

# Cross-Application Components (CA)



**Release 4.6C**



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

## Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.  Cross-references to other documentation
<b>Example text</b>	Emphasized words or phrases in body text, titles of graphics and tables
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, names of variables and parameters, source code as well as names of installation, upgrade and database tools.
<b>Example text</b>	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key

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## Cross-Application Components (CA)

### Application Link Enabling (ALE)

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### SAP Business Workflow

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[Sending and Receiving Messages via Intranet \[Page 122\]](#)

## Application Link Enabling (ALE) - Distribution of Material Master

### Purpose

This process shows you how to centrally create and maintain material master records and then distribute these data to the local system. Depending on the authorizations, the local system can then enhance the existing master record (for example, by creating new views).

### Special Note

The steps for displaying logical messages are specific to ALE (for example, the movement of intermediate documents – IDocs – between systems). These ALE steps are optional and can be used to display ALE in more detail.

### Process Flow

You can find the data for this process under [?](#) [Page 9].

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2. [Sending a Material Master to a Local System \[Page 13\]](#)
3. [Displaying the Outgoing Logical Messages \(IDocs\) in the Central System \[Page 14\]](#)
4. [Displaying the Material in the Local \(Sales\) System \[Page 15\]](#)
5. [Displaying the Incoming Logical Messages \(IDocs\) in the Sales System \(Optional\) \[Page 16\]](#)



## Data Used During this Process

Field	Data
Material	Leave blank; The system will assign a material number. If, however, you change or display a material, you can use the number assigned in <a href="#">Creating a Material Master Record [Page 10]</a> .
Industry sector	Mechanical engineering
Plant	2300
Sales organization	2300
Distribution channel	10
Language	EN
Material text	AS-100 T-Shirt
Base unit	PC
Material group	02004
Division	09
Net weight	0.2
Gross weight	0.2
Unit of weight	KG
Tax classification	0
Availability check	01
TranspGr	0001
Loading group	0001
Long text	AS-100 T-Shirt
Standard price	50
Message type	MATMAS
Logical system	SALES

## Creating a Material Master Record

## Creating a Material Master Record

### Prerequisites

Before distributing the material master record, you need to create the record with the necessary views. The following steps show how you create a material master record with the views for sales and distribution and accounting.



### Procedure

1. Log on to the central system (client 800).
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Logistics → Materials Management → Material Master → Material → Create (Special) → Finished Product</i>
<b>Transaction Code</b>	MMF1

3. Enter the following data:

Field	Data
Material	Leave blank; the system assigns a material number
Industry sector	Mechanical engineering

4. Choose .
5. In the dialog box, select the following fields:
  - Basic Data 1
  - Sales: Sales Org. Data 1
  - Sales: General/Plant Data
  - Sales Text
  - Accounting 1
6. Choose .
7. Enter the following data:


Field	Data
Plant	2300
Sales org.	2300
Distribution channel	10

8. Choose .
9. Enter the following data:

Field	Data
Material short text	AS-100 T-Shirt

Creating a Material Master Record

Base unit	PC
Material group	02004
Division	09
Gross weight	0.2
Net weight	0.2
Unit of weight	KG

10. Choose .

11. Check that the following data have been entered:

Field	Data
Base unit	PC
Division	09
Material group	02004


12. On the same screen, enter the following data:

Field	Data
Tax classification	0

13. Choose .

14. Enter the following data:

Field	Data
Availability check	01
TranspGr	0001
Loading group	0001

15. Choose .

16. On the *Sales text* tab page, enter the following data:

Field	Data
Language	EN
Long text	AS-100 T-Shirt

17. Choose .

18. Confirm your entries by choosing .


19. On the *Accounting 1* tab page, enter the following data:

Field	Data
Standard price	50

20. Choose .

Write down the material number assigned by the system.

**Creating a Material Master Record**

21. Choose .

## Sending a Material Master to a Local System

### Use

After creating or maintaining a material record (updated), it can be distributed to the local system (for example, the sales system). Make sure that you are logged on to the central system.


### Procedure

1. Make sure that you are logged on to the central system. (Client 800).
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Tools → ALE → Master Data Distribution → Cross-Application → Material → Send</i>
<b>Transaction Code</b>	BD10


3. Enter the following data:

Field	Data
Material	Number of material created in <i>Creating a Material Master Record</i>
Message type (R/3 Standard)	MATMAS
Logical system	SALES

4. Choose .

The system distributes the material created centrally to the sales system and confirms that this event has happened.

To confirm the message in the dialog box, choose .

5. Choose .



## Displaying the Outgoing Logical Messages (IDocs) in the Central System

## Displaying the Outgoing Logical Messages (IDocs) in the Central System

1. To view the status of the outgoing material master data, log on to the central system (client 800).
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Tools → ALE → ALE Administration → Monitoring → Status Monitor for ALE Messages</i>
<b>Transaction Code</b>	BD87

The system displays the selection screen for IDocs.

3. In the *Logical message type* field, enter MATMAS, then choose .  
The system displays a list of MATMAS logical messages. Note the direction of "1", which indicates that this is an outgoing message. If this process has already been run today, the system may display more than one logical message. (This report is time and date dependent).
4. You can also display IDoc details such as status, control, and data records by double-clicking on the IDoc number.
5. Choose .

## Displaying the Material in the Local (Sales) System


### Use

You now display the new material in the local sales system.


### Procedure


1. Log on to the sales system (client 810).
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Materials Management → Material Master → Material → Display → Display Current</i>
<b>Transaction Code</b>	MM03

3. Enter the number of your material.
4. Choose *Select view(s)*.
5. In the dialog box, select the following views:
  - Basic Data 1
  - Sales: Sales Org. Data 1
  - Sales: General/Plant Data
  - Sales Text
  - Accounting 1
6. Choose .
7. Enter the following data:

Field	Data
Plant	2300
Sales org.	2300
Distribution channel	10

8. Choose .
 

The material is now available for further processing.
9. Choose .

## Displaying the Incoming Logical Messages (IDocs) in the Sales System (Optional)

# Displaying the Incoming Logical Messages (IDocs) in the Sales System (Optional)

## Use

Once you have received the logical message MATMAS, the sales system processes the IDoc and generates a material master record.

## Procedure

1. To view the status of the incoming material master data, log on to the sales system (client 810).
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Tools → ALE → ALE Administration → Monitoring → Status Monitor for ALE Messages</i>
<b>Transaction Code</b>	BD87

The system displays the selection screen for IDocs.

3. In the *Logical message type* field, enter MATMAS, then choose .

The system displays a list of MATMAS logical messages. Note the direction of "2", which indicates that this is an incoming message. If this process has already been run today, the system may display more than one logical message. (This report is time and date dependent).

You can also display IDoc details such as status, control, and data records by double-clicking on the IDoc number.

4. Choose .



## Goods Receipt in a Decentralized Warehouse

### Purpose

In the Dallas plant of IDES Corp., the warehouse stock is administered in a decentralized warehouse management system. As the Dallas plant is a delivering plant with a closed distribution center, all stock receipts are handled as goods receipts for purchase orders with an external vendor.

In this example, you create a purchase order for trading goods and process the goods receipt from the creation of the inbound delivery, through the putaway of the materials in the warehouse management system and the goods receipt in inventory management. The warehouse management system is located in a different logical system. This is because the distribution center should work independently of the processes in the central system. While processes in Accounting, Purchasing, Inventory Management or Sales and Distribution are executed in the central system (Enterprise Resource Planning System, ERP), the concrete, physical processing of the stock placement occurs in the warehouse management system. The Warehouse Management System, WMS, is located in its own, decentralized system, which communicates with the central system via ALE. The Dallas warehouse complex is set up as just such a decentralized warehouse.

In this example you will work in both the central system and the decentralized system, and switch between the ERP and the WMS.

You can find more information about this process under [i](#) [Page 18].

### Process Flow

You can find the data for this process under [?](#) [Page 20].

1. [Creating a Purchase Order \[Page 21\]](#)
2. [Creating an Inbound Delivery in the Central System \[Page 23\]](#)
3. [Processing an Inbound Delivery in the Dezentralized Warehouse \[Page 24\]](#)
4. [Checking an Inbound Delivery in the Central System \[Page 26\]](#)

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**Additional Information About this Demo**

## Additional Information About this Demo

The following additional information is aimed at IDES users with prior knowledge in the areas of Warehouse Management (WM) and ALE.

In the Dallas plant, storage location 0095 is managed as a decentralized warehouse. This is determined by the assignment of the plant – storage location combination for warehouse number 005, which is defined in Customizing. To see the Customizing of the decentralized warehouse management, see the IMG, under *Logistics Execution → Decentralized WMS Integration*. This is where the settings are made for the central and decentralized processing.

In this example, the warehouse is a distribution center for trading goods. In the Dallas plant, PCs and accessories are procured via purchase orders and put into stock in the WM-administrated warehouse complex. To ensure permanent availability and the greatest possible independence of the warehouse processes, this warehouse complex should be administered in a separate system. Processes for Inventory Management, Financial Accounting and Controlling are executed in the central R/3 System. Physical warehouse processes such as creating transfer orders for putaway, the picking of outbound deliveries or the planning and monitoring of stock movements are handled separately. The warehouse processes are also executed in an SAP R/3 System in warehouse management. The two systems are represented by different logical systems.

In order to separate the functions, the master data and transaction data must also be split up. Information concerning the valuation of materials is not relevant to the decentralized Warehouse Management System (WMS). The basic data of a material must be identical in both systems. The warehouse-management specific material data, however, are only relevant to the WMS. The material master data are therefore distributed between the central ERP and the decentralized WMS via message type MATMAS\_WMS to reduce the number of fields not relevant to the WMS. Transaction data, such as the inbound delivery of a vendor, must exist in both systems. An inbound delivery is generated for the purchase order in the ERP. This inbound delivery contains information for the putaway, and is therefore distributed to the WMS. A transfer order is generated for the putaway in Warehouse Management.

The PCs are placed in bulk storage, the monitors are put in a high rack storage area. For this reason, material M-01 has a stock placement and stock removal type indicator in the material master, which controls the stock placement in warehouse type 004 (bulk storage). Once the transfer order has been created, the physical transfer is carried out, and then confirmed to the warehouse management system through the confirmation of the transfer order. Only when the physical stock placement in the relevant storage bins has been completed, is the goods receipt posted for the inbound delivery. The confirmation of the goods receipt is distributed from the WMS to the ERP, where it is posted in inventory management.

Communication between the logical systems is defined through the WMS distribution model. You can find the distribution model in Customizing, under *Logistics Execution → Decentralized WMS Integration → Central Processing → Distribution → Generate Distribution Model*. You can also find this distribution model in Customizing for ALE.

The following steps describe how you set up a decentralized warehouse.

1. Create a warehouse number in the central system (do not make a copy), then activate it for decentralized processing. This warehouse number is not used in the ERP. It is required only to assign a delivery to the decentralized processing.
2. Create the warehouse number in the decentralized system and set up the processes for warehouse management.

**Additional Information About this Demo**

3. Define the interface for warehouse management to inventory management.
4. Define the necessary message categories (for example, the reduced messages for the material master).
5. Generate the distribution model in the central system.
6. Generate the partner agreements in the central system.
7. Distribute the distribution model to the decentralized system.
8. Generate the partner agreements in the central system.
9. Define the number range for the warehouse document in the decentralized system and assign it.
10. Activate the link to the ERP system.
11. Define the conversion of the delivery types between ERP and WMS.
12. Define the requirement types for the WMS.
13. Define the confirmation control for the creation of inbound deliveries.

## Data Used During This Example

**Data Used During This Example**

Field	Data	Description
Vendor	3740	Materials vendor
Order type	Standard purchase order	Standard purchase order
Purch. organization	IDES USA or 3000	Purchasing organization North America
Plant	3500	Dallas plant
Storage location	0095	Decentralized WM-administered warehouse location Dallas
Warehouse number	005	Decentralized warehouse in Dallas
Material	M-01	Sunny Sunny 01
Material	M-08	Flatscreen MS
Material	M-10	Flatscreen MS

## Creating a Purchase Order

### Use

At the start of the process you create a purchase order in the central system via the materials.



### Procedure

1. Log on to the central system (client 800).
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/supplying plant known</i>
<b>Transaction Code</b>	ME21N

3. Enter the following data:

Field	Data
Vendor	3740
Shopping basket/Order type	Standard purchase order
Document date	Today's date

4. Choose .
  - If a dialog box appears, choose *New purchase order*.
  - If any warning messages appear, choose .
5. Choose the *Org. data* tab page.
6. Use the F4 input help to enter the following data:



Field	Data
Purch. organization	IDES USA or 3000
Purchasing group	Corporate Purchasing or 100
Company code	IDES US INC or 3000

7. Choose  *Item overview*.
8. Enter the following data:

Field	Data
Plant	3500
Storage location	0095
Material	M-01
PO quantity	50
Material	M-08
PO quantity	48

**Creating a Purchase Order**

Material	M-10
PO quantity	24

9. Choose .
10. Note the purchase order number.
11. Choose .

## Creating an Inbound Delivery in a Central System

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Logistics → Logistics Execution → Inbound Process → Goods Receipt for Inbound Delivery → Inbound Delivery → Create → Single Documents</i>
<b>Transaction Code</b>	VL31N

2. Enter the following data:

Field	Data
Vendor	3740
Purchase order	Your purchase order


3. Choose .

Check the different statuses of the inbound delivery.

4. Select an item of the inbound delivery, then choose .

You can see the putaway status of the item.

The warehouse number assigned to this inbound delivery is the decentralized warehouse in Dallas. As this is a decentralized warehouse, the *Putaway* status in the central system is *Not for putaway*.


5. Choose .

You can see the distribution status of the decentralized warehouse processing. As the warehouse number for Dallas is decentralized, this inbound delivery is relevant for distribution and therefore has the status *Relevant*.

6. Choose .

When you save your entries, the inbound delivery is sent via ALE to the decentralized system. This changes the status of the inbound delivery in the central system. Check the status of the inbound delivery.

7. Note the shipping notification number.

8. Choose *Inbound delivery → Display*, then choose .

9. To check the distribution status of the decentralized warehouse processing, choose .

The inbound delivery has now been distributed to the decentralized system and therefore has the status *Distributed*.

10. Choose .

## Processing an Inbound Delivery in a Decentralized Warehouse

## Processing an Inbound Delivery in a Decentralized Warehouse

### Use

You should now switch to the decentralized WMS (client 812) to put the incoming materials into stock. You create a transport request for the incoming delivery, and quit this once you have completed the putaway into the relevant storage bin.



### Procedure

1. Sign in to the decentralized WMS (client 812) with the User **WMS-User** and the Password **WELCOME**.
2. Call up the transaction as follows:






<b>Menu Path</b>	<i>Logistics → Logistics Execution → Inbound Process → Goods Receipt for Inbound Delivery → Inbound Delivery → Lists → Inbound Delivery Monitor</i>
<b>Transaction Code</b>	VL06i

3. Choose *For putaway*.
4. Enter the following data:

Field	Data
Warehouse number	005
Vendor	3740


5. Choose .
6. Double-click on your inbound delivery.
7. Select an item, then choose  to display the status of the inbound delivery.

As the inbound delivery is only relevant for the stock placement in the decentralized system, it has the putaway status *For putaway* and a status for Warehouse Management Activities *WM-TA trnsf order reqd*.

8. Choose  twice.
9. Choose your inbound delivery and choose  *TO in foregr*.
10. Choose *Foreground*.
11. Choose .
12. To put away the first item, choose *Palletization*.
13. To display the destination storage bins for the individual pallets, choose . If a warning message appears for the individual items, choose .
14. To create the transfer order item for this material, choose *Gen + next material*.
15. To create the transfer order item for the next material, choose *Gen + next material*.
16. To create the remaining TO items, choose *Transfer order → Post*.




Processing an Inbound Delivery in a Decentralized Warehouse


17. Choose  twice.

18. Choose *For confirmatn.*


19. Enter the following data:

Field	Data
Warehouse number	005
Vendor	3740

20. Choose .

21. Select both of your inbound delivery numbers and choose .


22. In the dialog box, choose .


23. Choose  twice.

24. Choose *For gds receipt.*


25. Enter the following data:

Field	Data
Warehouse number	005
Vendor	3740

26. Choose .

27. Select your inbound delivery and choose  *Post goods receipt.*

28. In the dialog box, choose .

29. Choose .

## Checking the Inbound Delivery in a Central System

## Checking the Inbound Delivery in a Central System





### Use

Once the completed putaway has been confirmed, the inbound delivery is distributed to the central system (client 800) and posted there with the relevant goods receipt quantity.

### Procedure

1. Log on to the central system (client 800).
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Logistics Execution → Inbound Process → Goods Receipt for Inbound Delivery → Inbound Delivery → Display → Single Document</i>
<b>Transaction Code</b>	VL33N

3. Enter your inbound delivery number, then choose .  
Check the different statuses of the inbound delivery.
4. Select an item of the inbound delivery, then choose .  
You can see the putaway status of the item. The putaway process is now complete, which is why the goods movements status now shows as *Completed*.
5. Choose .  
You can see the distribution status of the decentralized warehouse processing. The status for the decentralized warehouse is now *Confirmed*.
6. Choose .

## Goods Issue in a Decentralized Warehouse

### Purpose

In the Dallas plant of IDES Corp., the warehouse stock is administered in a decentralized warehouse management system. As the Dallas plant is a delivering plant with a closed distribution center, all stock receipts are handled as goods receipts for purchase orders with an external vendor.

In this example, you create a purchase order for trading goods and process the goods receipt from the creation of the inbound delivery, through the putaway of the materials in the warehouse management system and the goods receipt in inventory management. The warehouse management system is located in a different logical system. This is because the distribution center should work independently of the processes in the central system. While processes in Accounting, Purchasing, Inventory Management or Sales and Distribution are executed in the central system (Enterprise Resource Planning System, ERP), the concrete, physical processing of the stock placement occurs in the warehouse management system. The Warehouse Management System, WMS, is located in its own, decentralized system, which communicates with the central system via ALE. The Dallas warehouse complex is set up as just such a decentralized warehouse.

In this example you will work in both the central system and the decentralized system, and switch between the ERP and the WMS.

You can find more information about this process under [i](#) [Page 28].

### Process Flow

You can find the data for this process under [?](#) [Page 30].

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## Additional Process Information

### Additional Process Information

The following additional information is aimed at IDES users with prior knowledge in the areas of Warehouse Management (WM) and ALE.

In the Dallas plant, storage location 0095 is managed as a decentralized warehouse. This is determined by the assignment of the plant – storage location combination for warehouse number 005, which is defined in Customizing. To see the Customizing of the decentralized warehouse management, see the IMG, under *Logistics Execution → Decentralized WMS Integration*. This is where the settings are made for the central and decentralized processing.

In this example, the warehouse is a distribution center for trading goods. In the Dallas plant, PCs and accessories are delivered via purchase orders and picked in the WM-administrated warehouse complex. To ensure permanent availability and the greatest possible independence of the warehouse processes, this warehouse complex should be administered in a separate system. Processes for Inventory Management, Financial Accounting and Controlling are executed in the central R/3 System. Physical warehouse processes such as creating transfer orders for putaway, the picking of outbound deliveries or the planning and monitoring of stock movements are handled separately. The warehouse processes are also executed in an SAP R/3 System in warehouse management. The two systems are represented by different logical systems.

In order to separate the functions, the master data and transaction data must also be split up. Information about the valuation of materials is not relevant to the decentralized warehouse management system (WMS). The basic data of a material must be identical in both systems, but the warehouse-management specific material data, however, are relevant only to the WMS. The material master data are therefore distributed between the central ERP and the decentralized WMS via message type MATMAS\_WMS to reduce the number of fields not relevant to the WMS. Transaction data, such as the outbound delivery of a vendor, must exist in both systems. An outbound delivery is generated for the sales order in the ERP. This outbound delivery contains information for picking, and is therefore distributed to the WMS. A transfer order is generated for the picking in Warehouse Management.

The PCs are placed in bulk storage, the monitors are put in a high rack storage area. For this reason, material M-01 has a stock placement and stock removal type indicator in the material master, which controls the picking in warehouse type 004 (bulk storage). Once the transfer order has been created, the physical transfer is carried out, and then confirmed to the warehouse management system through the confirmation of the transfer order. Only when the physical picking from the relevant storage bins has been completed, is the goods issue posted for the outbound delivery. The confirmation of the goods issue distributed from the WMS to the ERP, where it is posted in inventory management.

Communication between the logical systems is defined through the WMS distribution model. You can find the distribution model in Customizing, under *Logistics Execution → Decentralized WMS Integration → Central Processing → Distribution → Generate Distribution Model*. You can also find this distribution model in Customizing for ALE.

The following steps describe how you set up a decentralized warehouse.

1. Create a warehouse number in the central system (do not make a copy), then activate it for decentralized processing. This warehouse number is not used in the ERP. It is required only to assign a delivery to the decentralized processing.
2. Create the warehouse number in the decentralized system and set up the processes for warehouse management.

**Additional Process Information**

3. Define the interface for warehouse management to inventory management.
4. Define the necessary message categories (for example, the reduced messages for the material master).
5. Generate the distribution model in the central system.
6. Generate the partner agreements in the central system.
7. Distribute the distribution model to the decentralized system.
8. Generate the partner agreements in the central system.
9. Define the number range for the warehouse document in the decentralized system and assign it.
10. Activate the link to the ERP system.
11. Define the conversion of the delivery types between ERP and WMS.
12. Define the requirement types for the WMS.
13. Define the confirmation control for the creation of inbound deliveries.

**Data Used During This Process****Data Used During This Process**

<b>Field</b>	<b>Data</b>	<b>Description</b>
Customer	4130	Sold-to party
Order type	OR	Standard order
Sales organization	3000	Purchasing organization North America
Plant	3500	Dallas plant
Storage location	0095	Decentralized warehouse in Dallas
Warehouse number	005	Decentralized warehouse in Dallas
Material	M-01	Sunny Sunny 01
Material	M-08	Flatscreen MS
Material	M-10	Flatscreen MS

## Creating a Sales Order

### Use

You first create a sales order using several materials.


### Procedure

1. Log on to the central system (client 800).
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Sales and Distribution → Sales → Order ### Create</i>
<b>Transaction</b>	VA01

3. Enter the following data:


Field	Data
Order type	OR (standard order)

4. Choose .

5. Enter the following data:

Field	Data
Sold-to party	4130
PO number	K-WMS-01
Purchase order date	Today's date
Material	M-01
Order quantity	5
Material	M-10
Order quantity	5
Plant	3500
Storage location	0095



6. Choose .

7. Position your cursor on sales area 3000/10/00 in the dialog box and choose .

8. Select the items, then choose .

9. Choose the *Schedule lines* tab page.

10. Select the item with the confirmed order quantity, then choose .



11. Choose , then choose  *Shipping*.

To ensure that the most important shipping activities begin on time, for example, picking, loading and transport, the R/3 System automatically executes delivery scheduling. You can see the necessary entries for this shipment.

**Creating a Sales Order**

12. Make a note of the *Material availability date*, as you will need this as a selection criterion to create the delivery.

If the Transport planning date is earlier than the material availability date, you can create the delivery on this date. You can also see the shipping point responsible for delivering this order.

13. Return to the *Create Standard Order: Overview* screen, then choose *Next item* and repeat your entries as of step 8 for the next item.
14. Choose , then note the sales order number.
15. Choose .



## Creating an Outbound Delivery in a Central System

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Logistics → Logistics Execution → Outbound Process → Goods Issue for Outbound Delivery → Outbound Delivery → Create → Single Document → With Reference to Sales Order</i>
<b>Transaction Code</b>	VL01N

2. Enter the following data:

Field	Data
Shipping point	3500
Selection date	The material availability date or the transport planning date of the first item
Order	Your order number

3. Choose .

Check the different statuses of the inbound delivery.


4. Select an item of the outbound delivery, then choose .

You can see the picking status of the item.


The warehouse number assigned to this outbound delivery is the decentralized warehouse in Dallas. As this is a decentralized warehouse, the *Picking* status in the central system is *Not relevant for picking*.

5. Choose .

You can see the distribution status of the decentralized warehouse processing. As the warehouse number for Dallas is decentralized, this outbound delivery is relevant for distribution and therefore has the status *Relevant*.

6. Choose , then make a note of the outbound delivery number.

When you save your entries, the inbound delivery is sent via ALE to the decentralized system. This changes the status of the outbound delivery in the central system. Check the status of the outbound delivery.

7. Choose *Delivery → Display*, then choose .

8. To check the distribution status of the decentralized warehouse processing, choose .

The outbound delivery has now been distributed to the decentralized system and therefore has the status *Distributed*.

9. Choose .

## Displaying an Outbound Delivery in a Decentralized Warehouse

## Displaying an Outbound Delivery in a Decentralized Warehouse



### Prerequisites


You should now switch to the decentralized WMS (client 812) to pick the delivery. You create a transfer request for the outbound delivery, then you confirm this once the outbound delivery has been completed.

### Procedure

1. Sign in to the decentralized WMS (client 812) with the User **WMS-User** and the Password **WELCOME**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Logistics Execution → Outbound Process → Goods Issue for Outbound Delivery → Outbound Delivery → Display</i>
<b>Transaction Code</b>	VL03N

3. Enter your outbound delivery number, then choose .
4. Select an item, then choose  to display the status of the outbound delivery.  

As the outbound delivery is only relevant for the picking process in the decentralized system, it has picking status *Not yet picked* and a status for Warehouse Management Activities *WM-TO required*.
5. Choose  and remain in the decentralized system.


## Creating and Confirming a Transfer Order for Outbound Delivery

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Logistics Execution → Outbound Process → Goods Issue for Outbound Delivery → Picking → Create Transfer Order → Single Document</i>
<b>Transaction Code</b>	LT03

2. Enter the following data:



Field	Data
Warehouse number	005
Delivery	Your outbound delivery number
Select items	Select
Process Flow	Foreground

3. Choose .
4. Select the first item, then choose *Stor.type srch seq..*

You see an overview of the picking of this material. In the *Storage type search* area, you see the sequence of warehouse type 004 (bulk storage) and 001 (high rack storage), which are to be searched for the requested material. Material M-01 is generally kept in bulk storage, which is why an indicator in the material master proposes this search sequence. However, no partial pallets are to be kept in bulk storage, so any pallets with a quantity of less than 25 pieces are placed in the high storage rack. As some of the stock could be in this storage type, the search is continued in the high rack storage, once the bulk storage area has been searched.

5. Choose .

You can see that the source storage type is a bulk storage location in storage type 004, from which the entire pallet is to be picked. As only a partial quantity is removed, a partial pallet remains. The required quantity for the delivery is transferred to the goods issue zone (storage type 916), and the partial pallet is transferred to the high rack storage (storage type 001).

6. Confirm the warning message.
7. Choose *Generate + Next mat..*
8. To save the remaining items in the background, choose .
9. Make a note of the transfer order number.
10. Choose .

The pallets are now transferred to the goods issue zone, and the partial pallet is returned to stock. Once this transfer has been completed, you can confirm the transfer order.

11. Call up the transaction as follows:

**Creating and Confirming a Transfer Order for Outbound Delivery**


<b>Menu Path</b>	From the <i>Picking</i> node, choose → <i>Confirm Transfer Order</i> → <i>Single Document</i> → <i>In One Step</i>
<b>Transaction Code</b>	LT12


12. Enter the following data:

<b>Field</b>	<b>Data</b>
Transfer order no.	Your transfer order number
Warehouse number	005
Foreground/background	Foreground

13. Choose *Input list*.

You now confirm the entire transfer order. You can also confirm the items individually.

14. To confirm that the picking is now complete, choose .

15. Choose .

## Posting the Goods Issue

### Prerequisites

You now need to post the goods issue for the delivery. You execute the posting in the decentralized warehouse, the delivery is then sent to the central system, where it is posted in Inventory Management as a goods issue for the delivery. This step can occur when the transfer order is confirmed.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Logistics Execution → Outbound Process → Goods Issue for Outbound Delivery → Outbound Delivery → Change → Single Document</i>
<b>Transaction Code</b>	VL02N

2. Enter your outbound delivery number, then choose *Post goods issue*.

The system confirms that outbound delivery WMS XXX has been saved.

3. Choose .

## Checking the Outbound Delivery in a Central System

## Checking the Outbound Delivery in a Central System




### Use

Once the picking has been confirmed, the outbound delivery is distributed to the central system, where it is posted with the relevant goods issue quantity.

### Procedure

1. Switch to the central system (client 800)
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Display</i>
<b>Transaction</b>	VL03N


3. Enter your delivery number, then choose .  
Check the status of the outbound delivery.
4. Choose .  
You can see the decentralized warehouse processing status *confirmed*.
5. Choose .

## Billing a Sales Order



1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Sales and Distribution → Billing → Billing Document → Create</i>
<b>Transaction Code</b>	VF01

Enter your outbound delivery number, if it has not already been defaulted by the R/3 System.

2. Choose .

The system branches to the billing items overview screen.

3. Select both of the billing items, then choose .
4. Choose .

## Introductory Workflow Example (Leave Form)

### Purpose

This demo shows how an IDES employee fills in a leave form. The applicant is informed whether the leave application has been approved or rejected by the manager. If the leave has been rejected, the employee can decide whether to revise and resubmit the leave form or withdraw and delete it. Depending on this decision, the leave is resubmitted to the manager or the workflow is finished.



This demo shows workflow functions without reference to the *Human Resources* module. It is a pure demo example. The same scenario with integration to *Human Resources* is in the demo [Absence Approval/Rejection \[Page 59\]](#)



The workflow template used for this demo and its embedding in the organizational plan of the IDES AG are displayed in the demo [Introducing WF Example \(Leave Form\) : Selected Details of the Workflow Definition \[Page 47\]](#).

### Process Flow

You can find the data for this process under [\[Page 41\]](#).

1. [Employee: Filling in Notification of Absence \[Page 42\]](#)
2. [Superior: Approving Notification of Absence \[Page 43\]](#)
3. [Employee: Notification of Leave Request \[Page 44\]](#)
4. [Variant: Rejecting the Leave Request \(optional\) \[Page 45\]](#)



## Data Used During This Process

Field	Data	Description
Name (applicant)	Karl-Heinz Quartz	Skilled worker Karl-Heinz Quartz (User WF-MM-1)
Department	PC Production 1	
Personnel number	1286	
Superior	Frank Schmidtrohr	Plant manager Dresden (User WF-MM-3)

## Employee: Filling in Notification of Absence

## Employee: Filling in Notification of Absence

### Use

The skilled worker Karl-Heinz Quartz (User WF-MM-1) who works in the PC production in the Dresden plant wants to take a one week vacation.



### Procedure

1. Log on to your IDES system as user **WF-MM-1**, password **WELCOME**, language **EN**.
2. Call the transaction as follows:

<b>Menu Path</b>	<i>Tools → Business Workflow → Development → Environment → Demo: Fill out form</i>
<b>Transaction Code</b>	SWXF

3. Enter the following data:

Field	Data
Name	Karl-Heinz Quartz
Department	PC Production 1
Personnel number	1286
Absent from (1st day)	< Monday next week >
Absent until (last day)	< Friday next week >
Reason	< user-defined entry >
Contact at	< user-defined entry >

4. Choose .
5. Choose .

Do not log off the system as you will be the applicant **WF-MM-1** again in the next process.



Saving the form in the database triggers off a workflow for approval of the leave request.

If the vacation is not approved, proceed with the process step 2 in [Variant: Rejection of leave request \(optional\) \[Page 45\]](#).

## Superior: Approving Notification of Absence


### Use

Plant manager *Frank Schmidtrohr* (User WF-MM-3), Karl-Heinz Quartz' superior, checks and approves of the leave request that the workflow has put in his inbox.



### Procedure

1. Log on to your IDES system as user **WF-MM-3**, password **WELCOME**, language **EN**.
2. Call the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP

3. Mark the row *Employee Karl-Heinz Quartz: Approve absence*.
4. Choose .
 

You see the data that you just entered as employee Karl-Heinz Quartz.
5. Choose *Approve*.
 

The system confirms the action with the message *Application approved* in the status line.
6. Choose .
7. Choose *End Workitem* in the dialog box to confirm the completion of the work item.
8. Choose .
 

Do not log off the system if you want to perform the process variant *Rejection of a leave request* at a later time.

## Employee: Notification of Leave Request

## Employee: Notification of Leave Request

### Use

The employee Karl-Heinz Quartz is notified immediately of his superior's decision after the approval of his leave request via an express mail.

### Procedure


Make sure that you are logged on as user **WF-MM-1** in the IDES System.



You may be informed in a dialog-box about the reception of an express message. Choose *Inbox* and continue with step 3.

1. Call the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox</i>
<b>Transaction Code</b>	SWBP

2. Mark the line *Notification of absence no. 000000xxx...* and choose .

The text contains the current data from the leave request just entered and approved (date of approval, request number, start of absence).

3. Choose .


Do not log off the system if you want to perform the next process step *Rejection of a leave request*.

## Variant: Rejecting the Leave Request (Optional)



### Use

A leave request can be rejected. The applicant is notified via a work item and has to decide whether to withdraw or change his or her request.






### Procedure

1. Go back to the process step [Employee: Filling in notification of absence \[Page 42\]](#) and complete another notification of absence form as user **WF-MM-1**. After the creation of the leave request return to this step and continue with the following steps.
2. Make sure that you are logged in as user **WF-MM-3** (password **WELCOME**). Should a message appear that there are unread documents in your inbox, choose .
3. Call the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SWXF

4. Mark the row *Employee Karl-Heinz Quartz: Approve absence* and choose .  
You see the data that you just entered as employee Karl-Heinz Quartz.
5. Choose *Reject*.  
The system confirms the action with the message *Application rejected* in the status line.
6. Choose .
7. Choose *attachment* in the menu bar in the dialog box to tell the employee the reason for the rejection of the notification request.
8. Enter the following data:


Field	Data
Type	SCR
Title	Reason

9. Choose .  
Enter a text, for example 'Next week we will need you for an extra shift.'
10. Choose  and .
11. Choose *Completend work item*.
12. Choose .  
The employee Karl-Heinz Quartz can now look in his inbox to see whether his leave request has been approved or rejected.
13. Go to the session in which you are logged on as user **WF-MM-1**.  
If there is a message that you have received an express document, choose .
14. Call up the transaction as follows:


## Variant: Rejecting the Leave Request (Optional)

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SWXF

15. Select the row line *Abs.notif.no. 000000XXXX rejected*. What action?


16. Choose .

17. To read the reason for the rejection, choose *Edit → Attachment → Display*.

18. Choose .

19. Choose *Withdraw notification of absence*.

The leave request is deleted.

20. Choose .

## Workflow Demo (Leave Form): Workflow Definition Details

### Purpose

This demo example shows the usage of the SAP Business Workflow tools and guides you through the modules of the workflow “Process notification of absence” (cf. [Introductory Workflow Example \(Leave Form\) \[Page 40\]](#)). That script describes an example workflow model, here you can learn about the different elements of a workflow and how to edit them with workflow tools. The main focus of this demo is therefore not a particular SAP R/3 System business function but on the use of an innovative tool to support and optimize business processes from any application modules.

You will see a flow log of a workflow model, the definition of the workflow model, selected organizational and technical details of various workflow steps (tasks, object methods) and the part of the organizational plan of the model company IDES AG used. This script gives you an overview of the SAP Business Workflow tools as introduces you to the creation of your own workflow definitions.

### Prerequisites

Perform the [Introductory Workflow Example \(Leave Form\) \[Page 40\]](#) first. You can only then perform the first (optional) process step.

### Process Flow

You can find the data for this process under [?](#) [\[Page 48\]](#).

1. [Display Workflow Step Log \(Optional\) \[Page 49\]](#)
2. [Workflow Definition and Triggering Events \[Page 50\]](#)
3. [Workflow Step ‘Approving the Notification of Absence’ \[Page 52\]](#)
4. [Task ‘Approving the Notification of Absence’ \[Page 53\]](#)
5. [Object ‘Form: Notification of Absence’ \(Optional\) \[Page 55\]](#)
6. [Organizational Plan \[Page 57\]](#)

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**Data Used During This Example****Data Used During This Example**

Field	Data	Description
Task type	WS	Workflow sample from SAP
Task number	30000015	Workflow sample "Process notification of absence"
Task type	TS	Standard task from SAP
Task number	30000016	Standard task "Approve notification of absence"
Business Object	FormAbsenc	Form "Notification of absence"
Organizational Unit	00000001	IDES AG



## Displaying the Workflow Step Log (Optional)

### Use

Log on to the IDES System as user **WF-MM-1** with password **WELCOME** and language **EN** who made the leave request in the demo [Introductory Workflow Demo \(Leave Form\) \[Page 40\] \[Page 40\]](#). Go from a workflow model log to the workflow definition that describes the procedure of the workflow.



### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Tools → Business Workflow → Development → Runtime tools → Business Workplace → Outbox</i>
<b>Transaction Code</b>	SW13, SBWP




If you have not performed the Introductory Workflow Example (Leave Form) you can skip the following steps and proceed with the second process step.

2. Select the row *Demo Workflow for Notification of Absence* and choose .
3. Choose  *Log*.
4. Drag the window so that you can see the result and the agent for all workflow steps.
5. To see details such as start and finish date of the workflow model, double-click on the first, green line *Demo workflow for notification of absence*.
6. You can go to the (single or multiple-step) task. Choose *Extras → Display task*.

You can see the name of the Workflow task, for example.



The next process step will continue here, so do not choose .

## Workflow Definition and Triggering Events

## Workflow Definition and Triggering Events

### Use

In the workflow editor you can see the activities in a workflow necessary for the workflow control. Before viewing single activities in more detail, take a look at the triggering events in the workflow *Process Notification of Absence* to get an overview of it.



### Procedure



If you executed the first process step and reached the screen *Workflow Template: Display*, continue with step 8. Choose the *Triggering Events* tab.

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Tools → Business Workflow → Development → Definition Tools → Tasks/Task Groups → Display</i>
<b>Transaction Code</b>	PFTC_DIS

2. Choose *WS (Workflow sample)* from the possible entries help for the *Task type* field to find the Workflow task "Process Notification of Absence".
3. Enter *Absence* as the search term in the possible entries help for the *Task* field. Choose .
4. Double-click on the Workflow sample *AF\_process Process Notification of Absence*. The workflow template has the number WS3000015.
5. Choose .
6. The start of the workflow sample is linked to a change in status (event) of the business object *Notification of absence*. To see this triggering event, choose the *Triggering Events* tab page.
7. The green light in the first line of the standard events table indicates that the link to the event *Notif. of Absence Created* is active.

Each time a form *Notification of Absence* is created the workflow system starts this workflow sample. The workflow task link definition means that you do not have to change the Notification of absence application program to start a different workflow task in reaction to the event.

8. Choose the *Basic data* tab page.  
Now observe the flow of the workflow.
9. Choose the step *Workflow Builder*.

The Workflow Editor starts.



Technical information (Workflow steps, events, operators and containers) is displayed on the left side of the screen

You can see a section of the flow definition in the middle of the *Display area*. You can display a particular section in the area by moving the green rectangle to the right of the


**Workflow Definition and Triggering Events**

*Navigation Area.* The activities and workflow control flow operations are displayed as green symbols. After each activity one or more rhombuses display its results or the scheduled events.

By scrolling forward or backwards in the flow description you will get an overview of the activities in the *Process notification of absence* workflow sample:

The two events on the top show that the workflow can either be started by the triggering event *Form created* or by hand in the dialog. The first activity *Approve notification of absence* either has the result *Approved* or *Rejected*. If it is approved, a flag is set and the applicant is notified. If the leave has been rejected, the applicant is informed and can decide whether to revise and resubmit the leave form or withdraw and delete it.

Depending on this decision, the leave is resubmitted to the manager or the workflow is finished ('loop: resubmit NoA).

10. Do not choose , the next step continues here.

---



**Workflow Step 'Approving the Notification of Absence'**

## Workflow Step 'Approving the Notification of Absence'


### Use

Now view the activity 'Approve notification of absence' of the workflow definition in more detail. An activity is a workflow step in which a task is called from the process structure and given data, dates and an agent. When the workflow is performed, a work item which can be executed at the push of a button is created from these details and it appears in the inbox of the selected agent. Any results of this work item that are needed later in the workflow are copied into the workflow data container.

### Procedure

1. If the screen header is not to be *Workflow Builder: Display 'AF\_process' [active, saved]*, choose *Extras* → *Options*.
2. Choose  in the *Options* dialog box.
3. Go to the *Approve notification of absence* step and double-click on .
4. This activity calls the standard task TS30000016 'Approve notification of absence'.
5. The agent for activity 0000168 is displayed in the *Person Responsible* field in the *Agent* section of the *Control* tab.

The appropriate agent is selected via the role '*Superior of...*'.

6. Choose *Data flow exists* in the *Agent* section. The role determines the superior of the workflow initiator.
7. Confirm the dialog box with .
8. Choose the *Latest Start* tab. The initiator is informed if the workflow execution deadline is exceeded (container element `_WF_INITIATOR`).

The *Latest Start* value specifies that the superior must start processing this activity no more than 5 minutes after the creation of the work item (for demo purposes). The initiator is informed if this deadline is exceeded in this example.

9. Select the *Control* tab to display the basic data of this activity again.

## Task 'Approving the Notification of Absence'

### Use


In this process step you change from the process level to the organizational level to view the detail data of the standard task on which it is based and its classification into the organizational plan.

### Procedure

1. To see which employees of the IDES AG have the task *Approve notification of absence* in their activity profile, select *Agent assignment for task* next to the selection 'Agent assignment'.
2. Choose *View* → *Key on* to display the numbers of the organizational units.



If the organizational units are already displayed skip this step.

3. Choose *View* → *Color legend* and make yourself familiar with the meaning of the different organizational elements.
4. Choose  in the dialog box.
5. To verify that Mr. Frank Schmidtrohr (user WF-MM-3), superior of Karl-Heinz Quartz (User WF-MM-1) is allowed to execute the task select the sign '+' of the task group *T 50000185 Personnel management*.


A list of position (descriptions) appears showing the tasks of the task group '*Personnel management*'.

6. Select the sign '+' at the position *Head of Department* with the number *C 50011879*.  
A list of positions (yellow) is displayed.
7. Select the '+' before the position *Plant Manager Dresden D* with the number *S 50012181*.  
The person (P) *Frank Schmidtrohr* is displayed.
8. Select the '+' of the person *Frank Schmidtrohr*.

The user (US) *WF-MM-3* is displayed.




You could go from here to the Human Resources module to edit a position, a personnel master record, etc. via *Goto* → *Display object*.

9. Go back to the *Workflow Builder* screen.
10. Position the cursor on the task number *TS30000016* and choose .
11. Choose *Edit* → *Work item text* → *Redefine*.

The text in the inbox of the selected agent is displayed in the dialog box. `&_WI_OBJECT_ID.CREATOR.NAME&` is a placeholder for the applicant and is a reference for the attribute CREATOR of the object that is edited in the work item method, see next process step.


**Task 'Approving the Notification of Absence'**

12. Choose .

13. Choose the *Description* tab page to see the task description for the agent.

14. Choose *Display Text*.

Read the displayed text. The placeholders are replaced by the current values of the associated object attributes as in the work item text.

15. Choose  until you reach the *Workflow Builder* screen.



The *Task Description* dialog box may appear. Choose *Cancel* to close it.

## Object 'Form: Notification of Absence' (Optional)


### Use

In this process step you change to the business object levels that implement those business objects which have been edited in a workflow. Its methods, attributes and events are the operational elements of a workflow and implement an object-oriented access to the SAP R/3 System functionality. From the process level (flow description) you can easily access the methods, attributes and events of an object in the SAP R/3 System without any programming knowledge. This simplifies the workflow creation.




This process step is particularly interesting for developers. Other user groups can ignore it.


### Procedure

1. Position the cursor on the task number *TS30000016* in the *Workflow Builder: Display step: Activity* screen and choose .


This standard task is implemented by calling the method APPROVE of the object type FORMABSENC.

2. To view the object type FORMABSENC more closely, position the cursor onto it and select *Goto* → *Select line/object*.
3. Select the '+' before attributes, methods and events.
4. Mark the method *Absence Form. Approve* and choose .

The *Method Approve* dialog box indicates that it is a synchronous, interactive method with a user dialog.

5. To find out how the method is implemented, select the *ABAP/4* tab. The method calls the function module *SWX\_FORMABS\_APPROVE*.
6. Choose .
7. If you want to see the ABAP implementation of the method, choose *Program*.

The code frame for the method and the function call has been automatically generated according to the approve method details above.

8. Choose  until you reach the *Workflow Builder* screen.
9. Choose *Data flow exists* in the top section of the screen to see the input and output data of the task.

The contents of the workflow container elements *AbsenceForm* are passed to the task as an input parameter (<==) with the name *Notif. of absence*. (Technically this is the link to the edited object Notification of absence which you just displayed.)

The task does not return any result data to the workflow container, so no entries have the '==>'arrow.


10. To display the access to the attributes, position the cursor on the element *&AbsenceForm&* and click the right-hand mouse key and *Possible Entries*.

**Object 'Form: Notification of Absence' (Optional)**

The elements of the workflow container are displayed in the dialog-box. The *Notif. of absence* element is the only one highlighted in blue/green because it has only one data type which matches the input parameter of the task or object method.

11. To display the attributes available for the notification of absence, select the '+' sign in front of the element. The '+' sign on front of *Approver* indicates that this attribute links in turn to an object containing the attributes address, cost center, department etc.

In change mode you could use one of these attributes, for example to formulate a link condition, as input parameter for an activity to be executed, as agent of an activity, or as reference point for deadline monitoring.

12. Choose .



You must also close the Workflow Builder. Choose *Workflow* → *Exit*.



## Organizational plan


### Use

This process step is concerned with the section of the organizational plan of the IDES AG which is relevant for this demo workflow. You navigate from top to bottom until you display the positions and persons participating in this workflow, to see their activity profile and their organizational position in the IDES AG.





### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Tools → Business Workflow → Organizational Plan → Organizational Plan → Organization and Assignment → Display</i>
<b>Transaction Code</b>	PP0SE

2. Choose *Organizational unit* and enter 1200 in the "with description" field.
3. Choose  *Search*.
4. Choose *Setting → Change Maintenance Interface*.
5. Make the following entries in the *Organizational Plan* screen:

Field	Data
Organizational Unit	1200

6. Choose .
7. Choose *Staff assignments*.
8. Select *View → Color legend* to see the meanings of the colors.
9. Choose  in the dialog box.
10. The hat symbol in front of the plant manager Dresden shows that this is a management position. Choose the '+' sign in this row. This position is occupied by Frank Schmidtrohr.
11. To display the workflow tasks for which *Frank Schmidtrohr* is responsible, mark this line and select *Task profile*.
12. Select the '+' sign of the line *Plant Manager Dresden* and then the '+' in front of *Head of Department*. *Frank Schmidtrohr* is for example the manager of the task group *Personnel management*.
13. Choose the "+" sign in the *Personnel management* row. The task *Approve notification of absence* is in this group.
14. Choose .
15. Select '+' in front of the *Production of Personal Computers (D)* row and then the '+' in front of the *Skilled PC production worker* row.
16. Repeat step 9 for the *Skilled PC production worker Karl-Heinz Quartz*.
17. Choose .

Organizational plan

## Absence Approval/Rejection

### Purpose

This scenario describes how an employee creates a leave request, which is locked because it has not been approved. Two subsequent processes are possible: If the employee's superior approves the leave request, the employee's personnel administrator has to unlock the leave request and check the employee's leave entitlement. The employee's superior rejects the leave request, adding an explanatory note. The employee is informed automatically.

### Process Flow

You can find the data for this process under [?](#) [Page 60].

1. [Entering a Leave Request \[Page 61\]](#)
2. [Approving a Leave Request \[Page 62\]](#)
3. [Unlocking a Leave Request \[Page 63\]](#)
4. [Checking the Status of a Leave Request \[Page 64\]](#)
5. [Rejecting a Leave Request \[Page 65\]](#)

---

**Data Used During This Process****Data Used During This Process**

<b>Field</b>	<b>Data</b>
Personnel number	1001
Steps 1, 4, 5 Person entering request	WF-HR-A
Steps 2, 5 Head of department	WF-HR-M
Step 3 Administrator	WF-HR-2

## Entering a Leave Request

### Use

During this exercise, you will log on under various logon names. You are recommended to keep them open.



You can find out which logon and user the current work area belongs to by choosing *System* → *Status*.



### Procedure

1. Log on as the user **WF-HR-A** using the password **Welcome**.
2. Call up the transaction as follows:



<b>Menu path</b>	<i>Human Resources</i> → <i>Personnel Management</i> → <i>Administration</i> → <i>HR Master Data</i> → <i>Maintain</i>
<b>Transaction code</b>	PA30

3. Enter the following data:

Field	Data
Personnel number	1001

4. Choose .
5. Choose the *Working times* tab page.
6. Select *Absences*.
7. In the *Period* field, select *Today*.
8. Choose .


The *Subtypes for infotype Absences* dialog box appears.

9. Select *0100* in the *A/AT* type column.
10. Choose .
11. On the *Create absences* screen, choose .

The message *Record created* is displayed in the status bar.



Creating the leave request triggers an event that starts the *Absence Approval* workflow.

12. Choose  until the overview tree appears.

## Approving a Leave Request


## Approving a Leave Request

### Use

The leave request is first approved by the head of the department, David Grecco, and then unlocked by the personnel administrator. The administrator, Michaela Maier, can then view the result in her Office Inbox.






### Procedure

1. Log on as the user **WF-HR-M** using the password **Welcome**.

If a message appears saying that you have unread documents in your inbox, choose .

2. Call up the transaction as follows:

<b>Menu path</b>	<i>Office → Workplace</i>
<b>Transaction code</b>	SBWP

3. Choose *Inbox → Workflow*.
4. In the *Workflow* area, select the line *Approval of Absence Request for Michaela Maier*.
5. Choose .
6. On the *Approval Leave for Michaela Maier for <today's date>* screen, choose .  
The system displays the *Display Absences* screen with the leave request previously submitted by Michaela Maier.
7. Choose  until the *Decision Step in Workflow* screen appears.
8. Choose *Approve absence*.
9. In the dialog box, choose  *Complete work item*.
10. Choose  until the overview tree appears.

## Unlocking a Leave Request






### Use

After the employee's superior has approved the leave request, the personnel administrator, Mike Kaufmann (WF-HR-2), still has to check the employee's leave entitlement and unlock the leave request.

### Procedure

1. Log on as the user **WF-HR-2** using the password **Welcome**.
2. Call up the transaction as follows:

<b>Menu path</b>	<i>Office → Workplace</i>
<b>Transaction code</b>	SBWP

3. Choose *Inbox → Workflow*.
4. In the *Workflow* area, select the line *Absence: Leave for Employee Michaela Maier*.
5. Choose .
6. In the *Approve absence Leave for employee Michaela Maier by unlocking it* screen, choose .
7. Choose .
8. In the dialog box, choose  *Complete work item*.
9. Choose  until the overview tree appears.

## Checking the Status of a Leave Request


## Checking the Status of a Leave Request

### Use

The administrator Michaela Maier can now check her inbox to see if the leave request was completely approved, partially approved, or if it was rejected.


### Procedure

1. Log on as the user **WF-HR-A** using the password **Welcome**.




If a message appears saying that you have unread documents in your inbox, choose, 

2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace</i>
<b>Transaction Code</b>	SBWP

3. Choose *Inbox*.
4. In the *Inbox* area, select the line *Leave from <today's date> to <today's date> was approved...*
5. Choose .

The *Display Absences* screen appears, showing the leave request that was approved by the head of department and unlocked by the personnel administrator.

6. Choose .
7. In the dialog box, choose  *Complete work item*.
8. Choose  until the overview tree appears.



## Rejecting a Leave Request

### Use

Administrator Michaela Maier (WF-HR-A) wants to enter a leave request for a day of leave.



### Procedure

1. Log on as the user **WF-HR-A** using the password **We1come**.
2. Call up the transaction as follows:



<b>Menu Path</b>	<i>Human Resources → Personnel Management → Administration → HR Master Data → Maintain</i>
<b>Transaction Code</b>	PA30

3. Enter the following data:

Field	Data
Personnel number	1001


4. Choose .
5. Choose the *Working times* tab page.
6. Select *Absences*.
7. In the *Period* field, select *Today*.
8. Choose .


The *Subtypes for infotype "Absences"* dialog box appears.

9. Select *0100* in the *A/AType* column.
10. Choose .
11. On the *Create absences* screen, choose .



Creating the leave request triggers an event that starts the *Absence Approval* workflow.

12. Choose  until the overview tree appears.
13. Log on as the user **WF-HR-M** using the password **We1come**.


If a message appears saying that you have unread documents in your inbox, choose .

14. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace</i>
<b>Transaction Code</b>	SBWP

15. Choose *Inbox → Workflow*.
16. In the *Workflow* area, select the line *Approval of Absence Request for Michaela Maier*.


**Rejecting a Leave Request**

17. Choose .

The *Display Absences* screen appears.


18. Choose  until the *Decision Step in Workflow* screen appears.

19. Choose *Not approved*.

20. In the dialog box, choose  *Attachments*.

21. In the dialog box, enter the following data:


Field	Data
Class	SCR
Title	Leave not approved


22. Choose .

23. The *Change Document: MESSAGE Language EN* screen appears, where you can enter a text giving reasons for the refusal, for example, "Your presence is absolutely necessary on this date".

24. Choose .


25. Choose .

26. In the dialog box, choose  *Complete work item*.

27. Choose  until the overview tree appears.

The administrator Michaela Maier can now check her inbox to see if the leave request was completely approved, partially approved, or if it was rejected.

28. Log on as the user **WF-HR-A** using the password **We1come**.

If a message appears saying that you have unread documents in your inbox, choose, .

29. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace</i>
<b>Transaction Code</b>	SBWP

30. Choose *Inbox*.

31. Select the line *Requested Leave from <today's date> to <today's date>*.

32. Choose .

A dialog box appears, informing you that your leave request was not approved.

33. To see the reason for the rejection, choose *Edit → Attachments → Display*.

34. To exit the document display, choose .

35. In the *Decision Step in Workflow* screen, choose *Cancel request*.



The *Delete Absences* screen appears.

Michaela Maier can now delete her leave request.

36. Choose .

**Rejecting a Leave Request**

The system displays a message confirming that the record was deleted.

37. In the dialog box, choose  *Complete work item*.
38. Choose  until the overview tree appears.

---

**Workflow for Travel Management**

## Workflow for Travel Management

### Purpose

Both workflow processes demonstrate an approval and settlement process for Travel Management that is typical for Human Resources. The approval process outlined here is indicative of other workflow processes in Human Resources (see, for example, Leave Approval).

### Approving a Travel Request

An employee enters a travel request in the SAP R/3 system. It is automatically forwarded through the SAP R/3 system to a preset superior, who then checks the request.

The superior checks the travel request and then approves, rejects, or returns the request to the employee for corrections. The scenario for the process in this exercise is based on the assumption that superior approves the employee's request.

After the superior has approved the request, the employee receives an automatically generated mail with the approval message.

### Approving a Business Trip

After the business trip, the employee enters the trip facts in the R/3 system. The Expenses department then checks whether the employee's trip facts must be corrected or whether they are consistent. If the trip facts are consistent with the original request, they are forwarded to the superior to be checked for approval. The superior can then reject the reimbursement, send the trip facts back to the employee to be corrected, or, as in this scenario, approve the reimbursement of expenses. The results of trip costs accounting are transferred to payroll directly for payment during the payroll run.

You can find more information about this process under [i \[Ext.\]](#).

### Process Flow

You can find the data about this process under [? \[Page 69\]](#).

1. [Entering a Travel Request \[Page 70\]](#)
2. [Approving a Travel Request \[Page 72\]](#)
3. [Displaying the Approval Notification for the Employee \[Page 73\]](#)
4. [Entering Trip Facts \[Page 74\]](#)
5. [Checking Trip Facts \[Page 76\]](#)
6. [Approving a Trip \[Page 77\]](#)
7. [Settling a Trip \[Page 78\]](#)

## Data Used During This Process

Field	Data
User	<i>WF-TR-1</i> Employee: Chris Miller (personnel no.: 1309) Submits a Travel Request
Password	welcome
User	<i>WF-TR-2</i> Superior: Dr. Martin Jost (personnel no.: 1027) Checks the travel request and expense reimbursement
Password	welcome
User	<i>WF-TR-3</i> Administrator in the Expense Department: Manfred Mannheim (personnel no.: 1052) Checks trip data
Password	welcome

## Entering a Travel Request

## Entering a Travel Request

### Use

During this exercise, you will logon under various logon names. Ensure that you keep them open.



Under *System* → *Status* you can find out which logon the open work area belongs to.

### Procedure

1. Log on as the user **WF-TR-1** (Chris Miller PerNo: 1309) using the password **welcome**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Financial Accounting</i> → <i>Travel Management</i> → <i>Travel Expenses</i> → <i>Travel Expense Manager</i>
<b>Transaction Code</b>	PR05

3. Enter the following data:

Field	Data
Personnel no.	1309

You see a list of all trips that have already been entered.

4. Choose .

If the *Business Trip* dialog box appears, choose .

5. Enter the following data:

Field	Data
From	19.06.2000 10:00
End	23.06.2000 18:00
Reason	Trade fair
City	Berlin


6. Choose the *Advances* tab page.

If an additional dialog box appears, choose OK.



7. Enter the following data:

Field	Data
Amount	1.000,-
Currency	DEM
CaOff	Select
Date	18.06.2000

Entering a Travel Request

8. Choose  *Trip Status*.
9. Enter the following data in the *New Status* area:


Field	Data
Request entered	Select
To be settled	Select

10. Choose .
11. Choose Yes in the dialog box that appears.
12. Choose .


---

**Approving a Travel Request**

## Approving a Travel Request

1. Log on as the user **WF-TR-2** (Dr. Martin Jost, personnel no.: 1027) using the password **welcome**.
2. Choose .
3. Choose *Inbox* → *Workflow*.
4. Select the travel request submitted by Chris Miller.
5. Double click on the *EX...(Executable)* field.

In the upper part of the screen, you can choose various buttons in order to approve a request, send the request back for corrections, or reject a request. In the bottom part of the screen, you see the details for the travel request.


6. In the *Approve Travel Request of Chris Miller* field: Choose *Approve Travel Request*.
7. Choose .



## Displaying the Approval Notification for the Employee

1. Log on as the user **WF-TR-1** (Chris Miller, personnel no.: 1309) using the password **welcome**.
2. Call up the transaction as follows:

<b>Menu path</b>	<i>Office → Workplace</i>
<b>Transaction code</b>	SBWP

3. Choose *Inbox*.
4. Choose the approved travel request by double-clicking it.  
A personal message from your superior is displayed.
5. Choose  until the overview tree appears.

## Entering Trip Facts


## Entering Trip Facts

1. Log on as the user **WF-TR-1** (Chris Miller PerNo: 1309) using the password **welcome**.
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Accounting → Financial Accounting → Travel Management → Travel Expenses → Travel Expense Manager</i>
<b>Transaction Code</b>	PR05

3. Enter the following data:

Field	Data
Personnel no.	1309

4. Select the current trip.
5. Choose .
6. Choose the *Receipts* tab page.
7. In the *ExpTy (Expenses type)* field in the first line (001) of the receipts area, select the appropriate value by using the F4 help.
8. In the dialog box that appears, choose the entry for *HOTL* by double clicking *Hotel*.
9. On the *Receipts* tab page, enter the following data:

Field	Data
Amount	790
Currency	DEM

10. Choose .
11. Enter the following data in the dialog box:

Field	Data
From	19.06.2000
To	23.06.2000
Nbr of breakfasts	4
Description	Holi_Inn
Business purpose	Enter any reason
Location	Berlin
Country	DE
Region	Blank

12. Choose .


You have entered a hotel receipt from 06/19 - 06/23/2000. The receipt included 4 breakfasts.




The start date for the trip must be in the past in order to be valid for payroll.

13. Enter the following data:

Expense type	Amount	Tax...(Tax ID)	Date
TAXI	25,50		
TELE	15,00	V1	
PARK	60,00		


14. Choose .



To navigate between the individual fields, use the *Tab* key. It is easier to make all the entries first and then choose . This enable you to enter the trip data more quickly; the required checks occur only after you have made all entries.


15. Choose  *Trip Status*.

16. Assign a new status. Set the status to *Trip completed / Report recorded* and *To be settled*.

17. Choose .

18. Choose *Yes* in the dialog box that appears.



The new status is displayed in the *Approval* and *Settlement* fields.

19. Choose .



---

**Checking the Trip Facts**

## Checking the Trip Facts

1. Logon as user **WF-TR-3** (Manfred Mannheim, personnel no.: 1052) using the password **welcome**.
2. Choose .
3. Choose *Inbox* → *Workflow*.
4. Select Chris Miller's trip.
5. Double click on the *Ex...(Executable)* field.
6. Choose *Trip facts are consistent*.
7. Choose .

## Approving a Business Trip

1. Log on as the user **WF-TR-2** (Dr. Martin Jost, personnel no.: 1027) using the password **welcome**.
2. Choose .
3. Choose *Inbox* → *Workflow*.
4. Select Chris Miller's trip.
5. Double click on the *Ex...(Executable)* field.
6. To approve the expenses reimbursement, choose *Approve trip* from the subsequent screen.
7. Choose .

## Settling a Trip


## Settling a Trip

1. Logon as user **WF-TR-3** (Manfred Mannheim, personnel no.: 1052) using the password **welcome**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Financial Accounting → Travel Management → Travel Expenses → Travel Expense Manager</i>
<b>Transaction Code</b>	PR05

3. Enter the following data:

Field	Data
Personnel no.	1309

4. Choose .

In the *Approval* field, you see the new status *Trip approved / to be settled*.


5. Select the trip.


6. Choose .

7. Choose .

You can display a history of the approval statuses.

8. Choose  until the *Travel Expense Manager* screen appears.

9. Choose  *Settle*.

10. In the dialog box, choose .

11. Choose .

## Workflow - Service Management

### Purpose

There is a growing trend for companies to provide certain services for other companies, either in conjunction with a specific product that they manufacture, or simply as a main line of business. Consequently, customer expectations of improved after-sales service have risen.

When a machine installed at a customer site breaks down or requires servicing, the customer contact person can either log a call directly in the R/3 System, or contact the customer service department of the equipment supplier or manufacturer by phone, fax or mail, who in turn logs the call in the system.

In this scenario, a call has been received reporting a malfunctioning hard drive on a PC. The PC manufacturer receives the call and resolves the customer's problem through its hotline service.

You can find more information about this process under [i](#) [Page 81].

### Process Flow

You can find the data for this process under [?](#) [Page 80].

1. [Logging the Service Notification \[Page 82\]](#)
2. [Processing and Completing the Service Notification \[Page 83\]](#)

---

**Data Used During This Process****Data Used During This Process**

Field	Data	Description
Workflow User ID	WF-SM-1	Service technician
Equipment	10003594	Personal computer
Damage	EN	Hard disk out of order
Task code	TEL	Call back customer
Person responsible	1527	Alexander Maroto
Sales document	40000076	Service contract



## Additional Process Information

Further information about the technical realization of this demo with the SAP Business Workflow tools and the necessary preparations and customizing settings can be found in the SAP Library.

Call up the transaction as follows:

<b>Menu Path</b>	<i>R/3 Basis Library → Business Engineering Workbench → SAP Business Workflow → Application Workflow Scenarios → PM Plant Maintenance and Service Management → Service Management (PM-SMA).</i>
------------------	---

## Logging the Service Notification

## Logging the Service Notification

### Use

Log on to the IDES system. This user reports the service notification.


### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Customer Service → Service Processing → Notification → Create (Special) → Problem Notification.</i>
<b>Transaction Code</b>	IW54

2. Enter the following data:

Field	Data
Equipment	10003594

3. Choose .

The system calls up the service contract data (40000076) for this equipment.

The system also informs you that the catalog profile has been copied from the equipment. This means that information related to the equipment, such as contact information, has been included in the service notification.

4. Choose the *Items* tab page, then position your cursor on the *Damage* field and choose the F4 input help.

You see a catalog selection.

5. Choose *E (Hard disk out of order)* and  *Select* in the dialog box.

6. Choose .

Note the notification number.

7. Choose .

8. Choose *No* in the *Confirmation Prompt* dialog box.



The *Confirm. Prompt* dialog box refers to the creation of a new service notification.

9. Log off from this IDES system.

## Processing and Completing the Service Notification

### Use


The service technician who processed this call has solved the problem by telephone and now records the results.

### Procedure


1. Log on to your IDES system as user **WF-SM-1**, password **WELCOME**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP



On the *Workflow* screen, you see a list of service notifications.

3. Double-click on  for your notification number.
4. Choose the *Tasks* tab page.
5. Position your cursor on the *Task code* field, then choose the F4 input help.


You see a catalog selection.

6. Choose the "+" character before *PC*, select the task code *TEL* and choose  *Select*.
7. Enter the following data:

Field	Data
Responsible	1527

8. Choose .
9. Select the task you have just created.
10. To complete the task, choose .

In the *Status* field, the status is now *TSCO*.

11. Choose *Service Notification → Functions → Complete*.
12. In the *Complete* dialog box, verify the date and time of the completion of this service notification, then choose .

The system saves the data.

The work item you have processed is no longer displayed, indicating that the work is completed.

13. Choose .

## Engineering Change Management (ECM)

### Purpose

For technical and commercial reasons, it is necessary to change industrial products from time to time.

Technical reasons for changes include, for example, technical faults which have to be corrected and the introduction of new environmental or safety regulations. For commercial reasons, it may be necessary to start using cheaper materials or to change a product to suit customer requirements.

In the R/3 System, changes to objects can be made with or without history.

- *Changes without history:* These are changes which occur during the development phase of a product and which are not documented. The state of the object (for example, bill of material or task list) before the change is not documented.
- *Changes with history:* These are changes which may affect further activities within the organization and which are to be documented (for example, a change to a material, resulting in a change to the bill of materials, resulting in a change to task list, resulting in a change to the inspection plan). The state of the object before the change is saved.

Engineering Change Management (ECM) in the R/3 System offers you a comprehensive solution for documenting such changes.

In this process, a customer has reported an ignition problem with a particular motorcycle in wet weather. We follow the changes made from the receipt of the customer report to the completion and release of the requested change.



This script makes use of the ArchiveLink simulation functionality for processing incoming faxes or scanned-in documents. To check if ArchiveLink has been set-up, please see the customizing information for ArchiveLink.

### Process Flow

You can find the data for this process under [?](#) [Page 85].

1. [Simulating an incoming Fax for ECM using ArchiveLink \[Page 86\]](#)
2. [Processing the Customer Complaint \[Page 87\]](#)
3. [Determining Material Requirements and Checking the Customer Complaint \[Page 88\]](#)
4. [Checking the Feasibility of the Change Request \[Page 90\]](#)
5. [Checking the Change Request \[Page 91\]](#)
6. [Approving and Converting the Change Request \[Page 92\]](#)
7. [Setting the Completion Indicator for the Change Object \[Page 93\]](#)
8. [Completing and Releasing the Change Request \[Page 94\]](#)

## Data Used During This Process

Field	Data	Description
UserID for various steps, starting with <i>Processing the Customer Complaint</i>	WF-PP-P; password WELCOME	Workflow user, seen as the management level this business scenario
UserID for steps <i>Checking the Feasibility of the Change Request</i> and <i>Setting the Completion Indicator for the Change Request</i>	WF-PP-E; password WELCOME	Workflow user, seen as the product engineer in this business scenario
Material	HD-1300	Motorcycle
Plant	1000	
Selection date	No entry	
Document type	PPICOMPLAI	PP Customer complaint
Change type	003 and 004	
Change status	01	Active
BOM usg	1	

## Simulating an Incoming Fax for ECM Using ArchiveLink

## Simulating an Incoming Fax for ECM Using ArchiveLink

### Use

This step simulates an incoming customer complaint received by Fax. The Fax is assigned to a document type which links it to the workflow template (in this case, the SAP Business Workflow for Engineering Change Management).



This procedure assumes that the ArchiveLink functionality is available and that the corresponding customizing functions for ArchiveLink have been completed. If this has not been done, the demo script will not work.

### Procedure

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Shared folders</i>
<b>Transaction Code</b>	SBWP

2. Choose the '+' to the left of the *AL:DOCS* folder.

The entries under *AL:DOCS* are displayed.

3. Double-click on the *ECM* folder.
4. Select the *Christal Clear Corp.* document.
5. Choose *Document → Execute* with the right-hand mouse key.

The receipt of a fax is simulated. The ArchiveLink display function opens the *Archive Link* dialog box to see this example fax.

6. Close the fax window to see the dialog box.
7. In the dialog box, enter the following data:

Field	Data
Document type	PPICOMPLAI



Choose the F4 input help to call up a list of possible entries.

8. Choose .

The Workflow utility now begins to route the invoice to the user responsible for processing customer complaints, (in this case **WF-PP-P**).

9. Choose .

10. Log off from this IDES system.




Logon as user WF-PP-P in the next process step to process the complaint further.

## Processing the Customer Complaint

1. Log on to your IDES system as user **WF-PP-P**, password **We1come**, language **EN**.
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP

3. Choose *PP customer complaint*.
4. Choose .





The fax from Christal Clear is displayed again in a separate dialog box *Archive Link*.

5. Close the fax window to see the dialog box. The document type *PP customer complaint* is displayed in the dialog box.
6. Choose *Process*.
7. Enter the following data:

Field	Data
Change number	No entry
Change type	003

8. Choose .
9. Enter the following data:

Field	Data
Change number	Christal complaint
Reason for change	Descriptive text, such as "Customer complaint, ignition failure"
Change no. status	01 (active)

10. Choose .
11. Choose  to accept the default object types.
12. Choose  to refresh the *Workflow Inbox*.
13. Choose .





Do not log off, the next step is performed by the same user.

## Determining Material Requirements and Checking Cust. Complaint



## Determining Material Requirements and Checking Cust. Complaint

1. Make sure that you are still logged-on as User **WF-PP-P** (the same user as the previous step). You can verify this in the *User* field in the *System* → *Status* menu.
2. Call up the transaction as follows:



<b>Menu Path</b>	<i>Office</i> → <i>Workplace</i> → <i>Inbox</i> → <i>Workflow</i>
<b>Transaction Code</b>	SBWP; SO01; CC32

3. Select your engineering change request and choose .
4. Choose *Goto* → *Object* → *All objects*.
5. Choose .
6. Enter the following data:
7. Choose the *Mater. BOM* tab.



Field	Data
Material	HD-1300
Plant	1000
BOM usg	1

8. Choose .
9. Select the item, then choose .
10. Enter the following data:



Field	Data
Description	Ignition change - wet weather problem
Change type	004

11. Choose *Goto* → *Change header*.
12. Choose  (with the status management function key).
13. Choose  *Check request* in the dialog box.

The *System status* field now confirms the change request status to be *CRTD CECR*.

14. Choose  *Continue*.
15. Choose .

The *Workflow Inbox (WF-PP-P)* screen is displayed again. The work item remains in the *Inbox* of user *WF-PP-P* until all necessary actions for the change request have been completed.

16. Choose  to refresh the *Workflow Inbox*.
17. Choose , but do not log off.



---

**Determining Material Requirements and Checking Cust. Complaint**

In the next process step you will open another IDES session and logon as user **WF-PP-E** to further process the complaint. You can keep both windows open for the rest of this example, and will move back and forth between them.

## Checking the Feasibility of the Change Request

## Checking the Feasibility of the Change Request


### Use


In light of the customer's request, a quick review is necessary to see if a change can be made to solve the problem reported. Based upon review and discussion within the engineering team, a minor change can be made to the ignition wiring. The customer's requested change can be incorporated. The change request status will be updated to reflect this decision.




### Procedure


1. Log on to the IDES system in another session as user **WF-PP-P**, password **Welcome**, language **EN**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP; CC32

3. Select your engineering change request and choose .
 

Two windows are opened: the *Display material BOM: Material Item Overview* screen and the *Change Object Mgmt Record: Material BOM: Details* screen. The *Display material BOM: Material Item Overview* screen provides more information about the various components in the product (Material - in this case the Harvey-Davidson GLAD BOY motorbike).
4. Close the *Display material BOM: Material Item Overview* screen.
5. Choose  in the *Change Object Mgmt Record: Material BOM: Details* screen (with the status management function key).
6. Choose *Change possible* In the dialog box.
 

The *System status* field now confirms the change request status to be *CRTD CC01*.
7. Choose  *Continue*.
8. Choose .
9. Choose .
 

The work item disappears.
10. Choose .
 


You perform the next step as user **WF-PP-P** again.

## Checking the Change Request


1. Switch back to the IDES session for user **WF-PP-P**.

2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP


3. Select your engineering change request and choose .

4. When you have checked the request, choose  (with the *Status Management* function key).

5. Choose  *Request Checked* in the dialog box.

The *System status* field now confirms the change request status to be *CRTD CC01*.

6. Choose  *Continue*.

7. Choose .

8. Choose .




Do not log off, the next step is performed by the same user.

## Approving and Converting the Change Request



## Approving and Converting the Change Request

1. Make sure that you still in the session for user **WF-PP-P**.
2. Call up the transaction as follows:




<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP

3. Select your engineering change request and choose .
4. Enter the following data:

Field	Data
Valid from	Today's date (format DD.MM.YY)




5. Choose  (with the *Status Management* function key).
6. Choose  *Request Approved* in the dialog box.

The *System status* field now confirms the change request status to be *CRTD ECRC ECRA*.




7. Choose  *Continue*.
8. Choose .
9. Choose .



If *Request 500000000xxx can be fulfilled* is not displayed, choose  again.

10. Select *Request 500000000xxx can be fulfilled* and choose .
11. Choose  (with the *Status Management* function key).
12. Choose  *Fulfill Request* in the dialog box.

The *System status* field now confirms the change request status to be *CRTD CC01*.

13. Choose  *Continue*.
14. Choose .
15. Choose .




In the next exercise you will be **WF-PP-E** once again, so that you can further process the complaint.

## Setting the Completion Indicator for a Change Object

1. Return to the user mode **WF-PP-E**.

2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP


3. Select your engineering change request and choose .

Two screens are opened in display mode.

4. Close the *Display Engineering Change Order: Material BOM: Details* window by selecting *Exit*.



The product developer would change the BOM in this screen to solve the ignition problem notified. The changes are not shown in this example.

5. Choose .



When saving the changed bill of material the system automatically sets the object management record to the status *Change completed*. The changes are released however, by the coordinator **WF-PP-P** in the next step.

6. Choose  *End Work Item*.

7. Choose .

The work item will now be transferred do the next user responsible **WF-PP-P**.

8. Choose .



You perform the next step as user **WF-PP-P** again.


## Completing and Releasing a Change Request

## Completing and Releasing a Change Request


1. Switch back to the session for user **WF-PP-P**.

2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP;CC32

3. Select your engineering change request and choose .

4. Choose *Goto → Objects → All Objects* to release the changed objects.

5. Select the item, then choose .

6. Choose  (with the *Status Management* function key).

7. Choose  *Release Change* in the dialog box.

The *System status* field now confirms the change request status to be *CRTD CCO1 CCOF*.

8. Choose  *Continue*.

9. Choose  until you return to the *Change Change Request: Change header* screen.

10. Choose  (with the *Status Management* function key).

11. Choose  *End Request* in the dialog box.

The *System status* field now confirms the change request status to be *ECRC ECRA ECCF CCFO*.

12. Choose  *Release Request*.

13. Choose  in the dialog box.

14. Confirm the change request release.

The *System status* field now confirms the change request status to be *ECRC ECRA ECCF ECCM ECOR*.

15. Choose  *Continue*.

16. Choose .

17. Choose .

The processing of this change request is now completed so the system deletes the item from the inbox.

18. Choose .

## FI Prelim. Posting. Fax Invoice Receipt, Multi-Level Rel. Appr.

### Purpose

In this business scenario, you first simulate the receipt of an invoice by fax. This invoice is then automatically routed to an invoice entry clerk for data entry into the system. During invoice entry, the invoice is parked and routed to one, two, or three levels of authorizations, depending on the value of the invoice.

Alternatively, you can also enter an invoice that has not arrived via Fax, for example if ArchiveLink is not installed.

### Special Notes

This script makes use of the ArchiveLink simulation functionality for processing incoming faxes or scanned-in documents. ArchiveLink is normally set-up as part of the for the SAP R/3 System front-end software (SAPGUI) installation procedure.

Four user IDs (for four positions in the IDES model company) are used during this business process:

Faxed Invoice Recipient	In the first step you simulate the receipt of an incoming fax. You use your normal IDES user ID to initiate this process.
Invoice Entry Clerk	WF-FI-C is used to enter the faxed invoice.
First Level Approval Manager:	User WF-FI-1 is used to release invoices for both single and multi-level approval.
Second Level Approval Manager:	User WF-FI-2 is used to release invoices for multi-level approval.
Account Assignment Approval Agent:	User WF-MM-3 is used to check and confirm the account assignment of the invoice.

The Preliminary Posting Configuration rules are in the IMG:

*Tools → Business Engineering → Customizing → Implement. Projects → SAP Reference IMG → Financial Accounting → Financial Accounting Global Settings → Document → Parked Documents →...*

You can find more information about this process under [i](#) [Page 98].

### Process Flow

You can find the data for this process under [?](#) [Page 97].

1. [Preliminary Posting of an Invoice: Simulating an Incoming Fax Document Using ArchiveLink \[Page 99\]](#)
2. [Preliminary Posting of an Incoming Faxed Invoice \[Page 101\]](#)
3. [Multi-Level Amount Approval Review and Release of Parked Documents \[Page 104\]](#)

FI Prelim. Posting. Fax Invoice Receipt, Multi-Level Rel. Appr.

4. [Completing the Parked Document \[Page 106\]](#)
5. [Account Assignment Approval \[Page 108\]](#)



## Data Used During This Example

Field	Europe	North America
User for Faxed Invoice Recipient step: Simulating an Incoming Invoice (Faxed Document) with ArchiveLink	Your normal IDES logon ID	Your normal IDES logon ID
The Invoice Entry Clerk for the step: Preliminary Posting of an Incoming Invoice (Faxed Invoice)	WF-FI-C Password WELCOME	WF-FI-C Password WELCOME
First manager to approve the invoice in the step: Multi-level Amount Approval Review and Release of Parked Document (First level of approval)	WF-FI-1 Password WELCOME	WF-FI-1 Password WELCOME
Second manager to approve the invoice in the step: Multi-level Amount Approval Review and Release of Parked Document (Second level of approval)	WF-FI-2 Password WELCOME	WF-FI-2 Password: WELCOME
Document date	Today's date	Today's date
Document type	KR	KR
Company code	1000	3000
Currency	DEM	USD
Posting key	31	31
Vendor	2200	2210
Tax code	V1	I0
Posting key	40	40
Account	476000	476000
Tax jurisdiction code	N/Z	Derived from cost center
Cost center	4275	1000

**Additional Process Information****Additional Process Information**

Document parking enables you to enter and save (park) incomplete FI documents in the SAP System without making extensive entry checks. When you park a document, the system allocates a document number and lets you view the parked documents online. When you park a vendor invoice, the system does not update the balance of the vendor. Instead, you can display individual item lists for this vendor and display this document in a special category, 'Parked Documents'. Taking the individual item list as a starting-point, you can display the document to check the information. This gives you a complete overview of the vendor debits. Documents can be parked without triggering an approval workflow. This can be necessary, for example, if an invoice arrives before a service has been performed.

Two prerequisites must be fulfilled before a document can be automatically routed for approval via workflow. First, the user must park the document. Second, the system analyses the amount of the parked document. If the amount is equal to or greater than the base trigger amount defined for the "workflow variant" in the Preliminary Posting configuration, the workflow is activated. The routing of the document and levels of approval rules are defined in Customizing for Preliminary Posting workflow. Once the authorizations have been released by authorized persons, parked documents can be completed, checked, and then posted by the system at a later date, even by a different data entry clerk.

Three different levels of approval have been defined in the IDES system.

- Under 500.00                      No Approval Necessary
- From 500.00 to 1,000.00        One Approval Level Required
- From 1,000.00 to 10,000        Two Approval Levels Required
- Greater than 10,000            Three Approval Levels Required

In this business scenario the system automatically forwards an incoming invoice to a superior, if the invoiced amount is above DEM 500.00, but below DEM 1000.00. Further information about the technical realization of this demo with the SAP Business Workflow tools and the necessary preparations and Customizing settings can be found in the online help under *R/3 Library* → *BC-Basis* → *Business engineering workbench* → *SAP Business workflow* → *BC-Workflow Application Scenarios: FI - Financial Accounting*

*Workflow scenarios in Financial Accounting (FI) - Preliminary Posting*

## Prelim. Invoice Posting: Simulate Incoming Fax Using ArchiveLink

### Use

In this section we will simulate an incoming faxed invoice and/or scanned image. The invoice is assigned to a document type which links it to an SAP Business workflow process - in this case the SAP Business Workflow for preliminary posting. The incoming image will automatically be routed to the data entry clerk for initial entry as an invoice into the system.

This procedure assumes that the ArchiveLink functionality is available and that the corresponding customizing functions for ArchiveLink have been completed.

### Procedure



If the Archive Link functionality is not available, you can enter the invoice data manually without workflow and skip the first processing section. Log on to your IDES system as user **WF- FI-C**, password **WELCOME**, language **EN**. Call the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Financial Accounting → Accounts Payable → Posting → Preliminary Posting of Invoice</i>
<b>Transaction Code</b>	F-63

Continue with step 7 of the section [Preliminary Posting of an Incoming Faxed Invoice \[Page 101\]](#).

1. In this section we will simulate the receipt of our fax. Log on to the IDES system with your normal user.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Shared folders</i>
<b>Transaction Code</b>	SBWP

There is a scanned document already stored in this folder which we will use to simulate our incoming fax.

3. Choose the “+” before the *AL:DOCS* folder.
4. Double-click on the *FI* folder.
5. Select the document *HTG Component 3-level*.
6. Press the right-hand mouse key and choose *Execute*.


An incoming fax/scanned image is simulated. You can display this sample document with the ArchiveLink display function.

7. Behind the *Archive Link* dialog box there is another dialog box called which proposes the document type *FIINVPREL*.

Choose to confirm the proposal.

**Prelim. Invoice Posting: Simulate Incoming Fax Using ArchiveLink**

The Workflow now routes the invoice to the invoice data entry clerk (in this case WF-FI-C) responsible for preliminary posting of incoming invoices.

8. ArchiveLink is still displayed in the background. Choose *File* → *Exit* to close the *ArchiveLink* dialog box. ArchiveLink closes.
9. Choose .

## Preliminary Posting of an Incoming Faxed Invoice


### Use

In this section we will log on as the invoice data entry clerk who has received the faxed invoice via workflow. From our inbox we will call a parked document and attach the archived document to it. Depending on the value of this invoice it will require one, two or three levels of approval before it can be released. This means that one, two or three approvers must check and release the document.

### Procedure

1. Log on to your IDES system as user **WF-FI-C**, password **WELCOME**, language **EN**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	FBV1

3. Choose  to the left of the *Incoming invoice preliminary posting* received today.

The system first brings up ArchiveLink and displays the scanned image, and then the dialog box for processing the document appears. This dialog box may be hidden behind the Archive Link window.

4. Choose *Process* in the dialog box to continue processing.
5. Enter the following data:

Field	Europe	North America
Document date	Today's date	Today's date
Document type	KR	KR
Company code	1000	3000
Currency	DEM	USD
Reference	MLXXX (the vendor invoice number)	MLXXX (the vendor invoice number)
PstKy	31	31
Account	2200	2210

6. Choose .



In the following step the number of approval levels is determined by the invoiced amount. The following steps are defined in the IDES system:

- Under 500.00                      No Approval Necessary
- From 500.00 to 1,000.00        One Approval Level Required
- From 1,000.00 to 10,000        Two Approval Levels Required
- Greater than 10,000              Three Approval Levels Required

**Preliminary Posting of an Incoming Faxed Invoice**

If you want to run the procedure with one approval level enter the amount of 850.00 in the *Amount* field; for two approval levels enter 9800.00 and for three levels enter 47,437.50.


7. Enter the following data:

Field	Europe	North America
Amount	<amount from step 6>	<amount from step 6>
Calculate tax	X (mark)	X (mark)
Tax code	V1	I0
PstKy (posting key)	40	40
Account	476000	476000

8. Choose .

9. Enter the following data:

Field	Europe	North America
Amount	* (the amounts and tax code from the previous screen are used)	* (the amounts and tax code from the previous screen are used)
Tax code	blank (values taken from „Preliminary Posting: Get Vendor Items “screen)	blank (values taken from „Preliminary Posting: Get Vendor Items “screen)


10. Choose .

The R/3 System uses the values from the previous screen.

11. Save your work with *Document* → *Park*.



When you have performed the first process step *Preliminary Posting of an Invoice: Simulating an Incoming Fax Document Using ArchiveLink*, the ArchiveLink window is still displayed in the background. Choose *File* → *Exit* to close the *ArchiveLink* dialog box.

12. Choose  to display your parked document.


13. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting</i> → <i>Financial Accounting</i> → <i>Accounts Payable</i> → <i>Account</i> → <i>Display/change line items</i>
<b>Transaction Code</b>	FBL1

14. Enter the following data:


Field	Europe	North America
Vendor account	2200	2210
Company code	1000	3000
Open items	X (mark)	X (mark)
Parked items	X (mark)	X (mark)

## Preliminary Posting of an Incoming Faxed Invoice


15. Choose .

Open and parked items are displayed. Your document is displayed in the *Parked items section* of the listing and is not included in your normal accounts payable balance.

16. Mark your parked document and choose .

17. Choose .

You can see in the *Entry data* section that this document needs to be released.

18. Choose .

19. To display the ArchiveLink document, choose *Environment* → *Object Links*.



You can only display the ArchiveLink documents when you have performed the first process step *Preliminary Posting of an Invoice: Simulating an Incoming Fax Document Using ArchiveLink*. Otherwise, proceed with step 24.

A dialog box appears.

20. Choose *Archived Documents* and *Continue*. The R/3 System displays the scanned image of the invoice.

21. To close the ArchiveLink dialog box, choose *Document* → *Exit*.

22. Choose .

Do not log off the IDES system as user WF-FI-C.

## Multi-Level Amount Approval and Release of Parked Docs

## Multi-Level Amount Approval and Release of Parked Docs

### Use

The approval process for multi-level approvals is similar to the single level process. The system routes the document to each approver based on the amount. In this section, we will log on as each of the two approvers and release the document.




A two-level approval process is described here. A three-level amount release has been defined in the IDES system for invoice amounts greater than 10,000. To perform this process, follow the release steps and then release again with the user **WF-FI-3**, password **WELCOME**.


### Procedure

1. Log on to your IDES system as user **WF-FI-1**, password **WELCOME**, language **EN**. Now perform the steps of the first person to approve the invoice.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP

3. Select 19XXXXXXXX where XXXXXXXX is the number of the document you created in the previous step.
4. Choose .
5. Choose *Release*.

The first manager has now released the invoice.

6. Choose .
7. Log off from the IDES system as user **WF-FI-1**.



If you have chosen a single-level release with an invoice amount less than 1000 continue with the next process step –[Completing the Parked Document \[Page 106\]](#).

If the invoice amount is greater than 1000, a second accounts department clerk must release the invoice.

8. Log on to your IDES system as user **WF-FI-2**, password **WELCOME**, language **EN**.
9. Call up the transaction as follows:


<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP

10. Select the item *Release amount 19XXXXXXXX* where XXXXXXXX is the number of the document you created in the previous step.




---

**Multi-Level Amount Approval and Release of Parked Docs**

11. Choose .

12. Choose *Release*.

The invoice has been approved and can now be completed as described in the next step.

13. Choose .

14. Log off from the IDES system as user **WF-FI-2**.



If you have chosen a three level release (amount > 10000), release again with the user **WF-FI-3**, password **WELCOME**, and repeat steps 9.-14. Then logoff user **WF-FI-3**.

## Completing the Parked Document

## Completing the Parked Document

### Use

During or after the amount release, the original data entry clerk or another person can enter any missing data to complete the invoice. Once completed, the document is automatically posted and its status is changed from *Parked* to *Open*. Log on with the original user ID and complete the parked invoice.

### Procedure

1. Logon with the clerk user ID **WF-FI-C** and the password **WELCOME**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Financial Accounting → Accounts Payable → Document → Parked Documents → Change</i>
<b>Transaction code</b>	FBV2


3. Choose *List*.

4. Enter the following data:

Field	Europe	North America
Company code	1000	3000
Fiscal year	Current year	Current year
Document type	KR	KR
Entered by	WF-FI-C	WF-FI-C



The user ID which you enter in the selection list has to be the user ID of the data entry clerk, not the approver.

5. Choose .
6. Mark the document number and choose *Select*.
7. Choose *Document → Check*.
8. Enter the following data:

Field	Europe	North America
Tax code	V1	I0
Cost center	4275	4275


9. Choose .

The R/3 System automatically makes the default entries and makes sure that all of the required fields have been correctly filled. The *Check successful* message is sent.

10. Choose *Documents → Complete*.

Completing the Parked Document

The R/3 System shows you that the parked document 19XXXXXXXXX has been changed.

11. Choose .
12. Log off from the system as user **WF-FI-C**.

## Account Assignment Approval

## Account Assignment Approval


### Use

Before posting the completed invoice, the responsible account manager has to confirm the G/L account which the financial agent has entered for the line item. In our example, user WF-MM-3 is responsible for the cost center 4275.


### Procedure

1. Log on to your IDES system as user **WF-MM-3**, password **WELCOME**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace → Inbox → Workflow</i>
<b>Transaction Code</b>	SBWP

3. Mark 19XXXXXXXX, where XXXXXXXX is the number of the previously created document.
4. Choose .
5. Choose *Release*.


The completed work item is removed from your inbox. The system (the preliminary posting workflow) updates and posts the invoice. The invoice status change is checked.

6. Choose  to verify that the line item is now payable.
7. Call up the transaction as follows:

<b>Menu Path</b>	<i>Accounting → Financial Accounting → Accounts Payable → Account → Display/change line items</i>
<b>Transaction Code</b>	FBL1N

8. Enter the following data:

Field	Europe	North America
Vendor account	2200	2210
Company code	1000	3000
Open items	X	X
Parked items	X	X

9. Choose .

The R/3 System displays the posted document under *Open Items*. Your document is no longer parked, it is payable.



You may be told that the document is locked by another user. In this case, the workflow background step to post the document has not yet been completed. Try again to display the document a few seconds later.

10. Choose .



## Pur. Req. – Rel. Proc. with Classification and Workflow

### Purpose

In this process, you create a purchase requisition with account assignment that is subject to a release strategy with classification and linked to the workflow system. You execute the entire release process.

We have already entered settings in the application, under *Classification System*, and in Customizing, under *Release Procedure for Purchase Requisitions*. The release strategy comprises a three-step release procedure that allows the executive board member to use release code EX to release the purchase requisition for the purchase order.

The release procedure contains the following three levels:

Level	Position	Release code
1	Technical department	TD
2	Key account	KY
3	Executive board member	EX

The release strategy is triggered if the following prerequisites are fulfilled:

Fields	Data	Description
Account assignment category	K	Cost center
Material group	002	Electronics/Hardware
Plant	1000	Hamburg
Purchasing group	001	Dietl, B.
Total value	> 5000 EUR	

### Process Flow

You can find the data for this process under [?](#) [Page 111].

1. [Creating a Purchase Requisition \[Page 112\]](#)
2. [Releasing Purchase Requisitions Individually \[Page 114\]](#)
3. [Releasing Purchase Requisitions Via the Workflow Inbox \[Page 115\]](#)
4. [Rejecting Purchase Requisitions Via the Workflow Inbox \[Page 116\]](#)
5. [Confirming the Rejection Via the Workflow \[Page 117\]](#)

## Data Used During This Process

Field	Data	Description
Company code	1000	IDES AG
Plant	1000	Hamburg
Cost center	1000	Corporate Services
Material number	R-1003	CD Multimedia
Purchasing organization	1000	IDES Germany
Purchasing group	001	Dietel, B.
Process phase 1	WF-MM-1	PReq Creator
Process phase 2	WF-MM-2	Technical dept.
Process phase 3	WF-MM-3	Key account
Process phase 4	WF-MM-4	Executive board member
Password	WELCOME	
Release group	01	Demo PReq
Release code	EX KY TD	Executive board member Key account Technical dept.
Release indicator	L 1 2	Blocked RFQ RFQ/Purchase order
Release strategy	TF	Technical release

## Creating a Purchase Requisition

## Creating a Purchase Requisition

### Use


The person responsible wishes to order PCs for several work centers in plant 1000.


### Procedure

1. Log on to your IDES system as user **WF-MM-1**, password **WELCOME**, language **EN**.
2. Call up the transaction as follows:


<b>Menu Path</b>	<i>Logistics → Materials Management → Purchasing → Purchase Requisition → Create</i>
<b>Transaction Code</b>	ME51N


3. Enter the following data:

Field	Data
	Purchase requis. Standard

4. To open the item overview area, choose  *Item overview*.
5. Enter the following data:

Field	Europe
A (Account assignment category)	K
Material	R-1003
Quantity requested	500
Delivery date	Two weeks from today
Plant	1000
PGr (purchasing group)	001

6. Choose .

To skip any warning messages, choose .

7. On the *Account assignment* tab page in the item detail area, enter the following data:

Field	Data
Cost center	1000


8. Choose .


9. To check whether a release strategy has been determined, choose the *Release strategy* tab page.

The release indicator is set to *S* for *Blocked*. A release strategy has been determined (*TF - Release/BoD GE*). This means that all the criteria from the release strategy have been fulfilled. In our case, the total value of the purchase requisition item exceeds 5000 EUR.




## Creating a Purchase Requisition

10. To check that the release is technically possible, position the cursor on  in the *TD* line.

11. Choose .



The system confirms the posting and assigns a document number. Make a note of the number that appears in the status bar.

12. Choose  until the overview tree appears.



Do not log off yet as user **WF-MM-1**. You will need this user when you confirm the rejection via the workflow in a later process step.

## Releasing Purchase Requisitions Individually

## Releasing Purchase Requisitions Individually

### Use

In the second activity, the Technical Services department checks the PC configuration.






### Procedure

1. Log on to your IDES system as user **WF-MM-2**, password **WELCOME**, language **EN**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Materials Management → Purchasing → Purchase Requisition → Release → Individual Release</i>
<b>Transaction Code</b>	ME54 , ME53

3. Enter the following data:

Field	Data
Purchase requisition	Your noted purchase requisition number
Release code	TD

4. Choose .
5. Select the item you want to release and choose *Release + save*.  
In the status line, the system informs you that the purchase requisition has been changed.
6. Choose *Purchase requisition → Display*.
7. Enter the purchase requisition number.
8. Choose .
9. Select your item, then choose .
- In the dialog box, the system displays the current status of the purchase requisition. The release indicator is *S* for *Blocked* and release *TD* has been effected.
10. Choose .
11. Choose  until the overview tree appears.



Log off from the system as user **WF-MM-2**.

## Releasing Purchase Requisitions Via the Workflow Inbox










### Prerequisites

A senior member of staff must release the purchase requisition because their cost center will be charged with the costs.

### Procedure

1. Log on to your IDES system as user **WF-MM-3**, password **WELCOME**, language **EN**.
2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace</i>
<b>Transaction Code</b>	SBWP, ME54

3. Choose *Inbox → Workflow*.  
Click on the workflow icon to display the work item with your purchase requisition number and the creation date.
4. Select the purchase requisition number.
5. Choose .
6. To display the release status of the purchase requisition, choose .  
The *Release Strategy Requis. XXX Item XXX* dialog box appears. *KY* is displayed in the *Release Code* field.
7. Choose .
8. To release the purchase requisition, choose  *Release*.  
In the dialog box, you see the new release indicator 1 (requisition) and the system informs you that the release has already been effected.
9. Choose .
10. Choose .  
In the status line, the system informs you that the purchase requisition has been changed.
11. To update the display, select your purchase requisition number and choose .  
The system has now deleted your work item from the inbox list.
12. Choose  until the overview tree appears.  
  
Log off from the system as user **WF-MM-3**.

## Rejecting Purchase Requisitions Via the Workflow Inbox

## Rejecting Purchase Requisitions Via the Workflow Inbox

### Use

The Executive Board wishes to scrutinize all purchase requisitions with order values that exceed a specified limit.


### Procedure

1. Log on to your IDES system as user **WF-MM-4**, password **WELCOME**, language **EN**.
2. Call up the transaction as follows:



<b>Menu Path</b>	<i>Office → Workplace</i>
<b>Transaction Code</b>	SBWP, ME54

3. Choose *Inbox → Workflow*.

Click on the workflow icon to display the work item with your purchase requisition number and the creation date.

4. Select your purchase requisition number, then choose .
5. Choose *Edit → Release → Reject*.


In this case, the purchase requisition is rejected and not released. The reason for the rejection is entered in the item note for the PReq item.

6. Choose *Goto → Texts → Text overview*.
7. In the *Item Note* enter the text on two lines "*The specified qty cannot be justified. Please check*".
8. Choose .
9. Choose .

The system confirms that the purchase requisition has been changed. You can not repeat the release function.

10. To update the display, select your purchase requisition number and choose .

The system has now deleted your work item from the inbox list.

11. Choose  until the overview tree appears.



Log off from the system as user **WF-MM-4**.

## Confirming the Rejection Via the Workflow


1. Open the session for the user **WF-MM-1**.

2. Call up the transaction as follows:

<b>Menu Path</b>	<i>Office → Workplace</i>
<b>Transaction Code</b>	SBWP, ME54


3. Choose *Inbox → Workflow*.

Click on the workflow icon to display the work item with your purchase requisition number and the creation date.

4. Position your cursor on the released purchase requisition, then choose .

The system has now deleted your work item from the workflow inbox.

5. Position your cursor on the rejected purchase requisition, then choose .


6. Choose .

You can read the reason for the rejection in the item note.

7. Choose  until the *Business Workplace of WF-MM-1* screen appears.

8. To update the display, select your purchase requisition number and choose .

The system has now deleted your work item from the inbox list.

9. Choose  until the overview tree appears.



Following the rejection, the purchase requisition item is closed and cannot be processed further. The user therefore needs to either create a new purchase requisition or open a new item in the existing one. The release process then starts all over again.

If you wish to create a new purchase requisition, restart at process step [Creating a Purchase Requisition \[Page 112\]](#).

## Evaluations in the Intranet Using the Web Reporting Browser

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Displaying Sales Statistics of Sales Employees Via Intranet

In this scenario, the sales manager wants to analyze the sales figures of the sales employees. To achieve this, the sales manager does not access the R/3 System via the SAPGUI, but starts the appropriate report via the Internet Browser.

After checking the key figures, the sales manager wants to know more about one of the best-performing employees. This transaction is also processed via a web browser.

### Process Flow

You can find the data for this process under [?](#) [Page 119].



The processes which are performed in the Intranet are flagged: Their headers start with *'In Intranet..'*

1. [Calling Up a Sales Report in the Intranet \[Page 120\]](#)
2. [Displaying HR Data in the Intranet \[Page 121\]](#)

## Data Used During This Process

Web Reporting Fields	Content	Description
Login:	User	R/3 User ID
Password	Password	Password
Sales org.	1000	Sales organization 1000 (DE)
Sales employee (from)	1000	
To	1999	
From month	for example, 200001	Year and start month
To month	for example, 200012	Year and start month
Job	SE*	Sales employee

## Calling Up a Sales Report in the Intranet

## Calling Up a Sales Report in the Intranet

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page*, then choose your preferred language.



If you do not know the internet address of the IDES Home Page, ask your system administrator.

3. Call the transaction as follows:

<b>Menu Path</b>	<i>Internal Services → Management Services → Reporting → Reporting Browser</i>
<b>Transaction Code</b>	SA38

4. Enter your user and password to access the R/3 System.
5. Choose *Logon*.
6. Call up the menu path as follows:

<b>Menu Path</b>	<i>Report selection → Sales → Sales Employee → Sales → SIS: Employee Sales Selection</i>
------------------	--

7. Enter the following data:

Field	Content
Sales org.	1000
Sales employee (from)	1000
Sales employee (to)	1999
From month	200001 (year and start month)
To month	200012 (year and start month)

8. Choose *Execute report*. You see a list of all sales employees, the incoming orders, and their revenues. The lines indicated with stars are the results of the sales group manager.

Note the name of a particular successful employee.

9. Choose *Back*, until the *IDES Homepage* appears.



## Displaying HR Data in the Intranet

1. Call up the menu path as follows:

<b>Menu Path</b>	<i>Internal Service → Management Services → Financials and Administration → Who is Who</i>
------------------	--

2. Enter the following data:

Field	Content
Job	SE*

3. Choose *Find*.

The system displays a list of all sales employees, with links.

If you select one of the employee names – for example of a particularly successful employee, on the right side of the screen, you can see a picture of the employee as well as some organizational data.

4. Choose the house in the top screen section to return to the IDES Homepage.

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**Sending and Receiving Messages via Intranet**

## Sending and Receiving Messages via Intranet

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Purpose

Company employees who do not work at the main business location, or who travel frequently, do not always have direct access to the SAP R/3 System. This has meant, until now, that these employees are often cut off from important information and decision-making processes within the company.

SAP now offers these employees the following possibilities via the Intranet:

- Displaying the SAPoffice inbox with incoming messages and work items,
- Reading folders and documents in shared folders
- Processing user decisions in workflows via the Internet.



The main focus of this IDES process is the use of SAP office functionality via Intranet. To see an example of processing workflow items via the internet, see *Procuring Consumable Materials Via Internet*.

### Process Flow

[Working With the Inbox in the Internet \[Page 123\]](#)

## Working With the Inbox in the Internet

### Use

After logging on to the R/3 System via the Internet, an employer can display their Office Inbox and incoming mails, as well as the workflow work list. They can read documents in the inbox, download them to the PC and either edit them offline or delete them. Deleted documents can be recovered from the recycle bin. Work items implementing a user decision in a workflow can be processed via Internet. They can display folders and documents in the shared folders, or create and delete documents, if they have the corresponding authorization. Unlike the R/3 System, you can only create RAW type documents via Internet.

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page*, then choose your preferred language.



If you do not know the internet address of the IDES Home Page, ask your system administrator.

3. Choose *Internal Services* → *Management Services* → *Financials and Administration* → *Mail and Workflow Inbox*
4. Logon via your internet browser to the R/3 IDES system as user **WF-MM-1**, with password **WELCOME** and choose your desired language.
5. Choose *Office* → *Inbox*.
6. To see if there are any work items in your workflow inbox, choose *Workflow*.
7. Choose *Outbox*.
8. On the main screen area, choose *Short message*.
9. At the bottom of the screen, enter WF-MM-3 as the receiver, the name of the document and a short text.
10. Choose *Send*.

The system informs you that the document was sent successfully.

11. Return to the *IDES Homepage*.
12. Log on to your IDES system as user **WF-MM-3**, password **WELCOME**.

If a dialog box appears, choose .




13. Call the transaction as follows:

<b>Menu Path</b>	<i>Office</i> → <i>Workplace</i> → <i>Inbox</i> → <i>Unread Documents</i>
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**Working With the Inbox in the Internet**

<b>Transaction Code</b>	SBWP
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Create an answer for the message and send it to user **WF-MM-1**.

14. Select the document, then choose .
15. Choose *Reply*.
16. Enter your reply, then choose .
17. Choose  in the dialog box.
18. To check whether the message has been received via Internet; switch back to your *IDES Homepage*.
19. Choose a language and choose *Internal Service* → *Management Service* → *Finance and Administration* → *Mail and Workflow Inbox* again.
20. On the *ITS Information* screen, log on to the R/3 IDES System as user **WF-MM-1** with password **WELCOME** and choose your desired language.
21. Choose *Inbox* → *Documents*.
22. Read the reply that you sent to user WF-MM-1.
23. To delete the message, choose *Delete*.

The system informs you that the document has been deleted successfully.

24. To delete the document created earlier, choose *Outbox*.
25. Select this document.
26. Choose *Delete*.

The system informs you that the document has been deleted successfully.

27. Choose *Logoff* to return to the *IDES Homepage*.