

# SAP R/3 ECC 5.0

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## Login Procedures

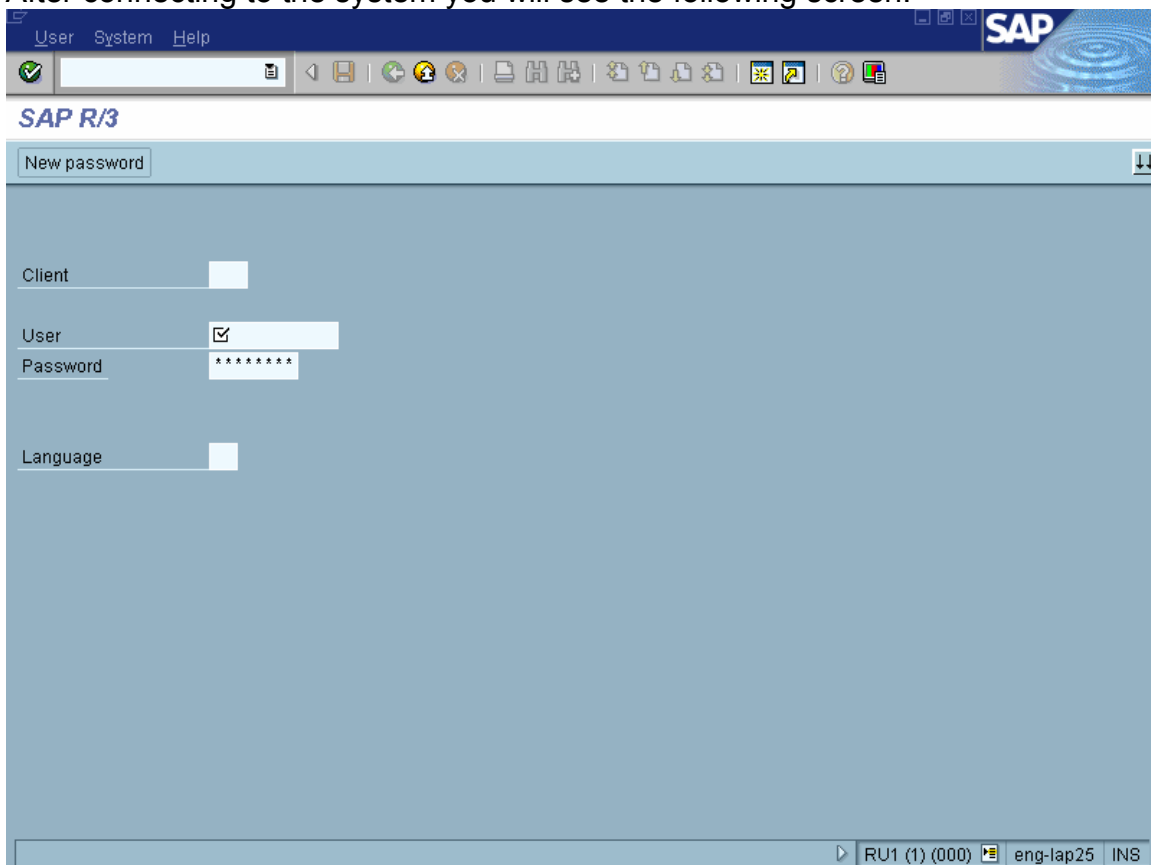
You will be provided with a client number, username, and password to access the system. This information will be sent provided to you at the time of your information session

When you arrive at the lab execute the icon named SAPLogon.



SAPLogon

You should then see a system named SAP or something similar. You should then select the logon button at the top right of the SAP logon screen. After connecting to the system you will see the following screen:

A screenshot of the SAP R/3 logon screen. The window title is "SAP R/3". The menu bar includes "User", "System", and "Help". The toolbar contains various icons for navigation and system functions. The main area is a light blue background with a "New password" button at the top right. Below it are four input fields: "Client" (empty), "User" (with a checkmark icon), "Password" (masked with asterisks), and "Language" (empty). The status bar at the bottom right shows "RU1 (1) (000)", "eng-lap25", and "INS".

Use the following parameters for logon:

**Client:**

You will be provided with a specific client to logon to. A client is a separate data environment within SAP. You must use the client number provided for you or your attempts to login to the system will fail.

**User:**

Your login name will also be provided to you.

**Password:**

Your initial password will also be provided to you at your session.

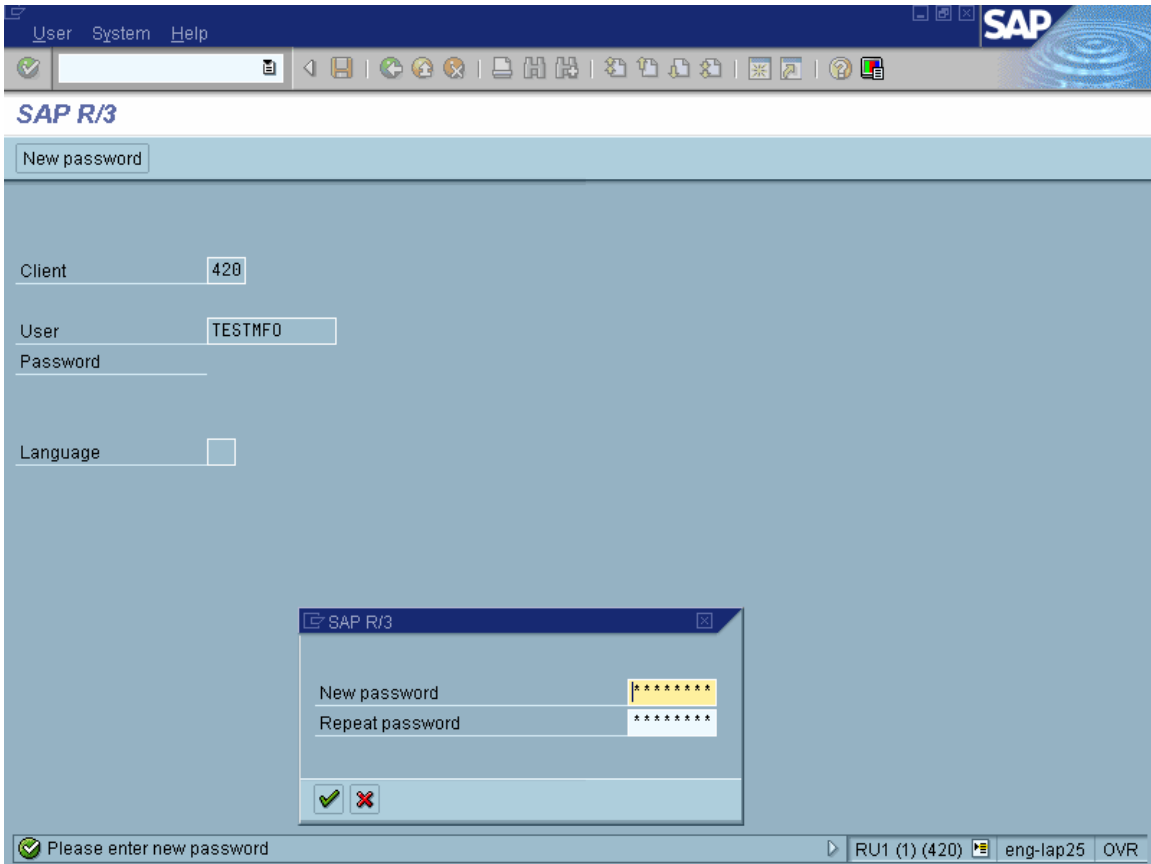
\*After entering these items press enter.

You can be prompted to change your password upon your first successful login to SAP. **Please document the password that you enter at this point.** Please note that you cannot use the same password. (see image below)

If you are going through this information on your own, feel free to explore the R/3 system. This will make the upcoming SAP information sessions more interactive.

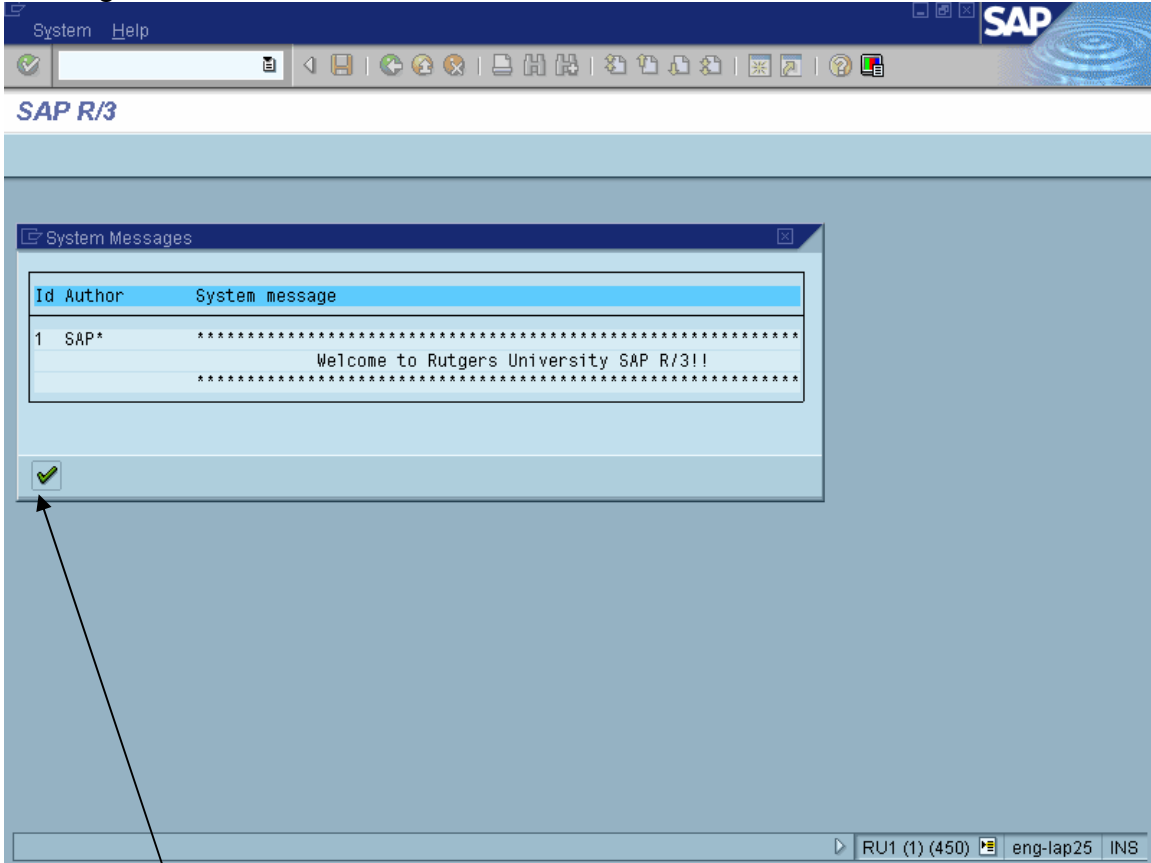
After your successfully login to the system for the first time, you will see the following screen:

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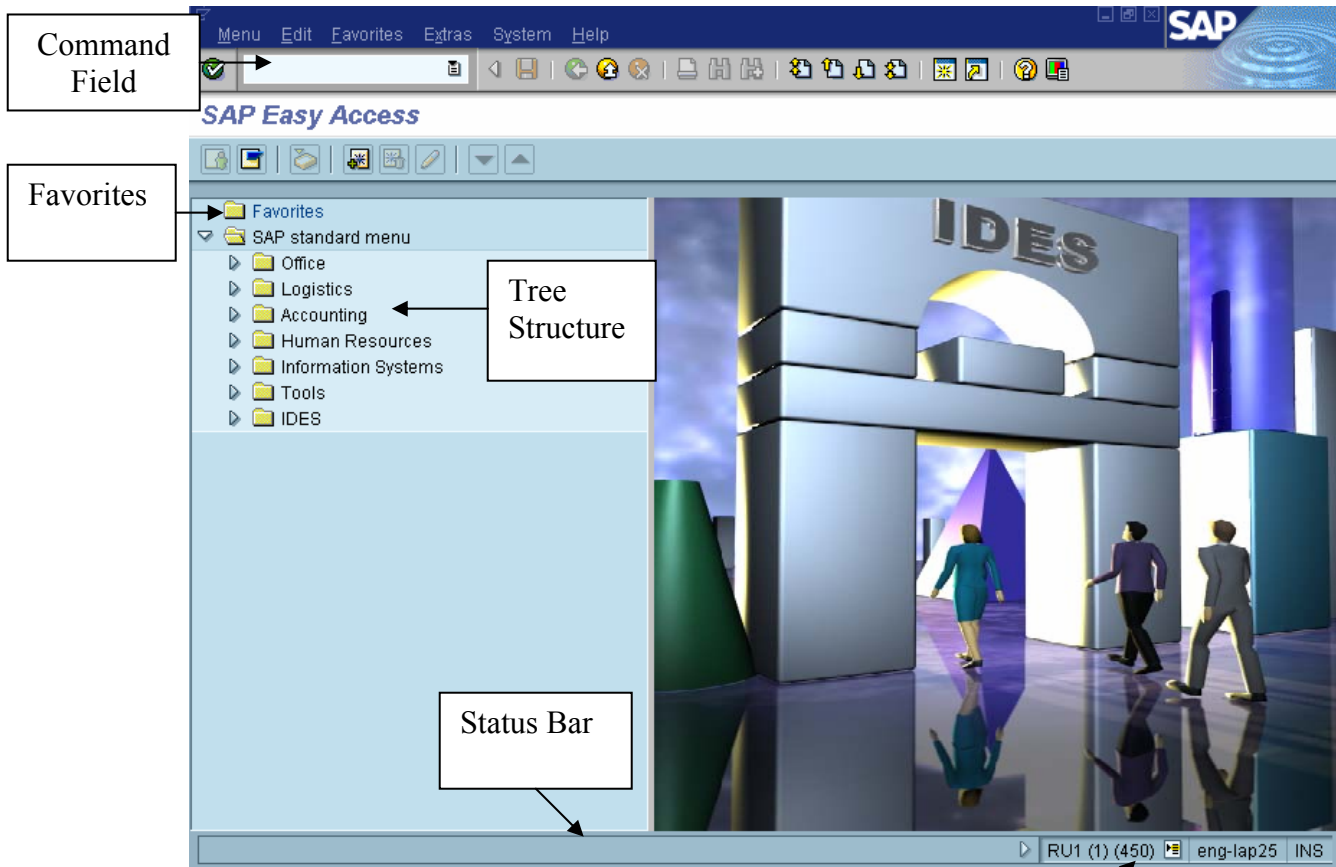
You will need to enter your new password twice here -> please document this for future reference.

After the initial password issue has been resolved you will see a welcome message like the one below:



**Select the check mark or press enter to continue**



# Structure of the GUI



## SAP Easy Access Menu

Session Information

## Command Field

The command field is an integral part of using the SAPGui. By default this item is hidden and you must press the Right arrow  next to the enter icon  in order to have it displayed. This field will be used to enter transaction codes associated with various functions within SAP.


## Favorites

You can use the favorites folder to hold transactions, reports, files, and web sites that you use most often.

## Tree Structure

The SAP Easy Access Menu uses a tree structure that allows for easy navigation. You can simply drill down to explore the modules within SAP.

## Status Bar

The status bar at the bottom of the screen provides system messages and session information. The session information is located at the right hand portion of the status bar and provides important information about the current session. Please note that you may have to press a right arrow button at the very right of the status bar  in order for this information to appear. A session is a separate instance of SAPGui and one can have up to six sessions active at a time.




## Icons












**The following icons are seen throughout the system and are provided here as a reference.**




The **standard toolbar** contains buttons for performing common actions such as *Save* and *Enter*.



The functions assigned to the standard toolbar are listed below:

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the <code>Enter</code> 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.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu.
	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.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
	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.
	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.

	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 O/S.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

Source SAP Library

## Basic Navigation

Navigation through the SAP system is performed through the use of the SAP Easy Access Menu tree structure and transaction codes. In addition the Favorites folder can be used to link directly to specific reports, transactions, and web sites to increase productivity.

## SAP Easy Access Menu

The SAP Easy Access Menu provides an intuitive tree based structure that can be used to drill down to specific transactions and reports. Due to the size of the system, it is recommended that you use favorites or transaction codes for your navigation.

## Role Based Menu Generation

The items within your Menu are created based on your user role within SAP R/3. Therefore different users have different menus created for their designated function within their respective company.

## Transaction Codes

The use of transaction codes allow one to navigate directly to functions within the R/3 system. Transaction codes are called through the following methods:

- From the Sap Easy Access Menu simply enter the transaction code and press enter.

For example, enter FD03 and press enter. Press the cancel button to return to the SAP Easy Access Menu.

- From any other screen within the system you must use one of the following prefixes:

/n ends the current transaction

For example, from the SAP Easy Access Menu enter FS10N. Now enter the transaction code /nFD03 which will end the current transaction and open the Display Customer initial screen.

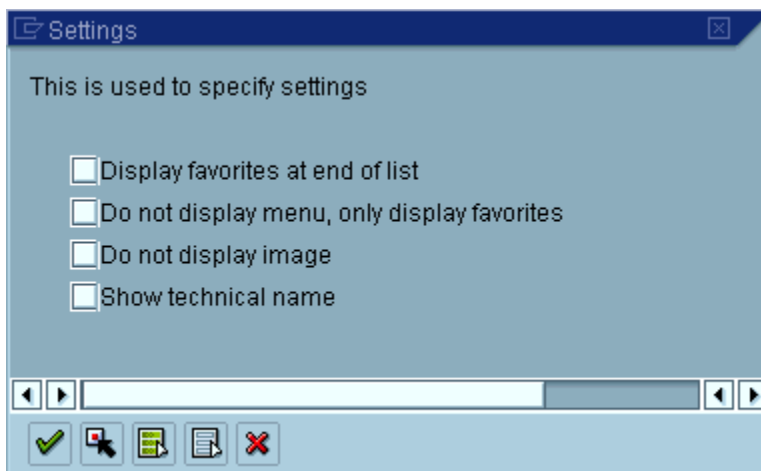
/o opens a new session with the specified transaction -- you may have a total of six sessions open at one time.

## Determining Transaction Codes

You can easily find the transaction code of a specific function by choosing system from the drop down menu → status. This will provide the transaction code in the transaction field listed under repository data.

Another way to help you determine transaction codes is to customize your interface. You can do this via the following procedure:

From the SAP Easy Access Menu select Extras from the drop down menu. Then choose Settings and you will see the following screen:



Choose the show technical name setting and then press enter or select .

Now when you navigate through the system the transaction codes will be visible.

## Favorites

You can use the favorites folder to hold commonly used transactions, reports, and hyperlinks. You can drag and drop specific items to your favorites folder, or you can create them manually.

### Adding a hyperlink to your favorites folder

As an example, we will add a hyperlink to the SAP help.

From the drop down menu select Favorites → add web address or file

Leave default: Web address or file & press enter

In the text field enter: SAP help

In the Web address or file enter <http://help.sap.com>

Then press enter or select continue

Test your newly created link in your favorites section to confirm that it works. Simply double click the SAP help entry and a browser should open up to this web site.

## Customizing Your User Profile

Before you start you should customize your user profile for your own preferences. To access this area use the drop down menu item system → User Profile → Own data

Under address data edit the necessary under title, first name, and last name.

Select the defaults tab and change the following items:

Personal Time Zone → change to EST

Decimal Notation → Select the second entry

Date Notation → Select the second entry

Select Save 

## **Getting Help**

There is an extensive amount of help within the SAP R/3 system.

Use F1 for help on fields, menus, functions, and messages

Use F4 for information on what you can enter into a text boxes

There is also an extensive amount of information located within the SAP library. You can access this from the system by the following action:

Select Help from the drop down menu → SAP Library. A separate window will then open up with the SAP Library open. This library provides extensive information on SAP R/3 and the IDES enterprise organization.

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## **Functions in Detail**

This resource contains the SAP Functions in Detail brochures for specific mySAP.com Application Components, IDES (Internet Demonstration and Evaluation System) and mySAP.com Industry Solutions. They provide an in-depth reference with business and technical information for project team members, managers, consultants, and future SAP customers.

(Source SAP Functions in Detail CD)

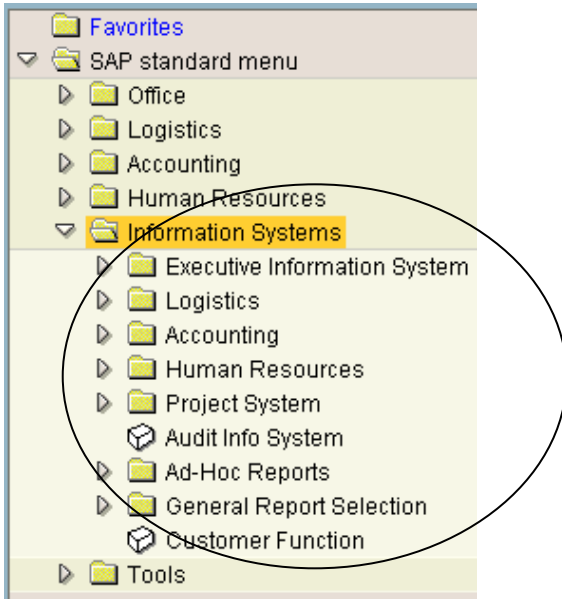
This resource is currently available at the following URL:

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## Reporting Basics

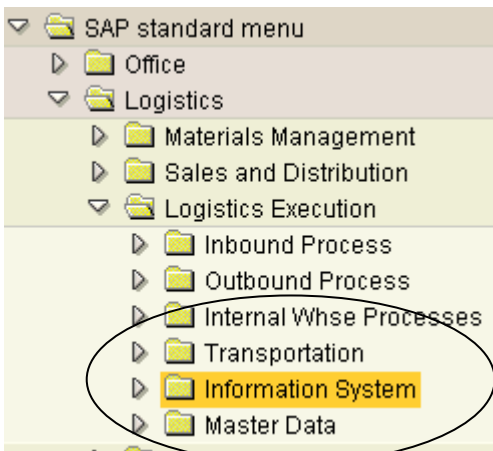
Extracting information from the R/3 is one of the most useful aspects of having a integrated enterprise based information system. There are a number of ways to attain reports.

First, many of the most popular reports are provided for you under the information systems heading in the SAP Easy Access Menu. From here the reports are grouped by application.



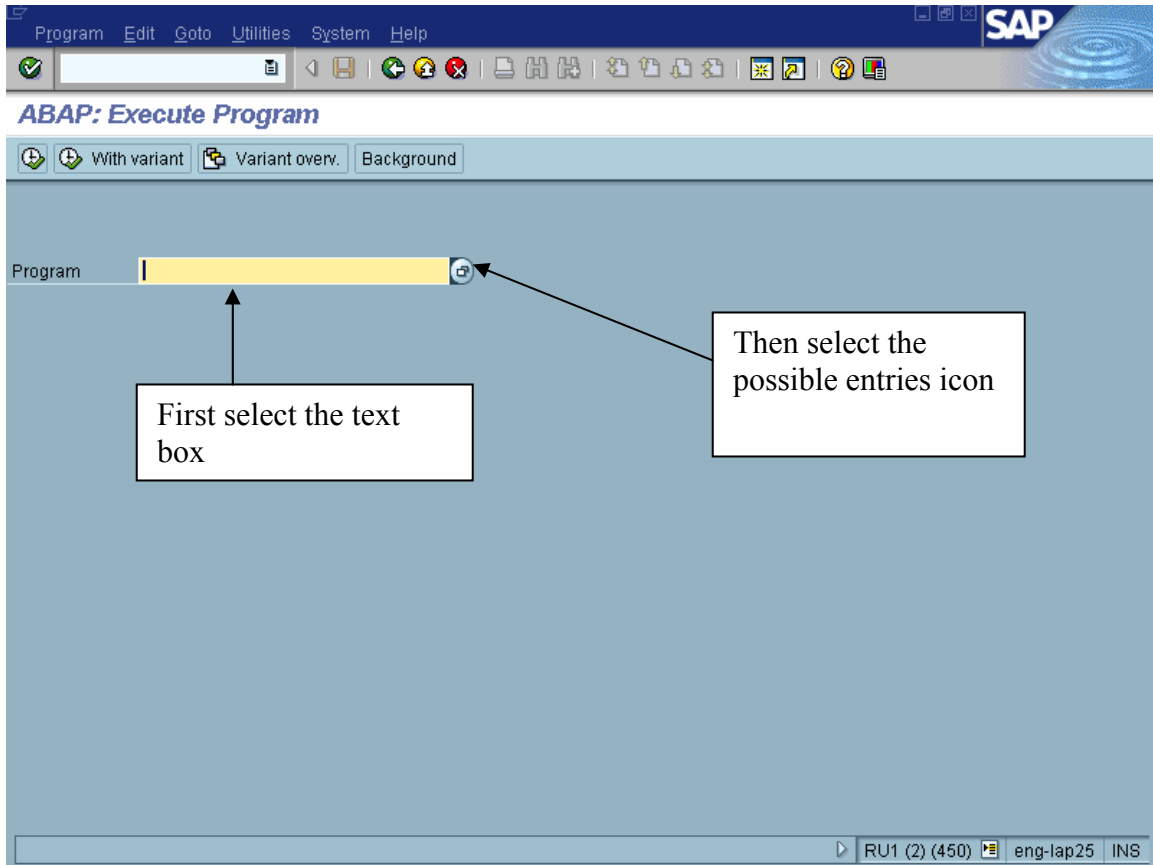
You can then drill down to the respective area you would like reports for and choose the report.

You will find an information systems item listed in certain modules that will provide the same information.

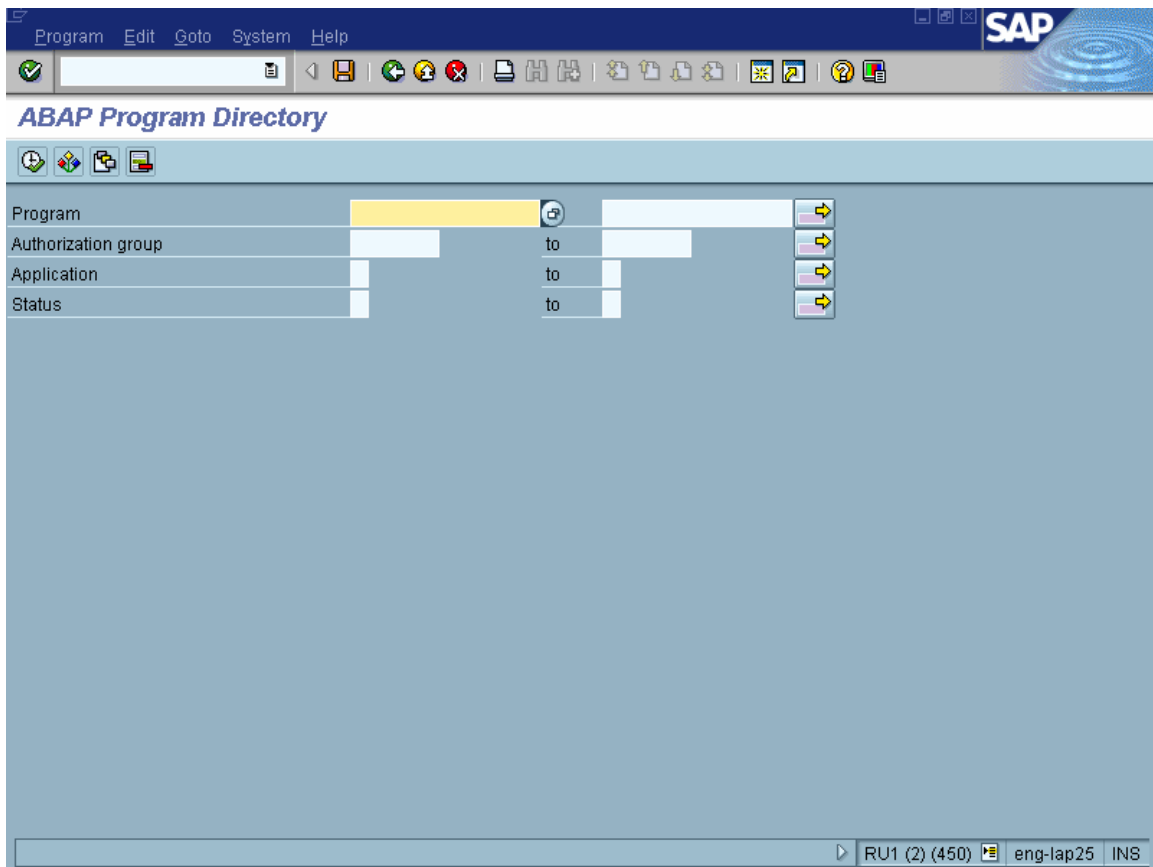


Another way to attain a report is to choose system from the drop down menu  
→System → Services → Reporting or transaction code SA38.

The report selection screen appears:



## The following screen then appears



1. In the *Program* field, enter any part of the report name that you know, plus any wildcards ( \* or + ), as needed.

Wildcard	Represents
* and +	Characters you do not know
*	Multiple characters
+	Exactly one character

Use the \* and + anywhere in the report name, as often as necessary. For example:

Character	Represents all report names...
z*	Starting with <b>z</b>
*sale*	Containing the character string <b>sale</b> , such as rvsale07
*f+	Containing an <b>f</b> as the second-to-last character, such as rmlogifa
rp+++sch	Starting with <b>rp</b> , ending in <b>sch</b> , and containing any three characters in between, such as <b>rp012sch</b> or <b>rpinvsch</b>

The report name can be upper- or lowercase; for example, **RF** is the same as **rf**.

\*Most standard reports start with the letter R, while customer generated reports should start with either Y or Z.

As an example enter **RVA\***

2. Choose *Execute* or press F8

A list of reports appears.

3. Place the cursor on the report name, and choose *Choose*. Or, double-click the report name.

To continue with our example scroll down until you see **RVAUFRUE** and double click on this report name.

4. Choose *Program* → *Execute*.

If the report does not require a variant, the selection criteria screen for the report appears.


If the report requires a variant, the system displays a message stating that you cannot select the report from this screen. Return to the report selection screen (press F3), and then enter the report and variant name. Before leaving this screen, note the name of the report.

5. Enter the selection criteria. For our example do not enter any additional selection criteria.
6. Choose *Program* → *Execute*.

Right click on **GIDate** and select sort.

What is the oldest backorder document number and to what Ship to Party does this belong?

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Select the exit button  twice to return to the SAP Easy Access Menu.

## Exercises

### Exercise Objective:

**To View information regarding a customer and to view and record the total receivables for this customer as per a specific date.**

Why? A manager has called you to confirm the amount of open receivables at a specific date in time. The manager only left the account number, so you first want to see what customer information is available.

From IDES SAP Easy Access Menu:

Menu Path

Logistics → Sales and Distribution → Master Data → Business Partners → Customer → Display → Sales and Distribution  
Transaction Code (VD03)

Enter Customer Account Number 3574

Select the Continue Button or use the Enter key

Where is this company located? \_\_\_\_\_

In the transaction field enter /nF.21 which ends the current transaction and opens the List of Customer Open Items

The same customer account number and company codes should be displayed automatically. If not, enter 3574 for the account number.

Set the date to 01/15/2000

Select the Execute button or use the F8 key.

What is the total open receivables on this date? \_\_\_\_\_  
\*\*hint you may have to scroll to the right.

Exit back to the Easy Access Menu.

## Exercise Objective:

**To Determine the cash position of a company within the enterprise.**

Why? You are a sales manager that is trying to fulfill an order through one of your suppliers, however you have been informed that you are on credit hold until invoices are paid or the order will be sent via COD. Prior to addressing this issue with your manager you would like to view the current cash position for a possible COD order.

Menu Path

Information Systems → Accounting → Treasury → Treasury: Strategic View → Liquidity Analysis → Cash position

Or Transaction code FF7A

Company Code	3000
Cash Position	Checked
Grouping	BANKS US
Display as of	Today's Date
Display In	USD
Increment in D/W/M	/1/
Scaling	3/

Select Execute (click with the check in front of it)

What is the current Citibank Balance? \_\_\_\_\_

How is the output incremented? \_\_\_\_\_

Exit back to the Easy Access Menu