

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

# Leased Asset Termination Approval

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## Overview

This document provides information about how to use the user interfaces of Leased Asset Termination Approval .Approvers, Requestors and Process Operators are the target users of the user interfaces explained in this document.

Leased Asset Termination Approval content package for SAP S/ 4HANA enables to automate Lease Termination date update in a flexible and transparent way. It provides flexibility in executing a specific variant of the process depending on attributes like Actual End Date etc. When a user submits a request to update the Actual End Date in SAP S/ 4HANA system, a pre-configured process variant is triggered in SAP Workflow Management based on configurable business conditions. On approval, Contract for that Lease is released in SAP S/ 4HANA system.

Salient features of this content package are mentioned below:

- Plug and Play with SAP S/4 HANA 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/4 HANA from SAP Workflow Management
- Out-of-the-box visibility into key process performance indicators.
- Pre-configured process steps to create new variants.
- Flexibility in determining process variants based on business conditions

# My Inbox Task

The Leased Asset Termination Approval workflow content enables the business user to view the Contract details with Actual End Date and decide to Approve or Reject the Lease Contracts which in turn will Release or Reject it in SAP S/ 4HANA.

SAP Workflow Management's "My Inbox" application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details. Once a Lease Contract Actual End Date is updated in S/4HANA, a process variant will be triggered, and users will receive tasks in My Inbox application.

## Approve/ Reject Lease Termination

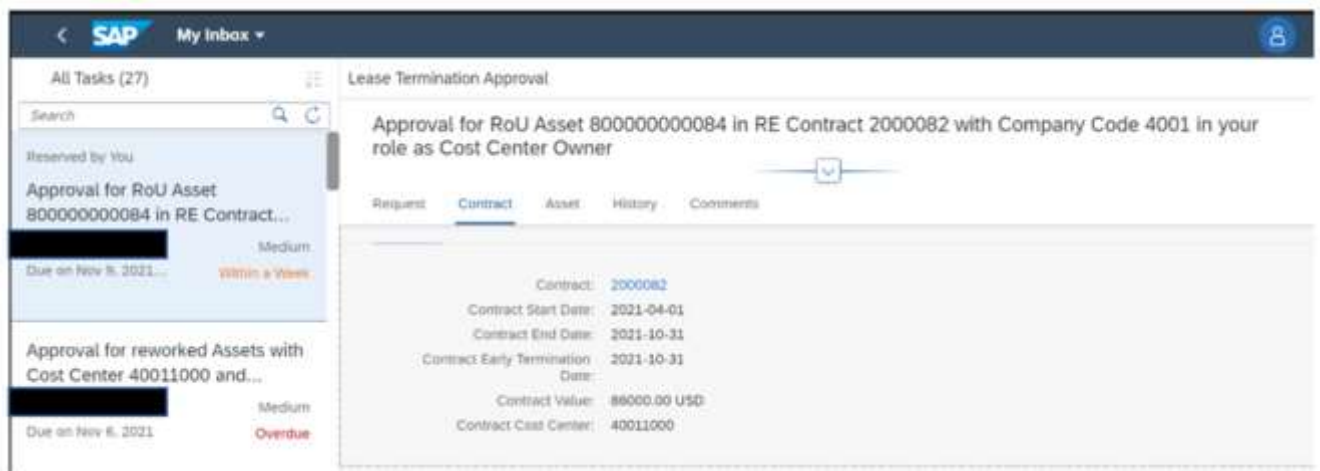
We have one level of approval level and that will determine based on the cost center value of the Lease contract.

The recipient is determined by a business rule. The task can either be approved or rejected. The Approval User Interface has five sections.

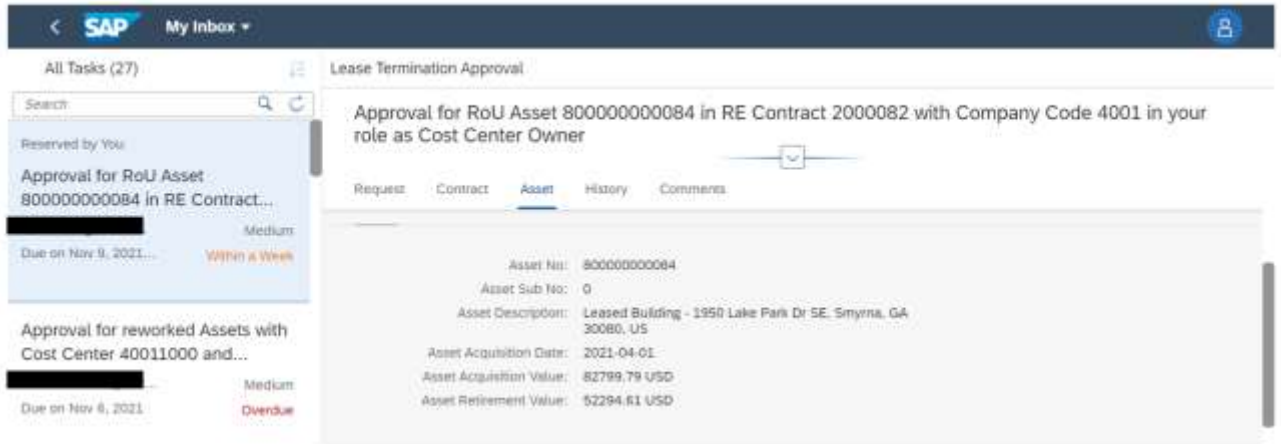
1. Request – Requestor details to show the date of creation and key details in this section



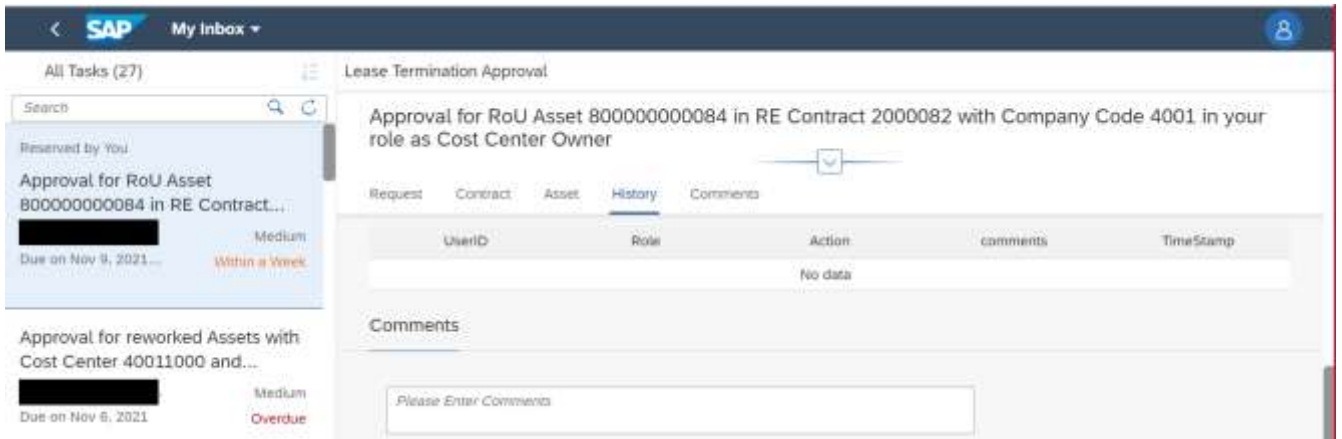
2. Contract details to show the contract number, start date, end date, early termination date, contract value and cost center information



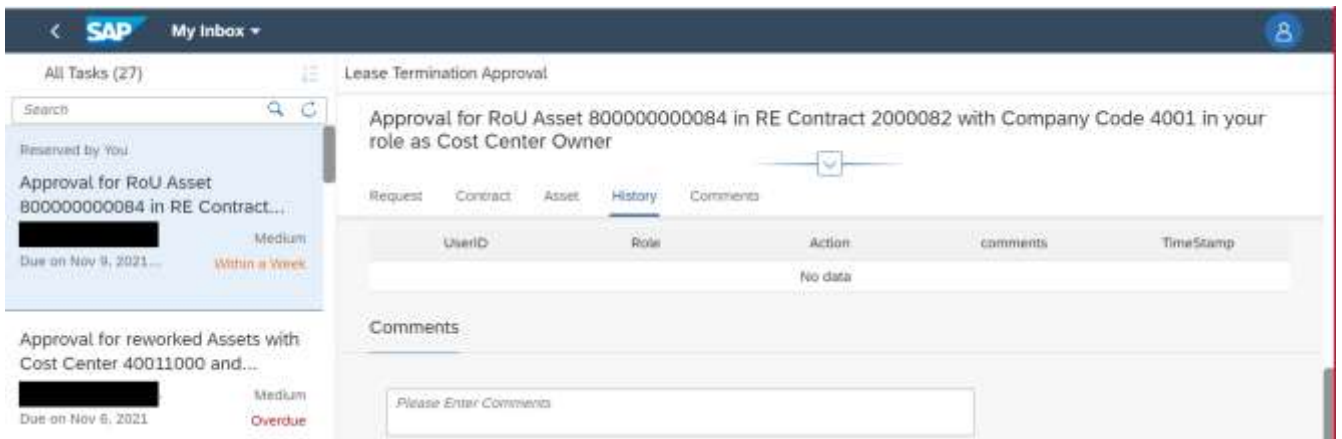
3. Asset – Asset related information are in this section.



4. History – Record of the previous approvals, if any.



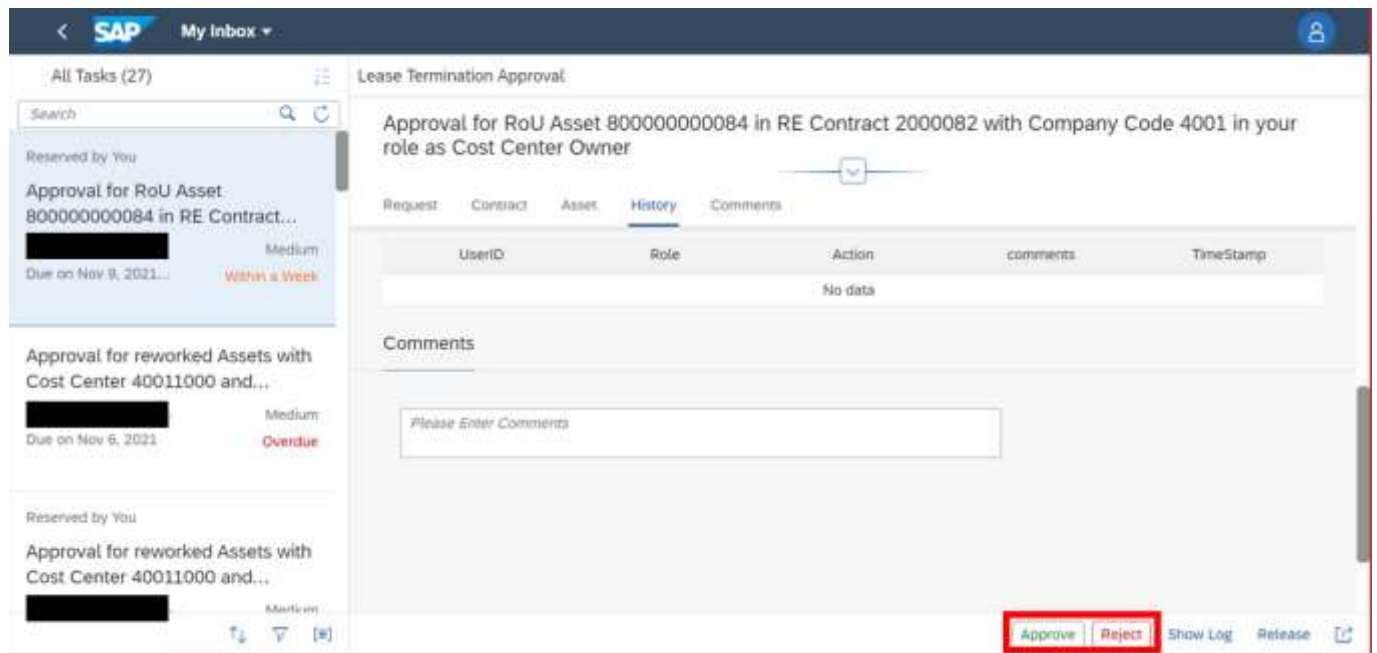
5. Comments - Comments from Approvers.



## Approver Task

The Cost Center approver can make one of the following decisions:

1. Approve - When a Lease Termination request is approved, it will be released for further processing in the S/ 4HANA system. Asset for that contract will be retired.
2. Reject - When a Lease Termination request is rejected, it will be released for further processing in the S/ 4HANA system. Asset for that contract will not be retired.
- 3.



## Assign Approvers Task

Administrator can assign a to manually maintain the approver for the lease termination request as per business requirement.

SAP My Inbox

All Tasks (26)

Administrator Action

Task Owner not defined Approval for RoU Asset 800000000084 in RE Contract 2000082 with Company Code 4001 in role Approval Team

Search

Reserved by You

Task Owner not defined Approval for RoU Asset 800000000084 in... Medium

Task Owner not defined for Approval of Assets with Compan... Medium

Cost Center Owner not defined for Approval of Assets with Cost... Medium

Task Owner not defined for

Error Description

Asset Details

Task Owner Assignment

Error Description: Approver Details not maintained for Approval of Asset Lease Termination in role 'Approval Team'

Asset Details

Cost Center: 40011000

Company Code: 4001

Task Owner Assignment

Assign Processor Retry Show Log Release

SAP My Inbox

All Tasks (26)

Administrator Action

Task Owner not defined Approval for RoU Asset 800000000084 in RE Contract 2000082 with Company Code 4001 in role Approval Team

Search

Reserved by You

Task Owner not defined Approval for RoU Asset 800000000084 in... Medium

Task Owner not defined for Approval of Assets with Compan... Medium

Cost Center Owner not defined for Approval of Assets with Cost... Medium

Task Owner not defined for

Error Description

Asset Details

Task Owner Assignment

Users:

Groups:

Emails:

Supervisor Email:

Assign Processor Retry Show Log Release

Clicking "Retry" will retry approver fetch from business rules.

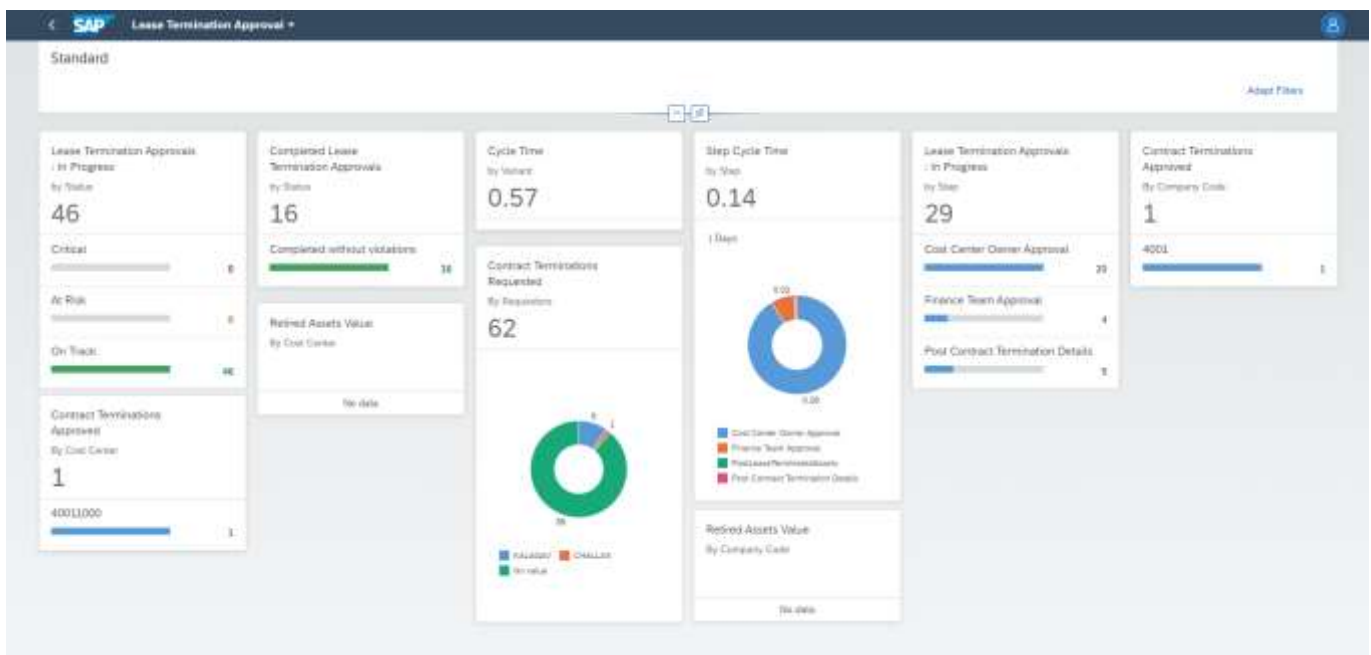
# Process Visibility Workspace

Process Visibility capability in 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 <package name> package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Workflow Management. A process owner or line of business expert will be able to enhance the visibility scenario.

## Access Process Workspace

1. Go to Process Flexibility Cockpit.
2. Select Leased Asset Termination Approval tile.
3. Click Live Process Insights Lease Termination Approvals
4. User will see the below detailed process visibility screen.



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