

Forward a Completed Document to Another Approver

Once a parked document has been completed and is in the JV Workflow Approval process, those in the role of the current reviewer / approver have the option of forwarding that specific document from their SAP Inbox to another person's SAP Inbox to approve the document. If this option is chosen, the original approver is delegating his or her approval and rejection authority for that specific document to the new recipient, who becomes the next approval level needed. The new recipient of the forwarded document needs to be an SAP R/3 user. The new recipient does not have to be a previously designated approver to be able to act as the approver for this specific document.

The recipient of the forwarded document becomes the current approver, receives an email notification and the work item is available in the recipient's SAP R/3 inbox for processing. The email notification will provide the document number and the name of the person who initiated the document. The new approver has **24 hours** to either approve (release) or reject (refuse) the document. **After that time, if the document has not been approved or rejected, reminder email notifications will be generated every 24 hours until the document is approved or rejected, except for weekends.** Weekends are NOT taken into account for the deadline monitoring, so approvers will not receive reminder emails on weekends.

Once the recipient of the forwarded approval has approved the document, the document routes on to other approval levels if needed, or post directly to the General Ledger if no further approvals are needed.

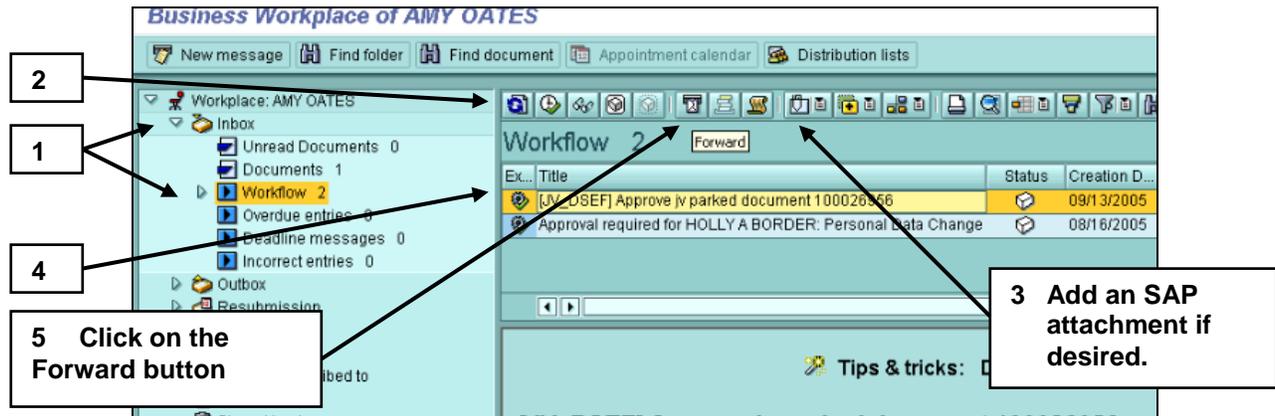
*Note: For the latest JV Workflow approval rules, training materials, announcements, etc., visit the website:
<http://www.finsvc.duke.edu/gap/jvworkflow/>*

Forward a Completed Document to Another Approver - SBWP

Via User Menu: Use the **SAP Business Workplace** button per steps below or Transaction Code **SBWP**.

Note: This action delegates your approval / rejection authority to the recipient. The person to whom you forward this document does not have to be a designated approver, but can act as the approver for this specific document.

On the **Business Workplace of...** screen:



1. In the left window, return to the **SAP Inbox** and **Workflow** options if not already open and displayed.
2. If the document is not displayed, click on the  **Update (refresh)** button to display the document on the list again.
3. **Optional:** Add an R/3 attachment with an explanation to the new approver (see the “Add an R/3 Attachment” if needed).
4. Click **ONCE** on the document to be selected,
5. Click on the  **Forward** button.

Forward a Completed Document (cont.)

In the *Choose Agent* dialog box:



6. Enter the **User ID** (Net ID) of the person who should receive the forwarded document in the User field (use the  **Drop-down** button to search for User ID by last name if needed).
7. Click on the  **Continue** button to close the dialog box and complete the forward process.

Note: The document is removed from your SAP Inbox and is forwarded to the other person's SAP Inbox. An email notification is also sent to that person.