

Manual entries Portal - Templates Management

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 [GBS-Finance approval workflow](#)

 Domain: WW	Responsibility area:
--	-----------------------------

Table of contents

- [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](#)
- [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 GBS-Finance approval workflow](#)
- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
 - [3.1.1. I receive the e-mail from an user with approval to insert the template in the tool](#)
- [3.2. I manage the templates](#)
 - [Fill in "Template ID" and "Company Code" and select the option "Table_1: Business Process"](#)

Scope

? Unknown Attachment

? Unknown Attachment

ERP



PF1



WP1



PE1

Frequency



Month

? Unknown Attachment

? Unknown Attachment

References

Forms

Attachments

<< Manual entries Portal - Templates
Management >>

1. Objective and Scope

1.1. Objective of this Operation

Describe how the posting schemes templates will be defined and inserted in the Journal Entry Portal in SAP

1.2. Scope

WW

2. Definitions

See [Finance Glossary](#):

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

3. Tasks description

The JE Portal tool in SAP is a tool to post manual entries directly in SAP without sending a request through the ticketing tool. To allow the users to post using the proper templates, we need to create them inside the tool with the correct rules:

- Posting scheme in accordance to IFRS, GAR and Accounting rules;
- Use as much as possible same templates for all companies;
- Accruals templates must always be created with the reversal date;
- Attention to Document type matrix to create the templates accordingly.

With the rules above in mind, please find in this document how to create the templates.

NOTE: There are two standard templates for all company codes that need to follow the rule described below:

- **MISC:** For all entries that are needed only one time in life.
 - Example:: Can be considered a correction, not PO related, a merge posting, one shot posting...
- **MISCPO:** For all entries done to correct a PO information.
 - Example: Wrong cost center in PO, wrong cost element in PO...

3.1. *I create a template inside Portal*

3.1.1. *I receive the e-mail from an user with approval to insert the template in the tool*

After receiving the complete information with approval, accounting platform must enter in the system the new template and also fill in the Library in google drive.

To create the template, please use the following steps:

3.1.2. *I upload the template into SAP*

In transaction ZZF_POSTING_FILE, Select "Create New Template"

Upload a file for posting

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

Create New Template

 **Download Template**

Filepath

Use the "Download Template" option if you want to extract the excel file template.

First choose the file path where you want to extract the template (local PC)

Filepath



Desktop
 Libraries
 This PC
 Network

This PC
 Libraries
 Network

File name:

 **Download Template**

After press button

Use the field "Filepath" to enter the directory path and the file name of the file to upload. It is also possible to use the search help to open the Explorer and select the file to upload.

The file should be in Excel format and should follow the layout of the business process table (ZFI_BUS_PROCESS):

Upload a file for posting

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

Create New Template

Filepath

Look in: Desktop

Name	Date modified	Type
IFRS16	18/04/2022 17:20	File folder
JE Test File_V2	18/04/2022 10:27	Microsoft Excel Worksheet

File name:

Files of type:

Open Cancel

If the posting should consider the reverse option (Accrual process through FBS1), this option should be flagged, on the header item and in dedicated field:

Reversal option (Y/N)
X

Run the transaction to upload the template into the business process table (ZFI_BUS_PROCESS).

To upload the information into the business process table the Excel file selected in the previous step must be closed. The following output layout will be presented:

Journal Entries Cockpit

Template Creation

Item	ID	Message Text	Template ID	L	Item	CoCd	T	Crcy	Exchange rate	Reference	Document Header Text	Ne...	PK	S	G/L Account	Amount
		Table ZFI_BUS_PROCESS updated successfully.	IAS1	H		0001	S1	EUR		Reference	Header Text					0,00
		Table ZFI_BUS_PROCESS updated successfully.	IAS1	I	1	0001							50		4003000000	1.500,00
		Table ZFI_BUS_PROCESS updated successfully.	IAS1	I	2	0001							40		6350040000	1.500,00
		Table ZFI_BUS_PROCESS updated successfully.	IAS1	I	3	0001							50		4003000000	1.500,00
		Table ZFI_BUS_PROCESS updated successfully.	IAS1	I	4	0001							40		6350040000	1.500,00

Note: Please ensure the document type is aligned with Matrix.

[Use only manual doc types.](#)

3.2. I manage the templates

Fill in "Template ID" and "Company Code" and select the option "Table_1: Business Process"

Upload a file for posting

Process Selection

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

Maintain Table

Template ID:
 Company Code:
☒ Table_1: Business Process
☐ Table_2: Business Validations
☐ Table_3: Business Fields

In this table it is possible to change, delete and create new templates without using the upload file

Change View "Table for Business Process": Overview								
New Entries								
Table for Business Process								
TemplateID	Line Type	Itm	CoCd	PK	Special G/L ind	G/L Account	Amount	
IAS1	H Header	0	0001					
IAS1	I Item	1	0001	50		4003000000	1.500,00	
IAS1	I Item	2	0001	40		6350040000	1.500,00	
IAS1	I Item	3	0001	50		4003000000	1.500,00	
IAS1	I Item	4	0001	40		6350040000	1.500,00	

- TemplateID should be a unique key
- One TemplateID will represent a FI Document so make sure it is accordingly (Header, Items, document balanced,...)
- If for some reason you prefer to edit an existing template in excel format and then upload it again, you need to delete all related previously from the table)

Maintain validations in Business Validation table

Fill in "Template ID" and "Company Code" and select the option "Table_2: Business Validations"

Upload a file for posting

Process Selection

☐ Create Journal Entry

☒ Maintain Tables

☐ Create New Template

☐ Activity Reporting

Maintain Table

 Template ID:

 Company Code:

☐ Table_1: Business Process

☒ Table_2: Business Validations

☐ Table_3: Business Fields

In this table it is possible to create customized validations that will be applicable only in this cockpit when creating a Journal Entry based on a template:

Change View "Table for Business Validation": Overview						
New Entries						
Table for Business Validation						
TemplateID	Line Type	Itm	CoCd	Field Name	Set Name	
IAS1	I Item	1	0001	HKONT	Z_TEST_JE	

The validations can be created by "Template ID"; "Line Type"; "Item Number"; "Company Code"; "Field Name". The available values to input should be included in the set indicated in the field "Set Name"

The sets to be used in these validations should be created using transaction GS01 and should be created for the fields to validate:

Display Set: Values

Basic set: Z_TEST_JE Z_TEST_JE

Table: BSEG Accounting Document Segment

Field name: HKONT General Ledger Account

No.	From value	To value	Short text of set line	FGr	Sym.Na...	SU	P/M	A
001	4000000000					☐		
002	4000003210					☐		
003	4000003211					☐		
004	4000003212					☐		
005	4000003213					☐		

Maintain the fields that can be changed when creating a Journal Entry with a specific template in Business Fields table (ZFI_BUS_FIELDS):

Upload a file for posting

Process Selection

☐ Create Journal Entry

☒ Maintain Tables

☐ Create New Template

☐ Activity Reporting

Maintain Table

Template ID: IAS1

Company Code: 0001

☐ Table_1: Business Process

☐ Table_2: Business Validations

☒ Table_3: Business Fields

In this table it is possible to define for each template which fields can be changed when processing a Journal Entry:

Change View "Table for Business Fields": Overview

 New Entries      

Table for Business Fields

TemplateID	Line Type	Itm	CoCd	Field Name
IAS1	I Item ▼ 0	0	0001	WRBTR
IAS1	I Item ▼ 1	1	0001	HKONT

The fields that can be changed when creating a Journal Entry with a specific template will be defined by "Template ID"; "Line Type"; "Item Number"; "Company Code"; "Field Name". When "Item Number" is filled in with 0 it means the rule will apply to all items in the template. For mass change in this table, you can use the macro attached to facilitate the process:



RPA Fields To be editable (3).xlsm

Apply always the technical field name for table maintenance:

Fields	Technical Name
Template ID	TEMPLATE_ID
Company Code	BUKRS
Line Type	LINE_TYPE
Line item	BUZEI
Document type	BLART
Currency	WAERS
Exchange rate	KURSF
Reference	XBLNR
Doc.Header Text	BKTXT
New co.code	NEWBK
Posting Key	BSCHL
Special G/L ind	NEWUM

G/L	HKONT
Amount	WRBTR
Amount in LC	DMBTR
Calculate tax	XMWST
Business Area	GSBER
Business place	BUPLA
Pmnt Block	ZLSPR
Baseline Date	ZFBDT
Value date	VALUT
Cost Center	KOSTL
Order	AUFNR
WBS element	PROJK
Profit Center	PRCTR
Trading partner	VBUND
Assignment	ZUONR
Text	SGTXT
Cons.trans.type	BEWAR
Tax Code	MWSKZ
Tax Jur.	TXJCD
Customer	RKE_KNDNR
Plant	RKE_WERKS
Sales Order	RKE_KAUFN
Payer	RKE_KUNRG
Ship-To Party	RKE_KUNWE
Product	RKE_ARTNR
Distr. Channel	RKE_VTWEG
Company Code	RKE_BUKRS
Trdg part.BA	RKE_WWPBA
Division	RKE_SPART
Country	RKE_LAND1
Sales Org.	RKE_VKORG
Reference Key 2	XREF2
Reference key 3	XREF3
Material	MATNR
Quantity	MENGE
Base Unit	MEINS
Purchasing Doc.	EBELN
Item	EBELP
Contract No.	RECNR
Personnel No.	PERNR
Reversal option (Y/N	ZREVERSE

...

End of document.