Send a Copy of a Journal Entry to Other Users

Regardless of the status of a Journal Entry document (parked, completed, or posted), a copy of the document can be sent to other users, if desired. This copy will appear in their SAP Inbox for their review. A note can be included to provide the reason that those recipients received a copy of the document for their review. However, an email notification will NOT be sent to the recipient. When the recipient logs into SAP, there will be message stating “You have unread documents in your Inbox.”

This does NOT forward any rights to approve the document.

The function to send a copy of a journal entry document is part of the Services for Objects button. This button is available in several document related transactions and will most likely be used from these two transactions:

- Display a Parked Document
- FI Document Display (for Posted Documents)

Therefore, the Services for Objects button is also available when displaying a parked document via the Parked Document link from an Initiator’s Workflow Outbox or an Approver’s Workflow Inbox in SAP or when drilling-down into a parked, completed, or posted document from respective Workflow reports or financial reports (once posted).
Send a Copy of a Journal Entry to Other Users

Available in Several Transactions – See Note Below

Note: This function is part of the Services for Objects button, which is available in several document related transactions, such as when displaying a parked / completed document or displaying a posted document. Refer to other sections of the Journal Entry Basics Guide for different ways to display documents if needed.


- Click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.
- In the resulting drop-down list, click on the menu path Send → Send object with a note.
In the resulting *Create Document and Send* window:

- In the top section under the *Document contents* tab, enter a note to the recipient(s) if desired.
- In the bottom section under the *Recipient* tab, list the recipients in the Recipients column per one of these methods:
  - Enter an email address
  - Enter the SAP User ID, if known.
  - To search, use the *Drop-down* button and find the name associated with the SAP User ID (see other tips below).
  - If searching by name, ensure the *radio button* for *Internal User* is selected; enter a *last name* (not case sensitive) in the *Srch.* field; and click on the *Continue* button.
  - If searching by name and one name is found that matches the last name, that name will populate automatically.
  - If the search yields a list of results, click once on the desired person’s name and click on the *Copy* button.
Send a Copy (cont.)

- When all recipients are listed, click on the Send button at the bottom of the window.

**Note:** The recipient will receive a copy of the document in their SAP Inbox. Unlike forwarding or rejecting a document, an email notification will NOT be sent. However, when the recipient logs into SAP, a message will appear stating “You have unread documents in your Inbox.”