

# Automated Upload of Manual Entries via API (4CA)

## Bot Capability and Feature Highlights

### Problem

In the normal course of business, there may be transactions that take place without being recorded in accounting and require numerous manual journal entries. These journal entries are usually prepared in tabular or spreadsheet format. Given the potentially high volume of manual entries, it can take considerable time and efforts for accounting staff to manually post these entries.

### Bot Skill Description

- The bot automates the upload of manual journal entries into your SAP S/4HANA or SAP S/4HANA Cloud system via Excel.
- The bot also automatically collects journal entry files from Microsoft Outlook, extracts and validates the data, and then posts the journal entries into the system using an API.

### Business Benefits

- Reduce the time required for uploading manual entries.
- Provide file tracking to ensure that all files are both uploaded and posted.
- Reduce manual efforts and time for posting entries.
- Increase accuracy of extracting data from the system and entering data into the system.
- Enable faster data load by using an API.



Business users can select the type of template to prepare (Journal Entry, Supplier Invoice, or Customer Invoice). The template is populated and can be uploaded.

