Installation – B1UP Budget by Line

1. Introduction

This is an advanced configuration example with B1Usability Package

Advanced Budget is a module created with B1Usability Package.

This module allows us to easily create the annual Budget managed by Cost Centers and has the possibility to adapt it to the client's business rules to create validations in the Expense flow, managing and avoiding deviations in Budget Control.

We present two use cases:

1. The first flow, authorizations are made at a global level (Purchase Request document)
2. The second flow, authorizations are made by Document line, as well as the sending of internal notifications and email notifications to each of the users involved. (Purchase Order document)

In the following document, we explain step by step how it was created and the functions and validations used.

**IMPORTANT / LIMITATIONS:** The development only considers Dimension 1 and 2 in the cost centers, and not consider the projects either, other limitation is in the reclassification functionality, that it’s not considered the cost centers, that means that you will see the fields, but right now don’t have functionality.

Remember that it’s just the base to start to configure your own development and you can make the adjustments.

1. Files in the zip file

* 01 UDO (Folder)
  + XML files to create the UDF, UDT and UDO
* 02 VIEWS (Folder)
  + Four SQL views necessary for the installation
* 03 B1UP
  + File to import B1UP customizations
* 04 Dashboard
  + XML to import the budget dashboard

1. Installation
   1. **Import UDT, UDF and UDO**

**SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – Master Data Management – Metadata Manager

To import the files, just open the module and click on import, and then select the folder called “01 UDO”, and the system will create the fields, tables and the objects automatically.

Interfaz de usuario gráfica, Texto, Aplicación, Word

Descripción generada automáticamente

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

You could receive a message about the creation of fields, just click on “Yes” to continue.

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

When the creation is finished, you will see the summary of the creations, please check if you have any errors in this window, because it could affect later, make sure that every field is created.

Tabla

Descripción generada automáticamente

* 1. **UDO’s modification**

Once the fields are created, we need to modify the UDO’s structure.

**SAP Route:** Tools – Customization Tools – Objects Registration Wizard…

Choose “Update an existing object” and then select the first object called “BUDGET\_v1” – “Advanced\_Budget”, and click on “Next”

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

If you want, you can change the name in the next step, and change settings like Find, delete or cancel, and click on “Next”

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamenteInterfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

In the next step you must select “Default form”, “Header Line Style” and the option “Menu Item”, about the Menu Caption, you can name it as your preference, we suggest “Advanced Budget”.

And the Parent Menu ID, you can select Financials and select the option “Place at Bottom” and click on “Next”

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

Here, you can select which fields you can use in the search mode to find your information, and in the following step just make sure that the name and all UDF are selected, if you prefer you can change the name of the fields, and when you are ready, click on “Next”

Interfaz de usuario gráfica, Tabla

Descripción generada automáticamente Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

The following step is for assigning the detail of the object, this could be previously selected, but if not please select the table “BUD\_DETAIL” and click on “Next”.

In the Dropbox, select again the table “BUD\_DETAIL” and select all UDF and we suggest putting in this order. To move the fields, you can use the black arrows on the right. After that click on “Next” and close the wizard when is finished.

Interfaz de usuario gráfica, Tabla

Descripción generada automáticamente Interfaz de usuario gráfica, Tabla

Descripción generada automáticamente

Once we finish this UDO, we’ll do the same with the other object with the same process that made, but with the following information.

Choose “Update an existing object” and then select the first object called “BUDGREC” – “Budget\_Reclassification”, and click on “Next”

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

In the next step you must select “Default form”, “Header Line Style” and the option “Menu Item”, about the Menu Caption, you can name it as your preference, we suggest “Budget Reclassification”.

And the Parent Menu ID, you can select Financials and select the option “Place at Bottom” and click on “Next”

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

Here, you can select which fields you can use in the search mode to find your information, and in the following step just make sure that the CreateDate and all UDF are selected. If you prefer, you can change the name of the fields and the order of these (we suggest the following), and when you are ready, click on “Next”

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

The following step is for assigning the detail of the object, this could be previously selected, but if not please select the table “BUDGET\_RECD” and click on “Next”.

In the Dropbox, select again the table “BUDGET\_RECD” and select all UDF and we suggest putting in this order. To move the fields, you can use the black arrows on the right. After that click on “Next” and close the wizard when is finished.

Tabla

Descripción generada automáticamente Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

* 1. **Create Views in SQL/HANA**

**The queries were created in SQL**, but thinking on HANA language, if you have any syntaxis error when you run it in HANA, please fix it and try to create the view again.

We’ll create four views in this order (make sure you are connected to the right DB when you run it).

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

If you have any error in this step related to some field or table is missing, please do again the step 3.1 and 3.2 to make sure that all the fields and tables were created.

* 1. **Import B1UP Objects**

In the B1UP folder, you will find 8 folders to import, in B1UP we need to import one by one in the corresponding module, here are the routes to find them in SAP.

* **Folder Name:** 01 Universal Functions
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – Universal Function – Universal Function Configuration
  + **Process:** click on“Import” – Select the folder “01 Universal Functions” then click on “OK”, It’ll show all the UF to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica

Descripción generada automáticamenteInterfaz de usuario gráfica, Tabla

Descripción generada automáticamente

* **Folder Name:** 02 Validations
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Validation Configuration
  + **Process:** click on“Import” – Select the folder “02 Validations” then click on “OK”, It’ll show all the validations to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamenteImagen que contiene Texto

Descripción generada automáticamente

* **Folder Name:** 03 Buttons
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – Function Buttons: Configuration
  + **Process:** click on“Import” – Select the folder “03 Buttons” then click on “OK”, It’ll show all the buttons to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica

Descripción generada automáticamenteTabla

Descripción generada automáticamente con confianza media

* **Folder Name:** 04 Item Placement Tools
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – Item Placement Tool: Configuration
  + **Process:** click on“Import” – Select the folder “04 Item Placement Tools” then click on “OK”, It’ll show all the configurations to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamenteTabla

Descripción generada automáticamente

* **Folder Name:** 05 Mandatory fields
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – Mandatory Fields: Configuration
  + **Process:** click on“Import” – Select the folder “05 Mandatory Fields” then click on “OK”, It’ll show all the mandatory fields to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente Tabla

Descripción generada automáticamente

* **Folder Name:** 06 Read Only
  + **SAP Route:** Financials – Advanced Budget – Right Click – B1 Usability Package – Make Items Read Only…
  + **Process:** click on“Import” – and click on “One”, then select the folder “06 Read Only” and select the file “ReadOnly Configuration (UDO\_FT\_BUDGET\_v1).xml” then click on “OK”, you’ll see some options activated after the import, and click in “Update”

Tabla

Descripción generada automáticamenteInterfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamenteInterfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

* + **SAP Route:** Financials – Budget reclassification – Right Click – B1 Usability Package – Make Items Read Only…
  + **Process:** click on“Import” – and click on “One”, then select the folder “06 Read Only” and select the file “ReadOnly Configuration (UDO\_FT\_BUDGREC).xml” then click on “OK”, you’ll see some options activated after the import.

Tabla

Descripción generada automáticamenteInterfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamenteTabla

Descripción generada automáticamente

* **Folder Name:** 07 Print and Delivery (In this step it is necessary to have installed the component Print & Delivery and the corresponding license)
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Print and Delivery – Report Action
  + **Process:** click on“Import” – Select the folder “07 Print and Delivery” then click on “OK”, It’ll show all the actions to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente Tabla

Descripción generada automáticamente con confianza media

* + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Print and Delivery – Mass Delivery Configuration
  + **Process:** click on“Import” – Select the folder “07 Print and Delivery” then click on “OK”, It’ll show all the actions to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

You could receive a message that the configuration with this configuration type already exists, but you can ignore the message and click on the option include and then click on “Import”

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente Imagen que contiene Interfaz de usuario gráfica

Descripción generada automáticamente

* + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Print and Delivery – Report Configuration
  + **Process:** click on“Import” – Select the folder “07 Print and Delivery” then click on “OK”, It’ll show all the actions to import, then click on “Import”, when itsis ready, B1UP will show you the result of the import.
  + You could receive a message “Custom category not found”, but you can ignore the message and click on the option include and then click on “Import”

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente Tabla

Descripción generada automáticamente

The last step is to create the menu, you can include an icon to put in the principal module, in the folder you can find one, but you can replace for your icon.

In this step you must create the menu as the following image, and assign the corresponding Universal Functions:

Interfaz de usuario gráfica

Descripción generada automáticamente

* 1. **Import B1UP Dashboard**
* **Folder Name:** 04 Dashboards
  + **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Dashboard – Edit Dashboard Widgets
  + Tabla

    Descripción generada automáticamente**Process:** click on“Import” – Select the folder “04 Dashboard” then click on “OK”, It’ll show all the buttons to import, then click on “Import”, when is ready, B1UP will show you the result of the import.

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

You will see the new category called “Budget”

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

Please open your dashboard, and on the right corner go to the settings and select “Add/Edit View Settings” and create a new view called Budget

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

Interfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamente

When is created, go to the new view and go again to the settings but this time select “Add New Widget” and select “Budget”

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamenteInterfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

And now you will have the dashboard enabled.

Interfaz de usuario gráfica, Texto, Aplicación, Tabla

Descripción generada automáticamente

* 1. **Create Queries**

For a good management we recommend create a new category called “Advanced Budget Queries”, once you have created, we need to create the following queries:

**Note:** The queries are made for SQL, if you are installing in an environment HANA, you could change the queries to adapt to HANA language.

1. **Name:** Expense Types ID

**Category:** Advanced Budget Queries

**Query:**

SELECT '' as "Code",'' as "Description" UNION ALL SELECT T0."Code", T0."Name" FROM "@BUDGET\_TYPE" T0

1. **Name:** Expense Types Name

**Category:** Advanced Budget Queries

**Query:**

SELECT T0."Name" FROM "@BUDGET\_TYPE" T0 WHERE T0."Code"=$[$0\_U\_G.C\_0\_4.NUMBER]

1. **Name:** Requester ID

**Category:** Advanced Budget Queries

**Query:**

IF $[$38.U\_Type.0]='OHEM'

BEGIN

SELECT T0. "empID", T0. "firstName"+' '+ T0. "lastName" AS "Name" FROM OHEM T0

END

IF $[$38.U\_Type.0]='OUSR'

BEGIN

SELECT "INTERNAL\_K" AS "ID","USER\_CODE" AS "Codigo" FROM OUSR

END

1. **Name:** Requester Name

**Category:** Advanced Budget Queries

**Query:**

IF $[$38.U\_Type.0]='OHEM'

BEGIN

SELECT T0. "firstName"+' '+ T0. "lastName" AS "Name" FROM OHEM T0 WHERE T0. "empID"=$[$38.U\_Solicitante.NUMBER]

END

IF $[$38.U\_Type.0]='OUSR'

BEGIN

SELECT "USER\_CODE" AS "Codigo" FROM OUSR WHERE "INTERNAL\_K" = $[$38.U\_Solicitante.NUMBER]

END

1. **Name:** Requester ID – Authorization Model

**Category:** Advanced Budget Queries

**Query:**

IF $[$BOY\_G1.TYPE.0] ='OHEM'

BEGIN

SELECT T0. "empID", T0. "firstName"+' '+ T0. "lastName" AS "Name" FROM OHEM T0

END

IF $[$BOY\_G1.TYPE.0] ='OUSR'

BEGIN

SELECT "INTERNAL\_K" AS "ID","USER\_CODE" AS "Codigo" FROM OUSR

END

1. **Name:** Requester Name – Authorization Model

**Category:** Advanced Budget Queries

**Query:**

IF $[$BOY\_G1.TYPE.0] ='OHEM'

BEGIN

SELECT T0. "firstName"+' '+ T0. "lastName" AS "Name" FROM OHEM T0 WHERE T0. "empID"= $[$BOY\_G1.Name.0]

END

IF $[$BOY\_G1.TYPE.0] ='OUSR'

BEGIN

SELECT "USER\_CODE" AS "Codigo" FROM OUSR WHERE "INTERNAL\_K" = $[$BOY\_G1.Name.0]

END

1. **Name:** Authorizer ID

**Category:** Advanced Budget Queries

**Query:**

SELECT "USERID", "U\_Name" FROM OUSR

1. **Name:** Authorizer Name

**Category:** Advanced Budget Queries

**Query:**

IF $[$38.U\_Type.0]='OHEM'

BEGIN

SELECT T0. "firstName"+' '+ T0. "lastName" AS "Name" FROM OHEM T0 WHERE T0. "empID"=$[$38.U\_Solicitante.NUMBER]

END

IF $[$38.U\_Type.0]='OUSR'

BEGIN

SELECT "USER\_CODE" AS "Codigo" FROM OUSR WHERE "INTERNAL\_K" = $[$38.U\_Solicitante.NUMBER]

END

1. **Name:** Account Code

**Category:** Advanced Budget Queries

**Query:**

SELECT "FormatCode", "AcctName" from OACT where "GroupMask" >= 4

1. **Name:** Account Name

**Category:** Advanced Budget Queries

**Query:**

SELECT "AcctName" from OACT where "FormatCode" = $[$0\_U\_G.C\_0\_2.0]

1. **Name:** Cost Centers Dimension 1

**Category:** Advanced Budget Queries

**Query:**

SELECT T0. "PrcCode", T0. "PrcName" FROM OPRC T0 WHERE T0. "DimCode" = 1 and "Active" = 'Y'

1. **Name:** Cost Centers Dimension 2

**Category:** Advanced Budget Queries

**Query:**

SELECT T0. "PrcCode", T0. "PrcName" FROM OPRC T0 WHERE T0. "DimCode" = 2 and "Active" = 'Y'

1. **Name:** Cost Centers Dimension 3

**Category:** Advanced Budget Queries

**Query:**

SELECT T0. "PrcCode", T0. "PrcName" FROM OPRC T0 WHERE T0. "DimCode" = 3 and "Active" = 'Y'

1. **Name:** Cost Centers Dimension 4

**Category:** Advanced Budget Queries

**Query:**

SELECT T0. "PrcCode", T0. "PrcName" FROM OPRC T0 WHERE T0. "DimCode" = 4 and "Active" = 'Y'

1. **Name:** Cost Centers Dimension 5

**Category:** Advanced Budget Queries

**Query:**

SELECT T0. "PrcCode", T0. "PrcName" FROM OPRC T0 WHERE T0. "DimCode" = 5 and "Active" = 'Y'

1. **Name:** Projects

**Category:** Advanced Budget Queries

**Query:**

SELECT T0."PrjCode", T0."PrjName" FROM OPRJ T0 WHERE T0."Active" = 'Y'

1. **Name:** Manager (With Budget)

**Category:** Advanced Budget Queries

**Query:**

SELECT CASE WHEN $[OPRQ.U\_MODELO]= 'manager' then 'TRUE' else 'FALSE' end

1. **Name:** Manager2 (Without Budget)

**Category:** Advanced Budget Queries

**Query:**

SELECT CASE WHEN $[OPRQ.U\_MODELO]= 'manager2' then 'TRUE' else 'FALSE' end

* 1. **Queries Assignation**

When we have all the queries created, we need to assign to the corresponding documents described below, to assign these queries, you must select the field you want to assign, and then use Ctrl+Shift+F2.

**Document:** Advanced Budget

**Route:** Budget – Advanced Budget

1. **Field:** Account

**Query:** Account Code

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Account Name

**Query:** Account Name

**Auto Refresh:** Enable

**Field Auto Refresh:** Account

1. **Field:** Budget Line

**Query:** Expense Types ID

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Concept

**Query:** Expense Types Name

**Auto Refresh:** Enable

**Field Auto Refresh:** Budget Line

1. **Field:** Project

**Query:** Projects

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 1

**Query:** Cost Center Dim 1

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 2

**Query:** Cost Center Dim 2

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 3

**Query:** Cost Center Dim 3

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 4

**Query:** Cost Center Dim 4

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 5

**Query:** Cost Center Dim 5

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

**Document:** Budget – Authorization Model

**Route:** Budget – Settings – “Budget - Authorization Model”

1. **Field:** Name (We suggest change the name to “Requester ID”)

**Query:** Requester ID – Authorization Model

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Name of the employee

**Query:** Requester Name – Authorization Model

**Auto Refresh:** Enable

**Field Auto Refresh:** Requester ID

1. **Field:** Authorizer ID

**Query:** Authorizer ID

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** SAP User/Authorizer

**Query:** Authorizer Name

**Auto Refresh:** Enable

**Field Auto Refresh:** Authorizer ID

**Document:** Budget – Reclassification Authorization

**Route:** Budget – Settings – “Budget - Change Authorization”

1. **Field:** ID SAP User Requester

**Query:** Authorizer ID

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Authorizer ID

**Query:** Authorizer ID

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 1

**Query:** Cost Center Dim 1

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 2

**Query:** Cost Center Dim 2

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 3

**Query:** Cost Center Dim 3

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 4

**Query:** Cost Center Dim 4

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Dimension 5

**Query:** Cost Center Dim 5

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

**Document:** Purchase Order

**Route:** Purchase – Purchase Order

1. **Field:** Requester

**Query:** Requester ID

**Auto Refresh:** Disable

**Field Auto Refresh:** N/A

1. **Field:** Requester Name

**Query:** Requester Name

**Auto Refresh:** Enable

**Field Auto Refresh:** Requester

* 1. **Fields Order in the SAP Documents**

We suggest ordering the fields related to the budget in lines next to the principal SAP fields.

**Document:** Purchase Request

**Route:** Purchase – Purchase Request

Interfaz de usuario gráfica

Descripción generada automáticamente con confianza media

**Document:** Purchase Order

**Route:** Purchase – Purchase Order

Interfaz de usuario gráfica

Descripción generada automáticamente con confianza media

* 1. **Print and Delivery Configurations**
* Open the Report Action “BG-002” and configure your own SMTP email account and update.

**SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Print and Delivery – Report Action

A screenshot of a computer

Description automatically generated

* Set the email destination (email and message settings need to be customized).

Interfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamente

* Now open the Report Action “BG-001”, and here you can customize the internal message for the users.

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

* Then open the Universal Function “BG-023” and “BG-034” to change the P1P&D value, but first you need to find in the Report configuration (Print & Delivery Module) and see what the number of the Budget Authorization Notification is and replace into the Universal functions.
* **SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – B1 Print and Delivery – Report Configuration

**SAP Route:** Administration – Add-ons – B1 Usability Package – Module Configuration – Universal Function – Universal Function Configuration

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

* 1. **Internal Activities**
* Create a business partner with the code “INT” for create activities.

Una captura de pantalla de una computadora

Descripción generada automáticamente

* Create the classifications in the Activities and configure them in the Universal Function BG-022.
  + **Type:** Budget
  + **Subject:** Change

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

* 1. **SAP Authorization Models**

This will only apply for the purchase request, here we need create two Approval templates with the following specifications.

Now only works with the names “manager” and “manager2”, because it’s configured in the query and it has a hard code, if you want to change the name or create conditions, you can change it directly in the query manager in the queries called “Manager (With Budget)” and “Manager2 (Without Budget)”

Or if you want to have a more complex logic you can find the universal function “BG-007” and here you can modify the way that is authorized.

* Create an Approval Stages

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente Tabla

Descripción generada automáticamente

* Choose the users that will applies

Tabla

Descripción generada automáticamente Tabla

Descripción generada automáticamente

* Select the document Purchase Request

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

* Assign the corresponding Approval Stages, for each one.

Tabla

Descripción generada automáticamente Tabla

Descripción generada automáticamente

* And in the last tab, select “When the following Applies” and then assign the corresponding query for each one.

Tabla

Descripción generada automáticamente con confianza media Interfaz de usuario gráfica

Descripción generada automáticamente con confianza media

* 1. **Configure more Dimensions or Projects in the development (Optional)**

As we mentioned before, this example we only have it ready for two dimensions, but if you want to modify the logic and add more dimensions or project, you need to change the Universal Functions BG-007 and BG-053.

* 1. **Configure the messages (Optional)**

The messages could be modified, and we can do that in the following universal functions.

* + BG-022
  + BG-024
  + BG-029
  + BG-032
  + BG-033
  + BG-054
  + BG-055
  + BG-056
  1. **Configure Budget Item Types**

**SAP Route:** Budget – Settings – Budget Item Types

In this window, you can setup the valid values of type of expenses to use in the module “Advanced Configuration”

Just define the name and the Description.

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamente

* 1. **Configure Authorization Models**

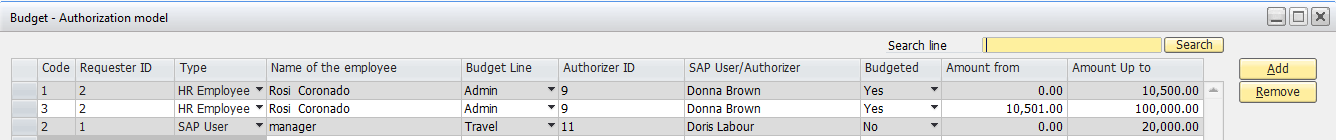
**SAP Route:** Budget – Settings – “Budget – Authorization Module”

This authorization only applies when you make a purchase order, here you can define the rules that the development will be based to create the authorization.

To add a line, just click on the “Add” button and fill the information with your rules.

It’s important to choose first the type of the User/Employee to get the information in the formatted searches.

**User SAP or ID Employee Name**

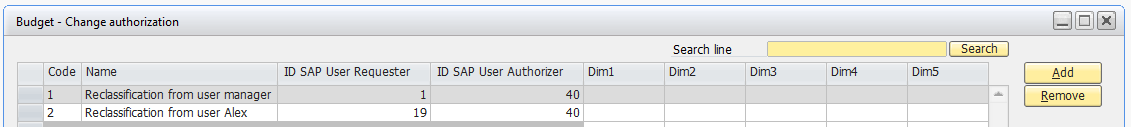


The development allows us to define what’s happening if the expense is considered in the budget or not, and the possibility to define the authorizer and the requester on each line.

* 1. **Configure Reclassification Authorization**

In this table you can define when someone do a reclassification, increase or reduce the budget in the module “Budget Reclassification” depends on the user, this only works with SAP users, not with employees.

**Note:** Remember that this table has the dimension fields but are not part of the functionality, if you want to enable, you must adapt the development.



1. WORKFLOW

## A diagram of a general authorization business Description automatically generatedApplication in the Purchase Flow – Purchase Request

1. Enter the path Modules\Budget\Advanced Budget. Create the Budget, it can have Cost centers of one or more dimensions.

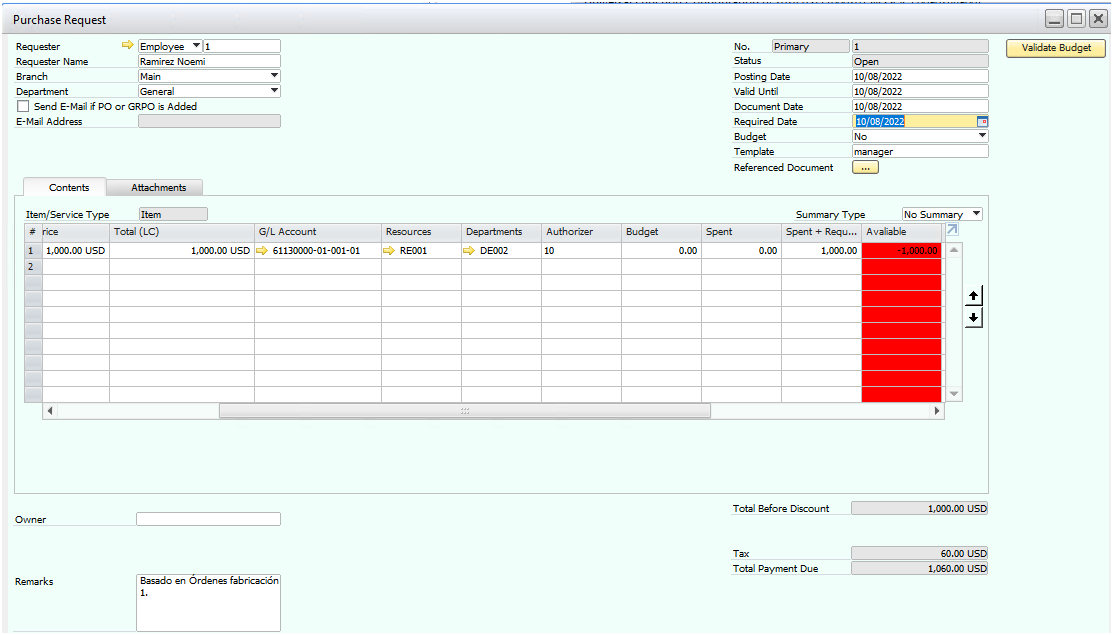
A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

1. This use case is configured for documents of type Item and Purchase Request. In the form configuration, make sure that the following columns are visible:
   * General Account
   * Dimensions (Cost Center) – must be separated by column
   * Those indicated in the following image



\* The columns Resources and Departments in this case is the name of the Dimensions. The name changes depending on the configuration.

1. The System will start the standard SAP authorization flow

A screenshot of a computer

Description automatically generated

## A diagram of a process Description automatically generatedApplication in the Purchase Flow – Purchase Order (Authorization by Line)

1. This use case is configured for documents of type Item and Purchase Order. In the form settings, make sure that the following columns are visible:

A screenshot of a computer

Description automatically generated

\* The columns Resources and Departments in this case is the name of the Dimensions. The name changes depending on the configuration.

\* Dimensions (Cost Center) – must be separated by column.

1. Create the Purchase Order making sure to fill out the following additional fields:
   * Project and Cost Centers (if necessary), Type, Requester.

A screenshot of a computer

Description automatically generated

The document is created with the status "Not confirmed".

1. When the document is created, a notification is sent to the authorizing user by each line.

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

1. Enter the path Modules\Budget\ Authorization By Line Reports\ Pending Authorization By Line Report.

A screenshot of a computer

Description automatically generated

Select the Document and update.

A screenshot of a computer

Description automatically generated

1. A screenshot of a computer

   Description automatically generatedWhen all lines are authorized, the document status changes to "Open" and you can continue with the purchasing workflow.

## Budget Changes

1. In the Budget Reclassification Module, we select the account, cost centers (only if applicable) and the month. There are 3 types of changes:

* Reclassification: For reclassification we need to select the account, origin cost centers and month of origin, as well as the destination.
* Increase: We only need to define the destination that we need to increase, Account, Cost Center and Month.
* Decrease: We only need to define the destination that we need to decrease, Account, Cost Center and Month.

Interfaz de usuario gráfica, Texto

Descripción generada automáticamente

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

Aplicación

Descripción generada automáticamente con confianza baja

Select and create the document.

1. When you create the Reclassification document, the system creates:

* Create an activity internal to the Authorizer user.
* Send a notification email.
* Send an internal notification in SAP.

Interfaz de usuario gráfica, Aplicación, Word

Descripción generada automáticamente

1. To Authorize the budget adjustment, the Authorizing user enters the Pending Authorizations Report:

Modules\Budgets\Reports\ Pending Authorizations Report

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

Select the Document and update.

Interfaz de usuario gráfica, Aplicación, Tabla, Excel

Descripción generada automáticamente

1. The requesting user will receive a notification if the quote was rejected or authorized.

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

1. The requesting user may modify the budget adjustment, as long as he or she is not authorized, and a new notification will be sent to the authorized user. From the reclassification module, you can send an Email notification to remind the Authorizer of the pending document.

Interfaz de usuario gráfica

Descripción generada automáticamente

1. The Authorizing user could modify their decision from the Authorizations report.

A screenshot of a computer

Description automatically generated