

# Navigation in SAP Systems

Introduction to Navigation in SAP solutions based on SAP ERP

**Product**

SAP ERP 6.08  
Global Bike

**Level**

Beginner

**Focus**

Navigation

**Authors**

Babett Koch  
Stefan Weidner

**Version**

3.2

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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.

**PREREQUISITES**

Before you use this case study, you should be familiar with navigation slides.

**NOTES**

This case study uses the Global Bike data set, which has exclusively been created for SAP UA global curricula



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## Step 1: Logging On

**Task** Log on to the system.

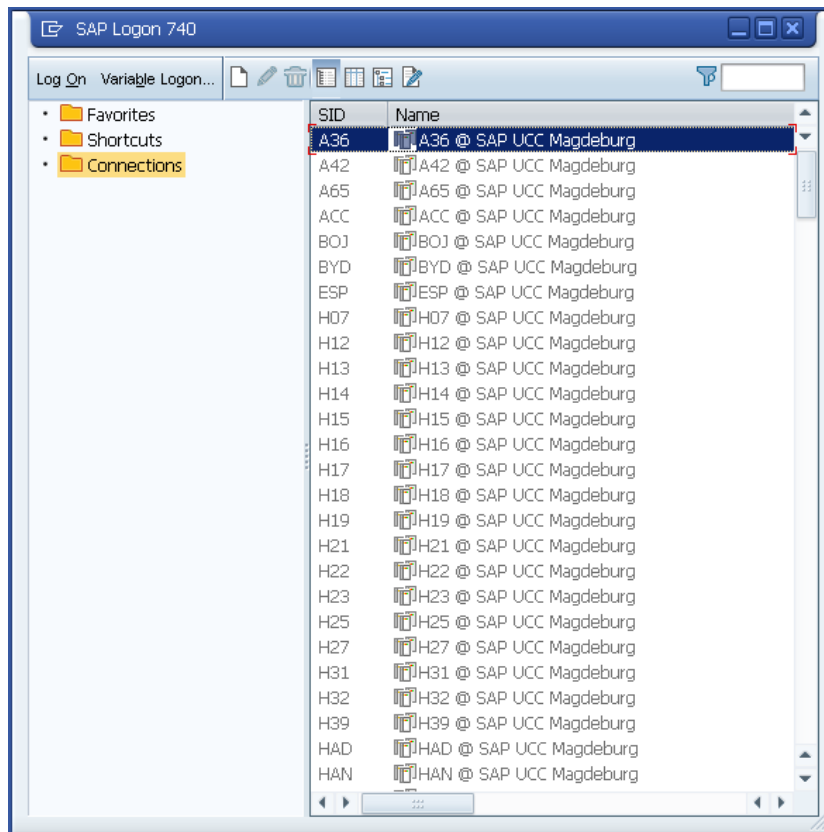
**Time** 10 Min.

**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*

A dialog box similar to the one shown below 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.

Client:  
User  
Password  
Logon 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 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.

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 GUI Window in the Language field. Then choose  or *Enter*.

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

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

Client: \_ \_ \_


User: LEARN-###

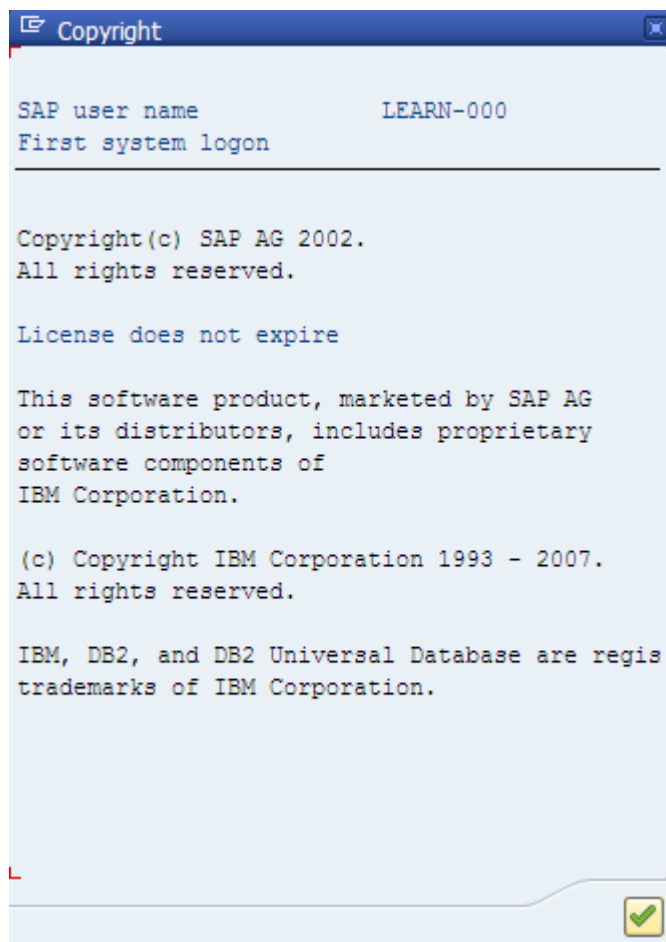
Password: tlestart → log on

Client  
LEARN-###  
tlestartt



A screenshot of the SAP 'New Password' dialog box. It has a title bar with the SAP logo and a close button. The dialog contains two input fields: 'New Password' and 'Repeat Password'. Both fields are filled with asterisks. Below the fields is an information icon and the text 'Passwords are case-sensitive'. At the bottom right are 'OK' and 'Cancel' buttons.

The first time you log on you will see a copyright note. Confirm it with  or *Enter*.



A screenshot of the SAP 'Copyright' dialog box. It has a title bar with the text 'Copyright' and a close button. The dialog contains the following text: 'SAP user name LEARN-000', 'First system logon', a horizontal line, 'Copyright(c) SAP AG 2002.', 'All rights reserved.', 'License does not expire', 'This software product, marketed by SAP AG or its distributors, includes proprietary software components of IBM Corporation.', '(c) Copyright IBM Corporation 1993 - 2007.', 'All rights reserved.', 'IBM, DB2, and DB2 Universal Database are registered trademarks of IBM Corporation.', and a 'Yes' button at the bottom right.

The initial screen with the SAP Easy Access Menu appears.

## Step 2: 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.



### 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.

### 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.

### 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.

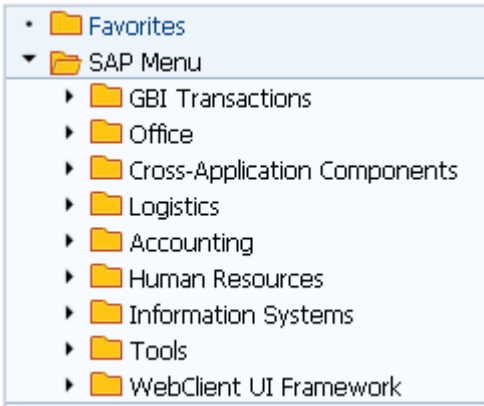
Application Toolbar



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

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).



Status Bar

Status Bar



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

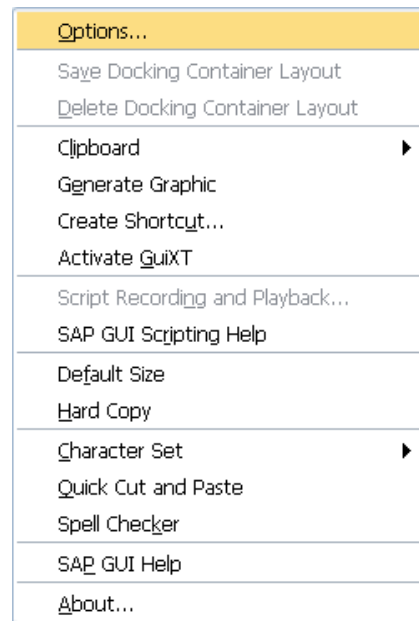


## Step 3: Customize Local Layout

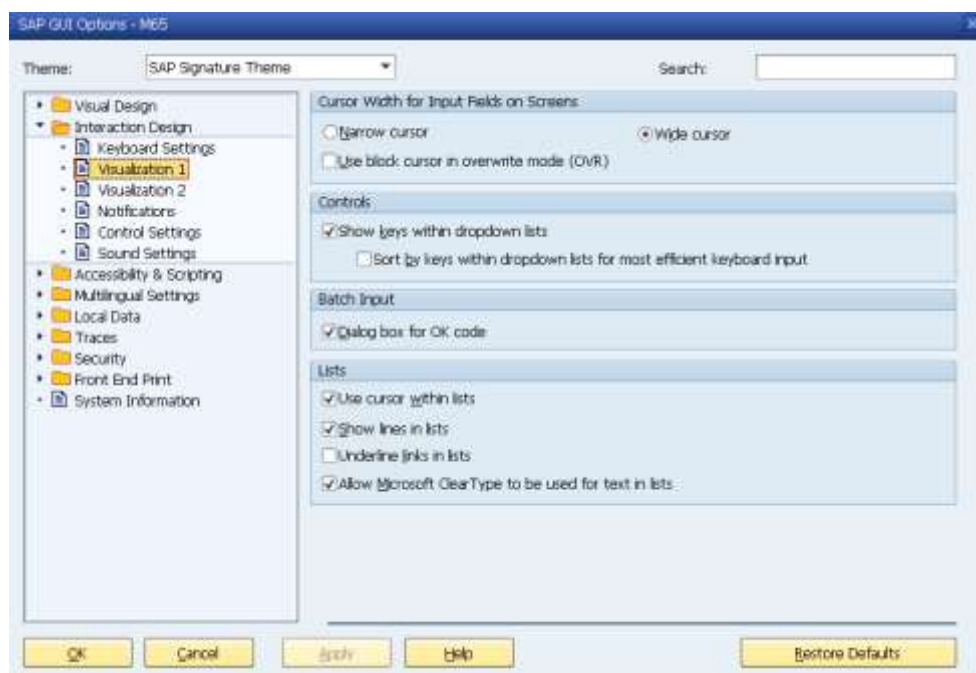
**Task** Use the menu to change user-specific settings.

**Time** 10 Min.

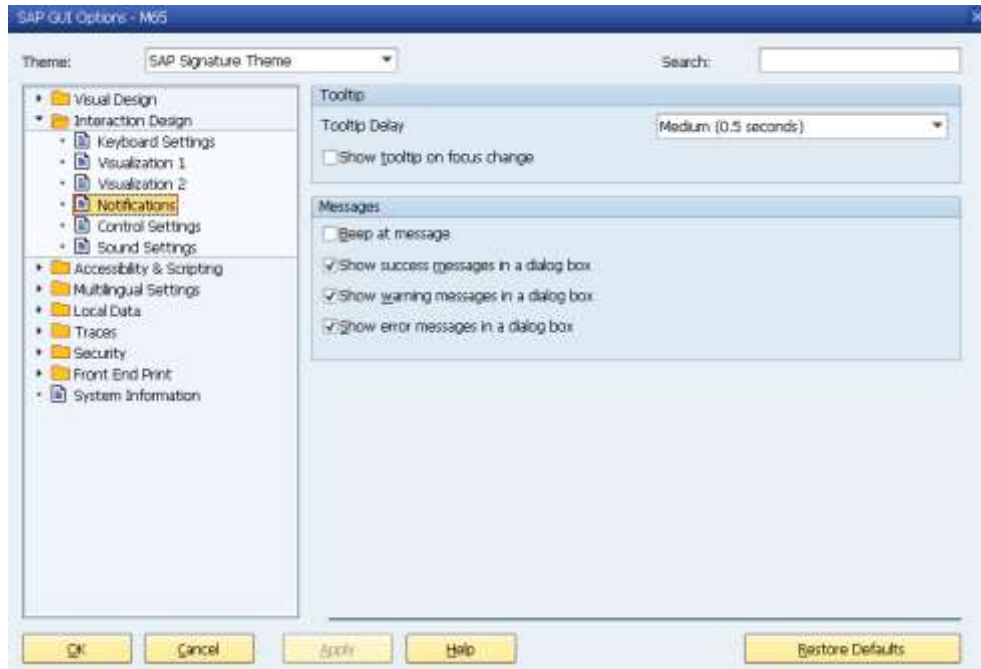
Click the button Customize Local Layout  and select Options.



Within the new screen, expand Interaction Design and select Visualization 1. Activate the checkbox for Show key within dropdown lists.



You can adjust warnings to not only show up within the status bar but within pop-ups as well. To do so, select the point Notifications and activate the respective checkboxes for showing success, warning and error messages in a dialog box.



Press Ok to save your changes.



## Step 4: Favorites


**Task** Create personal favorites.

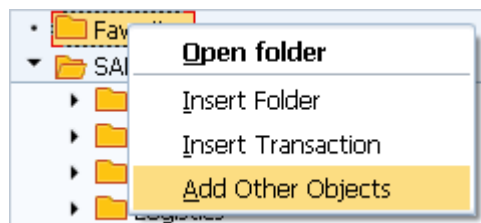
**Time** 10 Min.

**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.

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 .



Step 5: Transaction Codes

**Task** Get familiar with SAP transaction codes

**Time** 10 Min.

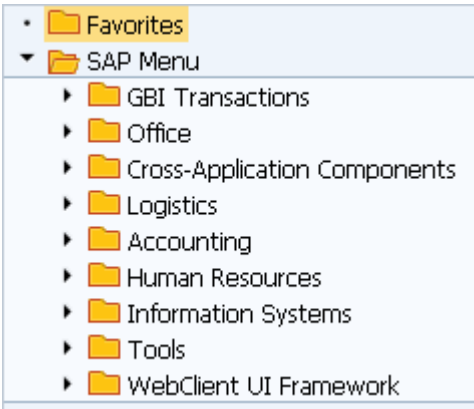
**Short description** Learn how to effectively make use of SAP transaction codes and parameters.

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

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.

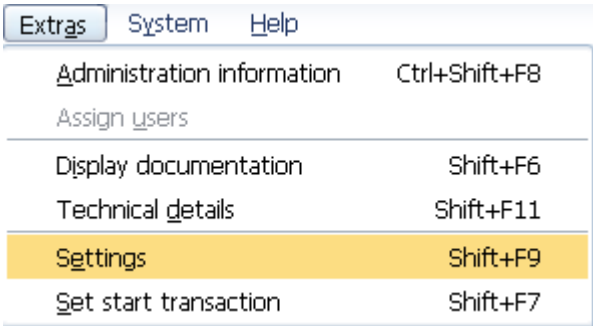
SAP Easy Access Menu

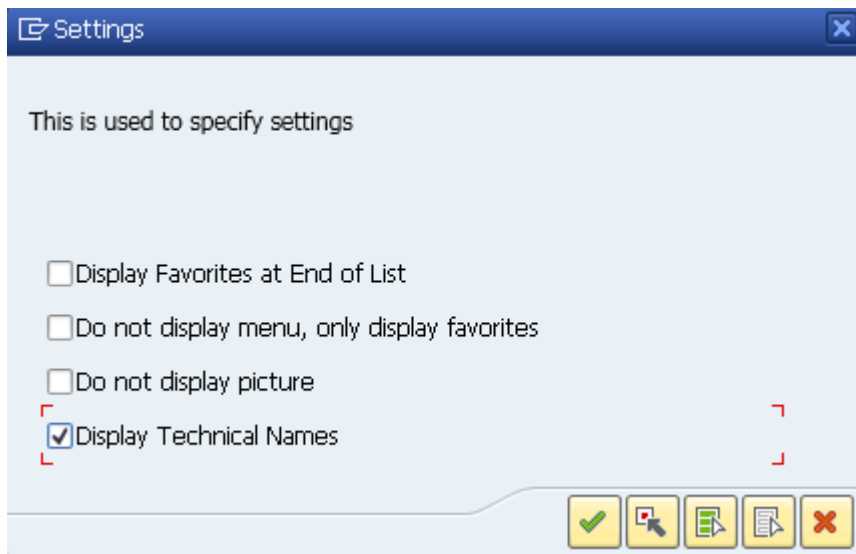
By navigating through the SAP Easy Access Menu and using path structures you get to the transactions. Then double-click on the transaction to run it.




Transaction Code

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 GUI Window when you call a transaction.

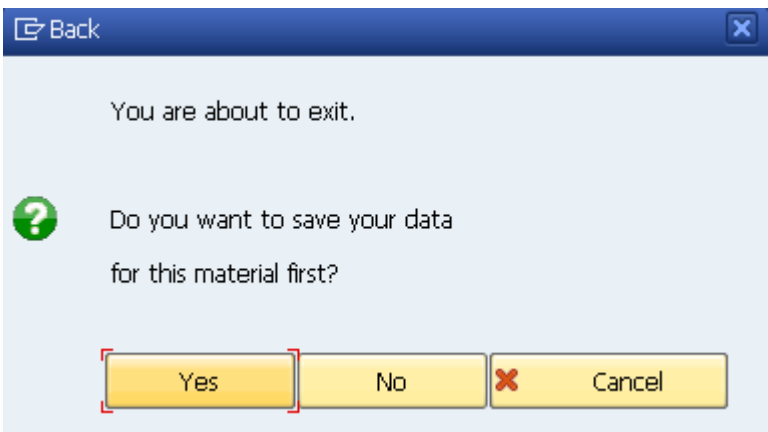
/n	Exits the current transaction
/i	Closes the current GUI Window
/o	Opens a new GUI Window

/n
/i
/o

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 GUI Window. Then choose yes.

**Note** Functionality of the different navigation buttons:

-  Checks all entries and completes the actual screen. Goes back one level in the transaction hierarchy.
-  Checks all entries, completes the actual screen and afterwards exits the transaction. All entries within the transaction can be saved if required.
-  Terminates processing component without checking the entries and cancels the transaction. Restores the latest valid database version.




**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*.

EN  
1.234.567,89  
TT/DD/YYYY

Logon Language	EN
Decimal Notation	X 1,234,567.89
Date Format	2 MM/DD/YYYY
Time Format (12/24h)	1 12 Hour Format (Example: 12:05:10 PM)

Save your entries using .



Step 6: Help

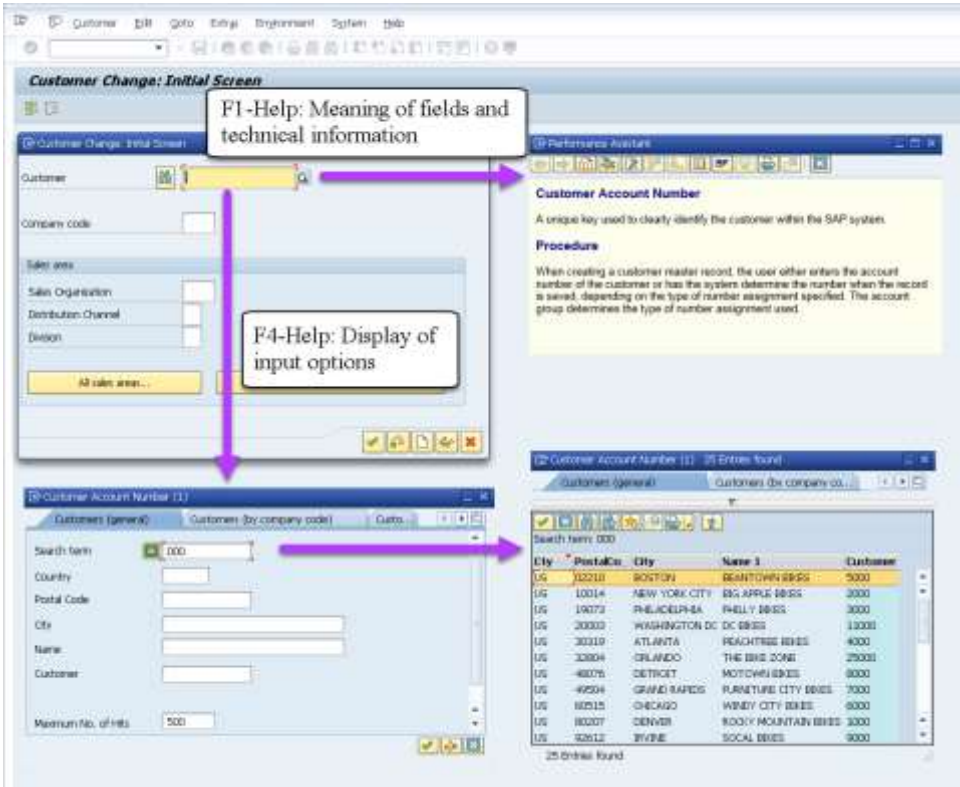
**Task** Get familiar with SAP’s help functions.


**Time** 10 Min.

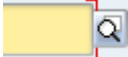
**Short Description** Get familiar with help functions in SAP systems. Use the F1 and F4 help as well as the SAP Help Portal.

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



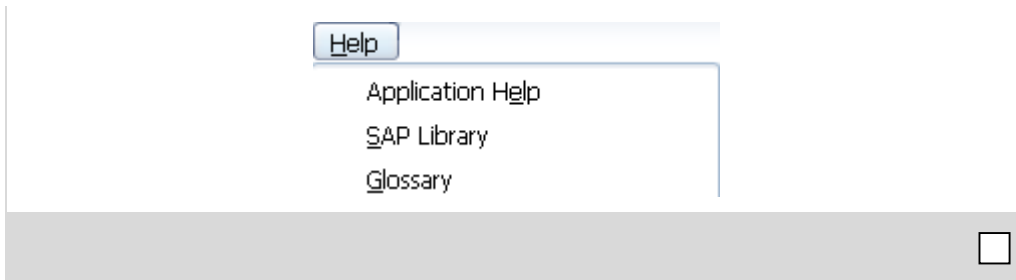
F1 provides you with explanations for fields, menus, functions, and messages. In the F1 help, you can choose  to get technical information.

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

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**.

F1

F4



Step 7: 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.



**Stock Overview: Company Code/Plant/Storage Location/Batch**

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.

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
Full	465.000
DE00 Global Bike Germany GmbH	120.000
HD00 Plant Heidelberg	120.000
FG00 Finished Goods	120.000
US00 Global Bike Inc.	345.000
DL00 Plant Dallas	250.000
FG00 Finished Goods	250.000
MI00 DC Miami	95.000
FG00 Finished Goods	95.000

Therefore click  to return to the last screen. Select the black Deluxe Touring Bike (DXTR1000) and click  afterwards.

DXTR1000

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

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
▼  Full	350.000
▼  US00 Global Bike Inc.	350.000
▼  DL00 Plant Dallas	250.000
•  FG00 Finished Goods	250.000
▼  MI00 DC Miami	100.000
•  FG00 Finished Goods	100.000



## Step 8: Logging Off

**Task** Log off the system.

**Time** 5 Min.

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

Choose *System* ► *Log off* to close the current GUI Window. 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

