

Weekly Update

June 11, 2018

Subject: How to read an archived workflow item
Audience: FI Directors, All Finance Users

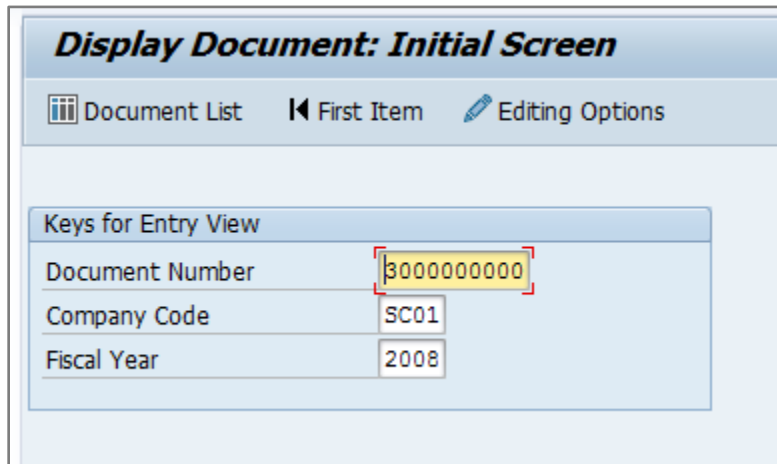
The following instructions for transaction FB03 will help users who need to read an archived workflow item.

Example:

Read archived work item for accounting document '3000000000 / 2008'

Step 1 – Input parameters to read the accounting document

Go to transaction FB03, make selections as shown below and press ENTER



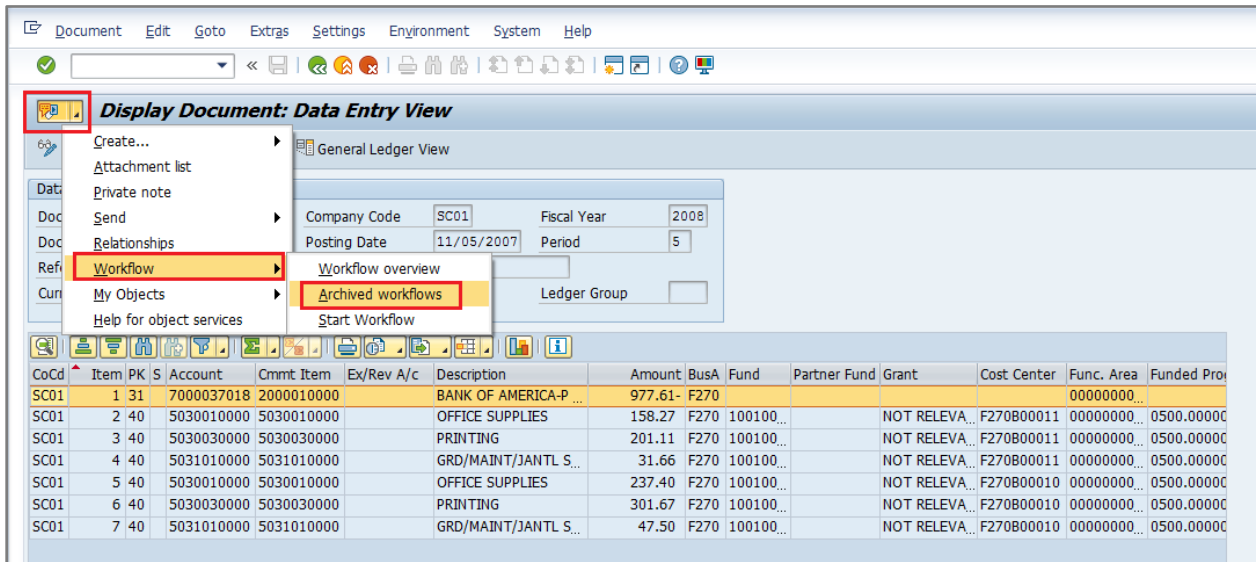
Display Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View	
Document Number	3000000000
Company Code	SC01
Fiscal Year	2008

Step 2 – Read archived data


As shown below from the generic object service GOS, select the ARCHIVED WORKFLOWS option to view archived work item. **Note:** The workflow items for accounting documents are now being archived once completed and older than 15 months.

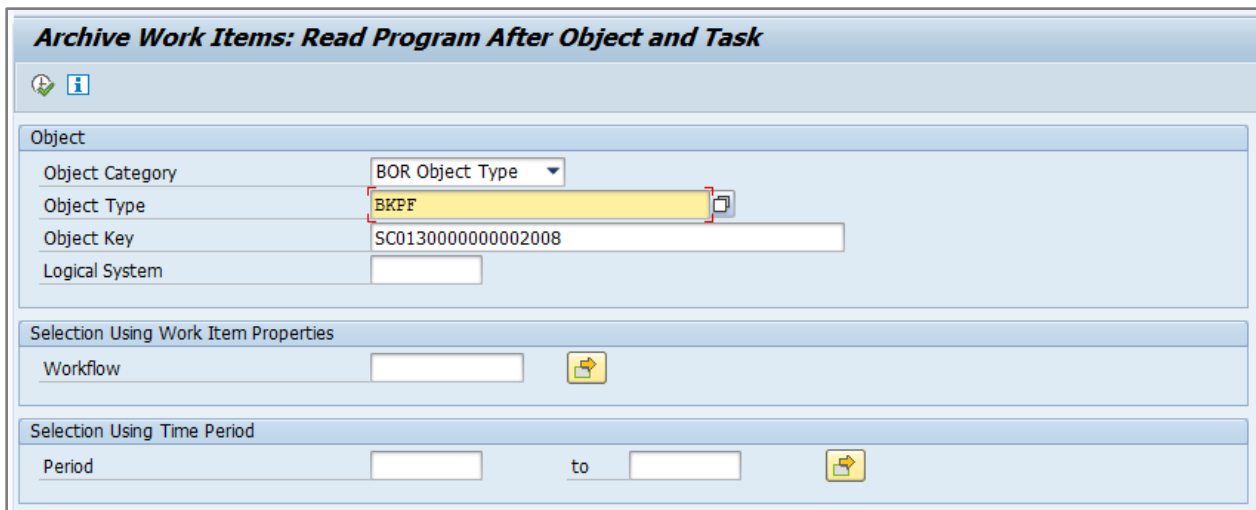


Display Document: Data Entry View

Company Code: SC01 Fiscal Year: 2008
Posting Date: 11/05/2007 Period: 5

CoCd	Item	PK	S	Account	Cmnt	Item	Ex/Rev	A/c	Description	Amount	BusA	Fund	Partner Fund	Grant	Cost Center	Func. Area	Funded Proj
SC01	1	31		7000037018		2000010000			BANK OF AMERICA-P...	977.61-	F270						
SC01	2	40		5030010000		5030010000			OFFICE SUPPLIES	158.27	F270	100100...		NOT RELEVA...	F270B00011	00000000...	0500.00000
SC01	3	40		5030030000		5030030000			PRINTING	201.11	F270	100100...		NOT RELEVA...	F270B00011	00000000...	0500.00000
SC01	4	40		5031010000		5031010000			GRD/MAINT/JANTL S...	31.66	F270	100100...		NOT RELEVA...	F270B00011	00000000...	0500.00000
SC01	5	40		5030010000		5030010000			OFFICE SUPPLIES	237.40	F270	100100...		NOT RELEVA...	F270B00010	00000000...	0500.00000
SC01	6	40		5030030000		5030030000			PRINTING	301.67	F270	100100...		NOT RELEVA...	F270B00010	00000000...	0500.00000
SC01	7	40		5031010000		5031010000			GRD/MAINT/JANTL S...	47.50	F270	100100...		NOT RELEVA...	F270B00010	00000000...	0500.00000

Press execute  in the following screen to read archived work items.




Archive Work Items: Read Program After Object and Task


Object

Object Category: BOR Object Type
Object Type: BKPF
Object Key: SC013000000002008
Logical System:

Selection Using Work Item Properties

Workflow: 

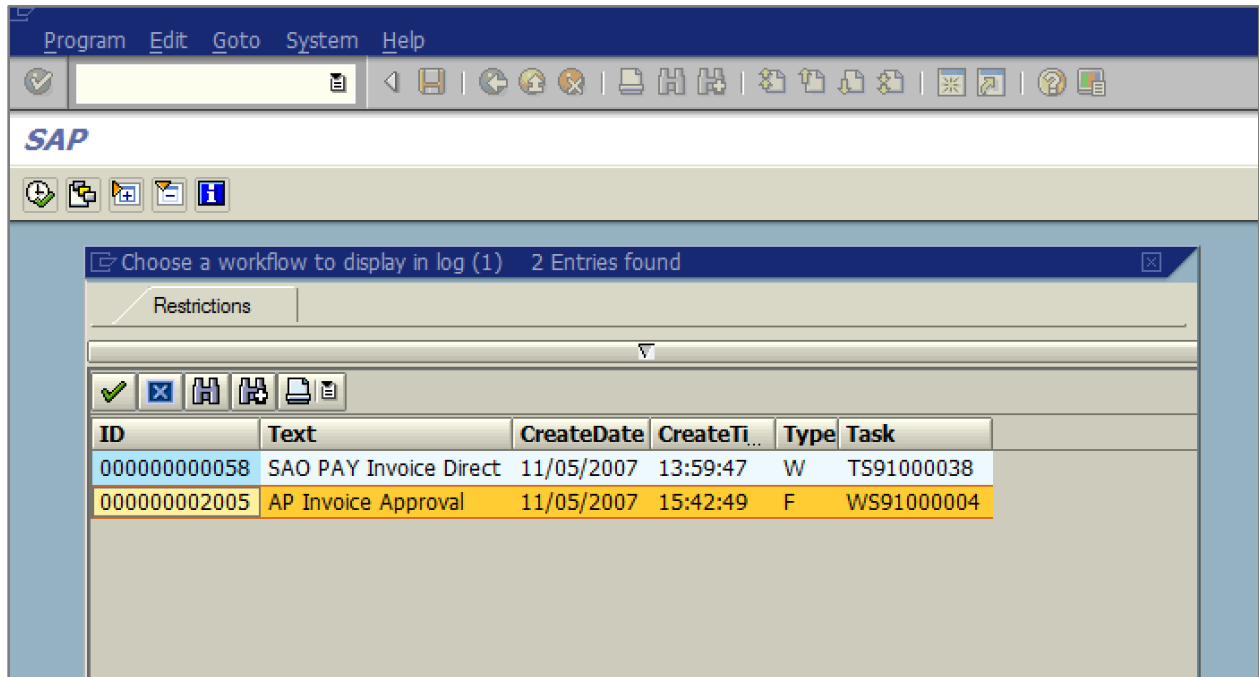
Selection Using Time Period

Period: to 

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Double click on the work item to display it from archive.



The screenshot shows the SAP interface with a window titled "Choose a workflow to display in log (1) 2 Entries found". The window contains a table with the following data:

ID	Text	CreateDate	CreateTi...	Type	Task
000000000058	SAO PAY Invoice Direct	11/05/2007	13:59:47	W	TS91000038
000000002005	AP Invoice Approval	11/05/2007	15:42:49	F	WS91000004

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The workflow log will appear in the view below.

Workflow log (View with technical details)

Hide Details

Tree View

Steps	Created By	Wo...	Node ...	Task Id	Creation Date/Time	Execution Time
AP Invoice Approval	NDAWKINS	2005	1	WS91000004	11/05/2007 - 15:42:49	27m 21s
Get the Approvers	NDAWKINS	2006	4	TS91000007	11/05/2007 - 15:42:49	
UNTIL Loop				154		
Check CG Approver				166		

Details | Step History | Deadlines | Task Description | Message | Container

Workitem Id: 2005
 Task Id: WS91000004
 Actual Agent: NDAWKINS
 Workitem Status: Completed

Node Number: 1
 Workitem Type: (Sub)workflow
 Creation Date/Time: 11/05/2007 - 15:42:49
 End Date/Time: 11/05/2007 - 16:10:10
 Priority: 5 Medium
 Step Outcome:

If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.