End User Guide

Fixed Assets Write-Off Approval using SAP Build Process Automation or SAP Workflow Management

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Overview

This document provides information about how to use the user interfaces of Fixed Assets Write-Off Approval Process. Approvers, Requestors and Process Operators are the target users of the user interfaces explained in this document.

The Fixed Asset Write-Off Approval content package for SAP S/4HANA automates the approval process required when fixed assets are written off in an organization. An asset write off can happen due to various reasons like scrapping, intercompany transactions, retirement etc. In SAP, each of the asset write off scenario is posted against its specific type. The workflow bridges the gap between standard SAP S/4HANA process of asset write off with approval from the relevant cost center owner. In this workflow, a requestor can raise an asset write off choosing the relevant assets and trigger a workflow for approval. After appropriate user action, the posting is done on SAP S/4HANA

Salient features of this content package are:

- Plug and Play with SAP S/4HANA without any additional development.
- Process steps delivered to approve a write off on organization assets
- Automatic email notification to parties involved.
- Business Rules provides flexibility in determining approver determination strategy and approvers
- 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

Pre-requisites

1. Assets must be created in SAP S/4HANA
2. SAP Integration Suite to interface between S/4HANA and BTP WorkflowMy Inbox Task

Fixed Assets Write Off Approval Flow

The Fixed Asset Write off Approval package enables the Cost Center Owner to view the approval tasks in My Inbox for asset write off scenario is used. The participants in the workflow can take the action based on the assets for write off

 "My Inbox" application enables line of business users to claim and complete their task. Please go through SAP My Inbox documentation for more details.

The workflow process is triggered once the user adds a list of assets for write off in a custom Fiori application and submits the request.

Requestor

The requestor persona uses a custom Fiori app to add assets for write off and trigger the workflow. The screen consists of the following sections:

1. Header Details
2. Asset Details

Header Details

Shows the details company code and asset write off information.

Fig 1 – Header Details

Asset Details

Shows asset details of the assets proposed for write off

Fig 2 – Asset Details

Once the user enters the values and clicks Submit, the workflow is triggered, and the acknowledgement is shown to the user as indicated in fig 3
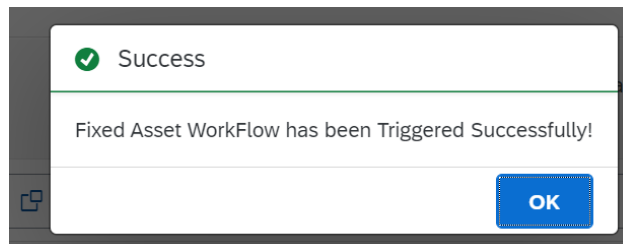

Fig 3 – Workflow Triggered acknowledgement

Cost Center Owner approval action

The Cost center owner can make one of the following decisions:

1. Item level approve/reject - Click the **tick** icon (fig 4) to approve or click the Cross icon (fig 5) to reject an asset at item level

Fig 4 – Tick mark to approve at item level

Fig 5 – Cross mark to reject at item level

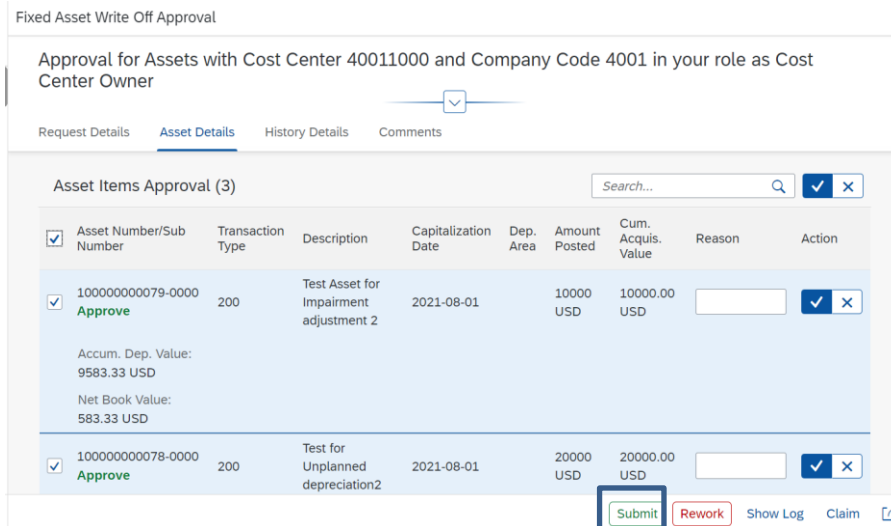2. Submit - Click **Submit** (Fig 6) to update approved assets to SAP S/4 HANA

Fig 6 – Submit button

3. Rework - Click **Rework** (Fig 7) to send the request back to the requestor for changes at item level
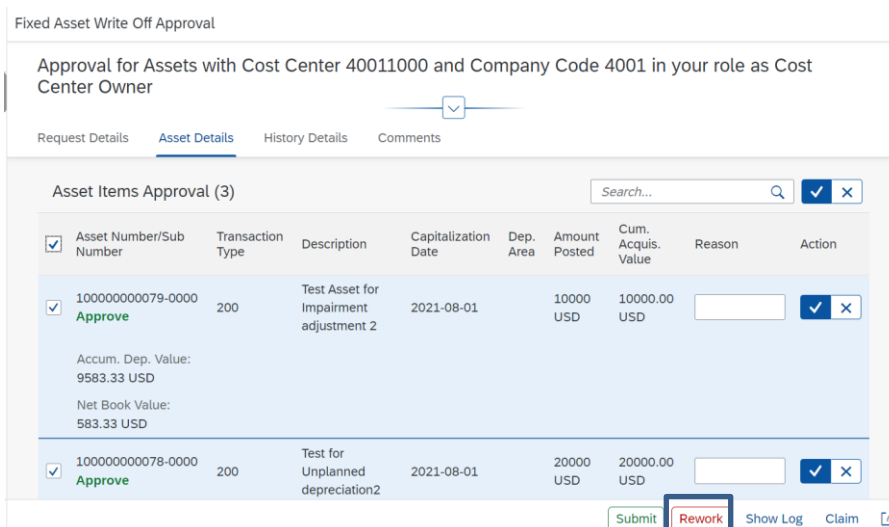

Fig 7 – Rework button

Rework action

At the Requestors MyInbox, the requestor can perform the changes on the assets which are rejected by the Cost Center Owner
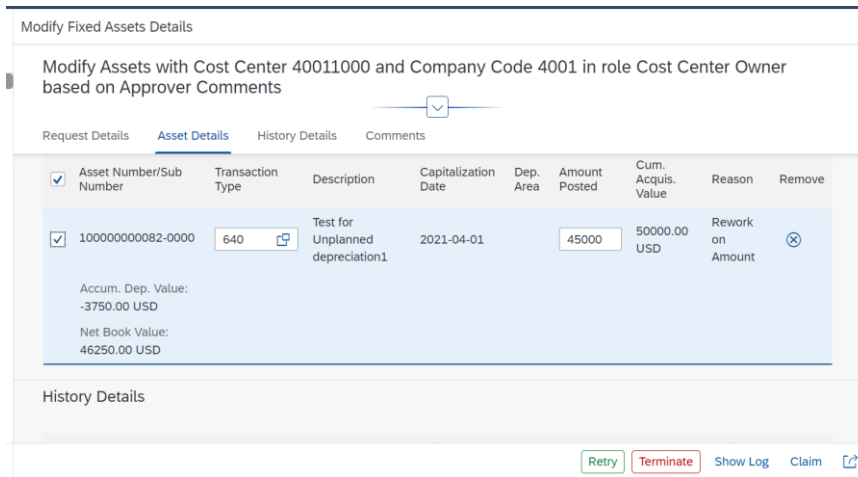
Fig 8 – Rework

The persona can make one of the following decisions:

1. **Retry** - Click the **Retry** button (fig 9) to submit the task back to the cost center owner for approval, after making the relevant changes. In the retry screen, the fields "Transaction Type" and "Amount Posted" are enabled for editing. Once retry is option is used, a new workflow is triggered with updated. Previously approved line items will not be visible to the approver. On the approver submit action, all the approved items will be posted back to SAP S/4HANA
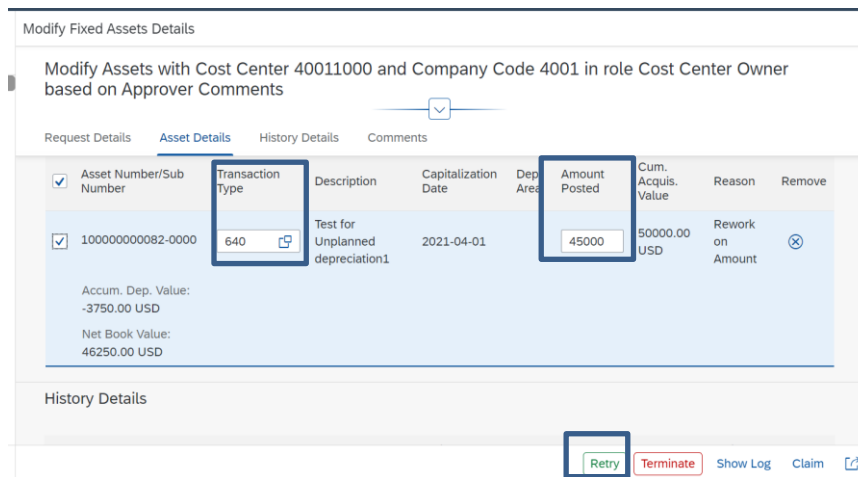

Fig 9 – Retry button

2. **Terminate** - Click the **Terminate** button (fig 10) to terminate the workflow

Fig 10 – Terminate button

Process Visibility Workspace

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.

The "Fixed Asset Write off Approval" package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert will be able to 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 "Fixed Assets Write off 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 Write off Approval tile
3. Click Live Process Insights **Fixed Assets Write off Approval**
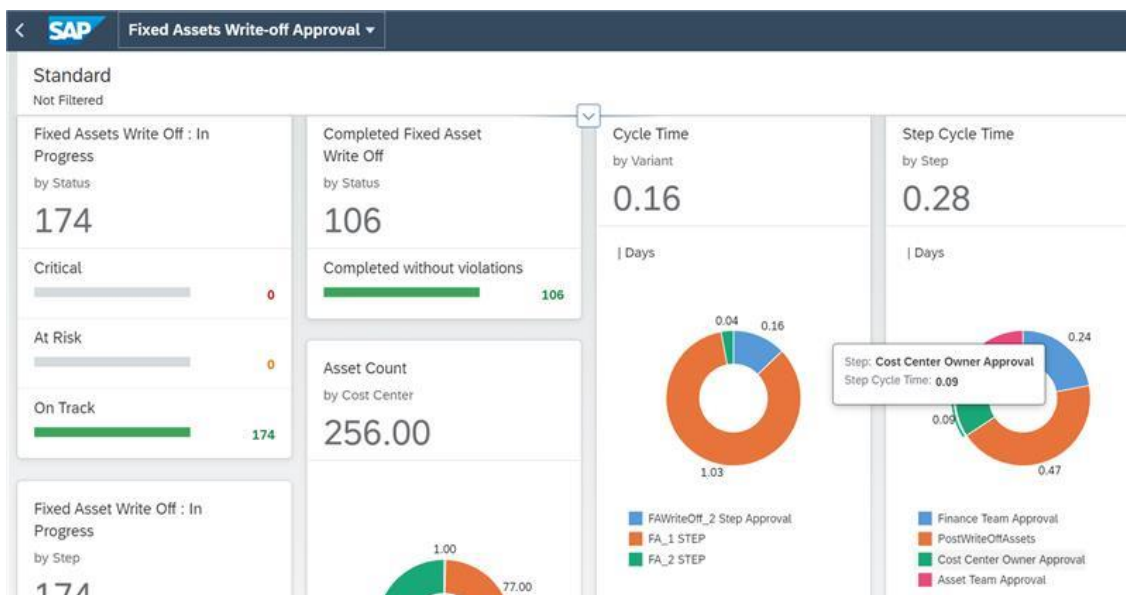4. User will see the below detailed process visibility screen.

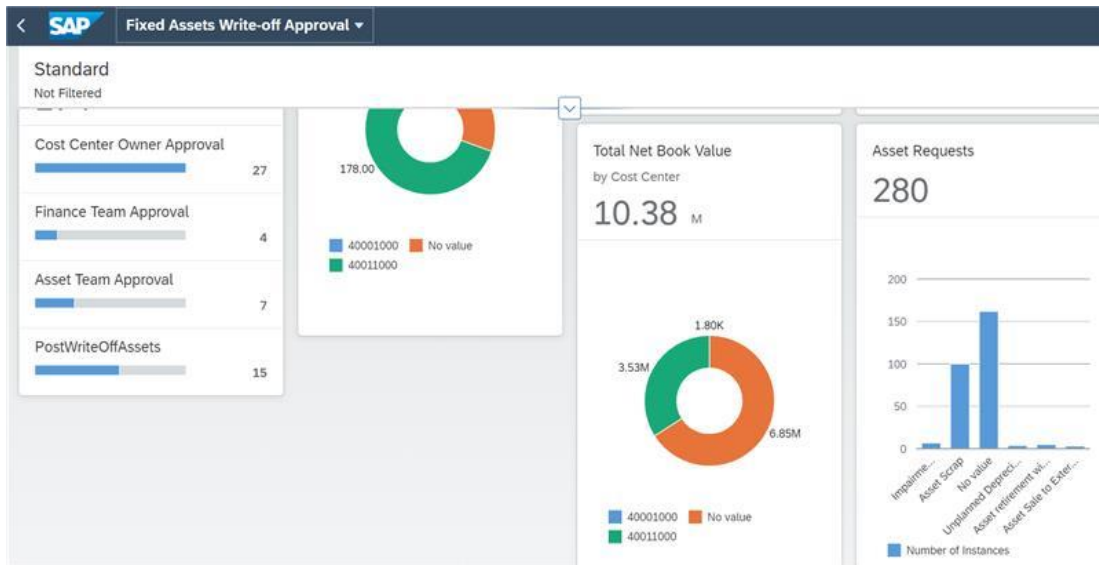Fig 11 – Dashboard of Fixed Asset Write off Approval process visibility

Fig 12 – Dashboard of Fixed Asset Write off Approval process visibility