

Inventory – Create and Update

Maintain Organizational Unit **Z_PO10_HTML app.**
Establishment Inventory Search **ZRHR_ESTINV app**

This guidance advises how to correctly add, update and report on your school's Inventory.

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

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Introduction

The **Establishment Inventory** is the recommended electronic inventory for schools and feeds into required reports for Audit purposes.

Inputters have two Inventory apps:

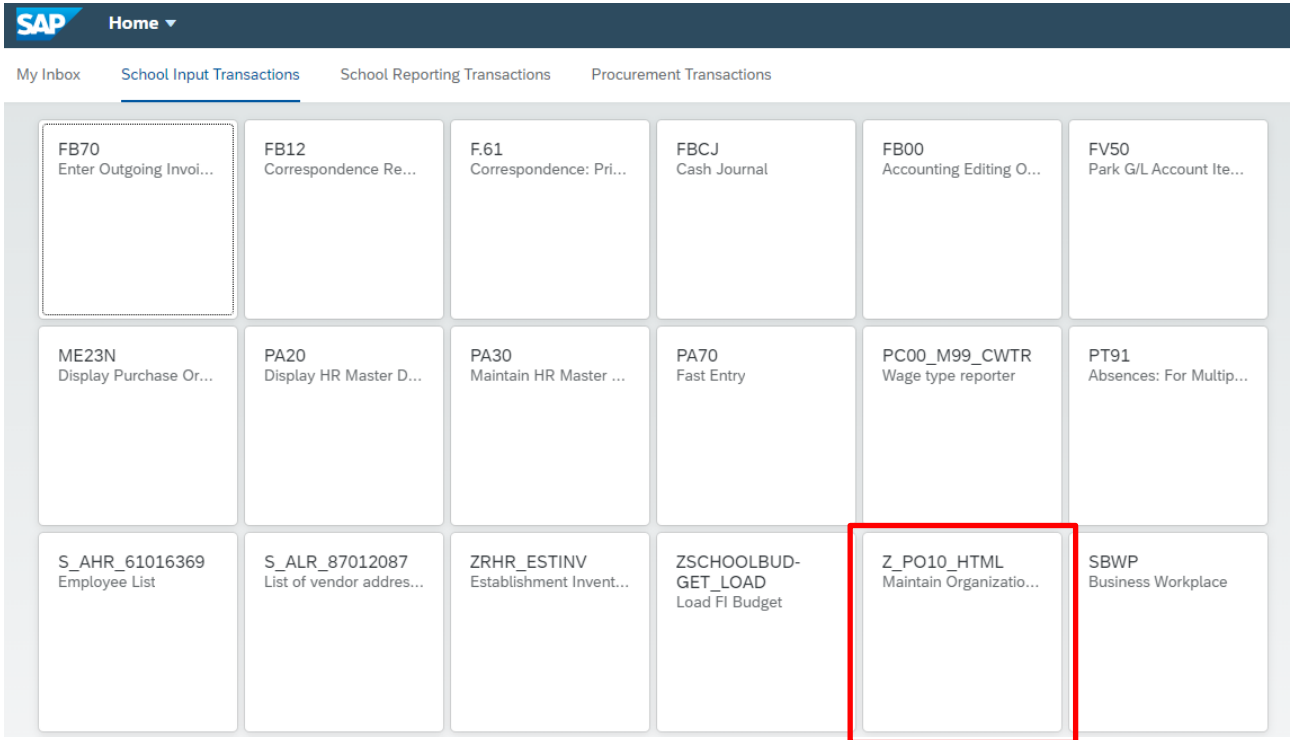
- **Z_PO10_HTML** to add new items.
- **ZRHR_ESTINV** to search, view, update and report on items
- The school's Inventory Inputters and Approvers can view all inventory items on SAP Fiori

- Only Inputters can add new items and update existing items
- Ensure you have as much information about a new item as possible before adding it onto the inventory as you can only edit certain fields after an item is saved like PAT, Current location
- For broken or obsolete items, Inputters mark these as pending write off and produce a report to be taken to Governors
- When Governors approval is given for these items to be written off, only Approvers can enter write off details in the Inventory
Approvers 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 the Secure Area of SchoolsNet (Perspective Lite)
To convert this csv file into a spreadsheet format, please contact the Budget Manager Support team for the Spreadsheet convertor file.

Section 1 Add a new Inventory item –Z_PO10_HTML app

Log into SAP Fiori.

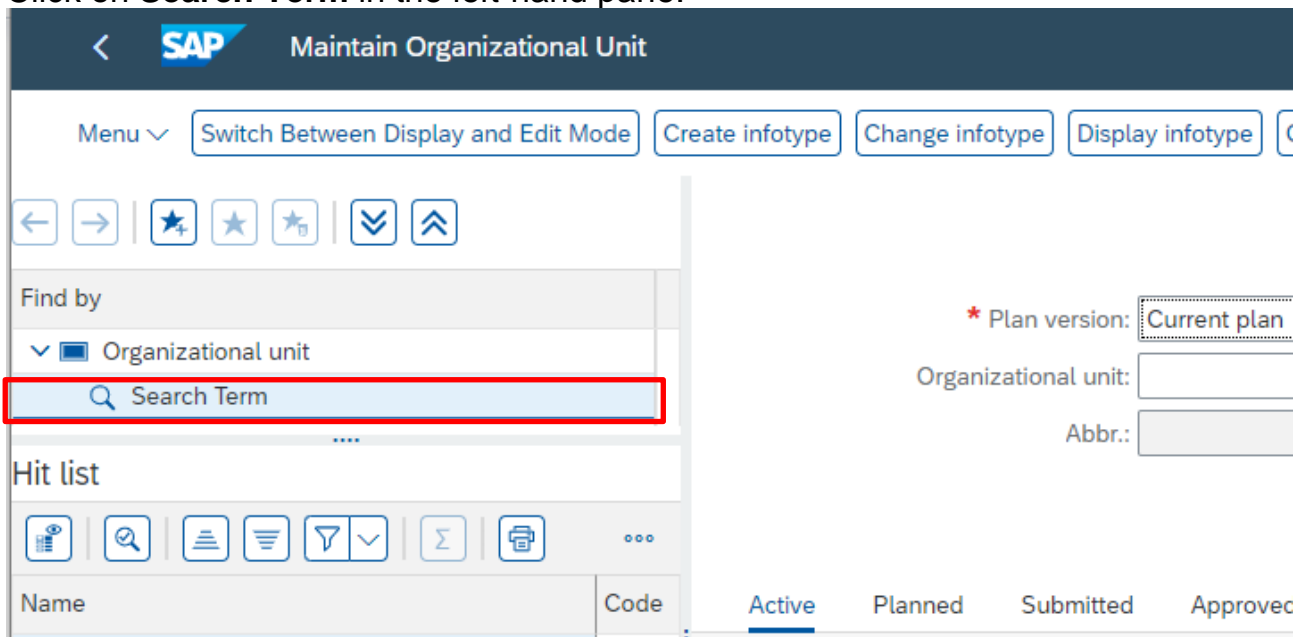
- This loads the Fiori Dashboard
- Click on the **Z_PO10_HTML app**



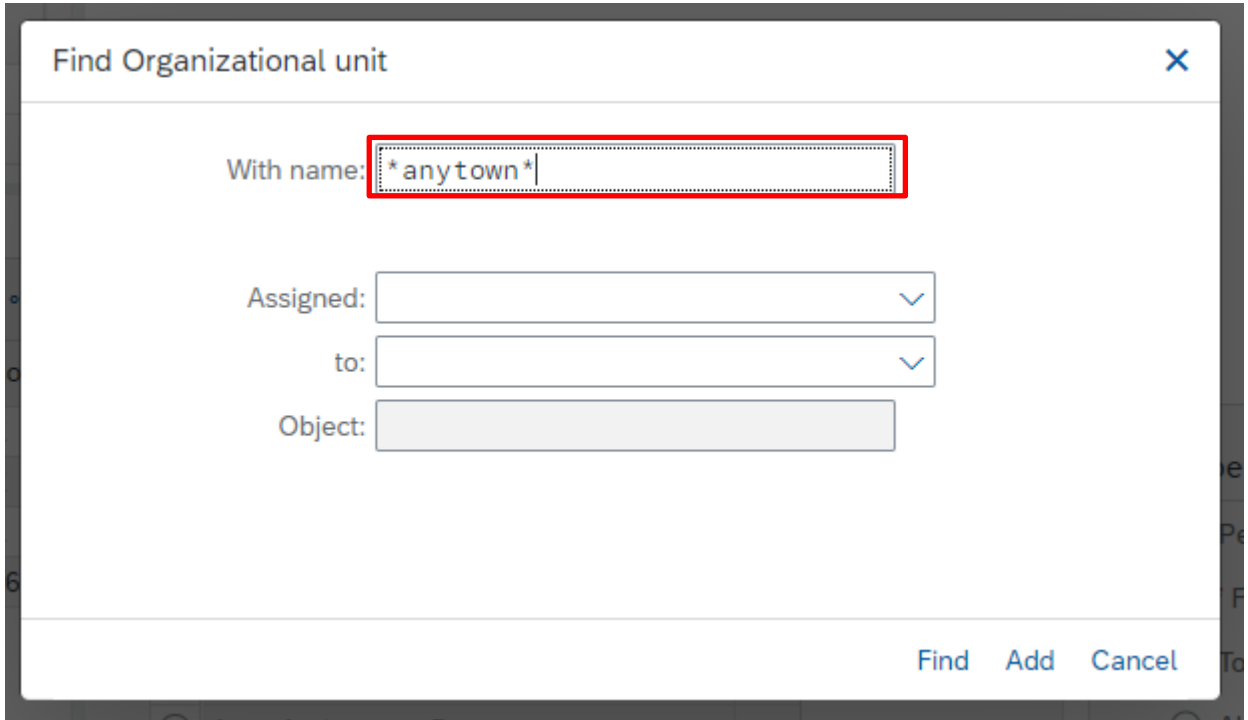
- You will now be in the **Z_PO10_HTML app**

Select your school (one off action)

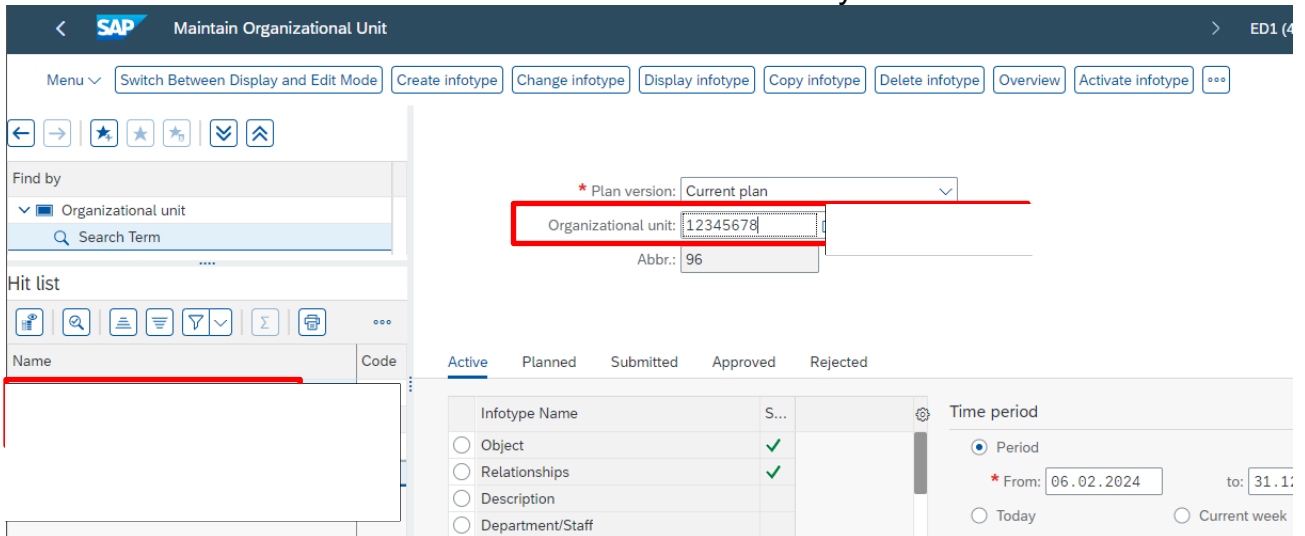
- Click on **Search Term** in the left-hand pane.



- Type in **part of your school name** start/follow by an **asterisk** and click **Find**



- Scroll down** the list on the left and double click on your **school name**



- This populates the **Organizational Unit field** on the right-hand side, with your school's **Organizational unit number** and **School name**. *Ensure this is correct and present before proceeding.*
- In the **Active** tab, scroll to the bottom of the list of the Infotype names to see Establishment Inventory, (you may need to use the external and internal scroll bars) then click into the radio button to the left of the Establishment Inventory name to select it.

Active Planned Submitted Approved Rejected

Infotype Name	S...	
<input type="radio"/> Bank Acct Mgt: COPC Rltd		
<input type="radio"/> Bank Acct Mgt: Profit Ctr		
<input type="radio"/> Bank Acct Mgt: Cost Ctr		
<input type="radio"/> Bank Acct Mgt: Bus. Area		
<input type="radio"/> Bank Acct Mgt: Post. Var		
<input type="radio"/> Bank Acct Mgt: Recon. Var		
<input checked="" type="radio"/> Establishment Inventory		✓
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Time period

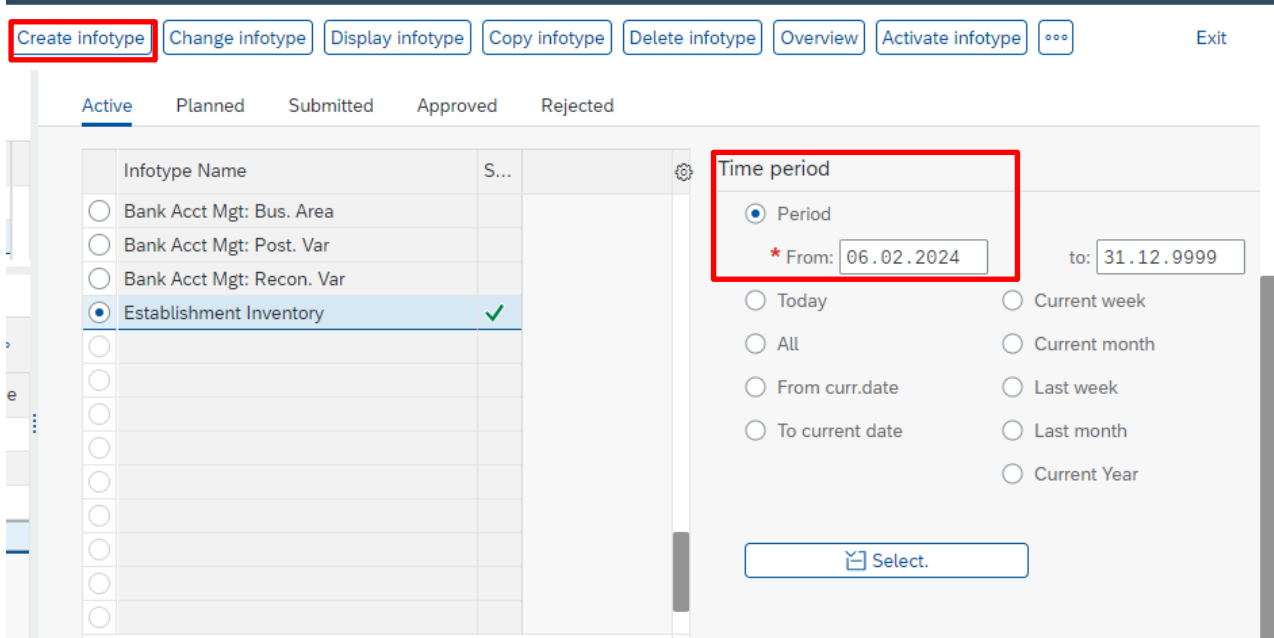
Period
* From: 20.07.2022 to: 31.12.2022

Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year

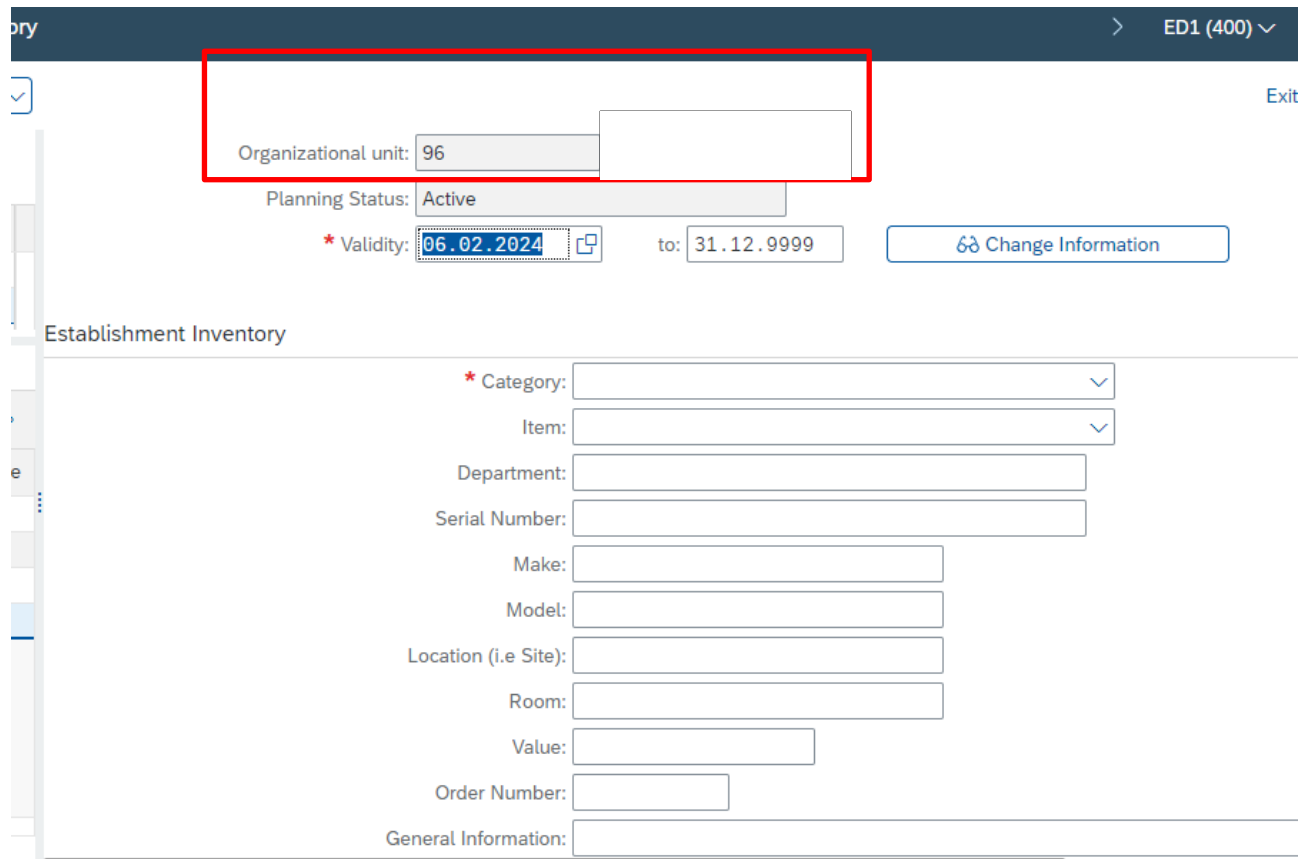
Select.

NB: there will only be a green tick alongside Establishment inventory if inventory items already exist in SAP.

- Ensure the **Period** radio button is selected. This makes a new inventory record with today's date
- Click on **Create Infotype**



- The input screen is displayed, your school's name and organizational unit number will show



You are ready to add a new item.

Ensure you have as much information about as possible before adding it onto the inventory as you can only edit certain fields after an item is saved like PAT, Current location, pending write off.

Establishment Inventory

* Category:

Item:

Department:

Serial Number:

Make:

Model:

Location (i.e Site):

Room:

Value:

Order Number:

General Information:

PAT test Date:

Pending write-off approval:

Write-off Date of Governors meeting:

Minute number for write-off:

Reason for disposal:

Method of disposal:

- **Always** work from the top of the screen down
- Certain special characters are not accepted within the system, **do not** use any of the following:

` (Above the **Tab** key) | ; “ []

- **Fields** marked with an * **are mandatory** for every entry and are the minimum the system requires but we recommend you enter as much information as possible so that items are easier to find, for your own or Auditing purposes

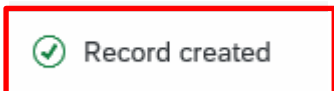
<p>*Validity:</p>	<p>This is automatically set to the date you <u>enter</u> the new record but you can change this to the purchase date by over typing the date (format DD.MM.YYYY)</p> <p>The to date must be left as it is at 31.12.9999</p>
<p>*Category:</p>	<p>Choose the item’s category from the drop down – a list of categories is available in Appendix A</p>
<p>*Item:</p>	<p>This is a Sub Category – a list of Sub categories is available in Appendix A</p>

	NB: If your item doesn't fall under any of the categories, select: OTHER (SEE GENERAL INFORMATION) then type what the item is in the General Information field
Department:	The department where the item will be housed for example Music Dept
Serial Number:	The item's serial number, if it has one
Make:	The brand name or company name of the item
Model:	The model number of the item, if it has one
Location:	If you have more than one site or a split main site
Room:	The room number within that building or department
*Value:	The value of the item including pence for example 350.50 (without £ sign)
Order Number:	The order number of the item, either the purchase order number or the paper order number
General Information:	Use this to enter the item's details if not included in the Sub Categories. OR for other useful information you would like to be included, for example colour.
PAT Test Date:	If the item has been tested, the latest PAT test date
*Pending Write-Off Approval:	When entering a brand new item, always set this field to No. <i>You only change this to Yes when the item is to be written off.</i>
The Write Off date of Governors meeting, Minute Number for Write Off, Reason for Disposal and Method of Disposal fields are for completion by Approvers only after an item has been given written off approval by the Governors.	

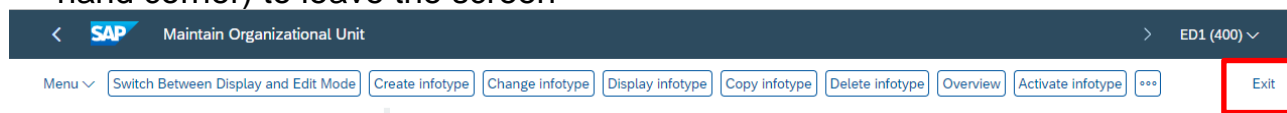
- Once you have entered all the information for the item, click on **Save** at the bottom right of the page

* Category: MUSICAL
Item: GUITARS
Department: Music
Serial Number: .
Make: Fender
Model: FJ125
Location (i.e Site): Music room
Room: 125B
Value: 1250
Order Number: 6500312123
General Information:
PAT test Date:
Pending write-off approval: No
Write-off Date of Governors meeting:
Minute number for write-off:
Save Cancel

- A successful creation message shows on the bottom left of your screen



- If there have missed a mandatory field, an error message will show here. Correct and click on **Save** again. Ensure you see the successful creation message
- If you have not saved your entries, a data lost message will appear. Click **No** and then click **Save**
- **To add another item**, click on **Create Infotype** and repeat the steps shown above
- When you have finished entering your new inventory items, click **Exit** (top right hand corner) to leave the screen



Section 2 Copy an item

If you have several similar items, for example ten ipads, to add onto your inventory, copying an entry saves time as you can edit the relevant fields, for example serial number.

- In **Z_PO10_HTML**
- In the **Active** tab, scroll down the list and click into the box to highlight **Establishment Inventory**
- Ensure that the **Time period All** radio button is selected
- Click on **Overview**

* Plan version:

Organizational unit:

Abbr.:

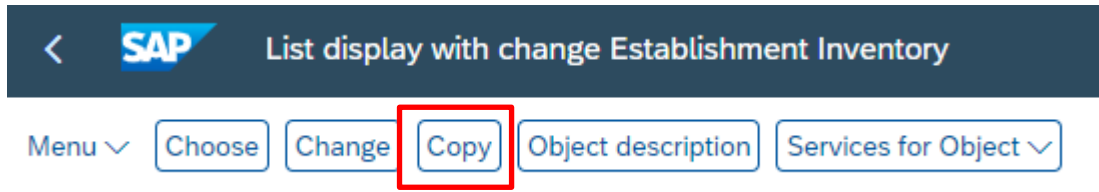
de **Active** Planned Submitted Approved Rejected

Infotype Name	S...	Time period
<input type="radio"/> Bank Acct Mgt: Bus. Area		<input type="radio"/> Period
<input type="radio"/> Bank Acct Mgt: Post. Var		* From: <input type="text" value="06.02.2024"/>
<input type="radio"/> Bank Acct Mgt: Recon. Var		<input type="radio"/> Today
<input checked="" type="radio"/> Establishment Inventory	✓	<input checked="" type="radio"/> All
<input type="radio"/>		<input type="radio"/> From curr.date
<input type="radio"/>		<input type="radio"/> To current date

- Find the entry you wish to copy (use the scroll bar on the right to find the item) then click the radio button of the item line. This highlights the line

Start	End Date	Category	Item
<input type="radio"/> 06.02.2024	31.12.9999	OFFICE EQUIPMENT	SHREDDER
<input type="radio"/> 10.01.2024	31.12.9999	AUDIO VISUAL	E-READER
<input checked="" type="radio"/> 10.01.2024	31.12.9999	AUDIO VISUAL	E-READER
<input type="radio"/> 19.09.2019	31.12.9999	INFORMATION TECHNOLOGY	LAPTOP
<input type="radio"/> 19.09.2019	31.12.9999	INFORMATION TECHNOLOGY	LAPTOP
<input type="radio"/> 20.11.2019	31.12.9999	INFORMATION TECHNOLOGY	TABLET

- Click **Copy** (top left of screen)



- Edit the relevant fields, including editing the **Validity Date** (top of screen)

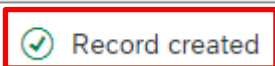
The screenshot shows the 'Establishment Inventory' form. At the top, there is a 'Validity' field with a date of '10.01.2024' and an end date of '31.12.9999'. The '10.01.2024' date is highlighted with a red box. Below this, there are fields for 'Category' (AUDIO VISUAL), 'Item' (E-READER), 'Department', 'Serial Number' (NBB123), and 'Make'. A 'Change Information' button is visible on the right.

- Click **Enter** on your keyboard

- Now click on **Save**

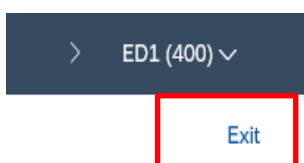


- A successful save message displays at the bottom left and the new record appears



	Start	End Date	Category	Item
<input type="radio"/>	06.02.2024	31.12.9999	OFFICE EQUIPMENT	SHREDDER
<input type="radio"/>	31.01.2024	31.12.9999	AUDIO VISUAL	E-READER
<input type="radio"/>	10.01.2024	31.12.9999	AUDIO VISUAL	E-READER
<input type="radio"/>	10.01.2024	31.12.9999	AUDIO VISUAL	E-READER

Click **Exit** to leave this screen



Section 3 Search, View, Filter, Update Inventory items – ZRHR_ESTINV app

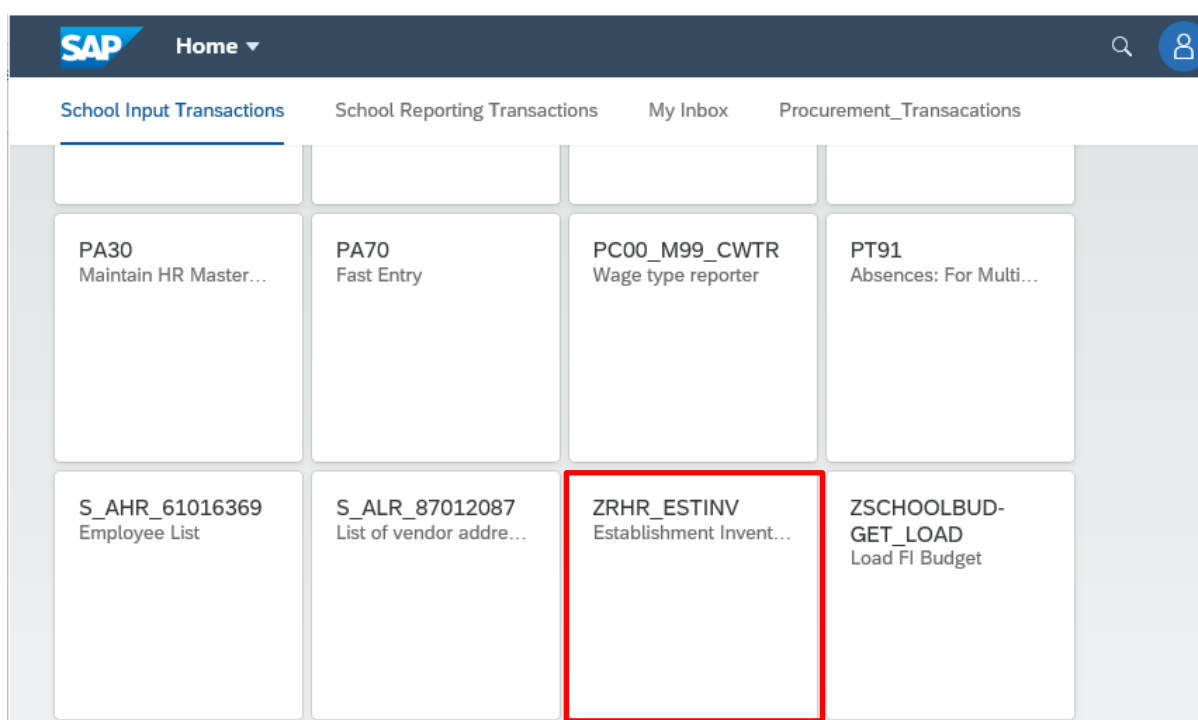
This app allows you to view the full inventory and search on and filter by, any of the Inventory fields.

You can update certain data, for example mark items as Pending write off and enter PAT(portable appliance testing) testing dates.

You can also print reports when required, for example a list of items pending write off to take to Governors for their approval.

Section 3.1 View the full Inventory

- Click on the **ZRHR_ESTINV** app



- In this screen, your **Organizational Unit** number will be populated
- Ensure no other field is selected, then click **Execute**

SAP Establishment Inventory > ED1 (400) v

Menu ▾ Save as Variant... Get Variant... ☰

Exit

* Organizational Unit: 12345678

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:

UNIQUE_ID:

Execute

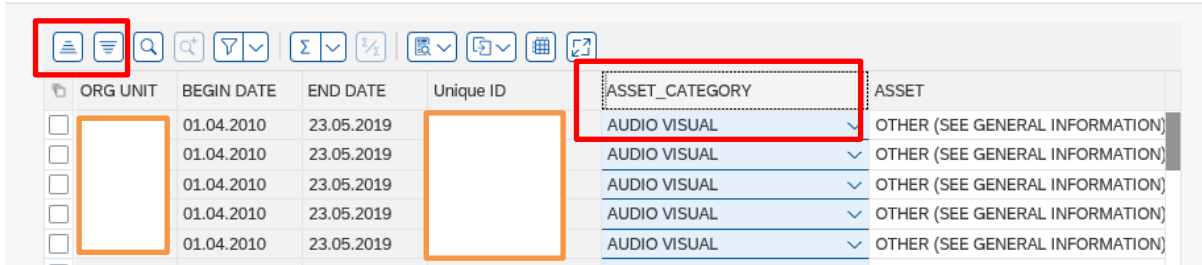
- All Inventory items display, current, pending write off and written off.

ORG UNIT	BEGIN DATE	END DATE	Unique ID	ASSET_CATEGORY	ASSET
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	27.06.2022	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	31.12.9999	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	31.12.9999	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	27.06.2022	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	27.06.2022	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	23.05.2019	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	31.12.9999	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
<input type="checkbox"/>	01.04.2010	31.12.9999	<input type="text"/>	AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)

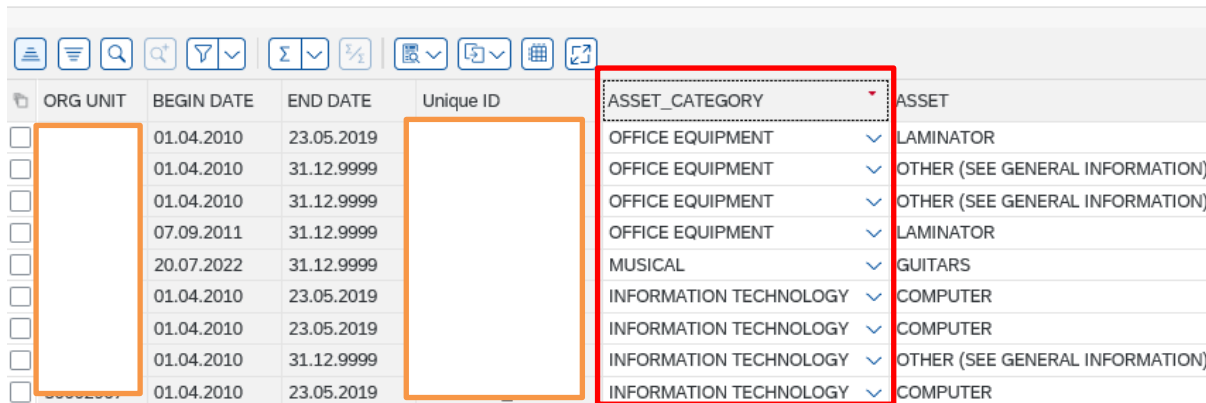
Save Cancel

Section 3.2 Sort by column headings (Ascending/Descending Order)

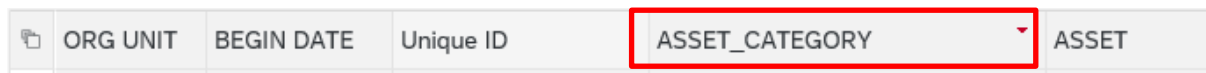
- In the list of Inventory items, first click on the column heading you wish to sort by to select the column



- Then click on the required **Ascending** or **Descending** icon
- The items are sorted



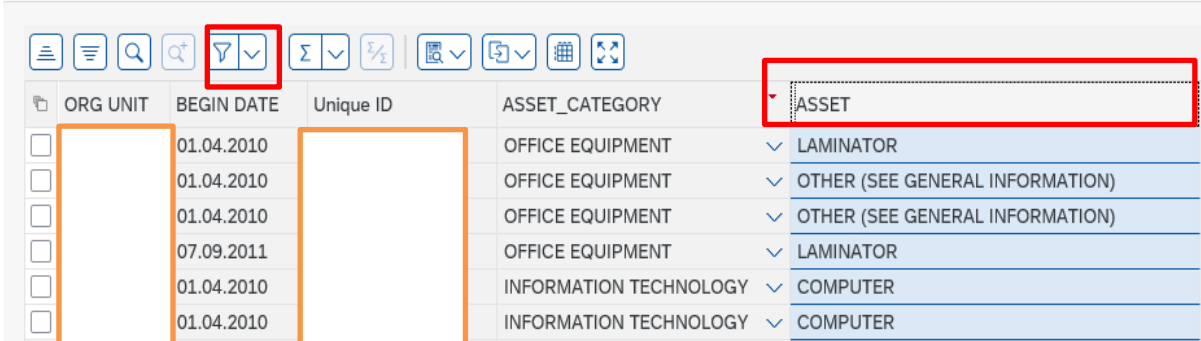
- The small red arrow in the column heading identifies which column has been sorted



Section 3.3 Filter to view a group of items

The filter is useful to view certain types of inventory items, for example laptops.

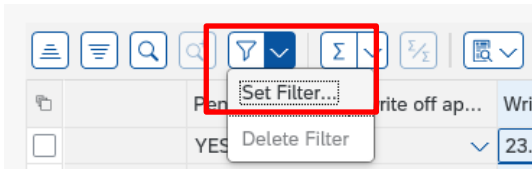
- In the inventory report, click on the **column heading** required (*column changes colour*)



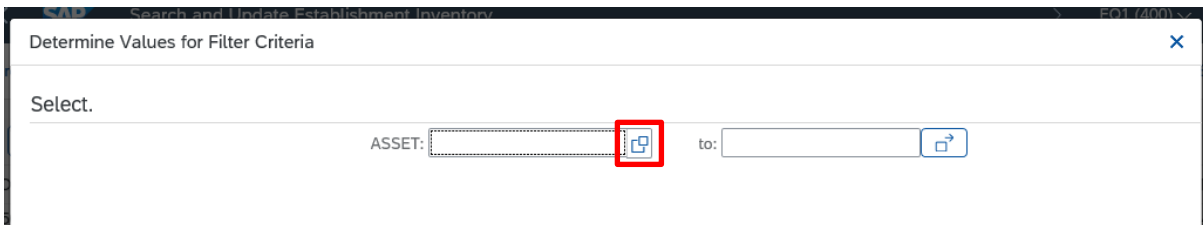
The screenshot shows an SAP inventory report table. The table has columns: ORG UNIT, BEGIN DATE, Unique ID, ASSET_CATEGORY, and ASSET. The ASSET column is expanded to show a list of asset types: LAMINATOR, OTHER (SEE GENERAL INFORMATION), and COMPUTER. A red box highlights the filter icon (a funnel with a downward arrow) in the toolbar above the table. Another red box highlights the ASSET column header. The table rows are highlighted in orange.

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**

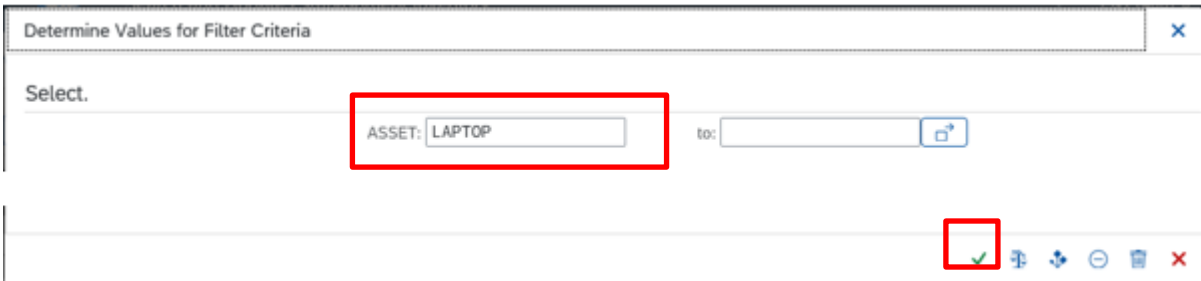
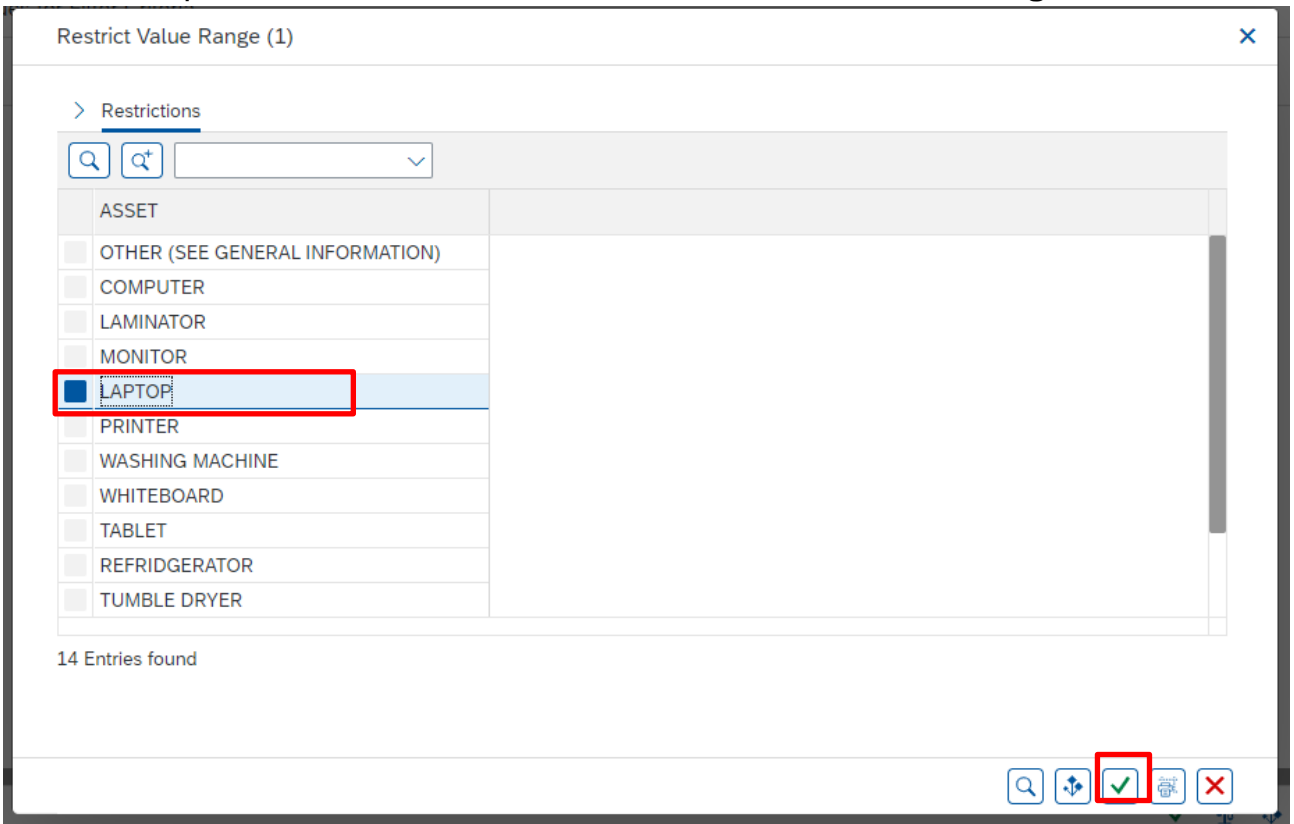


- In the next screen, click into the white search box



The screenshot shows a dialog box titled 'Determine Values for Filter Criteria'. It has a 'Select.' label and a search box for 'ASSET:'. The search box is highlighted with a red box. There is also a 'to:' field and a search icon.

- 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

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
	01.04.2010		INFORMATION TECHNOLOGY	LAPTOP
	01.04.2010		INFORMATION TECHNOLOGY	LAPTOP
	01.04.2010		INFORMATION TECHNOLOGY	LAPTOP
	01.04.2010		INFORMATION TECHNOLOGY	LAPTOP
	08.07.2011		INFORMATION TECHNOLOGY	LAPTOP
	10.04.2012		INFORMATION TECHNOLOGY	LAPTOP
	10.04.2012		INFORMATION TECHNOLOGY	LAPTOP

Section 3.4 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:

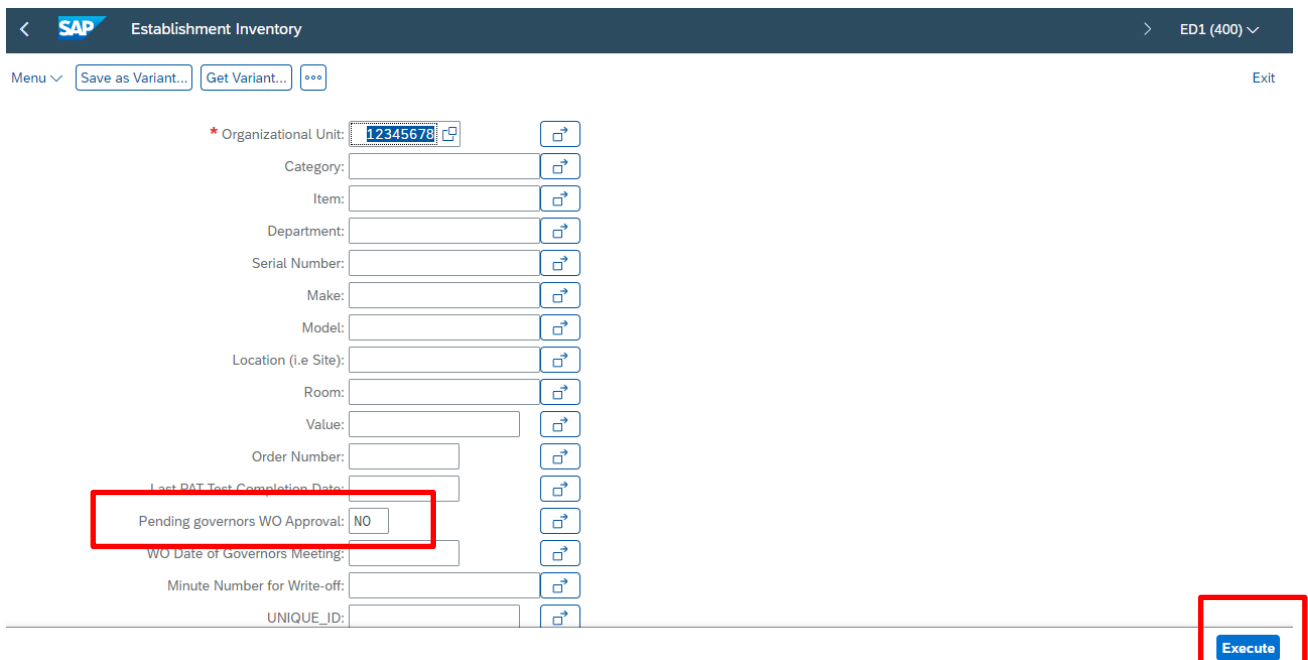
- Click on the **column heading** the filter was applied to
- Click on the **Filter icon arrow** then click **Delete Filter**



Section 3.5 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, only live items.

- Click on the **ZRHR_ESTINV** app
- 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)

Category:  
Item: 

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






Full Name (1) ×

> Restrictions

Categ...	Full Name
<input type="checkbox"/>	0001 AUDIO VISUAL
<input checked="" 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

Category: OFFICE EQUIPMENT  
Item: 

- Click on **Execute**



- All items with that description will be listed

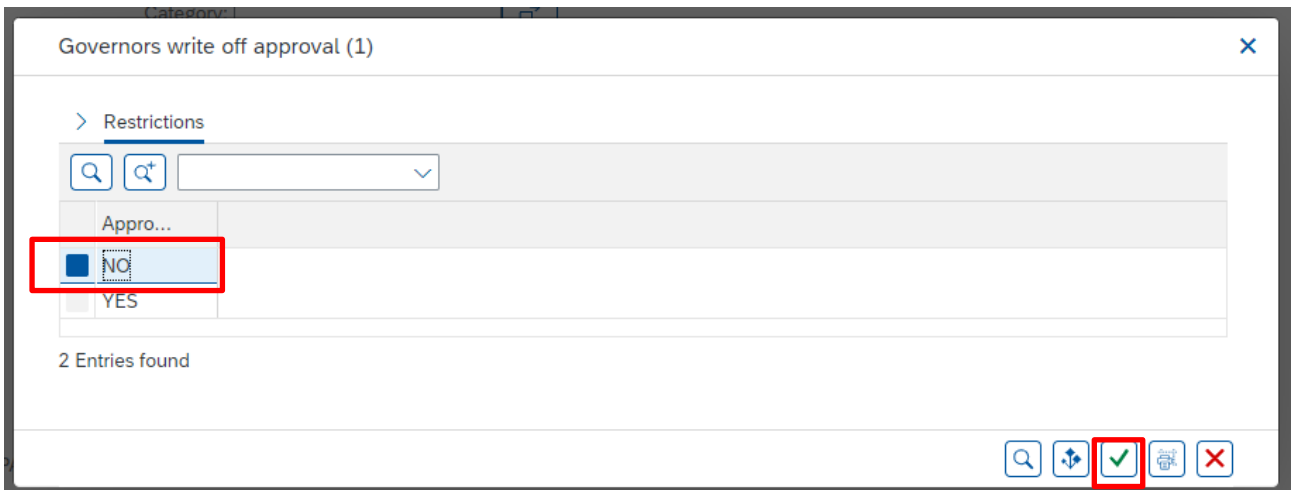
ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
	01.04.2010		OFFICE EQUIPMENT	LAMINATOR
	01.04.2010		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
	01.04.2010		OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
	07.09.2011		OFFICE EQUIPMENT	LAMINATOR

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

Section 3.6 Update an item

You can only update certain inventory fields for example, to enter PAT test dates or change the item's Current location.

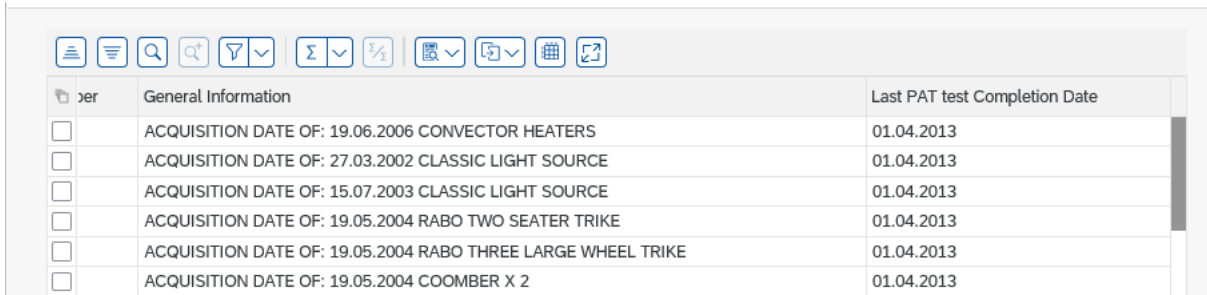
- In the **ZRHR_ESTINV** screen
- Click on **Pending Governors WO Approval**
- Select **No**, then click the **green tick**



- Click **Execute**

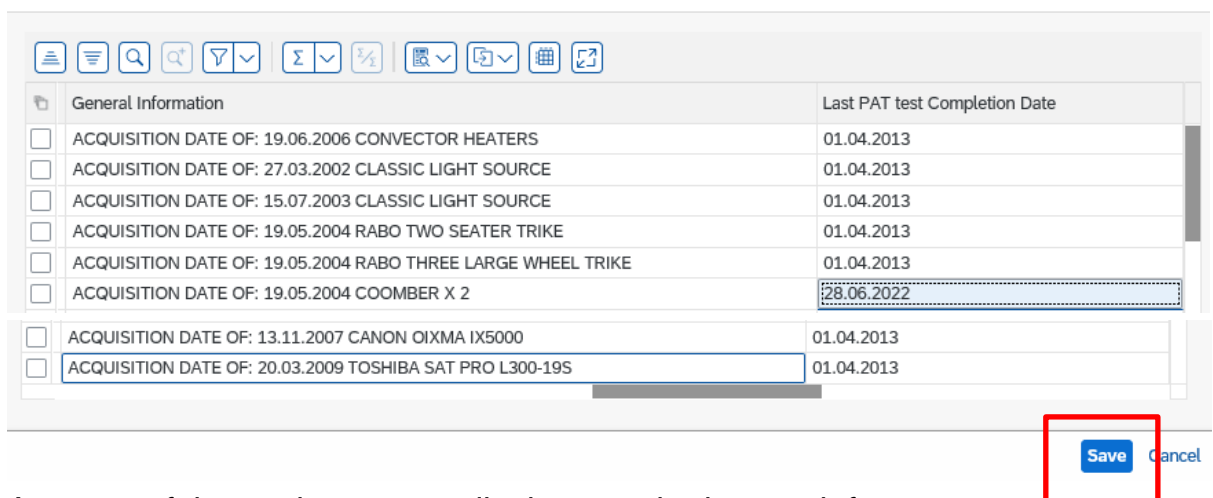


- In the report, find the item(s) you need to update for by any of the search or filter options previously covered



	General Information	Last PAT test Completion Date
<input type="checkbox"/>	ACQUISITION DATE OF: 19.06.2006 CONVECTOR HEATERS	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 27.03.2002 CLASSIC LIGHT SOURCE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 15.07.2003 CLASSIC LIGHT SOURCE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 19.05.2004 RABO TWO SEATER TRIKE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 19.05.2004 RABO THREE LARGE WHEEL TRIKE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 19.05.2004 COOMBER X 2	01.04.2013


- **Edit** the information and click on the **Save** button



	General Information	Last PAT test Completion Date
<input type="checkbox"/>	ACQUISITION DATE OF: 19.06.2006 CONVECTOR HEATERS	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 27.03.2002 CLASSIC LIGHT SOURCE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 15.07.2003 CLASSIC LIGHT SOURCE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 19.05.2004 RABO TWO SEATER TRIKE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 19.05.2004 RABO THREE LARGE WHEEL TRIKE	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 19.05.2004 COOMBER X 2	28.06.2022
<input type="checkbox"/>	ACQUISITION DATE OF: 13.11.2007 CANON OIXMA IX5000	01.04.2013
<input type="checkbox"/>	ACQUISITION DATE OF: 20.03.2009 TOSHIBA SAT PRO L300-19S	01.04.2013

Save Cancel

- A successful saved message displays on the bottom left

 Records updated successfully

Section 4 Mark items as Pending Write off

When items are broken or obsolete, they should be marked as written off in your Inventory.

The Inputter first marks the items as Pending write off, produces an Inventory report on these items to take for Governors' approval, then the Approver enters the written off details in the four required columns (Governors meeting date, Governors minute number, Reason for disposal and Method of disposal).

Written off items continue to show on the full Inventory.

Section 4.1 Update items as Pending Write off

- In **ZRHR_ESTINV** screen
- Click on **Pending Governors WO Approval**
- Select **No**, then click the **green tick**
- Click **Execute**
- Find the item which needs to be marked as Pending write off
- **Tick** the check box (at the left) to select the item. This highlights the item line

	END DATE	Unique ID	ASSET_CATEGORY	ASSET
<input type="checkbox"/>	31.12.9999		INFORMATION TECHNOLOGY	COMPUTER
<input checked="" type="checkbox"/>	31.12.9999		INFORMATION TECHNOLOGY	MONITOR

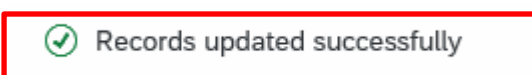
- Scroll across to the **Pending write off** column
- Change the pending write off marker to **Yes** by clicking on the **drop down**

	Last PAT test Completion Date	Pending governors write off approval	Write-c
<input type="checkbox"/>	01.04.2013	NO	
<input checked="" type="checkbox"/>	01.04.2013	YES	

- Click **Save**



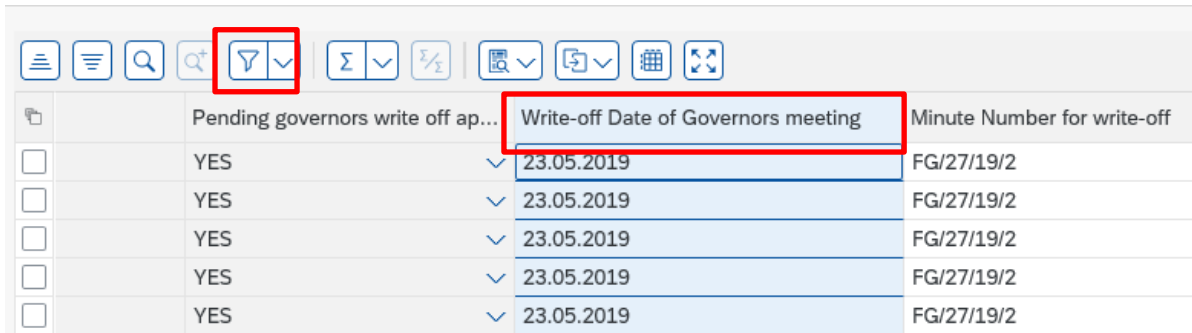
- A successful saved message displays



Section 4.2 Filter to pending write off items

On screen you will see items awaiting write off **and** items already written off. Items already written off have a date in the Write off date of Governors meeting column. You filter on this column to show you items with no write off date in.

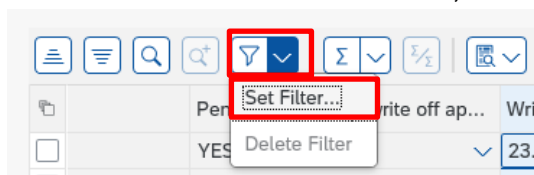
- Scroll across to the right to view the column heading **Write-off Date of Governors meeting**
- Click on the column heading **Write-off Date of Governors meeting** then click on the **Filter** icon



The screenshot shows a table with the following columns: 'Pending governors write off ap...', 'Write-off Date of Governors meeting', and 'Minute Number for write-off'. The 'Write-off Date of Governors meeting' column is highlighted with a red box. Above the table, a toolbar contains several icons, with the filter icon (a funnel) also highlighted with a red box.

	Pending governors write off ap...	Write-off Date of Governors meeting	Minute Number for write-off
<input type="checkbox"/>	YES	23.05.2019	FG/27/19/2
<input type="checkbox"/>	YES	23.05.2019	FG/27/19/2
<input type="checkbox"/>	YES	23.05.2019	FG/27/19/2
<input type="checkbox"/>	YES	23.05.2019	FG/27/19/2
<input type="checkbox"/>	YES	23.05.2019	FG/27/19/2

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

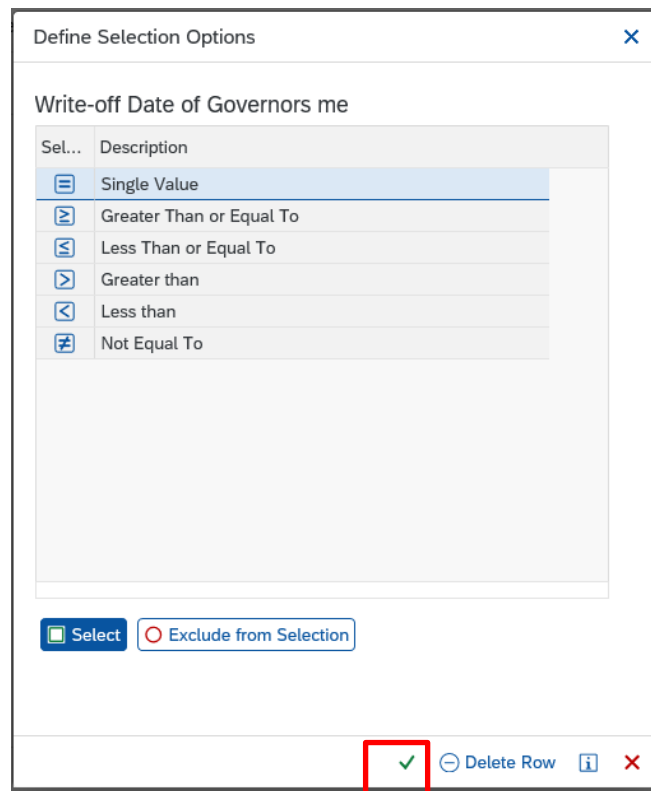


- In the next screen click on the **Selection Options** icon

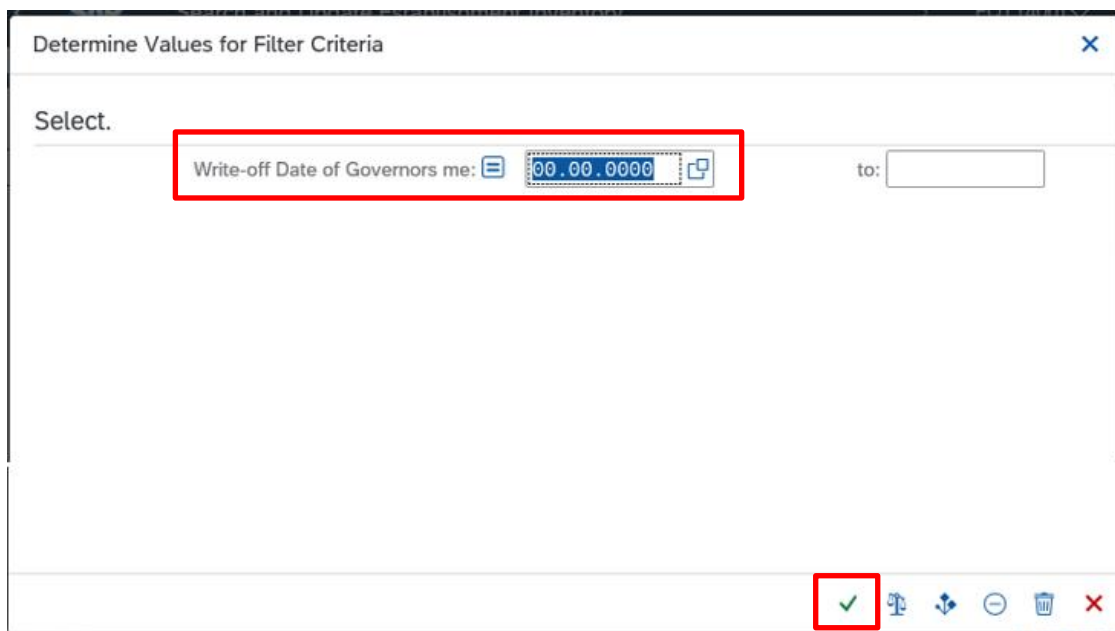


The screenshot shows a dialog box titled 'Determine Values for Filter Criteria'. It contains a 'Select.' label and a date range input field with the text 'Write-off Date of Governors me:' followed by a date input box and 'to:' followed by another date input box. At the bottom right of the dialog, there is a toolbar with several icons, including a green checkmark, a blue double arrow, and a red 'X'. The blue double arrow icon is highlighted with a red box.

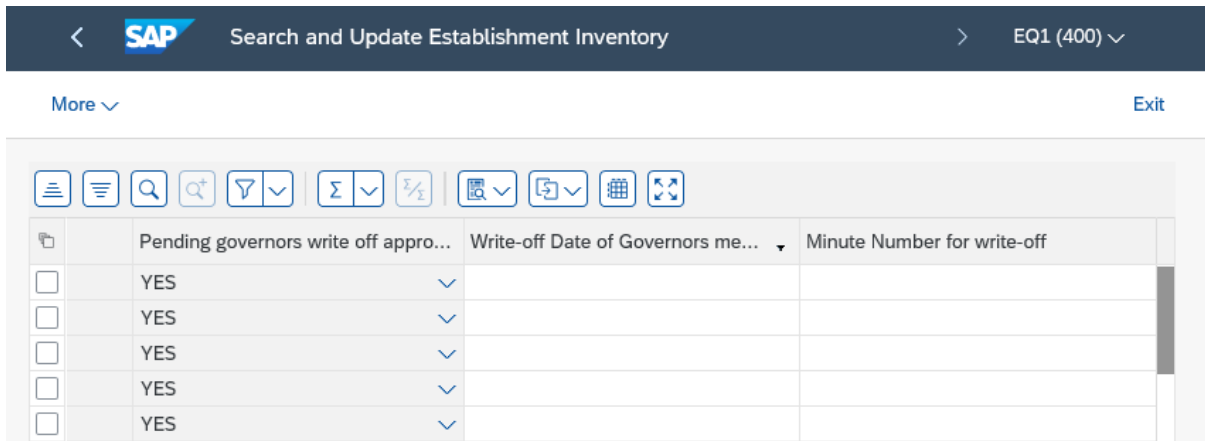
- In this screen, just click on the **green tick**



- 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



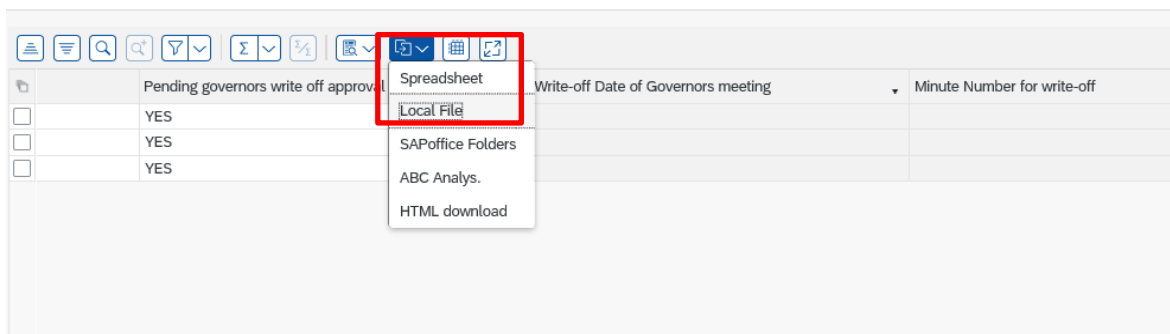
The screenshot shows the SAP interface for 'Search and Update Establishment Inventory'. The table has the following columns: 'Pending governors write off appro...', 'Write-off Date of Governors me...', and 'Minute Number for write-off'. The first column contains 'YES' for five rows, each with a dropdown arrow. The other two columns are currently empty.

	Pending governors write off appro...	Write-off Date of Governors me...	Minute Number for write-off
<input type="checkbox"/>	YES		
<input type="checkbox"/>	YES		
<input type="checkbox"/>	YES		
<input type="checkbox"/>	YES		
<input type="checkbox"/>	YES		

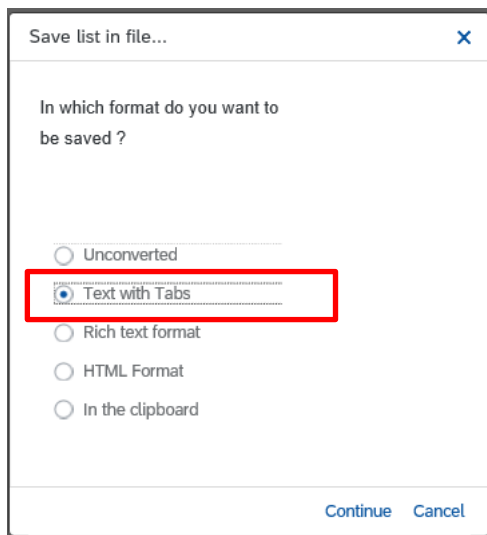
Section 4.3 Print off a report of pending write off items to take to Governors for approval

You have to take a report of items needing to be written off to your Governors for their approval. You can export the data into an Excel document and then print this off.

- In the above screen, with only the pending write off items showing, click on the **Export** icon, then click **Local file**



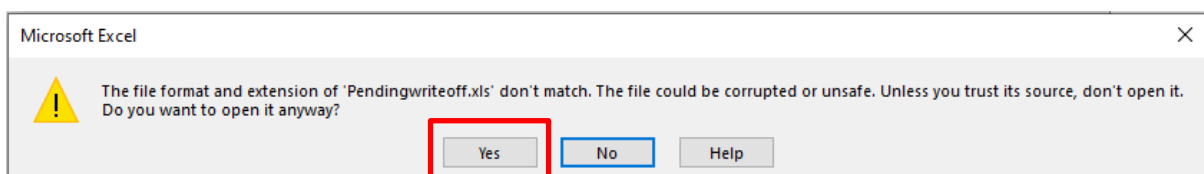
- In the pop up window, select **Text with tabs** and click **Continue**



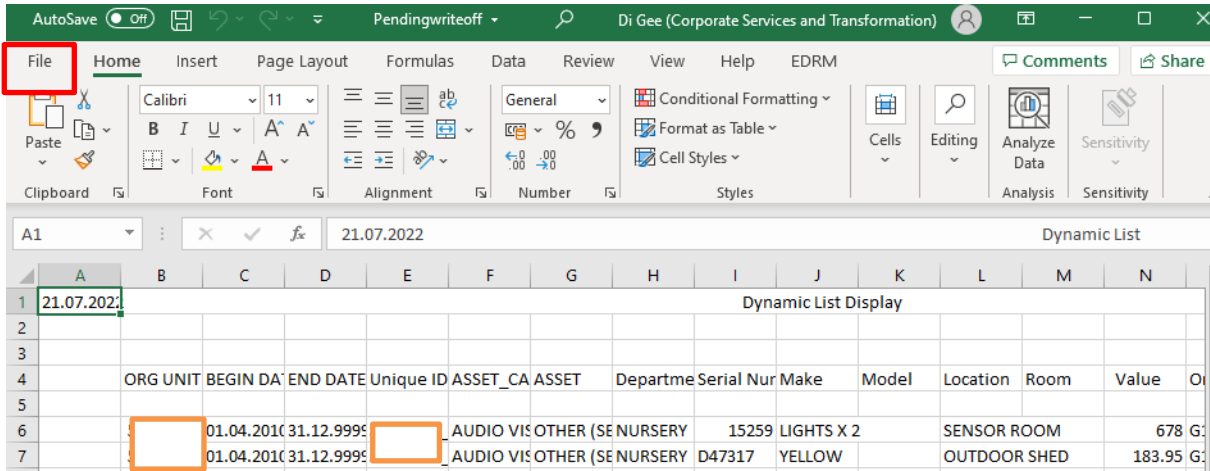
- In this screen **overwrite the file name** to a name of your choice (no spaces) and with the extension of **.xls**



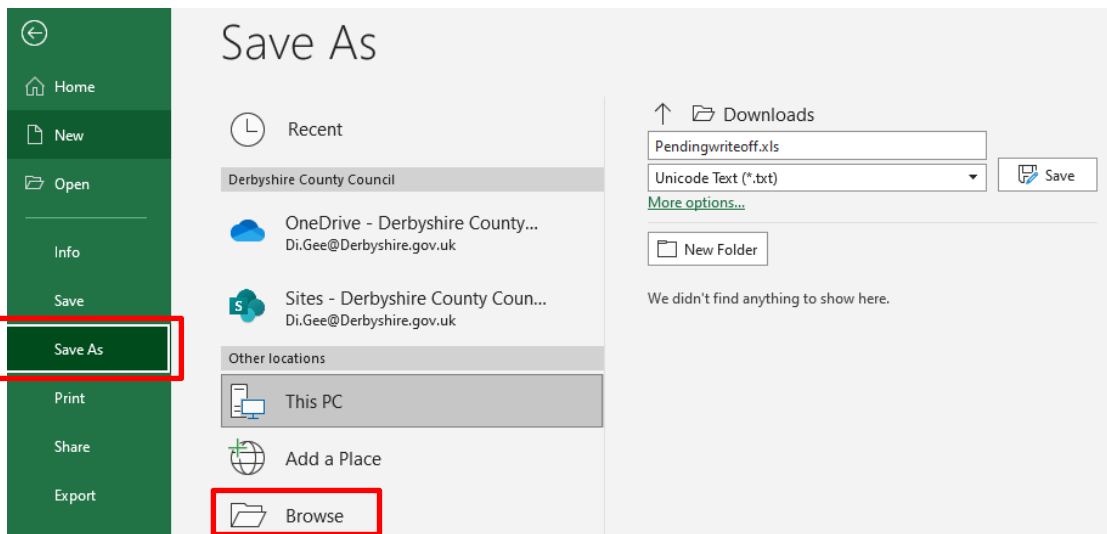
- Click **Generate**
- File will save to your Downloads
- **Open** your file
- Click **Yes** to this message



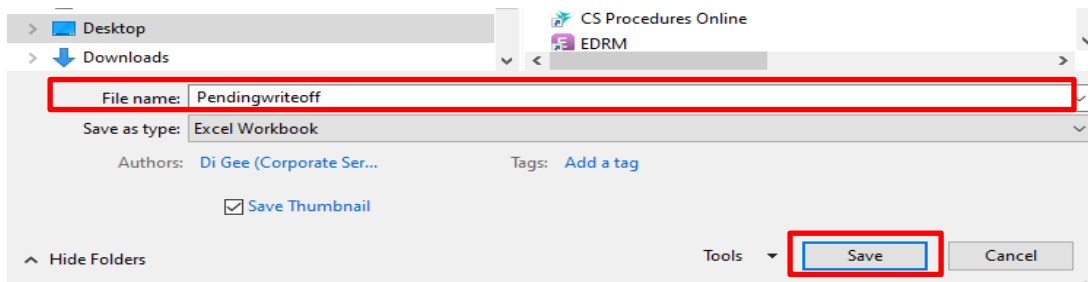
- The Excel document opens
- To save the report, go to **File**



- Click **Save As** then **Browse** to navigate to the location to save your file



- Click on the **Save as Type** drop down and select **Excel workbook** (or other Excel type as required)



- Click **Save**
- You can now print off (**File**, then **Print**) the document to take to Governors.

After the governors have agreed to write off the items, write the minute number on the printed list and hand to your Approver to enter the four write off columns into the Inventory in SAP.

Section 5 Other Inventory reports

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

Section 5.1 Secure Area (Perspective Lite) reports

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 all inventory items recorded on the SAP 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 5.2 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 an inventory report, after selecting the particular data you want to report on, please follow the instructions on the section **Printing a report of Pending write off items.**

Appendix A - SAP Categories and Item Validations

ASSET_CATEGORY	ASSET
Category	Item
ANTIQUES	CLOCK
ANTIQUES	COLLECTABLES
ANTIQUES	OTHER (SEE GENERAL INFORMATION)
ANTIQUES	PICTURE
AUDIO VISUAL	BLURAY/DVD/VCR RECORDER
AUDIO VISUAL	CAMERA & CAMCORDER
AUDIO VISUAL	DOCKING STATION
AUDIO VISUAL	E-READER
AUDIO VISUAL	GAMES CONSOLES
AUDIO VISUAL	MP3 PLAYER
AUDIO VISUAL	OTHER (SEE GENERAL INFORMATION)
AUDIO VISUAL	PROJECTOR
AUDIO VISUAL	STEREO/CD/RADIO
AUDIO VISUAL	TELEVISION
CLEANING EQUIPMENT	ELECTRIC POLISHER
CLEANING EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
CLEANING EQUIPMENT	SCRUBBER POLISHER
CLEANING EQUIPMENT	VACUUM CLEANER
GARDENING	LAWN MOWER
GARDENING	OTHER (SEE GENERAL INFORMATION)
GARDENING	ROTIVATOR
HOME ECONOMICS & CRAFTS	COOKER
HOME ECONOMICS & CRAFTS	ELECTRIC MIXER/BLENDER
HOME ECONOMICS & CRAFTS	FREEZER
HOME ECONOMICS & CRAFTS	MICROWAVE
HOME ECONOMICS & CRAFTS	OTHER (SEE GENERAL INFORMATION)
ASSET_CATEGORY	ASSET
Category	Item
HOME ECONOMICS & CRAFTS	PORTABLE MOTORISED TOOL
HOME ECONOMICS & CRAFTS	REFRIDGERATOR
HOME ECONOMICS & CRAFTS	SEWING MACHINE
HOME ECONOMICS & CRAFTS	TUMBLE DRYER
HOME ECONOMICS & CRAFTS	WASHING MACHINE
INFORMATION TECHNOLOGY	CCTV
INFORMATION TECHNOLOGY	COMPUTER
INFORMATION TECHNOLOGY	EXTERNAL HARD DRIVE
INFORMATION TECHNOLOGY	LAPTOP
INFORMATION TECHNOLOGY	MOBILE TELEPHONE

INFORMATION TECHNOLOGY	MONITOR
INFORMATION TECHNOLOGY	OTHER (SEE GENERAL INFORMATION)
INFORMATION TECHNOLOGY	PRINTER
INFORMATION TECHNOLOGY	SCANNER
INFORMATION TECHNOLOGY	TABLET
INFORMATION TECHNOLOGY	WHITEBOARD
MUSICAL	BRASS & WOODWIND INSTRUMENT
MUSICAL	DISCO EQUIPMENT
MUSICAL	DRUMS/TIMPANY OR PERCUSSION
MUSICAL	GUITARS
MUSICAL	KEYBOARDS/SYNTHESIZERS
MUSICAL	OTHER (SEE GENERAL INFORMATION)
MUSICAL	STRING INSTRUMENT
OFFICE EQUIPMENT	DUPLICATOR
OFFICE EQUIPMENT	LAMINATOR
OFFICE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
OFFICE EQUIPMENT	PHOTOCOPIER
OFFICE EQUIPMENT	SHREDDER
PLAY EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
SCIENCE EQUIPMENT	BALANCES
SCIENCE EQUIPMENT	BAROMETER
SCIENCE EQUIPMENT	BLOOD PRESSURE/HEART MONITOR
SCIENCE EQUIPMENT	MICROSCOPE
SCIENCE EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
SCIENCE EQUIPMENT	SCALES
SCIENCE EQUIPMENT	TELESCOPE
SPORTS EQUIPMENT	OTHER (SEE GENERAL INFORMATION)
TOOLS	OTHER (SEE GENERAL INFORMATION)

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