

Schools SAP training courses

The Budget Manager Support team deliver SAP training courses for schools throughout the school year.

We schedule the training sessions at the relevant times of the year to accommodate new SAP users and existing users.

If you see a course on the list that you haven't yet attended, please email us, the Budget Manager Support team at CST.budgetsupport@derbyshire.gov.uk for advice.

Training course title	Course reference:	Course content:
SAP Navigation:		
	NAV01	Navigating and setting up SAP
Cash Journals:		
	CJ01	Setting up the cash journal
	CJ02	Entering cash
	CJ03	Entering cheques
VIM invoices:		
	VIM01	Coding VIM invoices
	AP03	Approving VIM invoices
Payroll:		
	PYRL01	Payroll set up
	PYRL02	Entering additional hours
	PYRL03	Entering additional payments
	PYRL05	Entering absences
	PYRL06	Entering unpaid leave
	PYRL08	Payroll reports
	AP01	Approving Payroll
Customer invoices:		
	CINV01	Creating customer invoices
Journals:		
	RPT04	Creating journal transfers
	RPT05	Creating negotiated journals
	AP02	Approving journals
Inventory:		
	ODPT05	Entering/updating Inventory
	AP05	Entering write-offs
Statistical Internal Orders (SIOs):		
	RPT08	Introduction to SIOs
Reports:		
	RPT01	Essential reports
	RPT02	Using the KSB1
	RPT03	More about Essential reports
	RPT06	Procurement reports

	RPT07	Budget reports
	RPT12	SIO reports
	AP08	Approvers report overview
Uploading budget:		
	RPT10	Uploading a budget virement
	RPT11	SIO Budget upload