

## Approve Parked Vendor Invoice (PVI)

SAP Business Workplace

**Location(s):**

### SAP GUI

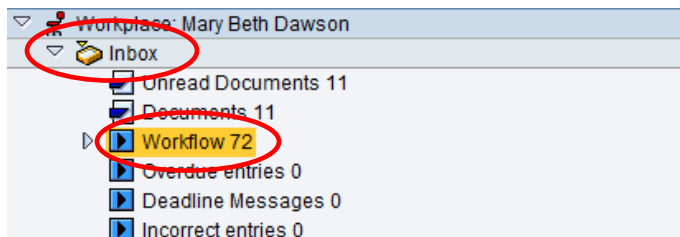
**Purpose:** All parked vendor invoices require the approval of the person responsible for the funds center.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Click SAP Business Workplace.



5. Expand Inbox.
6. Click Workflow.

**Note:** The number next to workflow is the number of items to review and approve/reject.



7. The items to review and approve appear to the right.
8. Double-click the parked vendor invoice.

Attachments	Actual Agent	Dynamic column	Dynamic column	Title
				Parked Vendor Invoice 1900033154
				Parked Vendor Invoice 1900033153
				Parked Vendor Invoice 1900033152
				Parked Vendor Invoice 1900033142
				Parked Vendor Invoice 1900033140
				Parked Vendor Invoice 1900033139

9. Review the Parked Vendor Invoice (PVI).
10. Click Release or Reject.

**Release Parked Vendor Invoice 1900033140 NK01 2012**

Tree on | Editing options | **Release** | **Reject**

Transactn: Invoice: Bal. 0.00

Basic data | Payment | Details | Workflow | Tax | Notes

Vendor: 112756 | SGL Ind: | Invoice date: 12/06/2011 | Reference: MBD - 12/6/11 | Posting Date: 12/06/2011 | Document Type: Vendor invoice | DocumentNo: 1900033140 | Amount: 120.00 | USD | Tax amount: 0.00 | Text: Closing student agency account | Paymt terms: Due immediately | Baseline Date: 12/06/2011

Vendor Address: PHI SIGMA SIGMA-GAMMA TAU CHAP  
C/O OFFICE OF STUDENT LIFE  
NUNN DR SU 303  
HIGHLAND HEIGHTS KY 41076  
513-364-0080

Bank data: not available

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Fund	Order	Grant
✓	550005	Supplies-Offi	Debit	120.00	213010001	0111000100		NOT RELEVANT
			Debit	0.00				
			Debit	0.00				
			Debit	0.00				
			Debit	0.00				
			Debit	0.00				
			Debit	0.00				
			Debit	0.00				
			Debit	0.00				

11. If you click reject, enter Document contents as to why you are rejecting the PVI.
12. Click Save.
13. Click Send.

