



# 90 Tips & Tricks Every SAP Super User Should Know

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SAP

SAP Portal

SAP GUI

SAP Instance

SAP Client

SAP Session

**SAP (Systems, Applications, and Products in Data Processing):** The software application known as SAP is part of a category of software known as Enterprise Resource Planning (ERP) software. ERP systems integrate business processes and various business tasks across functional areas into one system.

SAP = name of the company.  
R/2, R/3, ERP, S/4 = name of software.

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**SAP Portal** provides a single point of access to SAP and non-SAP sources through a web browser. This can be used by employees, customers, partners, and suppliers.

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**SAP GUI (Graphical User Interface):**  
SAP GUI is the local computer application used to access the SAP transactions and data.

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**SAP Instance:** Used interchangeably with "server" or "application server" in the SAP system, instance is the server used to run SAP. The instance is a self-contained version of the SAP database containing all clients, customers, materials, and other data necessary to perform all transactions.

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**SAP Client:** A self-contained unit in the SAP system. A client has its own transaction data and its own set of tables but share the transactions applications with other clients in the same instance.

You do your daily work in a specific client within your Production system.

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SAP Session

**SAP Session:** An active SAP connection in which a transaction can run. Users can open up to six sessions at a time.

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There are commonly two ways to access SAP:

- SAP Portal
- SAP GUI



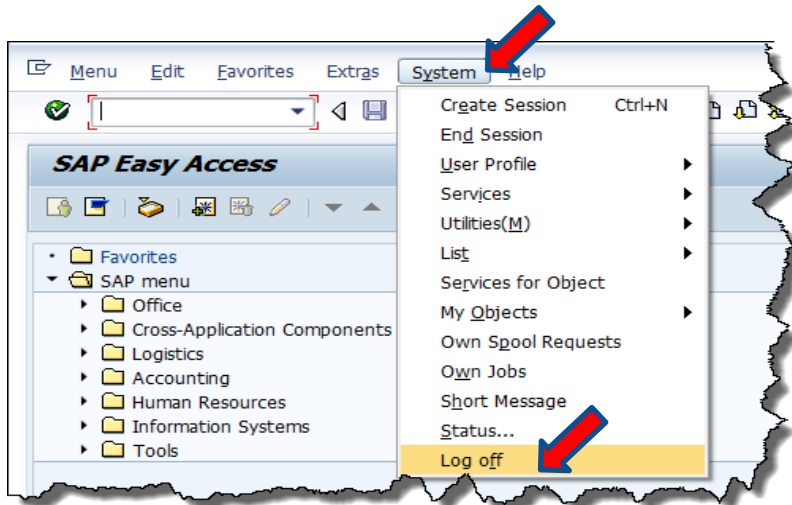
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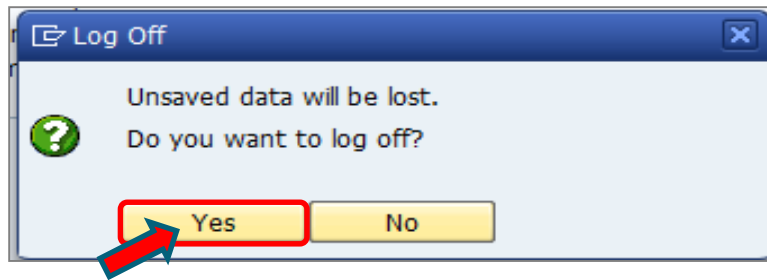


# Tip 8 – Logging Off



## On the main menu bar

- Click **System**.
- From the drop-down menu, select **Log off**. The log off confirmation box displays.
- Make sure there is no data that needs to be saved, then click **Yes**.



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Easy Access Screen

Transaction

Toolbar

System Message

## **Easy Access Screen**

Where you start every session and is the primary user navigation area.

Consider this the equivalent of a main menu.

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Easy Access Screen

Transaction

Toolbar

System Message

## **Transaction**

A business function program. Executing transactions in SAP creates the day-to-day working data (e.g., a purchase order, a sales order, etc.) and the data is exchanged between SAP modules.

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Easy Access Screen

Transaction

Toolbar

System Message

## **Toolbar**

A grouping of control functions. Controls that are typically included are buttons (with text or icon).

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Easy Access Screen

Transaction

Toolbar

System Message

## System Message

Information provided to the user concerning the transaction being executed.

There are three types:

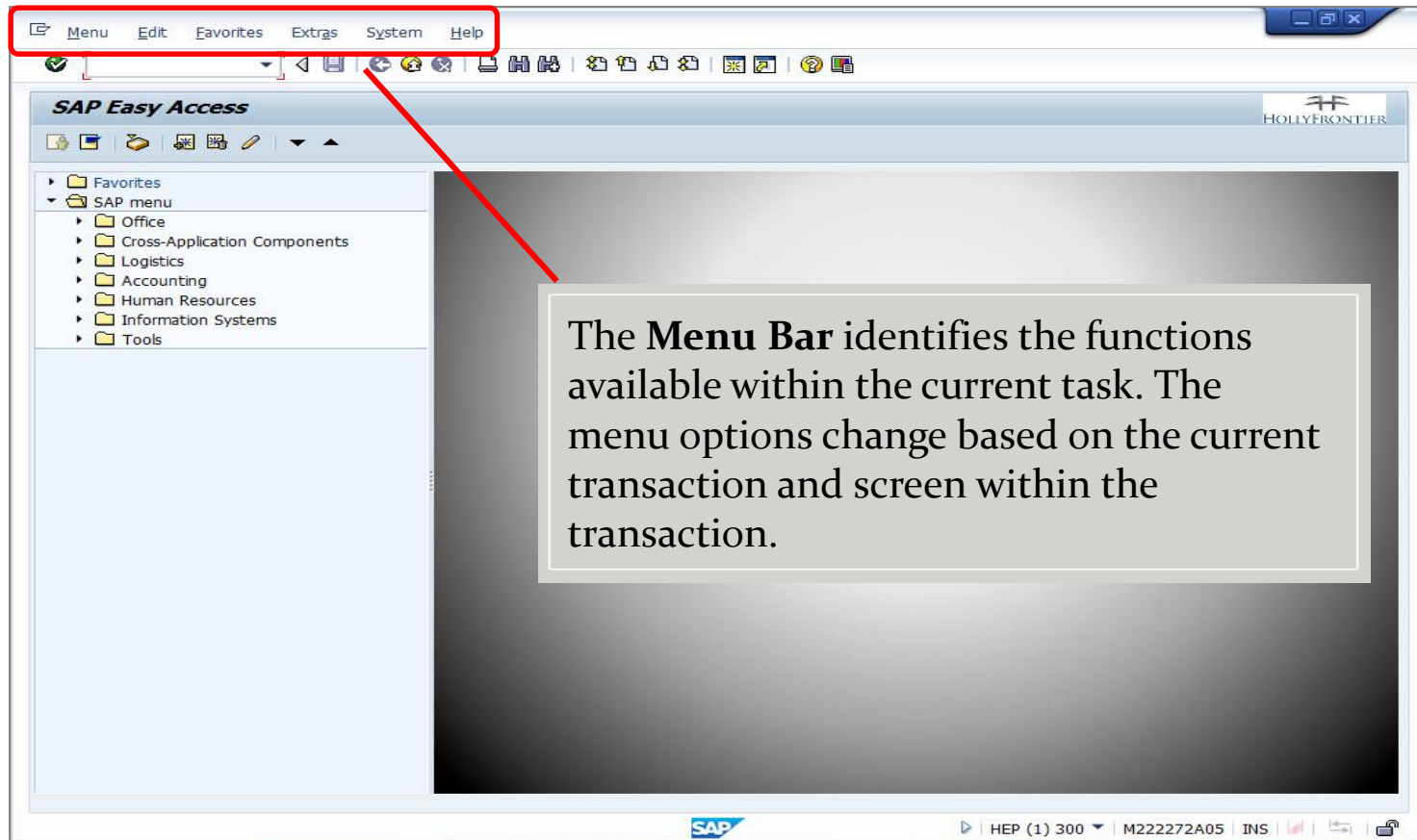
1. Information/confirmation,
2. Warning,
3. Error messages that must be corrected in order to proceed.

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# Tip 13 – Menu Bar

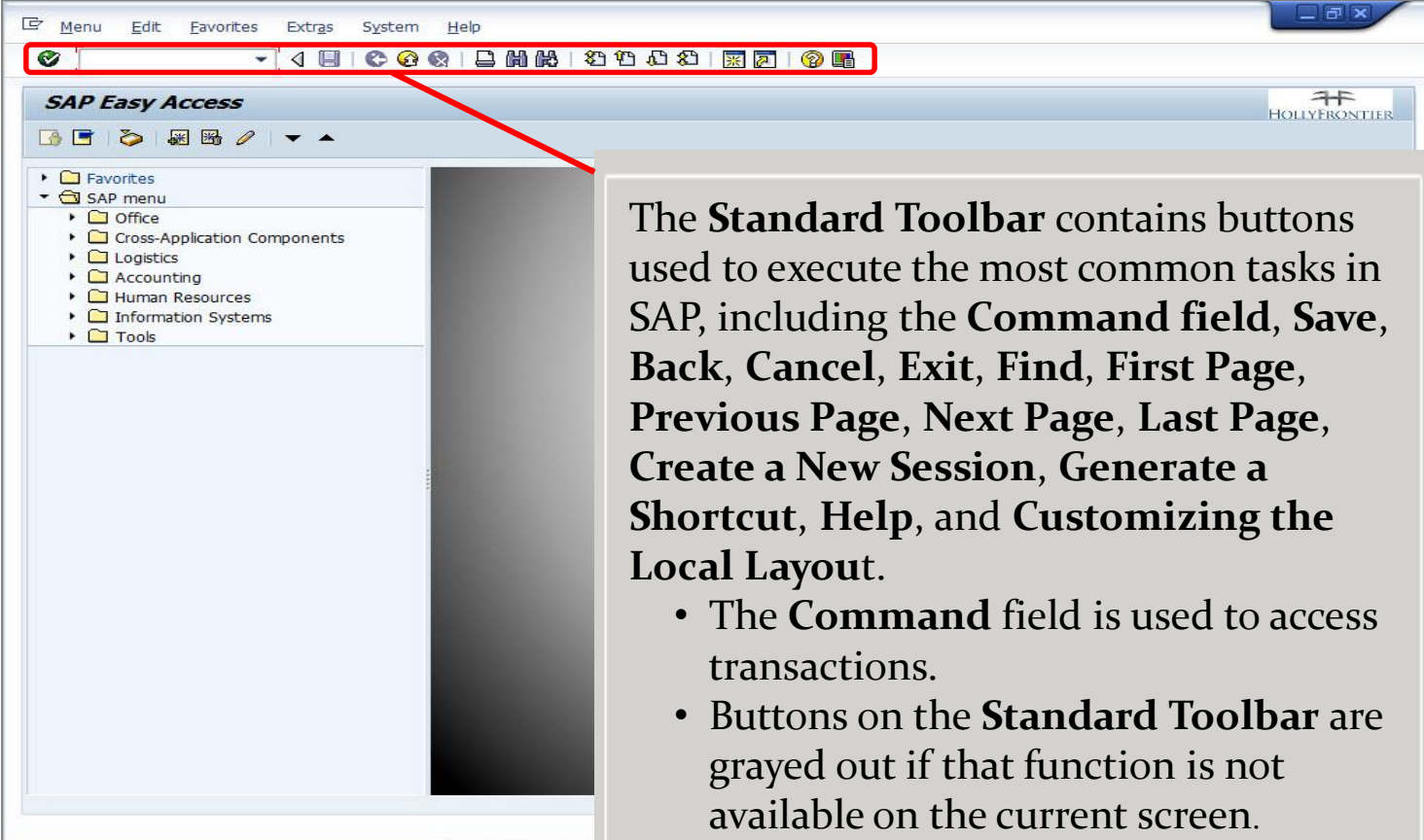


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# Tip 14 – Standard Toolbar



The **Standard Toolbar** contains buttons used to execute the most common tasks in SAP, including the **Command field**, **Save**, **Back**, **Cancel**, **Exit**, **Find**, **First Page**, **Previous Page**, **Next Page**, **Last Page**, **Create a New Session**, **Generate a Shortcut**, **Help**, and **Customizing the Local Layout**.

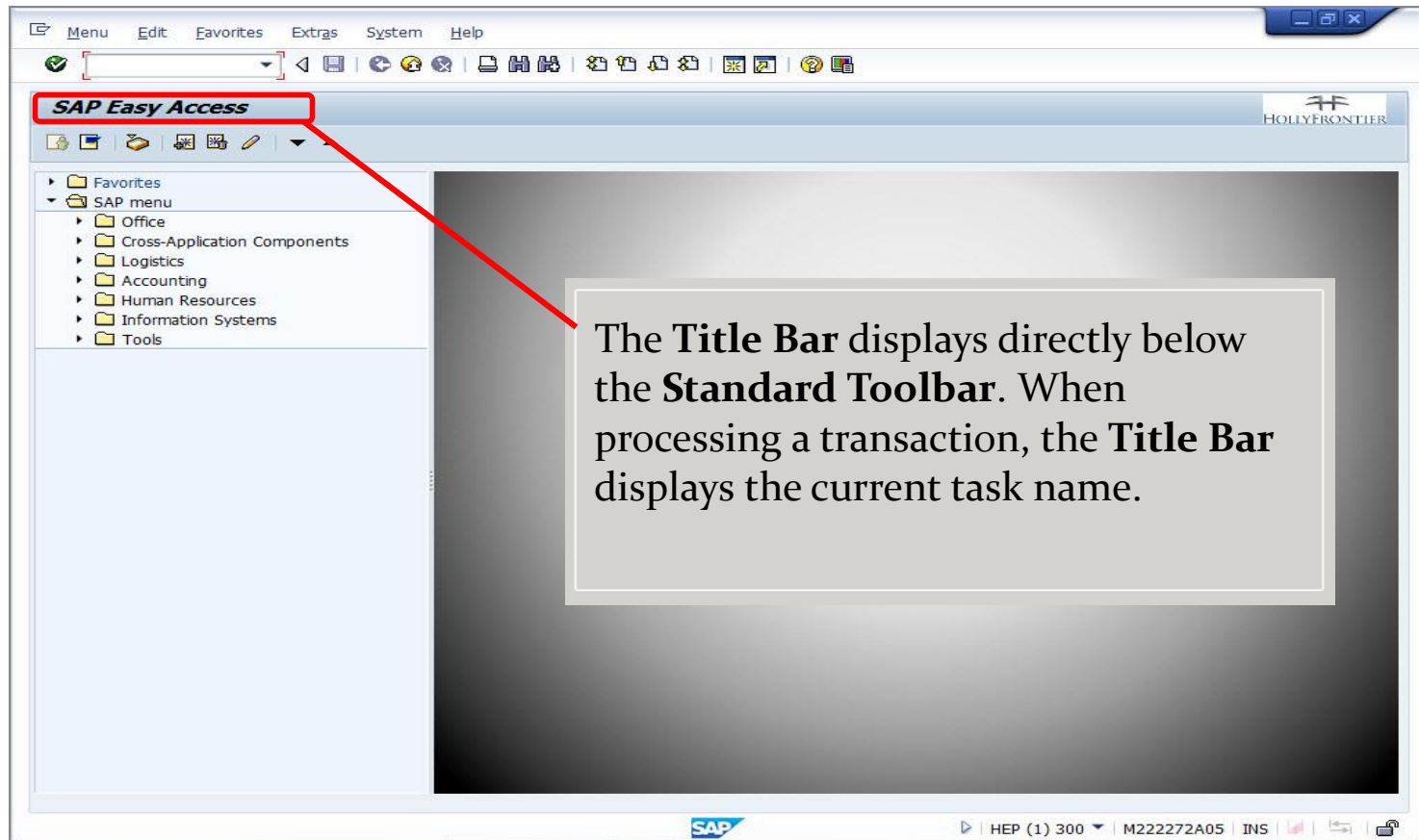
- The **Command field** is used to access transactions.
- Buttons on the **Standard Toolbar** are grayed out if that function is not available on the current screen.

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# Tip 15 – Title Bar



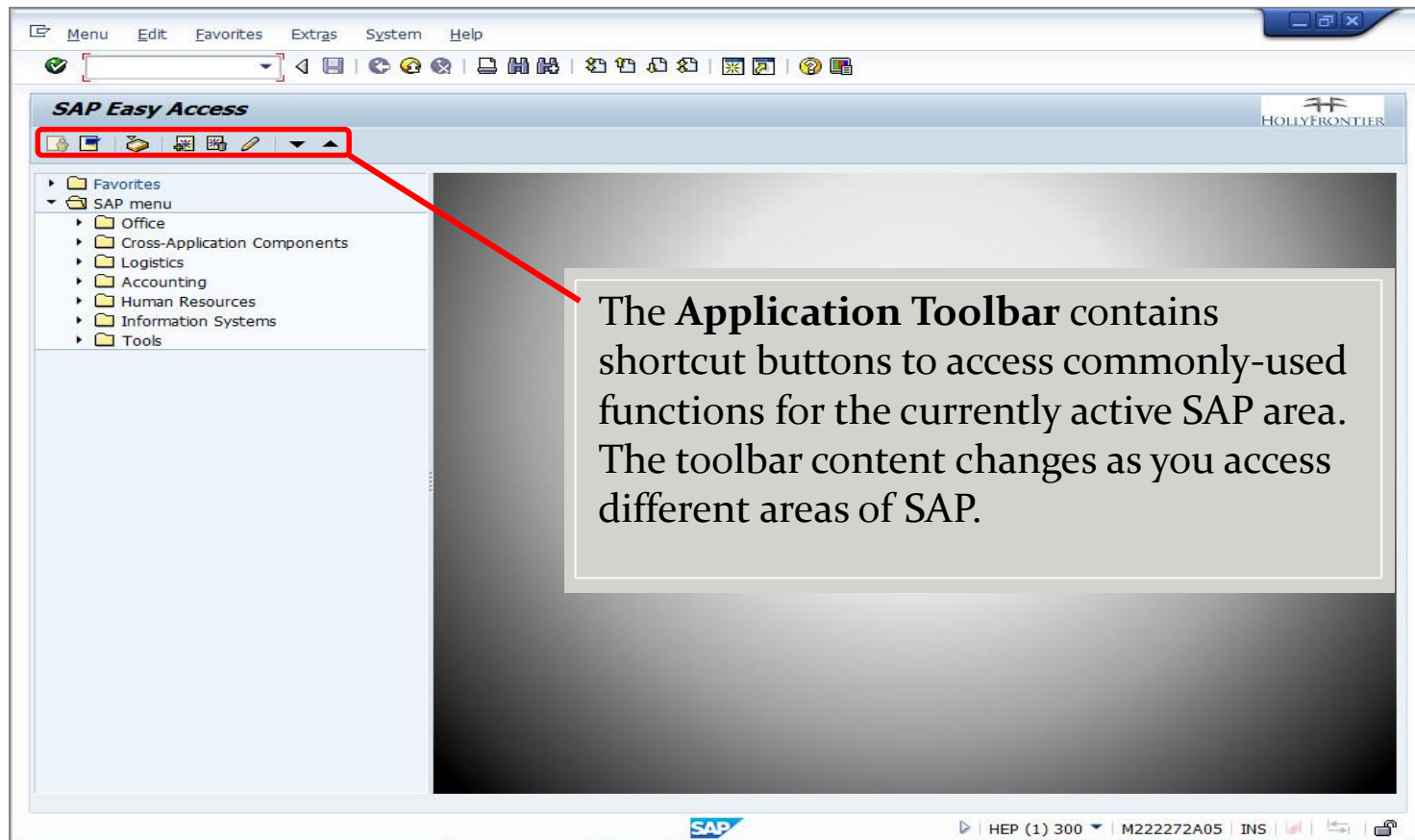
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# Tip 16 – Application Toolbar



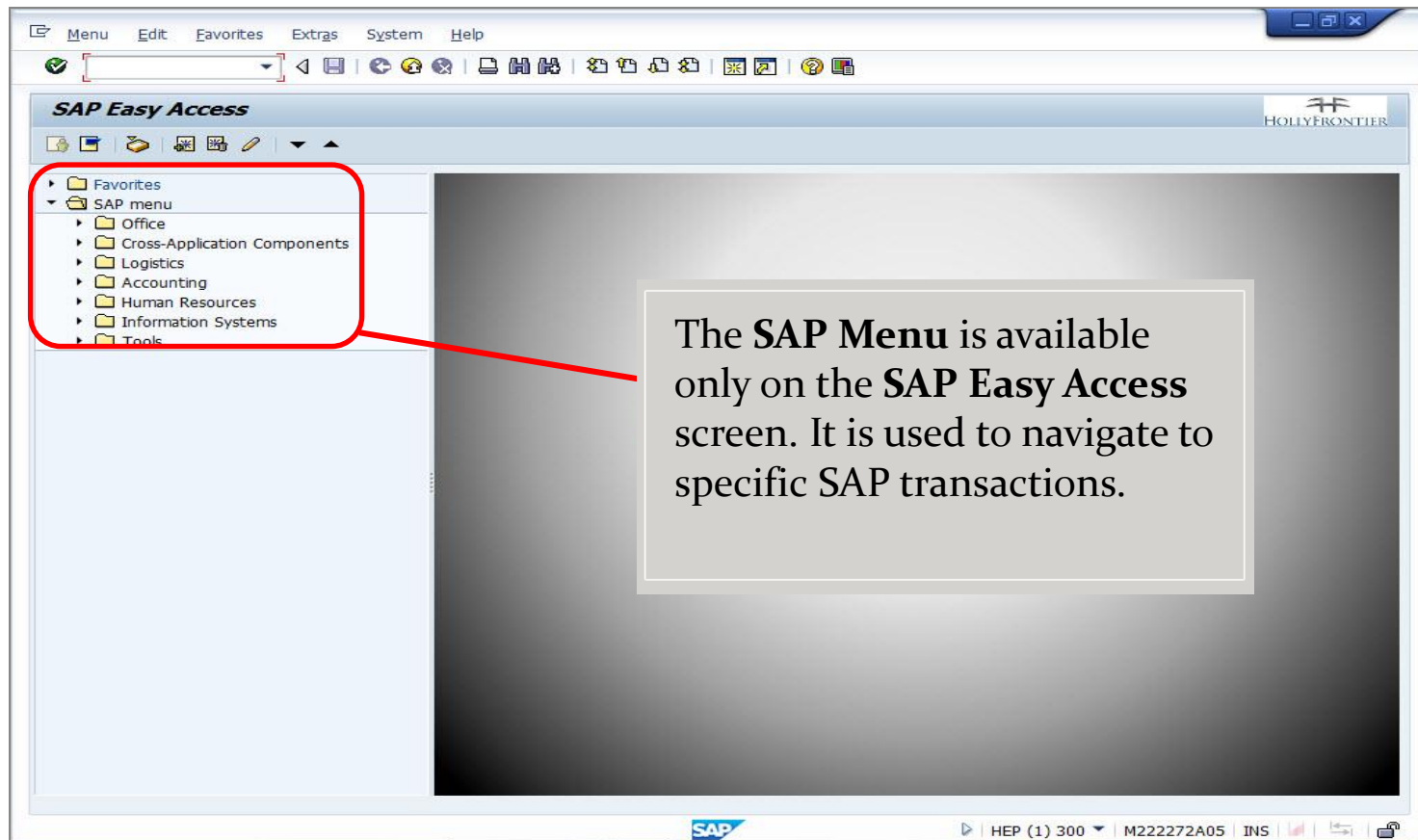
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# Tip 17 – Menu Path



The **SAP Menu** is available only on the **SAP Easy Access** screen. It is used to navigate to specific SAP transactions.

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# Tip 18 – Status Bar

The Status Bar displays system information on the lower-right side of the screen and system messages on the lower-left side of the screen.

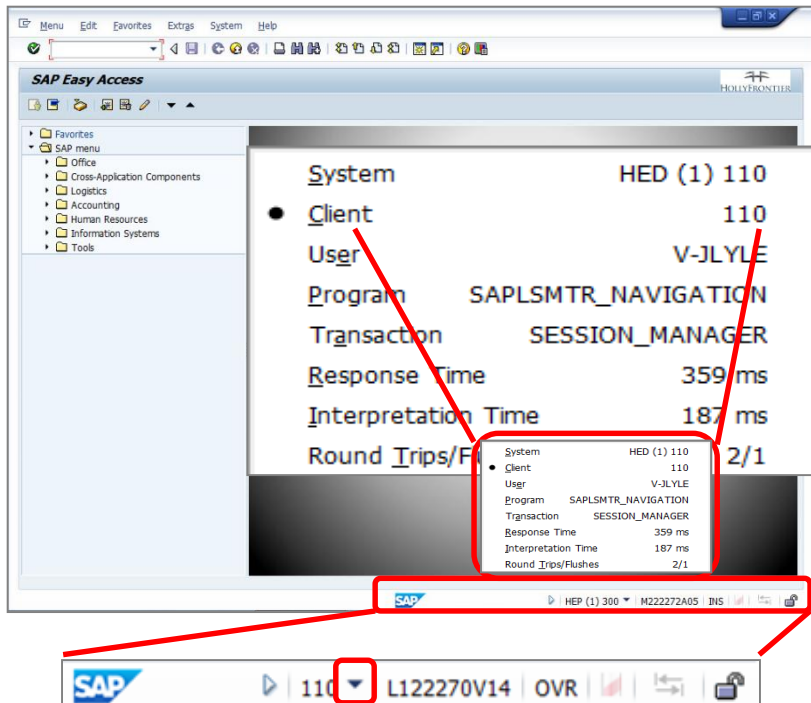
System	HED (1) 110
Client	110
User	V-JLYLE
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response Time	359 ms
Interpretation Time	187 ms
Round Trips/Flushes	2/1

Document 1900000190 was posted in company code 1000

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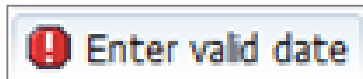
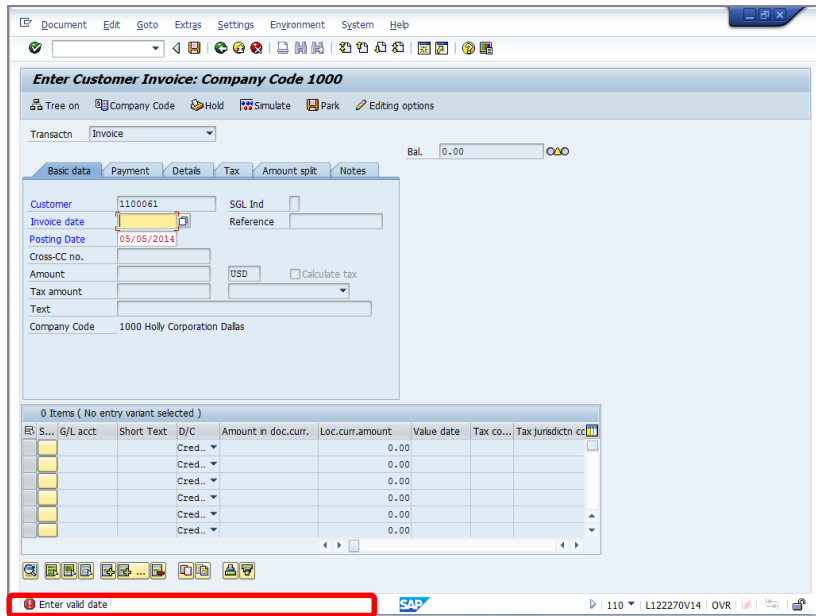
- The **Status Bar** displays system information and system messages.
- Click the **Expand** button (drop-down arrow) in the lower-right corner of the screen to display system and client information, the session number in which you are currently working, the current transaction or screen, and other information.

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# Tip 20 – System Messages



There are three types of system messages in SAP.

-  **Stop** - Identifies an incorrect entry in the system
-  **OK** - Identifies affirmative system messages
-  **Warning** - Identifies information that may be an error

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Technical Names

Favorites

User Profile

## Technical Names

The alpha-numeric code that we all know and love 😊 as transaction code.  
Ex: MMo1

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Technical Names

Favorites

User Profile

## **Favorites**

Favorites allow you to store transactions and frequently-used paths as well as folders, files, and links to the Internet.

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Technical Names

Favorites

User Profile

## User Profile

Displays a subset of the attributes stored for a user.

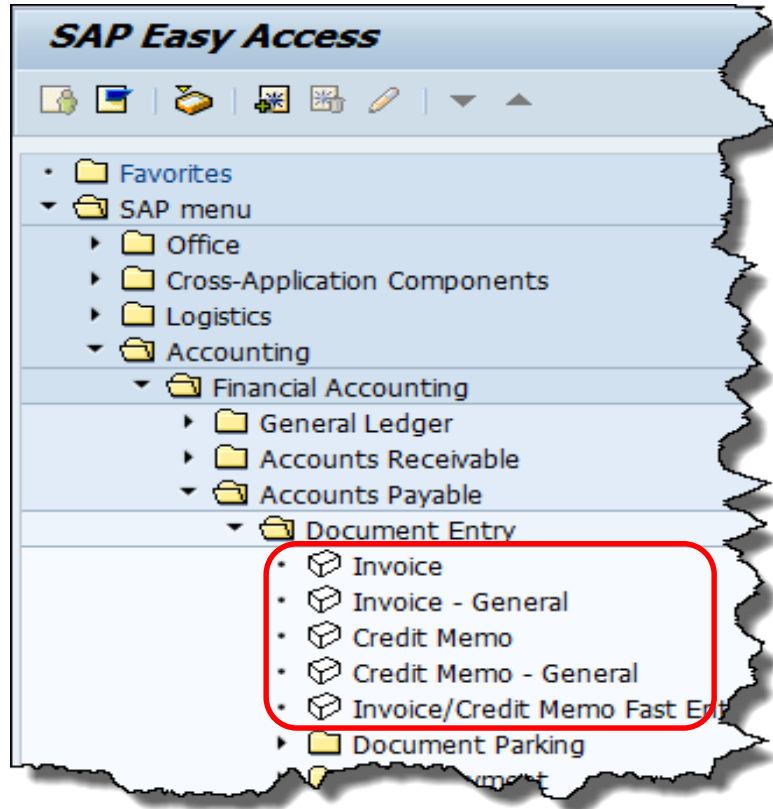
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# Tip 24 – Display Technical Names



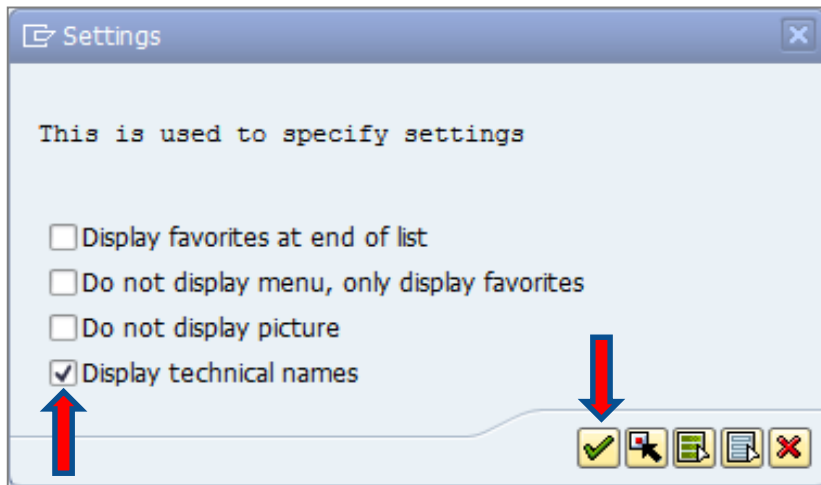
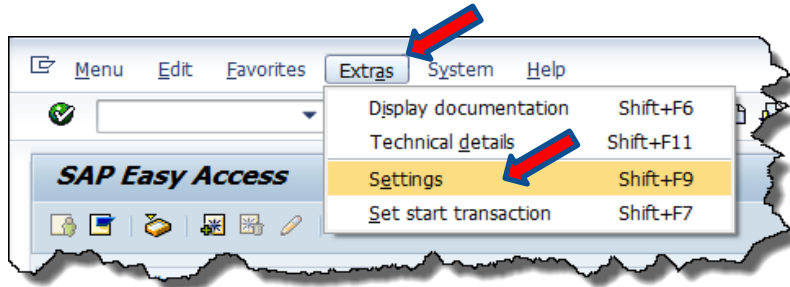
- The Menu Path is used to navigate to specific SAP transactions.
- By default, SAP displays the text name for transactions but not their associated transaction codes.

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# Tip 24 – Display Technical Names...



To display the transaction codes:

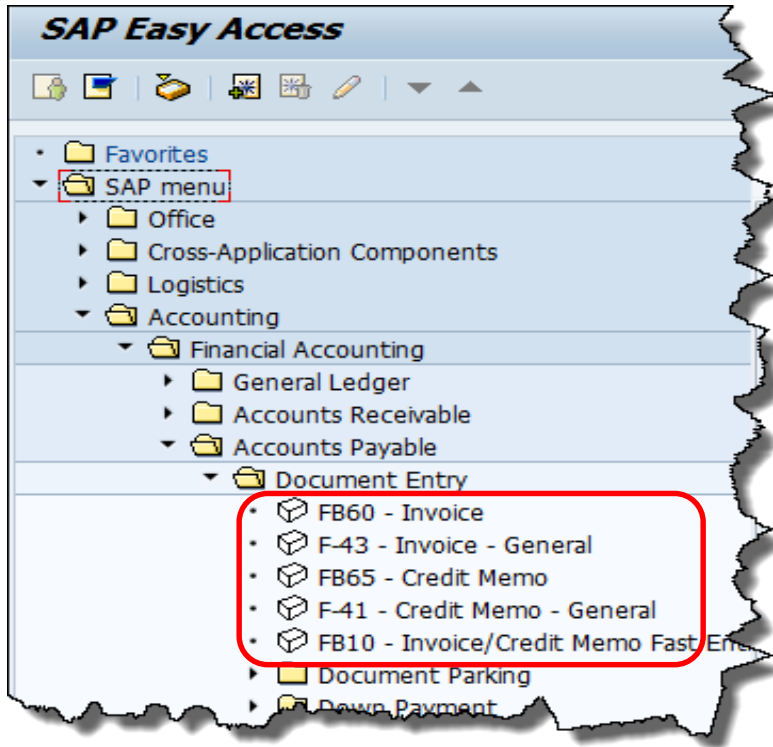
- From the **SAP Easy Access** screen, on the **Menu Bar**, click **Extras**.
- From the drop-down menu, select **Settings**.
- On the **Settings** pop-up box, select the **Display technical names** checkbox.
- Click the **Enter** button to continue.

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# Tip 24 – Display Technical Names...



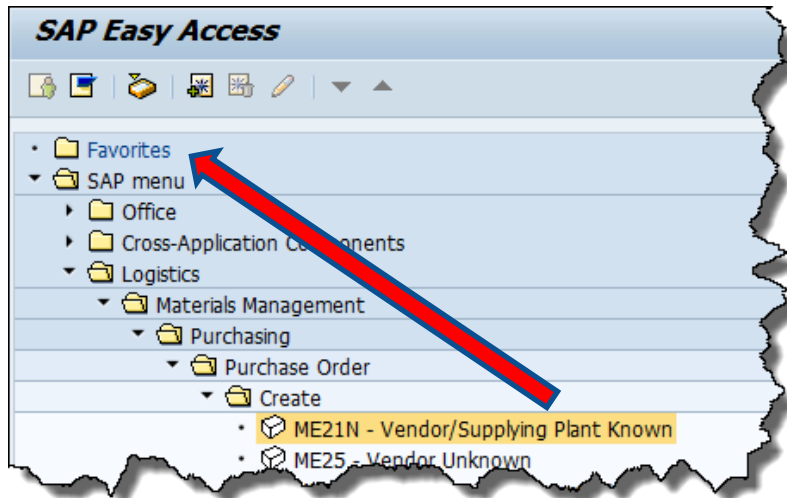
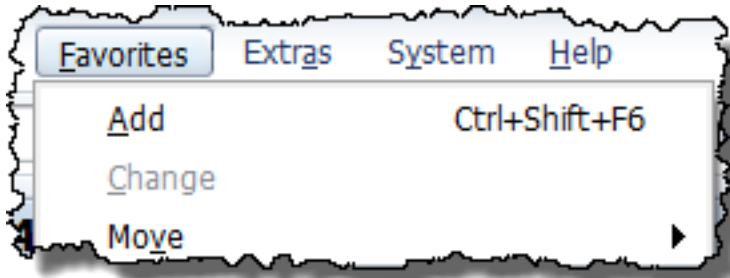
The transaction codes display before the transaction names.

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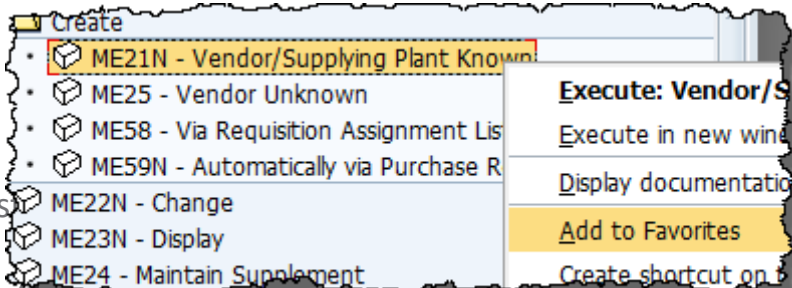


# Tip 25 - Maintain Favorites

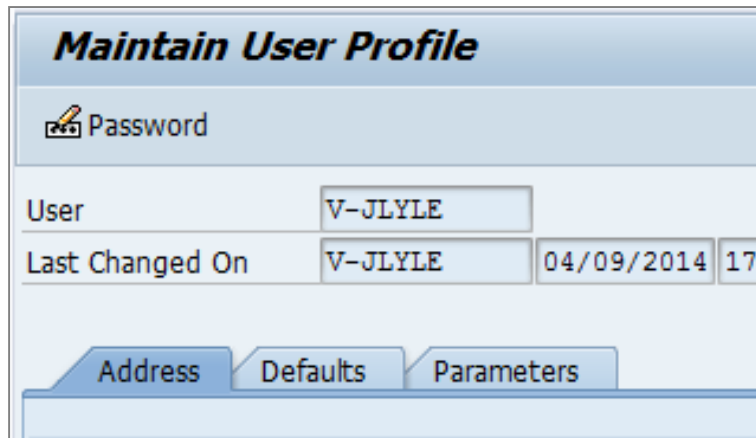
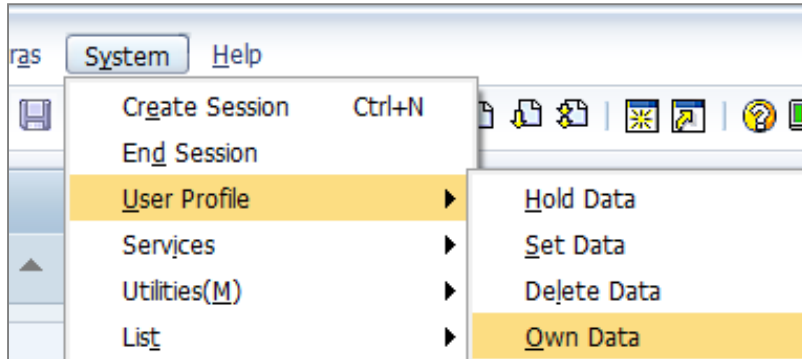


3 ways to add a transaction to the Favorites folder:

- From the **SAP Easy Access** screen, follow the menu path **Favorites > Add**.
- Click and drag the transaction from the **SAP Menu** path and drop it in the **Favorites** folder.
- *Right-click* the transaction and select **Add to Favorites** from the context menu.



# Tip 26 - Maintain User Profile



To edit your own data:

From the menu bar, select **System > User Profile > Own Data**. The **Maintain User Profile** screen displays.

There are 3 tabs:

- Address
- Defaults
- Parameters

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**Maintain User Profile**

🔒 Password

User: V-JLYLE  
Last Changed On: V-JLYLE 04/09/2014 17:15:16    Status: Saved

Address    Defaults    Parameters

Person

Title: [dropdown menu]  
Last name: V-JLYLE  
First name: [text field]  
Academic Title: [text field]  
Format: V-JLYLE  
Function: [text field]  
Department: [text field]  
Room Number: [text field]    Floor: [text field]    Building: [text field] [add icon]

Communication

Language: [dropdown menu]    Other communication... [button]  
Telephone: [text field]    Extension: [text field] [add icon]  
Mobile Phone: [text field] [add icon]  
Fax: [text field]    Extension: [text field] [add icon]  
E-Mail: [text field] [add icon]  
Comm. Meth: [dropdown menu]

**Address tab**  
contains user information like  
name, location, phone, and email  
address

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**Maintain User Profile**

Password

User: V-JLYLE  
Last Changed On: V-JLYLE 04/09/2014 17:15:16

Address Defaults Parameters

SAP menu

- Posting
- Asset
- Periodic Processing
- Information System
- Environment

Start menu: ASMN

Logon Language

Decimal Notation: 1,234,567.89

Date Format: MM/DD/YYYY

Time Format (12/24h): 24 Hour Format (Example: 12:05:10)

Spool Control

- OutputDevice: LOCL
- Output Immediately
- Delete After Output

Personal Time Zone

- of the User
- Sys. Time Zone: CST

CATT

- Check Indicator

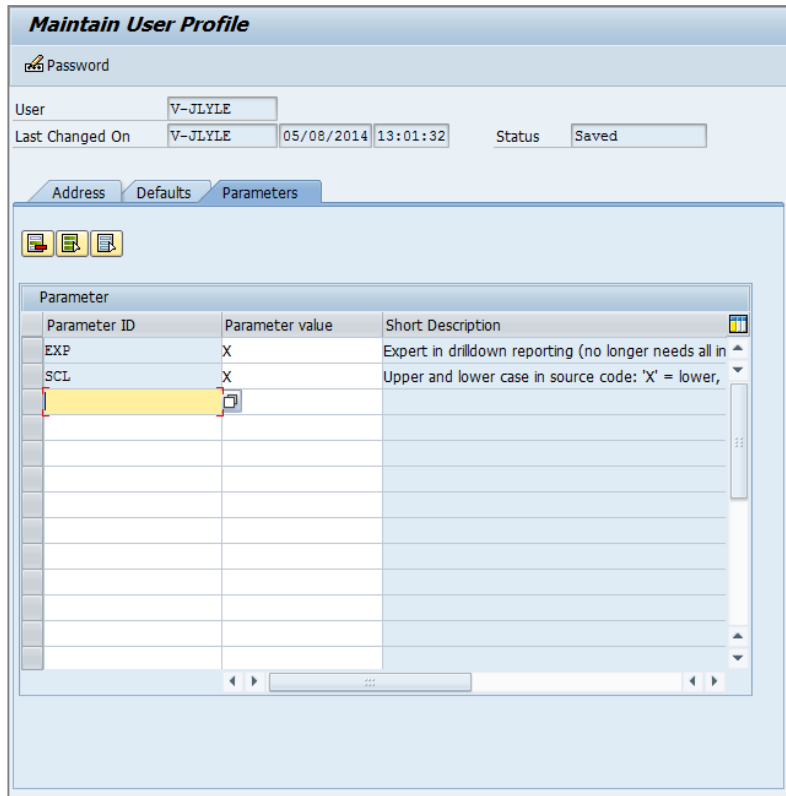
**Defaults** tab is used to select SAP settings.

- **Start menu** – used to specify a custom default menu.
- **Logon Language** – defaulted by system.
- **Decimal Notation, Date Format, and Time Format** – set to match the area where you do business.
- **Spool Control** – printer setup.
- **Personal Time Zone** – set your time zone if it differs from the computer's.

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**Parameters** tab is used to store default values in SAP. For example, if you always want to default a company code in the vendor search screen, then you can set that on the **Parameters** tab.

- The first step is to find the **Parameter ID**. You do that using a transaction that has the field you want to default.

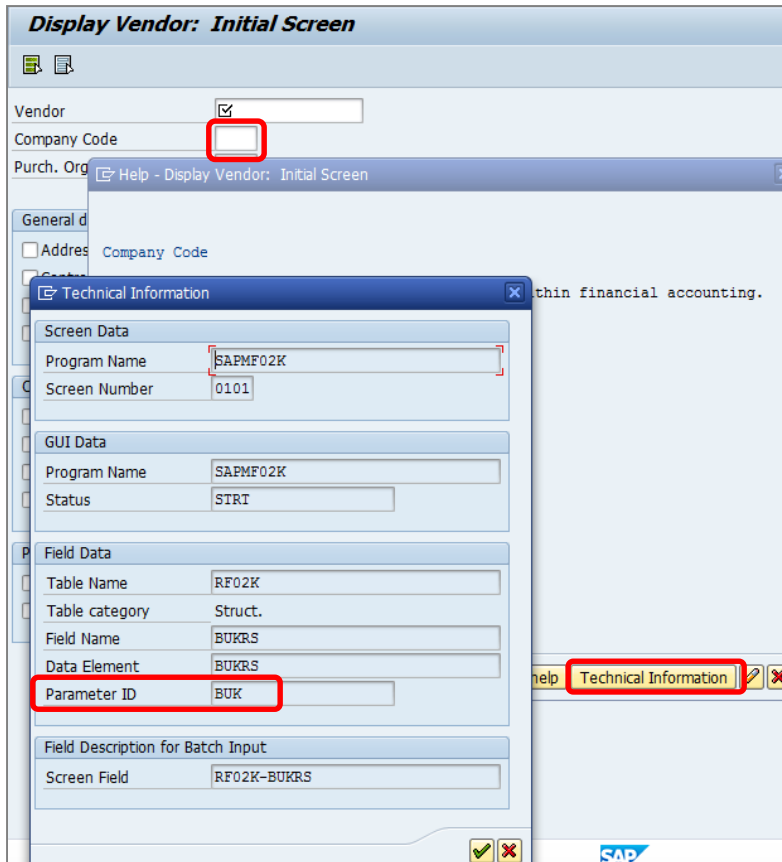
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# Tip 30 - Maintain User Profile...



## Parameter IDs

- Click in the field you want to default, and then press **[F1]**.
- The Help screen for the field displays. Click the **Technical Information** button.
- Locate the **Parameter ID**. For this field, it is **BUK**.
- Close all screens and return to the **Maintain User Profile** screen.

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# Tip 31 - Maintain User Profile...

**Maintain User Profile**

Password

User: V-JLYLE

Last Changed On: V-JLYLE 05/08/2014 13:01:32 Status: Saved

Address Defaults Parameters

Parameter

Parameter ID	Parameter value	Short Description
EXP	X	Expert in drilldown reporting (no longer needs all in
SCL	X	Upper and lower case in source code: 'X' = lower,
BUK	1020	

- Type the parameter ID ("**BUK**" in this case) in the **Parameter ID** field.
- Type the company code (in this case 1020) in the Parameter value field.
- Click the **Enter** icon on the main toolbar to complete.
- Company code 1020 is now defaulted every time you use a transaction that contains the **Company Code** field.

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Menu Path

Command Field

Input Field

Display Field

## **Menu Path**

The sequence of selections necessary to choose a specific operation or transaction.

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Menu Path

Command Field

Input Field

Display Field

## Command Field

An input field located to the right of the **Enter** icon in the **Standard Toolbar**. It is used to enter a transaction code and call a transaction without having to drill down through the **SAP Menu**.

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Menu Path

Command Field

Input Field

Display Field

## **Input Field**

Consists of a field name and an input area. You can enter and edit text in the input area.

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Menu Path

Command Field

Input Field

Display Field

## Display Field

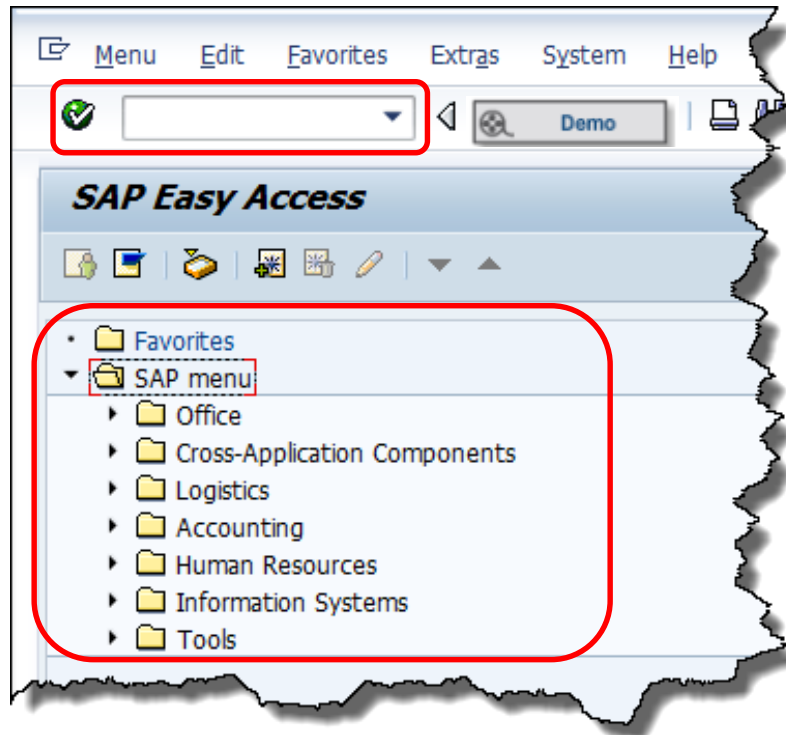
A field that can be viewed but not edited. A display field is generally grayed out.

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# Tip 36 - Accessing Transactions



There are two additional ways to access transactions in SAP:

- Select the transaction from the **SAP Menu**.
- Enter the transaction code in the **Command Field on the Menu Bar**, and then click the **Enter** button or press **[Enter]** on the keyboard.

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# Tip 37 - Field Types

Asset: INTERN-00001 [0] [ ]

Class: 1210 LEASEHOLD IMPROVEM... Company Code: 1000

General | Time-dependent | Allocations | Origin | Net Worth Tax | Deprec. Areas

Description: [ ] [ ]

Asset main no. text: [ ]

Acct determination: 14120100 Building & Improvements Assets

Serial number: [ ]

Inventory number: [ ]

Quantity: [ ]

Manage historically

There are 2 types of fields on all SAP transaction screens.

- **Input** fields generally have a white background and accept data entry.
- **Display** fields are generally grayed out and do not allow data entry.

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The screenshot shows the SAP Asset Manager interface for creating an asset. The title is "Create Asset: Master data". Below the title, there are tabs for "General", "Time-dependent", "Allocations", and "Origin". The "General" tab is selected. The "Description" field is highlighted with a red box and contains a checkmark, indicating it is a system-required field. Other fields include "Asset" (INTERN-00001), "Class" (1210), "Acct determination" (14120100), "Serial number", and "Inventory number".

Input fields have three types of field entries:

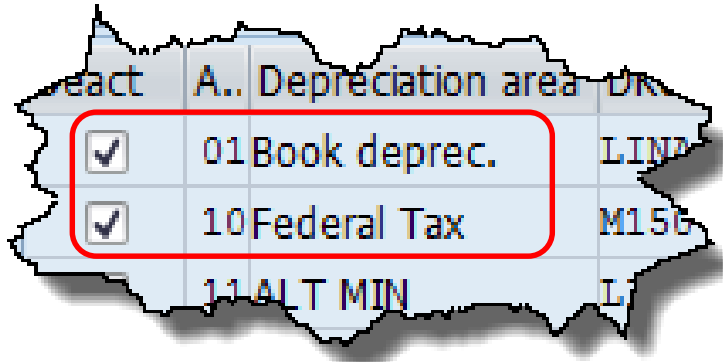
- **Required** fields must be completed to continue or save the transaction.
  - System-required fields are denoted with a checkmark.
  - Business-required fields may not have indicators.
- **Optional** fields do not have to be completed to save the transaction.
- **Conditional** fields are also not required except in certain cases where another entry makes it required.

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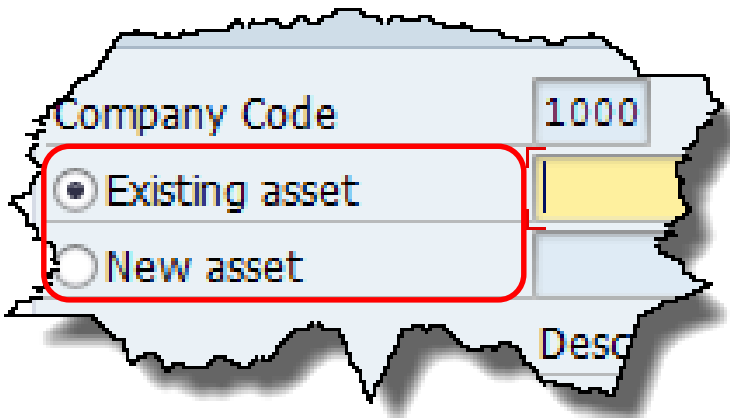
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# Tip 39 – Checkboxes vs. Radio Buttons



- **Checkboxes** can be used to select multiple items from a list.
- **Radio buttons** are used to select one and only one item from a list.



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Matchcode

ALV Grid Control

## Matchcode

Enables quick searching for master or transactional data through the database by narrowing the search criteria. Fields that contain a matchcode search display a drop-down arrow.

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Matchcode

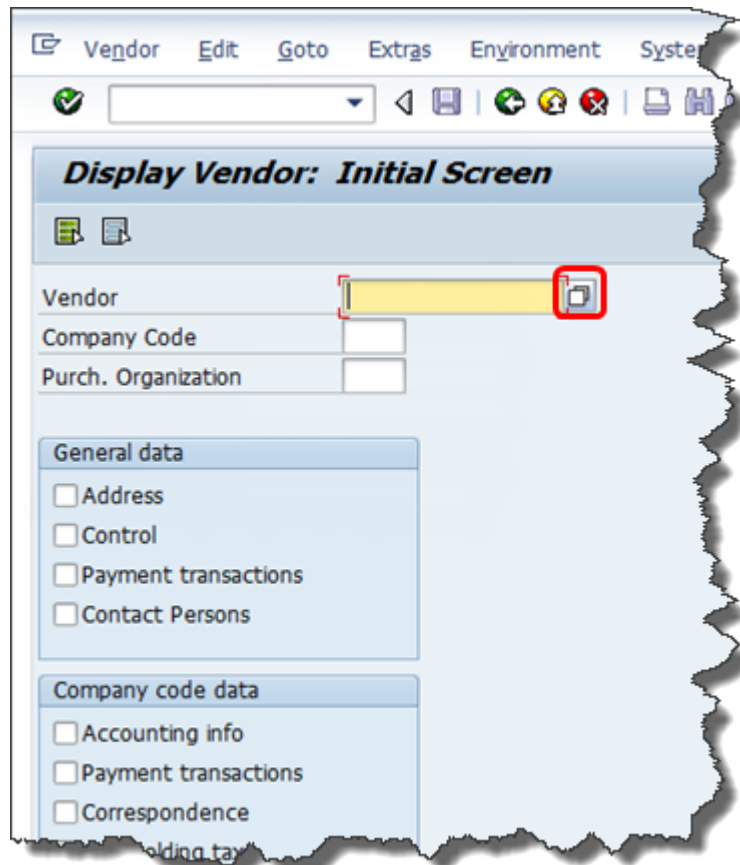
ALV Grid Control

## ALV Grid Control

The ALV Grid Control (ALV = SAP List Viewer) is a flexible tool for displaying lists. The tool provides common list operations as generic functions and can be enhanced by self-defined options. This allows you to use the ALV Grid Control in a large range of application programs.

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There are 3 categories of matchcodes:

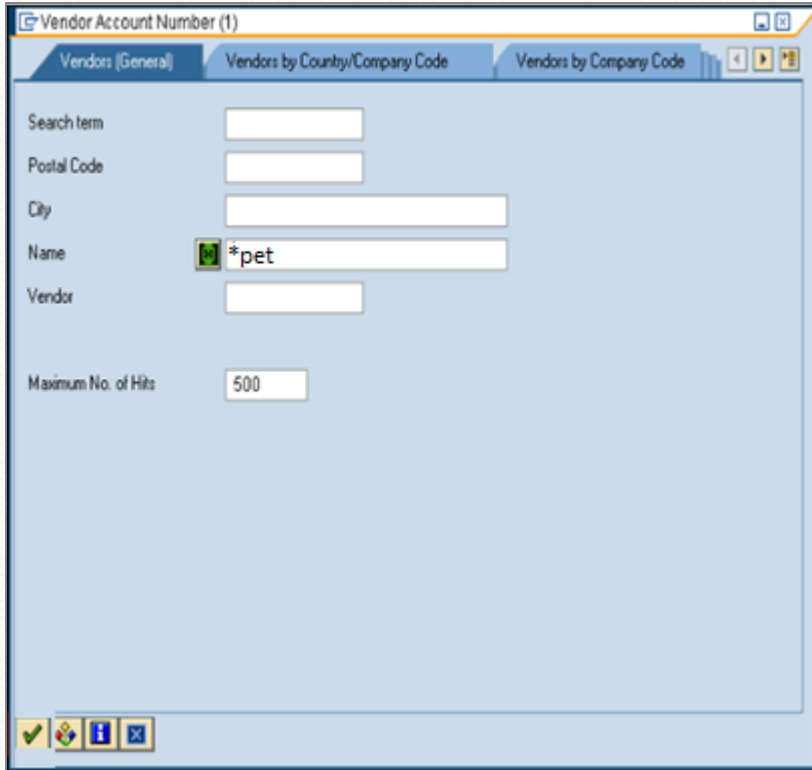
- **Possible Entries:** A fixed list for input, listed on one screen.
- **Restrict Value Range:** Many entries for a field, with tabbed screens to enter search criteria.
- **Calendar Search:** A calendar dialog box enables you to select the day, month, and year.

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# Tip 43 – Wildcard Search



The screenshot shows the SAP Vendor search interface. The window title is "Vendor Account Number (1)". There are three tabs: "Vendors (General)", "Vendors by Country/Company Code", and "Vendors by Company Code". The "Vendors (General)" tab is active. The search criteria are as follows:

Field	Value
Search term	
Postal Code	
City	
Name	*pet
Vendor	
Maximum No. of Hits	500

At the bottom left, there are four icons: a green checkmark, a red X, a blue 'f' (Facebook), and a blue 'x' (Close).

**Wildcards** allow you to search text fields for partial matches. Wildcard characters take the place of letters or numbers.

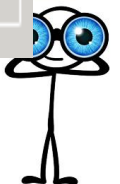
The most common wildcard is the asterisk (\*).

*Pet\** returns entries starting with “pet”

*\*pet* returns entries ending with “pet”

*\*pet\** returns entries containing “pet”

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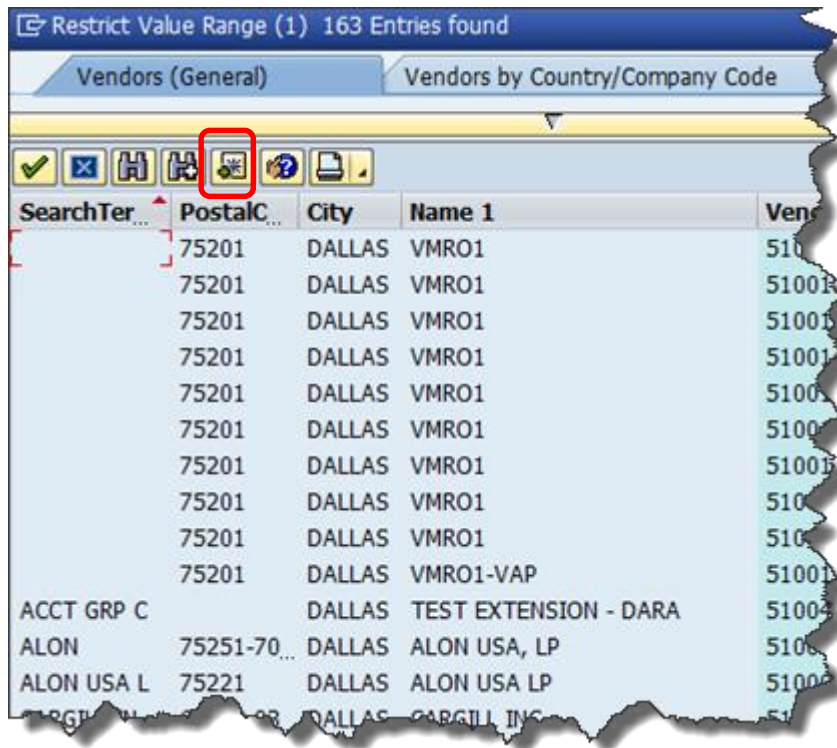


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# Tip 44 – Personal Lists

Restrict Value Range (1) 163 Entries found

Vendors (General) Vendors by Country/Company Code



SearchTer...	PostalC...	City	Name 1	Vend
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1	51001
	75201	DALLAS	VMRO1-VAP	51001
ACCT GRP C		DALLAS	TEST EXTENSION - DARA	51001
ALON	75251-70...	DALLAS	ALON USA, LP	51001
ALON USA L	75221	DALLAS	ALON USA LP	51001
GARGILL		DALLAS	GARGILL INC	51001

To avoid searching through the entire list, add any commonly used search results to a Personal List.

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**Purchasing Documents per Document Number**

Choose...

Purchasing document	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Purchasing organization	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Scope of List	<input type="text" value="BEST"/>			
Selection Parameters	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Document Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Pl	<input type="text" value="Scope of List"/>		<input type="text" value="BEST"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Account Assignment Category	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Delivery Date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Validity Key Date	<input type="text"/>			
Range of Coverage to	<input type="text"/>			
Vendor	<input type="text" value="5000003"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Supplying Plant	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Material	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Material Group	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Document Date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Intern. Article No. (EAN/UPC)	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Vendor's Material Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Vendor Subrange	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Promotion	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Season	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Season Year	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Short Text	<input type="text"/>			
Vendor Name	<input type="text"/>			

Many transactions provide an extensive search criteria screen that you can use to narrow the search so that it returns only the needed results.

For example, the **Scope of List** field defaults to BEST.

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# Tip 46 – Search Results (BEST)

**Purchasing Documents by Document Number**

Print Preview PO History Changes Delivery Schedule Services

PO	Type	Vendor	Name	PGp	Order	Date
Item	Material		Short Text		Mat. Group	
D I A	Plnt	SLoc	Order Qty	Un	Net Price	Curr. per Un
00010	100005		GASO CONV 85 OCT	UL HRVP	P0050	
I	2018	0001	1,000.000	UG6	0.01 USD	1 UG6
Contract Release Order 4600000000 Item 00010						
Still to be delivered 0.000 UG6 0.00 USD 0.00 %						
Still to be invoiced 0.000 UG6 0.00 USD 0.00 %						
4500000001	NB	5000003	Shell Exchange		ZPM 06/09/2006	
00010	100008		GASO CONV 87 OCT	UL HRVP	P0050	
	2018	0001	8,326.000	UG6	0.01 USD	1 UG6
Contract Release Order 4600000000 Item 00030						
Still to be delivered 8,326.000 UG6 83.26 USD 100.00 %						
Still to be invoiced 8,326.000 UG6 83.26 USD 100.00 %						
4500000002	NB	5000003	Shell Exchange		ZPM 08/01/2006	
00010	100005		GASO CONV 85 OCT	UL HRVP	P0050	
	2018	0001	123.000	UG6	0.01 USD	1 UG6
Contract Release Order 4600000000 Item 00010						
Still to be delivered 0.000 UG6 0.00 USD 0.00 %						
Still to be invoiced 0.000 UG6 0.00 USD 0.00 %						
4500000003	NB	5000003	Shell Exchange		ZPM 08/01/2006	
00010	100005		GASO CONV 85 OCT	UL HRVP	P0050	
	2018	0001	123.000	UG6	0.01 USD	1 UG6
Contract Release Order 4600000000 Item 00010						
Still to be delivered 0.000 UG6 0.00 USD 0.00 %						
Still to be invoiced 0.000 UG6 0.00 USD 0.00 %						
00020	100006		GASO CONV 86 OCT	UL HRVP	P0050	
	2018	0001	123.000	UG6	0.01 USD	1 UG6
Contract Release Order 4600000000 Item 00020						
Still to be delivered 0.000 UG6 0.00 USD 0.00 %						
Still to be invoiced 0.000 UG6 0.00 USD 0.00 %						
00030	100008		GASO CONV 87 OCT	UL HRVP	P0050	
	2018	0001	123.000	UG6	0.01 USD	1 UG6

The default results screen displays a static version of the information. It has limited drill-down capability using the buttons on the Application toolbar.

Tip: Always try double-clicking on fields in the result screen. Sometimes you find a drill-down.

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# Tip 47 – ALV Grid Control

**Purchasing Documents by Document Number**

Item Type Cat PGR POH Doc. Date Vendor/supplying plant Material Short Text

**Purchasing Document 4500000000**

10	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100005	GASO CONV 85
----	----	---	-----	--	------------	---------	----------------	--------	--------------

**Purchasing Document 4500000001**

10	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
----	----	---	-----	--	------------	---------	----------------	--------	--------------

**Purchasing Document 4500000002**

10	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100005	GASO CONV 85
----	----	---	-----	--	------------	---------	----------------	--------	--------------

**Purchasing Document 4500000003**

10	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100005	GASO CONV 85
20	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100006	GASO CONV 85
30	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100008	GASO CONV 87
40	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100009	GASO CONV 91

**Purchasing Document 4500000004**

10	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100005	GASO CONV 85
20	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100006	GASO CONV 85
30	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100008	GASO CONV 87
40	NB	F	ZPM		08/01/2006	5000003	Shell Exchange	100009	GASO CONV 91

**Purchasing Document 4500000005**

10	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
20	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
30	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
40	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
50	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
60	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87
70	NB	F	ZPM		06/09/2006	5000003	Shell Exchange	100008	GASO CONV 87

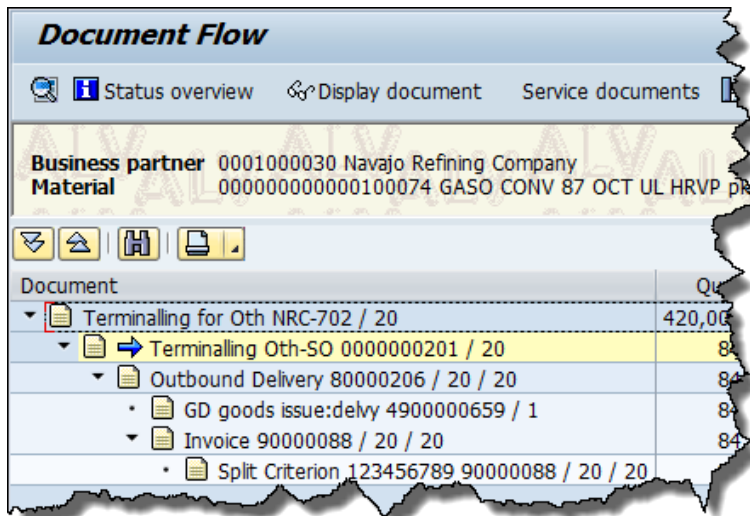
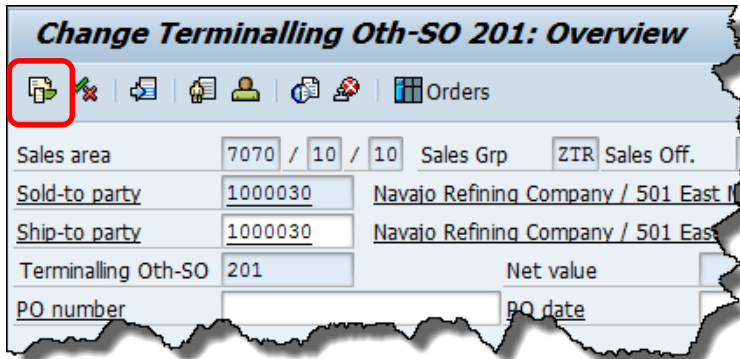
When you change the **Scope of List** to **ALV**, the application displays the information in a much more flexible format that allows you to:

- Add, hide, or move columns
- Create and save special layouts for future use
- Directly export the report to Excel or Word


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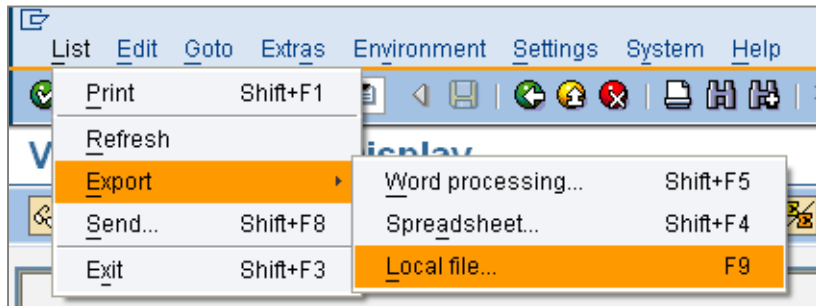
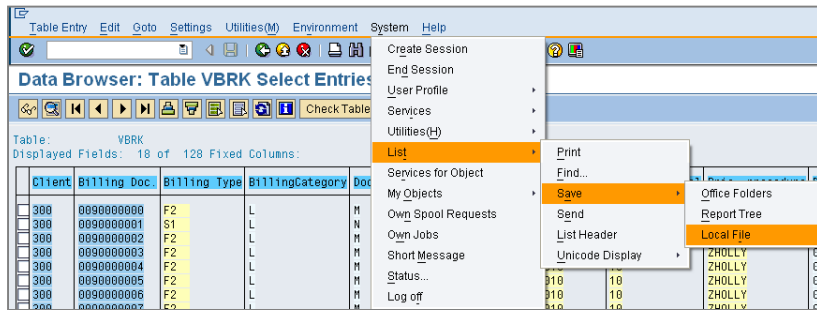
Document Flow is a representation in the system of the sequence of documents for a business transaction.

- Document flow availability is indicated by an icon  on the application toolbar.
- For example, a document flow can consist of a quotation, a sales order, a delivery, and an invoice.

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SAP provides several ways to export data depending on the transaction.

- For ALV Grids, click the buttons on the Application Menu bar to export directly to Excel or Word, or to export lists in various formats.
- On some screens, from the main menu, select **System > List > Save > Local file**.
- On other screens, from the main menu, select **List > Export > Local file or Spreadsheet or Word Processing**.

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**SD/MM Formula Pricing Load**

General Selection

Input File: C:\Users\jpatel.000\Desktop\Files\Rack less Discount.xls

Output Error File: C:\Formula\_price\_error.xls

Session name (Error): ZVX11\_ERROR

Userid: JPATEL

Processing mode: X

Create Excel Template



Condition type	Condition table	Outline agreement contract	Plant	transport	Material	Validity start date of the con	Validity end date of the con	Formula description	Formula term selection	Currency for display of calcul
ZFAO	912	40012028	2400	TR	100061	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2	1	US\$
ZFAO	912	40012028	2400	TR	100067	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2	1	US\$
ZFAO	912	40012028	2400	TR	100068	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 DIED	1	US\$
ZFAO	912	40012028	2400	TR	100068	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 DIED	1	US\$
ZFAO	912	40012028	2400	TR	101515	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 CFI	1	US\$
ZFAO	912	40012028	2400	TR	101515	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 CFI	1	US\$
ZFAO	912	40012028	2400	TR	101516	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 CFI DIED	1	US\$
ZFAO	912	40012028	2400	TR	101516	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 CFI DIED	1	US\$
ZFAO	912	40012028	2400	TR	100060	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD1	1	US\$
ZFAO	912	40012028	2400	TR	100060	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD1	1	US\$
ZFAO	912	40012028	2400	TR	100061	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD1 DIED	1	US\$
ZFAO	912	40012028	2400	TR	100061	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD1 DIED	1	US\$
ZFAO	912	40012028	2400	TR	101095	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD1 W58	1	US\$
ZFAO	912	40012028	2400	TR	101095	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD1 W58	1	US\$
ZFAO	912	40012028	2400	TR	101103	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 W58 DIED	1	US\$
ZFAO	912	40012028	2400	TR	101103	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 W58 DIED	1	US\$
ZFAO	912	40012028	2400	TR	101621	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 W58 CFI	1	US\$
ZFAO	912	40012028	2400	TR	101621	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 W58 CFI	1	US\$
ZFAO	912	40012028	2400	TR	101622	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 W58 CFI D1	1	US\$
ZFAO	912	40012028	2400	TR	101622	1/1/2015	1/1/2015	ELDO RACK LESS DISC USLSD2 W58 CFI D1	1	US\$
ZFAO	912	40012028	2400	TR	100127	1/1/2015	1/1/2015	ELDO RACK LESS DISC 87 UL	1	US\$
ZFAO	912	40012028	2400	TR	100127	1/1/2015	1/1/2015	ELDO RACK LESS DISC 87 UL	1	US\$
ZFAO	912	40012028	2400	TR	100137	1/1/2015	1/1/2015	ELDO RACK LESS DISC 89 MAUL HRVP	1	US\$
ZFAO	912	40012028	2400	TR	100137	1/1/2015	1/1/2015	ELDO RACK LESS DISC 89 MAUL HRVP	1	US\$
ZFAO	912	40012028	2400	TR	100140	1/1/2015	1/1/2015	ELDO RACK LESS DISC 91 PAUL	1	US\$
ZFAO	912	40012028	2400	TR	100140	1/1/2015	1/1/2015	ELDO RACK LESS DISC 91 PAUL	1	US\$
ZFAO	912	40012028	2400	TR	100123	1/1/2015	1/1/2015	ELDO RACK LESS DISC 87 OCT UL 10N ETH	1	US\$

Importing requires the use of custom SAP transactions and specially-designed spreadsheets.

Import examples:

- Journal entries
- Pricing
- Adding materials to contracts

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## Variant

### **Variant**

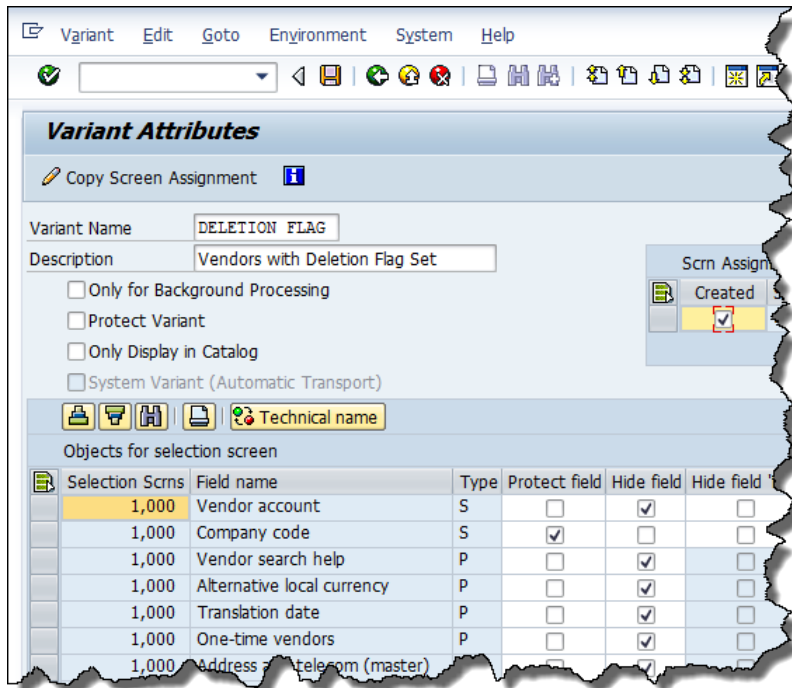
Set of input values for selection screens. Can be used when selection screens are called to initialize fields with default values.

Variants can be created on a selection screen using **Goto > Variants**.

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Variants are used to tailor selection screens to produce reports that provide the most useful information.

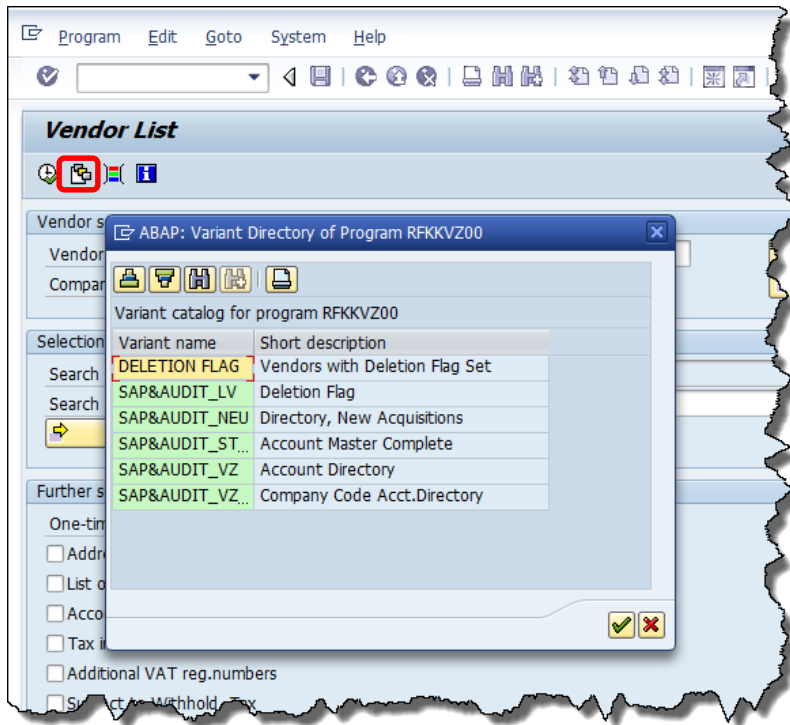
Using variants, you can:

- Set field defaults
- Protect fields to prevent them from being changed
- Hide fields that aren't needed
- Make certain fields required
- Adjust other fields to make the report more useful

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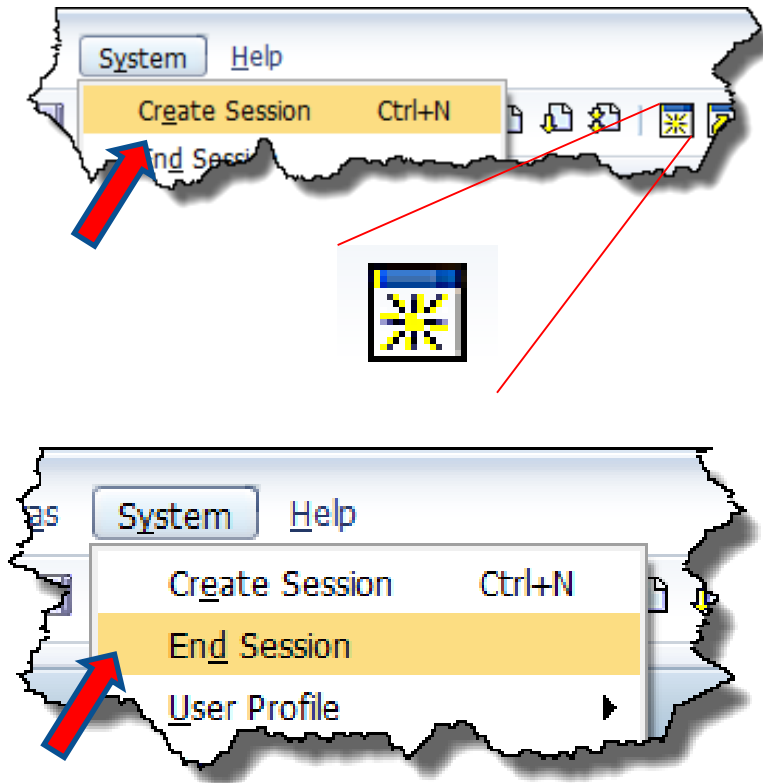


To use a variant:

Click the **Get Variant** icon on the **Application Toolbar** and choose the desired variant from the Directory.







Create new sessions:

- From the main menu, select **System > Create Session**.
- On the **Standard Toolbar**, click the **New Session** icon.

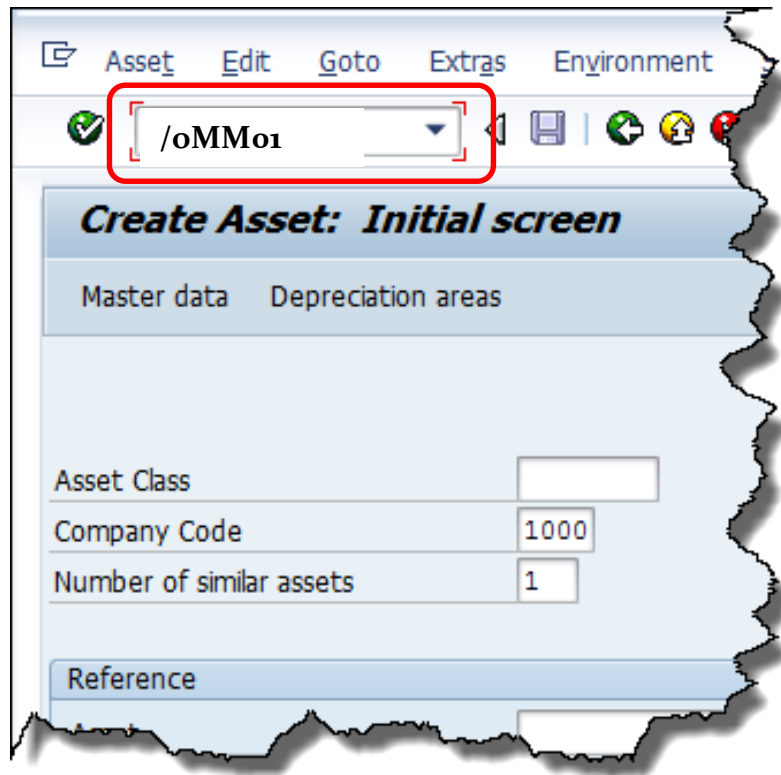
End a session:

- From the **Menu Bar**, select **System > End Session**.

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- When you launch SAP, a single session opens. Up to six sessions can be opened.
- Open a new session when looking for data that may impact a new transaction: in the **Command field**, type /o followed by the new transaction.
- Display a material: in the **Command field**, type /oMMo1. The display transaction opens in a new session.

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There are two main Help features:

- **F1 Help** – includes field definitions and information on system messages. Press [F1] on your keyboard to view information about the selected field and the type of data to enter into it.
- **Customized Help** – after accessing a transaction in SAP, from the main menu, select **Help > [company name] Help**. If active in your company, you will see customized directions that provide step-by-step instruction display for the current transaction.



## 1.1. Activity: Creating a Vendor Master Record

Step	Action
(1)	Double-click on  SAP Menu
(2)	Double-click on  Accounting
(3)	Double-click on  Financial Accounting
(4)	Double-click on  Accounts Payable
(5)	Double-click on  Master Records
(6)	Start the transaction <b>Create</b> by double-clicking it.
(7)	Click the <b>Vendor</b> field.
(8)	Enter <b>LANDLORD00</b> in the <b>Vendor</b> box.
(9)	Click the <b>Company Code</b> field to activate it.
(10)	Enter <b>1000</b> in the <b>Company Code</b> box.

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You can also get help from Super Users!

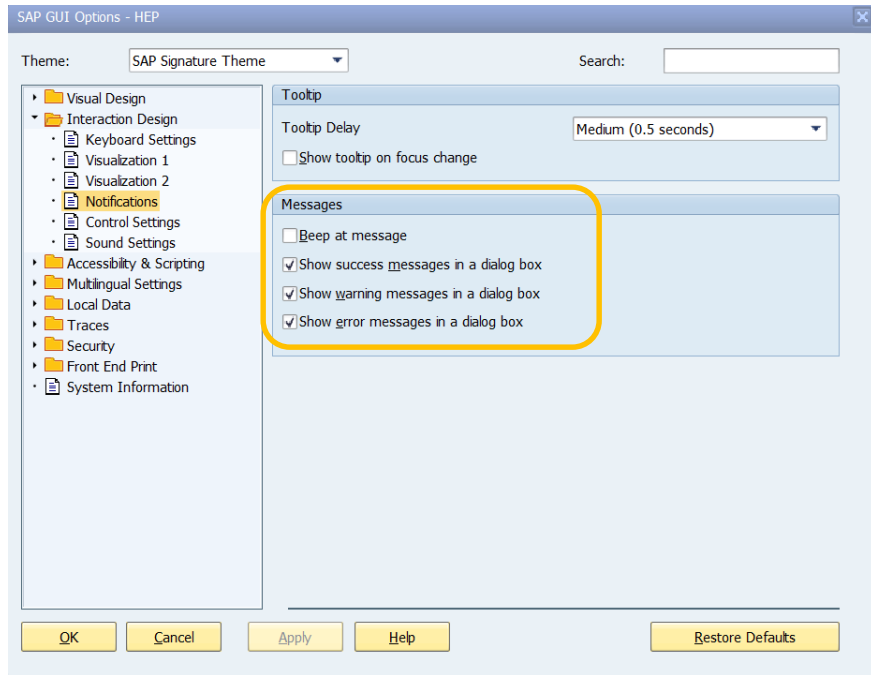
- **Super Users** – They are “power users” who are very familiar with SAP and other systems as well as the company’s business processes.

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# Tip 58 – Pop up dialog box



You can select whether or not pop up dialog boxes appear for Errors, Warnings, Successes.

From the **Customize Local Layout** button 

>> **Options** >> **Interaction Design** >>  
**Notifications** >> **Messages**

Select the types of message you want to pop up on the SAP screen.

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# Tip 59 – Freeze Report Columns

The screenshot shows the SAP report 'Display Warehouse Stock'. The 'Columns' menu is open, and 'Freeze to column' is highlighted. A callout box points to the 'Material' and 'Material Description' columns with the text 'Select columns'. Another callout box points to the navigation arrows at the bottom of the report with the text 'Works like "Freeze pane" in Excel.'

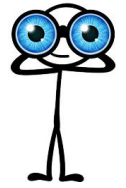
Material	Material Description	Plant	SL	Restricted	
100-510	Ball bearing				
100-500	Bearing case				
100-432	Cable structure				
100-100	Candy				
100-410	Casing for electronic drive				
100-101	CI Spiral casing (with planned scrap)				
100-700	Sheet metal ST37	..	16.486,83	..	0,00
100-210	Slug for fly wheel	..	9.555,70	..	0,00
100-310	Slug for Shaft	..	16.366,07	..	0,00
100-600	Support base	..	198.083,74	..	0,00
		...	5.147.070,78	...	0,00

You can freeze columns on SAP reports, just like MS Excel.

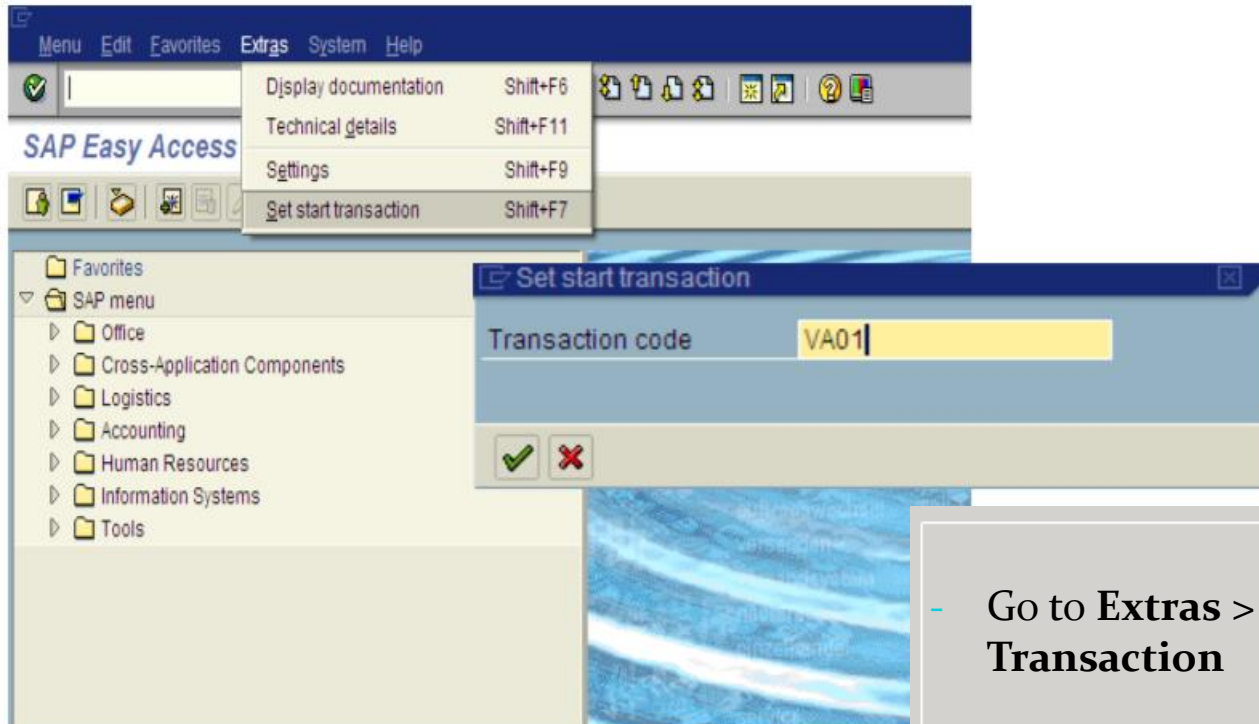
Works like "Freeze pane" in Excel.

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# Tip 60 – Set Start Transaction



- Go to **Extras > Settings > Set Start Transaction**
- You must log off and back on to see change.

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# Tip 61 – Copy Text

Menu: List Edit Goto Extras Environment Settings System Help


Toolbar: [Icons]

### G/L Account Line Item Display

Toolbar: [Icons] Selections Dispute

G/L Account: 191100 Goods Rcvd/Invoice Rcvd (third party)  
Company Code: 1000

St	Assignment						cur.	LCurr	Tx	Clrng doc.
<input checked="" type="checkbox"/>	450001203900030	5					,40-	EUR		
<input checked="" type="checkbox"/>	450001203900030	5					,40	EUR	VN	
<input checked="" type="checkbox"/>	450001203900040	5					,20-	EUR		
<input checked="" type="checkbox"/>	450001203900040	5					,20	EUR	VN	
<input type="checkbox"/>	450001204000010		5000000622		WE	05.10.2001	96	121,89-	EUR	
<input type="checkbox"/>	450001204000010		5100000567		RE	08.10.2001	86	121,89	EUR	VN
<input type="checkbox"/>	450001204000020		5000000622	1000	WE	05.10.2001	96	2.295,00-	EUR	
<input type="checkbox"/>	450001204000020		5100000567	1000	RE	08.10.2001	86	2.295,00	EUR	VN
<input type="checkbox"/>	450001204100010		5000000623		WE	05.10.2001	96	11.497,50-	EUR	
<input type="checkbox"/>	450001204100010		5100000568		RE	08.10.2001	86		EUR	
<input type="checkbox"/>	450001204200010		5000000624		WE	05.10.2001	96		EUR	
<input type="checkbox"/>	450001204200010		5100000569		RE	08.10.2001	86		EUR	
<input type="checkbox"/>	450001204300010		5000000625		WE	05.10.2001	96		EUR	
<input type="checkbox"/>	450001204300010		5100000570		RE	08.10.2001	86		EUR	
<input type="checkbox"/>	450001204300020		5000000625		WE	05.10.2001	96		EUR	
<input type="checkbox"/>	450001204300020		5100000570		RE	08.10.2001	86		EUR	
<input type="checkbox"/>	450001208200010		5000000626	3000	WE	08.10.2001	96		EUR	
<input type="checkbox"/>	450001208200010		5100000571	3000	RE	09.10.2001	86		EUR	
<input type="checkbox"/>	450001208200020		5000000626	3000	WE	08.10.2001	96		EUR	
<input type="checkbox"/>	450001208200020		5100000571	3000	RE	09.10.2001	86	4.779,00	EUR	VN
<input type="checkbox"/>	450001208300010		5000000627	3000	WE	08.10.2001	96	202.471,50-	EUR	
<input type="checkbox"/>	450001208300010		5100000572	3000	RE	09.10.2001	86	202.471,50	EUR	VN
<input type="checkbox"/>	450001208300020		5000000627	3000	WE	08.10.2001	96	190.353,93-	EUR	
<input type="checkbox"/>	450001208300020		5100000572	3000	RE	09.10.2001	86	190.353,93	EUR	VN
<input type="checkbox"/>	450001208300030		5000000627	3000	WE	08.10.2001	96	7.110,09-	EUR	
<input type="checkbox"/>	450001208300030		5100000572	3000	RE	09.10.2001	86	7.110,09	EUR	VN
<input type="checkbox"/>	450001208400010		5000000628	3000	WE	08.10.2001	96	5.420,20-	EUR	
<input type="checkbox"/>	450001208400010		5100000573	3000	RE	09.10.2001	86	5.420,20	EUR	VN
<input type="checkbox"/>	450001213600010		5000000629	7000	WE	09.10.2001	96	6.560,00-	EUR	

**CTRL Y** makes cursor change to:   
It allows to mark a section on the display.  
**CTRL C** copies the selection to the clipboard

- When on a report, press **CTRL + Y** to select and copy data.





# Tip 62 – Paste Text


Material Group		to		↓
Purchasing Organization		to		→
Purchasing Group		to		→
Purchasing Document		to		→

Multiple Selection for Purchasing Document

Select Single Values (28) | Select Ranges | Exclude Single Values | Exclude Ranges

O.. Single value

- 4500012039
- 4500012039
- 4500012039
- 4500012039
- 4500012040
- 4500012040
- 4500012040
- 4500012040
- 4500012040

Paste with **CTRL V** for selections smaller than 8 lines (to fit in the selection window) or use  for larger selections

Multiple selection..

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## Search for a Transaction Code or Menu Title

Node	Transaction code	Text
Nodes	MM01	Create
Preceding node		Material
Preceding node		Master data
Preceding node		Warehouse Management
Preceding node		Environment
Preceding node		Shipping
Preceding node		Environment
Preceding node		Shipment cost
Preceding node		Subsequent functions
Preceding node		Shipment
Preceding node		Bulk transportation
Preceding node		Environment
Preceding node		Inventory Management
Preceding node		Materials Management
Preceding node		Logistics

- T-code `search_sap_menu` allows you to find the menu path for a given transaction code.

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<https://help.sap.com/viewer/p/GLOSSARY>

Example:

**vendor master (FI)**

### Financial Accounting (FI)

The collective term for all vendor master records.

The vendor master contains the data of all vendors with which a company conducts business.

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**Display Warehouse Stocks of Material**

🕒 📄 📘

Database Selections

Material	100-*	to		➡
Plant		to		➡
Storage Location		to		➡
Batch		to		➡

.....

Display Options

Hierarchical Representation

Non-Hierarchical Representation

Layout

Select non hierarchical list for more flexible report layout functions


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# Tip 66 – Maintain Report Layout

In some transactions the following icon is used to maintain display variants/ report layouts:



Position cursor where field needs to be shown and move selected fields to left with the arrow key

Sort fields by clicking on column header

**Display Warehouse Stocks of Material**

Material	Plnt	S...	S Unit	Unrestricted	Crcy	Σ	Value Unrestricted	Transit and Transfer	Σ	Val. in Trans./Tfr
100-100	1000	0001	PC	1.093	EUR		124.339,68	0		0,00
		0088	PC	5	EUR		568,80	0		0,00
		0116	PC	19.999	EUR		2.275.086,24	0		0,00
		0117	PC	4.197	EUR		477.45			0,00
		9988	PC	5	EUR		5			0,00
		HU...								
	1100	0001								
		0002								
		0003								
		0004								
		0005								
		0100								
	2000	0001								
	2300									
	3000									
		0095								
		0096								
	3200	0001								
	3800									
	6101									
		0088								
	6102	0001								
	SG...	SL...								
100-101	1000	0001								
	SG...	SL...								
100-110	1000	0001								
	2000									
	3000									

**Change Layout**

Displayed Colu | Sort Order | Filter

Displayed Columns

Column Name	Σ
Material	
Plant	
Storage Location	
DF stor. loc. level	
Base Unit of Measure	
Unrestricted	<input type="checkbox"/>
Currency	<input type="checkbox"/>
Value Unrestricted	<input checked="" type="checkbox"/>
Transit and Transfer	<input type="checkbox"/>
Val. in Trans./Tfr	<input checked="" type="checkbox"/>
In Quality Insp.	<input type="checkbox"/>

Column Set

Column Name
Material Description
Name 1
Material Type
Material Group
Valuated Goods Receipt Blocked Stock
Val. GR Blocked St.
Tied Empties
Val. Tied Empties
Stock in Transit
Value in Transit
In Transfer (Plant)



# Tip 67 – Save Report Layout

**Display Warehouse Stocks of Material**

Material | Material Description | Plant | SLoc | SUnit | Unrestricted | Crpy | Value Unrestricted

Material	Material Description	Plant	SLoc	SUnit	Unrestricted	Crpy	Value Unrestricted
100-510	Ball bearing						
100-500	Bearing case						
100-432	Cable structure						
100-100	Candy						
100-410	Casing for electronic drive						
100-101	CI Spiral casing (with planned sc						
100-420	Circuit board M-1000						
100-805	Colour Blue w/o gloss						
100-806	Colour Blue with gloss						
100-851	Colour Powder Red						
100-801	Colour Red w/o gloss						
100-802	Colour Red with gloss						
100-803	Colour Yellow w/o gloss						
100-804	Colour Yellow with gloss						
100-400	Electronic						
100-890	Filler						
100-120	Flat gasket						
100-200	Fly wheel						
100-130	Hexagon head screw M10						
100-300	Hollow shaft						

Save layout dialog box:

Layout	Layout description
Y00-01	By material / plant

Save layout Name: Y00-01 By material / plant

User-specific  Default setting

All users → create/manage user-specific report layouts.  
Possibility to create user specific default setting.

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## Command Field Shortcuts

**/n** Takes the user to the root SAP Easy Access menu from anywhere.

**/n + [T-code]** Takes the user directly to the desired T-code from anywhere. For example, **"/nVA01"** will take the user directly to the Create Sales Order screen.

**/\* + [T-code]** Like **"/n + [T-code]**', but takes the user directly into the desired T-code with the last values used. For example, **"/\*XD02"** will take the user directly into change mode screen for the last customer you were changing.

**/nex** Closes all windows for the current system/client and logs off of SAP.

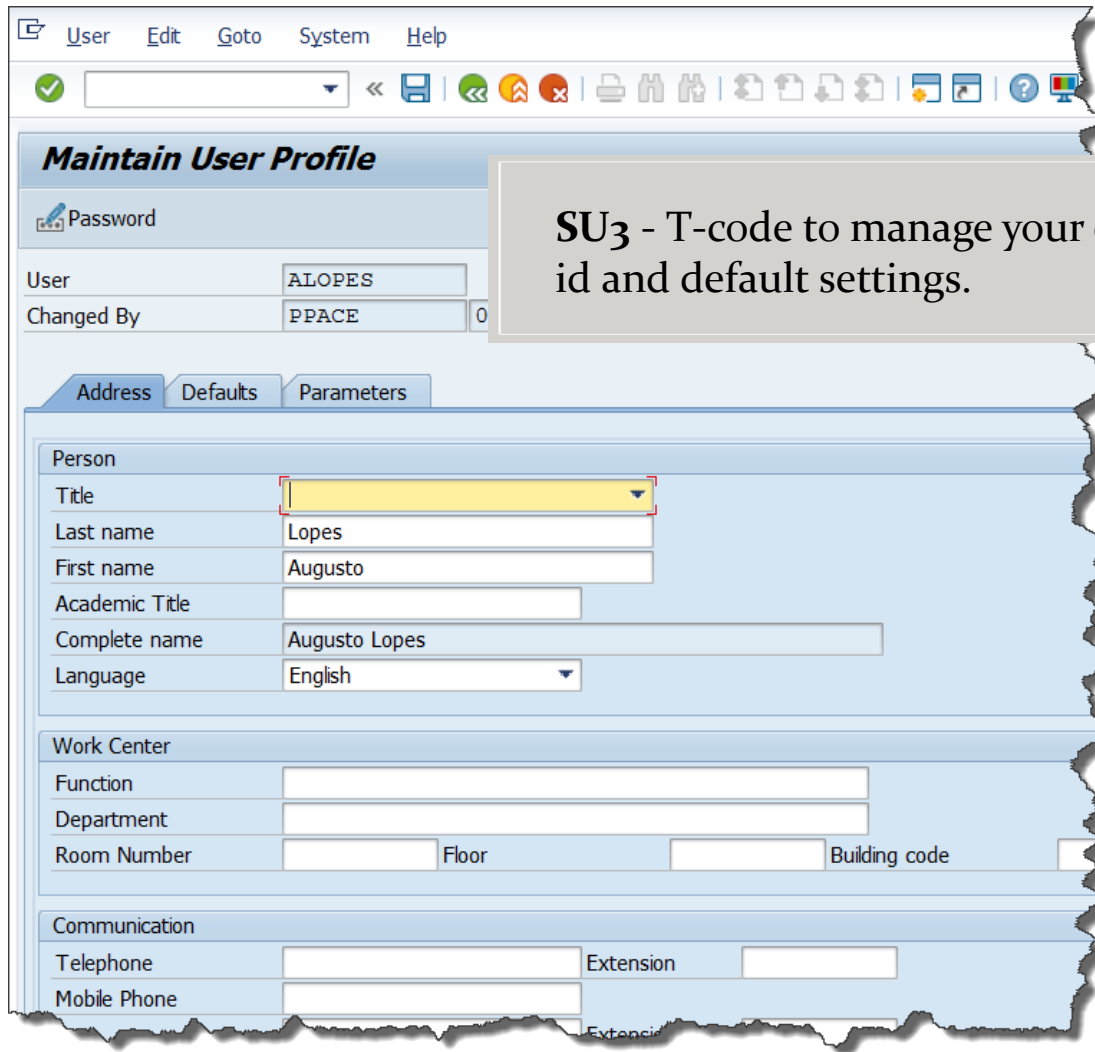
**/o** Alone, it will generate an "Overview of Sessions" screen for the current system. It also allows you to generate a new session.

**/o + [T-code]** When used as a prefix to a transaction code, it will open the target transaction in a new window. For example, **"/ova01"** will open up the Create Sales Order screen in a new window.

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The screenshot shows the SAP 'Maintain User Profile' interface. At the top, there is a menu bar with 'User', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Maintain User Profile'. A 'Password' field is visible. The 'User' field contains 'ALOPES' and 'Changed By' contains 'PPACE'. There are three tabs: 'Address', 'Defaults', and 'Parameters'. The 'Person' section includes fields for 'Title' (highlighted with a yellow box), 'Last name' (Lopes), 'First name' (Augusto), 'Academic Title', 'Complete name' (Augusto Lopes), and 'Language' (English). The 'Work Center' section includes 'Function', 'Department', 'Room Number', 'Floor', and 'Building code'. The 'Communication' section includes 'Telephone', 'Extension', and 'Mobile Phone'.

**SU3** - T-code to manage your own user id and default settings.

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# Tip 75 – Wide Cursor

The screenshot shows the 'SAP GUI Options - HEP' dialog box. The 'Theme' is set to 'SAP Signature Theme' and the search term is 'cursor'. The left-hand tree view is expanded to 'Interaction Design > Visualization 1'. The right-hand pane shows the 'Cursor Width for Input Fields on Screens' section with the 'Wide cursor' radio button selected. Other sections include 'Controls', 'OK Code', and 'Lists'. At the bottom are buttons for 'OK', 'Cancel', 'Apply', 'Help', and 'Restore Defaults'.

Theme: SAP Signature Theme Search: cursor

- Theme Preview/Settings
- Font Settings
- Branding
- Define Custom Colors
- Color Settings
  - Colors in System
- Interaction Design
  - Keyboard Settings
  - Visualization 1
  - Visualization 2
  - Notifications
  - Control Settings
  - Sound Settings
- Accessibility & Scripting
  - Accessibility
  - Scripting
- Multilingual Settings
  - IME
  - Encoding
  - Graphic
  - Others
- Local Data
  - History
  - Cache
  - File Lifetime

Cursor Width for Input Fields on Screens

Narrow cursor  Wide cursor

Use block cursor in overwrite mode (OVR)

Controls

Show keys within dropdown lists

Sort by keys within dropdown lists for most efficient keyboard input

OK Code

Show OK Code field

Show dialog box for OK Code in batch input

Lists


Use cursor within lists

Show lines in lists

Underline links in lists

Allow Microsoft ClearType to be used for text in lists

OK Cancel Apply Help Restore Defaults

You can make your cursor more visible by going to  > Options > Interaction Design > Visualization

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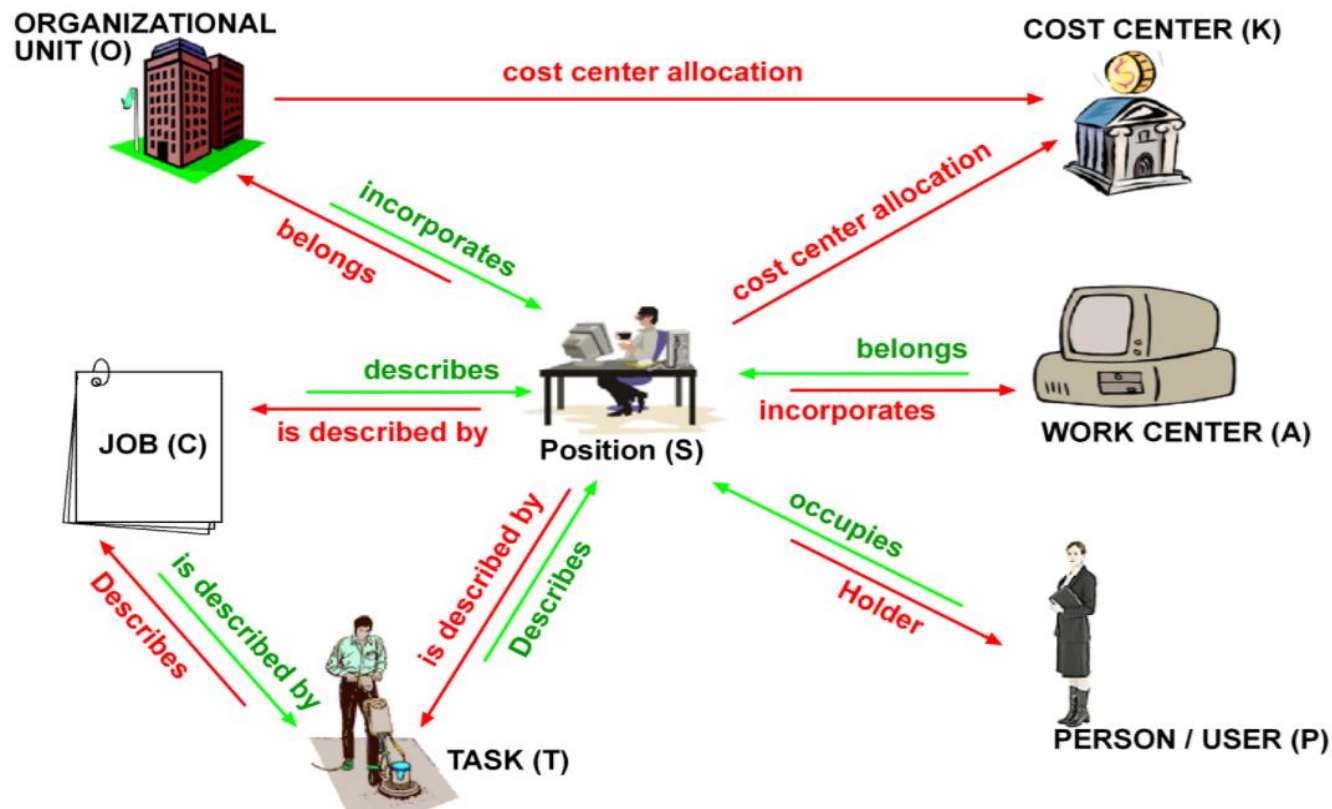


# Tip 76 – Relationships

Visual Representation of  
SAP HCM Objects Relationships

## Relationships of Objects

Object Types and Object Keys

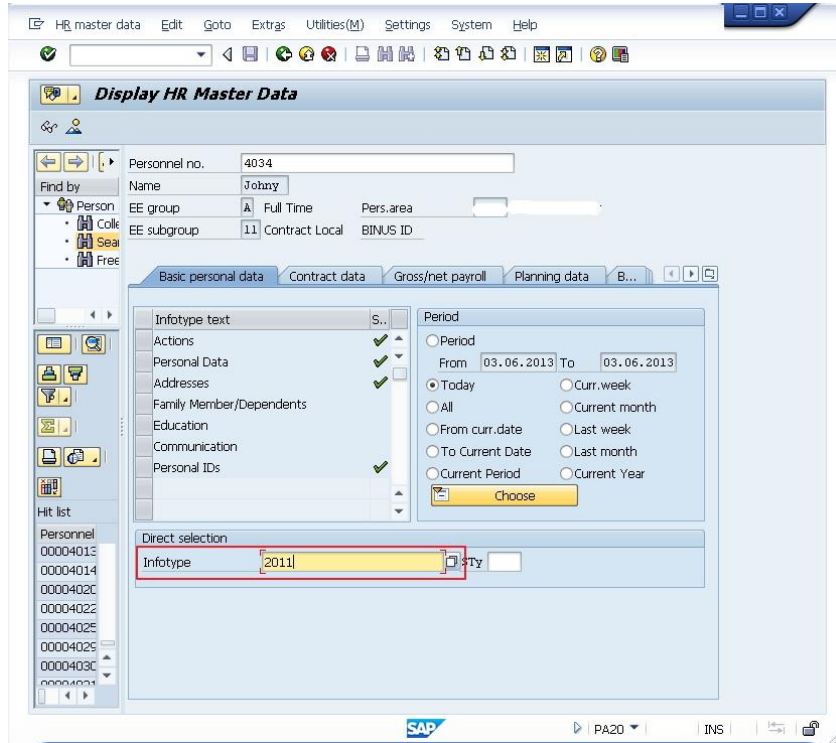


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[www.SAPinsight.com](http://www.SAPinsight.com)

SAP System Provider



## What is an Infotype?

A SAP Infotype is an information unit used to store employee relevant data required for administration purposes.

It has a 4 digit-code and a related name. It stores similar data into one screen.

For example, Personal Data (Infotype 0002) stores the employee's personal data (i.e., first name, last name, birth date, marital status).

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Company Code

FI versus CO

## **Company Code**

Is the link between Finance and Corporate Structure. Legal entity - with one chart of accounts and one currency - that is defined by Finance.

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Company Code

FI versus CO

## **FI - Finance**

External facing. Legal reporting. P&L.

## **CO-Controlling**

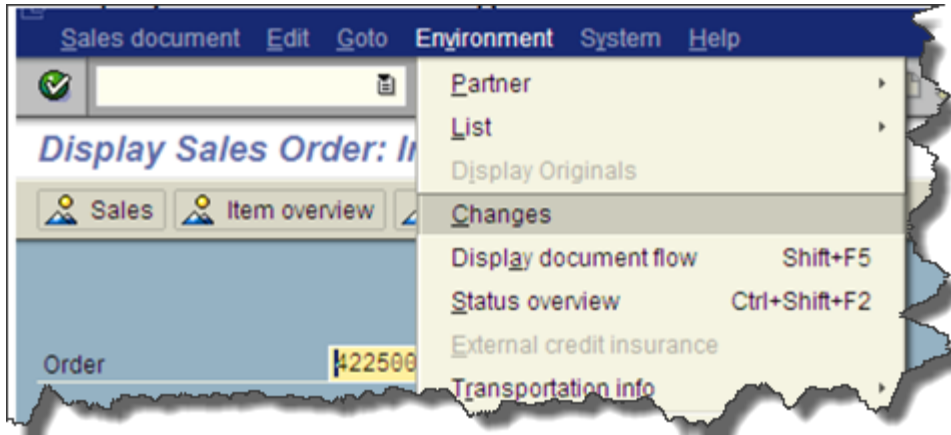
Internal facing. How the company is organized and structured financially. Cost Centers, Profit Centers.

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# Tip 80 – Deleted Docs



To find out who did it and when a document was deleted:

- Execute a display tcode, for example VA03 (Sales Order Display)
- Enter document number (Do not press enter). Go to **Environment > Changes**

Changes in 4225002

Choose

Date	ItmNo	SLNo	Action	User
04/20/09	Document	he	Next date changed	GEC0720V
04/20/09	Document	he	has been deleted	GEC0720V
04/20/09	Document	he	Sold-to party has been deleted	GEC0720V
04/20/09	Document	he	Ship-to party has been deleted	GEC0720V
04/20/09	Document	he	Carrier has been deleted	GEC0720V
04/20/09	Document	he	Payer has been deleted	GEC0720V
04/20/09	Document	he	Bill-to party has been deleted	GEC0720V
04/20/09	10		Item has been deleted	GEC0720V
04/20/09	10	1	Order quantity in sales units changed	GEC0720V
04/20/09	10	1	has been deleted	GEC0720V

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# Tip 81 – User Authorization

/nSU53 – Display Authorization Data for User

Description	Authorization values
· User Name	ALOPES
· System	HEP
· Date	10/17/2017
· Instance	usrd12zdu100d_HEP_01
Failed checks since	10/17/2017 16:22:41
Client	300
Time	16:25:17
Profile Parameter	auth/new buffering
4	
-----	
Authorization check failed	
· Date 10/17/2017 Time 16:25:10 Transaction SESSION_MANAGER	
· Authorization Obj. S_TCODE Transaction Code Check at Transaction Start	
· Authorization Field TCD Transaction Code	FB01
· Date 10/17/2017 Time 16:24:47 Transaction SESSION_MANAGER	
· Authorization Obj. S_TCODE Transaction Code Check at Transaction Start	
· Authorization Field TCD Transaction Code	MM01
· Date 10/17/2017 Time 16:24:44	
· Authorization Obj. S_USER_PRO User Master Maintenance: Authorization Profile	
· Authorization Field ACTVT Activity	*
· Authorization Field PROFILE Auth. profile in user master maintenance	*
· Date 10/17/2017 Time 16:23:40 Transaction SESSION_MANAGER	
· Authorization Obj. S_TCODE Transaction Code Check at Transaction Start	
· Authorization Field TCD Transaction Code	FB01
· Date 10/17/2017 Time 16:23:04 Transaction SESSION_MANAGER	
· Authorization Obj. S_TCODE Transaction Code Check at Transaction Start	
· Authorization Field TCD Transaction Code	FB01
· User's Authorization Data ALOPES	
· Authorization Object S_TCODE Transaction Code Check at Transaction Start	
· Authorization Object S_USER_PRO User Master Maintenance: Authorization Profile	

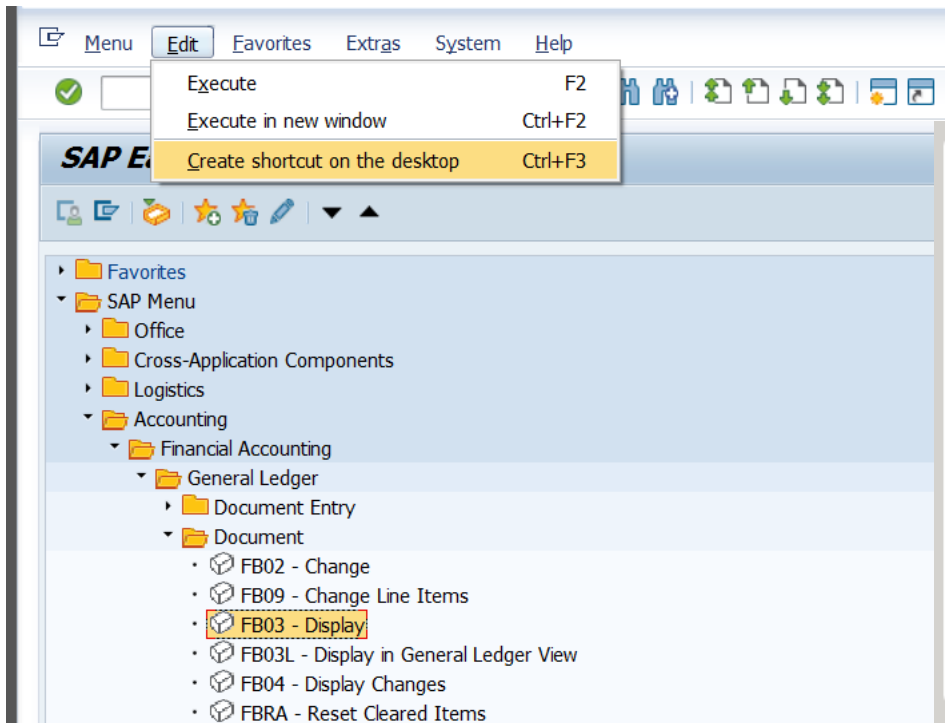
If you get an authorization error for a transaction you think you should have access to, type /nSU53 and send a screenshot of the results to your system administrator.

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# Tip 82 – Trx Shortcut



To create a shortcut to transactions directly on your desk top:

- Navigate to the transaction on the SAP Easy Access menu.
- From the Menu Bar:  
**Click on Edit > Create shortcut on the desktop**

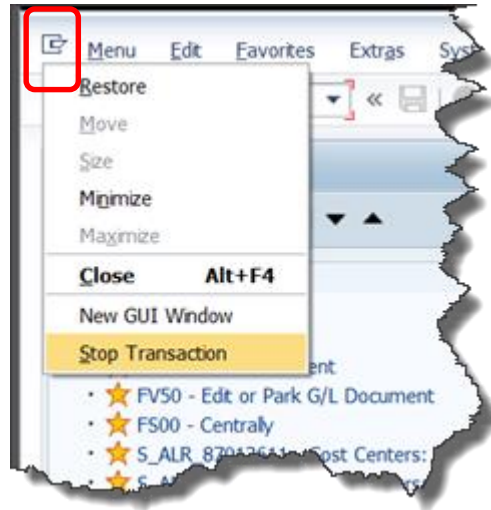
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# Tip 83 – Stop Trx



If a transaction is taking too long to run, you can stop it by clicking on the Control menu

 > **Stop Transaction** (Top left corner of your screen)

This icon is available on all transactions.

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Click on the **Customize Local Layout** button from the **Standard Toolbar**.



Select the **Hardcopy** option.

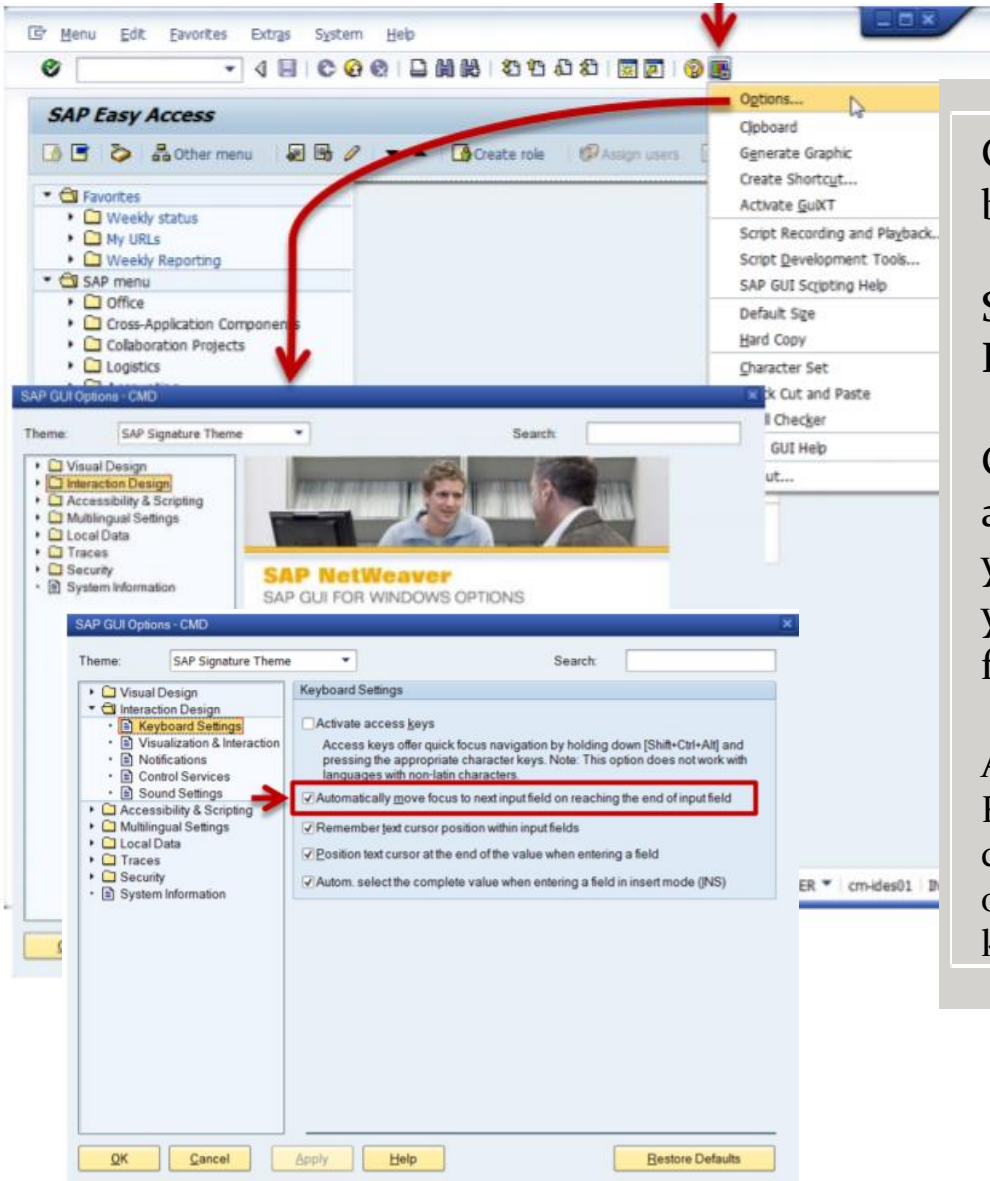
The print is sent to the default printer.

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# Tip 85 – Auto tab to Fields



Click on the **Customize Local Layout** button from the **Standard Toolbar**.



Select **Options... >> Interaction Design >> Keyboard Settings**.

Cursor moves between entry fields automatically. This function is useful when you are entering a large amount of data and you do not want to press the TAB key to move from field to field.

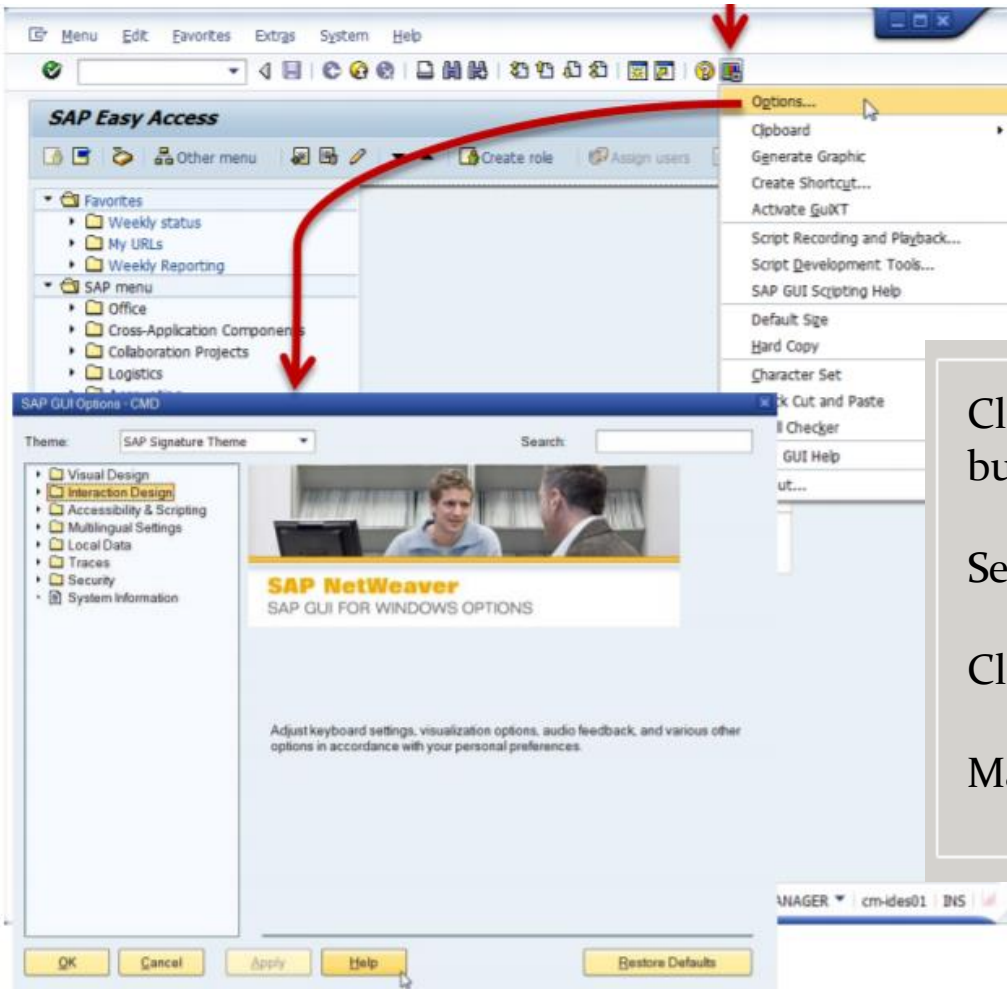
AutoTAB only works at the end of an input field. For example, if the Material field can hold 12 characters, but the material number you enter is only 7 characters long, you must still press the TAB key to move to the next input field.

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# Tip 86 – Change Font Size



Click on the **Customizing of local layout** button on the Standard Toolbar. 

Select **Options...**

Click on the **Visual Design** option.

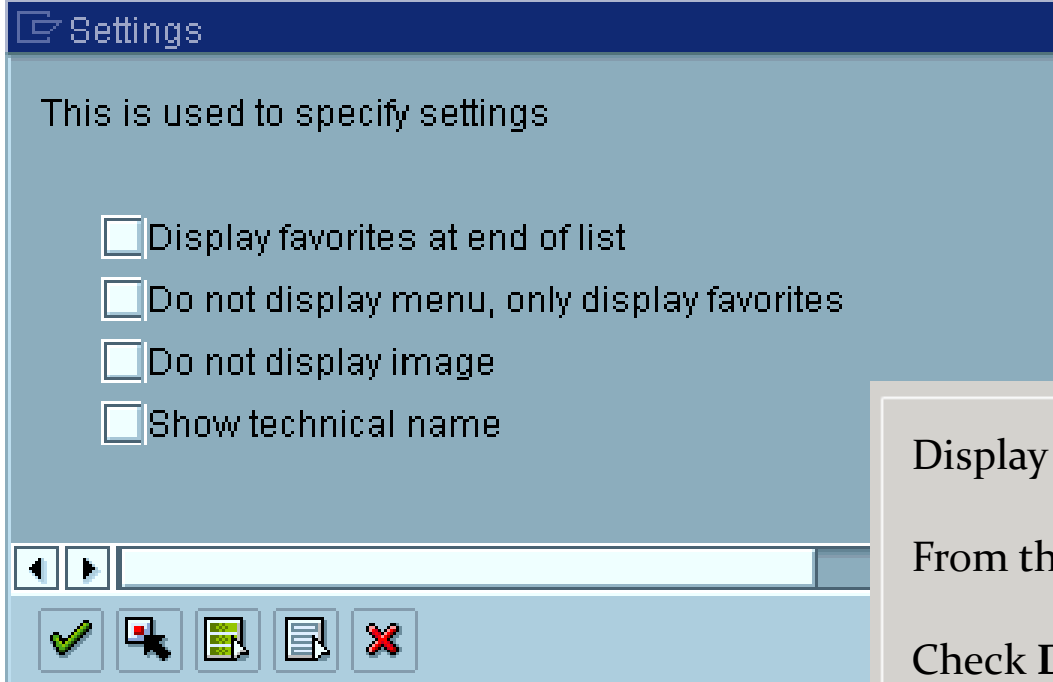
Make changes in the **Font Settings** section.

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# Tip 87 – SAP Menu Display Options



Display Favorites below the SAP Menu:

From the Menu Bar, select Extras > Settings.

Check **Display favorites at the end of list**.  
Click on the **Save** button.

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# Tip 88 – Change Table Settings

The screenshot shows the SAP interface for a Repair Order. The main window displays the order details: Repair Order 4300035705, Vendor 5037166 Hawker Pacific Inc., and Doc. date 10/22/2007. A table of values is visible, with columns including S., Item, T., Purch.req., Req..., Outline agr..., Agre..., RFQ, Item, Purchasin..., Item, and High... S. The first row contains the value 10 in the Item column and 22452020 in the Purch.req. column. A small icon in the top right corner of the table indicates that table settings can be modified.


The Table Settings dialog box is open, showing the following options:

- Choose Variants: Current settings (Basic setting), Standard Setting (Basic setting)
- Maintain Variants: Variant (New Variant Name), Use as standard setting (checked), Create, Delete

Buttons at the bottom of the dialog include Close, Save, Help, and Cancel.

Useful when you work in a transaction with a table of values. This example is ME22N.

Arrange the table columns to reflect the layout that works best for you. Then save your layout for future use.

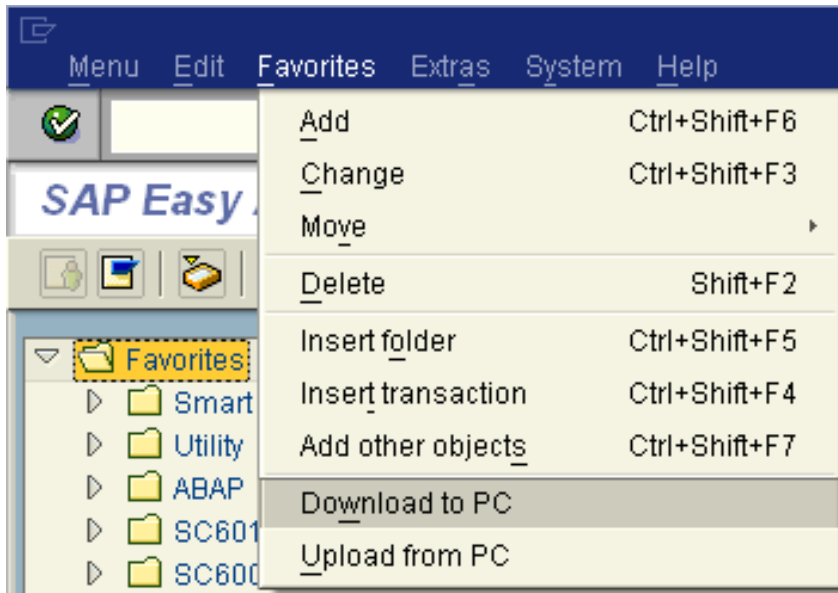
Click on the Table Setting button in the top right corner of the table. 

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# Tip 89 – Share Your Favorites



From the **Menu Bar**:

Save your Favorites to a file:  
Select **Favorites > Download to PC**.

To upload a Favorites list:  
Select **Favorites > Upload from PC**

This will either insert or append, not replace.  
You will not lose your existing Favorites.

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## Tip 90

– Some fun “facts” about SAP! Just for laughs!



The Matrix runs SAP.

ABAP is the only language understood by aliens.

SAP can divide by zero.

By reading the source code of transaction SE38 you will temporarily be granted invisibility.

Chuck Norris uses SAP to keep track of his death count.

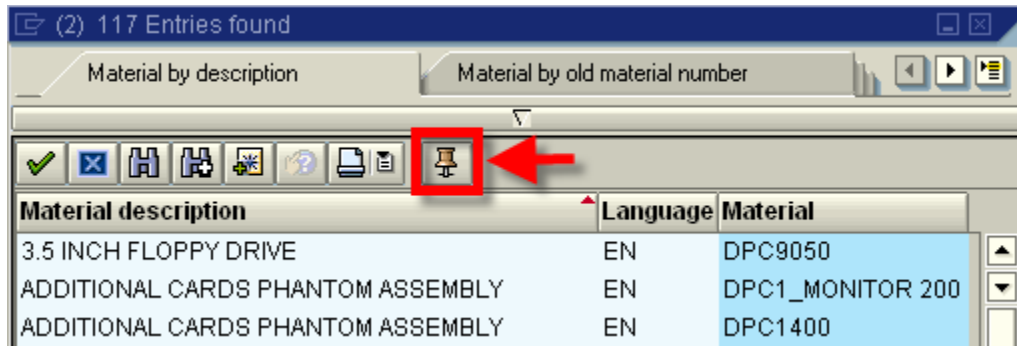
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## The Keep Button



Keeps the search result list “pinned” to the screen.

Great for some data entry and research options.

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90 in 90  
Tips & Tricks  
Every  
SAP Super User  
Should Know

**SUPER stuff to DO**



1. Evaluate this session.
2. Visit the SAPinsight table.
3. Buy a book to learn more about Super Users.