

SAP and OrderPoint Schools Circular 2016 - 8

Title:	Debit Card information held in SAP and School Debit Card policy update
Date Released:	September 2016
Intended Recipients:	Inputters
Executive Summary:	This circular provides information on where in SAP details of the debit cards held by school users are recorded and the school debit card policy

With effect from the 1 September 2016, DEBIT CARD will no longer be available as an Item in Establishment Inventory. All existing debit card entries will be removed and re-loaded against the employee in Objects on Loan. This transfer will be done centrally at DCC.

The details of all future debit cards issued will be added onto SAP by the Exchequer Compliance Team and school staff will be able to view this information using the transaction PA20 'Display HR Master Data'.

To notify the team of a card being destroyed or any discrepancies please contact them on sap.finance@derbyshire.gov.uk or telephone 01629 539749.

How to view the Debit Card (Objects on Loan) for an Employee using Transaction PA20

- Choose Employee
- Click on Work Contract Data tab
- Highlight 'Objects on Loan' Infotype
- Choose 'All' radio button
- Click on 'Overview'

The screenshot shows the SAP 'Display HR Master Data' (PA20) transaction. The 'Work Contract Data' tab is active, and the 'Objects on Loan' infotype is selected. The 'Hit list' table displays the following data:

Personnel number	Name	Position name
0000003	MR Ken Barlow1	Teacher FT 1
0000015	MR Ken Barlow3	Teacher FT 3
0000027	MR Ken Barlow5	Teacher FT 5
0000039	MR Ken Barlow7	Teacher FT 7
0000051	MR Ken Barlow9	Teacher FT 9
0000064	MR Ken Barlow11	Teacher FT 11
0000083	MR Ken Barlow2	Teacher FT 2
0000092	MR Ken Barlow4	Teacher FT 4

The 'Direct selection' section shows the 'Infotype' as 'Objects on Loan' and 'STy' as empty. The 'Period' section shows the date range from 01.01.1800 to 31.12.9999, with the 'All' radio button selected.

To view the detail, highlight the row for the Debit card or Cheque signatory

- Click on 'Choose'

Overview Objects on Loan

Menu [] [Back] [Exit] [Cancel] [System] [Choose]

Personnel No: 30000003 Name: MR Ken Barlow1
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: TC Teachers Cost Center: CIP0001 School 1
 Choose: 01.01.1800 To: 31.12.9999 STY: []

Overview

Start Date	End Date	Object on loan	Name	No.	Loan object number
01.09.2016	31.12.9999	53	Debit card	0	5596
01.09.2016	31.12.9999	54	Cheque signatory	0	

Personnel number: 0000003 Name: MR Ken Barlow1 Position name: Teacher FT 1

Start date = Date of issue

End date = High End Date; or Leaving Date/date card no longer assigned to employee

Loan object no. = last 4 digits of card number for Debit cards

Display Objects on Loan

Menu [] [Back] [Exit] [Cancel] [System] [Previous record] [Next record] [Overview]

Personnel No: 30000003 Name: MR Ken Barlow1
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: TC Teachers Cost Center: CIP0001 School 1
 Start: 01.09.2016 to: 31.12.9999 Chng: 12.08.2016 09350027

Objects on Loan

Object on loan: 53 Debit card
 Number/unit: 0
 Loan object no.: 5596

Comments

Line 1: []
 Line 2: 05/19
 Line 3: School 1

- *Line 1* – is blank or updated when Bank is notified of Card cancellation
- *Line 2* – Expiry date of Debit card in format MM/YY
- *Line 3* – Establishment name

The DCC schools Debit Card Policy (Appendix A) has been amended and also updated in the [Financial Procedures and Regulations – September 2017](#) appendices section.