

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

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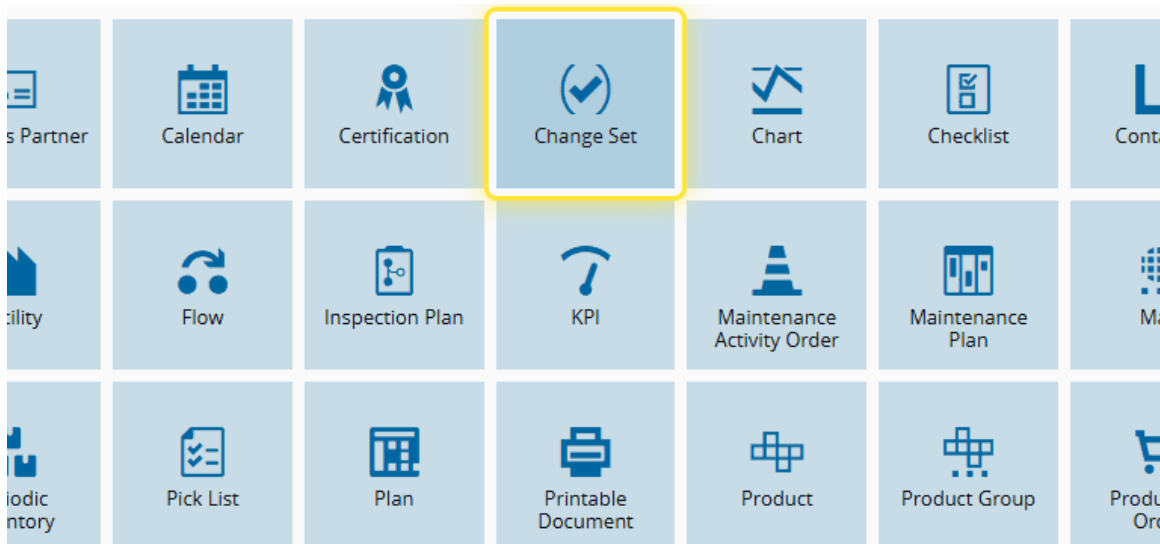
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## How to: Approve/Cancel/Reject/Rework/Cancel a Change Set

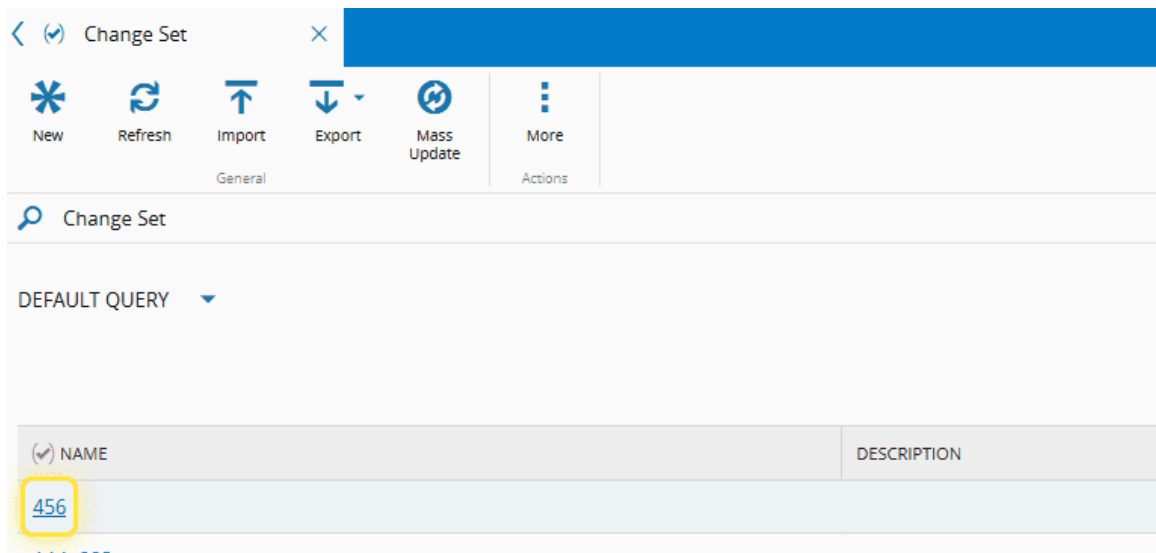
1. Go to the Business Data menu.



2. Select the Change Set entity.



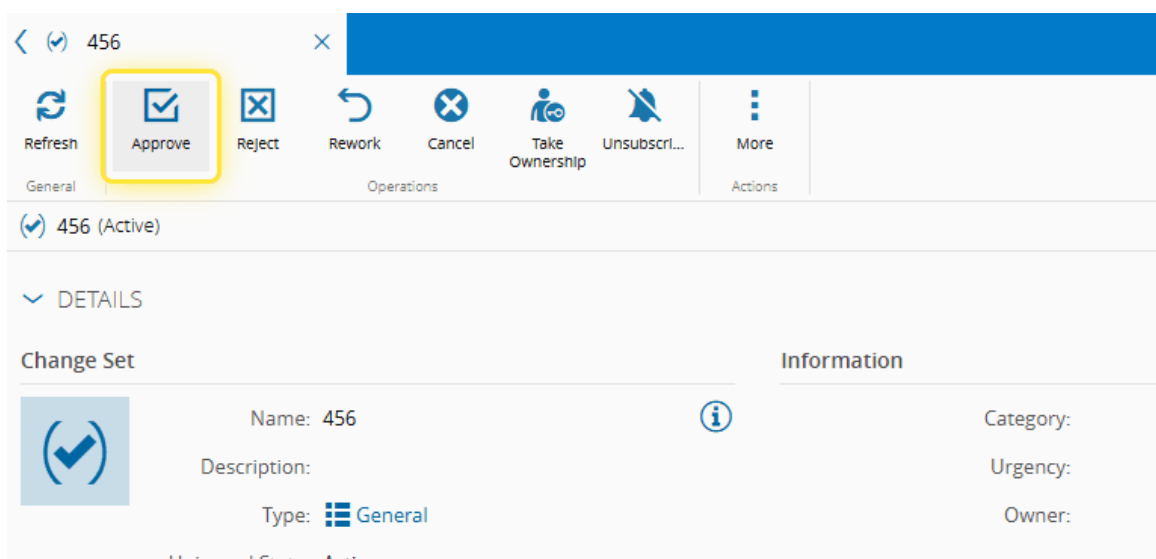
3. Select the Change Set.



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. At the top, the window title is '456 (InApproval) / State / 12/18/2024 09:59 AM'. Below the title bar, the 'Workflow' is set to 'sr approval wf 2'. The 'New State' dropdown menu is currently set to 'New state'. Under the 'Change Set Items (1)' section, there is a table with the following data:

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

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Approve'.



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