

**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

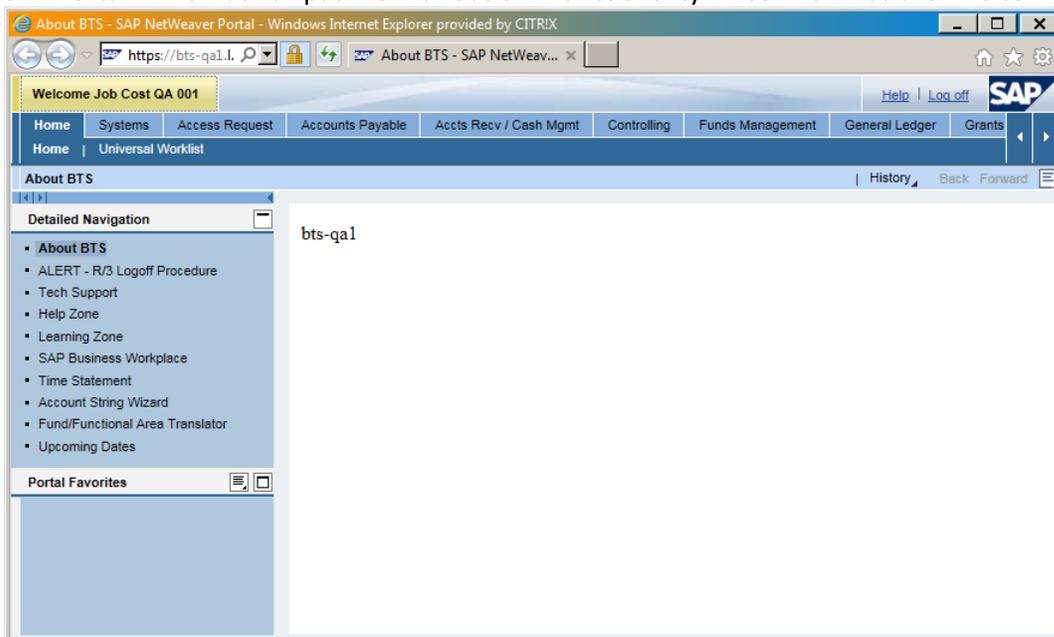
2. SAP Software

- a. GUI – Graphical User Interface. More recent GUI versions have latest module-specific enhancements.
  - i. Win GUI – Client-based (local computer) application
  - ii. Web GUI – Web-based application

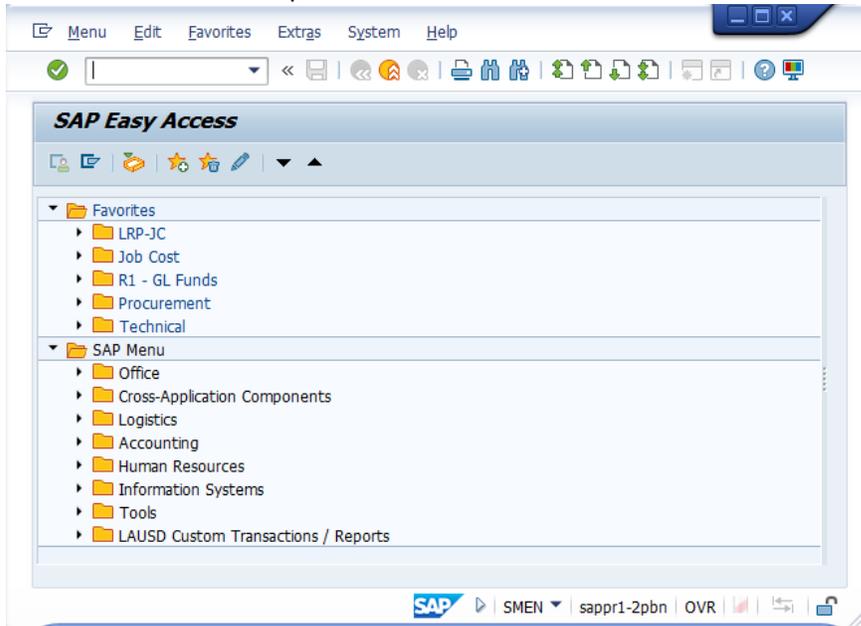
\*LAUSD uses Citrix – This application allows users to open SAP Win GUI without having to install SAP on their local computer. The SAP GUI used is that of a Citrix desktop.
- b. ECC, Central Component – SAP ERP Central Component (ECC) product version; Older versions: R/2 and R/3
- c. Support Pack and 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

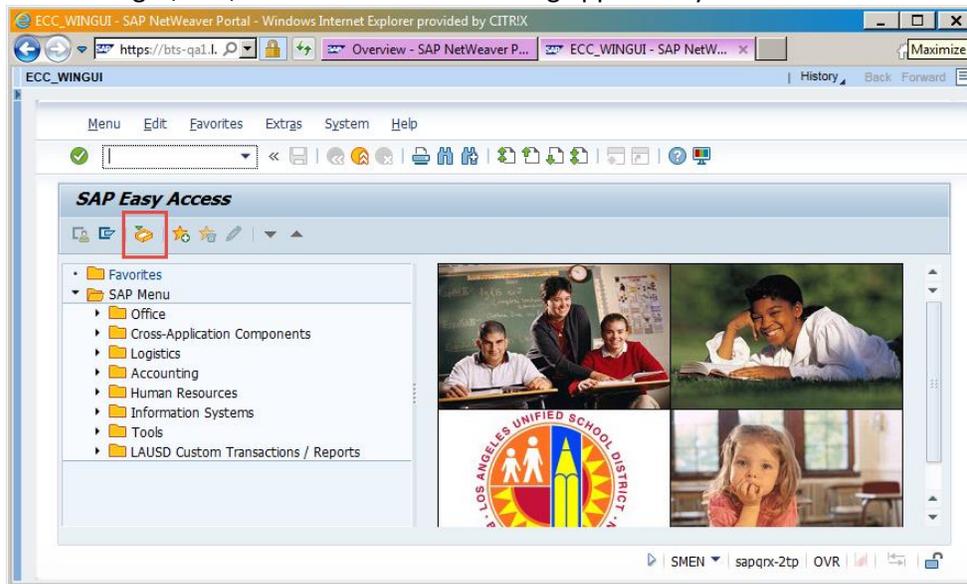
- a. SAP Portal – The “launch pad” for various SAP functionality. Also known as the “welcome” screen.



- 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.

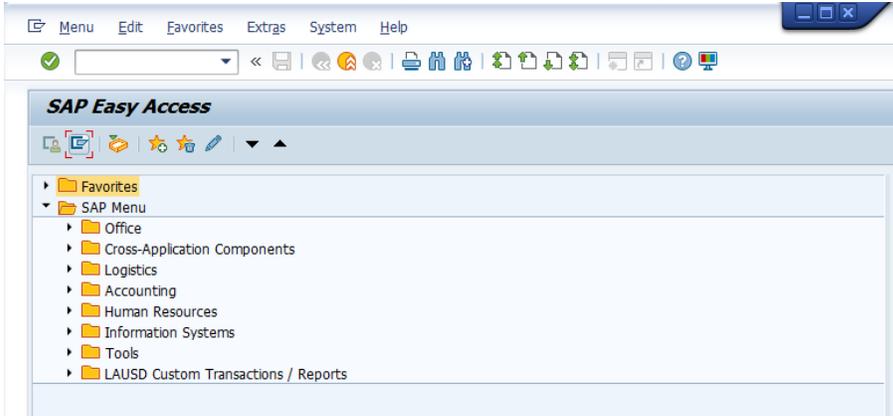


- c. SBWP – SAP Business Workplace. This is a repository of work items, e.g. workflow Journal Vouchers (JVs), SAP messages, etc., either initiated or awaiting approval by the user.



4. Session Menu

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



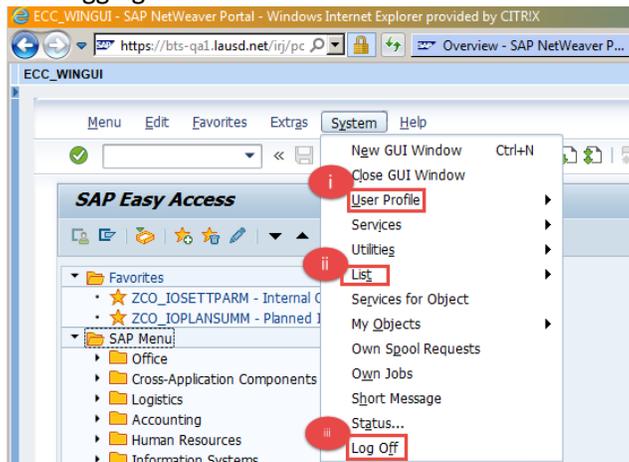
- b. Search – Allows users to search for t-codes in SAP Menu folders.



- 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,
  - iii. Logging off.



5. Transaction Codes (T-codes) – Shortcuts to activities.

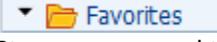
- a. "O" prefix – Means the t-code is for customizing (configuration), e.g. OB52 - Change Posting Periods.
- b. "N" suffix – Generally means the t-code is a new version of an old one, e.g. KB15N - Enter Manual Allocations.
- c. "S\_" – Denotes standard reports, e.g. S\_ALR\_87012993 - Orders: Actual/Plan/Variance.
- 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:

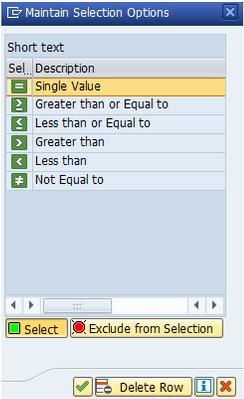
a. Navigation

<p>Command box</p>  <p>Enter T-codes or use drop-down to view or navigate to recently used T-codes.</p>	<p>Page up, Page down</p>  <p>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.</p>	<p>Back, Exit, Cancel</p>  <p>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.</p>
<p>Help</p>  <p>Online help for transactions, fields, etc.</p>	<p>Find, Find Next</p>  <p>From the Session Menu - Used 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.</p>	<p>Favorites</p>  <p>Stores user saved t-codes.</p>

b. Common Functions

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

c. Basic Selection Criteria

<p><b>Add Dynamic Selection</b></p>  <p>Presents other fields that could be added to the selection criteria.</p>	<p><b>Get/Change a Variant</b></p>  <p>Fetches previously saved selection criteria or parameters.</p>	<p><b>Save a Variant</b></p>  <p>Allows users to save personalized selection criteria or parameters for later use.</p>
<p><b>Add Multiple Selection</b></p>  <p>Allows users to select or exclude multiple records or, ranges of records. If ranges are used, exclusions may need to be used.</p>	<p><b>Maintain Selection</b></p> <ol style="list-style-type: none"> <li>1. Maintain Selection Icon</li> <li>2. Maintain Selection Options</li> </ol>  <p>Provides users the ability to enter conditions for data selection. *Selection options may be different from the ones shown above, depending on the transaction.</p>	<p><b>Upload from Clipboard</b></p>  <p>Allows users to copy (CTRL+C) multiple records from a spreadsheet or another transaction and enter these simultaneously in a selection criterion.</p>

d. Common Reporting Functions

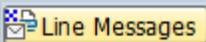
<p><b>Sort Ascending/Descending</b></p>  <p>Allows users to sort data by selecting a column header and clicking on either icon.</p>	<p><b>Sum/Total Column</b></p>  <p>For use with columns with amounts, summarizes/totals values.</p>	<p><b>Subtotal</b></p>  <p>Once an amount column has been summarized,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

8. Reading errors and messages

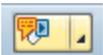
a. Message Types/Levels

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

<p><b>Information</b></p> <p>1. Icons</p>  or  <p>2. Performance Assistant</p>  <p>Both give additional information about an error; In some cases, the messages are very detailed.</p>	<p><b>Line Messages</b></p>  <p>In some cases, users encounter messages where there are other underlying issues. These can be displayed via the Line Messages icon, if present.</p>
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9. Services for Object – Allow users to upload attachments and create notes (general and “private”).

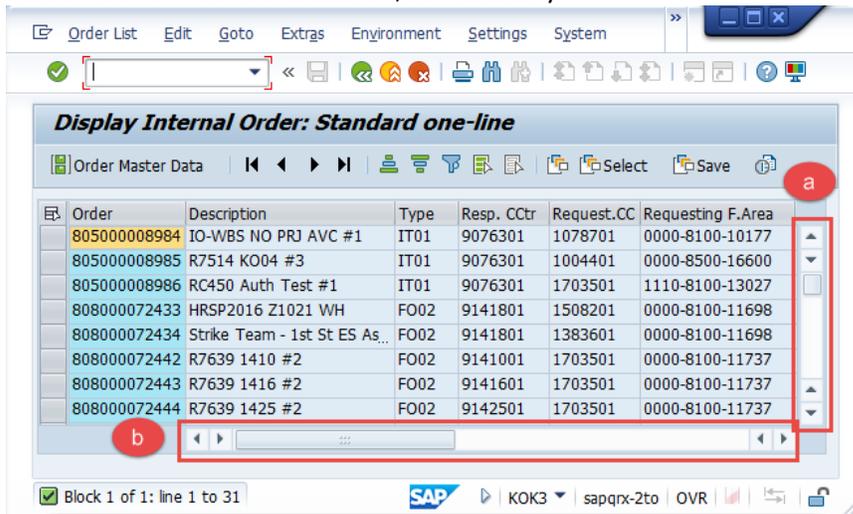


<p><b>Create Attachment</b></p>  <p>Allows users to upload files and other documentation into master data or posted documents.</p>	<p><b>Note</b></p>  <p>Allows users to leave comments for others to see.</p>
<p><b>Private Note</b></p>  <p>Allows users to leave comments for internal use only.</p>	<p>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

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

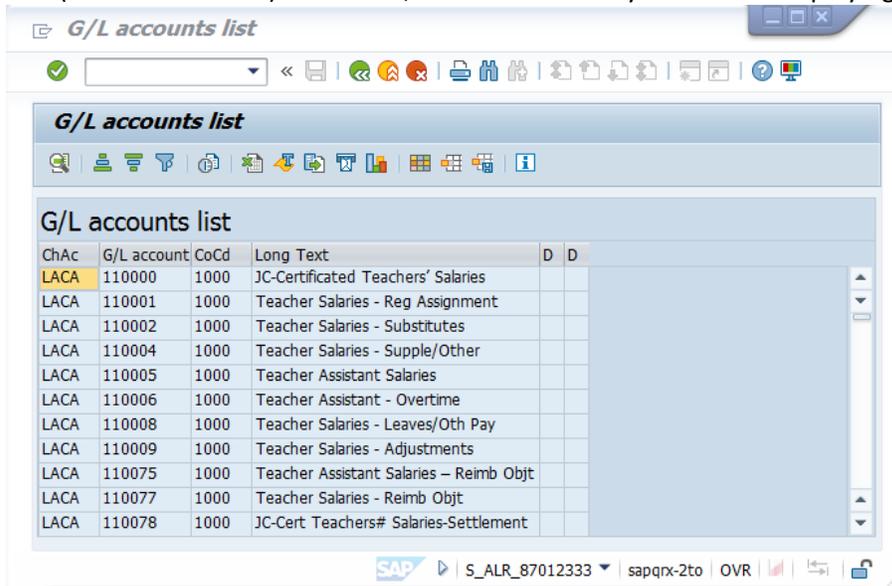
10. Scrolling/Navigation

- 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.

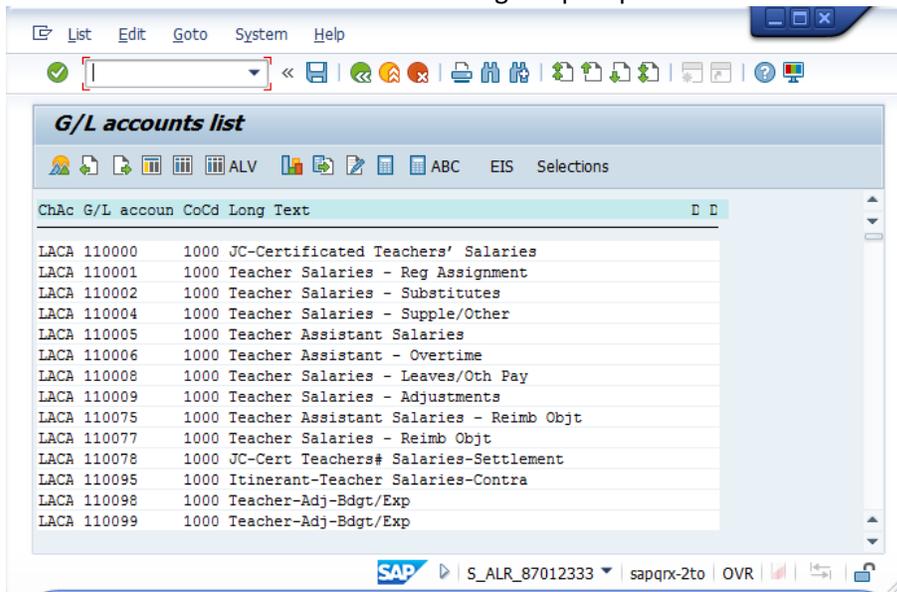


11. Report formats

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



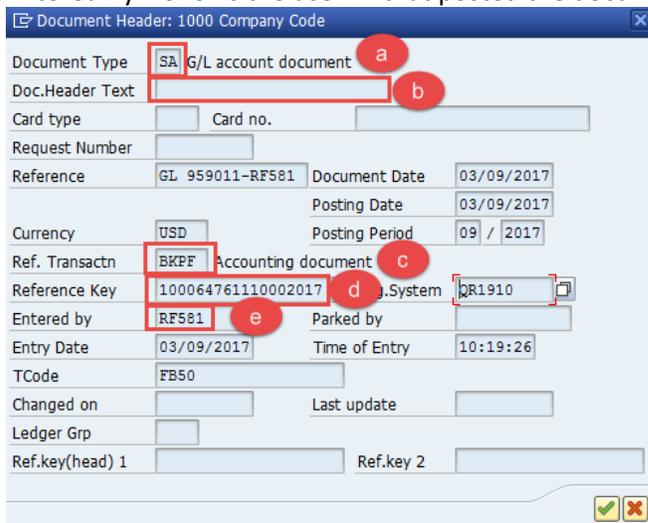
- b. Classic – An older and sometimes more rigid report presentation.



- 12. Document Header Data – Presents information about the posting that are helpful for various purposes.

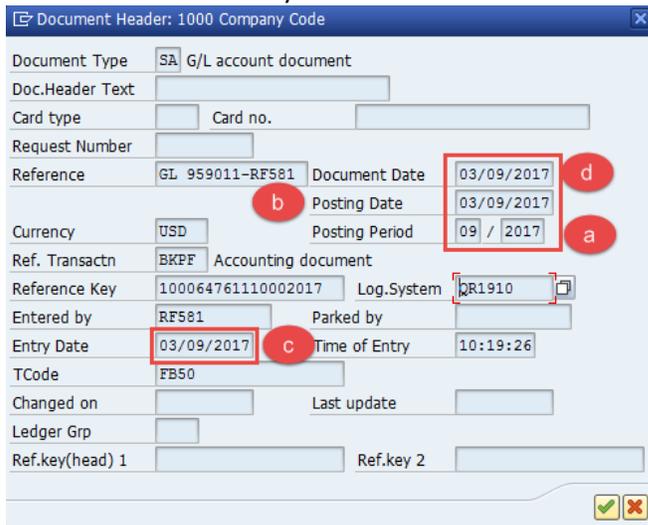


- a. Document Type – Shows the source (module) and the nature of the posting document.
- b. Document Header Text – If populated, gives additional information about the posting (sometimes user defined).
- c. Reference Transaction – Shows the transaction or program that created the posting.
- d. Reference Key - If populated, gives additional information about the posting.
- e. Entered By – Shows the user ID that posted the document.



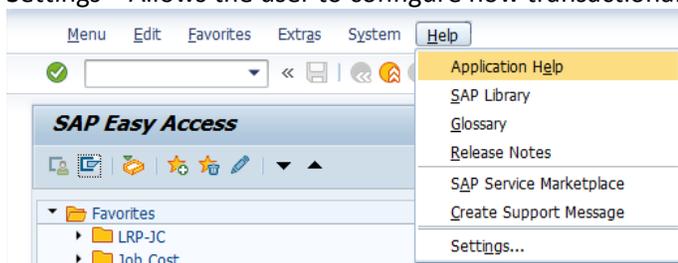
13. Dates

- 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

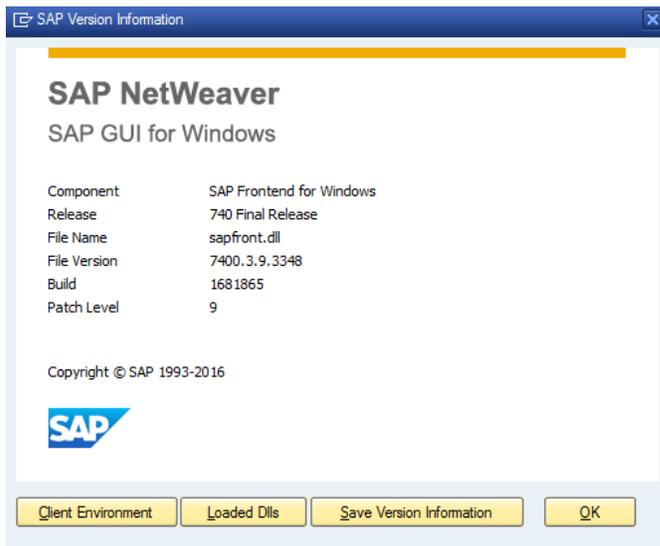
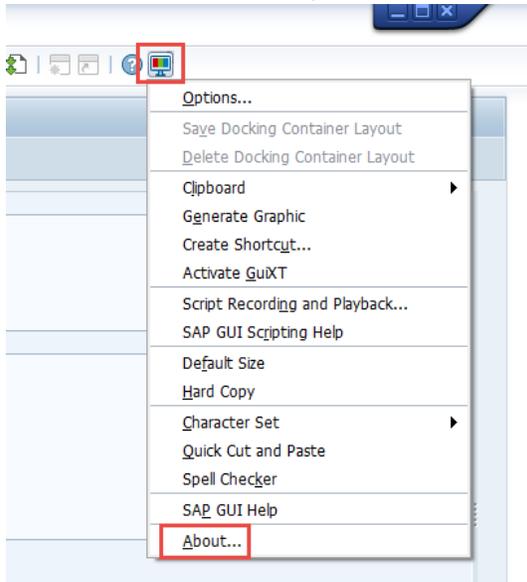


14. Other Tools

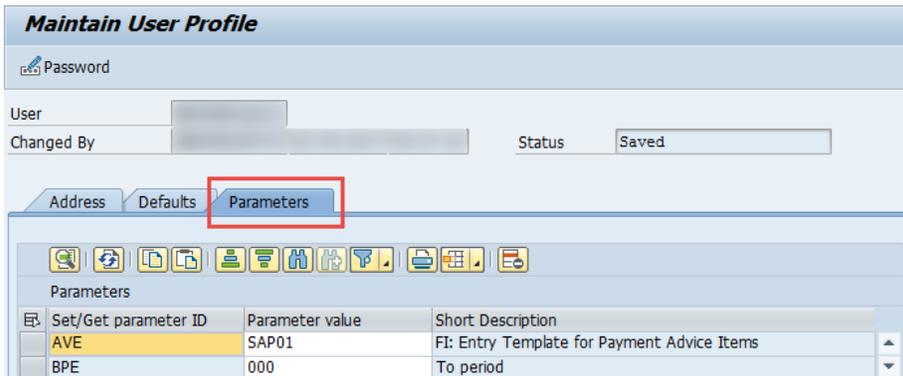
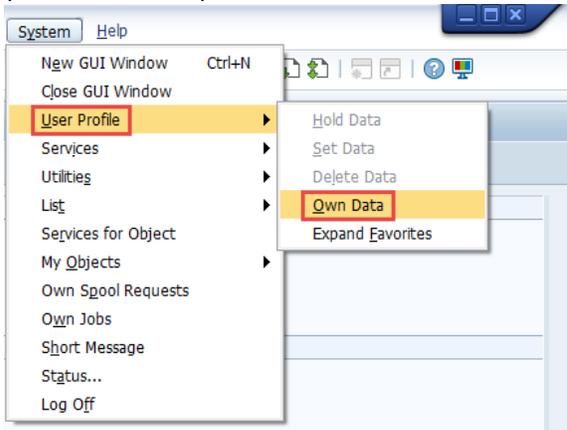
- a. Help
  - i. Application Help – When accessed from a standard SAP transaction, this opens available online information about the transaction from the SAP support website.
  - ii. SAP Library – This opens general online help from the SAP support website.
  - iii. Glossary – Opens the online glossary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



- 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.



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



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

**Additional Information:**

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](#)