**Vendor Invoice Work flow:**

1. Go to FV60



The following are the Input fields under the Document Header data of Vendor Invoice

* **Vendor:** Input the Vendor Number in the Vendor field with help of press “F4” button to search vendor number.
* **Invoice Date:** Input the Invoice date in the field
* **Posting Date:** Input the transaction date in the Posting date field
* **Currency:** Input the Currency INR in the Currency field
* **Reference:** Input the Reference field with Reference (invoice) number
* **Text:** Input the Text Information in text field Eg: Vendor invoice posting with Tax
* **Calculate Tax:** Check the Calculate Tax check box for calculating tax. Select respective tax from drop down list Eg: S3 14% ST+.5%SCB
* **Section Code:** Input the Withholding tax section code in this field in case of TDS is applicable.

**Line Item:**

* **GL Account:** Place the Cursor on the field and press F4. Select the respective GL Account and press Enter key
* **Debit/Credit:** Select Debit/Credit option from drop down list
* **Text Field:** Input the Text information e. g.: Vendor Invoice posting with Tax
* **Cost Center:** Place the cursor on the field and press F4. Select the respective Cost Center and press Enter key
* **Profit Center:** Profit Center will get automatically updated (through Cost Center Profit Center will get updated) as configured

Click **on Park option** in Tool bar

System will pop up the message at the bottom of the screen “**Document 1000000011 was Parked**.



**Document 1000000011 1000 was Parked**

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1. Go to SAP Easy Access and Click on  Business Workflow Option. Then the below screen will appear.

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**Note:** In case of Rejection system will send notification to the creator and also to the user levels (approval persons) where the creator need to create a new invoice for approval.