# SAP\_Report of the WF Approval of FI invoices

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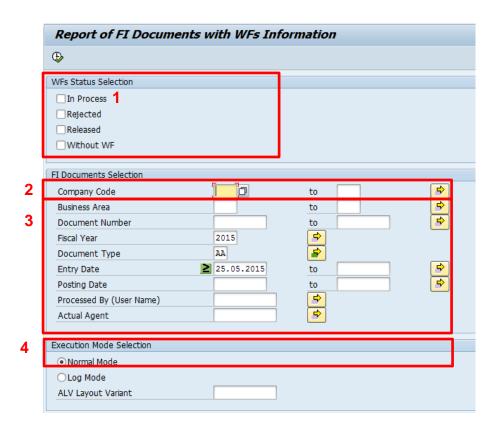
Document version

### 1 Access and data selection

This report makes it possible to visualise the the state of FI invoices (without a prior request in SAP) with workflow of approval as well as the persons who have been involved in the said process of approval.

The transaction is **ZWF\_FI\_LOG** 

A variant by default has been created in which the types of document which generate workflow are indicated, as well as the year and the date of creation of these WFs. In this report, only the invoices treated with the new workflow which came into effect on 25/5/2014 will be shown, and those associated with the old one will not be shown.



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- 1 We must filter the selection of data on the basis of the current state of the invoice (accounting document), and may choose one, several or all:
- **In Process**: invoices in the process of being approved (it may have been approved by a user and the following steps of approval may be pending according to the limits defined)
- **Rejected**: invoices rejected by any of their approvers and which are in the inbox of the person who registered it (CSC-Administration AP):
  - The user must change it due to a posting error.
  - The invoice is not correct and the approver has requested a credit memo to the supplier.

When executing this option, the system will also show us the invoices in the **CANCELED** state, that is to say, those whose workflows have been cancelled by the IT Department by means of a logical deletion and have again been reprocessed. For example, the invoices which were in error in the old workflow and which were reprocessed on the day that the new one began operation.

- Released: invoices completely liberated for payment by all the necessary approvers.
- **Without WF**: invoices from the old WF, and invoices excluded from the workflow of approval (they are entered into the accounts liberated for payment)
- 2 It will also be obligatory to select the company or companies to consult.
- 3 Additionally, we can filter by
  - Centre or business area.
  - Document number
  - Fiscal year (by default, the variant created indicates 2015)
  - Document type (by default, the variant created includes the kinds of SAP accounting document relative to the accounting of FI invoices)
  - Entry Date of (the date fixed in the variant in which the entry into production of the new workflow; the previous documents are not visible through this report)
  - Posting date
  - SAP user who has taken part in the process of approval
  - Current agent (this allows the invoices which are pending approval to be filtered in the mailbox of a specific SAP user)
- **4** We shall execute the report in **normal mode.** The log mode presents one line per passage of the workflow and is designed for the analysis of the IT Department.

### 2 Data shown

The listing will show us one line per supplier position to be liberated with all the information relative to the invoice (status, supplier, document number, invoice number, date of invoice and posting date, total amount per supplier line, account, ceco, text of the position, approving users, reason for rejection, date of rejection, current head,...)

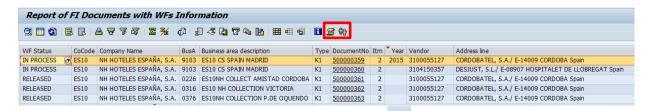
## 3 Datos mostrados

El listado nos mostrará una línea por posición de proveedor a liberar con toda la información relativa a la factura (estatus, proveedor, número de documento, número de factura, fecha de factura y de contabilización, importe total por línea de proveedor, cuenta contable, ceco, texto de la posición, usuarios aprobadores, motivo de rechazo, fecha de rechazo, responsable actual, ...)

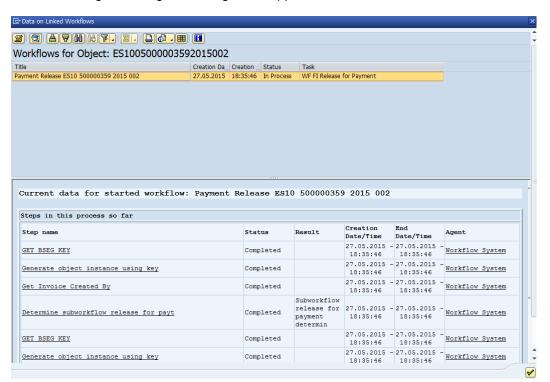
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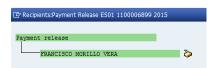


From the listing, we can go to the log of the approval workflow



And to the SAP user who is responsible for the workflow at that moment





Let's take a look at the information relative to approval that we are shown for each state:

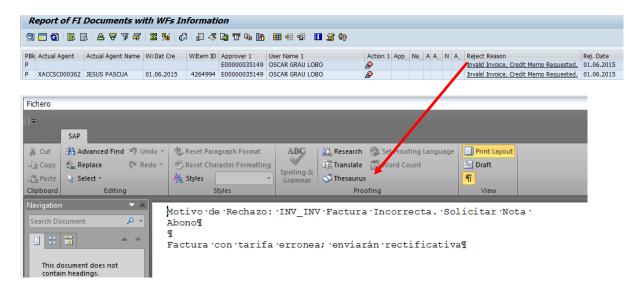
**IN PROCESS:** In this example, we can see an invoice pending at the 3rd level of approval, previously validated by the two previous approvers.



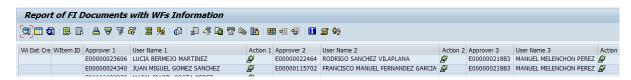




**REJECTED**: This invoice has been rejected. We can see who has rejected it, the reason (it is a field from which we will be able to see the details of the reason for rejection) and the date of rejection.



**RELEASED**: In the example shown, we can see two approved invoices with two levels of approval.



### **Document version**

Version	Corporate Area	Approved by	Type of document	Date
1	IT & Organization Department		Related Document	July 2015

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