

SAP 101 Basic Navigation

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## 1. Course Title Page



#### SAP 101 Basic Navigation

## 2. Course Agenda

Course Agenda

SAP R/3 Modules

**SAP Transactions** 

SAP Access

**Useful Tips** Summary



## 3. Course Navigation

#### **Course Navigation**

The Book Reader bar is shown below. The Book Reader toolbar helps you navigate through a course. Hover your mouse over any of the buttons to display a popup explaining what it does.

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## 4. Course Objectives

#### **Course Objectives**

At the end of this course you will be able to

- Log on to and log off from SAP
- Navigate through SAP screens
- Launch a transaction
- Explore further using useful tips



## 5. Definitions and Acronyms

**Definitions and Acronyms** 



ERP – Enterprise Resource Planning

SAP – Systeme, Anwendungen, Produkte (German) – Systems, Applications and Products

R/3 – Real Time Data Processing, 3-tier. Database, application server and client (SAP GUI)

GUI - Graphical User Interface

## 6. SAP R/3 Modules

### 6.1. SAP R/3 Modules



### 6.2. SAP R/3 Integration Model 1 of 3



#### SAP R/3 Integration Model 1 of 3

### 6.3. SAP R/3 Integration Model 2 of 3

#### SAP R/3 Integration Model 2 of 3

SAP FICO Stands for FI (Financial Accounting) and CO (Controlling). Both elements store the financial transactions data. Below are the areas contained within FI. SAP CO (Controlling) is a function which provides you with information for company management decision-making. SAP CO facilitates co-ordination, monitoring and optimization of all processes in an organization.

♦

#### . ↓

General Ledger (GL) Accounts Payable (AP) Accounts Receivable (AR) Bank and Cash Management Budgeting and Monitoring Withholding Tax (TDS) Asset Accounting (AA) Funds Management (FM) Treasury Management (TM)

Product Costing (CO-PC) Periodic Allocations Profitability Analysis (CO-PA) Cost Center Accounting (CCA) Profit Center Accounting (PCA) Cross-Application Time Sheet (CATS) is a cross-application tool for recording working times and tasks. It enables you to control all business processes concerning your employees' tasks.

♦

#### CATS: Cross-Application Time (CATS) Reorganize Interface Tables (CATR) CATS: Cross-Application Time (CATP) Selection From Time Recording (CATM) CATS: Cross-Application Time (CATI) Time Sheet: Time Leveling (CATC)

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### 6.4. SAP R/3 Integration Model 3 of 3

#### SAP R/3 Integration Model 3 of 3

SAP HR (Human Resource Management) manages all human resource type functions.

 $\mathbf{V}$ 

Human Capital Management (HCM) Employee Self-Services (ESS) Manager Self-Services (MSS) Organizational Management (OM) Personnel Administration (PA) SAP Warehouse Management (WMS) provides flexible, automated support in the processing of all goods movements and in managing stocks in the warehouse complex.

 $\mathbf{1}$ 

Supports scheduled and efficient processing of all logistics processes in a warehouse Allows mapping of the entire warehouse complex in detail to storage bin level Determines exactly where a certain material is in the warehouse Optimizes the use of all storage bins and warehouse movements Stores material stocks from several plants together in warehouses with random storage SAP Logistics enables warehouse order optimIzation, wave management, packing control, and process monitoring. Optimizes freight procurement for multiple modes by using a sophisticated transportation management system.

 $\mathbf{V}$ 

Materials Management (MM) Sales & Distribution (SD) Production Planning & Control (PP) Quality Management (QM) Logistics General (LO) Plant Maintenance (PM) Logistics Execution (LE) Customer Service (CS) Environment, Health & Safety (EHS) upplier Relationship Management (SRM, Product Lifecycle Management (PLM)

### 6.5. SAP R/3 Modules at ABB

#### SAP R/3 Modules at ABB

#### Logistics

Sales and Distribution (SD)

Materials Management (MM)

Production Planning (PP)

Project System (PS)

#### Accounting

Financial Accounting (FI)

Controlling (CO)

#### Human Resources (HR)

Organizational Management (OM)

Personnel Administration (PA)

Time Management (CATS and Manager's Desktop)

Payroll



#### 6.6. SAP Data

#### SAP Data

#### SAP uses two types of data.

Master data is pre-set and is required in order to undertake transactions. It is mandatory for every organization, for example to enable the creation of purchase orders and sales orders. Transactional Data can change very often and is not constant.

#### Master Data

Material masters Production order Work centers Vendor masters Customer masters Pricing records General Ledger (GL) accounts Accounts Receivable (AR) accounts Accounts Payable (AP) accounts

#### **Transactional Data**

Purchase order Sales order Delivery Material movement documents Account postings Cost postings

### 6.7. SAP Features and Benefits

#### **SAP Features and Benefits**



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### 6.8. SAP R/3 Modules Knowledge Check 1 of 3

SAP R/3 Modules Knowledge Check 1 of 3 In terms of SAP modules, what does the acronym SD stand for?	
 Standard Data Sales and Distribution Same Day	
	>

### 6.9. SAP R/3 Modules Knowledge Check 2 of 3

SAP R/3 Modules Knowledge Check 2 of 3 Will ABB be using the SAP module Financial Accounting?	
Yes No	sie

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### 6.10. SAP R/3 Modules Knowledge Check 3 of 3

SAP R/3 Modules Knowledge Check 3 of 3 Master Data is one of the two data types in SAP. What is the other data type in SAP?	
Transitional Data Tried Data Triansactional Data	e contraction de la contractio
	>

## 7. SAP Access

### 7.1. SAP Access



### 7.2. SAP Graphical User Interface (GUI)

SAP Graphical User Interface (GUI)

If you do not have SAP installed on your machine you can find the instructions on how to install it on the ABB SharePoint site at the following location.

Click on this link. ABB SAP Torque GUI Configuration Instructions

#### 7.3. Access the SAP System via the SAP Logon Icon

#### Access the SAP System via the SAP Logon Icon



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#### 7.4. Select the SAP Environment

#### Select the SAP Environment NEW



#### 7.5. Access SAP Using Your UserID

#### Access SAP Using Your UserID



- Respects ABB Group standard format
- Controlled centrally by SAP Administrator
- Customized to reflect your job-related activities high security
- ✤ You are accountable for all activities performed with your SAP UserID

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### 7.6. SAP Log on

#### SAP Log on

You will need to enter your SAP UserID and password

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SAP		
New password		
lient	360	Information
	-	ELIS Torque SAP ECC Production System
Jser		Instance Name - PE3
Password		Client - 360 Production Client
	-	
anguage	2.04	###Planned Maintenance Schedule 2021###
		(This system will not be available during the planned maintenance)
		3rd Sunday of every month the System is not available for 8 hours
		Sunday 18-Apr-2021 @ 00:01 A.M. (EST)
		Sunday 16-May-2021 @ 00:01 A.M. (EST)
		Sunday 20-Jun-2021 @ 00:01 A.M. (EST)
		Sunday 18-Jul-2021 @ 00:01 A.M. (EST)

#### 7.7. SAP Password

#### SAP Password



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#### 7.8. SAP Password Guidelines

**SAP Password Guidelines** 

You	r SAP Password must adhere to the following guidelines
+	<mark>At least</mark> 8 characters
+	Can not begin with 3 identical letters
+	Can not begin with ? or ! or a space
+	Can not be identical as the previous 5 passwords used
+	Can not contain accented characters
+	Can not begin with the first three letters of your UserID
+	Is case sensitive
+	Should have at least one capital letter and one number

### 7.9. SAP Easy Access Initial Screen

#### SAP Easy Access Initial Screen



### 7.10. How to Logoff SAP

How to Logoff SAP

1 s tt	elect the yellow arrow at the top of any screen.	You will be warned about saving your data even if you have saved it! Select "Yes" to log off.	SAP GUI for Windows 740
	Big Stand Urget     Big Stand     Big S	Unsaved data will be lost.       Do you want to log off?       Yes	After 10 minutes of idle time, the session will close automatically. Do not forget to log off from SAP when you finish your work and always lock your computer when leaving your desk.

#### 7.11. SAP Access Knowledge Check 1 of 3



Your password must be at least 8 letters

Your password can begin with the first three letters of your UserID

Your password does not need to have a capital letter or a number



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Author: bbowers

### 7.13. SAP Access Knowledge Check 3 of 3



## 8. SAP Navigation - Standard Screens

#### 8.1. SAP Navigation - Standard Screens



#### 8.2. SAP Screen Description

#### SAP Screen Description



#### Standard Toolbar 8.3.

#### Standard Toolbar



Enter. Validates data entered (Note that this does not save data) 2 Command field. To access SAP transactions 3 Save. Use this to save data into the system 4 Back. Exit current screen and return to the last screen Exit. End the task and return to the initial screen (Note that if you are already in 5 the initial screen, Exit will mean Log off) Cancel. Cancels all of the data entered on the screen, closes the current screen 6 and returns to the previous screen

#### **Application Toolbar** 8.4.

#### **Application Toolbar**



SAP Menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites

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### 8.5. SAP Navigation - Standard Screens Knowledge Check 1 of 3

sh -
>

### 8.6. SAP Navigation - Standard Screens Knowledge Check 2 of 3

SAP Navigation - Standard Screens Knowledge Check 2 of 3 As well as the Standard Toolbar, there is also another Toolbar. What is it called?	
 Items Toolbar User Toolbar Applications Toolbar	
	>

### 8.7. SAP Navigation - Standard Screens Knowledge Check 3 of 3

SAP Navigation - Standard Screens Knowledge Check 3 of 3 When working with Favorites, which of the following options is correct?	
 <ul> <li>Pinpoint Favorites</li> <li>Identify Favorites</li> <li>Add Favorites</li> </ul>	Steel State
	>

## 9. SAP Transactions

### 9.1. SAP Transactions



### 9.2. What SAP Transactions Are Used For

What SAP Transactions Are Used For

#### Transactions are used to create, change or display data, or to run a report in SAP

An alphanumeric code used to signify a single transaction

- XX01 Create transaction
- XX02 Change transaction
- XX03 Display transaction

- Usually four digits long, ie, CAT2, VA01, MIGO, etc.
- Sometimes five digits long, eg, ZCADO, CJ20N, ME21N, etc.
- Sometimes 14 digits long, eg, S\_ALR\_87012249 (reports)

### 9.3. How to Launch a SAP Transaction 1 of 2

How to Launch a SAP Transaction 1 of 2



9.4. How to Launch a SAP Transaction 2 of 2

How to Launch a SAP Transaction 2 of 2



#### How to Stop a SAP Transaction 9.5.

#### How to Stop a SAP Transaction



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At+F4

### 9.6. Search Functionality

#### Search Functionality

In SAP there are many ways to enter data, one of which is to search for it.

To do this you can use the matchcode icon adjacent to an active field. This will display a pop-up window. Note that sometimes there are only one or two results presented but usually there is a scrolling list that you can use.

Click on the item you require (it will then be highlighted) and then click on the Enter/Copy icon (green tick). This will copy the selected item to the field.



### 9.7. Create and Update Favorites

#### **Create and Update Favorites**

There are two ways Drag and Drop To drag and drop a Favorite, carry out the following steps. 1. Click on a Favorite in the list to select it 2. Hold down the left mouse button and move the Favorite to the position in the Favorites list where you want	SAP Easy Access      SAP Easy Access      Soft Reserved      Soft	for transactions that are regul 2 Right Click To open a transaction that is in your list of Favorites, double-click on the Favorite name and the transaction will launch.	SAP Easy Access SAP Easy Access Comparing a starting of the
to the position in the Favorites list where you want it to be 3. When your Favorite is at the correct location (indicated by a black line as you move it) release the left mouse button and the Favorite will be	OF ALL - Set Strong - Actions     OF ALL - Set Strong - Actions     OF System		Decute Personnal Actions     Design documentation     Design documentation     Decute Stochast on the design     Decute Stochast on the design     Person Scheme     Tree Management

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### 9.8. SAP Transactions Knowledge Check 1 of 3



### 9.9. SAP Transactions Knowledge Check 2 of 3

SAP Transactions Knowledge Check 2 of 3	
Screen. One way is via the Command Field. What is the other?	
 Via the Menu Tree	
Via the Header By closing the Command Field	shi
	>

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### 9.10. SAP Transactions Knowledge Check 3 of 3

SAP Transactions Knowledge Check 3 of 3 If a SAP transaction is taking too long to execute, how do you stop it?	
 Click Exit Click Enter Click the icon in the very top left corner of the screen	
	>
	ABB

## 10. SAP Navigation – Reporting Screens

### 10.1. SAP Navigation – Reporting Screens



#### 10.2. Change, Save and Choose a Report Layout 1 of 7

#### Change, Save and Choose a Report Layout 1 of 7

The "Chang	ge Lay	out" i	con		can be u	ised to d	change, sa	ave and	l choose a	a layout.
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### 10.3. Change, Save and Choose a Report Layout 2 of 7

#### Change, Save and Choose a Report Layout 2 of 7

A "Change Layout" pop-up window is displayed. In this example the "Displayed Columns" tab is active.

In this tab you can select columns to either add to, or remove from, your report.

Columns that are already on the report are listed under "Displayed Columns".

Columns that are available to add to your report are listed under "Column Set".

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nange Layou		Mar	land 1	
Displayed Columns Sort Order	Filter	View	Display	
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Displayed Columns			Column Set	
Column Name			Columo Name	
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Plant		¥	Base Unit of Measure	
Fiscal Year			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	
Manually corrected total consumption			Base Unit of Measure	

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### 10.4. Change, Save and Choose a Report Layout 3 of 7

Change, Save and Choose a Report Layout 3 of 7

### To add a column to your report you need to carry out the following.

- Click on the required Column Name within the "Column Set" list - in the image you can see that "Base Unit of Measure" is selected
- 2. Click the central black arrow icon facing "Displayed Columns"
- 3. Click on the green tick to confirm

You would carry out this action in reverse to remove a column from your report.

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Change Lavout	-		-		
	-	Vie			
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Displayed Columns				Column Cot	
Displayed Columns				Column Set	
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Material Number		-		Base Unit of Measure	-
Plant		Ŧ		Base Unit of Measure	Ŧ
Fiscal Year			-	Base Unit of Measure	
Manually corrected total consumption				Base Unit of Measure	
Manually corrected total consumption			•	Base Unit of Measure	
Manually corrected total consumption				Base Unit of Measure	
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### 10.5. Change, Save and Choose a Report Layout 4 of 7

Change, Save and Choose a Report Layout 4 of 7

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10.6. Change, Save and Choose a Report Layout 5 of 7

Change, Save and Choose a Report Layout 5 of 7

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4 2		4
Save Layout	TEST	
Name:	TEST LAYOUT	7
	User-specific	Default setting
	oser-specific	V Delaux security

The "Save Layout"pop-up window is displayed.

On the "Save As..." tab you enter a suitable name for your layout in the "Name:" field.

If the report is specific to yourself then you should also check the "User-specific" checkbox (not shown in this example).

Click the green tick to save your layout. Your layout will then be available for you to choose in the future.

### 10.7. Change, Save and Choose a Report Layout 6 of 7

#### Change, Save and Choose a Report Layout 6 of 7

t	hen s	elec	t "Choos	se Layou	ut" from	the drop-dov	wn list.
Report	t <u>E</u> dit	Got	o System	Help			
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#### 10.8. Change, Save and Choose a Report Layout 7 of 7

Change, Save and Choose a Report Layout 7 of 7



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The "Choose Layout" pop-up window is displayed.

Click on your chosen layout then click the green tick to confirm.

Your selected report layout will open.

#### 10.9. Selection Variants

#### **Selection Variants**

If you regularly run the same report using the same selection criteria, you can create and save a variant (to avoid having to enter the same criteria each time manually). The variant can be selected when you want to run the report.

Click on the variant icon then select the variant that you want.

This is the variant icon

If more than 5 variants exist for the report, SAP will help you by automatically adding your user name in the "Created by" field. Do not forget to clear this if you are looking for a variant created by someone else!



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### 10.10. Create, Use and Change a Selection Variant 1 of 2

Create, Use and Change a Selection Variant 1 of 2

You can create your own Selection Variant to avoid having to enter the same selection criteria each time.

1. Enter the required data in the fields (this is your selection criteria)

2. Click Save 🛛 🔚

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Delivery details			
€ 6			
Papart coordin colortions			
Report-specific selections			
Distribution Status (Decentr		to	<u></u>
Warehouse Number / Warehouse		to	2
Total goods movement status		to	<u>\$</u>
Material Number		to	<b>\$</b>
Company Code	X003	to	<b>S</b>
Plant	US13	to	<b>S</b>
Shipping Point/Receiving Poi	US13	to	<b>\$</b>
Delivery		to	<b>S</b>
Date on Which Record Was Cre		to	<b>S</b>
Sales Organization	pssi 🕑	to	<b>S</b>
Delivery Type		to	<b>S</b>
SD document category		to	<b>S</b>
Ship-to party		to	<b>S</b>
Sold-to party		to	<b>\$</b>
Changed On		to	<b>1</b>
Sales organization for inter	USS1	to	<b>\$</b>
Actual Goods Movement Date		to	<u>\$</u>
Receiving plant for deliveri		to	<u>\$</u>
Document Date in Document		to	<u>\$</u>

### 10.11. Create, Use and Change a Selection Variant 2 of 2

#### Create, Use and Change a Selection Variant 2 of 2

The Variant Attributes screen is displayed.	Variant Edit	Goto Environment System Hels		5) <b>() ()</b>		OB					SAP
1. Enter Variant Name	Variant Att	ributes					_	_	_	_	
2. Enter Description	Variant Name	DELV_US13_TODY	_					_			
3. Click Save	Description Only for B Protect Va	List of Deliveries from today ackground Processing ariant		B	Created Selection 1000	ction Scms					
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	1,000	I otal goods movement status     Material Number     Company Code	S C								

When you next want to use a variant that you have saved then click on the variant icon then select and confirm the variant you wish to use.

The data will then be populated in the main screen. You can amend then save prior to executing the transaction.

- 1. Click Save
- 2. Select the variant name
- 3. Click Save again

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### 10.12. Use the Dynamic Selection Functionality 1 of 3

Use the Dynamic Selection Functionality 1 of 3

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A large number of SAP reports have a Dynamic Selection	Purchasing Documents p	er Document N	umber	
con that provides additional selection fields.	🕼 🎦 🗮 Choose			
laving extra selection criteria means that the system an retrieve data more quickly.	Purchasing Document Header     Purchasing Document     Gompany Code     Purch. Doc. Category     Purchasing Doc. Type     Porchasing Doc. Type	÷		
Click the Dynamic Selections icon to display a list of	Deletion Indicator     Status     Generated on	-		
parana.	Purchasing document		to	
	Purchasing organization	AVI	to	
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	Document Type		to	1
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his is the Dynamic Selections icon	Plant	US13	to	
-	Item Category		to	
	Account Assignment Category		to	
	Delivery Date		to	

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### 10.13. Use the Dynamic Selection Functionality 2 of 3

#### Use the Dynamic Selection Functionality 2 of 3



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### 10.14. Use the Dynamic Selection Functionality 3 of 3

Use the Dynamic Selection Functionality 3 of 3



here you are able to specify the following.

Once you have selected or entered data for the items you want in your dynamic selection, click on the green tick (in the pop-up adjacent to the Execute icon) to check your entries, and then click

This is the Execute icon

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#### 10.15. Filters and Sorting

#### **Filters and Sorting**



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### 10.16. Adding Totals and Subtotals

#### Adding Totals and Subtotals

	"Display Sum" adds a to	tal for the selected column								
<b>%</b>	"Subtotals" provides a v subtotals	vindow to pick fields in the	existi	ing re	port	for				
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### 10.17. SAP Navigation - Reporting Screens Knowledge Check 1 of 3

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### 10.19. SAP Navigation - Reporting Screens Knowledge Check 3 of 3

SAP Navigation - Reporting Screens Knowledge Check 3 of 3 When setting up a Dynamic Selection you can select or enter single items for inclusion or exclusion. What is the other option?	
To enter a range of items for inclusion or exclusion To set up a table	
	>

# 11. Useful Tips

### 11.1. Useful Tips



### 11.2. Multiple Sessions and Their Use

Multiple Sessions and Their Use

#### Features

- ${\scriptstyle \bullet}$  You can open up to four sessions at the same time, doing the same or different tasks
- ullet Each session can be closed independently, without having to log off the system

#### Benefits

- Allows users to perform more than one task at a time
- Saves time jumping from screen to screen

#### Example

Someone calls to ask for information while you are creating a purchase order (PO)
 You can bring up another session to check information without exiting your PO creation

### 11.3. How to Open Multiple Sessions

#### How to Open Multiple Sessions



### 11.4. Set Options for Help and Status Messages 1 of 2

Set Options for Help and Status Messages 1 of 2



### 11.5. Set Options for Help and Status Messages 2 of 2

Set Options for Help and Status Messages 2 of 2



### 11.6. Field Help

#### Field Help



# 11.7. System Messages - Error, Warning and Information

System Messages - Error, Warning and Information

Information - System processing produced an expected result based on your action. Example Standard Order 491958 has been saved
Warning - Value or setting out of normal ranges. Check entry then press enter to continue. Example ① Customer 6837 has delivery block: Hold for Allocation
Error - Problem must be corrected to continue. Example Material DCC-1200123 is not defined for sales org.01

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### 11.8. Authorization Error Messages

#### 

### 11.9. How to Customize Your User Profile

#### How to Customize Your User Profile

To modify the SAP user interface, select "System > User Profile > Own Data" on the menu bar.

The "Maintain User Profile" screen is then displayed.

On the "Defaults" tab, you can customize a number of layout options:

Start Menu Logon Language

- Decimal Notation
- Date and Time Format

Output Device

Personal Time Zone



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### 11.10. User Profile "Defaults" Tab Options

#### User Profile "Defaults" Tab Options

<sup>[17]</sup> Liser Edt Goto System Help	Logon language (only if different from your site's system language)	Personal choice for Decimal Notation, Date Format and Time Format
Maintain User Profile       Password       User     103007955       Last Changed On     FFID_BASIS       Ordersty     Perameters	Personal T if differe site's	ime Zone (only int from your time zone)
Start meru         Image: Comparison Language           Decmail Notation         X 1, 224, 567.89           Date Format         1 DD.MM.YYYY           Time Format (12/24%)         0 24 Hour Format (Example: 12:05:10)	Output Device - Standard     use your default Window	d printer to use. (Enter "LOCL" to s printer)
Spool Control OutputDevice LOCL OutputDevice Output DeviceAfter Output	<ul> <li>Print Immediately - If not sent to the Print Spool fi</li> </ul>	: checked, documents will be rst
Personal Time Zone           of the User         CET           Sys. Time Zone         EST	Delete After Output - Do Print Spool after being p	cuments will be deleted from rinted

### 11.11. User Profile "Parameters" Tab Options

#### User Profile "Parameters" Tab Options

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Maintain Use	r Profile	,					
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On the "Parameters" tab, you can set up default values for key fields.

Parameter IDs (PIDs) are a useful way of always automatically populating the same value in a field, so that you do not need to populate it manually every time.

Some values are set against your security access, for example language and help server.

There are others that you can set for yourself, for example

- Distribution Channel
- Plant number
- Purchasing group

Note that not every field has a PID! Also, be careful when using PIDs! They can have unintended side effects on data searches, etc.

/**\**.....

#### 11.12. How to Set Up a Parameter ID (PID)

#### How to Set Up a Parameter ID (PID)

PIDs allow users to set repeatedly used values so they are automatically defaulted into the transactions that use them.

Parameter IDs can be set by following the steps below.

- Identify the field you want a default entry to show in
- · Click in the field (this makes the field "active")
- Press F1 this opens the "Performance Assistant" window
- Click on the "Technical Information" button
- The "Technical Information" pop up box is now displayed. You need the "Parameter ID" code
- In your user profile, on the Parameters tab, enter this code and the value that you want to default in to this field

### 11.13. Using the Print Spool 1 of 3

#### Using the Print Spool 1 of 3

**Transaction SP01** 

SP01 allows you to look at the Print Spool, with a date selection.

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Output controller: Spool	request selection sc	reen	
🕼 🤣 🗟 📅 🗐 Further selection crite	ria		
Spool requests Output requests			
Spool Request Number		<u>a</u>	
Created By	103007955	<u>e</u>	
Date created	p1.01.2021	to 14.04.2021	<b></b>
Client	201	<u> </u>	
Authorization			
Output Device		<u></u>	
Title		<b></b>	
Recipient		<u></u>	
Department		<u></u>	
System Name	QE 3	<u>a</u>	

When you print a document in SAP, it passes through the Print Spool before it is sent to a printer. You can view the list via transaction SP01.

You can look at your previously printed documents in the Print Spool, using transaction SP02 (or through the Systems menu).

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### 11.14. Using the Print Spool 2 of 3

The Output Control list of spo	ler shows the current ol requests.		To print or then	reprint click tł	a docur ne print	nent, so button	elect it	If you paran the '	want to neters (e. Print with	reprint but with g. a different p n changed para icon.	h modified rinter), use meters'
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### 11.15. Using the Print Spool 3 of 3

#### Using the Print Spool 3 of 3



To preview the printed document, click on the icon in the column "Type".

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### 11.16. Select and Copy Text

Select and Copy Text

Generally, field contents in SAP can be selected using the mouse pointer and then copied (with the CTRL+C keyboard combination).

In some SAP screens, or lists, it is not possible to select text or cells for copying. In such cases you could try to use the CTRL+Y keyboard combination before selecting and copying. Often, but not always, this will allow you to select a text or a series of cells.

### 11.17. Display Technical Information

#### **Display Technical Information**

To see the transaction codes in SAP Easy access, click on Extras > Settings, then choose 'Display Technical Names'



• <u>S</u> ystem		S10 (1) 100
Client		100
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Program	SAPLOM_NAVFRAMEW	ORK_OO_OBJ
Transaction		PPOME
<u>R</u> esponse Tir	me	125 ms
Interpretatio	n Time	62 ms
Round Trips/	Flushes	1/0
S10(1)	100 saps10 INS	

To find out which SAP system, client and transaction you are in, click on an arrow in the right-bottom corner of the screen

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### 11.18. SAP Help



When using a transaction, refer to custom help for more information and instructions

Application Help	
SAP Library	
Glossary	
Release Notes	
S <u>A</u> P Service Mark	et place
Crea <u>t</u> e Support I	Message
Settings	
Custom Help	

Create	with Re	ference 🔏 Sales 👷 Item overview	S Orderi	ng party				
1	Er Crea	te Sales Order: Initial Screen						×
Order Typ		)						
	Views	Description	Class	Process	Transaction Code	Document	Ty. V	r Part
organizati	10	Lew Craste/Change Sales Order	HOW TO	ORDER TO CASH	VA010/402	110000719	700 0	0 000
Sales Oros	2	Avoid deleting dely, shin to address PO	FAO	PROCURE TO PAY	C120N_ME21N_VA01	110000712	7116 0	0 000
istributio	1	Tax Adjustment	FAO	ORDER TO CASH	VA01:VA02	110000724	7116 0	0.000
	1	Create Sales Order from Quotation	HOW TO	SALES ORDER CREATION	VA01: VA02	110000809	7116 0	0.000
AVSION	0	Processing the SO Incompletion Log	FAO	ORDER TO CASH	VA01	110000722	71/6 0	0.000
ales Offic	0	Profit Center in my SO changed by itself	FAO	ORDER TO CASH	VA01	110000723	ZUG (	0 000
iales Grou	0	Express document Update was terminated	FAQ	ORDER TO CASH	VA01	110000746	ZUG (	0 000
-	0	Create Credit Memo	HOW TO	ORDER TO CASH	VA01	110000716	ZUG C	0 000
	0	Return Orders Slaes Order	HOW TO	ORDER TO CASH	VA01	110000720	ZUG (	0 000
	0	Return Order Handling for Credit Card	HOW TO	ORDER TO CASH	VA01	110000721	ZUG (	0 000
	0	Brampton Return Material Process	PROCESS	ORDER TO CASH	VA01, VL01N, MM01, CS01, CA01	110000602	ZUG (	0 000
	0	Brampton_ process for customer returns	PROCESS	ORDER TO CASH	VA01, VL01N, MM01, CS01, CA01	110000603	ZUG (	0 000

### 11.19. Basic Navigation Help Card 1 of 2

#### Basic Navigation Help Card 1 of 2

Help Card – Navigation Bas	ics – SAP ECC6
Leurohing an SAP RG easien 1. Ducke cick Section 2. Setter the work environment. (P10 for production, 721 for training) 3. Ducket Click on the work environment. 4. In the SAP tendification screen, environment (P10 for production, 721 for training) and Password. 5. Click Orapitor parts SAP RG parameters and Password (SAP RG parameter) 2. Enter your new password. 2. Click Orapitor parts SAP RG parameters 2. Click Orapitor parts SAP RG parameters 3. Click Orapitor parts SAP RG parameters 3. Click Orapitor parts SAP RG parameters 3. Click Orapitor parts SAP RG parameters 4. A click Orapitor parts SAP RG parts 4. A click Orapitor	Closing a session with the Close button 1. Cick III in the Lig Orly hand corner of your screen, or cick 2. Lin the Lig Orly window, cick Xia Displaying transaction codes in the SAP Easy Access menu 2. Select the Display technical names check tox. 2. Select the Display technical names check tox. 3. Cick III is a screen the SAP Easy Access area 1. To add a transaction to your Favorites, select the transaction and cick 3. To delete stransaction to your Favorites, select the transaction and cick III. 3. You can enganize your Favorites and group transactions in different folders. 3. You can enganize your Favorites and group transactions in the remultive the option available in the Favorites mine the transaction to the equility the transaction provide the transaction to the equility the province in the SAP Easy Access area. 3. You can enganize your Favorites and group transactions in different folders. 3. You can enganize your Favorites and provide the transaction to the equility the transaction the the result of the transaction to the equility the transaction to the screen field in or the far the option available the transaction in the current transaction or virus about the possibility of an error in data. You can still complete the transaction. 3. In the provide the transaction information on the current transaction or virus about the possibility of an error in data. You can still complete the transaction. 3. Section Complete the transaction on the current transaction on the screen transaction and the possibility of an error in data. You can still complete the transaction. 3. Section Complete the transaction on the current transaction and the possibility of an error in data. You can still complete the transaction. 3. Section Complete the transaction on the current transaction on the current transaction on the screen the current transaction on the screen the current transaction on the screen the current transaction on the current transaction on the screen the current transaction on the screen the current transactio
Show/Hide History 1. Click <sup>®</sup> and select Options. 2. Select the Local Data tab. In the History section, select the Qit, check box to show the history or the Off check box to hide it.	Display the keys in dropdown lists 1. Click T and Book Coptons. 2. Select the Expert tab. In the Controls section, select the following check box: Show Keys in All Displaym Lists. 5. Select the following check box to sort the items in the list by key. Sort Items

ABB

### 11.20. Basic Navigation Help Card 2 of 2

Basic Navigation Help Card 2 of 2

Creat	e a variant		Pri	nt a report	
Create a variant 1. Cold in the Command field and enter the transaction code or click in your Favorines to politicity to a flequendly used report. Click <sup>(1)</sup> to per the report variant and delete the user name in the Created by field. Click <sup>(2)</sup> to get the variant name and click <sup>(2)</sup> to show report criteria. 4. Once otheria are CK, click <sup>(2)</sup> to display the report.		1. 2. 3. 4. 5.	Print angoot 1. Cick The tractory of the output device (printer) for the one nearest you. 3. Select the number of page (stratult Al) 4. Ensure all reveal peoplogistical and enclosed. 5. Cick Exhibiting the print the report.		
here Ju Ju Ju Ju Ju Ju Ju Ju Ju Ju	are three ways to s rpe."+" before the te rpe."+" after the tex rpe "+" before and a	<pre>rearch using Wildcards [e] xt - "edes" - the system displays all information that t - "parte" - the system displays all information that fter the text - "ejuse" - the system displays all inform </pre>	t ends begins nation	with the "des" character string, s with the "part" character string that contains the "jus" characte	r string.
0	Enter	Confirm data entry	Ð	Next Page	Go to next page
	Cause	Save data	1	Last Page	Go to last page
	Save	Care care		10.000.00000000000000000000000000000000	
0	Return	Return to previous screen without saving	5	Create Mode	Create a new session
0	Return Quit	Return to previous screen without saving Quit current transaction without saving		Create Mode Create a Shortout	Create a new session Create a desktop shortcut for any SAP report, transaction or application
	Return Quit Cancel	Return to previous screen without saving Quit ourrent transaction without saving Quit ourrent application (screen) without saving	0	Create Mode Create a Shortout Help	Create a new session Create a desktop shortout for any SAP report, transaction or application Obtain online help for area/item on which the oursor is placed
	Return Quit Cancel Print	Return to previous screen without saving Quit current transaction without saving Quit current application (screen) without saving Print ourrent screen	5 10 10 10 10 10 10 10 10 10 10 10 10 10	Create Mode Create a Shortout Help Customizing of Local Layout	Create a new session Create a desitor shortout for any SAP report, transaction or application Obtain online help for area/feem on which the cursor is placed Personalize display options
	Return Quit Cancel Print Find	Return to previous soreen without saving Guit ourrent transaction without saving Guit ourrent application (screen) without saving Print ourrent soreen Display first occurrence of search string		Create Mode Create a Shortout Help Customizing of Local Layout Add Favorites	Create a new session Create a desitop shortcut for any SAP report, transaction or application Obtain online help for area/tem on which the oursor is plood Personalize display options Add a transaction to Favourite file list
	Return Quit Cancel Print Find Find Next	Return to previous soreen without saving Out current transaction without saving Out current application (screen) without saving Print current screen Display first occurrence of search string Display first occurrence of search string		Create Mode Create a Shortout Help Customizing of Local Layout Add Favorites Delete Favorites	Create a new session Create a desktop shortout for any SAP report, transaction or application Obtain online help for area/tem on which the oursor is placed Personalize display options Add a transaction to Favourite file list Delete selected Favourite
	Return Quit Cancel Print Find Find Next First Page	Alter to previous screen without saving Out ourrent transaction without saving Out ourrent application (screen) without saving Print ourrent screen Display find occumence of search string Display next occumence of search string Return to find age		Create Mode Create a Shortout Help Customizing of Local Layout Add Favorites Delete Favorites Edit Favorites	Create a new session Create a desktop shortout for any SAP report transaction or application Chain online help for pravitisme on which the cursor is placed Personalized display options Add a transaction to Favourite fill list. Delete selected Favourite Edit name of selected Favourite
	Return Quit Cancel Print Find Find Next Find Next First Page Previous Page	Return to previous soreen without saving Cult ourrent transaction without saving Cult ourrent transaction without saving Print ourrent soreen Display first occurrence of search string Display need occurrence of search string Return to first page		Create Mode Create a Shortout Help Customizing of Local Layout Add Favorites Edit Favorites Edit Favorites Execute	Create a new session Create a facility of the session Create a dasking photocol for any SAP Create a dasking photocol for opplication Obtain control to photocol the control is photo Personalize display options Add a transaction to Favourite file list. Delete selected Favourite Edit name of selected Favourite Eacotea a report

### 11.21. Useful Tips Knowledge Check 1 of 3

Useful Tips Knowledge Check 1 of 3 The default for messages is to display them on the status bar at the bottom of the screen. How else can they be displayed via update of your personal				
At the top of the SAP screen In the middle of the SAP screen In a dialog box	sti-			
	ABI			

### 11.22. Useful Tips Knowledge Check 2 of 3

Useful Tips Knowledge Check 2 of 3 To get Field help in SAP you can right click in the field and select help. What is the other way to do this?	
 Click in the field then press F4 Click in the field then press F3 Click in the field then press F2 Click in the field then press F1	
	ABI

### 11.23. Useful Tips Knowledge Check 3 of 3

Useful Tips Knowledge Check 3 of 3 If you receive a warning message in SAP how is this indicated at the beginning of the message?	
With a white tick on a green background         With an exclamation mark on a yellow background         With a white cross on a red background	
	$\rightarrow$

## 12. Summary

### 12.1. Summary



### 12.2. Review of the Learning Objectives

#### **Review of the Learning Objectives**

#### You are now able to

• Log on to and log off from SAP

• Navigate through SAP screens

• Launch a transaction

• Explore further using useful tips

## 13. Course End Page

