

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

# Journal Entry Posting Approval using SAP Workflow Management or SAP Build Process Automation

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# Overview

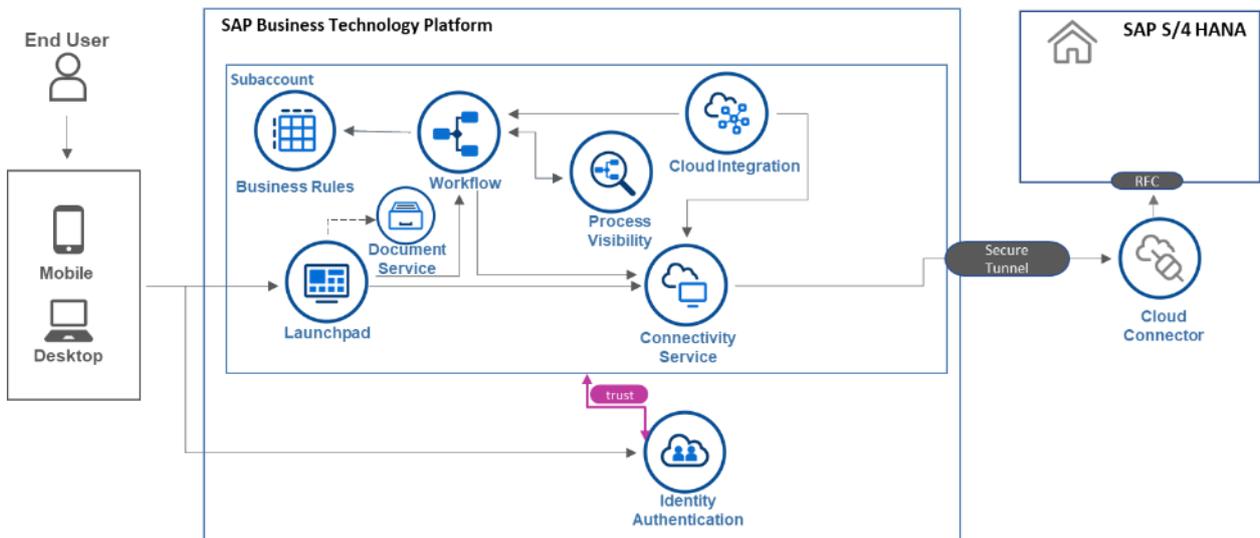
This document provides information about how to use the user interfaces of **Journal Entry Posting Approval**.

The solution focuses on providing a workflow-based solution for postings to General ledger accounts like making adjustment entries during period end closing or recording business transactions that do not have a source of document etc. Businesses use the Journal entry method by posting the manual entries using T Code FB50 or use an upload template with the pre-filled data of transactions with the mandatory information.

## Features

- Plug and Play with SAP S/4HANA without additional development.
- New Process variants can be configured in a no-code approach.
- Agent/approver determination using Business Rules or external service.
- Pre-built integration content to call SAP S/4HANA from SAP Workflow Management or SAP Build Process Automation.
- Out-of-the-box visibility into key process performance indicators.

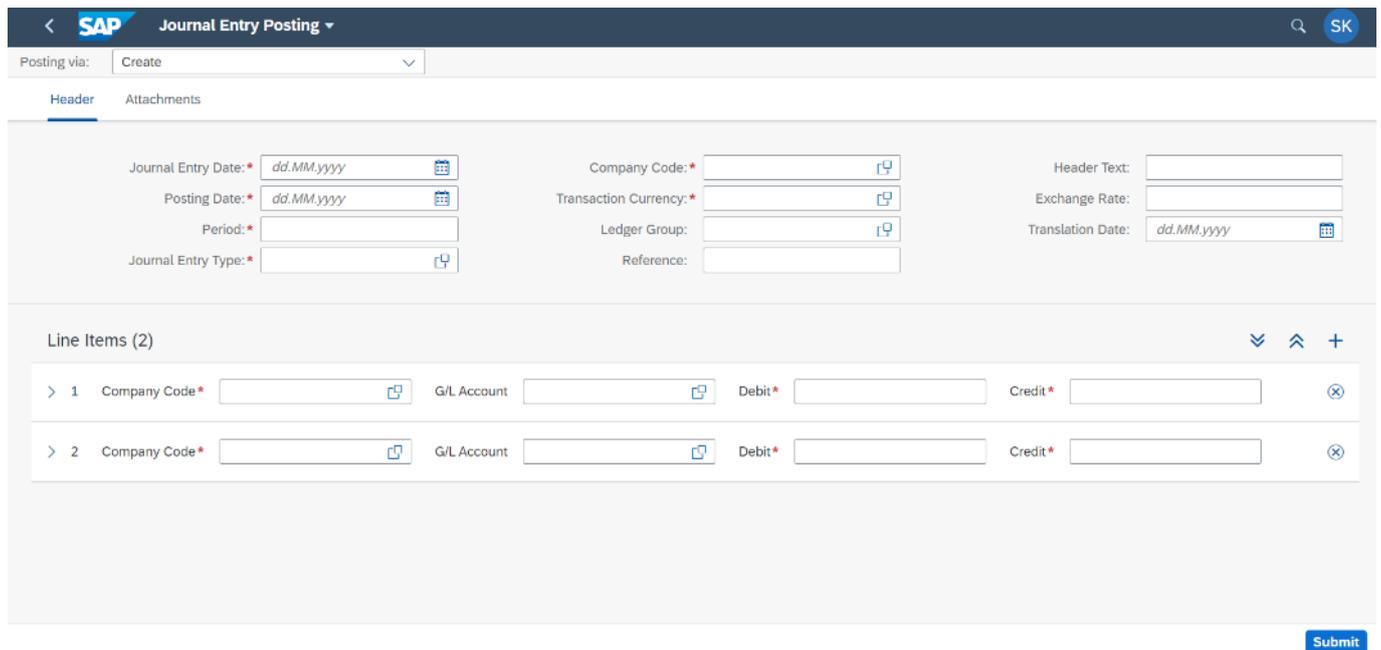
## Solution Diagram



# User Interface

## Start UI

User can enter data manually by selecting 'Posting via – Create' from dropdown. More items can be added with '+' button.



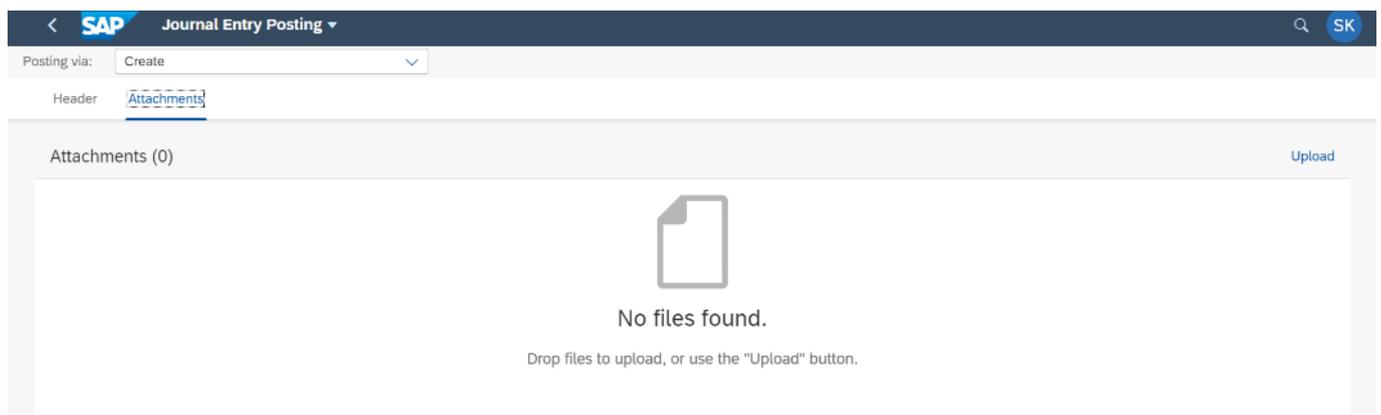
The screenshot shows the 'Journal Entry Posting' header section in SAP. The 'Posting via' dropdown is set to 'Create'. The 'Header' tab is active, showing various input fields for journal entry details. The 'Line Items (2)' section is visible below the header, showing two rows of data with expandable options.

Field	Value
Journal Entry Date	dd.MM.yyyy
Posting Date	dd.MM.yyyy
Period	
Journal Entry Type	
Company Code	
Transaction Currency	
Ledger Group	
Reference	
Header Text	
Exchange Rate	
Translation Date	dd.MM.yyyy

Line Items (2)

Line Item	Company Code	G/L Account	Debit	Credit
1				
2				

Attachments can also be added for the document using 'Attachments' section.



The screenshot shows the 'Attachments' section in SAP. The 'Attachments (0)' section is empty, indicating no files are currently attached. An 'Upload' button is visible in the top right corner of the section.

Attachments (0) Upload

No files found.  
Drop files to upload, or use the "Upload" button.

If the user chooses 'Posting via – Upload' then documents data can be uploaded through an excel template using Browse button. Attachments can be added for each header by clicking 'Attachment' icon.

User can expand Headers to see Line items.

Clicking on 'Post' button will send the GL posting documents for approval. Each document will have a separate workflow instance for approval process.

The screenshot shows the SAP Journal Entry Posting interface. At the top, there is a header bar with the SAP logo and the title 'Journal Entry Posting'. Below this, there is a 'Posting via:' dropdown menu set to 'Upload'. The main area is divided into 'Headers (1)' and 'Line Items' sections.

**Headers (1):**

- Journal Entry Date\*: 01.11.2022
- Posting Date\*: 01.11.2022
- Period\*: 1
- Journal Entry Type\*: KR
- Company Code\*: 4501
- Transaction Currency\*: EUR
- Reference: Tax upload
- Header Text: Test Scenario 9
- Exchange Rate: (empty)
- Translation Date: dd.MM.yyyy

**Line Items:**

Line Item	Company Code*	G/L Account	Debit*	Credit*
1	4501	(empty)	(empty)	114
2	4501	6104800	100	(empty)

At the bottom right of the interface, there is a blue 'Submit' button.

## My Inbox Task

Once data is submitted by the requestor the Approval Workflow will begin. A mail notification along with work item will be sent to Approver to validate & post data entered by Requestor.

"My Inbox" application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

### Approval UI –

The Approver can make one of the following decisions:

1. Approve - To post data to system or move to next level of approval depending on the workflow process.
2. Reject - To send the request back to the requestor for correction in data.

The Items that require approval will be highlighted as shown. Use can expand items to see all details.

**Approval for Journal Entry Post 4001\_SA available in your role as Level1 Approval Team**

Journal Entry Date: 31.01.2022  
Posting Date: 12.01.2022  
Period: 01  
Journal Entry Type: SA  
Company Code: 4001  
Transaction Currency: USD  
Ledger Group:  
Reference: FFF  
Header Text: DDD  
Exchange Rate:  
Translation Date:

Item	Company Code	GL Account	Debit	Credit
1	4001	6100700	50	
2	4001	1110000		50

Approve Reject Show Log Release

Note: Attachments, History details and Comments will appear once the user scrolls or clicks the tab

## Rework UI

At the Requestors 'My Inbox', the data can be updated for the rejected document based on approver comments. If posting failed in system, the Retry button will be visible to try posting again.

The persona can make one of the following decisions:

1. Rework – To start the whole approval process again with updated data.
2. Retry – To retry posting the same data which failed. Retry button will be visible if posting failed.
3. Terminate - To terminate the workflow.

**SAP My Inbox**

All Tasks (49)

Search

Take action [Redacted] Medium

Reserved by You

Approval for Journal Entry Post 4001\_SA available in your role a... [Redacted] Medium  
Due on Feb 1, 2022 **Overdue**

Rework Journal Entry Post 4000\_SA based on Approver... [Redacted] Medium

**Rework UI**

Rework Journal Entry Post 4000\_SA based on Approver Comments

Created By: [Redacted]  
Email Id: [Redacted]  
Created On: 2022/01/25 14:55:05

Status: Ready  
Priority: Medium

Header Items Attachments History Details Comments

Journal Entry Date: 24.01.2022  
Posting Date: 24.01.2022  
Period: 01  
Journal Entry Type: SA  
Company Code: 4000  
Transaction Currency: \* USD  
Ledger Group:  
Reference:  
Header Text:

Rework Terminate Show Log Claim

**SAP My Inbox**

All Tasks (49)

Search

Rework Journal Entry Post 4000\_SA based on Approver... [Redacted] Medium

Modify Journal Entry Post 4000\_SA based on Approver... [Redacted] Medium

Take action [Redacted] Medium

Take action [Redacted] Medium

**Rework UI**

Rework Journal Entry Post 4000\_SA based on Approver Comments

Header Items Attachments History Details Comments

1 Company Code 4000 GL Account Debit \* 10000000 Credit \* \*\*\*

2 Company Code 4001 GL Account Debit \* Credit \* \*\*\*  
1.00000000

**More Details**

Item Text Assignment Value Date Segment

Account Assignment

Trading Partner Cost Center Profit Center Order

WBS Element Financial Transaction Type

Rework Terminate Show Log Claim

## Retry UI

'Update Errors' section will show the errors occurred while posting the document. 'Retry' button will be visible if posting failed.

SAP My Inbox

All Tasks (49)

Search

Modify Journal Entry Post 4001\_SA based on Error... Medium

Modify Journal Entry Post 4501\_KR based on Error... Medium

Approval of Treasury Payment Request Creation for 4001 -... Medium  
Due on Feb 11, 2022 **Overdue**

Retry UI

### Modify Journal Entry Post 4001\_SA based on Error Statements

Header Items Attachments History Details Comments Update Errors

Journal Entry Date: 17.02.2022  
Posting Date: 17.02.2022  
Period: 02  
Journal Entry Type: SA  
Company Code: 4001  
Transaction Currency: \* USD  
Ledger Group:  
Reference:  
Header Text:  
Exchange Rate:  
Translation Date:

Rework Retry Terminate Show Log Claim

'Validation Errors' section will show the errors based on validation rules. 'Update and Resend' button to be used to Resubmit the data after correction.

SAP My Inbox

All Tasks (25)

Search

Reserved by You

Modify Journal Entry Post 4001\_KR based on Validation... Medium

Take action Medium

Modify Journal Entry Post 4001\_SA based on Error... Medium

Modify Journal Entry Post 4501\_KR based on Error... Medium

Rework Invalid Details

### Modify Journal Entry Post 4001\_KR based on Validation Result

Created By: [Redacted] Status: Reserved  
Email Id: [Redacted] Priority: Medium  
Created On: 2022/01/17 17:40:43

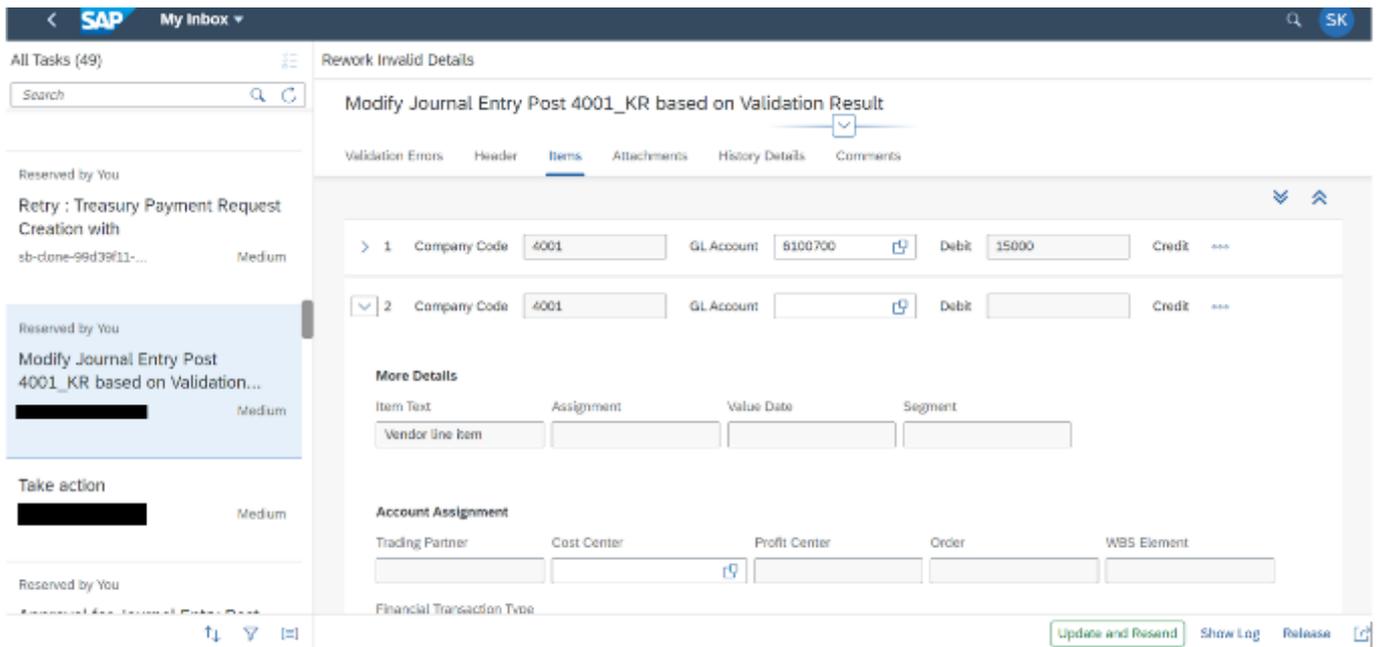
Validation Errors Header Items Attachments History Details Comments

Reference	Attribute	Description	Result
1	Cost Center	Cost Center is mandatory for 6100700 GL Account	false

Header

Document Date: 11.01.2022  
Document Type: \* KR  
Company Code: 4001  
Posting Date: 12.01.2022  
Period: 1

Update and Resend Show Log Release



## Admin UI

If by any case, the approvers do not get determined by the approver determination policies, the issue will be brought to the notice of the process administrator and a task shall be created for the process admin with options to either 'Assign Processor' manually or 'Retry' after updating the policies.

**Assign Processor:** This option is to assign the users and/or groups and the email addresses in the section 'Task Owner Assignment', (Note: all email address(es) must be given), and click 'Assign Processor'. The assigned processors will receive the approval task which can be accessed from the My Inbox application.

**Retry:** This option implies that the process admin can first fix the issue in the business rule and then access this task again in the My Inbox, and trigger Retry. If the issue is fixed correctly, then upon retry the normal approval flow will resume.

SAP My Inbox

All Tasks (31)

Search

Task Owner not defined for Approval of Journal Entry Post... [Redacted] Medium

Task Owner not defined for Approval of Journal Entry Post... [Redacted] Medium

Modify Journal Entry Post 4000\_SA based on Error... [Redacted] Medium

Take action [Redacted] Medium

Administrator Action

### Task Owner not defined for Approval of Journal Entry Post 4000\_SA in role Level1 Approval Team

Created On: Jan 24, 2022 Priority  
Created By: [Redacted] Medium

Error Description | Journal Entry Header Details | Journal Entry Item Details | Task Owner Assignment

Error Description: Approver not maintained for Approval of Journal Entry Post 4000\_SA in role Level1 Approval Team.

Journal Entry Header Details

Journal Entry Posting Key: 4000\_SA  
Company Code: 4000  
Journal Entry Date: 24.01.2022  
Journal Entry Type: SA

Assign Processor | Retry | Show Log | Claim

SAP My Inbox

All Tasks (31)

Search

Task Owner not defined for Approval of Journal Entry Post... [Redacted] Medium

Task Owner not defined for Approval of Journal Entry Post... [Redacted] Medium

Modify Journal Entry Post 4000\_SA based on Error... [Redacted] Medium

Take action [Redacted] Medium

Administrator Action

### Task Owner not defined for Approval of Journal Entry Post 4000\_SA in role Level1 Approval Team

Error Description | Journal Entry Header Details | Journal Entry Item Details | Task Owner Assignment

Trading Partner:  
Segment For Segmental Reporting:  
Customer:  
Vendor:  
Financial Transaction Type:  
Currency: USD

Task Owner Assignment

Users:  
Groups:  
Emails:

Assign Processor | Retry | Show Log | Claim

# Process Visibility Workspace

Process Visibility capability in SAP Workflow Management or SAP Build Process Automation enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

**Journal Entry Posting Approval** process content package provide out of the box visibility on all the process variants in SAP Workflow Management or SAP Build Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

## Configure Visibility Scenarios

1. Go to Process Flexibility Cockpit.
2. Select Manage Posting Period tile.
3. Click Visibility Scenarios tile.
4. The following process is configured

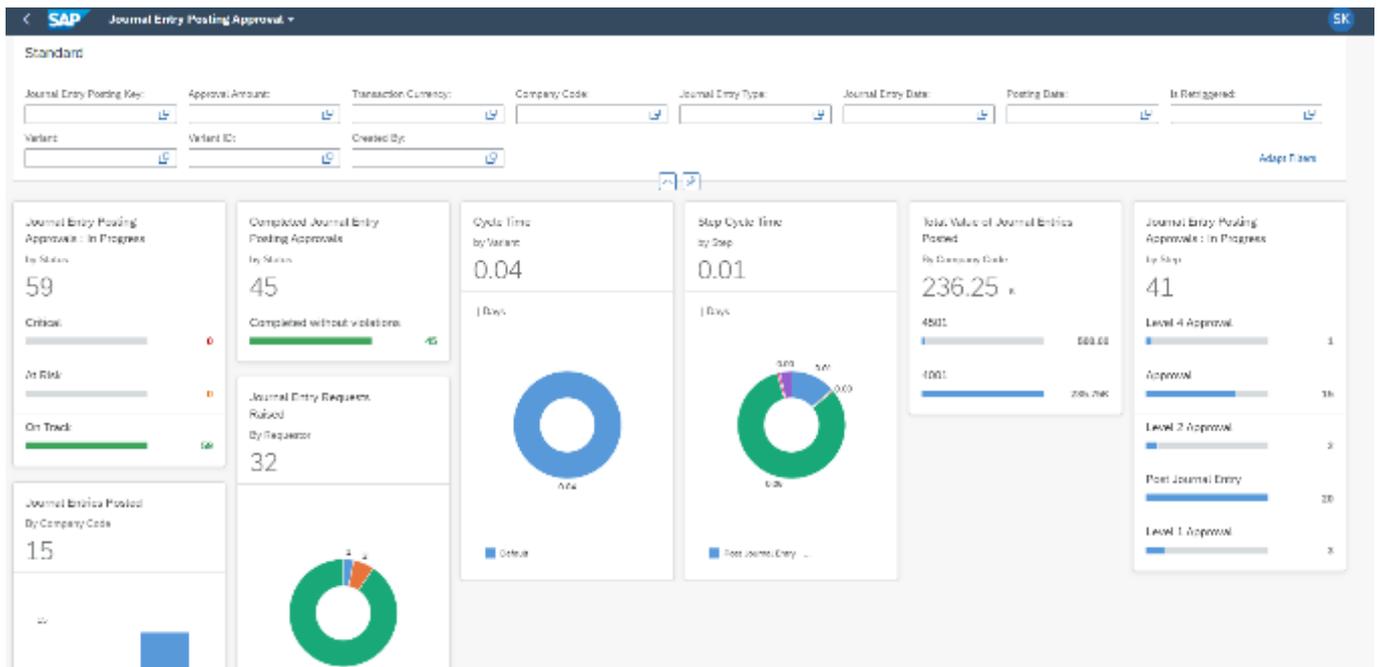
Journal Entry Posting: Contains approval process events and context, sent by SAP Workflow Management.

## Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario "Journal Entry Posting". For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the below detailed process visibility dashboard.

## Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select Journal Entry Posting Approval tile
3. Click Live Process Insights Journal Entry Posting Approval tile
4. The following screen appears.



Please go through [help documentation](#) on how to access process workspace.