Report – Derbyshire Property Package Jobs
IW59 app – Display Service Notifications

This guidance shows how to produce a report to display jobs that are either in progress or have been completed by DCC Property Services.

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Introduction

This report is for use by any school that buys into the Derbyshire Property package (DPP). It displays a list of all jobs, both in progress and those charged and completed by DCC Property Services.

This is a display-only report with no facility to drill down further.

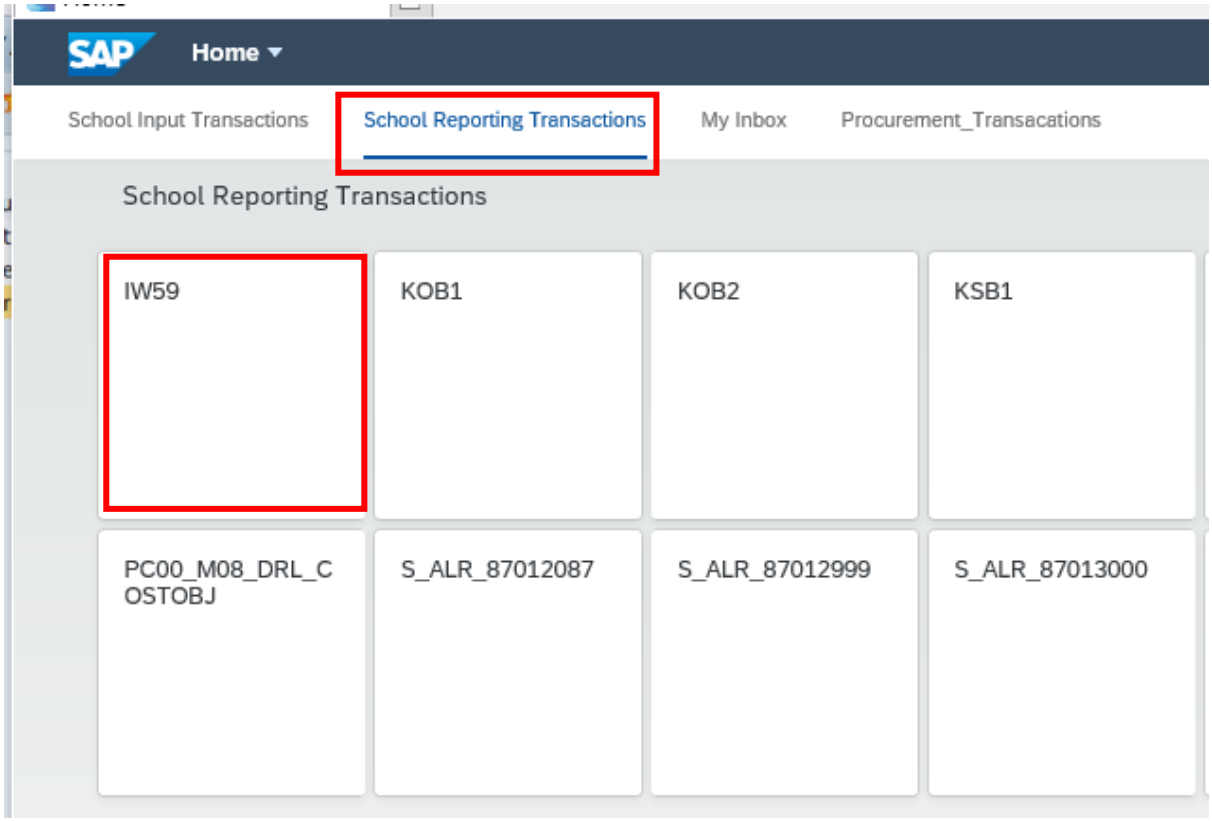
To view details such as the DPP brought forward balance, annual contribution amount, actual expenditure and the remaining balance to spend, run the S_ALR_87013611 report.

Section 1 - Displaying the list of jobs for your school (Service Notifications)

Log into SAP Fiori.

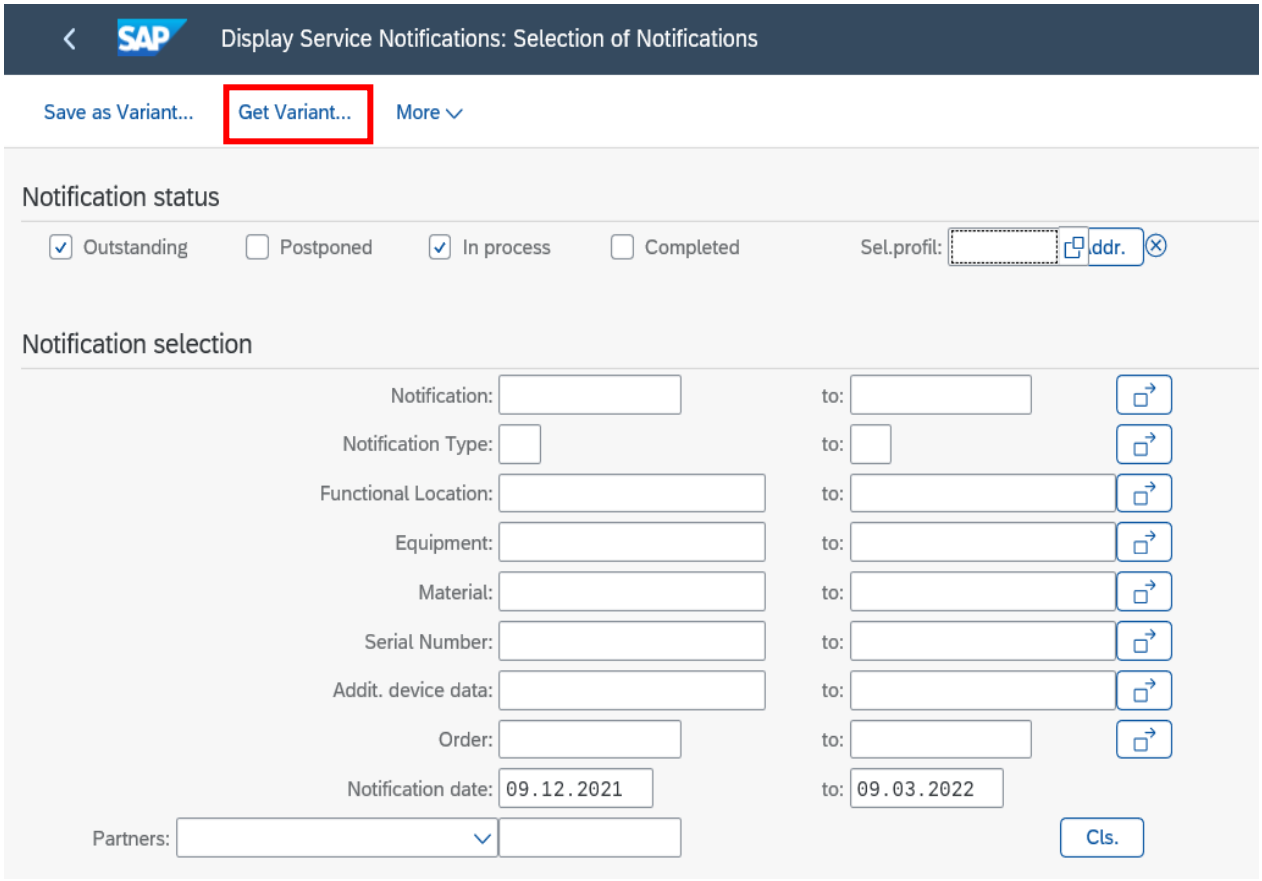
- This loads the Fiori Dashboard

- Click on the **School Reporting Transactions** tab, then click on the **IW59** app

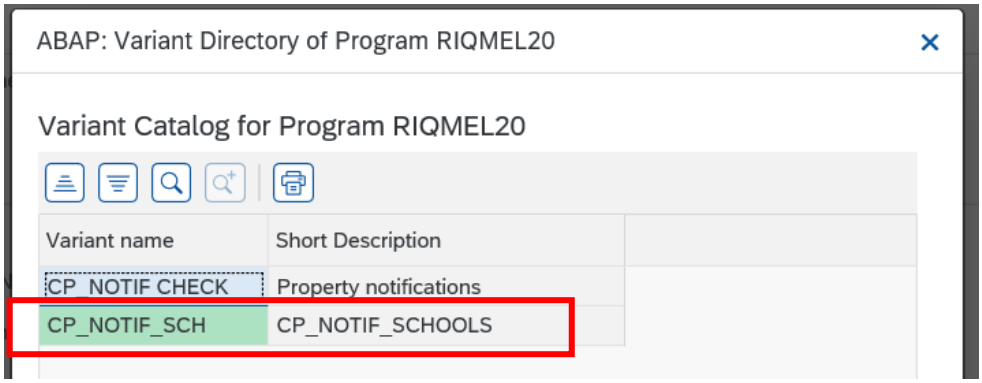


- You will now be in the **IW59** app screen.

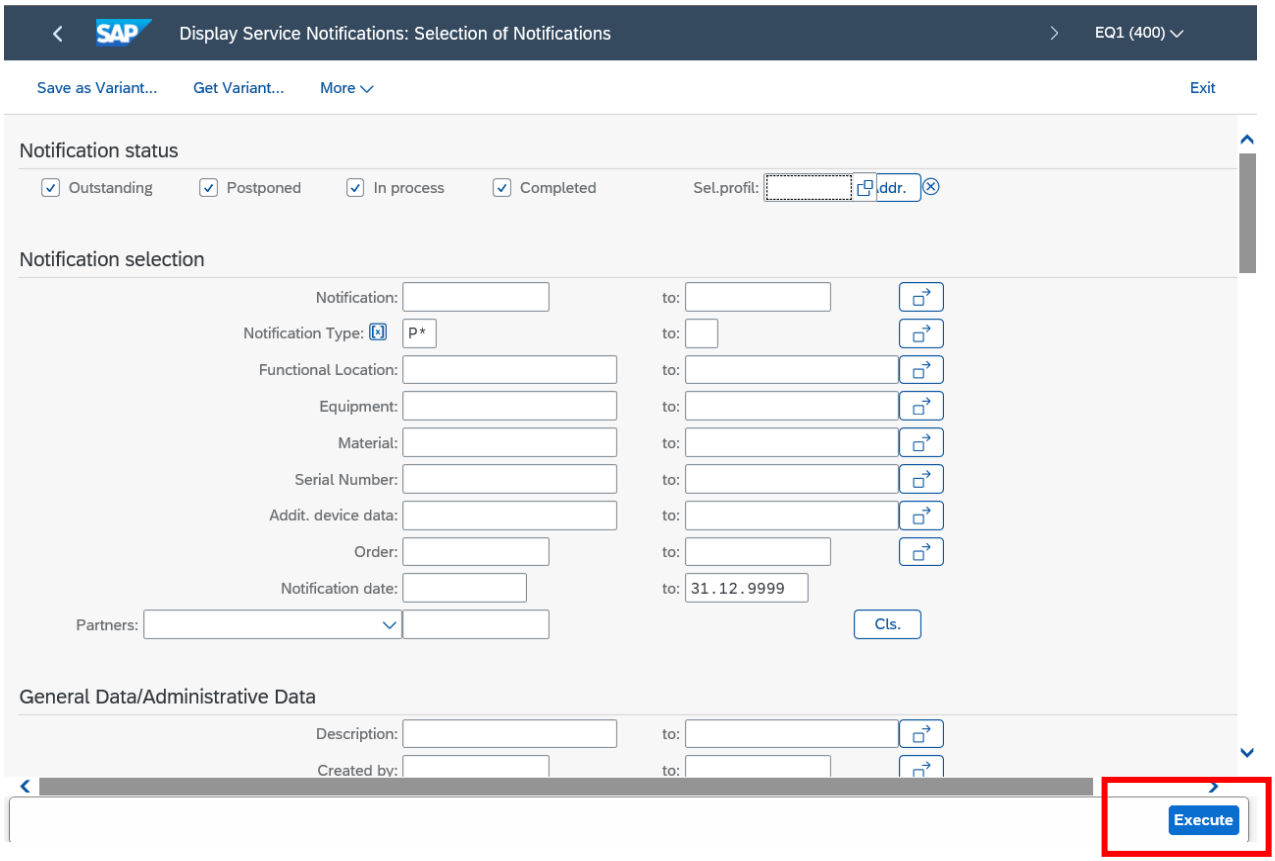
- On the following screen, click **Get Variant** on top menu bar



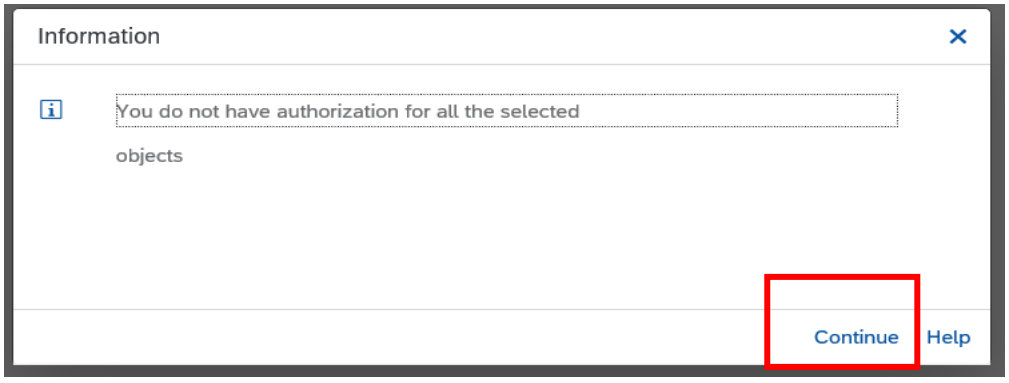
- Double click on the schools' variant **CP_NOTIF_SCHOOLS**



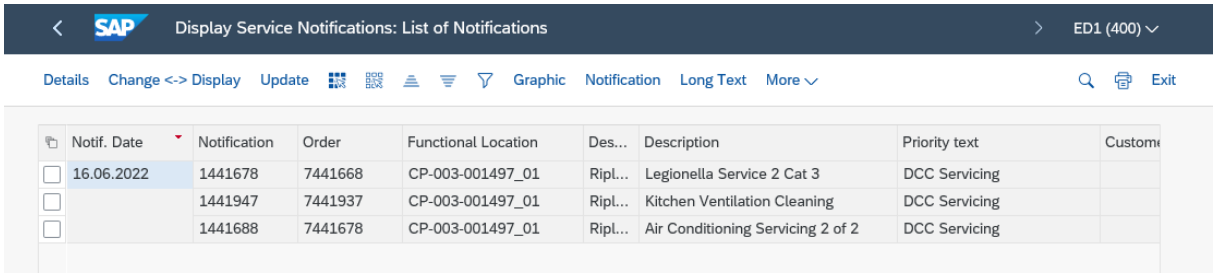
- You don't have to enter your cost centre, just click on **Execute**



- Click **Continue** to this message (it means you don't have access to every cost centre in SAP, just to your own)

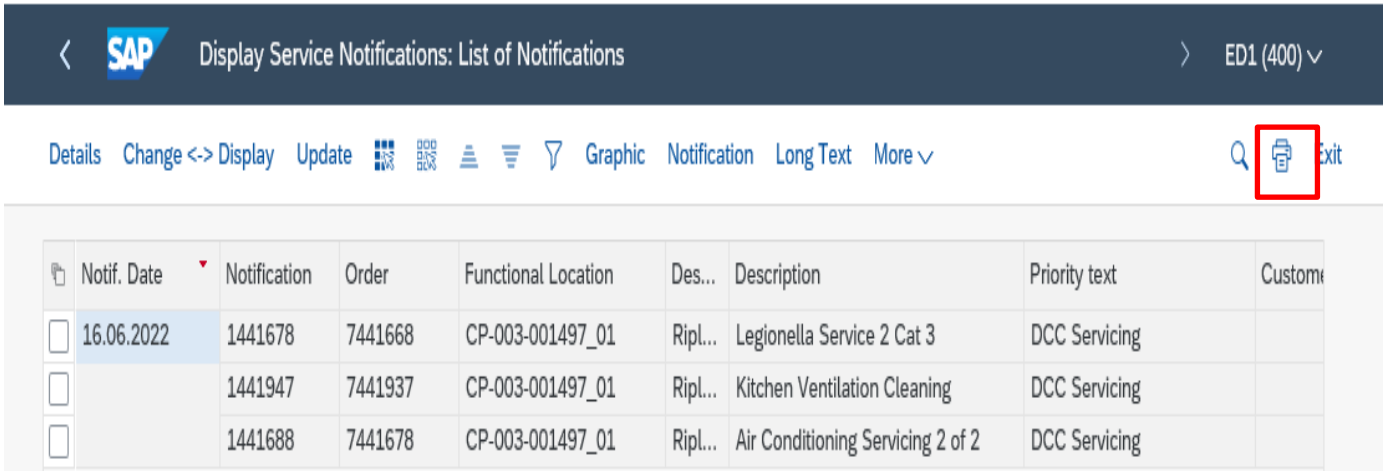


- Your school's job list is now displayed, showing completed jobs and outstanding ones. There is no charge displayed against the job on this report but you can use this with the S_ALR_87013611 report.

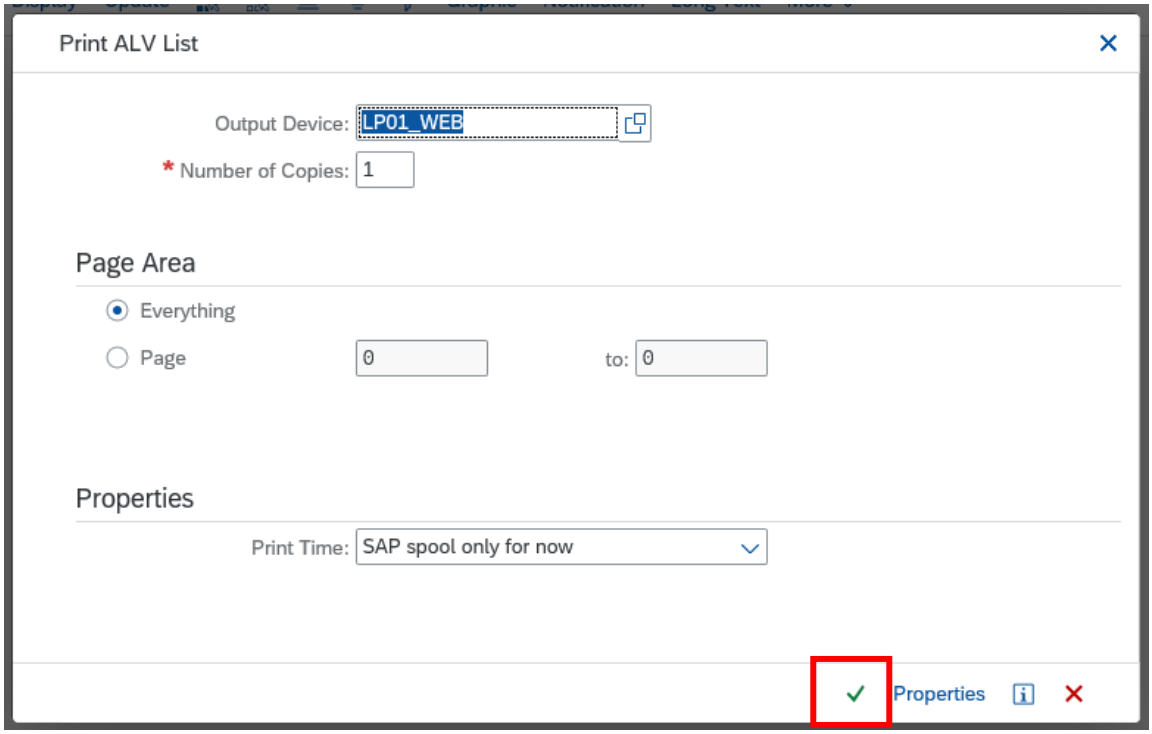


Section 2. Printing the report

- Click on the **Print** icon



- Click on the **green tick** in this screen



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