

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

# Real Estate Contract Valuation Posting 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 **Real Estate Valuation Posting Approval** Process content package. Requesters, Approvers and Process Operators are the target users of the user interfaces explained in this document.

Objective of this workflow is to have approval process in place for Right of Use asset values in case of any changes to contract. Valuation posting approvals are required in case of Contract Extensions, Contract Termination, Change in Interest Value etc

## 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

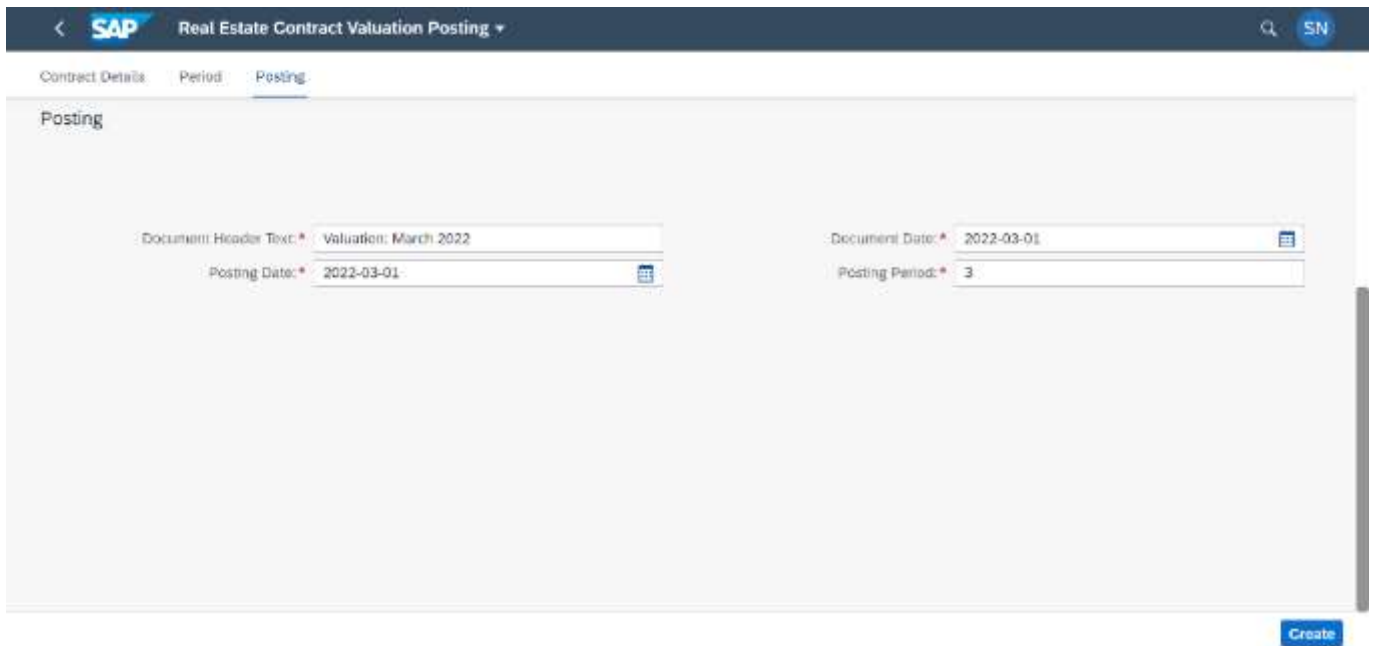
1. Start UI
2. My Inbox tasks

## Start UI

The process starts from the custom Fiori app that fulfils the role of Start UI.

Screen shots are as given below:

The screenshot displays the SAP Fiori app interface for 'Real Estate Contract Valuation Posting'. The app header includes the SAP logo and a search icon. The main content area is divided into three sections: 'Contract Details', 'Period', and 'Posting'. The 'Contract Details' section contains two input fields: 'Company Code' with the value 'LP Company Code US- Ops-4001' and 'Contract' with the value 'D4X 2020 Testing-2000056'. The 'Period' section contains four input fields: 'Month of Posting Run' with the value '3', 'Year of Posting Run' with the value '2022', 'Due Date' with the value '2022-03-31', and 'Calculation Date To' with the value 'yyyy-MM-dd'. The 'Posting' section is currently empty. A 'Create' button is located at the bottom right of the form.



## My Inbox Task

The **Real Estate Valuation Posting Approval** process allows the Approvers to Approve or Reject the items.

“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 Real Estate Valuation Posting Approval workflow content enables the business user to view the details which are requested by the requestor in the start UI application and to decide Approve or Reject the Items which in turn will update it in SAP S/4HANA.

Once the 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. Approve - Click the **Approve** button to update approved Items to SAP S/4 HANA
2. Reject - Click **Reject** button to send the Rejected Items to Rework

Approval Levels: 1 : N

# 1<sup>st</sup> Level of Approval – Cost Center Owner

Screen shots are as given below:

The screenshot displays the SAP My Inbox interface. On the left, a list of tasks is shown under the heading 'All Tasks (34)'. The top task is 'Contract Valuation Approval 4001\_2000111 in role Cost Cent...' with a 'Medium' priority and a 'Within a Week' deadline. Below it is 'Rework Contract Valuation 4001\_2000003 based on Appro...' and 'Rework of Plan Activity Pricing for 6000 - 40004004'. The main area on the right is titled 'Real Estate Contract Valuation Posting Approval' and shows the details for the selected task: 'Contract Valuation Approval 4001\_2000111 in role Cost Center Owner'. The details are organized into sections: 'Contract Details' (Company Code: 4001, Contract: 2000111, Contract Type: CU05, Contract Value: 216000.00 USD) and 'Period' (Month of Posting Run: 4, Year of Posting Run: 2022, Due Date: 2022-04-30, Calculation Date To: 2022-06-09). At the bottom right, there are buttons for 'Approve', 'Reject', 'Show Log', 'Release', and a share icon.

**Task List:**

- Contract Valuation Approval 4001\_2000111 in role Cost Cent... (Medium, Within a Week)
- Rework Contract Valuation 4001\_2000003 based on Appro... (Medium)
- Rework of Plan Activity Pricing for 6000 - 40004004 (Medium)

**Contract Details:**

- Company Code: 4001 (LP Company Code US- Ops)
- Contract: 2000111 (Workflow test data 12)
- Contract Type: CU05 (Lease-In Valuation BU/PR)
- Contract Value: 216000.00 USD

**Period:**

- Month of Posting Run: 4
- Year of Posting Run: 2022
- Due Date: 2022-04-30
- Calculation Date To: 2022-06-09

**Actions:** Approve, Reject, Show Log, Release, Share

SAP My Inbox SN

All Tasks (34) Real Estate Contract Valuation Posting Approval

Search

Reserved by You

**Contract Valuation Approval**  
4001\_2000111 in role Cost Cent...  
Medium  
Within a Week

Rework Contract Valuation  
4001\_2000003 based on Appro...  
Medium

Reserved by You

Rework of Plan Activity Pricing for  
6000 - 40004004  
Medium

**Contract Valuation Approval 4001\_2000111 in role Cost Center Owner**

Contract Details Period Posting History Comments

**Posting**

Document Header Text: Valuation: April 2022  
Posting Date: 2022-04-01  
Document Date: 2022-04-01  
Posting Period: 4

**History**

| UserID  | Role | Action | Comments | Actioned At |
|---------|------|--------|----------|-------------|
| No data |      |        |          |             |

SAP My Inbox SN

All Tasks (34) Real Estate Contract Valuation Posting Approval

Search

Reserved by You

**Contract Valuation Approval**  
4001\_2000111 in role Cost Cent...  
Medium  
Within a Week

Rework Contract Valuation  
4001\_2000003 based on Appro...  
Medium

Reserved by You

Rework of Plan Activity Pricing for  
6000 - 40004004  
Medium

**Contract Valuation Approval 4001\_2000111 in role Cost Center Owner**

Contract Details Period Posting History Comments

**Comments**

Comment \*

2<sup>nd</sup> Level of Approval – Contract Manager

Screen shots are as given below:

SAP My Inbox SN

All Tasks (34) Real Estate Contract Valuation Posting Approval

Search 🔍 🔄

Reserved by You

**Contract Valuation Approval**  
4001\_2000111 in role Contract...

[REDACTED] Medium

Within a Week

Rework Contract Valuation  
4001\_2000003 based on Appro...

[REDACTED] Medium

Reserved by You

**Rework of Plan Activity Pricing for**  
6000 - 40004004

[REDACTED] Medium

**Contract Valuation Approval 4001\_2000111 in role Contract Manager**

[Contract Details](#) [Period](#) [Posting](#) [History](#) [Comments](#)

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Company Code: 4001 (LP Company Code US- Ops)  
 Contract: 2000111 (Workflow test data 12)  
 Contract Type: CU05 (Lease-in Valuation BU/PR)  
 Contract Value: 215000.00 USD

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**Period**

Month of Posting Run: 4  
 Year of Posting Run: 2022  
 Due Date: 2022-04-30  
 Calculation Date To: 2022-06-09

Approve
Reject
[Show Log](#)
[Release](#)
[🔗](#)

Rework UI

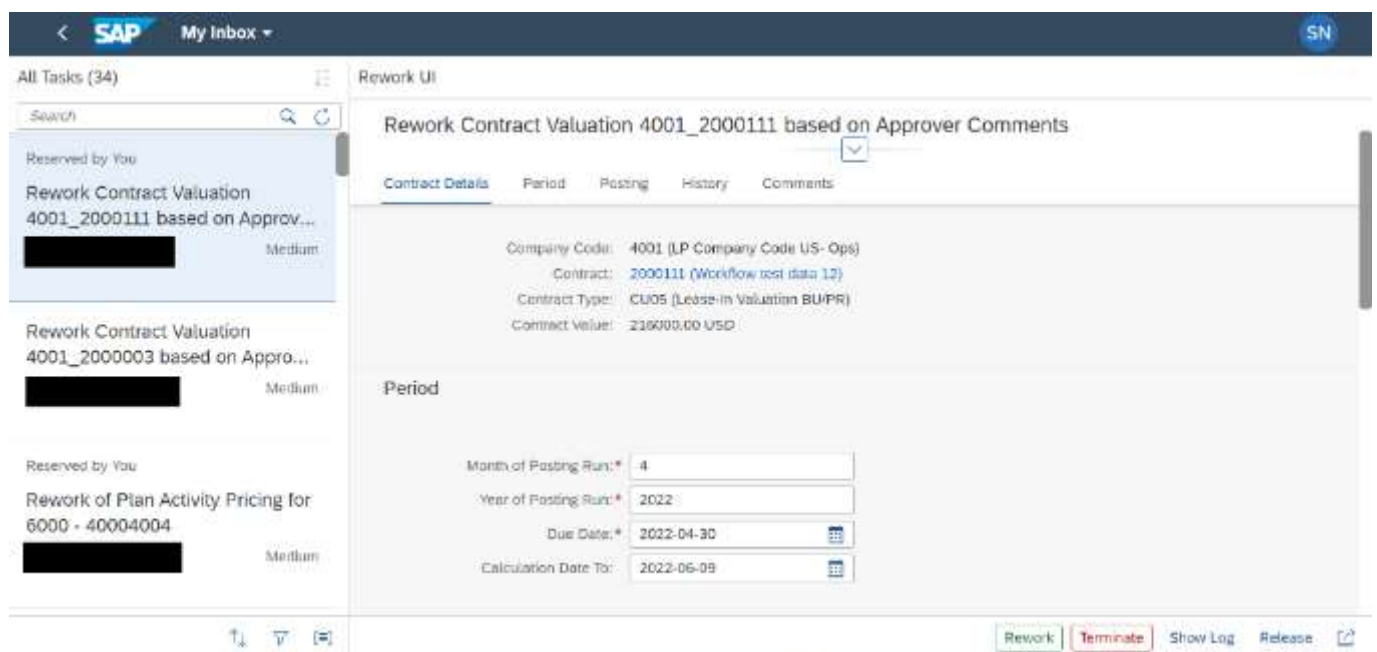


At the Requestors MyInbox, the requestor can perform the changes on the items which are rejected by the approver.

The Requestor can make any one of the following decisions:

1. Rework - Click the **Rework** button to start the whole approval process again with updated data.
2. Terminate - Click the **Terminate** button to terminate the workflow.

Screen shots are as given below:



## 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) Rework: Click the **Rework** button to start the whole approval process again with updated data.
- 2) Retry: Click the **Retry** button to POST operation to SAP S/4HANA.
- 3) Terminate: Click the **Terminate** button to terminate the workflow

Screen shots are as given below:

The screenshot displays the SAP My Inbox interface. On the left, a list of tasks is shown, including 'Retry on Business Exception in Contract Valuation - ...' and 'Rework Contract Valuation 4001\_2000112 based on Approv...'. The main area shows the details for the selected task: 'Retry on Business Exception in Contract Valuation - 4001\_2000102'. The 'Contract Details' tab is active, showing: Company Code: 4001 (LP Company Code US- Ops), Contract: 2000102 (Workflow test data 12), Contract Type: CU05 (Lease-In Valuation BU/PR), and Contract Value: 216000.00 USD. The 'Period' section contains input fields for: Month of Posting Run: 7, Year of Posting Run: 2022, Due Date: 2022-07-31, and Calculation Date To: yyyy-MM-dd. At the bottom right, there are buttons for 'Retry', 'Rework', 'Terminate', 'Show Log', and 'Release'.

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, at SAP S/4HANA.

## 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.

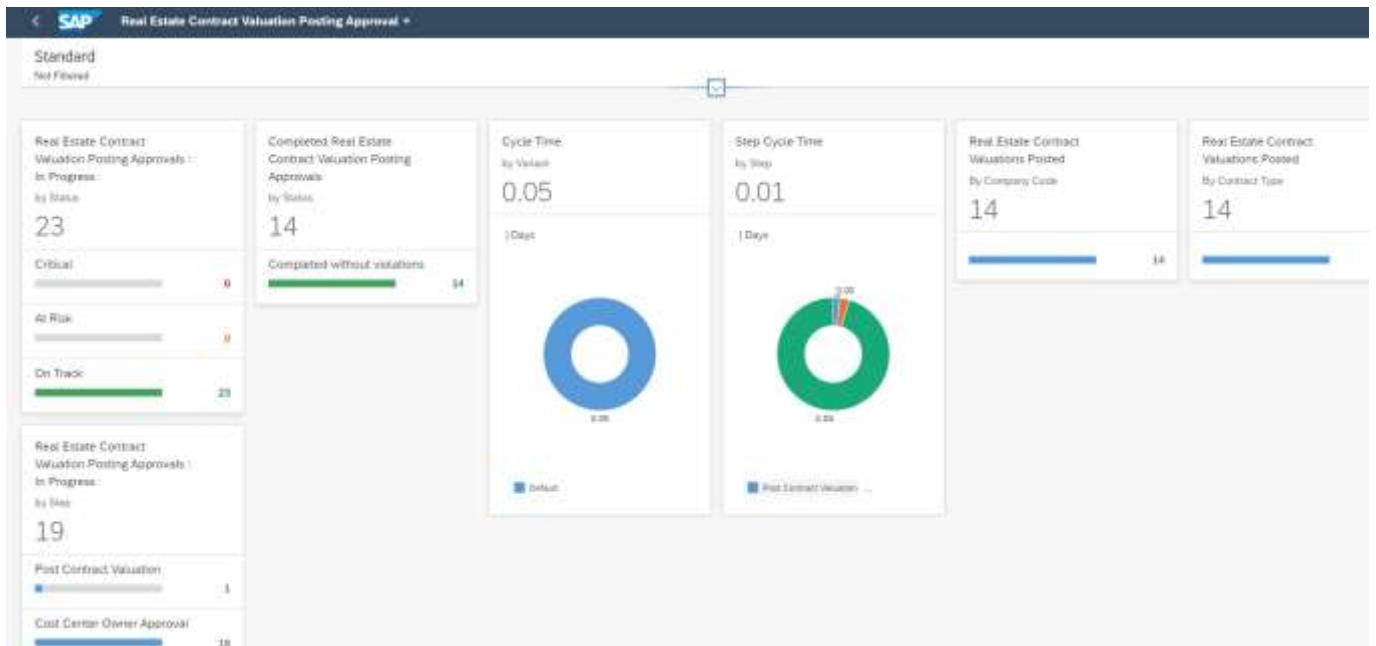
**Real Estate Contract Valuation Posting Approval** process content package provide out of the box visibility on all the process variants in SAP Workflow Management or SAP Build Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

## 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 “**Real Estate Contract Valuation Posting 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 **Real Estate Contract Valuation Posting Approval** tile
3. Click Live Process Insights – **Real Estate Contract Valuation Posting Approval**
4. User will get the following screens



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