

Navigation in SAP Systems

Introduction to Navigation in SAP solutions on the basis of SAP S/4HANA

Product

S/4HANA 1709
Global Bike

GUI 7.50

Level

Beginner

Focus

Navigation

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Version

3.3

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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.



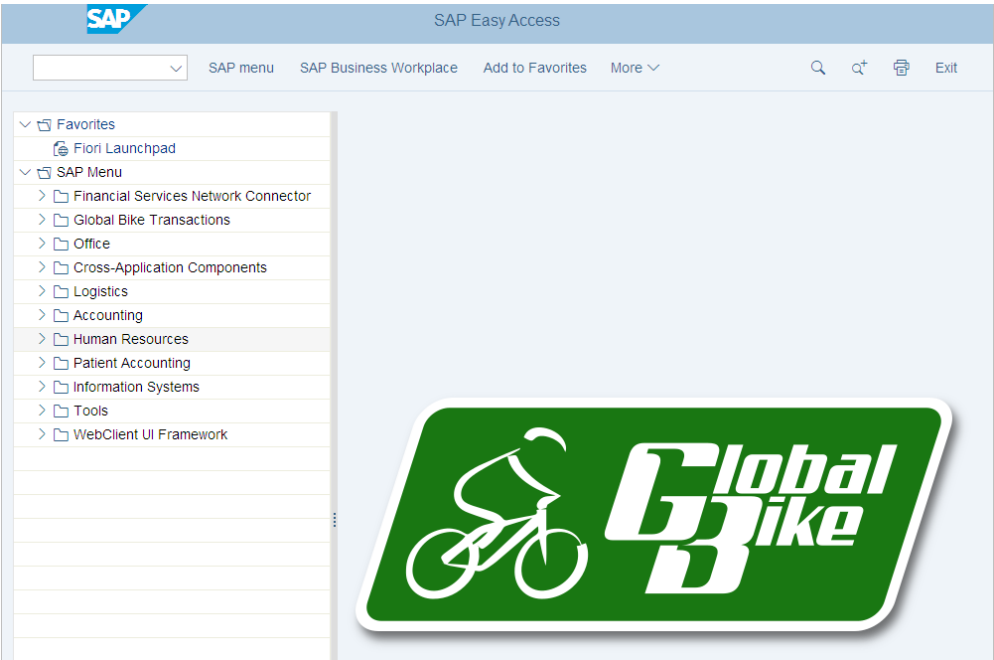
Step 1: Initial Screen

Task Get familiar with the SAP system screen.

Time 10 Min.

Short Description Identify and familiarize with each element of the SAP system screen.

This is the initial screen as described in more detail below.



Initial screen

Menu Bar

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.

Title Bar

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.

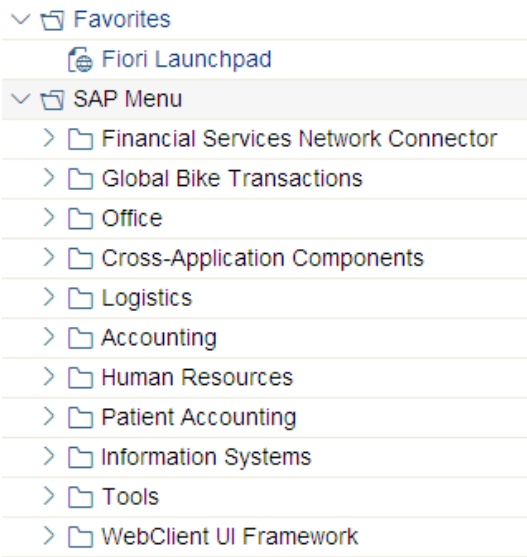
Application Toolbar



The application toolbar contains icons and buttons applicable to the transaction you are currently using. Example: Transaction SU01 *User Maintenance: Initial Screen*.

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).

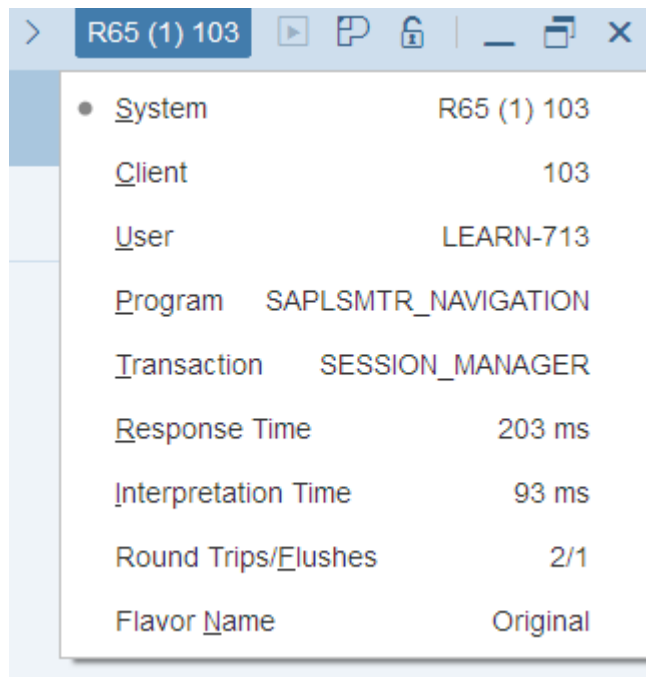


Status Bar



The status bar shows information over the actual system status. You find it in the upper corner of your screen.

Click on the actual system.



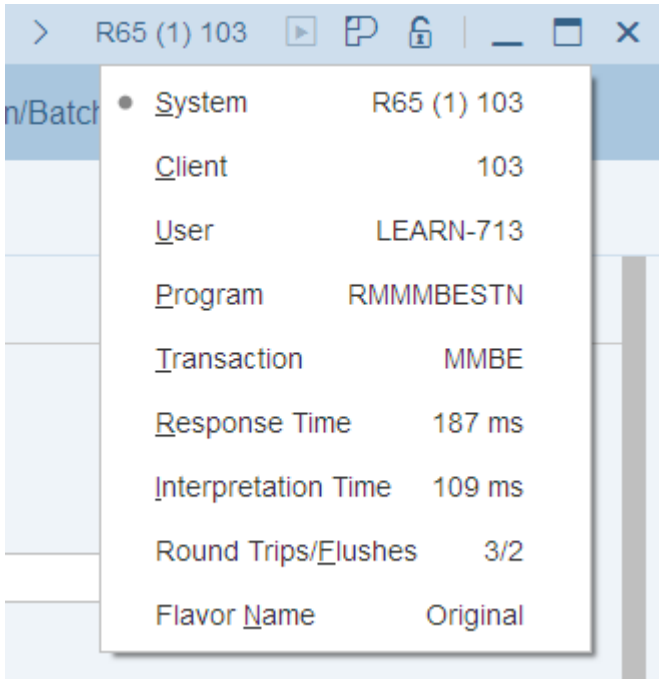
>	R65 (1) 103	▶	🔒		—	📄	×
•	<u>S</u> ystem						R65 (1) 103
	<u>C</u> lient						103
	<u>U</u> ser						LEARN-713
	<u>P</u> rogram						SAPLSMTR_NAVIGATION
	<u>T</u> ransaction						SESSION_MANAGER
	<u>R</u> esponse Time						203 ms
	<u>I</u> nterpretation Time						93 ms
	R <u>o</u> und Trips/ <u>E</u> luses						2/1
	Flavor <u>N</u> ame						Original

There you find information about your client, user and also the current transaction.

Follow the menu path:

Logistics ► Materials Management ► Inventory Management ►
Environment ► Stock ► Stock Overview

You are now in the transaction *Stock Overview: Company Code/Plant/storage Location/Batch*. Click again on the current system. You will now see the transaction code MMBE.



Choose **Exit** to go back to the SAP Easy Access Menu.

Success-, Warning- and Error messages

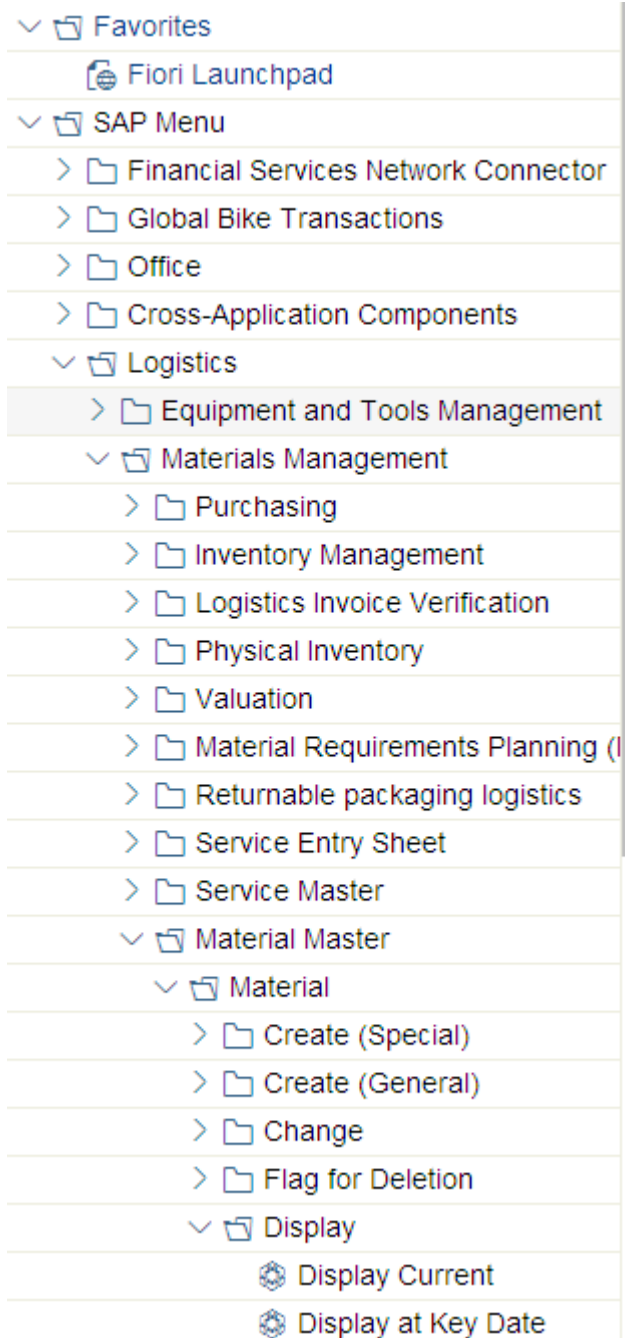


Success-, Warning- and Error messages

The status bar shows information about the current system status as well as warning and error messages.

Exercise

Open the following tree structure!



Exercise 1

1.1 What are the transactions codes for *Display Current* and *Display at Key Date*?

_____.

_____.

_____.

Step 2: Favorites

Task Create personal favorites.

Time 10 Min.

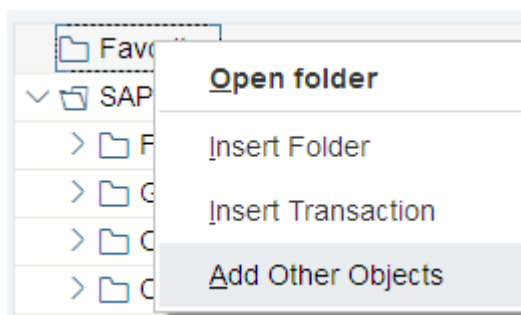
Short Description Create your own favorites in SAP GUI and add objects to them.

If you frequently use a transaction, you can use drag&drop to add it to your favorites (or choose *Favorites ► Add*). You can then double-click it to run it without having to navigate through the SAP Easy Access menu. Furthermore, you can add folders, reports, files and web addresses as favorites.

By clicking Favorites with the right mouse button, you can create your own hierarchical folder structure.

You can add any link to your favorites, to do so click Favorites with the secondary mouse button. Choose *Add other objects* then Web Address or File. In the dialog box, enter a name and the URL shown below. To confirm choose **Continue**.

Other objects



Exercise 2

Create/Expand your own favorites menu.

2.1 Add the following transaction as a favorite:

Logistics ► Sales and Distribution ► Sales ► Order ► Display



Step 3: Transaction Codes

Task Get familiar with SAP transaction codes

Time 10 Min.

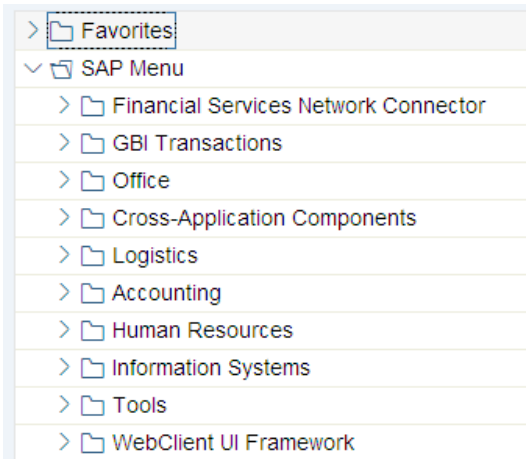
Short description Learn how to effectively make use of SAP transaction codes and parameters.

There are several possibilities to call up transactions in the SAP system.

The quickest way to run a transaction in the SAP system is to enter the transaction code. Every transaction has a code, which generally has four characters.

SAP Easy Access Menu

By navigating through the SAP Easy Access Menu and using path structures you get to the transactions. Then double-click on the transaction to run it.



Transaction Code

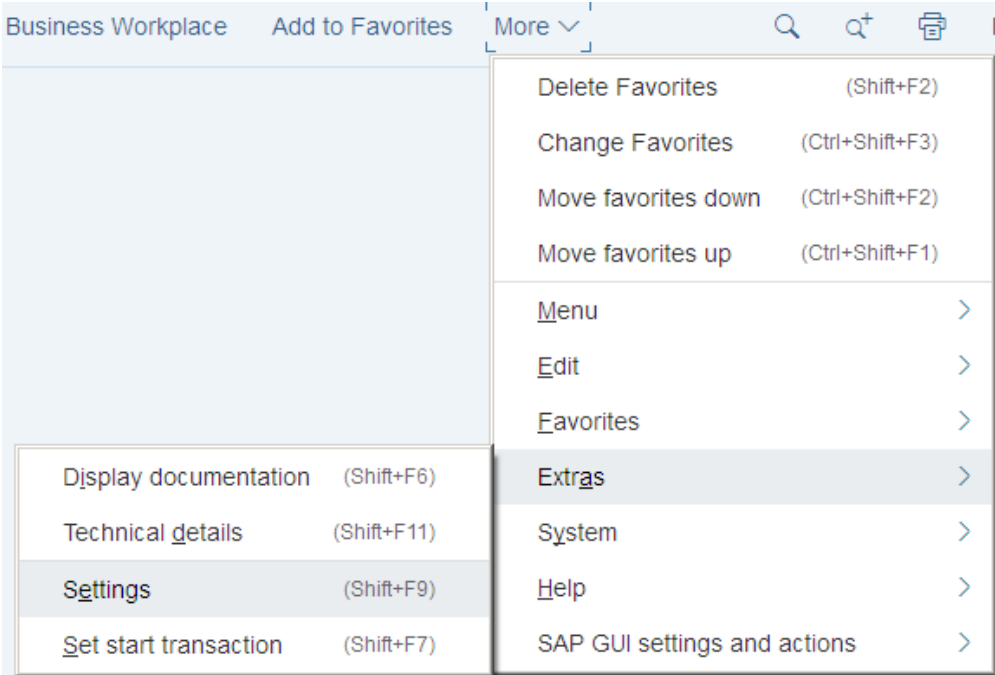
Every business transaction (not every screen) has a corresponding transaction code in SAP. To display transaction codes, choose **More ► Extras ► Settings** and select *Display technical names*.

Transaction Concept

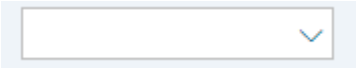
Transaction Code

SAP Easy Access Menu

Transaction Code



Note: The command field in which transaction codes are entered can be found on the upper left.



You can use various control parameters to influence what happens to the session when you call a transaction.

/n Exits the current transaction

/i Closes the current session

/n

/i

/o List of all modes (with option to delete and create new)

/o

It is also possible to use /o to open a transaction in a new mode. Assume that you are in the transaction Business Partner (BP) and want to open a new mode for the transaction Stock Overview (MMBE). To do this, enter the command field /oMMBE. After you have clicked Enter, a new mode opens with transaction MMBE.

Exercise 3

3.1 What is the business process name performed using the following transaction codes?

XK03: _____.

MM02: _____.

ME23N: _____.

When leaving a transaction with **Exit** you may be confronted with the displayed dialog box. Make sure that no unsaved data is visible in the current mode. Then select Yes.



Exit



Data Has Been Changed



Save changes first?

Yes

No

⊗ Cancel



Step 4: Help

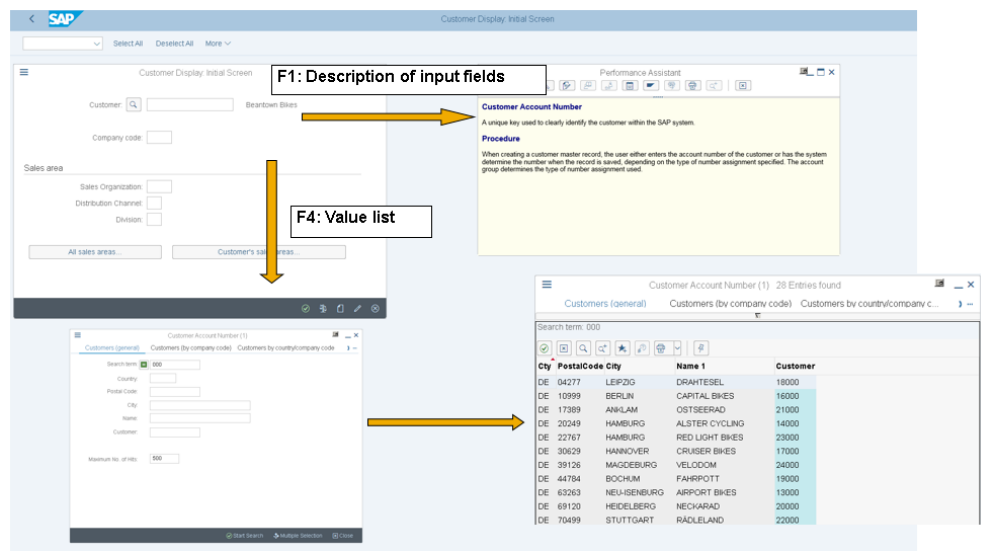
Task Get familiar with SAP’s help functions.


Time 10 Min.


Short Description Get familiar with help functions in SAP systems. Use the F1 and F4 help as well as the SAP Help Portal.

Several types of help are available in the SAP system. The most frequently used ones are the F1 and F4 keys.

F1 and F4 help



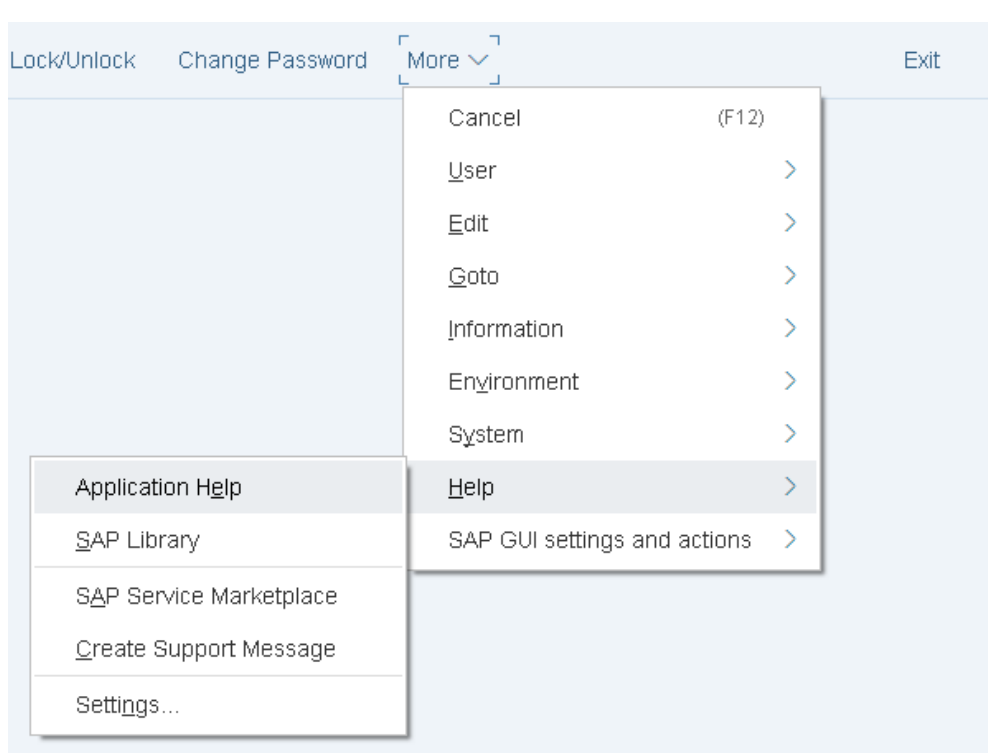
F1 provides you with explanations for fields, menus, functions, and messages. In the F1 help, you can choose  to get technical information.

F4 gives you information and possible entries. You can also use the F4 help by choosing  directly to the right of a selected field.

Further help can be found in the *help* menu. Choose *Application Help* or *SAP Library* to open the online SAP Library. You can also access it on the Internet at **help.sap.com**.

F1

F4



Exercise 4

4.1 Call up transaction **VA01** and select the field *Distribution Channel*.

Press the F1-button.

What is the distribution channel description?

4.2 Close the window with definition of the Distribution Channel. Stay in transaction **VA01**. Click the field *Order Type* and press F4. What do the order types *SO* and *OR* stand for?

SO _____

OR _____



Step 5: Multiple Selection

Task Understand and perform multiple selection.

Time 10 Min.

Short description Understand and perform multiple selections in SAP GUI and get to know useful hints about it.

Choose transaction **MMBE** to get to the Stock Overview Screen. Display the stock overview for DXTR1000 from the plants in Dallas and Miami.



Please assure that when you enter the two plants (**DL00** and **MI00**) in the overview as shown below, you will not get the correct result.

The screenshot shows the SAP Stock Overview screen. The title bar indicates 'R60 (1) 200'. The main header is 'Stock Overview: Company Code/Plant/Storage Location/Batch'. Below this, there are input fields for 'Database Selections'. The 'Material' field is set to 'DXTR1000'. The 'Plant' field is set to 'DL00' and the 'to' field is set to 'MI00'. There are also fields for 'Storage Location' and 'Batch', each with a 'to' field. The 'Save as Variant...' and 'More' buttons are visible at the top right.



As you will see in the following screen, the plant in Heidelberg was chosen as well. This is due to the fact that the SAP system displays all plants which range alphabetically between DL00 and MI00.

The screenshot shows the SAP Stock Overview screen. The title bar indicates 'R60 (1) 200'. The main header is 'Stock Overview: Basic List'. Below this, there are input fields for 'Selection'. The 'Material' field is set to 'DXTR1000'. The 'Deluxe Touring Bike (black)' is displayed. The 'Material Type' is 'FERT' and the 'Finished Product' is 'EA'. The 'Unit of Measure' is 'EA'. The 'Stock Overview' section shows a table with columns: 'Client/Company Code/Plant/Storage Location/Batch/Special Stock', 'Unrestricted use', 'Qual. inspection', 'Reserved', 'Rcpt reservation', 'On-Order Stock', and 'Con...'. The table lists the following data:

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Con...
Full	465,000					
DE00 Global Bike Germany GmbH	120,000					
HD00 Plant Heidelberg	120,000					
FG00 Finished Goods	120,000					
US00 Global Bike Inc.	345,000					
DL00 Plant Dallas	250,000					
FG00 Finished Goods	250,000					
MI00 DC Miami	95,000					
FG00 Finished Goods	95,000					

Therefore click  to return to the last screen. Select the black Deluxe Touring Bike (DXTR1000) and click  afterwards.

DXTR1000

Choose multiple selection . Then enter the plants you want to display and press *Enter* or , then close the Multiple Selection for Plant window. Click Yes to copy changes.

☰

Plant (1) 5 Entries found

✕

Restrictions

✓

✕

🔍

🔍

★

🔄

📄

⌵

☰

☰

	Pint	Search Term 2	Search Term 1	Postl Code	City	Name 2	Name
<input checked="" type="checkbox"/>	DL00		00	75039	Dallas	Plant Dallas	Global Bike Inc.
<input type="checkbox"/>	HD00		00	69118	Heidelberg	Plant Heidelberg	Global Bike Germany GmbH
<input type="checkbox"/>	HH00		00	20457	Hamburg	DC Hamburg	Global Bike Germany GmbH
<input checked="" type="checkbox"/>	MI00		00	33126	Miami	DC Miami	Global Bike Inc.
<input type="checkbox"/>	SD00		00	94105	San Diego	DC San Diego	Global Bike Inc.

Afterwards select *Execute*  and again .

Selection

Material:

Deluxe Touring Bike (black)

Material Type: FERT Finished Product

Unit of Measure: EA Base Unit of Measure

Stock Overview

⌵

⬆

🔍

📄

⌵

🔍 Detailed Display

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspectio
Full	345,000	
US00 Global Bike Inc.	345,000	
DL00 Plant Dallas	250,000	
FG00 Finished Goods	250,000	
MI00 DC Miami	95,000	
FG00 Finished Goods	95,000	

Exercise 5

5.1 How many black Deluxe Touring Bikes do you have in stock?

5.2 How many Deluxe Touring Bikes (Black) do you have in DC Miami?

☐

Step 6: Working at Global Bike Group

Task Display Global Bike information in SAP GUI.

Time 15 Min.

Short Description Navigate through the SAP system to display the most important information of your enterprise in Global Bike.

Exercise 6

6.1 Which customers can be identified in Global Bike in Germany?

Follow the menu path: **Logistics ► Sales and Distribution ► Master Data ► Business Partner ► Customer ► Display ► Complete**

(**Hint** Click on the field *Customer* and press F4. Enter your three digits identifier in the search term. Go to the tab Customer (by company code), then enter your *Company Code* (DE00).

Name three customer names.

Find the customer call Bavaria Bikes and double click on it to find more information about this customer.

6.2 What is the customer number?

6.3 What is the account number and name for the reconciliation account related to this customer?

Exercise 7

7.1 Find the following path to display a customer order.

Logistics ► Sales and Distribution ► Sales ► Order ► Display

Put number 3 in the order field.

- Determine the net value of the order.
- What customer reference number is used?
- Identify the total weight of the order.
- What kind of Incoterms is used for this order?

- e) What material and how many of that is ordered?
- f) How much is the net price of each material ordered?
- g) Which plant is used to procure the order?
- h) How much profit does GBI make by selling each bicycle?
- i) What is the total cost of making each bicycle?



