Process Rejected Payments with an Email

We want to notify the users when Payment Document is reversed. We will use for this Flexible Workflow - Manage Workflows for Rejected Payments with possibility to send e-mails around.

- 1. Maintain Email Templates (EXTENSIBILITY_SPEC)
- 1.1. Maintain Email Templates
- 2. Workflow Preparation
 - ° 2.1. Define Rules for Reversing Rejected Payments (BPC_EXPERT)
 - 2.2. Manage Workflows (AP_MANAGER)
 - 2.3. Manage Teams and Responsibilities (BUSINESS_PROCESS_SPEC)
- 3. Prepare FI Document
 - 3.1. Post FI Document (AP_ACCOUNTANT)
 - 3.2. Create Payment Run in Manage Automatic Payments
- 4. Partial Reject/Approval of Payment Batch

 4.1. Reject Payment Batch in Approve Bank Payments (AP_MANAGER)
 - 4.1. Reject Payment
 4.2. Receive Email
 - 4.3. Reverse Payment Document in My Inbox (AP_ACCOUNTANT)
 - 4.4. Remove Payment Block (AP_ACCOUNTANT)

1. Maintain Email Templates (EXTENSIBILITY_SPEC)

We will use special pre-deliverd email template SWF_CRT_NOTIFIY_RECIPIENTS, we need to find app *Maintain Email Templates* with generic user EXTENSIBILITY_SPEC:

1.1. Maintain Email Templates

We will find app Maintain Email Templates - Deprecated (the second app works the same, but filters are not working correctly):

Search for pre-delivered template SWF_CRT_NOTIFIY_RECIPIENTS and click on Copy button:



We need to create concrete name based on those values: Create a copy of the template following the pattern specified in the standard email description <YY1>_<Scenario_id>_CRT_ALL or <YY1>_<Scenario_id>_SSCENARIO II OR <Scenario_id>_SSCENARIO II OR <Scenario_id>_SSCENARIO II OR <SCENARIO II OR <S

In our case the only valid name as Flexible Workflow for Rejected Payments has ID WS78500015 ~ Scenario ID is 78500015 and action is CRT_ALL:

The name of copied template must be YY1_78500015_CRT_ALL

(!)

Copy Template SWF_CRT_NOTIFY_R
Prefix: YY1_
Email Template:* 78500015_CRT_ALL
Name: Send Rejected Payments
Copy Cancel

2. Workflow Preparation

Next we need to activate the workflow for BCM Automatic Reversal.

2.1. Define Rules for Reversing Rejected Payments (BPC_EXPERT)

Login as user BPC_EXPERT: Find app *Manage Your Solution* and in section Configure Your Solution, in the SSC-UI **103457** - Define Rules for Reversing Rejected Payments you have for example this line:

	< SAP Define Rules	s for Reversing Rejected Paym	ents: C 🗸	All V Search		C	2		
Т	Table View 🗸 Edit 🗸 Goto 🗸 Selection 🗸 Utilities 🗸 System 🗸 Help 🗸 🔞 🗸								
N D	New Entries Copy As Delete Undo Change Select All Deselect All Configuration Help								
	Sequence Number	Paying Company Code	Payment Method	House Bank	Account ID	Reversal Reason	Payment block		
	1	1010				01	А		
								Γ.	

Save your changes.

2.2. Manage Workflows (AP_MANAGER)

Login as user AP_MANAGER: Find app Manage Workflows - For Rejected Payments and create workflow as described bellow:

Workflows (1) Search Create Define Order 1 Name Order Status Valid From Valid Valid	< SAP Manage Workflows ~			Q (?) 🗘 EA
Name Order Status Valid From Valid To	Workflows (1)	Search	Q Create	Define Order
	Name	Order Status	Valid From	Valid To
Default Workflow for Rejected Payments	O Default Workflow for Rejected Payments 🔅	Active		>

$<$ SAP Workflow Details \sim	All V Search		
Workflow for Rejected Payments /			Deactivate Copy
Status: Active 🚯			
Properties Start Conditions Steps			
General			
Description: Predelivered Workflow Content (default workflow)			
Valid From:			
Valid To:			
			Chara Mara
Start Conditions			
There are no preconditions available. This workflow will always start.			
Steps			
Workflow Steps			
Type Name	Recipients	Step Conditions	
A 1. Process Rejected Payments	Process Rejected Payments		

< SAP Step Details ~	All
Workflow for Rejected Payments / / Process Rejected Payments	
Step Name: – Step Type: Process Rejected Payments Priority: Medium	
Recipients Deadlines Exception Handling	
Assignment: Process Rejected Payments <i>(One of the recipients)</i> Redefine Task Title: The preconfigured subject is used.	
Deadlines	
Time Constraints	
Time Action	
There are no deadlines defined.	
Exception Handling	
Keep Rejected	
Required Action: Do nothing	
Action Result: Cancel workflow	

2.3. Manage Teams and Responsibilities (BUSINESS_PROCESS_SPEC)

Login as user BUSINESS_PROCESS_SPEC: Find app Manage Teams and Responsibilities and create new local team for Test Reset Reversal:

<	SAP	Manage Tea	ms and Responsibilities 🚿	,	All	∽ Search			Q			@ L 😐
Star	ndard* \sim											۲ <u>۲</u> ×
Sea	<i>irch</i> onsibility Defi	Q nitions:	Editing Status: All Team Members:	Name:	G	Description:	G	ilobal ID:	Status:	Category:	Type:	C
		C		CP	ß	•	8	ন				Go Adapt Filters
Те	ams (2)							Show Hierar	rchy Replace Team	Member Enable Disable (Copy Create Delete 🗐 🧔) 🗇 👓
	Name		Description	Global ID	Status	Туре		Category		Created By	Created On By	Changed On
	_TEST_RE	SET_REVERSA	Process Rejected Payments	_TEST_RESET_REVERSA L	Enabled	Process Rejected Payments (SFSCM_BCMR)		Bank Communication Ma (FSCM_BCM)	anagement	Example BusinessProcessSpec	08/07/2024, 12:51:27	>
	WORKFLC BAM	OW TEAMS	GUID Sensitive Data Testing	WORKFLOW TEAMS BAM	Enabled	Bank Account Management (SF	CLM0)	Bank Account Manageme	ent (FCLM0)	Example BpcExpert	03/06/2024, 02:58:36	>

Create new team based on Type SFSCM_BCMR:

_

Team Information	Responsibility Definitions	Team Owners	Team Members	Direct Sub Teams	Direct Super Teams	
General Information	on					
Name: *			Status:			
TEST_RESET_REV	VERSAL		Enabled			\sim
Description:			Type:*			
Process Rejected	Payments		Process Reje	cted Payments (SFSCM	_BCMR)	C
Global ID:*			Category:			
TEST_RESET_RE\	/ERSAL		Bank Commun	ication Management (FS	SCM_BCM)	
TEST_RESET_REV	VERJAL		Dank Commun	ication management (F:		

_

Now as team member add AP_ACCOUNTANT and my user, because of existing e-mail:

	Team 🔻							q	Ø	Çĝ	?	¢	EB
TEST_RESET	_REVERSAL												
Team Information	Responsibility D	efinitions	Team Owners	Team I	Vembers	Dire	ect Sub Te	eams	Di	rect Su	per Tea	ms	
Team Members				/									
Team Membe	ers			Create	Сору Ме	mber	Manag	(e Fun	ctions	Dele	ete 🗌	6	~
Business Par	tner	Full Name	•	Us	er ID			F	unctio	ns			
			No ite	ms availab	le.								

< SAP Team ~	All v Search Q	© 4 8
TEST_RESET_REVERSAL		[2] ×
Team Information Responsibility Definitions Team Owners Team Members Direct Sub	Teams Direct Super Teams Change Documents	
Team Owners (1) Standard V		Create Delete 🖨 宿
Business Partner	Full Name	User ID
9980000242	Example Business Process Spec	CB9980000242
Team Members (2) Standard ~		Create Manage Functions Delete Copy Member 🗊 💼
📑 Business Partner Full Name	User ID	Functions
9980000276 🕒 Example ApAccountant	CB9980000276	Process Rejected Payments ×
9980002122	CB9980002122	Process Rejected Payments ×

Press button Create to set the Team and Responsibilities with status Enabled.

<	SAP Manage Tea	ms and Responsibilities	×	All	. ∨ Search	Q	2		0 L <u>8</u>
Stand	dard* 🗸								12 ×
Searci	th Q	Editing Status: All Team Members:	Name:	d	Description:	Global ID: Statu	us: Categ	ory: Type:	C
	ď		CP	Ċ	P P	ه			Go Adapt Filters
Tear	ms (12)				~	Show Hierarchy Repl	lace Team Member Enable Disat	ole Copy Create Delete 🗐	© 🗭 ->
	Name	Description	Global ID	Status	Туре	Category	Created By C	Created On Changed By	Changed On
	TEST_RESET_REVERSAL	Process Rejected Payments New	TEST_RESET_REVERSAL	Enabled	Process Rejected Payments (SFSCM_BCMR)	Bank Communication Management (FSCM_BCM)	Example Business 2 Process Spec	8.04.2025, Example Business 11:19:04 Process Spec	28.04.2025, 11:19:10
	TEST_DEMO		TEST_DEMO	Enabled	FI General Journal Entry Verification Default Team (FGLVG)	G/L Journal Entry Verification (FGJEV)	Example Business 2 Process Spec	2.04.2025, Example Business 10:25:39 Process Spec	22.04.2025, 10:25:51
	TEST_SAP		TEST_SAP	Enabled	FI General Journal Entry Verification Default Team (FGLVG)	G/L Journal Entry Verification (FGJEV)	Example Business 1 Process Spec	6.04.2025, Example Business 09:21:16 Process Spec	16.04.2025, 09:21:55

3. Prepare FI Document

As next step we will prepare FI Document. It is mandatory to be created by user AP_ACCOUNTANT. We will be using app *Create Incoming Invoices*, which is SAP GUI version of transaction **FB60**. Here we will use functionality of Post with Reference.

3.1. Post FI Document (AP_ACCOUNTANT)

Login as user AP_ACCOUNTANT: Find app Create Incoming Invoices (visual harmonized SAP GUI transaction **FB60**). Select company code 1010 for Germany. And in Menu find the path Menu Goto Post with Reference (Shift+F9):

< SAP Enter Supp	olier Invoice: Company Code 1010 \checkmark All \sim
Menu V Tree on Company Co	ode Simulate Editing Options
Edit	> voice
Goto	Post with Reference (Shift+F9)
Extras	Back (F3) Post with Reference
Settings	> Reference:
Environment	> 25
System	
Help	> EUR
Expand menu	Calculate Tax
SAP GUI for HTML File Browser	r v
Settings	
Company Code: 1010	Company Code 1010 Walldorf

Write down number of created FI Document 1900000022 Company Code 1010 and Fiscal Year 2025:

Info	rmation ×
i	Document 190000022 was posted in company code
	1010
	`
	Continue Help

Do the same for other three documents 1900000022 - 1900000025.

3.2. Create Payment Run in Manage Automatic Payments

Now we will continue in Payment Run creation and posting of the payment. Find app Manage Automatic Payments:

Search for Payment Run posted on April 28th, 2025 with Id PZ003, select the Payment Run and press button Copy Parameter:

< SAP Manage /	Automatic Pa	yments \checkmark	All V Search				0 🦨 💽
Standard 🗸							۲. ک
Run Date: This Week (27.04.2025 – 03.05	.2025)	Identification:	C	Created By:	Company Code:	ß	Go Adapt Filters (1)
0 0 Parameters Created Propos	als Processed	3 Payments Processed					
Items (3) Standard $ \smallsetminus $					Create Parameter	Copy Parameter Display Parameter	iew Log 🗐 🛞 🗇 🗸
Run Date	Identification	Status	Created By	Posting Date	Company Code	Payment Method	
28.04.2025	PZ001	Payment Posted		28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	
28.04.2025	PZ002	Payment Posted		28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	
28.04.2025	PZ003	Payment Posted		28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	

Choose your own unique identification and press Create button:

New Parameter
Run Date*
28.04.2025
Identification *
PZ004
Change Date Details
Create Cancel

Now you have to replace document number with the FI documents from previous chapter:

Click on F4 Search help and replace documents with 1900000022 - 1900000025:

< SAP Manage Automatic Payments ~	All V Search		o 🗘 💿
Automatic Payment Parameters			Save Cancel
Run Date: 28.04.2025 Identification: P2004			
Basic	Payment Controls	Open Item Selection	
Posting Date *	Company Code*	Supplier	
28.04.2025	1010 ×	[P] 10300010 ×	C
Docs. Entered Up To*	Next Payment Date *	Customer	
28.04.2025	18.04.2026	1000004 or 10000043000009	C /
Customer Items Due By	Payment Method *	Free Selection 1	
e.g. 31.12.2025		Document Number V 190000022190000	J0025 🗙 🗗
Exchange Rate Type			
	~	Free Selection 2	
Additional Log		Fiscal Year (BKPF V	C
		Free Selection 3	
		×	C

Press Save button. Now you have prepared your Payment Run and you can Schedule Proposal and Payment Run, press Schedule Proposal:



Start Immediately. Wait few seconds and Schedule also Payment Run:

< SAP Manage Automatic Payments ~	All V Search		0 🦨 🖪
Standard ~			۲ × ای
Run Date: Identification: This Week (27.04.2025 - 03.05.2025) C	Created By:	Company Code:	Go Adapt Filters (1)
0 1 3 Parameters Created Proposals Processed Payments Processed		`	
Items (1) Standard \checkmark		Create Parameter Copy Parameter Display Parameter Schedule Payment Delete	Proposal View Log 🗐 🛞 📻 🗸
Run Date Identification Status	Created By	Posting Date Company Code Payment Method	
28.04.2025 PZ004 Proposal Created	Example ApAccountant	28.04.2025 1010 (Company Code 1010) T (SEPA Credit Transfer)	>

Again Start Immediately. Wait few seconds (or press Go button several times) and see, that Payment Run has been completed, drill down to see the details of the Payments:

Manage Automatic P	ayments \vee	All V Search				0 L
andard ~						Ľ
n Date: his Week (27.04.2025–03.05.2025)	Identification:	Created By:		Company Code:	c	Go Adapt Filters
			~			
0 rameters Created Proposals Processed	4 Payments Processed	(^]			
o Proposals Processec tems (4) Standard ~	4 Payments Processed	{		Create Parameter	Copy Parameter Display Parameter	View Log 🍙 🐵 🌘
rameters Created Proposals Processec tems (4) Standard ~ Run Date Identification	4 Payments Processed	Created By	Posting Date	Create Parameter Company Code	Copy Parameter Display Parameter Payment Method	View Log 🗐 🎯 🌘
0 Proposals Processec terms (4) Standard ~ Run Date Identification 28.04.2025 P2001	4 Payments Processed Status Payment Posted	Created By	Posting Date 28.04.2025	Create Parameter Company Code 1010 (Company Code 1010)	Copy Parameter Display Parameter Payment Method T (SEPA Credit Transfer)	View Log 🗿 🛞 🍙
erameters Created Proposals Processer terns (4) Standard ~ Run Date Identification 28.04.2025 P2001 28.04.2025 P2002	4 Payments Processed Status Payment Posted Payment Posted	Created By	Posting Date 28.04.2025 28.04.2025	Create Parameter Company Code 1010 (Company Code 1010) 1010 (Company Code 1010)	Copy Parameter Display Parameter Payment Method T (SEPA Credit Transfer) T (SEPA Credit Transfer)	View Log () () ()
o rameters Created Proposals Processes Items (4) Standard ~ Run Date Identification 28.0.4.2025 P2001 28.0.4.2025 P2002 28.0.4.2025 P2003	4 Payments Processed Status Payment Posted Payment Posted Payment Posted	Created By	 Posting Date 28.04.2025 28.04.2025 28.04.2025 	Create Parameter Company Code 1010 (Company Code 1010) 1010 (Company Code 1010) 1010 (Company Code 1010)	Copy Parameter Display Parameter Payment Method T (SEPA Credit Transfer) T (SEPA Credit Transfer) T (SEPA Credit Transfer)	View Log () () () > > >

< 💁	P Man	age Automatic Payments			All V Search							o 🔓 🖪
Paying C	ompany C	ode: 1010 (Compan	y Cod	e 1010)								۲ × ۲
ID PZ004	Run Date 28.04.2025	Created By Example ApAccountant	Amo 460.	unt Paid 10 EUR Outgoing								
SUMMARY	PAYMENTS	4) EXCEPTIONS (0)								\		
Paymer	nts (4) Sta	ndard* \checkmark								Y	<u>6</u>	© 🖪 🗸
Suppl	er Custo	mer Payment Documen	Ite	House Bank	House Bank Acct ID	Payment Method	Payee's Bk Acct No.	IBAN of the Payee	Batch Status	Reference Number	Batch Number	Amount Pa
10300	010	200000022	1	DEBK1 (Bank 1 - SAMPLE BANK)	DEAC1	T (SEPA Credit Transfer)	<iban>00000001882</iban>	DE16500700240024010100	A Payment not in file		8	>
10300	010	200000023	1	DEBK1 (Bank 1 - SAMPLE BANK)	DEAC1	T (SEPA Credit Transfer)	<iban>00000001882</iban>	DE16500700240024010100	A Payment not in file		8	>
10300	010	200000024	1	DEBK1 (Bank 1 - SAMPLE BANK)	DEAC1	T (SEPA Credit Transfer)	<iban>00000001882</iban>	DE16500700240024010100	A Payment not in file		8	>
10300	010	200000025	1	DEBK1 (Bank 1 - SAMPLE BANK)	DEAC1	T (SEPA Credit Transfer)	<iban>00000001882</iban>	DE16500700240024010100	A Payment not in file		8	>

Navigate to app Monitor Payments for Payment Batch 8, we can see that there are two approvers:

<	SAP Pay	yment Batch $ \smallsetminus $			All	 ✓ Search 			٩			o 🦨 🧧
8												Edit Due Date
Payir Urge Appr	ig Company Code: ; nt: None over: Approvers (2)	1010 (Company Code 1010)	House Ban Account ID Due Date:	k: DEBK1 (Ban DEAC1 28.04.2025	k 1 - SAMPLE BANK)	Batch Amount: 460.00 EUR	Payment Batch Statu Payment Batch Status Reason Code	s: Created				
History	Payments (4)	`										
Hist	ory											
	Example ApAccor Today at 14:40	untant Created										
	+											
Pay S	ments (4) tandard v										Ec	lit 🍙 🛞 僆 🗸
	Payment Docu	Batch Status Text	Urgent	Run Date	Payment Run ID	Supplier	Supplier Name	Payment method	House Bank	Account ID	Payee Bank Number	
												Payee's Bk Acct A
	2000000022	Payment Batch Created	No	28.04.2025	PZ004	10300010	Inlandslieferant DE	T (SEPA Credit Transfer)	DEBK1 (Bank 1 - SAMPLE	DEAC1	23030000 (Bank 3)	Payee's Bk Acct A
	2000000022 2000000023	Payment Batch Created Payment Batch Created	No	28.04.2025 28.04.2025	PZ004 PZ004	10300010 10300010	Inlandslieferant DE Inlandslieferant DE	T (SEPA Credit Transfer) T (SEPA Credit Transfer)	DEBK1 (Bank 1 - SAMPLE DEBK1 (Bank 1 - SAMPLE	DEAC1 DEAC1	23030000 (Bank 3) 23030000 (Bank 3)	Payee's Bk Acct A
	2000000022 2000000023 2000000024	Payment Batch Created Payment Batch Created Payment Batch Created	No No No	28.04.2025 28.04.2025 28.04.2025	PZ004 PZ004 PZ004	10300010 10300010 10300010	Inlandslieferant DE Inlandslieferant DE Inlandslieferant DE	T (SEPA Credit Transfer) T (SEPA Credit Transfer) T (SEPA Credit Transfer)	DEBK1 (Bank 1 - SAMPLE DEBK1 (Bank 1 - SAMPLE DEBK1 (Bank 1 - SAMPLE	DEAC1 DEAC1 DEAC1	23030000 (Bank 3) 23030000 (Bank 3) 23030000 (Bank 3)	Payee's Bk Acct A

4. Partial Reject/Approval of Payment Batch

Now we will do Partial Reject/Approval the Payment Batch to test the functionality of Automatic Payment Document Reversal.

4.1. Reject Payment Batch in Approve Bank Payments (AP_MANAGER)

Login as user AP_MANAGER: Find app Approve Bank Payments and search for Payment Batch 8 created today:

< SAP Approve Bank Pay	ments \sim	All 🗸 Searc	rch		O 4 🖓 🤇
tandard* 🗸					۲ ۲
Editing Sta Search Q All	atus: Status:	Paying Company Code	te: House Bank:	Rule: Urgent:	Creation Date: V Today (28.04.2025) (a) Go Adapt Filters
or Review Reviewed					
Payment Batches (1) Standard	v			Approve Reje	rct Return Discard Changes 🖉 🗍 🧮 🎯 🚺 💌
Payment Batches (1) Standard Batch Number Paying Company Co	∀ de	Total Amount Batch Current Status	Number of Paym Rule	Approve Reje	rct Return Discard Changes () T () () ()

Open detail screen of Payment Batch 8 and click on Edit button, select few items and reject them by button:

	,	All 🗸 🗌 Search					۹									?) 1	¢ <mark>1</mark> (EA	
	Pa	ayment Batch 8								Appr	ove a	Ind Submit	pprove	Reject) 🖒	~	53	×		4
	Ba	atch Info Payments Approval Flor	w At	ttachments																
		4			DEAC Rule: Paym	C1 : nent method T ((Local Tra	ansfer 1)				None Final Approval:								
		Due Date: 28.04.2025			Total 460.0	Amount: DO EUR	(Amount in Paym 460.00 EUR	ient Curr	ency:						
		House Bank: DEBK1 (Bank 1 - SAMPLE BANK)									1	7								
	Ρ	ayments (4) Standard 🗸							Edit Instr	uction K	(ey	Set to Reject	Reset	Status	٦	â	0	6	~	
	Ľ	Payment Current Status	Payme	ent	F	Payee			Amoun	t Paid	Urg	ent								
	✓	New	20000	00022	1	10300010 (Inlandslieferan	t DE 1)		110.00	EUR	No			>						
1		New	20000	00025	1	10300010 (Inlandslieferan	t DE 1)		100.00	EUR	No			>						
		New	20000	00023	1 (10300010 (Inlandslieferan	t DE 1)		120.00	EUR	No			>						
		New	20000	00024	1 (10300010 (Inlandslieferan	t DE 1)		130.00	EUR	No			>						
	Ap	oproval Flow																		
				Future Approva Today at 14:51 Next Approver	al Step rs: Exa	ample CashSpe	cialist, E	xample Casl	nManager											
				Current Status Today at 14:51 Current Approv	: Waitir vers: E	ng for Approval Example ApMar	l nager,													
				Example ApA Today at 14:40	ccoun	ntant Created														

We need to click on Approve and Submit to perform Partial Approval (or Partial Rejection):

All V Search		Q							?) 1	<mark>, 1</mark> (EA
Payment Batch 8				Approv	ve and Submit Ap	Reje	ect	C,	~	23	×	
Batch Info Payments Approval Flow	w Attachments											
4 Creation Date: 28.04.2025, 14:40		Rule: Payment method T (Local Transfer	1)		None Final Approval: No							
Due Date: 28.04.2025		Total Amount: 230.00 EUR			Amount in Payme 230.00 EUR	ent Currency:						
DEBK1 (Bank 1 - SAMPLE BANK)												
Payments (4) Standard ~			Edit Instru	iction Ke	y Set to Reject	Reset Status	ć	1	â	0	1	~
Payment Current Status	Payment	Payee	Amoun	Paid	Urgent							
Reject	200000022	10300010 (Inlandslieferant DE 1)	0.00	EUR	No	>						
New	200000025	10300010 (Inlandslieferant DE 1)	100.00	EUR	No	>						
Reject	200000023	10300010 (Inlandslieferant DE 1)	0.00	EUR	No	>						
New	200000024	10300010 (Inlandslieferant DE 1)	130.00	EUR	No	>						
Approval Flow												
	Eq. Future Approva Today at 14:51 Next Approvers	al Step s: Example CashSpecialist, Exampl	e CashManager									
	Current Status: Today at 14:51 Current Approv	: Waiting for Approval vers: Example ApManager										
	Example ApA Today at 14:40	ccountant Created										

Enter mandatory comment for Payment Batch 8:



4.2. Receive Email

We can check, that immediately after pressing Submit button I am receiving emails:

Task 'Document: 2000000022; Company Code: 1010' has been created	
DN Do Not Reply WTS <do_not_reply@sap.com></do_not_reply@sap.com>	$\textcircled{\begin{tabular}{ c c c c } \hline \hline$
The task instance with the internal id '000000035058' and the name 'Document: 2000000 Please check your inbox.)022; Company Code: 1010' was created for you.

Task 'Document: 2000000023; Company Code: 1010' has been created	
Do Not Reply WTS <do_not_reply@sap.com> To O ap_accountant@example.com;</do_not_reply@sap.com>	\bigcirc ← Reply ← Reply All → Forward \bigcirc Mon 4/28/2025 2:57 PM
The task instance with the internal id '000000035061' and the name 'Document: 200000 Please check your inbox.	0023; Company Code: 1010' was created for you.

4.3. Reverse Payment Document in My Inbox (AP_ACCOUNTANT)

As final step we will test the functionality of Automatic Reverse of Payment Document.

As AP_ACCOUNTANT you should see new notification, but this is not always true, so please, click on notification button:

	All v Search	۵	o 🦨 🛤
			1
Hello Example			What happened? (2) My Home Settings
To-Dos 🗸			C now Show More
Tasks (7) Situations (0)			
Document: 200000023; Company Code: 1010 Medium Priority	Document: 200000022; Company Code: 1010 Medium Priority	Document: 2000000020; Company Code: 1010 Medium Priority	Document: 200000021; Company Code: 1010 Medium Priority
Example ApManager	Example ApManager	Example ApManager	Example ApManager
Created On: 28.04.2025	Created On: 28.04.2025	Created On: 28.04.2025	Created On: 28.04.2025
Reverse Keep Rejected	Reverse Keep Rejected	Reverse Keep Rejected	Reverse Keep Rejected

Click on notification, it will navigate you to My Inbox - Process Rejected Payments, where you can see rejected documents in My Inbox app:

< SAP My Inbox - P	ocess Rejected Payments $ imes $	All v Search		
All Tasks (7)	22 Process Rejected Payments			
Search C REFRESH Document: 200000023; Company Code: 1010 Example ApManager Mediu	C Document: 200000023; Compa Example ApManager Created on Apr 28, 2025, 2:56 PM	any Code: 1010		Status: Ready Priority: Medium
Document: 2000000022; Company Code: 1010 Example ApManager Mediu	This payment document was rejected in the approx	val process or by the bank. You have the following options for processin	ng it:	
Document: 200000020; Company Code: 1010 Example ApManager Mediu	Option one: reverse the payment document. The payment document will be reversed using the will be blocked and cannot be paid in other payme Option two: Keep the payment document rejected. The payment document will not be paid. You can n	automatically specified reason for the reversal. The cleared items in the nt runs.	payment document will be reopened. If the automatically specifie en set payment blocks on the reopened items, use the Manage Pa	d payment block option confirms a block, the reopened items yment Blocks app or the Manage Supplier Line Items app.
Document: 200000021; Company Code: 1010 Example ApManager Mediu	n	Reason for Rejecting Payment: Partial Approval (Automatic Rejected By: Example ApManager Reason for Reversing Payment: 01 (Wrong posting) Payment Block: A (Blocked for payment)	Payment Document Reverse)	
Document: 200000015; Company Code: 1010 Example ApManager Mediu	n			
Document: 200000016; Company Code: 1010 ↑↓ ⊽	(=)		Reverse Keer	Rejected Show Log Claim Forward Suspend 🗹

We will select multiple documents and reject them all at once:



Select all 2 documents from Payment Batch 8 and reverse all by single click:



In the popup you can enter optional Reverse reason and press button Submit:

Submit Decision
You have selected "Reverse" for 2 tasks
Decision Note:
Partial Reject Payment Documents
Submit Cancel

4.4. Remove Payment Block (AP_ACCOUNTANT)

Once the functionality is executed, you have to manually remove payment block from your supplier.

Open app Manage Automatic Payments and find the payment run from today:

< SAP Manage Automatic	c Payments $ arsigma$	All V Search				
Standard ~						区 ~
Run Date: This Week (27.04.2025 – 03.05.2025) 0 0	Identification:	Created By:		Company Code:	ď	Co Adapt Filters (1)
Parameters Created Proposals Process	sed Payments Processed			Create Parameter	Conv Parameter Display Parameter	View Los d & Mary
Run Date Identifica	tion Status	Created By	Posting Date	Company Code	Payment Method	
28.04.2025 PZ001	Payment Posted	Pavel Zmeskal	28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	>
28.04.2025 PZ002	Payment Posted	Pavel Zmeskal	28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	>
28.04.2025 PZ003	Payment Posted	Pavel Zmeskal	28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	>
28.04.2025 PZ004	Payment Posted	Example ApAccountant	28.04.2025	1010 (Company Code 1010)	T (SEPA Credit Transfer)	>

In detail of Payment Run and in tab Payments click on supplier number:

SAP Man	nage Automatic P	ayment	ts ~		All V Search							
ing Company (Code: 1010 (Co	ompar	ny Code 1010)								(2
Run Date 28.04.2025	Created By Example ApAcc	ountant	Amount Paid 460.00 EUR Outgoing									
ARY PAYMENTS	(4) EXCEPTION	S (0)								ଳି ସ	@ f	
ayments (4) Sta	(4) EXCEPTION:	S (0)	House Bank	House	Payment Method	Payee's Bk Acct No.	IBAN of the Payee	Batch Status	Reference Number	Batch Number	Amount Pal	d
ayments (4) Sta Supplier Custo 10300010	(4) EXCEPTION: undard [★] ∨ p Payment D 200000022	S (0)	House Bank DEBK1 (Bank 1 - SAMPLE BANK)	House DEAC1	Payment Method T (SEPA Credit Transfer)	Payee's Bk Acct No.	IBAN of the Payee DE16500700240024010100	Batch Status	Reference Number	Batch Number	Amount Pai	, d
Ary PAYMENTS ayments (4) Sta Supplier Custo 10300010	(4) EXCEPTION andard [*] ✓ 0 Payment D 200000022 200000023	S (0)	House Bank DEBK1 (Bank 1 - SAMPLE BANK) DEBK1 (Bank 1 - SAMPLE BANK)	House DEAC1 DEAC1	Payment Method T (SEPA Credit Transfer) T (SEPA Credit Transfer)	Payee's Bk Acct No. <iban>0000001882 <iban>0000001882</iban></iban>	IBAN of the Payee DE16500700240024010100 DE16500700240024010100	Batch Status	Reference Number	Batch Number 8 8	Amount Pail	d
Ary PAYMENTS ayments (4) Sta Supplier Custo 10300010 10300010	(4) EXCEPTION andard [*] ✓ 200000022 200000023 200000024	S (0)	House Bank DEBK1 (Bank 1 - SAMPLE BANK) DEBK1 (Bank 1 - SAMPLE BANK) DEBK1 (Bank 1 - SAMPLE BANK)	House DEAC1 DEAC1 DEAC1	Payment Method T (SEPA Credit Transfer) T (SEPA Credit Transfer) T (SEPA Credit Transfer)	Payee's Bk Acct No. <iban>0000001882 <iban>0000001882 <iban>0000001882</iban></iban></iban>	IBAN of the Payee DE16500700240024010100 DE16500700240024010100 DE1650070024002401100	Batch Status S Payment reversed Bayment not in file A Payment not in file	Reference Number	Batch Number 8 8 8 8	Amount Pai	Id

Click on the link Manage Payment Blocks of your supplier:

Paying (Comp	any Co	ode: 1010 (Company	/ Code 1010)	
ID	Run	Date	Created By	Amount Paid	
PZ004	28.0	4.2025	Example ApAccountant	460.00 EUR Outgoir	1g
		10300	010		
SUMMARY	PAY	Addre	55		
Payme	ents (e	Hullern 45721 Haltern	er Straße 23		
Supp	lier	massarri	am see		
1030	0010<	Clear 0	utgoing Payments		LE BAN
1030	0010	Display	Supplier Balances		PLE BAN
1030	0010	Manage	e Payment Blocks		PLE BAN
1030	0010	Manage	e Supplier Line Items	•	PLE BAN
		Post Ou	utgoing Payments		
				More Links	

Supplier is not block, but some of his Payment Items are:

< SAP Manage Payment Blocks ~	All V Search										Δ 🖪
Standard* ~ Suppler: Search Q [10300010 (Inlandslefer X (9) Company Code: Status: [1010 (Company Code 1 X (9) Parment Bick Reason	Inlandslieferant DE 1 10300010 Company Code: 1010 (Comp	any Code 1010) Status: Un Payment B	olocked ock Reason: -	No. of Open – No. of Blocke	Items: 3 ad Items: 2	Total Amount: Blocked Amou	-330.00 EUR int: -230.00 EUR		Bloc	k Supplic	X کی ۳ ۲۰
Suppliers (1) Standard Image: Constraint of the standard Status Payment Block Reason Unblocked >	General Information Oper General Information Address Street: Hullerner Straße 23	n Items Notes Postal Code 45721			City: Haltern ar	n See					
Supplier: 10300010 (Inlandslieferant DE 1) Company Code: 1010 (Company Code 1010)	: Open Items (3) Standa	rd 🗸		Search		٩	Unblock Items	Block Items	1 1	- 6) 🗇 🗸
Total Amount: -330.00 EUR	Status	Item Payment Block Reason	Document Ty	уре	Fiscal Year	Journal Entry	Invoice Number	Amount in Tran	saction Cu	rre	
	Unblocked		KR (Vendor I	Invoice)	2025	190000000			100.00	EUR	>
	Item Blocked Item Blocked Item Blocked	A (Blocked for payment) A (Blocked for payment)	KR (Vendor I	Invoice)	2025	190000022			120.00	EUR	>
	Notes			No	o data						

Scroll down and display more Payment Items and find the blocked ones:

All V Search		Q						? L	EA
Inlandslieferant DE 1 10300010	1						Block S	upplier	23 × ℃ ~
Company Code: 1010 (Com	pany Code 1010) Status: Un Payment B	blocked No. of Oper lock Reason: – No. of Block	a Items: 3 (ed Items: 2	Total Amount: Blocked Amou	-330.00 EUR nt: -230.00 EUR				
General Information Op	en Items Notes								
General Information									
Address									
Street: Hullerner Straße 23	Postal Code 45721		City: Haltern ar	n See		/			
Open Items (3) Stand	lard 🗸	Search		Q	Unblock Items	Block Items	0	0	• ~
Status	Item Payment Block Reason	Document Type	Fiscal Year	Journal Entry	Invoice Number	Amount in Tr	ansaction Curre.		
Unblocked		KR (Vendor Invoice)	2025	190000000	_		-100.00 E	JR >	
Item Blocked	A (Blocked for payment)	KR (Vendor Invoice)	2025	190000022			-110.00 E	JR >	
Item Blocked	A (Blocked for payment)	KR (Vendor Invoice)	2025	190000023			-120.00 E	JR >	
Notes									
		Ν	lo data						

Remove Payment Block A (Blocked for payment)!