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## Business Process Procedure

P-Card Reconciler - Reconcile WinGui

Transaction Code: UWL

### Purpose

Use this procedure to reconcile P-Card charges.

### Trigger

Perform this procedure when P-Card purchases have been incurred and need to be reconciled.

### Prerequisites

- There must be P-Card charges that need to be reconciled.

### Menu Path

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

- Universal Work List

### 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

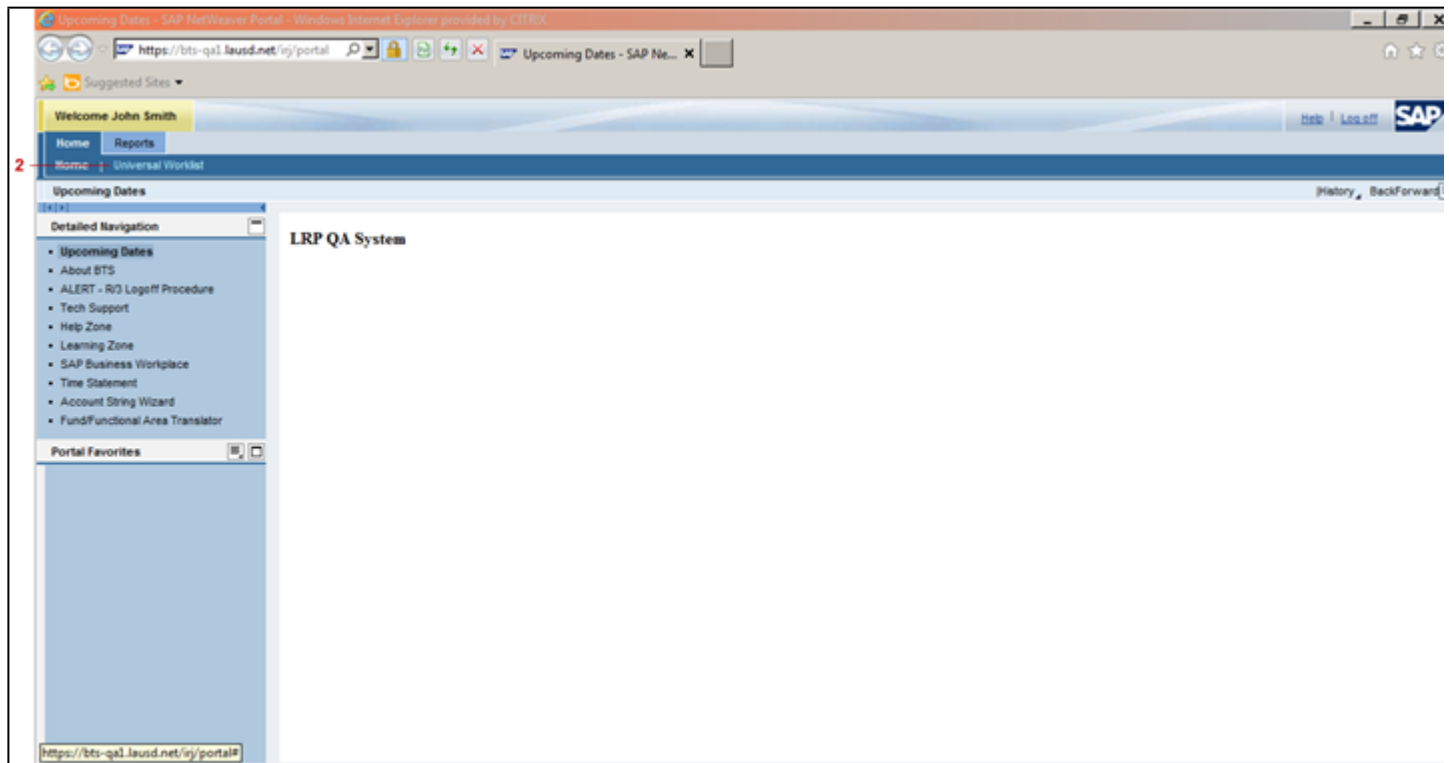
P-Card Reconciler - Reconcile WinGui

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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 view the Universal Work List and reconcile the P-Card charges.



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

The screenshot shows the Universal Worklist interface in a web browser. The left sidebar contains navigation links like Home, Reports, and Universal Worklist. The main area displays a table of tasks. The first task is highlighted in orange and has a red line pointing to it. Below the table, there is a detailed view of the selected task.

| Subject                                     | From           | Sent Date | Priority | Due Date | Status      |
|---------------------------------------------|----------------|-----------|----------|----------|-------------|
| Reconcile P-Card document number 5900000835 | MEDINA, SANDRA | Yesterday | Medium   |          | In Progress |
| Reconcile P-Card document number 5900000834 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000833 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000832 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000831 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000830 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000829 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000828 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000827 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000826 | MEDINA, SANDRA | Yesterday | Medium   |          | New         |

**Reconcile P-Card document number 5900000835**

Sent Date: Yesterday By MEDINA, SANDRA  
Priority: Medium  
Status: In Progress  
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: 55432862290000406746E80

- Click the **Reconcile P-Card document number 5900000835** link label to open the document 5900000835 and begin the reconciliation process.



Remember to refresh your UWL to see your most current tasks.



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### SAP - \\Remote

The screenshot displays the SAP P-Card Reconciler interface. At the top, a table shows document details:

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

Below this, there are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' table lists the following:

| Approvers Preview | UserID    | Name             | Location of Position | Status | Acted By | Acted on | Acted T... |
|-------------------|-----------|------------------|----------------------|--------|----------|----------|------------|
| First Approver    |           |                  |                      |        |          |          |            |
| •                 | JOHN.S... | John Smith       | 1056701              |        |          | 00:00:00 |            |
| Second Approver   |           |                  |                      |        |          |          |            |
| •                 | APPRO...  | Approval Manager | 1056701              |        |          | 00:00:00 |            |

Below the approvers, there are buttons for 'Add Reviewer' and 'Delete Reviewer'. The 'Reviewers Preview' table is currently empty.

At the bottom, there are sections for 'User Comments' and 'Comments History', each with a toolbar and a text area. The 'Comments History' section shows a single entry: 'Ln 1, Co 1'.

At the very bottom, there are buttons for 'Approve', 'Reject', and 'Save Approvers/Reviewers'.

4. Click the document number **5900000835** link in the Doc. Number text box to open the Document.



Approver Preview: First Approver is the Reconciler. Second Approver is the Approving Official.



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

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

Transactn: Credit memo

Basic data | Payment | Details | Workflow | Tax | W. |

Vendor: 7000001011 SGL Ind: Reference: 2014/01/000003

Document date: 07/19/2013

Posting Date: 07/19/2013

Amount: 149.37 USD Calculate tax

Tax Amount: Text: MAZON.COM A

Payment terms: Due immediately

Baseline Date: 07/19/2013

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

1 Items ( Screen Variant : ZAP\_FV60\_SCR8\_PCARD )

| Item | S...   | D/C    | G/L acct      | Short Text | T. Tax jurisdctn code | Amount in doc.curr. | Fund     | Func. Area      | Cc |
|------|--------|--------|---------------|------------|-----------------------|---------------------|----------|-----------------|----|
| ✓    | Cred.. | 991010 | AP Pcard Cl.. |            |                       | 149.37              | 010-0000 | 0000-0000-00000 |    |
|      | Cred.. |        |               |            |                       |                     |          |                 |    |
|      | Cred.. |        |               |            |                       |                     |          |                 |    |
|      | Cred.. |        |               |            |                       |                     |          |                 |    |

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

Header Text: 55432862290000406746E80

5. Click in the Posting Date field and enter the current date. For example type 07/19/2013.



Note: This is the Vendor number for the P-Card Reconciler. This is the number that links the P-Card charges to the cardholder.



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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 title bar indicates it's provided by CITRIX. The main window has a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. The title of the screen is "Edit Parked Vendor Credit Memo 5900000835 1000 2014". Below the title are buttons for "Tree on", "Simulate", "Save as completed", and "Editing options". The screen is divided into several sections: "Transactn" (Credit memo), "Basic data", "Payment", "Details", "Workflow", "Tax", "W.", and "Vendor". The "Basic data" section contains fields for Vendor (7000001011), Document date (07/19/2013), Posting Date (07/31/2013), Amount (149.37), Tax Amount, Text (MAZON.COM), Paymt terms (Due immediately), and Baseline Date (07/19/2013). The "Vendor" section shows the vendor name (JOHN SMITH), address (XXXX-XXXX-XXXX-4456), and phone number (213-241-0525). The "Details" section shows the DocumentNo (5900000835) and a "Calculate tax" checkbox. The "Items" section shows a table with columns: S..., D/C, G/L acct, Short Text, T., Tax jurisdctn code, Amount in doc.curr., Fund, Func. Area, and Cc. The first row of the table has a yellow icon in the S... column, a checkmark in the D/C column, and the value "991010" in the G/L acct column. The "Short Text" column for this row contains "AP Pcard Cl.". A red box highlights the "G/L acct" field in the first row. At the bottom of the screen, there is a status bar with a warning icon and the text "Net due date on 07/19/2013 is in the past".

6. Click on the G/L acct field and type the G/L acct number of the funding line. For example type 430001.



Note: The "Parked Vendor Invoice/Credit Memo" is the record of the P-Card transaction. It is on this document that the P-Card reconciler will add information for the funding and description of the items purchased in order to reconcile the charge in SAP.



This message is a warning. You are able to determine that the message is a warning because of the "yellow" color of the icon. This message will not stop you from continuing the reconciliation process, it is only a warning.



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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 main title is "Edit Parked Vendor Credit Memo 5900000835 1000 2014". The screen is divided into several sections: "Basic data", "Payment", "Details", "Workflow", "Tax", and "W.". The "Basic data" section contains fields for Vendor (7000001011), Document date (07/19/2013), Posting Date (07/31/2013), Amount (149.37), Tax Amount, Text (MAZON.COM), Payment terms (Due immediately), and Baseline Date (07/19/2013). The "Details" section contains fields for SGL Ind, Reference (2014/01/000003), DocumentNo (5900000835), and a checkbox for "Calculate tax". The "Payment" section contains a field for "Bal." (0.00). The "Vendor" section contains fields for Address (JOHN SMITH), XXXX-XXXX-XXXX-4456, Exp 2015/08, and a phone number (213-241-0525). Below these sections is a table with 1 item. The table has columns: S..., D/C, G/L acct, Short Text, T., Tax jurisdctn code, Amount in doc.curr., Fund, Func. Area, and Cc. The first row is highlighted in red and contains the following data: S..., D/C, G/L acct, Short Text, T., Tax jurisdctn code, Amount in doc.curr., Fund, Func. Area, and Cc. A red line points to the "Fund" and "Func. Area" fields in this row.

| S... | D/C     | G/L acct | Short Text    | T. | Tax jurisdctn code | Amount in doc.curr. | Fund     | Func. Area      | Cc |
|------|---------|----------|---------------|----|--------------------|---------------------|----------|-----------------|----|
| ✓    | Cred... | 430001   | AP-Card-Cl... |    |                    | 149.37              | 010-0000 | 1110-1000-14170 |    |
|      | Cred... |          |               |    |                    |                     |          |                 |    |
|      | Cred... |          |               |    |                    |                     |          |                 |    |
|      | Cred... |          |               |    |                    |                     |          |                 |    |

7. Fund and Func Area must be updated with the funding information that the transaction will be charged against.



The Cost Center field can only be opened once the G/L acct, Fund and Func. Area fields are changed.



Note: The system may require that you press the *enter* key twice to prompt the account change box.

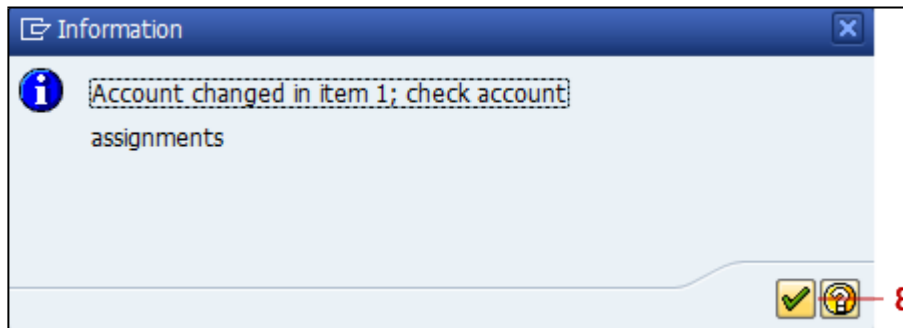


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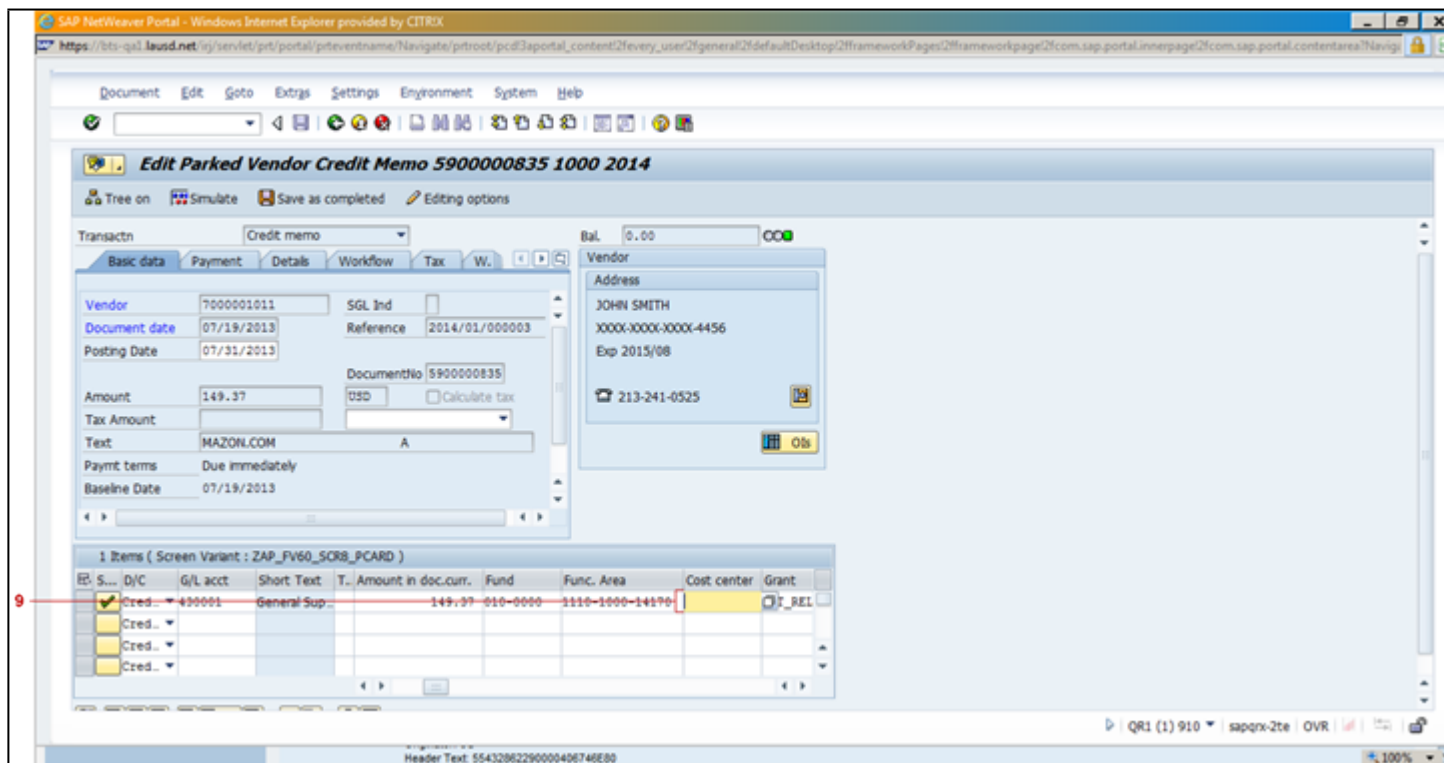
Transaction Code: UWL

### Information - \\Remote



8. Click the  button to continue and enable the additional account assignment fields.

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



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

| Field | R/O/C | Description |
|-------|-------|-------------|
|-------|-------|-------------|



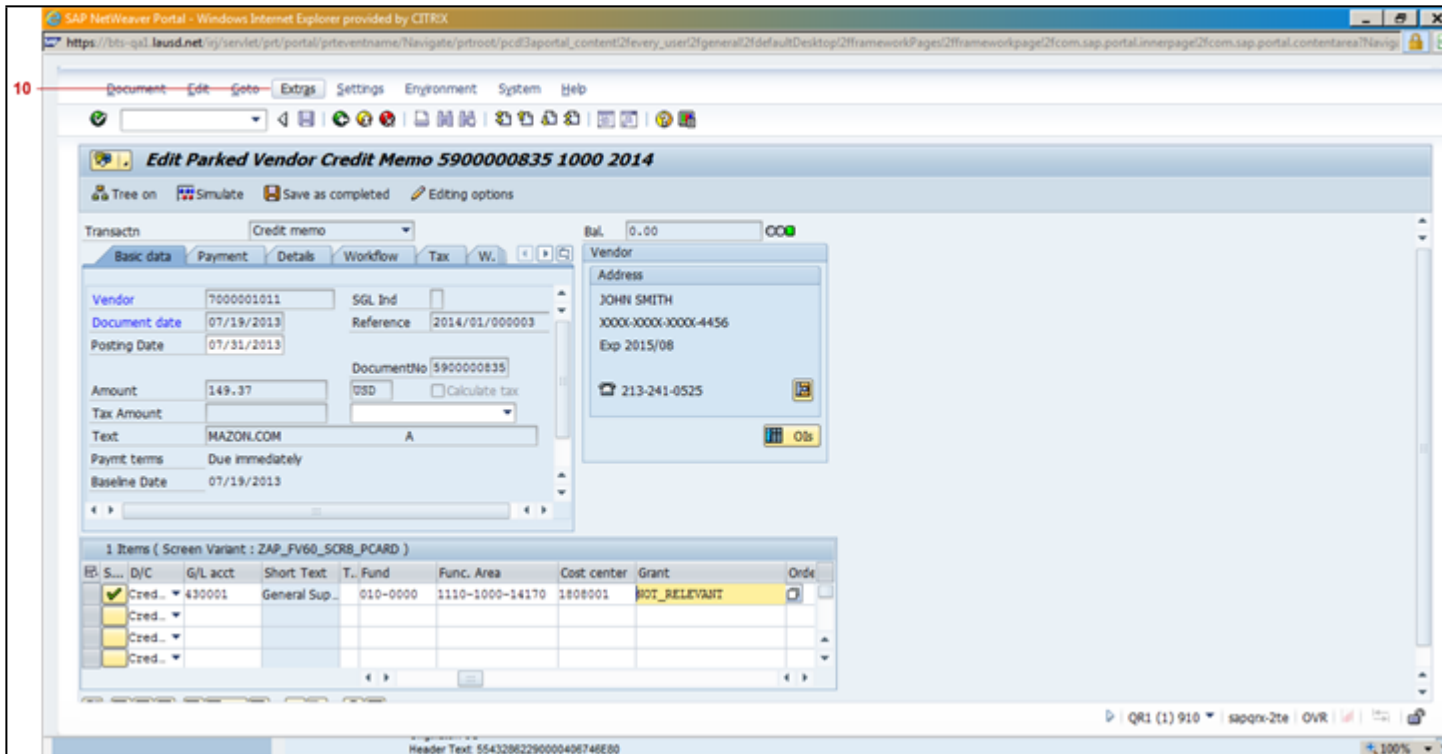
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| Field       | R/O/C | Description                                                                                                                                                                                                                                                                         |
|-------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Center | R     | An area of responsibility for capturing costs.<br><br><b>Example:</b><br>18<br><br> The Cost Center field is open, available for edit, when the shade of the field has changed from blue to white. |

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



10. Click the **Extras** button to view additional options.

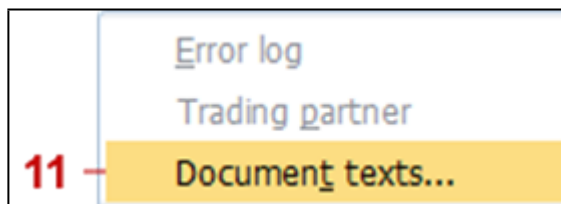


## Business Process Procedure

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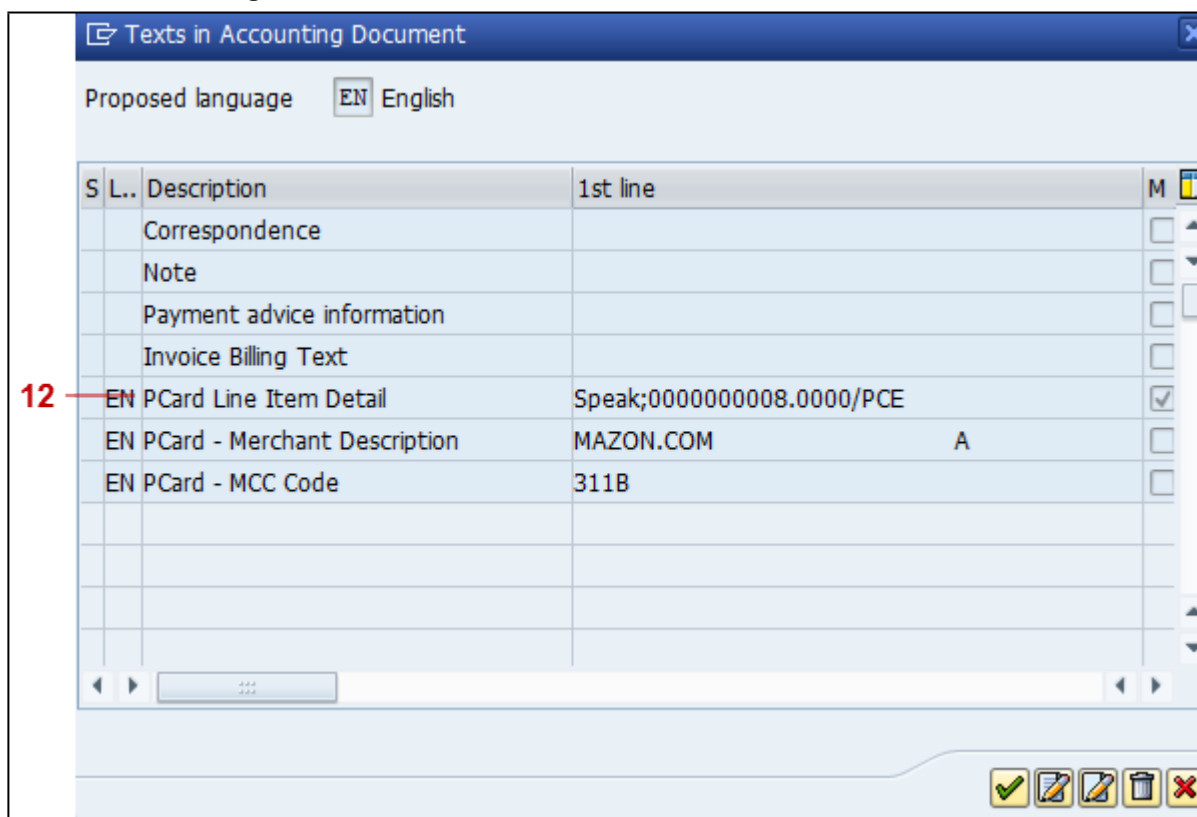
Transaction Code: UWL

### Desktop



11. Click the **Document texts...** link to view/update the P-Card Line Item Details text.

### Texts in Accounting Document - \\Remote



12. Double-click the **PCard Line Item Detail** item to open the Change P-Card Line Item Detail window.

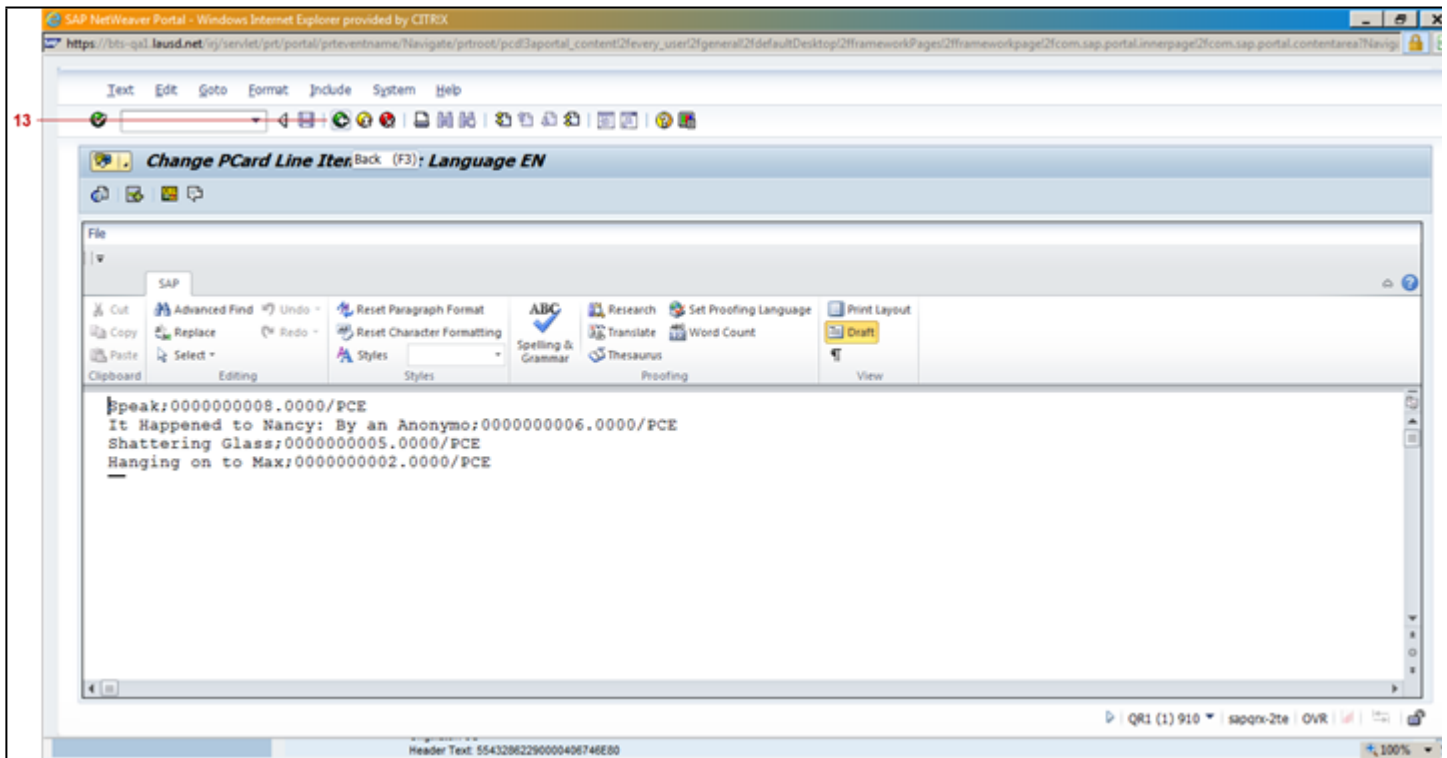


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### SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



13. Click the  button to return to the Text in Accounting Document screen.



The Line Item information comes from the merchant. Not all merchants provide this information. If there is no text you must type the description of what was purchased in the text lines.



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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"/>            |
|   | 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"/>            |

14. Click the  button to accept the changes and return to the Edit Parked Vendor Invoice/Credit Memo screen.

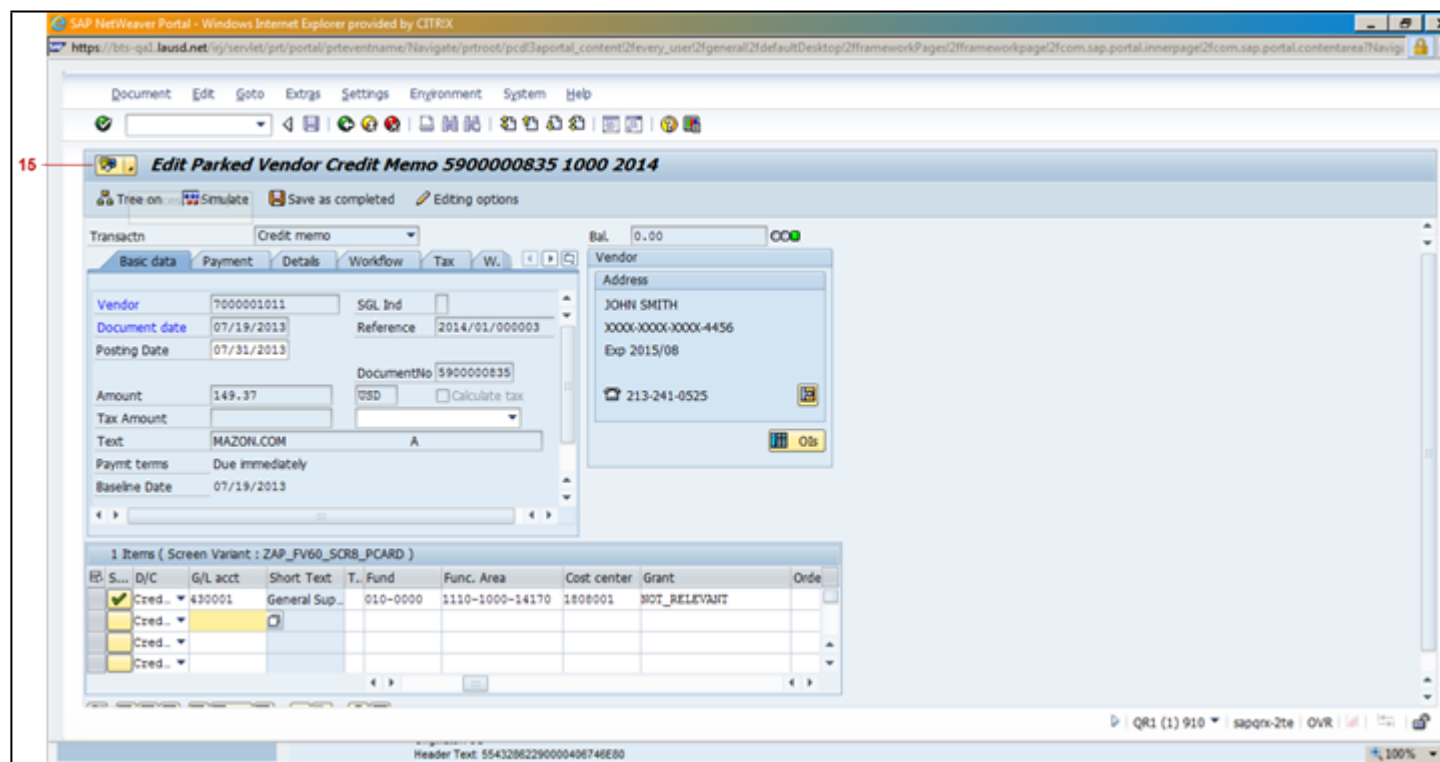


## Business Process Procedure

P-Card Reconciler - Reconcile WinGui

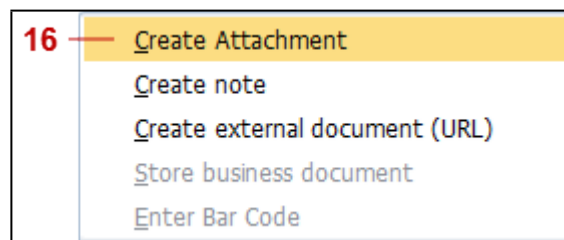
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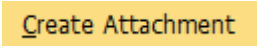
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



15. Click the  button to open and view the Objects menu.

### Desktop



16. Click the  in the menu path Create > Create Atachment to attach a document to this P-Card document.

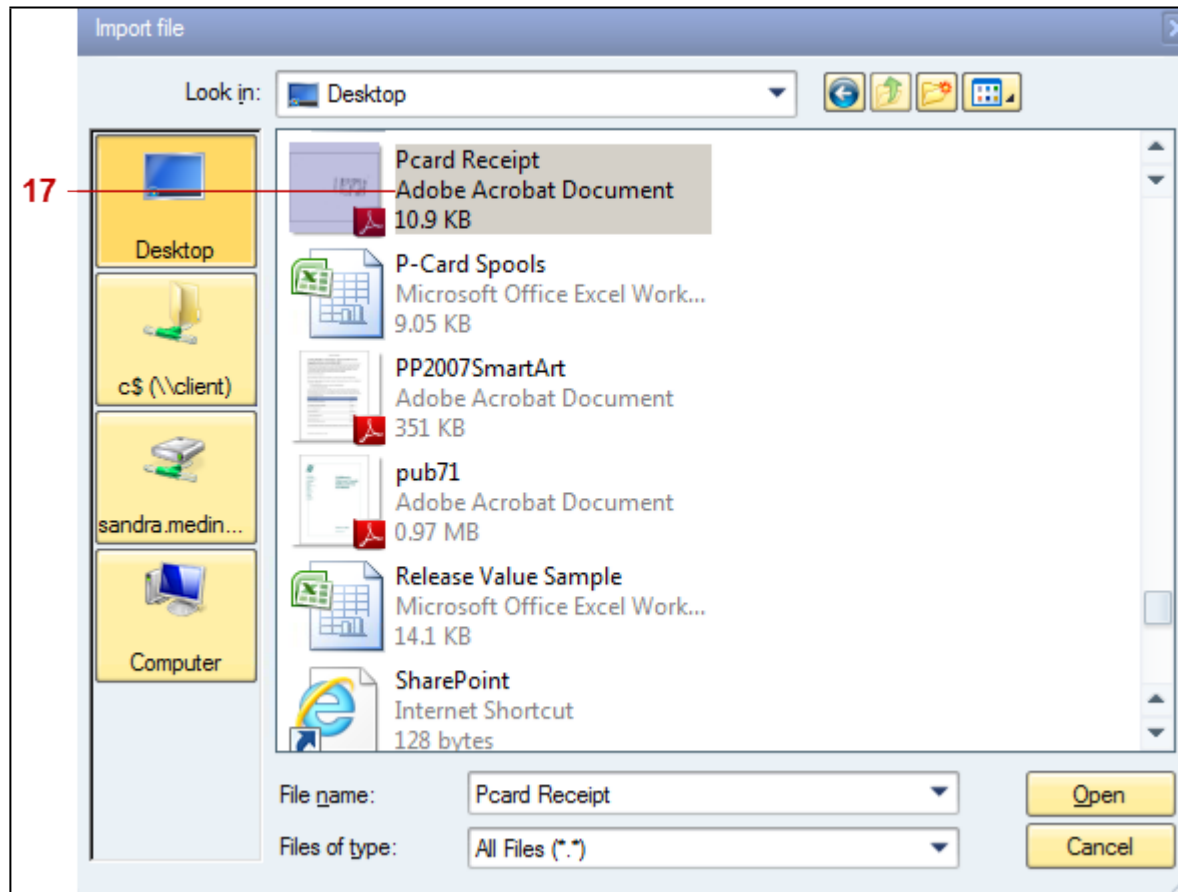


## Business Process Procedure

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### Import file - \\Remote



17. Select the file that needs to be attached. For example, select the **Pcard Receipt Adobe Acrobat Document 10.9 KB** file.
- Once the file has been selected click the Open button to return to the Edit Parked Vendor Invoice/Credit Memo screen.



## Business Process Procedure

P-Card Reconciler - Reconcile WinGui

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

18. Click the **Save as completed** button to accept the information entered. It may be necessary to click the "save as completed" button several times to proceed.

Note: Invoice transactions are P-Card Charges and Credit Memo transactions are credits/adjustments from the bank. Both of these transactions should be processed the same way.



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### SAP - \\Remote

The screenshot displays the SAP P-Card Reconciler interface. At the top, a header bar shows the document details: Doc. Number 5900000835, Document Type KC, Vendor 7000001011, Reference 2014/01/000003, and Debit Total 149.37. Below this, there are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' table lists two approvers: 'First Approver' (JOHN.S... John Smith, Location 1056701) and 'Second Approver' (APPRO... Approval Manager, Location 1056701). Below the approvers, there are buttons for 'Add Reviewer' and 'Delete Reviewer'. The 'Reviewers Preview' table is currently empty. At the bottom, there is a 'User Comments' section with a text area containing the comment 'Please approve immediately.' and a 'Comments History' section below it. The bottom right corner of the interface features three buttons: 'Approve', 'Reject', and 'Save Approvers/Reviewers'.

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

| Approvers Preview | UserID    | Name             | Location of Position | Status | Acted By | Acted on | Acted T... |
|-------------------|-----------|------------------|----------------------|--------|----------|----------|------------|
| First Approver    | JOHN.S... | John Smith       | 1056701              |        |          | 00:00:00 |            |
| Second Approver   | APPRO...  | Approval Manager | 1056701              |        |          | 00:00:00 |            |

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

User Comments

Please approve immediately.

Comments History

Approve Reject Save Approvers/Reviewers

19. Click the **Approve** button to approve and send to the Second Approver (Approving Official).



Reconciler can type comments to the Approving Official in this section.



The P-Card Reconciler should never Reject a P-Card transaction.

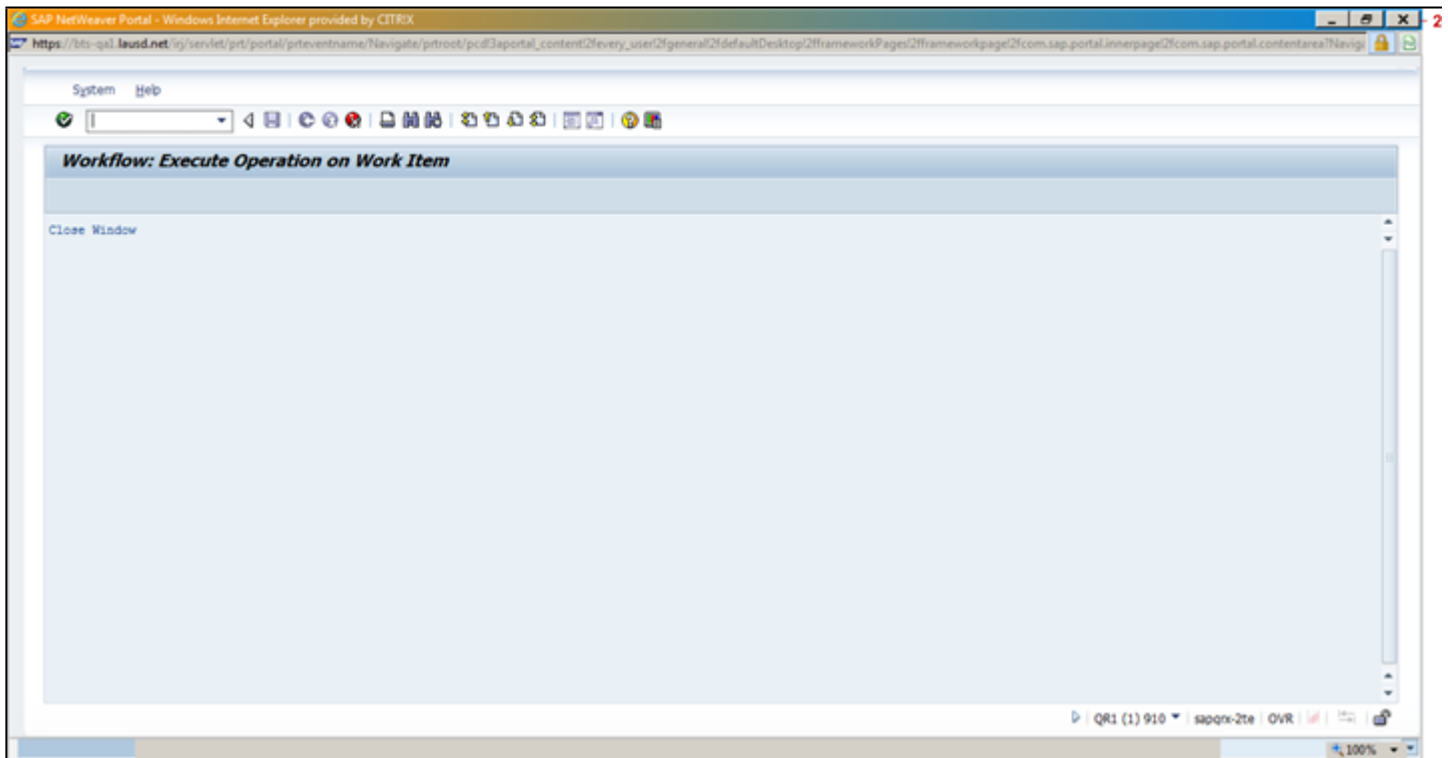


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### SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



20. Click the  button to close the window and return to the Universal Work List.



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

The screenshot displays the SAP NetWeaver Portal's Universal Worklist interface. The browser window title is "Universal Worklist - SAP NetWeaver Portal - Windows Internet Explorer provided by Citrix". The address bar shows "https://bits-qal.lausd.net/ig/portal". The user is logged in as "John Smith". The left sidebar contains navigation links for "Home", "Reports", and "Universal Worklist". The main content area has tabs for "Tasks (91 / 115)", "Alerts", "Notifications", and "SAPoffice Mails". The "Tasks" tab is active, showing a list of reconciliation tasks. The table has columns for "Subject", "From", "Sent Date", "Priority", "Due Date", and "Status". The first task is "Reconcile P-Card document number 5900000835" from "MEDNA, SANDRA", sent "Yesterday", with a "Medium" priority and "In Progress" status. Below the table, details for the selected task are shown, including "Sent Date: Yesterday By MEDNA, SANDRA", "Status: In Progress", and "Description: Document Type: KC, Document Number: 5900000835, Reference No: 201401000003, Vendor Account: 7500001011, Vendor Name: JOHN SMITH, Invoice Amount: 149.37, Originator: US, Header Text: 55432962290000406746E80". A red arrow points to a refresh icon in the top right corner of the task list.

| Subject                                     | From          | Sent Date | Priority | Due Date | Status      |
|---------------------------------------------|---------------|-----------|----------|----------|-------------|
| Reconcile P-Card document number 5900000835 | MEDNA, SANDRA | Yesterday | Medium   |          | In Progress |
| Reconcile P-Card document number 5900000834 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000833 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000832 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000831 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000830 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000829 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000828 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000827 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |
| Reconcile P-Card document number 5900000826 | MEDNA, SANDRA | Yesterday | Medium   |          | New         |

**Reconcile P-Card document number 5900000835**  
Sent Date: Yesterday By MEDNA, SANDRA  
Status: In Progress  
Description: Document Type: KC  
Document Number: 5900000835  
Reference No: 201401000003  
Vendor Account: 7500001011  
Vendor Name: JOHN SMITH  
Invoice Amount: 149.37  
Originator: US  
Header Text: 55432962290000406746E80

21. Click the  button to refresh the items.



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

The screenshot displays the SAP NetWeaver Portal Universal Worklist interface. The left sidebar shows navigation options like Home, Reports, and Universal Worklist. The main content area shows a list of tasks under the 'Tasks (91 / 114)' tab. The list is filtered to show 'New and In Progress Tasks (91 / 114)'. The tasks are listed in a table with columns: Subject, From, Sent Date, Priority, Due Date, and Status. The first task is 'Reconcile P-Card document number 5900000834' from MEDNA, SANDRA, sent yesterday, with a medium priority and 'New' status. Below the list, the details for the selected task are shown, including the document type (KC), document number (5900000834), reference number (201401000002), vendor account (7000001011), vendor name (JOHN SMITH), invoice amount (204.30), originator (US), and header text (5543206229000040674826).

| Subject                                     | From          | Sent Date | Priority | Due Date | Status |
|---------------------------------------------|---------------|-----------|----------|----------|--------|
| Reconcile P-Card document number 5900000834 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000833 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000832 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000831 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000830 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000829 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000828 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000827 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000826 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |
| Reconcile P-Card document number 5900000825 | MEDNA, SANDRA | Yesterday | Medium   |          | New    |

**Reconcile P-Card document number 5900000834**

Sent Date: Yesterday By MEDNA, SANDRA  
Status: New  
Priority: Medium

Description: Document Type: KC  
Document Number: 5900000834  
Reference No: 201401000002  
Vendor Account: 7000001011  
Vendor Name: JOHN SMITH  
Invoice Amount: 204.30  
Originator: US  
Header Text: 5543206229000040674826

22. Note: The transaction that was just processed will no longer be in the list because it has now moved to the P-Card 2nd level approver.



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## Business Process Procedure

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### Result

You have successfully reconciled your P-Card transaction.