



PUBLIC

## SAP Build Process Automation

### **Journal Entry Posting Approval Configuration & User Guide**



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## Change Log

Version	Date	Description
1.0.0	August 26 <sup>th</sup> , 2023	Document created
1.0.1	May 29 <sup>th</sup> , 2024	<b>Task UI code updated:</b> <i>Journal-Entry-Posting-JournalEntryApproval_ui</i> application code updated

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

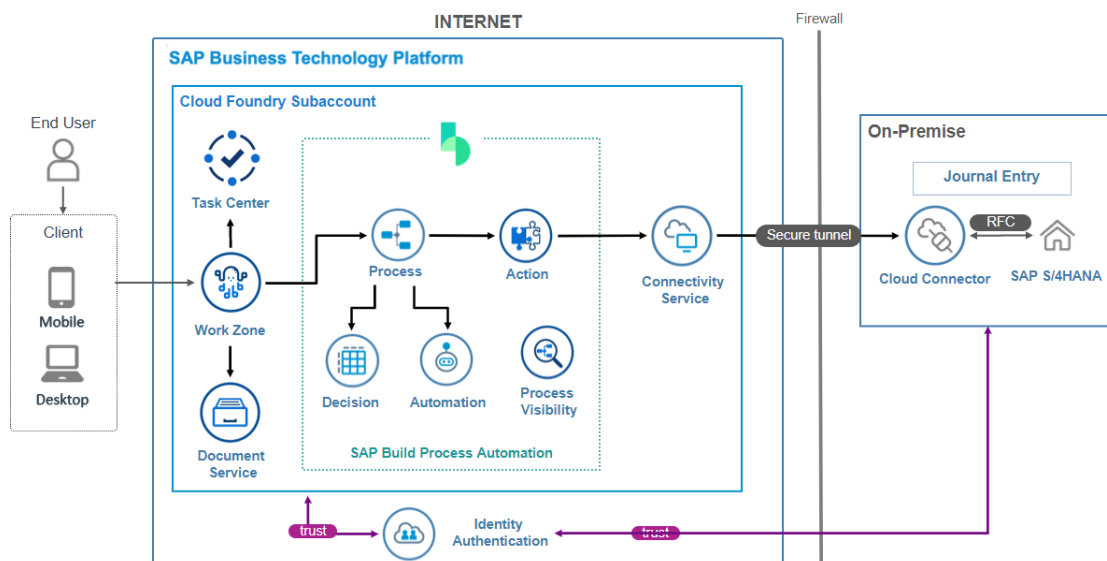
1. **Overview:** In this section, you will get quick overview of the use case, what are high-level components used and how the template works in nutshell. Prerequisite section provides information of different services of SAP BTP that are required to use this template.
2. **Configuration Guide:** It contain sections which will guide you to setup your (a) SAP BTP Account with destination, cloud connector, user roles etc, (b) Integration Content via SAP Integration Suite, (c) 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 MyInbox 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 must be mandatorily followed to import and configure the template.
- This template content is to accelerate your solution development. You can 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

The **Journal Entry Posting Approval** template automates the posting of journal entries 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. This template covers the capability to validate the journal entry details and based on the document checks, it is posted to S/4HANA.



The following steps are included as a part of **Journal Entry Posting Approval** template and provides a brief overview about the process flow & features of this template:

- This package provides a **Start UI** for entering the journal entry details with create or upload options. The journal entry details are available in excel file .
- Upon submission, **Journal Entry Approval and Posting** process gets triggered. This process includes:
  - automations for document check & document post.
  - decisions to determine approvers to approve the journal entries.
- The document attached with the journal entry are validated for any data issue.
- On successful document check (*response without any errors in provided data*):
  - Approval flow gets executed & journal entry details are sent for review & approval to the determined approver.
  - In case approver is not determined, process admin is notified to assign the approval task to the required approver.
- On approval, journal entry details are posted and the requester is notified.
- On rejection, the requester is notified with rejection comments & journal entry details.

**Note:** For each journal entry in the excel file, one process gets triggered.

## Prerequisites

The following SAP Business Technology Platform services are required to consume the content package Journal Entry Posting Approval:

- SAP Build Process Automation to orchestrate the process.
- SAP Cloud Identity Services - Identity Authentication
- SAP S/4HANA, private 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 ([Click Here](#)).
- SAP Build Process Automation instance
- SAP Document Management Service

To get the list of F4 Help Values from SAP S/4HANA, custom CDS views are needed.

Necessary tools and rights are needed to create Custom Core Data Service Views. Refer to the following documentation for more details - [SAP HANA Core Data Services \(CDS\) Reference](#)

## Other Prerequisites

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

- SAP Desktop Agent 3.19 or higher
- ➔ This template include input excel file **Journal-Entry-Input-Template.xlsx** that need to be populated with the required journal entry details. This input file needs to be used with Start UI application in

case of upload option. On successful upload, the required journal entry details in UI gets populated with input excel data.

Following is the snippet from input excel file:

Header									
BUKRS	BLART	BLDAT	BUDAT	MONAT	BKTXT	WAERS			
*Company Code (4)	*Journal Entry Type (2)	*Journal Entry Date	*Posting Date	Fiscal period (2)	Document Header Text (25)	*Transaction Currency (3)			
1710	SA	9/12/2023	9/12/2023			USD			
Line Items									
BSCHL	BUKRS	HKONT	SGTXT	Transaction Currency	WRSOL	WRHAB	DMBTR		
Posting Key (2)	Company Code (4)	G/L Account (10)	Item Text (50)	Debit	Credit	Amount in Company Code C			
40	1710	476500	Test item1	100000.00					
50	1710	100000	Test item2		100000.00				

**Notes:**

- ➔ The start UI will work with the provided excel structure only. In case update needs to be done on the input values in excel, required changes needs to be done in Start UI application code & needs to be re-deployed.
- ➔ You must fill all the required values if you're using create option on the start UI and fill all mandatory fields in the excel if you're using the upload functionality. Also, this template can handle multiple journal entry postings at once.

## Configuration Guide

The 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 a S/4 HANA destination to connect with SAP S/4HANA on-premise.

**Note:** This destination is required by Cloud Platform Integration and Start UI.

<b>Name</b>	sap_s4hana_journalEntry
<b>Type</b>	HTTP
<b>Proxy Type</b>	On-Premise
<b>User</b>	<ONPREMISE_USER>
<b>Password</b>	< ONPREMISE _PASSWORD>



<b>Authentication</b>	BasicAuthentication
<b>URL</b>	<OData base URL of SAP S/4HANA>
<b>Additional Properties</b>	Sap-client:<client number>

## ● Configure APIs in SAP S/4HANA

This template uses the following APIs and communication scenarios & these APIs are needed to be configured in SAP S/4HANA:

API /BAPI Details	Description	Communication Scenario
BAPI_ACC_DOCUMENT_CHECK	BAPI function for Journal Entry Document Check	POST
BAPI_ACC_DOCUMENT_POST	BAPI function for Journal Entry Document Post	POST
API_COMPANYCODE_SRV (OData)	F4 - Company Code	GET
I_AccountingDocumentTypeStdVH (CDS)	F4 - Journal Entry Type	GET
I_CurrencyStdVH (CDS)	F4 - Transaction Currency	GET
I_GLAcctInChtOfAcctsStdVH (CDS)	F4 - G/L Account	GET
I_TaxCode (CDS)	F4 - Tax Code	GET
API_COSTCENTER_SRV (OData)	F4 - Cost Center	GET
I_WBSElementBasicData (CDS)	F4 - WBS Element	GET
I_Order (CDS)	F4 - Order Number	GET

## OData Services:

- /sap/opu/odata/sap/API\_COMPANYCODE\_SRV
- /sap/opu/odata/sap/API\_PROFITCENTER\_SRV
- /sap/opu/odata/sap/API\_COSTCENTER\_SRV
- /sap/opu/odata/sap/ZZ1\_ACCOUNTINGDOCUMENTTYPE\_CDS
- /sap/opu/odata/sap/ZZ1\_CURRENCYSTDVH\_CDS
- /sap/opu/odata/sap/ZZ1\_GLACCINCHARTOFACC\_CDS

- /sap/opu/odata/sap/ZZ1\_TAXCODE\_CDS
- /sap/opu/odata/sap/ZZ1\_ORDER\_CDS
- /sap/opu/odata/sap/ZZ1\_WBSELEMENTBASICDATA\_CDS
- /sap/opu/odata/sap/ZZ1\_CUSTOMER\_CDS
- /sap/opu/odata/sap/ZZ1\_GLOBALCOMPANY\_CDS
- /sap/opu/odata/sap/ZZ1\_HOUSEBANK\_CDS
- /sap/opu/odata/sap/ZZ1\_LEDGERGROUP\_CDS
- /sap/opu/odata/sap/ZZ1\_SEGMENT\_CDS
- /sap/opu/odata/sap/ZZ1\_SUPPLIER\_CDS
- /sap/opu/odata/sap/ZZ1\_TAXJURISDICTION\_CDS

### Steps to Register OData Services in SAP Gateway

1. Go to t-code "/IWFND/MAINT\_SERVICE".
2. Click on "Add Service"
3. Select the required System Alias (Select LOCAL as system alias in case of Embedded Deployment of Gateway)
4. Enter Technical Service Name as "API\_COMPANYCODE\_SRV" and click on "Get Services".
5. Select "API\_COMPANYCODE\_SRV" and click on "Add Selected Services".
6. Enter the required package and click on OK.
7. Repeat steps 1-6 for all the OData services mentioned in previous section.

## Create Custom CDS Views

### Procedure

1. Create a Custom CDS View with the Name **ZZ1\_AccountingDocumentType** and Label **"AccountingDocumentType"**. Note: CDS Name is case-sensitive
2. Select Scenario "External API".
3. Choose Add > Add Primary Data Source.
4. Choose the data source with the name "I\_AccountingDocumentTypeStdVH".
5. Choose Save Draft.
6. Choose Elements tab.
7. Select the fields as listed in below screenshot  
(Click on Add -> Elements if the fields are not selected by default)

Key	Alias	Type	Path	Label
Yes	AccountingDocumentType	CHAR (2)	I_AccountingDocumentTypeStdV H.AccountingDocumentType	Journal Entry Type
Yes	Language	LANG (1)	I_AccountingDocumentTypeStdV H._Text.Language	Language Key
No	AuthorizationGroup	CHAR (4)	I_AccountingDocumentTypeStdV H.AuthorizationGroup	Authorization

No	AccountingDocumentType Name	CHAR (20)	I_AccountingDocumentTypeStdV H._Text.AccountingDocumentTy peName	JE Type Name
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8. Choose Publish.

Similarly, repeat steps 1-8 for the below listed CDS views.

**Currency** Value Help URL –

{S/4HANA}/sap/opu/odata/sap/ZZ1\_CURRENCYSTDVH\_CDS/ZZ1\_CurrencyStdVH

Key	Alias	Type	Path	Label
Yes	Currency	CUKY (5)	I_CurrencyStdVH.Currency	Currency
Yes	Language	LANG (1)	I_CurrencyStdVH._Text.Languag e	Language Key
No	CurrencyName	CHAR (40)	I_CurrencyStdVH._Text.Currenc yName	Description

**General Ledger Account** Value Help URL –

{S/4HANA}/sap/opu/odata/sap/ZZ1\_GLACCINCHARTOFACC\_CDS/ZZ1\_GLAclnChartOfAcc

Key	Alias	Type	Path	Label
Yes	ChartOfAccounts	CHAR (4)	I_GLAcountlnChartOfAccounts. ChartOfAccounts	Chart of Accounts
Yes	GLAccount	CHAR (10)	I_GLAcountlnChartOfAccounts. GLAccount	G/L Account
Yes	Language	LANG (1)	I_GLAcountlnChartOfAccounts. _Text.Language	Language Key
No	GLAccountGroup	CHAR (4)	I_GLAcountlnChartOfAccounts. GLAccountGroup	Account Group
No	GLAccountName	CHAR (20)	I_GLAcountlnChartOfAccounts. _Text.GLAccountName	Short Text

**Tax Code** Value Help URL –

{S/4HANA}/sap/opu/odata/sap/ZZ1\_TAXCODE\_CDS/ZZ1\_TaxCode

Key	Alias	Type	Path	Label
Yes	TaxCalculationProcedure	CHAR (6)	I_TaxCode.TaxCalculationProcedure	Procedure
Yes	TaxCode	CHAR (2)	I_TaxCode.TaxCode	Tax Code
Yes	Language	LANG (1)	I_TaxCode._Text.Language	Language Key
No	TaxCodeName	CHAR (50)	I_TaxCode._Text.TaxCodeName	Tax Name Code

**Order** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_ORDER\_CDS/ZZ1\_Order

Key	Alias	Type	Path	Label
Yes	OrderID	CHAR (12)	I_Order.OrderID	Order
No	OrderDescription	CHAR (40)	I_Order.OrderDescription	Order Description

**WBS Element** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_WBSELEMENTBASICDATA\_CDS/ZZ1\_WBSElementBasicData

Key	Alias	Type	Path	Label
Yes	WBSElementInternalID	NUMC (8)	I_WBSElementBasicData.WBSElementInternalID	WBS Internal ID
Yes	Language	LANG (1)	I_WBSElementBasicData._CompanyCode.Language	Language Key
No	WBSDescription	CHAR (40)	I_WBSElementBasicData.WBSDescription	WBS Element Name
No	WBSElementExternalID	CHAR (24)	I_WBSElementBasicData.WBSElementExternalID	WBS Element

**Customer** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_CUSTOMER\_CDS/ZZ1\_Customer

Key	Alias	Type	Path	Label
Yes	Customer	CHAR (10)	I_Customer_VH.Customer	Customer
No	OrganizationBPName1	CHAR (35)	I_Customer_VH.OrganizationBP Name1	Name 1
No	OrganizationBPName2	CHAR (35)	I_Customer_VH.OrganizationBP Name2	Name 2
No	Country	CHAR (3)	I_Customer_VH.Country	Country
No	CustomerName	CHAR (80)	I_Customer_VH.CustomerName	Customer Name
No	CityName	CHAR (35)	I_Customer_VH.CityName	City

**Global Company** Value Help URL –

{S/4HANA}/sap/opu/odata/sap/ZZ1\_GLOBALCOMPANY\_CDS/ZZ1\_GlobalCompany

Key	Alias	Type	Path	Label
Yes	Company	CHAR (6)	I_Globalcompany.Company	Company
No	CompanyName	CHAR (30)	I_Globalcompany.CompanyNam e	Name of the company
No	CompanyLanguage	LANG (1)	I_Globalcompany.CompanyLanguage	Language Key

**House Bank** Value Help URL –

{S/4HANA}/sap/opu/odata/sap/ZZ1\_HOUSEBANK\_CDS/ZZ1\_HouseBank

Key	Alias	Type	Path	Label
Yes	CompanyCode	CHAR (4)	I_HouseBankBasic.CompanyCode	Company Code
Yes	HouseBank	CHAR (5)	I_HouseBankBasic.HouseBank	House Bank
No	BankCountry	CHAR (3)	I_HouseBankBasic.BankCountry	Bank Country
No	BankInternalID	CHAR (15)	I_HouseBankBasic.BankInternall D	Bank Key
No	BankName	CHAR (60)	I_HouseBankBasic.BankName	Bank name

**Ledger Group** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_LEDGERGROUP\_CDS/ZZ1\_LedgerGroup

Key	Alias	Type	Path	Label
Yes	LedgerGroup	CHAR (4)	I_LedgerGroup.LedgerGroup	Ledger Group
Yes	Language	LANG (1)	I_LedgerGroup._Text.Language	Language Key
No	LedgerGroupName	CHAR (50)	I_LedgerGroup._Text.LedgerGroupName	Description

**Segment** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_SEGMENT\_CDS/ZZ1\_Segment

Key	Alias	Type	Path	Label
Yes	Segment	CHAR (10)	I_Segment.Segment	Segment
Yes	Language	LANG (1)	I_Segment._Text.Language	Language Key
No	SegmentName	CHAR (50)	I_Segment._Text.SegmentName	Segment Name

**Supplier** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_SUPPLIER\_CDS/ZZ1\_Supplier

Key	Alias	Type	Path	Label
Yes	Supplier	CHAR (10)	I_Supplier_VH.Supplier	Vendor
No	SupplierName	CHAR (35)	I_Supplier_VH.SupplierName	Name

**Tax Jurisdiction** Value Help URL –  
 {S/4HANA}/sap/opu/odata/sap/ZZ1\_TAXJURISDICTION\_CDS/ZZ1\_TaxJurisdiction

Key	Alias	Type	Path	Label
Yes	TaxJurisdictionCalcProcedure	CHAR(6)	I_TaxJurisdiction.TaxJurisdiction CalcProcedure	Costing Sheet
Yes	TaxJurisdiction	CHAR (15)	I_TaxJurisdiction.TaxJurisdiction	Tax Jurisdiction



Yes	Language	LANG (1)	I_TaxJurisdiction._Text.Language	Language Key
No	TaxJurisdictionName	CHAR (50)	I_TaxJurisdiction._Text.TaxJurisdictionName	Description

## Setup OData services for Custom CDS views

### Procedure

1. Login into SAP GUI
2. Go to t-code "/IWFND/MAINT\_SERVICE".
3. Click on "Add Service"
4. Select the required System Alias
5. Enter Technical Service Name as "ZZ1\_ACCOUNTINGDOCUMENTTYPE\_CDS" and click on "Get Services".
6. Select "ZZ1\_ACCOUNTINGDOCUMENTTYPE\_CDS" and click on "Add Selected Services".
7. Enter the required package and click on OK.

Repeat steps 2 to 7 for all OData services created in previous section.

## Setup SAP Business Technology Platform Cockpit

### Destination Configuration

#### • Document Management Service

In this template, the Input Template document for Sales Contract 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 to connect to the repository.

Follow the instructions to [Configure SAP Document Management Service for Attachments](#)

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

#### • SAP Build Process Automation Email

Configure email destination which will be used to send email to the approver, requestor, and admin at different staged of the process execution.

Follow the steps to [Configure a SMTP Mail Destination](#) in your BTP account.

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

**IMPORTANT NOTE:** This template content is to accelerate your solution development. You can modify this template according to your own requirements to achieve your business goals. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation and its capabilities.

## User Roles Configuration

To access this template, the business user will need these following role collections:

Role Name	Purpose
ProcessAutomationDeveloper	To fully use this content package, you need to have an active user entitled to this role to use SAP Build Process Automation.
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	Allows monitor of different processes and automations. Allows configuration of environments and agents, and manage business users
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.
TaskCenterAdmin	Permission to execute calls to the Connector Status API and monitor configured destinations and running background jobs.

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

## Configure Cloud Connector

For SAP S/4HANA on-premise landscape, configure cloud connector to enable secure tunnel to SAP BTP tenant. Please refer the help documentation to [configure Cloud Connector](#). Below are the 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	OData	ABAP System
/sap/opu/odata/sap/API_PROFITCENTER_SRV	OData	ABAP System
/sap/opu/odata/sap/API_COSTCENTER_SRV	OData	ABAP System
/sap/opu/odata/sap/ZZ1_ACCOUNTINGDOCUMENTTYPE_CDS	OData	ABAP System

/sap/opu/odata/sap/ZZ1_CURRENCYSTDVH_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_GLACCINCHARTOFACC_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_TAXCODE_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_ORDER_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_WBSELEMENTBASICDATA_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_CUSTOMER_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_GLOBALCOMPANY_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_HOUSEBANK_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_LEDGERGROUP_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_SEGMENT_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_SUPPLIER_CDS	OData	ABAP System
/sap/opu/odata/sap/ZZ1_TAXJURISDICTION_CDS	OData	ABAP System

## Setup SAP Build Process Automation Content

### Import Content

This template can be downloaded from the Store:

- 1) Navigate to the **Store** in your SAP Build Process Automation application.
- 2) Select the Project Type filter as “**Process Automation**”.
- 3) In the Search bar type “**Journal Entry Posting 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 “Journal Entry Posting Approval” project 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.

## Configure Process

This package contains the “**Journal Entry Approval and Posting**” process & it does not need to be explicitly configured. It can be directly utilized after successful deployment.

## Configure Forms (Optional)

This template contains approval form & notification forms. You can update or extend the form based on your requirements. To edit the form:

- Double click the form to open the Form Editor.
- You can configure existing fields or add new layout or input fields to the form by simply dragging-and-dropping them from the side menu.

**Note:** This template includes the Task UI for the approval form with all the required journal entry details. This form details can be updated through update on UI application code (Refer to UI section)

## Configure Decisions

The process includes two decisions:

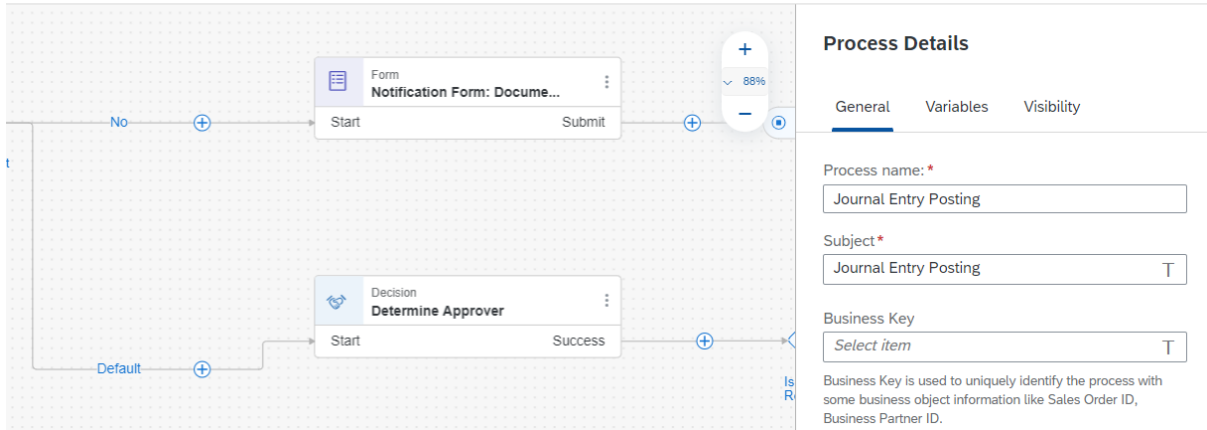
- **Determine Approver** – This decision is used to determine the email address of the person who will be approving the journal entries.
- **DefineProcess Admin** – This decision is used to determine the email address of the administrator who will be notified in case of issues/ failure to determine the correct approver for the process.

These decisions can be modified for different conditions and result values based on your business policies and requirements. To modify the decision:

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



Overview Journal Entry Posting X Release Saved



Determine Approvers

Determine Approver

General Information:  
Status: Draft  
Hit Policy: ALL MATCH

Description:  
Decision to determine approver details for review & approval of journal entry

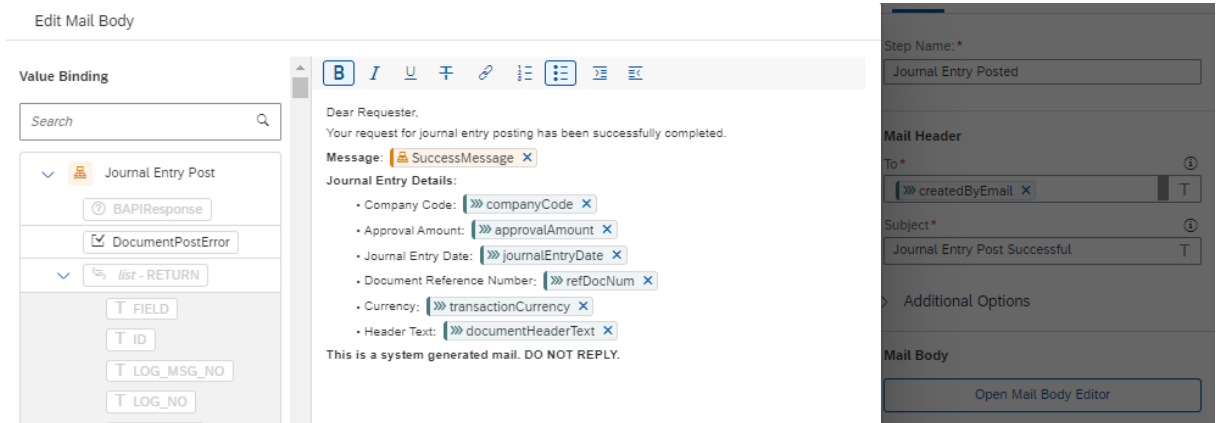
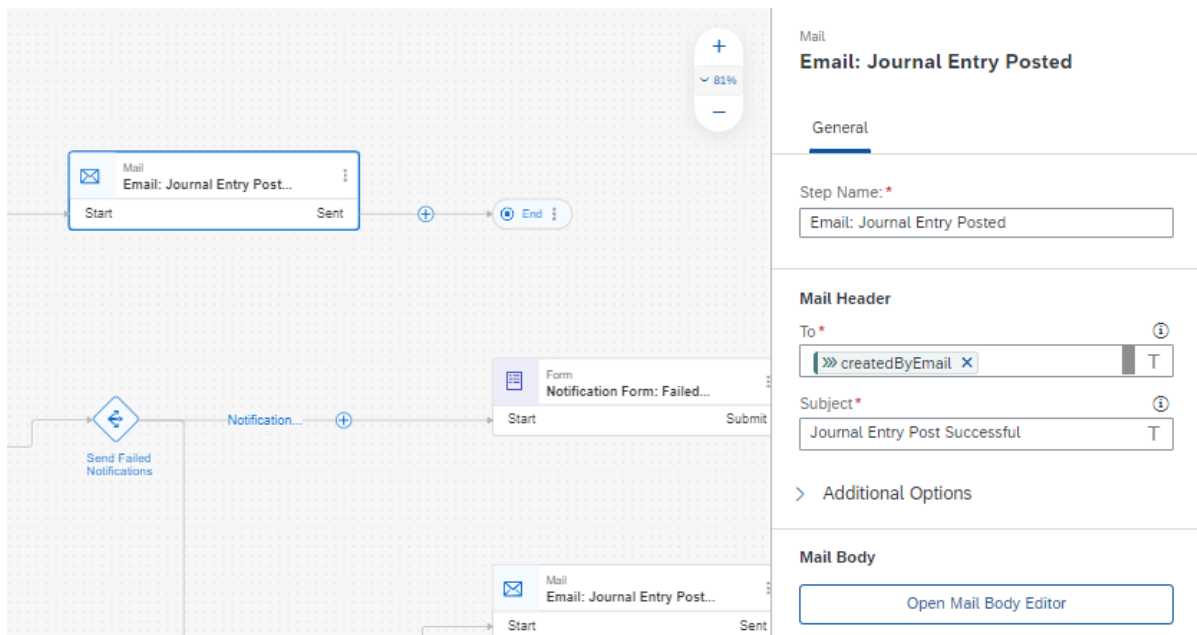
Decision Table				Then		
<input type="checkbox"/>	Company Code =	Requester Email =	Journal Entry Posting Key =	Header Key =	UserID	Email
<input type="checkbox"/>	'test'	'test@test....'	'test'		'test@test....'	'test@test....'

## 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 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 link](#)

## Configure Process Visibility (Optional)

This template has a pre-built dashboard with default business KPIs that can be used by the business users to track end-to-end processes in real-time. You can add more KPIs based on your business requirements.

To configure the visibility scenario:

- Open project '**Overview**' tab
- Select **Journal Entry Approval and Posting** (Visibility Scenario)
- Explore and change Phases, Attributes, Performance Indicators etc.
- [Follow the documentation to learn how to configure process visibility scenario](#)

In case you don't have access to the process visibility workspace where you can access the newly created dashboards, please contact your IT admin.

**Note:** You might get error popup (Highlighting invalid status of visibility scenario) during package deployment after any modification in the package. To resolve this issue, you might need to delete & add the required process in the visibility scenario as the last modification in the package before package release & deployment.

## 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 destinations needs to be configured in the SAP BTP cockpit:

- **sap\_s4hana\_journalEntry**
- **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 link](#).

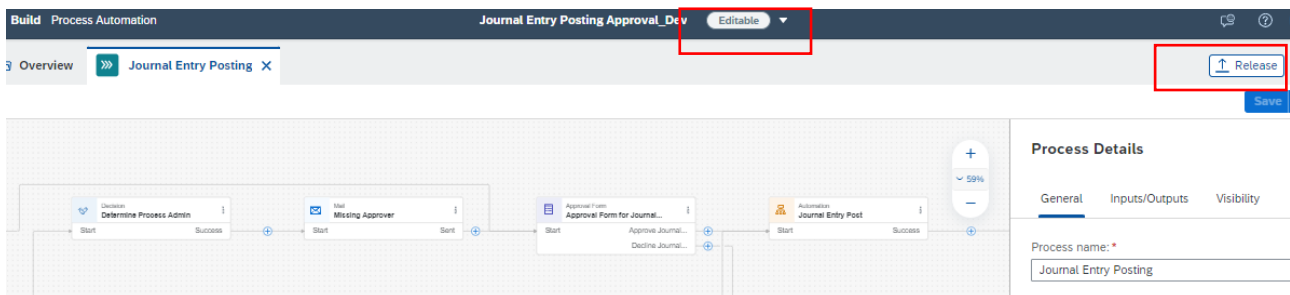
## Release and Deploy Process

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**':



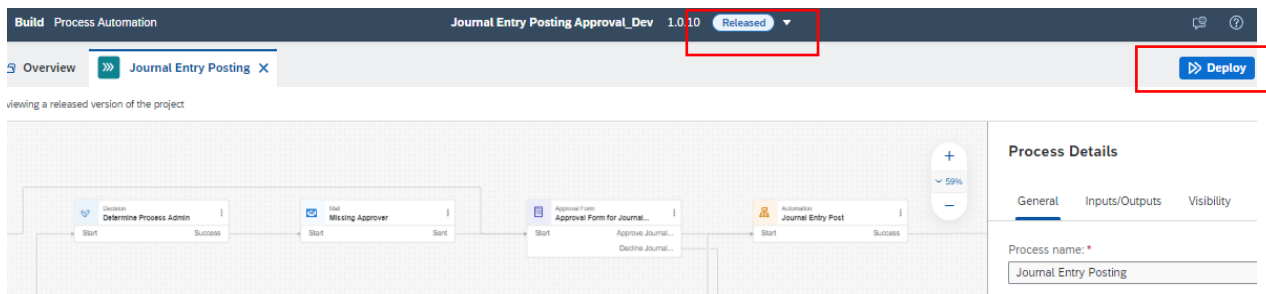
The screenshot displays the SAP Process Automation interface for a process named 'Journal Entry Posting Approval'. The process status is 'Editable', which is highlighted with a red box. A 'Release' button, also highlighted with a red box, is located in the top right corner of the process view. The process flow is visible, showing steps like 'Determine Process Admin', 'Mail Missing Approver', 'Approval Form Approval Form for Journal...', and 'Automation Journal Entry Post'. The 'Process Details' panel on the right shows the process name 'Journal Entry Posting'.

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**".



For more details on deployment, [refer to the link](#).

- To deploy your project, you will be prompted to provide a following environment variables for connection to the system for execution of BAPI function modules:
  - SNCName (Secure Network Connection), Client, InstanceNumber, MessageServer

## Configure SAP Work Zone

Now that the process is released and deployed, you can configure **SAP Work Zone standard or advanced edition** to give access to your business users to track the process and business KPIs using process visibility workspace.

To configure SAP Work Zone standard edition - add Process Workspace and Task Center tile in SAP Work Zone to access the visibility dashboard. You can also use MyInbox application instead of Task Center, for working with user tasks raised from process.

You can refer following links to configure SAP Work Zone standard edition:

- [Follow the documentation to configure start form in Work Zone](#)
- [Follow the tutorial to configure Work Zone with visibility tiles](#)

## 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 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.

<pre> {} package-lock.json {} package.json StartUI-content.zip ! ui5.yaml {} xs-app.json ! mta.yaml {} package-lock.json (i) README.md {} xs-security.json </pre>	<pre> 83 84 85 86 87 88 89 90 </pre>	<pre> service-plan: application service: xsuaa type: org.cloudfoundry.managed-service - name: Destination type: org.cloudfoundry.existing-service - name: SBPA-instance type: org.cloudfoundry.existing-service </pre>
---	--------------------------------------	--

- Update your process definition id (Package needs to be deployed) in the i18n.properties file (property: DEFINITION\_ID) as shown in the following snippets (definition id only needs to be updated in start UI application).

<pre> : └─ webapp   └─ controller   └─ css   └─ i18n     └─ i18n_en.properties     └─ i18n.properties   └─ localService   └─ model </pre>	<pre> 144 btnPost=Submit 145 btnOk=OK 146 fileAttachment=File Attachment 147 148 uploadComplete=Data upload completed. 149 noItemExcel=Invalid excel template. Numbering not found in first column of excel. 150 DEFINITION_ID=eu10.store-content-dev.journalentrypostingtaskuiapproval.journalEntryPosting 151 itemNumber=Item 152 </pre>
---	--

- 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 through SAP standard work zone & user can provide the required journal entry details & submit the form for the journal entry approval & posting.

**Note:**

- TaskUI application code is also available along with start UI application code and needs to be deployed similar to Start UI.
- Destination name need to be updated in xs-app.json that was previous configured in “Configure SAP S/4HANA Destination” section.
















# User Guide

## Capabilities

This sample content contains the following elements as key artifacts (detailed explanation with snapshots also provided in later section of the document):

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

Icon	Type	Name	Description
	Process	Journal Entry Approval and Posting	This is the main process which encapsulates all the other artifacts. This process takes input from the Start UI application.
	Automation	Prepare Data for Document Check	Automation that prepares the data for the BAPI RFC calls to be used by automations “Journal Entry Document Check” and “Journal Entry Document Post”
	Automation	Journal Entry Document Check	Automation that utilizes action group for making call to BAPI_ACC_DOCUMENT_CHECK bapi to check if the provided journal entry data is valid or not.
	Automation	Journal Entry Document Post	Automation that utilizes action group to make calls to BAPI_ACC_DOCUMENT_BAPI bapi to post the provided journal entry details after successful document check
	Decision	Determine Approver	This decision is used to determine the approver who will review and approve the journal entry details. The approval form will appear in the My Inbox or Task Center application of the selected approvers.
	Decision	Define Process Admin	This decision is used to determine the process admin who will be notified via an email if the process has an error, or an action is required in case approver is not defined.
	Form	Approval Form for Journal Entry Posting	This is an approval form that is send with the details of the

			Journal Entry to the determined approver
	Form	Notification Form: Document Error	This is the notification form for the requester with the returned error messages in response on document check BAPI call
	Form	Notification Form: Failed Journal Entry Posting	This is the notification form for the requester with the returned error messages in response on document post BAPI call
	Mail	Email: Missing Approver	This mail step sends a notification to the Administrator about the missing approver
	Mail	Email: Approver Rejection	This mail notification is sent after the approver rejects the posting of journal entry for the provided journal entry details
	Mail	Email: Journal Entry Posted	This mail notification is sent once the journal entry details are successfully posted to the S/4HANA system
	Mail	Email: Journal Entry Posting Failed	This mail notification is sent if the journal entry post fails in S/4HANA system, with the reasons for the failure

## Forms

This template includes following forms:

- **Approval Form for Journal Entry Posting-** Provides the requested journal entry details to the determined approver for their approval. Approver can review & provide approval along with comments.
- **Notification Form: Document Error-** This notification form is used to notify the requester if there are issues with document check.
- **Notification Form: Failed Journal Entry Posting-** This notification form is used to notify the requester if there are issues with document post.

## Decisions

This package includes few decisions that can be updated based on the requirement. These decisions allow to encapsulate the business logic from core applications and supports the reuse of decision rules across different business processes. It enables customers to adopt changes in processes without changing the underlying process flows.

## Determine Approver

This decision is used for determining the approver details such as approver email, approver group etc based on journal entry details such as header details, company code & item details.

To check or update the input & output parameter of the decision, it can be accessed in the process & can be updated accordingly with the required data types.

## Define Process Admin

This decision is used for determining process admin in case required approver was not determined. This allows process admin to assign the approval request to the required approver.

## Processes

### Journal Entry Approval and Posting

This process can be triggered from Start UI application and the provided journal entry details are mapped with the process using API trigger.

On successful trigger of the process, journal entry data from Start UI is checked & posted using BAPI action groups.

## Action Groups

- **Document Check:** This action is responsible for checking the journal entry details & providing the required response in case there are any error in document. This action group uses basic authentication for connection to the system.
- **Document Post:** This action is responsible for posting of provided journal entry details on successful document check. This action group uses basic authentication for connection to the system.
- **Document Check (SNC):** This action is responsible for document check by using single sign on to connect to the system.
- **Document Post (SNC):** This action is responsible for posting of provided journal entry details on successful document check using single sign on connection to the system.

**Note:** This template utilizes the SNC (Single sign on) actions for the document check & document post and can be updated with actions with basic connection as well (actions without SNC) as per the requirement.

## Automations

## Prepare Data for Document Check

This automation utilizes custom script for creating the payload based on the process input as received from UI5 application. These data are further used in document check & document post operations.

## Journal Entry Document Check

This automation is responsible for checking the document for any errors. In case of errors, the requester will be notified with the error messages.

On successful document check, process continues with the required approval flow. This automation uses the following BAPI to perform the document check.

BAPI Name	Purpose
BAPI_ACC_DOCUMENT_CECK	To validate the provided journal entry details & provide the required response with error or success messages.

## Journal Entry Post

This automation is responsible for posting the journal entry. On successful posting of the document, requester is notified through mail. In case of any error, the requester is notified through email with the error messages.

The automation uses the following BAPI to perform the document posting:

BAPI Function Name	Purpose
BAPI_ACC_DOCUMENT_POST	To post the validated journal entry details & provide the required response with error or success messages.

## Process Visibility Scenario

The visibility scenario is a dashboard which allows business users to track relevant process KPIs and statuses. A default dashboard is provided with this template, and it can be customized by selecting attributes from your process which you want to track in the process dashboard. Read more from [here](#)

## User Interface

### Start UI

Data can be entered manually by selecting 'Posting via – Create' from dropdown.

- More items can be added with '+' button:

< **SAP** Journal Entry Posting ▾ Q HP

Posting via: Create ▾

---

**Header** Attachments

Journal Entry Date: * e.g. 31.12.2023 📅	Company Code: * 📄	Header Text: <input type="text"/>
Posting Date: * e.g. 31.12.2023 📅	Transaction Currency: * 📄	Exchange Rate: <input type="text"/>
Period: * <input type="text"/>	Ledger Group: <input type="text"/> 📄	Translation Date: e.g. 31.12.2023 📅
Journal Entry Type: * 📄	Reference: <input type="text"/>	

**Line Items (2)** 📄 ⬆️ ⬆️ +

>	1	Company Code * 📄	G/L Account <input type="text"/> 📄	Debit * <input type="text"/>	Credit * <input type="text"/>	⋮
>	2	Company Code * 📄	G/L Account <input type="text"/> 📄	Debit * <input type="text"/>	Credit * <input type="text"/>	⋮

**Submit**

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


< **SAP** Journal Entry Posting ▾ Q HP

Posting via: Create ▾

---

**Header** Attachments

**Attachments (0)** Upload



No files found.

Drop files to upload, or use the "Upload" button.

**Submit**

'Posting via – Upload' option allows documents data to be uploaded through an excel template using Browse button.

- Attachments can be added for each header by clicking 'Attachment' icon.
- Expand Headers to see Line items.
- Clicking on 'Post' button will send the GL posting documents for approval. Each document will have a separate approval process.

## My Inbox Task

Once the data is submitted by the requestor, an approval workflow will start. A mail notification along with work item will be sent to the approver to review journal entry data. "My Inbox" application enables line of business users to claim and complete the 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 approve the document details for the document post.
2. Reject - To reject the requested document details.

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

The screenshot displays the SAP My Inbox interface for an approval task. The task title is "Approval form for journal entry posting". The status is "Ready" and the priority is "Medium". The form is divided into sections: "Header" and "Items".

**Header Information:**

- Created By: tester
- Email Id: i.test@sap.com
- Created On: 2023/09/25 12:42:00
- Status: Ready
- Priority: Medium

**Journal Entry Details:**

- Journal Entry Date: 12.09.2023
- Posting Date: 12.09.2023
- Period: 12
- Journal Entry Type: SA
- Company Code: 1710
- Transaction Currency: USD
- Ledger Group:
- Reference:
- Header Text: AB
- Exchange Rate:
- Translation Date:

**Items Table:**

Item No.	Company Code	GL Account	Debit	Credit
1	1710	476500	100000.00	
2	1710	100000		100000.00

At the bottom of the form, there are buttons for "Approve", "Reject", "Show Log", and "Claim".

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

## Support

There is no support available for the 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 decision 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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