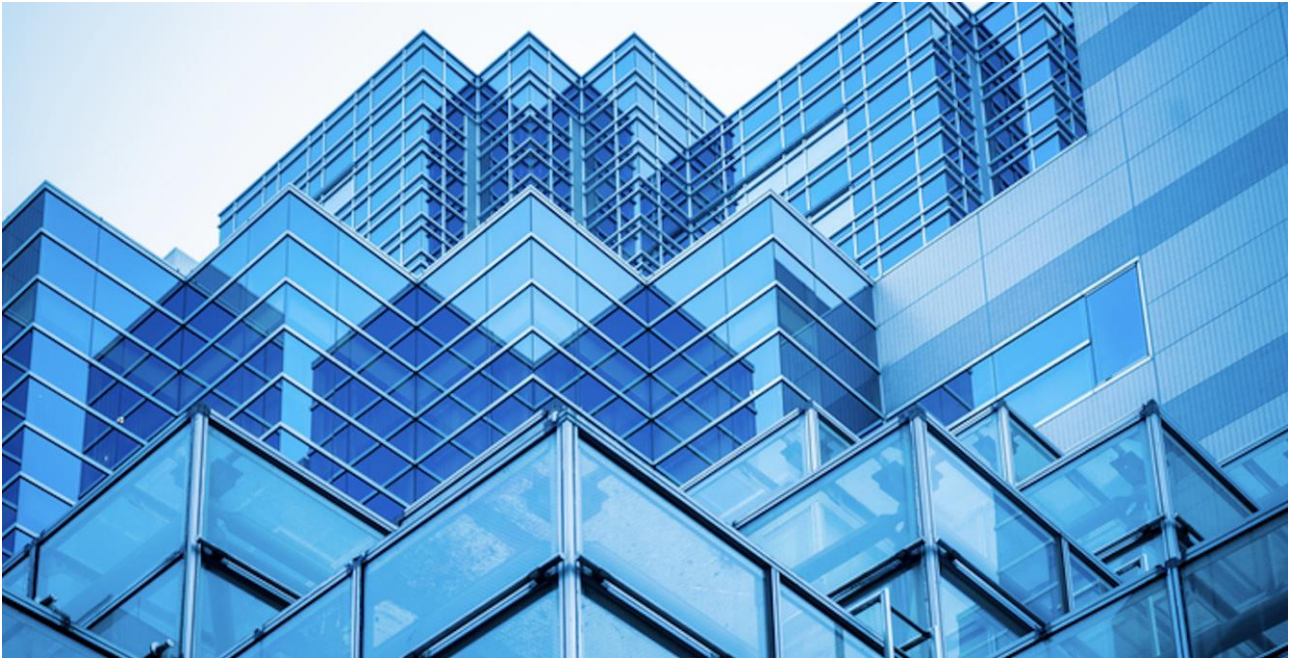




PUBLIC

## **SAP Build Process Automation**

### **Manage Posting Period Approval Configuration and User Guide**

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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 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) Integration Content via SAP Integration Suite, (c) SAPUI5 application via SAP Business Application Studio and (d) Import and configure the template using SAP Build Process Automation design studio and (e) 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.

**Note:**

- Learning contents are published only for demo and reference purposes. We do not provide any support to learning / sample content.
- This documentation is not a detailed guide to setup SAP Business Technology Platform services. It assumes that IT admin who is setting the content is skilled with SAP Business Technology Platform environment. **Configuration section must be followed.**
- 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, SAP Integration Suite, and its capabilities.

## Overview

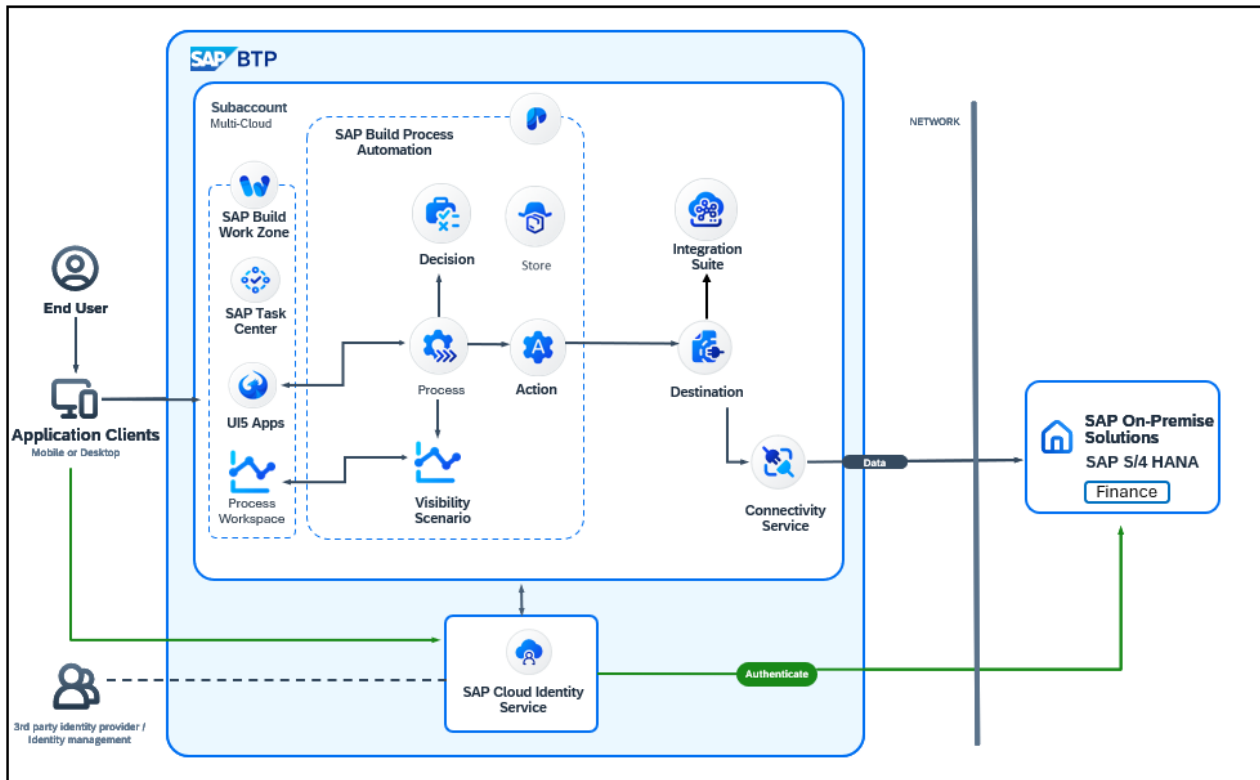
This document provides technical information about what needs to be configured to make the content package Manage Posting Period Approval process run. The main audience of this document are technical personas like IT Administrators or Developers.

The package focuses on enabling business to open the already closed periods due to some adjustments or corrections to be made as suggested by the auditors. The solution focuses on a custom process that is based on BTP that can help business to get proper approvals before opening the closed posting periods.

**Features:**

- Support for multi-level approval process.
- Error Handling and Administrator Support
- Automatic email notification to parties involved.
- Out-of-the-box visibility into key process performance indicator

### Process Flow Diagram



**Solution flow :**

1. The requestor submits adjusted posting period details, including necessary attachments, through the Start UI, initiating the process.
2. The adjusted posting periods are sent to relevant approvers for approval in which approver details are determined using decisions. Approvers review the submitted details in My Inbox. Approver can now decide whether to approve or reject the request.
3. If approved, the system triggers the update of the adjusted posting periods in SAP S/4HANA which in turn opens the posting periods in the system. Once the duration which was given by requester is reached the posting periods will be closed in the system.
4. If rejected, the requestor is notified of the decision along with comments or reasons for rejection.
5. The process concludes with either the successful posting of the approved adjustments in SAP S/4HANA or the rejected request.

**Note:**

- The process can be triggered via a Start UI.

## Required SAP Business Technology Platform Services

The following SAP Business Technology Platform services are required to consume the **Manage Posting Period Approval**:

- SAP Build Process Automation
- SAP Connectivity service
- SAP Business Application Studio
- SAP Application Runtime Service
- SAP Work Zone, standard or advanced
- SAP Integration Suite
- SAP Cloud Identity Services - Identity Authentication (optional)
- SAP Business Technology Platform, Cloud Foundry runtime.

## Prerequisites

For this template to run successfully the following prerequisites are needed

- Get Access to BTP account.
- Need valid S/4HANA user.
- This template requires Integration package SAP Build Process Automation Integration with SAP S/4 HANA for Manage Posting Period Approval to run. You can download this package separately from the store. The guide to set-up and configure integration package is mentioned along with the integration package itself.

## Configuration Guide

**Manage Posting Period Approval** template requires SAP Build Process Automation subscription and Destination Setup for SAP Build Process Automation. Follow the [setup and configuration section](#).

### Setup Business Technology Platform Cockpit

#### Configure SAP Build Process Automation Destination

To Access the SAP Build process Automation, you can configure the destination. Please create destination accordingly

| Destination Property | Value                          |
|----------------------|--------------------------------|
| Name                 | sap_process_automation_service |
| Type                 | HTTP                           |
| URL                  | <" endpoints"."api">           |
| Client ID            | <"uaa"."clientid">             |
| Client Secret        | <"uaa"."clientsecret">         |
| Token Service URL    | <"uaa"."url"/>/oauth/token     |
| Proxy Type Internet  | Internet                       |
| Authentication       | OAuth2ClientCredentials        |

Add the property **sap.processautomation.enabled** as **true** to view the destination in the SAP Build Process Automation tenant. Please refer [help document](#) for more details.

#### Configure SAP S/4HANA Destination

This content package can be used with S/4HANA On-Premise. Please create destinations accordingly.

| Destination Property | Value                                                                   |
|----------------------|-------------------------------------------------------------------------|
| Name                 | <Name>                                                                  |
| Type                 | HTTP                                                                    |
| URL                  | <SAP S/4HANA endpoint><br>Example: https://<s4system-name>-api.xxxxxxxx |
| Proxy Type Internet  | Internet                                                                |

|                |                                                  |
|----------------|--------------------------------------------------|
| Authentication | Basic Authentication                             |
| Username       | <Username> of the SAP S/4HANA Communication User |
| Password       | <Password> of the SAP S/4HANA Communication User |

## Configure SAP Integration Suite Destination

Configure destination to connect to integration suite system.

| Destination Property | Value                                                                                                                                 |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Name                 | IntegrationSuite                                                                                                                      |
| Type                 | HTTP                                                                                                                                  |
| URL                  | <Integration Suite Destination endpoint><br><a href="https://&lt;CPI&gt;.hana.ondemand.com">https://&lt;CPI&gt;.hana.ondemand.com</a> |
| Proxy Type Internet  | Internet                                                                                                                              |
| Authentication       | Basic Authentication                                                                                                                  |
| Username             | <Username> of the SAP S/4HANA Communication User                                                                                      |
| Password             | <Password> of the SAP S/4HANA Communication User                                                                                      |

## 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 setup mail destination in your SAP Business Technology Platform Account.

Configuring destination, [Configure 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                                                                                                                                              |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| TaskCenterAdmin                           | Permission to execute calls to the connector status API and monitor configured destinations and running background jobs.                             |
| Process Automation Developer              | Standard Business User, can model and publish processes                                                                                              |
| 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](#).

## Cloud Connector Configuration

For SAP S/4HANA on-premise landscape, configure cloud connector to enable secure tunnel to SAP Business Technology Platform tenant. Please refer the help documentation to [configure Cloud Connector](#).

Services/Resources that need to be exposed from SAP S/4HANA on-premise using Cloud Connector.

| Resources                                                               | Protocol | Backend-Type |
|-------------------------------------------------------------------------|----------|--------------|
| /sap/opu/odata/sap/API_COMPANYCODE_SRV/A_CompanyCode                    | OData    | SAP S/4HANA  |
| /sap/opu/odata/sap/FAC_GL_MAINT_POSTING_PERIOD_SRV/PPVRelatedFYVSet     | OData    | SAP S/4HANA  |
| /sap/opu/odata/sap//FAC_GL_MAINT_POSTING_PERIOD_SRV/PostingPeriodSet    | OData    | SAP S/4HANA  |
| /sap/opu/odata/sap/FAC_GL_MAINT_POSTING_PERIOD_SRV/VL_SH_FAC_OPP_SH_PPV | OData    | SAP S/4HANA  |
| /sap/opu/odata/sap//FAC_GL_MAINT_POSTING_PERIOD_SRV/PostingPeriodSet    | OData    | SAP S/4HANA  |

## Setup Content Package

### Import SAP Build Process Automation content

Standard automation packages released by SAP will be available at the store. To know more about the store visit [SAP Build Process Automation Store](#).

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 “Business Process.”
- 3.In the Search bar type “**Manage Posting Period Approval**”
- 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 “**Manage Posting Period Approval**” template available for use.

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

### Import and deploy TASK UI application

The content package requires the SAP UI5 user interface which is available in Manage Posting Period Approval Process content package. Below are details of Task UI application.

Task UI Application: ManagePostingPeriodsTaskUI

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

- Download the SAPUI5 application Task UI from the imported store project.
- Open Business Application Studio and import the previously downloaded SAPUI5 project.
- Build SAPUI5 project using mta.yaml file and the generated project (generated mtar file will be available in the mta\_archives folder) file can be deployed.

# 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.

## Configure Decisions

There are 2 decisions in this template. We can configure as required.

### 1. Determine Approvers

Decision to determine the approvers who will take decision on the adjusted periods approval process. To modify the decision:

- In process editor, double click to open the decision.
- Select the rule from the decision diagram.

The screenshot displays the SAP Process Editor interface. On the left, a process diagram shows an 'Input' node leading to a 'Decision' node labeled 'Determine Approvers'. The 'Determine Approvers' node is expanded, showing its configuration. The 'Inputs/Output' tab is active, displaying the following details:

- Input Parameters:**
  - Name: Posting Period Details
  - Description: Details of Posting Period
  - Type: Request Details
  - List: ☐
- Output Parameter:**
  - Name: Approver Details
  - Description: Details of Approver
  - Type: Approver Details
  - List: ☐

The 'Rules' tab is also visible, showing a list of rules for the decision.

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

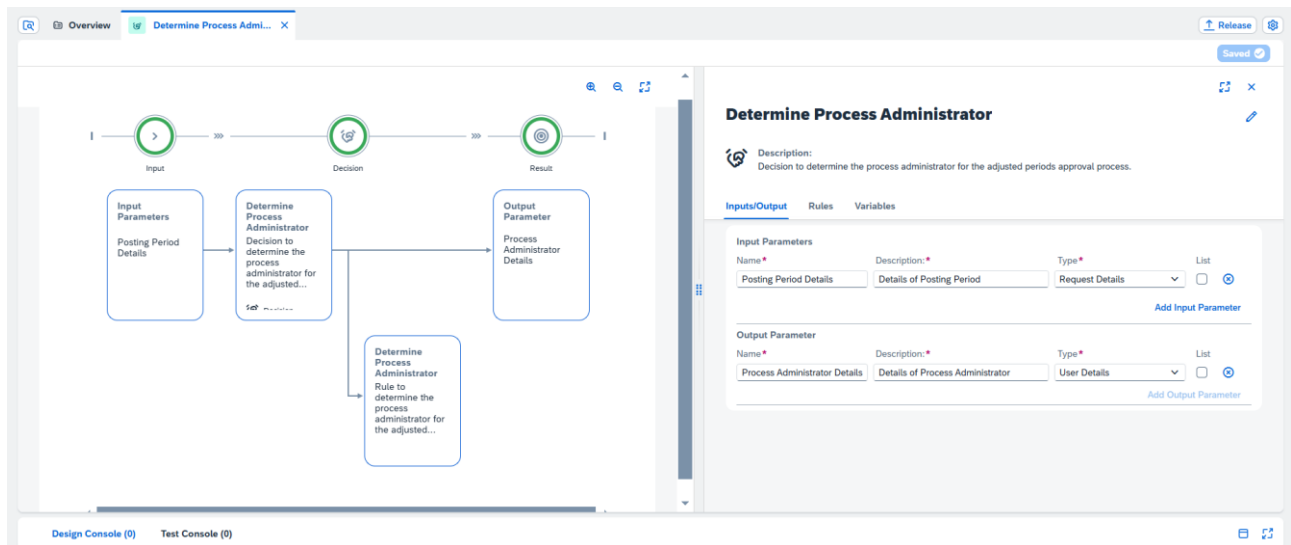
The screenshot displays the SAP Process Editor interface, focusing on the 'Determine Task Due Date' rule configuration. The 'Text Rule' tab is active, showing the following configuration:

- Text Rule:**
  - If:** Posting Period Details.approvalStep = 'Finance Manager'
  - Then:** DueDuration: 1
  - Else If:** (Add Else If button)
  - Else:** DueDuration: 2

The 'Design Console' and 'Test Console' are visible at the bottom of the interface.

## 2. Determine Process Administrator

Decision to determine the process administrator for the adjusted periods approval process.



## 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 modified.

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**'.

Dear Approver,

Please note that there is a task pending in your BTP My Inbox Application which needs your attention.

Approval for posting period variant <> postingPeriodVariant is available in your role as <> approvalStep.

Posting period details:

Posting Period Variant: <> postingPeriodVariant

Posting Period Variant Name: <> postingPeriodVariantName

Company Code: <> companyCode

Company Code Name: <> companyCodeName

Fiscal Year Variant: <> fiscalYearVariant

Fiscal Year Variant Description: <> fiscalYearVariantDescription

Thank You.

**This is a system generated email, please do not respond to it.**

Close

- 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 this [link](#)

In case any further extension needs to be made then follow the reference links below.

## Create Process

[Create a Business Process | SAP Help Portal](#)

## Create Forms

[Create a Form | SAP Help Portal](#)

## Create Automation

[Create an Automation | SAP Help Portal](#)

## Create Decision

[Create a Decision | SAP Help Portal](#)

## Create Process Visibility Scenario

[Create a Visibility Scenario | SAP Help Portal](#)

## 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'.

For more information please visit: [SAP Build Process Automation](#)

**Note:** 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.

### Import Destination

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

To configure destination,

- Click on **Control Tower**.
- Select **Destinations** from the right panel.
- Click **Add**

Select the destinations created in the setup section to be added.

For more information and screen shots, please refer to the below link: [Manage Destinations](#)

**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**'.

For more information and screen shots, please refer to the below link: [Deploy Project](#)

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.

- **IntegrationSuite:** Business Technology Platform destination to connect with IntegrationSuite APIs.

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

## Configure and Deploy Start UI

The content package requires the SAP UI5 user interface which is available in **Manage Posting Period Approval** content package. Below are details of Start UI application.

Start UI Application: ManagePostingPeriodsStartUI

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

- Download the SAPUI5 application Start UI from the imported store project.
- Open Business Application Studio and import the previously downloaded SAPUI5 project.
- The definition id can be found in the Monitoring section, inside Process and Workflow Definitions. You need to enter the project name and go to the main process. The ID mentioned

in the process would be the definition id. Refer [determine the workflow definition ID](#) for more details

- This definition id must be updated in Start UI application. It will be maintained either in the i18n file or controller.js file. Please refer below screenshot

```
startWorkflowInstance: async function () {  
    var oInput =  
    {  
        "definitionId": " ",  
        "context":  
        {  
            "postingPeriodDetails": postingPeriodDetails  
        }  
    };  
    $.ajax({  
        url: that._getWorkflowRuntimeBaseURL() + "/workflow-instances",  
        method: "POST",  
        async: false,  
        contentType: "application/json",  
        headers: {  
            "X-CSRF-Token": that._fetchToken()  
        },  
        data: JSON.stringify(oInput),  
        success: function (result, xhr, data) {  
            MessageBox.success(that.oBundle.getText("successMsg"), {  
                actions: sap.m.MessageBox.Action.OK,  
                emphasizedAction: sap.m.MessageBox.Action.OK,  
                onClose: function (sAction) {  
                    if (sAction == "OK") {  
                        that.onCancel();  
                    }  
                }  
            });  
        }  
    });  
}
```

- 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.

## Configure SAP Work Zone

Configure SAP Work Zone to access the start UI for this automation.

Once SAP 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 the Manage Posting Periods Start UI from the list of apps and choose Add.
3. Add the relevant roles to the user. Manage Posting Periods Start UI will be available to the user as a tile in the SAP Work Zone.

If you plan to use SAP Work Zone service, then configure [SAP Work Zone with SAP Build Process Automation Applications](#) using help documentation.

# User Guides

## Capabilities

The following are the capabilities of this template:

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

| Type      | Name                                         | Description                                                                                                               |
|-----------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Decision  | Determine Approvers                          | Decision to determine the approvers who will take decision on the adjusted periods approval process.                      |
| Decision  | Determine Process Administrator              | Decision to determine the process administrator for the adjusted periods approval process.                                |
| Process   | Adjusted Periods Approval Process            | Process to determine approvers for the adjusted periods approval process and send an user task to approvers for approval. |
| Process   | Close Adjusted Periods                       | Process to close the adjusted periods in the SAP S/4HANA system.                                                          |
| Process   | Initialize Process Variables                 | Process to initialize process variables for the adjusted periods approval process                                         |
| Process   | Post Adjusted Periods Process                | Process to post the adjusted periods in the SAP S/4HANA system.                                                           |
| Process   | Posting of Adjusted Periods Approval Process | Process to send the adjusted periods to approver for approval and post the adjusted periods in the SAP S/4HANA system.    |
| Form      | Adjusted Periods Approval UI                 | Approval task UI for approvers to take decision on the adjusted periods approval process.                                 |
| Form      | Admin Form - User Assignment                 | Admin form for process administrator to assign task owner.                                                                |
| Data type | Approver Details                             | Data type for maintaining approver details like user details and due duration.                                            |
| Data type | History Details                              | Data type for maintaining history details like user id, role, action, comment and action date.                            |
| Data type | Item Details                                 | Data type for maintaining adjusted periods item details.                                                                  |
| Data type | Posting Period Details                       | Data type for maintaining posting periods request details.                                                                |
| Data type | Request Details                              | Data type for maintaining adjusted periods header details.                                                                |
| Data type | User Details                                 | Data type for maintaining user details like email id, user id and group id                                                |

## Actions

### Manage Posting Period Approval - Update Posting Period

This service enables you to update adjusted periods in SAP S/4HANA system. This service is based on Integration iflows endpoint.

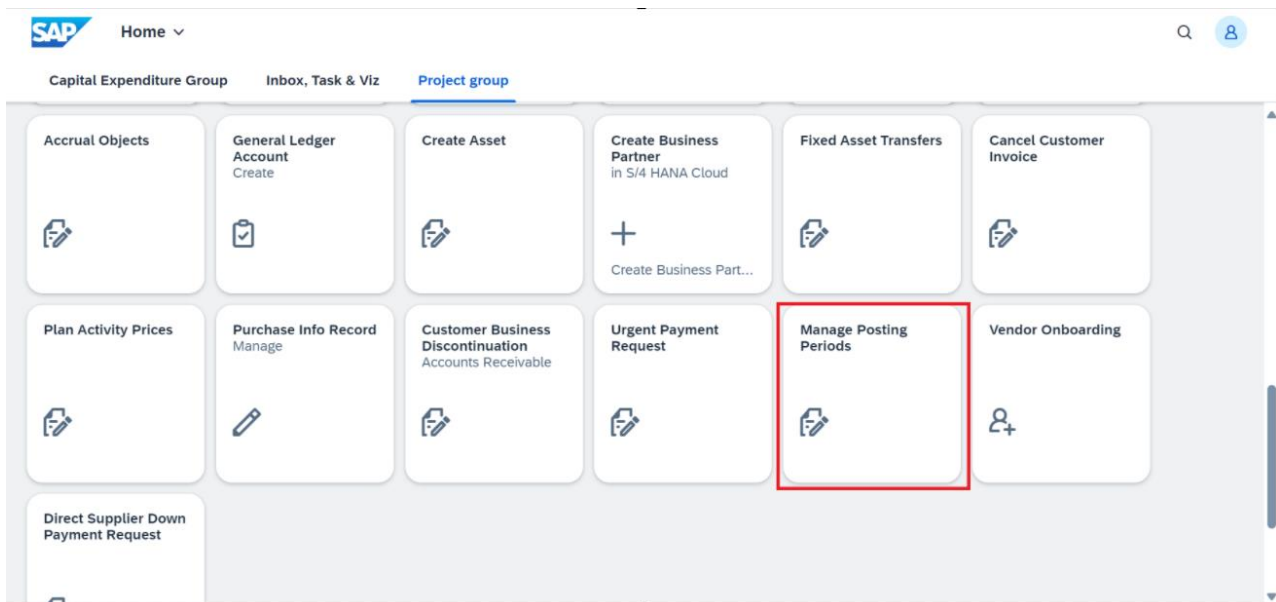
| Method | API                              | API Path                         | Purpose                |
|--------|----------------------------------|----------------------------------|------------------------|
| POST   | /http/updatePostingPeriodmppawfm | /http/updatePostingPeriodmppawfm | Update Posting Period. |

## SAP UI5 SCREEN

This is the start for the **Manage Posting Period Approval** process and values must be entered in Start UI to trigger the process.

The tile name that must be chosen in the Work Zone is: **'Manage Posting Periods'**.

### 1. Access App Manage Posting Periods



2. Once navigated to the tile, users can enter the posting period variant details to get the respective period's details for that posting. Then the users can edit and select the adjusted period details that must be posted based on their business scenarios.

3. The Start user interface has two sections.

a) Header - Header Details for the selected posting period variant is shown below. In Header level, an attachment option is given for user to attach documents.

## HEADER SCREEN

Manage Posting Periods

Posting Period Variant: \*

Header

Posting Period Variant Name: \*

Company Code: \*

Company Code Name: \*

Fiscal Year Variant: \*

Comment: Testing

Attachments: \* Attachments (1) Upload

Manage Posting Periods

Items

Submit Cancel

Header Tab includes 5 fields:

1. **Posting Period Variant Name (Mandatory):** "Defines the set of posting periods for financial transactions in SAP."
2. **Company Code:** "Represents a legal entity within the SAP system for financial accounting."
3. **Company Code Name:** "Defines an organizational unit for managing financial transactions in SAP."
4. **Fiscal Year Variant:** "Specifies the structure and length of the fiscal year for accounting purposes in SAP."
5. **Comments:** "Provides additional context or notes related to a specific transaction or document in SAP."

b) Items – Periods for the selected posting period variant is shown. User can edit it and submit.

## ITEM SCREEN

Manage Posting Periods

Header

Items

Items

|                          | Posting Period Variant | Account Type | Account Range | From Normal Period * | Year * | To Period * | Year * | From Adjustable Period * | Year * | To P |
|--------------------------|------------------------|--------------|---------------|----------------------|--------|-------------|--------|--------------------------|--------|------|
| <input type="checkbox"/> |                        |              |               |                      |        |             |        |                          |        | 01:  |
| <input type="checkbox"/> |                        |              |               |                      |        |             |        |                          |        | 01:  |
| <input type="checkbox"/> |                        |              |               |                      |        |             |        |                          |        | 01:  |
| <input type="checkbox"/> |                        |              |               |                      |        |             |        |                          |        | 01:  |
| <input type="checkbox"/> |                        |              |               |                      |        |             |        |                          |        | 01:  |
| <input type="checkbox"/> |                        |              |               |                      |        |             |        |                          |        | 01:  |

Submit Cancel

Item Tab includes 15 fields:

1. **Posting Period Variant:** "Identifies the group of posting periods for financial postings in SAP."
2. **Account Type:** "Specifies the type of account (e.g., asset, liability) used in financial transactions in SAP."
3. **From Normal Period (Mandatory):** "Defines the starting normal period for financial postings in SAP."
4. **Year (Mandatory):** "Indicates the specific fiscal year associated with financial transactions in SAP."
5. **To Period (Mandatory):** "Specifies the ending period for financial postings in SAP."
6. **Year (Mandatory):** "Indicates the year for which the financial period is being defined in SAP."
7. **From Adjustable Period:** "Defines the start of an adjustable posting period in SAP."
8. **Year (Mandatory):** "Represents the fiscal year for the adjustable period in SAP."
9. **To Period:** "Specifies the end of the adjustable posting period in SAP."
10. **Year:** "Represents the fiscal year for the end of the adjustable period in SAP."
11. **From CO-Related Period:** "Defines the starting period for controlling-related transactions in SAP."
12. **Year:** "Indicates the fiscal year for the CO-related period in SAP."
13. **To Period:** "Specifies the end of the CO-related posting period in SAP."
14. **Year:** "Indicates the fiscal year for the CO-related period in SAP."
15. **Duration (Mandatory):** "the time period for which a transaction or process is valid or active."

Once all the mandatory/required details are filled, click on the Submit button in SAP UI5 screen to start the process.

## Support

There is no support available for template content. If you experience general issues with SAP Build Process Automation, please follow the links below:

- [Troubleshoot Support Guided Answer](#)
- [Test an Automation Help portal Article](#)
- [Test an Application Help portal Article](#)
- [Get traces Support Guided Answer](#)

If the issue persists, please raise an incident via SAP Support Portal on **BPI-PA-BPC** component.

This template can be modified using SAP Process Automation. For example: add decisions 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.

[www.sap.com](http://www.sap.com)