

SAP and OrderPoint Schools Circular 2017 - 5

Title: Approving Property Negotiated Journals
Date Released: June 2017
Intended Recipients: School User Responsible (Unlimited Approvers)

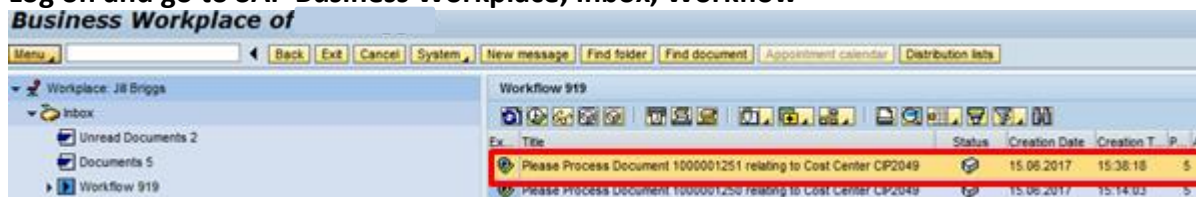
Executive Summary: This circular provides guidance on viewing the details to approve or reject a Property Negotiated Journal

Approving Property Negotiated Journals

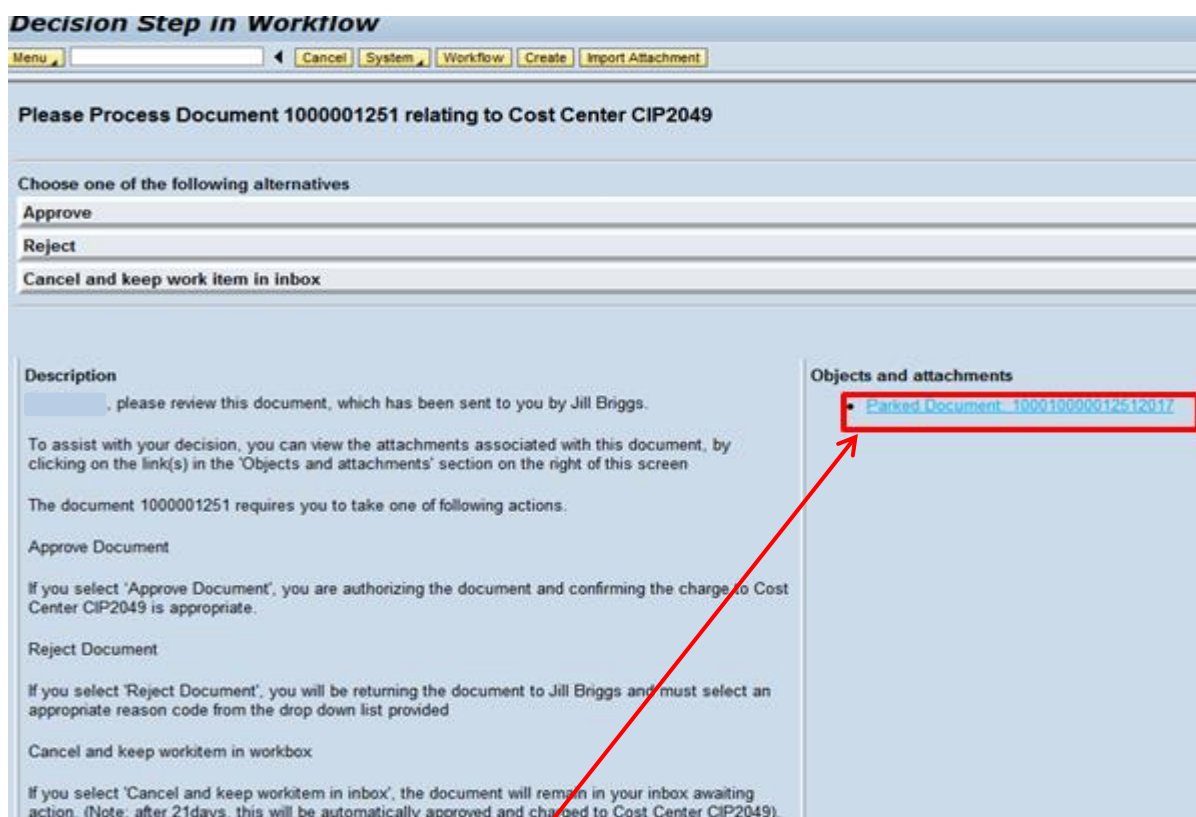
Corporate Property's process to invoice schools for completed work is now by negotiated journal.

The journals are sent to the SAP Business Workplace Inbox of the 'User Responsible' on completion of the work.

Log on and go to SAP Business Workplace, Inbox, Workflow



Select "Please Process Document"



To View click on "Parked Document"

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:

Line items						
Itm	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 Itm 2 0.00

Other line items
 PstKy Account SGL Ind TType New co.code

Double click on general ledger code 317010

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
 Tax code: Calculate tax:
 Cost Center: LY01006 Order:
 WBS Element:
 Profit Center: LY01006 Sales Order: 40000668 10 0
 Quantity: 1.000 EA
 Assignment:
 Text: Finance SIT Test Data for Mobile Devices text ente Long Texts

Next Line Item
 PostKey Account SGL Ind TType New Co.Code

Click on Long text icon for full text detail

