Business Process Procedure

P-Card Approver - Approve Rejected Document WinGui

Transaction Code: UWL

Purpose

Use this procedure to approve a P-Card document that was previously rejected.

Trigger

Perform this procedure when a P-Card document wasa updated and re-submitted by the Reconciler for approval.

Prerequisites

- A P-Card document that nees to be re-approved.

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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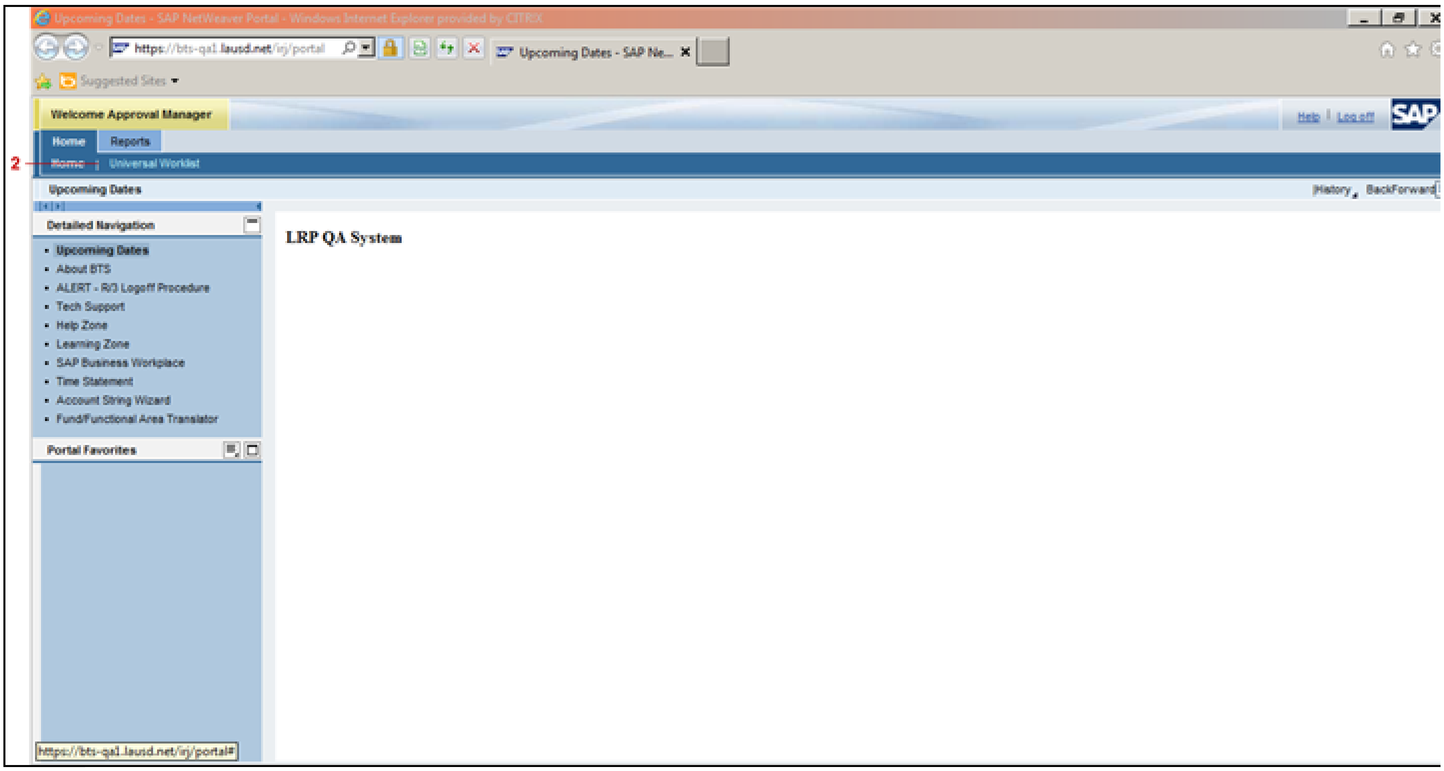
Procedure

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 screen.

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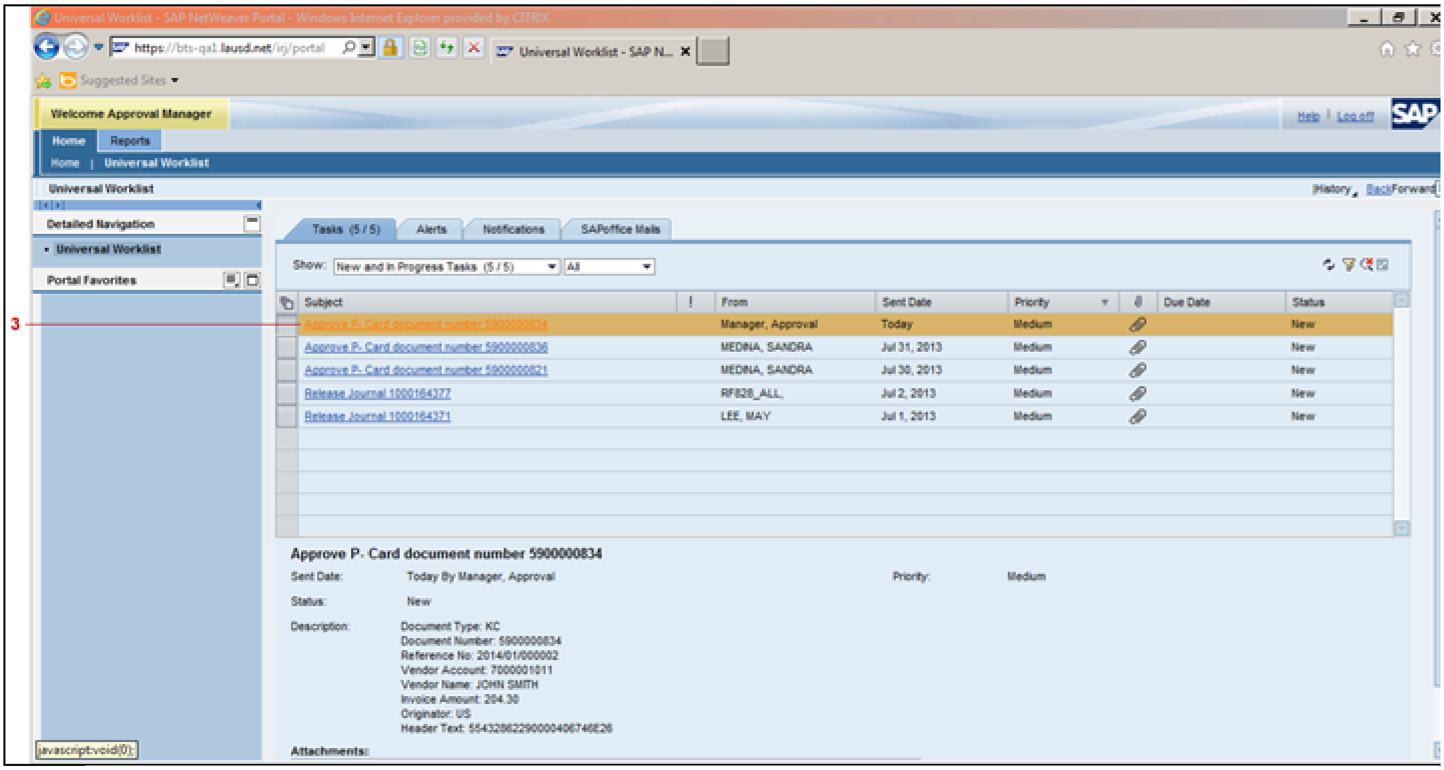
Universal Worklist - SAP NetWeaver Portal - Windows Internet E - \\Remote



3. Click the Approve P- Card document number 5900000834 label link to open the P-Card document.

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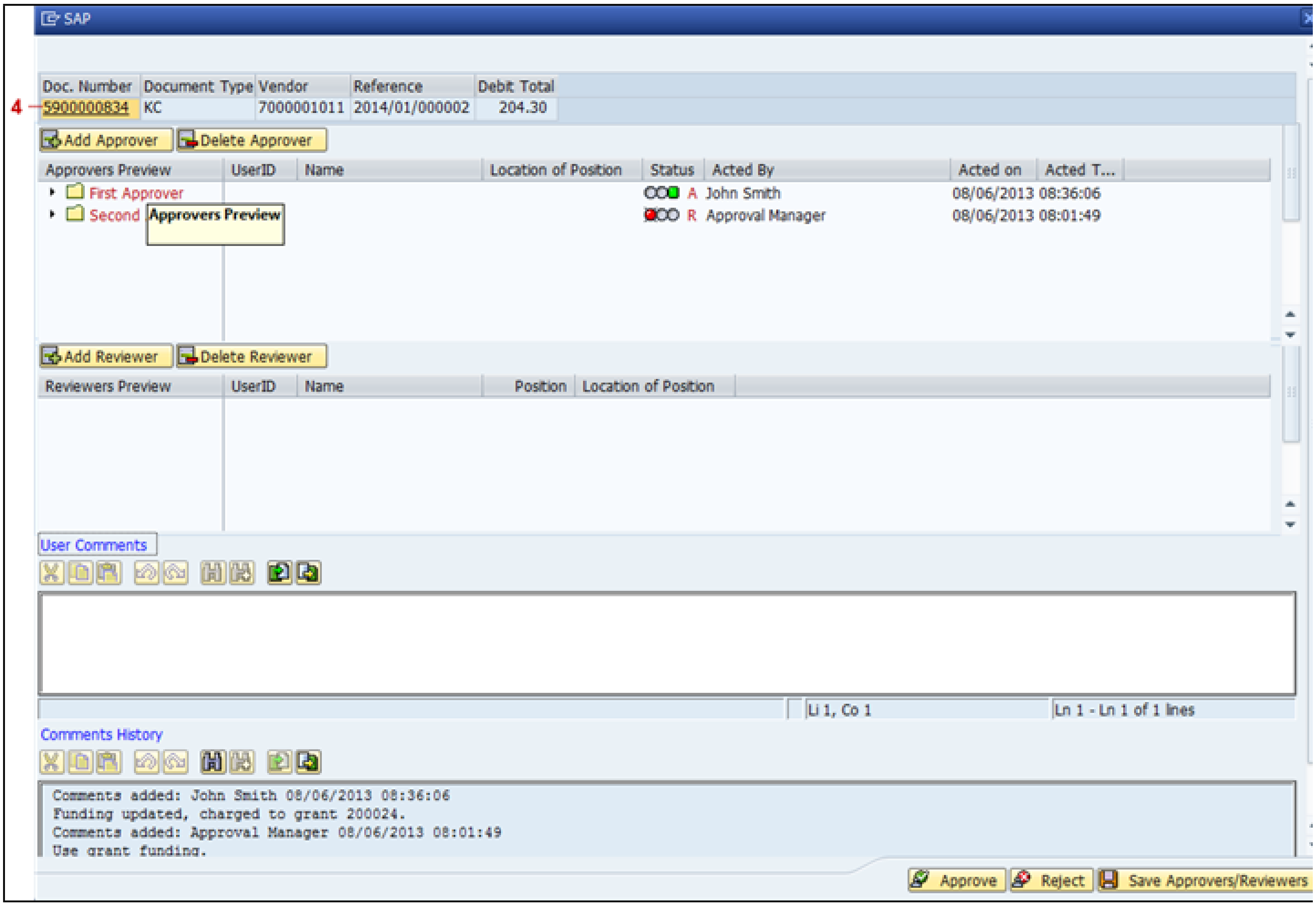
SAP - \\Remote



4. Click the 5900000834 label link to open the P-Card document.

Reconciler added comments that can be seen in the Comments History box.

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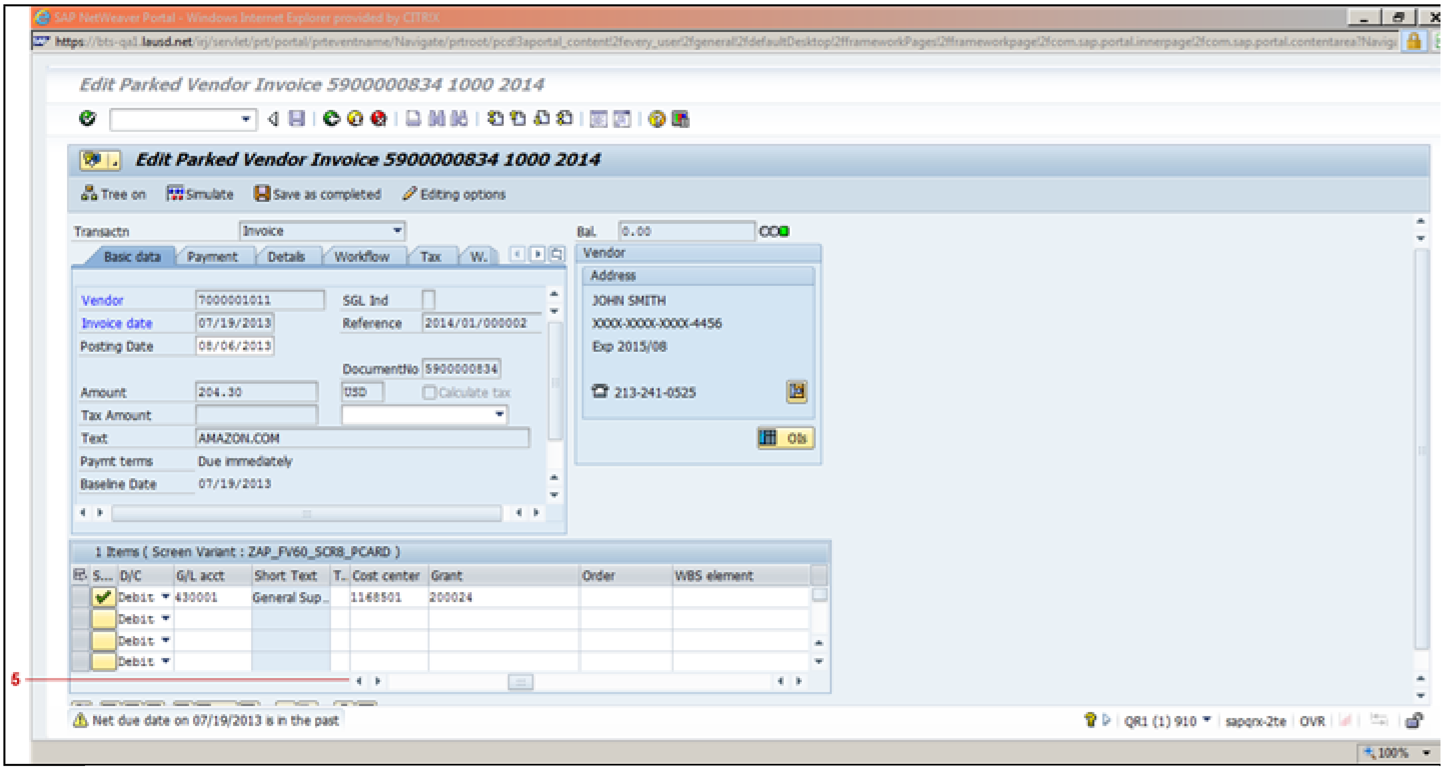
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



5. By using the ◄ ► buttons, the Approver can scroll through and review the funding line.

Review and verify the Reconciler updates. For this example, the Approving Official asked the Reconciler to change the accounting line to a Grant.

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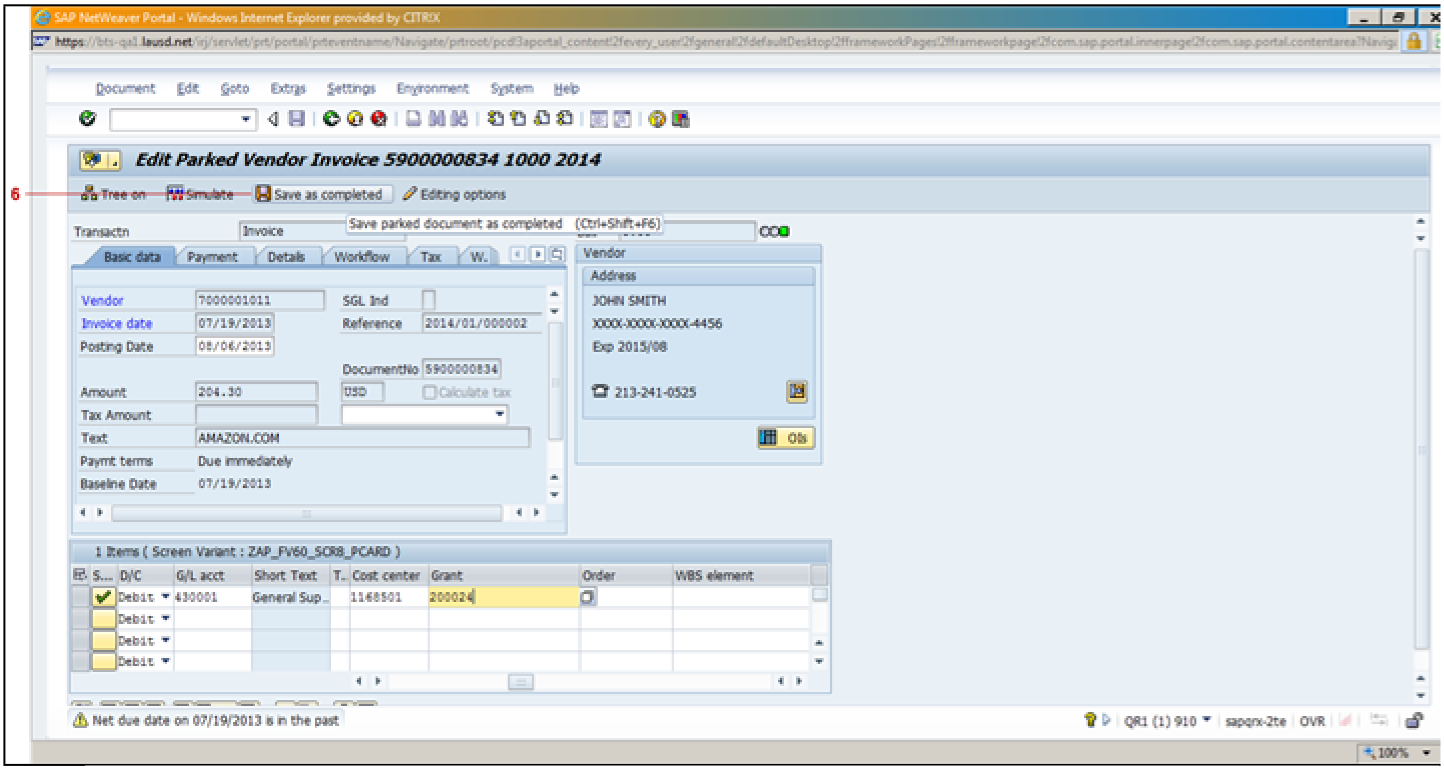

6. Click the Save as completed button to save and return to the approval screen.

Approving Officials can click on the Extras label to review the document text. Also, by clicking in the Services Objects the Approving Official can review the attached file to this P-Card document.

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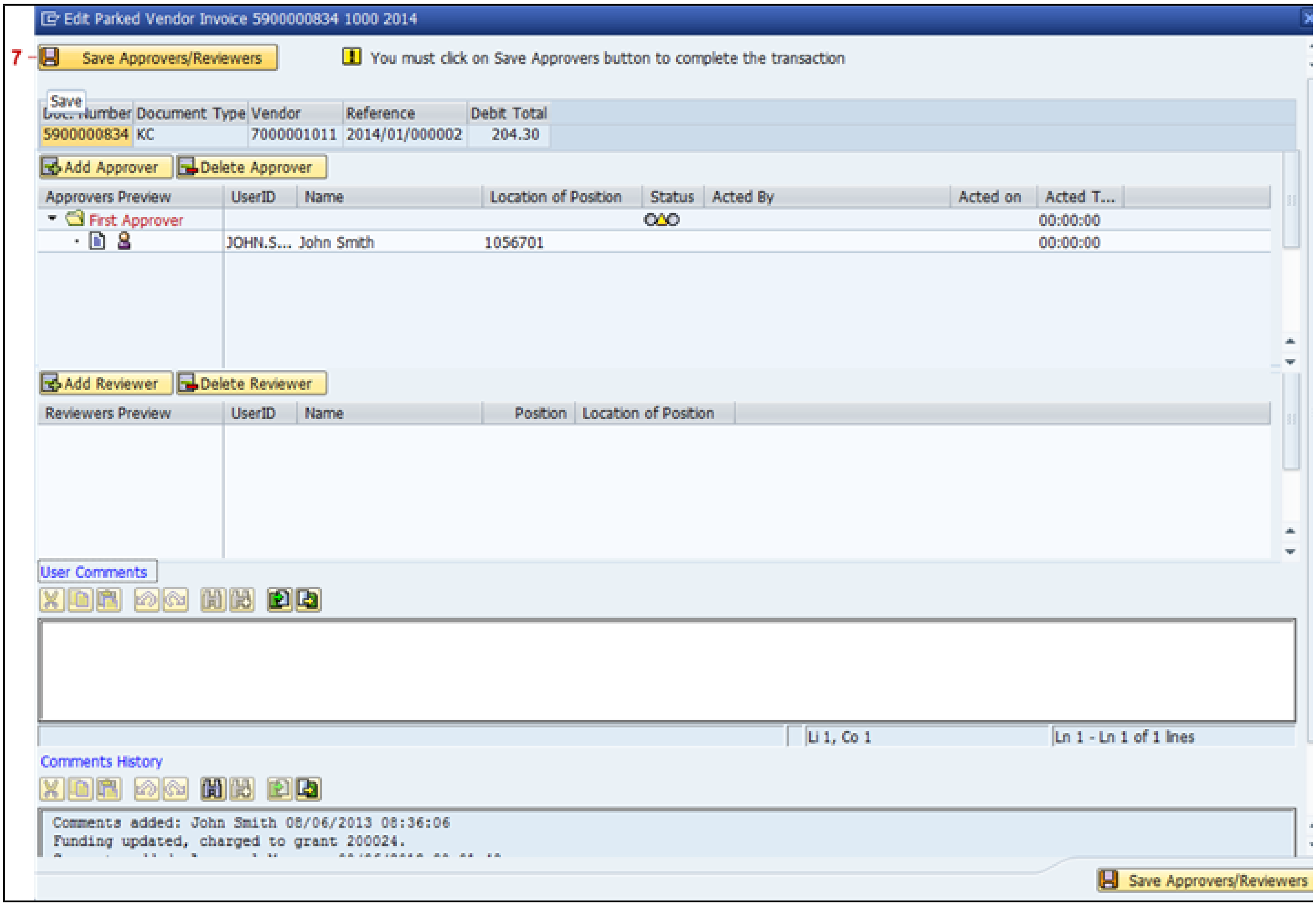
Edit Parked Vendor Invoice 5900000834 1000 2014 - \\Remote



7. Click the **Save Approvers/Reviewers** button to save and return to the approval screen.

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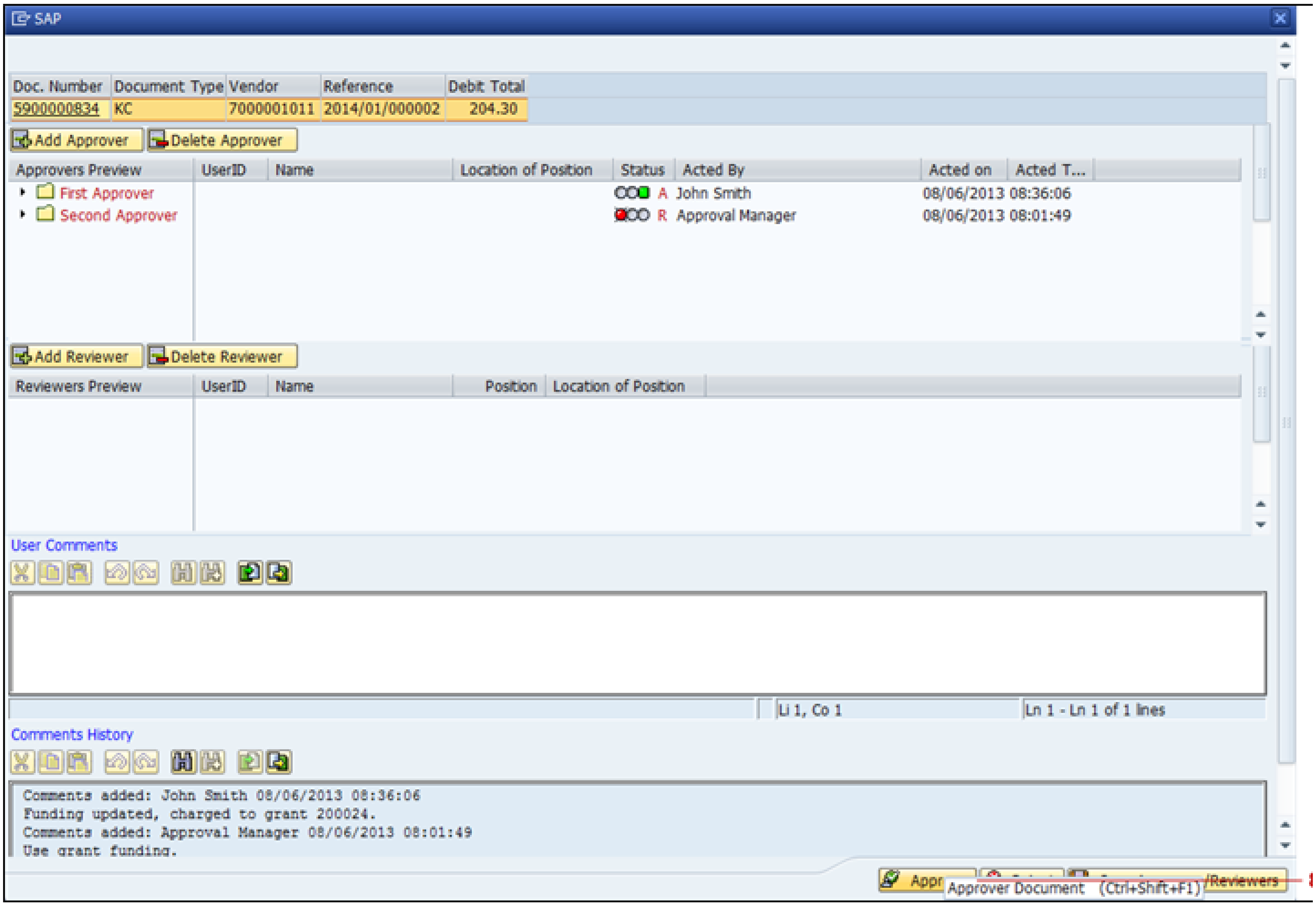

8. Click the Approver button to approve the P-Card document and complete the reconciliation process.

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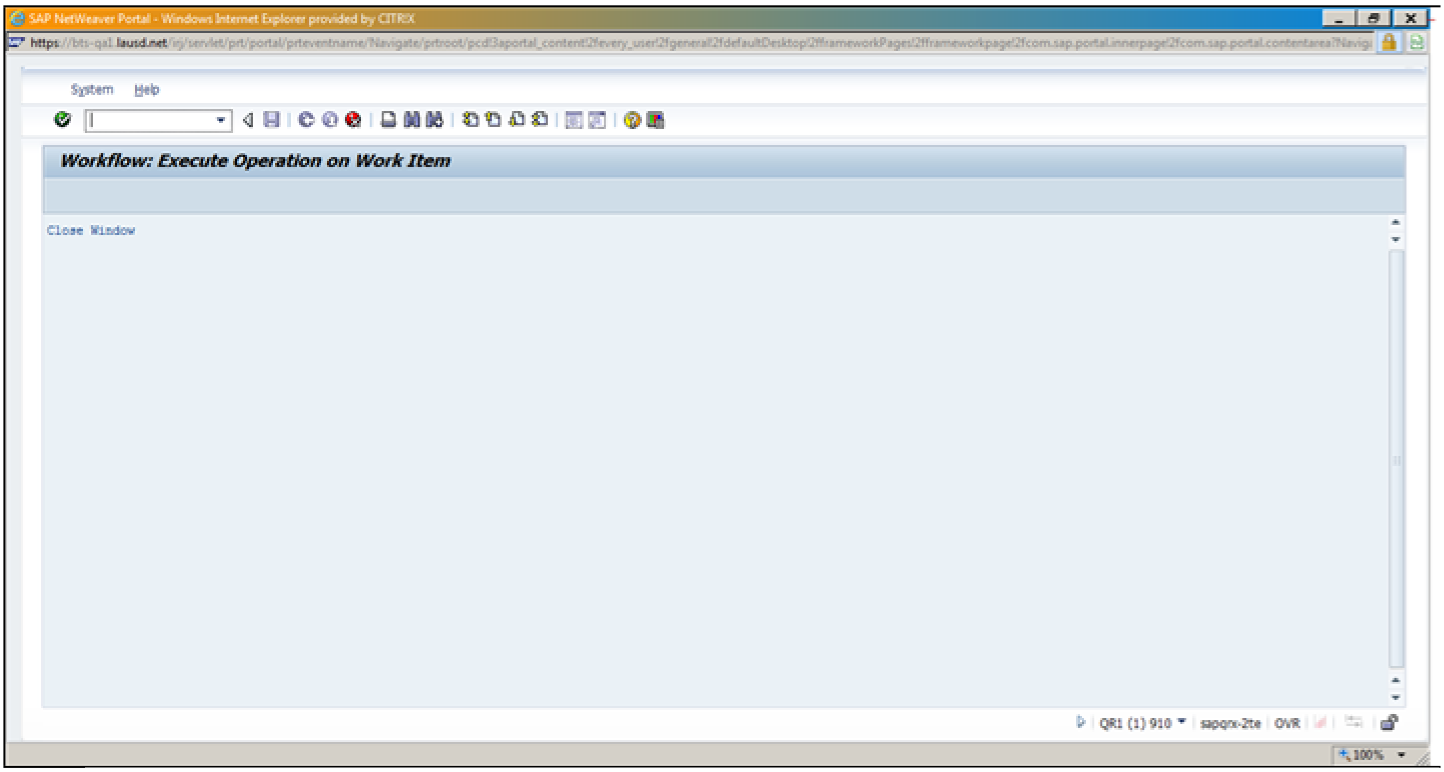
SAP NetWeaver Portal - Windows Internet Explorer provided by C - \\Remote



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

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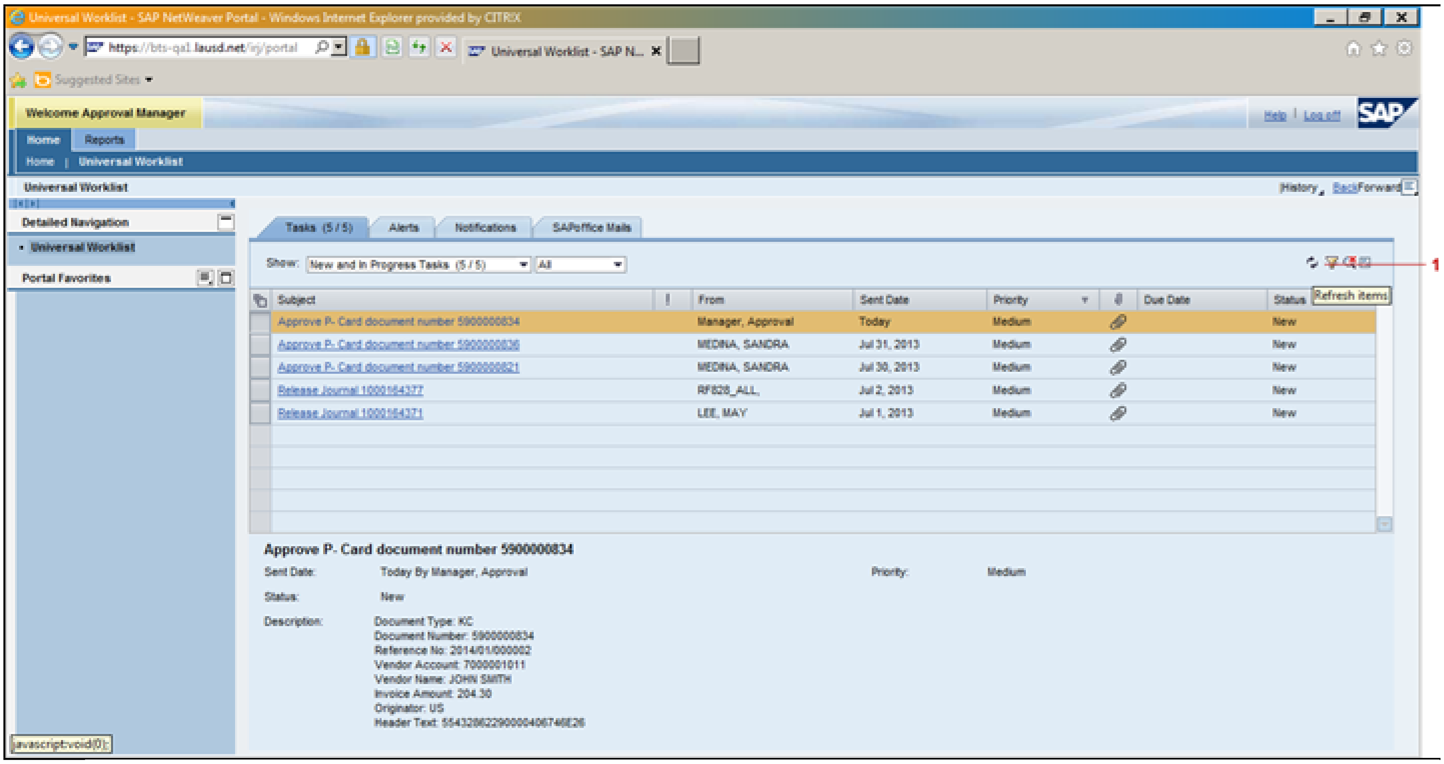
Universal Worklist - SAP NetWeaver Portal - Windows Internet E - \\Remote



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

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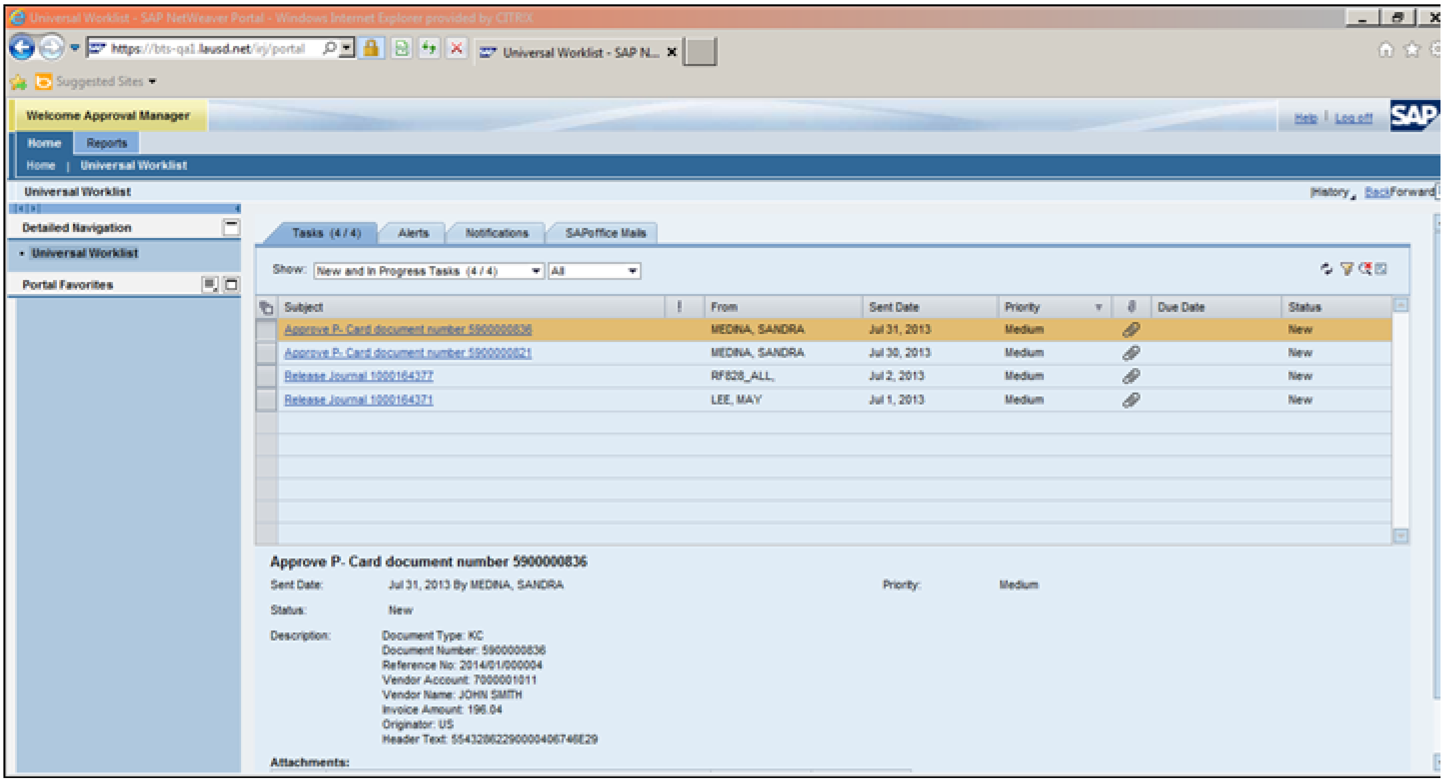
End of simulation.



The P-Card document 5900000834 that was approved has been removed from the Universal WorkList.

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Result

You have successfully approved a previously rejected P-Card document.