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## 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 reconciled 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 <b>MUST BE</b> completed.     |
| Critical   |  | Indicates that an action <b>MUST NOT BE</b> completed. |
| Shortcut   |  | Indicates a shortcut to a process.                     |



## Business Process Procedure

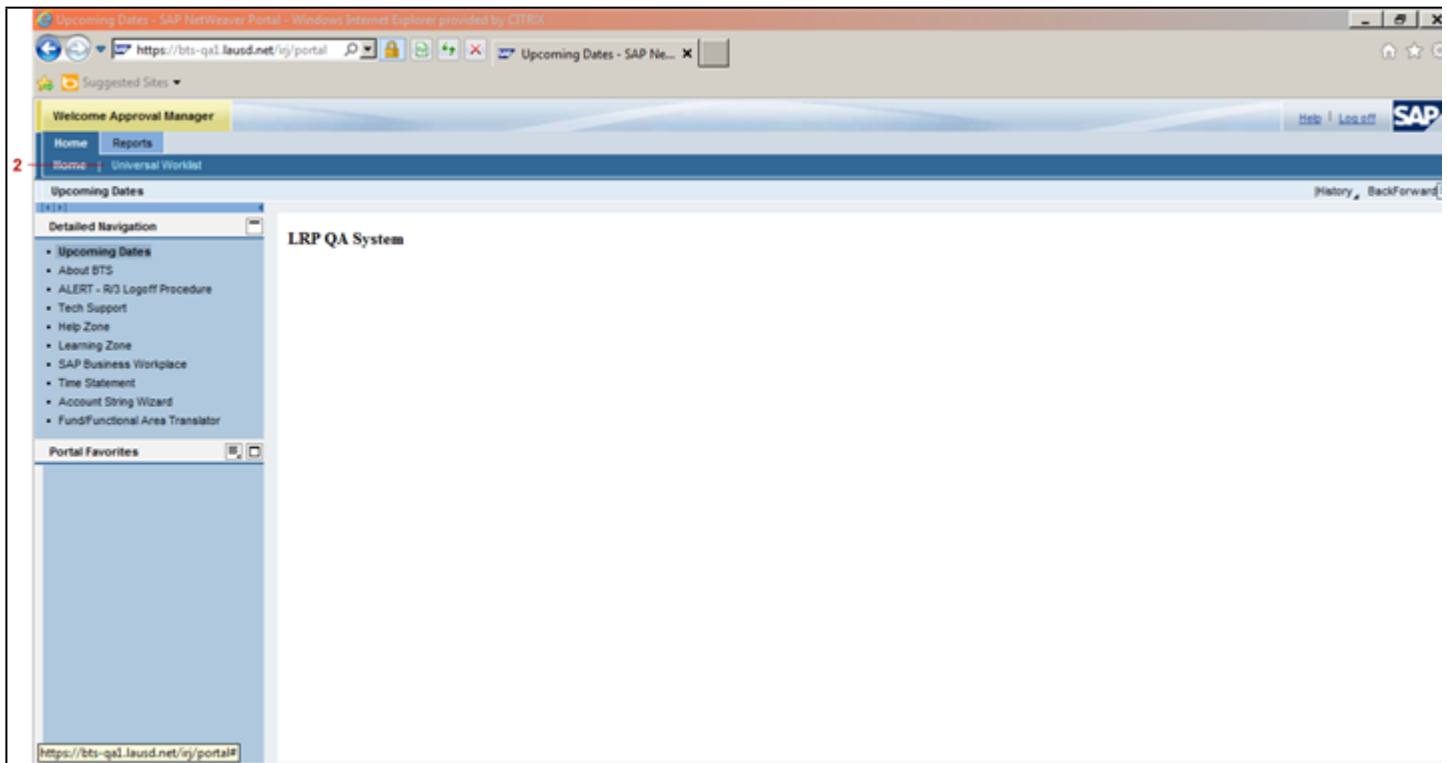
P-Card Approver - Approve WinGui

Transaction Code: UWL

### 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.



## Business Process Procedure

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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://bts-qal.lausd.net/portal

Universal Worklist - SAP N...

Welcome Approval Manager

Home Reports

Home Universal Worklist

Universal Worklist

Detailed Navigation

Universal Worklist

Portal Favorites

The list of items shown here could be outdated. Waiting for update

Tasks Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks All

| Subject                                                   | From           | Sent Date    | Priority | Due Date | Status |
|-----------------------------------------------------------|----------------|--------------|----------|----------|--------|
| <a href="#">Approve P-Card document number 5900000835</a> | MEDINA, SANDRA | Jul 31, 2013 | Medium   |          | New    |
| <a href="#">Approve P-Card document number 5900000836</a> |                | Jul 31, 2013 | Medium   |          | New    |
| <a href="#">Approve P-Card document number 5900000821</a> |                | Jul 30, 2013 | Medium   |          | New    |
| <a href="#">Release Journal 1000164377</a>                |                | Jul 2, 2013  | Medium   |          | New    |
| <a href="#">Release Journal 1000164371</a>                |                | Jul 1, 2013  | Medium   |          | New    |

Approve P-Card document number 5900000835

Sent Date: Jul 31, 2013 By MEDINA, SANDRA

Priority: Medium

Status: New

Description: Document Type: KC  
Document Number: 5900000835  
Reference No: 2014/01/000003  
Vendor Account: 7000001011  
Vendor Name: JOHN SMITH  
Invoice Amount: 149.37  
Originator: US  
Header Text: 55432062290000406746E80

- Click the [Approve P-Card document number 5900000835](#) link label to open the worklist item.



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SAP - \\Remote

Doc. Number Document Type Vendor Reference Debit Total

4 5900000835 KC 7000001011 2014/01/000003 149.37

Add Approver Delete Approver

Approvers Preview

| UserID | Name     | Location of Position | Status | Acted By   | Acted on            | Acted T... |
|--------|----------|----------------------|--------|------------|---------------------|------------|
|        |          |                      | OOO A  | John Smith | 07/31/2013 11:46:22 |            |
|        |          |                      | OOO    |            | 00:00:00            |            |
|        | APPRO... | Approval Manager     |        |            | 00:00:00            |            |

Add Reviewer Delete Reviewer

Reviewers Preview

| UserID | Name | Position | Location of Position |
|--------|------|----------|----------------------|
|--------|------|----------|----------------------|

User Comments

Comments History

Comments added: John Smith 07/31/2013 11:46:22  
Please approve immediately.

Approve Reject Save Approvers/Reviewers

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



## Business Process Procedure

P-Card Approver - Approve WinGui

Transaction Code: UWL

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

5

Document Edit Extras Settings Environment System Help

**Edit Parked Vendor Credit Memo 5900000835 1000 2014**

Tree on Simulate Save as completed Editing options

Transactn Credit memo Bal. 0.00

Vendor 7000001011 SGL Ind Reference 2014/01/000003

Document date 07/19/2013 Posting Date 08/06/2013 DocumentNo 5900000835

Amount 149.37 Tax Amount USD Calculate tax

Text MAZON.COM A

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 |
|----|------|-----|----------|----------------|-----------------------|---------------------|----------|-----------------|----|
|    |      |     | 430001   | General Sup... |                       | 149.37              | 010-0000 | 1110-1000-14170 | 18 |
|    |      |     |          |                |                       |                     |          |                 |    |
|    |      |     |          |                |                       |                     |          |                 |    |
|    |      |     |          |                |                       |                     |          |                 |    |

QR1 (1) 910 sapqns-2td OVR

5. Click the **Extras** button 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 and view the charge details.



## Business Process Procedure

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### Texts in Accounting Document - \\Remote

| S | L.. | Description                  | 1st line                  | M                                   |
|---|-----|------------------------------|---------------------------|-------------------------------------|
|   |     | Correspondence               |                           | <input type="checkbox"/>            |
|   |     | Note                         |                           | <input type="checkbox"/>            |
|   |     | Payment advice information   |                           | <input type="checkbox"/>            |
|   |     | Invoice Billing Text         |                           | <input type="checkbox"/>            |
| 7 | EN  | PCard Line Item Detail       | Speak;0000000008.0000/PCE | <input checked="" type="checkbox"/> |
|   | EN  | PCard - Merchant Description | MAZON.COM A               | <input type="checkbox"/>            |
|   | EN  | PCard - MCC Code             | 311B                      | <input type="checkbox"/>            |
|   |     |                              |                           |                                     |
|   |     |                              |                           |                                     |
|   |     |                              |                           |                                     |
|   |     |                              |                           |                                     |

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

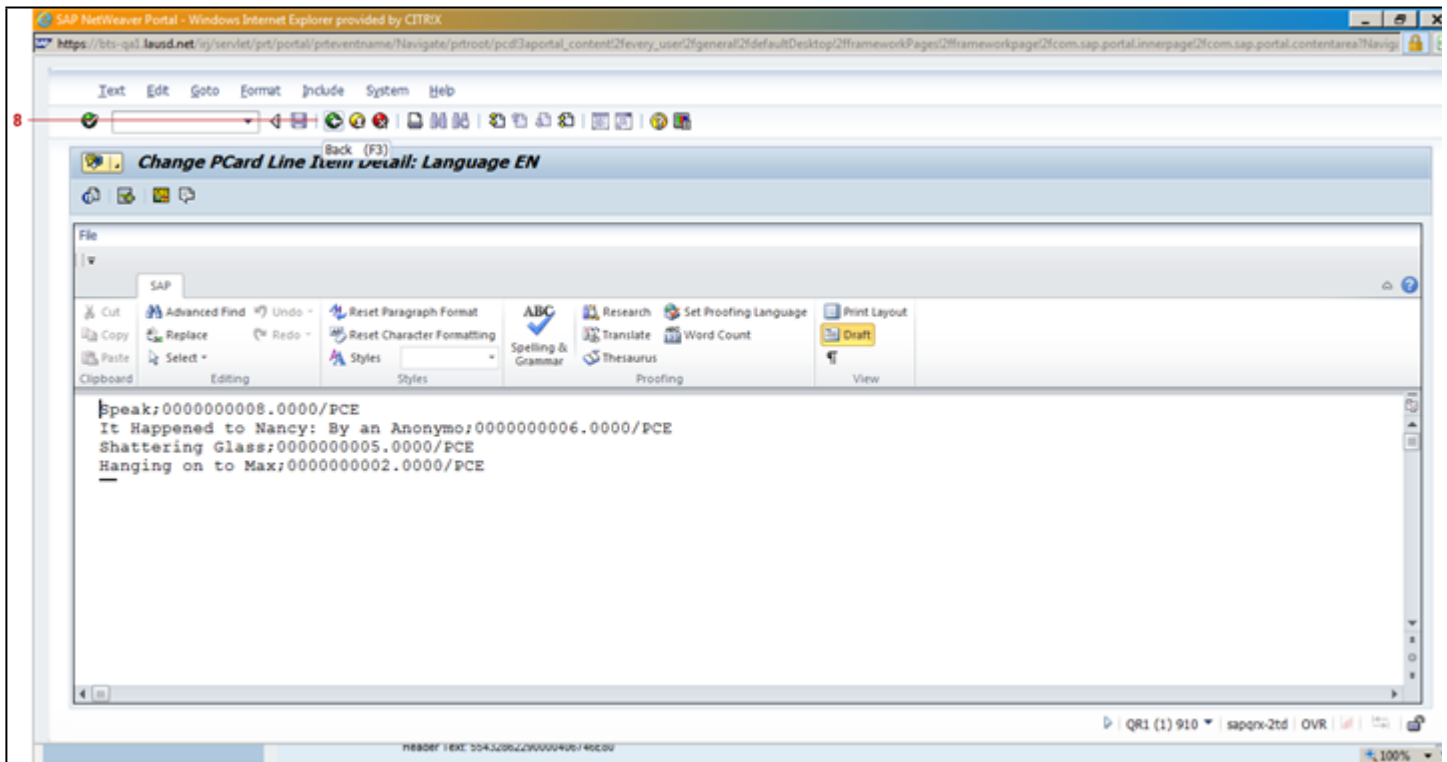


## Business Process Procedure

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Transaction Code: UWL

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.



## Business Process Procedure

P-Card Approver - Approve WinGui

Transaction Code: UWL

### Texts in Accounting Document - \\Remote

| S | L.. | Description                  | 1st line                  | M                                   |
|---|-----|------------------------------|---------------------------|-------------------------------------|
|   |     | Correspondence               |                           | <input type="checkbox"/>            |
|   |     | Note                         |                           | <input type="checkbox"/>            |
|   |     | Payment advice information   |                           | <input type="checkbox"/>            |
|   |     | Invoice Billing Text         |                           | <input type="checkbox"/>            |
|   | EN  | PCard Line Item Detail       | Speak;0000000008.0000/PCE | <input checked="" type="checkbox"/> |
|   | EN  | PCard - Merchant Description | MAZON.COM A               | <input type="checkbox"/>            |
|   | EN  | PCard - MCC Code             | 311B                      | <input type="checkbox"/>            |
|   |     |                              |                           | <input type="checkbox"/>            |
|   |     |                              |                           | <input type="checkbox"/>            |
|   |     |                              |                           | <input type="checkbox"/>            |
|   |     |                              |                           | <input type="checkbox"/>            |

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



## Business Process Procedure

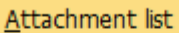
P-Card Approver - Approve WinGui

Transaction Code: UWL

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

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

#### Desktop

11. Click the  menu item to view attached documents.

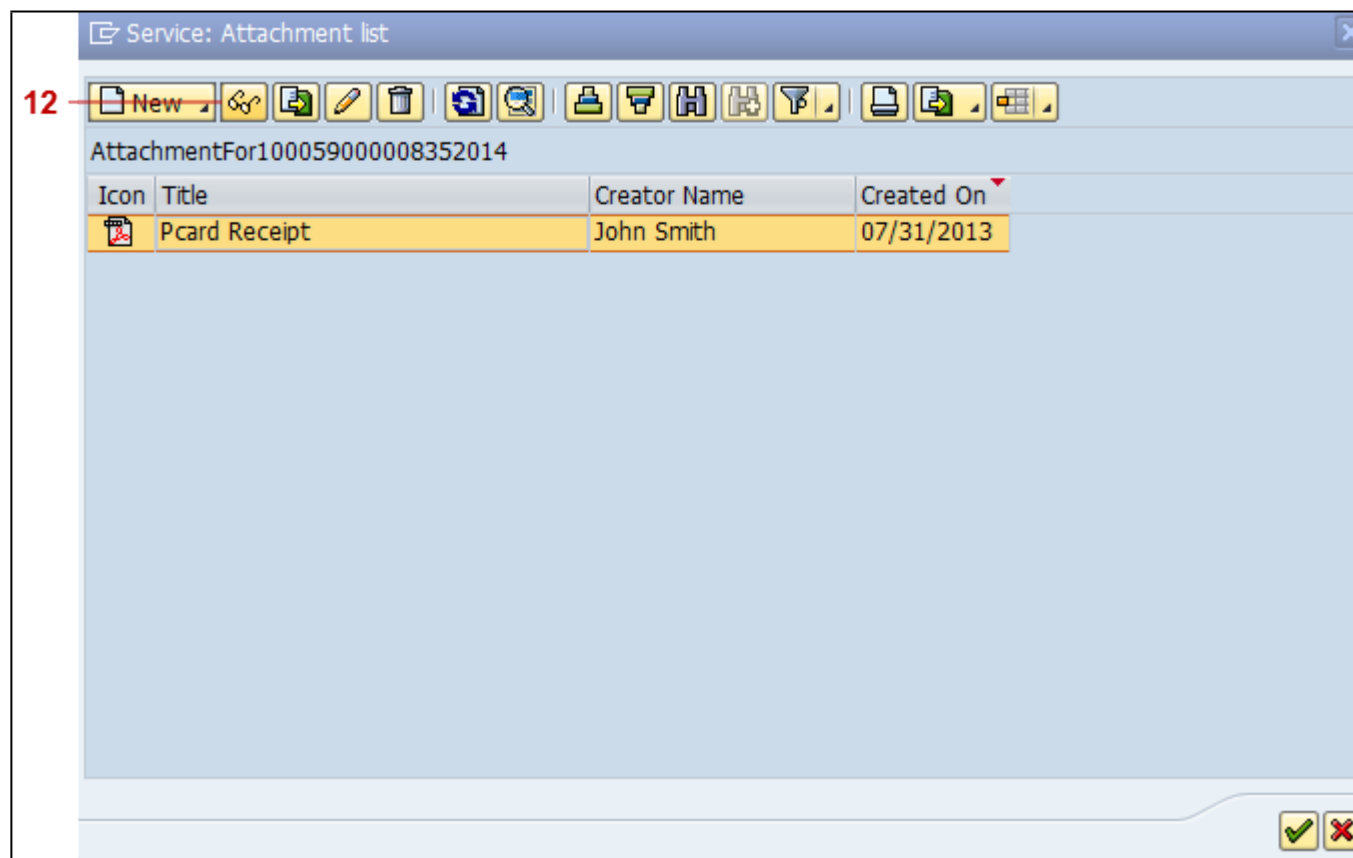


## Business Process Procedure

P-Card Approver - Approve WinGui

Transaction Code: UWL

Service: Attachment list - \\Remote



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





## Business Process Procedure

P-Card Approver - Approve WinGui

Transaction Code: UWL

Service: Attachment list - \\Remote

| Icon | Title         | Creator Name | Created On |
|------|---------------|--------------|------------|
|      | Pcard Receipt | John Smith   | 07/31/2013 |

14. Click the to closed this screen and continue.



## Business Process Procedure

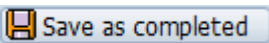
P-Card Approver - Approve WinGui

Transaction Code: UWL

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

The screenshot shows the SAP NetWeaver Portal interface for editing a parked vendor credit memo. The form is titled "Edit Parked Vendor Credit Memo 5900000835 1000 2014". A red line points to the "Save as completed" button in the top toolbar. The form contains various fields for vendor information, document details, and a table for line items.

| RP | S... | D/C    | G/L acct | Short Text     | T... | Tax jurisdicn code | Amount in doc.curr. | Fund     | Func. Area      | Cc |
|----|------|--------|----------|----------------|------|--------------------|---------------------|----------|-----------------|----|
|    | ✓    | Cred.. | 430001   | General Sup... |      |                    | 149.37              | 010-0000 | 1110-1000-14170 | 18 |
|    |      | Cred.. |          |                |      |                    |                     |          |                 |    |
|    |      | Cred.. |          |                |      |                    |                     |          |                 |    |
|    |      | Cred.. |          |                |      |                    |                     |          |                 |    |

15. Click the  button to accept the document and complete the approval process.



## Business Process Procedure

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### SAP - \\Remote

Doc. Number Document Type Vendor Reference Debit Total  
5900000835 KC 7000001011 2014/01/000003 149.37

Add Approver Delete Approver

| Approvers Preview | UserID   | Name             | Location of Position | Status | Acted By   | Acted on            | Acted T... |
|-------------------|----------|------------------|----------------------|--------|------------|---------------------|------------|
| First Approver    |          |                  |                      | CC A   | John Smith | 07/31/2013 11:46:22 |            |
| Second Approver   |          |                  |                      | CC     |            | 00:00:00            |            |
|                   | APPRO... | Approval Manager | 1056701              |        |            | 00:00:00            |            |

Add Reviewer Delete Reviewer

| Reviewers Preview | UserID | Name | Position | Location of Position |
|-------------------|--------|------|----------|----------------------|
|-------------------|--------|------|----------|----------------------|

User Comments

Comments History

Comments added: John Smith 07/31/2013 11:46:22  
Please approve immediately.

Approver Document (Ctrl+Shift+F1) Reviewers

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

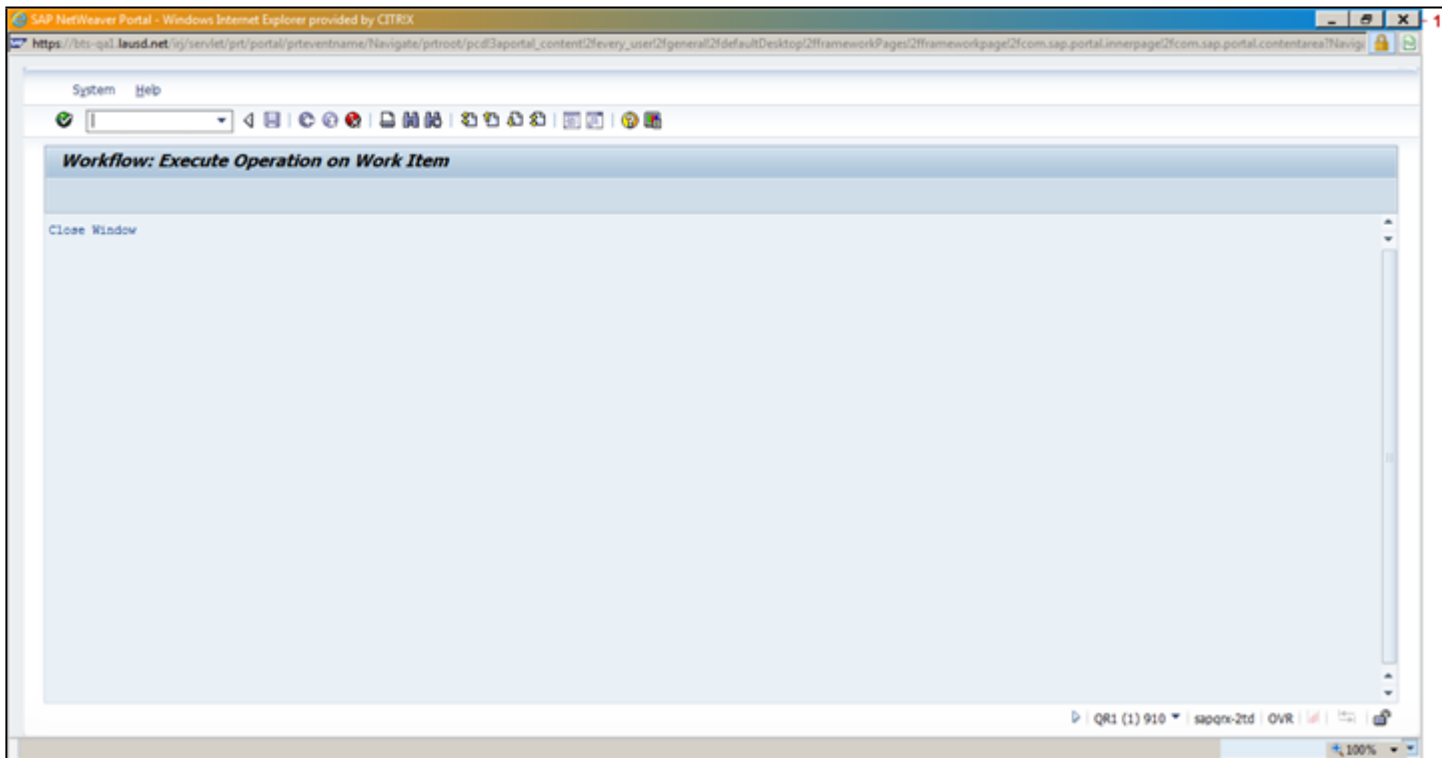


## Business Process Procedure

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



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



## Business Process Procedure

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Transaction Code: UWL

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

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

https://bits-qal.lausd.net/portal

Universal Worklist - SAP N...

Welcome Approval Manager

Home | Universal Worklist

Universal Worklist

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 5900000835 | MEDINA, SANDRA | Jul 31, 2013 | Medium   |          | New    |
| Approve P-Card document number 5900000836 |                | Jul 31, 2013 | Medium   |          | New    |
| Approve P-Card document number 5900000821 |                | Jul 30, 2013 | Medium   |          | New    |
| Release Journal 1000164377                |                | Jul 2, 2013  | Medium   |          | New    |
| Release Journal 1000164371                |                | Jul 1, 2013  | Medium   |          | New    |

Approve P-Card document number 5900000835

Sent Date: Jul 31, 2013 By MEDINA, SANDRA

Priority: Medium

Status: New

Description: Document Type: KC  
Document Number: 5900000835  
Reference No: 2014/01/000003  
Vendor Account: 7000001011  
Vendor Name: JOHN SMITH  
Invoice Amount: 149.37  
Originator: US  
Header Text: 5543286229000406746E80

Attachments:

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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## Business Process Procedure

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### Result

You have successfully approved a P-Card invoice document.