

For queries, contact the SAP in Schools team:

telephone 01629 538088 or email schoolssap@derbyshire.gov.uk

For SAP in Schools guidance, circulars and information (SchoolsNet):

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/sap-for-schools/sap-for-schools.aspx>

Approving a Negotiated Journal – including DPP (Derbyshire Property Package) negotiated journals

Transaction: SAP Business Workplace

This guidance is to enable school Approvers to authorise a charge to their own school budget from another Derbyshire school eg for cluster meeting costs

or

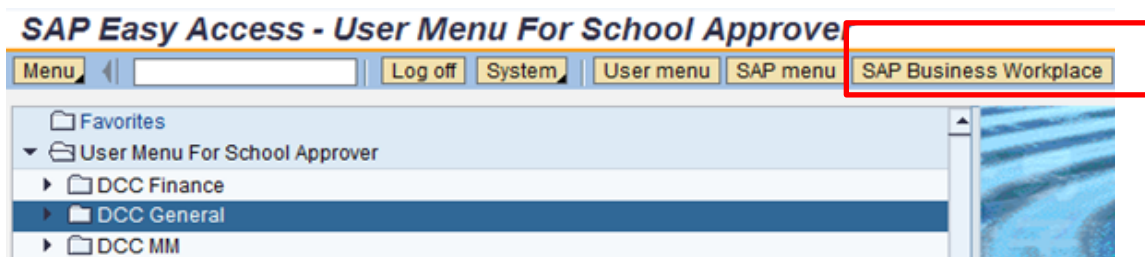
from a DCC department eg **Property Services Division for Derbyshire Property Package (DPP) charges.**

These charges are called **negotiated journal transfers** and are input (similarly to journal transfers within your school budget) by the charging school/department but have a document type of **IR** (not SA).

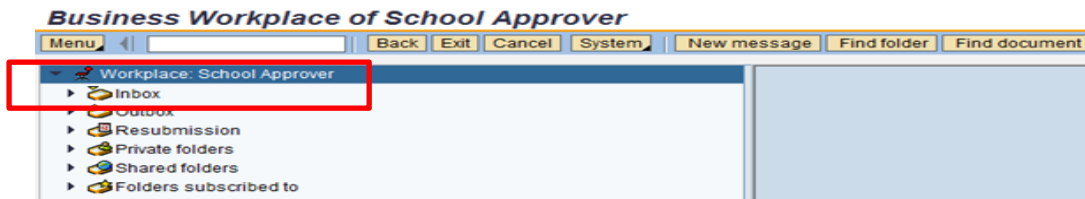
- **You need to log into your SAP Business Workplace Inbox daily (or at least twice weekly)** to check if there are any negotiated journals to approve. There is no email notification.
- **If you do not approve (or reject) within 21 days of the date of its creation**, the journal is automatically approved and the charge made against your budget. With this in mind, we do advise the charging schools to avoid inputting negotiated journals just prior to school holidays.

Approving a Negotiated Journal

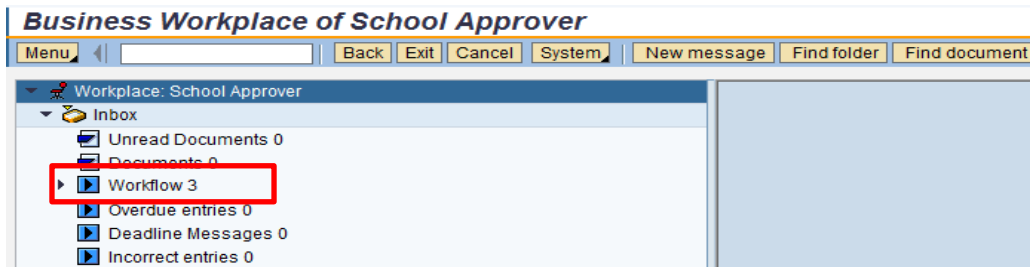
- Log into SAP
- Click on **SAP Business Workplace**



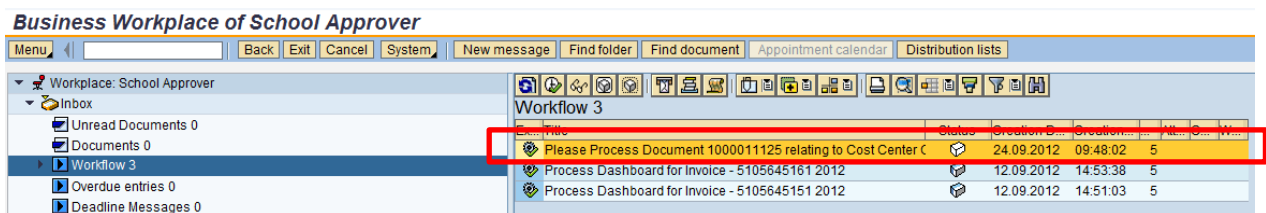
- Click on **Inbox**



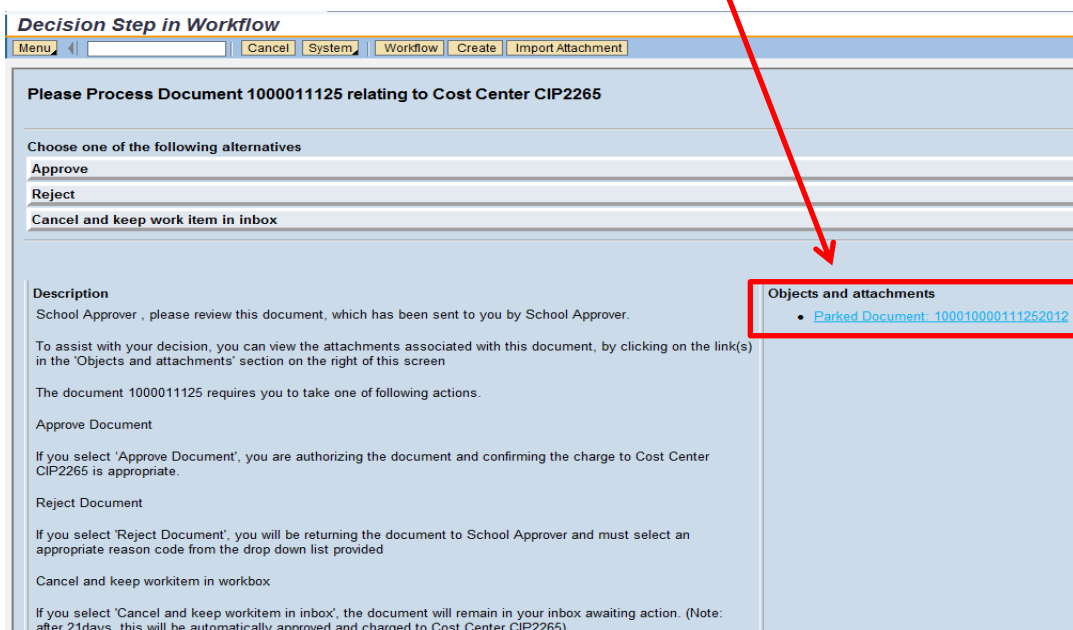
- Click on **Workflow**



- Negotiated journals will show in your Workflow with the title **Please Process Document 100xxxxx relating to Cost Center**. Double click on the line



- In the **Decision Step in Workflow** screen, you have options to **Approve, Reject** or **Cancel**. View the journal details by clicking on **Parked Document 1000xxxxxx**



Note: Please note that from this point on in the approval process, the screens differ for negotiated journals from another school or from Property Services Division (Derbyshire Property Package) as follows:

a. Negotiated journal from another Derbyshire school:

Details of the journal are displayed. The following checks should be made:

- Which school has the journal come from - see **Reference**, this should display the charging school's name
- Are the **Cost center** fields correct – ie the **Debit line** should show your cost centre, the **Credit line** should show the charging school's
- What is the journal for – see a brief description in **Doc.Header Text** and the **Short text** fields
- Is the amount to be debited correct – see **Amount in doc.curr**
- Is there an attachment – click on the **Services for object icon**.
All journals should have a note or attachment as an Audit requirement.

Display Parked G/L Document 1000011125 1000 2012

Menu | Back | Exit | Cancel | System | Tree on | Editing options

Basic data | Details | Workflow

Document Date: 24.09.2012 | Currency: GBP
 Posting Date: 24.09.2012 | Period: 6
 Document Number: 1000011125

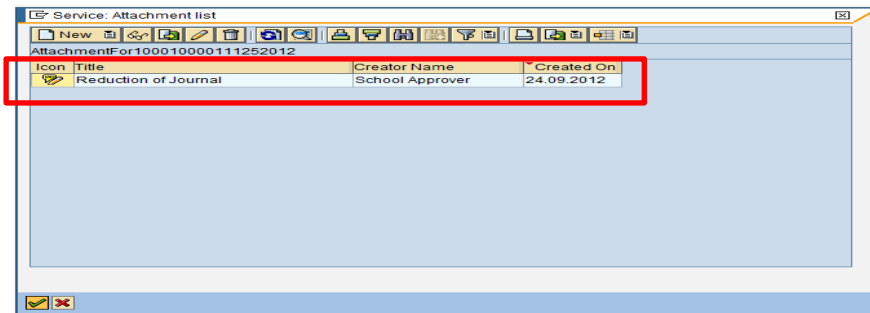
Reference: 1000001
 Doc.Header Text: Hire of Room
 Document Type: IR | Negotiable Recharge
 Company Code: 1000 | Derbyshire County Council Great Britain

Amount Information
 Total deb.: 20.00 GBP
 Total cred.: 20.00 GBP

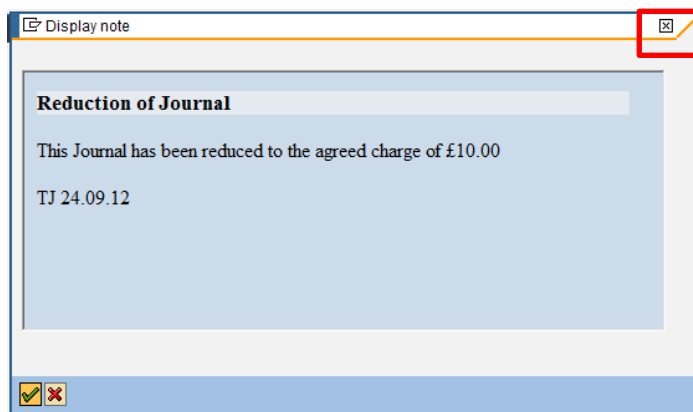
St.	GL acct	D/C	Amount in doc.curr.	L...	Co...	Cost center	Order	Profit center
✓	313390	Credit	20.00	VN	1000	C9P2190		C9P2190
✓	313390	Debit	20.00	VN	1000	CIP2265		CIP2265
			0.00		1000			
			0.00		1000			
			0.00		1000			
			0.00		1000			
			0.00		1000			
			0.00		1000			

- To view the attachment or note – click on the **Services for Object icon**

- Click on **Attachment list**
- **Double click** on the note/attachment line to open it



- When you have read the note or attachment, click on the **X** to exit



- Then click on the **X** to exit the attachment list

b. Negotiated journal from Property Services Division (Derbyshire Property Package):

Details of the journal are displayed:

- Two lines show - **one is a debit to your school's cost centre** and the other is a corresponding credit to Property Services Division
- The **GL code is 317010** (Prop'ty repairs / Mtce)
- There are no attachments for these journals

Display Parked Document: Overview

Menu | Back | Exit | Cancel | System | Currency | Fast Data Entry | Tax | Document Header

Document Date: 21.06.2017 | Type: IR | Company Code: 1000
 Posting Date: 21.06.2017 | Period: 3 | Currency: GBP
 Document Number: 1000001377 | Fiscal Year: 2017 | Translatn Date: 21.06.2017
 Reference: 0090001222 | Trading part.BA:
 Doc.Header Text: 000007003035 | Texts exist: Net entry:

Item	PK	BusA	Acct no.	Description	Tx	Amount
001	40		317010	Day to Day		5.00
002	50		317010	Day to Day		5.00-

D 5.00 C 5.00 Item 2 0.00

Other line items

PstKy | Account | SGL Ind | IType | New co.code

- To view details of the journal, **double click** on the **GL code 317010** (on either line)
- In the next screen click on **Long Texts** to view full details

Display Parked Document: Display G/L Account Item

Menu | Back | Exit | Cancel | System | Overview | Previous item | Next item | Fast Data Entry | Tax | Additional Data

G/L Account: 317010 Day to Day/Emergencies
 Company Code: 1000 Derbyshire County Council

Item 1 / Debit entry / 40

Amount: 5.00 GBP | Calculate tax:

Tax code: | Order: |

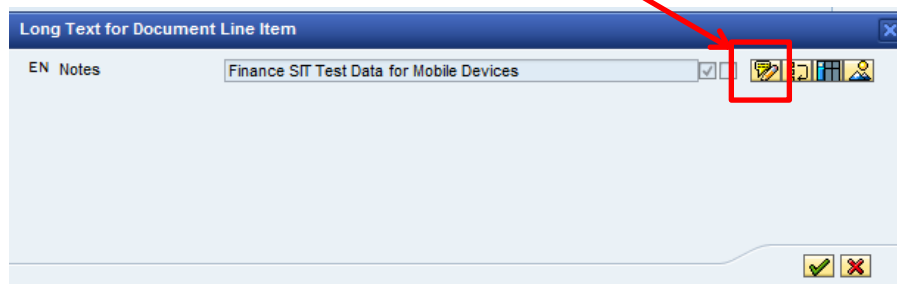
Cost Center: LY01006 | Sales Order: 40000668 10 0
 WBS Element: | Quantity: 1.000 EA
 Profit Center: LY01006 | More:

Assignment: | Text: Finance SFT Test Data for Mobile Devices text ente
 Long Texts:

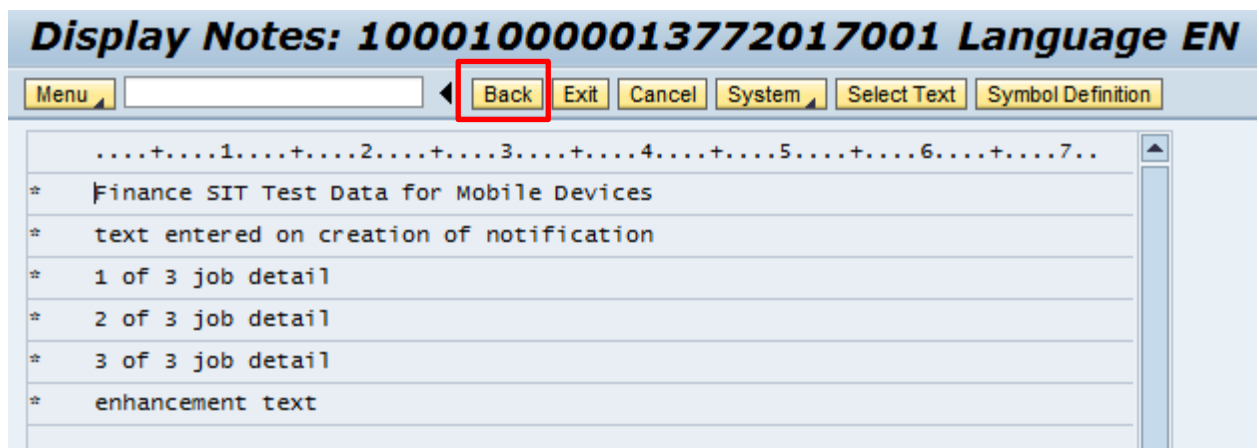
Next Line Item

PostKey | Account | SGL Ind | IType | New Co.Code

- In the pop up window, click on the **Editor** icon



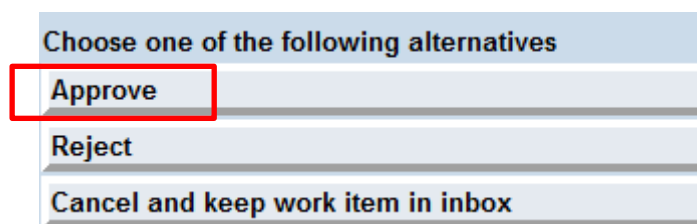
- Full information relating to the charge is displayed



- To exit back to the **Decision Step in Workflow** approval screen, click **Back** in this **Display Notes** screen
- In the pop up window click on the **red cross**, then click **Back** in the next two screens

Now, for either type of negotiated journals, continue as follows, to approve (or reject):

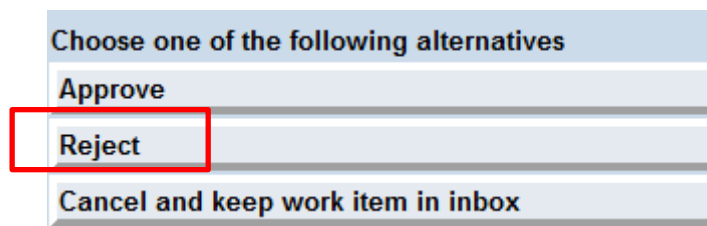
- Click **Approve** – if you are happy to approve the journal. The charge will be debited to your school budget



- You will then be back in your SAP Business Workplace Inbox

OR

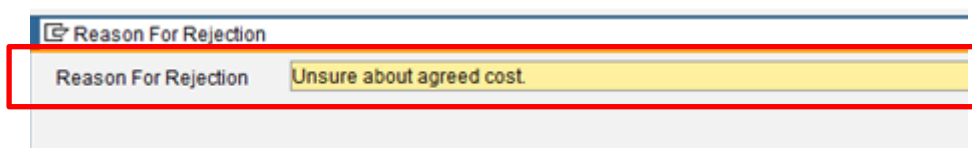
- Click **Reject** if you do not wish to approve



Choose one of the following alternatives

- Approve
- Reject**
- Cancel and keep work item in inbox

- In the **Reason for Rejection** field, type in the reason, then click the **green tick**



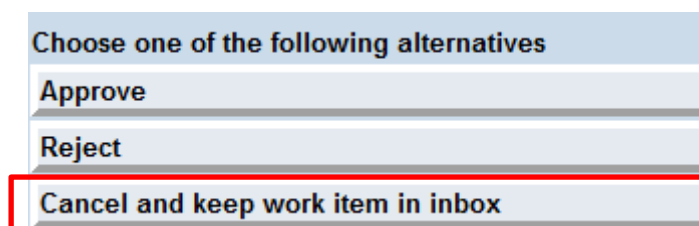
Reason For Rejection

Reason For Rejection Unsure about agreed cost.

- The Inputter of the charging school/DCC department will receive a notification in their **SAP Business Workplace**; there will be two lines, one confirming the rejection and the other, the reason. They can then amend as required.

OR

- Click **Cancel and keep work item in inbox**. If you want to further investigate the journal eg contact the charging school/DCC department. This option keeps the journal in your Inbox for you to Approve or Reject, **still within the 21 day period.**



Choose one of the following alternatives

- Approve
- Reject
- Cancel and keep work item in inbox**

- Click **Exit** to take you back to the main SAP menu

Note: if the negotiated journal is not accepted or rejected within 21 days of being created, the charge will automatically post to your cost centre's budget.