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 requisistions, PCRs or time approval.

Double-click on the document to open it.

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🗢 💽 Workflow 1	Approve IDT Request - 700006789 (MH63)	
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The approver will see the following approval screen:

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The approver will be able to see:

• the correcting document line items,

who requested the correction

•and the original document number.

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Document Date 11/20/2014		SAP Doc. No. 0	700006789						
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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.

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Document Data		D Attachments
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Document Number: 5100264685 Posting Date: 20140410 Header Text: Period: 08 Fiscal Yr: 2014 Vendor Name: CC CREATIONS LTD Invoice Amt: 2446.19 GL AMT FUND CC/ORDER TEXT 730001 + 2446.19 2000011014 1032800000		

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.