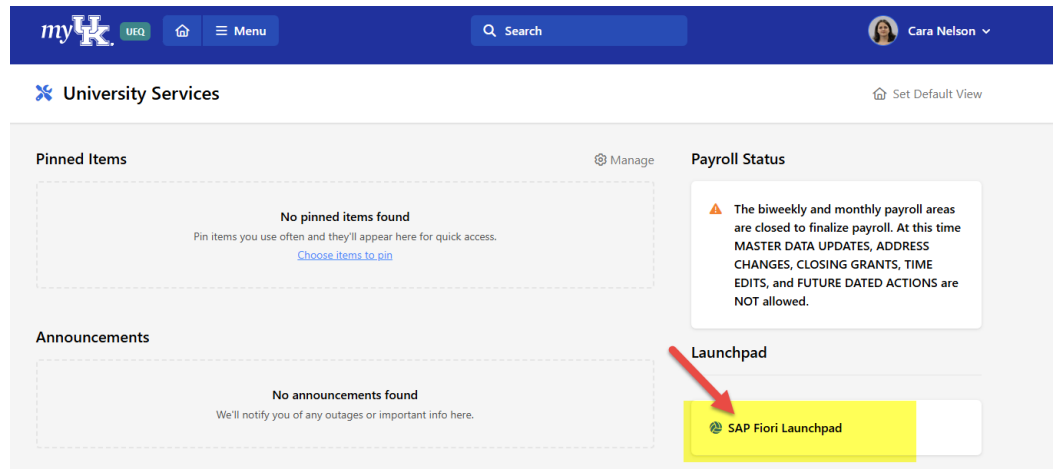


PRD – Supplier Invoices List

Process: The Supplier Invoices List is to be used to locate and complete a Held PRD or to review a PRD’s workflow status.

Procedures

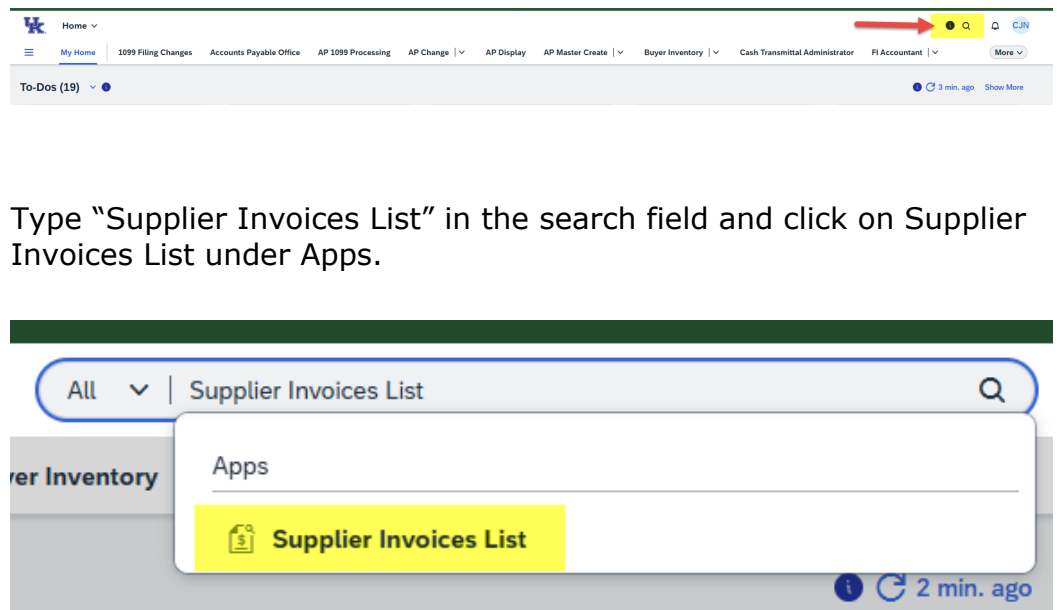
From the myUK main login screen, click on SAP Fiori Launchpad.



This will open SAP Fiori on your Home Page.

S4 Fiori Home Page

On the Home Page, click on the search icon.



Supplier Invoices
List Standard
Selection Criteria

The standard list search criteria is available for immediate selection.

Standard ▾

Search Invoice Document No.: Invoicing Party: Status: Company Code: Posting Date: Invoice Date: Reference: Adapt Filters

PRD – Workflow
Status

Enter Selection
Criteria for Only 1
PRD from the
Supplier Invoice
number generated
by SAP.

If you have the Supplier Invoice number and want to review just the one PRD, enter the Supplier Invoice number provided by SAP in the Invoice Document No field. Click Go.

Standard ▾

Search Invoice Document No.: Invoicing Party: Status: Company Code: Posting Date: Invoice Date: Reference: Adapt Filters (1)

Entered By:

Invoices (1)

☐ Invoice Number	Invoicing Party	Status	Company Code	Gross Invoice Amount	Posting Date	Invoice Date	Reference
☐ 5110880116/2027	430232 (Panera Bread Company Panera LLC)	Parked and Completed	UK00 (University of Kentucky)	20.00 USD	07/14/2026	07/05/2026	369

Entry Type: Online
Cash Disc 1 Due Date: 08/04/2026

Click on the Invoice Number to open the PRD. Click on Approval Details or scroll to the bottom of the PRD.

Supplier Invoice

5110880116/2027

Gross Invoice Amount	Invoicing Party	Invoice Status	Approval Status	Approver
20.00 USD	430232 (Panera Bread Company)	Parked and Completed	In Approval	CLOCKE (Craig E Locke)

General Information Purchasing Document References G/L Account Items Tax Withholding Tax Payment Unplanned Delivery Costs Note Attachments **Approval Details**

Basic Data

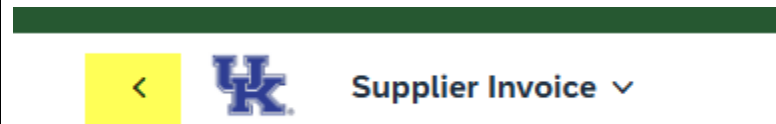
Transaction: Invoice	Invoice Date: 07/05/2026	Invoicing Party: 430232 (PANERA BREAD COMPANY)
Company Code: UK00 (University of Kentucky)	Posting Date: 07/14/2026	Partner Bank Type: -
Gross Invoice Amount: 20.00 USD	Reference: 369	IBAN: -
		SWIFT/BIC: -

Quick Reference Card – PRD Supplier Invoices List

The PRD is currently pending at the Workflow Step with a Status of Ready. This PRD is currently pending at Level 1 departmental approvers.

Approval Details					
Workflow Steps					
Type	Name	Status	Processors	Recipients	Exclude Restricted Agents
1	1. Invoice Value >= 1 cents	Ready	Craig E Locke, Michele May	Agent Determination by BAId	
2	2. Invoice Value >= USD 10,000	Planned (skip predicted)		Agent Determination by BAId	
3	3. G/L Account Approver	Planned		Joseph P Hines, NEMMO2, Leah Dawn Bailey-Nicholas, Steven Scott Fisher, Elisaveta G Amnoudova	
4	4. AP Approver	Planned		Agent Determination by BAId	

Click on the back arrow next to Supplier Invoice to return to the selection criteria.



Enter Selection Criteria to Review a List of PRDs.

Click on Adapt Filters and check the box to the left of Entered By.

Adapt Filters Reset

All Show Values ⌵ ⌶

Search for Filters ⌵

Field	Active
☒ Invoice Document No.	
☒ Invoicing Party	
☒ Status	
☒ Company Code	
☒ Posting Date	
☒ Invoice Date	
☒ Reference	
☐ Blocked (Logistics)	
☐ Cash Disc 1 Due Date	
☐ Cash Discount Days 1	
☐ Currency	
☐ Disc. Percent 1	
☐ Document Header Text	
☒ Entered By	
☐ Entry Type	
☐ Fiscal Year	
☐ Gross Invoice Amount	
☐ Invoice Number	
☐ Item Text	
☐ Tax Fulfill. Date	
☐ Tax Reporting Date	

OK Cancel

Invoice Date: ⌵ Reference: ⌵ Go Adapt Filters

Create Delete ⌵ ⌶

Posting Date	Invoice Date	Reference

The available selection criteria will be updated.

Quick Reference Card – PRD Supplier Invoices List

Standard ▾

Search Invoice Document No.: Invoicing Party: Status: Company Code: Posting Date: Invoice Date: Reference:

Entered By:

[Adapt Filters](#)

To see all PRDs pending in the workflow that were created by the same user, choose Status Parked and Completed and enter the creator's linkblue ID in the Entered By fields.

Standard ▾

Search Invoice Document No.: Invoicing Party: Status: Company Code: Posting Date: Invoice Date: Reference:

Entered By:

[Adapt Filters \(2\)](#)

Invoices (5)

Invoice Number	Invoicing Party	Status	Company Code	Gross Invoice Amount	Posting Date	Invoice Date	Reference
☐ 5110880117/2027	800084 (Cara Nelson)	Parked and Completed	UK00 (University of Kentucky)	15.00 USD	07/15/2026	07/05/2026	369852
Entry Type: Online Cash Disc 1 Due Date: 07/05/2026							
☐ 5110880116/2027	430232 (Panera Bread Company Panera LLC)	Parked and Completed	UK00 (University of Kentucky)	20.00 USD	07/14/2026	07/05/2026	369
Entry Type: Online Cash Disc 1 Due Date: 08/04/2026							
☐ 5110880099/2026	PAYROLL (Payroll)	Parked and Completed	UK00 (University of Kentucky)	100.00 USD	06/08/2026	06/01/2026	TEST-OTV
Entry Type: Online Cash Disc 1 Due Date: 06/01/2026							
☐ 5110880054/2026	800302 (Leslie Duty)	Parked and Completed	UK00 (University of Kentucky)	15.00 USD	06/01/2026	05/15/2026	258741
Entry Type: Online Cash Disc 1 Due Date: 05/15/2026							
☐ 5110880019/2026	147273 (Nike USA Inc)	Parked and Completed	UK00 (University of Kentucky)	100.00 USD	05/26/2026	05/01/2026	478569
Entry Type: Online Cash Disc 1 Due Date: 05/31/2026							

Click on the Invoice Number to open the PRD to be reviewed. Click on Approval Details or scroll to the bottom of the PRD.

< **Supplier Invoice** ▾

Supplier Invoice

5110880019/2026

Gross Invoice Amount	Invoicing Party	Invoice Status	Approval Status	Approver
100.00 USD	147273 (Nike USA Inc)	Parked and Completed	In Approval	JPHINE00 (Joseph P Hines)

[General Information](#) [Purchasing Document References](#) [G/L Account Items](#) [Tax](#) [Payment](#) [Unplanned Delivery Costs](#) [Note](#) [Attachments](#) [Approval Details](#)

The PRD will be pending at the Workflow Step with a Status of Ready. This PRD is currently pending review by Procurement Services.

< **Supplier Invoice** ▾

Supplier Invoice

5110880019/2026

Gross Invoice Amount	Invoicing Party	Invoice Status	Approval Status	Approver
100.00 USD	147273 (Nike USA Inc)	Parked and Completed	In Approval	JPHINE00 (Joseph P Hines)

[General Information](#) [Purchasing Document References](#) [G/L Account Items](#) [Tax](#) [Payment](#) [Unplanned Delivery Costs](#) [Note](#) [Attachments](#) [Approval Details](#)

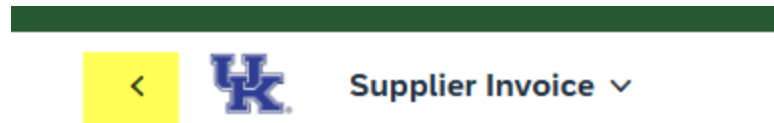
Approval Details

Workflow Steps

Type	Name	Status	Processors	Recipients
1	Invoice Value >= 1 cents	Released	Michele May	Agent Determination by BAdI
2	Invoice Value >= USD 5,000	Skipped		Agent Determination by BAdI
3	G/L Account Approver	Ready	Joseph P Hines	Joseph P Hines, NEMMO2, SEHENS1
4	AP Approver	Planned		Agent Determination by BAdI

Quick Reference Card – PRD Supplier Invoices List

Click on the back arrow next to Supplier Invoice to return to the selection criteria and RPD list.



Continue reviewing the PRD workflow statuses as needed.

PRD – Locate Held PRD

Enter the Supplier Invoice number generated when the PRD was held. Click Go.

Click on the Invoice Number to open the PRD.

Invoices (1)									
Invoice Number	Invoicing Party	Status	Company Code	Gross Invoice Amount	Posting Date	Invoice Date	Reference		
5110880118/2027	430232 (Panera Bread Company Panera LLC)	Entered and Held	UK00 (University of Kentucky)	15.00 USD	07/14/2026	07/01/2026	2456		

Entry Type: Online
Cash Disc 1 Due Date: 07/31/2026

Click on Edit. Make the necessary changes to the PRD.

When all changes are completed, click CHECK. Be sure certain to resolve any errors. Then click Save as Completed to start the PRD in Workflow.