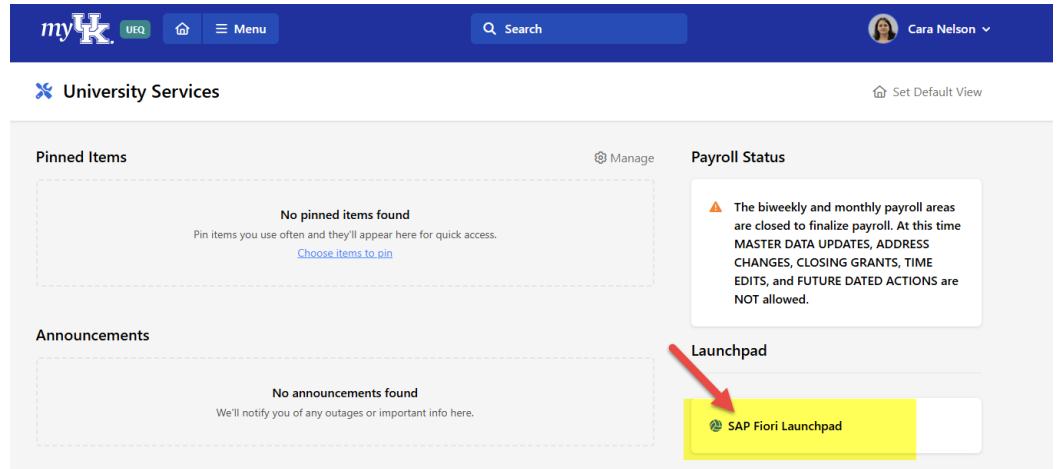


PRD – Approver

Process: Once a PRD is Saved as Complete, the PRD will workflow to the required approvers. Approvers can locate PRDs pending approval in their My InBox app.

Procedures

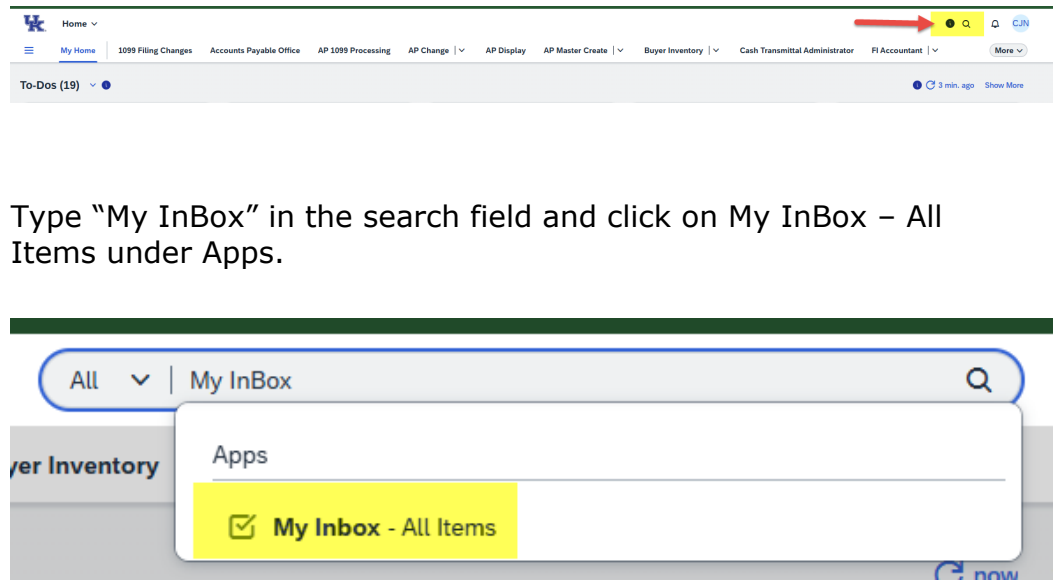
From the myUK main login screen, click on SAP Fiori Launchpad.



This will open SAP Fiori on your Home Page.

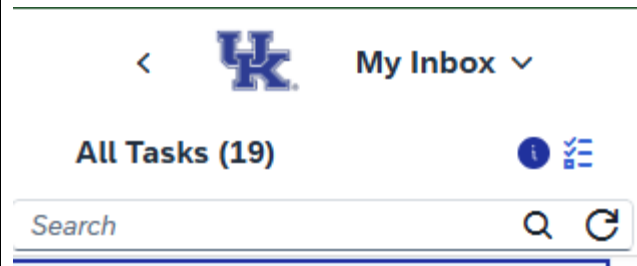
S4 Fiori Home Page

On the Home Page, click on the search icon.



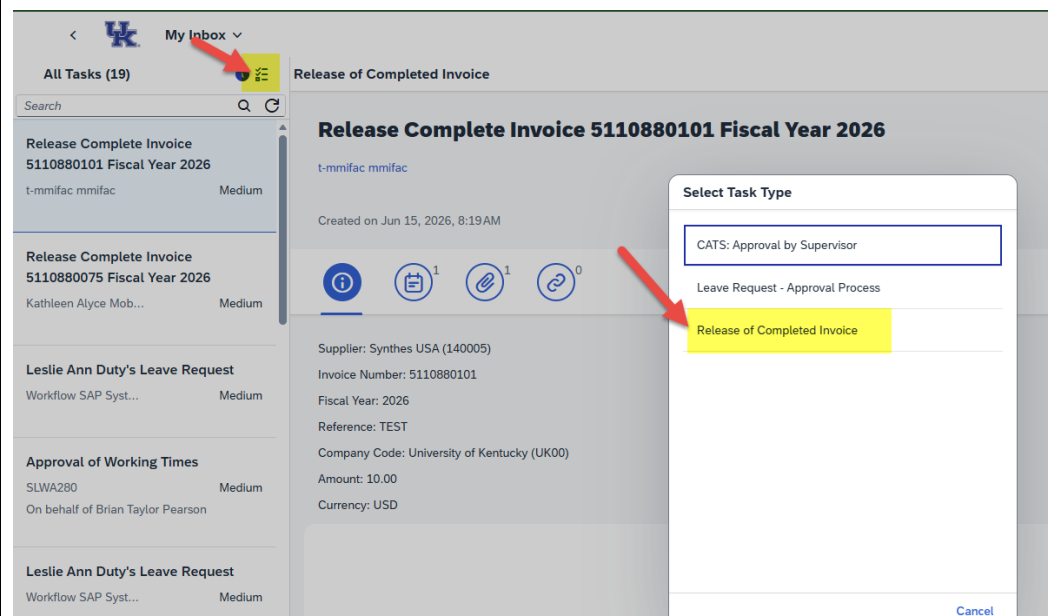
Quick Reference Card – PRD Approver

All items pending your approval will appear down the left hand side of the screen.



PRD – Locate Only PRDs

Click on the multi-select button and click on Release of Complete Invoice to isolate the approval queue to just PRDs.



Review the PRD

Click on the PRD to be reviewed and click Open Task

Release Complete Invoice 5110880101 Fiscal Year 2026

Status: Ready
Priority: Medium

Created on Jun 15, 2026, 8:19 AM

Supplier: Synthes USA (140005)
Invoice Number: 5110880101
Fiscal Year: 2026
Reference: TEST
Company Code: University of Kentucky (UK00)
Amount: 10.00
Currency: USD

Custom Attribute 1:
Custom Attribute 2:
Custom Attribute 3:
Custom Attribute 4:
Custom Attribute 5:
Company Code: UK00 University of Kentucky
Supplier: 0000140005 Synthes USA

Release Reject Show Log Claim Forward Suspend **Open Task**

Review the PRD data and attachments. Click on Edit.

Supplier Invoice

5110880101/2026

Gross Invoice Amount: 10.00 USD
Invoicing Party: 140005 (Synthes USA)
Invoice Status: Parked and Completed
Approval Status: In Approval
Approver: C.JNELSO (Cara Jane Nelson)

Basic Data

Transaction: Invoice
Invoice Date: 04/01/2026
Invoicing Party: 140005 (SYNTHES USA)
Company Code: UK00 (University of Kentucky)
Posting Date: 06/15/2026
Partner Bank Type: -
Gross Invoice Amount: 10.00 USD
Reference: TEST
IBAN: -
SWIFT/BIC: -

Purchasing Document References

Invoice Items Standard

Invoice Item	Short Text	Purchasing Document/Item	Amount	Quantity	Tax Code	Tax Rate	History	Subseq. Debit...
No data found. Enter a reference document, for example a purchase order.								

G/L Account Items

Line Items Standard

Debit/Credit ...	G/L Account	Amount	Item Text	Assignment	Tax Code	Tax Rate	Cost Center	WBS Element
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If the PRD is correct and ready for approval, click on Save as Complete.

Check Simulate Park **Save as Completed** Cancel

This will move the PRD to the next approval workflow step.

If the PRD needs to be returned for corrections, close the PRD and return to My Inbox. Click on Reject.

Release **Reject** Show Log Claim Forward Suspend **Open Task**

Add a comment and click on Submit.

Submit Decision

You selected "Reject".

Decision Note:

Add Note (Optional)

Submit

Cancel