

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# Configuration & User Guide

## Visibility on Accounts Payable using SAP Build Process Automation or SAP Workflow Management

# Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>Overview</b> .....	<b>3</b>
<b>Initial Setup</b> .....	<b>4</b>
<b>Configure the package</b> .....	<b>5</b>
Prerequisites .....	5
Import the package .....	5
Activate the visibility scenario in SAP Workflow Management .....	5
Activate the visibility scenario in SAP Build Process Automation .....	5
Push Events .....	6
<b>Gain visibility into the process</b> .....	<b>7</b>
Prerequisites .....	7
Steps to gain insights in the Accounts Payable Process in SAP Workflow Management .....	7
Steps to gain insights in the Accounts Payable Process in SAP Build Process Automation .....	7

# Overview

This document provides information about what needs to be configured to gain visibility into the accounts payable process. The main audience of this document are technical personas, like IT Administrators, Developers.

You can either:

- productise the package by adapting the visibility scenario based on your business, developing logic to push events from the backed application
- try out the package with demo data.

The document has three different sections.

1. Initial Setup
2. Configure the package
3. Gain visibility into the process

## Initial Setup

Setup SAP Workflow Management by following the instructions in the help guide:  
<https://help.sap.com/viewer/6f55baaf330443bd8132d071581bbae6/Cloud/en-US/d7910e2bf7f64afc9d0eb21b0cc9e84d.html>

# Configure the package

## Prerequisites

The following roles are assigned to you:

- WorkflowManagementBusinessExpert
- WorkflowManagementAdmin
- PVEventSender

## Import the package

Follow the steps to import the package

- Launch Workflow Management SaaS application
- Navigate to Visibility on Accounts Payable package in the Process Hub by following the navigation path: Process Flexibility Cockpit > Discover Packages > Visibility on Accounts Payable
- Click on 'Import'

For more details see [import and discover a content package](#)

## Activate the visibility scenario in SAP Workflow Management

Follow the steps to activate the visibility scenario

- Launch Workflow Management SaaS application
- Navigate to the Order to Cash Visibility Scenario by following the navigation path: Process Flexibility Cockpit > Visibility on Accounts Payable > Visibility Scenarios > Accounts Payable
- Adapt the events, status, attributes and process performance indicators to your needs
- Click on 'Activate'

For more details see [updating a visibility scenario](#)

## Activate the visibility scenario in SAP Build Process Automation

Follow the steps to activate the visibility scenario

1. Go to the Application Development Lobby.

2. Select Accounts Payable Project.
3. Click to open **Accounts Payable** scenario.
4. Click Activate button.

Please go through the [help documentation](#) on how to configure the visibility scenario.

## Push Events

You can do either of the following:

- Productise the package by pushing the events (that are defined in the visibility scenario) from the backend application like S/4HANA, SAP ECC or non-SAP Applications (using technologies like SAP Integration Suite or SAP Data Intelligence) to a REST endpoint that is exposed by process visibility. Follow the [blog](#) to learn how to push events to process visibility.
- Try out the package with demo data by importing the events by following the below steps:
  - Download the sample events for the accounts payable process from [github samples](#)
  - Launch Workflow Management SaaS application
  - Select 'Event Acquisition'
  - Click on 'Import' and select the downloaded sample events for accounts payable

# Gain visibility into the process

## Prerequisites

The following roles are assigned to you:

- WorkflowManagementBusinessExpert

## Steps to gain insights in the Accounts Payable Process in SAP Workflow Management

1. Launch Workflow Management SaaS application
2. Navigate to the package by following the navigation path: Process Flexibility Cockpit > Visibility on Accounts Payable Process
3. Click on the header of 'Live Process Insights (Accounts Payable)'

## Steps to gain insights in the Accounts Payable Process in SAP Build Process Automation

1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Accounts Payable Process dashboard.
  - a. Navigate into "Visibility Scenario Dashboard".
  - b. On the screen that opens, choose Create a Local Copy.
  - c. To use custom texts, choose Edit and adapt the texts in the General section.
  - d. You can use a custom title, description, and subtitle for the tile.
  - e. Choose the Navigation tab.
  - f. Under the Intent section, ensure that the value in the Action tab is unique for every application.
  - g. Under the Parameters section, provide the following:

Parameter Name	Parameter Value
Name	scenariold
Default Value	Accounts_Payable
Required	Toggle to Yes

- h. Choose Save.
  - i. Assign the local copy to a group and make sure that they're visible to users. For more information, see [Assign Apps to a Group and to a Catalog](#) and [Assign Content to a Role](#).
3. Once created, select app that corresponds to "Accounts Payable".
  4. User will see the process visibility dashboard.