Navigation in SAP Systems

Introduction to Navigation in SAP solutions on the basis of SAP ERP

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| Product  S/4HANA 1610 EHP 8 NW 7.51  Global Bike  GUI 7.50  Level  Beginner  Focus  Navigation  Authors  Babett Koch  Stefan Weidner  Modified By  Jerad Lumina  Version  3.1  Last Update  August 2017 | MOTIVATION  This material explains how to navigate in SAP S/4HANA systems using SAPGUI and SAP Fiori. It is aimed at students at universities, universities of applied sciences and other educational institutions with no previous experience of SAP Fiori. It can be used in the class or for self-study.  After completion of the course, students will be able to navigate through the SAP Fiori 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.  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. |



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|  | Step 1: Logging On | |
| **Task** Log on to the system.  **Short Description** Use the SAP GUI to log on to the SAP system. | | **Time** 10 Min. |
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| Find and double-click on the icon depicted on the left side of this page that you can find on your desktop. If it is not there, choose *Start* ► *All Programs* ► *SAP Front End* ► *SAP Logon*  A dialog box similar to the one shown below appears.On the top left-hand corner, press the menu button and choose *Options*.  Under *Visual Design > Theme Preview/Settings*, un-check the box *Accept SAP Fiori visual theme*. Press *Apply* and then *OK* to close the menu.  Press the *X* in the top right corner of the login window to close it.  Open SAPGUI once again.  Select the SAP system specified by your lecturer and choose *Log on* or *Enter*. | | SAP Logon |
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| The logon screen appears. The system requests the client, your user, password, and preferred language. *Note: The colors may look a little different based on what theme was selected in the previous steps.* | |  |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0060.png | | Client: \_ \_ \_  User: \_ \_ \_ \_ \_ \_ \_  Password: \_ \_ \_ \_ \_ \_ \_  Logon Language: EN |
| Before you log on, you need to know the definition of the term “client.” | |  |
| SAP systems are client systems. With the client concept several separate companies can be managed in one system at the same time.  **Clients** are the highest organizational level in the system. In business terms, each client can represent a group of companies, a company, or a firm – regardless of the size of the organization.  In commercial, organizational and technical terms, a client is therefore a self-contained unit with separate master records and its own set of tables. In SAP systems, different clients are identified by their client numbers. | | Client |
| Use the client number given by your instructor. For you to be able to log on as a user, a user master record must be created for you in the relevant client. For reasons of access protection, you must enter a password when you log on. Your password entry is case-sensitive.  SAP systems are multilingual. Choose the language for your session in the Language field. Then choose  or *Enter*. | | Logon screen |
| The initial screen with the SAP Easy Access Menu appears. | |  |
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|  | Step 2: Initial Screen | |
| **Task** Get familiar with the SAP system screen.  **Short Description** Identify and familiarize with each element of the SAP system screen. | | **Time** 10 Min. |
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| This is the initial screen as described in more detail below. | |  |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0063.png | | Initial screen |
| **Menu Bar** | | Menu Bar |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0065.png** | |  |
| 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. | |  |
| **Standard Toolbar** | | Standard Toolbar |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0066.png** | |  |
| Icons in the standard toolbar are available on all screens. Icons that you cannot use in the current application are grayed out. By pausing the cursor above an icon, a quick info text appears. | |  |
| **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. | | Title Bar |
| **Application Toolbar** | | Application Toolbar |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0067.png** | |  |
| The application toolbar contains icons and buttons applicable to the transaction you are currently using. | |  |
| **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). | | SAP Easy Access Menu |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0068.png** | |  |
| **Exercise**  Open the following tree structure! | |  |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0069.png** | |  |
| **Exercise 1**   * 1. What is the difference between the transactions *Display Current* and *Display at Key Date*?  **The transactions Display Current and Display at Key Date allows user to display a material master record as it currently is or as it will be at a key date.**   **The difference between the two is that, Display Current transaction shows the current state of the material and the transaction Display at Key Date asks the user to enter a key date.** | |  |
| **Status Bar** | | Status Bar |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0070.png** | |  |
| The status bar shows information about the current system status as well as warning and error messages. | |  |
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|  | Step 3: Favorites | |
| **Task** Create personal favorites.  **Short Description** Create your own favorites in SAP GUI and add objects to them. | | **Time** 10 Min. |
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| 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. | | Other objects |
| 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 M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\ScreenShot00119.png. | |  |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0006.png | |  |
| **Exercise 2**  Create/Expand your own favorites menu.   * 1. Add the SAP Help Portal using the URL *help.sap.com*.      * 1. Add the following transaction as a favorite:   Logistics ► Sales and Distribution ► Sales ► Order ► Display | |  |
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|  | Step 4: Transaction Codes | |
| **Task** Get familiar with SAP transaction codes  **Short description** Learn how to effectively make use of SAP transaction codes and parameters. | | **Time** 10 Min. |
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| There are several possibilities to call up transactions in the SAP system. | | Transaction Concept |
| 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. | | Transaction Code |
| **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. | | SAP Easy Access Menu |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0073.png** | |  |
| **Transaction Code**  Every business transaction (not every screen) has a corresponding transaction code in SAP. To display transaction codes choose Extras ► Settings and select *Display technical names*. | | Transaction Code |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0007.png** | |  |
| **M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0074.png** | |  |
| Note: The command field in which transaction codes are entered can be found on the upper left. By clicking the small triangle M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0043.png you set it to visible/invisible. | |  |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0044.png | |  |
| 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  /o Opens a new session | | /n  /i  /o |
| **Exercise 3**   * 1. Which business function is displayed with the transaction code VA03?   Display Sales Documents ( Sales order )      * 1. Which business function describes the menu path Logistics ► Sales and Distribution ► Master Data► Business Partner ► Customer ► Display ► Complete ?  VD03 – Sales and Distribution      * 1. What is the difference between the transactions VD03 and XD03?  **A transaction code XD03 is used to display customer centrally**   **i.e. it shows finance Company code and Sales and General data and**  **transaction code VD03 is used to display customer data i.e. Sales and General data**.     * 1. Which business processes describe the following transaction codes? VL01N: **Create Outbound Delivery with Order Refernce**  MM02:  **Change Material**  ME23N: **Display Purchase Order** | |  |
| When leaving a transaction using M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\05.png, M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\06.png or M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0035.png you may be confronted with this displayed dialog window. Be sure that no unsaved data is displayed in the current session. Then choose yes. | |  |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0075.png | |  |
| **User specific settings**  Using the command field enter transaction SU3 and switch to the Defaults tab. In this tab, general settings like Logon Language, Decimal Notation and Date Format can be determined for your user. | |  |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0077.png | |  |
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| **Exercise 4** For the following exercise switch to transaction VA03, to do so leave the current transaction by using M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\06.png.   * 1. What to the following symbols in the Standard Toolbar mean? (**Tip:** By pausing the cursor over an icon, a help text is depicted. If there is no help text for each icon you simply have to go into a transaction.)  M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\05.png  **Back (F3)**   M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\07.png  **Enter** .   2. Why is the icon M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\10.png (Save) grayed out in the initial screen? **The “Save” icon is used to save the data when business transaction is created, updated or deleted. On the initial screen “Save” icon is greyed out as it the landing page of SAP system and there are no business transaction on it to be saved**.   3. Which of the following icons can create a new session?   M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0032.png 🗹  M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0033.png 🗷  M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0034.png 🗷   4. To close a session, choose the icon M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\06.png in the Standard Toolbar or go to the entry *System* ► *Log Off* in the menu list. What is the difference between the icons M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\06.png and M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0035.png?  M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\06.png **This icon ends the session and system displays warning**   **message as “Unsaved data will be lost”**   M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0035.png **This icon cancels or closes the transaction** | |  |
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|  | Step 5: Help | |
| **Task** Get familiar with SAP’s help functions.  **Short Description** Get familiar with help functions in SAP systems. Use the F1 and F4 help as well as the SAP Help Portal. | | **Time** 10 Min. | |
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| 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 | |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0078.png | |  | |
| F1 provides you with explanations for fields, menus, functions, and messages. In the F1 help, you can choose M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0050.png to get technical information. | | F1 | |
| F4 gives you information and possible entries. You can also use the F4 help by choosing M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0051.png directly to the right of a selected field. | | F4 | |
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| **Exercise 5**   * 1. Call up transaction **VA01** and select the field *Distribution Channel*. Press the F1-button.  What is a distribution channel (in a few keywords)?  **A Distribution Channel is the way in which products or services reach the customer. Examples of distribution channels are wholesale, retail and direct sales.**   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 **Rush Order**   OR **Standard Order**   3. What is the difference between these two types of orders?   **In a Standard Order, the customer can specify a preferred delivery date.In a Rush Order transaction, the customer picks up the goods or you deliver the goods on the same day as the order is placed.** | |  | |
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|  | Step 6: Multiple Selection | |
| **Task** Understand and perform multiple selection.  **Short description** Understand and perform multiple selection in SAP GUI and get to know useful hints about it. | | **Time** 10 Min. | |
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| Choose transaction **MMBE** to get to theStock Overview Screen. Display the stock of *material* **DXTR1000** from the *plants* in **Dallas and Miami**. | |  | |
| Please assure, that when you enter the two plants in the overview as shown below, you will not get the correct result. | |  | |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0083.png | |  | |
| 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. | |  | |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0085.png | |  | |
| Therefore click M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\05.png to return to the last screen. Select the black Deluxe Touring Bike (DXTR1000). Clear the *Plant* values and then click M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\SNAG-0054.png after *Plant*.  Choose multiple selectionM:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0086.png. Then choose the plants you want to display and press *Enter*. Afterwards press *Execute* M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\ScreenShot00172.png twice. | | DXTR1000 | |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0087.png | |  | |
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|  | Step 8: Logging Off | |
| **Task** Log off the system.  **Short Description** Log off the SAP system. | | **Time** 5 Min. | |
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| Choose *System* ► *Log off* to end the current session. The confirmation prompt shown on the right informs you that unsaved data will be lost. Once you are certain that you have saved all entries, you can confirm the prompt by choosing *Yes*. | | Log Off | |
| M:\Curricula\UCC-GBI-ERP\UCC-GBI3.0\SAP_Icons_Clean\02 Navi\EN\SNAG-0088.png | |  | |
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SAP FIORI Exercises

The last set of exercises involed using SAPGUI to access the SAP ERP system. This is the traditional access method for SAP and most likely what you have used before in the workplace, if your company used SAP.   
  
SAP Fiori is a new user interface technology and aims to be more modern, flexible, and efficient as well as opening the capability of using mobile devices with SAP. This is extremely new technology that you will be using, so you might experience a few bugs.  
  
**Please keep in mind – you are going to be using the same SAP system as you were in previous exercises. Although it looks different, the core business processes at the system level are the same. This is meant to give you experience with interacting with an ERP system through different interfaces.**

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|  | Step 1: Logging on to the SAP Fiori Launchpad | |
| **Task** Log on to the system. | | **Time** 10 Min. |
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| Launch a web browser and use the link provided by your instructor to log in. | |  |
| [Alternatively](https://h80z.hcc.uni-magdeburg.de:44380/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html) you can use the SAP GUI. Enter the SAP Easy Access Menu and click on the **Fiori Launchpad** shortcut in your favorites. | | SAP Fiori Launchpad |
|  | |  |
| In the log in screen enter your **user name**, your **password**, your **client** which are provided by your instructor and choose **English** as the language. Click on log in. | | User name  Password  Client  English |
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| You should now see the Fiori launchpad. The launchpad represents the starting point to navigate through all applications and shows all SAP Fiori apps. Furthermore the launchpad provides a search tool for a global search or to find more SAP Fiori apps. All SAP Fiori apps are presented as tiles and grouped to several business tasks. | | Continue |
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| Whenever you would like to get back to the launchpad, you can press the home button  in the upper left corner. | | home button |
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|  | Step 2: Three SAP Fiori app types | |
| **Task** Get familiar with the three different SAP Fiori app types provided by the Launchpad. | | **Time** 10 Min. |
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| The SAP S/4HANA Fiori Launchpad enables you to use all SAP function online and on a mobile basis. You can access SAP S/4HANA from tablets or smartphones and perform simple tasks mobile. Furthermore the SAP Fiori apps provide personalized and faster access to all business processes. | |  |
| SAP Fiori apps are divided into three different types: Transactional Apps, Analytical Apps and Fact Sheets. | |  |
| **Transactional Apps:**  Transactional Apps are used to perform transactional tasks or entire business processes. Examples for transactional tasks of a company could be task which are related to the manager-employee relationship. That includes for example leave or travel request or purchase orders. | |  |
| One example of a Transactional App is: *My Purchasing Document Items* | | My Purchasing Document Items |
|  | |  |
| Using this app you can search in a huge database according to your area of competence. You can use several filter to simplify or narrow your search. | |  |
|  | |  |
| To get back to the Launchpad, press the home button  in the upper left corner. | |  |
| **Analytical Apps:**  These apps provide role-based real time information about business operations. They create visual overviews and enable you to run complex calculations with reaction to global market changes. Analytical apps combine the workforce of SAP HANA and the SAP Business Suite and are subdivided in two types: SMART Business and Virtual Data Models. SAP SMART Business apps monitor the Key performance indicators (KPIs) in real time and are flexible to any market changes. Virtual Data Models are processing the massive quality and quantity of data without requiring extra software applications. | |  |
| To check out one example of an analytical app, please click on the *Sales Order Fulfillment* app. | | Sales Order Fulfillment |
|  | |  |
| The screenshot below showes possilbe sales orders in the system. At the time of writing this, there are no sales order in the system. | |  |
| If there were sales orders in the system, you would be able to visualize the staus of them (e.g. in order, in proces, in delivery, etc.) and then drill into each individual sales order from this screen. | |  |
| To get back to the launchpad, press the home button  in the upper left corner. | | home button |
| **Fact Sheet Apps:**  Fact Sheet Apps provide key information and detailed facts of any business operation. They also allow you to navigate one Fact Sheet to all its related Fact Sheet or to connect to other Transactional Apps. For example, you could search for a material and this would retrieve key information on the material, stock levels, and links to view related purchase orders associated with the material. | |  |
| 2016-05-18 09_15_26-SAP S4HANA Procurement to Pay - Case Study 3 [Kompatibilitätsmodus] - Word | |  |
| The three Apps mentioned above can be either static or dynamic apps. | |  |
| **Dynamic Apps** | |  |
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| The *Manage Sales Order* app is a dynamic app. At the moment GBI has 14 different Sales Orders. If you would create another sales order the number would raise to 15. Maybe you will see a higher number than 14, that depends if you or other students already created a sales orders. | |  |
| **Static Apps** | | home button |
| The app *List Sales Orders* is a static app. With this app, you can also view sales orders, but you can´t see how many sales orders GBI has on the launchpad. | |  |
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|  | | home button |
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|  | Step 3: Organization and Composition of the Launchpad | |
| **Task** Learn how to acquaint yourself with options and elements of the Launchpad. | | **Time** 10 Min. |
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| The top of the Launchpad includes a search function as well as a setting button. | | Local Layout |
| C:\Users\spurk\AppData\Local\Temp\SNAGHTML29f701e0.PNG | |  |
| The search function enables you to run a global search or to look for other available SAP Fiori Apps. Due to this search function in SAP S/4HANA, transaction codes are no longer necessary. | |  |
| Enter **Order**\* as a search term. The \* represents a wildcard. | | Order\* |
|  | |  |
| Click on the tile named **Show More Apps** to see all search results. | | Show more Apps |
|  | |  |
| Click on the home button to get back to the Launchpad. | | home button |
| Next to the SAP Logo you find the your personal button . By clicking on it you can check and change your account settings. Moreover, you can personalized your Launchpad. Therefore, click on *Edit Home Page.* This mode allows you to relocate tiles in other tile groups and to label them like you wish. | |  |
| C:\Users\spurk\AppData\Local\Temp\SNAGHTML29ffc731.PNG | |  |
| You can click on one of the tiles and move the tile to the favored folder. Additionally you can delete apps with the button . But you should not do this to solve the following case studies. But if you did it, you can reset your settings by choosing . | |  |
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| If you want to go back to the Launchpad choose . Alternative you can choose  and press . | |  |
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| All SAP Fiori Apps are depicted as tiles and grouped together. Several tiles give a preview of the content of this specific business operation without opening the app. | |  |
| To see all groups listed click on  in the top right corner. All groups are listed which are necessary for your case studies and exercises. The amount of operating groups may vary. | |  |
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| Please take a look at the group *Materials Management*. Fiori apps are listed such as Manage Stock or Display Supplier Balances. | |  |
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| To get back to the launchpad, press the home button  in the upper left corner. | | home button |
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|  | Step 4: Set Settings | |
| **Task** Learn how to set Settings. | | **Time** 5 Min. |
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| Open the app *Manage Statistical Key Figures*. | | Manage Statistical Key Figures |
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| You will get the following error message. | |  |
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| Choose . Click at  to set personal settings. You will see the following screen. | |  |
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| Choose  . The following screen will appear. Here you can change settings like Language, Date Format and change default values. | |  |
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| Choose default values. Scroll to ControllingArea and enter NA00. | | NA00 |
|  | |  |
| Click on  to save your settings. | |  |
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| Click at  to set personal settings again. You will see the following screen. | |  |
|  | |  |
| Choose . The following screen will appear. Here you can change settings like Language, Date Format and change default values. | |  |
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| Choose . Now you have the possibility to personalize your Fiori Launchpad by using the tab THEME. As you can see the default theme is SAP Belize. | |  |
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| Choose a new theme and click on . Your Fiori Launchpad should have changed. The following screenshot displays the theme SAP Belize Deep. | |  |
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| Change it back to the standard theme. | |  |
| To get back to the launchpad, press the home button  in the upper left corner. | |  |
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| --- | --- | --- |
|  | Step 5: Transfer Data into Excel | |
| **Task** Learn how to transfer data into Excel. | | **Time** 5 Min. |
|  | |  |
| As in SAP GUI you have the opportunity to transfer data into SAP external programs. Almost every Fiori app allows a transfer of data into Microsoft Excel. | |  |
| Open the app *My Purchasing Document Items*. | | My Purchasing Document Items |
|  | |  |
| There chose . Now click on (Download) | |  |
|  | |  |
| The system automatically creates and downloads an Excel chart. The Excel document is either shown in your download folder or directly shown in your browser. | |  |
|  | |  |
| To get back to the launchpad, press the home button  in the upper left corner. | |  |
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|  | Step 6: Sending e-mails | |
| **Task** Learn how to send e-mails from SAP S/4HANA | | **Time** 5 Min. |
|  | |  |
| Open the app tile *Manage Statistical Key Figures.* | | Spend Variance |
|  | |  |
| Without entering any values, press . | |  |
|  | |  |
| Click on the button action  which is located in the bottom right corner. | |  |
|  | |  |
| Then click on **Send Email.** If you have already installed an email program, it will open immediately. There you can see all important information and the link is also provided. | |  |
|  | |  |
| Close your mail program. | |  |
| To get back to the launchpad, press the home button  in the upper left corner. | | home button |
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| --- | --- | --- |
|  | Step 7: Logging off SAP S/4HANA | |
| **Task** Learn how to successfully log off SAP S/4HANA | | **Time** 5 Min. |
|  | |  |
| To log off you SAP S/4HANA account you need to click at  in the top left corner. Choose **Sign Out**. | |  |
|  | |  |
| Confirm the following message by clicking on **OK**. | |  |
|  | |  |
| After logging off your SAP S/4HANA Launchpad you can see the screen shown below. | |  |
|  | |  |
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|  | |  |
| **Case Study Question:**  **Why would a company choose to use SAP Fiori instead of the traditional SAPGUI interface for an ERP system?  SAP S/4HANA is a new product fully built on the most advanced in-memory platform having modern design principles with SAP Fiori User Experience (UX).**  **SAP S/4HANA delivers massive simplifications (customer adoption, data model, user experience, decision making, business processes and models) and innovations (Internet of Things, Big Data, business networks, and mobile-first) to help businesses run simple in a digital and networked economy.** | |  |
|  | |  |
|  | |  |
| **ONCE YOU ARE FINISHED – PLEASE UPLOAD THIS COMPLETED DOCUMENT TO THE PROPER D2L DROPBOX** | |  |

**By Shruti Karuna**