

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# Configuration Guide

## Fixed Asset Transfer Approval using SAP Build Process Automation or SAP Workflow Management

# Table of Contents

Table of Contents .....	2
Overview .....	3
Features.....	3
Solution Diagram .....	3
Artifacts .....	4
Process .....	4
Process Variants .....	8
Import Fixed Asset Transfer Approval and Configure Process Variants with SAP Build Process Automation.....	9
Import Fixed Asset Transfer Approval and Configure Process Variants with SAP Workflow Management .....	9
Decisions & Policies.....	10
Approver Determination Strategy .....	10
Determine Administrators .....	11
Determine Approvers .....	11
Determine Task Due Date.....	12
Vocabulary Business Rule .....	13
Determine Approvers from External Service.....	14
Process Visibility .....	14
Configure Visibility Scenarios in SAP Build Process Automation .....	14
Configure Visibility Scenarios in SAP Workflow Management.....	15
Access Process Workspace in SAP Build Process Automation.....	15
Access Process Workspace in SAP Workflow Management .....	16

# Overview

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

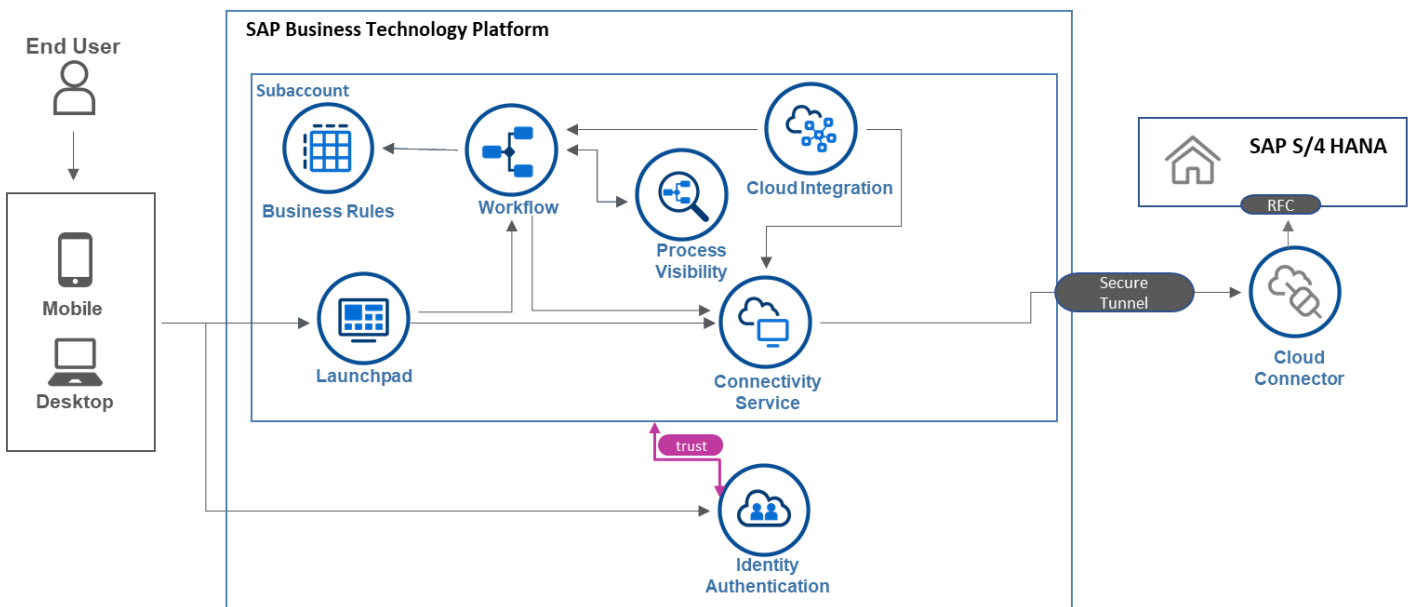
Objective of this workflow is to have approval process in place for Fixed asset transfers so that these transactions can be tracked and monitored before actual document postings in SAP S/4 HANA.

Fixed asset transfers (both Intercompany and Intra Company) 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 transfers of Fixed assets based on Approval determination. This helps in better governance practice.

## 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 Transfer Approval** package contains the following process template:

**Fixed Asset Transfer Approval**– Transfer of assets might be carried out for the purpose of survival of the business or in relation to a merger, acquisition, demerger, reconstruction, amalgamation of the business.

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 Transfer Approval**.

**Table 1. Process Steps**

Process Steps	Cardinality	Detailed Description
Sender Company Code Finance Manager Approval	0..1 = Optional Step	Workflow for the Sender Company Code Finance Manager to take the action on the Fixed Asset Transfer. This is valid for intercompany transfer only.
Receiver Company Code Finance Manager Approval	1..1 = mandatory step	Workflow for the Receiver Company Code Finance Manager to take the action on the Fixed Asset Transfer. This is valid for both Intracompany & intercompany transfer.
Receiver Cost Center Owner Approval	1..1 = mandatory step	Workflow for the Receiver Cost Center Owner to take the action on the Fixed Asset Transfer.
Sender Cost Center Owner Approval	1..1 = mandatory step	Workflow for the Sender Cost Center Owner to take the action on the Fixed Asset Transfer.
Post Fixed Asset	1..1 = mandatory	Workflow step for post of the Fixed Asset Transfer data for SAP S/4HANA

Transfer	step	
----------	------	--

**Table 2. Process Attributes.**

Process Attributes	Detailed Description
AssetKey	Asset key to uniquely identify the workflow instance
TotalNetbookValue	Netbook value for the asset transfer
Currency	Currency unit for the asset transfer

**Sample Context with Start Conditions**

```
{
  "assetDetails": {
    "assetTransferType": "Intra Company Transfer",
    "assetHeader": {
      "assetKey": "Intra Company Transfer_xyz_11/25/2021 6:35:17 PM",
      "companyCode": "4000",
      "text": "",
      "docDate": "20211125",
      "assetValueDate": "20211125",
      "postingDate": "20211125",
      "assetTransferType": "Intra Company Transfer",
      "intravisible": true,
      "existingasset": true,
      "totalNetbookValue": "165.00",
      "totalNetbookCurrency": "USD",
      "customCreatedBy": "xyz",
      "customCreatedByEmail": "xyz@sample.com"
    },
    "assetItem": [
      {
        "fromAssetNumber": "100000000042",
        "fromAssetSubNumber": "0001",
        "fromDepreciationArea": "02",
        "toDepreciationArea": "02",

```

```

    "amountPosted": "165.00",
    "fromAssetDescription": "Desc",
    "assetCapitalizationDate": "2021-03-01",
    "assetStatus": "",
    "cumulativeAcquistionValue": "180.00",
    "accumulatedDepreciationValue": "-15.00",
    "netbookValue": "165.00",
    "transferPercent": 100,
    "currency": "USD",
    "toAssetNumber": "1000000000006",
    "toAssetSubNumber": "0000",
    "toAssetNumberDescription": "Test for Intercompany Transfer",
    "assetClass": "",
    "fromCostCenter": "0040001000",
    "toCostCenter": "0040002001",
    "fromCompanyCode": "4000",
    "toCompanyCode": "4000"
  }
]
}
}

```

### Sample Context without Start Conditions

```

{
  "assetDetails": {
    "assetTransferType": "Intra Company Transfer",
    "assetHeader": {
      "assetKey": "Intra Company Transfer_xyz_11/25/2021 6:35:17 PM",
      "companyCode": "4000",
      "text": "",
      "docDate": "20211125",
      "assetValueDate": "20211125",
      "postingDate": "20211125",
      "assetTransferType": "Intra Company Transfer",

```

```

    "intravisible": true,
    "existingasset": true,
    "totalNetbookValue": "165.00",
    "totalNetbookCurrency": "USD",
    "customCreatedBy": "xyz",
    "customCreatedByEmail": "xyz@sample.com"
  },
  "assetItem": [
    {
      "fromAssetNumber": "100000000042",
      "fromAssetSubNumber": "0001",
      "fromDepreciationArea": "02",
      "toDepreciationArea": "02",
      "amountPosted": "165.00",
      "fromAssetDescription": "Desc",
      "assetCapitalizationDate": "2021-03-01",
      "assetStatus": "",
      "cumulativeAcquisitionValue": "180.00",
      "accumulatedDepreciationValue": "-15.00",
      "netbookValue": "165.00",
      "transferPercent": 100,
      "currency": "USD",
      "toAssetNumber": "100000000006",
      "toAssetSubNumber": "0000",
      "toAssetNumberDescription": "Test for Intercompany Transfer",
      "assetClass": "",
      "fromCostCenter": "0040001000",
      "toCostCenter": "0040002001",
      "fromCompanyCode": "4000",
      "toCompanyCode": "4000"
    }
  ]
}
}

```

# 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.

The screenshot shows the SAP Process Variant configuration interface. On the left, a list of 'Available Steps (5)' includes: Sender Company Code Finance Manager Approval Workflow, Post Fixed Asset Transfer, Receiver Company Code Finance Manager Approval, Receiver Cost Center Owner Approval Workflow, and Sender Cost Center Owner. The central flowchart shows a sequence of steps: Sender Cost Center Owner Approval, Sender Company Code Finance Manager Approval, Receiver Cost Center Owner Approval, Receiver Company Code Finance Manager Approval, and Post Fixed Asset Transfer. On the right, the 'Process Variant Properties' panel is set to 'Start Conditions' with the condition 'Inter Company Transfer' selected. The progress indicator shows 69%.

Default – Inter Company Transfer

Note: Inter Company Asset Transfer process variant is available by default. Intra company asset transfer can be configured as a variant depending on the business condition. Example is shown below

The screenshot shows the SAP Process Variant configuration interface for an Intra Company Transfer variant. The 'Available Steps (5)' list is identical to the previous screenshot. The central flowchart sequence is: Sender Cost Center Owner Approval, Receiver Cost Center Owner Approval, Receiver Company Code Finance Manager Approval, and Post Fixed Asset Transfer. The 'Process Variant Properties' panel is set to 'Start Conditions' with the condition 'Intra Company Transfer' selected. The progress indicator shows 82%.



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

1. In Process Flexibility Cockpit app, search for content package Fixed Asset Transfer 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 Transfer 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 Transfer 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 Transfer Approval enable customers to flexibly configure decisions to gain flexibility to

1. Approver Determination Strategy
2. Determine Task Due Date
3. Determine Administrator
4. Determine Approver

### 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
CostCenter	Cost Center	Cost center to which the assets to be written off belongs to.	String >
TotalNetbookValue	Total Netbook Value	Total netbook value calculated by adding individual netbook values for write off assets.	Number >
ApprovalStep	Approval Step	Unique identification of the approval step. Ex: Finance Team	String >

Output:

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

### Rule Definition

Cost Center	Total Netbook Value	Approval Step	Determination Strategy
= 'XYZ'	> 0	= 'Approval Team'	'External Service'
			'Business Rules'

## Determine Administrators

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

Rule Service Name: Determine Administrators

Input:

Name	Label	Description	Business Data Type
CostCenter	Cost Center	Cost center to which the assets to be written off belongs to.	String >
TotalNetbookValue	Total Netbook Value	Total netbook value calculated by adding individual netbook values for write off assets.	Number >
ApprovalStep	Approval Step	Unique identification of the approval step. Ex: Finance Team	String >

Output:

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 Definition

If			Then		
Company Code	Asset Class	Approval Step	Email	User Group	User ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	'xyz@sample.com'	<input type="text"/>	'xyz@sample.com'

## Determine Approvers

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

Rule Service Name: Determine Approvers

Input:

Name	Label	Description	Business Data Type
CostCenter	Cost Center	Cost center to which the assets to be written off belongs to.	String >
TotalNetbookValue	Total Netbook Value	Total netbook value calculated by adding individual netbook values for write off assets.	Number >
ApprovalStep	Approval Step	Unique identification of the approval step. Ex: Finance Team	String >

## Output:

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the approver responsible for fixed assets transfer.	String >
UserGroup	User Group	Group ID of the approvers responsible for fixed assets transfer.	String >
Email	Email	Email address of the approvers responsible for fixed assets transfer.	String >
SupervisorEmail	Supervisor Email	Email address of the supervisor.	String >
DueDuration	Due Duration	Due Duration	Number >
UnitofTime	Unit of Time	Unit of Time	String >

## Rule Definition

If			Then				
<input type="checkbox"/>	Company Code	Asset Class	Approval Step	Supervisor Email	Email	User Group	User ID
<input type="checkbox"/>				'xyz@sample.com'	'xyz@sample.com'		'xyz@sample.com'

## Determine Task Due Date

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

Rule Service Name: Determine Task Due Date

## Output:

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the approver responsible for fixed assets transfer.	String >
UserGroup	User Group	Group ID of the approvers responsible for fixed assets transfer.	String >
Email	Email	Email address of the approvers responsible for fixed assets transfer.	String >
SupervisorEmail	Supervisor Email	Email address of the supervisor.	String >
DueDuration	Due Duration	Due Duration	Number >
UnitofTime	Unit of Time	Unit of Time	String >

## Rule Definition

Text Rule

▼ If

Fixed Asset Transfer Details.Approval Step = 'Company Code Finance Manager'

Then

Unit of Time: 'D'

Due Duration: 1

▼ Else

Unit of Time: 'D'

Due Duration: 1

## Vocabulary Business Rule

Name	Label	Description	Business Data Type	
assetTransferType	Transfer Type	Transfer Type	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/getApproversFATransferwfm
HTTP Method	GET
Payload sent by workflow (sample data)	<pre>{   "d":   {     "AssetDetails": Refer to Sample Context without Start Conditions under section Process --,     "Role": Sender Cost Center Owner   } };</pre>
Response Payload from integration flow	<p><b>RESPONSE STATUS, Ex 200 OK</b></p> <pre>"ApproverRulesResult": {"d": {"approvers": [{"supervisorEmail": "email@example.com", "email": "email@example.com", "groupId": "Approver_GroupId", "userId": "Approver_UserId"]}}}</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 Transfer 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 Transfer Approval Project.

3. Click to open **Fixed Asset Transfer 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 Visibility Cockpit.
2. Select Fixed Asset Transfer Approval tile.
3. Click Visibility Scenarios tile.
4. Select **Fixed Asset Transfer Approval** scenario and click Activate.

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

### Access Process Workspace in SAP Build Process Automation

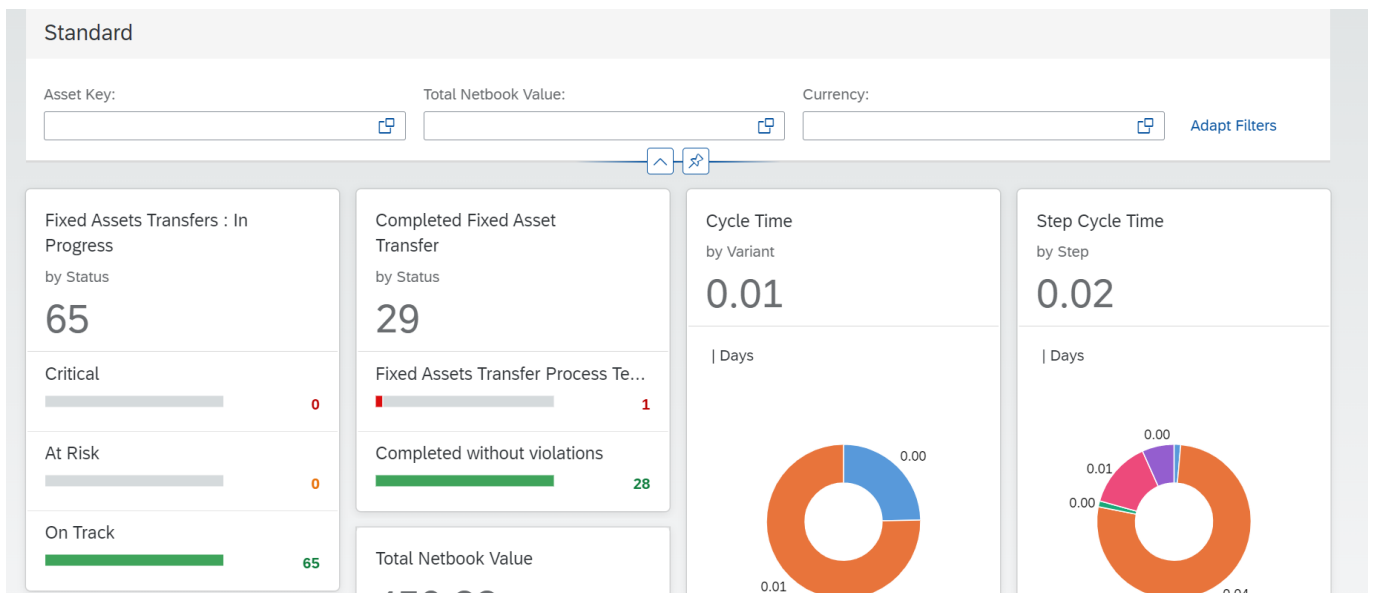
1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) 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 Transfer 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.Fixed_Assets_Transfer_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 Transfer 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 Transfer Approval
3. Click Live Process Insights Fixed Asset Transfer Approval
4. User will see the process visibility dashboard below.



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