

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Real Estate Contract Valuation Posting Approval using SAP Workflow Management

Table of Contents

Table of Contents	2
Overview	3
User Interface	4
Start UI	4
My Inbox	5
User Task Approval UI	5
User Task 2nd Level of Approval – Contract Manager	6
User Task Rework UI	7
User Task Retry UI	7
Process Visibility Workspace	8
Access Process Workspace with SAP Build Process Automation	8

Overview

This document provides information about how to use the user interfaces of **Real Estate Valuation Posting Approval** Process. Requesters, approvers and process operators are the target users of the user interfaces explained in this document.

This workflow's objective is to have an approval process in place for the Right of use asset values in case of any contract changes. Valuation posting approvals are required in case of contract extensions, contract termination, change in interest value etc.

User Interface

The solution contains the following user interfaces

- 1. Start UI
- 2. My Inbox

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 shows the 'Real Estate Contract Valuation Posting' Fiori app. The top navigation bar includes the SAP logo, the app title, and search and user icons. Below the navigation bar are three tabs: 'Contract Details', 'Period', and 'Posting'. The 'Contract Details' tab is active. It contains two input fields: 'Company Code' with the value 'LP Company Code US- Ops-4001 X' and 'Contract' with the value 'D4X 2020 Testing-2000056 X'. Below this is the 'Period' section with four input fields: 'Month of Posting Run' (3), 'Year of Posting Run' (2022), 'Due Date' (2022-03-31), and 'Calculation Date To' (yyyy-MM-dd). A 'Create' button is located at the bottom right of the form.

The screenshot shows the 'Real Estate Contract Valuation Posting' Fiori app with the 'Posting' tab active. It contains four input fields: 'Document Header Text' (Valuation: March 2022), 'Document Date' (2022-03-01), 'Posting Date' (2022-03-01), and 'Posting Period' (3). A 'Create' button is located at the bottom right of the form.

My Inbox

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.

User Task 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 to 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

1st 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, including 'Contract Valuation Approval 4001_2000111 in role Cost Cent...' with a 'Medium' priority and a 'Within a Week' deadline. The main area shows the details for the selected task: 'Contract Valuation Approval 4001_2000111 in role Cost Center Owner'. The task details include: Company Code: 4001 (LP Company Code US- Ops), Contract: 2000111 (Workflow test data 12), Contract Type: CU05 (Lease-In Valuation BU/PR), and Contract Value: 216000.00 USD. The 'Period' section shows: Month of Posting Run: 4, Year of Posting Run: 2022, Due Date: 2022-04-30, and Calculation Date To: 2022-06-09. At the bottom right, there are buttons for 'Approve', 'Reject', 'Show Log', and 'Release'.

Real Estate Contract Valuation Posting Approval

Contract Valuation Approval 4001_2000111 in role Cost Center Owner

Contract Details | **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				

Approve Reject Show Log Release

Real Estate Contract Valuation Posting Approval

Contract Valuation Approval 4001_2000111 in role Cost Center Owner

Contract Details | Period | Posting | History | **Comments**

Comments

Comment: ak

Approve Reject Show Log Release

User Task 2nd Level of Approval – Contract Manager

Screen shots are as given below:

Real Estate Contract Valuation Posting Approval

Contract Valuation Approval 4001_2000111 in role Contract Manager

Contract Details | Period | Posting | History | Comments

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

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

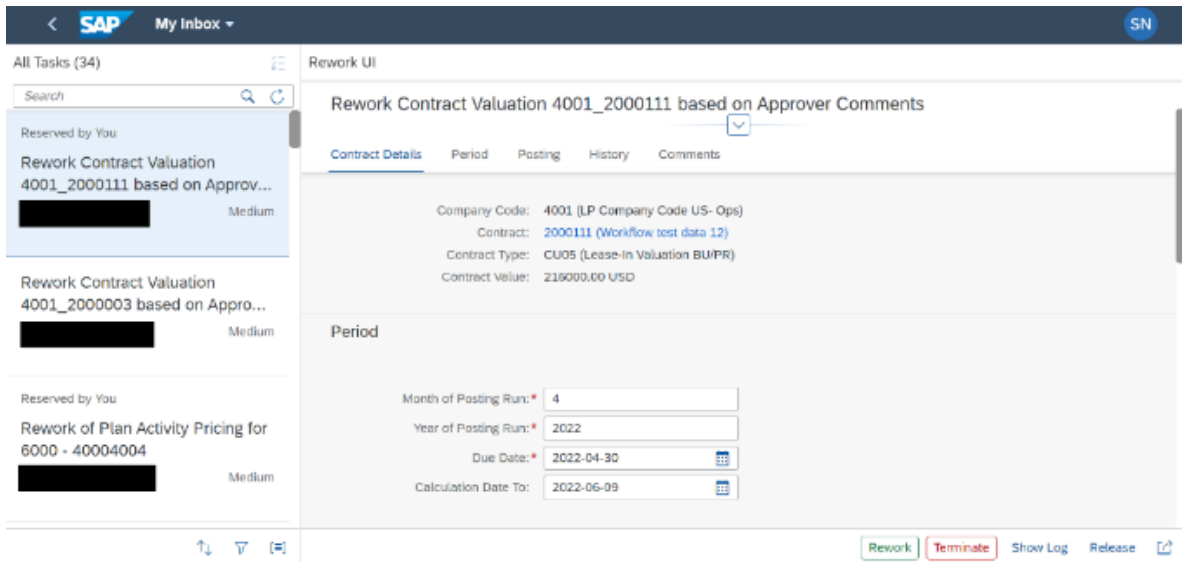
User Task Rework UI

At the Requestors My Inbox, 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:



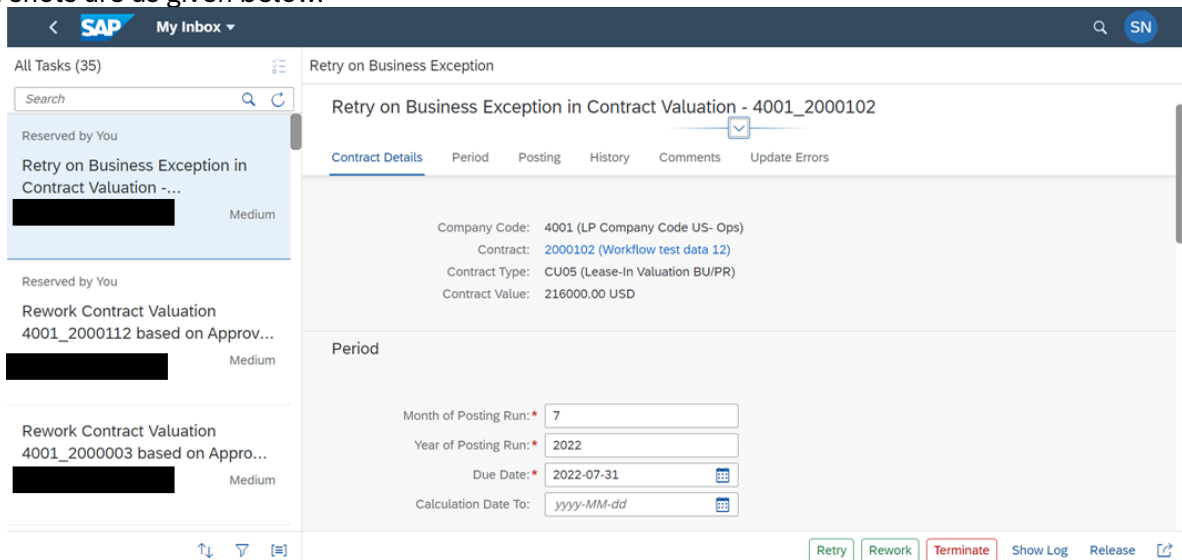
User Task Retry UI

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:



Process Visibility Workspace

Process Visibility capability in 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 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 SAP Work Zone 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 SAP Work Zone.
3. User will see the detailed process visibility dashboard.