## 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.

SAP Home -						Q	SA
School Approver Transactions	School Reporting Transact	ions Analysis Path Frame	ework Modeling KPI Desi	gn Query Design Int	elligent Scenarios Predie	ctive N >	~
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PT91 Absences for multipl	PC00_M99_CWTR Wage type reporter	S_AHR_61016369 Employee List	ZRHR_ESTINV Establishment Invent	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PA70_SCH Unlock Employee Va		
SBWP Business Workplace	SU3 Maintain User Profile						

• You will now be in your SAP Business Workplace

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New message Find folder	Find document	Distribution lists	More 🗸		Exit
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• Click on the **Inbox** arrow.

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Documents 0 Workflow 3

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Negotiated journals will show in your Workflow with the title -

#### Please Process Document 100xxxxx relating to Cost Centre Clxxxxx.

Double click on the line

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V 😸 Workplace: School Test Approver Test	Vorkflow 3		
V 🛓 Inbox	$\bigcirc \bigcirc $	0.	000
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> 🗈 Workflow 3	Please Process Document 1000241786 relating to Cost Center CIN.	0	!
Overdue entries 0	S Please Process Document 1000241781 relating to Cost Center CIN	0	!
Deadline Messages 0	Rease Process Document 1000241491 relating to Cost Center CIP	0	į

- 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**

SAP Decision Step in Workflow	> EQ1 (400) √
Workflow Create Import More $\checkmark$	(금 Objects
Please Process Document 1000241781 relatin Choose one of the following alternatives Approve Reject Cancel and keep work item in inbox	ng to Cost Center C
School Test Approver Test , please review this document, which has been sent to you by School Test Input with Reporting Test. To assist with your decision, you can view the	Parked Document: 100010002417812021     Object Attachment: Negotiated journal attachment     Object Attachment: Negotiated journal note

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.

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Choose one of t Approve	the following altern	natives	
Choose one of t Approve Reject	the following altern	atives	

 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.

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Workflow Cre	eate Import	More V	🖶 Objects
Please Proces Choose one of th Approve Reject Cancel and keep	s Document 10 e following alterna work item in inbo	00241491 relating to Cost Center C atives	

# • In the Reason for Rejection field, type in the reason, then click Continue.

Reason For Rejection	×
Unsure about the agreed charge. Please contact school to discuss.	
	Continue Cancel

• 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
 <u>Cancel</u> and keep work item in inbox.

SAP Decision Step in Workflow	EQ1 (400) 🗸
Workflow Create Import More 🗸	් Objects
Please Process Document 1000241491 relating to Cost Center Cl Choose one of the following alternatives Approve	^^
Reject	
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

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New message	Find folder	Find document	More 🗸			Exit
V 😸 Workplace	: School Te W	orkflow 1			<u> </u>	

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? le 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

Lating o	puons Ser	vices for Object V Mo					EXIL
Basic Data Det	ails Workf	low					
Document Date	: 16.12.202	1 Currency	GBP	Amount	t Information		
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Document Number	100024178	1				129	.50 GB
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Document Type	IR N	egotiable Recharge				129	.50 GB
bocurrent type							
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Doc. Currency Company Code	:: 1000 De	erbyshire County Council (	Great Britain	<b></b>			
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## 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

Se	ervice: Attachment list		×
Attachr	ment for 100010002417812021		
New	~ 60 G 🖉 💼 🖻   C 🍳   🚊	) = Q ( 7 / (	@ ७~ ♥~
lcon	Title	CreatrName	Created On
5	Negotiated journal note	School Test Input with Report	22.12.2021
ſ	Negotiated journal attachment	School Test Input with Report	1
			Continue Cancel

#### • A note opens up like this

Display note	×
Negotiated journal note	
Supporting details of the reason for the negotiated journal.	
Сору	Cancel

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

Negotiatedjournalattachment_2docx (3.	64 MB)	sapqas4.de	rbysh	ire.gov.uk ×
	Open	Save	•	Cancel

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



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

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<b>()</b> P	ROTECTED VI	EW Be ca to sta	reful—files fi y in Protecte	om the Inter d View.	met can contain	viruses. Unless	you need to	edit, it's s	afer	Enable E	diting	×

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

Service:	Attachment list		×
Attach	ment for 100010002417812021		கி நெ
lcon	Title	CreatrName	Created
<b>P</b> /	Negotiated journal note	School Test Input with Report	22.12.20
ſ	Negotiated journal attachment	School Test Input with Report	
		Continue	Cancel

Click on the Back arrow

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Tree O	n Eo	diting Options	Services for Object $\backsim$	More 🗸		Exit
Bas	sic Data	Details	Workflow			^

## <u>Section 3 - Negotiated journal from Property Services Division</u> (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)

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Menu "		~	•	Back	Exit	Cancel	System		Currency	Fast Data B	Entry	Tax	Document header					
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• 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

Menu		• •	Back	Exit	Cancel	System ,	Overview	Previous	s item	Next item	Fast Data Entry	Tax	More dat
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ltem 1 / Debit e	entry / 40												
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Text	Boiler repair	Boiler r	epair rec	quired re	eplacement	p		-	Long Te	xts			
Next Line Item													

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

L	Description	1st line	T L
EN N	Notes	Boiler repair	🔬 🏢 çi 🔜 🗆 🔽

#### Full information relating to the charge is shown.

• Click Back

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#### • In the pop up window click on the red cross

L	Description	1st line	TL
EN	Notes	Boiler repair	🔽 🗔 🗊 🔊

• Then click **Back** in this screen.

Menu 🖌	~	Back Exi	Cancel	System _	Currency	Fast Data Entry	Tax	Document header
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Line items Itm PK BusA A	cct no. Descri	iption		Tx		Amount		
001 40 31	.7010 Day to	Day				230,00		

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

Choose one of the following alternatives	
Approve	
Reject	
Cancel and keep work item in inbox	

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

#### OR

• If you do not wish to approve, click Reject.

Choose one of the following alternatives	
Approve	
Reject	
Cancel and keep work item in inbox	

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

Reason For Rejectio	n	×
Reason For Rejection	Unsure about agreed charge	
		•
		<b>√</b> X

• 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.

Choose one of the following alternatives	
Approve	
Reject	
Cancel and keep work item in inbox	

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.

	C SAP Display Parked G/L Document 1000241781 1000 2021	> EQ1 (400) ~
	Tree On Editing Options Services for Object $\lor$ More $\lor$	Exit
	Basic Data Details Workflow	
<b>Document Date</b> : Date of input.	Document Date: 16.12.2021 Currency: GBP Amount Information	
Reference: Identifies journal.	Posting Date:         16.12.2021         Period:         9         Total Dr.           Document Number:         1000241781	129.50 GBP
<b>Doc.Header Text</b> : Reason for journal.	Reference:     OUR SCHOOL NAME       Doc.Header Text:     Shared training costs       Document Type:     IR   Negotiable Recharge	129.50 GBP
<b>Document Type</b> : Must be IR.	Doc. Currency       Company Code: 1000       Derbyshire County Council Great Britain	
Amount information: Debits and credits must match.	2 Items ( No entry variant selected )	
<b>More</b> button: Click here for the Services for object option to view a	St       G/L acct       D/C       Amount in doc.curr.       T       Text       Lo       Cost center       Order         Image: St       313390       Credit       129.50       VN       Other school tra       Image: St       1000       CIP       Image: St       Image:	Profit center WBS Elem CIPE CIN1
note or attachment – which always must be added.		
There should only be two lines, a debit and a credit.		

Ensure the line entries are fully	GL acct - 313390 in both lines.
completed and correct.	<b>D/C</b> – 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.
	<b>Cost center –</b> your cost centre in Credit line, theirs in Debit line, unless an SIO which
	shows in <b>Order</b> .