

**Title:** Viewing Derbyshire Property Package Details  
**Date Released:** January 2017  
**Intended Recipients:** All Schools  
Schools who buy into the Derbyshire Property Package

**Executive Summary:**

- To inform Schools of Changes to Invoicing for Corporate Property Work
- To provide information on how to view the charges against your Derbyshire Property Package

#### **Invoicing:**

From May 2017, Corporate Property's process to invoice schools for completed work will be by negotiated journal.

The journals will be issued to the User Responsible\* and accessed in their SAP Business Workplace Inbox on completion of the work.

*\*User Responsible is the school's Unlimited Approver; their name appears on the S\_ALR\_87013611 report.*

The negotiated journal will have a full description of any works carried out together with the charge for that work.

**Click Accept** and the charge displayed will be posted to your cost centre immediately.

**Click Reject** and the Approver will be prompted to enter details of why the negotiated journal is being rejected. These details will be routed back to the Finance Team who will review and direct the message onto the relevant business managers to respond accordingly.

If the negotiated journal is not accepted or rejected within **21** days of being issued, the charge will automatically post to your cost centre

#### **Derbyshire Property Package Schools**

Derbyshire Property Package (DPP) information is **now available for schools to view in SAP**. Corporate Property are moving their systems from TASK to SAP on 8 May 2017 which will involve some changes to the way schools access their DPP information and how they are charged.

#### **Viewing Data:**

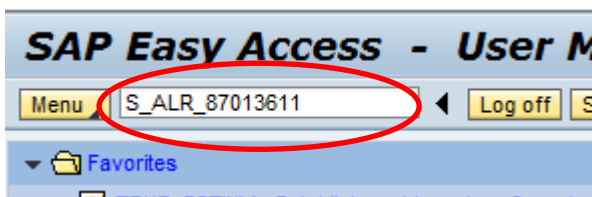
Use SAP transaction: **S\_ALR\_87013611**


This report will show your school's brought forward balance, annual contribution amount, expenditure transactions, and the remaining balance to spend.

Instructions on how to access your DPP budget transactions are provided on pages 2 – 4 of this circular.

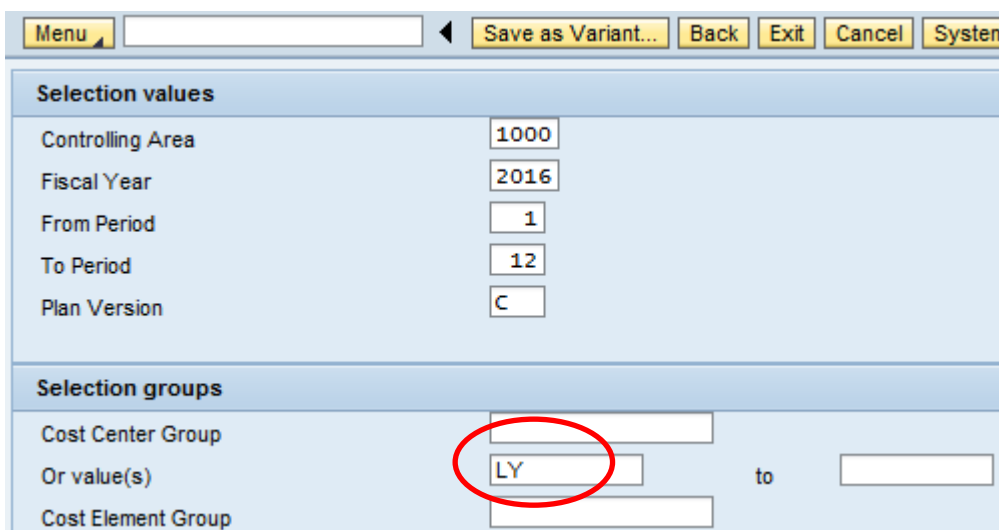
### Viewing Derbyshire Property Package information in SAP

- In SAP, type **S\_ALR\_87013611** into the transaction field, click **Enter**



(To add to **Favorites**, right click on your Favorites folder , click **Add transaction**, type in **S\_ALR\_87013611**, click **Enter**)

- Enter your **DPP cost centre**<sup>1</sup> into the **Or value(s)** field, then click **Execute**



<sup>1</sup> Your **DPP cost centre** can be found in the top right hand corner of your previous DPP statement, reference **Ledger Code** ie LY01234

Head Teacher Any Primary School Any Street Any Town ANY WHERE S123 XYZ	Ask for: Mike Page Tel: 01629536695 Property ref: 1234 <b>Ledger Code: LY0#####</b> Date: 16/12/2016
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Dear Head Teacher

**The Derbyshire Property Package (Option 1) Statement for 2016/17**  
Please find below details of your Derbyshire Property Package figures for 2016/17

<b>BFwd</b> 2015/16	<b>100%</b> 2016/17	<b>90%</b> 2016/17	<b>Total to Spend</b> 2016/17

### Cost Centers: Actual/Plan/Variance

Menu

Cost Centers: Actual/Plan/Variance      Date: 19.01.2017      Page: 2 / 2

Cost Center/Group: LYC

Person responsible:

Reporting period: 1 to 12 2016

Cost Elements	Act. Costs	Plan Costs	Var. (Abs.)	Var. (%)
317010 Prop'ty repairs/Mtc	2,635.00		2,635.00	
317012 Property package co	5,872.01-		5,872.01-	
319081 DPP Opening Balance	17,400.78-		17,400.78-	
* Debit	20,637.79-		20,637.79-	
** Over/Underabsorption	20,637.79-		20,637.79-	

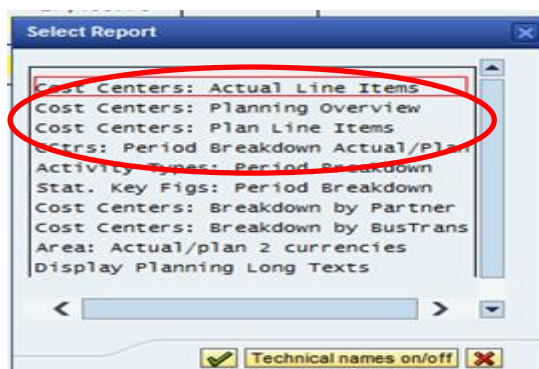
Accounts **317010 / 317011** show the total expenditure from the start of the financial year to current date

Account **317012** shows the school's annual contribution

Account **319081** shows the opening balance (the *carry forward* unspent budget from the previous financial year)

The **Over/Underabsorption** shows the remaining budget to spend

- To view the individual transactions within the total balances, double click on the amount in the **Act. Costs** column in any of the listed GL account lines
- In the next screen, with **Actual Line Items** selected, click the green tick



- Double click on your required line to view more details

**Display Actual Cost Line Items for Cost Centers**

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | Details | Set Filter | Sort in Ascending Order | Sort in Descending Order | Change Layout

Layout: JILLB Primary cost posting  
 Cost Center: Endowed Ju  
 Report currency: GBP Pound sterling

Cost Item	Amount	Cost element name	Val/COArea Cr./D/C	Per Offset. acct name	Posting Date	Name	Year	DocumentNo
317010		Prop'ty repairs/Mtce	59.85 D	6 Mtce - DSO - Corp	21.09.2016	Fire Alarm - Zone 3 in Year 6 Blocok showing fault,	2016	112137754
317010		Prop'ty repairs/Mtce	208.62 D	6 Mtce - DSO - Corp	21.09.2016	Pressurisation unit discharging water onto floor.	2016	112137763
317010		Prop'ty repairs/Mtce	110.00 D	8 Mtce - DSO - Corp	30.11.2016	Heating - boiler is on but 1 classroom not getting	2016	112597979
317010		Prop'ty repairs/Mtce	279.94 D	8 Mtce - DSO - Corp	30.11.2016	PAT Testing on approx 500 items due in July. Conta	2016	112597914

- To view attachments, click on the **Services for Object** button and click **Attachment list**, then double click on the invoice/document

**Display Document: Data Entry View**

Menu | Back | Exit | Cancel | System | Display Another Document | Select Individual Object | Display Document Header | Display Currency | General Ledger View

Data Entry View

Document Number: 1001136657 Company Code: 1000 Fiscal Year: 2016  
 Document Date: 15.11.2016 Posting Date: 30.11.2016 Period: 8  
 Reference: 10419651 Cross-Comp.No.:  
 Currency: GBP Texts exist: Ledger Group:

C...	Item	Account	PK	Amount	Description	Text	Clng doc.	Curr.	Tx	GL Account	Cost Center
1000	1	317010	40	110.00	Prop'ty repairs/Mtce	Heating - boiler is on but 1 classroom not getting		GBP		317010	LY01001
	2	319000	50	110.00	Mtce - DSO - Corp	Balancing Entry		GBP		319000	LW00900

**Queries:**

If you have any queries relating to postings to your Derbyshire Property Package budget, please contact Mike Page on 01629 536695 or email [property.finance@derbyshire.gov.uk](mailto:property.finance@derbyshire.gov.uk).

If you require advice on running the SAP report or accessing the Negotiated journals, please contact the Core Business Systems Support team on 01629 538088 or email [schoolssap@derbyshire.gov.uk](mailto:schoolssap@derbyshire.gov.uk) or 01629 538088.