

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Live Process Configuration Guide

Manage Invoices without Purchase Orders

Table of Contents

Table of Contents.....	2
Overview.....	3
Live Process Artifacts.....	4
Non PO Vendor Invoice Approval Process Variant.....	7
Import Manage Invoices without Purchase Order and Configure Process Variants.....	8
Add new Process Steps to an existing Process Variant.....	9
Decisions & Policies.....	9
Validate Non PO Vendor Invoice Business Data.....	9
Determine Item Group.....	11
Determine Approval Process Variant:.....	12
Approver Determination Strategy.....	13
Determine Approvers.....	14
Document Information Extraction.....	15
Manage Invoices without Purchase Order.....	16
Process Visibility.....	16
Manage Invoices without Purchase Order.....	16
Configure Visibility Scenarios.....	17
Access Process Workspace.....	17

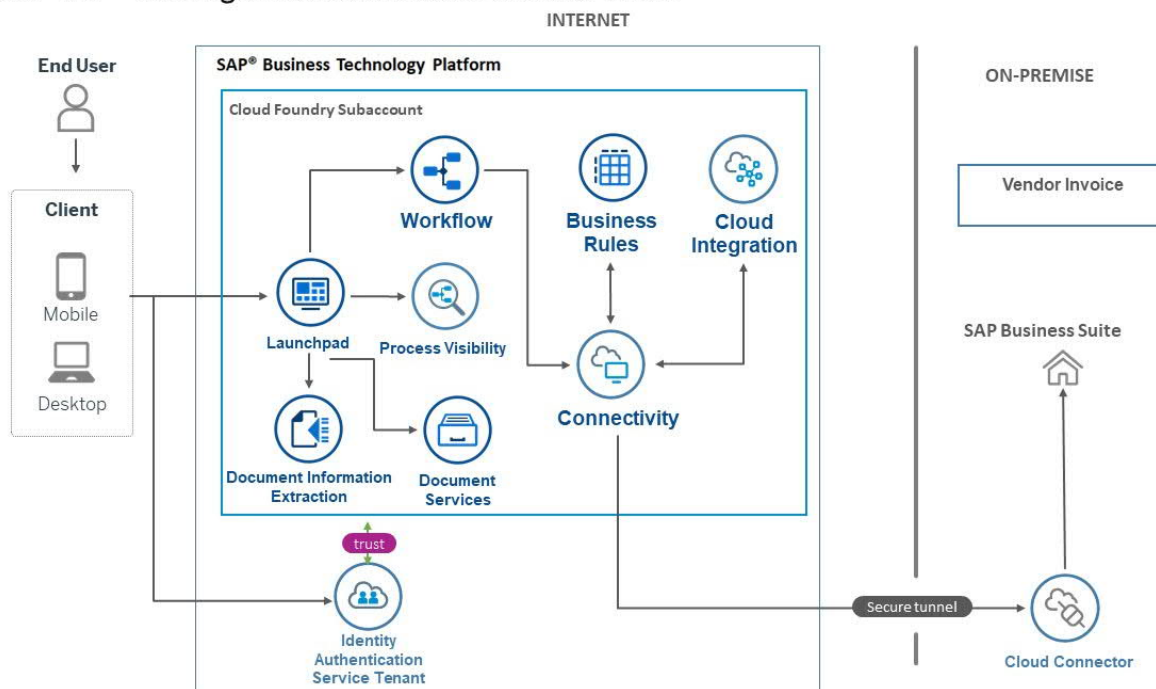
Overview

This document provides information about configuration steps to consume the live process package **Manage Invoices without Purchase Order**. The main audience of this document are Finance experts, Developers and Product owners.

The Manage Invoices without Purchase Order content package enables SAP ERP customers to automate the approvals and posting of Non PO Vendor Invoices using SAP Workflow Management without additional development in SAP ERP. Salient features of this content package are:

- Plug and Play with SAP ERP without additional development
- Pre-configured process steps to create net new variants
- New Process variants can be configured in a low-code, no-code approach
- Add additional approvers before the vendor invoice is posted in SAP ERP
- Agent/approver determination using Business Rules or SAP ERP or external systems
- Flexibility in determining process variants based on business conditions
- Master data validations and additional business validation of vendor invoice using business rules
- Pre-built integration content to call SAP ERP RFC from SAP Workflow Management
- Out-of-the-box visibility into key process performance indicators

SAP ERP – Manage Invoice without Purchase Order



Live Process Artifacts

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

Multitarget Applications

In live process content package, a multitarget application is attached where business process is designed by workflow module. It is a set of business activities and tasks that, once completed, fulfills an organization goal.

Non PO Vendor Invoice Header Process – Header workflow provides generic approval process for vendor invoice creation in SAP ERP with invoice validation from SAP ERP and using business rules. Header workflow determines process variants depending on Cost Objects. An Invoice Cost Object is nothing but a combination of invoice's item fields. The maximum possible combination of cost objects is cost center, profit centre, business area and plant.

For vendor Invoice creation, one header workflow can call multiple process variants for approval process depending on invoice cost objects. If invoice validation failed or approval process is declined or mentioned as not responsible by approver then rework task will be assigned.

Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization approval process. The Manage Invoices without Purchase Order package contains the following process template:

ItemProcessDefaultTemplate – Create vendor invoice in SAP ERP with a multilevel approval process. It includes two process steps for easy no-code/low-code configuration.

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 an activity to determine the approvers, an approval task itself, notifications activities, and handle the approval result. Table 1 represents the list of process steps available to be used in Manage Invoices without Purchase Order.

Table 1. Process Steps.

Process Steps	Cardinality	Detailed Description
Approval	1..N	This step initiates and completes one level of approval for a Non PO Vendor Invoice. This step can occur multiple times in the process variant. Based on the number of approvals required, this step can be re-used multiple times. It is possible to rename the step to appropriate approval roles, for example, 'Approval by Finance Head'. The approver is determined based on various conditions using a business rule. The requestor and the approver are automatically notified via mail about the decision and approval task, respectively.

Finalization	1.1	This step triggers an intermediate message to notify the header process of the status of the approval, i.e. approved, declined, or marked as 'Not Responsible'. This step shall occur only once, and it should be the last step of the process. The requestor is automatically notified via email.
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A process step can have customizable properties and they could determine the outcome of the process step. For example, the Approval step can be reused multiple time and based on these properties the approver is determined.

Approver can see invoice approval history based on invoice cost objects. In rework task, if invoice cost objects are modified by approver then approval history will be shown as per the updated cost object invoice history. If Invoice is modified again to old cost object, then old history will be visible to the approver based on invoice cost object. Please see Table 2 for more details.

Table 2. Process Step Properties.

Process Step	Properties	Detailed Description
Approval	Approval Level	Based on the name of the approval level, the approver is determined using a business rule. Default value is Finance Manager and it can be configured to any approval level, provided the same approval level name is configured in the business rule.

A 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
companyCode	Company Code
oneTimeVendor	One-Time Vendor Indicator (True/ False)
vendorCode	Vendor Code
vendorName	Vendor Name
invoiceDate	Invoice Date
invoiceDueDate	Invoice Due Date
invoiceAmount	Invoice Amount
currencyKey	Currency Key
approvalStatus	Approval Status
requesterName	Requester Name
costCenter	Cost Center
discountDate	Discount Date
discountAmount	Discount Amount
secondDiscountDate	Second Discount Date
secondDiscountAmount	Second Discount Amount

The following (sample) context required to start the header Workflow:

{

```

"invoiceDetails": {
  "items": [
    {
      "itemNumber": 1,
      "amount": 1000,
      "costCenter": "1006",
      "itemGroupNo": 0,
      "internalOrderDesc": "",
      "profitCenter": "",
      "taxCode": "V2",
      "itemText": "Item 1",
      "internalOrder": "",
      "businessAreaDesc": "",
      "businessArea": "",
      "glAccountDesc": "Cafeteria equipment",
      "taxCodeDesc": "7% domestic input tax",
      "plant": "",
      "currencyKey": "USD",
      "plantDesc": "",
      "profitCenterDesc": "",
      "glAccount": "470100",
      "costCenterDesc": "Cafeteria Cost Center"
    },
    {
      "itemNumber": 2,
      "amount": 200,
      "costCenter": "1006",
      "itemGroupNo": 0,
      "internalOrderDesc": "",
      "profitCenter": "",
      "taxCode": "V2",
      "itemText": "Item 2",
      "internalOrder": "",
      "businessAreaDesc": "",
      "businessArea": "",
      "glAccountDesc": "Cafeteria equipment",
      "taxCodeDesc": "7% domestic input tax",
      "plant": "",
      "currencyKey": "USD",
      "plantDesc": "",
      "profitCenterDesc": "",
      "glAccount": "470100",
      "costCenterDesc": "Cafeteria Cost Center"
    }
  ],
  "paymentTerms": [
    {
      "days": 15,
      "percentageAmount": 3
    },
    {
      "days": 30,

```

```

    "percentageAmount": 0
  },
  {
    "days": 0,
    "percentageAmount": 0
  }
],
"headerDetail": {
  "initiatorMailId": "sumit.prodhan@sap.com",
  "paymentTermDesc": "15 days 3%, 30 days net",
  "initiator": "Sumit",
  "initiatorComments": "submit",
  "invoiceAmount": 1200,
  "reference": "Test",
  "exchangeRate": 1.8876,
  "requesterName": "Frau Julia Schmidt",
  "countryCode": "DE",
  "companyCodeDesc": "SAP A.G.",
  "requestDate": "2020-10-12T17:30:31.643Z",
  "currency": "USD",
  "text": "Test",
  "oneTimeVendorName": "",
  "companyCodeCurrency": "EUR",
  "requester": "C5311196",
  "companyCode": "0001",
  "taxableAmount": 1284,
  "oneTimeVendorCountry": "",
  "invoiceTotalAmount": 1284,
  "invoiceDate": "20201012",
  "paymentMethodDesc": "Scheck (mit Scheckmanagement)",
  "oneTimeVendorCountryDesc": "",
  "vendorNumberDesc": "ABC PVT LTD",
  "oneTimeVendorCity": "",
  "oneTimeVendor": false,
  "paymentMethod": "C",
  "vendorNumber": "100806",
  "paymentTerm": "PT02"
}
}
}

```

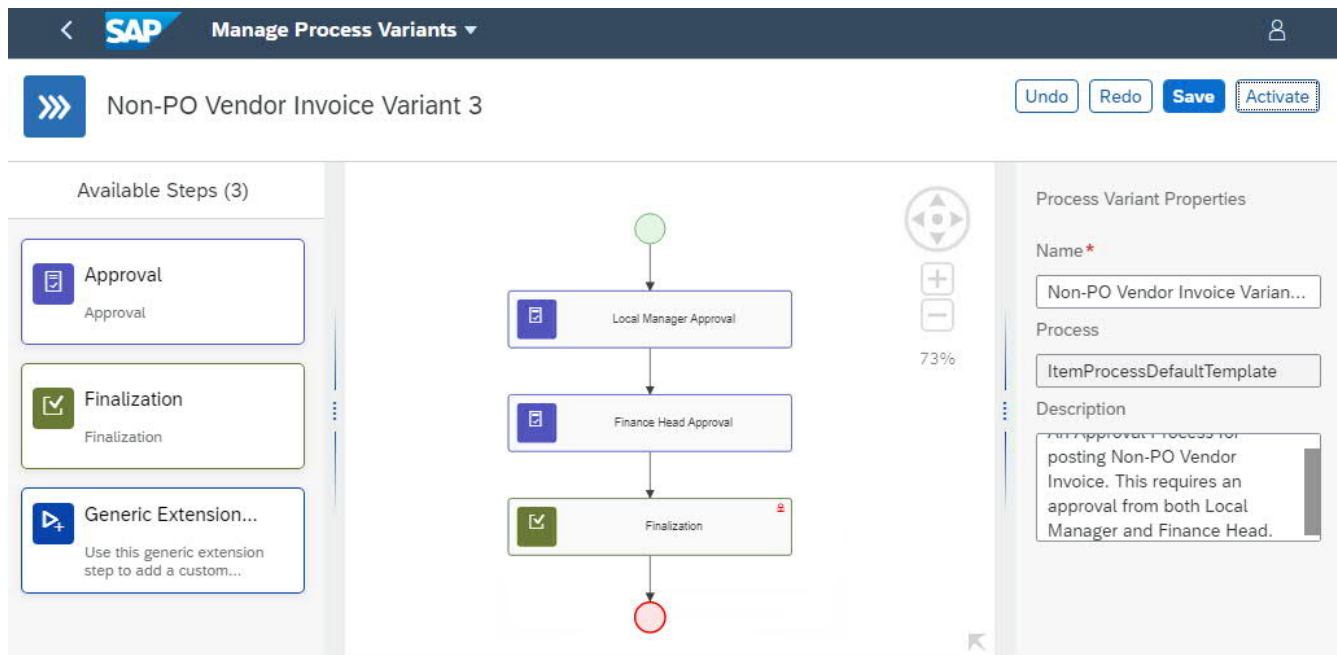
Process Variants

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. For example, if the price variance is higher than 20% then there could be a multi-level approval process, otherwise one-level approval is sufficient, or for plant 10001 the approval steps can be skipped, etc. Please refer [help documentation](#) about how to import content packages and configure a process variant.

Non PO Vendor Invoice Approval Process Variant

An example of a Non PO Vendor Invoice Process Variant is given below. It is possible to configure

multiple variants of this process.



Import Manage Invoices without Purchase Order and Configure Process Variants

1. Import content package Manage Invoices without Purchase Order Process. Please refer the standard help document about [how to import a content package](#)
2. This content package has a process template and a process variant for that template is required
3. Create a new variant of Non PO Vendor Invoice Approval Process
4. Open content package Manage Invoices without Purchase Order Approval Process in Flexibility Cockpit and click Process Variants
5. Click New Process Variant of Non PO Vendor Invoice
6. Enter Name of the new Process Variant and select "Manage Invoices without Purchase Order" as Process. Click Create button
7. Click the newly created Process Variant tile to save and activate the process variant
8. The Process Variant editor is opened with default variant. The default variant is enough, click Save and Activate
9. The newly added Process Variant has a default implementation with three steps
10. Configure Step Property for Approval process step – "Level Name"
Level Name property is used to determine the Approver using the business rule Determine Approver.

It is possible to add additional Approval steps to a process variant. Drag and drop the Approval

step between the steps. It is mandatory that these approval steps should be between Initialization and Finalization steps.

Add new Process Steps to an existing Process Variant.

It is possible to add additional approval steps, or even remove all approval process steps from the process.

1. Open content package Manage Invoices without Purchase Order in Flexibility Cockpit and click Process Variants tile
2. Select the variant that needs modification
3. Drag and drop Approval step as an additional step between the 'Validate Non PO Vendor Invoice' and 'Post to ERP' steps.
4. Modify the step name in the properties pane
5. Modify the Level Name property as needed
6. Save and Activate the new Process Variant
7. Update the Determine Approver Policy to include the level name to the rule

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 Workflow Management has decision management capabilities that enables customers to centrally manage all decisions. Please go through the [Decision Management capabilities](#) in SAP Workflow Management.

Non PO Vendor Invoice process will enable the customers to flexibly configure decisions to gain the flexibility.

1. Perform (additional) business validation on Non PO Vendor Invoice
2. Determine Item Group
3. Determine process variant
4. Determine Approvers
5. Determine Approver Determination Strategy

Validate Non PO Vendor Invoice Business Data

With this decision, it is possible to add any business-specific validation on a Vendor Invoice. For example, enable/disable the cloud application for a specific company code, invoice date, currency, cost center, plant etc.

Rule Service: Validate Invoice

Input Data Object 1: Invoice Header Details (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Company Code	String	Company code is an organizational unit within financial accounting.
Invoice Date	Date	Specifies the issue date of the original document.
Reference	String	Reference refers to the external document number printed on the physical copy of vendor invoice.
Currency Key	String	Currency key refers to the key to the document currency.
Payment Terms	String	Key for defining payment terms composed of cash discount percentages and payment periods.
Payment Method	String	A method that specifies how payment is to be made: check, bill of exchange, or bank transfer.

Input Data Object 2: Invoice Item Details (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
GL Account	String	General Ledger represents the code to record the expenses.
Plant	String	Plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning.
Business Area	String	Business Area is an organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.
Cost Center	String	An organizational unit within a controlling area that represents a defined location of cost incurrence.
Internal Order	String	Internal order is a simple task or measure within a controlling area.
Profit Center	String	An organizational unit in Accounting that reflects a management-oriented structure of the organization for the purpose of internal control.
Threshold Invoice Amount	Number	Total amount of item group in document currency

Output Data Object: Validation Result (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Validation Message	String	Validation Message
Is Valid	String	'True' if validation is successful and 'False' if validation failed.

Details **Text Rule**

If

Then

Message:

Is Valid:

Determine Item Group

Determine item group field combination for approval process. Depending on item group approval process will be processed. The maximum combination of item group fields are cost center, profit center, business area and plant.

Rule Service: Determine Item Group

Input Data Object 1: Invoice Header Details (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Company Code	String	Company code is an organizational unit within financial accounting.
Invoice Date	Date	Specifies the issue date of the original document.
Reference	String	Reference refers to the external document number printed on the physical copy of vendor invoice.
Currency Key	String	Currency key refers to the key to the document currency.
Payment Terms	String	Key for defining payment terms composed of cash discount percentages and payment periods.
Payment Method	String	A method that specifies how payment is to be made: check, bill of exchange, or bank transfer.

Output Data Object: Item Group List (Table Type)

ATTRIBUTE	TYPE	DESCRIPTION
Cost Object	String	Cost objects are used to build item grouping as per the business objects. Cost objects can be maximum 4 fields, which are cost center, profit center, business area and plant.

Decision Table	
If	Then
Invoice Header Details.Company Code	Cost Object
MATCHES '*'	'costCenter'
MATCHES '*'	'profitCenter'
MATCHES '*'	'businessArea'

Determine Approval Process Variant:

Policy to determine the process variant based on various business criteria like company, invoice date, currency key, payment terms, due date, exchange rate and payment method.

Rule Service: Determine Process Variant

Input: Invoice (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Company Code	String	Company code is an organizational unit within financial accounting.
Invoice Date	String	Specifies the issue date of the original document.
Currency Key	String	Currency key refers to the key to the document currency.
Payment Terms	String	Payment Terms are conditions agreed with vendor for the payment of invoices. The conditions define the due date and the cash discount offered for payment of the invoice within a certain period.
Invoice Due Date	Number	This is the date on which the vendor open item will be due for payment. The due date for net payment is calculated from the invoice date based on payment term.
Exchange Rate	Number	Exchange rate is translation ratios, this rate is used to translate the document currency to local currency.
Payment Method	String	Mode of payment with which the vendor open items needs to be paid.

Along with the above attributes the other Header and Line Items attributes can also be added as input parameters in this business rule.

Output: Process Variant Details (String)

ATTRIBUTE	TYPE	DESCRIPTION
Process Variant ID	String	A preconfigured Workflow Definition Id. The value of workflow definition id will be available in Monitor Workflows-Workflow definitions application after activation of a Process Variant of type Non PO Vendor Invoice Maintenance Approval.

Decision Table									
If									Then
Invoice.Company...	Invoice.Invoice Date	Invoice.Currency ...	Invoice.Payment T...	Invoice.Payment ...	Invoice.Exchange ...	Invoice.Cost Cent...	Invoice.Profit Cen...	Invoice.Business ...	Process Variant Id
'0001'					IN [0 .. 100]	'1006'			'nonpovendorin...
'0001'					IN [0 .. 100]	'1007'			'nonpovendorin...
									'nonpovendorin...

Approver Determination Strategy

The application will have two way to identify approver. To identify the approver determination strategy below rule service will be used. It can be 'Business Rules' based or 'External Service' based.

Rule Service Name: Approver Determination Strategy

Input: Invoice (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Company Code	String	Company code is an organizational unit within financial accounting.
Currency Key	String	Currency key refers to the key to the document currency.
GL Account	String	This field contains the number of the G/L account to which the transaction figures are updated
Plant	String	Plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning.
Cost Center	String	An organizational unit within a controlling area that represents a defined location of cost incurrence.
Business Area	String	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.
Profit Center	String	An organizational unit in Accounting that reflects a management-oriented structure of the organization for the purpose of internal control.
Threshold Invoice Amount	Number	Total amount of item group in document currency

Along with the above attributes the other Header and Line Items attributes can also be added as input parameters in this business rule.

Output: Approver Determination Strategy (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Determination Strategy	String	Approver Determination strategy can either "Business Rule" or "External Service" depending on Invoice details.

Text Rule

▼ If

Invoice.Company Code = '9001'

Then

Determination Strategy: 'External Service'

▼ Else

Determination Strategy: 'Business Rules'

Determine Approvers

Rule service used in the item level approval process step to identify the potential approvers based on different company policy. Approver will be determined depending on Invoice details. In this business rules Due date will be this business rules determined by a text rule based on Invoice details. Every approver will have their respective due date in their approval task.

Rule Service Name: Determine Approver

Input: Invoice (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Company Code	String	Company code is an organizational unit within financial accounting.
Currency Key	String	Currency key refers to the key to the document currency.
GL Account	String	This field contains the number of the G/L account to which the transaction figures are updated
Plant	String	Plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning.
Cost Center	String	An organizational unit within a controlling area that represents a defined location of cost incurrence.
Business Area	String	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.
Profit Center	String	An organizational unit in Accounting that reflects a management-oriented structure of the organization for the purpose of internal control.

Threshold Invoice Amount	Number	Total amount of item group in document currency
Approval Level	String	Approval Level Name for which specific approver will approve the request

Along with the above attributes the other Header and Line Items attributes can also be added as input parameters in this business rule.

Output Approver Details (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Is Approval Required	String	Check if approval is required or can be skipped. True if required and false if not required.
User Group	String	A user group in SAP BTP who can approve a step in the process. You can provide either user group or user id or both.
Email	String	Email address of the approver to whom the task notification will be sent. You can add multiple email addresses using a comma separated value.
User Id	String	User ID of the individual approver. You can add multiple user ID using a comma separated value. You can provide either user group or user id or both.
Task Due Duration	Number	The duration target by which the user task needs to be completed. Used along with the unit of time.
Unit of Time	String	Unit of time of due duration like minutes, hours, days, etc.

If						Then				
Invoice.Compa...	Invoice.Currenc...	Invoice.Cost Ce...	Invoice.Profit C...	Invoice.Busines...	Invoice.Threshol...	Invoice.Approva...	User Group	Email	User Id	Is Approval Req...
'0001'		'1006'				'Finance Head'	'FinanceMan...	'ramakrushna...	'Ramakrushna'	true
'0001'		'1007'				'Finance Man...	'FinanceMan...	'ramakrushna...	'Ramakrushna'	true
'0001'		'1006'				'Finance'	'FinanceMan...	'sumit.prodh...	'Sumit'	true
'0001'		'1006'				'Local Manag...	'LocalManager'	'k.bhowmick...	'Krishnendu'	true
							'LocalManager'	'k.bhowmick...	'Krishnendu'	true

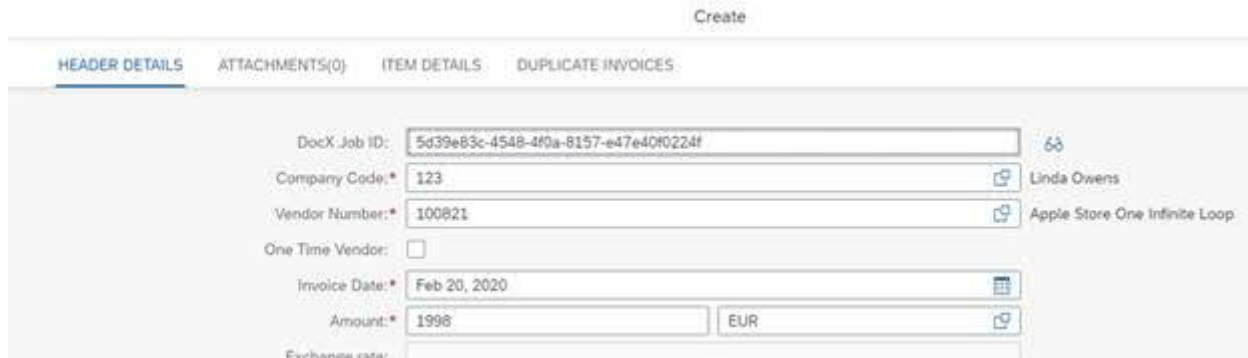
Document Information Extraction

Document Information Extraction helps to process large amounts of business documents that have content in headers and tables. The extracted information can be used, for example, to automatically process payables, invoices, or payment notes while making sure that invoices and payables match. After you upload a document file to the service, it returns the extraction results from header fields and line items in JSON format. Please refer the [help documentation](#) for more details.

Manage Invoices without Purchase Order

Manage Invoices without Purchase Order Document information extraction feature extracts the header details fields from the invoice based on the Document Information Extraction Job ID. The Receiver of the Invoice needs to upload the PDF copy of the Vendor Invoice in the Document Information Extraction Software as a Service Portal. After successful upload of the invoice, system will generate a unique ID called the Document Information Extraction Job ID. This Job ID needs to be shared with the Initiator of Non PO Vendor Invoice.

Application Behaviour on Entering the JOB ID:



The screenshot shows the 'HEADER DETAILS' tab of the 'Manage Invoices without Purchase Order' interface. The 'DocX Job ID' field is filled with the value '5d39e83c-4548-4f0a-8157-e47e40f0224f'. Other fields include 'Company Code' (123), 'Vendor Number' (100821), 'Invoice Date' (Feb 20, 2020), and 'Amount' (1998 EUR). A 'Create' button is visible at the top right.

Job ID is a prerequisite for Document Information Extraction.

Steps to use the Document Information Extraction:

1. Enter Document Information Extraction Job ID
2. On successful validation of the Job ID the Display icon will be enabled (enabling navigation to Document extraction Software as a service portal)
3. Data such as Company code, vendor number, invoice date, amount, currency, reference, Requester Name, will be fetched based on the data available in the invoice document
4. Details such as Vendor Number and Requestor Employee ID to be enriched using the Data enrichment feature of the Document Information Extraction
 - a. Data Enrichment: Match a business document to an enrichment data record based on the document's extracted information. The Data API takes document files as input and returns the ID of the matching enrichment data records

Process Visibility

Process visibility enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. Please refer [help documentation](#) for more details.

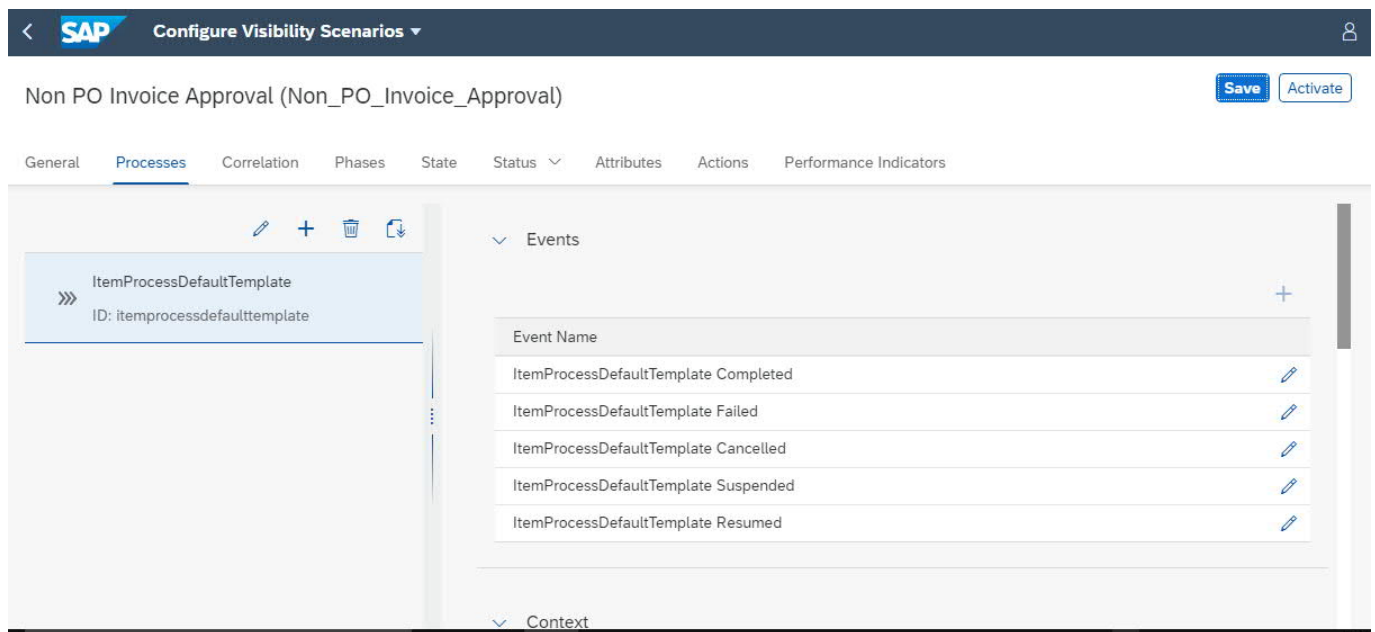
Manage Invoices without Purchase Order

Manage Invoices without Purchase Order Process content package provides out of the box visibility on all the deployed process variants in SAP Workflow Management. A process owner or line of business expert will be able to enhance the visibility scenario.

Configure Visibility Scenarios

1. Go to Process Flexibility Cockpit
2. Select Manage Invoices without Purchase Order tile
3. Click Visibility Scenarios tile
4. Select Manage Invoices without Purchase Order scenario

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



Access Process Workspace

1. Go to Process Flexibility Cockpit
2. Select Manage Invoices without Purchase Order
3. Click Live Process Insights Manage Invoices without Purchase Order
4. User will see the below detailed process visibility screen

