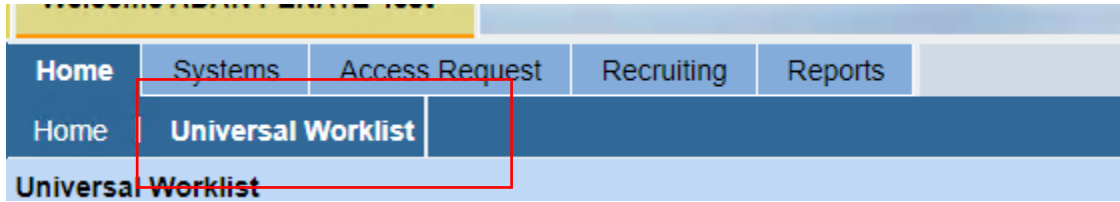
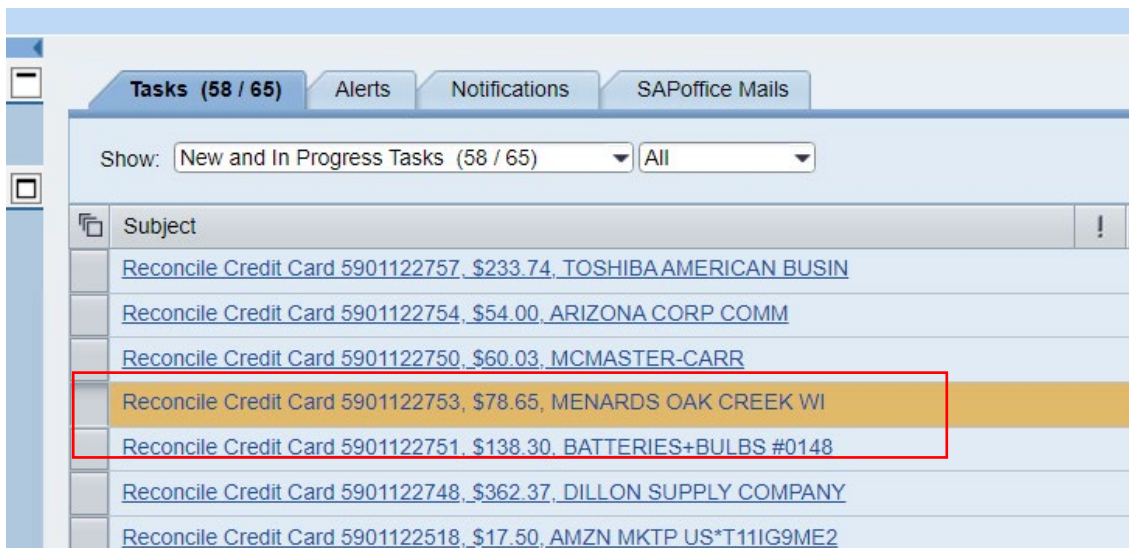


Reconciliation P-Card/T-Card/Toshiba GC

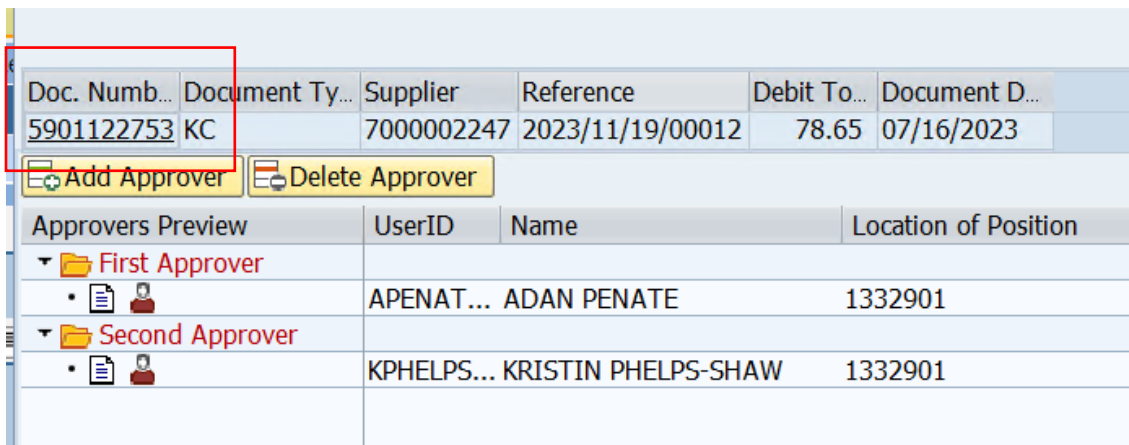
- Log into SAP using Azure Virtual Desktop (AVD)/SAP using your Single Sign-on.
- Click on UniversalWorklist (UWL) to view transactions.



- SAP will display the list of pending transactions. Click on the transaction to be reconciled.



- A new window will appear that displays the 1st approver (reconciler) and 2nd approver (approving official). Click on the transaction number and the Edit Parked Vendor screen will appear.



Reconciliation P-Card/T-Card/Toshiba GC

- Change the posting date to the current date and press the enter key on your keyboard 4 times to override the date previously listed.

Edit Parked Vendor Credit Memo 5901122753 1000 2024

Transactn: Credit memo | Bal.: 0.00

Supplier: 7000002247 | SGL Ind: | Reference: 2023/11/19/00012

Document date: 07/16/2023 | DocumentNo: 5901122753

Posting Date: 11/19/2023 | Doc.currency: USD | Calculate tax

Amount: 78.65 | Text: MENARDS OAK CREEK WI | Paymt terms: Due immediately

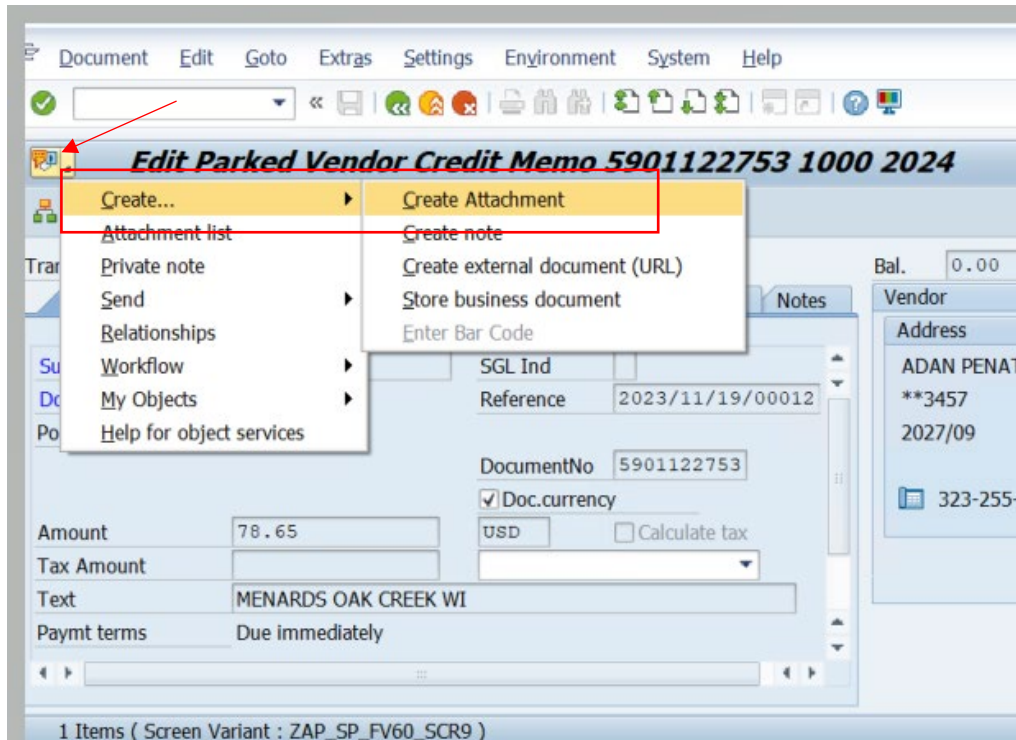
Vendor: ADAN PENATE, **3457, 2027/09, 323-255-1419

1 Items (Screen Variant : ZAP_SP_FV60_SCR9)

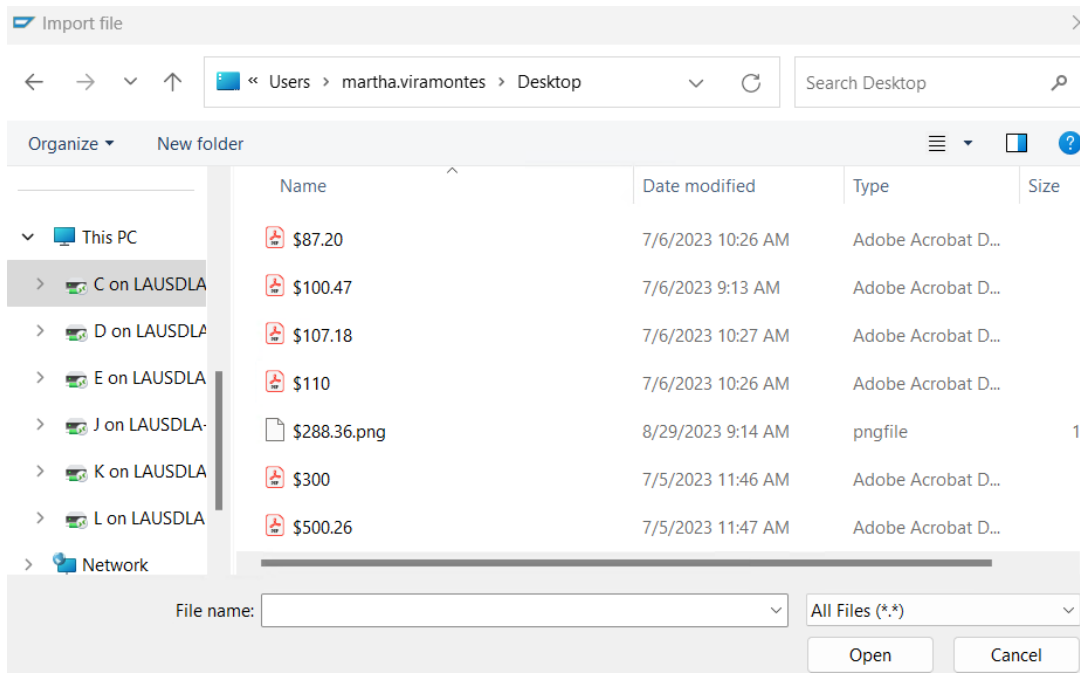
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	T..	Tax jurisdicn ...	Fund	Func. Area	Cost cent
✓	991010	AP Pcard Cle...	Cred...	78.65			010-0000	0000-0000-0000	

- Enter the funding information:
 - Change the G/L account (commitment item)
 - Change the Fund (if needed)
 - Change the Functional Area and press enter on your keyboard 3 times. SAP will generate the message “Items Changed in Line 1” and activate the Cost Center field located to the right of the functional area field.
 - Enter your school or department cost center
- Attach the receipt by clicking on the services for object icon located on the upper left hand side of the screen directly above the “tree on” icon. From the drop down menu select “Create” then select “Create Attachment”.

Reconciliation P-Card/T-Card/Toshiba GC



- This will take you to your computer documents. Find the receipt that needs to be attached and double click on the document to upload.



Reconciliation P-Card/T-Card/Toshiba GC

- The bottom of the page will display a message when the attachment is successfully created.

The screenshot displays the SAP 'Edit Parked Vendor Credit Memo' interface for document 5901122753. The 'Basic data' tab is active, showing fields for Supplier (7000002247), Document date (07/16/2023), Posting Date (12/07/2023), Amount (78.65), and Text (MENARDS OAK CREEK WI). The 'Vendor' window on the right shows the vendor name ADAN PENATE and address details. Below the main form is a table with one item:

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	T..	Tax jurisdictn ...	Fund	Func. Area	Cost cent
✓	430001	General Supp...	Cred...	78.65			010-0000	1110-1000-13027	1578101

At the bottom left, a red-bordered box highlights a green checkmark and the message: 'The attachment was successfully created'. The SAP logo is visible in the bottom right corner.

- Click Save as completed

Reconciliation P-Card/T-Card/Toshiba GC

Edit Parked Vendor Credit Memo 5901122753 1000 2024

Tree on Simulate **Save as Completed** Editing Options

Transactn: Credit memo Bal.: 0.00

Basic data | Payment | Details | Workflow | Tax | Withholding tax | Notes

Supplier: 7000002247 SGL Ind: Reference: 2023/11/19/00012
Document date: 07/16/2023 Posting Date: 12/07/2023
DocumentNo: 5901122753
Doc.currency: USD Calculate tax
Amount: 78.65 Tax Amount: Text: MENARDS OAK CREEK WI
Paymt terms: Due immediately

Vendor: ADAN PENATE **3457 2027/09 323-255-1419 OIs

- SAP will return to the previous screen. Click “Approve” button at the bottom right of the screen to approve the transaction.

Doc. Numb... Document Ty... Supplier Reference Debit To... Document D...
5901122753 KC 7000002247 2023/11/19/00012 78.65 07/16/2023

Add Approver Delete Approver

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver	APENAT...	ADAN PENATE	1332901			00:00:00	00:00:00
Second Approver	KPHELPS...	KRISTIN PHELPS-SHAW	1332901			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

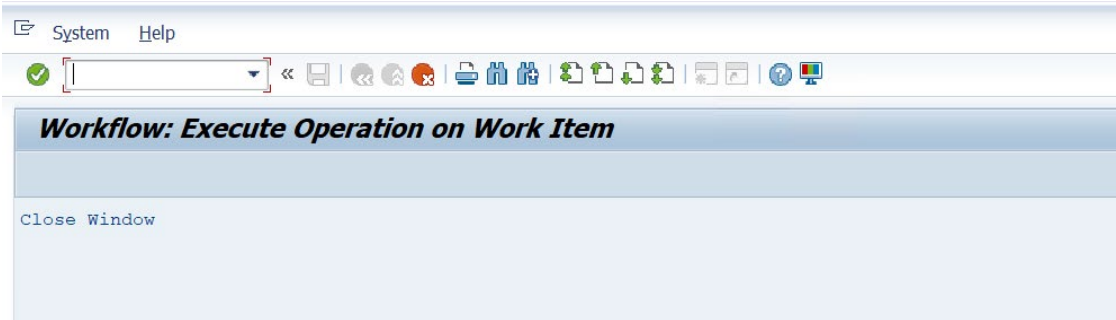
Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

Approve Reject Save Approvers/Reviewers

- Close the window

Reconciliation P-Card/T-Card/Toshiba GC



- The approved transaction will no longer display in the Universal Worklist (UWL), if it does, click on the “refresh” button (found above the “status” column) to update the UWL.

