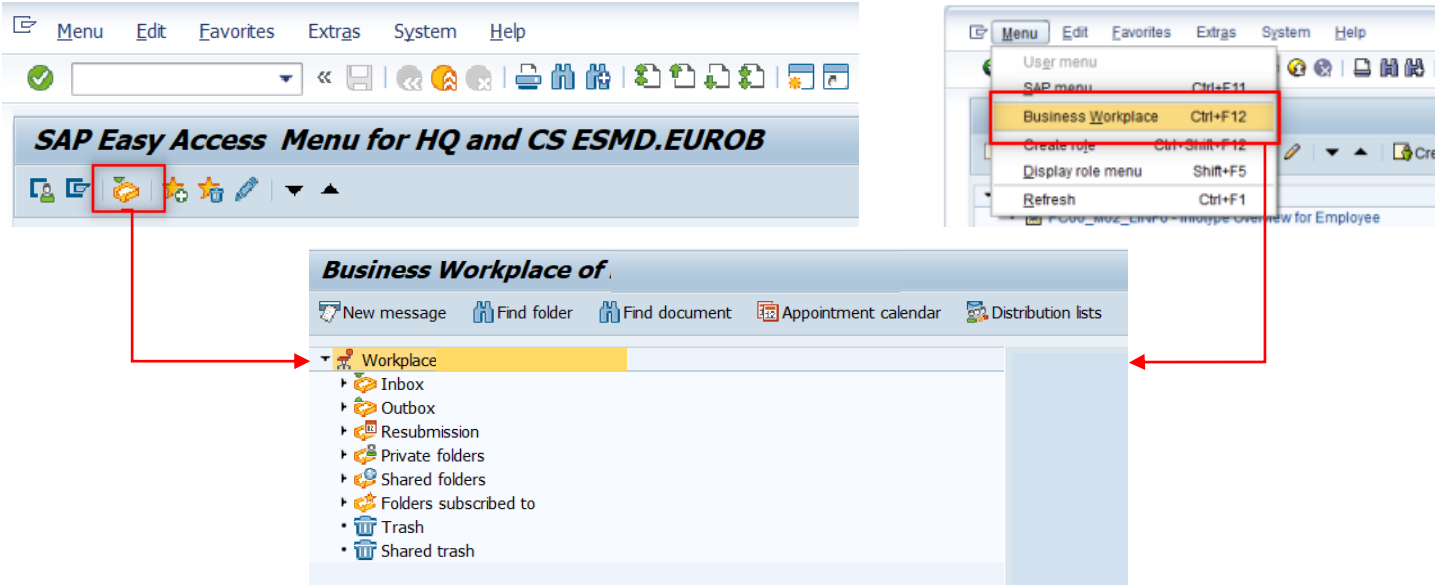


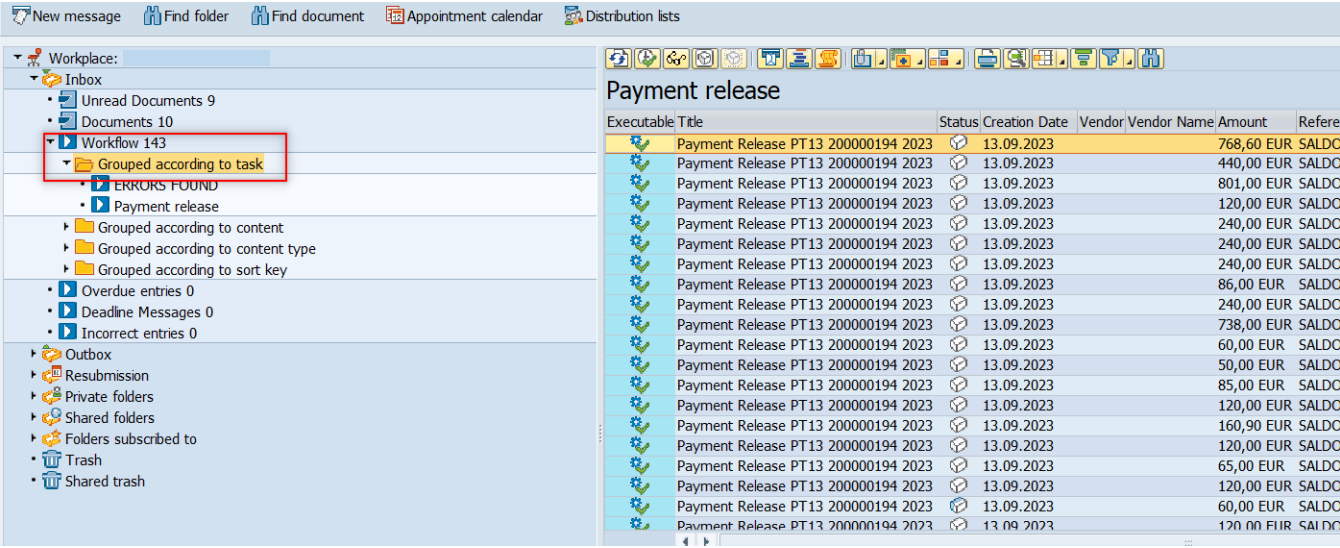
SAP Business Workplace enables users to approve various requests, including Purchase Orders (MM), invoice payments without PO (FI), travel expenses, and Click&Hire requests.

Approvers can manage these requests directly within the SAP Business Workplace.

Click the button in the SAP main window or navigate to **Menu > Business Workplace**.



To view requests, go to **Inbox > Workflow > Grouped according to task**



Select a work item and click “Execute” to process it.

Approvers can either approve **Approve** or reject **Reject** the work item. If rejected, a reason must be provided.

These are the options available in the taskbar:



Explore standard functionalities of SAP Business Workplace in the video: [KP-SAP BUSINESS WORKPLACE FUNCTIONALITIES](#).

For prolonged periods of absence (holidays, sick leave, etc.), you can **delegate approval tasks** within the SAP Business Workplace. This feature allows you to assign your review responsibilities to others in the SAP Business Workplace: [SAP WORKFLOW TASKS DELEGATION](#).

Detailed approval guidelines are available in specific documents for each type of request:

- **MM POs:** [MM APPROVAL FLOW](#)
- **FI Invoices:** [WF FI INVOICES APPROVAL](#)
- **TRIP (travel expenses):** [TRAVEL EXPENSES](#)
- **Click&Hire requests:** [HR SAP CLICK&HIRE HANDBOOK – APPROVER](#)