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:

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

| Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE 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
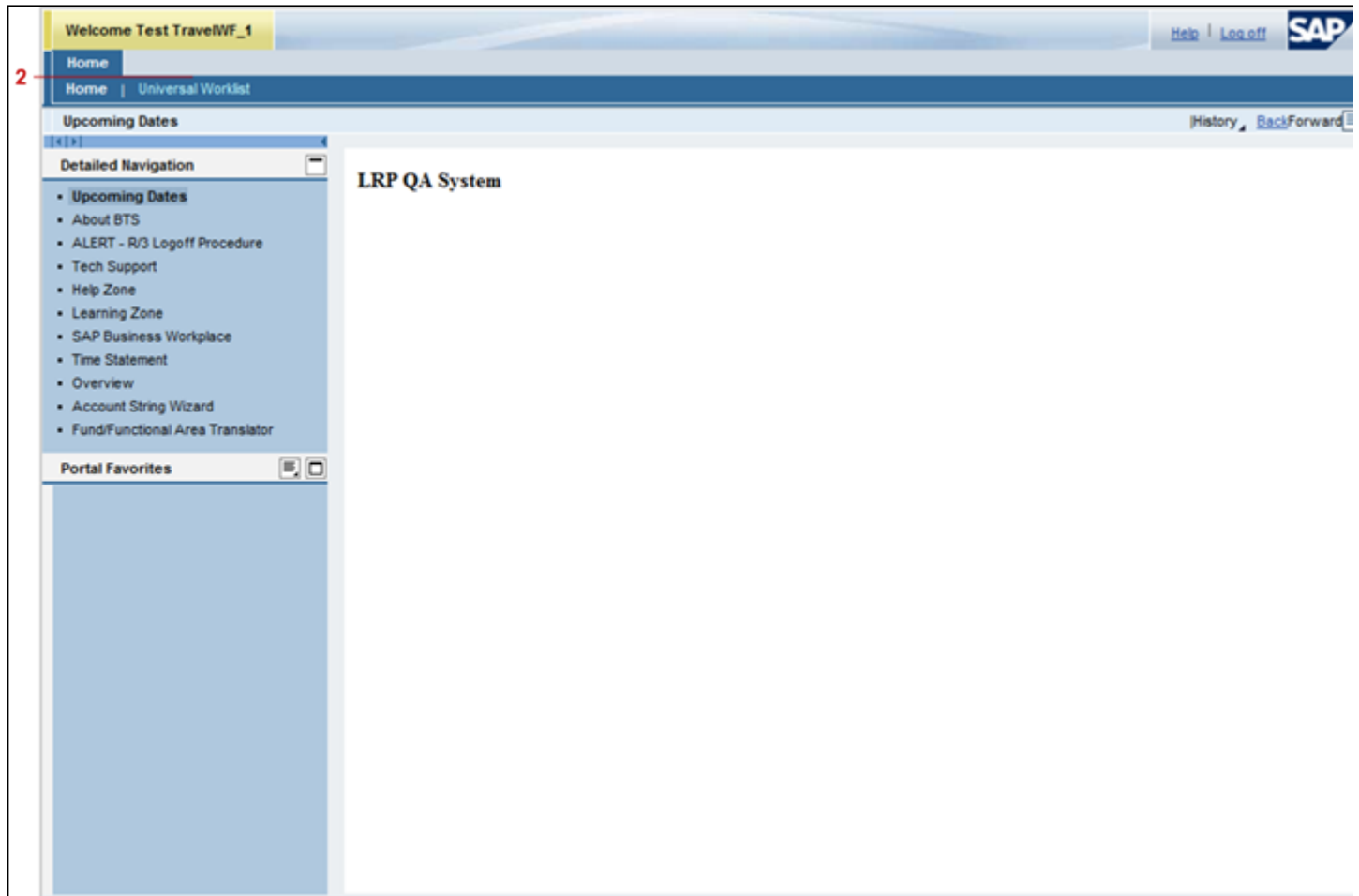
2.   Log in as Approver, In this example: TravelWF_1. Click Universal Worklist tab to display the list of Trip Numbers waiting for Approval

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

Universal Worklist - SAP NetWeaver Portal

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.

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

SAP

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

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

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

5.   Click on [▢ Trip Segments] tab to view the Mileage details

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

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

6.   Click on [🟩 Comments] tab to view the Comments

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

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

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

Business Process Procedure

Travel Request Approval from Approver's UWL

Transaction Code: N/A

Trip Data Display: Enhanced Cost Assignment for Entire Trip

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

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

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

9.   Click on [icon] button to display attached documents

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

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

10.   Click on   Attachment list   menu item

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

Service: Attachment list

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

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

Estimated Travel Doc

12.   Attached document displayed here.   .

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

Service: Attachment list

13. Click on ✔ button to continue

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

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

14.   Click on 🔙 button to go back to UWL

Business Process Procedure

Travel Request Approval from Approver's UWL

Transaction Code: N/A

SAP

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

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

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

SAP

16. Click on [Approve] button to Approve the Travel Request
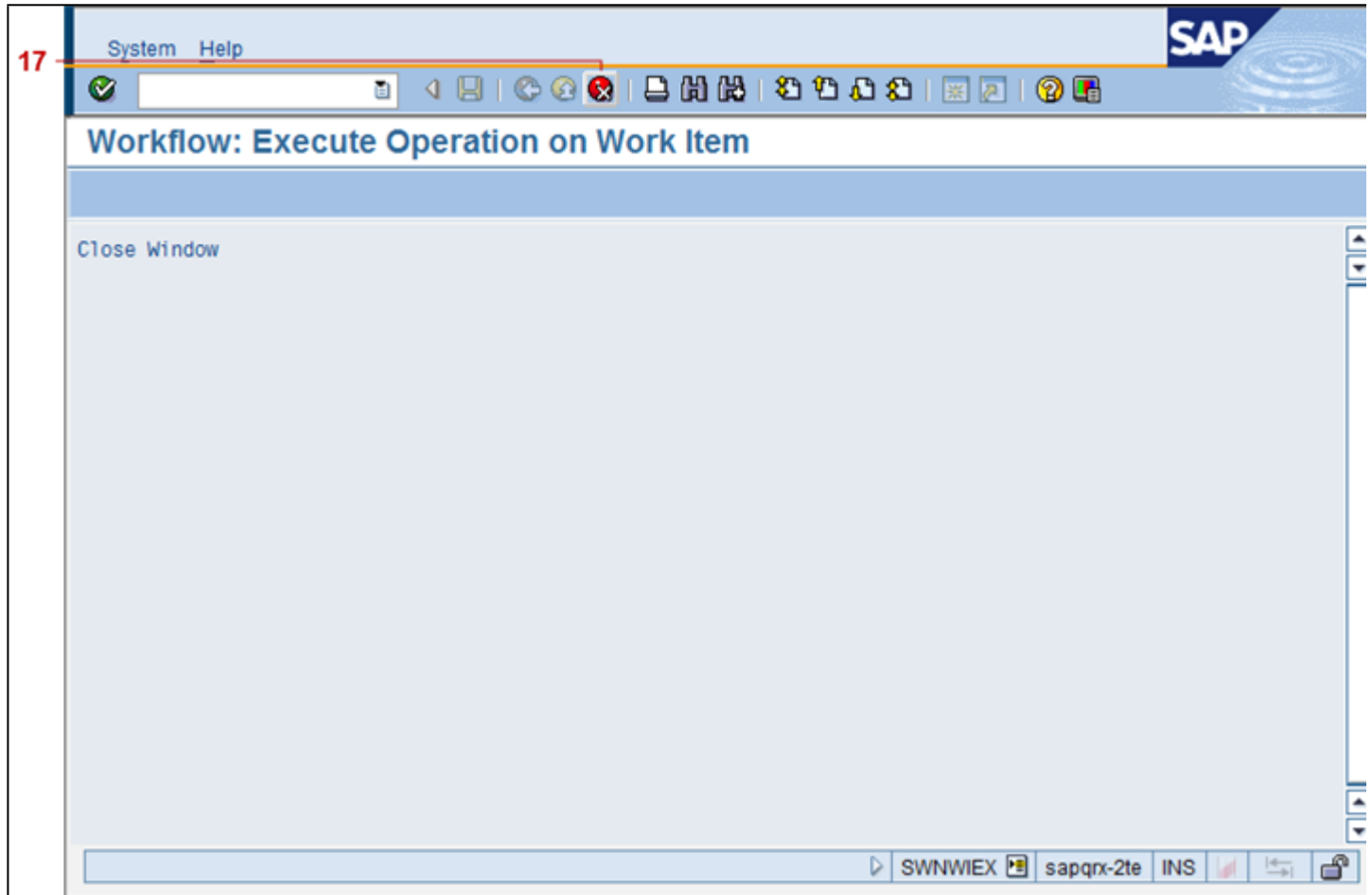
Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

Workflow: Execute Operation on Work Item

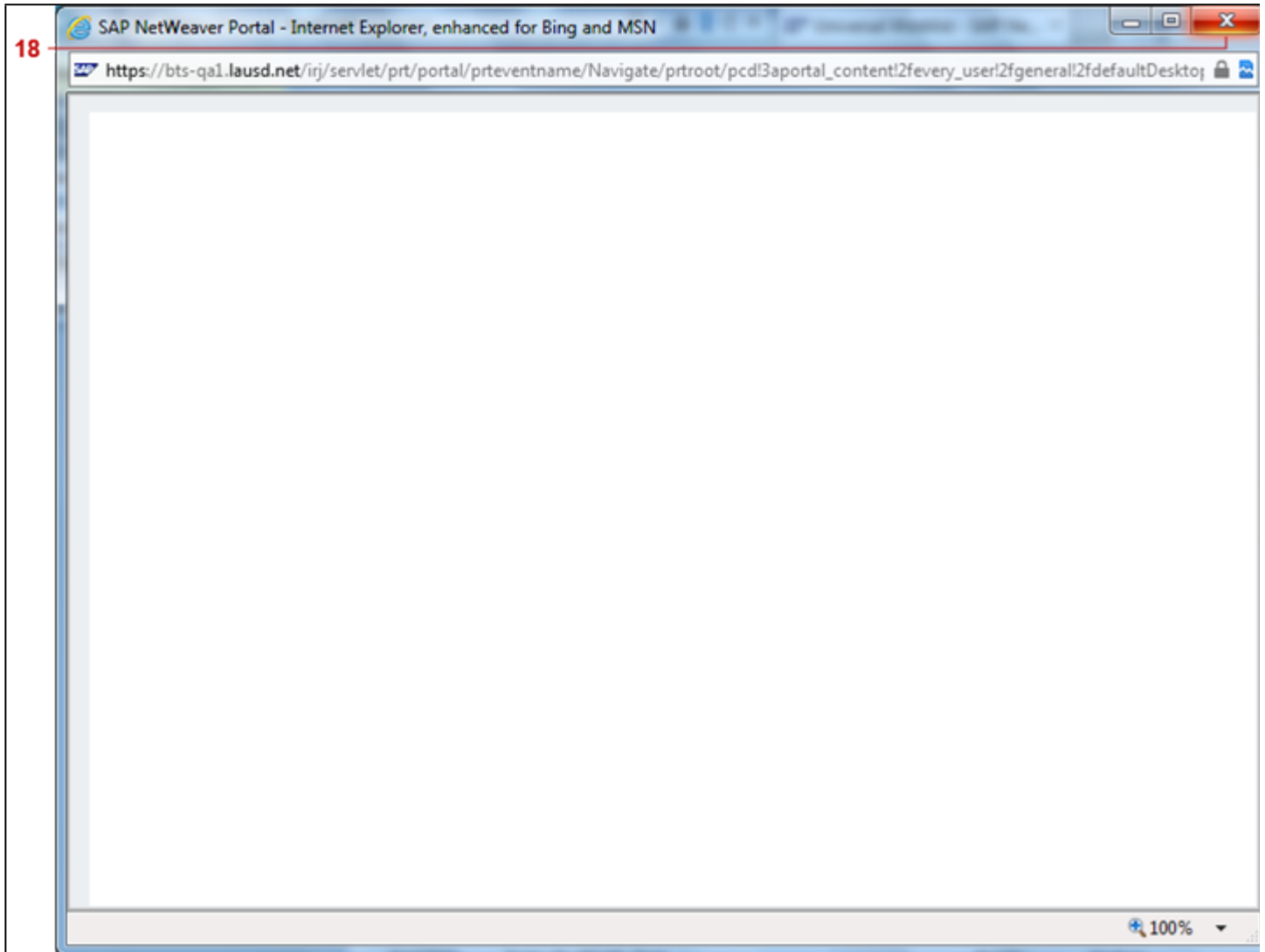**17.** Click on button to Close Window

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

SAP NetWeaver Portal

18.   Click [×] button to Close Window

Business Process Procedure

Travel Request Approval from
Approver's UWL

Transaction Code: N/A

Universal Worklist - SAP NetWeaver Portal

19. 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

20. Click on Back link label to go to previous screen.

Business Process Procedure

Travel Request Approval from
Approver's UWL

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Upcoming Dates - SAP NetWeaver Portal
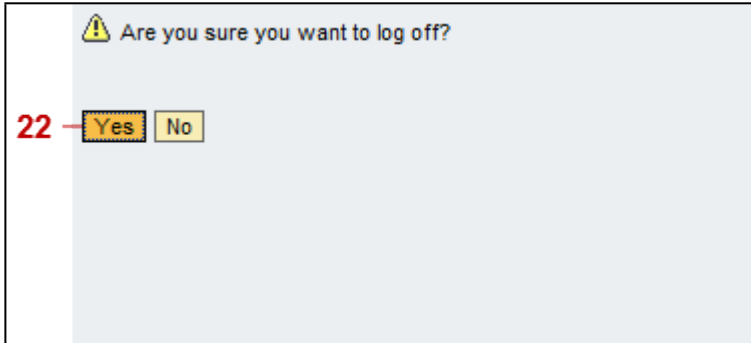

21.   Click on [Log off] link button to Log Off

Business Process Procedure

Travel Request Approval from
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Transaction Code: N/A

SAP NetWeaver Portal -- Webpage Dialog

⚠ Are you sure you want to log off?

22 — Yes No

22.   Click on Yes button to Log off

Business Process Procedure

Travel Request Approval from
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Transaction Code: N/A

Result

You have Successfully Travel Request Approved from Approver's UWL