

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Configuration Guide

Journal Entry Posting Approval using SAP Build Process Automation or SAP Workflow Management

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Overview

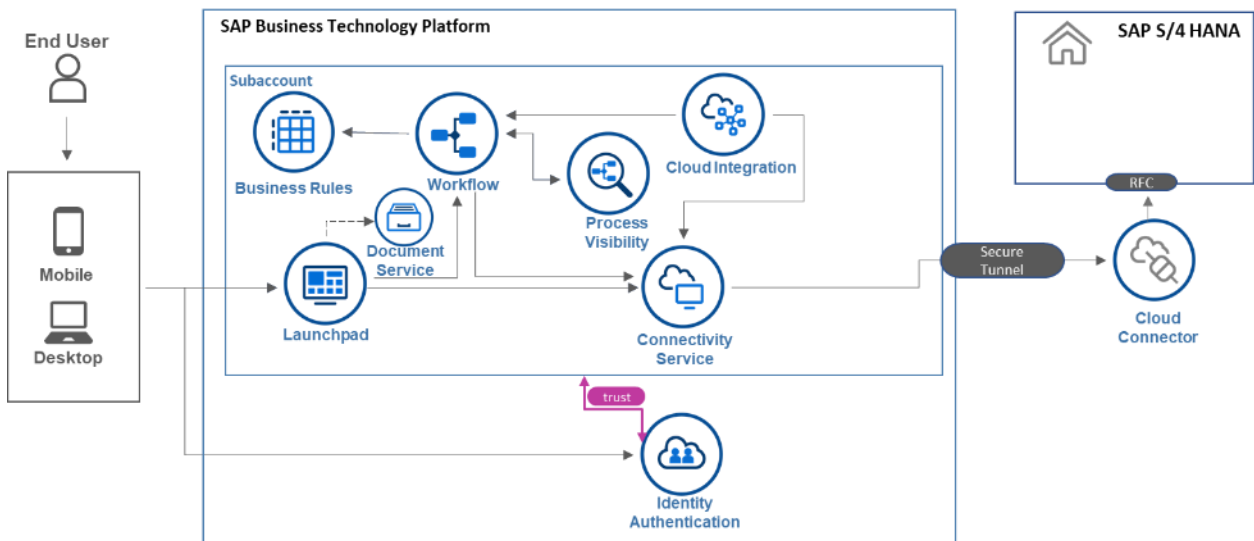
This document provides information about configuration steps to consume the package **Journal Entry Posting Approval**.

The solution focuses on providing a workflow-based solution for postings 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 uses 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.

Features

- Plug and Play with SAP S/4HANA without additional development.
- New Process variants can be configured in a no-code approach.
- Agent/approver determination using Business Rules or external service.
- Pre-built integration content to call SAP S/4HANA from SAP Build Process Automation or SAP Workflow Management
- Out-of-the-box visibility into key process performance indicators.

Solution Diagram



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 **Journal Entry Posting** package contains the following process template:

Journal Entry Posting – deals with approval of Journal Entry Posting.

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 **Journal Entry Posting**.

Table 1. Process Steps

Process Steps	Cardinality	Detailed Description
Approval	1..N = Mandatory Step	Workflow for the Approver to take the action on the Journal Entry.
Post Journal Entry	1..1 = Mandatory step	Post the journal entry to the S/4 HANA system.
Validate Journal Entry Details	0..1 = Optional Step	Workflow to validate journal entry details based on rules

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
Approval	Role	Role name of the approver who approves the journal entry.
	Approval Step	Team ID which approves the journal entry which is used to determine approvers from business rules.

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.

Table 3. Process Attributes.

Process Attributes	Detailed Description
Journal Entry Posting Key	Journal Entry Posting Key to identify approval raised.
Approval Amount	Total Approved Amount for Journal Entry Document Post.
Transaction Currency	Currency
Company Code	Company Code to which Journal Entry Document belongs to.
Journal Entry Type	Type of Journal Entry Document.
Journal Entry Date	Journal Entry Date
Posting Date	Journal Entry Posting date.
Is Retriggered	Flag to indicate if the original flow was cancelled and new flow is triggered with updated details.
Created By	Journal Entry Posting Approval Request Created by persona name.

[if start conditions are used in the process template] Sample Context with Start Conditions

```
{
  "journalEntryDetails": {
    "companyCode": "4001",
    "headerDetails": {
      "headerKey": "1641790020717",
      "journalEntryPostingKey": "4001_SA",
      "createdBy": "saili.vivek.ketkar",
      "createdByEmail": "saili.vivek.ketkar@accenture.com",
      "companyCode": "4001",
      "journalEntryType": "SA",
      "journalEntryDate": "06.01.2022",
      "postingDate": "06.01.2022",
      "fiscalPeriod": "1",
      "documentHeaderText": "Multi line upload",
      "transactionCurrency": "USD",
      "ledgerGroup": "",
      "exchangeRate": "",
      "currencyTranslationDate": "",
      "refDocNum": "SKTEST",
      "approvalAmount": "",
    },
  },
}
```

```

"items": [
  {
    "itemNumber": "0000000001",
    "companyCode": "4001",
    "glAccount": "6100700",
    "accountType": "",
    "itemText": "",
    "debit": "80000",
    "credit": "",
    "amountInCompanyCodeCurrency": "",
    "taxCode": "",
    "taxJurisdiction": "",
    "costCenter": "40011000",
    "profitCenter": "",
    "orderNumber": "",
    "wbsElement": "",
    "valueDate": "",
    "houseBank": "",
    "houseBankAccount": "",
    "assignmentNumber": "",
    "tradingPartner": "",
    "segmentForSegmentalReporting": "",
    "customer": "",
    "vendor": "",
    "financialTransactionType": "",
    "currency": "USD"
  }
]
}

```

Without Start Condition

```

{
  "journalEntryDetails": {
    "headerDetails": {
      "headerKey": "1641790020717",
      "journalEntryPostingKey": "4001_SA",

```

```
"createdBy": "saili.vivek ketkar",
"createdByEmail": "saili.vivek.ketkar@accenture.com",
"companyCode": "4001",
"journalEntryType": "SA",
"journalEntryDate": "06.01.2022",
"postingDate": "06.01.2022",
"fiscalPeriod": "1",
"documentHeaderText": "Multi line upload",
"transactionCurrency": "USD",
"ledgerGroup": "",
"exchangeRate": "",
"currencyTranslationDate": "",
"refDocNum": "SKTEST",
"approvalAmount": "",
    },
"items": [
    {
        "itemNumber": "0000000001",
        "companyCode": "4001",
        "glAccount": "6100700",
        "accountType": "",
        "itemText": "",
        "debit": "80000",
        "credit": "",
        "amountInCompanyCodeCurrency": "",
        "taxCode": "",
        "taxJurisdiction": "",
        "costCenter": "40011000",
        "profitCenter": "",
        "orderNumber": "",
        "wbsElement": "",
        "valueDate": "",
        "houseBank": "",
        "houseBankAccount": "",
        "assignmentNumber": "",
```

```

    "tradingPartner": "",
    "segmentForSegmentalReporting": "",
    "customer": "",
    "vendor": "",
    "financialTransactionType": "",
    "currency": "USD"
  }
]
}

```

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.

The screenshot displays a process configuration interface. On the left, a panel titled "Available Steps (3)" lists three options: "Approval" (Approval Workflow), "Post Journal Entry" (Post Journal Entry Document Workflow), and "Validate Journal Entry..." (Validate Journal Entry Details). The central area shows a vertical flowchart starting with a green circle, followed by three steps: "Validate Journal Entry Details", "Approval", and "Post Journal Entry". The flowchart ends with a red circle. On the right, a "Process Variant Properties" panel is visible, showing fields for Name (Default), Process (Journal Entry Posting), Description (Journal Entry Posting Variant), Workflow Definition ID (journalentryposting_default), and Leading Workflow Definition ID (journalentryposting_leadingworkflow). The interface includes navigation buttons like "Undo", "Redo", "Save", and "Activate" at the top right.

Import Journal Entry Posting Approval and Configure Process Variants with SAP Build Process Automation

1. In the [SAP Build Process Automation Store](#), search for live process package Journal Entry Posting Approval 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 Journal Entry Posting Approval. 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 Journal Entry Posting Approval” 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 Journal Entry Posting Approval and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package Journal Entry Posting Approval and import the same. Please refer the standard help document about [how to import a content package](#). This content package has one process template and process variant(s) for that template.
2. Open content package in Flexibility Cockpit and click Process Variants tile.
3. Click New Process Variant.
4. Enter Name of the new Process Variant (ex, default) and select “Journal Entry Posting Approval” as Process.
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 Journal Entry Posting Approval” 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 Workflows – Workflow Definition app in SAP Fiori Launchpad.

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.

Emission Data Management enable customers to flexibly configure decisions to gain flexibility to

1. Approver Determination Strategy
2. Determine Task Due Date
3. Determine Administrators
4. Determine Approvers
5. Determine Position
6. Validate Journal Entry Item Details
7. Validate Journal Header Details

Input details – All the rules have the common Input attributes

Journal Entry Item Details

Name	Label	Description	Business Data Type
WBSElement	WBS Element	WBS Element	String
HouseBank	House Bank	House Bank	String
HouseBankAccount	House Bank Account	House Bank Account	String
AssignmentNumber	Assignment Number	Assignment Number	Number
TradingPartner	Trading Partner	Trading Partner	String
Segment	Segment	Segment For Segmental Reporting	String
Customer	Customer	Customer	String
Vendor	Vendor	Vendor	String
FinancialTransactionType	Financial Transaction Type	Financial Transaction Type	String
ValueDate	Value Date	Value Date	Date
Currency	Currency	Currency for base amount.	String
AccountType	Account Type	Account Type	String
ItemText	Item Text	Item Text	String
Debit	Debit	Debit	Number
Credit	Credit	Credit	Number
ItemCompanyCode	Item Company Code	Item Company Code	String
AmountInCompanyCodeCurrency	Amount In Company Code Currency	Amount In Company Code Currency	Number
TaxJurisdiction	Tax Jurisdiction	Tax Jurisdiction	String
ProfitCenter	Profit Center	Profit Center	String
OrderNumber	Order Number	Order Number	Number
GLAccount	GL Account	GL Account	String
BaseAmount	Base Amount	Base Amount	Number

TaxCode	Tax Code	Tax Code	String
CostCenter	Cost Center	Cost Center	String

Journal Entry Header Details

Name	Label	Description	Business Data Type
FiscalPeriod	Fiscal Period	Fiscal Period of journal entry document.	Number
DocumentHeaderText	Document Header Text	Document Header Text of journal entry document.	String
TransactionCurrency	Transaction Currency	Transaction Currency of journal entry document.	String
LedgerGroup	Ledger Group	Ledger Group of journal entry document.	String
ExchangeRate	Exchange Rate	Exchange Rate of journal entry document.	String
ApprovalAmount	Approval Amount	Approval Amount of journal entry document.	Number
JournalEntryDate	Journal Entry Date	Journal Entry Date of journal entry document.	Date
PostingDate	Posting Date	Posting Date of journal entry document.	Date
CurrencyTranslationDate	Currency Translation Date	Currency Translation Date of journal entry document.	Date
ApprovalStep	Approval Step	Approval Step	String
JournalEntryType	Journal Entry Type	Journal Entry Type of document to be posted.	String
ReferenceDocumentNumber	Reference Document Number	Reference Document number of journal entry document.	String
CompanyCode	Company Code	Company Code of journal entry document.	String

Approver Determination Strategy

Based on the business requirement approver can be determined by external service or business rules.

Rule Service Name: Approver Determination Strategy

Input: Refer to [section](#)

Result

Name	Label	Description	Business Data Type
DeterminationStrategy	Determination Strategy	Approver Determination Strategy can either "Business Rule" or "External Service" depending on journal entry details.	String

Rule

<input type="checkbox"/>	Company Code	Account Type	GL Account	Approval Amount	Currency	Approval Step	Determination Strat...
<input type="checkbox"/>	= 'XYZ'	= 'XYZ'	= 'XYZ'	> 0	= 'USD'	= 'Approval Team'	'Business Rules'

Determine Administrators

Determine administrators in case of any errors in fetching the approvers for Journal Entry Posting Approval.

Rule Service Name: Determine Administrators

Input: Refer to [section](#)

Result

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the administrator.	String
UserGroup	User Group	Group ID of the administrator.	String
Email	Email	Email address of the administrator.	String

Rule

<input type="checkbox"/>	Approval Step	Email	User Group	User ID
<input type="checkbox"/>	= 'Approval Team'	'email@example.com'	'Admin_GroupId'	'Admin_UserId'

Determine Approvers

Determine approvers for an approval step in Journal Entry Posting Approval.

Rule Service Name: Determine Approvers

Input: Refer to [section](#)

Output:

Name	Label	Description	Business Data Type
UserId	User ID	User ID of the approver responsible for journal entry posting.	String
UserGroup	User Group	Group ID of the approver responsible for journal entry posting.	String
Email	Email	Email address of the approver responsible for journal entry posting.	String
DueDuration	Due Duration	Due Duration	Number
UnitofTime	Unit of Time	Unit of Time	String
AutoApproval	Auto Approval	Approver required or not.	Boolean

Rule Definition

If						
<input type="checkbox"/>	Company Code	Account Type	GL Account	Approval Amo...	Currency	Approval Step
<input type="checkbox"/>	= 'XYZ'	= 'XYZ'	= 'XYZ'	> 0	= 'USD'	= 'Approval ...'

Then			
Auto Approval	Email	User Group	User ID
False	'email@exa...	'Approver_...	'Approver_U...

Determine Task Due Date

Determine the due date duration for each step of the Journal Entry Posting Approval

Rule Service Name: Determine Task Due Date

Input: Refer to [section](#)

Output: Refer section [Output](#)

Rule Definition

Text Rule

▼ If

Journal Entry Details.Approval Step = 'Approval Team'

Then

Unit of Time:

Due Duration:

▼ Else

Unit of Time:

Due Duration:

Determine Position

Determine the position who approves for each step of the Journal Entry Posting Approval

Input Refer to [section](#)

Result

Name	Label	Description	Business Data Type
PositionNumber	Position Number	Position number of person who approves journal entry.	Number
PositionName	Position Name	Position name of person who approves journal entry.	String
AutoApproval	Auto Approval	Approver required or not.	Boolean

Rule

<input type="checkbox"/>	Company Code	Account Type	GL Account	Approval Amount	Currency	Approval Step	Position Name	Position Number
<input type="checkbox"/>	= 'XYZ'	= 'XYZ'	= 'XYZ'	> 0	= 'USD'	= 'Approval T...	'XYZ'	1

Vocabulary Business Rule

Name	Label	Description	Business Data Type
companyCode	Company Code	Company Code for which journal entry is posted.	String >

Validate Journal Entry Item Details

Input Refer to [section](#)

Result

Name	Description	Business Data Type
Attribute	Attribute which is invalid.	String
ValidationDescription	Validation Description to denote the type of invalidity.	String
ValidationFlag	Validation Flag to denote valid or invalid.	Boolean

Reference Attributes

Rule

If					Then		
Cost Center	GL Account	Tax Code	Base Amount	Currency	Validation Flag	Validation Descri...	Attribute
	!= '6100700'				True		
= *	= '6100700'				False	'Cost Center i...	'Cost Center'

Validate Journal Header Details

Input Refer to [section](#)

Result Refer to [section](#)

Rule

Journal Entry Type	Reference Document N...	Posting Date	Validation Flag	Validation Description	Attribute
= 'KR'	= *	!= 'Jan 19, 2022'	False	'Reference Document...	'Reference Document...
= 'DR'	= *	= 'Sep 18, 2021'	False	'Reference Document...	'Reference Document...

Determine Approvers from External Service

If external service is used to determine the approvers, then document what are the requirements – destination, api, api signature, etc.

API Attributes	Values
Path	/http/getApproversjepawfm
HTTP Method	POST
Payload sent by workflow (sample data)	<pre>{ "d": { "companyCode": "4001", "positionID": "99999999" } }</pre>

Response Payload from integration flow	<p>RESPONSE STATUS, Ex 200 OK</p> <pre>{ "d": { "approvers": [{ "userID": "app1", "emailID": "app1@test.com", "name": "Approver 1" }, { "userID": "app2", "emailID": "app2@test.com", "name": "Approver 2" }] } }</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.

Journal Entry Posting Approval 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 Journal Entry Posting Approval Project.
3. Click to open **Journal Entry Posting Approval** 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 Journal Entry Posting Approval tile.
3. Click Visibility Scenarios tile.

4. Select Journal Entry Posting Approval scenario and click Activate.

Journal Entry Posting : Contains approval process events and context, sent by SAP Workflow Management.

Access Process Workspace in SAP Build Process Automation

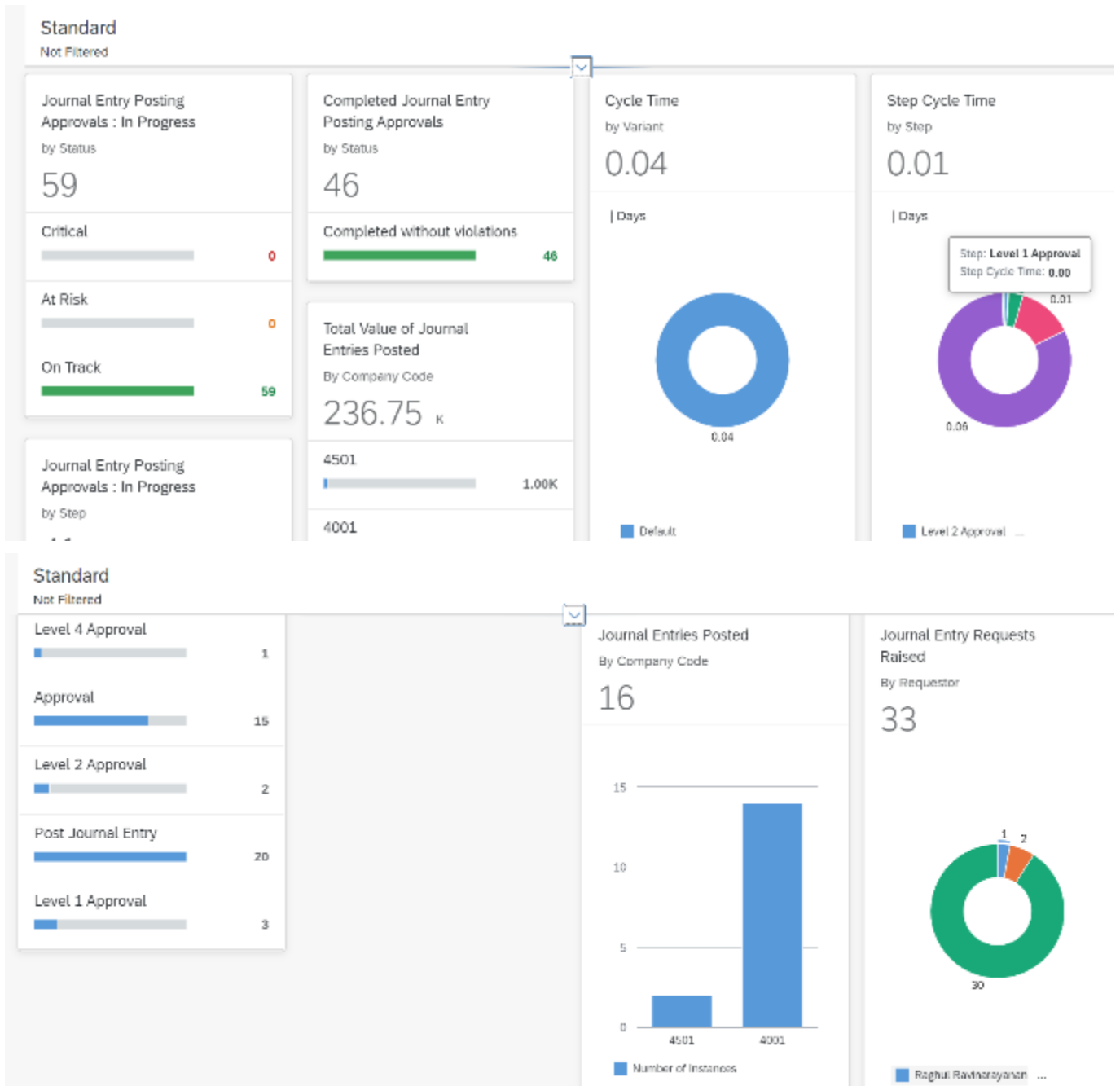
1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Journal Entry Posting Approval 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	scenarioid
Default Value	com.sap.content.Journal_Entry_Posting_Approval
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 “Journal Entry Posting Approval”.
 4. User will see the process visibility dashboard below.

Access Process Workspace in SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select **Journal Entry Posting Approval** tile
3. Click Live Process Insights **Journal Entry Posting Approval**
4. User will see the below detailed process visibility dashboard.



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