



Business Process Procedure

P-Card Approver - Reject WinGui

Transaction Code: UWL

Purpose

Use this procedure to reject a P-Card document that is being submitted for approval by the Reconciler.

Trigger

Perform this procedure when when a P-Card document has been received for approval and needs to be changed before the Approving Official can approve.

Prerequisites

- A P-Card document needs to exist in the Universal WorkList.

Menu Path

Use the following menu path(s) to begin this transaction:

- Home
- UWL

Transaction Code

UWL

Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.



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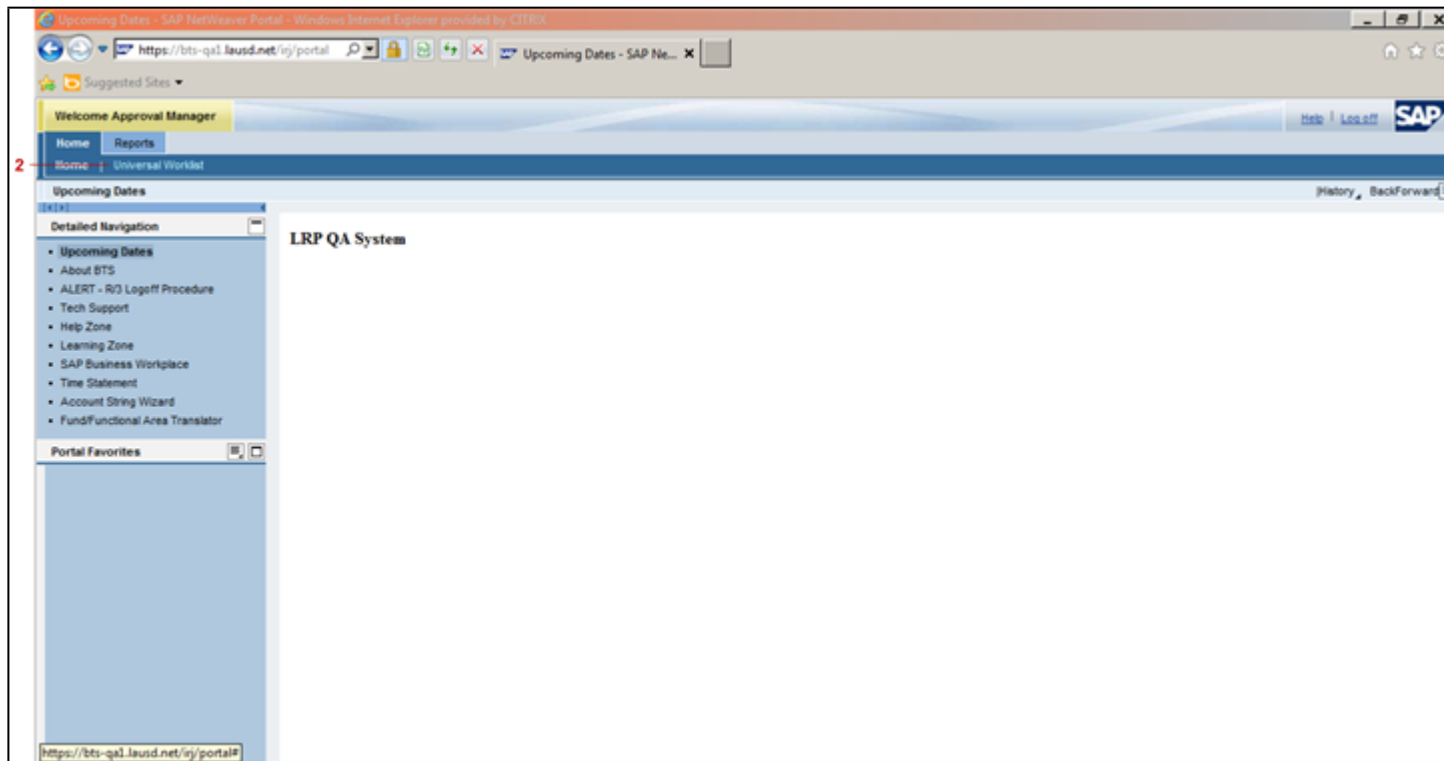
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Procedure

1. Start the transaction using the menu path or transaction code.

Upcoming Dates - SAP NetWeaver Portal - Windows Internet Explo - \\Remote



2. Click the **Universal Worklist** tab to open the Universal WorkList and view the pending P-Card documents.



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Universal Worklist - SAP NetWeaver Portal - Windows Internet E - \\Remote

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The left sidebar contains navigation links: Home, Reports, Universal Worklist, Detailed Navigation, Portal Favorites, and Universal Worklist. The main content area displays a list of tasks under the 'Tasks (5 / 5)' tab. The tasks are listed in a table with columns: Subject, From, Sent Date, Priority, Due Date, and Status. The first task is 'Approve P-Card document number 5900000834' from MEDRA, SANDRA, sent today, with a medium priority and a new status. Below the table, the details for the selected task are shown, including the document type (KC), document number (5900000834), reference ID (2014/01/0000002), vendor account (7000001011), vendor name (JOHN SMITH), invoice amount (204.30), originator (US), and header text (55432062290000406746E26).

Subject	From	Sent Date	Priority	Due Date	Status
Approve P-Card document number 5900000834	MEDRA, SANDRA	Today	Medium		New
Approve P-Card document number 5900000836	MEDRA, SANDRA	Jul 31, 2013	Medium		New
Approve P-Card document number 5900000821	MEDRA, SANDRA	Jul 30, 2013	Medium		New
Release Journal 1000164377	RF828_ALL	Jul 2, 2013	Medium		New
Release Journal 1000164371	LEE, MAY	Jul 1, 2013	Medium		New

Approve P-Card document number 5900000834
Sent Date: Today By MEDRA, SANDRA
Status: New
Priority: Medium
Description: Document Type: KC
Document Number: 5900000834
Reference ID: 2014/01/0000002
Vendor Account: 7000001011
Vendor Name: JOHN SMITH
Invoice Amount: 204.30
Originator: US
Header Text: 55432062290000406746E26

3. Click the **Approve P-Card document number 5900000834** link label to open the P-Card document.



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Doc. Number: 5900000834, Document Type: KC, Vendor: 7000001011, Reference: 2014/01/000002, Debit Total: 204.30

Buttons: Add Approver, Delete Approver

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver				OOO A	John Smith	08/06/2013 07:41:23	
Second Approver				OOO		00:00:00	
	APPRO...	Approval Manager	1056701			00:00:00	

Buttons: Add Reviewer, Delete Reviewer

Reviewers Preview	UserID	Name	Position	Location of Position
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User Comments

Comments History

Buttons: Approve, Reject, Save Approvers/Reviewers

- Click the 5900000834 document link to open the P-Card document and process.



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Document Edit Extras Settings Environment System Help

Edit Parked Vendor Invoice 5900000834 1000 2014

Tree on Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax W.

Vendor 7000001011 SGL Ind Reference 2014/01/000002

Invoice date 07/19/2013 Posting Date 08/06/2013 DocumentNo 5900000834

Amount 204.30 USD Calculate tax

Tax Amount Text AMAZON.COM

Paymt terms Due immediately Baseline Date 07/19/2013

Vendor Address: JOHN SMITH, XXXX-XXXX-XXXX-4456, Exp 2015/08, 213-241-0525

1 Items (Screen Variant : ZAP_FV60_SCR8_PCARD)

EB	S...	D/C	G/L acct	Short Text	T.	Tax jurisdctn code	Amount in doc.curr.	Fund	Func. Area	Cc
			430010	Instr Mat-Ge.			204.30	010-0000	1110-1000-14170	18
			Debit							
			Debit							
			Debit							
			Debit							

Net due date on 07/19/2013 is in the past

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5. Click the **Extras** link to open the additional options sub-menu.

Desktop

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Error log

Trading partner

Document texts...

6. Click the **Document texts...** label to open the document text screen.



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Texts in Accounting Document - \\Remote

S	L..	Description	1st line	M
		Correspondence		☐
		Note		☐
		Payment advice information		☐
		Invoice Billing Text		☐
7	EN	PCard Line Item Detail	Post-it Original Notes, 3 x 3 Inche;0000	☒
	EN	PCard - Merchant Description	AMAZON.COM	☐
	EN	PCard - MCC Code	5661	☐

7. Click the **PCard Line Item Detail** to view the Detailed Text screen.

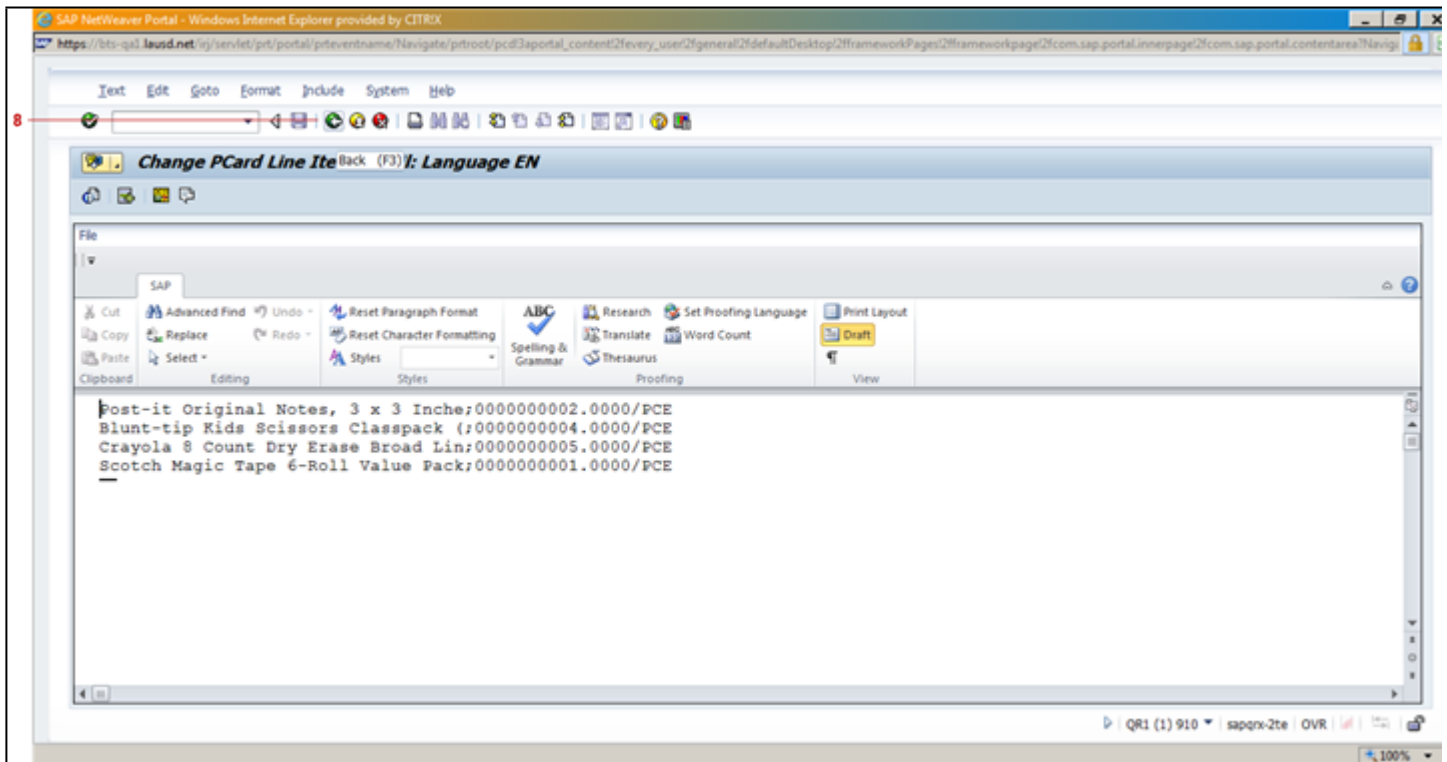


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8. Click the  button to return to the previous screen.



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Transaction Code: UWL

Texts in Accounting Document - \\Remote

S	L..	Description	1st line	M
		Correspondence		☐
		Note		☐
		Payment advice information		☐
		Invoice Billing Text		☐
	EN	PCard Line Item Detail	Post-it Original Notes, 3 x 3 Inche;0000	☒
	EN	PCard - Merchant Description	AMAZON.COM	☐
	EN	PCard - MCC Code	5661	☐
				☐
				☐
				☐
				☐

9. Click the  button to continue and return to the P-Card document.



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Document Edit Goto Extras Settings Environment System Help

https://bts-qsl.lausd.net/ty/servlet/prt/portal/prteventname/Navigate/prtroot/pcd3aportal_content2fevery_user2fgeneral2fdefaultDesktop2f2fframeworkPages2fframeworkpage2fcom.sap.portal.innerpage2fcom.sap.portal.contentarea?Navi

Edit Parked Vendor Invoice 5900000834 1000 2014

Tree on Simulate Save as completed Editing options

Transactn Invoice Save parked document as completed (Ctrl+Shift+F6)

Basic data Payment Details Workflow Tax W.

Vendor 7000001011 SGL Ind Reference 2014/01/000002

Invoice date 07/19/2013 Posting Date 08/06/2013 DocumentNo 5900000834

Amount 204.30 Tax Amount 0.00 Text AMAZON.COM

Payment terms Due immediately Baseline Date 07/19/2013

Vendor Address: JOHN SMITH, XXXX-XXXX-XXXX-4456, Exp 2015/08, 213-241-0525

1 Items (Screen Variant : ZAP_FV60_SCRB_PCARD)

RP	S...	D/C	G/L acct	Short Text	T.	Tax jurisdicn code	Amount in doc.curr.	Fund	Func. Area	Cc
	Debit		430010	Instr Mat-Ge.			204.30	010-0000	1110-1000-14170	18
	Debit									
	Debit									
	Debit									

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10. Click the Save as completed button to save the P-Card document.



Attachments can be viewed by selecting the Services Object button, clicking the attachment list menu item to view the attachment.



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Doc. Number	Document Type	Vendor	Reference	Debit Total
5900000834	KC	7000001011	2014/01/000002	204.30

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver				OO A	John Smith	08/06/2013 07:41:23	
Second Approver	APPRO...	Approval Manager	1056701	OO		00:00:00	00:00:00

Reviewers Preview	UserID	Name	Position	Location of Position
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User Comments

Comments History

Approve Reject Save Approvers/Reviewers

11. As required, complete/review the following fields:

Field	R/O/C	Description
SAP - \\Remote	R	Example: Use grant funding.  Approving Official can enter reason for rejecting the document in the User Comments text box.

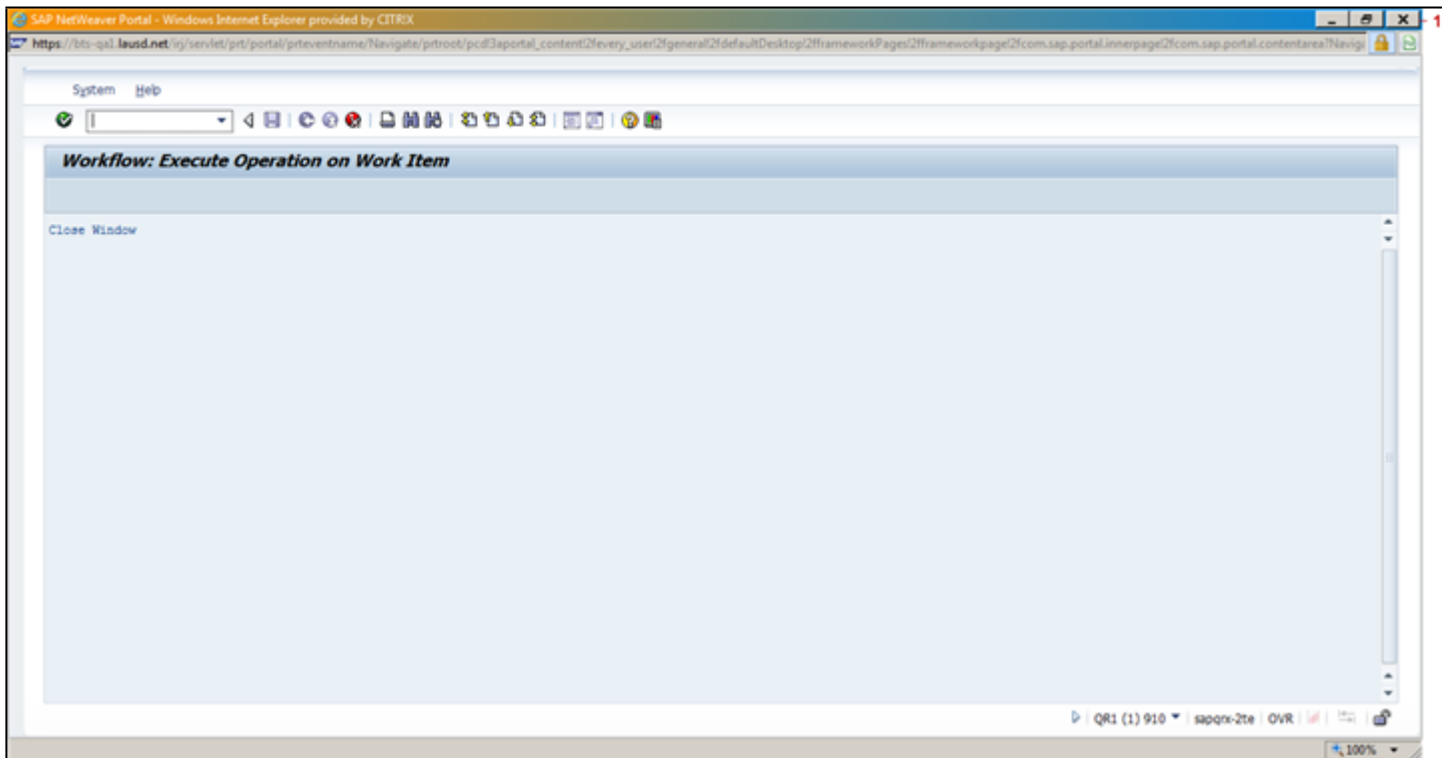


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12. Click the  button to close this screen and return to the Universal WorkList.



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Universal Worklist - SAP NetWeaver Portal - Windows Internet E - \\Remote

Universal Worklist - SAP NetWeaver Portal - Windows Internet Explorer provided by CITRIX

https://bits-qa1.lausd.net/ig/portal

Universal Worklist - SAP N...

Welcome Approval Manager

Home | Reports

Home | Universal Worklist

Universal Worklist

History | BackForward

Tasks (5 / 5) Alerts Notifications SAPOffice Mails

Show: New and In Progress Tasks (5 / 5) All

Subject	From	Sent Date	Priority	Due Date	Status
Approve P-Card document number 5900000834	MEDINA, SANDRA	Today	Medium		New
Approve P-Card document number 5900000836	MEDINA, SANDRA	Jul 31, 2013	Medium		New
Approve P-Card document number 5900000821	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Release Journal 1000164377	RF826_ALL	Jul 2, 2013	Medium		New
Release Journal 1000164371	LEE, MAY	Jul 1, 2013	Medium		New

Approve P-Card document number 5900000834

Sent Date: Today By MEDINA, SANDRA

Priority: Medium

Status: New

Description: Document Type: KC
Document Number: 5900000834
Reference No: 2014/01/000002
Vendor Account: 7000001011
Vendor Name: JOHN SMITH
Invoice Amount: 204.30
Originator: US
Header Text: 55432862290000406746E26

13. Click the  button to refresh the Universal WorkList.



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End of simulation.

The screenshot shows the SAP Universal Worklist interface. The left sidebar contains navigation links: Home, Reports, Universal Worklist, and Portal Favorites. The main content area displays a list of tasks under the 'Tasks (4/4)' tab. The tasks are filtered to show 'New and In Progress Tasks (4/4)'. The task list includes:

Subject	From	Sent Date	Priority	Due Date	Status
Approve P-Card document number 5900000836	MEDINA, SANDRA	Jul 31, 2013	Medium		New
Approve P-Card document number 5900000821	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Release Journal 1000164377	RF828_ALL	Jul 2, 2013	Medium		New
Release Journal 1000164371	LEE, MAY	Jul 1, 2013	Medium		New

Below the task list, the details for the selected task 'Approve P-Card document number 5900000836' are shown:

Approve P-Card document number 5900000836
Sent Date: Jul 31, 2013 By MEDINA, SANDRA
Status: New
Priority: Medium
Description: Document Type: KC
Document Number: 5900000836
Reference No: 2014/01/000004
Vendor Account: 7000001011
Vendor Name: JOHN SMITH
Invoice Amount: 196.04
Originator: US
Header Text: 55432862290000406748E29
Attachments:



The P-Card document has been removed from the Approver's Universal WorkList and sent to the Reconciler's Universal WorkList.



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Result

You have successfully rejected a P-Card document.