

Journal Processing

A ready-to-run Business Process Solution to manage your Journal Processing in SAP.

Simplify and optimise your SAP journal preparation and posting process with familiar and trusted tools such as Microsoft Excel and SAP, easily accessible supporting documentation and automated workflows and approvals.

KEY FUNCTIONS

A smart combination of Microsoft Excel and SAP, with supporting documents and mobile approvals.

- **Journal Preparation and Validation.** MS Excel templates for reference-based journal preparation, validation and processing
- **SAP Journal Integration.** Integrated SAP document posting, parking, accruals and deferrals for general journals, accounts payable and account receivable postings, with easy attachment and retrieval of supporting workbooks and documents
- **Journal Reviews and Approvals.** Contextualised journal reviews and approvals on any device, with accessible easily supporting documentation and seamless integration to SAP.

KEY FEATURES

- Familiar and much loved Excel interface and functionality with seamless integration to SAP.
- Configurable and flexible Excel-templates for specific posting requirements and bulk processing.
- Live look-ups and validation of SAP values (e.g. Company Codes, Document Types, Posting Keys) and business rules (e.g. Tax Code requirements) from within Excel.
- Consistent derivation and application of SAP account assignments based on centralised business rules.
- SAP document numbers returned to and updated in Excel journal template.
- Supports 1000+ Line Postings.
- Easy attachment, storage and retrieval of supporting worksheets in SharePoint and SAP.
- Mobile-enabled reviews and approvals for out-of-office productivity using OneList Approvals.
- Pre-packaged and fully configurable workflow templates with comprehensive notifications and reminders.
- Security and governance compliant using SAP authorisations.
- Powered by SAP certified GLSU toolset from ZOption.



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Productive. Timely. Effective. Compliant.

KEY BENEFITS

- Ensure faster period-end closing.
- Optimise productivity through accurate and fast journal preparation, with direct access to supporting documentation and approval on mobile devices.
- Empower the finance team with tools they know and love.
- Monitor, control and easily refine journal processes for finance efficiency and finance policy compliance.
- Eliminate mistakes.
- Enforce compliance with finance and period-end closing policies by providing visibility and including all stakeholders in the review and approval process.
- Improve user adoption and lower training and support effort through user-friendly interfaces and validations.
- Use existing Microsoft & SAP technologies you already own.
- Deploy quickly with low risk.

Header:	Document Type	Company Code	Document Date	Posting Date	Currency	Document Number
SA	1000	1/04/2004	1/04/2004	EUR	100013962	

Line Items:	Posting key	Account	balanced	Tax Code	Text	Cost Center
50		204000 Other accruals	475			
40	416100	Electricity (fixed)	190	01		1000 Corporate Services
40	416100	Electricity (fixed)	55	01		1110 Executive Board
40	416100	Electricity (fixed)	230	01		1200 Cafeteria

Header Fields	Fields in SAP	Fields on Spreadsheet
	Field: <-blank>> (blank column)	Field: BLART Document Type
	Field: MCHUF? Period	Field: BUKRS Company Code
	Field: KURSP Exchange rate	Field: BUDAT Document Date
	Field: WWERT Transltn Date	Field: BUDAT Posting Date
	Field: XBLNR Reference	Field: WAERS Currency
	Field: BUDRG Cross-CC no.	Field: BELNR Document Number
	Field: BKTXT Doc.Header Text	
	Field: AUGLV Clearing proc.	
	Field: XMASST Calculate tax	
Detail Fields	Fields in SAP	Fields on Spreadsheet
	Field: <-blank>> (blank column)	Field: NEWSB Posting key
	Field: NEWUM Special G/L ind	Field: NEWKO Account
	Field: NEWBK New co.code	Field: <-blank>> (blank column){1}
	Field: DMETR Amount in LC	Field: WRBTR Amount
	Field: WMVST Tax amount	Field: MWVKZ Tax Code
	Field: HWVST LC tax	Field: SGTXT Text
	Field: XDRSL W/o c.disc.	Field: KOSTL Cost Center
	Field: FWZLZ Addtl.tax	Field: <-blank>> (blank column){2}
	Field: HWZLZ LC prevts.	

User-friendly Journal Processing



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