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## Business Process Procedure

Travel Request Approval from  
Approver's UWL

Transaction Code: N/A

### Purpose

Use this procedure to Approve a Travel Request / Travel Expense Report from Approver's UWL.

### Trigger

Perform this procedure when a Travel Request/Travel Expense Report Approval from Approver's UWL.

### Prerequisites

- Travel Request Number (Trip Number)

### Menu Path

Use the following menu path(s) to begin this transaction:

- Travel → Universal Worklist → Tasks

### Transaction Code

N/A

### 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 <b>MUST BE</b> completed.
Critical		Indicates that an action <b>MUST NOT BE</b> completed.
Shortcut		Indicates a shortcut to a process.



## Business Process Procedure

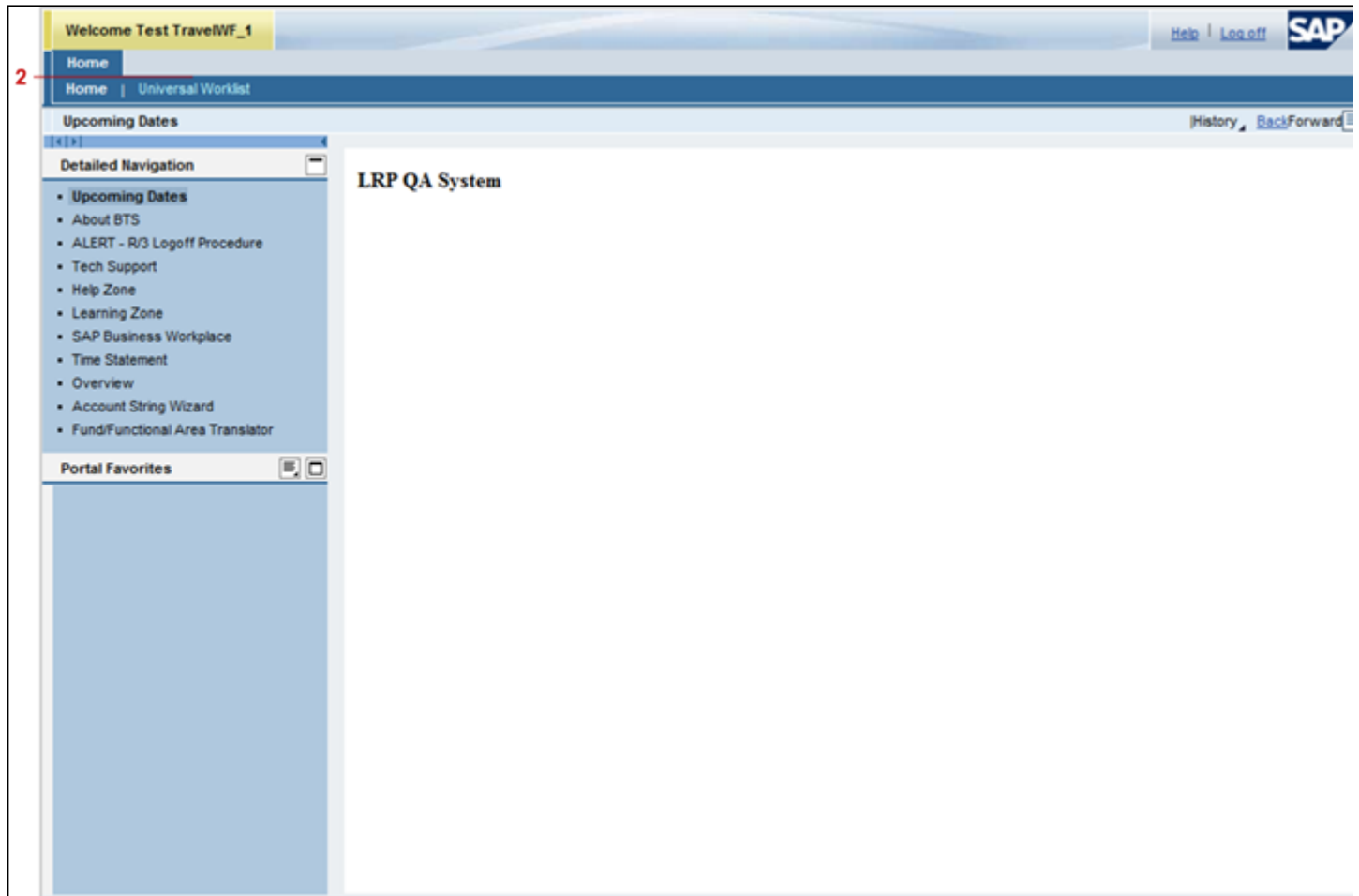
Travel Request Approval from  
Approver's UWL

Transaction Code: N/A

### Procedure

1. Start the transaction using the menu path or transaction code.

#### Upcoming Dates - SAP NetWeaver Portal



2. Log in as Approver, In this example: TravelWF\_1. Click **Universal Worklist** tab to display the list of Trip Numbers waiting for Approval



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### Universal Worklist - SAP NetWeaver Portal

The list of items shown here could be outdated. Waiting for update

Tasks (15 / 23) Alerts Notifications SAPoffice Mails Tracking

Show:

Subject	!	From	Sent Date	Priority		Due Date	Status
<a href="#">Approve Travel Request 0090000112 from 00525157</a>		RT106, Test	Today	Medium			New
<a href="#">Approve Travel Request 0090000112 from 00525157</a>		RT106, Test	Today	Medium			In Progress
<a href="#">Approve Travel Request 0090000120 from 00525157</a>		RT106, Test	Today	Medium			New
<a href="#">Approve Travel Request 0270000092 from 00585089</a>		KAPOOR, Raj	May 6, 2013	Medium			New
<a href="#">Approve Travel Request 0090000089 from 00525157</a>		RT106, Test	May 6, 2013	Medium			New
<a href="#">Approve Travel Request 0090000096 from 00525157</a>		RT106, Test	May 3, 2013	Medium			New
<a href="#">Approve Travel Request 0090000088 from 00525157</a>		RT106, Test	May 3, 2013	Medium			New
<a href="#">Approve Travel Request 0050000020 from 00675467</a>		RT104, Test	Apr 29, 2013	Medium			In Progress
<a href="#">Approve Travel Request 0050000009 from 00675467</a>		RT104, Test	Apr 26, 2013	Medium			In Progress
<a href="#">Approve Travel Request 0090000100 from 00670996</a>		Wing, Mathew	Apr 23, 2013	Medium			New

**Approve Travel Request 0090000112 from 00525157**  
Sent Date: Today By RT106, Test Priority: Medium  
Status: New  
Description: Approve Travel Request 0090000112 from 00525157 Central Office Traveler

3. Click on appropriate Approve Travel Request Trip Number link. In this example:

[Approve Travel Request 0090000120 from 00525157](#)



Travel Request Number, Personnel Number, and Employee Name is displayed for the selected Trip.



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### SAP

The screenshot shows the SAP interface for Travel Request Approval. At the top, there are fields for Personnel No. (525157), Trip Number (90000120), Start Date (04/23/2013), and End Date (04/24/2013). Below these are buttons for 'Add Approver' and 'Delete Approver'. The 'Approvers Preview' table shows one entry: 'First Approver' with UserID 'TRAVEL... TRAVELWF\_1', Name, Location of Position '1006701', Status, and Acted By. Below this are buttons for 'Add Reviewer' and 'Delete Reviewer'. The 'Reviewers Preview' table is currently empty. At the bottom, there are sections for 'User Comments' and 'Comments History', both with icons for adding and deleting comments. The bottom navigation bar includes 'Approve', 'Reject', and 'Save Approvers/Reviewers' buttons.

4. Double-click on Trip Number to display Trip details. In this example trip number: **90000120**.



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Central Office Traveler, PersNo. 525157, Trip No. 90000120

The screenshot shows the SAP Central Office Traveler interface. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 90000120". Below the title bar are tabs for "Simulate", "Account Assignment", "History", and "i". The main area is divided into sections: "General Trip Data", "PD/FR Reimbursement", and "Alternative Cost Assignment for Entire Trip, If Different to Master CA".

**General Trip Data:**

From	04/23/2013 00:00	Reason	Annual Math Confer...
End	04/24/2013 18:30	City	Covina
		Country	US
		Region	CA
		Posting Date	05/10/2013

**PD/FR Reimbursement:**

M1	40
TTy. S	1
Tac	A

**Alternative Cost Assignment for Entire Trip, If Different to Master CA:**

100%  [Cost Distribution](#)

Below these sections are tabs for "Receipts", "Trip Segments", and "Comments". A red line with the number "5" points to the "Trip Segments" tab. Below the tabs is a table of expenses:

No	R	ExpTy	Name	Pa	Amount	Currency	Exch. Rate	Acco...	Date	Info	N
002	◇	COMP	District PrePai...	<input checked="" type="checkbox"/>	120.00	USD	1.00000	USD	04/23/2013	P-Card	
003	◇	FDPD	Full Day Per Di...	<input type="checkbox"/>	49.00	USD	1.00000	USD	04/23/2013		
004	◇	MISC	Other Expenses	<input checked="" type="checkbox"/>	40.00	USD	1.00000	USD	04/23/2013	T-Card	
005				<input type="checkbox"/>	0.00	USD		USD	04/23/2013		
006				<input type="checkbox"/>	0.00	USD		USD	04/23/2013		
007				<input type="checkbox"/>	0.00	USD		USD	04/23/2013		

5. Click on [Trip Segments](#) tab to view the Mileage details



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Central Office Traveler, PersNo. 525157, Trip No. 90000120

The screenshot shows the SAP Central Office Traveler interface. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 90000120". The main area is divided into several sections:

- General Trip Data:** From 04/23/2013 00:00, End 04/24/2013 18:30, Reason Annual Math Confer..., City Covina, Country US, Region CA, Posting Date 05/10/2013.
- PD/FR Reimbursement:** M1 40, TTy. S 1, Tac A.
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** 100%, Cost Distribution.
- Trip Segments:** A table with columns Date, Total, Start Locati, and End Location.

Date	Total	Start Locati	End Location
04/23/2013	20	Los Angeles	Conference Site
04/24/2013	20	Conference	Los Angeles
04/24/2013	0		
04/24/2013	0		
04/24/2013	0		
04/24/2013	0		

A red number "6" is placed to the left of the "Comments" tab in the "Trip Segments" section.

6. Click on **Comments** tab to view the Comments



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- General Trip Data:** From 04/23/2013 08:00, End 04/24/2013 18:30, Reason Annual Math Confer..., City Covina, Country US, Region CA, Posting Date 05/10/2013.
- PD/FR Reimbursement:** M1 40, TTy. S 1, TAc A.
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** 100%. A red line and the number "7" point to the "Cost Distribution" button in this section.
- Receipts, Trip Segments, Comments:** Trip Segments is selected, showing "Annual Conference Attending".

7. Click on  **Cost Distribution** button to view the Cost Account Assignment details





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### Trip Data Display: Enhanced Cost Assignment for Entire Trip

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% Distrib.	Cost Center	Order	WBS Element	Fund	Grant	Functional Area
100.00	1006701			010-0000	NOT_REL...	0000-7200-13237

8. Click on  button to close the Cost Account Assignment details screen.



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Central Office Traveler, PersNo. 525157, Trip No. 90000120

The screenshot displays the SAP Central Office Traveler interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, System, and Help. The SAP logo is visible in the top right corner. Below the menu bar is a toolbar with various icons. The main title of the window is "Central Office Traveler, PersNo. 525157, Trip No. 90000120". Below the title, there are buttons for Simulate, Account Assignment, History, and a help icon. The interface is divided into several sections:

- General Trip Data:** From 04/23/2013 08:00, End 04/24/2013 18:30, Reason Annual Math Confer..., City Covina, Country US, Region CA, Posting Date 05/10/2013.
- PD/FR Reimbursement:** M1 40, TTy. S 1, TAc A.
- Alternative Cost Assignment for Entire Trip, If Different to Master CA:** 100%, with a Cost Distribution button.
- Receipts, Trip Segments, Comments:** Three tabs are visible, with Trip Segments selected.
- Trip Segments:** A list of segments is shown, with "Annual Conference Attending" as the first entry.

At the bottom of the window, there is a status bar showing "PR05", "sapqrx-2te", "INS", and other system information.

9. Click on  button to display attached documents



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10. Click on **Attachment list** menu item



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### Service: Attachment list

The screenshot shows a software window titled "Service: Attachment list". It features a toolbar with various icons for document management. Below the toolbar, the text "AttachmentFor0090000120" is displayed. A table with the following columns is shown:

Icon	Title	Creator Name	Created On
	Estimated Travel Doc	RT106 Test User	05/10/2013

A red number "11" is positioned to the left of the document icon in the first row of the table. At the bottom of the window, there are two small icons: a green checkmark and a red 'X'.

11. Double-click on Attached Document Title to display attached documents, In this example: Estimated Travel Doc.



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### Estimated Travel Doc

The screenshot shows a Microsoft Word document in Compatibility Mode. The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The font is Calibri (Body) size 11. The document contains an embedded PDF viewer window titled "Estimated Travel Doc.pdf - Adobe Reader". A red line with the number "12" points to the PDF viewer. The PDF is a form titled "LOS ANGELES UNIFIED SCHOOL DISTRICT REQUEST FOR TRAVEL AND ATTENDANCE AT CONFERENCE, CONVENTION OR MEETING". The form includes fields for Name, Title, Department, and various checkboxes for travel and conference information. The form is partially filled out with redacted information.

12. Attached document displayed here. .



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### Service: Attachment list

Service: Attachment list

AttachmentFor0090000120

Icon	Title	Creator Name	Created On
	Estimated Travel Doc	RT106 Test User	05/10/2013

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13. Click on button to continue



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Travel Request Approval from Approver's UWL

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Central Office Traveler, PersNo. 525157, Trip No. 90000120

The screenshot displays the SAP Central Office Traveler interface. At the top, there is a menu bar with 'Trip', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Central Office Traveler, PersNo. 525157, Trip No. 90000120'. Below the title are buttons for 'Simulate', 'Account Assignment', 'History', and 'i'. The interface is divided into several sections: 'General Trip Data' with fields for 'From' (04/23/2013 08:00), 'End' (04/24/2013 18:30), 'Reason' (Annual Math Confer...), 'City' (Covina), 'Country' (US), 'Region' (CA), and 'Posting Date' (05/10/2013); 'PD/FR Reimbursement' with fields for 'M1' (40), 'Tty. S' (1), and 'TAc' (A); and 'Alternative Cost Assignment for Entire Trip, If Different to Master CA' with a '100%' value and a 'Cost Distribution' button. Below these sections are tabs for 'Receipts', 'Trip Segments', and 'Comments'. The 'Trip Segments' tab is active, showing a list of segments with the text 'Annual Conference Attending'. At the bottom, there is a status bar with 'PR05', 'sapqrx-2te', and 'INS'.

14. Click on  button to go back to UWL



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### SAP

15. As required, complete/review the following fields:

Field	R/O/C	Description
Comments	O	Any Information related to Conference Attendance <b>Example:</b> Approved Trip Number 90000120





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16. Click on  button to Approve the Travel Request

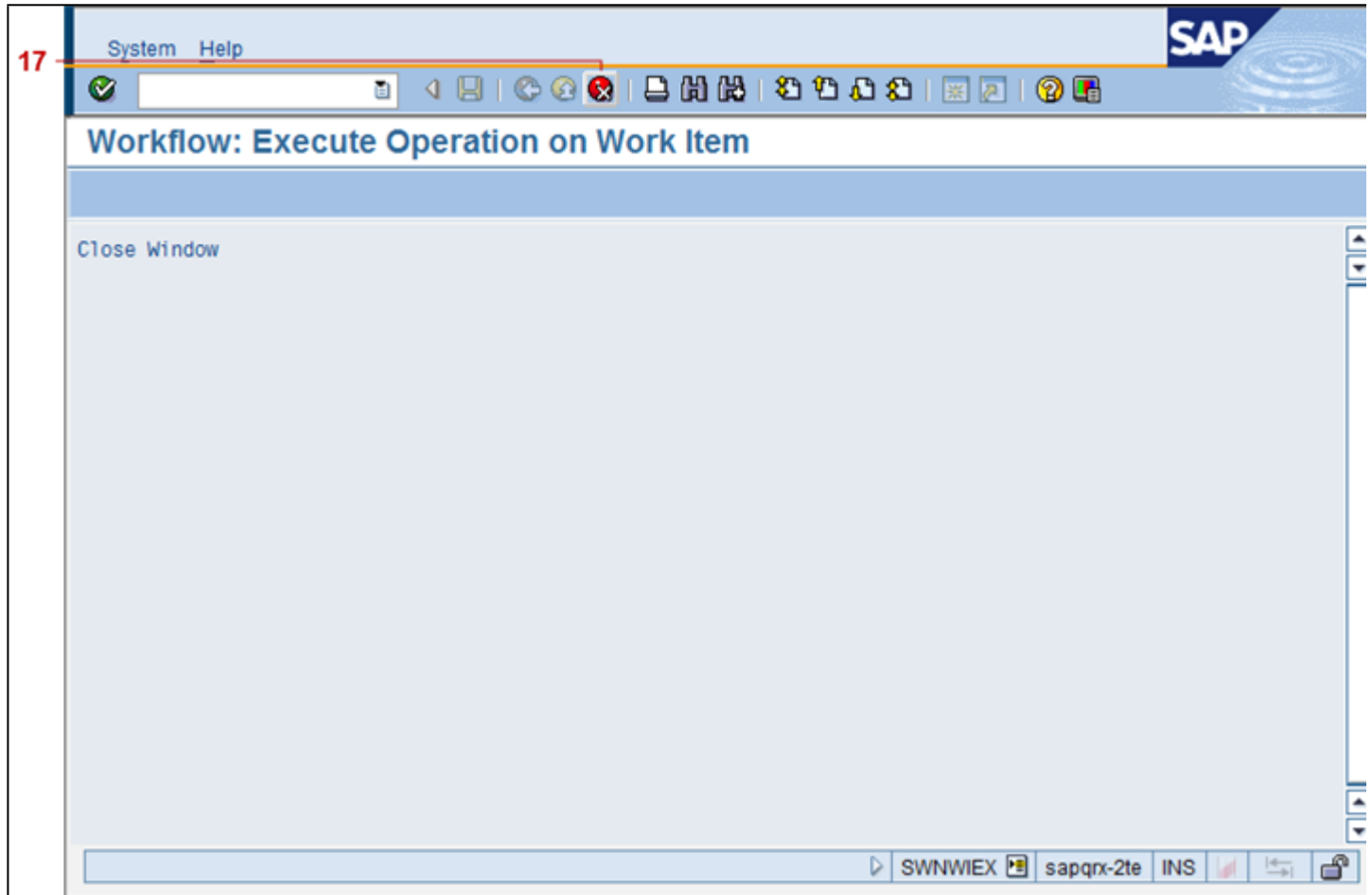


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### Workflow: Execute Operation on Work Item



17. Click on  button to Close Window

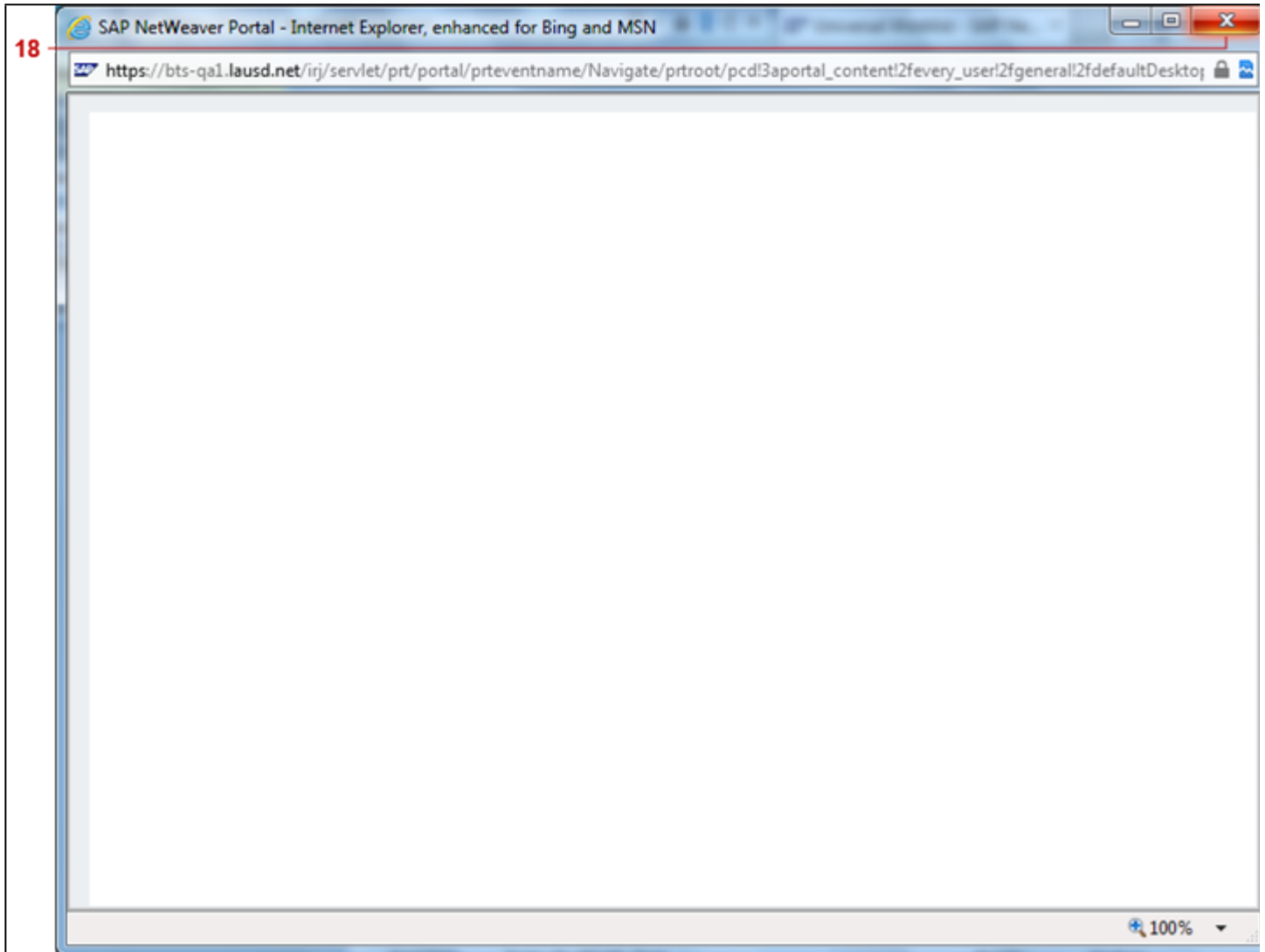


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### SAP NetWeaver Portal



18. Click  button to Close Window



## Business Process Procedure

Travel Request Approval from Approver's UWL

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### Universal Worklist - SAP NetWeaver Portal

Cannot connect to the provider [Details](#)

Tasks (15 / 23) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (15 / 23) All Create Task Refresh Filter Close Print

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Approve Travel Request 0090000112 from 00525157</a>	RT106, Test	Today	Medium		New
<a href="#">Approve Travel Request 0090000112 from 00525157</a>	RT106, Test	Today	Medium		In Progress
<a href="#">Approve Travel Request 0090000120 from 00525157</a>	RT106, Test	Today	Medium		New
<a href="#">Approve Travel Request 0270000092 from 00585089</a>	KAPOOR, Raj	May 6, 2013	Medium		New
<a href="#">Approve Travel Request 0090000089 from 00525157</a>	RT106, Test	May 6, 2013	Medium		New
<a href="#">Approve Travel Request 0090000096 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0090000088 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0050000020 from 00675467</a>	RT104, Test	Apr 29, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0050000009 from 00675467</a>	RT104, Test	Apr 26, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0090000100 from 00670996</a>	Wing, Mathew	Apr 23, 2013	Medium		New

**Approve Travel Request 0090000120 from 00525157**

Sent Date: Today By RT106, Test      Priority: Medium

Status: New

Description: Approve Travel Request 0090000120 from 00525157 Central Office Traveler

- Click on button to Refresh the Universal Worklist and make sure the Approved trip Number is removed from Approver's UWL(Universal Worklist).



## Business Process Procedure

Travel Request Approval from  
Approver's UWL

Transaction Code: N/A

### Universal Worklist - SAP NetWeaver Portal

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Welcome Test TraveWF\_1 [Help](#) | [Log off](#)

Home | Universal Worklist

Universal Worklist [History](#) [Back](#) [Forward](#)

Cannot connect to the provider [Details](#)

Tasks (14 / 22) Alerts Notifications SAPoffice Mails Tracking

Show: New and in Progress Tasks (14 / 22) All [Create Task](#)

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Approve Travel Request 0090000112 from 00525157</a>	RT106, Test	Today	Medium		New
<a href="#">Approve Travel Request 0090000112 from 00525157</a>	RT106, Test	Today	Medium		In Progress
<a href="#">Approve Travel Request 0270000092 from 00585089</a>	KAPOOR, Raj	May 6, 2013	Medium		New
<a href="#">Approve Travel Request 0090000089 from 00525157</a>	RT106, Test	May 6, 2013	Medium		New
<a href="#">Approve Travel Request 0090000096 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0090000088 from 00525157</a>	RT106, Test	May 3, 2013	Medium		New
<a href="#">Approve Travel Request 0050000020 from 00675467</a>	RT104, Test	Apr 29, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0050000009 from 00675467</a>	RT104, Test	Apr 26, 2013	Medium		In Progress
<a href="#">Approve Travel Request 0090000100 from 00670996</a>	Wing, Mathew	Apr 23, 2013	Medium		New
<a href="#">Approve Travel Request 0270000090 from 00585089</a>	KAPOOR, Raj	Apr 6, 2013	Medium		New

**Approve Travel Request 0090000112 from 00525157**  
Sent Date: Today By RT106, Test Priority: Medium  
Status: New  
Description: Approve Travel Request 0090000112 from 00525157 Central Office Traveler

20. Click on [Back](#) link label to go to previous screen.



## Business Process Procedure

Travel Request Approval from  
Approver's UWL

Transaction Code: N/A

### Upcoming Dates - SAP NetWeaver Portal

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Welcome Test TraveWF\_1

Home | Universal Worklist

Upcoming Dates

History BackForward

Detailed Navigation

- Upcoming Dates
- About BTS
- ALERT - R/3 Logoff Procedure
- Tech Support
- Help Zone
- Learning Zone
- SAP Business Workplace
- Time Statement
- Overview
- Account String Wizard
- Fund/Functional Area Translator

Portal Favorites

LRP QA System

21. Click on [Log off](#) link button to Log Off



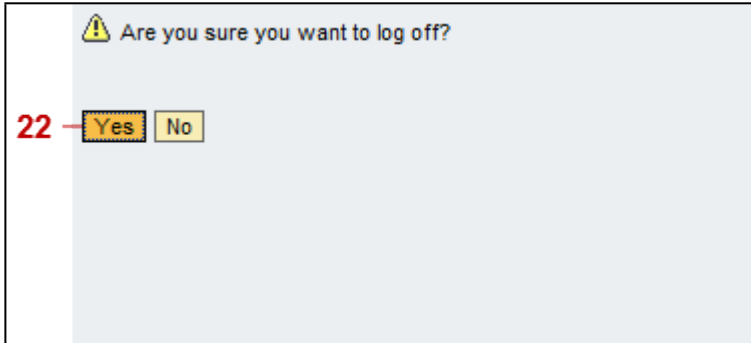
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Transaction Code: N/A

### SAP NetWeaver Portal -- Webpage Dialog



22. Click on  button to Log off



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## Business Process Procedure

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Transaction Code: N/A

### Result

You have Successfully Travel Request Approved from Approver's UWL