



Glossary of General Terms

ABAP • **A**dvanced **B**usiness **A**pplication **P**rogramming; ABAP is the computer programming language used to develop and support SAP software.

Account Assignment Category • the “code” that tells SAP the method by which you are going to requisition goods or services; examples: “K” – Cost Center, or “A” – Asset.

Asset • a high value material that is tracked physically and financially over its useful service life at FCS; a type of SAP requisition.

As Is • the current way Fulton County Schools conducts business.

Basic Requisition • the electronic document created by the FCS user that *requests* the purchase of goods or services.

Best Practice • a term used to identify a set of standard practices or processes that have been proven to be highly effective in similar situations.

Blueprint • the detailed design document used to configure the SAP system, outlining decisions made by FCS leaders and staff to standardize business practices and processes for all of Fulton County Schools in the areas of Finance, HR/Payroll and Logistics.

BW • SAP’s acronym for **B**usiness **W**arehouse; the name of a database application that stores business information and other data that users can access to run reports.

CATS • stands for **C**ross **A**pplication **T**ime **S**heet and is the method in SAP for entering hourly employee time for payroll purposes.

CATT • acronym for **C**omputer **A**ided **T**est **T**ool. It allows you to combine and automate business processes as repeatable test procedures. CATT procedures are used to:

- Process transactions and transaction chains automatically.
- Check transaction results.
- Check system messages.
- Check database updates by performing value determination and make target/actual comparisons.
- Check reactions to changes in customizing settings.
- Generate data.

CO • SAP’s acronym for Controlling.

Encumbrance • the process of placing a “reservation” on a certain amount of funds in a particular budget; what the SAP requisition creates when it is saved.

End User • the term used for any individual who will be using SAP to do part or their entire job.



ERP • the acronym for Enterprise Resource Planning. It is an industry term for the broad set of activities supported by a multi-module integrated application software package that helps a business entity manage the important parts of its business *as a whole*. An “ERP system” is a software package that integrates all core business processes and related applications for an entire enterprise.

FI • SAP’s acronym for Financial Accounting.

FRICE Objects • Forms, Reports, Interfaces, Conversions and Enhancements the SAP system requires to work seamlessly with internal and external systems.

Functional Area • refers to one of the three business areas affected by the new SAP software at Fulton County Schools, which are Finance, Human Resources/Payroll and Logistics.

Functional Team • a subset of people working on the *A+ Project* who specialize in a particular area of the project.

Functional User Group • early on in the project, groups of likely users of the new software are identified to provide feedback to the *A+ Project* team.

Go-live • the date when the core functionality of the new system becomes active. It is currently scheduled for the fourth quarter of 2007.

Goods Receipt • the record of a certain material being received at its proper destination. A transaction that a designated individual will perform in SAP when a supplier delivers materials to location.

HCM • Human Capital Management; SAP’s acronym for Human Resources.

Implementation Team • mid 2005, Fulton County Schools gathered knowledgeable people from within their organization to work hand-in-hand with *A+ Project* representatives. Known as “implementation teams,” team members work closely with the *A+ Project* to carry out the changes that will result from the software installation.

Invoice Receipt • a record of payment (based upon an invoice from a vendor) for a certain material or service. A transaction that the FCS Accounts Payable Department will perform in SAP when an invoice is received and after a Goods Receipt is recorded.

Master Data • information that is shared across multiple business transactions and across all Fulton County Schools entities. Material Master and Vendor Master are examples of Master Data.

Material Master Record • a predefined record in SAP that contains the description, price, and other parameters for a material that is typically purchased on a recurring basis. It is one of the SAP Master Data elements. It is stored in a catalog of materials searchable by requisitioners which eliminate data entry.

MM • SAP’s acronym for Materials Management.

PM • SAP’s acronym for Plant Maintenance.



Plant • an SAP term for a general delivery address. For FCS it is the designation FCSS (Fulton County School System).

PMO • stands for **P**roject **M**anagement **O**ffice and refers to the group of managers who oversee and who are accountable for the day-to-day operations of the *A+ Project*.

Position • a defined group of duties and responsibilities requiring the work of one or more persons full or part time (for example, Accounts Payable).

Process • the sequential flow of work activities that accomplish a desired goal.

Purchase Order • the official document used to procure goods or services to a supplier. Generated by an FCS Buyer using *your* approved requisitions.

SAP • the brand name of the ERP software package that Fulton County Schools will implement. SAP stands for “**S**ystems, **A**pplications, and **P**roducts in Data Processing.”

Spending Controls • a set of system warnings within SAP that will automatically notify and/or limit end users from overspending against their budgets.

Steering Committee • the group of senior leaders from Fulton County Schools who help make decisions and provide guidance and feedback to the *A+ Project*.

Storage Location • an SAP term for a specific delivery address; an FCS School or Administrative Facility.

System Access • determines which tasks an employee is authorized to use in the system. It also determines what training an employee must take in order to perform those tasks.

To Be • the future way Fulton County Schools will conduct business.

Vendor Master • a detailed record about an approved FCS vendor; one of the SAP Master Data elements.

Work Flow • the process of electronically routing approvals, information, and reviews from user to user in SAP; will be used to handle requisition approvals at FCS.

Workforce Transition • the process of transitioning people from the current process to the new process by giving employees the tools they need to accommodate the new software, processes and procedures. Workforce transition activities include: identifying impacts to employees' roles; matching employees to the correct security access; equipping managers with tools to orient employees; designing and delivering 'just-in-time' training; aligning HR policies and procedures.

3-Way Match • a match between a:

- PO Line Item.
- A Goods Receipt.
- An Invoice Receipt.