



OVERVIEW: The intent of this job aid is to familiarize current and future users with SAP as a product; SAP terminology; and, functionality. The goal is to bring these users to a common baseline level of understanding. Hopefully, this will help staff in their use of SAP making them more efficient and productive with the software.

- 1. SAP Background
 - a. Founded in 1972 as "System Analysis and Program Development"; changed its name in 1976 to "Systems, Applications, and Products in Data Processing."
 - b. ERP (Enterprise Resource Planning) software of LAUSD since July 1, 2006.
 - c. SAP Modules SAP products/software with a specific function. The following are examples of SAP modules being used at LAUSD:
 - i. FI Finance
 - ii. CO Controlling
 - iii. FM Funds Management
 - iv. SRM Supplier Relationship Management
 - v. MM Materials Management
 - vi. TM Time Management
 - vii. Payroll
- 2. SAP Software
 - a. GUI Graphical User Interface. More recent GUI versions have latest module-specific enhancements.
 - i. Win GUI Client-based (local computer) application
 - Web GUI Web-based application
 *LAUSD uses Citrix This application allows users to open SAP Win GUI without having to install SAP on their local computer. The SAP GUI used is that of a Citrix desktop.
 - b. ECC, Central Component SAP ERP Central Component (ECC) product version; Older versions: R/2 and R/3
 - c. Support Pack and Enhancement Pack Levels SAP periodically releases upgrades and fixes via Enhancement Packs and Support Packs, respectively. Support Packs are released multiple times annually while Enhancement Packs take longer, sometimes years, before a new level is released.
- 3. Screen Familiarization
 - a. SAP Portal The "launch pad" for various SAP functionality. Also known as the "welcome" screen.

😂 About BTS - SAP NetWeaver Portal - Wi	ndows Internet Explor	er provided by CITR!X				_ 🗆 🗙
🕞 🕤 🗢 🏧 https://bts-qal.l. 🔎 💌	🔒 😽 🖙 About	BTS - SAP NetWeav ×				☆ ☆ 🔅
Welcome Job Cost QA 001					<u>Help</u> <u> </u>	
Home Systems Access Request	Accounts Payable	Accts Recv / Cash Mgmt	Controlling	Funds Management	General Ledge	r Grants
Home Universal Worklist						
About BTS					History	Back Forward 🗐
Detailed Navigation						
- About PTS	bts-qa1					
ALERT - R/3 Logoff Procedure						
Tech Support						
Help Zone						
Learning Zone						
 SAP Business Workplace 						
Time Statement						
 Account String Wizard 						
 Fund/Functional Area Translator 						
 Upcoming Dates 						
Portal Favorites						





b. Session - A session is an SAP instance on your screen. SAP allows a maximum of six (6) sessions open so that users can work on multiple tasks at one time.

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LRP-JC Job Cost	
► R1 - GL Funds	
Procurement	
Technical	
Office	
Cross-Application Components	
Logistics	
Accounting	
Human Resources	
LAUSD Custom Transactions / Reports	
SAPY 👂 SMEN 🔻 sappr1-2pbn OVR 🕼 🖛 🔐	

c. SBWP – SAP Business Workplace. This is a repository of work items, e.g. workflow Journal Vouchers (JVs), SAP messages, etc., either initiated or awaiting approval by the user.







- 4. Session Menu
 - a. Menu Tree Allows users to navigate to transactions by module or function.



b. Search – Allows users to search for t-codes in SAP Menu folders.



c. Menu: Extras – Allows users to modify how the SAP Easy Access menu appears. For example, technical names of transaction codes can be displayed or hidden:



- d. Menu: System Provides users with various functions like:
 - i. Setting user ID defaults;
 - ii. Saving output data of reports or transactions; and,









- 5. Transaction Codes (T-codes) Shortcuts to activities.
 - a. "O" prefix Means the t-code is for customizing (configuration), e.g. OB52 Change Posting Periods.
 - b. "N" suffix Generally means the t-code is a new version of an old one, e.g. KB15N Enter Manual Allocations.
 - c. "S_" Denotes standard reports, e.g. S_ALR_87012993 Orders: Actual/Plan/Variance.
 - d. Logical Prefixes (by module), examples:
 - i. F Finance and Funds Management (Finanzen), e.g. FV50 Edit or Park G/L Document.
 - ii. K Costing (Kostenberechnung), e.g. KOB1 Orders: Actual Line Items.
 - iii. A Assets (Anlagen (facilities)), e.g. AW01N Asset Explorer.
 - iv. M Material (Material), e.g. ME23N Display Purchase Order.
 - e. Logical Suffixes:
 - i. "1" Create, e.g. KO01 Create Internal Order.
 - ii. "2" Change, e.g. KO02 Change Internal Order.
 - iii. "3" Display, e.g. KO03 Display Internal Order.

6. Command box

- a. /O (+ t-code) Opens the transaction in another session.
- b. /N (+ t-code) Opens the transaction in the current session.
- c. Command shortcuts Allow users to invoke functionality without going through menus. Some examples:
 - i. /ns000 To end the current transaction and return to the starting menu.
 - ii. /nend To log off from the system.
 - iii. /nex To log off from the system without a confirmation prompt.
- 7. Common icons SAP presents functions in icons that are consistent or similar across various modules. The familiarity of appearance helps with user-friendliness and enhances efficiency. Examples:
 - a. Navigation

Command box	Page up, Page down	Back, Exit, Cancel
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Enter T-codes or use drop-down to view or navigate to recently used T-codes.	Single arrows - Used to page up or down. Double arrows – Used to move to either the beginning or the end of the report or transaction.	Back – Brings the user to the previous screen. Exit – Returns to the menu screen. Cancel – In most transactions, this stops the transaction with prompts to exit.
Help	Find, Find Next	Favorites
Online help for transactions, fields,	ሸስ 🟠 From the Session Menu - Used	Stores user saved t-codes.
etc.	to search for T-codes.	
	From within transactions - Used	
	to search for a specific item or	
	record. Binoculars with a	
	"plus" sign allow users to move	
	to the next "hit" of the search	
	item by clicking on the icon.	





b.	Common Fi	unctions

Create New Item Creates a new record "without reference", i.e. from scratch.	Create Copy of Item Creates a record "with reference", i.e. copying an existing record. *Review all attributes of the new record to ensure that values copied are the ones you intend to use.*	Change Data Allows modifications to changeable fields. Some fields are greyed-out and cannot be modified after the record has been created and saved.	Save	Print Allows users to print hard copies directly or presents options for saving the report, depending on user settings and the transaction.
Execute Begins processing of a report or other transaction.	Possible Entries/Drop- down ("F4") Help Hitting the space bar while in a field prompts a history of previously used values.	Display Details Allows drill-down to further details of a particular record, if any, and if the user is authorized.	Expand All When the cursor is placed on a higher node in a hierarchical display, the function displays all sub-nodes simultaneously.	Collapse All When the cursor is placed on a higher node in a hierarchical display, and sub- nodes are displayed, function closes all sub-nodes.
Delete Selected Row Eo Deletes one or more rows, depending on selection.	Add Rows New Entries or Control or more rows depending on the transaction.	Select All, Select Block, Deselect All Selects or unselects multiple records simultaneously.	Change Layout, Select Layout, Save Layout Change – Allows users to add or remove fields displayed. Select – Allows users to choose display layouts. Save – Allows saving of custom layouts for later use. Please ensure that other users' layouts are not overwritten.	





c. Basic Selection Criteria

Add Dynamic Selection	Get/Change a Variant	Save a Variant
)=(1	8
Presents other fields that could	Fetches previously saved selection	Allows users to save
be added to the selection	criteria or parameters.	personalized selection criteria or
criteria.	-	parameters for later use.
Add Multiple Selection	Maintain Selection	Upload from Clipboard
	1. Maintain Selection Icon	
Allows users to select or	▲	Allows users to copy (CTRL+C)
exclude multiple records or,	2. Maintain Selection Options	multiple records from a
ranges of records. If ranges are	Maintain Selection Options	spreadsheet or another
used, exclusions may need to	Short text SelDescription	transaction and enter these
be used.	Single Value Image: Single Value<	simultaneously in a selection
	Seater than	criterion.
	 Less than Not Equal to 	
	Select Exclude from Selection	
	Provides users the ability to enter	
	conditions for data selection.	
	*Selection options may be	
	different from the ones shown	
	above, depending on the	
	transaction.	

d. Common Reporting Functions

Sort Ascending/Descending	Sum/Total Column	Subtotal
Allows users to sort data by selecting a column header and clicking on either icon.	For use with columns with amounts, summarizes/totals values.	Once an amount column has been summarized, subtotals can be assigned based on users' chosen criteria.
Create a Filter	Delete a Filter	Download Report to a Local File
Allows users to present data that conform to preferred criterion only.	Removes filters previously set- up.	Allows users to download a report as text, Excel, etc.





8. Reading errors and messages

	-		-	
a.	Message	Types,	/Levels	

Note	Warning	Hard Error
Informational only. Typically, these are confirmation messages only.	Soft" error or "Yellow" warning message. Users can proceed by hitting/clicking Enter, BUT, verify if item presented needs to be addressed.	"Hard" stop; Red error message. Users cannot proceed until the error is addressed. Typically, there will be "Information" icons (see next section).

b. Drill down to error message detail

Information	Line Messages
1. Icons Por Por Performance Assistant	Line Messages In some cases, users encounter messages where there are other underlying issues. These can be displayed via the Line Messages icon, if present.
Errors occurred during processing Message No. FMMD_E303	
Both give additional information about an error; In some cases, the messages are very detailed.	

9. Services for Object – Allow users to upload attachments and create notes (general and "private").

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	Create Attachment	Note
	Allows users to upload files and other documentation	Allows users to leave comments for others to see.
	into master data or posted documents.	
	Private Note	Attachment List
		B
	Allows users to leave comments for internal use only.	Presents attachments and hyperlinks of a document or
		record, if any.

*Please ensure that other users' attachments and notes are not inadvertently deleted.



10. Scrolling/Navigation

- a. Top/Bottom
- b. Left/Right
- c. Size matters (the session size, that is) Some records or functions may not be readily shown because of the session's size. Resize the session, as necessary.

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R	Order	Description	Type	Resp. CCtr	Request CC	Requesting E Area	a
-	80500008984	IO-WBS NO PRJ AVC #1	IT01	9076301	1078701	0000-8100-10177	
	805000008985	R7514 KO04 #3	IT01	9076301	1004401	0000-8500-16600	•
	80500008986	RC450 Auth Test #1	IT01	9076301	1703501	1110-8100-13027	
	808000072433	HRSP2016 Z1021 WH	FO02	9141801	1508201	0000-8100-11698	17
	808000072434	Strike Team - 1st St ES As	FO02	9141801	1383601	0000-8100-11698	1
	808000072442	R7639 1410 #2	FO02	9141001	1703501	0000-8100-11737	1
	808000072443	R7639 1416 #2	FO02	9141601	1703501	0000-8100-11737	
	808000072444	R7639 1425 #2	FO02	9142501	1703501	0000-8100-11737	•
	b	< >					

11. Report formats

a. ALV (ABAP List Viewer) – A newer, more user-friendly method of displaying a report.

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G/L i	accounts	list				
ChAc	G/L account	CoCd	Long Text	D	D	
LACA	110000	1000	JC-Certificated Teachers' Salaries			1
LACA	110001	1000	Teacher Salaries - Reg Assignment			
ACA	110002	1000	Teacher Salaries - Substitutes			
ACA	110004	1000	Teacher Salaries - Supple/Other			
ACA.	110005	1000	Teacher Assistant Salaries			
ACA	110006	1000	Teacher Assistant - Overtime			
ACA	110008	1000	Teacher Salaries - Leaves/Oth Pay			
ACA	110009	1000	Teacher Salaries - Adjustments			
ACA	110075	1000	Teacher Assistant Salaries – Reimb Objt			
ACA	110077	1000	Teacher Salaries - Reimb Objt			
	110078	1000	JC-Cert Teachers# Salaries-Settlement			Ŧ







b. Classic – An older and sometimes more rigid report presentation.

🔄 List Edit	Goto System Help	
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G/L accour	nts list	
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ChAc G/L accoun	n CoCd Long Text D D	*
LACA 110000	1000 JC-Certificated Teachers' Salaries	-
LACA 110001	1000 Teacher Salaries - Reg Assignment	
LACA 110002	1000 Teacher Salaries - Substitutes	
LACA 110004	1000 Teacher Salaries - Supple/Other	
LACA 110005	1000 Teacher Assistant Salaries	
LACA 110006	1000 Teacher Assistant - Overtime	
LACA 110008	1000 Teacher Salaries - Leaves/Oth Pay	
LACA 110009	1000 Teacher Salaries - Adjustments	
LACA 110075	1000 Teacher Assistant Salaries - Reimb Objt	
LACA 110077	1000 Teacher Salaries - Reimb Objt	
LACA 110078	1000 JC-Cert Teachers# Salaries-Settlement	
LACA 110095	1000 Itinerant-Teacher Salaries-Contra	
LACA 110098	1000 Teacher-Adj-Bdgt/Exp	
LACA 110099	1000 Teacher-Adj-Bdgt/Exp	
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- 12. Document Header Data Presents information about the posting that are helpful for various purposes.
 - a. Document Type Shows the source (module) and the nature of the posting document.
 - b. Document Header Text If populated, gives additional information about the posting (sometimes user defined).
 - c. Reference Transaction Shows the transaction or program that created the posting.
 - d. Reference Key If populated, gives additional information about the posting.
 - e. Entered By Shows the user ID that posted the document.

🔄 Document Hea	der: 1000 Company Co	ode		×
Document Type	SA G/L account doc	ument a		
Doc.Header Text		b		
Card type	Card no.			
Request Number				
Reference	GL 959011-RF581	Document Date	03/09/2017	
		Posting Date	03/09/2017	
Currency	USD	Posting Period	09 / 2017	
Ref. Transactn	BKPF Accounting	document C		
Reference Key	1000647611100020	17 d .System	QR1910 🗗	
Entered by	RF581 (e)	Parked by		
Entry Date	03/09/2017	Time of Entry	10:19:26	
TCode	FB50			
Changed on		Last update		
Ledger Grp				
Ref.key(head) 1		Ref.key 2		
				X







13. Dates

- a. Posting Period Shows the Fiscal Month and Fiscal Year of the posting.
- b. Posting Date Shows the date used by either the user or system to dictate the Posting Period.
- c. Created On/Entry Date Shows the actual date the posting occurred based on System Date.
- d. Document Date A user-defined date, this could be used to enter the source document's date.
- e. Baseline Date The date from which terms apply (Accounts Payable and Accounts Receivable). The system is configured to use one of the following:
 - i. Document date
 - ii. Posting date
 - iii. Document entry date

🖻 Document Head	ler: 1000 Company	Code		×
Document Type Doc.Header Text	SA G/L account do	ocument		
Card type	Card no.			
Request Number				
Reference	GL 959011-RF581	Document Date	03/09/2017 d	
	b	Posting Date	03/09/2017	
Currency	USD	Posting Period	09 / 2017 a	
Ref. Transactn	BKPF Accounting	document		
Reference Key	100064761110002	Log.System	QR1910 🗗	
Entered by	RF581	Parked by		
Entry Date	03/09/2017	Time of Entry	10:19:26	
TCode	FB50			
Changed on		Last update		
Ledger Grp				
Ref.key(head) 1		Ref.key 2		
				×

14. Other Tools

- a. Help
 - i. Application Help When accessed from a standard SAP transaction, this opens available online information about the transaction from the SAP support website.
 - ii. SAP Library This opens general online help from the SAP support website.
 - iii. Glossary Opens the online glossary from the SAP support website.
 - iv. Settings Allows the user to configure how transactional and search help are displayed.

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	<u>S</u> AP Library	
SAP Easy Access	<u>G</u> lossary <u>R</u> elease Notes S <u>A</u> P Service Marketplace <u>C</u> reate Support Message Setti <u>n</u> gs	
🔻 🛅 Favorites		
LRP-JC		
Job Cost		





b. Customize Local Layout > About – Provides SAP version information. Please note that because most LAUSD users access SAP via Citrix, the SAP version will be that of the Citrix desktop.



🗁 SAP Version Informat	ion 🛛
SAP Net SAP GUI fo	t Weaver or Windows
Component Release File Name File Version Build Patch Level	SAP Frontend for Windows 740 Final Release sapfront.dll 7400.3.9.3348 1681865 9
Copyright © SAP 1	993-2016
Client Environment	Loaded Dlls Save Version Information OK





c. "Own data" – Allows users to enter default user parameters, e.g. Controlling Area, FM Area, Company Code (see table below)



Maintain User Profile						
1	<u>re∰</u> Password					
User	User					
Chan	ged By		Status Saved			
Address Defaults Parameters						
Parameters						
屘	Set/Get parameter ID	Parameter value	Short Description			
	AVE	SAP01	FI: Entry Template for Payment Advice Items	-		
	BPE	000	To period	-		

Parameter ID	Parameter Value	Short Description
BUK	1000	Company Code
CAC	1000	Controlling Area
FIK	1000	FM Area



Additional Information:



Updated: 8/16/2017

- 1. Know your stuff
 - a. Master data Learn more about the master data you work with via training materials and department specific literature.
 - b. Account assignments Familiarize yourself with master data your department commonly uses in a transaction.
 - c. Transactions Learn more about the transactions your department use via the BASE Training Center, as well as, online resources like help.sap.com.
- 2. Excel integration Since SAP integrates with Microsoft Excel and you will likely be using some spreadsheet software, master basic commands and functionality to help with your tasks. Some of the basic commands and functionality are listed below:
 - a. Excel basic commands
 - i. CTRL + C Copy
 - ii. CTRL + V Paste
 - iii. CTRL + D Copy cell and formatting above
 - iv. CTRL + ' Copy cell above
 - v. CTRL + T Cut
 - vi. CTRL + ; Date
 - vii. CTRL + SHIFT + ; Current time
 - viii. Paste Special Presents (copy and) paste options
 - b. Excel Functionality
 - i. Formulas, for example:
 - 1. Subtotal vs. Sum
 - 2. V Lookup
 - 3. IF
 - ii. Pivot Tables

Source:

(n.d.). Retrieved April 20, 2017, from https://help.sap.com/viewer/index

Resources:

BASE Training Center

SAP Help Portal