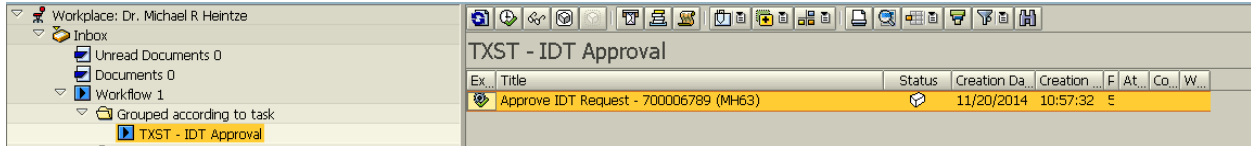


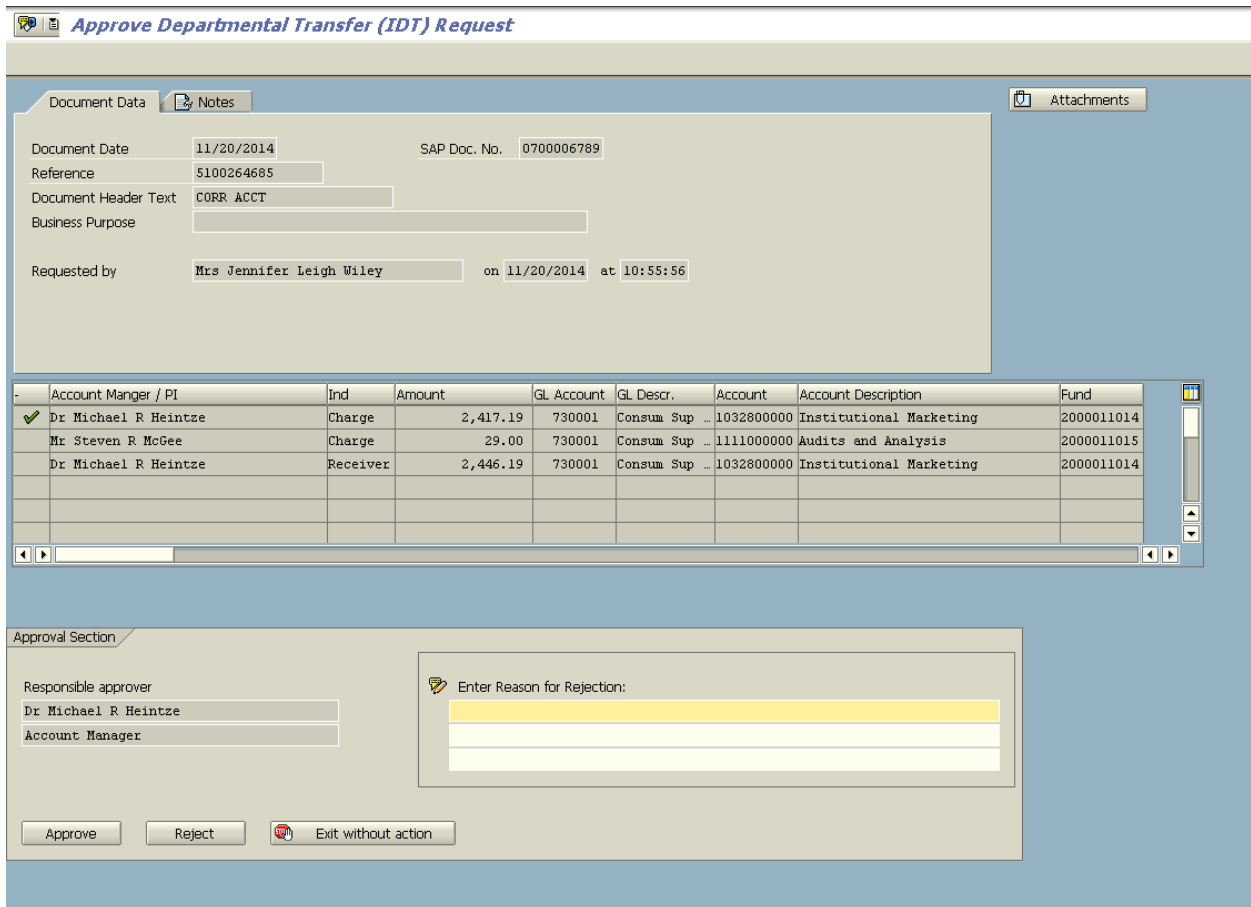
Instructions for e-IDT Account Manager Approval via Workflow

Using the worklist in either the portal or SAPGUI, the Account Manager will need to click on the document they want to approve to open it. This is the same worklist used for approving purchase requisitions, PCRs or time approval.

Double-click on the document to open it.



The approver will see the following approval screen:



The approver will be able to see:

- ◆ the correcting document line items,
- ◆ who requested the correction
- ◆ and the original document number.

Approve Departmental Transfer (IDT) Request

Document Data | Notes | Attachments

Document Date: 11/20/2014 | SAP Doc. No.: 0700006789
Reference: 5100264685
Document Header Text: CORR ACCT
Business Purpose:
Requested by: Mrs Jennifer Leigh Wiley on 11/20/2014 at 10:55:56

Account Manger / PI	Ind	Amount	GL Account	GL Descr.	Account	Account Description	Fund
✓ Dr Michael R Heintze	Charge	2,417.19	730001	Consum Sup ..	1032800000	Institutional Marketing	2000011014
Mr Steven R McGee	Charge	29.00	730001	Consum Sup ..	1111000000	Audits and Analysis	2000011015
Dr Michael R Heintze	Receiver	2,446.19	730001	Consum Sup ..	1032800000	Institutional Marketing	2000011014

Approval Section

Responsible approver: Dr Michael R Heintze
Account Manager:

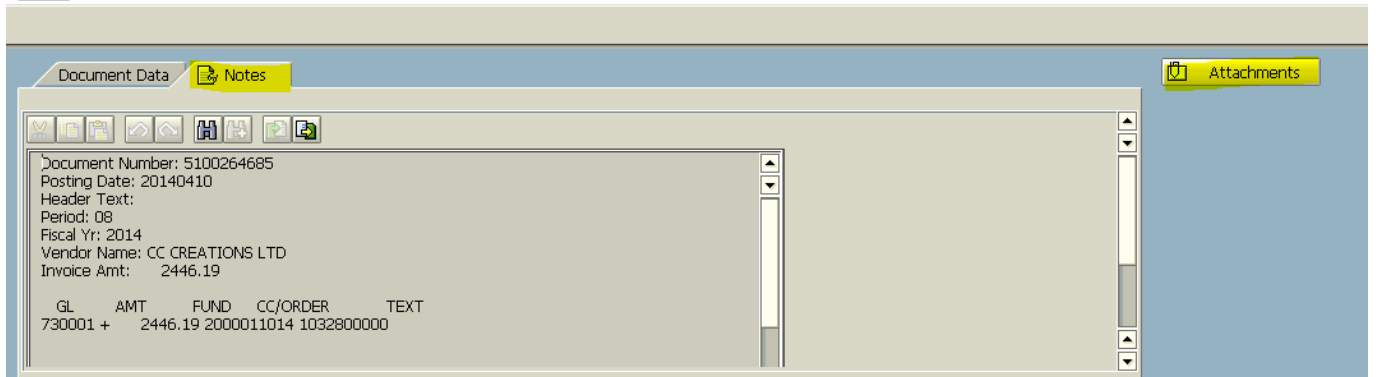
Enter Reason for Rejection:

Approve | Reject | Exit without action

There are three different paths the approver can take at this point, **approve**, **exit without action** or **rejection**. If rejection is chosen, the approver must enter a rejection reason. An email will be sent to the initiator with the document information and the reason entered for the rejection. The initiator can then use the Monitor Report (ZIDT2) to make a change to the document or delete it.

The approver is able to see the information from the original document by clicking the NOTES tab. This eliminates the need for the approver to open another SAP session to review the original document.

 **Approve Departmental Transfer (IDT) Request**



The approver can also review any attachments by clicking on the Attachments button. Once the document is approved, it will disappear from the approver's worklist.