Business Process Procedure

P-Card Approver - Approve WinGui Transaction Code: UWL

Purpose

Use this procedure to approve a reconciled P-Card document.

Trigger

Perform this procedure when a P-Card document has been reconclied and the approval workflow has been initiated.

Prerequisites

- The P-Card document has been reconciled and submitted by the Reconciler for approval.

Menu Path

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

- Home
- Universal Worklist

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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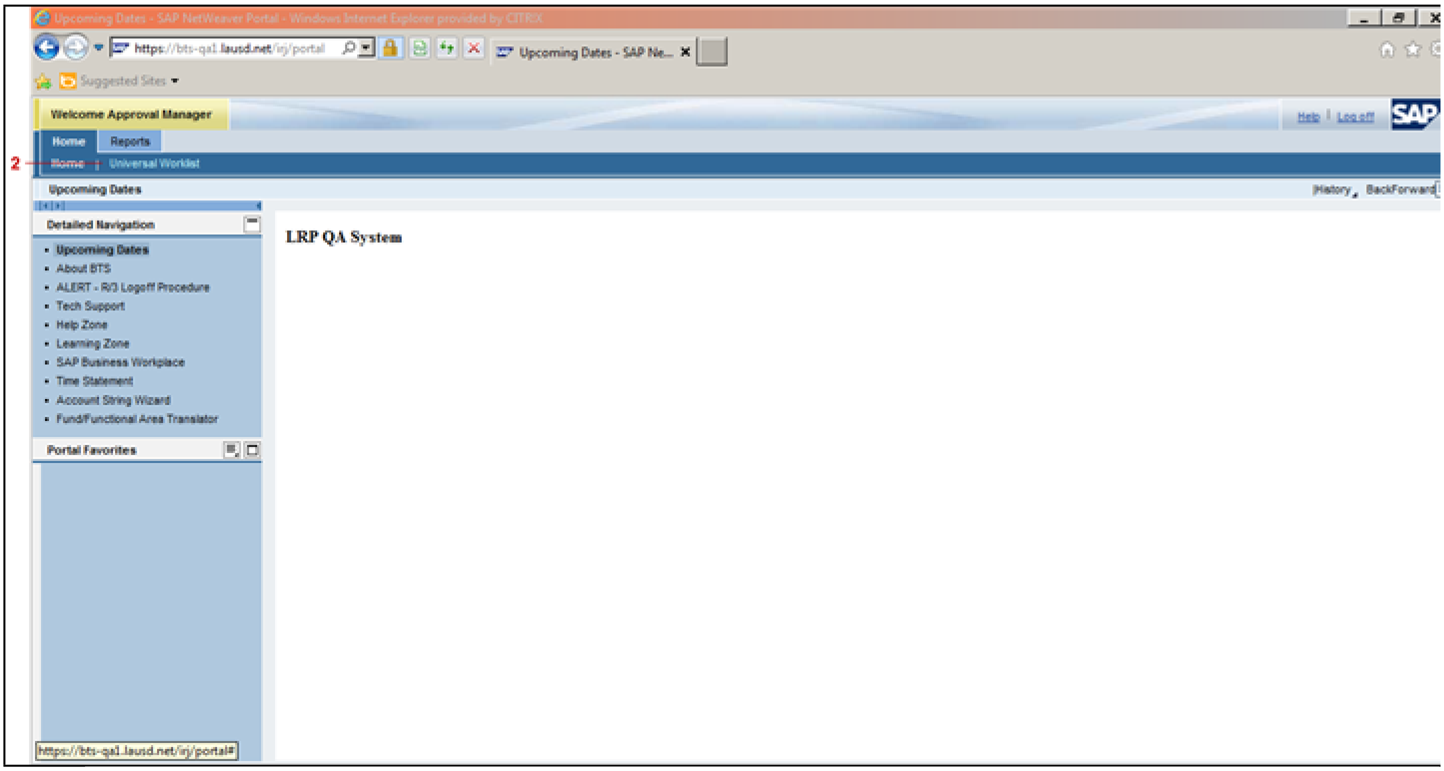
Procedure

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 process P-Card charges.

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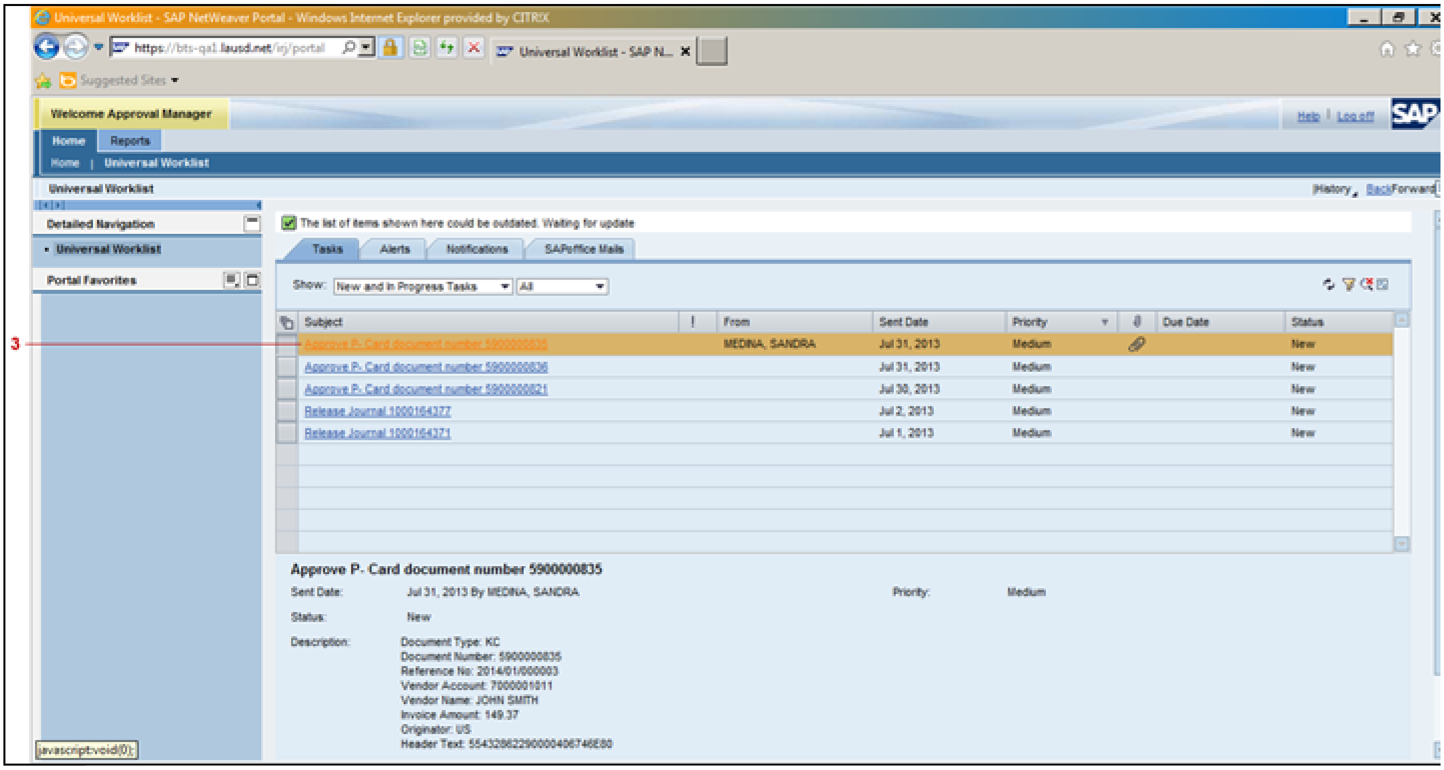
Universal Worklist - SAP NetWeaver Portal - Windows Internet E - \\Remote



3. Click the Approve P- Card document number 5900000835 link label to open the worklist item.

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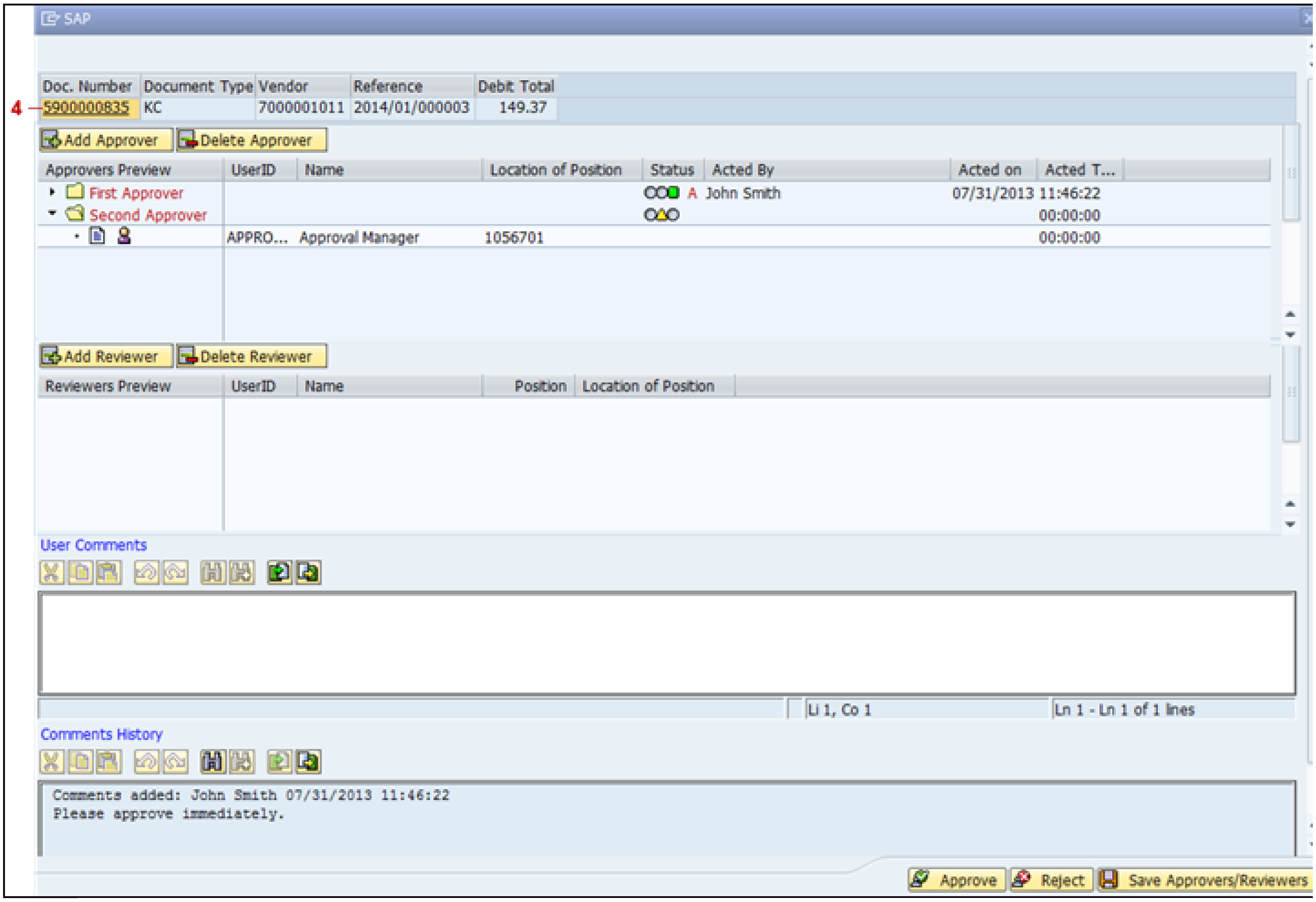
SAP - \\Remote



4. Click the 5900000835 document link to open the P-Card document and process.

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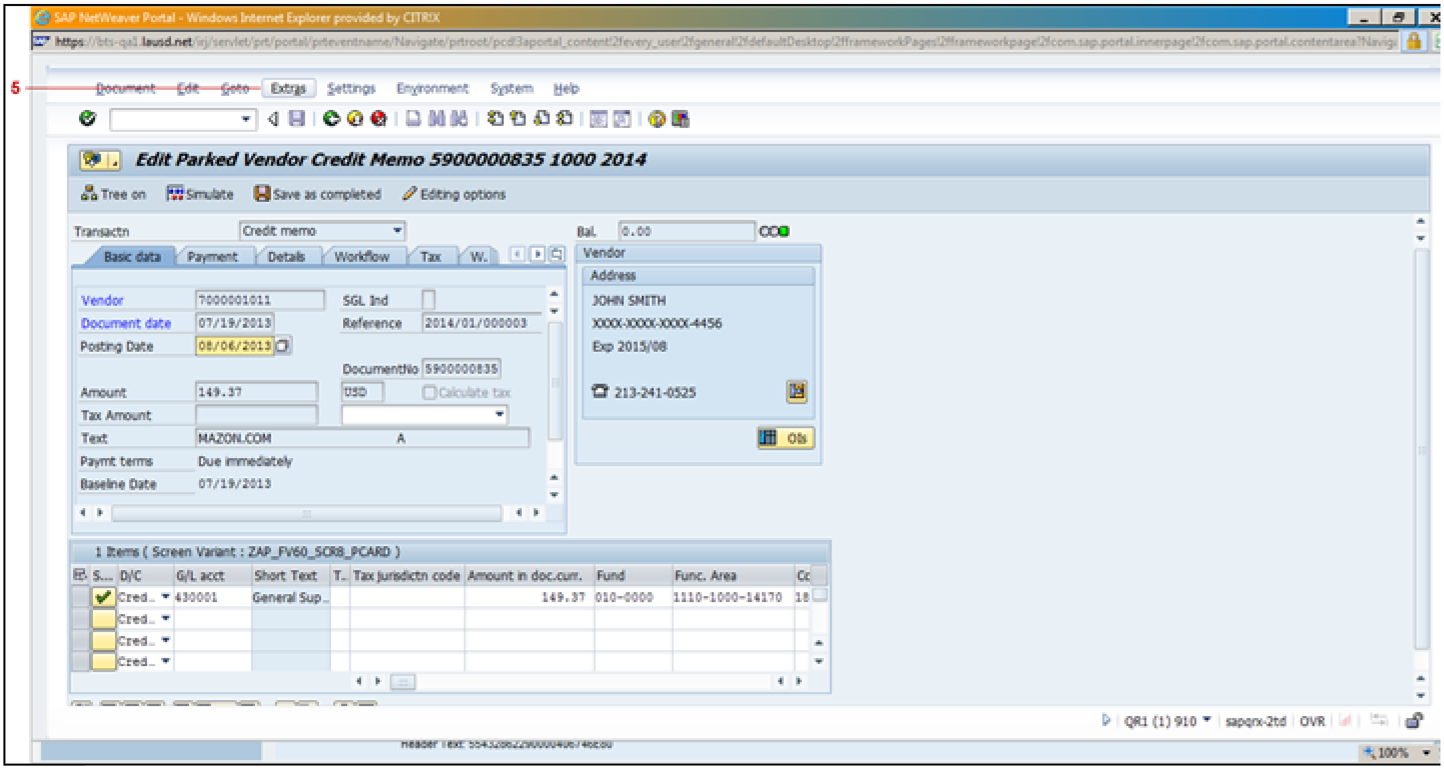
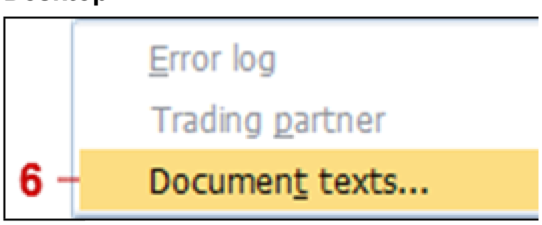
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



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

Desktop



6. Click the Document texts... label to open the document text screen and view the charge details.

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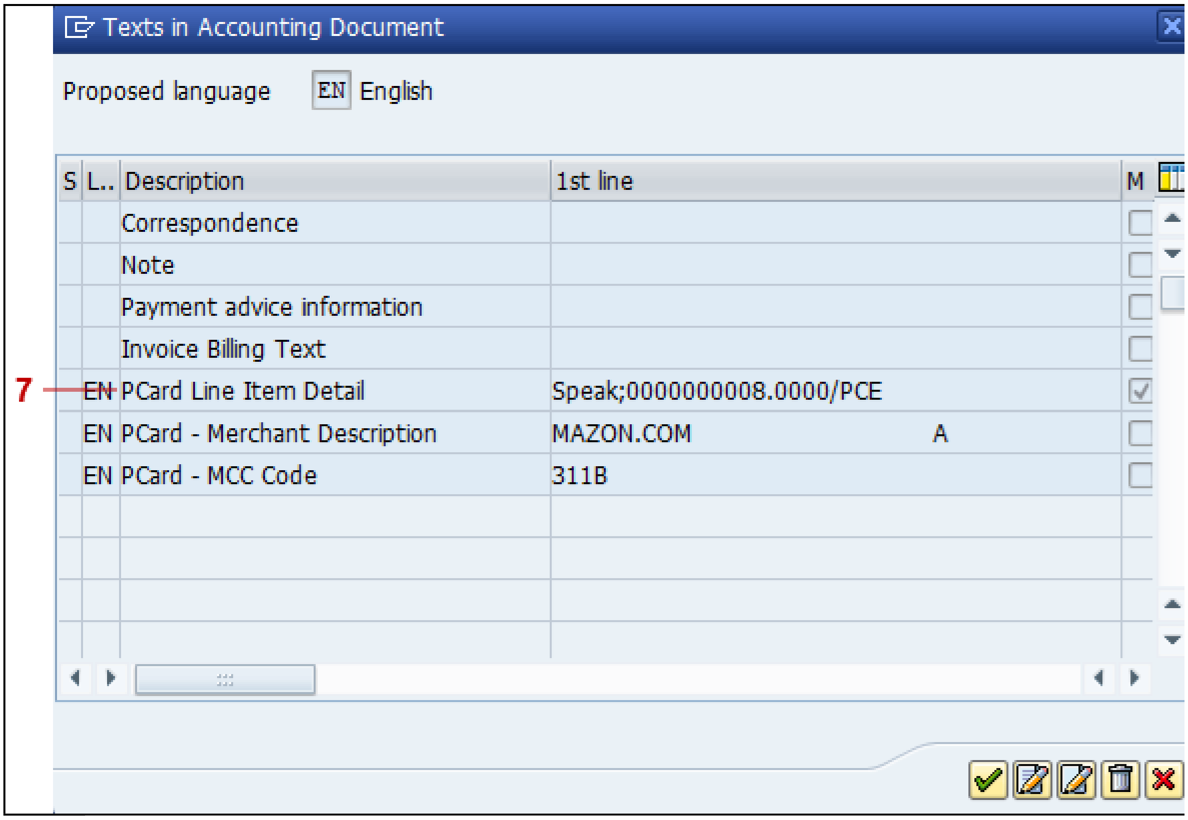
Texts in Accounting Document - \\Remote



7. Double-click the PCard Line Item Detail label to open the line item text screen and view the details of the charges.

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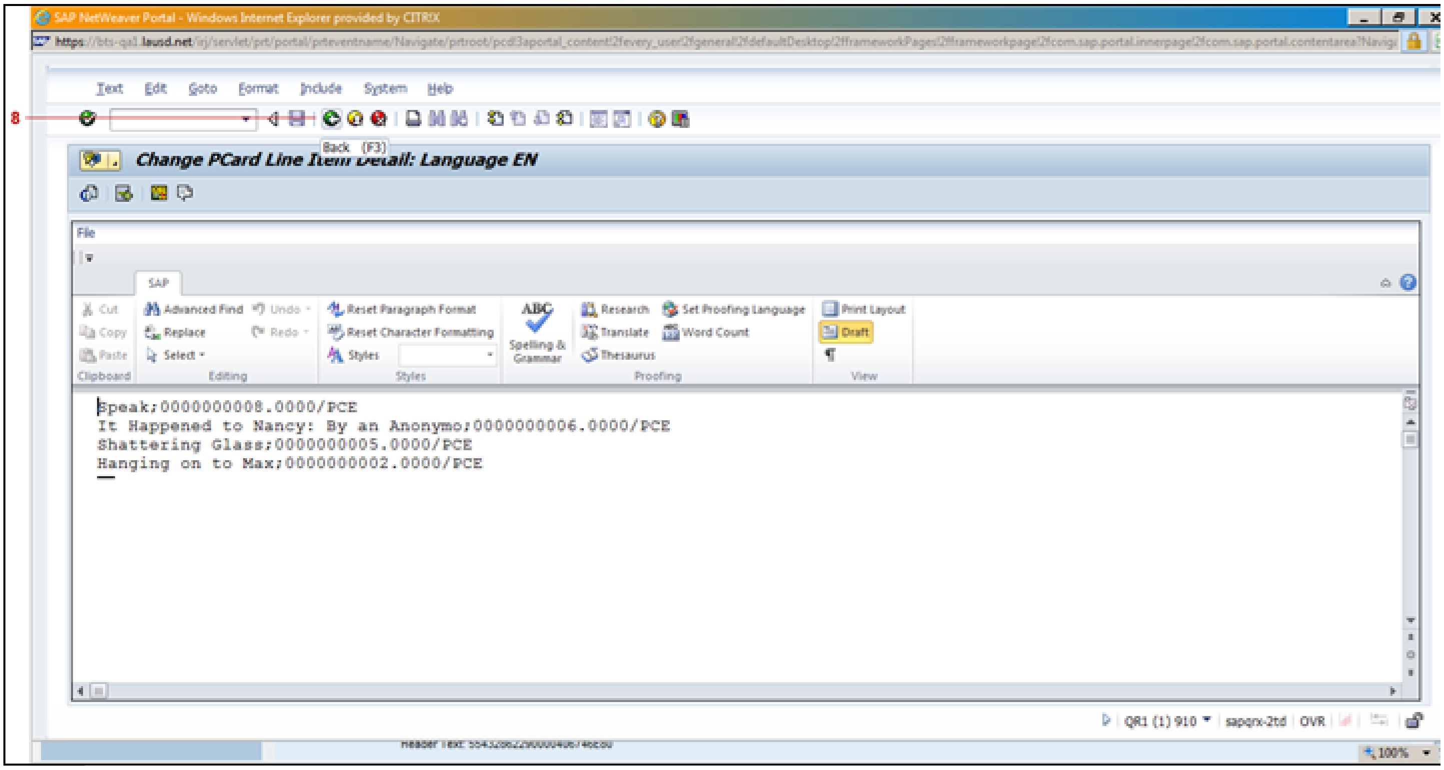
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



8. Click the  button to close the window and return to the Texts in Accounting Document screen.

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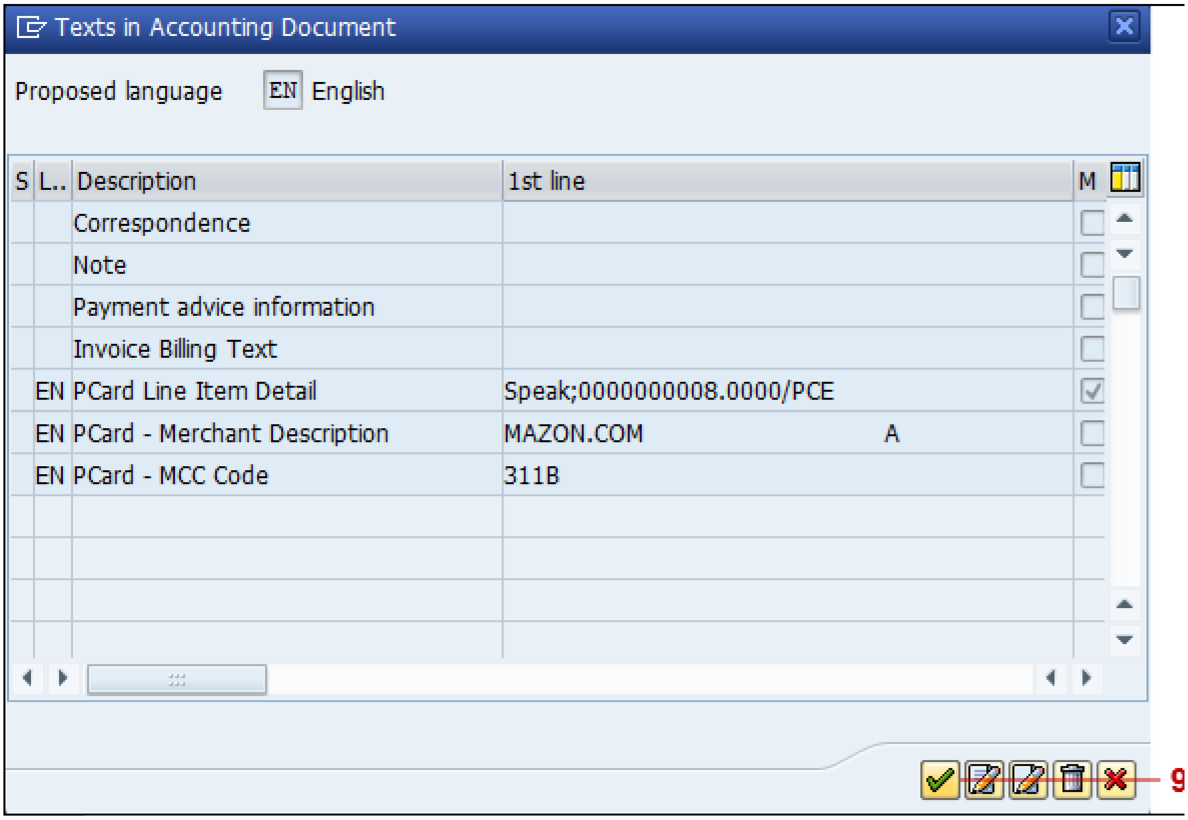
Texts in Accounting Document - \\Remote



9. Click the button to return to the Parked Vendor Invoice screen.

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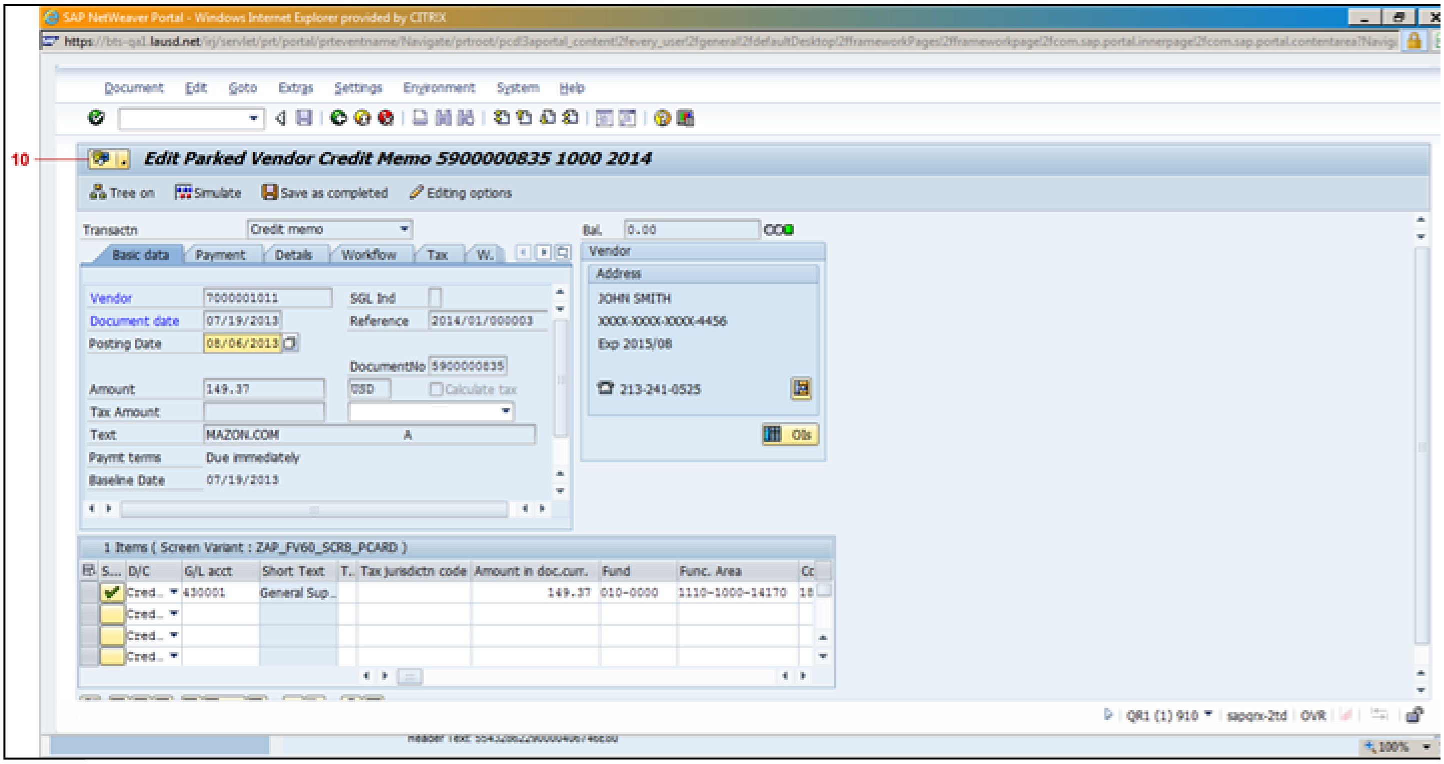
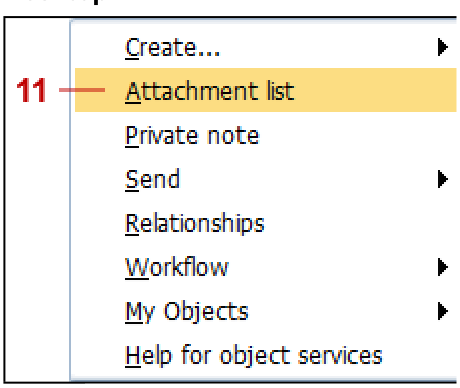
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



10. Click the button to view the sub-menu options.

Desktop



11. Click the Attachment list menu item to view attached documents.

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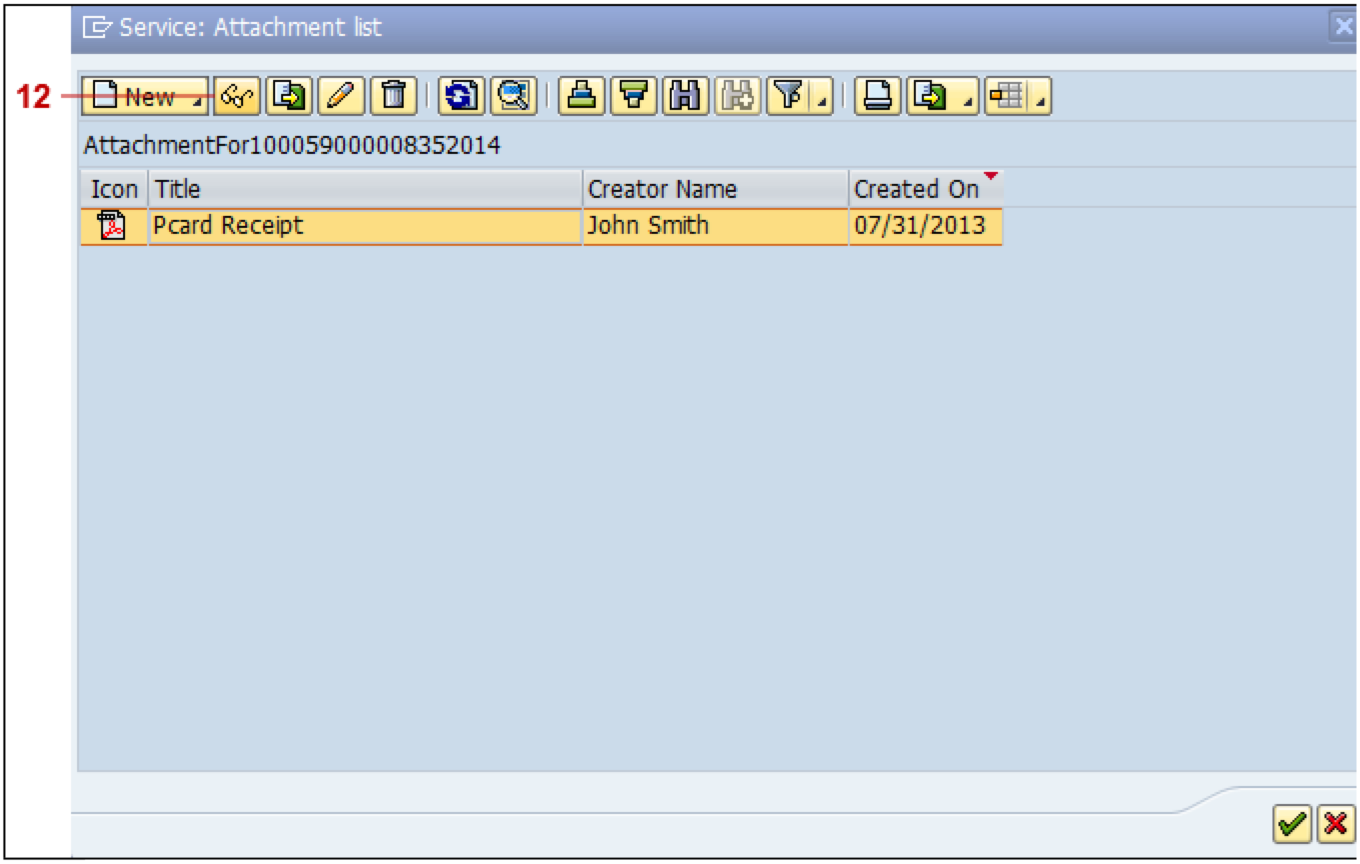
Service: Attachment list - \\Remote



12. Click on the  to view the attached document. Note: the document you want to view must be highlighted.

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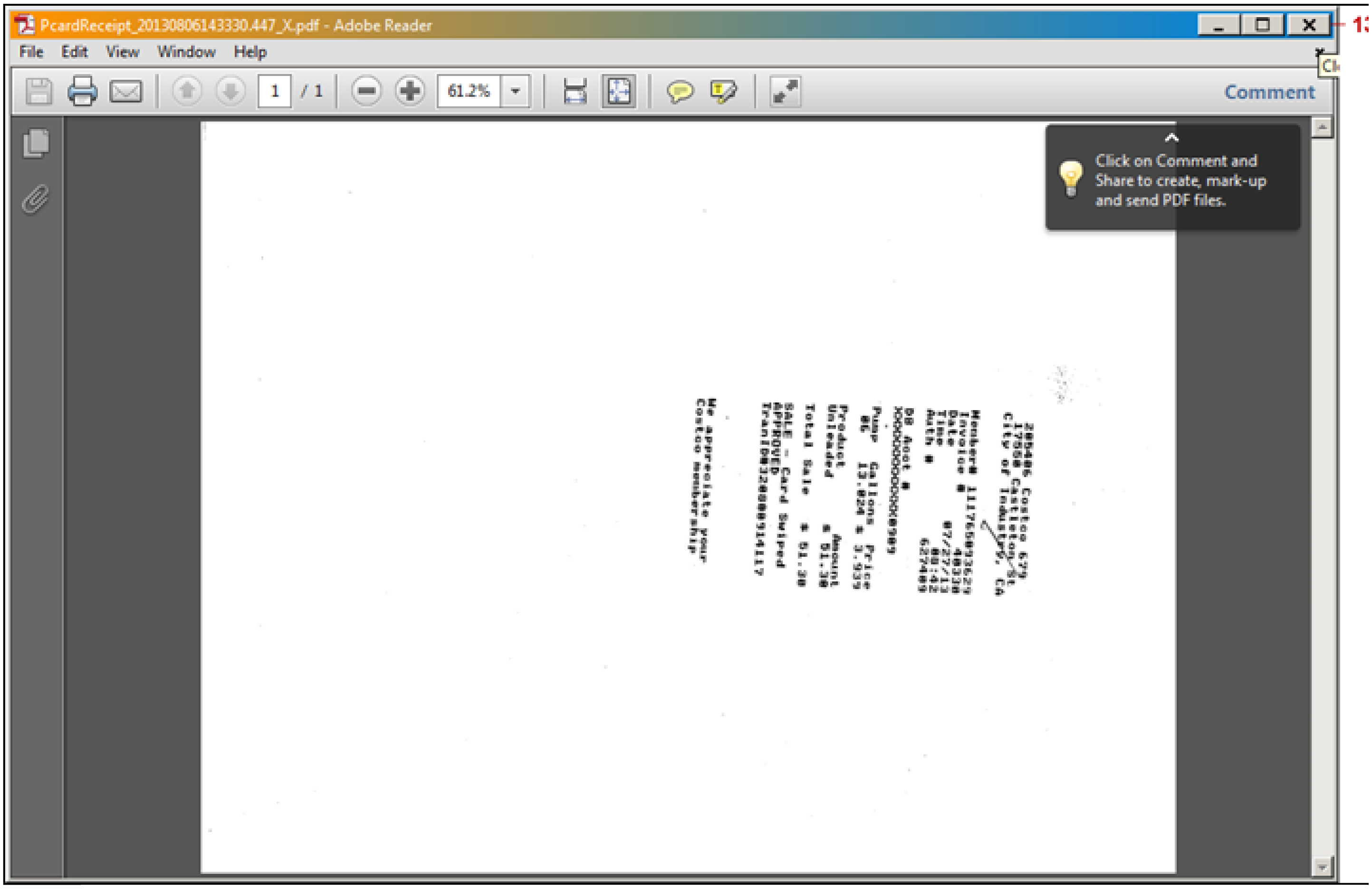
PcardReceipt_20130806143330.447_X.pdf - Adobe Reader - \\Remote



13. Click the X to close and return to the previous screen.

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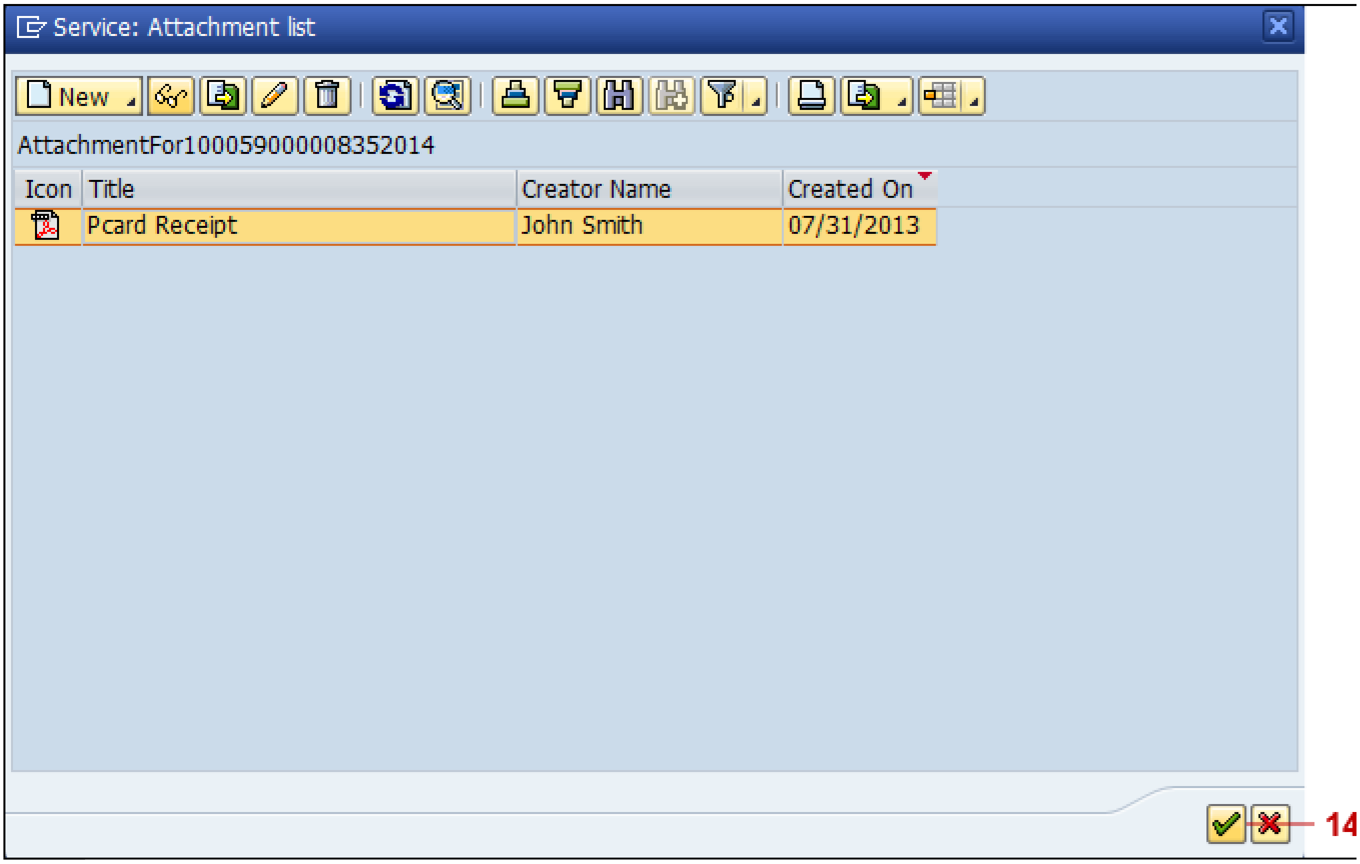
Service: Attachment list - \\Remote



14. Click the ✔ to closed this screen and continue.

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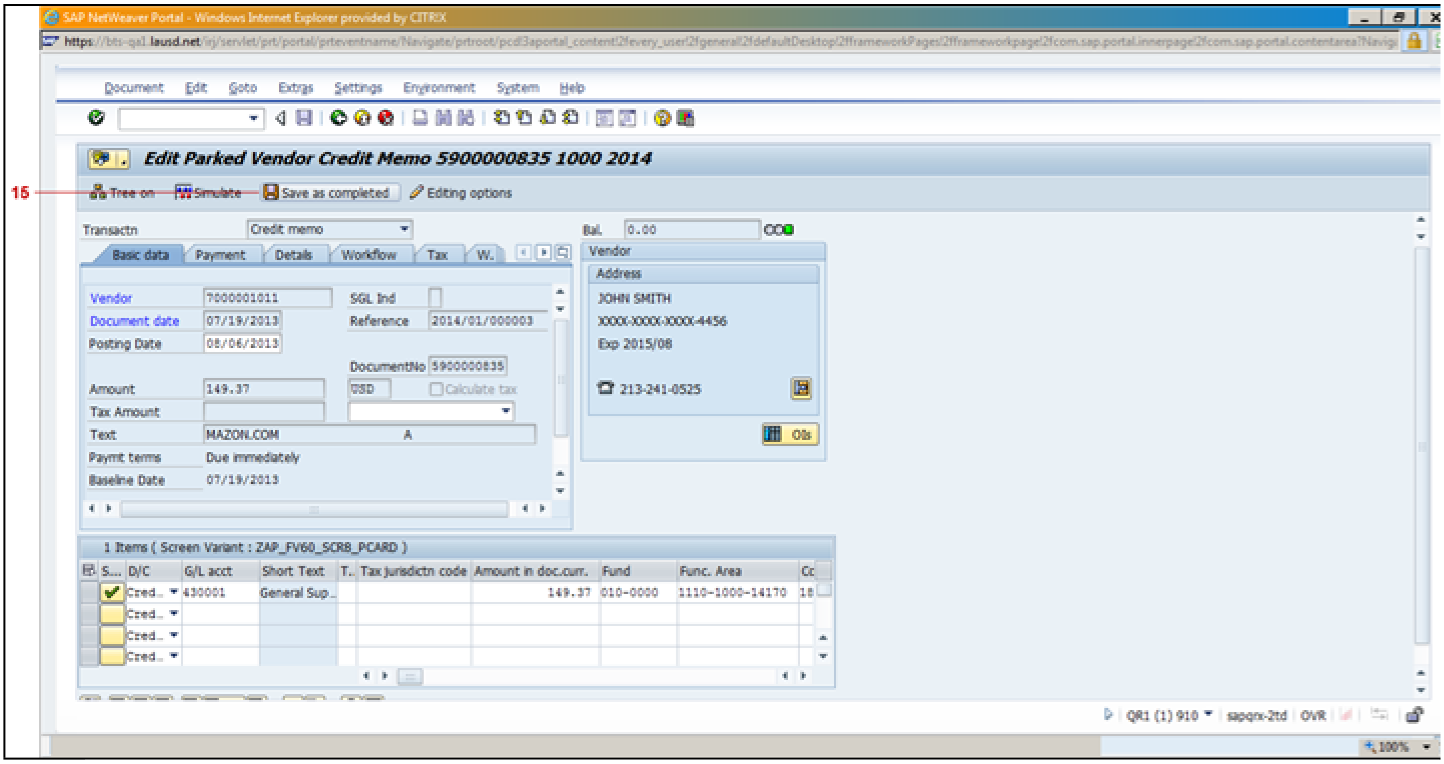
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



15. Click the **Save as completed** button to accept the document and complete the approval process.

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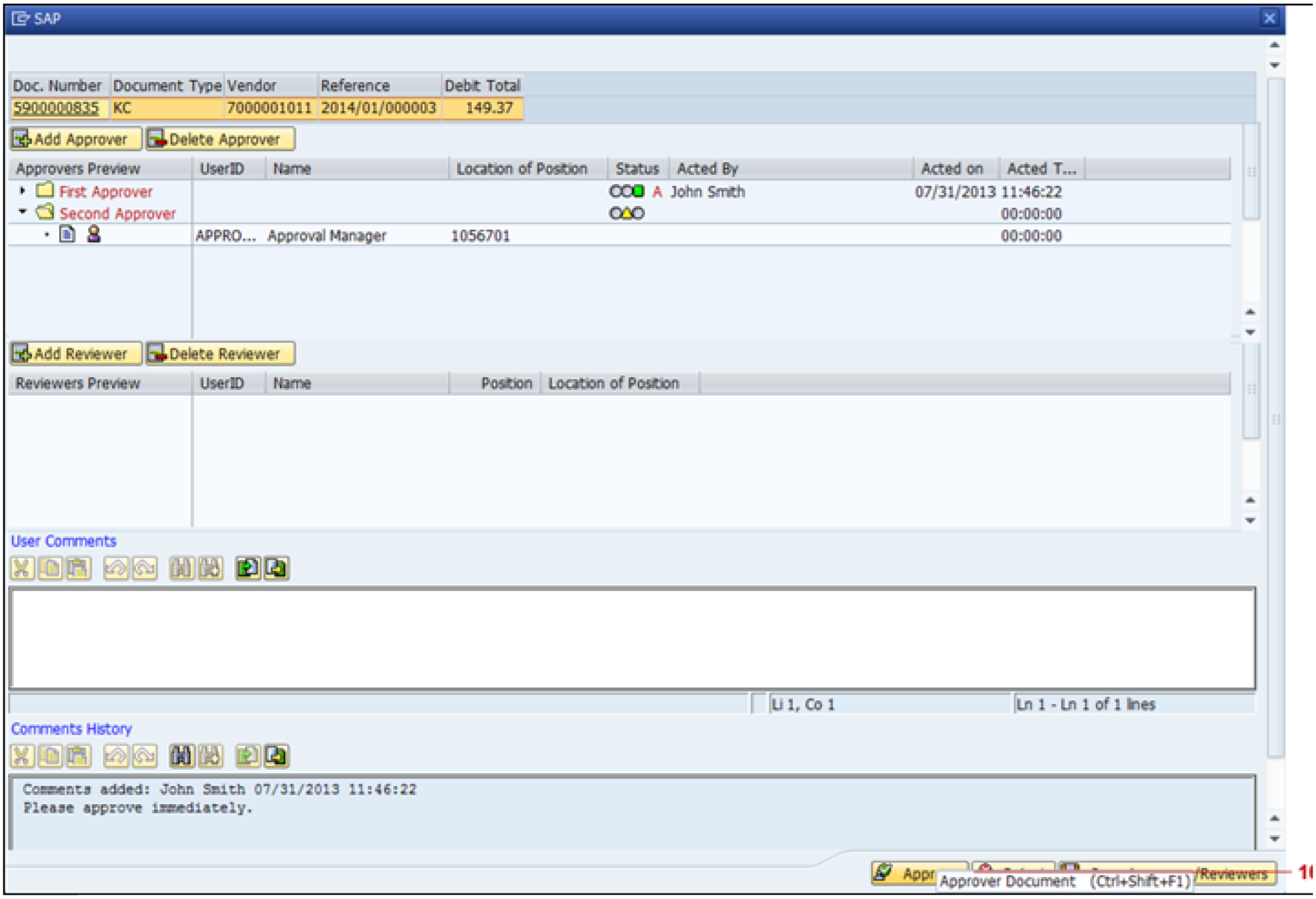
SAP - \\Remote



16. Click the Approve button to approve the document and complete the approval process.

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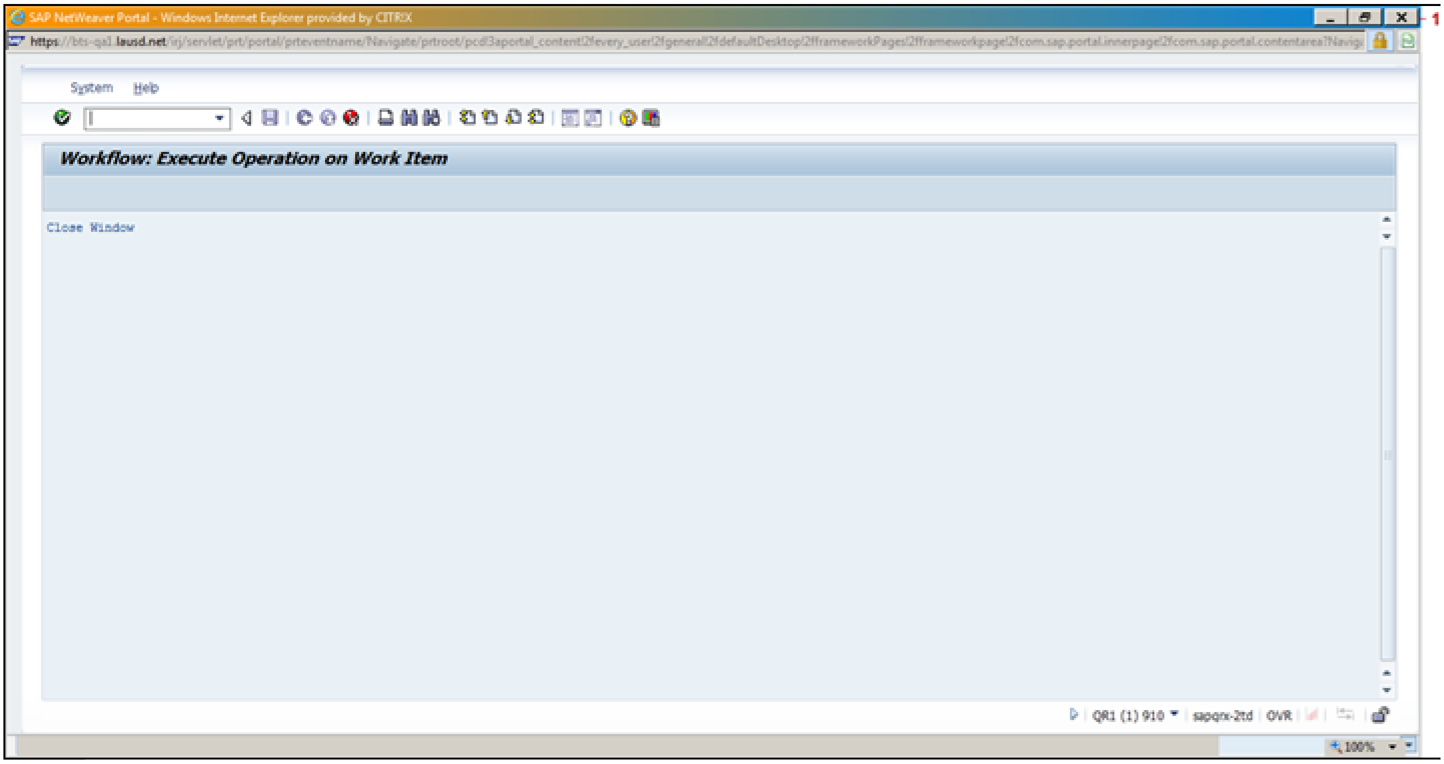
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



17. Click the X button to close this window and return to the Universal WorkList.

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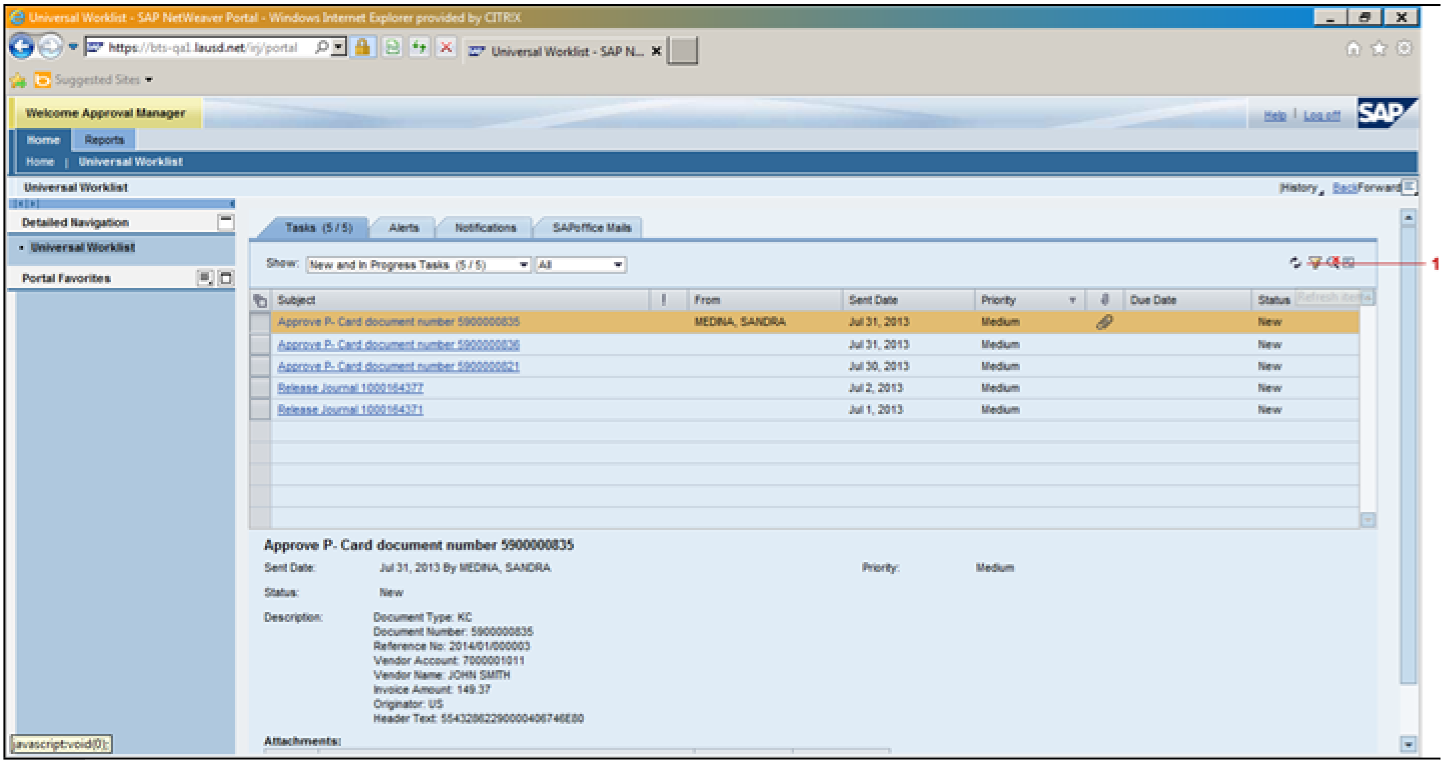
Universal Worklist - SAP NetWeaver Portal - Windows Internet E - \\Remote



18. Click the  button to refresh the Universal WorkList. Document 5900000835 will be removed from this list as the reconciliation process is complete.

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Result

You have successfully approved a P-Card invoice document.