

SAP Managers' Desk Reference

This book has been compiled to offer higher-level managers up-to-date, easily accessible information that they may need to accomplish position-specific SAP functions, such as approvals and reporting.

Included are quick reference sheets on time approval and purchase requisition approval, utilizing financial reports, as well as an SAP Fundamentals section that provides information on those functions that just make life easier within SAP such as setting up printers, creating variants and exporting data into Excel. If further, more detailed work instructions are necessary to complete a transaction, they may be accessed by logging on to the FAS Web site at www.fas.txstate.edu, and clicking on "Help." Here you will find step-by-step instructions and other reference material.

In time, this manual will also include details on completing PCRs or Personnel Change Requests. However, as of the date of this printing, PCRs are not routed electronically, but rather created by departments and physically routed for appropriate signatures, then sent to HR with any supporting data.