



SAP Ariba 

Feature at a Glance

Allow users to print the contract task approval workflow history

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Target GA: August, 2019

CONFIDENTIAL

THE BEST RUN 

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: Allow users to print the contract task approval workflow history

Customer challenge

To print an approval history log in a contract workspace, the user currently needs to export all rows to a MS Excel file and print the PDF or print the page from the browser.

Meet that challenge with SAP Ariba

This feature allows users of SAP Ariba Contracts to quickly print a simple one-page PDF summary of the approval history of contract documents for sharing with approvers.

Experience key benefits

This feature provide users with an easy way to print out a simple one-page summary of the approval history of the document which may then be shared with more senior level approvers, or those who need to physically sign the document, when sending them the contract to action.

This can now be used by the contract manager as an attachment / executive summary of all approvals and declines happened before sending it for signature.

Solution area

SAP Ariba Contracts
SAP Ariba Sourcing
SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Prerequisites and Restrictions

None

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SC 8133 Approval Task History Printout-Demo_ ID CW2916
Tasks: Incomplete Tasks: 5

Contract Workspace (Procurement)

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

SC 8133 Approval Task History Printout-D... Actions

Name	Document	Owner	Status	Due Date
Required To Do Task *		Customer Support Admin	In Progress	
Optional To Do Task 3		Customer Support Admin	Not Started	
Parent Phase 2		Project Owner	In Progress	06/03/2019
Sub Phase 2_1		Project Owner	Complete	06/03/2019
Sub Sub Phase 2		Project Owner	In Progress	
Optional Review for AutomationTestDocument.doc	AutomationTestDocument	Customer Support Admin	Reviewed	06/03/2019
Optional To Do Task 2_1		Customer Support Admin	Complete	
Sub Phase 2_2		Project Owner	In Progress	

* Indicates required task

Select 'View Task Details' by clicking on the task within the contract workspace that you need to view the approval history.

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Review Task

Exit

This task has been fully reviewed. If the document associated with this task requires further review, you can click **New Round** to create another round of reviews. Within the **Task History** tab, you can view or add comments. To add new comments, locate the applicable [More](#)

SC 8133 Approval Task History Printout-D... / Parent Phase 2 / Sub Phase 2_1 / [Optional Review for AutomationTestDocume...](#)

TSK920566 Optional Review for AutomationTestDocument.doc

Round 5: Reviewed ⓘ

AutomationTestDocument ▾

This task has been completed. You can do any of the following:

- Review the comments or document changes made by the reviewer on the **Task History** tab.
- [New Round](#) Initiate a New Round if necessary. Examples of when you might need a **New Round** include if the previous round was denied, or if the document has changed since the previous round.
- [Replace](#) Replace the document(s) on the left.

Properties

Task History

Review Flow

Threaded | ⌵

Owner

Date

Customer Support Admin ▾

06/03/2019 05:17 PM

Customer Support Admin ▾

06/03/2019 05:18 PM

Please proceed

Within the Task Page, click on the 'Task History' tab and then click on the 'Table Options Menu'

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AutomationTestDocument

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Properties

Task History

Review Flow

Owner

Customer Support Admin

Customer Support Admin

Please proceed

- View
 - Threaded
 - Chronological
- History
 - Past Versions
- Show / Hide Columns
- Owner
- Date
- Outline Expansion
 - Expand All
 - Collapse All
- Export to Excel
 - Export all Rows
 - Export Current Page
- Export to PDF
- Download PDF

Select the download PDF option from the list of choices

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SC 8133 Approval Task History Printout-Demo_

TSK920566 Optional Review for AutomationTestDocument.doc

Owner

(Round 5)

Customer Support Admin		6/03/2019 02:17 AM
Customer Support Admin	Please proceed to the next stage	6/03/2019 02:18 AM

(Round 4)

Customer Support Admin		6/03/2019 02:13 AM
Customer Support Admin	Task has been completed by owner	6/03/2019 02:14 AM

(Round 3)

Customer Support Admin		6/03/2019 02:11 AM
Customer Support Admin	Manually Completed by Owner	6/03/2019 02:11 AM

(Round 2)

Customer Support Admin		6/03/2019 02:10 AM
Customer Support Admin	Task Resubmitted by Owner	6/03/2019 02:11 AM

(Round 1)

Customer Support Admin		6/03/2019 02:01 AM
Customer Support Admin	Task Resubmitted by Owner	6/03/2019 02:10 AM

The exported file contains the following information for each approval task:

- Task name
- Document associated with the task
- Messages associated with the task
- Task owner
- Status of approval for that owner (that is, whether approved or denied)
- Date and time on which the status was updated