**Chapter 02: General Notes, Cautions, and Assignment Deliverables**

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| **ACKNOWLEDGEMENT**  These are the GBI exercises developed by Simha R. Magal and Jeff Word.  These exercises include concepts discussed in the book, *Integrated Business Processes with ERP Systems* (Epistemy Press, 2012). |

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| **FOCUS**  Introduction to SAP and Exercises |
|  |
| **AUTHORS**  Simha Magal  Jeff Word |
|  |
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| --- |
| **PREREQUISITES**   1. C:\Users\Lauren\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Epistemy_Press_Blue_Logo_CMYK_600dpi.jpgC:\Users\Alice\Desktop\ERP Work\GBI Logo Sample.gifThere are no prerequisites for this exercise. |

|  |
| --- |
| **MOTIVATION**  In this exercise, you will do the following:   1. Learn about the different texts, formats, and how to efficiently navigate the exercises      1. Learn how to navigate SAP and some useful tools to help you during the exercises 2. Learn how to turn in your assignment. |

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* 1. Important Assignment Formats

**Before You Start:** It is *strongly* recommended that you read through the entire exercise you are working on prior to starting work in the system. READ CAREFULLY! Each step and additional information/instructions were put there *for a reason*! This can help avoid a lot of confusion and hours of extra work for yourself. Read through the exercise to try and understand what you are trying to accomplish, look at the big picture.

**Important Symbols:**

* An arrow highlights an important instruction that must not be overlooked.

🖉 A pencil prompts you to write down an important piece of information.

**Identifiers:** You will be assigned by your professor a unique Identifier. This will be ASSIGNED FOR YOUR OWN USE ONLY!!! Your Identifier is used to differentiate your company, your products, and *your work* from other students.

**The ## Symbol:** ## is the placeholder for your Identifier in the assignments. When you see ## replace ## with Your Identifier. For example, if Sarah has an identifier of 09 and Sarah sees US##, Sarah will enter US09 into the system.

1. What is your Identifier?  
          🖉
2. If you saw GL## what would you input into the system?  
          🖉
3. What does a red arrow mean?  
          🖉
4. What does a Pencil mean?  
          🖉

* Always work with your data. You have access to other student’s materials and if you do not use your own Identifier you affect another student’s work.
* Be cautious about other classmates attempting to use your identifier. Whether it is on purpose or not. If you suspect other classmates using it, inform your professor immediately so that corrective action can be taken.

**Tables:** In each exercise, you will have input fields that need to be filled in. This is information the system needs to perform what you are requesting it to do. These will be given to you in the form of tables with three columns. The first column is called the Attribute column; this column is the name of the field. The second column is the Description column; this tells you about the Attribute. The final column is the Data Value column; this column tells you what to enter into the input field in SAP.

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
|  |  |  |

**Differences in Font:** Text with different fonts will be used in the Data Value column of tables. The different fonts will require you to do different things. The normal Times New Roman indicates you enter exactly what is typed out except for the ## Symbol where you would put in your identifier. The italicized *Times New Roman* font indicates the data is looked up, found, or otherwise not to be entered literally as written.

* You will learn to search for information later in this exercise

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Calibri (Body) | Font that tells you to enter what is written. | Calibri (Body) |
| Calibri (Body) (Italicized) | Font that tells you the data that needs to be looked up. | *Calibri (Body) Italicized* |

1. For each row in the table write the value that you will type into the system input field.

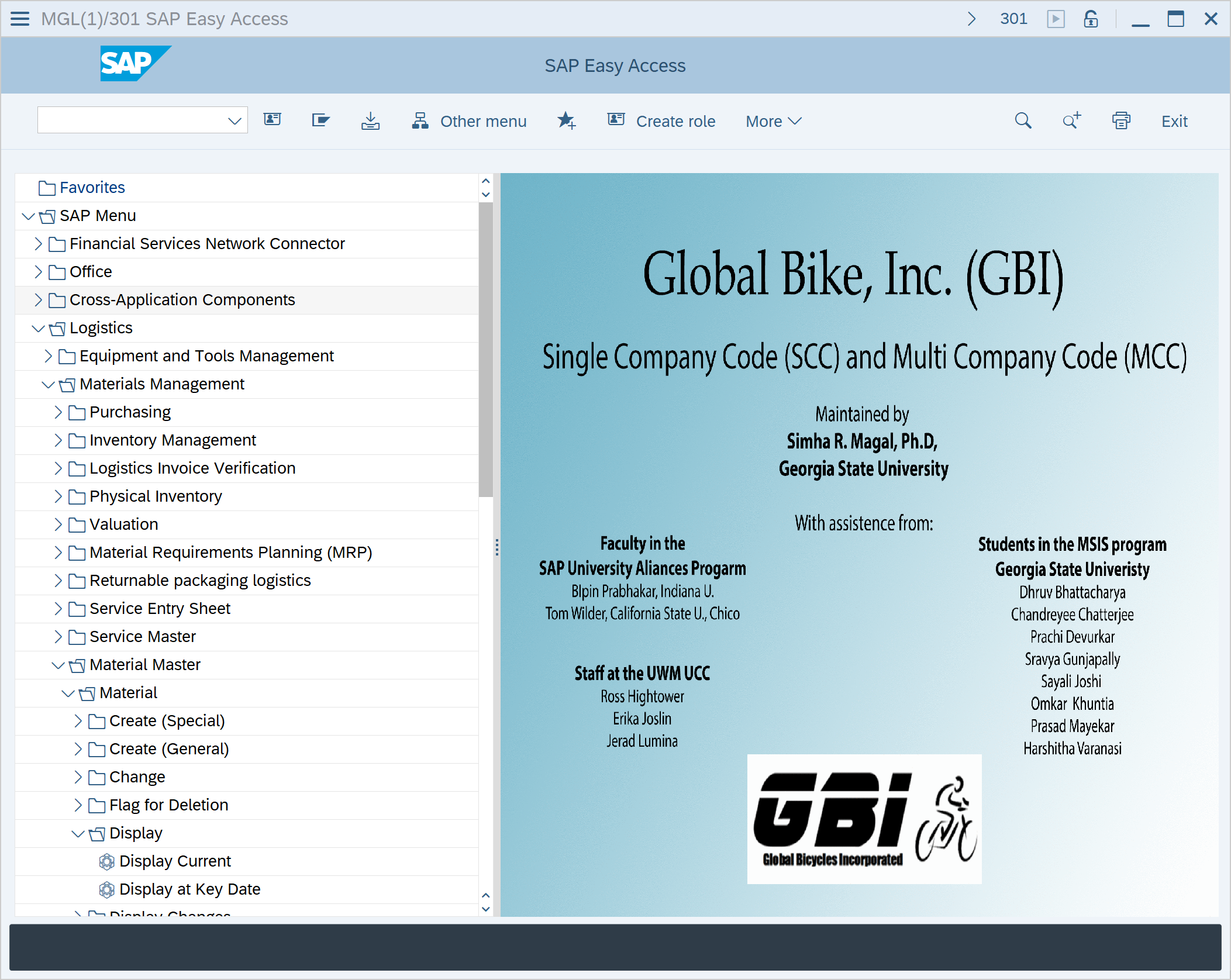
* If you must search for the value answer the question with “Search for Value”

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Company Code | An organizational unit within financial accounting. | US## |
| Company Name | Name of Company Code or Company | ## Global Bike Inc. |
| City | City name in an address. | Dallas |
| Country | The country key contains information which the system uses to check entries such as length of the postal code or bank account number. | *US* |

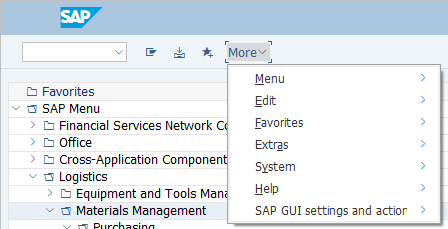
* 1. Row 1:       🖉
  2. Row 2:  🖉
  3. Row 3:  🖉
  4. Row 4:  🖉
     1. Answer the following questions about Section I.1.

1. What should you do when you see a Red Arrow in your assignments?  
     🖉
2. What should you do when you see a pencil?  
     🖉
   1. What am I looking at?

**SAP Easy Access Screen:** The SAP Easy Access Screen is the first screen you see when you log into SAP. The six main elements are described in the sections below.



**The SAP Menu Bar:** The SAP Menu Bar is the menu at the very top of the screen. The Menu Bar is visible no matter what transaction in SAP you enter. The menu is organized according to the task you are performing in the SAP system.



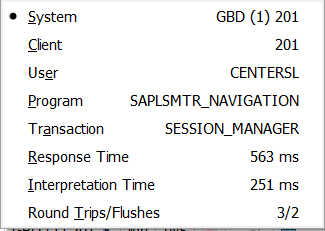
The following menus are standard on every SAP screen:

|  |  |
| --- | --- |
| **Menu Title** | **Description** |
| Menu | Will take you to different menus in SAP |
| Favorites | Manipulates your favorites section in your GUI. |
| System | Contains functions, such as *New GUI Window, User profile,* and *Log off*, that affect the system in general*.* |
| Help | Provides various forms of online help. |
| Edit | Allows you to edit components of the current object. Common functions include *Select, Edit* and *Copy*. The *Cancel* option allows you to leave a task without saving the data you have entered. |

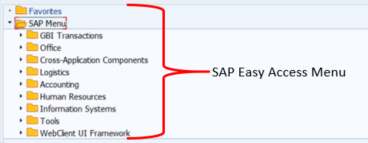
The following menus may also appear:

|  |  |
| --- | --- |
| **Menu Title** | **Description** |
| Extras | Contains additional functions, which you do not need regularly, but you can choose, to work with the current object or an object component. |
| Environment | Contains functions that display additional information about the current object. |
| View | Allows you to display the current object in different views, for example, switching between a single-line and double-line display of a table. |
| Settings | Allows you to set user-specific transaction parameters. |
| Utilities | Allows you to do object-independent processing, such as deleting, copying, and printing functions. |

**Status Bar:** If you click on the Status Bar it will tell you different information about the system you logged into.



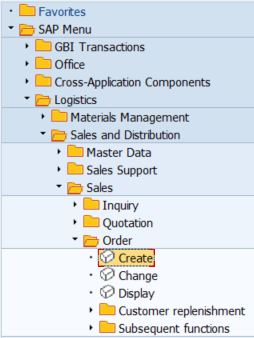
* SAP Easy Access Menu, and System Messages will be explained later in this exercise.
  1. Where Do I Start?

The SAP Easy Access menu is the side of SAP that business professionals use to complete the normal business function needed to complete their job. The SAP Easy Access menu appears when you start a session. These are the folders that contain the transactions you will enter to complete your exercises.

1. Who uses the SAP Easy Access Menu?  
          🖉

Using the SAP Easy Access Menu:

Opening the folders to get to a transaction is called the **Navigation Path**. A navigation path always ends with a transaction.

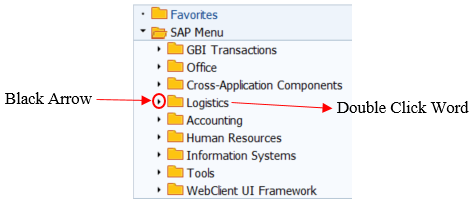
****

1. What does a Navigation Path always end with?  
          🖉

* When you are going through your assignments you will be given navigation paths to follow. They will be in the following format.

***Navigation***

**SAP Menu🡪 Logistics 🡪 Sales and Distribution 🡪 Sales 🡪 Order 🡪 Create**

* To open the folders either double click on the folder or click the black dropdown arrow next to the folder.
  + 1. Follow the Navigation path starting from the *“SAP Easy Access”* screen.
* Do not enter the transaction.
* Now that you have all the folders open you will want to close them.

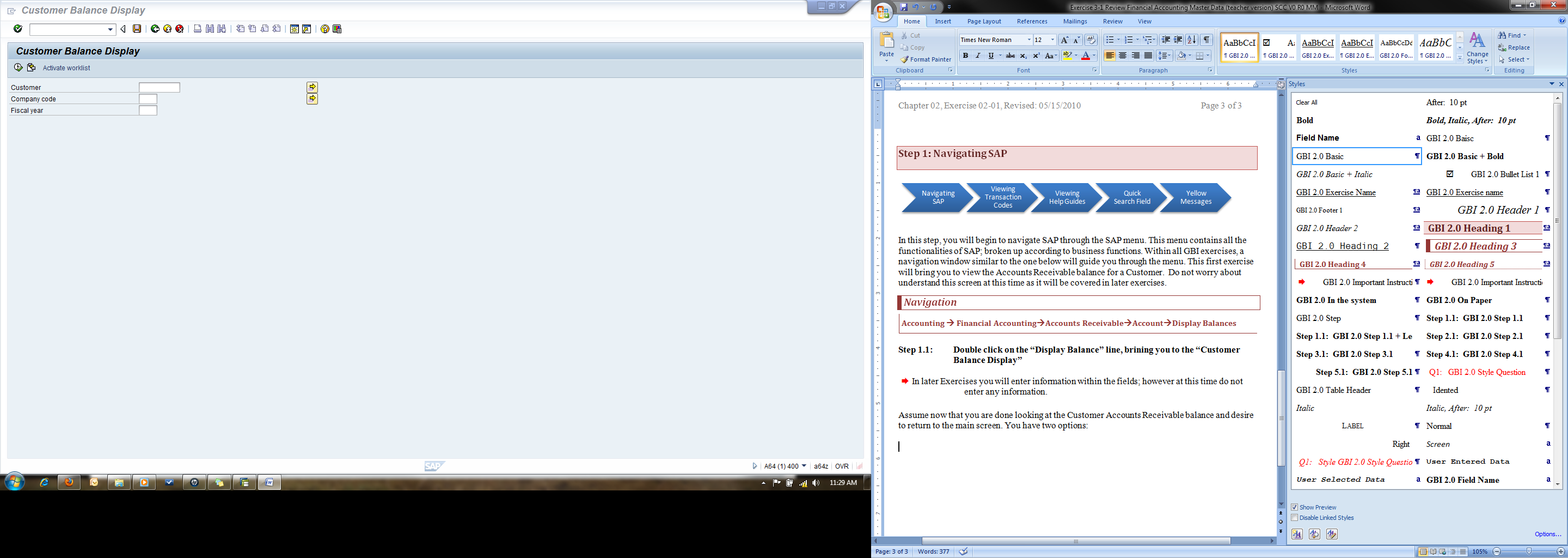
1. Why might you want to close the SAP Menu Path?  
          🖉
   * 1. In the Application Menu Bar click on the SAP Menu button. 
2. What does the SAP Menu button do?  
          🖉

Entering and Exiting a Transaction:

* + 1. Follow the navigation path below

***Navigation***

**SAP Menu🡪 Logistics 🡪 Sales and Distribution 🡪 Sales 🡪 Order 🡪 Create**

* + 1. Double click on the transaction to enter it.
    2. In the *“Create Sales Order: Initial Screen”* screen, click on the Exit Button .
* To exit using another method, type “/n” into the command field  at the top and click enter . This will bring you back to the SAP Easy Access Screen.
  1. What is in a transaction?

This section describes the different parts of a transaction menu. Some of the parts will be familiar to you from the SAP Easy Access Screen.

* + 1. Follow the Navigation Path below

***Navigation***

**SAP Menu 🡪 Logistics 🡪 Sales and Distribution 🡪 Sales 🡪 Order 🡪 Create**

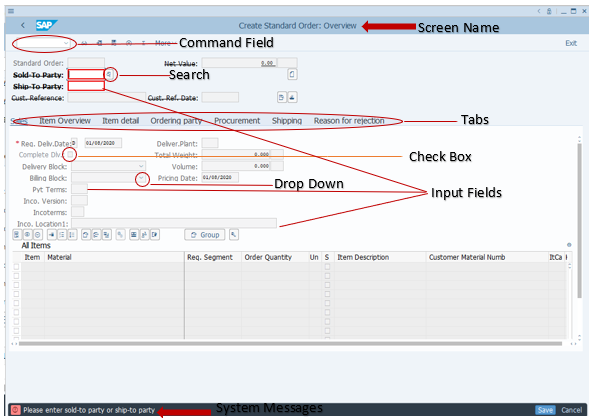
* + 1. In the *“Create Sales Document”*, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Order Type | Distinguishes different types of sales documents | OR |

* + 1. Click Enter .

**Example of One Transaction Screen and Its Elements:** When you enter a transaction, there are different elements you will want to pay attention to. Take note of these elements because they will be referred to in later exercises.

* Notice a few of these elements you saw earlier



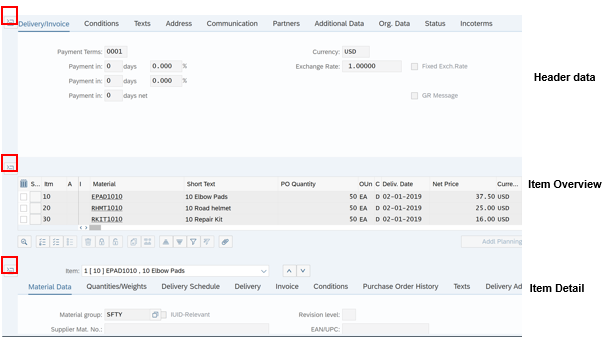
* + 1. Exit this transaction and return to the SAP Easy Access Menu

Screen Layout:

* + 1. Follow the Navigation Path below:

***Navigation***

**SAP Menu 🡪 Logistics 🡪 Materials Management 🡪 Purchasing 🡪 Purchase Order 🡪 Create 🡪 Vendor/Supplying Plant Known**

* 

There will not always be all three sections, but it is important that you understand this general concept.

* You may edit data in any section depending on which sections you have opened or expanded

1. What are the names of the three collapsible sections in the create purchase order screen?  
          🖉
   1. Finding Transaction Codes

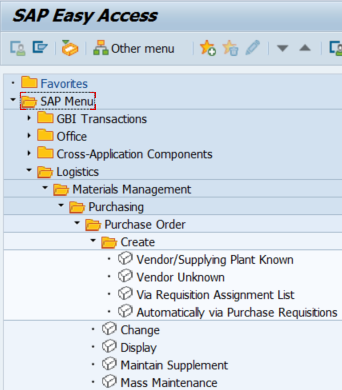
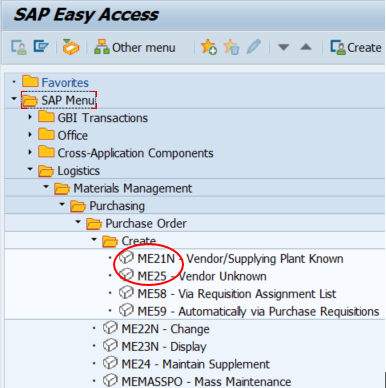
Each exercise will ask you what the Transaction Code or T-Code for that transaction is. T-codes are a short code you can type into the command field to go straight to the transaction.

T-Codes are extremely important for business professionals because it cuts down on time by eliminating the need to go through the menu path. While the menu path is important, it is not as important for your everyday business professional that may only use a few transactions.

* Once you set this up the first time you will not have to do it again. It is recommended that you follow these instructions and set this up now before you start the next exercises.
  + 1. On the SAP Menu Bar Click Extra 🡪 Settings
    2. In the *“Settings”* pop-up, check the box next to *“Display Technical Names”*
* This will display the transaction code on the same line as the name of the transaction.



* + 1. In the Settings pop-up, click Enter.
* Now when you open the folders and look at the transaction they will have the Transaction codes in front of the name of the transaction.

Before After

* 1. Viewing Help Guides

At times, certain attributes or fields may not appear to have the name of them displayed on the screen. To display the full name of the attribute or field, simply click within the field and then press the F1 key, or the Help button . This will bring up not only the title of the field, but it will bring up the full description.

In this step, you learn how to use the “Performance Assistant” tool to help you find answers to error messages or to find the definition or explanation of a field within the SAP system.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

***Navigation***

**SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 Accounts Receivable 🡪 Account 🡪 Display Balances**

1. What is the Transaction Code to Display Balances?  
          🖉
   * 1. In the *“Customer Balance Display”* screen, click on the *“Customer”* field.

* Do not enter any customer information in the field.
  + 1. Press on the “F1” key on your keyboard.

1. What is the “Customer Account Number” definition?  
          🖉
   * 1. In the *“Performance Assistant”* pop-up, click
     2. In the *“Customer Balance Display”* screen, click help .

* Notice that performing either one of these actions displays the “Assistant” tool.

* 1. The Search Tool

At times in this document, the instructions will ask you to search for something to put in a field. When it does, simply click on the input field and click on the search icon to the right of it , or click on the F4 button while inside the input field. Clicking on it will bring up another window and you will search from there.

In this section, you will practice using the search box that appears next to a field when entering data into it. You will also learn how to navigate and use the proceeding menus and pop-ups.

***Navigation***

**SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 Accounts Receivable 🡪 Account 🡪 Display Balances**

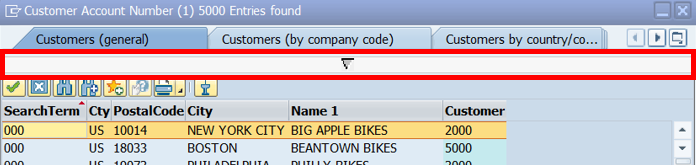
* + 1. In the *“Customer Balance Display”* screen, click inside the *“Customer”* field.
    2. Notice the box with a magnifying glass in it that appears next to the field. 
    3. Click Search .
    4. In the *“Customer Account Number”* pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Maximum No. of Hits | Restrict Length of List | 5000 |

* + 1. Leave all the other fields blank
    2. Click start search .
* This will show you a list of nearly all (5000, which is the maximum SAP will allow for search results) of the customers that are defined in the system.
  + 1. Ensure that the “Customers (general)” tab is selected at the top.
* Notice that the many different tabs are different ways of giving search criteria. You can scroll through them using the arrow buttons at the top right.

1. Why might someone use this method of searching with no specific criteria?  
          🖉

Click the drop-down bar near the top of the screen to show the search menu.



* + 1. Enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| *Customer* | Predefined in the system. | \*0## |
| Maximum No. of Hits | Restrict Length of List | 500 |

* + 1. Leave all the other fields blank.
    2. Click start search .

This will show you a list of every customer associated with your identifier.

* + 1. Click the search bar near the top of the screen to show the search menu.



* + 1. Click the button at the very top right corner of that looks like this.
* This menu allows you to use other methods of searching for what you want.
  + 1. Choose the *“Customers (by company code).”* tab.
    2. You can accomplish the same result by navigating to whichever tab you want by using the arrow buttons .
    3. In the *“Customers (by company code)”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Company Code | Company code is an organizational unit within financial accounting | US00 |

* + 1. Click Enter.
    2. This will show you a list of all (limited to 500) of the customers associated with the US00 company code.
    3. Click the search bar near the top of the screen to display the search menu.
    4. Clear the information in the “Company Code” field.
    5. In the *“Customer Account Number”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Customer | Gives an alphanumeric key, which clearly identifies the customer or vendor in the SAP system. | \*000 |



* + 1. Click start search

The asterisk symbol represents a wild card, meaning anything can come before 000. This will show you a list of every customer that has a customer number ending in 000.

1. Why would someone use the “\*” in a search?  
          🖉

* Now that you know the various methods of searching, try using other criteria and exploring different searching methods to familiarize yourself with the system.

* 1. SAP Search Menu

Before this section, you accessed the “Customer Balance Display” screen by navigating through the menu path and using a transaction code. In this section, you will learn how to use the SAP search menu. The search menu enables you to find a specific page by searching key words.

* + 1. In the *“SAP Easy Access”* screen*,* type *“search\_sap\_menu”* in the command field.
    2. Click Enter .
    3. In the *“Enter transaction code or menu text”* pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Enter Search Text | Field that you enter a transaction code or menu text title | Display Balances |

* + 1. Click Enter .

This will bring up another screen that will list all the locations “Display Balances” appears in the SAP menu. Use the scroll bar on the right side of the screen to see all the available options. Notice that you can access the same screen by using different transaction codes. The reason for this is that multiple job positions may have to access this information (accountants, sales representative, credit managers, etc.). The seventh listing is the transaction code that you have used in this exercise thus far within the system.

1. What is the seventh transaction code?  
          🖉
2. How many different menu paths can you use to display balances?  
          🖉
   * 1. Return to the main menu and repeat steps 1.8.1 – 1.8.4 and in 1.8.4, using the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Enter Search Text | Field that you enter a transaction code or menu text title | Material Master |

1. What is the first transaction code?  
          🖉
2. What is the reason that there are so many menu paths that you can use to access the same transaction?  
          🖉
   1. System Message Type

There are three types of messages you will receive when completing your assignments

* If you double-click on the message it will give you detailed information about the message.

1. (Red) Error Messages: Red Error Messages indicate that something is stopping the transaction from being completed. These messages need to be corrected to proceed through the exercises.



1. (Yellow) Warning Messages: Yellow Warning Messages contain warnings and are there to tell you about some sort of information that may be helpful later, or warn you about the possible effects of what you are about to do. At times, these must be fixed to move on. However, most of the time, they do not need to be fixed and you can simply press enter to cancel them and go through them. Use your best judgement to determine what needs to be done.
2. (Green) Confirmation Messages: Green messages show that nothing went wrong with the transaction and that you may proceed to the next task. These messages will contain information you will want to write down and take note of.



This section will help to familiarize you further with the different system messages by having you produce each type and figure out how to get past it.

* + 1. Follow the Navigation Path:

***Navigation***

**SAP Easy Access Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Document Entry 🡪 Enter G/L Account Document**

1. What is the transaction code to post a journal entry?  
          🖉

* You may be required to enter in your company code.
* If you are not asked to enter in your company code and the transaction does not say your company code at the top of the screen, you can change the current company code to yours by clicking Switch Company Code .
  + 1. In the *“Enter G/L Account Document: Company Code US##”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Document Date | Date on which the original document was issued | *One week from today* |
| Posting Date | Date which is used when entering the document in Financial Accounting or Controlling. | *One week from today* |

* + 1. Click Post C:\Users\user\Desktop\GRA- Dr. Magal\Spring\Process Exercise snippets\Post.PNG.

Notice that the system shows a warning message which, in this case simply tells you to check the document date as the date entered is in the future.

IMPORTANT NOTE: USING ENTER

Once you click the enter button or press “enter” on your keyboard, the system checks to ensure that you have entered all the data that is required in the document.

If you have not, it will ask you to enter valid data into each field, ONE BY ONE, through messages. After entering data into the designated field, you must PRESS ENTER AGAIN to move on to check the system for more messages.

Once you have filled in all the required information, the rest of the fields in the screen will unlock. Then you can edit the fields as you could before you initially clicked enter and received the messages.

In this case, the other fields may never have locked but it is important to understand this concept for later exercises.

You want to use this technique before you save EVERY DOCUMENT.

It is extremely important to NOT proceed and save a document if there are errors in the document. A faulty document will create more errors and a lot more work for yourself in later exercises.

* + 1. Press Cancel and In the *“Enter G/L Account Document: Company Code US##”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Document Date | Date on which the original document was issued | *Today’s Date* |
| Posting Date | Date which is used when entering the document in Financial Accounting or Controlling. | *Today’s Date* |

* + 1. At the bottom of the screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Entry** |
| G/L acct | The G/L account to which the transaction figures are updated | *11111* |

* + 1. Click PostC:\Users\user\Desktop\GRA- Dr. Magal\Spring\Process Exercise snippets\Post.PNG.

Notice that the system shows an error message which, in this case simply tells you the error.

If you need more information, or want more information about the message, you can double click on the message to open the help guide.

* + 1. Double click on the error message.

1. What is the message number?  
          🖉

* Similarly you get confirmation messages when nothing is entered wrong in the document, these messages indicate that you may proceed to the next task.
  + 1. Click Exit.
* DO NOT save this document. The purpose of this exercise was to familiarize you with these two types of system messages.
  + 1. In the *“Exit Document”* pop-up, click No **.
* Remember, it is extremely important to NOT proceed and save a document if there are errors in the document. A faulty document will create more errors and a lot more work for yourself in later exercises.
  1. Miscellaneous Reminders

Opening Multiple Screens

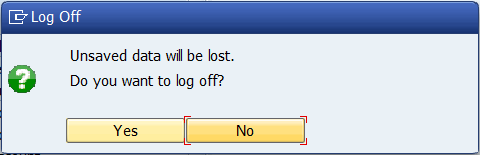
Throughout the exercises you will be asked to gather the same information after each step in multiple exercises. This is so you can see the changes that happen throughout the process. In these cases, it is helpful to open multiple screens. Use the New GUI Window Button  in the standard toolbar to open a new session.

Between Each Step

Each section will assume you are starting with one screen in the SAP Easy Access Menu. At the end of each section feel free to close out of your screens so you only have one screen open and is at the SAP Easy Access Menu.

Logging Off

When you are finished with this assignment and you wish to log out, you may exit the SAP GUI by clicking the button at the top right of the screen. You may also exit by repeatedly clicking the  (EXIT) button. When you receive a pop-up, click  to log off.



* 1. Exercise Deliverable Instructions

Exercise Deliverables

Deliverables are consolidated into one worksheet at the end of the exercise. It is only necessary to turn in that worksheet and that worksheet alone. You may be assigned additional deliverables, make sure to check with your instructor.

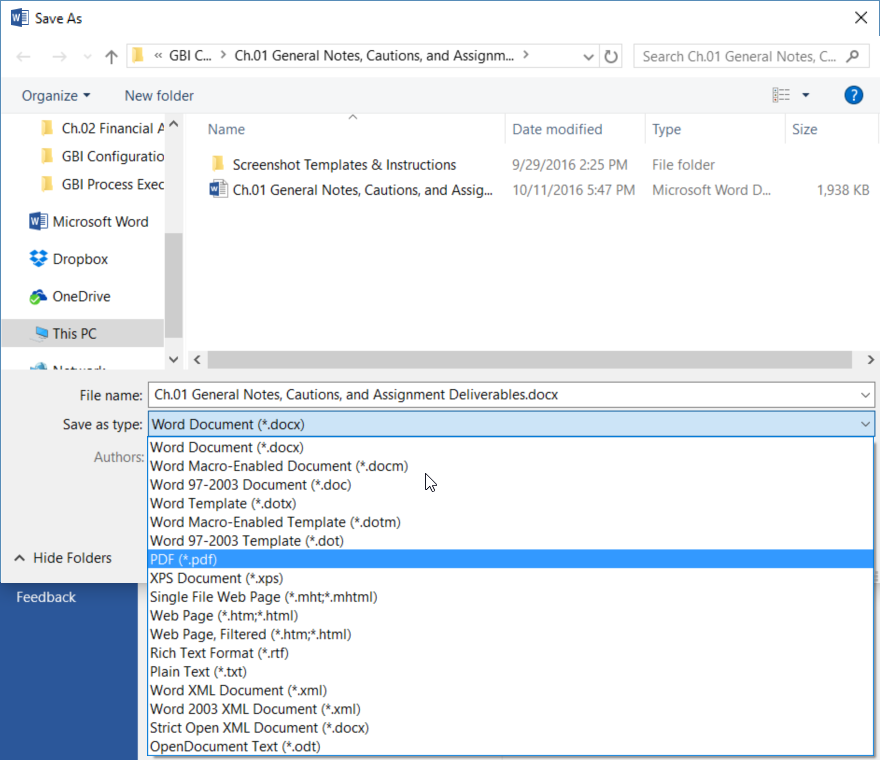
Question Text Fields

Each test field (see image) after the questions will automatically fill in the Exercise Deliverables. These fields are designed to “Calculate on Exit” which means after you answer the question be sure you press “Tab” on your keyboard to exit the field so it can fill in your answer on the Exercise Deliverables page(s).

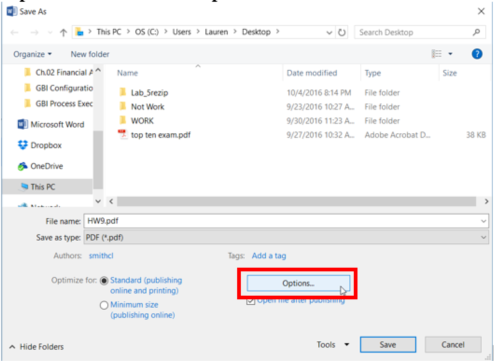
Export to a PDF

When you complete an assignment, it is important that you turn in just the deliverables page. You can do this by exporting your Exercise Deliverables to a PDF document.

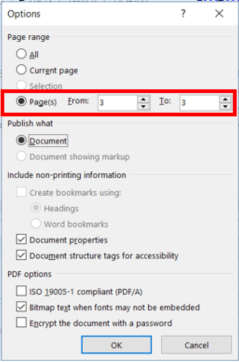
* + 1. Use SAVE AS to save your document
    2. After you have found the location you wish to save the file to change the “Save as Type:” to PDF(\*.pdf)



* + 1. Click on the Option Button



* + 1. Click on the “Pages” button and change the pages to the Exercise Deliverables page numbers.
* For example: On pages 39 & 40 of this exercise is the Exercise Deliverables. When you click on the Pages button you will change it to say “From: 39 To: 40”



* + 1. Click *“OK”* and then *“Save”* your document.

1. Exercise Deliverables

**Name:**

**Course and Section:**

**Identifier:**

**Client:**

1. What is your Identifier?  
    🖉
2. If you saw GL## what would you input into the system?  
    🖉
3. What does a red arrow mean?  
    🖉
4. What does a Pencil mean?  
    🖉
5. For each row in the table write the value that you will type into the system input field.
   1. Row 1: 🖉
   2. Row 2: 🖉
   3. Row 3: 🖉
   4. Row 4: 🖉
6. What should you do when you see a Red Arrow in your assignments?  
     🖉
7. What should you do when you see a pencil?  
     🖉
8. Who uses the SAP Easy Access Menu?  
    🖉
9. What does a navigation Path always end with?  
    🖉
10. Why might you want to close the SAP Menu Path?  
     🖉
11. What does the SAP Menu button do?  
     🖉
12. What are the names of the three collapsible sections in the create purchase order screen?  
     🖉
13. What is the Transaction Code to Display Balances?  
     🖉
14. What is the “Customer Account Number” definition?  
     🖉
15. Why might someone use this method of searching with no specific criteria?  
     🖉
16. Why would someone use the “\*” in a search?  
     🖉
17. What is the seventh transaction code?  
     🖉
18. How many different menu paths can you use to display balances?  
     🖉
19. What is the first transaction code?  
     🖉
20. What is the reason that there are so many menu paths that you can use to access the same transaction?  
     🖉
21. What is the transaction code to Create a Purchase Order?  
     🖉
22. What is the message number?  
     🖉