



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

Purpose

Use this procedure to reconcile P-Card charges that have been rejected by the Approving Official.

Trigger

Perform this procedure when a document has been rejected by the Approving Official and has been sent back to the Reconciler's Universal WorkList (UWL).

Prerequisites

- There must be P-Card charges that have been rejected.

Menu Path

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

- Home
- 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:



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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.



Business Process Procedure

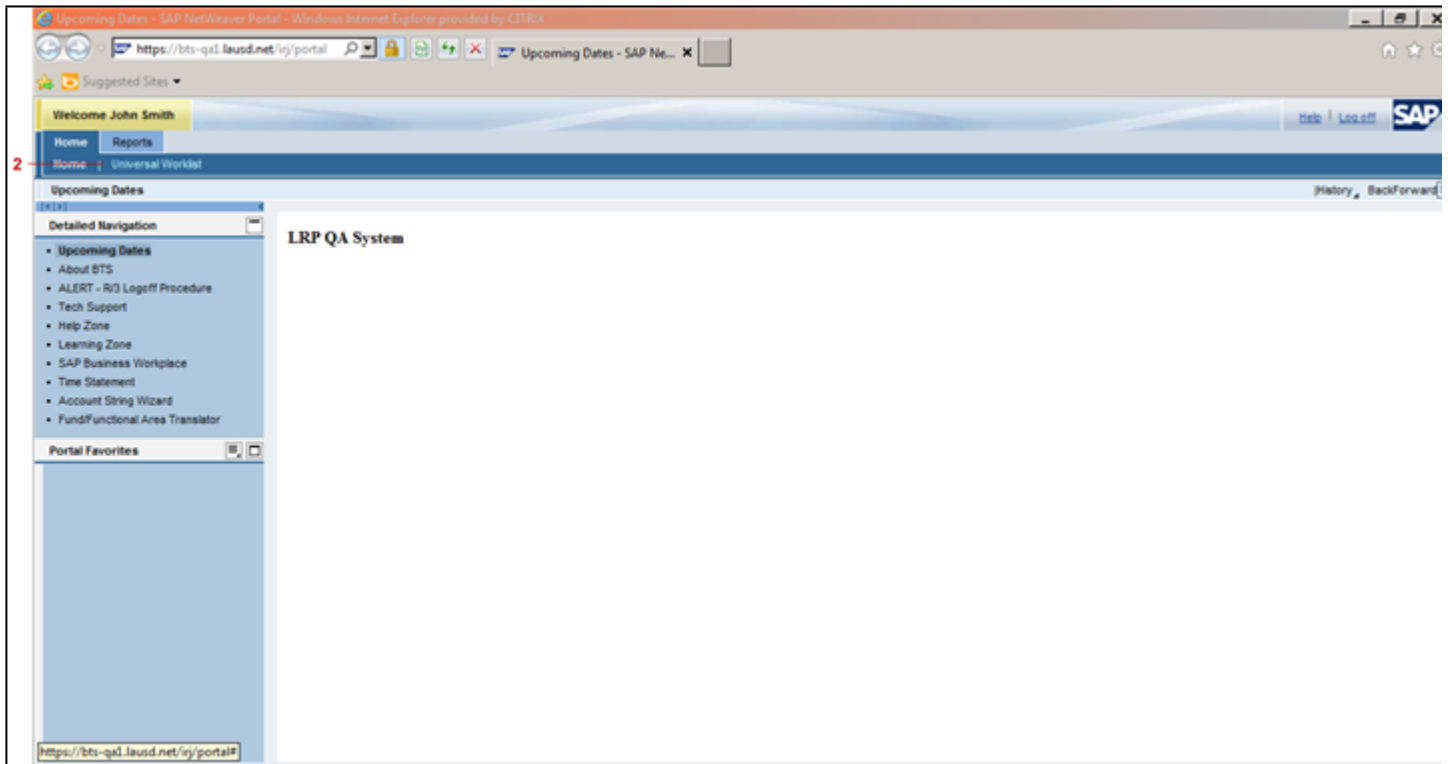
P-Card Reconciled - Reconcile Rejected
Document WinGui

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

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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/ig/portal

Welcome John Smith

Home Reports

Home Universal Worklist

Universal Worklist

Detailed Navigation

Universal Worklist

Portal Favorites

Tasks (91 / 114) Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks (91 / 114) All

Subject	From	Sent Date	Priority	Due Date	Status
Reconcile P-Card document number 5900000834	Manager, Approval	Today	Medium		New
Reconcile P-Card document number 5900000833	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000832	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000831	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000830	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000829	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000828	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000827	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000826	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000825	MEDINA, SANDRA	Jul 30, 2013	Medium		New

Reconcile P-Card document number 5900000834

Sent Date: Today By Manager, Approval

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: 55432862290000406748E26

Attachments:

- Click the **Reconcile P-Card document number 5900000834** link label to open the worklist item.



Note: This document has been rejected by the Approving Official (second level approver).



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

SAP - \\Remote

The screenshot shows the SAP P-Card Reconciled - Reconcile Rejected Document WinGui interface. The document number 5900000834 is highlighted in yellow. The document type is KC, Vendor is 7000001011, Reference is 2014/01/000002, and Debit Total is 204.30. The document status is rejected, indicated by a red light icon. The interface includes sections for Approver and Reviewer information, a User Comments section, and a Comments History section. The Comments History section shows a comment added by the Approval Manager on 08/06/2013 at 08:01:49, stating "Use grant funding." The bottom of the interface has buttons for Approve, Reject, and Save Approvers/Reviewers.

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

Approver	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 R	Approval Manager	08/06/2013 08:01:49	

Reviewer	UserID	Name	Position	Location of Position
----------	--------	------	----------	----------------------

User Comments

Comments History

Comments added: Approval Manager 08/06/2013 08:01:49
Use grant funding.

Approve Reject Save Approvers/Reviewers

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



The red light status indicates that this P-Card document was rejected by the Approving Official.



The reason for the rejection will be in the Comments History text box.



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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

Edit Parked Vendor Invoice 5900000834 1000 2014

Transactn: Invoice

Vendor: 7000001011 SGL Ind: ☐

Invoice date: 07/19/2013 Reference: 2014/01/000002

Posting Date: 08/06/2013 DocumentNo: 5900000834

Amount: 204.30 USD ☐ Calculate tax

Tax Amount:

Text: AMAZON.COM

Paymt terms: Due immediately

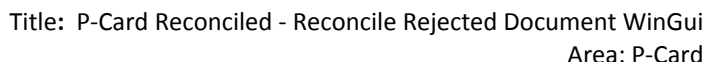
Baseline Date: 07/19/2013

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

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

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

5. Click in the G/L acct field to change the G/L acct information. For example, type 430001.



P-Card Reconciled - Reconcile Rejected Document WinGui

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

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

Field	R/O/C	Description
Fund	R	Code representing a separate and distinct fiscal/accounting object containing a self-balancing set of accounts used to budget and control costs and to identify source and use of funding. Example: 010-5610



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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

Edit Parked Vendor Invoice 5900000834 1000 2014

Transactn: Invoice Bal. 0.00

Vendor: 7000001011 SGL Ind: Reference: 2014/01/000002

Invoice date: 07/19/2013 Posting Date: 08/06/2013

Amount: 204.30 Tax Amount: DocumentNo: 5900000834

Text: AMAZON.COM USD Calculate tax

Paymt terms: Due immediately

Baseline Date: 07/19/2013

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

RP	S...	D/C	G/L acct	Short Text	T.	Tax jurisdicn code	Amount in doc.curr.	Fund	Func. Area	Cc
✓	Debit	430001	Inst Mat-Ge				204.30	010-5610	110-1000-14170	
	Debit									
	Debit									
	Debit									

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

7. Change the Func Area by typing the new Func Area in the Func Area field. For example, type 7150-2100-7S138.



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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

Edit Parked Vendor Invoice 5900000834 1000 2014

Transactn: Invoice Bal. 0.00

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

Vendor: 7000001011 SGL Ind: ☐ Address: JOHN SMITH
Invoice date: 07/19/2013 Reference: 2014/01/000002 XXXX-XXXX-XXXX-4456
Posting Date: 08/06/2013 DocumentNo: 5900000834 Exp 2015/08
Amount: 204.30 USD ☐ Calculate tax 213-241-0525
Tax Amount: Text: AMAZON.COM
Paymt terms: Due immediately
Baseline Date: 07/19/2013

1 Items (Screen Variant : ZAP_FV60_SCRB_PCARD)

RP	S...	D/C	G/L acct	Short Text	T.	Amount in doc.curr.	Fund	Func. Area	Cost center	Grant
✓	Debit	430001	Instr Mat-Ge.			204.30	010-5610	7150-2100-75138	1168501	F_RET
	Debit									
	Debit									
	Debit									

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

8. Change the cost center by typing the new cost center in the Cost Center field. For example, type 1168501.



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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

RP	S...	D/C	G/L Acct	Short Text	T. Fund	Func. Area	Cost center	Grant	Ordc
✓		Debit	430001	Instr Mat-Ge.	010-3610	7150-2100-78138	1168501	200024	
		Debit							
		Debit							
		Debit							

9. Change the Grant field by typing the new Grant number in the Grant field box. For example, type 200024.

Information - \\Remote

10. Click the to accept the account coding and continue.



Business Process Procedure

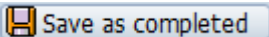
P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

SAP NetWeaver Portal - Windows Internet Explorer provided by CTRIX

The screenshot shows the SAP NetWeaver Portal interface for editing a parked vendor invoice. The title bar indicates it is provided by CTRIX. The main heading is "Edit Parked Vendor Invoice 5900000834 1000 2014". Below this, there are tabs for "Basic data", "Payment", "Details", "Workflow", "Tax", and "W.". The "Basic data" tab is active, showing fields for Vendor (7000001011), Invoice date (07/19/2013), Posting Date (08/06/2013), Amount (204.30), Tax Amount, Text (AMAZON.COM), Payment terms (Due immediately), and Baseline Date (07/19/2013). A "Vendor" pop-up window is open on the right, showing details for JOHN SMITH. At the bottom, there is a table with 1 item, showing a debit entry for General Sup. The "Save as completed" button is highlighted with a red line and the number 11.

Item	S...	D/C	G/L acct	Short Text	T. Fund	Func. Area	Cost center	Grant	Order
1	Debit	430001	General Sup...		010-5610	7150-2100-75138	1168501	200024	

11. Click the  button to save the information entered and begin the approval process.



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

Edit Parked Vendor Invoice 5900000834 1000 2014 - \\Remote

12. Click the  **Save Approvers/Reviewers** button to complete the transaction and begin the approval process.



You can add notes to the Approving Official in the User Comments text box.



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

SAP - \\Remote

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

Field	R/O/C	Description
User Comments	R	Any Information related to the P-Card document. Example: Funding updated, charged to grant 200024.

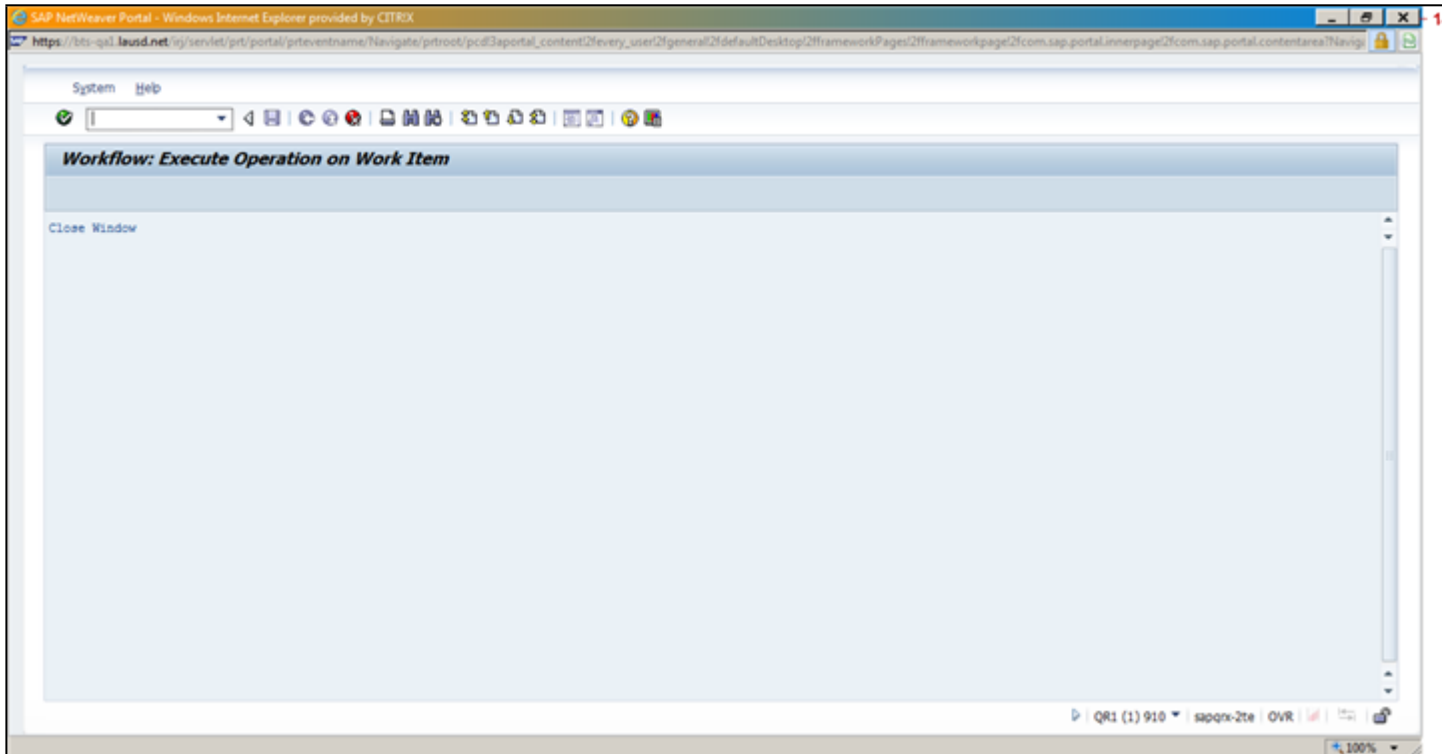


Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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



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



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

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

The screenshot displays the SAP Universal Worklist interface within a web browser. The browser address bar shows the URL <https://bts-qa1.lausd.net/xy/portal>. The page header includes a welcome message for John Smith and a SAP logo. The main content area is titled 'Universal Worklist' and features a navigation pane on the left with options like 'Home', 'Reports', and 'Universal Worklist'. The central pane shows a list of tasks under the 'Tasks (91 / 114)' tab. The tasks are filtered to 'New and In Progress Tasks (91 / 114)' and sorted by 'All'. The task list includes columns for Subject, From, Sent Date, Priority, Due Date, and Status. The first task is 'Reconcile P-Card document number 5900000834' with a status of 'New'. Below the list, a detailed view for the selected task is shown, including fields for Sent Date, Status, and Description. A red arrow points to a refresh button in the top right corner of the task list.

Subject	From	Sent Date	Priority	Due Date	Status
Reconcile P-Card document number 5900000834	Manager, Approval	Today	Medium		New
Reconcile P-Card document number 5900000833	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000832	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000831	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000830	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000829	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000828	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000827	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000826	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000825	MEDINA, SANDRA	Jul 30, 2013	Medium		New

Reconcile P-Card document number 5900000834

Sent Date: Today By Manager, Approval
Status: New
Priority: Medium

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: 5543286229000406746E26

15. Click the  button to refresh the Universal WorkList. Document 5900000834 will be sent to the Approving Official's (Second level approver) inbox and removed from this list.



Business Process Procedure

P-Card Reconciled - Reconcile Rejected
Document WinGui

Transaction Code: UWL

Result

You have successfully updated and reconciled a rejected P-Card document.