



PUBLIC

SAP Build Process Automation

**Mass Clearing of GL, Customer and Supplier
open items**

Configuration and User Guide

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Change Log

Version	Date	Description
1.0.0	November 7, 2023	Document Created

This document contains 3 sections. Each section covers different information about this template content package.

1. Overview: In this section, you will get quick overview of the use case, what are high-level components used and how the template works in nutshell. Prerequisite section provides information of different services of SAP Business Technology Platform (BTP) that are required to use this template.

2. Configuration Guide: It contain sections which will guide you to setup your (a) SAP Business Technology Platform Account with destination, cloud connector, user roles etc., (b) SAPUI5 application via SAP Business Application Studio and (c) Import and configure the template using SAP Build Process Automation design studio and (d) SAP Work Zone to access the My Inbox or Task Center and other applications.

3. User Guide: This section provides details about different artefacts that are used in this template like process definition, decision diagram, action project details, forms, email notifications etc. to better understand how different capabilities are used in this template.

Notes:

- This documentation is not a detailed guide to setup SAP BTP services. It assumes that IT admin who is setting the content is skilled with SAP BTP environment. Configuration section has to be mandatorily followed to import and configure the template.
- This template content is to accelerate your solution development. You must modify this template according to your requirements to achieve the desired business goal. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation and its capabilities.

Overview

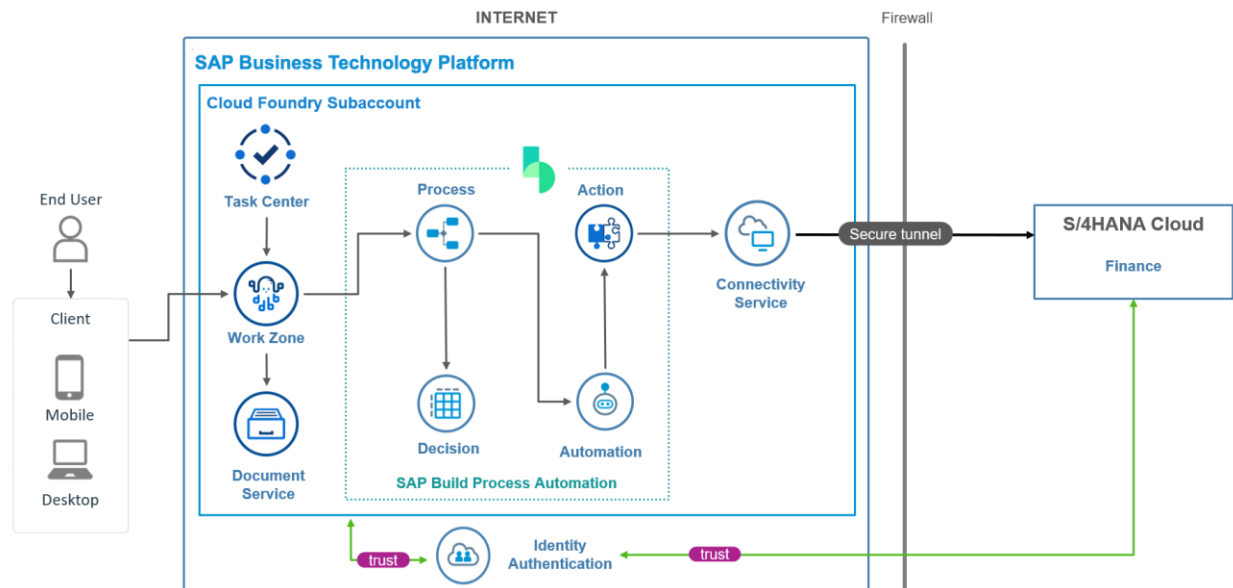
This document provides information about setting up the SAP Business Technology Platform account to consume the SAP Build Process Automation **Mass Clearing of GL, Customer and Supplier open items Template**. The main audience of this document are technical IT/system administrators.

This Package facilitates clearing the GL/Customer/Supplier open items.

Features:

- This package provides functionality to get Journal Entry(s) from SAP S/4HANA system, update the excel template with open items and propose another open item to be cleared against it and send the notification mail to the required recipient.
- User can update the required additional data in excel template and uploads the file in Start UI to trigger the process flow.
- It provides the approval flow for the provided journal entry details based on the determined approver(s).
- Includes automation to automatically generate the log file once the uploaded file is approved and notifies the requester with email with generated log file.

Process Flow Diagram



Steps:

1. In Start UI, user can extract details of Journal Entries from SAP S/4HANA by providing required details with Read option.
2. Extracted data gets populated into an excel template.
3. Updated excel template is sent as attachment via email to the requestor.
4. Requestor can add required additional data in excel template and uploads it in the UI and triggers the approval process.
5. Once tasks are approved, Journal Entry data excel file is stored in predefined folder.
6. Automation can read the excel file and perform POST operation on trigger of process through upload tab in Start UI. Execution logs get stored in excel format and send via email to the requestor.
7. The API [Journal Entry – Clearing \(Asynchronous\)](#) being used for this automation is an asynchronous SOAP API, therefore the responses could not be immediately seen from the API. You can check the SOAP responses from the **Message Dashboard** Fiori app.

Prerequisites

The following SAP Business Technology Platform services are required to consume the content package. Mass Clearing of GL, Customer and Supplier open items:

- SAP Build Process Automation to orchestrate the process.
- SAP Cloud Identity Services - Identity Authentication (Optional)
- SAP Connectivity service to establish access to SAP S/4HANA, Public Edition
- SAP Business Technology Platform, Cloud Foundry runtime
- SAP Work Zone, standard or advanced edition for accessing My Inbox and Process Visibility workspaces.

- SAP Business Application Studio for SAP UI5 application
- SAP Document Management Service, Integration Option

Other Prerequisites

For this template to run successfully the following other prerequisites are needed

- SAP Desktop Agent 3.17 or higher
- Outlook mailbox configured on the system where the automations will run in order to send mails with attachments.
- **Message Dashboard** Fiori app.
 - Before you can display messages in the **Message Dashboard** app, you must assign a user to a specific recipient. To do so, proceed as follows:
 - Log on to the SAP Fiori launchpad in your SAP S/4HANA Cloud system with the role SAP_BR_CONF_EXPERT_BUS_NET_INT.
 - Under **Message Monitoring** access the **Assign Recipients to Users** app.
 - Choose + *to add a user*.
 - Enter the user ID and choose **Add**.
 - On the **Assign Recipients** screen, maintain the following fields:
 - **Namespace:** /FINAC.
 - **Recipient Name:** FINAC_RECT_JECLEARING_IN
 - **Message Type:** Application Error or Technical Error
 - Choose the checkboxes of Overview and Technical User.
 - Choose Assign to save the user assignment.
 - The assigned recipient is now displayed in the Recipients for User list.

Note:

- This package is designed only to work with the provided input template file structures. DO NOT CHANGE any column properties and structure.
- We have given folder structure as Environment Variable (**DMSDownloadFolderPath**, **LogReportFolderPath**)
- If any changes done in the input template structure, related process & automation implementation also need to be updated to handle those changes.
- You can decide the folder by the key parameters where the input template should be placed.
- The input template **Journal Entry - Template.xlsx** is placed as file artefact and file is active checkbox should be selected.
- If input template file artefact is not active inside the project, it will not be executed in automation.
- The input excel has 2 sheets 'Field List' and 'Journal Entry'.
 - In **Field List sheet**, the field details are updated.

Template: Journal Entry Clearing						
Bot Scope ID : XXX						
Sheet Name	Group Name	Field Name (Technical)	Field Description	Importance	Type	Sample Value
Journal Entry Clearing	Key	CompanyCode	Company Code	Mandatory	Text	1710
		GLAccount	G/L Account	Auto-filled	Text	12100000
		Customer	Customer	Auto-filled	Text	BP1001620
		Supplier	Supplier	Auto-filled	Text	1400013
	Open Document	AccountingDocumentNumber	Accounting Document Number	Mandatory	Text	1800000008
		AccountingDocumentItem	Accounting Document Item	Mandatory	Text	1
		FiscalYear	Fiscal Year	Mandatory	Number	2023
		Amount	Amount	Mandatory	Number	1000
	Proposed Document for Clearing	Currency	Currency	Mandatory	Text	GBP
		AccountingDocumentNumber	Accounting Document Number	Mandatory	Text	1600000003
		AccountingDocumentItem	Accounting Document Item	Mandatory	Text	1
		FiscalYear	Fiscal Year	Mandatory	Number	2023
		Amount	Amount	Mandatory	Number	-1000
		Currency	Currency	Mandatory	Text	GBP

- In Journal Entry sheet the data will be fetched from SAP S/4HANA.

Template: Journal Entry Clearing													
Bot Scope ID : XXX													
CompanyCode	GLAccount	Customer	Supplier	AccountingDocumentNumber	AccountingDocumentItem	FiscalYear	Amount	Currency	AccountingDocumentNumber	AccountingDocumentItem	FiscalYear	Amount	Currency
Text	Text	Text	Text	Text	Text	Number	Number	Text	Text	Text	Number	Number	Text
Key				Open Document				Proposed Document for Clearing					
Company Code	G/L Account	Customer	Supplier	Accounting Document Number	Accounting Document Item	Fiscal Year	Amount	Currency	Accounting Document Number	Accounting Document Item	Fiscal Year	Amount	Currency

- The fetched data will be downloaded and saved in the excel file "**JournalEntryInput_<Timestamp>.xlsx**" in the folder which the user has defined in Start UI and then it allows user to update details for journal entries.
- In case the user doesn't want to fetch data from SAP S/4HANA and directly want to fill the excel template then the excel file **Journal Entry - Template.xlsx** can be used as reference to fill data and upload to Start UI.
- After POST call, the Log report will be generated with the name of "**LogReport_<Timestamp>.xlsx**" and will be saved in the folder you have mentioned in the environment variable (**LogReportFolderPath**) and notifies the requestor through email about the completion of operation with the attached log report.

Configuration Guide

Mass Clearing of GL, Customer and Supplier open items template requires SAP Build Process Automation subscription or CPEA contract. Follow the [setup and configuration section](#)

Setup SAP S/4HANA

Configure SAP S/4HANA Destination.

Configure Destination to Connect to SAP S/4HANA Cloud System

Destination Property	Value
Name	<Name>
Type	HTTP
URL	<SAP S/4HANA endpoint> Example: https://<s4system-name>-api.xxxxxxxx
Proxy Type	Internet
Authentication	Basic Authentication
Username	<Username> of the SAP S/4HANA Communication User
Password	<Password> of the SAP S/4HANA Communication User

Note: For SAP S/4HANA Cloud and on-premise, the API should be accessible over internet proxy type, as iRPA Automation does not support on-premise as proxy type as explained in the [SAP Note](#).

Note: Add the following additional properties to the destination

Destination Additional Property	Value
HTML5.DynamicDestination	True
sap.applicationdevelopment.actions.enabled	True
sap.processautomation.enabled	True

Name: * S4HANA

Type: HTTP

Description: S/4 Hana System

URL: *

Proxy Type: Internet

Authentication: BasicAuthentication

User: *

Password:

Additional Properties

HTML5.Dynam...	true	
sap.application...	true	
sap.processaut...	true	
TrustAll	true	

Setup Communication

To run this template, you must have a communication user, create communication arrangements between the communication user and the following communication scenarios, and assign those communication arrangements to a communication system.

Steps to Create Communication System and Communication Arrangement are available in below documentation links:

[How to Create Communication Systems | SAP Help Portal](#)

[How to Create a Communication Arrangement | SAP Help Portal](#)

[Configuration and Role Details for accessing "Communication Systems" application.](#)

[Configuration and Role Details for accessing "Communication Arrangements" application.](#)

List of communication scenarios to be configured.

Communication Scenario	Related API
Finance - Accounting Analytics Integration(SAP_COM_0303)	Overview Accounting Document SAP Business Accelerator Hub
Finance - Posting Integration(SAP_COM_0002)	Overview JOURNALENTYBULKCLEARINGREQUES SAP Business Accelerator Hub
SAP Analytics Cloud for Planning Integration(SAP_COM_0087)Finance - Cloud Consolidation Data Collection Integration(SAP_COM_0241)Employee Central Financial Master Data Integration(SAP_COM_0441)SAP Analytics Cloud for Liquidity Planning Integration(SAP_COM_0443)Excise Tax Integration(SAP_COM_0568)Procurement - Supplier Quotation Management Integration(SAP_COM_0760)Public Sector API Integration(SAP_COM_0761)	Overview Company Code SAP Business Accelerator Hub

Communication Scenario	Related API
SAP Analytics Cloud for Planning Integration(SAP_COM_0087)Finance - Cloud Consolidation Data Collection Integration(SAP_COM_0241)Excise Tax Integration(SAP_COM_0568)Public Sector API Integration(SAP_COM_0761)	Overview GL Account SAP Business Accelerator Hub
Business Partner, Customer and Supplier Integration(SAP_COM_0008)SAP Analytics Cloud for Planning Integration(SAP_COM_0087)SAP Real Estate Contract API Integration(SAP_COM_0393)Excise Tax Integration(SAP_COM_0568)Delivery Insights Replication App Integration (Obsolete)(SAP_COM_0571)Procurement - Supplier Quotation Management Integration(SAP_COM_0760)	Overview Business Partner SAP Business Accelerator Hub

Setup Business Technology Platform Cockpit

Configure SAP Document Management Service

In this template, the Input Template document for Mass Clearing of GL, Customer and Supplier open items and any supporting documents can be uploaded in the approval form which are then made available as attachments for review and approval to the respective participants. To upload the document from the form, you will need SAP Document Management Service or equivalent CMIS repository and a corresponding destination in SAP BTP (Business Technology Platform) to connect to the repository.

- Follow the instructions to configure [SAP Document Management Service for Attachments](#)
- Add service instance and service key (follow [this](#)) and repository (follow [this](#)) to Configure the Destination
- Configuring destination, refer [Configure SAP Document Management Service Destination](#)

Note: The destination needs to be created with **sap_process_automation_document_store** name.

Configure SAP Build Process Automation Email Destination

Mail notifications are used in this template to send notifications to requestor, approver, and admin during different stages of the process. Follow the instructions to set up mail destination in your SAP BTP Account.

Configuring destination, see [Configure a SMTP Mail Destination](#).

- For more information refer to Create [HTTP Destinations](#) and [OAuth User Token Exchange Authentication](#).

User Roles Configuration

To access this template, the business user will need these roles:

Role Collection Name	Purpose
Process Automation Developer	Standard Business User, can model and publish processes
TaskCenterAdmin	Permission to execute calls to the Connector Status API and monitor configured destinations and running background jobs.
ProcessAutomationParticipant	To execute (like accessing MyInbox, running the automations, etc.) this content package, you need to have this role assigned to the respective user.
ProcessAutomationAdmin	To perform process admin activities like accessing monitoring applications etc., you need to have this role assigned to the respective user.
Business_Application_Studio_Administrator	Allows administrators to manage (export and delete) user data.
Business_Application_Studio_Developer	Allows developers to load and develop applications using SAP Business Application Studio.

For more information about SAP Build Process Automation roles, see [Authorizations](#)

Setup Build Process Automation Content

Standard automation packages released by SAP will be available at the [SAP Build Store](#)

Import Content

This template can be downloaded from the Store:

1. Navigate to the Store in your SAP Build Process Automation account.
2. Select the Project Type filter as “process automation”.
3. In the Search bar type **“Mass Clearing of GL, Customer and Supplier open items”**

4. Select the “Create from Template” button to add the template into your lobby.
5. After successfully adding the template, navigate back to the lobby to find the “**Mass Clearing of GL, Customer and Supplier open items**” template available for use.

Caution: Be sure to select the **Project Type** as “**Process Automation**” in the filters.

Configuration & Modification

Once you have added the content to your lobby, you will find the project in your project list. Adapt the content template based on your requirements, and then release and deploy from the Lobby. In case any enhancement needs to do then follow the below reference links.

Create an Automation

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-automation-process-automation>

Create a Business Process

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-business-process>

Create a Forms

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-form>

Create a Decision

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-decision>

Create a Datatype

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-data-type-process-automation>

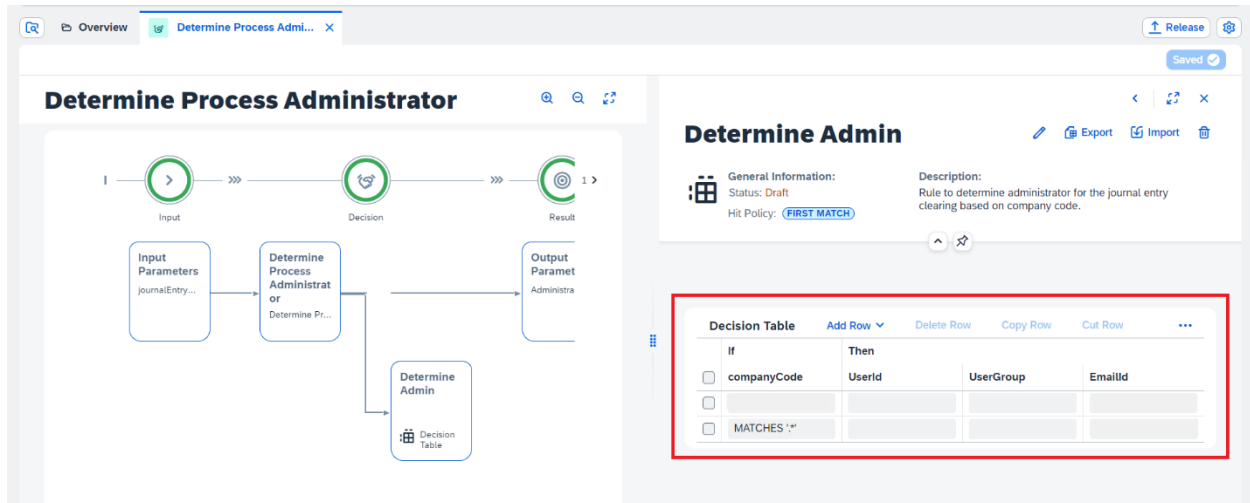
Configure Decisions

We have 3 decisions in this template. We can configure these decisions as per our requirements.

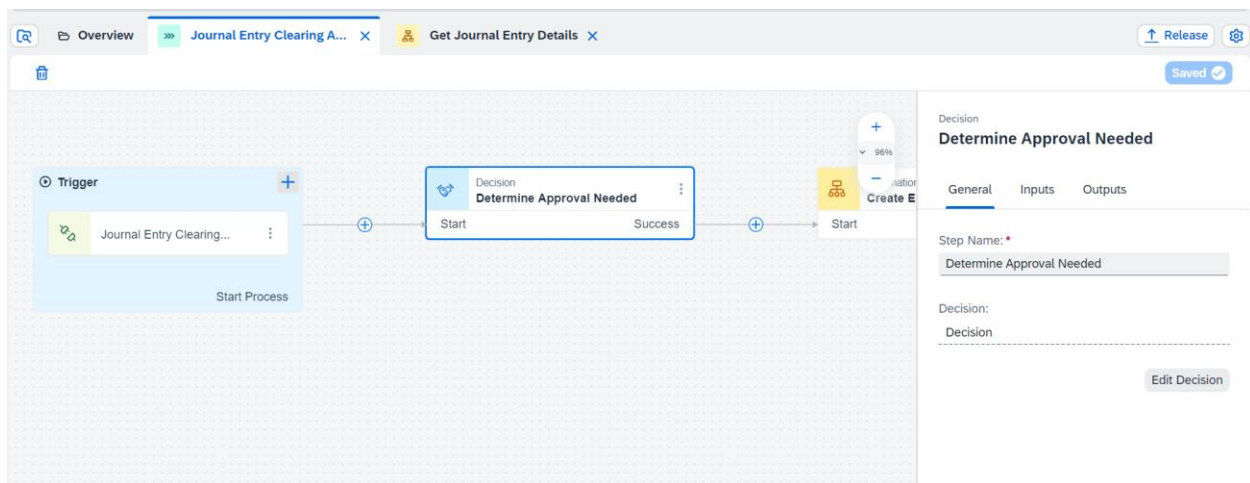
Determine Process Administrator - This decision is used to determine process administrator who will assign approvers when no approver is maintained in determine approver decision.

The attributes used in the decision rule can be selected as per requirement.

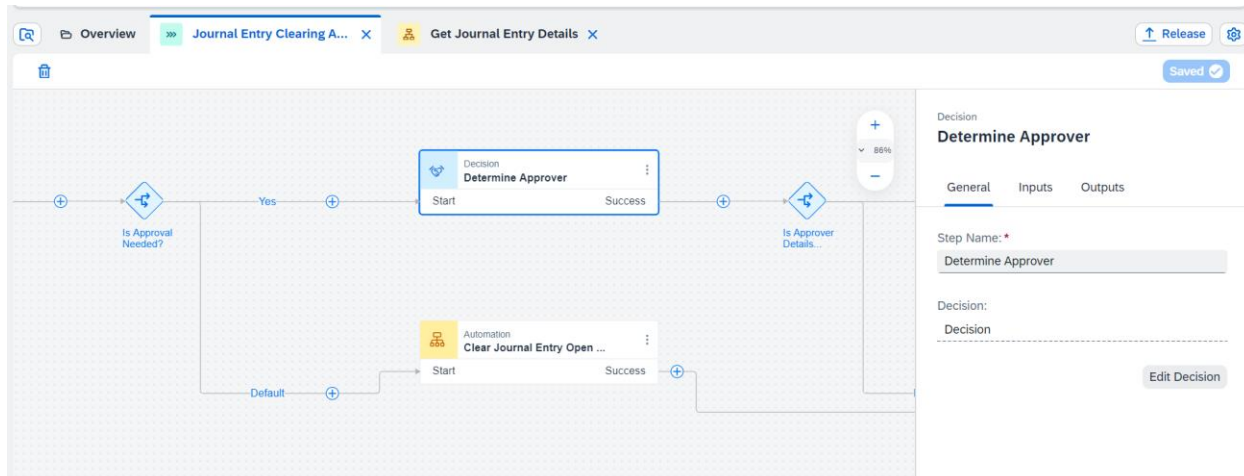
- Edit the rule to add more rows or update existing values.



Determine Approval Needed – This decision is used to determine whether the approval is required or not for clearing journal entries.



Determine Approver - This decision is used to determine the approver details like email id and user id and group id for cost center where the approval task will be sent.



Configure Destination Settings

Actual destinations that are created in SAP BTP cockpit will be required when you deploy the process. This actual destination will be mapped the destination environment variables during deployment.

For this package following destination needs to be configured in the SAP BTP cockpit:

- **S4HANA_CLOUD**
- **sap_process_automation_document_store**

Note: Above destination names have been configured in BTP but can be named as per the project requirement.

To configure destination,

- Click on **Settings**.
- Select **Destinations** from the left panel.
- Click **New Destination**

Select these destinations to be added (Created in the above section). For more information and screen shots, please refer to the below link:

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/manage-destinations?q=destination%20setting>

Configure Email

Email notifications are sent to requestor and approver at different places during process and task execution. All the email artefacts in the process have default template body which can be changed.

To update the email body content, do the following:

- Select the mail artefact in the process.

- From the **Settings** in the right-side panel, check the **Mail Header** to confirm the **To** field (or email recipients) and the **Subject**. You can adjust the subject and recipient, if needed.
- You may also add someone in **CC**.
- Click to **'Open Mail Body Editor'**.

The screenshot shows the SAP Build Process Automation interface. On the left, a workflow diagram is visible with a decision node 'Determine Process Adminis...' and a mail node 'Notify Admin on Missing A...'. The mail node is highlighted with a blue border. On the right, the 'Mail' settings panel is open for the 'Notify Admin on Missing Approver' mail. The 'General' tab is selected, showing the 'Mail Header' section with 'To' and 'Subject' fields. The 'To' field contains 'EmailId' and the 'Subject' field contains 'Missing Approver for Journal Entry Clearing for Company Code'. Below the 'Mail Header' section, there is an 'Additional Options' section and a 'Mail Body' section with an 'Open Mail Body Editor' button. A green message at the bottom of the 'Mail Body' section states 'Mail Body has content. Open the editor to view.'

Edit Mail Body

The screenshot shows the 'Edit Mail Body' dialog box. On the left, the 'Value Binding' panel is open, showing a search bar and a list of value bindings. The first binding is 'Determine Process Adminis...' with a sub-binding 'AdministratorDetails' containing 'EmailId', 'UserGroup', and 'UserId'. The second binding is 'Determine Approver' with a sub-binding 'ApproverDetails' containing 'EmailId' and 'UserGroup'. On the right, the mail body editor is open, showing a text area with the following content:

Dear Admin,

The approval process is blocked for clearing journal entries related to the below company code as the approver is not maintained. Please assign an appropriate user or group to the process instance for approval process to continue from the monitoring application.

Company Code: >>> companyCode X

Process Instance Id: >>> Process Instance Id X

Please follow below steps to assign approver:

1. Open "SAP Build Process Automation"
2. Go to "Monitoring" tab
3. Open "Process and Workflow Instances" app
4. Search for above mentioned "Process Instance Id"
5. Click on the searched process instance
6. Click on "Additional Options" (denoted by three dots i.e. "...")
7. Click on "Show Tasks"
8. Click on "Assign Processor"
9. Enter the approver user-id

At the bottom right, there are 'Apply' and 'Cancel' buttons.

- The mail editor allows you to write and adjust text according to your needs. You can also reuse information that has been collected during the process. If you want to use additional process context data, you can simply drag the fields from the left menu to the editor on the right.

For more information on email configuration and text, refer to the below link:

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/add-mail-notifications-to-process?q=email%20body>

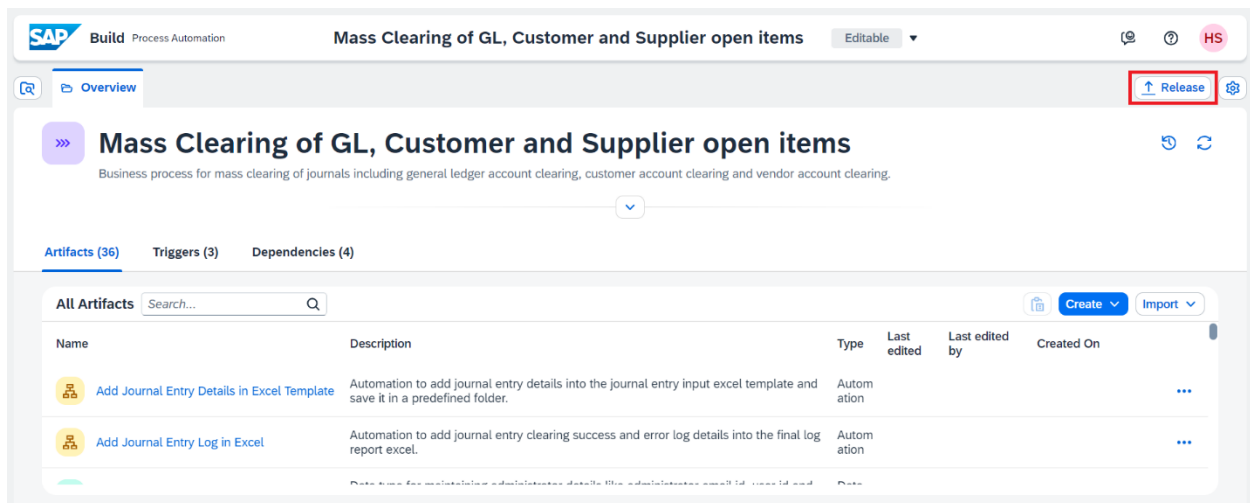
Release and Deploy the Process

After configuring your process, it's time to publish, test and run it. To run a process, you must first release and deploy it.

Release - This locks the version of your process, meaning that no further edits can be made to that version. At this stage, the process can't be run and isn't available to participants yet.

To release a version of your process,

- First ensure that the status is listed as 'Editable'.
- Then click 'Release'.



If this is the first time you've released the process, a version labelled 1.0.0 is released. For subsequent releases, you're prompted to select a version type before the process is released.

Deploy – This takes a released version of a process and enables it to be actively run and monitored. A deployed version of this approval process unlocks the request form, allowing participants to submit requests and the approvers to view items in their inbox.

To deploy a released version of your process,

- First ensure that the status is listed as 'Released'.
- Then click "Deploy".

Mass Clearing of GL, Customer and Supplier open items 1.0.0 Released

Creation
 Created on: November 24, 2023
 By: You

Bundle Size
 Project Size: 462.79 KB
 Agent version: 3.18
 Collaborators: You

Artifacts (36) Triggers (3) Dependencies (4)

Name	Description	Type
Add Journal Entry Details in Excel Template	Automation to add journal entry details into the journal entry input excel template and save it in a predefined folder.	Automation
Add Journal Entry Log in Excel	Automation to add journal entry clearing success and error log details into the final log report excel.	Automation

To deploy your project, you will be prompted to provide a Destination as an environment variable. Select the destination from the drop-down and fill other environment variables as well.

1. **DMSDownloadFolderPath**: Folder to Download Files from DMS.
2. **LogReportFolderPath**: Folder Path where Log Report for Clearing Journal entries needs to be saved.
3. **S4_Destination**: Destination to connect to S4 System
4. **DMS_Destination**: Destination to connect to SAP Document Management Service

Note: If you do not map your destination environment variable with actual SAP BTP destination during deployment, then the process will enter Erroneous state when it tries to connect to the external system.

Configure SAP Build Work Zone

Configure SAP Build Work Zone to access the start UI for this automation. Please refer help documentation Configuring [SAP Build Work Zone](#)

Once SAP Build Work zone is configured, perform the following steps to create the tile for the start UI:

1. Open Content Manager and click on the HTML5 Apps
2. Select Journal Entry Clearing from the list of apps and choose Add.

Site Manager - Content Manager

Content Manager

Search in Title, Description, ID All Items

All Items (22)

☐	Type	Title	Description	ID	Channel	Last Modified
☐	Everyone	Content assigned to this role is visible t...	sap_subaccount_everyone	Local	03/11/2023	
☐	Start UI Apps	Start UI Applications.	3c6593ab-c62f-4c7a-958a-5d913f31436b	Local	03/11/2023	
☐	Journal Entry Clearing Start UI	Journal Entry Clearing Start UI Applicati...	com.sap.JEClearingStartUIModule	HTML5 Apps	03/11/2023	
☐	Goods Receipt Start UI	Goods Receipt Start UI Application	com.sap.GoodsReceiptStartUIModule	HTML5 Apps	03/11/2023	
☐	Process Trigger	Process Automation Trigger Form	com.sap.spa.bpi.process.form.trigger	Local	03/11/2023	
☐	M Asset Acquisition Start UI	M Asset Acquisition Start UI	com.sap.MAssetAcquisitionStartUIModule	HTML5 Apps	03/11/2023	
☐	My Inbox		com.sap.spa.inbox	Local	03/11/2023	

Items (1-22)

3. Add the relevant roles to the user. The Journal Entry clearing application start UI will be available to the user as a tile in the launchpad.

SAP Business Application Studio for SAP UI5 Application

Import and deploy SAPUI5 application:

Following steps can be followed to utilize the SAP UI5 application provided with this process package:

- Download the SAPUI5 application file from the imported store project, it will be available under the file section in the package.
- Open Business Application Studio and import the previously downloaded SAPUI5 project.
- Ensure that you have already created the SBPA instance and the same instance details need to be updated in the mta.yaml file available in the SAP UI5 application project.
- Update your process definition id (Package needs to be deployed) in the Property.json file (property: downloadDefinitionId, uploadDefinitionId) as shown in the following snippets (definition id only needs to be updated in start UI application).
- **downloadDefinitionId** process will be used to read and download the data.
- **uploadDefinitionId** process will be used for approval process.

```

() Property.json U X
JEClearingStartUI > JEClearingStartUIModule > weapp > model > () Property.json > uploadDefinitionId
1 {
2   "downloadButtonVisible": true,
3   "uploadButtonVisible": false,
4   "fiscalYear": "",
5   "fiscalYearState": "None",
6   "sendEmailToState": "None",
7   "saveToFolderState": "None",
8   "glAccountSelected": false,
9   "customerSelected": false,
10  "supplierSelected": false,
11  "attachmentFlag": false,
12  "uploadInvisibleFlag": false,
13  "sendEmailTo": "",
14  "saveToFolder": "C:\\",
15  "downloadDefinitionId": "eu10.store-content-dev-acc.massclearingofglcustomerandsupplieropenitems.processToGetJournalEntryDetails",
16  "uploadDefinitionId": "eu10.store-content-dev-acc.massclearingofglcustomerandsupplieropenitems.processToGetJournalEntryDataFromInputExcel",
17  "userEmailId": "",
18  "companyCodeAPI": {
19    "service": "API_COMPANYCODE_SRV",
20    "entityset": "A_CompanyCode"
21  },
22  "glAccountAPI": {
23    "service": "API_GLACCOUNTINCHARTOFACCOUNTS_SRV",
24    "entityset": "A_GLAccountInChartOfAccounts"
25  },
26  "customerAPI": {
27    "service": "API_BUSINESS_PARTNER",
28    "entityset": "A_Customer"
29  },

```

- Build SAPUI5 project using mta.yaml file & the generated project (generated mtar file will be available in the mta_archives folder) file can be deployed.
- After successful deployment of the project, it can be accessed using SAP standard work zone & user can provide the required journal entry details & submit the form for the journal entry clearing approval & posting.

User Guide

Capabilities

The following are the capabilities of this template:

For detailed information about different artifacts, please refer [help documentation](#).

Icon	Type	Name	Description
	Automation	Add Journal Entry Details in Excel Template	Automation to add journal entry details into the journal entry input excel template and save it in a predefined folder.
	Automation	Add Journal Entry Log in Excel	Automation to add journal entry clearing success and error log details into the final log report excel.
	Automation	Clear Journal Entry	Automation to clear journal entries in the SAP S/4HANA system using a web service call and to add journal entry clearing log details in excel.
	Automation	Clear Journal Entry Open Items	Automation to read the journal entry data from excel to prepare payload and call the automation which will clear journal entry open items. Also updates the final log report excel with relevant details to send to requestor.
	Automation	Create Excel File and Upload in DMS	Automation to create journal entry input excel by adding journal entry details in journal entry input excel template and call the automation to upload the excel in document management service

			which is displayed in clear journal entry approval form to help the approver to review the journal entry details.
	Automation	Create Excel for Log Report	Automation to create final log report excel for clearing journal entry open items by adding respective worksheets and column headers in excel.
	Automation	Create Folder	Automation to create a new folder only if the folder doesn't already exist in the folder path.
	Automation	Create Folder in DMS	Automation to create a new folder in document management service to upload the journal entry input excel in the created folder.
	Automation	Delete File in DMS	Automation to delete the files inside a particular folder in document management service.
	Automation	Delete Folder and File in DMS	Automation to get the folder contents from document management service and to delete the folder and file in document management service.
	Automation	Delete Folder in DMS	Automation to delete the folder in document management service.
	Automation	Download Document from DMS	Automation to download the journal entry input excel from document management service and save it in a predefined folder.
	Automation	Get Folder Content from DMS	Automation to get the folder content details from document management service.
	Automation	Get Journal Entry Details	Automation to get the journal entry open item details from SAP S/4HANA system and to prepare and update the journal entry input excel template with journal entry details to send to requestor.
	Automation	Get Journal Entry Items via Action	Automation to get the journal entry details from SAP S/4HANA system using action.
	Automation	Move Excel to Processed Folder	Automation to move input excel template from to be processed folder to processed folder.
	Automation	Process the Input Excel Data from DMS	Automation to get the downloaded journal entry input excel from document management service and group journal entry on the basis of company code to trigger the journal entry clearing approval process.
	Automation	Read Journal Entry Data from Excel	Automation to read journal entry details from clear journal entry input excel.
	Automation	Send Email to Requestor	Automation to send journal entry input excel or final log report excel to requestor via email.
	Automation	Send Rejection Email to Requestor	Automation to send rejection email to requestor about the rejected journal entries.
	Automation	Upload Document in DMS	Automation to upload the journal entry input excel in document management service.
	Decisions	Determine Process Administrator	Decision to determine process administrator who will assign approvers when no approver is maintained in determine approver decision.

	Decisions	Determine Approval Needed	Decision to determine whether approval process is needed or not for clearing journal entries.
	Decisions	Determine Approver	Decision to determine approvers who will review and approve the journal entry clearing.
	Form	Journal Entry Clearing Approval Form	Approval form for the approver to review and take decision on clearing the journal entry open items.
	Process	Journal Entry Clearing Approval Process	Process to send approval task to the approver and proceed with the journal entry clearing operation depending on the decision.
	Process	Process to get Journal Entry Data from Input Excel	Initial process to trigger automation to get journal entry details.
	Process	Process to get Journal Entry Details	Process to trigger an automation to get the journal entry data from input excel for clearing.
	Data Type	Administrator Details	Data type for maintaining administrator details like administrator email id, user id and user group.
	Data Type	Approver Details	Data type for maintaining approver details like approver email id, user id and user group.
	Data Type	DMS Object	Data type for maintaining document management service object details like object id, name and object type.
	Data Type	Journal Entry	Data type for maintaining journal entry details
	Data Type	Journal Entry Header Details	Data type for maintaining journal entry header details.
	Data Type	Read Data	Data type for maintaining the inputs from read screen UI.
	Data Type	Upload Data	Data type for maintaining the inputs from upload screen UI.
	File	Journal Entry – Template	A file template to get the journal entry details for clearing

Actions

Read – Journal Entry

This action is responsible for reading the journal entry open item details for the given filter query.

Automation

Get Journal Entry Details

This automation is used to fetch Journal Entry Open items data from SAP S/4HANA.

API	API Path	Purpose
API_OPLACCTGDOCITEMCUBE_SRV	/sap/opu/odata/sap/API_OPLACCTGDOCITEMCUBE_SRV/A_OperationalAcctgDocItemCube?\$filter= filterurl	GET call to fetch Journal Entry Details

Clear Journal Entry Open Items

This Automation is used to clear the journal entry open items in SAP S/4HANA.

API	API Path	Purpose
	/sap/bc/srt/scs_ext/sap/journalentrybulkclearingreques/200/journalentrybulkclearingrequest/journalentrybulkclearingrequest_in?MessageId=989C989C-2UA2-11CA-B044-08002B1BB479	POST call to clear journal entry open items

Process the Input Excel Data from DMS

This Automation to get the downloaded journal entry input excel from document management service and group journal entries based on company code to trigger the journal entry clearing approval process.

Create Excel File and Upload in DMS

This Automation will Create the excel file with the journal entry details then Create folder and Upload the File in SAP Document Management Service.

Delete Folder and File in DMS

Automation to delete the folder and file in document management service after the approval process is completed.

Rejection Email to the Requestor

Automation to send email with attachment to the requestor when the approval is rejected.

Process

Process to get Journal Entry Data from Input Excel

This Process will determine approval is needed or not, if we need it will Read the Excel data and send for the Approval by the Automation “Read Journal Entry Details and Prepare for Approval Process”, else it will execute the automation “Clear Journal Entry Open Items”.

Process to get Journal Entry Details

This Process will fetch the Journal Entry Details by the Automation “Get Journal Entry Details”.

Journal Entry Clearing Approval Process

This Process will determine the Approver, it will notify and send for the approval if the approver is determined, else it will notify and send task for the administrator to assign approver. If the task is Approved, it will execute the automation “Clear Journal Entry Open Items”, else it will send the Rejection email to the Requestor.

Forms

GL Accountant Approval

Approval form for approver to review and take decision on Journal Entry Clearing process. The approval form layout used for approval is as shown below:

The screenshot displays the SAP 'Journal Entry Clearing Approval Form' within a web browser interface. The form is titled 'Journal Entry Clearing Approval Form' and contains the following sections:

- Review and approve journal entry clearing:** A section with instructions: 'Download the attached excel to review the request to clear journal entry open items in SAP S/4HANA. Approve or reject the request with appropriate comments.'
- Company Code:** A field with a dropdown arrow, currently showing 'H1'.
- Prepopulated Field:** A field with a dropdown arrow, currently showing 'T'.
- Journal Entry Details:** A section with a dropdown arrow and a button labeled 'Upload File(s)'.
- Comments:** A section with a dropdown arrow and a text area labeled 'Enter text'.
- Buttons:** At the bottom right, there are three buttons: 'Approve' (green), 'Reject' (red), and a blue circular button with a plus sign.

The form is part of a larger application window titled 'Dev_Mass Clearing of Journal Entry Open Items'. The window includes a top navigation bar with 'SAP Build Process Automation' and 'Dev_Mass Clearing of Journal Entry Open Items' tabs. A sidebar on the left contains a list of icons for different views (H1, H2, T, E, etc.).

User Interface

Start UI

- This template uses a Start UI which the user can use to Read and Clear the Journal Entry Open Items.
- Users can select from F4 value Help or can enter data manually for filter criteria then click "Submit" button to trigger Process to read Journal Entry data and download in Save To Folder path.

< **SAP** Journal Entry Clearing ▾ Q HS

Download **Upload**

Company Code: *

Fiscal Year: *

Journal Entry Type: * ☐ GL Account
☐ Customer
☐ Supplier

Send Email To: *

Save To Folder: *

GL Account:

Customer:

Supplier:

Submit Cancel

Choose “**Upload**” Request Type and upload the Journal Entry Input Template and click “Upload” button. It will trigger Approval process to Clear Journal Entry Open items.

Note: Multiple files upload is not supported

< **SAP** Journal Entry Clearing ▾ Q bn

Download **Upload**

Attachments (0) **Upload**



No files found.

Drop files to upload, or use the “Upload” button.

Submit Cancel

Message Monitoring

1. Open the Message Dashboard app.
2. Select the timeframe and choose Search.
3. In the result list, you see AIF for Accounting -/FINAC in the Namespace / Interface column.
4. In All Messages column, choose the number to navigate to the **Monitoring and Error Handling** screen.

5. In the **Data Messages** view in the left-hand side of the screen, expand the **/FINAC AIF for Accounting** <Number of the Messages> list, and then choose the sub nodes to expand the message folders (MSG_ExampleDate).
6. Choose a message from a message folder.
7. The details appear in the table under the **Log Messages** tab on the right-hand side of the screen.

Support

There is no support available for template content. If you experience general issues with SAP Build Process Automation, raise an incident via SAP Support Portal on **BPI-PA-BPC** component.

This template can be modified using SAP Process Automation. For example: add business rules to determine the approver based on a certain business logic or add an action to post collected information to backend SAP system. Refer [Help Portal](#) for more details.

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