Navigation in SAP S/4HANA

Introduction to navigation in SAP solutions, here using SAP S/4HANA as an example.

Product

SAP S/4HANA
On-Premise
Fiori

Level

Beginner

Focus

Navigation in SAP
S/4HANA Fiori

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4.1

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MOTIVATION

This material explains the navigation in the SAP S/4HANA system with the SAP Fiori apps. It is aimed primarily at students from universities, colleges, vocational schools, and other educational institutions with no prior knowledge of SAP Fiori. It can be used for both frontal teaching and as a self-learning unit.

After completing the course, students will be able to navigate SAP Fiori user interfaces to handle processes or exercises independently.

This course can also be used as a reference for occasional users.

LEARNING METHOD

To process this case study, a user account for SAP S/4HANA is required.

The delivery method used is guided learning. Since on one hand SAP navigation is basic knowledge and skills but on the other hand it is also very extensive, this learning method is suitable.

The advantage of the learning method is not only the rapid transfer of expertise, but also the ability to act. Graphical formatting is used to explain a process or procedure to the learner in detail, similar to a case study.

Exercises are used to practically apply learned knowledge and consolidate it sustainably.

Table of Contents

Step 1: Log on to SAP S/4HANA

Task Learn how to log on to the SAP S/4HANA Fiori launchpad.	**Time** 10 min

Open a web browser and use the link provided by your instructor to log on to your SAP S/4HANA.

On the logon screen, select your **user name**, your **password**, the **client**, and the language **English**. Then click *Log On*.

Username
Password
Client
German

After logging in for the first time, you will be asked to change the password. Select a **password of your choice,** confirm it, and then click *Change Password.*

Password of your choice

The password was changed
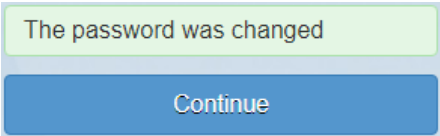
Continue

Click *Continue* to confirm the password change. This takes you to the SAP S/4HANA home page, which is called the SAP Fiori launchpad. The launchpad shows all available SAP Fiori apps and is the starting point for all actions. The SAP Fiori apps are displayed as square tiles and are grouped into the business processes of a company. In addition, the launchpad has a search function for general search queries or to find other SAP Fiori apps.
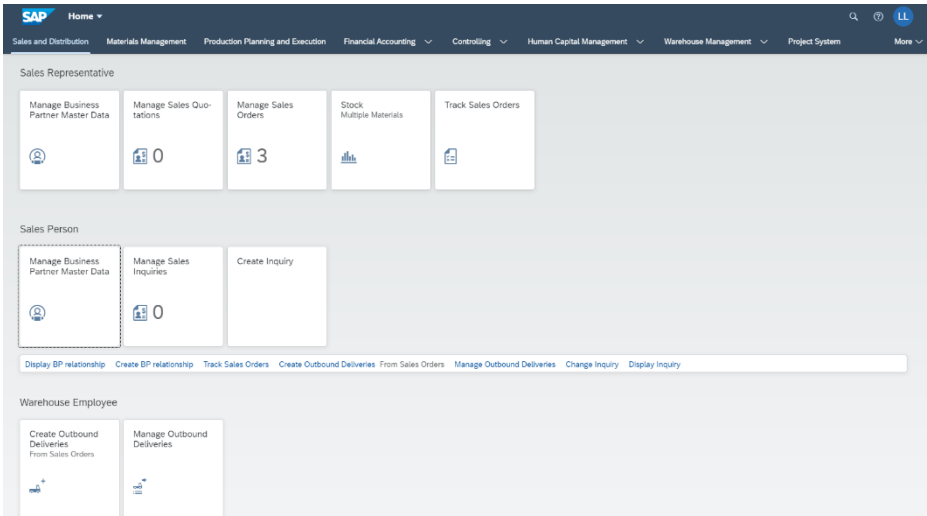
Continue
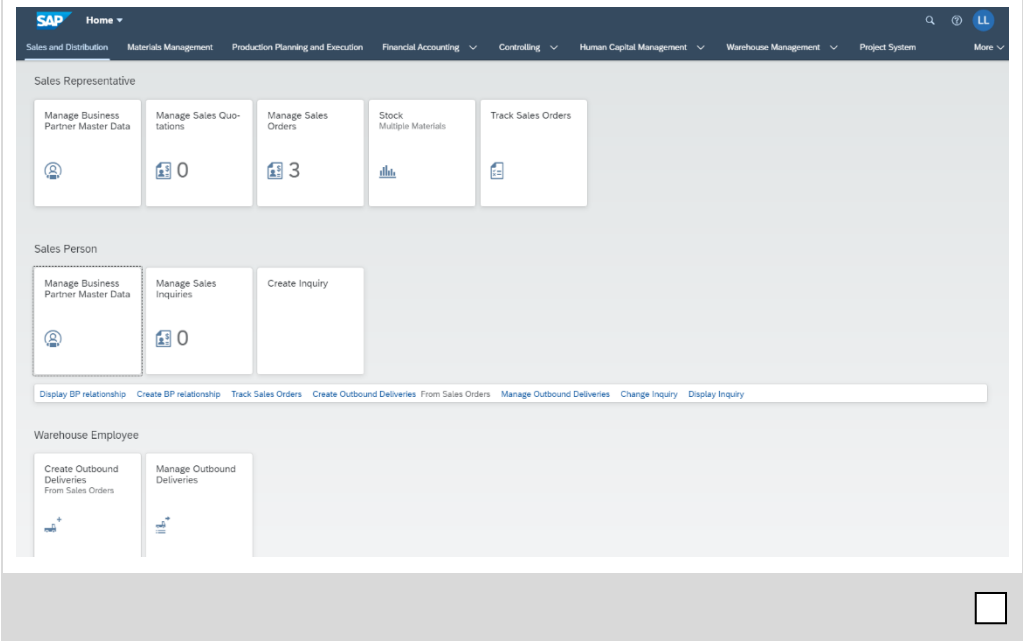
Step 2: Organization and Structure of the Launchpad

Task Familiarize yourself with individual spaces and elements of the **Time** 10min launchpad.

On the SAP Fiori launchpad, there is a search function at the top, as well as the profile button .
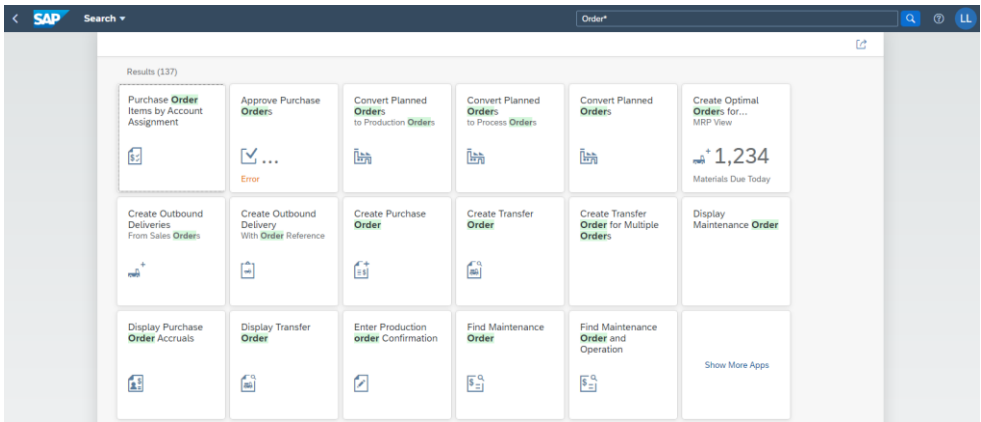
The search function allows you to find specific SAP Fiori apps. As a result of this function, transaction codes are no longer required in SAP S/4HANA.

In the search window, enter **Order*** and press Enter. The * is a wildcard (a placeholder for other characters).

Click the Home button to return to the SAP Launchpad.

All SAP Fiori apps are arranged in square tiles. Some of these tiles have a display function that, without having to open the app first, displays a preview of the content of the business process.

All SAP Fiori apps are organized in spaces. The spaces are divided into pages and each page has one or more roles below which the apps are shown. To see an overview of all spaces, you can click ⌄ in the upper right area. In your view, there are only as many spaces as you need to complete the exercises and case studies. The number of spaces, pages, and roles available to you may therefore differ from this example.
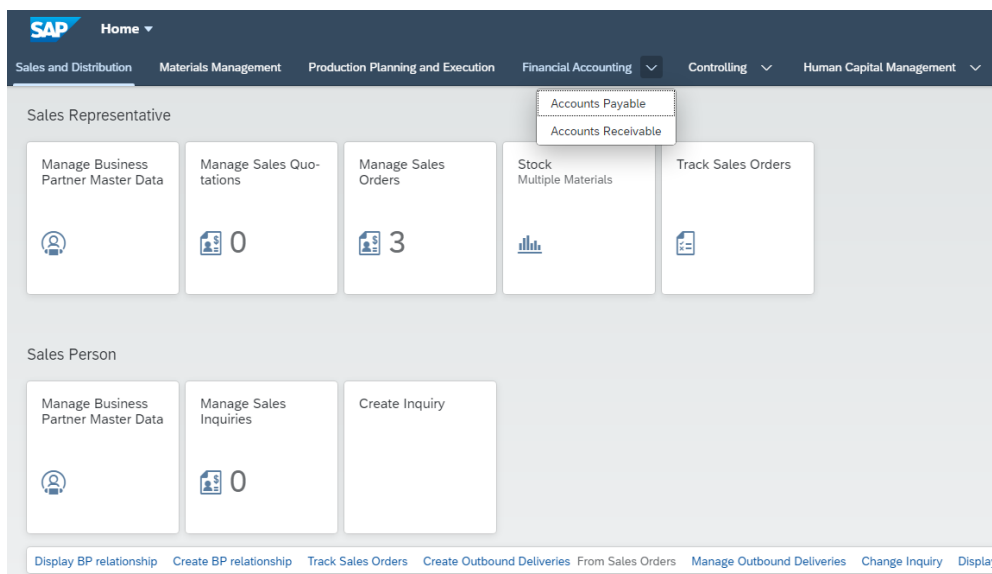
One space of Fiori apps is the *Financial Accounting* space. There you can, for example, Manage Journal Entries or Display Supplier Balances.
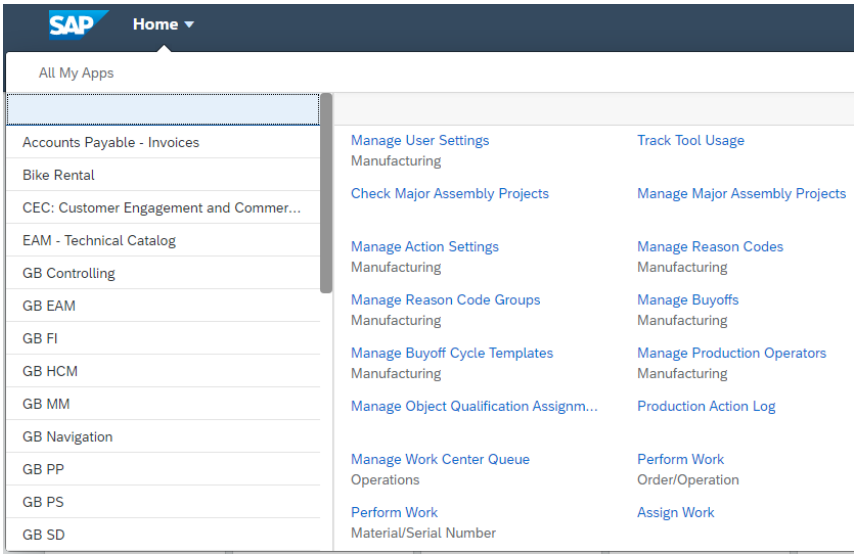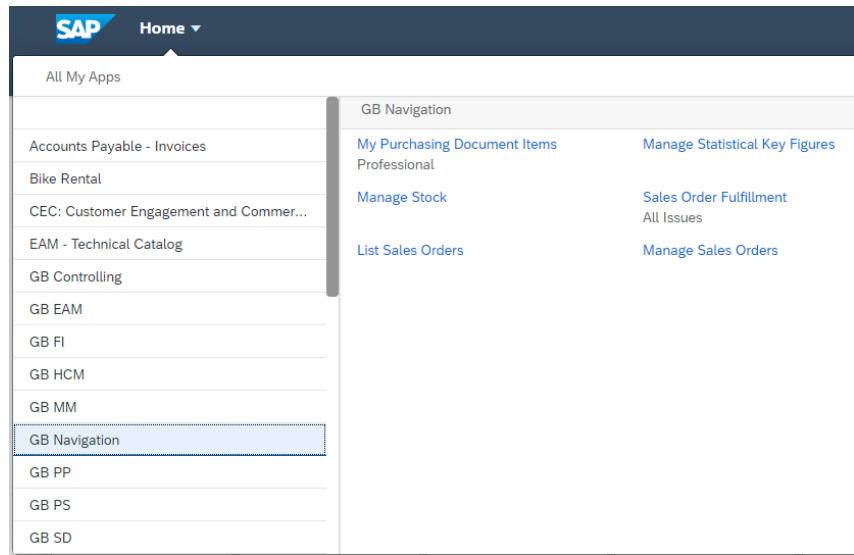
<div align="right">Financial Accounting</div>
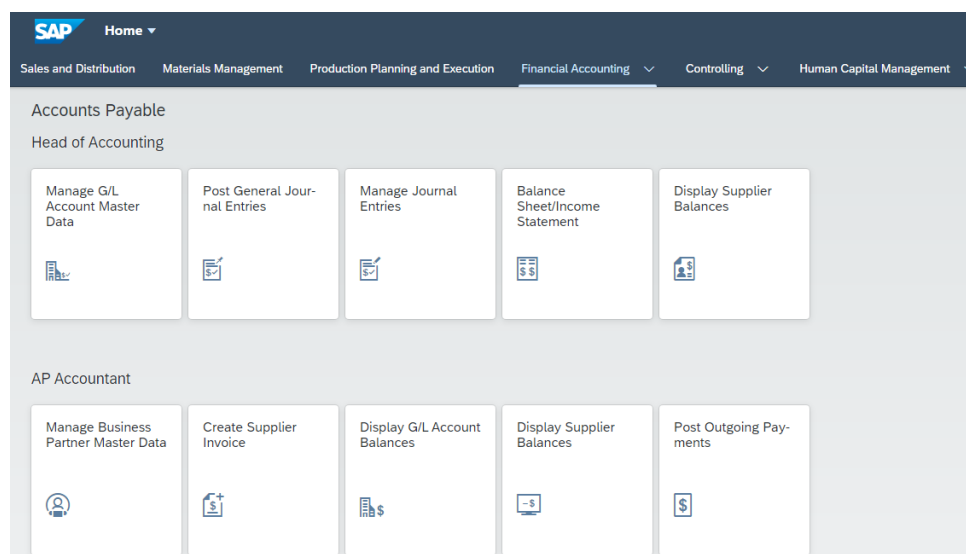
Another way to navigate is the dropdown menu at the top of the launchpad

Click at **Home ▼** the top of your launchpad.
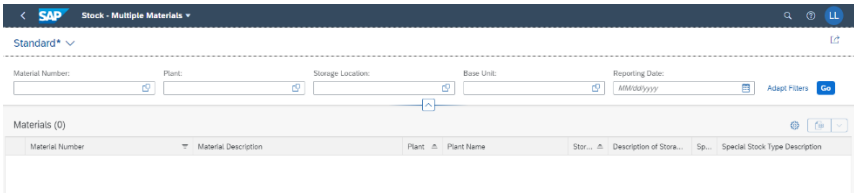
<div align="right">Home</div>

On the left, you see all spaces of your launchpad. On the right are all apps of the selected space.

To close the dialog box again, click either on the start page or outside the dialog box.

Fiori apps allow you to navigate from app to app. Choose the app *Stock* within *Sales and Distribution* space.
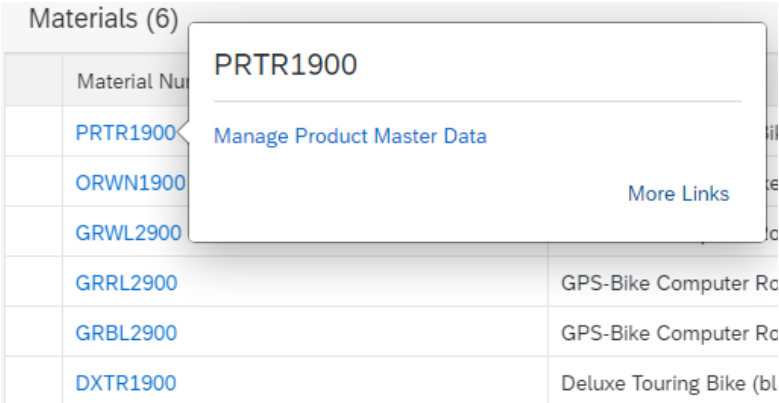
Stock

Enter ***###** as the material number (replace ### with the last three digits of your user), **DL00** as the plant, and **FG00** as the storage location. Then press **Go**. Now click on the material number of the first entry.
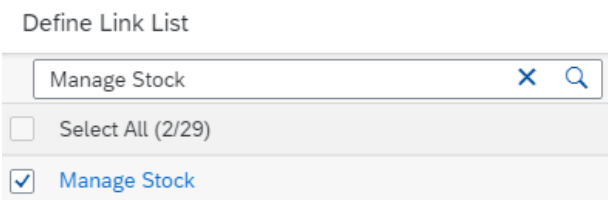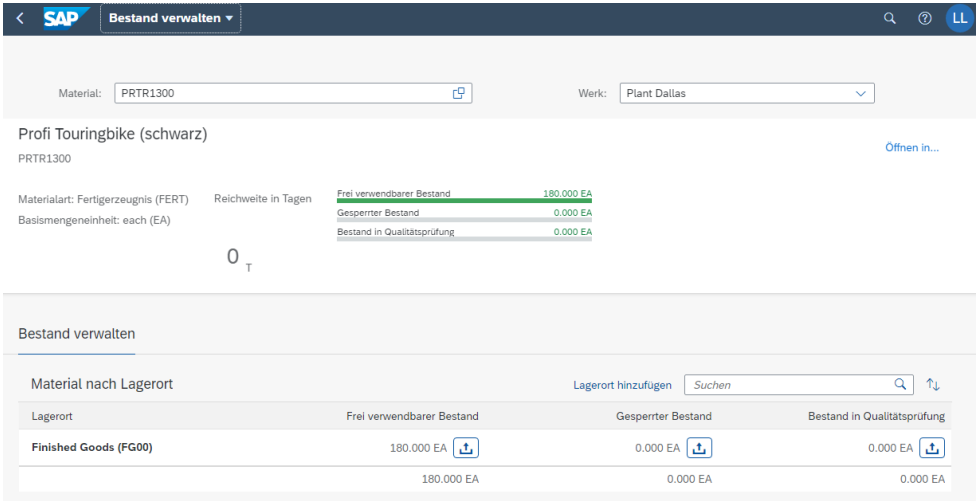
*###
DL00
FG00
Go
First Material No.

In the window that appears, click More Links.

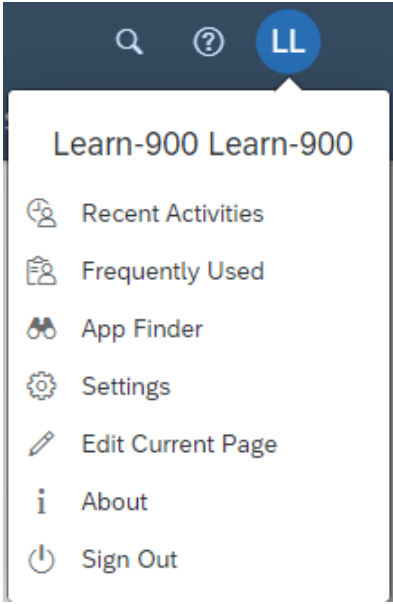In the link list, click on the entry *Manage Stock* to go to the related app.

Click the Home button **SAP** to return to the SAP Fiori launchpad.
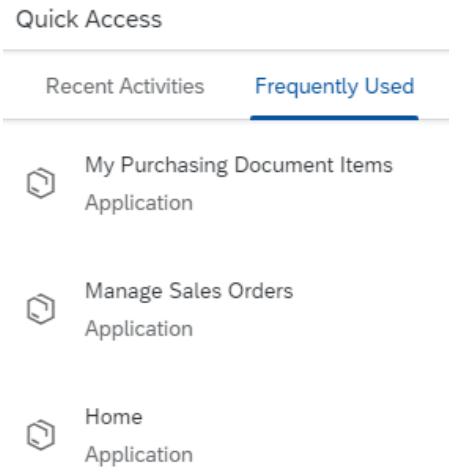
Click to **LL** open your profile.

Under the entry *Recent Activities*, you can see the apps that you accessed most recently. Click the *Frequently Used* tab. You will see the dialog shown below, but the listed apps may differ.

Click Close to return to the Fiori Launchpad.

Stay in the SAP Fiori launchpad for the next task.

Close

Step 3: Three Types of Fiori Apps on the Launchpad

Task Familiarize yourself with different SAP Fiori apps.	**Time** 10 min

With the SAP S/4HANA Fiori Launchpad, you have the option to access data via web. Access can be done using mobile devices, such as tablets or smartphones, as well as a PC. The SAP Fiori apps provide personalized and faster access to the company's business processes.

The SAP Fiori app system consists of three different types: transaction apps, analytical apps, and fact sheet apps. In addition, some transactions are displayed in WebGUIs.

The three types are presented below using examples. You can find the respective apps in one of the spaces or by using the search function 🔍.

Transactional apps:

Transactional apps are all apps that can be used to execute transactions of a company or manage entire business processes. These include transactions between managing directors and employees, such as vacation approvals and new hires, as well as order confirmations. With transactional apps, you can also handle simple SAP transactions on a mobile device.

An example of a transactional app is *My Purchasing Document Items* in the space *Materials Management*.

My Purchasing Document Items
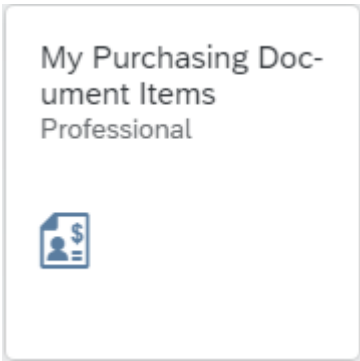
With this app, you can quickly search within a large amount of data that is in your area of responsibility. When searching, the app allows you to set various filters to simplify or narrow down the search.
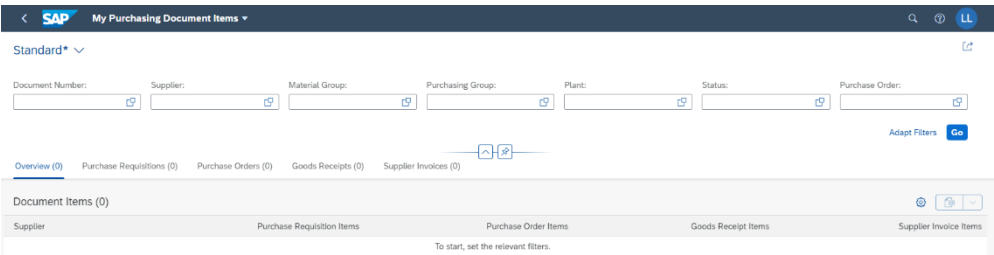
Click the Home button to return to the SAP Fiori launchpad.

Analytical apps:

Analytical apps are used for real-time data analysis of business processes and their presentation. With these apps, you can evaluate visual overviews and data. In addition, complex calculations and a quick response to changes in the market are possible. Analytical apps combine the capabilities of SAP HANA and the SAP Business Suite and are divided into two types: Smart Business and Virtual Data Models. SAP Fiori Smart Business apps represent the key performance indicators (KPIs) in real time and adapt flexibly to changes in the market. You can use the drilldown and filter functions to analyze data from your existing Business Suite system in real time. The Smart Business framework allows you to build apps and helps you manage your business in real time with KPIs. The Smart Business content serves as a template to help you create and consume industry-proven KPIs. Virtual Data Models prepare the large mass of data without the need for additional software. SAP provides several standard models that can be enhanced.

An example of an analytical app is the *Sales Order Fulfillment – All Issues* app, which you can find using the search function.

It provides an overview of all open sales orders in the system.
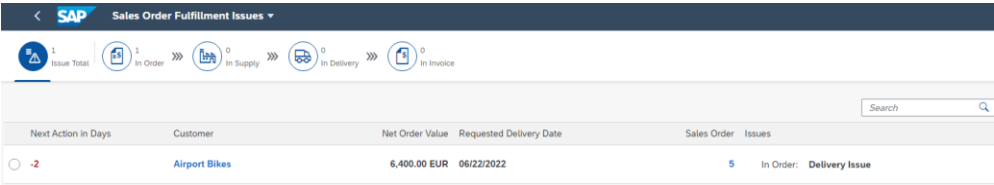
As you can see, there are currently no open sales orders. The overview makes it easy to see which status the different sales orders can have. You would select all orders with the status *In Order* by clicking .

Note that you may see more sales orders. This depends on whether other case studies have already been processed.

Click the Home button **SAP** in the upper left corner to return to the SAP Fiori launchpad.

Another example of analytical apps in the space of *Materials Management* in the role Goods Receipt Clerk is the *Manage Stock* app.
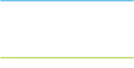
Manage Stock

For material**, enter DXTR1###** (replace ### with the last three digits of your user, for example 014) and ensure that it is selected for plant **Dallas DL00**.
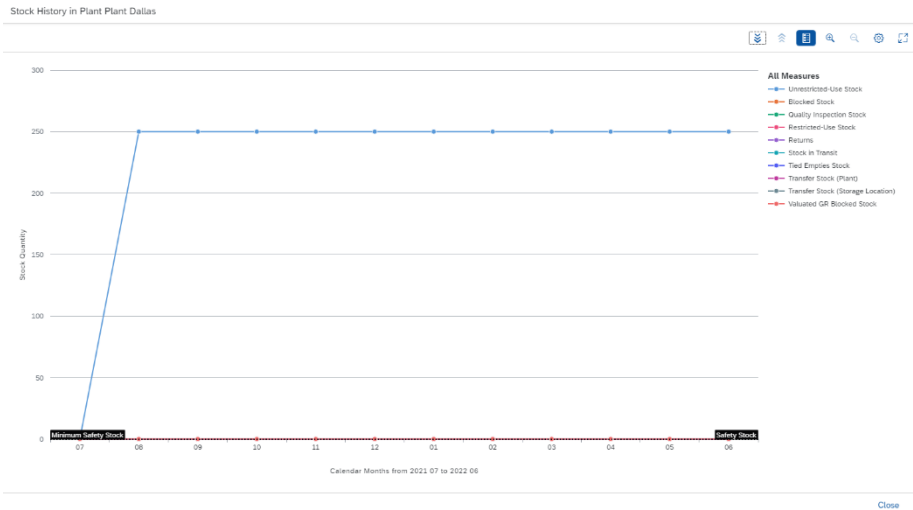
Click Stock - Single Material on the lower part of the screen.

To view the stock history, click the blue and green lines ———— below Stock History .

Stock History in Plant Plant Dallas

Close the view with Close.

Click the Home button **SAP** to return to the SAP Fiori launchpad.

Fact sheet apps:

Fact sheet apps provide key information and facts about key business objectives. In doing so, they make it possible to call up specific company processes in detail and obtain key information. You can also connect to other fact sheet apps and also switch to transaction apps.
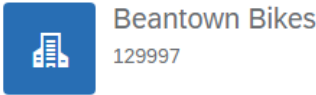
Click on the *Manage Sales Orders* app. In the *Manage Sales Orders* window, choose Go.
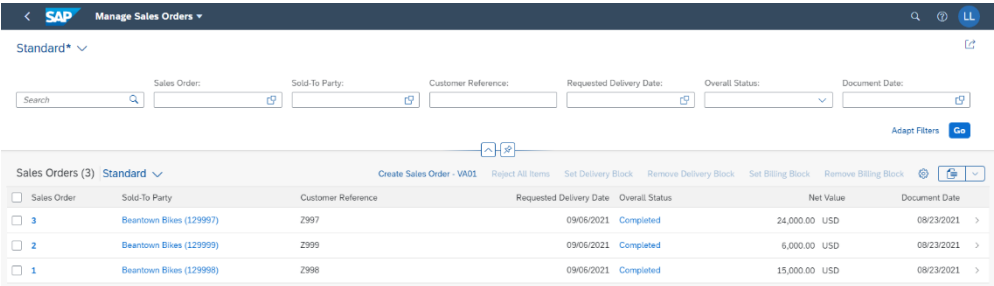
Click on the Buyer Beantown Bikes (129997).

You can see information about the customer and navigate to other apps. For example, you can click on the link Post Incoming Payments.

Click the Home button SAP to return to the SAP Fiori launchpad.

The three apps listed above are divided into dynamic and static apps.

Dynamic Apps

Manage Sales
Orders

 3

In the space of *Sales and Distribution*, the *Manage Sales Orders* app is a dynamic app. Currently, Global Bike has 3 different sales orders. When you create a new sales order, the number increases to 4. You might see a higher number than 3, depending on whether you or other students have already created sales orders.

Manage Sales Orders

Click the Home button to return to the SAP Fiori launchpad.

Home button

Static Apps

The *List Sales Orders* app is a static app. You can use this app to display all sales orders. However, after the search in the launchpad, you do not see in the tile how many sales orders there are currently at Global Bike.
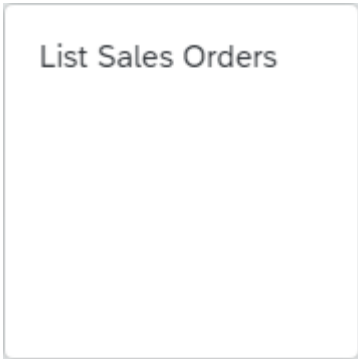
List Sales Orders

List Sales Orders

Click the Home button to return to the SAP Fiori launchpad.
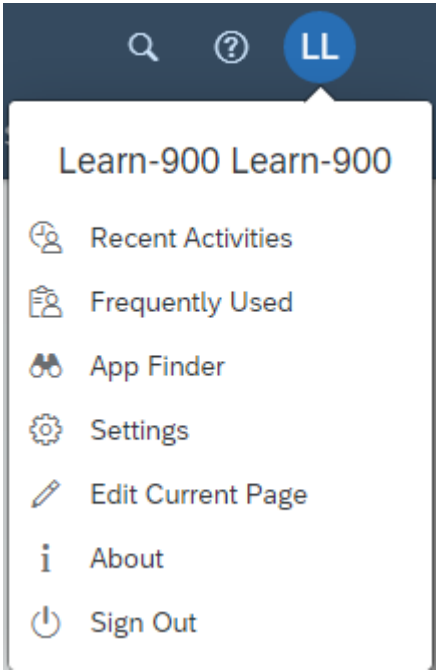
Home button

Step 4: Make Settings

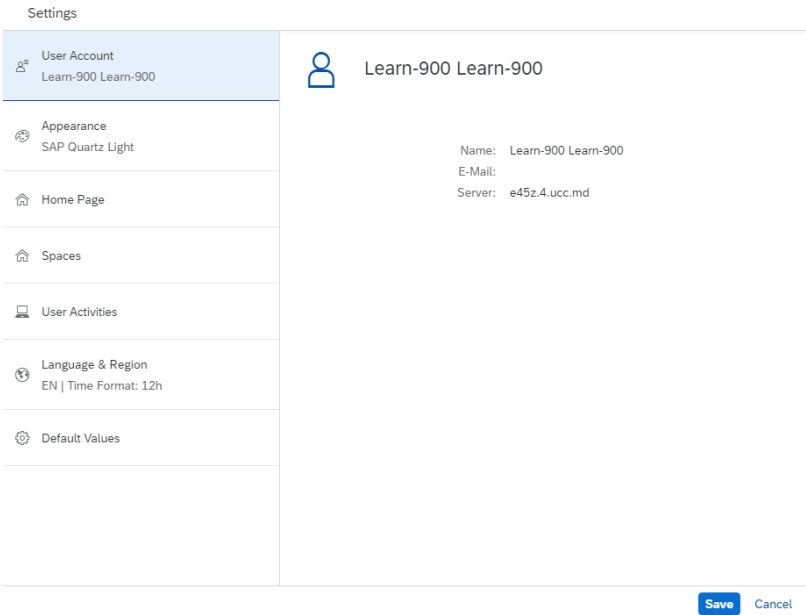|	
Task Learn how to change the settings.	**Time** 5 min

Click to show the settings. The following view appears.

Click on Settings. The following view appears. Here you can change settings such as language, date format, and default values.

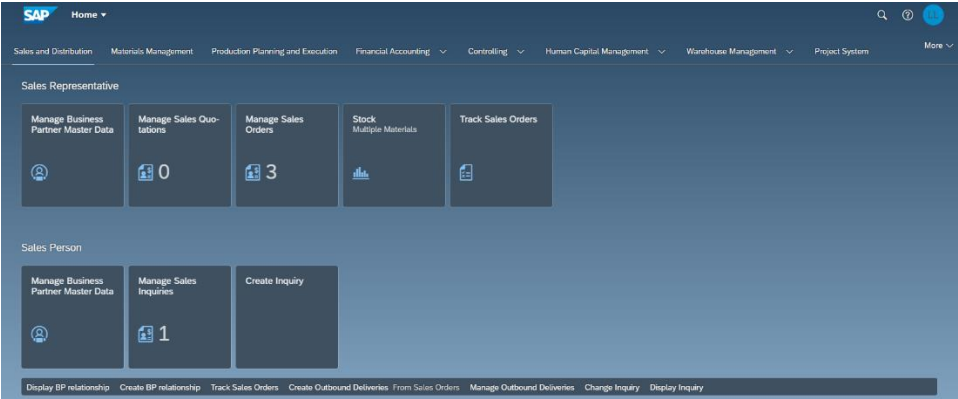Click on the entry ⊕ Appearance / SAP Quartz Light to see the different designs of the SAP Fiori interface. As you can see, the default theme is SAP Quartz Light.

Click on ⬤ SAP Belize Deep . You can change the appearance of your interface on the Theme tab page.
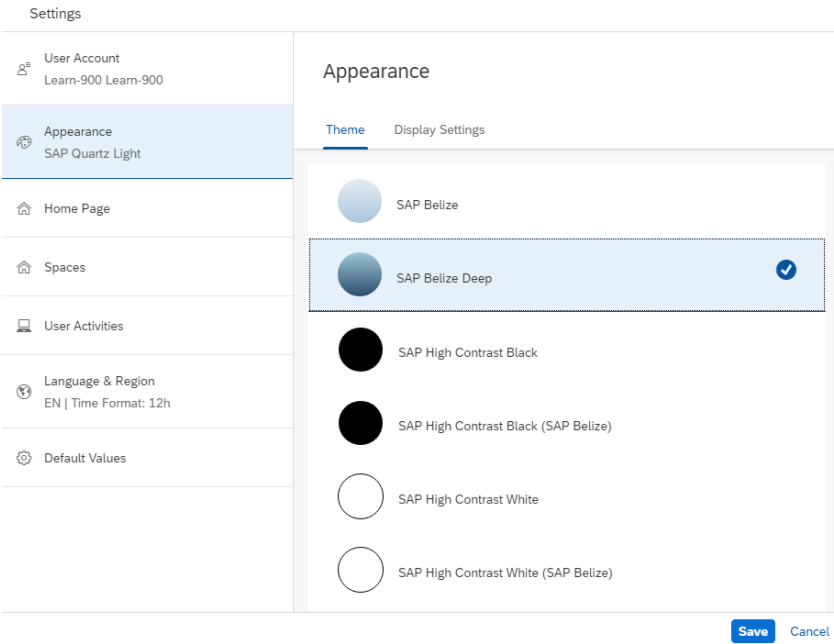
Select a new theme and click **Save** . Your Fiori launchpad should have changed. The following screenshot shows the SAP Belize Deep theme.

Now change the setting back to the default theme SAP Quartz Light. Afterwards, stay on the SAP Fiori launchpad for the next task.
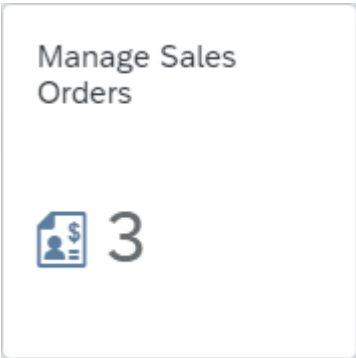
Step 5: Export Data to Excel

Task Export data from SAP S/4HANA to an Excel program.	**Time** 5 min

You have the option to export data to external applications. Most SAP Fiori apps allow the information to be exported to Microsoft Excel.

To do so, open the *Manage Sales Orders* app in the *Sales and Distribution* space.

Click **Go** to display the sales orders.

Now download the data using the (Export to Spreadsheet) button 🔳.

The system automatically creates and downloads an Excel table. The Excel is displayed either in your download folder or directly in the browser.

	A	B	C	D	E	F		G
	Sales Order	Sold-To Party	Customer Reference	Requested Delivery Date	Overall Status	Net Value		Document Date
	3	Beantown Bikes (129997)	Z997	06.09.2021	Completed	24.000,00	USD	23.08.2021
	2	Beantown Bikes (129999)	Z999	06.09.2021	Completed	6.000,00	USD	23.08.2021
	1	Beantown Bikes (129998)	Z998	06.09.2021	Completed	15.000,00	USD	23.08.2021

Close the Excel and click the Home button **SAP** to return to the SAP Fiori launchpad.

Step 6: Sending Emails

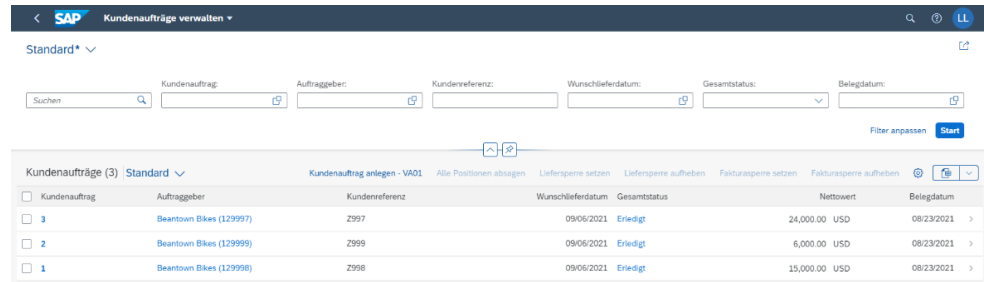|	
Task Learn how to send data by e-mail with SAP S/4HANA.	**Time** 5 min

In the *Sales and Distribution* space, open the *Manage Sales Orders app.*
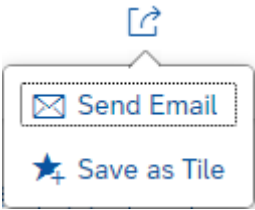

Manage Sales Orders
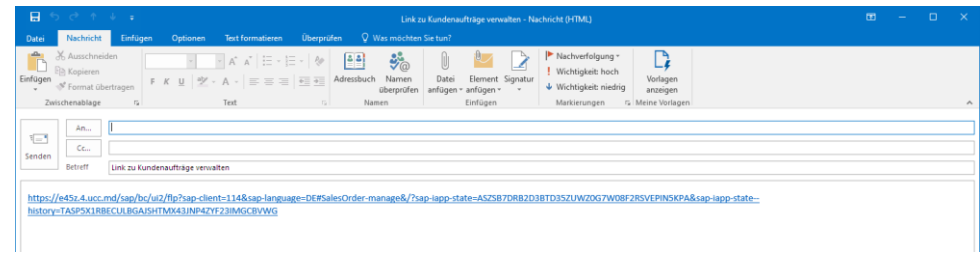
Click **Go** without entering any value.

Go

Click the button in the upper right corner.

Click ✉ Send Email. If you have installed an e-mail program, a new window opens automatically. The most important information and the link are stored there.

Send E-Mail

Close your email program.

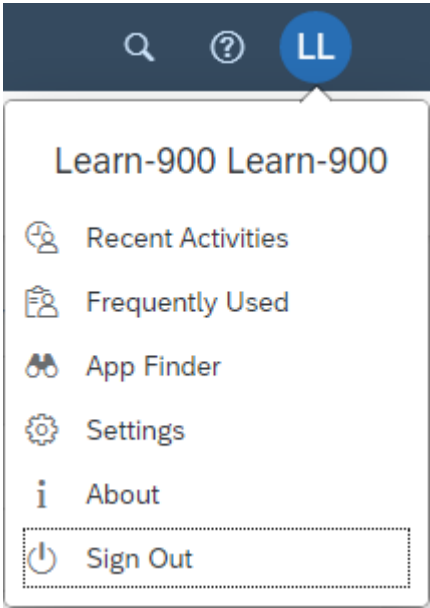Click the Home button **SAP** to return to the SAP Fiori launchpad.

Home button

Step 7: Log off from SAP S/4HANA

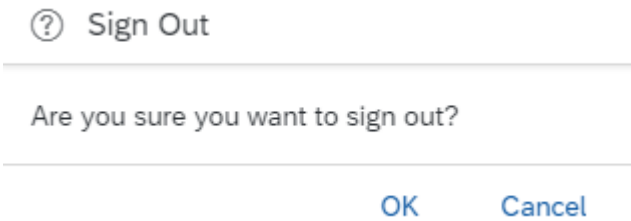|	
Task Log off from SAP S/4HANA successfully.	**Time** 5 min

To successfully log off from SAP S/4HANA, you need to click **LL** in the upper right corner.

Then choose *Sign Out*.

Sign out

Confirm the subsequent warning with *OK*. Once you have logged off, you see the logon screen for SAP S/4HANA again.

LEARN-900

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Language

EN - English

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Log On

Change Password