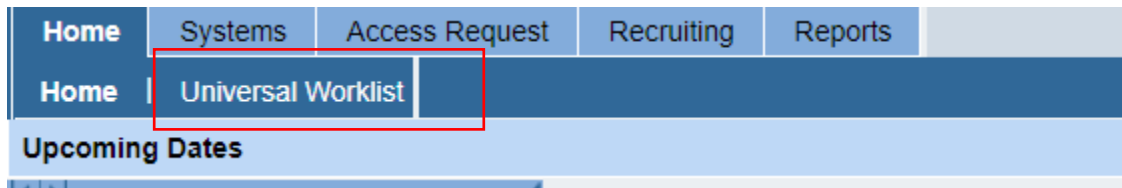


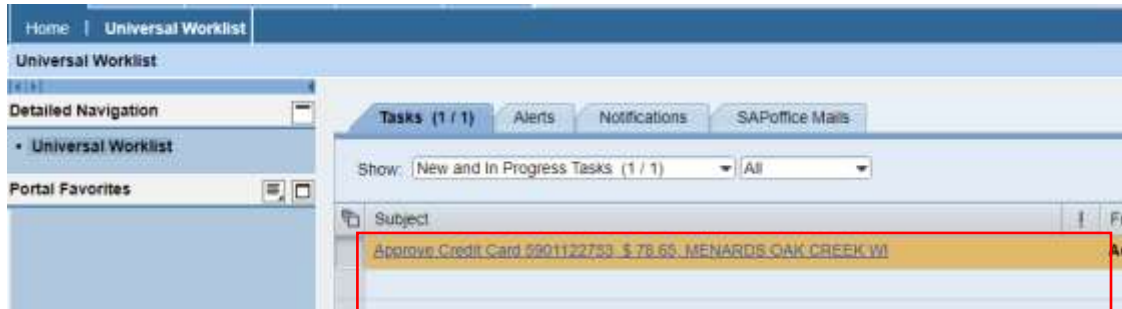
Approving P-Card/T-Card/Toshiba GC

Approving Credit Card Transactions in SAP

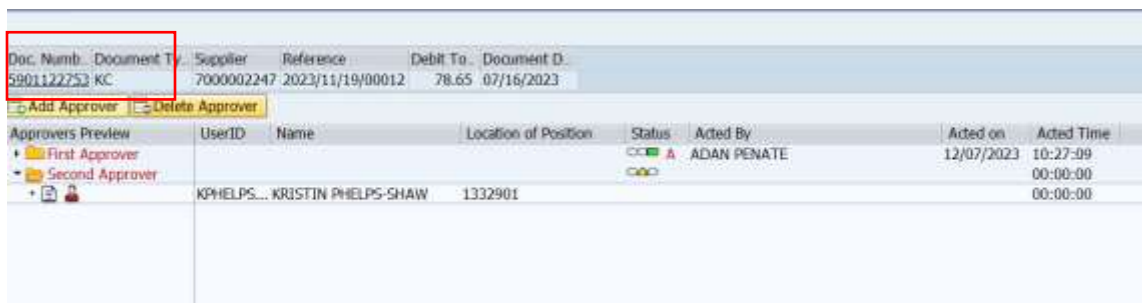
- Log into SAP using Azure Virtual Desktop (AVD)/SAP using your Single Sign-on.
- Click on UniversalWorklist (UWL) to view transactions.



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

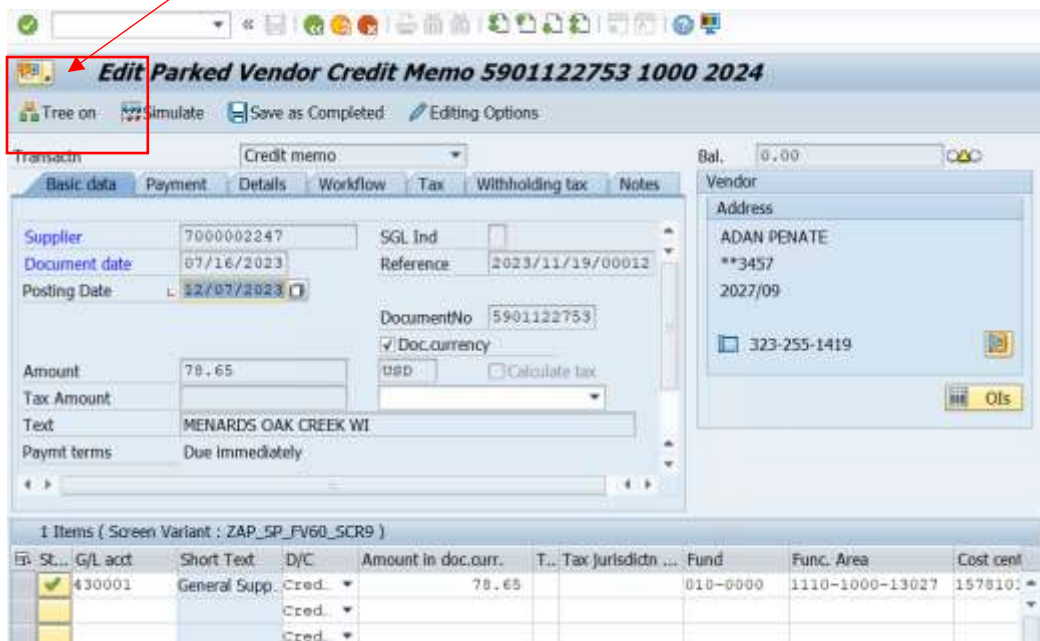


- A new window will appear that displays the 1st approver (reconciler) and 2nd approver (approving official). Double click on the document number located above the “add approver button”. This will open the document.

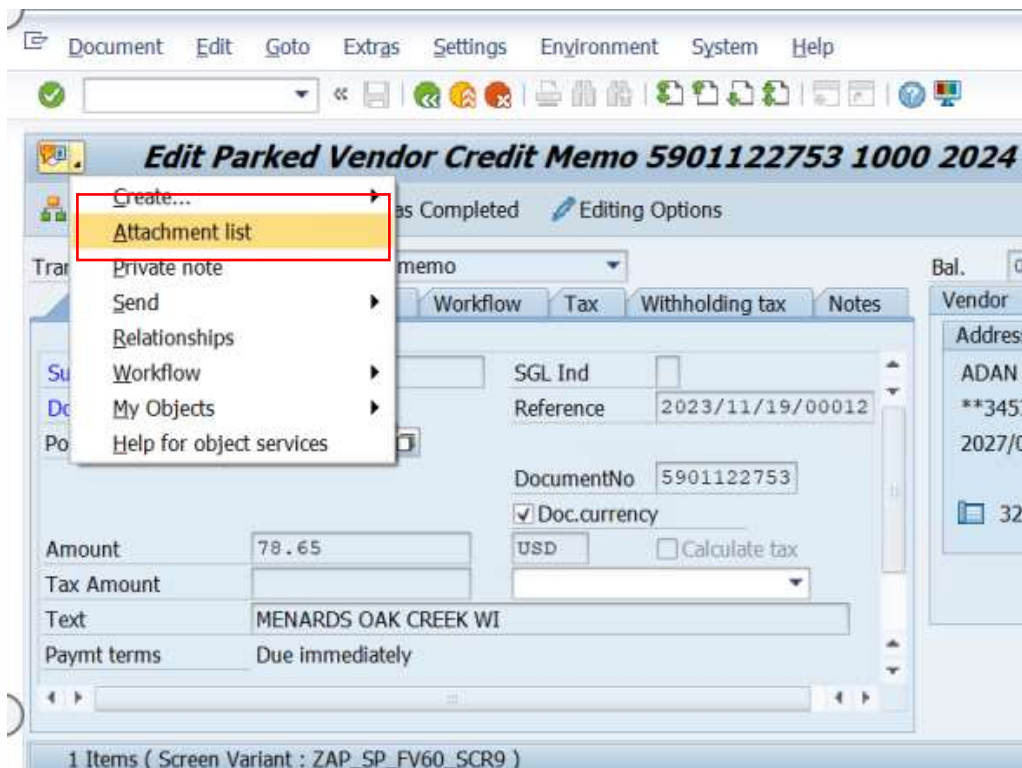


- The Edit Parked Vendor screen will appear.

Approving P-Card/T-Card/Toshiba GC

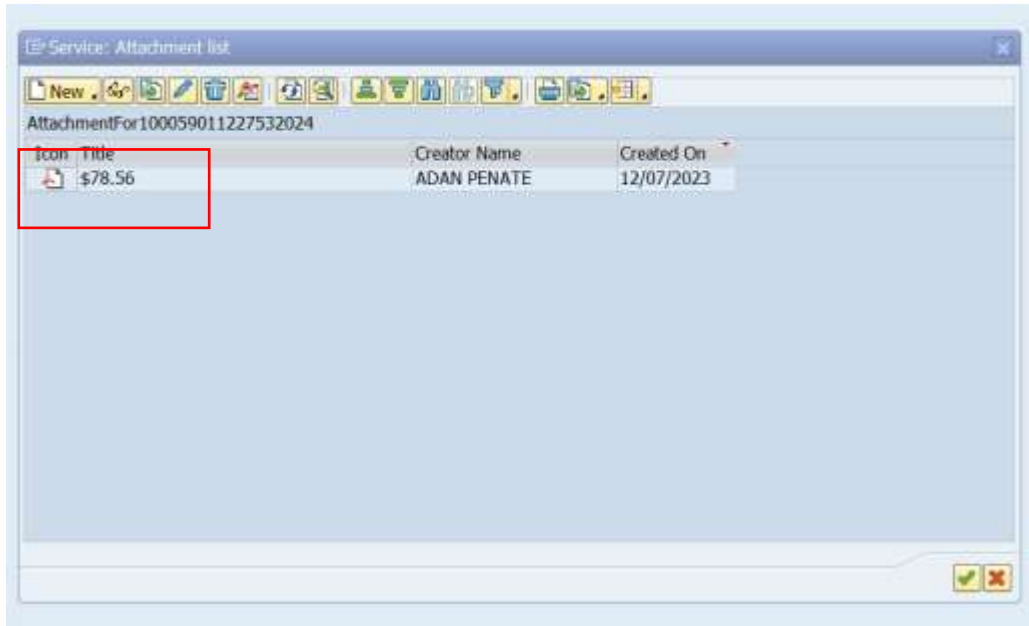


- Click on the “services for object” icon located on the upper left side of the screen directly above the “tree on” icon. From the drop down menu select “Attachment List”.

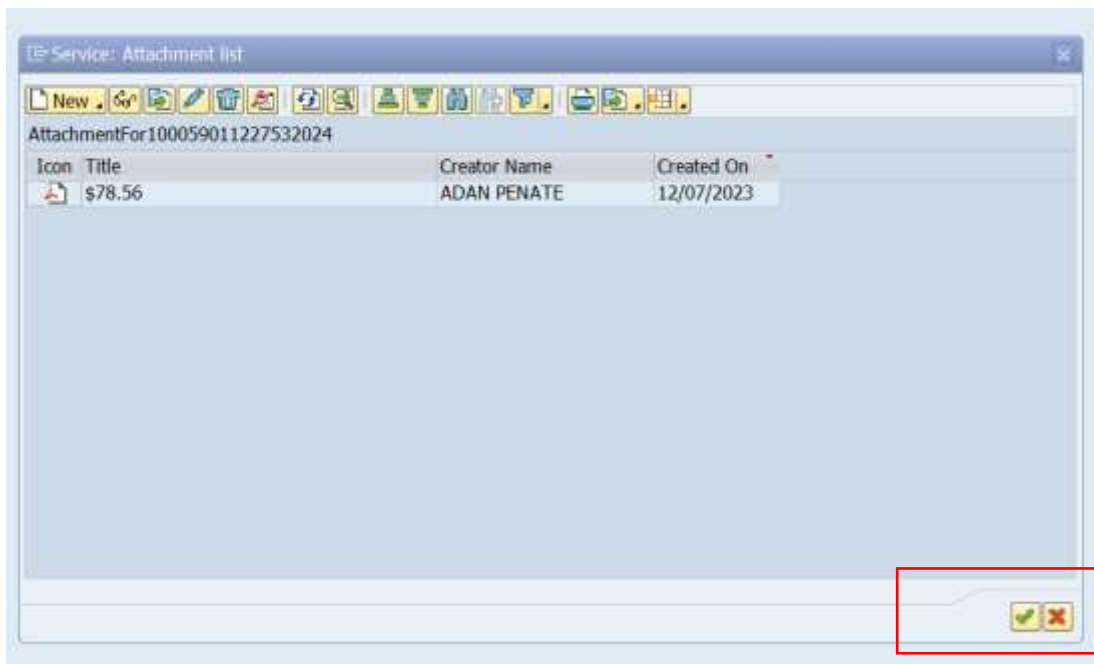


- Double click on the attachment to open it. Review the attachment to ensure it matches the transaction.

Approving P-Card/T-Card/Toshiba GC

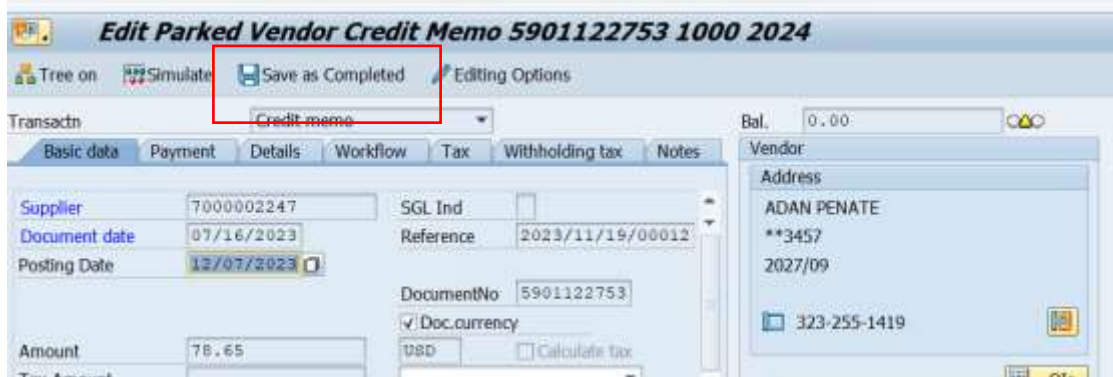


- Review the attachment to ensure it matches the transaction amount and ensure this is an authorized purchase for official District business. To close the attachment, click on the red X on the upper right hand side of the document. Then click on the green check mark to get back to the transaction screen.

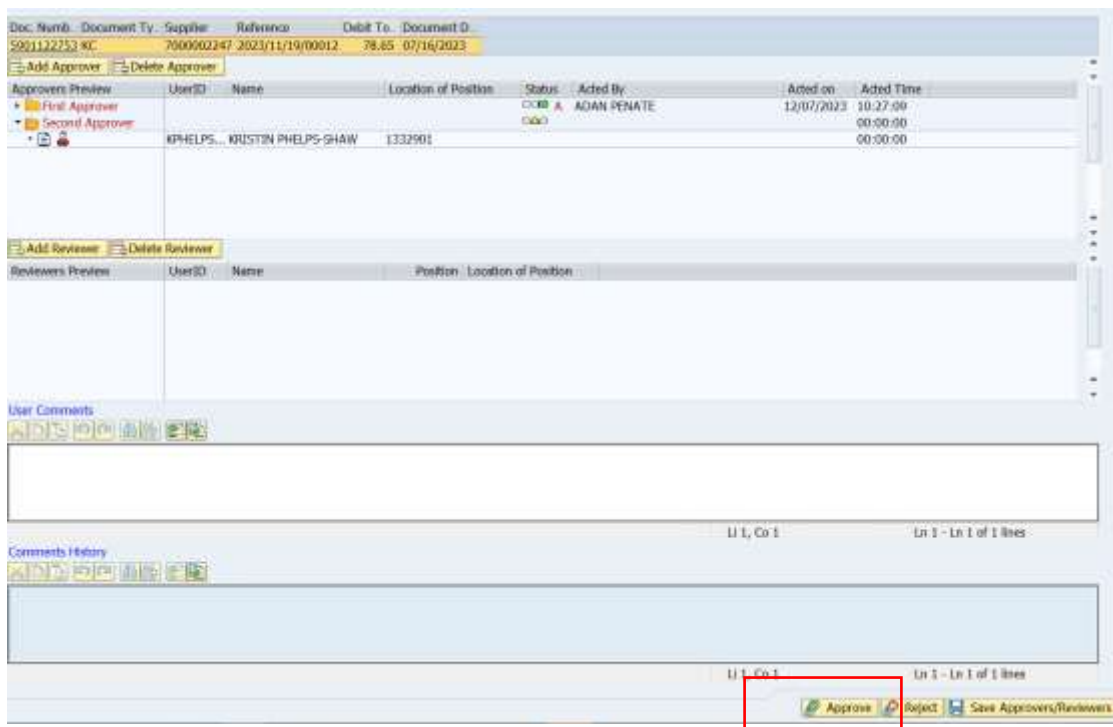


- Click Save as Completed

Approving P-Card/T-Card/Toshiba GC

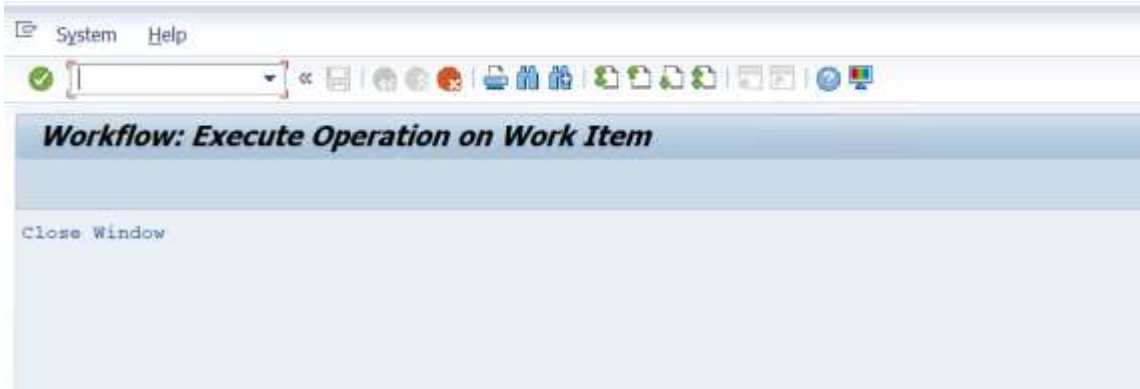


- SAP will return to the previous screen. Click "Approve" button at the bottom right of the screen to approve the transaction.



- Close the window

Approving 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.

