

Navigation of Grants Forms on Choice.net

Step 1: Go to Choice website. <http://choice.cityofhouston.net/> and select ERP/SAP Intranet from the More CHOICES menu on the right hand side.

The screenshot shows the Choice website homepage. On the left, there are three news articles: 'Combined Municipal Campaign 2013', 'METRO Greenlink Service', and 'Farmers Market at City Hall'. In the center, there is a 'CHOICE HEADLINES' section with links to '2012 and 2013 Letterhead', '2011 Financial Disclosure Statements', 'E.B. Cape Center', 'Kronos System', and 'IT Dept HelpDesk'. On the right, there is a 'More CHOICES' sidebar with 'Quick Links' (including '311 City Helpline', 'Agenda Backup', etc.), 'City Careers', and 'Popular Links' (including 'CitizensNet Admin Login', 'Deferred Comp Site', and 'ERP / SAP Intranet', which is circled in red).

Step 2: Select Finance-Material Mgmt form the ERP toolbar.

The screenshot shows the City of Houston Choice website toolbar and main content area. The toolbar includes the City of Houston logo, the text 'City of Houston City of Houston Online Information Center for Employees', and the 'CHOICE' logo. Below the toolbar, there is a navigation menu with 'Home', 'Finance-Materials Mgmt' (circled in red), 'HR-Payroll', and 'Choice.Net'. To the right of the menu are 'Register' and 'Login' links. Below the menu, there is a 'Text/HTML' dropdown menu and a large blue banner that reads 'Welcome to the ERP Business Support Website!'.

Step 3: Midway through the page on the right hand side is Materials Management. From the drop down menu you can select the following forms:

- Grants Set-Up Modification
- Internal Order Request
- Funds Management (for new funds)
- Budget Set-Up/Transfer

MIGO_Return Delivery

Rapid Marts - ARRA Stimulus Dashboard

Rapid Marts - Bud vs Actual and GL Overview

Rapid Marts - Bud vs Actual and GL Subject Areas

Rapid Marts - Grants Dashboard Guide

Rapid Marts - Java Errors and Version Control

Rapid Marts - Logon to Business Objects Intoview

Rapid Marts - Purchasing and AP Overview

Rapid Marts - Purchasing and AP Subject Areas

Rapid Marts - Purchasing Dashboard Operational Guide

Rapid Marts - Reports Inventory

SAP Role Definitions - Finance & Mat Mgmt

SAP Roles and Executable Transactions(T-code) - Finance & Mat Mgmt

FI/MM Super Users List

FI/MM SAP Course Catalog

ITSM SELF SERVICE SYSTEM

SAP Security/User Roles

ERP Security Change Process Instructions

ERP Security Request Form - Central

ERP Security Request Form - Department

How to Report a Security Error

Committees & Teams

ERP Support Team Telephone Listing

problem or answer your question. If they cannot, they will contact the ERP Support Desk on your behalf and open a help ticket for you. The ERP Support Team will then work on your issue and get back to you with a resolution.

A list of all Super Users is located in the left-hand column of this website at a link called "HELP AND SUPPORT."

"ONE CITY, ONE PROCESS, ONE SYSTEM"

SAP Printing, Faxing and Emailing

Printing, Faxing and Emailing a Contract from SAP

Finance Forms

Asset Accounting Form

Asset Accounting Form

Budget Enter, Transfer, Supplement, Return Request Form

Cash Receipts - Treasury Forms

Cost Allocation Maintenance Request Form

Cost Center Maintenance Request Form

Direct Deposit Form

Fund Reservation Request Form

Funds Management Master Data Maintenance Request Form

GL Account Request Form

Internal Order Maintenance Request Form

Invoice or Credit Memo Form

JE Form

Request for Grant Application/Award Set-Up or Modification

Retainage Release Form

CON Chart of Accounts Cross-References

AFMS Department to Business Area Mapping

Materials Management Certification

PLEASE BRING A ROLE REQUEST FORM WITH YOU TO THE CERTIFICATION