

WW - EPWF Table of Approvals

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Scope



ERP



References

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1. Objective and Scope

1.1 Objective of this Procedure

This SOP explains how to proceed in order to fill the table Z1S_EP_AGENTS in ERP, allowing the authorized persons to approve electronically the Payment Requests created using the workflow.

1.2 Scope

This SOP applies to the persons at SBS entity, Table of Approval team who is in charge of updating the table Z1S_EP_AGENTS within ERP

2. Main part

This section describes how fill each field of the table Z1S_EP_AGENTS within the ERP

2.1 Responsibility (who does what)

- The local Company Accounting Manager, who takes the "Elaborator" role, is responsible to send the List of Authorized Persons for Approval of Payment Requests to SBS BO via Freshdesk - [PTP Portal](#)
- The person who has the necessary power to delegate the authority of approving the payment requests and signs the List of Authorized Persons for Approval of Payment Request, hereafter is referred as CAM.
- Table of Approval team at SBS BO is responsible to update the table Z1S_EP_AGENTS according to the List of Authorized Person for Electronic Approval of Payment Requests received.
- It is mandatory that the Table of Approval team at SBS BO informs any change occurred in the table to the company's CAM who has signed the list and in addition, if necessary, to his or her representative, via e-mail.
- Yearly, Table of Approval Limits team at SBS BO is responsible to send an extract of the Approval Limit Lists to the Company Accounting Manager (CAM) in order to allow him to check if the lists are still valid.

2.2 Pre-requisite document

In order to update this table, it is mandatory to fill in the file "List of Authorized Persons for Electronic Approval of Payment Requests" available in the [PTP Portal](#)

The Freshdesk ticket can be created by the CAM itself or with is knowledge.

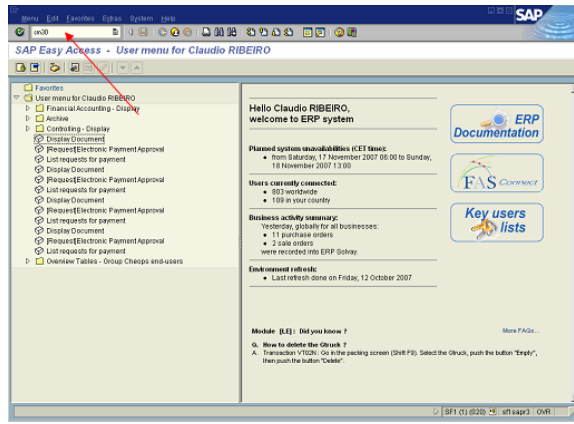
Verify sample example on following page, specially created for a good understanding of this process:

It is mandatory that all sites send a list of authorized persons and limits in order to allows SBS BO to up-date the table.

In order to fill the table, you shall proceed as following:

Once you have accessed the ERP, you shall go to the transaction "SM30".

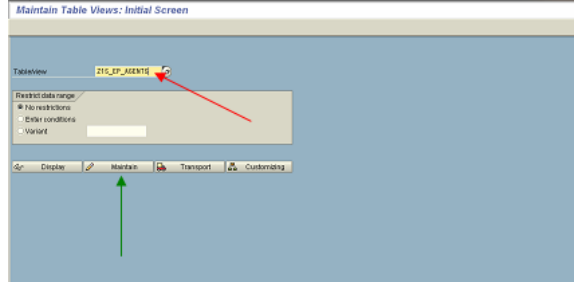
Click in  .



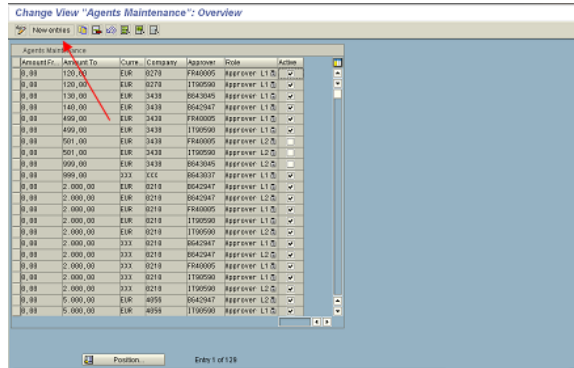
Then, the following screen will appear:

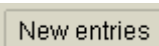
Then, digit the name of the table (Z1S_EP_AGENTS) in the field "Table View".

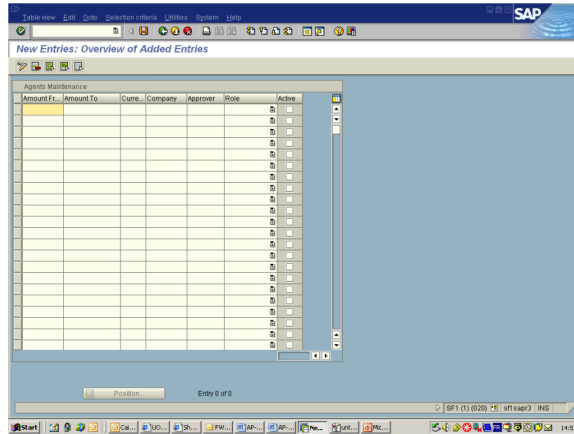
Click on the button



The following screen will appear:



Click on the button  .
The following screen will appear:



Now, based on the information given in the list sent by the local finance people, you shall fill the fields accordingly.

A sample following below:

List of Authorized Persons for Payment Requests Approvals			
Date: 31/12/2011		Page: 4 of 4	
Company Code	Company Name	Currency	
0306	SOLVAYPTPRO0001H	EUR	
Payments requiring only one approver			
Amount from	Up to	Name	Job title
0	50.000,00	aaaa bbbb	accountant
0	50.000,00	cccc dddd	accountant
0	50.000,00	eeee ffff	accounting manager
Payments requiring two approvers			
Amount from	Up to	Name	Job title
50.001,00	1.000.000,00	eeee ffff	accounting manager
		gggg hhhh	FI manager
Payments requiring two approvers			
Amount from	Up to	Name	Job title
Payments requiring two approvers			
Amount from	Up to	Name	Job title
Elaborated by		Approved by	
Name	Passive	Name	Passive

Taking the sample list, you will see the first approvers (type 1) who can approve individually payments requests from 0,00 to 50.000,00.

So, you shall fill the field "Amount from" with 0,00 and the field "Amount to" with 50.000,00. The field "Currency" shall be filled with "EUR" for Euros. The field "Company" with the company code "0306".

For the "Approver" field, you shall fill with the ERP User code. For instance: "PT3376". For the field "Role" you shall select "Approver 1". And mark the field "Active".

Repeat the some process for the second approver.

Taking in consideration the third approver, he is also type 1 and can approve payments requests from 0,00 to 50.000,00. So, you can repeat the same procedure above. But, he can also approve as "Approver 2" amounts from 50.000,01 up to amount 1.000.000,00. In this case, you shall register one additional line, with the same characteristic, changing the role and the limit range.

Once you filled the table with all necessary entries, click in "ENTER" in order to check the entries. If it appears any error message, correct it and click "ENTER" again. The final screen will be like below:



Then, click in .

Note that, if there are limits for different currencies, the procedure is exactly the same. You only need to follow the currency informed in the form, indicating this currency in the field "Curr...".

If the requester informed "XXX" in this field, it means that it will be used for all currencies. In this case, you shall fill the field with "XXX".

The field "Active" must be flagged in order to activate the access of the approver

Amount Fr.	Amount To	Curre.	Company	Approver	Role	Active
0	50000	eur	0306	pt3376	Approver L1	<input checked="" type="checkbox"/>
					Approver L1	<input type="checkbox"/>
					Approver L2	<input type="checkbox"/>

Amount Fr.	Amount To	Curre.	Company	Approver	Role	Active
0	50000	EUR	0306	PT3376	Approver L1	<input checked="" type="checkbox"/>
0	100000	EUR	0306	PT3358	Approver L1	<input checked="" type="checkbox"/>
100000,01	1000000	EUR	0306	PT3358	Approver L1	<input type="checkbox"/>
					Approver L1	<input type="checkbox"/>
					Approver L2	<input type="checkbox"/>

Amount Fr...	Amount To	Curr...	Company	Appro...	Role	Active
0,00	50.000,00	EUR	0306	PT3376	Approver L1	<input checked="" type="checkbox"/>
0,00	50.000,00	EUR	0306	PT2890	Approver L1	<input checked="" type="checkbox"/>
0,00	100.000,00	EUR	0306	PT3358	Approver L1	<input checked="" type="checkbox"/>
100.000,01	1.000.000,00	EUR	0306	PT3358	Approver L1	<input type="checkbox"/>
0,00	100.000,00	EUR	0306	PT2891	Approver L1	<input checked="" type="checkbox"/>
100.000,01	1.000.000,00	EUR	0306	PT2891	Approver L2	<input type="checkbox"/>
100.000,01	1.000.000,00	EUR	0306	PT3225	Approver L1	<input checked="" type="checkbox"/>
100.000,01	1.000.000,00	EUR	0306	PT3336	Approver L2	<input type="checkbox"/>

At this time, you have to send an extract of the entered data to the CAM and if necessary, a nominated representative of the company, in order to be informed (see item 2.6 below).

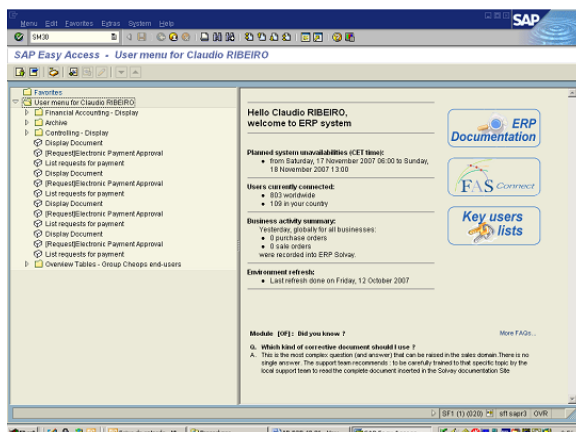
2.5 Changing the Table Z1S_EP_AGENTS

The table Z1S_EP_AGENTS will be used by the ERP to allow the authorized persons to approve electronically the payments requests and vouchers sent to SBS BO using a workflow. Sometimes, it is necessary to change an authorization perfil or delete an authorized person or change the limits.

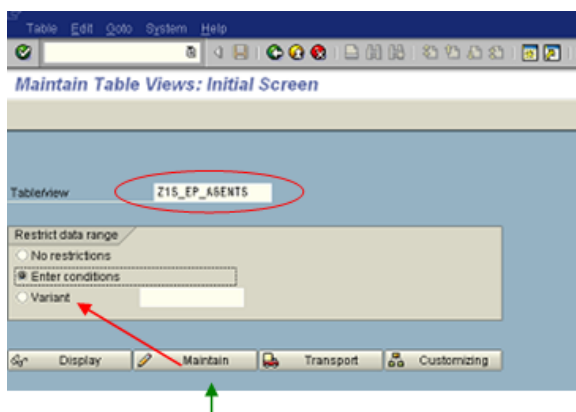
2.5.1 Deleting a person from the table

In order to delete a person from the table, you shall access the ERP and go the transaction SM30.


Click in 



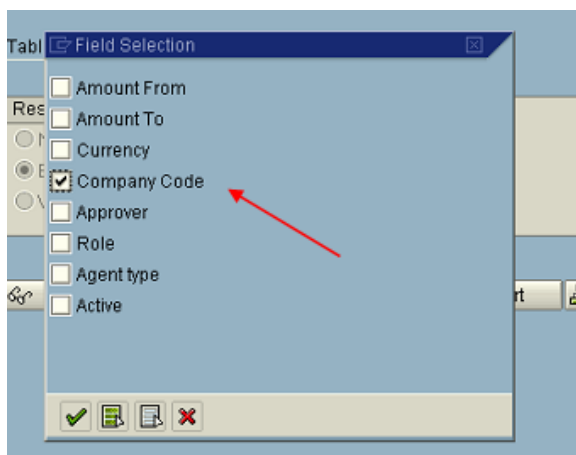
The following screen will appear:



Digit the name of the table (Z1S_EP_AGENTS) in the "Table/View" field and click in "Enter Conditions" and click on the button

 **Maintain**

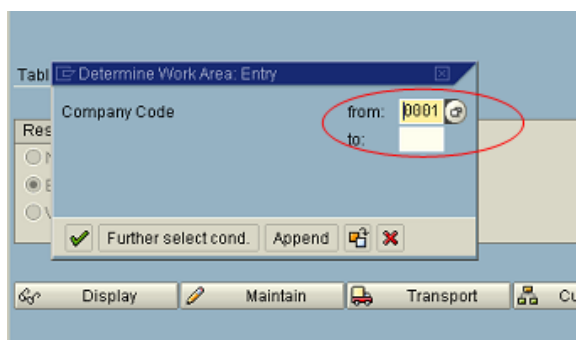
The following screen will appear:



Click in the field "Company Code".

Then, choose the company you want to delete an approver.

Click in 




Change View "Agents Maintenance": Overview

Amount Fr.	Amount To	Curre.	Company	Approver	Role	Active
0,00	50.000,00	EUR	0001	BE06888	Approver L2	✓
0,00	200.000,00	EUR	0001	BE06888	Approver L1	✓
0,00	300.000,00	EUR	0001	BE05187	Approver L2	✓
0,00	300.000,00	EUR	0001	FR40005	Approver L1	✓
0,00	500.000,00	GBP	0001	BE05187	Approver L2	✓
0,00	500.000,00	GBP	0001	BE06888	Approver L2	✓
0,00	500.000,00	USD	0001	BE05187	Approver L2	✓
0,00	500.000,00	USD	0001	BE06888	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE02419	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE02482	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE02492	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE02515	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE02660	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE04636	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE05187	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE02295	Approver L2	✓
0,00	9.999.999.999	XXX	0001	BE06888	Approver L1	✓
200.000,01	500.000,00	EUR	0001	BE02492	Approver L2	✓
200.000,01	500.000,00	EUR	0001	BE05187	Approver L1	✓
200.000,01	500.000,00	EUR	0001	BE06888	Approver L2	✓
200.000,01	9.999.999.999	EUR	0001	BE05187	Approver L1	✓

Click in the left button that corresponds to the line you want to delete.

Change View "Agents Maintenance": Overview

Amount Fr.	Amount To	Curre.	Company	Approver	Role	Active
0,00	50.000,00	EUR	0001	BE06888	Approver L2	✓
0,00	200.000,00	EUR	0001	BE06888	Approver L1	✓
0,00	300.000,00	EUR	0001	BE05187	Approver L2	✓
0,00	300.000,00	EUR	0001	FR40005	Approver L1	✓
0,00	500.000,00	GBP	0001	BE05187	Approver L2	✓

The line will be marked. Then, click on the button  (Delete).

The message "Number of deleted entries: 1" will appear.

Then, click in .

The approver was deleted.

Change View "Agents Maintenance": Overview

Amount Fr.	Amount To	Curre.	Company	Approver	Role	Active
0,00	200.000,00	EUR	0001	BE06888	Approver L1	✓
0,00	300.000,00	EUR	0001	BE05187	Approver L2	✓
0,00	300.000,00	EUR	0001	FR40005	Approver L1	✓
0,00	500.000,00	GBP	0001	BE05187	Approver L2	✓
0,00	500.000,00	USD	0001	BE06888	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE02419	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE02482	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE02492	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE02515	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE02660	Approver L2	✓
0,00	9.999.999.999	EUR	0001	BE04636	Approver L1	✓
0,00	9.999.999.999	EUR	0001	BE05187	Approver L1	✓
0,00	9.999.999.999	XXX	0001	BE06888	Approver L1	✓
200.000,01	500.000,00	EUR	0001	BE02492	Approver L2	✓
200.000,01	500.000,00	EUR	0001	BE05187	Approver L1	✓
200.000,01	9.999.999.999	EUR	0001	BE06888	Approver L2	✓
200.000,01	9.999.999.999	EUR	0001	BE05187	Approver L1	✓

Number of deleted entries: 1

2.5.2 Modifying the data related to a specific person in the table

In order to modify a person from the table, you shall access the ERP/ and go the transaction SM30.

Click in .

SAP Easy Access - User menu for Claudio RIBEIRO

Hello Claudio RIBEIRO, welcome to ERP system

Planned system unavailability (CET time):

- From Saturday, 11 November 2007 06:00 to Sunday, 18 November 2007 12:00

Users currently connected:

- 109 in your country

Business activity summary:

- 0 purchase orders
- 0 sales orders
- were recorded into ERP Gateway

Environment roles:

- Last refresh done on Friday, 12 October 2007

The following screen will appear:

Maintain Table Views: Initial Screen

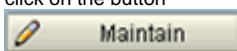
Tableview: **Z1S_EP_AGENTS**

Restrict data range:

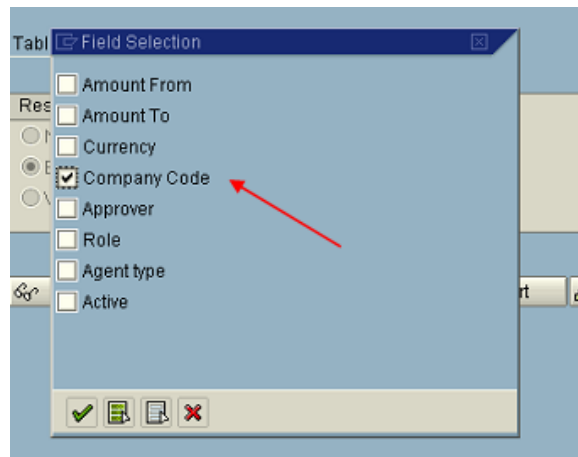
- No restrictions
- Enter conditions
- Variant

Buttons: Display, Maintain, Transport, Customizing

Digit the name of the table (Z1S_EP_AGENTS) in the "Table/View" field and click in "Enter Conditions" and click on the button

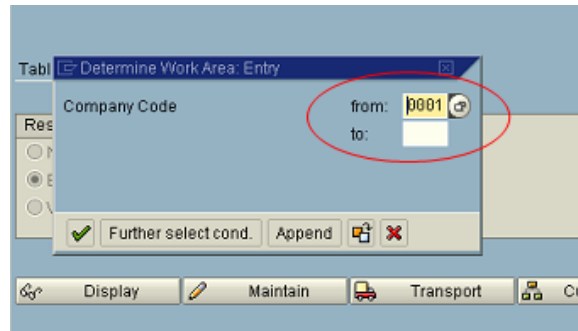


The following screen will appear:



Click in the field "Company Code".

Then, choose the company you want to change an approver.



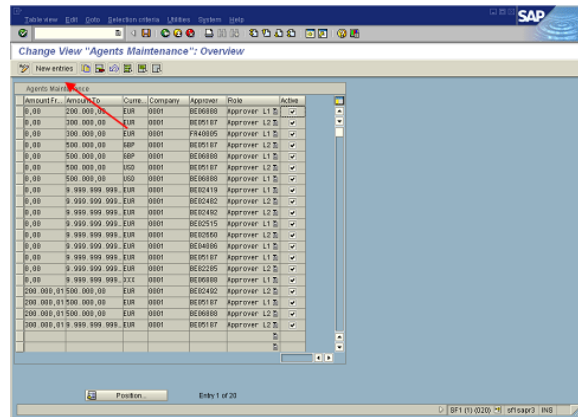
Click in .

The following screen will appear:

Click in .

The only field that can be modified is the "Active"; This field cannot be modified in any situation.

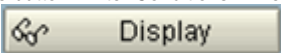
Note that if you need to modify an approver limits, you shall delete the approver (see: 2.5.1. Deleting a person from the table) and enter the data again (see: 2.4. Filling the table Z1S_EP_AGENTS), considering the new limit.



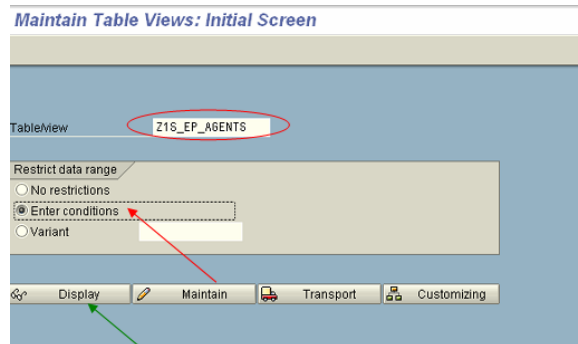
2.6 Informing changes to the CAM

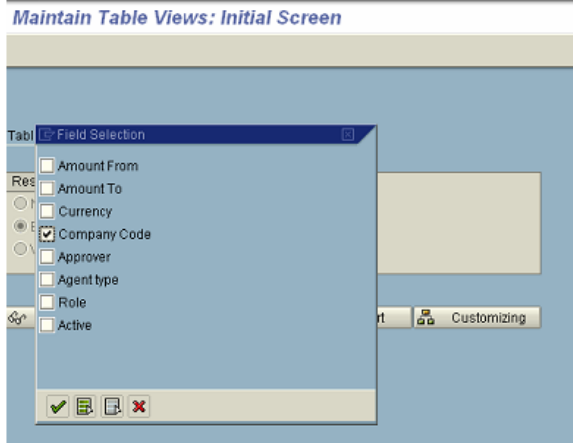
Once you have entered any data in the table for new companies that will use electronic approval though the workflow or you have made any change in the already existing table (under local financial persons request), you shall obtain an extract of the table for the concerning company and send it to the CAM and in addition, if necessary, a nominated representative, in order to allow him or her to be aware about the modifications made (as described in section 2.1).


You have to access the transaction SM30 again, enter the table name and click on the button "Enter Conditions". Then, click

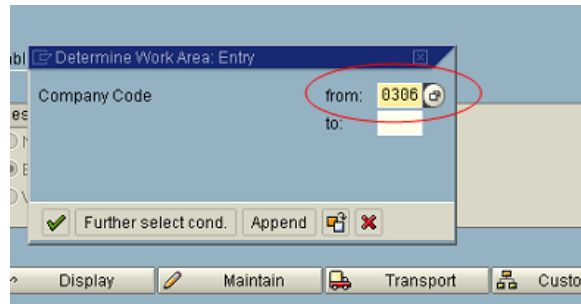
in  Display


A small window will be opened, as following:



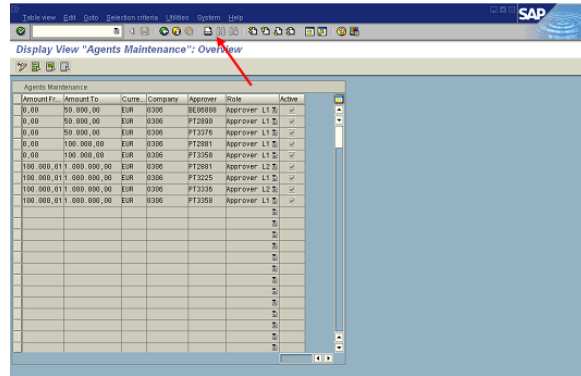



Click on the button "Company Code" and then in .

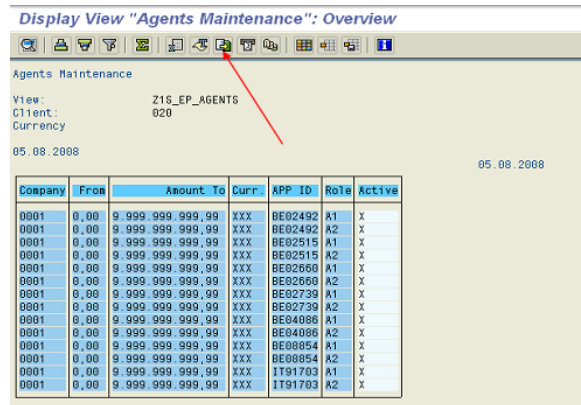



Digit the company code and click in .

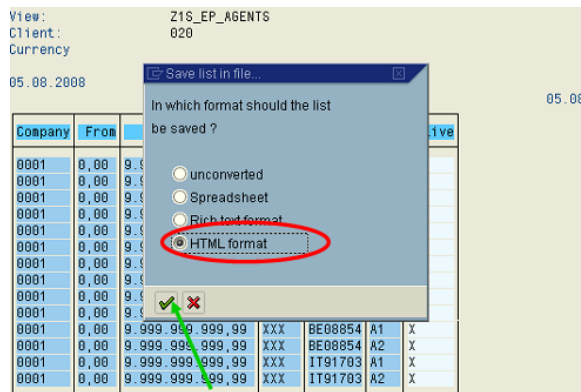
A representative table for the chosen company will appear in the screen.




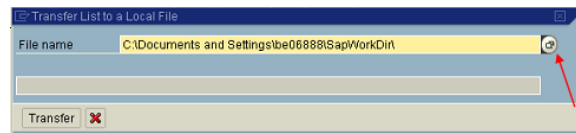
Then, click on the button . The following screen will appear.



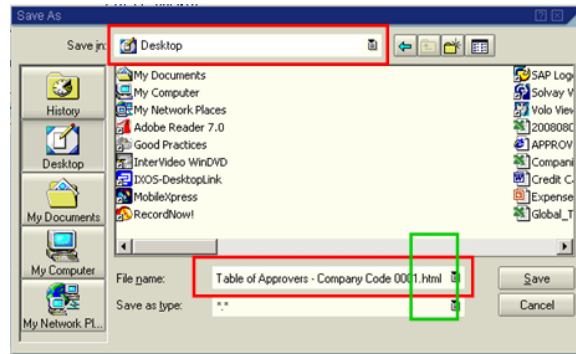
Click on the button .



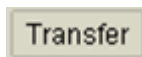
Then, mark the "HTML format" button and click on  button.



Browse and chose the folder to archive the file.

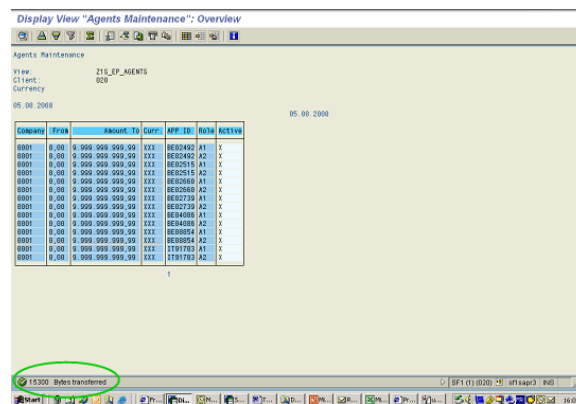
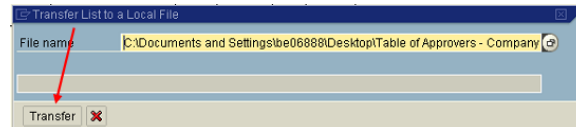


Define the name of the file and don't forget to mention ".html" format.



Then, click on the button

The following message will appear:



After the update is done, an internal note will be added to the Ticket requesting to a different Team member than the executioner, to validate the update done.

As soon as the executioner receives the validation, an email will be sent to the requester (with the CAM in cc, if the CAM is not the original requester) with the following message:

"Dear Madam, Sir,

This is an automatic e-mail triggered by modifications in the approval policy on electronic payments for miscellaneous creditors.

The approval policy(ies) on the manual payments has been updated for your company(ies) AAAA, BBBB, CCCC according to the files received from your designated requester and approved by you.

Please find enclosed:

- The original lists submitted by the designated requester
- An extract of the SAP table in which the policy(ies) are described.

Thank you to inform of any dubious request upon receipt of this email. After 24 hours, we will consider that all requests were performed in accordance with the applied procedures.

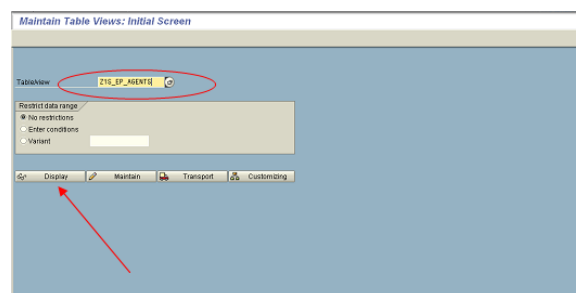
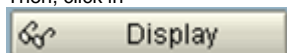
Please feel free to contact us if further clarification is required."

2.7 Change Logs History

If you need to check all changes occurred in the records which had been done for certain period, you can do it using the transaction SM30.

You shall access the transaction SM30 again, enter the table's name. The button "No restrictions" will come marked as default.

Then, click in



The following screen will appear:

Display View "Agents Maintenance": Overview

Amount F.	Amount To	Currency/Comp	Approver	Role	Active
0,00	120,00	EUR 0270	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	120,00	EUR 0270	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	130,00	EUR 3438	B643045	Approver L1	<input checked="" type="checkbox"/>
0,00	140,00	EUR 3438	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	499,00	EUR 3438	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	499,00	EUR 3438	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	501,00	EUR 3438	F44005	Approver L2	<input checked="" type="checkbox"/>
0,00	501,00	EUR 3438	I190590	Approver L2	<input checked="" type="checkbox"/>
0,00	999,00	EUR 0210	B643045	Approver L2	<input checked="" type="checkbox"/>
0,00	999,00	XXX 0210	B643037	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	B642947	Approver L2	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	I190590	Approver L2	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	B642947	Approver L2	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	I190590	Approver L2	<input checked="" type="checkbox"/>
0,00	5.000,00	EUR 4056	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	5.000,00	EUR 4056	I190590	Approver L1	<input checked="" type="checkbox"/>

From menu "Utilities" choose the option "Change Logs"

Display View "Agents Maintena" (partially visible)

Utilities menu is open, showing "Change logs" selected.

Amount F.	Amount To	Currency/Comp	Approver	Role	Active
0,00	120,00	EUR 0270	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	120,00	EUR 0270	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	130,00	EUR 3438	B643045	Approver L1	<input checked="" type="checkbox"/>
0,00	140,00	EUR 3438	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	499,00	EUR 3438	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	499,00	EUR 3438	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	501,00	EUR 3438	F44005	Approver L2	<input checked="" type="checkbox"/>
0,00	501,00	EUR 3438	I190590	Approver L2	<input checked="" type="checkbox"/>
0,00	999,00	EUR 0210	B643045	Approver L2	<input checked="" type="checkbox"/>
0,00	999,00	XXX 0210	B643037	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	B642947	Approver L2	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	EUR 0210	I190590	Approver L2	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	B642947	Approver L2	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	F44005	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	I190590	Approver L1	<input checked="" type="checkbox"/>
0,00	2.000,00	XXX 0210	I190590	Approver L2	<input checked="" type="checkbox"/>
0,00	5.000,00	EUR 4056	B642947	Approver L1	<input checked="" type="checkbox"/>
0,00	5.000,00	EUR 4056	I190590	Approver L1	<input checked="" type="checkbox"/>

Then, choose the period interval for which you want to see the changes and push



Evaluation of change logs

Logging: Display status

Restrictions

from (datetime) 01.01.2007 00:00:00

to (datetime) 31.10.2007 23:34:25

Display options

Skip identical lines

Append table changes

Archived logs

also evaluate

The system will generate a list with information about the time, the conditions changed and the user who has made the changes:

Evaluation of change logs

Customizing objects: Change logs

Agents Maintenance

Technical name: T10_EP_AGENTS

Client: G03

Date: 17.10.2007 User: I190590

Time	Key fields	Function fields, changed
18:15:29	From: 0,00 To: 2.000,00 Currency: EUR APP ID: 0210	Data record created
18:15:29	EUR 0210 I190590 A2	Data record created
18:15:29	EUR 0210 I190590 A1	Data record created
18:15:29	EUR 0,00 EUR 2.000,00	Data record created

2.8 Archiving the Lists of Authorized Persons for Electronic Approval of Payment Requests Logs History

Archiving the Lists of Authorized Persons for Electronic Approval of Payment Requests received .

The Lists of Authorized Persons for Electronic Approval of Payment Requests received, are to be archived in Google Drive, in the following link:

<https://docs.google.com/spreadsheets/d/1FcoG9QMnF9Dqwbq8nKhAhvd67nyi8pHELrsfw49-Fuw/edit?ts=5a9000aa#gid=1334827607>

This procedure will allow the lists to be visible for the persons of several processes inside SBS BO, with previously approved display accesses.

2.9 Sending the statement of the table to the CAM's

It is important that regularly, the companies' CAM is contacted in order to check the table of approvals for their companies if the approvers, limits or director him/herself are still up-to-date.

Yearly, for those companies which limits have been updated on the previous year, until the end of 1st quarter, for each of those companies, the Table of Approval team at SBS BO is responsible to send the statement of the table to the CAM in order to allow them to check if there is any modification to be done in the table.

2.10 Large Approver Table sites

An exception was introduced in this document, that applies only to sites with very large Approvers Tables (more than 75 approvers) due to size of the tables and the complexity involved to update the tables.

The CAM will provide SBS Table of Approvals Team a Delegation of Authority document, requiring only the CAM to sign in the "Approved by" field of the Lists of Authorized Persons for Electronic Approval of Payment Requests. The Delegation of Authority document must be archived in SBS Teamsite, Doc. Lib. External Authorizations.

When a modification or deletion to the Table of Approvers is necessary, to be made must be sent using the standard form. The entire list will not be required every time there is an addition or deletion to the list.

- a) **List and the AODs CAM discrepancy:** The CAM or Managing Director is contacted in order to confirm CAM name on the List

Semi-annually (March and September) SBS BO will provide the current statement of the table in SAP to the country to be reviewed and updated. This will allow incorporating into one signed document all the update that has taken place during the year. Any additional updates or changes can be done at that time to ensure the table remains current and a complete Lists of Authorized Persons for Electronic Approval of Payment Requests that matches what was inserted in SAP is returned to SBS for audit purposes.