Negotiated Journals – Create (Internal between DCC establishments) Park G/L Account Items - FV50 app

This guidance shows SAP Fiori Inputters how to create a negotiated journal, add attachments or notes, view and edit a parked (saved) journal.

Contents

Section1.1 Making the document type show (initial set up of FV50 screen)..... 2
Section 1.2 Creating a negotiated journal 4
Section 1.3 Adding an Attachment or Note 7
Section 1.4 Viewing and/or editing a Negotiated Journal (Inputter only) 15
Section 1.5 Approval of negotiated journals..... 17
Section 1.6 Confirmation messages – approved/rejected journals. 17
Section 1.7 Quick reference guide to a correctly completed Negotiated Journal . 19

Introduction

A negotiated journal is used to recharge another DCC school/establishment.

The SAP Fiori Inputter at the charging school creates the negotiated journal.
The SAP Fiori Approver at the school/establishment receiving the negotiated journal approves the journal in their SAP Fiori Business Workplace inbox.

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

Negotiable journals automatically post after **21 days.** Do not create them before the summer holidays as the receiving school's approver will not have the opportunity to approve or reject.

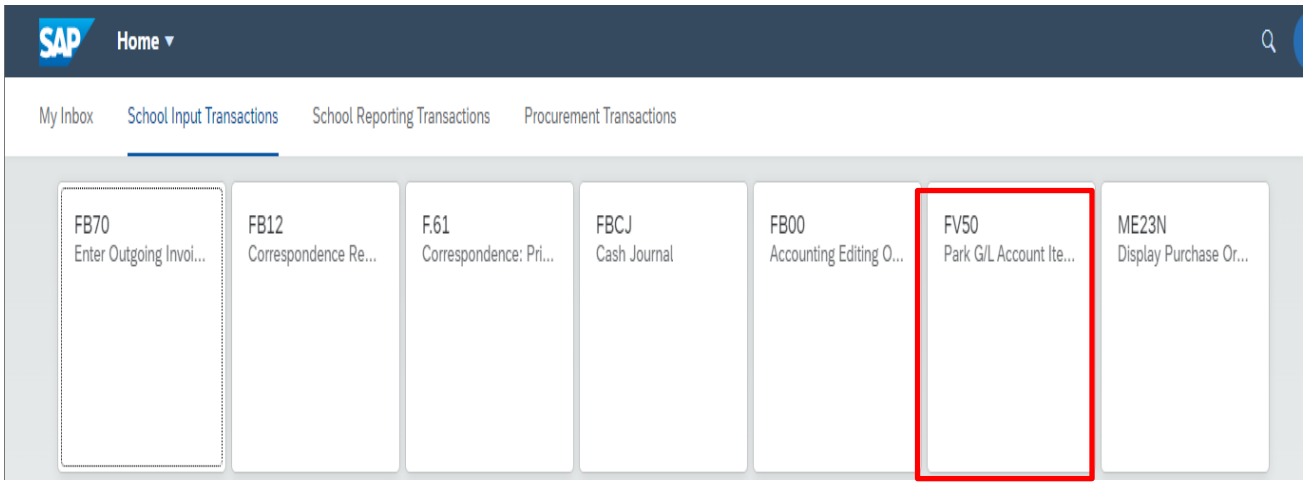
Always use a General Ledger (GL) code beginning with **3xxxxx** for this type of transfer unless you are recharging utility bills, in which case use the appropriate utility GL code.

The negotiated journal will appear in the SAP Fiori Business Workplace Inbox of the receiving school/establishment's "User Responsible" approver.

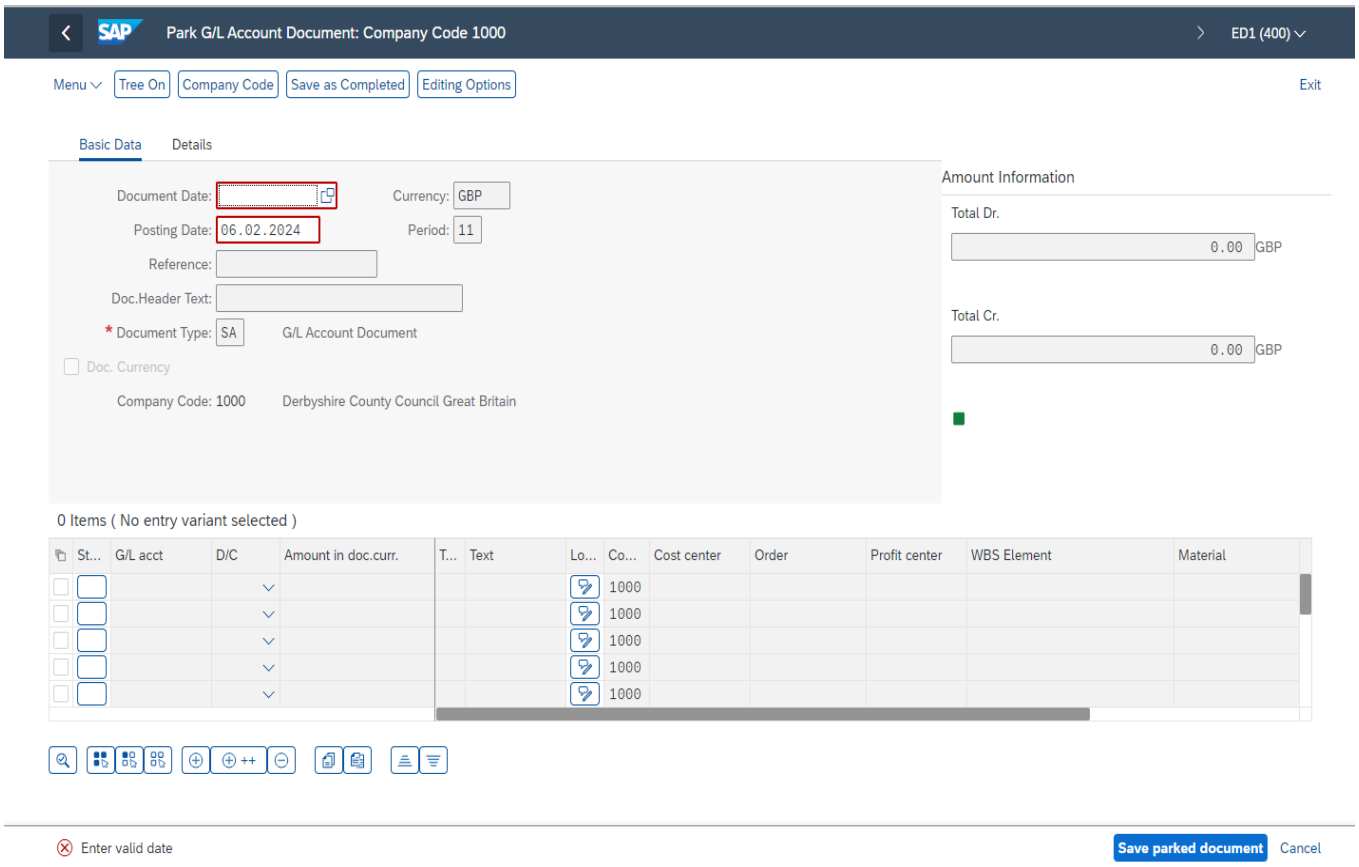
Before you create your first negotiated journal (or journal transfer) you must follow the instructions below - **1.1. Making the document type show**.
This is a one-off action which ensures the journal transaction screen displays correctly.

Section 1.1 Making the document type show (initial set up of FV50 screen)
Log into SAP Fiori.

- This loads the Fiori Dashboard
- Click on the **FV50 Park G/L Account Items app.**

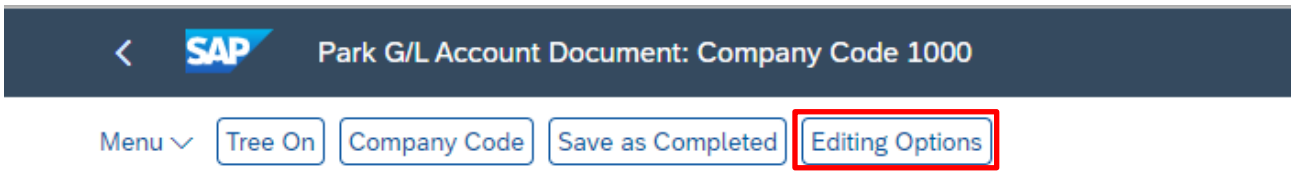


You will now be in the FV50 Park G/L Account Items a screen.



If this is the first time you are using FV50, you will need to set up the screen parameters.

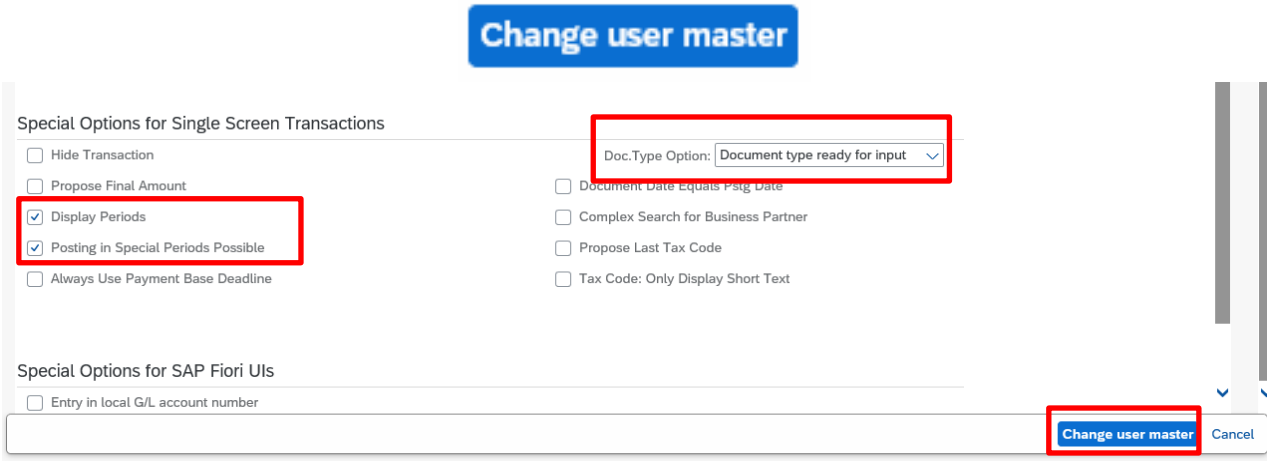
- In this screen click on **Editing Options** on the top menu bar



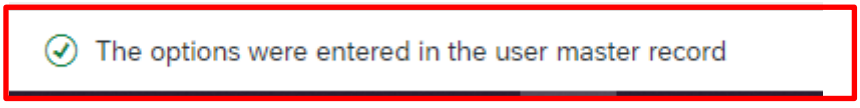
- Scroll to the bottom of the next screen, click on the drop-down arrow by **Doc type option** and select **Document type ready for input**

- Ensure that these two tick boxes are checked:
  - **Display periods.**
  - **Posting in special periods possible**

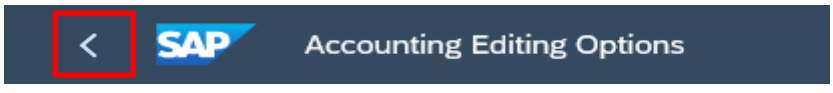
- Now click on the **Change User master button on the bottom right of the screen** (this saves your changes)



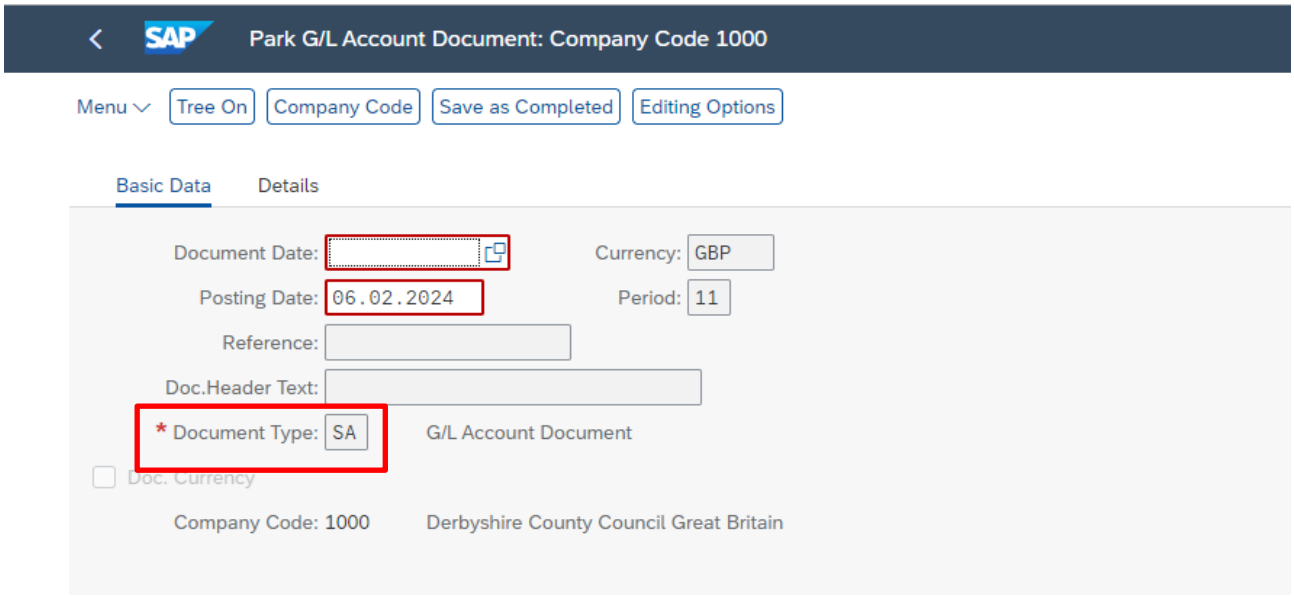
- A saved changes message appears at the bottom left of your screen.



- Click on the **Back** arrow to return to the journal input screen

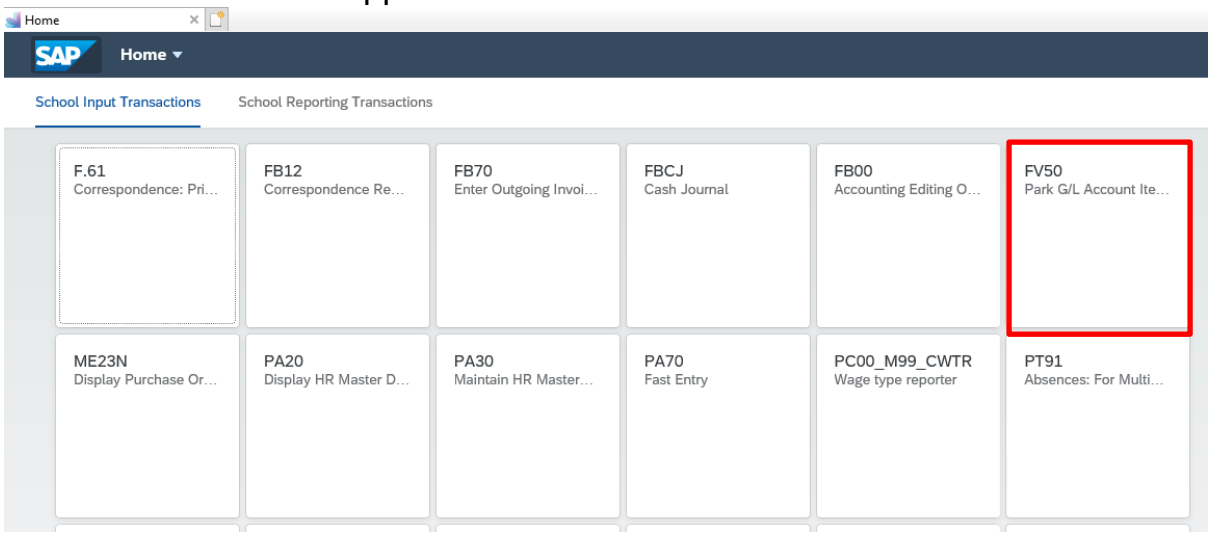


- The Document type field will now be visible:



Section 1.2 Creating a negotiated journal

- **Click** on the FV50 app

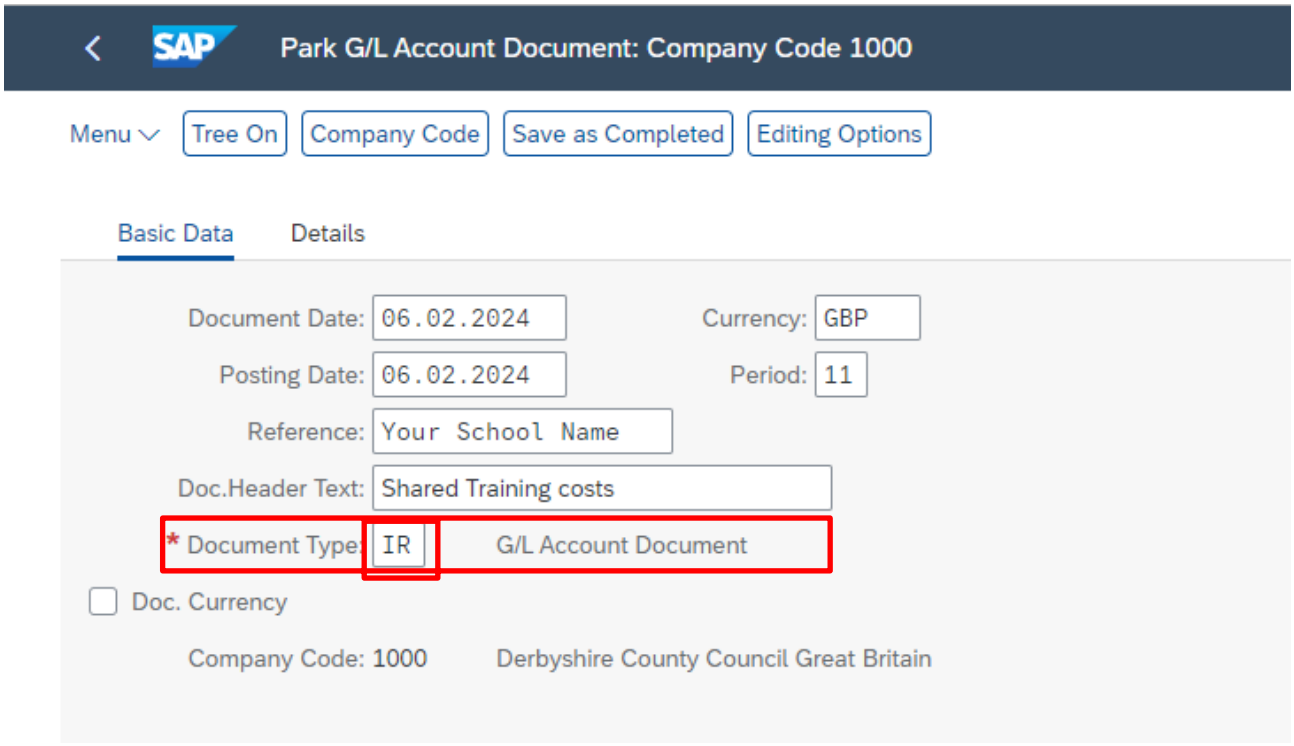


- In **Document Date**: type in today's date in the DD.MM.YYYY format (this must be the date of input)

- In **Reference** type in **your school's name** as a quick identifier for the receiving school's approver

- In **Doc.HeaderText**, type in a description to explain the reason for the journal

- In **Document Type** overtype SA with **IR** – this **MUST** be changed to **IR** (if the Document type field is not showing, go back up to Section 1.1).



Now to enter the first line:

- In **G/L acct**, type in a General Ledger (GL) code

  The **GL code to use for School-to-School Journals is 313390,** unless the journal is for shared utility costs.
  If you are charging another DCC establishment, check with them which code they require you to use.

- In **D/C,** select **Credit** from the drop down. (This will be the income received into your budget).

- In **Amount in doc. curr** enter the amount to be received

- In **Tax code** (VAT), type **VN**

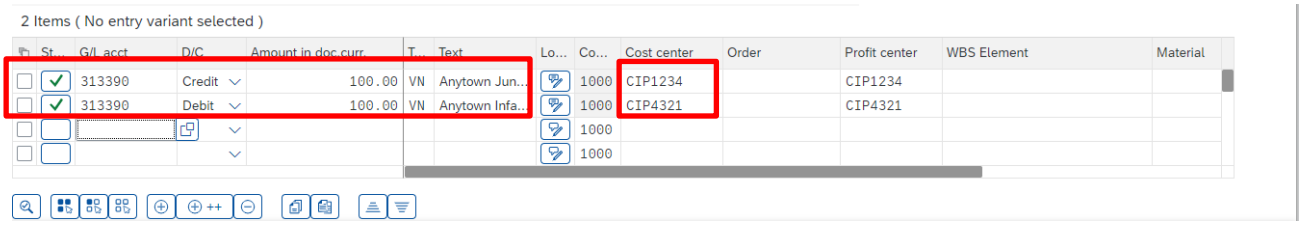
- In **Text**, type in the name of the school or establishment you are charging and journal reason. (This shows on your KSB1 report).

- In **Cost Centre,** type in **your school's cost centre** or if using **SIOs**, type the **SIO number** in the **Order** column (and do not enter the cost centre number)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Elem
✓	313390	Credit	100.00	VN	Anytown Jun...		1000	CIP1234		CIP1234	

Then enter the second line:

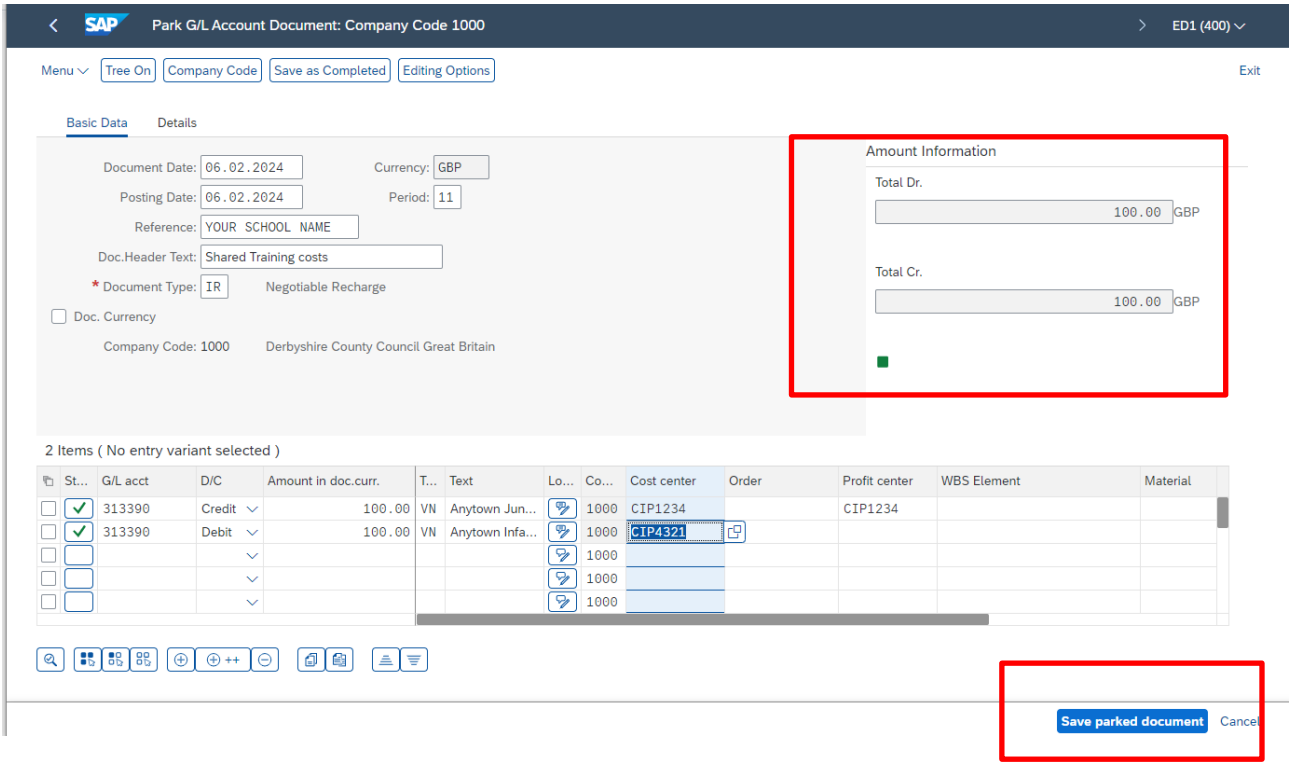
- In **G/L acct**, type a General Ledger code (**must** be the same 3 code as on the first line)
- In **D/C** select **Debit**
- In **Amount in doc.curr.** enter the amount to be charged
- In **Tax code**, type **VN**
- In **Text**, type your school's name and journal reason. (This will show on the receiving school or establishment's KSB1 report)
- In **Cost Centre,** type the **other school's cost centre** or if using **SIOs**, type the **SIO number** in the **Order** column (and do not enter the cost centre number)



- When the second line has been entered, click **Enter** on your keyboard. This checks the journal contains valid information and you'll see a green tick at the start of each line.

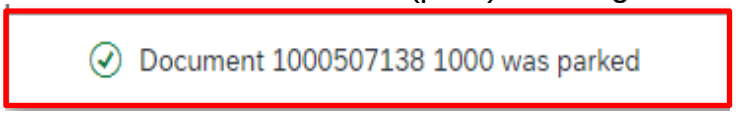
You can only have one debit line and one credit line in a negotiated journal.

- A message appears at the bottom left of the screen **if** an entry is incorrect, e.g., if an invalid GL code has been entered. If this happens, type in the correct data and click **Enter** again.
- The debit and credit must equal zero – look at the **Amount information** section on the right-hand side to view this - **Total Debits** and **Total Credits**



- Click on **Save parked document** to save (Park) your negotiated journal.

- A successful saved (park) message shows at the bottom left of your screen.



Now the journal is parked, SAP Fiori workflow is generated to the other school/ establishment's Approver's SAP Fiori Business Workplace Inbox, where they view the journal and approve (or reject) it.

The journal has now been created.

In accordance with Audit requirements, an attachment or note must now be added to the journal.

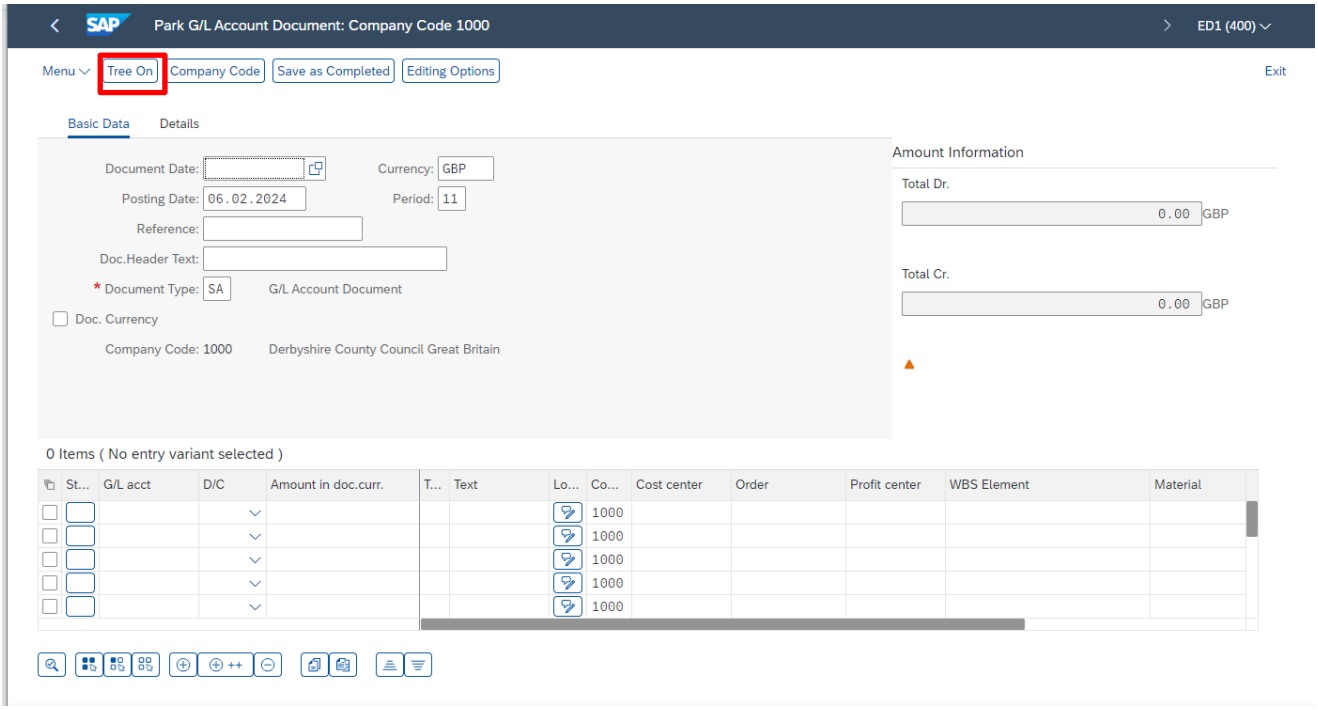
Section 1.3 Adding an Attachment or Note

It is an **Audit** requirement that you **must** add an attachment or note to all journal transfers and negotiated journals. Attachments or notes can only be added after you have saved (parked) your journal in **FV50**.

Before adding an attachment (e.g., spreadsheet, word document, email, scanned invoice image), save it to your desktop so it is ready for selection (Remember to delete or move from your desktop when successfully added).

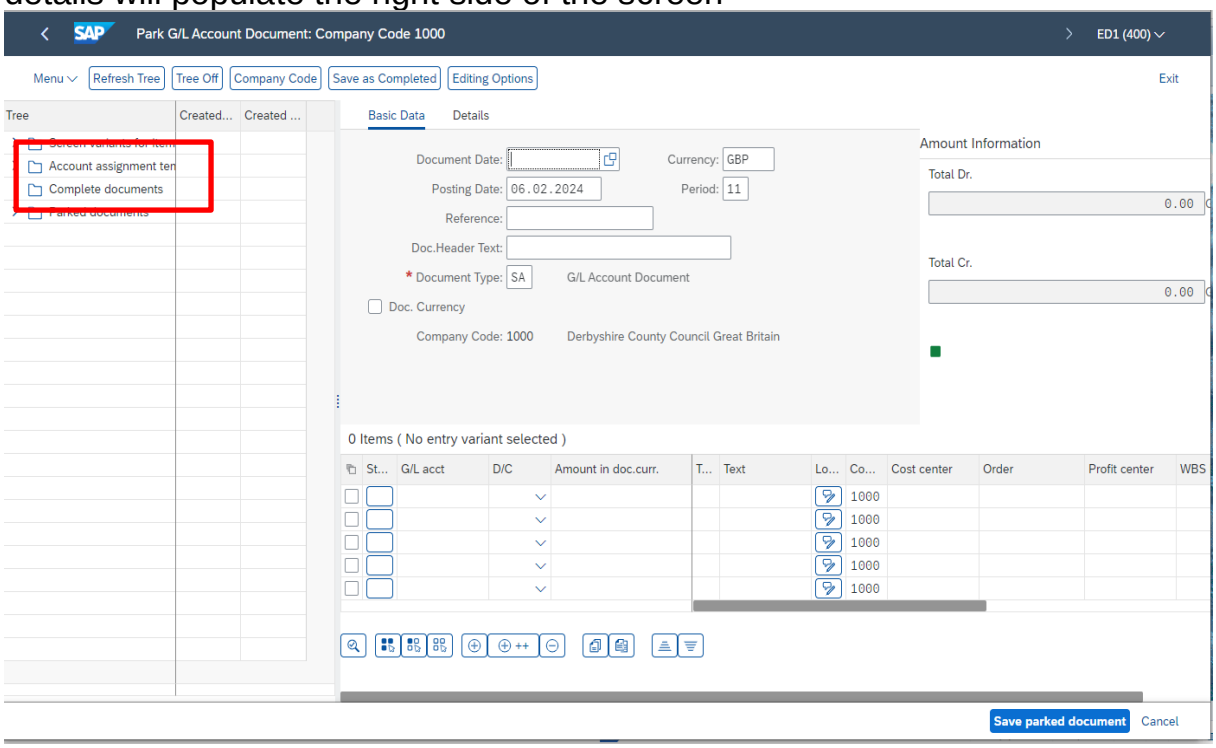
Before adding a note, where you can type the details directly into the Note field, you may wish to type the details onto a word document from where you can use Crtl C and Ctrl V to paste into the journal's note field.

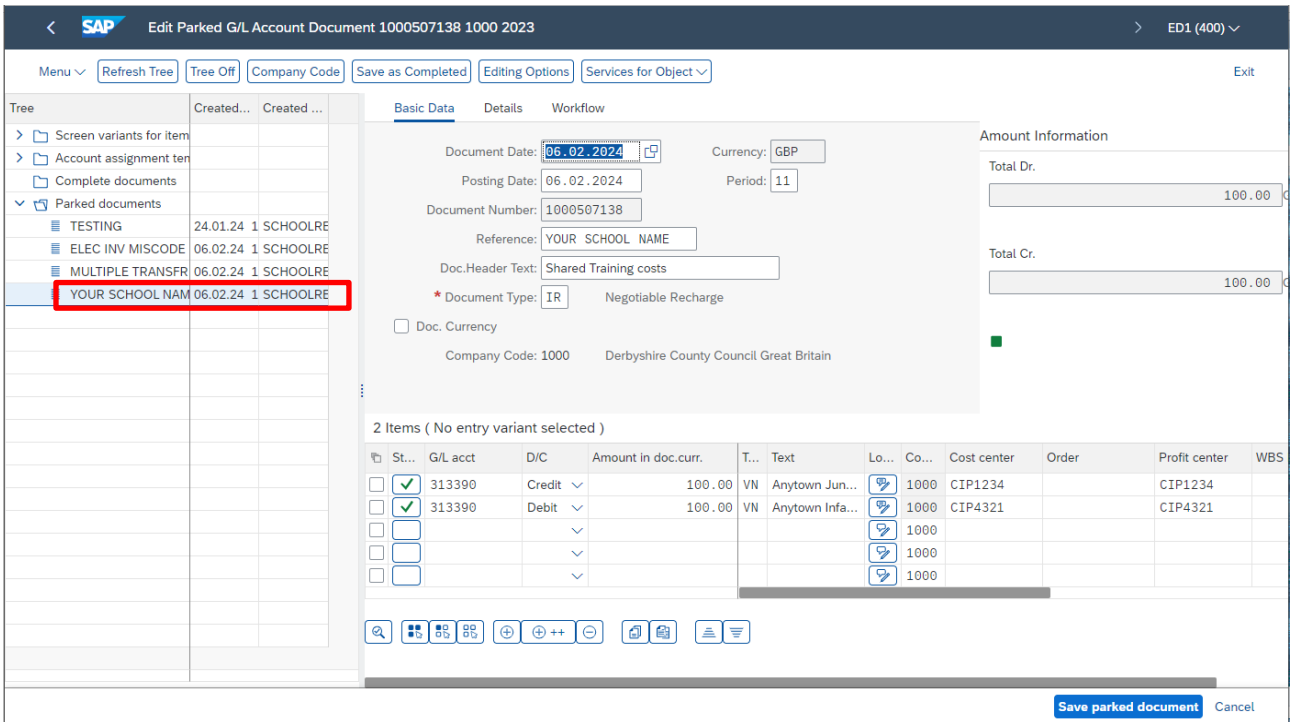
- Still in this blank FV50 screen, click on **Tree on**



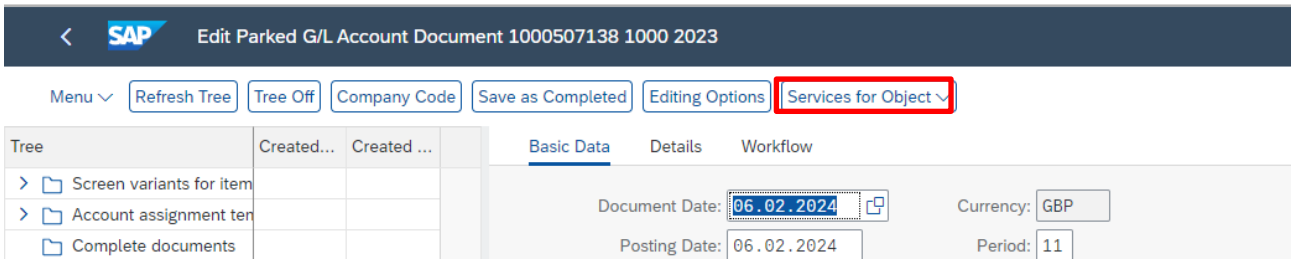
- Click on the **arrow** of the Parked documents folder to display your journals awaiting approval.

- Double click on the journal in the **Parked documents** folder to open it - the details will populate the right side of the screen

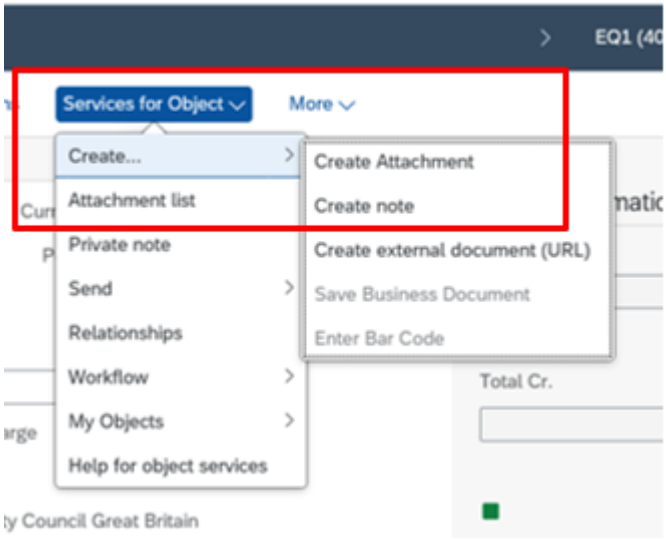




- You will now see **Services for Object** on the top menu line.

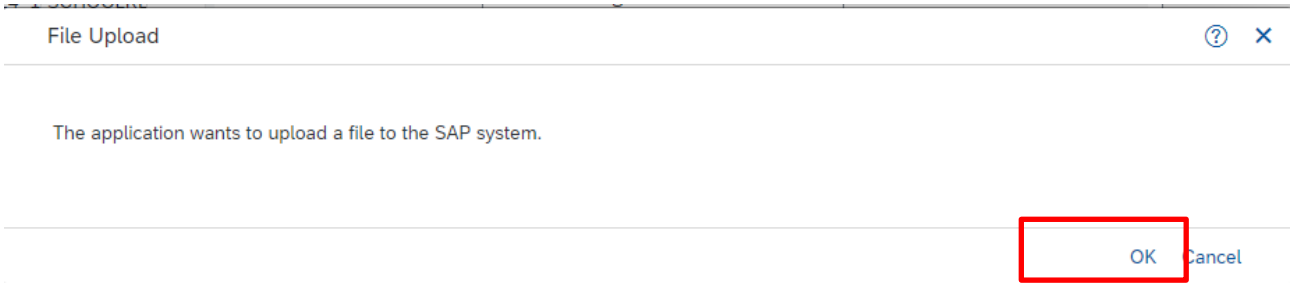


- Click on **Services for Object,** on **Create** then either **Create Attachment** or **Create Note** as required



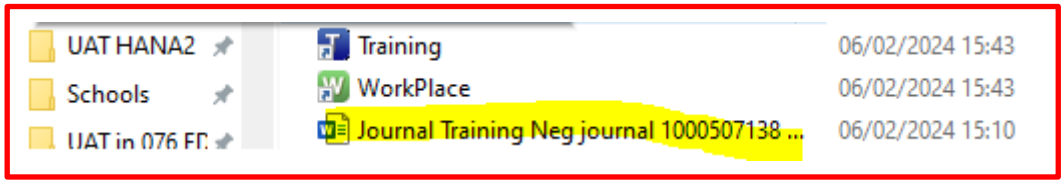
A: Create attachment:

- Click **Create Attachment**

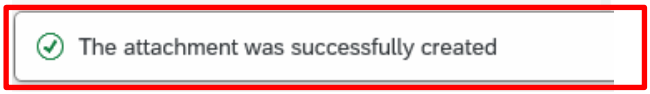


- Click **Ok** to the file upload message.

- Navigate to where your file is saved and **double click** on the file.



- A message in the bottom left of the screen shows that your attachment has been successfully created.

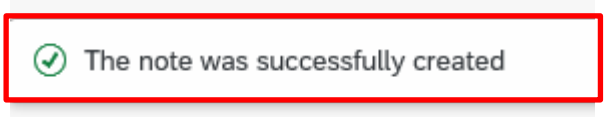


- Click on the **Back** arrow to exit the screen, clicking **Yes** to the “exit editing” message (do not click on Save Parked document again)

B: Create Note:

- Click **Create Note** and a note window appears
- Type in the **Title** of your note (but don’t click Enter on your keyboard)
- In the **Text** area, type the details.
  You can copy and paste into there, using Ctrl C and Ctrl V
- Click **Copy**

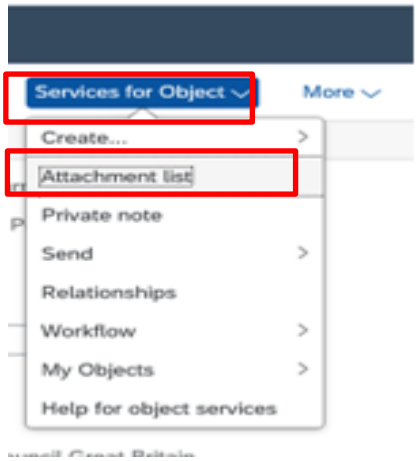
- A message in the bottom left of the screen shows that your note has been successfully created.



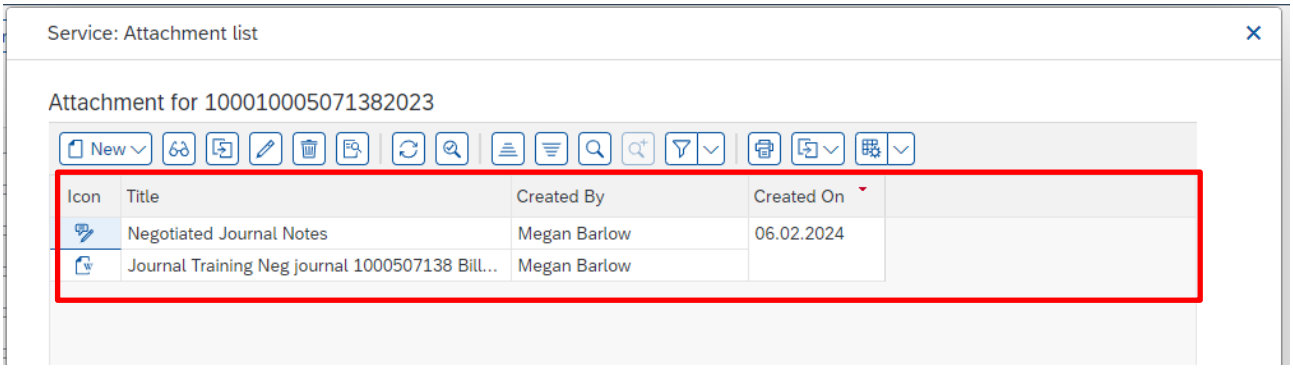
- Click on the **Back** arrow to exit the screen, clicking **Yes** to the “exit editing” message (do not click on Save Parked document again)

To view the attachment or note:

- Click on **Services for Object** and then on **Attachment list.**

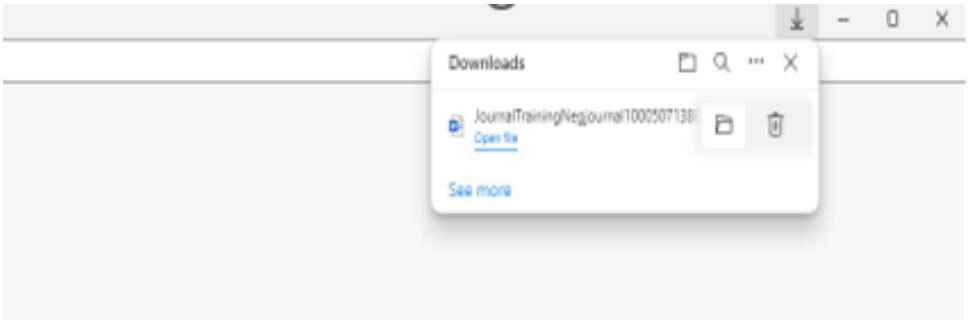


- **Click** on the attachment PDF Icon (or note) to open and view it.

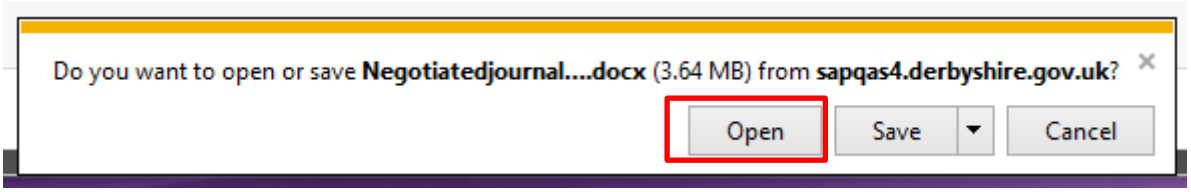


You then see - **Downloads.**

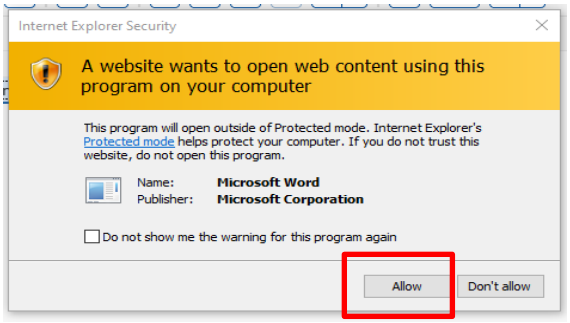
Click on **Open** file.



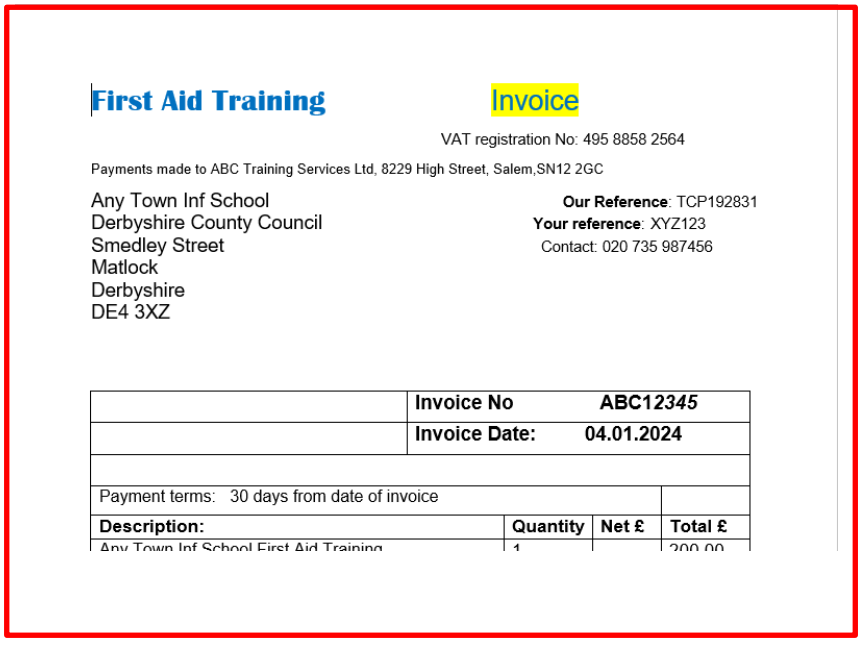
- **For attachments**, you will see a message similar to the one below - click on **Open.**



- If you see the following message, click **Allow.**



- The attachment now opens on your screen.



First Aid Training Invoice

VAT registration No: 495 8858 2564

Payments made to ABC Training Services Ltd, 8229 High Street, Salem,SN12 2GC

Any Town Inf School
Derbyshire County Council
Smedley Street
Matlock
Derbyshire
DE4 3XZ

Our Reference: TCP192831
Your reference: XYZ123
Contact: 020 735 987456

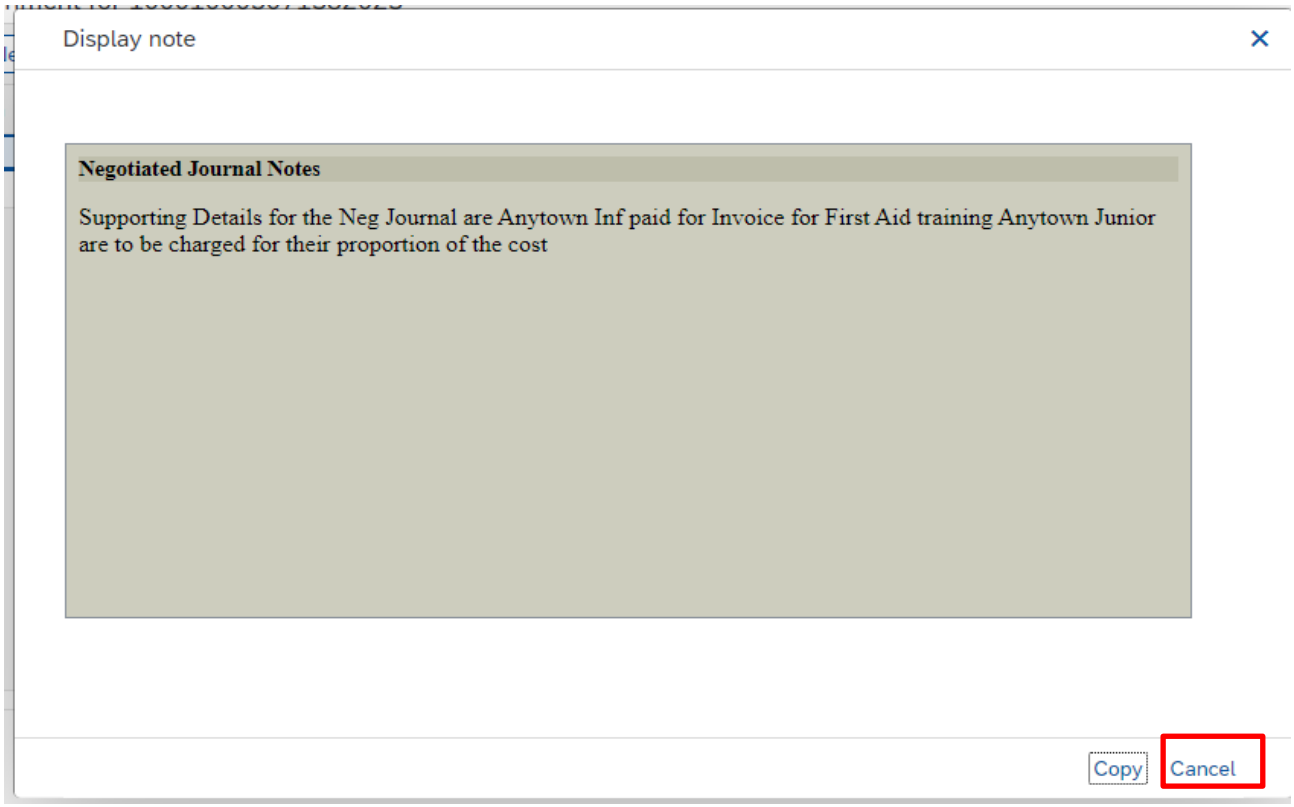
	Invoice No	**ABC12345**
	Invoice Date:	**04.01.2024**

Payment terms: 30 days from date of invoice

Description:	**Quantity**	**Net £**	**Total £**
Any Town Inf School First Aid Training	1		200.00

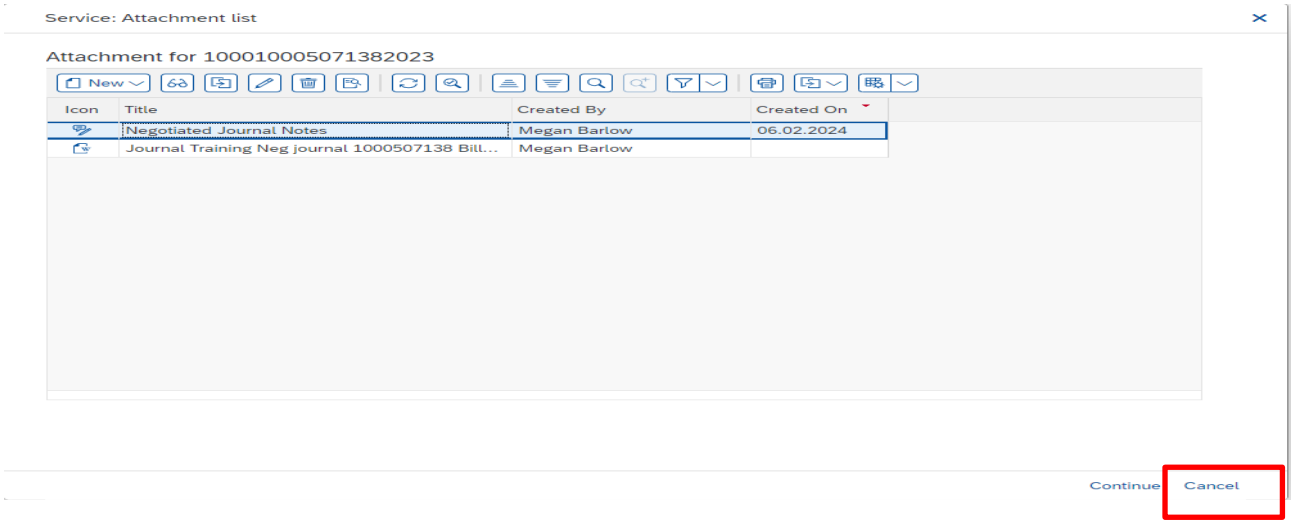
- Close out using the **X** in the top right-hand corner.

For a note, after clicking on the note Icon, the note opens.



- To exit the note window, click **Cancel.**

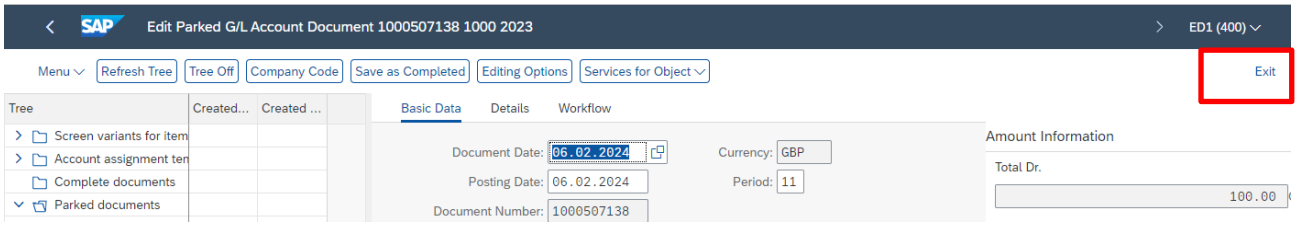
- Click **Cancel** in the Attachment list screen.



At this stage, you have completed the whole process of entering a negotiated journal.

If you need to add a note or attachment to any other parked journal, do this as shown above, otherwise to exit the screen:

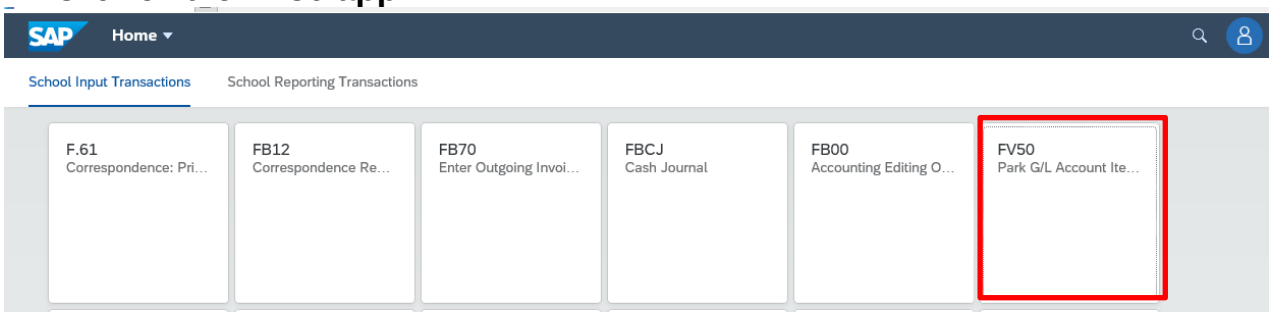
- Click **Exit** in the FV50 screen.



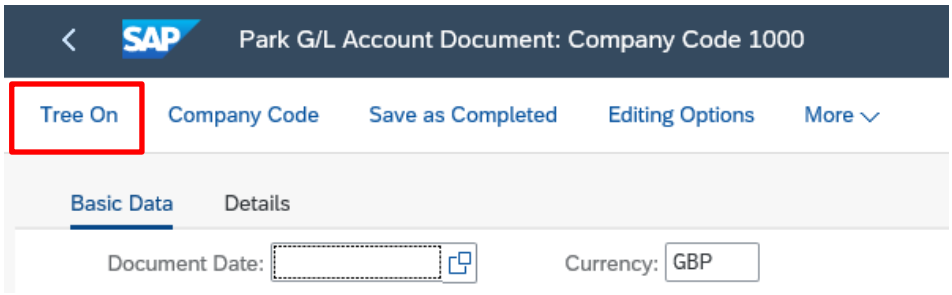
Section 1.4 Viewing and/or editing a Negotiated Journal (Inputter only)

If you need to view or edit a negotiated journal e.g., to an agreed change of amount, you can only do this **before** it has been approved; it will show in the Parked documents folder in the FV50 app. etc.

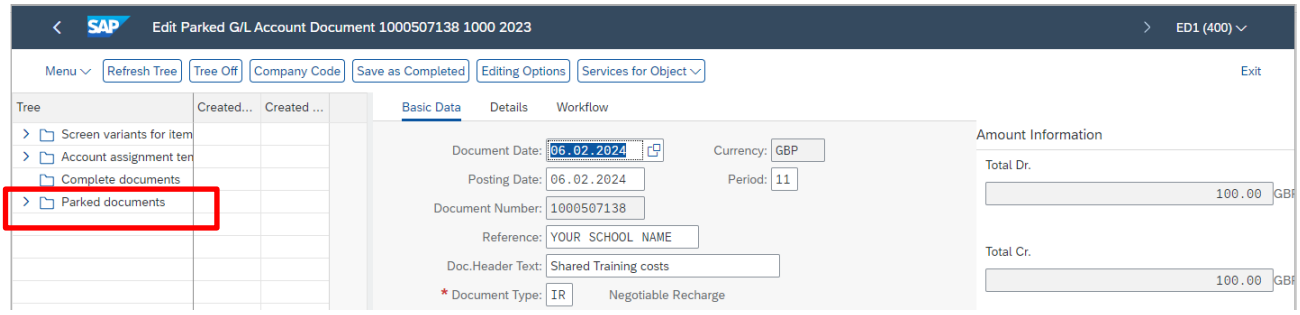
- Click on the **FV50 app.**



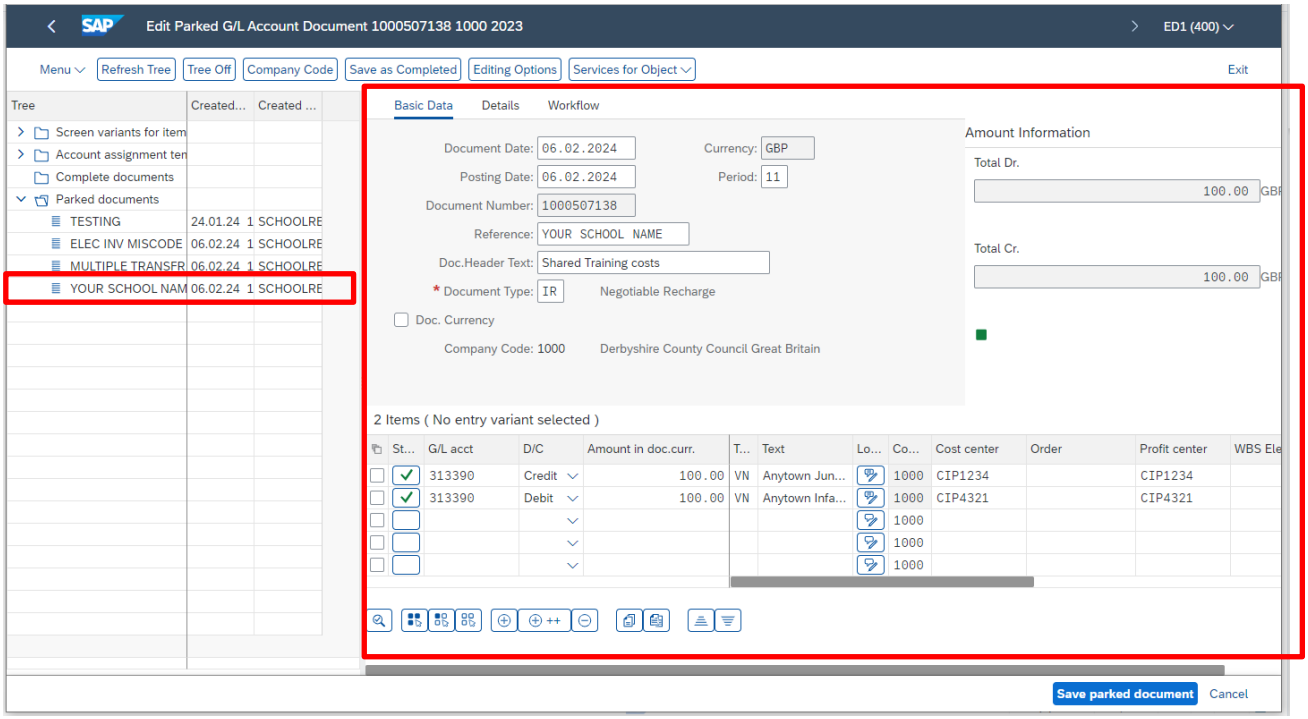
- Click **Tree on**



- Click on the **Parked documents** arrow.

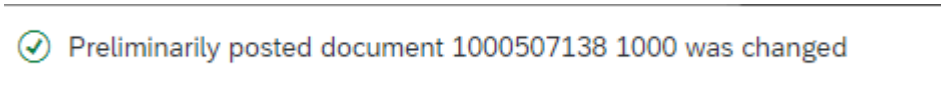


- **Click** on the required journal and you will see it populates the right half of the screen.



- **Make your edits as required**, then click **Save parked document.** Note that the Document Type field cannot be edited.

A message appears, confirming the changes have been saved.



Section 1.5 Approval of negotiated journals.

A negotiated journal is approved by the Approver (User Responsible) of the school/establishment which is being charged with the debit. The workflow in Sap Fiori sends the negotiated journals into the SAP Fiori Business Workplace Inbox of the User Responsible.
The Approver will see a message line in their SAP Fiori Business Workplace Inbox alerting them to go and view and approve (or reject) the negotiated journal.

Deadline: they have 21 days to approve or reject this. After this time, the transfer posts and charges/credits the budgets automatically.

Please allow time for the school/establishment being charged to authorise the journal i.e., avoid raising negotiated journals just before school holidays.

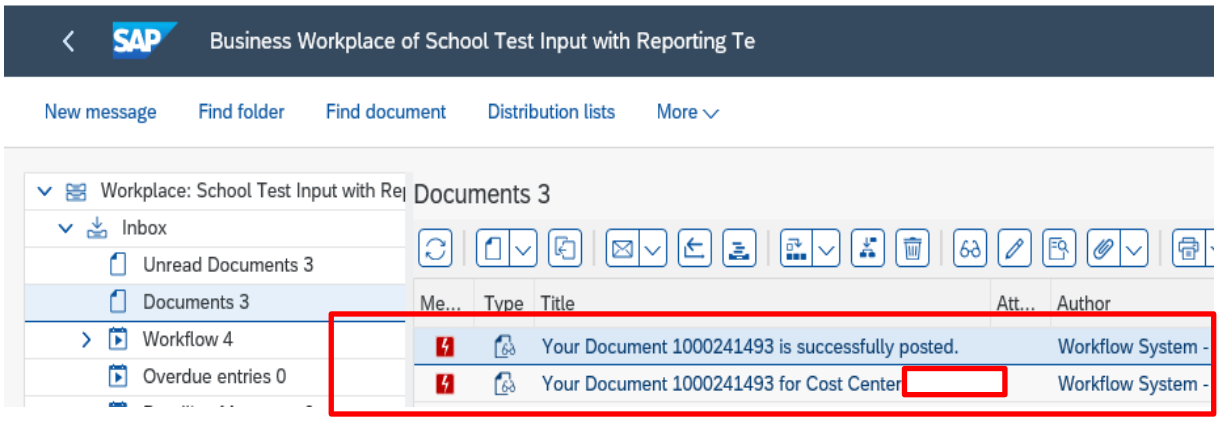
Due to the workflow process, a negotiated journal transfer must only contain one Credit and one Debit. This avoids the possible issue of an Approver approving one line and rejecting the other line, which would then reject all entries and require the negotiated journal to be re-created.

***Note**: To find out who is the User Responsible for your school's cost centre (usually your headteacher), run the **S_ALR_87013620** report in SAP Fiori. The User Responsible name shows at the top of the report. If the name is incorrect, please e-mail the Budget Manager Support team for advice.*

Section 1.6 Confirmation messages – approved/rejected journals.

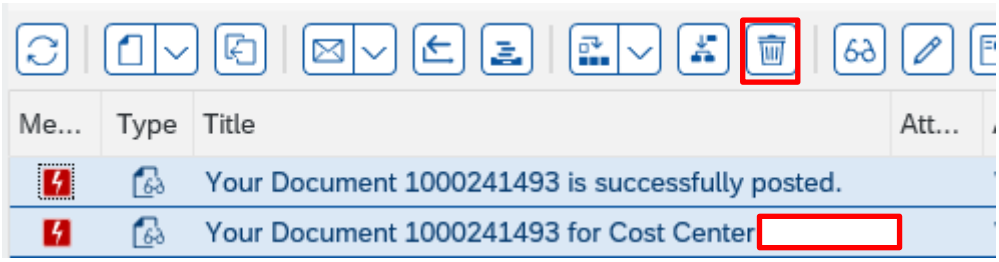
Approved Journals:
Once a negotiated journal has been approved, the Inputter who created (parked) the negotiated journal will see two-line items referring to that journal document number in their **SAP Fiori Business Workplace Inbox**, in the **Documents** field.

These are for information only. They confirm the transfer's approval and its successful posting into the relevant budgets.



If desired, you can delete these to clear them from the list to keep your Inbox tidy:

- Highlight both lines and click on the **Delete** icon.



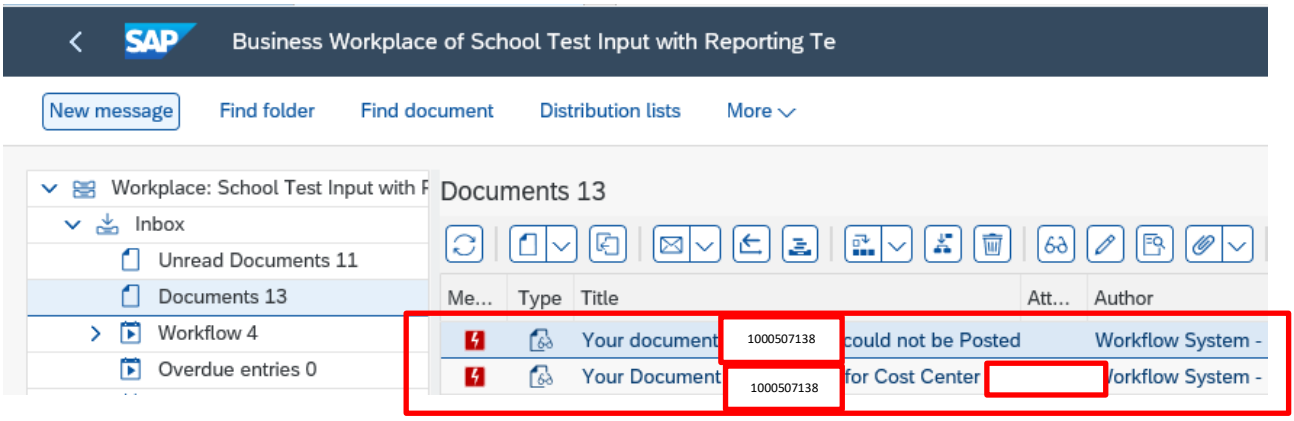
- Click on **Yes** to confirm delete message

Note: All details of negotiated journals can be viewed in SAP Fiori posting reports e.g., KSB1.

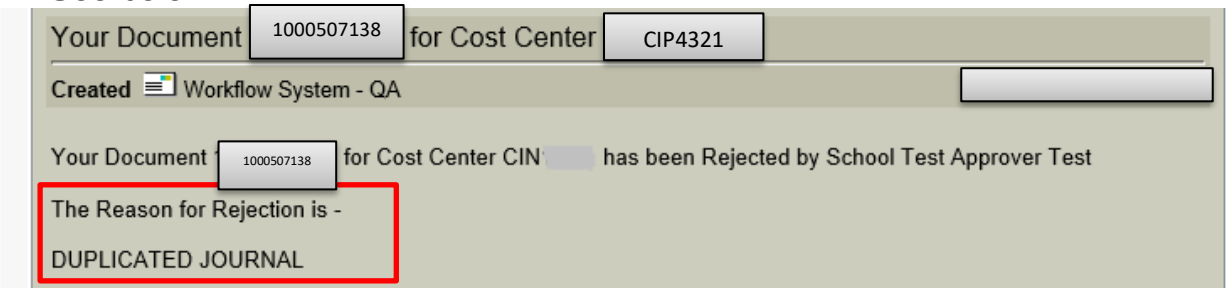
Rejected journals:

Similarly, if a negotiated journal is rejected by the Approver, the Inputter will see two lines relating to the journal in the **Documents** folder.

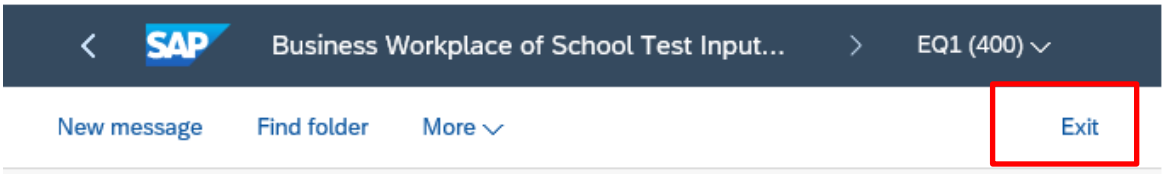
- The first line "**Your document 1000xxxxx could not be Posted**" confirms the rejection.
- The second line shows the reason for rejection.
- Click on the second line "**Your document 1000xxxxx for cost centre CIP**".



- This shows the reason for its rejection.
  See below



- Click **Exit** on the rejected message screen and click **Exit** on the **SAP Fiori Business Workplace** screen



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

Section 1.7 Quick reference guide to a correctly completed Negotiated Journal

Document Date: Date of input.

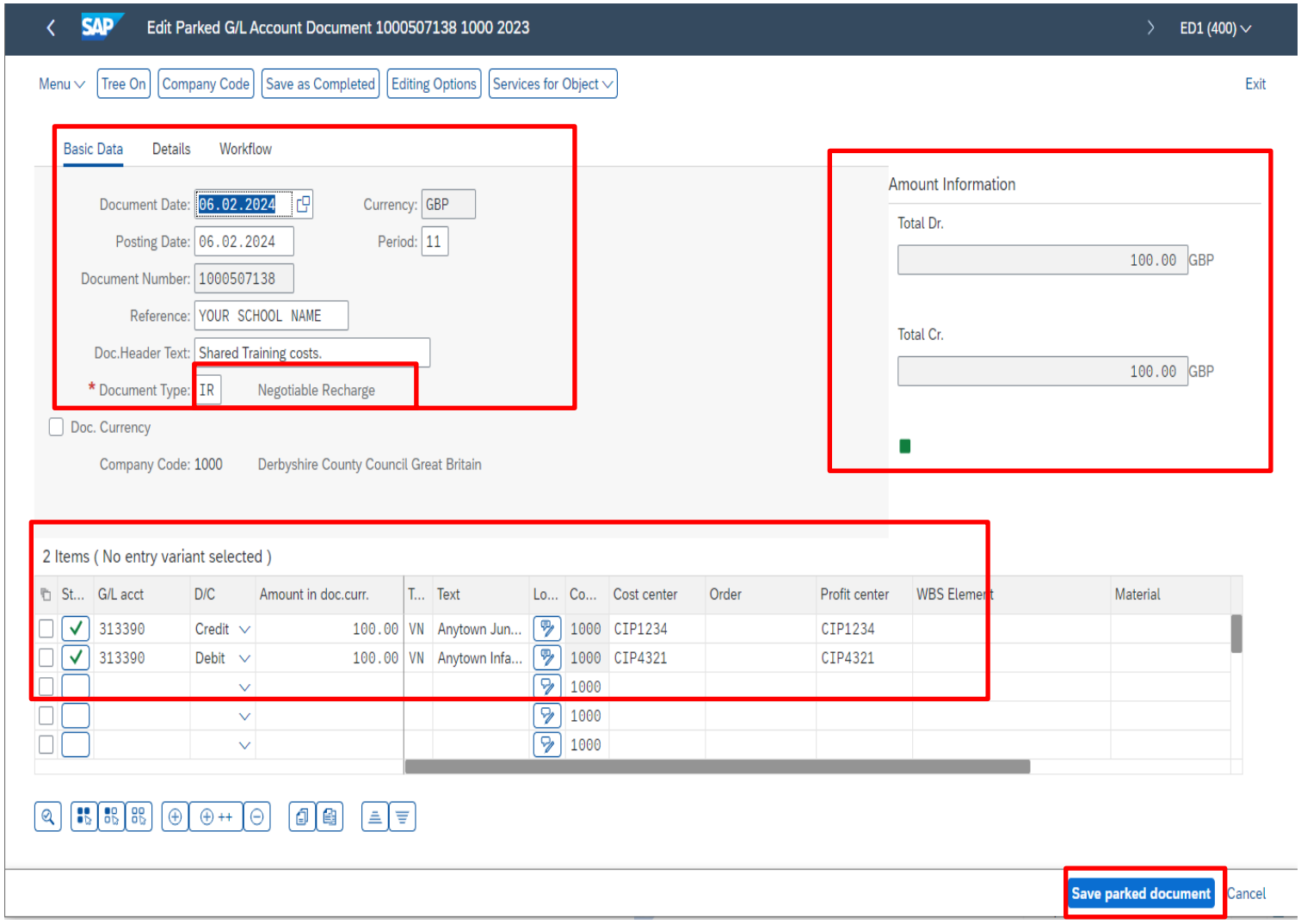
Reference: Your school's name.

Doc.Header Text: Reason for journal.

Document Type: Must **be IR.**

Amount information: Debits and credits must match.

Services for Object button: Click on this for the



Services for object option to create a note or attachment – which **must be added**. **Coding lines:** There should only be two lines, a debit, and a credit.	

Ensure the line entries are fully completed and correct.	• **GL acct** - 313390 in both lines. • **D/C - C**redit to your own cost centre, Debit to school/establishment you are charging. • **Amount -** same value in both lines. • **Tax** - VN • **Text – In your Credit line -** Name of school/establishment you are **charging** plus reason for journal. **In their Debit line**, your school name plus reason for journal. These notes appear on the KSB1 reports. • **Cost center – your** cost centre in **Credit** line, **theirs** in **Debi**t line, • unless you are using an SIO, in which case, don't enter cost centre but enter the SIO number in **Order**. Click **Enter** to see green ticks for validation.