

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## Configuration Guide

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

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# Overview

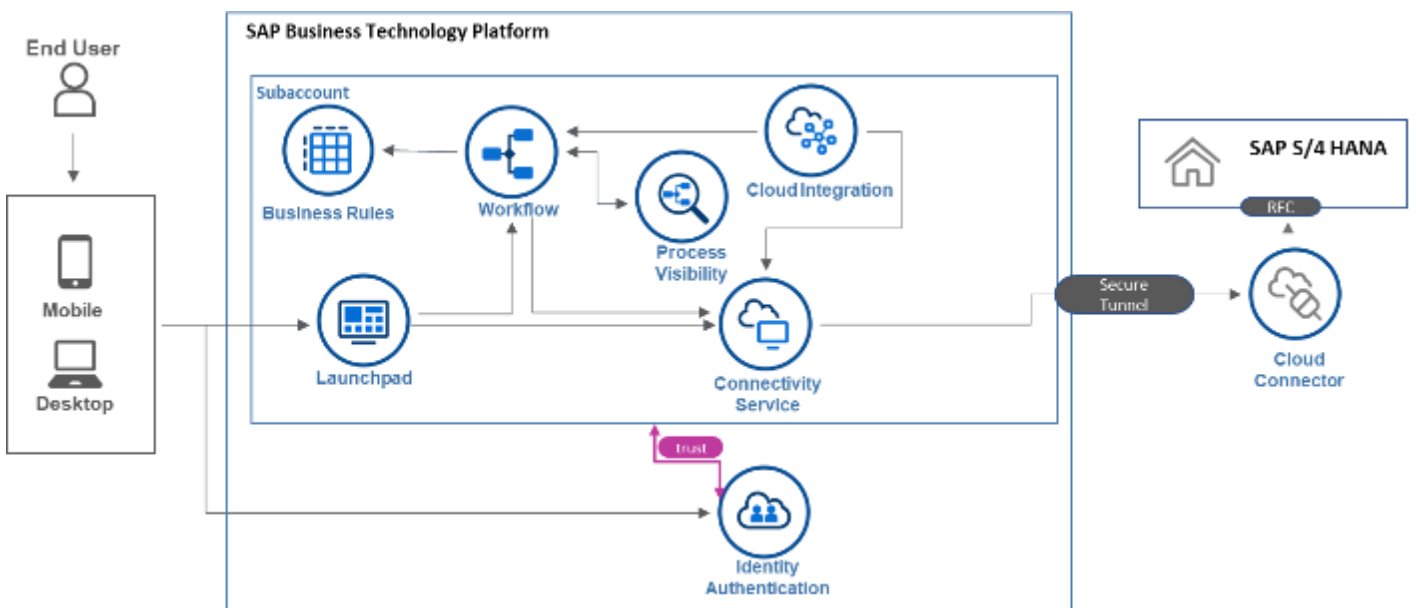
This document provides information about configuration steps to consume the package **Urgent Payment Request Approval**. The main audience of this document are Business Process Experts and Process Operators.

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 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 **Urgent Payment Request Approval** package contains the following process template:

**Urgent Payment Request Approval**– deals with collection, approval and management of the Emission data collected for various manufacturing processes.

These transactions are usually high value items and business requires to monitor and track them so that these items do not get posted in the system without notice.

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 **Urgent Payment Request Approval**.

**Table 1. Process Steps**

Process Steps	Cardinality	Detailed Description
Approval Workflow for Urgent Payment Request	1..N = Mandatory Step	Workflow for the Approver to take the action on the Urgent Payment Request.
Release Payment	1..1 = Mandatory step	Release Payment for Urgent Payment Request.

**Table 2. Process Attributes.**

Process Attributes	Detailed Description
Header Key	Key value to identify urgent payment requests.
Company Code	Company code to which the payment request is made.
Document Date	Document date of payment request.
Bank Account	Bank account to which payment is made.
Bank Country Name	Name of country where bank is present.

Bank Name	Name of the bank.
Bank Key	Key id of the bank.
Currency	Currency for amount.
Vendor Name	Name of Vendor who receives the payment.
Customer Name	Name of Customer who makes the payment.
Bank Country	Country where bank is present.
Vendor	Vendor who receives the payment.
Account	Account to which payment is made.
Variant	Variant name of urgent payment request approval.
Variant ID	Variant id of urgent payment request approval.
Amount	Amount to be paid for payment request.
Is Rework	Flag to indicate reworked workflow.

Sample Context with Start Conditions:

{

```

"urgentPaymentRequestDetails": {
  "headerInfo": {
    "headerKey": "1647483116384",
    "companyCode": "4001",
    "documentDate": "2022-03-17",
    "reference": "fff",
    "account": "customer",
    "vendor": "",
    "vendorName": "",
    "customer": "2",
    "customerName": "Company Customer - Payer 1/90001 Florida",
    "bankCountry": "US",
    "bankCountryName": "USA",
    "bankKey": "10500086",
    "bankName": "Test",
    "bankAccount": "112232",
    "amount": 100,
    "currency": "USD",
    "remarks": "ddd",
    "createdBy": "xyz",
    "createdByEmail": "xyz@email.com"
  },

```

```

},
"headerKey": "1647483116384",
"companyCode": "4001",
"documentDate": "2022-03-17",
"reference": "fff",
"account": "customer",
"vendor": "",
"vendorName": "",
"customer": "2",

```

```
"customerName": "Company Customer - Payer 1/90001 Florida",
"bankCountry": "US",
"bankCountryName": "USA",
"bankKey": "10500086",
"bankName": "Test",
"bankAccount": "112232",
"amount": 100,
"currency": "USD",
"remarks": "ddd",
"createdBy": "xyz",
"createdByEmail": "xyz@email.com"
}}
```

**Sample Context without Start Conditions:**

```
{
  "urgentPaymentRequestDetails": {
    "headerInfo": {
      "headerKey": "1647483116384",
      "companyCode": "4001",
      "documentDate": "2022-03-17",
      "reference": "fff",
      "account": "customer",
      "vendor": "",
      "vendorName": "",
      "customer": "2",
      "customerName": "Company Customer - Payer 1/90001 Florida",
      "bankCountry": "US",
      "bankCountryName": "USA",
      "bankKey": "10500086",
      "bankName": "Test",
      "bankAccount": "112232",
      "amount": 100,
      "currency": "USD",
      "remarks": "ddd",
      "createdBy": "xyz",
      "createdByEmail": "xyz@email.com"
    },
    "headerKey": "1647483116384",
    "companyCode": "4001",
    "documentDate": "2022-03-17",
    "reference": "fff",
    "account": "customer",
    "vendor": "",
    "vendorName": "",
    "customer": "2",
    "customerName": "Company Customer - Payer 1/90001 Florida",
    "bankCountry": "US",
    "bankCountryName": "USA",
    "bankKey": "10500086",
    "bankName": "Test",
  }
}
```

```

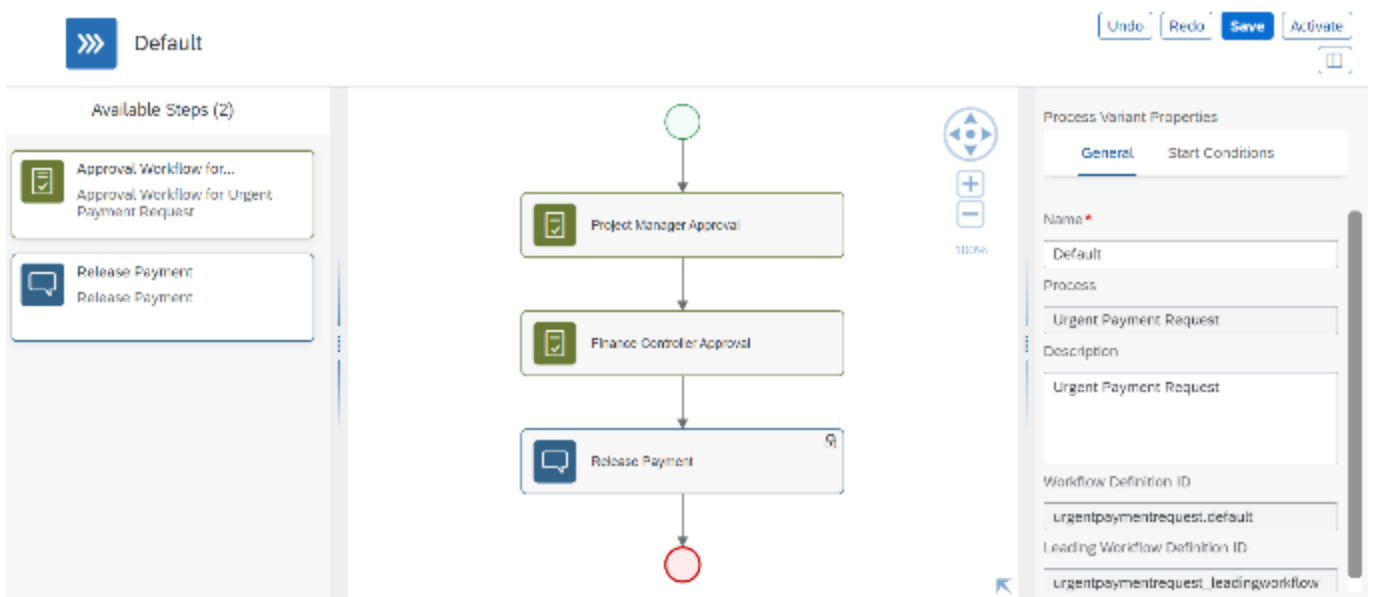
"bankAccount": "112232",
"amount": 100,
"currency": "USD",
"remarks": "ddd",
"createdBy": "xyz",
"createdByEmail": "xyz@email.com"
}}

```

## 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.



Default Variant

### Import Urgent Payment Request Approval and Configure Process Variants with SAP Build Process Automation

1. In the [SAP Build Process Automation Store](#), search for live process package Urgent Payment Request 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 Urgent Payment Request 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 Urgent Payment Request 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 Urgent Payment Request Approval and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package Urgent Payment Request 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 “Urgent Payment Request 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 Urgent Payment Request 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.

Urgent Payment Request Approval enable customers to flexibly configure decisions to gain flexibility to

1. Approver Determination Strategy



2. Accountant Determination Strategy
3. Determine Task Due Date
4. Determine Administrators
5. Determine Approvers
6. Determine Accountants
7. Determine Position

## Approver Determination Strategy

### Input

Name	Label	Description	Business Data Type
vendor	Vendor Number	Vendor who receive the payment.	String
amount	Amount	Amount paid.	Number
currency	Currency	Currency for amount paid.	String
account	Account Type	Account Type to which payment request belong to.	String
approvalStep	Approval Step	Approval Step	String
documentDate	Document date	Document date on which payment request document created.	Date
customer	Customer ID	Customer who make the payment.	String
bankCountry	Bank Country	Country of bank in which payment request made.	String
bankKey	Bank Key	Key of bank in which payment request made.	String
bankAccount	Bank Account	Account number in bank in which payment request made.	String
companyCode	Company Code	Company Code to which payment request belong to.	String

### Result

Name	Label	Description	Business Data Type
DeterminationStrategy	Determination Strategy	Approver Determination Strategy can either "Business Rule" or "External Service" depending on payment request details.	String

### Rule

If					Then
Company Code	Vendor Number	Amount	Currency	Approval Step	Determination Strategy
= 'XYZ'	= 'XYZ'	> 0	= 'XYZ'	MATCHES !"	'Business Rules'

### Accountant Determination Strategy :

Input

Refer Approver Determination Strategy Input section [here](#).

Result

Name	Label	Description	Business Data Type
DeterminationStrategy	Determination Strategy	Accountant Determination Strategy can either "Business Rule" or "External Service" depending on payment request details.	String

### Determine Administrator:

Input

Refer Approver Determination Strategy Input section [here](#).

Result

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

### Determination Task Due Date:

Input

Refer Approver Determination Strategy Input section [here](#).

Result

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the approver responsible for payment request.	String
UserGroup	User Group	Group ID of the approver responsible for payment request.	String
Email	Email	Email address of the approver responsible for payment request.	String
DueDuration	Due Duration	Due Duration	Number

UnitofTime	Unit of Time	Unit of Time	String
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## Determination Approvers

Input

Refer Approver Determination Strategy Input section [here](#).

Result

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the approver responsible for payment request.	String
UserGroup	User Group	Group ID of the approver responsible for payment request.	String
Email	Email	Email address of the approver responsible for payment request.	String
DueDuration	Due Duration	Due Duration	Number
UnitofTime	Unit of Time	Unit of Time	String

## Determine Accountant

Input

Refer Approver Determination Strategy Input section [here](#).

Result

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the accountant.	String
UserGroup	User Group	User Group of the accountant.	String
Email	Email	Email address of the accountant.	String

## Determination Position

Input

Refer Approver Determination Strategy Input section [here](#).

Result

Name	Label	Description	Business Data Type
PositionNumber	Position Number	Position number of person who approves payment request.	Number
PositionName	Position Name	Position name of person who approves payment request.	String

## Vocabulary Business Rule

Name	Label	Description	Business Data Type
vendor	Vendor Number	Vendor who receive the payment.	String
amount	Amount	Amount paid.	Number
currency	Currency	Currency for amount paid.	String
account	Account Type	Account Type to which payment request belong to.	String
documentDate	Document date	Document date on which payment request document created.	Date
customer	Customer ID	Customer who make the payment.	String
bankCountry	Bank Country	Country of bank in which payment request made.	String
bankKey	Bank Key	Key of bank in which payment request made.	String
bankAccount	Bank Account	Account number in bank in which payment request made.	String
companyCode	Company Code	Company Code to which payment request belong to.	String

## Determine Approvers from External Service

If Approver Determination Strategy is selected as “External Service” in workflow configurations, then a CPI iFlow *Get Approvers for Urgent Payment Request Approval* with the below mentioned endpoint, input and output details will be called to get the required approver details. In case there is a need for implementation of custom CPI iFlow then the same needs to have the below mentioned endpoint, input and output structure.

API Attributes	Values
Path	/http/getApproversruprawfm
HTTP Method	POST
Payload sent by workflow (sample data)	<pre>{   "d": {     "positions": [       {         "companyCode": "4001",         "positionID": "50000508"       }     ]   } }</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"       }     ]   } }</pre> <p>Note: When Status is not 200, then it is considered a failed service call.</p>
Payload Type	Application / JSON

## Determine Accountant from External Service

If Accountant Determination Strategy is selected as “External Service” in workflow configurations, then a CPI iFlow needs to be created with the below mentioned endpoint, input and output details for fetching the required Accountant details.

API Attributes	Values
Path	/http/getAccountantsuprawfm
HTTP Method	POST
Payload sent by workflow (sample data)	<a href="#">Refer</a> Start Payload
Response Payload from integration flow	<pre>{   "d": {     "status": "Success",     "message": "Data fetched successfully",     "accountants": [       {         "userID": "app1",         "emailID": "app1@test.com",         "name": "Approver 1"       }     ]   } }</pre>
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.

**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.

### Configure Visibility Scenarios in SAP Build Process Automation

1. Go to the Application Development Lobby.

2. Select Urgent Payment Request Approval Project.
3. Click to open **Urgent Payment Request 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 **Urgent Payment Request Approval** tile
3. Click Live Process Insights – **Urgent Payment Request Approval**
4. User will get the following screens

### Access Process Workspace in SAP Build Process Automation

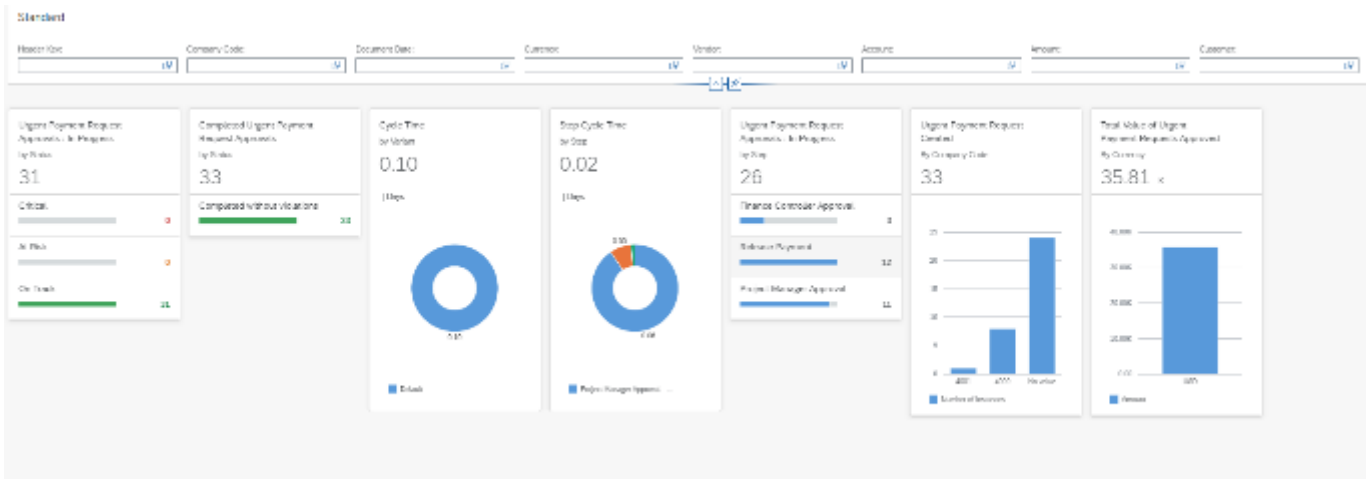
1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Urgent Payment Request 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	scenarioid
Default Value	com.sap.content.Urgent_Payment_Request_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 “Urgent Payment Request 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 Plan Activity Prices Approval tile
3. Click Live Process Insights Plan Activity Prices Approval
4. User will see the below detailed process visibility dashboard.



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