



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 was updated and re-submitted by the Reconciler for approval.

Prerequisites

- A P-Card document that needs 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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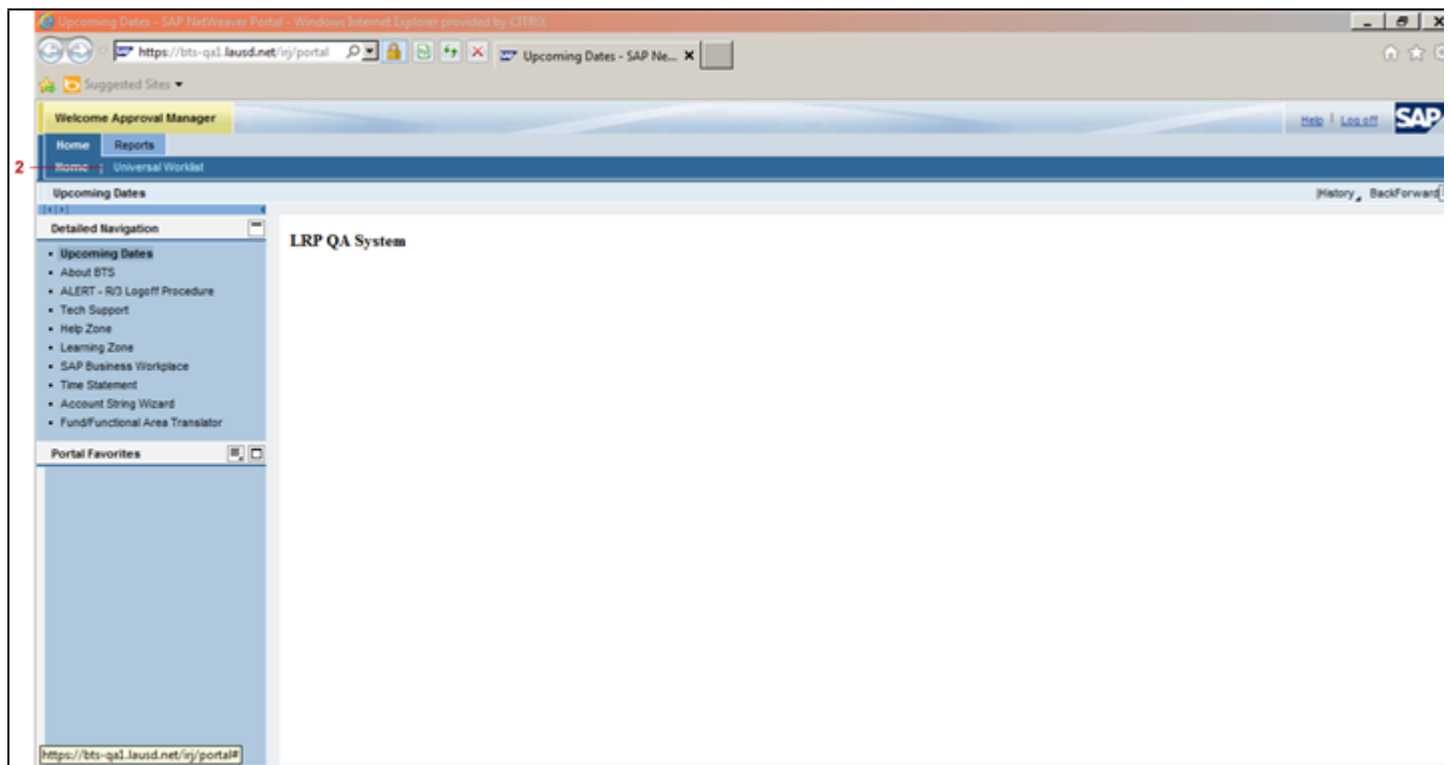
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Procedure

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

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The left sidebar contains navigation links: Home, Reports, Universal Worklist, Detailed Navigation, and Portal Favorites. The main content area displays a list of tasks under the 'Tasks (5 / 5)' tab. The first task is highlighted in orange and is labeled 'Approve P-Card document number 5900000834'. A red line points to this task. Below the task list, the details for the selected task are shown, including the subject, sent date, priority, status, and description.

Subject	From	Sent Date	Priority	Due Date	Status
Approve P-Card document number 5900000834	Manager, Approval	Today	Medium		New
Approve P-Card document number 5900000836	MEDINA, SANDRA	Jul 31, 2013	Medium		New
Approve P-Card document number 5900000821	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Release Journal 1000164377	RF828_ALL	Jul 2, 2013	Medium		New
Release Journal 1000164371	LEE, MAY	Jul 1, 2013	Medium		New

Approve 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: 264.30
Originator: US
Header Text: 55432862290000406746E26

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



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SAP - \\Remote

The screenshot shows the SAP P-Card Approver - Approve Rejected Document WinGui interface. At the top, a table displays document details: Doc. Number (5900000834), Document Type (KC), Vendor (7000001011), Reference (2014/01/000002), and Debit Total (204.30). Below this, there are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' section shows a list of approvers with columns for UserID, Name, Location of Position, Status, Acted By, Acted on, and Acted T... The list includes 'First Approver' (John Smith) and 'Second Approver' (Approval Manager). Below the approvers, there are buttons for 'Add Reviewer' and 'Delete Reviewer'. The 'Reviewers Preview' section is currently empty. At the bottom, there is a 'User Comments' section with a text area and a 'Comments History' section showing a list of comments: 'Comments added: John Smith 08/06/2013 08:36:06', 'Funding updated, charged to grant 200024.', 'Comments added: Approval Manager 08/06/2013 08:01:49', and 'Use grant funding.'.

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

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver		John Smith		OO A	John Smith	08/06/2013 08:36:06	
Second Approver		Approval Manager		OO R	Approval Manager	08/06/2013 08:01:49	

Reviewers Preview	UserID	Name	Position	Location of Position
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User Comments

Comments History

Comments added: John Smith 08/06/2013 08:36:06
Funding updated, charged to grant 200024.
Comments added: Approval Manager 08/06/2013 08:01:49
Use grant funding.

- 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

Item	S...	D/C	G/L acct	Short Text	T.	Cost center	Grant	Order	WBS element
✓	Debit		430001	General Sup.	1168501		200024		
	Debit								
	Debit								
	Debit								

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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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://its-qsl.lausd.net:ng/servelet/ppl/portal/pteventname/Navigation/ptroot/pcd3portal_content21every_user21general21defaultDesktop21framework21pages21frameworkpage21com.sap.portal.innerpage21com.sap.portal.contentarea21Navigation. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The main title is "Edit Parked Vendor Invoice 5900000834 1000 2014". Below the title are buttons for "Tree on", "Simulate", "Save as completed", and "Editing options". The "Save as completed" button is highlighted with a red circle and the number 6. The screen is divided into several sections: "Transactn" (Invoice), "Basic data", "Payment", "Details", "Workflow", "Tax", and "W.". The "Basic data" section contains 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). The "Payment" section shows the DocumentNo (5900000834) and USD. The "Details" section shows the Reference (2014/01/000002). The "Vendor" section shows the Address (JOHN SMITH, XXXX-XXXX-XXXX-4456, Exp 2015/08, 213-241-0525). At the bottom, there is a table with 1 item (Screen Variant: ZAP_FV60_SCR8_PCARD) showing a debit entry for 430001 General Sup. with a cost center of 1168501 and a grant of 200024. A warning message at the bottom states "Net due date on 07/19/2013 is in the past".

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 - **Save Approvers/Reviewers** You must click on Save Approvers button to complete the transaction

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

Add Approver **Delete Approver**

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

Add Reviewer **Delete Reviewer**

Reviewers Preview	UserID	Name	Position	Location of Position
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User Comments

Comments History

Comments added: John Smith 08/06/2013 08:36:06
Funding updated, charged to grant 200024.

Save Approvers/Reviewers

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



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SAP - \\Remote

The screenshot displays the SAP P-Card Approver - Approve Rejected Document WinGui interface. At the top, a header bar shows the document details: Doc. Number 5900000834, Document Type KC, Vendor 7000001011, Reference 2014/01/000002, and Debit Total 204.30. Below this, there are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' table lists two approvers: 'First Approver' (User ID, Name, Location of Position, Status, Acted By, Acted on, Acted T...) and 'Second Approver' (User ID, Name, Location of Position, Status, Acted By, Acted on, Acted T...). 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 and a 'Comments History' section showing a list of comments: 'Comments added: John Smith 08/06/2013 08:36:06', 'Funding updated, charged to grant 200024.', 'Comments added: Approval Manager 08/06/2013 08:01:49', and 'Use grant funding.'.

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

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver				OOO A	John Smith	08/06/2013 08:36:06	
Second Approver				OOO R	Approval Manager	08/06/2013 08:01:49	

Reviewers Preview	UserID	Name	Position	Location of Position
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User Comments

Comments History

Comments added: John Smith 08/06/2013 08:36:06
Funding updated, charged to grant 200024.
Comments added: Approval Manager 08/06/2013 08:01:49
Use grant funding.

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

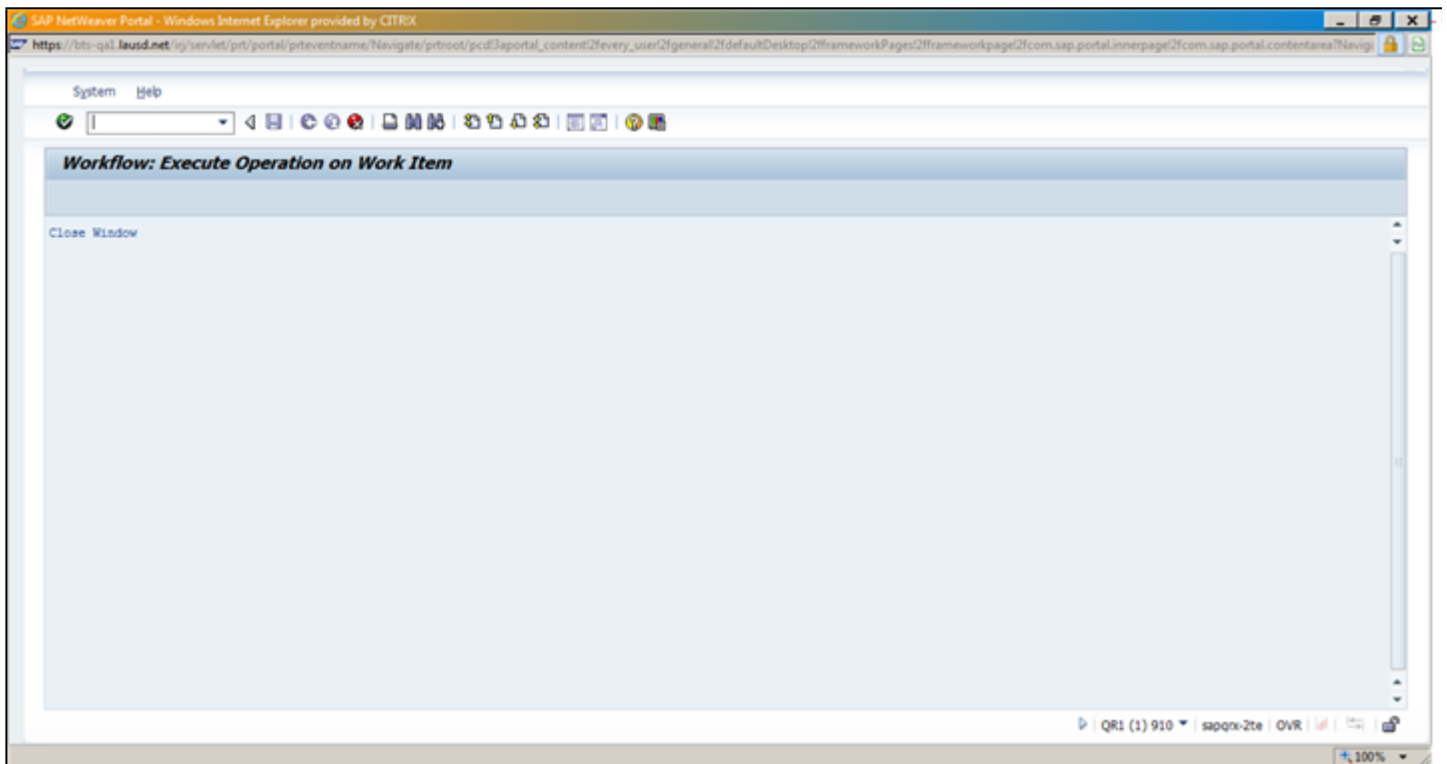


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9. Click the  button to close this window and return to the Universal WorkList.



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

Subject	From	Sent Date	Priority	Due Date	Status
Approve P-Card document number 5900000834	Manager, Approval	Today	Medium		New
Approve P-Card document number 5900000836	MEDINA, SANDRA	Jul 31, 2013	Medium		New
Approve P-Card document number 5900000821	MEDINA, SANDRA	Jul 30, 2013	Medium		New
Release Journal 1000164377	RF828_ALL	Jul 2, 2013	Medium		New
Release Journal 1000164371	LEE, MAY	Jul 1, 2013	Medium		New

Approve P-Card document number 5900000834

Sent Date: Today By Manager, Approval Priority: Medium

Status: New

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: 55432862290000406746826

10.

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



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End of simulation.

The screenshot displays the SAP Universal Worklist interface. The left sidebar contains navigation options: Home, Reports, Universal Worklist, and Portal Favorites. The main area shows a list of tasks under the 'Tasks (4/4)' tab. The tasks are filtered to show 'New and In Progress Tasks (4/4)'. The task list includes:

Subject	From	Sent Date	Priority	Status
Approve P-Card document number 5900000836	MEDINA, SANDRA	Jul 31, 2013	Medium	New
Approve P-Card document number 5900000821	MEDINA, SANDRA	Jul 30, 2013	Medium	New
Release Journal 1000164372	RF628_ALL	Jul 2, 2013	Medium	New
Release Journal 1000164371	LEE, MAY	Jul 1, 2013	Medium	New

Below the task list, the details for the selected task 'Approve P-Card document number 5900000836' are shown:

Approve P-Card document number 5900000836
Sent Date: Jul 31, 2013 By MEDINA, SANDRA
Status: New
Priority: Medium
Description: Document Type: KC
Document Number: 5900000836
Reference No: 2014/01/000004
Vendor Account: 7000001011
Vendor Name: JOHN SMITH
Invoice Amount: 196.04
Originator: US
Header Text: 55432062290000406746E29
Attachments:



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.