



## NAVIGATION

### *Participant Guide*

**NOTE:** This document was designed to facilitate instruction and operations. It does not replace any governing procedures.

## To the Participant

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This course guide contains background information, step-by-step instructions, and practices designed to help you learn the SAP system tasks you will need to do your job. You will see the following symbols used throughout the guide:



**COURSE** – contains a course overview with background information and concepts that apply to the whole course.



**LESSON** – contains a lesson overview with background information and concepts applying to the whole lesson.



**TOPIC** – typically contains background information and transaction steps for one SAP transaction.

### **Transaction Flow**

This section marks the beginning of step-by-step instruction.

- Menu path options are separated by greater than (>) signs.
- Each new menu path box represents a new SAP screen.
- Numbered steps indicate user actions within SAP.

### **FIELD TABLES**

- Field names appear in the left-hand column. If a field is not included in the table, it is because no data entry is required.
- The second column contains a brief description of the field. If there is a value that is always entered, that value appears here.
- An **R**, **D**, or **O** appears in the right-hand column, indicating whether the field is Required, Display, or Optional.



**OUTCOME.** System responses, such as a new screen appearing or a system message, are indicated by this symbol.



**PRACTICE.** Topics are typically followed by a practice of the transaction, giving you a chance to try it on your own.

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# Navigation

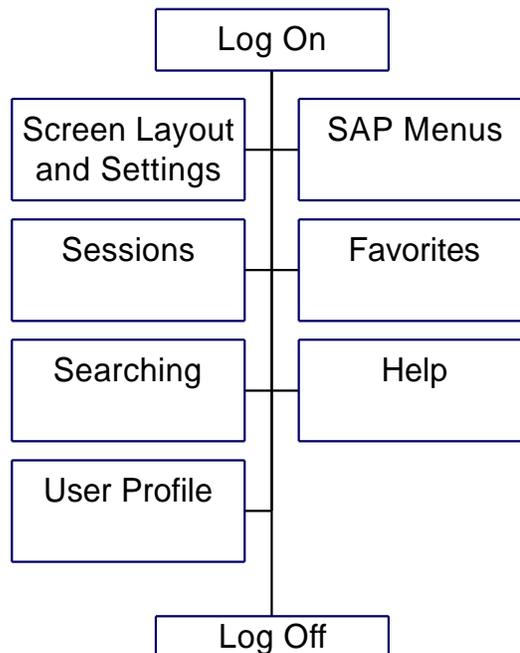
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## Overview

The following information is essential to understanding the lessons in this course:

- The course is to teach the general user to navigate through and customize certain areas within SAP.
- Appendix A contains a list of common SAP icons.
- Appendix B is a glossary of SAP terms.

## Business Process Flow



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**Business  
Process  
Description**

Once the end user has logged on, he/she will be able to:

1. Customize screen layout and settings.
2. Use SAP menus.
3. Use multiple SAP sessions.
4. Customize user favorites.
5. Search various areas of SAP.
6. Use SAP help.
7. Set user profile.
8. The last thing to be done is to log off.

**Learning  
Objectives**

After completing this course, you will be able to:

- Log into SAP.
- Identify the screen layout and settings.
- Navigate the SAP menus.
- Create and delete sessions.
- Add to and delete from favorites.
- Use search.
- Use help.
- Set user profile.
- Log off SAP.

**Course  
Review**

Consider the following review questions:

- Explain the format of a password.
- Name the three areas of a SAP screen.
- Name one way to display the SAP standard menu.
- Name one way to open a new session.
- Name one way to insert a folder into the favorites folder.
- What is the wild card for multiple characters?
- Name one way to get help.
- What is the path to set your user profile?

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## Logging into SAP

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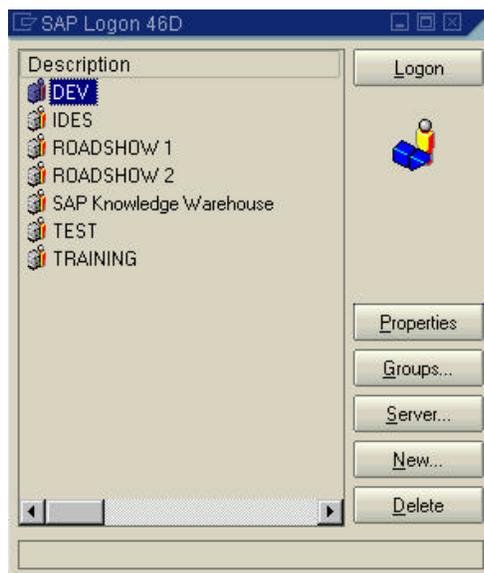
**Before You Begin** Before beginning the task, obtain the following information:

- Must be designated an authorized user of SAP.
- There are two ways to log into SAP. The first one will be demonstrated. The second one is in the handout for the users information.

I. Using the SAP  icon to log into SAP.

A. Double-click the SAP  icon.

- ▶ The *SAP Logon 4.6D* screen appears.



B. Double-click the desired instance.



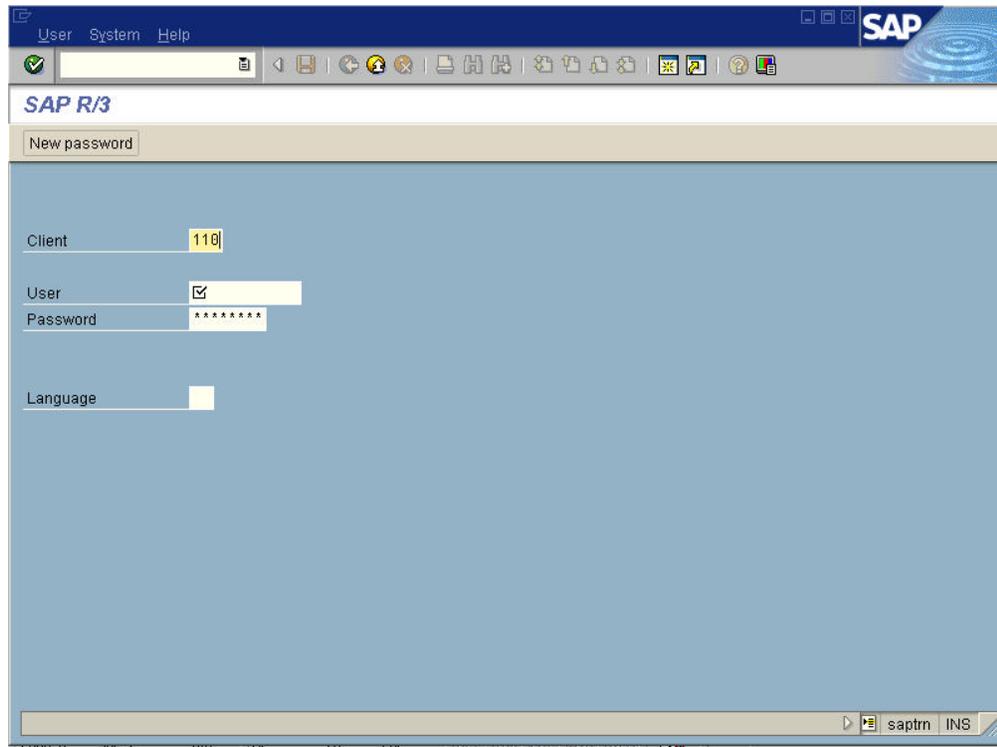
### Hint

There are separate instances or areas in SAP for development, testing, and training. An instance is a complete copy of all database tables. The live instance will be PRD for production.

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- ▶ The *SAP R/3* screen appears.



C. Complete the following field(s):

<b>Client</b>	A client is a copy of the main instance. Different clients are used to separate different tasks. <b>Example:</b> 110	R
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 **Hint**

By having independent clients, the activities in one training class would not disrupt the other training classes.  
In the “live” system, you will only have one client, which will be 010.

<b>User</b>	Enter your assigned user ID. <b>Example:</b> stu001	R
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**Hint**

In most cases the user ID will be your first three initials of your last name and the first three initials of your first name.  
The ID is **not** case sensitive.

<b>Password</b>	Enter your password. <b>Example:</b> training	R
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**Hint**

Use a combination of normal letter (a-z, 0-9) and special characters such as @#\$%^&\*()\_, etc.  
The password should be easy to remember you should not have to write it down, at least six characters long and no more than eight characters.  
The password is masked by \*\*\*\*\* therefore you will not see the letters as you type. The password is not case sensitive.



**Hint**

This system is set to default to English for all Navy specific programming.

D. Click the ENTER  icon.

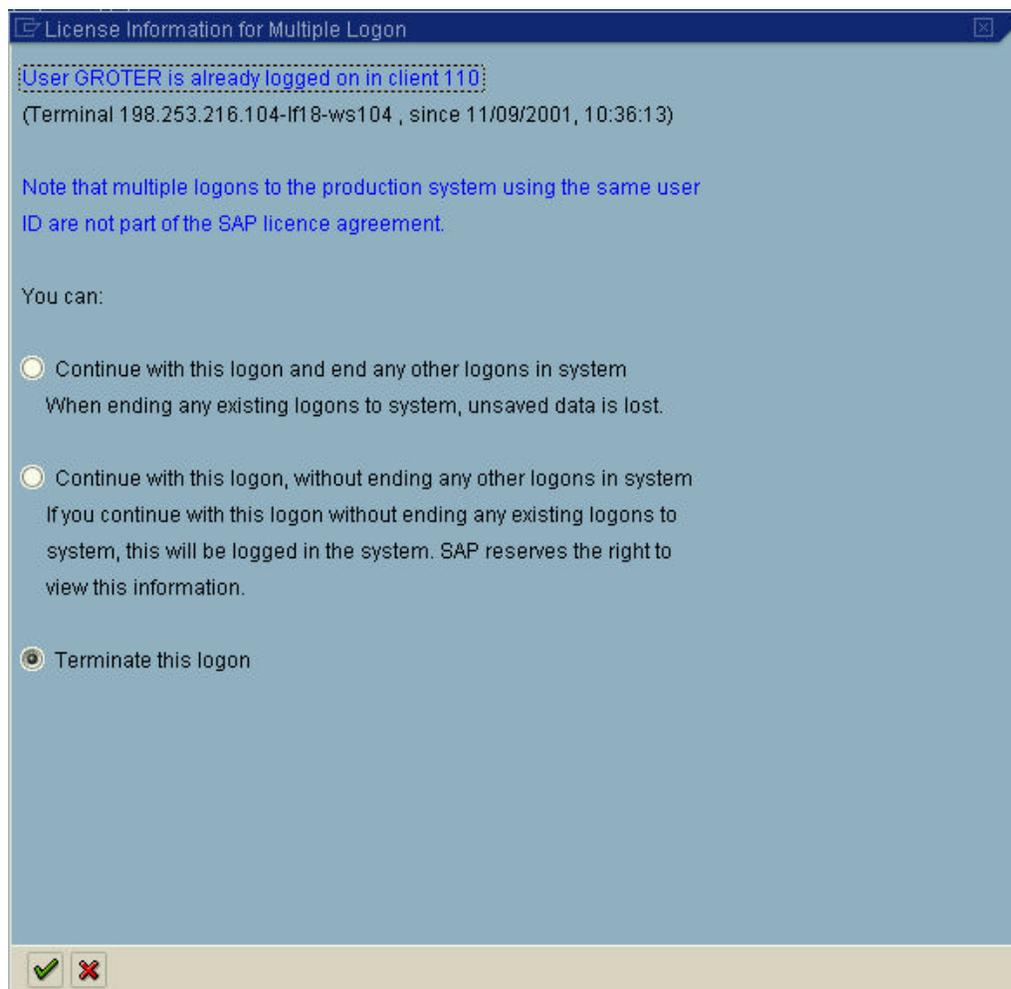
**1) Hint**

SAP 4.6 will not allow you to logon more than once. If you attempt to logon a second time, you will receive the following message:

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- ▶ The *License Information for Multiple Logon* screen appears.



**a. Warning**

1. The first option will log you onto SAP, but will close down any other logons.

2. **DO NOT USE** the second option. This violates the Navy's contract with SAP.

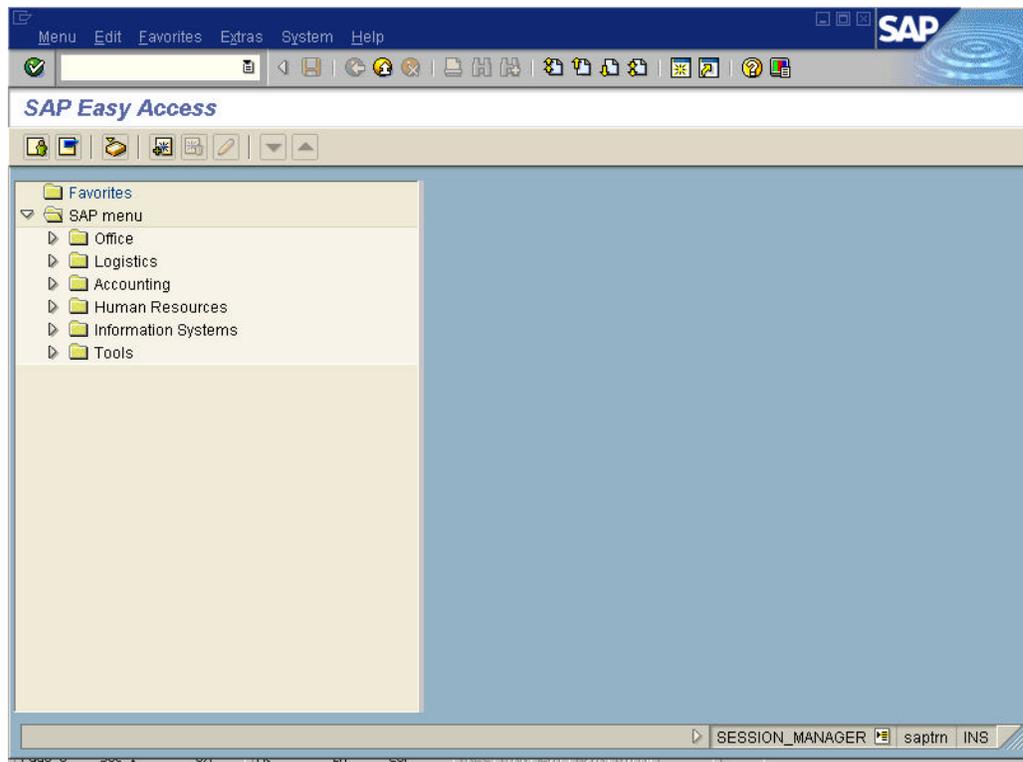
3. The last option will end the logon request and close the screen.

2) Click the ENTER  icon.

- ▶ The *SAP Easy Access* screen appears.

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### Hint

Once you have logged on, keep in mind the following:

- Your access to the system is controlled by security profiles that are built based on your job function.
- Your password will need to be changed every **90** days.
- If you are inactive in SAP for **15** minutes, you will be automatically logged off and all unsaved data will be lost. A dialog box will indicate that the system has logged off, additionally you will be given the opportunity to reconnect.
- The security level for the system is U-NNPI (Unclassified Naval Nuclear Propulsion Information).

## II. Using the START menu.

### A. Follow the menu path:

1. START > Programs > SAP Frontend > SAP Logon.

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**Task**  
**Review**

Consider the following questions:

- Name two instances of SAP.
- Explain the format of a password.
- On the License Information for Multiple Logon screen, what is the consequence of using the second option?

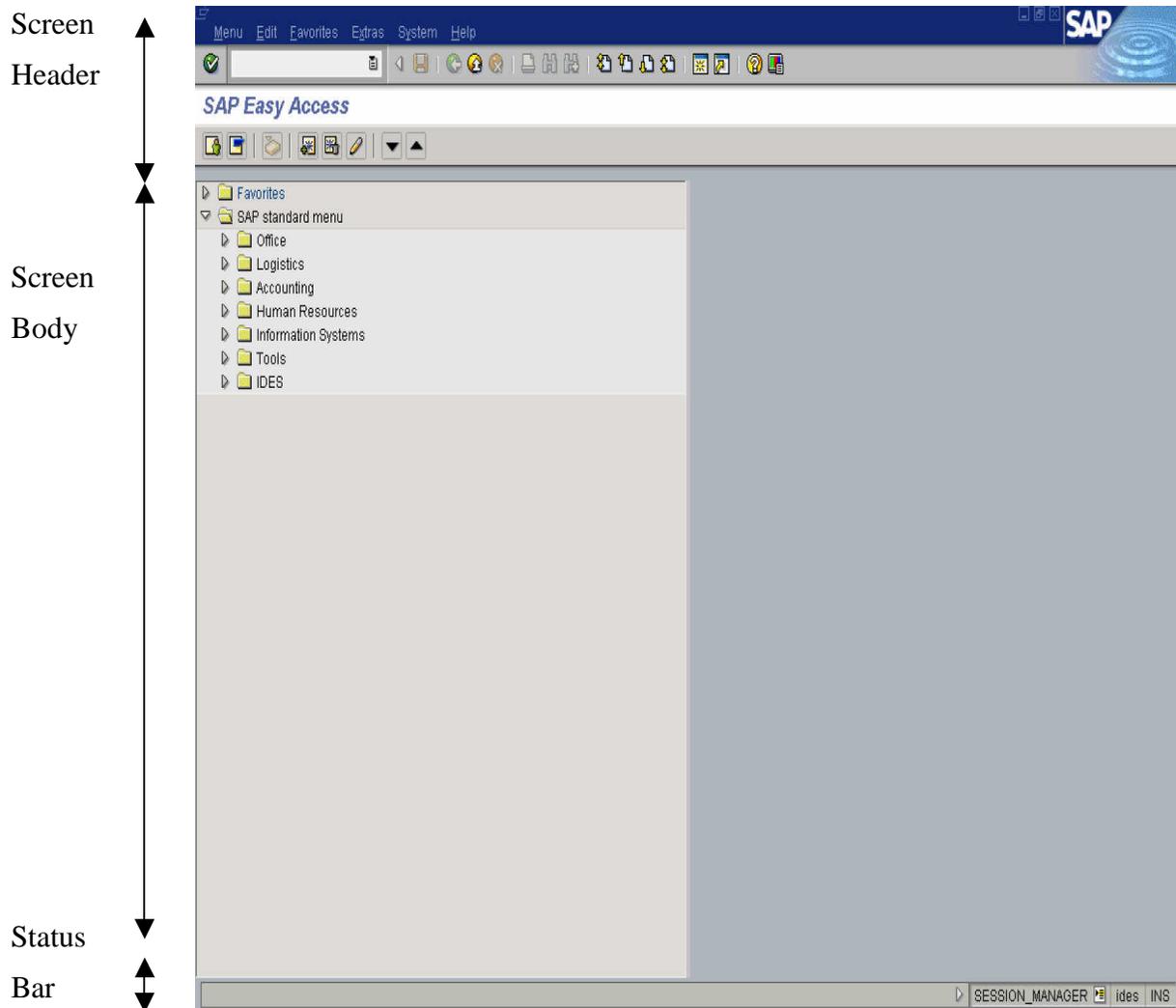
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# Screen Layout and Settings

- I. The *SAP Easy Access* screen.



## A. Screen header

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1. Menu bar – used for additional functions, depending on the transaction the user is performing.
2. Standard toolbar.
  - a) ENTER  icon.
  - b) Command Field – to expand the field, click the ARROW  icon to the left of the save icon on the standard toolbar. This is used to enter transaction codes.
  - c) SAVE  icon – can be used to save or to post.
  - d) BACK  icon – to return to the previous screen. This icon can not be used if the screen has required data that is left blank.
  - e) EXIT  icon – to return to the beginning of the transaction. This icon can be used on a screen with required fields.
  - f) CANCEL  icon – to cancel any data entered and return to the beginning of the transaction. This icon can be used on a screen with required fields.
  - g) PRINT  icon.
  - h) FIND  icon and the FIND NEXT  icon – used to find information.
  - i) FIRST PAGE , PREVIOUS PAGE , NEXT PAGE , and LAST PAGE  icon – move between different pages.
  - j) CREATE SESSION  icon – used to create a new session. See the sessions topic.
  - k) CREATE SHORTCUT  icon.
  - l) HELP  icon – used for help. See the help topic.
  - m) LAYOUT  icon – used to set up the users settings options. See layout later in this lesson.
3. Title bar – gives the user the screen name.
4. Application toolbar - additional icons and buttons based on the transaction being performed.

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## B. Screen body

1. On the SAP Easy Access screen the screen body consists of the menu paths. In a transaction, the screen body is the area where the transaction is performed.

## C. Status bar

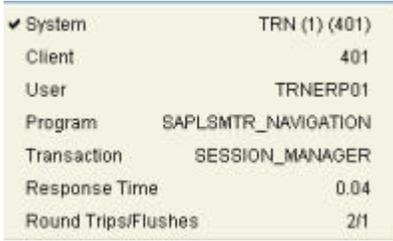
1. The status bar will display warning, error and information messages.

- a) Error messages will be displayed as:  Make an entry in all required fields
- b) Affirmative message will be displayed as:  Transaction S000 does not exist
- c) The last type of message is a Warning. This will either be denoted as a yellow circle with an !.
- d) To hide the status fields, click the ARROW  icon on the status bar.

2. To select which information is displayed on the status bar.

a) Click the SELECTION  icon on the status bar.

► The *dialog box* appears.



✓ System	TRN (1) (401)
Client	401
User	TRNERP01
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response Time	0.04
Round Trips/Flushes	2/1

### b) Explanation

- System - Identifies the instance, session and client.
- Client - Identifies the client only.
- User – Identifies the ID used to logon.
- Program – Displays the technical program name.
- Transaction – Shows the transaction or short code for the screen displayed.
- Response Time - The time in seconds to display the screen.

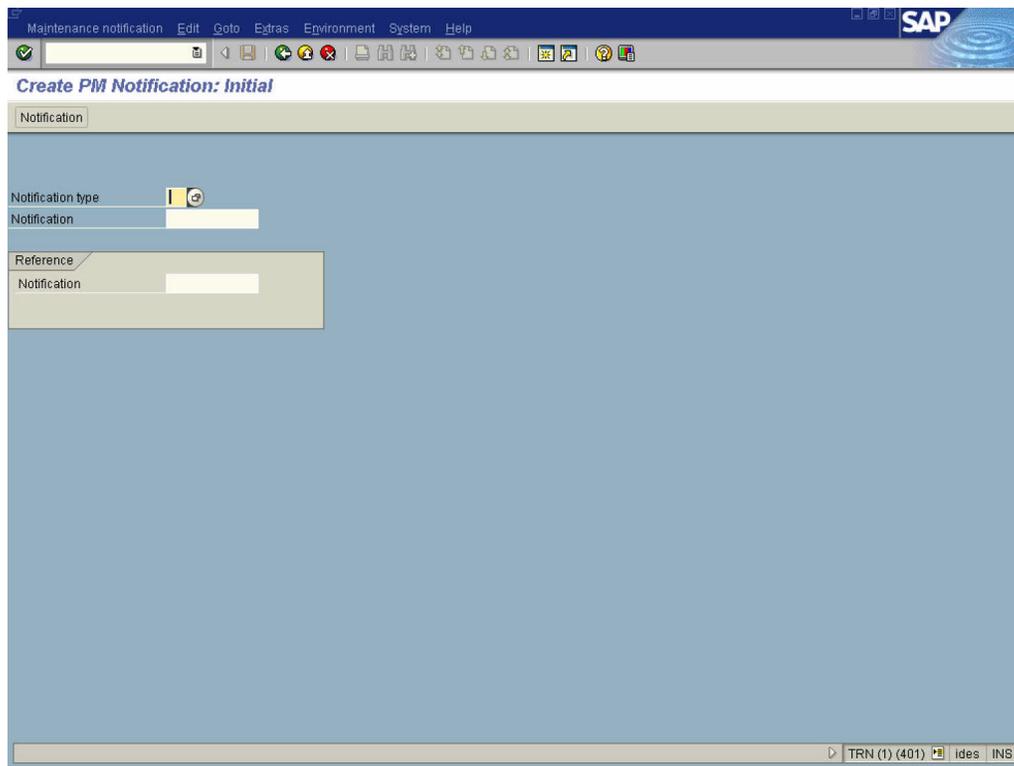
## II. Screen fields

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 **Explanation**

Display transaction code IW21 by following the menu path: **Logistics > Plant Maintenance > Maintenance Processing > Notification > IW21 Create.**



**A. Required Fields**

1. Some fields may be required and will be denoted by the REQUIRED  icon.

**B. Possible Entries**

2. A search function or a predefined list will be denoted by the POSSIBLE ENTRIES  icon at the end of the box.

**III. Settings**

- A.** Click the LAYOUT  icon on the standard toolbar.

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- B. Select options.
  - ▶ The *Options* screen appears.



**Hint**

If the options tab does not appear, select the options tab.



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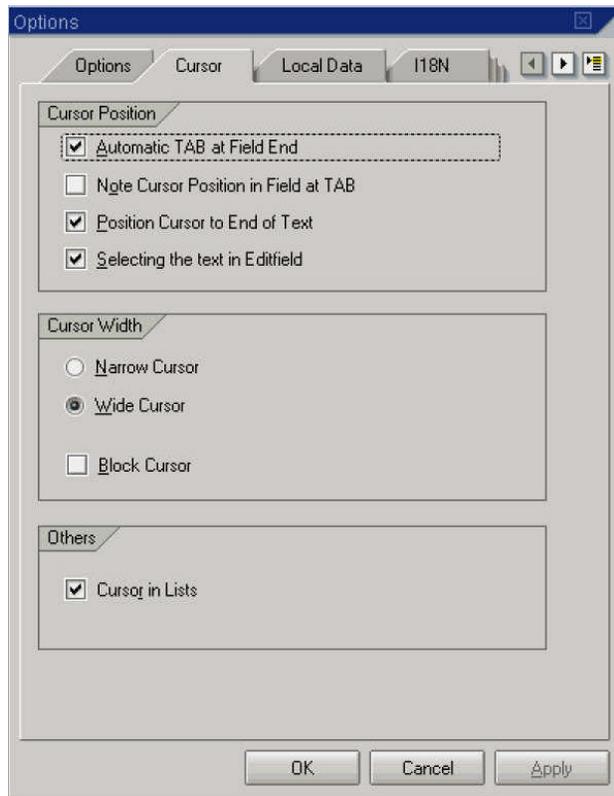
1. Quick Info - Controls the speed of the icon help info. Select the Radio button of choice.
  2. Messages - When a message is displayed in the status bar, one or more of the additional prompts can be enabled.
  3. Libraries - By default, the libraries option, which refers to SAP graphics system programs, is set to KEEP LOADED. DO NOT TOUCH.
  4. Automation timeout - Specify a timeout period for connections to external programs (such as MS Word or Excel). If you get System Busy messages with external programs that are triggered by connection, SAP recommends that you set the number of seconds to a higher value.
    - Note: The quick info consists of radio buttons. One and only one can be selected. The messages info consists of selection indicator boxes. Multiple boxes can be selected. To toggle an option to off, uncheck the selection indicator. select options
- 

C. Click the CURSOR  tab.

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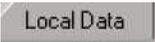
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- ▶ The *Cursor tab* appears.



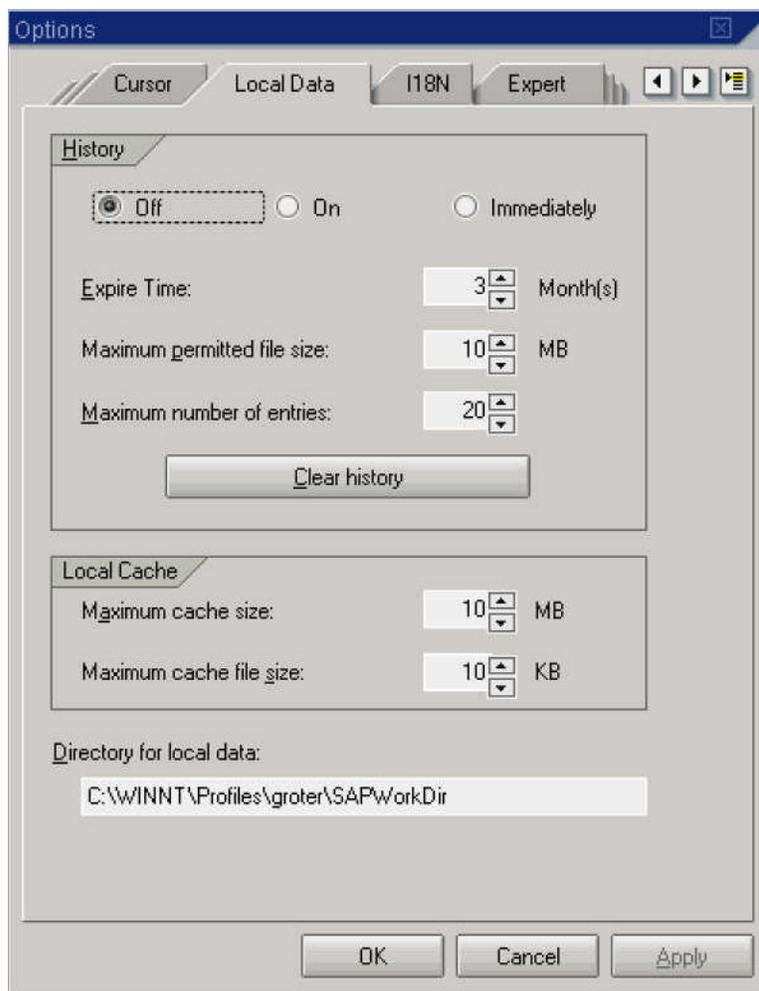
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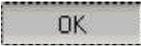
1. Automatic tab at field end
    - On: The cursor will move from one field to the next. This makes data entry quicker and easier.
    - Off: The tab or mouse will have to be used to advance to the next field.
  2. Note Cursor Position in Field at TAB
    - On: Places the cursor exactly where you last clicked within an input field.
    - Off: Places the cursor at the beginning of the input field.
  3. Position Cursor to End of Text
    - On: Places the cursor at the end of a text in an input field when you click to the right of the text.
    - Off: Places the cursor exactly where you click.
  4. Selecting the text in Edit field
    - Selects and highlights the text when you tab to an input field. Any input in this field will clear the field.
  5. Cursor Width
    - You can have a narrow or wide cursor.
    - It can be a block cursor.
  6. Cursor in Lists
    - On: Marks only one character.
    - Off: Marks an entire column.
- D. Click the LOCAL DATA  tab.
- ▶ The *Local Data tab* appears.

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1. History - Similar to Excel, if an entry is made in one field, SAP remembers that entry. The recommendation is that this be turned ON.
2. Expire Time - Can be adjusted to determine how long data entered into a field can be stored for recall.
3. Maximum Permitted File Size – Maximum amount of data that can be stored for recall.
4. Maximum Number of Entries – Maximum number of single entries that can be recalled.
5. Local Cache - Should not be altered.
6. Directory for Local Data - Should not be altered.

E. Click the OK  button.

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### Hint

In addition to Options, the LAYOUT  icon can be used to print any screen in SAP. Click the icon and select hardcopy. This will print the screen to the windows printer default.

### Task

Consider the following questions:

### Review

- Name the three areas of a SAP screen.
- Describe how to find the transaction code on the status bar.
- Explain a radio button.



## SAP Menus

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**Background Information** Essential background information on this topic includes the following:

- There are two menus within the SAP system. The “Standard Menu” contains all the available menu paths in SAP. The “User Menu” is based on your security access and profile.

I. To view the user menu

A. Click the USER MENU  icon on the application toolbar.

B. Follow the menu path **Menu → User Menu**.

II. To view the standard SAP menu, follow the menu path **Menu → SAP Standard menu** or click the STANDARD MENU  icon from the application toolbar.

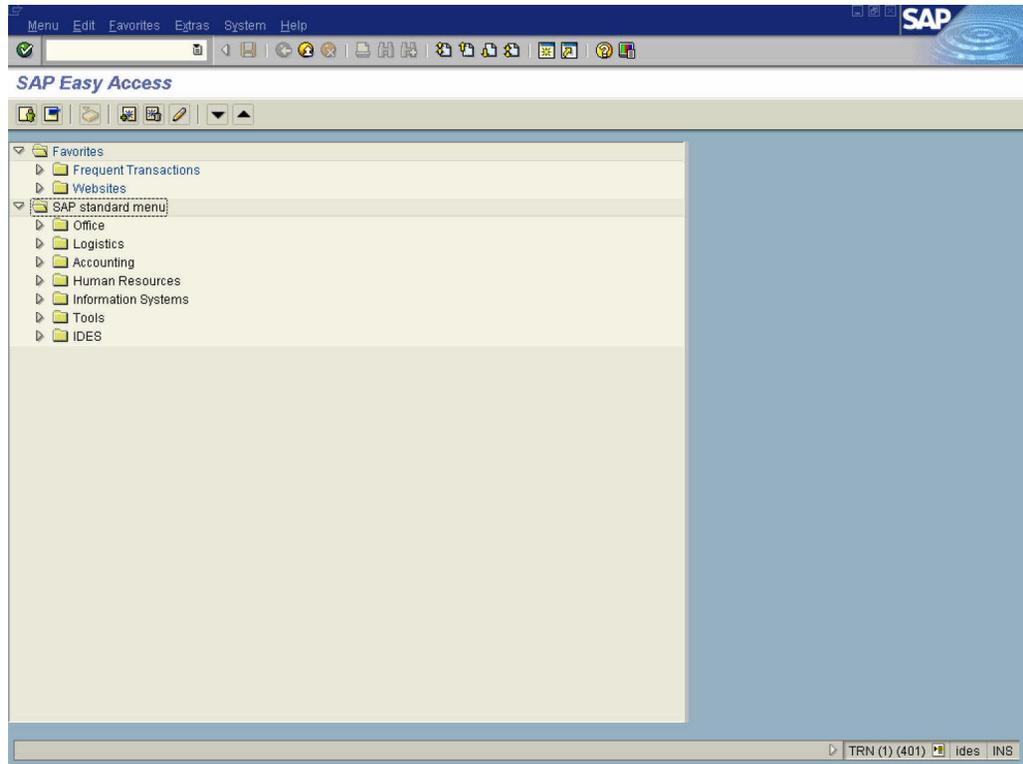
A. Click the STANDARD MENU  icon from the application toolbar.

B. Follow the menu path **Menu → SAP Standard menu**.

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- ▶ The *SAP Easy Access* screen appears.

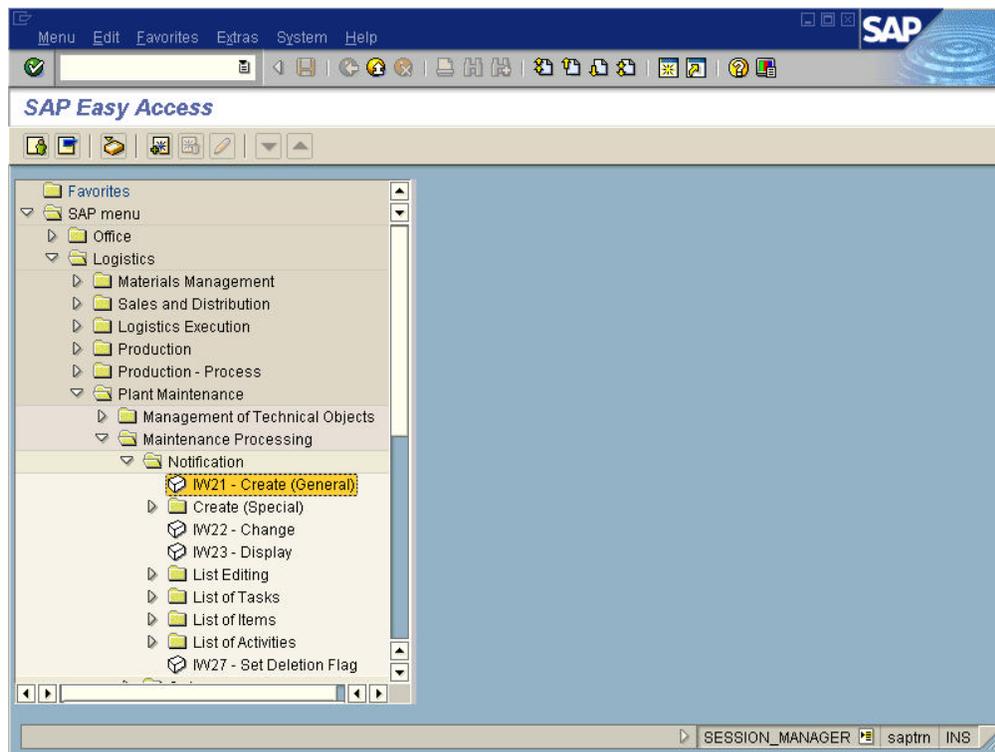


### III. Navigating SAP Menus

- A.** The menus in SAP are set up in a tree structure, which can be expanded or collapsed to access the relevant areas. Each expandable item is called a node or branch.
- B.** A single click will expand the node. Double click to execute a task from the menu.
  - ▶ Collapsed Node/Branch (menu is closed).
  - ▾ Expandable Node/Branch (menu is open). Once a menu is fully expanded, a list of tasks is displayed. Double click a task to begin the SAP transaction.

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- C. If the menu path is unknown.
1. Enter Search\_SAP\_menu into the command field.
  2. Click the ENTER  icon.
  3. The *Enter transaction code or menu text* screen will appear.
  4. Enter the desired information into the search text entry field.
  5. Click the ENTER  icon.
  6. The *Search for a Transaction Code or Menu Title* screen appears with the menu path displayed in reverse order.
  7. Click the BACK  icon.

#### IV. Transaction Codes

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- A.** For almost every screen in SAP there is a corresponding 4-character code that can be used as a shortcut code to a screen, these codes are called **transaction codes (within certain areas of SAP this will also be known as a technical name)**.

If the transaction code ends in **N** this is a new code from a previous version. For example, FBL1N will show the new vendor line item screen.

- B.** There are multiple ways to find a transaction code, only one way will be demonstrated. Other ways are in the handout for the users information.

- C.** To find a transaction code:

**1.** Status Bar

- a) Click the **SELECTION**  icon. 

▶ The *list* screen appears.



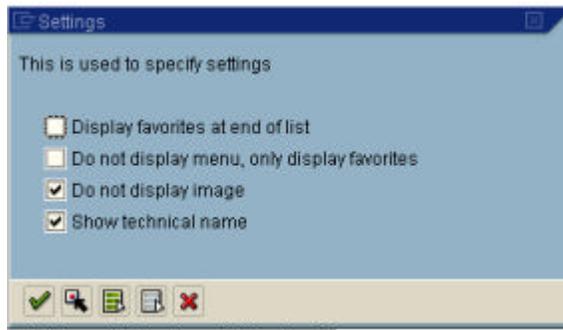
System	TRN (1) (110)
Client	110
User	GROTER
Program	SAPLIQSO
✓ Transaction	IW21
Response Time	1.52
Round Trips/Flushes	3/1

- b) Select Transaction from the list. Make a note of the transaction code. Once transaction is selected, it will always show the transaction code on the status line.

**2.** Easy access screen

- a) Follow the menu path **Extras→Settings**.

▶ The *Settings* screen appears.



b) Make sure a check is in the show technical name box.

c) Press the CONTINUE  icon.

► The technical name will be displayed in the SAP easy access menus.

To use the transaction codes.

V.

A. Enter the transaction code in the **Command Field** .

B. Click the ENTER  icon or press ENTER.

 **Explanation**

In addition to entering the code in the COMMAND FIELD , SAP will remember the last 15 transactions used. Click the HISTORY LIST  icon on the standard toolbar to display.

**Task Review**

Consider the following questions:

- Name one way to display the SAP standard menu.
- How do you find a transaction code using the status bar?



## Sessions

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### **Background Information**

Essential background information on this topic includes the following:

- Within SAP, multiple screens can be displayed in order to perform more than one function, this is called a session. Very similar to Excel, where you can have more than one spreadsheet.
- No more than SIX sessions should be used at one time.
- When a session is not being used, minimize or close it to save on system resources.
- There are multiple ways to open a new session, one way will be demonstrated. Other ways will be in the handout for the users information.

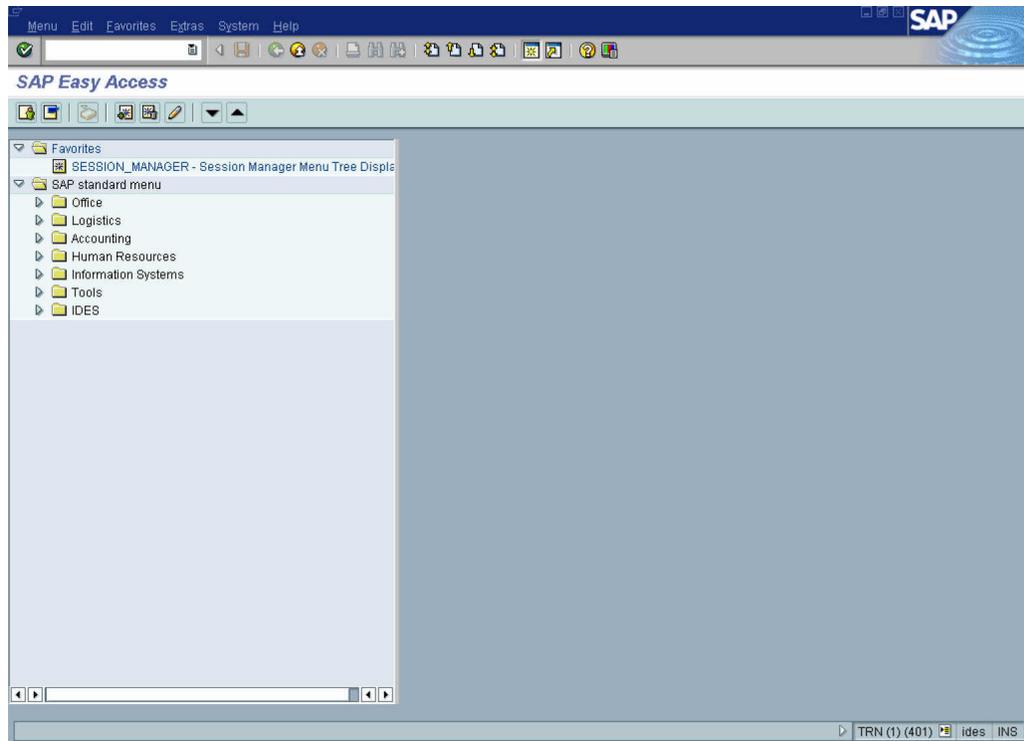
#### **I.** Create session icon.

- A.** Start at the *SAP Easy Access* screen.

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- ▶ The *SAP Easy Access* screen appears.

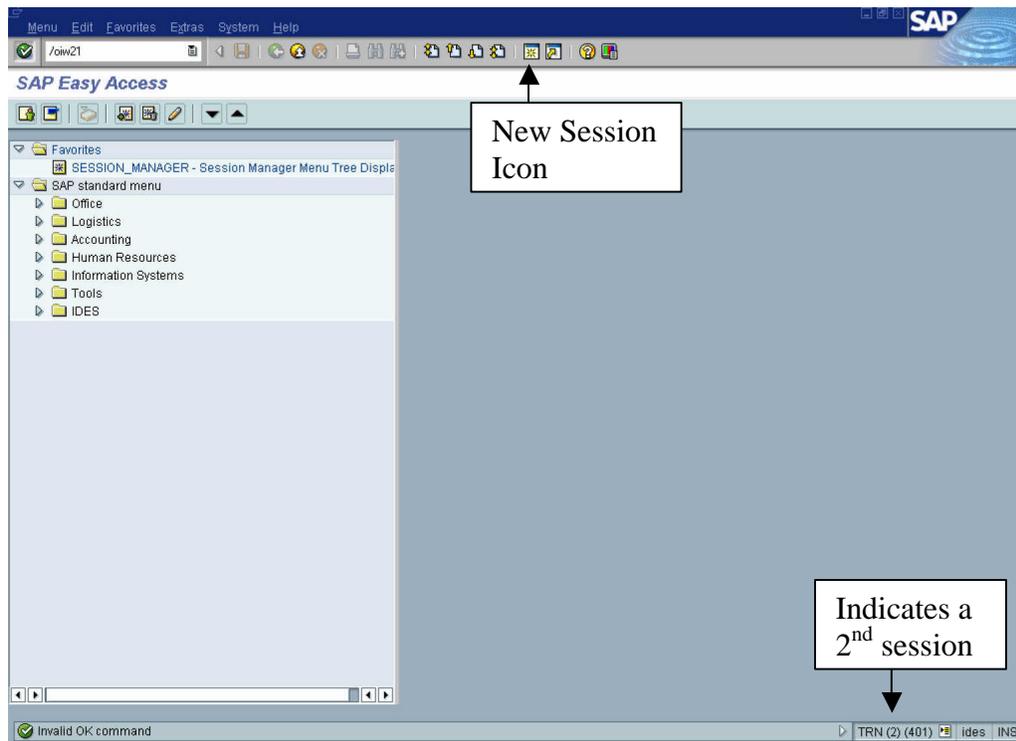


- B.** Click the CREATE SESSION  icon on the standard toolbar.

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- ▶ The *SAP Easy Access* screen appears.



 **Explanation**

The status field will identify which session you are in.

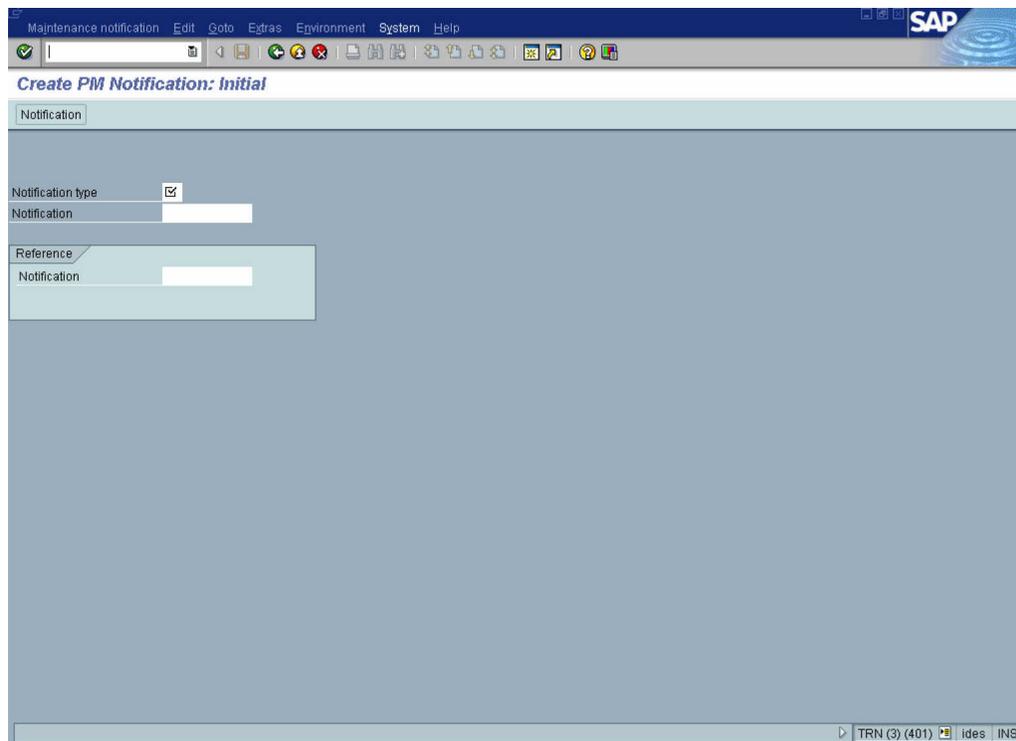
**II.** /O

- A.** Type /O with a transaction code (e.g. /OIW21) in the command field.
- B.** Click the ENTER  icon.

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- ▶ A new session will be created and The *Create PM Notification: Initial* screen appears.



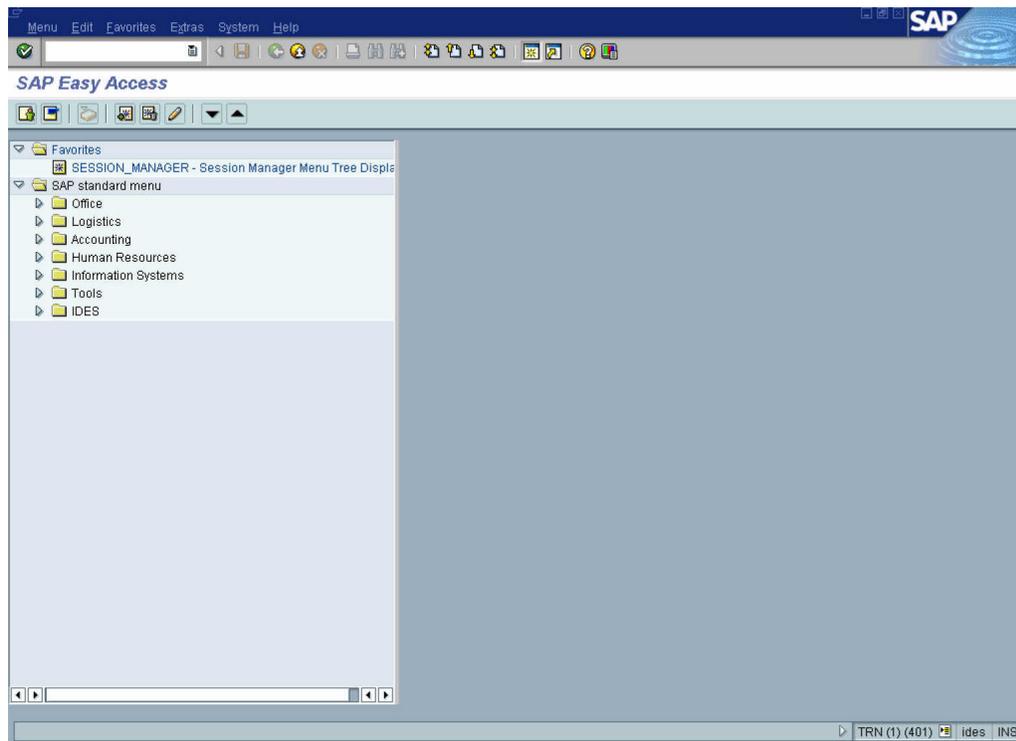
### III. Menu path

- A. Follow the menu path: **System → Create Session.**

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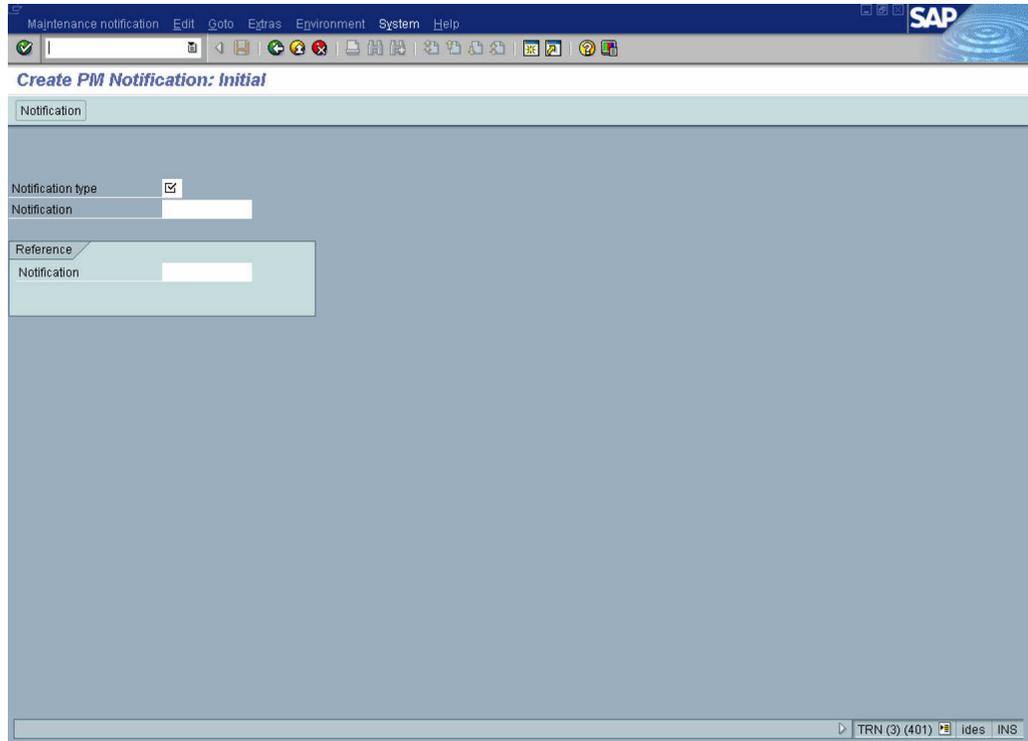
- ▶ The *SAP Easy Access* screen appears.



- IV.** To close the current transaction and open another transaction.
  - A.** Type /N with a transaction code (e.g. /NIW22) in the command field.
  - B.** Click the ENTER  icon.
    - ▶ The current transaction closes and The *Create PM Notification: Initial* screen appears.

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**Explanation**

/N will not open a new session, it will take the user to a new transaction.

**V.** Toggle between sessions.

**A.** Press **ALT-TAB** and select the session that you want.

**B.** Select the session from the MS Windows task bar.

**VI.** Ending a session.



**Explanation**

There are multiple ways to end a session, one way will be demonstrated. Other ways are in the handout for the users information.

**A.** Follow the Menu path: **System → End session.**

**B.** Click the CLOSE  icon.

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**Task**  
**Review**

Consider the following questions:

- Name one way to open a session.
- Name one way to end a session.



## Favorites

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**Background Information** Essential background information on this topic includes the following:

- The Favorites feature, like the Internet, allows you to customize areas for frequent use. Favorites can include transactions and files. Favorites can be divided into sub folders for better organization. By default, the favorite folder is empty.
- There are multiple ways to add, change and delete favorites folders, one of each will be demonstrated. Other ways are in the handout for the users information.

I. Adding folders.

A. Context menu

1. Right-click on the  folder to view the context menu.

▶ The *context menu* appears.

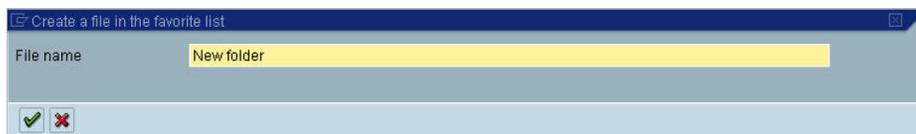


2. Select Insert folder .

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► The *Create a file in the favorite list* screen appears.



3. Complete the following field(s):

<b>File name</b>	Enter what you want to name the file. <b>Example:</b> Reports	R
------------------	--	---

4. Click the ENTER  icon.

► The following message at the bottom of the screen confirms that the folder is created:



 **Hint**

Examples of folders might be Transaction codes to do tasks, Reports, Month End, Sale Process, etc.

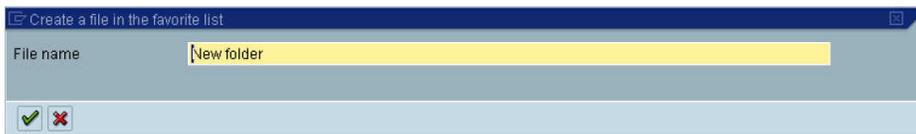
Subfolders can be created off of main folders. Repeat the process as above; select the main folder first.

As the folders are created, the Favorites menu will increase. Just as you navigate through the main menu, the triangles to the left indicated if the folder is expanded or not.

**B.** Menu path

1. Follow the menu path: **Favorites > Insert folder.**

► The *Create a file in the favorite list* screen appears.



**II.** Adding Transactions

---

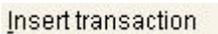
NOTE: This document was designed to facilitate instruction. It is not a controlled document and does not replace any governing procedures. Examples and practice scenarios used in this instruction may not necessarily reflect actual Company events.

**A.** Context menu

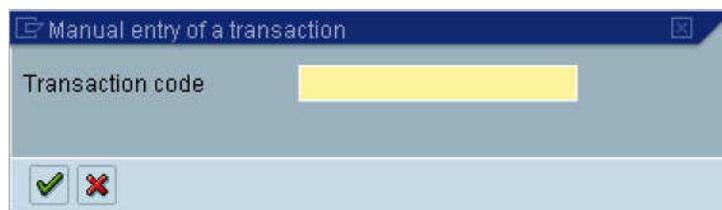
1. Right-click on the folder you created  to view the context menu.

► The *context menu* appears.



2. Click Insert transaction .

► The *Manual entry of a transaction* screen appears.



3. Complete the following field(s):

<b>Transaction code</b>	Enter the transaction code. <b>Example:</b> IW21	R
-------------------------	---	---

4. Click the ENTER  icon.

► The transaction is added to your favorites.

**B.** Menu path.

---

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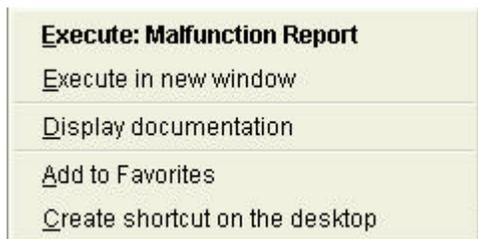
1. Navigate through the SAP standard menu to locate the transaction that you wish to add.
2. Select the transaction you want to add by single clicking on it.
3. Follow the menu path: **Favorites → Add.**

**C.** Favorites icon.

1. Navigate through the SAP standard menu to locate the transaction that you wish to add.
2. Select the transaction you want to add by single clicking on it.
3. Click the ADD TO FAVORITES  icon on the application toolbar.

**D.** Context menu on transaction.

1. Navigate through the SAP standard menu to locate the transaction that you wish to add.
2. Right-click on the transaction to view the context menu.
  - ▶ The *context menu* appears.



3. Click Add to favorites .

**E.** Drag and Drop.

1. Navigate through the SAP standard menu to locate the transaction that you wish to add.
2. Drag and Drop the task directly into the appropriate folder.

**III.** Renaming folders and tasks.

---

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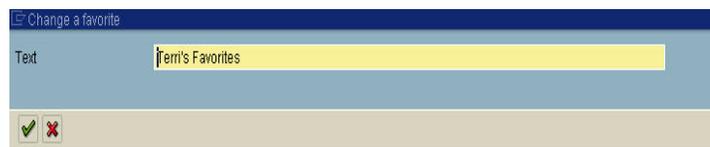
**A.** Right-click on the item to view the context menu.

- ▶ The *context menu* appears.



**1.** Click Change favorite **C**hange Favorite

- ▶ The *Change a favorite* screen appears.



**2.** Complete the following field(s):

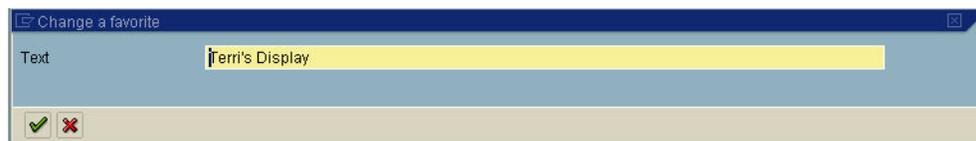
<b>Text</b>	Enter the new name of the file. <b>Example:</b> Terri's Display	<b>R</b>
-------------	--	----------

**3.** Click the ENTER  icon.

- ▶ The file name is changed.

**B.** Follow the menu path: **Favorites > Change.**

- ▶ The *Change a favorite* screen appears.

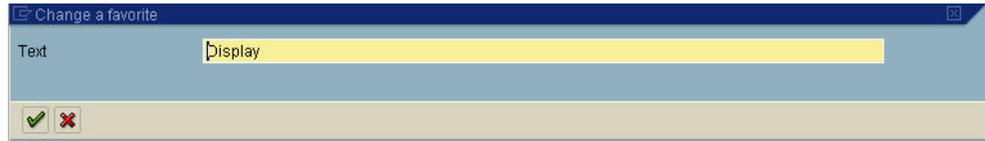


**C.** Click the CHANGE  icon.

---

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- ▶ The *Change a favorite* screen appears.



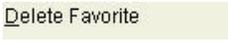
#### IV. Remove a folder or task.

##### A. Select the folder or task to be deleted.

1. Right-click on the item to display the context menu.

- ▶ The *context menu* screen appears.



- a) Click Delete favorite .

- ▶ The item is deleted from the favorite folder.

2. Click the DELETE FAVORITES  icon on the application toolbar.

- ▶ The item is deleted from the favorite folder.

3. Press the **Delete** key on the keyboard.

- ▶ The item is deleted from the favorite folder.

---

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**Task**  
**Review**

Consider the following questions:

- Name one way to insert a folder into the favorites file.
- What message confirms that a folder is created?

---

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## Searching

- I. Click the POSSIBLE ENTRIES  icon located at the end of the field to search for information. .
  - ▶ The *Restrict Value Range* screen appears.



### Hint

The **F4** function key also accesses the search box.  
 The tabs control the fields to search on. Select the appropriate tab. Some of the tabs are not used for the Navy.

- A. Complete the following field(s):

<b>Cost Center</b>	The cost center information to be searched. <b>Example:</b> 32770*	R
--------------------	---	---

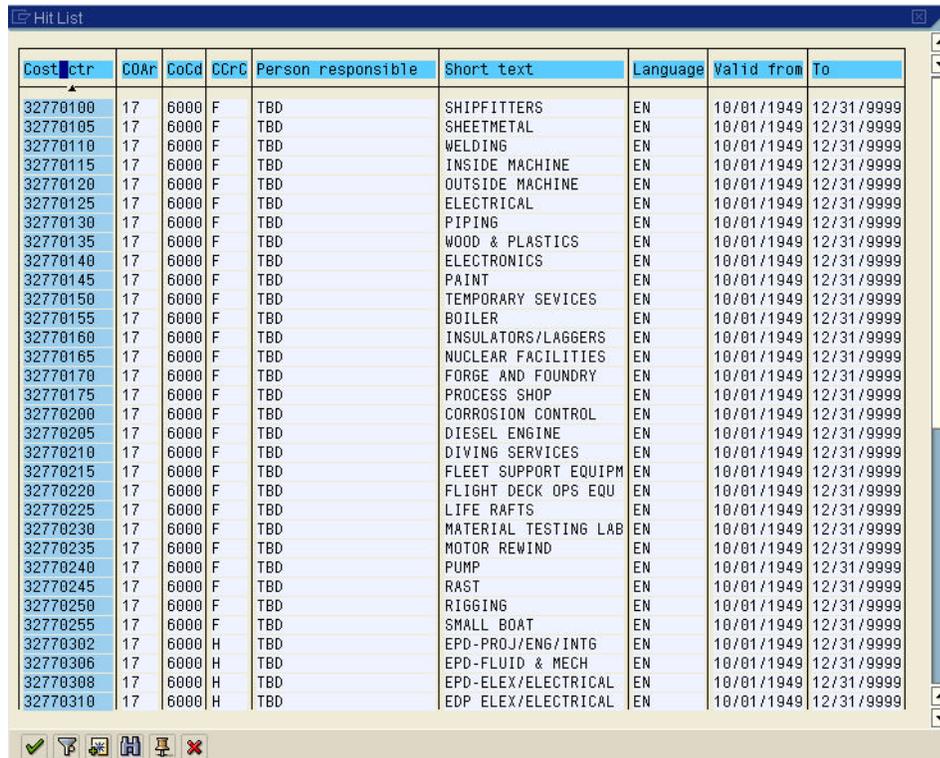
NOTE: This document was designed to facilitate instruction. It is not a controlled document and does not replace any governing procedures. Examples and practice scenarios used in this instruction may not necessarily reflect actual Company events.

 **Explanation**

The use of a wild card asterisk (\*) will search for a broader range of information. The asterisk (\*) is used for multiple characters. A plus (+) is used for a single character.

**B.** Click the ENTER  icon.

► The *Hit List* screen appears.



Cost ctr	COAr	CoCd	CCrC	Person responsible	Short text	Language	Valid from	To
32770100	17	6000	F	TBD	SHIPFITTERS	EN	10/01/1949	12/31/9999
32770105	17	6000	F	TBD	SHEETMETAL	EN	10/01/1949	12/31/9999
32770110	17	6000	F	TBD	WELDING	EN	10/01/1949	12/31/9999
32770115	17	6000	F	TBD	INSIDE MACHINE	EN	10/01/1949	12/31/9999
32770120	17	6000	F	TBD	OUTSIDE MACHINE	EN	10/01/1949	12/31/9999
32770125	17	6000	F	TBD	ELECTRICAL	EN	10/01/1949	12/31/9999
32770130	17	6000	F	TBD	PIPING	EN	10/01/1949	12/31/9999
32770135	17	6000	F	TBD	WOOD & PLASTICS	EN	10/01/1949	12/31/9999
32770140	17	6000	F	TBD	ELECTRONICS	EN	10/01/1949	12/31/9999
32770145	17	6000	F	TBD	PAINT	EN	10/01/1949	12/31/9999
32770150	17	6000	F	TBD	TEMPORARY SEVICES	EN	10/01/1949	12/31/9999
32770155	17	6000	F	TBD	BOILER	EN	10/01/1949	12/31/9999
32770160	17	6000	F	TBD	INSULATORS/LAGGERS	EN	10/01/1949	12/31/9999
32770165	17	6000	F	TBD	NUCLEAR FACILITIES	EN	10/01/1949	12/31/9999
32770170	17	6000	F	TBD	FORGE AND FOUNDRY	EN	10/01/1949	12/31/9999
32770175	17	6000	F	TBD	PROCESS SHOP	EN	10/01/1949	12/31/9999
32770200	17	6000	F	TBD	CORROSION CONTROL	EN	10/01/1949	12/31/9999
32770205	17	6000	F	TBD	DIESEL ENGINE	EN	10/01/1949	12/31/9999
32770210	17	6000	F	TBD	DIVING SERVICES	EN	10/01/1949	12/31/9999
32770215	17	6000	F	TBD	FLEET SUPPORT EQUIPM	EN	10/01/1949	12/31/9999
32770220	17	6000	F	TBD	FLIGHT DECK OPS EQU	EN	10/01/1949	12/31/9999
32770225	17	6000	F	TBD	LIFE RAFTS	EN	10/01/1949	12/31/9999
32770230	17	6000	F	TBD	MATERIAL TESTING LAB	EN	10/01/1949	12/31/9999
32770235	17	6000	F	TBD	MOTOR REWIND	EN	10/01/1949	12/31/9999
32770240	17	6000	F	TBD	PUMP	EN	10/01/1949	12/31/9999
32770245	17	6000	F	TBD	RAST	EN	10/01/1949	12/31/9999
32770250	17	6000	F	TBD	RIGGING	EN	10/01/1949	12/31/9999
32770255	17	6000	F	TBD	SMALL BOAT	EN	10/01/1949	12/31/9999
32770302	17	6000	H	TBD	EPD-PROJ/ENG/INTG	EN	10/01/1949	12/31/9999
32770306	17	6000	H	TBD	EPD-FLUID & MECH	EN	10/01/1949	12/31/9999
32770308	17	6000	H	TBD	EPD-ELEX/ELECTRICAL	EN	10/01/1949	12/31/9999
32770310	17	6000	H	TBD	EDP ELEX/ELECTRICAL	EN	10/01/1949	12/31/9999

**1.** Sorting.

**a)** Click once on the column heading to sort ascending. Click the column heading again to sort descending. There will be a small triangle under the column heading of the field to indicate the sort direction.

**2.** New Search.

**a)** To perform a new search without leaving the dialog box, click the filter  icon. Enter the new search criteria and click the CONTINUE  icon or press enter.

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**3.** Keep.

**a)** The keep feature will "lock" the dialog box in place so that the box and search results do not disappear.

From the dialog box click the KEEP  icon. While the dialog box is open the KEEP icon will be inverted . To reset the dialog box so that it will close on the next task, click the KEEP  icon again.

**4.** Printing lists.

**a)** Search results can be printed to the SAP defined printer by clicking the PRINTER  icon.

**5.** Saving search results and personal lists.

**a)** Rather than performing the same search again, results can be saved into a personal list. From the search results screen, select one to be personalized, then click the INSERT IN PERSONAL LIST  icon. A separate table will be generated to store the search criteria. The next time the dialog box is used the personal list will be displayed.

**6.** Deleting entries from the personal list.

**a)** To remove previously saved lists, click on the line item to be removed, then click the DELETE FROM PERSONAL VALUE LIST  icon.

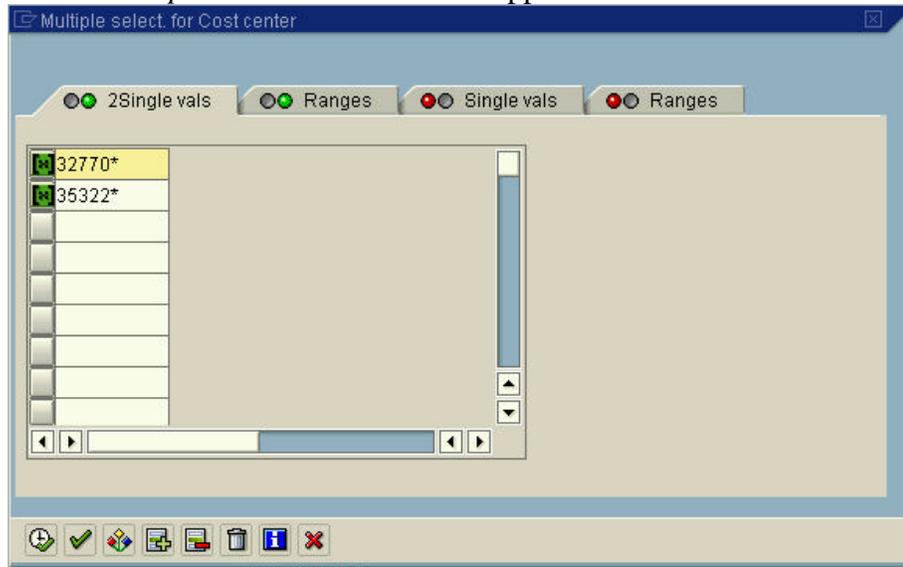
**7.** New search from the personal list.

**a)** To perform a new search, click on the filter  icon or click the display all values  icon.

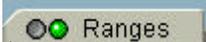
## II. Multiple selections

- A. Use the multiple selection  icon to enter more than one set of criteria in a field. Click in the field, then click the icon.

► The *Multiple selection*: screen will appear:

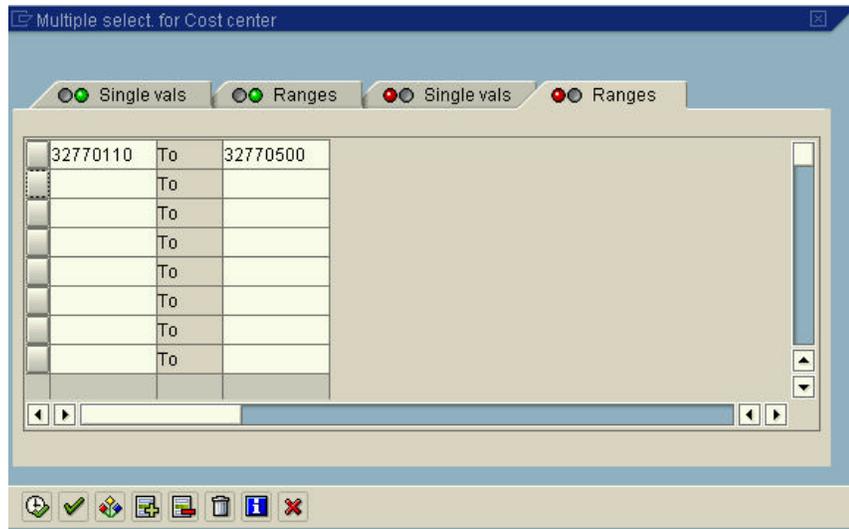


1. Enter the single values or range of values to be included. The above search would locate all cost centers starting with 32770\* and 35322\*.

- a)  to enter the values to search.
- b)  to enter a range of values to search.
- The *Multiple selection*: screen will appear:

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2. Enter the single values or range of values to be excluded. The above search would locate all cost centers except 32770110 thru 32770500.

a)   Single vals to enter the values to exclude from the search.

b)   Ranges to enter a range of values to exclude from the search.

C. Click the EXECUTE  icon.

D. Click the ENTER  icon.

**Task Review**

Consider the following questions:

- What is the wild card for a single character and for multiple characters?
- What icon is used to perform a new search without leaving the dialog box?
- Describe the icon used when entering multiple criteria.

---

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# Help

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**Background Information** Essential background information on this topic includes the following:

- An important thing to remember is that the help may be generic, but it can get you headed in the right direction.
- There are many ways to get help in SAP, a couple of ways will be demonstrated, others are in the handout for the users information.

**Reference Materials** Reference materials for this topic include the following:

- The SAP on line help.

I. Help for a transaction.

A. **Right click** on the transaction.

B. Select **Display documentation**.



C. This will open a web browser to point directly to the related help screen.

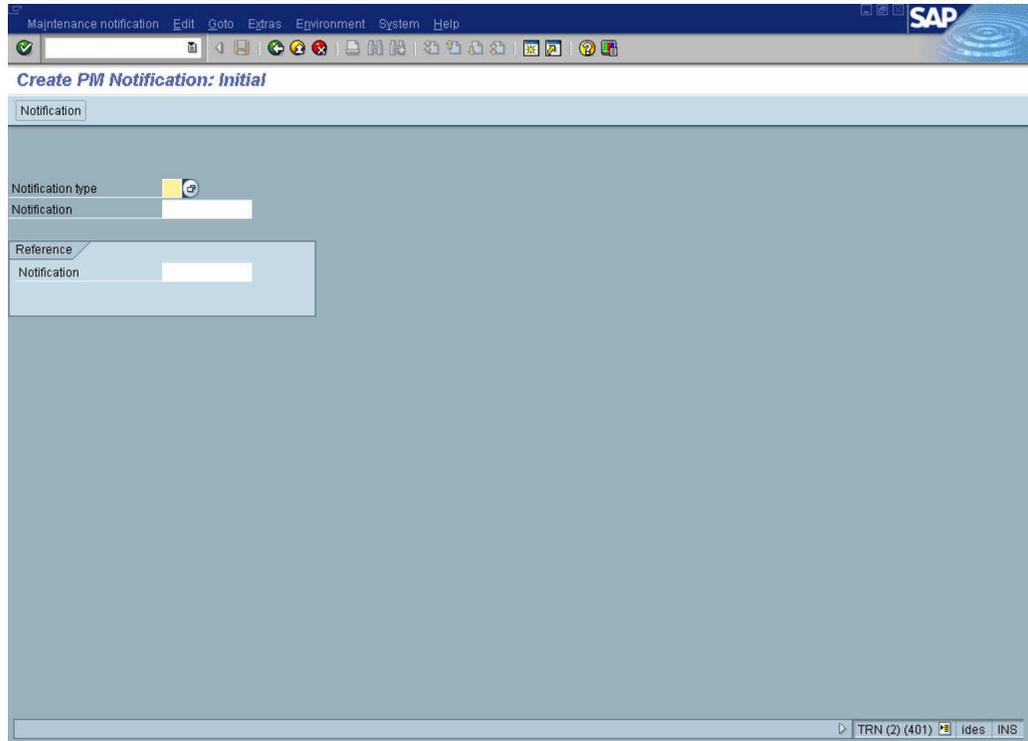
- ▶ The **Help menu** can also be used to gain help. The most useful is the SAP Library. A database can be accessed to search on a particular topic. The glossary is also useful.

II. Help for a field.

- ▶ The *Create PM Notification: Initial* screen appears.

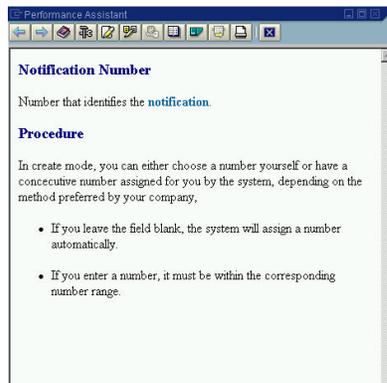
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**A.** Help Icon.

1. Click in the field.
  2. Click the HELP  icon.
- The *Performance Assistant* screen appears.



**Hint**

Click on the Technical Info  icon to view the technical name needed in the user Parameter field. (See User Profile)

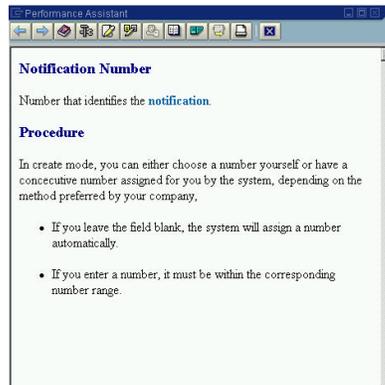
---

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3. Click the CANCEL  icon or press **F12** to close the help screen.

**B. F1.**

1. Click in the field.
2. Press **F1**.
  - ▶ The *Performance Assistant* screen appears.



3. Click the CANCEL  icon or press **F12** to close the help screen.

**Task  
Review**

- Consider the following questions:
- Name two ways to get help.

---

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## User Profile

**Background Information** Essential background information on this topic includes the following:

- Certain fields can be pre-formatted or default to a certain value.
- These settings only have to be set once and then they are saved for your user ID.

I. Maintain User Profile.

A. From the *SAP Easy Access* screen, follow the menu path:  
**System > User Profile > Own Data.**

► The *Maintain User Profile* screen appears.

The screenshot shows the SAP 'Maintain User Profile' interface. At the top, the menu bar includes 'User', 'Edit', 'Goto', 'System', and 'Help'. The title bar reads 'Maintain User Profile'. Below this, a summary row shows 'User: GROTER', 'Last changed by: GROTER', '11/09/2001 07:44:29', and 'Status: Saved'. There are three tabs: 'Address', 'Defaults', and 'Parameters'. The 'Person' section contains fields for 'Title' (Ms.), 'Last name' (Grobsmith), 'First name' (Teresa), 'Acad. title', 'Format' (Teresa Grobsmith), 'Function' (Training & Development), 'Department', 'Room no.', 'Floor' (LF-18), and 'Building'. The 'Communication' section includes 'Language' (English), 'Telephone no.', and 'Fax'. The status bar at the bottom indicates 'SU3', 'saptrn', and 'INS'.

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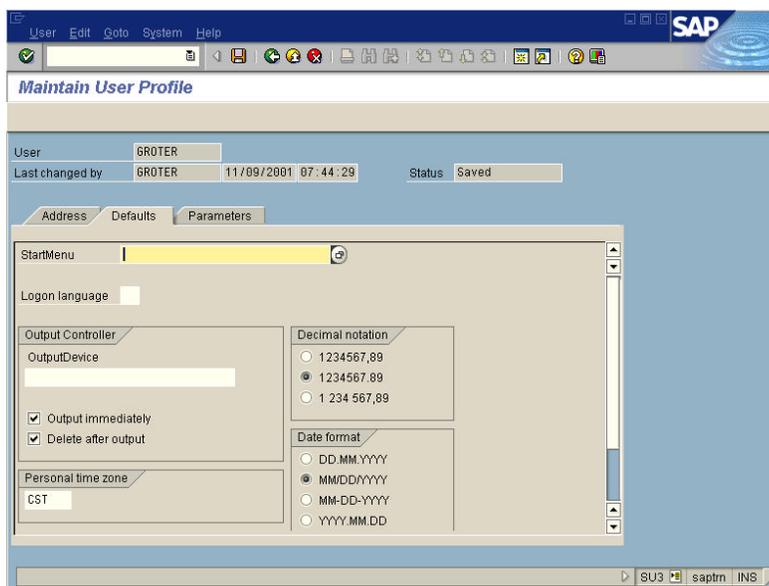
**1.** Address Tab.

**a)** The address tab can be entered to provide information to the system administrator. SAP requires an entry in the "last name" field before any other changes may be made to the profile. It does NOT prevent the user from logging on and using the ID.

**2.** Defaults Tab.

**a)** Click the DEFAULTS **Defaults** tab.

► The *Defaults tab* appears.



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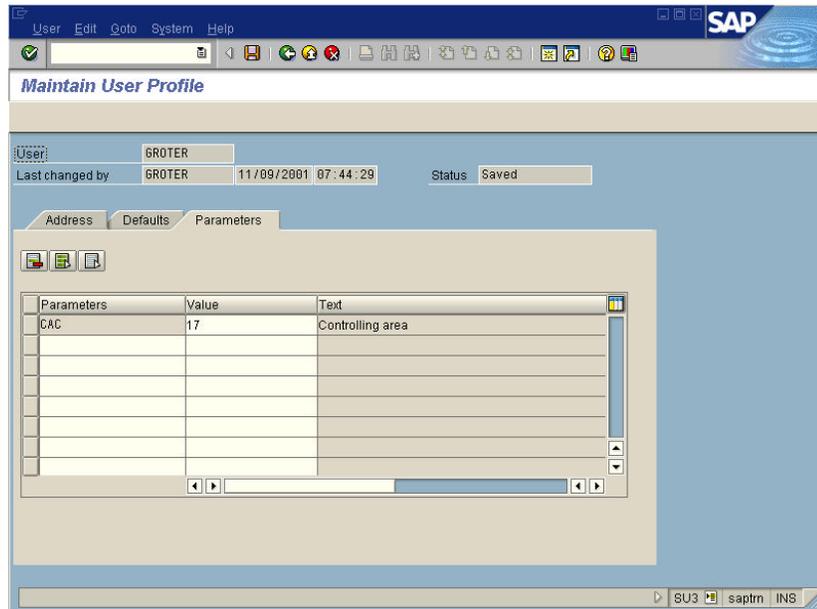
NOTE: This document was designed to facilitate instruction. It is not a controlled document and does not replace any governing procedures. Examples and practice scenarios used in this instruction may not necessarily reflect actual Company events.

- 1) StartMenu – If you want SAP to start at a screen, you can put it in this block and when you start SAP, it will automatically go to that screen.
- 2) Output Controller
  - a. Output Device - Enter a default printer. In most cases this will be set for you.
  - b. Output immediately - Check this box to ensure all print jobs are executed that day.
- 3) Personal time zone - Some transactions in SAP require a time zone. To set the default value, enter the time zone indicator. Click the POSSIBLE ENTRIES  icon to select the code, i.e. EST.
- 4) Decimal notation - Select the numeric format for your region. US = 1234567.89.
- 5) Date format - Select the date format for your command.

### 3. Parameters Tab.

a) Click the PARAMETERS  tab.

► The *Parameters tab* appears.



---

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**1.** Information can be entered in the system so that required field entries default to pre-selected values (For example, country code, currency).

- Parameter -By entering the name in the parameter box, SAP will automatically populate that field with the set data. Click the POSSIBLE ENTRIES  icon for a list of technical name fields.
- Value - Enter the information that will be the default. (example: 17)
- Text – The name of the field is loaded.

**4.** Click the ENTER  icon.

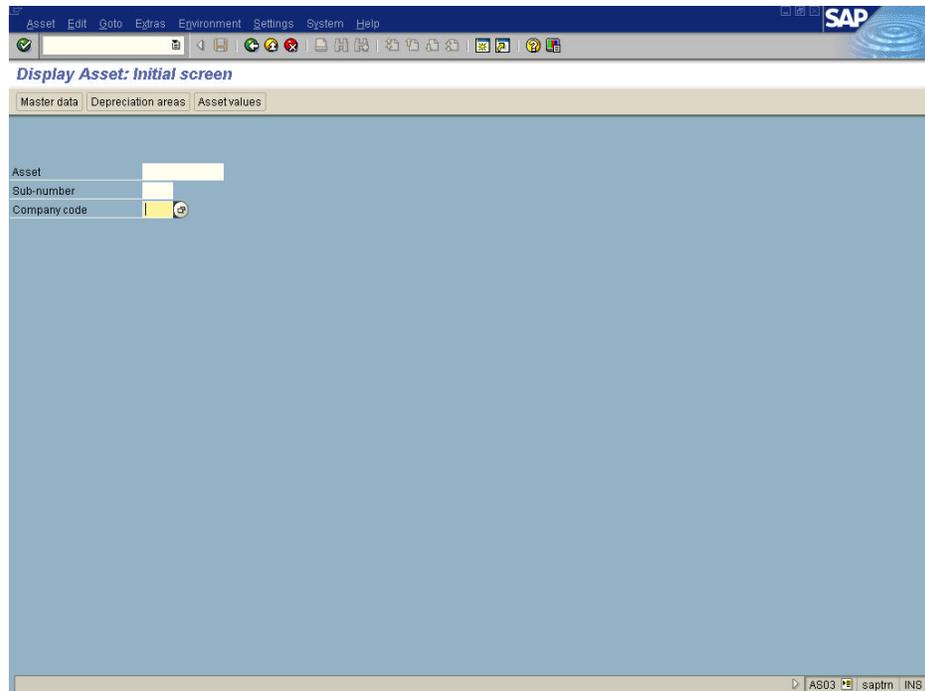
**5.** Click the SAVE  icon.

**II.** To obtain the parameter ID.

**A.** Type /OAS03 in the command field.

**B.** Click the ENTER  icon.

- ▶ A new session will be created and The *Display Asset: Initial screen* appears.



- C.** Place the cursor in the field you want to define.
  
- D.** Click the HELP  icon or F1.
  - ▶ The *Performance Assistant* screen appears.

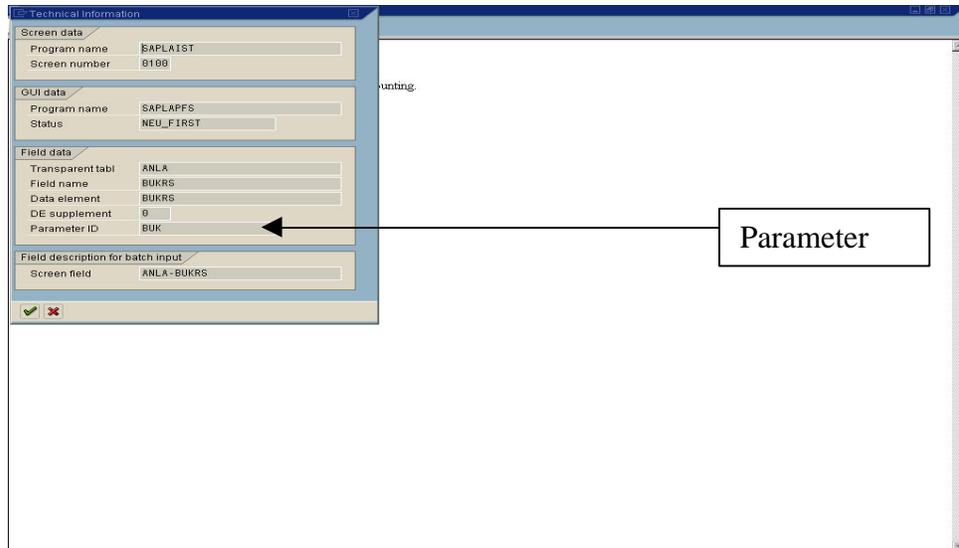
---

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**E.** Click the TECHNICAL INFO  icon.

▶ The *Technical Information* screen appears.



**Hint**

Use multiple session and toggle between the two screens to either enter the field name or copy and paste.

---

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**F.** Click the CONTINUE  icon.

▶ The *Performance Assistant* screen reappears.



**G.** Click the EXIT  icon and exit out of the AS03 session.

**III.** Easy Access setting.

**A.** Follow the menu path: **Extras**→**Settings**.

---

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- ▶ The *Settings* screen appears.



1. Display favorites at the end of list - Once the favorites are defined; they can be displayed at the beginning of the menu or the end.
2. Do not display menu, only display favorites - Only the favorites will be displayed. The SAP menu will not be accessible until the option is removed.
3. Do not display image - In the interest of processing time, the graphic on the right hand side of the screen can be disabled here.
4. Show technical name - This will show all transaction codes to the left of every menu option.

- B.** Click the CONTINUE  icon.

- ▶ The *SAP Easy Access* screen reappears.

#### IV. Hold data.

 **Explanation**

The hold data function will retain the information on a screen for the current session (that is, once you log off, it will reset). When entering repetitive transactions, the basic information such as date, currency, company code, etc will be the same. Rather than typing this data over and over throughout the day, you can HOLD the data.

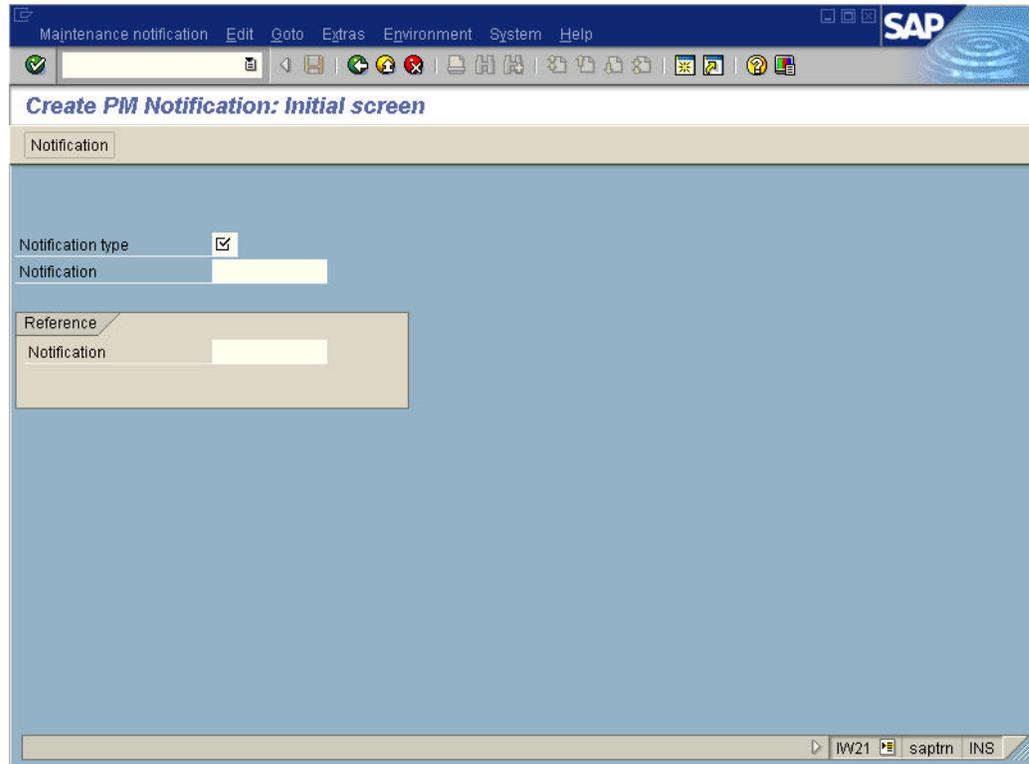
- A.** Type IW21 in the command field.

- B.** Click the ENTER  icon.

- ▶ The *Create PM Notification: Initial* screen appears.

---

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**C.** Complete the following field(s):

<b>Notification Type</b>	Type of notification. <b>Example: Z2</b>	R
--------------------------	---	---

**D.** Follow the Menu path: **System > User profile > Hold data.**

- ▶ The data is held.



**Hint**

To permanently keep the data for all logons, you can set parameters.

**E.** Reset the data without logging off.

**1.** Follow the menu path **System > User Profile > Delete Data.**

- ▶ The data will not longer appear.

NOTE: This document was designed to facilitate instruction. It is not a controlled document and does not replace any governing procedures. Examples and practice scenarios used in this instruction may not necessarily reflect actual Company events.

**Task  
Review**

Consider the following questions:

- What is the path to set your user profile?
- What icon from the help screen do you use to find the Parameter ID?
- What is the path used to turn off the graphic on the right hand side of the screen?
- What is the path to hold data?

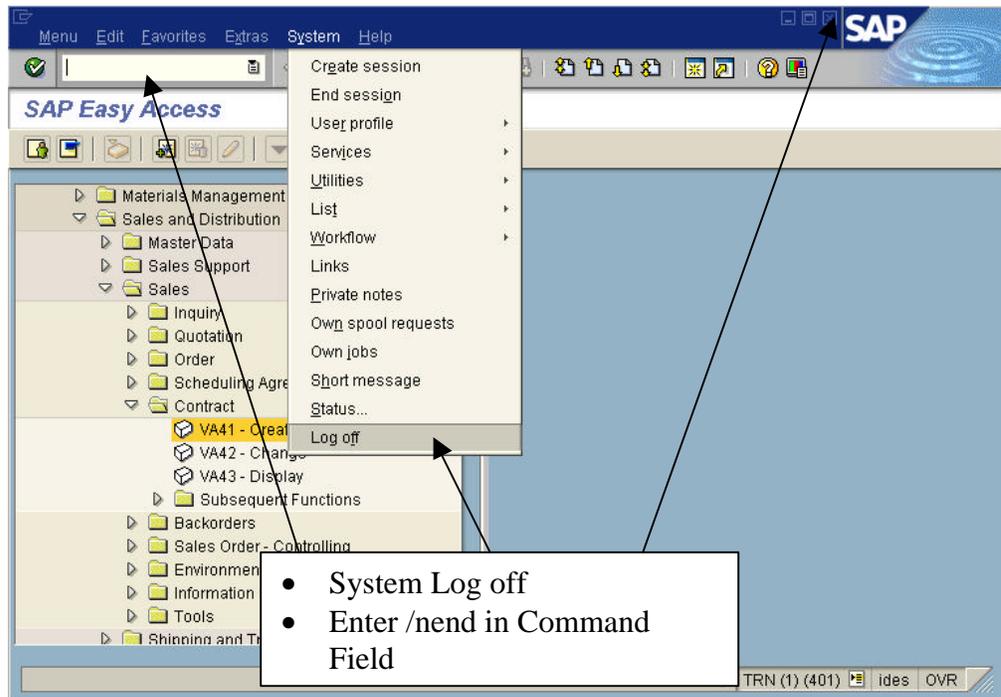
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## Logging off SAP

- I. There are three ways to log off SAP. All three ways will lead the user in the same direction.
  - Use the close button in the top right-hand corner.
  - Using the menu path **System > Log off**.
  - Type /nend in the command field.



- A. The *Log Off* screen appears.

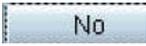


- B. Click the YES  button.

1. You will now return to your Windows environment

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 **Warning**

To cancel the log off process, click the NO  button.

It is important to log out of the system properly so that your connection to the server is not compromised with regard to security.

**Task**

Consider the following questions:

**Review**

- Name one way to Log off of SAP?



# Appendix A

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---

**Introduction** The following are list of common icons:

- BACK 
- CANCEL 
- CHANGE 
- CHECK 
- DESELECT ALL 
- DETAILS 
- DETAIL VIEW 
- DISPLAY 
- ENTER 
- EXECUTE 
- EXIT 
- HEADER 
- HELP 
- NEXT PAGE 
- NEXT SCREEN 
- OVERVIEW 
- POSSIBLE ENTRIES 
- POST 
- PREVIOUS PAGE 
- PREVIOUS SCREEN 
- PRINT 
- SAVE 
- SELECT ALL 

---

**NOTE:** This document was designed to facilitate instruction and operations. It does not replace any governing procedures.





## Appendix B

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**Introduction** The following information is a glossary of terms for SAP:

### A

**ABAP** - stands for *Advanced Business Application Programming*.

(Programs written in this language are referred to as ABAPs). ABAP/4 is a fourth generation programming language developed by SAP to develop business applications. The language supports structured programming and contains elements necessary to call external relational databases through Open SQL calls or database-specific native SQL calls. The developer is not required to have any knowledge of the underlying infrastructure.

**Access Protection** - a way to control who has access to an application or system, usually accomplished through the assignment of user IDs and passwords on the system level and through security profiles/authorizations on the transaction level.

**Accounting Document** - the accounting document represents the original document in the system. It must have a document header and at least two line items. The balance of the document must be zero.

**Activity Group** - a collection of individual activities that are routinely performed together, or are affiliated in some way. Activity Groups are set up by linking single activities together under an activity group name. A single activity may be included in more than one Activity Group.

**API** - *Application Programming Interface* used to support communication between applications of different systems.

**Application Server** - a computer on which the application logic and application control services of the R/3 System run.

**Application Toolbar** contains buttons that access commonly used functions such as ENTER, SAVE, and EXIT, as well as scroll buttons and HELP.

**Application** - a software package designed to perform specific tasks for users

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**NOTE:** This document was designed to facilitate instruction and operations. It does not replace any governing procedures.

or other applications. Examples of applications include office applications such as word processors, database management systems, Web browsers, and enterprise applications such as R/3. R/3 applications appear as menu items under the main menu on the main SAP R/3 screen. The R/3 Application IDs are:

- **CO**    **Controlling**
- **FI**    **Financial Accounting**
- **FM**    **Funds Management**
- **IM**    **Capital Investment Management**
- **AM**    **Asset Management**
- **HR**    **Human Resources**
- **WF**    **Workflow**
- **MM**    **Materials Management**
- **PM**    **Plant Maintenance**
- **PS**    **Project System**
- **QM**    **Quality Management**
- **SD**    **Sales & Distribution**
- **CATS** **Time and Attendance**

**Archiving** - archiving is the process of taking related sets of data from the database and moving these sets of data to an external storage device.

**(AM) Assets Management** - fixed asset management provides optimal support over the lifetime of your organizational assets. It consists of Asset Accounting (AM-AA), Investment Controlling (AM-IC), and Technical Asset Management (AM-EQ). AM is a module in SAP.

**Authorization Profiles** - a collection of authorizations for particular user groups, entered in the user master record. The same profile can be assigned to any number of users. There are two types of profiles: Simple profiles which are a collection of authorizations for a particular task; and Composite profiles which are a collection of several simple profiles.

**Authorizations** - an authorization is the authority to perform a particular action in the R/3 System. Each authorization refers to one authorization object and defines one or more possible values for each authorization field listed for that authorization object. A user's authorizations are combined in a profile, which is entered in the user's master record.

## **B**

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**Background Job** - a background job is a collection of one or more ABAP or external programs ordered to run serially without any user intervention.

**Basis System** - the group of system programs that support, regulate, and control the application areas of the SAP system; the middleware which smoothes operations across the variety of possible operating systems.

**Bookmark** - Saved link to a resource, typically a Web page - that allows users to quickly retrieve a particular resource in the future without having to retype the URL (Uniform Resource Locator).

**Browser** - an application that enables users to display and interact with all the information on the Web. A browser uses the Hypertext Transfer Protocol (HTTP) to request resources from Web servers across the Internet on behalf of the browser user.

**Business Framework** - Integrated, open, component-based product architecture that encompasses SAP R/3 enterprise applications and third-party products and technologies. The SAP Business Framework provides SAP customers with greatly simplified system upgrade and maintenance capabilities, increased interoperability between R/3 legacy systems and customer-specific and third-party solutions, and a more flexible platform enabling continuous change.

**Business Rule Issues** - usually deal with how major functions or departments interact, and frequently resolve conflicting views that have grown out of conflicting objectives and measurements.

**Business Rules** - a term referring to a formalized process for establishing how a business is to operate. Business Rules are developed prior to or in conjunction with, projects that provide new information technology. They can be expressed by policies, procedures, goals, or diagrams with explanations.

**Business Workflow (SAP)** - technologies and tools for automatic control and execution of cross-application processes. This primarily involves coordinating the people involved, the work steps required, and the data or business objects which need to be processed.

**Buttons** - a graphical way of displaying the various options available to you on a particular SAP screen. Two types of buttons are “push” buttons and “radio” buttons.

## **C**

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**Chart of Accounts** - residing directly under the Client, the Chart of Accounts defines a list of accounts that a company will use to post general ledger activity.

**Client** - the highest level in the hierarchy of the SAP system, and the key field segregator of table data. Whatever is specified for a client applies to all company codes created under that client. A client provides distinct organizational areas within an SAP system, such as functional areas, companies, etc. that share *client-independent* system tables and configuration values. Client XYZ and client ABC would have separate data sets and SAP can only work with one client at a time. Both client XYZ and client ABC would be located in the same Instance. Each client has a unique set of master records and data tables.

**Client/Server** - refers to an architectural concept of a distributed computing environment which is based on shared services provided by “servers” and used by “clients”.

**Command Codes** are codes entered in the Command field at the top left of the SAP screen. They include a forward slash (/), a letter for the type of code (e.g., O (for Open)) and usually a transaction code (for example MM01). The Command Code would be /OMM01. They can be used from any screen once you are logged into the R/3 system.

**Company Code** - represents a legal entity. A balance sheet and a profit and loss statement are produced for each company code, per legal requirements. Each company code is assigned a Chart of Accounts, and many company codes may share the same Chart of Accounts.

**CO (Controlling Module)** - a SAP module that allows you to capture information and build a reporting structure from a cost accounting view. It documents the entire internal value flow according to the organizational aspects of the organization. It is an invaluable aid in representing company cost structures and the factors influencing them.

**Controlling Area** - the highest organizational unit within the SAP Controlling module. All companies, cost centers and profit centers must be assigned to a controlling area.

**Cost Center** - the lowest level of responsibility at which costs are captured. Cost centers are organized in a hierarchy, which reflects the internal reporting structure.

**Cost Center Group** - a grouping of cost centers used to facilitate reporting. All cost centers must be included in the standard cost center hierarchy (group). Alternate groups can be created to view data differently than presented on the standard cost center hierarchy.

**Customizing & Configuration** - customizing is the implementation of configurations within the flexibility of the R/3 System. It is the basis for every R/3 project. Configuration includes:

- the R/3 Procedure Model which is a procedural guide for structuring an SAP implementation
- the R/3 Reference Model (in the Business Navigator) which is a graphical description of business processes
- the Implementation Guide (IMG) which contains menu-led parameter settings
- project management through upload and download facilities to and from Microsoft Project
- a model company known as IDES (International Demonstration and Education System) which is a fully-integrated and pre-configured system used for training and testing.

**Customer Master Record** - contains all necessary data for carrying out business transactions with current customers.

## **D-I**

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**Data Base** - a collection of records or files that are logically related. The data in the records or files can be accessed by different applications.

**Database server** - the application server on which the R/3 database is stored.

**Defaults** - pre-set values that the R/3 System automatically uses unless you

enter different values.

**Division** - organizational unit set up to supervise the distribution, and monitor the profitability, of a sale.

**Document** - a record of a transaction within SAP (e.g. a journal voucher).

**Document Flow** - the process by which documents build on each other. It describes the history of a document.

**Document Header** - the storage place for general data, which applies to the entire document.

**Document Type** - distinguishes between transactions that can be posted. Each module within SAP has specific documents types.

**Drill Down** - to proceed to lower screen levels by selecting screen options; opposite of backing-out.

**Dynamic Menu** - an ad hoc menu used to access transaction codes. The Dynamic menu button is selected from the main SAP R/3 screen and is located at the left, just under the Command Code entry area.

**e-Commerce** - a way to describe doing business - primarily buying and selling of good and services - on the Web. Also known as electronic commerce or EC. Thanks to its 24x7 availability, global reach and interaction and information delivery capabilities, the Web is rapidly becoming a multi-billion dollar source of revenue for businesses across the globe. SAP is helping its customers to reap the benefits of e-Commerce with its e-Commerce solutions comprising services and applications.

**EDI - Electronic Data Interchange**, the standard scheme for external communications with the R/3 system. Through EDI, defined business documents such as invoices and orders are sent electronically from one company to another.

**Entry fields** - fields on an SAP screen in which a user enters data. Only certain fields are mandatory for the transaction to be processed. These will normally contain a “√”, as a hint that they must be completed before processing can begin.

**F1 (SAP)** - F1 is a function key that displays a description/definition when pressed.

**F2 (SAP)** - position the cursor on a desired value and press F2 or double click to have that value inserted into the entry field.

**F4 (SAP)** - press F4 to display a specified list of possible entries known as a table or master file.

**Favorites** - see bookmark.

**(FI) Financial Accounting Module** - *the SAP module that includes the G/L, A/P and A/R applications. Financial accounting optimizes the accounting system of an organization and simplifies the financial decisions making process.*

**General Ledger** - the general ledger represents the total of all G/L accounts from which the balance sheet and profit and loss statements are defined and produced.

**Graphical User Interface (GUI)** - a term that emerged to describe the new generation of user interfaces. The first interactive user interfaces to computers were not graphical: they were text and keyboard-oriented and usually comprised very brief computer responses and commands that users had to remember. SAP was among the first enterprise application providers to deliver a GUI for its users.

**Hyperlink** - a selectable link from one word, picture, or information object to other resources on the Web. A hyperlink is typically embedded in a piece of hypertext. The most common form of hyperlink is an underlined word or highlighted picture that can be selected by the user - typically via clicking a mouse - resulting in the immediate request for another resource such as another hypertext document, graphic, or application.

**Hypertext Markup Language (HTML)** - a document format that allows users to construct hypertexts. HTML is the language that browser applications understand. The language became popular with the rise of

the Web as it allowed users to easily refer to and thus find resources on the Internet. The Internet community is continuously developing the HTML language.

**Hypertext Transfer Protocol (HTTP)** - a simple protocol that allows users to request and receive resources - such as hypertext documents - over the Internet. The simple structure of HTTP and its free availability fostered its widespread adoption on the Internet.

**IMG - (Implementation Guide)** a tool for configuring the SAP System to meet customer requirements. The IMG allows you:

- to describe system configuration work (activities), and open the activities interactively directly from the IMG
- to explain all the steps in the implementation process
- to tell you the SAP standard (factory) settings.

**Instance** - a logical set of distributed services within an SAP system that usually (but not necessarily) resides on one application server. A segmented portion of a total computer system that has its own processor group. It can incorporate multiple clients.

**Integration Points** - activities that impact several system areas such as the activity “Goods Issue”. ‘Goods Issue’, for example, impacts FI/CO (Financial Accounting/Controlling), SD/MM (Sales and Distribution/Materials Management), and MM/PP (Materials Management and Production Planning) and those are its integration points.

**Interface** - a non-integrated system whose data flows into another system through a batch process.

## **J-M**

**Ledger** - a reporting unit; you can only report upon information found in a ledger.

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**Legacy System** - an existing system which will be totally or partially replaced by the SAP system.

**Logging on** - the process of obtaining access to the resources provided by a computer - such as applications and services. To authenticate users, user identification (ID) and a password are normally required. In line with

EnjoySAP, SAP will simplify the procedure of logging on by providing Single Sign On features for all SAP solutions. This feature will allow users to log on just once to gain access to all functionality for which they have authorization.

**Master Data** - data that is typically static, such as vendor data, material data, etc.

**Masterfiles** are master databases. Because they contain so many records, they are accessed by using a search, and are usually displayed in a shortened *Result list* format. Examples of masterfiles are the Customer master, the Vendor master, the Asset master, and the Material master files.

**Matchcode** is a tool for finding records in a search. By selecting a value in each successive value range pop-up window, you continue to narrow the search criteria until you find the particular piece of information that you are looking for.

**(MM) Materials Management** - covers purchasing, inventory management, invoice verification, material valuation, warehouse management, material planning, physical inventory, and the material master. It integrates with Finance, Costing, Sales & Distribution, Warehouse Management, Quality Management, Production Planning, and Human Resources.

**Menu Bar** - a list of topics located at the top of every screen that allow you to perform functions. By navigating through menus, you can locate transactions in SAP and have access to a variety of functions specific to a current screen.

**Multiple SAP sessions** can be running at once. The advantage of multiple sessions is that it allows a user to remain in one task while processing another task. For example, if you are missing a piece of data on a screen, you may open another session, look it up with another transaction, and then return to the first screen and complete the entry.

**mySAP.com** - a new strategy from SAP that fully leverages the Internet. The goal of this strategy is to enable business community collaboration to build better relationships with customers as people access information and processes when and where they need them. mySAP.com is not to be confused with the portal [www.mysap.com](http://www.mysap.com), which contains the SAP Marketplace - a component of mySAP.com..

## **N-P**

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**OLE** - *Object Linking and Embedding*. OLE is the primary standard for integrating PC applications with the R/3 system.

**Operation Mode Switch** - a way to switch operations modes without shutting down the R/3 system, i.e. switching from the “Day” mode of Dialog processing, to the “Night” mode of Background processing. Remember that each operation mode needs at least two dialog work processes and that day operation usually requires many more than two.

**Organizational Structure** - a typical structure consists of a “Client” under which are one or more “Companies”, each of which may have one or more “Plants”. Each “Plant” may have one or more “Storage Location”.

**OSS** - the SAP *Online Service System* is a free 24 x 7 system that provides access to a database of fixes, tips and hints for operating the R/3 system. This system provides online technical services to SAP customers. Once a customer has identified a problem, he/she can use the search feature of OSS to see if there is a note detailing a fix. If not, the customer can then describe the problem in a problem note and submit it to SAP for a solution. Generally several customer employees per site have OSS access.

**PA Profitability Analysis** - is part of the SAP Controlling (CO) module. It allows you to assess the performance of your business based upon external market segments such as region, sales office, sale type, product line, etc. These characteristics may be combined in different ways to analyze profitability from many different angles. As opposed to Profit Center Accounting (PCA), which focuses on the profitability of internal business units and areas of responsibility, PA is externally focused.

**Personalization** - an term that describes a process of tailoring software to users' individual needs. The term personalization has been popularized by personalization features provided by portals and push channels, which allow users to customize the application to their needs and interests. The EnjoySAP initiative has added leading personalization facilities to SAP solutions.

**Plant** - an operating unit for production and MRP. It may also be referred to as a facility to stock materials.

**Posting Key** - two-digit key that controls the entry of document line items.

**Profile Generator** - an R/3 tool that supports the authorization administrator by using a set of application components chosen by the administrator to automatically create an authorization profile. Then, the profile can easily be customized to add additional authorizations or delete authorizations contained in the standard profile to meet the customer's need. This is accomplished via special maintenance transactions offered by the Profile Generator.

**Profit Center** - a segment/department within a business entity for which separate financials are tracked. They are responsible for their specific profitability.

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**Profit Center Group** - a grouping of profit centers used to facilitate reporting. All profit centers must be included on the standard profit center hierarchy (group). Alternate groups can be created to view data differently than presented on the standard profit center hierarchy.

**Push/Pull** - With a Web browser, users request a resource from a Web site, which is then delivered by a Web server. In other words, users "pull" a resource. More recently, push services have been added to the Web that actively "push" personalized resources to the users.

## **Q-S**

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**Record Blocking** - record blocking occurs when two or more users try to change the same data at the same time.

**(SD) Sales & Distribution** - an SAP module that includes applications such as sales order processing, shipping, billing, pricing, invoicing, etc. Sales and distribution provides real time, on-line information regarding all affected areas. The system includes sales, shipping, billing, sales support and sales information systems.

**Sales Unit** - the sales unit of measure which is defined in the Sales view of the material master.

**SAP (Systems, Applications and Products in Data Processing)** - SAP is an integrated network of business applications using a client/server

architecture.

**SAP Client** - the highest level in the hierarchy of the SAP system. Whatever is specified for a client applies to all company codes created under that client. Also see “Client”.

**SAPGUI** - the graphical user interface of the R/3 system

**SAP Instance** - a logical set of distributed services within an SAP system (usually, but not necessarily, one application server). Also see “Instance”.

**SAPscript** - a tool that SAP provides for creating layout sets that can be stored in the SAP system for use by the customer to print documents such as invoices or checks.

<**SAPSID**> - SAP System Identification - a three letter designation for the SAP system, such as TRN for a training system, ORP for a production system, etc.

**Search Engine** - Web software that helps users find resources on Web sites. As the number of resources on the Web continues to increase, these "yellow pages" on the Web provide guidance. Typically, users can use search engines to perform a free text search and find any resource on the Web that contains the particular term. For example, SAP provides a search engine both for the intranet portal SAPNet and the external Internet Web site at [www.sap.com](http://www.sap.com).

**Security** - The Internet is an open infrastructure where almost everybody has access to disseminated information. Internet security features have to be used to ensure that business processes involving personal and confidential information are secure. These include Secure Store & Forward (SSF), which encrypts and decrypts business documents, Secure Network Communication (SNC), which enables secure transmission of data over the public Internet, as well as authentication of users and non-repudiation of documents.

**Server** - Application that resides on a computer and provides services to other applications or users. SAP became famous for introducing the client/server computing concept to enterprise applications with SAP R/3.

**SQL** - Structured Query Language. A standard language used for open data access to data stored in relational databases such as DB2

**Standard Hierarchy** - financial reporting structure within SAP. There is a standard hierarchy to define cost centers and one to define profit centers.

**Storage Location** - an area used to hold materials within a Plant. Storage Locations may be sub-divided into batches or special stock.

**System fields** are fields that are displayed in the body of the screen and display SAP reference information. Typically, System fields are grayed out, meaning that they do not allow for text or numeric entry.

**System Messages** contain important information on using SAP. I (for Information) messages and W (for warning) messages allow you to press ENTER and continue processing. F (for Function) and E (for Error) messages require you to correct the information you entered before continuing. System problems are usually indicated by A (Abend, or Abnormal end) messages.

## **T-Z**

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**Tables** are collections of fields. When used in R/3 as pull-down menus, they contain data that describes possible entries in a field.

**Task** - a specific function to be performed within an application. For example, the Sales application includes the task, Creating a Sales Order.

**Transaction Code** - a sequence of four or five characters that identify a specific transaction. When entered in the Command field, you are able to access a task more quickly than using the standard menu path. Note that transaction codes are used only on the initial SAP R/3 screen.

**TCP/IP** - *Transmission Control Protocol/Internet Protocol*, the standard network protocol for open systems.

**Transaction** - a series of logically-connected dialog steps that perform some business function.

**Transport** - a way of copying an object from a source system (i.e. the Development system) to a target system (i.e. the Production system).

**URL (Uniform Resource Locator)** - the address of a resource on the Web -- typically a hypertext but in the future, also SP business functionality. The URL includes a domain name that identifies the Web site and a hierarchical description of the location of the resource on the Web server.

**WBS** – see Work Breakdown Structure

**Web page** - a hypertext page that can be accessed on the Web.

**Web server** - a computer on the Internet that hosts Web sites and handles requests by serving the required resource. A Web browser is typically used as the Web client that requests the resources.

**Web site** - a collection of resources that are linked together and that exist on the Web on a particular Web server. When users call up a Web site, they usually begin on the homepage, which then provides links to other resources on the Web site or to resources on other Web sites. The URL of all resources of a Web site starts with a unique Internet address.

**Work Breakdown Structure** – a project model representing a hierarchy with actions and activities. Can be displayed according to phase, function, and object.

**Y2K Compliant (Year 2000 Compliant)** - in reference to SAP R/3, means that all releases of R/3 require no migration or upgrade in order to be Y2K compliant. All date fields are eight characters, as are all related record layouts, screen layouts, matchcodes (secondary indices), and data dictionary definitions.