

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## Configuration Guide

# General Ledger Master Record Creation Process using SAP Build Process Automation or SAP Workflow Management

## Table of Contents

Table of Contents .....	2
Overview .....	3
Artifacts .....	4
Process .....	4
Process Variants .....	7
Import General Ledger Master Record Creation Process and Configure Process Variants with SAP Build Process Automation.....	7
Import General Ledger Master Record Creation Process and Configure Process Variants with SAP Workflow Management.....	7
Decisions & Policies.....	9
Determine Strategy .....	9
Determine Reviewer .....	10
Determine Approver .....	10
Determine Process Admin.....	11
Determine Error Handler .....	12
Vocabulary Rules Project.....	12
Determine Reviewers from External Service .....	15
Determine Approvers from External Service.....	16
Process Visibility .....	17
Configure Visibility Scenarios in SAP Build Process Automation .....	17
Configure Visibility Scenarios in SAP Workflow Management.....	17
Access Process Workspace in SAP Build Process Automation.....	17
Access Process Workspace in SAP Workflow Management .....	18

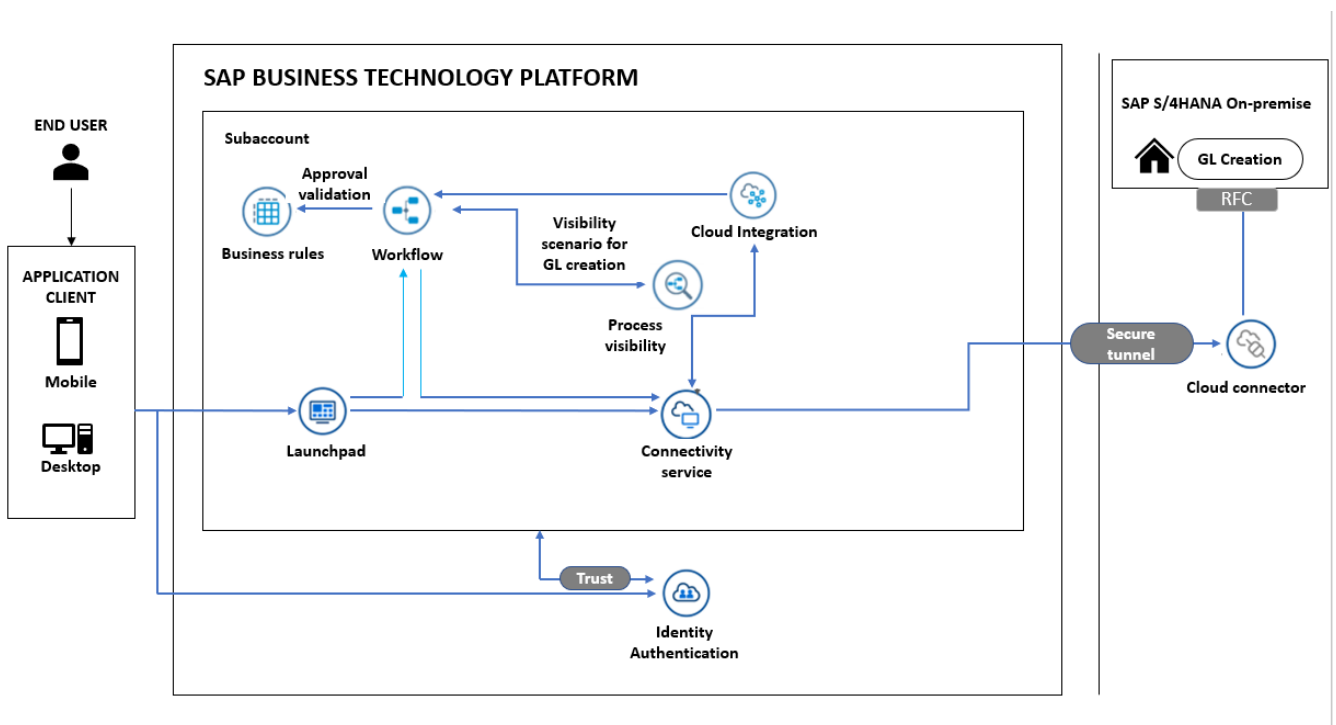
# Overview

This document provides information about how to configure the **General Ledger Master Record Creation Process**. Business Process Experts and Process Operators are the target users of this document. General Ledger Master Record Creation Process content package for SAP S/4HANA enables to automate General Ledger Account creation in a flexible and transparent way. When a user submits a request to create a General Ledger Account in SAP S/4HANA, a pre-configured process variant is triggered in SAP Build Process Automation or SAP Workflow Management based on business conditions configured by process expert.

Salient features of this content package are mentioned below:

- Plug and Play with SAP S/4HANA without any additional development
- Automatic email notification to parties involved
- Business Rules provides flexibility in determining approvers strategy and approvers.
- New variant of the process can be created using the pre-delivered process steps in a no-code / low-code approach
- Out-of-the-box visibility into key process performance indicator

**Disclaimer: Please note that this content package is a template to facilitate custom build extensions. A full-fledged master data management solution, with data quality management and governance capabilities is available on SAP Business Technology Platform, please see [SAP Master Data Governance](#).**



# Artifacts

A package consists of process templates, process steps, process variants, decisions, and process visibility models. Please refer [help documentation](#) about these artifacts.

## Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization goal. The General Ledger Master Record Creation Process package contains the following process template:

**General Ledger Account Creation** – Establish an approval and review process for the creation of General Ledger Account. It includes four process steps for easy no-code/low-code process configuration which include a technical start step and an end step.

A business process can be broken down logically into smaller parts or steps. Each process step is a collection of activities to perform a specific task. For example, an approval process step can contain activity to determine the approvers, approval task, notifications, and handle the approval result. Table 1 represents the list of process steps/sub flows available to be used in General Ledger Master Record Creation Process.

Table 1. Process Steps

Process Steps	Cardinality	Detailed Description
Start GL Account Creation		This step/sub flow is the start step of the process where we will check for the duplicates and also will execute only further if the error is present in the context i.e. if the GL Data was not successfully posted to S4 due to some error in data.
Review GL Account Data	1..N	This step/sub flow has activities to initiate and complete one level of review of GL Data that requires external review. Based on the number of review levels required, this step can be configured and re-used multiple times. The step can be renamed to reflect the appropriate review roles, for example, review by 'Entity Accounts Head'. The reviewer is determined based on various conditions using a business rule and the step level attributes. The reviewers are automatically notified via mail about the review task.
Approve GL Account Data	1..N	This step/sub flow has activities to initiate and complete one level of approval of GL Data that requires external approval. Based on the number of approve levels required, this step can be configured and re-used multiple times. The step can be renamed to reflect the appropriate approval roles, for example, approval by 'Finance Manager'. The approver is determined based on various conditions using a business rule and the step level attributes. The approvers are automatically notified via mail about the approval task.
Create GL Account		This step/sub flow is the end step of the process where we will check for the overall status and will post the data to S4 for the GL Creation if the status is approve .If the data is not posted

		successfully and if it is any functional error the workflow will be started again from the start step and for any other error, an error handler will be determined via the business rules and will handle the error.
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A process step can have customizable properties and they could influence the outcome of the process step. For example, the Approval step can be reused multiple times and based on the properties the approver is determined. Please see Table 2 for more details.

**Table 2. Process Step Properties**

Process Step	Properties	Detailed Description
Review GL Account Data	Role	The role of the persona whose review is required
Approve GL Account Data	Role	The role of the persona whose approval is required

The process has attributes, and these attributes are available in process visibility to search approval process instances and to define process performance indicators. Please see Table 3 for more details. The step conditions can be based on the company code, account group and account type.

**Table 3. Process Attributes.**

Process Attributes	Detailed Description
Company Code	Company Code used for the GL Account creation
Chart Of Accounts	Chart of accounts value used for that particular GL Account creation
Functional Area	Functional area for GL Account creation
GL Account Type	Type of the GL Account
GLAccountID	Business key for the GL account creation process which will be the combination of company code, GL Account number and chart of accounts
OverallStatus	Status of the process whether the review and approval have been executed successfully or not
Error	Error occurred while posting to S4 system

**Sample Conditions to directly start a variant workflow**

```
{
  "GLData": {
    "GLAccountNumber": "",
    "CompanyCode": ""
  }
}
```

```

"ChartOfAccounts": "",
"TradingPartner": "",
"GLAccountType": "",
"AccountGroup": "",
"FunctionalArea": "",
"ShortText": "",
"GLAccountLongText": "",
"AccountCurrency": "",
"TaxCategory": "",
"ValuationGroup": "",
"GLAccountSubtype": "",
"PostingWithoutTaxAllowed": "",
"ReconciliationAccountForAccountType": "",
"AlternativeAccountNumber": "",
"AccountManagedInExternalSystem": "",
"UnitOfMeasurement": "",
"InflationKey": "",
"ToleranceGroup": "",
"OpenItemManagement": "",
"ClearingSpecificToGeneralLedger": "",
"SortKey": "",
"AuthorizationGroup": "",
"CostElementCategory": "",
"FieldStatusGroup": "",
"PostAutomatically": "",
"SupplementAutoPosting": "",
"ReconAccountReadyForInput": "",
"PlanningLevel": "",
"RelevanceToCashFlow": "",
"CommitmentItem": "",
"HouseBank": "",
"AccountID": "",
"InterestIndicator": "",
"InterestCalculationFrequency": ,
"KeyDateOfLastInterestCalculation": "",
"DateOfLastInterestRun": "",
"PLStatmtAcctType": "",
"GroupAccountNumber": "",
"ClerkAbbreviation": "",
"ExchangeRateDifferenceKey": "",
"ReconciliationAccount": "",
"BalancesInLocalCrcyOnly": ""
},
"History": [],
"Status": {},
"AccountantDetails": {
"MailID": "",
"UserID": ""
},
"GLAccountID": ""

```

```
"PostResponse":{}  
}
```

## Process Variants

A process variant consists of multiple process steps configured by a line of business expert. It is possible to create multiple variants of the same process.

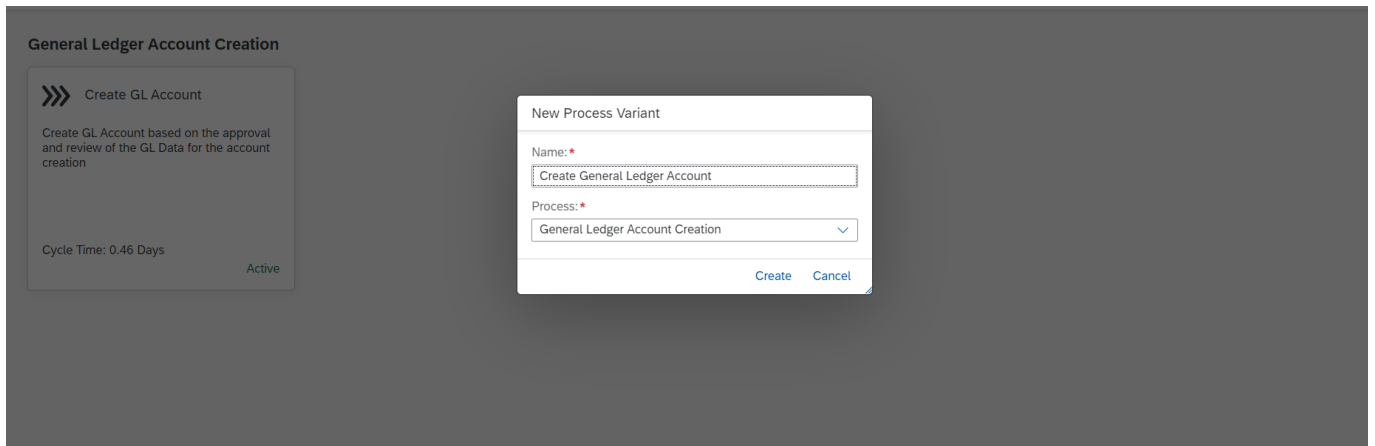
Please refer [help documentation](#) about how to import content packages and configure a process variant.

### Import General Ledger Master Record Creation Process and Configure Process Variants with SAP Build Process Automation

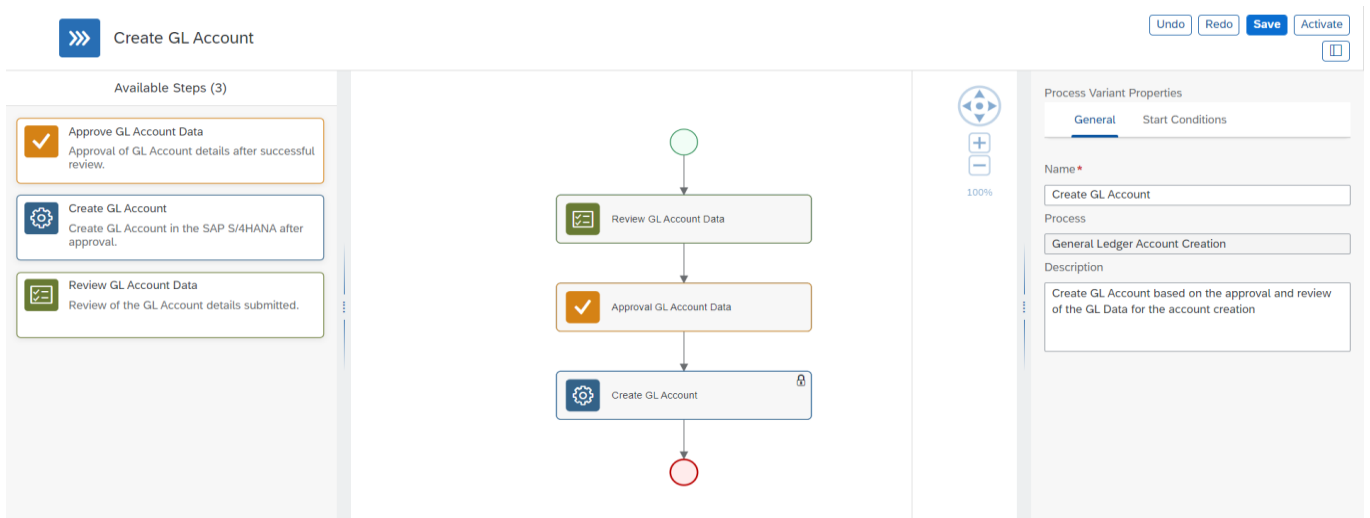
1. In the [SAP Build Process Automation Store](#), search for live process package General Ledger Master Record Creation Process and import the same. This content package has one process template and process variant(s) for that template.
2. In the Application Development [Lobby](#), click to open the package with name General Ledger Master Record Creation Process. This opens the package in a new tab/window.
3. Click the + icon next to the process template to create a new process variant.
4. Enter Name of the new Process Variant (ex, Two Step Approval).
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like "Approval for General Ledger Master Record Creation Process" from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the [Monitor Processes and Workflows app](#).

### Import General Ledger Master Record Creation Process and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package **General Ledger Master Record Creation Process**. and import the same. Please refer the standard help document about [how to import a content package](#).
2. To create a new variant of **General Ledger Master Record Creation Process**, open content package **General Ledger Master Record Creation Process** in Flexibility Cockpit and click on Process Variants tile.
3. Click New Process Variant.
4. Enter the Name for the new Process Variant and select "General Ledger Account Creation" as Process.
5. Click on Create button.
6. Click the newly created Process Variant tile to save and activate the process variant.



7. The Process Variant has three steps Review GL Account Data, Approve GL Account Data and Create GL Account.



8. Configure Step Property "Role" for Review GL Account Data step. Review Step property is used to determine the Reviewer using the business rule Determine Reviewer.

9. It is possible to add additional Review steps to a process variant. Drag and drop the Review GL Account Data step where required and update the name in Review Step property.

10. Start Conditions can be configured at the variant level. The variant will be triggered only if the start conditions are satisfied.

11. Configure Step Property "Role" for Approve GL Account Data step. Approval Step property is used to determine the Approver using the business rule Determine Approver.

12. It is possible to add additional Approval steps to a process variant. Drag and drop the Approve GL Account Data step where required and update the name in Approval Step property.

13. Start Conditions can be configured at the variant level. The variant will be triggered only if the start conditions are satisfied.

14. If required, at every process step, the step conditions can be configured. Only when the conditions are met, the step shall be executed.

15. Save and Activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the Monitor Workflows – Workflow Definition application in the Fiori Launchpad.

16. Update the Determine Approver Policy, Determine Reviewer Policy and include the Role to the rule condition.



## Decisions & Policies

Decisions allow to encapsulate the business logic from core applications and supports the reuse of business rules across different business processes. Decisions enable customers to adopt changes in processes without changing the underlying workflows or application logic. SAP Build Process Automation or SAP Workflow Management has business rules capabilities that enables customers to centrally manage all decisions. Please go through the [business rules capabilities](#) in SAP Build Process Automation or SAP Workflow Management.

**General Ledger Master Record Creation Process** enable customers to flexibly configure decisions to gain flexibility to

1. DetermineStrategy
2. Determine Reviewer
3. DetermineApprover
4. DetermineProcessAdmin
5. DetermineErrorHandler

### Determine Strategy

This rule is used for determining the strategy for approver determination and reviewer determination whether it will be from business rules or from external service

1. **Rule Service Name:** DetermineStrategy

Input: GLData (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
GLAccount Type	String	Type of GL Account
Company Code	String	Company code

Output: ApproverAndReviewerStrategy (Structure Type)

Gives the strategy for determining the approver and reviewer

ATTRIBUTE	TYPE	DESCRIPTION
ApproverAndReviewerStrategy	String	Strategy for determining approver and reviewer

### Rule Definition

Strategy of whether approvers and reviewers are determined via Business rule configuration or external Service configuration are determined in this rule.

### Where used

Step: Used in both Review GLAccount Data and Approve GLAccount Data step

## Determine Reviewer

This rule is used for determining the reviewer details

**Rule Service Name:** Determine Reviewer

1. **Input:** GLData (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
GLAccount Type	String	Type of GL Account
Company Code	String	Company code
Role	String	Role of the reviewer

**Output:** ReviewerDetails (Structure Type)

ATTRIBUTE	TYPE	DESCRIPTION
Reviewer User Group	String	User group of reviewer
Reviewer UserID	String	UserID of reviewer
Reviewer MailID	String	MailID of reviewer

## Rule Definition

Rule to determine the reviewer for review process step based on conditions like GL account type, company code, role etc.

## Where used

Step: Used in Review GLAccount Data

## Determine Approver

This rule is used for determining the approver details

**Rule Service Name:** DetermineApprover

**Input:** GLData (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
GLAccount Type	String	Type of GL Account
Company Code	String	Company code
Role	String	Role of approver

**Output:** ApproverDetails (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
Approver User Group	String	User group of approver
Approver UserID	String	UserId of approver
Approver MailID	String	MailId of approver

### Rule Definition

Rule to determine the approver for approve process step based on conditions like GL account type, company code, role etc.

### Where used

Step: Used in Approve GLAccount Data step

Determine Process Admin

This rule is used for determining the process admin to assign a new approver and reviewer when the approver and reviewer is not determined.

**Rule Service Name:** Admin Determination

**Input:** GLData (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
GLAccount Type	String	Type of GL Account
Company Code	String	Company code

**Output:** ProcessAdmin (Structure Type)

ATTRIBUTE	TYPE	DESCRIPTION
Admin UserGroupID	String	UsergroupId of admin
Admin User ID	String	UserId of admin
Admin Mail ID	String	MailId of admin

### Rule Definition

Rule to determine the admin, when the approver and reviewer are not determined by "Business rules" or "External service" in approval and review process step based on conditions like GL account type, company code etc.

### Where used

Step: Used in both Review GLAccount Data and Approve GLAccount Data step

## Determine Error Handler

This rule is used to determine the person who will handle the error when any technical error occurs while posting GL Account details to the SAP S/4HANA

**Rule Service Name:** DetermineErrorHandler

**Input:** GLData (Structure data type)

ATTRIBUTE	TYPE	DESCRIPTION
GLAccount Type	String	Type of GL Account
Company Code	String	Company code

**Output:** ErrorHandlerDetails (Structure Type)

ATTRIBUTE	TYPE	DESCRIPTION
ErrorHandler GroupID	String	GroupID for the error handler
ErrorHandler UserID	String	UserID for error handler
ErrorHandler MailID	String	MailID for error handler

### Rule Definition

Rule to determine the person who will handle the technical error occurred while posting the data to SAP S/4HANA, based on condition like GL account type, company code etc.

### Where used

Step: Used in create GL Account step

Vocabulary Rules Project

Vocabulary Rules project GL Account Vocabulary project helps with creation of Start and Step conditions

Manage Projects / Release Version Edit Validate

**GL Account Vocabulary**

Details Data Objects Rule Services Rulesets Rules

**Basic Details**

Name: GLAccountVocabulary Status: Active  
 Label: GL Account Vocabulary Created On: Aug 30, 2021  
 Description: Business rule project for the vocabulary for the GL Account  
 System: Cloud Runtime  
 Reference Currency:  
 Included Projects:

**Exposed Vocabulary**

Data Objects:   
 Rules:

ATTRIBUTE	TYPE	DESCRIPTION
GLAccount Type	String	Type of a General Ledger Account
Company Code	String	Company code
GLAccount Number	String	G/L account number
Chart Of Accounts	String	Chart of accounts
Trading Partner	String	Company ID of Trading Partner
Account Group	String	G/L Account Group
Functional Area	String	Functional Area
ShortText	String	Short text
GL Account Long Text	String	G/L account long text
Account Currency	String	Account currency
Tax Category	String	Tax Category in Account Master Record
Valuation Group	String	Valuation Group
GL Account Subtype	String	Subtype of a GL Account
Posting Without Tax Allowed	String	Indicator: Tax code is not a required field
Reconciliation Account For Account Type	String	Account is Reconciliation Account
Alternative Account Number	String	Alternative Account Number in Company Code
Account Managed In External System	String	Indicator: Account Managed in External System
Unit Of Measurement	String	Unit of Measurement
Inflation Key	String	Inflation Key
Tolerance Group	String	Tolerance Group for G/L Accounts

Open Item Management	String	Indicator: Open Item Management?
Clearing Specific To General Ledger	String	Clearing Specific to Ledger Groups
Sort Key	String	Key for sorting according to assignment numbers
Commitment Item	String	Commitment Item
Authorization Group	String	Authorization Group
Cost Element Category	String	Cost element category
Field Status Group	String	Field status group
Post Automatically	String	Indicator: Is Account only Posted to Automatically?
Supplement Auto Posting	String	Indicator: Supplement for Automatic Postings?
Recon Account Ready For Input	String	Indicator: Reconcil.Acct Ready for Input at Time of Posting?
Planning Level	String	Planning Level
Relevance To Cash Flow	String	Cash Receipt Account / Cash Disbursement Account
House Bank	String	Short Key for a House Bank
Account ID	String	ID for account details
Interest Indicator	String	Interest Indicator
Interest Calculation Frequency	Number	Interest Calculation Frequency in Months
Key Date Of Last Interest Calculation	String	Key Date of Last Interest Calculation
Date Of Last Interest Run	String	Date of Last Interest Calculation Run
PL Statmt Acct Type	String	P&L statement account type
Group Account Number	String	Group Account Number
Clerk Abbreviation	String	Accounting Clerk Abbreviation
Exchange Rate Difference Key	String	Key for Exchange Rate Differences in Foreign Currency Accts
Reconciliation Account	String	Bank Reconciliation Account
Balances In Local Crcy Only	String	Manage Balances in Local Currency Only (Indicator)

## Determine Reviewers from External Service

API Attributes	Values
Path	/http/comsapcontentdetermineGLReviewer
HTTP Method	POST
Payload sent by workflow (sample data)	<pre>{   "Vocabulary": [     {       "GLData": {         "Role": "Entity Accounts Head",         "GLAccountType": "X",         "CompanyCode": "0001"       }     }   ] }</pre>
Response Payload from integration flow	<pre>{   "Result": [     {       "ReviewerDetails": {         "ReviewerMailID": "abc@email.com",         "UnitOfTime": &lt; "H" OR "m" OR "Y" OR "M" OR "D" &gt;,         "ReviewerUserID": &lt;User Id&gt; ,         "Duration": ,         "ReviewerUserGroup" :&lt;User Group&gt;       }     }   ] }</pre>

	<pre> }</pre> <p>Note: When Status is not 200, then it is considered a failed service call.</p>
Payload Type	Application / JSON

## Determine Approvers from External Service

API Attributes	Values
Path	/http/comsapcontentdetermineGLApprover
HTTP Method	POST
Payload sent by workflow (sample data)	<pre> {   "Vocabulary": [     {       "GLData": {         "Role": "Finance Manager",         "GLAccountType": "X",         "CompanyCode": "0001"       }     }   ] }</pre>
Response Payload from integration flow	<pre> {   "Result": [     {       "ApproverDetails": {         "ApproverMailID": "abc@email.com",         "UnitOfTime": &lt;"H" OR "m" OR "Y" OR "M" OR "D" &gt;,         "ApproverUserID": &lt;User Id&gt;,         "Duration": ,         "ApproverUserGroup" : &lt;User Group&gt;       }     }   ] }</pre>



	<pre>         }       }     ]   } </pre> <p>Note: When Status is not 200, then it is considered a failed service call.</p>
Payload Type	Application / JSON

## Process Visibility

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

General Ledger Master Record Creation Process process content package provide out of the box visibility on all the process variants in SAP Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

### Configure Visibility Scenarios in SAP Build Process Automation

1. Go to the Application Development Lobby.
2. Select General Ledger Master Record Creation Process Project.
3. Click to open **General Ledger Master Record Creation Process** scenario.
4. Click Activate button.

Please go through the [help documentation](#) on how to configure the visibility scenario.

### Configure Visibility Scenarios in SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select General Ledger Master Record Creation Process tile.
3. Click Visibility Scenarios tile.

Please go through [help documentation](#) on how to model a visibility scenario.

### Access Process Workspace in SAP Build Process Automation

1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID

com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the General Ledger Master Record Creation Process dashboard.

- a. Navigate into “Visibility Scenario Dashboard”.
- b. On the screen that opens, choose Create a Local Copy.
- c. To use custom texts, choose Edit and adapt the texts in the General section.
- d. You can use a custom title, description, and subtitle for the tile.
- e. Choose the Navigation tab.
- f. Under the Intent section, ensure that the value in the Action tab is unique for every application.
- g. Under the Parameters section, provide the following:

Parameter Name	Parameter Value
Name	scenariold
Default Value	com.sap.content.GeneralLedgerMasterRecordCreationProcess
Required	Toggle to Yes

- h. Choose Save.
- i. Assign the local copy to a group and make sure that they're visible to users. For more information, see [Assign Apps to a Group and to a Catalog](#) and [Assign Content to a Role](#).

3. Once created, select app that corresponds to “General Ledger Master Record Creation Process”.
4. User will see the process visibility dashboard below.

### Access Process Workspace in SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select **General Ledger Master Record Creation Process**
3. Click Live Process Insights
4. User will see the below detailed process visibility dashboard.

Standard

Not Filtered

Open Instances  
by Status

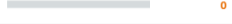
12

Critical



6

At Risk



0

On Track



6

Overall Status

27



Completed Instances  
by Status

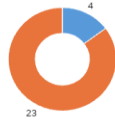
15

Completed without violations



15

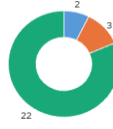
Error  
27



Functional No value

Approval of GLAccount  
by GLAccount Type

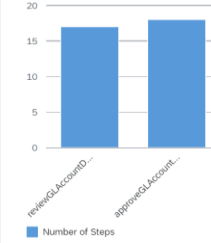
27



No value X C

Open Request  
by Step

35

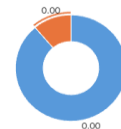


Number of Steps

Step Cycle Time  
by Step

0.00

| Days



reviewGLAccountData  
approveGLAccountData

Cycle Time  
by Variant

0.00

| Days

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