

Title:	SAP Secure Area reports
Date Released:	June 2018
Intended Recipients:	SAP Inputters and Approvers
Executive Summary:	This circular provides details of the SAP reports available through the Perspective Lite Secure Area on SchoolsNet and the reasons why it is important to check this information regularly

There are several reports produced from SAP that are made available for every school through the Secure Area (Perspective Lite) of the SchoolsNet website.

Who can access the Secure Area?

Each school will have at least two users who can access the Secure Area on Perspective Lite. To discuss and review your school's access then please contact School Training & Support on 01629 536789 or email cayaweb@derbyshire.gov.uk

What reports are available and when?

Report	Frequency	Day Available
Inventory	Monthly	1st
Sickness report	Monthly	17th
Other Absence report	Monthly	17th
Payroll information for Governors	Monthly (where applicable)	17th
Accrued leave report	Monthly (where applicable)	27th
School workforce missing qualifications	Quarterly (March, June, September, December)	30th
SAP and OrderPoint Users report	Quarterly (March, June, September, December)	30th

Please note that all documents uploaded to the secure area on Perspective Lite will only be available for 90 days.

Inventory (School DfE Number_SSHREstabInventory<Date>)

It is an Audit requirement that a regular review of your inventory is carried out. This report provides details of all items recorded on the SAP inventory as at the 30th of the preceding month.

Sickness report (School DfE Number_SSHRSicknessAbsence <Date>)

This report covers any period of sickness or industrial injury within a rolling 12 month period.

Other Absence report (School DfE Number_SSHROtherAbsence <Date>)

This report details all absence types e.g. Medical appointments, Special leave, Time off for dependants within a rolling 12 month period.

Accrued Leave report (School DfE Number_SSHRAccruedLeave <Date>).

This report details the balance of accrued leave for Single Status 52 week relief employees. Please note if you do not have any 52 week relief employees then this report will not be generated.

Payroll information for Governors (School DfE Number_SSHRValBasis<Date>)

This report provides details of any staff who have been paid additional hours at a different hourly rate to their contract. This report must be provided to Governors to meet Audit / SFVS requirements. Please note that this report will not be generated unless this criteria is met.

School workforce missing qualifications (School DfE Number_IRASSWFCensus <Date>)

This report details any missing qualifications for Teaching Assistants and Teachers.

SAP and OrderPoint Users report (School DfE Number_SSHRSchoolRoles <Date>)

This report provides details of all of your school's current SAP, OrderPoint and VIM (invoice coders and approvers) users. Please check this information to ensure that:

- **School User Responsible (SAP Unlimited Approver)** is correct, since all Negotiated Journals (Property Package and any School to School re-charges) go to the User responsible and if not approved or rejected within 21 days of being issued, charges will automatically post to your cost centre.
- It is also important that you check that the list of users is correct and that all users still require access to avoid any unnecessary future licence charges. Please complete delete user forms where appropriate. [Click here for the delete user form.](#)

How do I convert these Secure Area reports into Excel?

The easiest way to convert these reports (CSV files) to Excel spreadsheets is to use the text import master spreadsheet. A copy of this master spreadsheet is available from the Core Business Systems Support team.

Further information about Secure Area reports including advice on exporting to Excel and sorting and filtering the data is available by [clicking here](#).