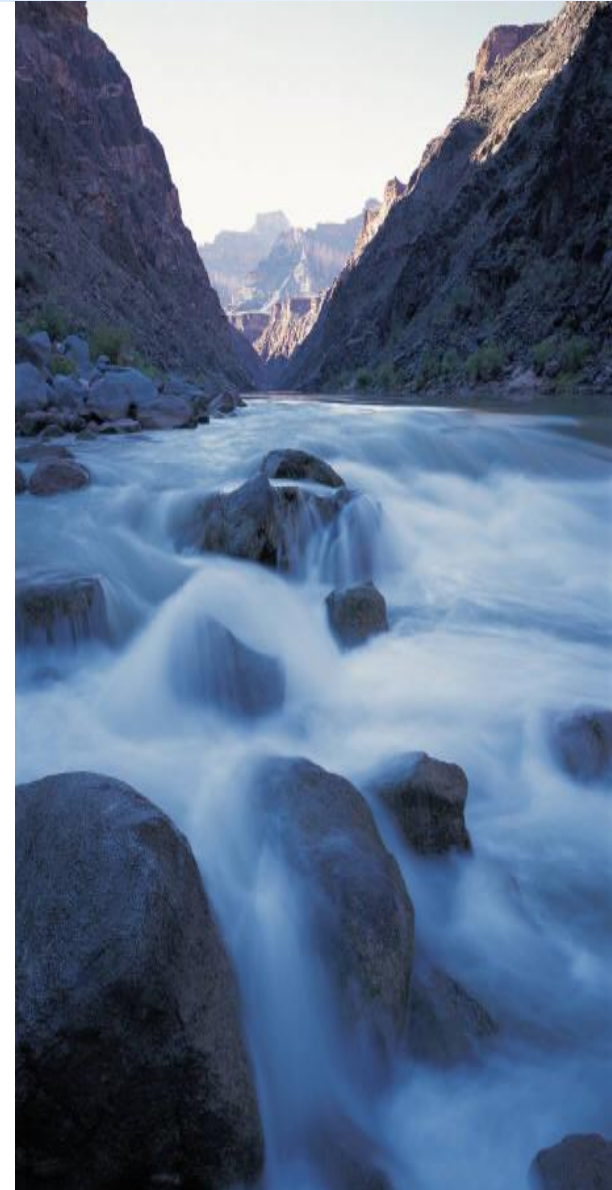


# Automation: Release Purchase Order

## PO-Release-SAP-Workflow

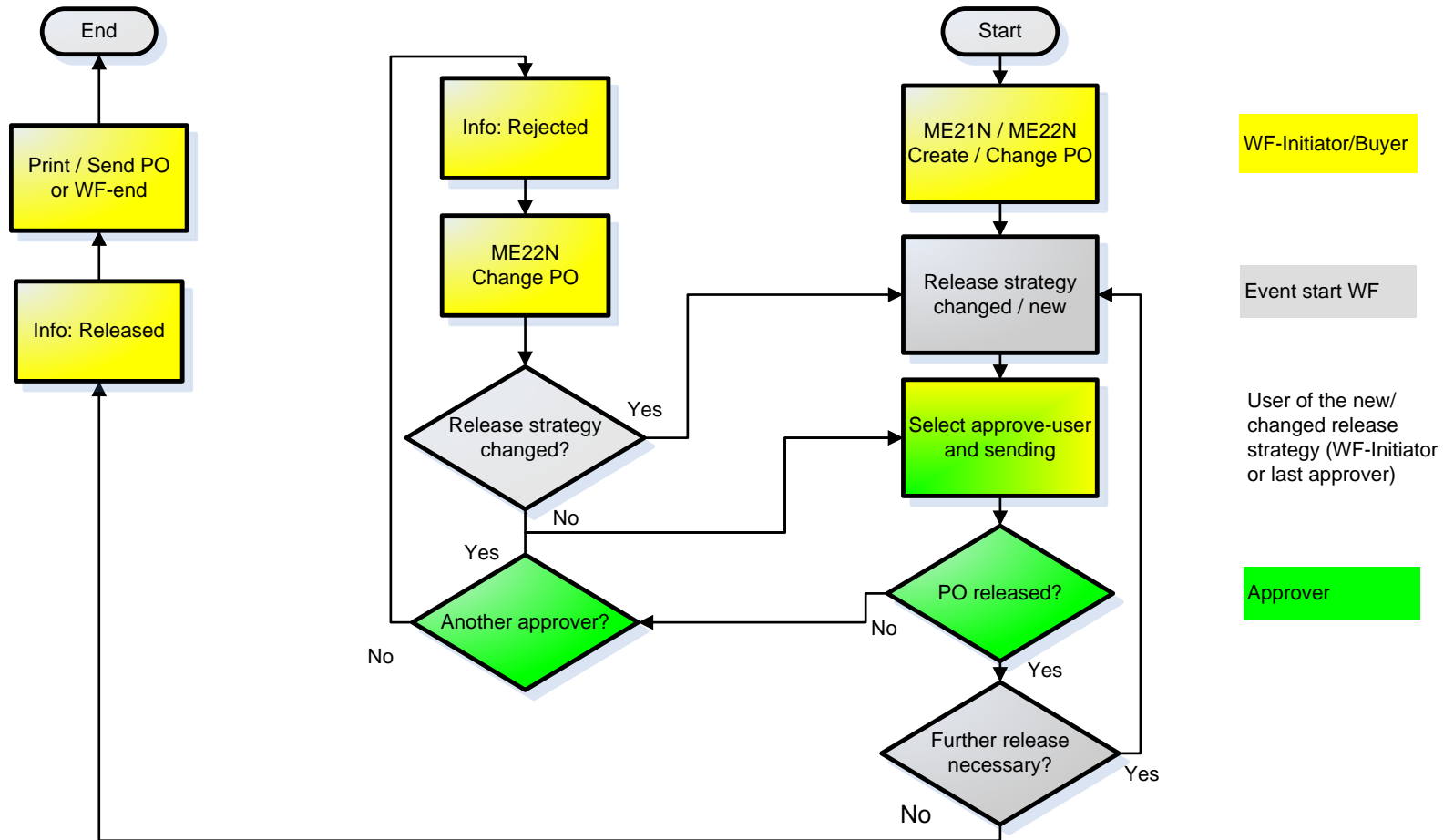
30. April 2019



## Agenda

- Overview PO-Release-SAP-Workflow Process
- Customizing-Settings „PO-Release Procedure“ => SAP-Standard
- SAP-Screens (Examples)
- Advantage Workflow-Solution, Why with us, Project-References

# Overview PO-Release-Process

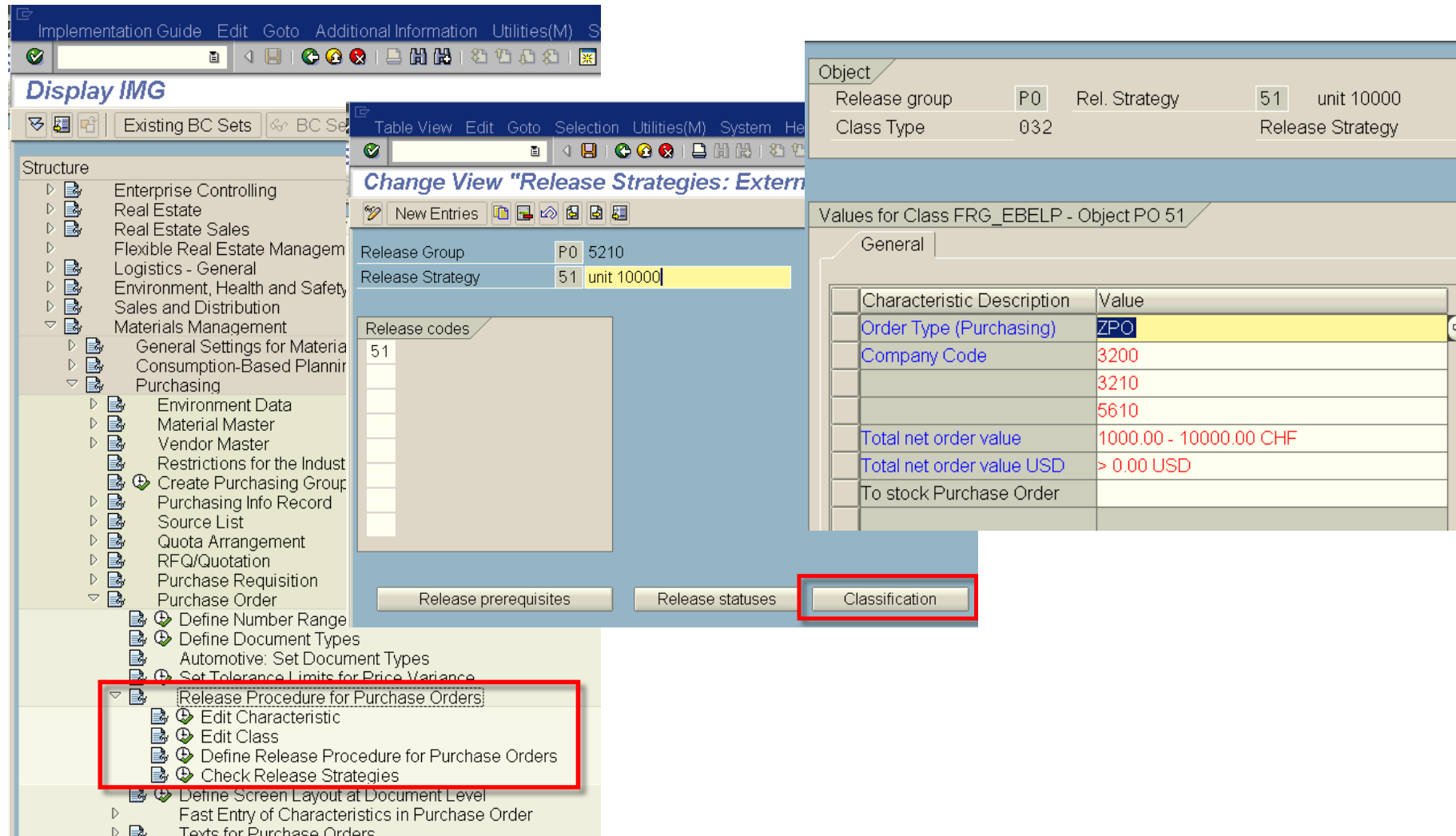


At each step, the workitem can be kept in the own inbox or can be forwarded to another user.

## Agenda

- Overview PO-Release-SAP-Workflow Process
- Customizing-Settings „PO-Release Procedure“ => SAP-Standard
- SAP-Screens (Examples)
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# SAP-Standard Customizing-Settings „PO Release Procedure“



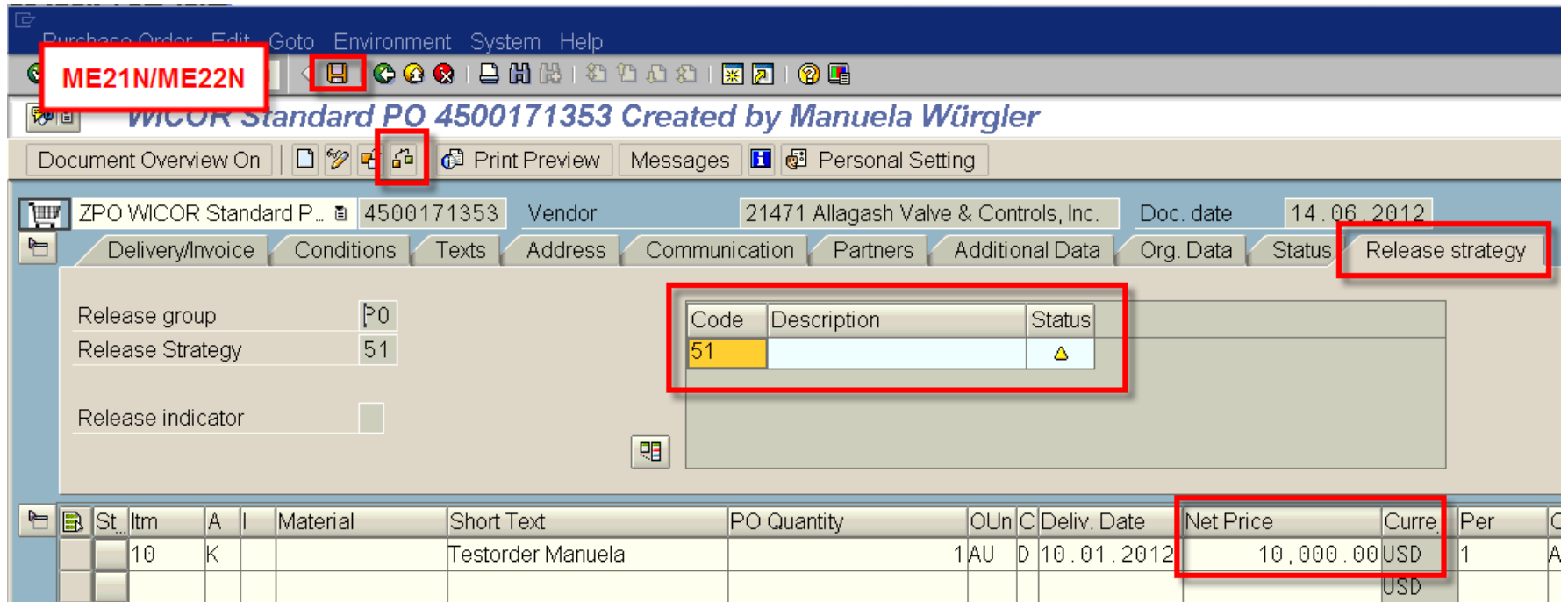
The screenshot displays the SAP Customizing interface for 'Release Strategies: External'. The left pane shows the navigation tree with 'Purchase Order' selected. The main area shows the 'Change View' for Release Group P0 and Release Strategy 51 (unit 10000). The 'Classification' button is highlighted with a red box. The right pane shows the 'Values for Class FRG\_EBELP - Object PO 51' with a table of characteristics.

Characteristic Description	Value
Order Type (Purchasing)	ZPO
Company Code	3200
	3210
	5610
Total net order value	1000.00 - 10000.00 CHF
Total net order value USD	> 0.00 USD
To stock Purchase Order	

## Agenda

- Overview PO-Release-SAP-Workflow Process
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- **SAP-Screens (Examples)**
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# Purchase Order (ME21N/ME22N) (Example)



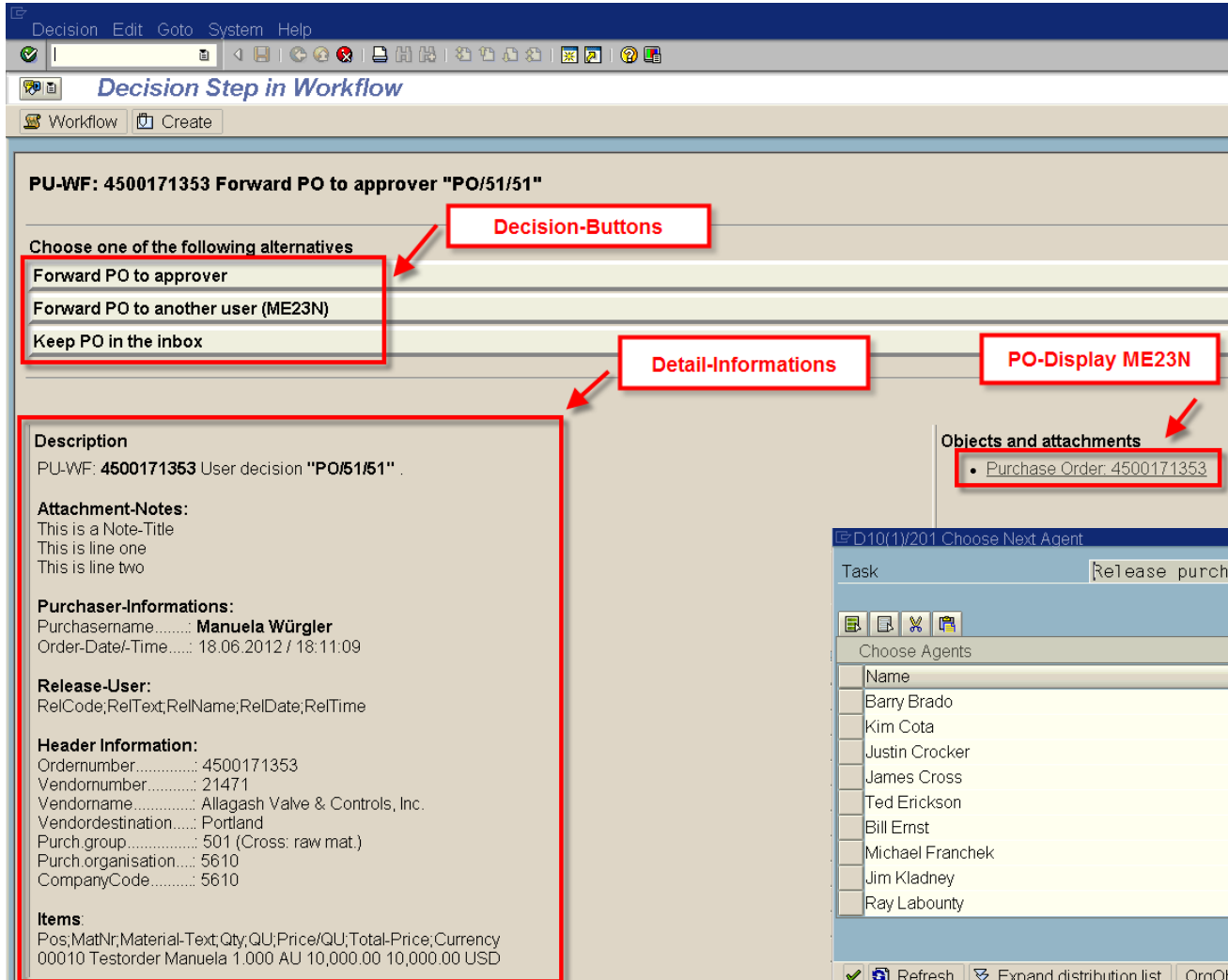
The screenshot shows the SAP ME21N/ME22N Purchase Order interface. The title bar indicates the document is a 'WICOR Standard PO 4500171353 Created by Manuela Würbler'. The 'Release strategy' tab is active, showing a table with one entry: Code 51, Description, and Status with a warning icon. The main table below shows a single line item with a net price of 10,000.00 USD.

Code	Description	Status
51		⚠

St...	lrm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre	Per	C	
	10	K			Testorder Manuela		1	AU	D	10.01.2012	10,000.00	USD	1	A

# Send PO to Approver (Example)



**Decision Step in Workflow**

Workflow | Create

**PU-WF: 4500171353 Forward PO to approver "PO/51/51"**

Choose one of the following alternatives

- Forward PO to approver
- Forward PO to another user (ME23N)
- Keep PO in the inbox

**Decision-Buttons**

**Detail-Information**

**PO-Display ME23N**

**Objects and attachments**

- Purchase Order: 4500171353

**Description**  
PU-WF: 4500171353 User decision "PO/51/51".

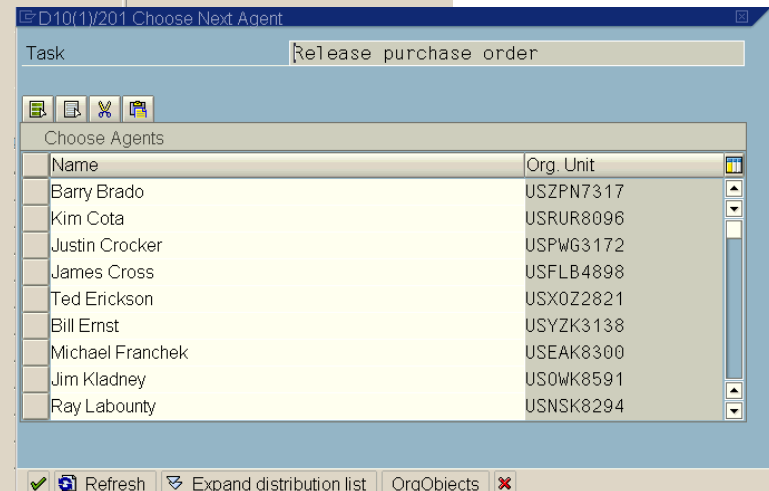
**Attachment-Notes:**  
This is a Note-Title  
This is line one  
This is line two

**Purchaser-Information:**  
Purchasename: Manuela Würgler  
Order-Date/Time: 18.06.2012 / 18:11:09

**Release-User:**  
RelCode,RelText,RelName,RelDate,RelTime

**Header Information:**  
Ordernumber: 4500171353  
Vendornumber: 21471  
Vendorname: Allagash Valve & Controls, Inc.  
Vendordestination: Portland  
Purch.group: 501 (Cross: raw mat.)  
Purch.organisation: 5610  
CompanyCode: 5610

**Items:**  
Pos;MatNr;Material-Text;Qty;QU;Price/QU;Total-Price;Currency  
00010 Testorder Manuela 1.000 AU 10,000.00 10,000.00 USD



**D10(1)/201 Choose Next Agent**

Task: Release purchase order

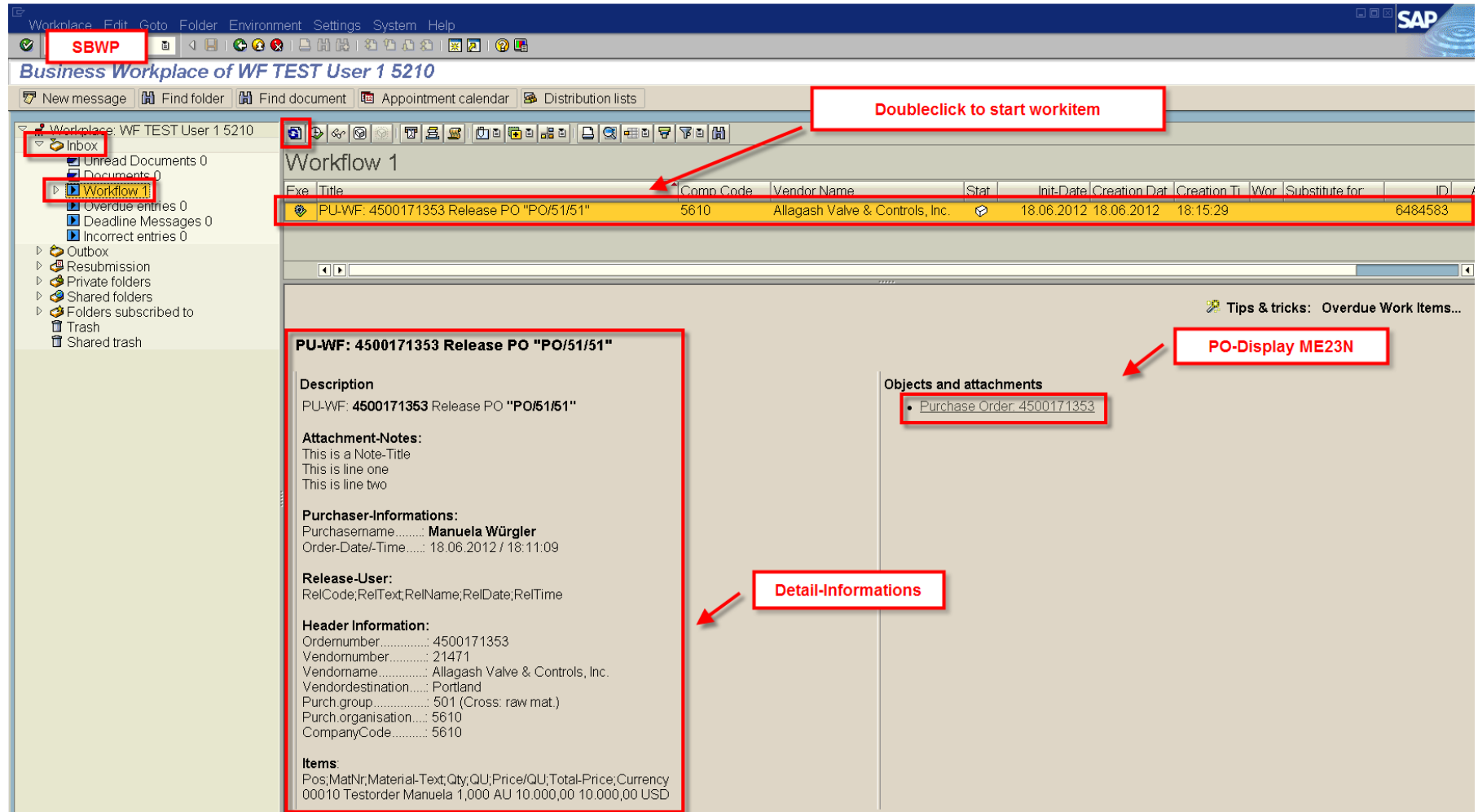
Choose Agents

Name	Org. Unit
Barry Brado	USZPN7317
Kim Cota	USRUR8096
Justin Crocker	USPWG3172
James Cross	USFLB4898
Ted Erickson	USX0Z2821
Bill Ernst	USYZK3138
Michael Franchek	USEAK8300
Jim Kladney	US0WK8591
Ray Labouny	USNSK8294

Refresh | Expand distribution list | OrgObjects



# Workplace-Inbox => Approver (Example)



The screenshot displays the SAP Workplace interface for a user named 'WF TEST User 1 5210'. The interface includes a menu bar at the top with options like 'Workplace', 'Edit', 'Goto', 'Folder', 'Environment', 'Settings', and 'System Help'. Below the menu bar, there are navigation icons and a toolbar. The main area is divided into a left sidebar and a central content area.

**SBWP** (Business Workplace) is highlighted in the top left corner.

The left sidebar shows a tree view of folders, including 'Inbox', 'Unread Documents 0', 'Documents 0', 'Workflow 1', 'Overdue entries 0', 'Deadline Messages 0', 'Incorrect entries 0', 'Outbox', 'Resubmission', 'Private folders', 'Shared folders', 'Folders subscribed to', 'Trash', and 'Shared trash'. The 'Workflow 1' folder is selected.

The central content area displays a table of workflow items. The first item is highlighted in yellow and has a red box around it:

Eye	Title	Comp Code	Vendor Name	Stat	Init-Date	Creation Dat	Creation Ti	Wor	Substitute for	ID
	PU-WF: 4500171353 Release PO "PO/51/51"	5610	Allagash Valve & Controls, Inc.		18.06.2012	18.06.2012	18:15:29			6484583

A red arrow points from the text **Doubleclick to start workitem** to the first item in the table.

The details for the selected item are displayed in a large text area, which is also highlighted with a red box. The details include:

**PU-WF: 4500171353 Release PO "PO/51/51"**

**Description**  
PU-WF: 4500171353 Release PO "PO/51/51"

**Attachment-Notes:**  
This is a Note-Title  
This is line one  
This is line two

**Purchaser-Information:**  
Purchasename..... **Manuela Würgler**  
Order-Date/-Time..... 18.06.2012 / 18:11:09

**Release-User:**  
RelCode,RelText,RelName,RelDate,RelTime

**Header Information:**  
Ordernumber.....: 4500171353  
Vendornumber.....: 21471  
Vendorname.....: Allagash Valve & Controls, Inc.  
Vendordestination.....: Portland  
Purch.group.....: 501 (Cross: raw mat.)  
Purch.organisation.....: 5610  
CompanyCode.....: 5610

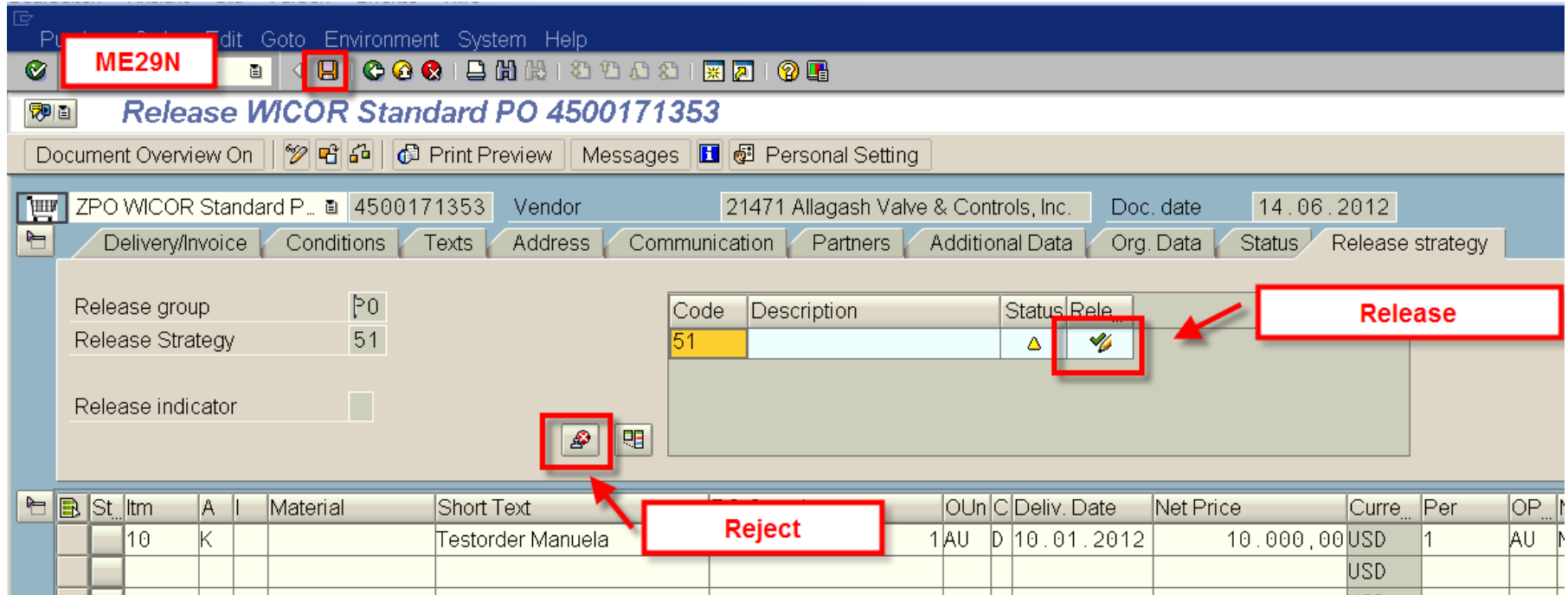
**Items**  
Pos,MatNr,Material-Text,Qty,QU,Price/QU,Total-Price,Currency  
00010 Testorder Manuela, 1,000 AU 10.000,00 10.000,00 USD

A red arrow points from the text **Detail-Information** to the details area.

The right sidebar shows a section titled **Objects and attachments** with a list of items: **Purchase Order: 4500171353**. A red arrow points from the text **PO-Display ME23N** to this list.

At the top right of the main content area, there is a link for **Tips & tricks: Overdue Work Items...**

# PO-Release (ME29N) (Example)



The screenshot shows the SAP ME29N transaction for releasing a purchase order. The title bar indicates the transaction code **ME29N**. The main window title is **Release WICOR Standard PO 4500171353**. The document details include: ZPO WICOR Standard P... 4500171353, Vendor 21471 Allagash Valve & Controls, Inc., and Doc. date 14.06.2012. The release group is set to P0 and the release strategy to 51. A table below shows the release status for code 51, with a status of a warning triangle and a pencil icon. A red box labeled **Release** points to this icon. At the bottom, a table lists the items, with the first item (Material, Short Text) having a status of '1 AU' and a date of 10.01.2012. A red box labeled **Reject** points to the status field of this item.

Code	Description	Status	Rele...
51		⚠	✎

St...	lrm	A	I	Material	Short Text	OUn	C	Deliv. Date	Net Price	Curre...	Per	OP...
	10	K			Testorder Manuela	1	AU	D 10.01.2012	10.000,00	USD	1	AU

## Agenda

- Overview PO-Release-SAP-Workflow Process
- Customizing-Settings „PO-Release Procedure “ => SAP-Standard
- SAP-Screens (Examples)
- **Advantage Workflow-Solution, Why with us, Project-References**

# Advantage of this Workflow-Solution

Advantages of using this solution are:

- ✓ Economical
- ✓ Project-time reduction
- ✓ Faster processing time
- ✓ Overview, where is the PO
- ✓ Lean solution
- ✓ Customizing-settings „PO Release Procedure“ in SAP-standard

# Why with us?



- Neutral partner
- SAP-workflow- and development know-how immediately available
- Workflow-solutions already successful in productive use
- Zertified FI- / CO- / ABAP- consulting
- Experience in project management

# Workflow-Project-References

SAP-workflow references:

**WEIDMANN**



**WEIDPLAS®**

**RIETER**

**MIGROS**

# Thank you very much for your attention

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