



COURSE PRACTICE MANUAL

ENTERPRISE RESOURCE PLANNING – IS336

OVERVIEW OF SAP S4/HANA

Teaching assistant

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AGENDA



CONTENTS

1. Introduce the content of the practical of the course
2. Overview of ERP, SAP and SAP S4/HANA
3. Instructions for installing SAP GUI for Windows, MAC OS
4. Introduction of the Global Bike Group topic
5. Instructions for navigating the S4/HANA software
6. Practice and Q&A

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INTRODUCTION TO PRACTICAL CONTENT

INTRODUCTION TO PRACTICAL CONTENT



1. General requirements
2. Introduction to the content of the practice sessions
3. Duration and grading ratio
4. Requirements for projects
5. Report content
6. General structure of the report

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OVERVIEW OF ERP, SAP AND SAP S4/HANA

OVERVIEW OF ERP, SAP AND SAP S4/HANA

Enterprise Resource Planning - ERP



- ERP stands for "Enterprise Resource Planning," it is an integrated software system used to manage and organize the business activities of an organization or enterprise.
- ERP helps automate and integrate various business processes such as production, finance, accounting, sales, human resources management, and inventory management.

OVERVIEW OF ERP, SAP AND SAP S4/HANA

SAP Introduction

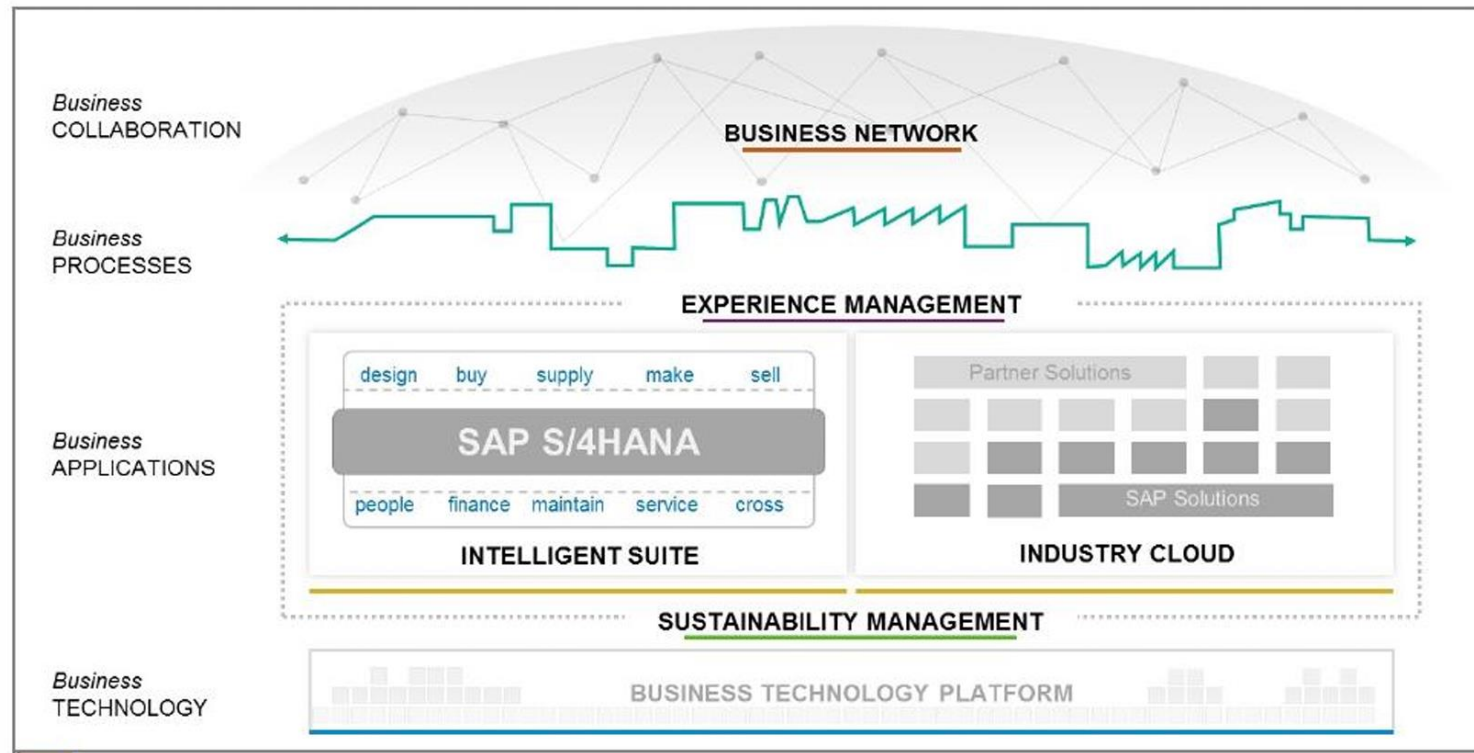
About SAP

- Market leader in enterprise application software.
- One of the world largest independent software manufacturer.
- 400,000 satisfied Customers in 190 countries.
- SAP enables companies to:
 - ✓ Streamline processes.
 - ✓ Use live data.
 - ✓ Predict customer trends.
 - ✓ Connect entire businesses.

OVERVIEW OF ERP, SAP AND SAP S4/HANA

SAP Introduction

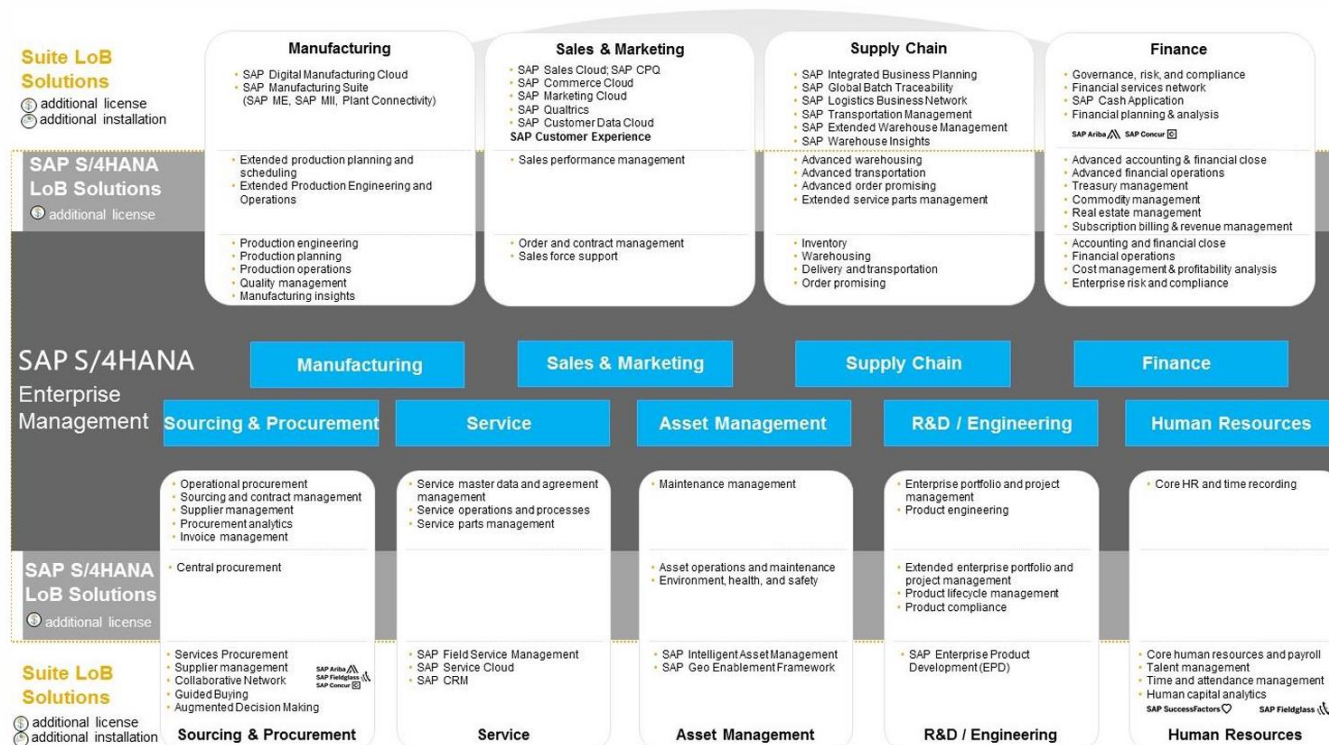
SAP Provides Solution For Intelligent Enterprise



OVERVIEW OF ERP, SAP AND SAP S4/HANA

SAP S4/HANA

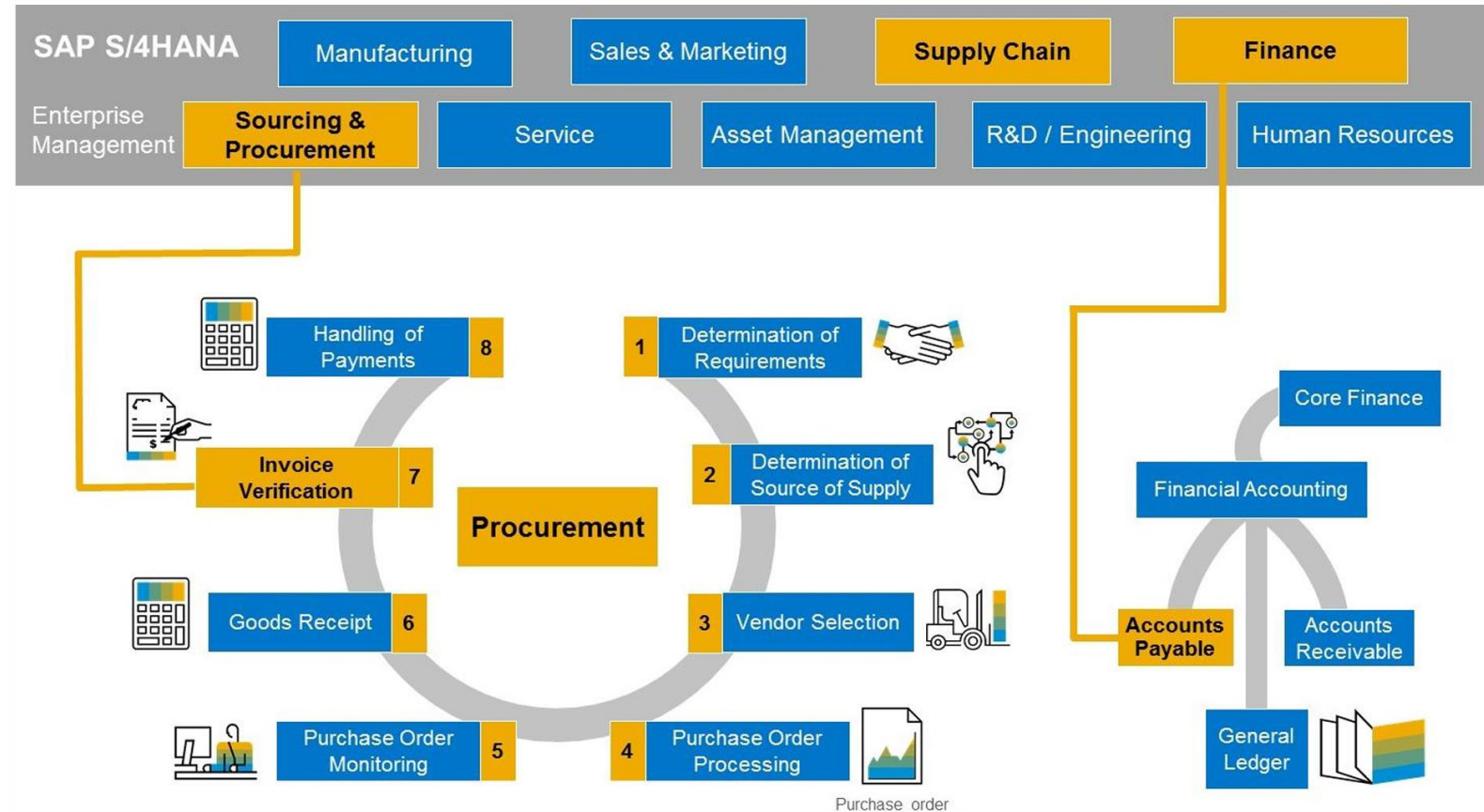
- S4/HANA is next generation ERP business suite for intelligent enterprises with many innovation since SAP ECC version to adapt new technologies



OVERVIEW OF ERP, SAP AND SAP S4/HANA

Core End to End (E2E) processes in S4/HANA

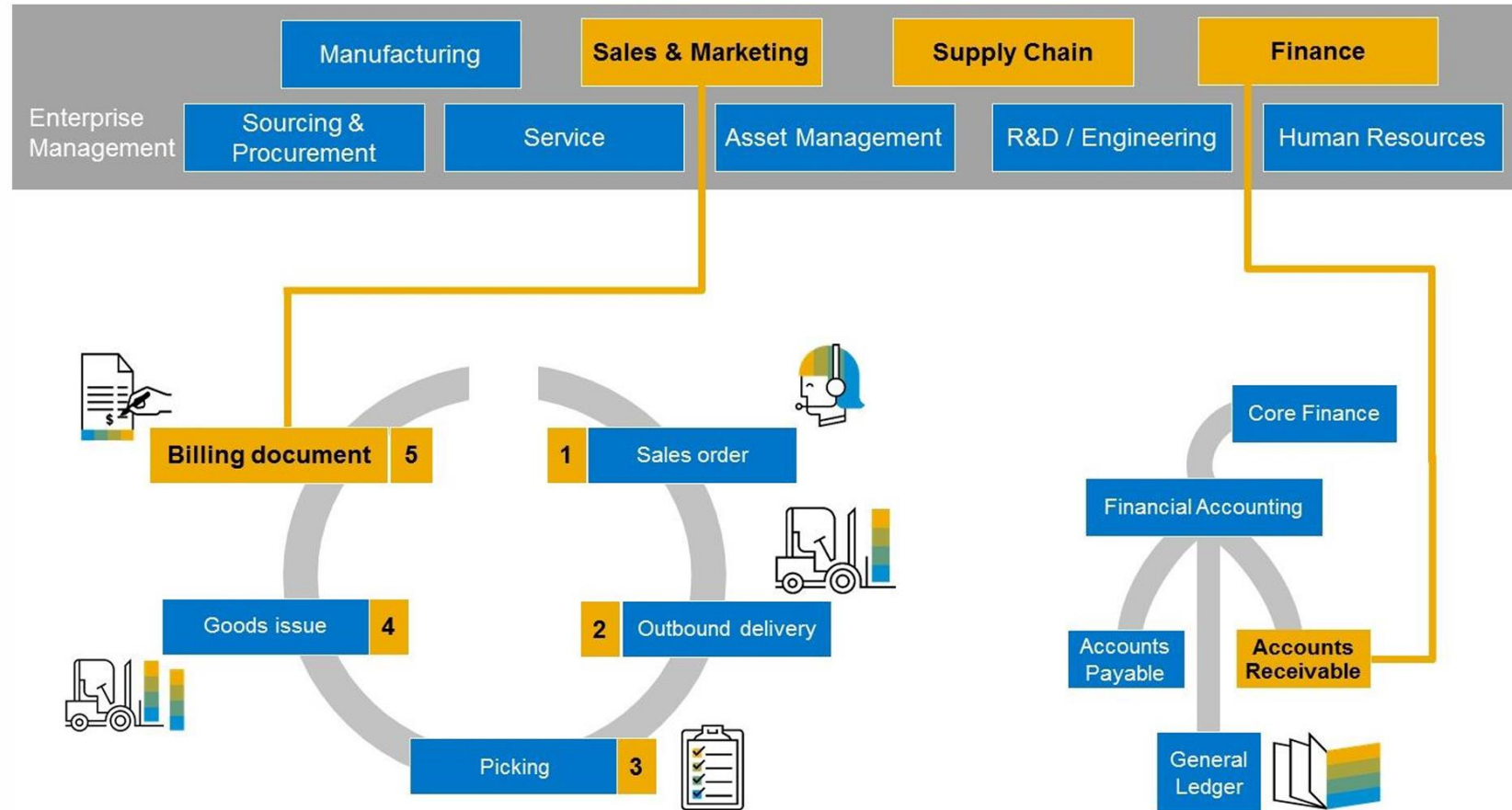
Procurement to Pay



OVERVIEW OF ERP, SAP AND SAP S4/HANA

Core End to End (E2E) processes in S4/HANA

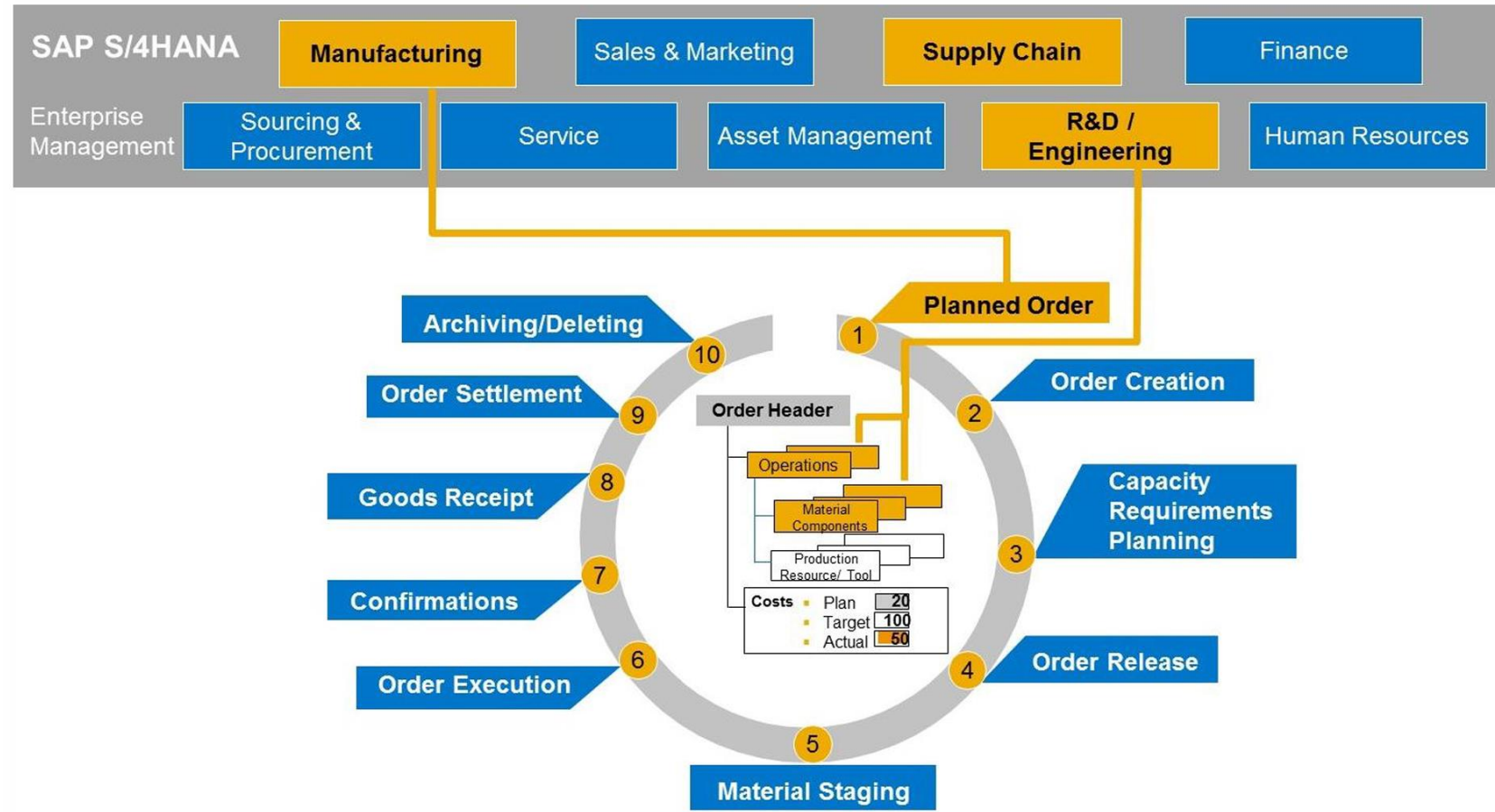
Order to Cash



OVERVIEW OF ERP, SAP AND SAP S4/HANA

Core End to End (E2E) processes in S4/HANA

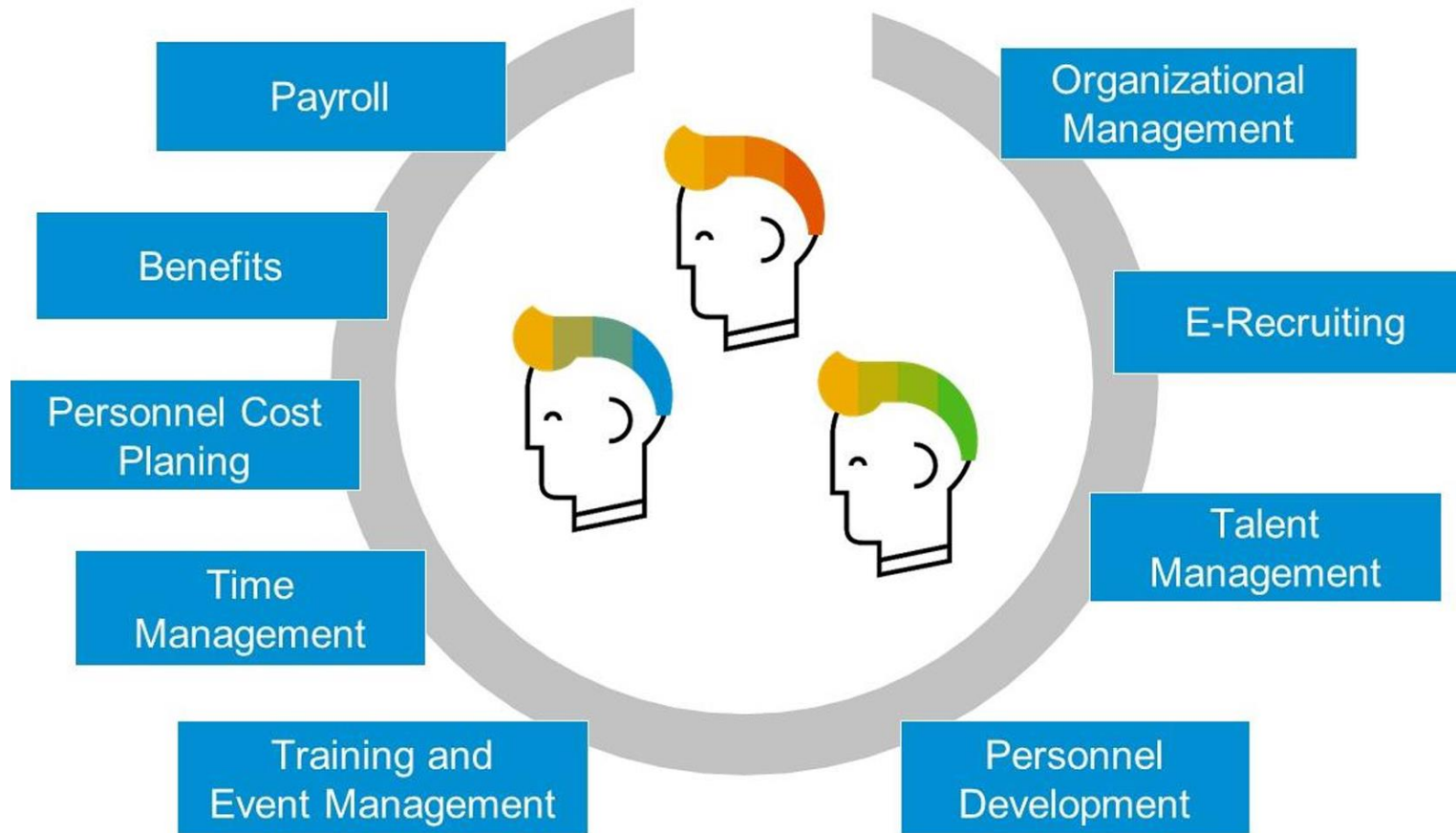
Plan to Produce



OVERVIEW OF ERP, SAP AND SAP S4/HANA

Core End to End (E2E) processes in S4/HANA

Hire to Retire

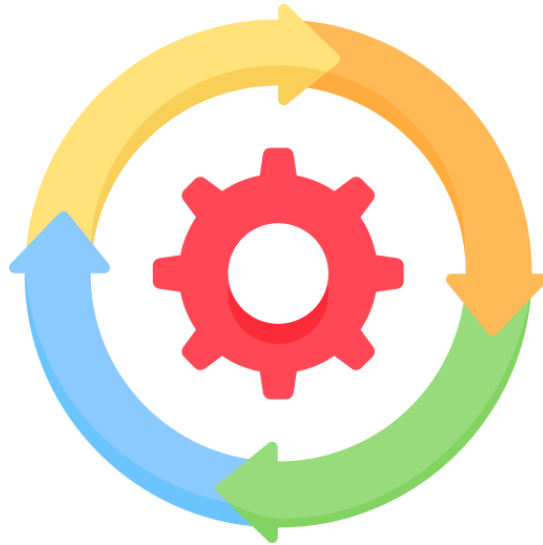


3



INSTRUCTIONS FOR INSTALLING SAP GUI FOR WINDOWS AND MAC OS

INSTRUCTIONS FOR INSTALLING SAP GUI



1. Install SAP GUI 7.50 for Windows
2. Install SAP GUI 7.70 for MAC



AGENDA

4



GLOBAL BIKE GROUP TOPIC

GLOBAL BIKE GROUP TOPIC

Background

- Global concern using full ERP capabilities
- Consists of two companies located in the US and in Germany

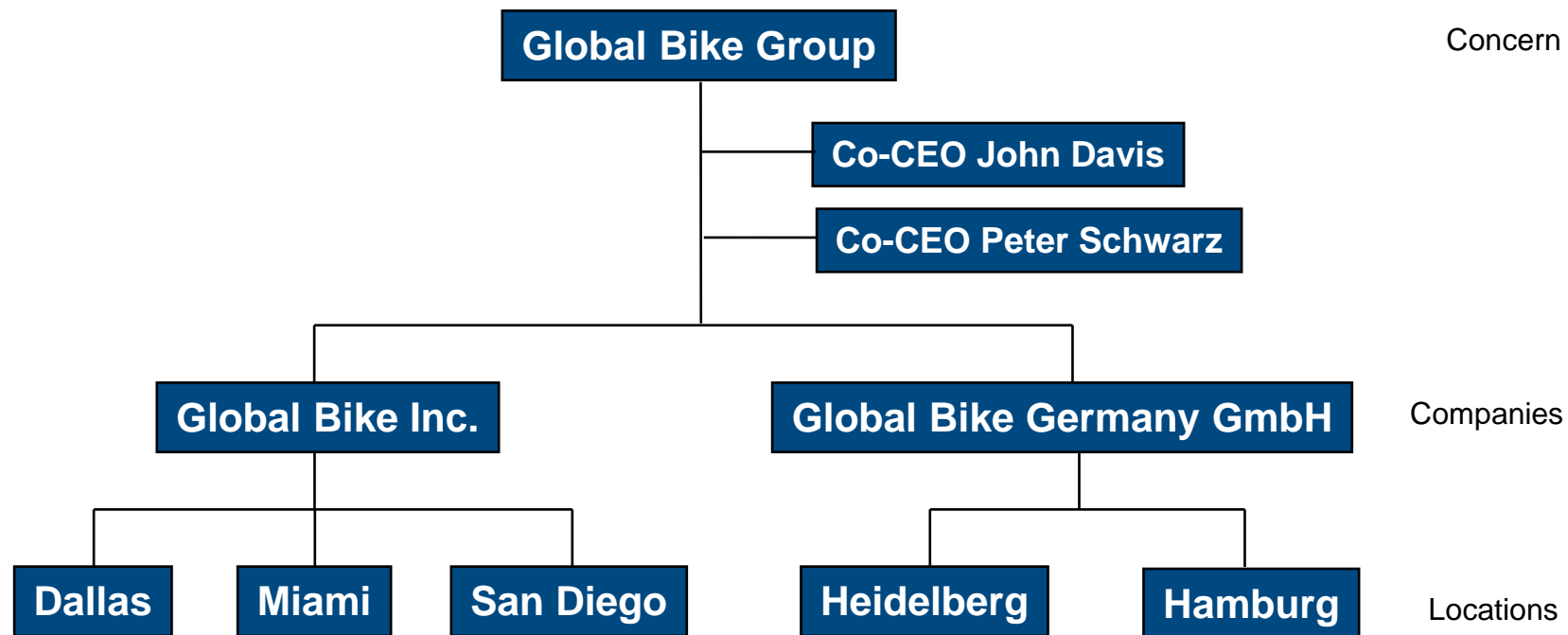


History

- John Davis won numerous mountain bike championships in the US
 - In 1990 started his own mountain bike company (Frankenstein Bikes)
- Peter Schwarz grew up with road bikes in the Black Forest, Germany
 - As a student, he engineered ultra-light composite frames
 - In 1993 started his own bike frame company (Heidelberg Composites)
- The two of them met in 2000. In 2001 Frankenstein Bikes and Heidelberg Composites merged to form Global Bike Inc.

GLOBAL BIKE GROUP TOPIC

Organizational Structure (Overview)



GLOBAL BIKE GROUP TOPIC

Business Processes

- Sell – Fulfillment
- Buy – Procurement
- Make – Production
- Track – Financial Accounting
- Track – Controlling
- People – Human Capital Management
- Store – Inventory and Warehouse Management
- Maintain – Enterprise Asset Management
- Service – Customer Service
- Project – Project Management

5

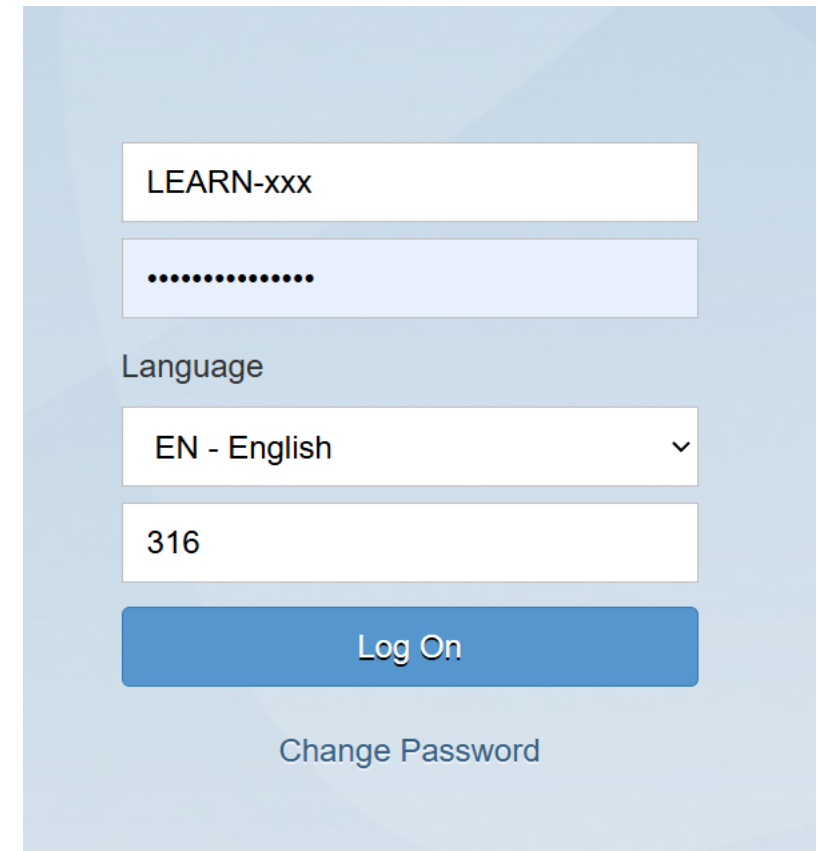


NAVIGATION IN SAP S/4HANA

NAVIGATION IN SAP S/4HANA

Step 1: Log on to SAP S/4HANA

- Open a web browser and use the link <https://s35.gb.ucc.cit.tum.de/sap/bc/ui2/flp> to log on to your SAP S/4HANA.
- On the logon screen, select your **username**, your **password**, the **client (316)**, and the language **English**. Then click **Log On**.

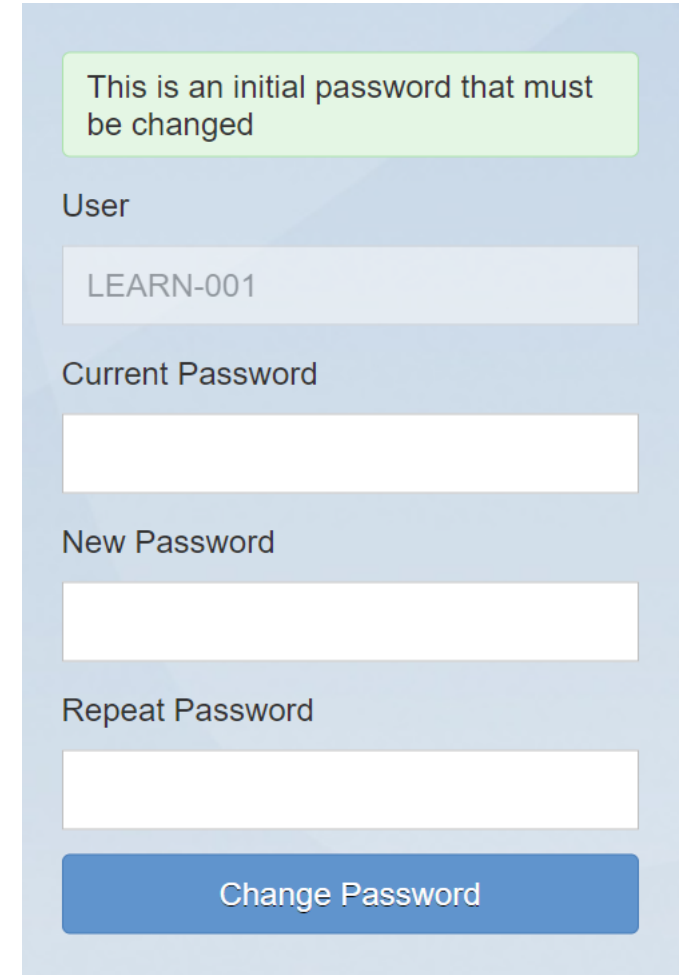


The image shows a screenshot of the SAP S/4HANA logon interface. It features a light blue background with a white login form. The form includes a username field with the text 'LEARN-xxx', a password field with masked characters '.....', a language dropdown menu currently set to 'EN - English', and a client field with the value '316'. Below these fields is a blue 'Log On' button. At the bottom of the form, there is a link labeled 'Change Password'.

NAVIGATION IN SAP S/4HANA

Step 1: Log on to SAP S/4HANA

- 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**.



This is an initial password that must be changed

User

LEARN-001

Current Password

New Password

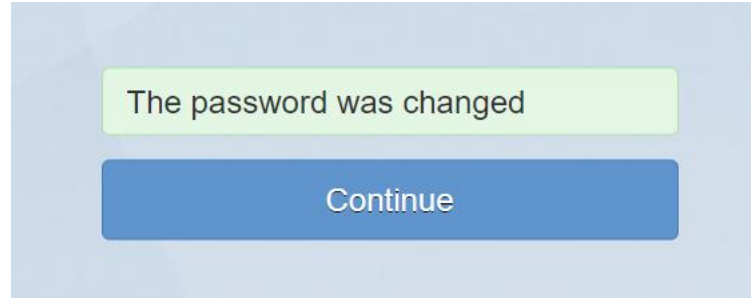
Repeat Password

Change Password

The screenshot shows a light blue rectangular form. At the top, a green message box contains the text 'This is an initial password that must be changed'. Below this, the form has four input fields: 'User' (containing 'LEARN-001'), 'Current Password', 'New Password', and 'Repeat Password'. At the bottom of the form is a blue button labeled 'Change Password'.

NAVIGATION IN SAP S/4HANA

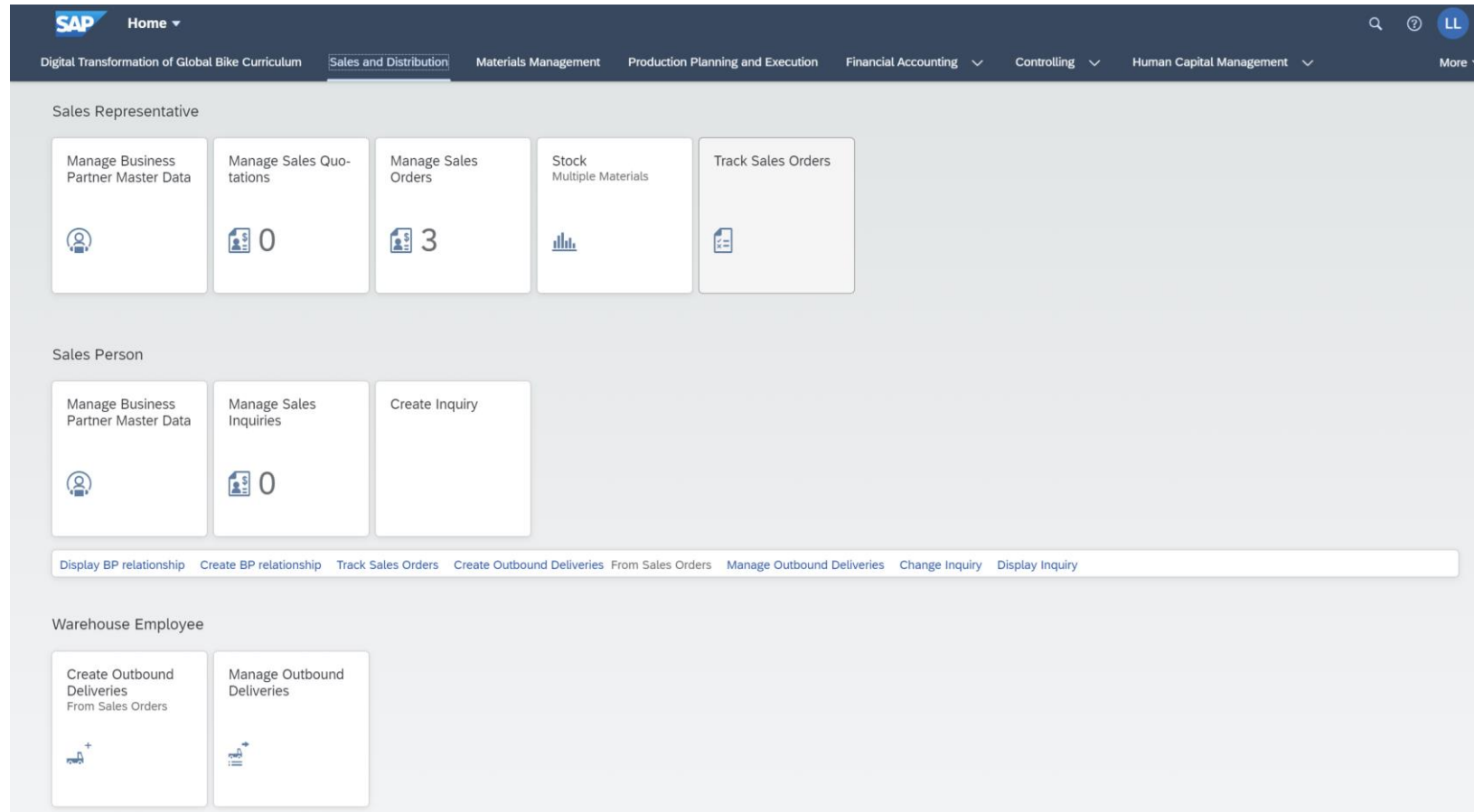
Step 1: Log on to SAP S/4HANA



- 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.



NAVIGATION IN SAP S/4HANA

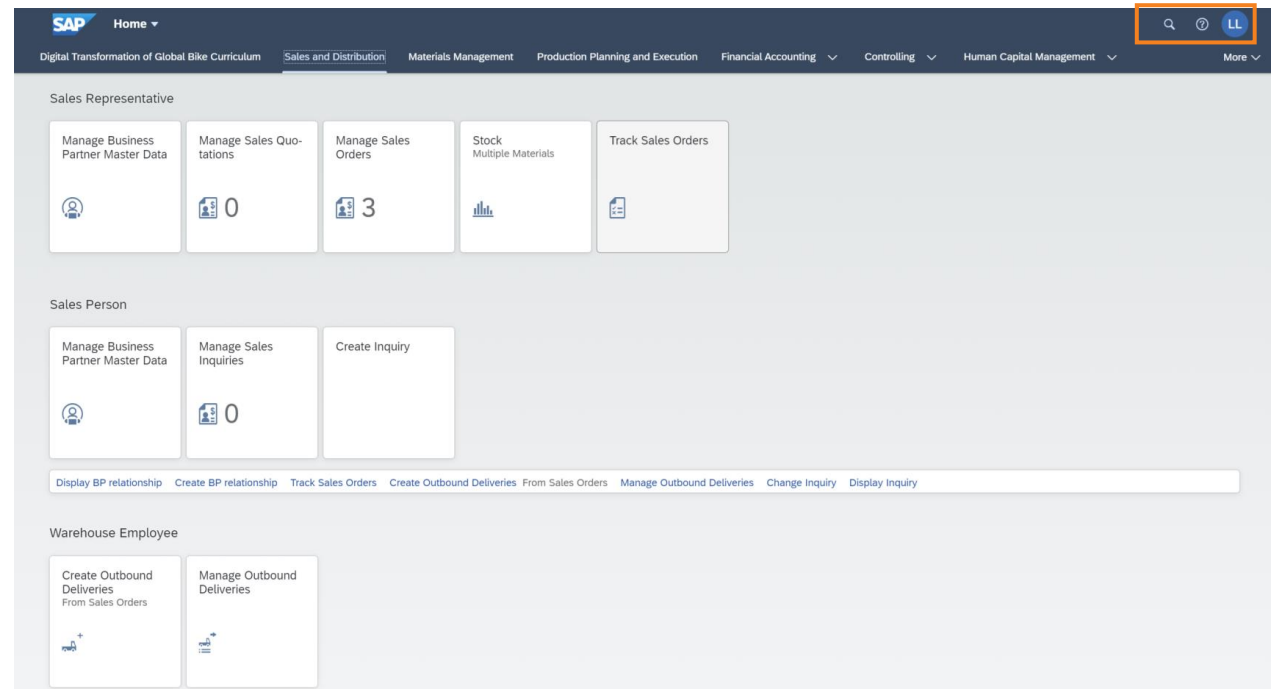
Step 1: Log on to SAP S/4HANA



NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad

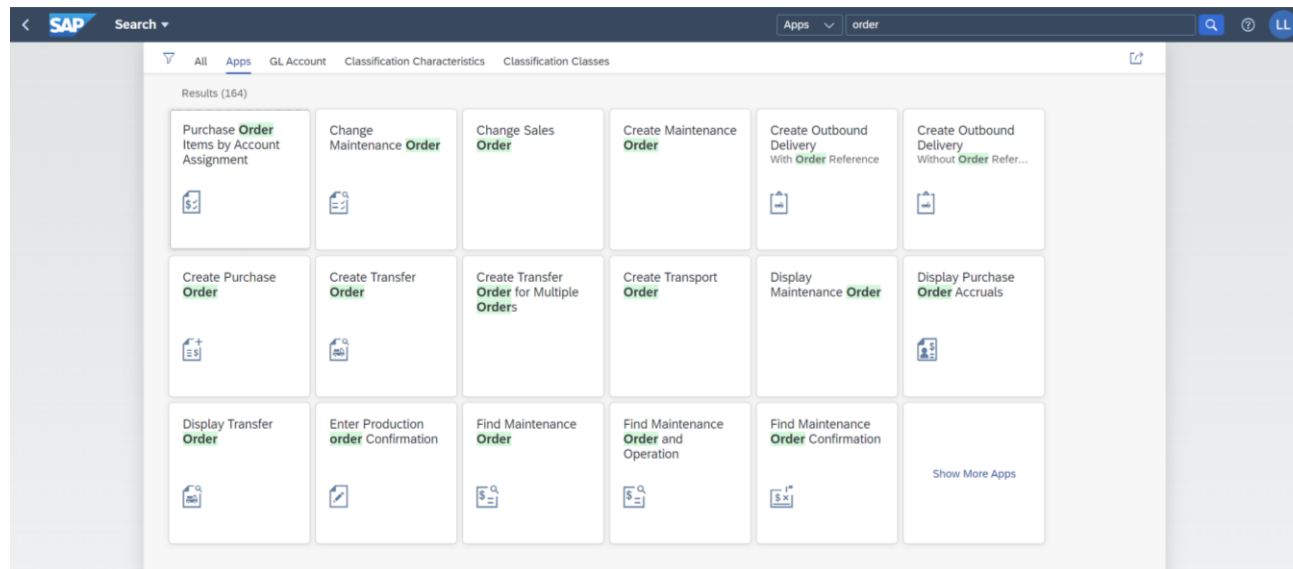
- On the SAP Fiori launchpad, there is a search function  at the top, as well as the profile button .
- The search function allows you to find specific SAP Fiori apps. As a result of this function, **transaction codes (t-code)** are no longer required in SAP S/4HANA.



NAVIGATION IN SAP S/4HANA


Step 2: Organization and Structure of the Launchpad

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



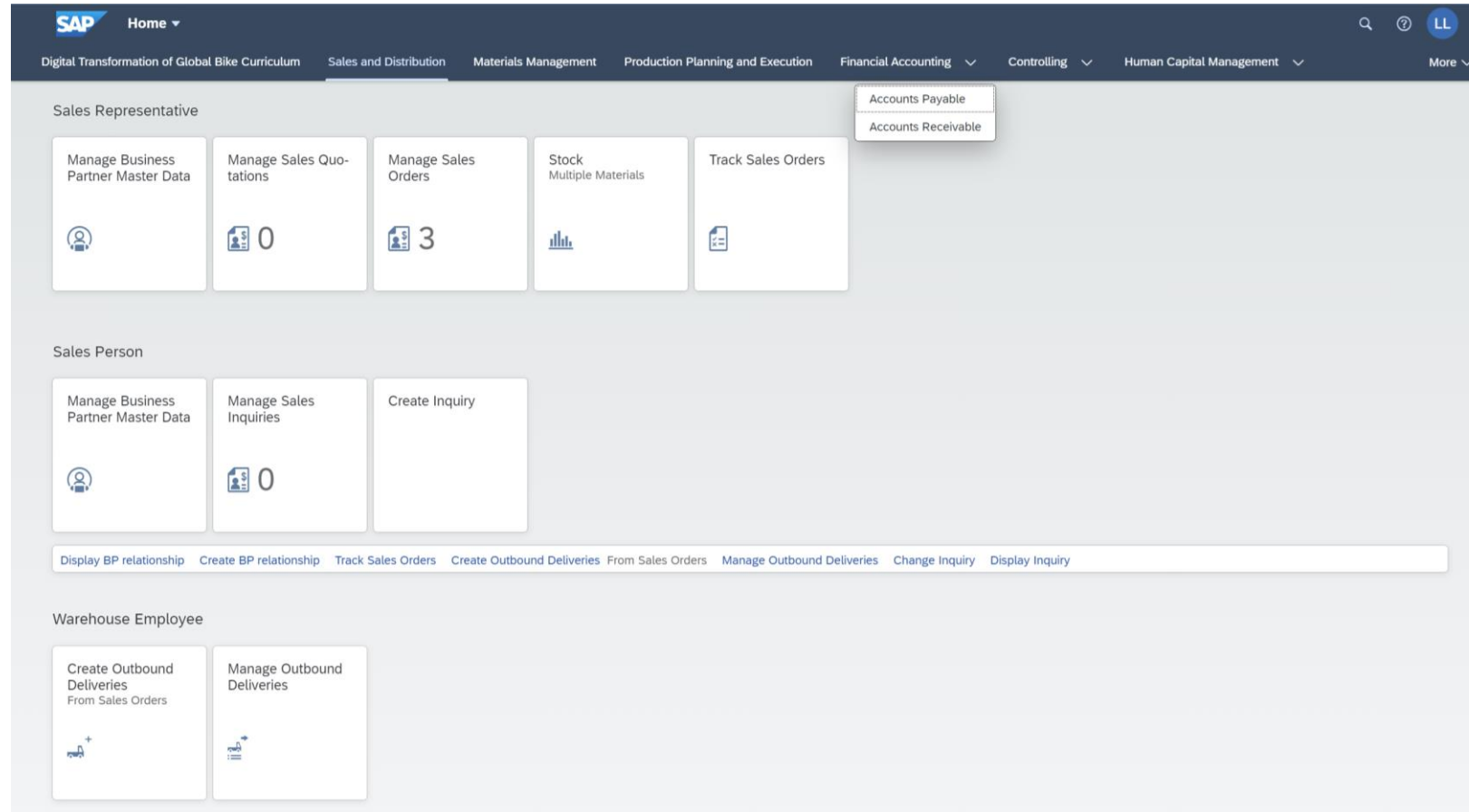
- Click the Home button  to return to the SAP Launchpad.

Step 2: Organization and Structure of the 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.

NAVIGATION IN SAP S/4HANA

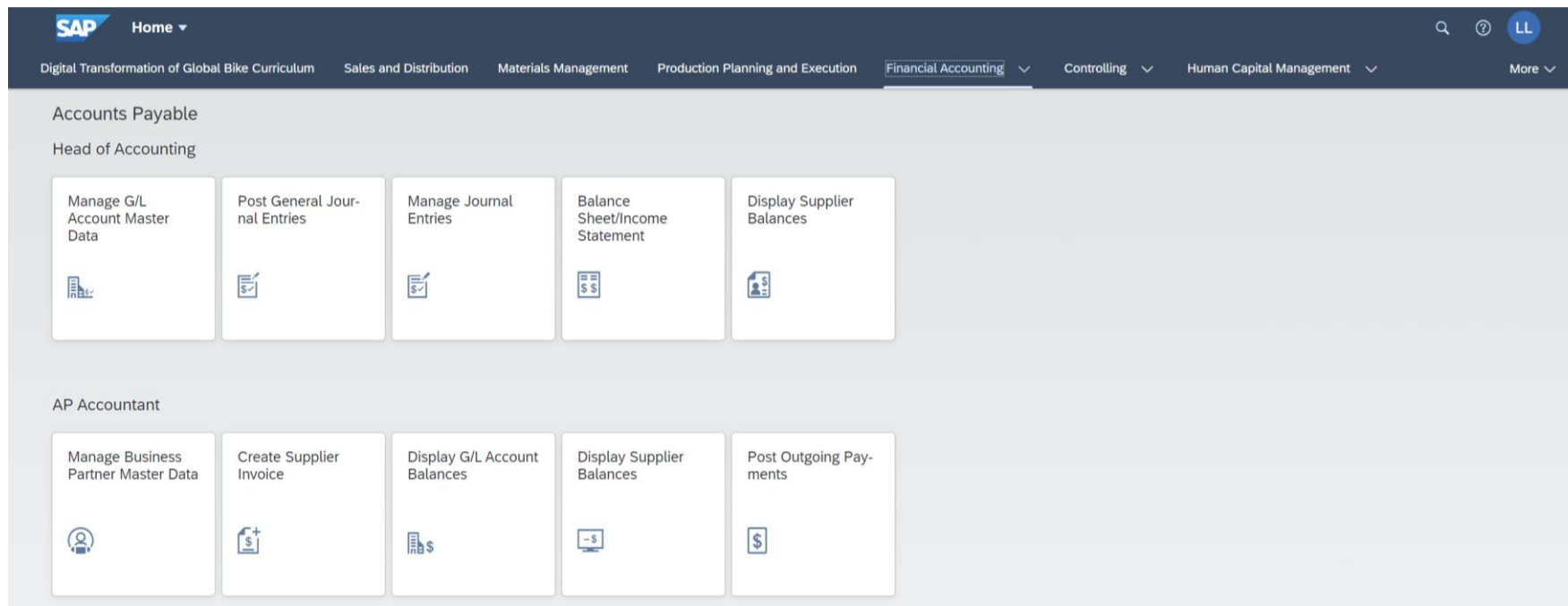
Step 2: Organization and Structure of the Launchpad



NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad

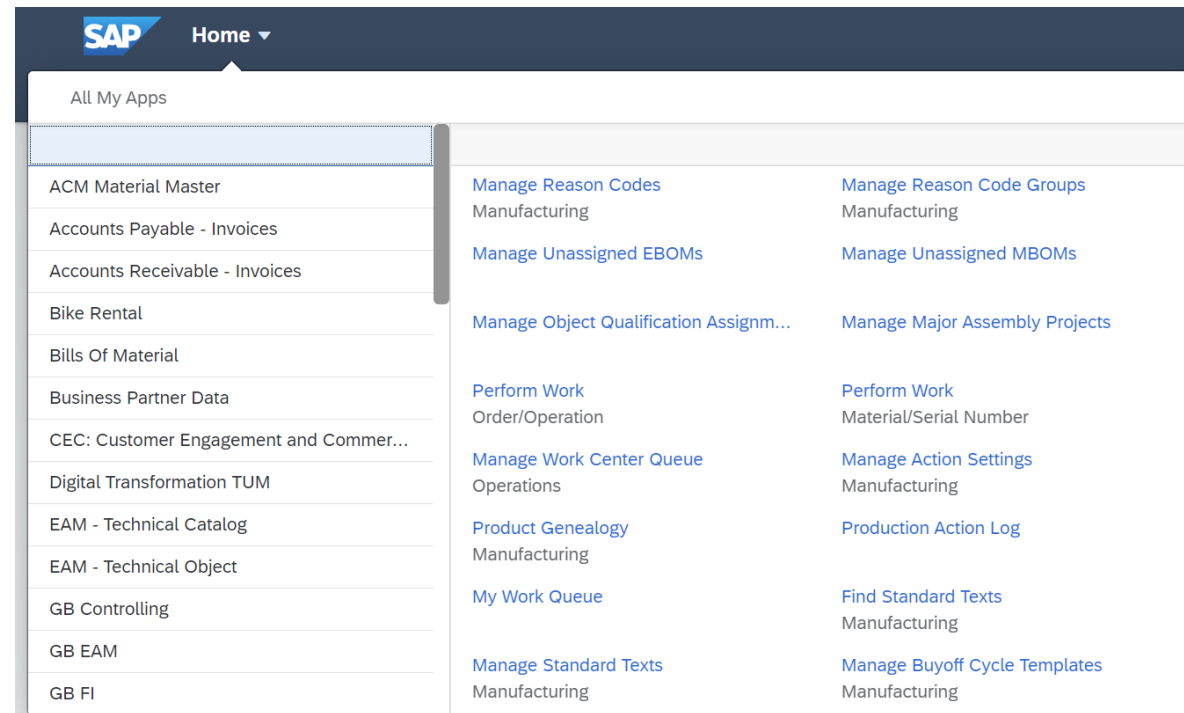
- One space of Fiori apps is the **Financial Accounting** space. There you can, for example, Manage Journal Entries or Display Supplier Balances.



NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad

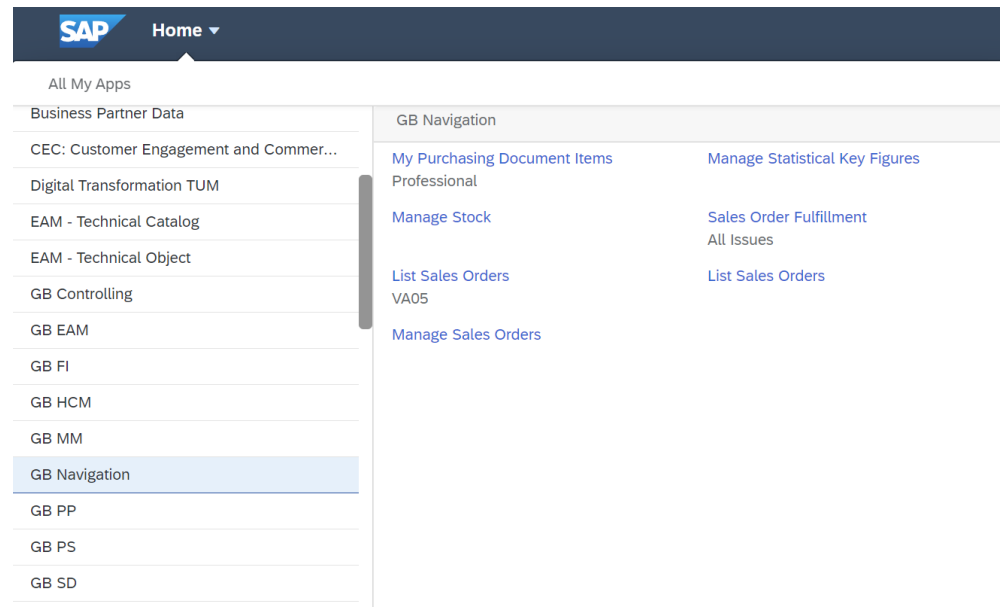
- Another way to navigate is the dropdown menu at the top of the launchpad
- Click at **Home** ▼ the top of your launchpad.



NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad

- 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.

NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad

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

The screenshot shows the SAP Fiori 'Stock - Multiple Materials' app interface. At the top, there is a dark blue header bar with the SAP logo, a back arrow, the title 'Stock - Multiple Materials', and search, help, and user icons. Below the header is a light gray bar with 'Standard*' and a dropdown arrow. The main area contains several input fields: 'Material Number:', 'Plant:', 'Storage Location:', 'Base Unit:', and 'Reporting Date:'. Each of the first four fields has a small icon to its right. The 'Reporting Date' field has a calendar icon and the placeholder text 'MM/dd/yyyy'. To the right of these fields are 'Adapt Filters' and a 'Go' button. Below the input fields is a section titled 'Materials (0)' with a settings gear icon and a table icon. Below this is a table with the following columns: 'Material Number', 'Material Description', 'Plant', 'Plant Name', 'Stor...', 'Description of Stora...', 'Sp...', and 'Special Stock Type Description'. The table is currently empty.

NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad



- 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.

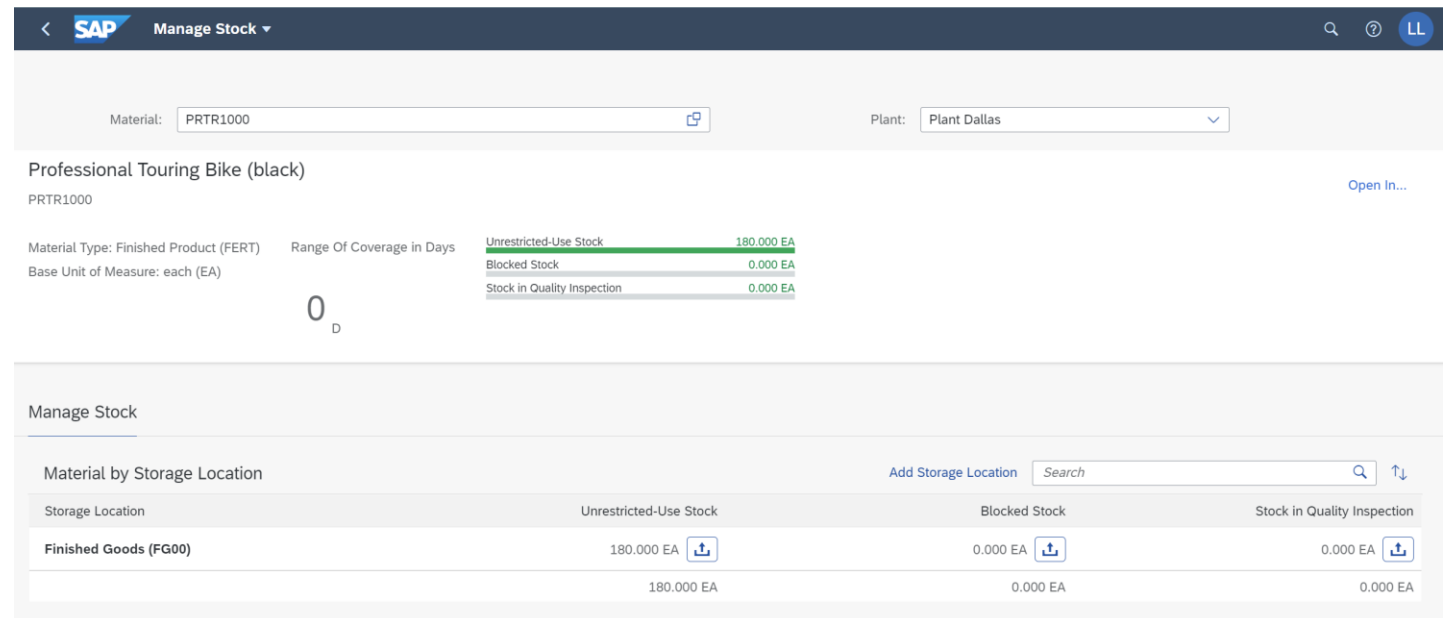
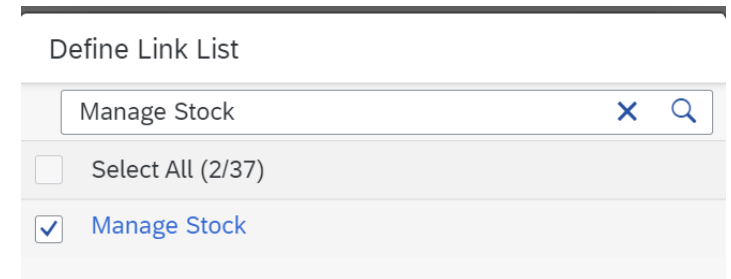
The screenshot shows the SAP S/4HANA Launchpad interface for the 'Stock - Multiple Materials' app. The filters are set to Material Number: *000, Plant: DL00, and Storage Location: FG00. A table of materials is displayed, with the first entry 'PRTR1000' highlighted. A context menu is open over 'PRTR1000' showing 'Manage Product Master Data' and 'More Links'.

Material Number	Plant	Plant Name	Storage Location	Description of Storage Location	Special Stock Type
PRTR1000	DL00	Plant Dallas	FG00	Finished Goods	
ORWN1000	DL00	Plant Dallas	FG00	Finished Goods	
GRWL2000	DL00	Plant Dallas	FG00	Finished Goods	
GRRL2000	DL00	Plant Dallas	FG00	Finished Goods	
GRBL2000	DL00	Plant Dallas	FG00	Finished Goods	
DXTR1000	DL00	Plant Dallas	FG00	Finished Goods	

NAVIGATION IN SAP S/4HANA


Step 2: Organization and Structure of the Launchpad

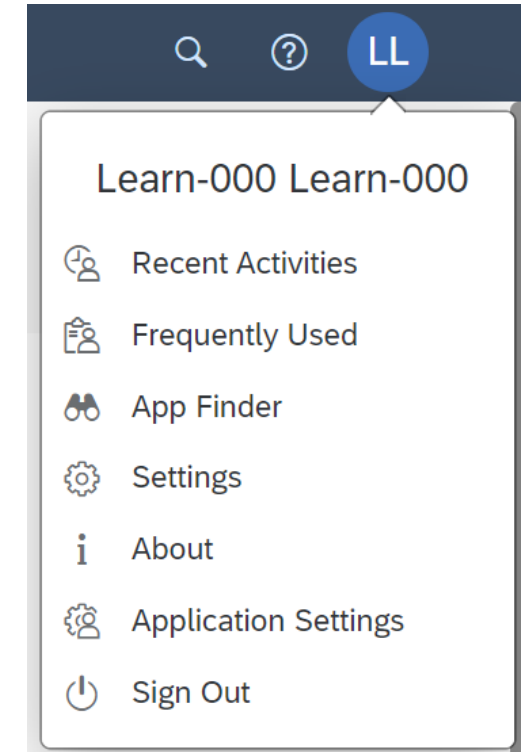
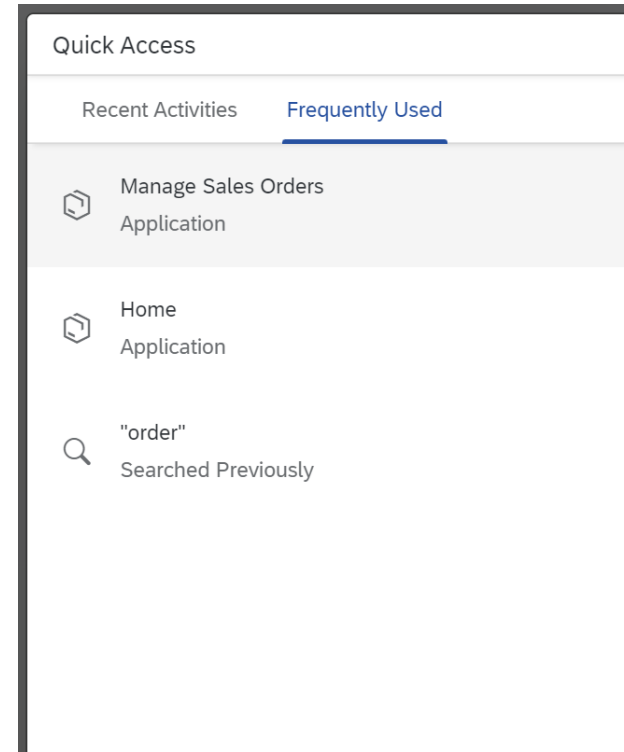
- In the window that appears, click **More link**
- In the link list, click on the entry **Manage Stock** to go to the related app.
- Click the Home button  to return to the SAP Fiori launchpad.
- Click  to open your profile.




NAVIGATION IN SAP S/4HANA

Step 2: Organization and Structure of the Launchpad


- Click  to 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  to return to the Fiori Launchpad.
- Stay in the SAP Fiori launchpad for the next task.

NAVIGATION IN SAP S/4HANA

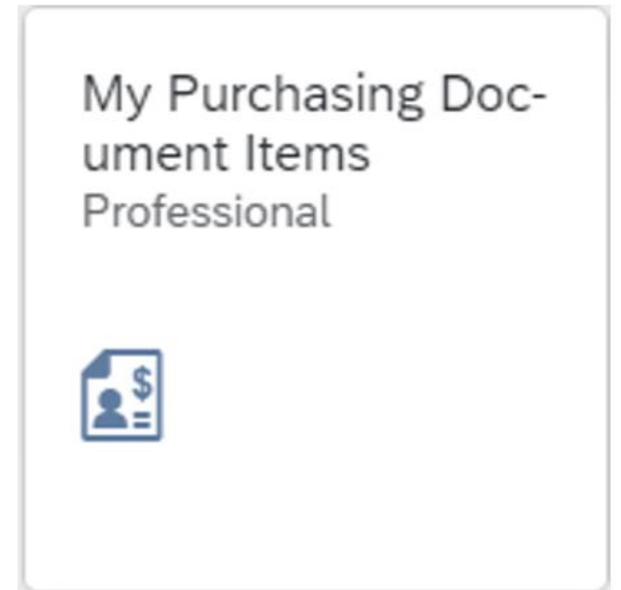
Step 3: Three Types of Fiori Apps on the Launchpad

- 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 

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - 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**.



NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - Transactional apps

- 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.

The screenshot displays the SAP Fiori app 'My Purchasing Document Items'. The top navigation bar includes the SAP logo, the app title, and search, help, and user icons. Below the header, there's a 'Standard*' dropdown and a 'Go' button. The main section contains search filters for Document Number, Supplier, Material Group, Purchasing Group, Plant, Status, and Purchase Order, each with a copy icon. Below the filters are tabs for Overview (0), Purchase Requisitions (0), Purchase Orders (0), Goods Receipts (0), and Supplier Invoices (0). The 'Overview (0)' tab is active, showing a table with columns: Supplier, Purchase Requisition Items, Purchase Order Items, Goods Receipt Items, and Supplier Invoice Items. The table is currently empty, with a message 'To start, set the relevant filters.' at the bottom.

Supplier	Purchase Requisition Items	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
To start, set the relevant filters.				

NAVIGATION IN SAP S/4HANA

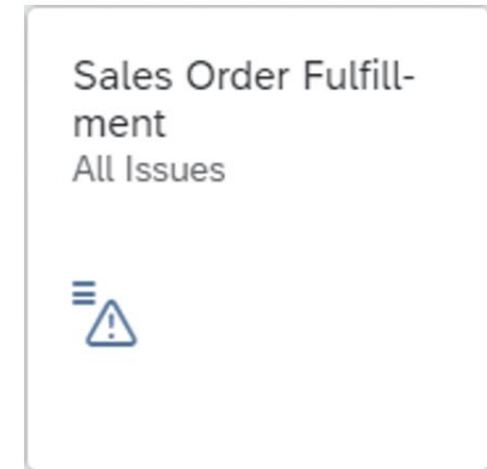
Step 3: Three Types of Fiori Apps on the Launchpad - **Analytical apps**

- **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.
 - **Virtual Data Models** prepare the large mass of data without the need for additional software.

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - **Analytical apps**

- 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.




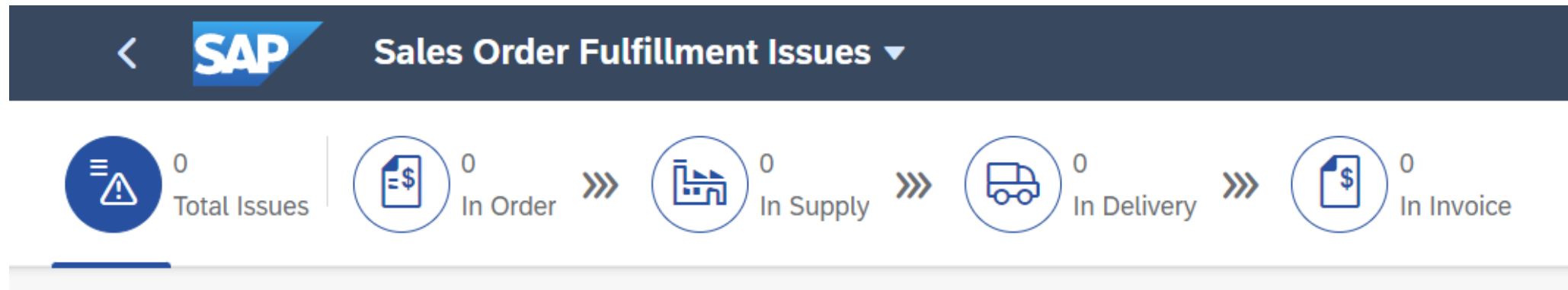
The screenshot shows the SAP Fiori app 'Sales Order Fulfillment Issues'. The header bar is dark blue with the SAP logo and the app title. Below the header, there is a navigation bar with five icons and their corresponding counts: 'Total Issues' (0), 'In Order' (0), 'In Supply' (0), 'In Delivery' (0), and 'In Invoice' (0). The main content area has a search bar and a table. The table has columns for 'Next Action in Days', 'Customer', 'Net Order Value', 'Requested Delivery Date', 'Sales Order', and 'Issues'. The table is currently empty, displaying 'No issues found'.

Next Action in Days	Customer	Net Order Value	Requested Delivery Date	Sales Order	Issues
No issues found					

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - **Analytical apps**

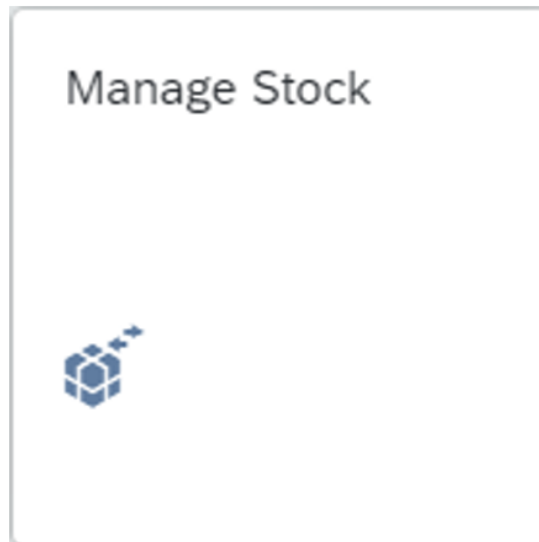
- As you can see, there are currently no open sales orders. The overview makes it easy to see which status the different sales orders can have. You would select all orders with the status **In Order** by clicking  0 In Order
- Note that you may see more sales orders. This depends on whether other case studies have already been processed.



NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - **Analytical apps**

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



NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - **Analytical apps**

- For material, **enter DXTR1###** (replace ### with the last three digits of your user, for example 001) and ensure that it is selected for plant **Dallas DL00**.

The screenshot shows the 'Manage Stock' app interface. At the top, the material 'DXTR1001' is entered, and the plant is set to 'Plant Dallas'. Below this, a summary of stock levels is shown: Unrestricted-Use Stock (250,000 EA), Blocked Stock (0,000 EA), and Stock in Quality Inspection (0,000 EA). The main section is a table titled 'Material by Storage Location' with columns for Storage Location, Unrestricted-Use Stock, Blocked Stock, and Stock in Quality Inspection. The table shows data for 'Finished Goods (FG00)'. At the bottom right, there are three buttons: 'Manage Inspection Lot', 'Stock - Single Material', and 'Material Documents Overview'. An orange arrow points to the 'Stock - Single Material' button.

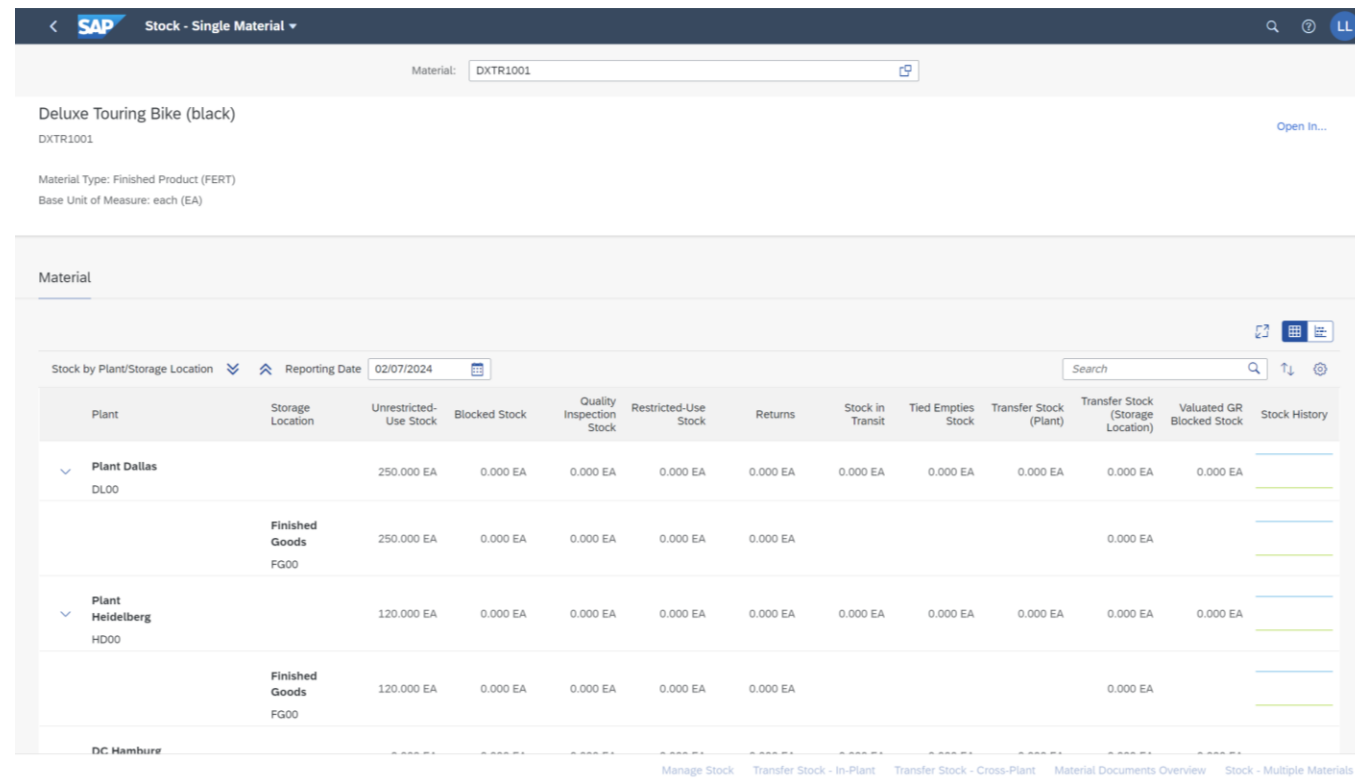
Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
Finished Goods (FG00)	250,000 EA	0,000 EA	0,000 EA





- Click **Stock - Single Material** on the lower part of the screen.

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - **Analytical apps**

- To view the stock history, click the blue and green lines  below 



Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
Plant Dallas DL00		250.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
	Finished Goods FG00	250.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA		
Plant Heidelberg HD00		120.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
	Finished Goods FG00	120.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA		
DC Hamburg												

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the 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**.

The screenshot shows the 'Manage Sales Orders' app interface. At the top, there's a header bar with the SAP logo and the title 'Manage Sales Orders'. Below the header, there's a search bar and several filter fields: 'Sales Order:', 'Sold-To Party:', 'Customer Reference:', 'Requested Delivery Date:', 'Overall Status:', and 'Document Date:'. To the right of these fields are buttons for 'Adapt Filters', 'Go', and 'Enter'. Below the filters, there's a table titled 'Sales Orders (3) Standard'. The table has columns for 'Sales Order', 'Sold-To Party', 'Customer Reference', 'Requested Delivery Date', 'Overall Status', 'Net Value', and 'Document Date'. The table contains three rows of data.

Sales Order	Sold-To Party	Customer Reference	Requested Delivery Date	Overall Status	Net Value	Document Date
3	Beantown Bikes (129997)	Z997	09/06/2021	Completed	24,000.00 USD	08/23/2021
2	Beantown Bikes (129999)	Z999	09/06/2021	Completed	6,000.00 USD	08/23/2021
1	Beantown Bikes (129998)	Z998	09/06/2021	Completed	15,000.00 USD	08/23/2021

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad - Fact sheet apps

- Click on the Buyer [Beantown Bikes \(129999\)](#)
- You can see information about the customer and navigate to other apps. For example, you can click on the link [Post Incoming Payments](#)

The screenshot shows the SAP Fiori 'Manage Sales Orders' app. The header bar includes the SAP logo and the title 'Manage Sales Orders'. Below the header, there is a search bar and a dropdown menu for 'Standard*'. The main content area displays a table of sales orders for the customer 'Beantown Bikes (129999)'. The table has columns for 'Sales Order' and 'Sold-To Party'. The first three rows are visible, each with a checkbox and a link to the sales order details. To the right of the table, a fact sheet for the customer 'Beantown Bikes (129999)' is displayed. The fact sheet includes a header with the customer name and a list of navigation links. The link 'Post Incoming Payments' is highlighted with an orange arrow pointing from the text in the list group to the link in the fact sheet.

Sales Order	Sold-To Party
<input type="checkbox"/> 3	Beantown Bikes (129997)
<input type="checkbox"/> 2	Beantown Bikes (129999)
<input type="checkbox"/> 1	Beantown Bikes (129998)

Beantown Bikes (129999)

Address

Postal Code: 02210
City: Boston
Country/Region Key: US

[Clear Incoming Payments](#)
[Customer Master](#)
[Display Customer Balances](#)
[Manage Customer Line Items](#)
[Post Incoming Payments](#)
[Process Receivables](#)

[More Links](#)

NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad

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

Dynamic Apps

- 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.



NAVIGATION IN SAP S/4HANA

Step 3: Three Types of Fiori Apps on the Launchpad

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

NAVIGATION IN SAP S/4HANA

Step 4: Make Settings

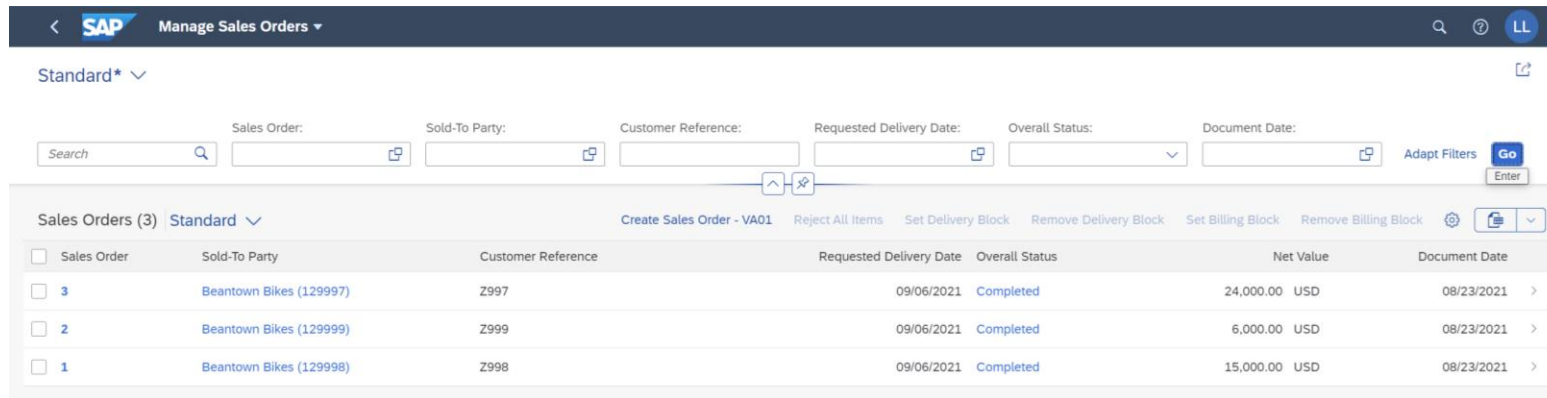
- Click  to show the settings. The following view appears.
- Click on  **Settings**. The following view appears. Here you can change settings such as language, date format, and default values.

Settings	
	User Account Learn-001 Learn-001
	Appearance SAP Quartz Light
	Spaces
	User Activities
	User Profiling
	Language & Region EN Time Format: 12h
	Default Values

NAVIGATION IN SAP S/4HANA

Step 5: Export Data to Excel

- 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.



Sales Order	Sold-To Party	Customer Reference	Requested Delivery Date	Overall Status	Net Value	Document Date
3	Beantown Bikes (129997)	Z997	09/06/2021	Completed	24,000.00 USD	08/23/2021
2	Beantown Bikes (129999)	Z999	09/06/2021	Completed	6,000.00 USD	08/23/2021
1	Beantown Bikes (129998)	Z998	09/06/2021	Completed	15,000.00 USD	08/23/2021


Manage Sales
Orders

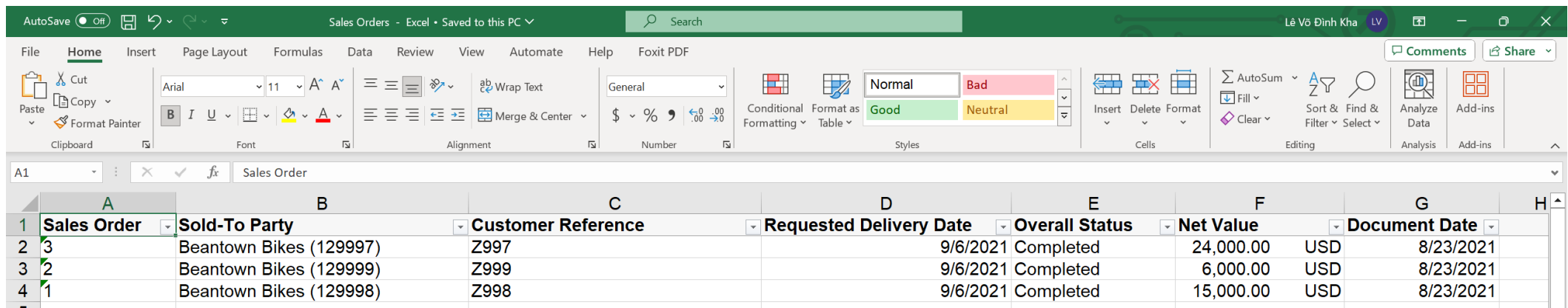


3

NAVIGATION IN SAP S/4HANA

Step 5: Export Data to Excel

- 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	H
1	Sales Order	Sold-To Party	Customer Reference	Requested Delivery Date	Overall Status	Net Value	Document Date	
2	3	Beantown Bikes (129997)	Z997	9/6/2021	Completed	24,000.00 USD	8/23/2021	
3	2	Beantown Bikes (129999)	Z999	9/6/2021	Completed	6,000.00 USD	8/23/2021	
4	1	Beantown Bikes (129998)	Z998	9/6/2021	Completed	15,000.00 USD	8/23/2021	

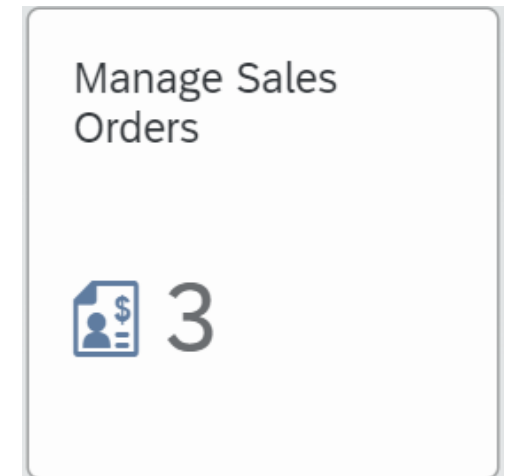
NAVIGATION IN SAP S/4HANA


Step 6: Sending Emails

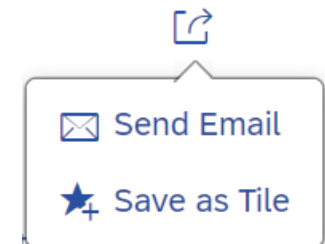
- In the Sales and Distribution space, open the Manage Sales Orders app.
- Click **Go** without entering any value.

The screenshot shows the SAP Manage Sales Orders app interface. At the top, there's a header bar with the SAP logo and the title 'Manage Sales Orders'. Below the header, there's a search bar and several input fields for 'Sales Order:', 'Sold-To Party:', 'Customer Reference:', 'Requested Delivery Date:', 'Overall Status:', and 'Document Date:'. A 'Go' button is visible on the right. Below the input fields, there's a table titled 'Sales Orders (3) Standard'. The table has columns for 'Sales Order', 'Sold-To Party', 'Customer Reference', 'Requested Delivery Date', 'Overall Status', 'Net Value', and 'Document Date'. The table contains three rows of data for sales orders 1, 2, and 3, all with a status of 'Completed'.

Sales Order	Sold-To Party	Customer Reference	Requested Delivery Date	Overall Status	Net Value	Document Date
3	Beantown Bikes (129997)	Z997	09/06/2021	Completed	24,000.00 USD	08/23/2021
2	Beantown Bikes (129999)	Z999	09/06/2021	Completed	6,000.00 USD	08/23/2021
1	Beantown Bikes (129998)	Z998	09/06/2021	Completed	15,000.00 USD	08/23/2021



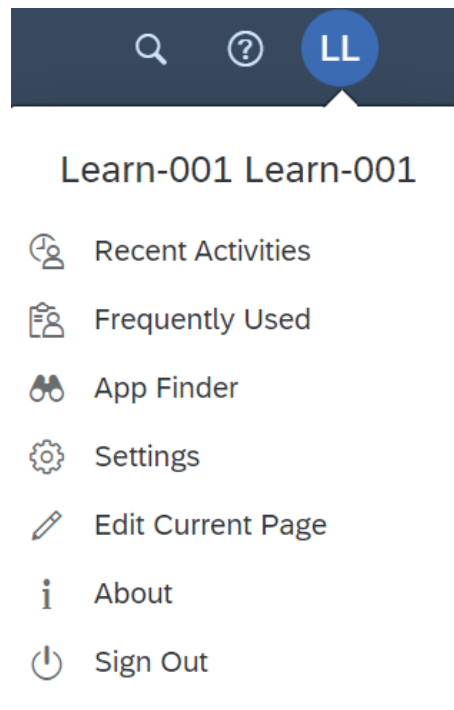
- Click the button  in the upper right corner.
- Click **Send Email**. If you have installed an e-mail program, a new window opens automatically. The most important information and the link are stored there.



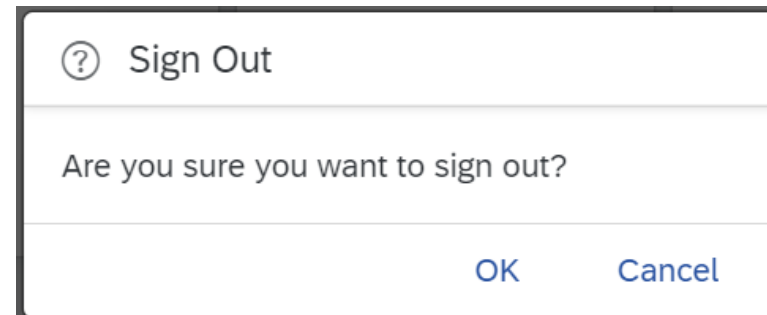
NAVIGATION IN SAP S/4HANA

Step 7: Log off from SAP S/4HANA

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



- Then choose Sign Out.



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

REFERENCES

■ SAP ACC Support Centre



QUESTIONS & ANSWERS



Contact help

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