This QRG outlines the process for faculty to approve a sub-contractor payment request via My Inbox in SAP.

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| **Access My Inbox** | |
| Logging into the **SAP Finance Launchpad** requires two-factor authentication using **BoilerKey.** | BoilerKey is Purdue’s version of two-factor authentication, which is an extra layer of security that requires your login, a type of password or PIN, and something that can only be accessed by the user, such as a smartphone or physical token.  BoilerKey adds another layer of protection for employees and for the University’s data. For example, the employee portal contains sensitive information, such as bank account numbers, W-2s, and personal addresses. Should an employee’s password be compromised, all of that information could be stolen.  Go to [www.purdue.edu/boilerkey](file://itsofs04/csds_saptranprojects/Shared/09%20-%20Change%20Mgmt,%20Comm,%20Training/04.%20Training%20Materials/Quick%20Reference%20Guides/03%20HCM/WIP/COM/www.purdue.edu/boilerkey) to sign up today! |
| Access the OneCampus Portal (one.purdue.edu)  Click **Finance Launchpad** to launch SAP Fiori  Log in using your BoilerKey |  |
| Click **Purdue User Group > My Inbox** to open pending approval requests.  Note: The number of current requests requiring action is displayed on the **My Inbox** tile. |  |

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| **My Inbox Navigation** | |
| The Inbox displays. There are several sections within My Inbox to take note of:   1. Items: The left side of the screen displays a list of pending tasks. The selected task is highlighted in light blue. 2. Information: Information and resources related to the task can be accessed here. 3. Actions: Several options for taking action on the selected item can be found at the bottom of My Inbox. |  |
| Information items include:   1. A summary of the task and potential actions. 2. Comments related to the task. 3. Attachments related to the approval request. 4. Links to documents within SAP related to the approval request. |  |
| Potentials actions to take include:   1. Click **Approve** to approve the payment request. 2. Click **Reject** to reject the payment request. 3. Click **Show Log** to view any actions already taken on this request. 4. Click **Forward** to send this request to another approver, if appropriate. |  |
| Upon clicking an action, a confirmation dialog box will display requesting confirmation of the decision. Enter comments into the text box, if desired, and click **Submit**. |  |
| The approval decision is communicated to Sponsored Program Services and the task is now removed from My Inbox. | |