



CLARK COUNTY SCHOOL DISTRICT
Innovative Teaching and Learning Unit
Technology & Information Systems Services Division
Employee Business Training Department

SAP for Administrators Quick Reference Guide



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UWL Environment

The Universal Worklist (UWL) provides a list of all items that require review/approval by the budget administrator. These items include:

- 📍 Shopping Carts
- 📍 Budget Transfers
- 📍 Invoices
- 📍 Automated C5's

These items appear in your UWL because of the SAP workflow. As an item is created and submitted, it follows the workflow to the proper approver. Items will also appear in your UWL if they have been forwarded to you, from another approver, or if you have been given Substitute Approval rights.

The screenshot shows the SAP Universal Worklist interface. At the top, there is a navigation bar with 'Home', 'Work', 'BOBJ', and 'Travel and Expenses'. Below that is a menu with 'Universal Worklist', 'Shop', 'Shop', 'Fixed Asset', 'Budget', 'FAC Rental', 'Inventory', 'C5', 'Reports', and 'Accounting'. The main area is titled 'Universal Worklist' and includes a 'History' link and 'Back'/'Forward' buttons. The interface is divided into sections: 'Work On:' with radio buttons for 'My Items', 'Items on Behalf Of' (set to 'LOCKHART, WESLE'), and 'All Items'; 'Tasks (6 / 6)' and 'Tracking' tabs; a 'Show:' section with dropdowns for 'New and In Progress Tasks (6 / 6)', 'Select a Subview...', and 'All'; a 'Create Task' button; and a table of tasks. The table has columns for 'Subject', 'From', 'Sent Date', and 'Status'. Two tasks are listed, both from 'HOKENSON, JOAN' and dated 'Jun 27, 2017', with a status of 'New'. Numbered callouts (1-7) point to: 1. 'Work On:' radio buttons; 2. 'Tasks (6 / 6)' tab; 3. 'Tracking' tab; 4. 'Create Task' button; 5. 'Advanced Filter' icon; 6. 'Preview Display' icon; 7. 'Substitution Menu' icon.

1. *List view*: choose to view workflow items (My Items) or Substitution (Items on Behalf Of)
2. *Tasks*: Select and view item to approve/reject
 - a. *Filter view*
3. *Tracking*: List of items and actions
4. *Create Task*: assign a task (non-approval item) to another SAP user
5. *Advanced Filter*
6. *Preview Display*
7. *Substitution Menu*

Right-Click Functions

Certain right-click functions are available in the SAP Universal Worklist. Depending on the type of action you are completing (i.e. invoice, budget transfer, C5, or shopping cart) determines what right-click options you will see.



IMPORTANT: It is **highly** recommended that as the approver, you open each item that requires your approval. Doing so ensures that you have the opportunity to review each item and validate it for correctness. If an item is approved in error, reversing the action is a cumbersome and time intensive process.

Right-Click Menus

The following menus are the functions that appear for each approval item:

Budget Transfer Approval

C5 1000040223 for \$220.00 requires approval	
Budget Transfer Doc 1000032184 2017 / Fund 100 / 1,000.00	Forward
	Open Task
	Assign To Me
	Add Memo

Invoice Approval

C5 1000040233 for \$308.00 requires approval	
Inv from Factory Motor Parts Co for \$ 2000.00 # 5101065511 2017 requires approval	Forward
Vend Inv from Chase Manhattan Bank USA for \$500.00 , # 1900137388 2017 re	Assign To Me
C5 1000040223 for \$220.00 requires approval	Approve
Budget Transfer Doc 1000032184 2017 / Fund 100 / 1,000.00	Reject
	Add Memo

Automated C5 Approval

C5 1000040234 for \$511.32 requires approval	Forward
C5 1000040233 for \$308.00 requires approval	Assign To Me
Inv from Factory Motor Parts Co for \$ 2000.00 # 5101065511 2017 requires approval	Approve
Vend Inv from Chase Manhattan Bank USA for \$500.00 , # 1900137388 2017 re	Reject
C5 1000040223 for \$220.00 requires approval	Add Memo
Budget Transfer Doc 1000032184 2017 / Fund 100 / 1,000.00	

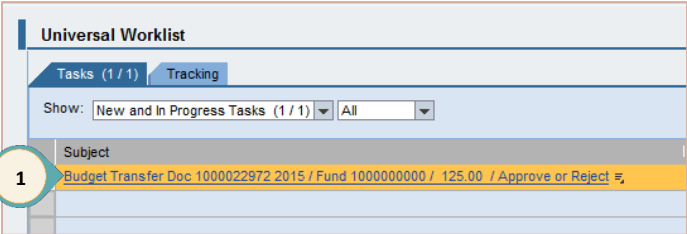
Shopping Cart Approval

C5 1000040223 for \$220.00 requires approval	
SCC JHokenson \$1,249.00, #3361683,"HOKENJE 06/21/2017 MacBook Pro"	Forward
SCC JHokenson \$119.95, #3361656,"HOKENJE 06/19/2017 10:56"	Approve
Budget Transfer Doc 1000032184 2017 / Fund 100 / 1,000.00	Details
	Assign To Me
	Add Memo

Budget Transfer

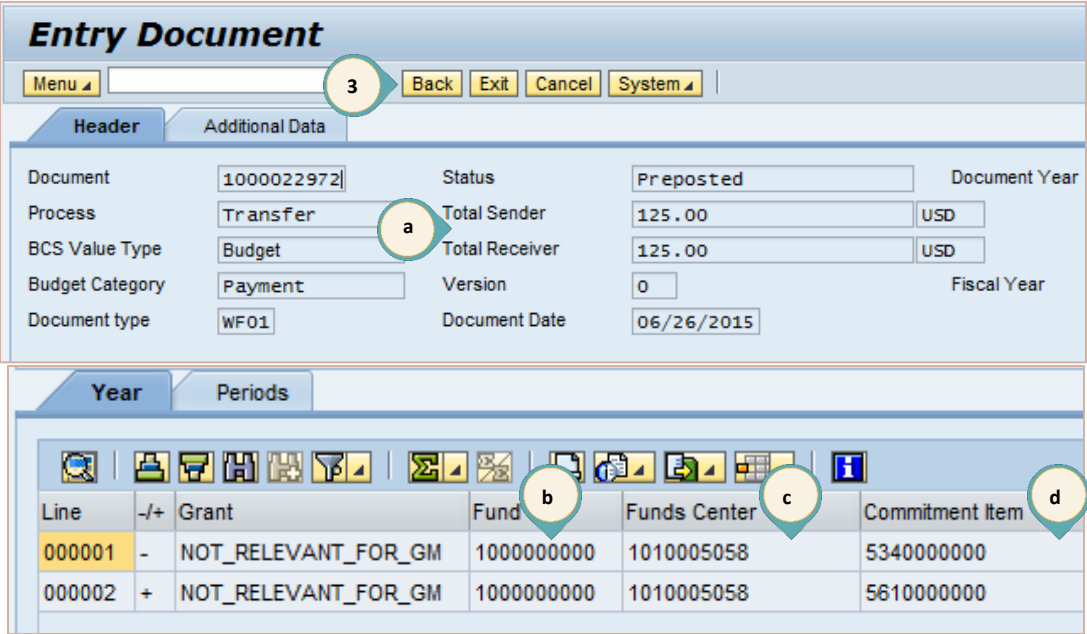
Budget Transfers can be made within the same cost center (from G/L account to G/L account, less than \$5,000) or within the same fund (Cost Center to Cost Center, any amount). To review and approve/reject a budget transfer, go to the *Universal Worklist*.

1. Select the desired Budget Transfer from the *Subject* area



The Entry Document is displayed in a new browser tab.

2. Review the *Entry Document* information
 - a. Verify Total Sender / Receiver from Header
 - b. Verify Fund from Year tab
 - c. Verify Funds Center (Cost Center)
 - d. Verify Commitment Item (G/L Account)
3. Click **BACK**
4. Select Alternative
 - a. **APPROVE**
 - b. **REJECT**
 - c. **CANCEL AND KEEP WORK ITEM IN INBOX**
5. Close window



Invoice Approval

Invoices are received in the Universal Worklist. The invoice must be approved in order for the vendor to receive payment for goods/services. If the invoice is rejected, the Accounting Department contacts the vendor regarding the reject reason. From the Universal Worklist:

1. Click the **SELECT** button located to the left of the invoice you wish to review.

The invoice details are displayed below the Worklist.

2. Review **ACCOUNTING DATA**
3. Click the **PDF** file to view the invoice
4. If rejecting the invoice, enter **REJECT REASON**
5. Click the appropriate **ACTION** button

Letter	Fund Type
B	Bond
F	Food
C	General (Cost Center)
S	Special Education
G	Grant
I	Internal Order
M	Medicaid
E	Enterprise
K	KLVX
Blank	All Other

The screenshot shows the 'Universal Worklist' application. At the top, there are tabs for 'Tasks (2 / 2)' and 'Tracking'. Below the tabs, there are filters for 'Show: New and In Progress Tasks (2 / 2)', 'Select a Subview...', and 'All'. A 'Create Task' button is visible. The main area displays a table of tasks with columns for Subject, From, Sent Date, and Status. Two tasks are listed, both from 'ZSFIAP2' and 'Today' with a 'New' status. The first task is selected, and its details are shown below. The details include the subject 'Inv from Factory Motor Parts Co for \$ 2000.00 # 5101065511 2017 requires approval', sent date 'Today by ZSFIAP2', priority 'Medium', and status 'New'. The description is 'Accounting Data' with line item details. There is an 'Attachments' section with a PDF icon and the title 'Incoming Invoice: 5101065511'. Below the attachments is a text area labeled 'Enter a reject reason:'. At the bottom, there are 'Approve' and 'Reject' buttons.

Automated C5 Approval

The automated C5 in SAP is utilized for processing all licensed personnel extra pay requests. The C5 appears in the Universal Worklist. This automated process allows for fast and accurate processing of extra pay requests. Once the C5 is approved, SAP will forward the electronic form on to the next level for additional approvals or final processing. If the C5 is rejected, the reviewer will provide a reject reason, and the system returns the form to the originator for correction.

1. Click the **SELECT** button located to the left of the C5 you wish to review.
The details are displayed below the Worklist.

2. Click the Title link under **ATTACHMENTS**
A new browser tab opens.

The screenshot displays the SAP Universal Worklist interface. At the top, a table lists several C5 requests. The third row, 'C5 1000040223 for \$220.00 requires approval' by HOKENSON, JOAN, is highlighted in yellow and marked with a circled '1'. Below this, the details for the selected C5 are shown, including the sent date (Jun 21, 2017), priority (Medium), and description. An 'Attachments' section contains a table with one entry: 'C5 Extra Pay: 1000040223', which is marked with a circled '2'. At the bottom of the details view are 'Approve' and 'Reject' buttons.

Universal Worklist			
Type	Title	Created On	Created By
	SCC JHokenson \$95.33, #3361712,"HOKENJE 07/05/2017 paper & Pens"		
	SCC JHokenson \$1,139.00, #3361711,"HOKENJE 07/05/2017 08:53"		
	C5 1000040234 for \$511.32 requires approval		HOKENSON, JOAN
	C5 1000040233 for \$308.00 requires approval		HOKENSON, JOAN
	C5 1000040223 for \$220.00 requires approval		HOKENSON, JOAN

C5 1000040223 for \$220.00 requires approval
Sent Date: Jun 21, 2017 by HOKENSON, JOAN Status: New
Priority: Medium
Description: C5 Reason: \$22.00 for professional development

5100930140 by

Type	Title	Created On	Created By
	C5 Extra Pay: 1000040223		

Enter a reject reason.:

3. Review all the following fields:

Reason, Budget Coding, Rate of Pay, and Extra Pay Details

The screenshot shows a SAP authorization form for 'C5'. Callout 5 points to the 'Back', 'Attachment', and 'Print' buttons. Callout 4 points to the 'Request No.' field. Callout 3 points to the 'Reason' field, the 'Rate of Pay' field, and the 'EXTRA PAY DETAILS' table.

Request Information:
Request No.: 1000040223 | Status: Submitted | Created On: 06/21/2017 | Created By: JOAN HOKENSON | Submitted On: 06/21/2017 | Attachment:

AUTHORIZATION TO PAY
This will be your authorization to pay the employee/s listed below at the following designated rate of pay. Reason (Description of Special Service including Program, if applicable):
\$22.00 for professional development

BUDGET CODING - EXTRA DUTY-LICENSED
AY: 17 | Account: 64703 | Object: 6540 | Fund: 0285 | Unit: 0125 | Project: 028506 | Grant: | Program: 0200 | Function: 2100

SAP CODING - APPROVER -MELISSA SUAZO
Fund: 2850000000 | G/L: 5116540000 | Cost Ctr: 1000004125 | IO: | WBS: | Grant: | FA: F02002100 | BA: 1000

RATE OF PAY
Employee Group: Licensed | Rate of Pay: \$22 per hour

APPROVER -WESLEY LOCKHART
Location: 009 | BUSINESS APPLICATIO
Location Approver: WESLEY LOCKHART
Contact Telephone: 702-799-2840

DEFAULT FOR EXTRA PAY
Date: 06/06/2017 | Hours: 2 | Minutes: 30

PATHLORE LOCATOR
Pathlore Locator:

TOTAL
Hrs: 10 | Min: 0 | Proposed Pay: 220.00

EXTRA PAY DETAILS
Attachment

Person ID	Name	Date	Minut...	Hours	Rate of Pay	Proposed Total Pay	Note
00319941	TRACEY WILLSON	06/06/2017	30	2	22.00	55.00	
00320456	ANA ZEH	06/06/2017	30	2	22.00	55.00	

4. Click the **ATTACHMENT** button and review all *sign-in* and/or *time sheets*
5. Click the **BACK** button
You are returned to the Universal Worklist.
6. Click the **APPROVE** or **REJECT** button
 - a. If rejecting the submission you must enter a **REJECT REASON**

The dialog box is titled 'Enter a reject reason:'. Callout 6a points to the text input area. Callout 6 points to the 'Approve' and 'Reject' buttons at the bottom.

Shopping Cart Approval

When shopping carts are created by staff members assigned to your budget area, the orders are forwarded to you for approval/rejection. These shopping carts appear in the Universal Worklist. To approve/reject a shopping cart:

1. Click the shopping cart link in the *Subject* area

The screenshot shows the 'Universal Worklist' interface. At the top, there is a warning message: 'Substitution is currently turned on. You can turn off substitution under Manage Substitution Rules'. Below this, there are tabs for 'Tasks (79 / 79)' and 'Tracking'. A 'Show:' dropdown is set to 'New and In Progress Tasks (79 / 79)' and a 'Select a Subview...' dropdown is set to 'All'. The main area is a table with a 'Subject' column. The first row is highlighted in yellow and has a red circle with the number '1' next to it. The text in the first row is: 'SCC LMITton \$124.79, #2732112, "ZMITTOLL 07/01/2015 12:43"'. The other rows are: 'SCC LMITton \$20.00, #2731756, "ZMITTOLL 06/30/2015 Mr. James Yarn"', 'SCC LMITton \$1,437.00, #2731602, "ZMITTOLL 06/29/2015 Computer Tables"', and 'SCC LMITton \$27.79, #2731304, "ZMITTOLL 06/17/2015 19:35"'. Each row ends with a small icon.

The Approve Shopping Cart window opens in a new browser tab.

2. Review each item in the shopping cart
 - a. Verify items in **DESCRIPTION**
 - b. **QUANTITY**
 - c. **ACCOUNT ASSIGNMENT**
 - d. **TOTAL VALUE**
3. Click **PROCESS ALL ITEMS**
 - a. Select **APPROVAL ALL**
4. Click **SUBMIT**
5. Click **CLOSE**

Shopping Cart

Approve Shopping Cart

Submit | Print Preview | Close | Check

Number: 2732112 | Document Name: ZMITTOLL 07/01/2015 12:43 | Status: Awaiting Approval | Created On: 07/01/2015 12:43:34 | Created By: LAURE MITTON

General Data

Buy on Behalf of: 49756 LAURE MITTON | Approval Note

Name of shopping cart: ZMITTOLL 07/01/2015 12:43

Approval Process: Display / Edit Agents

Document Changes: Display

Delivery date: | Fiscal Year: 2015 | Use Delivery Date for all Items:

Item Overview

Line Number	Reject	Approve	Item Type	ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments	Account Assignment	Item Status	Supplier
1			Material	119822	Battery Computer Dell Latitude E6500	4300	Computers/Technology	1	EA	124.79	USD		07/01/2015	1	0	Cost Center (9310007245)	Awaiting Approval	Dell Marketing LP(10002037)

Summary:

Total Value	124.79	USD
Tax amount	0.00	USD
Total Val. (Gross)	124.79	USD


Process All Items

- Approve All
- Reject All
- Inquire All
- Undo Selection

OR if it is necessary to reject the shopping cart

- 3. Click **PROCESS ALL ITEMS**
 - a. Select **REJECT ALL**
- 4. Enter a reason in the **APPROVAL NOTE**
- 5. Click **SUBMIT**
- 6. Click **CLOSE**

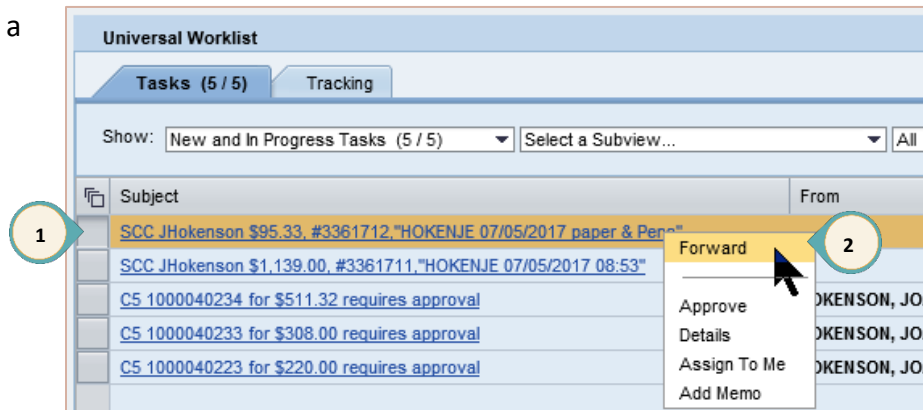
The screenshot shows the SAP Shopping Cart interface. At the top, there are buttons for 'Submit', 'Print Preview', 'Close', and 'Check'. Below these are fields for 'Number', 'Document Name', 'Status', 'Created On', and 'Created By'. The 'General Data' section includes 'Buy on Behalf of', 'Name of shopping cart', 'Approval Process', 'Document Changes', 'Delivery date', and 'Fiscal Year'. An 'Approval Note' field contains the text 'Do not order at this time'. The 'Item Overview' section shows a table with columns for 'Line Number', 'Reject', 'Approve', 'Item Type', 'Product ID', 'Description', 'Product Category Description', 'Quantity', 'Unit', and 'Net'. A 'Process All Items' button is highlighted with a callout '3', and its dropdown menu is shown with 'Approve All', 'Reject All', 'Inquire All', and 'Undo Selection' options, with 'Reject All' highlighted by callout '3a'. Callout '4' points to the 'Approval Note' field. Callout '5' points to the 'Submit' button, and callout '6' points to the 'Close' button.

 **IMPORTANT:** To reject a single item in the shopping cart you MUST reject the ENTIRE shopping cart.

Forwarding Shopping Carts

The SAP system allows approvers the opportunity to forward a shopping cart from one approver to another. To utilize this option:

1. Select the *shopping cart* to forward
2. *Right-click* and select **FORWARD**



The *Forward* pop-up window appears

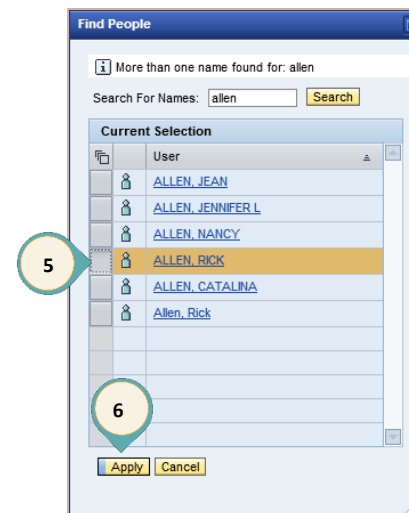
3. Enter the *last name* of the administrator that the shopping cart will be forwarded to
4. Click **SELECT**



The *Find People* window appears

5. Select the *appropriate approver* from the results list
6. Click **APPLY**

The *Find People* window closes



7. Click **SUBMIT**



Substitute Approver

It is a best practice to be sure that you have another person at your site that can approve budget transfers, invoices, automated C5's and shopping carts. This is accomplished by assigning a substitute approver. From the Universal Worklist, complete the following steps to assign a substitute approver:

1. Click the **MENU** located at the right side of the work window
2. Select **MANAGE SUBSTITUTION RULES**

The screenshot shows the SAP Universal Worklist interface. At the top, it says "Welcome JOAN HOKENSON" and "CCSD". The main area is titled "Universal Worklist" and shows "No items found to display". A "Create Task" button is visible. A dropdown menu is open, showing options: Refresh, Personalize View, Manage Substitution Rules, and Display Connection Status. A "Create a Substitution Rule" dialog box is open in the foreground. The dialog box has a progress bar with steps 1 and 2. Step 1 is "Define Rule" and step 2 is "Set Rule Activation". The dialog box contains the following text: "You can define which tasks you want to assign to an assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).". Below this text are two radio buttons: "Receive My Tasks" (selected) and "Fill In For Me". The "Fill In For Me" option has a sub-note: "If you are unexpectedly absent, the assignee can take over your tasks completely." At the bottom of the dialog box are "Next" and "Cancel" buttons. The dialog box also has a "Nominee:" label and a text input field with a "Select..." button next to it. The "Assign These Tasks:" dropdown is set to "CCSD - ECC Tasks".

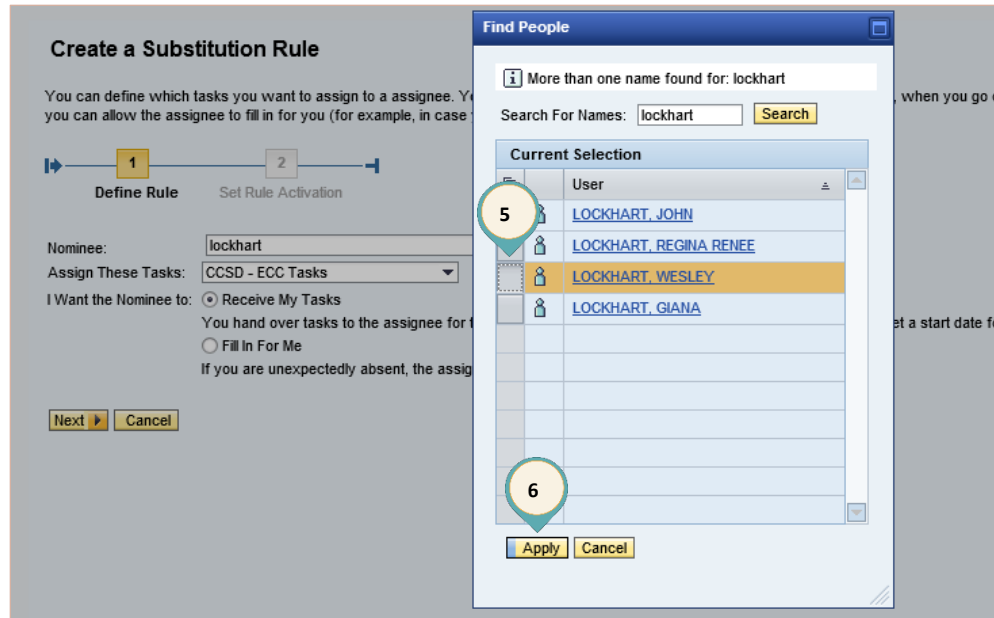
The Create a Substitution Rule window opens in a new browser tab.

3. Enter **NOMINEE** name (last name, first)
4. Click **SELECT**

The Search for People window is displayed.

5. From the *Current Selection* list, click the **BUTTON** to the left of the correct name
6. Click **APPLY**

The selected name will be displayed in the *Nominee* field.



Next it is necessary to identify what type of substitution task(s) is to be assigned to the nominee. The options are:

Substitution Task	Description
CCSD – ECC Tasks	Assigns the Invoice and Budget Transfer, and C5 approval tasks to the selected nominee. These tasks may be assigned to support and administrative staff positions.
CCSD – SRM All	This option is utilized by the Purchasing Department ONLY
CCSD – SRM Shopping Carts	Assigns the SAP Shopping Cart approval task to another user with the same security role, such as another administrator.

7. Click the **DROP-DOWN ARROW** in the *Assign These Tasks* field
8. Select the appropriate **TASK**

After determining the task, you must choose to assign an active or passive substitute. The *Receive My Tasks* is an active substitute role. The tasks will automatically appear in the substitutes Universal Worklist for immediate action. However, the *Fill in For Me* option is a passive role. The substitute will be required to transfer your work into their Universal Worklist.

9. Select **RECEIVE MY TASKS OR FILL IN FOR ME** from the *I Want the Nominee To* options
10. Click **NEXT**

Finally, you must determine when to set the Rule Activation. By default the rule will be enabled *At Once*, however, you may enter a specific date that a rule will begin. It is also possible to create a rule, but save it for activation at a later time. This is done by selecting *Off – The rule will not be enabled*.

11. Select the appropriate option for **ON SAVING, TURN THE RULE:**

12. Click **SAVE**

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

1 Define Rule 2 Set Rule Activation

On saving, turn the rule:

On - The rule will be enabled
 At Once
 On
 Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen

Previous Save Cancel

The substitute rule has been created. You have been returned to the Manage Substitution Rules browser tab. Close the browser tab to return to the Universal Worklist.

Acting as a Substitute Approver

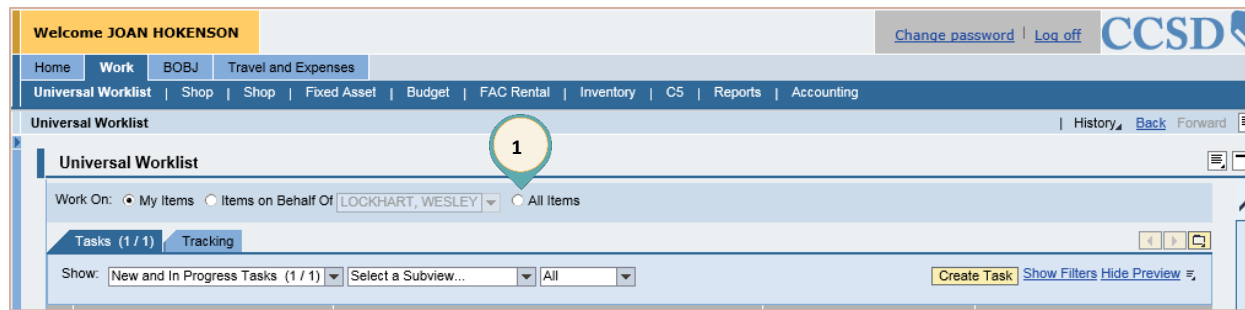
When you have been assigned as a substitute in the SAP system, you have been granted rights to approve/disapprove several types of work, including: Invoice, C5, and/or Budget Transfer approval/rejection; and/or Shopping Cart approval/rejection. To access items assigned to you as a substitute, access the *Universal Worklist*, from the **WORK** tab. You will find the following options:

Work On option	Description
My Items	Displays all SAP Invoice, Budget, and/or Shopping Carts that you are responsible for approving.
Items on Behalf Of	Lists all administrators that have assigned YOU as their substitute approver, select a name and that administrators work will appear in your Universal Worklist.
All Items	Displays all items that you are responsible for approving for your site, AND all items from administrators that have assigned you as their substitute.

Receive My Tasks

This is an active substitution and all items are immediately sent to your Universal Worklist. From the Universal Worklist:

1. Select **ALL ITEMS** from the *Work On* options
2. Complete item approval/rejection as described in the Budget Transfer (page 6); Invoice Approval (page 7), Automated C5 Approval (page 8); and/or Shopping Cart Approval (beginning on page 10) of this Quick Reference Guide.



Fill in For Me

This is a passive substitution. You must request items to be loaded in your Universal Worklist. From the Universal Worklist:

1. Click the options **MENU**
2. Select **MANAGE SUBSTITUTION RULES**

The screenshot shows the 'Universal Worklist' interface. At the top, it says 'No entries found to display'. Below that, there are radio buttons for 'My Items', 'Items on Behalf Of' (selected), and 'All Items'. The 'Work On:' field is set to 'LOCKHART, WESLE'. There are tabs for 'Tasks' and 'Tracking'. Below the tabs, there are filters for 'Show: New and In Progress Tasks' and 'All'. A 'Create Task' button is visible. A dropdown menu is open over the 'Status' column header, with 'Manage Substitution Rules' highlighted. Callout '1' points to the menu icon, and callout '2' points to the 'Manage Substitution Rules' option.

The *Manage Substitution Rules* window opens on a new browser tab.

3. Click **TAKE OVER** for the correct *Task Owner* listed under: *Other User's Substitution Rules*

Other Users' Substitution Rules				
Task Owner	Tasks	What To Do	Status	Take Over
LOCKHART, WESLEY	CCSD - ECC Tasks	Fill In	Ongoing	Take over (callout 3)

4. Close the *Manage Substitution Rules* browser tab.

5. Click the options **MENU**
6. Select **REFRESH**
7. Click the radio button for **ITEMS ON BEHALF OF**
8. Select appropriate approver from drop-down list
9. Complete item approval/rejection as described in the Budget Transfer (page 6); Invoice Approval (page 7), Automated C5 Approval (page 8); and/or Shopping Cart Approval (beginning on page 10) of this Quick Reference Guide.

