

# Navigation in SAP Systems

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

## Product

SAP ERP  
G.B.I.  
Release 6.07

## Level

Beginner

## Focus

Navigation

## Authors

Babett Koch  
Stefan Weidner

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2.40

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## MOTIVATION

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

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

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

## LEARNING METHOD

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

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

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

## Logging On

**Task** Log on to the system.

**Time** 10 Min.

**Short Description** Use the SAP GUI to log on to the SAP system.

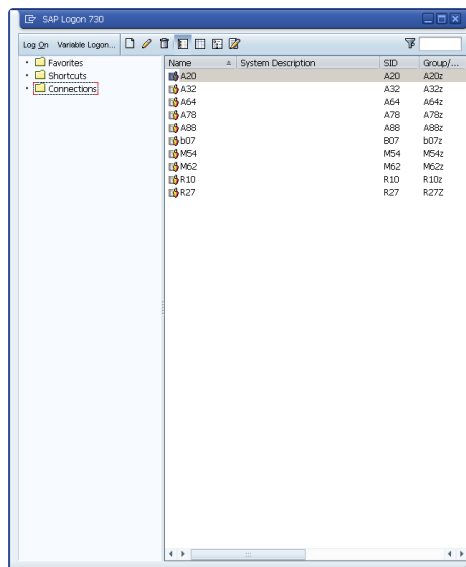


Find and double-click on the icon depicted on the left side of this page that you can find on your desktop. If it is not there, choose *Start ▶ All Programs ▶ SAP Front End ▶ SAP Logon*

SAP Logon

A dialog box similar to the one shown on the right appears. Select the SAP system specified by your lecturer and choose *Log on* or *Enter*.

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



**SAP**

New password

Client:

User:

Password:

Language:

Client: \_\_\_\_  
 User: \_\_\_\_\_  
 Password: \_\_\_\_\_  
 Language: \_\_\_\_

Before you log on, you need to know the definition of the term “client.”

SAP systems are client systems. With the client concept several separate companies can be managed in one system at the same time.

**Clients** are the highest organizational level in the system. In business


Client

terms, each client can represent a group of companies, a company, or a firm – regardless of the size of the organization.

In commercial, organizational and technical terms, a client is therefore a self-contained unit with separate master records and its own set of tables. In SAP systems, different clients are identified by their client numbers.

Logon screen

Use the client number given by your instructor. For you to be able to log on as a user, a user master record must be created for you in the relevant client. For reasons of access protection, you must enter a password when you log on. Your password entry is case-sensitive.

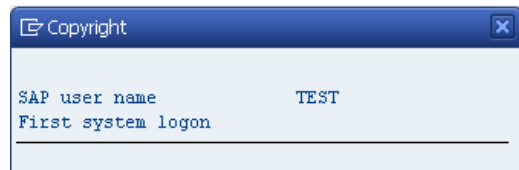
SAP systems are multilingual. Choose the language for your session in the Language field. Then choose  or *Enter*.


Enter the user name, the initial password and the logon language given by your lecturer.

User: GBI-### Password: gbiinit → log on

When you log on for the first time, a dialog box appears in which you enter your new individual password twice.

Client: \_ \_ \_ \_



The first time you log on you will see a copyright note. Confirm it with  or *Enter*. The initial screen with the SAP Easy Access Menu appears.



## Initial Screen

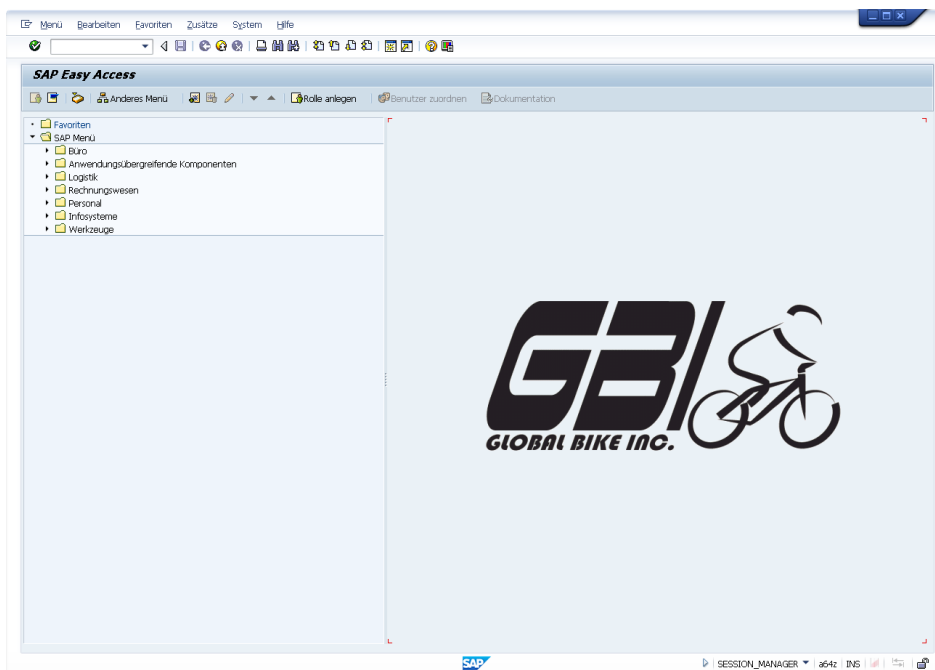
**Task** Get familiar with the SAP system screen.

**Time** 10 Min.

**Short Description** Identify and familiarize with each element of the SAP system screen.

This is the initial screen as described in more detail below.

Initial screen



## Menu Bar

Menu Bar




The displayed menus depend on the action/transaction in the SAP system except for the system and help menu. This dependency is described as context sensitive.

## User specific settings

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

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

Logon Language	en
Decimal Notation	1,234,567.89
Date Format	MM/DD/YYYY


Save your entries using .

### Standard Toolbar

Standard Toolbar




Icons in the standard toolbar are available on all screens. Icons that you cannot use in the current application are grayed out. By pausing the cursor above an icon, a quick info text appears.

**Exercise 1** For the following exercise switch to transaction VA03, to do so leave the current transaction by using .

**1.1** Which meanings have the following symbols in the Standard Toolbar? (Tipp By pausing the cursor over an icon, a help text is depicted. If there is no help text for each icon you simply have to go into a transaction.)

-  \_\_\_\_\_.
-  \_\_\_\_\_.
-  \_\_\_\_\_.




**1.2** Why is the icon  (Save) grayed out in the initial screen?

\_\_\_\_\_.

\_\_\_\_\_.


\_\_\_\_\_.



**1.3** Which of the following icons can create a new session?

- 
- 
- 


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

\_\_\_\_\_.

**1.5** To close a session, choose the icon  in the Standard Toolbar or go to the entry *System* ► *End Session* in the menu list.

What is the difference between the icons  and ?

 \_\_\_\_\_.

 \_\_\_\_\_.

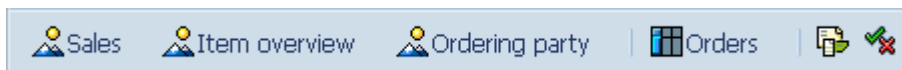
## Title Bar

Title Bar

The title bar displays the name of the transaction you are currently using. It is located on every primary window and dialog window under the standard toolbar and above the application toolbar.

## Application Toolbar

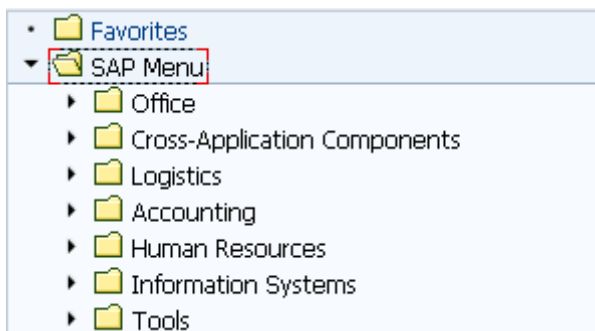
Application Toolbar



The application toolbar contains icons and buttons applicable to the transaction you are currently using.

## SAP Easy Access Menu

SAP Easy Access Menu

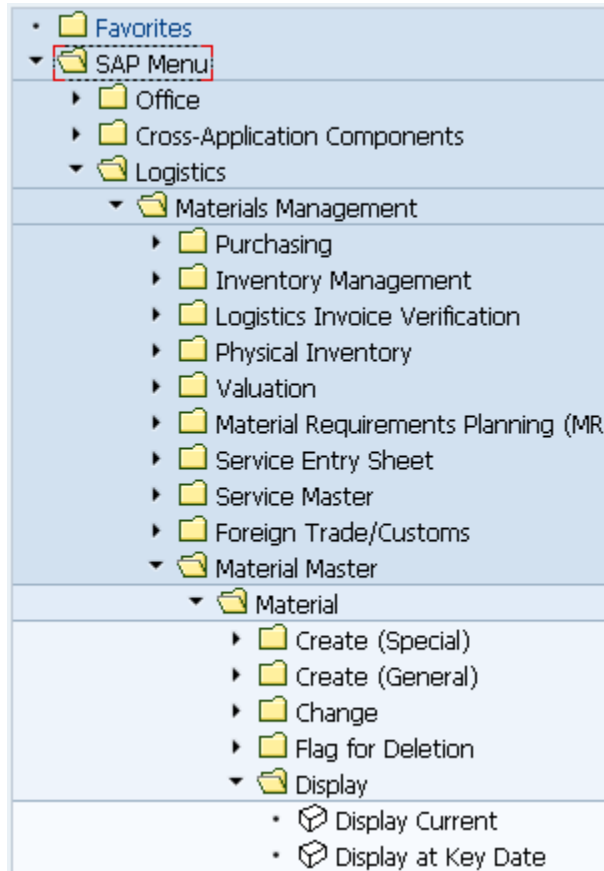


The SAP system displays the SAP Easy Access menu on the start screen as standard. It enables you to navigate in the system using a clear tree structure.

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

## Exercise

Open the following tree structure!



## Exercise 2

2.1 What is the difference between the transactions *Display Current* and *Display at Key Date*?

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

## Status Bar

Status Bar



The status bar shows information about the current system status as well as warning and error messages.



## Favorites

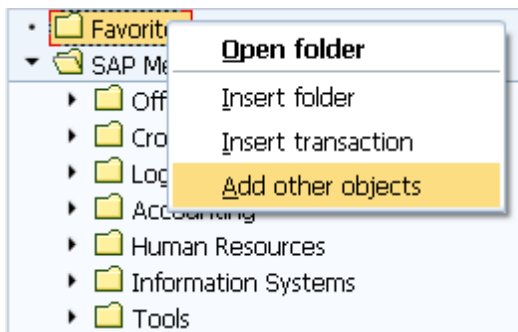
**Task** Create personal favorites.

**Time** 10 Min.


**Short Description** Create your own favorites in SAP GUI and add objects to them.

If you frequently use a transaction, you can use drag&drop to add it to your favorites (or choose *Favorites* ► *Add*). You can then double-click it to run it without having to navigate through the SAP Easy Access menu. Furthermore you can add folders, reports, files and web addresses as favorites.

Other objects



By clicking Favorites with the right mouse button, you can create your own hierarchical folder structure.

You can add any link to your favorites, to do so click Favorites with the secondary mouse button. Choose *Add other objects* then Web Address or File. In the dialog box, enter a name and the URL shown below. To confirm choose .

### Exercise 3

Create/Expand your own favorites menu.

**3.1** Add the SAP Help Portal using the URL *help.sap.com*.

**3.2** Add the following transaction as a favorite:

Logistics ► Sales and Distribution ► Sales ► Order ► Display





## Transaction Codes

**Task** Get familiar with SAP transaction codes

**Time** 10 Min.

**Short description** Learn how to effectively make use of SAP transaction codes and parameters.

There are several possibilities to call up transactions in the SAP system.

Transaction Concept

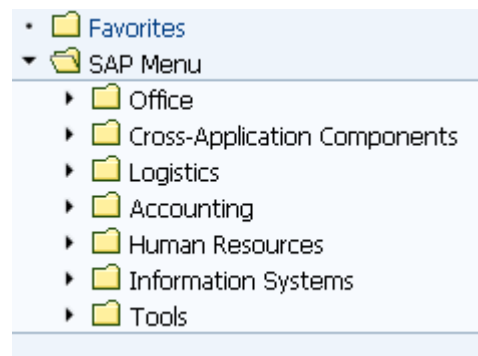
The quickest way to run a transaction in the SAP system is to enter the transaction code. Every transaction has a code, which generally has four characters.

Transaction Code

### SAP Easy Access Menu

SAP Easy Access Menu

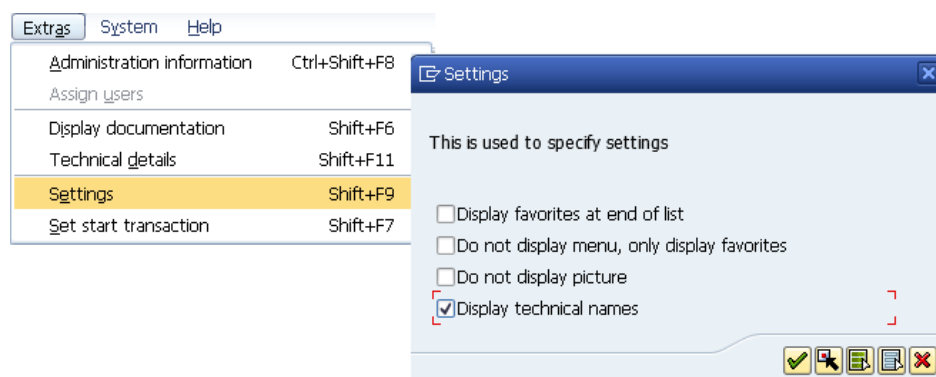
By navigating through the SAP Easy Access Menu and using path structures you get to the transactions. Then double-click on the transaction to run it.



### Transaction Code

Transaction Code

Every business transaction (not every screen) has a corresponding transaction code in SAP. To display transaction codes choose Extras ► Settings and select *Display technical names*.





Note: the command field in which transaction codes are entered can be found on the upper left. By clicking the small triangle you set it to visible/invisible.



You can use various control parameters to influence what happens to the session when you call a transaction.

/n	Exits the current transaction
/i	Closes the current session
/o	Opens a new session

/n

/i

/o

#### Exercise 4

**4.1** Which business function is displayed with the transaction code VA03?

\_\_\_\_\_.

**4.2** Which business function describes the menu path Logistics ► Sales and Distribution ► Master Data ► Business Partner ► Customer ► Display ► Complete ?

\_\_\_\_\_.

**4.3** What is the difference between the transactions VD03 and XD03?

\_\_\_\_\_.

\_\_\_\_\_.




\_\_\_\_\_.

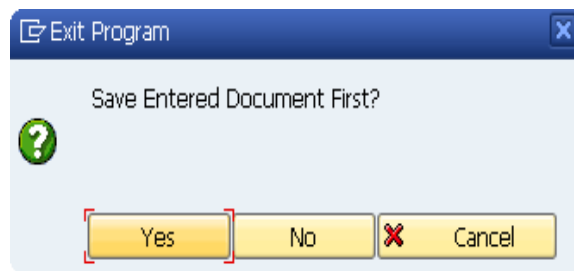
**4.4** Which business processes describe the following transaction codes?

XK01: \_\_\_\_\_.

MM02: \_\_\_\_\_.

ME23N: \_\_\_\_\_.

When leaving a transaction using ,  or  you may be confronted with this displayed dialog window. Be sure that no unsaved data is displayed in the current session. Then choose yes.



## Help

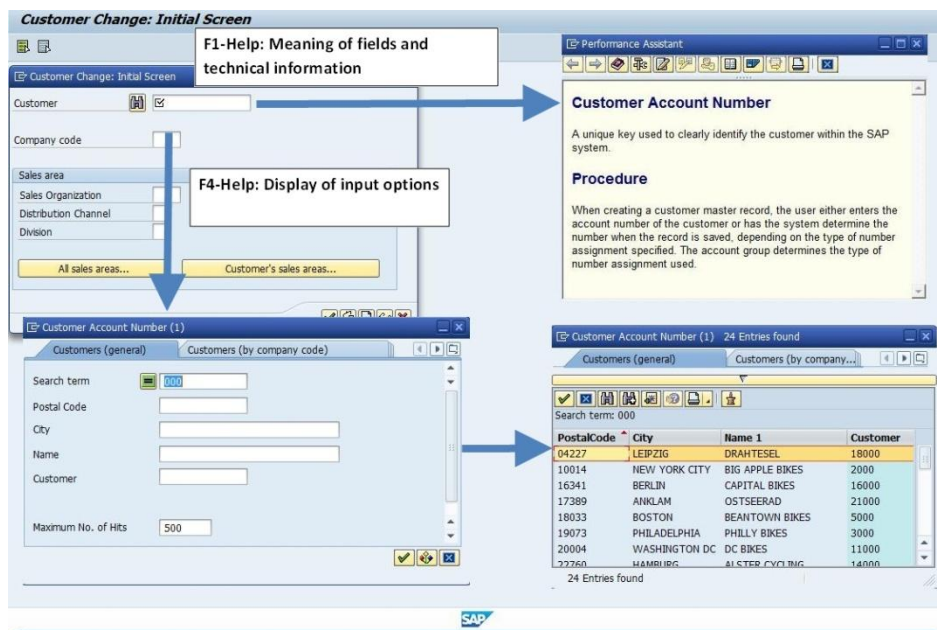
**Task** Get familiar with SAP's help functions.


**Time** 10 Min.

**Short Description** Get familiar with help functions in SAP systems. Use the F1 and F4 help as well as the SAP Help Portal.

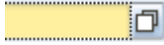
Several types of help are available in the SAP system. The most frequently used ones are the F1 and F4 keys.

F1 and F4 help



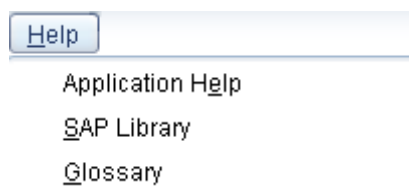
F1 provides you with explanations for fields, menus, functions, and messages. In the F1 help, you can choose  to get technical information.

F1

F4 gives you information and possible entries. You can also use the F4 help by choosing  directly to the right of a selected field.

F4

Further help can be found in the *help* menu. Choose *Application Help* for context-sensitive help on the transaction you are currently using. Choose *SAP Library* to open the online SAP Library. You can also access it on the Internet at [help.sap.com](http://help.sap.com).



**Exercise 5**

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

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

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

SO \_\_\_\_\_

OR \_\_\_\_\_

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

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## Configuration Position Overview

**Task** Learn some useful tips for configuration of overviews and how to work more efficient therefore.

**Time** 5 Min.

To configure your position overview for sales orders chose transaction **VA03** in the initial screen.

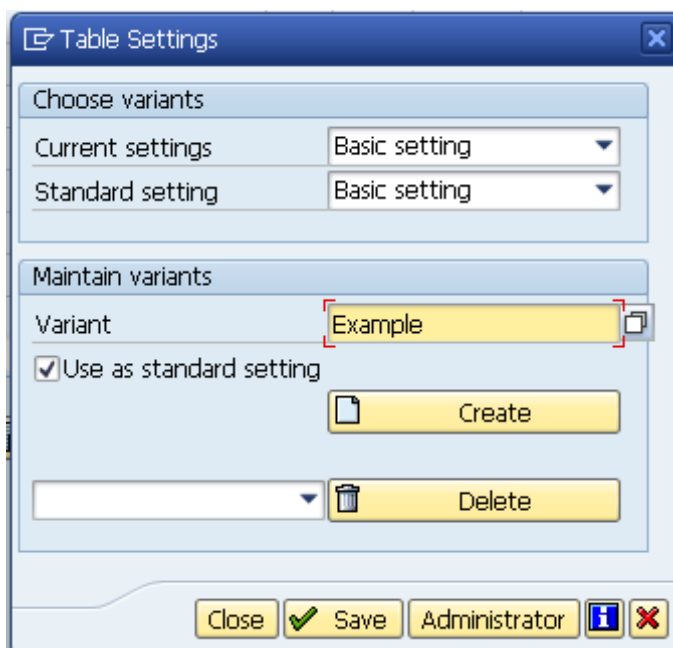
Use F4 in the order field to find any purchase order number. To do so choose enter. Choose any order number by double clicking it. Afterwards press Enter or click the Enter icon .

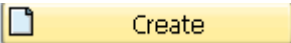
To adapt the position overview to your requirements, choose the Item overview tab choose the configuration symbol in the middle of the screen.

Configuration

Item	Description	Un	Crcy	Storag...	Amount	Net price	Net value	Part...	Product hier
10	Geländehelm	EA	EUR	TG00	0,00	50,00	200,00		

You will get to the following overview:

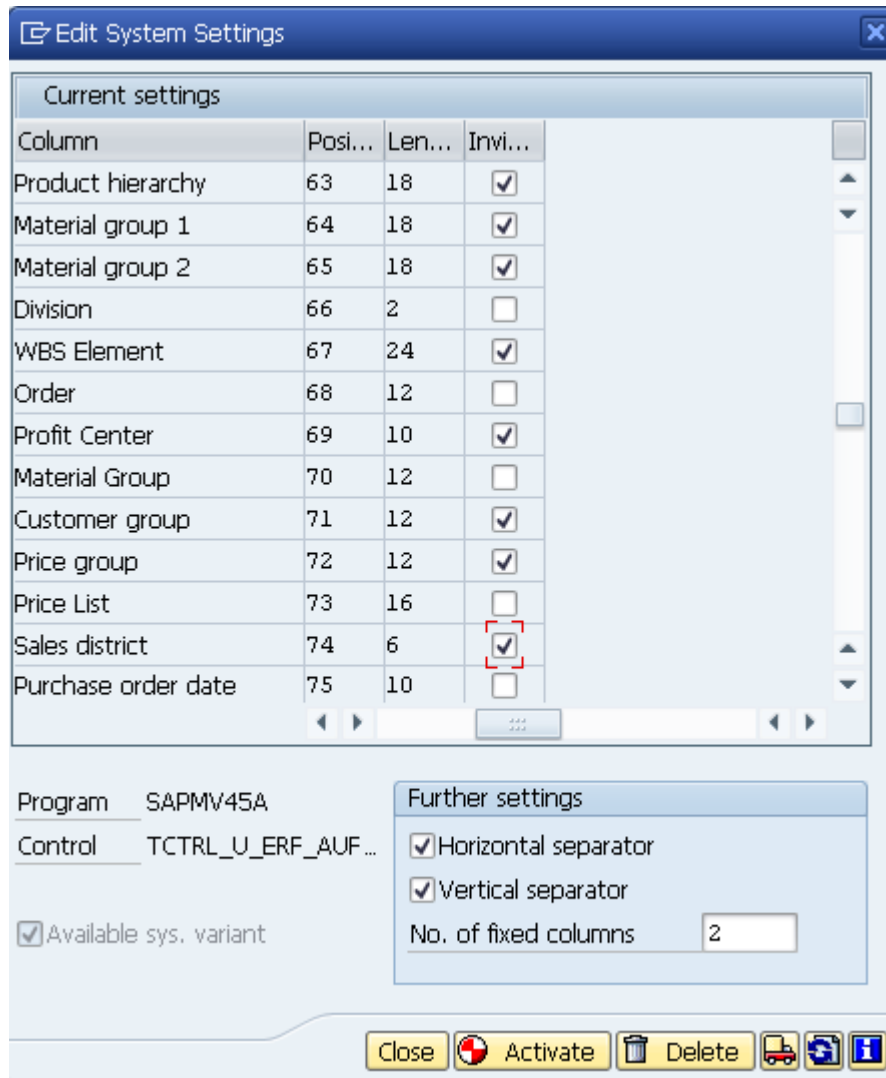


In the *Table Settings* you can configure your own overview. Therefore choose a term and write it into the field Variant. By using the button  a new setting will be created. Be sure that your new setting name is entered in the field Current settings and Standard settings.

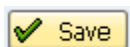
Then choose the button Administrator. Now you are able to change your system settings.

Here you can choose which rows are to be displayed. By setting the check mark in the row *Invisible* you can determine which values shall not be displayed.

For invisible select Product Hierarchy, Material group 1 and 2, WBS Element, Profit Center, Customer Group, Price Group and Sales District



Afterwards select the button Activate, close the pop up and select Save



The following screenshot is an example of a configured position overview.

All items							
Item	Material	Order Quantity	Un	S	Customer Material Numb	ItCa	D
	100XTR1000	<input type="checkbox"/>	2EA	<input type="checkbox"/>		TAN	<input type="checkbox"/>



## Multiple Selection

**Task** Understand and perform multiple selection.

**Time** 10 Min.

**Short description** Understand and perform multiple selection in SAP GUI and get to know useful hints about it.

Choose transaction **MMBE** to get to the Stock Overview Screen. Display the stock from the plants in Dallas and Miami.

Please assure, that when you enter the two plants in the overview as shown below, you will not get the correct result.

Database selections

Material	DXTR1000			
Plant	DL00	to	MI00	
Storage location		to		
Batch		to		




As you will see in the following screen, the plant in Heidelberg was chosen as well. This is due to the fact that the SAP system displays all plants which range alphabetically between DL00 and MI00.

Mandant / Buchungskreis / Werk / Lagerort / Charge / Sonderbestand	Frei verwendbar
▼ Gesamt	550,000
▼ DE00 Global Bike Germany GmbH	120,000
▼ HD00 Plant Heidelberg	120,000
• FG00 Finished Goods	120,000
▼ US00 Global Bike Inc.	430,000
▼ DL00 Plant Dallas	240,000
• FG00 Finished Goods	240,000
▼ MI00 DC Miami	190,000
• FG00 Finished Goods	190,000

Therefore select the black Deluxe Touring Bike ( DXTR1000) and click  afterwards.

DXTR1000

Choose multiple selection

 **Multiple selection..**  . Then choose the plants you want to display and press *Enter*. Afterwards select *Execute* .

Mandant / Buchungskreis / Werk / Lagerort / Charge / Sonderbestand	Frei verwendbar
▼ Gesamt	430,000
▼ US00 Global Bike Inc.	430,000
▼ DL00 Plant Dallas	240,000
• FG00 Finished Goods	240,000
▼ MI00 DC Miami	190,000
• FG00 Finished Goods	190,000



## Working at GBI

**Task** Display GBI information in SAP GUI.

**Time** 15 Min.

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

### Exercise 6

**6.1** How many black Deluxe Touring Bikes do you have in stock?  
(**Tip** Therefore use transaction **MMBE**.)

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**6.2** Which customers can be identified in GBI?

Follow the menu path: **Logistics ▶ Sales and Distribution ▶ Master Data ▶ Business Partner ▶ Customer ▶ Display ▶ Complete**

(**Hint** Click on the field *Customer* and press F4. Then enter your *Company Code* (DE00).)

**6.3** What is a debtor?

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## Logging Off

**Task** Log off the system.

**Time** 5 Min.

**Short Description** Log off the SAP system.

Choose *System* ► *Log off* to end the current session. The confirmation prompt shown on the right informs you that unsaved data will be lost. Once you are certain that you have saved all entries, you can confirm the prompt by choosing *Yes*.



Log Off

