

SAP T&E; – Report has NO Workflow

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Title

SAP T&E; – Report has NO Workflow

Purpose:

Follow this procedure when a user reports the workflow status is missing on report.

Required Information to be documented in each Incident:

Contact Name Contact Number Clinic / Facility Number Detailed Description of the issue. Screen shot of the Error

Troubleshooting Process

1.

Confirm with user that the issue matches the issue reported.

2.

Please document required information and troubleshooting details in the incident.

3.

Please attach any referenced knowledge articles to the Incident.

4.

Ask the user to go to My Trips and Expenses and select All My Trips then select the report in question.

Ask the user to read what does the workflow status is displayed?

5.

If there is no workflow.

The report saved, but not saved and sent for approval. Advise the user to go back to report and save and send for approval, then if report has receipts fax or scan the receipts and attach them to report.

6.

Follow the resolution process.

Incident Classification Requirements

Category

Software & Applications

Subcategory

Enterprise & Financial Applications

Service

SAP T&E;

Resolution Process

Please review/update Classification and provide customer with the Incident number for their reference prior to resolving.

Incident Resolution Categorization

Resolution Code

Solved Remotely (Permanent

Resolution Category

Software & Applications

Resolution Subcategory

Enterprise & Financial Applications

Resolution Service

Should generally be identical to Service

Escalation Process

Please review/update Classification and provide customer with the Incident number for their reference prior to escalating

Escalation Group

DTI-EACOE-SAP TravelAndExpense - L3

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