



System Navigation

This guide is intended for school users of the SAP Fiori Finance system:

- The SAP Fiori system is an integrated system where activities in one area generate activities in another area.
- The system provides on-line, real-time information in a single place.

Derbyshire schools utilise several areas (modules) within SAP Fiori (e.g. HR and Payroll, Procurement) that are integrated within the FICO (Finance and Controlling) module where schools will be able to manage accounts and monitor budgets in a real-time environment.

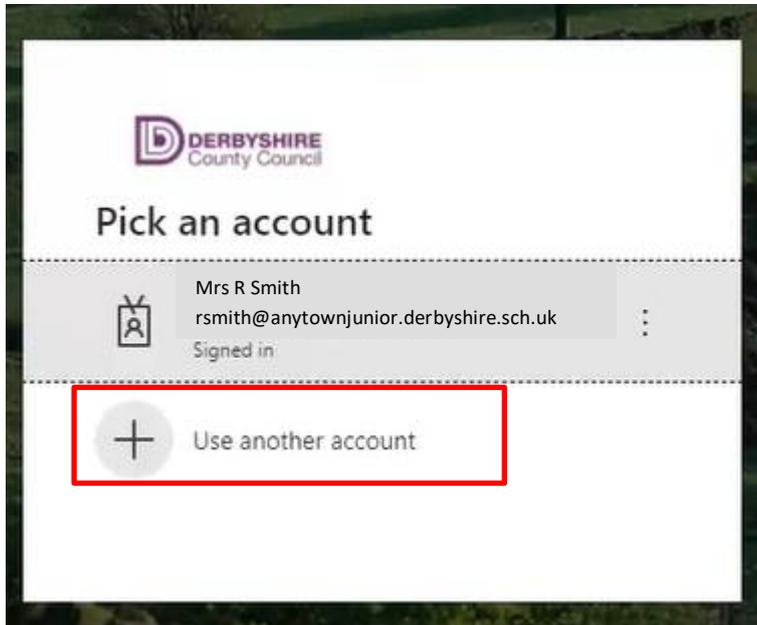
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Section 1 Logging into SAP Fiori

Click on the SAP Fiori system link.

On the following screen always select **'Use another account'**.



On the following screen enter your partners account details and click on **Next**.

 **DERBYSHIRE**
County Council

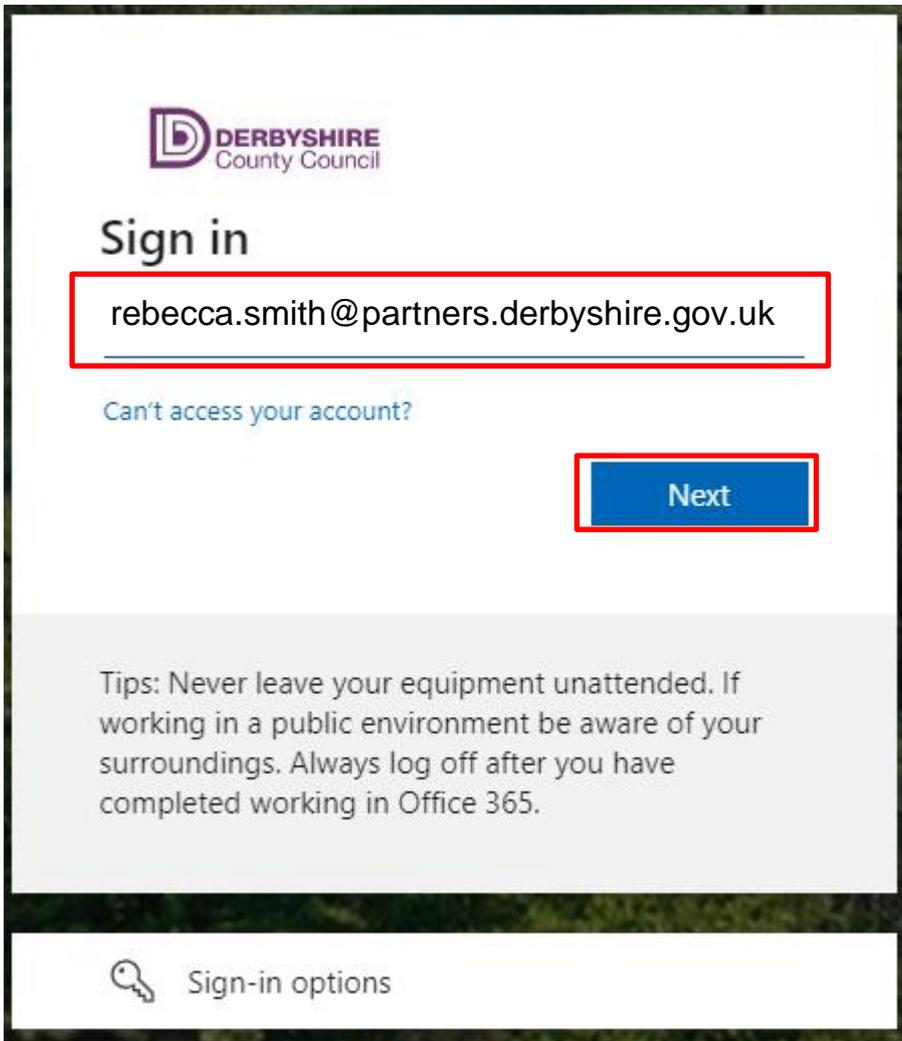
Sign in

[Can't access your account?](#)

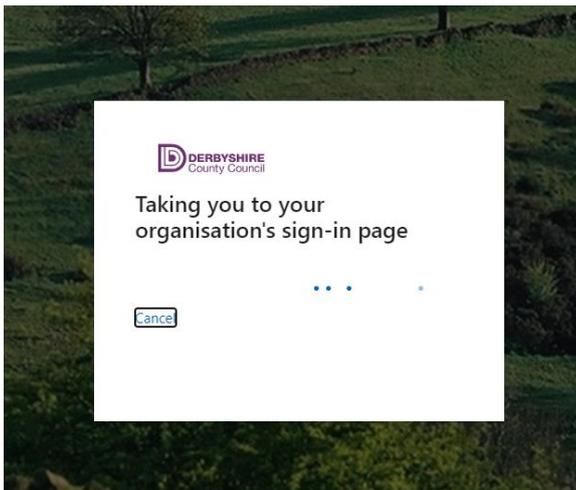
Next

Tips: Never leave your equipment unattended. If working in a public environment be aware of your surroundings. Always log off after you have completed working in Office 365.

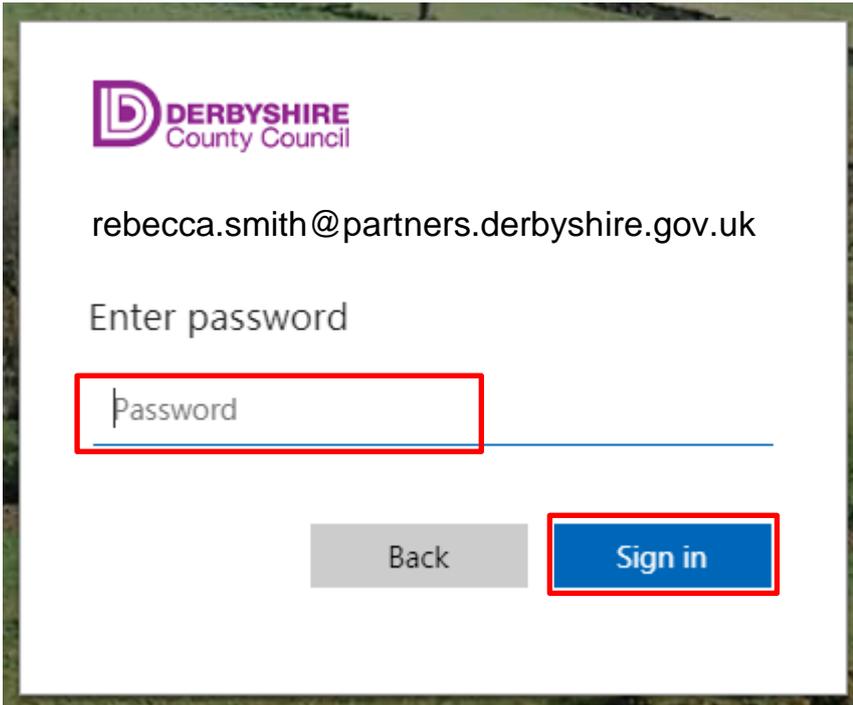
 Sign-in options



The following screen may appear:



Enter your RAP Portal password and click on **Sign in**.



DERBYSHIRE
County Council

rebecca.smith@partners.derbyshire.gov.uk

Enter password

Password

Back Sign in



DERBYSHIRE
County Council

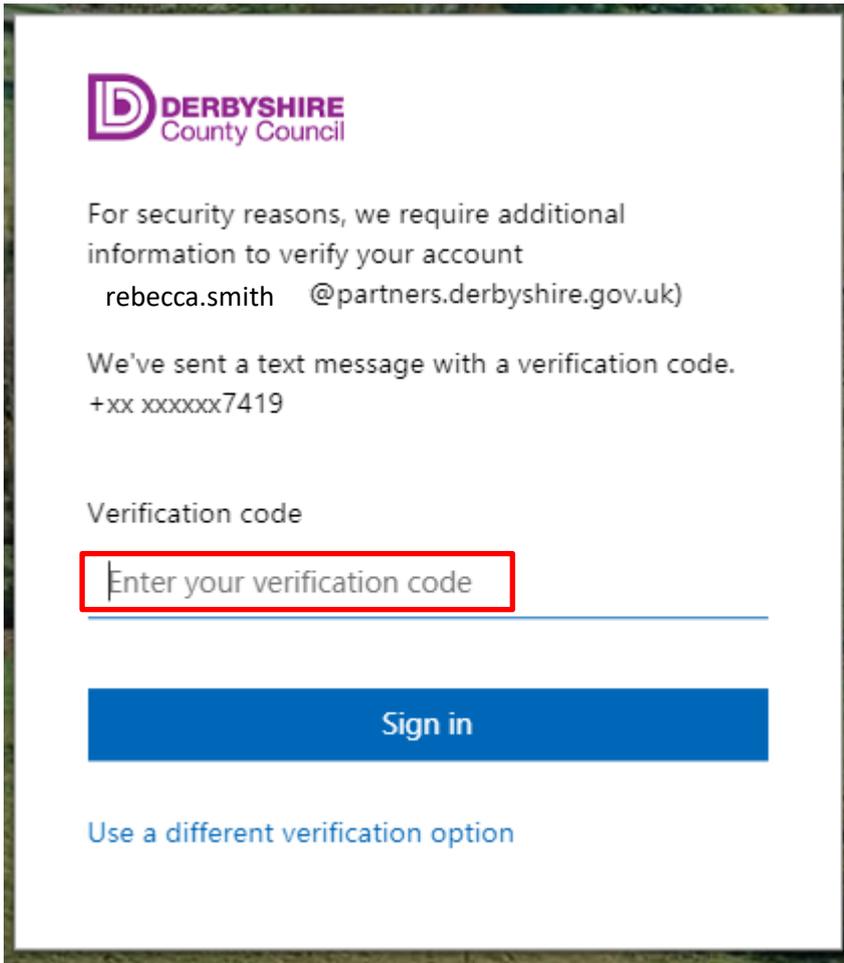
rebecca.smith@partners.derbyshire.gov.uk

Enter password

.....

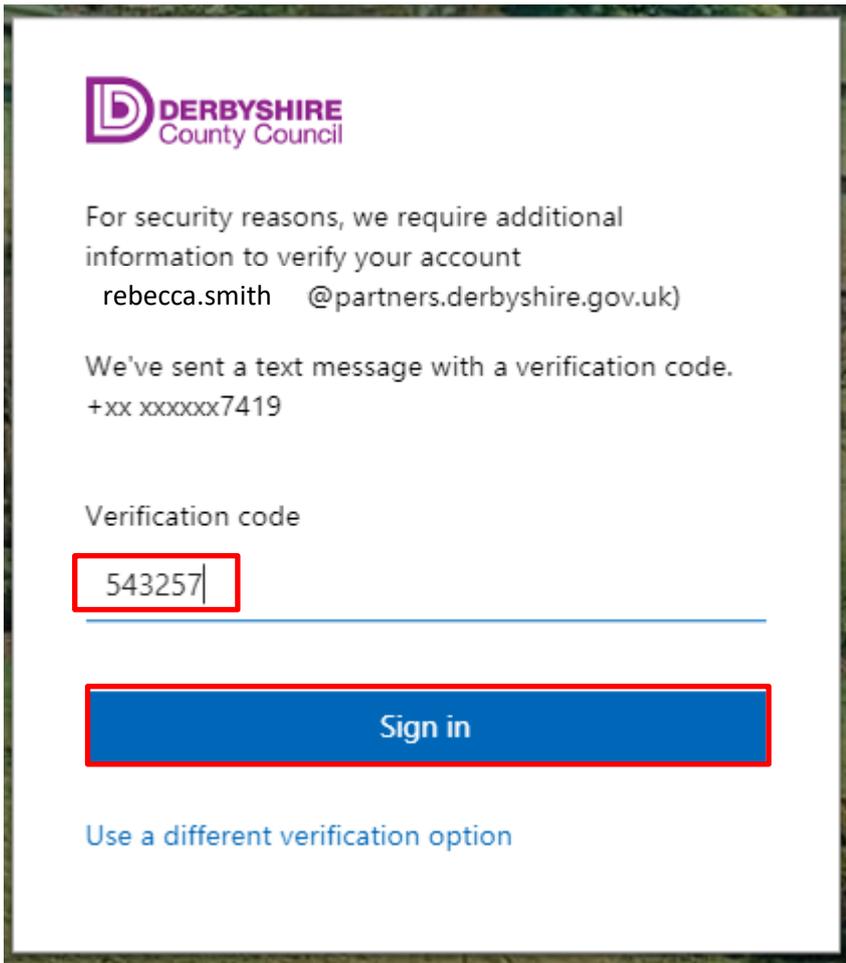
Back Sign in

On following screen it is asking for the 6 digit MFA verification code from your device.

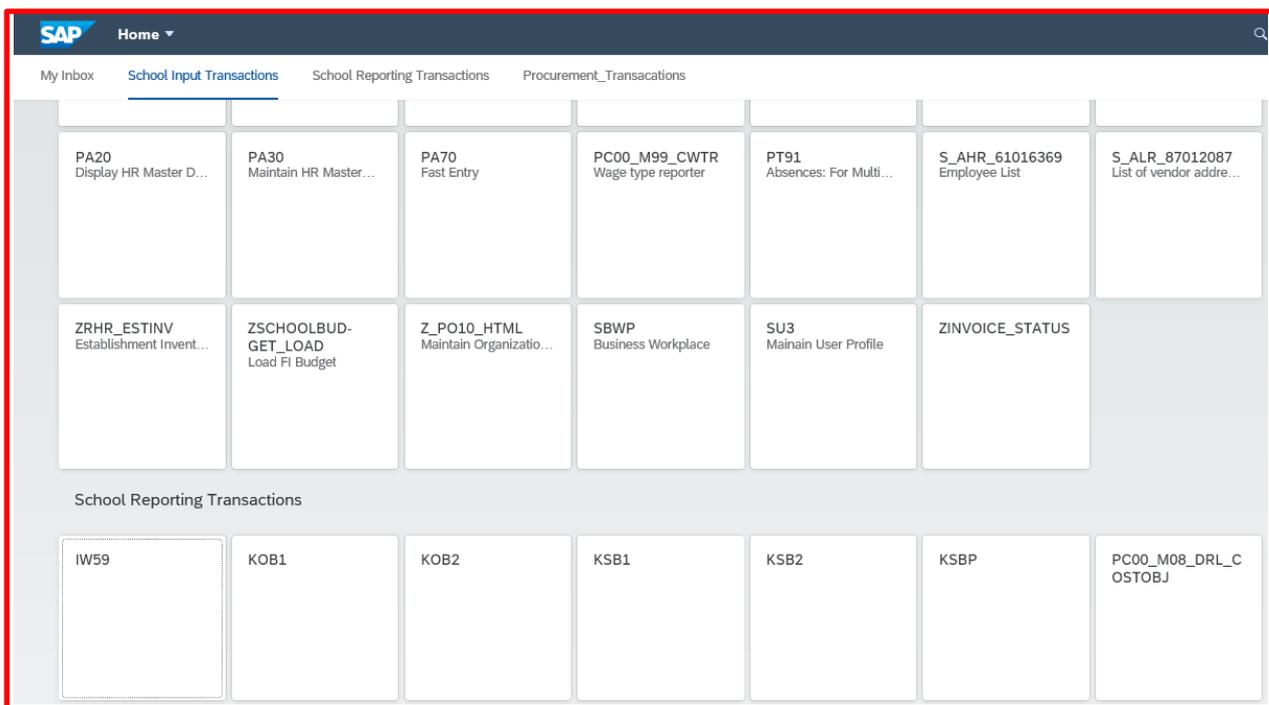


The screenshot shows a login verification screen for Derbyshire County Council. At the top left is the Derbyshire County Council logo. The main text reads: "For security reasons, we require additional information to verify your account rebecca.smith (@partners.derbyshire.gov.uk)". Below this, it says "We've sent a text message with a verification code. +xx xxxxxx7419". There is a label "Verification code" above a text input field containing the placeholder text "Enter your verification code". A blue "Sign in" button is positioned below the input field. At the bottom, there is a link that says "Use a different verification option".

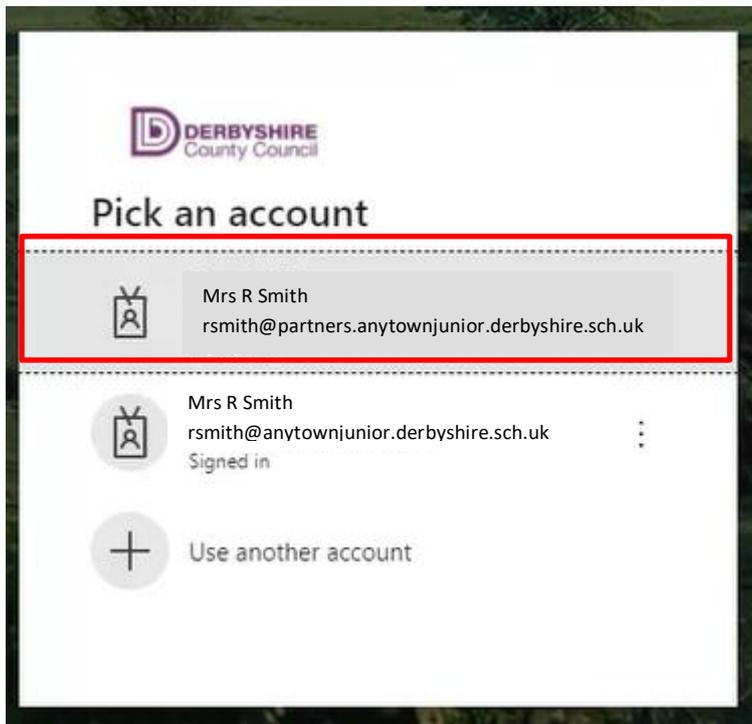
Enter six digit code and click on **Sign in**.



You will then be taken to your **Fiori Dashboard** where your apps will display. The dashboard will display the apps for your role. In this example it is the School Inputter with Reporting dashboard.



The first time you click on an App you may be asked to pick an account; **always** select the **Partners** option and you will be taken to the initial screen for the selected app.



The app initial entry screen will be displayed.

Section 2 Passwords and Security

Do **not** allow other users access to your RAP account. Keep your password safe and secure at all times and do not write it down. If you suspect that your password is known by anyone else, you must change it immediately.

SAP Fiori password requirements:

- Minimum of twelve characters
- Should contain at least one upper case character, one lower case character, one number and one special (punctuation) character
- Passwords should be changed at least every 90 days (The system will automatically remind you that your password should be changed)
- **SAP Fiori** holds details of the last five passwords you cannot re-use these
- When logging into **SAP Fiori**, you have three attempts to get your User ID and Password correct after which the system will lock. If this happens you should contact the **Service Desk on 01629 537777 Option 2** to get it reset. Alternatively you can e-mail them on service.desk@derbyshire.gov.uk.

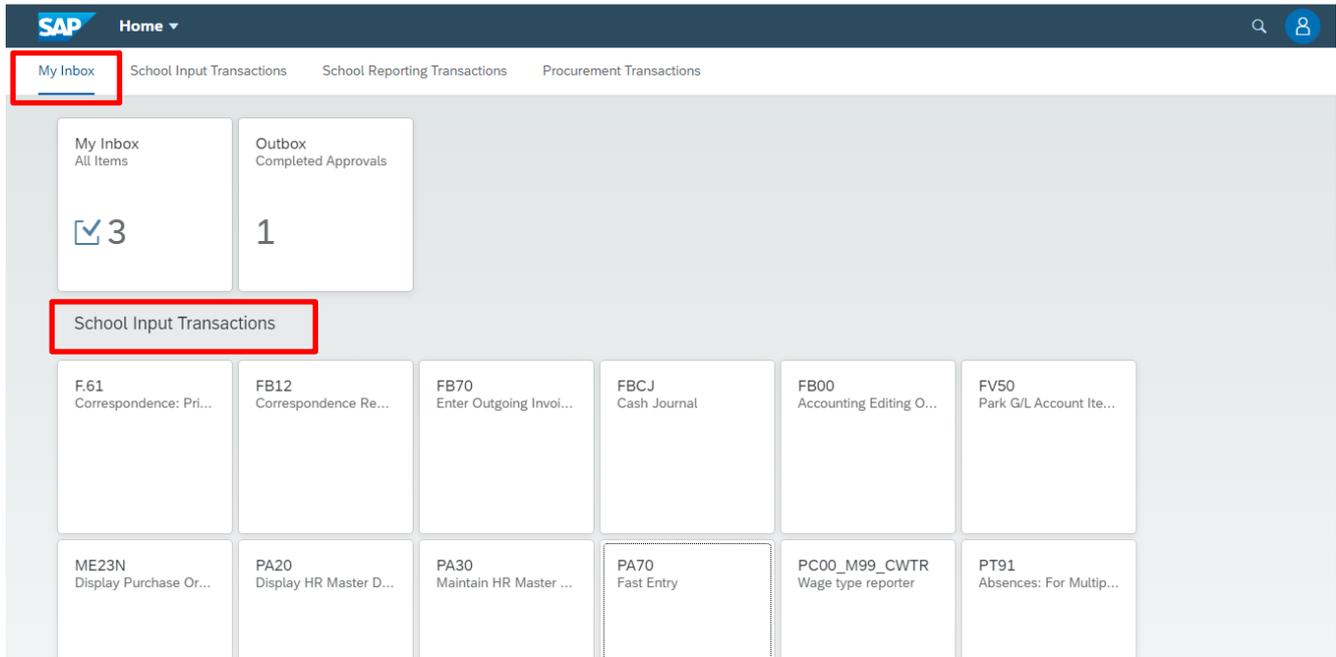
SAP Fiori will automatically close after 1 hour. You should always log out of **SAP Fiori** and close your browser session (the internet) when you are not using it.

Section 3 Fiori Dashboard (Home screen)

The dashboard will display the apps for your role. In this example it is the School Inputter with Reporting dashboard.

Click on the options on the top menu bar to view other apps(or scroll down the screen).

The screenshot below is displaying the My Inbox and School Input Transactions.



Click on the 'School Reporting Transactions' on the top menu bar and your reporting apps are displayed.

The screenshot shows the SAP Home interface. At the top, there is a dark blue navigation bar with the SAP logo, a 'Home' dropdown, a search icon, and a user profile icon. Below this is a secondary navigation bar with four tabs: 'My Inbox', 'School Input Transactions', 'School Reporting Transactions' (highlighted with a red box), and 'Procurement Transactions'. The main content area is divided into three sections. The first section contains a grid of six transaction tiles: IW59, KOB1, KOB2, KSB1, KSB2, and KSBP. The second section contains another grid of six transaction tiles: PC00_M08_DRL_C OSTOBJ, S_ALR_87012087, S_ALR_87012999, S_ALR_87013000, S_ALR_87013611, and S_ALR_87013620. The third section is titled 'Procurement Transactions' and contains six tiles: 'Create Purchase Requisition', 'My Purchase Requisitions', 'Print Purchase Orders', 'Confirm Receipt of Goods - New', 'Manage Purchase Requisitions' (with a shopping cart icon), and 'Manage Purchase Orders' (with a document icon).

Section 4 System Messages

When completing processes in **SAP Fiori** any system messages appear in the bottom left of the screen.

- **Green** are information messages 
- **Orange** are warning messages 
- **Red** are error messages 

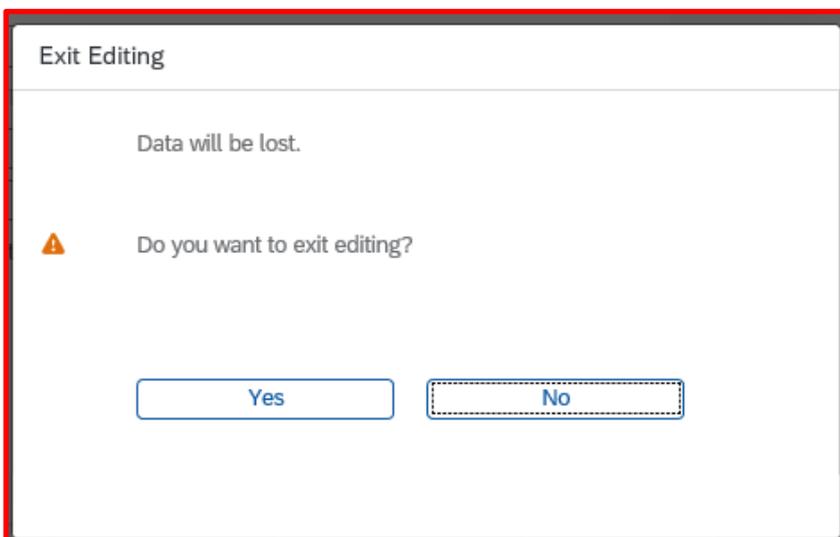
Examples of system messages:-

- An information message confirming a posting:



The screenshot shows the SAP Fiori interface for 'Enter Customer Invoice: Company Code 1000'. The top navigation bar includes a back arrow, the SAP logo, and the title. Below the navigation bar are several buttons: 'Menu', 'Tree On', 'Company Code', 'Hold', 'Simulate', 'Park', and 'Editing Options'. A 'Transactn:' dropdown menu is set to 'Invoice', and a 'Bal.:' field shows '0.00'. A red-bordered box highlights a green checkmark icon and the text 'Document 1800018042 was posted in company code 1000'.

- A warning message:



The screenshot shows a warning dialog box titled 'Exit Editing'. The message reads 'Data will be lost. Do you want to exit editing?'. There are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a dashed border.

- An error message:

The screenshot shows the SAP Fiori interface for 'Enter Customer Invoice: Company Code 1000'. The 'Transactn:' dropdown is set to 'Invoice' and the balance is '0.00'. The 'Basic data' tab is active, showing fields for Customer, Invoice date, Posting Date (02/02/2024), Sp.G/LI, Reference, * Period (11), and * Document Type (Customer Invoice). A red-bordered error message box at the bottom left contains the text: 'Enter date in the format ____.'.

Section 5 Controlling Area and Company Codes

Occasionally **SAP Fiori** may give you a 'pop up' box to complete asking for the **Controlling Area** or the **Company Code**. Although they both serve different purposes they are both **1000**.

Section 6 SAP Fiori Inbox SBWP (School Business Workplace)

SAP Fiori moves documents electronically within the system (Workflow) and your **SAP Fiori** inbox is where these documents will appear, you need to check it on a regular basis and take action as appropriate.

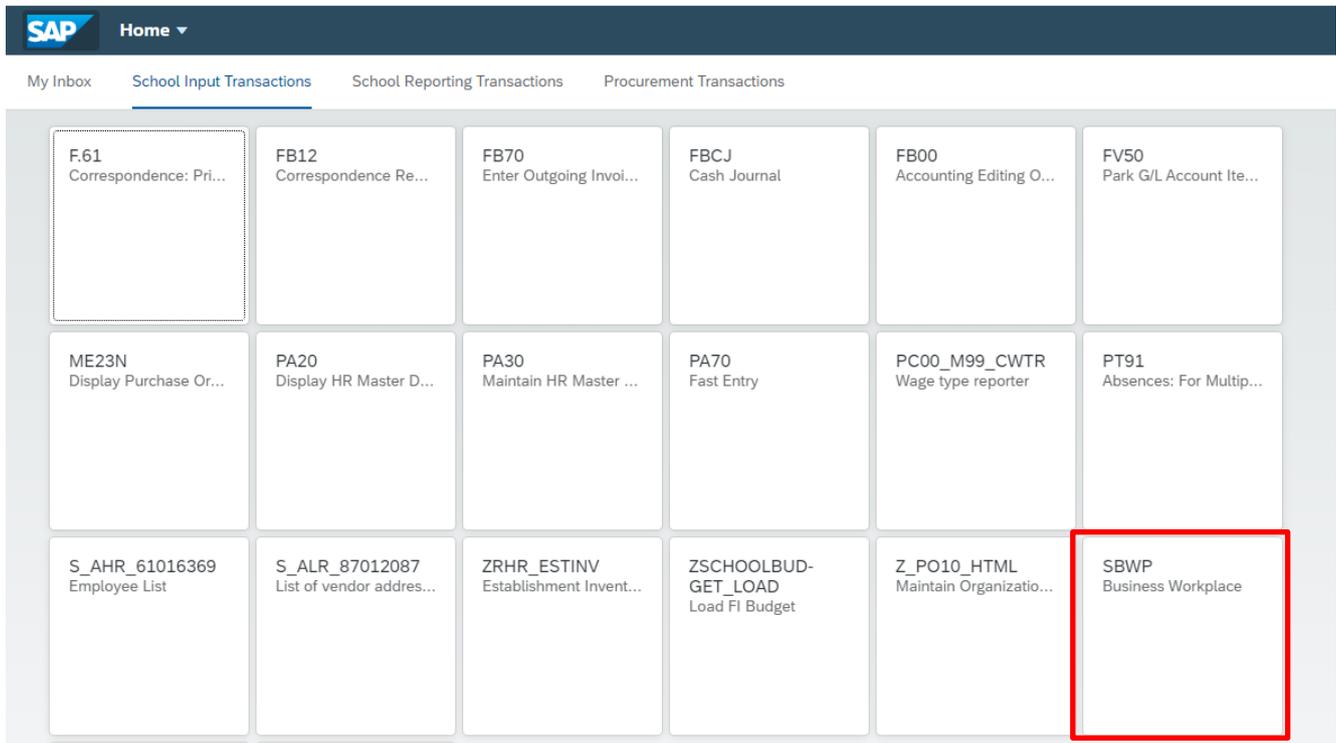
If you fail to act upon an item in your **SAP Fiori** inbox it will impact on some other transaction e.g. a vendor's invoice will fail to be paid on time.

Examples of workflow items that might appear in your **SAP Fiori** inbox:

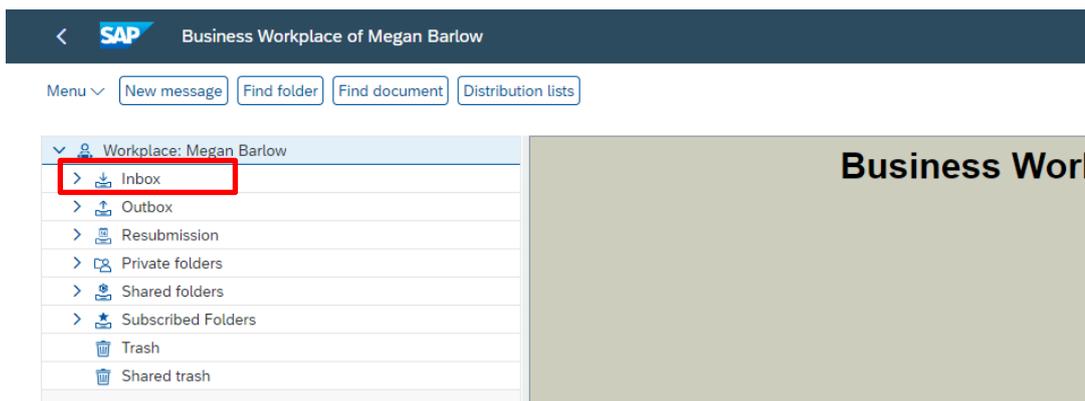
- Vendor Invoices to be coded
- Vendor Invoices to be approved
- Price discrepancies relating to Purchase Orders
- Negotiated Journals from other Derbyshire schools/DCC establishments. For example DPP (Derbyshire Property Package) recharge

Access to your **SAP Fiori** Inbox is via the **SBWP** app

- Click on the SBWP app to open your **SAP Fiori** Inbox



- Click on **Inbox**



Line item entries awaiting processing are displayed:

The screenshot displays the SAP Business Workplace interface for Megan Barlow. The left sidebar shows a folder structure under 'Workplace: Megan Barlow', with 'Workflow 3' highlighted in red. The main area shows a task titled 'Invoice Approval Object DPNPO000003203606' with a red box around the entry 'Invoice 000003203606 is waiting for approval' in the 'Title' column. The 'Status' column shows a gear icon.

- **Click on Workflow** to view more line entry details

Double click on a line entry to view and process it.

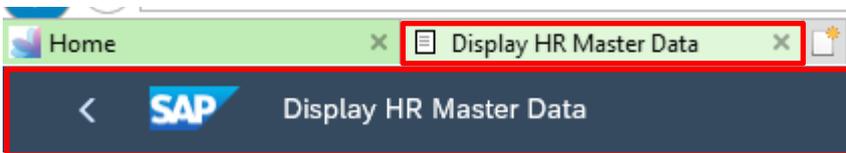
Tip

The system tells the user how many documents are currently held within each folder in this example there is 1 document awaiting processing.

Section 7 What is my Current App?

When you have clicked on an App at the top of the screen you will see a description of the App you are in

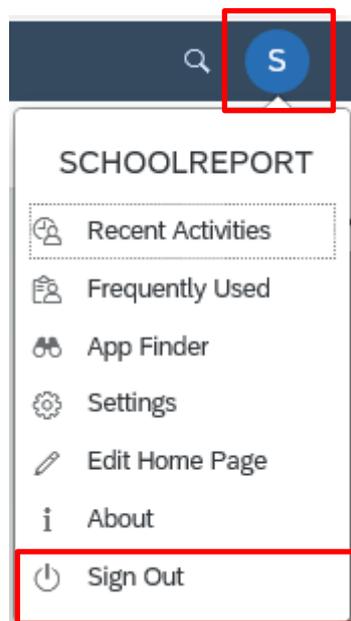
In this example the PA20 Display HR Master Data App has been selected and displays on the top left of the screen



Section 8 Logging out of SAP Fiori

At the end of every session, you should log out of **SAP Fiori**

- **Click** on the blue circle with your initials on the top right of your screen then from the dropdown list click on **Sign Out**



- The following message will appear, click on OK

