

# 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

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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.

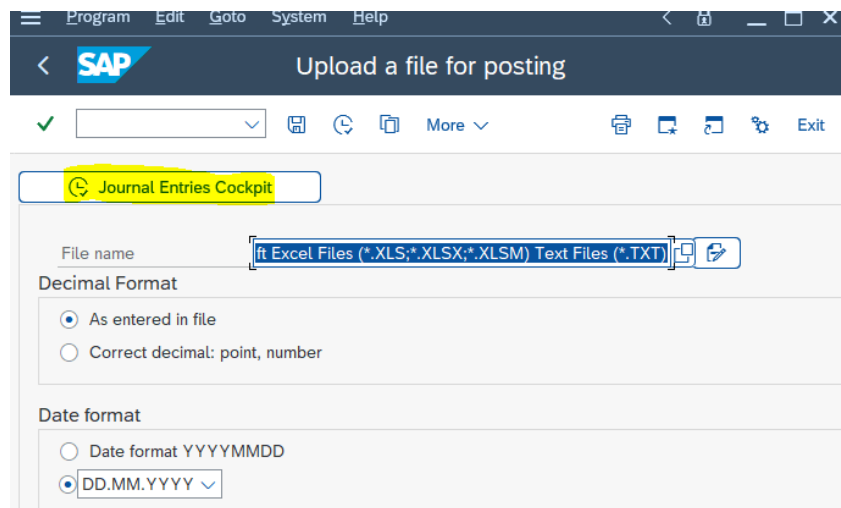
Inside the Portal, the user will find the postings schemes templates already approved to be posted.

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:



|  |      |         |             |          |          |
|-----------------------------------------------------------------------------------|------|---------|-------------|----------|----------|
| New CC                                                                            | K... | SGL Ind | G/L 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!

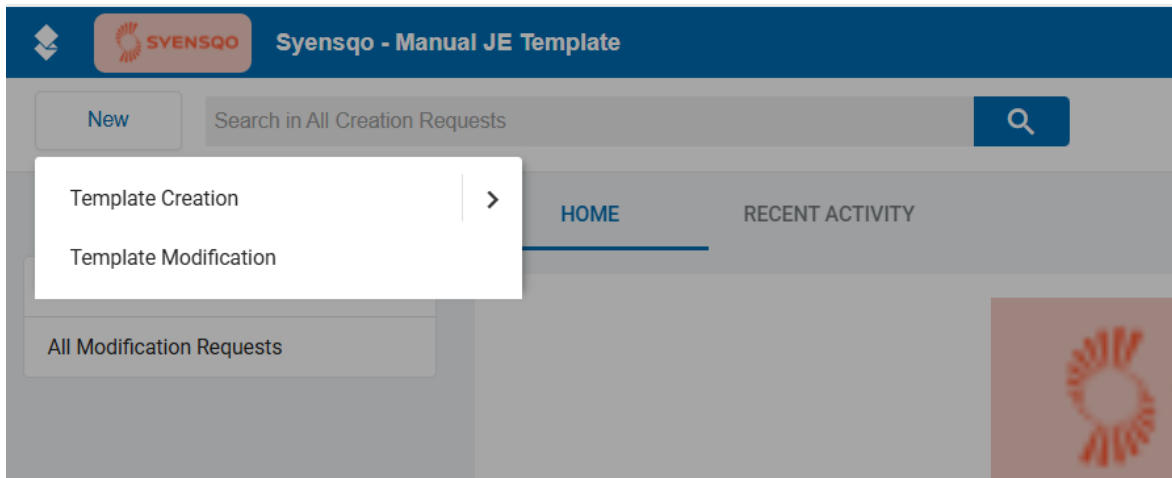
This Library allows you to:

- 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**

|                                                    |                                                       |
|----------------------------------------------------|-------------------------------------------------------|
| <p>Template ID *</p> <p>Please enter text here</p> | <p>Region *</p> <p>- Select value -</p>               |
| <p>Country *</p> <p>- Select value -</p>           | <p>Company *</p> <p>... &gt; Company Code Level 2</p> |
| <p>ERP *</p> <p>- Select value -</p>               | <p>Description *</p> <p>Please enter text here</p>    |
| <p>Balance Sheet Accounts *</p>                    | <p>P&amp;L Accounts *</p>                             |

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

160 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<br>Manual JE Template                 | Class<br>Template Creation                          |
| Created<br>a few seconds ago by Vasco Bixirão | Last modified<br>a few seconds ago by Vasco Bixirão |
| Workflow state<br><b>None</b>                 | Last transition<br>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<br>Manual JE Template            | Class<br>Template Creation                       |   |
| +   | Created<br>3 days ago by Nathally Vieira | Last modified<br>3 days ago by Madalena Freire   | M |
|     | Workflow state<br><b>Created</b>         | Last transition<br>3 days ago by Madalena Freire | M |

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

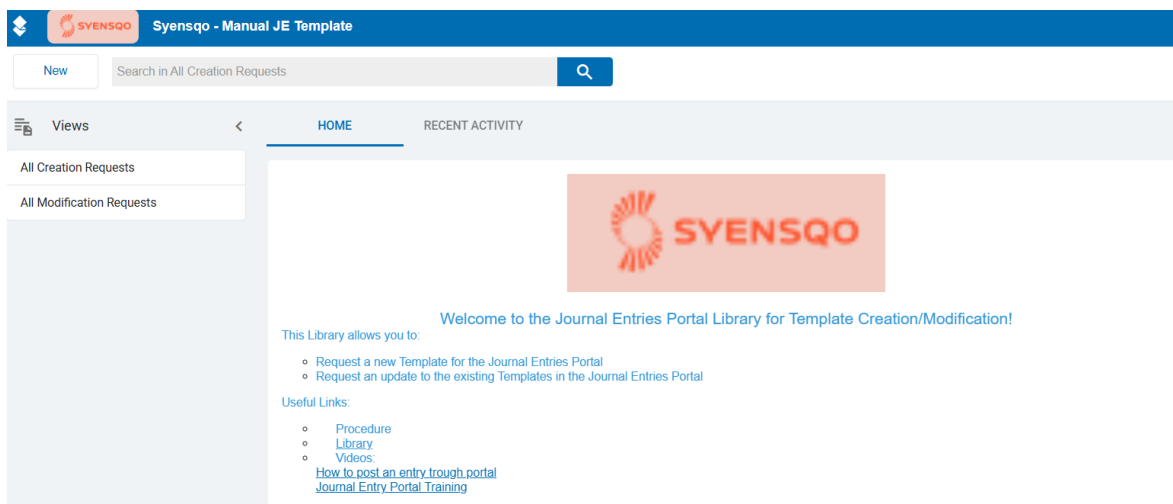
Workflow notification

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

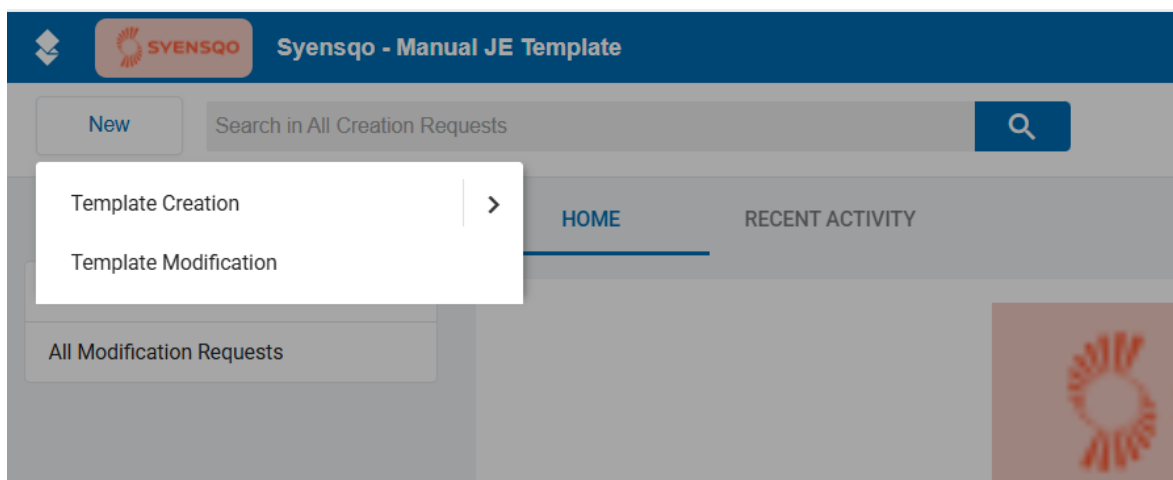
|                 |                                                                                                   |
|-----------------|---------------------------------------------------------------------------------------------------|
| Library         | Manual JE Template                                                                                |
| 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.**