

Manual Journal Entries Portal Posting



Domain:

WW

Responsibility area:

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Scope



Unknown Attachment

ERP



PF1



WP1

Frequency



Month



Unknown Attachment



Unknown Attachment

References

Forms

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Objective and Scope

1.1. Objective of this Operation

Describe how to post entries through the Journal Entries Portal and how to request a template creation

1.2. Scope

WW

2. Definitions

See [Finance Glossary](#):

- JE Portal - Journal Entries Portal
- CAM - Company Accounting Manager
- FAC SU - Financial Accounting Service Unit

3. Tasks description

The JE Portal tool in SAP is a tool where the user can make manual entries directly in SAP without sending a request through the ticketing tool.

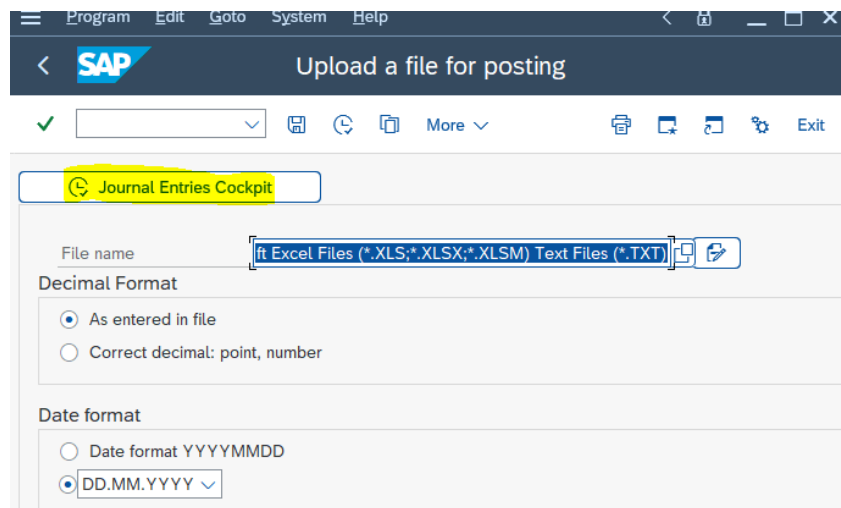
Inside the Portal, the user will find the postings schemes templates already approved to be posted.

The postings can only be performed based on the pre-approved templates. If the posting to be performed is not available in the templates there is a dedicated flow to request the creation (see 3.2).

3.1. *I post a manual entry in JE Portal*

3.1.1. *I post a document in SAP*

I enter in transaction ZZP_POSTING_FILE and click in the button "Journal Entries Cockpit".



The following screen will appear:

Process Selection

☒ Create Journal Entry

☐ Maintain Tables

☐ Create New Template

☐ Activity Reporting

Create Journal Entry

Template ID

Sub ID

Company Code

Layout

☒ Display Errors

to

to

With the option "Create a Journal Entry" selected, fill in the necessary fields:

Template ID :which can be chosen in the search button  If I do not know the name of the ID, I can search in Library what is the best option for my posting.

Sub ID: As we can have multiple postings options inside the same template, you can choose your Sub ID to display only one, you can select a range of sub IDs or you can leave it blank to bring all the sub IDs created inside the template you have chosen

Library link:

Company Code: I insert the company code where I want to post the document.

Layout: I can save the layout I like to have and use it. otherwise, I leave it blank to view the standard layout.

Then, I press execute

The following screen will appear. Depending on the template selected, it will appear different accounts/ number of line items/ cost centers/ sub IDs and etc.:

Journal Entry Posting

<

				
New CC	K...	SGL Ind	GL Account	BFC Head.
				Amount A
				0.00

Fill in with the necessary information to perform the posting. Click in entry - **THIS IS MANDATORY** .

"add Attachment" to upload the file to justify the

You can upload as many as attachments you need and you can display or delete, before posting, in the following button:



If you are making multipostings by using the different subIDs inside the same template, the same attachment will be available for all documents, not being possible to attached different justifications by document.



Then, click in the save button

If you are posting a normal posting, the following screen will appear:


Document Posting Details


Period

Posting Date

Document Date

If it is a reversal posting, the following screen will appear:


Document Posting Details


Period

Posting Date

Document Date

Reversal Reason

Reversal date




Fill in with the posting date and document date and click in the check. (And reversal reason 05 + de date of the reversal , if an accrual) It will generate your document in SAP:

Information

✓

Document 4300000777/2022 posted and table

ZFI_BUS_LOG updated successfully.

✓

?

3.2. I request a new posting scheme

3.2.1. I identify a new posting scheme not yet available in portal

When the user wants to post an entry not yet available in the portal, he needs to fill in the form ([LINK](#)) in order to get the approval for the new posting scheme. As soon as FAC SU/CAM approved it, the workflow will automatically goes to mission team inside accounting platform, to create the requests and after its creation, the user will receive a notification from AODOCs with the confirmation of the creation.

This team will create the new template in the JE Portal in SAP and it will be available in 3 days to be used.

There will be also an option to update an existing template, which can be found in steps below.

3.2.2. I request a new template

1 – Go to the dedicated [AODOCS Library](#)

SYENSQO

Syensqo - Manual JE Template

New

Search in All Creation Requests

Views

HOME

RECENT ACTIVITY

All Creation Requests

All Modification Requests

SYENSQO

Welcome to the Journal Entries Portal Library for Template Creation/Modification!

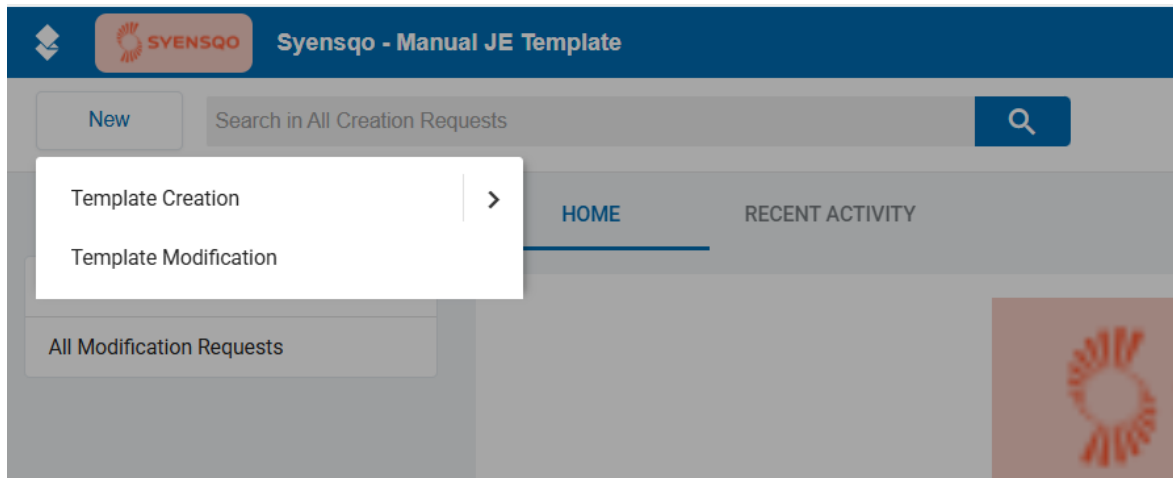
This Library allows you to:

- Request a new Template for the Journal Entries Portal
- Request an update to the existing Templates in the Journal Entries Portal

Useful Links:

- Procedure
- Library
- Videos
- [How to post an entry trough portal](#)
- [Journal Entry Portal Training](#)

2 – Click on NEW -> Template Creation



3.1 – Fill in the necessary data

Document title *

0 of 13 mandatory properties completed

Library: Manual JE Template | Class: Template Creation

Created: May 19, 2023 by Vasco Bixirilo

Workflow state: Initial state

Properties

Template ID * Please enter text here	Region * - Select value -
Country * - Select value -	Company * ... > Company Code Level 2
ERP * - Select value -	Description * Please enter text here
Balance Sheet Accounts *	P&L Accounts *

Note: it is mandatory to fill in the Validator (For IFRS: FAC Member; Statutory: CAD of the company)

Validator *

Please choose a person here

Important: Please add as attachment the posting scheme that you want to be created as Template for the Journal Entries Portal

Attachments

3.2 – Once all data is filled in click on Save

Manual JE Template

Document title: Test

13 of 13 mandatory properties completed

Once the request is created it will have the state New and is pending the Validator Approval:

Library Manual JE Template	Class Template Creation
Created a few seconds ago by Vasco Bixirão	Last modified a few seconds ago by Vasco Bixirão
Workflow state None	Last transition a few seconds ago by system

The request will need to be approved by the Validator and the Journal Entries Portal Mission Team will have to create the Template after the validation.

Once the Template is created the request will have status Created:

NEW	TESTE
Library Manual JE Template	Class Template Creation
Created 3 days ago by Nathally Vieira	Last modified 3 days ago by Madalena Freire
Workflow state Created	Last transition 3 days ago by Madalena Freire

The requester will receive a message advising that the Template has been created

New document in Created
External
Inbox x
My emails x


AODocs workflow notification
to me
12:02

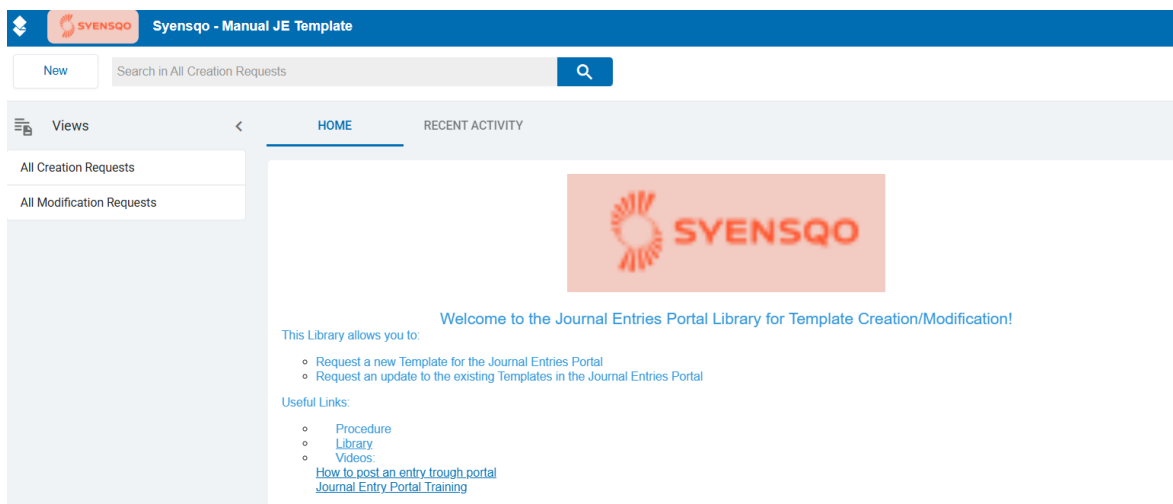
Workflow notification

Document [Test](#) is now in state Created.

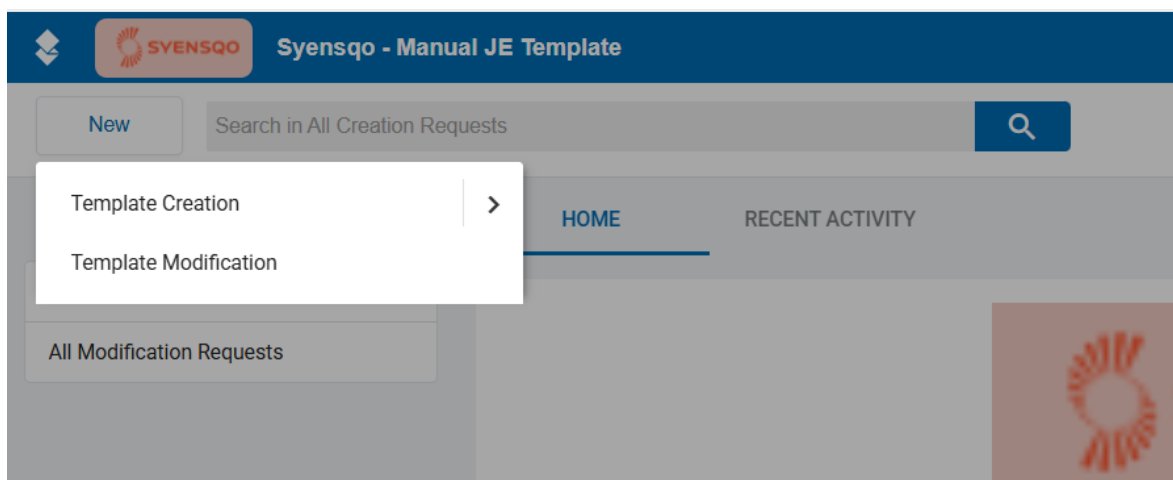
Library	Manual JE Template
Class	Template Creation
Created	Friday, May 19, 2023 10:43:09 AM UTC
Created by	 Vasco Bixirão
Last modified	Friday, May 19, 2023 11:02:22 AM UTC
Last updated by	 Vasco Bixirão

3.2.3. I request a template modification

1 – Go to the dedicated [AODOCS Library](#)



2 – Click on NEW -> Template Modification



3.1 – Fill in the necessary data

Properties

Template ID *

Please enter text here

×

Company Code *

... > Company Code Level 2

⌵ ×

ERP *

- Select value -

×

Region *

- Select value -

×

Country *

- Select value -

×

Validator *

Please choose a person here

×

Update Editable Fields? *

... > Update Editable fields? Level 4

⌵ × +

Updates to the template *

Please enter text here

×

Update Type of Posting? *

... > Update Type of Posting? Level 2

⌵ ×

Note: it is mandatory to fill in the Validator (For IFRS: FAC Member; Statutory: CAD of the company)

Validator  

Please choose a person here



Important: Please add as attachment the posting scheme that you want to be updated to be more clear the update needed

Attachments



3.2 – Once all data is filled in click on Save

Document title *

Test



Once the request is created it will have the state New and is pending the Validator Approval:



Library
Manual JE Template



Class
Template Modification

Created

a minute ago by Vasco Bixirão



Last modified

a minute ago by Vasco Bixirão



Workflow state

New



Last transition

a minute ago by system



The request will need to be approved by the Validator and the Journal Entries Portal Mission Team will have to create the Template after the validation.

Once the Template is updated the request will have status Updated:



Library
Manual JE Template



Class
Template Modification

Created

4 minutes ago by Vasco Bixirão



Last modified

a few seconds ago by Vasco Bixirão



Workflow state

Updated



Last transition

a few seconds ago by Vasco Bixirão



The requester will receive a message advising that the Template has been updated

New document in Updated External Inbox x My emails x



AODocs workflow notification
to me

12:01

Workflow notification

Document [Test](#) is now in state Updated.

Library	Manual JE Template
Class	Template Modification
Created	Friday, May 19, 2023 10:56:54 AM UTC
Created by	Vasco Bixirao
Last modified	Friday, May 19, 2023 11:00:34 AM UTC
Last updated by	Vasco Bixirao

3.3 Activity Report

3.3.1 I display the entries posted

Select "Activity Reporting" and fill in the selection screen accordingly:

Process Selection

- ☐ Create Journal Entry
- ☐ Maintain Tables
- ☐ Create New Template
- ☒ Activity Reporting

Activity Reporting

Template ID		to		
Sub ID		to		
Company Code		to		
Document Date		to		
Posting Date		to		
User		to		
Entry Date		to		

The documents posted within the Journal Entries Cockpit will be presented according to the following layout:

Activity Report

<

You can click in the document number to open the document.

End of document.