Navigation in SAP Systems

Introduction to Navigation in SAP solutions on the basis of SAP ERP

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| Product  SAP ERP  G.B.I.  Release 6.07  Level  Beginner  Focus  Navigation  Authors  Babett Koch  Stefan Weidner  Version  2.40  Last Update  February 2015 | MOTIVATION  This material explains how to navigate in SAP systems. It is aimed at students at universities, universities of applied sciences and other educational institutions with no previous experience of SAP software. It can be used in the class or for self-study.  After completion of the course, students will be able to navigate through the user interface to work on business processes and case studies on their own.  Furthermore, this material serves as a reference for occasional users of SAP systems. |  | LEARNING METHOD  The learning method used is “guided learning.” This is a suitable method because navigating in SAP systems is a fundamental skill but also very complex.  The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. Similar to a case study, this method explains a process or procedure in detail.  By using exercises at the end of each part, students can put their knowledge into practice and gain a sustainable understanding of the underlying processes. |



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|  | Logging On | | |
| **Task** Log on to the system. **Time** 10 min  **Short Description** Use the SAP GUI to log on to the SAP system. | | | **Time** 10 Min. |
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| en 1Find and double-click on the icon depicted on the left side of this page that you can find on your desktop. If it is not there, choose *Start* ► *All Programs* ► *SAP Front End* ► *SAP Logon*    A dialog box similar to the one shown on the right appears. Select the SAP system specified by your lecturer and choose *Log on* or *Enter*.  The logon screen appears. The system requests the client, your user, password, and preferred language. | | SAP Logon | |
|  | | Client: \_ \_ \_  User: \_ \_ \_ \_ \_ \_ \_  Password: \_ \_ \_ \_ \_ \_ \_  Language: \_ \_ | |
| Before you log on, you need to know the definition of the term “client.” | |  | |
| SAP systems are client systems. With the client concept several separate companies can be managed in one system at the same time.  **Clients** are the highest organizational level in the system. In business terms, each client can represent a group of companies, a company, or a firm – regardless of the size of the organization.  In commercial, organizational and technical terms, a client is therefore a self-contained unit with separate master records and its own set of tables. In SAP systems, different clients are identified by their client numbers. | | Client | |
| Use the client number given by your instructor. For you to be able to log on as a user, a user master record must be created for you in the relevant client. For reasons of access protection, you must enter a password when you log on. Your password entry is case-sensitive.  SAP systems are multilingual. Choose the language for your session in the Language field. Then choose  or *Enter*. | | Logon screen | |
| Enter the user name, the initial password and the logon language given by your lecturer.  User: GBI-### Password: gbiinit 🡪 log on  When you log on for the first time, a dialog box appears in which you enter your new individual password twice. Client: \_ \_ \_    The first time you log on you will see a copyright note. Confirm it with  or *Enter*. The initial screen with the SAP Easy Access Menu appears.  first | |  | |
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|  | Initial Screen | | |
| **Task** Get familiar with the SAP system screen.  **Short Description** Identify and familiarize with each element of the SAP system screen. | | | **Time** 10 Min. |
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| This is the initial screen as described in more detail below. | |  | |
| C:\Users\tboettcher\Desktop\Chris\GBI GUI.png | | Initial screen | |
| **Menu Bar**    The displayed menus depend on the action/transaction in the SAP system except for the system and help menu. This dependency is described as context sensitive. | | Menu Bar | |
| **User specific settings**  Using the command field enter transaction SU3 and switch to the Defaults tab. In this tab, general settings like Logon Language, Decimal Notation and Date Format can be determined for your user.  Please choose **EN** (English) for *Logon Language*, **1,234,567.89** for Decimal Notation and **MM/DD/YYYY** as *Date Format*.    Save your entries using sichern. | |  | |
| **Standard Toolbar**    Icons in the standard toolbar are available on all screens. Icons that you cannot use in the current application are grayed out. By pausing the cursor above an icon, a quick info text appears. | | Standard Toolbar | |
| **Exercise 1**  For the following exercise switch to transaction VA03, to do so leave the current transaction by using beenden.   * 1. Which meanings have the following symbols in the Standard Toolbar? (**Tipp** By pausing the cursor over an icon, a help text is depicted. If there is no help text for each icon you simply have to go into a transaction.)   zurueck Back (F3) .  Navigation_Anmerlung_1.jpg Display Document Flow .  NOTE: use the Standard Toolbar graphic above to match the icon position.  Status Overview .  **1.2** Why is the icon S_F_SAVE (Save) grayed out in the initial screen?  You can’t save an empty order .  .  .  **1.3** Which of the following icons can create a new session?  M:\Schulungen\UCC-GBI2.20\!ICONs\common\S_session.jpg This one🞎  M:\Schulungen\UCC-G.B.I\!Icons\S_F_MOSH.gif 🞎  M:\Schulungen\UCC-G.B.I\!Icons\S_F_LSTP.gif 🞎  **1.4** How many sessions can be open in the system in parallel? (**Tipp** Click on the corresponding icon until the system does not create another session.)  Looks like a lot of session .  **1.5** To close a session, choose the icon beenden in the Standard Toolbar or go to the entry *System* ► *Close GUI Window* in the menu list.  What is the difference between the icons abbrechen and M:\Schulungen\UCC-GBI2.20\!ICONs\common\S_F_CANC.gif?  abbrechen exits back to home .  M:\Schulungen\UCC-GBI2.20\!ICONs\common\S_F_CANC.gif cancels order . | |  | |
| **Title Bar**  The title bar displays the name of the transaction you are currently using. It is located on every primary window and dialog window under the standard toolbar and above the application toolbar. | | Title Bar | |
| **Application Toolbar**    The application toolbar contains icons and buttons applicable to the transaction you are currently using. | | Application Toolbar | |
| **SAP Easy Access Menu**  The SAP system displays the SAP Easy Access menu on the start screen as standard. It enables you to navigate in the system using a clear tree structure.  Click on the small arrows to expand the menu tree. The menu tree is specific to your role (business function in the company). | | SAP Easy Access Menu | |
| **Exercise**  Open the following tree structure! | |  | |
| **Exercise 2**  Take a screen shot and paste below. | |  | |

