



The Pennsylvania State University SIMBA Hands-On Guide So01 Business Workplace_Inbox



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1 So01 Business Workplace_Inbox

1.1 Overview

Transaction Description:

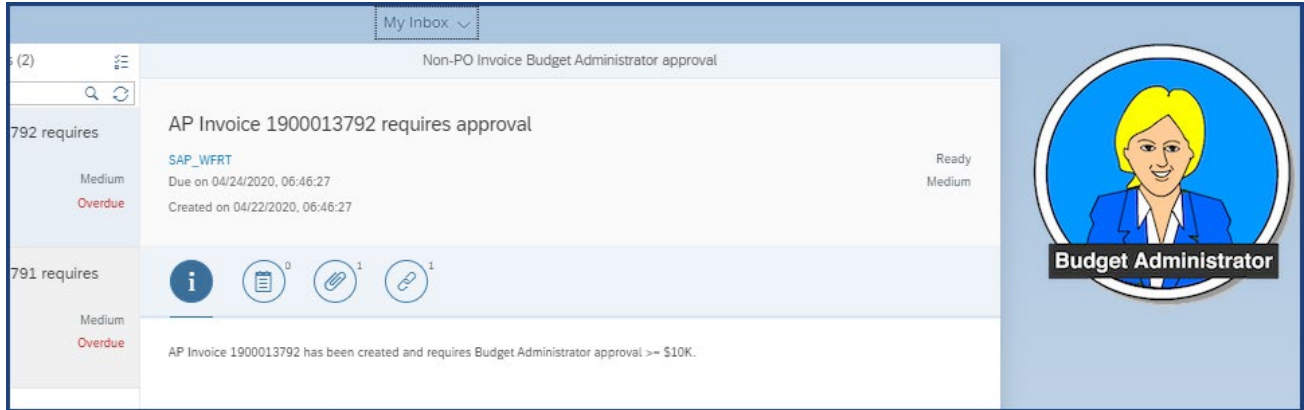
This tile is used to act on work items related to the workflow process.

Penn State Purpose:

The purpose of this transaction is to manage documents in workflow for approval, rejection, and the correction of rejected documents.

1.2 Process Steps

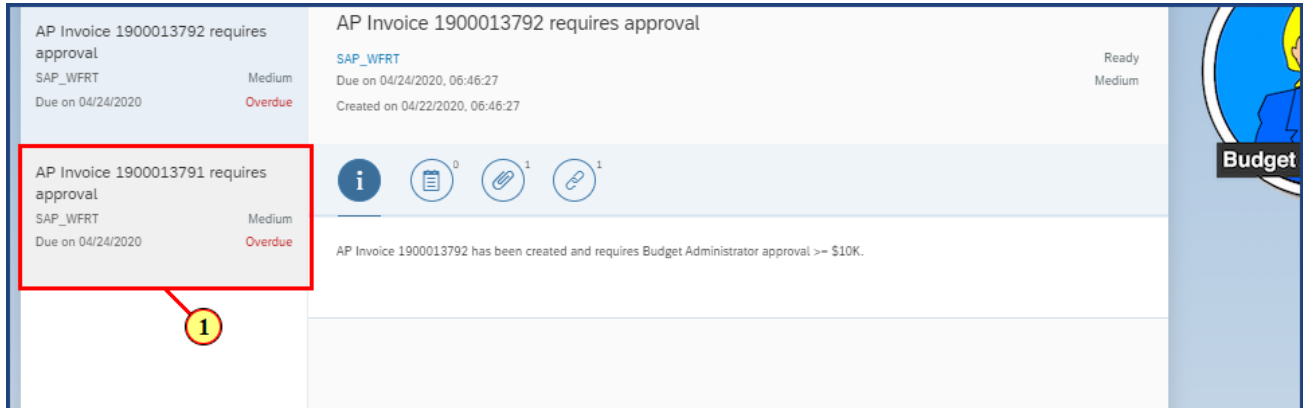
1.2.1 My Inbox



Step	Action
	In this simulation we will follow a non-PO invoice (1900013791) through workflow with a rejection, correction and approvals by navigating the My Inbox. As we walk through this process, we will be acting in several different approval roles. We start with the inbox of Approver 1, the Budget Administrator.

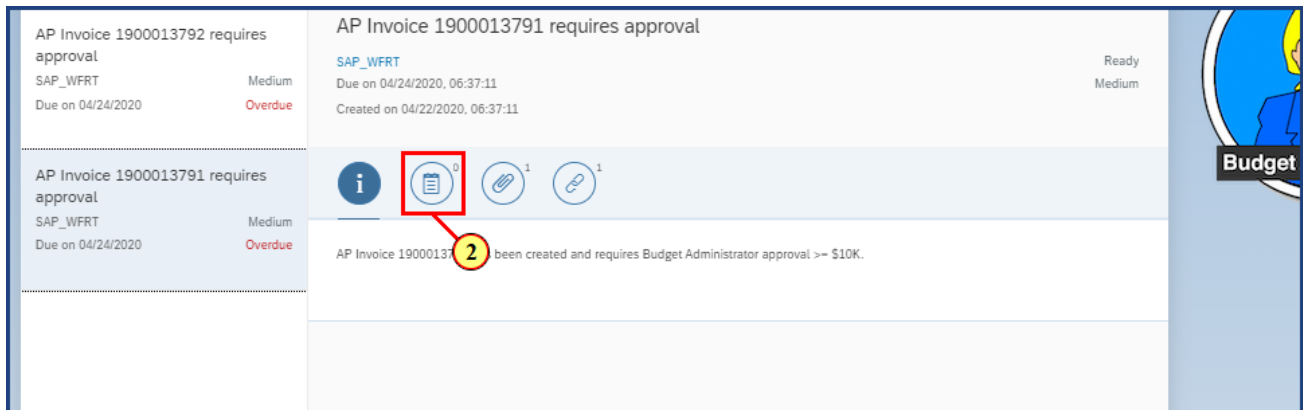
Step	Action
	A non-PO invoice follows the FN18 approvals based on dollar threshold. In this example we are looking at a non-PO invoice with an amount greater than \$10,000 so the Budget Administrator and Financial Officer will receive the action items for approval. After all financial approvals the non-PO invoice will route to Accounting Operations for Final Approval.

1.2.2 My Inbox



Step	Action
	We select the document to process from the Items list
1.	The AP invoice 1900013791 requires approval item is clicked.

1.2.3 My Inbox



Step	Action
	The approval work item for 1900013791 is displayed. We will review the 4 icons. The Information icon is highlighted, telling us we are on the Information page.

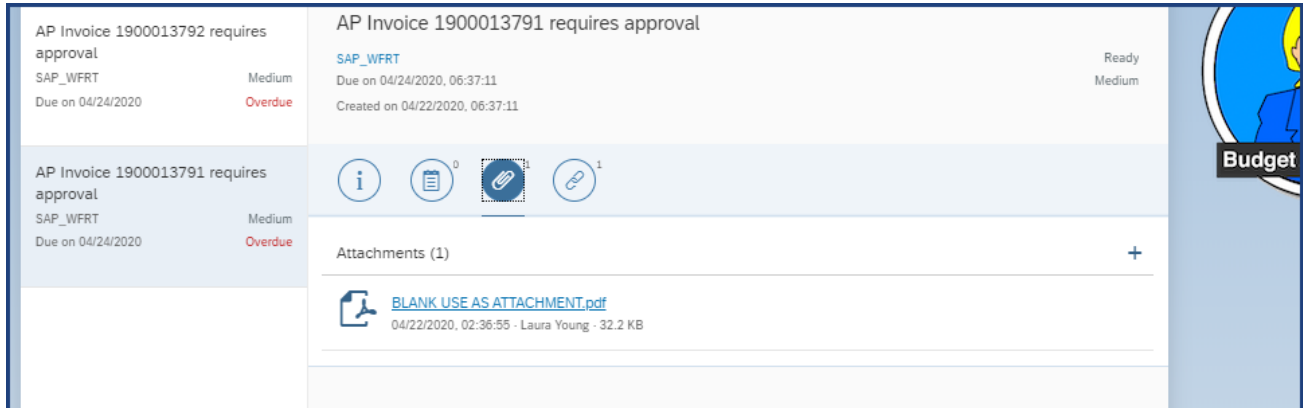
Step	Action
	Information provides a description of the approval action item. It includes the kind of document, the document number, what role needs to act and, in this case, why approval is needed by this role. AP Invoice 1900013791 requires Budget Administrator approval because the amount is \geq \$10K.
2.	The Comments button is clicked.

1.2.4 My Inbox

The screenshot displays the 'My Inbox' interface. On the left, a list of items is shown, including 'AP Invoice 1900013792 requires approval' and 'AP Invoice 1900013791 requires approval'. The right pane shows the details for 'AP Invoice 1900013791 requires approval', including the role 'SAP_WFRT', due date '04/24/2020', and status 'Overdue'. Below the details, there are icons for information, list, attachments, and another list. The 'Attachments' icon is highlighted with a red box. Below these icons is a comment section with a text input field labeled 'Enter a comment' and a yellow circle with the number '3' next to it. The comment section currently shows 'No comments'. A 'Budget' sidebar is visible on the right.

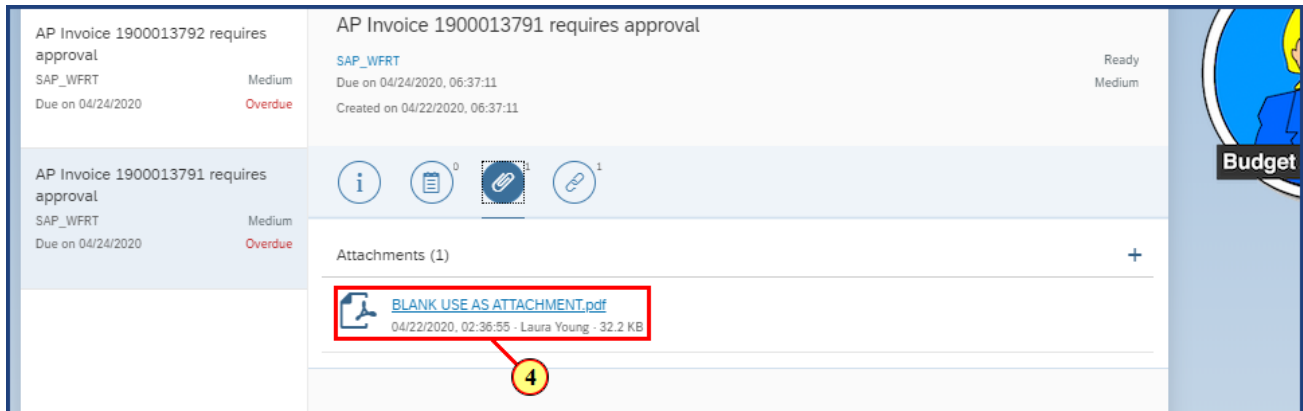
Step	Action
	Comments provides the comments entered by individuals in the workflow. This is the first step in the workflow; therefore, no comments have been entered yet. We will see entries here as we navigate through workflow.
3.	The Attachments button is clicked.

1.2.5 My Inbox



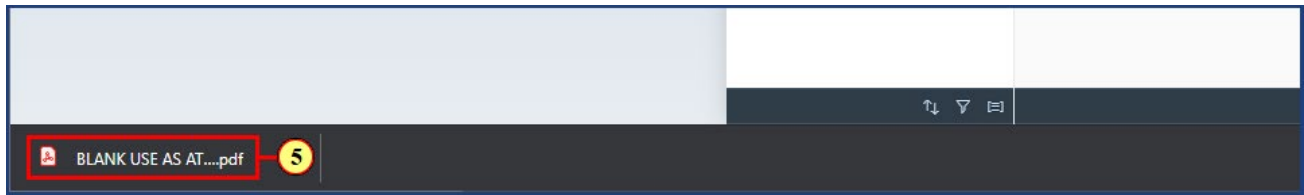
Step	Action
	Attachments provides links to all attachments included with this invoice. The attached vendor invoice can be used to verify the correct Vendor/Supplier is being paid and the amount equals the amount entered on this document. Ensure the necessary attachments have been provided for this payment according to Penn State policy.

1.2.6 My Inbox



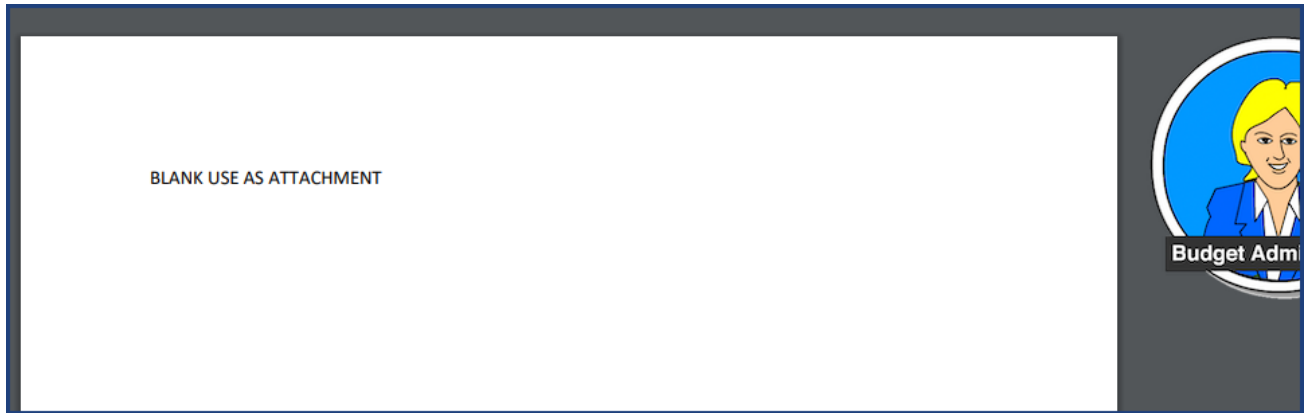
Step	Action
	In this example a generic document was attached. The attachments should include any supporting documentation for this invoice payment. A copy of the invoice that is to be paid should be attached for auditing purposes.
4.	The BLANK USE AS ATTACHMENT link is clicked.

1.2.7 My Inbox



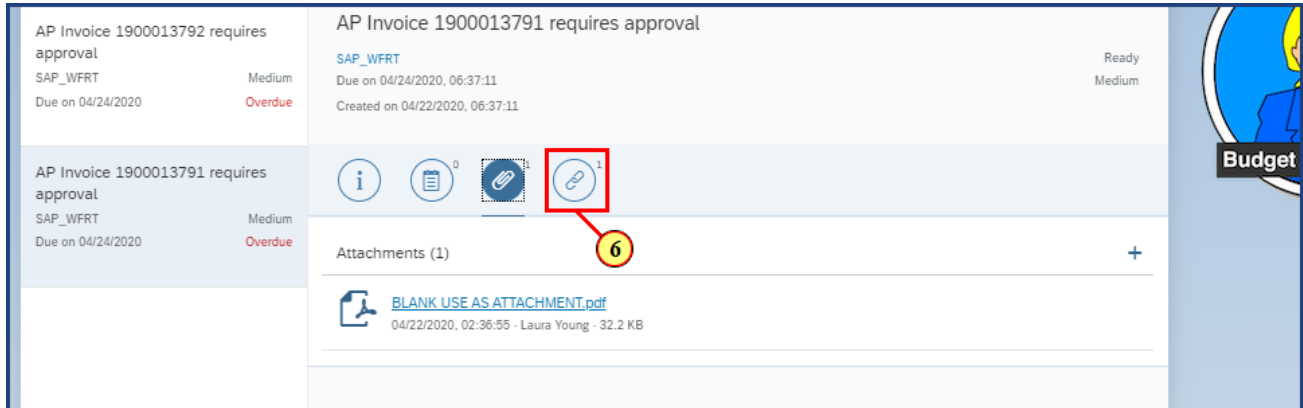
Step	Action
5.	The BLANK USE AS ATTACHMENT download is clicked.

1.2.8 BLANK USE AS ATTACHMENT (1).pdf



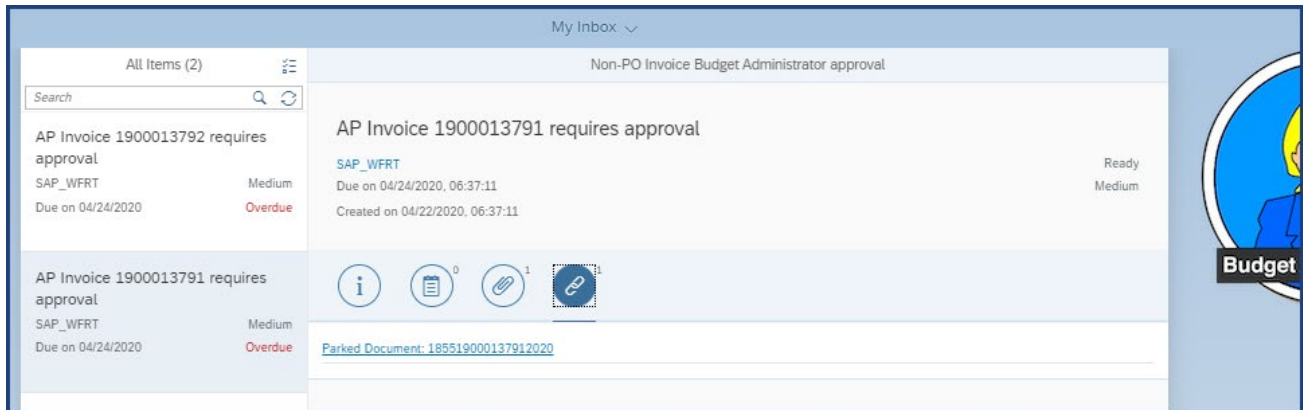
Step	Action
	Note: The attachment is displayed in a new tab of the browser. We will keep this tab active for reference while doing the document review.

1.2.9 My Inbox



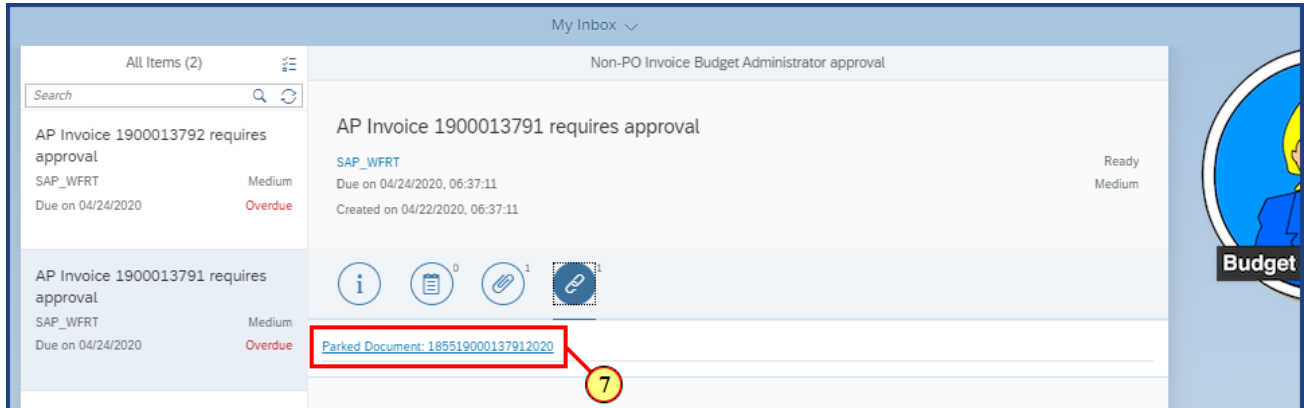
Step	Action
6.	The Related Objects button is clicked.

1.2.10 My Inbox



Step	Action
	Related Objects provides the link to the parked document to display the Invoice Entry screen. Approval or rejection of the document is based on the information shown on the Invoice Entry screen compared to the attachments. Review the Payment Decision Matrix to ensure this payment is appropriate for the non-PO Invoice.

1.2.11 My Inbox



Step	Action
7.	The Parked Document button is clicked.

1.2.12 Display Parked Vendor Invoice 1900013791 1855 2020

Invoice date: 04/22/2020 Reference: TEST INBOX

Posting Date: 04/22/2020

Document type: Vendor Invoice DocumentNo: 1900013791

Doc. Currency

Amount: 10,000.00 USD

Calculate Tax

Tax Amount: 0.00

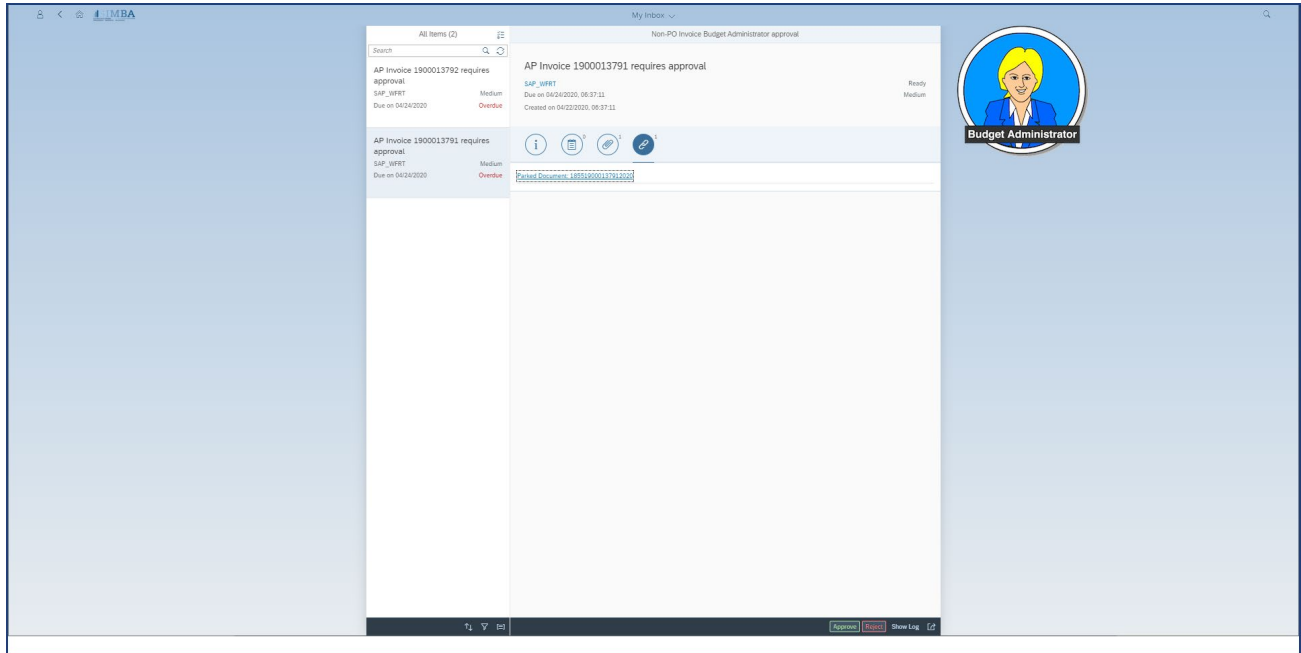
Text: Test Inbox

Paymt terms: 30 Days net

Baseline Date: 04/22/2020

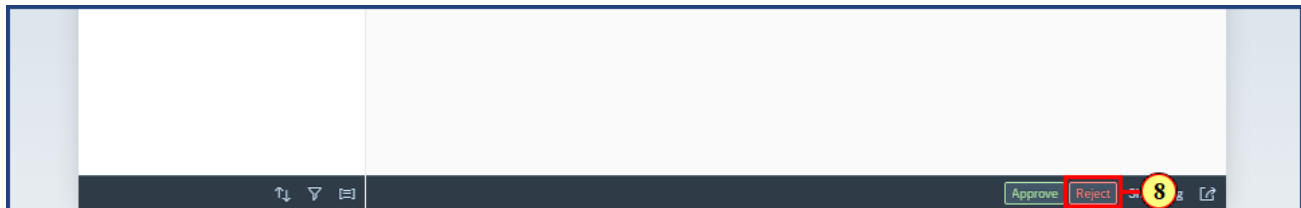
Step	Action
	The document is reviewed. It is noticed that the Amount of 10,000.00 does not match the invoice of 10,005.99. This document cannot be approved and needs to be rejected.

1.2.13 My Inbox



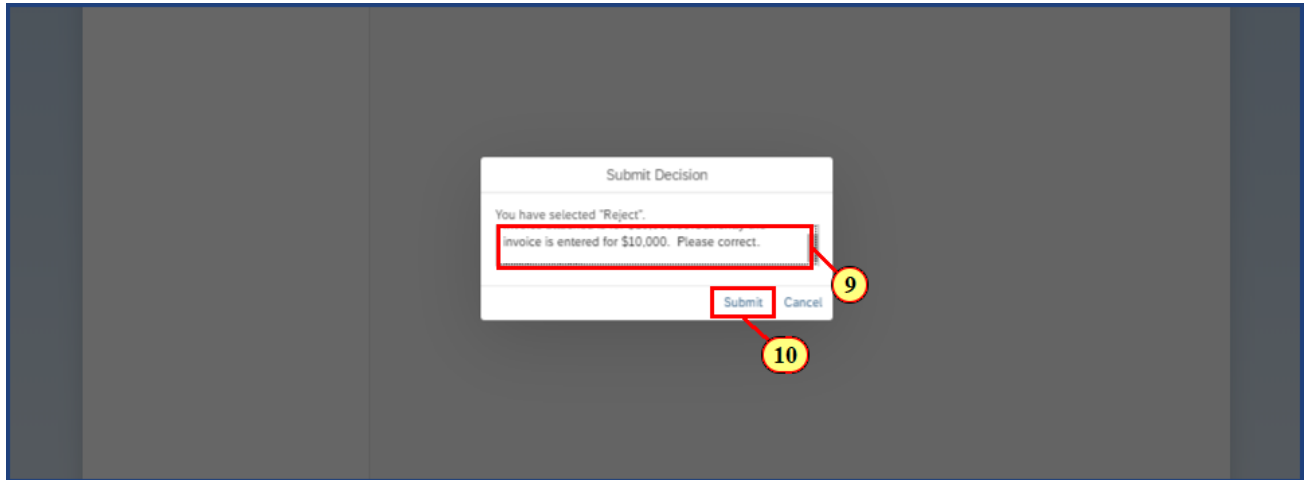
Step	Action
	Back in the Inbox, we will now reject the document.

1.2.14 My Inbox



Step	Action
8.	The Reject button is clicked.

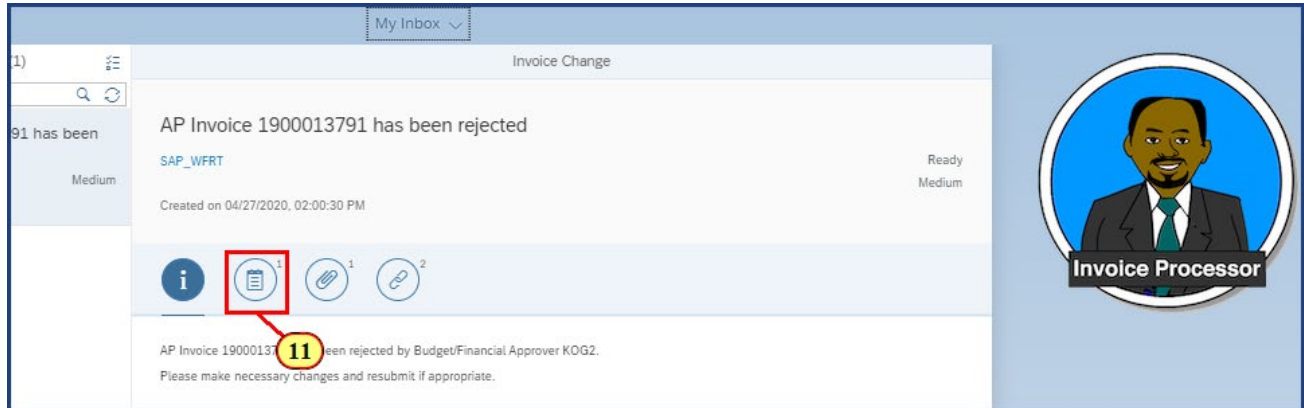
1.2.15 My Inbox



Step	Action
	The rejection reason "Invoice attached is for \$10,005.99. Currently the invoice is entered for \$10,000.00. Please correct." is entered in the Submit Decision field.
9.	Invoice attached is for \$10,005.99. Currently the invoice is entered for \$10,000.00. Please correct. is entered in the Submit Decision field.

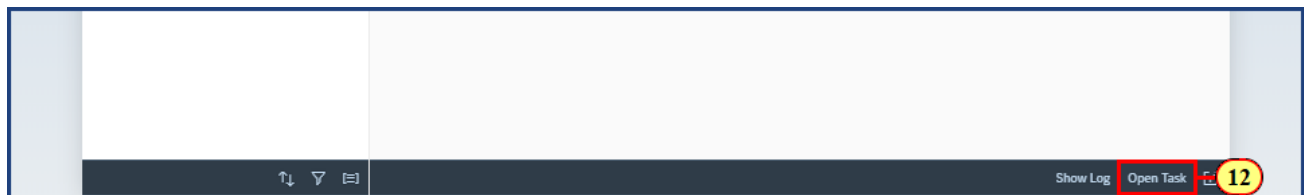
Step	Action
	Once action is taken on the workflow item by clicking Submit, the notification no longer appears in the Inbox. It can now be found in the Outbox. This invoice will now go back to the Invoice Processor to correct and submit back through workflow. The Invoice Processor will get a message in their Inbox.
10.	The Submit button is clicked.

1.2.16 My Inbox



Step	Action
	We are now in the Inbox of the Invoice Processor. The rejected invoice work item is selected. Here we can review the Information, Comments, Attachments, and Related Objects to understand the reason for rejection and take the appropriate action. The only way to correct this invoice and trigger workflow again is by accessing the item in the Inbox and going through Open Tasks.
11.	The Comments button is clicked.

1.2.17 My Inbox



Step	Action
	In the comments section we see the rejection reason from the Budget Administrator. We know from this reason that we can take action to correct and resubmit the non-PO invoice.
12.	The Open Task button is clicked.

1.2.18 Display Parked Vendor Invoice 1900013791 1855 2020

The screenshot displays the SAP S/4HANA 'Edit Parked Vendor Invoice' screen. Key fields include Vendor: E00007884, Invoice date: 04/22/2020, Amount: 10,000.00 USD, and Document No: 1900013791. The Vendor details section shows 'WIND RIVER ENVIRONMENTAL LLC' with address '46 LIZOTTE DR STE 1000, MARLBOROUGH MA 01752'. A table below shows one line item: a debit of 10,000.00 for 'Test Inbox' with cost center 6535710000. The interface includes navigation tabs like 'Basic data', 'Payment', and 'Details', and buttons for 'Save parked document' and 'Cancel'.

Step	Action
	By clicking the Open Task button, the original document is opened for adjustment. It is important to note that once workflow is triggered by clicking the Save as Completed button, any adjustments must be made after the document is rejected and accessed through the Inbox. No other transaction can be used to make corrections and have workflow triggered again.

Step	Action
	<p>If the rejection was for a different reason, such as this should not have been entered as a Non-PO Invoice and should be entered as an After the Fact Purchase Order, the document will need to be deleted. To delete the invoice document use Park Vendor Invoice, display the document in Edit mode, and use More > Documents > Delete parked document.</p> <p>Please refer to the Payment Decision Matrix to determine when to use the non-PO invoice.</p>

1.2.19 Edit Parked Vendor Invoice 1900013791 1855 2020

Document type: Vendor Invoice DocumentNo: 1900013791

Doc. Currency

Amount: 10,000.00 USD

Calculate Tax

Tax Amount:

Text: Test Inbox

Paymt terms: 30 Days net

Baseline Date: 04/22/2020

Branch number:

1 Items (Screen Variant : PSU FV60 Layout)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Ord
<input type="checkbox"/>	<input checked="" type="checkbox"/>	52362070	OPP Design Sen	Debit	10,000.00	Test Inbox		1855	6535710000	
<input type="checkbox"/>	<input type="checkbox"/>			Debit				1855		
<input type="checkbox"/>	<input type="checkbox"/>			Debit				1855		

Step	Action
	In this case we are changing the amount in 2 places, the header and line item, to \$10,005.99.

1.2.20 Edit Parked Vendor Invoice 1900013791 1855 2020

Document type: Vendor Invoice DocumentNo: 1900013791

Doc. Currency

Amount: 10,005.99 USD

Calculate Tax

Tax Amount:

13

Step	Action
13.	10,005.99 is typed into the Amount field.

1.2.21 Edit Parked Vendor Invoice 1900013791 1855 2020

1 Items (Screen Variant : PSU FV60 Layout)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Order
<input type="checkbox"/>	<input checked="" type="checkbox"/>	52362070	OPP Design Sen	Debit	10005.99	Test Inbox		1855	6535710000	
<input type="checkbox"/>	<input type="checkbox"/>			Debit				1855		
<input type="checkbox"/>	<input type="checkbox"/>			Debit				1855		

14

Step	Action
14.	10005.99 is typed into the Amount in doc.curr. field.

1.2.22 Edit Parked Vendor Invoice 1900013791 1855 2020

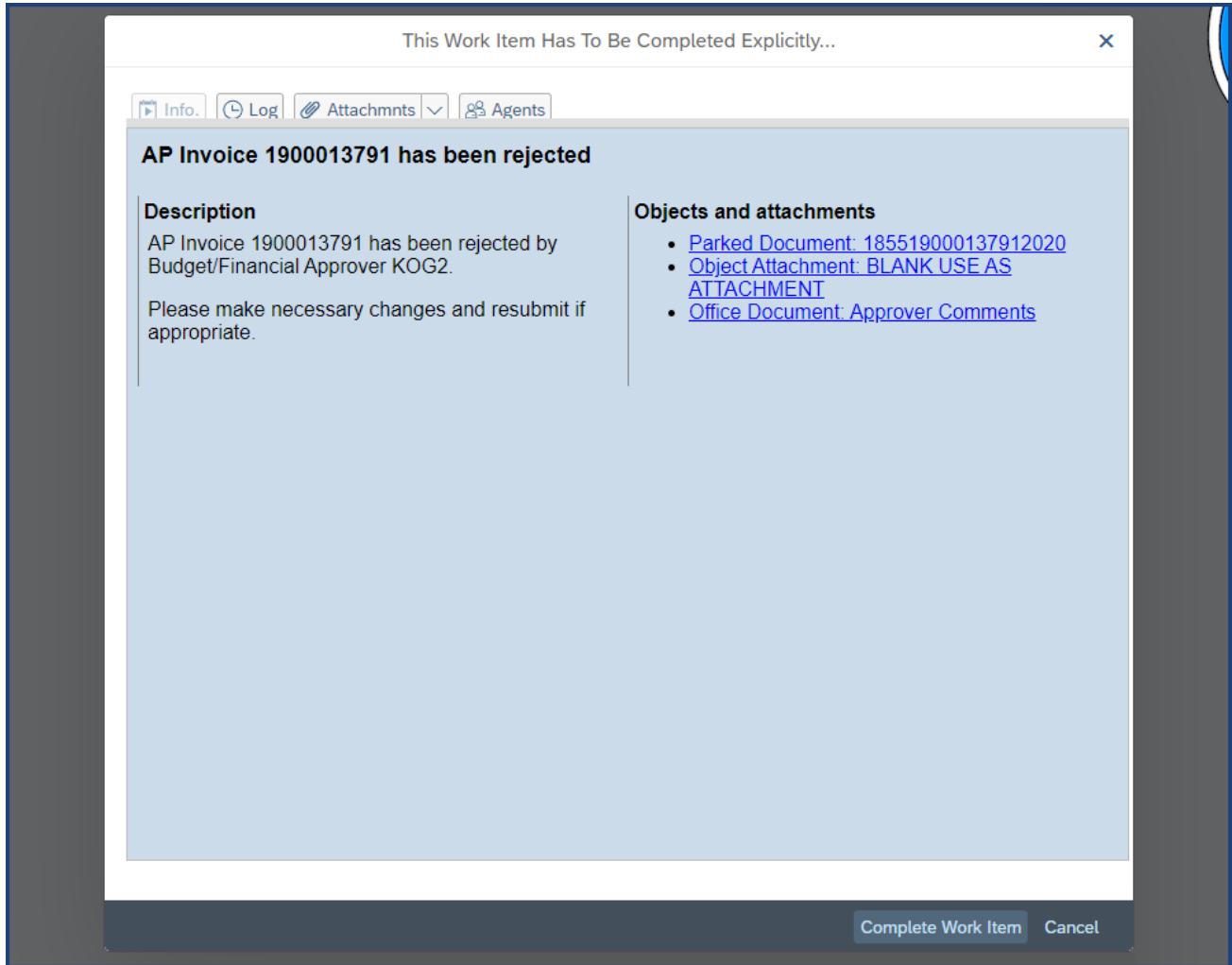
The screenshot shows the SAP interface for editing a parked vendor invoice. The 'Save as Completed' button is highlighted with a red box and a yellow circle containing the number 15. The form displays the following information:

- Transactn: Invoice
- Bal.: 0.00
- Vendor: 800007884
- Sp.G/LI: []
- Invoice date: 04/22/2020
- Reference: TEST INBOX
- Posting Date: 04/22/2020
- Document type: Vendor Invoice
- DocumentNo: 1900013791

Step	Action
	We verify all changes are complete and the invoice is ready to go back through approval. If we needed to add additional documentation, the Services for Object dropdown would be used.
15.	The Save as Completed button is clicked.

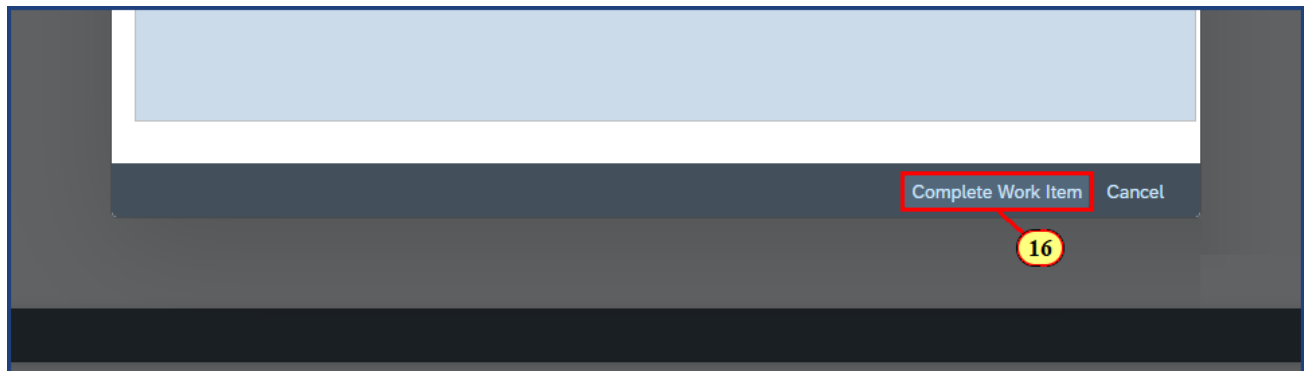
1.2.23

Edit Parked Vendor Invoice 1900013791 1855 2020



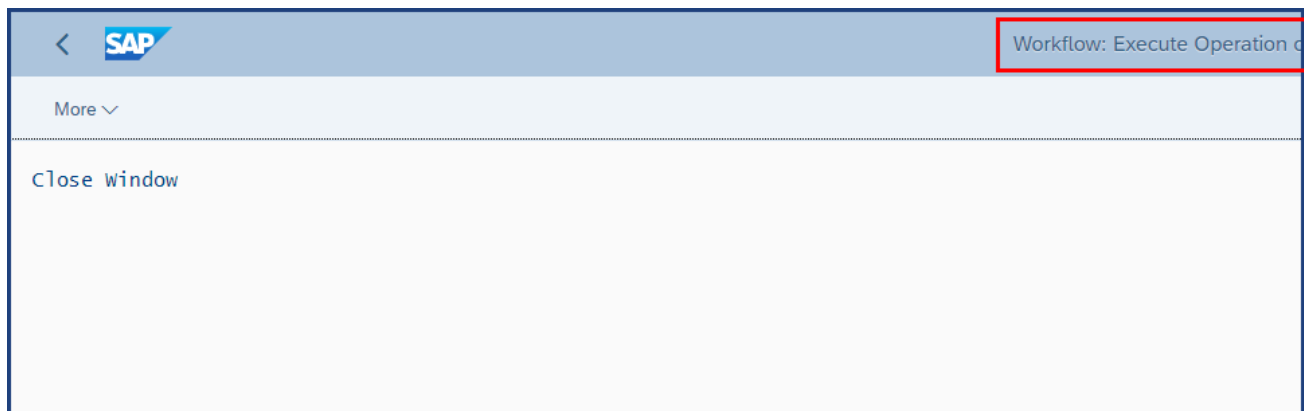
Step	Action
	The pop up This Work Item Has To Be Completed Explicitly appears and we indicate we have completed the work item.

1.2.24 Edit Parked Vendor Invoice 1900013791 1855 2020



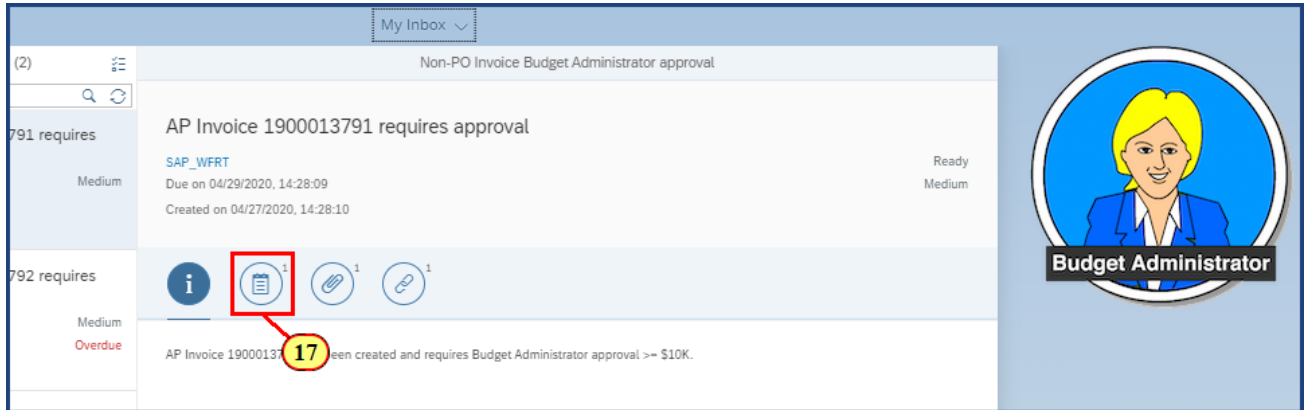
Step	Action
16.	The Complete Work Item button is clicked.

1.2.25 Workflow: Execute Operation on Work Item



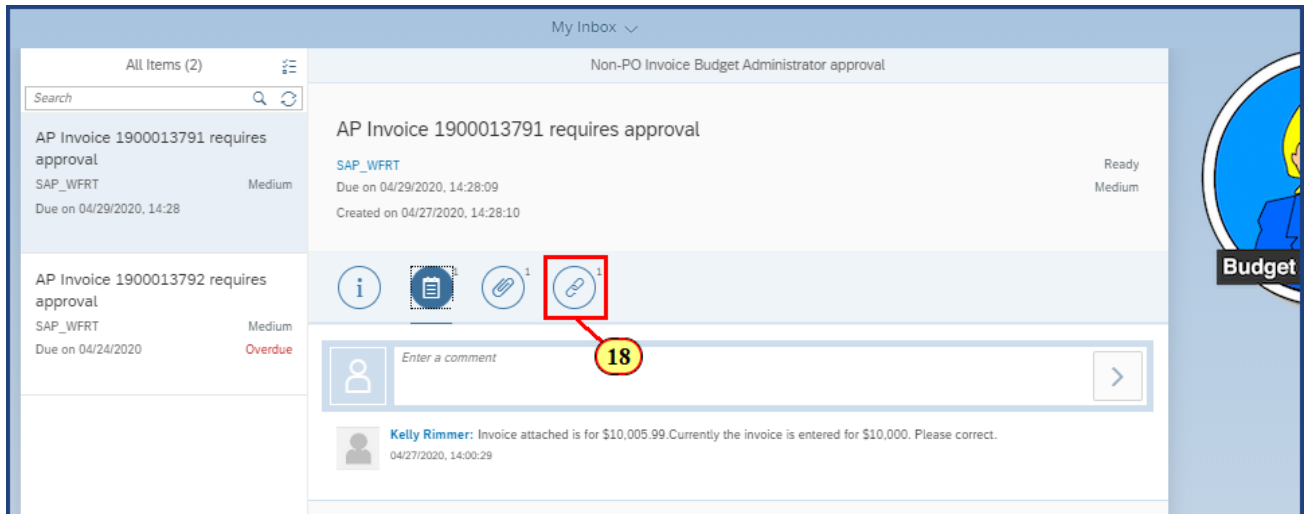
Step	Action
	When Complete Work Item is clicked, the document workflow is triggered again from the beginning. Note the page header, Workflow: Execute Operation on Work Item. The document work item will no longer appear in the Inbox. It can be found in the Outbox.

1.2.26 My Inbox



Step	Action
	We have returned to the Inbox of Approver 1, the Budget Administrator, and find the approval work item for our document 1900013791. As an approver, we will review the Comments, Attachments, and Related Objects as needed.
17.	The Comments button is clicked.

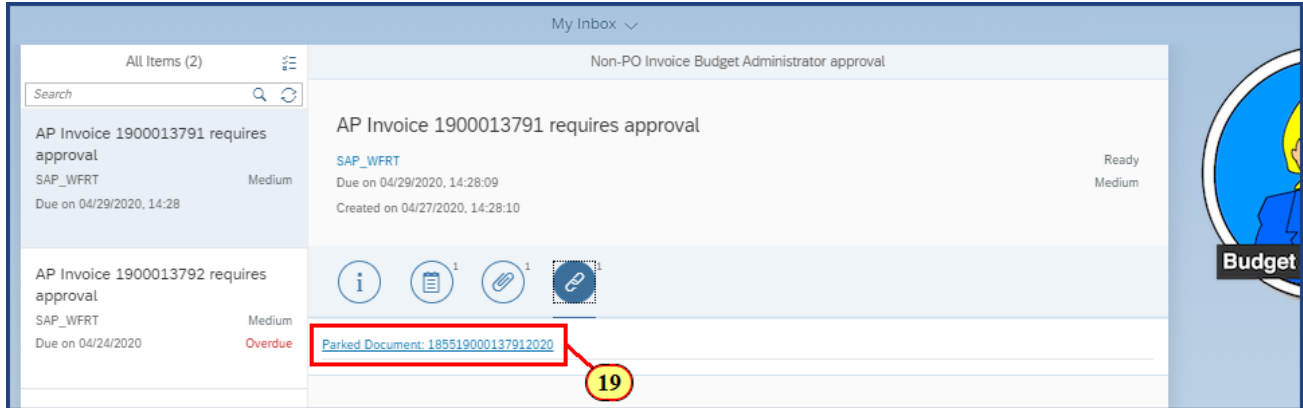
1.2.27 My Inbox



Step	Action
	The previous comment entered during the rejection is shown. We will review the invoice to confirm the updates.

Step	Action
18.	The Related Objects button is clicked.

1.2.28 My Inbox



Step	Action
19.	The Parked Document button is clicked.

1.2.29 Display Parked Vendor Invoice 1900013791 1855 2020

Amount: 10,005.99 USD

Calculate Tax

Tax Amount: 0.00

Text: Test Inbox

Paymt terms: 30 Days net

Baseline Date: 04/22/2020

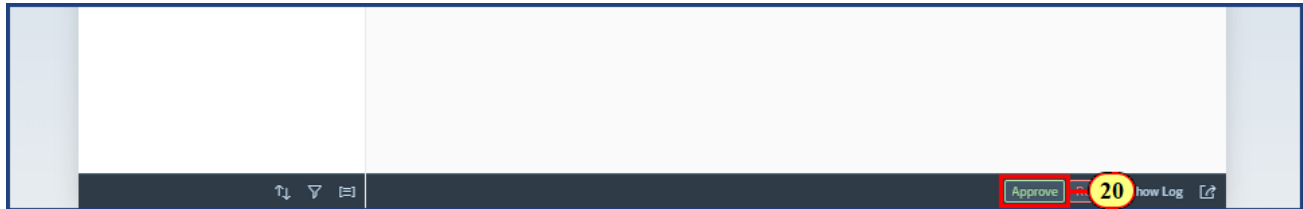
Branch number:

1 Items (No entry variant selected)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax ju
<input type="checkbox"/>	✓	52362070	OPP Design Sen	Debit	10,005.99	10,005.99		
<input type="checkbox"/>				Debit	0.00	0.00		

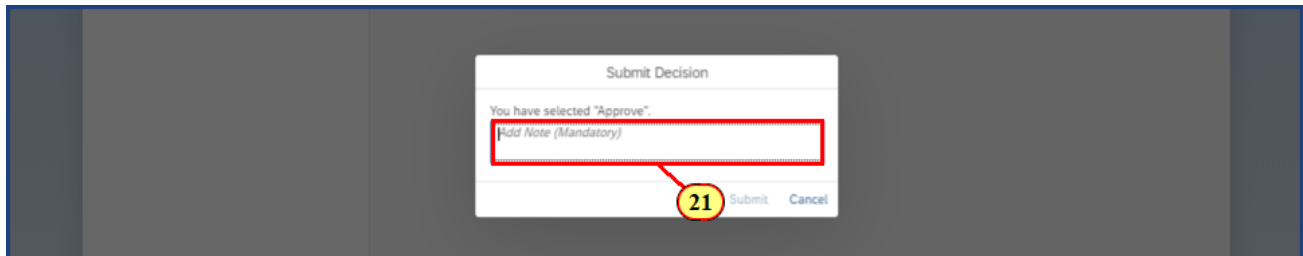
Step	Action
	The necessary corrections have been made and this invoice is ready for approval.

1.2.30 My Inbox



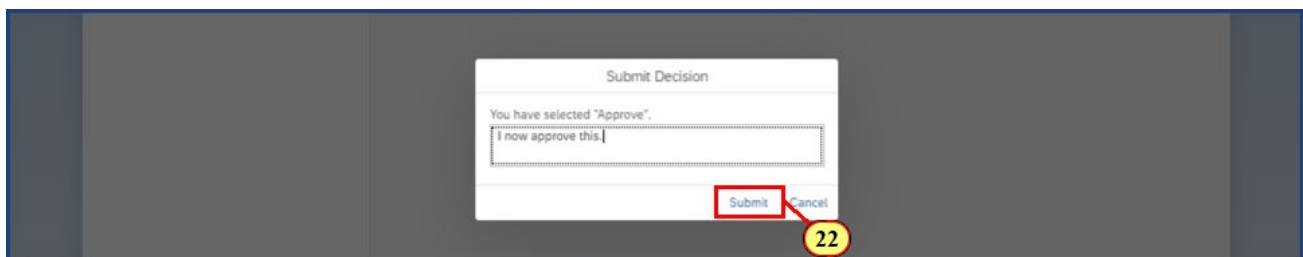
Step	Action
	Returning to the Inbox, we will Approve the document.
20.	The Approve button is clicked.

1.2.31 My Inbox



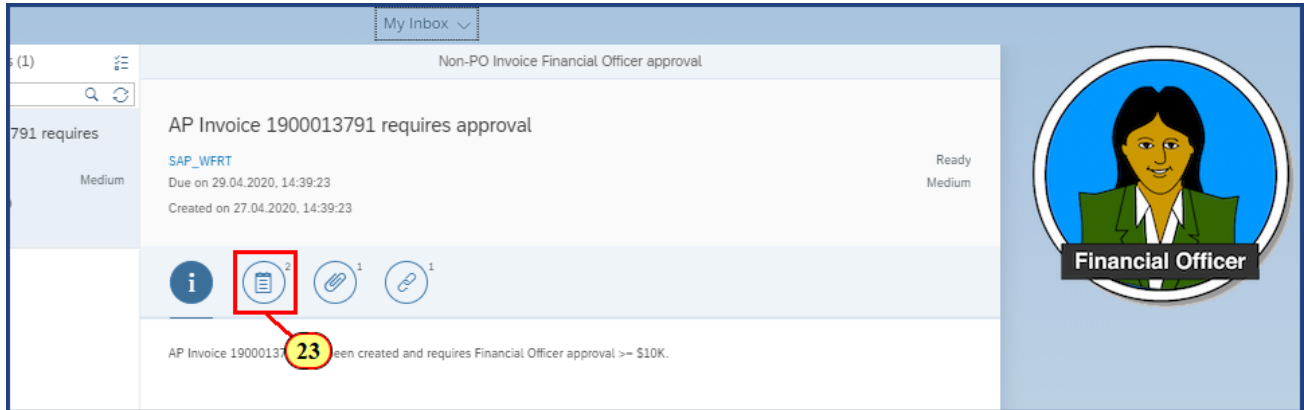
Step	Action
	The Submit Decision box appears. A comment on approval is entered.
21.	I now approve this. is entered into the Submit Decision field.

1.2.32 My Inbox



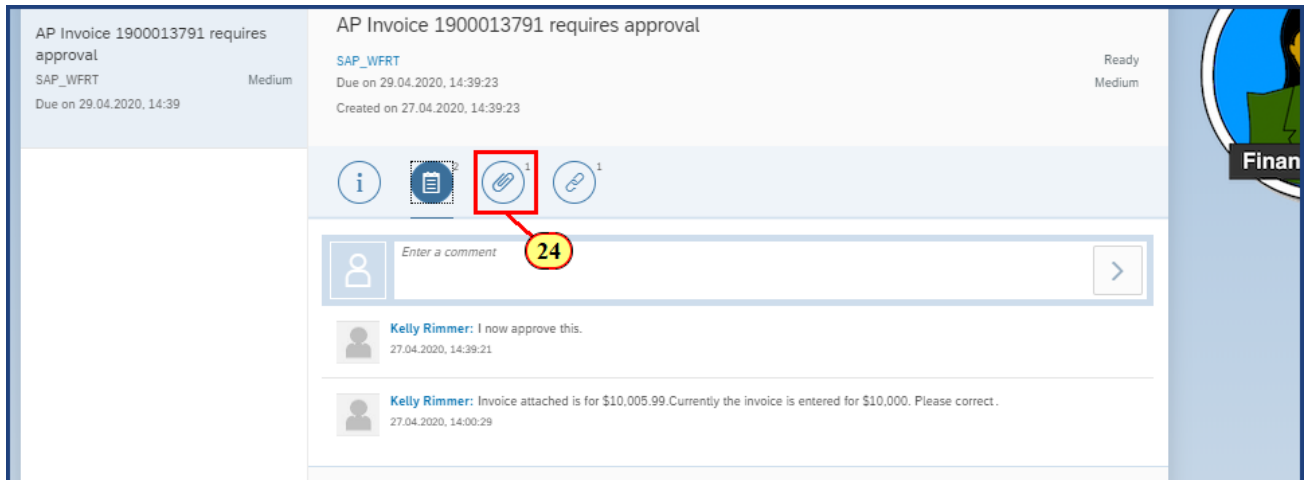
Step	Action
22.	The Submit button is clicked.

1.2.33 My Inbox



Step	Action
	The Inbox of Approver 2, the Financial Officer, is now displayed with the approval work item for document 1900013791. As an approver, we will review the Comments, Attachments, and Related Objects as needed.
23.	The Comments button is clicked.

1.2.34 My Inbox



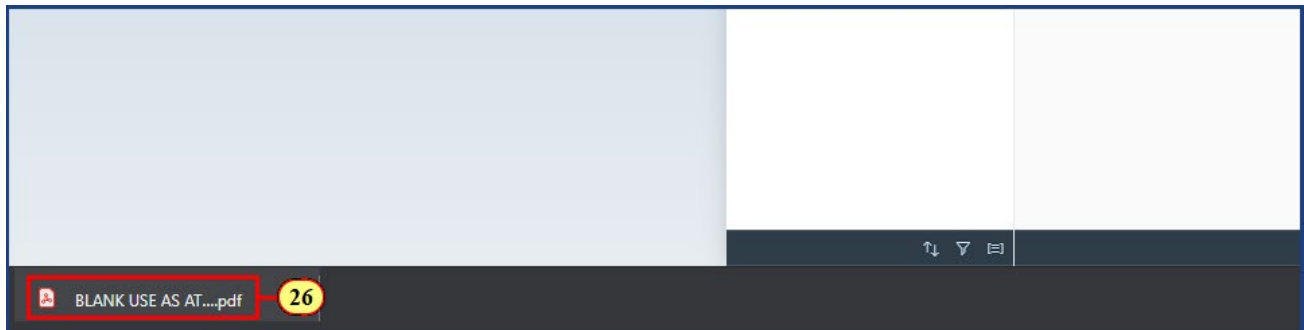
Step	Action
24.	The Attachments button is clicked.

1.2.35 My Inbox



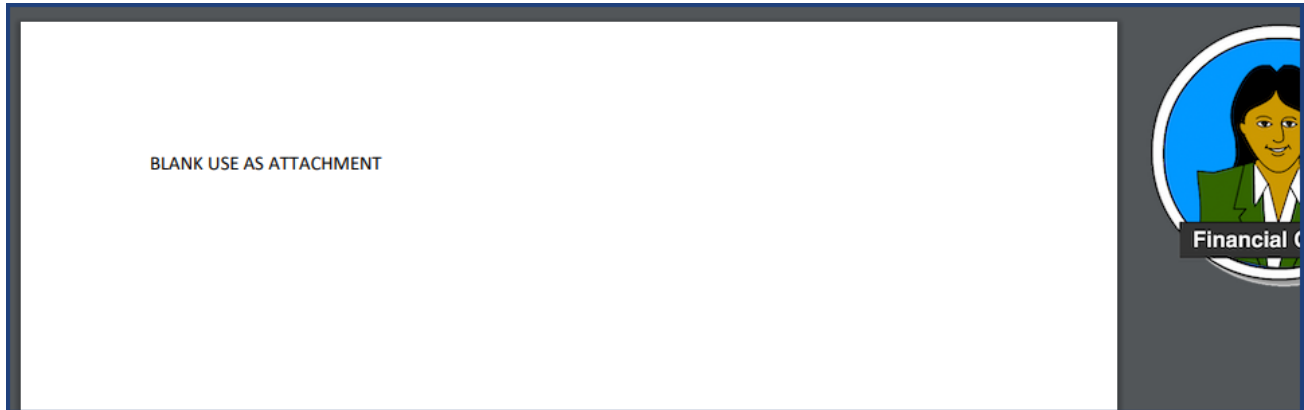
Step	Action
25.	The BLANK USE AS ATTACHMENT.pdf link is clicked.

1.2.36 My Inbox



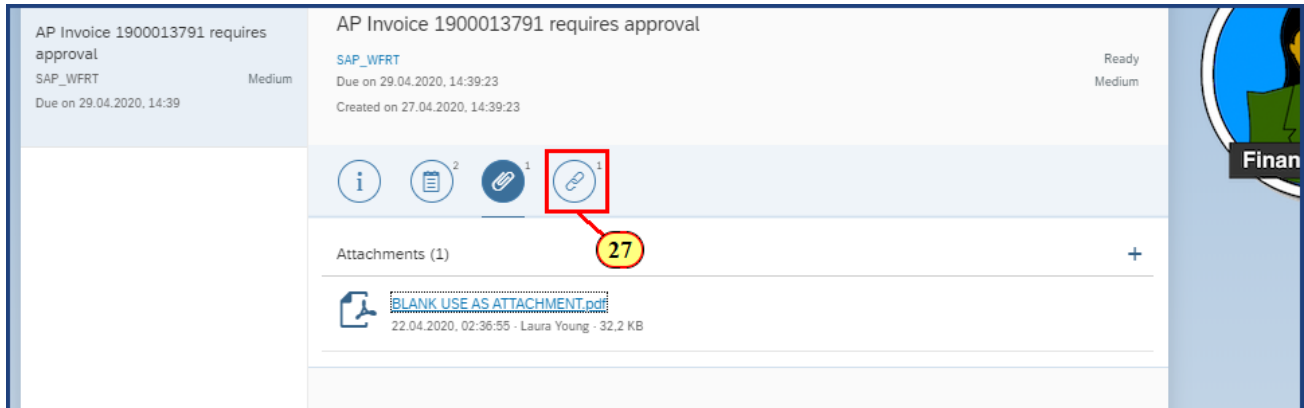
Step	Action
26.	The BLANK USE AS ATTACHMENT download is clicked.

1.2.37 BLANK USE AS ATTACHMENT (2).pdf



Step	Action
	Note: The attachment is displayed in a new tab of the browser. We will keep this tab active for reference while doing the document review.

1.2.38 My Inbox



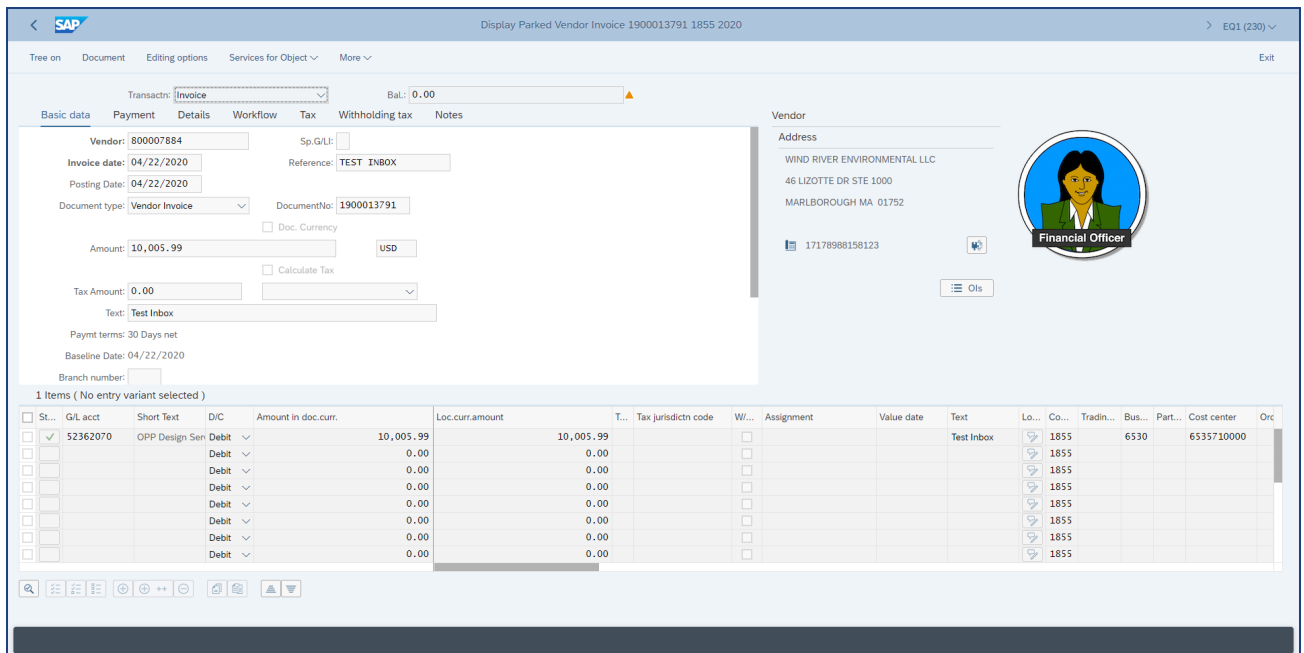
Step	Action
27.	The Related Objects button is clicked.

1.2.39 My Inbox



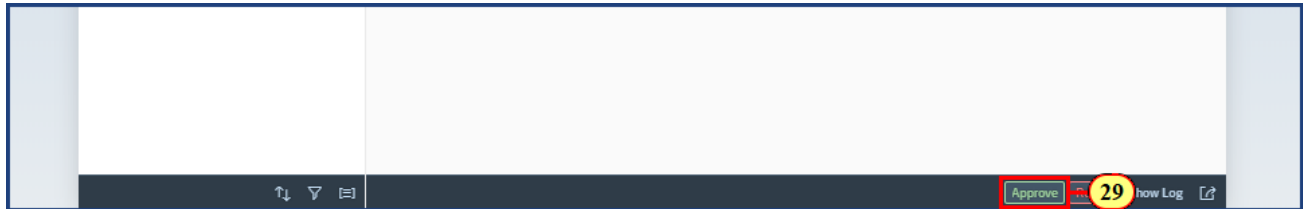
Step	Action
28.	The Parked Document button is clicked.

1.2.40 Display Parked Vendor Invoice 1900013791 1855 2020



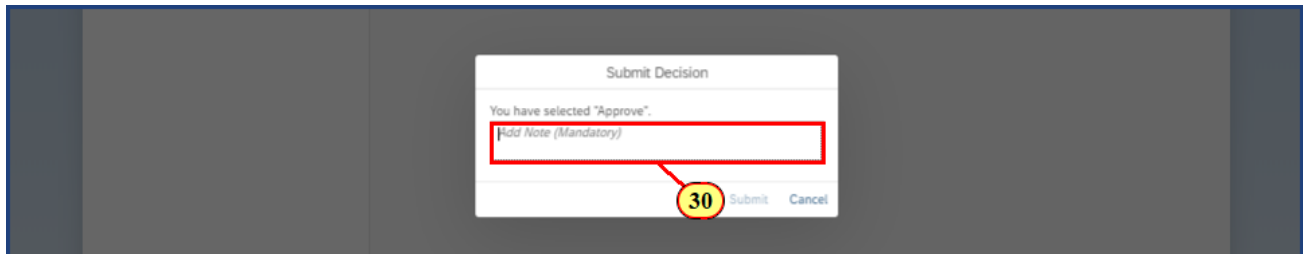
Step	Action
	Using information from the comments, attachments, and data entered in the invoice document, we determine the invoice is ready for approval.

1.2.41 My Inbox



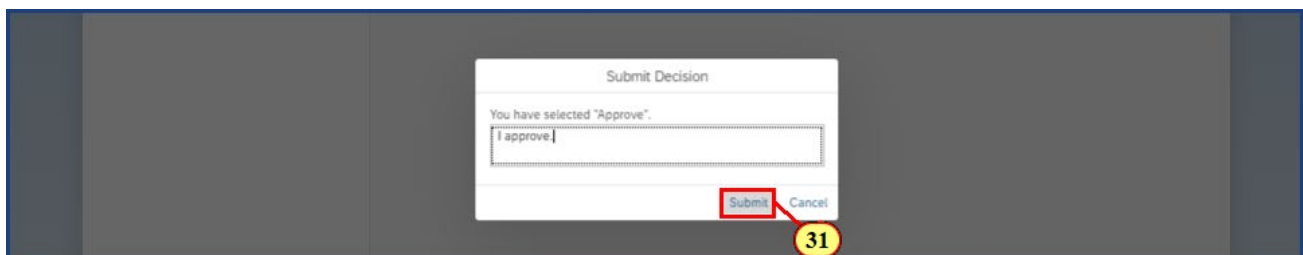
Step	Action
	Returning to the Inbox, we will Approve the document.
29.	The Approve button is clicked.

1.2.42 My Inbox



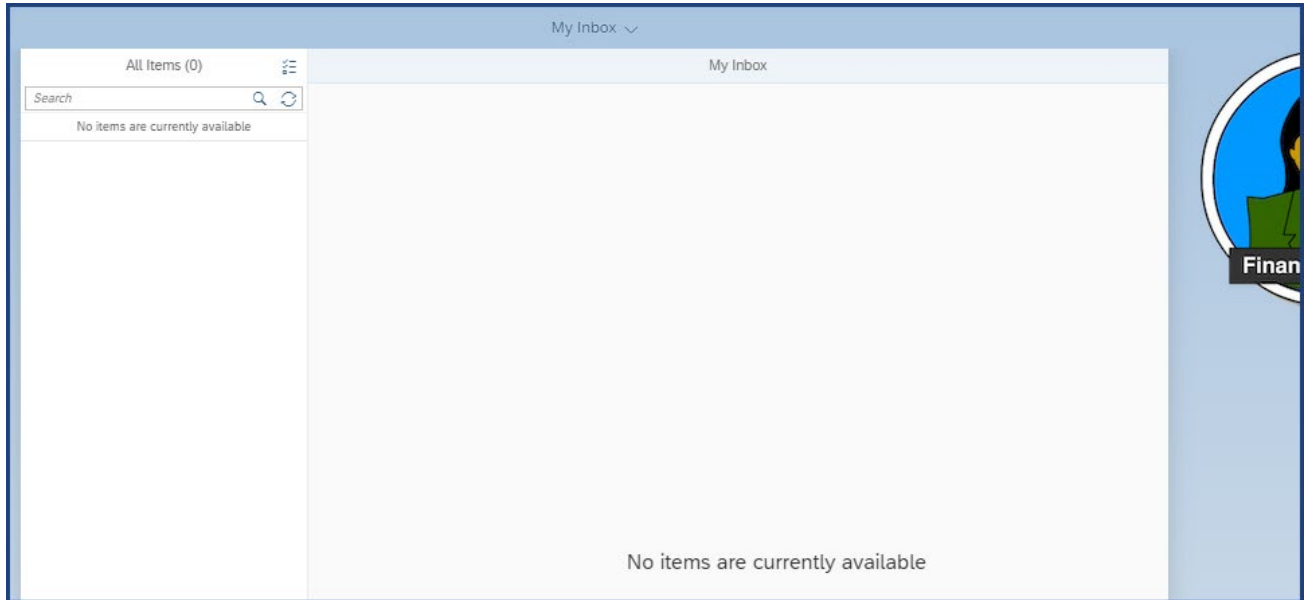
Step	Action
	The Submit Decision box appears for comments and submittal of the approval.
30.	I approve is typed into the Submit Decision field.

1.2.43 My Inbox



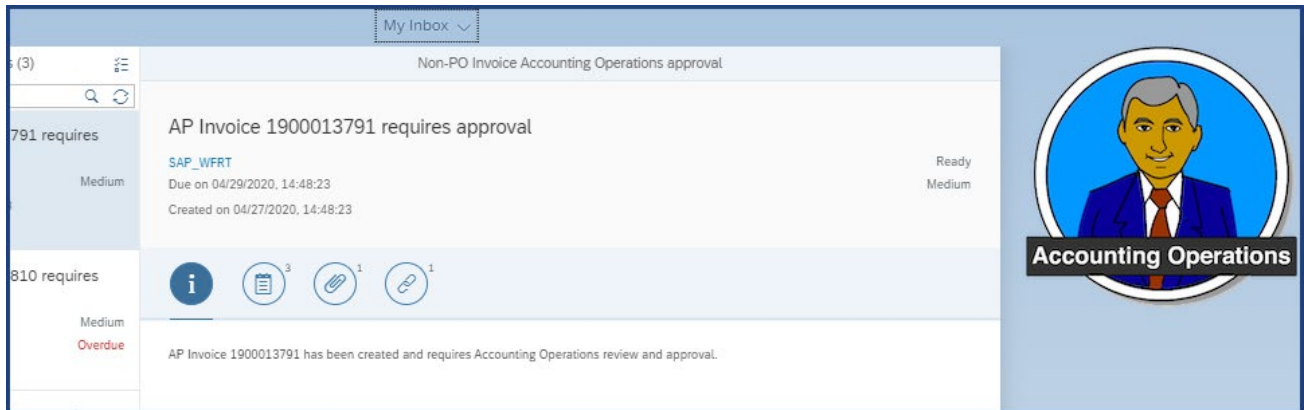
Step	Action
31.	The Submit button is clicked.

1.2.44 My Inbox



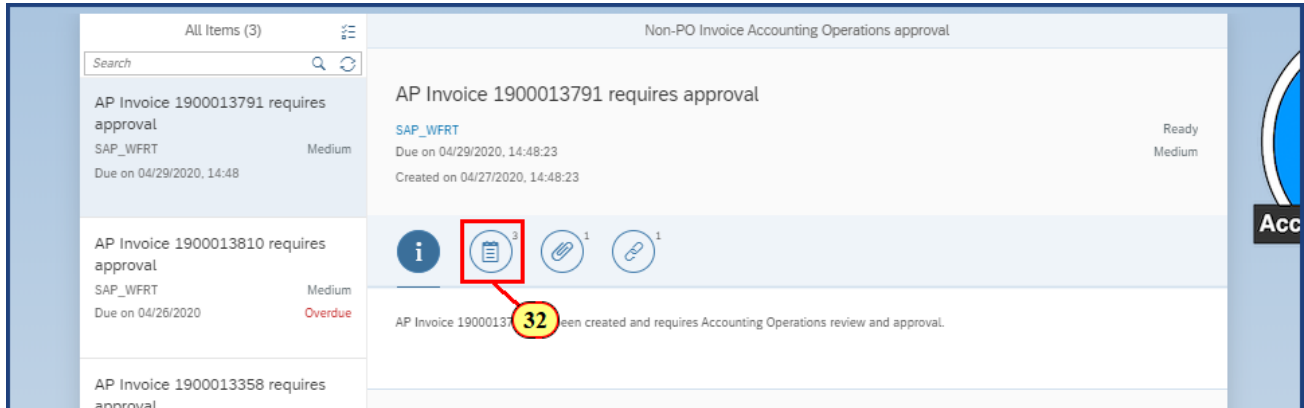
Step	Action
	The document is removed from My Inbox.

1.2.45 My Inbox



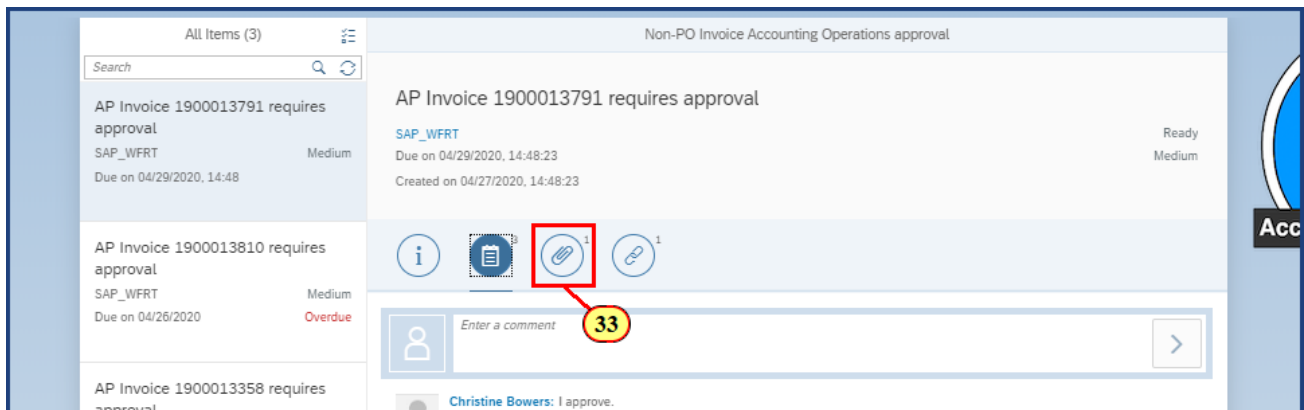
Step	Action
	The work item for document 1900013791 is now in the My Inbox for the Accounting Operations approver. As an approver, we will review the Comments, Attachments, and Related Objects as needed.

1.2.46 My Inbox



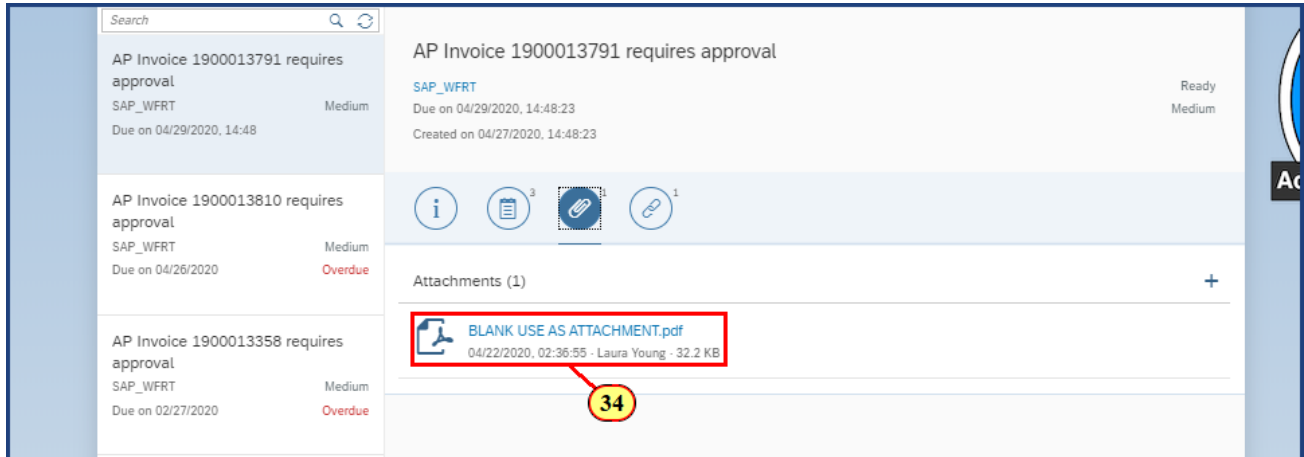
Step	Action
32.	The Comments button is clicked.

1.2.47 My Inbox



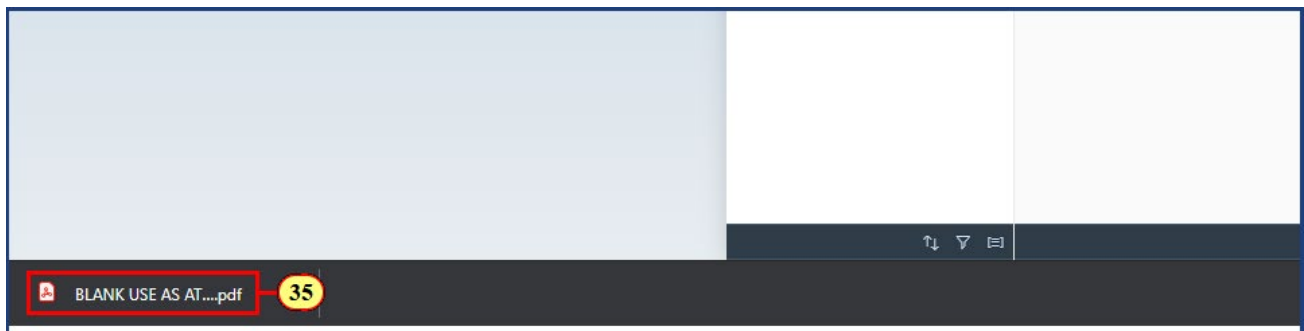
Step	Action
33.	The Attachments button is clicked.

1.2.48 My Inbox



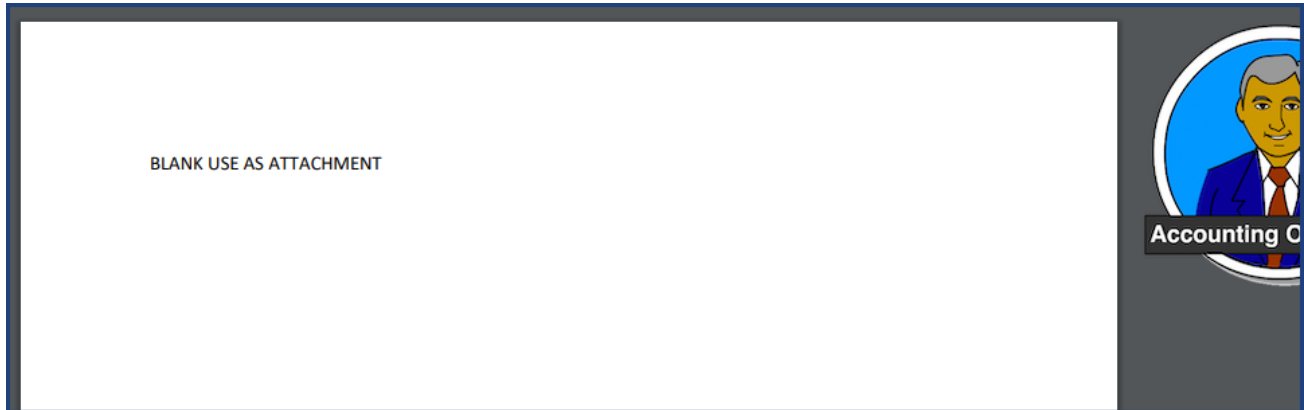
Step	Action
34.	The BLANK USE AS ATTACHMENT link is clicked.

1.2.49 My Inbox



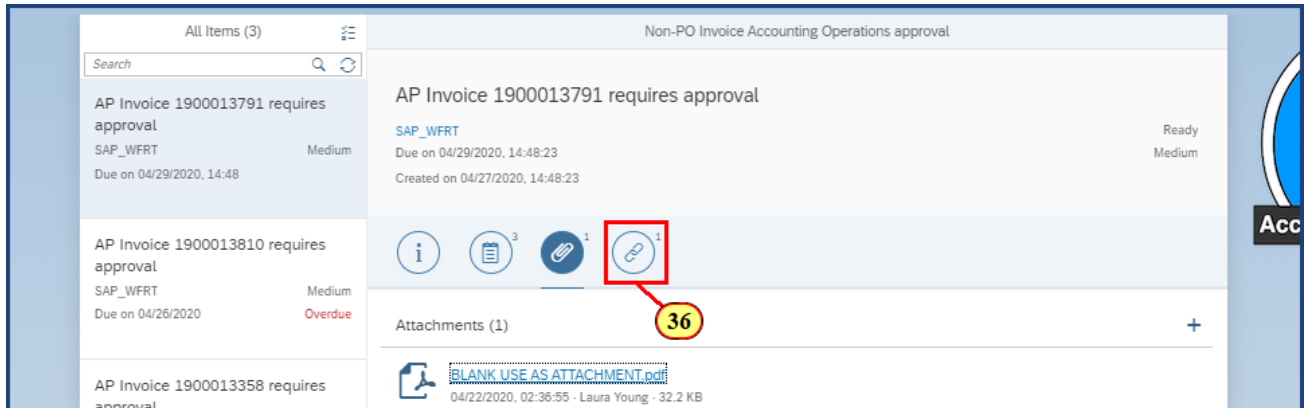
Step	Action
35.	The BLANK USE AS ATTACHMENT download is clicked.

1.2.50 BLANK USE AS ATTACHMENT (3).pdf



Step	Action
	Note: The attachment is displayed in a new tab of the browser. We will keep this tab active for reference while doing the document review.

1.2.51 My Inbox



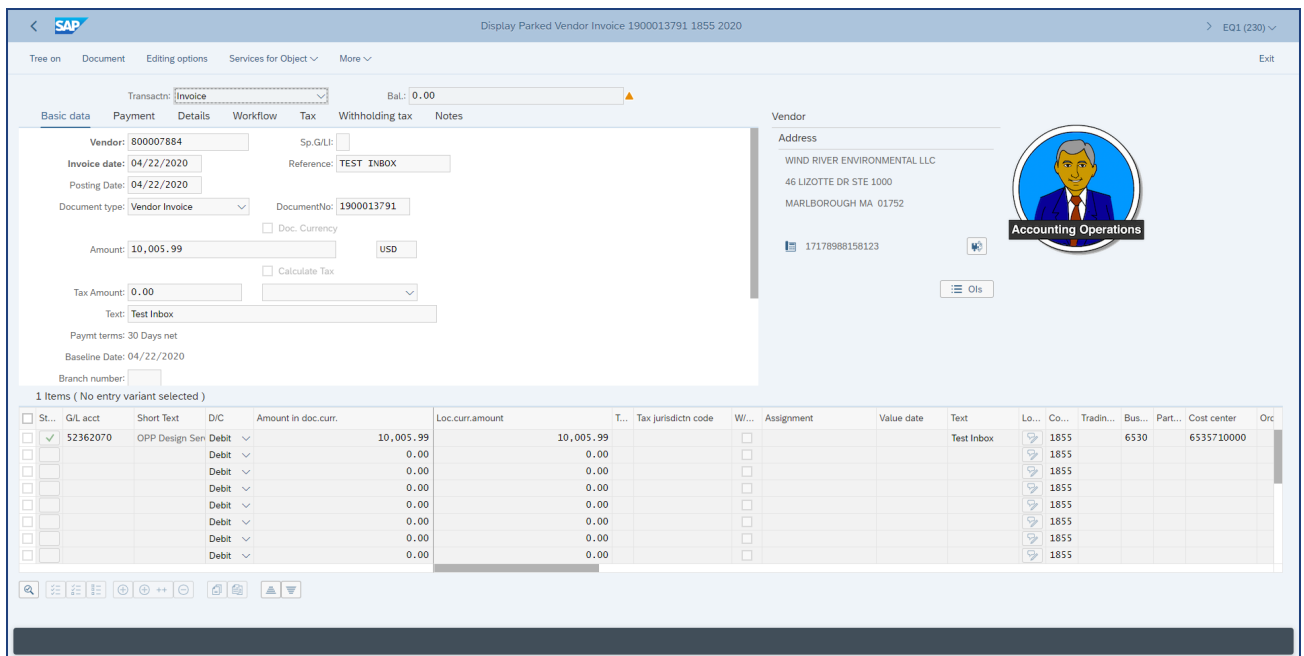
Step	Action
36.	The Related Objects button is clicked.

1.2.52 My Inbox



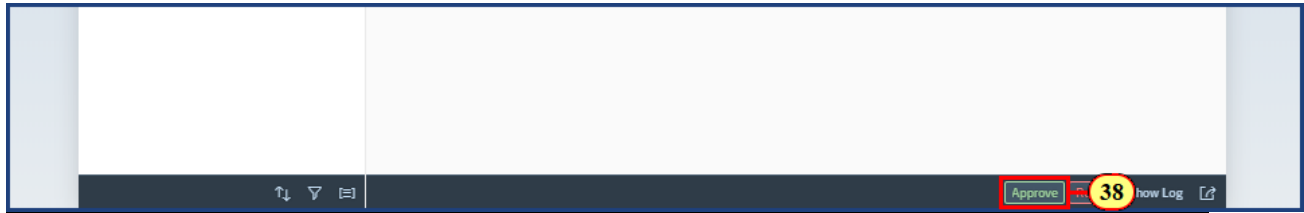
Step	Action
37.	The Parked Document button is clicked.

1.2.53 Display Parked Vendor Invoice 1900013791 1855 2020



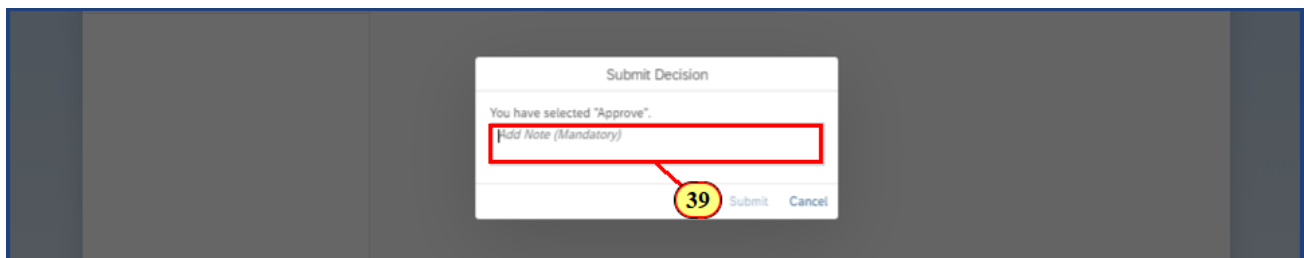
Step	Action
	We review the comments and verify the attached invoice document matches the invoice entry. We determine that all the necessary attachments have been provided and the vendor is accurate. We will return to the Inbox to approve the document.

1.2.54 My Inbox



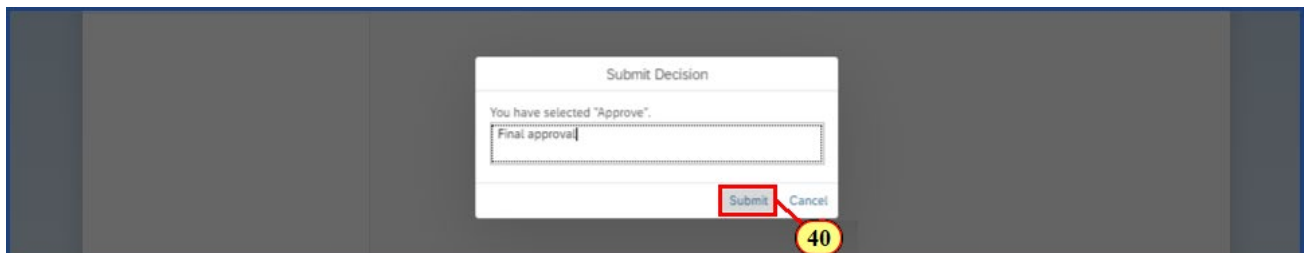
Step	Action
38.	The Approve button is clicked.

1.2.55 My Inbox



Step	Action
39.	Final approval is entered in the Submit Decision field.

1.2.56 My Inbox



Step	Action
40.	The Submit button is clicked.

1.2.57 My Inbox

The screenshot displays the 'My Inbox' interface. On the left, there is a list of items under the heading 'All Items (2)'. The first item is 'AP Invoice 1900013810 requires approval' with a status of 'Medium' and 'Overdue', due on 04/26/2020. The second item is 'AP Invoice 1900013358 requires approval' with a status of 'Medium' and 'Overdue', due on 02/27/2020. The right pane shows the details for the selected item, 'AP Invoice 1900013810 requires approval', with a status of 'Ready' and 'Medium'. It includes a search bar, a list of items, and a detailed view with icons for information, documents, and links. The detailed view shows 'AP Invoice 1900013810 has been created and requires Accounting Operations review and approval.'

Step	Action
	AP Invoice 1900013791 is approved and removed from My Inbox. If we need to reference the work item in the future, it can be found in the Outbox.

Step	Action
	Accounting Operations is the final approval for the non-PO invoice. The document is now posted and ready for payment. Other approvals that may be needed prior to the Accounting Operations Approval are the Accounting Operations Foreign Vendor Specialist Approval and/or the Director of Purchasing Approval. These additional approvals are triggered by the system as needed.

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