

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Accrual Object Creation Approval using SAP Workflow Management or SAP Build Process Automation

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Overview

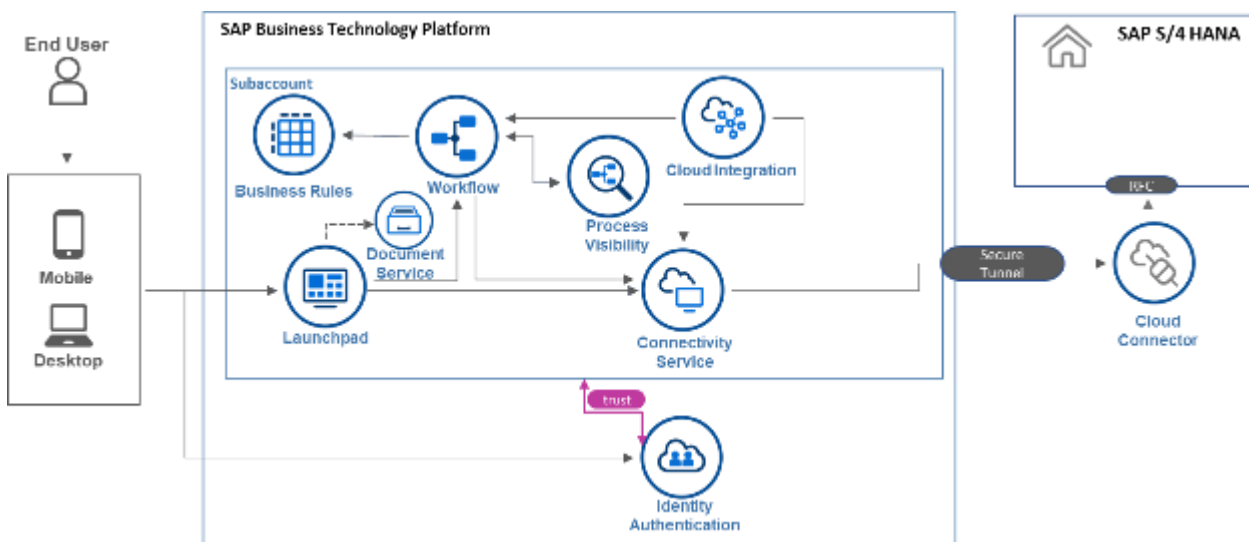
This document provides information about setting up the SAP Business Technology Platform account to consume the workflow content package **Accrual Object Creation Approval**. The main audience of this document are technical IT/system administrators.

Organizations procure a wide variety of consumables, goods and services to run their day-to-day operations. On delivery, invoicing and payment for the products or services rendered can pose quite a challenge. Some of the challenges arise from invoices being delayed or if advances had been paid – for example, insurance payments and subscriptions. Finance has the legal obligation to accrue or defer these service and consumable costs as well as advance payments at month-end or quarter-end.

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.

Solution Diagram



User Interface

The solution contains the following user interfaces

1. Start UI
2. My Inbox tasks

Start UI

The process starts from the custom Fiori app that fulfils the role of Start UI.

The Users can create Accrual Objects using a form or Upload option.

1) Creation Via Form

The users can enter the Accrual Object details that has to be created based on their business scenarios.

Screen shots are as given below:

Header Screen

< SAP Accrual Objects ▾ 🔍 RR

Accrual Objects Creation via: Form ▾

Company Code:* 4000 🗒

Application Component: Manual Accruals (ACAC)

Reference Data Account Assignments Items

Accrual Object Category:* ORENTING 🗒

Text: Test

Person Responsible: XYZ

Start of Life:* 2022-02-01 🗒

End of Life:* 2022-02-28 🗒

Account Assignments

Create Cancel

Account Assignment Screen

Accrual Objects Creation via: Form

Company Code: 4000

Application Component: Manual Accruals (ACAC)

Reference Data Account Assignments Items

Account Assignments

Cost Center: 40002001

Profit Center: SAP-DUMMY

WBS:

Order:

Items

Create Cancel

Items Screen

Accrual Objects Creation via: Form

Company Code: 4000

Application Component: Manual Accruals (ACAC)

Reference Data Account Assignments Items

Items

Accrual Item Type *	Item Type Text	Ledger Group *	Total Accrual Amount in Transaction Currency *	Transaction Currency *	Accrual/Deferral Method	Attachments	Remove
ACCRL_PER	Periodic Accruals - with Utilization	N1	1000	AUD	DERIVED1		
RVNUEP_LGAP	Revenue Accruals, Only Periodic Postings	CP	1500	AUD	ORACCRUALS		

Items

Create Cancel

2) Creation Via Upload

The users can upload an excel to get the Accrual object details that has to be created based on their business scenarios.

Screen shots are as given below:

Accrual Objects Creation via:

[Browse...](#)

Object Details

ID	Company Code	Accrual Object Category	Start of Life	End of Life	Actions
1	4001	ORENTING	2022-01-31	2022-12-31	[Edit]
2	4001	ORENTING	2022-01-31	2022-12-31	[Edit]
3	4000	ZSAI ARY	2022-01-31	2022-12-31	[Edit]

[Create](#) [Cancel](#)

Accrual Objects Creation via:

[Browse...](#)

1 Company Code* 4001 Accrual Object Category* ORENTING Start of Life* 2022-01-31 End of Life* 2022-12-31

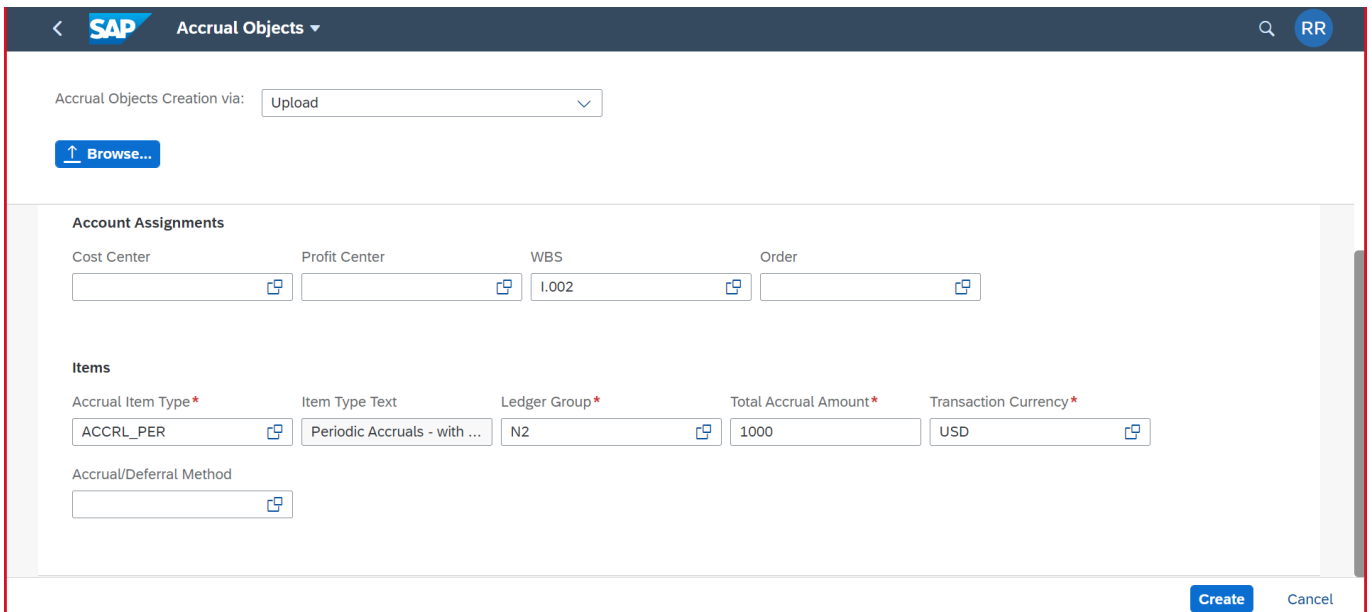
Text: Person Responsible:

Account Assignments

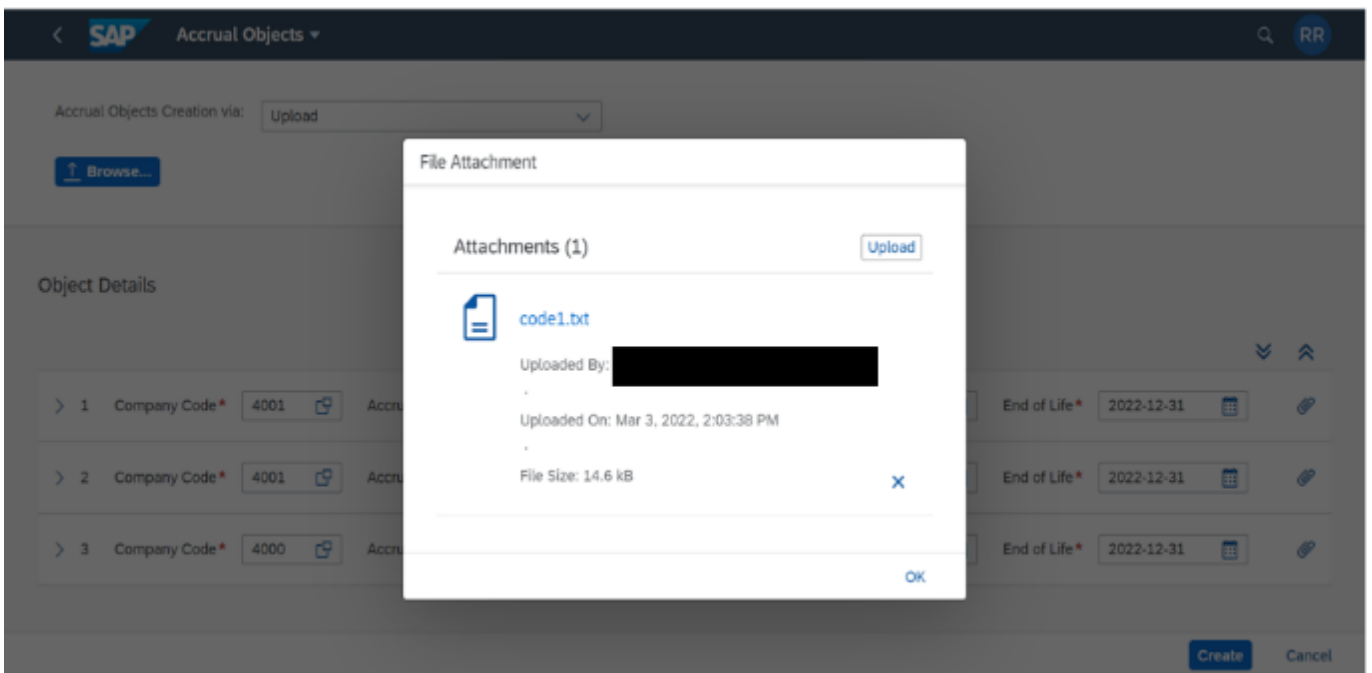
Cost Center	Profit Center	WBS	Order
<input type="text"/>	<input type="text"/>	1.002	<input type="text"/>

Items

[Create](#) [Cancel](#)



The Users can add Attachments at Item Level for both Form and Upload Section.



My Inbox Task

The **Accrual Object Creation Approval** process allows the Approvers to Approve or Reject the Accrual Object Items that are requested by the Requestor for Creation.

“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

The Accrual Object Creation Approval workflow content enables the business user to view the Accrual object details which are requested by the requestor in the start UI application and to decide Approve or Reject the Accrual object Items which in turn will create it in SAP S/4HANA.

Once an object detail are added in start UI and submitted, a process variant will be triggered, and users will receive tasks in My Inbox application.

The Approver is determined by a business rule or External Service. The task can either be approved or rejected.

The Approver can make one of the following decisions:

- 1) Item level approve/reject - Click the **tick** icon to approve or click the Cross icon to reject a Object Item at item level
- 2) Submit - Click **Submit** to send the Rejected Items to Rework and to update approved Items to SAP S/4 HANA

Approval Levels: 1 : N

1st Level of Approval – Finance Controller

Screen shots are as given below:

The screenshot displays the SAP My Inbox interface. The main header shows 'SAP My Inbox' and 'RR'. The left sidebar lists 'All Tasks (32)' and a search bar. The main content area is titled 'Accrual Object Creation Approval' and shows a task: 'Approval for Accrual Object Creation 4000_ORENTING available for action in your role as FI Controller'. The task is 'Reserved' with a 'Medium' priority. The 'Created On' date is 2022/02/01 17:36:19. The task details are as follows:

Company Code:	4000
Application Component:	ACAC
Accrual Object Category:	ORENTING
Text:	Test
Person Responsible:	XYZ
Start of Life:	2022-02-01
End of Life:	2022-02-28
Cost Center:	40004001

At the bottom of the task details, there are buttons for 'Submit', 'Show Log', and 'Release'.

SAP My Inbox RR

All Tasks (32) Accrual Object Creation Approval

Approval for Accrual Object Creation 4000_ORENTING available for action in your role as FI Controller

General Data Selections **Items** History Comments

Items Approval (2)

Accrual Item Type	Item Type Text	Ledger Group	Total Accrual Amount in Transaction Currency	Transaction Currency	Accrual/Deferral Method	Attachments	Comment	Action
<input type="checkbox"/> ACCRL_PER	Periodic Accruals - with Utilization	N1	1000	AUD	DERIVED1			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> RVNUEP_LGAP	Revenue Accruals, Only Periodic Postings	CP	1500	AUD	ORACCRUALS			<input type="checkbox"/> <input type="checkbox"/>

Submit Show Log Release

Note: history & Comments screen is mentioned [here](#)

2nd Level of Approval – Finance Manager

SAP My Inbox RR

All Tasks (32) Accrual Object Creation Approval

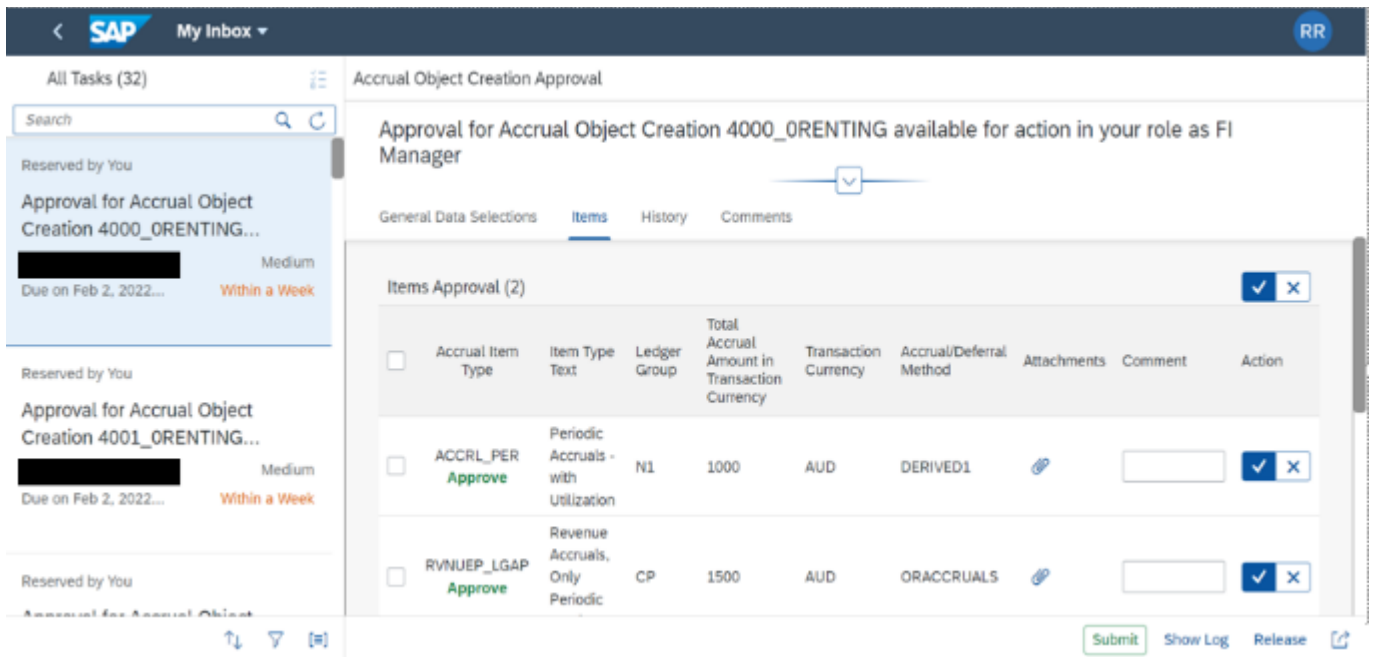
Approval for Accrual Object Creation 4000_ORENTING available for action in your role as FI Manager

Created On: 2022/02/01 18:26:57 Status: Reserved Priority: Medium

General Data Selections **Items** History Comments

Company Code: 4000
 Application Component: ACAC
 Accrual Object Category: ORENTING
 Text: Test
 Person Responsible: XYZ
 Start of Life: 2022-02-01
 End of Life: 2022-02-28
 Cost Center: 40004001

Submit Show Log Release



Note: For History screens, refer to History screen shot of 1st level approver

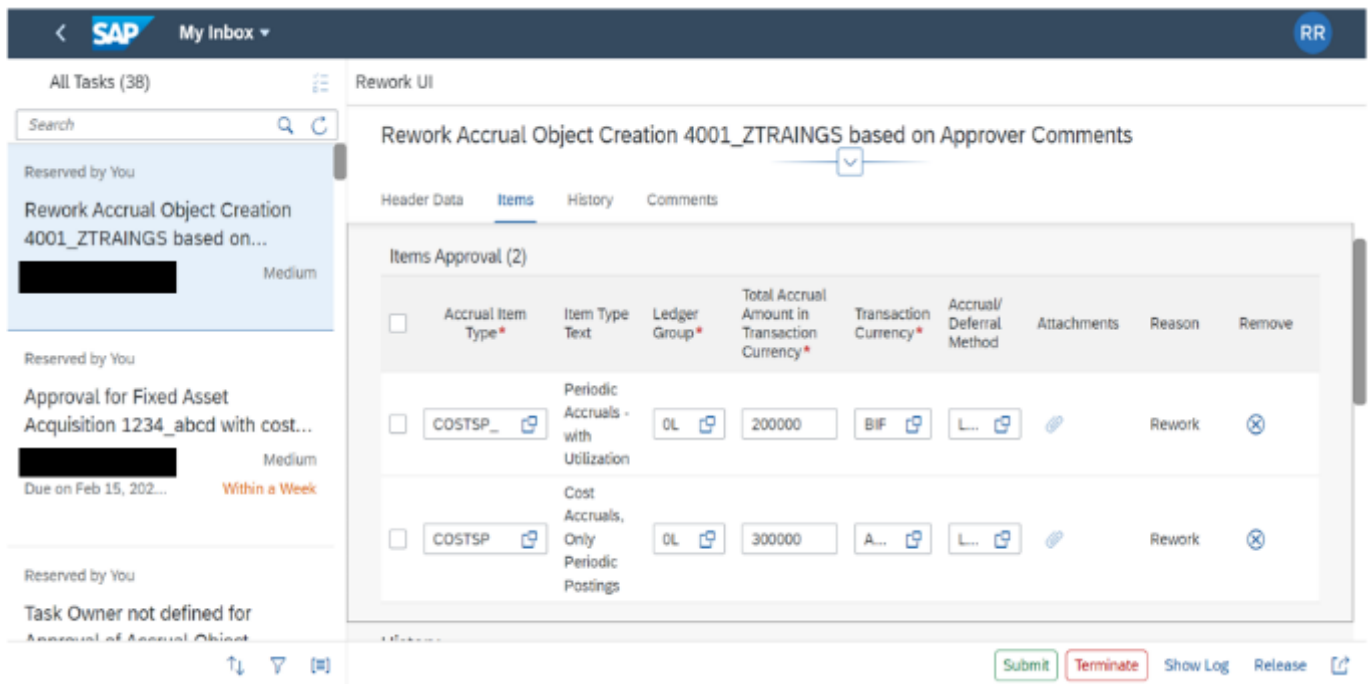
Rework UI

At the Requestors MyInbox, the requestor can perform the changes on the Accrual Object Items which are rejected by the approver.

The Requestor can make any one of the following decisions:

1. Rework - Click the **Rework** button to start the whole approval process again with updated data.
2. Terminate - Click the **Terminate** button to terminate the workflow.
3. Item level Remove - Click the **Remove** button at the Item level to remove the Item.

Screen shots are as given below:



Note: header details screen is not shown. It will be like: [Screen Shot](#)

Retry UI

When a POST operation fails due to a business exception, the requestor receives the Retry task in MyInbox.

The Requestor can make any one of the following options:

- 1) Rework: Click the Rework button to start the whole approval process again with updated data.
- 2) Retry : Retry the POST operation to SAP S/4HANA.
- 3) Terminate : Terminate the workflow when retry operation with Submit button action, cannot complete the POST operation. In this case, the user can trigger a new workflow for the data point.
- 4) Item level Remove - Click the Remove button at the Item level to remove the Item.

Screenshots are given below:

- All Tasks (38) ☰
- Search 🔍 ↻
- ██████████ Rework on Business Exception in Accrual Object Creation -... Medium
 - ██████████ Rework on Business Exception in Accrual Object Creation -... Medium
 - ██████████ Approval Task Medium
 - ██████████ Rework on Business Exception in
- ↑↓ 🔍 [m]

Rework on Business Exception

Rework on Business Exception in Accrual Object Creation - 4000_ZSALARY ⌵

Header Data Items History Comments Errors

Items

Items Approval (1)

<input type="checkbox"/>	Accrual Item Type*	Item Type Text	Ledger Group*	Total Accrual Amount in Transaction Currency*	Transaction Currency*	Accrual/Deferral Method	Attachments	Remove
<input type="checkbox"/>	ACCRL_...	Accrual amount: Plan minus actual	N2	1400	U...	DERIVI		

History

UserID	Role	Action	Comments	Actioned At
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Submit
Retry
Terminate
[Show Log](#)
[Claim](#)

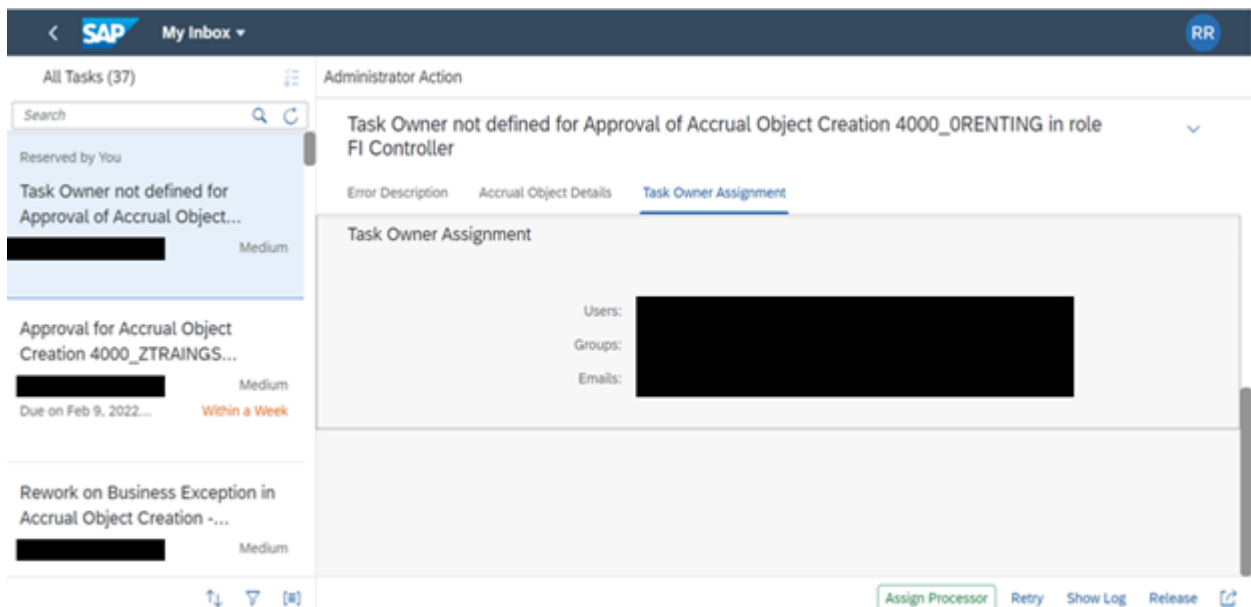
Admin Flow

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 given below:



Process Visibility Workspace

Process Visibility capability in SAP Workflow Management or SAP Build Process Automation 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.

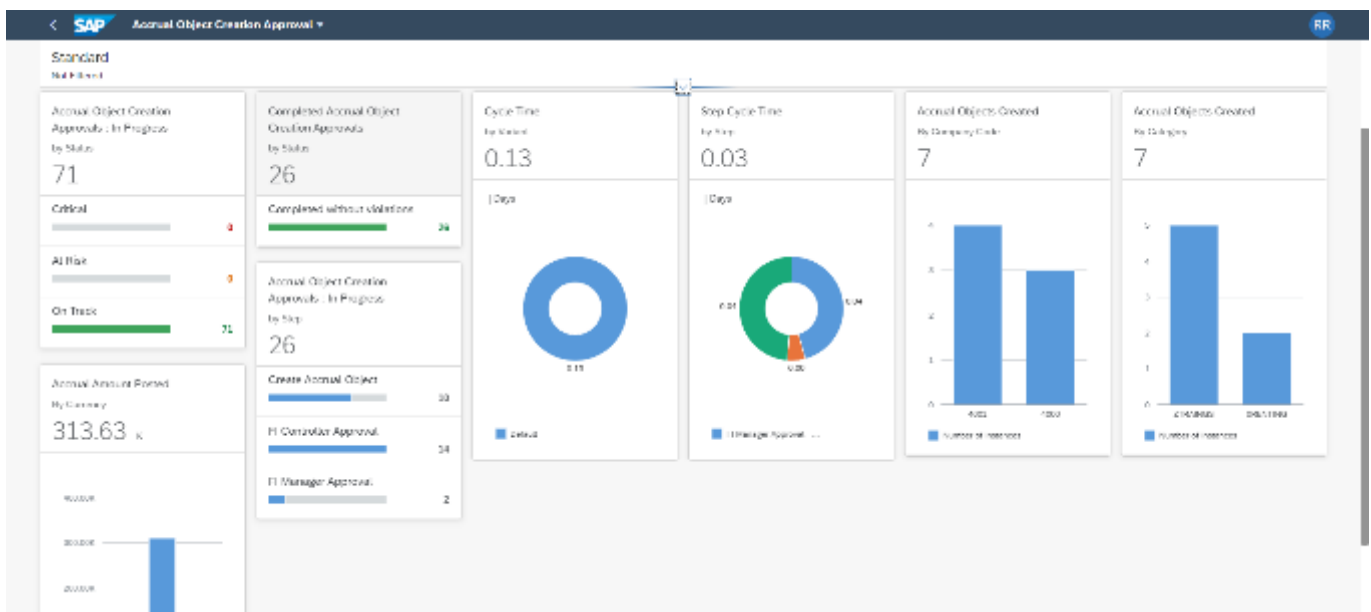
Accrual Object Creation Approval process content package provide out of the box visibility on all the process variants in SAP Workflow Management or SAP Build Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

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 “Accrual Object Creation 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 **Accrual Object Creation Approval** tile
3. Click Live Process Insights – **Accrual Object Creation Approval**
4. User will get the following screens



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