

SAP Workflow

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.

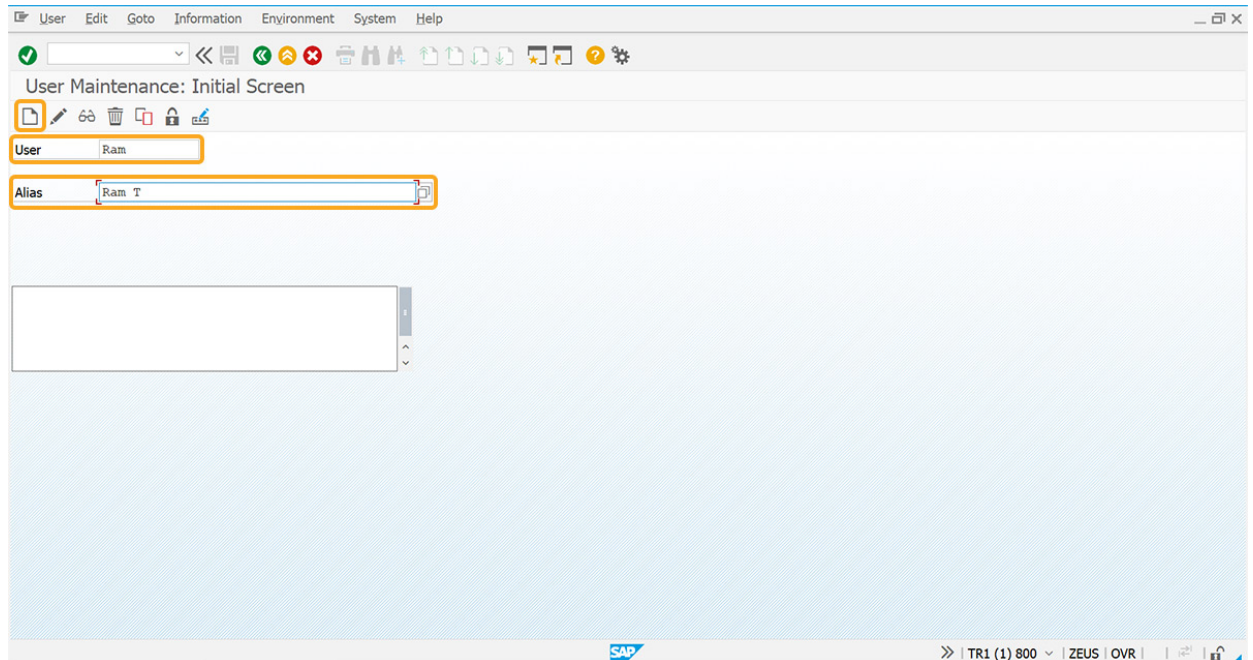


Note: Before creating SAP workflows, configure SMTP with the SAP application server.

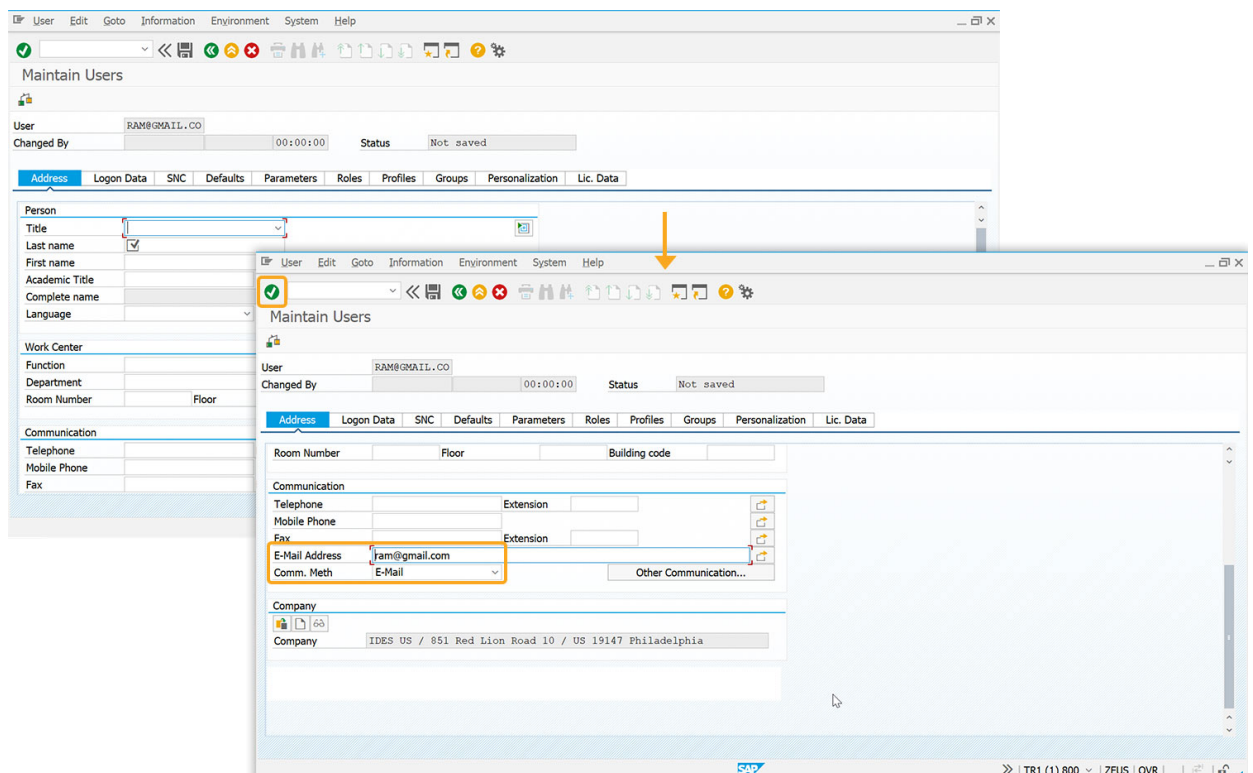
1. Log on to SAP and navigate to the **SU01** transaction. Enter the user and

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

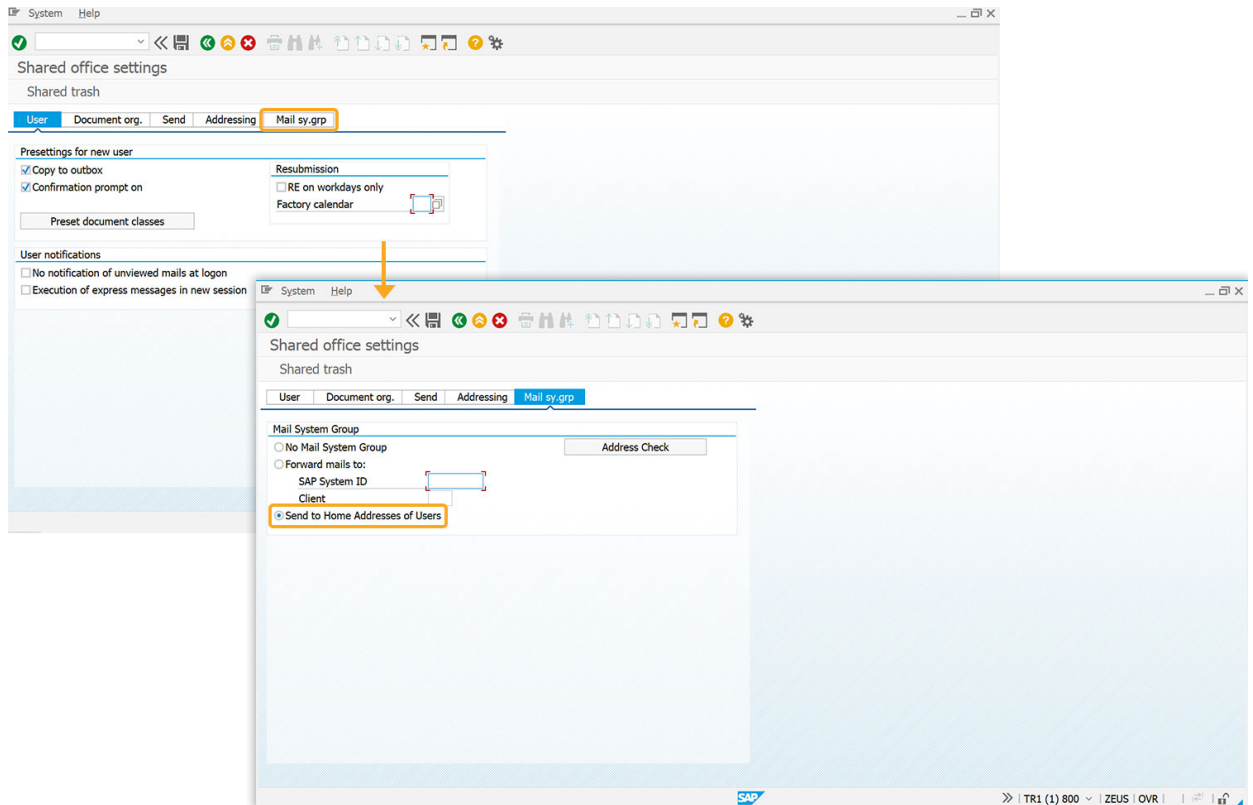


2. Then, you will navigate to the **Maintain Users** window. Fill in the required fields, set the **Comm. Method** to email, and enter the user's email address, as shown below:



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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:



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.

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