

LaGov ERP

Help Script Files



LaGov ERP

- **The Louisiana Division of Administration created Help Script files for LaGov ERP transactions containing:**
 - **Work Instruction Files**
 - **Simulations**
 - **Auto Playback Tutorial**
 - **Standard Tutorial**
 - **Cue Cards**

LaGov ERP

- **The Help Script files are easy to get to at all times. Whether you want a step-by-step guide, cue card, or a simulation of the task being performed, the files are only a few clicks away.**

LaGov ERP

- It is important to log in through the LaGov Portal in order to see any new announcements or bulletins. Using the SAP Logon Pad will bypass these critical announcements.



LaGov - STATE OF LOUISIANA
ENTERPRISE RESOURCE PLANNING SYSTEM

User ID * Ex. P006543

Password * Case sensit

[Forgot / Change Password](#)

LaGov ERP

➤ To get to the Help Script files:

1. Access the LaGov Portal



NOTE: A shortcut to the LaGov Portal is located on the last slide of this presentation.

LaGov ERP

➤ To get to the Help Script files:

2. Login in with your Personnel (LEO) identification



The screenshot shows the login interface for the LaGov ERP system. On the left, there is a dark blue banner featuring the State of Louisiana seal and the text "LaGov ERP". The main content area has a white background with a blue header bar containing the text "LaGov - STATE OF LOUISIANA" and "ENTERPRISE RESOURCE PLANNING SYSTEM". Below the header, there are two input fields: "User ID *" with the value "P00010588" and "Password *" with masked characters. To the right of the User ID field, there is an example "Ex. P006543". Below the Password field, there is a link for "Forgot / Change Password". At the bottom right, there is a "Log on" button.

LaGov - STATE OF LOUISIANA
ENTERPRISE RESOURCE PLANNING SYSTEM

User ID * Ex. P006543

Password * Case sensit

[Forgot / Change Password](#)

LaGov ERP

- The “LaGov Announcements” tab is the default tab once you have logged in. The articles and bulletins are updated constantly so take the time to see if they pertain to you.

Welcome P00010588 WAREHOUSE SUPERVISOR

LaGov ERP
STATE OF LOUISIANA

LaGov Announcements | Employee Portal (LEO) | Core Component (ECC) | eProcurement (SRM) | Linear Assets (Agile) | Data Warehouse

Welcome to LaGov

LaGov ERP Announcements

Last Updated: 3/11/11

****Effective March 7, 2011 the LaGov Support Center will be open on Tuesday and Thursday only from 8:00 a.m. - 3:30 p.m.****

Bulletin Board Articles Recently Issued:

Set-up Default Delivery Address for Shopping Carts - eProcurement SRM	<i>Issued 3/10/11</i>
Agile Work Order Interface - LinearAssets (Agile)	<i>Issued 3/1/11</i>

LaGov ERP

- Also located on this tab are shortcuts to the Help Script files, LaGov Support site, Bulletin Board Messages, as well as a link to create a Help Ticket.

LaGov ERP Announcements

Last Updated: 3/11/11

Support Center will be open on Tuesday and Thursday only from 8:00 a.m. - 3:30 p.m.**

Issued:

[Issues for Shopping Carts](#) - eProcurement SRM

Issued 3/10/11

LinearAssets (Agile)

Issued 3/1/11



[Open a Web Ticket >](#)

[LaGov Support
\(OIS Website\)](#)

Need to find a
Help Script?
[StLA Help](#)

[Bulletin Board
Messages](#)

LaGov ERP

- One way to access the Help Script files is to click on the “StLA Help” shortcut located here.

The screenshot shows the 'LaGov ERP Announcements' page. At the top left is the title 'LaGov ERP Announcements' in blue. To its right is the text 'Last Updated: 3/11/11' in red. Below the title is a thick blue horizontal line. The main content area contains the text: 'Support Center will be open on Tuesday and Thursday only from 8:00 a.m. - 3:30 p.m.**'. Below this, under the heading 'Issued:', there are two entries: 'Issues for Shopping Carts - eProcurement SRM' and 'LinearAssets (Agile)', each followed by the date 'Issued 3/10/11' and 'Issued 3/11/11' respectively. On the right side of the page, there is a 'Help!' button with a keyboard icon and a link 'Open a Web Ticket >'. Below that is a link 'LaGov Support (OIS Website)'. At the bottom right is a link 'Bulletin Board Messages'. Two callout boxes are present: one pointing to the 'LaGov Support (OIS Website)' link with the text 'Need to find a Help Script? StLA Help', and another pointing to the 'Bulletin Board Messages' link with the text 'Need to find a Help Script? StLA Help'.

LaGov ERP Announcements Last Updated: 3/11/11

Support Center will be open on Tuesday and Thursday only from 8:00 a.m. - 3:30 p.m.**

Issued:

[Issues for Shopping Carts](#) - eProcurement SRM Issued 3/10/11

[LinearAssets \(Agile\)](#) Issued 3/11/11

[Help!](#)
[Open a Web Ticket >](#)

[LaGov Support \(OIS Website\)](#)

[Bulletin Board Messages](#)

Need to find a Help Script?
[StLA Help](#)

Need to find a Help Script?
[StLA Help](#)

LaGov ERP

- To find the tutorials you can:
 1. Type the **Transaction Code** into the “Search” field
 2. Type a description of the Transaction into the “Search” field
 3. Search through the categories and subcategories



The screenshot shows the top navigation bar of the State of Louisiana website. It includes the text 'DIVISION OF ADMINISTRATION' and 'STATE OF LOUISIANA'. A search bar is located in the top right corner with the text 'Search' and a 'Go' button. Below the navigation bar, there are links for 'Projects' and 'Up', and a link for '(Help Development Team Log In)'. The main content area is titled 'State of Louisiana - LaGOV Help' and contains a list of links: 'LaGov ERP', 'LaGov HCM', 'LaGov TRAVEL', and 'LEO (Louisiana Employees Online)'.

DIVISION OF ADMINISTRATION

STATE OF LOUISIANA

Search Go

Projects Up (Help Development Team Log In)


State of Louisiana - LaGOV Help

Click an area below to see a list of topics related to this business area.

- [LaGov ERP](#)
- [LaGov HCM](#)
- [LaGov TRAVEL](#)
- [LEO \(Louisiana Employees Online\)](#)

LaGov ERP

- If you are not sure of the topic, select the “Business Area” that most closely meets your needs.



The screenshot displays the 'DIVISION OF ADMINISTRATION STATE OF LOUISIANA' website. The main content area is titled 'State of Louisiana - LaGOV Help' and contains the instruction: 'Click an area below to see a list of topics related to this business area.' A red rectangular box highlights a list of four business areas: 'LaGov ERP', 'LaGov HCM', 'LaGov TRAVEL', and 'LEO (Louisiana Employees Online)'. On the left side of the page, there is a sidebar with the heading 'Areas' and three links: 'Glossary', 'Help', and 'About'. At the top of the page, there are navigation links for 'Projects' and 'Up'.

LaGov ERP

- Select the Subcategory to narrow down your search.



LaGov ERP

- Some Areas have multiple sets of subcategories. Each subcategory narrows down the Transactions to suit your needs.



LaGov ERP

- Once you have narrowed your search criteria, a list of the Help Scripts is displayed.

ECC Requisitions - Consumption Inventory Requests

Areas

None

Help Content

- [MB52 - List of Warehouse Stocks on Hand](#)
- [MB53 - Display Plant Stock Availability](#)
- [ME51N - Create Personal Settings for Purchase Requisitions](#)
- [ME51N - Create Requisition for Inventory Item](#)
- [ME52N - Change Purchase Requisition](#)
- [ME53N - Display Purchase Req](#)
- [MEAN - Delivery Address](#)
- [MM03 - Material Search](#)

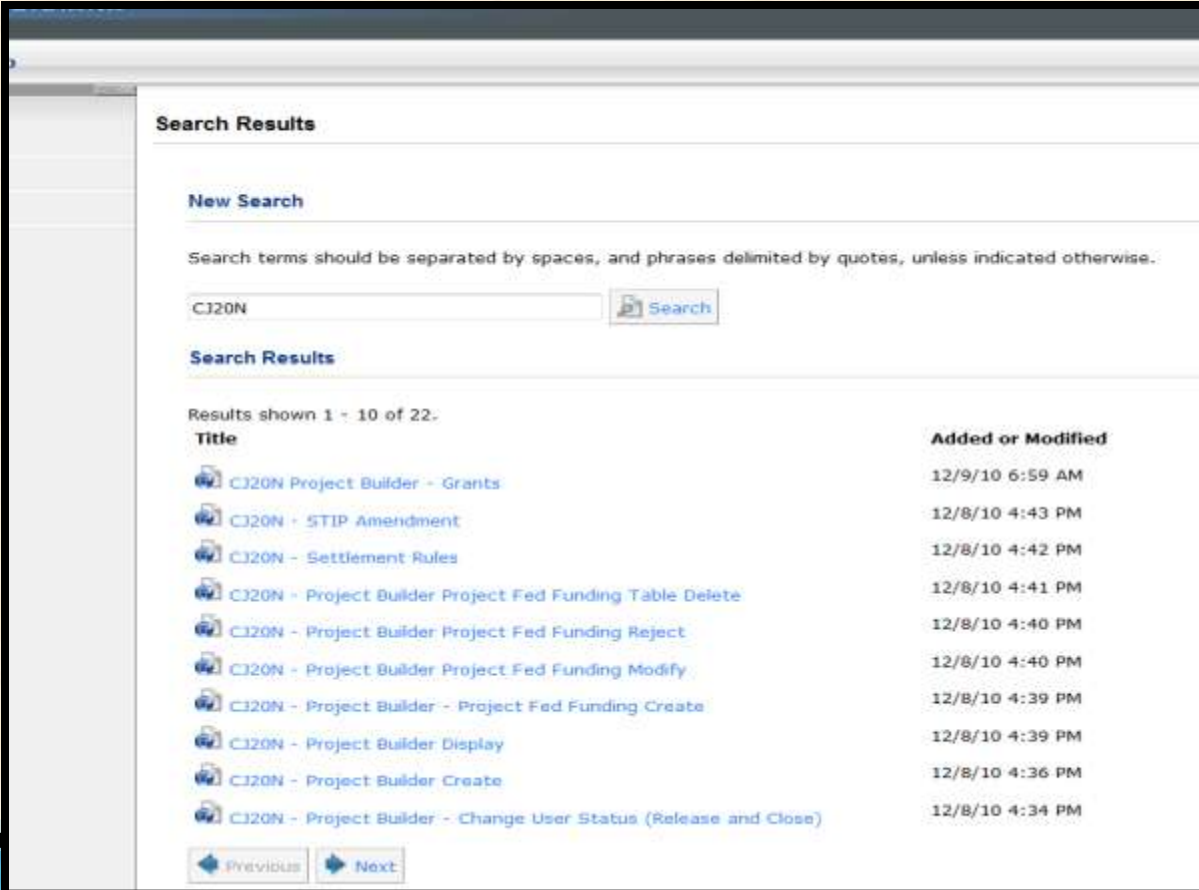
LaGov ERP

- As discussed earlier, another option is to type the transaction code or description into the “Search” field.



LaGov ERP

- The Search function will display any occurrence of the transaction regardless of the category.













Search Results

New Search

Search terms should be separated by spaces, and phrases delimited by quotes, unless indicated otherwise.

Search Results

Results shown 1 - 10 of 22.

Title	Added or Modified
 CJ20N Project Builder - Grants	12/9/10 6:59 AM
 CJ20N - STIP Amendment	12/8/10 4:43 PM
 CJ20N - Settlement Rules	12/8/10 4:42 PM
 CJ20N - Project Builder Project Fed Funding Table Delete	12/8/10 4:41 PM
 CJ20N - Project Builder Project Fed Funding Reject	12/8/10 4:40 PM
 CJ20N - Project Builder Project Fed Funding Modify	12/8/10 4:40 PM
 CJ20N - Project Builder - Project Fed Funding Create	12/8/10 4:39 PM
 CJ20N - Project Builder Display	12/8/10 4:39 PM
 CJ20N - Project Builder Create	12/8/10 4:36 PM
 CJ20N - Project Builder - Change User Status (Release and Close)	12/8/10 4:34 PM

LaGov ERP

- Click on the version of the transaction that best meets your needs.



CJ20N  Search

Search Results

Results shown 1 - 10 of 22.

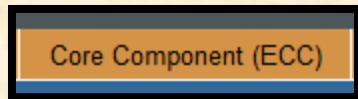
Title

-  [CJ20N Project Builder - Grants](#)
-  [CJ20N - STIP Amendment](#)
-  [CJ20N - Settlement Rules](#)
-  [CJ20N - Project Builder Project Fed Funding Table Delete](#)
-  [CJ20N - Project Builder Project Fed Funding Reject](#)
-  [CJ20N - Project Builder Project Fed Funding Modify](#)
-  [CJ20N - Project Builder - Project Fed Funding Create](#)
-  [CJ20N - Project Builder Display](#)

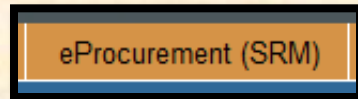
LaGov ERP

- As stated before there are various ways to access the Help Script files depending on the Module you are working on.
- From the list below select the Module(s) in which you commonly work.

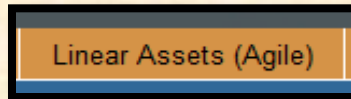
1



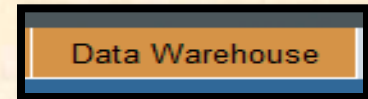
2



3



4



Once you have looked at all of the Modules in which you work, click "Continue" below to proceed.



LaGov ERP

- Regardless of which method you use to get to the Help Script files, the Work Instruction file opens by default.

The screenshot shows a web browser window displaying a help page for a SAP transaction. The page title is 'CJ20N - Project Builder Project Fed Funding Table Delete'. In the top right corner, there is a link '(Help Development Team Log In)' and a dropdown menu labeled 'Work Instructions - html'. The main content is organized into sections: 'Purpose', 'Last Update', 'Trigger', 'Prerequisites', 'Menu Path', and 'Transaction Code'. The 'Purpose' section states: 'Use this procedure to delete an entry in the Federal Funding table for a project.' The 'Last Update' section shows the date 'November 10, 2010'. The 'Trigger' section states: 'Perform this procedure to delete a project authorization in FMS.' The 'Prerequisites' section lists four bullet points: 'The DOTD Project must be created in SAP', 'The system status should be set to REL - Released', 'The federal checkbox should be checked in the DOTD User Fields tab', and 'The Detail to be deleted should have Action Type "00-Approved"'. The 'Menu Path' section states: 'Use the following menu path(s) to begin this transaction:' followed by a bullet point: 'SAP Menu → Accounting → Project System → Project → Project Builder'. The 'Transaction Code' section is currently empty.

CJ20N - Project Builder Project Fed Funding Table Delete [Work Instructions - html](#)

Purpose

Use this procedure to delete an entry in the Federal Funding table for a project.

Last Update

November 10, 2010

Trigger

Perform this procedure to delete a project authorization in FMS.

Prerequisites

- The DOTD Project must be created in SAP
- The system status should be set to REL - Released
- The federal checkbox should be checked in the DOTD User Fields tab
- The Detail to be deleted should have Action Type "00-Approved"

Menu Path

Use the following menu path(s) to begin this transaction:

- SAP Menu → Accounting → Project System → Project → Project Builder

Transaction Code

LaGov ERP

- If you would like to see the Simulation or Cue Card, select your choice from the drop-down box.

The screenshot displays the 'CJ20N - Project Builder Project Fed Funding Table Delete' page. The page includes sections for Purpose, Last Update, Trigger, Prerequisites, Menu Path, and Transaction Code. A callout box highlights a drop-down menu with the following options:

- Work Instruction - xhtml
- Work Instruction - xhtml
- Simulation (Flash) - flash
- Cue Card - xhtml

The 'Simulation (Flash) - flash' option is currently selected and highlighted in blue.

CJ20N - Project Builder Project Fed Funding Table Delete

Purpose
Use this procedure to delete an entry in the Federal Funding table for a project.

Last Update
November 10, 2010

Trigger
Perform this procedure to delete a project authorization in FMS.

Prerequisites

- The DOTD Project must be created in SAP
- The system status should be set to REL - Released
- The federal checkbox should be checked in the DOTD User Fields tab
- The Detail to be deleted should have Action Type "00-Approved"

Menu Path
Use the following menu path(s) to begin this transaction:

- SAP Menu → Accounting → Project System → Project → Project Builder

Transaction Code

LaGov ERP

- Click on the type of Simulation file you would like to see.


The screenshot displays a web interface for a simulation titled "CJ20N - Project Builder Project Fed Funding Table Delete". The interface features a blue header with the title and a central area with a light blue background. In the center, there is a logo for "RWD uPerform" and a text prompt: "Please enter a user name for the test results:" followed by a white input field and a blue arrow button. Below this, there is a section labeled "Description" with the text "CJ20N - Project Builder Project Fed Funding Table Delete". A red rectangular box highlights two options: "Auto Playback Tutorial" and "Standard Tutorial".

Tutorial without
Interaction


Tutorial with User
Interaction

LaGov ERP

- The Work Instruction file gives a step-by-step list of how to perform the ERP transaction, including screenshots and examples.

2. Click on the  button to open a project.

Open Project



Project Definition:

WBS Element:

Network:


And open

3. As required, complete/review the following fields:

Field	R/O/C	Description
Project Definition	R	Framework of data that is binding to the entire project

Example:
H.000600

Open Project



Project Definition:


WBS Element:

Network:

And open

4. Click on the button.

Project Builder: Project H.000600



LaGov ERP

- The Transaction Simulation either does a full hands-off demonstration of the transaction or allows the user to interact with the simulation.

The screenshot displays the LaGov ERP system interface. On the left, a tree view shows a hierarchy of WBS elements, with 'H.000600.6' selected. The main area is titled 'Identification and view selection' and shows details for 'WBS Element H.000600.6 Construction'. A yellow callout bubble points to the 'Custom Enhancement' sub-tab, containing the text: 'Click on the Custom Enhancement tab. The Project Federal Funding sub-tab is displayed.' The 'Basic Data' section includes 'Proj.type', 'Priority', 'Short ID H.000600.6', and 'Proj. summarization'. The 'Status' section shows 'System Status REL' and 'User status REL'. The 'Responsibilities' section lists 'Person Respons. 90006 REEVES, JUSTIN' and 'Applicant no. 109596 CHENEVERT, MARK'. The 'Operative indicators' section has checkboxes for 'Planning element', 'Acct asst elem.', 'Billing element', and 'Grouping WBS element'. The 'Administration' section shows 'Created by SMARSHA' and 'Created on 09/23/2010', along with 'Changed by CLEE' and 'Changed on 11/10/2010'. On the right, a 'Step Window' is open, showing a list of steps: 'Click on the Custom Enhancement tab. The Project Federal Funding sub-tab is displayed.', 'Click on Detail 1, Counter 1 to select the line to be deleted.', 'Click on the [Delete] button to set the entry Delete.', and 'Set Data as Deleted'.

LaGov ERP

- The Cue Card reference is a shorter version of the Work Instruction file without the screenshots or the example data entry portion.

Helpful Hints and Related Reports

- The Federal Funding tab within the CJ20N transaction is used to track the federal funding authorized on DOTD project authorizations interfaced to FMIS as well as the billing interfaced to RASPS. The Federal Funding tab tracks the Work Split, Improvement Type, Amount, Federal Fiscal Year, etc. The federal funding data for the Project Federal Funding authorization or modification updates in FMIS. The Action Type field tracks what has been submitted to FMIS as well as amounts are significant as only the amounts authorized by FMIS (approved in the FMIS inbound interface) can be billed.
- The entries captured in the Project Federal Funding table for the current year will update (reduce/increase) the balance of the amounts allocated to the project are within the funding limits provided by FHWA for the current year.
- The system will only allow one entry in the Project Federal Funding table per Detail Record where the Transaction Status per Detail Record can be in a status between 01 and 08. This ensures that only one modification related to a particular project can be made.
- This document focuses on demonstrating the steps to delete an entry in the Federal Funding table. The DOTD project authorization document will show how to set the authorization for deletion in FMIS.
- After the Federal Funding table has been updated, update the User Status to sign the project and update user field.

Procedure

1. Start the transaction using transaction code CJ20N.



Project Builder

2. Click on the  button to open a project.




Open Project

3. As required, complete/review the following fields:

- [Project Definition](#)



Open Project

4. Click on the  button.









LaGov ERP

- The screenshots are available by clicking on the “shortcut” listed by the step. This allows you to view only the screenshots that you need.

Helpful Hints and Related Reports

- The Federal Funding tab within the CJ20N transaction is used to track the federal funding authorized on DOTD project authorizations interfaced to FMIS as well as the billing interfaced to RASPS. The Federal Funding tab tracks the Work Split, Improvement Type, Amount, Federal Fiscal Year, etc. The federal funding data for the Project Federal Funding authorization or modification updates in FMIS. The Action Type field tracks what has been submitted to FMIS as well as amounts are significant as only the amounts authorized by FMIS (approved in the FMIS inbound interface) can be billed.
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Procedure

1. Start the transaction using transaction code CJ20N.
 **Project Builder** 
2. Click on the  button to open a project.
 **Open Project** 
3. As required, complete/review the following fields:
 - [Project Definition](#)
-  **Open Project** 
4. Click on the  button.

LaGov ERP

- For problems that are more difficult and cannot be solved with the Help Scripts, submitting a Help Desk Ticket is important.
- The link for the Help Desk Ticket is located on the Announcements tab of the LaGov ERP system.


LaGov ERP Announcements

Last Updated: 3/11/11

Support Center will be open on Tuesday and Thursday only from 8:00 a.m. - 3:30 p.m.**

Issued:

Ass for Shopping Carts - eProcurement SRM	<i>Issued 3/10/11</i>
LinearAssets (Agile)	<i>Issued 3/11/11</i>



[Open a Web Ticket >](#)

[LaGov Support \(OIS Website\)](#)

Need to find a Help Script?
[StLA Help](#)

[Bulletin Board Messages](#)

LaGov ERP

- The help ticket should be filled out completely.
- The transaction code should be included, if possible.

OIS Web Helpdesk

To Submit a Helpdesk Request, fill in the required fields and press the Submit button. *** indicates required fields**

Submitter Information

Personnel Number* Press ENTER to retrieve contact information.
(ex P00000000)

ISIS Userid (ex 2111011)

Submitter Contact Information

Agency Number

Agency Name

First Name*

Last Name*

Email Address*

Phone Number* (555) - Ext.

Would you like to change or update your WebTicket Contact Information?

Yes No

Ticket Information

System* **Category**

Problem Details*
(510 Character Max.)

Reference Information (ex: Personnel # - 2297; Contract # - 561311; etc.)

LaGov ERP – Help Scripts

- Get started now

LaGov ERP
Portal

Click to Access

LaGov Help
Scripts

Click to Access

This presentation was developed by the Technology Transfer and Training Section of the Department of Transportation and Development.

