Test Your Knowledge

1. SAP is a solutions company.

Determine whether this statement is true or false.

‰
True

‰
False

2. Which of the following is a solution?

Choose the correct answer(s).

‰ A mySAP CRM

‰ B mySAP ERP Financials

‰ C SAP BW

‰ D mySAP SCM

3. mySAP solution platforms are open and flexible.

Determine whether this statement is true or false.

‰
True

‰
False

4. List at least three cross-industry or industry solutions.

……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

5. All of the mySAP solutions are role-based.

Determine whether this statement is true or false.

‰
True

‰
False Copyright © 2006 SAP AG. All rights reserved.

Answers

1. SAP is a solutions company.

Answer: True

Business experience, strategy, and know-how are intangibles, which, bundled together with the vast flexibility, integration, and customizing potential of SAP software, have resulted in more powerful e-business solutions within specific industries and across industryborders.

2. Which of the following is a solution?

Answer: A, B, D.

SAP solutions always have the prefix "mySAP".

3. mySAP solution platforms are open and flexible.

Answer: True

mySAP solutions platforms support databases, applications, operating systems, and hardware from almost every major vendor.

4. List at least three cross-industry or industry solutions.

Answer:

Cross-Industry Solutions: mySAP Enterprise Portals, mySAP CRM, mySAP SCM, mySAP SRM, mySAP PLM, mySAP ERP HCM, mySAP ERP Financials

Industry Solutions: SAP for Aerospace and Defense, SAP for Automotive, SAP for Banking, SAP for Chemicals, SAP for Consumer Products, SAP for Engineering, Construction and Operations, SAP for Healthcare, SAP for High Tech, SAP for Higher Education and Research, SAP for Insurance, SAP for Media, SAP for Mill Products, SAP for Mining, SAP for Oil and Gas, SAP for Public Sector, SAP for Retail, SAP for Telecommunications, SAP for Utilities

5. All of the mySAP solutions are role-based.

Answer: True

All of the processes within the SAP systems are mapped back to user roles. The mySAP Enterprise Portal let you customize your interface so that you can perform tasks associated with your role

Task 2
Test Your Knowledge

1.

You can only have one SAP system session open at a time.

Determine whether this statement is true or false.

‰
True

‰
False

2.

Which of the following is not part of the information required to log on to the SAP system?

Choose the correct answer(s).

‰
A

Enter a specific client number

‰
B

Enter your user ID

‰
C

Enter your password

‰
D

Customize your settings

3.

What menus are standard on all SAP screens?

Choose the correct answer(s).

‰
A

System

‰
B

Help

‰
C

Both A and B

‰
D

None of the above

4.

Which of the following provides general information on the SAP system and transaction or task on which you are working?

Choose the correct answer(s).

‰
A

Status bar

‰
B

Menu path

‰

C

Role bar

‰

D

None of the above

5.

In the SAP Easy Access menu, you can create a favorites list containing:

Choose the correct answer(s).

‰

A

Web addresses

‰

B

Transactions

‰

C

Links to files

‰

D

All of the above

6.

Select all of the following entries that are valid in the command field. If you are uncertain, try them on the system before you select the correct answers.

Choose the correct answer(s).

‰

A

/nend

‰

B

/nex

‰

C

?sm04

‰

D

/nsm04

‰

E

7.

You are about to use a transaction that you have never used before, and you have already navigated to the transaction. You would like to learn more about the transaction and see the procedure for completing it. Which of the following forms of help would provide the information for which you are looking in the most efficient manner possible?

Choose the correct answer(s).

‰

A

F1

‰

B

F4

‰

C
Application help
‰
D
SAP Library
‰
E
Glossary
‰
F
Release Notes
8.
List and describe three different types of online help that are available in the SAP system.
1.
2.
3.
9.
You would like to preset a value for a field that you have to enter frequently. To do this, you need the parameter ID. Which help function will you use to locate the parameter ID when you are on the field?
Choose the correct answer(s).
‰
A
F1
‰
B
F4
‰
C
System help
‰
D
F11
‰
E
Application help
10. Application help, which is available through the Help menu, is context-sensitive. This means that it will link you directly to the help for whatever application area of the system in which you are currently working.
Determine whether this statement is true or false.
‰
True
‰
False

Answers

1. You can only have one SAP system session open at a time.
Answer: False
You can create up to 6 sessions. Each session is independent of the others.
2. Which of the following is not part of the information required to log on to the SAP system?
Answer: D
You do not customize your settings until you are already logged on to the SAP system.
3. What menus are standard on all SAP screens?
Answer: C

The System menu contains functions that affect the system as a whole, such as Create session, User profile, and Log off. The Help menu provides various forms of online help.

4. Which of the following provides general information on the SAP system and transaction or task on which you are working?

Answer: A

The status bar contains information on system messages, as well as system information such as client, user, transaction codes, and response time.

5. In the SAP Easy Access menu, you can create a favorites list containing:

Answer: D

Favorites can consist of Web links, standard and customer transaction codes, and links to other files such as Microsoft Word documents or PowerPoint files.

6. Select all of the following entries that are valid in the command field. If you are uncertain, try them on the system before you select the correct answers.

Answer: E

You can enter any valid transaction code directly on the SAP Easy Access screen. If you are in another screen, you need to enter /n in front of the transaction code for the transaction code to work. /nend and /nex are two different log off options. ? sm04 is not a valid entry.

7. You are about to use a transaction that you have never used before, and you have already navigated to the transaction. You would like to learn more about the transaction and see the procedure for completing it. Which of the following forms of help would provide the information for which you are looking in the most efficient manner possible?

Answer: C

Although you could locate the information in the SAP Library, the most efficient method is the application help because it is context-sensitive. Here you will find comprehensive information about the application.

8. List and describe three different types of online help that are available in the SAP system.

Answer: Following are the types of system-level help that are available in the SAP system:

Application help

Application help displays comprehensive help for the current application. Selecting this menu option in the initial screen displays help on getting started with SAP.

SAP Library

All online documentation can be found here.

Glossary

You can search for definitions of terms here.

Release notes

This displays notes that describe functional changes that occur between SAP system releases.

SAPNet

This enables you to log on to SAPNet.

Feedback

Feedback enables you to send a message to the SAPNet front end, the SAP service system.

Settings

Settings enable you to select settings for help.

F1

F1 is field-level help that provides information about the field.

F4

F4 is field-level help that provides a list of field values or an option to search for the information in the case of an extensive list.

9. You would like to preset a value for a field that you have to enter frequently. To do this, you need the parameter ID. Which help function will you use to locate the parameter ID when you are on the field?

Answer: A

F1 provides help on the purpose of a specific field, and also provides technical information for the field. Here you will find the parameter ID for the field in question.

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10. Application help, which is available through the Help menu, is context-sensitive. This means that it will link you directly to the help for whatever application area of the system in which you are currently working.

Answer: True

This is true. Context-sensitive application help makes it easier for you to locate assistance with specific applications.

1.

Organizational elements define a company's enterprise structure within the SAP system either for legal and/or business-related purposes.

Determine whether this statement is true or false.

☐
True

☐
False

2.

Which of the following are examples of organizational elements?

Choose the correct answer(s).

☐
A Company Code

☐
B Client

☐
C Plant

☐
D All of the above

☐
E None of the above

3.

Which of the following is a true statement about master data?

Choose the correct answer(s).

☐
A Created centrally and available to all applications and all authorized users

☐
B Decreases data redundancy

☐
C Organized into views that are assigned to organizational elements

☐
D All of the above

4.

Name the two types of master data discussed in this lesson.

Choose the correct answer(s).

☐
A Plant and customer

☐
B Material and customer

☐
C Material and storage location

☐
D None of the above

5.

Which of the following is a true statement about customer master data?

Choose the correct answer(s).

☐
A Contains key information that defines the business relationship between a company and its customer

☐
B Contains material-specific parameters that support execution of business processes

☐
C Must be created for each company that plans to sell to that customer

□
D None of the above
6.
Transactions are application programs that execute business processes in the SAP system.
Determine whether this statement is true or false.
□
True
□
7.
What is created in the system each time a transaction is executed?
Choose the correct answer(s).
□
A Report
□
B Log
□
C Document
□
D Inventory
□
E None of the above

Answers

1.
Organizational elements define a company's enterprise structure within the SAP system either for legal and/or business-related purposes.
Answer: True
A company's enterprise structure is mapped to the SAP applications using organizational elements. Organizational elements are the mechanism for defining a company's enterprise structure within the SAP system either for legal and/or business-related purposes.
2.
Which of the following are examples of organizational elements?
Answer: D
Organizational elements include legal company entities, plants, storage locations, sales offices, and profit centers, and may be assigned to a single application (such as sales organization is assigned to sales order management), or to several applications (such as plant to procurement and production planning).
3.
Which of the following is a true statement about master data?
Answer: D
Integrating all of the corresponding data (such as customer and material) into one single database object means that the problem of data redundancy is not an issue and data integrity is enhanced. All areas can use the stored data, including sales, purchasing, inventory management, materials planning, invoice verification, and so on.
4.
Name the two types of master data discussed in this lesson.
Answer: B
A customer master contains key information that defines the business relationship between a

1. What is the highest organizational unit?
Choose the correct answer(s).

‰
A Company Code
‰
B Client
‰
C Storage Location
‰
D Plant
‰
E Purchasing Organization

2. A Purchasing Organization is the organizational unit responsible for negotiating pricing conditions with your suppliers.
Determine whether this statement is true or false.

‰
True
‰
False

3. What type of master records can be used during the procurement process?
Choose the correct answer(s).

‰
A Material Master
‰
B Vendor Master
‰
C Purchasing Information Record
‰
D Service Master
‰
E All of the above

4. Which of the following department views may be part of a material master record?
Choose the correct answer(s).

‰
A Accounting
‰
B Purchasing
‰
C MRP
‰
D Sales
‰
E All of the above

5. A single material master record will be created even if more than one department uses this item.
Determine whether this statement is true or false.

‰
True
‰
False

6. Which of the following are integration points with the Materials Management module?
Choose the correct answer(s).

‰
A Dynamic availability checking during sales order entry (SD)
‰
B Staging of material components for production orders (PP)

‰

C Update to GL account for direct consumption upon goods' receipt entry (CO)

‰

D Notification of payment due sent to Accounts Payable upon goods' receipt entry (FI)

‰

E None of the above

‰

F All of the above

7. What is the basic procurement process in SAP Materials Management?

Choose the correct answer(s).

‰

A Inquiry, sales order, purchase order, delivery

‰

B Purchase requisition, purchase order, goods' receipt, invoice receipt

‰

C Sales order, production order, purchase order

‰

D Goods receipt, purchase order, invoice receipt, vendor master

8. From which master data can information default into a purchase order?

Choose the correct answer(s).

‰

A Material Master

‰

B Customer Master

‰

C Purchase Requisition

‰

D Vendor Master

‰

E A&D

‰

F A&C&D

9. You can create a purchase order for a vendor or another plant within your organization. What do you call a purchase order sent to another plant?

Choose the correct answer(s).

‰

A Purchase Requisition

‰

B Accounting Document

‰

C Stock Transport Order

‰

D Production Order

10. When you enter an invoice with reference to a purchase order, the system suggests data from the purchase order and the goods receipts.

Determine whether this statement is true or false.

‰

True

‰

Answers

1. What is the highest organizational unit?

Answer: B

Client is the highest organizational unit in all of the SAP application areas. A client is a self contained unit in the SAP system with separate master records and its own set of tables.

2. A Purchasing Organization is the organizational unit responsible for negotiating pricing conditions with your suppliers.

Answer: True

A Purchasing organization negotiates purchasing conditions for plants to which it has been assigned. A Purchasing group is a buyer or group of buyers who are responsible for specific purchasing operational tasks.

3. What type of master records can be used during the procurement process?

Answer: A, B, C, D, E

All master records can be a source of data during the procurement process. This minimizes data entry by copying the data from existing master records as default values into the purchasing documents.

4. Which of the following department views may be part of a material master record?

Answer: A, B, C, D, E

The material master contains all of the key information a company needs to manage a material within its organization. The material master defines among other things how a product is sold, manufactured, purchased, inventoried, accounted, and costed. The information in the material master is grouped into views that are organized by business function.

5. A single material master record will be created even if more than one department uses this item.

Answer: True

The SAP system is designed so multiple departments share the same material master record.

6. Which of the following are integration points with the Materials Management module?

Answer: A, B, C, D, F

The Materials Management module has numerous integration points with the other SAP modules and is considered an integral part to any SAP system landscape.

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7. What is the basic procurement process in SAP Materials Management?

Answer: B

IntheSAPMaterialsManagementmodule,the standard flowoftransactionsinthe basic

procurementprocessisasfollows:Purchaserequisitionprocessing◊Purchase

order processing ◊Goods' receipt entry ◊Invoice receipt entry.

8. From which master data can information default into a purchase order?

Answer: E

Data from the material master and vendor master can default into a purchase order. A purchase requisition is not a type of master data.

9. You can create a purchase order for a vendor or another plant within your organization. What do you call a purchase order sent to another plant?

Answer: C

A stock transport order is a purchase order sent by one internal plant to another.

10. When you enter an invoice with reference to a purchase order, the system suggests data from the purchase order and the goods receipts.

Answer: True

An advantage of entering an invoice with reference to a purchase order is that the system suggests this data, thereby eliminating the need to re-enter the data.

Test Your Knowledge

1. A shipping point is a location within a warehouse or plant where employees process deliveries.

Determine whether this statement is true or false.

‰
True
‰
False

2. What three organizational elements form a Sales Area?

Choose the correct answer(s).

‰
A Distribution Channel
‰
B Shipping Point
‰
C Division
‰
D Sales Organization
‰
E Plant

3. Customer master records are not stored centrally. When you have a new customer, you need to create a customer master Accounts Receivable in Financial Accounting and one for Sales Order Processing in Sales and Distribution.

Determine whether this statement is true or false.

‰
True
‰
False

4. The customer master record consists of what three specific areas of data?

Choose the correct answer(s).

‰
A Purchasing
‰
B Sales
‰
C General
‰
D Accounting
‰
E Production

5. Sales and Distribution integrates with the following modules:

Choose the correct answer(s).

‰
A Materials Management
‰
B Financial Accounting
‰
C Production
‰
D Project Systems
‰
E All of the above

6. Which of the following is the correct sales and distribution process?

Choose the correct answer(s).

‰
A Picking, Sales Order, Goods Issue, Billing, Delivery
‰

B Sales Order, Picking, Goods Issue, Billing, Delivery

‰

C Sales Order, Delivery, Picking, Goods Issue, Billing

‰

D Goods Issue, Picking, Sales Order, Delivery, Billing

‰

E None of the above

7. What three activities can be done with a delivery document?

Choose the correct answer(s).

‰

A Picking

‰

B Debit Memo

‰

C Packing

‰

D Credit Memo

‰

E Goods Issue

8. When you do a Post Goods Issue on a delivery document, an accounting document is created in Financial Accounting.

Determine whether this statement is true or false.

‰

True

‰

False

9. A billing document can be created from what two different type of documents?

Choose the correct answer(s).

‰

A Inquiry

‰

B Sales Order

‰

C Quotation

‰

D Rebate List

‰

E Delivery

‰

F Both B and E

10. Document flow only shows the status of the order document.

Determine whether this statement is true or false.

‰

True

‰

False

11. During the creation of the billing document, an accounting document is created in Financial Accounting, thus creating an accounts receivable.

Determine whether this statement is true or false.

‰

True

‰

False

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Answers

1. A shipping point is a location within a warehouse or plant where employees process deliveries.

Answer: True

In SAP R/3, a specific shipping point is assigned to each delivery.

2. What three organizational elements form a Sales Area?

Answer: A, C, D

Sales organization, distribution channel, and division make up a Sales Area.

3. Customer master records are not stored centrally. When you have a new customer, you need to create a customer master Accounts Receivable in Financial Accounting and one for Sales Order Processing in Sales and Distribution.

Answer: False

Because the customer master records are stored centrally and can be accessed by both accounting and sales, you do not have to reenter data.

4. The customer master record consists of what three specific areas of data?

Answer: B, C, D

General, Sales and Accounting make up the customer master record

.

5. Sales and Distribution integrates with the following modules:

Answer: E

Sales and Distribution integrates with Materials Management, Financial Accounting, Production, and Project Systems.

6. Which of the following is the correct sales and distribution process?

Answer: C

The sales order must be created first, followed by the delivery document, picking, posting goods issue, and finally, billing.

7. What three activities can be done with a delivery document?

Answer: A, C, E

From a delivery document, you can pick, pack, and post goods issue.SAP01: Fundamentals
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8. When you do a Post Goods Issue on a delivery document, an accounting document is created in Financial Accounting.

Answer: True

Posting goods issue in Sales and Distribution causes an accounting document to be created in Financial Accounting. This records the financial impact of goods leaving your premises.

9. A billing document can be created from what two different type of documents?

Answer: F

A billing document can only be created from a sales order or delivery. Inquiry and Quotation documents and rebate lists in the standard system are not billable since no goods or services have been rendered.

10. Document flow only shows the status of the order document.

Answer: False

Document flow can show the status of any document that is listed in document flow. By choosing the document and choosing the status action, you can view a variety of information statuses about the document.

11. During the creation of the billing document, an accounting document is created in Financial Accounting, thus creating accounts receivable.

Answer: True

As soon as the billing document is created, it is automatically passed to Financial Accounting and the appropriate entries made to the general ledger accounts

Test Your Knowledge

1. The main components within Financial Accounting are General Ledger, Accounts Receivable, Accounts Payable, Asset Accounting, and Consolidation.
Determine whether this statement is true or false.

‰
True
‰
False

2. Company Code Level is the organizational unit at which your legal Accounts are produced.
Determine whether this statement is true or false.

‰
True
‰
False

3. How many Company Codes can be assigned to a Chart of Accounts?
Choose the correct answer(s).

‰
A Only one
‰
B None
‰
C More than one
‰
D All of the above
‰
E None of the above

4. In Financial Accounting, the Business Areas Organizational unit allows cross-company code reporting.
Determine whether this statement is true or false.

‰
True
‰
False

5. At what stage in the sales process are accounting documents produced?
Choose the correct answer(s).

‰
A Goods Issue
‰
B Delivery Creation
‰
C Inquiry
‰
D All of the above

6. Which logistics posting will not update the liquidity forecast in the Cash Management module?
Choose the correct answer(s).

‰
A Sales orders
‰
B Purchase requisitions
‰
C Purchase orders
‰
D All of the above

7. Which of these is not an option for processing payments?
Choose the correct answer(s).

‰

A Batch input

‰

B Manually

‰

C Automatically

‰

D All of the above

8. Bank Accounts in SAP are uniquely identified by Account ID and House Bank.

Determine whether this statement is true or false.

‰

True

‰

False

9. Which of the following are not major components of Controlling in SAP R/3?

Choose the correct answer(s).

‰

A Cost and Revenue Element Accounting

‰

B Overhead Cost Controlling

‰

C Product Cost Controlling

‰

D Profitability Management

‰

E Cost Analysis

10. What is the primary organizational element in Controlling?

Choose the correct answer(s).

‰

A Cost Center

‰

B Profitability Management

‰

C Controlling Area

‰

D Company Code

11. Which of the following is an incorrect statement regarding internal orders?

Choose the correct answer(s).

‰

A There are four general categories of internal order: overhead orders, investment orders, accrual orders, and orders with revenue.

‰

B An overhead order might be used to track the costs of a unique event, such as a convention or trade fair.

‰

C An overhead order might be used to create a correcting entry for a balance sheet posting.

‰

D The internal orders component offers functionality for planning costs as well as monitoring actual costs.

12. Which of the following is a true statement?

Choose the correct answer(s).

‰

A CO integrates will all other application components of SAP R/3 except for SD (Sales and Distribution).

‰

B A goods issue transaction in MM cannot create a cost posting in CO.
‰
C Revenue postings to the General Ledger are irrelevant to CO, and there is no resulting integration of revenue data between FI and CO.
‰
D The Financial Accounting application area of SAP R/3 is a primary source of data for Controlling.

Answers

1. The main components within Financial Accounting are General Ledger, Accounts Receivable, Accounts Payable, Asset Accounting, and Consolidation.

Answer: True

General Ledger, Accounts Receivable, Accounts Payable, Asset Accounting, and Consolidation make up the main components within Financial Accounting.

2. Company Code Level is the organizational unit at which your legal Accounts are produced.

Answer: True

The Company Code Level is the Organizational unit at which your legal accounts are produced.

3. How many Company Codes can be assigned to a Chart of Accounts?

Answer: C

More than one Company Code can be assigned to a Chart of Accounts.

4. In Financial Accounting, the Business Areas Organizational unit allows cross-company code reporting.

Answer: True

The Business Areas Organizational unit allows cross-company code reporting in Financial Accounting.

5. At what stage in the sales process are accounting documents produced?

Answer: A

Accounting documents are produced at the Goods Issue stage in the sales process.

6. Which logistics posting will not update the liquidity forecast in the Cash Management module?

Answer: C

Purchase orders will not update the liquidity forecast in the Cash Management module.

7. Which of these is not an option for processing payments?

Answer: A

Batch input is not an option for processing payments.

8. Bank Accounts in SAP are uniquely identified by Account ID and House Bank.

Answer: True

An Account ID and House Bank uniquely identify Bank Accounts in SAP.

9. Which of the following are not major components of Controlling in SAP R/3?

Answer: E

Cost and revenue element accounting organizes the recording and grouping of costs/revenues. Overhead Cost Controlling consists of the key capabilities: Cost Center Accounting, Internal Orders and Activity-based Costing. Product Cost Controlling is a tool for the managing costs related to the manufacturing process and the rendering of services. Profitability management consists of the key capabilities: Profitability Analysis and Profit Center Accounting.

10. What is the primary organizational element in Controlling?

Answer: C

The Controlling Area is the primary organizational element in Controlling. The Company

Code does have an important role in Controlling (through its link with a Controlling Area), but it is created in the Financial Accounting (FI) application component of SAP R/3, and is considered an FI organizational element.

11. Which of the following is an incorrect statement regarding internal orders?

Answer: C

Overhead orders would not be used to correct balance sheet postings.

12. Which of the following is a true statement?

Answer: D

Expense postings to the General Ledger in the FI module typically create cost postings in CO. CO also integrates with SD. Goods issue transactions in MM would typically create a cost posting in CO (and also an expense posting in FI). Revenue postings to the General Ledger in FI are directly relevant to the Profitability Management components of CO (Profitability Analysis and Profit Center Accounting); the revenue postings in FI would normally generate revenue postings to those components of CO.