

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Direct Supplier Down Payment Requests using SAP Build Process Automation or SAP Workflow Management

Table of Contents

Table of Contents	2
Overview	3
Direct Supplier Down Payment Requests Application	4
Create Direct Supplier Down Payment Request with reference.....	4
Create Direct Supplier Down Payment Request without reference.....	5
My Inbox Task	7
Approval Task.....	7
Reject task.....	9
Rework task.....	9
Process Visibility Workspace.....	11
Access Process Workspace with SAP Build Process Automation.....	11
Access Process Workspace with SAP Workflow Management.....	11

Overview

This document provides information on how to use the user interfaces of the SAP Build Process Automation or workflow content package **Direct Supplier Down Payment Requests**. Below are the main audiences of this document:

- Requester – Accountant of the AR Accounting.
- Approver – Includes Head of Department, Cost Center Owner, Finance Manager etc.

This content package will enable SAP S/4HANA customers to automate the Direct Supplier Down Payment Request creation process without additional development in SAP S/4HANA system. It provides flexibility in choosing process variants depending on attributes like Company Code, Supplier, PO number etc. When a Requester creates a Direct Supplier Down Payment Request, a pre-configured process variant is triggered in SAP Build Process Automation or SAP Workflow Management based on configurable business conditions. On approval, the Down Payment Request is created in SAP S/4HANA system.

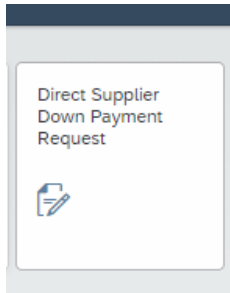
Salient features of this content package are mentioned below:

- Plug and Play with SAP S/4HANA without any additional development.
- Process steps delivered to approve Direct Supplier Down Payment Request.
- Automatic email notification to parties involved.
- Business Rules provides flexibility in determining approver determination strategy and approvers.
- Custom validation on Down payment Request attributes using Business Rules.
- New variant of the process can be created using the pre-delivered process steps in a no-code / low-code approach.
- Out-of-the-box visibility into key process performance indicators of Direct Supplier Down Payment Request.

Direct Supplier Down Payment Requests Application

Supplier Down Payment Request's data gets validated using Business Rules before approval. Approvers are determined by using these Business Rules based on the fields like company code, Supplier number and Purchase order. Approvers get notified via email.

The "Direct Supplier Down Payment Request" SAP UI5 application tile enables the line of business users to post Supplier Down Payment Request Creation in SAP S/4HANA.

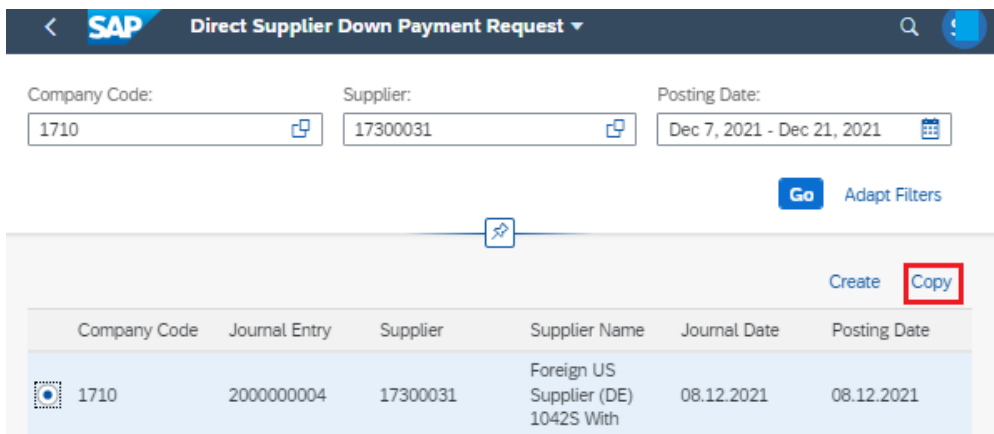


After clicking on the "Direct Supplier Down Payment Request tile, below screen will be displayed and user will have the option to copy the existing Supplier Down payment request as a reference or create a Supplier Down Payment Request without reference.

Create Direct Supplier Down Payment Request with reference

You have the option to either copy a Down Payment Request or create a new one.

You can copy an existing Supplier Down Payment Request by selecting the reference line-item radio button, click on the Copy button.



- "Company Code and Currency" fields from reference Document would be copied in the new request
- Other fields are to be filled by Requester
- After changing or feeding in the required data, click on Submit
- After submitting the Request, the appropriate process variant will be triggered, and an e-

mail notification will be sent to respective approver and task will be created in My Inbox application.

The screenshot shows the SAP 'Direct Supplier Down Payment Request' form. The 'Header Details' section includes fields for Company Code (3010), Journal Date (Nov 2, 2021), Posting Date (Nov 2, 2021), Currency (USD), Document Header Text (Advance), and Reference (Inv. SI9231). The 'Item Details' section shows a table with one row: Supplier (30300030), Trg. Spec. G/L Ind. (F), Amount(USD) (750), Item Text (Vendor), and Due On (Nov 2, 2021). A 'More Details' link is visible below the table. At the bottom right, there are 'Submit' and 'Cancel' buttons.

Create Direct Supplier Down Payment Request without reference

Click on Direct Supplier Down Payment Request

The screenshot shows the search screen for 'Direct Supplier Down Payment Request'. It features input fields for Company Code, Supplier, and Posting Date (format: MMM d, y - MMM d, y). Below these fields are 'Go' and 'Adapt Filters' buttons. A table below displays search results with columns: Company Code, Journal Entry, Supplier, Supplier Name, Journal Date, and Posting Date. The first row shows Company Code 1110, Journal Entry 5000000021, Supplier 11200001, Supplier Name 'Supplier/Custom er for Intrastat (DE)', Journal Date 13.11.2020, and Posting Date 13.11.2020. A 'Create' button is highlighted with a red box next to the 'Copy' button.

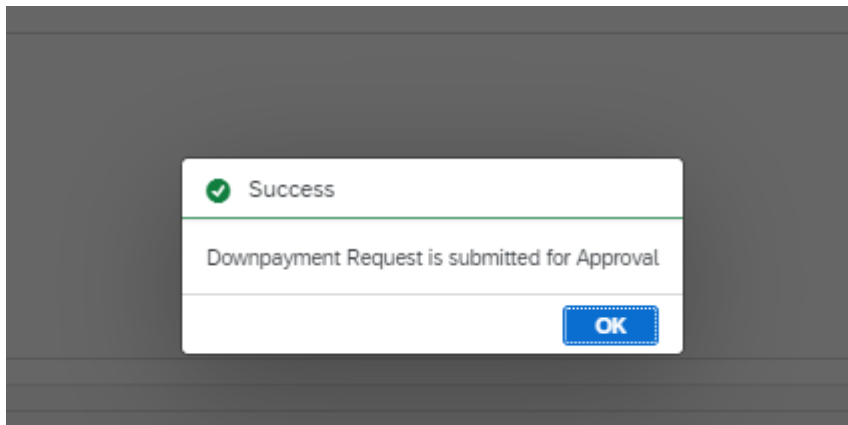
Enter the details in the Direct Supplier Down Payment Request.

In the Direct Supplier Down Payment Request screen user inputs mandatory and non mandatory fields as marked and clicks on **Submit**. There is provision to attach supporting documents as attachments.

Note: In items details, there is a provision to add multiple suppliers for down payment requests.

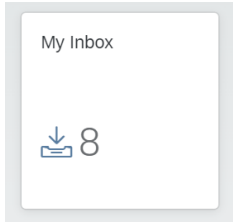
The screenshot displays the SAP 'Direct Supplier Down Payment Request' form. The top navigation bar includes the SAP logo and the title 'Direct Supplier Down Payment Request'. Below the navigation bar are three tabs: 'Header Details', 'Item Details', and 'Attachments'. The 'Header Details' section contains the following fields: 'Company Code*' (3010), 'Journal Date*' (Nov 2, 2021), 'Posting Date*' (Nov 2, 2021), 'Currency*' (USD), 'Document Header Text' (Advance), and 'Reference*' (Inv. SI9231). The 'Item Details' section features a table with columns for 'Supplier*', 'Trg. Spec. G/L Ind.*', 'Amount(USD)*', 'Item Text*', and 'Due On*'. The table contains one row with values: '30300030', 'F', '750', 'Vendor', and 'Nov 2, 2021'. Below the table is a 'More Details' section. At the bottom right of the form, there are 'Submit' and 'Cancel' buttons.

Upon Submit, **Success** toast comes up to confirm the submission



My Inbox Task

Once the Direct Supplier Down Payment Request is submitted, an Approval task shall be created. Approver gets an email notification and the task in the My Inbox application.



Approve/Reject/Rework on Direct Supplier Down Payment Request

Approvers will have the following three decision options:

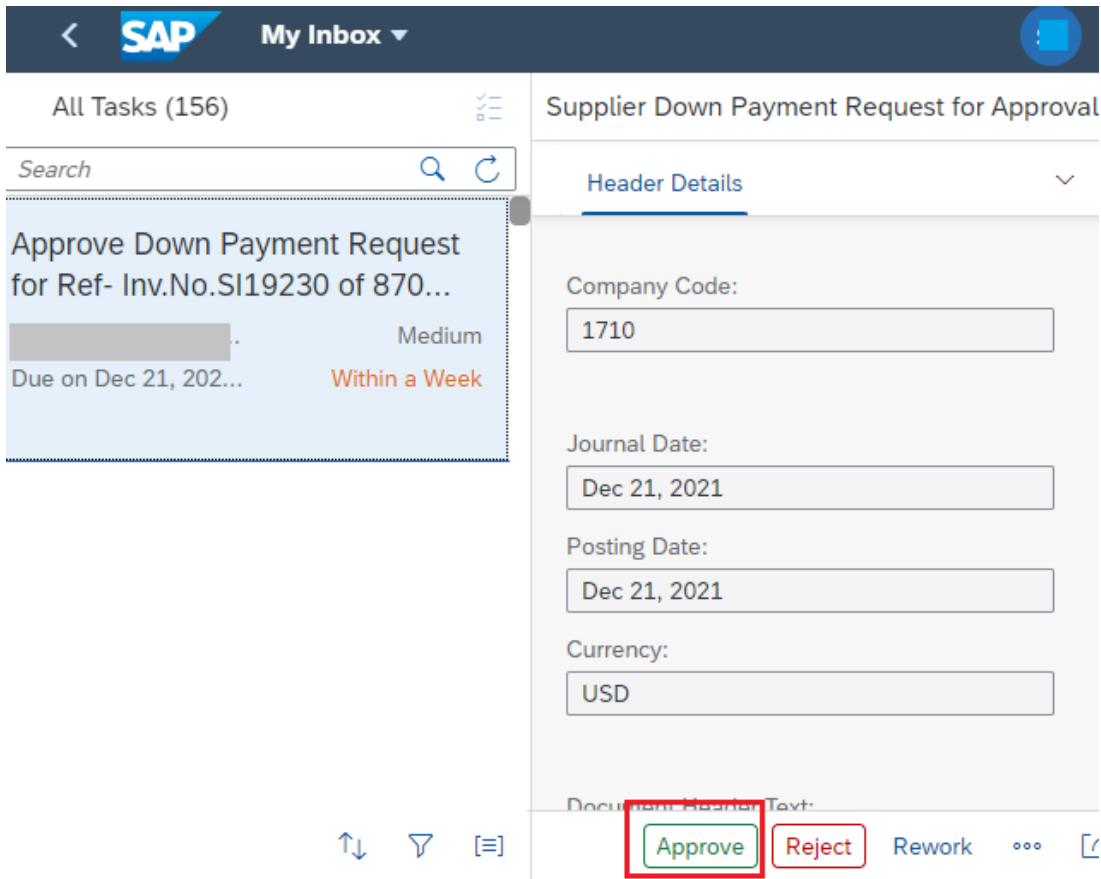
- **Approve**
 - On approval, system will trigger the next level of approval with automatic email notification.
 - Once all approvals are completed, the Direct Supplier Down Payment Request will be created in SAP S/4HANA System.
- **Reject**
 - On Reject, process will be ended.
- **Rework**
 - On selecting Rework, the current approval process will end. Requester will be notified with the Rework task in My Inbox with two options (**Submit** and **Cancel**) along with approver's comments.

Upon "**Submit**", existing flow will end, and new approval process flow will start from beginning.

Upon "**Cancel**", the process flow gets terminated.

Approval Task

Approver gets tasks with actions **Approve**, **Reject** or **Rework**.



The approver must provide comments (compulsory) before taking an action.

After successful approval, the Supplier Down Payment Request will be created in the SAP S/4HANA system.

Supplier Down Payment Request number gets generated in the SAP S/4HANA system which can be seen in Direct Supplier Down Payment Request application under the list of Supplier Down Payment Requests.

Company Code:

Supplier:

Posting Date:

Go Adapt Filters

Create Copy

	Company Code	Journal Entry	Supplier	Supplier Name	Journal Date	Posting Date
<input type="radio"/>	1710	1700000302			22.12.2021	22.12.2021
<input checked="" type="radio"/>	1710	1700000303			22.12.2021	22.12.2021

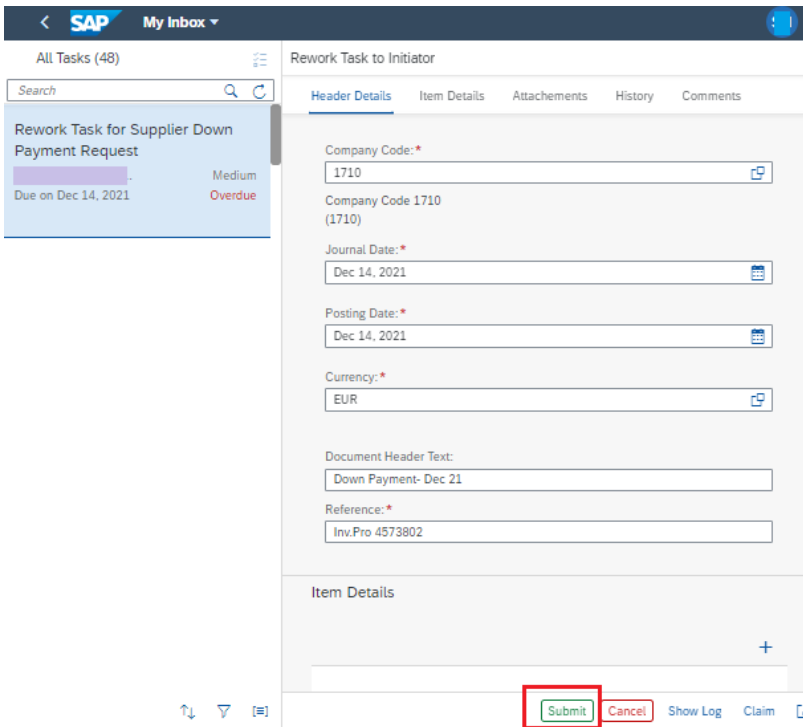
Reject task

Once the approver rejects the Supplier Down Payment Request with comment, the process flow will end. No Supplier Down Payment Request will be created.

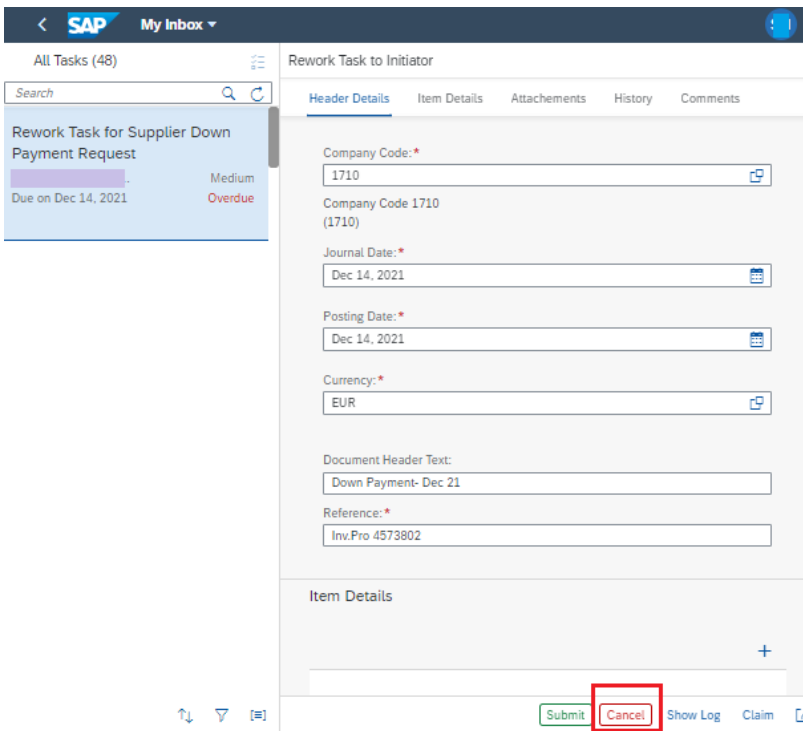
Rework task

A rework task provides the initiator of the request the options to update the Supplier Down Payment Request.

The requestor can make the necessary changes and click on **Submit**. The current process flow will end and a new workflow with same Direct Supplier Down Payment Request details will be initiated. Upon the final approval of Direct Supplier Down Payment Request will be created in the SAP S/4HANA system.



When Requester clicks on Cancel, the current process flow ends, and no further action will be taken.



Process Visibility Workspace

Process Visibility enable Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. Process visibility capability enables customers to gain out of the box visibility into their deployed processes. Please refer [help documentation](#) for more details.

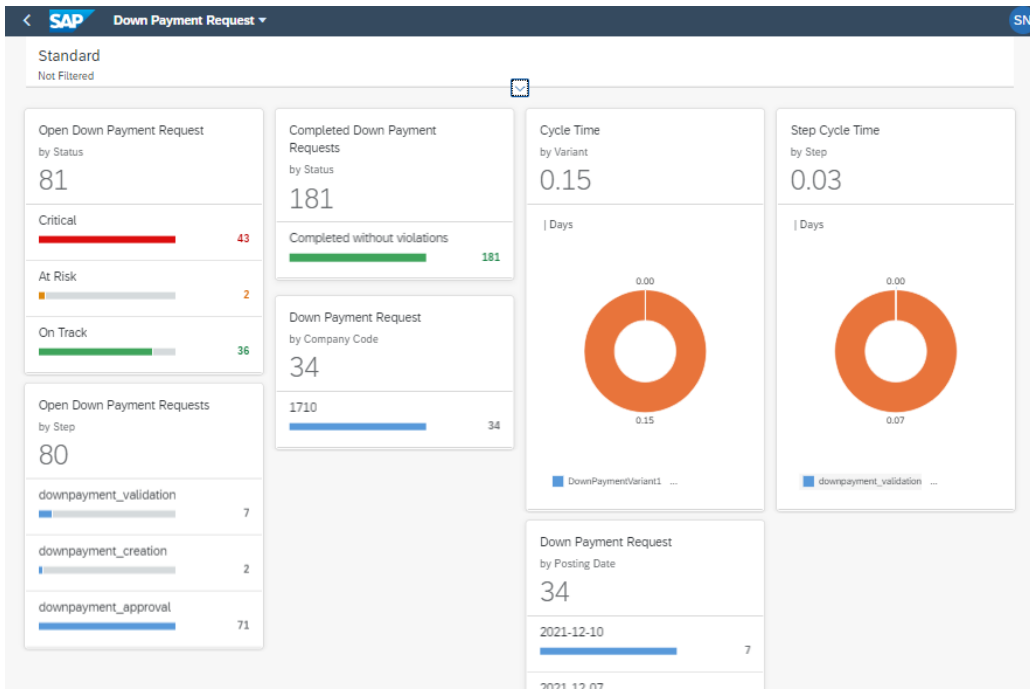
The “Direct Supplier Down Payment Request” content package provides such out of the box visibility and process performance indicators for all the active process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert can enhance the visibility scenario.

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 “Direct Supplier Down Payment Request”. 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 detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select Direct Supplier Down Payment Request
3. Click Live Process Insights Direct Supplier Down Payment Request
4. User will see the below detailed process visibility dashboard.



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