SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Configuration Guide

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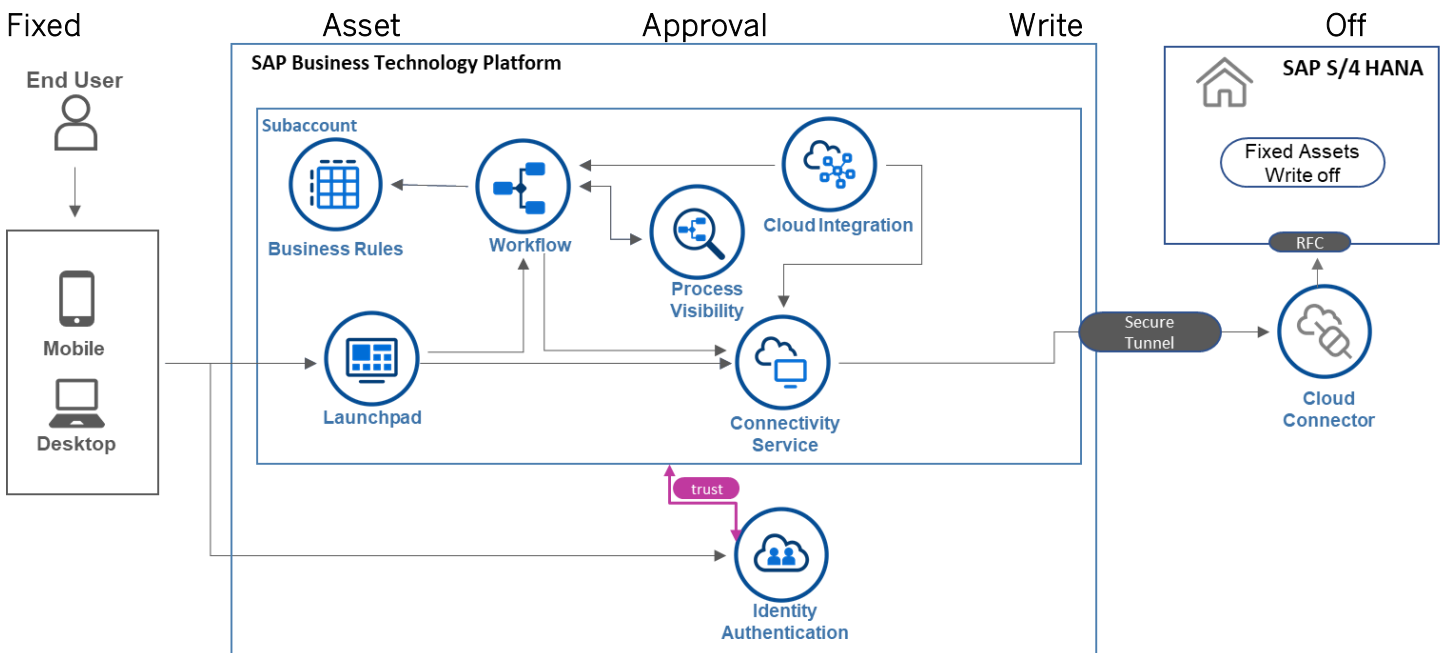
Table of Contents

Overview

This document provides information about how to configure the **Fixed Asset Write-Off Approval** process. Business Process Experts and Process Operators are the target users of 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

Fixed   Asset   Approval   Write   Off

Live Process 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 Assets Write-Off Approval package contains the following process template:

Fixed Asset Write-Off – Establish an approval process where user can raise approval for write off on company assets.

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 Assets Write-off Approval Scenario

Table 1. Process Steps

Process Steps	Cardinality	Detailed Description
Initialization	1:1 = mandatory step	Initialize the workflow attributes
Cost Center owner approval	1:1 = mandatory step	Workflow for the cost center approver to take the action on the assets raised for write-off by the requestor
Asset write-off approval	0..N = optional step	Workflow for the approver to take the action on the assets raised for write-off by the requestor, after the cost center owner approval
Post write-off assets	1..1 = Mandatory step	Workflow step for posting the asset write off to S/4HANA

A process step can have customizable properties and they could influence the outcome of the process step. For example, the Approval step can be reused multiple times and based on the properties the approver is determined. Please see Table 2 for more details.

Table 2. Process Step Properties

Process Step	Properties	Detailed Description
Approval	Role	Role name of the approver who approves the assets to be written off

	Approval Step	Team ID which approves the assets to be written off which is used to determine approvers from business rules

The process has attributes, and these attributes are available in process visibility to search approval process instances and to define process performance indicators. Please see Table 3 for more details.

Table 3. Process Attributes.

Process Attributes	Detailed Description
Total Netbook Value	Total netbook value of the assets raised for write off
Total Netbook Currency	Currency of the netbook value of the assets raised for write off
Asset Count	Number of assets raised for write off
Write Off Key	Unique identifier for the process
Company Code	Company code to which the asset belongs to
Cost Center	Cost Center to which the asset belongs to
Asset Request Type	Type of write off requested for the asset
Is Retried	Flag to indicate if there is a retry condition for the asset

Sample Context without Start Conditions

```
{
"assetDetails": {
"companyCode": "4001",
"assetItem": [
{
"cumulativeAcquistionValue": "60000.00",
"assetPostStatus": "176",
"assetCapitalizationDate": "2021-05-01",
"assetDescription": "Test for Unplanned depreciation 2",
"amountPosted": "1000.00",
"accumulatedDepreciationValue": "-4000.00",
"assetNumber": "100000000083",
"assetTransactionType": "200",
"netbookValue": "56000.00",
"depreciationArea": "",
"assetPostMessage": "Transaction type 200 cannot be used for activity 'Retirement with revenue'",
"assetSubNumber": "0000",
"currency": "USD",
"comment": "",
"assetStatus": "Approve",
```

"showOnlyRetriedItemsInUIFlag": false
},
{
"cumulativeAcquistionValue": "25000.00",
"assetPostStatus": "176",
"assetCapitalizationDate": "2021-07-01",
"assetDescription": "Test for Unplanned depreciation 3",
"amountPosted": "2000.00",
"accumulatedDepreciationValue": "-1250.00",
"assetNumber": "100000000084",
"assetTransactionType": "200",
"netbookValue": "23750.00",
"depreciationArea": "",
"assetPostMessage": "Transaction type 200 cannot be used for activity 'Retirement with revenue'",
"assetSubNumber": "0000",
"currency": "USD",
"comment": "",
"assetStatus": "Approve",
"showOnlyRetriedItemsInUIFlag": false
}
],
"writeoffKey": "4001_40011000_XXX_10/28/2021 1:47:56 PM",
"assetRequestType": "Asset Scrap",
"assetHeader": {
"companyCode": "4001",
"costCenter": "40011000",
"docType": "AA",
"assetRequestType": "Asset Scrap",
"totalNetbookCurrency": "USD",
"transactionTypeGroup": 20,
"docDate": "20211028",
"postingDate": "20211028",
"totalNetbookValue": "23750.00",
"customCreatedBy": "XXX",
"assetValueDate": "20211028",

```
"text": "hi",
"customCreatedByEmail": "sample@email.com"
}
}
}
```
Sample Context with Start Conditions
```
{
"assetDetails": {
"companyCode": "4001",
"assetItem": [
{
"cumulativeAcquistionValue": "60000.00",
"assetPostStatus": "176",
"assetCapitalizationDate": "2021-05-01",
"assetDescription": "Test for Unplanned depreciation 2",
"amountPosted": "1000.00",
"accumulatedDepreciationValue": "-4000.00",
"assetNumber": "100000000083",
"assetTransactionType": "200",
"netbookValue": "56000.00",
"depreciationArea": "",
"assetPostMessage": "Transaction type 200 cannot be used for activity 'Retirement with revenue'",
"assetSubNumber": "0000",
"currency": "USD",
"comment": "",
"assetStatus": "Approve",
"showOnlyRetriedItemsInUIFlag": false
},
{
"cumulativeAcquistionValue": "25000.00",
"assetPostStatus": "176",
"assetCapitalizationDate": "2021-07-01",
"assetDescription": "Test for Unplanned depreciation 3",
"amountPosted": "2000.00",
"accumulatedDepreciationValue": "-1250.00",
"assetNumber": "100000000084",
"assetTransactionType": "200",
"netbookValue": "23750.00",
"depreciationArea": "",
"assetPostMessage": "Transaction type 200 cannot be used for activity 'Retirement with revenue'",
"assetSubNumber": "0000",
"currency": "USD",
"comment": "",
"assetStatus": "Approve",
"showOnlyRetriedItemsInUIFlag": false
}
],
```

"writeoffKey": "4001_40011000_XXX_10/28/2021 1:47:56 PM",
"assetRequestType": "Asset Scrap",
"assetHeader": {
"companyCode": "4001",
"costCenter": "40011000",
"docType": "AA",
"assetRequestType": "Asset Scrap",
"totalNetbookCurrency": "USD",
"transactionTypeGroup": 20,
"docDate": "20211028",
"postingDate": "20211028",
"totalNetbookValue": "23750.00",
"customCreatedBy": "XXX",
"assetValueDate": "20211028",
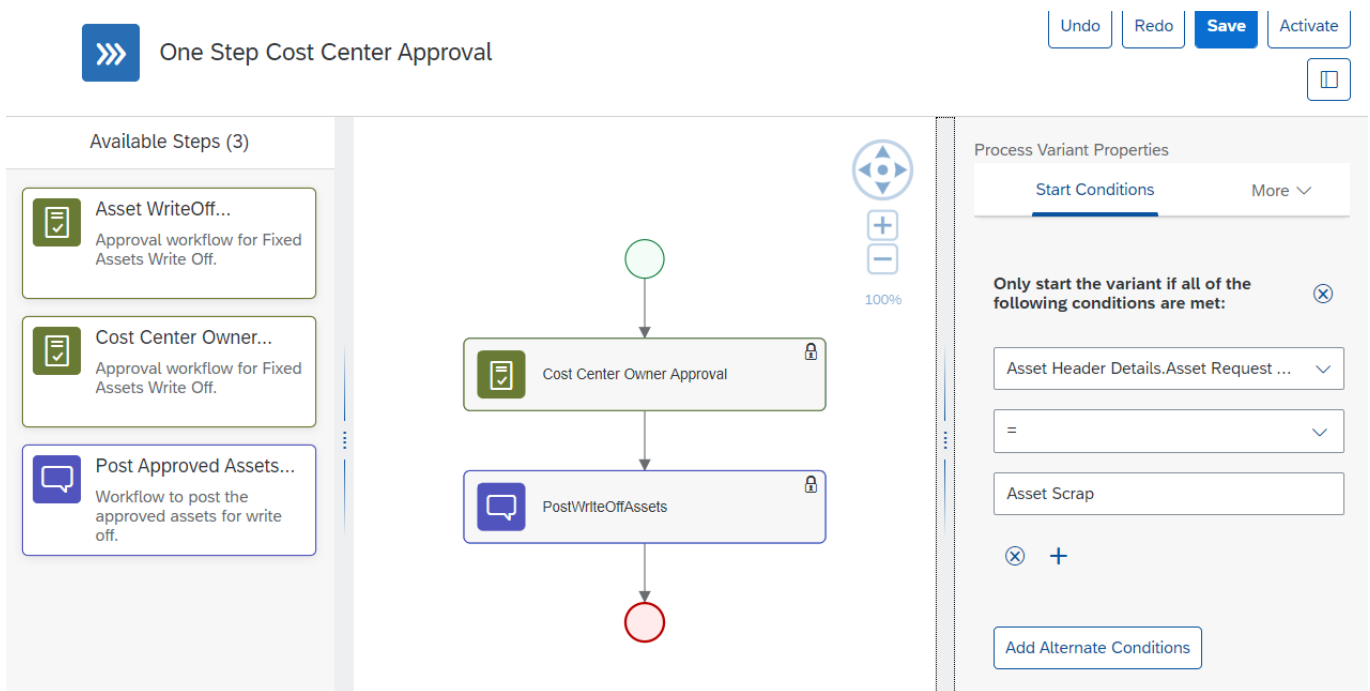"text": "hi",
"customCreatedByEmail": "sample@email.com"
}
}
}

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.

Fixed Asset Approval Write-Off

An example of a fixed Asset Write Off Approval Process Variant is given below:

Import Fixed Asset Write-Off 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 Write-Off 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 Write-Off 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 Write-Off 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 Write-Off Approval **and Configure Process Variants with SAP Workflow Management**

1. In Process Flexibility Cockpit app, search for content package Fixed Asset Write-Off 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 Write-Off 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 Write-Off 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.

Determine Approvers

Rule service to determine approvers for the Fixed Assets Write-Off Approval process

Rule Service Name: Determine Approvers

Input: Fixed Assets Header

Output: Approver Details (Structure data type)

Rule Definition
Determine approvers for an approval step in Fixed Assets Write-off Approval process

 Where used
Step: Called from Approval step

Determine Administrators

Rule service to determine administrators for the Fixed Assets Write-off Approval process

Rule Service Name: Determine Administrators

Input: **Fixed Assets Header** (Structure data type)

Output: Administrator Details (Structure data type)

Rule Definition
Determine administrators for an approval step in Fixed Assets Write-off Approval process.

 Where used
Step: Called from Approval step

Determine Task Due Date

Approver Determination Strategy

Rule Service to determine if the approval determination is based on external service or business rule

Rule Service Name: Approver Determination Strategy

Input: **Fixed Assets Header** (Structure data type)

Output: Approver Determination Strategy (Structure data type)

Rule Definition
Determine administrators for an approval step in Fixed Assets Write-off Approval process.

Fixed Assets Vocabulary for start condition and step condition

Determine Approvers from External Service
Sample Input payload for external service
{
"d":
{
"Role" : "Cost Center Owner",
"AssetDetails": {
"companyCode": "4001",
"assetItem": [
{
"cumulativeAcquistionValue": "60000.00",
"assetPostStatus": "176",
"assetCapitalizationDate": "2021-05-01",
"assetDescription": "Test for Unplanned depreciation 2",
"amountPosted": "1000.00",
"accumulatedDepreciationValue": "-4000.00",
"assetNumber": "100000000083",
"assetTransactionType": "200",
"netbookValue": "56000.00",
"depreciationArea": "",
"assetPostMessage": "Transaction type 200 cannot be used for activity 'Retirement with revenue'",
"assetSubNumber": "0000",
"currency": "USD",
"comment": "",
"assetStatus": "Approve",
"showOnlyRetriedItemsInUIFlag": false
},
{
"cumulativeAcquistionValue": "25000.00",
"assetPostStatus": "176",
"assetCapitalizationDate": "2021-07-01",
"assetDescription": "Test for Unplanned depreciation 3",

"amountPosted": "2000.00",

"accumulatedDepreciationValue": "-1250.00",

"assetNumber": "100000000084",

"assetTransactionType": "200",

"netbookValue": "23750.00",

"depreciationArea": "",

"assetPostMessage": "Transaction type 200 cannot be used for activity 'Retirement with revenue'",

"assetSubNumber": "0000",

"currency": "USD",

"comment": "",

"assetStatus": "Approve",

"showOnlyRetriedItemsInUIFlag": false

}

],

"writeoffKey": "4001_40011000_XXX_10/28/2021 1:47:56 PM",

"assetRequestType": "Asset Scrap",

"assetHeader": {

"companyCode": "4001",

"costCenter": "40011000",

"docType": "AA",

"assetRequestType": "Asset Scrap",

"totalNetbookCurrency": "USD",

"transactionTypeGroup": 20,

"docDate": "20211028",

"postingDate": "20211028",

"totalNetbookValue": "23750.00",

"customCreatedBy": "XXX",

"assetValueDate": "20211028",

"text": "hi",

"customCreatedByEmail": "sample@email.com"

}

}

}

Sample output response

```
"ApproverRulesResult": {
"d": {
"approvers": [
{
"supervisorEmail": "email@example.com",
"email": "email@example.com",
"userGroup": "Approver_GroupId",
"userId": "Approver_UserId"
}
]
}
}
```

URL Construct: /http/getApproversFA

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 <u>help documentation</u> for more details.

Fixed Assets Write-Off 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.

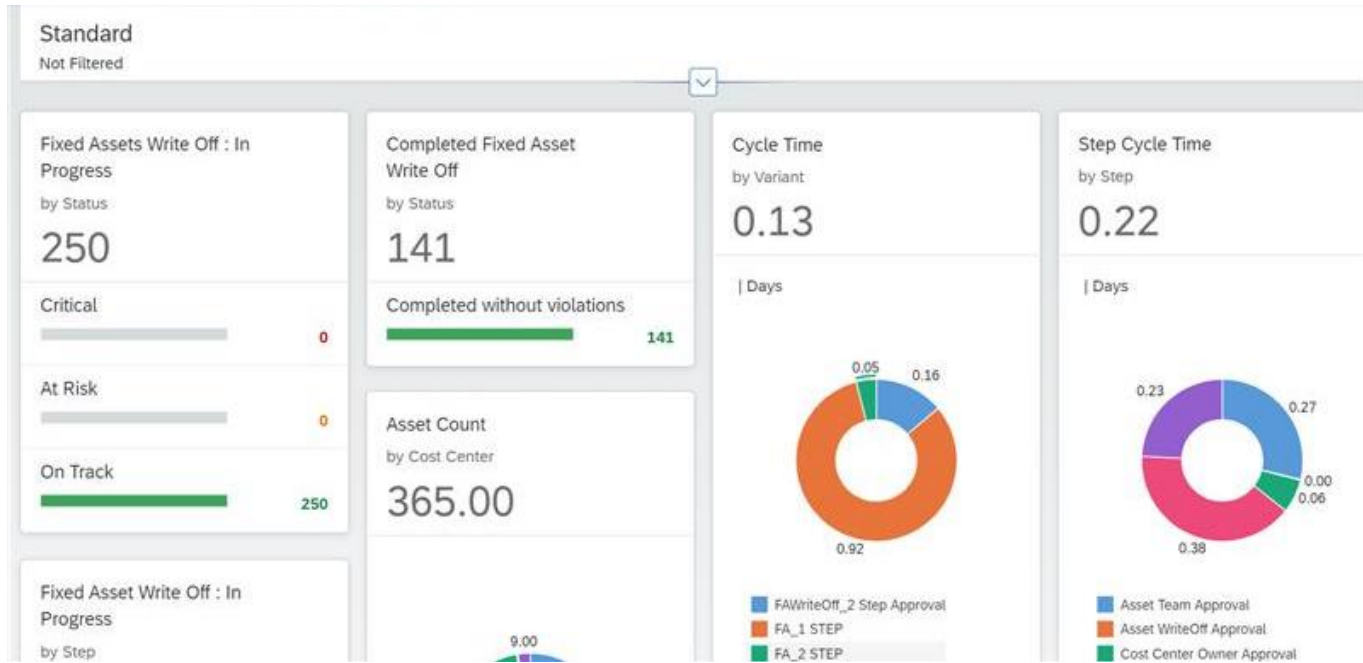**Configure Visibility Scenarios in SAP Build Process Automation**

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

Please go through <u>help documentation</u> on how to model a visibility scenario.

Configure Visibility Scenarios in SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select **Fixed Assets Write-Off Approval** tile in package **Fixed Assets Write-Off Approval**

3. Click Visibility Scenarios tile.

Dashboard of Fixed Asset Write-off process visibility

Please go through help documentation on how to model a visibility scenario.

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 Write-Off 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	scenarioId
Default Value	com.sap.content.FA_Write_off_App

15

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 Write-Off 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 Write-Off Approval

3. Click Live Process Insights Fixed Asset Write-Off Approval

4. User will see the process visibility dashboard below.

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