

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Configuration Guide

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

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Overview

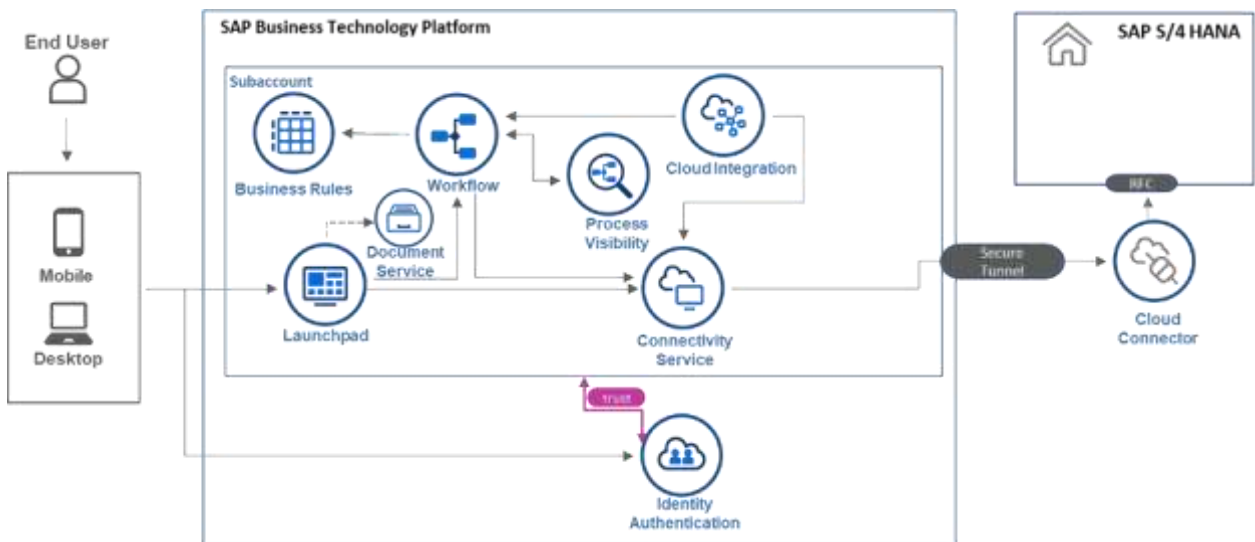
This document provides information about setup steps to consume the package **Fixed Asset Acquisition Approval**. The main audience of this document are Business Process Experts and Process Operators.

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 Build Process Automation or SAP Workflow Management
- Out-of-the-box visibility into key process performance indicators.

Solution Diagram



Artifacts

A package consists of process templates, process steps, process variants, decisions, and process visibility models. Please refer [help documentation](#) about these artifacts.

Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization goal. The **Fixed Asset Acquisition Approval** package contains the following process template:

Fixed Asset Acquisition Approval– deals with Workflows to accommodate ABZON functionality of Existing Assets and New Assets.

These transactions are usually high value items and business requires to monitor and track them so that these items do not get posted in the system without notice.

A business process can be broken down logically into smaller parts or steps. Each process step is a collection of activities to perform a specific task. For example, an approval process step can contain activity to determine the approvers, approval task, notifications, and handle the approval result. **Table 1** represents the list of process steps/sub flows available to be used in **Fixed Asset Acquisition Approval**.

Table 1. Process Steps

Process Steps	Cardinality	Detailed Description
Cost Center Owner Approval	1..1 = mandatory step	Workflow for the Cost Center Owner to take the action on the Fixed Asset Acquisition.
Approval	0..N = Optional Step	Workflow for the Approver to take the action on the Fixed Asset Acquisition.
Post Fixed Asset Acquisition	1..1 = mandatory step	Post fixed asset acquisition in the S/4 HANA system.

Table 2. Process Attributes.

Process Attributes	Detailed Description
Is Rework	Flag to indicate if the flow is reworked and retriggered newly.
Asset Key	Key to uniquely identify fixed asset acquisitions raised.
Created By	User id of person who triggered for fixed asset acquisition approval.
Company Code	Company code for which fixed asset acquisition is triggered.

Asset Acquisition Type	Type of asset acquisition raised for approval.
Accrual Object Key	Business key to identify Fixed Asset Acquisition requests.
Currency	Currency for amount posted.
Amount Posted	Amount posted against fixed asset acquisition.

Sample Context with Start Conditions:

```
{
  "assetAcquisitionDetails": {
    "companyCode": "4000",
    "currency": "USD",
    "amountPosted": 1000,
    "headerDetails": {
      "assetKey": "4000",
      "createdBy": "xyz",
      "createdByEmail": "xyz",
      "companyCode": "4000",
      "assetAcquisitionType": "New",
      "currency": "USD",
      "amountPosted": 1000
    }
  },
  "itemDetails": [
    {
      "assetNumber": "",
      "subNumber": "",
      "description": "New Asset 1",
      "assetClass": "3000",
      "costCenter": "40003001",
      "depArea": "03",
      "accountingPrinciple": "LGAP",
      "documentDate": "2022-01-31",
      "postingDate": "2022-02-21",
      "assetValueDate": "2022-02-28",
      "transactionType": "000",
      "amountPosted": 1000,
    }
  ]
}
```

```
        "currency": "USD",
        "quantity": "50",
        "unit": "10",
        "text": "Testing"
    }
]
}
```

Sample Context without Start Conditions:

```
{
  "assetAcquisitionDetails": {
    "headerDetails": {
      "assetKey": "4000",
      "createdBy": "xyz",
      "createdByEmail": "xyz",
      "companyCode": "4000",
      "assetAcquisitionType": "New",
      "currency": "USD",
      "amountPosted": 1000
    },
    "itemDetails": [
      {
        "assetNumber": "",
        "subNumber": "",
        "description": "New Asset 1",
        "assetClass": "3000",
        "costCenter": "40003001",
        "depArea": "03",
        "accountingPrinciple": "LGAP",
        "documentDate": "2022-01-31",
        "postingDate": "2022-02-21",
        "assetValueDate": "2022-02-28",
        "transactionType": "000",
        "amountPosted": 1000,
        "currency": "USD",
```

```

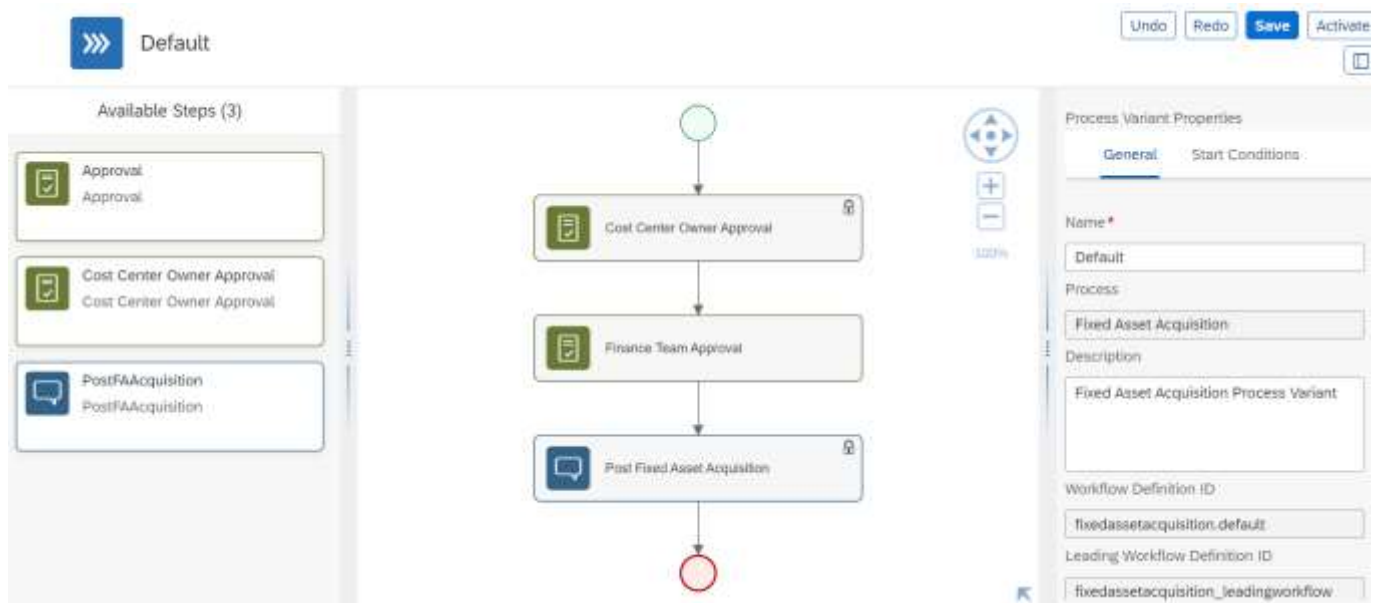
    "quantity": "50",
    "unit": "10",
    "text": "Testing"
  }
]
}
}

```

Process Variants

A process variant consists of multiple process steps configured by a line of business expert. It is possible to create multiple variants of the same process.

Please refer [help documentation](#) about how to import content packages and configure a process variant.



Default Variant

Import Fixed Asset Acquisition Approval and Configure Process Variants with SAP Build Process Automation

1. In the [SAP Build Process Automation Store](#), search for live process package Fixed Asset Acquisition Approval and import the same. This content package has one process template and process variant(s) for that template.
2. In the Application Development [Lobby](#), click to open the package with name Fixed Asset

Acquisition Approval. This opens the package in a new tab/window.

3. Click the + icon next to the process template to create a new process variant.
4. Enter Name of the new Process Variant (ex, Two Step Approval).
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Fixed Asset Acquisition Approval” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the [Monitor Processes and Workflows app](#).

Import Fixed Asset Acquisition Approval and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package Fixed Asset Acquisition Approval and import the same. Please refer the standard help document about [how to import a content package](#). This content package has one process template and process variant(s) for that template.
2. Open content package in Flexibility Cockpit and click Process Variants tile.
3. Click New Process Variant.
4. Enter Name of the new Process Variant (ex, default) and select “Fixed Asset Acquisition Approval” as Process.
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Fixed Asset Acquisition Approval” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the Monitor Workflows – Workflow Definition app in SAP Fiori Launchpad.

Decisions & Policies

Decisions allow to encapsulate the business logic from core applications and supports the reuse of business rules across different business processes. Decisions enable customers to adopt changes in processes without changing the underlying workflows or application logic. SAP Build Process Automation or SAP Workflow Management has business rules capabilities that enables customers to centrally manage all decisions. Please go through the [business rules capabilities](#) in SAP Build Process Automation or SAP Workflow Management.

Fixed Asset Acquisition Approval enable customers to flexibly configure decisions to gain flexibility to

1. Approver Determination Strategy
2. Determine Task Due Date
3. Determine Administrators
4. Determine Approvers
5. Determine Position

Approver Determination Strategy

Based on the business requirement approver can be determined by external service or business rules.

Rule Service Name: Approver Determination Strategy

Input

Name	Label	Description	Business Data Type
companyCode	Company Code	Company Code to which fixed asset belong to.	String
approvalStep	Approval Step	Approval Step.	String
assetAcquisitionType	Asset Acquisition Type	Asset Acquisition Type.	String
amountPosted	Amount Posted	Total Amount Posted for fixed asset acquisition	Number
currency	Currency	Currency for amount posted.	String

Result

Name	Label	Description	Business Data Type
DeterminationStrategy	Determination Strategy	Approver Determination Strategy can either "Business Rule" or "External Service" depending on fixed asset details.	String

Rule

If		Then
<input type="checkbox"/> Company Code	Approval Step	Determination Strategy
<input type="checkbox"/> = 'XYZ'	= 'XYZ'	'Business Rules'

Determine Administrators

Determine administrators in case of any errors in fetching the approvers for Fixed Asset Acquisition Approval.

Rule Service Name: Determine Administrators

Input

Refer – Approver Determination Strategy [Rule Input section](#).

Result

Name	Label	Description	Business Data Type
Userid	User ID	User ID of the administrator.	String
UserGroup	User Group	Group ID of the administrator.	String
Email	Email	Email address of the administrator.	String

Rule

<input type="checkbox"/> Company Code	<input type="checkbox"/> Approval Step	<input type="checkbox"/> Email	<input type="checkbox"/> User Group	<input type="checkbox"/> User ID
<input type="checkbox"/> = 'XYZ'	<input type="checkbox"/> = 'XYZ'	<input type="checkbox"/> 'email@example.com'	<input type="checkbox"/> 'Admin_GroupId'	<input type="checkbox"/> 'Admin_Userid'

Determine Approvers

Determine approvers for an approval step in Fixed Asset Acquisition Approval.

Rule Service Name: Determine Approvers

Input

Name	Label	Description	Business Data Type
subNumber	Asset Sub Number	Asset Sub Number of asset item.	String
costCenter	Cost Center	Cost Center to which asset item belong to.	String
depArea	Depreciation Area	Depreciation Area to which asset item belong to.	String
accountingPrinciple	Accounting Principle	Accounting Principle.	String
transactionType	Transaction Type	Transaction Type of fixed asset acquisition.	String
quantity	Quantity	Quantity	String
unit	Unit	Unit	String
documentDate	Document Date	Document Date of fixed asset	Date

		acquisition.	
postingDate	Posting Date	Posting Date of fixed asset acquisition.	Date
assetValueDate	Asset Value Date	Asset Value Date of fixed asset acquisition.	Date
assetClass	Asset Class	Asset Class to which asset item belong to.	String
assetNumber	Asset Number	Asset Number of asset item.	String
amountPosted	Asset Amount	Asset Amount of asset item.	Number
currency	Currency	Currency for Asset Item.	String
companyCode	Company Code	Company Code to which asset item belong to.	String
approvalStep	Approval Step	Approval Step.	String
assetAcquisitionType	Asset Acquisition Type	Asset Acquisition Type.	String

Result

Name	Label	Description	Business Data Type
Userid	User ID	User ID of the approver responsible for fixed asset acquisition.	String
UserGroup	User Group	Group ID of the approver responsible for fixed asset acquisition.	String
Email	Email	Email address of the approver responsible for fixed asset acquisition.	String
DueDuration	Due Duration	Due Duration	Number
UnitofTime	Unit of Time	Unit of Time	String

Rule Definition

<input type="checkbox"/>	Company Code	Asset Class	Asset Amount	Currency	Approval Step	Email	User Group	User ID
<input type="checkbox"/>	= 'XYZ'	= 'XYZ'	> 0	= 'INR'	= 'XYZ'	'email@exam...	'Approver_Gr...	'Approver_Us...

Determine Task Due Date

Determine the due date duration for each step of the Fixed Asset Acquisition Approval

Rule Service Name: Determine Task Due Date

Input

Refer – Approver Determination Strategy Rule Input section.

Result

Name	Label	Description	Business Data Type
Userid	User ID	User ID of the approver responsible for fixed asset acquisition.	String
UserGroup	User Group	Group ID of the approver responsible for fixed asset acquisition.	String
Email	Email	Email address of the approver responsible for fixed asset acquisition.	String
DueDuration	Due Duration	Due Duration	Number
UnitofTime	Unit of Time	Unit of Time	String

Rule Definition

Text Rule

▼ If

Fixed Asset Header Details.Approval Step = 'Finance Team'

Then

Unit of Time: 'D'

Due Duration: 1

Text Rule

> If

▼ Else

Unit of Time: 'D'

Due Duration: 1

Determine Position

Determine the position who approves for each step of the Fixed Asset Acquisition Approval

Input

Refer – Approver Determination Rule Input section.

Result

Name	Label	Description	Business Data Type
PositionNumber	Position Number	Position number of person who approves fixed asset acquisition.	Number
PositionName	Position Name	Position name of person who approves fixed asset acquisition.	String

Rule

<input type="checkbox"/>	Company Code	Asset Class	Asset Amount	Currency	Approval Step	Position Name	Position Number
<input type="checkbox"/>	= 'XYZ'	= 'XYZ'	> 0	= 'NR'	= 'XYZ'	'XYZ'	1

Vocabulary Business Rule

Name	Label	Description	Business Data Type
companyCode	Company Code	Company Code for which asset acquisition created.	String
amountPosted	Amount Posted	Total Amount Posted for asset acquisition.	Number
currency	Currency	Currency for Amount Posted.	String

Determine Approvers from External Service

If external service is used to determine the approvers, then document what are the requirements – destination, api, api signature, etc.

API Attributes	Values
Path	/http//getApproversaocawfm
HTTP Method	GET
Payload sent by workflow (sample data)	<pre>{ "d": { "positions": [{ "companyCode": "4001", "positionID": "50000508" }, { "companyCode": "4001", "positionID": "50000509" }] } }</pre>
Response Payload from integration flow	<p>RESPONSE STATUS, Ex 200 OK</p> <pre>{ "d": { "approvers": [{ "userID": "app1", "emailID": "app1@test.com", "name": "Approver 1" }, { "userID": "app2", "emailID": "app2@test.com", "name": "Approver 2" }] } }</pre> <p>Note: When Status is not 200, then it is considered a failed service call.</p>
Payload Type	Application / JSON

Process Visibility

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management 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 Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios in SAP Build Process Automation

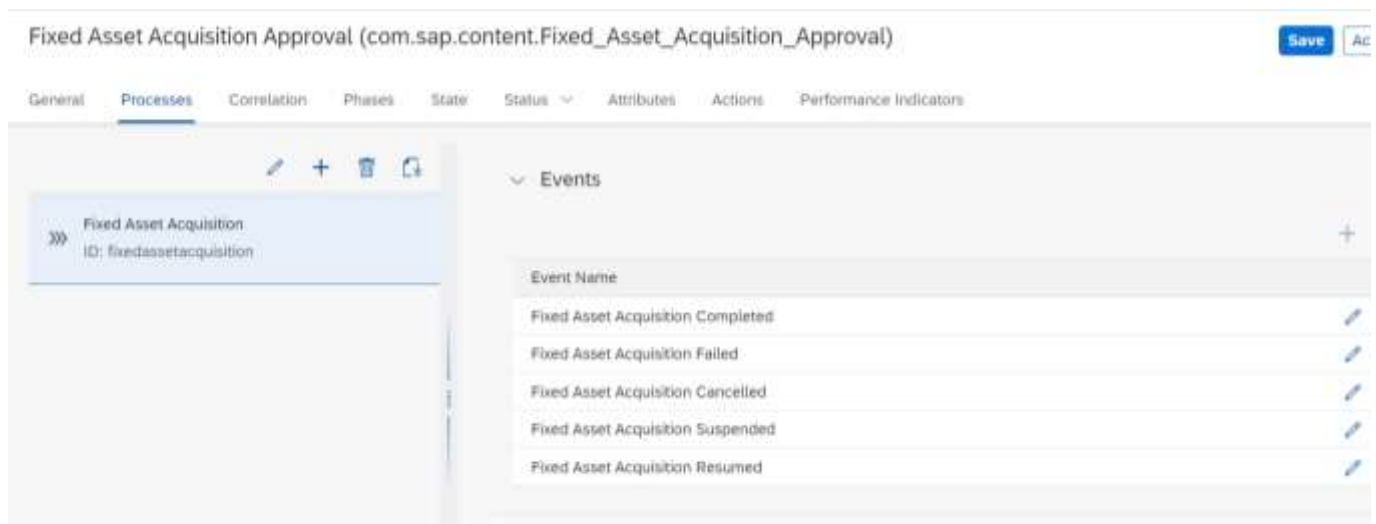
1. Go to the Application Development Lobby.
2. Select Fixed Asset Acquisition Approval Project.
3. Click to open **Fixed Asset Acquisition Approval** scenario.
4. Click Activate button.

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

Configure Visibility Scenarios in SAP Workflow Management

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.



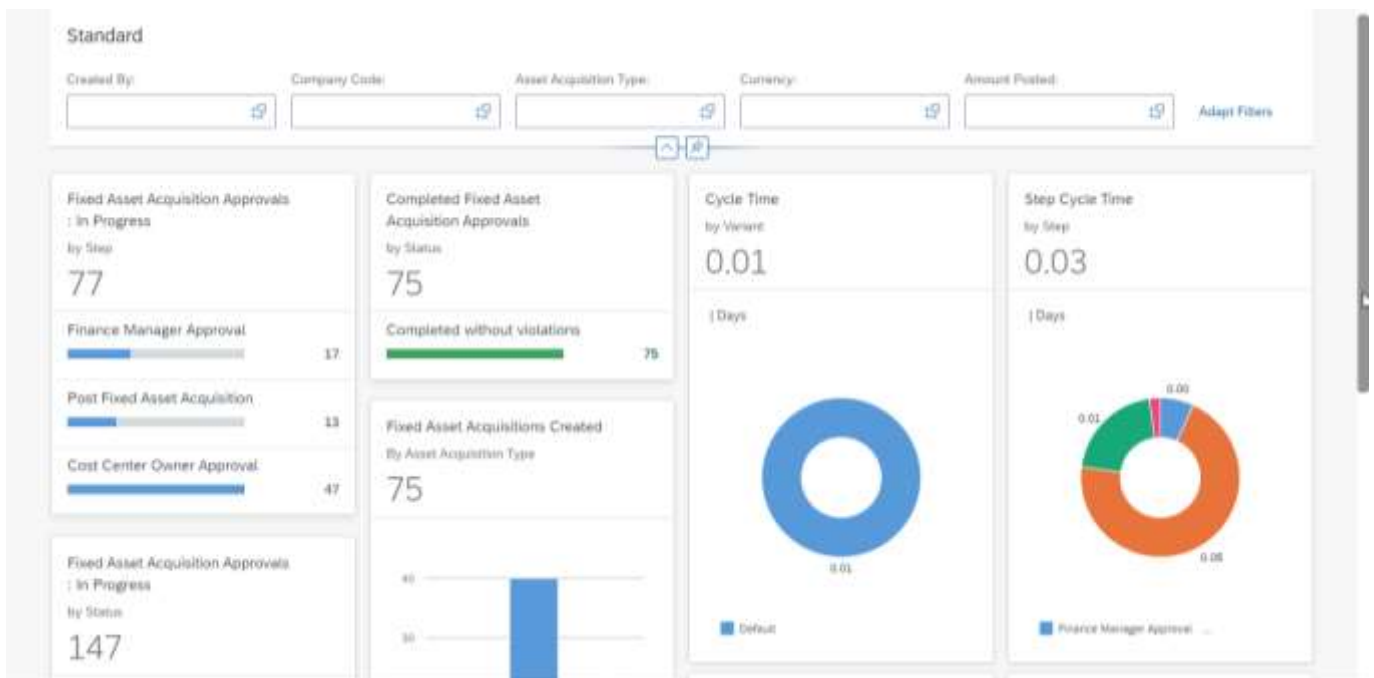
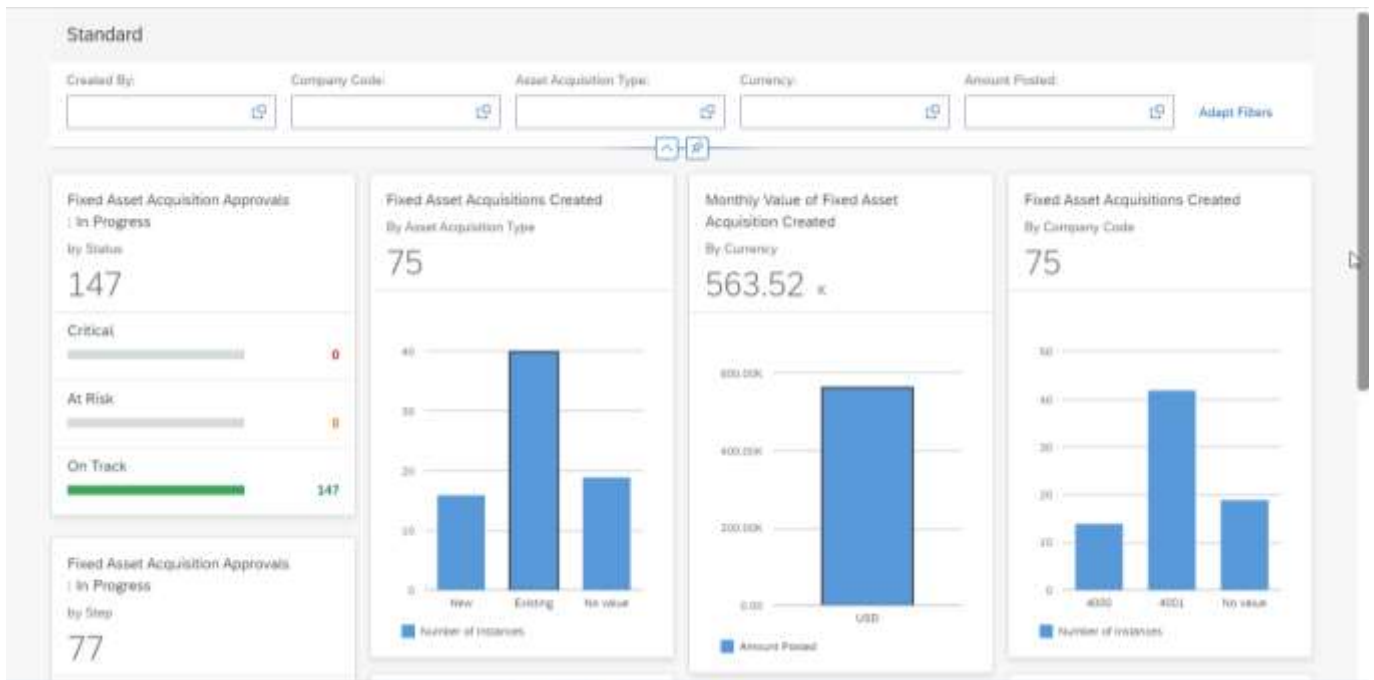
Access Process Workspace in SAP Build Process Automation

1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Fixed Asset Acquisition Approval dashboard.
 - a. Navigate into “Visibility Scenario Dashboard”.
 - b. On the screen that opens, choose Create a Local Copy.
 - c. To use custom texts, choose Edit and adapt the texts in the General section.
 - d. You can use a custom title, description, and subtitle for the tile.
 - e. Choose the Navigation tab.
 - f. Under the Intent section, ensure that the value in the Action tab is unique for every application.
 - g. Under the Parameters section, provide the following:

Parameter Name	Parameter Value
Name	scenariold
Default Value	com.sap.content.Fixed_Asset_Acquisition_Approval
Required	Toggle to Yes
 - h. Choose Save.
 - i. Assign the local copy to a group and make sure that they're visible to users. For more information, see [Assign Apps to a Group and to a Catalog](#) and [Assign Content to a Role](#).
3. Once created, select app that corresponds to “Fixed Asset Acquisition Approval”.
4. User will see the process visibility dashboard below.

Access Process Workspace in 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



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