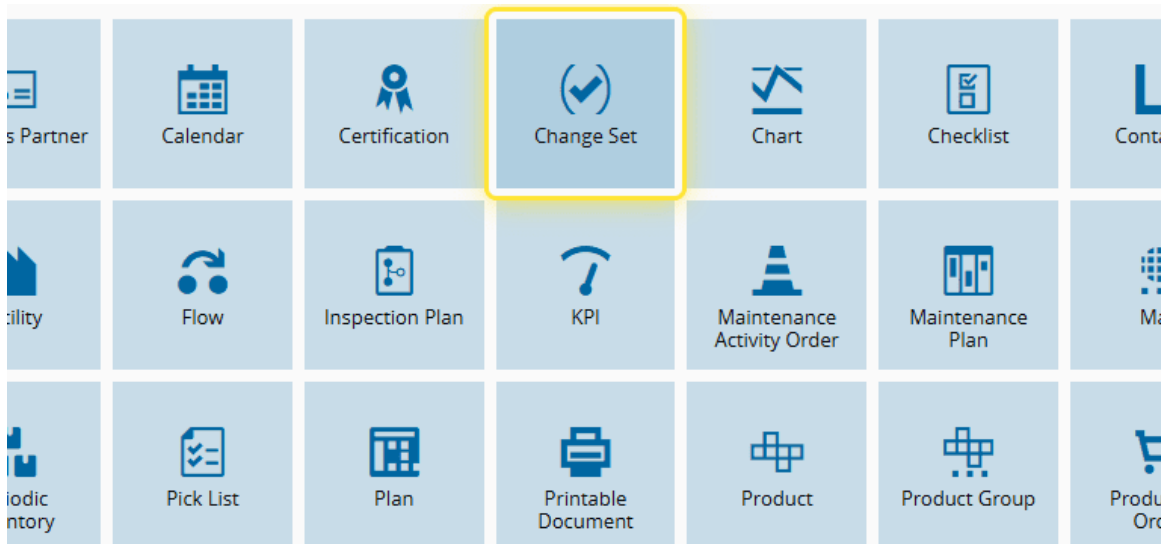


How to: Approve/Cancel/Reject/Rework/Cancel a Change Set

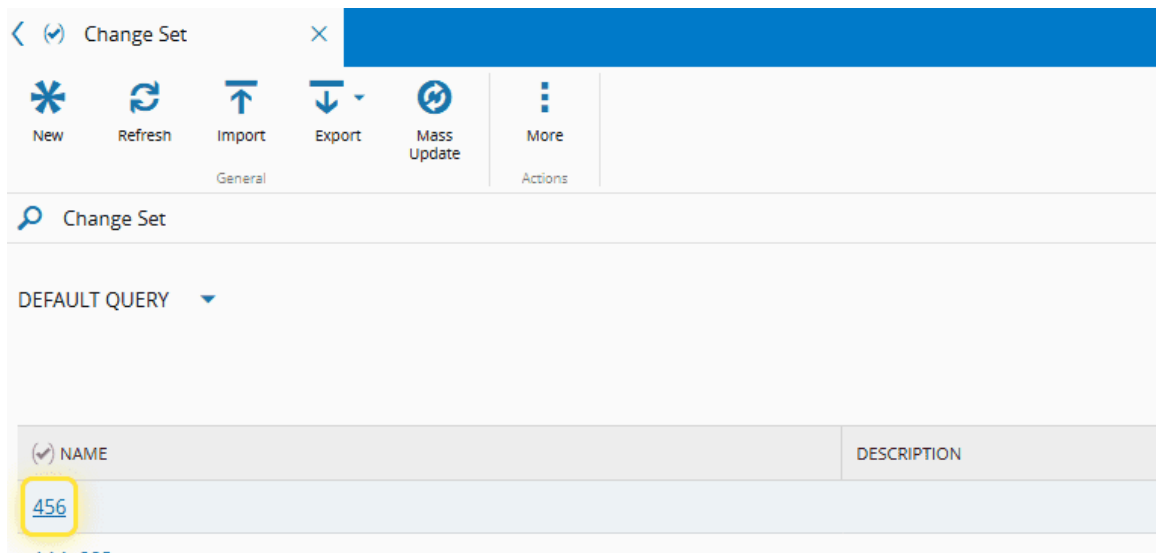
1. Go to the Business Data menu.



2. Select the Change Set entity.



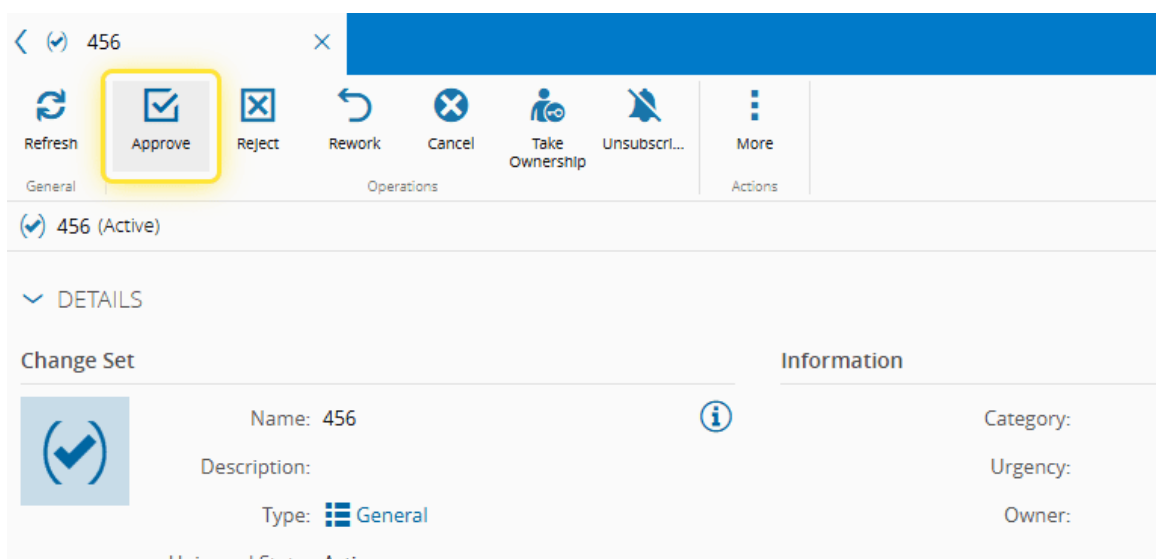
3. Select the Change Set.



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' dialog in SAP S/4HANA. The dialog is titled '456 (InApproval) / State / 12/18/2024 09:59 AM'. It shows a workflow 'sr approval wf2' and a 'New State' field set to 'New state'. Below this, there is a table titled 'Change Set Items (1)' with the following data:

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

At the bottom right, there are 'Cancel' and 'Approve' buttons. The 'Approve' button is highlighted with a yellow box. The dialog also shows 'Rows per Page: 25' and 'Page 1 of 1 (1 Records)'.