



PUBLIC

SAP Build Process Automation

Invoice Processing with Document Management Service Configuration & User Guide



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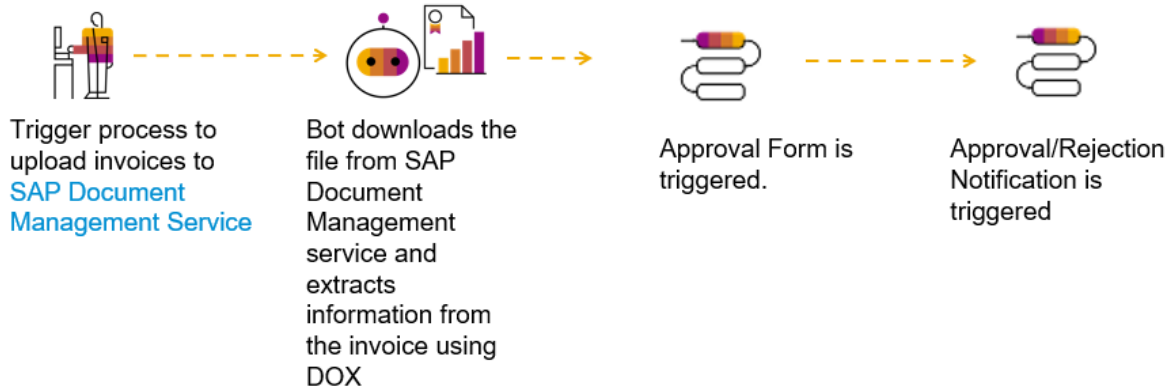
Overview

Due to a fast-changing environment, the need for improving and redefining business processes and in an agile way is constantly growing. The demand for new processes and solutions or adjusting existing ones by the business is increasing while IT is often struggling to keep up with the rapidly evolving needs. Processing of invoices is often still distributed across different people, tools and platforms. Since invoices are often received via PDFs or images, data needs to be extracted from those which is tedious work: a person needs to retrieve the data from the document and manually enter it into the target system. When it comes to processing many documents, it becomes a huge challenge and requires a lot of time dedicated to this task. Also, manual matching is repetitive and error prone. This sample content helps users to get started in automating a simple invoice approval process that includes the storage of uploaded document in Document Management Service, retrieval of the attached invoice and extraction of invoice data and approval steps required to approve the invoice.

The following steps are included as a part of Invoice Processing with Document Management Service:

- Business user (Requester) uploads an invoice document using the file upload UI element and starts a workflow.
- The document is stored in the Document Management Service.
- The document submitted by the Business User is retrieved from DMS, processed and the invoice details are extracted.
- Approver(s) are notified with a request for approval containing invoice details and attached invoice saved in Document Management Service.
- Approver(s) accesses My Inbox to review the details and choose one of the following decisions.
 - Approve: Upon selecting “Approve” option, Requester are notified about acceptance of the request by a given Approver on a given step and the next approval step is initialized (if present).
 - Reject: Upon selecting “Reject” option, Requester are notified about rejection of the request and the process is terminated.

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Prerequisites

The following SAP Business Technology Platform services are required to consume the content package Invoice Processing with Document Management Service:

- SAP Application Runtime Service
- SAP Build Process Automation to orchestrate the process.
- SAP Document Management Service, Integration option

Capabilities

This template consists of following capabilities.

Please refer [help documentation](#) about these different artifacts.

Name	Description
Process name – Invoice Processing	This is the Main Process and responsible for triggering the initial “Invoice Request” Form
Form name – Invoice Request Form	This Form is used to upload invoice document which needs to be processed.
Automation name – Process Documents	This automation contains subsequent automations used to connect with Document Management Service, get uploaded document details and extract invoice details.

Approval Form name – Invoice Approval Form	This Approval Form is used by the Approver to view the extracted invoice details and the uploaded document is sent as an attachment. The Approver can Approve the Request or Reject the Request and terminate the process.
Notification Form name – Invoice Approval Notification Form	This Notification Form is used notify the Business User that the invoice document uploaded is approved for further processing.
Notification Form name – Invoice Rejection Notification Form	This Notification Form is used notify the Business User that the invoice document uploaded is rejected by the approver.

Procedure

The Invoice Processing with Document Management Service template requires SAP Build Process Automation subscription or CPEA contract. Follow the [setup and configuration section](#).

Setup SAP Business Technology Platform Cockpit

Destination Configuration

- **Configure Document Management Service Repository**

To create and configure root Document Management Service repository please follow the steps described in [Configure SAP Document Management Service for Process Attachments](#)

For more information refer to [Create HTTP Destinations](#) and [OAuth User Token Exchange Authentication](#).

User Roles Configuration

- To access this template, the business user will need these roles:

Role Name	Purpose
"SDM_Admin" or "SDM_User"	To give access for File Upload

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Import Content

This template can be downloaded from the Store :

- 1) Navigate to the **Store** in your SBPA tenant.
- 2) Select the Project Type as "**Process Automation**"

- 3) In the Search bar type “**Invoice Processing with Document Management Service**”
- 4) Select the “Add” button to add the template into you lobby.
- 5) After successfully adding the template, navigate back to the lobby to find the “Invoice Processing with Document Management Service” template available for use.

Configure Process

The process “**Invoice Processing**” does not need to be explicitly configured.

Configure Forms

Invoice Request Form – This form can be enhanced to handle multiple documents.

Configure Automations

Process Documents – This automation and the sub automations can be enhanced to download multiple documents and change the extracted data fields.

Configure Environment Variables

DocMgmt destination– While deploying the project, you need to select your destination variable configured in the BTP cockpit for Document Management Service.

filePath – You need to mention the path to the local directory where you want the documents to be downloaded. The file path should not contain a ‘\’ at last. For example, if you want to save the documents in your Downloads folder then your filePath should look like : “C:\Users\Documents”.

Support

There is no support available for template content. If you experience general issues with SAP Build Process Automation, raise an incident via SAP Support Portal on **BPI-PA** component.

This template can be modified using SAP Process Automation. For example: add business rules to determine the approver based on a certain business logic or add an action to post collected information to backend SAP system. Refer [Help Portal](#) for more details.

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