Navigation in SAP Systems

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

Product

S/4HANA 1709 Global Bike

GUI 7.50 Level Beginner

Focus

Navigation

Authors

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Version

3.2

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MOTIVATION

This material explains how to navigate in SAP systems. It is aimed at students at universities, universities of applied sciences and other educational institutions with no previous experience of SAP software. It can be used in the class or for self-study.

After completion of the course, students will be able to navigate through the user interface to work on business processes and case studies on their own.

Furthermore, this material serves as a reference for occasional users of SAP systems.

LEARNING METHOD

The learning method used is guided learning. This is a suitable method because navigating in SAP systems is a fundamental skill but also very complex.

Furthermore, it is <u>mandatory</u> to review the note GUI 7.50 Configuration. Your lecturer got this documentation together with other lecturer notes. If you do like to use the old GUI settings, please use the S/4HANA documents for SAP GUI 7.40.

The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. Similar to a case study, this method explains a process or procedure in detail.

By using exercises at the end of each part, students can put their knowledge into practice and gain a sustainable understanding of the underlying processes.



Step 1: Logging On

Task Log on to the system. Time 10 Min. Short Description Use the SAP GUI to log on to the SAP system. Find and double-click on the icon depicted on the left side of this page that SAP Logon you can find on your desktop. If it is not there, choose *Start* > *All Programs* ► SAP Front End ► SAP Logon SAP Logon A dialog box similar to the one shown below appears. Select the SAP system specified by your lecturer and choose Log on or Enter. = SAP Logon 750 _ 🗖 × Variable Logon More ~ Log <u>O</u>n Explorer View \sim Filter Items Connections ٢ Name System Description SID Favorites ₽<u>8</u> M60 M60 C Shortcuts ^{™8} M65 M65 Connections 18 R60 DEV S4 R60

The logon screen appears. The system requests the client, your user, password, and preferred language.

CASE STUDY

≡	> R60 (1) 000	• ▶ 🔒 _ ■ ×
SAP	SAP	
→ New password More	•	Exit
Client: 200	Information	
Gient. 200	i System R60 - GBI Version 3.1 S/4 HAN	NA Development
*User: GBI-100		
*Password: ***************	Welcome to SAP S/4 HANA 1610 GBI syste	em
	Based on SAP NetWeaver 7.51	
Logon Language: EN	Hosted by SAP UCC Magdeburg	
	Powered by UCC Cloud Platform on HPE S	Systems
	Support Package Stack 2	
	Available Languages:	
	English - EN	
	German - DE	
Before you log on, you need to ki	now the definition of the ter	rm "client."
SAP systems are client systems. Companies can be managed in on	*	eral separate
Clients are the highest organizati each client can represent a group regardless of the size of the organ	of companies, a company, of	
In commercial, organizational and contained unit with separate mast systems, different clients are iden	er records and its own set o	of tables. In SAP
Use the client number given by y as a user, a user master record mu For reasons of access protection, on. Your password entry is case-s	ist be created for you in the you must enter a password	relevant client.
SAP systems are multilingual. Ch Language field. Then choose <i>Ent</i>		session in the
Enter the user name, the initial payour lecturer.	assword and the logon langu	lage given by
When you log on for the first tim your new individual password tw	• • • • • • • • • • • • • • • • • • • •	which you enter
Client:		
User: LEARN-###		
Password: gbiinit \rightarrow log on		

CASE STUDY

≡	SAP		×
New Password: Repeat Password:	******		
1 Passwords are case-sensitive			
	Tra	nsfer Car	ncel
The first time you log on you wing Continue or <i>Enter</i> .	ll see a copyright note. Confirm it	with	
=	Copyright	×	
SAP user name	GBI-100		
First system logon			
		-	
Copyright(c) SAP AG	g 2002.		
All rights reserved	d.		
License does not ex	xpire		
The initial screen with the SAP I	Easy Access Menu appears.		



Step 2: Initial Screen

Task Get familiar with the SAP system screen. Time 10 Min. Short Description Identify and familiarize with each element of the SAP system screen. This is the initial screen as described in more detail below. Initial screen Menu Bar Menu Bar ≡ > R60 (1) 200 💽 🔓 | 💻 🗖 🗙 The displayed menus depend on the action/transaction in the SAP system except for the system and help menu. This dependency is described as context sensitive. **Title Bar** Title Bar SAP SAP Easy Access The title bar displays the name of the transaction you are currently using. It is located on every primary window and dialog window under the standard toolbar and above the application toolbar. **Application Toolbar** Application Toolbar Ī \sim SAP menu SAP Business Workplace Other menu Add to Favorites More \sim Q, Q⁺ 🖶 Exit The application toolbar contains icons and buttons applicable to the transaction you are currently using. Example: Transaction SU01 User Maintenance: Initial Screen.

CASE STUDY

SAP Easy Access Menu

The SAP system displays the SAP Easy Access menu on the start screen as standard. It enables you to navigate in the system using a clear tree structure.

Click on the small arrows to expand the menu tree. The menu tree is specific to your role (business function in the company).

☐ Favorites
√ ☐ SAP Menu
> D Financial Services Network Connector
> 🗅 GBI Transactions
> 🗅 Office
Cross-Application Components
> 🗅 Logistics
> 🗅 Accounting
> 🗅 Human Resources
> 🗅 Information Systems
> 🗅 Tools
> D WebClient UI Framework

Exercise

Open the following tree structure!

🗅 Favorites	
√ □ SAP Menu	
> D Financial Services Network Connector	
> 🗅 GBI Transactions	
> 🗅 Office	
Cross-Application Components	
\sim 🗂 Logistics	
> D Equipment and Tools Management	
\sim 🗂 Materials Management	
> D Purchasing	
Inventory Management	
C Logistics Invoice Verification	
> D Physical Inventory	
> 🗅 Valuation	
> D Material Requirements Planning (MRP)	
> C Returnable packaging logistics	
> 🗅 Service Entry Sheet	
> 🗅 Service Master	
> 🗅 Create (Special)	
> 🗅 Create (General)	
> 🗅 Change	
> 🕒 Flag for Deletion	
∼ 🗇 Display	
Display Current	
lisplay at Key Date	
Exercise 1	
1.1 What is the difference between the transactions <i>Display Curren</i>	<i>it</i> and
Display at Key Date?	

Status Bar

≡

Status Bar

•

> R60 (1) 200 💽 🔓 | 💻 🗖 🗙

The status bar shows information over the actual system status. You find it in the upper corner of your screen.

Click on the actual system.

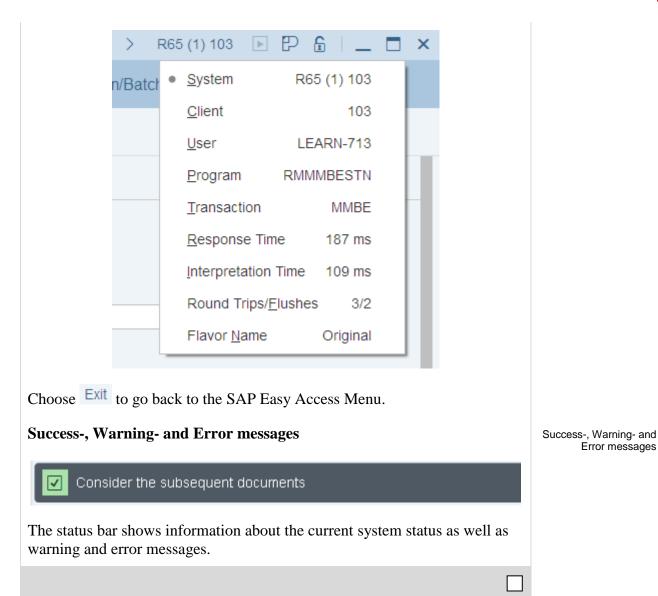
>	R65 (1) 103 🕨 🗗 🔓 🗌 💻 🗗	X		
	• <u>System</u> R65 (1) 103			
	<u>C</u> lient 103			
	User LEARN-713			
	Program SAPLSMTR_NAVIGATION			
	Transaction SESSION_MANAGER			
	Response Time 203 ms			
	Interpretation Time 93 ms			
	Round Trips/ <u>F</u> lushes 2/1			
	Flavor <u>N</u> ame Original			

There you find information about your client, user and also the current transaction.

Follow the menu path:

Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow Environment \rightarrow Stock \rightarrow Stock Overview

You are now in the transaction *Stock Overview: Company Code/Plant/storage Location/Batch.* Click again on the current system. You will now see the transaction code MMBE.



Step 3: Customize Local Layout

.:**f**:_

Tool Ilee the mean

	ze user-specific settings.
Choose Mare SARCIUS	attings and gations and salast Ontions
Choose more F SAF GUI S	ettings and actions and select Options.
	> R60 (1) 200 🖹 🔓 🛄 🗖 🗙
SAP Easy Access	
ce Other menu Add to Favorites	[More ∨] Q, Q ⁺ @ Exit
	Delete Favorites (Shift+F2)
	Change Favorites (Ctrl+Shift+F3)
	Move Favorites down (Ctrl+Shift+F2) :
	Move Favorites up (Ctrl+Shift+F1)
	Create role (Ctrl+Shift+F12) >
	Menu >
	Edit >
	Eavorites >
	Extr <u>a</u> s >
	System >
	<u>H</u> elp >
Options	SAP GUI settings and actions
<u>G</u> enerate Graphic	FINC.
Create Shortc <u>u</u> t	
<u>A</u> ctivate GuiXT	
Script Recording and Playback	
SAP GUI Scripting Help	
<u>H</u> ard Copy	
Character Set	>
Spell Checker	
SAP GU <u>I</u> Help	
About	
—	

Within the new screen, expand Interaction Design and select Visualization 1. Activate the checkbox for *Show keys within dropdown lists*.

Local Layout

Time 10 Min.

			SAP GUI O	otions - R60			×
The	eme:	Blue Crystal Theme	\checkmark		Search:		
Þ	Visual Desig	IN	Cursor Width for Input	Fields on Screens			
\sim	Interaction E	Design	 <u>N</u>arrow cursor 	(<u>W</u> ide cursor		
	Keyboard	d Settings	Use block cursor in	overwrite mode (OVR)			
	Visualizat	tion 1					
	Visualizat	tion 2	Controls				
	Notificatio	ons	Show keys within a	ropdown lists			
	Control S	Settings	Sort by keys	vithin dropdown lists for r	most efficient key	/board input	
	Sound Se	ettings	OK Code				
>	Accessibility	& Scripting	Show OK Code fie	d			
>	Multilingual	Settings					
>	Local Data		Show dialog box to	r <u>O</u> K Code in batch input	t		
-	Traces		Lists				
	Security						
>			✓ Use <u>c</u> ursor within I	sts			
_	System Infor	mation	Show lines in lists				
			Underline links in I				
			Allow Microsoft Cle	arType to be used for te	xt in lists		
]				
	<u>O</u> K	Cancel	<u>A</u> pply <u>H</u> elp			<u>R</u> estore Defaults	

You can adjust warnings to not only show up within the status bar but within pop-ups as well. To do so, select the point Notifications and activate the respective checkboxes for showing success, warning and error messages in a dialog box.

r 7	ue Crystal Theme	~		Search:		
Visual Design		Tooltip				
 Interaction Desig 	<u>jn</u>		Tooltip Delay:	Medium (0.5	seconds)	\sim
Keyboard Se	ttings	Show tooltip on fo	ocus change			
Visualization	1		-			
Visualization	2	Messages				
Notifications		Beep at message				
Control Settir	ngs	Show success me	essages in a dialog box			
Sound Settin	gs		ssages in a dialog box			
> Accessibility & S	cripting					
> Multilingual Setti	ngs	Show error messa	ages in a dialog box			
> Local Data						
> Traces						
> Security						
> Front End Print						
System Informat	ion					
OK	Cancel	Apply <u>H</u> el	n		Restore Defaults	
			P		<u>In</u> estore Deladits	

Now expand Visual Design and select Theme Preview/Settings.

		SAP GUI Options - R60	×
Theme:	Blue Crystal Theme	✓ Search:	
Font Brann Color Color Accessit Accessit Accessit Local Da Color C	ne Preview/Settings Settings ding r Settings olors in System on Design bility & Scripting ual Settings ata	Preview Image: Constraint of the same interaction design and UI controls as Corbu, but uses different colors: the background texture has a stroke pattern in white and light blue with a gradient layer. Image: Accept SAP Fiori visual theme	
<u></u> K	Cancel	Changes to theme-specific settings take effect after you restart SAP Logon/SAP Logon Pad. Apply Help Restore Defaults	

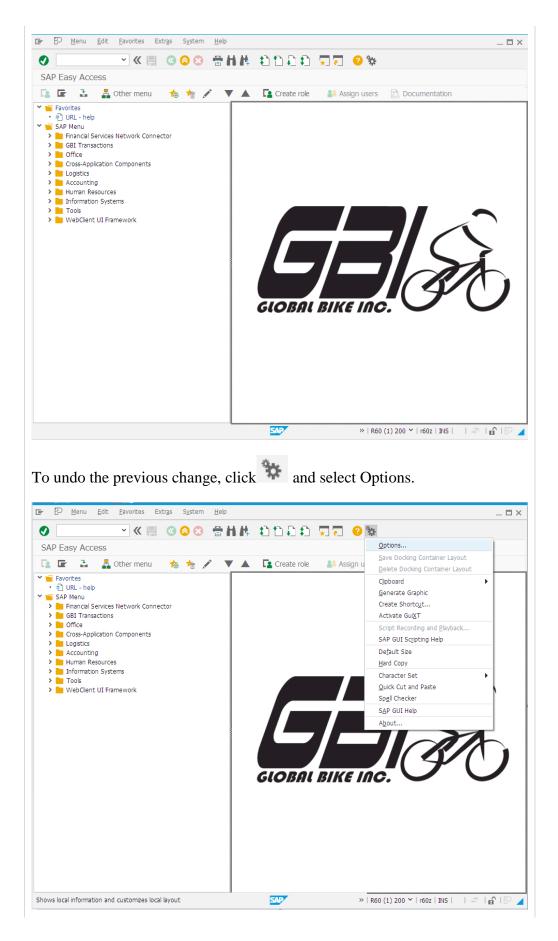
The SAP GUI recognizes whether SAP-Fiori is activated on your system. If so, the GUI automatically takes the SAP Fiori theme. The SAP Fiori Theme checkbox is automatically selected.

By deselecting the checkbox there is the possibility to return to the old

Apply design. After you deselect the checkbox, click and then

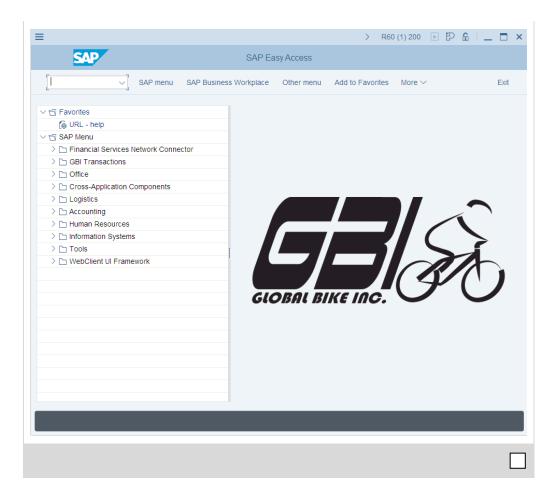
<u>0</u>K . To activate the change, you must log on again. Click click on Exit and confirm the warning with Yes.

Now log in again with your user and password. As you can see, the surface has changed.



Expand Visual Design and choose Theme Preview / Settings. Select the Accept SAP Fiori visual theme check box.

SAP GUI Option	s - R60					×	
Theme:	Blue Crystal Theme	~		Search:			
•	eme Preview/Settings it Settings or Settings Colors in System tion Design bility & Scripting gual Settings ata Y ind Print	colors: the backg	teed on the same interaction design	() () () () () () () () () () () () () (ols as Corbu, b	ut uses different h a gradient layer.	
		Activate anima	-			-	
		Accept SAP Fi	iori visual theme			L	
Setting 'SAP Flori visual theme' will take effect for the next connection. QK Qancel Apply Help Restore Defaults After that click Apply and then QK . To activate the change, you must re-log on again.							
Choose	and confi		-up with Yes.				
	Un	saved data w	/ill be lost.				
	2 Do	you want to	log off?				
		Yes	No	_			
Now log	on again. The	e new inter	face is displayed.				





Task Create personal favorites.		Time 10 Min.
Short Description Create your them.		
 favorites (or choose <i>Favorites</i>) without having to navigate thro Furthermore, you can add folde favorites. By clicking Favorites with the n hierarchical folder structure. You can add any link to your fa 	 ion, you can use drag&drop to add it to your Add). You can then double-click it to run it ugh the SAP Easy Access menu. irs, reports, files and web addresses as right mouse button, you can create your own ivorites, to do so click Favorites with the 	Other objects
	se Add other objects then Web Address or name and the URL shown below. To confirm	
□ Fave ✓ ⑤ SAP > □ F > □ C > □ C	<u>Open folder</u> Insert Folder Insert Transaction Add Other Objects	
Exercise 2		
Create/Expand your own favori	tes menu.	
2.1 Add the SAP Help Portal us	sing the URL help.sap.com.	
2.2 Add the following transaction	on as a favorite:	
Logistics > Sales and I	Distribution ► Sales ► Order ► Display	



Step 5: Transaction Codes

Task Get familiar with SAP tran Short description Learn how to codes and parameters.			transaction	Time 10 Min.
There are several possibilities to	call	up transactions in the SA	P system.	Transaction Concept
The quickest way to run a transa transaction code. Every transaction characters.		-		Transaction Code
SAP Easy Access Menu				SAP Easy Access Menu
 GBI Tra GBI Tra GOFFICE Cross-J CLOGISTIC CACCOUR CHUMAN CHUMAN CHOIS WebCline 	al Ser ansact Applica s ting Reso tion S	ation Components urces ystems		Transaction Code
Transaction Code Every business transaction (not of transaction code in SAP. To disp Extras ► Settings and select <i>Dis</i>	olay	transaction codes, choose	-	Transaction Code
Extr <u>a</u> s	>	Administration information	(Ctrl+Shift+F8)	
System	>	Assign <u>u</u> sers		
<u>H</u> elp	>	Display documentation	(Shift+F6)	
SAP GUI settings and actions	>	Technical <u>d</u> etails	(Shift+F11)	
$\mathcal{Y}(\mathcal{I})$		S <u>e</u> ttings	(Shift+F9)	
		Set start transaction	(Shift+F7)	

≡	Settings		×	
This is used to specify s	ettings			
Display Favorites				
	enu, only display favorites			
Do not display pi		г		
Display Technica	Names	L		
		✓ 喙 差 詰	8	
<u>Note:</u> The command field found on the upper left.	in which transaction co	des are entered ca	n be	
	~	·		
You can use various contr session when you call a tr	-	ce what happens	to the	
/n Exits the current tr	ransaction			/n
/i Closes the current	session			/i
/o List of all modes	(with option to delete an	d create new)		/o
It is also possible to use /o you are in the transaction mode for the transaction S command field /oMMBE. with transaction MMBE.	Business Partner (BP) a Stock Overview (MMBE	nd want to open a E). To do this, ente	new er the	
There is the possibility to to create a new GUI wind	-	-	•	
To close a window, select key combination or select		orner, press the A	lt + F4	
Exercise 3				
3.1 What is the business p	process performed using	transaction code	VA03?	

.

3.2 What is the business process performed using the menu path: Logistics

Sales and Distribution

 Master Data
 Business Partner
 Customer
 Display
 Complete?

3.3 Which transactional processes are performed using the following

transaction codes?

XK03: _____.

MM02:

ME23N:

When leaving a transaction with Exit you may be confronted with the displayed dialog box. Make sure that no unsaved data is visible in the current mode. Then select Yes.

≡	Exit	×
0	Data Has Been Changed Save changes first?	
	Yes No	S Cancel

User specific settings

Using the command field enter transaction SU3 and switch to the Defaults tab. In this tab, general settings like Logon Language, Decimal Notation and Date Format can be determined for your user.

Please choose **EN** (English) for *Logon Language*, **1,234,567.89** for Decimal Notation and **MM/DD/YYYY** as *Date Format*.

Logon Language:	EN	
Decimal Notation:	1.234.567,89 🗸	
*Date Format:	2 MM/DD/YYYY (Gregorian Date)	/
* Time Format (12/24h):	1 12 Hour Format (Example: 12:05:10 PM)	/
Save your entries usin	g	

•

Exercise 4 For the following exercise switch to transaction VA03, to do so leave the current transaction by using Exit.

4.1 How many sessions can be open in the system in parallel? (**Tip** Click on the corresponding icon until the system does not create another session.)



Step 6: Help

Task Get familiar with SAP's help functions.	Time 10 Min.
Short Description Get familiar with help functions in SAP systems. Use the	
F1 and F4 help as well as the SAP Help Portal.	
Several types of help are available in the SAP system. The most frequently used ones are the F1 and F4 keys.	F1 and F4 help
Customer Display Indial Streen	
✓ SelectAl DeselectAl More ✓	
Customer Display Initial Screen F1: Description of input fields Performance Assistant T. Customer Assistant Customer Association files Customer Association files	
A urisipa key word to clearly identify the costancer within the 5MP system. Company coste Company coste When costancer and the cost of the costancer of the system	
Sales area Sales area When certain particular and provide particular that the system dependence of the cuptomer of has the system dependence of the cuptomer of the cuptomer of has the system dependence of the cuptomer of has the system dependence of the cuptomer of has the system dependence of the cuptomer of the cupt	
Contract _ F4: Value list	
Customers Councer Namber (1) 28 Entries found	
Coloren function function () Coloren funct	
Destination City Name 1 Customer Convy DE 0/277 LEP2/G DRAHTESEL 10000 Preso DE 10099 EERUN CAPHTLORESEL 18000	
Op DE T379 AReLAM OBTSEERAD 21000 DE 50249 HWARING ALSTEFVALING 14000 DE 50249 HWARING ALSTEFVALING 2000 DE 50249 HWARING ALSTEFVALING 2000 DE 50249 HWARING ALSTEF VALING 2000 DE 50259 HWARING TODO 1000	
Ultra 300 Ultra 300 <t< td=""><td></td></t<>	
DE 69120 HEDELERO NECHARAD 20000 DE 70499 STUTTGART RACELARD 20000	
F1 provides you with explanations for fields, menus, functions, and	F1
messages. In the F1 help, you can choose (1) to get technical information.	
F4 gives you information and possible entries. You can also use the F4 help	F4
by choosing directly to the right of a selected field.	
Further help can be found in the <i>help</i> menu. Choose Application Help or	
SAP Library to open the online SAP Library. You can also access it on the	
Internet at help.sap.com .	

Lock/Unlock Change Password			Exit
	Cancel	(F12)	
	<u>U</u> ser	>	
	Edit	>	
	<u>G</u> oto	>	
	Information	>	
	En⊻ironment	>	
	S⊻stem	>	
Application Help	Help	>	
<u>S</u> AP Library	SAP GUI settings and a	actions >	
SAP Service Marketplace			
<u>C</u> reate Support Message			
Setti <u>n</u> gs			

Exercise 5

5.1 Call up transaction **VA01** and select the field *Distribution Channel*. Press the F1-button.

What is a distribution channel (in a few keywords)?

- **5.2** Close the window with definition of the Distribution Channel. Stay in transaction **VA01**. Click the field *Order Type* and press F4. What do the order types *SO* and *OR* stand for?
 - SO
 - OR

5.3 What is the difference between these two types of orders?

Step 7: Multiple Selection

sk Understand and perform	multiple selection	•		Time 10 M
ort description Understand	and perform mult	tiple selection in SA	P GUI	
d get to know useful hints ab	out it.	-		
6				
			1	
oose transaction MMBE to	get to the Stock C	verview Screen. Di	splay the	
ock from the plants in Dallas	-		1 5	
ease assure, that when you en	ter the two plants	(DL00 and MI00)	in the	
erview as shown below, you	-	· · · · · · · · · · · · · · · · · · ·		
		> R60 (1) 200 🕨	6 🔎 🗖 🗙	
K SAP Stock Overview	: Company Code/Plant/Storage Loca	ation/Batch		
Save as Variant More V			Exit	
abase Selections	1.0			
Material: DXTR1000 Plant: DL00	to: MI00			
Storage Location:	to:			
Batch:	to:			
you will goo in the following	a coroon the plant	tin Usidalbarg was	ahaaan	
		-		
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well. This is due to the fact t age alphabetically between D	hat the SAP syste L00 and MI00.	m displays all plant	s which	
well. This is due to the fact t age alphabetically between D vew Selection Refresh More vection Material:	hat the SAP syste L00 and MI00.	m displays all plant	s which	
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well. This is due to the fact t nge alphabetically between D vew Selection Refresh More vector Material: Transformer Deluxe Touring Bike (black) Material Type: FERT Fir	hat the SAP syste LOO and MIOO. Stock Overview Basic List	m displays all plant	s which	
well. This is due to the fact t age alphabetically between D New Selection Refresh More ~ ection Material: SCRUCC Deluxe Touring Bike (black) Material Type: FERT Fir Unit of Measure: EA Ba	hat the SAP syste LOO and MIOO. Stock Overview Basic List	m displays all plant > R60 (1) 200 External Manufacturer.	s which	
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New Selection Refresh More ~ lection Material: M	hat the SAP syste LOO and MIOO. Stock Overview Basic List	m displays all plant > R60 (1) 200 External Manufacturer: EA	s which	
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CASE STUDY

DXTR1000

Therefore click S to return to the last screen. Select the black Deluxe					
Touring Bike (DXTR1000) and click afterwards.					
Choose multiple selection Then choose the plants you					
want to display and press En	<i>iter</i> or 🕑				
=	Plant (1) 5 El	ntries found			
Restrictions	2	7			
	že He	1			
Pint Search Term 2 Search Te	rm 1 Posti Code	City	Name 2	Name	
✓ DL00 00 HD00 00 HH00 00 MI00 00 SD00 00	75039 69118 20457 33126 94105	Hamburg Miami	Plant Dallas Plant Heidelberg DC Hamburg DC Miami DC San Diego		Germany GmbH Germany GmbH Inc.
Afterwards select <i>Execute</i>	and agai	in Exe	cute		
Material: 🔯	TR1000				la
De	luxe Touring Bi	ike (black)			
Material Type: FE	RT.		Finished Pro	duct	
Unit of Measure: EA					
Stock Overview					
× < Q =	Q Detailed Dis	splay			
Client/Company Code/Plant/Storage	e Location/Batc	h/Special S	itock Unrestr	icted use	Qual. inspectic
✓ ● Full 345,000					
✓ ↓					
✓ im DL00 Plant Dallas 250,000					
FG00 Finished Goods 250,000					
✓ im MI00 DC Miami 95,000 Image: FG00 Finished Goods 95,000					



Step 8: Working at GBI

 Task Display GBI information in SAP GUI.
 Time 15 Min.

 Short Description Navigate through the SAP system to display the most important information of your enterprise in GBI.
 Time 15 Min.

 Exercise 6
 6.1 How many black Deluxe Touring Bikes do you have in stock? (Tip Therefore use transaction MMBE.)
 Image: Comparison of Comparison of Comparison of Company Code (DE00).

 6.3 What is a debtor?
 Image: Company Code (DE00).
 Image: Company Code (DE00).



Step 9: Logging Off

Task Log off the system.	Time 5 Min.
Short Description Log off the SAP system.	
Choose Exit to end the current session. The confirmation prompt shown on the right informs you that unsaved data will be lost. Once you are certain that you have saved all entries, you can confirm the prompt by choosing <i>Yes</i> .	Log Off
E Log Off	
Unsaved data will be lost. O you want to log off?	
Yes No	