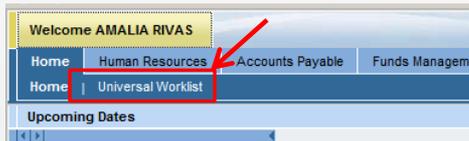


# Quick Tips

## Approving P-Card/T-Card/Toshiba GC Transactions

1. Log into SAP using CITRIX and LAUSD Single Sign-on (Download and Instructions found at <http://pcard.lausd.net>)
2. Click on Universal Work List (UWL) to view transactions



3. SAP will display the list of pending transactions. Click on the transaction to be approved.

A screenshot of the SAP 'Tasks' list. The 'Subject' column contains the text 'Approve P-Card 5900047688, \$ 12.45, TOSHIBA BUSINESS SOLUT'. This row is highlighted in yellow and has a red box around it with a red arrow pointing to it. Other rows include 'Approve P-Card 5900046913, \$ 173.45, SCHOOL NURSE SUPPLY, J' and 'Approve P-Card document number 5900041167'.

4. A new window will appear that displays the 1<sup>st</sup> approver (reconciler) and 2<sup>nd</sup> approver (approving official). Click on the transaction number

A screenshot of the SAP transaction details window. The 'Doc. Number' field contains '5900047688' and is highlighted with a red box and a red arrow. Below the table are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' table shows two approvers: 'First Approver' (ALEXANDRA ALDANA) and 'Second Approver' (TIFFANIE LEDFORD-YANG).

Doc. Number	Document Type	Vendor	Reference	Debit Total
5900047688	KQ	7000001918	2014/02/18/01034	12.45

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver				○○○ A	ALEXANDRA ALDANA	02/27/2014 11:41:12	
Second Approver				○○○			
	TLEDFO...	TIFFANIE LEDFORD-YANG	1050901				00:00:00

# Quick Tips

## Approving P-Card/T-Card/Toshiba GC Transactions

4. The Edit Parked Vendor Invoice screen will appear. Approving official will review funding information enter by the reconciler and click on “Save as completed”

S...	D/C	G/L acct	Short Text	T.	Tax jurisdictn code	Amount in doc.curr.	Fund	Func. Area	Cc
✓	Debit	580002	Oth Noninst...			12.45	010-3010	1110-1000-75046	18

5. SAP will return the Approver to the previous screen. Approving official **must** click on the “Approve” button at the bottom of the screen to approve the transaction or the “Reject” button to reject and send back to the Reconciler.

6. The approved transaction will no longer display in the UWL, if it does click on the “refresh” button to update the UWL:

Tasks (1/2) Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks (1/2) All