

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

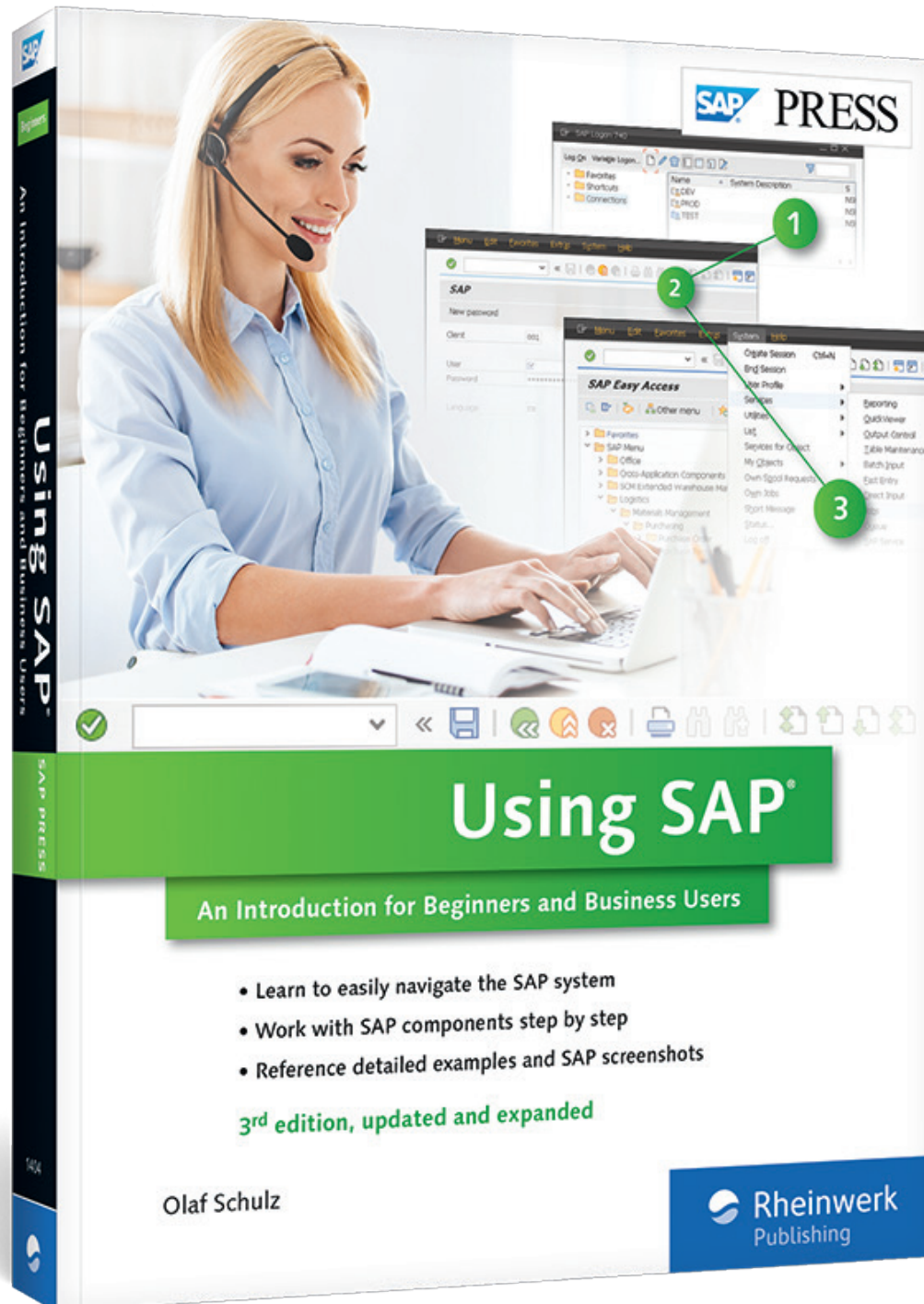
Olaf Schulz

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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 the following:

- How to connect with the server using SAP Logon
- How the SAP screen is structured
- How to log on and off from the SAP system
- Which 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 Word or Microsoft Outlook. After your SAP administrator completes the installation of the SAP GUI, you'll find an icon for SAP Logon on your desktop, too (Figure 5.1).



Figure 5.1 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 the **SAP Logon** icon on your desktop to start SAP Logon, or go to the Windows Start menu and choose **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 the **Log On** button (Figure 5.2).

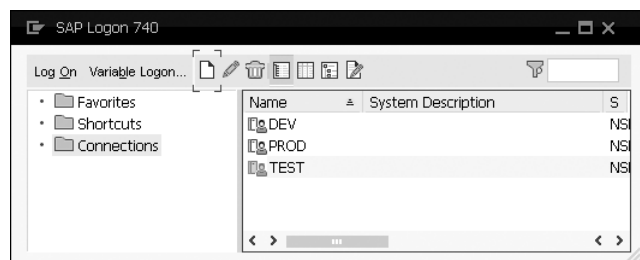


Figure 5.2 Selecting System for Logon

A logon screen is displayed if SAP Logon can establish a connection to the SAP system (Figure 5.3).

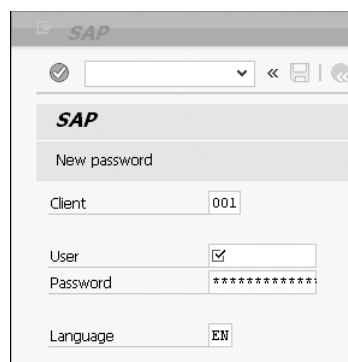


Figure 5.3 SAP Logon Screen

NOTE

Different SAP Systems in the Enterprise

Most businesses deploy various SAP systems besides the one that you use in your daily work. Figure 5.2 also shows the development system (DEV) and the test system (TEST).

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

- Client number
- User
- Password

In SAP Logon, you not only have the option to log on to the system, but 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 PC. Under Microsoft Windows, you need write authorizations for the *saplogon.ini* file in the Windows system directory.

Configuring Connection Settings for the SAP System

After you've logged on to SAP Logon, you can check, change, or add a connection. For example, you might need to access another system for specific reasons, or the parameters of a test system are changed. To add a connection, follow these steps:

- 1 You can adjust the settings of a new system via the **Edit** button. Then click the **Next** button. You need the respective authorization on your PC.
- 2 Various parameters for the system connection are available. The following fields are mandatory (Figure 5.4):
 - **Description:** Provide an alphanumeric description for the user.
 - **Application Server:** Provide the IP address or Domain Name System (DNS) name.
 - **Instance Number:** Provide a two-digit number.
 - **System ID:** Provide a three-digit, alphanumeric ID.

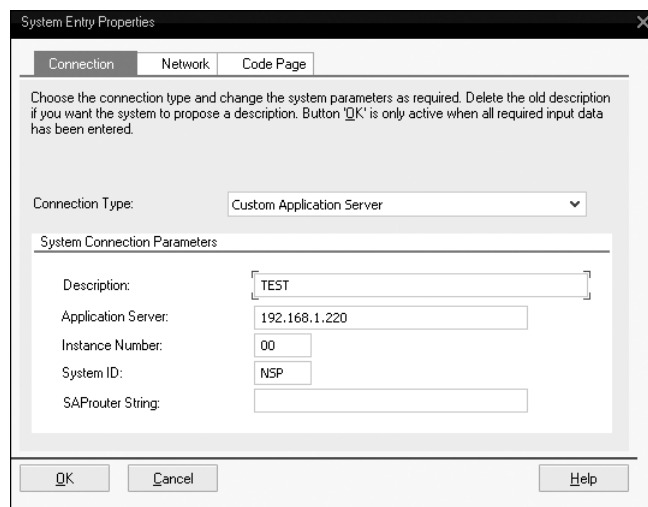


Figure 5.4 System Connection Parameters

Whether the **SAProuter String** field must be filled in 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 **OK**.

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 (e.g., if you have a new employer) or after 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

SAP standard has the following essential rules for passwords:

- The password can be in 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 must not 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 the previous five passwords.

The password is case-sensitive and isn't visible after you enter it. For the 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.

To log on to the system and change your password for the first time, follow these steps:

- 1 Start SAP Logon by double-clicking the icon on your Windows desktop or via the **Start** menu.
- 2 SAP Logon is opened. Check that you're on the **Systems** tab.
- 3 Select the desired **System Entry**, and then click the **Log On** button. When your PC successfully establishes a connection to the SAP system via the network, the logon screen is displayed.
- 4 Enter the logon data that you received from your system administrator or trainer in the logon screen. Specify **EN** in the **Language** field (Figure 5.5).

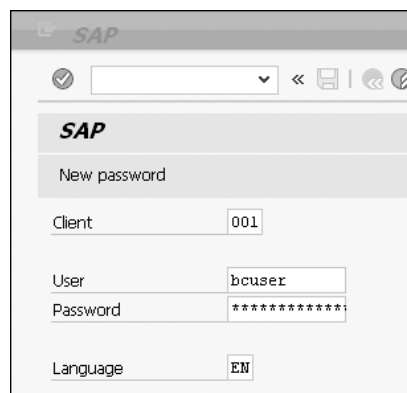


Figure 5.5 Setting the Language Field

- 5 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 the **Next** button or press .
- 6 You've logged on to the system successfully! Next, the system prompts you to enter a new password. If the message **Enter a new password** is displayed, click **OK** to confirm the message.
- 7 Enter the new password twice, once each in the **New Password** and **Repeat Password** fields. The characters aren't visible during entry (Figure 5.6).

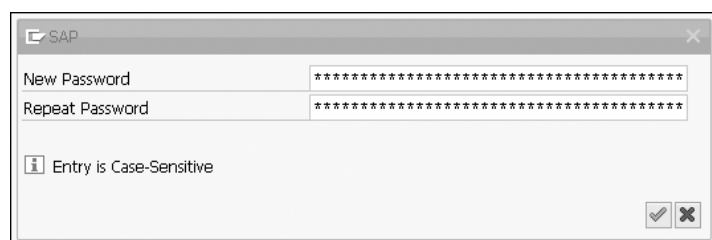


Figure 5.6 Entering the New Password

- 8 Confirm your entry by pressing or clicking the **Next** button. 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), follow these steps:

- 1 In SAP Logon, select the system to which you want to log on. Then click the **Logon** button.
- 2 Enter your client's name in the **Client** field.
- 3 Enter your username in the **User** field.
- 4 Enter your **Password**.
- 5 Specify **EN** in the **Language** field.
- 6 If all entries are correct, click **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. The lock expires after a maximum of 24 hours. The locked user can be unlocked by the SAP administrator at any time, although a new initial password must be assigned.

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

5.4 The SAP Graphical User Interface

SAP GUI is the user interface in which you work; it displays the applications that run on the server on your PC. After successful logon to the system, the screen shown in Figure 5.7 is displayed.

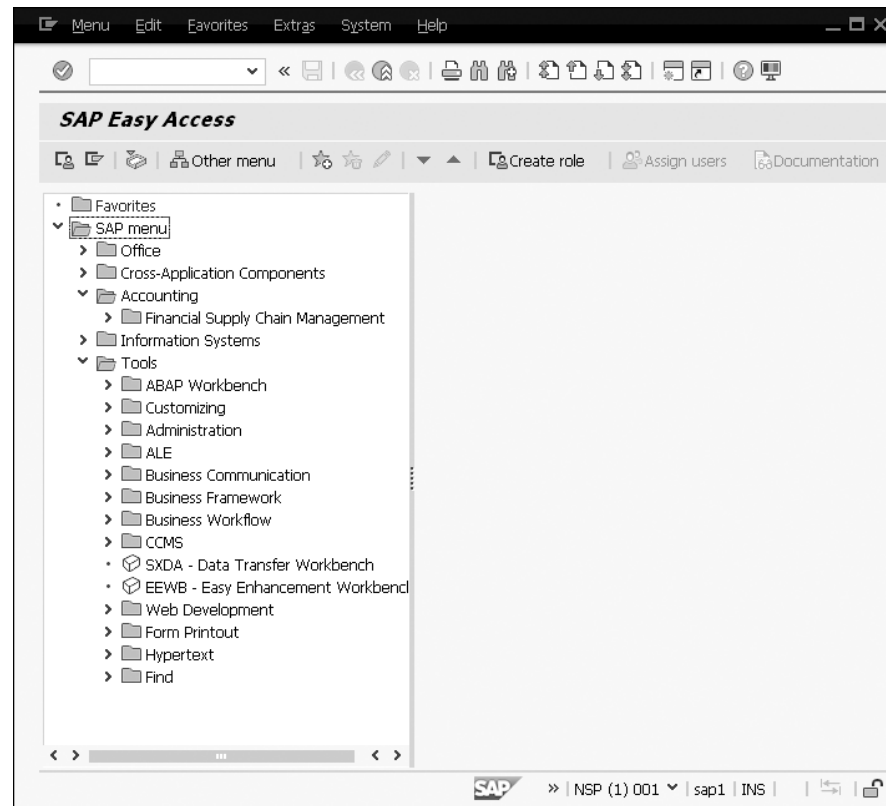


Figure 5.7 SAP Easy Access (Initial Screen after Logon)

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

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

Menu Bar

The menu bar is located at the top of the screen (Figure 5.8). The menus displayed depend on the respective application (transaction) and the level at which you're 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.

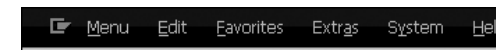



Figure 5.8 Menu Bar

You can call the menu items by clicking them. They may contain submenus. By clicking , 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 Table 5.1. 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.

Table 5.1 Sizing Icons in the Menu Bar

Standard Toolbar

The standard toolbar is located below the menu bar (Figure 5.9). It contains icons 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 it, the system displays brief information about the function, which is also referred to as tooltip.



Figure 5.9 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. Table 5.2 lists the most essential buttons and function keys.

Button	Key/ Key Combination	Name	Use
	Enter	Next	Confirm the entered selected data; this is <i>not</i> a save function.
	Ctrl+S	Save	Save changes; this is the same function as Save in the Edit menu.
	F3	Back	Go back to the previous screen.
	Shift+F3	Exit	Close a transaction without saving the data or changes.
	F12	Cancel	Cancel transaction; this is the same function as Cancel in the Edit 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 the SAP GUI.

Table 5.2 Most Essential Buttons of the Standard Toolbar

Button	Key/ Key Combination	Name	Use
	F1	Help	Display descriptions on a field on which the cursor is positioned.
	Alt+F12	Adjust local layout	Enable user-specific settings of the display options.

Table 5.2 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 (Figure 5.10). It can also contain other buttons in addition to the respective transaction name.

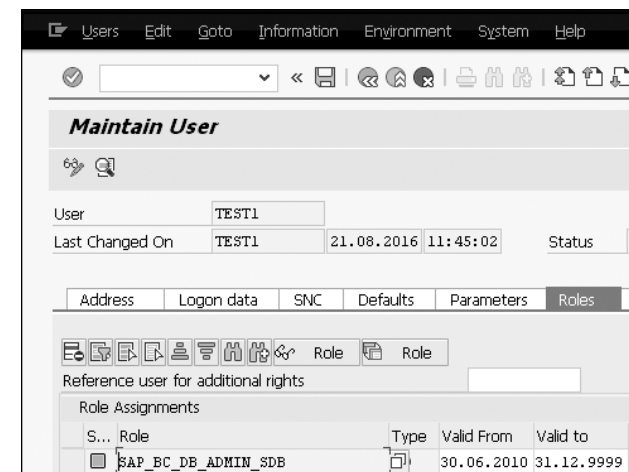


Figure 5.10 Example of a Title Bar

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 in the command field, as shown in Figure 5.11 (see also Chapter 6).

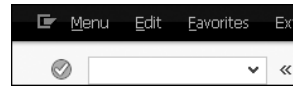


Figure 5.11 Command Field

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 **Help** 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 which program and transaction are currently active. You also find information on the response and interpretation time of the SAP system (Figure 5.12).

System	NSP (1) 001
Client	001
User	TEST1
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response Time	125 ms
Interpretation Time	93 ms
Round Trips/Flushes	2/1

Figure 5.12 Information in the Status Bar

Table 5.3 describes the most essential information available in the status bar.

Description	Explanation
System	System and client to which you're currently logged on
Client	Client
User	Logon name
Program	Program that is currently active
Transaction	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

Table 5.3 Status Bar Information

In the second status field (Figure 5.13), you can view the name of the server to which you're connected (here, `sap1`).




Figure 5.13 Additional Information in the Status Field

The third status field shows whether you're in overtyping mode (**OVR**) or in insert mode (**INS**) (refer to Figure 5.13). 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 this field.

The next section describes how to exit the SAP system.

5.5 Logging Off the SAP System

You have several options for terminating the SAP GUI. One option is to follow these steps:

- 1 Click the  button at the top left, and select the Close menu item or press **[Alt]+[F4]**, as shown in Figure 5.14.

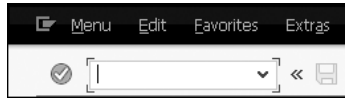


Figure 5.14 Navigating to the Close Menu Item

- 2 Confirm the **Unsaved data will be lost. Do you want to log off?** message by clicking **Yes** (Figure 5.15).

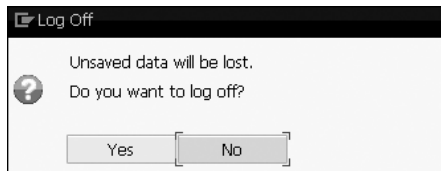



Figure 5.15 Confirming Log Off

Alternatively, you can log off as follows:

- 1 Click the **Close**  button at the top right.
- 2 Confirm the **Unsaved data will be lost. Do you want to log off?** message by clicking **Yes**.

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?

- SAP*
- q7
- meier#1
- demo#2010
- 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

1	Brief History of the SAP Enterprise	21
1.1	Getting Started: From Realtime Financials to SAP R/3	21
1.2	SAP from the Turn of the Millennium to the Present	24
2	How Does SAP Software Work?	27
2.1	What Is Standard Software?	27
2.2	Adapting the SAP System to an Enterprise	28
2.3	What If the Standard Isn't Sufficient?	30
2.4	Orientation toward the Process	30
2.5	Real Time	31
2.6	Central Data: Decentralized Processing	32
3	Overview of the Most Critical SAP Products	35
3.1	Complete Package: SAP Business Suite	35
3.2	The Central Component: SAP ERP	36
3.3	Maintaining Customer Relationships: SAP Customer Relationship Management	42
3.4	Optimizing Supplier Relationships: SAP Supplier Relationship Management	43
3.5	The Entire Lifecycle of a Product: SAP Product Lifecycle Management	44
3.6	For all Supply Chain Elements: SAP Supply Chain Management ...	45
3.7	Industry Solutions	47
3.8	Special Software for Medium-Sized Enterprises	48
3.9	The Next Software Generation: SAP S/4HANA	49
3.10	The Technical Basis: SAP NetWeaver	50

Part II Basic Principles of System Operation

4	Organizational Structures and Master Data	55
4.1	Organizational Structures	55
4.2	Master Data	62
4.3	Try It!	68
5	Logging On to the SAP System	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 Graphical User Interface	77
5.5	Logging Off the SAP System	83
5.6	Try It!	84
6	Navigating in the SAP System	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	90
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
7	Maintaining the System Layout and User Data	103
7.1	Creating Links on the Desktop	103
7.2	Maintaining Your Own User Data	104
7.3	Creating Favorites	108
7.4	Prepopulating Parameters for Fields	113
7.5	Holding, Setting, and Deleting Data	116
7.6	Adapting the User Interface	118
7.7	Try It!	120
8	Creating Evaluations and Reports	121
8.1	Using Standard Reports in the SAP System	121
8.2	Finding Standard Reports	125

8.3	Exporting Lists to Microsoft Excel	128
8.4	Using Variants	130
8.5	Other Reporting Options in SAP ERP	131
8.6	Try It!	133
9	Printing	135
9.1	Overview of the Print Functions	135
9.2	Using Spool Requests	137
9.3	Changing the Default Printer	142
9.4	Creating Screenshots	143
9.5	Try It!	144
10	Automating Tasks	145
10.1	Background Jobs	145
10.2	Batch Processing (Batch Input)	158
10.3	Try It!	166
11	Working with Messages and Business Workplace	167
11.1	Overview of the Business Workplace	167
11.2	Sending Short Messages	169
11.3	SAP Business Workflow	172
11.4	Folders	173
11.5	Office Organization	174
11.6	Try It!	177
12	Electronic Data Interchange	179
12.1	Overview of the Electronic Data Interchange Process	179
12.2	Electronic Data Interchange in Practice	181
12.3	Try It!	182
13	Using Help Functions	183
13.1	Field Helps and Search Windows	183
13.2	The Help Menu	186
13.3	Customizing the Help	191
13.4	Try It!	193

14 The Role and Authorization Concept 195

14.1 Authorizations 195

14.2 Roles 196

14.3 Try It! 198

Part III Most Important Processes in the SAP System

15 Materials Management 201

15.1 Materials Management Tasks 201

15.2 Organizational Structures 205

15.3 Master Data 206

15.4 Purchase Order 219

15.5 Inventory Management 223

15.6 Invoice Verification 226

15.7 Automatic Material Requirements Planning 231

15.8 Standard Reporting 232

16 Sales and Distribution 235

16.1 Sales and Distribution Tasks 235

16.2 Organizational Structures 237

16.3 Master Data 238

16.4 Sales Order Processing 245

16.5 Availability Check 251

16.6 Complaint Processing (Returns) 252

16.7 Standard Reporting 254

17 SAP ERP Financials 257

17.1 Financial Accounting Tasks 257

17.2 Organizational Structures 261

17.3 Creating the Financial Statement and Profit and Loss Statement 263

17.4 Processing Vendor Invoices 267

17.5 Processing Customer Invoices 277

17.6 Evaluation 282

18 Controlling 287

18.1 Controlling Tasks 287

18.2 Organizational Structures 292

18.3 Overhead Cost Controlling 293

18.4 Product Cost Controlling 299

18.5 Profitability Analysis 303

18.6 Evaluations 307

19 Human Resources 309

19.1 Tasks in Human Resources 309

19.2 Organizational Management 311

19.3 Recruitment 314

19.4 Personnel Administration 318

19.5 Talent Management 321

19.6 Time Management 322

19.7 Payroll 324

19.8 Standard Reporting 326

20 Case Study 329

20.1 The Sample Business 331

20.2 The Enterprise Structure 331

20.3 Creating a Material Master Record 333

20.4 Creating Vendor Master Records 335

20.5 Creating Purchasing Info Records 336

20.6 Creating a Purchase Order 337

20.7 Receiving Goods 339

20.8 Verifying an Invoice 341

20.9 Displaying Open Items (Optional) 342

20.10 Posting Outgoing Payments 343

20.11 Creating a Customer Master 345

20.12 Adding Sales Data to the Material Master Record 346

20.13 Creating Conditions 348

20.14 Creating a Standard Order 349

20.15 Delivering and Issuing Goods 350

20.16 Creating an Invoice 351

20.17 Posting Incoming Payments 352

Appendices

A	Abbreviations	357
B	Glossary	359
C	Buttons, Key Combinations, and Function Keys	369
D	The Author	375
	Index	377

Index

A

ABAP 52, 359
ABAP List Viewer → ALV
ABAP report generator 132
Access to data and functions 195
Accounting 38
Accounting data 239
Accounting document 225, 228
Accounts Payable accounting 267,
268, 359
Accounts receivable accounting... 277, 359
Activity type 295, 359
Actual cost 289
Adapt user interface 118
Adaptability 27
Adjust local layout 81, 98, 118
ALV 122
ALV grid control 122
 navigation option 124
Applicant data 40
Applicant master record 316
Applicant portal 316
Application basis 51
Application help 187
Application layer 23, 32
Application server 51
Area menu 106
Article 207
Assembly processing 41
Asset accounting 359
Assets 258
Authentication 359
Authorization 195, 359
 concept 196, 312
 profile 197
Automation 145
Availability check 236, 251
Average price
 moving 301

B

Back 80, 98
Background job 145, 359
 create 146
 start 154
Background processing 145, 359
BAdI 359
BAPI 359
Basic List 123
Basis 52
Batch input 158, 168
 create 159
 edit 165
 process 163
 processing mode 165
 session overview 163
Batch processing → Batch input
Bill of material 300
Business Add-In → BAdI
Business Application Programming
 Interface → BAPI
Business area 261, 359
Business Explorer 365
Business Intelligence 51, 359
Business partner 359
Business process 30, 359
Business transaction 263
Business Workplace 167, 169, 359
BusinessObjects 25
Button 97, 370
 general function 371
 report 373
 standard toolbar 370

C

Cancel 80, 95, 98
Capital 258
Case study 329
 enterprise structure 331
 sample business 331
CATS 324, 360
Change size 79

- Change the default printer 142
- Characteristic 303
- Chart of accounts 259, 262, 263, 359
- Checkbox 98
- Clarification case 39
- Client 32, 57, 58, 73, 74, 205, 359
- Client-server architecture 23, 32, 360
- Clipboard 97, 116
- Close 79, 84
- Closing operation 277
- Cloud computing 49
- CO 36, 230, 287, 360
 - CO-OM 293
 - CO-PA 303
 - CO-PC 299
- Command field 82, 91
- Company code 57, 58, 205, 261, 292, 360
- Complaint 237, 252
- Compliance 360
- Component 36
- Condition 237, 244
 - create 348
- Condition master record 244
- Condition type 244
- Connection setting 73
- Connection to the SAP system
 - change 73
 - check 73
- Consolidation 360
- Consumable material 219
- Contribution margin accounting → Variable costing
- Controlling 38, 230, 287, 360
 - operational 288
 - strategical 288
- Controlling area 292, 297, 360
- Copy 95
- Corporate governance 39, 287
- Cost accounting 39
- Cost assignment 287
- Cost center 294, 360
- Cost Center Accounting 294
- Cost center group 295
- Cost Element 297
- Cost element 263, 360
 - primary 298
 - secondary 298
- Cost objects 289
- Cost planning 287
- Costs 287
- Country version 324
- Create a customer master 345
- Create a purchasing info record 336
- Create a screenshot 143
- Create a vendor master record 335
- Create delivery 247
- Create favorites
 - drag and drop 108
 - via the menu bar 108
 - via the right mouse button 109, 110
- Create PDF 139
- Create screenshot 143
- Creating favorites 108
- Creating support message 191
- Credit 361
- Credit standing check 39
- Cross-Application Time Sheet → CATS
- CS 37
- Custom development 30
- Customer 239, 277
- Customer account 250
- Customer inquiry 235, 245
- Customer master record 239, 277
- Customer Relationship Management → SAP CRM
- Customer Service 41, 42, 360
- Customizing 28, 56, 360
- Cut 95

D

- Data
 - delete 116
 - hold 116
 - set 116
- Data medium exchange 325
- Data protection 196, 318
- Data warehouse 51, 360
- Database 23, 360
- Database layer 23, 32
- Date format 106
- Debit 361
- Debits and credits 259
- Debts 258

- Decimal notation 106
 - Default value 106, 113
 - Delete data 116
 - Delivery 236, 247, 248
 - implement 350
 - Delivery blocks 277
 - Delivery date 251
 - Delivery → Outbound delivery
 - Demand determination 202
 - Desktop link 71
 - Development system 72
 - Dialog Window 99
 - Direct cost 293
 - Display field 96
 - Display open items 342
 - Display technical names 88
 - Distribution channel 238, 361
 - Division 238, 361
 - Document 225, 237
 - Document number 249
 - Document principle 361
 - Document type 260
 - Double-entry accounting 259, 361
 - Drilldown Reporting 132
 - Dunning 277
- E**
- EC 37, 361
 - EDI 137, 146, 179, 361
 - EHS 37
 - Electronic Data Interchange → EDI 361
 - Employee integration 51
 - Employee Self-Service → ESS
 - Enhancement package 25
 - Enter a sales order 246
 - Enter data 94
 - Enterprise Controlling 361
 - Enterprise Resource Planning 361
 - Enterprise resource planning 24
 - Enterprise-specific area menu 106
 - ERP Central Component 361
 - ERP system 24
 - ESS 40, 324, 361
 - Evaluation 121, 232, 254, 307, 326
 - Exit 80
 - Export list 128
 - Extensibility 27
 - External accounting → financial accounting
- F**
- F00 help 370
 - F01 help 98, 183, 370
 - F03 key 370
 - F04 help 96, 99, 183, 185
 - F05 key 370
 - F06 key 370
 - F1 help 98, 183
 - F12 key 370
 - F3 key 370
 - F4 help 96, 99, 183, 185
 - F5 key 370
 - F6 key 370
 - Favorites
 - delete 112
 - display at end of list 89
 - display favorites only 88
 - display in the SAP Easy Access menu 88
 - export 112
 - file 111
 - import 112
 - program 111
 - transaction 108
 - website 110
 - FI 36, 230, 365
 - FI-AP 268
 - Field 96
 - Field group → Screen area
 - Field help 183
 - Field value 96
 - FI-GL 263
 - Financial accounting 36, 38, 230
 - Financial service provider 47
 - Financial statement 39, 258, 263, 361
 - Financial Supply Chain Management → FSCM
 - Fixed cost 289
 - Folder
 - close 89
 - open 89
 - Folder content list 173
 - Folder tree 173
 - Folders 173

- FSCM 36, 361
 Full cost 289
 Function key 80, 98, 370
- G**
- G/L account 263, 366
 General ledger 259, 263
 General Ledger Accounting 263
 Glossary 188
 Go to menu 95
 Goods issue 223, 236
 Goods movement 223
 Goods receipt 202, 204, 223
 post 224
 Governance, Risk, and Compliance → GRC
 GR/IR account 230
 Graphical User Interface → SAP GUI
 Graphical user interface → SAP GUI
 GRC 361
 Group box → Screen area
- H**
- Handling of payments 204
 Hard copy 143
 Help 81, 183
 Help Menu 186
 Help setting 191
 Hire employee 309
 Historical data 318
 Hold data 116
 HR area 361
 HR department 309
 HR master data 309, 318
 Human capital management 361
 Human Resources 39
 Human resources 37
- I**
- IBM DB2 23
 IDES 16, 361
 IDoc 179
 IMG 28, 362
- Immediate output 135
 Implementation Guide 28
 Implementation Guide → IMG
 Implementation project 22, 28
 Incoming payments 277
 Incorrect password 77
 Indicator → Checkbox
 Industry solution 27, 47, 362
 Information field 96
 Information integration 51
 Information system 282, 326
 InfoSet Query 132
 Infotype 40, 313, 318, 362
 Initial logon 74
 In-memory computing 32
 Input field 96
 Input help 96, 183
 Input help → Value help
 Insert 95
 Insert mode 83
 Integration 22, 23, 25, 27, 50, 362
 Intermediate Document → IDoc
 Internal Accounting → Controlling
 Internal order 296, 362
 Internet 24
 Inventory 223
 Inventory Management 41, 204, 223, 362
 Investment 39
 Investment Management 362
 Invoice 249
 verify 341
 Invoice document 228
 Invoice verification 41, 202, 204, 226, 362
 GR-based 227
 PO-based 227
 without purchase order reference 227
 Invoicing 236, 249
 Issue goods 350
- J**
- Java 52
 Job 312
 Job class 151
 Job name 151

- Job → Background job
 Job Wizard 146, 149
- K**
- Kanban 41
 Key (organizational unit) 57
 Key combination 95, 369
 activate entry in list 369
 activate selected element 369
 Cancel actions step by step 369
 change line 369
 copy 369
 copy line 369
 cut 369
 cut line 369
 delete 369
 delete line 369
 duplicate line 369
 go to menu 369
 insert 369
 move line downward 369
 move line upward 369
 navigate in the list of selectable entries 369
 navigate to next element 369
 navigate to next group 370
 navigate to previous element 370
 navigate to previous group 370
 refresh SAP Easy Access menu 370
 repeat 369
 replace 369
 search 369
 select all 369
 undo 370
 Key Performance Indicator 288, 362
 Knowledge Management 51, 362
 KPI → Key performance indicator
- L**
- Language 75
 Large computer system 21
 Ledger 362
 LES 362
 Liabilities 258
- Link
 create 80, 103
 transaction 103
 Liquidity 39
 LIS 132, 362
 Local area network 33
 Log off 84
 Log off from the SAP system 84
 Log on to SAP system 73
 initial logon 74
 Log on to the SAP system
 after initial logon 77
 Logistics 37, 40, 201
 Logistics Execution System 362
 Logistics Information System 362
 Logistics Information System → LIS
 Logon 73
 Logon language
 change 105
 define 77
 Logon name 73
- M**
- Maintain user data 104, 115
 Make-to-order production 41
 Manage applicant data 309, 314, 364
 Manage appointment 175
 Manager Self-Service 362
 Manufacturing industry 47
 Marketing 43
 Mass data transfer 158
 Master data 62, 206, 238, 362
 Master data management 51
 Material 207, 300
 Material calculation 301
 Material document 225
 Material master 63, 206
 Material master data 41
 Material master quality 68
 Material master record 241
 add sales data 346
 create 333
 Material number 207
 Material requirements planning 363
 Material type 207
 Material valuation 41

- Materials Management 41, 201, 268, 363
 - Materials management..... 201
 - Maximize 79
 - Measure for further training 322
 - Menu bar 78, 79
 - Menu item
 - Help 78
 - System..... 78
 - Message control 237
 - Microsoft Excel..... 128
 - Microsoft SQL Server..... 23
 - Microsoft Windows Explorer..... 108
 - Minimize 79
 - MM..... 201, 251, 268, 363
 - IM..... 223
 - IV 226, 362
 - MM-PUR..... 37
 - Mobile application 43
 - Mobile device 43, 51
 - Module → Component
 - Move..... 79
 - Movement type..... 223
 - Moving average price..... 212, 301
 - mySAP ERP 25
 - mySQL 23
- N**
-
- Navigate in the list of selectable entries 95
 - Navigate to next element 95
 - Navigate to next screen area 95
 - Navigate to previous element..... 95
 - Navigate to previous screen area..... 95
 - Navigation..... 82
 - SAP Easy Access menu 89
 - tab 96
 - transaction code..... 90
 - New general ledger 38
 - Next 80
- O**
-
- Office organization..... 174
 - OM 37
 - On-demand solution..... 48
 - One-time account 268, 363
 - Online processing..... 145
 - Operating concern 292, 363
 - Operating profit..... 304
 - Optional field 96
 - Oracle 23
 - Order → Sales order
 - Order type..... 236
 - Organization chart..... 55, 311
 - Organizational Management... 40, 309, 311
 - Organizational structure 55, 205, 237, 261, 292, 363
 - Organizational unit..... 56, 205, 237, 292, 312
 - Output control..... 156
 - Output device 106
 - Output request 136
 - Overhead cost..... 289, 293
 - Overhead Cost Controlling ... 291, 293, 363
 - Overhead costs
 - direct 293
 - indirect 293
 - Overhead Management → Overhead cost controlling
 - Overwrite mode 83
 - Own user data
 - address 104
 - department 104
 - email address 105
 - name 104
 - telephone number 105
 - title..... 104
- P**
-
- P&L..... 39, 258, 263, 363
 - Parameter 91, 106, 113
 - Parameter ID 113, 115
 - Password 73, 74, 105
 - change 75
 - incorrect..... 77
 - rules 75
 - Payment 237
 - Payment targets 277
 - Payment transaction 39
 - Payroll 40, 309, 310, 324, 363

- Performance accounting..... 39
 - Performance Assistant..... 192
 - Person 313
 - Personnel action..... 318
 - Personnel Administration 40, 310, 363
 - Personnel administration 309, 318
 - Personnel Development 40, 310, 321
 - Personnel development..... 310
 - Personnel Planning and Development..... 363
 - Personnel Time Management..... 363
 - Personnel Time Planning → Time Management
 - Picking 236
 - Placeholder 127
 - Plan version 312
 - Planned cost..... 289
 - Plant..... 58, 205, 292, 363
 - Plant Maintenance 363
 - Plausibility check..... 320
 - PM 37, 363
 - Popup → Dialog window
 - Position 309, 312
 - Post an incoming payment..... 352
 - Post an outgoing payment..... 343
 - Posting 260
 - PP..... 37, 41, 251, 300, 363
 - Prepopulate field..... 113
 - PReq..... 202, 364
 - Presales phase 235
 - Presentation layer 23, 32
 - Pricing..... 237
 - Print 80, 106
 - Print function → Printing
 - Print output device..... 139
 - Print preview of an invoice 250
 - Printer setup 142
 - Printing 135
 - Process integration 51
 - Processing industry 47
 - Procurement 201
 - Product calculation → Material calculation
 - Product Cost Controlling..... 291, 299, 363
 - Product costing → Product Cost Controlling
 - Product documentation..... 44
 - Product lifecycle → SAP PLM
 - Product portfolio management 44
 - Production 41
 - development 41, 44
 - order 41
 - planning 251
 - planning and control 37, 300
 - system..... 72
 - Production Planning 41, 300, 363
 - Production Planning and Control 363
 - Profit 287, 303
 - Profit and loss statement → P&L
 - Profit center accounting..... 363
 - Profitability Analysis..... 291, 303
 - Program directory..... 126
 - Programming 30
 - Project management 44
 - PS 37, 366
 - Public administration..... 47
 - Purchase 364
 - Purchase order..... 202, 219
 - change 220
 - create 220, 221, 337
 - display 220
 - handling 203
 - monitoring 203
 - Purchase requisition → PReq
 - Purchasing 41, 43, 201, 204, 268
 - Purchasing group..... 57, 59, 205, 364
 - Purchasing information record 216
 - Purchasing organization... 57, 59, 205, 364
- Q**
-
- QM → Quality Management
 - Qualification 322
 - Quality inspection stock 223
 - Quality Management 37, 364
 - Quantity structure 301
 - QuickViewer..... 132
 - Quotation 235, 245
- R**
-
- Radio button 98
 - RE 37, 364
 - Real Estate Management..... 364
 - Real time..... 22, 31, 32, 263

Real-time processing 22, 27
 Receivable 277
 Receivables account 260
 Receivables management 39, 277
 Receive goods 339
 Reconciliation account 260, 263, 364
 Recording overview 162
 Recruitment 40, 309, 310, 314, 364
 Relational database 23
 Release notes 189
 Repetitive manufacturing 41
 Report 121, 145, 232, 254, 282, 307
 create 121
 export 128
 program directory 126
 SAP Easy Access menu 127
 search 125
 variant 126, 130
 Report Painter 132
 Report Writer → Report Painter
 Reporting → Create report
 Required entry field 96
 Resource management 44
 Restore 79
 Retroactive accounting 325
 Return 237, 252
 Return on Investment → ROI
 Revenue 287
 RF 21
 RFID 46
 ROI 364
 Role 196
 Routing 300

S

Sales and Distribution 41, 43, 235, 277, 292, 364
 Sales area 238, 292
 Sales data 239
 Sales order 236, 246
 Sales order processing 245
 Sales organization 238, 364
 SAP
 enterprise history 21
 founders 21
 SAP abbreviation 36
 SAP acronym → SAP abbreviation
 SAP Advanced Planning and Optimization
 → SAP APO
 SAP APO 46, 365
 SAP Auto-ID Infrastructure 46
 SAP BEx 132
 SAP Business All-in-One 48, 365
 SAP Business ByDesign 48, 365
 SAP Business Explorer → SAP BEx
 SAP Business One 48, 365
 SAP Business Suite 35, 365
 SAP Business Warehouse → SAP BW
 SAP Business Workflow 172, 365
 SAP BusinessObjects 132
 SAP BW 51, 132, 365
 SAP Community Network 190
 SAP CRM 35, 42, 360, 365
 SAP Customer Relationship Management →
 SAP CRM
 SAP documentation → SAP Library
 SAP EAM → PM
 SAP Easy Access menu 78, 365, 366
 adapt 88
 close all folders 90
 display transaction codes 88
 navigation 89
 report 127
 SAP Enterprise Asset Management → Plant
 Maintenance
 SAP Enterprise Portal 365
 SAP ERP 25, 35, 36, 365
 SAP ERP 6.0 25
 SAP ERP Corporate Services 36
 SAP ERP Financials 36, 38, 324
 SAP ERP Financials (FI) 365
 SAP ERP HCM 36, 39, 309, 361, 365
 PA 37
 PD 37
 PE 37
 PT 367
 RC 37
 SAP ERP Human Capital Management →
 SAP ERP HCM
 SAP ERP Operations 36
 SAP Event Management 46
 SAP Extended Warehouse
 Management 45
 SAP Fiori 366

SAP General Ledger Accounting 366
 SAP GUI 23, 38, 77, 361
 SAP HANA 32, 366
 SAP Help Portal 188, 190
 SAP help → SAP Help Portal
 SAP HR → SAP ERP HCM
 SAP Human Resources 309
 SAP LES 37
 SAP Library 187
 SAP List Viewer → ALV
 SAP Logon 71
 setup 71
 SAP MaxDB 23
 SAP NetWeaver 25, 50, 366
 SAP NetWeaver Application Server 366
 SAP NetWeaver MDM 366
 SAP NetWeaver PI 366
 SAP NetWeaver Portal 51
 SAP NetWeaver XI → SAP PI
 SAP PI 366
 SAP PLM 35, 44, 366
 SAP Process Integration → SAP PI
 SAP Product Lifecycle Management → SAP
 PLM
 SAP Project System 366
 SAP Query 132
 SAP R/1 22
 SAP R/2 23
 SAP R/3 25, 366
 SAP S/4HANA 366
 SAP SCM 35, 45, 367
 SAP SEM 366
 SAP Service Marketplace 190, 366
 SAP Solution Manager 366
 SAP SRM 35, 44, 366
 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 190
 SAP Transportation Management 46
 SAP Travel Management 310
 Save 80
 Scalability 367
 Screen area 96
 SD 37, 235, 277
 Search 80, 95, 185
 Search pattern 100, 186
 Search recipient 170
 Search report name 146
 Search window 185
 Select all 95
 Select applicants 317
 Selection criterion 126, 130
 Send message 169
 Send short messages 169
 Separation of duties 196
 Server 32
 Service 43
 Service-Oriented Architecture → SOA
 Services industry 47
 Session 100
 close 101
 create 79, 80, 100
 overview 163
 permitted number 101
 system performance 101
 toggle 100
 Session → Batch input session
 Set data 116
 Set up auto reply 175
 Shipping point 238
 Short profile 317
 Show or hide the SAP logo 88
 Smartphone 43
 SMB 25, 48
 SOA 367
 Social Security contribution 324
 Solvency 39
 Source determination 203
 Spool file 136
 Spool request 157
 Spool system 135
 Standard order 236, 246, 349
 Standard report → Report
 Standard reports 125
 Standard software 22, 27
 Standardization 27
 Status bar 82
 transaction code 94
 Stock
 blocked 223
 quality inspection 223
 unrestricted use 223

- Stock material 219
 - Stock overview 225
 - Stock transfer 223
 - Stock type 223
 - Storage location 59, 205, 238, 292, 367
 - Structural organization 311
 - Subledger 259, 268
 - Supplier relationship 43
 - Supplier Relationship Management → SAP SRM
 - Supply chain 40
 - Supply Chain Management → SAP SCM
 - Sybase 25
 - System connection 73
 - System message 82
 - System status 82, 147
 - System toolbar 79
- T**
- T account 259
 - Tablet PC 43
 - Tabs 96
 - Talent Management → Personnel development
 - Taxes 324
 - Terms of payment 214
 - Test system 72
 - Three-layer concept 23
 - Time cards 323
 - Time constraint 320
 - Time format 106
 - Time Management 40, 311, 322, 367
 - Time recording 323
 - negative recording* 323
 - positive recording* 323
 - Time recording system 323
 - Title bar 81
 - TM 37
 - Toolbar → System toolbar
 - Tooltip 79, 97
 - TR 36, 367
 - Tracking 46
 - Training and Event Management 311, 321, 367
 - Transaction
 - cancel* 98

Transaction (Cont.)

- CK11N* 301
- FK01* 268
- KE30* 304
- Ko01* 296
- KS01* 294
- MCTA* 254
- MCTC* 255
- MCTE* 255
- ME11* 217
- ME21N* 220, 221, 243
- ME22N* 220
- ME23N* 220
- ME2L* 232
- ME51N* 202, 221
- MIGO* 224, 225, 243
- MIRO* 227
- MM01* 207
- MMBE* 225, 249
- MMH1* 241
- PA20* 321
- PA40* 319
- PB20* 316
- PBAP* 315
- PC00_M99_CALC_SIMU* 326
- PPOCE* 313
- S_ALR_87012186* 282
- SBWP* 168
- SM35* 159
- SM36* 149
- SM59* 180
- SU01* 197
- SU3* 104, 115, 184
- VA01* 246, 251, 253
- VA11* 245
- VA21* 246
- VD03* 113
- VF01* 249
- VF03* 250
- VF31* 250
- VK11* 244
- VL01N* 247
- VL02N* 248
- WE05* 180, 182
- WE19* 180
- WE20* 180
- WE21* 180
- WE60* 180

- Transaction (Cont.)
 - XD01* 239
 - XK01* 212
- Transaction code 59, 82, 367
 - display in the SAP Easy Access menu* 88
 - navigation* 90
 - parameter* 91
 - status bar* 94
- Transaction data 62, 367
- Transaction recorder 159
- Transfer from subledgers 263
- Transfer posting 223
- Transparency 257
- Transport damage 253
- Transport order 236
- Transportation management 46
- Travel Management 310, 311
- Treasury 39, 367

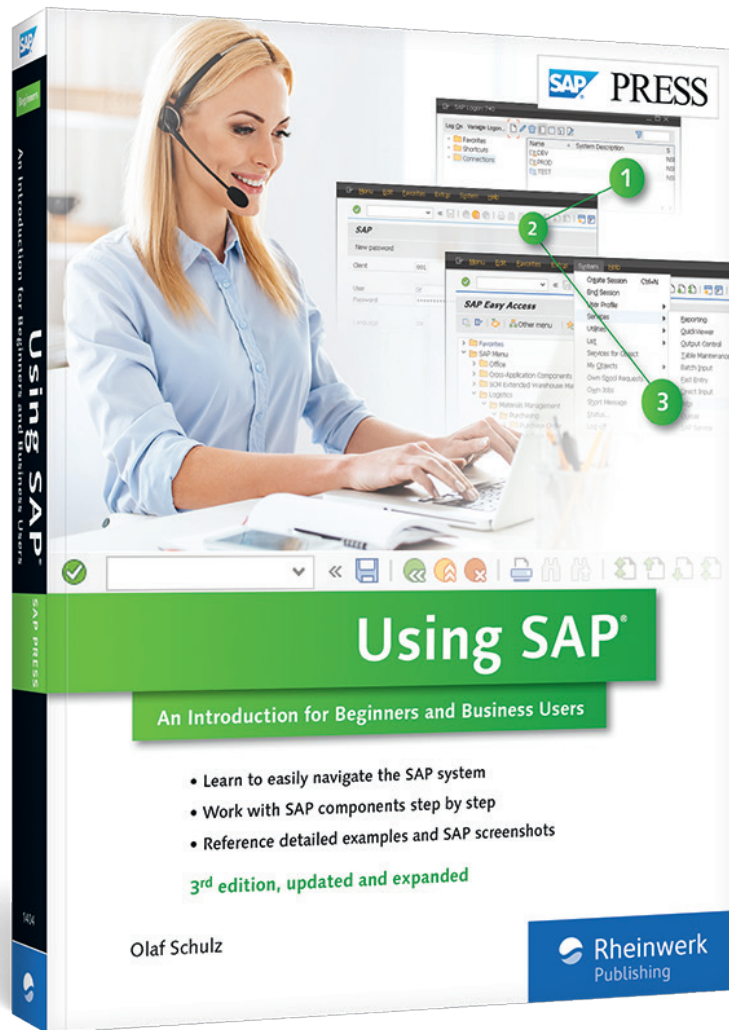
V

- Value field 303
- Variable cost 289
- Variable costing 290, 303
- Variance analysis 296
- Variant
 - create* 130, 148
 - load* 131
- Variant attribute 149
- Variant catalog 131
- Vendor 44, 203, 212
- Vendor invoice 226
- Vendor master 212, 268
- Vendor selection 203
- Virtual private network 48

W**U**

- Undo 95
- User 73, 74, 195
- User exit 367
- User interface 23, 77
- User PC 23
- User profile 115
- User setting 104

- Warehouse Management 45, 367
- Web service 367
- Windows desktop 103
- WM 37, 367
- Work environment 167, 173
- Work item 172
- Work schedule 323
- Working time 40, 322
- Worklist 172



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Olaf Schulz works as an SAP consultant and trainer. He has over 15 years of experience in IT and organization, focusing on the following aspects: planning and implementation of trainings, creation of training material, project management, CRM implementation and system support, as well as system development and network administration. In cooperation with user departments, he has analyzed their requirements and implemented them in the SAP system and launched them in the enterprise.

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