



**WELCOME TO
SAP TRAINING!**



The SAP logo is located in the top-left corner. It consists of the letters 'SAP' in a bold, white, sans-serif font, set against a blue background that is a right-angled triangle pointing towards the top-right. A registered trademark symbol (®) is positioned to the right of the letters.

SAP


®

What is SAP?

A decorative graphic in the bottom-right corner of the slide. It features several overlapping, slanted rectangular bars in shades of blue and white, creating a sense of depth and movement.




SAP

- » Stands for **S**ystems **A**pplications and **P**roducts
 - » Has many modules including Accounting, Human Resources, Technology, etc.
 - » Provides the ability to interact with a common database
- 



What will you use SAP for?

- » Checking who is assigned to your building
 - » Viewing your site budget
 - » Approving time for employees
- 



LOGGING ON

SAP Logon 740

Log On Variable Logon... [OKP]

| Name | System Description | SID | Group/Server | I. |
|----------|--------------------|-----|--------------|----|
| AT&T OKP | | OKP | 100.67.0.79 | 00 |

< > [Progress Bar] < >

USER INFORMATION

User:

- » First Initial
- » Middle Initial
- » Last Name

Password:

- » Initial: welcome1
- » Set new password

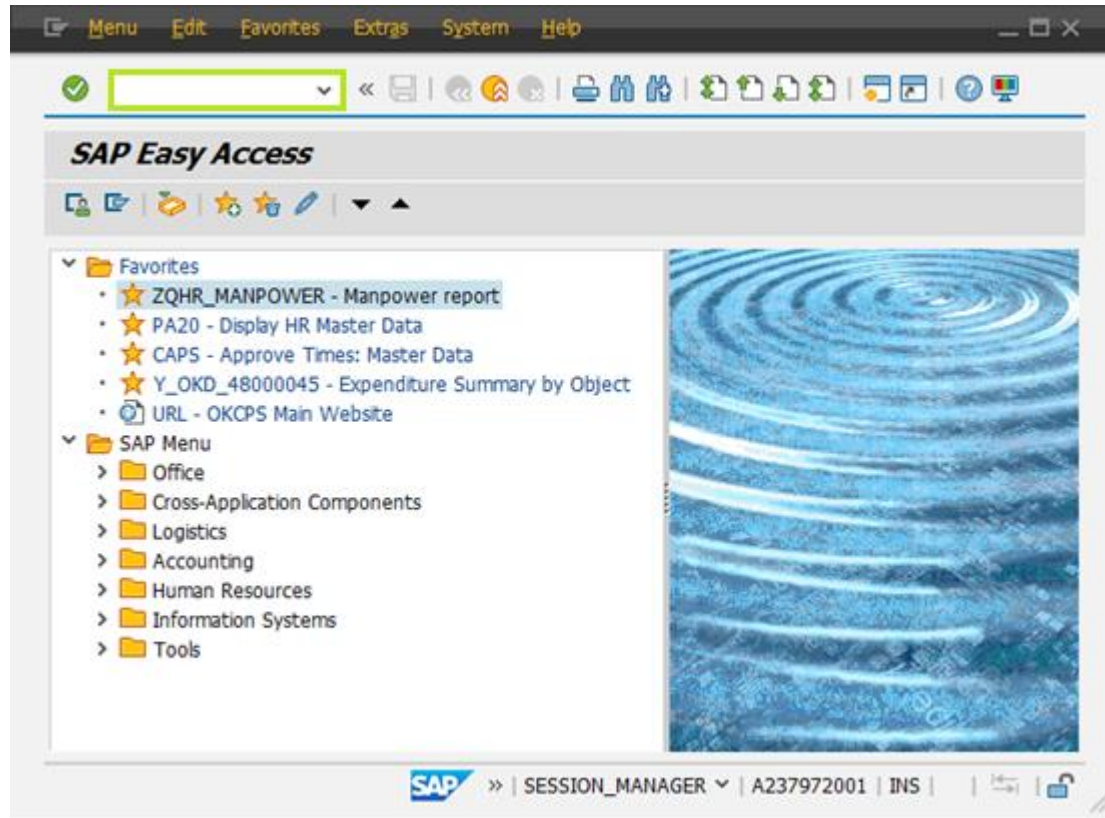
The screenshot shows the SAP User Information form. At the top, there are navigation tabs for 'User', 'System', and 'Help'. Below the tabs is a toolbar with various icons. The main content area is titled 'SAP' and 'New password'. The form contains several input fields: 'Client' with the value '130', 'User' with the value 'FMLAST', 'Password' with a masked value '*****', and 'Language' with the value 'EN'. On the right side, there is an 'Information' panel with an information icon and the text 'OKCPS PRODUCTION SYSTEM' and '130 - PRD Client'. At the bottom right, there is a status bar with the SAP logo, a double arrow icon, the text 'S000', a dropdown arrow, and the text 'A237982001'.

| | |
|----------|--------|
| Client | 130 |
| User | FMLAST |
| Password | ***** |
| Language | EN |

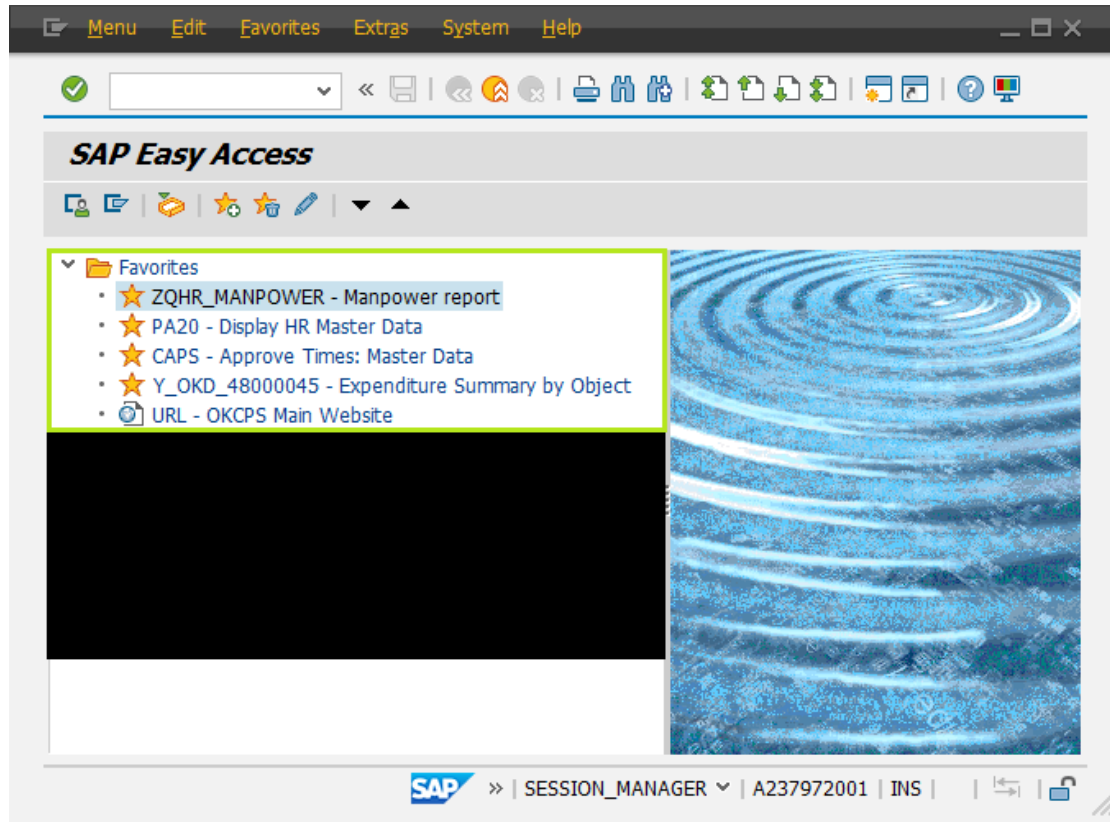
Information
OKCPS PRODUCTION SYSTEM
130 - PRD Client

SAP >> | S000 | A237982001

MAIN MENU



MAIN MENU



Menu Edit Favorites Extras System Help

SAP Easy Access

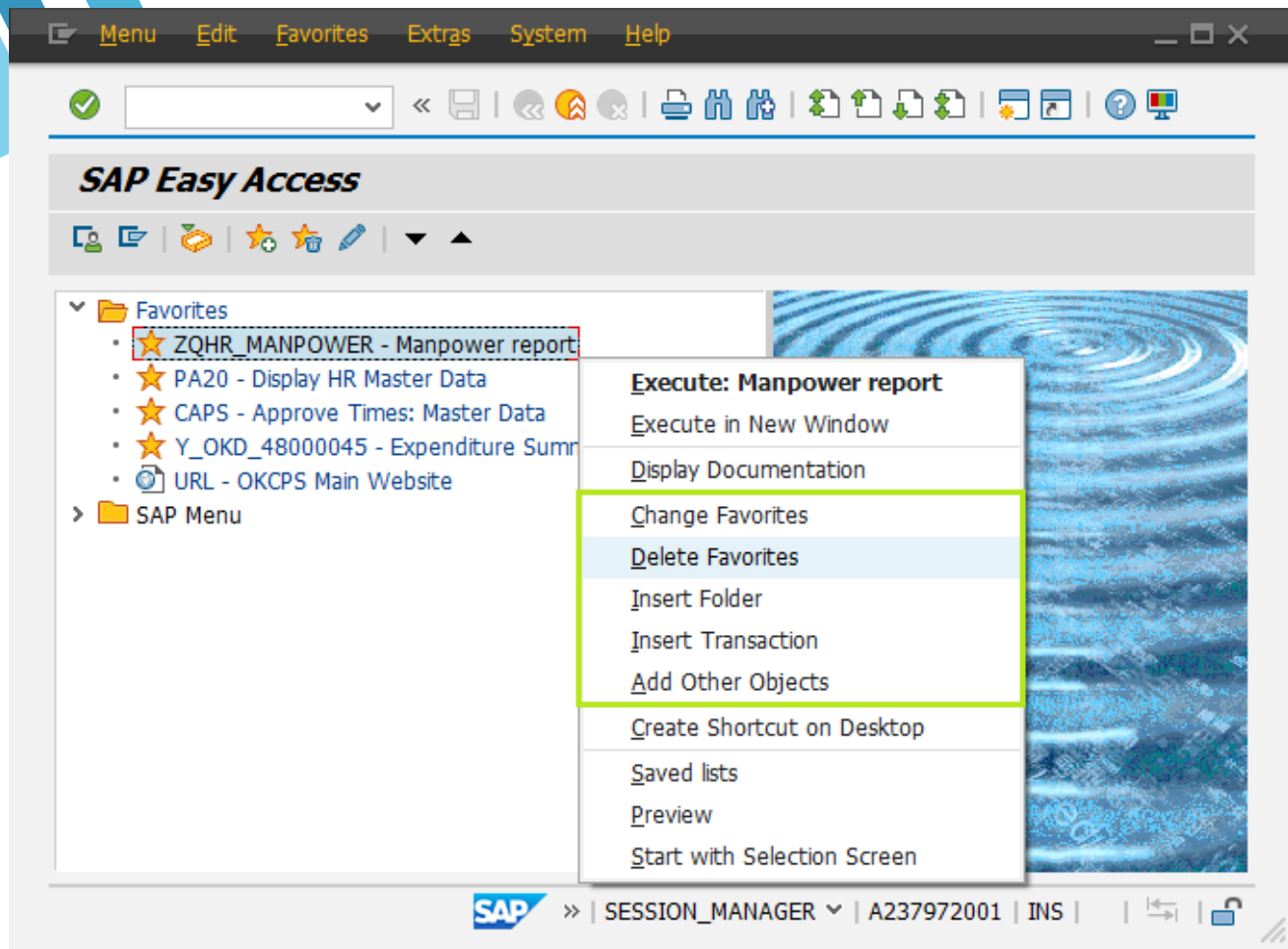
Favorites

- ★ ZQHR_MANPOWER - Manpower report
- ★ PA20 - Display HR Master Data
- ★ CAPS - Approve Times: Master Data
- ★ Y_OKD_48000045 - Expenditure Summ
- 📄 URL - OKCPS Main Website

SAP Menu

Execute: Manpower report
Execute in New Window
Display Documentation
Change Favorites
Delete Favorites
Insert Folder
Insert Transaction
Add Other Objects
Create Shortcut on Desktop
Saved lists
Preview
Start with Selection Screen

SAP >> | SESSION_MANAGER | A237972001 | INS |

The image shows a screenshot of the SAP Easy Access interface. At the top, there is a navigation bar with menu items: Menu, Edit, Favorites, Extras, System, and Help. Below this is a toolbar with various icons for navigation and actions. The main content area is titled 'SAP Easy Access' and contains a 'Favorites' section. A list of favorites is shown, with the first item, '★ ZQHR_MANPOWER - Manpower report', highlighted with a red dashed border. A context menu is open over this item, listing several actions such as 'Execute: Manpower report', 'Execute in New Window', 'Display Documentation', 'Change Favorites', 'Delete Favorites', 'Insert Folder', 'Insert Transaction', 'Add Other Objects', 'Create Shortcut on Desktop', 'Saved lists', 'Preview', and 'Start with Selection Screen'. The 'Delete Favorites' option is highlighted with a light blue background. At the bottom of the window, the SAP logo is visible on the left, and the status bar shows 'SESSION_MANAGER', 'A237972001', and 'INS'.

Menu Edit Favorites Extras System Help

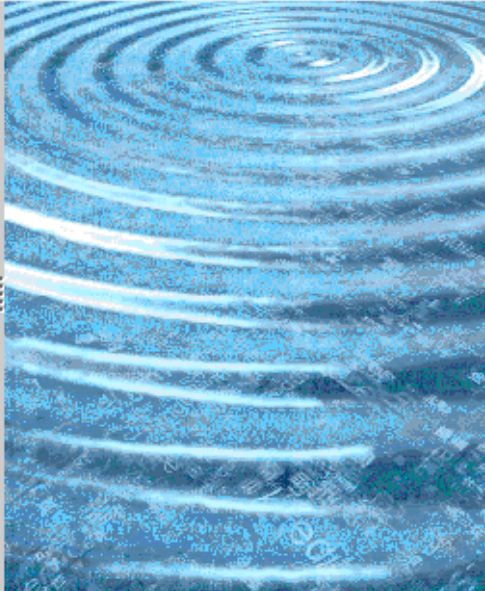
✓ [Dropdown] << [Save] [Back] [Home] [Close] [Print] [Home] [Home] [Refresh] [Refresh] [Refresh] [Refresh] [Print] [Print] [Help] [Monitor]

SAP Easy Access

[User] [Clipboard] [Home] [Star] [Star] [Pencil] [Dropdown] [Up]

- Favorites
- > SAP Men

- Open Folder
- Insert Folder
- Insert Transaction
- Add Other Objects



SAP >> | SESSION_MANAGER v | A237972001 | INS | [Navigation] [Lock]

Menu Edit Favorites Extras System Help

SAP Easy Access

OKQ(1)/130 Manual Entry of a Transaction

Transaction Code ZQHR_MANPOWER

SAP » | SESSION_MANAGER v | A237972001 | INS |

The image shows a screenshot of the SAP Easy Access web interface. At the top, there is a navigation bar with menu items: Menu, Edit, Favorites, Extras, System, and Help. Below this is a toolbar with various icons for navigation and actions. The main content area is titled "SAP Easy Access" and contains a sidebar with a tree view showing "Favorites" and "SAP Menu". A modal dialog box is open in the center, titled "OKQ(1)/130 Manual Entry of a Transaction". It has a text input field labeled "Transaction Code" containing the value "ZQHR_MANPOWER". The dialog box has a close button (X) in the top right corner and confirmation (checkmark) and cancellation (X) buttons in the bottom right corner. The background of the main interface features a blue and white abstract pattern of concentric circles. At the bottom of the window, there is a status bar with the SAP logo and session information: "» | SESSION_MANAGER v | A237972001 | INS |".

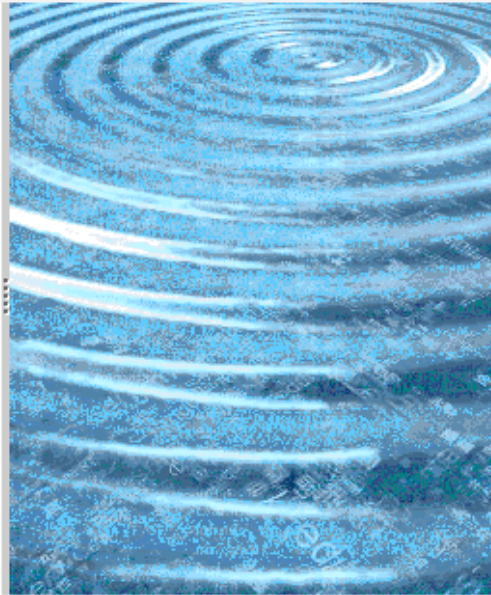
Menu Edit Favorites Extras System Help _ □ ×


✓ << Save ◀ Home ⊗ Print 👤 👤 🔄 📄 📄 📄 📄 📅 📅 ? 🖥️

SAP Easy Access

👤 📄 | 📦 ★ 🗑️ ✎ | ▼ ▲


- ▼ 📁 Favorites
 - ★ ZQHR_MANPOWER - Manpower report
- > 📁 SAP Menu



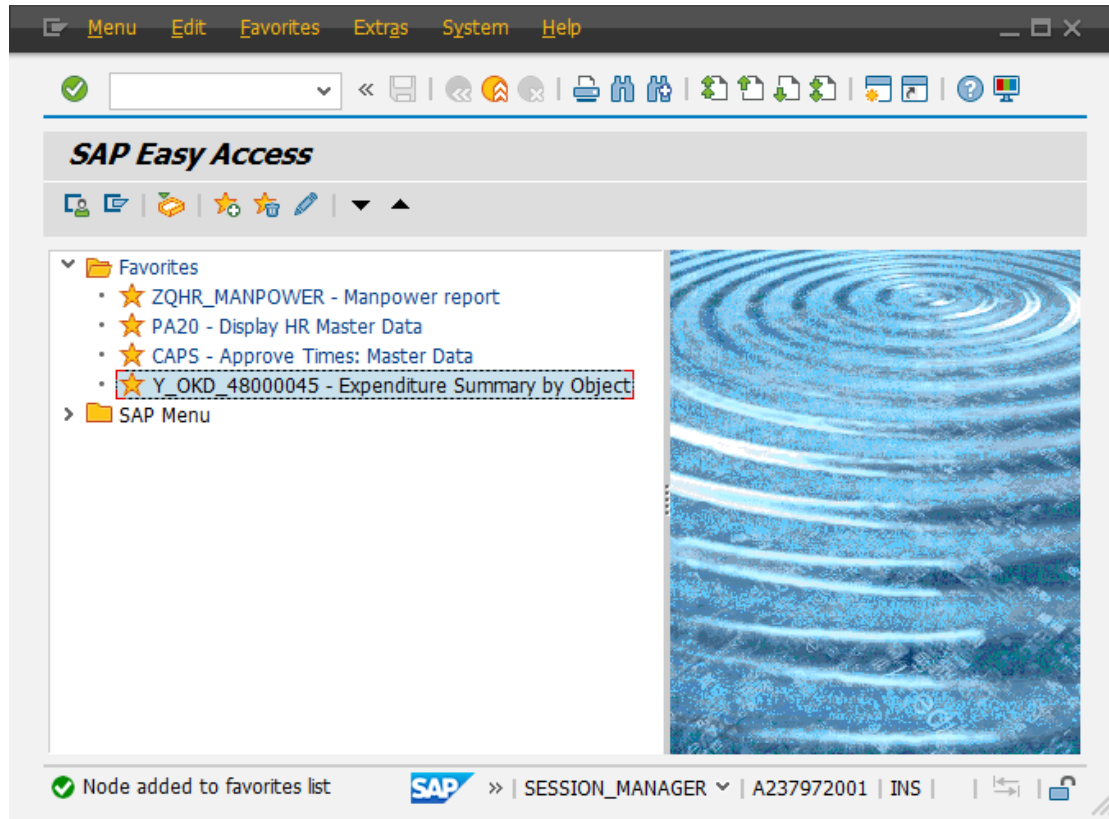
✓ Node added to favorites list |  >> | SESSION_MANAGER ▼ | A237972001 | INS | ↕ 🔒



Insert the following t-codes:

- » ZQHR_MANPOWER
 - » PA20
 - » CAPS
 - » Y_OKD_48000045
- 

MAINTAINING FAVORITES

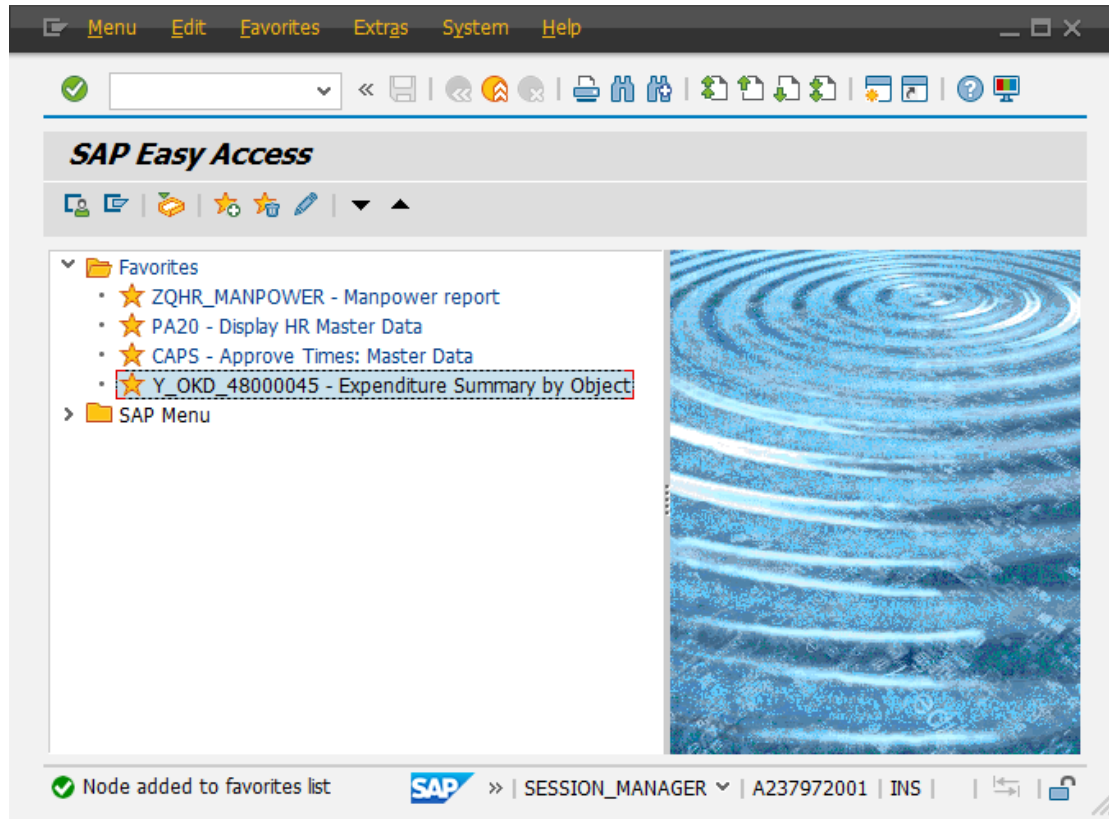


The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP Easy Access' and contains a toolbar with icons for home, search, and other functions. On the left, there is a 'Favorites' list with the following items:

- ★ ZQHR_MANPOWER - Manpower report
- ★ PA20 - Display HR Master Data
- ★ CAPS - Approve Times: Master Data
- ★ Y_OKD_48000045 - Expenditure Summary by Object

The item 'Y_OKD_48000045 - Expenditure Summary by Object' is highlighted with a red dashed box. Below the list is a 'SAP Menu' folder. On the right side of the interface, there is a large image of a blue and white circular pattern. At the bottom, there is a status bar with a green checkmark and the text 'Node added to favorites list', followed by the SAP logo and session information: 'SESSION_MANAGER | A237972001 | INS'.

MAINTAINING FAVORITES

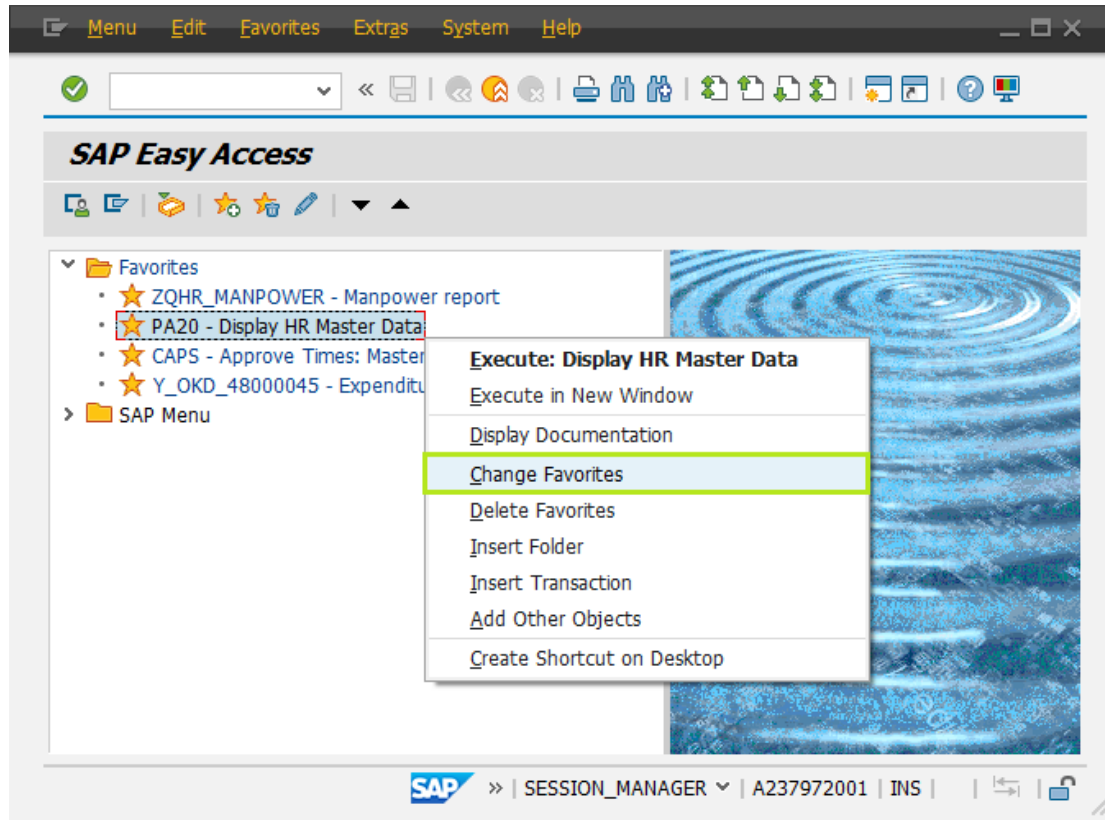


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MAINTAINING FAVORITES



MAINTAINING FAVORITES

The image shows a screenshot of the SAP Easy Access interface. The main window is titled "SAP Easy Access" and features a menu bar with "Menu", "Edit", "Favorites", "Extras", "System", and "Help". Below the menu bar is a toolbar with various icons. The "Favorites" section is expanded, showing a list of favorites:

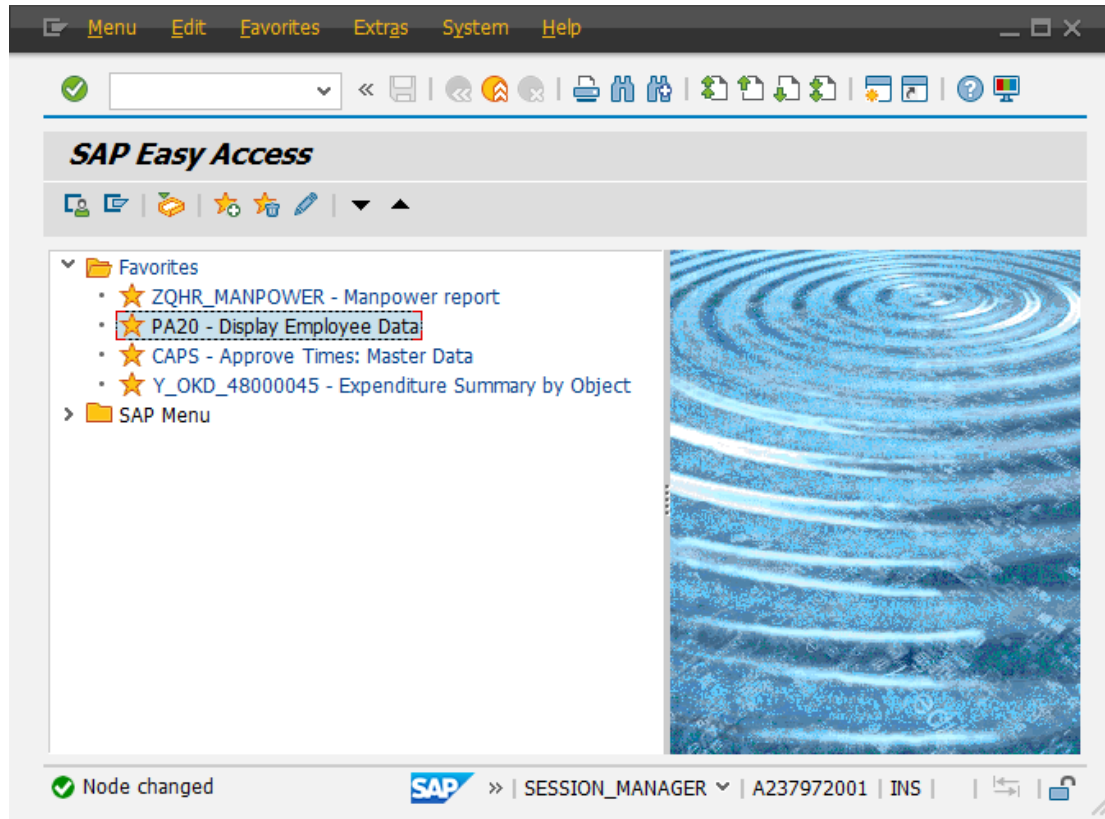
- ★ ZQHR_MANPOWER - Manpower report
- ★ PA20 - Display HR Master Data
- ★ CAPS - Approve Times: Master Data
- ★ Y_OKD_48000045 - Expenditure Summary by Object

The "PA20 - Display HR Master Data" item is highlighted with a red dashed box. To the right of the list is a decorative image of blue concentric circles.

Overlaid on the bottom of the main window is a dialog box titled "OKQ(1)/130 Change a Favorite". It contains a "Text" field with the value "Display Employee Data" and a red dashed box around the text. The dialog box has a green checkmark icon and a red 'X' icon in the bottom right corner.

At the bottom of the main window, the SAP logo is visible, followed by the text "SESSION_MANAGER" and "A237972001 | INS".

MAINTAINING FAVORITES



The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP Easy Access' and contains a 'Favorites' folder. The 'Favorites' folder is expanded, showing a list of items:

- ★ ZQHR_MANPOWER - Manpower report
- ★ PA20 - Display Employee Data
- ★ CAPS - Approve Times: Master Data
- ★ Y_OKD_48000045 - Expenditure Summary by Object

The 'PA20 - Display Employee Data' item is highlighted with a red dashed box. To the right of the list is a large image of blue concentric ripples. At the bottom of the window, there is a status bar with a green checkmark, the text 'Node changed', the SAP logo, and session information: 'SESSION_MANAGER | A237972001 | INS'.

MANPOWER REPORT

Program Edit Goto System Help

Manpower report

Objects

| | | |
|---------------|----|--------------|
| Plan version | 01 | Current plan |
| Object type | S | Position |
| Object ID | | |
| Search Term | | |
| Object status | 1 | Active |

Data status

Set structure conditions

Reporting period

Today All

Current month Past

Current Year Future

Key date

Other period

Additional selections

| | | | |
|-----------|------------|----|--|
| Key Date | 03/07/2017 | | |
| OCAS OPU | 084 | to | |
| OCAS Fund | | to | |
| Function | | to | |
| Job Class | | to | |
| Program | | to | |
| Subject | | to | |

Function / Job Class

Personnel Sub Area

Teacher Certification Number

With Header

SAP

PA20

HR master data Edit Goto Extras Utilities(M) Settings System Help

Display HR Master Data

Personnel no. =n.lastname.firstname

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

HR Employment | HR Other Infotypes | Workshop | Benefits | Time Mana...

Infotype text s..

- Actions
- Personal Data
- Organizational Assignment
- Addresses
- Planned Working Time
- Basic Pay
- Bank Details
- Date Specifications
- Absence Quotas

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype STy

PA20

HR master data Edit Goto Extras Utilities(M) Settings System Help

Display HR Master Data

Personnel no. 21942

Name Mr David - Trieu

| | | | | | |
|-------------|----|-----------------|-----------|-----|----------------|
| EE group | 1 | Reg FT Benefits | Pers.area | 040 | Central Office |
| EE subgroup | 41 | CO Adm | Subarea | 15 | 12MYR24824 |

HR Employment | HR Other Infotypes | Workshop | Benefits | Time Mana...

| | |
|---------------------------|-----|
| Infotype text | s.. |
| Actions | ✓ |
| Personal Data | ✓ |
| Organizational Assignment | ✓ |
| Addresses | ✓ |
| Planned Working Time | ✓ |
| Basic Pay | |
| Bank Details | |
| Date Specifications | ✓ |
| Absence Quotas | |

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype STy

Infotype Edit Goto Extras System Help

Display Organizational Assignment (0001)

Org Structure

Personnel No 21942 Name Mr David - Trieu

EE group 1 Reg FT Benefits Personnel ar 040 Central Office

EE subgroup 41 CO Adm Pers. subare 15 12MYR24824

Start 10/10/2016 to 12/31/9999 Chng 10/05/2016 AJSTROLLE

Enterprise structure

| | | | | |
|-----------|---------|-----------------------|------------|-----------------|
| CoCode | I089 | Oklahoma City ISD #89 | Leg.person | |
| Pers.area | 040 | Central Office | Subarea | 15 12MYR24824 |
| Cost Ctr | 8411000 | Emp Rel-GF-Noncat | Bus. Area | 11 General Fund |

Personnel structure

| | | | | | |
|-------------|----|-----------------|-----------|----|---------------------|
| EE group | 1 | Reg FT Benefits | Payr.area | SC | Semi-Mo: Concurrent |
| EE subgroup | 41 | CO Adm | Contract | | |

Organizational plan

| | |
|------------|-----------------------|
| Percentage | 100.00 |
| Position | 50010378 SAP Analyst |
| | SAP Business Analyst |
| Job key | 00005390 2511109 |
| | Non-Certified Manager |
| Org. Unit | 00000084 00000084 |
| | Human Resources |
| Org.key | 040 0008411000 |

Administrator

| | | |
|-----------|-----|----------------------|
| PersAdmin | P01 | Payroll administrato |
| Time | | |
| PayrAdmin | P01 | Payroll administrato |

MANPOWER REPORT

Program Edit Goto System Help

Manpower report

Objects

| | | |
|---------------|----|--------------|
| Plan version | 01 | Current plan |
| Object type | S | Position |
| Object ID | | |
| Search Term | | |
| Object status | 1 | Active |

Data status

Set structure conditions

Reporting period

Today All

Current month Past

Current Year Future

Key date

Other period

Additional selections

| | | | |
|-----------|------------|----|--|
| Key Date | 03/07/2017 | | |
| OCAS OPU | 084 | to | |
| OCAS Fund | | to | |
| Function | | to | |
| Job Class | | to | |
| Program | | to | |
| Subject | | to | |

Function / Job Class

Personnel Sub Area

Teacher Certification Number

With Header

SAP



Manpower report



03/07/2017 04:28:45

Oklahoma City Public Schools Manpower Report

Fund: 11000 - GF-Non Categorical / 21000 - BF-Non Categor / 22385 - CNS-Child Nutrition
 Fund Center: 084
 Key Date: 03/07/2017

| Position | Position Description | Cost Ctr | Order | % Dist | FTE | Site FTE | EEGrp | EE Group | ESgrp | Name of EE subgrp | Pers.No. | Employee Name | Senior. |
|----------|--|----------|-------|--------|--------|----------|-------|-----------------|-------|---------------------|----------|------------------------------|----------|
| 3098 | Human Resources Temp | 8411000 | | 100.00 | 100.00 | 1.00 | 6 | Sub wo Benefits | 51 | Classified EE(n/ex) | 6542 | Ms Cindy K Price | 09/16/20 |
| 5116 | HR Executive Secretary III | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | 595 | Ms Teresa L Sneed | 09/12/19 |
| 5610 | HR Manager - Benefits | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 47 | Prof Tech | 21912 | Ms Kathleen - Underwood | 09/19/20 |
| 6163 | HR Benefits Specialist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | | Vacant since date 09/01/2016 | |
| 50001077 | Compensation Specialist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | 19752 | Ms Rachelle A Lagunes | 09/16/20 |
| 50002326 | HR Employee Engagement Administrator | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 40 | Cert CO Adm | 17924 | Ms Jessica Y Russell | 12/03/20 |
| 50002431 | Director of Compensation/Benefits | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 21039 | Ms Stephanie - Webb | 08/27/20 |
| 50002435 | Benefits Specialist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | 18027 | Mr Samuel - Garcia | 01/28/20 |
| 50003726 | HR Manager - Compensation | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 21245 | Ms Linda K Marsh | 11/16/20 |
| 50003803 | Employee Engagement Generalist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 47 | Prof Tech | 21482 | Ms Ta'Chelle - Jones | 02/15/20 |
| 50004407 | Director of Employee Relations | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 14672 | Ms Carolyn J Gray | 08/17/20 |
| 50007974 | Employee Engagement Generalist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 47 | Prof Tech | 22006 | Ms Elgina R Saddyberry | 12/12/20 |
| 50008551 | HRIS Specialist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | 21521 | Mr Austin J Strolle | 03/23/20 |
| 50008553 | HR Manager of Employee Engagement | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 21211 | Ms Dana N Leach | 10/19/20 |
| 50008554 | HRIS Specialist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | 17655 | Ms Caroline F Hunt | 09/04/20 |
| 50008555 | Compensation Analyst | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 47 | Prof Tech | 21231 | Ms Cassandra A Marlar | 11/03/20 |
| 50008557 | Employee Engagement Generalist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | | Vacant since date 08/16/2016 | |
| 50008588 | Director Risk Management | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 19134 | Ms Cynthia A Hays | 02/27/20 |
| 50009133 | Chief Human Resource Officer | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 20227 | Ms Janis F Perrault | 01/13/20 |
| 50009187 | Workers Compensation Specialist | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 48 | Prof Tech(n/ex) | 21988 | Ms Alejandra M Alvizo | 11/21/20 |
| 50009208 | HRIS Manager | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 41 | CO Adm | 4200 | Ms Laurie A Coleman | 12/04/19 |
| 50009294 | Organizational Development Administrator | 8411000 | | 100.00 | 100.00 | 1.00 | 1 | Reg FT Benefits | 47 | Prof Tech | 19365 | Ms Dale Ann - Slaughter | 07/14/20 |

MAIN MENU

The screenshot displays the SAP Easy Access main menu. At the top, there is a menu bar with options: Menu, Edit, Favorites, Extras, System, and Help. Below the menu bar is a toolbar with various icons for navigation and actions. The main content area is titled "SAP Easy Access" and features a sidebar on the left with a "Favorites" list. The list includes:

- ★ ZQHR_MANPOWER - Manpower report
- ★ PA20 - Display HR Master Data
- ★ CAPS - Approve Times: Master Data
- ★ Y_OKD_48000045 - Expenditure Summary by Object

The item "Y_OKD_48000045 - Expenditure Summary by Object" is highlighted with a red dashed border. Below the favorites list is a "SAP Menu" folder. To the right of the sidebar is a large image showing a blue, textured surface with concentric ripples. At the bottom of the window, a status bar shows a green checkmark, the text "Node added to favorites list", the SAP logo, and session information: "SESSION_MANAGER" (with a dropdown arrow), "A237972001", and "INS".

BUDGET REPORT

Program Edit Goto System Help

✓ [dropdown] << [save] [refresh] [undo] [redo] [print] [copy] [paste] [delete] [help] [info] [language]

Expenditure Summary by Object (Annual Budget)

🔄 📄

Selection criteria

| | | | | |
|----------------------------|---------|----|---------|------------|
| Fiscal year | 2017 | | | |
| Period for Assigned amount | 1 | to | 9 | |
| Cost center | [input] | to | [input] | [dropdown] |
| OR | | | | |
| Fund | [input] | to | [input] | [dropdown] |
| Fund center | 084 | to | [input] | [dropdown] |
| Object | [input] | to | [input] | [dropdown] |

Object summarization level [input] 1

show detail by FM fund

Type of budget and expenditures to be displayed

Both c/f and current
 Only c/f budget and expenses
 Only current budget and exps

Display Option

Enable ALV Grid Display

Expenditure Summary by Object (Annual Budget)

| | | |
|--|---------------------------------------|-------------------|
| Company : I089 | Oklahoma City ISD #89 | Date : 03/07/2017 |
| Program Id : ZPFIR010_EXP_SUMMARY_OBJECT | Summary by Object (Annual Budget) | Time : 04:36:41 |
| Requested By : SAPDEC16 | All Funds | Page : 1 |
| | Fund Center (OPU) 084 | |
| | to 009 of 2017 (only Current, no C/F) | |

| 1-digit Object and Description | Fu Reservation | Fund | Pre- encumbrance | Encumbrance | Accounts Payable | Payments Issued | Other Transactions | Total Assigned | Balance Remaining | % Used |
|---|-------------------|-------------|---------------------|-------------------|---------------------|---------------------|-----------------------|---------------------|----------------------|--------------|
| 1xx PERSONNEL SVCS-SALARIES | | 0.00 | 0.00 | 705,530.93 | 0.00 | 807,380.22 | 0.00 | 1,512,911.15 | 2,711.55 | 99.82 |
| 2xx PERSONNEL SVC EMPLOY BEN | | 0.00 | 0.00 | 183,685.89 | 0.00 | 296,505.52 | 374.80 | 480,566.21 | 47,566.21- | 110.99 |
| 3xx CONTRACTED SERVICES | | 0.00 | 900.00 | 53,969.77 | 0.00 | 139,887.32 | 0.00 | 194,757.09 | 15,899.00 | 92.45 |
| 4xx PURCHASE PROPERTY SERVICES | | 0.00 | 0.00 | 0.00 | 0.00 | 1,853.08 | 0.00 | 1,853.08 | 355.15 | 83.92 |
| 5xx OTHER PURCHASED SERVICES | | 0.00 | 465.99 | 10,452.64 | 29,600.00 | 3,576.36 | 0.00 | 44,094.99 | 900.00 | 98.00 |
| 6xx Supplies | | 0.00 | 0.00 | 423.99 | 0.00 | 4,988.38 | 0.00 | 5,412.37 | 630.38 | 89.57 |
| 8xx OTHER OBJECTS | | 0.00 | 0.00 | 3,625.00 | 0.00 | 475.00 | 0.00 | 4,100.00 | 151,192.10 | 2.64 |
| EXP TOTAL EXPENSES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | n/a |
| ** Total for OCAS Fund 11 General Fund | | 0.00 | 1,365.99 | 957,688.22 | 29,600.00 | 1,254,665.88 | 374.80 | 2,243,694.89 | 124,121.97 | 94.76 |

MAIN MENU

The screenshot displays the SAP Easy Access main menu. At the top, there is a menu bar with options: Menu, Edit, Favorites, Extras, System, and Help. Below the menu bar is a toolbar with various icons for navigation and actions. The main content area is titled "SAP Easy Access" and features a sidebar on the left with a "Favorites" folder. The "Favorites" folder is expanded, showing a list of items:

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- ★ PA20 - Display HR Master Data
- ★ CAPS - Approve Times: Master Data
- ★ Y_OKD_48000045 - Expenditure Summary by Object

The item "Y_OKD_48000045 - Expenditure Summary by Object" is highlighted with a red dashed border. Below the "Favorites" folder is a "SAP Menu" folder. To the right of the sidebar is a large image of a blue, textured, circular pattern resembling ripples in water. At the bottom of the window, there is a status bar with a green checkmark icon and the text "Node added to favorites list". To the right of this text is the SAP logo, followed by a double arrow icon and the text "SESSION_MANAGER". Further right is a dropdown menu showing "A237972001 | INS".

Program Edit Goto System Help

Time Sheet: Approve Times (Selection by Master Data)

Further selections

Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Selection

| | | |
|------------------------------|---------------------------------|--|
| Personnel Number | <input type="text"/> | |
| Employment status | <input type="text" value="3"/> | |
| Employee group | <input type="text"/> | |
| Employee subgroup | <input type="text"/> | |
| Organization key | <input type="text"/> | |
| Payroll area | <input type="text"/> | |
| Controlling area | <input type="text"/> | |
| Cost center | <input type="text"/> | |
| Organizational unit | <input type="text" value="84"/> | |
| Supervisor area | <input type="text"/> | |
| Administrator group | <input type="text"/> | |
| Time recording administrator | <input type="text"/> | |
| Administrator group: time | <input type="text"/> | |

Options

Display released data
 Display all days and pers. nos
 Send notification of rejection

CAPS

List Edit Goto Settings Extras System Help

General Hierarchy Display

| Exception | Pers.No. | Empl./Appl.Name | Date | Hours | Send. Cctr | ActTyp | Rec. Cctr | A/A type | AttAbsTxt | Name | Changed by | Last change |
|-----------|----------|---------------------|------------|-------|------------|--------|-----------|----------|------------|----------|------------|-------------|
| ○○■ | 595 | Ms Teresa L Sneed | 03/02/2017 | 2.50 | | | | 2040 | Bonus Time | Approved | JFPERRAULT | 03/06/2017 |
| ○○■ | 4200 | Ms Laurie A Coleman | 03/01/2017 | 8.00 | | | | 0010 | Vacation | Approved | JFPERRAULT | 03/06/2017 |
| ○○■ | 16140 | Ms Anne M Swan | 03/01/2017 | 8.00 | | | | 0010 | Vacation | Approved | JFPERRAULT | 03/06/2017 |
| ○○■ | 16140 | Ms Anne M Swan | 03/02/2017 | 8.00 | | | | 0010 | Vacation | Approved | JFPERRAULT | 03/06/2017 |
| ○○■ | 16140 | Ms Anne M Swan | 03/03/2017 | 8.00 | | | | 0010 | Vacation | Approved | JFPERRAULT | 03/06/2017 |
| ○○■ | 17655 | Ms Caroline F Hunt | 03/02/2017 | 2.50 | | | | 2040 | Bonus Time | Approved | JFPERRAULT | 03/06/2017 |
| ○○■ | 21521 | Mr Austin J Strolle | 03/02/2017 | 2.50 | | | | 2040 | Bonus Time | Approved | JFPERRAULT | 03/06/2017 |

MANPOWER BUDGET TIME APPROVAL

What is the common factor?

Your School Site 

(Org. Unit = OPU = Fund Center)






THANKS!



Any questions?

You can find me at

- »  dtrieu@okcps.org
 - »  7-8462
 - »  Central Office, Room 300
- 