Monitor the Status of Completed Journal Entries via the Initiator’s SAP Outbox

Document Initiators can monitor the JV Workflow approval status of their completed documents using the SAP Business Workplace functionality in SAP. This functionality provides an “outbox” that contains a work list of all the initiator’s completed documents that are in the JV Workflow approval process.

The JV Workflow work list can be used to select a document and view the steps already completed for the review, as well as the current level of review and approvals needed at that particular point in time. The work list will also indicate if a document has already been posted once all approval levels are met.

This is just one of many ways that initiated documents can be tracked in the system. The Display Parked Document transaction can also be used to generate a “Document List” that tracks both parked (not completed) and / or completed documents by SAP User ID (covered later in Guide). Once the document is posted to the General Ledger and appears on financial reports, then the history of approvals can also be viewed via the report drill-down or the FI Document Display transaction.
Monitor the JV Workflow Approval Status of Completed Journal Entries via SAP Business Workplace - SBWP

Via User Menu: Use the SAP Business Workplace button per steps below or Transaction Code SBWP.

On the SAP Easy Access – User menu for (YOUR NAME) screen:

1. Click on the SAP Business Workplace button.

On the Business Workplace of (YOUR NAME) screen:

2. In the left window, click on the button to the left of the Outbox option to open your SAP SAP Outbox.
Monitor the JV Workflow (cont.)

3. In the far left window, click once on the **Started workflows** option to display a list of your initiated documents in the upper right window and note the following:
   - The **Title** column contains the **SAP Document Number**.
   - The **Completed** symbol (light blue color) in the **Status** column indicates that the document has been **fully approved and posted** to the General Ledger and reports.
   - The **In Progress** symbol (light gray color) in the Status column indicates that the document is still in the JV Workflow process (not fully approved or posted).

4. In the upper right window, **click once on each document** listed to highlight the document and display more details about that document in the lower right window.

On the lower section of the **Business Workplace** screen:

5. Review the details and status of the approval process for the document as follows (scroll down as needed):
   - If the document did not require approvals, then the document will post within seconds (Result = Parked document posted).
   - If the document required approvals and is awaiting approvals, then the status of those approval steps will be outlined in the lower right window (Status = Completed or Ready).
   - If the document required approvals and all approvals were obtained, then the document posted (Result = Parked document posted).
   - If the document was rejected by an approver, an email will be sent to your Inbox and further action will be required.
Monitor the JV Workflow (cont.)

6. If the document is still in process, follow these steps to see more details:

- Scroll down to locate the last step in the lower right window (status listed as Ready).
- Click on the Information link in the Agent column to view a pop-up window displaying all the individuals to whom the document has currently been routed for approval (see example below).

Note: The pop-up window does not display the approvals still required in the workflow process after the current approvers have approved the document.