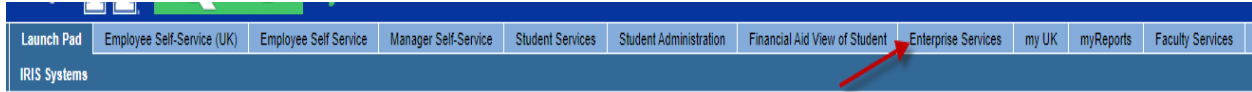


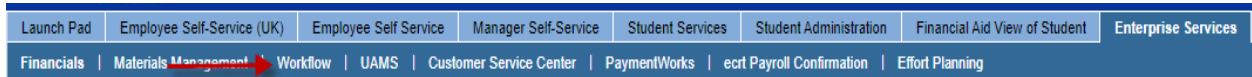
Via the MYUK Portal and the Universal Work List (UWL) by visiting the Enterprise Services tab and selecting the Workflow sub-tab. This should only be used by someone who does NOT have access to SAP GUI.

Approve JV as departmental approver using Enterprise Services

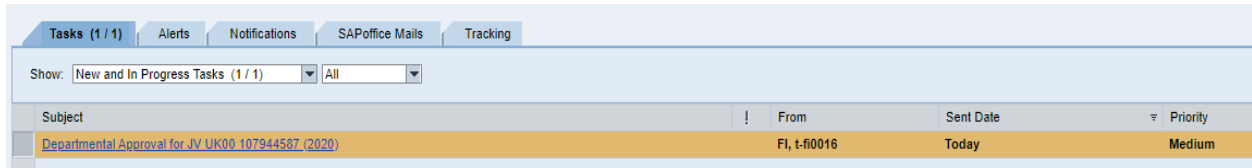
Select Enterprise Services



Select Workflow

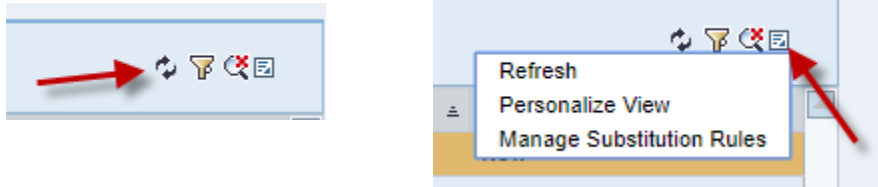


Items will show as Tasks

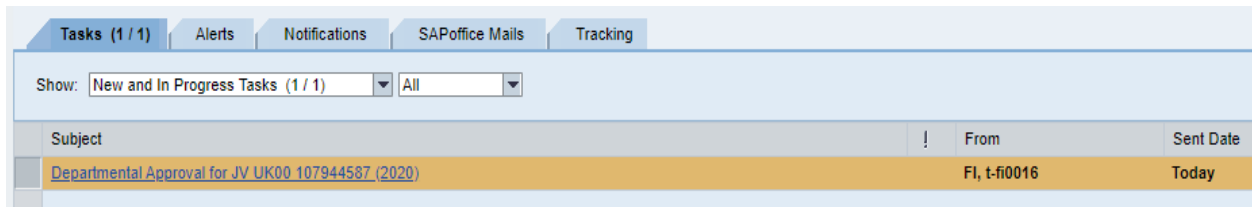


Use Refresh if items are not in inbox:

Refresh icons:



Select the JV to review by double clicking on item:



This will open the Decision screen:

Departmental Approval for JV UK00 107944587 (2020)	
Choose one of the following alternatives	
<a href="#">Display JV</a>	
<a href="#">Forward for Review</a>	
<a href="#">Approve JV</a>	
<a href="#">Reject JV</a>	
<a href="#">Cancel and keep work item in inbox</a>	
<b>Description</b> <p>Journal voucher document <b>UK00 107944587 (2020)</b> has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.</p> <p>Click <b>DISPLAY JV</b> to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.</p> <p>Click <b>FORWARD FOR REVIEW</b> to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.</p> <p>Click <b>APPROVE JV</b> to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.</p> <p>Click <b>REJECT JV</b> to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.</p> <p><u>List of Prior Approvers:</u></p>	<b>Objects and attachments</b> <ul style="list-style-type: none"><li><a href="#">Parked Document: UK0001079445872020</a></li></ul>

Choose Display JV:

Departmental Approval for JV UK00 107944587 (2020)	
Choose one of the following alternatives	
<a href="#">Display JV</a>	
<a href="#">Forward for Review</a>	
<a href="#">Approve JV</a>	
<a href="#">Reject JV</a>	
<a href="#">Cancel and keep work item in inbox</a>	
<b>Description</b> <p>Journal voucher document <b>UK00 107944587 (2020)</b> has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.</p> <p>Click <b>DISPLAY JV</b> to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.</p> <p>Click <b>FORWARD FOR REVIEW</b> to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.</p> <p>Click <b>APPROVE JV</b> to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.</p> <p>Click <b>REJECT JV</b> to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.</p> <p><u>List of Prior Approvers:</u></p>	<b>Objects and attachments</b> <ul style="list-style-type: none"><li><a href="#">Parked Document: UK0001079445872020</a></li></ul>

JV will display like this:

**Display Parked G/L Document 0108152388 UK00 2020**

Menu | Back | Exit | Cancel | System | Refresh tree | Tree off | Processing Options

**Tree**

- Screen variants for items
- Complete documents
  - AFRS (03/19/20 09:1)
  - Parked documents

**Basic Data**

Document Date: 03/23/2020 Currency: USD  
 Posting Date: 03/23/2020 Period: 9  
 Document Number: 108152388  
 Reference: AFRS  
 Doc. Header Text: TESTING  
 Document type: SA G/L account document  
 Doc. currency  
 Company Code: UK00 University of Kentucky Lexington

**Amount Information**

Total Dr. 20.00 USD  
 Total Cr. 20.00 USD

**2 Items ( Screen Variant : Standard 1 )**

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi..	Cost center
✓	540334	Office Supp...	Credit	20.00	20200323	Testing only...	0101	101209..
✓	540334	Office Supp...	Debit	20.00	20200323	Testing only...	0101	101213..
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				

SAP | HEP (300)

At this screen, there are two ways to display JV in print format depending on how the JV was entered in SAP. The first method is to use Menu/Goto/Display as List to display JV in print format:

UWL - Launch SAP Transaction - myUK: University of Kentucky - Internet Explorer

**Display Parked G/L Document 0108152388 UK**

Menu | Back | Exit | Cancel | System | Refresh tree | T

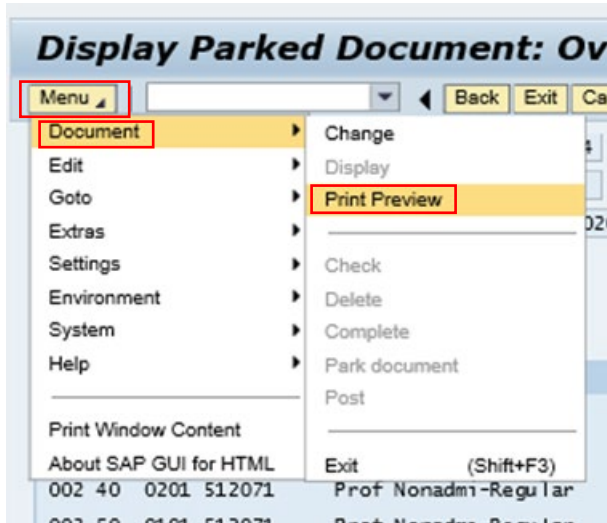
- Document
- Edit
- Goto**
  - Display as List**
  - Back (F3)
- Extras
- Settings
- Environment
- System
- Help

Print Window Content  
 About SAP GUI for HTML

**Basic Data**

Document Date: 03/23/2020  
 Posting Date: 03/23/2020  
 Document Number: 108152388  
 Reference: AFRS  
 Doc. Header Text: TESTING  
 Document type: SA G/L account  
 Doc. currency  
 Company Code: UK00 University of

The second method is to use Menu/Document/Print Preview to display JV in print format:



The JV will then display like this:

**Document Overview - Display**

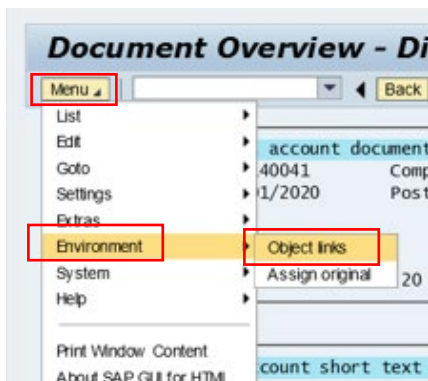
Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Display First Column] [Display Previous Column] [Display Next Column] [Display Last Column]

Doc.Type : SA ( G/L account document ) Parked document

Doc. Number 108152388 Company Code UK00 Fiscal Year 2020  
 Doc. Date 03/23/2020 Posting Date 03/23/2020 Period 09  
 Calculate Tax   
 Ref.Doc. AFRS  
 Doc. Currency USD  
 Doc. Hdr Text TESTING

Item	PK	Account	Account short text	Amount	BusA	Cost Ctr	WBS element	Fund	Assign.	Text
1	50	540334	Office Supplies	20.00	0101	1012095040		0011030100	20200323	Testing only
2	40	540334	Office Supplies	20.00	0101	1012131030		0011030100	20200323	Testing only

To display attachments at either the Display Parked GL Document screen or the Document Overview – Display screen, choose Menu/Environment/Object links:



Attached documents open in another browser window, leaving the original browser window open with the JV in print format display. You can click to increase/decrease the size and scroll through multiple pages if needed:

OPENTEXT™ Imaging Web Viewer **JV Supporting Document (PDF) - 03/23/2020** T-FI0016  
 Monday, March 23, 2020 Powered by **opentext**

File Edit View Favorites Help

126.14%

Parked by		R3P_APPATR_B	Posted by		HZZHAN00
Doc. Number	7107399467	Company Code	UK00	Fiscal Year	2020
Doc. Date	09/18/2019	Posting Date	09/23/2019	Period	03
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	0005981346				
Doc. Currency	USD				
Doc. Hdr Text	P5176172				

Itm	PK	Account	Account short text	Amount	BusA	Cost Ctr	WBS element	Fund	Assign.	Text	PA
50		540348	Procad Purchaass	10.00-	0101	1012013060		0011002000	20190923	KY-SEC OF STATE	0620
40		540334	Office Supplies	10.00-	0101	1012013060		0011002000	20190923		0620

1 / 1

When finished viewing the attachments, close the window showing attachments and return to the browser window with the JV in print format display:

**Document Overview - Display**

Menu  Back Exit Cancel System Display First Column Display Previous Column Display Next Column Display Last Column

Doc.Type : SA ( G/L account document ) Parked document					
Doc. Number	108152388	Company Code	UK00	Fiscal Year	2020
Doc. Date	03/23/2020	Posting Date	03/23/2020	Period	09
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	AFRS				
Doc. Currency	USD				
Doc. Hdr Text	TESTING				

Itm	PK	Account	Account short text	Amount	BusA	Cost Ctr	WBS element	Fund	Assign.	Text
1	50	540334	Office Supplies	20.00-	0101	1012095040		0011030100	20200323	Testing only
2	40	540334	Office Supplies	20.00-	0101	1012131030		0011030100	20200323	Testing only



And it will return to the Decision screen:

**Departmental Approval for JV UK00 107944587 (2020)**

Choose one of the following alternatives

- Display JV
- Forward for Review
- Approve JV
- Reject JV
- Cancel and keep work item in inbox

---

**Description**

Journal voucher document **UK00 107944587 (2020)** has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

List of Prior Approvers:

**Objects and attachments**

- [Parked Document: UK0001079445872020](#)

Once a JV is displayed, the item name will be changed temporarily for the rest of the session to indicate it was displayed, but this name will change back if a new session is opened later:

Tasks (5) Alerts Notifications

Show : New and In Progress Tasks (5) All

Subject !

**FIPP Display UK00 . 108139657 . 2020**

Choose Forward for Review:

**Departmental Approval for JV UK00 107944587 (2020)**

Choose one of the following alternatives

- Display JV
- Forward for Review**
- Approve JV
- Reject JV
- Cancel and keep work item in inbox

**Description**

Journal voucher document **UK00 107944587 (2020)** has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

List of Prior Approvers:

**Objects and attachments**

- [Parked Document: UK0001079445872020](#)

This screen will open, type your comments in the box, then choose green check:

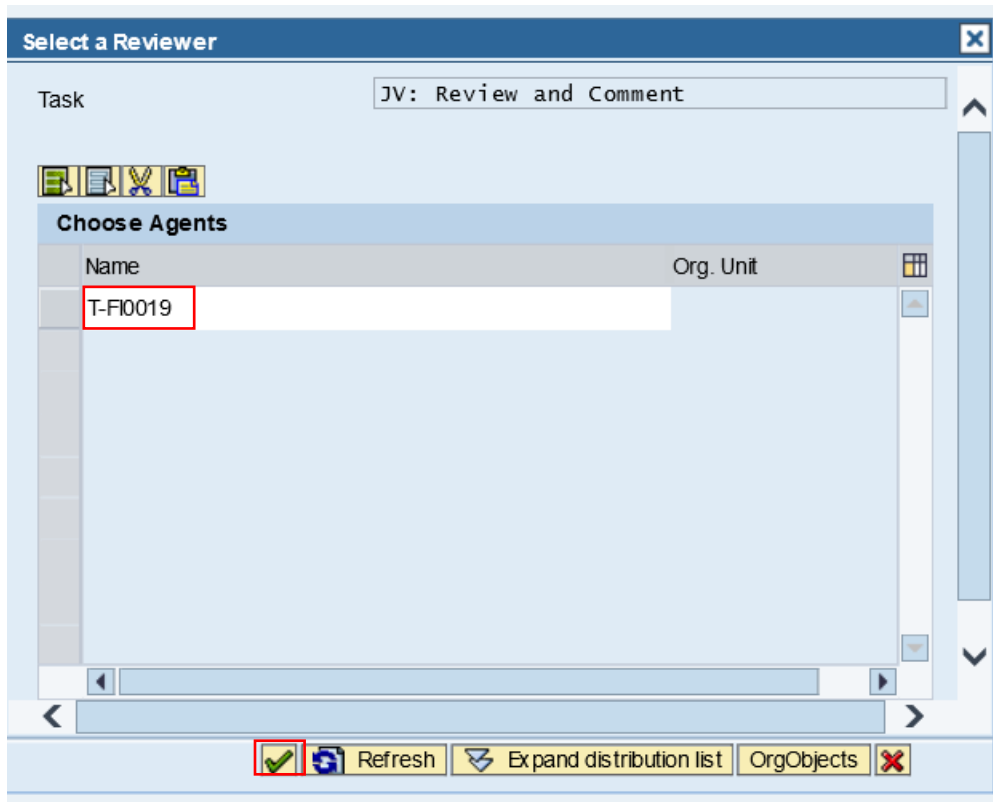
**Justify Your Decision**

Title: Reason for alternative: Forward for Review

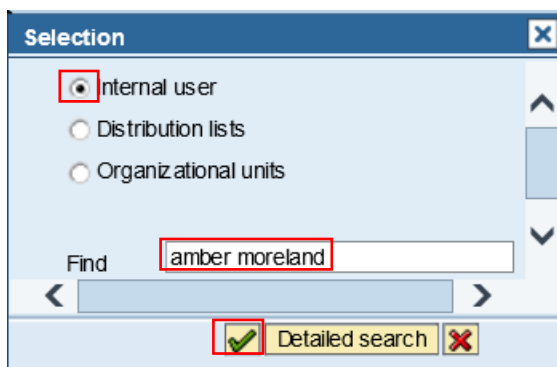
Please take a look and let me know if you think this will work.



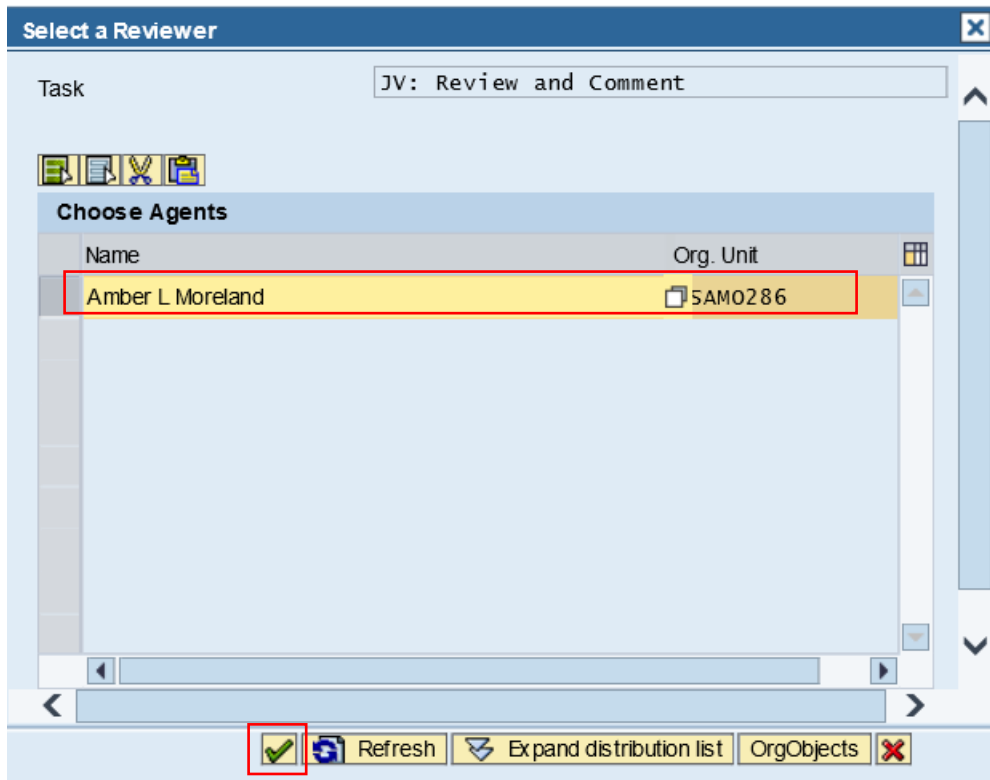
This screen will open for you to add the SAP ID of the person you want to review. After the SAP ID is added the first time, it will be available to choose by drop down on this field. Choose green check to send. Once the reviewer has finished review, the JV will return to your inbox with their comments.



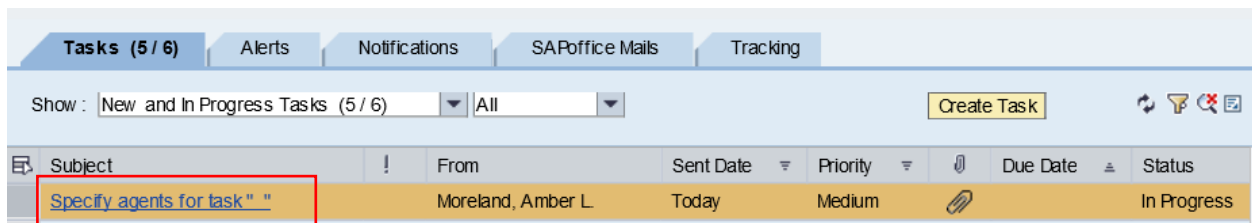
There is also a search, click on the drop down for the SAP ID field, choose internal user, type in the name and choose green check. This search is very effective if the person has a unique name combination. If there are multiple users with the same first and last name, it would be better to have the SAP ID to use instead:



If the user is found, the following information will populate, then choose green check to send:



If you cancel and do not send, the item will appear like this in the inbox and when double clicked, it will open the Select a Reviewer screen until a reviewer is chosen:



Choose Approve JV and JV will move to the next step in the approval process, either to the next departmental approver or to the Central Offices – Hospital Accounting, AFRS and/or RFS according to the cost objects used on the JV:

**Departmental Approval for JV UK00 107944587 (2020)**

---

Choose one of the following alternatives

Display JV

Forward for Review

**Approve JV**

Reject JV

Cancel and keep work item in inbox

---

**Description**

Journal voucher document **UK00 107944587 (2020)** has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

**List of Prior Approvers:**

**Objects and attachments**

- [Parked Document: UK0001079445872020](#)

The item will no longer be in the inbox:

No entries found to display

Tasks Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks All

Subject	!	From	Sent Date	Priority
---------	---	------	-----------	----------

Choose Reject JV:

**Departmental Approval for JV UK00 107944587 (2020)**

Choose one of the following alternatives

- Display JV
- Forward for Review
- Approve JV
- Reject JV**
- Cancel and keep work item in inbox

**Description**

Journal voucher document **UK00 107944587 (2020)** has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

List of Prior Approvers:

**Objects and attachments**

- [Parked Document: UK0001079445872020](#)

This screen will open, type your comments in the box, then choose green check to send the JV back to the JV creator:

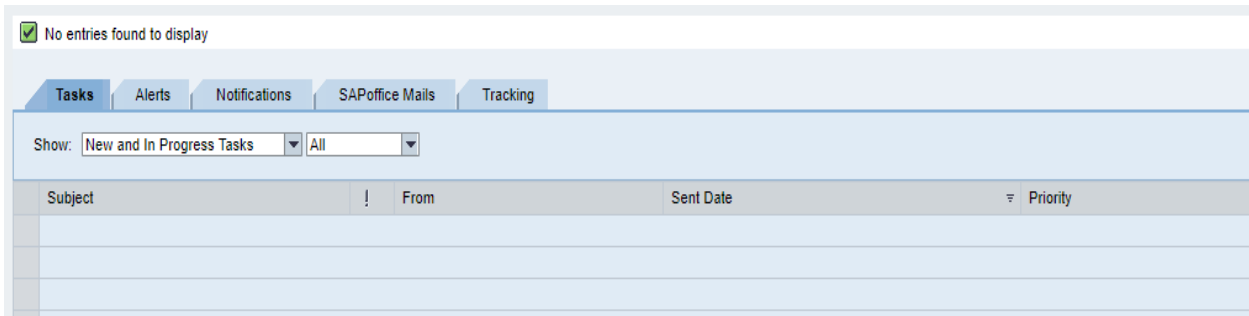
Justify Your Decision

Title Reason for alternative: Reject JV

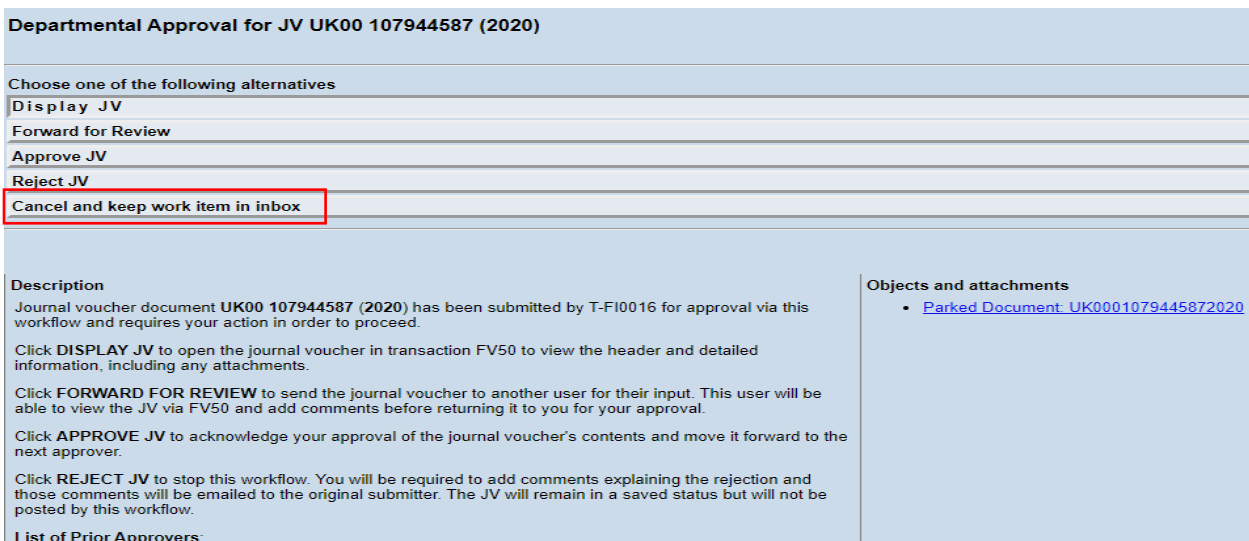
This correction is not needed.

\* Li 1, Co 31 Ln 1 - Ln 1 of 1 lines

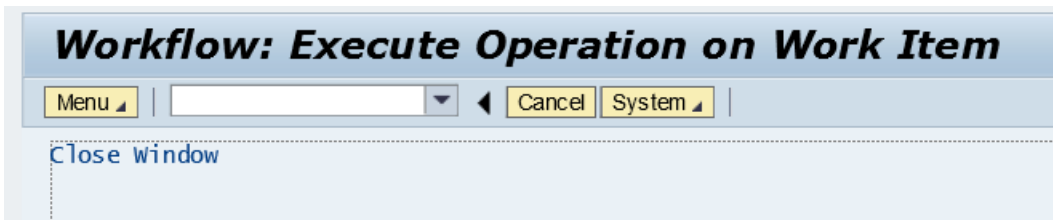
The JV will no longer appear in the inbox:



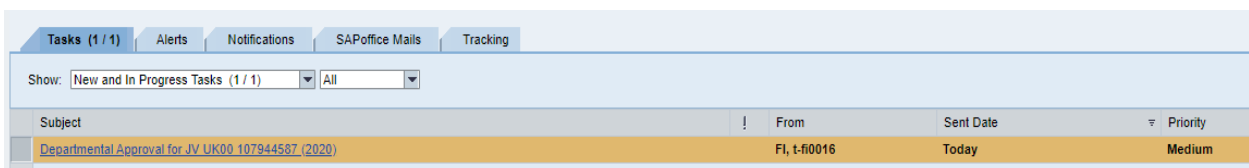
Choose Cancel and Keep Work Item in Inbox:



Close the browser window:



JV will remain in inbox, but you may need to refresh in order to see it:



Refresh icons:

