

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

Manage Purchase Order Approval and Creation with SAP  
Build Process Automation or SAP Workflow Management

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## Overview

This document provides information about how to use the Manage Purchase Order Approval and Creation using SAP Build Process Automation or SAP Workflow Management. Cost Center Owner, GPO & other approvers are the target users of this document.

Manage Purchase Order Approval and Creation enable customers to automate the approval and creation of Purchase Orders in a flexible and transparent way. It provides flexibility in choosing process variants depending on attributes like purchasing group, purchasing organization, total net amount, currency etc. When a purchase requisition document is created from the start UI in BTP and either of header or line items are approved, a pre-configured process variant is triggered in SAP Build Process Automation or SAP Workflow Management based on configurable business conditions with an Orchestration workflow.

- Purchase requisition document is enriched with other attributes like Company code, Tax code, Inco terms and Payment terms and groups are formed based on these attributes before being sent for approval.
- Configure multi-level approval based on various parameters like document type, purchasing organization, total net amount, currency, etc.
- Approvers are determined using a configurable business rule or external service.
- If no approvers are determined, Process administrator is determined using a configurable business rule and automatically notified via email about the user task assignment to assign approvers or fix the business rule or external service to determine the approvers and retry.
- Approvers have two decision options (Approve and Reject) and based on the decision the purchase orders will be created in ECC system.
- As many numbers of groups identified, so many number of Purchase orders will be created in the ECC backend system. If there is an issue in Purchase order creation in backend, Process administrator will be determined based on the business rule and user task assigned to him along with email notification to give his decision on whether to proceed with further Purchase order creation or stop the further Purchase order creations and henceforth the workflow.

# My Inbox Task

The Manage Purchase Order Approval and Creation application enables the cost center owners to view the approval tasks in My Inbox for Purchase order creation approval. They could also decide to Approve or Reject the Purchase order creation for the specific Purchase requisition document line items in SAP ECC.

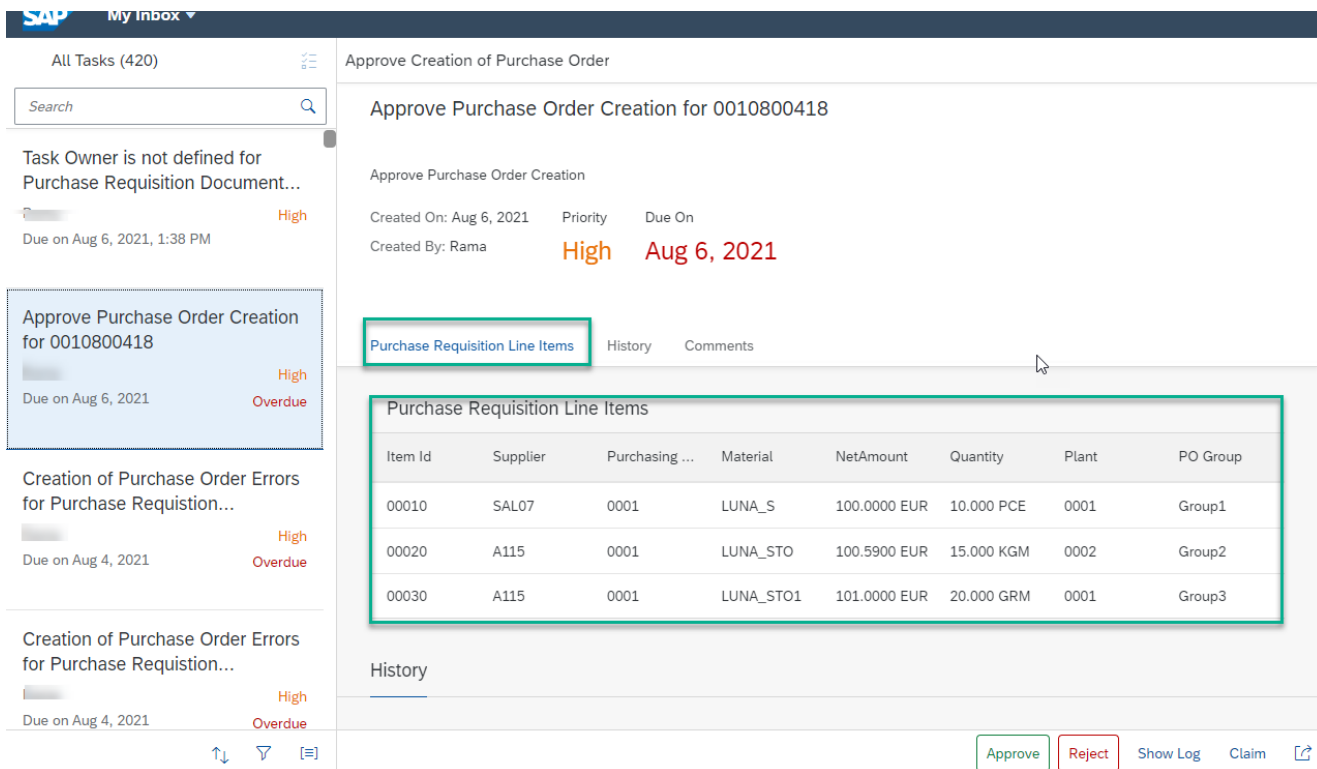
## Approve or Reject Purchase order creation

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

When the Purchase requisition document is created and line items/header are approved and if the variant consists of Approval task for Purchase order creation, a task is automatically created and available in the My Inbox application provided approvers are determined by Business rule or External service.

The approval user interface to approve the Purchase order creation has three sections.

1. Purchase Requisition Line Items.



2. History – to view the record of the previous approval levels with comments, if any.
3. Comments – to capture comments from Approvers

The screenshot shows a task management interface. On the left, a sidebar lists tasks, including 'Approve Purchase Order Creation for 0010800418' which is marked as 'High' and 'Overdue'. The main area is titled 'Approve Purchase Order Creation for 0010800418'. It features tabs for 'Purchase Requisition Line Items', 'History', and 'Comments'. The 'History' tab is active, displaying a table with columns for User, Role, Action, and Comment. The table contains two entries: one where Rama (IT-Support) performed an 'Update' action with a comment 'Done!', and another where Rama (IT-Support) performed an 'Update' action with a comment 'Approver is updated'. Below the history is a 'Comments' section with a text input field containing the placeholder 'enter a comment'. At the bottom right, there are buttons for 'Approve', 'Reject', 'Show Log', 'Claim', and a share icon.

The Approver can make one of the following decisions:

1. Approve - Click **Approve** to complete the approval process to proceed with Purchase order creation.
2. Reject – Click **Reject** to stop the Purchase order creation and end the workflow.

## No Approvers determined for Purchase order creation approval

- In case no approvers are determined, Process administrator is determined using a configurable business rule and automatically notified via email about the user task assignment to assign approvers or fix the business rule or external service to determine the approvers and then retry again.

**SAP My Inbox**

All Tasks (419)

Search

**Task Owner is not defined for Purchase Requisition Document...**  
 Due on Aug 4, 2021 **High Overdue**

**Approve Standard Order (OR) 1915**  
 Due on Aug 2, 2021 **Medium Overdue**

**Task Owner is not defined for Purchase Requisition Document...**  
 Due on Jul 30, 2021 **High Overdue**

**Task Owner is not defined for Purchase Requisition Document...**

**IT Support – Approver Assignment**

**Task Owner is not defined for Purchase Requisition Document 0010800418 at step CostCenterOwner for Purchase Order creation approval**

**Error Description** | Task Owner Assignment | History | Comments | Purchase Requisition Line Items

**Error Description:** Task Owner is not defined for Purchase Requisition Document 0010800418 at step CostCenterOwner for Purchase Order creation approval

**Task Owner Assignment**

Users:

Email:

Groups:

**History**

Assign Approver | Retry | Show Log | Claim | [\[Link\]](#)

## Handle Errors during Purchase order creation

As many numbers of groups identified, so many number of Purchase orders will be created in the ECC backend system. If there is an issue in Purchase order creation in backend, Process administrator will be determined based on the business rule and user task assigned to him along with email notification to give his decision on whether to proceed with further Purchase order creation or stop the further Purchase order creations and henceforth the workflow.

All Tasks (420)



Check Purchase Order Creation Errors

Search



Creation of Purchase Order Errors for Purchase Requisition Document 0010800418



Task Owner is not defined for Purchase Requisition Document...

Due on Aug 6, 2021, 1:38 PM High

Approve Purchase Order Creation for 0010800418

Due on Aug 6, 2021 High  
Overdue

Creation of Purchase Order Errors for Purchase Requisition...

Due on Aug 4, 2021 High  
Overdue

Creation of Purchase Order Errors for Purchase Requisition...

Due on Aug 4, 2021 High  
Overdue



Purchase Requisition Details

Line Items

Item Id
00020

Errors

Code	Message
001	No instance of object type PurchaseOrder has been created. External reference:
002	PO header data still faulty
698	Import data incomplete or does not exist
898	PReq 10800418, item 00020 is locked for central processing
698	Import data incomplete or does not exist

Stop PO creation

Skip and Continue

Show Log

Claim



## Process Visibility Workspace

Process Visibility capability in SAP Build Process Automation or 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 “Manage Purchase Order Approval and Creation” workflow package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert will be able to enhance the visibility scenario.

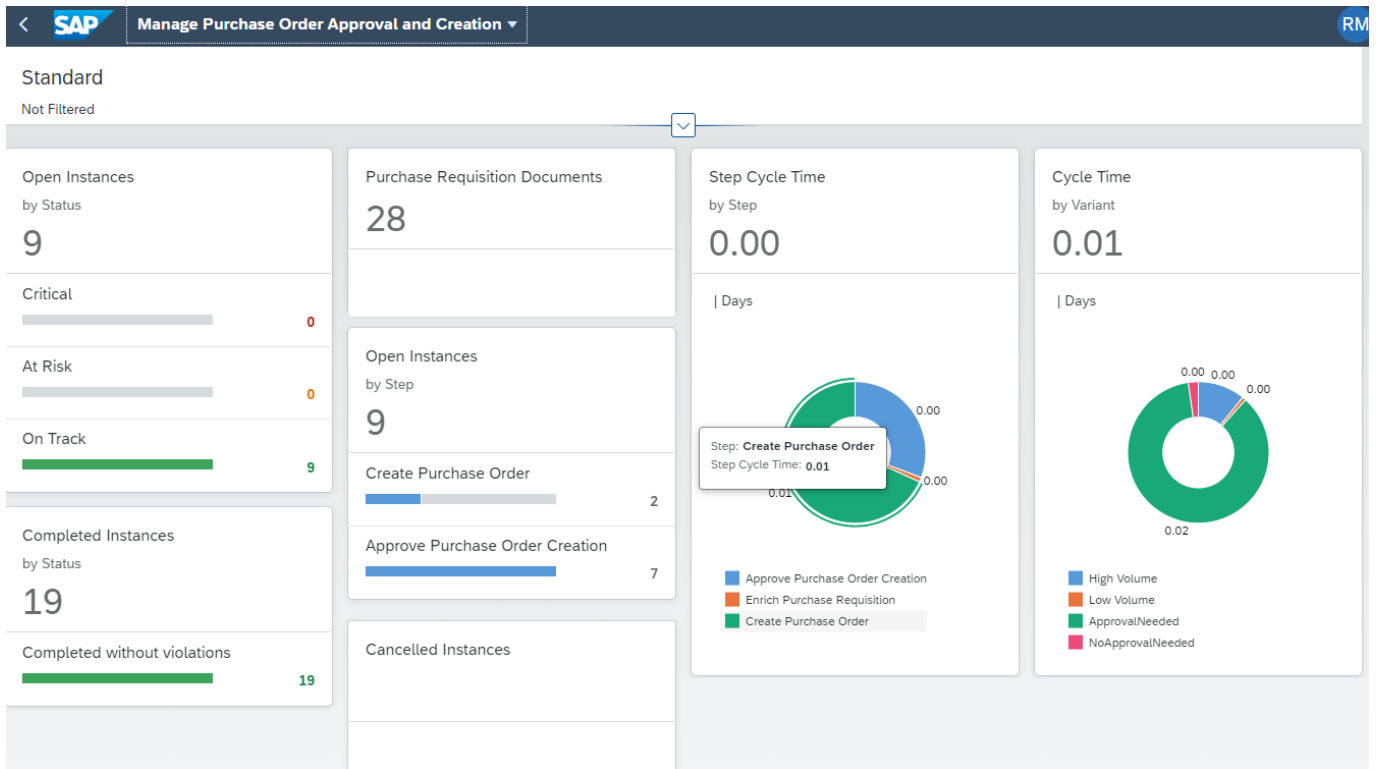
### Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Manage Purchase Order Approval and Creation”. 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 Manage Purchase Order Approval and Creation tile.
3. Click Live Process Insights **Manage Purchase Order Approval and Creation**
4. User will see the below detailed process visibility screen.





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