasing document.

**Purchasing Group:** A unique code representing a person or group creating the requisition or order.

**Purchasing Organization:** An organizational unit in Logistics, subdividing an enterprise according to the requirements of Purchasing. A purchasing organization procures materials and services, negotiates conditions of purchase with vendors, and is responsible for such transactions. All NKU entities will use one Purchasing Organization (NK01).

**Sponsor:** An organization or other source that finances a grant. The sponsor may agree to fund the grant in total or in part based upon an application or proposal provided in response to a request for proposal. The sponsor may be a government agency, company, foundation, or individual interested in furthering study or interest in a particular area and is entitled to receive some consideration or benefits. The agreement from the sponsor represents a contractual obligation for performance of the specific activity by the University.

**Sponsored Class:** The sponsored class represents the sponsor's expense and revenue classification. The sponsored class is used to group expenses and revenues in order to satisfy the sponsor's view and reporting needs. It is also used to specify in detail which expenses are relevant for billing and for indirect cost calculation. Examples: Personnel, Supplies, Travel.

**Sponsored Program:** This master data element is maintained within the Grants Management (GM) Module. It is used to classify revenues and expenditures of a grant by mission. Sponsored program is equivalent to functional area in FM.

**Statistical Internal Order:** An internal order created and maintained to accumulate costs and revenues for internal reporting purposes. These orders are created using master data functionality and may be short- or long-term in nature. SAP Example: Internal Awards such as Faculty Development Awards, Faculty Project Awards

**Vendor:** Unique number that identifies a vendor.

**Vendor Master:** The collective term for all vendor master records. The vendor master contains the data of all vendors with which a company conducts business.

**Vendor Master Record:** A data record containing all of the information necessary for any contact with a certain vendor, in particular for conducting business transactions. SAP Example: Address, Tax-id number

**Workflow:** The sequence and evaluation of conditions needed to complete a business process. This is an electronic function monitored by the workflow manager within SAP. Example: A possible workflow could be the electronic approval of requisitions based upon material group, dollar amount, and cost center. Based on the evaluation of these conditions, the requisition would be forwarded from the originator to the next appropriate user for approval. As the approvals occur, workflow will automatically route to the next level of required approval, and ultimately to the Purchasing Department.