

CLARK COUNTY SCHOOL DISTRICT
OPERATIONAL SERVICES UNIT
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT



*SAP for Administrators:
Quick Reference Guide*

Revised: August 2020

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jump to the appropriate page.
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This manual was created in collaboration with the
Budget Department and Purchasing Business Systems Support Department.

SAP for Administrators: Quick Reference Guide

This guide provides instructions for administrators on how to complete approvals and budget transfers in the SAP Portal.

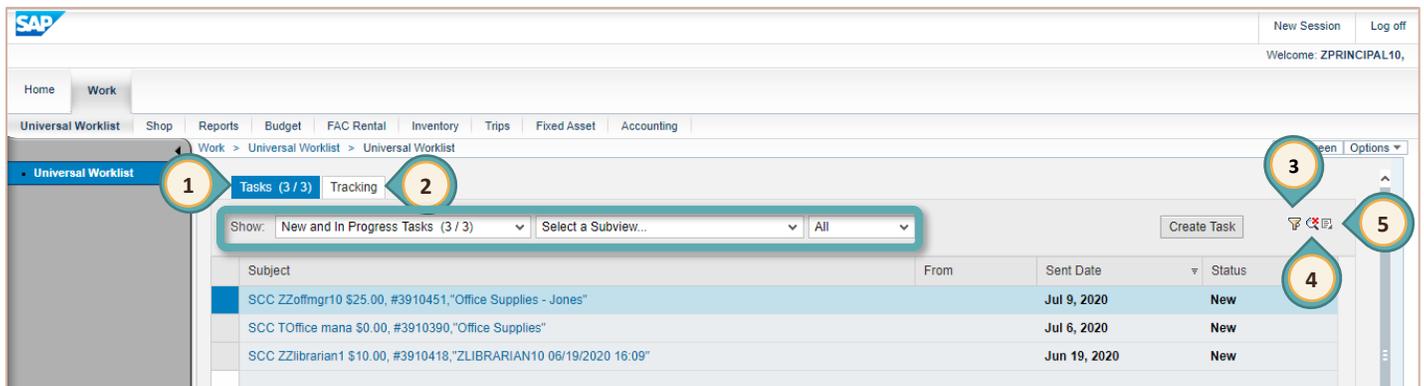
UWL Environment

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

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

These items appear in the **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 the **UWL** if they have been forwarded, from another approver, or if the user has been given Substitute Approval rights. **Note:** The **Work On** section does not appear if user is not a substitute, user has not taken over tasks, or there are no tasks in the **UWL** of the approver who assigned the user as a substitute.

If the user has substitute approval rights and there are approval tasks, the user can choose to **Work On:** My Items, Items on Behalf Of (Substitution), or All Items



1. **Tasks:** Select to display and view items to approve/reject
 - **Show** area: can be used to filter items displayed
2. **Tracking:** List of items and actions
3. **Advanced Filter:** displays additional options for advanced filtering
4. **Preview Display:** turns on or off the preview display view area
5. **Menu:** opens additional options including refresh and the manage substitution rules tool

Right-Click Functions

Certain right-click functions are available in the **SAP Universal Worklist (UWL)**. Depending on the type of action being completed (i.e. invoice, budget transfer, C5, or shopping cart), the right-click options displayed will vary.

IMPORTANT!

It is **highly** recommended that as the approver, ~~you open~~ each item that requires ~~your~~ approval be opened. Doing so ensures that the approver has 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



Automated C5 Approval



Invoice Approval



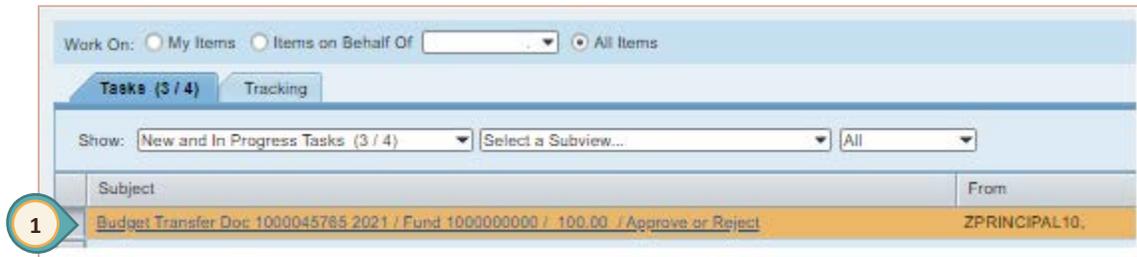
Shopping Cart Approval



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 (UWL)**.

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



The Budget Transfer Doc is displayed.

2. Click the **Attachment Title** to open the **Entry Document**.



3. 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).



4. Click **BACK**, then close the tab to return to the **UWL**.

5. Select the appropriate action button:

a. **APPROVE**

b. **REJECT**

c. Cancel by clicking the X in the upper right corner of the Budget Transfer Doc window

6. Once the selection has been made, the **UWL** will be updated to reflect the action chosen.



Invoice Approval

Invoices are received in the **Universal Worklist (UWL)**. 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 (UWL)**:

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

The invoice details are displayed below the **Worklist**.

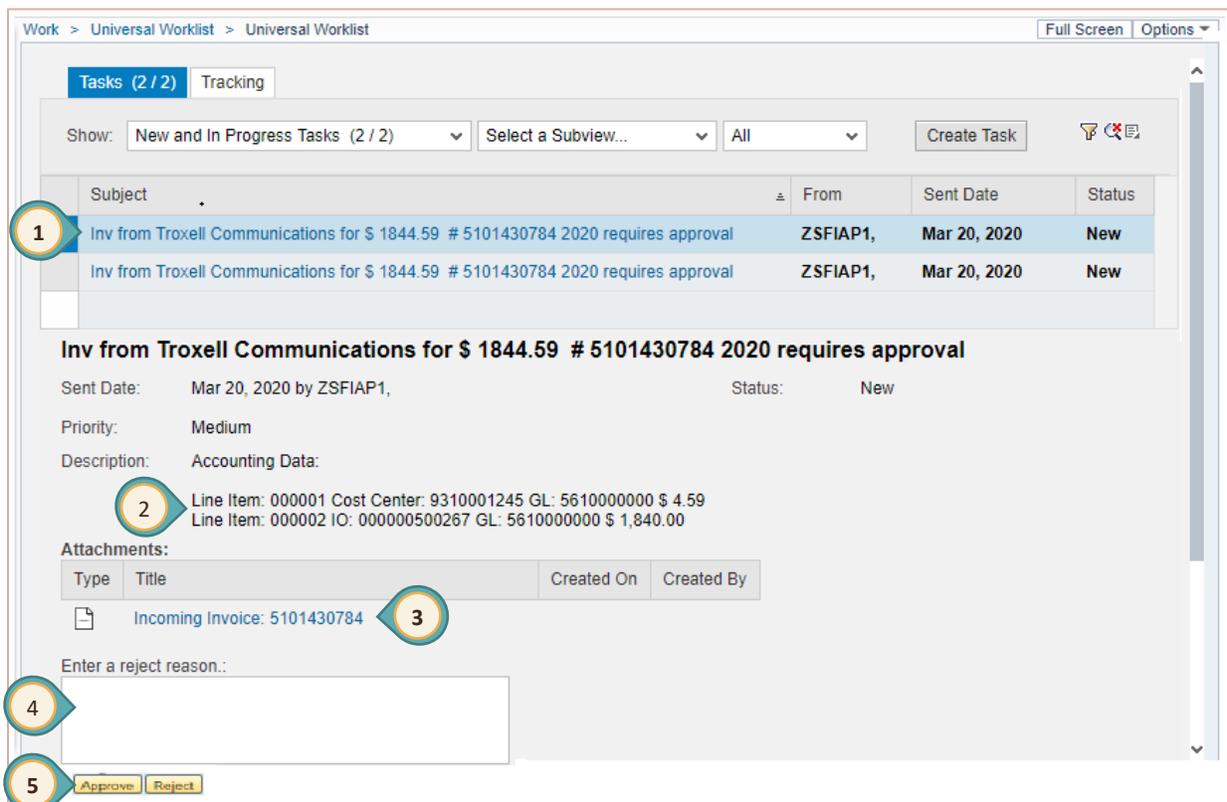
2. Review **ACCOUNTING DATA**.

3. Click the **PDF** file to view the invoice.

4. If rejecting the invoice, type the reason in the **ENTER A REJECT REASON** box.

5. Click the appropriate **ACTION** button.

6. Once the selection has been made, the **UWL** will be updated to reflect the action chosen.



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 (UWL)**. 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 to review it. The details are displayed below the **Worklist**.
2. Click the **Title** link under the **ATTACHMENTS** section. A new browser window 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 this C5 are shown, including the sent date (Jun 21, 2017), priority (Medium), and description. Under the 'Attachments' section, there is a table with one entry: 'C5 Extra Pay: 1000040223', which is marked with a circled '2'. At the bottom of the details view, there is a text area for 'Enter a reject reason.' and two buttons: 'Approve' and 'Reject'.

Universal Worklist	
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

Attachments:

Type	Title	Created On	Created By
	C5 Extra Pay: 1000040223		

Enter a reject reason.:

3. Review all the following fields:
 - a. Reason in the *Authorization to Pay* section
 - b. *Budget Coding*
 - c. *Rate of Pay*
 - d. *Extra Pay Details*

The screenshot shows the SAP C5 authorization form. Callouts are placed as follows:

- 4**: Points to the 'C5' header.
- 5**: Points to the 'Back', 'Attachment', and 'Print' buttons.
- 3a**: Points to the 'Reason' field in the 'AUTHORIZATION TO PAY' section.
- 3b**: Points to the 'BUDGET CODING - EXTRA DUTY-LICENSED' section.
- 3c**: Points to the 'Rate of Pay' field in the 'RATE OF PAY' section.
- 3d**: Points to the 'EXTRA PAY DETAILS' table.

EXTRA PAY DETAILS Table:

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 to be to the **Universal Worklist (UWL)**.
6. Click the **APPROVE** or **REJECT** button.
 - a. If rejecting the submission. A **REJECT REASON** must be entered.

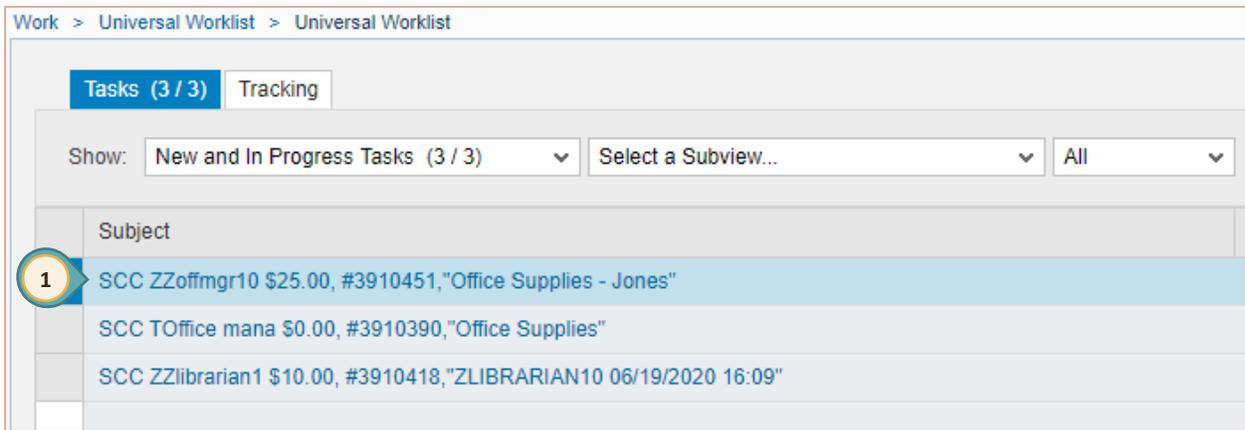
The dialog box titled 'Enter a reject reason.' contains a large text input area. Callouts are placed as follows:

- 6a**: Points to the text input area.
- 6**: Points to the 'Approve' and 'Reject' buttons at the bottom.

Shopping Cart Approval

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

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

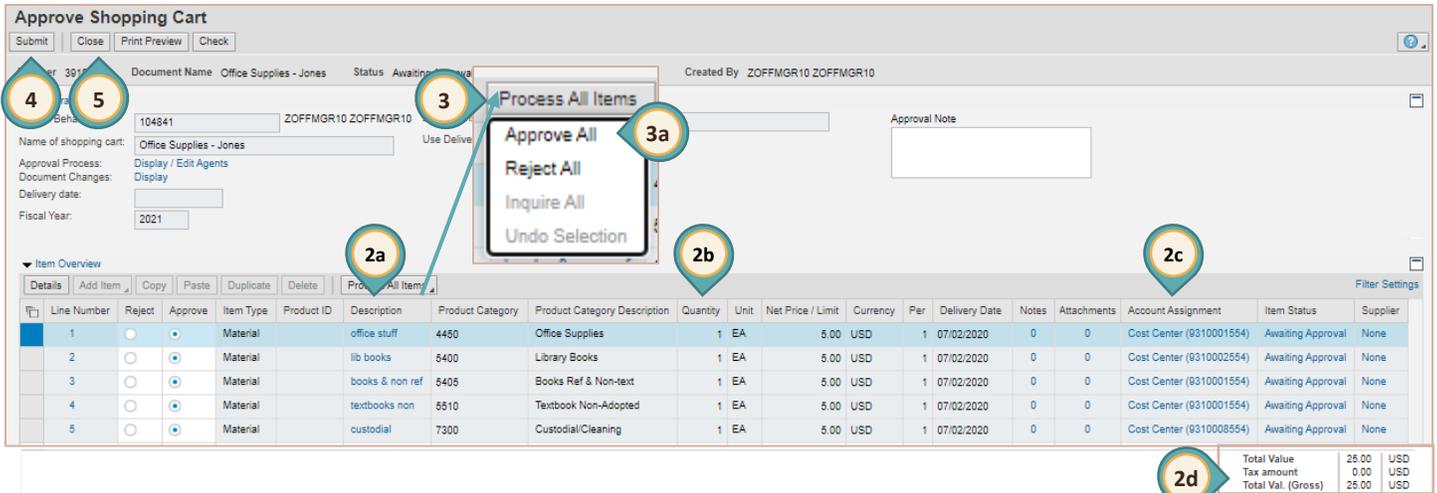


The **Approve Shopping Cart** window opens in a new browser window.

2. Review each item in the shopping cart. (See graphic on the next page.)
 - a. Verify items in **DESCRIPTION**
 - b. **QUANTITY**
 - c. **ACCOUNT ASSIGNMENT**
 - d. **TOTAL VALUE**
3. Click **PROCESS ALL ITEMS**.
 - a. Select **APPROVE ALL**.
4. Click **SUBMIT**.
5. Click **CLOSE**.

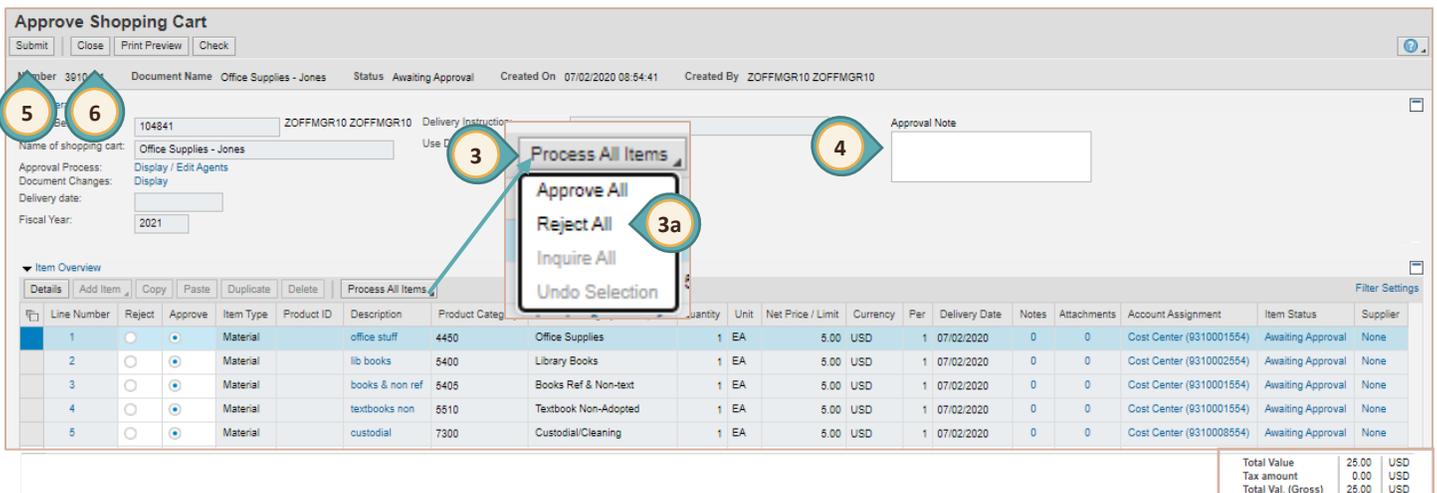
Note: In the three-letter abbreviation at the beginning of the name of the shopping cart, the third letter denotes the funding type. (Example: SCC—General (Cost Center))

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



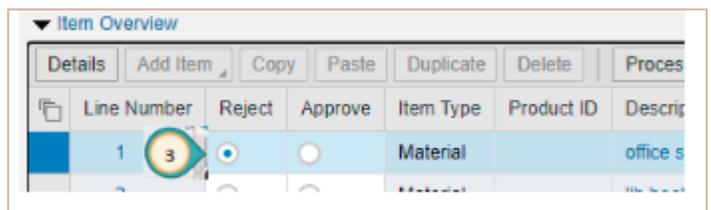
OR if it is necessary to reject the shopping cart:

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



OR to reject individual items in the shopping cart:

3. Click the **Reject** radio button for each item to be rejected.
4. Click **SUBMIT**.
5. Click **CLOSE**.

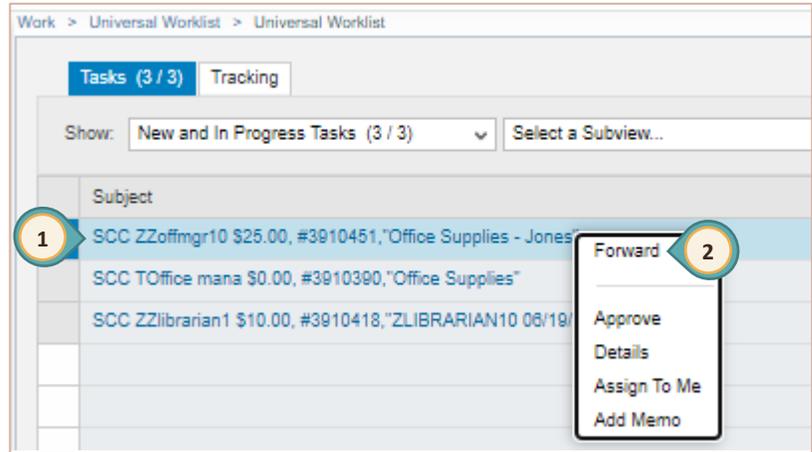


Note: If rejecting individual items, make sure that the Shopping Cart meets the required dollar amount and that the requester will be available to accept the rejection.

Forwarding Shopping Carts

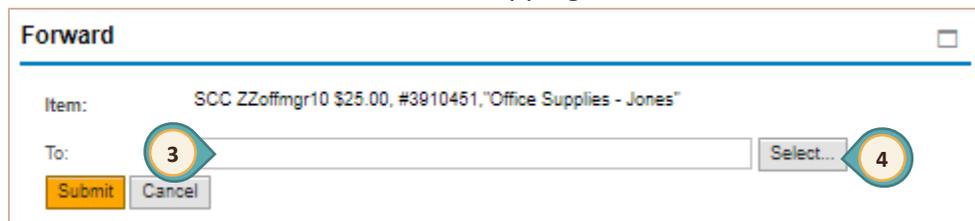
The SAP system allows approvers the opportunity to forward a shopping cart from one approver to another. To utilize this option:

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



The *Forward* pop-up window appears.

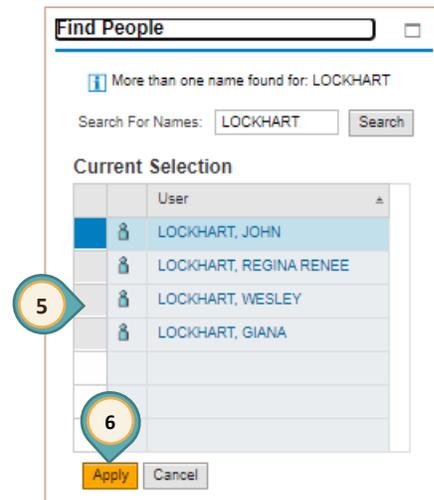
3. Enter the *last name* of the administrator that the shopping cart will be forwarded to.
4. Click **SELECT**.



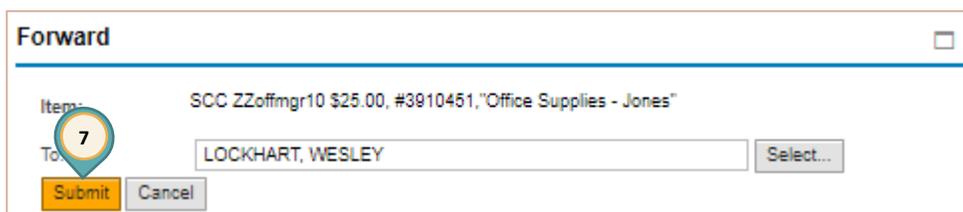
The *Find People* window appears.

5. Select the box next to the name of the *appropriate approver* from the results list.
6. Click **APPLY**.

The *Find People* window closes.



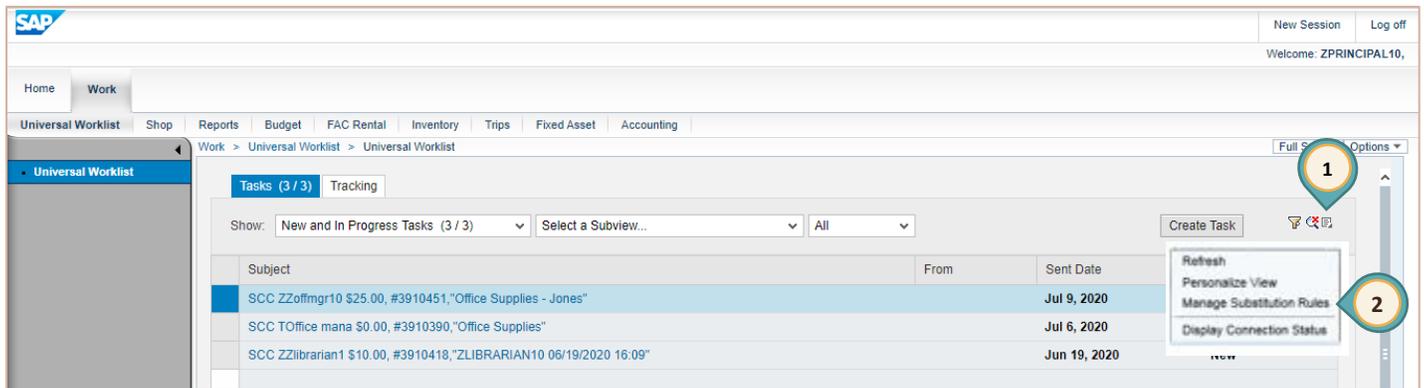
7. Click **SUBMIT**.



Substitute Approver

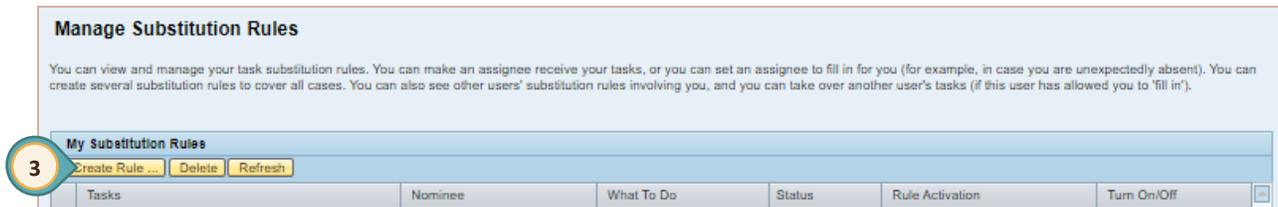
It is a best practice to be sure that another person at the site can approve budget transfers, invoices, automated C5's and shopping carts. This is accomplished by assigning a substitute approver. From the **Universal Worklist (UWL)**, complete the following steps to assign a substitute approver:

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



The **Manage Substitution Rules** window opens in a new browser window.

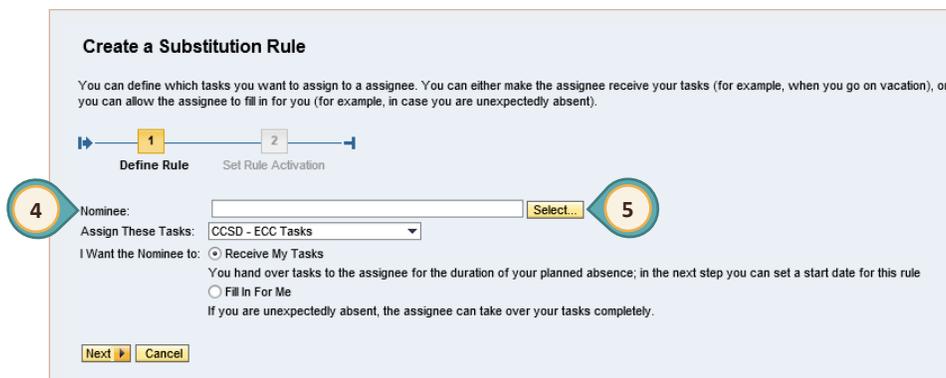
3. Select **CREATE RULE** button.



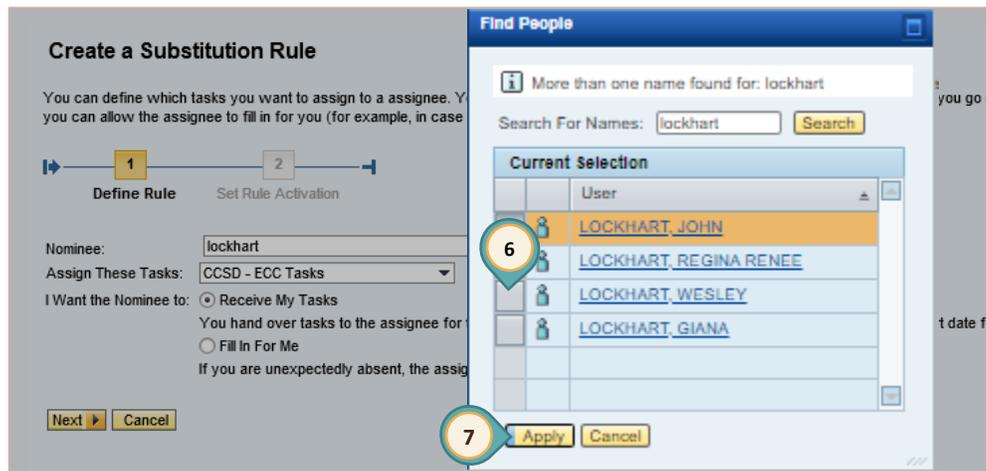
The **Create a Substitution Rule** window opens in a new browser window.

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

The **Search for People** window is displayed.



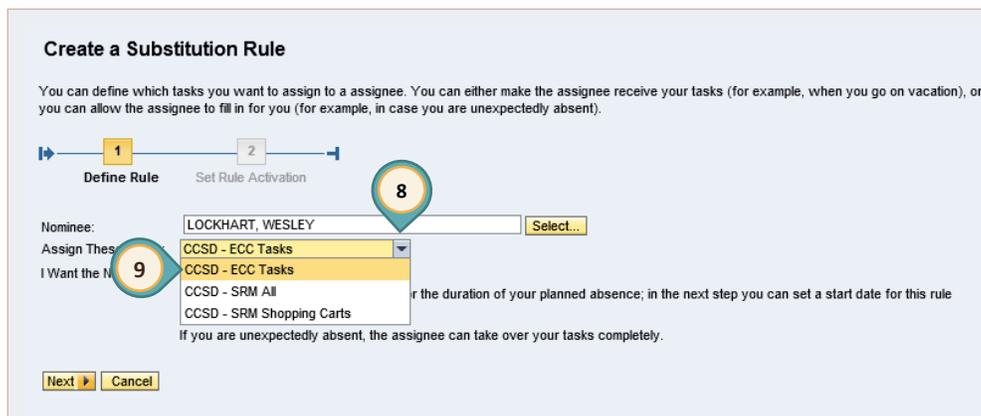
- From the **Current Selection** list, click the the box to the left of the correct name.
- Click **APPLY**. The selected name will be displayed in the **Nominee** field.



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

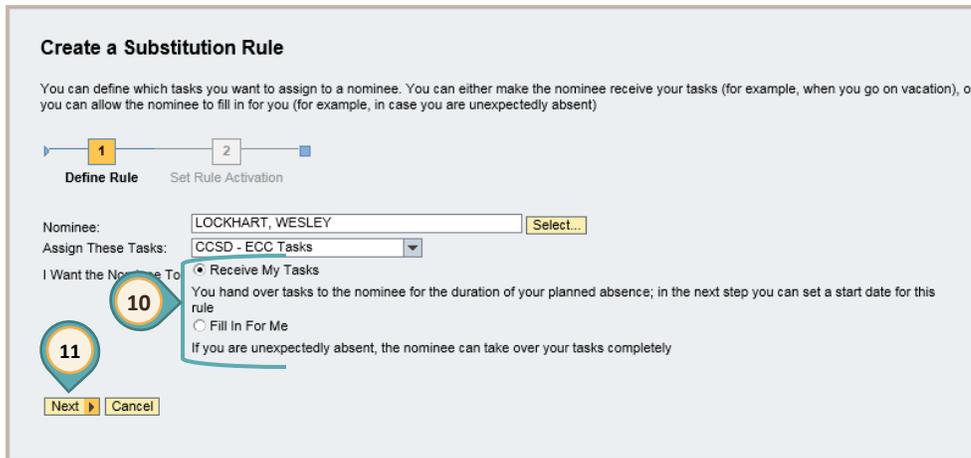
Substitution Task	Description
CCSD – ECC Tasks	Assigns the Invoice and Budget Transfer, and C5 approval tasks to the selected nominee. These tasks may be assigned to support and administrative staff positions.
CCSD – SRM All	This option is utilized by the Purchasing Department ONLY
CCSD – SRM Shopping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

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



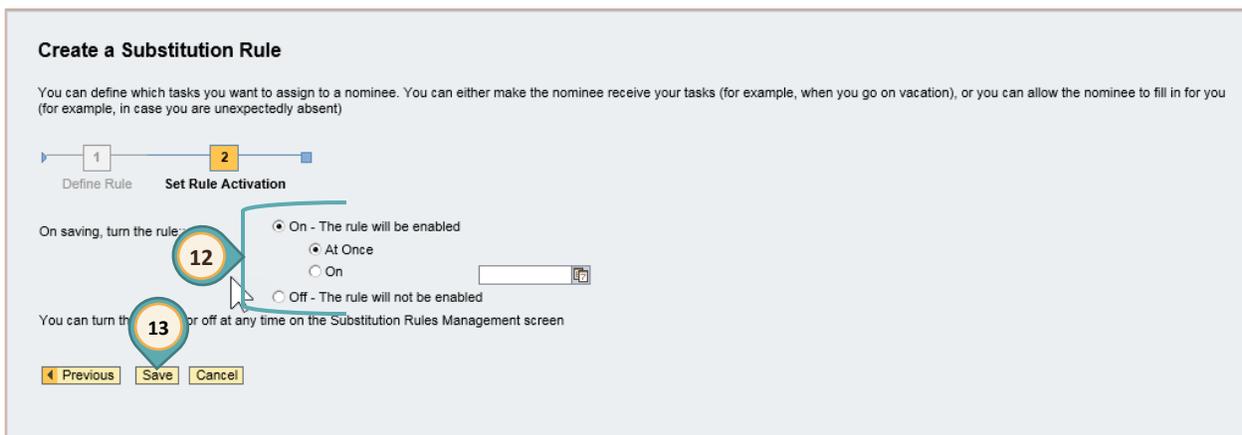
After determining the task, choose whether to assign an active or passive substitute. The *Receive My Tasks* is an active substitute role. The tasks will automatically appear in the substitutes **Universal Worklist (UWL)** for immediate action. However, the *Fill in For Me* option is a passive role.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

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



Finally, determine when to set the Rule Activation. By default, the rule will be enabled *At Once*, however, a specific date that a rule will begin can be entered. 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*.

12. Select the appropriate option for **ON SAVING, TURN THE RULE:**
13. Click **SAVE**.



The substitute rule has been created. The Manage Substitution Rules browser window reappears. Close this window to return to the **Universal Worklist (UWL)**.

Acting as a Substitute Approver

When the user has been assigned as a substitute in the SAP system, rights must be granted 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 the user as a substitute, select the **Universal Worklist (UWL)**, from the **WORK** tab to view the following options:

Work On option	Description
My Items	Displays all SAP Invoice, Budget, and/or Shopping Carts that the user is 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 the user is responsible for approving for the site, AND all items from administrators that have assigned the user as their substitute.

Receive My Tasks

This is an active substitution and all items are immediately sent to the user's **Universal Worklist (UWL)**. From the **Universal Worklist (UWL)**:

1. Select **ALL ITEMS** from the *Work On* options.
2. Complete item approval/rejection as described in the *Budget Transfer* (page 5); *Invoice Approval* (page 6), *Automated C5 Approval* (page 7); and/or *Shopping Cart Approval* (beginning on page 9) of this Quick Reference Guide.

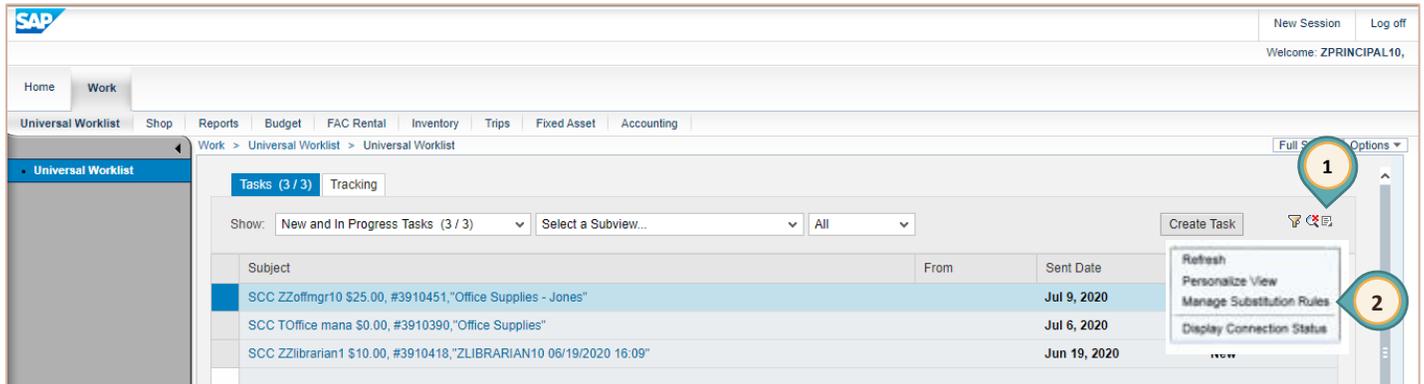
The screenshot shows the SAP Universal Worklist (UWL) interface. At the top, there are navigation tabs for 'Tasks (3 / 4)' and 'Tracking'. Below this, there are filters for 'Show: New and In Progress Tasks (3 / 4)', 'Select a Subview...', and 'All'. A callout bubble with the number '1' points to the 'All Items' radio button in the 'Work On' section. The main area displays a table of tasks with the following columns: Subject, From, Sent Date, and Status.

Subject	From	Sent Date	Status
Budget Transfer Doc 1000045785 2021 / Fund 1000000000 / 100.00 / Approve or Reject	ZPRINCIPAL10,	Jul 28, 2020	In Progress
SCC ZZofficr10 \$25.00, #3910451, *Office Supplies - Jones*		Jul 5, 2020	New
SCC ZZlibrarian1 \$10.00, #3910418, *LIBRARIAN10 06/19/2020 18:09*		Jun 15, 2020	New
SCC P.Johnson \$867.80, #3909748, *JOHNSP4 11/12/2019 13:33*		Nov 12, 2015	New

Fill in For Me

This is a passive substitution. The user must request items to be loaded in their **Universal Worklist (UWL)**. From the **Universal Worklist (UWL)**:

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



The **Manage Substitution Rules** window opens in a new browser window.

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



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.

Complete item approval/rejection as described in the *Budget Transfer* (page 5); *Invoice Approval* (page 6), *Automated C5 Approval* (page 7); and/or *Shopping Cart Approval* (beginning on page 9) of this Quick Reference Guide.

