

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Fixed Asset Acquisition Approval using SAP Workflow Management or SAP Build Process Automation

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Overview

This document provides information about how to use the user interfaces of **Fixed Asset Acquisition Approval** Process content package. Approvers, Requestors and Process Operators are the target users of the user interfaces explained in this document.

Fixed asset acquisition transactions are usually high value items which should not get posted in the SAP S/4HANA system without notice. This workflow will help business in obtaining approvals for Acquiring of Fixed assets based on Approval determination. This helps better governance.

Features

- Plug and Play with SAP S/4HANA without additional development.
- New Process variants can be configured in a no-code approach.
- Agent/approver determination using Business Rules or external service.
- Pre-built integration content to call SAP S/4HANA from SAP Workflow Management or SAP Build Process Automation.
- Out-of-the-box visibility into key process performance indicators.

User Interface

The solution contains the following user interfaces

1. Start UI
2. My Inbox tasks

Start UI

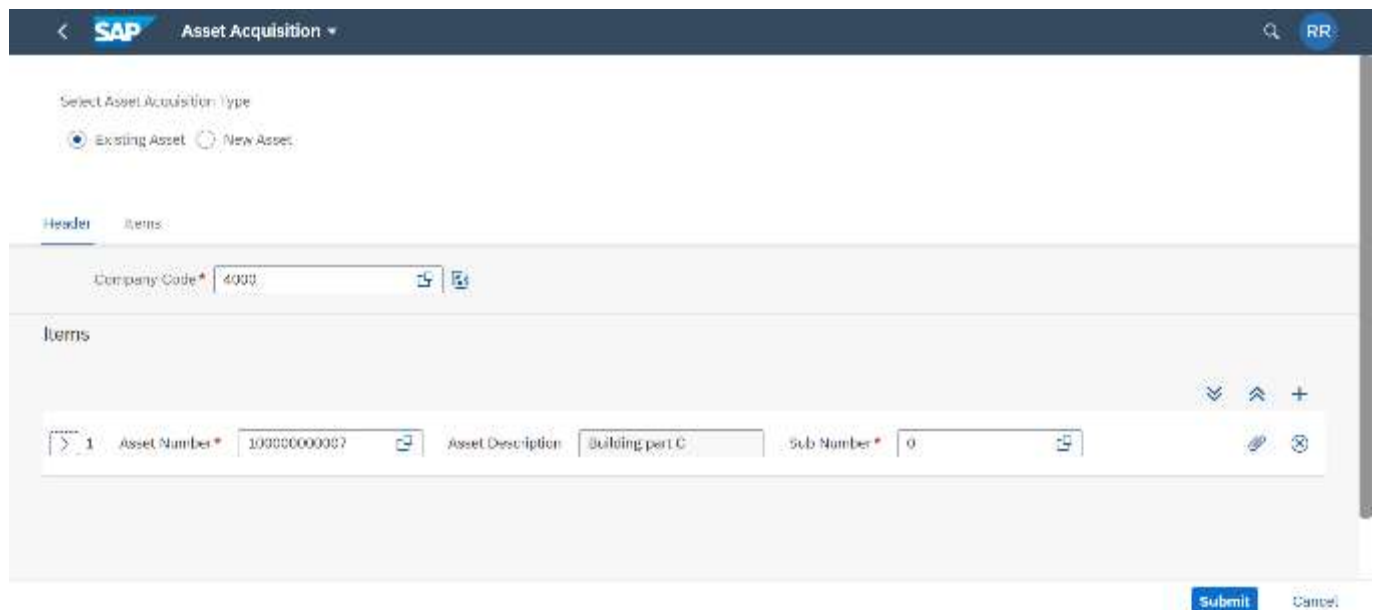


Fig: 1

Items Screen

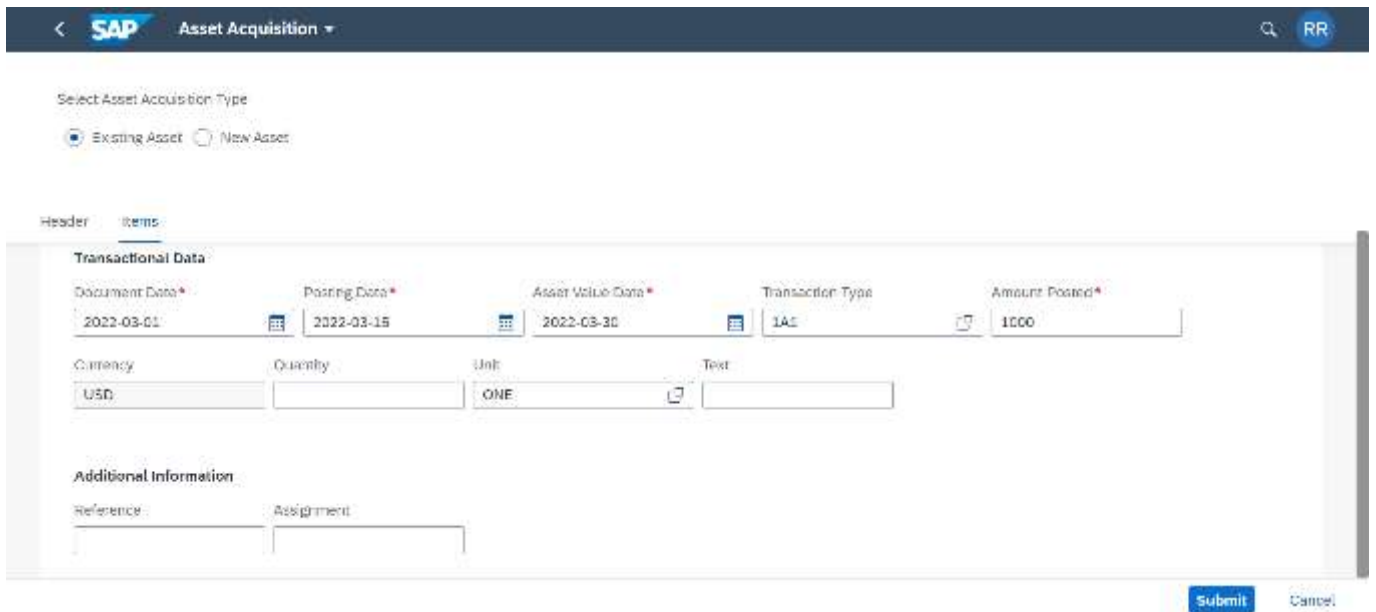


Fig: 2

Submit button triggers the user task to be sent to the approver and user gets an acknowledgement.

Scenario 2 : New Assets

The users can enter the Assets Details that has to be created and acquired based on their business scenarios.

Screen shots are as given below:

Header Screen

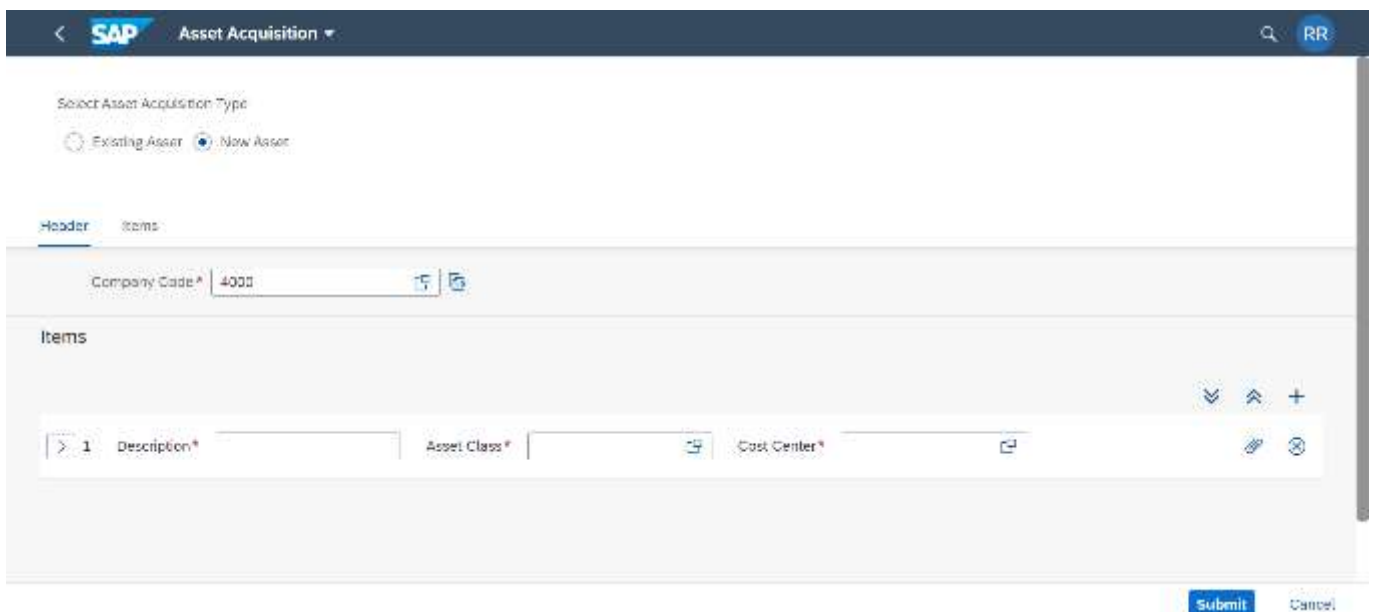


Fig: 3

Items Screen

Refer to Fig: 2 for the screens.

Submit button triggers the user task to be sent to the approver and user gets an acknowledgement.

My Inbox Task

The **Fixed Asset Acquisition Approval** process allows the Approvers to Approve or Reject the Assets that are requested by the Requestor for Acquisition.

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

Approval UI

The Fixed Asset Acquisition Approval workflow content enables the business user to view the Asset details which are requested by the requestor in the start UI application and to decide Approve or Reject the Asset Items which in turn will update it in SAP S/4HANA.

Once the asset details are added in start UI application and submitted, a process variant will be triggered, and users will receive tasks in My Inbox application.

The Approver is determined by a business rule or External Service. The task can either be approved or rejected.

The Approver can make one of the following decisions:

1. Item level approve/reject - Click the **Tick** icon to approve or click the **Cross** icon to reject an Asset at item level
2. Submit - Click **Submit** to send the Rejected Items to Rework and to update approved Items to SAP S/4 HANA

Approval Levels: 1 : N

Scenario 1 : Existing Assets

1st Level of Approval – Cost Center Owner

Screen shots are as given below:

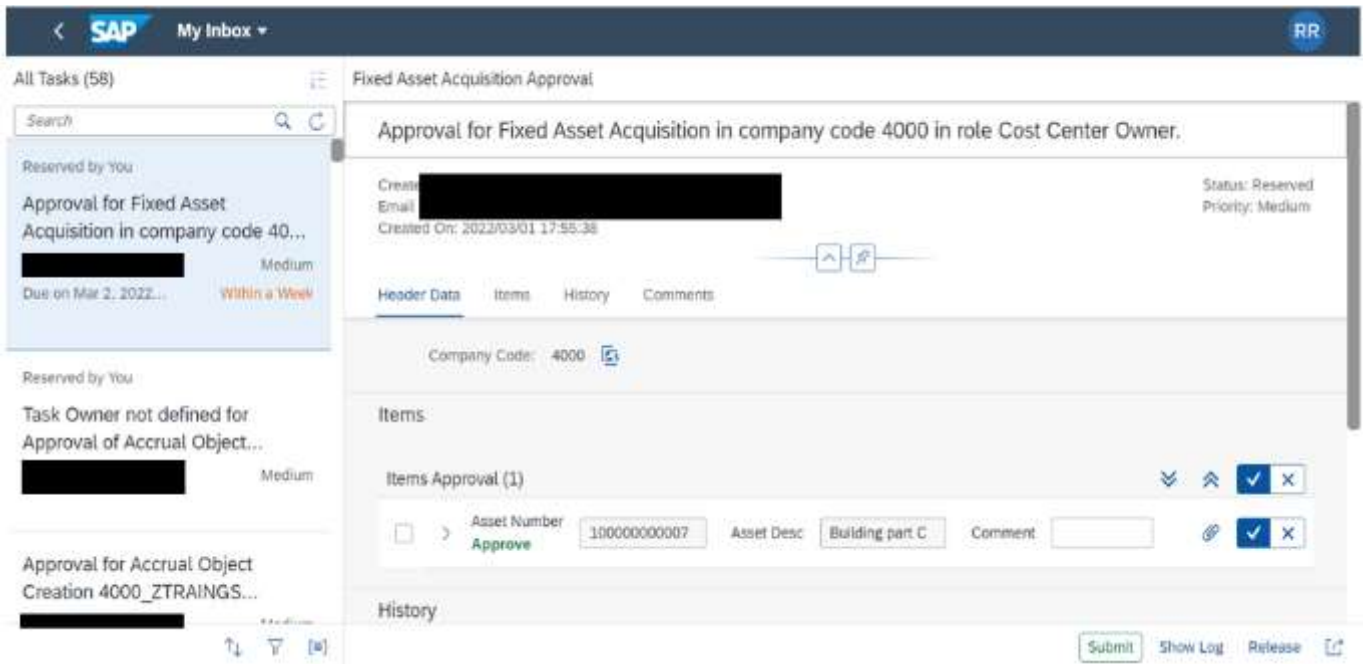


Fig: 4

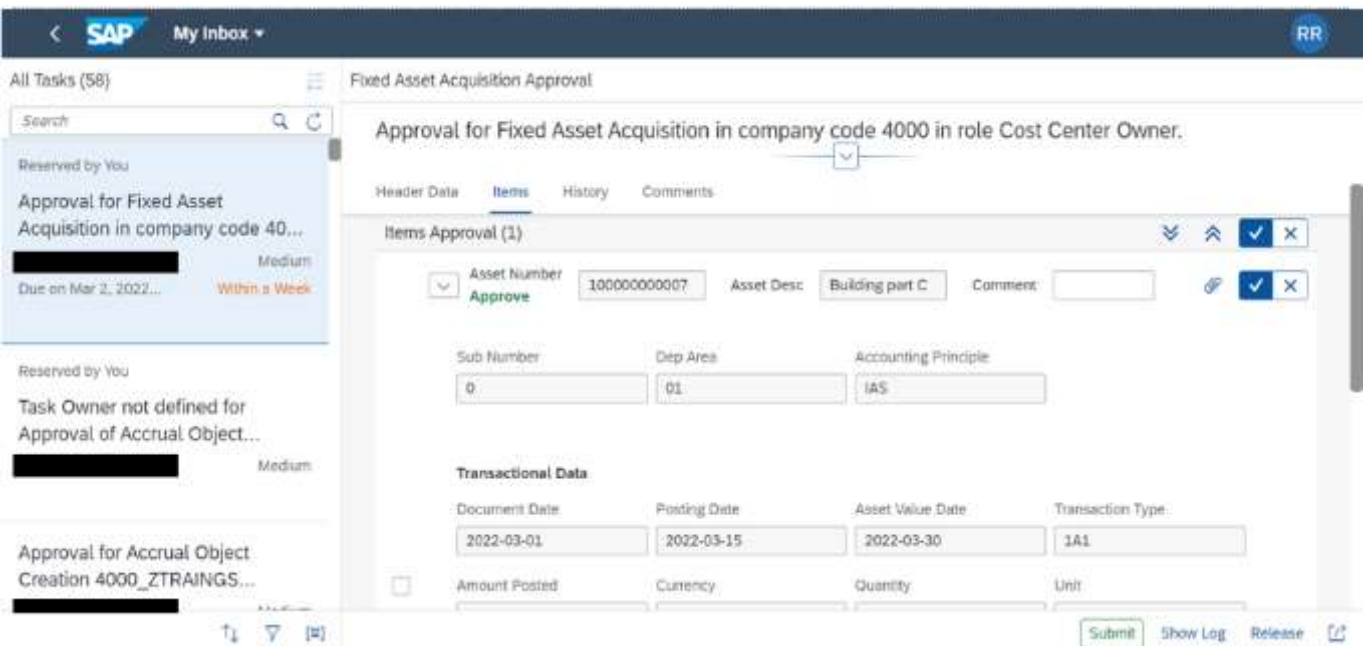


Fig: 5

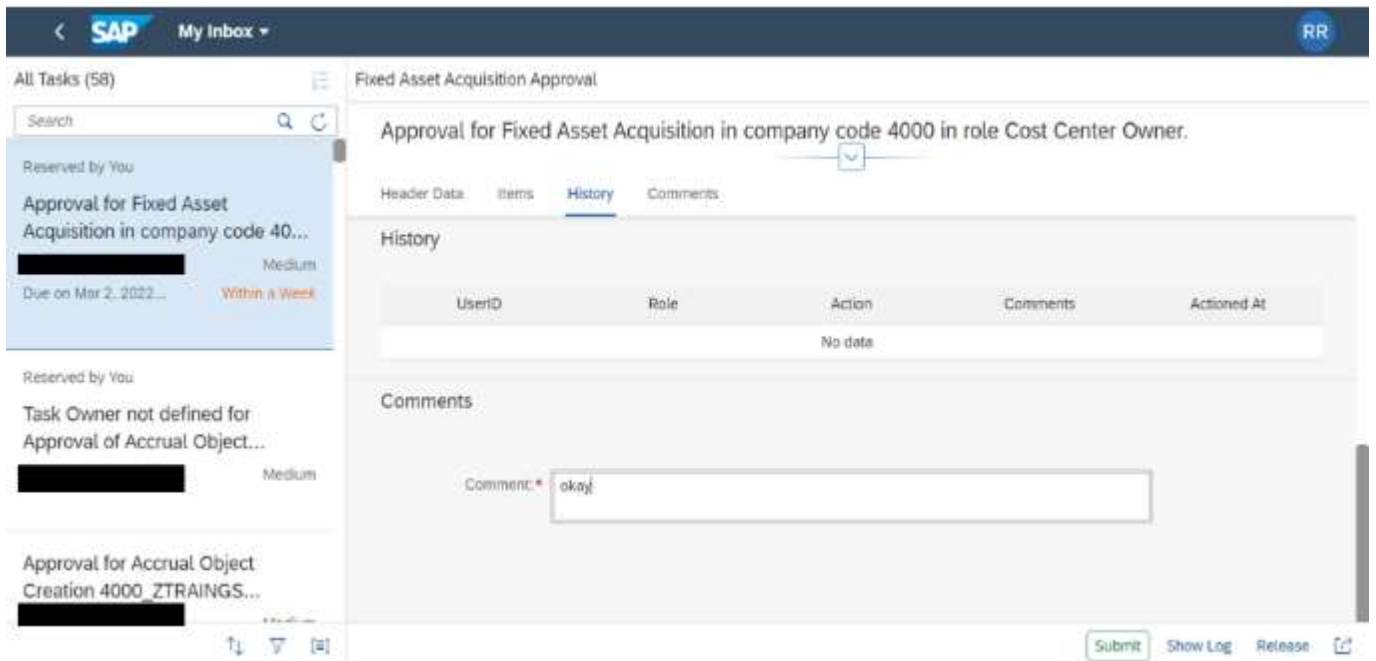


Fig: 6

2nd Level of Approval – Finance Team

Screen shots are as given below:

Refer to Fig 4 & 5 for header and items screens.

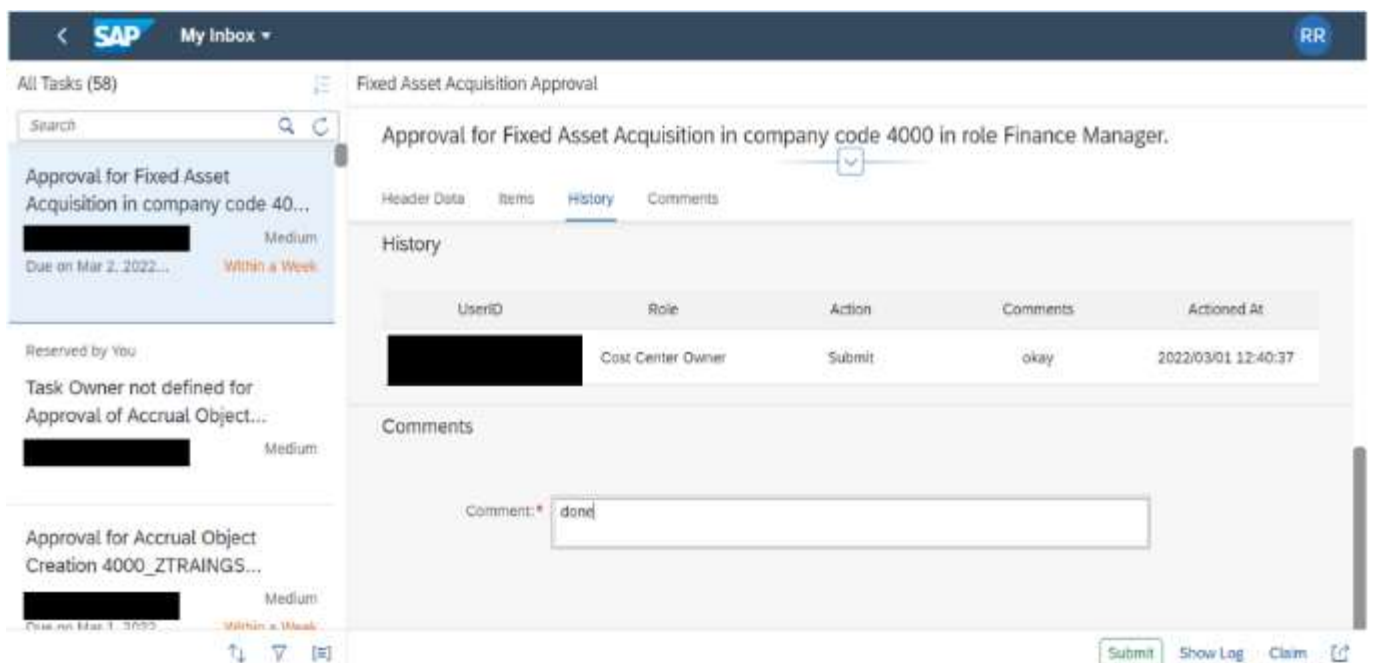


Fig: 7

Scenario 2 : New Assets 1st Level of Approval – Cost Center Owner

Screen shots are as given below:

The screenshot displays the SAP My Inbox interface for a Fixed Asset Acquisition Approval task. The task is titled "Approval for Fixed Asset Acquisition in company code 4000 in role Cost Center Owner." The task is in a "Medium" priority state and is due on "Mar 2, 2022" with a "Within a Week" deadline. The task is reserved by the user. The task details include: Description: "New Asset 01", Asset Class: "1100", Cost Center: "40003001", Dep Area: "02", Accounting Principle: "LGAP", Document Date: "2022-03-01", Posting Date: "2022-03-08", Asset Value Date: "2022-03-23", Transaction Type: "103", Amount Posted: "2000", Currency: "USD", Quantity: "ONE", and Unit: "ONE". The task is currently in the "Approve" state. Buttons for "Submit", "Show Log", and "Release" are visible at the bottom right.

Fig: 8

Note: For Header screen, refer Fig: 4

For History & Comments, refer Fig: 7

2nd Level of Approval – Finance Manager

All sample screens will be similar to the First level approver.

For Header screen, refer Fig: 4

For Items screen, refer Fig: 8

For History & Comments, refer Fig: 7

Rework UI

At the Requestors MyInbox, the requestor can perform the changes on the Assets which are rejected by the approver.

The Requestor can make any one of the following decisions:

1. Submit - Click the **Submit** button to start the whole approval process again with updated data.
2. Terminate - Click the **Terminate** button to terminate the workflow.
3. Item level Remove - Click the **Remove** button at the Item level to remove the Asset.

Scenario 1 : Existing Assets

Note

For Header screen, refer Fig: 4

For History & Comments, refer Fig: 7

Screen shot of the item screen is as given below:

The screenshot displays the SAP My Inbox interface. On the left, a list of tasks is shown, with the top task 'Rework Fixed Assets Acquisition in company code 4000 in role Cost...' selected and highlighted in blue. The main area shows the details for this task, titled 'Rework Fixed Asset Acquisition in company code 4000 in role Cost Center Owner.' The 'Items' tab is active, showing a form with the following fields:

Document Date *	Posting Date *	Asset Value Date *
2022-03-01	2022-03-08	2022-03-30

Additional fields include:

- Transaction Type: []
- Amount Posted *: 998
- Currency: USD
- Quantity: []
- Unit: AU
- Text: []

An 'Additional Information' section contains fields for Reference and Assignment, both currently empty.

At the bottom right, there are buttons for 'Submit', 'Terminate', 'Show Log', and 'Claim'.

Fig: 9

Scenario 2 : New Assets

For Header screen, refer Fig: 4

For History & Comments, refer Fig: 7

Screen shot of the item screen is as given below:

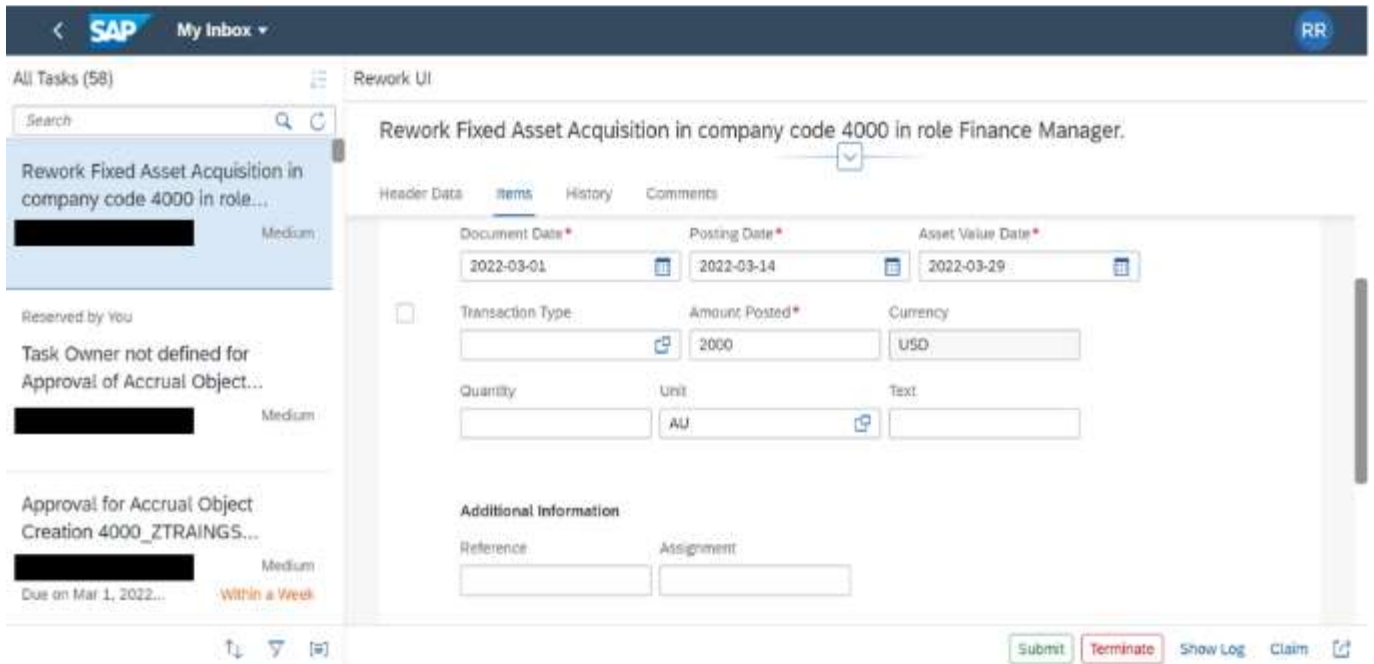


Fig: 10

Retry UI

When a POST operation fails due to a business exception, the requestor receives the Retry task in My Inbox.

The Requestor can make any one of the following options:

- 1) **Submit**: Click the **Submit** button to start the whole approval process again with updated data.
- 2) **Retry** : **Retry** the POST operation to SAP S/4HANA.
- 3) **Terminate** : **Terminate** the workflow when retry operation with Submit button action, cannot complete the POST operation. In this case, the user can trigger a new workflow for the data point.
- 4) **Item level Remove** - Click the **Remove** button at the Item level to remove the Item.

Screen shots are as given below:

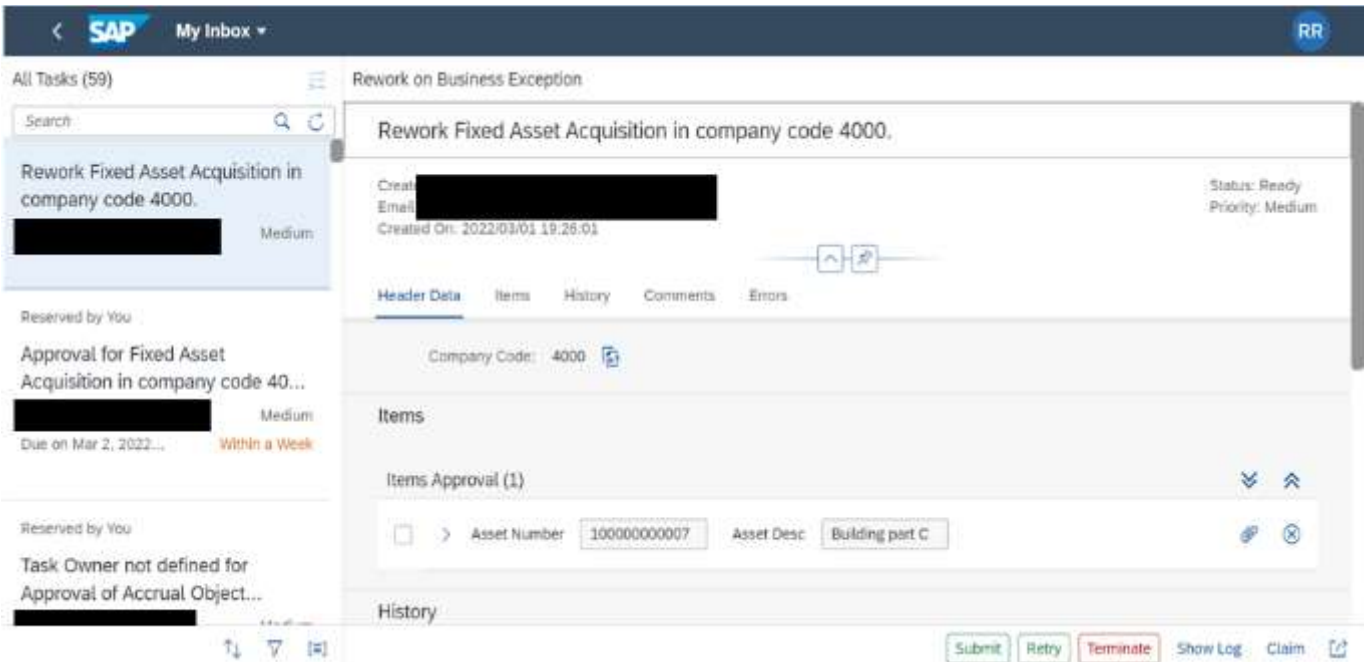


Fig: 11

Note: Business exception will be thrown in SAP S/4HANA during a failure in POST operation. In this case, the user receives the retry task in My Inbox, with the reason for failure as shown in screen shot below. User can take an appropriate action based on the exception reason, by taking the 19 appropriate configuration changes at SAP S/4HANA.

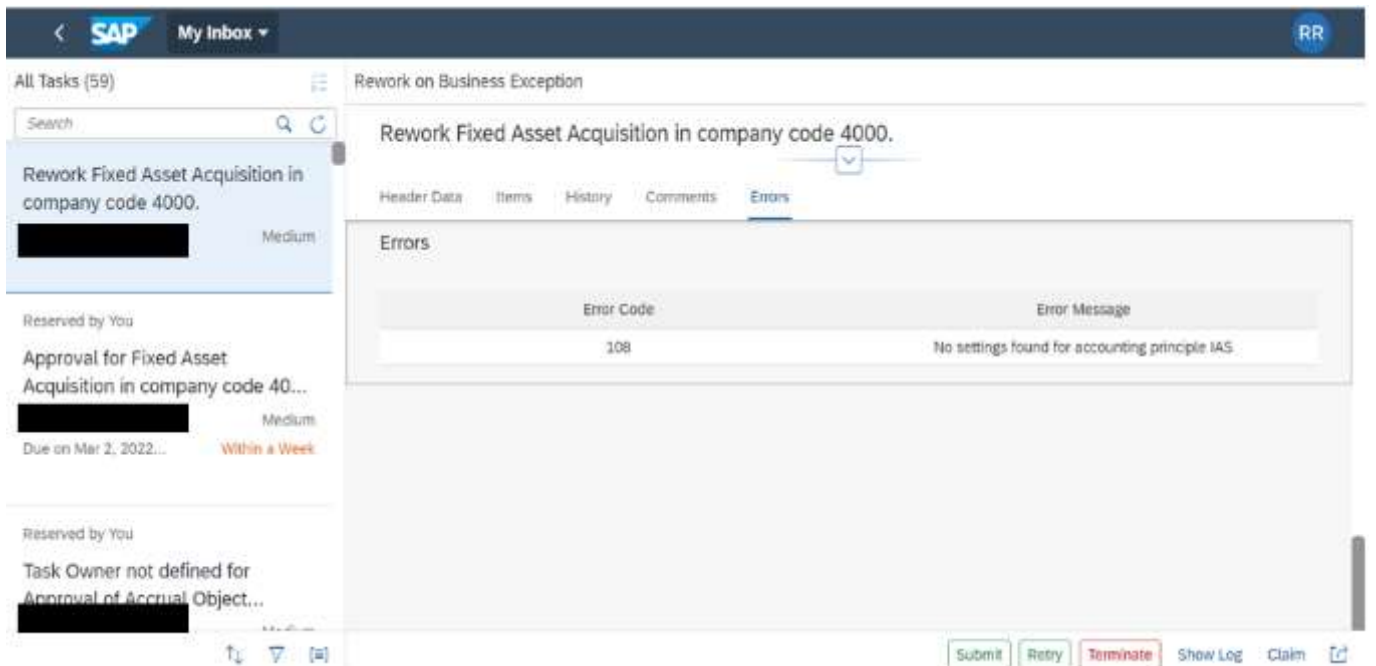


Fig: 12

Process Admin Flow

If by any case, the approvers do not get determined by the approver determination policies, the issue will be brought to the notice of the process administrator and a task shall be created for the process admin with options to either 'Assign Processor' manually or 'Retry' after updating the policies.

Assign Processor: This option is to assign the users and/or groups and the email addresses in the section 'Task Owner Assignment', (Note: all email address(es) must be given), and click 'Assign Processor'. The assigned processors will receive the approval task which can be accessed from the My Inbox application.

Retry: This option implies that the process admin can first fix the issue in the business rule and then access this task again in the My Inbox, and trigger Retry. If the issue is fixed correctly, then upon retry the normal approval flow will resume.

Screen shots are as given below:

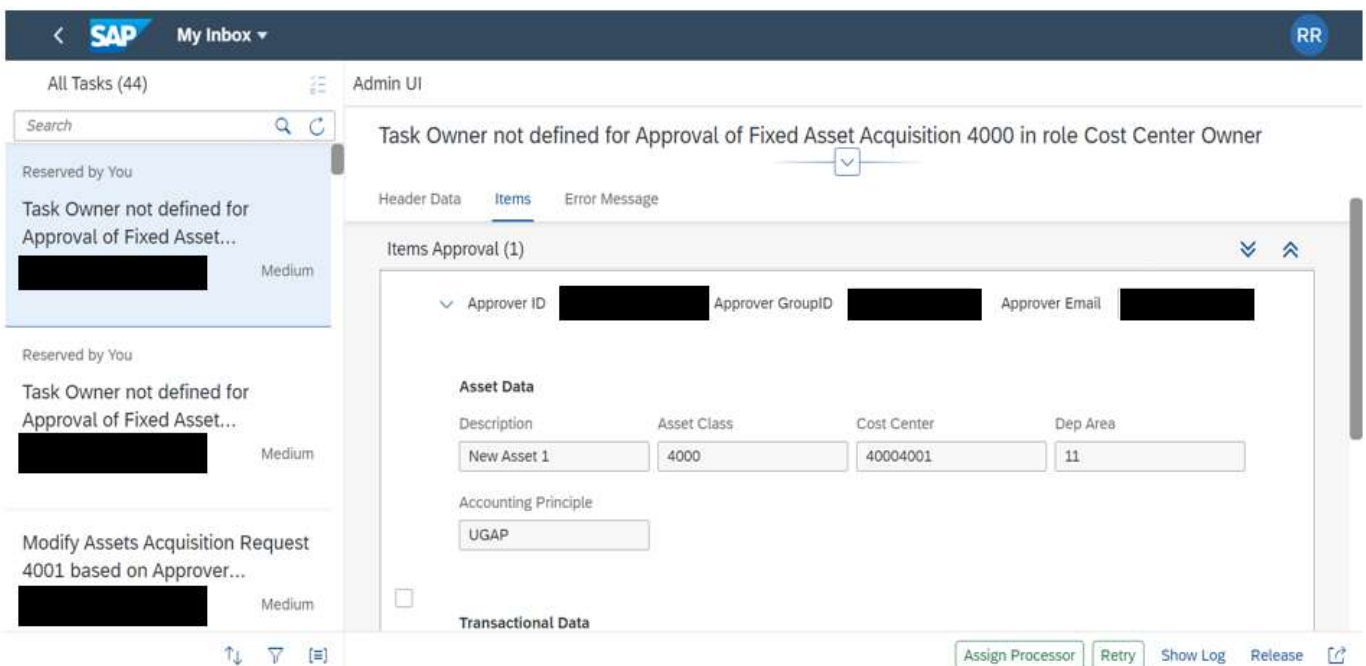


Fig: 13

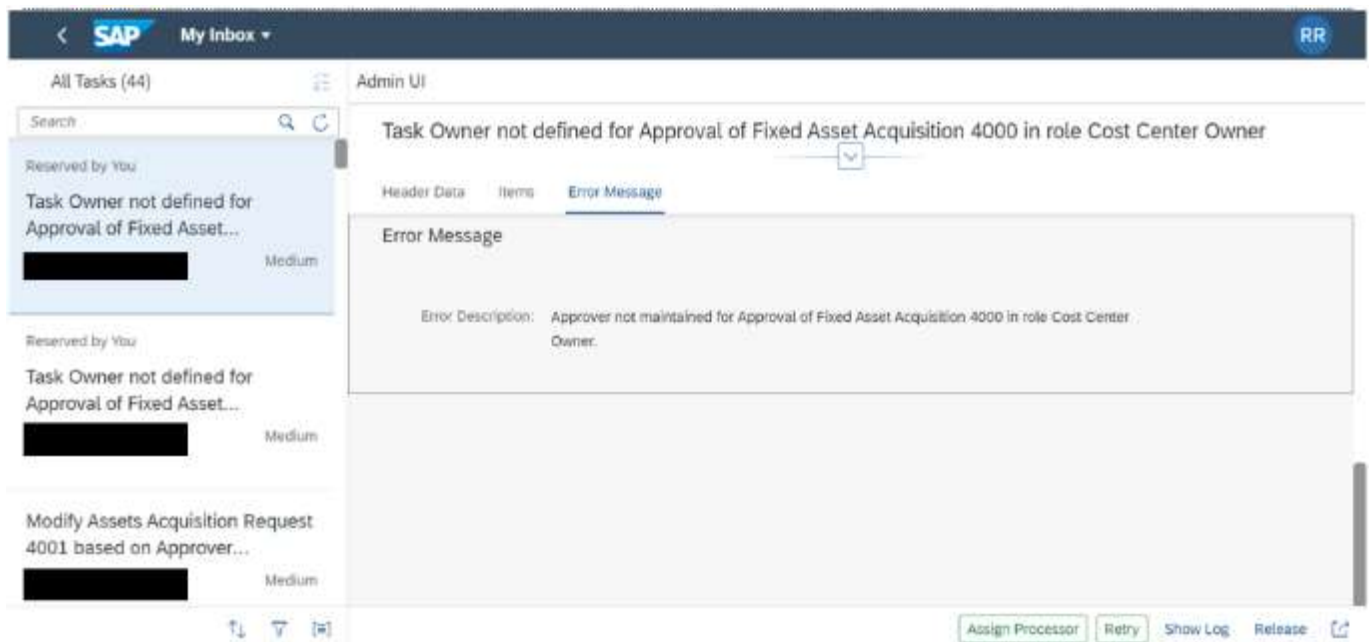


Fig: 14

Process Visibility Workspace

Process Visibility capability in SAP Workflow Management or SAP Build Process Automation enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

Fixed Asset Acquisition Approval process content package provide out of the box visibility on all the process variants in SAP Workflow Management or SAP Build Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios

1. Go to Process Flexibility Cockpit
2. Select **Fixed Asset Acquisition Approval** tile
3. Click Visibility Scenarios Tile
4. The following process is configured

Fixed Asset Acquisition Approval:

Contains approval process events and context, sent by SAP Workflow Management.

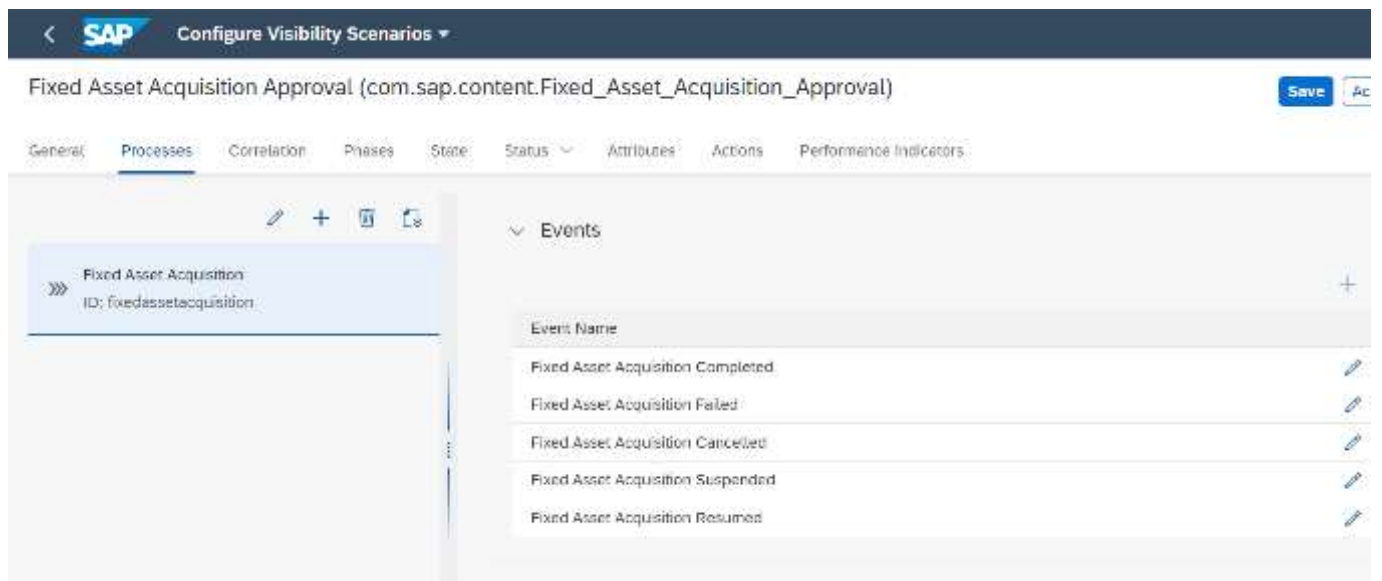


Fig: 15

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 "Fixed Asset Acquisition Approval". 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 Fixed Asset Acquisition Approval tile
3. Click Live Process Insights – Fixed Asset Acquisition Approval
4. User will get the following screens

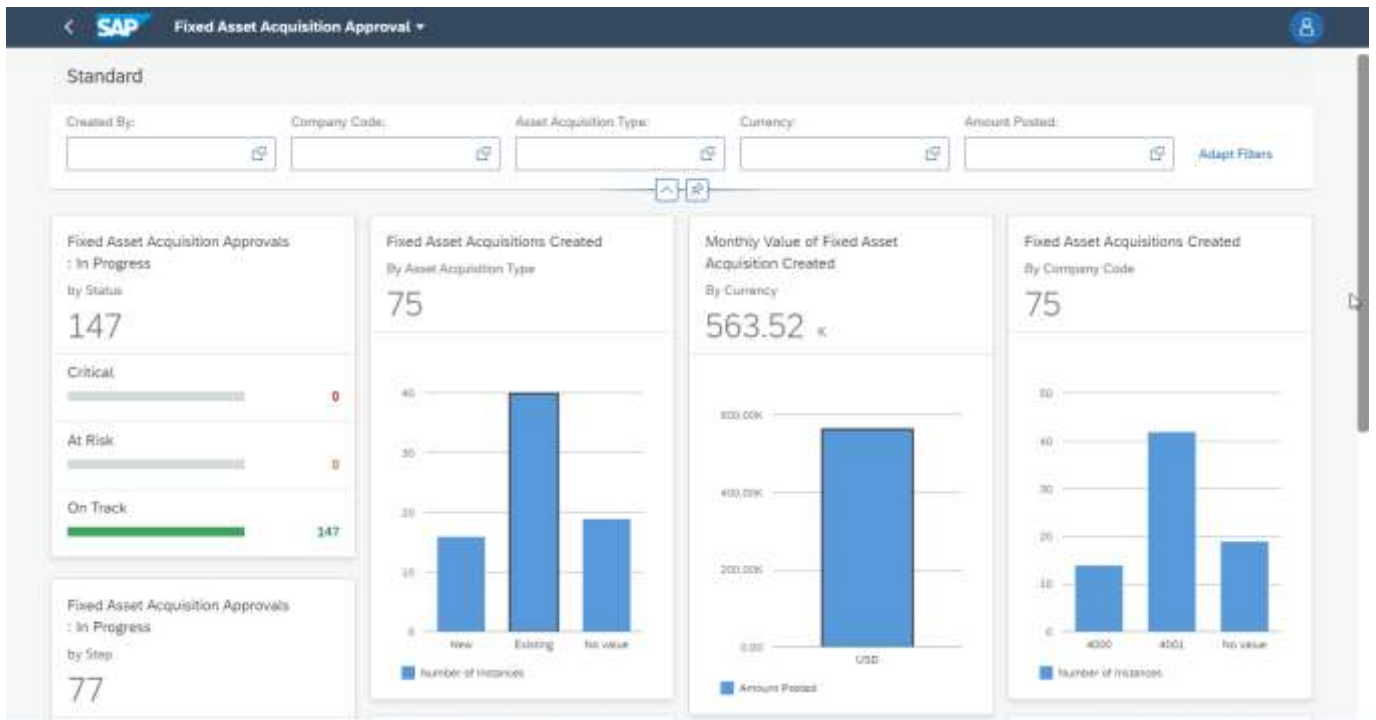


Fig: 16

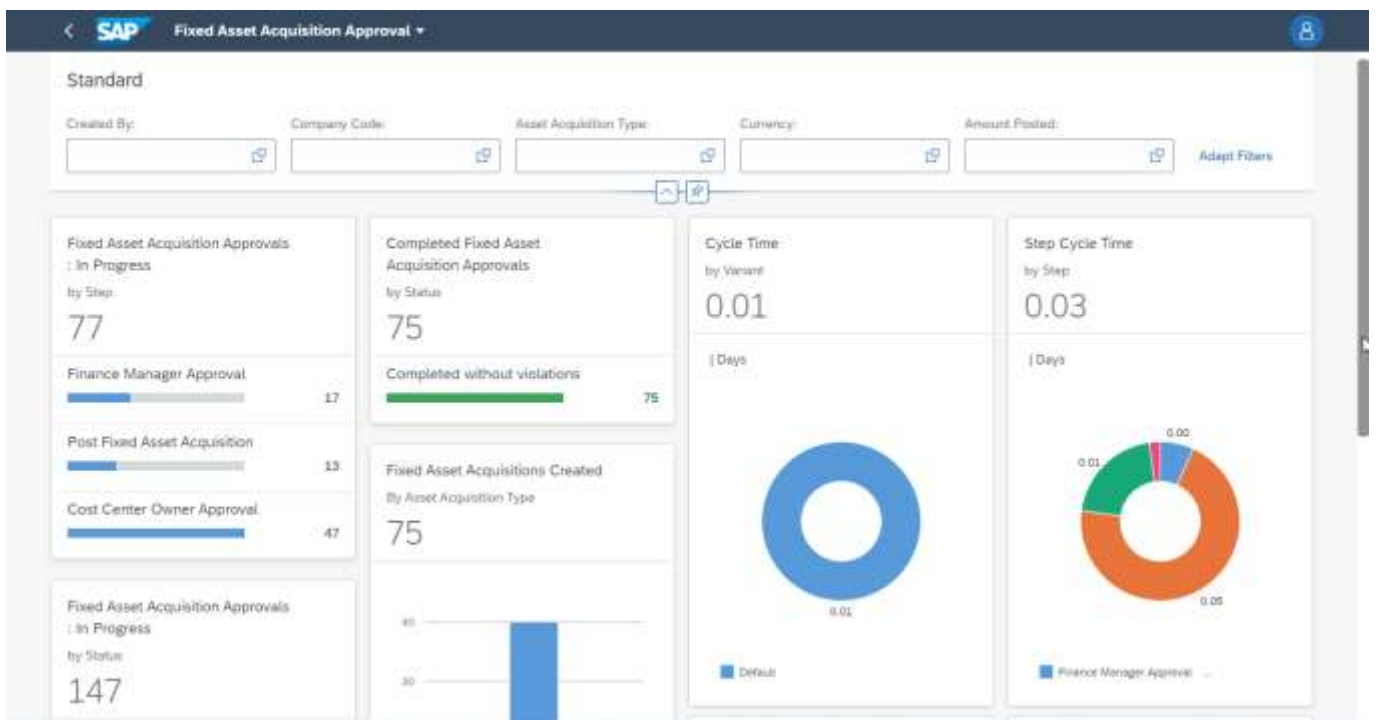


Fig: 17

Please go through [help documentation](#) on how to model a visibility scenario.