



Accelerate Month-end Close with OneList Approvals



OneList for Journal Approvals

Good corporate governance requires that General Ledger journal postings, Accounts Payable supplier invoices and miscellaneous Accounts Receivable customer invoices are reviewed and approved prior to processing. For organisations subject to Sarbanes-Oxley (SOX) compliance requirements, this is generally considered to be a mandatory internal control.

SAP allows for segregation of duties for journal processing using Park and Post functionality. Finding, analyzing and releasing parked journals within SAP has been a bit clumsy... Until now!

OneList Approvals consolidates all workflow tasks across SAP and other applications into one simple, actionable, task list which is separate to your inbox. Managers love the user-friendliness, efficiency, depth of information and associated documents, as well as the ability to make timely decisions wherever they are, without having to navigate through any backend applications.

Specifically for accounting managers, OneList Approvals allows managers to approve SAP documents easily, with all the supporting documents attached, from within Outlook or even on a mobile device.

Whilst OneList can consolidate approval tasks such as leave, purchase orders, expenses, travel, Capex and many more, we have packaged a fast-start solution for SAP journal approvals which can be deployed within days. OneList for Journal Approvals works in every SAP environment (with or without workflow) to allow your finance managers to easily review parked documents, together with supporting documents, and make posting decisions.

Get some quick wins on the board with journal approvals then expand to include all other approvals across various systems.

Step 1:
Journals prepared, validated and parked using ZOption GLSU

The screenshot shows the SAP ZOption GLSU interface. A 'GLSU Options' dialog box is open on the left, with the 'General' tab selected. The 'System' is set to 'System 30X Client 800' and the 'Transaction Type' is 'Park Document'. The 'Processing' area shows a table with columns B through I. The table contains the following data:

Document Type	Company Code	Document Date	Posting Date	Currency	Doc.Header Text	Document Number
SA	1000	09-Mar	09-Mar	EUR	post	100000019

Below the table, there are additional columns for 'Posting key', 'Account', 'Description', '- balanced -', 'Cost Center', 'Description', and 'Text'. The data for these columns is as follows:

Posting key	Account	Description	- balanced -	Cost Center	Description	Text
	50	204000	Other accruals	5500		
	40	416100	Electricity (fixed)	2000	2100	Finance & Admin.
	40	416100	Electricity (fixed)	3500	2100	Finance & Admin.



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Features

- Provides consistent task layouts on both desktop and mobile devices;
- Combines tasks from all applications;
- Presents relevant business data to make informed decisions;
- Use SAP Workflow or directly extract parked documents for approval by Company Code, Account Assignment and Value;
- Easy and Secure: No need for approvers to access SAP or Excel!

Benefits

Better insights from easier to review financial documents focussing on key information including descriptions and texts for:

- more efficient and confident approval decisions based on supporting Excel workings and scanned invoices
- greater process compliance visibility by displaying previous approval history
- faster approval as important approval tasks are presented in a live task list and are not lost in email clutter
- quicker month-end close, keeping the executive team better informed and eliminating month-end overtime.

Step 2: Approval task appears in OneList

Step 3: Approver reviews the summary posting details

Step 4: Supporting workbook and workings

Step 5: Journal approved. Month-end closed on time!

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