Requesting SAP Fiori Access for E&R Finance User Group - SoUnified

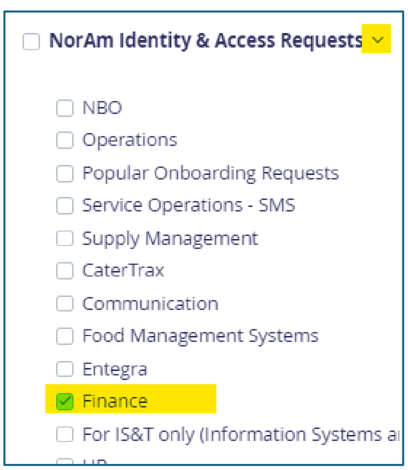
SAP Fiori is a user interface which uses application tiles to capture standard tasks, such as reviewing financial reports, creating client invoices, invoice consolidation and FM billing. Download the list of Fiori Applications.

Fiori Role Access	Fiori Applications In Each Role	Contact
E&R Finance	Invoice Consolidation, Approve PO, Track Purchase Order	Clayton.bellowJr@sodexo.com

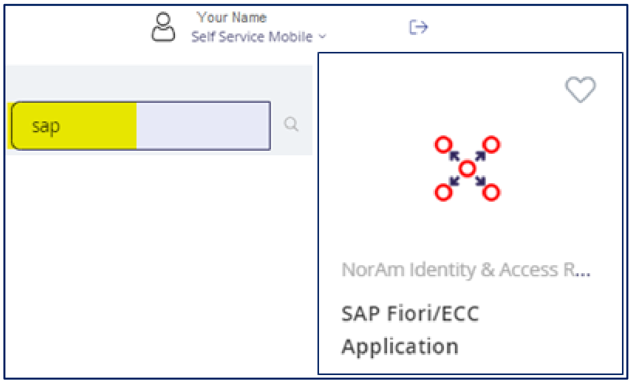
Beneficiary – Access will be assigned to the “Beneficiary”

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

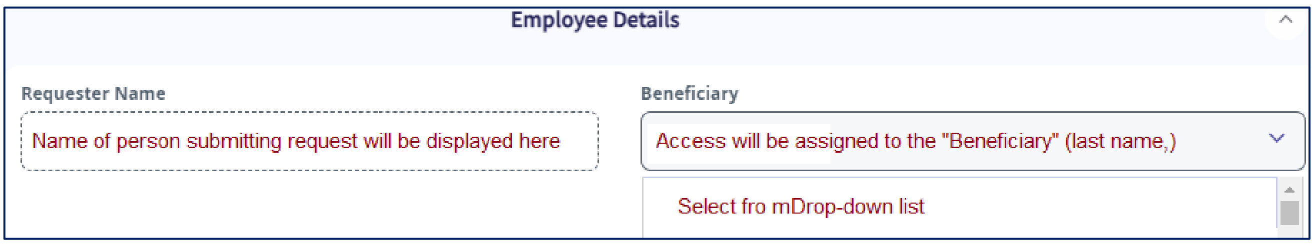
3. Click the drop-down arrow for NorAm Identity & Access Requests and select **Finance** option



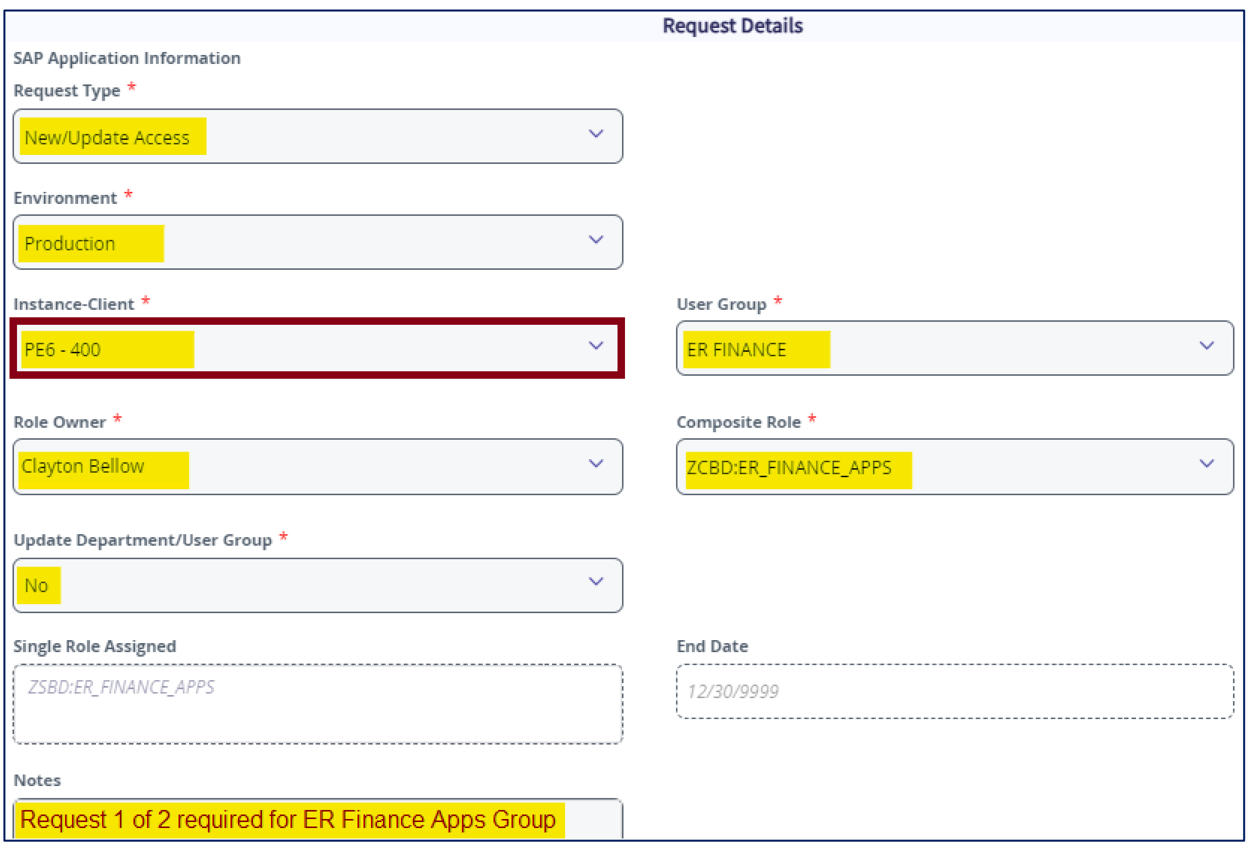
4. Type “**SAP**” into the search field or scroll down and click on the **SAP Fiori/ECC Application** tile (you can click the heart to save this form to your favorites). The form will automatically fill in your information as requester.



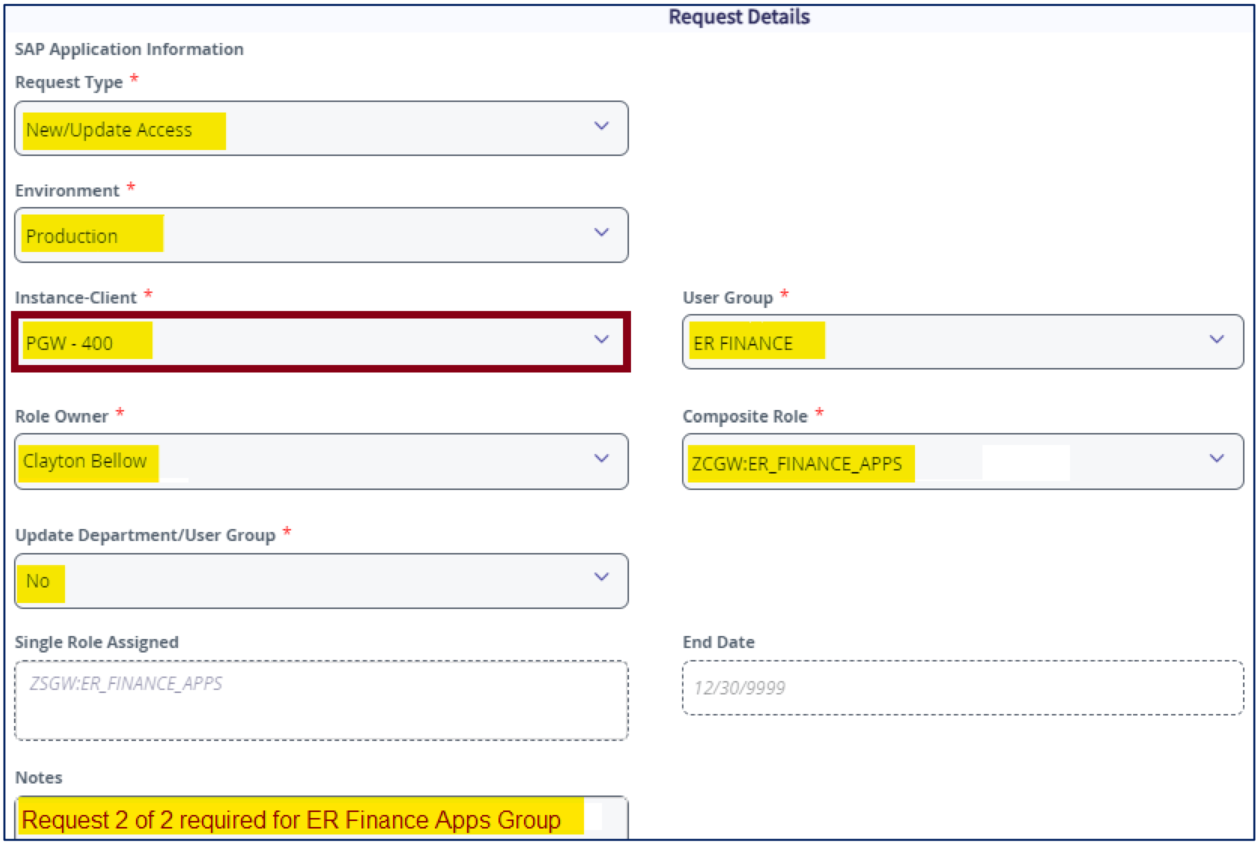
5. If you are not the Beneficiary for access, click in that field, remove your name, and begin typing the last name of the user you are requesting access for, find them in the list and click to select. The form will automatically fill in the user's information.



6. Scroll down to **Request Details**. **Each application group requires two requests**, PE6 400 and PGW 400.
    a. For **PE6 400 – add a note**, Request 1 of 2 required for E&R Finance Apps Group
    b. For **PGW 400 – add a note**, Request 2 of 2 required for E&R Finance Apps Group



7. When you are finished, click **Review & Submit**. If correct, click Submit.



Request Details

SAP Application Information

Request Type *

New/Update Access

Environment *

Production

Instance-Client *

PGW - 400

User Group *

ER FINANCE

Role Owner *

Clayton Bellow

Composite Role *

ZCGW:ER_FINANCE_APPS

Update Department/User Group *

No

Single Role Assigned

ZSGW:ER_FINANCE_APPS

End Date

12/30/9999

Notes

Request 2 of 2 required for ER Finance Apps Group

8. When you are finished, click **Review & Submit**. If correct, click Submit.
9. If you are not finished and need to wait, click **Save for Later** to return to the form at another time.
10. Request will be sent to the manager for approval.
    a. If the Requester is the approving manager, the request will automatically be approved and sent for processing.