

Approvers Checklist

Setting up transactions as Favourites in SAP:

- In SAP, right click on the **Favorites** folder > **Insert transaction** > type the transaction code eg **FBV0** > click **green tick**
- To display the full title of the transactions: click **Menu** > **Extras** > **Settings** > tick **Display Technical Names** > **Save**
- **To change the name of your Favorite** (to one which makes sense to you) **right click** on your Favorite transaction > **Change favorite** > **type** in your text > **green tick**
- **To get back to the main menu from any screen in SAP**, type **"/n"** into the white transaction field next to Menu

Journals: SAP – transaction FBV0

(no email notification)

- Amounts
- Cost centre(s) relate to your school(s)
- Prompt approval required within calendar month, otherwise deleted

Negotiated Journals including Derbyshire Property Package: SAP – SAP Business Workplace

(workflow notification goes to the User/Person responsible)

- Amounts
- Items or services have been received
- GL code must be 313390 (for school to school), other charges may be different eg Derbyshire Property Package can be charged to 317010
- Prompt approval required within 21 days, otherwise auto-approved

Payroll – Additional hours and Additional/acting up payments: SAP – transaction Z_PA70_SCH

(no email notification)

- Enter last day of previous month ie 31.01.2018
- Amounts
- Wage types
- Always check Additional hours (*Cost Assignment*) and Additional/acting up payments (*Additional payments*)
- Is there more than one page? Use the scroll bar
- Prompt approval required by 7th working day of following month, as Payroll is then locked

Approving VIM invoices: SAP – SAP Business Workplace

(email notification)

- Invoice relates to your school
- Amounts – net and VAT
- Items or services have been received
- Check for notes from your coder
- If invoice has a Purchase Order number (begins 65xxxxxxx), this is OrderPoint not VIM invoice, so reject

Price discrepancies (OrderPoint): SAP – SAP Business Workplace*(email notification)*

- Invoice relates to your school
- Does the Purchase Order number match (on scanned **Image** and **Dashboard**)
- Has invoice already been paid?

OrderPoint orders: OrderPoint – Inbox *(email notification)*

- Amounts
- Items or services have been received
- Check for notes from your shopper
- Can approve or reject

Inventory: SAP – transaction ZRHR_ESTINV *(write off details)*

- Pending write off items
- Enter Write off details ie date of Governors meeting/ minute number/ reason & method of disposal

List of reports:

- **KSB1** – postings report, run monthly, printed off, check and signed – Audit required
- **PC00_M08_DRL_COSTOBJ** – monthly payroll postings, run monthly, as above
- **S-ALR_87013620** – report of accounts