

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

# Manage Asset Creation Requests using SAP Build Process Automation or SAP Workflow Management

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# 01. Overview

This document provides information about how to use the user interfaces of the workflow content package **Manage Asset Creation Requests**. Below are the main audiences of this document:

- Creator/Initiator – Accountant of the asset accounting.
- Approver – Includes Head of Department, Cost Center Owner, Finance Manager etc.

This content package will enable SAP S/4HANA customers to automate the Fixed Asset creation process without additional development in SAP S/4HANA system. It provides flexibility in choosing process variants depending on attributes like Company Code, Asset Class, Cost Center, Plant, etc. When an initiator creates a Fixed Asset, a pre-configured process variant is triggered in SAP Build Process Automation or SAP Workflow Management based on configurable business conditions. On approval, the fixed asset is created in SAP S/4HANA system.

Salient features of this content package are mentioned below:

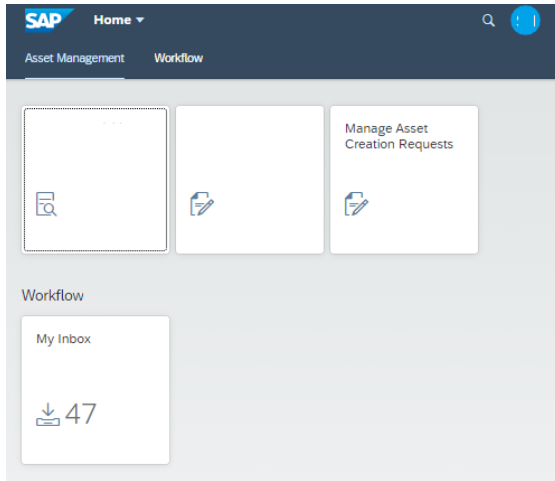
- Plug and Play with SAP S/4HANA without any additional development.
- Process steps delivered to approve an asset.
- Automatic email notification to parties involved.
- Business Rules provides flexibility in determining approver determination strategy and approvers.
- Custom validation on asset attributes using Business Rules.
- New variant of the process can be created using the pre-delivered process steps in a no-code / low-code approach.
- Out-of-the-box visibility into key process performance indicators of the asset.

***Disclaimer: Please note that this content package is a template to facilitate custom build extensions. A full-fledged master data management solution, with data quality management and governance capabilities is available on SAP Business Technology Platform, please see [SAP Master Data Governance](#).***

## 02.Manage Asset Creation Requests Application

Fixed Asset data gets validated using Business Rules before approval. Approvers are determined by using these Business Rules based on the fields like company code, cost center etc. Approvers get notified via email.

The Asset Creation SAP UI5 application tile enables the line of business users to post Asset Creation in SAP S/4HANA.



After clicking on the **Create Asset** tile, below screen will be displayed and user will have the option to copy the existing asset as a reference or create an asset without reference.

### Create Asset with reference

After selecting the reference line-item radio button, click on the **Copy** button.

Asset Number	Asset Class	Company code	Cost Center	Valid From	Valid To	Manufacturer
<input type="radio"/> 80000000	5000	1010	10101101	01.01.1900	31.12.9999	
<input checked="" type="radio"/> 60000149	3200	1010	10101101	01.01.1900	31.12.9999	DELL

All the details from this Asset will be copied in the new request except for the Requestor data.

Requestor data need to be keyed in again.

After changing or feeding in the required data, click on **Submit**

After submitting the asset, approval task will be triggered, and an e-mail notification will be sent to respective approver and task will be created in My Inbox application.

The screenshot shows the SAP 'Create Asset' form with the following fields and values:

- Requestor:** (Empty field)
- Company code:** 1010 (Company Code 1010)
- Asset Class:** 3200 (Computer Hardware)
- General Data:**
  - Asset Description:** DRAS25-09
  - Inventory Number:** INV25-09
- Time Dependent:**
  - Cost Center:** 10101101 (Financials (DE))
  - Plant:** 1010 (Plant 1 DE)
- Origin:** (Empty field)

Buttons at the bottom right: **Submit** and **Cancel**.

## Create new asset without reference

Click on Create

The screenshot shows the SAP 'Create Asset' form with filters and a table:

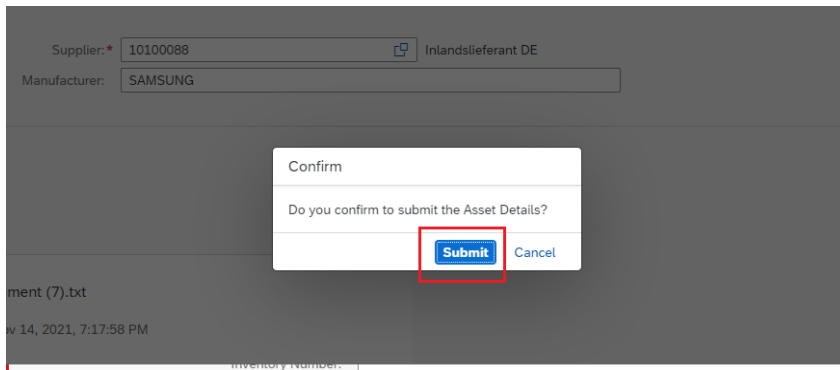
Filters: Asset Number, Company code, Asset Class, Cost Center.

Buttons: **Go**, **Adapt Filters**, **Create** (highlighted), **Copy**.

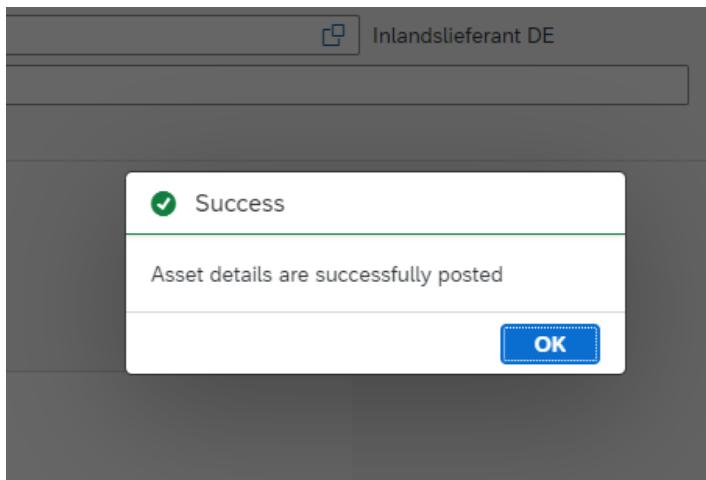
Asset Number	Asset Class	Company code	Cost Center	Valid From	Valid To	Manufacturer
<input type="radio"/> 80000000	5000	1010	10101101	01.01.1900	31.12.9999	

Enter the details in the Create Asset Screen.

In the Asset creation screen user inputs mandatory and non mandatory fields as marked and clicks on **Submit**. Also, there is provision to attach supporting documents as attachments. Upon click of Submit, **confirm** popup comes where the user can click on **Submit** or **Cancel**



Upon Submit, **Success** toast comes up.



## 03.My Inbox Task

Once the asset creation request is submitted, an Approval task shall be created. Approver gets an email notification and the task in the My Inbox application.



### Approve/Reject/Rework on Asset Creation Request

Approvers will have the following three decision options:

- o **Approve**
  - o **Reject**
  - o **Rework**
- On approval, system will trigger the next level of approval with automatic email notification.
  - On complete approval, the Asset will be created in SAP S/4HANA System.
  - On Reject, process will be ended.
  - On Rework event submission by approver, the current approval process will end. Creator/Initiator will be notified with the Rework task in My Inbox with two options (**Submit** and **Cancel**) along with approver's comments. Upon Resubmission, the approval process flow will start from beginning. Upon "Cancel", the process flow gets terminated.

### Approval Task

Approver gets tasks with actions **Approve**, **Reject** or **Rework**.

**Asset Creation Approval Request**

**Header Data**

Requestor: CB9980000012

Company code: 1010  
Company Code 1010

Asset Class: 3200  
Computer Hardware

**General Data**

Asset Description: DRAS25-10

Inventory Number: 3200-8786

**Time Dependent**

Approve Reject Rework Show Log Claim

Approver clicks on **Approve** after entering the comment.

After final approval, the Asset will be created in the SAP S/4HANA system.

Asset number gets generated in the SAP S/4HANA system that can be seen again on Create Asset user interface within the list of assets.

**Create Asset**

Asset Number: Company code: Asset Class: Cost Center: Go Adapt Filters

Asset Number	Asset Class	Company code	Cost Center	Valid From	Valid To	Manufacturer
60000119	3200	1010	10101101	01.01.1900	31.12.9999	SAMSUNG
60000118	3200	1010	10101101	01.01.1900	31.12.9999	Dell
60000117	3200	1010	10101101	01.01.1900	31.12.9999	Dell
60000116	3200	1010	10101101	01.01.1900	31.12.9999	Dell

## Reject task

Once the approver rejects the asset with comment, asset creation request will be rejected, and process flow will end. No asset will be created.



## Rework task

A rework task is created with actions - **Submit** and **Cancel**

When Initiator clicks on **Submit**, after doing the needful rework, the current process flow will end and a new workflow with same Asset creation request details will be initiated. Rest of the process flow with options to Approve/Reject/Rework remains the same. Upon the final approval, asset will be created in the SAP S/4HANA system.

The screenshot displays the SAP My Inbox interface. On the left, a task card titled "Rework Request from Procurement Head for Asset -..." is shown with a "Medium" priority and a due date of "Dec 6, 2021...". The main panel shows the details for a "Rework Task to Initiator". The "Header Data" section includes fields for Requestor (CB9980000012), Company code (1010), and Asset Class (3200, Computer Hardware). The "General Data" section includes Asset Description (DRAS25-10) and Inventory Number (3200- 8786). The "Time Dependent" section is currently empty. At the bottom of the task details, there are four buttons: "Submit" (highlighted with an orange box), "Cancel", "Show Log", and "Claim".

When Initiator clicks **Cancel**, the current process flow ends, and no further action would happen.

SAP My Inbox

All Tasks (36)

Search

Rework Request from Procurement Head for Asset -...  
Medium  
Due on Dec 6, 2021... Within a Week

Rework Task to Initiator

Header Data

Requestor: CB9980000012

Company code: 1010  
Company Code 1010

Asset Class: 3200  
Computer Hardware

General Data

Asset Description: DRAS25-10

Inventory Number: 3200- 8786

Time Dependent

Submit Cancel Show Log Claim

## 04.Process Visibility Workspace

Process Visibility enable Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. Process visibility capability enables customers to gain out of the box visibility into their deployed processes. Please refer [help documentation](#) for more details.

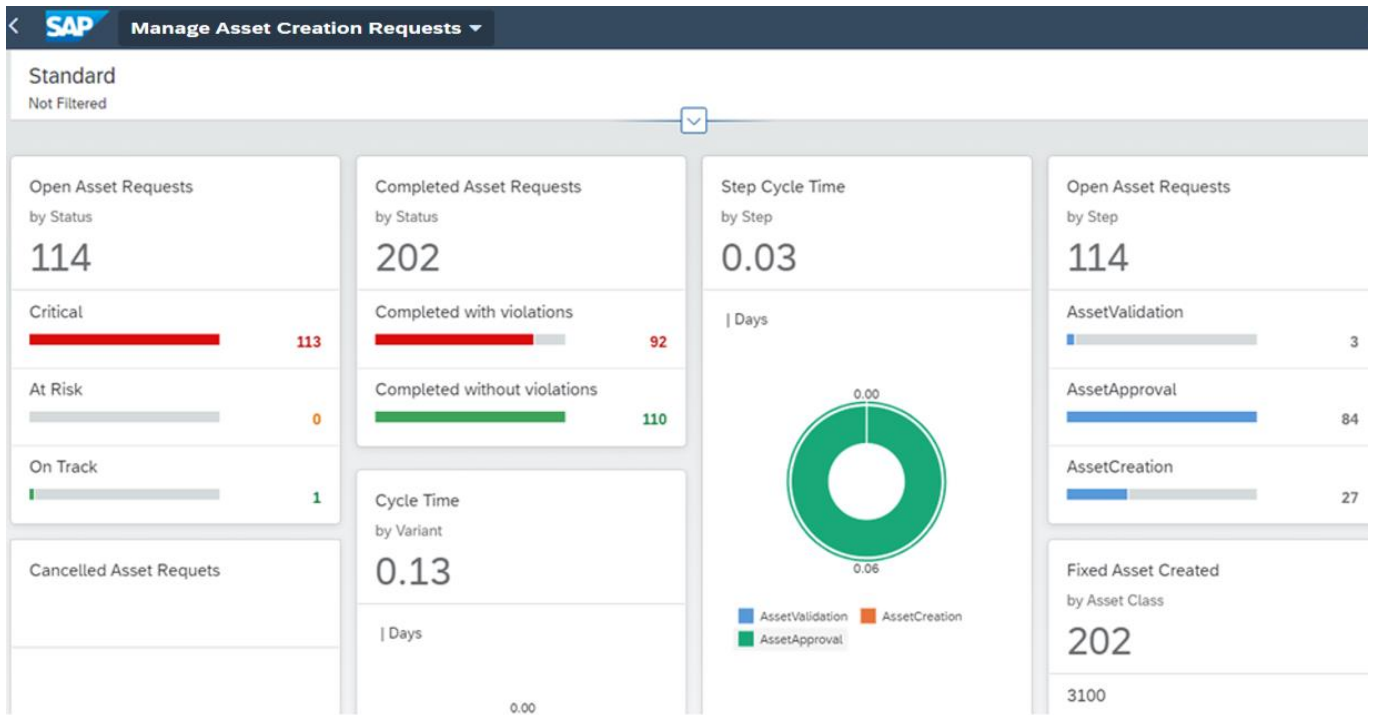
The “Manage Asset Creation Request” content package provides such out of the box visibility and process performance indicators for all the active process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert can enhance the visibility scenario.

### Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Manage Asset Creation Request”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the below detailed process visibility dashboard.

### Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select Manage Asset Creation Requests
3. Click Live Process Insights Manage Asset Creation Requests
4. User will see the below detailed process visibility dashboard.



Please go through [help documentation](#) on how to access process workspace.