

Inventory – Approve

Establishment Inventory – ZRHR _ESTINV

This guidance shows how Approvers can view the Inventory on SAP Fiori and find and enter the write off details for pending write off items.

It is an Audit requirement that a regular review of your Inventory is carried out and you can use the inventory report to aid this.

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Section 1 Introduction

The **ZRHR_ESTINV Establishment Inventory** app is the recommended electronic inventory for schools.

- Approvers can view all inventory items on SAP Fiori.
- Only Approvers can enter write off details for items which have been marked as pending write off by the school's inventory inputter.
- Governors' approval required: Approvers only enter write off details once it has been agreed by Governors that items are to be written off.
You will need:
 - Write off date of the Governors meeting.
 - Minute number for write off.
 - Reason for disposal
 - Method of disposal
- Written off items continue to show in the Inventory.
- The full Inventory report file is available monthly from Perspective Lite.
To convert this csv file into a spreadsheet format, please contact the Budget Manager Support team for the Spreadsheet convertor file.

Section 2 Mark pending write off items as written off

Only an Approver can enter the write off details, after Governor's approval has been given. You need the meeting minute number, meeting date, reason for disposal and method of disposal.

- Log into SAP Fiori
- This loads the Fiori Dashboard
- Click on the **ZRHR_ESTINV app**.

The screenshot shows the SAP Fiori dashboard interface. At the top, there is a dark blue header with the SAP logo and a 'Home' dropdown menu. Below the header, there are navigation tabs: 'My Inbox', 'Procurement Information', 'School Approver Transactions', and 'School Reporting Transactions'. The main content area is titled 'School Approver Transactions' and contains a grid of application tiles. The tile for 'ZRHR_ESTINV Establishment Invent...' is highlighted with a red border. Other visible tiles include: '/PTG-WFI/M_LIX_REL Release LIV Blocked...', 'FB00 Accounting Editing O...', 'FBV0 Post Parked Document', 'ME23N Display Purchase Or...', 'PA20 Display HR Master D...', 'PA30 Maintain HR Master ...', 'PT91 Absences for multipl...', 'PC00_M99_CWTR Wage type reporter', 'S_AHR_61016369 Employee List', 'ZSCHOOLBUD-GET_LOAD Load FI Budget', 'Z_PA70_SCH Unlock Employee Va...', 'SBWP Business Workplace', and 'SU3 Maintain User Profile'.

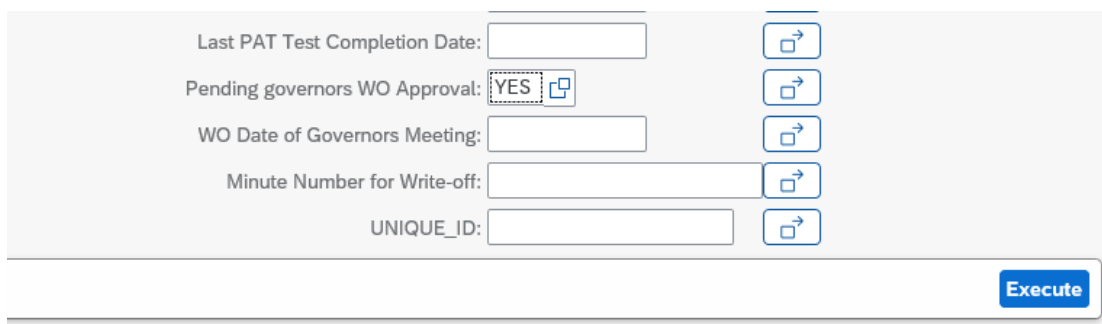
- You will now be in **ZRHR_ESTINV** with assigned number showing in the Organizational Unit field.

The screenshot shows the SAP 'Establishment Inventory' form. The 'Organizational Unit' field is highlighted with a red box. Other fields include Category, Item, Department, Serial Number, Make, Model, Location (i.e. Site), Room, Value, Order Number, Last PAT Test Completion Date, Pending governors WO Approval, WO Date of Governors Meeting, Minute Number for Write-off, and UNIQUE_ID. An 'Execute' button is visible at the bottom right.

- Click into the cell **Pending Governors WO Approval** then click on the white search squares.
- In the pop-up window, select **Yes** and click on the **green tick icon** in the **bottom right** of the screen.

The screenshot shows a pop-up window titled 'Governors write off approval (1)'. It has a 'Restrictions' section with a search bar. Below the search bar is a table with columns for 'Appro...' and a selection column. The 'YES' option is selected and highlighted with a red box. At the bottom right, there is a green checkmark icon highlighted with a red box, along with other icons for search, refresh, print, and close. The text '4 Entries found' is visible at the bottom left.

- Click **Execute** to run the inventory report.

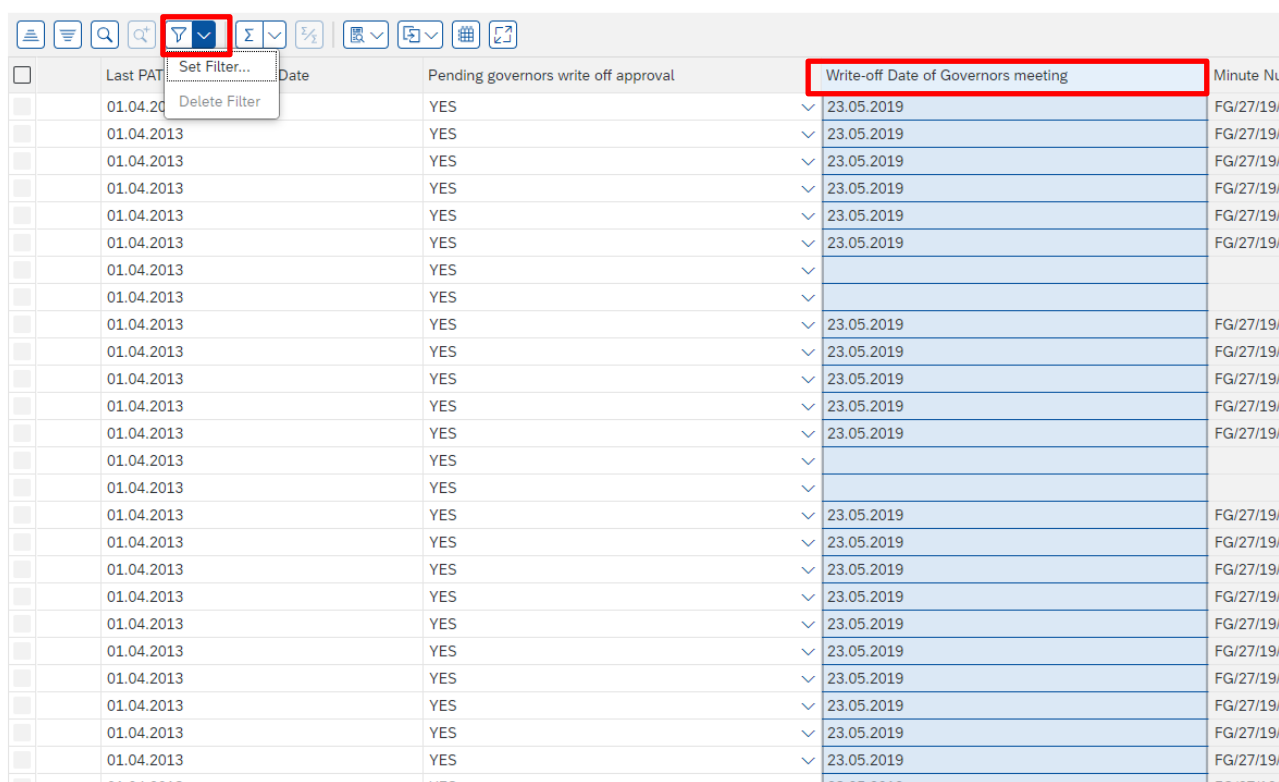


A screenshot of a web form for running an inventory report. The form contains several input fields: 'Last PAT Test Completion Date', 'Pending governors WO Approval' (with a dropdown menu showing 'YES'), 'WO Date of Governors Meeting', 'Minute Number for Write-off', and 'UNIQUE_ID'. Each field has a small square icon with a right-pointing arrow to its right. At the bottom right of the form is a blue button labeled 'Execute'.

Section 2.1 Find pending write off items

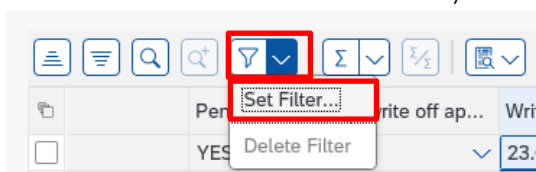
On screen you will see items awaiting write off **and** items already written off. To find only the items awaiting write off, you filter on the Write off date of Governors meeting column to show you only the items with no write off date in.

- Scroll across to the right to view the column heading **Write-off Date of Governors meeting**.
- Click on the column heading **Write-off Date of Governors meeting** (this highlights the column)



A screenshot of a data table interface. The table has several columns: 'Last PAT Test Completion Date', 'Pending governors write off approval', 'Write-off Date of Governors meeting', and 'Minute Number for Write-off'. The 'Write-off Date of Governors meeting' column header is highlighted with a red box. Above the table is a toolbar with various icons, including a filter icon (a funnel) which is also highlighted with a red box. A dropdown menu is open from the filter icon, showing 'Set Filter...' and 'Delete Filter' options.

- Click on the **Filter** icon arrow, then click **Set Filter**



- In the next screen click on the **Selection Options** icon on the bottom right

The screenshot shows a dialog box titled "Determine Values for Filter Criteria" with a close button (X) in the top right corner. Below the title bar, the word "Select." is displayed. The main area contains a label "Write-off Date of Governors me:" followed by a text input field, a small square icon, and a "to:" label followed by another text input field. At the bottom right of the dialog, there is a row of icons: a green checkmark, a refresh icon, a Selection Options icon (a blue square with a white arrow pointing down), a minus sign, a trash can, and a red X. The Selection Options icon is highlighted with a red rectangular box.

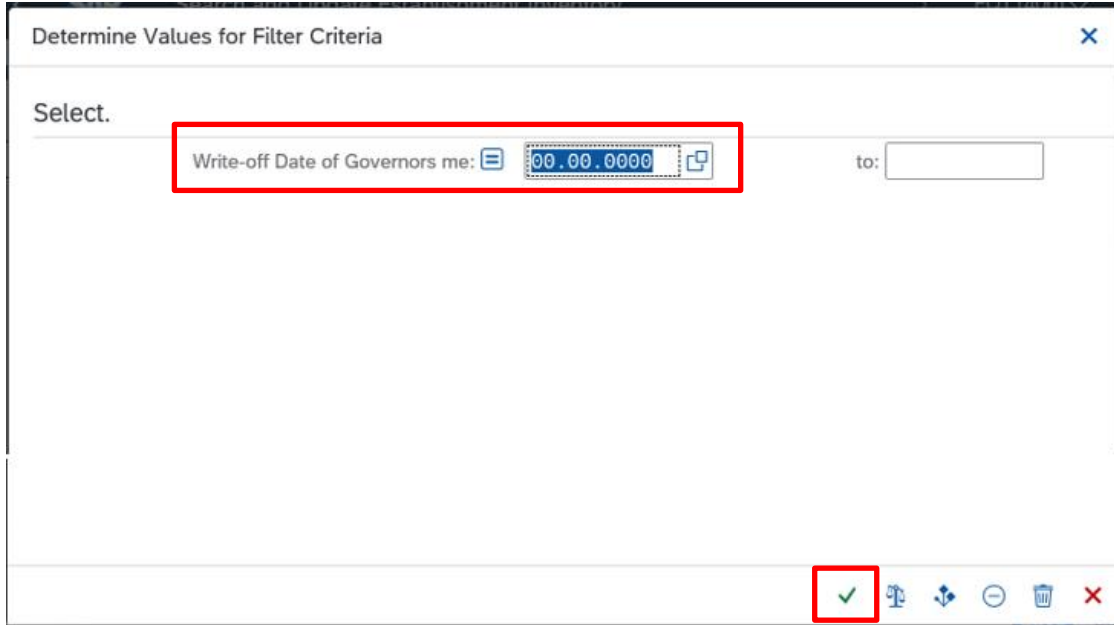
- In this screen, just click on the **green tick**.

The screenshot shows a dialog box titled "Define Selection Options" with a close button (X) in the top right corner. Below the title bar, the text "Write-off Date of Governors me" is displayed. The main area contains a table with two columns: "Sel..." and "Description".

Sel...	Description
<input type="checkbox"/>	Single Value
<input type="checkbox"/>	Greater Than or Equal To
<input type="checkbox"/>	Less Than or Equal To
<input type="checkbox"/>	Greater than
<input type="checkbox"/>	Less than
<input type="checkbox"/>	Not Equal To

Below the table, there are two buttons: "Select" (with a square icon) and "Exclude from Selection" (with a circle icon). At the bottom right of the dialog, there is a row of icons: a green checkmark, a "Delete Row" button (with a minus sign icon), an information icon, and a red X. The green checkmark icon is highlighted with a red rectangular box.

- The Write off date of Governors meeting filter field now shows **00.00.0000**
- Click on the **green tick**.



- All items awaiting write off details now display.

< **SAP** Search and Update Establishment Inventory

Menu ▾

	Pending governors write off approval	Write-off Date of Governo:
<input type="checkbox"/>	YES	▾
<input type="checkbox"/>	YES	▾
<input type="checkbox"/>	YES	▾
<input type="checkbox"/>	YES	▾

Section 2.2 Enter write off details

- With the list of items for write off on screen, scroll to the left-hand side to view the item

Menu ▾

<input type="checkbox"/>	ORG UNIT	BEGIN DATE	END DATE	Unique ID	ASSET_CATEGORY	ASSET
<input type="checkbox"/>		01.04.2010	31.12.9999	,00010	AUDIO VISUAL	OTHER (SEE GENERAL INFOR
<input type="checkbox"/>		01.04.2010	31.12.9999	,00011	AUDIO VISUAL	OTHER (SEE GENERAL INFOR
<input checked="" type="checkbox"/>		01.04.2010	31.12.9999	,00017	AUDIO VISUAL	OTHER (SEE GENERAL INFOR
<input type="checkbox"/>		01.04.2010	31.12.9999	,00018	AUDIO VISUAL	OTHER (SEE GENERAL INFOR

- Click into the grey box at the start of the first item you wish to write off to highlight the line)

Menu ▾ Exit

<input type="checkbox"/>	ORG UNIT	BEGIN DATE	END DATE	Unique ID	ASSET_CATEGORY	ASSET	Department	Serial Number	Ma
<input type="checkbox"/>		01.04.2010	31.12.9999	,00010	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	16403	CO
<input type="checkbox"/>		01.04.2010	31.12.9999	,00011	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	14897	WH
<input checked="" type="checkbox"/>		01.04.2010	31.12.9999	,00017	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	11501B	LIG
<input type="checkbox"/>		01.04.2010	31.12.9999	,00018	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	15259	LIG

- Scroll to the right to display the four write off columns.

<input type="checkbox"/>	ro...	Write-off Date of Governors me...	Minute Number for write-off	Reason for disposal	Method of disposal
<input type="checkbox"/>	▾				
<input type="checkbox"/>	▾				
<input checked="" type="checkbox"/>	▾				
<input type="checkbox"/>	▾				

- Enter the following detail for each item you need to mark as written off. You must enter details in **each** of these four fields:

- i. **Write-off Date of Governors Meeting** (DD.MM.YYYY format)
- ii. **Minute Number for Write-Off** (free text format)
- iii. **Reason for Disposal** (free text format)
- iv. **Method of Disposal** (free text format)

ro...	Write-off Date of Governors me...	Minute Number for write-off	Reason for disposal	Method of disposal
<input type="checkbox"/>	31.01.2022	2021/11/14b	Broken	Secure disposal

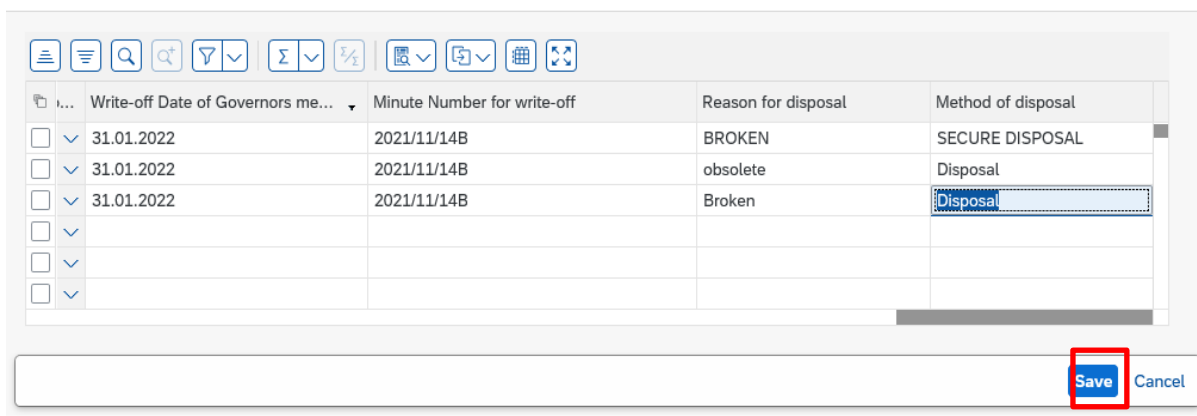
- After entering the four fields for your first item, if you have more items given write off approval at the same Governors meeting, you may wish to use the Ctrl C (copy) and Ctrl V (paste) option to make entry faster:
 - **Left click** into the Write off Date field of the first item (this highlights the date)
 - **Ctrl C** (if you get a pop-up message "Allow access to clipboard", click Yes)
 - **Click** into the same column of the next item and **Ctrl V**
 - Repeat for all items with the same date

Write-off Date of Governors me...	Minute Number for write-off	Reason for disposal	Method of
31.01.2022	2021/11/14B	BROKEN	SECURE D
31.01.2022			
31.01.2022			
31.01.2022			
31.01.2022			

- Then **repeat** for the **Minute Number for write off column**.

Note: For the **Reason for disposal** and **Method of disposal** columns you may have different detail to be entered per item.

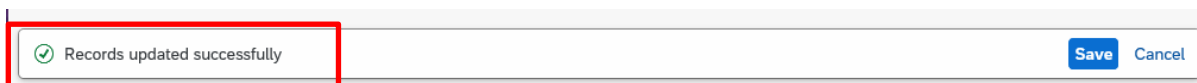
- Once all entries have been added, click on **Save**



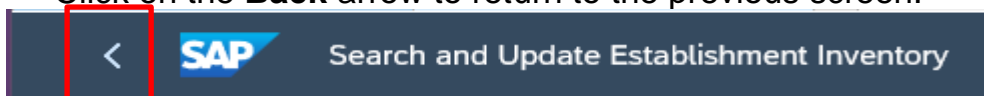
The screenshot shows a table with the following columns: 'Write-off Date of Governors me...', 'Minute Number for write-off', 'Reason for disposal', and 'Method of disposal'. The table contains three rows of data. The 'Save' button at the bottom right is highlighted with a red box.

Write-off Date of Governors me...	Minute Number for write-off	Reason for disposal	Method of disposal
31.01.2022	2021/11/14B	BROKEN	SECURE DISPOSAL
31.01.2022	2021/11/14B	obsolete	Disposal
31.01.2022	2021/11/14B	Broken	Disposal

- A successful save message will display in the bottom left of the screen



- Click on the **Back** arrow to return to the previous screen.

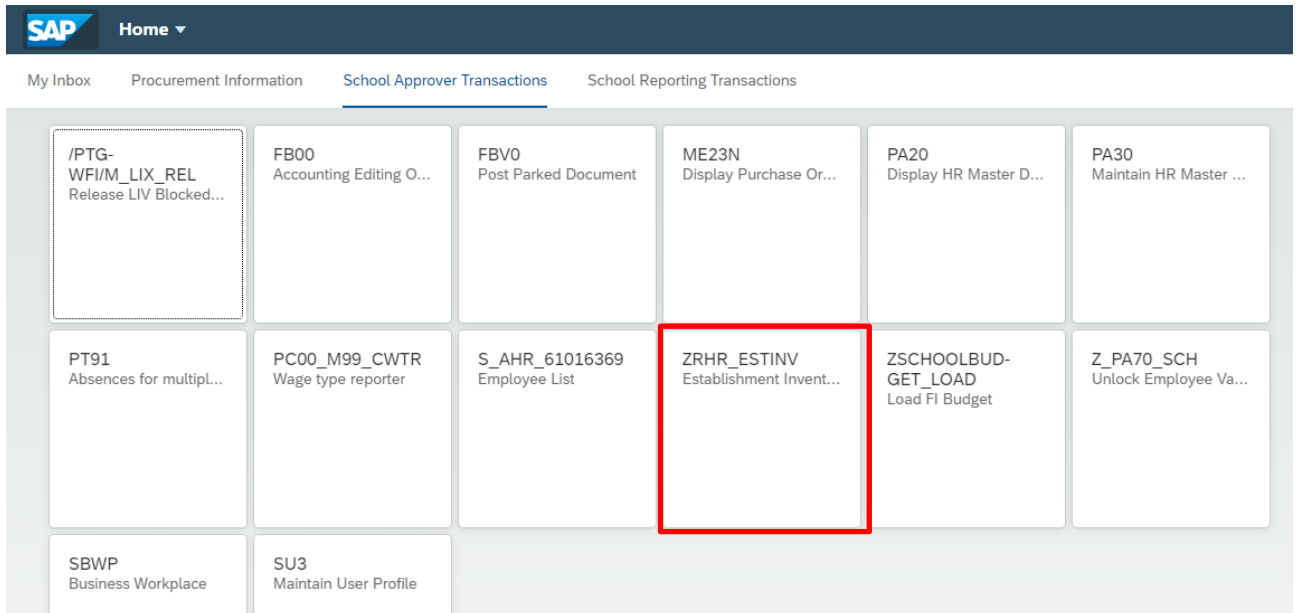


Section 3 View full inventory

You can view the full inventory (live items and written off items) in SAP Fiori and download the monthly Inventory file from Perspective Lite.

To view in SAP Fiori

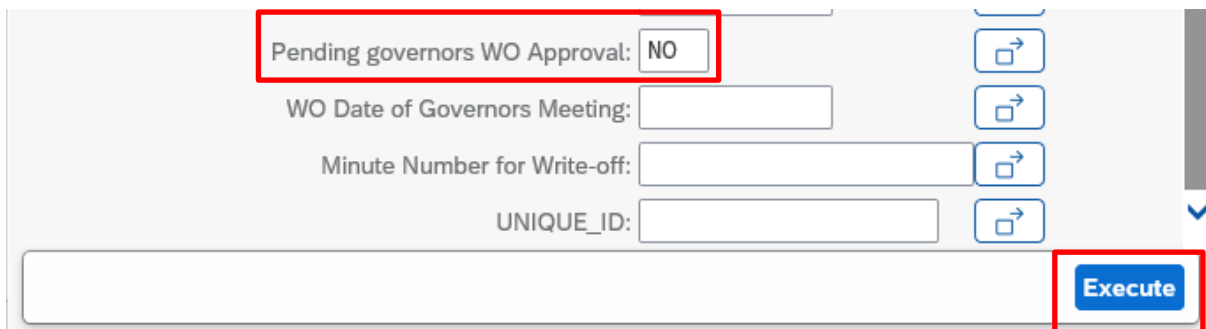
Click on the **ZRHR_ESTINV** app.



- Your school's unique **Organizational Unit number** will be already populated
- If you want to view **all items** (current, written off and pending write off) click **Execute**



- If you want to view only your **current items** (excluding written off and pending write off), then click into **Pending governors WO approval** and select **No** (as shown previously), then click **Execute**



- You will now see a list of your Inventory items.

The screenshot shows the SAP interface for 'Search and Update Establishment Inventory'. The table displays 15 rows of asset data. The columns are: ORG UNIT, BEGIN DATE, END DATE, Unique ID, ASSET_CATEGORY, ASSET, Department, and Serial No. The ASSET_CATEGORY column is highlighted in blue, indicating it is the current sort order. The ASSET column contains dropdown menus with the text 'OTHER (SEE GENERAL INFORMATION)'. The Department column is 'NURSERY' for all rows. The Serial No. column contains various numbers like D20207, D20090, F29F403, 11501, 11102, 16403, 14897, FN6443, HP32, and HP31.

ORG UNIT	BEGIN DATE	END DATE	Unique ID	ASSET_CATEGORY	ASSET	Department	Serial No.
	01.04.2010	23.05.2019	.00001	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	D20207
	01.04.2010	23.05.2019	.00002	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	
	01.04.2010	23.05.2019	.00003	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	D20090
	01.04.2010	23.05.2019	.00004	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	F29F403
	01.04.2010	23.05.2019	.00005	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	
	01.04.2010	31.12.9999	.00006	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	
	01.04.2010	31.12.9999	.00007	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	
	01.04.2010	31.12.9999	.00008	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	11501
	01.04.2010	23.05.2019	.00009	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	11102
	01.04.2010	31.12.9999	.00010	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	16403
	01.04.2010	31.12.9999	.00011	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	14897
	01.04.2010	23.05.2019	.00012	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	FN6443
	01.04.2010	23.05.2019	.00013	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	
	01.04.2010	23.05.2019	.00014	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	HP32
	01.04.2010	23.05.2019	.00015	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)	NURSERY	HP31

Section 3.1 Sort by column headings

To view a group of items, you can sort columns into alphabetical order (ascending/descending) or you can use the Filter (see next section).

- To sort by a column, click on the **Column heading** that you wish to sort by (column changes colour)
- Then click on the **Ascending / Descending** icon

This screenshot is identical to the one above, but with two red boxes highlighting the 'ASSET_CATEGORY' column heading and the sort icons (a list icon and an ascending/descending arrow icon) in the toolbar above the table.

- The items will sort alphabetically or numerically depending on the column you selected.

ORG UNIT	BEGIN DATE	END DATE	Unique ID	ASSET_CATEGORY	ASSET	Department	Serial No.
	01.04.2010	23.05.2019		OFFICE EQUIPMENT	LAMINATOR	NURSERY	P29-H40
	01.04.2010	31.12.9999		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)	NURSERY	GU2958
	01.04.2010	31.12.9999		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)	NURSERY	
	07.09.2011	31.12.9999		OFFICE EQUIPMENT	LAMINATOR	NURSERY	CRC570
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	COMPUTER	NURSERY	CW41
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	COMPUTER	NURSERY	CW41B
	01.04.2010	31.12.9999		INFORMATION TECHNOLOGY	OTHER (SEE GENERAL INFORMATION)	OFFICE	622112-
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	COMPUTER	OFFICE	
	01.04.2010	31.12.9999		INFORMATION TECHNOLOGY	COMPUTER	OFFICE	
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	COMPUTER	NURSERY	
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	COMPUTER	NURSERY	
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	COMPUTER	OFFICE	
	01.04.2010	31.12.9999		INFORMATION TECHNOLOGY	MONITOR	NURSERY	
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	MONITOR	NURSERY	
	01.04.2010	23.05.2019		INFORMATION TECHNOLOGY	LAPTOP	NURSERY	861160C

Save Cancel

The small red arrow in the column heading identifies which column has been sorted

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
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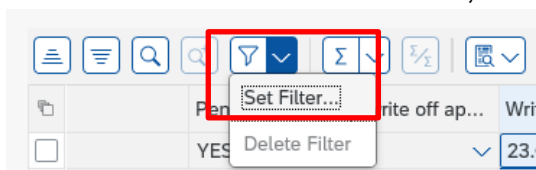
Section 3.2 Filter within the report to view a group of items.

The filter is useful to view certain types of inventory items e.g., laptops.

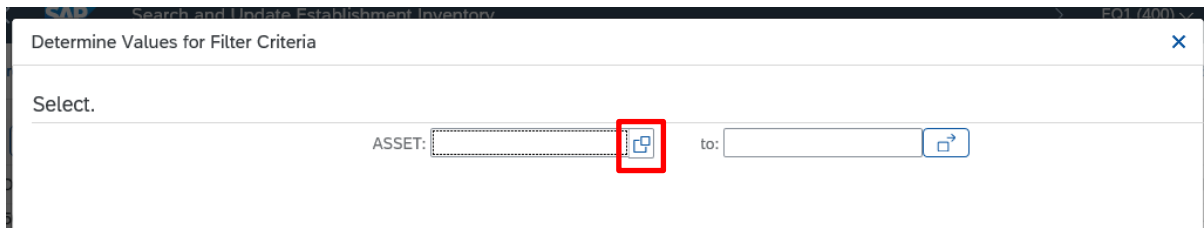
- Click on the **column heading** required (*column changes colour*)

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
	01.04.2010		OFFICE EQUIPMENT	LAMINATOR
	01.04.2010		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
	01.04.2010		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
	07.09.2011		OFFICE EQUIPMENT	LAMINATOR
	01.04.2010		INFORMATION TECHNOLOGY	COMPUTER
	01.04.2010		INFORMATION TECHNOLOGY	COMPUTER

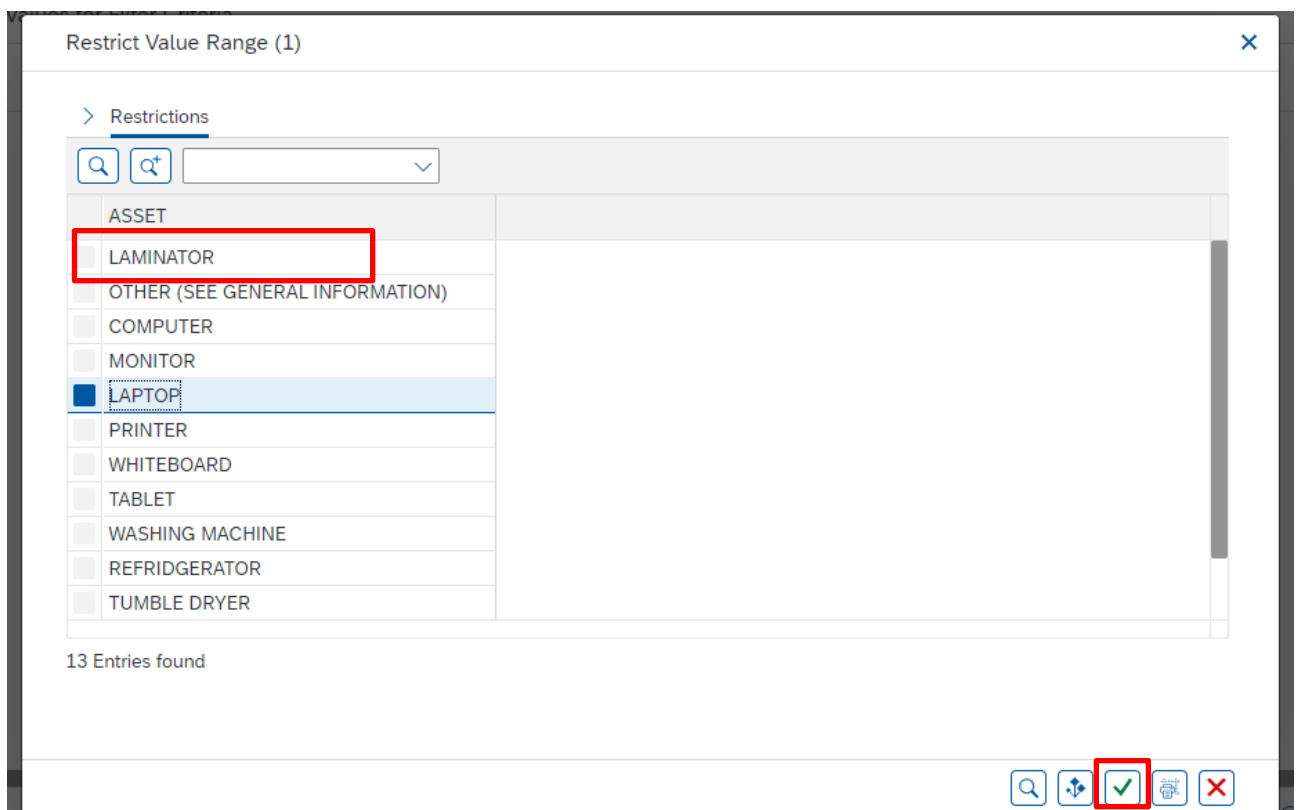
- Click on the **Filter icon arrow**, then on **Set Filter**



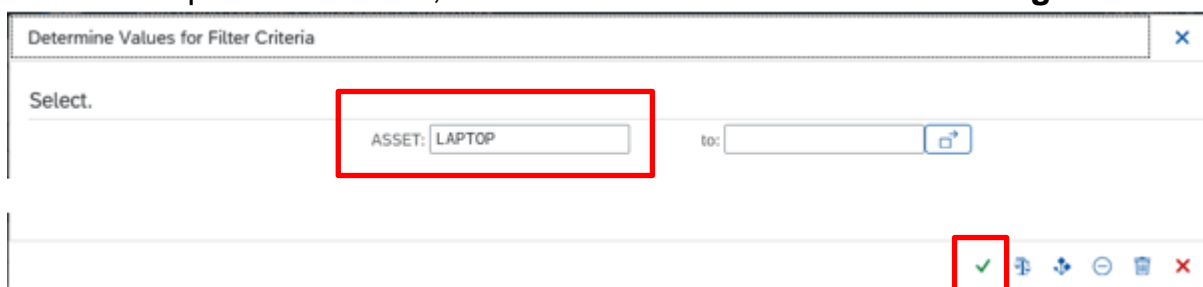
- In the next screen, click into the white search box



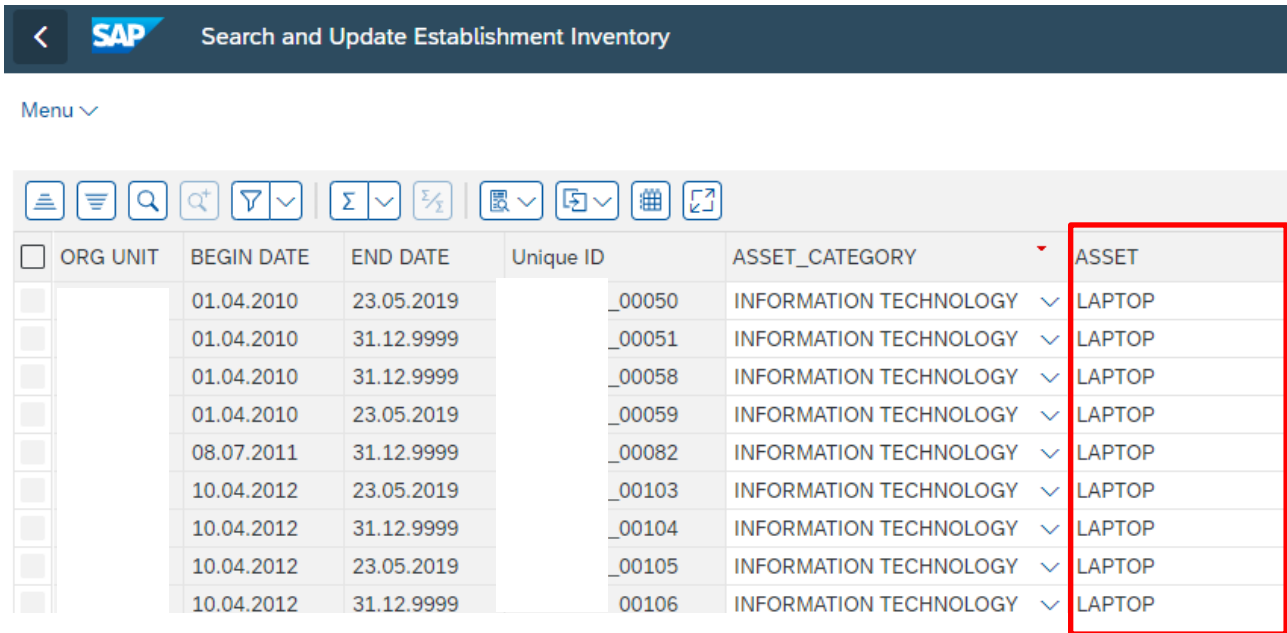
- Click the **square button of the item** you wish to filter on, then click the **green tick**



- Back in the previous screen, the item shows as selected. Click the **green tick**



- The filtered list displays.



The screenshot shows the SAP interface for 'Search and Update Establishment Inventory'. The table below displays a filtered list of assets, with the 'ASSET' column highlighted by a red box. The table has columns for ORG UNIT, BEGIN DATE, END DATE, Unique ID, ASSET_CATEGORY, and ASSET.

ORG UNIT	BEGIN DATE	END DATE	Unique ID	ASSET_CATEGORY	ASSET
	01.04.2010	23.05.2019	_00050	INFORMATION TECHNOLOGY	LAPTOP
	01.04.2010	31.12.9999	_00051	INFORMATION TECHNOLOGY	LAPTOP
	01.04.2010	31.12.9999	_00058	INFORMATION TECHNOLOGY	LAPTOP
	01.04.2010	23.05.2019	_00059	INFORMATION TECHNOLOGY	LAPTOP
	08.07.2011	31.12.9999	_00082	INFORMATION TECHNOLOGY	LAPTOP
	10.04.2012	23.05.2019	_00103	INFORMATION TECHNOLOGY	LAPTOP
	10.04.2012	31.12.9999	_00104	INFORMATION TECHNOLOGY	LAPTOP
	10.04.2012	23.05.2019	_00105	INFORMATION TECHNOLOGY	LAPTOP
	10.04.2012	31.12.9999	_00106	INFORMATION TECHNOLOGY	LAPTOP

To remove the filter

All filters and sorts clear automatically when you click **Back** or **Exit**. However, you can remove them whilst in the inventory by doing the following:

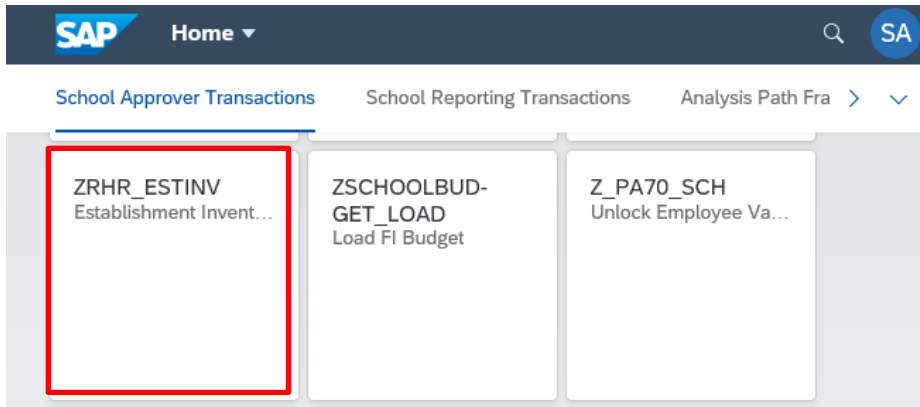
- Click on the **column heading** the filter was applied to
- Click on the **Filter icon arrow** then click **Delete Filter**



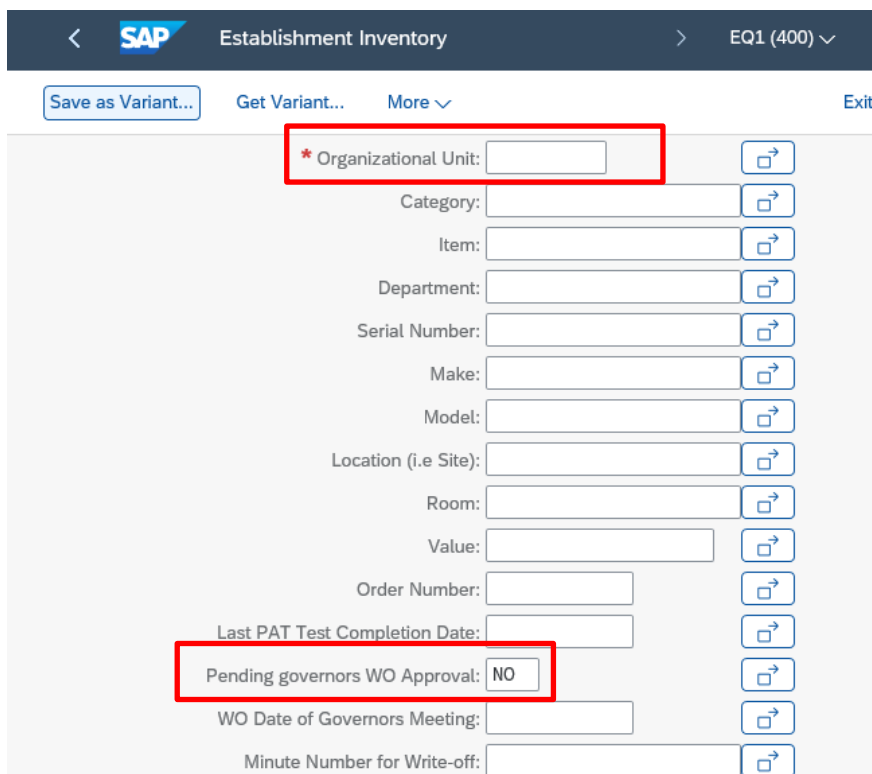
Section 3.3 Filter to view a particular group of items.

You can also filter to a group of items from the first Inventory selection screen to view a specific category eg office equipment.


- Click on the **ZRHR_ESTINV app**





- Your Organizational unit number is populated.
- To only see the **current items** (ie to exclude written off items/pending write off items) click in the **Pending governors WO approval** and select **No**



- Click into the field you wish to search by eg **Category**, then click on the white search squares (*do not click on the arrow*)

* Organizational Unit: 




Category: 

Item: 

- **Select** the item you require from the list and click on the **green tick**






Full Name (1) ✕

> Restrictions

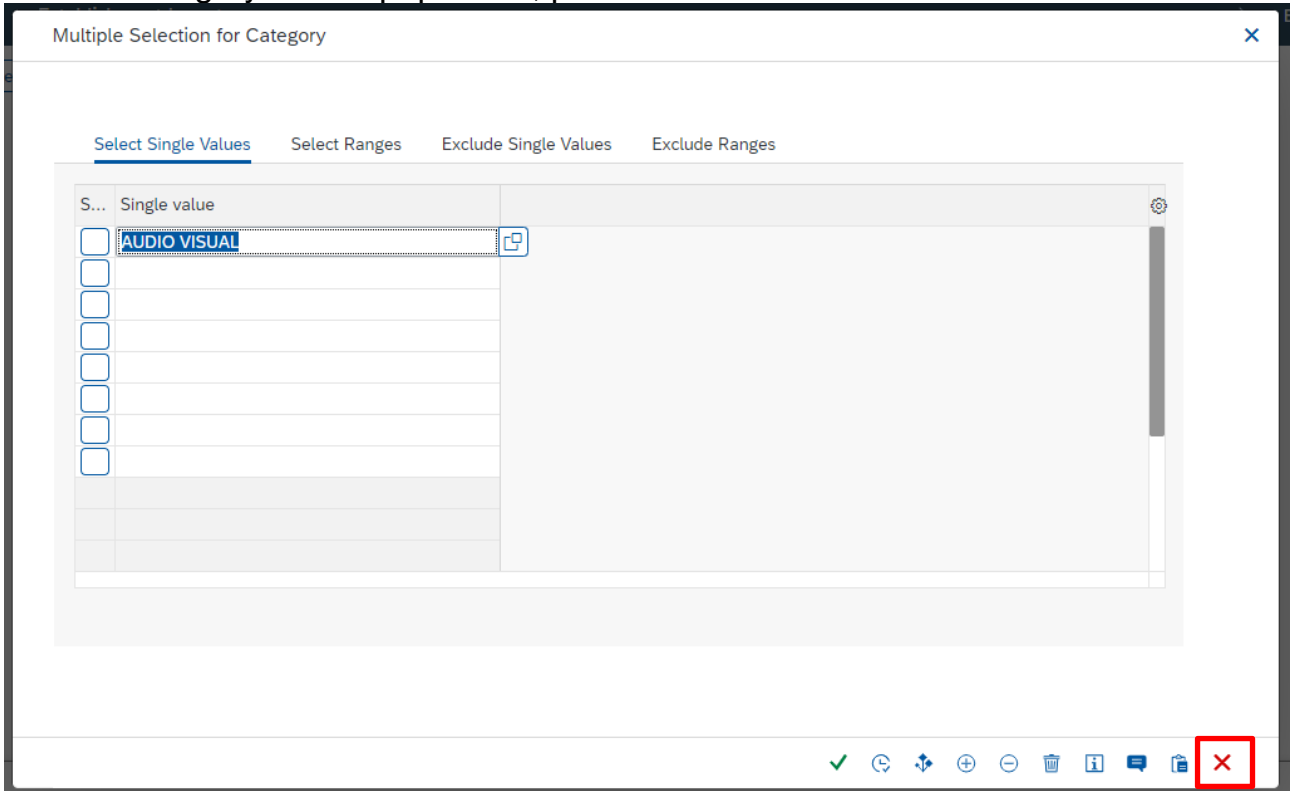
  

Categ...	Full Name
<input checked="" type="checkbox"/> 0001	AUDIO VISUAL
<input type="checkbox"/> 0002	OFFICE EQUIPMENT
<input type="checkbox"/> 0003	MUSICAL
<input type="checkbox"/> 0004	INFORMATION TECHNOLOGY
<input type="checkbox"/> 0005	HOME ECONOMICS & CRAFTS
<input type="checkbox"/> 0006	SCIENCE EQUIPMENT
<input type="checkbox"/> 0007	ANTIQUES
<input type="checkbox"/> 0008	CLEANING EQUIPMENT
<input type="checkbox"/> 0009	GARDENING
<input type="checkbox"/> 0010	TOOLS
<input type="checkbox"/> 0011	FINANCE

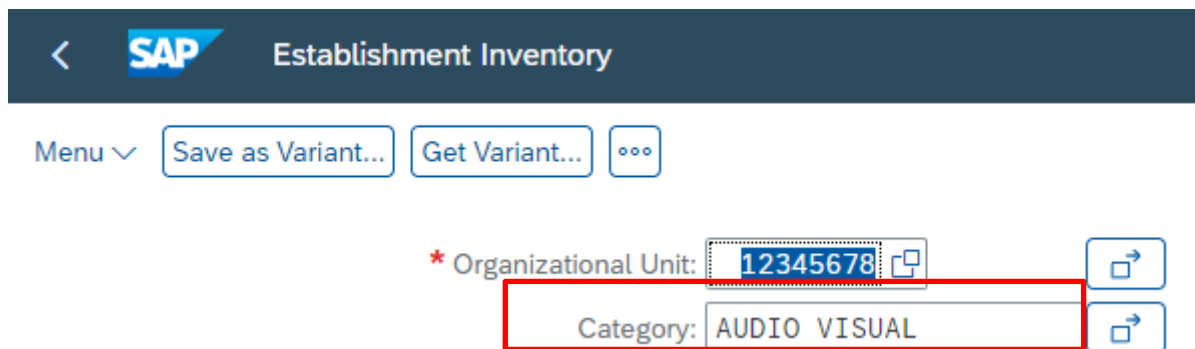
13 Entries found

- The Category is now populated, press on red cross:



- The Category is now populated in Establishment Inventory



- Click on **Execute**



- All items with that description will be listed

The screenshot shows a table view in SAP. The table has columns: "ORG UNIT", "BEGIN DATE", "Unique ID", "ASSET_CATEGORY", and "ASSET". The "ASSET_CATEGORY" column is highlighted with a red box. The table contains five rows of data:

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
	01.04.2010		OFFICE EQUIPMENT	LAMINATOR
	01.04.2010		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
	01.04.2010		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
	07.09.2011		OFFICE EQUIPMENT	LAMINATOR

- If you wish, you can sort or filter on these items as shown above.

Section 4 Inventory Report on Perspective Lite

It is an Audit requirement that a regular review of your Inventory is carried out. You can use an Inventory report to assist you with this.

Each month, a full Inventory item report is published to the secure area Perspective Lite of the SchoolsNet website with the title.
(School DfE Number_SSHREstabInventory).

This report shows details of all inventory items recorded on the inventory as at the 30th of the preceding month.

You can download this file (it has a csv format). To convert this to a spreadsheet format, the Budget Manager Support have a spreadsheet convertor file for you to use. Please contact the team to obtain this and its instructions on usage.

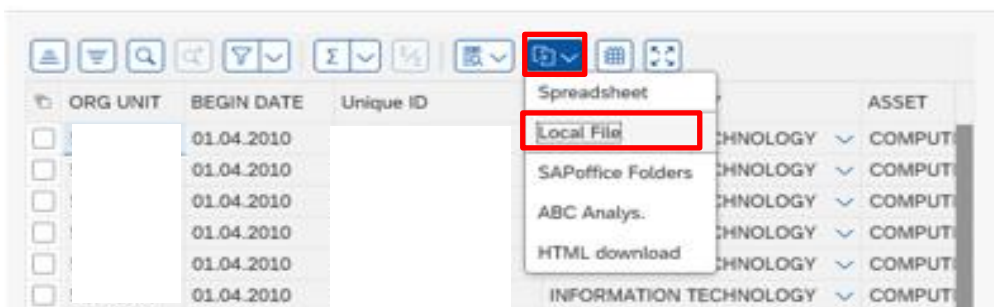
Section 4.1 Inventory report from SAP Fiori

You may wish to produce an additional report on specific data eg ICT equipment for PAT tests.

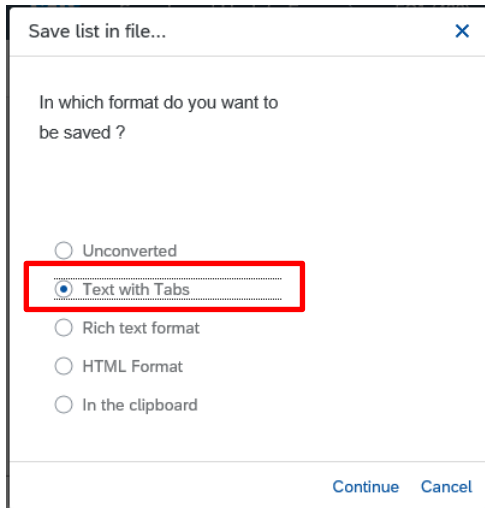
Running Inventory reports in SAP Fiori should not be used to replace the published Perspective Lite report. The process is very resource hungry and may slow the system considerably for other users.

To run the report:

- With only the data you want to report on displaying on screen click on the **Export** icon, then click on **Local File**

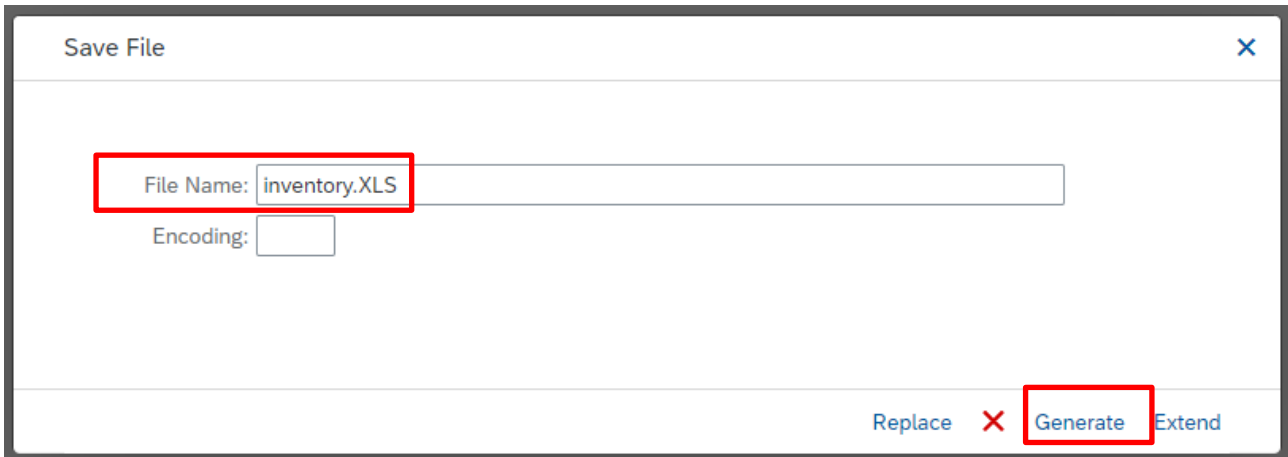
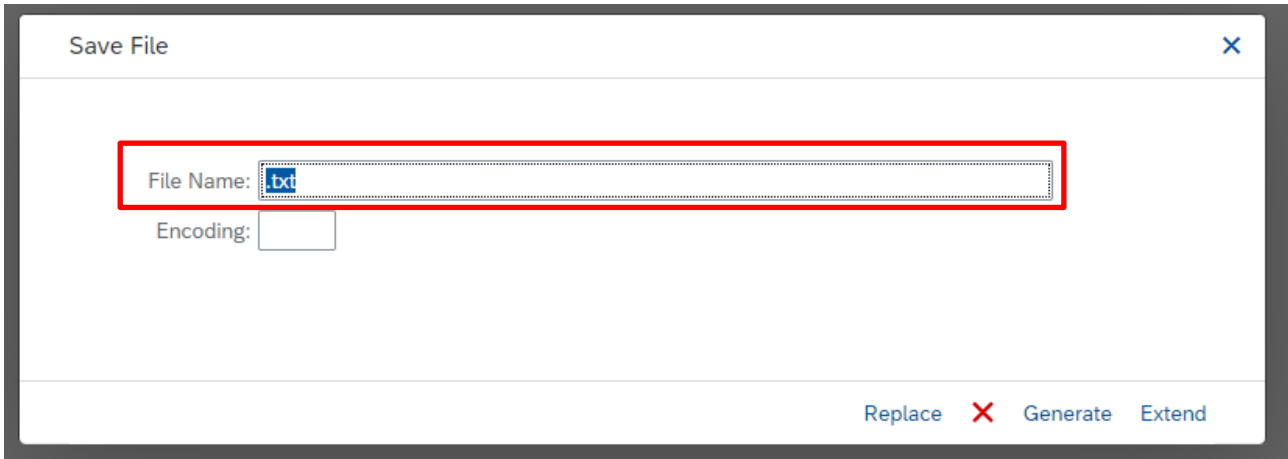


- In the next screen, select the radio button **Text with Tabs** and click **Continue**

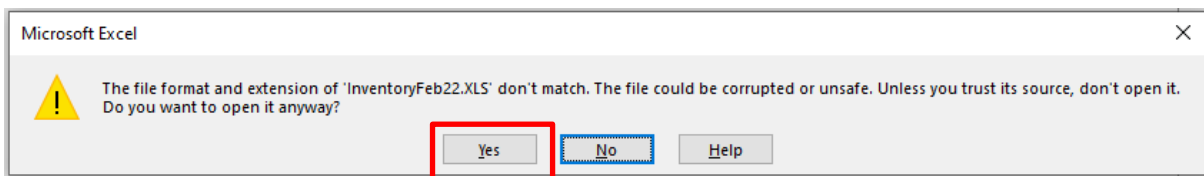


The image shows a dialog box titled "Save list in file..." with a close button (X) in the top right corner. The main text asks, "In which format do you want to be saved?". Below this, there are five radio button options: "Unconverted", "Text with Tabs", "Rich text format", "HTML Format", and "In the clipboard". The "Text with Tabs" option is selected and highlighted with a red rectangular box. At the bottom right of the dialog, there are two buttons: "Continue" and "Cancel".

- In this screen:
 - Give your report a name *eg Inventory* but you must add **.XLS** to the end
 - Click **Generate**



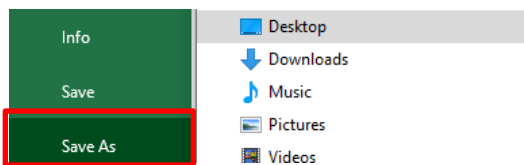
- It will automatically save to your Downloads.
- **Open** this file from your Downloads.
- The Excel document wants to open - so click **Yes** to the file format message



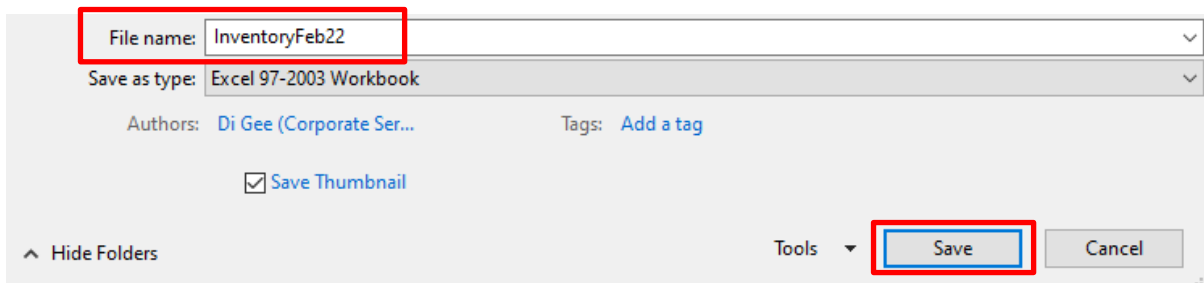
- The Excel document opens

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	06.02.2024																
2																	
3																	
4		ORG UNIT	BEGIN DA	END DATE	Unique ID	ASSET_CA	ASSET	Departme	Serial Nur	Make	Model	Location	Room	Value	Order Nur	General Ir	Last PA
5																	
6			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY				CREAM		RECEPTION		145.9	R96546	ACQUISITI	01.04.2
7			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY				CREAM		RECEPTION		145.9	R96546	ACQUISITI	01.04.2
8			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY			11501	LIGHTS		SENSOR ROOM		159	R96550	ACQUISITI	01.04.2
9			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY	D47317			YELLOW		OUTDOOR SHED		183.95	G11111	ACQUISITI	01.04.2
10			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY	D47318			YELLOW		OUTDOOR SHED		234	G11111	ACQUISITI	01.04.2
11			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY	D47321			YELLOW		OUTDOOR SHED		247.9	G11111	ACQUISITI	01.04.2
12			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY	D85569			YELLOW		OUTDOOR SHED		317.24	G11111	ACQUISITI	01.04.2
13			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY	N0470L			WOOD		NURSERY		499.95	G11113	ACQUISITI	01.04.2
14			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY				WOODEN		OUTSIDE GARDEN		882.56	L27009	ACQUISITI	01.04.2
15			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY				CREAM		CARE ROOM		212.77	N70905	ACQUISITI	01.04.2
16			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY	N4209J			CLEAR		NURSERY		159.95	R31463	ACQUISITI	01.04.2
17			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY				SUNSHINE / RAINBO		NURSERY		159.95	V29399	ACQUISITI	01.04.2
18			01.04.201	(31.12.999		AUDIO VIS OTHER (SE NURSERY				BABY ROOM		CARE ROOM		285.12	V29402	ACQUISITI	01.04.2

- To save as an Excel document, click on **File**.
- Click **Save As**, then click **Browse** and navigate to your preferred save location.



- You can give the file a different name here but you must click on the **Save as type drop down arrow** and select the **relevant Excel option**, ie here Excel 97-2003 Workbook is selected
- Click on **Save**



- Printing:** you can now print the report from the Excel document but first ensure the data is shown on screen how you wish eg adjusting the column width of the columns, sorting, filtering.

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