Payment Release

HELP.FIBP

Release 4.6C

Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft®, WINDOWS®, NT®, EXCEL®, Word®, PowerPoint® and SQL Server® are registered trademarks of
Microsoft Corporation.

IBM®, DB2®, OS/2®, DB2/6000®, Parallel Sysplex®, MVS/ESA®, RS/6000®, AIX®, S/390®, AS/400®, OS/390®, and OS/400® are registered trademarks of IBM Corporation.

ORACLE® is a registered trademark of ORACLE Corporation.

INFORMIX®-OnLine for SAP and Informix® Dynamic Server™ are registered trademarks of Informix Software Incorporated.

UNIX®, X/Open®, OSF/1®, and Motif® are registered trademarks of the Open Group.

HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C®, World Wide Web Consortium,
Massachusetts Institute of Technology.

JAVA® is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT® is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Payment Release 5
Payment Release Process 6
Prerequisites for Payment Release 8
Workflow Settings for Payment Release 9

Payment Release

Payment Release

Purpose

You can set a payment block for any accounting line items. You then run a payment release. If this is completed successfully, the payment block is reset and the line items can be paid.

Features

This enables you to carry out a check of individual line items and then release them for payment.

The payment release procedure uses the Workflow component. For information on the SAP Workflow, see the *WF - SAP Business Workflow* documentation.

Payment Release Process

Purpose

For each workflow variant, you can specify the amount from which a payment release should be triggered.

You can differentiate between one, two, and three-level release. This enables between one and three people to be involved in the release procedure, thus supporting both dual and triple control.

Prerequisites

You have made the following settings in Customizing:

- Release approval procedure

  (document type and amount for each workflow variant)

- Assign persons with release authorization

  In order to do this, you must first create release approval groups that can be entered in the customer and vendor master records.

Depending on these criteria and the release level, you can assign release authorizations in the form of organizational objects (job, position, organizational unit) in Customizing. If you do not define any criteria (such as release approval groups), the system takes the initial value of these criteria when the payment program is run. For example, if the system was unable to determine the release approval group, the release approval procedure and the employees with release authorization are determined on the basis of release approval group zero.

See also: Payment Release: Settings in Customizing [Page 8]

Process Flow

Minimum requirements:

- The payment release function must be activated.
- The relevant document type must be defined.
- An item containing the following specifications must be created for employees with release authorization:
  - Workflow variant
  - Initial release approval path
  - Initial level
  - Maximum amount

Employees with release authorization can also be determined and assigned by user exits at each stage of the release approval procedure.

Result

a) If, when the payment run is made, the system could not determine an employee with release authorization, then it sends a message to the inbox of every person who has been assigned

the task “payment release”. Only after all these people have released the payment will the payment block be removed.

b) If a line item is refused for release, it is forwarded to the clerk who entered it for correction. After the document has been changed, the payment release procedure begins again. If changing the line items necessitates further actions, these must be defined within the Workflow component. The event CHANGED has been preconfigured for this purpose in the standard workflow model. If you run this event, the system assumes that the line item was rejected for payment. However, the item is NOT forwarded for correction to the clerk who entered it.

c) If an item is cleared before it is released, the payment release procedure is terminated (event CLEARED).

Prerequisites for Payment Release

Before using the payment release function, you must first make certain settings in the SAP Workflow component. These are described in Workflow Settings for Payment Release [Page 9]

If you want to release line items for payment, you must specify this in Customizing for *Financial Accounting*. To do so, make the following specifications:

- Define workflow variants

  Create a workflow variant. You must also specify whether the document release function is active and from which amount this is necessary. For the standard workflow models, see Workflow Settings for the Payment Release [Page 9]

- Assign the workflow variants to a company code.

  You can also assign company codes to workflow variants. The release procedure cannot be used in a company code that has not been assigned to a workflow variant.

- Define document types

  If a document type has been defined as not relevant for payment release, you cannot use the payment release function with this document type. If you define document type 'Blank', the release function is active for all document types with this workflow variant.

- Define payment block

  You must define the payment block so that it cannot be reversed with change transactions. This makes it impossible to bypass the payment release procedure by manually reversing the payment block.

- Define release approval groups
- Define release approval paths
- Assign release approval procedures to workflow models

The workflow variants, release approval groups, and release approval paths are identical to those for document parking. For more information, see Document Release: Settings in Customizing [Ext.] and the *Payment Release* activity in the Implementation Guide [Ext.] for *Accounts Receivable and Accounts Payable.*

Workflow Settings for Payment Release

Workflow Models for Payment Release

The standard system contains several workflow models for payment release: One workflow framework (WS00400012) and three sub-workflows. In Customizing for Financial Accounting, you can specify which sub-workflow should be used when the workflow framework is run. You can also enter your own sub-workflows. They must however send and receive the same data from the workflow framework as the workflow models do.

You can use the standard sub-workflows (WS00400011, WS00400021, and WS00400022) to carry out a one, two, or three-level payment release procedure. If you require more than three release levels, you can copy the workflow models, enhance them and then enter the enhanced workflow definition in Customizing for *Financial Accounting*.

Event Linkage for the Event CREATED

If an amount requires a payment release, the event CREATED is triggered when a document is posted.

In this case, you must go into the workflow framework in the Workflow Workbench and enter the event linkage for this event, as described below:

Data for Event Linkage

Object type	BSEG
Event	CREATED
Receiver type	WS00400012
Receiver module	SWW_WI_CREATE_VIA_EVENT

Check Function

Receiver type	FM (function module)
Global	X
Enabled	X

Standard Tasks for the Event CREATED

The standard system contains two standard tasks that are triggered from the workflow mailbox and used in the workflow models.

- Payment release (line item)
- Change (line item)

Creating and Assigning Organizational Objects for Payment Release

You must assign organizational objects (organizational units, jobs, positions) to the standard tasks. These organizational objects can be created either in Personnel Planning and Development, via the Workflow Workbench, or in Customizing for *Financial Accounting* (assignment of release authorization to employees).

Workflow Settings for Payment Release

When you create organizational units, you must assign them to jobs or positions. You can then assign users to the positions.

Examples for assignments:

Organizational unit X < Position Y < User

Organizational unit X < Job Y < Position Z < User

In Customizing for *Financial Accounting*, you can assign organizational objects to the workflow variant, the release approval path, the release approval level, and the amount. These objects then release the amount depending on these criteria.

The organizational objects for payment release defined in Customizing for *Financial Accounting* are automatically assigned in the background to the standard payment release task (TS00407862).

The organizational objects for changing line items after they have been rejected for payment must be assigned to the standard task “Change line item” (TS00407864), either in Personnel Planning and Development, or via the Workflow Workbench. Alternatively, you can define the task as a general task *(Additional data -> Classification)*.

Changing Line Items

The workflow models described above all contain a pre-configured event (CHANGED), which triggers other events in the same fashion as a rejection does. This event can be triggered by change documents. You must define it via the Workflow Workbench.