

How to: Approve/Cancel/Reject/Rework/ Cancel a Change Set

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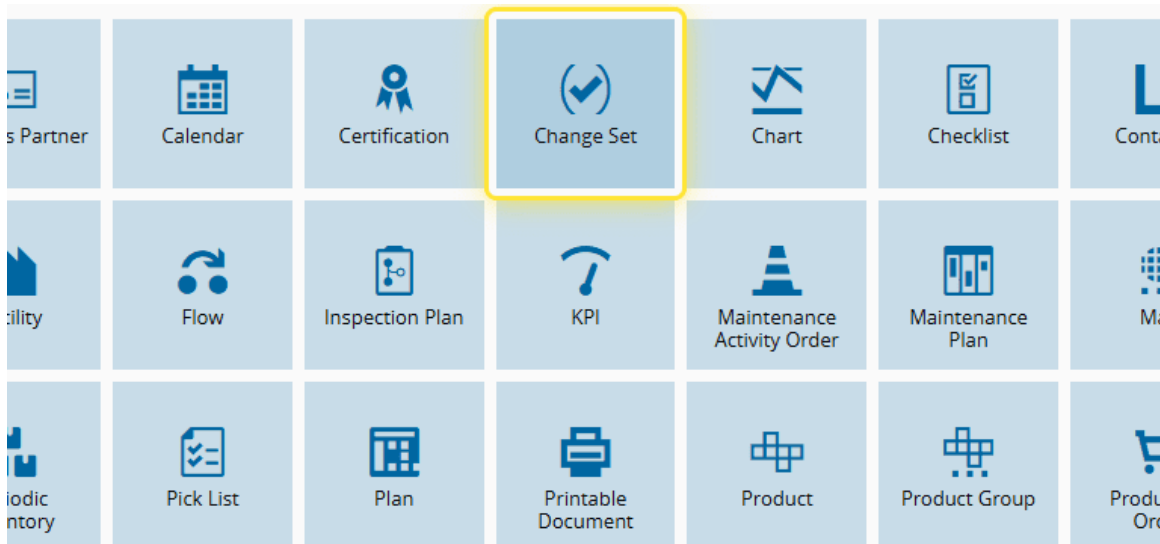
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How to: Approve/Cancel/Reject/Rework/Cancel a Change Set

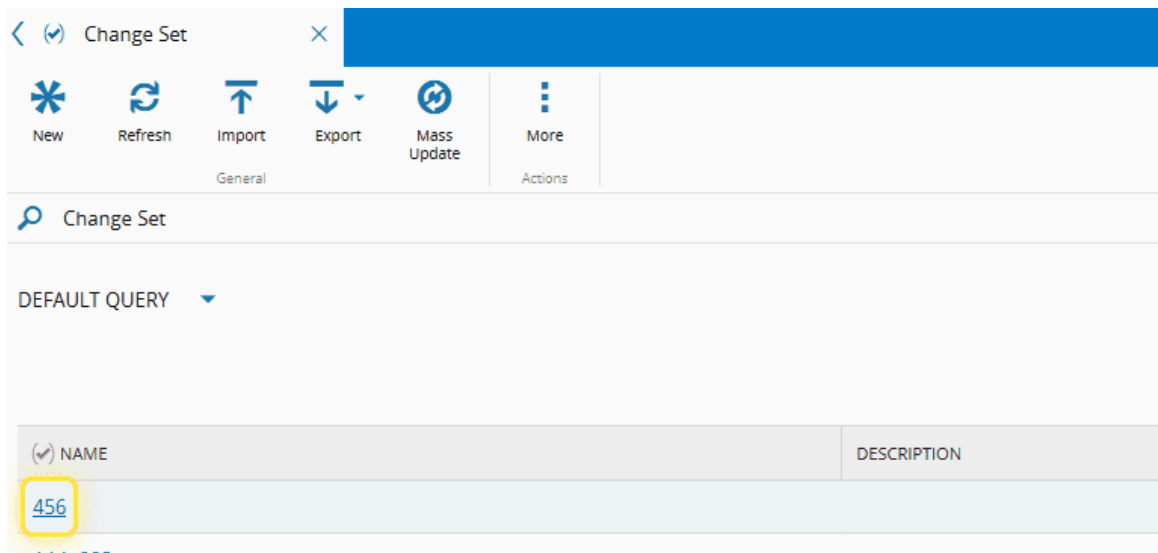
1. Go to the Business Data menu.



2. Select the Change Set entity.



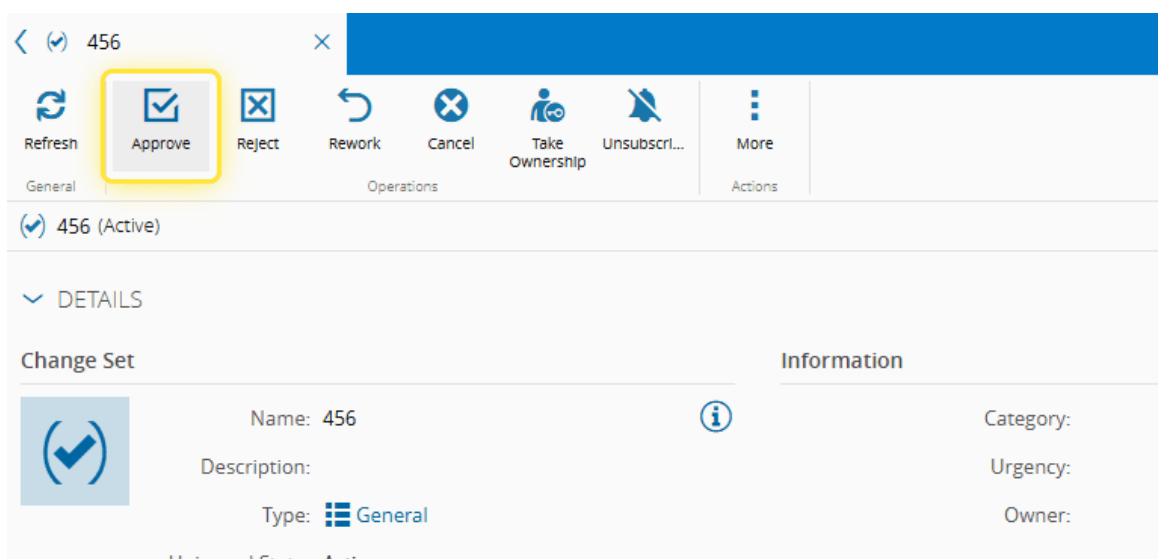
3. Select the Change Set.



4. Choose the operation to be performed.

This scenario is exemplifying the Approve operation.

The overall state of a change set depends on the approval process in place, whether it involves a single role or a more complex approval workflow.



5. Select the Approve button.

The Cancel, Reject, and Rework options have similar wizards, which behave in the same way.

The screenshot displays the 'Approve and Forward Change Set to Next State' window in SAP S/4HANA. The window title is 'Approve and Forward Change Set to Next State'. Below the title bar, there is a breadcrumb trail: '456 (InApproval) / State / 12/18/2024 09:59 AM'. The main content area is divided into sections. The first section is 'Workflow', which shows 'Workflow: sr approval wf 2' and 'New State: New state'. The second section is 'Change Set Items (1)', which contains a table with the following data:

NAME	TYPE	APPROVAL ROLE
SR CL 01 [B.1]	Checklist	

At the bottom right of the table, there is a pagination control showing 'Rows per Page: 25' and 'Page 1 of 1 (1 Records)'. At the bottom of the window, there are two buttons: 'Cancel' and 'Approve'.



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