

SAP and OrderPoint Schools Circular

2017 - 2

Title:
Date Released:
Intended Recipients:

Key Dates for SAP users
 January 2017
 SAP Inputters, Approvers, OrderPoint Shoppers

Key Dates:				
Action Date:	Action required by schools: please click on links below to access our guidance	Inputter/ Shopper	Approver	SAP Transaction
Monthly:				
Entry: Any time	Journal transfers entered , (these are deleted at end of month if not approved).	<input checked="" type="checkbox"/>		FV50 (SA doc type)
Deadline: by 5 pm on 7 th working day	For the previous month; Payroll entered for additional hours , for additional payments and Payroll approved . See Payroll calendar for open/close dates.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PA70 & Z_PA70_SCH
Entry: Any time Deadline: Last day of month	Journal transfers approved .		<input checked="" type="checkbox"/>	FBV0
Entry by: Last day of each week	Cash banking journals entered .	<input checked="" type="checkbox"/>		FBCJ
Print: Any day*	KSB1 postings report . It is an Audit requirement to print report each month, check, sign (*print after 8 th working day to report on previous month), store securely.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KSB1
Check: Any day	KSB2 committed amounts report . Check and clear outstanding committed amounts (OrderPoint orders).	<input checked="" type="checkbox"/>		KSB2 or log onto OrderPoint
Print: After 8 th working day of month	Payroll postings report for previous month. It is an Audit requirement to print report each month, check, sign, and store securely as it is confidential data.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PC00_M08_DRL_COSTO BJ
Within 21 days:				
Entry: Any date*	Negotiated journals entered at any time (between schools/LA departments). <i>*However, do not input prior to summer holiday as are auto-approved after 21 days.</i>	<input checked="" type="checkbox"/>		FV50 (IR doc type)
	Negotiated journals must be approved or rejected within 21 days, otherwise they are automatically approved		<input checked="" type="checkbox"/>	SAP Business Workplace

Action Date:	Action required by schools: please click on links below to access our guidance	Inputter/ Shopper	Approver	SAP Transaction
Financial year end:				
March	Refer to SchoolsNet for the Year End timetable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
At the relevant time: New SAP users and SAP leavers				
<p>1. New SAP and OrderPoint users: Please click on the New user form SAP and OrderPoint and also view the new user set up process – please allow 5 working days.</p> <p>2. Leaver SAP and OrderPoint users: Please notify us as soon as possible by completing the Amend or Delete user form SAP and OrderPoint .</p>				