

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Treasury Payment Request Creation Approval using SAP Build Process Automation

THE BEST RUN 

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Overview

This document provides information about how to use the Treasury Payment Request Creation Approval using SAP Build Process Automation.

User Interface

My Inbox Task UI

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 & post 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 Treasury Specialist can make one of the following decisions:

1. Approve – To send the item to the next level of approver.
2. Reject – To reject the request.

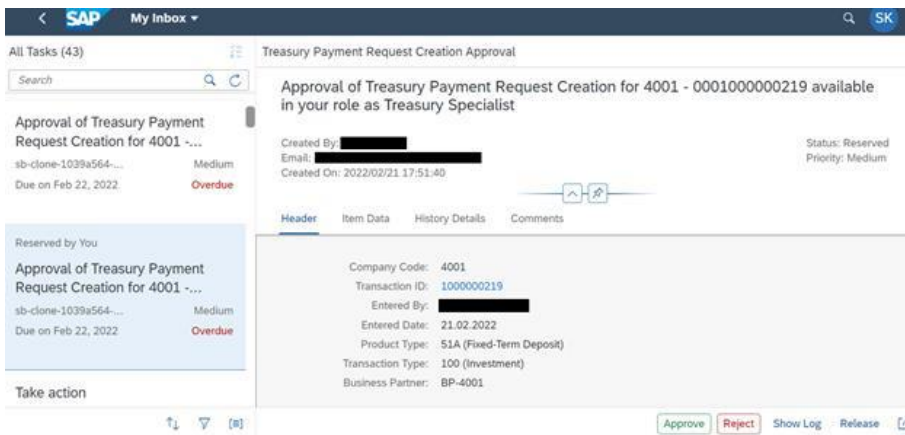


Fig 1 – Header Information

Commented [SMR1]: This screenshot might need a change if multiple items are to be supported

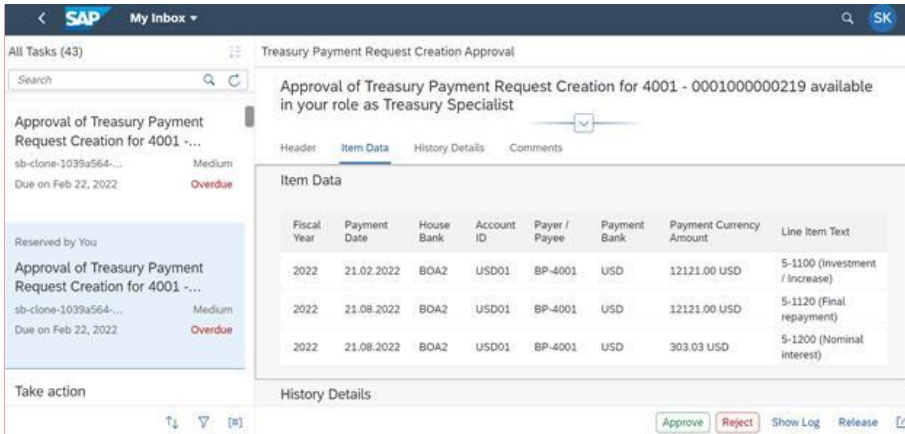


Fig 2 – Item Details

Second Level Approver

The Treasury Manager can make one of the following decisions:

1. Approve – To approve the request and post the data into system.
2. Reject – To reject the request.

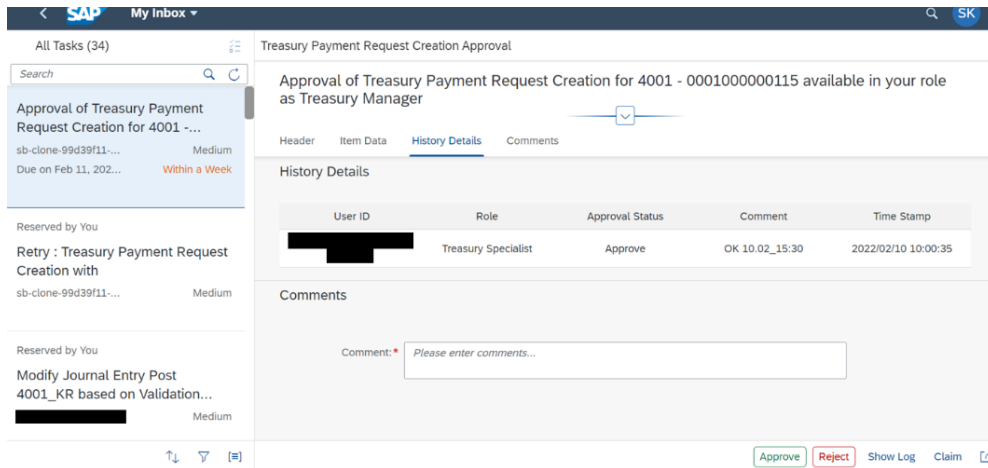


Fig 3 – Second Level Approver History Details & Comments

Note: Refer Fig 1 & 2 for Header & Items

Retry UI

If some backend error occurs while posting the document the Requestor will receive the task in 'My Inbox' with the 'Update Errors' section showing the error details.

The persona can make one of the following decisions:

1. Retry – To retry posting the same data which failed.
2. Terminate - To terminate the workflow.

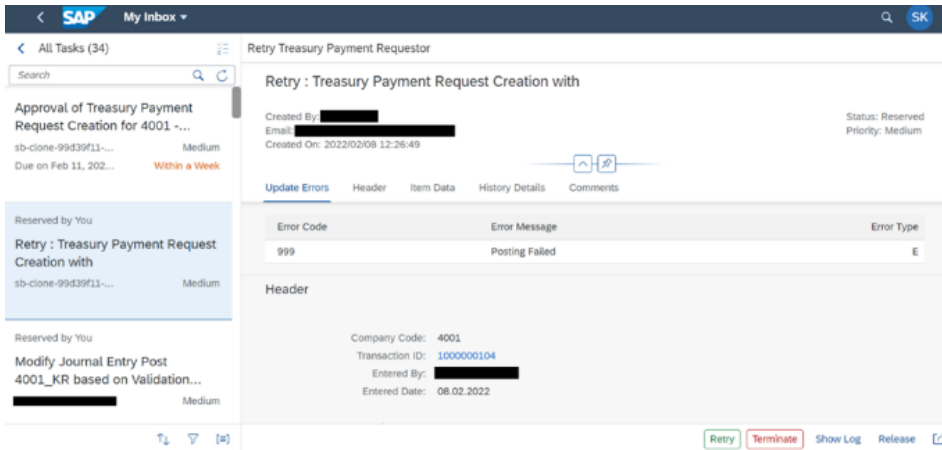


Fig 4 – Retry UI

Admin Task UI

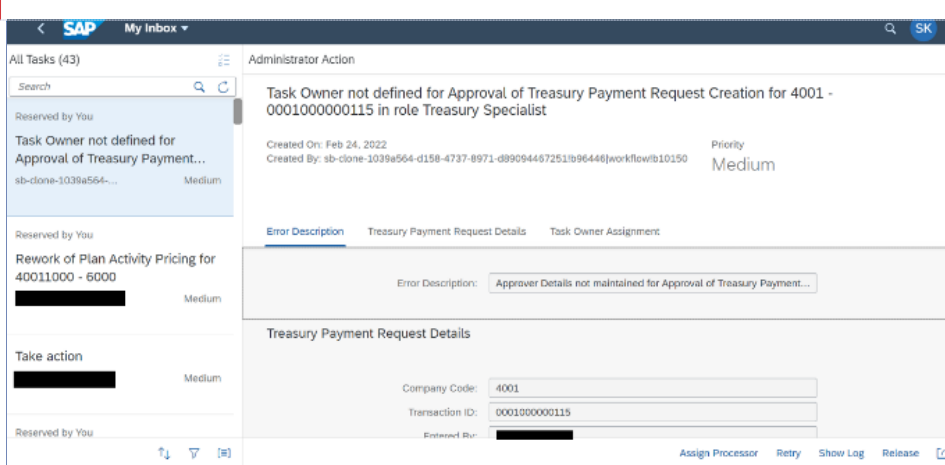


Fig 5A – Admin UI

Commented [SMR2]: Error Description should be read only , change the screenshot

Commented [MV3R2]: Resolved

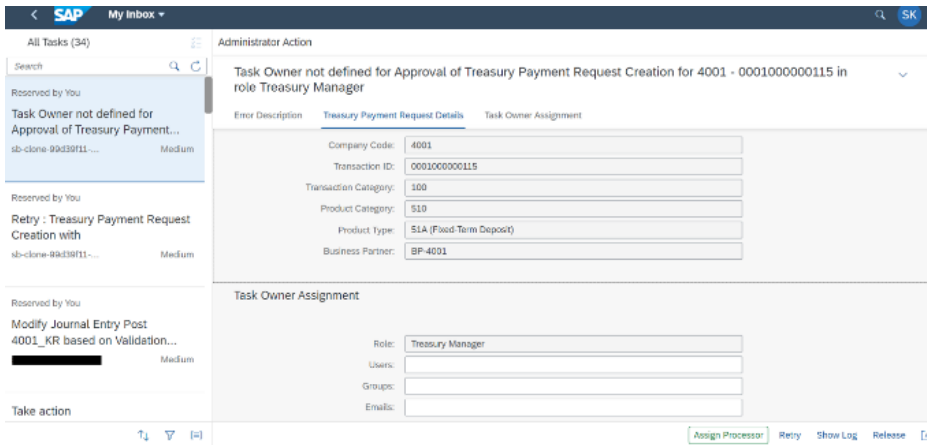


Fig 5B – Admin UI

Process Visibility Workspace

Process Visibility capability in 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.

Treasury Payment Request Creation Approval process content package provide out of the box visibility on all the process variants in 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 SAP Work Zone that corresponds to the scenario "Treasury payment Request 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 SAP Work Zone.
3. User will see the process visibility dashboard.