Los Angeles Community College District New SAP Portal Quick Reference Guide

The new SAP Portal has been implemented with a new look and feel. The new design resembles a smart phone application. The applications are tailored to the users' common tasks.

Every time someone wants to use a regular business function such as work approvals, financial apps, HR details, Time Entry and Time Approvals, CMMS and other functions, the business functions are available through categorized tiles.

These business functions were also available to the user in the legacy portal and the SAP GUI. In the new Portal, the functions are presented as Tiles which can be grouped and organized by the user for an enhanced experience.

The new business function categories can contain one or more applications that apply.

Click on the links to access the specific Business Functions below

How to reach and log into SAP Portal
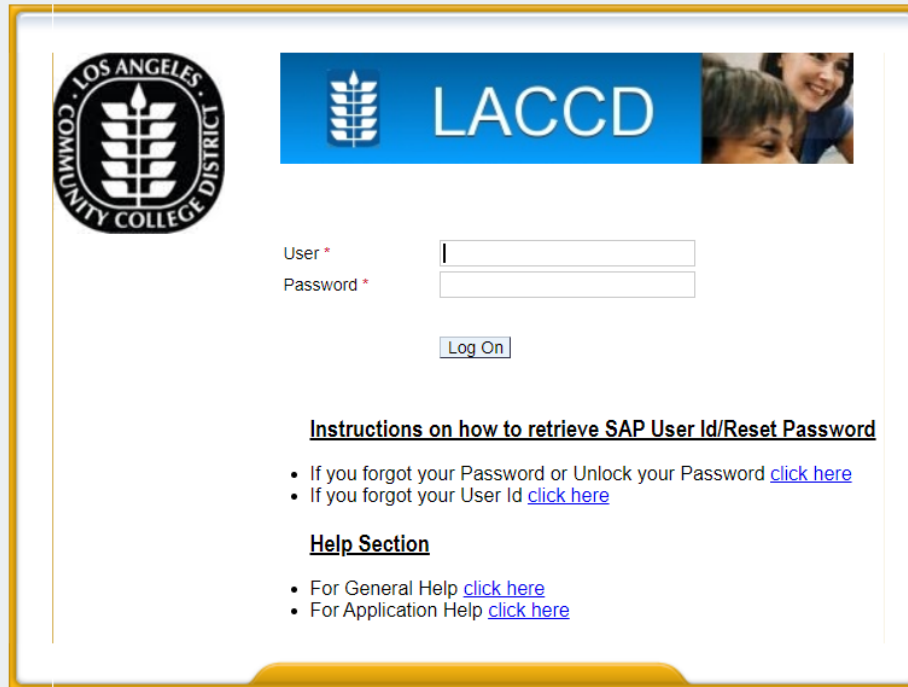
Navigate to the SAP Portal Link (portal.laccd.edu)

Enter your SAP Credentials:

Employee Self-Service Commonly Used Tiles

- The self-service Portal retains many of the employee business functions available through the SAP GUI but with easily accessible tiles.

Employee Services	Manager Services	Design Collaboration/cFolders	Electronic Budget Transfer [eBTA]	Institutional Effectiveness System...	M

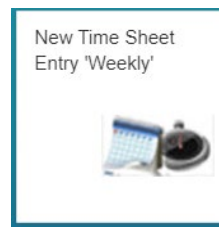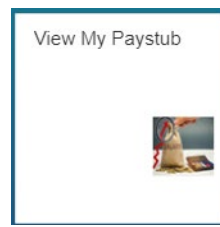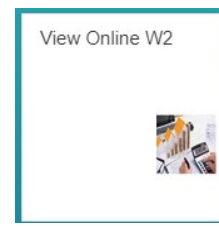| Universal Worklist	My Quota Statement	My Email Address List	My Health Plan Calculator	Report Birth of Child	Elect Online W2	View Online W2
Work Schedule	Time Accounts	Time Statement	New Time Sheet Entry 'Daily'	New Time Sheet Entry 'Weekly'	My Personal Data	My Address
My Ethnicity Information	My Emergency Contact	My Benefits Statement	View My Paystub	My Beneficiaries	Vision Resource Center	

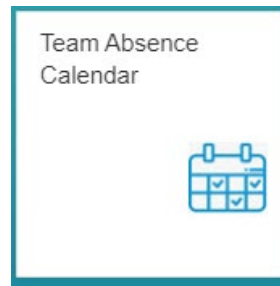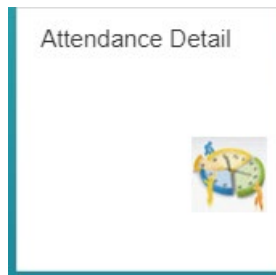| My Quota Statement	New Time Sheet Entry 'Weekly'	View My Paystub	View Online W2	Time Statement	Vision Resource Center
Access your time quota details	Submit your Weekly Time	View your Paystub	Get access to your W2	Access your submitted time statements	Professional Development Resources

Manager Self-Service Commonly Used Tiles

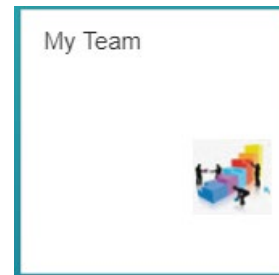- The self-service Portal allows Managers access to their commonly used business functions
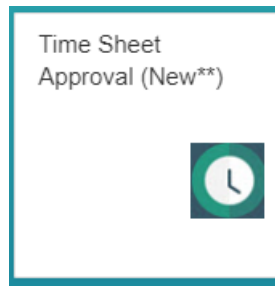
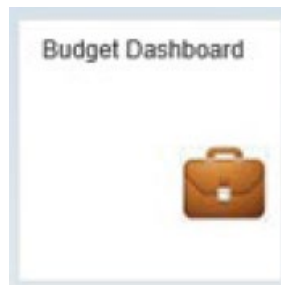|			
Approve your teams work hours submissions	Review your team absence calendar	View your team's attendance details	View details regarding your assigned team

Electronic Budget Transfer (eBTA)

- The portal allows users to also perform electronic budget transfers as they would using the SAP GUI. The eBTA common tiles are below.

Budget Dashboard	BTA Administration	Maintain Cost Centers	Maintain eBTA Years
View pending/submitted eBTAs	Submit a new BTA as needed	View manage the cost centers that are associated with your access	Get details and manage eBTA years as needed

Access the Public Budget Formulation (PBF) function and Common Reports

- Through the new SAP portal, users are able to access the PBF function and have the ability to pull various pre-configured reports.

Public Budget Formulation [PBF]

Public Budget Formulation

Reports

| BW Reports Menu | f01 - Budget Availability By Fund Center | f07 - Budget and Expense History | f07 - Expense By Month | f09 - Monthly Accounting Summary |

| Public Budget Formulation | BW Reports Menu | f01 - Budget Availability By Fund Center | f07 - Budget and Expense History | f07 - Expense By Month | f09 - Monthly Accounting Summary |

This tile gives you direct access to the LACCD PBF Function

Directly access the reports menu from BW

Access to a variety of pre-configured reports as you would through the SAP GUI. Such as f01, f07-Budget Expense History and by month, f09-Monthly Accounting Summary
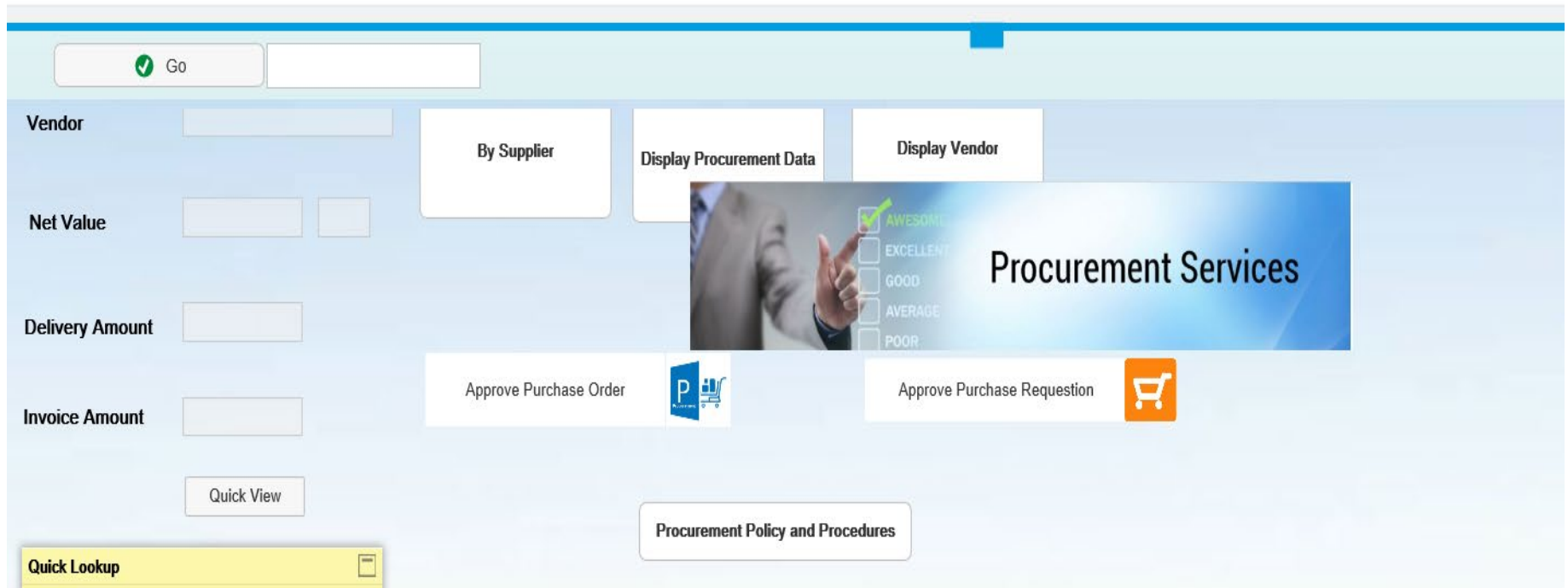
Procurement Shortcut

Users with procurement function security will have access to the Procurement Simplified Screen. This will launch the procurement services portal.
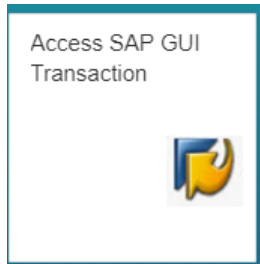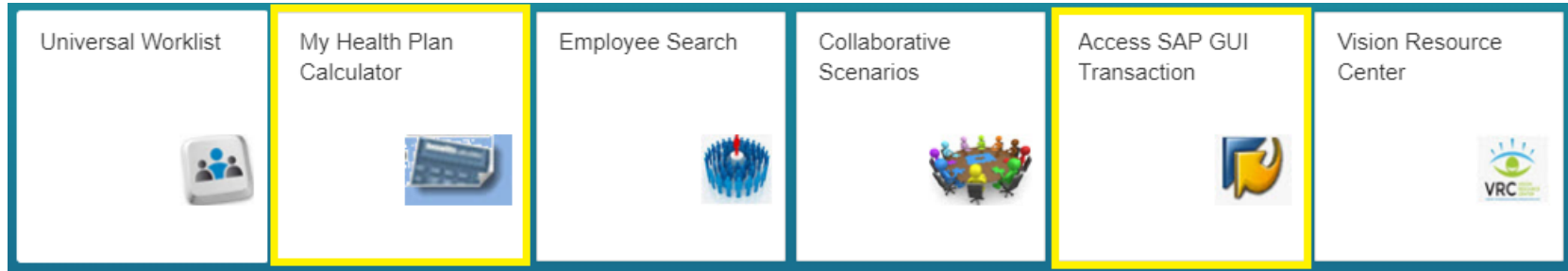
Users can perform the following functions here:

1. Vendor/Supplier lookup
2. PO lookup
3. PR and PO approval only
4. Quick Invoice lookup

Other Apps Accessible from the new SAP Portal

Universal Worklist	My Health Plan Calculator	Employee Search	Collaborative Scenarios	Access SAP GUI Transaction	Vision Resource Center

Access SAP GUI Transaction

Users that are more comfortable using the traditional SAP GUI also have the option of accessing this through the new SAP Portal.

By accessing the SAP GUI tile, they will be redirected to the complete SAP GUI that has most of the functionality available through the traditional desktop GUI.

My Health Plan Calculator
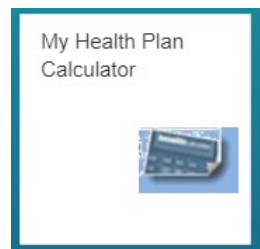
Get access to your Health Plan Calculator