

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](#).

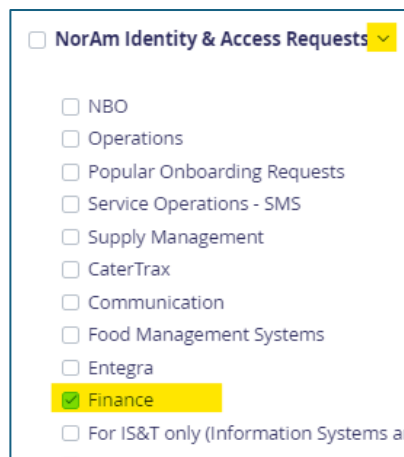
Fiori Role Access	Fiori Applications In Each Role	Contact
E&R Finance	Invoice Consolidation, Approve PO, Track Purchase Order	Clayton.bellowJr@sodexo.com

Beneficiary – Access will be assigned to the “Beneficiary”

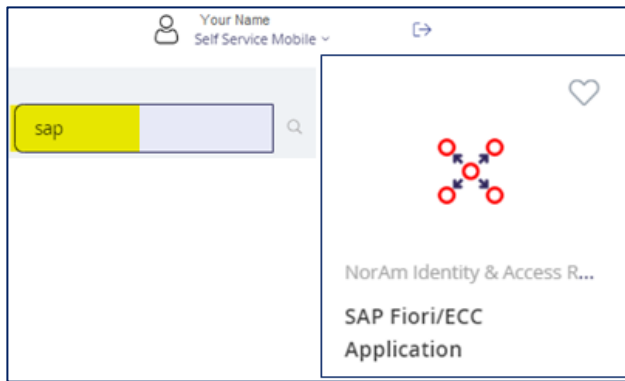
- Log in to [SoUnified Self Service Portal](#)
 - Click on Sign in with G@Tes Authentication then enter your Sodexo credentials
 - Select role “Self-Service Mobile” and submit
- Click on Service Catalog icon in left toolbar



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



- 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.



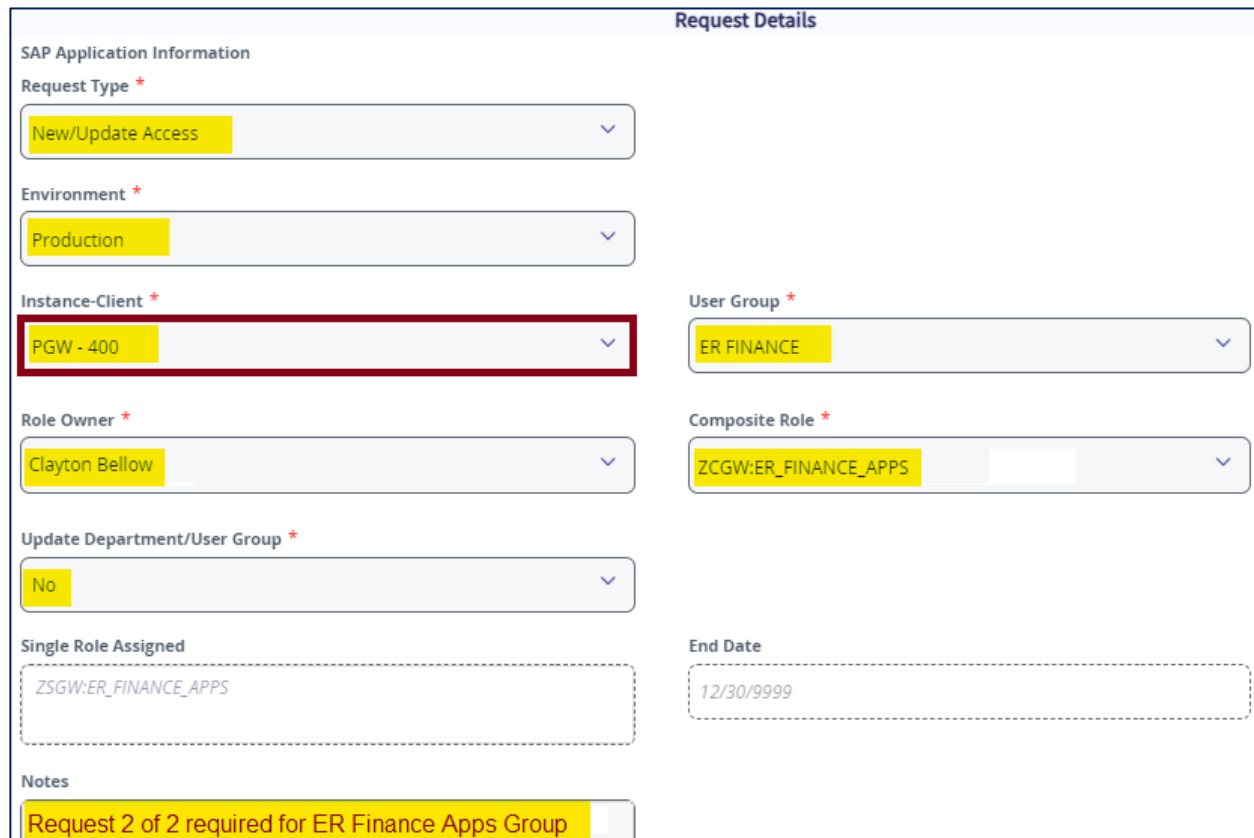
5. If you are not the Beneficiary for access, click in that field, remove your name, and begin typing the last name of the user you are requesting access for, find them in the list and click to select. The form will automatically fill in the user's information.

The screenshot shows a form titled 'Employee Details'. It has two main sections. The first section is 'Requester Name', which contains a text input field with a dashed border and the placeholder text 'Name of person submitting request will be displayed here'. The second section is 'Beneficiary', which contains a dropdown menu with the text 'Access will be assigned to the "Beneficiary" (last name,)' and a downward arrow. Below the dropdown menu is a smaller text input field with the placeholder text 'Select fro mDrop-down list'.

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

The screenshot shows a form titled 'Request Details'. It is divided into two columns. The left column contains the following fields: 'Request Type' (dropdown menu with 'New/Update Access'), 'Environment' (dropdown menu with 'Production'), 'Instance-Client' (dropdown menu with 'PE6 - 400', highlighted with a red border), 'Role Owner' (dropdown menu with 'Clayton Bellow'), 'Update Department/User Group' (dropdown menu with 'No'), 'Single Role Assigned' (text input field with 'ZSBD:ER_FINANCE_APPS'), and 'Notes' (text input field with 'Request 1 of 2 required for ER Finance Apps Group'). The right column contains the following fields: 'User Group' (dropdown menu with 'ER FINANCE'), 'Composite Role' (dropdown menu with 'ZCBD:ER_FINANCE_APPS'), and 'End Date' (text input field with '12/30/9999').

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



The screenshot shows the 'Request Details' form in SAP. The form is titled 'Request Details' and contains several sections:

- SAP Application Information**
 - Request Type ***: New/Update Access
 - Environment ***: Production
 - Instance-Client ***: PGW - 400 (highlighted with a red border)
 - Role Owner ***: Clayton Bellow
 - Update Department/User Group ***: No
 - Single Role Assigned**: ZSGW:ER_FINANCE_APPS
 - Notes**: Request 2 of 2 required for ER Finance Apps Group
- User Group ***: ER FINANCE
- Composite Role ***: ZCGW:ER_FINANCE_APPS
- End Date**: 12/30/9999

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.