

Requesting SAP Fiori Access in SoUnified

SAP Fiori is a user interface which uses application tiles to capture standard tasks, such as reviewing financial reports, creating client invoices, invoice consolidation, facilities management billing, and financial adjustment requests.

- Note: Not all business segments use all SAP Fiori applications. Please speak with your manager or Segment Finance team if you are unsure whether you should request access to SAP Fiori.

SAP Fiori access is organized by user group as indicated in the SAP Fiori User Group chart. Prior to submitting any access requests, **please identify from the list of SAP Fiori applications, which corresponding user group you will need to request via the SoUnified access request form.**

Once you have identified the user group that you need, proceed with the instructions below to submit the **two required request forms** for each user group. Once you have SAP Fiori access to a user group, you will have access to all applications within the user group.

SAP Fiori User Group Chart

Fiori User Group	Fiori Applications In User Group	Fiori User Group	Fiori Applications In User Group
GENERAL	My Inbox User Access Review Cost Center Operating Report Manage Invoice GRC Role Validation	FM O2C	FM Billing FM Invoice Report Display Template Credit Memo Financial Adjustments
FOOD O2C	Billing Statistics Invoice Consolidation Catering Invoice Credit Memo Financial Adjustments Bank Remittance	FM P2P	Vendor Invoice Vendor Invoice Report Purchase Order Status Report Invoice Count PO Summary
E&R FINANCE	Invoice Consolidation Approve PO Track Purchase Order	FM PM	Change WBS Element Status Confirm Network Activity Confirm Project Milestone Project Billing
E&R FIELD	Rebill Order Manday Order Physical Inventory	FM MASTER	Commodity Code & GL Mapping Maximo Fiori Access Table

Instructions to Request SoUnified Security Access

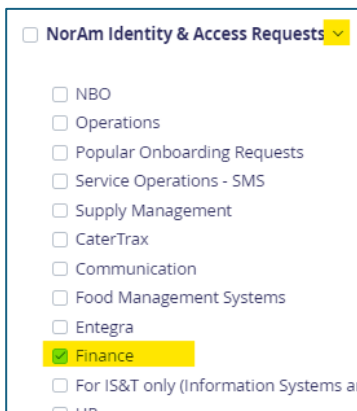
Important Reminder: You'll need to submit two SoUnified access requests.

To Submit Request #1:

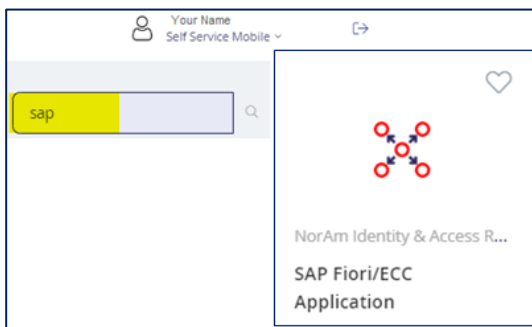
1. Log in to [SoUnified Self Service Portal](#)
 - a. Click on Sign in with G@Tes Authentication then enter your Sodexo credentials
 - b. Select role “Self-Service Mobile” and submit
2. Click on Service Catalog icon in left toolbar



3. Click the drop-down arrow for NorAm Identity & Access Requests and select **Finance** option



4. Type “**SAP**” into the search field or scroll down and click on the **SAP Fiori/ECC Application** tile (you can click the heart to save this form to your favorites). The form will automatically fill in your information as the requester.



5. Access will be assigned to the **Beneficiary**. If you are not the person who requires access, remove your name in the Beneficiary field, begin typing the last name of the user you are requesting access for, find them in the list and click to select. The form will automatically fill in the user’s information.
6. Scroll down to the **Request Details** and enter the required fields and the Notes field, using the chart below for reference.

- a. **Important Reminder:** You'll need to submit two SoUnified access requests. If you're submitting the first request, continue here. If you're submitting the second request, skip over the next step and proceed [To Submit Request #2 \(required!\)](#)
- b. In the **Instance-Client** field, select PE6 400.
- c. In the **Notes** field, type: 1 of 2 for app user group [insert your user group name].
- d. Complete all other fields per the Role Chart chart.

Request Details

SAP Application Information

Request Type *

Environment *

Instance-Client *

Role Owner *

Update Department/User Group *

Single Role Assigned

Notes

** See Chart

User Group *

Composite Role *

End Date

SAP Fiori Role Chart

User Group	Instance Client	Role Owner	Composite Role
GENERAL	PE6 400	Corinne Szabo	ZCBD:GENERAL_APPS
	PGW 400		ZCGW:GENERAL_APPS
FOOD O2C	PE6 400	Corinne Szabo	ZCBD:FOOD_O2C_APPS
	PGW 400		ZCGW:FOOD_O2C_APPS
FM O2C	PE6 400	Timothy Corneau	ZCBD:FM_O2C_APPS
	PGW 400		ZCGW:FM_O2C_APPS
FM P2P	PE6 400	Timothy Corneau	ZCBD:FM_P2P_APPS
	PGW 400		ZCGW:FM_P2P_APPS
FM PM	PE6 400	Natalie Bata	ZCBD:FM_PM_APPS
	PGW 400		ZCGW:FM_PM_APPS
ER FINANCE	PE6 400	Clayton Bellow Jr	ZCBD:ER_FINANCE_APPS
	PGW 400		ZCGW:ER_FINANCE_APPS
ER FIELD	PE6 400	Clayton Bellow Jr	ZCBD:ER_FIELD_APPS
	PGW 400		ZCGW:ER_FIELD_APPS
FM Master	PE6 400	Timothy Corneau	ZCBD:FM_MASTER_DATA_APPS
	PGW 400		ZCGW:FM_MASTER_DATA_APPS

7. When you are finished, click **Review & Submit**. If correct, click Submit.
 - a. Request will be sent to the manager for approval. (If the Requester is the approving manager, the request will automatically be approved and sent for processing.)

Once the access team fulfills the request, the beneficiary will be notified via email from “Sodexo-lsm.”

To Submit Request #2 (required!):

1. Follow [steps 1 – 5](#) above.
2. Scroll down to the **Request Details** and enter the required fields and the Notes field, using the chart below for reference.
 - a. In the **Instance-Client** field, select PGW 400
 - b. In the **Notes** field, type: 2 of 2 for app user group [insert your user group name].
 - c. Complete all other fields per the chart below.

The screenshot shows a 'Request Details' form with the following fields and values:

- SAP Application Information**
- Request Type ***: New/Update Access
- Environment ***: Production
- Instance-Client ***: **
- Role Owner ***: **
- Update Department/User Group ***: No
- Single Role Assigned**: Will auto-fill
- Notes**: 1 of 2 / 2 of 2 for app group "XXXX"
- User Group ***: **
- Composite Role ***: **
- End Date**: 12/30/9999

A red instruction **** See Chart** is placed between the Environment and Instance-Client fields. At the bottom, there are three buttons: **Save for Later**, **Review & Submit**, and **Cancel**.

SAP Fiori Role Chart

User Group	Instance Client	Role Owner	Composite Role
GENERAL	PE6 400	Corinne Szabo	ZCBD:GENERAL_APPS
	PGW 400		ZCGW:GENERAL_APPS
FOOD O2C	PE6 400	Corinne Szabo	ZCBD:FOOD_O2C_APPS
	PGW 400		ZCGW:FOOD_O2C_APPS
FM O2C	PE6 400	Timothy Corneau	ZCBD:FM_O2C_APPS
	PGW 400		ZCGW:FM_O2C_APPS
FM P2P	PE6 400	Timothy Corneau	ZCBD:FM_P2P_APPS
	PGW 400		ZCGW:FM_P2P_APPS
FM PM	PE6 400	Natalie Bata	ZCBD:FM_PM_APPS
	PGW 400		ZCGW:FM_PM_APPS
ER FINANCE	PE6 400	Clayton Bellow Jr	ZCBD:ER_FINANCE_APPS
	PGW 400		ZCGW:ER_FINANCE_APPS
ER FIELD	PE6 400	Clayton Bellow Jr	ZCBD:ER_FIELD_APPS
	PGW 400		ZCGW:ER_FIELD_APPS
FM Master	PE6 400	Timothy Corneau	ZCBD:FM_MASTER_DATA_APPS
	PGW 400		ZCGW:FM_MASTER_DATA_APPS

3. When you are finished, click **Review & Submit**. If correct, click Submit.
 - a. Request will be sent to the manager for approval. (If the Requester is the approving manager, the request will automatically be approved and sent for processing.)

Once the access team fulfills the request, the beneficiary will be notified via email from “Sodexo-Ism.”