

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## Live Process Content

# Purchase Requisition Header Approval and Release in SAP ERP using SAP Workflow Management

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## Overview

This document provides information about configuration steps to consume the Live Process Package Purchase Requisition Header Approval and Release. The main audience of this document are Procurement experts, Developers and Product owners.

This content package enables SAP ERP customers to automate Purchase Request approval and release process 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.
- Process steps are delivered to create net new variants.
- New Process variants can be configured in a low-code no-code approach.
- Agent determination using Business Rules or SAP ERP or external systems.
- Validation of line item attributes using Business Rules.
- Process visibility and key process performance indicators out of the box.
- Insight to Action – system and user triggered actions in process visibility.
- Business Rules to provide flexibility in determining workflow templates and approvers
- Integration content to call SAP ERP BAPIs from SAP Workflow Management.

Purchase Requisition Approval and Release Process enable customers to automate approval and release of all Line Items of a Purchase requisition in a flexible and transparent way. It provides flexibility in choosing process variants depending on attributes like Request date, Price, Document Type and Purchasing Organization etc. When a requestor creates a Purchase Request with line items in SAP ERP, pre-configured Process Variants are triggered in SAP Workflow Management.

- Line Item data validated using Business Rules before approval.
- Approvers are determined using a Business Rule / external system.
- Multiple approvers and approval tasks in a process step and determined dynamically.
- Approvers are notified via email.
- Approvers have two decision options (Approve, Reject), and based on the decision, the next approval step will be created or requested for a rework or delete the line item and terminate the approval process.
- All line Item will be released in SAP ERP for Purchase Order creation.

SAP Workflow Management shall not be used to store or process sensitive personal data. This service can be used if you have a legal ground to process personal data.

# Live Process Artifacts

## Process content package

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

A business process consists of steps that could be executed independently. A process step consists of set of activities together add value to the business. All the activities involved in a process step are grouped and represented as a process step. Table 1 represents the list of steps defined to use in Purchase Requisition Approval and Release process.

A process step is added to a process template with a constraint model. The constraint model defines the number of times a process step could occur in a new process variant.

### Purchase Requisition Header Approval and Release

Validate, Approve and Release all Line Items. Agent determination strategy is determined using Business Rule and approvers are determined accordingly.

This Process has three steps. Please see the Table 1 for more details.

*Table 1. Process Steps.*

Process Steps	Cardinality	Detailed Description
Validate Header	0..1	Validate all line items based on a business rule <i>Validate Purchase Requisition Line Item</i> . It is possible to add validation rules for Document Type, Material Group, Purchasing Organization, Purchasing Group, Price, Plant, Currency, Account Assignment and Requisition Date. The step can occur maximum once in a Process Variant. If the validation is failed, requestor will be informed and a task with description for all validation errors for all line items is created. Requestor can either rework and submit all line items for approval or delete all line items.
Approve Header	0.. N	Approval of Requisition Header (all Line Items data). This step can occur multiple times in a process variant. It is possible to rename the step to appropriate approval roles. The agent determination strategy is based on a Business Rule <i>Agent Determination Strategy</i> . The approvers are determined using a Business Rule or SAP ERP or external systems. An approval step can have multiple task owners or multiple tasks with multiple task owners. When the approver rejects the request, Requestor will be informed, and a task is assigned to the requestor. Requestor can either rework, submit the request for approval or cancel the request and delete the Purchase Requisition in SAP ERP
Release Header	0..1	Release all Line Items after completion of all the configured approval steps. This step can occur only once, and it should be the last step in a process variant. If there is an error while releasing any line item, a task is created and assigned to

		responsible Procurement IT Administrator configured in the business rule <i>Determine Workflow Template for Header Approval</i> .
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A Process Step has properties, and these properties are configured while configuring a process variant. Please see Table 2 for more details.

*Table 2. Process Step Properties.*

Process Step	Properties	Detailed Description
Approve Header	Role Name	The role of the approver. This text is added to all the activities which are part of this step. This will be visible in Process Visibility.
	Step Name	The approval step name. The Step names are used in decisions which can be configured to determine the approvers.

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
ID	Purchase Requisition ID
Name	Requestor Name
Price	Net Amount
Delivery Date	Delivery Date

## Process Variants

A process variant consists of multiple process steps configured by a Line of business expert. It is possible to create multiple process variants depends on the number of approval steps. Please refer [help documentation](#) about how to import content packages and configure a process variant

### Purchase Requisition Header Approval & Release

An example of a Purchase Request Header Approval Process Variant is given below. It is possible to configure multiple variants of this process.



## Import Purchase Requisition Header Approval and Release Process Content and Configure Process Variants

1. Import content package Purchase Requisition Header Approval and Release. Please refer the standard help document about [how to import a content package](#). This content package has a process template and a default process variant.
2. Create a new variant of Purchase Requisition Header Approval & Release. Open content package Purchase Requisition Header Approval and Release Process in Process Flexibility Cockpit and click Process Variants.
3. Click New Process Variant.
4. Enter Name of the new Process Variant and select Purchase Requisition Header Approval and Release as Process. Click Create button.
5. Select the newly created Process Variant tile to configure the process variant
6. The newly added Process Variant has a default implementation with three steps.
7. **Configure Step Properties** - Approve Line Item.

The Step determine the approver from a pre-configured Business Rule or external system.

**Step 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 Validation and Release Header steps.

### Add new Process Steps to an existing Process Variant.

The default variant of the process has Validate, Approve and Release steps. A Purchase Requisition Header Approval process variant can have only one Validate or Release Step. But multiple Approval Steps can be added.

1. Select Process Variant Purchase Request Approval and Release

2. Drag and drop Approve Header as an additional approval step between the steps. The newly added step name can be modified either directly on the activity or in the Name field in properties window.
3. Save and Activate the new Process Variant. Successful activation of the process variant will generate a new workflow definition and deploy to the subaccount.

## 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 enable customers to centrally manage all decisions. Please go through the [Decision Management capabilities](#) in SAP Workflow Management.

Purchase Requisition Approval and Release process enable customers to flexibly configure decisions to gain flexibility to

1. Purchase Requisition approval strategy.
2. Determine Process Variants for Purchase Requisition.
3. Validate Purchase Requisition Line Item data.
4. Agent determination Strategy.
5. Determine Approvers
6. Determine Process Administrators

Please go through [Manage Decision Application](#) in SAP Workflow Management.



My Live Processes / Purchase Requisition Header Approval and Release /

Decisions

**Base Purchase Requisition Rules for SAP ERP**

<b>Determine Procurement Approval</b> Determination the need for procurement approval  Revision: 2008	<b>Determine Workflow Template For Header Approval</b> Determine workflow template for header approval  Revision: 2008	<b>Purchase Requisition Approval Strategy</b> Purchase requisition approval strategy based on header or line items  Revision: 2008	<b>Determine Process Admin</b> Rule service used in NotifyAdmin workflow to identify process admin's email based on status of the instance.  Revision: 2008	<b>Determine Process Variant</b> Process variant to be used for a purchase requisition line item based on different conditions. Possible conditions are Request date, Material Group, Purchasing Group, Purchasing Organisation, Plant and Price.  Revision: 2008
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**Purchase Requisition Header Approval Rules SAP ERP**

<b>Validate Line Item</b> Rules Service Validate attributes of a Line Item from Validate Line Item process step. Possible to validate document type, purchasing organisation, price, purchasing group, plant, material group.  Revision: 2008	<b>Agent Determination Strategy</b> Determine Approvers from a target system like SuccessFactors, Agent determination from ECC or Business Rules  Revision: 2008	<b>Determine Header Approver</b> Determine Approver of a Purchase Requisition Header based on various conditions. Possible to use Purchasing Organisation, Document type.  Revision: 2008
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### Purchase Requisition Approval Strategy

Approval of Purchase Requisition at header level or line item level. An approval workflow variant is used based on the response.

**Rule Project:** Base Purchase Requisition Rules for SAP ERP

**Rule Service Name:** Purchase Requisition Approval Strategy

**Input:** Purchase Requisition Header (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Document Type	String	Purchase Requisition Document Type
Purchasing Organisation	String	Purchasing Organisation
Requisition Date	Date	Date of Purchase Requisition creation

**Output Approval Strategy (Structure)**

ATTRIBUTE	TYPE	DESCRIPTION
Approval Strategy	String	Line Item or Header

### Rule Definition

The screenshot shows the SAP Rule Definition interface for the rule 'Purchase Requisition Approval Strategy'. The status is 'Draft'. The description is 'Approval strategy to use header level approval or line item approval'. Below this is a 'Decision Table' with the following structure:

Decision Table	Add Row	Delete Row	Copy Row	Cut Row	Paste Row																
<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td> <table border="1"> <thead> <tr> <th>Purchase Requisition Header.Document Type</th> <th>Purchase Requisition Header.Purchasing Organisation</th> <th>Purchase Requisition Header.Requisition Date</th> </tr> </thead> <tbody> <tr> <td>= 'NB'</td> <td>= '0002'</td> <td>IN [ 'Aug 1, 2020' .. 'Dec 31, 2020' ]</td> </tr> <tr> <td>= 'NB'</td> <td>= '0001'</td> <td>IN [ 'Aug 1, 2020' .. 'Dec 31, 2020' ]</td> </tr> </tbody> </table> </td> <td> <table border="1"> <thead> <tr> <th>Approval Strategy</th> </tr> </thead> <tbody> <tr> <td>'LineItem'</td> </tr> <tr> <td>'LineItem'</td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	If	Then	<table border="1"> <thead> <tr> <th>Purchase Requisition Header.Document Type</th> <th>Purchase Requisition Header.Purchasing Organisation</th> <th>Purchase Requisition Header.Requisition Date</th> </tr> </thead> <tbody> <tr> <td>= 'NB'</td> <td>= '0002'</td> <td>IN [ 'Aug 1, 2020' .. 'Dec 31, 2020' ]</td> </tr> <tr> <td>= 'NB'</td> <td>= '0001'</td> <td>IN [ 'Aug 1, 2020' .. 'Dec 31, 2020' ]</td> </tr> </tbody> </table>	Purchase Requisition Header.Document Type	Purchase Requisition Header.Purchasing Organisation	Purchase Requisition Header.Requisition Date	= 'NB'	= '0002'	IN [ 'Aug 1, 2020' .. 'Dec 31, 2020' ]	= 'NB'	= '0001'	IN [ 'Aug 1, 2020' .. 'Dec 31, 2020' ]	<table border="1"> <thead> <tr> <th>Approval Strategy</th> </tr> </thead> <tbody> <tr> <td>'LineItem'</td> </tr> <tr> <td>'LineItem'</td> </tr> </tbody> </table>	Approval Strategy	'LineItem'	'LineItem'					
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Approval Strategy																					
'LineItem'																					
'LineItem'																					

**Process:** Purchase Requisition Header approval and Release

**Step:** Approve Purchase Requisition Header

### Determine Procurement Approval

It is possible to configure Business Approval (Line Item level) and Procurement Approval (Header level) variants for all approval process of some Purchase Requisitions. In this case Procurement Approval variant can be started after Business Approval finished for all line items in a purchasing document. Determine Procurement Approval rule used to check Procurement Approval needs.

In case when both variants (Business Approval and Procurement Approval) are used at one approval process, the release step in Business approval variant should not be used.

Release step should be added only in Procurement Approval (Header level) variant as a final step.

**Rule Project:** Base Purchase Requisition Rules for SAP ERP

**Rule Service Name:** Determine Procurement Approval

**Input:** Purchase Requisition Header (Structure data type)



ATTRIBUTE	TYPE	DESCRIPTION
Document Type	String	Purchase Requisition Document Type
Purchase Value	String	Net Amount

Output Procurement Approval (Element)

ATTRIBUTE	TYPE	DESCRIPTION
Procurement Approval	Boolean	Procurement Approval need flag

Rule Definition

The screenshot shows the SAP Business Rules service interface. At the top, there is a header with the SAP logo and 'SAP Business Rules service'. Below this, there are navigation links for 'Manage Projects / Base Purchase Requisition Rules for SAP ERP /' and buttons for 'Import' and 'Export'. The main content area is titled 'Determine Procurement Approval' and includes a 'Decision Table' section. The decision table is structured as follows:

If		Then
Purchase Requisition Header.Document Type =	Purchase Requisition Header.Purchase Value >=	Procurement Approval
<input type="text"/>	<input type="text"/>	<input type="text" value="true"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="false"/>

Process: Purchase Requisition Header approval and Release

Step: Workflow for Initialization of approval process

### Determine Process Variant

It is possible to configure different Process Variant for Purchase Requisition using conditions modeled using the attributes of the Requisition Header.

**Rule Project:** Base Purchase Requisition Rules for SAP ERP

**Rule Service:** Determine Workflow Template for Header Approval

Input: Purchase Requisition Header (Structure data type)


ATTRIBUTE	TYPE	DESCRIPTION
Requisition Date	Date	Purchase Requisition Date
Document Type	String	Purchase Requisition Document Type
Purchase Value	Number	Purchase Requisition Value
Purchasing Organization	String	Purchasing organization. The purchasing organization of the first line item in the requisition is used to determine the Process variant.
Step Name	String	Process Step Name

Output: Process Step (String)

ATTRIBUTE	TYPE	DESCRIPTION
Workflow Definition 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 Purchase Requisition Approval and Release.
IT Responsible Group Email	String	IT Responsible Group Email
IT Responsible Group Name	String	IT Responsible Group Name

## Rule Definition

Determine Workflow Template is defined as a Decision Table. It is possible to modify the decision table by keeping the above input, output interface stable.

 Determine PR Header Approval Workflow Template

[Details](#) Decision Table

Decision Table

If				Then		
Purchase Requisition Header...	Purchase Requisition Header...	Purchase Requisition Header...	Purchase Requisition Header...	Workflow Definition Id	IT Responsible Group Name	IT Responsible Group Email
= 'NB'	= '0001'	>= 100	IN ['Aug 1, 2020' .. 'Dec 31...]	'prheaderapprovaldemo'	'ITSupport'	'ITSupprot@demo.com'
				'prheaderapprovaldemo'	'ITSupport'	'ITSupprot@demo.com'

## Where used

A workflow (Initialize Purchase Requisition Approval Process) definition is available with this content package to determine process variant.

## Validate Purchase Requisition Line Item

Validate attributes of all line items in a purchase requisition. It is possible to include multiple validation as either simple text rules or decision tables.

**Rule Project:** Purchase Requisition Header Approval Rules SAP ERP

**Rule Service Name:** Validate Line Item

**Input:** Purchase Requisition Line Item (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Requisition Date	Date	Purchase Requisition Date
Document Type	String	Purchase Requisition Document Type
Total Value	Number	Total value of Line item
Purchasing Organization	String	Purchasing organization

Material Group	String	Material Group
Purchasing Group	String	Purchasing Group
Plant	String	Plant
Step Name	String	Process Step Name
Accounts Assignment Category	String	Account Assignment Category
Currency	String	Currency of Line Item
Desired Vendor	String	Preferred Vendor

Output: Validation Result (Table)

Validate line item attributes with various attributes. Include all Rules in Rule Set Purchase Request Line Item Validation.

ATTRIBUTE	TYPE	DESCRIPTION
Line Item Attribute	String	Purchase Request Line Item Attribute name for e.g.: Purchasing Organisation
Validation Description	String	Validation Description
Validation Success	Boolean	Validation result True – Successful , False - Failed

### Rule Definition

Validate attributes in an orchestration rule. It is possible to add multiple rules to validate attributes and include these rules into a ruleset delivered with this content package.

### Validate Purchasing Organisation

Details Text Rule

Item.Purchasing Organisation = ""

Then

UPDATE( Result.Attribute of a Line item , 'PurchasingOrganisation' ) ⊗ +

UPDATE( Result.Description of validation , 'Purchasing Organisatoin Missing ' ) ⊗ +

UPDATE( Result.Result of validation , false ) ⊗ +

APPEND( Validation Result , Result ) ⊗ +

### Where used

Process: Purchase Requisition Header Approval and Release

Step: Validate Header.

## Agent Determination

System to be used for determining approvers. A Business rule can be configured or an external system like SuccessFactors or SAP ERP or SAP HCM or 3rd Party system using an interface provided by the workflow model.

**Rule Project:** Purchase Requisition Header Approval Rules SAP ERP

**Rule Service Name:** ApproverDeterminationSystem

**Input:** WorkflowStep (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Process Step	String	Process Step

**Output:** ApproverDeterminationFrom (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Strategy	String	Business Rule, SuccessFactors, SAP HCM, SAP ERP or 3 <sup>rd</sup> Party system. Possible values BusinessRules or External.

## Rule Definition

 Agent Determination Strategy

**Details** Text Rule

---

Name: ApproverDeterminationSystem  
 Label: Agent Determination Strategy  
 Description: An approver of a step can be determined based on a Rule or External System like SAP SuccessFactors, SAP HCM or third party systems.

Result: ApproverDeterminationFrom  
 Status: Active  
 Created On: May 28, 2020

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**Text Rule**

Text Rule

if

Process Step.Approval step name = 'Manager'

Then

Strategy: 'BusinessRules'

Else If (1)

Process Step.Approval step name = 'GPO'

Then

Strategy: 'External'

Else

Strategy: 'BusinessRules'

**Process:** Purchase Requisition Header Approval and Release

**Step:** Approve Header

## Determine Header Approver

Determine the approvers / owners of a task including the deadline and decide if there is an auto approval possible.

**Rule Project:** Purchase Requisition Header Approval Rules SAP ERP

Rule Service Name: Determine Header Approver

Input: Purchase Requisition Header (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Requisition Date	Date	Purchase Requisition Date
Document Type	String	Purchase Requisition Document Type
Purchase Value	Number	Purchase Requisition Value
Purchasing Organisation	String	Purchasing organisation
Step Name	String	Process Step Name

Output: Approver (Structure)

Approver names, groups, email id, completion deadline and auto approval.

ATTRIBUTE	TYPE	DESCRIPTION
Approver Name	String	Approver Names, Comma Separated Names
Approver Email	String	Email Ids of Approvers, comma separated.
Approver Group	String	Approver Group
Task Duration	Number	Number of hours planned to complete the task
Duration From	String	Task duration calculated from beginning of a Process Step or immediately before the actual Task.
Auto Approval	Boolean	Approver required or not.

### Rule Definition

Possible to use various operators to evaluate the conditions.

 Determine PR Header Approver

[Details](#) [Decision Table](#)

**Decision Table**

[Add Row](#) [Delete Row](#) [Copy Row](#) [Cut Row](#) [Paste Row](#) [Settings](#)

If		Then								
<input type="checkbox"/>	Purchase Requist...	Purchase Requisti...	Purchase Requisti...	Purchase Requisti...	Task Duration in h...	Approver Name	Approver Group	Duration From	Auto Approval	Approver Email
<input type="checkbox"/>	'NB'	'0001'	> 500	'CostCenterOwn...	1	'User'	'ibpmdeveloper'	'Step'	false	'demo@sap.com'
<input type="checkbox"/>	'NB'	'0001'	<= 500	'CostCenterOwn...	1	'User'	'ibpmdeveloper'	'Step'	false	'demo@sap.com'
<input type="checkbox"/>	'NB'	'0001'	>= 501	'GPO'	1	'User'	'ibpmdeveloper'	'Step'	false	'demo@sap.com'
<input type="checkbox"/>	'NB'	'0001'	< 500	'GPO'	1	'User'	'ibpmdeveloper'	'Step'	false	'demo@sap.com'

Process: Purchase Requisition Header Approval and Release

Step: Approve Header

### Determine Process Administrator

Determine process administrators of process instance based on status. This rule is used from a workflow used as part of insight to action capability in Process Visibility service.

Rule Project: Base Purchase Requisition Rules for SAP ERP

Rule Service Name: Determine Process Administrator

Input: Process Status (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Sub Status	String	Status of an instance available in process visibility. Possible values Failed, Suspended, Risk and Overdue

Output: Process Administrator Details (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
First Name	String	First name of the process administrator
Last Name	String	Last name of the process administrator.
Email	String	Email of the process administrator.

### Rule Definition

Possible to use various operators to evaluate the conditions.

The screenshot shows the SAP Rule Designer interface for the rule 'Determine Process Administrators'. At the top, there are navigation buttons: 'Import', 'Export', 'Edit', and 'Validate'. Below the title bar, the rule details are displayed:

- Name: DetermineProcessAdmin
- Label: Determine Process Administrators
- Description: Determine Process Administrators to notify when an approval workflow instance is Failed, Suspended, Risk or Overdue.
- Hit Policy: First Match
- Result: ProcessAdminDetails
- Status: Inactive
- Created On: Oct 5, 2020

Below the details is the 'Decision Table' configuration:

If	Then
Process Status.Sub Status	First Name, Last Name, Email
= 'OVERDUE'	
= 'PROCESS_FAILED'	
= 'PROCESS_SUSPENDED'	
= 'THRESHOLD_VIOLATION'	

Process: Notify Procurement Administrator

### Determine Purchase Order Creation

This rule is used to determine a Purchase Order creation is required after approval and release of line items. By default, the rule output will be false. But customers can enable this by setting to true.

Rule Project: Base Purchase Requisition Rules for SAP ERP

Rule Service Name: Determine Purchase Order Creation

Input: Purchase Requisition Header (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Requisition Date	Date	Purchase Requisition Date
Document Type	String	Purchase Requisition Document Type
Purchase Value	Number	Purchase Requisition Value
Purchasing Organisation	String	Purchasing organisation
Step Name	String	Process Step Name

### Output Create Purchase Order (Element)

ATTRIBUTE	TYPE	DESCRIPTION
Create Purchase Order	Boolean	Purchase Order Creation flag.

### Rule Definition

The screenshot shows the SAP Business Rules service interface. The breadcrumb path is 'Manage Projects / Base Purchase Requisition Rules for SAP ERP / Determine Purchase Order Creation'. There are buttons for 'Import', 'Export', 'Edit', and 'Validate'. The 'Decision Table' is displayed with the following structure:

If		Then
Document =	Net Amount >=	Create Purchase Order
'NB'	1000	true

Process: InitializePurchaseRequisitionApprovalProcess

## Process Visibility

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

### Purchase Requisition Header Approval and Release

Purchase Requisition Header Approval and Release Process content package provide 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

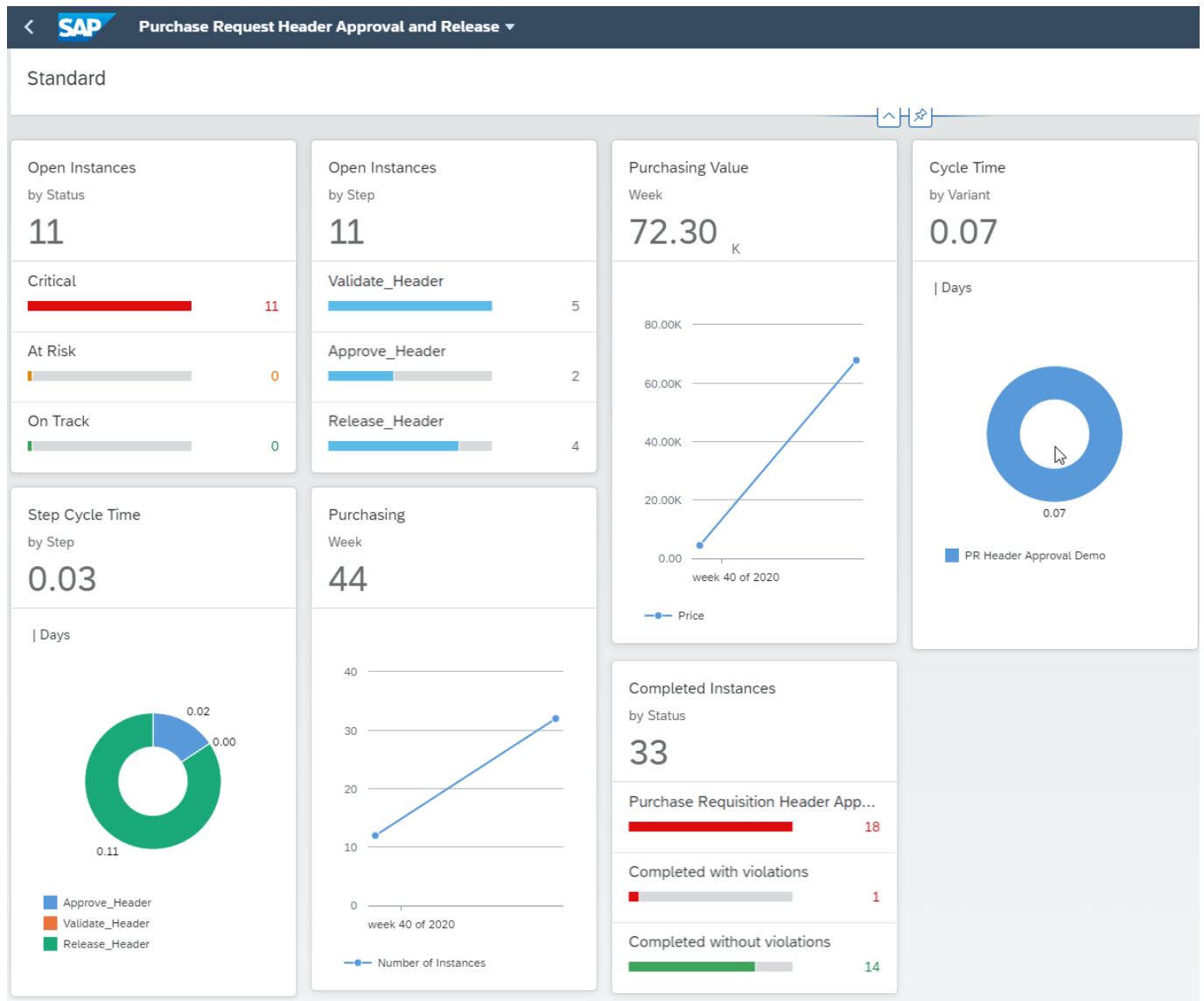
1. Go to Process Flexibility Cockpit
2. Select Purchase Requisition Header Approval and Release using SAP Workflow Management

3. Click Visibility Scenarios and Select Purchase Request Header Approval and Release  
Please go through [help documentation](#) how to model a visibility scenario.

### Access Process Workspace

1. Go to Process Flexibility Cockpit
4. Select Purchase Requisition Approval and Release using SAP Workflow Management
2. Click Live Process Insights Purchase Request Approval and Release

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



### Insight to Actions

Actions in process visibility enable business users or system to trigger workflows based on various status of a process instance. These workflows trigger specific actions like email notification, restart an approval process or release a line item. System triggered actions are configured using a



technical user and user triggered actions are using the process visibility user context.

1. Go to Configure Visibility Scenarios
2. Select Purchase Requisition Header Approval and Release
3. Select Actions tab

Please refer [help documentation](#) for more details.

**Action Name: Notify Process Administrator**

**Type: System**

A system triggered action when the approval workflow status changes to Failed, Suspended, Overdue or Threshold violation. The action will trigger a workflow to determine the Process Administrators and send an email notification. Process Administrators are determined using the rule Determine process administrator.

**Properties**

PROPERTY NAME	PROPERTY VALUE
ID	NotifyProcessAdministrator
Type	Trigger Workflow from SAP Workflow Service
Sentiment	Neutral
Trigger Type	System
Destination	WorkflowActions
Workflow Definition ID	NotifyAdmin
Start context	{ "Instanceld": "{WorkflowInstanceld}", "ID": "{ID}", "SubStatus": "{SC_SubStatus}" }

**Conditions**

ATTRIBUTE	OPERATOR	VALUE
SubStatus	Equal to	Process Failed
SubStatus	Equal to	Process Suspended
SubStatus	Equal to	Threshold Violation
SubStatus	Equal to	Overdue

**Action Name: Restart Approval Process**

**Type: User**

A business user can restart the approval process, when the current approval process status changed to Failed, Suspended, Overdue or Threshold violation.

**Properties**

PROPERTY NAME	PROPERTY VALUE
ID	Restart_Approval_Process
Type	Trigger Workflow from SAP Workflow Service
Sentiment	Neutral
Trigger Type	User
Destination	WorkflowActions
Workflow Definition ID	RestartApprovalProcess
Start context	{ "Instanceld": "{WorkflowInstanceld}", }

	"ID": "{ID}" }
--	-------------------

**Conditions**

ATTRIBUTE	OPERATOR	VALUE
SubStatus	Equal to	Process Failed
SubStatus	Equal to	Process Suspended
SubStatus	Equal to	Threshold Violation
SubStatus	Equal to	Overdue

Action Name: Release

Type: User

A business user can release a line item in SAP ERP, when the current approval process status changed to Failed, Suspended, Overdue or Threshold violation.

**Properties**

PROPERTY NAME	PROPERTY VALUE
ID	Release_Header
Type	Trigger Workflow from SAP Workflow Service
Sentiment	Positive
Trigger Type	User
Destination	WorkflowActions
Workflow Definition ID	ReleaseLineitem
Start context	{ "Instanceld": "{WorkflowInstanceld}", "DocumentId": "{ID}" }

**Conditions**

ATTRIBUTE	OPERATOR	VALUE
SubStatus	Equal to	Process Failed
SubStatus	Equal to	Process Suspended
SubStatus	Equal to	Threshold Violation
SubStatus	Equal to	Overdue

Action Name: Delete

Type: User

A business user can delete a line item in SAP ERP, when the current approval process status changed to Failed, Suspended, Overdue or Threshold violation.

**Properties**

PROPERTY NAME	PROPERTY VALUE
ID	Delete_Line_Item
Type	Trigger Workflow from SAP Workflow Service
Sentiment	Negative
Trigger Type	User
Destination	WorkflowActions
Workflow Definition ID	CancelAndDeleteLineItem
Start context	{ "Instanceld": "{WorkflowInstanceld}", "ID": "{ID}" }

## Conditions

<b>ATTRIBUTE</b>	<b>OPERATOR</b>	<b>VALUE</b>
SubStatus	Equal to	Process Failed
SubStatus	Equal to	Process Suspended
SubStatus	Equal to	Overdue
SubStatus	Equal to	Overdue