

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# Configuration Guide

## Free Form Payment Approval using SAP Build Process Automation or SAP Workflow Management

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# Overview

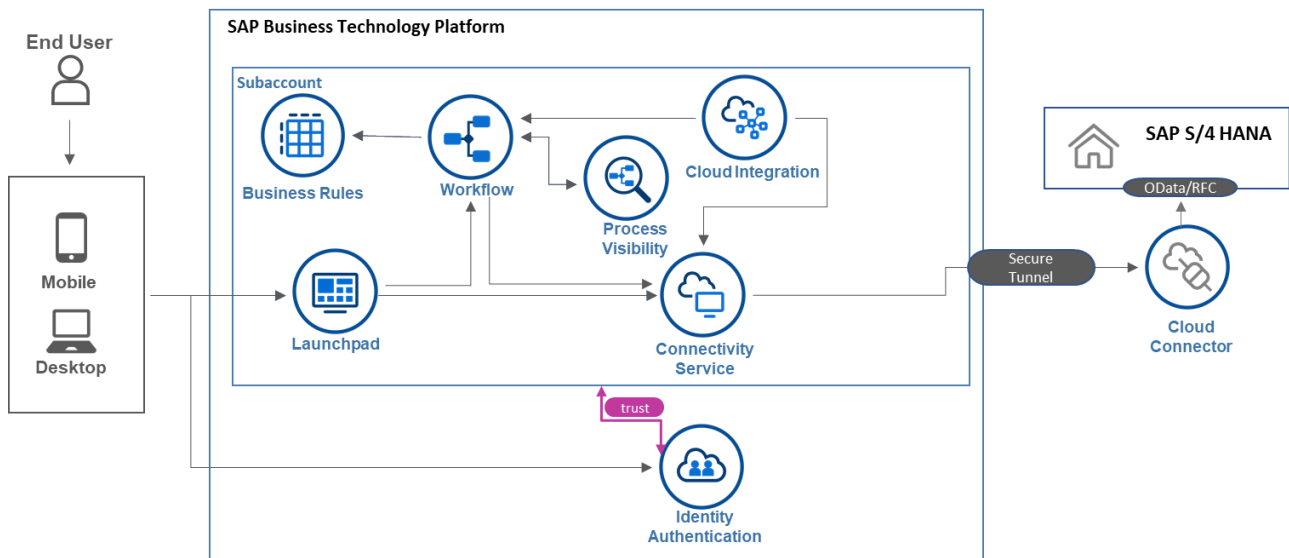
This document provides information about configuration steps to consume the package **Free Form Payment Approval**

The solution focuses on providing a workflow-based solution for postings to Free Form Payments Approvals. A Free Form Payment is the payment request is to be raised to an entity that is not registered as supplier or customer in SAP. SAP users can use My Free Form Payments to create payment requests and view, edit, or reverse payment requests that you have created.

## 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 Build Process Automation or SAP Workflow Management
- Out-of-the-box visibility into key process performance indicators.

## Solution Diagram



# Artifacts

A package consists of process templates, process steps, process variants, decisions, and process visibility models. Please refer [help documentation](#) about these artifacts.

## Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization goal. The **Free Form Payment Approval** package contains the following process template:

**Free Form Payment Approval** – deals with approval of Free Form Payments.

A business process can be broken down logically into smaller parts or steps. Each process step is a collection of activities to perform a specific task. For example, an approval process step can contain activity to determine the approvers, approval task, notifications, and handle the approval result. Table 1 represents the list of process steps/sub flows available to be used in **Free Form Payment Approval**.

Table 1. Process Steps

| Process Steps             | Cardinality           | Detailed Description   |
|---------------------------|-----------------------|--|
| Initialization            | 1..1 = Mandatory Step | Initialize the Free Form Payment Approval process with details |
| Cash Specialist           | 1..N = mandatory step | Workflow to approve and post the Free Form Payment request     |
| Post Free Form Payment    | 1..1 = mandatory step | Workflow to post the Free Form Payment request                 |
| Accounting Manager        | 1..N = mandatory step | Workflow to approve and release the Free Form Payment request  |
| Release Free Form Payment | 1..1 = mandatory step | Workflow to release the Free Form Payment request              |

A process step can have customizable properties and they could influence the outcome of the process step. For example, the Approval step can be reused multiple times and based on the properties the approver is determined. Please see Table 2 for more details.

Table 2. Process Step Properties

| Process Step | Properties | Detailed Description |
|--------------|------------|----------------------|
|              |            |                      |

|          |               |  |
|----------|---------------|--|
| Approval | Role          | Role name of the approver who approves the Free Form Payment entry.  |
|          | Approval Step | Team ID which approves the Free Form Payment entry. This is used to determine approvers from business rules. |

The process has attributes, and these attributes are available in process visibility to search approval process instances and to define process performance indicators. Please see Table 3 for more details.

**Table 3. Process Attributes.**

| Process Attributes | Detailed Description  |
|--------------------|---|
| Company Code       | Company Code to which the payment request belongs to.           |
| House Bank         | House bank information to which the payment request belongs to. |
| Amount             | Requested amount for payment                                    |
| isReverse          | Flag to denote if the payment request is reversed.              |

#### Sample Context without Start Conditions

```
"freeFormPaymentDetails": {
"paymentRequestID": "286",
"requestorID": "sample",
"requestorEmail": "sample@example.com"
}
```

Context with start conditions is not applicable for the use case.

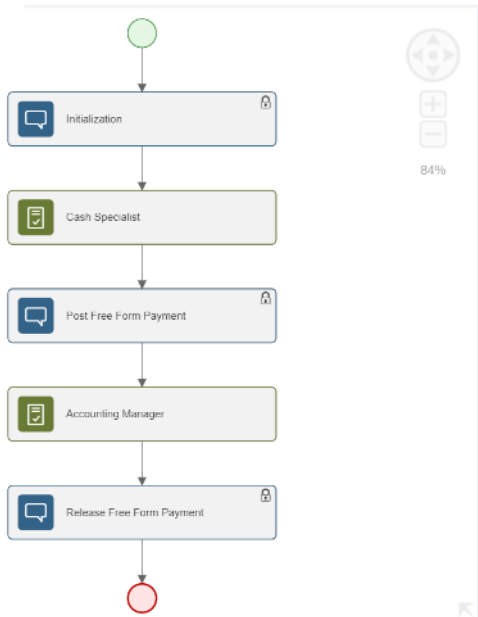
## Process Variants

A process variant consists of multiple process steps configured by a line of business expert. It is possible to create multiple variants of the same process.

Please refer [help documentation](#) about how to import content packages and configure a process variant.

Available Steps (5)

- Accounting Manager  
Accounting Manager
- Cash Specialist  
Cash Specialist
- Initialization  
Initialization
- Post Free Form Payment  
Post Free Form Payment
- Release Free Form Payment  
Release Free Form Payment



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Process Variant Properties

\*Name  
Free Form Payment

Process  
Free Form Payment

\*Subject  
Free Form Payment

Business Key

Description  
FreeFormPayment

## Import Free Form Payment Approval and Configure Process Variants with SAP Build Process Automation

1. In the [SAP Build Process Automation Store](#), search for live process package Free Form Payment Approval and import the same. This content package has one process template and process variant(s) for that template.
2. In the Application Development [Lobby](#), click to open the package with name Free Form Payment Approval. This opens the package in a new tab/window.
3. Click the + icon next to the process template to create a new process variant.
4. Enter Name of the new Process Variant (ex, Two Step Approval).
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Free Form Payment Approval” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the [Monitor Processes and Workflows app](#).

## Import Free Form Payment Approval and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package Free Form Payment Approval and import the same. Please refer the standard help document about [how to import a content package](#). This content package has one process template and process variant(s) for that template.
2. Open content package in Flexibility Cockpit and click Process Variants tile.
3. Click New Process Variant.
4. Enter Name of the new Process Variant (ex, default) and select “Free Form Payment Approval” as Process.
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Free Form Payment Approval” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the Monitor Workflows – Workflow Definition app in SAP Fiori Launchpad.

## Decisions & Policies

Decisions allow to encapsulate the business logic from core applications and supports the reuse of business rules across different business processes. Decisions enable customers to adopt changes in processes without changing the underlying workflows or application logic. SAP Build Process Automation or SAP Workflow Management has business rules capabilities that enables customers to centrally manage all decisions. Please go through the [business rules capabilities](#) in SAP Build Process Automation or SAP Workflow Management.

Emission Data Management enable customers to flexibly configure decisions to gain flexibility to

1. Approver Determination Strategy
2. Determine Task Due Date
3. Determine Administrators
4. Determine Approvers
5. Determine Position

**Input details** – All the rules have the common Input attributes

| Name         | Label         | Description                                       | Business Data Type |
|--------------|---------------|---|--------------------|
| CompanyCode  | Company Code  | Company Code to which payment request belongs to. | String             |
| HouseBank    | House Bank    | House Bank to which payment request belongs to.   | String             |
| Amount       | Amount        | Amount to which payment request belongs to.       | Number             |
| ApprovalStep | Approval Step | Approval Step                                     | String             |

### Approver Determination Strategy

Based on the business requirement approver can be determined by external service or business rules.

**Rule Service Name:** Approver Determination Strategy

**Input:** Refer to [section](#)

#### Result

| Name                  | Label                  | Description  | Business Data Type |
|-----------------------|------------------------|--|--------------------|
| DeterminationStrategy | Determination Strategy | Approver Determination Strategy can either “Business Rule” or “External Service” depending on joint venture details. | String             |



## Determine Administrators

Determine administrators in case of any errors in fetching the approvers for Free Form Payment Approval.

**Rule Service Name:** Determine Administrators

**Input:** Refer to [section](#)

### Result

| Name      | Label      | Description                     | Business Data Type |
|-----------|------------|---------------------------------|--------------------|
| UserId    | User ID    | User ID of the administrator    | String             |
| UserGroup | User Group | User Group of the administrator | String             |
| Email     | Email      | Email ID of the administrator   | String             |

## Determine Approvers

Determine approvers for an approval step in Free Form Payment Approval.

**Rule Service Name:** Determine Approvers

**Input:** Refer to [section](#)

Output:

| Name        | Label        | Description   | Business Data Type |
|-------------|--------------|---|--------------------|
| UserId      | User ID      | User ID of the approver responsible for free form payment approval.       | String             |
| UserGroup   | User Group   | User Group ID of the approver responsible for free form payment approval. | String             |
| Email       | Email        | Email ID of the approver responsible for free form payment approval.      | String             |
| DueDuration | Due Duration | Due Duration  | Number             |
| UnitofTime  | Unit of Time | Unit of Time  | String             |

Rule Definition

**Input**

| FreeFormDetails.CompanyCode | FreeFormDetails.HouseBank | FreeFormDetails.Amount | FreeFormDetails.Approval Step |                     |
|-----------------------------|---------------------------|------------------------|-------------------------------|---------------------|
| = '4000'                    | = 'BOA01'                 | -                      | = 'Cash Specialist'           |                     |
|                             |                           | IN [ 75001 .. 999999 ] | = 'Accounting Manager'        |                     |
|                             |                           | IN [ 1 .. 20000 ]      |                               |                     |
|                             |                           | IN [ 20001 .. 50000 ]  |                               |                     |
| = '4001'                    | = 'BOA2'                  | IN [ 50001 .. 75000 ]  | = 'Accounting Manager'        |                     |
|                             |                           | -                      |                               | = 'Cash Specialist' |
|                             |                           | IN [ 75001 .. 999999 ] |                               |                     |
|                             |                           | IN [ 1 .. 20000 ]      |                               |                     |
|                             |                           | IN [ 20001 .. 50000 ]  |                               |                     |
|                             |                           | IN [ 50001 .. 75000 ]  |                               |                     |

| Result             |              |         |
|--------------------|--------------|---------|
| Email              | UserGroup    | UserId  |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |
| example@sample.com | 'User_Group' | example |

### Determine Task Due Date

Determine the due date duration for each step of the Free Form Payment Approval

Rule Service Name: Determine Task Due Date

Input: Refer to [section](#)

Output: Refer section [Output](#)

### Determine Position

Determine the position who approves for each step of the Free Form Payment Approval

**Input** Refer to [section](#)

### Result

| Name           | Label           | Description   | Business Data Type |
|----------------|-----------------|---|--------------------|
| PositionNumber | Position Number | Position number of person who approves free form payment. | String             |
| PositionName   | Position Name   | Position name of person who approves free form payment.   | String             |

**Rule**

| Input                       |                           |                        |                               |                     |
|-----------------------------|---------------------------|------------------------|-------------------------------|---------------------|
| FreeFormDetails.CompanyCode | FreeFormDetails.HouseBank | FreeFormDetails.Amount | FreeFormDetails.Approval Step |                     |
| = '4000'                    | = 'BOA01'                 | -                      | = 'Cash Specialist'           |                     |
|                             |                           | IN [ 75001 .. 999999 ] | = 'Accounting Manager'        |                     |
|                             |                           | IN [ 1 .. 20000 ]      |                               |                     |
|                             |                           | IN [ 20001 .. 50000 ]  |                               |                     |
| = '4001'                    | = 'BOA2'                  | IN [ 50001 .. 75000 ]  | = 'Accounting Manager'        |                     |
|                             |                           | -                      |                               | = 'Cash Specialist' |
|                             |                           | IN [ 75001 .. 999999 ] |                               |                     |
|                             |                           | IN [ 1 .. 20000 ]      |                               |                     |
|                             |                           | IN [ 20001 .. 50000 ]  |                               |                     |
|                             |                           | IN [ 50001 .. 75000 ]  |                               |                     |

| Result               |                |
|----------------------|----------------|
| PositionName         | PositionNumber |
| 'Cash Specialist'    | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Cash Specialist'    | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |
| 'Accounting Manager' | '50000508'     |

## Vocabulary Business Rule

| Name        | Label        | Description                                       | Business Data Type |
|-------------|--------------|---|--------------------|
| CompanyCode | Company Code | Company Code to which payment request belongs to. | String             |
| HouseBank   | House Bank   | House Bank to which payment request belongs to.   | String             |

### Determine Approvers from External Service

If external service is used to determine the approvers, then document what are the requirements – destination, api, api signature, etc.

| API Attributes                         | Values   |
|--|--|
| Path                                   | /http/getApproversffpawfm  |
| HTTP Method                            | POST   |
| Payload sent by workflow (sample data) | <pre>{   "d": {     "companyCode": "4001",     "positionID": "99999999"   } }</pre>  |
| Response Payload from integration flow | <p><b>RESPONSE STATUS, Ex 200 OK</b></p> <pre>{   "d": {     "approvers": [       {         "userID": "app1",         "emailID": "app1@test.com",         "name": "Approver 1"       },       {         "userID": "app2",         "emailID": "app2@test.com",         "name": "Approver 2"       }     ]   } }</pre> <p>Note: When Status is not 200, then it is considered a failed service call.</p> |

|              |                    |
|--------------|--------------------|
| Payload Type | Application / JSON |
|--------------|--------------------|

## Process Visibility

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.

**Free Form Payment 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.

### Configure Visibility Scenarios in SAP Build Process Automation

1. Go to the Application Development Lobby.
2. Select Free Form Payment Approval Project.
3. Click to open **Free Form Payment Approval** scenario.
4. Click Activate button.

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

### Configure Visibility Scenarios in SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select Free Form Payment tile.
3. Click Visibility Scenarios tile.
4. The following process is configured

Free Form Payment: Contains approval process events and context, sent by SAP Workflow Management.

### Access Process Workspace 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 Free Form Payment Approval 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:

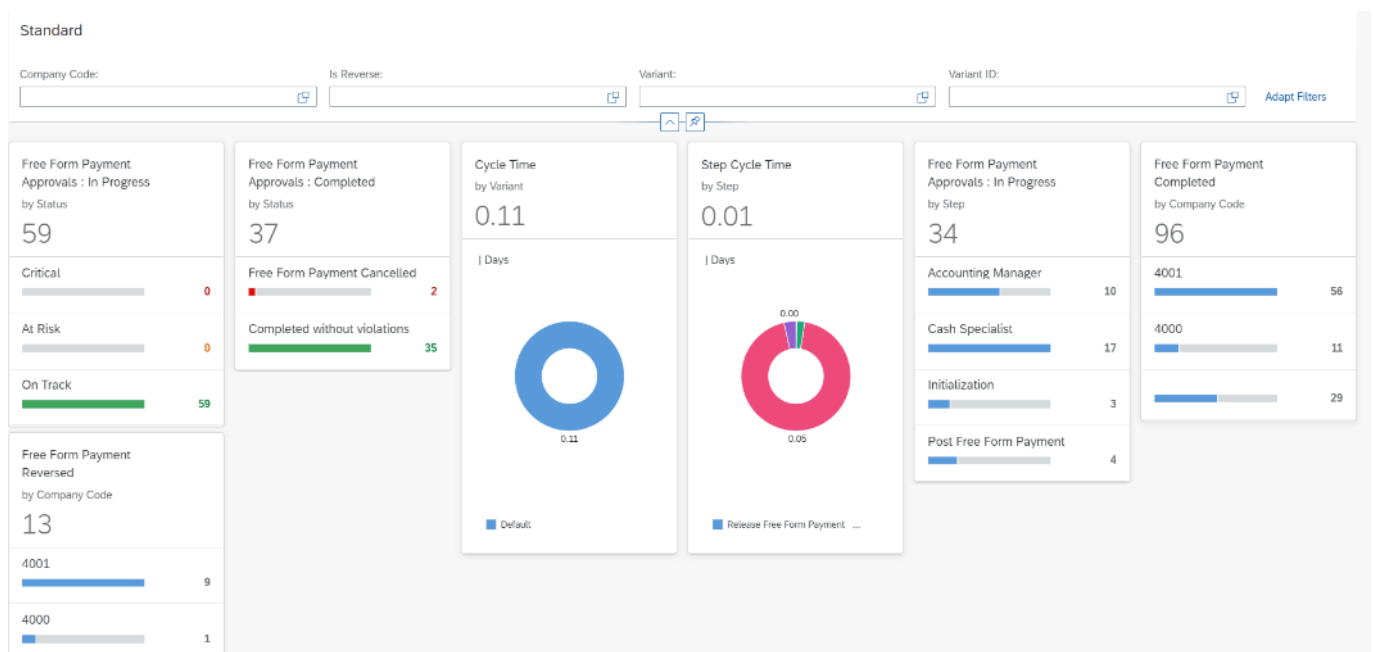
| Parameter Name | Parameter Value                            |
|----------------|--|
| Name           | scenariold                                 |
| Default Value  | com.sap.content.Free_Form_Payment_Approval |
| Required       | Toggle to Yes                              |

- 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 "Free Form Payment Approval".
- 4. User will see the process visibility dashboard below.

### Access Process Workspace in SAP Workflow Management

- 1. Go to Process Flexibility Cockpit
- 2. Select **Free Form Payment Approval** tile
- 3. Click Live Process Insights Free Form Payment Approval
- 4. User will see the below detailed process visibility dashboard.



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

## Appendix

Access to apps/t-codes needs restricted and BTP workflow solution should be used for Posting and Releasing payment requests

1. Fiori App "Process Free Form Payment"
2. Standard SAP Transaction "FIBLFFP"