

I manage end users accesses in the tool

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

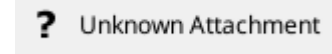
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 - 1.1. Objective of this Operation
 - 1.2. Scope
 - 2. Definitions
 - 3. Tasks description
 - 3.2. I release access for responsibility groups.
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Scope



ERP



Frequency



References

Forms

Attachments

<< I manage end users accesses in
the tool >>

. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

ww

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

How do give access to end user according to role.

3.1. I receive the request

Usually we are going to receive this kind of request:

Hello

could you please provide **ARA** access to the following users and also include them in **PSL_REC** group (**WP1 and PF1**)

Carla Moreira	PT63037415	carla.moreira@solvay.com
Bruno Antunes	PT63047369	Bruno.Antunes@solvay.com

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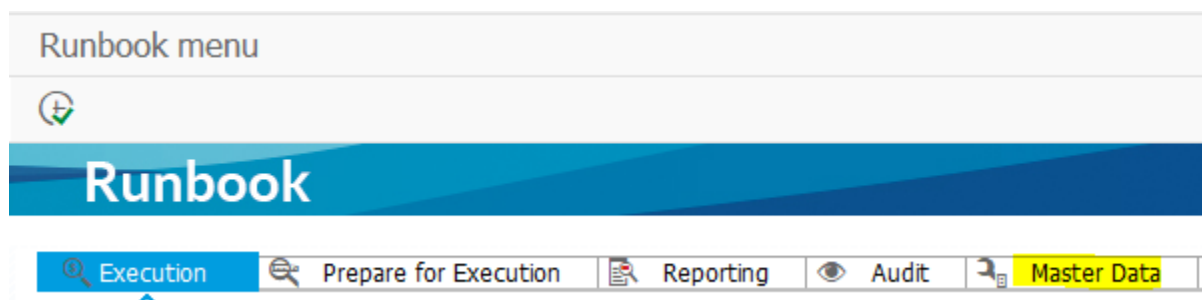
Thank you,
Kind Regards,

I need to user code, the responsibility group and the system.

This access allow the users to see which accounts should be reconcile to your role.


3.2. I release access for responsibility groups.

I go to /n/bsar/menu on Master Data option:





I select Responsibility group;

Runbook menu



Runbook


 Execution  Prepare for Execution

Reconciliation

- Area Hierarchy
- Account Hierarchy
- Area
- Account Item
- Responsibility Group
- User Role Set
- Interval Types


I select the current period and run;


Masterdata Maintenance: Responsibility Group



Analysis Time Frame

Date - Time	26.05.2022	22:20:17	to	31.12.9999	23:59:59
Fiscal Year - Posting Period	2022	- 04	to	9999	- 16

Responsibility Group to 

User Name to 

I choose the Responsibility group to release the access;

Masterdata Maintenance: Responsibility Group

Icon legend Area Hierarchy Account Hierarchy Area Account Item

Resp.Grp.	Description Responsibility Group	Created by	Changed by	Valid From	Valid To
ACC_PLAT	Accounting Plataform	BRS0152		15.07.2021	31.12.9999
CCTSL_REC	Customer Credit & Trade Service Line Reconciliations	FF_RTRF18_T3		27.03.2019	31.12.9999
COUNTRYACT	COUNTRY ACCOUNTING	FF_RTRF18_T3		27.03.2019	31.12.9999
DEFAULT	Default responsibility group for Solvay	BROUSSET	BROUSSET	26.10.2015	31.12.9999
FO_CTRL_GL	Finance Operations Central GL	FF_RTRF18_T3		27.03.2019	31.12.9999
FO_CTRL_IC	Finance Operations Central Intercompany	FF_RTRF18_T3		27.03.2019	31.12.9999
FO_FA	Finance Operations	FF_RTRF18_T3	BRS0152	01.03.2021	31.12.9999
FO_MAC_CO	Finance Operations MAC CO	FF_RTRF18_T3		27.03.2019	31.12.9999
FO_MAC_ID	Finance Operations MAC ID	FF_RTRF18_T3		27.03.2019	31.12.9999
FO_TRE	Finance Operations Treasury	FF_RTRF18_T3		27.03.2019	31.12.9999
GENERAL	General Information	FF_RTRFI7_T3		07.05.2019	31.12.9999
PAYROLLACT	PAYROLL ACCOUNTING	FF_RTRF18_T3		27.03.2019	31.12.9999
PSL_REC	Purchasing Service Line Reconciliations	FF_RTRF18_T3		27.03.2019	31.12.9999
PSL_TE	Purchasing Service Line Travel & Expenses	FF_RTRF18_T3		27.03.2019	31.12.9999
RCS_RTR_FO	Regional Center Service Rtr Front Office	BROUSSET		03.11.2015	31.12.9999
SC_OTC_REC	Service center Otc Reconciliation	BROUSSET		03.11.2015	31.12.9999
SC_PTP_REC	Service center PtP Reconciliation	BROUSSET		03.11.2015	31.12.9999
SC_PTP_TE	Service center PtP Travel Expenses	BROUSSET		06.11.2015	31.12.9999
SC_RTR_CO	Service center Rtr Controlling	BROUSSET		03.11.2015	31.12.9999
SC_RTR_CT	Service center Rtr Country team	BROUSSET		03.11.2015	31.12.9999
SC_RTR_GL	Service center Rtr GL	BROUSSET		03.11.2015	31.12.9999
SC_RTR_IC	Service center Rtr InterCo	BROUSSET		03.11.2015	31.12.9999
SC_RTR_ID	Service center Rtr I&D	BROUSSET		03.11.2015	31.12.9999

I click on New;

Header Responsibility Group detail

Dimension Responsibility Group PSL_REC Purchasing Service Line Reconciliations

Status	RespGrp	User Name	Real name	NonSAPUsr	Area	UsrRole	UTyp	Created by	Cre.Timstmp	Changed by	Cha.Timstmp
	PSL_REC	63008158			*	ACH	P	Susana SÉNICA	18.11.2020 11:21:32		00.00.0000 00:00:00
	PSL_REC	63008158			*	COO	P	Vasco BIXIRÃO	02.09.2019 11:04:40		00.00.0000 00:00:00
	PSL_REC	63008158			*	REC	P	Susana SÉNICA	27.03.2019 15:19:46		00.00.0000 00:00:00
	PSL_REC	ABHALERA			*	ACH	P	Susana SÉNICA	18.11.2020 11:21:32		00.00.0000 00:00:00
	PSL_REC	ABHALERA			*	COO	P	Vasco BIXIRÃO	02.09.2019 11:04:40		00.00.0000 00:00:00
	PSL_REC	ABHALERA			*	REC	P	Susana SÉNICA	27.03.2019 15:19:46		00.00.0000 00:00:00
	PSL_REC	AFIGUEIR			*	ACH	P	Susana SÉNICA	18.11.2020 11:21:32		00.00.0000 00:00:00
	PSL_REC	AFIGUEIR			*	COO	P	Vasco BIXIRÃO	02.09.2019 11:04:40		00.00.0000 00:00:00

I update with the user code and the role:

Header Responsibility Group detail												
Dimension		Responsibility Group PSL_REC Purchasing Service Line Reconciliations										
Eye	Status	Resp.Grp.	User Name	Real name	NonSAPU...	Area	UsrRole	UTyp	Created by	Cre.Timstamp	Changed by	Cha.Timstamp
		PSL_REC	YOUN7722			*	OWN	P	Fernanda Britt..	08.12.2021 07:16:34		00.00.0000
		PSL_REC	YSIMMAT			*	OWN	P	Susana SÉNICA	06.03.2020 12:54:01		00.00.0000
		PSL_REC	ZUKOVAZ			*	ACH	P	Susana SÉNICA	18.11.2020 11:21:32		00.00.0000
		PSL_REC	ZUKOVAZ			*	REC	P	Susana SÉNICA	27.03.2019 15:19:46		00.00.0000
		PSL_REC	ZULPAK			*	ACH	P	Susana SÉNICA	18.11.2020 11:21:32		00.00.0000
		PSL_REC	ZULPAK			*	REC	P	Susana SÉNICA	21.05.2019 11:34:30		00.00.0000
		PSL_REC	BRS0152			*	REC	P		00.00.0000 00:00:00		00.00.0000

About the roles:

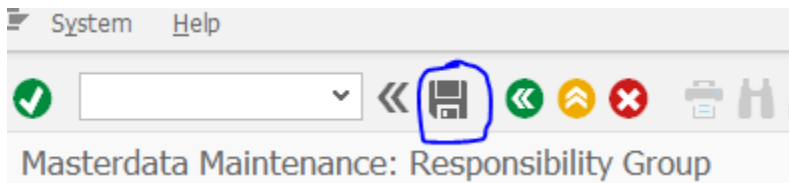
REC - Access to the people whom will perform the conciliation.

REV - Access to check the accounts after closed, can be release to Leaders or experts in the process.

OWN - This role, is just to see the accounts but without access to edit, I usually does not give this access.

COO - Master access, just for coordinator users.

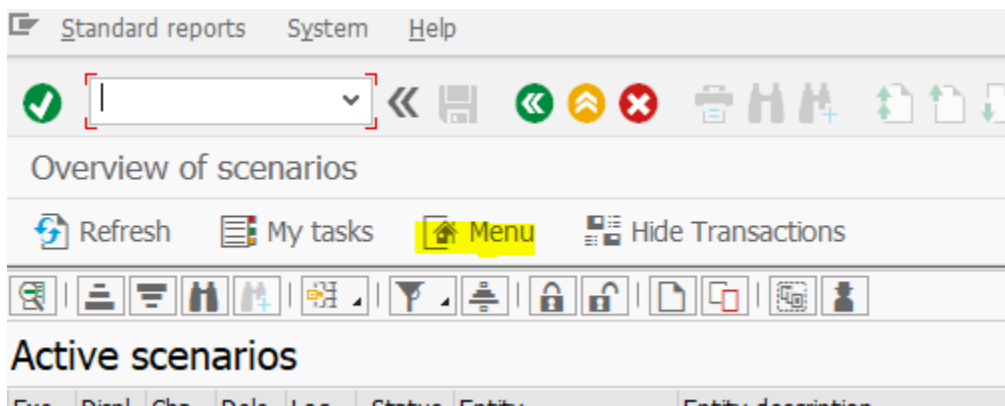
After that, I save the information



3.3. I release access for PXY

This access allow the end users to see the automatic reports created on ARA by this process.

I go to /n/pxy/rb0 and click on menu;



I go to Master Data, select Define Users and run;

BlackLine Smart Close Menu

Execution Reporting **Master Data** Expert Functions Upload/Download

General Control Execution Control Custom Fields

- Define Entities
- Define Users
- Define Teams
- Task Calendars
- Custom Frequencies
- Task Attributes

I click on New;

Users

User cleanup

Maintain Users

I include the user code, click on insert details and save;

After that click on New:

Maintain User

User details

SAP user name

Surname Initials First name

Function

Phone numbers

Email addresses (1)
(2)

Comments

Receive notifications via:

SAP user name
 Email address (1)
 Email address (2)

Send self-notifications

Personalized transactions

Scenario execution

My Tasks

Maintain User profiles

Cha... Dele... Entity Scen.owner Exec.man. IC Resp. Test Resp. Sc... Scen.exec. Sc... Scen.maint Us... User maint

In the next box I select Operator, View, Teams and save;

Maintain User profiles

Entity

Scenario owner Control Execution Responsible
 Execution management Control Testing Responsible

Scenario execution	Scenario maintenance	User maintenance
Super user <input type="radio"/>	Super user <input type="radio"/>	Super user <input type="radio"/>
Operator <input checked="" type="radio"/>	Administrator <input type="radio"/>	Users <input type="radio"/>
View <input type="radio"/>	View <input checked="" type="radio"/>	Teams <input checked="" type="radio"/>
Not applicable <input type="radio"/>	Not applicable <input type="radio"/>	Not applicable <input type="radio"/>

Go back to the previous screen on master data and select Define Teams;

BlackLine Smart Close Menu

Execution Reporting **Master Data** Expert Functions Upload/Dow

General Control Execution Control Custom Fields

- Define Entities
- Define Users
- Define Teams
- Task Calendars
- Custom Frequencies
- Task Attributes

Click to edit the Default line;

Teams

Transfer operator function

Maintain Team

Cha...	Dele...	Entity	Team	Team description	Team Type
			BATCH-ARA	BATCH-ARA	BATCH
			BG004_RTR_ALL	Bulgaria extended FtO	TASK
			DEFAULT	ARA-CORE Deault respo...	TASK
			EG004_RTR_ALL	Egypt extended FtO	TASK
			RU004_RTR_ALL	Russia extended FtO	TASK
			SA004_RTR_ALL	Saudi Arabia extended F...	TASK
			SC001_RTR_CO	Service Center 001 RTR...	TASK

I click on new:

Maintain Teams

Team details

Entity

Team: DEFAULT

Description: ARA-CORE Deault responsibility group

Type: Task

Maintain Operator

Cha...	Dele...	User Name	Last name	Initials	First name	Notific
		BG41185	VALKANOVA	I	Ivanka Koleva	<input type="checkbox"/>
		BG43017	GABROVSKA	S	Svetlana Koleva	<input type="checkbox"/>
		BG43025	BERBENKOVA	D	Diyana Tsoneva	<input type="checkbox"/>
		BG43030	SAKOVA	S	Svetlana Sako	<input type="checkbox"/>

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