



The Information Technology Department's
Business Enterprise Newsletter.

Volume 1 Issue 1
March 1, 2002

New Publications to Keep Staff Informed

You are reading the first edition of the information technology department's *Click Tips*. This publication is designed to inform you without overwhelming you about the District's Business Enterprise System (SAP).

We will be presenting various tips and information twice a month with this publication to assist you in your job as well as address concerns expressed by many of you regarding the Business Enterprise System. *Click Tips* will also bring you updated information on the progress and/or changes to the system. Your feedback on this publication is important to us. Please feel free to e-mail us at customerservice@okcps.org or send a note through

school mail.

To catch many of you up to speed, here is a run down of what is going on with the system. The payroll department has opened up a new One-Stop Shop to serve the employees with payroll or benefits concerns. This shop makes it possible for an employee to call (264-2114) or visit one location (Room 128 B in the Central Office, across from payroll) for any issue regarding his or her pay or deductions.

The human resources department is currently focused on cleansing employee master data (in other words fixing information converted from the old system regarding an employee). They are also undergoing detailed training

of all human resources personnel ensuring the configuration updates are implemented.

The benefits department is current with all third party remittances such as Teachers' Retirement and insurance payments.

Finally, the planning and staff development crew are diligently working on defining business processes and knowledge transfers. In a nutshell, they are outlining the roles and responsibilities for those who use the Business Enterprise System.

Click Tips is a positive step towards informing you of new events and highlighting enterprise activities. Contact us at 297-6483 or e-mail us to discuss your enterprise solution.



Training Schedule

To register for one of the following classes call 297-6585 and reserve your spot today!

March 6, 2002

SAP-Purchase Requisitions
Central Office, Room 415
8:30 AM - 11:30 AM

March 7, 2002

SAP-Time Entry
Central Office, Room 415
8:30 AM - 11:30 AM

March 7, 2002

SAP-Purchase Requisitions
Central Office, Room 415
12:30 PM - 3:30 PM

March 14, 2002

SAP-Budget
Central Office, Room 415
8:30 AM - 11:30 AM

March 19, 2002

Navigating SAP
Central Office, Room 415
12:30 PM - 2:30 PM

March 20, 2002

SAP-Purchase Session
STAR Center, 1900 Springlake Dr., Business Conference Center
8:30 AM - 11:30 AM

The One-Stop Shop is the District's new help center for all your payroll and benefits questions. It's open Monday through Friday from 7:30 a.m. to 4:30 p.m., appointments are encouraged but walk-ins are welcome. The One-Stop Shop is located in the Central Office (across from payroll) in Room 128 B.

264-2114

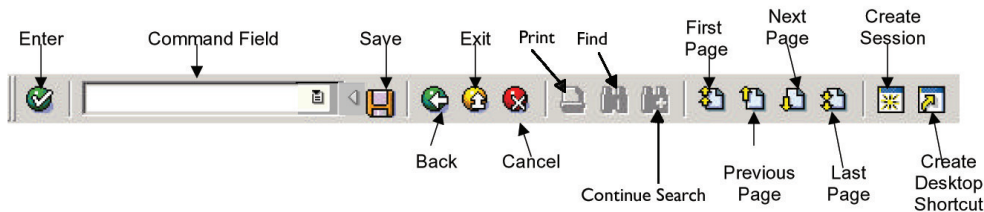
Should you find yourself in need of assistance and this tip sheet does not answer your particular question, call Information Technology Customer Service.
customerservice@okcps.org

297-6483

Continued

(ask the wizard,
dictionary, reports)

Defining the System



In this first issue of *Click Tips*, we'll start the definition section by defining the icons on the main menu bar that is on the top of your screen as you work in the enterprise system.

If you don't know what an icon represents, place your mouse pointer over the icon and a label identifying that icon will appear as well as a keyboard command for that function.

Enter: Accepts your field entry and moves to the next function, or screen, in a system task. Note: Enter does NOT save information you've entered.

Command Field: For fast path commands that take you directly to a system task with-

out drilling down through the menus. To close the command field, click on the arrow to the right of the field. To reopen the command field, click on the arrow that will appear to the right of the Enter button when the command field is closed.

Save: Save data or changes to data in a system task.

Back: Moves back to the previous screen or menu level.

Exit Session: Exits the current menu level or system task without saving the data.

Cancel: Cancels the data you entered in the current system task.

Print: Prints the document displayed on the screen.

Find: Searches for words

and alphanumeric combinations in the open document or display screen.

Continue Search: Continues searching for a previously selected search item.

First page: Moves to the first page of the session you are working in.

Previous page: Moves to the previous page of the session you are working in.

Next Page: Moves to the next page of the session you are working in.

Last Page: Moves to the last page of the session you are working in.

Create Session: Creates a new session.

Shortcut: Generates a shortcut on your computer desktop.

March 20, 2002

SAP-Time Entry
STAR Center, 1900 Springlake Dr., Business Conference Center

12:30 PM - 3:30 PM

March 26, 2002

SAP-Plant Maintenance
Central Office, Room 415

8:30 AM - 11:30 AM

March 28, 2002

SAP-Budget
Central Office, Room 415

8:30 AM - 11:30 AM

Ask The Wizard

What is a personnel number in SAP?

The personnel number is the only feature within an employee record which is unique to an employee. You have to enter a personnel number before you can display and maintain an employee's master data and time data.

Report & Compare

"Where am I?" In terms of your budget, many of you may ask yourself this question many times throughout a fiscal year. We all know the importance of remaining within budget and so does the District's enterprise system.

In order to assist you in staying within your budget, it is a good idea to learn how to pull an "Actual versus Budget Comparison Report" and do so periodically throughout the year. The following will break down the procedure, so that when you do ask "where am I?" you can find out immediately.

1. After you log on, you will have to drill down through a series of folders:
 - a. Double click on the Accounting folder,
 - b. Double click on the Financial Accounting folder,
 - c. Double click on the Funds Management folder,
 - d. Double click on the Information System folder,
 - e. Double click on the OCPS Reports folder,

- f. Double click on the Actual vs Budget comparison (annual) folder,
 - g. Double click on the Actual vs Budget (with carry forward) folder,
2. You should then receive the Actual vs Budget (annual with c/f) menu.
 - a. In the Fund field, type the five-digit fund number such as 11000 for general funds,
 - b. In the Key Date field, type today's date,
 - c. In the Fund Center field, type your school's or department's fund center number,
 - d. In the Fiscal Year field, type 2002,
 - e. In the From period field, type 1 (for July),
 - f. In the To period field, type 12 (for June),
 - g. Click on the Execute icon (the clock with the check mark) at the top left corner of the screen.
 3. Presto! After a few minutes your report should appear.