

Using WinGUI for Time Processes



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I. WINGUI is a Win for Time Processing!

- Since January 2007, most time keepers and time approvers have been using **WebGUI** (Web Graphical User Interface) to access SAP to enter and approve time.
- **WinGUI** (Windows Graphical User Interface) is the preferred option for using most SAP applications. WinGUI has enhanced features that are not available in WebGUI.
- Until now the District did not have a method to load WinGUI on every computer at every site. However, we now have **Citrix** which allows everyone to log in and use WinGUI to access SAP.
- Citrix has already been rolled out to all schools and offices because WinGUI is required to access SAP for the new P-Card reconciliation and approval . So why not take advantage of what WinGUI has to offer for time keepers and approvers?
- Many financial functions are embedded in SAP and utilize WinGui. For instance, the Shopping Cart functionality uses WinGUI when the system performs the funding line check. Without WinGUI this check of available funds will not function properly. (Shopping Cart is being rolled out to schools over the 2013-14 school year.)
- **RECAP**
 - SAP has added features that are available in WinGUI that are not in WebGUI
 - WinGUI can be accessed through Citrix
 - Citrix is available for you to download now

II. Benefits of Using WinGUI

Time Keepers

- Allows data entry in CATS without re-typing the same data that was previously entered.
- Using Citrix, time reporting can now be accessed on Apple computers.
- Allows the time keeper to open multiple screens making it easier to check employee records and providing a more efficient mode of time entry.

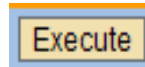
Time Approvers

- Provides a faster method of approving time by not having to scroll through multiple pages to approve records.
- Using Citrix, time approval can now be accessed on Apple computers.
- Allows the time approver to open multiple screens to assist in reviewing employee records.

III. Differences between WebGUI and WinGUI

WEB

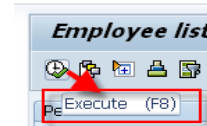
- (1) Buttons contain words such as 'Execute', 'Get Variant', 'Enter Time'.



- (2) Employee time records are listed in ZCATS_APPR_LITE on several pages.
- (3) Does not have the ability to use previously entered data. *Example: Must re-type the Funding line: Receiver Cost Center, Receiver Fund, and Receiver Functional Area*
- (4) May only open one screen at a time.

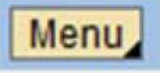


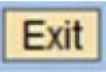



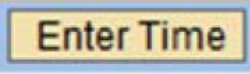
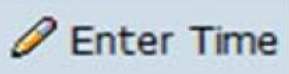



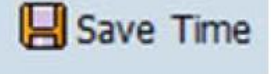
WIN

- (1) Buttons are represented as icons such as



- (2) Employee time records are listed on one list in ZCATS_APPR_LITE.
- (3) Ability for time keepers to use data that was previously entered without having to re-type information.

WebGUI to WinGUI – Quick Reference

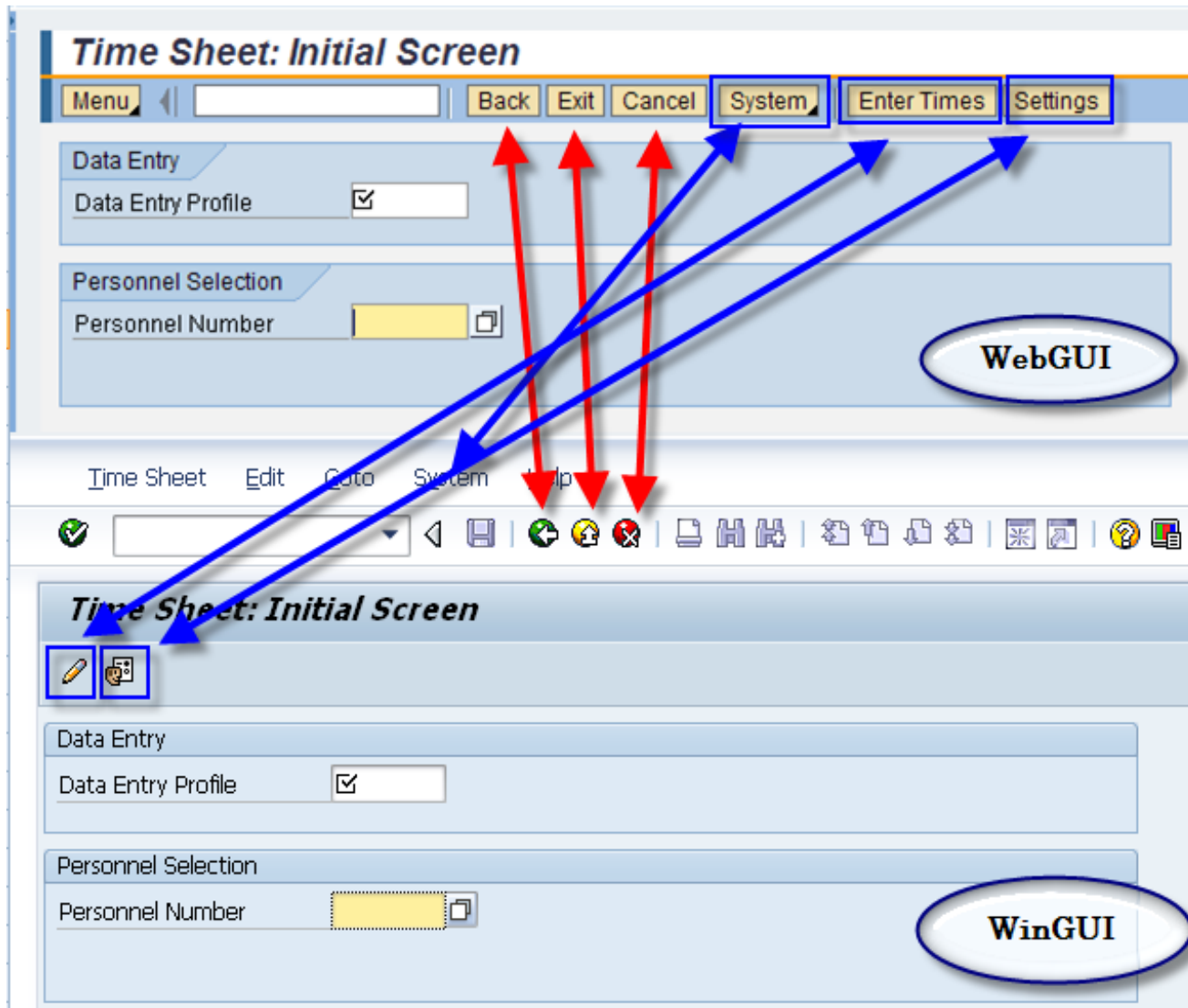
WEB GUI Action	WIN GUI Icon	Action Details
	N/A	List of commands or options
		Back
		Exit
		Cancel
		Enter Time
		Test Time
		Save Time

IV. Sample SAP Screen Prints

1. CAT2 – Time Sheet for Data Entry (Web and Win comparison screen shots)
2. Tips for Faster Time Entry if you need to enter same data multiple times
3. How to Open Multiple Screens in SAP
4. ZCATS-APPR_LITE for time approval (Web and Win Comparison screen shots)
5. Tips for Faster Time Approving

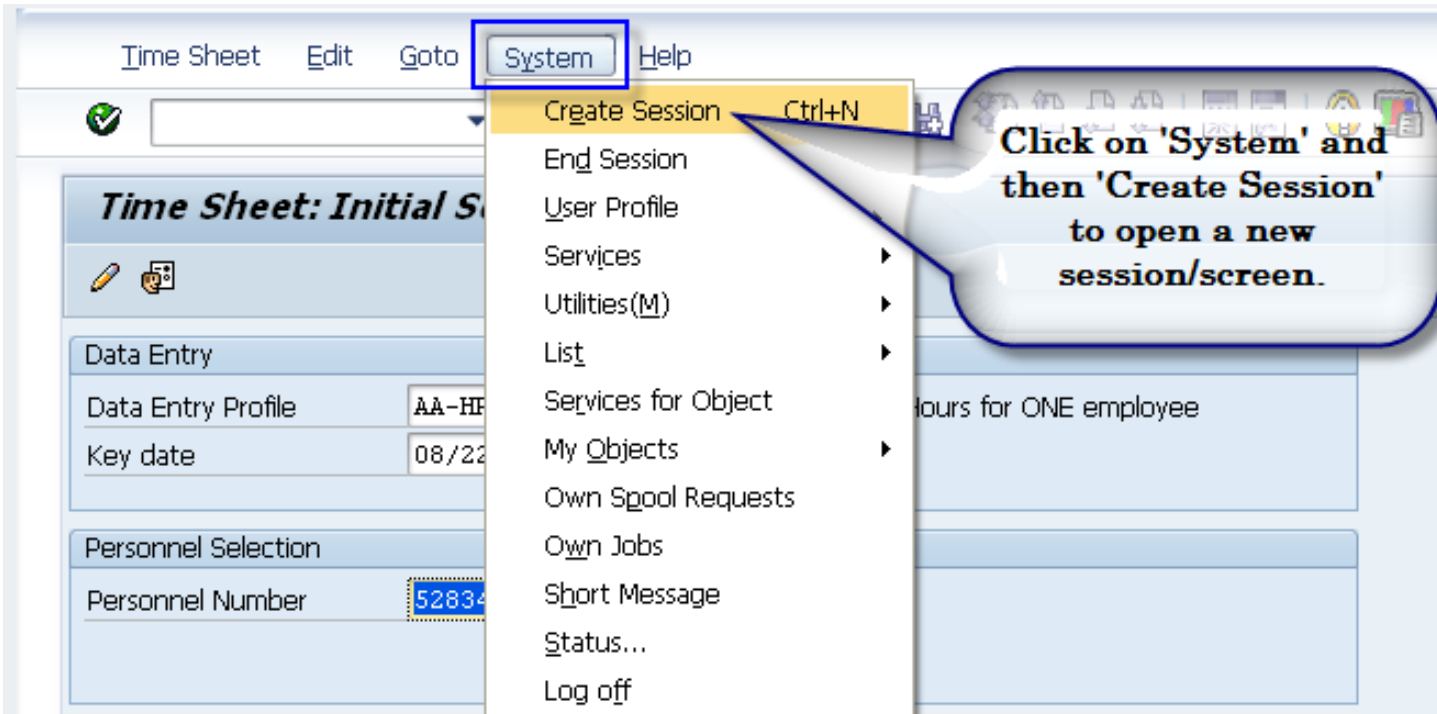
1) CAT2 – Time Sheet: Data Entry View

Web and Win Comparison Screen Shots



3) How to Open Multiple Screens in CATS

WinGUI allows multiple screens to be opened. This will benefit both time keepers and time approvers when checking or reviewing time records.



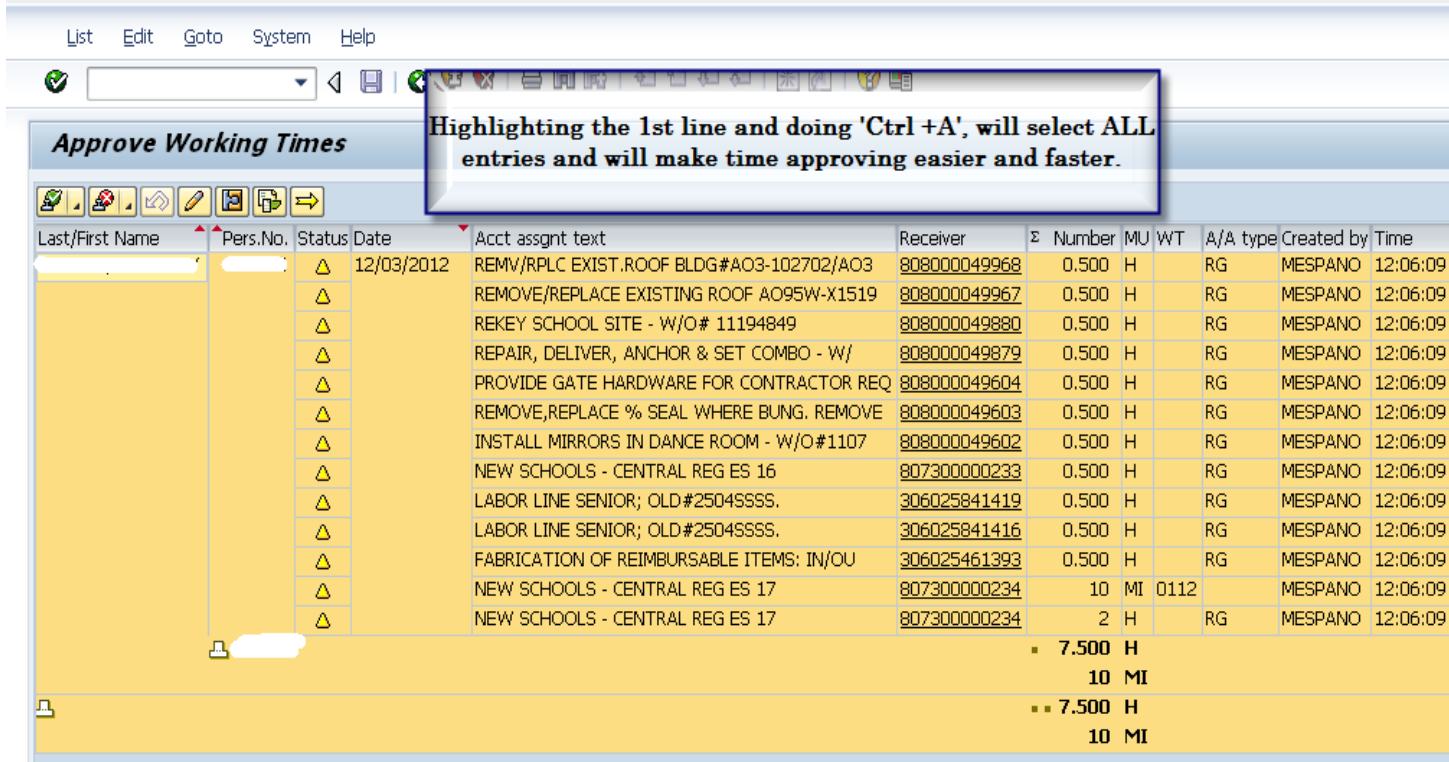
4) ZCATS_APPR_LITE – Approve Working Times

Web and Win Comparison Screen Shots

The image displays two side-by-side screenshots of the 'Approve Working Times' application interface, comparing the WebGUI (top) and WinGUI (bottom). The WebGUI interface features a menu bar with options like 'Save As Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant...'. Below the menu, there are sections for 'Period' (Reporting Period: Other Period, 01/01/2007 - 08/31/2013) and 'Selection Criteria' (Personnel Number, Employment Status, Company Code, Cost Center). A 'Check for Records with Receiver Cost Center' checkbox is also present. The WinGUI interface has a similar layout but includes a standard Windows taskbar at the bottom with icons for 'OrgStructure' and 'Search Help'. The 'Period' section in WinGUI shows the Reporting Period as 'Other Period' and dates as '01/01/2007 - 08/31/2013'. The 'Selection Criteria' section includes input fields for Personnel Number, Employment Status, Company Code, and Cost Center, along with a 'Check for Records with Receiver Cost Center' checkbox. Red arrows point from the WebGUI menu and 'Other Period' dropdown to the WinGUI taskbar and 'Other Period' dropdown, respectively. Blue arrows point from the WebGUI 'Other Period' dropdown to the WinGUI 'Other Period' dropdown, and from the WebGUI 'System' menu to the WinGUI 'System' menu. A cloud-shaped callout labeled 'WebGUI' is positioned on the right side of the top screenshot, and another cloud-shaped callout labeled 'WinGUI' is positioned on the right side of the bottom screenshot.

5) TIPS FOR FASTER TIME APPROVING

Employee records to be approved in ZCATS_APPR_LITE is listed in one full list when using WinGUI. This will make time approving faster.



Approve Working Times

Highlighting the 1st line and doing 'Ctrl +A', will select ALL entries and will make time approving easier and faster.

Last/First Name	Pers.No.	Status	Date	Acct assgnt text	Receiver	Σ	Number	MU	WT	A/A type	Created by	Time
		Δ	12/03/2012	REMV/RPLC EXIST.ROOF BLDG#AO3-102702/AO3	808000049968		0.500	H		RG	MESPANO	12:06:09
		Δ		REMOVE/REPLACE EXISTING ROOF AO95W-X1519	808000049967		0.500	H		RG	MESPANO	12:06:09
		Δ		REKEY SCHOOL SITE - W/O# 11194849	808000049880		0.500	H		RG	MESPANO	12:06:09
		Δ		REPAIR, DELIVER, ANCHOR & SET COMBO - W/	808000049879		0.500	H		RG	MESPANO	12:06:09
		Δ		PROVIDE GATE HARDWARE FOR CONTRACTOR REQ	808000049604		0.500	H		RG	MESPANO	12:06:09
		Δ		REMOVE,REPLACE % SEAL WHERE BUNG. REMOVE	808000049603		0.500	H		RG	MESPANO	12:06:09
		Δ		INSTALL MIRRORS IN DANCE ROOM - W/O#1107	808000049602		0.500	H		RG	MESPANO	12:06:09
		Δ		NEW SCHOOLS - CENTRAL REG ES 16	807300000233		0.500	H		RG	MESPANO	12:06:09
		Δ		LABOR LINE SENIOR; OLD#2504SSSS.	306025841419		0.500	H		RG	MESPANO	12:06:09
		Δ		LABOR LINE SENIOR; OLD#2504SSSS.	306025841416		0.500	H		RG	MESPANO	12:06:09
		Δ		FABRICATION OF REIMBURSABLE ITEMS: IN/OU	306025461393		0.500	H		RG	MESPANO	12:06:09
		Δ		NEW SCHOOLS - CENTRAL REG ES 17	807300000234		10	MI	0112		MESPANO	12:06:09
		Δ		NEW SCHOOLS - CENTRAL REG ES 17	807300000234		2	H		RG	MESPANO	12:06:09
							7.500	H				
							10	MI				
							7.500	H				
							10	MI				

V. How Do I Access WinGUI?

- Download Citrix
 - Go to <http://lrpweb.lausd.net> and click on the installation guide for either a Windows or a Mac computer, the download link is located within the Installation Guide.

CITRIX INSTALLATION



Citrix Receiver Installation Guide for Windows



Citrix Receiver Installation Guide for Mac

- Once Citrix is downloaded, go to <http://apps.lausd.net> to access WinGUI
 - It is recommended that you bookmark <http://apps.lausd.net> . Every time that you log into SAP you will go to this link first.