

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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Scope



WW

ERP



PF1



WP1



Unknown Attachment

Frequency



Month

References

Forms

Attachments

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. 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

--

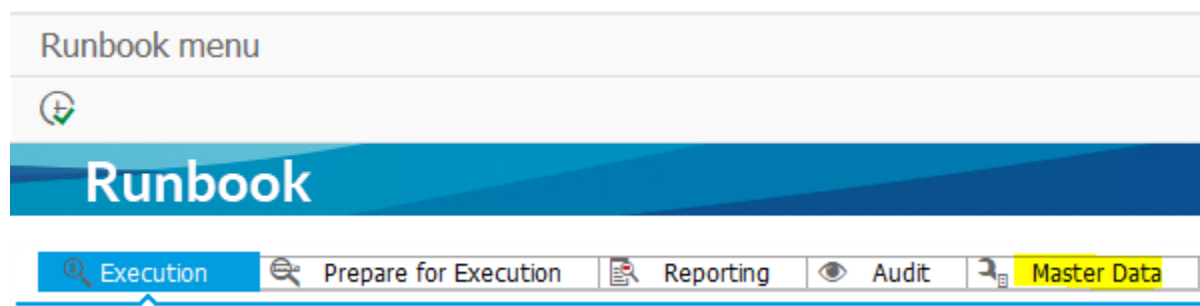
Thank you,
Kind Regards,

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

Create Resp.Grp Change Resp.Grp Delete Resp.Grp

Resp.Grp.	Description Responsibility Group	Created by	Changed by	Valid From	Valid To
ACC_PLAT	Accounting Plataform	BR50152		15.07.2021	31.12.9999
CCTSL_REC	Customer Credit & Trade Service Line Reconciliations	FF_RTRFI8_T3		27.03.2019	31.12.9999
COUNTRYACT	COUNTRY ACCOUNTING	FF_RTRFI8_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_RTRFI8_T3		27.03.2019	31.12.9999
FO_CTRL_IC	Finance Operations Central Intercompany	FF_RTRFI8_T3		27.03.2019	31.12.9999
FO_FA	Finance Operations	FF_RTRFI8_T3	BR50152	01.03.2021	31.12.9999
FO_MAC_CO	Finance Operations MAC CO	FF_RTRFI8_T3		27.03.2019	31.12.9999
FO_MAC_ID	Finance Operations MAC ID	FF_RTRFI8_T3		27.03.2019	31.12.9999
FO_TRE	Finance Operations Treasury	FF_RTRFI8_T3		27.03.2019	31.12.9999
GENERAL	General Information	FF_RTRFI7_T3		07.05.2019	31.12.9999
PAYROLLACT	PAYROLL ACCOUNTING	FF_RTRFI8_T3		27.03.2019	31.12.9999
PSL_REC	Purchasing Service Line Reconciliations	FF_RTRFI8_T3		27.03.2019	31.12.9999
PSL_TE	Purchasing Service Line Travel & Expenses	FF_RTRFI8_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						
Status	Resp.Grp.	User Name	Real name	NonSAPU...	Area	UsrRole	UTyp	Created by	Cre.Timstmp	Changed by	Cha.Timstmp
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:

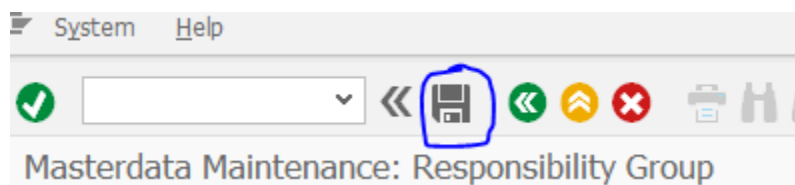
REC - Access to the people whom will perform the conciliation.

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.

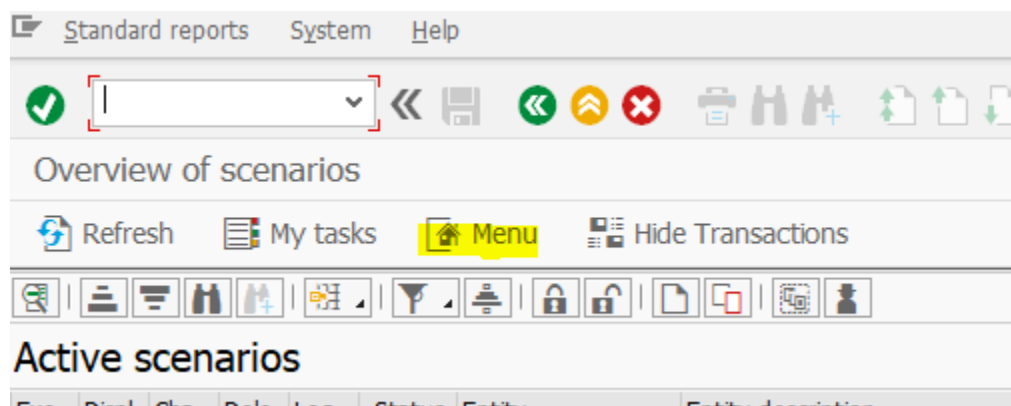
After that, I save the information



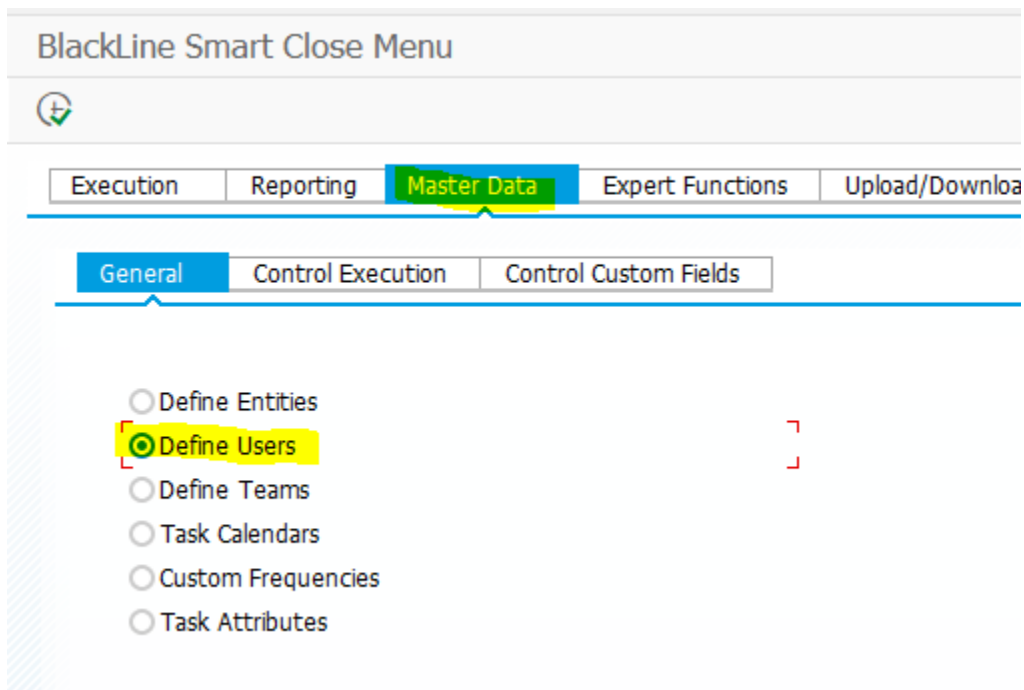
3.3. I release access for PXY

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

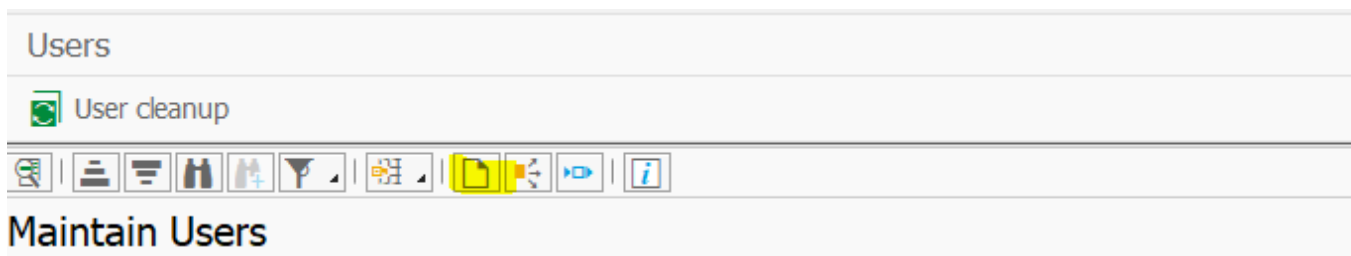
I go to /n/pxy/rb0 and click on menu;



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



I click on New;



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

After that click on New:

Maintain User

User details

SAP user name **PT63037415** Insert details

Surname MOREIRA Initials C First name Carla

Function Procurement Ops AP DACH/IBIT

Phone numbers

Email addresses (1) Carla.Moreira@solway.com
(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

Information Save Cancel

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

Super user ☐
Operator ☒
View ☐
Not applicable ☐

Scenario maintenance

Super user ☐
Administrator ☐
View ☒
Not applicable ☐

User maintenance

Super user ☐
Users ☐
Teams ☒
Not applicable ☐

Information Save Cancel

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 CO	TASK

I click on new:

Maintain Teams

Team details

Entity

Team

Description

Type

Maintain Operator

Cha...	Dele...	User Name	Last name	Initials	First name	Notific
		BG41185	VALKANOVA	I	Ivanka Koleva	
		BG43017	GABROVSKA	S	Svetlana Koleva	
		BG43025	BERBENKOVA	D	Diyana Tsoneva	
		BG43030	SAVOVA	S	Stanka Savova	

I include the user and save the data;



Maintain Operator

User Name

Notification ☐

Operator type

 Information  Save  Cancel

I save again:

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	Notification	Operator Type
		ANTU9389	ANTUNES RUA	M	Margarida	☐	Primary
		AQIN	QIN	Y	Yawen (Alvin)	☐	Primary
		ARAN1800	ARANTES E OLIVEIRA	J	João	☐	Primary
		ARQA3004	DE LA PENA	P	Pablo Alejandro	☐	Primary
		ASANTOS2	DOS SANTOS PEREIRA	A	Adriano	☐	Primary
		BATCH-ARA	BATCH-ARA			☐	Primary
		BATI0489	BATISTA SOCACHEWSKY	M	MARINA LUZ	☐	Primary
		BATI5904	BATISTA	M	Murillo	☐	Primary
		BE00082	COLLARD	D	Didier	☐	Primary
		BE002531	ADLER	M	Maxime	☐	Primary
		BE002608	LEMAIRE	M	Mike	☐	Primary
		BE002795	DOBBELAIRE	A	Anja	☐	Primary
		BE003151	VAN HAVERMAET	T	Tom	☐	Primary
		BE003153	SULLIVAN	M	Marie-Dolores	☐	Primary
		BE003238	KULIKOVA	V	Veronika	☐	Primary
		BE003360	DEPRETER	M	Matthieu	☐	Primary
		BE003430	IADANZA	D	Dimitri	☐	Primary
		BE003468	SZAJDZINSKI	S	Samir	☐	Primary
		BE003913	CORTVRIENDT	J	Joris	☐	Primary
		BE003914	BONNEVALLE	S	Sophie	☐	Primary
		BE003915	CHENOY	J	Jérémy	☐	Primary
		BF003916	DEMANGFAT-ATOMOND	G	Guillaume	☐	Primary

⬆
⬇
⬆
⬇

⬆
⬇

Information
 Save
 Cancel

This way all access were released.

End of document.