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

• Enter the funding information:
  o Change the G/L account (commitment item)
  o Change the Fund (if needed)
  o 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.
  o 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.

Rev. 12/7/2023
Reconciliation P-Card/T-Card/Toshiba GC

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

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

• Close the window
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.