

SAP_Report of the WF Approval of FI invoices

Contents

- 1 Access and data selection
 - 2 Data shown
- 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.

Report of FI Documents with WFs Information

WFs Status Selection

- ☐ In Process **1**
- ☐ Rejected
- ☐ Released
- ☐ Without WF

FI Documents Selection

- 2** Company Code to
- 3** Business Area to
- 3** Document Number to
- Fiscal Year
- Document Type
- Entry Date to
- Posting Date to
- Processed By (User Name)
- Actual Agent

4 **Execution Mode Selection**

- ☒ Normal Mode
- ☐ Log Mode
- ALV Layout Variant

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, ...)

Report of FI Documents with WFs Information

WF Status	CoCode	Company Name	BusA	Business area description	Type	DocumentNo	Itm	Year	Vendor	Address line
IN PROCESS	ES10	NH HOTELES ESPAÑA, S.A.	9103	ES10 CS SPAIN MADRID	K1	500000359	2	2015	3100055127	CORDOBATEL, S.A./ E-14009 CORDOBA Spain
IN PROCESS	ES10	NH HOTELES ESPAÑA, S.A.	9103	ES10 CS SPAIN MADRID	K1	500000360	2		3104150357	DESJUST, S.L./ E-08907 HOSPITALET DE LLOBREGAT Spain
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0226	ES10NH COLLECT AMISTAD CORDOBA	K1	500000361	2		3100055127	CORDOBATEL, S.A./ E-14009 CORDOBA Spain
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0316	ES10 NH COLLECTION VICTORIA	K1	500000362	2		3100055127	CORDOBATEL, S.A./ E-14009 CORDOBA Spain
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0376	ES10NH COLLECTION P.DE OQUEUNDO	K1	500000363	2		3100055127	CORDOBATEL, S.A./ E-14009 CORDOBA Spain

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

Data on Linked Workflows

Workflows for Object: ES100500003592015002

Title	Creation Da.	Creation ..	Status	Task
Payment Release ES10 500000359 2015 002	27.05.2015	18:35:46	In Process	WF FI Release for Payment

Current data for started workflow: Payment Release ES10 500000359 2015 002

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
GET BSEG KEY	Completed		27.05.2015 18:35:46	27.05.2015 18:35:46	Workflow System
Generate object instance using key	Completed		27.05.2015 18:35:46	27.05.2015 18:35:46	Workflow System
Get Invoice Created By	Completed		27.05.2015 18:35:46	27.05.2015 18:35:46	Workflow System
Determine subworkflow release for paym	Completed	Subworkflow release for payment determin	27.05.2015 18:35:46	27.05.2015 18:35:46	Workflow System
GET BSEG KEY	Completed		27.05.2015 18:35:46	27.05.2015 18:35:46	Workflow System
Generate object instance using key	Completed		27.05.2015 18:35:46	27.05.2015 18:35:46	Workflow System

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

Recipients: Payment Release ES01 1100006899 2015

Payment release	FRANCISCO MORILLO VERA
-----------------	------------------------

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.

Report of FI Documents with WFs Information

PBK	Actual Agent	Actual Agent Name	Vi Dat Cre	WItem ID	Approver 1	User Name 1	Action 1	Approver 2	User Name 2	Action 2
P	E00000021883	MANUEL MELENCHON PEREZ	20.07.2015	5169034	E000000089103	JOSE IGNACIO CACH...		E0000000...	PEDRO MARFANY MORA	

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.

Report of FI Documents with WFs Information

PBK	Actual Agent	Actual Agent Name	Wf Dat Cre	Wf Item ID	Approver 1	User Name 1	Action 1	App...	Na...	A...	N...	A...	Reject Reason	Rej. Date
P					E00000035149	OSCAR GRAU LOBO							Invalid Invoice. Credit Memo Requested.	01.06.2015
P	XACCSC000362	JESUS PASCUA	01.06.2015	4264994	E00000035149	OSCAR GRAU LOBO							Invalid Invoice. Credit Memo Requested.	01.06.2015

Fichero

SAP

Cut Copy Paste Clipboard Advanced Find Replace Select Undo Redo Reset Paragraph Format Reset Character Formatting Styles Spelling & Grammar Research Translate Thesaurus Proofing Set Proofing Language Word Count Print Layout Draft View

Navigation

Search Document

This document does not contain headings.

Motivo de Rechazo: INV_INV Factura Incorrecta. Solicitar Nota Abono
Factura con tarifa erronea; enviarán rectificativa

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

Report of FI Documents with WFs Information

Wf Dat Cre	Wf Item ID	Approver 1	User Name 1	Action 1	Approver 2	User Name 2	Action 2	Approver 3	User Name 3	Action
		E00000023606	LUCIA BERMEO MARTINEZ		E00000022464	RODRIGO SANCHEZ VILAPLANA		E00000021883	MANUEL MELENCHON PEREZ	
		E00000024340	JUAN MIGUEL GOMEZ SANCHEZ		E000000115702	FRANCISCO MANUEL FERNANDEZ GARCIA		E00000021883	MANUEL MELENCHON PEREZ	

Document version

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