

Negotiated Journals – Approve SAP Business Workplace SBWP App

This guidance shows school SAP Fiori Approvers how to authorise a charge to their own school budget from another Derbyshire school or Derbyshire County Council establishment. **Derbyshire Property Package (DPP) charges** are negotiated journals.

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Introduction

A negotiated journal is used to recharge another DCC school/establishment **e.g.**, for **cluster group charges** or for **Derbyshire Property Package (DPP) charges**.

The SAP Fiori Inputter at the charging school/establishment creates the negotiated journal.

The **SAP Fiori Approver** who is the **User Responsible** at the **school receiving the negotiated journal** approves the journal in their **SBWP - SAP Business Workplace inbox**.

There can only be **ONE debit** and **ONE credit** per negotiated journal.

Deadlines: Negotiable journals automatically post and charge your budget after **21 days if you have not already approved or rejected**.

The Approver does not receive an email notification to say a negotiated journal is waiting to be approved so **you need to log into your SBWP -SAP Business Workplace Inbox at least twice weekly** to check if there are any negotiated journals to approve.

With this in mind, we do advise the charging schools to avoid inputting negotiated journals just prior to school holidays.

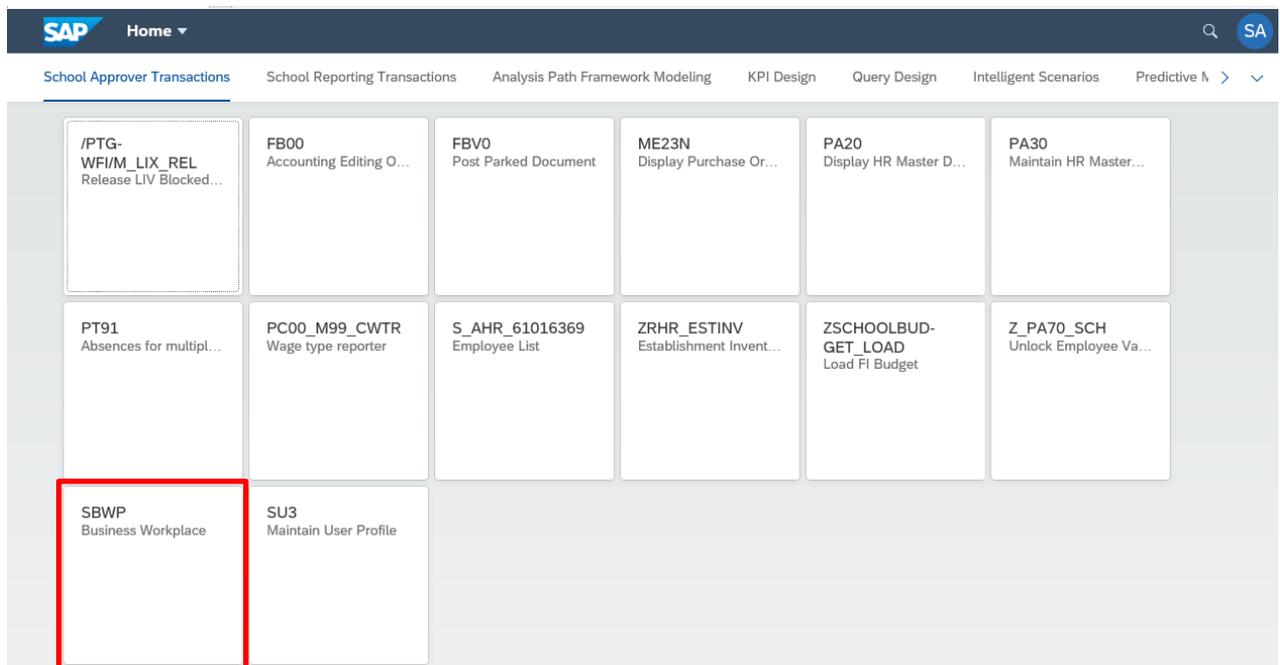
Negotiated journals should always have a General Ledger (GL) code beginning with **3xxxxx** for this type of transfer unless you are recharging utility bills, in which case use the appropriate utility GL code.

They always have a document type of **IR** (internal recharge).

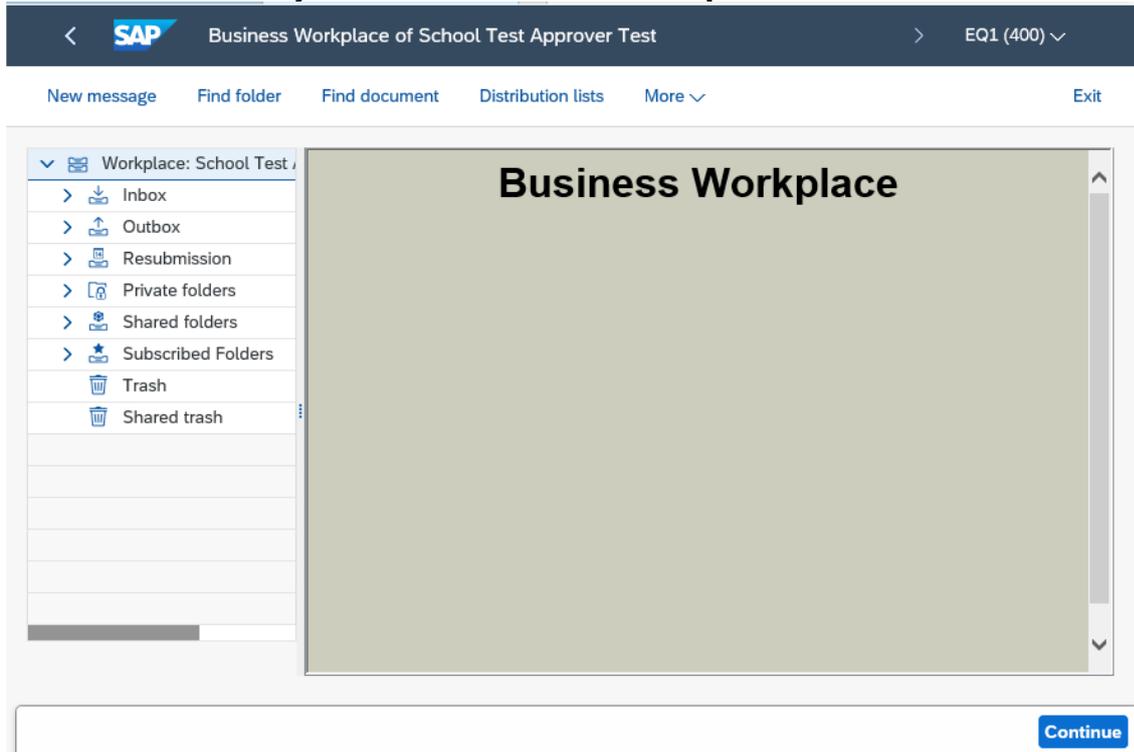
Section 1 - Viewing a Negotiated Journal

Log into SAP Fiori.

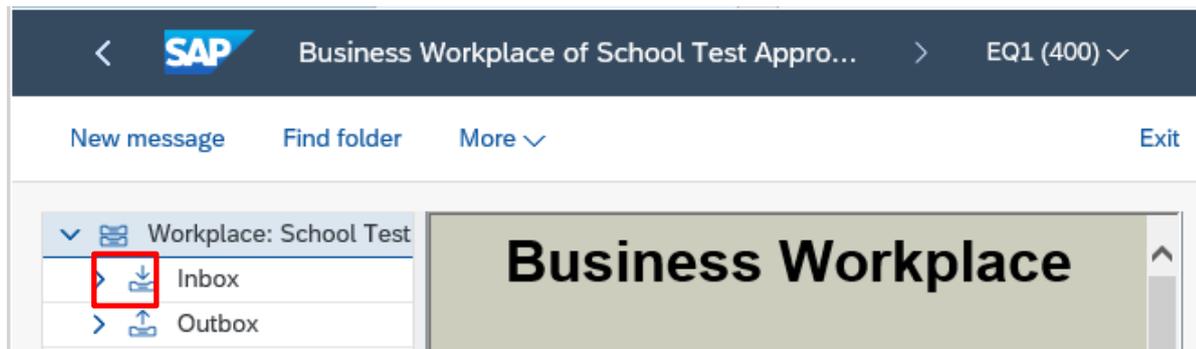
- This loads the Fiori Dashboard
- Click on the **SBWP - Business Workplace** app.



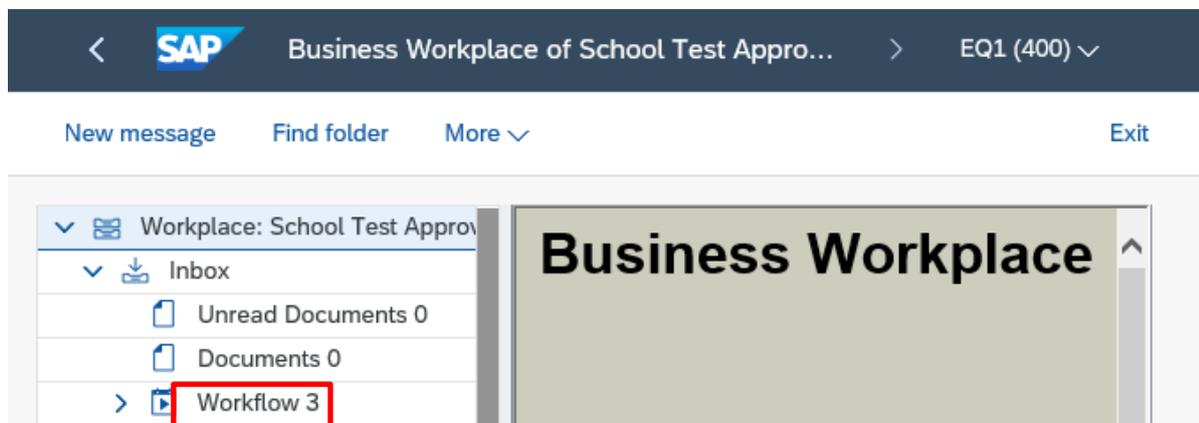
- You will now be in your **SAP Business Workplace**



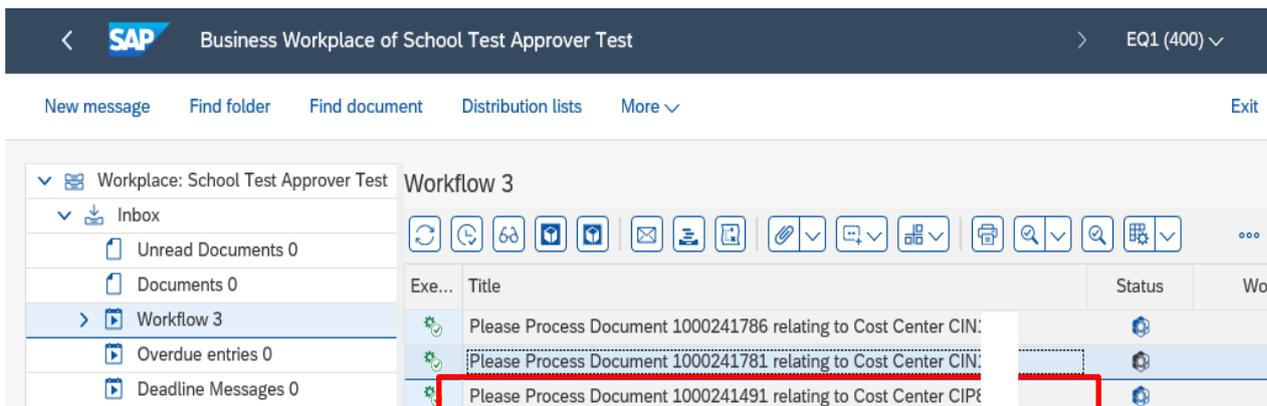
- Click on the **Inbox** arrow.



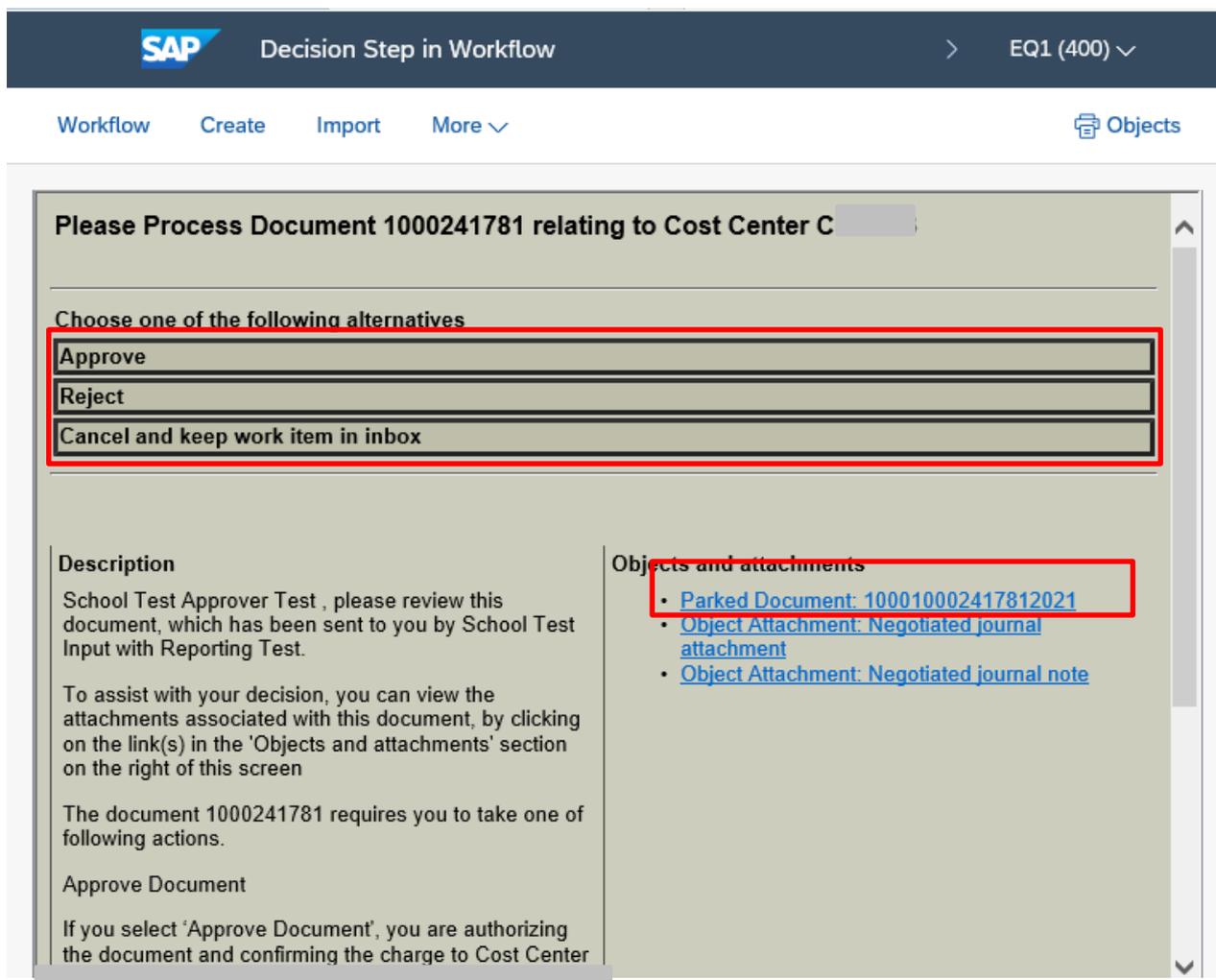
Double click on the word **Workflow**



Negotiated journals will show in your Workflow with the title -
Please Process Document 100xxxxx relating to Cost Centre Clxxxx.
Double click on the line



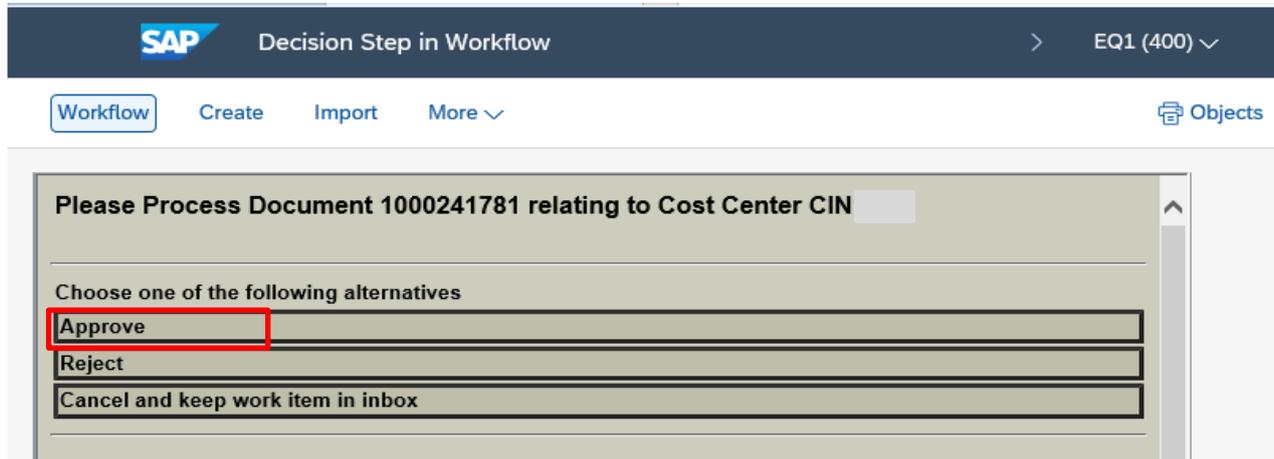
- In the **Decision Step in Workflow** screen, you have options to **Approve**, **Reject** or **Cancel**.
- First, you need to view the journal by clicking on **Parked Document 1000xxxxxx**



Please note that from this point on in the approval process, the screens differ for negotiated journals from another school or from Property Services Division (Derbyshire Property Package).

Section 1.1 - Approving the negotiated journal.

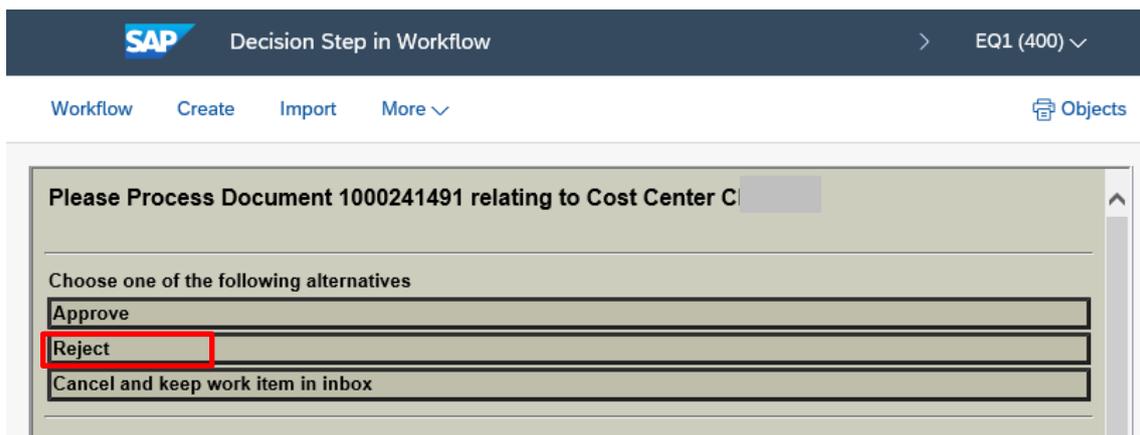
- If you are happy to approve the journal - click **Approve**. The charge will be debited to your school budget.



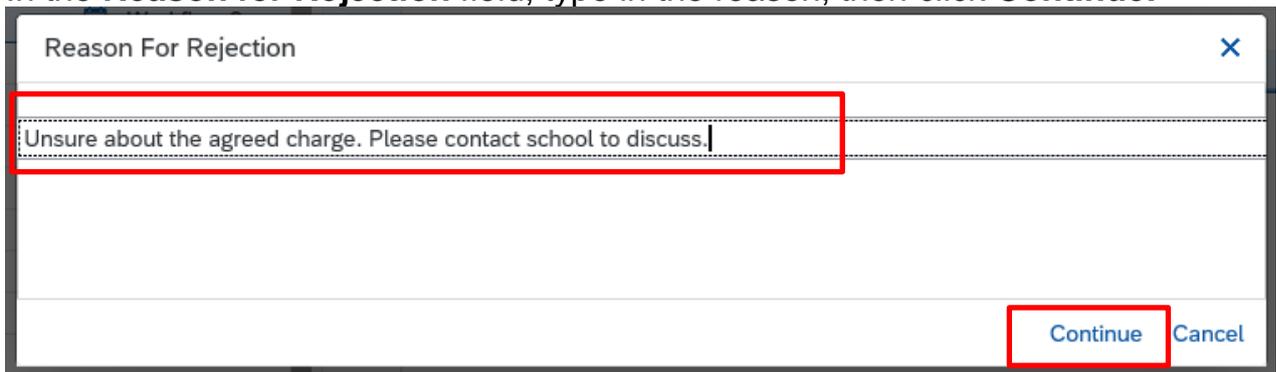
- You will then be back in your SAP Business Workplace Inbox and the journal line is no longer showing

Section 1.2 - Rejecting the negotiated journal.

- If you do not wish to approve, click **Reject**.



- In the **Reason for Rejection** field, type in the reason, then click **Continue**.



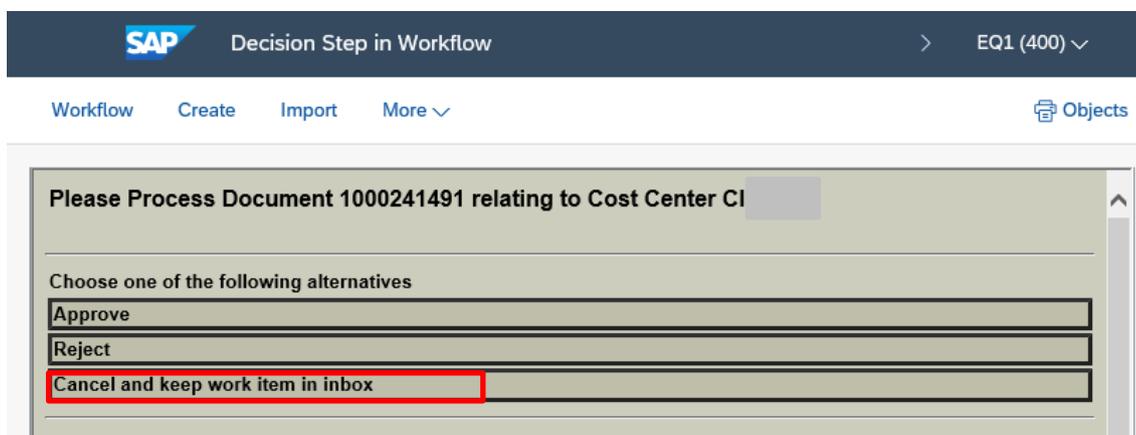
- You will then be back in your SAP Business Workplace Inbox and the journal line is no longer showing.

What happens next?

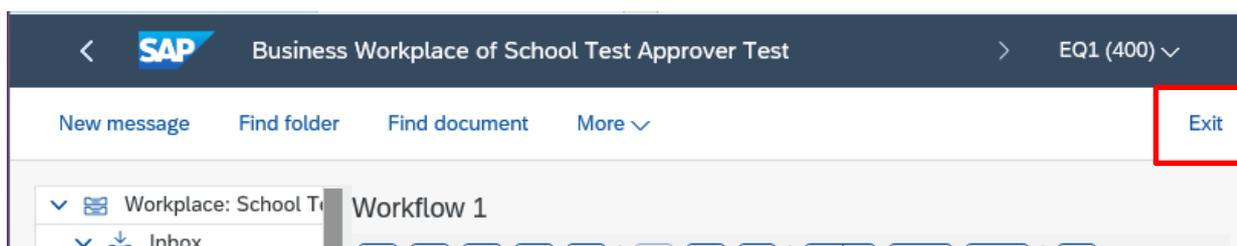
The Inputter of the charging school will receive a notification in their **SAP Business Workplace**; there will be two lines relating to the journal. One confirming the rejection and the other, the reason. The inputter can amend the details of the journal as required and it will come back to you, to be approved (or rejected).

Section1.3 - Keeping the journal temporarily in your inbox.

- If you want to investigate the journal, eg contact the charging school - click **Cancel** and keep work item in inbox.



- This option keeps the journal in your Inbox for you to Approve or Reject, **still within the 21-day period.**
- Click **Exit** to take you out of your SAP Business Workplace



Note: if the negotiated journal is not accepted or rejected within 21 days of being created, the charge will automatically post to your cost centre's budget.

Section 2 - Negotiated journal from another Derbyshire SAP Fiori school:

Details of the journal are displayed.

Please check the following:

- Which school has the journal come from? See **Reference** which should display the charging school's name
- What is the journal for? See a brief description in **Doc.Header Text** and the **Text** fields
- Are the **Cost center** fields correct? Ie the **Debit line** should show your cost centre, the **Credit line** should show the charging school's
- Is the amount to be debited correct? See **Amount in doc.curr**

Display Parked G/L Document 1000241781 1000 2021 EQ1 (400)

Tree On Editing Options Services for Object More Exit

Basic Data Details Workflow

Document Date: 16.12.2021 Currency: GBP
Posting Date: 16.12.2021 Period: 9

Document Number: 1000241781
Reference: OUR SCHOOL NAME
Doc.Header Text: Shared training costs

Document Type: IR Negotiable Recharge

Doc. Currency
Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 129.50 GBP
Total Cr. 129.50 GBP

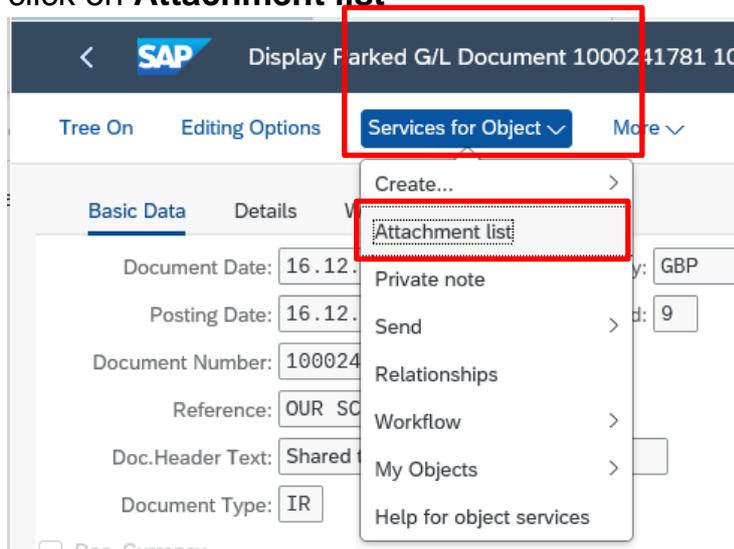
2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Elern
<input checked="" type="checkbox"/>	313390	Credit	129.50	VN	Other school tra		1000			CIP	
<input checked="" type="checkbox"/>	313390	Debit	129.50	VN	Our school train		1000			CIN	
<input type="checkbox"/>			0.00				1000				

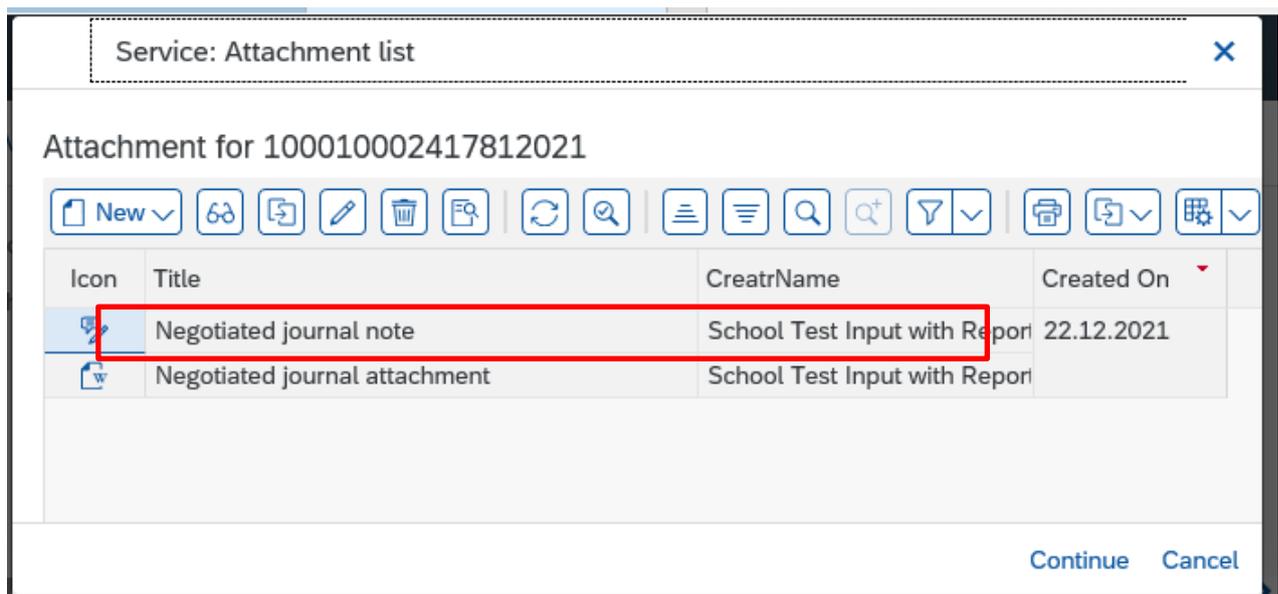
Displaying Parked Document "100010002417812021" ...

All journals should have a note or attachment as an Audit requirement

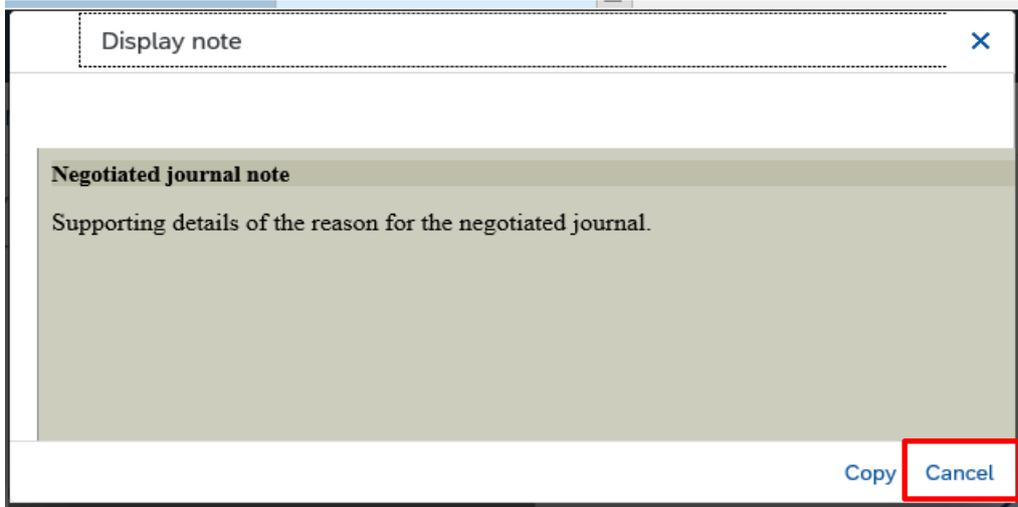
- To view the attachment or note – click on the **Services for Object** button, then click on **Attachment list**



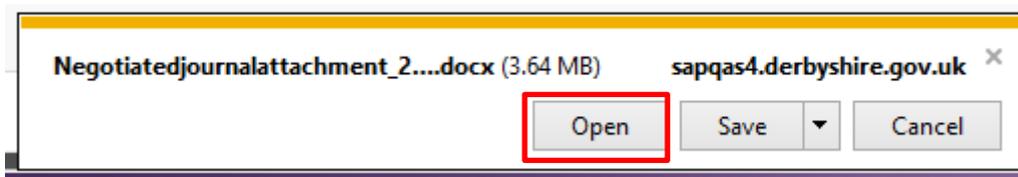
- Double click** on the note/attachment line to open it



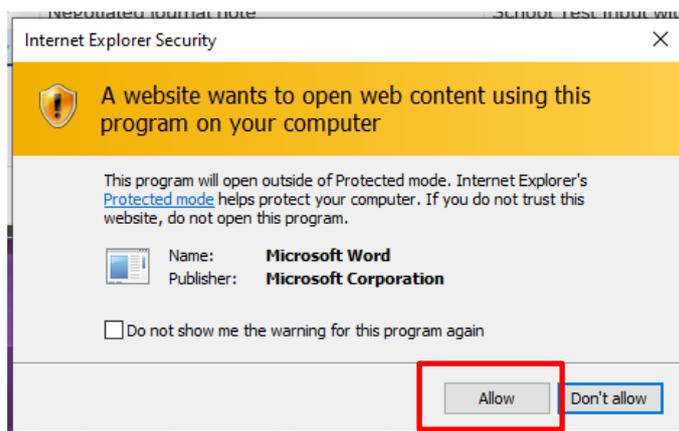
- A note opens up like this



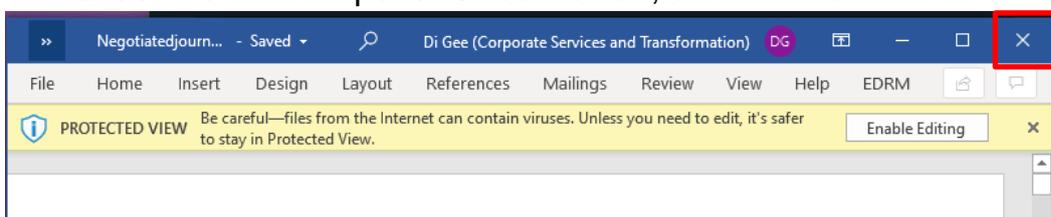
- Click **Cancel** to close out of the note
- An **attachment** requires you to click on **Open** to this message



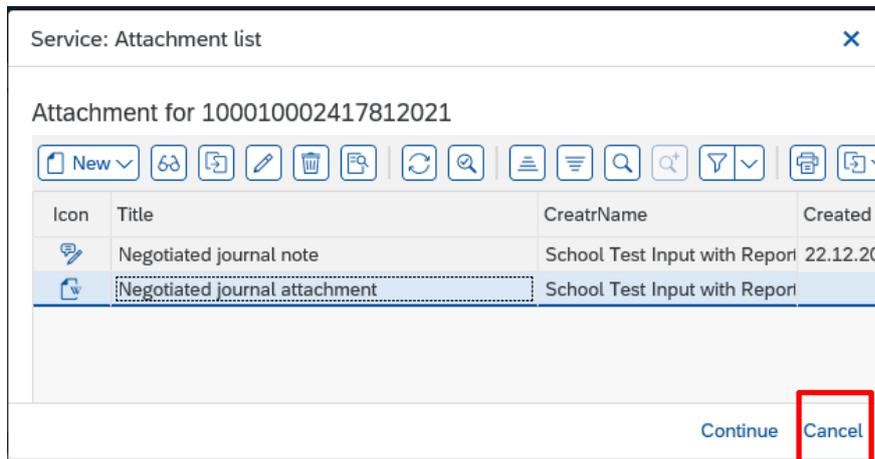
- You may then see this message. If so, click **Allow**



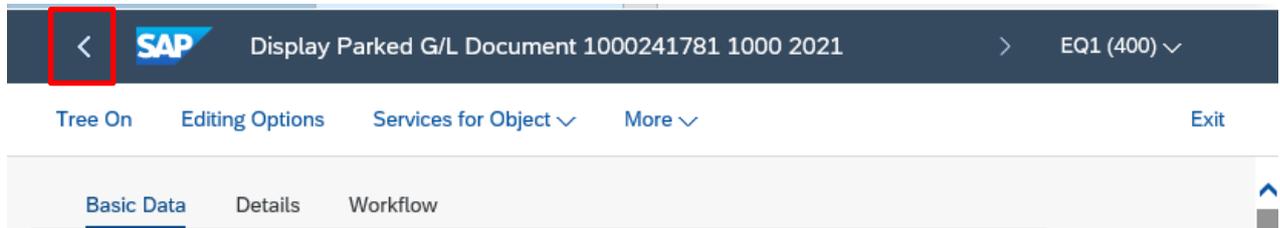
- The attachment then opens. Once viewed, click on the **X** to exit



- In the **Attachment List** screen click on **Cancel** to return back to the journal screen



- Click on the **Back arrow**



Section 3 - Negotiated journal from Property Services Division (Derbyshire Property Package) – DPP

After clicking on **Parked Document 1000xxxxx**, details of the journal are displayed:

- Two lines show - **one is a debit to your school's DPP cost centre eg LY01234** and the other is a corresponding credit to Property Services Division's budget
- The **GL code is 317010** (Prop'ty repairs / Mtce)

Please note that there are **no** attachments to these journals.

- To view details of the journal, **double click** on the **GL code 317010** (on either line)

Display Parked Document: Overview

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Currency] [Fast Data Entry] [Tax] [Document header]

Document Date: 21.05.2019 | Type: IR | Company Code: 1000
 Posting Date: 21.05.2019 | Period: 2 | Currency: GBP
 Document Number: 1000000049 | Fiscal Year: 2019 | Translation dte: 21.05.2019
 Reference: 0090000069 | Trading part.BA: [Field]
 Doc.Header Text: 000007000725 | Texts exist: Net entry:

Line items

Itm PK	BusA Acct no.	Description	Tx	Amount
001 40	317010	Day to Day		230.00
002 50	317010	Day to Day		230.00-

- In the next screen, you can read part of the detail in the **Text** field. Click on the **Long Texts** icon to view full details

Display Parked Document: Display G/L Account Item

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Overview] [Previous item] [Next item] [Fast Data Entry] [Tax] [More data]

G/L Account: 317010 | Day to Day/Emergencies
 Company Code: 1000 | Derbyshire County Council

Item 1 / Debit entry / 40

Amount: 230.00 | GBP
 Tax Code: [Field] | Calculate tax:
 Cost Center: LY00001 | Order: [Field]
 WBS element: [Field]
 Profit Center: LY00001 | Sales Order: 40000070 | 10 | 0
 Quantity: 1.000 | EA

Assignment

Text: Boiler repair Boiler repair required replacement p [Long Texts icon]

Next Line Item

PostKey: [Field] | Account: [Field] | SGL Ind: [Field] | TType: [Field] | New Co.Code: [Field]

- In the pop up window, click on the same icon (**Editor**) again

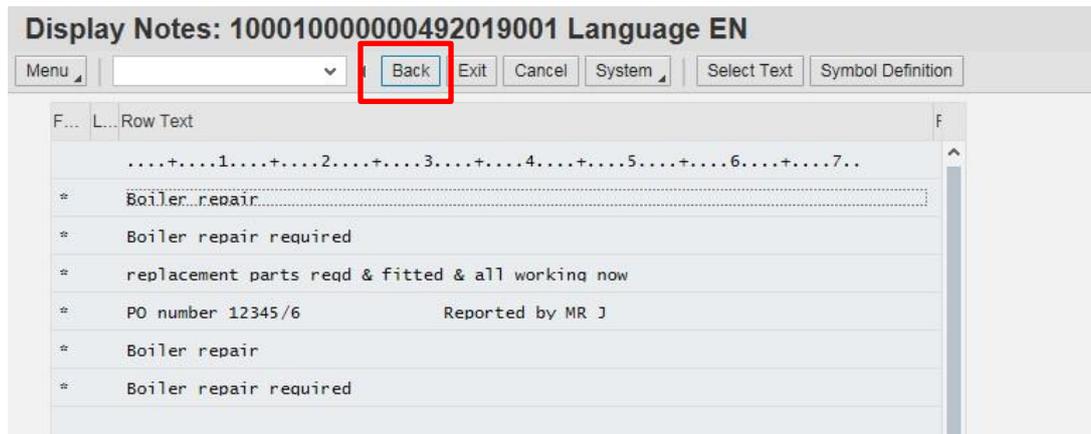
Long Text for Document Line Item [Close]

L	Description	1st line	T	L
EN	Notes	Boiler repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>

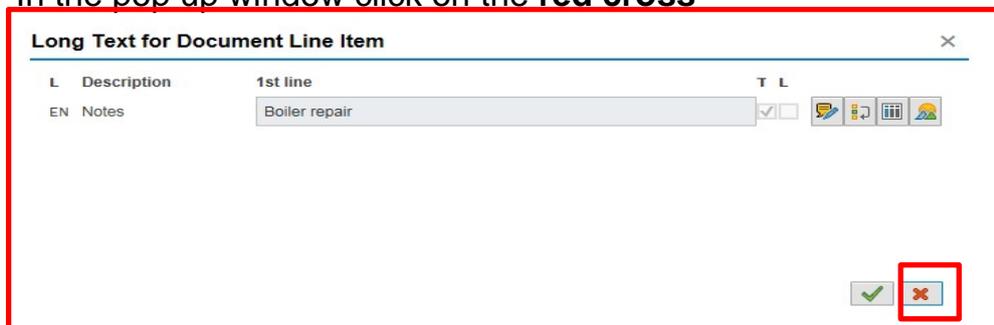
[Long Texts icon] [Editor]

Full information relating to the charge is shown.

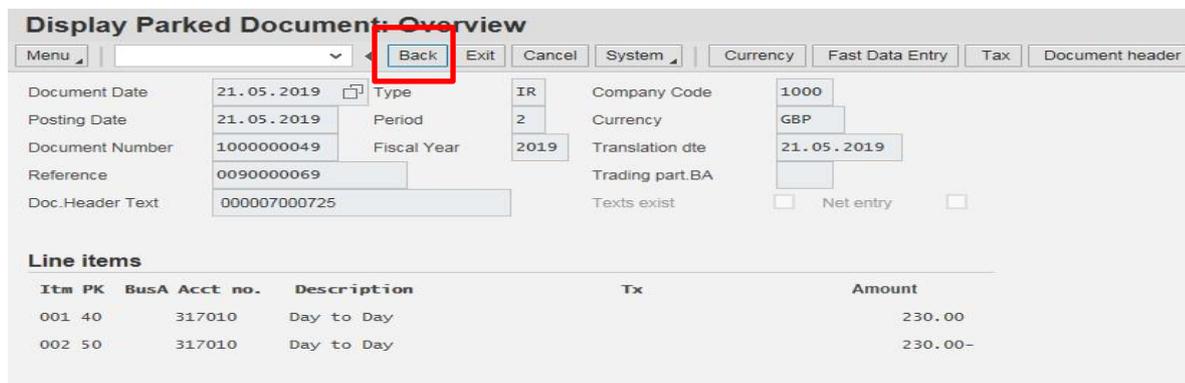
- Click **Back**



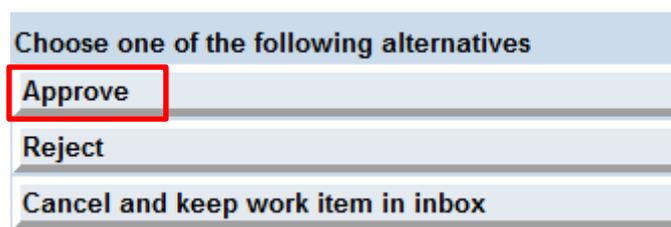
- In the pop up window click on the **red cross**



- Then click **Back** in this screen.



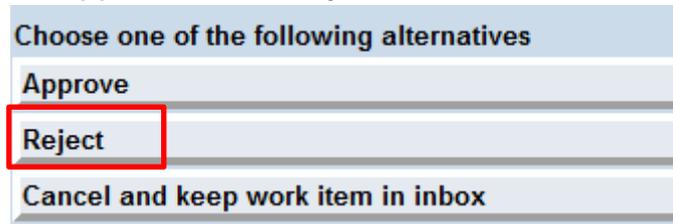
- If you are happy to approve the journal, click **Approve**. The charge will be debited to your school's DPP cost centre budget.



- You will then be back in your SAP Business Workplace Inbox

OR

- If you do not wish to approve, click **Reject**.



A screenshot of a SAP Business Workplace options menu. The menu is titled "Choose one of the following alternatives" and contains three options: "Approve", "Reject", and "Cancel and keep work item in inbox". The "Reject" option is highlighted with a red rectangular border.

- In the **Reason for Rejection** field, type in the reason, then click the **green tick**.

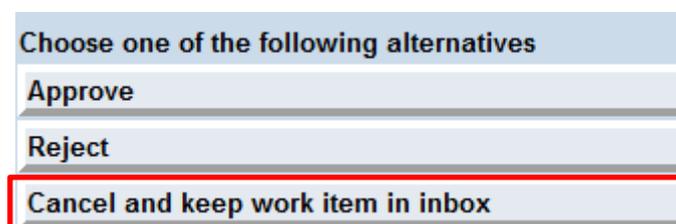


A screenshot of a "Reason For Rejection" dialog box. The dialog box has a title bar with "Reason For Rejection" and a close button (X). Inside the dialog box, there is a text input field with the label "Reason For Rejection" and the text "Unsure about agreed charge". Below the input field, there are two buttons: a green checkmark (confirm) and a red X (cancel).

- The Inputter of the DPP department will receive a notification in their **SAP Business Workplace**; there will be two lines, one confirming the rejection and the other, the reason. They can then amend as required.

OR

- If you want to investigate the journal further e.g., contact the DPP accounts team, click **Cancel and keep work item in inbox**.
- This option keeps the journal in your Inbox for you to Approve or Reject, **still within the 21-day period**.



A screenshot of a SAP Business Workplace options menu. The menu is titled "Choose one of the following alternatives" and contains three options: "Approve", "Reject", and "Cancel and keep work item in inbox". The "Cancel and keep work item in inbox" option is highlighted with a red rectangular border.

Note: if the negotiated journal is not accepted or rejected within 21 days of being created, the charge will automatically post to your DPP cost centre's budget.

When you have finished using SAP Fiori, please ensure you log off the system and close out of all windows.

Section 4 - Quick check guide to a correctly completed negotiated journal.

Document Date: Date of input.

Reference: Identifies journal.

Doc.Header Text: Reason for journal.

Document Type: Must be IR.

Amount information: Debits and credits must match.

More button: Click here for the Services for object option to view a note or attachment – which always must be added.

There should only be two lines, a debit and a credit.

SAP Display Parked G/L Document 1000241781 1000 2021 EQ1 (400) ▾

Tree On Editing Options Services for Object ▾ More ▾ Exit

Basic Data Details Workflow

Document Date: 16.12.2021 Currency: GBP
 Posting Date: 16.12.2021 Period: 9

Document Number: 1000241781
 Reference: OUR SCHOOL NAME
 Doc.Header Text: Shared training costs

Document Type: IR Negotiable Recharge
 Doc. Currency
 Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 129.50 GBP
 Total Cr. 129.50 GBP

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Elern
<input checked="" type="checkbox"/>	313390	Credit ▾	129.50	VN	Other school tra		1000	CIP_...		CIP6	
<input checked="" type="checkbox"/>	313390	Debit ▾	129.50	VN	Our school traini		1000	CIN1		CIN1	
<input type="checkbox"/>		▾	0.00				1000				

<p>Ensure the line entries are fully completed and correct.</p>	<p>GL acct - 313390 in both lines. D/C – Debit is to your own cost centre, Credit to the charging school/establishment's. Amount - same value in both lines. Tax - VN Text – Reason for journal plus name of charging school/establishment in your Debit line, Reason plus your school name in Credit line. Cost center – your cost centre in Credit line, theirs in Debit line, unless an SIO which shows in Order.</p>
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