

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Urgent Payment Request Approval using SAP Build Process Automation or SAP Workflow Management

Table of Contents

Table of Contents	2
Overview	3
Features.....	3
User Interface.....	4
Start UI.....	4
My Inbox Task	5
Process Admin Flow.....	9
Process Visibility Workspace.....	10
Access Process Workspace with SAP Build Process Automation.....	10
Access Process Workspace with SAP Workflow Management	10

Overview

This document provides information about the user interface of **Urgent Payment Request Approval** Process. Approvers, Requestors and Process Operators are the target users of the user interfaces explained in this document.

This use case deals with urgent payment request scenario, where there is a requirement for user from non-finance team to raise a payment request. Once the request is raised and approved, it is cascaded to a relevant finance team persona along with the business data that is required information to trigger a free form payment to a vendor/customer. This workflow deals with approval required by the non-finance team persona.

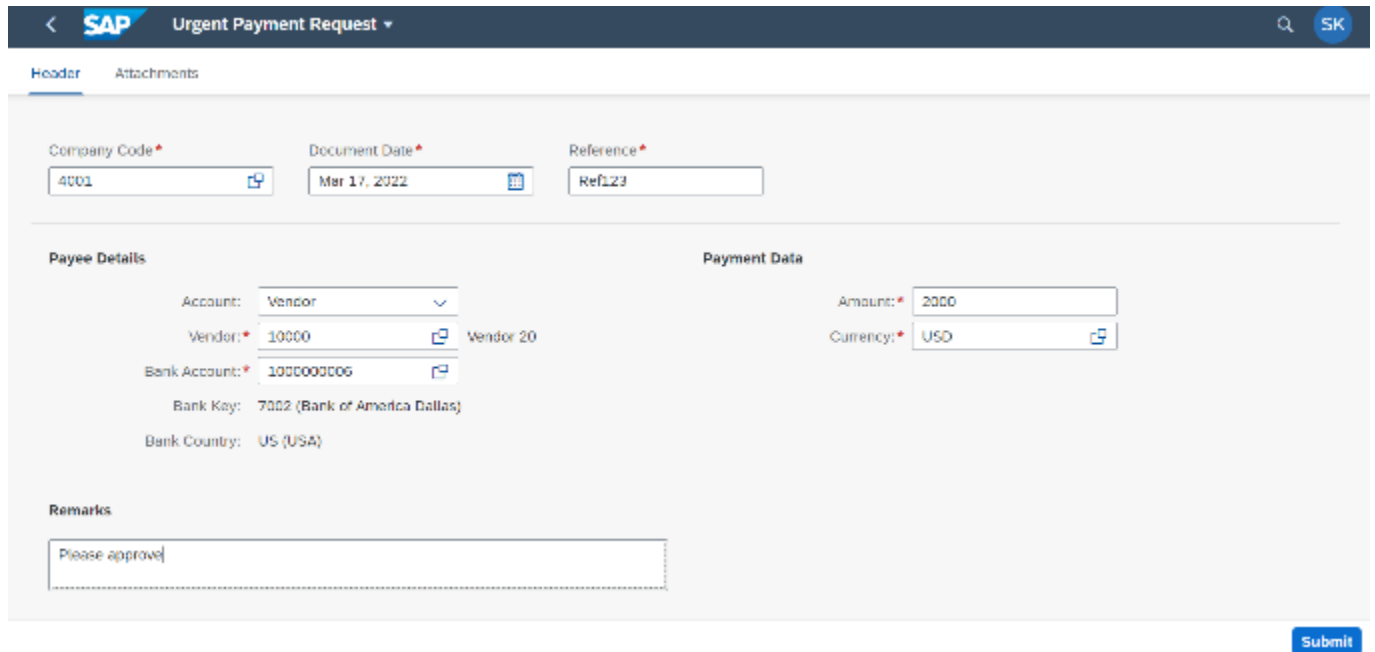
Features

- Plug and Play with SAP S/4HANA without additional development.
- New Process variants can be configured in a no-code approach.
- Agent/approver determination using Business Rules or external service.
- Pre-built integration content to call SAP S/4HANA from SAP Workflow Management or SAP Build Process Automation.
- Out-of-the-box visibility into key process performance indicators.

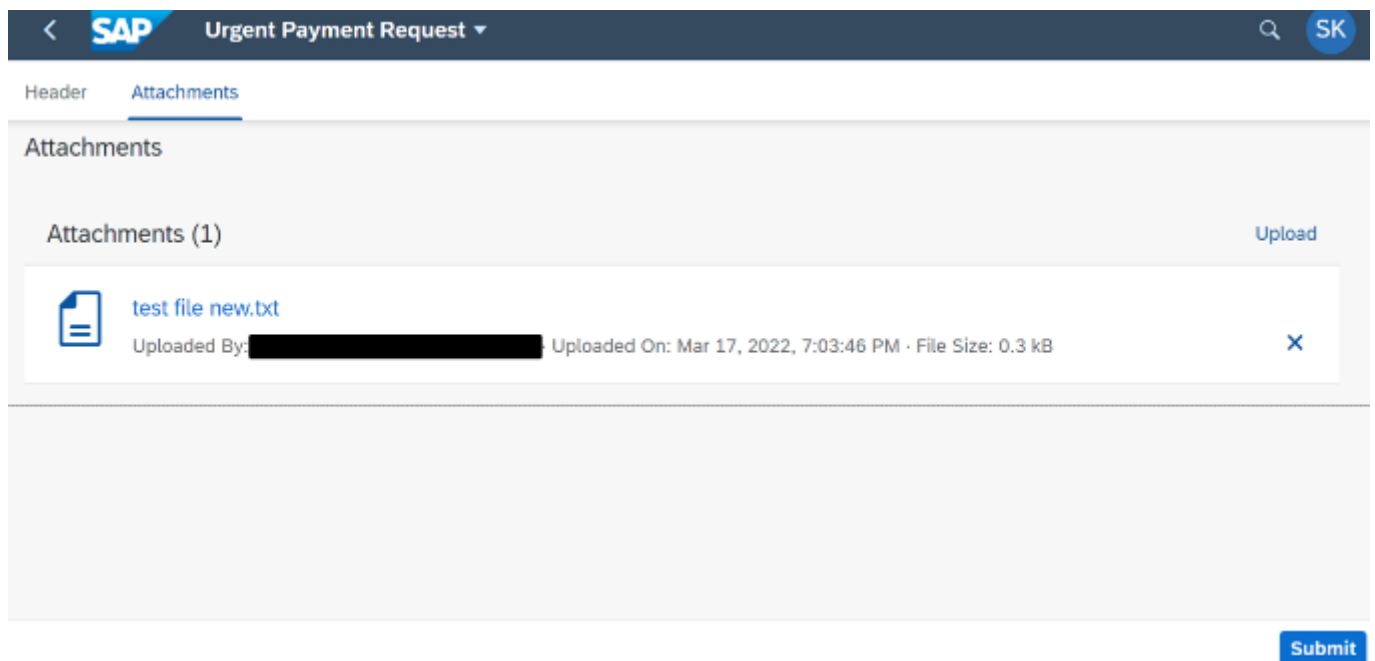
User Interface

Start UI

User can enter data and add attachments.

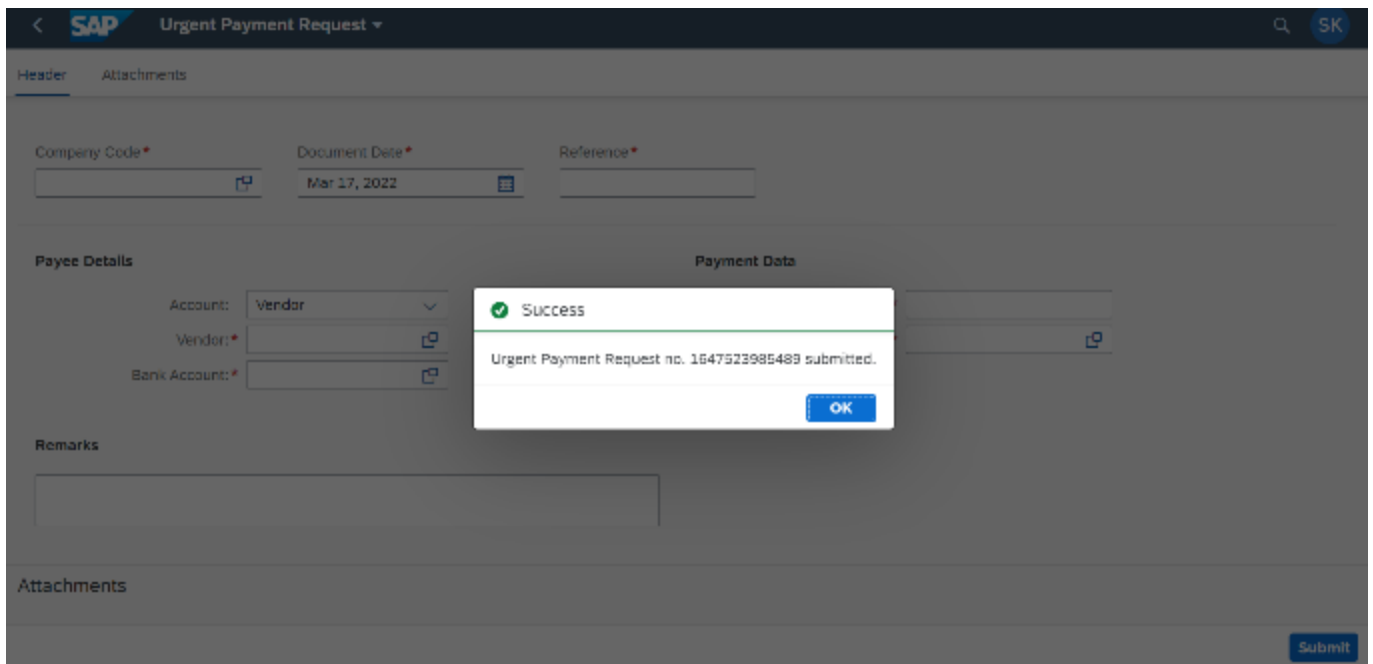


The screenshot shows the 'Urgent Payment Request' form in SAP. The header section includes fields for Company Code (4001), Document Date (Mar 17, 2022), and Reference (Ref123). Below this, there are two columns: 'Payee Details' and 'Payment Data'. The 'Payee Details' column contains fields for Account (Vendor), Vendor (10000), Bank Account (1000003006), Bank Key (7002 (Bank of America Dallas)), and Bank Country (US (USA)). The 'Payment Data' column contains fields for Amount (2000) and Currency (USD). A 'Remarks' field contains the text 'Please approve'. A 'Submit' button is located at the bottom right of the form.



The screenshot shows the 'Urgent Payment Request' form in SAP, specifically the 'Attachments' section. The 'Attachments (1)' section displays a list of attachments. One attachment is shown: 'test file new.txt', which was uploaded by a user (redacted) on Mar 17, 2022, at 7:03:46 PM, with a file size of 0.3 kB. An 'Upload' button is located at the top right of the attachments section. A 'Submit' button is located at the bottom right of the form.

Once submitted a request number will be generated.



My Inbox Task

Once data is submitted by the requestor the Approval Workflow will begin. A mail notification along with work item will be sent to Approver to validate & approve data entered by Requestor.

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

Approval UI

First Level Approver

The 'Project Manager' can Approve/Reject the request with appropriate comments.

SAP My Inbox

All Tasks (51)

Search

Reserved by You

Approval for Urgent Payment Request 1647523985489 in role...
 [Redacted] Medium
 Due on Mar 24, 202... Within a Week

Reserved by You

Approval for Urgent Payment Request 1647343018224 in role...
 [Redacted] Medium
 Due on Mar 22, 202... Within a Week

Rework of Plan Activity Pricing for 6000 - 40003007
 [Redacted] Medium

Payment Request Approval

Approval for Urgent Payment Request 1647523985489 in role Project Manager

Created By: [Redacted]
 Email ID: [Redacted]
 Created On: 2022/03/17 19:08:19

Status: Reserved
 Priority: Medium

Header Payee Details Payment Data Remarks Attachments History Comments

Company Code: 4001
 Document Date: 2022-03-17
 Reference: Ref123

Payee Details

Account: Vendor
 Vendor: 10000 (Vendor 20)
 Bank Account: 1000000008
 Bank Key: 7002 (Bank of America Dallas)
 Bank Country: US (USA)

Approve Reject Show Log Release

SAP My Inbox

All Tasks (51)

Search

Reserved by You

Approval for Urgent Payment Request 1647523985489 in role...
 [Redacted] Medium
 Due on Mar 24, 202... Within a Week

Reserved by You

Approval for Urgent Payment Request 1647343018224 in role...
 [Redacted] Medium
 Due on Mar 22, 202... Within a Week

Rework of Plan Activity Pricing for 6000 - 40003007
 [Redacted] Medium

Payment Request Approval

Approval for Urgent Payment Request 1647523985489 in role Project Manager

Header Payee Details Payment Data Remarks Attachments History Comments

Amount: 2000
 Currency: USD

Remarks

Please approve

Attachments

Attachments (1) Upload

test file new.txt
 Uploaded By: [Redacted]

Approve Reject Show Log Release

Second Level Approver

The 'Finance Controller' can Approve/Reject with the appropriate comments.

SAP My Inbox

All Tasks (51)

Reserved by You

Approval for Urgent Payment Request 1647523985489 in role... Medium
Due on Mar 24, 202... Within a Week

Reserved by You

Approval for Urgent Payment Request 1647343018224 in role... Medium
Due on Mar 22, 202... Within a Week

Rework of Plan Activity Pricing for 6000 - 40003007 Medium

Approval of Plan Activity Pricing

Payment Request Approval

Approval for Urgent Payment Request 1647523985489 in role Finance Controller

Header Payee Details Payment Data Remarks Attachments History Comments

Uploaded On: Mar 17, 2022, 7:03:46 PM
File Size: 0.3 kB

History

UserID	Role	Action	Comments	Actioned At
[Redacted]	Project Manager	Approve	Approving	2022/03/17 13:53:41

Comments

Comment: * Please enter comments...

Approve Reject Show Log Release

Third Level – Release payment

At the final level the 'Accountant' can key in the Free form payment request available for that Customer/Vendor. If not available a new Free form payment request needs to be created and the generated number to be given before submitting.

SAP My Inbox

All Tasks (51)

Reserved by You

Payment Release for Urgent Payment Request... Medium

Reserved by You

Approval for Urgent Payment Request 1647343018224 in role... Medium
Due on Mar 22, 202... Within a Week

Rework of Plan Activity Pricing for 6000 - 40003007 Medium

Approval of Plan Activity Pricing

Accountant Action on Release Payment

Payment Release for Urgent Payment Request 1647523985489

Header Payee Details Payment Data Request Number Remarks Attachments History Comments

Request Number

Free Form Payment Request Number: *

Remarks

Please approve

Attachments

Attachments (1) Upload

test file new.txt

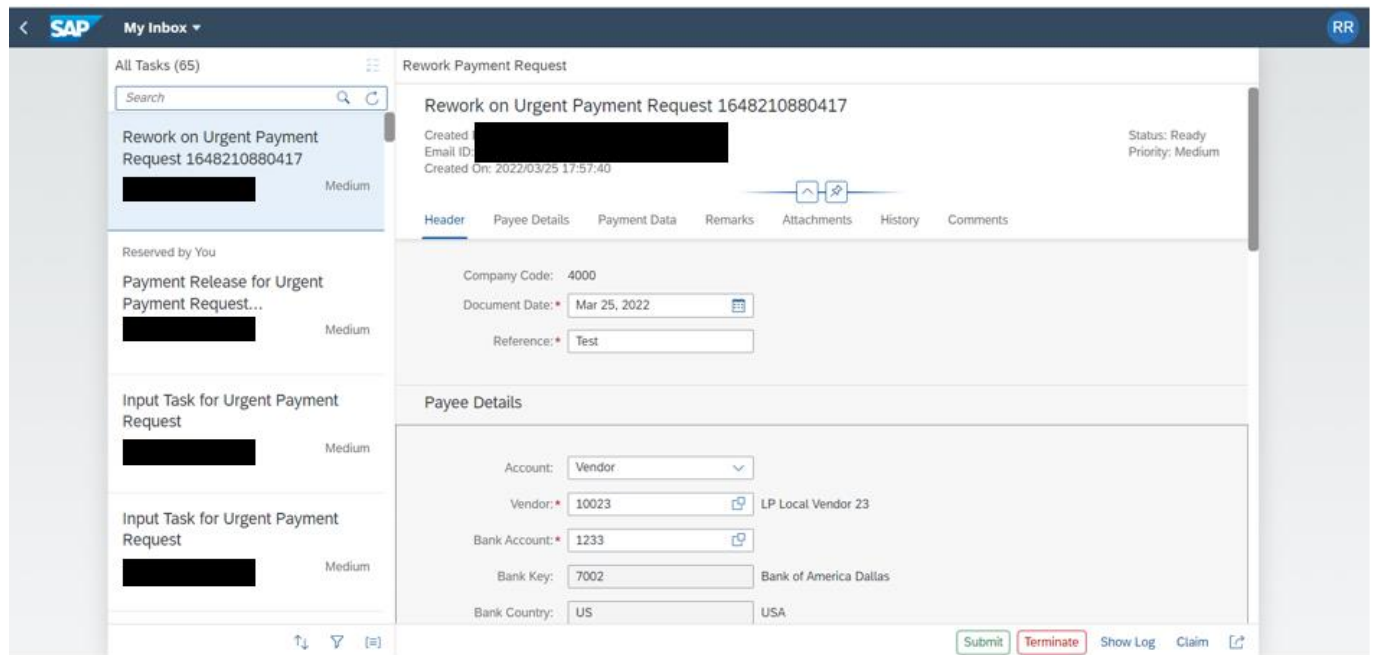
Submit Show Log Release

Rework UI

At the Requestors 'My Inbox', the data can be updated for the rejected request based on approver comments.

The persona can make one of the following decisions:

1. Submit – To start the whole approval process again for the document with updated data.
2. Terminate - To terminate the workflow.



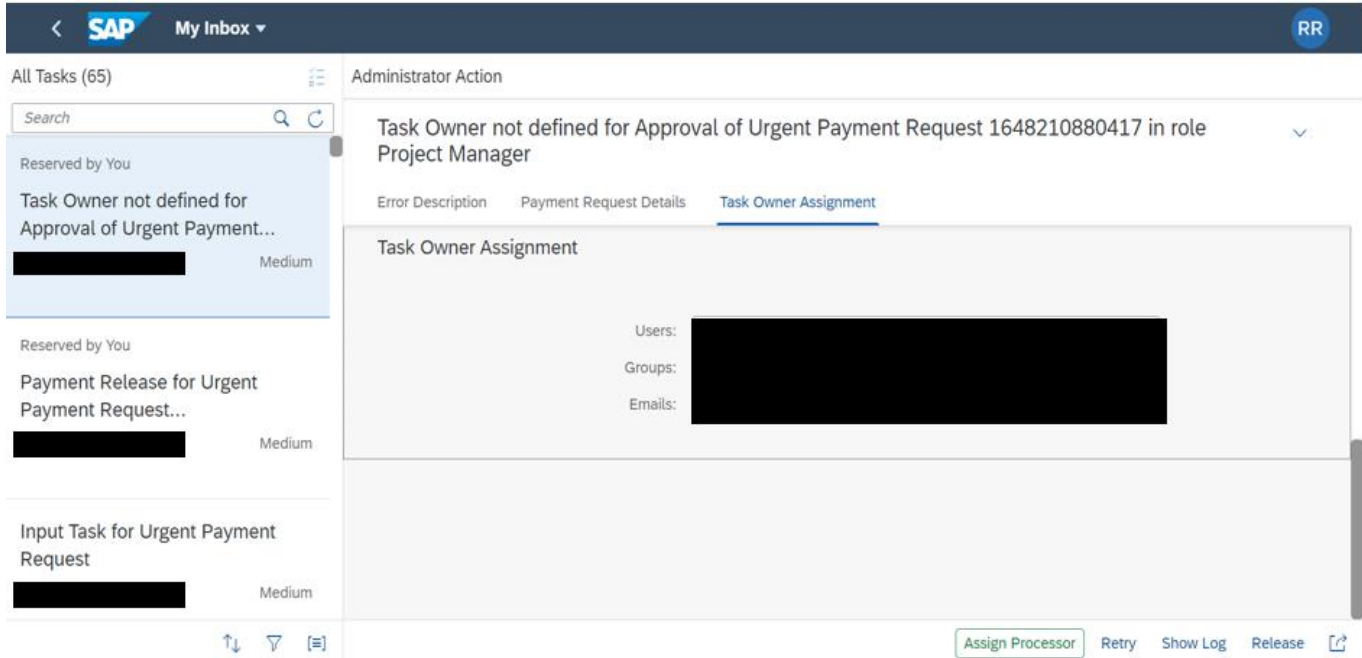
Process Admin Flow

If by any case, the approvers do not get determined by the approver determination policies, the issue will be brought to the notice of the process administrator and a task shall be created for the process admin with options to either 'Assign Processor' manually or 'Retry' after updating the policies.

Assign Processor: This option is to assign the users and/or groups and the email addresses in the section 'Task Owner Assignment', (Note: all email address(es) must be given) and click 'Assign Processor'. The assigned processors will receive the approval task which can be accessed from the My Inbox application.

Retry: This option implies that the process admin can first fix the issue in the business rule and then access this task again in the My Inbox, and trigger Retry. If the issue is fixed correctly, then upon retry the normal approval flow will resume.

Screen shots are as given below:



Process Visibility Workspace

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

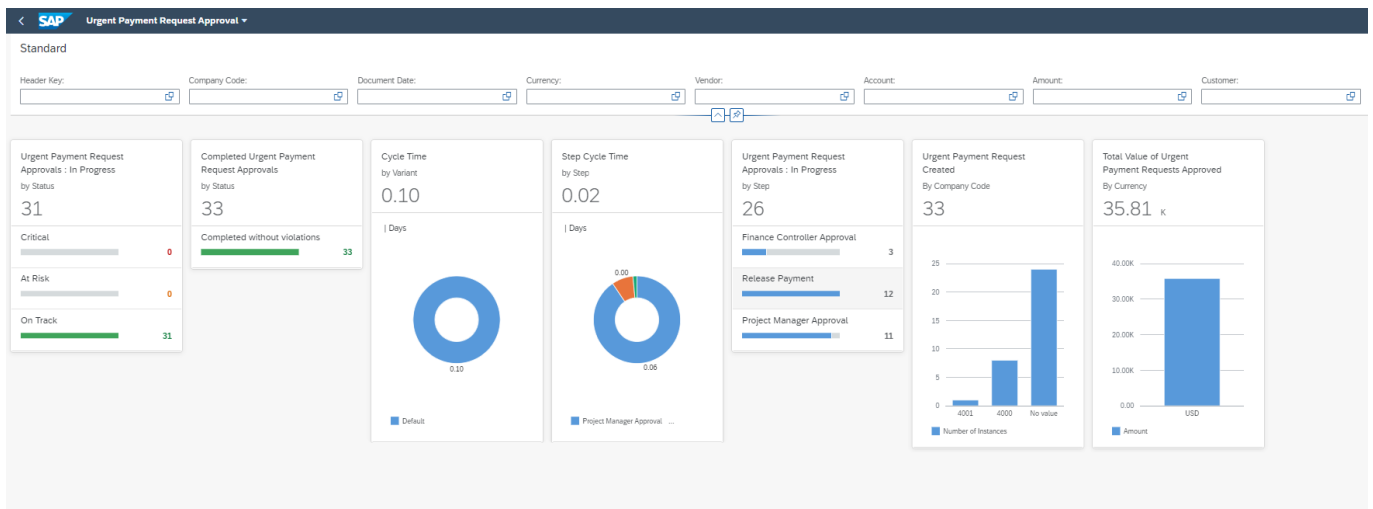
Urgent Payment Request Approval process content package provide out of the box visibility on all the process variants in SAP Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Urgent Payment Request Approval”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the below detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select **Urgent Payment Request Approval** tile
3. Click Live Process Insights - **Urgent Payment Request Approval**
4. User will get the following screen.



Please go through [help documentation](#) on how to access process workspace.