



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

Purpose

Use this procedure to reconcile P-Card charges with multiple funding lines.

Trigger

Perform this procedure when P-Card charges have incurred and need to be reconciled against multiple funding lines.

Prerequisites

- There needs to be P-Card charges.

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:



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple
Funding Lines) 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

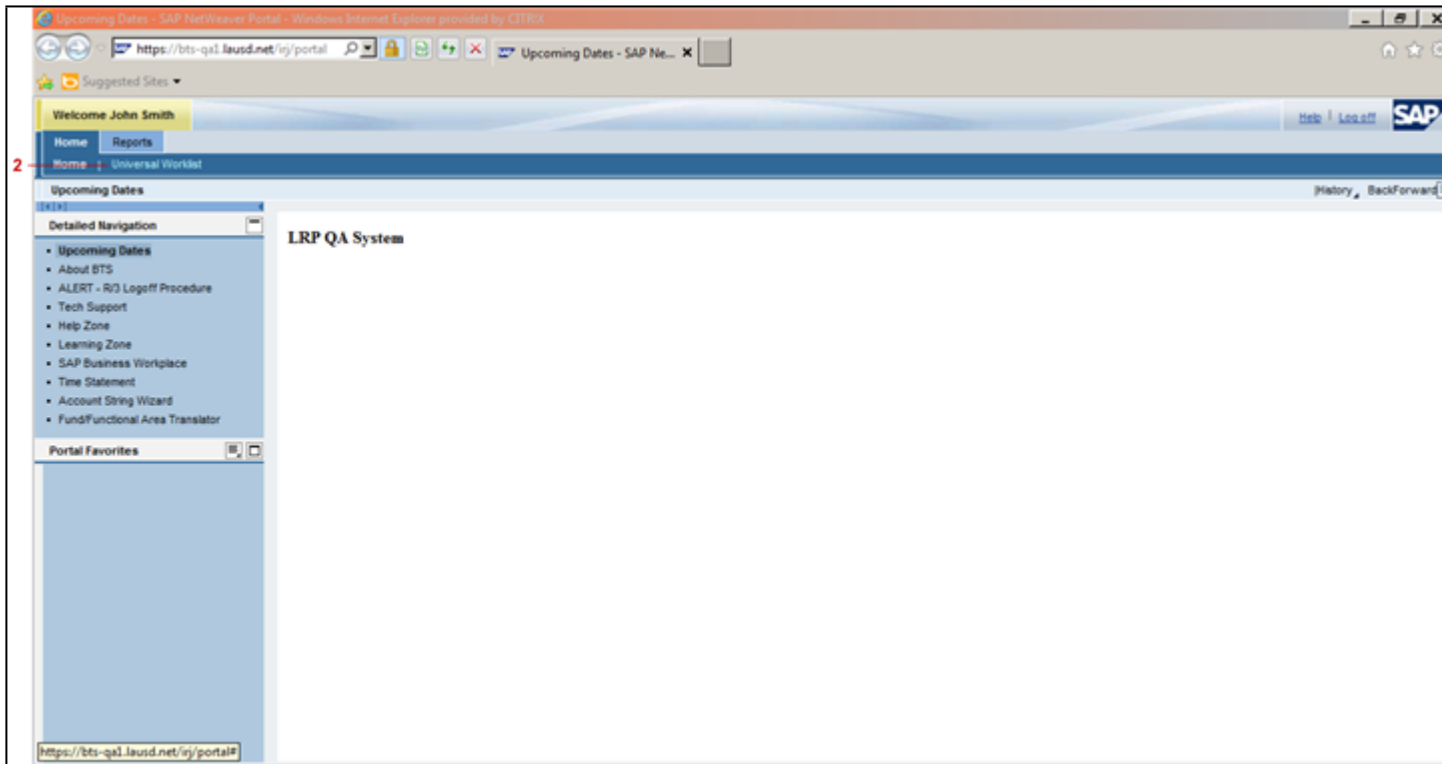
P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

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 Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser address bar displays the URL: <https://bts-qal.lausd.net/ij/portal>. The page title is "Universal Worklist - SAP NetWeaver Portal - Windows Internet Explorer provided by CITRIX". The user is logged in as John Smith. The left sidebar contains navigation links: Home, Reports, Universal Worklist, and Portal Favorites. The main content area shows a message: "The list of items shown here could be outdated. Waiting for update." Below this, there are tabs for Tasks, Alerts, Notifications, and SAP Office Mails. The "Tasks" tab is active, showing a list of reconciliation tasks. The table has columns: Subject, From, Sent Date, Priority, Due Date, and Status. The tasks are all "Reconcile P-Card document number" with a status of "New".

Subject	From	Sent Date	Priority	Due Date	Status
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 5900000824	MEDINA, SANDRA	Jul 30, 2013	Medium		New

Below the table, there is a detailed view for the task "Reconcile P-Card document number 5900000833". It shows the following details:

- Sent Date: Jul 30, 2013 By MEDINA, SANDRA
- Status: New
- Priority: Medium
- Description: Document Type: KC, Document Number: 5900000833, Reference No: 2014/01/000001, Vendor Account: 7000001011, Vendor Name: JOHN SMITH, Invoice Amount: 123.04, Originator: US, Header Text: 55432862290000406748E25

3. Click the  button to update the Universal WorkList.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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, and Portal Favorites. The main content area displays a list of tasks under the 'Tasks (90 / 113)' tab. The tasks are listed in a table with columns: Subject, From, Sent Date, Priority, Due Date, and Status. The first task is highlighted in orange and has a red arrow pointing to it from the number '4' on the left. Below the table, the details for the selected task are shown.

Subject	From	Sent Date	Priority	Due Date	Status
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 5900000824	MEDINA, SANDRA	Jul 30, 2013	Medium		New

Reconcile P-Card document number 5900000833
Sent Date: Jul 30, 2013 By MEDINA, SANDRA
Status: New
Priority: Medium
Description: Document Type: KC
Document Number: 5900000833
Reference No: 2014/01/000001
Vendor Account: 7000001011
Vendor Name: JOHN SMITH
Invoice Amount: 123.04
Originator: US
Header Text: 55432862290000406748E25

4. Click the **Reconcile P-Card document number 5900000833** link label to open the worklist item.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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
5900000833	KC	7000001011	2014/01/000001	123.04

Below this, there are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' section shows a list of approvers:

Approval	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' section is currently empty. At the bottom, there are sections for 'User Comments' and 'Comments History', each with a set of icons for editing. The bottom right corner contains buttons for 'Approve', 'Reject', and 'Save Approvers/Reviewers'.

5. Click the [5900000833](#) document link to open the P-Card document and process.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

SAP NetWeaver Portal - Windows Internet Explorer provided by CTRIX

6. Click in the posting date field and type in the date. For example type 07/19/2013.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

7. Click in the G/L acct field and type in the accounting string G/L account.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

8

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

Field	R/O/C	Description
Amount	R	A figure in the pricing procedure that determines how the system calculates a condition value. Example: 100.00



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) 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 invoice. The main form contains fields for Vendor, Invoice date, Posting Date, Amount, Tax Amount, Text, Payment terms, and Baseline Date. A table at the bottom displays the invoice items, with the first item being a Debit entry with a Fund code of 1110-1000-14170.

9. 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: 1110-1000-14170

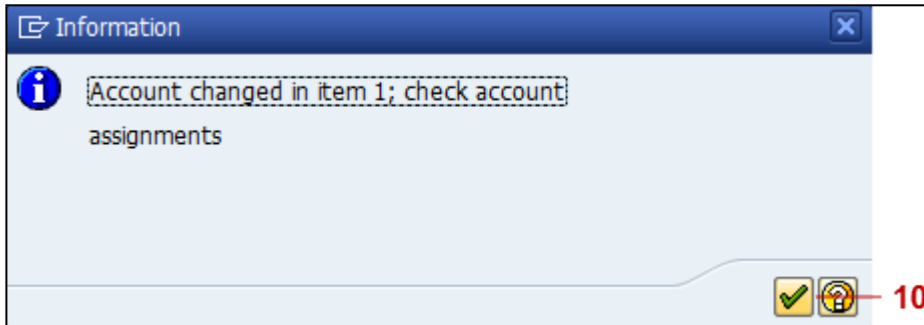


Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

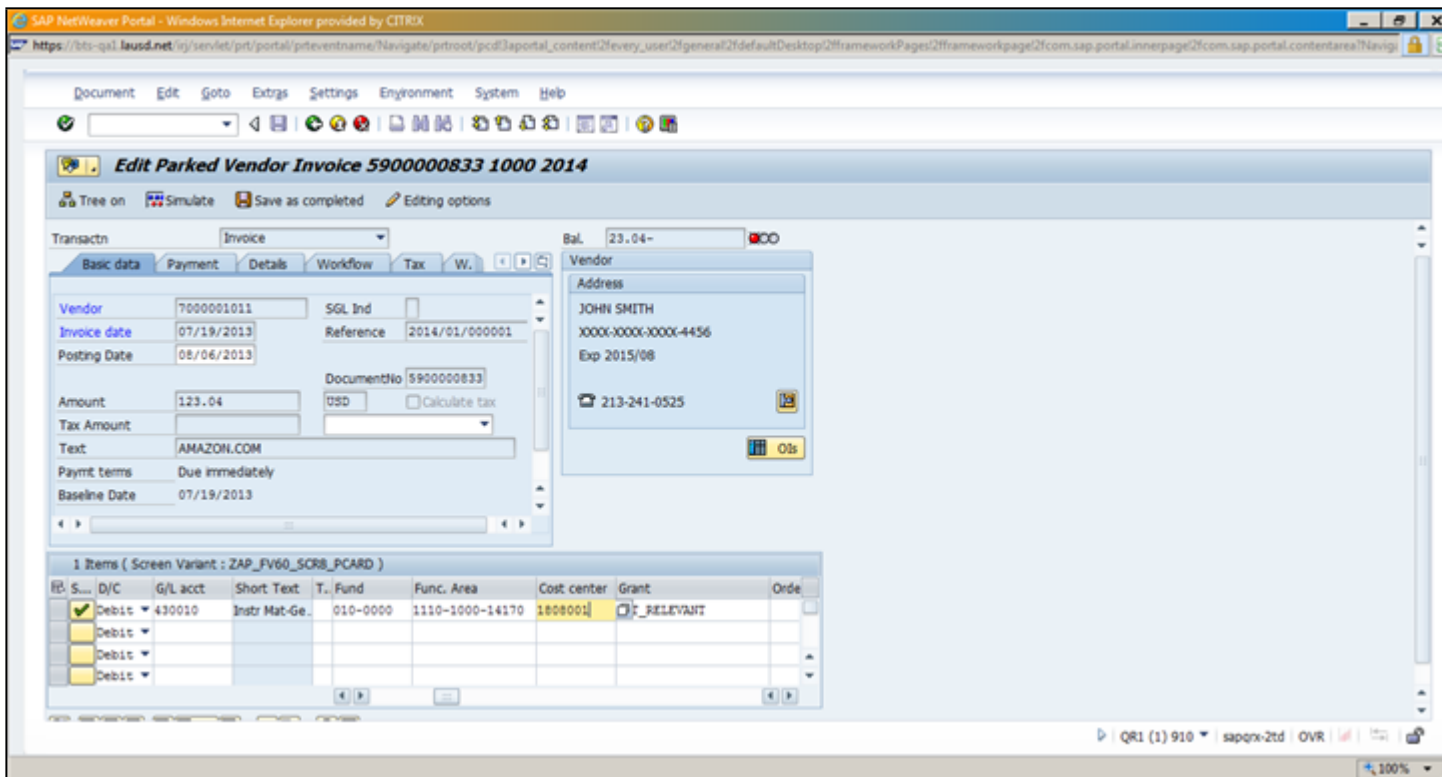
Transaction Code: UWL

Information - \\Remote



10. Click the  button to continue entering the accounting information.

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



11. Enter the cost center information. For example, type 1808001.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL



Notice the Cost Center field is now active.



Notice that because the charge amount was reduced in the the first accounting line you have a negative balance with a red indicator. This balance needs to be 0 with a green indicator before the document can be cleared.

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

The screenshot shows the SAP NetWeaver Portal interface for editing a parked vendor invoice. The main window is titled 'Edit Parked Vendor Invoice 5900000833 1000 2014'. It includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. The 'Basic data' tab is selected, showing fields for Vendor (7000001011), Invoice date (07/19/2013), Posting Date (08/06/2013), Amount (123.04), Tax Amount, Text (AMAZON.COM), Payment terms (Due immediately), and Baseline Date (07/19/2013). A 'Vendor' pop-up window shows details for JOHN SMITH. At the bottom, a table lists accounting lines. The first line is highlighted with a red line and a red '12' in the margin, indicating a negative balance of 100.00 and a red indicator in the 'Ce' column.

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

Field	R/O/C	Description
Amount	R	A figure in the pricing procedure that determines how the system calculates a condition value. Example: 23.04



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

ID	S.	D/C	G/L Acct	Short Text	T. Fund	Func. Area	Cost center	Grant	Cost center Grant
✓	Debit	430010	Instr Mat-Ge.	010-0000	1110-1000-14170	1808001	NOT_REL1808001	NOT_REL	
	Debit	430001		010-5610	7150-2100-75138	1168501			
	Debit								
	Debit								

13. Type in the Fund, Func. Area and Cost Center of the second funding line.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

Edit Parked Vendor Invoice 5900000833 1000 2014

Transactn: Invoice Bal. 23.04-

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

Basic data: Vendor 7000001011, Invoice date 07/19/2013, Posting Date 08/06/2013, Amount 123.04, Tax Amount, Text AMAZON.COM, Payment terms Due immediately, Baseline Date 07/19/2013

ID	S	D/C	G/L acct	Short Text	T	Func. Area	Cost center	Grant	Order
✓	Debit	430010	Instr Mat-Ge		1110-1000-14170	1808001	NOT_RELEVANT		
	Debit	430001			7150-2100-78138	1168501	200024		
	Debit								
	Debit								

14. Type in the Grant number. For example, type 200024.



Note: in this transaction the charges were split between two different funding sources. The second funding line is a grant and the Grant field was populated. Internal Order and WBS Element can also be populated.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) 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 invoice. The title bar indicates it's running in Windows Internet Explorer provided by Citrix. The URL is <https://bts-qsl.lausd.net/...>. The page title is "Edit Parked Vendor Invoice 5900000833 1000 2014". The toolbar includes buttons for "Tree on", "Simulate", "Save as completed", and "Editing options". The "Save as completed" button is highlighted with a red line and the number 15. The main area shows invoice details: Vendor 7000001011, Invoice date 07/19/2013, Posting Date 08/06/2013, Amount 123.04, and Text AMAZON.COM. A table at the bottom lists items with columns for S..., D/C, G/L acct, Short Text, T. Func. Area, Cost center, Grant, Order, and W.

S...	D/C	G/L acct	Short Text	T. Func. Area	Cost center	Grant	Order	W
Debit	430010	Instr Mat-Ge		1110-1000-14170	1808001	NOT_RELEVANT		
Debit	430001	General Sup		7150-2100-75138	1168501	200024		
Debit								
Debit								

15. Click the Save as completed button to save the information entered and begin the approval process.



You can click on the Extras link on the toolbar to navigate to the Document text menu item to open the document text screen and update.



Remember that to add an attachment click on the Services for Object button.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

SAP - \\Remote

Doc. Number	Document Type	Vendor	Reference	Debit Total
5900000833	KC	7000001011	2014/01/000001	123.04

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

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

User Comments

Please approve, charged to multiple funding lines.

Comments History

Approve Reject Save Approvers/Reviewers

16. Click the **Approve** button to start the approval workflow to the Approving Official.



Notes to the Approving Official can be added in the User Comments field.



The P-Card Reconciler should never reject a P-Card charge.

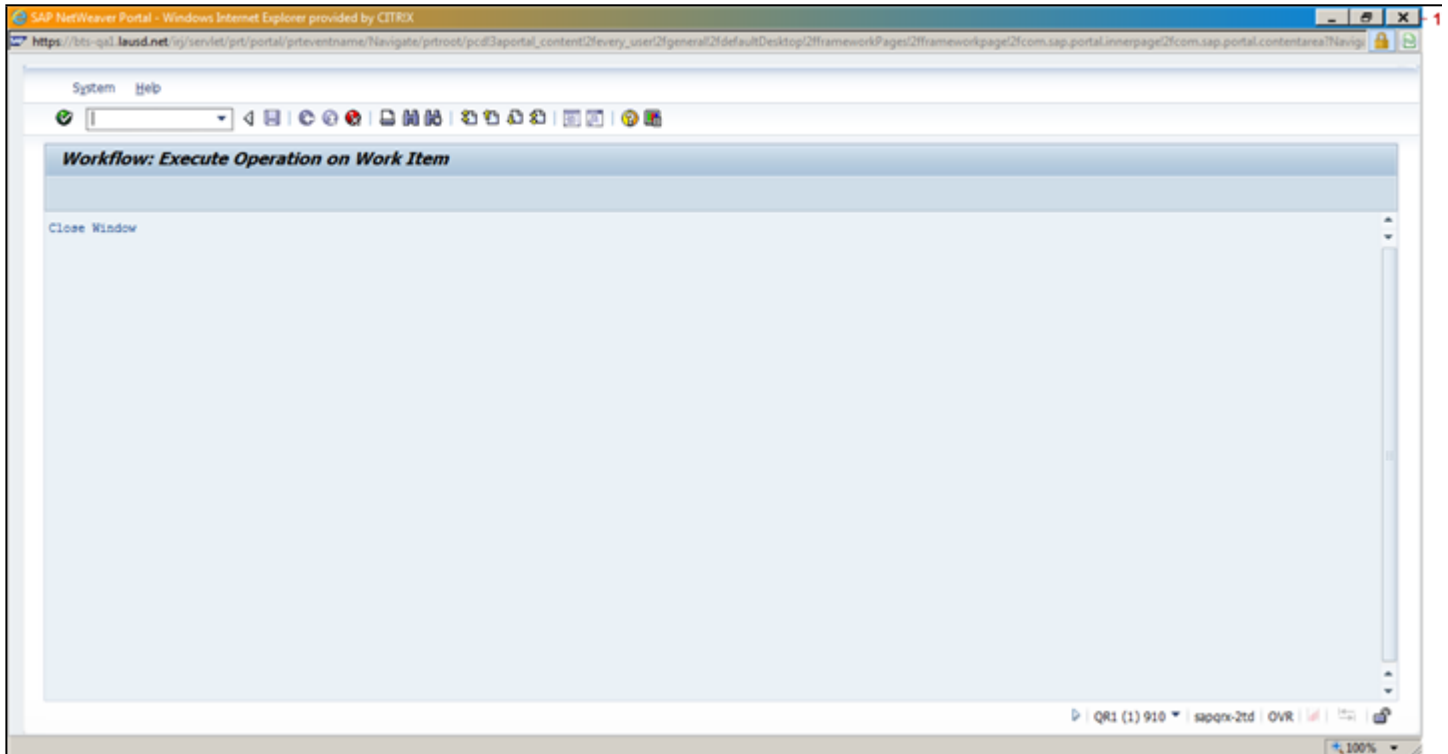


Business Process Procedure

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

P-Card Reconciler - Reconcile (Multiple Funding Lines) WinGui

Transaction Code: UWL

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

The screenshot displays the Universal Worklist interface in a web browser. The left sidebar contains navigation links for Home, Reports, and Universal Worklist. The main content area shows a list of tasks under the 'Tasks (90 / 113)' tab. The tasks are filtered to 'New and In Progress Tasks (90 / 113)' and sorted by 'All'. The table lists tasks with columns for Subject, From, Sent Date, Priority, Due Date, and Status. The first task is 'Reconcile P-Card document number 5900000833' from MEDNA, SANDRA, dated Jul 30, 2013, with a Medium priority and New status. Below the table, the details for the selected task are shown, including the document type (KC), document number (5900000833), reference number (2014/01/000001), vendor account (7000001011), vendor name (JOHN SMITH), invoice amount (123.04), originator (US), and header text (5543286229000406746E25).

Subject	From	Sent Date	Priority	Due Date	Status
Reconcile P-Card document number 5900000833	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000832	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000831	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000830	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000829	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000828	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000827	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000826	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000825	MEDNA, SANDRA	Jul 30, 2013	Medium		New
Reconcile P-Card document number 5900000824	MEDNA, SANDRA	Jul 30, 2013	Medium		New

Reconcile P-Card document number 5900000833
Sent Date: Jul 30, 2013 By MEDNA, SANDRA
Status: New
Priority: Medium
Description: Document Type: KC
Document Number: 5900000833
Reference No: 2014/01/000001
Vendor Account: 7000001011
Vendor Name: JOHN SMITH
Invoice Amount: 123.04
Originator: US
Header Text: 5543286229000406746E25

18. Click the  button to refresh the Universal WorkList. Document 5900000833 will be sent to the Second Level Approver's inbox (universal worklist) and removed from this list.



Business Process Procedure

P-Card Reconciler - Reconcile (Multiple
Funding Lines) WinGui

Transaction Code: UWL

Result

You have successfully reconciled P-Card charges using multiple funding lines.