

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

General Ledger Master Record Creation Process using
SAP Workflow Management or SAP Build Process
Automation

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Overview

This document provides information about how to use the General Ledger Master Record Creation Process using SAP Workflow Management or SAP Build Process Automation. Finance Manager, Entity Accounts Head & other approvers and reviewers are the target users of this document.

The general ledger accounts are used by the businesses to record all day to day transactions. These transactions, recorded throughout a certain period are then used later to create the financial statements like the balance sheet, profit and loss statement and the cash flow statement. This same data can also be used to create reports for internal reporting and auditing purposes. The same data can be provided to modules like business intelligence to carry out advance analysis.

- Plug and Play with SAP S/4HANA without any additional development
- Automatic email notification to parties involved
- Business Rules provides flexibility in determining approvers strategy and approvers.
- New variant of the process can be created using the pre-delivered process steps in a no-code / low-code approach
- Out-of-the-box visibility into key process performance indicator.

Disclaimer: Please note that this content package is a template to facilitate custom build extensions. A full-fledged master data management solution, with data quality management and governance capabilities is available on SAP Business Technology Platform, please see [SAP Master Data Governance](#).

My Inbox Task

The General Ledger Master Record Creation Process enables the reviewer to view and edit the General Ledger Data and approver to view the approval tasks in My Inbox for General Ledger Creation. They could also decide to approve and submit the data

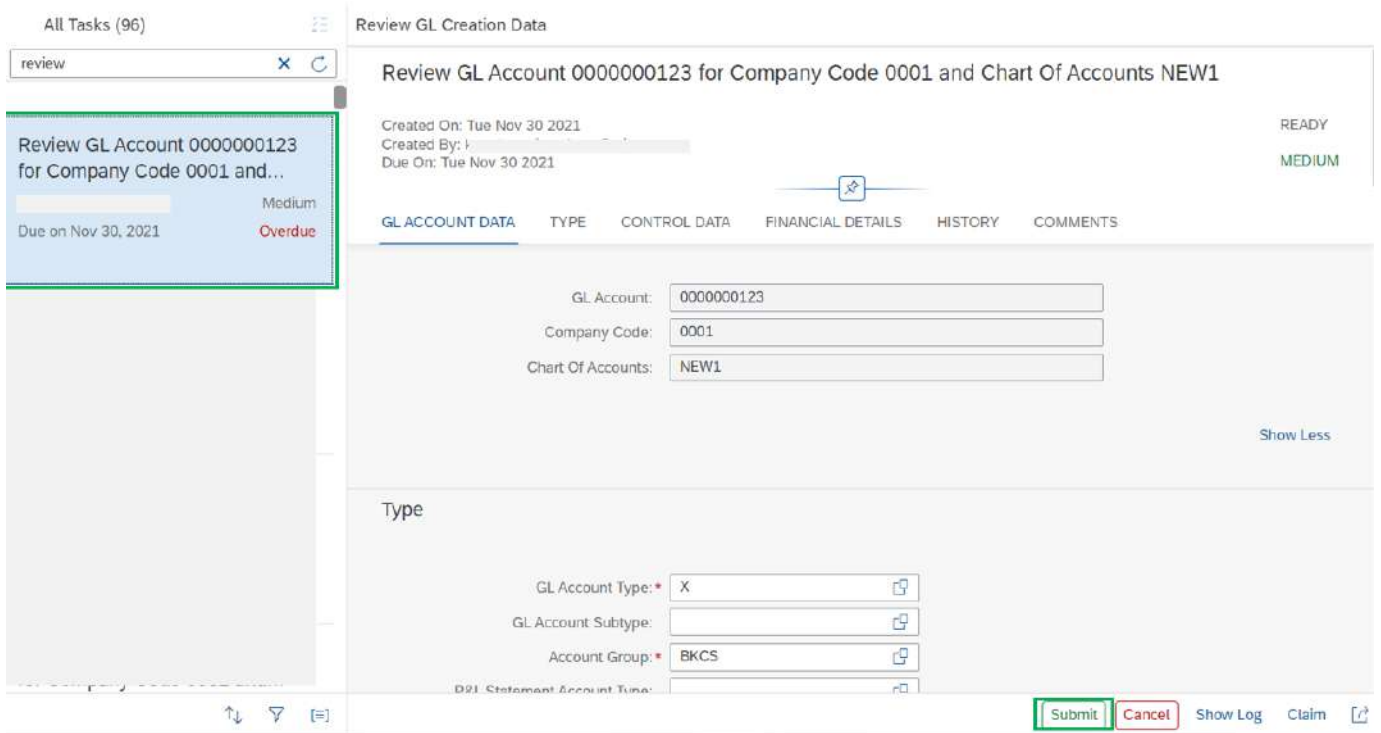
Review GL Data

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

After the accountant fills in the necessary details from the StartUI and click on submit button, workflow will be triggered and the review step will get executed, which is a mandatory step where user can either submit or cancel

The review user interface to review GL data has 6 sections.

1. GL Account Data



2. Type

Review GL Creation Data

Review GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

GL ACCOUNT DATA **TYPE** CONTROL DATA FINANCIAL DETAILS HISTORY COMMENTS

GL Account Type: *	<input type="text" value="X"/>	
GL Account Subtype:	<input type="text"/>	
Account Group: *	<input type="text" value="BKCS"/>	
P&L Statement Account Type:	<input type="text"/>	
Reconciliation Account:	<input type="text"/>	
Functional Area:	<input type="text"/>	
Short Text: *	<input type="text" value="Bank"/>	
Long Text:	<input type="text"/>	
Trading Partner:	<input type="text"/>	
Group Account Number:	<input type="text"/>	

Show Less

Control Data

[Show Log](#) [Claim](#)

3. Control Data

Review GL Creation Data

Review GL Account 0000000123 for Company Code NEW1 and Chart Of Accounts NEW1

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY COMMENTS

Account Currency:	<input type="text"/>	Open Item Management:	<input type="checkbox"/>
Balances In Local Currency Only:	<input type="checkbox"/>	Clearing Specific To Ledger Groups:	<input type="checkbox"/>
Tax Category:	<input type="text"/>	Sort Keys:	<input type="text"/>
Posting Without Tax Allowed:	<input type="checkbox"/>	Authorization Group:	<input type="text"/>
Valuation Group:	<input type="text"/>	Cost Element Category:	<input type="text"/>
Recon. Account For Account Type:	<input type="text"/>	Unit Of Measurement:	<input type="text"/>
Alternate Account Number:	<input type="text"/>	Account Clerk Abbreviation:	<input type="text"/>
Account Managed In Ext System:	<input type="checkbox"/>	Exchange Rate Difference Key:	<input type="text"/>
Inflation Key:	<input type="text"/>		
Tolerance Group:	<input type="text"/>		

Show Less



4. Financial Details

Review GL Creation Data

Review GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

GL ACCOUNT DATA TYPE CONTROL DATA **FINANCIAL DETAILS** HISTORY COMMENTS

Field Status Group:	<input type="text"/>	Interest Indicator:	<input type="text"/>
Post Automatically Only:	<input type="checkbox"/>	Interest Calc. Frequency:	<input type="text" value="0"/>
Supplement Auto Postings:	<input type="checkbox"/>	Date Of Last Int. Calc:	<input type="text" value="MMM d, y"/>
Reconciliation Account Ready For Input:	<input type="checkbox"/>	Key Date Of Last Int. Calc:	<input type="text" value="MMM d, y"/>
Planning Level:	<input type="text"/>		
Relevant To Cash Flow:	<input type="checkbox"/>		
Commitment Item:	<input type="text"/>		
House Bank:	<input type="text"/>		
Account ID:	<input type="text"/>		

[Show Less](#)

- 5. Comments – to capture comments from Approvers
- 6. History – to view the record of the previous review levels with comments, if any.

Review GL Creation Data

Review GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY COMMENTS

Role	User	Decision	Comment
No data			

Comments

Show Log Claim 

The Entity Accounts Head (Reviewer) can make one of the following decisions:

1. Submit- Click **Submit** button to submit the reviewed data.
2. Cancel- Click **Cancel** button if the data is not correct and do not want to continue with the creation of General Ledger Account.

The screenshot shows a task review interface. On the left, a task card is highlighted with a green border, containing the text: "Review GL Account 0000000123 for Company Code 0001 and...", "Medium", and "Due on Jan 25, 2022, 3:02 PM". The main content area is titled "Review GL Creation Data" and "Review GL Account 0000000123 for Company Code 0001 and Chart Of Accounts CACH". It includes metadata: "Created On: Thu Nov 25 2021", "Created By: k...", "Due On: Tue Jan 25 2022", and status indicators "READY" and "MEDIUM". A navigation bar contains tabs: "GL ACCOUNT DATA", "TYPE", "CONTROL DATA", "FINANCIAL DETAILS", "HISTORY", and "COMMENTS". The "GL ACCOUNT DATA" tab is active, showing input fields for "GL Account: 0000000123", "Company Code: 0001", and "Chart Of Accounts: CACH". A "Show Less" link is visible. The "Type" section shows "GL Account Type:* X", "GL Account Subtype:", "Account Group:* ABST", and "P&L Statement Account Type:". At the bottom right, there are buttons for "Submit" (highlighted with a green box), "Cancel", "Show Log", and "Claim".

The next step is triggered based on how the process variant is configured by the Process Expert

Approve GL Data

After the reviewer submit the data the approver can approve or reject the data.

The approval user interface to approve GL data has 6 sections.

1. GL Account Data

All Tasks (232)

Approve GLAccount Data

Approve GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

Created On: Mon Dec 06 2021
Created By: [Redacted]
Due On: Mon Dec 06 2021

READY
MEDIUM

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY COMMENTS

GL Account: 0000000123
Company Code: 0001
Chart Of Accounts: NEW1

Show Less

Type

GL Account Type: X
GL Account Subtype: [Redacted]
Account Group: BKCS
B/L Statement Account Type: [Redacted]

Approve Reject Show Log Claim

2. Type

Approve GLAccount Data

Approve GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

GL ACCOUNT DATA **TYPE** CONTROL DATA FINANCIAL DETAILS HISTORY COMMENTS

GL Account Type:	<input type="text" value="X"/>
GL Account Subtype:	<input type="text"/>
Account Group:	<input type="text" value="BKCS"/>
P&L Statement Account Type:	<input type="text"/>
Reconciliation Account:	<input type="text"/>
Functional Area:	<input type="text"/>
Short Text:	<input type="text" value="Bank"/>
Long Text:	<input type="text"/>
Trading Partner:	<input type="text"/>
Group Account Number:	<input type="text"/>

[Show Less](#)

Control Data

3. Control Data

Approve GLAccount Data

Approve GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

GL ACCOUNT DATA	TYPE	CONTROL DATA	FINANCIAL DETAILS	HISTORY	COMMENTS
Account Currency:	<input type="text"/>				Open Item Management: <input type="checkbox"/>
Balances In Local Currency Only:	<input type="checkbox"/>				Clearing Specific To Ledger Groups: <input type="checkbox"/>
Tax Category:	<input type="text"/>				Sort Keys: <input type="text"/>
Posting Without Tax Allowed:	<input type="checkbox"/>				Authorization Group: <input type="text"/>
Valuation Group:	<input type="text"/>				Cost Element Category: <input type="text"/>
Recon. Account For Account Type:	<input type="text"/>				Unit Of Measurement: <input type="text"/>
Alternate Account Number:	<input type="text"/>				Account Clerk Abbreviation: <input type="text"/>
Account Managed In Ext System:	<input type="checkbox"/>				Exchange Rate Difference Key: <input type="text"/>
Inflation Key:	<input type="text"/>				
Tolerance Group:	<input type="text"/>				

[Show Less](#)

[Approve](#) [Reject](#) [Show Log](#) [Claim](#) [↗](#)

4. Financial Details

Approve GLAccount Data

Approve GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY COMMENTS

Field Status Group:	<input type="text"/>	Interest Indicator:	<input type="text"/>
Post Automatically Only:	<input type="checkbox"/>	Interest Calc. Frequency:	<input type="text" value="0"/>
Supplement Auto Postings:	<input type="checkbox"/>	Date Of Last Int. Calc:	<input type="text" value="dd-mm-yyyy"/>
Reconciliation Account Ready For Input:	<input type="checkbox"/>	Key Date Of Last Int. Calc:	<input type="text" value="dd-mm-yyyy"/>
Planning Level:	<input type="text"/>		
Relevant To Cash Flow:	<input type="checkbox"/>		
Commitment Item:	<input type="text"/>		
House Bank:	<input type="text"/>		
Account ID:	<input type="text"/>		

[Show Less](#)

[Approve](#) [Reject](#) [Show Log](#) [Claim](#) [?](#)

5. Comments – to capture comments from Approvers

6. History – to view the record of the previous review levels with comments, if any.

[Show Less](#)

History

Role	User	Decision	Comment
Entity Accounts Head		submit	Reviewed

Comments

The Finance Manager (Approver) can make one of the following decisions:

1. Approve- Click **Approve** button to proceed to post the data to S4 system.
2. Reject- Click **Reject** button to reject the creation of General Ledger Account with the specified data

Approve GLAccount Data

Approve GL Account 0000000123 for Company Code 0001 and Chart Of Accounts NEW1

Created On: Mon Dec 06 2021

Created By:

Due On: Mon Dec 06 2021

READY

MEDIUM



GL ACCOUNT DATA

TYPE

CONTROL DATA

FINANCIAL DETAILS

HISTORY

COMMENTS

GL Account:

Company Code:

Chart Of Accounts:

Show Less

Type

GL Account Type:

GL Account Subtype:

Account Group:

P&L Statement Account Type:

Approve

Reject

Show Log

Claim

Rework for GL Data

While posting to S4 system, if any error occurs due to wrong data and posting fails, the workflow will route to a rework screen where the accountant is asked to rectify the data error and sent for approval and review again. Other errors will be handled by Error handler

The rework user interface to rework for GL Data has 7 sections.

1. GL Account Data

If the user edits any data like GL account, company code and chart of account, click on validate button to check whether the same account is already present or is in running state in workflow.

All Tasks (48) Rework for GL Data

rework

Rework for GL Account 0000000123 , Chart Of Accounts... Medium Overdue Due on Nov 17, 2021

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

Created On: Wed Nov 17 2021 Created By: Due On: Wed Nov 17 2021 READY MEDIUM

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY ERROR LOG COMMENTS

GL Account: * 0000000123
Company Code: * NEW1
Chart Of Accounts: * NEW1

Validate

Show Less

Type

GL Account Type: * X
GL Account Subtype:
Account Group: * FRG

Post Cancel Show Log Claim

2.Type

Rework for GL Data

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

GL ACCOUNT DATA **TYPE** CONTROL DATA FINANCIAL DETAILS HISTORY ERROR LOG COMMENTS

GL Account Type:*	<input type="text" value="X"/>
GL Account Subtype:	<input type="text"/>
Account Group:*	<input type="text" value="ERG."/>
P&L Statement Account Type:	<input type="text"/>
Reconciliation Account:	<input type="text"/>
Functional Area:	<input type="text"/>
Short Text:*	<input type="text" value="Bank"/>
Long Text:	<input type="text"/>
Trading Partner:	<input type="text"/>
Group Account Number:	<input type="text" value="0000012345"/>

Show Less

Control Data

3. Control Data

Rework for GL Data

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY ERROR LOG COMMENTS

Account Currency:	<input type="text"/>	Open Item Management:	<input type="checkbox"/>
Balances In Local Currency Only:	<input type="checkbox"/>	Clearing Specific To Ledger Groups:	<input type="checkbox"/>
Tax Category:	<input type="text"/>	Sort Keys:	<input type="text"/>
Posting Without Tax Allowed:	<input type="checkbox"/>	Authorization Group:	<input type="text"/>
Valuation Group:	<input type="text"/>	Cost Element Category:	<input type="text"/>
Recon. Account For Account Type:	<input type="text"/>	Unit Of Measurement:	<input type="text"/>
Alternate Account Number:	<input type="text"/>	Account Clerk Abbreviation:	<input type="text"/>
Account Managed In Ext System:	<input type="checkbox"/>	Exchange Rate Difference Key:	<input type="text"/>
Inflation Key:	<input type="text"/>		
Tolerance Group:	<input type="text"/>		

4. FinancialDetails

Rework for GL Data

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

GL ACCOUNT DATA TYPE CONTROL DATA **FINANCIAL DETAILS** HISTORY ERROR LOG COMMENTS

Field Status Group:	<input type="text"/>		Interest Indicator:	<input type="text"/>	
Post Automatically Only:	<input type="checkbox"/>		Interest Calc. Frequency:	<input type="text" value="0"/>	
Supplement Auto Postings:	<input type="checkbox"/>		Date Of Last Int. Calc:	<input type="text" value="MMM d, y"/>	
Reconciliation Account Ready For Input:	<input type="checkbox"/>		Key Date Of Last Int. Calc:	<input type="text" value="MMM d, y"/>	
Planning Level:	<input type="text"/>				
Relevant To Cash Flow:	<input type="checkbox"/>				
Commitment Item:	<input type="text"/>				
House Bank:	<input type="text"/>				
Account ID:	<input type="text"/>				

[Show Less](#)

[Post](#) [Cancel](#) [Show Log](#) [Claim](#)

- 5. History – to view the record of the previous review levels with comments, if any.
- 6. Error Log

Rework for GL Data

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY ERROR LOG COMMENTS

History

Role	User	Decision	Comment
Entity Accounts Head		submit	
Finance Manager		approve	
Finance Officer		assign	
Finance Officer		approve	

Error log

Error Message: Account group ERG. not defined for chart of accounts
NEW1

Comments

7.Comment

Rework for GL Data

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

GL ACCOUNT DATA TYPE CONTROL DATA FINANCIAL DETAILS HISTORY ERROR LOG COMMENTS

Comments

The Finance Manager (Approver) can make one of the following decisions:


1. Post - Click **Post** button to proceed to next step for review, approve and posting the data again.
2. Cancel - Click **Cancel** button to Cancel the creation of General Ledger Account with the specified data

If the user edits any data like GL account, company code and chart of account, click on validate button to check whether the same account is already present or is in running state in workflow.


Rework for GL Data

Rework for GL Account 0000000123 , Chart Of Accounts NEW1 and Company Code NEW1

Created On: Wed Nov 17 2021 READY
Created By: MEDIUM
Due On: Wed Nov 17 2021



[GL ACCOUNT DATA](#) [TYPE](#) [CONTROL DATA](#) [FINANCIAL DETAILS](#) [HISTORY](#) [ERROR LOG](#) [COMMENTS](#)

GL Account: * 




Company Code: * 


Chart Of Accounts: * 


Validate


[Show Less](#)

Type

GL Account Type: * 

GL Account Subtype: 

Account Group: * 

Post **Cancel** [Show Log](#) [Claim](#) 

IT-Task Owner Assignment - Reviewer

If the reviewer was not determined from business rules or from external service ,a task will be created for admin to assign reviewer or to retry the step.

The task owner assignment user interface has 5 sections.

1.Error Description

2.Task Owner Assignment

All Tasks (212) IT- Task Owner Assignment

Search

Task Owner not defined for GL Account 0000000543
Medium
Due on Nov 24, 202... Within a Week

Task Owner not defined for GL Account 0000000543

Created On: Nov 24, 2021 Priority Due On
Created By: Medium Nov 24, 2021

Error Description Task Owner Assignment History Comment GL Account Details

Error Description: Task Owners not defined for Entity Accounts Heads review step for GL Account 0000000543

Task Owner Assignment

Mail ID:
User ID:
User Group:

Assign Processor Retry Show Log Claim

3. History

4. Comment

IT- Task Owner Assignment

Task Owner not defined for GL Account 0000000543



Error Description Task Owner Assignment History Comment GL Account Details

History

History

User	Role	Decision	Comment
No items available.			

Comment

Comment:

GL Account Details

[Assign Processor](#) [Retry](#) [Show Log](#) [Claim](#)

5. GL Account Details

IT- Task Owner Assignment

Task Owner not defined for GL Account 0000000543

Error Description Task Owner Assignment History Comment GL Account Details

GL Account:	0000000543
Chart Of Accounts:	0MB1
Company Code:	0001
GL Account Type:	X
Role:	Entity Accounts Heads

Assign Processor Retry Show Log Claim

The Admin can make one of the following decisions:

1. Assign Processor – Assign new processor by giving new processor details
2. Retry - Retry to find the reviewer details from business rules or from external service

IT-Task Owner Assignment - Approver

If the approver was not determined from business rules or from external service, a task will be created for admin to assign approver or to retry the step.

The task owner assignment user interface has 5 sections.

1. Error Description
2. Task Owner Assignment

All Tasks (213) IT-Task Owner Assignment

Search

Task Owner not defined for GL Account 0000000123

Medium

Due on Nov 24, 202... Within a Week

Task Owner not defined for GL Account 0000000123

Created On: Nov 24, 2021 Priority: **Medium** Due On: **Nov 24, 2021**

Created By: I

[Error Description](#) [Task Owner Assignment](#) [History](#) [Comment](#) [GL Account Details](#)

Error Description: Task Owners not defined for Finance Officer approval step for GL Account 0000000123

Task Owner Assignment

Mail ID:

User ID:

User Group:

 [Show Log](#) [Claim](#)

3. History

4. Comment

IT-Task Owner Assignment

Task Owner not defined for GL Account 0000000123 ▼

[Error Description](#) [Task Owner Assignment](#) [History](#) [Comment](#) [GL Account Details](#)

User	Role	Decision	Comment
	Process Admin	retry	
	Entity Accounts Head	submit	
	Finance Manager	approve	

Comment

Comment:

 [Show Log](#) [Claim](#)

5. GL Account details

Task Owner not defined for GL Account 0000000123

Error Description Task Owner Assignment History Comment GL Account Details

GL Account:	0000000123
Chart Of Accounts:	0MB1
Company Code:	0003
GL Account Type:	X
Role:	Finance Officer

[Assign Processor](#) [Retry](#) [Show Log](#) [Claim](#) [🔗](#)

The Admin can make one of the following decisions:

1. Assign Processor – Assign new processor by giving new processor details
2. Retry - Retry to find the approver details from business rules or from external service

Posting of GL Data Fails

User task created when the posting of GL Data to SAP S/4HANA due to technical errors Interface to handle error have 4 sections:

1. Error Details

All Tasks (213) Posting Fails

Search Q C

Posting of GL Account 0000000123 with Company Cod... Medium

Due on Nov 24, 202... Within a Week

Posting of GL Account 0000000123 with Company Code 0003 and Chart Of Accounts OMB1 Failed

Created On: Nov 24, 2021 Priority Due On

Created By: Medium Nov 24, 2021

[Error Details](#) [History](#) [Comment](#) [GL Account Details](#)

Type:

Id:

Message:

Log message number:

Number:

History

User	Role	Decision	Comment
Retry	Cancel	Show Log	Claim

2. History

3. Comment

Posting Fails

Posting of GL Account 0000000123 with Company Code 0003 and Chart Of Accounts OMB1 Failed v

[Error Details](#) [History](#) [Comment](#) [GL Account Details](#)

	Process Admin	assign
	Entity Accounts Heads	submit
	Finance Manager	approve
	Process Admin	assign
	Finance Officer	approve

Comment

Comment:

[Retry](#) [Cancel](#) [Show Log](#) [Claim](#) [↗](#)

4. GL Account Details

Posting Fails

Posting of GL Account 0000000123 with Company Code 0003 and Chart Of Accounts OMB1
Failed

Error Details History Comment GL Account Details

GL Account Details

GL Account Number:
Company Code:
Chart Of Accounts:
GL Account Type:

Show Log Claim

Error handler can take one of the following decisions:

1. Retry - Rectify the error and retry posting of GL Data to SAP S/4HANA
2. Cancel - Cancel the workflow and hence the corresponding General Ledger Account creation

Posting Fails

Posting of GL Account 0000000123 with Company Code 0003 and Chart Of Accounts OMB1
Failed

Created On: Nov 24, 2021 Priority Due On
Created By: Medium Nov 24, 2021

Error Details History Comment GL Account Details

Type:
Id:
Message:
Log message number:
Number:

History

History

User	Role	Decision	Comment

Show Log Claim

Process Visibility Workspace

Process Visibility capability in SAP Workflow Management or SAP Build Process Automation enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

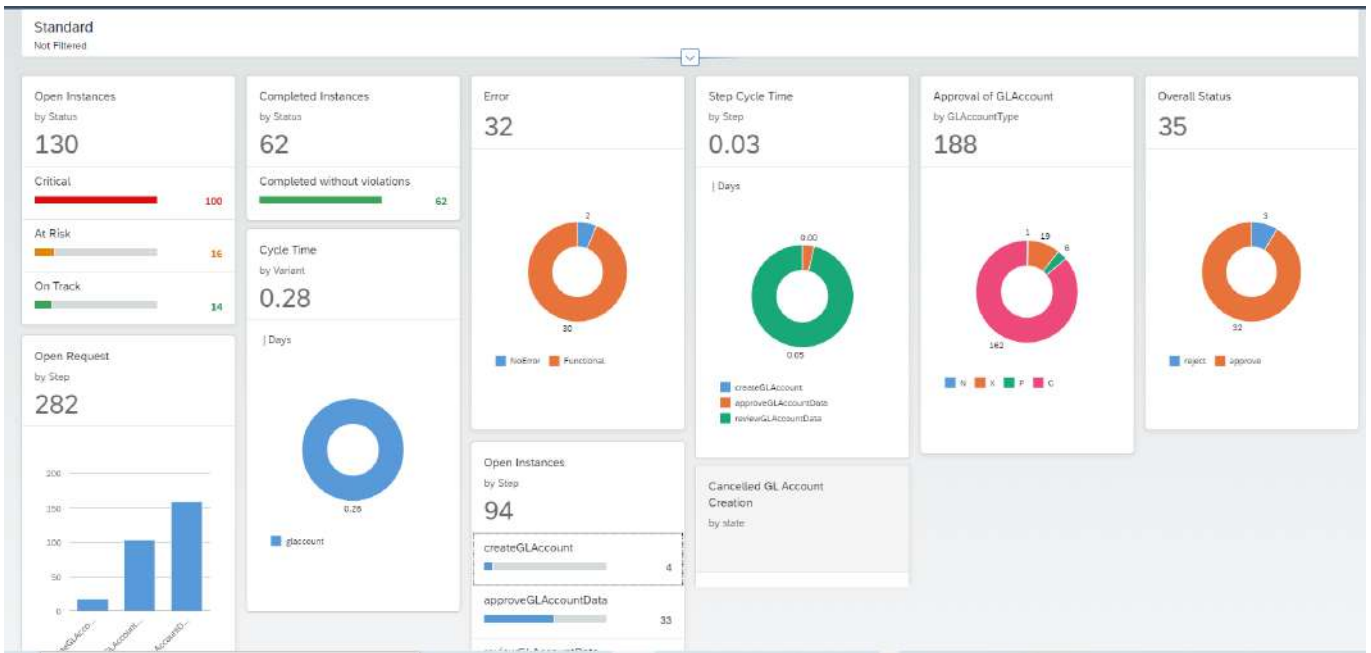
The General Ledger Master Record Creation Process package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Workflow Management or SAP Build Process Automation. A process owner or line of business expert will be able to enhance the visibility scenario.

Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario "General Leader Master Record Creation Process". For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the below detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select General Ledger Master Record Creation Process tile.
3. Click Live Process Insights General Ledger Master Record Creation Process
4. User will see the below detailed process visibility screen.



Please go through [help documentation](#) on how to access process workspace.