



# **Enterprise Resource Planning with SAP S/4HANA**

**How to Start**

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Dear SAPiensi,

Welcome to the course *Enterprise Resource Planning with SAP S/4HANA*. My name is Taymaz Khatami, your teacher. Please call me Taymaz. I will guide and accompany you through the whole course.

This document will answer the following questions:

1. What are the goals of this course?
2. How do I start with the course?
3. How do I install the SAP software?
4. How do I connect to the SAP system?
5. How should I proceed in this course?

These questions will be answered on the next pages.

**Read this document completely and very carefully. It will make your life so much easier during this course!**

# 1 What are the Goals of this Course?

The primary goal of this course is to teach you Enterprise Resource Planning as it is implemented by SAP. To achieve this goal you will work in an SAP S/4HANA System and solve integrated case studies from various functional areas of the software. If you successfully accomplish all the case studies, you will receive the university certificate.

Furthermore, you will learn the theoretical concepts behind the SAP system, which in turn will prepare you for the SAP certification exam (C\_TS410\_XXXX). If you pass the SAP certification exam, you will receive the original SAP certificate *SAP Certified Application Associate - Business Process Integration with SAP S/4HANA XXXX*.



## 2 How do I start with the Course?

You have received a welcome e-mail with all the login-data you need. The following figure displays how this e-mail might look like. Open this mail.

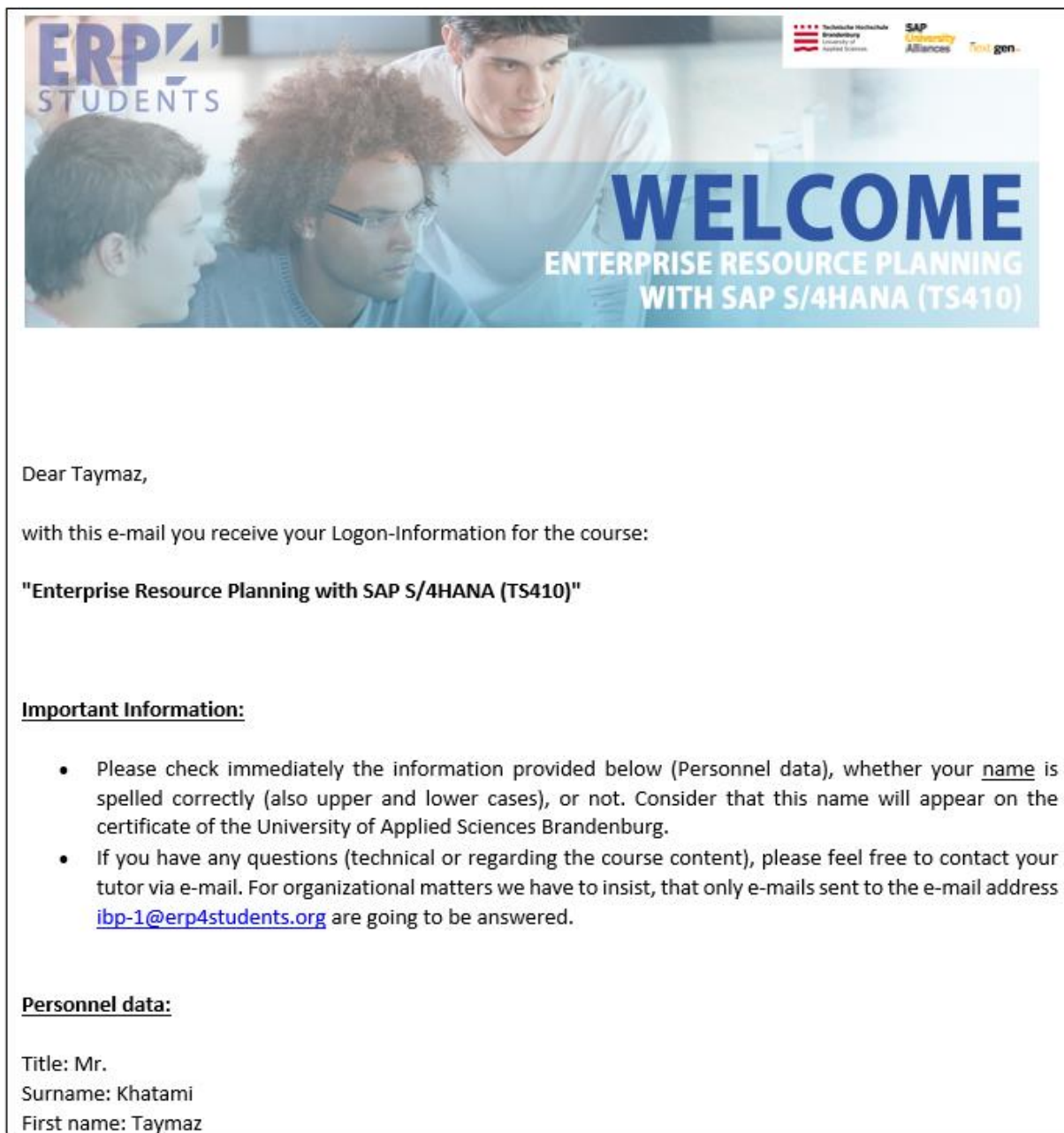


Figure 1: Welcome Mail

1. Go through the **Checklist** section
  - Is you **name** spelled correctly?

If not please send an e-mail immediately to the course e-mail address
2. If you have any question regarding course matters **always** use the course address provided in this mail.  
You can find the **support e-mail address** under the third check-list-item.

## 2.1 Course Website

The Moodle Learning Environment is divided into several sections.

- ✓ How to start
- ✓ Discussion Forums
- ✓ Organizational Notes
- ✓ Download Area - Lecture notes
- ✓ Download Area - Software
- ✓ Progress Report
- ✓ SAP Certification

### 2.1.1 How to Start

In this section, you will find:

- **How-to-Start:** The document that you are reading
- **How to send inquiries via Mail:** A form that contains fields for all information that you must fill in when sending an inquiry.
- **How to post an inquiry in the Forum:** A document describing how to post in the course forums.



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Course supervisor:	Taymaz Khatami

## HOW TO START

Download the **HOW-TO-START** document first and work it through thoroughly!

-  01 - HOW-TO-START
-  02 - How to Send an Inquiry via E-Mail
-  03 - How to Post an Inquiry in the Forum

## Discussion Forums:

Figure 2: How-to-Start

### 2.1.2 Discussion Forums

In this area you find the discussion forums of this course.

- **Bulletin Board:**
  - Only for the teacher: *You cannot post threads in this forum*
  - Used for announcements and important information
  - Subscription is mandatory: Every time I post here, you will receive it!
- **Organization + Technical Questions (GUI, Patch etc.):** You can post questions regarding the following topics here:
  - Course organization
  - Software installation



- Everything else that does not fit in the other forums
  - Subscriptions are optional: You can subscribe to this forum by pressing the subscribe button.
- **Course part forums:** For each teaching unit of the course there is a dedicated course forum.



**Figure 3: Discussion Forums**

### 2.1.3 Organizational Notes

This area holds some very important information. Here you find information about:

- **Course Deadline:**
  - The **deadline** stated in this area is the very last day you can work on the case studies on the SAP system.  
After that you won't have any more access to the SAP system.
  - There is no schedule for this course. That means that you can work on the case studies whenever you want to. But consider that each case study will take you approximately or at least 1 day, if you want to work on them thoroughly.  
**Hence, start on time!**
  - Consider that errors of yours, technical problems, possible server downtimes, family issues or anything else might occur during the course time. All this will cost you extra time.  
**Hence, start on time!**
  - There will be **no extension** of the course time under any circumstances! Manage your time efficiently, the course time span is very generous!  
**Hence, start on time;-)**
  - You will have access to the course website appr. 5 weeks after the course deadline.

- **Certification Outline:**

- **University certificate:** You must accomplish **all** case studies (practice parts of the teaching units); there is **no exception** to this rule!
- **SAP certificate:** The SAP exam focuses strictly on the **theoretical** contents of this course. For success on the SAP exam and to receive the original SAP certificate, it is vital that you learn the theory parts in the script very thoroughly. More information on the SAP exam is provided in the document **Exam\_Organization**. Also, from our experience, your chance to succeed on the SAP exam is increased significantly, if you accomplish all the case studies properly.

## Organizational notes

### Your course instructor:

The course instructor (that is me) prefers to be called by his firstname (that is Taymaz [tai-maz]).

### Schedule for accomplishing the practical workings:

There is no schedule for this course. That means that you can work on the case studies when ever and where ever you want to. The only restriction is that you have to have finished all case studies until September 8th, 2019.

The **last day** of the course is: **September 8th, 2019; at 24:00 CET.**

On this day you can work on the SAP system for the last time. The day after your user will be locked. An extension of this deadline is not possible in **any** case.

### Certification outline:

This course includes two certifications:

1. the University Certificate for successful accomplishment of **all** case studies (practical part of the lecture notes)
2. the original SAP-Certificate for succeeding at the SAP-Certification-Exam.

Figure 4: Organizational Notes

## 2.1.4 Download Area – Lecture Notes

In this area, you will find the lecture notes (scripts) for each teaching unit of the class along with data files you will require for the course and the corresponding data sheets that you must submit

- **Lecture notes:**

- The lecture notes contain all the theoretical contents and the case studies of this course.
- The lecture notes guide you through the individual functional areas of the SAP software.










- **Data sheets:**

- The data sheets are used to record your progress in the system.
- Furthermore, your tutor uses your data entries in the data sheets to evaluate your performance on the case studies.










Download Area - Lecture notes

here you find the lecture notes for the particular course parts as PDF-files and the corresponding data sheets:

Course Lecture Notes:

-  [Enterprise Resource Planning with SAP part 0: Introduction](#) 10MB PDF document
-  [Enterprise Resource Planning with SAP part 1: Source-to-Pay](#) 9.8MB PDF document
-  [Enterprise Resource Planning with SAP part 2: Design-to-Operate](#) 11.8MB PDF document
-  [Enterprise Resource Planning with SAP part 3: Lead-to-Cash](#) 11.5MB PDF document
-  [Enterprise Resource Planning with SAP part 4: Human Capital Management](#) 5.6MB PDF document
-  [Enterprise Resource Planning with SAP part 5: Financial Accounting](#) 6.3MB PDF document
-  [Enterprise Resource Planning with SAP part 6: Management Accounting](#) 7.1MB PDF document
-  [Enterprise Resource Planning with SAP part 7: Enterprise Asset Management](#) 4.2MB PDF document
-  [Enterprise Resource Planning with SAP part 8: Project Management](#) 6.2MB PDF document

Course Data sheets:

-  [00-Introduction-xyyy-zzz-surname](#) 16.7KB Word 2007 document
-  [01-Source-to-Pay-xyyy-zzz-lastname](#) 18.3KB Word 2007 document
-  [02-Design-to-Operate-xyyy-zzz-lastname](#) 20.6KB Word 2007 document
-  [03-Lead-to-Cash-xyyy-zzz-lastname](#) 21.1KB Word 2007 document
-  [04-Human\\_Capital-xyyy-zzz-lastname](#) 18.7KB Word 2007 document
-  [05-Financial\\_Accounting-xyyy-zzz-lastname](#) 18.3KB Word 2007 document
-  [06-Management\\_Accounting-xyyy-zzz-lastname](#) 19.9KB Word 2007 document
-  [07-Asset\\_Management-xyyy-zzz-lastname](#) 18.3KB Word 2007 document
-  [08-Project\\_Management-xyyy-zzz-lastname](#) 18.6KB Word 2007 document

Lecture notes

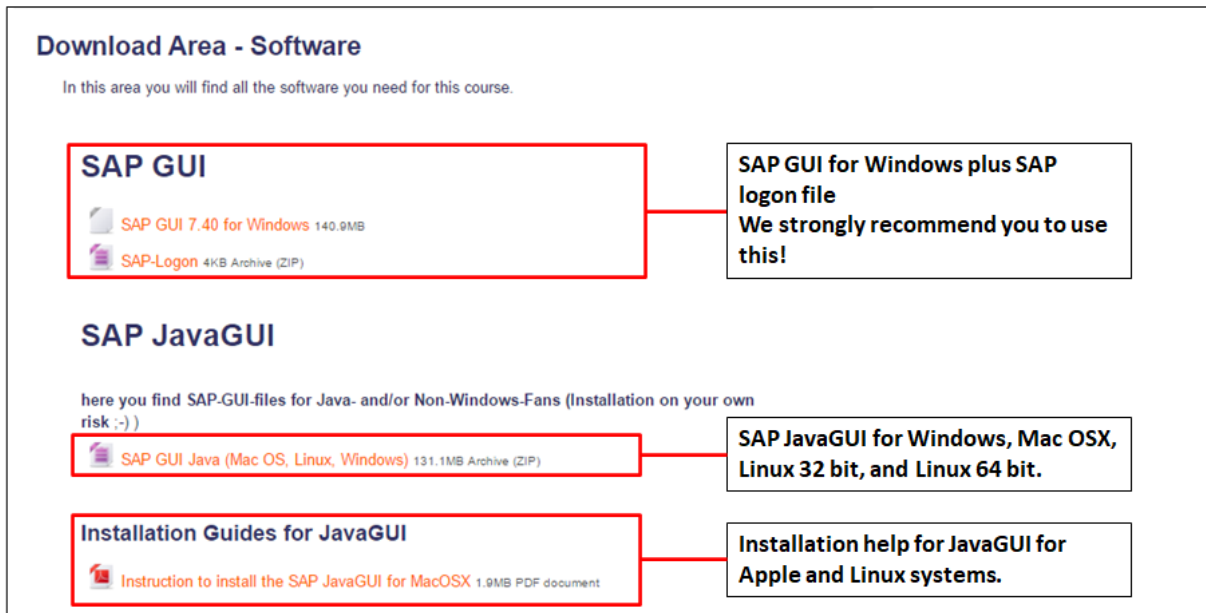
Data sheets

Figure 5: Download Area – Lecture Notes

## 2.1.5 Download Area – Software

Here you find the SAP GUI software. You can find several different versions of the SAP GUI in the Download Area - Software:

- **SAP GUI for Windows:** The SAP GUI (Graphical User Interface) for Windows is the classic UI of SAP and is used to access the SAP system. It is (still) the most commonly way used to access SAP systems.
- **SAP JavaGUI:** We also provide Java-based SAP interfaces in the download area. The JavaGUI is a thin client (in opposite to the SAP GUI which is a thick client). Thus, it does not have all the functionality that the SAP GUI has. However, you won't face major differences when working on the case studies. Still there are some differences regarding the design, presentation and some missing (not crucial) buttons. We only recommend usage of the JavaGUI if you have no other choice. That is, if you use a Linux or Apple system.
- **SAP Fiori UX:** You will only use the SAP GUI to a small extent in this course. The new browser-based SAP UI **Fiori UX** is mostly used for the practical exercises in the SAP system (you will find out more on this in the first practice exercise of Script 0).



**Download Area - Software**

In this area you will find all the software you need for this course.

**SAP GUI**

SAP GUI 7.40 for Windows 140.9MB  
SAP-Logon 4KB Archive (ZIP)

**SAP GUI for Windows plus SAP logon file**  
We strongly recommend you to use this!

**SAP JavaGUI**

here you find SAP-GUI-files for Java- and/or Non-Windows-Fans (Installation on your own risk :-))

SAP GUI Java (Mac OS, Linux, Windows) 131.1MB Archive (ZIP)

**SAP JavaGUI for Windows, Mac OSX, Linux 32 bit, and Linux 64 bit.**

**Installation Guides for JavaGUI**

Instruction to install the SAP JavaGUI for MacOSX 1.9MB PDF document

**Installation help for JavaGUI for Apple and Linux systems.**

Figure 6: Download Area – Software

### 2.1.6 Progress Report

Finally, the Progress Report area is used to publish a progress report that displays your progress in the course. Once the progress report is updated, you can see it in this section. You will also receive an email with the progress report.

Whenever you complete a case study you send the corresponding **data sheet** to the [course email address](#).

Your course teacher will then evaluate your work. If your data sheet entries were correct and, thus, the case study is considered accomplished, you will receive a "**1**" for the corresponding case study next to your username in the progress report. If you have any errors in the case study or did not complete a case study completely, you will receive an individual mail with solution proposals.

In General, the Progress Report will be updated every week on **Sunday** evening and **Wednesday** evening.

On the **last course week**, there will be Progress Report updates on **Wednesday** and **Friday** and the Final Report after the deadline.

As the last weekend of the course is generally very busy, with all time-management-experts trying to finish the course at the last minute, I will **not answer** to any individual inquiries, whether a datasheet was passed or not!

So, if you do not want to take any risks, then make sure to finish your work on the course until that Friday's progress report.

ErpUser	Datasheet								
	0	1	2	3	4	5	6	7	8
WIP2-000	1	1	1	1	1	1	1	1	1
WIP2-001	0	0	0	0	0	0	0	0	0
WIP2-003	1	1	1	1	1	1	1	1	1
WIP2-004	1	1	1	1	1	1	1	1	1
WIP2-005	1	1	1	1	1	1	1	1	1
WIP2-006	1	1	1	1	1	1	1	1	1
WIP2-007	1	1	1	1	1	1	1	1	1
WIP2-008	1	1	1	1	1	1	1	1	1
WIP2-009	1	1	1	1	1	1	1	1	1
WIP2-010	1	1	1	1	1	1	1	1	1
WIP2-011	1	1	1	1	1	1	1	1	1
WIP2-012	1	1	1	1	1	1	1	1	1
WIP2-013	1	1	1	1	1	1	1	1	1
WIP2-014	1	1	1	1	1	1	1	1	1
WIP2-015	1	1	1	1	1	1	1	1	1
WIP2-016	1	1	1	1	1	1	1	1	1
WIP2-017	0	0	0	0	0	0	0	0	0
WIP2-018	1	1	1	1	1	1	1	1	1
WIP2-019	1	0	0	0	0	0	0	0	0
WIP2-020	1	1	1	1	1	1	1	1	1
WIP2-021	1	1	1	1	1	1	1	1	1
WIP2-022	1	1	1	1	1	1	1	1	1
WIP2-023	1	1	1	1	1	1	1	1	1
WIP2-024	0	0	0	0	0	0	0	0	0
WIP2-025	1	1	1	1	1	1	1	1	1

**Publication Time**  
18.11.2020 12:01

**Course Deadline**  
13.09.2020 23:59

The revision time displays when the progress report was created.

If you accomplish ALL case studies, you have passed this course and will receive the certificate of the University

Accomplished case studies receive a „1“

Not accomplished or not submitted case studies remain at „0“

Your user name is displayed in the first column

Figure 7: Progress Report

### 2.1.7 SAP-Certification

In this section you will find all necessary information about exam registration, exam preparation and the examination procedure.

## SAP Certification

Figure 8: Learning Environment: SAP-Certification

## 2.2 Installation of the SAP Software

Now that you have subscribed to all the forums and got acquainted with the Moodle learning environment, it is time to install the SAP GUI software.

In the following chapter you are guided through the installation of the SAP GUI for Windows PCs. SAP JavaGUI users should refer to the installation guides provided with the JavaGUI software.

*CAUTION: If you already have installed the SAP GUI, you can skip this chapter and start directly with the chapter **How do I connect to the SAP system?***

### 2.2.1 Installation of the SAP-GUI for Windows PCs

In the **How to Start** area of the Moodle learning environment, you can find the document **04-How do I install the SAP Software**. This document contains a detailed description of the installation process for the SAP GUI for Windows PCs.

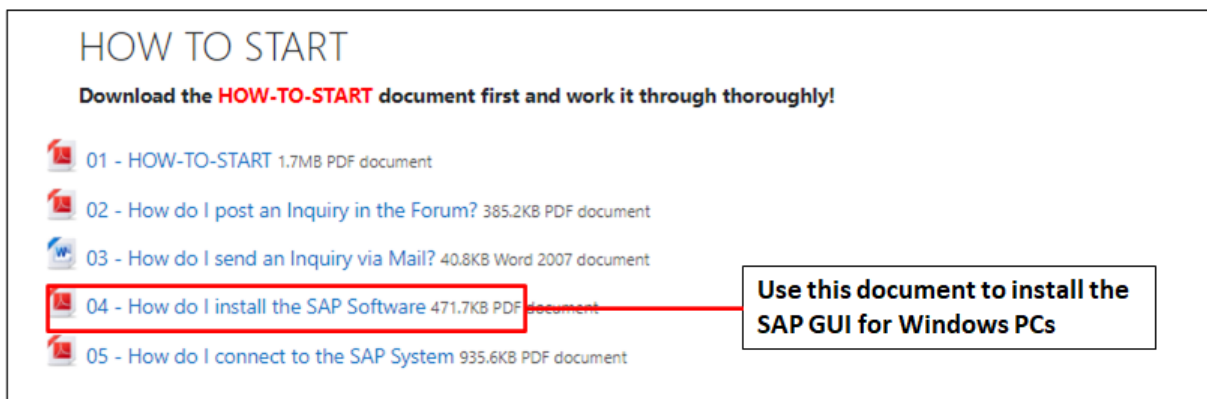


Figure 9: Installation of the SAP-GUI for Windows PCs

### 2.2.2 Installation of the JavaGUI for MAC or Linux

If you are using an Apple or Linux computer, you must install the JavaGUI. Except of two graphical displays and slightly different settings, the processing of the practical course contents is not different from the processing with the SAP GUI for Windows.

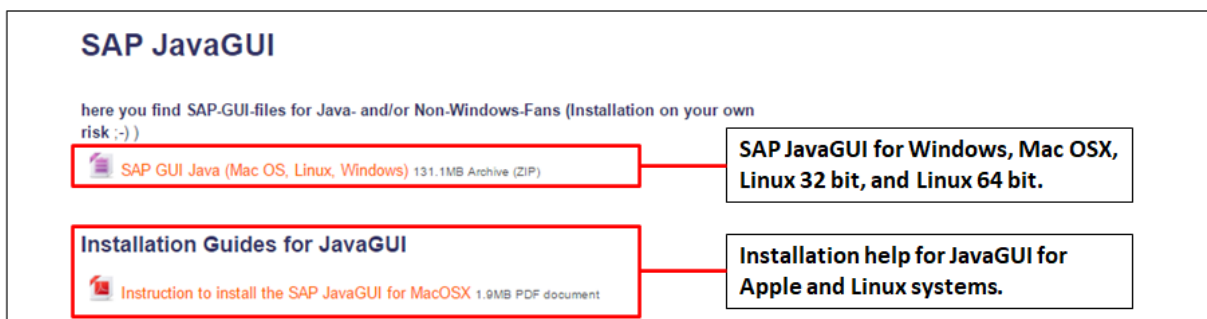


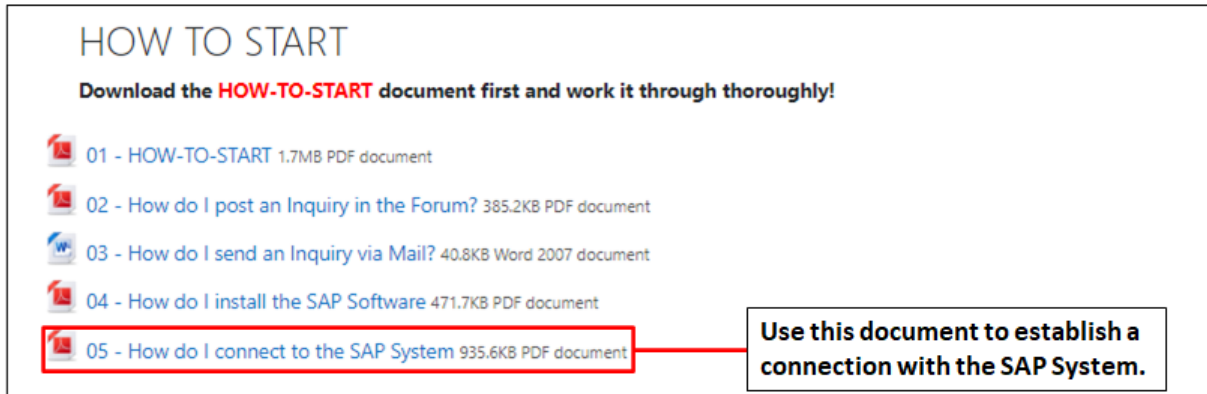
Figure 10: Installation of the JavaGUI for MAC or Linux

## 2.3 Connecting to SAP System

You have now installed the SAP software. The next step is to establish a connection with the SAP system through the internet.



In the **How to Start** area of the Moodle learning environment, you can find the document **05-How do I connect to the SAP System**. This document contains a detailed description on how to establish a connection with the SAP System of the course.



**HOW TO START**

Download the **HOW-TO-START** document first and work it through thoroughly!

- 01 - HOW-TO-START 1.7MB PDF document
- 02 - How do I post an Inquiry in the Forum? 385.2KB PDF document
- 03 - How do I send an Inquiry via Mail? 40.8KB Word 2007 document
- 04 - How do I install the SAP Software 471.7KB PDF document
- 05 - How do I connect to the SAP System 935.6KB PDF document**

**Use this document to establish a connection with the SAP System.**

Figure 11: Establishing a Connection with the SAP System

### 3 How should I proceed in this Course?

Now that you have successfully installed the SAP Software you can start with the course. First, please pay attention to the following very important notes.

#### 3.1 Very Important Notes

##### Start on Time!

Make sure that you start early with processing the case studies. Do not wait until the last month of your working time. This will only lead to stress and errors. Errors will cost you a lot of time to correct them!

##### Working on the Course

Consider that this is a university level certification course. Our concept aims at the self-contained processing of case studies. Accordingly, the university certification is based on the supposition that participants – after completing the course – are able to independently work in that particular SAP system. In other words, you must solve the case studies on your own.

Hence, you should pay attention and work thoroughly on the course. You can avoid 80% of the errors by simply reading the manuals carefully.

This does not mean that you are not allowed to make any mistakes. These things happen and that is why you will be continuously supervised by me. In case of any errors during the processing of case studies, immediately abort processing without further change and contact me.

##### Sending Inquiries

In case of questions, errors, or technical issues, you have two options to contact me

1. Send an email to the course email-address
2. Use the teaching-unit-specific forums



Figure 12: How-to Send Inquiries

No matter how you send me an inquiry, please pay attention to the following rules to ensure an efficient and smooth support so that you can continue processing as quickly as possible

- Mention your username: **WIPx-yyy**
- Mention name of the script, where you face the problem
- Mention page, chapter and step, where you faced the problem
- Describe the problem in your own words
- **ALWAYS** send **Screenshots** of the problem or error message. Consider that I do not see what you do in the system and I do not see your screen and that words are often inaccurate.

- **ALWAYS** send the **Datasheet Entries** that you have collected so far when working on that case study

### Availability

I check my mails very frequently and have generally a very high availability, even on week-ends and holidays. However, this does not mean that I'm available 24/7. Consider that I answer to my mails as soon as I'm available. I might answer to an inquiry within 5 minutes or 5 hours. So please do not send me e-mails every 5 minutes!

### The way I help

When you send me an inquiry, I will send you a solution to your problem that you must apply. Even if my answers are sometimes very short, they always contain the exact the amount of info that should be sufficient for solving the problem, and also considers the stage at which you are in the course and the knowledge that you should have acquired till then.

If a reply is not detailed enough or you feel like it does not help you, then you can always ask back. But in that case

1. Provide screenshots showing how you try to implement the already proposed solution
2. Ask concretely which part of the solution you have a problem with

### The way I do NOT help

As a rule, I do not solve anything for you in the system. You must always solve a problem on your own in the system (based on the help I provide).

Exceptions to this rule:

- In cases where a student has made big mistakes, I will go into the system and correct the data as good as possible. However, this should only happen once, as there is **no second chance**.  
So better report a problem directly and solve it with my help, instead of ignoring errors and making the situation even worse.
- There might be situations that you cannot solve on your own, e.g. you have no access to the particular transaction, or the correction is particularly complex. In those cases, I simply correct the error. However, this happens rather rarely.

## 3.2 Lecture Notes

The first step now is to download all the lecture notes.

1. Therefore, open the URL of the learning environment and log in to your course (information is provided in your welcome mail).
2. Scroll down to *Download Area - Lecture notes* and download all the script parts (part 0 - part 8). Consider that you will have no more access to the learning environment after the course time is over. Thus, save the lecture notes on your local hard drive.

### Structure, notation and symbols:

In this course, we structure the content as follows:

- Theory
- Practice
- Excuse



## THEORY

The Theory chapters deal with theoretical knowledge about the SAP product. This knowledge is crucial for the SAP certification test.



## PRACTICE

The Practice chapters are meant to give you an insight of how the SAP system works and to give you the opportunity to deepen the theoretical knowledge by practically apply that knowledge on a live SAP system. To obtain the university certificate, you must accomplish all case studies in the Practice chapters correctly.



## EXCURSUS

The Excurses provide further information on topics that are **not relevant** for the certifications.

The present facts that allow more insight in the SAP system or are additional knowledge that exceed the topics required for the exam.

### 3.3 Data Sheets

1. In the **download area** of this course you can find the **data sheets**, one for following navigation unit and one for each case study.
2. Download all the corresponding data sheets to your hard drive.

Data sheets serve mainly two purposes. On the one hand, it is important for you to list data during the case studies, e.g. order number, document number, since you will use them later again. On the other hand, we can trace and check processed transactions with the listed data. While working with the system, please make sure that you carefully complete the data sheets and send the corresponding data sheet after the navigation unit or each case study, respectively, via email to the email address provided in your welcome email for this course.

Further on, please comply with the following naming rules. Non-compliant data sheets will not be accepted.

Case Study	Nomenclature of Data Sheet
00 - Introduction	00-Introduction-xyyy-zzz-lastname.docx
01 – Source-to-Pay	01-Source-to-Pay-xyyy-zzz-lastname.docx
02 – Design-to-Operate	02-Design-to-Operate-xyyy-zzz-lastname.docx
03 – Lead-to-Cash	03- LEad-to-Cash-xyyy-zzz-lastname.docx
04 – Human Capital Management	04- Human_Capital-xyyy-zzz-lastname.docx
05 – Financial Accounting	05-Financial_Accounting-xyyy-zzz-lastname.docx
06 – Management Accounting	06-Management_Accounting-xyyy-zzz-lastname.docx
07 – Enterprise Asset Management	07-Asset_Management-xyyy-zzz-lastname.docx
08 – Project Management	08-Project_Management-xyyy-zzz-lastname.docx

Thereby replace:

- „xyyy“ → your four-digit number (WIPx-yyy), which was referred to you at the beginning of this course, without “WIP”

- „ZZZ“ → the client number that you are using
- „surname“ → your surname

### 3.4 Best Practice

To maximize the learning effect and enhance your chance of success on the SAP certification exam you should comply with the following procedures:

1. **Stick with the given order of the lecture notes:** That is, start with script part 0 and work subsequently through the course. If you do not stick with that order you will end up in chaos and are unlikely to have success in this course.
2. **Keep track of your progress:** All the script parts are structured the same way:
  - First you learn the theoretical background of a functional area: Read the theory parts thoroughly and try to understand the matter.
  - Then you will be confronted with the practical part of the functional area, where you transfer this theoretical knowledge in practical work.
  - Write down notes on your own and summarize the information given in the Theory and Elucidation parts. This will serve as basis for your final learning efforts for the SAP exam.
3. **Take your time:** Do not rush through the lecture notes. You have plenty of time to work through this course (assuming you don't procrastinate). Try to understand the theory and especially the practical parts. This will be of great benefit on the SAP exam. If you understand the content, you will be able to derive correct answers on the exam based on that knowledge, even if you cannot answer the question directly.

### 3.5 “Most Time-Efficient” Practice

There is also the option of initially focusing only on the practice parts to secure the university certificate, first.

1. You can jump directly to the practice chapters in each script and accomplish them one after the other. This will save you the time of read the theory chapters.
2. Basically, it is possible to complete the practical parts of the course in about 60 hours, if you work concentrated and attentive to avoid errors (which mostly result from input errors) as good as possible.
3. The theory chapters are especially important for the SAP certification. If you want to work time-efficiently, you can later read and learn the theory when you prepare for the SAP certification exam.