





## Reading Sample

The selection of the book introduces you to your first SAP logon session. You'll find instructions and guiding screenshots on how to log on and connect to the SAP server, and then how to log off. You'll also find a descriptive tutorial that explains the areas of the SAP screens, what information those areas contain, and how that information is relevant to you.

-  **"Logging On to the SAP System"**
-  **Contents**
-  **Index**
-  **The Author**

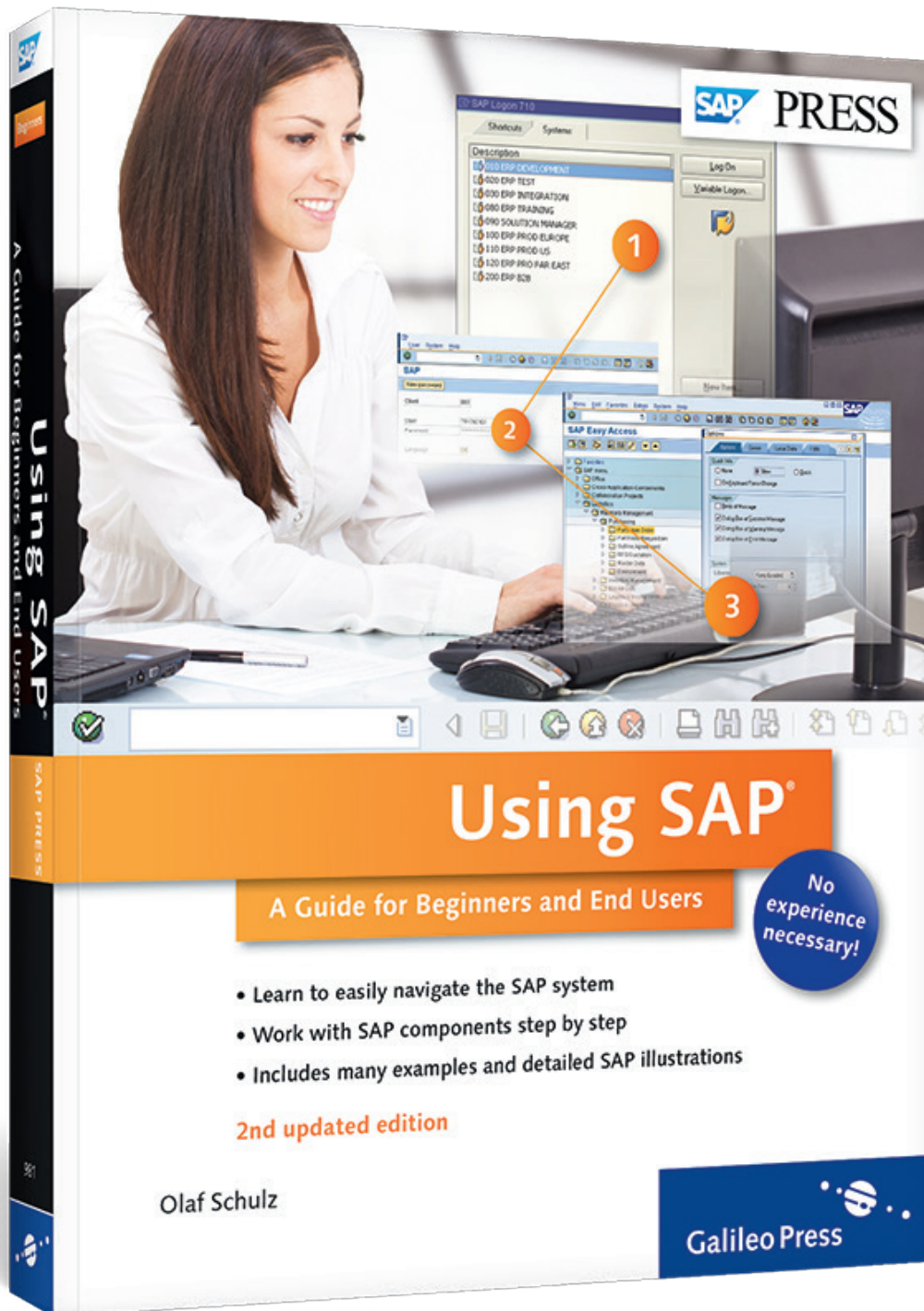
Olaf Schulz

### Using SAP: A Guide for Beginners and End Users

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## 5 Logging On to the SAP System

The previous chapters provided basic knowledge of the SAP system and described organizational structures and master data. This chapter begins with a description of SAP system operation.

### In this chapter, you'll learn:

- To connect with the server using SAP Logon
- How the SAP screen is structured
- To log on and off from the SAP system
- What information is provided in the status bar

### 5.1 SAP Logon

You probably have several links to applications you use frequently on your desktop, such as Microsoft Office applications like Microsoft Word or Outlook. After your SAP administrator has completed the installation of SAP GUI, you'll find an icon for SAP Logon on your desktop, too.



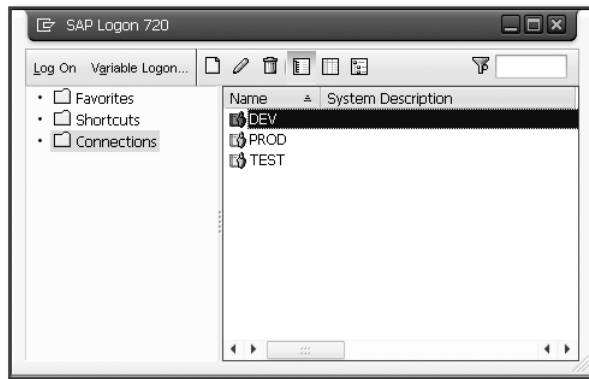
*SAP Logon*

#### Establishing a Connection to the SAP System

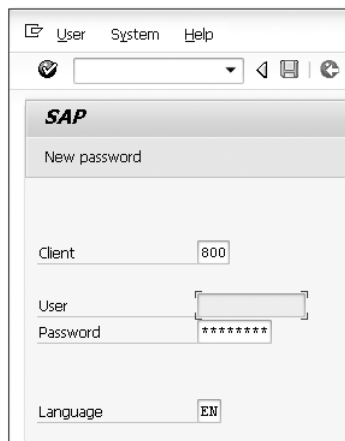
Using the SAP Logon, your Windows PC establishes a connection to the SAP system via the network when you carry out the following steps:

- 1** Double-click on the **SAP Logon** icon on your desktop to start SAP Logon, or go to the Windows Start menu and follow the menu path: **Start ▶ Programs ▶ SAP Front End ▶ SAP Logon**.

- 2 The configured SAP systems are displayed in the **Systems** tab of the opened SAP Logon. To log on to the required system, select the name (in this case, **PROD** for production system) and click on the **Log On** option.



- 3 A logon screen is displayed if SAP Logon can establish a connection to the SAP system.



NOTE

### Different SAP Systems in the Enterprise

Most businesses deploy various SAP systems besides the one that you use in your daily work. The figure also shows the development system (DEV) and the test system (TEST).

To log on to the SAP system, you need the following information:

- Number of the client
- Logon name
- Password

In SAP Logon, you not only have the option to log on to the system, you can also change the parameters or add a connection to a new SAP system. To define a new system in SAP Logon, you need some SAP system parameters.


NOTE

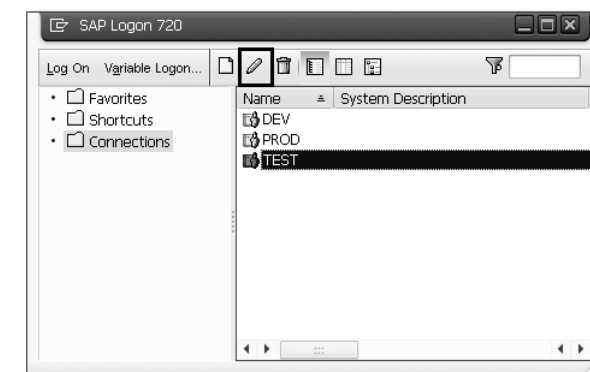
### Settings in SAP Logon

The SAP administrator for your business can provide the parameters for an SAP system. Not every user is authorized to change these parameters or add new systems on his desktop PC. Under Microsoft Windows, you need write authorizations for the *saplogon.ini* file in the Windows system directory.

### Changing Connection Settings for the SAP System

After you've logged on to SAP Logon, you can check or change a connection. Perhaps you need to access another system for specific reasons, or the parameters of a test system are changed. To check or change a connection, do the following:

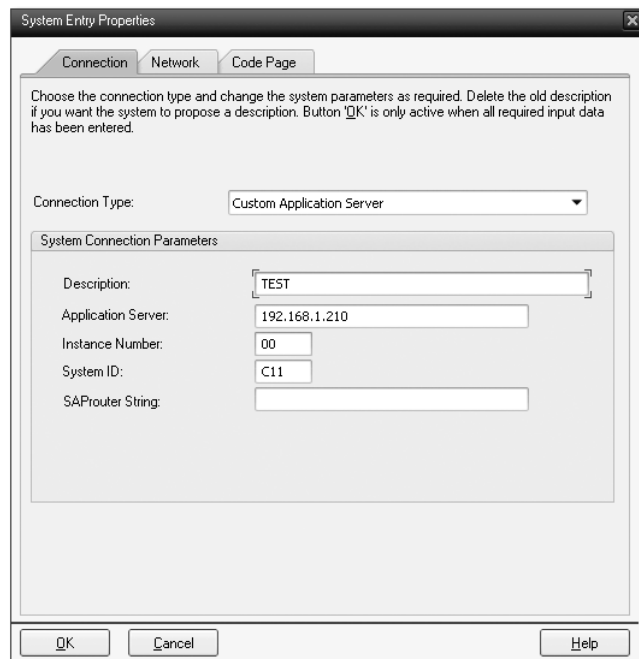
- 1 You can adjust the settings of a selected system via the  button (**Edit**). You need the respective authorization on your desktop PC.



- 2 Various parameters for the system connection are available. The following fields are mandatory and must be filled in:

- **Description:** alphanumeric; provides information for the user
- **Application Server:** IP address or DNS name
- **Instance Number:** two-digit, numeric
- **System ID:** three-digit, alphanumeric

Whether the **SAProuter String** field must be filled or not depends on the network infrastructure. Here, you need to enter the IP address or the DNS name.



- 3 After you've changed the parameters, click on **Finish**.

The connection information is now stored in your SAP system. The following sections show how to log on to the SAP system.

## 5.2 Logging On for the First Time

The steps for your initial logon vary from subsequent logons. Initial logon can mean that you want to log on to the system for the first time (for example, if you have a new employer) or once you receive a new password.

The initial logon requires the following information, which is usually provided by the SAP administration team:

- Client
- User
- Password

The client (three-digit numeric key) is mandatory. Your user account is client-dependent. For example, if you want to log on to the test system, you need a different client than for the logon to the production system. An enterprise may have various clients for different tasks.

**NOTE**

### Password Rules

There are the following essential rules for passwords in the SAP standard:

- You can use letters, numbers, and special characters.
- The password must have a length between 3 and 40 characters; the standard system requires a minimum length of 6 characters.
- The first character of the password cannot be a question mark or exclamation point.
- The first three characters must differ from those of the user and must not be three identical characters.
- None of the first three characters can be a blank space.
- The password must not be SAP\* or PASS, because these are reserved for SAP.
- The password must differ from your previous five passwords.

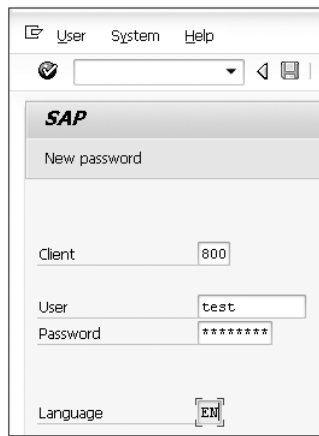
The password is case-sensitive and is not visible once you enter it. For initial logon, or if you've forgotten your password, the administrator provides you with an initial password. You can use this password only once and must immediately change it after successful logon.

You need to have the following information for initial logon:

- Client
- Logon name
- Initial password (you receive this password from your system administrator, and you must change it after initial logon!)

To log on to the system and change your password for the first time, proceed as follows:

- 1 Start SAP Logon by double-clicking on the icon on your Windows desktop or via the Start menu (see the section about establishing a connection to the SAP system).
- 2 SAP Logon is opened. Check that you are on the **Systems** tab.
- 3 Select the desired **System Entry**. Then click on the **Log On** button.
- 4 When your desktop PC successfully establishes a connection to the SAP system via the network, the logon screen is displayed.



- 5 Enter the logon data that you received from your system administrator or trainer in the logon screen. Specify EN (for English) in the **Language** field.
- 6 Make sure that you enter the logon data exactly as you received it! The system is case sensitive and doesn't permit any errors, especially if security is concerned. If you're sure that you've entered all data correctly, click on the **Next** button , or press **Enter**.
- 7 You've logged on to the system successfully! Next the system prompts you to enter a new password. Confirm the message by clicking on the **OK** button.



- 8 Enter the new password twice, once each in the **New Password** and **Repeat Password** fields. The characters are not visible during entry.



- 9 Confirm your entry by pressing the **Enter** key or clicking on the **Next**  button.
- 10 The new password is now defined in the system.


#### TIP Defining the Logon Language

Chapter 7 describes how to define the logon language in the system so that you don't have to specify it each time you log on.

## 5.3 Logging On to the System


If you want to log on to the SAP system after the initial logon (perhaps when you start your usual workday in the morning), proceed as follows:

- 1 In SAP Logon, select the system to which you want to log on. Then click on the **Logon** button.
- 2 Enter your client's name in the **Client** field.
- 3 Enter your user name in the **User** field.
- 4 Enter your **Password**.

- 5 Specify EN in the **Language** field.
- 6 If all entries are correct, click on **Next** .

#### NOTE Incorrect Password

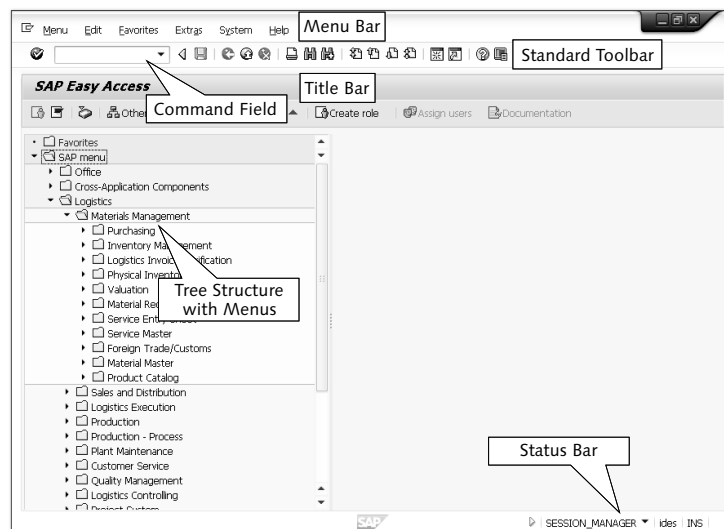
If you've entered the password incorrectly three times in a row, logon is closed. Fortunately, you can restart logon immediately. If you've entered the password incorrectly five times, the user is locked. In the standard version, it will be unlocked at 12:00 a.m. The lock expires after a maximum of 24 hours. The locked user can be unlocked by the SAP administrator at any time, though a new initial password must be assigned. An incorrect password is displayed in the status bar:

 Name or password is incorrect (repeat logon)

The next section discusses the user interface of the SAP system, which you can view after the logon.

## 5.4 The SAP User Interface

SAP GUI is the user interface in which you work; it displays the applications that run on the server on your desktop PC. After successful logon to the system, the following screen is displayed.



SAP Easy Access (Initial Screen after Logon)

You can conveniently navigate to the desired application via the user menu, the SAP Easy Access menu.


The SAP screen contains many buttons and fields. The following section details the various areas of the SAP user interface that will help you better orient yourself to SAP in your daily work. The elements that you can click on in the SAP screen are indicated in **Bold** in this book.

### Menu Bar

The menu bar is located at the top of the screen. Which menus are displayed depends on the respective application (transaction) and the level at which you are located within the application. The menu items **System** and **Help** are always available in the menu bar, regardless of the transaction you're working on.






#### Menu Bar

You can call the menu items by clicking on them. They may contain sub-menus. With , you can activate a menu that offers the following functions:

- Restore
- Move
- Change size
- Minimize
- Maximize
- Close
- Create session

You can find the buttons for minimizing, maximizing, and closing the window on the right-hand side of the menu bar; these are listed in the following table. They are comparable with the buttons you already know from Microsoft Windows.

Button	Name	Use
	Minimize	The application window is minimized and displayed at the bottom of the screen. Its size is restored by clicking it.
	Maximize	The application window is displayed in its full size.
	Close	The open application window is closed.

#### Icons in the Menu Bar




#### Standard Toolbar

The standard toolbar is located below the menu bar. It contains icons (buttons with symbols) for the most important functions, such as **Save** and **Cancel**. The buttons are displayed in all screens; inactive buttons are grayed out, and you can only use the buttons that are displayed in color. If you move the mouse pointer over the button without clicking on it, the system displays brief information about the function, which is also referred to as a *tooltip*.











#### Standard Toolbar

Some functions can also be called via the function keys, which are located at the top of your keyboard (F1 through F12). Remember that some function keys have different settings, depending on the application. The following table lists the most essential buttons and function keys.

Button	Key/ Key Combination	Name	Use
	Enter	Next	Confirms the entered selected data; <i>not</i> a save function.
	Ctrl + S	Save	Save changes; same function as <b>Save</b> in the <b>Edit</b> menu.
	F3	Back	Go back to the previous screen.

#### The Most Essential Buttons of the Standard Toolbar

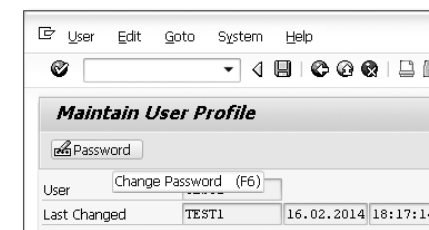
Button	Key/ Key Combination	Name	Use
	Shift + F3	Exit	Close a transaction without saving the data or changes.
	F12	Cancel	Cancel transaction; same function as <b>Cancel</b> in the <b>Edit</b> menu.
	Ctrl + P	Print	Print a document or list.
	Ctrl + F	Search	Find a value in a list.
	–	Create a new session	Open a window with a new session.
	–	Create a link	Create a new link in SAP GUI.
	F1	Help	Displays descriptions about a field on which the cursor is positioned.
	Alt + F12	Adjust local layout	Enables user-specific settings of the display options.

#### The Most Essential Buttons of the Standard Toolbar (Cont.)

For information on working with sessions, refer to Chapter 6. To learn more about links and adaptations of the local layout, read Chapter 7. The help function is described in Chapter 13.

#### Title Bar

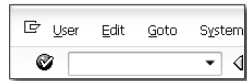
The structure of the title bar always depends on the transaction you use. It can also contain other buttons in addition to the respective transaction name.



#### Example of a Title Bar

## Command Field


You can navigate in the SAP system without a mouse by using the SAP Easy Access menu via the keyboard. This way, you can start transactions by directly entering the transaction code. You can enter transaction codes in the command field (see also Chapter 6).

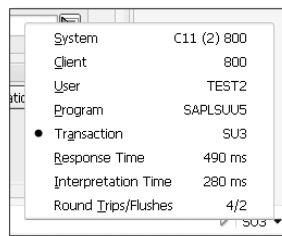


Command Field

## Status Bar

The status bar is located at the bottom of the screen and extends over the entire screen width. On the left side, you can see an area that displays system messages. The right side displays four fields that provide current information on the system's status.

By clicking the  button in the first status field, you get various pieces of information on the system and client you're working with. The status bar indicates what program and transaction are currently active. You will also find information on the response and interpretation time of the SAP system.



Information in the Status Bar

The following table describes the most essential information that's available in the status bar.

Name	Explanation
System	System and client to which you are currently logged on
Client	Client

Description of the Status Bar

Name	Explanation
User	Logon name
Program	Program that is currently active
Transaction	Name of the transaction that is currently active
Response time	Time in milliseconds in which the SAP system responds
Interpretation time	Time in milliseconds in which commands to the system are executed
Round trips/flushes	Connections to one or more SAP systems

Description of the Status Bar (Cont.)

In the second status field, you can view the name of the server to which you are connected (here, ides).




Additional Information in the Status Field

The third status field shows whether you are in overtype mode (OVR) or in insert mode (INS, as shown in the figure). If OVR is set, you overwrite the existing data on the right side of the cursor when you enter data; if INS is set, you add or insert data. You can toggle between the modes by clicking on this field.

The next section describes how to exit the SAP system.

## 5.5 Logging Off from the SAP System

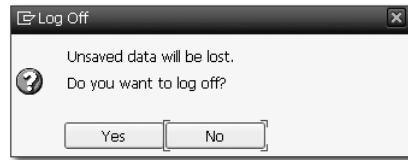
You have several options for terminating SAP GUI. One option is to proceed as follows:

- 1 Click the  button at the top left, and select the **Close** menu item, or press **Alt + F4**.





- 2 Confirm the message "Unsaved data will be lost. Do you want to log off?"



Or you can log off as follows:

- 1 Click the **Close**  button at the top right.

- 2 Confirm the message "Unsaved data will be lost. Do you want to log off?"

The message that unsaved data will be lost is displayed at every logoff for security reasons.

This chapter described how to log on to and log off from the SAP system. With SAP Logon, you can configure a connection to an SAP system or start the connection setup. To log on to an SAP system, you require a client, user, and password. Specifying a logon language is optional. SAP GUI is installed on your PC, and enables interaction with the system.

Chapter 6 presents the options available for navigation and data entry in the SAP system.

## 5.6 Try It!

### Exercise 1

Describe how to establish a connection to the SAP system.

### Exercise 2

Which information is mandatory for logging on to the system and which information is optional?

### Exercise 3

Which of the following are valid passwords?

- a) SAP\*
- b) q7

- c) meier#1
- d) demo#2010
- e) swordfish

### Exercise 4

What do you enter in the command field to terminate a session without query?

# Contents

About This Book .....	13
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## Part I The SAP Enterprise

<b>1 A Brief History of the SAP Enterprise .....</b>	<b>21</b>
1.1 Getting Started: From RF to SAP R/3 .....	21
1.2 SAP from the Turn of the Millennium to the Present .....	24
<b>2 How Does SAP Software Work? .....</b>	<b>27</b>
2.1 What Is "Standard Software"? .....	27
2.2 Adapting the SAP System to an Enterprise .....	28
2.3 What If the Standard Is Not Sufficient? .....	30
2.4 Orientation toward the Process .....	30
2.5 Real Time .....	31
2.6 Central Data—Decentralized Processing .....	32
<b>3 Overview of the Most Critical SAP Products .....</b>	<b>35</b>
3.1 Complete Package: SAP Business Suite .....	35
3.2 The Central Component: SAP ERP .....	36
3.3 Maintaining Customer Relationships: SAP CRM .....	43
3.4 Optimizing Supplier Relationships: SAP SRM .....	44
3.5 The Entire Lifecycle of a Product: SAP PLM .....	44
3.6 For All Supply Chain Elements: SAP SCM .....	45
3.7 Industry Solutions .....	47
3.8 Special Software for Medium-Sized Enterprises .....	48
3.9 The Technical Basis: SAP NetWeaver .....	49

## Part II Basic Principles of System Operation

<b>4 Organizational Structures and Master Data .....</b>	<b>55</b>
4.1 Organizational Structures .....	55
4.2 Master Data .....	62
4.3 Try It! .....	69

<b>5</b>	<b>Logging On to the SAP System</b> .....	71
5.1	SAP Logon .....	71
5.2	Logging On for the First Time .....	74
5.3	Logging On to the System .....	77
5.4	The SAP User Interface .....	78
5.5	Logging Off from the SAP System .....	83
5.6	Try It! .....	84
<b>6</b>	<b>Navigating in the SAP System</b> .....	87
6.1	Overview of the Navigation Options .....	87
6.2	Navigating via the SAP Easy Access Menu .....	89
6.3	Navigating via Transaction Codes .....	91
6.4	Entering Data in the SAP System .....	94
6.5	Input Help .....	99
6.6	Working with Sessions .....	100
6.7	Try It! .....	102
<b>7</b>	<b>Maintaining the System Layout and User Data</b> .....	103
7.1	Creating Links on the Desktop .....	103
7.2	Maintaining Your Own User Data .....	104
7.3	Creating Favorites .....	108
7.4	Holding, Setting, and Deleting Data .....	117
7.5	Adapting the User Interface .....	118
7.6	Try It! .....	120
<b>8</b>	<b>Creating Evaluations and Reports</b> .....	121
8.1	Using Standard Reports in the SAP System .....	121
8.2	Finding Standard Reports .....	125
8.3	Exporting Lists to Microsoft Excel .....	127
8.4	Using Variants .....	130
8.5	Other Reporting Options in SAP ERP .....	131
8.6	Try It! .....	133
<b>9</b>	<b>Printing</b> .....	135
9.1	Overview of the Print Functions .....	135
9.2	Using Spool Requests .....	137

9.3	Changing the Default Printer .....	141
9.4	Creating Screenshots .....	142
9.5	Try It! .....	144
<b>10</b>	<b>Automating Tasks</b> .....	145
10.1	Background Jobs .....	145
10.2	Batch Processing (Batch Input) .....	156
10.3	Try It! .....	163
<b>11</b>	<b>Working with Messages and the Business Workplace</b> .....	165
11.1	Overview of the Business Workplace .....	165
11.2	Sending Short Messages .....	167
11.3	SAP Business Workflow .....	170
11.4	Folders .....	171
11.5	Office Organization .....	172
11.6	Try It! .....	175
<b>12</b>	<b>Electronic Data Interchange</b> .....	177
12.1	Overview of the EDI Process .....	177
12.2	EDI in Practice .....	178
12.3	Try It! .....	179
<b>13</b>	<b>Using Help Functions</b> .....	181
13.1	Field Helps and Search Windows .....	181
13.2	The Help Menu .....	185
13.3	Customizing the Help .....	189
13.4	Try It! .....	191
<b>14</b>	<b>The Role and Authorization Concept</b> .....	193
14.1	Authorizations .....	193
14.2	Roles .....	194
14.3	Try It! .....	197

**Part III The Most Critical SAP Components**

**15 Materials Management** ..... 201

15.1 Materials Management Task Areas ..... 201

15.2 Organizational Structures ..... 205

15.3 Master Data ..... 206

15.4 Purchase Order ..... 219

15.5 Inventory Management ..... 222

15.6 Invoice Verification ..... 226

15.7 Automatic Material Requirements Planning ..... 230

15.8 Evaluations ..... 232

**16 Sales and Distribution** ..... 235

16.1 Sales and Distribution Task Areas ..... 235

16.2 Organizational Structures ..... 238

16.3 Master Data ..... 239

16.4 Sales Order Processing ..... 246

16.5 Availability Check ..... 251

16.6 Complaint Processing (Returns) ..... 253

16.7 Evaluations ..... 254

**17 Financial Accounting** ..... 257

17.1 Financial Accounting Tasks ..... 257

17.2 Organizational Structures in Financial Accounting ..... 261

17.3 General Ledger Accounting ..... 262

17.4 Accounts Payable Accounting ..... 266

17.5 Accounts Receivable Accounting ..... 279

17.6 Evaluations ..... 285

**18 Controlling** ..... 289

18.1 Task Areas in Controlling ..... 289

18.2 Organizational Structures ..... 294

18.3 Overhead Cost Controlling ..... 295

18.4 Product Cost Controlling ..... 301

18.5 Profitability Analysis ..... 305

18.6 Evaluations ..... 309

**19 Human Resources** ..... 311

19.1 Tasks in SAP Human Resources ..... 311

19.2 Organizational Management ..... 313

19.3 Recruitment ..... 316

19.4 Personnel Administration ..... 320

19.5 Talent Management ..... 323

19.6 Time Management ..... 324

19.7 Payroll ..... 326

19.8 Standard Reporting ..... 329

**20 Case Study** ..... 331

20.1 The Sample Business ..... 333

20.2 The Enterprise Structure ..... 333

20.3 Creating Material Master Records ..... 335

20.4 Creating Vendor Master Records ..... 336

20.5 Creating Purchasing Info Records ..... 337

20.6 Creating a Purchase Order ..... 339

20.7 Receiving Goods ..... 341

20.8 Verifying an Invoice ..... 342

20.9 Displaying Open Items (Optional) ..... 344

20.10 Posting Outgoing Payments ..... 345

20.11 Creating a Customer Master ..... 346

20.12 Adding Sales Data to the Material Master Record ..... 348

20.13 Creating Conditions ..... 349

20.14 Creating a Standard Order ..... 350

20.15 Delivering and Issuing Goods ..... 351

20.16 Creating an Invoice ..... 353

20.17 Posting Incoming Payments ..... 354

**Appendices**

A Abbreviations ..... 359

B Glossary ..... 363

C Buttons, Key Combinations, and Function Keys ..... 373

D The Author ..... 379

Index ..... 381

# Index

## A

ABAP..... 51, 363  
    *report generator*..... 132  
ABAP List Viewer → ALV  
Access to data and functions ..... 193  
Accounting..... 36, 257  
    *data* ..... 239  
    *document*..... 224, 228  
Accounts payable ..... 266  
    *accounting* ..... 260, 266, 363  
Accounts receivable accounting..... 260,  
    279, 363  
Accounts receivable → Accounts  
    receivable accounting  
Activity type..... 297, 363  
Actual costs ..... 291  
Adaptability..... 27  
Adjust local layout..... 81, 98  
Adjustment posting..... 279  
ALV ..... 122  
ALV grid control ..... 122  
    *navigation option*..... 124  
Applicant  
    *data* ..... 40  
    *manage data* ..... 311  
    *master record*..... 318  
    *portal*..... 318  
    *selection*..... 319  
    *short profile*..... 319  
Application basis ..... 51  
Application help..... 185  
Application layer ..... 23, 32  
Application server ..... 51  
Article ..... 63, 207  
Assembly processing ..... 41  
Asset accounting ..... 260, 363  
Assets ..... 258  
Authentication ..... 363  
Authorization ..... 193, 363  
    *concept* ..... 194, 314  
    *object* ..... 195  
    *profile* ..... 195  
Auto reply ..... 172  
Automatic payment program ..... 279

Automation..... 145  
Availability check..... 236, 251

## B

Back ..... 80, 98  
Background job..... 145, 363  
    *create*..... 146  
    *start* ..... 153  
Background processing ..... 145, 363  
BAdI ..... 363  
Balance ..... 39  
Bank accounting ..... 261  
BAPI..... 363  
Basic list..... 123  
Basis..... 51  
Batch input ..... 156  
Batch input session ..... 156, 157  
    *create*..... 157  
    *edit* ..... 162  
    *process* ..... 161  
    *process mode* ..... 162  
    *session overview*..... 161  
Batch processing → batch input session  
BEx ..... 132  
Bill of material ..... 302  
Business Add-In → BAdI  
Business Application Programming  
    Interface → BAPI  
Business area ..... 261, 363  
Business Explorer ..... 363  
Business intelligence ..... 50, 363  
Business process ..... 30, 363  
Business transaction..... 264  
Business Workplace ..... 165, 363  
BusinessObjects ..... 25  
Button..... 97, 374  
    *F4 help*..... 376  
    *General function* ..... 375  
    *Report* ..... 377  
    *Standard toolbar* ..... 374

**C**

- Cancel ..... 81, 98
  - actions step by step* ..... 95
- Capital ..... 258
- Case study ..... 331
  - enterprise structure* ..... 333
  - organizational unit* ..... 334
  - sample enterprise* ..... 333
- CATS ..... 326, 364
- Change size ..... 79
- Characteristic ..... 305
- Chart of accounts ..... 259, 262, 364
- Checkbox ..... 98
- Client ..... 32, 57, 58, 73, 75, 205, 364
- Client-server architecture ..... 23, 32, 364
- Clipboard ..... 97, 117
- Close ..... 79, 84
- Closing operation ..... 266, 280, 284
- Cloud computing ..... 49
- CO ..... 36, 229, 289, 364
  - CO-OM* ..... 295
  - CO-PA* ..... 305
  - CO-PC* ..... 301
- Command field ..... 82, 91
- Commercial and tax laws and regulations ..... 258
- Communication ..... 105
- Company code ..... 57, 58, 205, 261, 294, 364
- Complaint ..... 237, 253
  - processing* ..... 253
- Compliance ..... 364
- Component ..... 36
- Condition ..... 237, 244
  - create* ..... 349
  - master record* ..... 244
  - type* ..... 244
- Configuring ..... 28
- Connection setting ..... 73
- Connection to SAP system
  - change* ..... 73
  - check* ..... 73
- Consolidation ..... 364
- Consumable material ..... 219
- Controlling ..... 38, 229, 364
  - Area* ..... 294, 299, 364
  - Operational* ..... 290
- Controlling (Cont.)
  - Strategic* ..... 290
- Copy ..... 95
- Corporate governance ..... 39, 289
- Cost accounting ..... 39
- Cost assignment ..... 290
- Cost center ..... 295, 364
  - accounting* ..... 295
  - group* ..... 297
- Cost element ..... 263, 299, 364
  - Primary* ..... 300
  - Secondary* ..... 300
- Cost object ..... 291
- Cost planning ..... 290
- Costs ..... 290
- Country version ..... 326
- Create a purchasing info record ..... 337
- Create a support message ..... 189
- Create a vendor master record ..... 336
- Create delivery ..... 248
- Create favorite ..... 108
  - drag-and-drop* ..... 108
  - via menu bar* ..... 108
  - via right mouse button* ..... 109, 110
- Credit standing check ..... 280
- Credits ..... 365
- Cross-Application Time Sheet → CATS
- CS ..... 37
- Custom development ..... 30
- Customer ..... 239, 279
  - account* ..... 250, 282
  - inquiry* ..... 236, 246
  - master record* ..... 239, 280
- Customer master
  - create* ..... 346
- Customer Relationship Management → SAP CRM
- Customer Service ..... 41, 42, 364
- Customizing ..... 28, 56, 365
  - map organizational structures* ..... 59
- Cut ..... 95

**D**

- Data
  - delete* ..... 117
  - hold* ..... 117

- Data (Cont.)
  - medium exchange* ..... 327
  - protection* ..... 194, 320
  - set* ..... 117
- Data Warehouse ..... 50, 365
- Database ..... 23, 365
  - layer* ..... 23, 32
- Date format ..... 107
- Debits ..... 365
- Debits and credits ..... 259
- Debts ..... 258
- Decimal notation ..... 106
- Default
  - value* ..... 107, 113
- Delivery ..... 237, 248, 280
  - block* ..... 280
  - date* ..... 251
  - document* ..... 280
  - implement* ..... 351
- Demand determination ..... 202
- Desktop link ..... 71
- Development system ..... 72
- Deviation analysis ..... 298
- Dialog window ..... 99
- Direct costs ..... 295
- Display
  - field* ..... 96
  - technical name* ..... 88
- Distribution channel ..... 238, 365
- Division ..... 238, 365
- Document ..... 224, 228, 237
  - number* ..... 249
  - principle* ..... 258, 365
  - type* ..... 260
- Double-entry accounting ..... 259, 365
- Drilldown reporting ..... 132
- Dunning ..... 280, 281
  - level* ..... 280

**E**

- EAM → PM
- EC ..... 37
- EDI ..... 137, 146, 177, 365
- EH&S ..... 37
- Electronic bank statement ..... 284
- Electronic Data Interchange → EDI

- Employee integration ..... 50
- Employee Self-Service → ESS
- Employment personnel action ..... 321
- Enhancement package ..... 25
- Enter data ..... 94
- Enter sales order ..... 246
- Enter vendor invoice ..... 273
- Enterprise
  - map structure* ..... 28
- Enterprise Controlling ..... 365
- Enterprise Resource Planning ..... 365
- Enterprise resource planning → ERP
- Enterprise Structure ..... 56
- Enterprise-specific area menu ..... 106
- ERP Central Component ..... 365
- ERP system ..... 24
- ESS ..... 40, 326, 365
- Evaluation ..... 121, 232, 254, 309
- Exit ..... 81
- Export list ..... 127
- Extensibility ..... 27
- External accounting → Financial Accounting

**F**

- F01 help ..... 98, 374
- F03 key ..... 374
- F04 help ..... 96, 99, 374
- F05 key ..... 374
- F06 key ..... 374
- F1 help ..... 98, 181, 374
- F12 key ..... 374
- F3 key ..... 374
- F4 help ..... 96, 99, 182, 183, 374
- F5 key ..... 374
- F6 key ..... 374
- Favorites
  - delete* ..... 111
  - display at end of list* ..... 88
  - display favorites only* ..... 88
  - display in SAP Easy Access menu* ..... 88
  - export* ..... 112
  - file* ..... 111
  - import* ..... 112
  - program* ..... 111
  - transaction* ..... 108

- Favorites (Cont.)  
*website* ..... 110  
 FI ..... 36, 229, 365  
 FI-AP ..... 266  
 Field ..... 96  
   *help* ..... 181  
   *value* ..... 96  
 Field group → Screen area  
 FI-GL ..... 262  
 Financial Accounting ..... 38, 257, 326, 365  
 Financial accounting → FI  
 Financial service provider ..... 47  
 Financial statement ..... 258, 264, 366  
 Financial Supply Chain Management →  
   FSCM  
 Fixed costs ..... 291  
 Folder ..... 166, 171  
   *close* ..... 89  
   *content list* ..... 171  
   *open* ..... 89  
   *tree* ..... 171  
 FSCM ..... 37, 366  
 Full costs ..... 291  
 Function key ..... 80, 97, 374
- G**
- G/L account ..... 262  
 General ledger ..... 38, 259, 262  
   *accounting* ..... 260, 262, 366  
 Glossary ..... 186  
 Go to menu ..... 95  
 Goods issue ..... 223, 237, 280  
 Goods movement ..... 222  
 Goods receipt ..... 202, 204, 223, 267  
   *post* ..... 223  
 Governance, Risk, and Compliance → GRC  
 GR/IR account ..... 230, 269  
 Graphical User Interface → SAP GUI  
 GRC ..... 366  
 Group box → Screen area
- H**
- Handling of payment ..... 204  
 Hard copy ..... 142
- HCM  
   PA ..... 37  
   PD ..... 37  
   PE ..... 37  
   PT ..... 371  
 Help ..... 81, 181  
   *input* ..... 181  
   *menu* ..... 185  
   *setting* ..... 189  
 Hire employee ..... 311  
 Historical data ..... 320  
 HR ..... 311  
   *area* ..... 366  
   *department* ..... 311  
   *master data* ..... 311, 320  
 Human resources ..... 37, 39
- I**
- IBM DB2 ..... 23  
 Icon → button  
 IDES (International Demonstration and  
   Evaluation System) ..... 15, 16, 366  
 IDoc ..... 177  
   *transactions* ..... 178  
 IMG ..... 28, 366  
   *Customizing* ..... 29  
 Immediate output ..... 135  
 Implementation Guide → IMG  
 Implementation project ..... 22, 28  
 Incoming payment ..... 280, 281  
 Individual software ..... 27  
 Industry solution ..... 27, 47, 366  
 Information field ..... 96  
 Information integration ..... 50  
 Information system ..... 285, 329  
 InfoSet Query ..... 132  
 Infotype ..... 40, 315, 320, 366  
 Initial logon ..... 74  
 In-memory computing ..... 32  
 Input field ..... 96  
 Input help ..... 96  
 Insert ..... 95  
   *mode* ..... 83  
 Integration ..... 22, 25, 27, 49, 366  
 Intermediate Document → IDoc  
 Internal order ..... 298, 366

- Internet ..... 24  
 Inventory ..... 223  
 Inventory Management ..... 41, 204,  
   222, 366  
 Investment ..... 39  
 Investment Management ..... 367  
 Invoice ..... 249, 280  
   *document* ..... 228  
 Invoice verification ..... 41, 202, 204, 226,  
   267, 269, 367  
   *GR-based* ..... 227  
   *PO-based* ..... 227  
   *verify* ..... 342  
   *without purchase order reference* ..... 227  
 Invoicing ..... 237, 249  
 Issue goods ..... 351
- J**
- Java ..... 51  
 Job ..... 314  
   *class* ..... 150  
   *name* ..... 150  
 Job → Background job  
 Job Wizard ..... 146, 149
- K**
- Kanban ..... 41  
 Key (organizational unit) ..... 57  
 Key combination ..... 95, 373  
   *activate entry in list* ..... 373  
   *activate selected element* ..... 373  
   *cancel actions step-by-step* ..... 373  
   *change lines* ..... 373  
   *copy* ..... 373  
   *copy line* ..... 373  
   *cut* ..... 373  
   *cut line* ..... 373  
   *delete* ..... 373  
   *delete line* ..... 373  
   *duplicate line* ..... 373  
   *find* ..... 373  
   *go to menu* ..... 373  
   *move line downward* ..... 373  
   *move line upward* ..... 373
- Key combination (Cont.)  
   *navigate in list of entries that can  
     be selected* ..... 373  
   *navigate to next element* ..... 373  
   *navigate to next group* ..... 374  
   *navigate to previous element* ..... 374  
   *navigate to previous group* ..... 374  
   *paste* ..... 373  
   *refresh SAP Easy Access menu* ..... 374  
   *repeat* ..... 373  
   *replace* ..... 373  
   *select all* ..... 373  
   *undo* ..... 374  
 Key performance indicator ..... 290, 367  
 Knowledge Management ..... 50, 367  
 KPI → Key performance indicator
- L**
- Language ..... 76  
 Large computer system ..... 21  
 Ledger ..... 367  
 LES ..... 37  
 Liabilities ..... 258  
 Liability account ..... 270  
 Link  
   *create* ..... 81, 103  
   *transaction* ..... 103  
 Liquidity ..... 39  
 LIS ..... 132  
 Local Area Network (LAN) ..... 33  
 Log off ..... 83  
   *from the SAP system* ..... 83  
 Log on to the SAP system ..... 73  
   *after initial logon* ..... 77  
   *initial logon* ..... 74  
 Logistics ..... 37, 40, 201  
 Logistics Execution System ..... 367  
 Logistics Information System ..... 367  
 Logistics Information System → LIS  
 Logon ..... 73  
   *name* ..... 73  
 Logon language  
   *change* ..... 105  
   *define* ..... 77

**M**

Maintain user data ..... 104, 116  
 Make-to-order production ..... 41  
 Manage applicant data ..... 317, 369  
 Manage appointment ..... 173  
 Manager Self-Service ..... 367  
 Managerial accounting → Controlling  
 Manufacturing industry ..... 47  
 Marketing ..... 43  
 Mass data transfer ..... 156  
 Master data ..... 62, 206, 239, 367  
   *management* ..... 50  
 Material ..... 207, 302  
   *cost estimate* ..... 303  
   *document* ..... 224  
   *master* ..... 206  
   *type* ..... 207  
   *valuation* ..... 41  
 Material master ..... 63  
   *data* ..... 41  
 Material master record ..... 242  
   *Add sales data* ..... 348  
   *Create* ..... 335  
 Material requirements planning ..... 367  
 Materials Management ..... 41, 266, 267, 280, 367  
 Materials management ..... 201  
 Materials management → SAP MM  
 Maximize ..... 79  
 Measure for further training ..... 324  
 Medium-sized enterprise ..... 48  
 Menu bar ..... 79  
 Menu item  
   *Help* ..... 79  
   *System* ..... 79  
 Message  
   *control* ..... 237  
   *send* ..... 167  
   *send short* ..... 167  
 Microsoft Excel ..... 128  
 Microsoft SQL Server ..... 23  
 Microsoft Windows Explorer ..... 108  
 Minimize ..... 79  
 MM ..... 37, 251, 367  
   *IV* ..... 367  
 Mobile application ..... 43  
 Mobile device ..... 43, 50

Module → component  
 Move ..... 79  
 Movement type ..... 223  
 Moving average price ..... 211, 303  
 mySAP ERP ..... 25  
 MySQL ..... 23

**N**

Navigate  
   *in the list of selectable entries* ..... 95  
   *to next element* ..... 95  
   *to next screen area* ..... 95  
   *to previous element* ..... 95  
   *to previous screen area* ..... 95  
 Navigation ..... 82  
   *SAP Easy Access menu* ..... 89  
   *tab* ..... 96  
   *transaction code* ..... 91  
 Next ..... 80

**O**

Office organization ..... 172  
 Offsetting entry ..... 269  
 OM ..... 37  
 On-demand solution ..... 48  
 One-time account ..... 267, 367  
 Online processing ..... 145  
 Open item  
   *Display* ..... 344  
 Operating concern ..... 294, 307, 367  
 Operating profit ..... 306  
 Optional field ..... 96  
 Oracle ..... 23  
 Order ..... 246  
   *to cash* ..... 280  
   *type* ..... 237  
 Organization chart ..... 55, 314  
 Organizational Management ..... 40, 311, 313  
 Organizational structure ..... 55, 205, 238, 261, 294, 367  
 Organizational unit ..... 205, 238, 294, 314  
   *create and assign* ..... 56  
   *keys* ..... 57  
 Outgoing payment ..... 268, 271

Output control ..... 154  
 Output device ..... 107, 138  
 Output request ..... 136  
 Outside creditor ..... 258  
 Overhead Cost Controlling ..... 293, 295, 368  
 Overhead costs ..... 291, 295  
   *Designated* ..... 295  
   *Direct* ..... 295  
 Overhead Management → Overhead cost  
   controlling  
 Overtyping mode ..... 83  
 Own user data  
   *address* ..... 105  
   *department* ..... 105  
   *email address* ..... 105  
   *form of address* ..... 105  
   *name* ..... 105  
   *telephone number* ..... 105  
 Planned costs ..... 291  
 Plant ..... 58, 205, 294, 368  
 Plant Maintenance ..... 37, 368  
 Plausibility check ..... 322  
 PM ..... 368  
 Pop-up → dialog window  
 Position ..... 311, 314  
 Post an incoming payment ..... 354  
 Post an outgoing payment ..... 345  
 Post outgoing payment ..... 271, 276  
 Posting ..... 260  
 PP ..... 37, 41, 251, 368  
 Prepopulate field ..... 113  
 PReq ..... 202  
 Pre-sales phase ..... 236  
 Presentation layer ..... 23, 32  
 Pricing ..... 237  
 Print ..... 81, 107  
 Print function → Printing  
 Print preview of an invoice ..... 250  
 Printer  
   *change the default* ..... 141  
   *setup* ..... 141  
 Printing ..... 135  
 Process integration ..... 51  
 Processing industry ..... 47  
 Procurement ..... 201  
 Product Cost Controlling ..... 293, 301, 368  
 Product Costing → Product cost controlling  
 Product development ..... 41, 44  
 Product documentation ..... 44  
 Product Lifecycle Management → SAP PLM  
 Product portfolio management ..... 44  
 Production ..... 41  
   *order* ..... 41  
   *planning and control* ..... 37, 41  
 Production Planning ..... 301, 302  
   *and Control* ..... 251, 301, 302, 368  
 Production system ..... 72  
 Profit ..... 290, 305  
   *and loss statement* ..... 39, 258, 264, 368  
   *center accounting* ..... 368  
 Profitability analysis ..... 293, 305  
 Profitability report ..... 308  
 Program directory ..... 126  
 Programming ..... 30  
 Project management ..... 44  
 PS ..... 37, 371

**P**

Parameter ..... 92, 107, 113  
   *ID* ..... 114, 115  
 Password ..... 73, 75, 105  
   *change* ..... 76  
   *incorrect* ..... 78  
   *rule* ..... 75  
 Payment ..... 237  
   *target* ..... 280  
 Payroll ..... 40, 312, 313, 326, 368  
 PDF  
   *create* ..... 138  
 Performance accounting ..... 39  
 Performance Assistant ..... 190  
 Person ..... 315  
 Personnel action ..... 320  
 Personnel Administration ..... 40, 311, 312, 320, 368  
 Personnel Development ..... 40  
 Personnel Planning and  
   Development ..... 312, 368  
 Personnel Time Management ..... 368  
 Personnel Time Planning → Time  
   Management  
 Picking ..... 237  
 Placeholder ..... 126  
 Plan version ..... 314



- Public administration ..... 47  
Purchase ..... 369  
Purchase order ..... 202, 219, 267, 268  
  *change* ..... 220  
  *create* ..... 220, 221, 339  
  *display* ..... 220  
  *handle* ..... 203  
  *monitor* ..... 203  
  *structure* ..... 220  
Purchase requisition → PReq  
Purchasing ..... 41, 44, 201, 204, 266, 267  
  *group* ..... 57, 59, 205, 369  
  *information record* ..... 216  
  *organization* ..... 57, 59, 205, 369
- Q**
- QM ..... 37  
QM → Quality Management  
Qualification ..... 323  
  *select* ..... 317  
Quality inspection stock ..... 223  
Quality Management ..... 369  
Quantity structure ..... 303  
QuickViewer ..... 132  
Quotation ..... 236, 246
- R**
- Radio button ..... 98  
RC ..... 37  
RE ..... 37, 369  
Real Estate Management ..... 369  
Real time ..... 22, 31, 263  
Real-time processing ..... 22, 27  
Receivables ..... 279  
  *account* ..... 260  
  *management* ..... 39, 280  
Receiving Goods ..... 341  
Reconciliation account ..... 260, 263, 369  
Recording overview ..... 159  
Recruitment ..... 40, 311, 312, 317, 369  
Relational database ..... 23  
Release note ..... 187  
Repetitive manufacturing ..... 41  
Report ..... 121, 145, 232, 254, 285, 307, 309  
  *create* ..... 121  
  *export* ..... 127  
  *program directory* ..... 126  
  *search* ..... 125  
  *search name* ..... 147  
  *variant* ..... 125, 130  
Report Painter ..... 132  
Report Writer → Report Painter  
Reporting → Report, create  
Required entry field ..... 96  
Resource management ..... 44  
Restore ..... 79  
Retroactive accounting ..... 327  
Return ..... 237, 253  
Return on Investment → ROI  
Revenue ..... 290  
RFID ..... 46  
ROI ..... 369  
Role ..... 194  
Routing ..... 302
- S**
- Sales  
  *area* ..... 238, 294  
  *data* ..... 239  
  *order* ..... 236, 246  
  *order processing* ..... 246  
  *organization* ..... 238, 369  
Sales and Distribution ..... 41, 43, 235, 279, 280, 293, 369  
SAP  
  *abbreviation* ..... 36  
  *enterprise history* ..... 21  
  *founders* ..... 21  
SAP acronym → SAP abbreviation  
SAP Advanced Planning & Optimization → SAP APO  
SAP APO ..... 46, 369  
SAP Auto-ID Infrastructure ..... 46  
SAP Business All-in-One ..... 48, 369  
SAP Business ByDesign ..... 48, 369  
SAP Business Explorer → BEx  
SAP Business One ..... 48, 370  
SAP Business Suite ..... 35, 370

- SAP Business Warehouse → SAP BW  
SAP Business Workflow ..... 170, 370  
SAP BusinessObjects ..... 132  
SAP BW ..... 50, 132, 370  
SAP Community Network ..... 188  
SAP CRM ..... 35, 43, 364, 370  
SAP Customer Relationship Management → SAP CRM  
SAP Developer Network ..... 188  
SAP documentation → SAP library  
SAP Easy Access menu ..... 79, 370  
  *close all folders* ..... 90  
  *customize* ..... 88  
  *display transaction codes* ..... 88  
  *navigation* ..... 89  
  *report* ..... 127  
SAP Enterprise Asset Management → Plant Maintenance  
SAP ERP ..... 25, 35, 36, 370  
  6.0 ..... 25  
  *Corporate Services* ..... 36  
  *Financials* ..... 36, 38, 370  
  *HCM* ..... 36, 39, 311, 370  
  *Operations* ..... 36  
SAP ERP Human Capital Management → SAP ERP HCM  
SAP Event Management ..... 46  
SAP Extended Warehouse Management ..... 45  
SAP GUI ..... 23, 38, 78, 366  
SAP HANA ..... 32  
SAP Help Portal ..... 186, 188  
SAP help → SAP Help Portal  
SAP library ..... 185  
SAP List Viewer → ALV  
SAP Logon ..... 71  
  *setup* ..... 71  
SAP MaxDB ..... 23  
SAP MDM ..... 370  
SAP MM ..... 201  
  *IM* ..... 222  
  *IV* ..... 226  
SAP Mobile ..... 370  
SAP NetWeaver ..... 25, 49, 371  
SAP NetWeaver Application Server ..... 370  
SAP NetWeaver XI → SAP PO  
SAP PI ..... 370  
SAP PLM ..... 35, 44, 371  
SAP Portal ..... 50, 370  
SAP Process Orchestration → SAP PO  
SAP Product Lifecycle Management → SAP PLM  
SAP Project System ..... 371  
SAP Query ..... 132  
SAP R/1 ..... 22  
SAP R/2 ..... 23  
SAP R/3 ..... 371  
SAP R/3 Enterprise ..... 24  
SAP RF ..... 21  
SAP SCM ..... 35, 45, 371  
SAP SEM ..... 371  
SAP Service Marketplace ..... 188, 371  
SAP Solution Manager ..... 371  
SAP SRM ..... 35, 44, 371  
SAP Strategic Enterprise Management → SAP SEM  
SAP Supplier Relationship Management → SAP SRM  
SAP Supply Chain Management → SAP SCM  
SAP Supply Network Collaboration ..... 46  
SAP Support Portal ..... 188  
SAP Transportation Management ..... 46  
SAP user certification ..... 16  
saplogon.ini ..... 73  
Save ..... 80  
Scalability ..... 371  
Screen area ..... 96  
Screenshot  
  *create* ..... 142  
  *output to printer* ..... 143  
SD ..... 37  
SD → sales and distribution  
Search ..... 81, 95, 183  
  *pattern* ..... 100, 184  
  *recipients* ..... 168  
  *windows* ..... 183  
Select all ..... 95  
Selection criterion ..... 126, 130  
Separation of duties ..... 194  
Server ..... 32  
Service ..... 43  
Service-Oriented Architecture → SOA  
Services industry ..... 47  
Session ..... 100  
  *close* ..... 102  
  *create* ..... 79, 81  
  *generate* ..... 100

Session (Cont.)	
<i>overview</i> .....	161
<i>permitted number</i> .....	101
<i>system performance</i> .....	102
<i>toggle</i> .....	100
Session → batch input session	
Shipping point .....	238
Show or hide SAP logo .....	88
Smartphone .....	43
SMB .....	25
SOA .....	371
Social insurance contribution .....	326
Solvency .....	39
Source determination .....	203
Spool file .....	136
Spool request .....	136, 155
Spool system .....	135
Standard order .....	237, 246, 350
Standard report → Report	
Standard software .....	22, 27
Standard toolbar .....	80
Standardization .....	27
Status bar .....	82
<i>part</i> .....	82
<i>transaction code</i> .....	94
Stock	
<i>blocked</i> .....	223
<i>material</i> .....	219
<i>overview</i> .....	226
<i>quality inspection</i> .....	223
<i>transfer</i> .....	223, 225
<i>type</i> .....	223
<i>unrestricted use</i> .....	223
Storage location .....	58, 205, 238, 294, 371
Structural organization .....	313
Subledger .....	259
<i>account</i> .....	266
<i>accounting</i> .....	260
Supplier .....	44
Supplier Relationship Management .....	44
Supplier Relationship Management →	
SAP SRM	
Supply chain .....	40, 42
Supply Chain Management → SAP SCM	
Sybase .....	25
System	
<i>connection</i> .....	73
System (Cont.)	
<i>message</i> .....	82
<i>status</i> .....	82, 147
<b>T</b>	
T account .....	259
Tab .....	96
Tab index → tab	
Tablet PC .....	43
Talent Management .....	312, 323
Tax .....	326
Terms of payment .....	215
Test system .....	72
Three-layer concept .....	23, 33
Time card .....	325
Time constraint .....	322
Time format .....	107
Time Management .....	40, 313, 324, 371
Time recording .....	325
<i>negative recording</i> .....	325
<i>positive recording</i> .....	325
<i>system</i> .....	325
Title bar .....	81
TM .....	37
Toolbar .....	80
Tooltip .....	80, 97
TR .....	37, 372
Tracking .....	46
Training and Event Management .....	313, 323, 372
Transaction .....	59
<i>cancel</i> .....	98
<i>CK11N</i> .....	303
<i>F-28</i> .....	283, 355
<i>F-53</i> .....	271, 276, 346
<i>FB60</i> .....	273
<i>FBL5N</i> .....	282
<i>FD01</i> .....	282
<i>FK01</i> .....	266
<i>FK10N</i> .....	269, 344
<i>KE30</i> .....	306
<i>KKBC_ORD</i> .....	309
<i>KO01</i> .....	298
<i>KS01</i> .....	296
<i>MCTA</i> .....	255
<i>MCTC</i> .....	255

Transaction (Cont.)	
<i>MCTE</i> .....	255
<i>ME11</i> .....	217
<i>ME1L</i> .....	339
<i>ME21N</i> .....	220, 221, 243, 340
<i>ME22N</i> .....	220
<i>ME23N</i> .....	220
<i>ME2L</i> .....	232
<i>ME51N</i> .....	202, 221
<i>MIGO</i> .....	224, 225, 243, 341
<i>MIRO</i> .....	227, 343
<i>MM01</i> .....	207, 349
<i>MMBE</i> .....	226, 249, 342, 355
<i>MMH1</i> .....	242
<i>PA20</i> .....	323
<i>PA40</i> .....	321
<i>PB20</i> .....	318
<i>PBAP</i> .....	317
<i>PC00_M99_CALC_SIMU</i> .....	328
<i>PPOCE</i> .....	315
<i>S_ALR_87012093</i> .....	277
<i>S_ALR_87012186</i> .....	285
<i>S_PLO_86000028</i> .....	265
<i>save as favorite</i> .....	108
<i>SBWP</i> .....	166
<i>SM35</i> .....	157
<i>SM36</i> .....	149
<i>SM59</i> .....	178
<i>SU01</i> .....	196
<i>SU3</i> .....	104, 116, 182
<i>VA01</i> .....	247, 252, 253, 351
<i>VA11</i> .....	246
<i>VA21</i> .....	246
<i>VD03</i> .....	114
<i>VF01</i> .....	249, 353
<i>VF03</i> .....	250
<i>VF31</i> .....	250
<i>VK11</i> .....	244
<i>VK31</i> .....	350
<i>VL01N</i> .....	248, 352
<i>VL02</i> .....	353
<i>VL02N</i> .....	249
<i>VL03N</i> .....	280
<i>WE05</i> .....	178, 179
<i>WE19</i> .....	178
<i>WE20</i> .....	178
<i>WE21</i> .....	178
<i>WE60</i> .....	178
Transaction (Cont.)	
<i>XD01</i> .....	239
<i>XK01</i> .....	212
Transaction code .....	82, 372
<i>display in SAP Easy Access menu</i> .....	88
<i>navigation</i> .....	91
<i>parameter</i> .....	91
<i>status bar</i> .....	94
Transaction data .....	62, 372
Transaction recorder .....	157
Transfer document .....	268
Transfer from subledgers .....	263
Transfer posting .....	223
Transparency .....	258
Transport damage .....	253
Transport order .....	237
Transportation management .....	46
Travel Management .....	312, 313
Treasury .....	39, 372
<b>U</b>	
Undo .....	95
User .....	73, 75, 193
<i>password</i> → Password	
<i>profile</i> .....	116
User exit .....	372
User interface .....	23, 78
User PC .....	24
User-specific settings .....	104
<b>V</b>	
Value field .....	305
Value help → input help	
Variable costing .....	292, 305
Variable costs .....	291
Variant	
<i>attribute</i> .....	148
<i>catalog</i> .....	131
<i>create</i> .....	130, 148
<i>load</i> .....	131
Vendor .....	203, 212
<i>account</i> .....	270
<i>invoice</i> .....	226
<i>line item list</i> .....	270

## Index

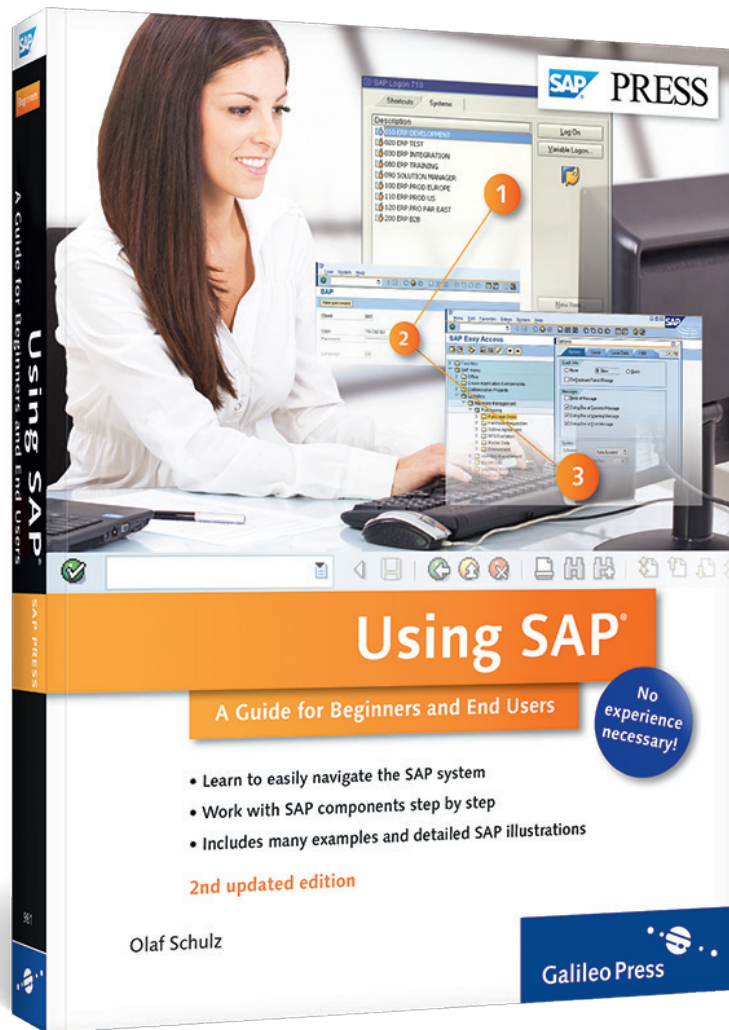
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Vendor (Cont.)		Windows desktop.....	103
<i>master</i> .....	212, 266	WM.....	37, 372
<i>sale</i> .....	277	Work environment.....	165, 171
<i>selection</i> .....	203	Work item.....	171
Virtual Private Network.....	48	Work schedule.....	324
		Working time.....	40, 324
		Worklist.....	171

## W

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Warehouse management.....	45, 372
Warning message.....	99
Web service.....	372



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