1. **SCOPE:**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This procedure communicates the process used for Budget Office personnel to get training on SAP.
1. **RESPONSIBILITY:**
	1. Budget Staff
2. **APPROVAL AUTHORITY:**

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Signature Date

* 1. Executive Budget Director
1. **DEFINITIONS:**
	1. SLPS – Saint Louis Public Schools
	2. SAP – Information system used by SLPS
2. **PROCEDURE:**
	1. Contact Information Technology to get an SAP user id, password, and required system access, if necessary.
	2. Schedule internal training with Budget personnel experienced in the needed applications (e.g., FMEQ – Budget Availability, FR58 – Transfers, FR50 – Loading Revenue, etc).
	3. Obtain and review the Budget Office SAP Procedures Manual.
	4. Receive scheduled internal training.
	5. Observe Budget personnel using SAP.
	6. **External Training:** Identify applicable external SAP training opportunities. Visit the American SAP User Group website for information about conferences, training, webcasts, application updates, etc.
	7. Contact the SLPS Travel Administrator for travel requirements and procedures.
3. **ASSOCIATED DOCUMENTS:**
	1. Budget Office SAP Procedures Manual
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| SAP Procedures Manual | Frontline Portal |  |  | User ID Access |
|  |  |  |  |  |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 05/07/09 | A | Initial Release |
|  |  |  |

**\*\*\*End of procedure\*\*\***