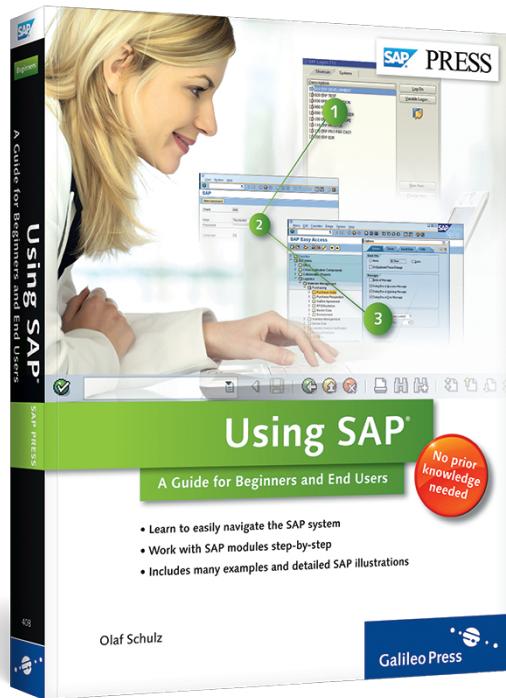


Olaf Schulz

Using SAP®: A Guide for Beginners and End Users



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6 Navigating in the SAP System

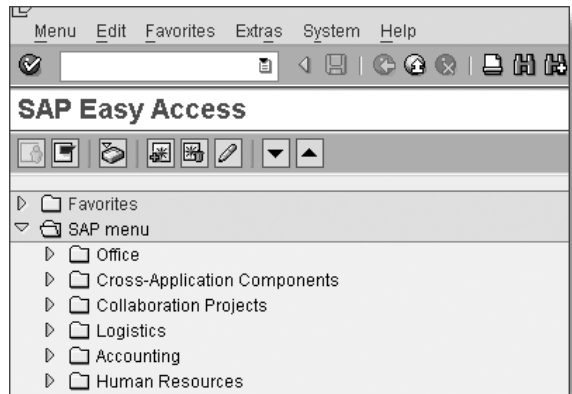
Chapter 5 taught you how to log on to and log off from the SAP system. After logon, you use the applications that belong to your task area. You fulfill different tasks by editing all screens that belong to the respective action and filling the necessary fields with content.

This chapter discusses:

- How to navigate in the SAP system
- How to use transaction codes
- How to enter data in the system
- Which options are available to call an application

6.1 Overview of the Navigation Options

Directly after you've logged on to the SAP system, it displays the initial screen shown in Chapter 5.



Initial Screen of the SAP System

The SAP system provides you with three options to navigate to the desired application:

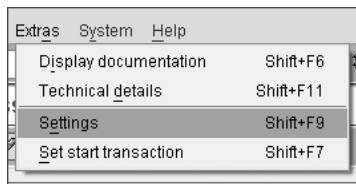
- Via the SAP Easy Access menu
- Via transaction codes
- Via favorites and links

You can customize the SAP Easy Access menu to your specific needs and set whether transaction codes are shown in the menu tree or in favorites. To make these modifications, select **Extras** ▶ **Settings** in the menu bar. You can also use the key combination **⇧** + **F9** to set the following:

- Display transaction codes in the SAP Easy Access menu
- Show or hide the SAP logo
- Display favorites at the end of the menu
- Hide the SAP Easy Access menu and display favorites only

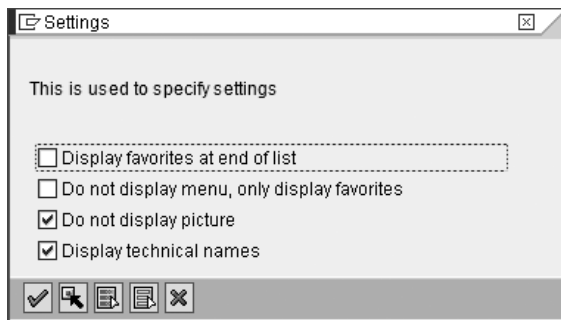
To display the transaction codes in the SAP Easy Access menu, proceed as follows:

- 1 Choose **Settings** under **Extras**.



- 2 The **Settings** window is now open. In this window, activate the **Display Technical Names** checkbox to map the transaction codes in the tree structure of the SAP Easy Access menu.

Here you can also set whether the favorites are displayed in the SAP Easy Access menu (via the **Display favorites at end of list** checkbox).








The following two sections provide more information on the navigation options via the SAP Easy Access menu and via transaction codes. Favorites and links are discussed in Chapter 7, Maintaining the System Layout and User Data.

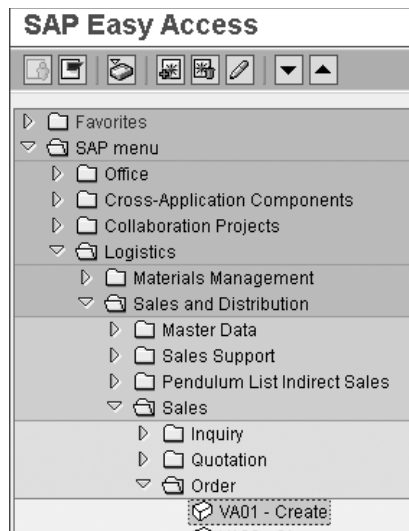
6.2 Navigating via the SAP Easy Access Menu

After you've logged on to the SAP system, it displays the SAP Easy Access menu as a tree structure on the left-hand side of the screen.

The SAP Easy Access menu offers a user-specific entry point and navigation options in the SAP system. In this context, "user-specific" means that the tree structure displays only those transactions with which you may work according to your role (see Chapter 13, The Role and Authorization Concept, for details on roles).




Via the SAP Easy Access menu, you can expand the tree structure, which contains the individual folders (nodes), by clicking on the  button. You can close it again with .

The folders themselves are identified with the buttons,  (opened folder) or  (closed folder). The executable transactions are marked with a building block .



SAP Easy Access Menu—Nodes and Transactions

To start a transaction via the SAP Easy Access menu, proceed as follows:

- 1 Open the respective subordinate folder by clicking on . An opened folder is indicated by a triangle pointing downward . This folder may contain subordinate folders.
- 2 Start the desired transaction by double-clicking the  button, which opens the initial screen of the respective transactions.



NOTE

Presentation of Menu Paths in this Book

Like other SAP books, this book does not provide screenshots of the SAP Easy Access menu whenever it is described how to reach a specific transaction, but instead lists the individual steps of the menu path. In this example, the path is **Logistics ▶ Sales and Distribution ▶ Sales ▶ Order ▶ VA01 – Create**.

TIP

How to Close All Folders in the SAP Easy Access Menu (Tree Structure)

If you want to close several folders and subfolders in the SAP Easy Access menu, you can close them all in one step. For this purpose, select **Menu ▶ Refresh** or ** + **.

6.3 Navigating via Transaction Codes

Transaction codes help you quickly access the desired application without navigating via the SAP Easy Access menu. Transaction codes are alphanumeric codes assigned to every application in the SAP system. You must know the transaction code of the desired application in order to navigate to it. The appendix of this book provides an overview of the most critical transaction codes.

TIP



Overviews For Download

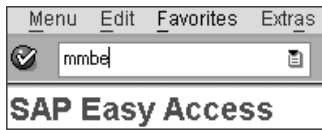
You can download all overviews provided in the appendix free of charge by entering your personal code (provided on the first pages of this book) at www.sap-press.com.

To use transaction codes in the command field, proceed as follows:


- 1 Click on the command field after logon. The blinking cursor indicates that this field is active and ready for input.

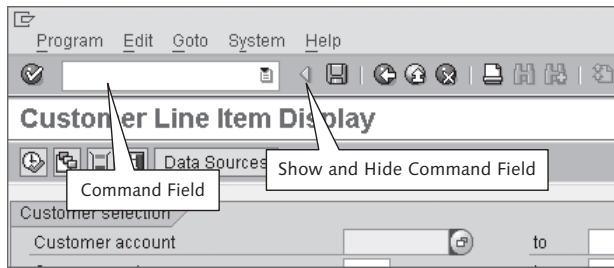


- 2 Now enter a transaction code. Confirm your input by clicking the green checkmark  or pressing the  key.



Transaction codes without preceding parameters can only be entered in the initial screen of the SAP Easy Access menu. If you are already in another transaction, you must enter a parameter in addition to the transaction code.

You can show or hide the command field by clicking on the triangle .



Command Field

The following table lists the most important parameters.

| Parameter | Explanation |
|-----------|---|
| /nend | Logs off from the system, with confirmation. |
| /nex | Logs off from the system, without confirmation. |

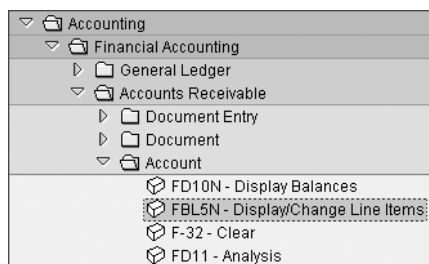
Parameters Used in the Command Field


| Parameter | Explanation |
|-----------|--|
| MMBE | Example of a transaction code without additional parameters. It starts Transaction MMBE. This is only possible in the SAP Easy Access menu in this form. |
| /nMMBE | Closes the current transaction and starts a new one, such as Transaction MMBE here. Enter /n and the desired transaction code without any space. |
| /oMMBE | Starts a transaction in a new session, such as Transaction MMBE here. Enter /o and the desired transaction code without any space. |
| /n | Terminates the current transaction. |
| /i | Deletes the current session. |
| /o | Shows a list of current sessions. |
| /*MMBE | Starts a transaction and skips the initial screen, such as Transaction MMBE here. Enter /* and the desired transaction code without any space. |

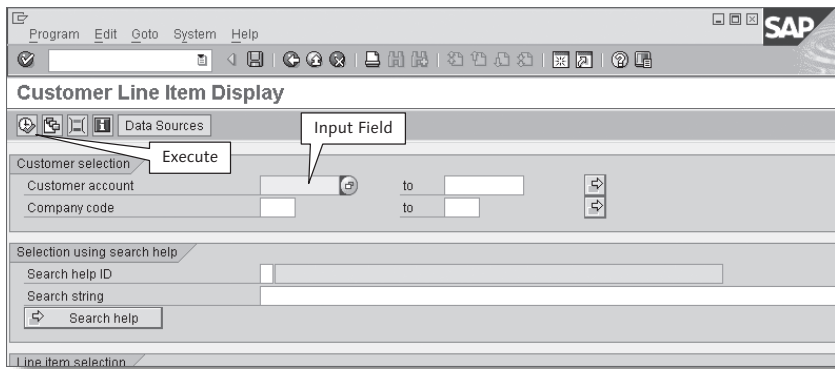
Parameters Used in the Command Field (Cont.)

To describe the navigation via transaction codes in more detail, let's work through an example in the system. We ultimately want to determine the line items of your customers (debtors) for the current day in company code 1000. Proceed as follows:

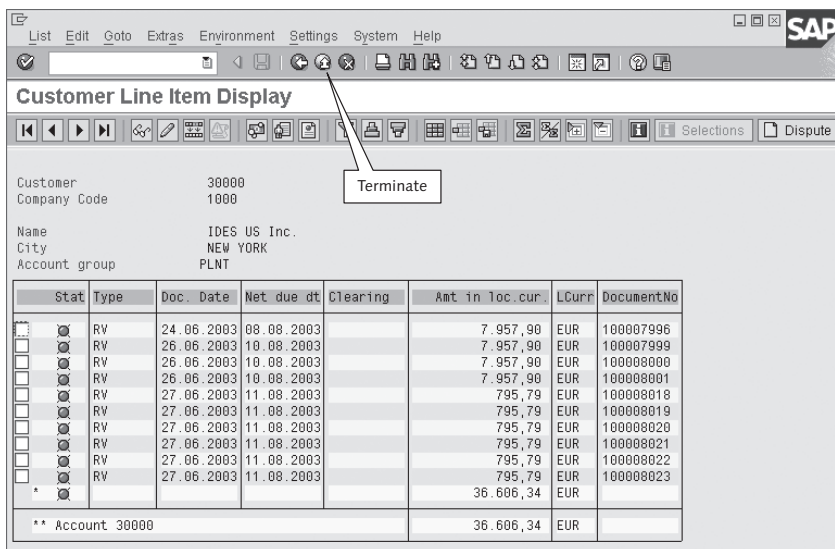
- 1 Log on to the SAP system as described in Chapter 5. In the SAP Easy Access menu, open the customer line item list via the menu path: **Accounting** ▶ **Financial Accounting** ▶ **Accounts Receivable** ▶ **Account**. Alternatively, you can enter Transaction FBL5N directly via the command field.




- 2 Under **Account**, you can find Transaction FBL5N (Display/Change Line Items). A building block icon displayed in front of the transaction means that the transaction can be executed. Double-click on the  button, and the initial screen of Transaction FBL5N opens.
- 3 Enter the following information:
 - **Company Code:** 1000
 - **Open on Key Date:** Current date (DD.MM.YYYY)
- 4 Click the **Execute** button or press the **F8** key.



- 5 Now the system shows the line item list. You can view in the list which sales were made to the respective customer.



- 6 Click on the **Close** button  to close the customer line item list. The system takes you back to the SAP Easy Access menu.


The transaction code is displayed in the SAP Easy Access menu and also in the status bar at the bottom right of the screen.












6.4 Entering Data in the SAP System

You have various options in the SAP system to enter data and communicate with the system. A previous section, Logging on for the First Time, already presented some essential elements of the SAP user interface:

- Menu bar
- Standard toolbar
- Title bar
- Status bar
- Command field

This section now presents an overview of the central user interface elements that you'll encounter in a transaction. You can use either mouse navigation or various keys of your keyboard to navigate between these elements.

You can execute specific functions (such as copy and paste) by pressing a specific key combination on your keyboard at the same time (for example, **Ctrl**+**C** and **Ctrl**+**V**). You usually use the keys, **Ctrl**, , or **Alt** in combination with a letter. The appendix provides a comprehensive overview of useful key combinations.

| Action | Key Combination |
|--|--|
| Cancel actions step by step |  |
| Select all |  +  |
| Cut |  +  |
| Insert |  +  |
| Navigate in the list of selectable entries |  ,  ,  ,  |

Overview of the Most Essential Key Combinations in the Navigation

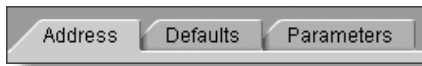
| Action | Key Combination |
|----------------------------------|-----------------|
| Copy | Ctrl + C |
| Search | Ctrl + F |
| Go to menu | Alt |
| Navigate to next element | ↩ |
| Navigate to previous element | ⇧ + ↩ |
| Navigate to next screen area | Ctrl + ↩ |
| Navigate to previous screen area | ⇧ + Ctrl + ↩ |
| Undo | Ctrl + Z |

Overview of the Most Essential Key Combinations in the Navigation (Cont.)

After you've entered your data, you must save it so that the system adds the new or changed information to the database.

Tab

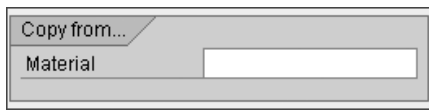
Via tabs, you can conveniently navigate in complex contents by switching switch between the individual tabs. If you click on the title of a tab, it is displayed in the foreground.



Example of a Tab

Screen Area

Screens that include various input options are often subdivided into several areas. A screen area, also known as a field group or group box, combines various input options for a specific topic.



Example of an Area

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