Fiori Tracker - User Guide

Open the Fiori Tracker (Google Sheet)

23/04/2026

Non-Signavio App Selection process update. See section **How to Select non-Signavio Apps**.

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A Note for Functional and Business Consultants

Signavio is the primary source for identifying, capturing, and managing application requirements.

- All functional consultants must capture required Primary Executables and Associated Executables in Signavio, linked to the relevant business processes.
- Suggested Executables require approval from the Integration Team. Once approved, the Signavio Team converts them into Executables in Signavio (see section Suggested Executables for details).
- The project relies on Signavio as the authoritative source for determining which applications are required.
- **Exception – Non-Signavio Apps:** Some configuration, support, or administration-related apps required by functional consultants or business super users are only available through the Launchpad and cannot be performed through backend GUI access. These apps may not naturally belong to a specific business process in Signavio. These may be requested through the Non-Signavio App Selection sheet in the Fiori Tracker spreadsheet (see section How to Select non-Signavio Apps).
- The Tracker sheet in the Fiori Tracker spreadsheet is primarily a deployment monitoring tool used by the Tech Team to track application deployment in ERD and subsequent environments.
- The Fiori Tracker spreadsheet is updated from the Signavio export every Thursday. Automated jobs and formulas keep the individual sheets aligned with the main Tracker sheet.
- Functional consultants should use the Tracker sheet to verify the status of in-scope applications. An app is in scope when Column C, Signavio Selected, is set to TRUE. Column I, ERD Status, shows the current deployment status of the app.
- The deployment process includes Basis deployment activities, followed by SAP Security role build and role assignment activities. This process may take up to four working days.

General rules for consultants

1. Capture application requirements in Signavio

Applications must be modelled in Signavio within the relevant business process using:

- Primary Executables
- Associated Executables

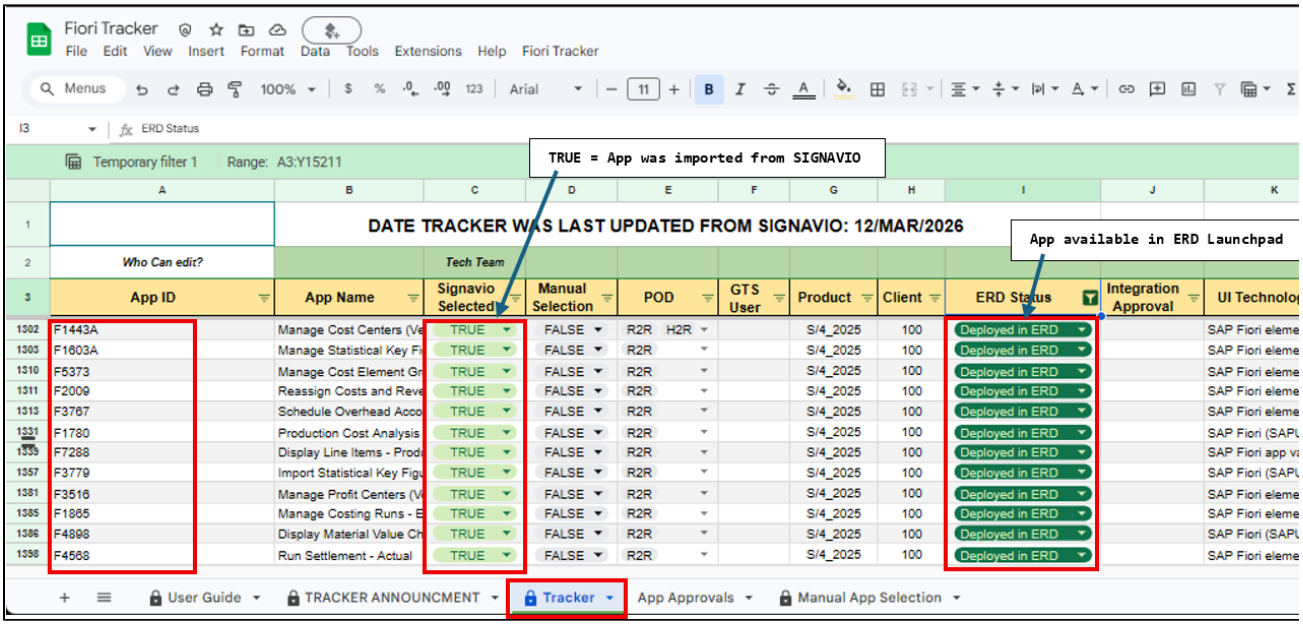
2. How to use the Tracker sheet to check the status of applications

Functional and business consultants should consult the Tracker sheet to verify the following:

- Whether the application has been deployed in ERD. This is shown in Column I, ERD Status, with the value Deployed in ERD.
- Whether the application requires approval from the Integration Team. This is shown in Column I, ERD Status, with the value Awaiting Approval.
- Whether there are technical notes or deployment issues recorded by the Tech Team. These are shown in Column W, Comments.
- Whether the application was approved or rejected during the Integration Team governance review. This is shown in Column J, Integration Approval.

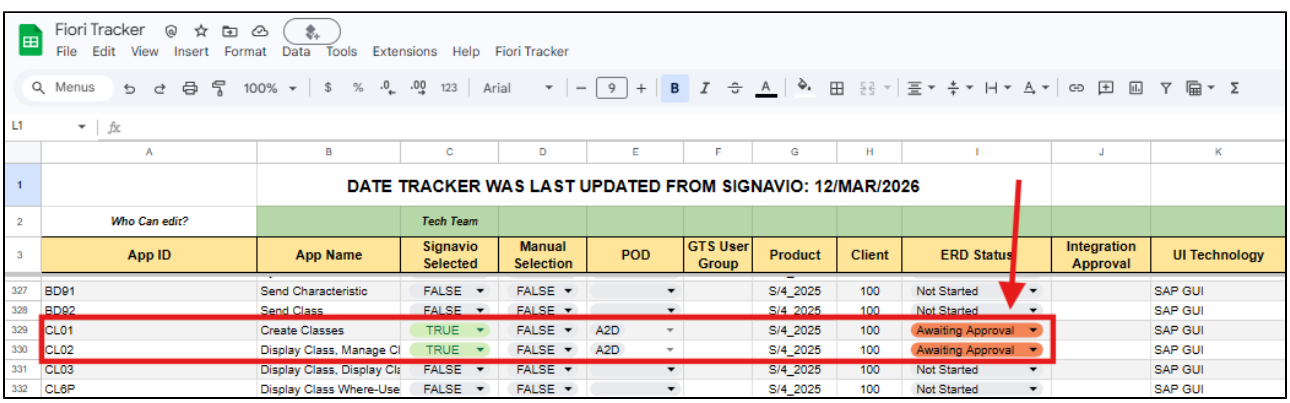
Examples:

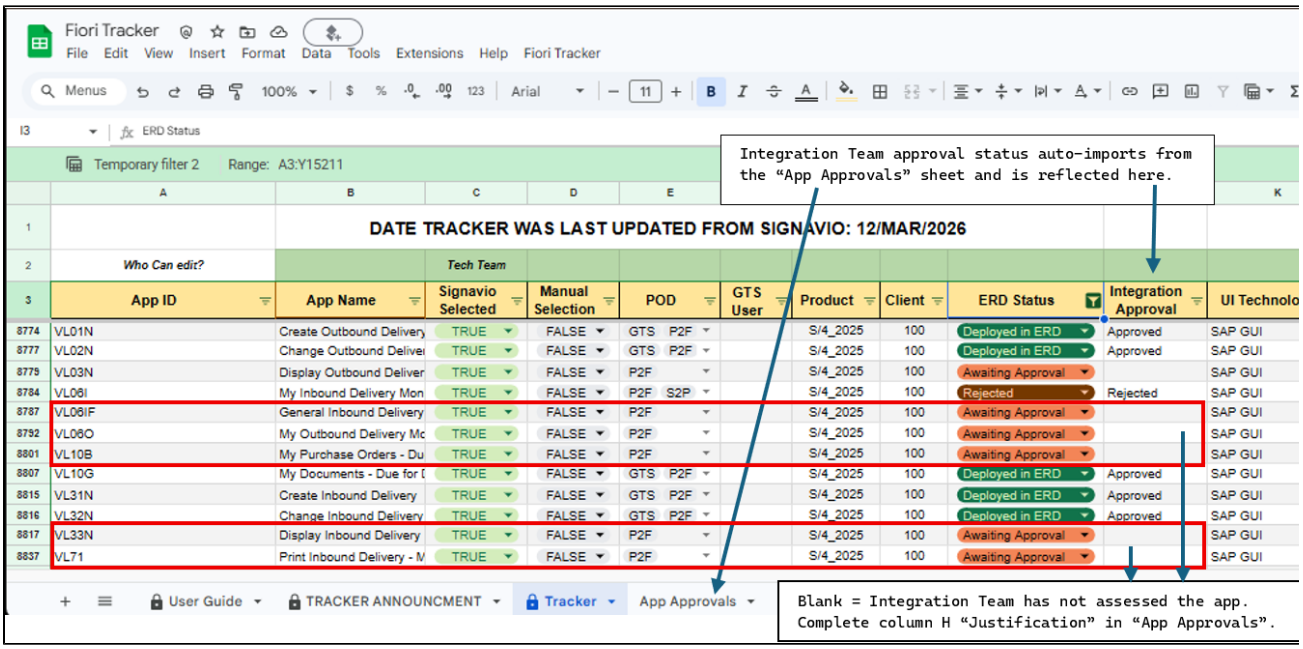
The image below shows applications that have been **deployed in ERD** and are ready for testing.



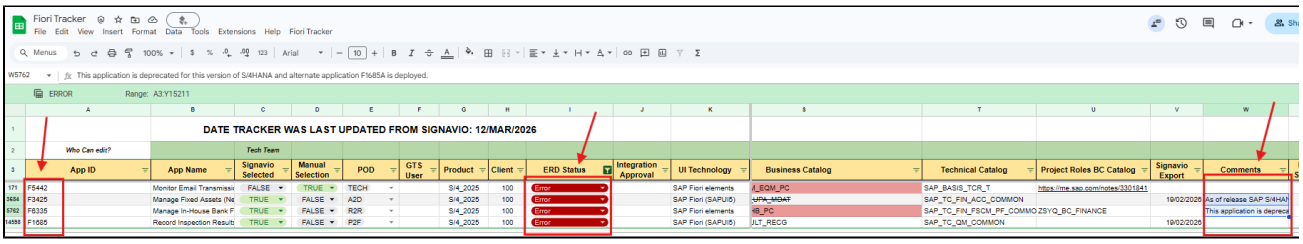
NOTE: If ERD Status = "Deployed in ERD" but the application is not accessible in the ERD Launchpad, create a Jira task for the Tech Team (see "How to raise a Jira Task?").

The next two images show applications awaiting Integration Team approval and applications with an approval status (Approved or Rejected). See the Governance section for details.

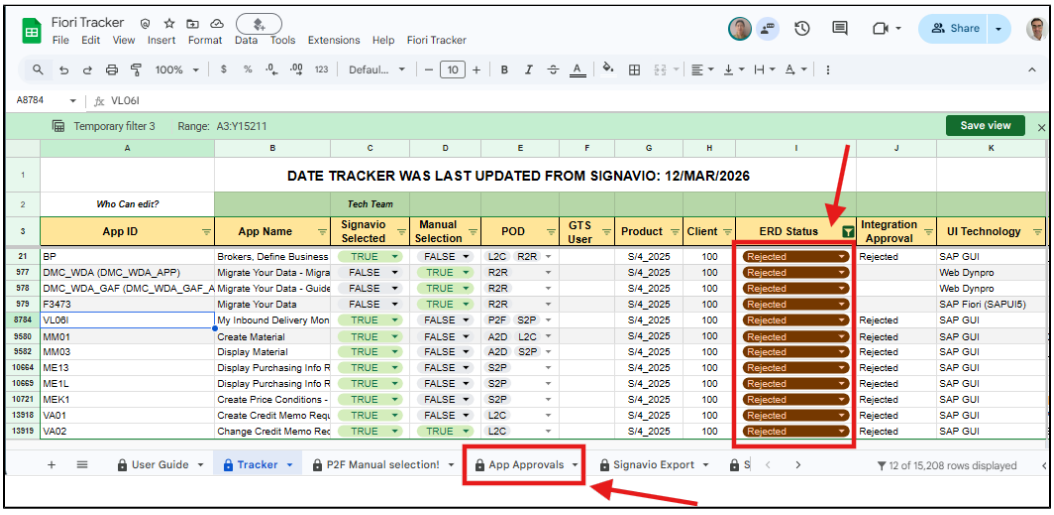




The image below shows examples where the Tech team recorded technical notes or **deployment issues** during ERD deployment.



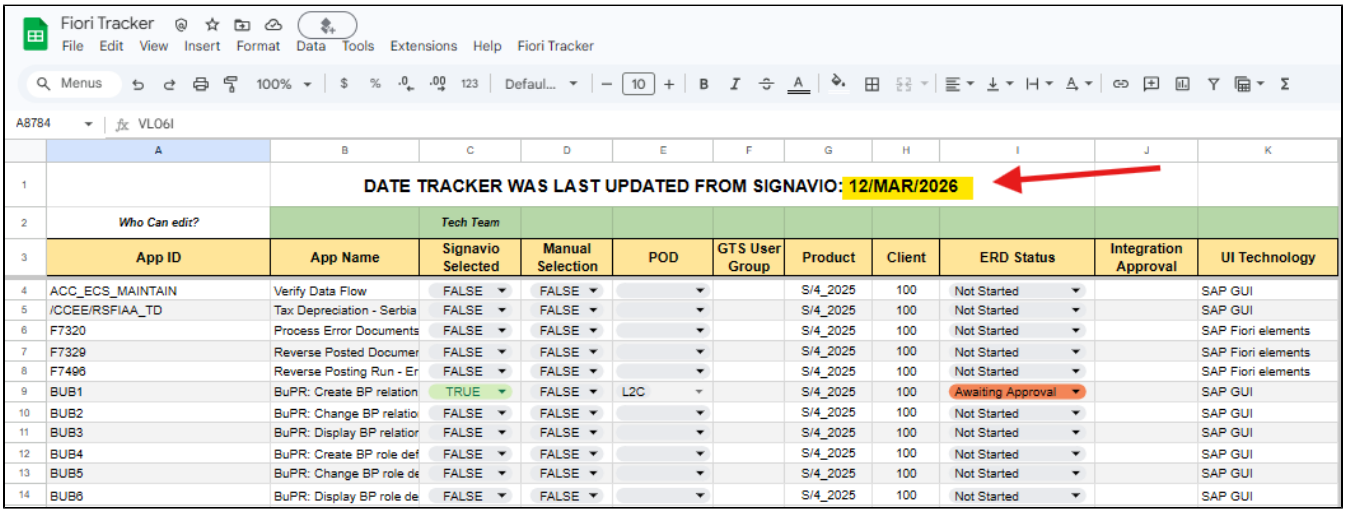
Whether the application was rejected during Integration Team governance review. Check the **App Approvals sheet** or contact the **Integration Team** for the reason.



3. Weekly Update Cycle

- The Fiori Tracker spreadsheet is updated from the Signavio every Thursday.
- Check the "Signavio Update Date" in Row 1 of the Tracker. See Image below.
- If changes were made in Signavio after that date, they will appear in the Fiori Tracker spreadsheet during the next Thursday update cycle.

- Technical Team deployment activities start immediately for Fiori apps. For GUI, Web Dynpro, and Web Client UI apps, deployment activities start only after Integration Team approval.
- The deployment process includes Basis deployment activities, followed by SAP Security role build and role assignment activities. This process may take up to four working days.
- The Integration Team reviews approvals on an ad-hoc basis. Follow up with them directly for status.



	A	B	C	D	E	F	G	H	I	J	K
1		DATE TRACKER WAS LAST UPDATED FROM SIGNAVIO: 12/MAR/2026									
2	*Who Can edit?*		*Tech Team*								
3	App ID	App Name	Signavio Selected	Manual Selection	POD	GTS User Group	Product	Client	ERD Status	Integration Approval	UI Technology
4	ACC_ECS_MAINTAIN	Verify Data Flow	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI
5	/CCEE/RSFIAA_TD	Tax Depreciation - Serbia	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI
6	F7320	Process Error Documents	FALSE	FALSE			S/4_2025	100	Not Started		SAP Fiori elements
7	F7329	Reverse Posted Documer	FALSE	FALSE			S/4_2025	100	Not Started		SAP Fiori elements
8	F7496	Reverse Posting Run - Er	FALSE	FALSE			S/4_2025	100	Not Started		SAP Fiori elements
9	BUB1	BuPR: Create BP relation	TRUE	FALSE	L2C		S/4_2025	100	Awaiting Approval		SAP GUI
10	BUB2	BuPR: Change BP relatio	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI
11	BUB3	BuPR: Display BP relatior	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI
12	BUB4	BuPR: Create BP role def	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI
13	BUB5	BuPR: Change BP role de	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI
14	BUB6	BuPR: Display BP role de	FALSE	FALSE			S/4_2025	100	Not Started		SAP GUI

What is the Fiori Tracker spreadsheet

The Fiori Tracker spreadsheet is a central governance and deployment tracker for SAP applications selected for the project. It is used by the Tech Team to deploy applications, by the Integration Team to assess and approve requests, and by functional teams to track selection status, approvals, and deployment progress.

The Tracker sheet is the central reference point for deployment tracking and is pre-populated with the complete SAP Fiori app catalogue for the project target release, sourced from the. SAP Fiori Apps Reference Library. This baseline catalogue explains why the Tracker sheet contains a large number of applications and should not be interpreted as project scope.

Some solutions are not part of the SAP S/4HANA Private Cloud 2025 Fiori catalogue (for example GTS or AFC). For these cases, the POD must capture the applications in a spreadsheet and send them to the Integration Team for approval. After approval, the Signavio Team loads the applications as Executables in Signavio, and the UX Team adds the applications to the Tracker.

Project scope is defined by selection indicators, which bring together two sources:

- **Signavio-Driven Apps**
  Applications captured as Executables within business processes modelled in Signavio are imported from the Signavio export into the Tracker sheet every Thursday. These applications are marked as in scope when Column C, Signavio Selected, is set to TRUE.

- **Non-Signavio Apps**
  Applications that are required but do not naturally belong to a Signavio business process (for example configuration, support, or administration-related apps required by functional consultants or business super users). These require a selection process through the “Non-Signavio App Selection” sheet (see section How to Select non-Signavio Apps).

How to Select non-Signavio Apps

“Non-Signavio App Selection” sheet

This sheet is used to request applications that are not captured in Signavio, typically configuration, support, or administration-related apps required by functional consultants or business super users and only available through the Launchpad and cannot be performed through backend GUI access.

Approval is part of a governance step managed by the Integration Team, so requestors must coordinate with Integration Team. Once approved, the Tech Team will enter the deployment date in column I.

Complete the following (* mandatory)

- **POD*** select from dropdown
- **App ID*** enter App ID or T-code

- **UI Technology*** select from dropdown
- **Requestor Name*** your name
- **Justification*** Why App is not part of Signavio Process? Who needs to have access? (see example)

Optional:

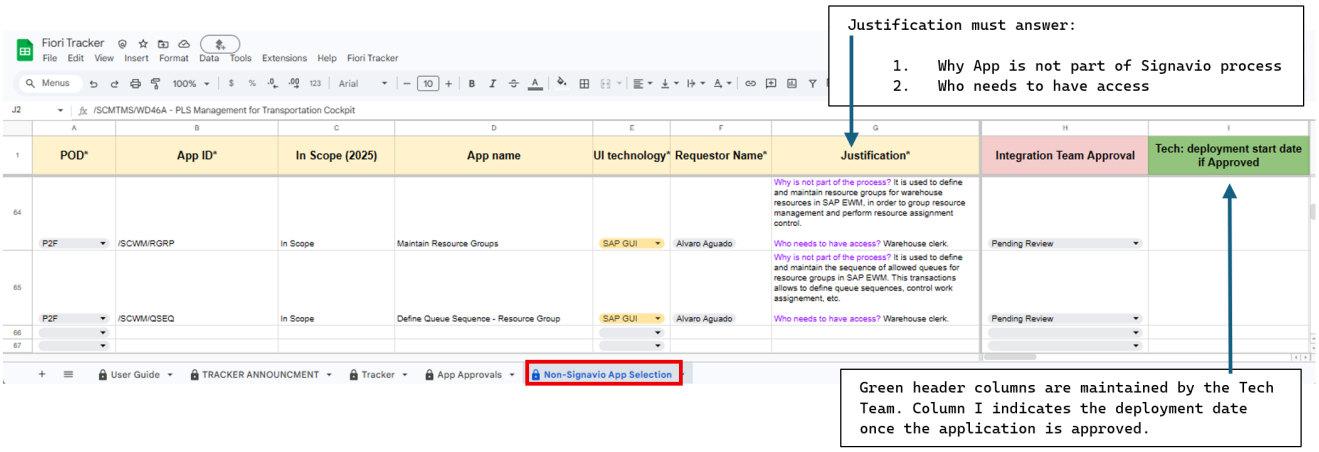
- App name

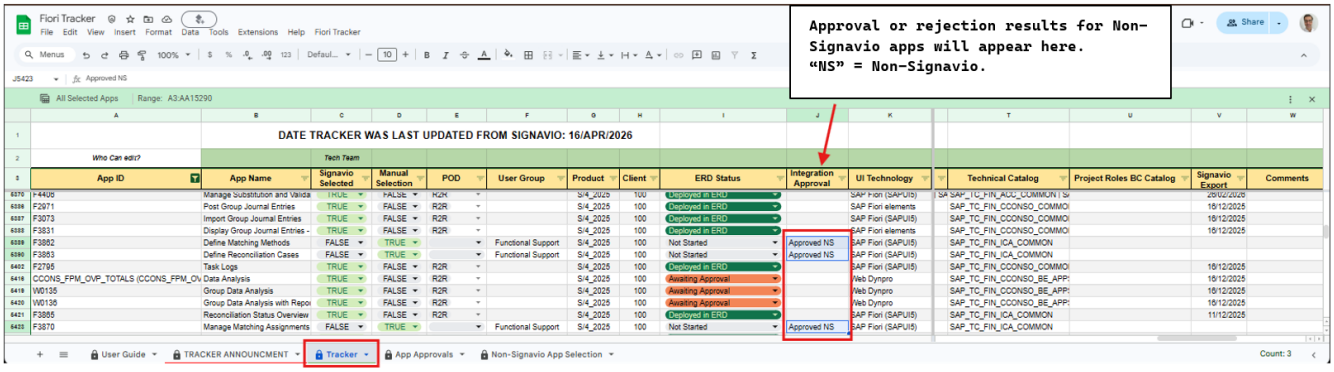
System fields (do not edit)

- **In Scope (2025)** auto check against S/4 2025 product

For questions or urgent deployment requests, contact the **Integration Team**.

Example:





If the app is approved, BASIS will include it in the weekly deployment job, which runs every Thursday.

Governance for GUI, Web Dynpro, and Suggested Executables

A governance step managed by the Integration Team applies to SAP GUI transactions, Web Dynpro applications, and Suggested Executables imported from Signavio. To support this process, a separate sheet called "App Approvals" has been created in the Fiori Tracker spreadsheet.

The approval process differs for Suggested Executables compared to SAP GUI and Web Dynpro applications. The explanation is therefore split into the sections below.

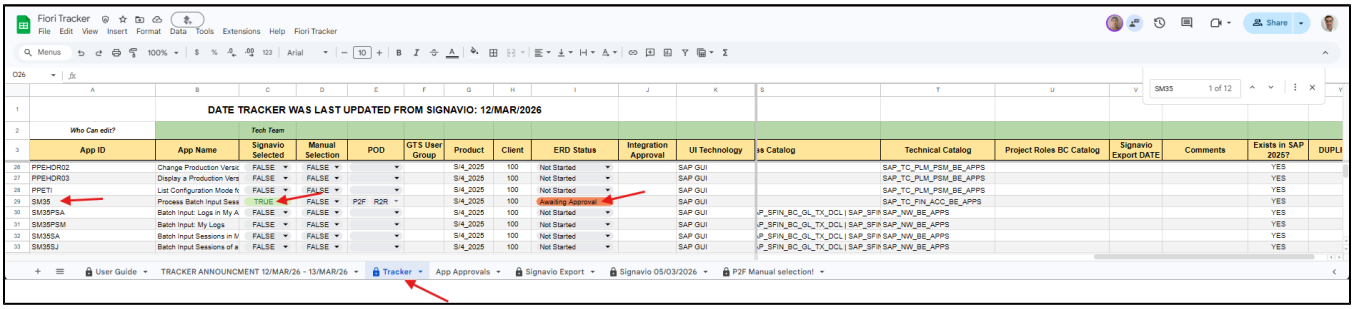
1. SAP GUI and Web Dynpro Process

Approval Flow

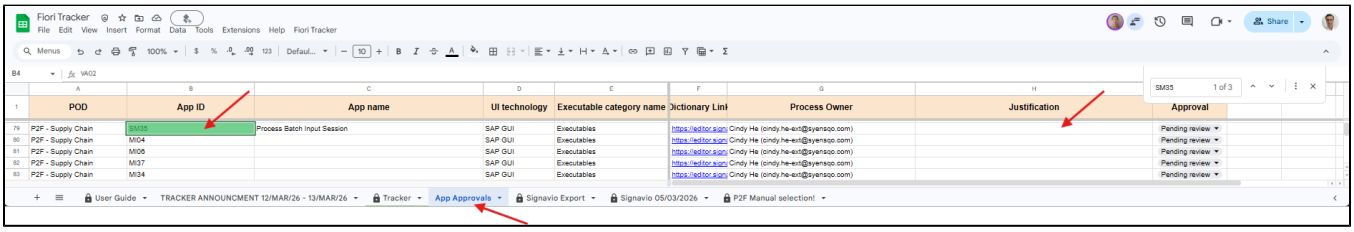
1. Tracker sheet is updated each Thursday by a weekly Signavio extract job.
2. Non-Fiori executables (GUI & Web Dynpro) are automatically set to “Awaiting Approval” in the ERD Status column in the Tracker sheet.
3. The App Approvals sheet is updated from the Signavio export. All GUI, Web Dynpro, and Web Client UI apps used in a Signavio process are listed in the App Approvals sheet for Integration Team review.
4. Duplicate entries may appear when the same app is used by different pods or processes. However, approval is required only once per app, and the approval decision is reflected across all related requests.
5. POD teams enter a Justification (Column H) in App Approvals sheet.
6. The Integration Team reviews and assigns the approval status in App Approvals sheet.
7. The approval result is automatically reflected in the Tracker sheet Integration Approval (Column J).
8. If approved, the Tech Team deploys the application.
9. If rejected, the Tracker ERD Status is set to Rejected.

For questions or urgent deployment requests, contact the **Integration Team**.

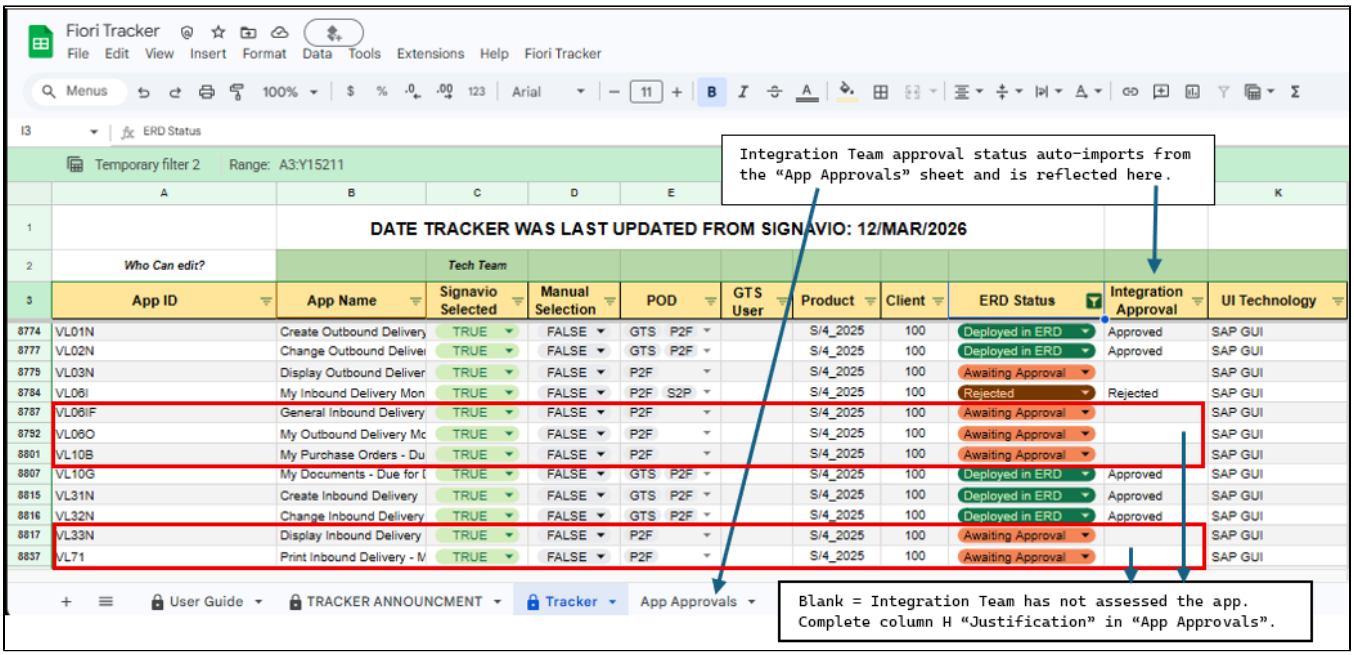
Example 1: SM35 Added to Tracker and Set to “Awaiting Approval”



SM35 Entry Created in App Approvals for POD Justification



Example 2: Integration Approval Status Reflected in the Tracker



2. For Suggested Executables:

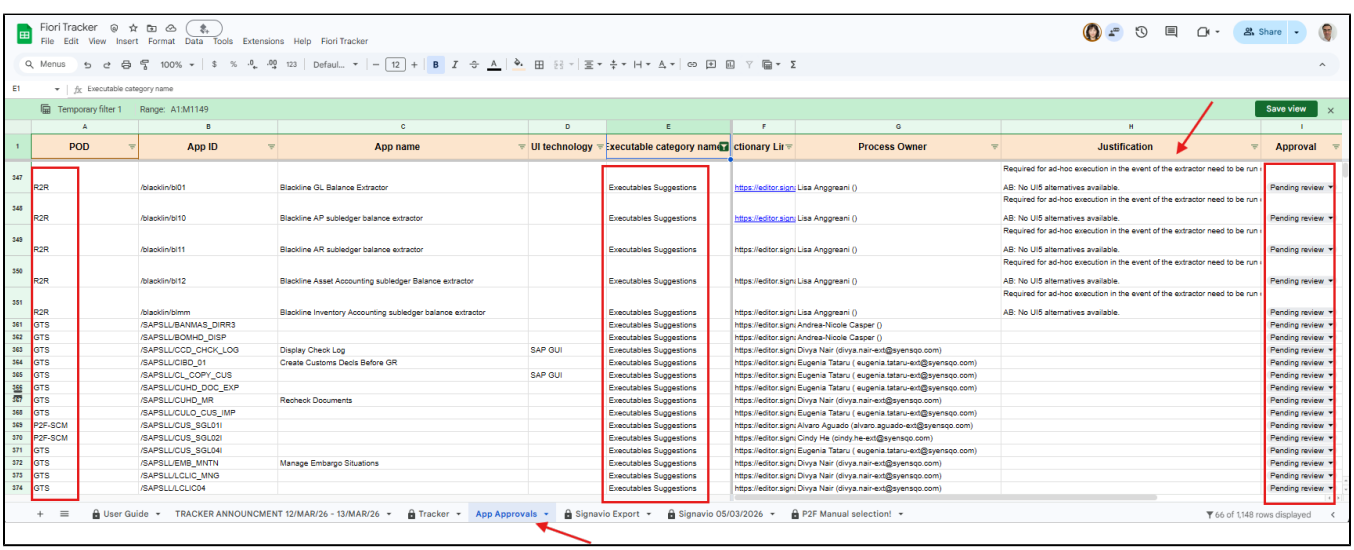
Suggested Executables imported from Signavio are automatically captured in the **App Approvals** sheet and require approval from the **Integration Team** before they can be converted to Executables in Signavio and appear in the Tracker.

Approval Flow

1. The Fiori Tracker spreadsheet is updated from Signavio every Thursday. Suggested Executables automatically appear in the App Approvals sheet.
2. POD teams enter a justification in Column H (Justification) in the App Approvals sheet.
3. The Integration Team reviews the request and sets the status to Approved or Rejected.
4. If approved, the Signavio Team converts the Suggested Executable into an Executable in Signavio.
5. During the next weekly update, the Tracker reflects the change because the application now appears as an Executable from Signavio. The approval status remains recorded in the App Approvals sheet.

For questions or urgent deployment requests, contact the **Integration Team** or **Signavio Team**.

Example:



> **Suggested Executables do not appear in the Tracker.** They must first be **approved and converted into Executables in Signavio** before they are captured in the Tracker.

Support: Where to Ask for Help

- Application capture and Signavio modelling questions – Contact the **Signavio Team** (Alex Helme, Niclas Palmströmer)
- Governance and app approvals – Contact the **Integration Team** (Narahari, Bhargavi, Dean Leighton, Antonio Gonzalvez, Tiago Mendes)
- Technical issues after deployment in ERD – Raise a **Jira task for the Tech Team** (see section *How to raise a Jira Task*)
  Examples:
    - App not visible in ERD Launchpad
    - App visible but producing errors

How to raise a Jira Task?

Jira tickets should be raised for the **Tech Team** to resolve technical issues.
If an application shows **"Deployed in ERD"** but you still experience issues in the **ERD Launchpad**, follow the instructions in this guide:

Jira Task – How to raise a ticket for the Tech Team (The image below is extracted from the guide and highlights the most relevant section)

Fiori App Issues in ERD/ERS

In ERS, all Fiori apps have been activated and in ERD, Fiori apps are activated according to the Fiori tracker.

- For issues in ERD, please check that the "Deployed in ERD" status in the tracker.
- If you are not able to view the Fiori tile, it is most likely related to security roles. Please create a tasks and set technology tasks to "SAP Security Roles & Authorization".
- If you are able to view the Fiori tile but are unable to launch it, it is most likely related to the app deployment. Please create a tasks and set technology tasks to "Basis Tasks".
- For all other issues, please create a tasks and set technology tasks to "Fiori & UI Tasks".

Note

Cadence and steps may evolve as we fine-tune the process and as team capacity changes. This page will be updated as the tracker matures.