

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

# Authorization For Expenditure using SAP Workflow Management

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## Overview

This document provides information about how to use the user interfaces of **Authorization For Expenditure** approval process content package. Approvers, Requestors and Process Operators are the target users of the user interfaces explained in this document.

**Authorization For Expenditure** content package for SAP S/4HANA enables to automate AFE Project creation in a flexible and transparent way. It provides flexibility in executing a specific variant of the process depending on attributes like gross amount and net amount etc. When a user submits a request to update the created project details and update the user status in SAP S/4HANA system, a pre-configured process variant is triggered in SAP Workflow Management based on configurable business conditions. On approval, Authorization for expenditure is released in SAP S/4HANA system and WBS created for respective budget value provided in the AFE creation.

Salient features of this content package are mentioned below:

- Plug and Play with SAP S/4HANA without additional development.
- Pre-delivered process steps to create new variants. New Process variants can be configured in a low-code, no-code approach.
- Agent/approver determination using Business Rules or external service.
- Flexibility in determining process variants based on business conditions.
- Automatic email notification to parties involved
- Pre-built integration content to call SAP S/4 HANA from SAP Workflow Management
- Out-of-the-box visibility into key process performance indicators.

# User Interface

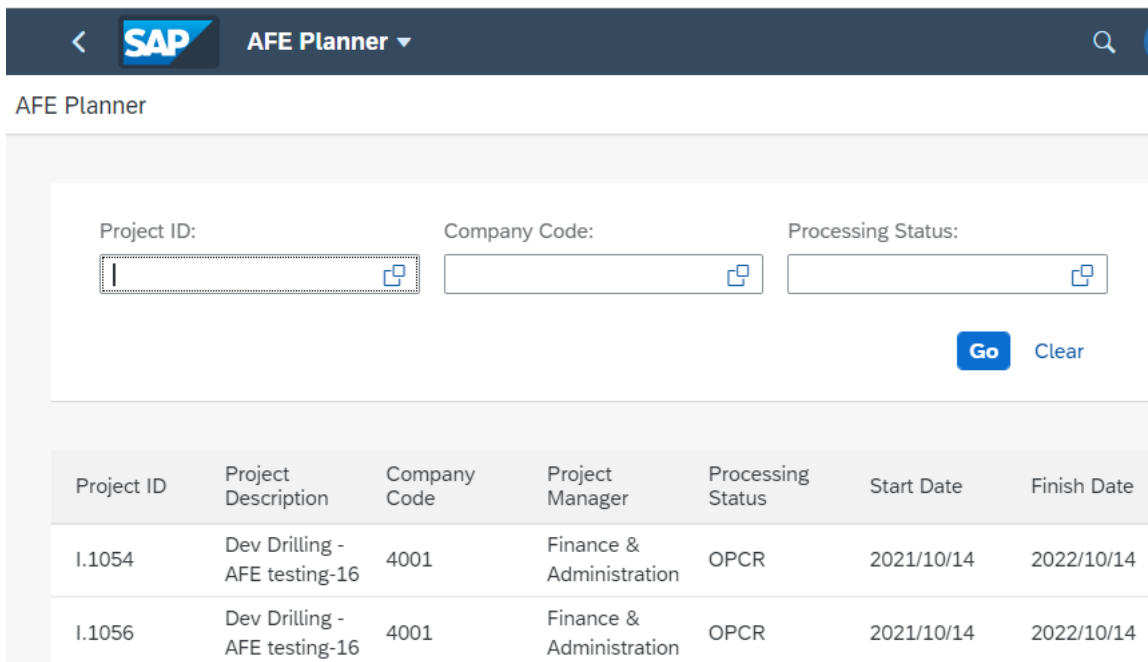
The solution contains the following user interfaces

1. AFE Planner App
2. My Inbox tasks

## AFE Planner App

AFE Planner application to get the list of created projects with all types of status. Based on the status the form will be enabled to update the project parameters like Gross Amount, Net Amount and Budget Value for WBS creation for that project and click on the “Submit for Approval” button action to trigger the workflow in SAP Workflow Management.

### AFE Planner landing page



On clicking a line item on the table, the user is taken to the details of the AFE. AFE Planner user interface to show the details has 8 sections to collect the project parameters

1. Cost Overview – Partner details to show the share details and JV details. Gross and Net amount will show based on the budget table calculation.

AFE Planner

Cost Overview ▾   WBS Template Selection Criteria   Applicable WBS Templates   Calculate Gross Amount   Additional Details   Partner Approver   Final Approver

Gross AFE Amt:

Net AFE Req Amt:

Venture Type:

AFE Type:

Operated Share:

Partner Detail

Equity Group	Partner ID	JV Text	Equity Share in %
EG3	6	OPERATED VENTURE	40

2. WBS Template Selection Criteria – AFE key parameters to decide the standard template.  
For Example:
  - AFE Type:CP
  - Project Type: DD
  - Value Chain: ONSHORE
  - US/INTL: US
3. Applicable WBS Template – Based on the Standard template to load the budget table details.
4. Calculate Gross Amount – Major part in AFE Planner app. Entered budget will calculate the Gross and Net amount details based on the operated share from partner details. Using this budget details WBS and budget will generate for this project. User need to enter the Gross AFE Amount and the Costing Sheet. Net AFE Amount shall be calculated automatically.
5. Additional Details – In this section we will show the user about the pending and approved Gross amount details for that selected statistical WBS and we can get to know the remaining amount in that WBS. User need to select the Statistical WBS and the Cost Center using the Input F4 help.
6. Partner Approver – Approver details with budget type for the determined partner approver shall be captured.
7. Final Approver – Approver details with budget type for the determined final approver shall be captured.
8. Header Section and Footer Section – Key information about the AFE project.
9. In Footer **Submit for Approval** button action to trigger the workflow in SAP Workflow Management.

## Authorization For Expenditure Approvals

The Authorization For Expenditure approval workflow content enables the business user to view the AFE details which are updated by project manager in AFE Planner application and decide to Approve or Reject the AFE which in turn will Release or Reject it in SAP S/4HANA.

Once a AFE Project parameter updated in AFE Planner application and submitted, a process variant will be triggered, and users will receive tasks in My Inbox application.

The recipient is determined by a business rule. The task can either be approved or rejected. The Approval User Interface has seven sections.

1. Cost Overview – Partner details to show the share details and JV details. Gross and Net amount will show based on the budget table calculation.
2. WBS Template Selection Criteria – AFE key parameters to decide the standard template.
3. Applicable WBS Template – Based on the Standard template to load the budget table details.
4. Calculate Gross Amount – Using this budget details WBS and budget will generate for this project.
5. Additional Details – In this section we will show the user about the pending and approved Gross amount details for that selected statistical WBS and we can get to know the remaining amount in that WBS.
6. History – Record of the previous approvals, if any.
7. Comments - Comments from Approvers

## My Inbox Tasks

Approval Roles

1. Internal Team
2. Partner Team
3. Finance Team

The screenshot displays the SAP AFE Approval interface. On the left, a task list under 'All Tasks (9)' shows three items: 'Approval for AFE I.1026 in your role as Internal Team', 'Approval for AFE I.1016 in your role as Finance Team', and 'Approval for AFE I.1003 in your role as Partner Team'. The main area shows the 'AFI Approval' details for a specific task, including a table of metadata and a 'Cost Overview' section.

Company Code	JV Number	Cost Center	Profit Center
4001	2000	40011101	13000020
LP Company Code US- Ops	OPERATED VENTURE	CORP/Match	SEG 3/Corporate
Functional Area	Project Profile	Status	JV Equity
	Z000001	SUBM	ET1
	AFE- Investment projects	Submitted	Operation 1

**Cost Overview**

Gross AFE Amt:	\$6,100.00	AFE Type:	CP
Net AFE Req Amt:	\$3,660.00	Operated Share:	60%

Buttons: Approve, Reject, Show Log, Release

Partner Approver: Entering attachment for partner approval step is mandatory.

This screenshot shows the same SAP AFE Approval interface as above, but with a 'File Attachment' dialog box open. The dialog box displays the following information:

- Partner Name: Domestic Customer 5 name2
- Attachments (1): Property (1).json
- Uploaded By: karthik.kumar.kannan@accenture.com
- Uploaded On: [Redacted]
- File Size: 3.7 kB

The dialog box has 'Upload' and 'Ok' buttons. The background interface shows the 'AFI Approval' details and the 'Applicable WBS Templates' section.

Finance Approver

The approvers can make one of the following decisions:

### Approve

When a AFE is approved, if it is in Internal level it will move to partner and final. If it is in final level then it will be released for further processing in the S/ 4HANA system. The approval status will show 'Released' as the status of the AFE Project.

### Reject

If rejected, then the AFE Approval Status is updated as Rejected in S4HANA system and we can re-submit the AFE project by correcting the project details in AFE Planner application. Once it is submitted, it will continue its life cycle again.

## Process Admin Flow

If by any case, the approvers do not get determined by the approver determination policies, the issue will be brought to the notice of the process administrator and a task shall be created for the process admin with options to either 'Assign Processor' manually or 'Retry' after updating the policies.

**Assign Processor:** This option is to assign the users and/or groups and the email addresses in the section 'Task Owner Assignment', (Note: all email address(es) must be given), and click 'Assign Processor'. The assigned processors will receive the approval task which can be accessed from the My Inbox application.

**Retry:** This option implies that the process admin can first fix the issue in the business rule and then access this task again in the My Inbox, and trigger Retry. If the issue is fixed correctly, then upon retry the normal approval flow will resume.



# Process Visibility Workspace

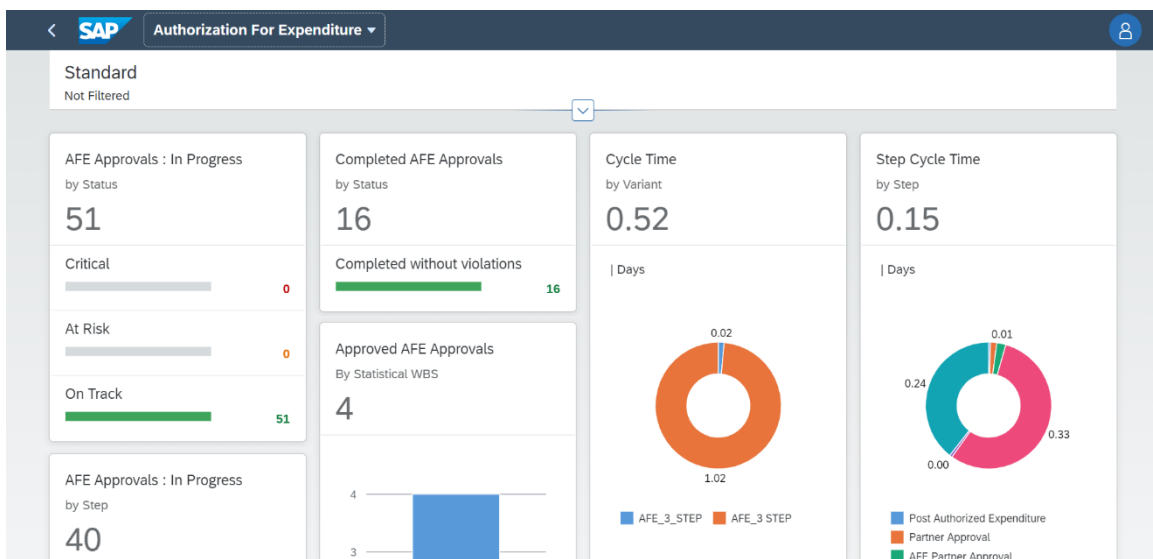
Process Visibility capability in SAP Workflow Management enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#)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

The **Authorization For Expenditure** package provide out of the box visibility to process performance indicators for 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.

## Access Process Workspace

1. Go to Process Flexibility Cockpit.
2. Select **Authorization For Expenditure** tile.
3. Click Live Process Insights Authorization For Expenditure

User will see the below detailed process visibility screen.



Please go through [help documentation](#) to know about process workspace.