

EMPOWERING MANAGERS WITH THE MANAGER PORTAL IN SAP® ERP

HELP MANAGERS MAKE SMART DECISIONS AND LOWER COSTS

Success in today's economy is a difficult proposition – one that is rife with challenges. One key to success is to put information to work for you. The manager portal in the SAP® ERP application provides your managers with critical information that will help them make smart decisions and cut costs.

Effective resource management, whether it be human capital, financial, or operational management, helps your enterprise stay ahead of the competition. The key to maximizing your resources is to get critical information and services out of the HR and finance departments and into the hands of your managers. With that information they can make intelligent decisions that support corporate goals.

To put successful human capital, financial, and operational management strategies into practice, your enterprise must be able to accomplish these vital goals:

- Attract stellar candidates and motivate employees
- Plan, measure, and influence business outcomes
- Identify and reward top performers
- Reduce costs
- Make business processes more efficient
- Empower managers with the right information at the right time
- Turn administrative tasks into productive processes

The manager portal in the SAP® ERP application provides managers throughout your enterprise with people-centric tools that help them accomplish these goals. Your managers become more productive, effective, and proactive, using tools that enable them to run their departments in line with your corporate goals.

Providing role-based intuitive user interfaces to managers empowers them. It connects them with the processes they need when executing human capital,

financial, and operational management strategies for budgeting, recruitment, compensation, employee development, and cost management. The manager portal creates a real ROI for your finance and HR departments. Tools that bring these strategies to life cut down on the number of phone calls and requests made by managers to various departments and, by doing so, free up your HR and finance staff to focus on strategic activities. The manager portal works with tools such as the SAP Interactive Forms software by Adobe, which automates paper-based processes, such as requests for master data changes, new equipment, or performance appraisals. These tools allow you to adapt and deploy end-to-end business processes with forms that are familiar to the user. They also leverage enterprise resource planning back-end systems, allowing you to make the most of your existing IT investments.

Empower Your Managers to Manage

With the manager portal, your managers can identify, retain, and reward top performers, recruit the right people, and make smarter decisions on the basis of financial and logistics information. Moreover, they can do this without having to turn to the HR, purchasing, and finance departments for help. The portal's intuitive, user-friendly self-service functions enable your business teams to pull data from disparate sources. This end-user service delivery method supports efficient and proactive management of employees, budgets, and inventory.





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Through daily alerts for critical cost data, the manager portal also enables your managers to minimize cost overruns, identify problematic budget items, and manage their cost centers and project costs in a timely manner. In addition, managers can drill down to the root of a problem without lengthy phone conversations and correspondence with other departments. Once an incorrect posting, budget shortfall, or error in master data has been identified, the manager can request corrections online using the standard interactive forms tool. The correction request is routed to the appropriate individual, allowing the manager to monitor its progress.

By giving managers fast access to important information, the manager portal frees professionals in administrative departments – and all the managers at your enterprise – from mundane administrative responsibilities. That makes the entire company more productive.

Attract Stellar Candidates and Motivate Employees

Because managers work closely with their employees, they know how to motivate them. They also need to know how to determine personnel strategy for their departments and how to retain their human capital. The manager portal gives managers a complete suite of tools that enables them to trigger functions that support administrative processes, relieving the HR department of frequent or unnecessary contacts. It provides real-time tools to help managers hire new employees, manage succession planning, and perform organizational changes. Managers can

initiate personnel change requests, and workflow tools help ensure that the requests go to the appropriate individuals for approval and execution.

Plan, Measure, and Influence Business Outcomes

One of the biggest hurdles managers must overcome if they are to plan and influence business outcomes is the information barrier. Many managers don't have ready access to basic corporate strategies and policies, and, as a result, they find it difficult to manage in a way that supports the enterprise's objectives.

The manager portal offers a number of powerful features that help your managers leap over the information barrier. First, it simplifies performance appraisals, making it easier to create meaningful employee objectives. Second, it eliminates the need for managers to contact the HR and finance departments for reports, guidelines, and forms by giving your managers the information they need. Third, its key performance indicators and analytical tools enable managers to be proactive and trigger follow-up activities.

One task that takes up hours of your managers' time each month is analyzing costing data posted to their cost centers and projects. Researching cost overruns, checking budget availability and open purchase requisitions, and fixing incorrect postings are even more burdensome tasks. The manager portal provides information on costs when your managers need it and informs them when critical thresholds have been reached. For example, it can alert a manager to

a cost variance greater than 10% in a given month, or to a project reaching 90% of its allotted budget. The manager can use the manager portal to research critical data and request adjustment postings – all from a single, user-friendly interface. Perhaps most important, the manager portal supports customization of all content and is flexible enough to meet the needs of all the managers in your enterprise.

Identify and Reward Top Performers

Many managers will say that their toughest task is to determine appropriate compensation for their employees. In fact, most managers make numerous calls to the HR department to determine pay increases.

The manager portal provides a robust compensation planning tool for completing and viewing appraisals online and rewarding employees for their performance. Managers can use the tool to identify and retain top performers, positively affect retention rates, and improve employee morale. Your managers can

also award fair compensation based on employee performance. Simply put, the manager portal allows your enterprise to retain and maximize its most valuable asset – its employees.

Reduce Costs

One of the best ways to lower costs is to provide tools that help your managers reduce cost exposure within their departments. The manager portal helps your managers control costs and budgets in a way that supports corporate strategy. It delivers comprehensive reports for cost centers and inventory right to managers' desks. The manager portal includes the most comprehensive suite of predefined content available, which saves you the cost of developing it in-house. It also provides data from central departments, which helps managers better understand how their departments impact the entire enterprise.

The manager portal also helps your company cut business travel costs. Its user-friendly approval and rejection functions enable your managers to control these expenditures.

Make Business Processes More Efficient

Once managers have been alerted to an issue that requires their attention, the manager portal empowers them to act decisively and intelligently. A manager might, for example, need to request new office equipment. With the manager portal, your managers can initiate changes and track those that require further action on their part. Workflow tools ensure that requests come into

the purchasing department through a single channel so purchasing agents can respond to queries easily.

If managers identify an unusual posting made to their cost center, they can drill down to the source and request an adjustment posting. By providing all the information, reports, and forms that managers need, the manager portal eliminates countless inquiries and paper documents and reduces administrative costs.

Empower Managers with the Right Information

The manager portal has a user-friendly, intuitive, Web interface that acts as a single access point for all information and delivers that information right to the desktop. Your managers can find what they need, no matter where they're located. The manager portal can also act as an umbrella solution that allows you to use SAP and non-SAP solutions – plus your back-end systems and intranet content – all from a single, consistent interface. The information is tailored to support your managers' business roles.

Turn Administrative Tasks into Productive Processes

The manager portal is fully integrated with the SAP NetWeaver® Portal component of the SAP NetWeaver technology platform. This integration means that you can extend the provided content by using powerful knowledge management tools, news feeds, and other vital information. Your enterprise reaps the maximum value from these robust functions, while their tight integration allows the HR, purchasing, and finance teams to

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deliver to managers the information, tools, and alerts that they need.

Seize the Future Today

What are the most notable benefits you can derive from using the manager portal in SAP ERP? Here is a quick recap:

- Empowers your managers to execute corporate strategies and makes the entire enterprise more competitive
- Enables you to hire better employees and identify, retain, and reward top performers
- Allows you to control costs by putting the central departments at the center of all cost-cutting initiatives
- Enables your managers to achieve greater efficiency and productivity

Find Out More

To learn more about how the manager portal in SAP ERP can make a difference at your enterprise, call your SAP representative or visit us on the Web at www.sap.com/erp or www.sap.com/mss or on the SAP Service Marketplace extranet at <http://service.sap.com/sharedservices>.

Summary

The manager portal in the SAP® ERP application provides managers with critical information that will help them make smart decisions and cut costs. This comprehensive suite of tools connects managers with the processes they need when executing human capital, financial, and operational strategies and enables them to make strategic decisions that support the enterprise as a whole.

Business Challenges

- Attract stellar candidates and motivate employees
- Plan, measure, and influence business outcomes
- Identify and reward top performers
- Reduce costs
- Make business processes more efficient
- Empower managers by giving them the right information at the right time
- Turn administrative tasks into productive processes

Supported Business Processes and Software Functions

- **Personnel management** – Improve processes for hiring new employees, managing succession planning, and performing organizational changes
- **Financial planning** – Enable better analysis of financial data; alert managers when critical thresholds are reached
- **Compensation planning** – Provide tools for online appraisals and fair compensation
- **Cost control** – Provide comprehensive reports to help managers control costs and budgets
- **Efficiency and productivity** – Streamline business processes, reduce paperwork, and reduce administrative costs

Business Benefits

- **Better employees** thanks to improved hiring techniques and the ability to identify, retain, and reward top performers
- **Better cost control** resulting from improved data flow from cost centers
- **Greater efficiency** because managers can access all the information they need for decisions relating to human capital, financial, and operational strategies
- **Greater productivity** because managers spend less time dealing with HR and finance departments and more time running their departments in line with corporate goals

For More Information

To learn more about the manager portal in SAP ERP, call your SAP representative or visit us on the Web at www.sap.com/erp or www.sap.com/mss or on the SAP Service Marketplace extranet at <http://service.sap.com/sharedservices>.

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