

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Free Form Payment Approval with SAP Workflow Management or SAP Build Process Automation

Table of Contents

Table of Contents	2
Overview	3
Features.....	3
User Interface.....	4
My Inbox Task	4
Process Visibility Workspace	8
Configure Visibility Scenarios	8
Access Process Workspace with SAP Build Process Automation	8
Access Process Workspace with SAP Workflow Management	8

Overview

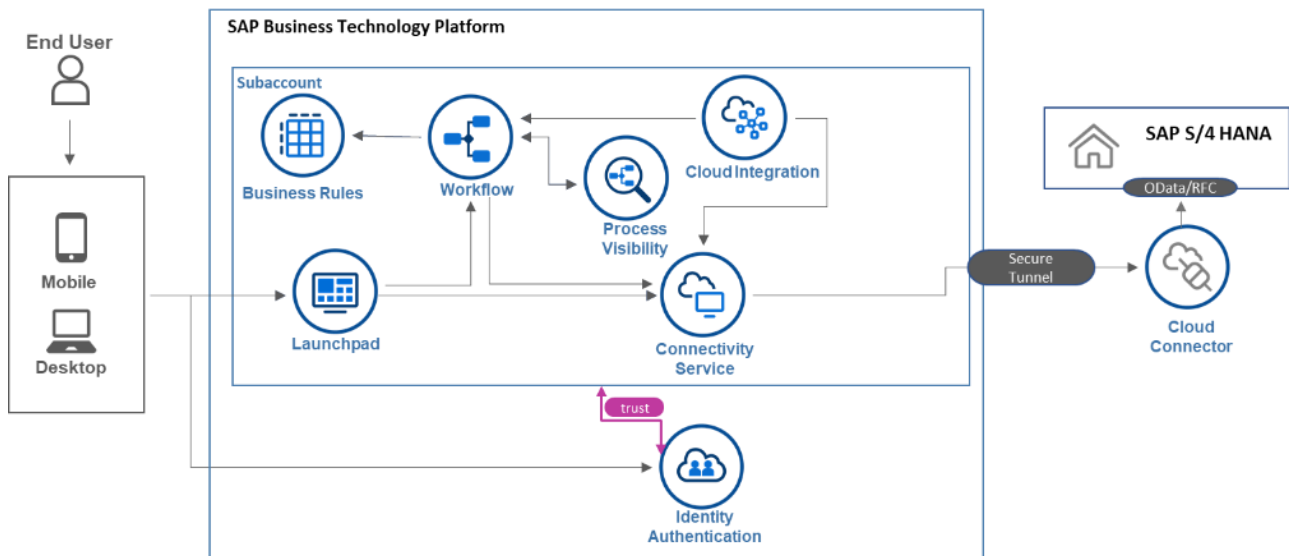
This document provides information about configuration steps to consume the package **Free Form Payment Approval**

The solution focuses on providing a workflow-based solution for postings to Free Form Payments Approvals. A Free Form Payment is the payment request is to be raised to an entity that is not registered as supplier or customer in SAP. SAP users can use My Free Form Payments to create payment requests and view, edit, or reverse payment requests that you have created.

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 Workflow Management or SAP Build Process Automation.
- Out-of-the-box visibility into key process performance indicators.

Solution Diagram



User Interface

My Inbox Task

Once data is submitted by the requestor the Approval Workflow will begin. A mail notification along with work item will be sent to Approver to validate & post data entered by Requestor.

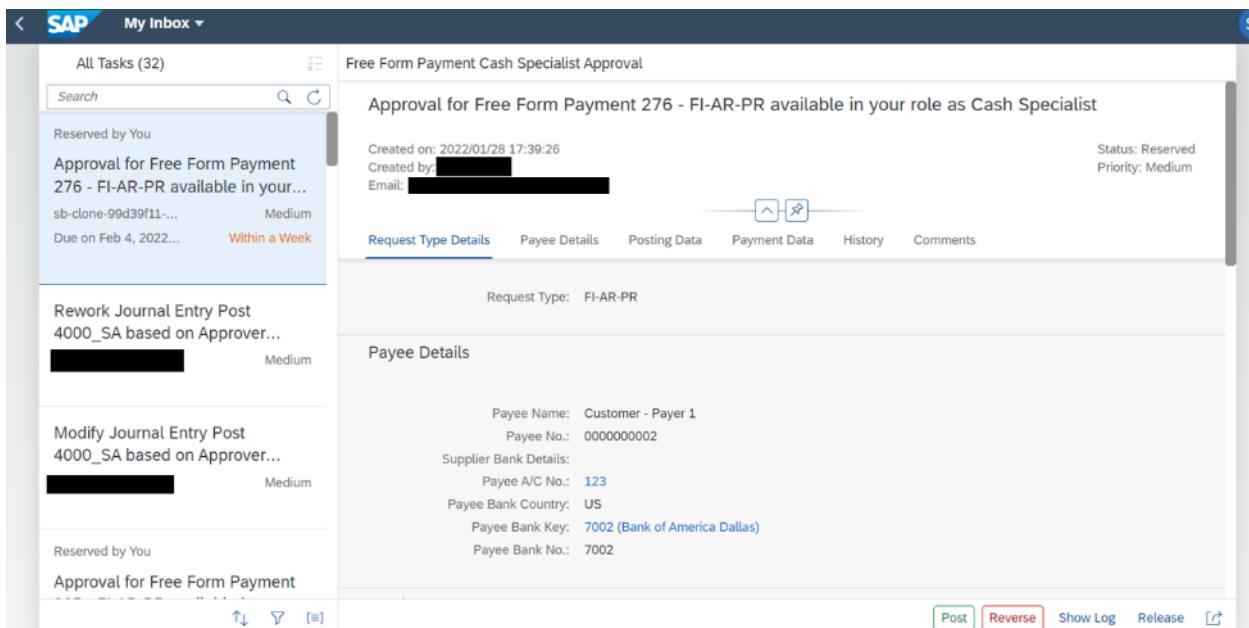
“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

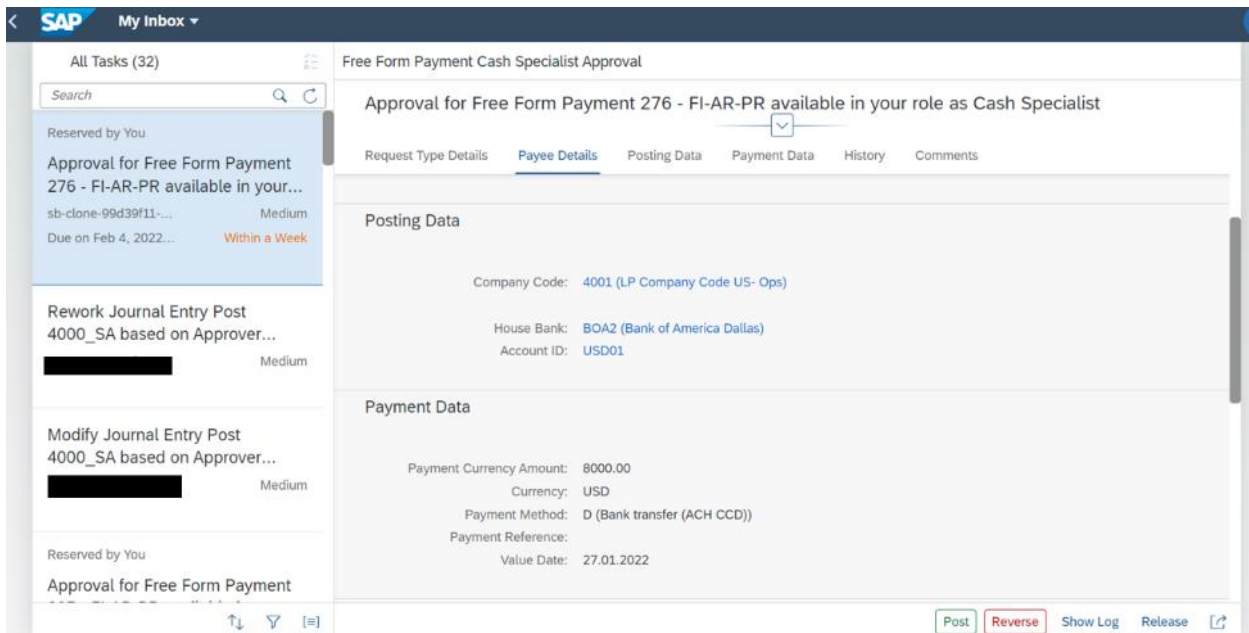
Approval UI

First Level Approver

The Cash Specialist can make one of the following decisions:

1. Post – To send the item to the next level of approver.
2. Reverse – To Reverse the document in the system.

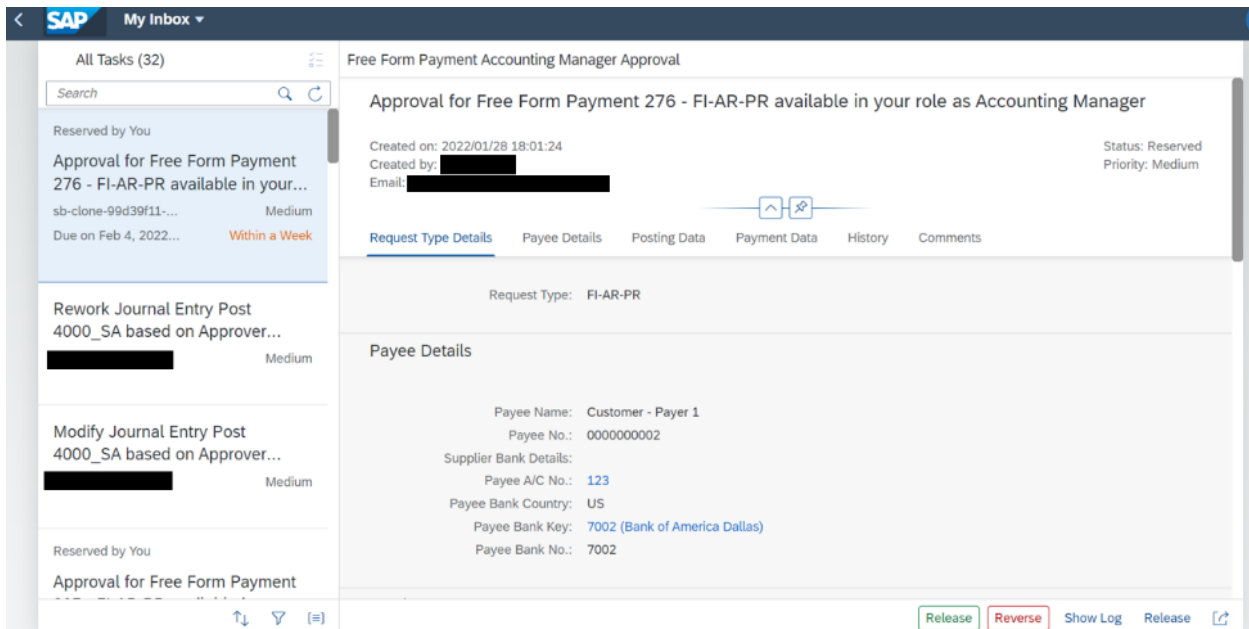


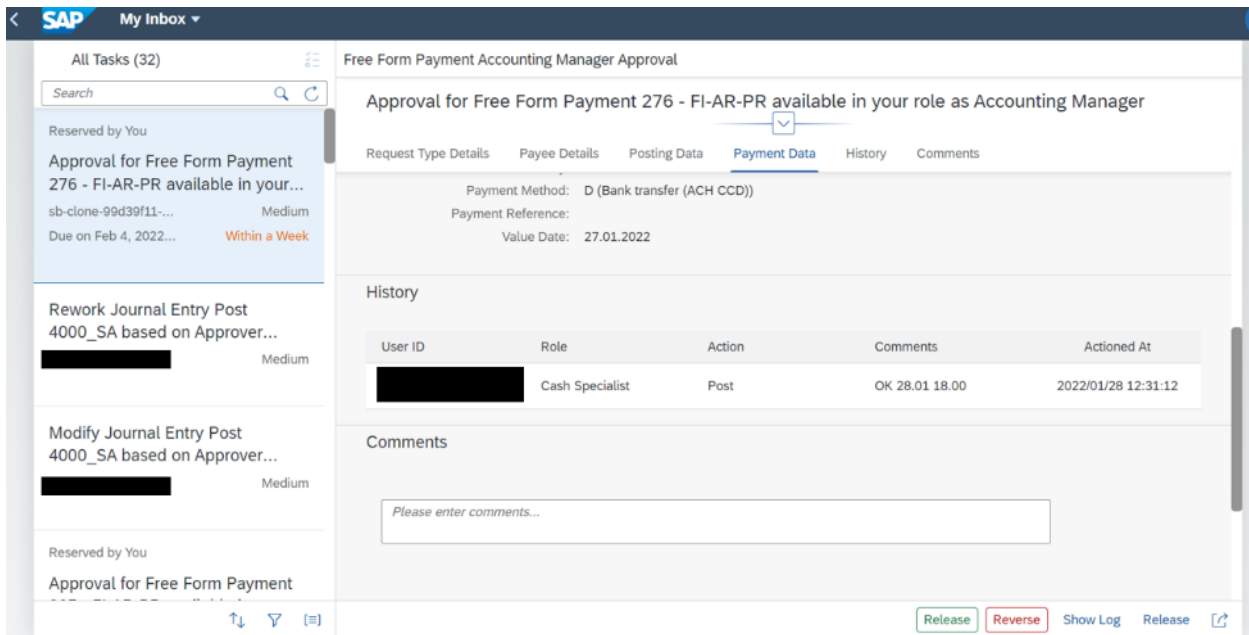


Second Level Approver

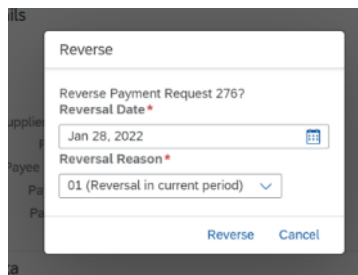
The Accounting Manager can make one of the following decisions:

1. Release – To release the document for posting.
2. Reverse – To Reverse the document in the system.





On click of 'Reverse' by any of the approvers a pop up will open to enter the Reversal Date and Reason as shown below.



Reversal scenario

Clicking the reverse button triggers the reversal action at SAP S/4HANA. Functionally this reverses the payment request in SAP S/4HANA. The reversal can be triggered by both the approvers i.e., Accounting Specialist and Accounting Manager. On success of the reversal operation the requestor receives an email notification. In case of a failure, the Retry option is triggered and the user task is sent to the respective approver.

Retry UI

If some backend error occurs while posting the document the Requestor will receive the task in 'My Inbox' with the error section showing the error details.

The persona can make one of the following decisions:

1. Retry – To Retry posting the same data which failed.
2. Terminate - To terminate the workflow.

- All Tasks (31)
- Search
- Reserved by You
 - Post Retry : Free Form Payment 279 - FI-AR-PR**
sb-clone-99d39f11-... Medium
 - Rework Journal Entry Post 4000_SA based on Approver...
██████████ Medium
 - Modify Journal Entry Post 4000_SA based on Approver...
██████████ Medium
 - Reserved by You
 - Approval for Free Form Payment 204 - FI-AP-PR available in your...

Retry Free Form Payment Accountant

Post Retry : Free Form Payment 279 - FI-AR-PR

Request Type Details Payee Details Posting Data Payment Data **History** Comments Error Section

HISTORY

User ID	Role	Action	Comments	Actioned At
██████████	Cash Specialist	Post	ok 28.01 18.30	2022/01/28 13:00:56

Comments

Please enter comments...

Error Section

Error Description: * Payment request 0000000279 has status 22 - Posting not possible

Retry Terminate Show Log Release

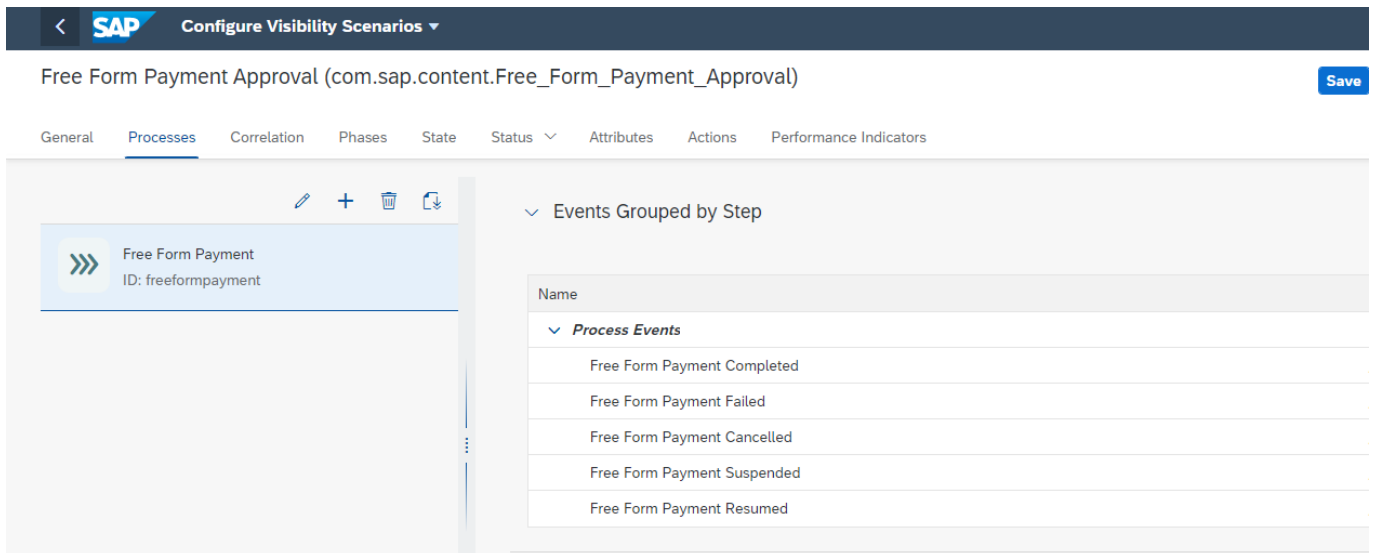
Process Visibility Workspace

Process Visibility capability in SAP Workflow Management or SAP Build Process Automation 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.

Free Form Payment Approval process content package provide out of the box visibility on all the process variants in SAP Workflow Management or SAP Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios

1. Go to Process Workspace - Visibility Scenarios.
2. Select **Free Form Payment Approval** tile.
3. The following screen appears.

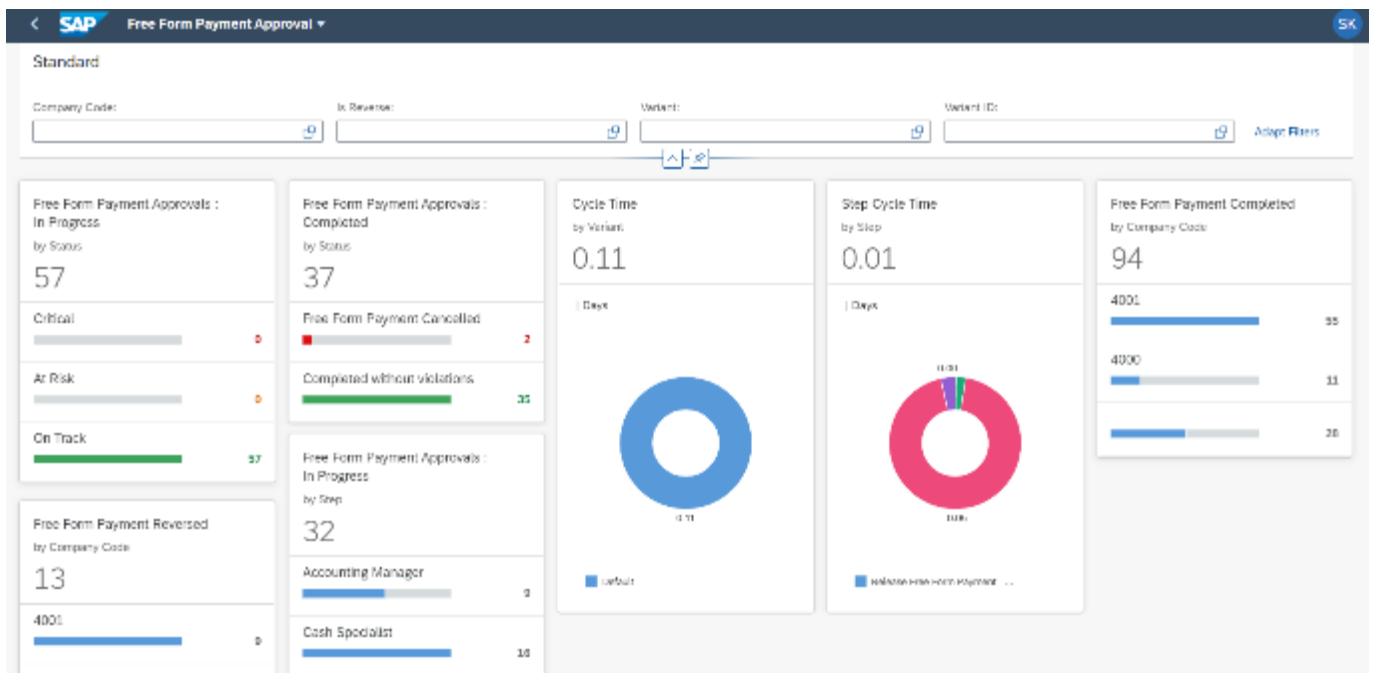


Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario "Free Form Payment Approval". 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 below detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to **Process Flexibility Cockpit**
2. Select **Fixed Form Payment Approval** tile
3. Click **Live Process Insights –Free Form Payment Approval**
4. User will get the following screens



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