

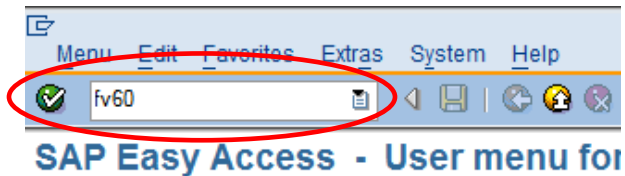
Create Parked Vendor Invoice

Transaction Code: FV60

Location(s): SAP GUI

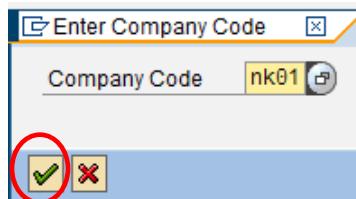
Purpose: Use this procedure for Foundation, Agency, Refund of Non-student Revenue, and other payments that do not need procurement processing. Create a Parked Vendor Invoice (PVI) when you need to reimburse an employee or student for items other than travel expenses and payments that are not required 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.

1. Log into myNKU.
2. Select SAP GUI tab.
 - Select either Microsoft Windows or Mac.
 - You may be prompted to click OK or Open.
3. Access transaction code, FV60.
4. Click Enter.






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

Note: If you are prompted for **Company Code**, you should enter **NK01**.



7. On the Basic data tab, complete/review the following fields:

Field Name	R/O/C	Description
Vendor	R	Unique number that identifies a vendor. Example: 100093
Invoice date	R	It is the date that is given by the vendor and appears on the invoice.  In the NKU business environment the date the document was input is the date that goes into this field. Example: 5/12/2011
Reference	R	Allows for further clarification of an entry by reference to other sources of information, either internal or external to SAP; Any SAP-posted document number can be used as a "reference" when entering a new document.  Reference number is the original invoice number <u>or</u> a reimbursement alphanumeric reference the user assigns. Example: 24688
Amount	R	Indicates the value of the line item of an accounting document.  Amount should be the grand total of the document. Example: 120.00
Text	O	Data entered in field will print on check stub.
G/L acct	R	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. Example: 550005
Amount in doc.curr.	R	Line item amount in document currency. Example: 120.00
Cost center	R	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. They will replace the FRS 6-digit account ID. Example: 213010001

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 102618

Invoice date 03/31/2016 Reference EB - 03/31/16

Posting Date 03/31/2016

Amount 250.00 USD

Text presented at Symposium

Paymt terms Due immediately

Baseline Date 03/31/2016

Company Code NK01 Northern Kentucky Univ. Highland Heights

Vendor Address

Bank data: not available OIs

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-Office	Debit	250.00	213030001	0111000100		NOT RELEVANT

8. Select the Payment tab.
9. Select the Payee matchcode for a list of additional addresses.

Park Vendor Invoice: Company Code NK01

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice

Basic data Payment Details Notes

BaselineDt 03/31/2016 Payt Terms 0001 Days

Due on 03/31/2016 Days Days net

Pmnt Meth.Sup. Pmnt Block Free for payment

Payee

10. Select the address that matches the invoice payment address.
11. Click the green checkmark to continue.

Payee (1) 2 Entries found

Restrictions

✓

Payee/er Name 1	City	House number and street
AP1102618 ST ELIZABETH MEDICAL CENTER	EDGEWOOD	ONE MEDICAL CENTER 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.

12. Click Save as Completed.

13. A confirmation message will appear at the bottom of your screen.

14. Click Tree on.

15. Expand the Complete documents folder.

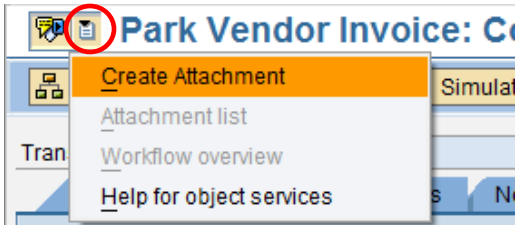
16. Select the document.

17. The details of the PVI will appear to the right.

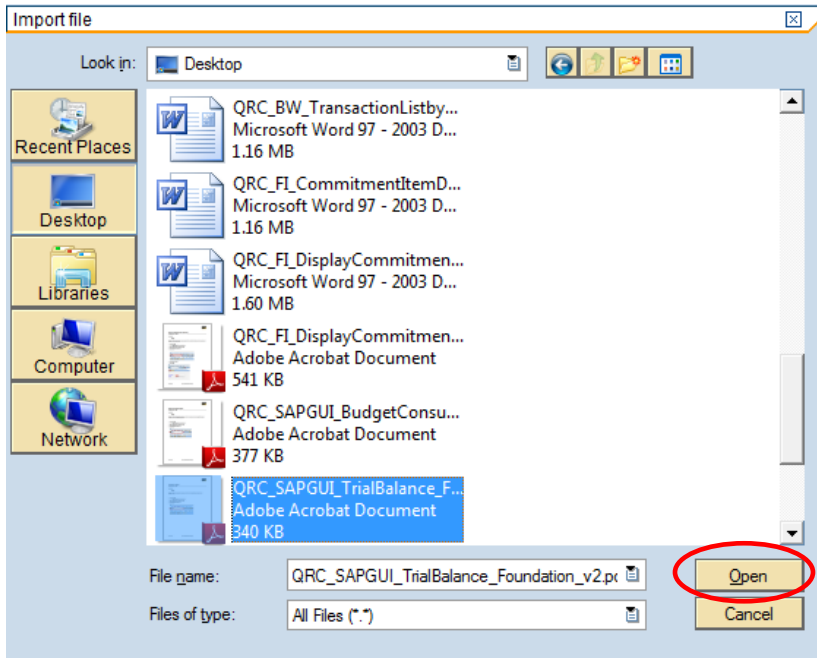
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Fr
✓	550005	Supplies-Office	Debit	250.00	213030001	0:

To create electronic attachments:

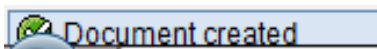
1. Click Services for Object drop-down button.
2. Select Create Attachment.



3. Navigate to the location on the computer.
4. Select the document to attach.
5. Click Open.

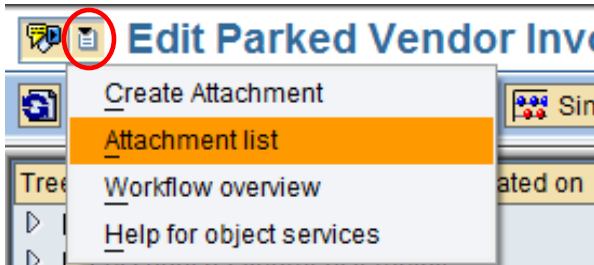


6. A confirmation message will appear at the bottom of your screen.

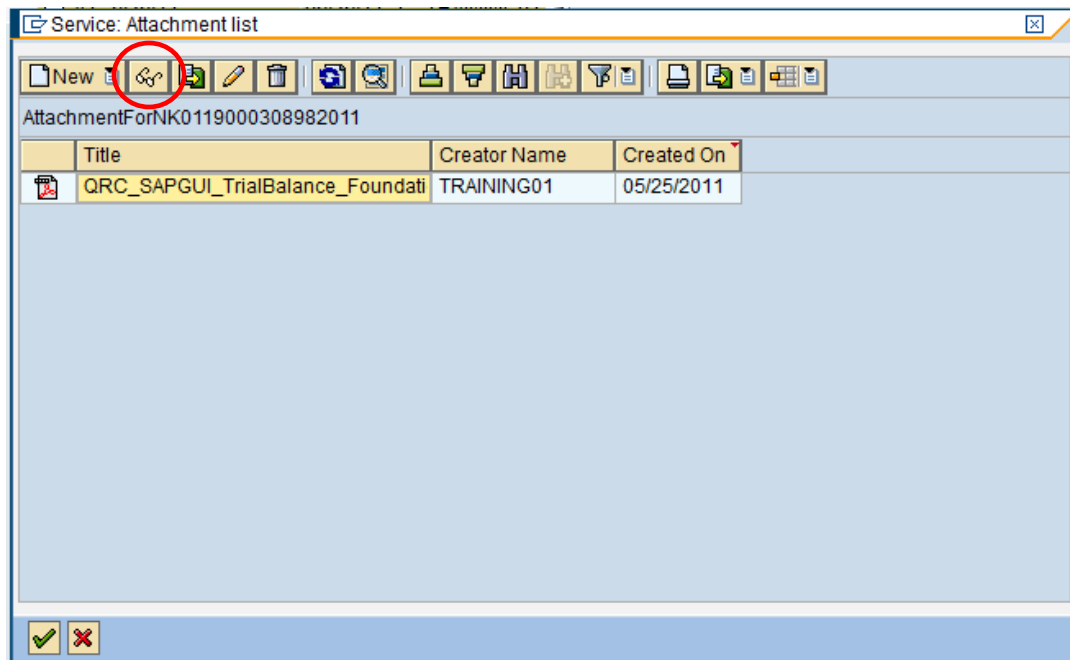


To display electronic attachments:

1. Click Services for Object drop-down button.
2. Select Attachment List.

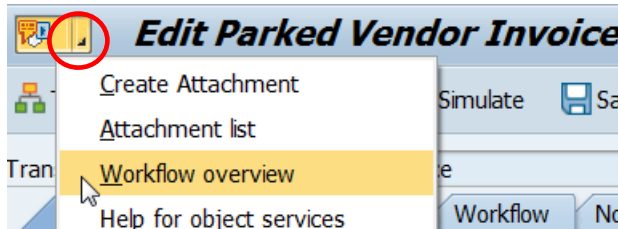


7. Select the document to display.
8. Click Display.

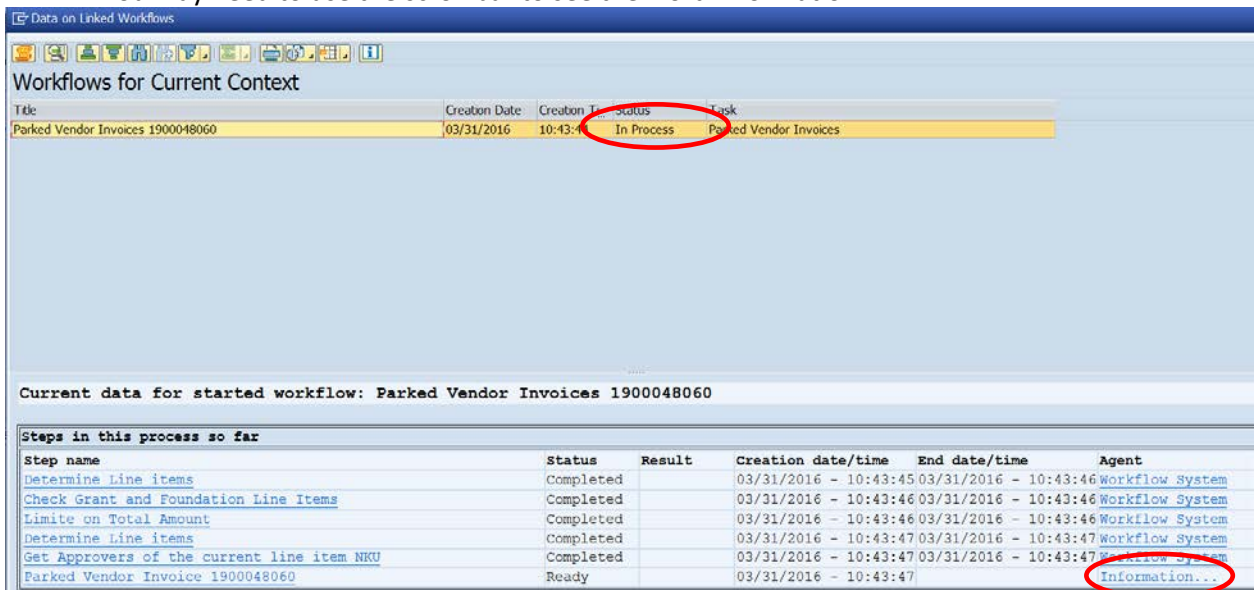


To display Workflow overview:

1. Click Services for Object drop-down button.
2. Select Workflow overview.



3. Double-click the title with the status of "In Process."
4. Click the word Information.
 - You may need to use the scroll bar to see the word Information.



5. The approver's Inbox will appear.

