



Knowledge Transfer Program Accounts Payable Breakout Session 5

Ground Rules

🌐 Important Ground Rules

- Sign the attendance sheet
- Feel free to ask questions
- Turn off your cell phones and pagers
- No email or internet usage during class except at breaks

Agenda

- ④ Invoice Processing, Including AP Workflow Sequence
- ④ Manage Workflow Information in Business Workflow
- ④ Review and Summary

Learning Objectives

- Upon completion, you should be able to:
 - Describe the invoice process, including the AP workflow sequence.
 - Retrieve and view images from business workflow inbox and navigate SAP Business Workplace.
 - Approve invoices and credit memo payments and cancellations.
 - Attach images to an existing AP document (late imaging).
 - View attached image.
 - Follow workflow path
 - Create External email notification

Benefits of Approving AP in SAP

- Integrated system
- Real-time queries and reports
- Easier identification and faster clearing of pending invoices
- Faster processing of vendor payments

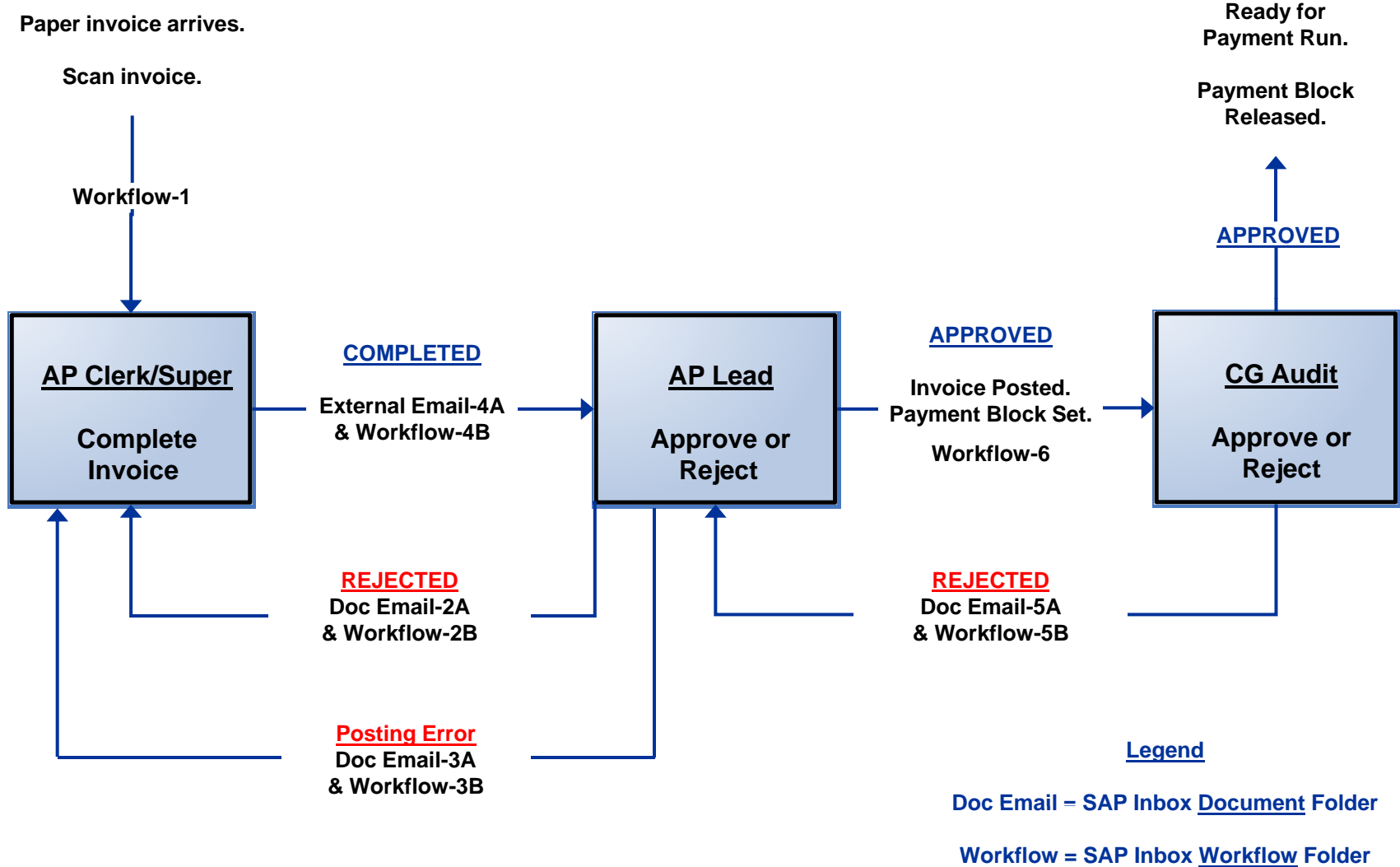


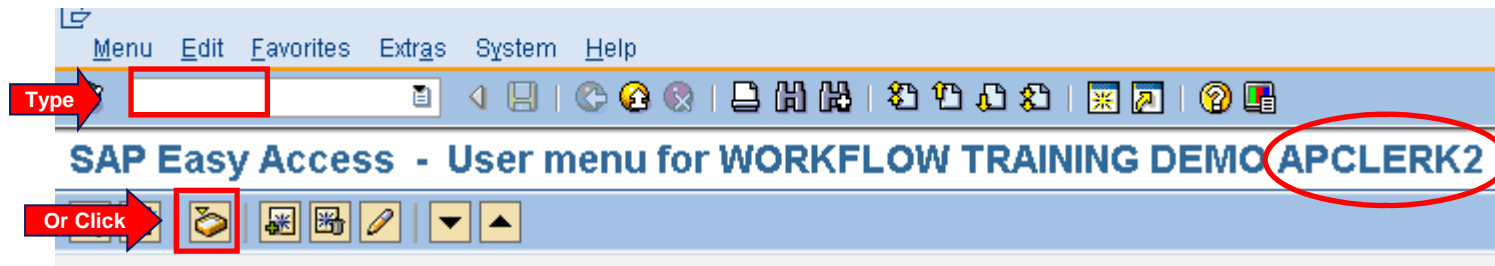
Invoice Processing, Including AP Workflow Sequence

Learning Objectives

- Upon completion, you should be able to:
 - Describe the invoicing process, including the AP workflow sequence.
 - Retrieve and view images from business workflow inbox and navigate SAP Business Workplace.
 - Approve invoices and credit memo payments and cancellations.
 - Attach images to an existing AP document (late imaging), if necessary.
 - Follow workflow path.
 - Create external email notification.

AP Workflow Flowchart





Receive Invoice Image

Workplace Edit Goto Folder Environment Settings System Help

Business Workplace of WORKFLOW TRAINING DEMO APCLERK2

New message Find folder Find document Appointment calendar Distribution lists

Workplace: WORKFLOW TRAINING DEMO APCLERK2

1 Click

2 Click

3 Click




AP Imaging Document Types

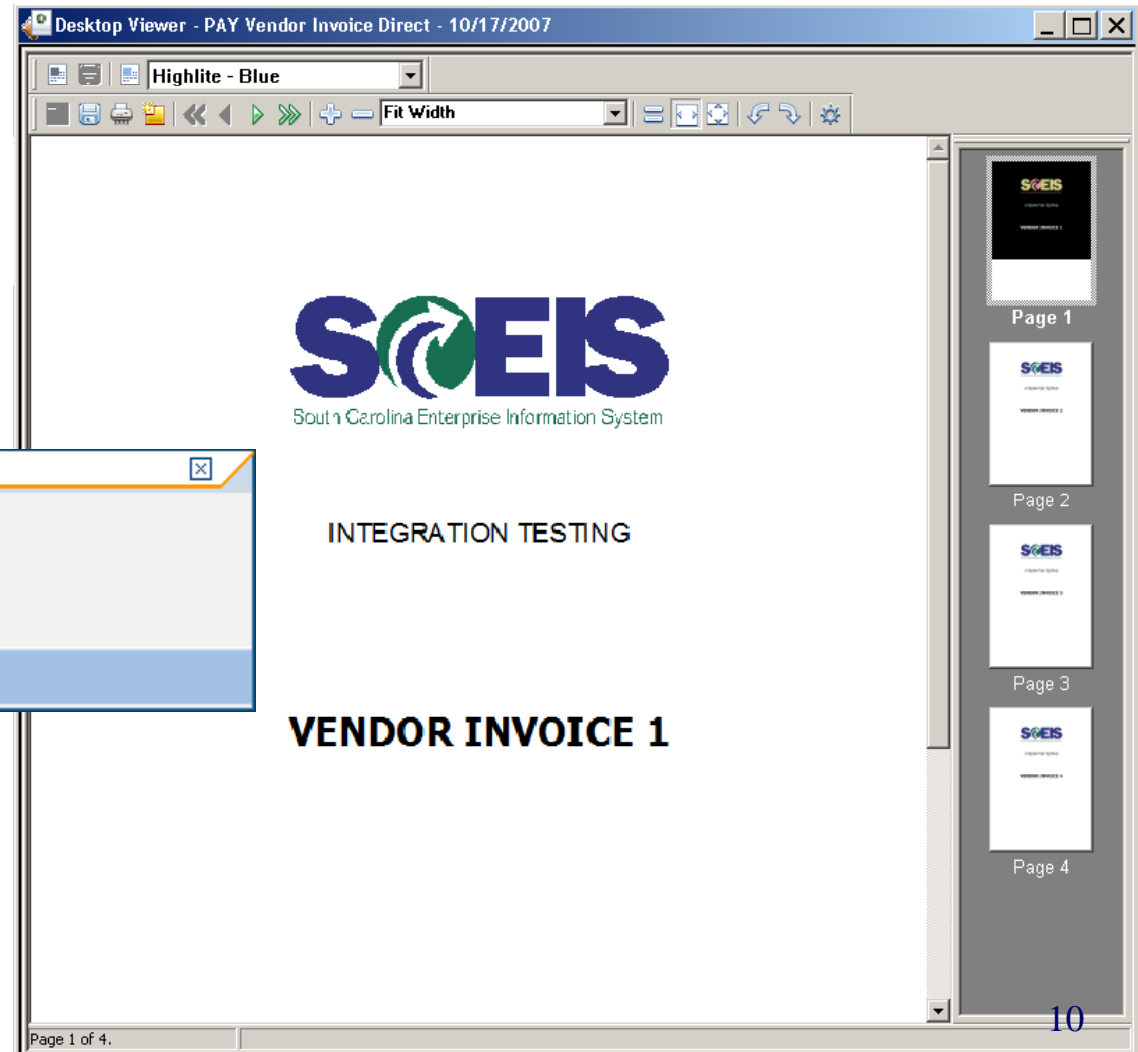
Ex...	Title	Status	Creation D...	Creation Time	Priority	...
	DOI PAY Invoice with PO		10/17/2007	07:49:40	5	
	DOI PAY Invoice Direct		10/17/2007	07:49:26	5	
	DOI PAY Invoice Direct - Travel		10/17/2007	07:49:08	5	
	DOI PAY Employee Travel Claim		10/17/2007	07:48:44	5	
	DOI PAY Employee Travel Advance		10/17/2007	07:48:30	5	
	DOI PAY IDT Non-Live Form		10/17/2007	07:48:11	5	
	DOI PAY Credit Memo with PO		10/17/2007	07:47:13	5	
	DOI PAY Credit Memo Direct		10/17/2007	07:46:31	5	

Invoice image appears
along with execution box.

Process Document Type (Enter Document)

Document type:	ZDOI_PAIP
Description	DOI PAY Invoice with PO
Note	

Click   



Desktop Viewer - PAY Vendor Invoice Direct - 10/17/2007

Highlite - Blue

Fit Width

SOEIS
South Carolina Enterprise Information System

INTEGRATION TESTING

VENDOR INVOICE 1

Page 1
Page 2
Page 3
Page 4

10

Page 1 of 4.

AP Workflow

Launch New AP Transaction From Image (Early Imaging)



Blank SAP invoice screen appears with invoice image for reference. AP Clerk completes invoice transaction.

Park Vendor Invoice: Company Code SC01

Transactn: Invoice

Vendor: 7000005965 SGL Ind

Invoice date: 10/17/2007 Reference: VENDOR INVOICE #

Posting Date: 10/17/2007

Amount: 1.00 USD Calculate tax

Tax amount:

Text:

Paymt terms: 30 Days net

Baseline Date: 10/17/2007

Company Code: SC01 State of South Carolina Columbia, SC

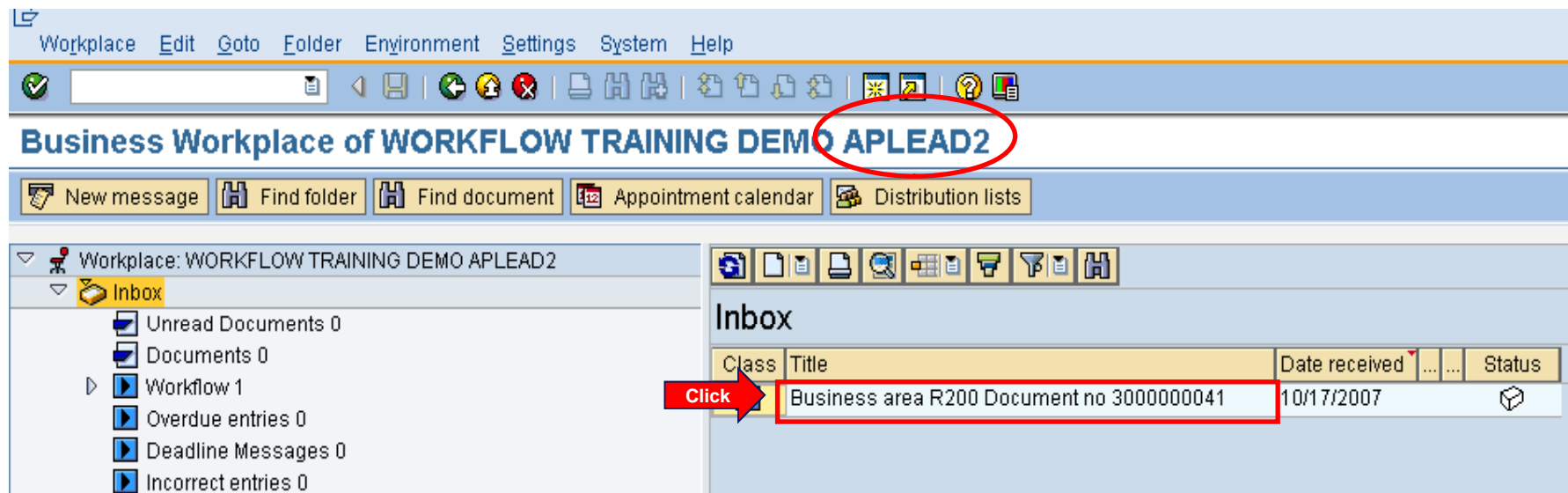
Lot No.:

Vendor Address: TOSCO INDUSTRIAL SUPPLIES INC, PO Box 9979, COLUMBIA SC 29290, (803) 776-8450

GL acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm
5030010000	Debit	1.00	R200D00013	30000046	10010000	NOT RELEVANT	
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
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	Debit						
	Debit						

AP Workflow Sequence


AP Lead receives workflow message for completed invoice.

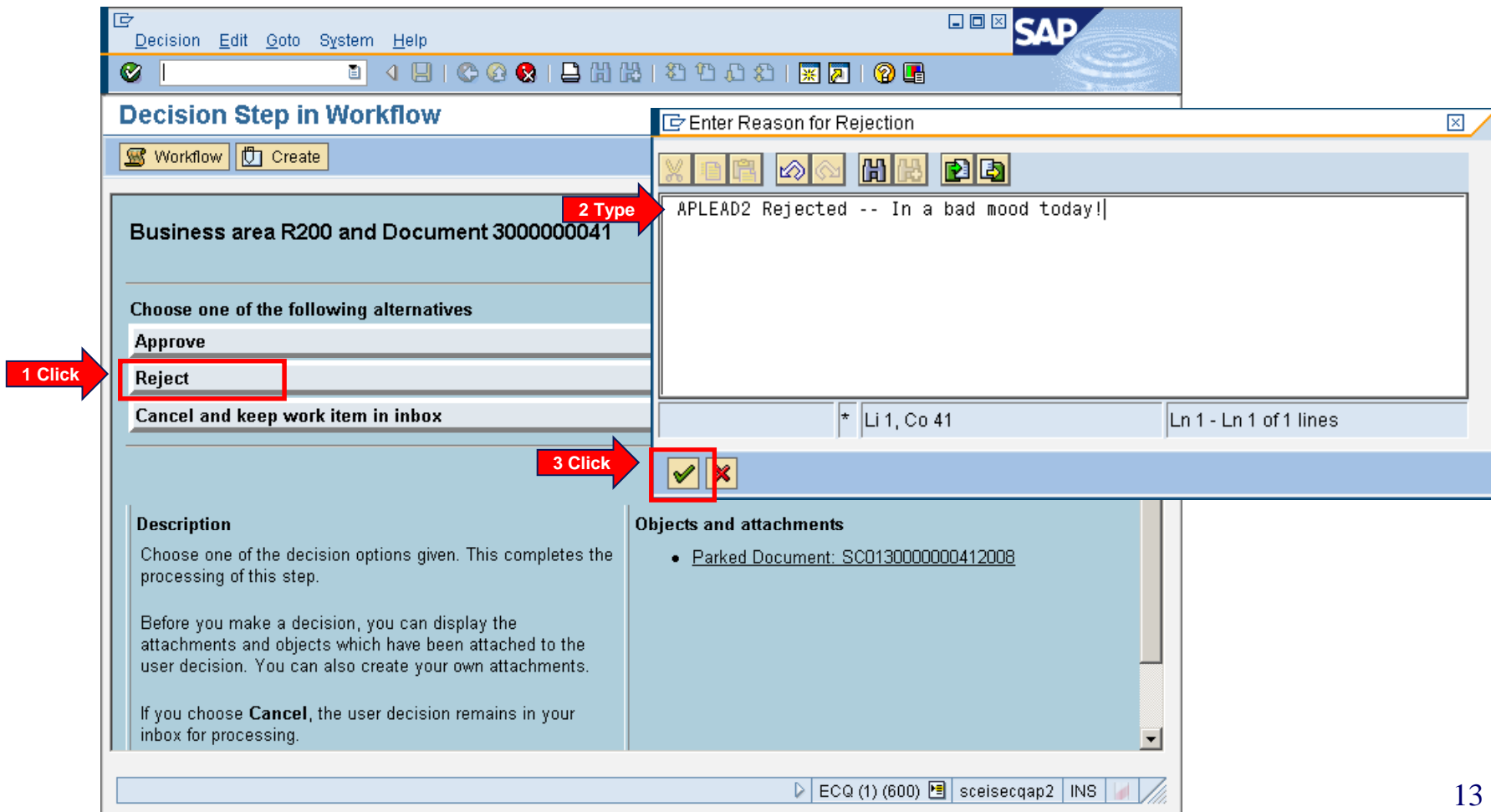


The screenshot shows the Business Workplace interface for 'WORKFLOW TRAINING DEMO APLEAD2'. The title bar includes 'Workplace', 'Edit', 'Goto', 'Folder', 'Environment', 'Settings', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main window title is 'Business Workplace of WORKFLOW TRAINING DEMO APLEAD2'. Below the title bar is a toolbar with buttons for 'New message', 'Find folder', 'Find document', 'Appointment calendar', and 'Distribution lists'. The left pane shows a tree view with 'Workplace: WORKFLOW TRAINING DEMO APLEAD2' expanded to show 'Inbox'. The 'Inbox' folder is selected, and its contents are listed: 'Unread Documents 0', 'Documents 0', 'Workflow 1', 'Overdue entries 0', 'Deadline Messages 0', and 'Incorrect entries 0'. The right pane shows the 'Inbox' view with a table of messages. A red box highlights the message 'Business area R200 Document no 3000000041' with a date received of '10/17/2007'. A red arrow labeled 'Click' points to the message. The table has columns for 'Class', 'Title', 'Date received', and 'Status'.

Class	Title	Date received	Status
	Business area R200 Document no 3000000041	10/17/2007	

AP Workflow Sequence cont.

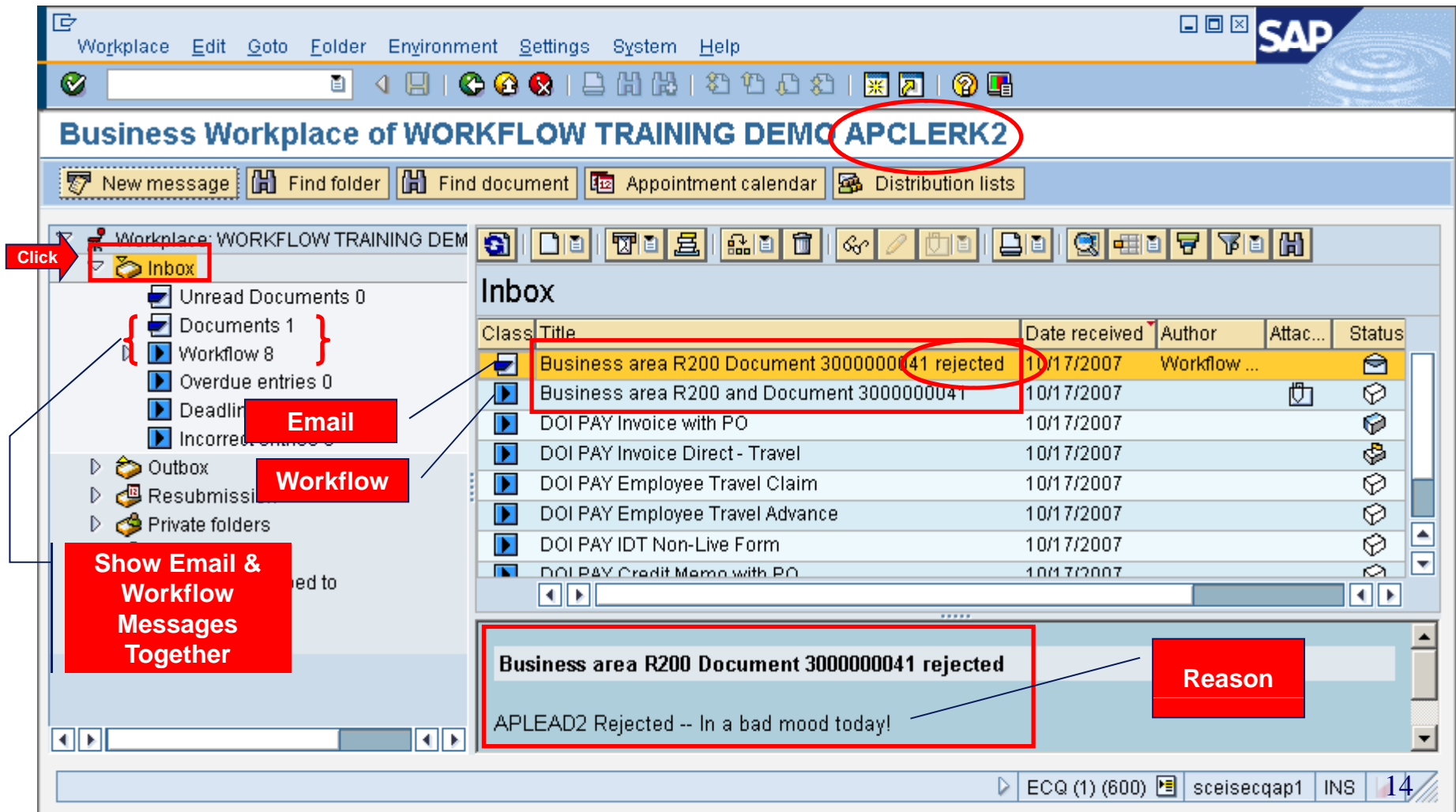
AP Lead reviews invoice (not shown). Click  Approve/Reject screen appears. If rejected, reason screen appears.



The screenshot displays the SAP 'Decision Step in Workflow' interface. The main window shows a decision step for 'Business area R200 and Document 3000000041'. Under the heading 'Choose one of the following alternatives', the 'Reject' option is selected and highlighted with a red box, with a red arrow labeled '1 Click' pointing to it. To the right, a smaller window titled 'Enter Reason for Rejection' is open, containing the text 'APLEAD2 Rejected -- In a bad mood today!' and a red arrow labeled '2 Type' pointing to the text area. At the bottom of the main window, there are two buttons: a green checkmark button and a red X button. A red arrow labeled '3 Click' points to the green checkmark button. The interface also includes a menu bar (Decision, Edit, Goto, System, Help), a toolbar, and a status bar at the bottom showing 'ECQ (1) (600) sceisecqap2 INS'.

AP Workflow Sequence cont.

AP Clerk receives rejection email and workflow messages.



The screenshot shows the SAP Business Workplace interface for user APCLERK2. The interface includes a menu bar (Workplace, Edit, Goto, Folder, Environment, Settings, System, Help), a toolbar, and a main workspace area. The workspace is divided into a left sidebar (Inbox, Unread Documents, Documents, Workflow, Overdue entries, Deadlines, Incorrect entries, Outbox, Resubmission, Private folders) and a main content area (Inbox list, message details).

The user's name, **APCLERK2**, is circled in red in the top right corner of the workspace header.

The **Inbox** list contains the following items:

Class	Title	Date received	Author	Attac...	Status
✉	Business area R200 Document 3000000041 rejected	10/17/2007	Workflow ...		✉
▶	Business area R200 and Document 3000000041	10/17/2007		📎	📦
▶	DOI PAY Invoice with PO	10/17/2007			📦
▶	DOI PAY Invoice Direct - Travel	10/17/2007			📦
▶	DOI PAY Employee Travel Claim	10/17/2007			📦
▶	DOI PAY Employee Travel Advance	10/17/2007			📦
▶	DOI PAY IDT Non-Live Form	10/17/2007			📦
▶	DOI PAY Credit Memo with PO	10/17/2007			📦

The first item in the list, "Business area R200 Document 3000000041 rejected", is highlighted in yellow and circled in red. A red arrow labeled "Click" points to the "Inbox" folder in the left sidebar.

The message details pane shows the following text:

Business area R200 Document 3000000041 rejected

APLEAD2 Rejected -- In a bad mood today!

Red callout boxes with arrows point to the "Email" icon in the left sidebar, the "Workflow" icon in the left sidebar, and the "Reason" text in the message details pane.

A red box at the bottom left contains the text: "Show Email & Workflow Messages Together".

The status bar at the bottom right shows: ECQ (1) (600) | sceisecqap1 | INS | 14

AP Workflow Sequence cont.

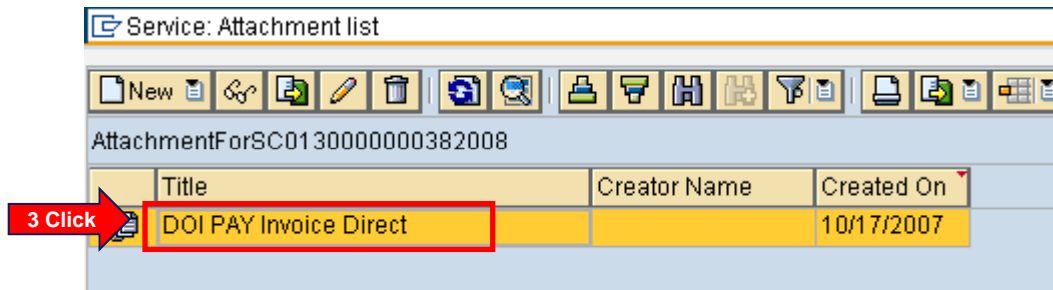
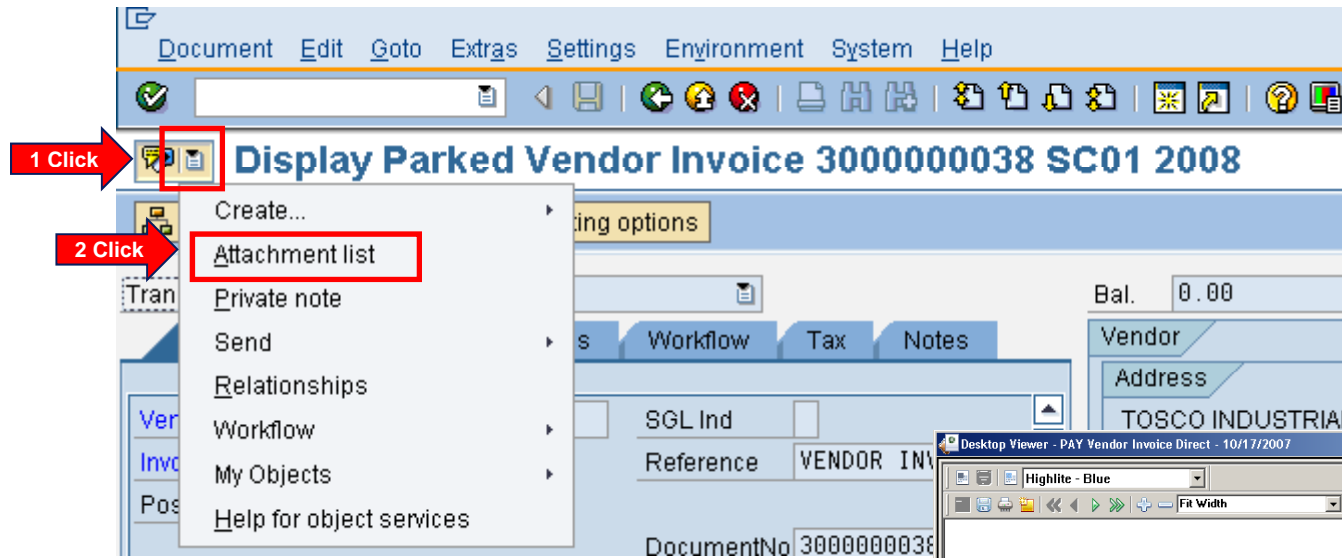
- ④ AP Clerk/Supervisor corrects reason for rejection
 - Workflow is sent to AP Lead again for review

- ④ AP Lead approves invoice
 - Invoice is posted
 - Workflow is sent to CG Auditor for payment approval

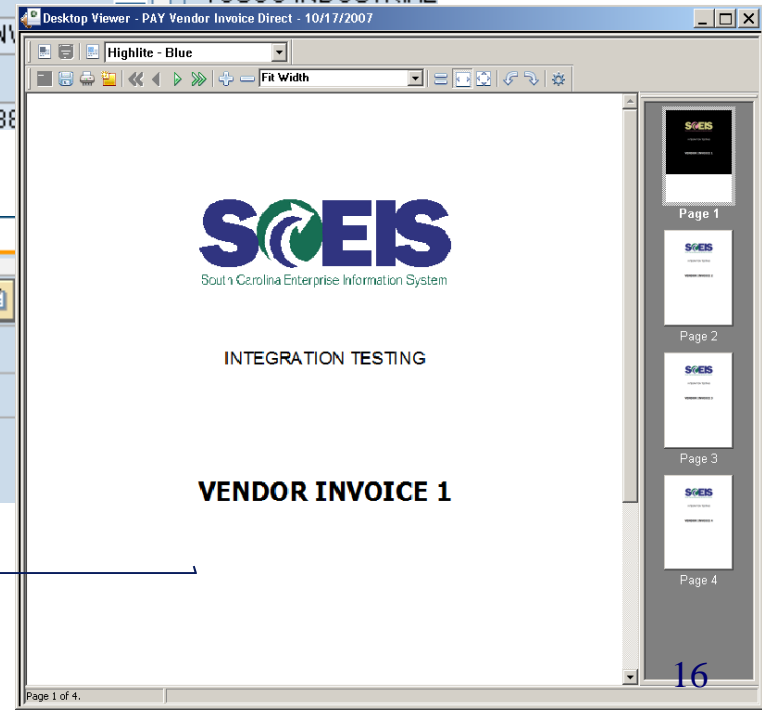
- ④ If CG approves
 - Payment block is released and invoice is ready for payment run

- ④ If CG rejects
 - Workflow and express email are sent back to AP Lead
 - AP Lead can reverse invoice or send to AP supervisor to reverse and then create new document for payment.
 - AP Lead approves new invoice.
 - Workflow to CG for approval

View Images from an SAP Document



4 Image Appears



AP Workflow

Attach Images to an Existing SAP Document (Late Imaging)



The screenshot shows two SAP windows. The left window, titled 'Workflow 8', contains a table with the following data:

Ex...	Title	Status	Creation D...	Creation Time	Priority ...
1 Click	DOI PAY Invoice with PO	✓	10/17/2007	07:49:40	5
	DOI PAY Invoice Direct	✓	10/17/2007	07:49:26	5
	DOI PAY Invoice Direct - Travel	✓	10/17/2007	07:49:08	5
	DOI PAY Employee Travel Claim	✓	10/17/2007	07:48:44	5
	DOI PAY Employee Travel Advance	✓	10/17/2007	07:48:30	5
	DOI PAY IDT Non-Live Form	✓	10/17/2007	07:48:11	5
	DOI PAY Credit Memo with PO	✓	10/17/2007	07:47:13	5
	DOI PAY Credit Memo Direct	✓	10/17/2007	07:46:31	5

The right window, titled 'PAY Vendor Invoice Direct - 10/17/2007', displays the SOEIS logo and the text 'INTEGRATION TESTING' and 'VENDOR INVOICE 1'. A sidebar on the right shows a document viewer with pages 1 through 4.

Below the workflow table, a 'Process Document Type (Assign Document)' dialog box is shown. It contains the following information:

- Document type: ZDOI_PAIP
- Description: DOI PAY Invoice with PO
- Note:

The 'Assign Document' button (a green checkmark icon) is highlighted with a red box and labeled '2 Click'.

Invoice image appears with execution box.

Enter **Invoice Document Number**

Click **Enter** button

Image is attached to document.

The screenshot shows the 'Incoming Invoice' dialog box. It contains the following information:

- Invoice Doc. Number: 3000000010
- Fiscal Year: 2008

The 'Enter' button (a green checkmark icon) is highlighted with a red box and labeled '3 Click'.



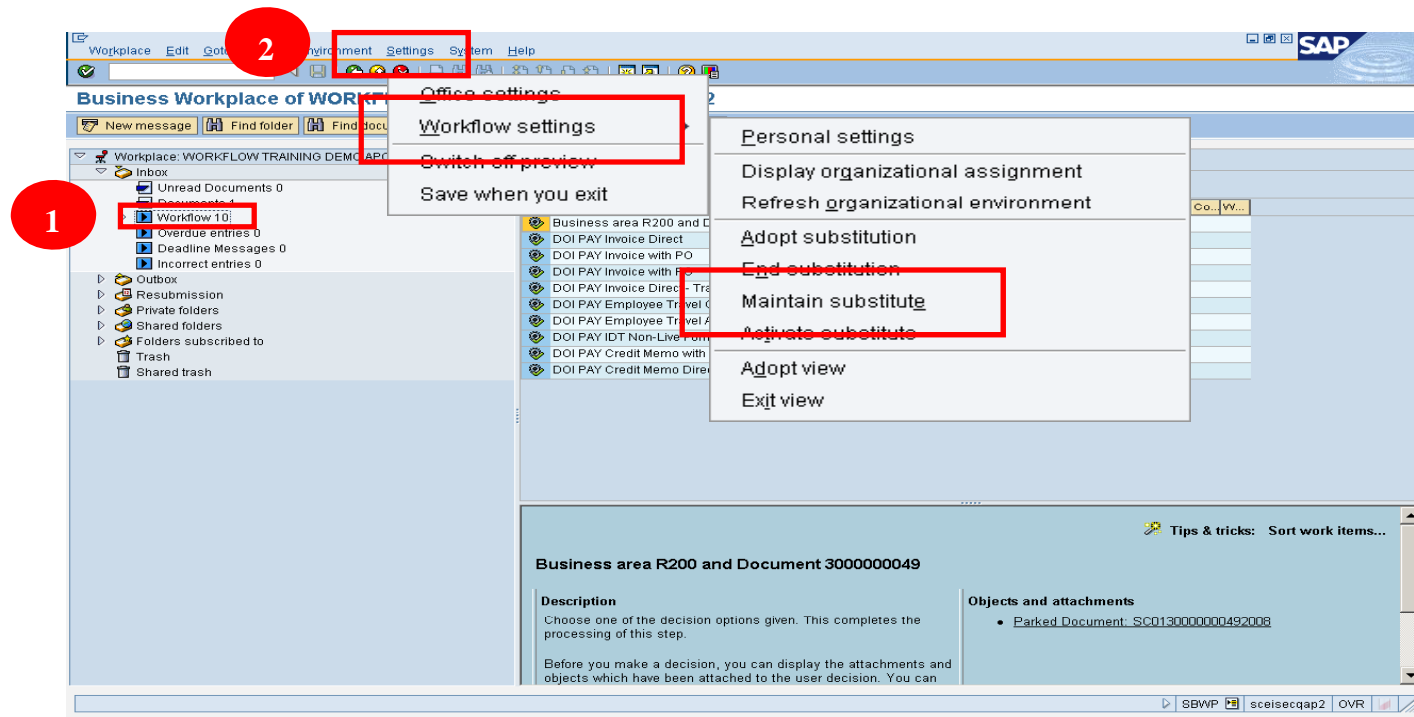
Manage Workflow Information in Business Workflow

Workflow Substitutions: Maintain

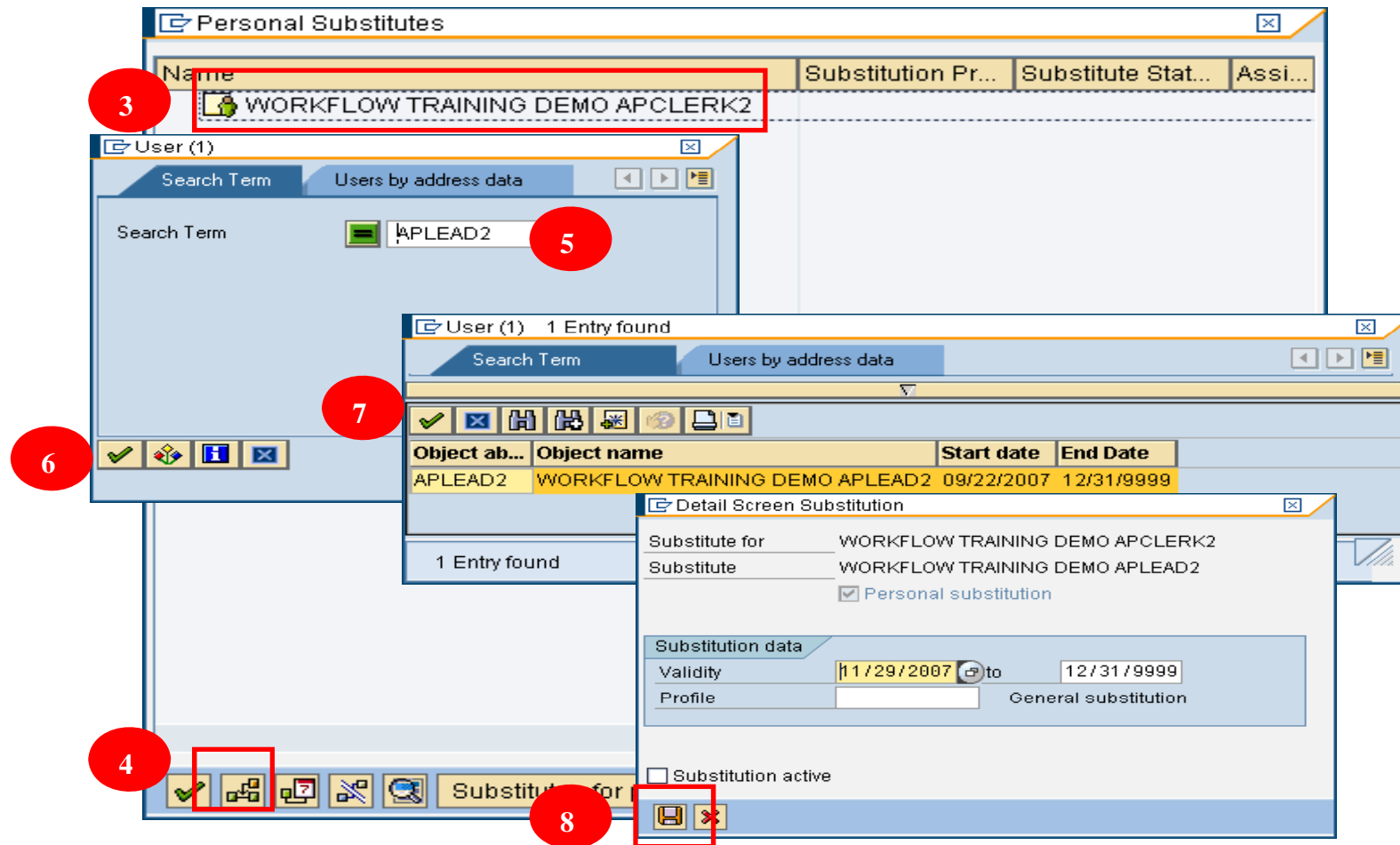
🔄 Set Up Workflow Substitution

Once in Business Workplace

1. Select: *Inbox > Workflow*
2. Select: *Settings > Workflow Settings > Maintain Substitute*



Workflow Substitutions: Maintain cont.

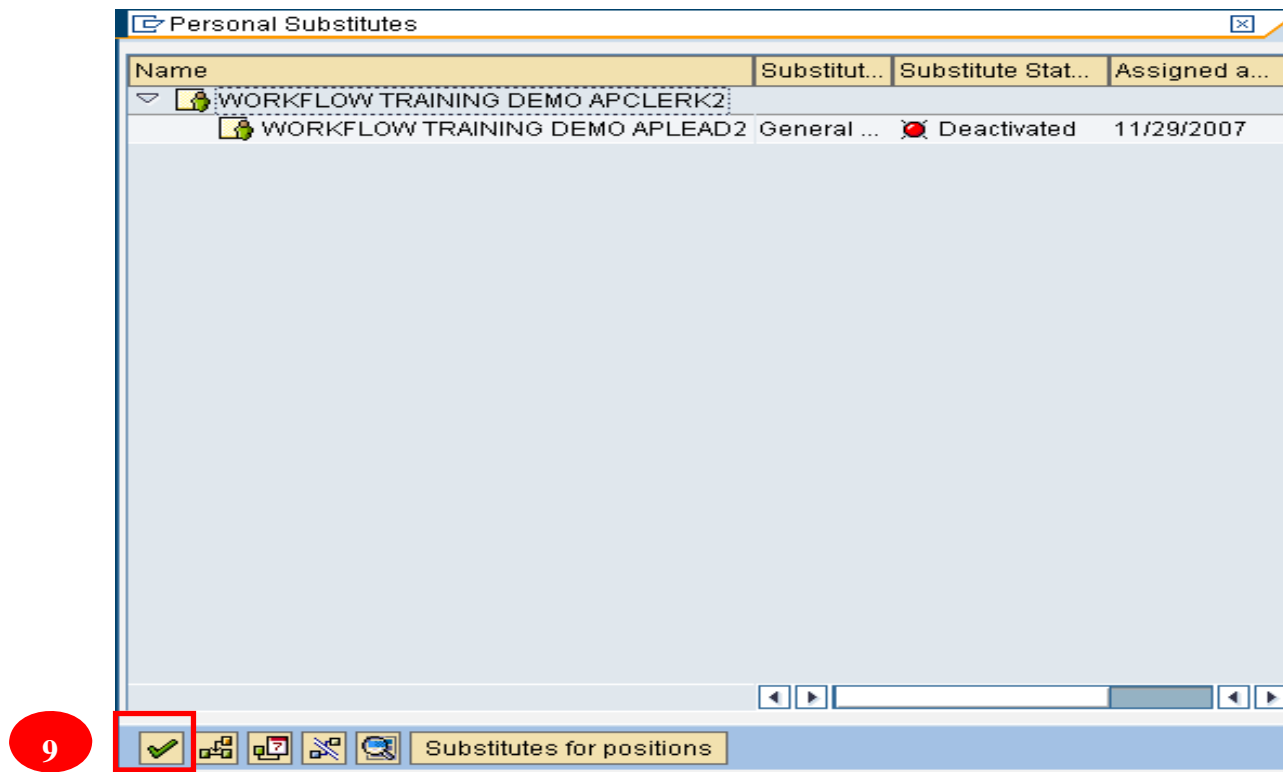


The screenshot shows the 'Personal Substitutes' application interface. It consists of several overlapping windows:

- Personal Substitutes (Main Window):** Contains a table with columns: Name, Substitution Pr..., Substitute Stat..., and Assi... The entry 'WORKFLOW TRAINING DEMO APCLERK2' is highlighted with a red box and labeled with a red circle '3'.
- User (1) Search Window:** Shows a search term 'APLEAD2' in a text box, labeled with a red circle '5'.
- User (1) Results Window:** Shows '1 Entry found' and a table with columns: Object ab..., Object name, Start date, and End Date. The entry is: APLEAD2 | WORKFLOW TRAINING DEMO APLEAD2 | 09/22/2007 | 12/31/9999. This window is labeled with a red circle '7'.
- Detail Screen Substitution Window:** Shows details for the substitution:
 - Substitute for: WORKFLOW TRAINING DEMO APCLERK2
 - Substitute: WORKFLOW TRAINING DEMO APLEAD2
 - Personal substitution
 - Substitution data section with fields for Validity (11/29/2007 to 12/31/9999) and Profile (General substitution).
 - Substitution activeThis window is labeled with a red circle '4'.
- Toolbar:** A toolbar at the bottom of the main window contains icons for various actions. A red box highlights the 'Substitution for' icon, labeled with a red circle '6'. Another red box highlights the 'Save' and 'Close' icons, labeled with a red circle '8'.

Workflow Substitutions: Maintain cont.

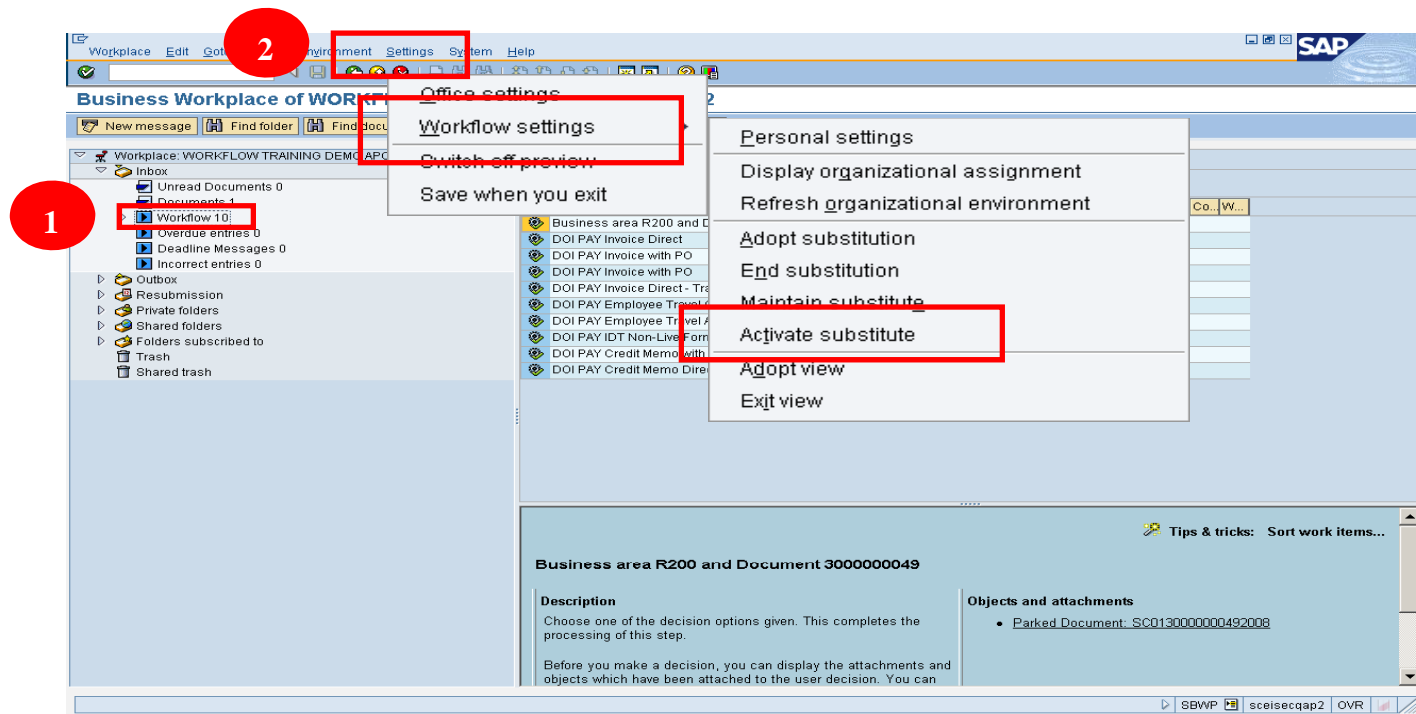
9. Click: **Continue** (green check) button.



The substitute is now set up, but not activated.

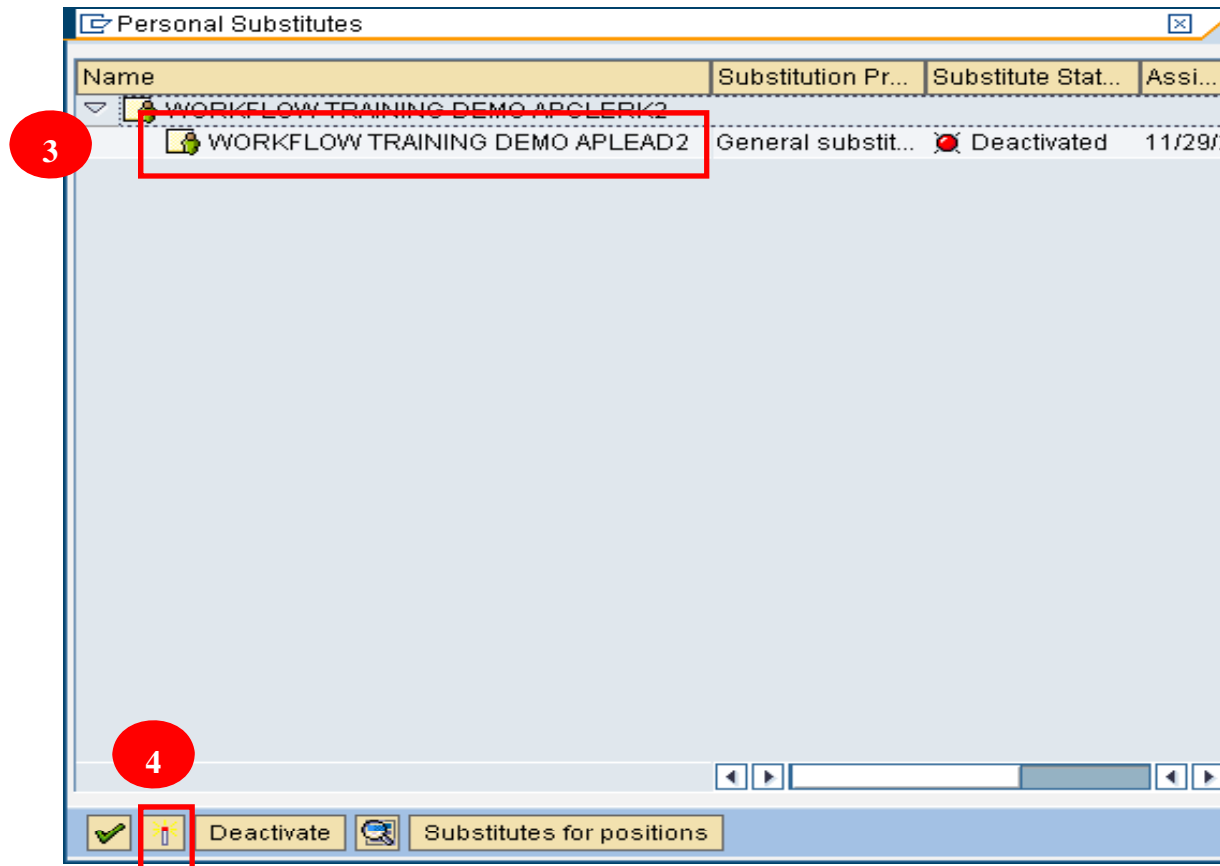
Workflow Substitutions: Activate

- ① Activate Workflow Substitution
- ② Once in Business Workplace
- ③ Select: Inbox > Workflow
- ④ Select: Settings > Workflow Settings > Activate



Workflow Substitutions: Activate cont.

3. Select the user-id to be the substitute (e.g. APLEAD2)
4. Click: **Activate** (flashlight icon)



The substitution status is now activated.

Workflow Substitutions: Activate cont.

5. Confirm the Substitute Status is “Active”
6. Click: **Continue** (green check)

The screenshot shows a window titled "Personal Substitutes" with a table of workflow substitutions. The table has columns for Name, Substitution, Substitute Status, Assigned as of, and Assigned until. A red box highlights the "Activated" status in the "Substitute Status" column for the row "WORKFLOW General sub...". A red circle with the number "5" is placed below this box. At the bottom of the window, a red box highlights a green checkmark icon, and a red circle with the number "6" is placed to its left. Other buttons at the bottom include "Deactivate" and "Substitutes for positions".

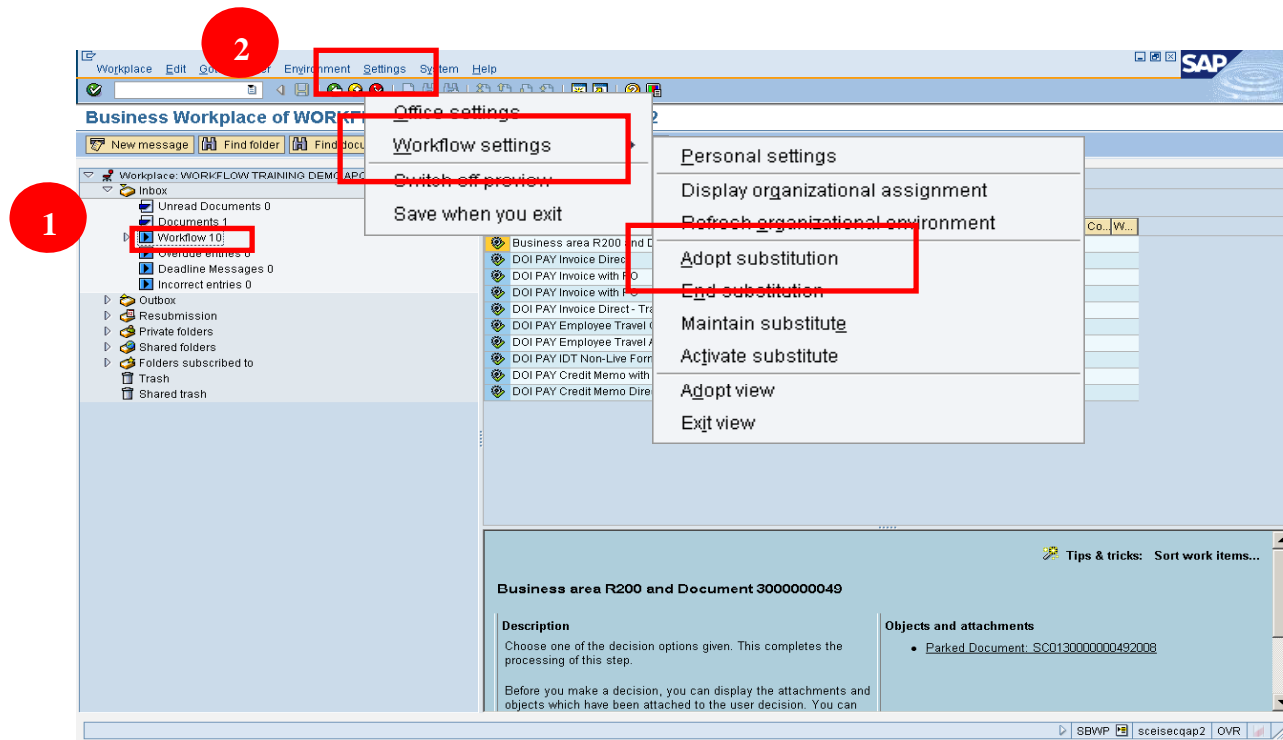
Name	Substitution ...	Substitute Status...	Assigned as of	Assigned until
WORKFLOW TR.				
WORKFLOW General sub...		Activated	11/29/2007	Unlimited

Workflow Substitutions: Adopt Substitution

- The person that you want to adopt must set up your user-id via the Maintain procedure in their account before you can perform the Adopt procedure.

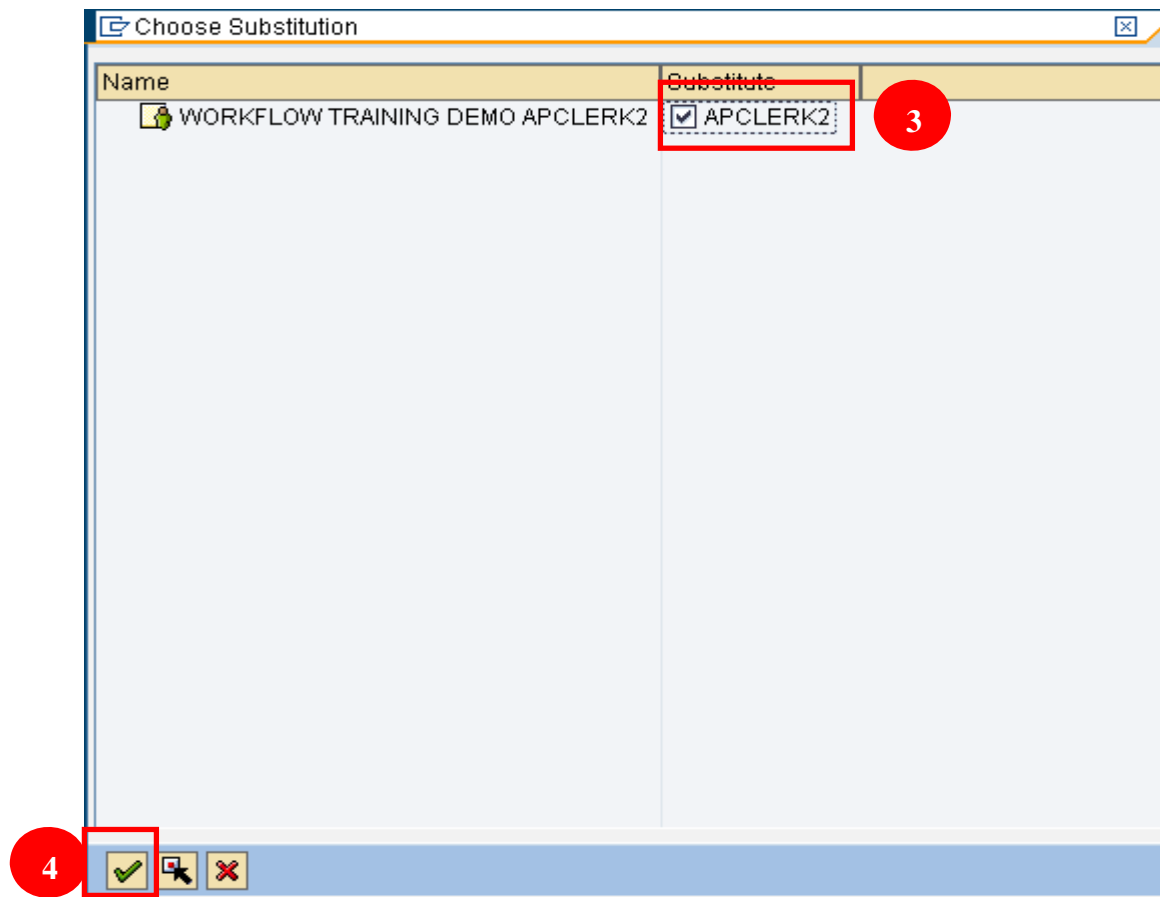
From Business Workplace

- Select: *Inbox > Workflow*
- Select: *Settings > Workflow Settings > Adopt Substitution*



Workflow Substitutions: Adopt Substitution cont.

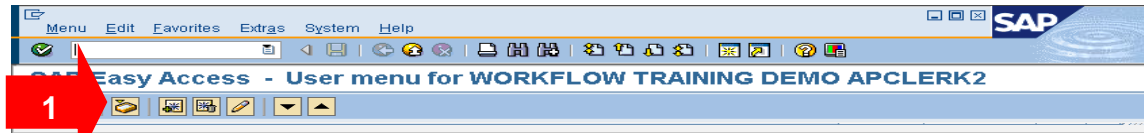
3. Click the **Check** box next to the user for whom you want to be a substitute (e.g. APCLERK2).
4. Click: **Continue** (green check)



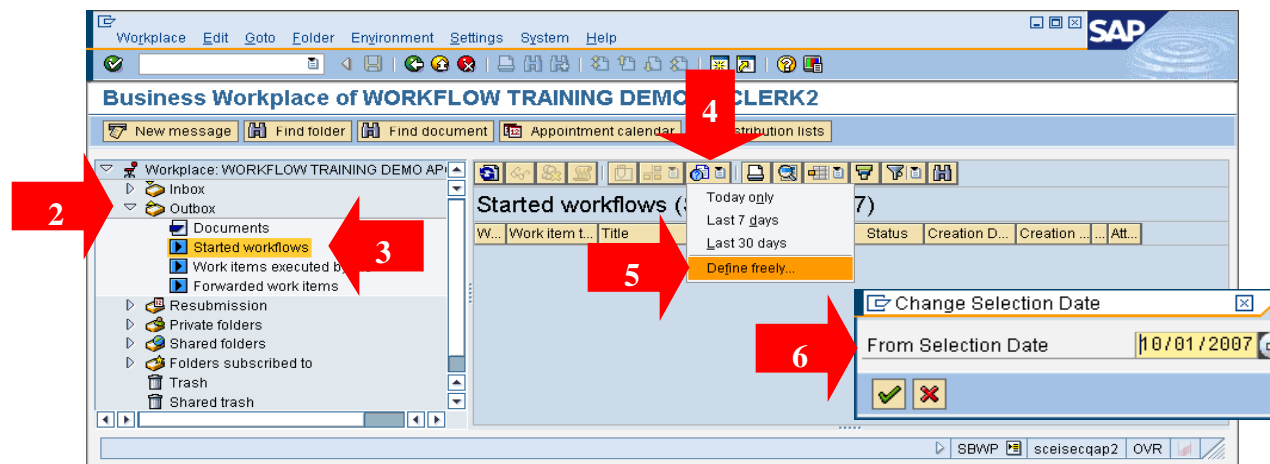
Check Status of Workflow

Display the list of workflow items that you have started

1. Go to your Business Workplace



2. In Business Workplace, click **Outbox**
3. Click **Started Workflows**
4. Click **Change Selection Period** icon
5. Click **Define Freely**
6. Enter the starting date in the **From Selection Date** field

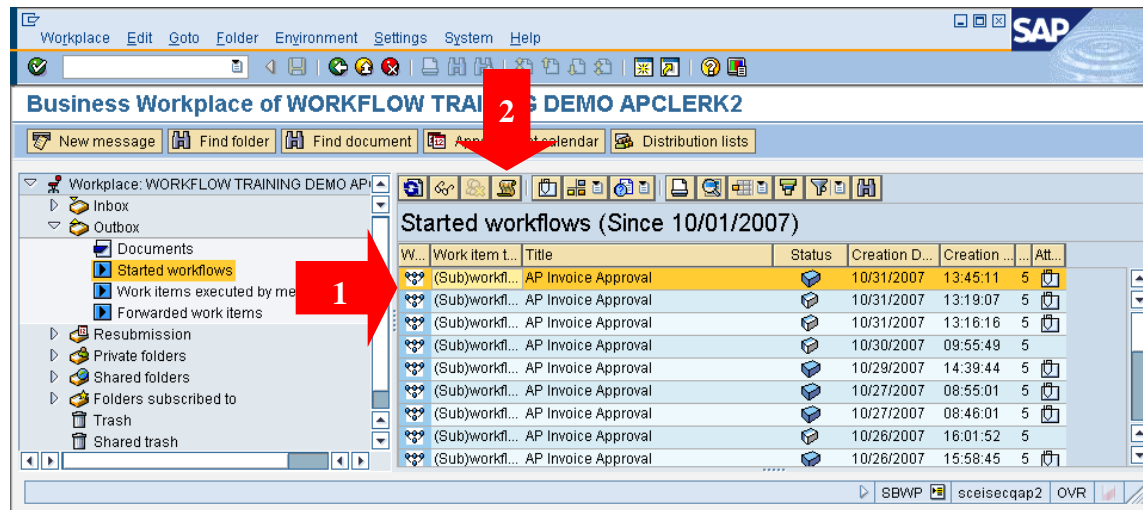


Check Status of Workflow cont.

Investigate completed workflow items (solid brick)

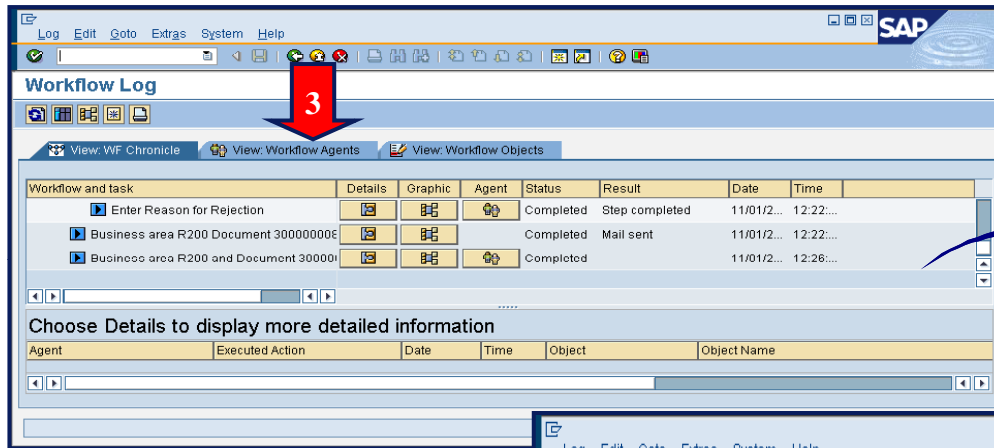
- Workflow items that have been completed are no longer in anybody's workflow inbox. The following steps display the users that participated in the approval process for completed items.

1. Select the appropriate line item.
2. Click **Display Workflow Log** (the “magic carpet” icon)

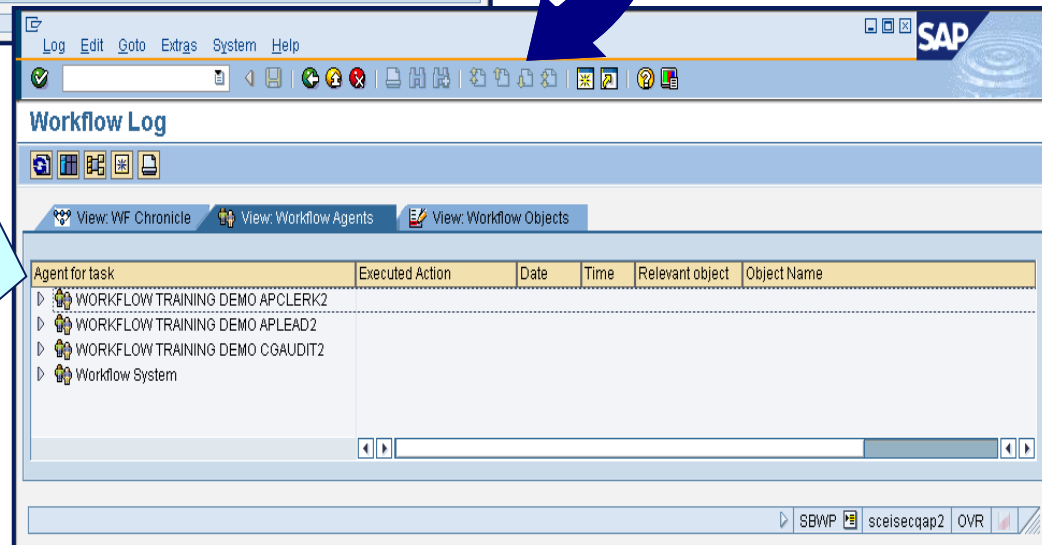


Check Status of Workflow cont.

3. Click **View: Workflow Agents** tab



The column 'Agent for Task' list user that participated in the workflow approval. In this example, userid **APCLERK2** completed an invoice, **APLEAD2** approved it and **CGAUDIT2** approved it.

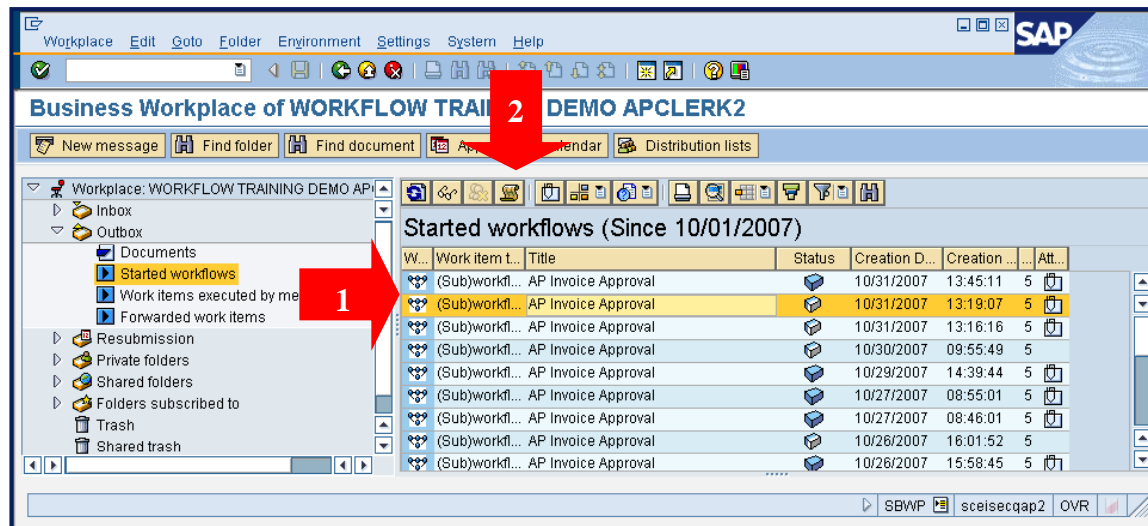


Check Status of Workflow cont.


Investigate in progress workflow items (white and half-solid brick)

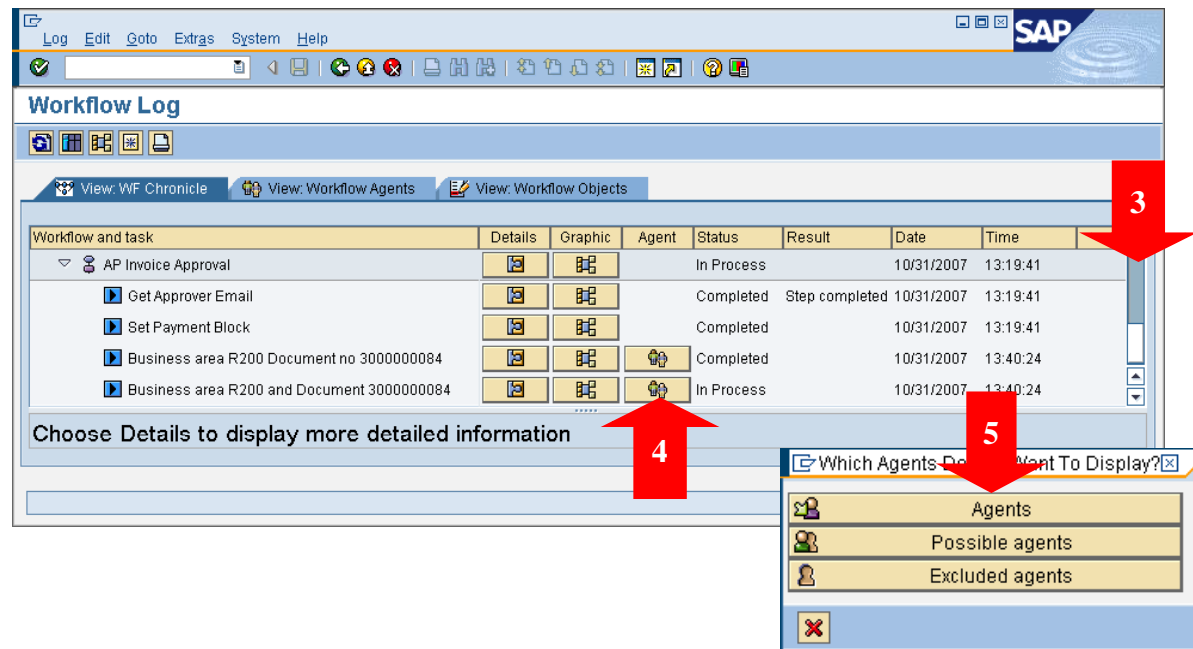
- Workflow items that are in progress are in one or more user's workflow inbox. The following steps display the user id's in which the workflow item is currently located.

1. Select the appropriate line item.
2. Click **Display Workflow Log** (the “magic carpet” icon)



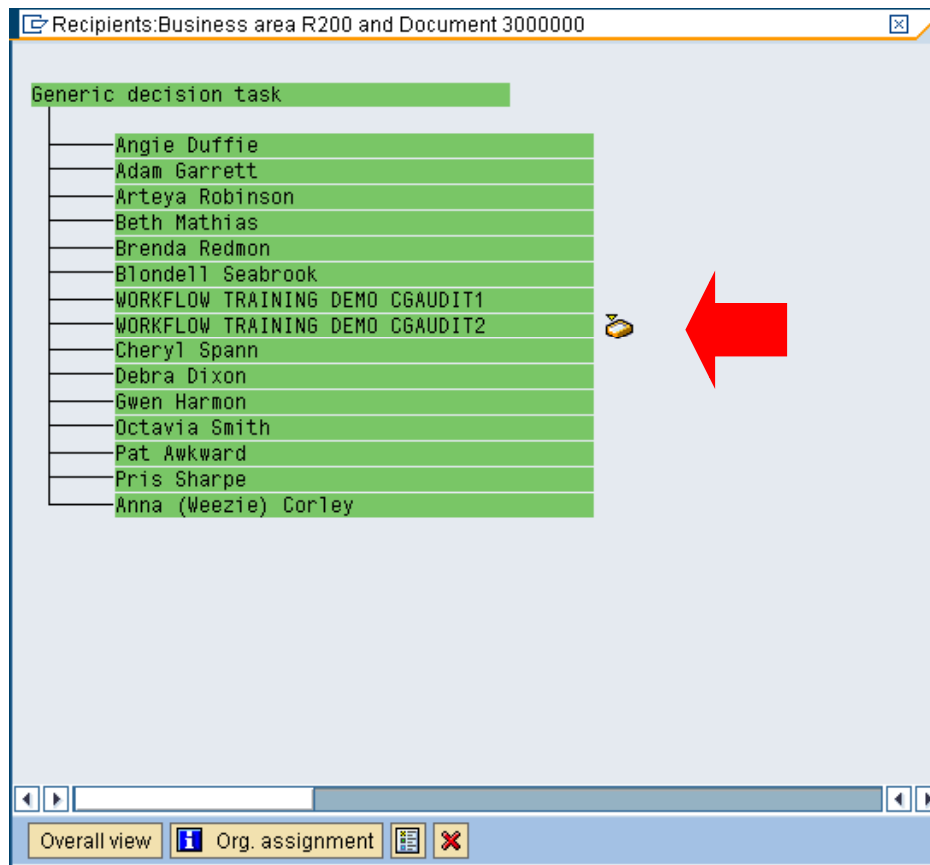
Check Status of Workflow cont.

3. Scroll down to the end of the window
4. Click  in the Agent column, with status of *In Process*.
5. Click **Agents** button.



Check Status of Workflow cont.

- Once user clicks **Agents** button, the screen shown below will appear.
- The “Inbox” icon shows the userid(s) inbox in which the workflow item is currently located.





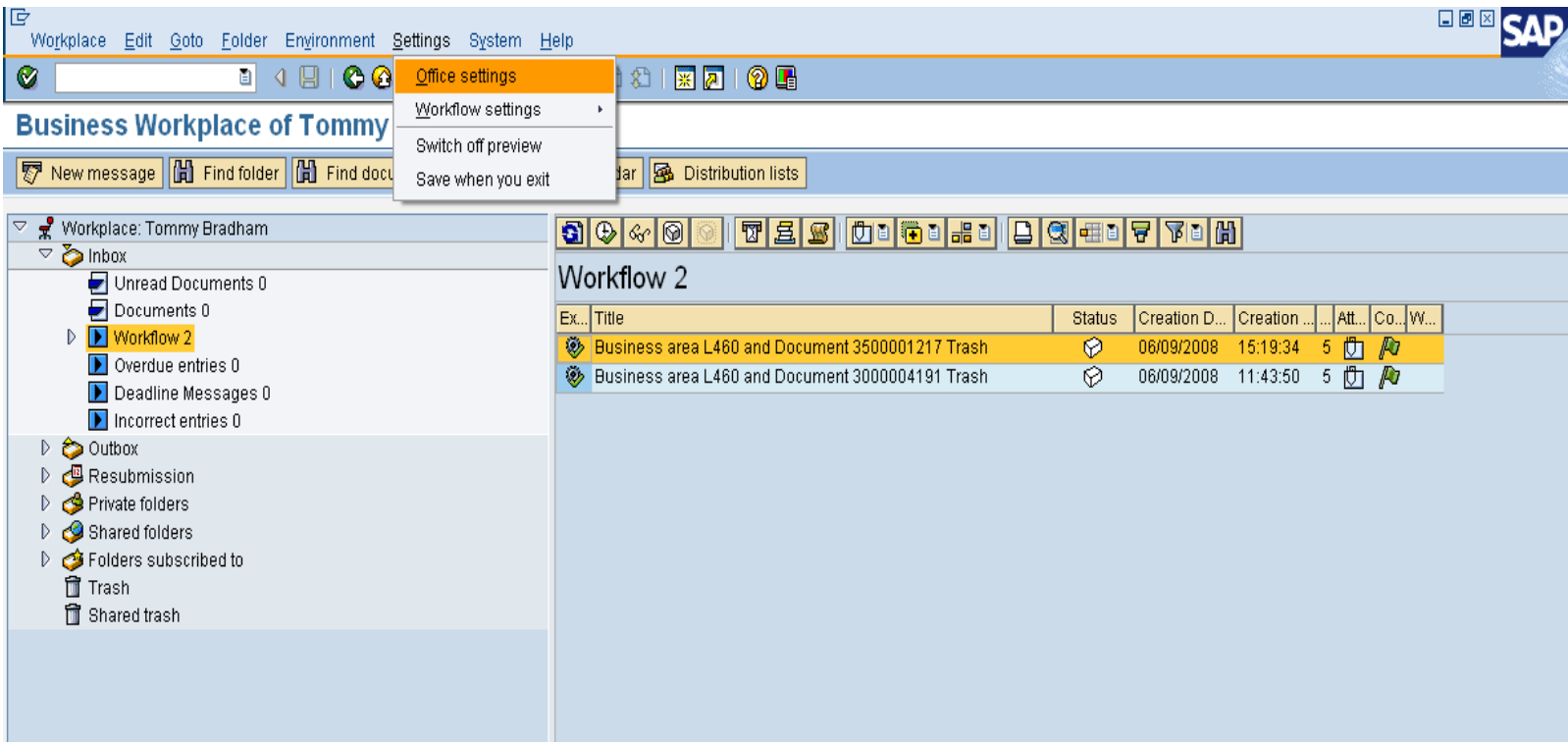
External Email Notification

External Email Notification

- 🌀 Documents that need to be reviewed in SAP can be sent to any email address.
- 🌀 The person wanting the email sent to another address is the one that must set up the email account to automatically forward the email outside of SAP.

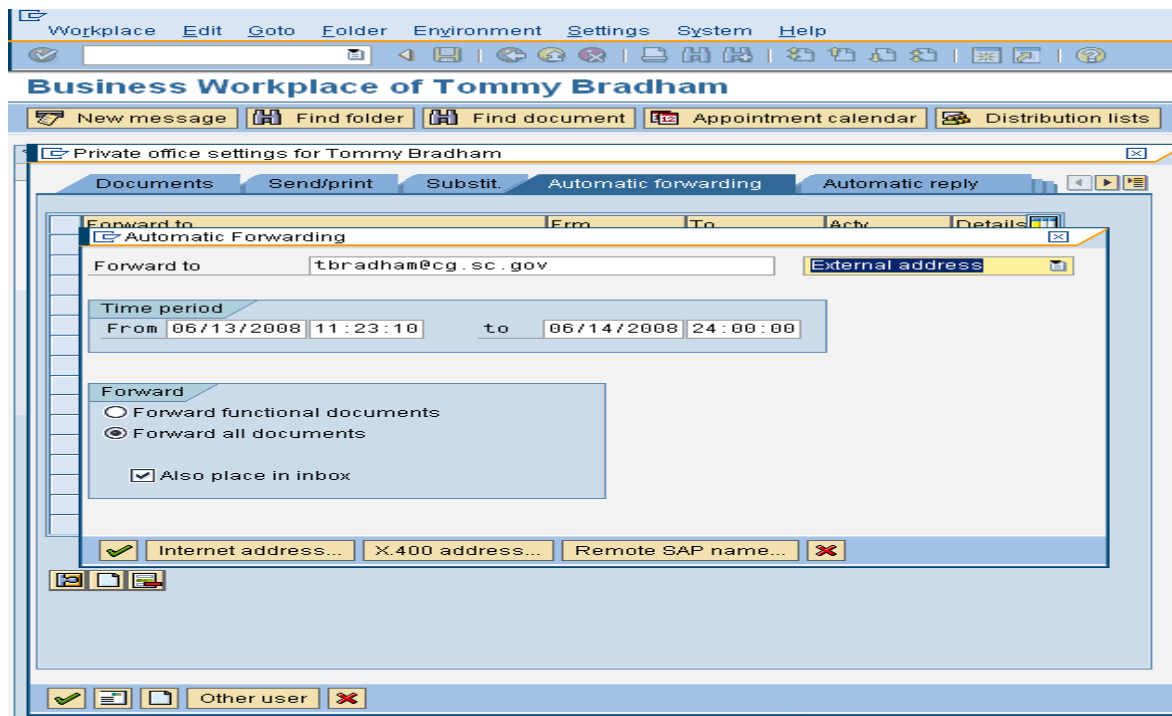
Setting Email Notification

- Go to business workplace within SAP
- Click on settings then office setting on your toolbar



Setting Email Notification cont.

- Enter forwarding email address as an “external address.”
- Type in a validity time period.
- Choose all documents
- Check “Also place in inbox”



Summary

- You should be able to:
 - Describe the invoice process, including the AP workflow sequence.
 - Retrieve and view images from business workflow inbox and navigate SAP Business Workplace.
 - Approve invoices and credit memo payments and cancellations.
 - Attach images to an existing AP document (late imaging).
 - View attached image.
 - View workflow information in Business Workplace

What Questions?

