# **SAP-FI NAVIGATION**

۶	SAP Logon	1
۶	How to Change Password	.4
۶	Menu Bar/Tool Bar	.6
۶	Standard Tool Bar	.7
	<ul> <li>Buttons/Function</li> </ul>	8
۶	How to Turn On Technical Names	.9
۶	How to Change System Settings	11
	o Printer Setup	.12
	o Decimal Notation	12
	<ul> <li>Date Format</li> </ul>	.13
۶	How to Expand the Menu Path	.14
≻	How to Enter a Transaction Code	16
≻	Creating a Favorite	18
	<ul> <li>Customizing Your Favorites</li> </ul>	20
	<ul> <li>Creating Your Own Subfolders Under Favorites</li> </ul>	.21
۶	Navigation Symbols	.23
۶	Creating a New Session	26
>	Status Bar	27
۶	Determining the Current Transaction Code	28
۶	Field Entry Searches	.29
۶	Required Input Fields	.30
۶	Tabs	.31
۶	Switching Screens Quickly	.31
۶	Aborting a transaction	.32
۶	How to Log Off	.33

# SAP LOGON

You should have the following icon on your desktop. If you do not have it, you should contact Information Technology desktop support to load the SAP GUI on your computer.



Double click on the above icon

Clicking on the SAP icon, will cause the following pop-up window to appear:

🗁 SAP Logon 710		1	
Shortcuts Systems			
Description  SAP PRODUCTION [SSHE-PRD]  BW PRODUCTION [SSHE-PB1]  BW Training Server [SSHE-TB1]  SAP Training Server [SSHE-TRN]	Log On Variable Logon		
For help, press F1	<u>N</u> ew Item <u>C</u> hange Item <u>D</u> elete Item		CAUTION: NEVER click on the Delete Item button. You will delete whatever is highlighted under the "Description"
			column!

Note: You can see four items on the above screen: SAP Production (SSHE-PRD), BW Production (SSHE-PB1), BW Training Server (SSHE-TB1) and SAP Training Serving (SSHE-TRN)

□ Click on Log On to SAP Production [SSHE-PRD]

#### The following window will appear:

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New password		
		Sytec FI/MM/HR/PY Prod System (PRD)
Client	<mark>300</mark>	R/3 Release: Enterprise 4.72
User	60truser	📩 300 - Production Client
Password	******	
Language		
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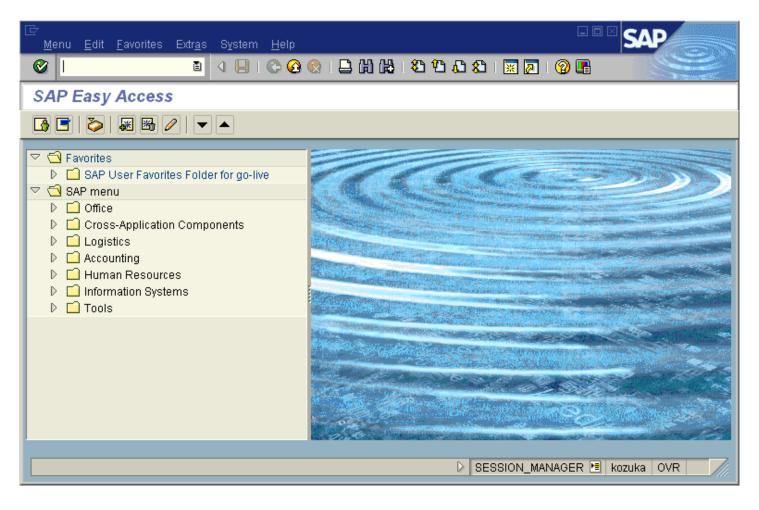
- Click in the User field to add your user name. Username will be 60, first initial and last name (ex: 60jmariacher)
- □ Click in the Password field to type your password. Note: The asterisks will remain in view. You do not need to delete them, just enter your password over them.

#### **IMPORTANT INFORMATION:**

Each person has an individual logon and password and will reset their own once logged into the system.

- Passwords must be 8 characters
- Passwords cannot contain the same first three characters (example: User ID = 60jmariacher, password cannot begin with 60j.)
- You will be alerted to change your password every 90 days
- When changing your password, you cannot use the last 5 passwords that were used
- Passwords are case-sensitive
- Passwords may not contain punctuation
- □ Click on the green check mark or press enter.

This will take you to the following screen, which is the first SAP window from where you can navigate to the various SAP transactions:



# HOW TO CHANGE YOUR PASSWORD

• Once logged in, navigate to *Own Data*, by clicking *System – User Profile – Own Data* as shown below:

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SAP Easy Access	En <u>d</u> Session	Hold Data
	Serv <u>i</u> ces +	Set Data
▷ □ Favorites ♥	Utilities	Delete Data
Cross-Application Compor	Se <u>r</u> vices for Object My <u>O</u> bjects	Expand <u>Favorites</u>
Cogistics     Cogistics	Ow <u>n</u> Spool Requests O <u>w</u> n Jobs Short <u>M</u> essage Status	
	– Log off	

• Click on *Password*, which is circled below

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(	🛃 Password							
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	Address De Person	faults Par	ameters					
	Title		Ē					
	Last name	Butler						
	First name	Kerri						
	Academic Title							
	Format	Kerri Butler						
	Function							
	Department							
	Room Number		Floor	Buil	ding			

The following dialog box will appear, and once you type your current password in at the yellow box, you can change it by entering it as your *New Password* as well as confirming it in your *Repeat Password*.

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Password Change									
Old password	* * * * * * * *								
olu passwolu									
	* * * * * * * * *								
New password	* * * * * * * * *								
Repeat Password	* * * * * * * *								

You will get a note in the status bar and possibly in a dialog box as well on your screen to let you know your password has been changed correctly.

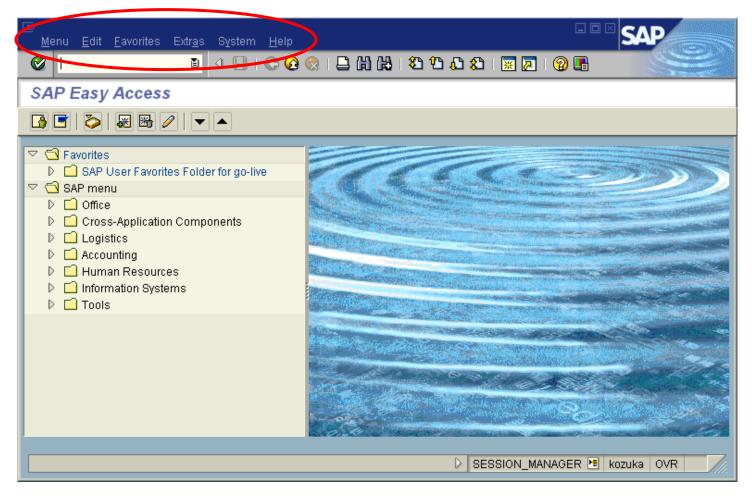
∕	) System Help	
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First name	Kerri	
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Mobile Phone		
Fax	Extension 👻	
E-Mail		
Comm. Meth		
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# MENU BAR/TOOL BAR

The *Menu Bar* contains menu paths available for navigation from the current screen. The menu options vary according to screen or task. On the following screen, the available options include:

#### Menu Edit Favorites Extras System Help

To navigate a menu path, click on the desired option on the *Menu Bar* in order to view more menu options for that module area.



# STANDARD TOOLBAR

The **standard toolbar**, located just below the menu bar, contains buttons/icons for performing common actions such as *Save, Enter, Back, Exit, Cancel, etc.* The toolbar also contains the *Command* field (see white rectangular box in red circle below) where transaction codes can be entered.



If you are in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter "/n" followed by the transaction code in the *command field*, then click @.

The functions that can be performed with the toolbar will be dependent upon where you are in a particular transaction. For example, notice in the toolbar below that the *Save* icon  $\square$  is "grayed out"; you would not be able to *Save* in this instance. Other buttons may be "grayed out" at any given time depending on where you are in a particular transaction (i.e., what screen you are on).

A table summarizing the function of each button of the standard toolbar is presented on the next page. In addition, these buttons/icons are explained in further detail later.

# Standard Toolbar (Buttons/Functions)

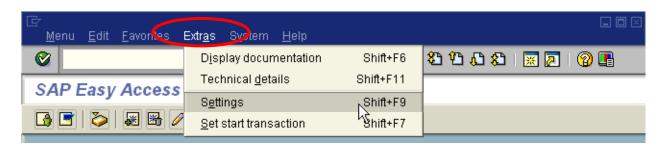
Button	Name	Function
0	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu.
¢	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
Ø	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.
	Print	Prints data from the current screen.
邰	Find	Searches for data required in the current screen.
<b>6</b>	Find next	Performs an extended search for data required in the current screen.
<b>8</b>	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
Ŷ	Previous page	Scrolls to the previous page. Same function as the Page Up key.
£	Next page	Scrolls to the next page. Same function as the Page Down key.
8	Last page	Scrolls to the last page. Same function as the CTRL + Page Up key.
×	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu. (Tip: maximum 7 sessions can be open at one time)
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
0	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

## HOW TO TURN ON TECHNICAL NAMES

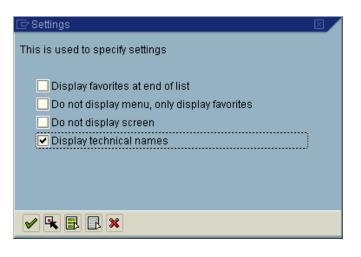
#### NOTE: The Budget Office has already completed this step for you prior to training.

When working in the SAP system, it is useful to display the technical names of the transactions. The technical names are used for quick entry by entering the name in the command field.

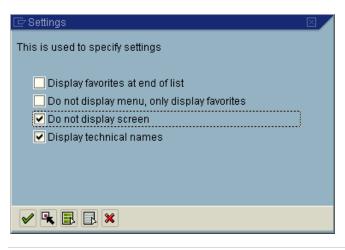
In order to display the technical names, you will need to access the Extras option of the Menu Bar.



You should then choose settings options. You must make sure the "Display Technical Names" box is checked.



In addition, at this point you can also opt to turn off the display screen (whirlpool).



## HOW TO CHANGE SYSTEM DISPLAY

When working in the SAP system, you can choose to change the system color.

□ Click on Customize Local Layout icon-select Options

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SAP Easy Access - User menu for Kerri Jo Stark	Options
	Clipboard    Generate Graphic  Create Shortcut
<ul> <li>Favorites</li> <li>TEST</li> <li>Funds Reservation</li> <li>Year-End Processes</li> <li>Accounting</li> <li>Master Data Creation</li> </ul>	Activate GuiXT Script Recording and Playback Script Development Tools SAP GUI Scripting Help
<ul> <li>Kool - Create Internal Order</li> <li>Kool - Create Internal Order</li> <li>Kool - Change Order</li> <li>FM51 - STEP 1: Create Fund</li> <li>FM50 - FIFM: Change Fund</li> <li>FMSA - STEP 2: Create Funds Center in FM Area</li> <li>KS01 - STEP 3: Create cost center</li> <li>FMSB - STEP 4: Change Funds Center in FM Area</li> <li>KS02 - STEP 5: Change cost center</li> <li>KS02 - STEP 5: Change Funds Center Group</li> </ul>	Default Size Hard Copy Character Set Quick Cut and Paste Spell Checker SAP GUI Help About

This screen allows you to make changes to the theme, font and color settings if you choose to or to restore default settings (button located on bottom right).

AP GUI Opti	ons - PRD						$\boxtimes$
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<u></u> K	<u>C</u> ancel	Apply Help			<u>R</u> est	ore Defaults	

# HOW TO CHANGE SYSTEM SETTINGS

## NOTE: The Budget Office has already completed this step for you prior to training.

#### **Printer Setup**

#### Before printing a SAP report you need to change your SAP settings

□ Click on System – User Profile – Own Data

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<ul> <li>Favorites</li> <li>SAP User Favorites Folder</li> <li>SAP menu</li> <li>Office</li> <li>Cross-Application Compor</li> <li>Logistics</li> <li>Accounting</li> <li>Human Resources</li> <li>Information Systems</li> <li>Tools</li> </ul>	Services Utilities Lis <u>t</u> Services for Object My <u>O</u> bjects Ow <u>n</u> Spool Requests O <u>w</u> n Jobs Short <u>M</u> essage <u>S</u> tatus Log off		Delete Data           Own Data           Expand Eavorites
			SESSION_MANAGER 🖻 kozuka OVR

□ The *Maintain User Profile* will be displayed. Click on the defaults tab.

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	section, enter <i>iou</i> as the output device. Make sure you enter	
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Start menu		
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Date format		
Spool Control		
OutputDevice	1oc1	
📃 🗹 Output Immediatel		
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In the Spool Control Section, enter "locl" as the output device. Make sure you check "Output Immediately"

□ To change the decimal notation – click on the *Decimal Notation* drop down list and choose the second option for USA currency format.

Address Default	s Parameters				
Start menu					
Logon Language	EN				
Decimal Notation	1,234,567.89	Ē			
Date format	1.234.567,89		Ē		
	1,234,567.89				
Spool Control	1 234 567,89				
OutputDevice	1001				
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□ To change the date format – click on the *Date Format* drop down list and choose the first option MM/DD/YYYY.

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		[	

Click the Save icon to save the settings

NOTE: You will only need to complete this procedure one time.

#### HOW TO EXPAND THE SAP USER FAVORITES FOLDER MENU PATH

When you logon to the SAP system, you will only be able to see a few choices, as shown on the screen below. In order to reach a specific transaction, such as pre-posting a budget transfer or processing a budget report, you will need to drill down to the lowest level.

Expanding the menu path one level is achieved by clicking once on a right-pointing arrow. On the following screen SAP User Favorites Folder for go-live has been highlighted because that is the area where the menu path must be expanded in order to reach the park budget transfer entry screen.

Click on the arrow next to SAP User Favorites Folder for go-live

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SAP Easy Access	
<ul> <li>Favorites</li> <li>SAP User Favorites Folder</li> <li>Budgeting</li> <li>Purchasing</li> <li>BW_GENERIC_TYPE -</li> </ul>	
<ul> <li>✓ SAP menu</li> <li>▷ □ Office</li> </ul>	
<ul> <li>Cross-Application Compor</li> <li>Constitution</li> </ul>	nents

The following window shows the screen that will be displayed after expanding the menu path two levels (by clicking on the right pointing arrow twice), when starting from *SAP User Favorites Folder for go-live*:

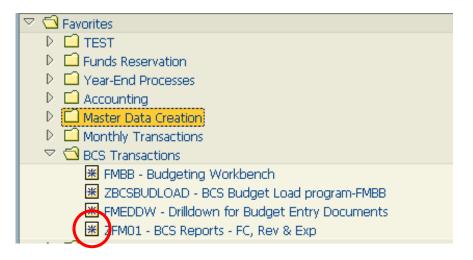
⊡ <u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	System	<u>H</u> elp									
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		urchasing W_GENER	IC_TYPE	- MU web	I									

Each transaction can have multiple levels. The lowest level is indicated by the symbol shown below:



 Expand the menu path further; by clicking on each down arrow until you reach the lowest level (highlighted by the red circle).

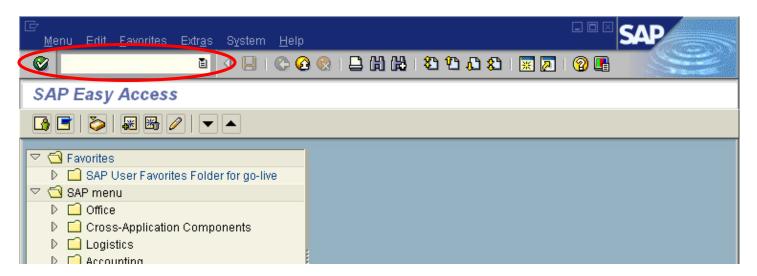
The lowest level in this case is transaction ZFM01 – Running a Budget Report.



## HOW TO ENTER A TRANSACTION CODE

A transaction code is a faster way that can be used to reach a transaction screen without using a menu path. It is typically a four digit, alphanumeric value that identifies a "transaction", such as ZBUDSTAT\_NOCF, which is used for running budget reports.

On the following screen, the *Command Field* has been circled in red. This is the place where you can enter the transaction code:



#### □ Enter ZFM01 (which is the transaction code), as shown below:



**TIP:** If you are already in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter "/n" followed by the subsequent transaction code in the *command field*, then click  $\heartsuit$ .

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Version	0		
Fiscal Year From	2013		
Fiscal Year To	2013		
election groups			
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Or value(s)		to	<b>&gt;</b>
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Or value(s)		to	<b>e</b>
Commitment Item			<b>e</b>
Commitment Item Or value(s)		to	

# **CREATING A FAVORITE**

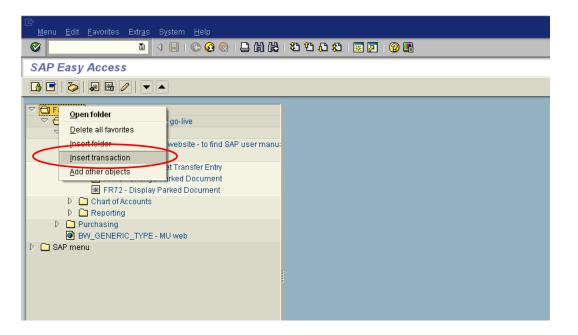
You have now seen how to drill down to get to a transaction screen. You would not want to go through all those steps each time you needed a transaction. You have also seen how to get to a transaction by entering the transaction code. Who can remember all the technical names for each transaction? Let's take a look at creating a favorite!

A favorite is just like a bookmark in a Browser, which enables you to reach a transaction without using a menu path or typing in a transaction code. You can add multiple, frequently used, transactions to your list of favorites so that you can reach your destination quickly without having to remember either the menu path or the transaction code. The Budget Office has created a favorite menu for you based on the most commonly used transactions. Should you need to create your own, follow the following steps:

To add a favorite:

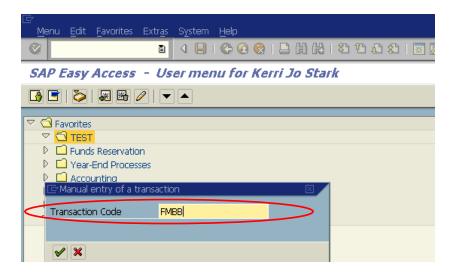
□ Find a transaction code that is used frequently, such as FR69 – Park Budget Transfer Entry.

On the following screen, the Favorites folder has been highlighted. To add a transaction code to the list of favorites, complete the following:

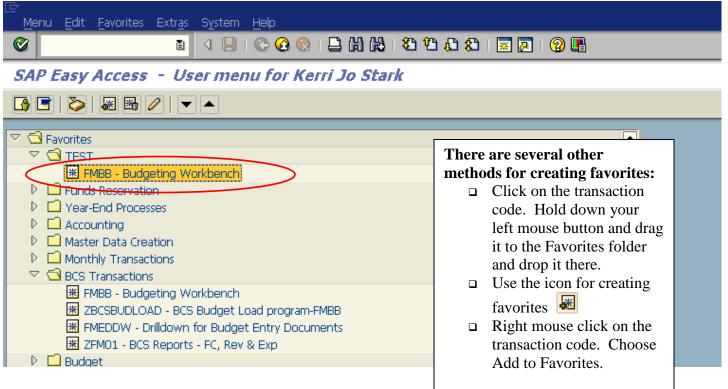


- □ Right Click on the Favorites folder
- Click on Insert Transaction

□ Type in the transaction code that you would like to save in your favorites. For example, the transaction FMBB will allow you to pre-post budget transfers:



It will appear under the Favorites folder as shown below:



## **Customizing Your Favorites**

You can change the name of a Favorite by right mouse clicking on it.

#### □ Choose the function "Change Favorite." Menu Edit Favorites Extras System Help 🔄 📙 | 😋 🚱 😒 | 📮 🛗 🖧 | 🏖 🏠 💭 🔛 | 🧕 0 SAP Easy Access - User menu for Kerri Jo Stark 🚯 📑 📚 😹 😹 🥒 🔻 🔺 🗢 🖸 Favorites 🗢 🔂 TEST 🐮 FMBB - Budgeting Workbend Execute: Budgeting Workbench Funds Reservation Vear-End Processes Execute in new window Accounting Display documentation Master Data Creation Change favorite Monthly Transactions Delete favorite 🐮 FMBB - Budgeting Workbend Insert folder ZBCSBUDLOAD - BCS Budge Insert transaction 😹 FMEDDW - Drilldown for Bud Add other objects 🐮 ZFM01 - BCS Reports - FC, R Create shortcut on the desktop 👂 🛄 Budget

**□** Revise the line to read how you would like the favorite to appear.

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SAP Easy Access -	User menu for Kerri Jo Stark
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Favorites     G Favorites     G TEST     HFMBB - Budgeting     Funds Reservation     Year-End Processes     G=Change a favorite	a Workbench
Text	Enter Pre-Posted Budget Transfers
₩ EMEDDW - Drilldo	wn for Budget Entry Documents

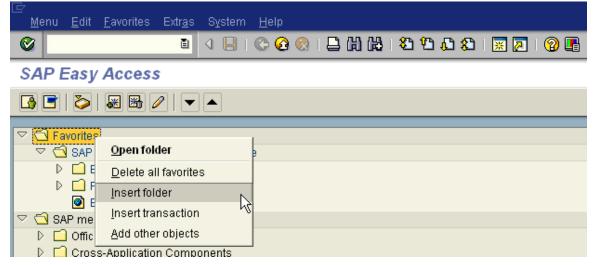
#### SAP FINANCE SYSTEM

<ul> <li>Click the green check mark . It will appear with new name as shown below.</li> </ul>
. <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s <u>Sy</u> stem <u>H</u> elp
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SAP Easy Access - User menu for Kerri Jo S
🚯 🔄   🏷   😹 🔀 🥒   🔽 🔺
<ul> <li>✓ ☐ Favorites</li> <li>✓ ☐ TEST</li> </ul>
Image: FMBB - Enter Pre-Posted Budget Transfers         Image: Description

## Creating Your Own Subfolders under Favorites

You can create folders to organize your Favorites. To create a subfolder:

□ Right mouse click on the folder called *Favorites*. Choose *Insert folder*.



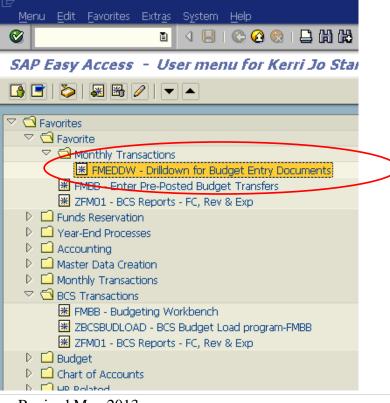
□ Rename the folder as shown below. Click the green check mark ✓.

🖻 Creating a Folder in the	Favorite List	
Folder name	Monthly Transactions	
×		

Create your favorites then drag and drop into your new subfolder

⊡ Menu Edit Favorites Extras System Help
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SAP Easy Access - User menu for Kerri Jo
✓  ☐ Favorites
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D C inthly Transactions
BB - Enter Pre-Posted Budget Transfers
101 - BCS Reports - FC, Rev & Exp
E European Exercision
P P Year d Processes
Accol ing
D Master Data Creation
Monthly Transactions
BCS Transactions
K FMBB - Budgeting Workbench
★ ZBCSBUDLOAD - BCS Budget Load program-FMBB
K FMEDDW - Drilldown for Budget Entry Documents
INTERNOL DOOD-SHEET FOR DEVICE FUE

Create your favorites then drag and drop into your new subfolder and it will appear as shown below:



# NAVIGATION SYMBOLS

The navigation options in the SAP System are intended to give the user as much freedom as possible when moving between screens and tasks. To support this, a number of standard functions (such as "Back," "Exit," and "Cancel") are offered.

Note that the green check mark and colored arrows are on the following screen (Green, Yellow and Red). Their functionality is explained in this section.

它 Program Edit <u>G</u> oto System Help	
· ♥	
Selection: Budget Status NoCfrwd to Next Yr	
Classification	
Standard selections	
Fund	
Key date 04/14/2008	
Hierarchy Variant	
Funds Center to	
Year commitment item	
Variant 000	
Commitment item to	
Report selections	
Fiscal year 🖂 Budget version 8	
Output type	
Graphical report-output     Classic drilldown report	
PRD (1	) (300) 🖻 era OVR 🛛

The following screen shot is a blown – up version of the *Standard Toolbar* shown above.



The functionality of each of these icons is explained on the following page:

#### **Green Check Mark**



This icon is used as the **ENTER** key that allows you to continue to the next step. It is used when you require the system to validate your field entries and then move to the next function, or screen, in a system task. <u>This key</u> <u>does NOT save the information that you enter. For that, you will have to use the SAVE icon.</u>

#### **Green Arrow**



This icon is used as the **BACK** key. It is typically used to go back to the previous screen or menu level.

#### **Yellow Arrow**



This icon is used as the *EXIT* key. It is used when you want to exit the current menu level or system task without saving the data.

#### Red X



This icon is used as the *CANCEL* key. It is used when you want to cancel the data you entered in the current system task.

#### Save



This icon is used as the **SAVE** key. It is used to save data or save changes to data in a system task.

#### Print

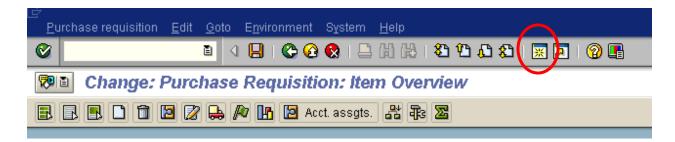


This icon is used as the **PRINT** key.

# Creating a New Session

You can work with multiple sessions of SAP. A session is equivalent to a window. What this feature allows is to have two, or more, windows open at the same time. For example, you can use one window to work on a Budget Report. Simultaneously, you can use the other window to go to another transaction to check details of a requisition without closing the first window.

The following screen highlights the icon that is used to create a new session:



To create a new window:

Click on the icon highlighted by the red circle on the above screen

You can switch between the two windows, the old and the new, by:

- Pressing the ALT key (and keep holding it down)
- □ Hitting the TAB key to move to the other window(s)



**TIP:** Maximum of seven sessions can be opened at one time

# Status Bar

The *Status Bar* is located at the bottom of the SAP screen. It displays important system messages, such as errors and completion of transactions, as well as other session information. The following screen shows the message generated by system after no document was selected in the held folder.

	Lines										
	Line	Fund	Funds Center	Commitment Item	Functional Area	Amoun					
		-									
	1										
	1										
	1										
	1										
No document selected											

Located on the Right side of the status bar is a white arrow.



To show more information, click on arrow – the information on the left of the notebook paper symbol can be changed by using a left click on the symbol. Choose which information you would like displayed.



□ Left click the piece of paper to the right of the transaction listed and options will show.

System	PRD (1) 300	
Client	300	
User	60KSTARK	
Program	SAPLEMBWB	
Transaction	FMBB	
<u>R</u> esponse Time	656 ms	
Interpretation Time	515 ms	
Round <u>T</u> rips/Flushes	5/4	
	N HARB C	🗏 enlfutura INS 🛛 🥢
🛛 🐨 4 Microsoft Word 🚽 🚽	🚽 🗞 💭 🚨 🖸	🗓 😺 🤝 📀 🇞 🧶 - 1:07 PM -

□ Choose the information you would like to view (for example, the transaction code) and the result will appear after clicking on it (as shown above with FMBB).

# Determining the Current Transactions Code

If you want to find out the transaction code for the transaction that you are currently working on, as well as some other details, navigate as shown on the following screen, going to *System* then *Status*:

 B <u>u</u> dget <u>E</u> dit <u>G</u> oto Extr <u>a</u> s	System <u>H</u> elp	
۵	Cr <u>e</u> ate Session	18 1 <b>2 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </b>
Park Budget Transfer.	En <u>d</u> Session <u>U</u> ser Profile →	
4 B 🛛	Serv <u>i</u> ces ▶ Utilities ▶	
FM Area SSHE Version 0	Lis <u>t</u> →	Transfer
Sender fund 6011000	Services for Object My Objects	6011000000
Sender year 2008	Ow <u>n</u> Spool Requests	2008
Payment budget	O <u>w</u> n Jobs Short <u>M</u> essage	
Itm S R Funds Center	<u>S</u> tatus	F.Ar Amount
	Log off	J

This will lead you to the following window showing the transaction code:

2	Ilient	β00		Previous	; logon	05/24/201	10:10	0:48	
L	Jser	60KSTARK		Logon			13:01	7:15	
L	.anguage	EN	-	System	time		13:10	0:20	
SAP data									
	Repository data	1			SAP System data	/			
	Transaction		FMBB		Component ver:	sion 9	6 AP ECC	.0 _	
	Program (scree	en)	SAPLFMBU	В					
	Screen number	r	2		Installation num	Installation number		0020109155	
	Program (subso	treen)	SAPLFMBU	В	License expiration 12		12/31/99	2/31/9999	
	Screen number	r	2000		Unicode System 🛛 🛛 🕅		Io		
	Program (GUI)		SAPLFMBU	в					
	GUI status		DOCUMENT						
					]				
Н	lost data				Database data	/			
C	Operating system	m	Linux		Database sys	tem (	RACLE		
Ν	Machine type		x86_64		Release	1	1.2.0.3	.0	
9	Gerver name		enlfutura	_PRD	Name	I	PRD		
	Platform ID		390		Host	e	enlenerg	Y	
F					Owner	9	SAPSR3		

 Click on the green check mark on bottom left of dialog box to return to the previous transaction.

## **Field Entry Searches**

When entering data, you will at times need to conduct a search to determine the appropriate data to enter in a field. There are a few ways that this can be accomplished.

Navigate to the ZFM01 – Budget Report. In the example below, a Funds center is required. If you do not know the number, a search facility is available for this field. When your cursor is in the field, the search button will appear immediately to the right when available. See the red circle below.

⊡ Program Edit Goto En⊻ironment	S <u>y</u> stem <u>H</u> elp		
	]   😋 🙆 😡   🖨	1133日13611311	🕱 🔊 🛯 🖗
FC, Revenue & Expense: Se	lection		
🕒 🔁 Data Source			
Selection values			
Financial Management Area	SSHE		
Budget Category	9F		
Version	0		
Fiscal Year From	2013		
Fiscal Year To	2013		
Selection groups			
Budget Type			
Or value(s)		to	⇒
Fund			
Or value(s)		to	⇒
Funds Center		$\sim$	
Or value(s)		🕑 to	•
Commitment Item			
Or value(s)		to	•
Functional Area			
Or value(s)		to	•

After clicking the search button (or pressing F4), a pop-up window similar to the example below, will be displayed. This window provides options for conducting your search. Often, there are several tabs available, which give different search options.

🔄 Funds Center (1)	
Search Using Attributes	Search by Financial Management Area/Fiscal Year
5 1 5 1	✓ Search Using Attributes
Funds Center	Search by Financial Management Area/Fiscal Year
FM Area	Search Using Name
Key date	Search Using Hierarchy Variants
User name	Search using classification
Name of Person Resp.	
Default Value Fund	

**Note**: The three buttons in the upper right corner. The left arrow will bring the previous tab to the front, the right arrow brings the next tab to the front, and the selections list displays a listing of all available tabs (shown to the left) and allows you to choose which to bring forward. Once you have chosen the tab that corresponds to your desired search method, enter data in the fields to limit your search. You may complete all, some, or none of the fields. If no fields have been completed, the entire list of possible selections will be returned. In the example below, we are looking for the budget office.

🔄 Funds Center (1)						
Search by Financial Ma	nagement Area/	Fiscal Year	Search Using Name			Click the green check mark to
Name						execute the
Language Key 📃	EN					search. To cancel
Funds Center	6011411*					and close the pop- up window click
FM Area 📃	SSHE					the blue X in the
Key date						upper right hand
						corner of the
Maximum No. of Hits	500					dialog box.
<ul> <li>✓</li> <li>♦</li> <li>№</li> </ul>			IP: When searching for sterisk (*) to find all info intered data. For examp	rmation which only only on the second s	contains /ant to fi	ind all
			ost centers which begin search down.	with 6011411	- this ha	ITOWS

Options will appear listed in a dialog box that you can choose from as below:

ē		ids Center (	1) 1 Entry fou	ind			
<u>P</u> rogram <u>E</u> dit <u>G</u> oto	//	Search by	Financial Manag	ement Area/Fi	iscal Year		Search Using Name
					7		
Selection: Budg	V I	60 68	😹 🕜 昌				
🕒 🔁 Classification	FMA	Language	Funds Center	From	to	Name	
	SSHE	EN	6011411000	01/01/1900	12/31/9999	Bdgt Off	
Standard selections							
Fund							

 When the desired item is located, either double click or highlight and click on green check mark. To exit, click the blue X in upper right corner of dialog box.

# **Required Input Fields**

When you work in the SAP System, you will sometimes encounter input fields containing a check mark icon. These are *required input* fields. An example is shown below:

Report selections	
Fiscal year	R
Budget version	0

If the screen you are working in contains any required input fields, you must enter data in these input fields before you can proceed to the next screen or tab (if the screen is using tabs).

If you have not completed all the required input fields on a screen, the SAP System displays an error message in the status bar.

Report selections Fiscal year	
Budget version	
Output type	
O Graphical report-output	
Classic drilldown report	
🔀 Make an entry in all required fit	able

Generally, if a screen has no required input fields, you can go to the next screen or tab without entering data in any fields.

## Tabs

Tabs enable you to enter, display, and alternate between multiple screens. In transactions containing multiple screens, they provide a clearer overview. In addition, tabs enable you to proceed from one tab page to the next without having completed all the data. To access a tab page, select the corresponding tab header.

In some cases, you must complete all required input fields on a tab page before you can move on to the next page.

🔄 Funds Center (1)	-	
Search Using Attributes	Search by Financial Management Area/Fiscal Year	
Funds Center		
FM Area 📃	SSHE	
Key date		
User name		
Name of Person Resp.		
Default Value Fund		
Maximum No. of Hits	500	
🖌 🊸 🖂		

# Switching Screens Quickly

If you are finished with a transaction and need to go to another transaction, you can avoid backing out to the main menu by using a shortcut. While **in a transaction**, type"/n" plus the transaction code in the command field. Press Enter or click the green check mark icon.



You will be taken directly to the new transaction. Your screen should look like the below.

デ Document Edit Goto Extras Environment System Help								
Budgeting Wo								
Document Overview on/off			ges 📝 Long Tex	t 🖉 Messages log	Messages per Line			
Documents of FM Area SSHE ▷ □ Posted □ Preposted □ Undone □ Held	Process Budget Category	Status       Additional Data       Supplement       Payment		Total Version	0.00	-		
	Document type Fiscal Year	2013	8	Document Date Period	05/24/2013 All 🖹			
	Budget Type							
	Grant Funded Program							
			2					
	Lines							
	Line Fund	Funds Center	Commitment It	em Func	tional Area	Amount (USD) DK	Text	
						1		
						1		

# Aborting a Transaction

If you have entered a transaction and it seems to be taking longer than it should to return results or if you realize you forgot to enter a particular data element, you can abort the transaction. Click on the blue icon in the upper left hand corner of the screen and choose stop transaction as shown below.

	enu	<u>E</u> dit	<u>F</u> avorite	es E	Extr <u>a</u> s	Syst
R	estor	в			Ē	4
<u>м</u>	ove				_	
<u>S</u> i	ze					
Mi	i <u>n</u> imiz	ze				
M:	a <u>x</u> imi:	ze				
<u>C</u> I	ose		Alt+F	4	s Folde	er for g
<u>C</u> I	reate	Sessi	on			
<u>S</u> t		ansad				
	_		- <del></del>	ழ்பட	Comp	onents

## HOW TO LOGOFF

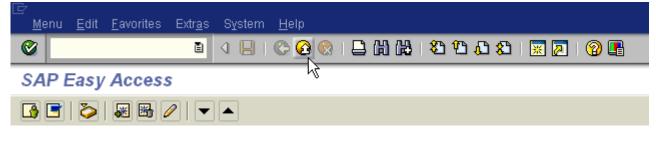
□ Click on System - Logoff

This will display the following menu:

<u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S	ystem <u>H</u> elp	
Image: A state of the state	Create Session	🖏 🔁 🕰 🛠   🛒 🔁   😨 📑
SAP Easy Access	En <u>d</u> Session <u>U</u> ser Profile	
	Serv <u>i</u> ces • Utilities •	
Favorites     AP User Favorites Folder	List • • Services for Object	
SAP menu     Office     Office	My <u>O</u> bjects ▶	
<ul> <li>Cross-Application Compor</li> <li>Logistics</li> <li>Accounting</li> </ul>	Ow <u>n</u> Spool Requests O <u>w</u> n Jobs	
<ul> <li>Accounting</li> <li>Human Resources</li> </ul>	Short <u>M</u> essage Statua	
<ul> <li>Information Systems</li> <li>Tools</li> </ul>	Status Log off	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

#### OR

Click on Yellow Arrow



#### OR

□ Click on *X* ■ to close window

[] <u>M</u> enu <u>E</u> dit <u>F</u> avorites	Extr <u>a</u> s S <u>v</u> stern <u>H</u> elp	
<b>Ø</b>	I 🛛 🔛 I 😳 🚱 😒 I 🖨 🛗 🖧 I 🏝 🗘 💭 I 🗮 💌	2 🖪
SAP Easy Access		
🚯 🖬 💫   😹 🔀 🖉		