# 5.1 Overview

SAP workflow refers to the specific functionality that SAP offers to automate and manage business processes within the SAP environment. They are also defined as the sequences of tasks that automate business processes with predefined rules and functions, such as approvals, document routing, and notifications.

The workflows help design simple to complex business processes, like approval processes, document management, sales order processing, creating a material master, and more. Users can manage and create workflows within the SAP system to ensure compliance with business processes. They automate the processes by routing the expense report to the relevant individuals based on predefined norms and roles.

#### Liquid UI and SAP Workflows

Integrating Liquid UI with SAP workflows allows users to interact with workflows directly from their devices. This includes the capability to send emails to SAP users associated with workflow tasks. Thus, users can efficiently review and approve tasks without logging into SAP.

#### **Creating an SAP Workflow**

Liquid UI utilizes SAP workflows and sends mail to SAP users directly on their devices. Follow the steps below to set the SAP workflows to function with Liquid UI.



**Note**: Before creating SAP workflows, configure SMTP with the SAP application server.

1. Log on to SAP and navigate to the **SU01** transaction. Enter the user and

Page 1 / 4

(c) 2024 Liquid UI | Synactive | GuiXT <dev@guixt.com> | 2024-07-31 16:34 URL: https://www.guixt.com/knowledge\_base/content/85/974/en/51-overview.html

Alias names in the designated fields and select the **Create** option (F8) on the toolbar.



2. Then, you will navigate to the **Maintain Users** window. Fill in the required fields, set the **Comm. Method** to email, and enter the user's email address, as shown below:

<u>U</u> ser <u>E</u> dit <u>G</u> oto <u>I</u> nformation	n Environment System Help						
> ~ « 🖩	(0 0 0 ⊕ M K ∩ D ∩ Ω □ 0 %						
Maintain Users							
1							
er RAM@GMAIL.	Q						
anged By	00:00:00 Status Not saved						
Address Logon Data SNC	Defaults Parameters Roles Profiles Groups Personalization Lic. Data						
Person							
Title	v						
Last name							
First name	🖙 User Edit Goto Information Environment System Help 💛	_ @ )					
Academic Title Complete name	🖉 🗸 🥵 🕲 🖶 🔥 🕲 🖶 🔥 🕲 🗮 🖉						
Language	Maintain Users						
	<u>a</u>	- Francisco					
Vork Center							
Penartment	User RAMEGMAIL.CO						
Room Number	Floor						
	Address Logon Data SNC Defaults Parameters Roles Profiles Groups Personalization Lic. Data						
Communication							
Telephone	Room Number Floor Building code	÷					
Nobile Phone							
ax	Communication						
	leiephone Extension						
	Bay Extension						
	F-Mail Address tram@omail.com						
	Comm. Meth E-Mail V Other Communication						
	Company						
	Company						
	Company TDPS US / 851 Red Lion Road 10 / US 19147 Philadelphia						
	Company 2000 00 / 001 Non 200 / 001 / 012 / 012 / 112 / 112 / 112						
	N						
	64	^					
		×					
		X TR1 (1) 800 x ZELIC (0)/R					
		//   R1 (1) 000 *   2EUS   UVR					

Page 2 / 4 (c) 2024 Liquid UI | Synactive | GuiXT <dev@guixt.com> | 2024-07-31 16:35 URL: https://www.guixt.com/knowledge\_base/content/85/974/en/51-overview.html

3. Go to the **SO16** transaction, and select the **Mail sy. grp** tab, and then the **Send to Home Addresses of Users** button, as shown below:

🖙 System Help			_ D	×
	• = H H + 10 0 0 <b>□ □ </b> •	94		
Shared office settings		44		
Chared trach				
Shared trash				
User Document org. Send Addressi	ing Mail sy.grp			
Presettings for new user				
Copy to outbox	Resubmission			
Confirmation prompt on	RE on workdays only			
Proport document elector	Factory calendar			
Preset document classes				
User notifications				
No notification of unviewed mails at logon				
Execution of express messages in new session	n 🖙 System Help			_ @ ×
		88 🖶 H K MMAA 🗖 🗖 🙆	*	
	Shared office settings		4.	
	Charad trach			
	Shared uash			
	User Document org. Send Add	ressing Mail sy.grp		
	Mail System Group			
	No Mail System Group	Address Check		
	O Forward mails to:			
	SAP System ID			
	Client			
	<ul> <li>Send to Home Addresses of Users</li> </ul>			
			CAD .	> TP1 (1) 800 × 75115 OVP
				// / / / / / / / / / / / / / / / / / /

With this, the workflow creation process is formally concluded. In the next articles, we'll showcase the creation of workflow templates and standard tasks.

#### **Creating Workflow Templates**

How to create a workflow template in SAP.

**Creating Standard Tasks** 

How to create a standard task in SAP.

**Defining Workflows** 

How to define a workflow in SAP.

Page 3 / 4 (c) 2024 Liquid UI | Synactive | GuiXT <dev@guixt.com> | 2024-07-31 16:35 URL: https://www.guixt.com/knowledge\_base/content/85/974/en/51-overview.html

Unique solution ID: #1975 Author: Poojitha Reddy Last update: 2024-05-20 09:34

> Page 4 / 4 (c) 2024 Liquid UI | Synactive | GuiXT <dev@guixt.com> | 2024-07-31 16:35 URL: https://www.guixt.com/knowledge\_base/content/85/974/en/51-overview.html