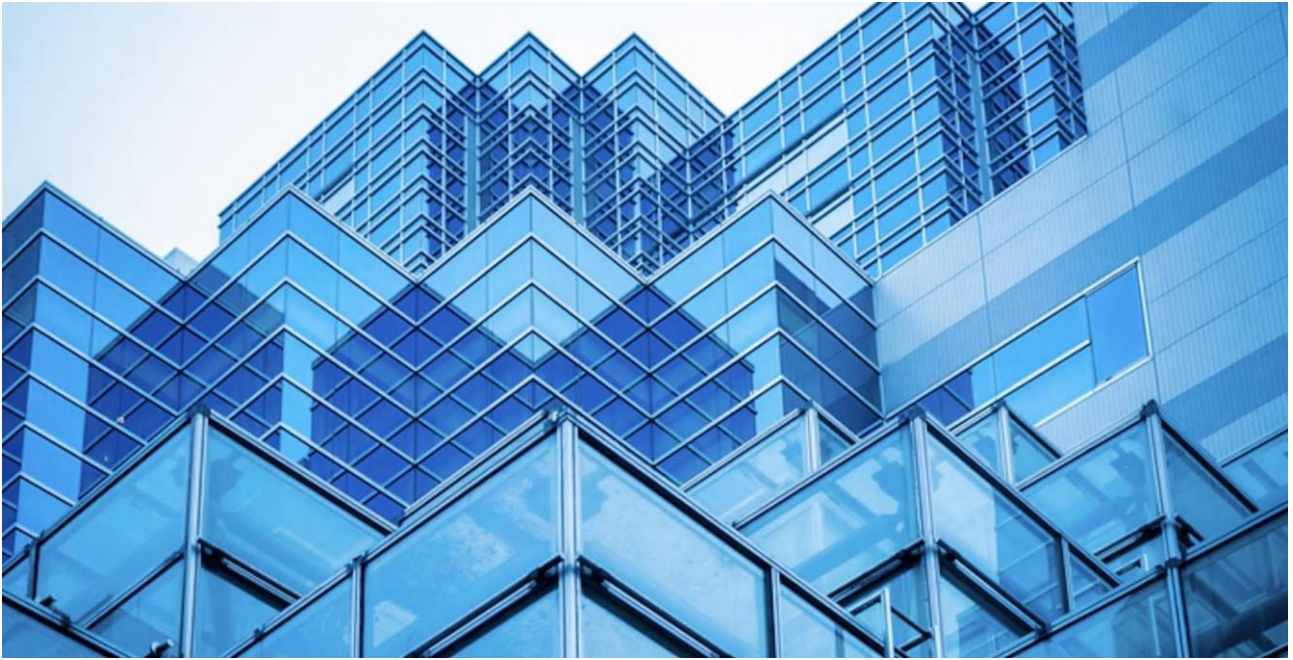




PUBLIC

SAP Build Process Automation **Fixed Asset Management - Post Asset Acquisition**

Configuration & User Guide

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Change Log

Version	Date	Description
1.0.0	January 10 th , 2024	Document created
1.0.1	March 1 st , 2024	Added feature to fetch the asset details using custom CDS views

This document contains 3 sections. Each section covers different information about this template content package.

1. Overview: In this section, you will get a quick overview of the use case, what are high-level components used and how the template works in a nutshell. Prerequisite section provides information of different services of SAP Business Technology Platform that are required to use this template.
2. Configuration Guide: It contains sections which will guide you to setup your
 - (a) SAP Business Technology Platform (BTP) Account with destination.
 - (b) Import and configure the template using SAP Build Process Automation design studio.
3. User Guide: This section provides details about different artifacts that are used in this template like process definition, automations, forms, email notifications etc. to better understand how different capabilities are used in this template.

Note:

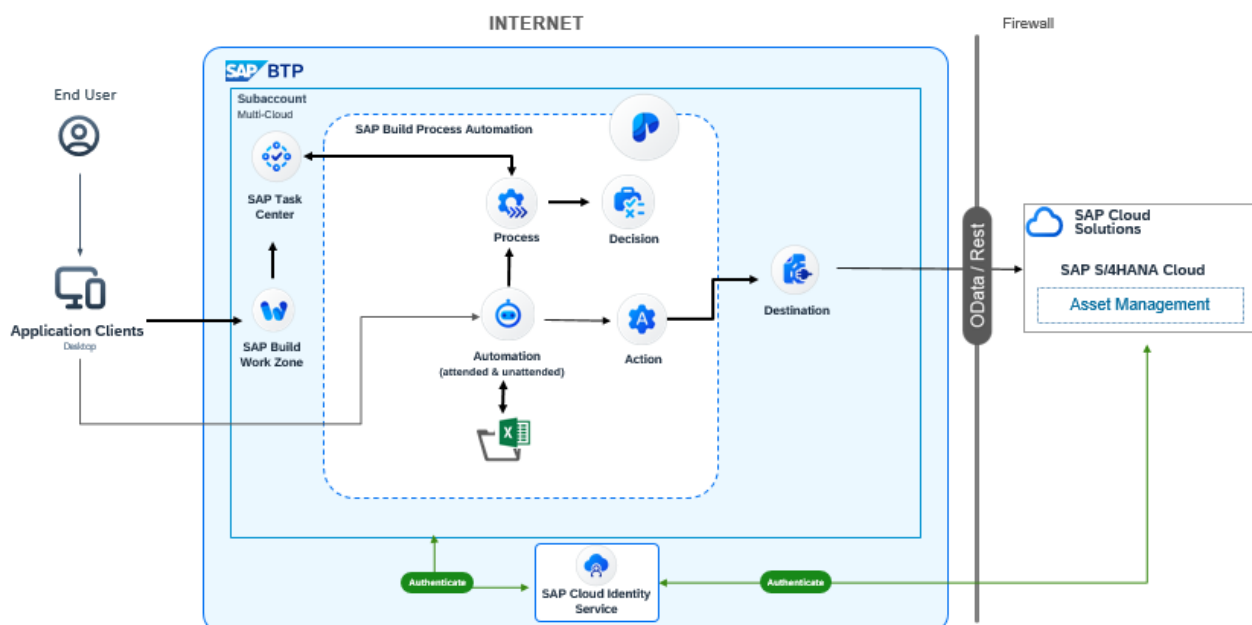
- This documentation is not a detailed guide to set up SAP Business Technology Platform services. It assumes that the IT admin who is setting the content is skilled with SAP Business Technology Platform environment. The Configuration section must be mandatorily followed to import and configure the template.
- This template content is to accelerate your solution development. You must modify this template according to your requirements to achieve the desired business goal. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation, SAP Integration Suite, and its capabilities.

Overview

The '**Fixed Asset Management - Post Asset Acquisition**' process streamlines and automates the process of posting of asset acquisition through SAP Build Process Automation within the SAP S/4HANA system.

The bot seamlessly extracts values from the selection screen file, generates filters to retrieve details from the SAP S/4HANA system, and populates a predefined excel template. After user modifications, the filled template is stored in a designated folder for the bot's retrieval. The bot processes the data and initiates an approval process. Upon successful approval, the fixed assets are posted in the SAP S/4HANA system. By automating the post asset acquisition, businesses can save time, reduce manual errors, and improve overall efficiency.

Solution Diagram:



The following steps are included as a part of “Fixed Asset Management - Post Asset Acquisition” template:

- The template uses below API:
 - **Fixed Asset Acquisition API**
 - **GET Method: /YY1_FIXED_ASSET**
This is custom API created by the user using the CDS views in the SAP S/4HANA.
 - /YY1_FIXED_ASSET_CDS
 - **POST Method: /FixedAssetAcquisition/SAP__self.Post**
This API is used to post the asset acquisition.
More information can be found in /API_FIXEDASSETACQUISITION/overview

1) Scheduled Automation Trigger 1:

- **Start Process: ‘Fetch Fixed Asset Details To Update’** automation will be scheduled to run the whole process automatically in unattended mode, no actions required from the end user to start the process.
- **Read Operation: ‘Fetch Fixed Asset Details To Update’** automation will read the data from ‘Selection Screen’ excel file which is placed in predefined folder.
- **Fetch Operation: ‘Fetch Fixed Asset Details To Update’** automation fetches the fixed asset details that are created and yet to be posted, based on the given range of ‘Creation Date’ from the SAP S/4HANA system and triggers the sub automation ‘Updating Fixed Asset Details In Excel’ to update fetched details in excel file and save file and the control log file in the predefined folder.
- Email confirmation will be sent to notifier/stakeholder with the process completion status.

2) Scheduled Automation Trigger 2:

- **Start Process: ‘Process Input For Posting Fixed Asset Acquisition’** automation will be scheduled to run the whole process automatically in unattended mode, no actions required from the end user to start the process.
- **Read Operation: ‘Process Input For Posting Fixed Asset Acquisition’** automation opens input excel file and reads data from input excel file to get the details of the asset which must be posted.
- **Post Asset Operation:** Different automations are used to post asset acquisition in the SAP S/4HANA system using API based on the approval requirement.
- Email confirmation will be sent to notifier/stakeholder with the process completion status.

This structured process ensures that the process moves through an efficient and automated workflow. This reduces the issues in posting bulk assets in the SAP S/4HANA system.

Prerequisites

The following SAP Business Technology Platform services are required to consume the content package of ‘Fixed Asset Management - Post Asset Acquisition’ in the SAP S/4HANA:

- SAP Build Process Automation to orchestrate the process.
- SAP Cloud Identity Services - Identity Authentication (Optional)
- SAP Connectivity service to establish access to the SAP S/4HANA, Public Edition
- SAP Work Zone, standard or advanced edition for accessing My Inbox.

Other Prerequisites

For this template to run successfully the following other prerequisites are needed:

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- SAP Desktop Agent 3.23.45 or higher
- Selection Screen excel for creating input template for posting fixed assets and the input template file should be placed in the predefined folder. Example structure is shown below.

Note: The excel template files are included in this package and all names are case-sensitive. User must create the folder.

Name	Type	Sample Path	Description
<Root Folder>	Folder		Root Path
+ -Template	Folder	C:\Root\Fixed Asset\Template	Sub folder which contains blank template files.
Template Input file.xlsx	File	C:\Root\Fixed Asset\Template\Template Input file.xlsx	Blank Template Input file.
Selection Screen.xlsx	File	C:\Root\Fixed Asset\Selection Screen\Selection Screen.xlsx	Blank Selection Screen file.
Fetched Fixed Asset Log.xlsx	File	C:\Root\Fixed Asset\Selection Screen\Fetched Fixed Asset Log.xlsx	Blank Selection Screen file.
+ - SelectionScreen	Folder	C:\Root\Fixed Asset\Selection Screen	Folder containing populated selection screen files used in fetch operation.
+ - FetchedAssets	Folder	C:\Root\Fixed Asset\FetchedAssets	Folder containing fetched fixed asset details yet to be updated by the user.
+ -ToBeProcessed	Folder	C:\Root\Fixed Asset\ToBeProcessed	Folder containing file that are updated by the user which will be picked for further operations.

Important Note – The template file names & structures are fixed; no changes should be made to them for the entire process to work. If the folder structure is not correct the process will fail.

Fig: Selection Screen

- All the mandatory fields should be filled in the excel file.
- Bot will read the data from the selection screen excel file which is placed in the predefined folder. i.e., **SelectionScreen** folder path.
- Cell B9 should be filled with the folder path where the templates are saved. i.e., **Template** folder
- Cell B10 should be filled with the folder path where the fetched asset details file should be placed. i.e., **FetchedAssets** folder path.
- Cell B11 should be filled with the notifier email id.

<

Fig: Template Input File

- Excel file with fetched asset details will be placed in the '**FetchAssets**' folder. Asset details that should be posted must be filled in the "Asset Details" worksheet of the excel files present in '**FetchAssets**' folder
- All the mandatory fields should be filled in the excel file. Sample values are available in the FieldList worksheet.

Note:

- This package is designed only to work with the provided input template file structures. **DO NOT CHANGE** any column properties and structure.
- If any changes are made in the input template structure, related process & automation implementation also need to be updated to manage those changes.

Process Flow

To Fetch Asset Acquisition Details From The SAP S/4HANA System

1) Manual Update:

End user must fill the selection criteria in the selection screen excel template file (which is downloaded from the package and placed in the "Template" folder) with the notifier email address and place the filled excel file in the "SelectionScreen" folder.

2) Scheduled Automation Trigger 1:

The '**Fetch Fixed Asset Details To Update**' automation is scheduled to automatically run without human intervention.

3) Read Operation:

'**Fetch Fixed Asset Details To Update**' automation opens and reads the data from the selection screen excel file from predefined folder.

4) Fetch And Update Operation: '**Fetch Fixed Asset Details To Update**' automation fetches the fixed asset details that are created and yet to be posted from the SAP S/4HANA system based on AssetLifecycleStatus, AcquisitionValueDate, AssetCapitalizationDate and CreationDate. Then bot triggers another sub-automation named '**Updating Fixed Asset Details In Excel**' to update the fetched details of fixed asset in 'Template Input File' excel, renamed, and saved in the '**FetchAssets**' folder. It logs the fixed asset information in log report and save the log report in the '**FetchAssets**' folder.

5) Saving Processed Input file and Send Mail Notification:

- Once the "Selection Screen" file(s) have been processed from the predefined folder, it is renamed as <FileName_Processed> and saved in the same predefined folder.
- Mail notification will be sent to the notifier once the details are collected from the SAP S/4HANA system.

Posting Of Asset Acquisition

1) Manual Update:

End user must fill all the details in the files which is placed in the 'FetchedAssets' folder and move the file to 'ToBeProcessed' folder which will be used for posting of asset acquisition.

2) Scheduled Automation Trigger 2

The '**Process Input For Posting Fixed Asset Acquisition**' automation is scheduled to automatically run without human intervention.

3) Read the Asset Data From Excel

The '**Process Input For Posting Fixed Asset Acquisition**' automation opens and reads the data from the input excel file which contains the asset data from predefined folder location.

4) Posting List Of Fixed Assets

The '**Process Input For Posting Fixed Asset Acquisition**' automation initiates sub-process named '**Fixed Asset – Post Asset Acquisition**' which performs all the steps required to complete approval and post asset acquisition process.

a) Determine If Approver Required

- Checks if the approval process is required for the given company code and asset class. If approval is required, then the approval process is followed. If assets are auto approved, then fixed assets will be posted automatically using '**Auto Post Asset Acquisition**' automation.

b) Determine Approver

- Approver is determined using the decision table based on the company code and asset class. This information is essential for the next step.

c) Determine Admin

- Admin is determined using the decision table based on the company code and asset class to notify if approver is missing. This information is essential for the next step.

d) Send Mail Notification

- Mail notification will be sent to admin with the email address retrieved from the previous step (4c) to notify about missing approver and to assign approver.

e) Sending Approval Request Task To Approver

- A form named '**Approval Form - Posting Fixed Asset**' is sent to the determined approver from the step(4b)
- The form includes information about the group of assets, allowing the approver to approve each asset.

f) Approver's decision

- If the approver decides to approve the request, '**Post Asset Acquisition**' automation is executed to post the fixed assets.
- If the approver decides to reject the request, an email notification is sent to the notifier/stakeholder.

g) Email Notification

Mail notification is sent to the notifier/stakeholders upon completion of the process with the log report attached.

6) Saving Processed Input file and Send Mail Notification

- Once the input file(s) have been processed from the predefined folder, it is moved to the '**Processed**' folder in the same predefined folder and is renamed to '<FileName_TimeStamp>'. '**Processed**' folder will be created if not present already.
- Log reports will also be saved under predefined folder. '**Log Report**' folder will be created if not present already.

Configuration Guide

Fixed Asset Management - Post Asset Acquisition template requires SAP Build Process Automation subscription.

Follow the [setup and configuration section](#).

Setup SAP Business Technology Platform Cockpit

Destination Configuration

Configure SAP S/4HANA Cloud, public edition Destination

To access the SAP S/4HANA system for read and update operations, an HTTP destination is required in the SAP BTP account where the SAP Build Process Automation is subscribed.

Create a destination with Basic Authentication.

Make sure the communication user has the appropriate communication strategy to fetch the assets details using Custom CDS views and to post the asset acquisition in the SAP S/4HANA system.

Destination with Basic Authentication

Name	< Fixed Asset Management - Post Asset Acquisition >
Type	HTTP
Proxy Type	Internet
Authentication	Basic Authentication
URL	<SAP S/4HANA endpoint> Example: <a href="https://<host>:<port>/sap/opu/odata/sap/api_fixedassetacquisition/srvd_a2x/sap/fixedassetacquisition/0001/">https://<host>:<port>/sap/opu/odata/sap/api_fixedassetacquisition/srvd_a2x/sap/fixedassetacquisition/0001/
Username	<username> of the SAP S/4HANA Communication User
Password	<Password> of the SAP S/4HANA Communication User

Additional Properties to Destination

Additionally, add the following properties in the destination for cloud integration.

sap.applicationdevelopment.actions.enabled	true
sap.processautomation.enabled	true

Setup Communication

To run this template, you must have a communication user, create communication arrangements between the communication user and the following communication scenario, and assign those communication arrangements to a communication system.

Steps to Create Communication System and Communication Arrangement are available in below documentation links:

[How to Create Communication Systems | SAP Help Portal](#)

[How to Create a Communication Arrangement | SAP Help Portal](#)

[Configuration and Role Details for accessing "Communication Systems" application.](#)

[Configuration and Role Details for accessing "Communication Arrangements" application.](#)

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Communication scenarios to be configured.

Communication Scenario	Related API
Finance - Fixed Asset Integration (SAP_COM_0563)	Overview Fixed Asset Management - Post Asset Acquisition SAP Business Accelerator Hub
An additional communication scenario assigned with custom inbound services	You need to create custom CDS views in your SAP S/4HANA Cloud system, expose them as external APIs, and then create a communication scenario and add these inbound services to this scenario. For details, see next section.

Configure Custom CDS Views and Create Additional Communication Scenario

[Configuration and Role Details for accessing "Custom CDS View" application.](#)

[Configuration and Role Details for accessing "Communication Scenario" Application.](#)

1. Open the Custom CDS Views app.



2. Click **Create** and select the scenario **External API**.

Name – YY1_Fixed_Asset

Create Custom CDS View

Label: *

Name: *

Scenario: *

3. Select your Primary Data Source – I_FixedAsset

The screenshot shows the 'Data Sources' app interface. The breadcrumb navigation is: Data Sources > Parameters > Elements > Element Properties > Filter > Log > Tasks > Next Steps. The 'Data Sources (1)' table has columns: Name, Alias, Type, Cardinality, Tasks, Status, Parameters, and Join Condition. The row for 'I_FixedAsset' is highlighted with a red box, showing its Type as 'Primary Datasource' and Status as 'Released'. An 'Add' button is visible in the top right corner of the table area.

If **I_FixedAsset** is not available in the search list, Change the Filter Criteria “Recommended Data Source” to “No”

The screenshot shows the 'Select: Primary Data Source' dialog box. The 'Recommended Data Source' dropdown is set to 'No'. Other dropdowns for Status, Protection, Analytics Category, Parameter, Masterdata View, and Text View are also visible. Below the dialog, a table titled 'Data Sources (9)' shows a list of data sources. The first row is 'I_FixedAsset' with Label 'Fixed Asset' and Source Origin 'ABAP Development Tools'.

4. Go To Elements Tab and add Elements – CompanyCode, AssetClass, MasterFixedAsset, FixedAsset, MasterFixedAssetDescription, FixedAssetDescription, AssetAdditionalDescription, AssetLifecycleStatus, AcquisitionValueDate, AssetCapitalizationDate, CreationDate.

The screenshot shows the 'Elements' app interface. The breadcrumb navigation is: Data Sources > Parameters > Elements > Element Properties > Filter > Log > Tasks > Next Steps. The 'Elements (11)' table has columns: Key, Alias, Type, Path, Label, Calculation, and Task. The following elements are listed: CompanyCode (CHAR 4), MasterFixedAsset (CHAR 12), FixedAsset (CHAR 4), AssetLifecycleStatus (CHAR 1), AcquisitionValueDate (DATS 8), and AssetClass (CHAR 8). Each element has a corresponding label and path.

5. Check and Publish

6. Open the Communication Scenarios app and create a new communication scenario.

(We have referred to [-Create an Additional Communication Scenario | SAP Help Portal](#))

7. Add the inbound services *CustomCDSViewName*_CDS to the communication scenario and publish it:

- YY1_Fixed_Asset_CDS

8. Open the Communication Arrangements app and create a communication arrangement based on this newly created custom communication scenario.

9. In the Communication System field under Common Data, select the communication system that you have created following the Create Communication System step mentioned in [Set Up Communication](#).

10. Save your entries.

Configure SAP Build Process Automation Email Destination

Mail notifications are used in this template to send notifications to the notifiers in the process. Follow the instructions to set up mail destination in your SAP BTP Account.

Configuring destination, see [Configure a SMTP Mail Destination](#).

For more information refer to [Create HTTP Destinations](#)

IMPORTANT NOTE: This template content is to accelerate your solution development. You can modify this template according to your own requirements to achieve your business goals. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation and its capabilities.

Setup SAP Build Process Automation Content

Import Content

This template can be downloaded from the Store:

- 1) Navigate to the Store in your SAP Build Process Automation application.
- 2) Select the Project Type filter as **'Process Automation'**.
- 3) In the Search bar type **'Fixed Asset Management - Post Asset Acquisition'**
- 4) Select the **'Create from Template'** button to add the template into your lobby.

After successfully adding the template, navigate back to the lobby to find the **'Fixed Asset Management - Post Asset Acquisition'** project available for use.

Caution: Be sure to select the Project Type as 'Process Automation' in the filters.

Configure Agent Management Settings

This configuration is required to execute the Process with Automation. Kindly follow the steps explained [here](#).

Configuration & Modification

Once you have added the content to your lobby, you will find the project in your project list. Adapt the content template based on your requirements, and then release and deploy from the Lobby.

Configure Process

There is no configuration needed in the process. But it can be changed based on your requirements of the business.

Configure Forms

You can update or extend the forms based on your requirements. To edit the form:

- Double click the form to open the Form Editor
- You can configure existing fields, add new layout, or input fields to the form by simply dragging-and-dropping them from the side menu.

Approval Form - Posting Fixed Asset

Below are the details of the asset for posting.

Kindly take action based on below details.

Important Notes:

- 1) Please do not change any data in editable fields except for the respective approval checkboxes & approver comments. Any other change in data is not supported.
- 2) Fixed assets for posting are considered as fully approved, only if the approval checkboxes for all fixed assets are checked.
- 3) For partial approval, select only those checkboxes of fixed asset for posting that are approved and click the 'Approve' button. Fixed assets with unchecked checkbox will be considered as rejected.
- 4) On clicking "Reject" button, all the fixed assets are considered as rejected. Any selected checkboxes will be ignored and the entire fixed asset posting will be rejected.

Fixed Assets Details

Company Code	Asset Class	Master Fixed Asset	Fixed Asset	MasterFixedAssetDescription	FixedAssetDescription	AssetAdditionalDescrip
Enter Text	T	Enter Text	T	Enter Text	T	Enter Text

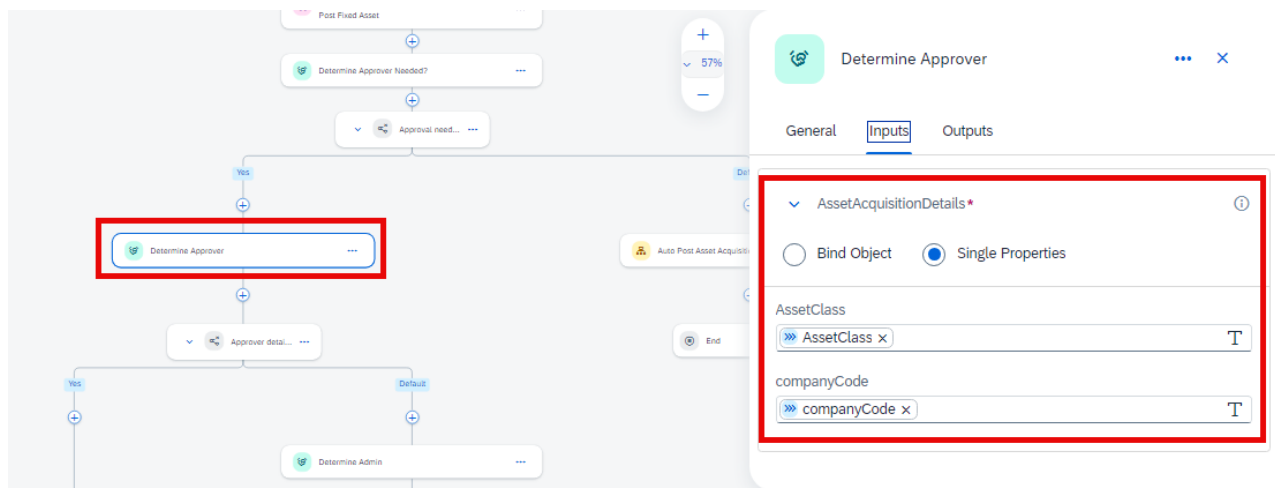
Configure Decision

Below are the decision artifacts in the process:

1. Determine Approver: To determine the approver email address to whom the approval task and notification mails are to be sent.
2. Determine If Approval Needed: To determine if the approver is required or not based on company code and asset class.
3. Determine Admin: To determine the admin email address to notify about the missing approver.

The decision must be modified for conditions and result values based on your business policies and requirements.

To modify the decision:



- In the process editor, double click to open the Decision.

Determine Approver

Determine Approver

Description: Decision to determine user(s) who will review and approve the fixed asset posting requests based on company code and asset class

Inputs/Output Rules Variables

Input Parameters

Name *	Description: *	Type *	List
AssetAcquisitionDetails	Asset Acquisition details	Asset Acquisition...	☐ Add Input Parameter

Output Parameter

Name *	Description: *	Type *	List
Approver	Approver	Approver Details	☐ Add Output Parameter

- Select the rule from the decision diagram.

Determine Approver

Determine Approver

Description: Decision to determine user(s) who will review and approve the fixed asset posting requests based on company code and asset class

Inputs/Output **Rules** Variables

Rules

Name	Type	Execution Order
Determine Approver	Decision Table	1

- Click on rule name and click on pencil icon to edit.
- The attributes used in the decision rule can be selected as per requirement.
- Edit the rule to add more rows or update existing values.

Edit Rule

1 Rule Details
2 Configure Conditions
3 Configure Results
4 Review

Vocabulary

Search vocabulary or its field...

Input / Output

AssetDetails

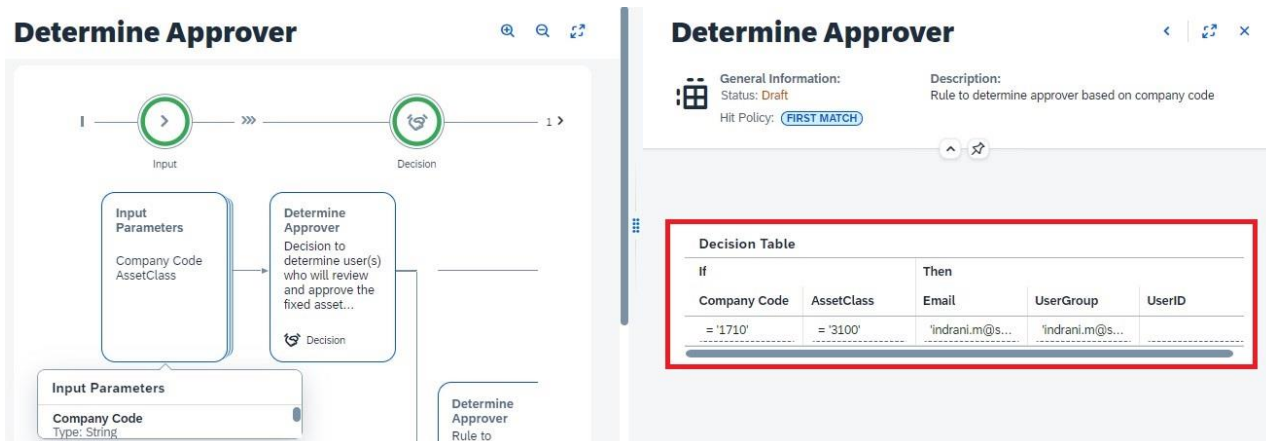
- companyCode
- AssetClass

Condition Details

☐	AssetDetails.companyCode	cor
☐	AssetDetails.AssetClass	Ass
☐	Use vocabulary or Ctrl+Space for expressions	

Previous Step
Next Step
Cancel

- Add conditions/rules.
- Click on Save.

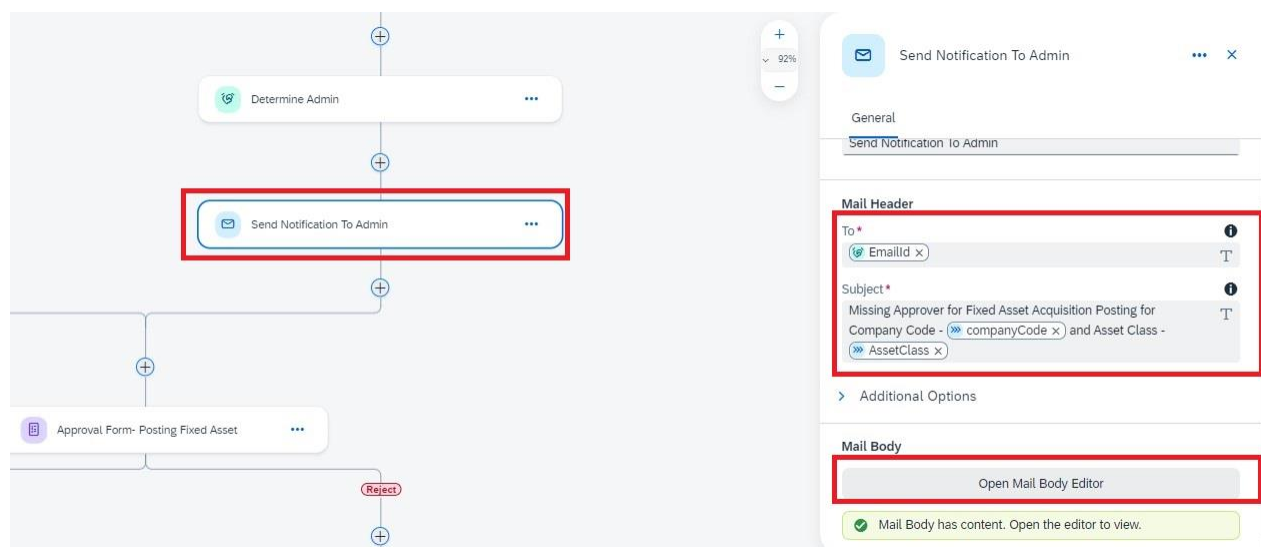


Configure Email

Email notification is sent to admin to notify missing approver details. Email artifacts in the process have a default template body which can be changed.

To update the email body content, do the following:

- Select the mail artifact in the process.
- From the Settings in the right-side panel, check the Mail Header to confirm the 'To' field (or email recipients) and the Subject. You can adjust the subject and recipient, if needed.
 - You may also add someone in 'CC'
 - Click on 'Open Mail Body Editor'.



The mail editor allows you to write and adjust text according to your needs. You can also reuse information that has been collected during the process. If you want to use additional process context data, you can simply drag the fields from the left menu to the editor on the right.

Edit Mail Body

T ReferenceDocumentI...
T TransactionCurrency
GroupingField
T AssetClass
T companyCode
T NotifierEmail
Process Metadata
T Process Started By
T Process Instance Id

Dear Admin,

The approval process is blocked for the below company code and asset class for Fixed Asset Acquisition Posting as the approver is not maintained. Please assign an appropriate user or group to the process instance for the approval process to continue from the monitoring application.

Company Code: » companyCode x

Asset Class: » AssetClass x

Process Instance Id: » Process Instance Id x

Please follow below steps to assign approver:

1. Open "SAP Build Process Automation"
2. Go to "Monitoring" tab
3. Open "Process and Workflow Instances" and

Apply Cancel

There are email notification steps available in the automations as well. These are sent via Microsoft Outlook on the computer where the automations run. The body and subject of the email can be modified accordingly as per your need.

Main Error
19 Increment Excel Row
20 Activate Control Worksheet
21 Set Input Length Value
22 Set Success Count Value
23 Set Failure Count Value
24 Set Rejected Count Value
25 Get Folder Path
26 Save As...
27 Close Excel Instance
28 Open Outlook Instance
29 Send Email To Notifier
30 Close Outlook Instance
End

Send Email (Outlook)

Step name*
Send Email To Notifier

Parameters Tester Advanced

Input Parameters

emailItemParameters:*
Custom Data x

From: lastname.firstname@domain.com

To: NotifierEmail x

CC: lastname3.firstname3@domain.com

BCC: lastname4.firstname4@domain.com;lastname5.firstname5@domain.com

Subject: Posting Fixed Assets Details Log Report

Body: "Hi Requestor," + "\n\n" + "PFA, Post Fixed Asset Acquisition Details Log Report." + "\n\nThis is a s... x

isHtmlBody: false x

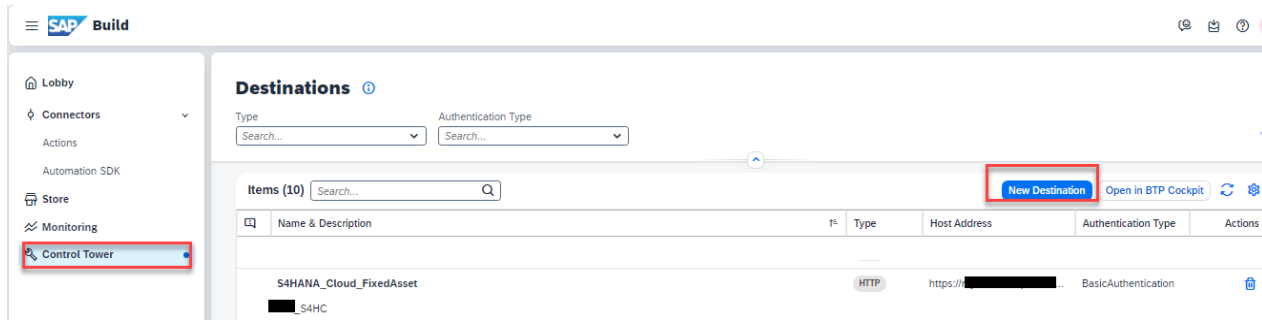
Attachments: Custom Data x

String + x

Configure Destination Settings

Actual destinations that are created in SAP BTP cockpit will be required when you deploy the process. This actual destination will be mapped in the destination environment variables during deployment. To configure destination:

- Click on **Control Tower**.
- Select **Destinations** from the right panel.
- Click **New Destination**
- Select the destinations to be added.



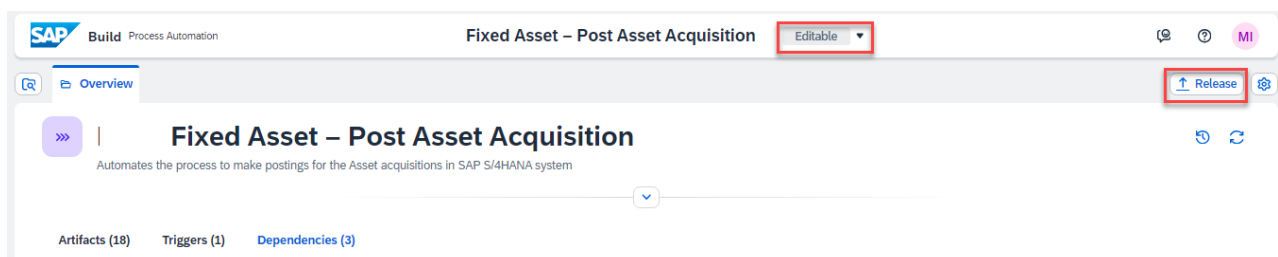
Release and Deploy Process

After configuring your process, it is time to publish, evaluate and run it. To run a process, you must first release and deploy it.

Release - This locks the version of your process, meaning that no further edits can be made to that version. At this stage, the process cannot be run and isn't available to participants yet.

To release a version of your process,

- First ensure that the status is listed as **'Editable'**.
- Then click **'Release'**:

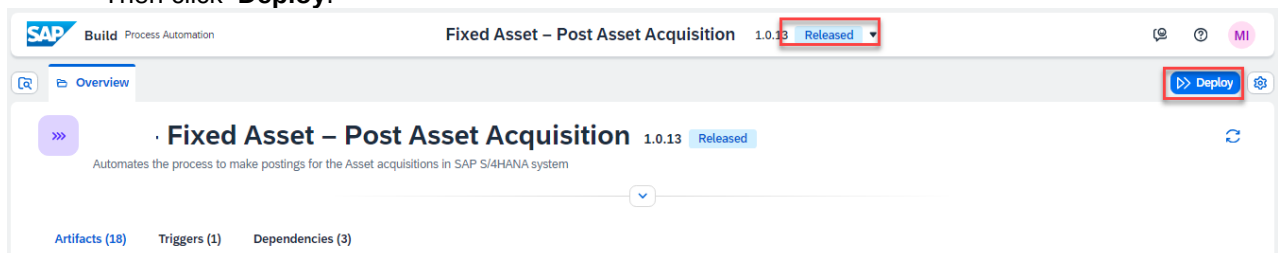


If this is the first time you have released the process, a version labelled 1.0.0 is released. For subsequent releases, you are prompted to select a version type before the process is released.

Deploy – This takes a released version of a process and enables it to be actively run and monitored. A deployed version of this process triggers automation, allowing posting of asset acquisition and sending out a successful email to the requester.

To deploy a released version of your process,

- First ensure that the status is listed as **'Released'**.
- Then click **'Deploy'**.



To deploy your project, you will be prompted to provide a destination as an environment variable. Select the destination from the drop-down.

Note: If you do not map your destination environment variables with actual SAP BTP destination during deployment, then the process will enter Erroneous state when it tries to connect to the external system. For more details about the Destination artifact, please read our [documentation](#).

Configure SAP Work Zone

Now that the process is released and deployed, you can configure SAP Work Zone standard for creating Task center tile.

Follow the [tutorial](#) to Create a Task Center Tile on SAP Build Work Zone, standard edition

User Guide

Capabilities

This template content contains the following key artifacts:
Please refer to [help documentation](#) about these different artifacts.

Icon	Type	Name	Description
	Automation	Fetch Fixed Asset Details To Update	Automation to get fixed asset filter details from selection screen input file to retrieve details from the SAP S/4HANA system.
	Automation	Updating Fixed Asset Details In Excel	Sub automation to update the fetched details of fixed asset in the excel file.
	Automation	Process Input For Posting Fixed Asset Acquisition	Main automation to read the asset data from the input excel file, to execute the approval and asset acquisition posting process.
	Automation	Read the Excel And Get Input Data	Retrieve asset details from excel file.
	Automation	Auto Post Asset Acquisition	Automation to post asset acquisition that are auto approved.
	Automation	Post Asset Acquisition	Automation to post asset acquisition that are approved by approvers.
	Automation	Generate Log File	Automation to generate excel file with log report template for posting assets.
	Automation	Generate Log File For Rejected Fixed Assets	Automation to generate excel file with log reports for rejected assets.

	Automation	Write Log Report	Automation to write logs into excel file.
	Process	Fixed Asset - Post Asset Acquisition Process	Process used to perform approval activities and post the asset acquisition.
	Form	Approval Form - Posting Fixed Asset	Mass fixed asset acquisition approval form which will be shown to approver in approver task asset details.
	Decisions	Determine Admin	Decision to determine process administrator who will assign approvers when no approver is maintained in determine approver decision.
	Decisions	Determine Approval Needed?	Decision to determine whether approval process is needed or not for posting fixed asset acquisition.
	Decisions	Determine Approver	Decision to determine approver to get the approver email id based on company code and asset class.
	Data type	Admin Details	Data type for maintaining administrator details like administrator email id, user id and user group.
	Data type	Approver Details	Data type for maintaining approver details like approver email id, user id and user group.
	Data type	Fixed Asset Acquisition (Post)	Data type which contains all the excel fields required in process to be used as input.
	Data type	Asset Acquisition Grouping fields	Data type which is having company code and asset class for grouping assets to use it in process.
	Data type	Asset Data List	Data type to store list of asset data.
	Data type	Approved Asset Data	Data type to stored approved assets for posting.
	Mail	Send Notification To Admin	A notification email is sent to admin if the approver is missing while determining the approver.

Forms

Approval Form - Posting Fixed Asset

The approval request form seeks approval, providing details about fixed asset acquisition. The approver must take a decision based on the details provided in the form by giving comments for their action.

Approval Form - Posting Fixed Asset

Below are the details of the asset for posting.

Kindly take action based on below details.

Important Notes:

1) Please do not change any data in editable fields except for the respective approval checkboxes & approver comments. Any other change in data is not supported.

2) Fixed assets for posting are considered as fully approved, only if the approval checkboxes for all fixed assets are checked.

3) For partial approval, select only those checkboxes of fixed asset for posting that are approved and click the 'Approve' button. Fixed assets with unchecked checkbox will be considered as rejected.

4) On clicking "Reject" button, all the fixed assets are considered as rejected. Any selected checkboxes will be ignored and the entire fixed asset posting will be rejected.

Fixed Assets Details

Company Code	Asset Class	Master Fixed Asset	Fixed Asset	Master Fixed Asset Description	Fixed Asset Description	Asset Additional De:
Enter Text T	Enter Text T	Enter Text T	Enter Text T	Enter Text T	Enter Text T	Enter Text

+ Drag any field or click to add here

Approve

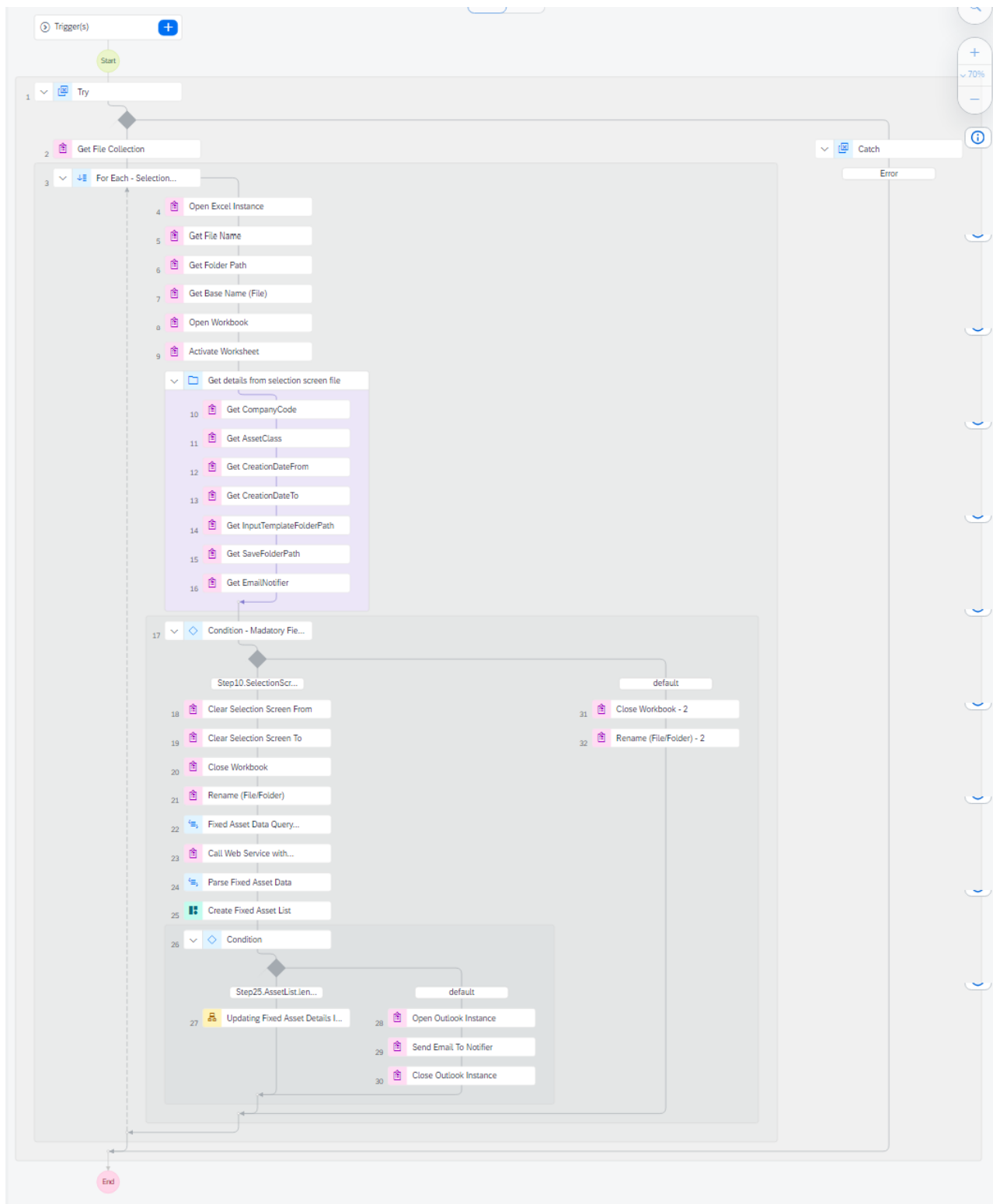
Reject



Automations

Fetch Fixed Asset Details To Update

Automation to fetch fixed asset details that are created and yet to be posted from the SAP S/4HANA system.



Step 1: Get selection screen file collection from the folder.

Step 2 to Step 16: Bot reads the filter conditions from the selection screen excel file.

Step 17 to Step 21: Check for mandatory value in the selection screen excel file, if values available, then those values are removed, and file is renamed as <FileName_Processed> and close the excel.

Step 22 to Step 24: Triggers the API and fetch the filtered asset details.

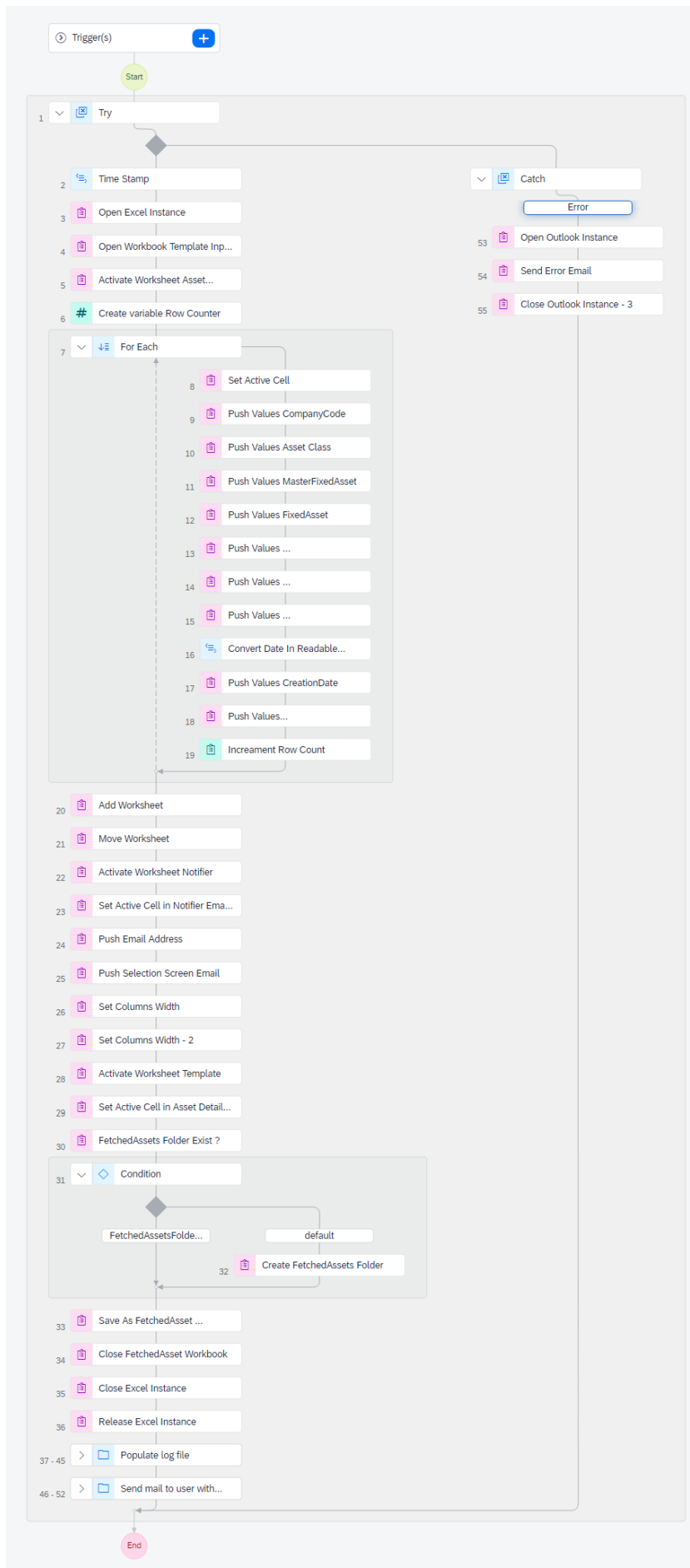
Step 25 to Step 27: If fixed asset details are present, sub automation is triggered to update the details in excel.

Step 28 to Step 30: If no asset details are present, send email notification to the notifier.

Step 31 to Step 32: If selection screen has no mandatory values, file will be renamed as
<FileName_MandatoryFieldError>

Updating Fixed Asset Details In Excel

Automation to update the fetched details of fixed asset to the excel file and save the excel file in the designated folder.



Step 1 to Step 2: Custom script to save timestamp.

Step 3 to step 19: Write the fixed asset values in the input template excel file.

Step 20 to Step 29: Create worksheet to add notifier email id in the input template excel file.

Step 30 to Step 36: Check if the 'FetchedAssets' folder exists in the pre-defined folder, if not available then new folder is created and saves the excel in 'FetchedAssets' folder.

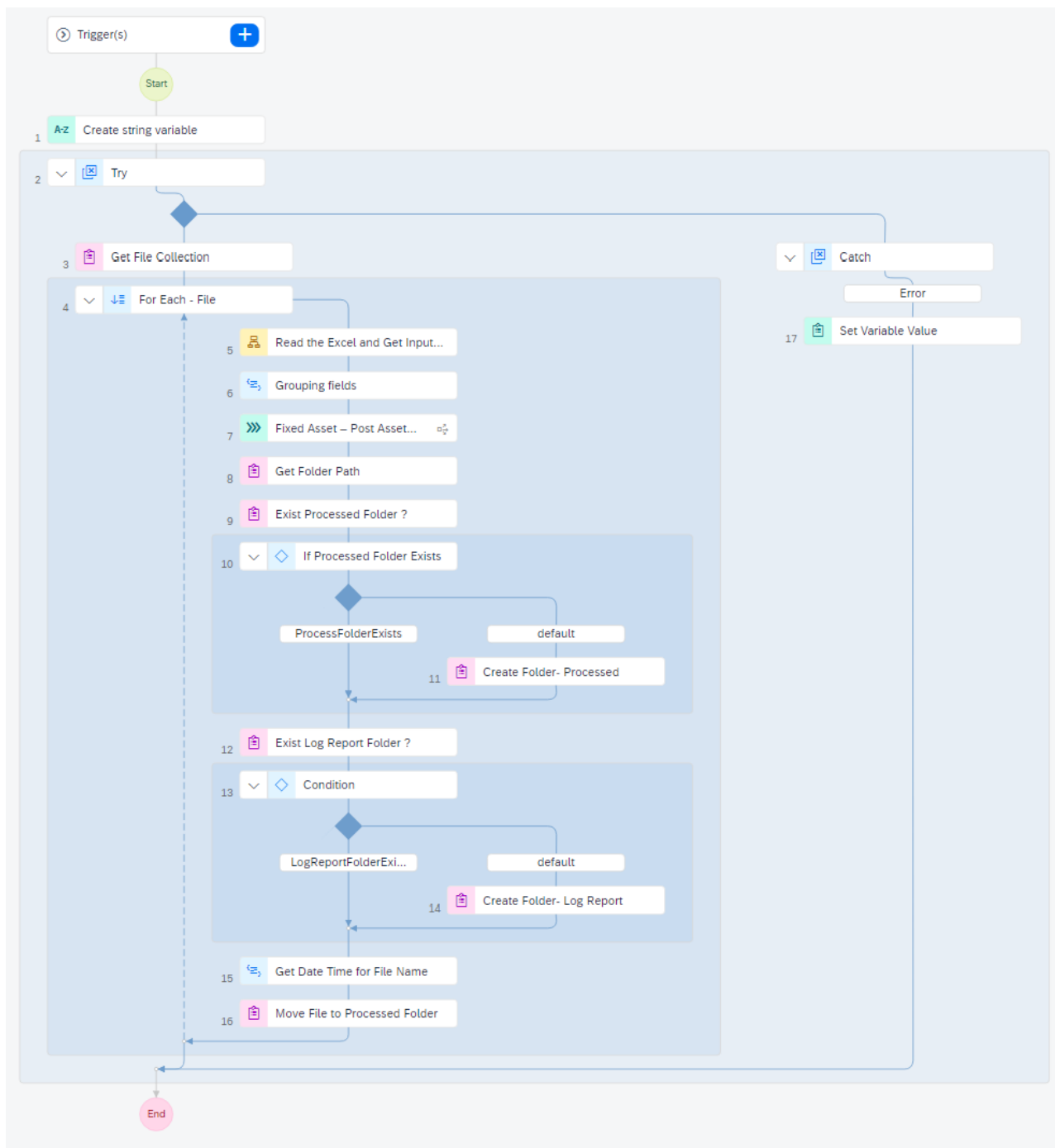
Step 37 to Step 45: Generate log file to log fixed asset details.

Step 46 to step 52: Send email to the notifier with attachment.

Step 53 to Step 55: Send error email to the notifier.

Process Input For Posting Fixed Asset Acquisition

Main automation to go through the input excel files stored in folder location, retrieve the asset data then iterate through each asset group based on company code and asset class to post asset acquisition in the SAP S/4HANA system by using an API.



Step 1 to Step 3: Retrieves files from the folder and process each file.

Step 4 to Step 5: Read the input excel file contents for asset data.

Step 6 to Step 7: For each group of assets, approval and posting asset acquisition process is triggered.

Step 8 to Step 11: Check if the 'Processed' folder exists in the predefined folder, if not available then it will create a new 'Processed' folder.

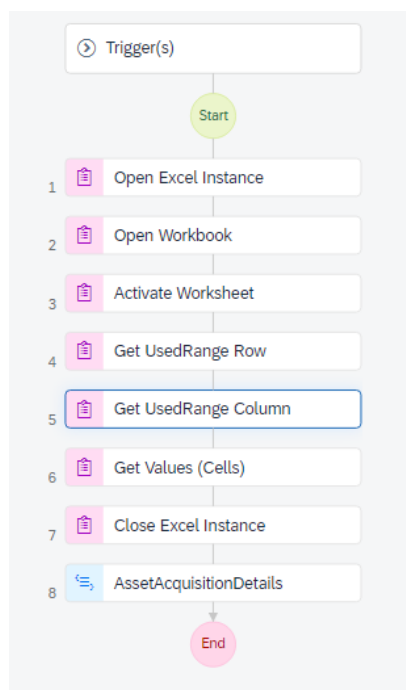
Step 12 to Step 14: Check if the 'Log Report' folder exists in the predefined folder, if not available then it will create a new 'Log Report' folder.

Step 15 to Step 16: Processed excel files are moved to the 'Processed' folder.

Step 17: Capture error during the execution of the automation.

Read the Excel And Get Input Data

Sub automation to read the asset details from the excel files.

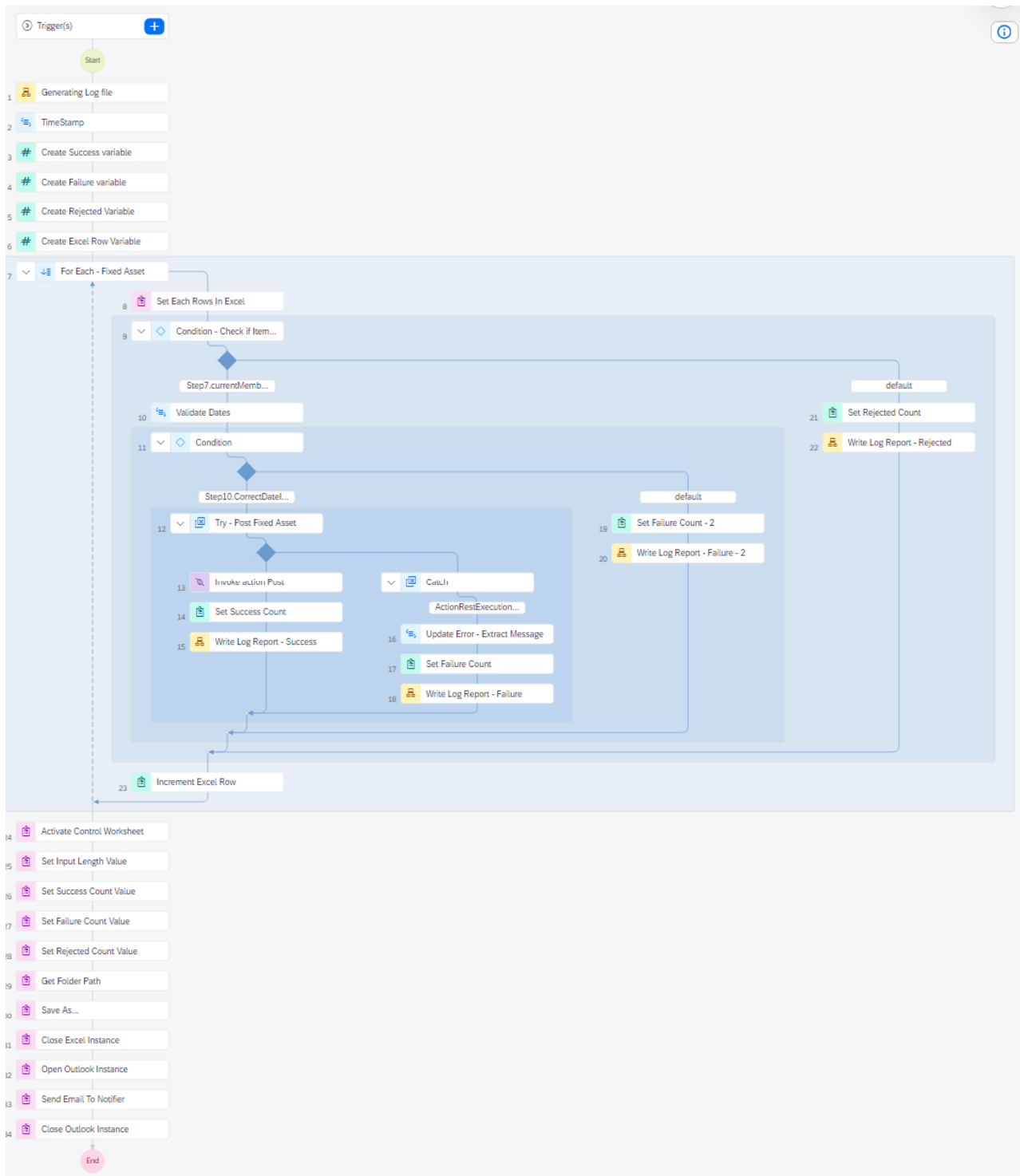


Step 1 to Step 9: Opens excel and read all records of asset details.

Step 10: Stores the asset details into an array.

Post Asset Acquisition

Automation to post asset acquisition after approval process.



Step 1: Generate log report template.

Step 2: Custom script to save timestamp.

Step 3 to Step 6: Create variables required for the process.

Step 7 to Step 9: Checks if the asset is approved for posting for each asset.

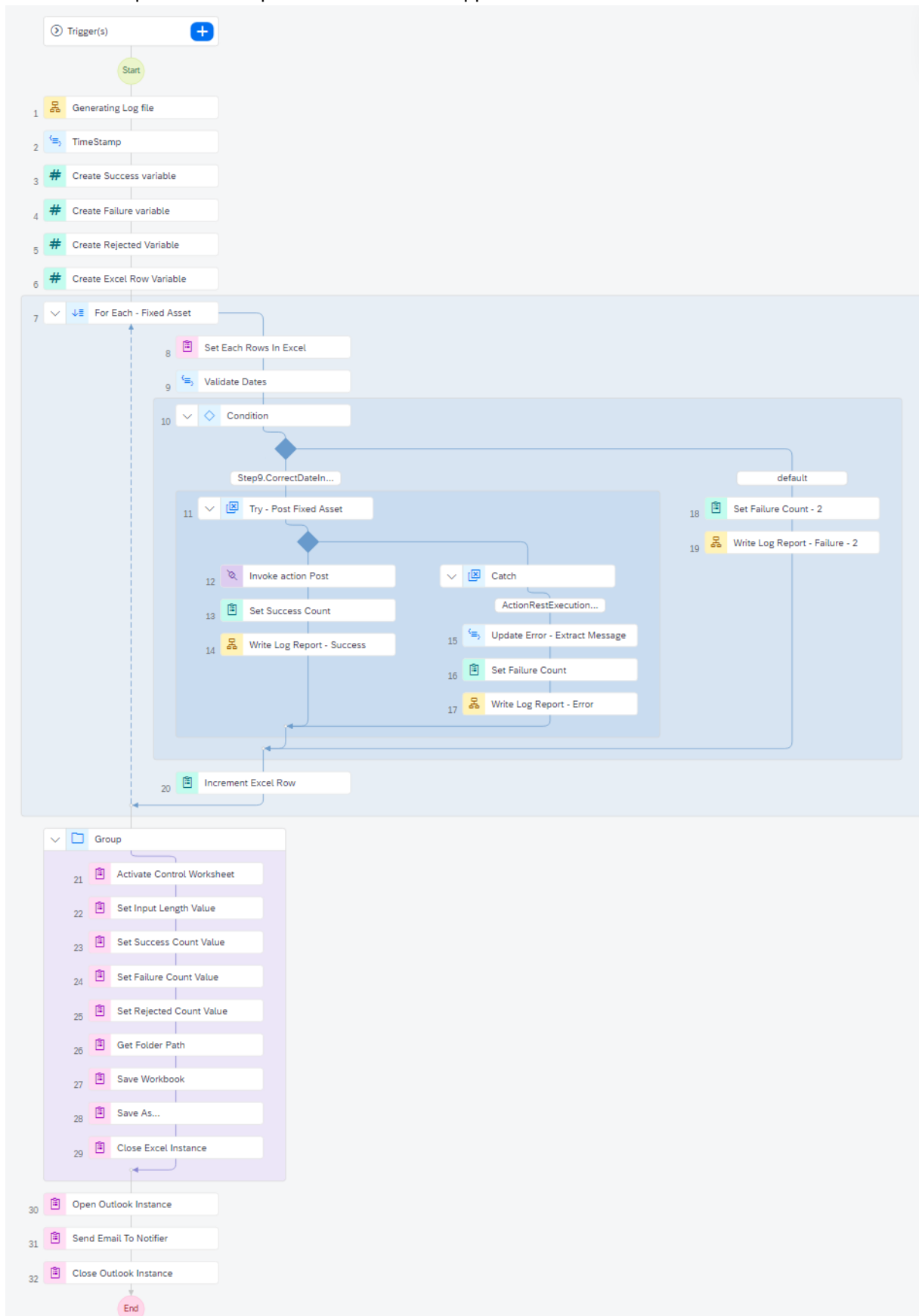
Step 10: Validate dates for posting.

Step 11 to Step 31: Post the acquisition and write the logs into excel.

Step 31 to 34: Send email with the excel log report attachment to notifier.

Auto Post Asset Acquisition

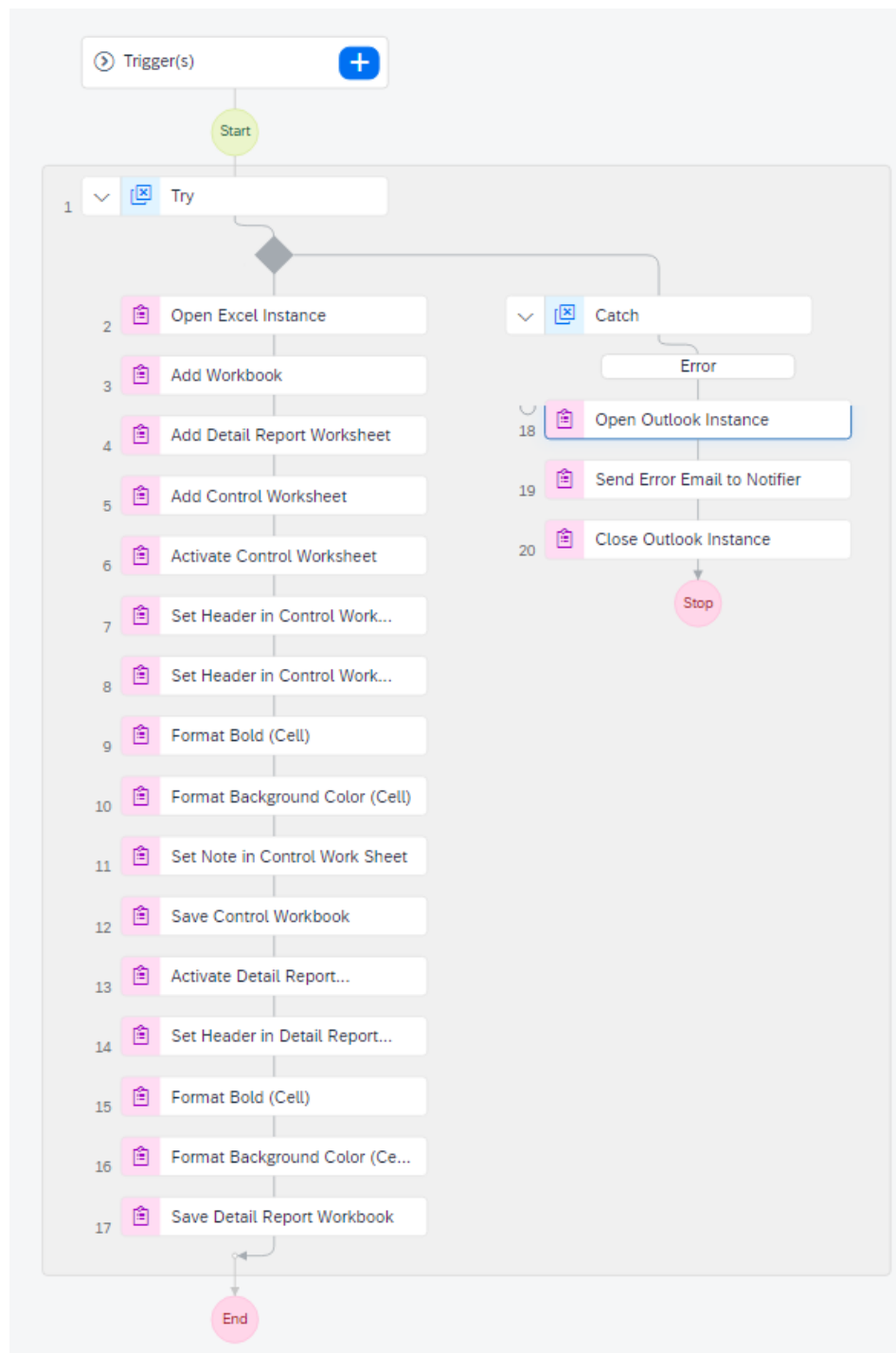
Automation to post asset acquisition that are auto approved.



Step 1: Generate log report template.
 Step 2: Custom script to save timestamp.
 Step 3 to Step 6: Create variables required for the process.
 Step 7 to Step 29: Post the acquisition and write the logs into excel.
 Step 30 to Step 32: Send email with the excel log report attachment to notifier.

Generate Log File

Automation to generate log file template with header details.

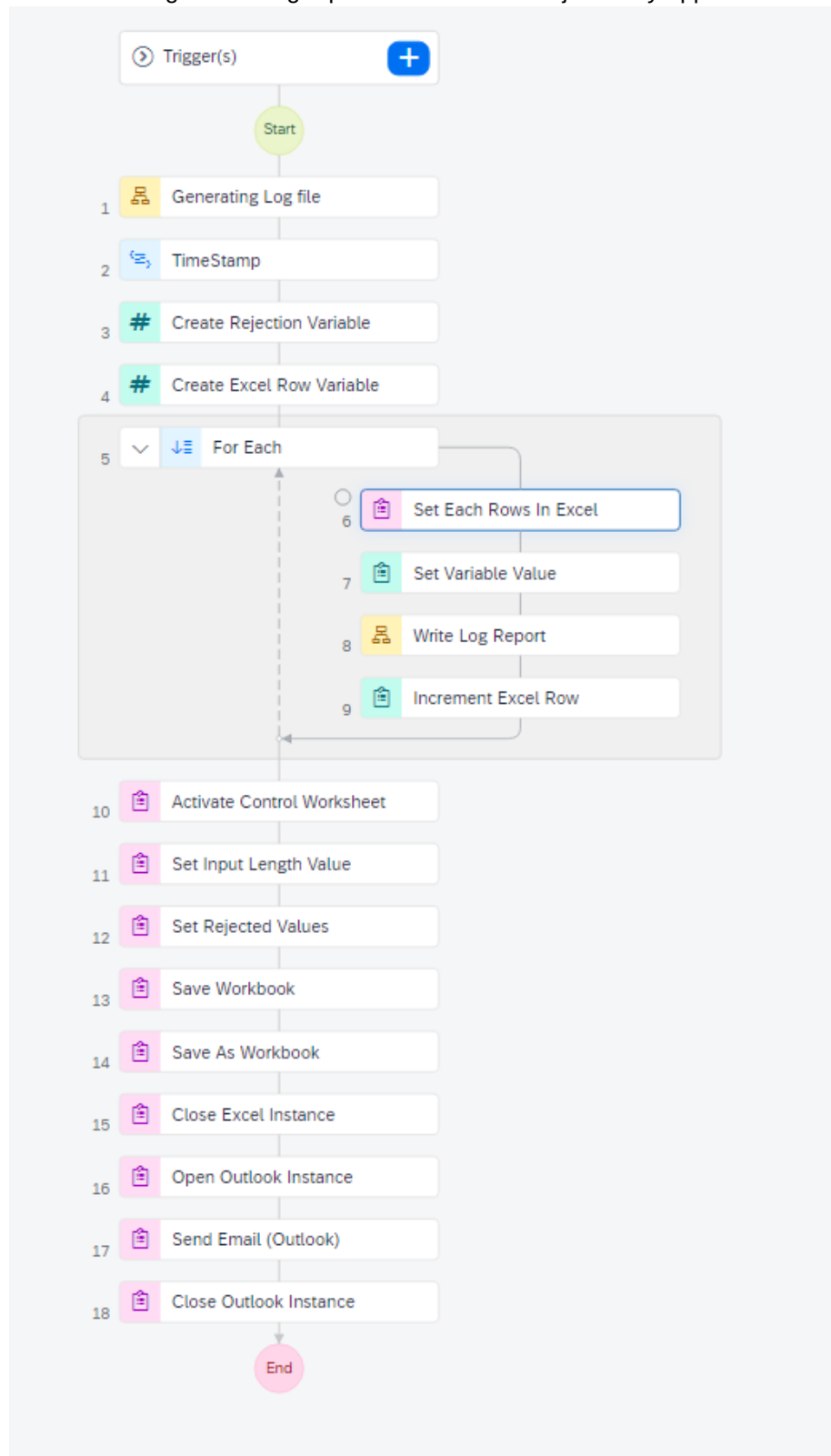


Step 1 to Step 17: Create Excel workbook, add worksheets named 'Control' and 'Detail Report', add headers to each work sheets with format and save the workbook.

Step 18 to Step 20: Send notification to notifier if any issues during the creation of excel.

Generate Log File For Rejected Fixed Assets

Automation to generate log reports for the assets rejected by approver.



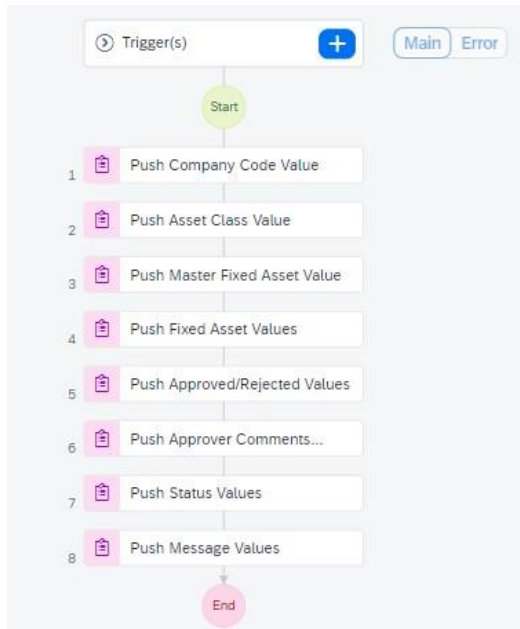
Step 1: Generate log report template.

Step 2: Custom script to save timestamp.

Step 3 to Step 7: Create variables required for the process.
Step 8 to Step 16: Write the logs into excel with rejection details.
Step 17 to 19: Send email with the excel log report attachment to notifier.

Write Log Report

Automation to write the excel file with execution logs.

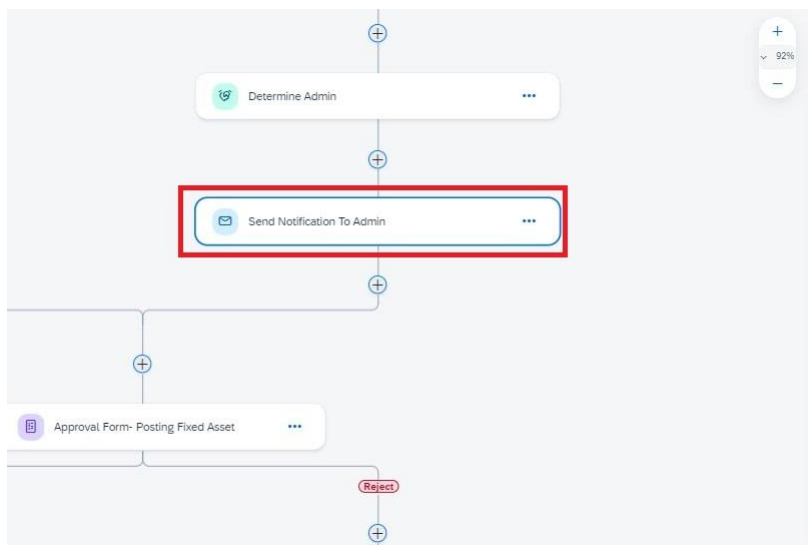


Step 1 to Step 8: Fill the excel with the execution logs.

Mail Notifications

The process contains one email task,

Send Notification To Admin: To send mail notification to notify the admin for missing approvers.



Schedule an Automation to run in unattended mode.

A scheduled trigger creates jobs that are based on the schedule you define in the trigger. These jobs run fully automatically. The following table provides steps to run the automation in scheduled mode.

Step	Instruction
Launch Desktop Agent	Launch Desktop Agent. Make sure that the Unattended mode is selected in the Projects tab of the Desktop Agent.
Open SAP Build Process Automation	<p>Perform the following to release and deploy the task automation:</p> <ul style="list-style-type: none">• Navigate to the Store and search for the Fixed Asset Management - Post Asset Acquisition package.• Click Add to add the package to the Lobby.• In the Lobby, click the project to open the Overview page.• Click Release and then click Deploy. <p>For steps to release and deploy a project, see the Managing Existing Projects topic.</p>
Add a Scheduled trigger	<p>Add an unattended trigger to 'Fetch Fixed Asset Details To Update' automation with input parameters folder path, where 'SelectionScreen' file is saved. Ex: C:\Root\Fixed Asset\SelectionScreen</p> <p>Add an unattended trigger to 'Process Input For Posting Fixed Asset Acquisition' automation with input parameter folder path, where 'ToBeProcessed' is saved. Ex: C:\Root\Fixed Asset\ToBeProcessed</p> <p>To add an unattended trigger, refer the Add a Scheduled Trigger topic.</p>
Monitor the Job	Open SAP Build Process Automation and click Monitor > Automation Jobs . You should see your job on the list. If not, adjust the date range on the Jobs page and refresh the page. For more details, refer the Automation Jobs topic.
Check for Process	After your job status is Complete, verify notification emails sent to the notifier/requester.

Support

There is no support available for the template content. If you experience general issues with SAP Build Process Automation, raise an incident via SAP Support Portal on BPI-PA-BPC component.

This template can be modified using SAP Process Automation. For example: add a decision to determine the approver based on a certain business logic or add an action to post collected information to the backend SAP system. Refer [Help Portal](#) for more details.