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.
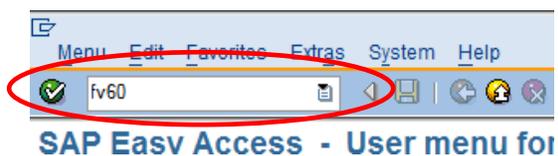
6. Click Tree on.
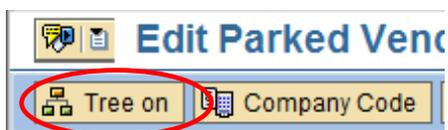
7. Expand the Complete documents folder.

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.

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
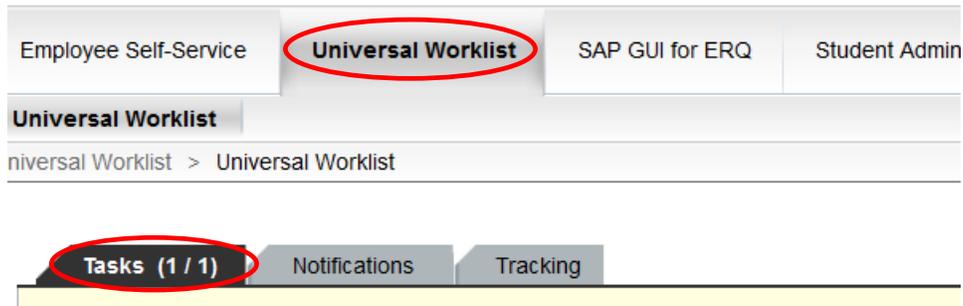
3. Select the Notifications tab to see the reason the PVI was returned.
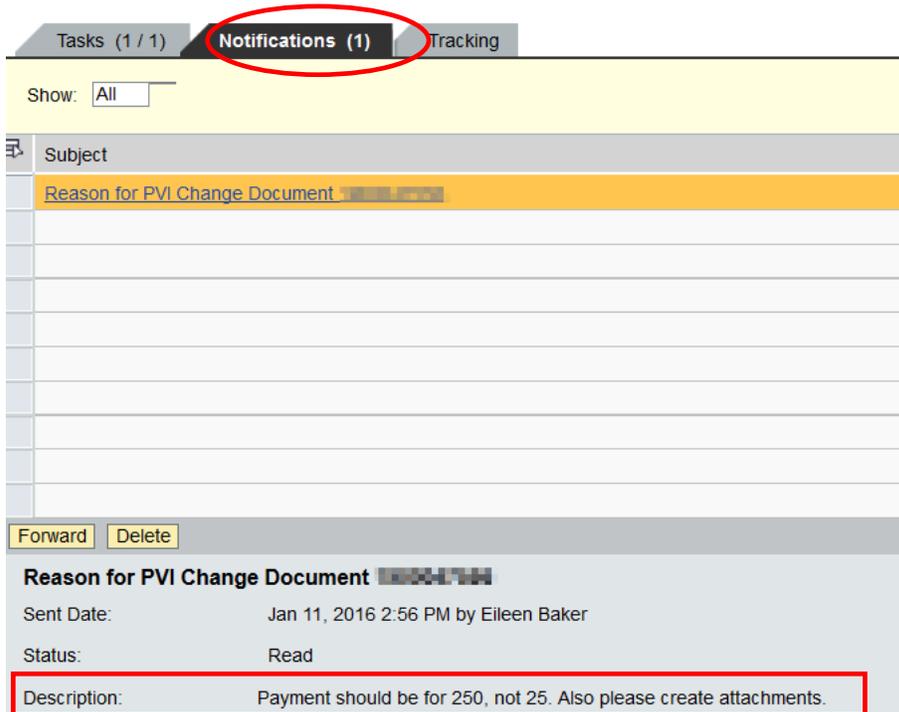
4. Select the Tasks tab.
5. Click the subject 'Change Parked Document…'.
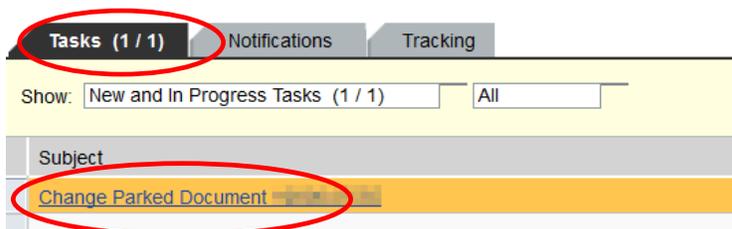
- The PVI will open in a new window

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.

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