

# **ACCOUNT MANAGER APPROVALS**

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TRAVELTRACKS REFERENCE GUIDE

# APPROVING DOCUMENTS

## Logon to the SAP Portal

To use TRAVELTracks log in to the SAP Portal.

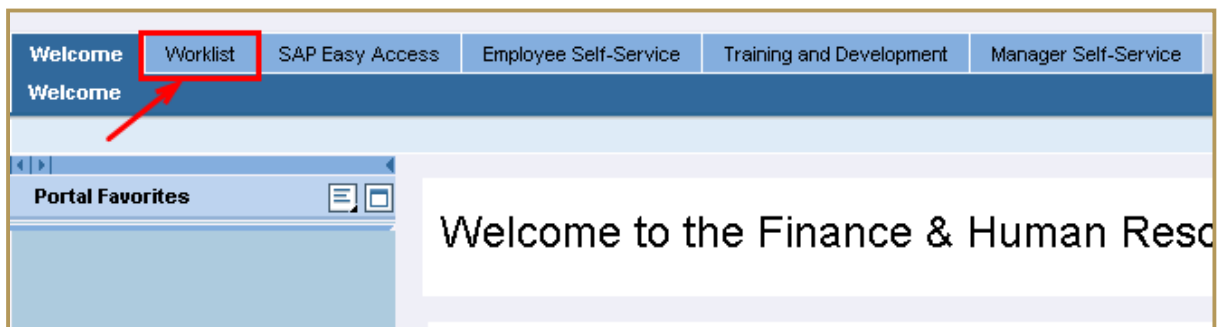
Select SAP Portal on the Texas State main website.

Log in with your Texas State User ID and password.



## Opening Worklist

Click on Worklist



A manager may have several types of tasks in the Worklist to approve or review. These tasks may include travel, purchasing, time and soon Personnel Change Requests (PCR's). A manager may filter, sort or use a subview to arrange tasks in the Worklist.

# SELECT A DOCUMENT

An example of a Worklist is displayed below:

The screenshot shows the 'Worklist' tab in the TRAVELTracks system. The main area displays a list of tasks under the heading 'Tasks (9 / 10)'. The first task is selected and highlighted in yellow:

- Travel Request for traveler - Mrs Glynda J DeLong (Acct Mgr)
- Travel Request for traveler - Mr Sergio Rey (Acct Mgr)
- Travel Request for traveler - Ms Linda F Clark (Acct Mgr)
- Travel Request for traveler - Ms Linda F Clark (Acct Mgr)
- Travel Request for traveler - Mr Sergio Rey (Acct Mgr)
- AM Release - req. 10041463 / 00010
- Travel Request for traveler - Ms Debra A Foster (Acct Mgr)
- Travel Request for traveler - Mrs Jennifer Leigh Wiley (Acct Mgr)
- AM Release - req. 10041462 / 00010
- Travel Expense for traveler - Mr Sergio Rey (Acct Mgr)

Below the list, the details for the selected task are shown:

**Travel Request for traveler - Mrs Glynda J DeLong (Acct Mgr)**  
 Trip Number: 7300000712  
 Sent: Today by DeLong, Glynda  
 Personnel no.: 00000007 Trip no.: 7300000712  
 Comment: Account Manager Approval  
 Trip begins: 07/24/2011 15:30:00  
 Trip ends: 07/26/2011 13:00:00  
 Reason: Obtain information related to financial reporting for univ.  
 Location: Hyatt Lost Pines, Lost Pines, Texas  
 Country: 1 TX Other  
 Total costs: USD 0.00  
 Advance: USD0.00

**Attachments**

Type	Title
	<a href="#">EmployeeTrip: 7300000712</a>

Travel Request for traveler - Mrs Glynda J DeLong (Acct Mgr):

Approve travel request    Reject travel request

Display Form    Forward    Assign To Me

*If you are a substitute, be sure to select either **Items on Behalf of** or **All Items**.*

The close-up shows the 'Work On:' section with the following options:

Work On:  My Items  Items on Behalf Of Ondreyka, Terran  All Items

1. Select a travel request to approve by clicking on the appropriate grey box. (Clicking on the blue link will open the PDF version of the travel request.)

Subject

[Travel Request for traveler - Mrs Glynda J DeLong \(Acct Mgr\)](#)

[Travel Request for traveler - Mr Sergio Rey \(Acct Mgr\)](#)

[Travel Request for traveler - Ms Linda F Clark \(Acct Mgr\)](#)

[Travel Request for traveler - Ms Linda F Clark \(Acct Mgr\)](#)

[Travel Request for traveler - Mr Sergio Rey \(Acct Mgr\)](#)

[AM Release - req. 10041463 / 00010](#)

[Travel Request for traveler - Ms Debra A Foster \(Acct Mgr\)](#)

[Travel Request for traveler - Mrs Jennifer Leigh Wiley \(Acct Mgr\)](#)

[AM Release - req. 10041462 / 00010](#)

[Travel Expense for traveler - Mr Sergio Rey \(Acct Mgr\)](#)

Row 1 of 10

**Travel Request for traveler - Mr Sergio Rey (Acct Mgr)**

Trip Number: 7300000682  
 Sent: Jun 3, 2011 by Rey, Sergio  
 Personnel no.: 00000006 Trip no.: 7300000682  
 Comment: Account Manager Approval  
 Trip begins: 03/01/2011 00:00:00  
 Trip ends: 03/02/2011 00:00:00  
 Reason: Meeting  
 Location: AZ  
 Country: 2 AZ Flagstaff  
 Total costs: USD 195.00  
 Advance: USD0.00

Primary details about the trip are displayed for the

**HELPFUL HINTS**

The **Comment** field tells the manager why he/she is approving the request.


2. Review the primary details. The manager can view:
  - the trip number,
  - the name of the traveler,
  - dates of the trip,
  - the benefit statement (Reason),
  - the destination, and
  - the estimated total cost of the trip.

- In some cases, this may be all the information the manager needs to approve or reject the travel request. If this is the case, the manager may click on the approve travel request button and approve the request.

Comment: Account Manager Approval

Trip begins: 03/01/2011 00:00:00  
Trip ends: 03/02/2011 00:00:00  
Reason: Meeting  
Location: AZ  
Country: 2 AZ Flagstaff  
Total costs: USD 195.00  
Advance: USD0.00

**Attachments**

Type	Title
	<a href="#">EmployeeTrip: 7300000682</a>

Travel Request for traveler - Mr Sergio Rey (Acct Mgr):

For additional information, the manager can view the full travel request in PDF Adobe form.

- Click on the display form button to view the PDF Adobe version of the travel request.

Travel Request for traveler - Mr Sergio Rey (Acct Mgr):

#### *HELPFUL HINTS*

Do not use **Forward** or **Assign to Me**.  
There is no functionality in these buttons.



Texas State University-San Marcos  
601 University Drive  
San Marcos, TX 78666.

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Jun 9, 2011

Mr Sergio Rey  
Personnel No. 20000  
Asst Dir, Accounting  
Accounting Office

**Travel Request Status:** Released for Approval

**Workflow Approval Status:** Workflow is Active

Created or Changed on: Jun 9, 2011 at 11:13:29 AM

Created By: SR10 - Mr Sergio Rey

Last Changed By: SR10 - Mr Sergio Rey

## Travel Request - 7300000682

of Mr Sergio Rey traveling from March 1, 2011 thru March 2, 2011

### General Data

**Destination 1:** AZ Flagstaff / Flagstaff, AZ

Start: Tuesday, March 1, 2011

End: Wednesday, March 2, 2011

Benefit to University: Round table discussion on accounting principles

Trip Activity Type: MEETING

### Estimated Cost, Advances and Cost Distribution

Estimated Costs:	Includes:	99.00 USD MEALS
	Includes:	95.00 USD LODGING
	Includes:	1.00 USD EXCESS LODGING
	<b>Total</b>	<b>195.00 USD</b>

### Advances:

### Cost Assignment:

100 % to

Cost Center: 1410120000

Description: General Accounting Office

Account Manager: Mr James L Webb Jr

Funds: 2000011011

### Comment

Discuss financial reporting strategies



Mr Sergio Rey

Trip No. 7300000682

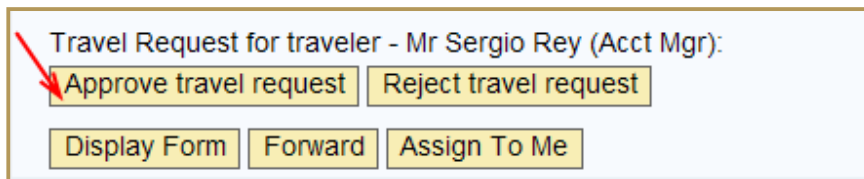
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Planned Approvers		
Acct Mgr #	Approval Scenario	Planned Approver
01	Account Manager Approval	Mr James L Webb Jr
	Excess Lodging Approval / Out of State Approval	Mr William A Nance
	AP Approval	Administrator

Actual Approvers					
Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
** All approvals are pending **					

After reviewing the travel request in the Adobe format, close the Adobe window.

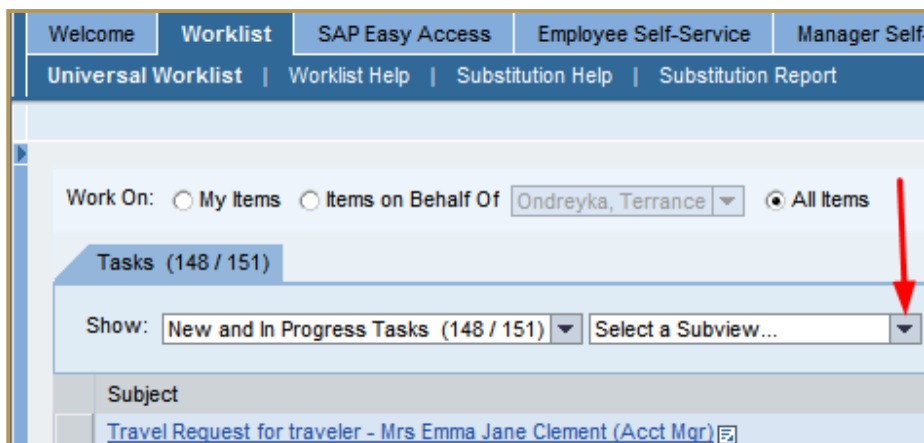
Click either the Approve Travel Request button or the Reject Travel Request button.



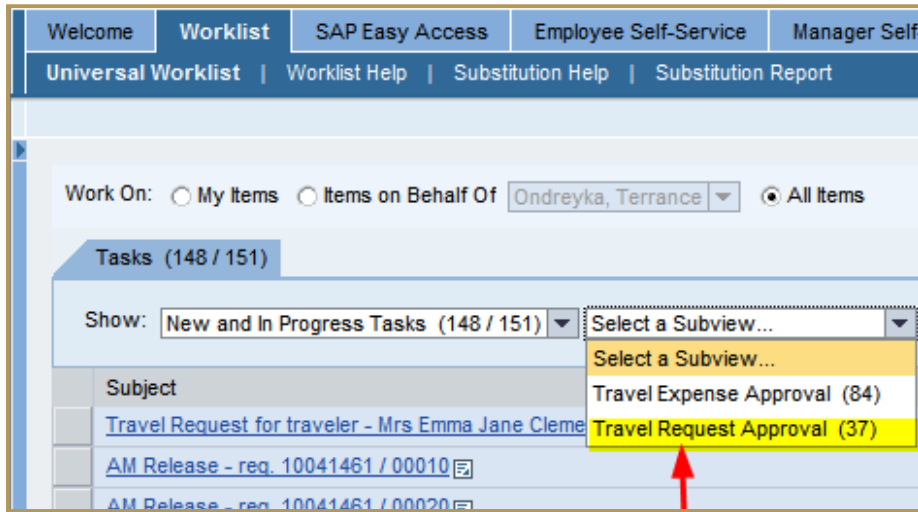
## MULTIPLE APPROVALS

There is another approval option that may be preferable, if there are multiple requests in the Worklist.

1. Choose **Select a Subview** from the drop down menu in the Worklist.



2. Select the **Travel Request Approval** option.



*Only the travel requests are listed for either approval or rejection.*



3. Check the travel requests to approve or reject and then click the **Submit Decisions** button.

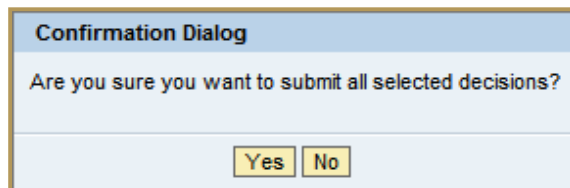


Trip Number	Subject	Due		Approve	Reject
7300000636	Travel Request for traveler - Ms Krista Salas (Acct Mgr)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7300000633	Travel Request for traveler - Ms Kathryn Wallace (Acct Mgr)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7300000618	Travel Request for traveler - Ms Test User09 (Acct Mgr)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7300000614	Travel Request for traveler - Ms Test User07 (Acct Mgr)		1	<input type="checkbox"/>	<input type="checkbox"/>
7300000608	Travel Request for traveler - Ms Test User08 (Acct Mgr)		1	<input type="checkbox"/>	<input type="checkbox"/>
7300000616	Travel Request for traveler - Ms Test User11 (Acct Mgr)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7300000552	Travel Request for traveler - Mr Jeffery Blake Atkins (Excess Lodging)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7300000290	Travel Request for traveler - Mr Mark A Hughes (Excess Lodging)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7300000490	Travel Request for traveler - Ms Jacquelyn Allbright (Acct Mgr)		1	<input type="checkbox"/>	<input type="checkbox"/>
7300000471	Travel Request for traveler - Mrs Cynthia V Keilers (Acct Mgr)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

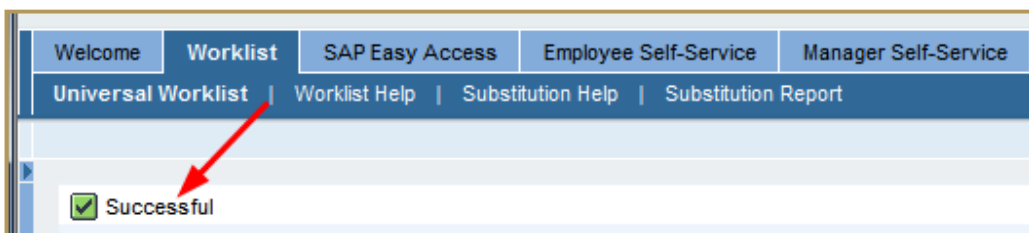
Row 1 of 45

Submit Decisions

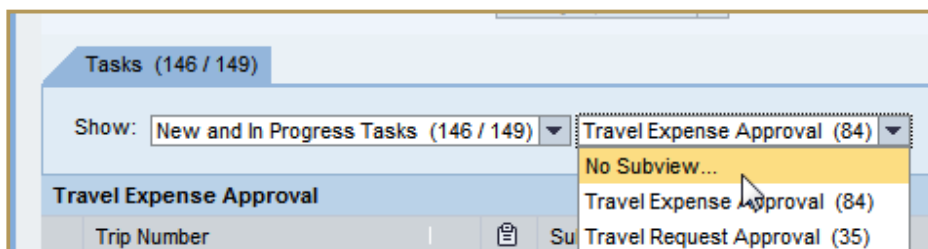
4. A pop up prompt box will appear. Click yes to submit your decisions (approvals or rejections).



5. A successful message will be returned at the top of the screen indicating task completion.



6. Click on **No Subview** to return to a view of the Worklist that displays all tasks.




# VIEW ATTACHMENTS

1. Click on the "Employee Trip: 73XXXXXXX" link for the appropriate travel request.

Comment: Account Manager Approval

Trip begins: 03/01/2011 00:00:00  
 Trip ends: 03/02/2011 00:00:00  
 Reason: Meeting  
 Location: AZ  
 Country: 2 AZ Flagstaff  
 Total costs: USD 195.00  
 Advance: USD0.00

**Attachments**

Type	Title
	<a href="#">EmployeeTrip: 7300000682</a>

UWL - Launch SAP Transaction - SAP NetWeaver Portal

**Mr Sergio Rey, PersNo. 00006, Trip No. 7300000682**

Menu | Back | Exit | Cancel | System | Simulate | Infocenter: Contact Persons, Per Diems, Rates, ...

**General Trip Data**

From: 03/01/2011 00:00 Reason: Round table discussio  
 End: 03/02/2011 00:00 City: Flagstaff, AZ  
 Country: US Region: AZ/FL  
 Posting Date: 06/03/2011

**PD/FR Reimbursement**

M1: 0  
 TAC: 5

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

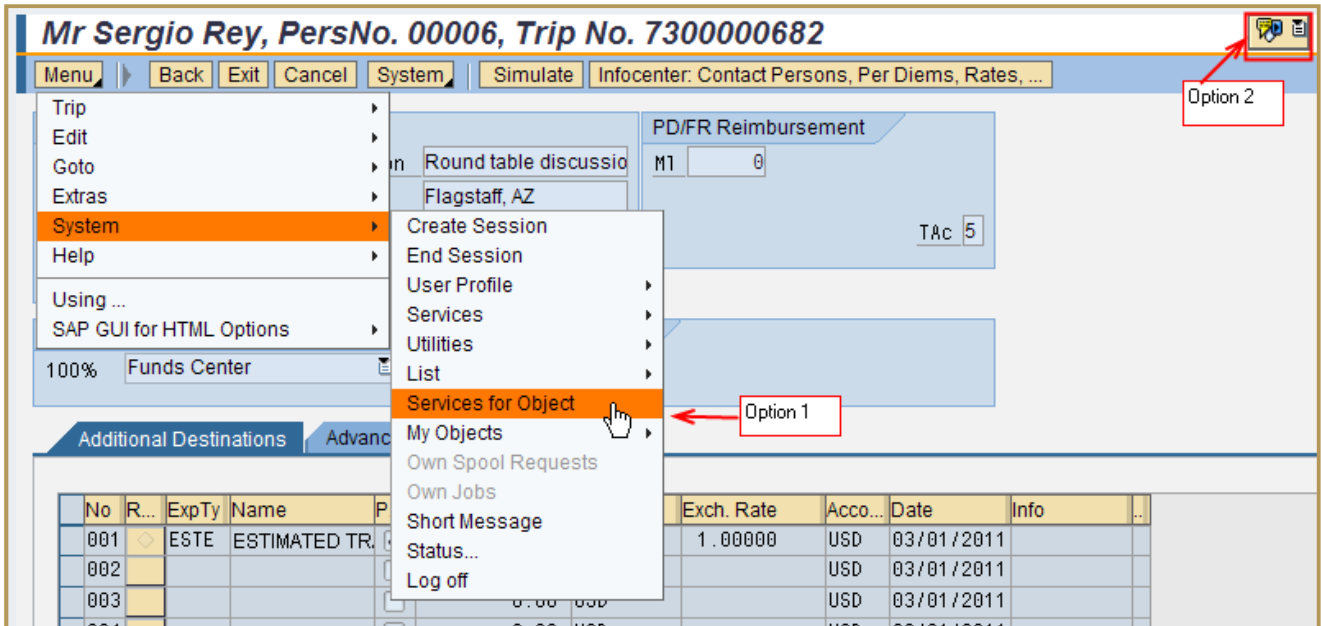
100% Funds Center | Cost Distribution

**Additional Destinations** | Advances | Comments

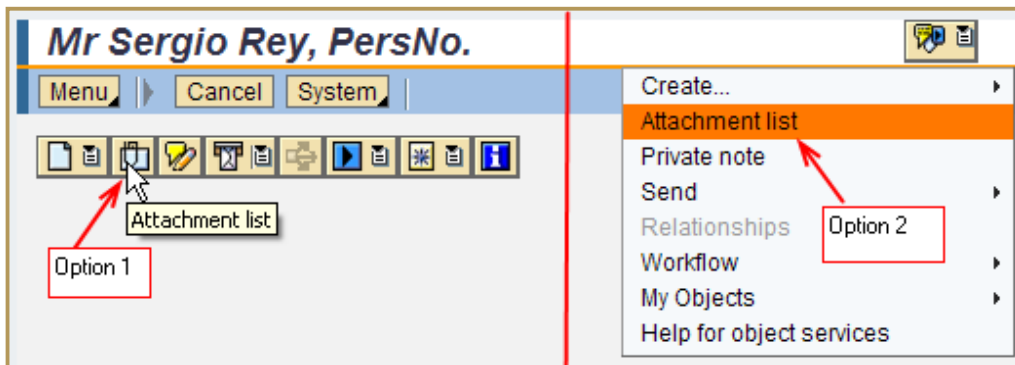
No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acco...	Date	Info
001	ESTE	ESTIMATED TR		<input checked="" type="checkbox"/>	195.00	USD	1.00000	USD	03/01/2011	
002				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	
003				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	
004				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	
005				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	
006				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	
007				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	
008				<input type="checkbox"/>	0.00	USD		USD	03/01/2011	

Receipt | Delete | Wizard

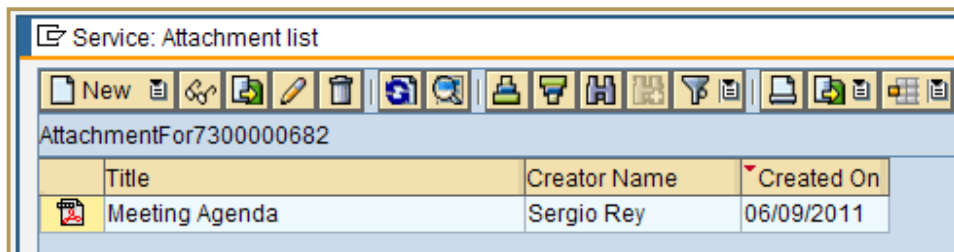
2. Go to Menu-System-Services for Object and click or look for the icon on the right hand side.



3. Next click on the Attachment Icon or from the drop down menu.



4. The list of attachments will be displayed. Click on the attachment you want to view.



MeetingAgenda\_20110609183824.854\_X.pdf - Adobe Reader

The Accounts Payable Network - Accounts Payable Conference & Expo - Agenda

**THE  
Accounts Payable  
NETWORK**

**Accounts Payable 2011 Conference & Expo -  
Agenda**

**Agenda at-a-Glance**

**Monday**

7:30 AM - 8:30 AM Registration

8:30 AM - 2:45 PM **Accounts Payable Certification Training Class**  
Pam Miller, APM, Education Director, IOMA/IOFM Accounts Pa  
Programs

5. After viewing the attachments, close the file and return to the Worklist.