


Approving Negotiated Journals

You need to log into your SAP Business Workplace Inbox daily (or at least twice weekly) to check if you have any Negotiated journals to approve.

Please note that negotiated journals are automatically approved at the end of their 21 day workflow.*

- Log on to **SAP**
- Click on **SAP Business Workplace**
- In the **Business Workplace of School Approver** screen, left click on **Inbox** then again on **Workflow**. *Negotiated journals will show here on the right hand side.*
- To view, double click on the negotiated journal line
*This takes you to the **Decisions Step in Workflow** screen.*
- **Checking the journal:**
 - Click on **Parked Document 1000xxxxx** in **Objects and attachments**
 - In the **Display Parked G/L Document** screen, view the details of the journal
 - To view any attached documents, click on the **Services for Object** icon
 (top right of screen) and click **Attachment list**
 - **Double click** on the line to view the attachment.
 - To exit, click on the **green tick** to return to the **Display Parked G/L Document** screen, showing the journal
- Click **Back** to return to the **Decisions Step in Workflow** screen, where you have three options:
 - **Approve** – *if you are happy to approve, the journal is posted to your school budget. (Journal no longer appears in Workflow list)*
 - **Reject** – *the workflow sends the journal back to the source school's inputter. Type in a relevant reason for the rejection in the **Reason for Rejection** text box. (Journal no longer appears in Workflow list)*
 - **Cancel and keep work item in inbox** - if you want to query or investigate the journal with the source school. You can then return to your Inbox and **Approve** or **Reject** as appropriate*. *(Journal still shows in Workflow list)*
- To exit, click **Back** to return to Workflow list

NB: *Inputters are trained not to input journals in the last days of the Summer term because of the 21 day timescale.