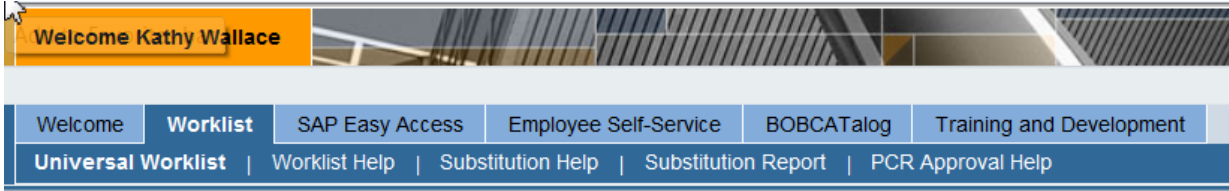


## Travel Funds Commitment Worklist Approval

1. Log onto the SAP Portal.

2. Go to Worklist Tab.



3. Select the line with the Travel Funds Commitment needing approval.

Work On:  My Items  Items on Behalf Of   All Items

Tasks (37 / 47) < > ☰

Show:    [Show Filters](#) [Hide Preview](#) [Refresh](#)

Subject	From	Sent		Status	Substituted For
<a href="#">Approve Travel Funds Commitment - 2014552036 (MC52)</a>	Wallace, Kathy	Today	1	In Progress	
<a href="#">Approve Travel Funds Commitment - 2014552033 (MC52)</a>	Pierce, Shane	Mar 13, 2014	1	New	Clark, Marvin
<a href="#">Approve Travel Funds Commitment - 2014552033 (PW03)</a>	Pierce, Shane	Mar 13, 2014	1	New	Werner, Patrice
<a href="#">Approve Travel Funds Commitment - 2014552021 (VC16)</a>	Valdez, Maria	Mar 7, 2014	1	New	Calder, Victoria
<a href="#">Approve Travel Funds Commitment - 2014552006 (VC16)</a>	Pierce, Shane	Mar 6, 2014	1	New	Calder, Victoria

4. Once applicable line is selected the details of the Travel Funds Commitment are displayed in the lower half of screen.

**Approve Travel Funds Commitment - 2014552036 (MC52)**

Sent: Today by Wallace, Kathy Status: In Progress  
 Priority: Normal

Approval Type.....Account Manager

Approver Name.....Mr Marvin Russell Clark

Document.....2014552036

Created By.....KW11

Created On.....03/17/2014

Text.....PRO EMP/JENNER/ TULSA, OK 04/01/14-04/08/14

Approval Amt.....\$1.00

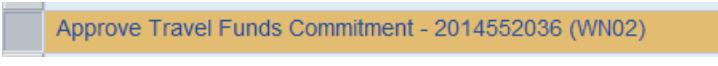
Total Commit Amt..\$1.00

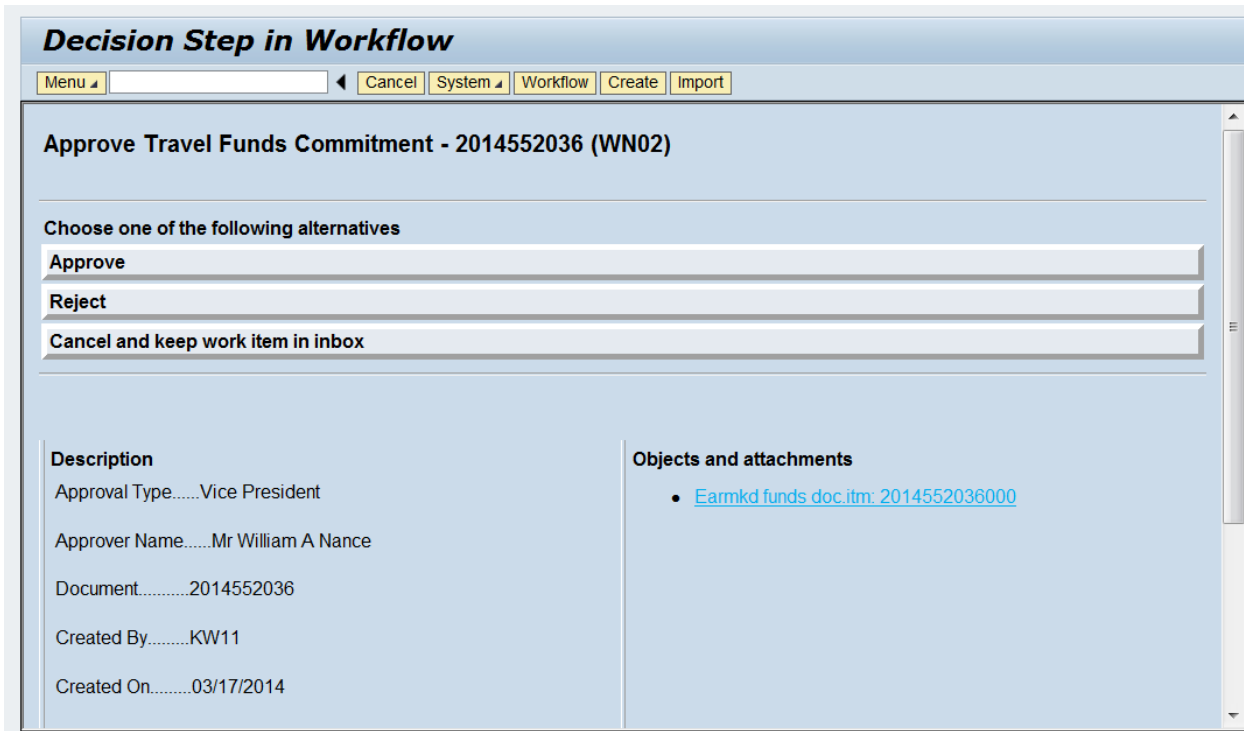
Travel Type.....Out of State Travel

**Attachments**

Type	Title
	<a href="#">Earmkd funds doc .itm: 2014552036000</a>

5. To approve the Travel Funds Commitment task they should click on the worklist task

 to display Decision Step in Workflow window.



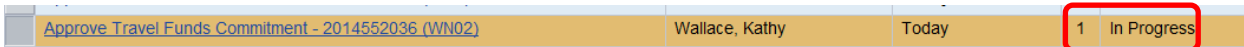
6. If this screen is used, the approver can chose one of the decision alternatives:

**Approve** – completes the approval of work item allowing workflow to proceed to next approval level.

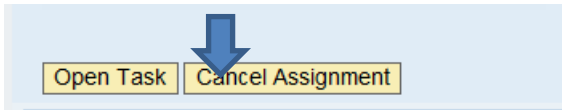
**Reject** – stops the workflow process. System sends email to initiator indicating a Rejection has occurred.

**Cancel and keep work item in inbox** – no action is taken. Item remains in approver’s worklist.

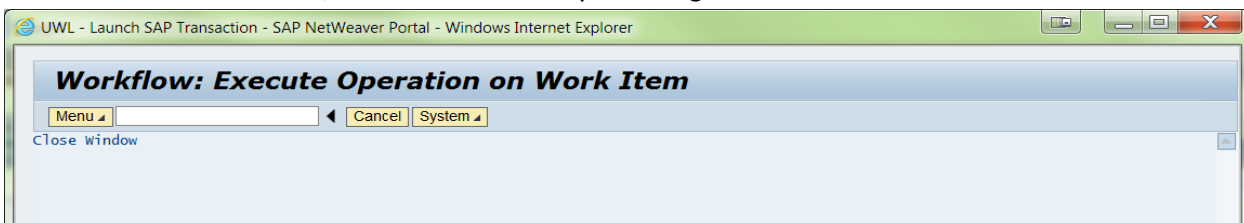
\*\*If work item is canceled, worklist will indicate the status as “In Progress”.



To return the work item to a “New” status, which allows the work item to be made available to all recipients again, the approver should select the Cancel Assignment button.

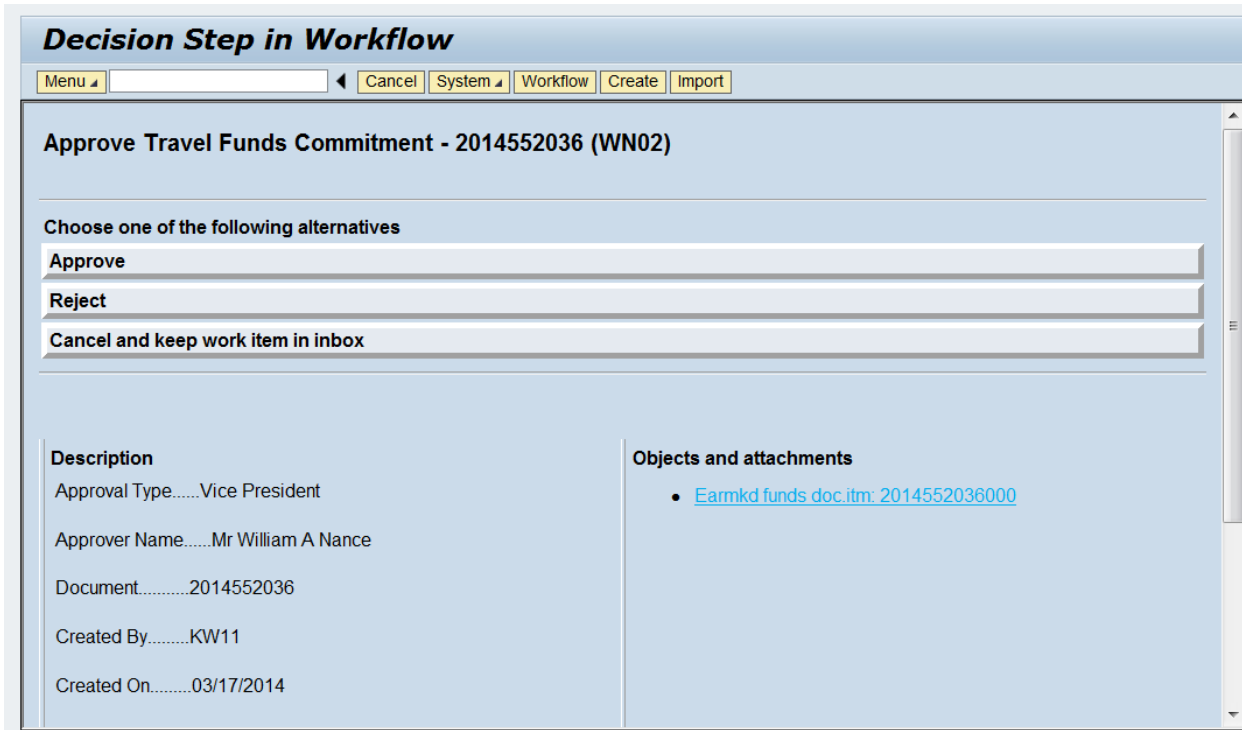


7. After a decision is selected, Close the Window by selecting the red X.

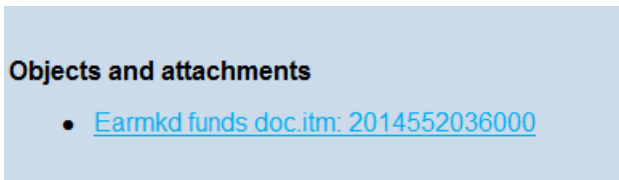


## Travel Funds Commitment Display Document and Attachments

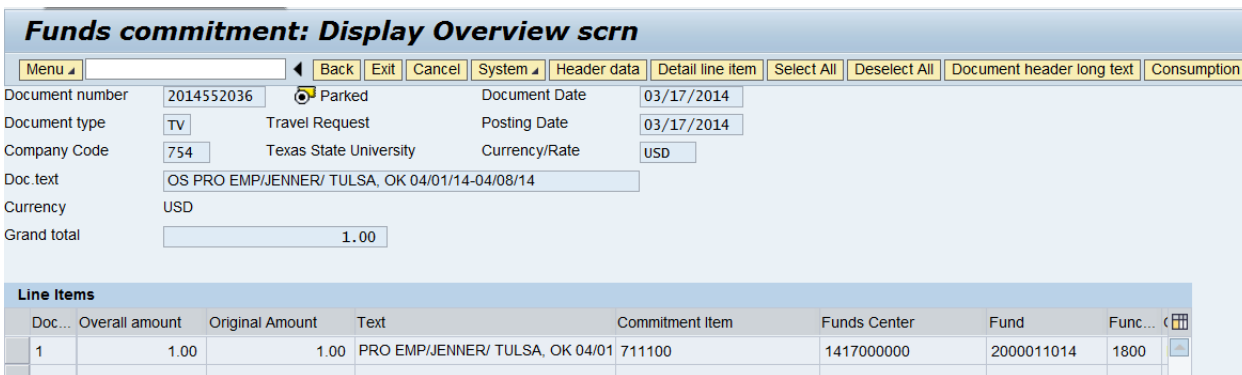
1. If the approver would like to see the Travel Funds Commitment displayed prior to approving, they should click on the worklist task  to display Decision Step in Workflow window.



2. Then the approver can select the Travel Funds Commitment under Objects and attachments.

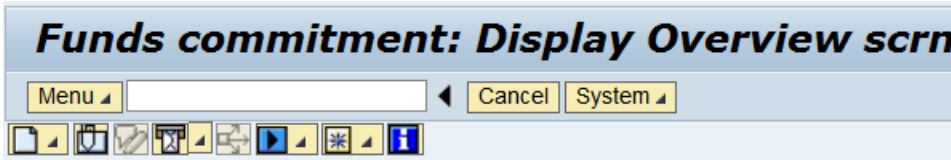


3. The Funds commitment: Document Display Overview screen will appear.

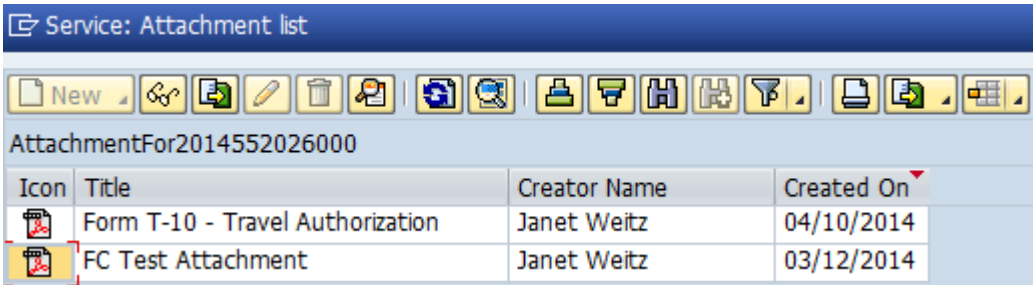


Doc...	Overall amount	Original Amount	Text	Commitment Item	Funds Center	Fund	Func...
1	1.00	1.00	PRO EMP/JENNER/ TULSA, OK 04/01	711100	1417000000	2000011014	1800

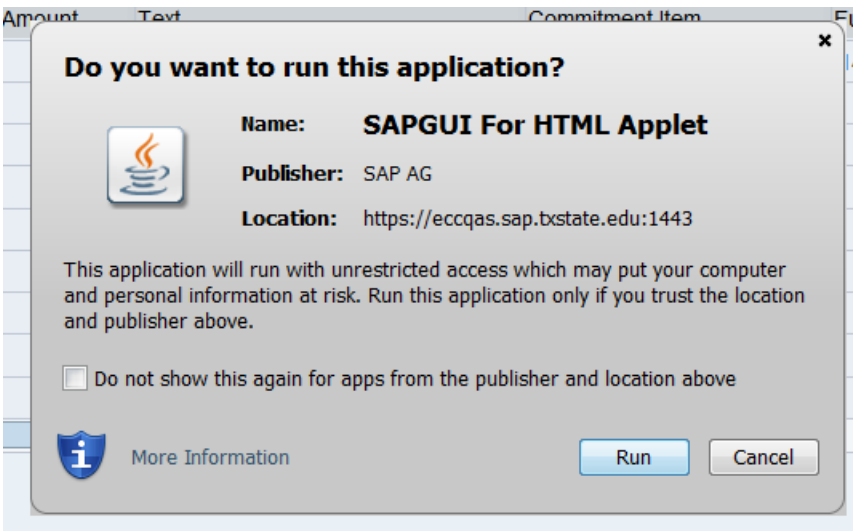
- From the Menu button, Select **Environment** and then **Object Links** from the drop down list to proceed to Funds Commitment Overview screen.



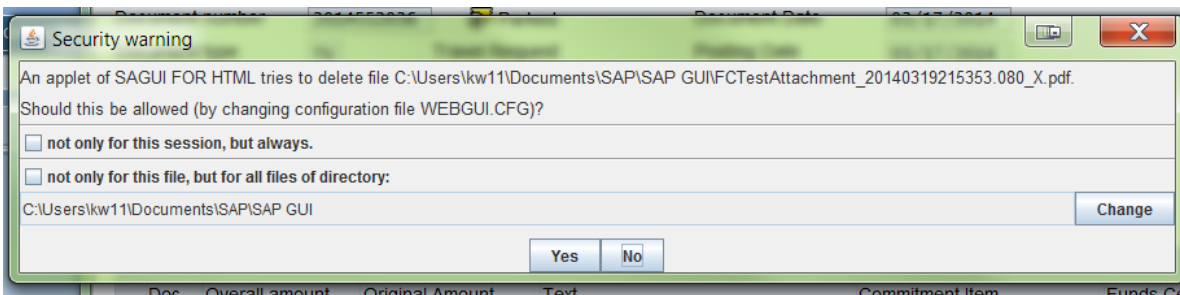
- Click on the paperclip over paper icon (second from the left) to view the attachment list. Select an attachment to view. **The T-10 Travel Authorization Form must be attached or the FC must be rejected.**



- If approver receives a pop up like this select Run.



- If approver receives a pop up like this select Yes.



- When through viewing the attachment close it, then close the attachment window, and the Travel Funds Commitment Display window.

## Frequently Asked Questions about Travel Funds Commitment Approval

### If multiple funds are used, in what order do the Account Managers approve the Travel Funds Commitment?

The Account Manager approval workflow notice will be concurrent. However, if one Account Manager is approving the Travel Funds Commitment, it will momentarily disappear from the other Account Manager(s) worklist as only one Account Manager can have the document open at a time. After the Account Manager approves, it will return to the other Account Manager(s) worklist. If any Account Manager rejects, the item will be removed from all pending worklists and the workflow will be stopped.

### If an Account Manager rejects the trip how is the initiator to be notified?

If any approver rejects the Travel Funds Commitment, the workflow will be stopped and the initiator will get an email to contact the rejecter.

From:	Kathy Wallace <KW11@txstate.edu>
To:	Wallace, Kathy
Cc:	
Subject:	Travel Funds Commitment was Rejected

[REDACTED]

The following Travel Funds Commitment has been REJECTED BY APPROVER - Ms Kathryn Wallace ( KW11 ).

Approval Level..... Accounts Payable

SAP Document..... 2012546012

Created By..... KW11 ( KW11 ) [KW11@txstate.edu](mailto:KW11@txstate.edu)

Created On..... 20140213

Total Commit Amt.... \$2.50

Document Text..... PRO EMP HENDERSON ABBOTT, TX 03/01/14-03/08/14

Travel Type..... In State Travel

If you have any questions concerning this Travel Funds Commitment, please contact the APPROVER above.

### If the Account Manager is not available to approve the Travel Funds Commitment is there Substitution/Delegation?

If you are a substitute for a TRAVELTracks approver, then you are a substitute for all travel including the Funds Commitment. Delegating travel approval in SAP now includes this Travel Funds Commitment function as well.