

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.

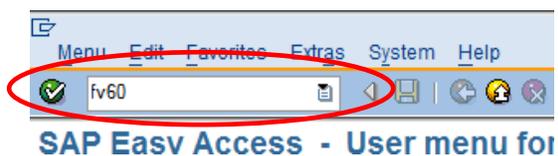
All parked vendors will need to be approved by the responsible party for the fund center(s) and ultimately by Accounts Payable. Once all approvals have been met, the payment will be processed. The status of parked vendor invoices can be tracked through the SAP reports, ZFD1 and ZFBC.

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

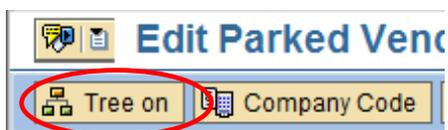
[Change Parked Document using UWL](#)

Edit Parked Vendor Invoices using t-code FV60

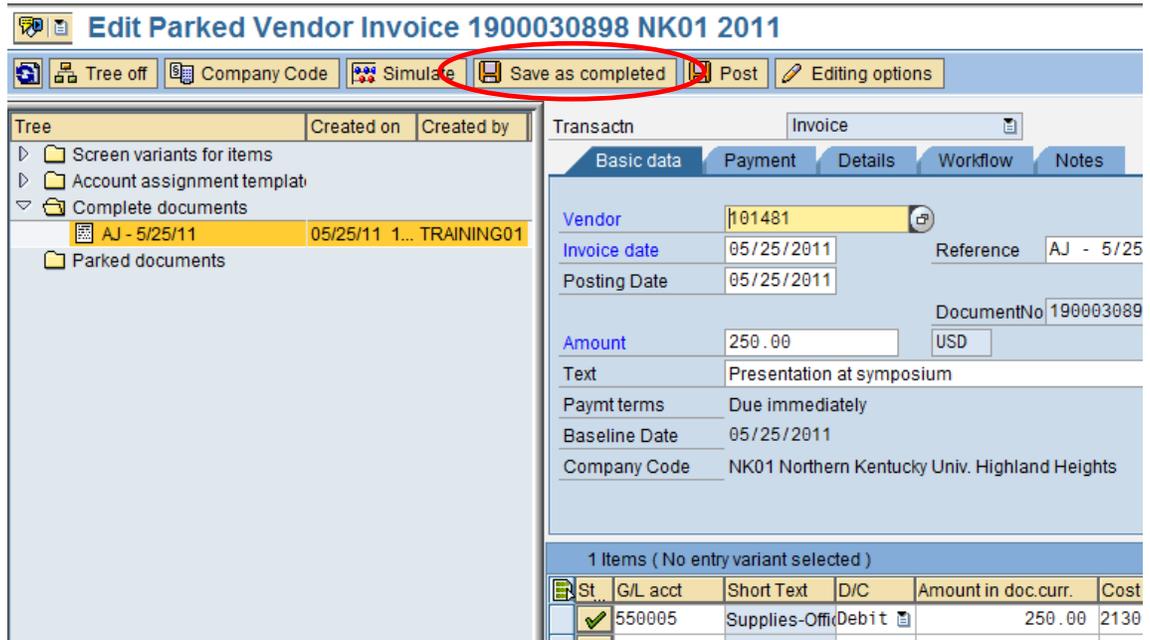
1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, FV60.
5. Click Enter.



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.



Edit Parked Vendor Invoice 1900030898 NK01 2011

Tree off Company Code Simulate **Save as completed** Post Editing options

Tree	Created on	Created by
Screen variants for items		
Account assignment templat		
Complete documents		
AJ - 5/25/11	05/25/11	1... TRAINING01
Parked documents		

Transactn Invoice

Basic data Payment Details Workflow Notes

Vendor 101481

Invoice date 05/25/2011 Reference AJ - 5/25

Posting Date 05/25/2011

DocumentNo 190003089

Amount 250.00 USD

Text Presentation at symposium

Paymt terms Due immediately

Baseline Date 05/25/2011

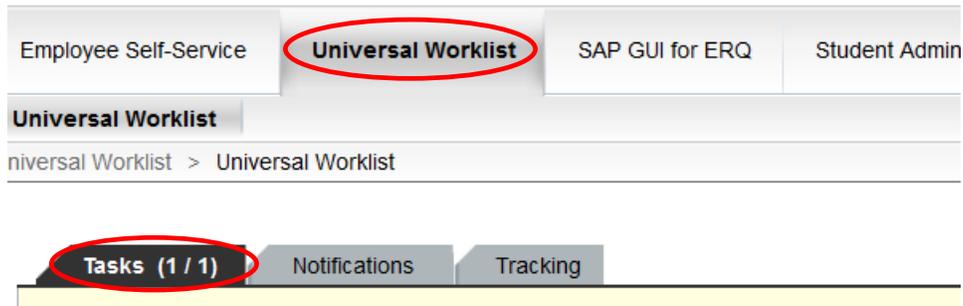
Company Code NK01 Northern Kentucky Univ. Highland Heights

1 Items (No entry variant selected)

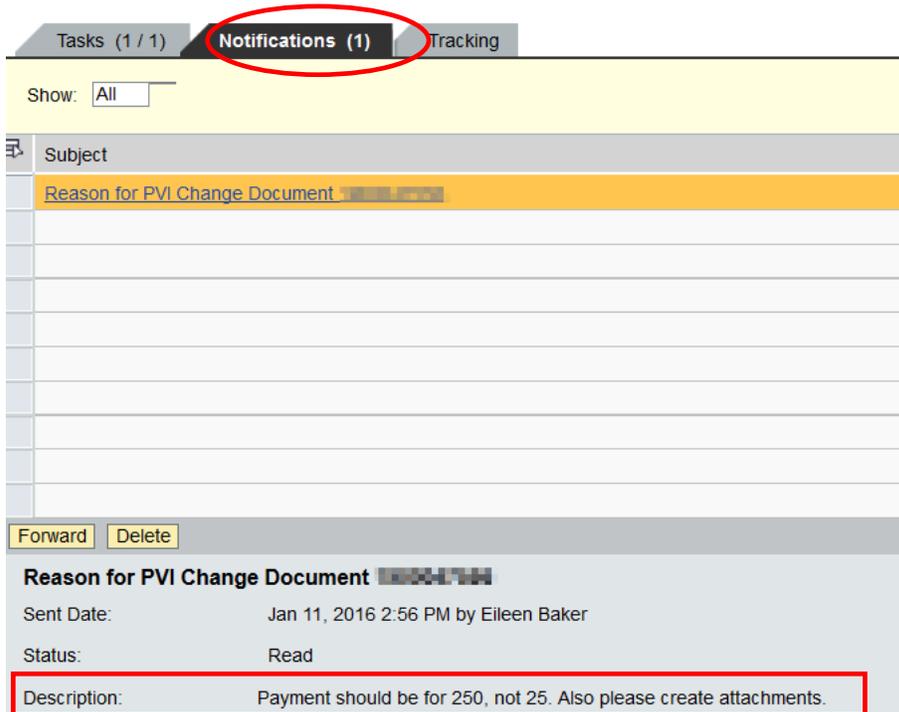
St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost
✓	550005	Supplies-Off	Debit	250.00	2130

Change Parked Document using UWL

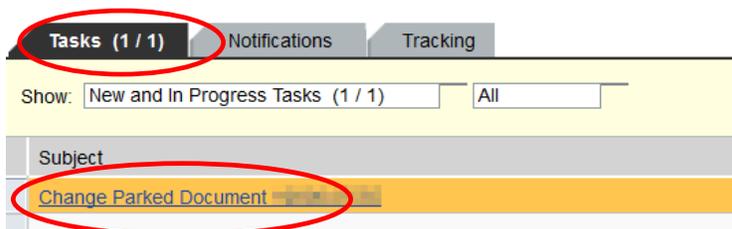
1. Log into myNKU.
2. Select the Universal Worklist (UWL) tab.
 - a. The default for UWL is the Tasks tab



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

Edit Parked Vendor Invoice 1900047556 NK01 2016

Menu Save parked document Back Exit Cancel System Tree on Simulat **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	21000001	0111000100		NOT REL
			Debit					

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

✓ Preliminarily posted document 1900047556 NK01 was changed