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

Attachments

<< Manual Journal Entries Portal Posting >>

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 thought the ticketing tool.

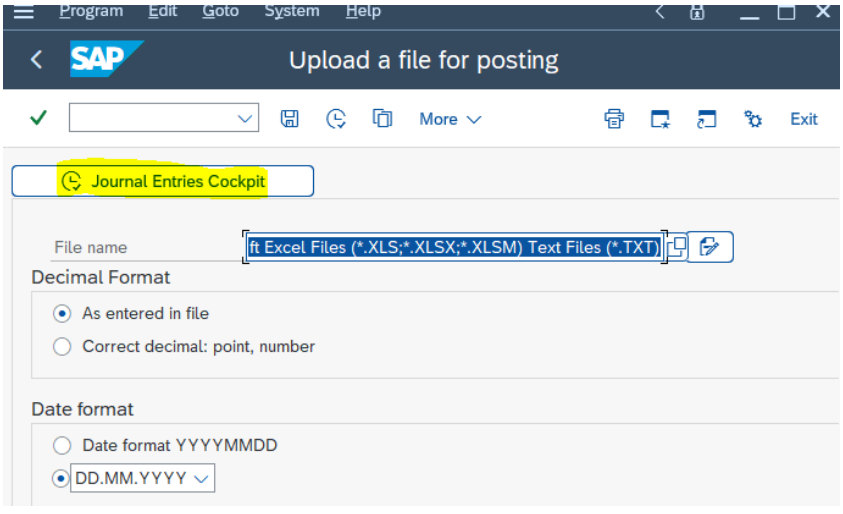
Inside the Portal, the user will find the postings schemes templates already approved to be posted.

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).

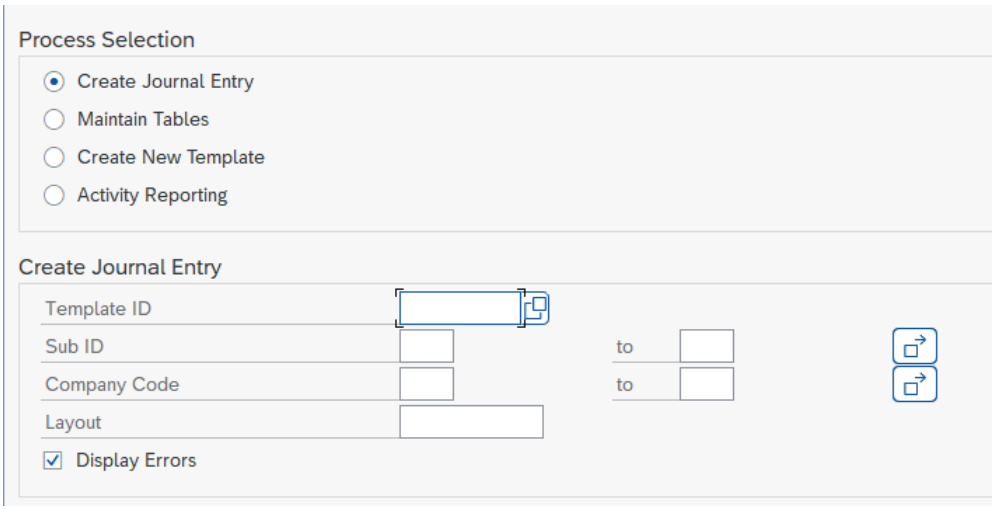
3.1. I post a manual entry in JE Portal

3.1.1. I post a document in SAP

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



The following screen will appear:



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

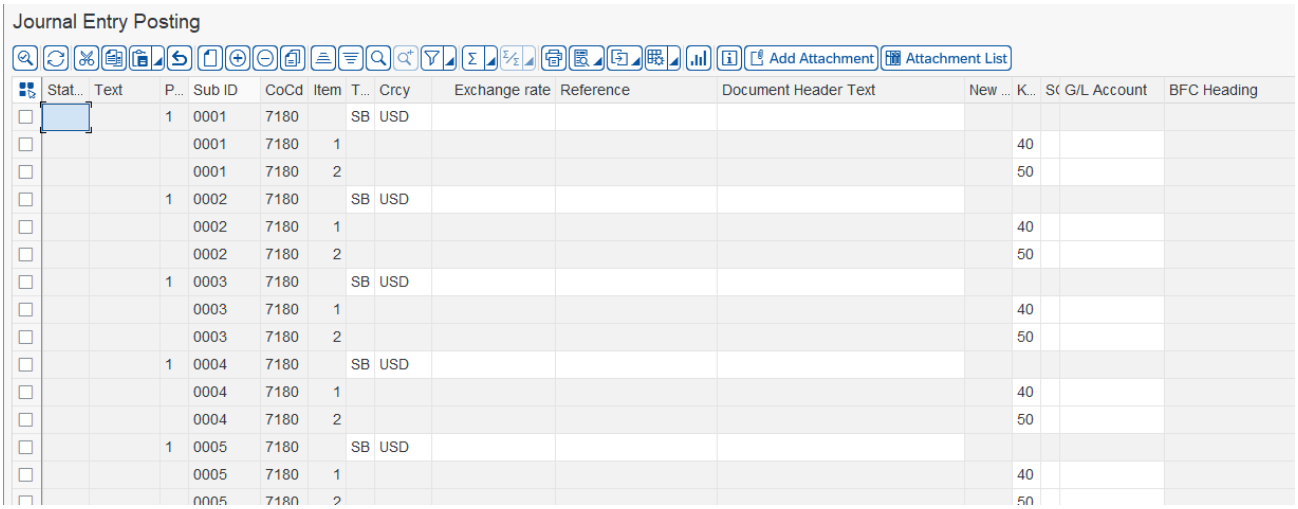
Library link:

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

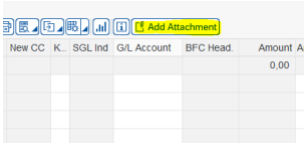
Layout: I can save the layout I like to have and use it. otherwise, I leave it blank to view the standard layout.

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.:

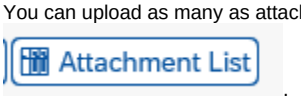


Stat...	Text	P...	Sub ID	CoCd	Item	T...	Crcy	Exchange rate	Reference	Document Header Text	New ...	K...	S(	G/L Account	BFC Heading
		1	0001	7180		SB	USD								
			0001	7180	1							40			
			0001	7180	2							50			
		1	0002	7180		SB	USD								
			0002	7180	1							40			
			0002	7180	2							50			
		1	0003	7180		SB	USD								
			0003	7180	1							40			
			0003	7180	2							50			
		1	0004	7180		SB	USD								
			0004	7180	1							40			
			0004	7180	2							50			
		1	0005	7180		SB	USD								
			0005	7180	1							40			
			0005	7180	2							50			

Fill in with the necessary information to perform the posting. Click in 

"add Attachment" to upload the file to justify the entry - **THIS IS MANDATORY** .

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

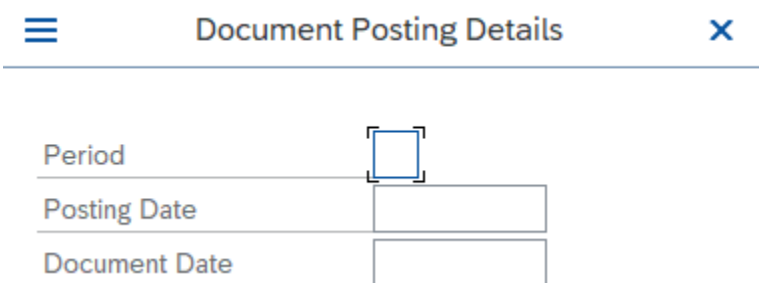


.

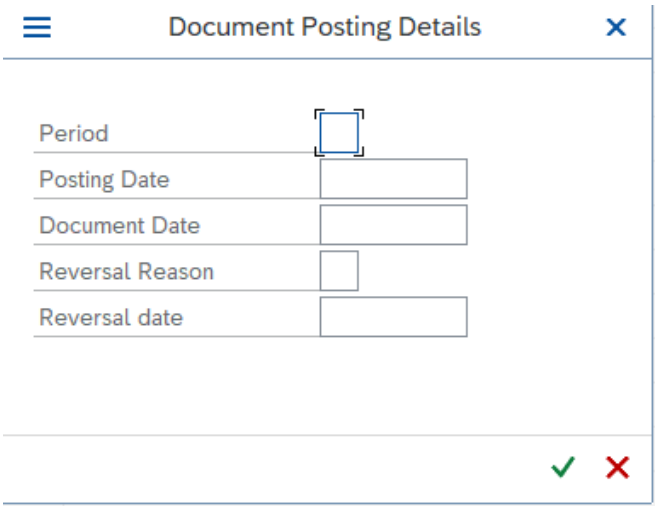
If you are making multipostings by using the different subIDs inside the same template, the same attachment will be available for all documents, not being possible to attached different justifications by document.

Then, click in the save button

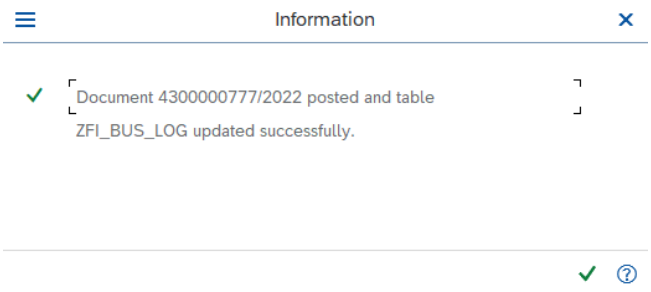
If you are posting a normal posting, the following screen will appear:



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



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:



3.2. I request a new posting scheme

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

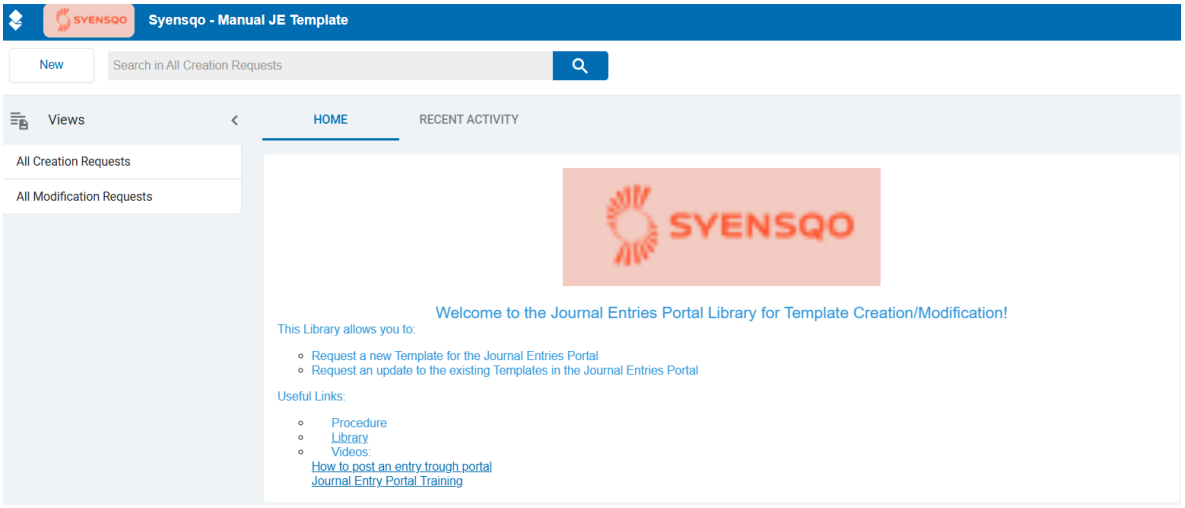
When the user wants to post an entry not yet available in the portal, he needs to fill in the form (LINK) in order to get the approval for the new posting scheme. As soon as FAC SU/CAM approved it, the workflow will automatically goes to mission team inside accounting platform, to create the requests 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.

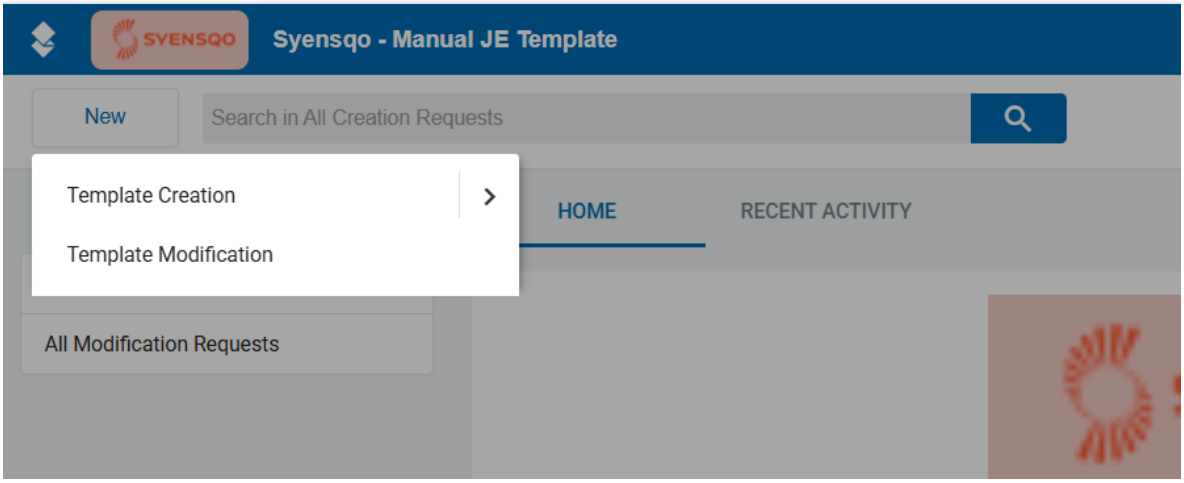
There will be also an option to update an existing template, which can be found in steps below.

3.2.2. I request a new template

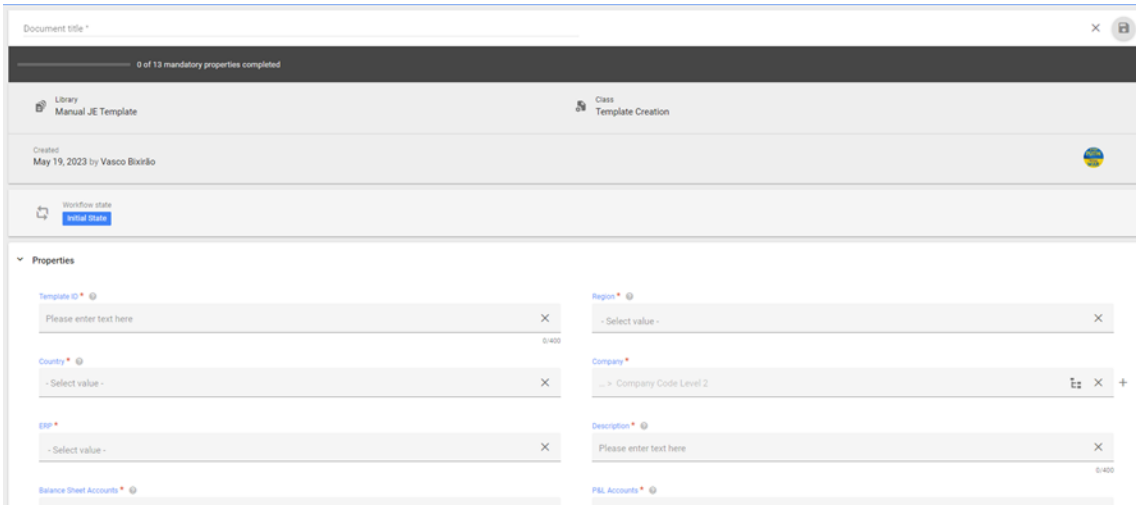
1 – Go to the dedicated AODOCS Library



2 – Click on NEW -> Template Creation



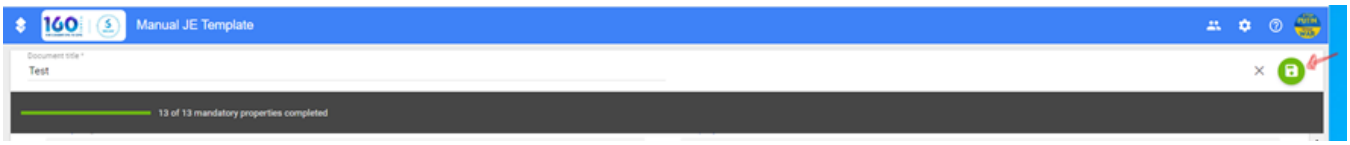
3.1 – Fill in the necessary data



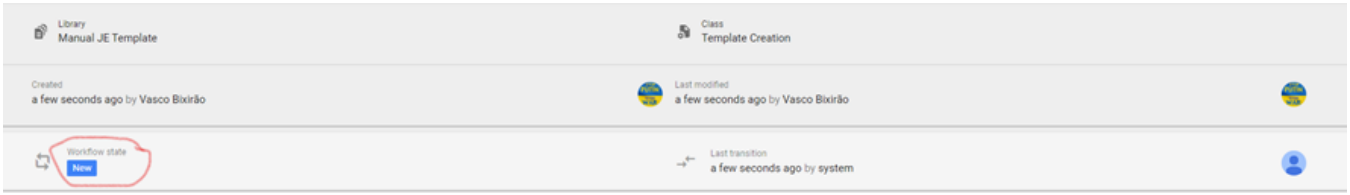
Note: it is mandatory to fill in the Validator (For IFRS: FAC Member; Statutory: CAD of the company)

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

3.2 – Once all data is filled in click on Save

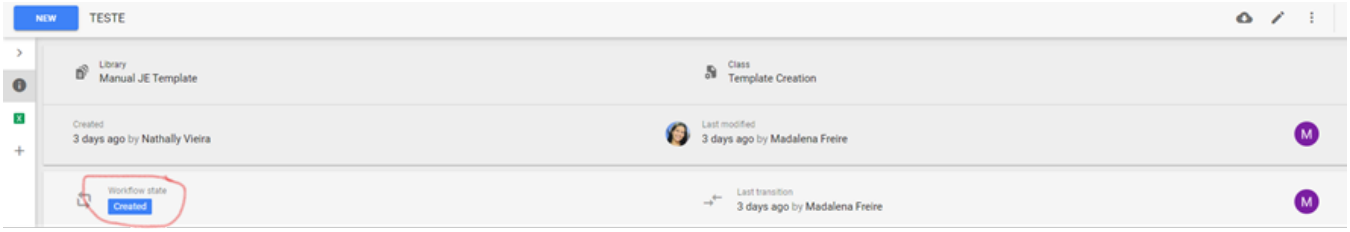


Once the request is created it will have the state New and is pending the Validator Approval:

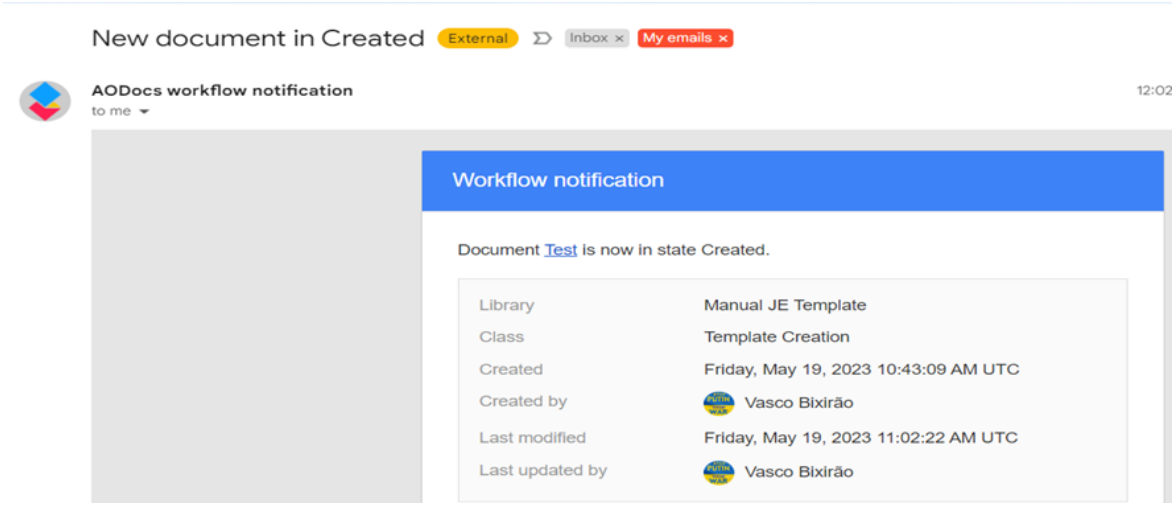


The request will need to be approved by the Validator and the Journal Entries Portal Mission Team will have to create the Template after the validation.

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

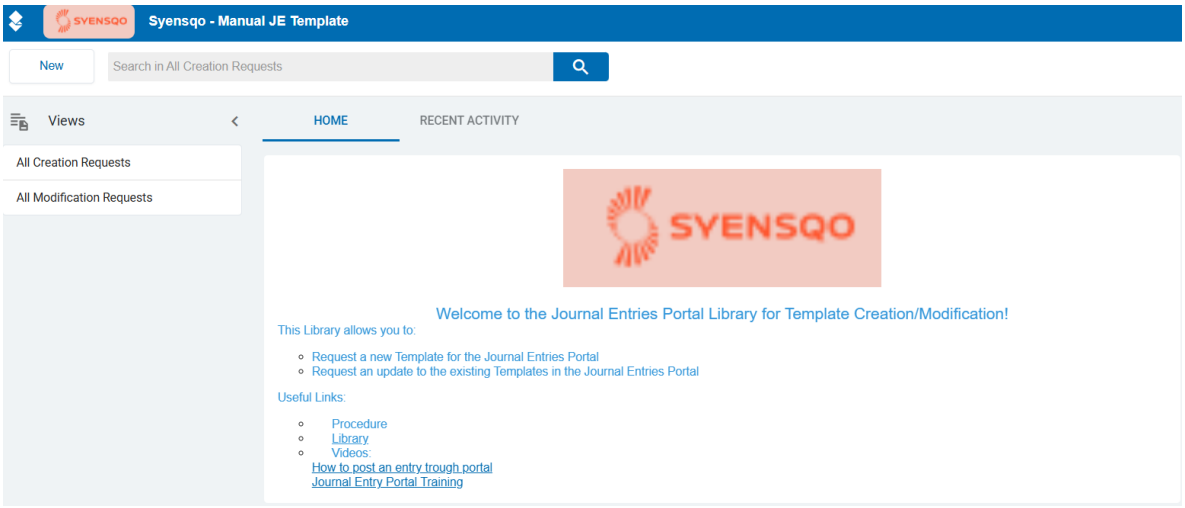


The requester will receive a message advising that the Template has been created

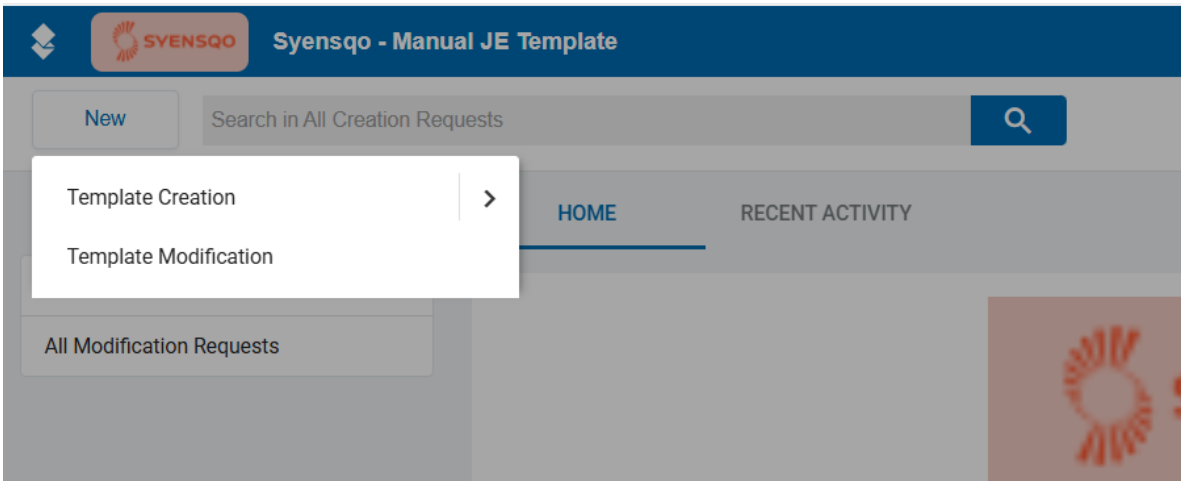


3.2.3. I request a template modification

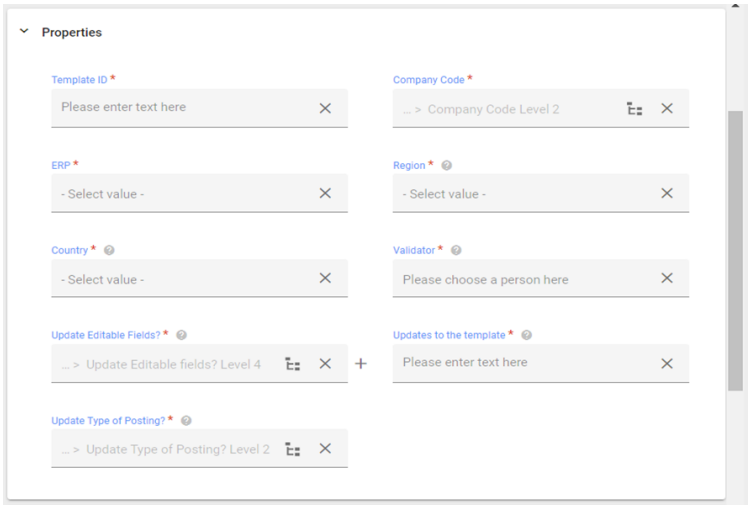
1 – Go to the dedicated AODOCS Library



2 – Click on NEW -> Template Modification



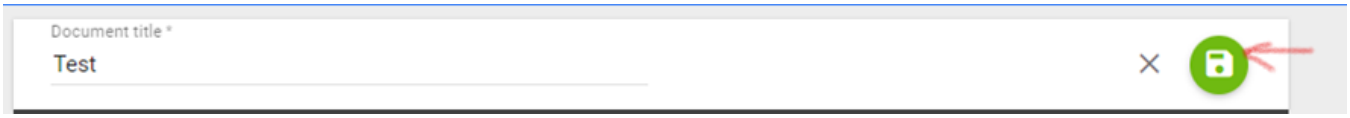
3.1 – Fill in the necessary data



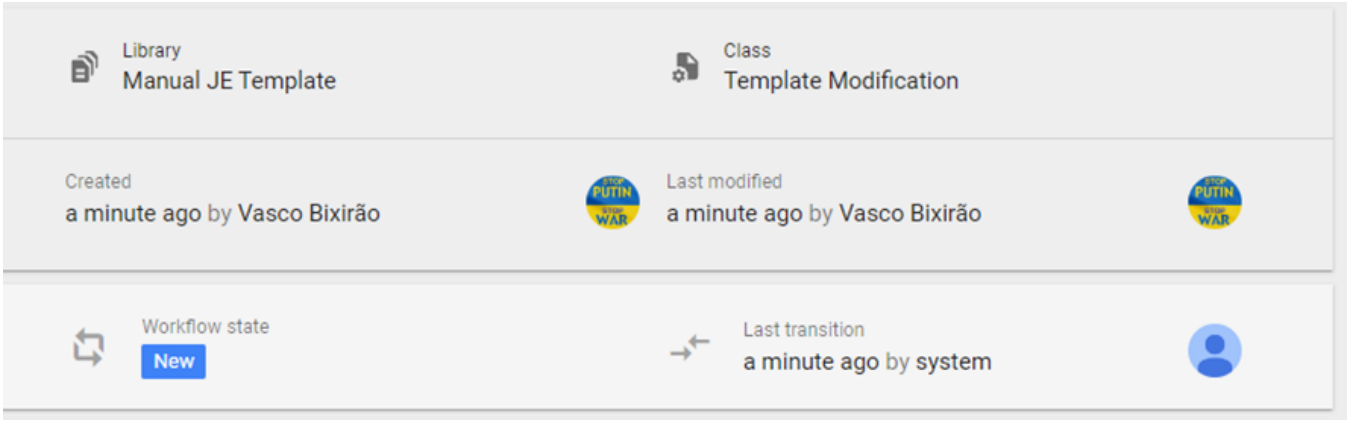
Note: it is mandatory to fill in the Validator (For IFRS: FAC Member; Statutory: CAD of the company)

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

3.2 – Once all data is filled in click on Save

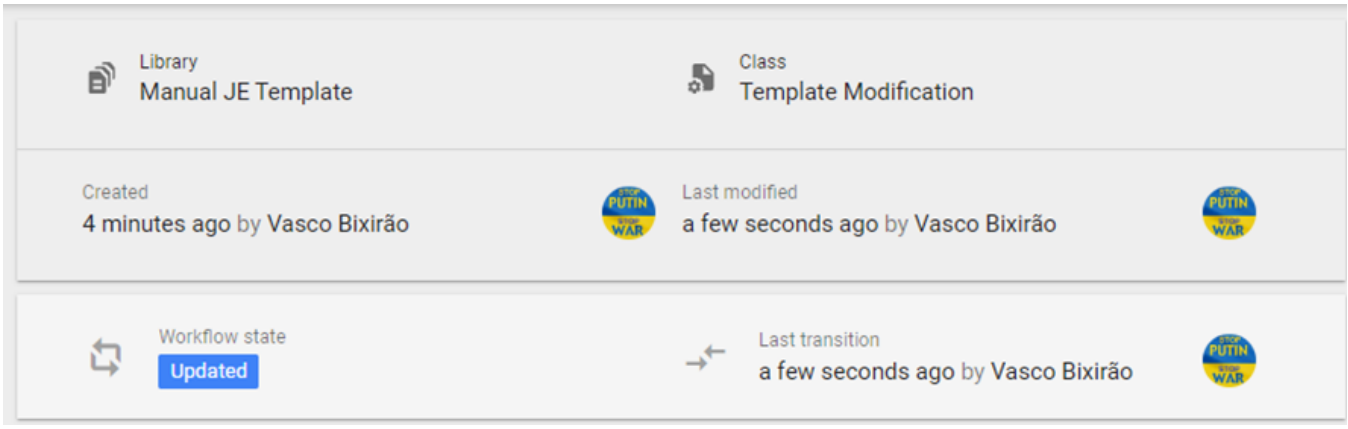


Once the request is created it will have the state New and is pending the Validator Approval:

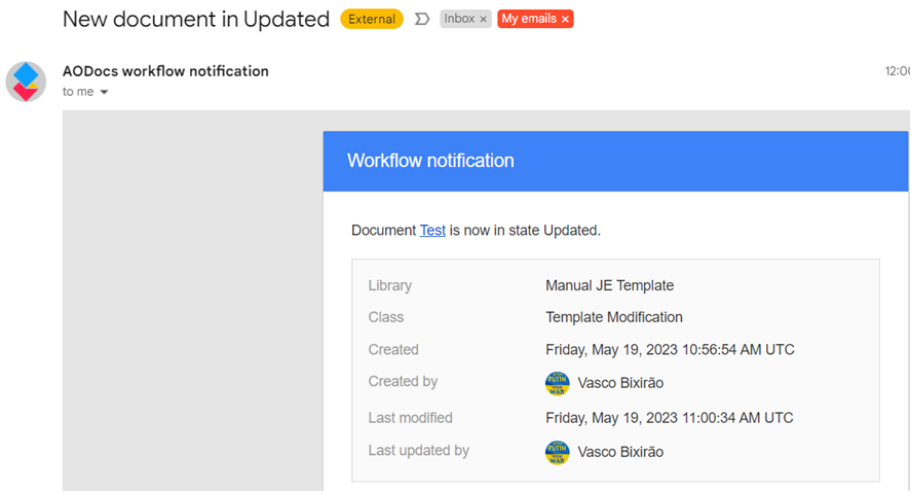


The request will need to be approved by the Validator and the Journal Entries Portal Mission Team will have to create the Template after the validation.

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



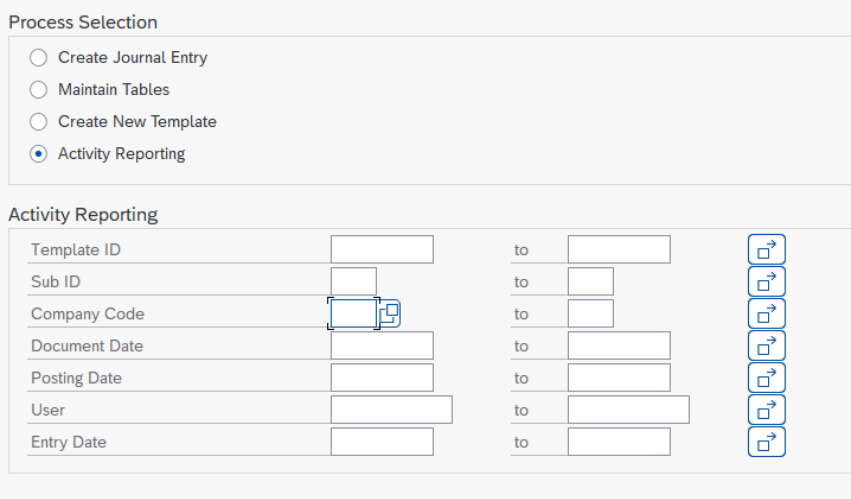
The requester will receive a message advising that the Template has been updated



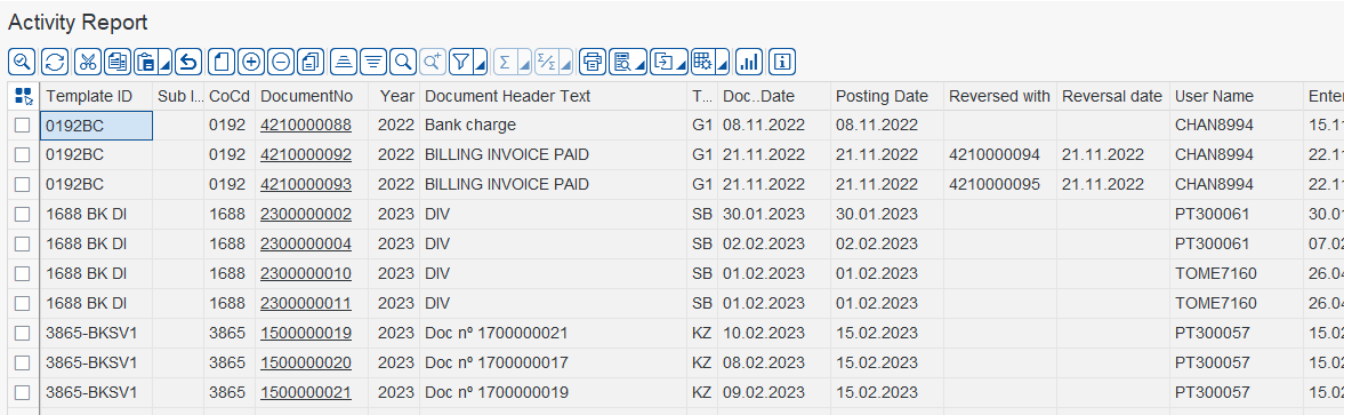
3.3 Activity Report

3.3.1 I display the entries posted

Select “Activity Reporting” and fill in the selection screen accordingly:



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



Template ID	Sub I...	CoCd	DocumentNo	Year	Document Header Text	T...	Doc..Date	Posting Date	Reversed with	Reversal date	User Name	Ente
0192BC		0192	4210000088	2022	Bank charge	G1	08.11.2022	08.11.2022			CHAN8994	15.1
0192BC		0192	4210000092	2022	BILLING INVOICE PAID	G1	21.11.2022	21.11.2022	4210000094	21.11.2022	CHAN8994	22.1
0192BC		0192	4210000093	2022	BILLING INVOICE PAID	G1	21.11.2022	21.11.2022	4210000095	21.11.2022	CHAN8994	22.1
1688 BK DI		1688	2300000002	2023	DIV	SB	30.01.2023	30.01.2023			PT300061	30.0
1688 BK DI		1688	2300000004	2023	DIV	SB	02.02.2023	02.02.2023			PT300061	07.0
1688 BK DI		1688	2300000010	2023	DIV	SB	01.02.2023	01.02.2023			TOME7160	26.0
1688 BK DI		1688	2300000011	2023	DIV	SB	01.02.2023	01.02.2023			TOME7160	26.0
3865-BKSV1		3865	1500000019	2023	Doc nº 1700000021	KZ	10.02.2023	15.02.2023			PT300057	15.0
3865-BKSV1		3865	1500000020	2023	Doc nº 1700000017	KZ	08.02.2023	15.02.2023			PT300057	15.0
3865-BKSV1		3865	1500000021	2023	Doc nº 1700000019	KZ	09.02.2023	15.02.2023			PT300057	15.0

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

End of document.