

## SAP ECC Navigation

### Contents

Logging on SAP .....	1
SAP Screen Elements.....	2
Using the Standard Toolbar .....	3
Navigation Methods.....	4
Menu Paths .....	4
Transaction Codes.....	5
Favorites.....	6
Working with Multiple Sessions.....	8
Search Help (Matchcodes) .....	9
Other Field Types .....	11
Setting User Defaults .....	12
Logging off SAP.....	14

### Logging on SAP

Step	Action	Notes/Results
1.	From your desktop, click the SAP Logon icon. 	The SAP Logon 720 screen displays.

#### SAP Logon

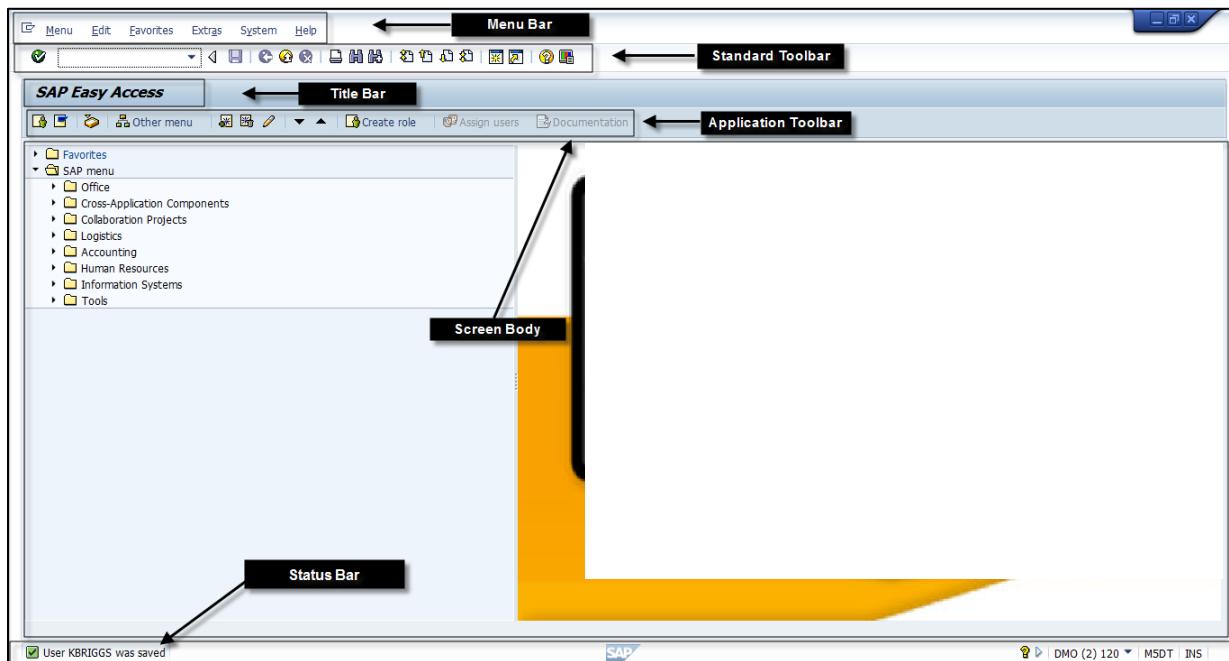
Step	Action	Notes/Results
2.	Double-click the link for the applicable SAP environment on the right side of the screen.	The SAP logon screen displays.

#### SAP Logon Screen

Step	Action	Notes/Results								
3.	As required, complete the following fields:  <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Client</td> <td>Type the applicable client number. This number represents the self-contained unit in the SAP system.</td> </tr> <tr> <td>User</td> <td>Type your username.</td> </tr> <tr> <td>Password</td> <td>Type your password.</td> </tr> </tbody> </table>	Field	Description	Client	Type the applicable client number. This number represents the self-contained unit in the SAP system.	User	Type your username.	Password	Type your password.	<ul style="list-style-type: none"> <li>As you type your password, the asterisks will remain in the field. For security protection, the system does not display what you type in this field.</li> <li>When you log on the system for the first time, the system prompts you to change your password.</li> </ul>
Field	Description									
Client	Type the applicable client number. This number represents the self-contained unit in the SAP system.									
User	Type your username.									
Password	Type your password.									
4.	Click  (Enter) to advance to the next screen.	The SAP Easy Access screen displays.								

## SAP Screen Elements

The SAP Easy Access screen is the main window in SAP. A typical SAP screen has six elements.

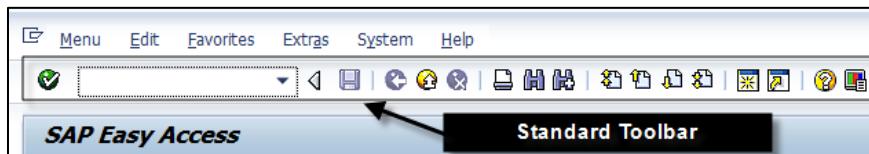


Review the following screen elements:

Screen Element	Description												
Menu Bar	The <b>Menu Bar</b> contains menus for the functional and administrative areas of the system.												
Standard Toolbar	The <b>Standard Toolbar</b> contains the <b>Command</b> field and the standard SAP buttons.												
Title Bar	The <b>Title Bar</b> displays the name of the screen you are currently on.												
Application Toolbar	The <b>Application Toolbar</b> is located directly below the screen title. It contains buttons that duplicate functions available from the menu bar but provide quicker access to some of the most commonly used functions for the current screen and transaction.												
Screen Body	On the SAP Easy Access screen, the screen body contains the <b>Navigation Area</b> . In an SAP transaction screen, the screen body contains the <b>Work Area</b> and has entry fields in which you can enter, change or display information to accomplish your system task.												
Status Bar	The Status Bar displays the following: <ul style="list-style-type: none"> <li>System messages or errors. There are three types of system messages that may display within the status bar:</li> </ul> <table border="1"> <thead> <tr> <th>Icon</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Green checkmark</td> <td>Information</td> <td>No action required.</td> </tr> <tr> <td>Yellow exclamation mark</td> <td>Warning</td> <td>Review entry and correct, if necessary. <b>Note:</b> A new entry value is not required in order to proceed.</td> </tr> <tr> <td>Red exclamation mark</td> <td>Error</td> <td>You must correct the entry before you can proceed.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Session information such as the system name, session number, and client number</li> <li>Data entry mode Insert (INS) or Overwrite (OVR). Press the Insert key on your keyboard to change your data entry mode.</li> </ul>	Icon	Description	Action	Green checkmark	Information	No action required.	Yellow exclamation mark	Warning	Review entry and correct, if necessary. <b>Note:</b> A new entry value is not required in order to proceed.	Red exclamation mark	Error	You must correct the entry before you can proceed.
Icon	Description	Action											
Green checkmark	Information	No action required.											
Yellow exclamation mark	Warning	Review entry and correct, if necessary. <b>Note:</b> A new entry value is not required in order to proceed.											
Red exclamation mark	Error	You must correct the entry before you can proceed.											

## Using the Standard Toolbar

The **Standard Toolbar** displays buttons that provide quick access to commonly used SAP functions. If a toolbar button is gray it is not available for use on that particular screen.



The following table lists the common toolbar buttons and descriptions:

Button	Keyboard Shortcut	Description
 (Enter)	Enter key	Click the <b>Enter</b> button when you want the system to validate your field entries and move to the next function or screen, in the transaction.  <b>Note:</b> Clicking the Enter button does not save the information you entered (see Save below).
 (Command)	None	The <b>Command</b> field is used to enter transaction codes that take you directly to the transaction without using menus.
 (Save)	Ctrl S	Click the <b>Save</b> button when you want to save data or save changes to data in a transaction.
 (Back)	F3	Click the <b>Back</b> button when you want to move back to the previous screen or menu level.
 (Exit)	Shift F3	Click the <b>Exit</b> button when you want to exit the current menu level or transaction.
 (Cancel)	F12	Click the <b>Cancel</b> button when you want to cancel the data entered in the current transaction.
 (Print)	Ctrl P	Click the <b>Print</b> button to print the SAP document displayed on the screen.

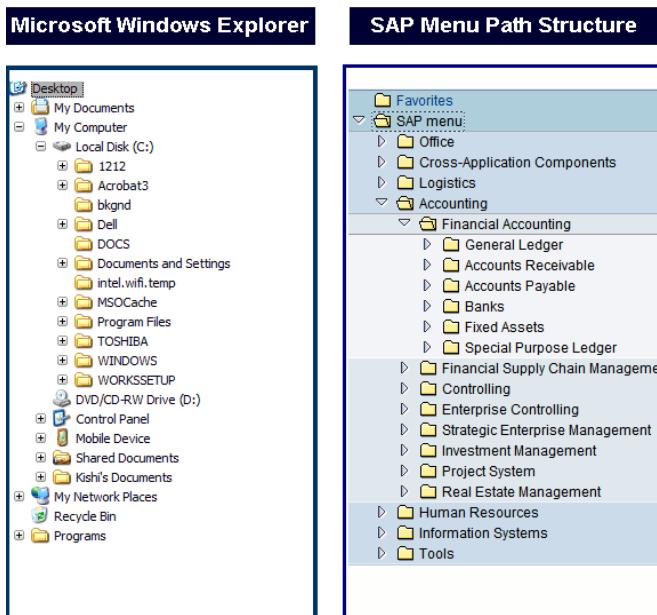
## Navigation Methods

There are three ways to access transactions in SAP:

- Menu Paths
- Transaction Codes
- Favorites

### Menu Paths

SAP uses a menu path structure for navigating in and out of application screens similar to Microsoft Windows Explorer.



Step	Action	Notes/Results								
1.	To access transactions using menu paths, double-click on the functional area where the transaction resides within the module.	Alternately, to open the folder, you can choose to click once on the triangle beside the folder name.								
2.	<p>Repeat this process until the desired transaction displays.</p> <p><b>Note:</b> If transaction code are not displayed when you open your folders, perform the following steps:</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>a.</td><td>Follow the menu path: <b>Extras &gt; Settings</b>.</td></tr> <tr> <td>b.</td><td>Click the checkbox to select <b>Display technical names</b>.</td></tr> <tr> <td>c.</td><td>Click  <b>(Enter)</b>.</td></tr> </tbody> </table>	Step	Action	a.	Follow the menu path: <b>Extras &gt; Settings</b> .	b.	Click the checkbox to select <b>Display technical names</b> .	c.	Click <b>(Enter)</b> .	<ul style="list-style-type: none"> <li>• All transactions will be preceded by a cube icon ( ) and a transaction code.</li> <li>• A transaction code is often a four-character command that identifies a screen. Some transaction codes are longer than four characters.</li> <li>• Each SAP screen has a unique transaction code.</li> </ul>
Step	Action									
a.	Follow the menu path: <b>Extras &gt; Settings</b> .									
b.	Click the checkbox to select <b>Display technical names</b> .									
c.	Click <b>(Enter)</b> .									

### Transaction Codes

A transaction code is often a four-character command that identifies a screen. Some transaction codes are longer than four characters. Transaction codes can be used as a shortcut or alternative to using menu paths to access transactions.

**Note:** Your access to transaction is based on your SAP security profile.

Step	Action	Notes/Results
1.	To access transactions using a transaction code, click in the <b>Command</b> field.	The <b>Command</b> field can be hidden.  If you do not see the command field, click the <b>Show/Hide</b> button to display the field.
2.	Enter the code for the transaction in the <b>Command</b> field.	Transaction codes are <b>not</b> case sensitive.
3.	Click  <b>(Enter)</b> to display the transaction initial screen.	
4.	To end a transaction and access another screen using a transaction code, you must precede the transaction code with <b>/n</b> .  For example, if you review vendor open line items using the Vendor Line Item Display transaction (FBL5N) and now you want to post a vendor invoice using the Enter Vendor Invoice transaction (FB60), you must type <b>/nFB60</b> in the <b>Command</b> field.	



#### Helpful Hint:

If you have a transaction code and want to know the menu path, follow the steps below:

Step	Action	Notes/Results
1.	Type <b>SEARCH_SAP_MENU</b> in the <b>Command</b> field.	The <i>Search for a Transaction Code or Menu Title</i> screen displays.
2.	Type the transaction code in the <b>Search text entry</b> field and click  <b>(Continue)</b> .	The menu path(s) for the transaction code displays.

### ***Favorites***

You can create a list of "favorites," frequently used transactions, on the *SAP Easy Access* screen. Favorites are shortcuts used to reach a transaction. Instead of searching for the transaction in menu paths or entering a memorized transaction code in the Command field, you can just double-click on an item you have placed in the Favorites folder.

There are three methods you can use to add a transaction code to the *Favorites* folder.

#### **Drag and drop**

Step	Action	Notes/Results
1.	Select the transaction in the menu path.	Be careful not to double-click the transaction, or the screen will launch.
2.	Drag and drop the transaction in the <i>Favorites</i> folder.	
3.	The transaction will display under your <i>Favorites</i> folder.	
4.	To access the transaction, double-click the favorite.	

#### **Create a favorite from a menu path item**

Step	Action	Notes/Results
1.	Select the transaction in the menu path.	Be careful not to double-click the transaction, or the screen will launch.
2.	Click  (Add to Favorites).	
3.	The transaction will display under your <i>Favorites</i> folder.	
4.	To access the transaction, double-click the favorite.	

#### **Create a favorite using a transaction code**

Step	Action	Notes/Results
1.	From the <i>SAP Easy Access</i> screen, follow the menu path: Favorites → Insert Transaction	The <i>Manual entry of a transaction</i> screen displays.
2.	Enter the transaction code in the <b>Transaction code</b> field.	
3.	Click  (Continue)	
3.	The transaction will display under your <i>Favorites</i> folder.	
4.	To access the transaction, double-click the favorite.	

Review the following list and procedures for additional favorite functionality.

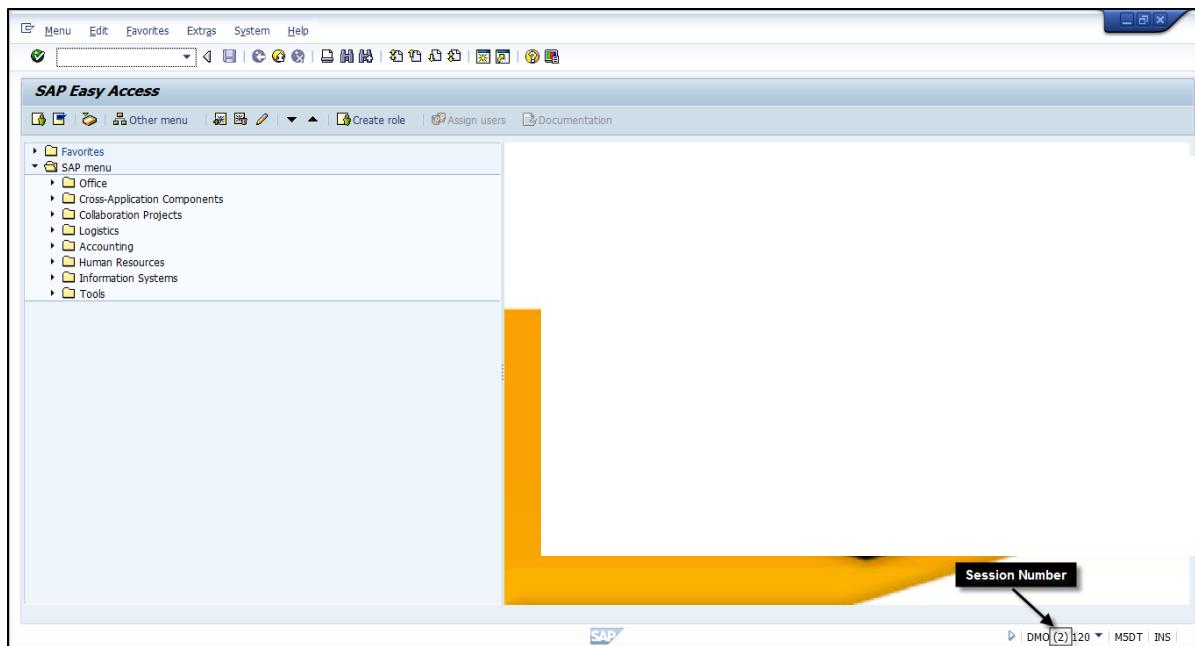
Favorite	Procedure
<b>Rename a Favorite</b>	a. Select the favorite b. Click  c. Rename the favorite
<b>Move a Favorite</b>	a. Select the favorite b. Click  or 
<b>Delete a Favorite</b>	a. Select the favorite b. Click 
<b>Create a Favorites Folder</b>	a. Follow the menu path: Favorites → Insert Folder b. Type folder name

## Working with Multiple Sessions

A session is an open SAP window. You can open several sessions and work on a different transaction in each session just as you can work with multiple open windows in other software applications. By opening multiple sessions in SAP, you can work in session one, while referencing relevant information in session two.

Step	Action	Notes/Results
1.	To open another session, click  (Create a New Session).	
2.	A new window opens. The new session becomes the active session until you click on another open session.  In the example below, the session number (2) is displayed in parentheses to the right of the system name in the status bar.	The keyboard sequence <b>alt+tab</b> enables you to switch back and forth between open sessions.
3.	To close a session, click  (Close) in the upper right corner of the screen.	

### SAP Easy Access



#### Helpful Hint:

You can also use the following methods to open new sessions:

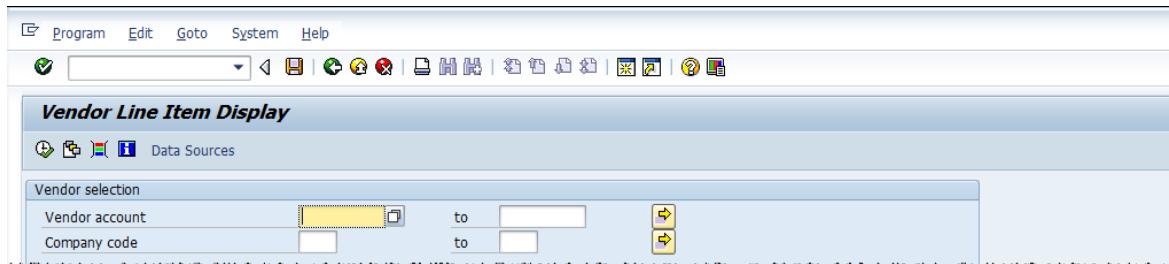
Method	Action
1.	Follow the menu path: <b>System</b> → <b>Create Session</b>
2.	Type <b>/o</b> preceding the transaction code in the <b>Command</b> field, to open a new session and access the transaction entered. For example, <b>/oFB65</b> will open a new session with the <i>Enter Vendor Credit Memo</i> screen displayed.

## Search Help (Matchcodes)

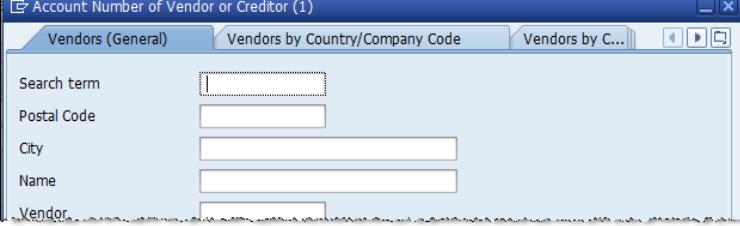
For many entry fields, but not all, SAP provides a search function called Search help (also known as matchcode). Search help enables you to select a value from a list or search for a value by categories of data if there are many possibilities.

For the purposes of illustrating this procedure, we will use the *Vendor Line Item Display* (FBL1N) transaction.

### Vendor Line Item Display



**Note:** The icon on the right side of the **Vendor account** field  represents the **Search help** icon.

Step	Action	Notes/Results
1.	Click  (Search help).	Alternately, you can press the <b>F4</b> key on your keyboard to display the search help list or search screen.
2.	A number of tabbed screens with different categories display so you can enter your search criteria. To display the various tabs, click  (Next Tab) or  (Tab List). 	The tabbed screens will be different depending on the transaction you are working with and the field you are accessing.
3.	Enter the search term in the field. For example, to search for the State of Kansas vendor account, type State of Kansas in the <b>Name</b> field.	<ul style="list-style-type: none"> <li>If you do not know the full name or the exact spelling of a name, use an (*) asterisk.</li> <li>You can populate more than one field to narrow down your search.</li> <li>Search help criteria are generally not case sensitive.</li> </ul>
4.	Click  (Continue).	The search results display based on the search criteria entered.
5.	Select the vendor line item and click  (Copy).	

**Helpful Hint:**

If you do not know the full name or the exact spelling of a name, use the \* asterisk. The placement of the asterisk is important:

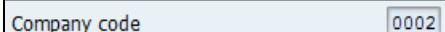
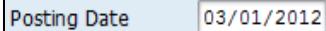
Search Option	Action	Example
Searching for Entries that <b>Begin</b> with a Word or Character String.	Place the asterisk after the search criteria.	KANSAS* displays all vendors <b>beginning</b> with the word KANSAS.
Searching for Entries that <b>Contain</b> a Word or Character String	Place the asterisk before and after the search criteria.	*KANSAS* displays all vendors that <b>contain</b> the word KANSAS.
Searching for Entries that <b>End</b> with a Word or Character String	Place the asterisk before the search criteria.	*KANSAS displays all vendors that <b>end</b> with the word KANSAS.

## Other Field Types

There are four other field types in SAP:

- Required
- Display
- Default
- Optional

Review the following descriptions for the additional field types:

Field Type	Description
Required	Required fields are usually flagged with a checkmark. You must enter data in Required fields in order to proceed with a transaction.  Example: 
Display	Display fields are gray and already have a system entry. You cannot overwrite a display field entry.  Example: 
Default	Default fields already have a system entry. However, you may overwrite the system entry depending on the transaction code and/or your SAP security profile.  Example: 
Optional	Optional fields are those in which you may enter data, but an entry is not required by the system in order to proceed with the transaction. Some Optional fields may become required depending on the values entered in other fields.  Example:   <b>Note:</b> Some fields that are optional in SAP are required based on business rules.

## Setting User Defaults

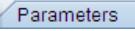
Every SAP user ID is set up with default settings that the system uses whenever the user logs on. These default settings, also called preferences, can save time in data entry, as well as tailor certain aspects of SAP to an individual's preference.

Step	Action	Notes/Results
1.	To view or change your user defaults, follow the menu path: System → User Profile → Own Data	The <i>Maintain User Profile</i> screen displays.

### *Maintain User Profile – Default Tab*

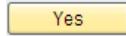
Step	Action	Notes/Results										
2.	Click the <b>Defaults</b> tab.											
3.	As required complete the following field:	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Logon Language</td> <td>Use the drop-down menu to select the system default language.</td> </tr> <tr> <td>Decimal Notation</td> <td>Use the drop-down menu to select the system decimal notation.</td> </tr> <tr> <td>Date Format</td> <td>Use the drop-down menu to select and update the system date format.</td> </tr> <tr> <td>Output Device</td> <td>The output device indicates the default printer for all SAP printed documents. Type or select the output device from the drop-down menu. Enter LOCL to select your windows based default printer as your SAP default printer.</td> </tr> </tbody> </table>	Field	Description	Logon Language	Use the drop-down menu to select the system default language.	Decimal Notation	Use the drop-down menu to select the system decimal notation.	Date Format	Use the drop-down menu to select and update the system date format.	Output Device	The output device indicates the default printer for all SAP printed documents. Type or select the output device from the drop-down menu. Enter LOCL to select your windows based default printer as your SAP default printer.
Field	Description											
Logon Language	Use the drop-down menu to select the system default language.											
Decimal Notation	Use the drop-down menu to select the system decimal notation.											
Date Format	Use the drop-down menu to select and update the system date format.											
Output Device	The output device indicates the default printer for all SAP printed documents. Type or select the output device from the drop-down menu. Enter LOCL to select your windows based default printer as your SAP default printer.											

## Maintain User Profile – Parameters Tab

Step	Action	Notes/Results																						
4.	Click the  <b>Parameters</b> tab.																							
5.	On the Parameters tab, you can enter parameters which are used in many SAP transactions as defaults (for example, company code, plant, etc.). This will save data entry time.																							
6.	<p>Navigate to the first available blank line and enter the applicable data in the following fields:</p> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Parameter ID</td><td> <p>Type the parameter ID for the field you would like to populate with a default value.</p> <p>To obtain a parameter ID for a field, follow the steps below.</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>a.</td><td>Navigate to a transaction with the field you would like to populate with the default value. For example, to obtain the parameter ID for the Company code field go to the <i>Vendor Line Item Display</i> screen (FBL1N).</td></tr> <tr> <td>b.</td><td>Click in the field you would like to populate with a default value.</td></tr> <tr> <td colspan="2"><b>Example:</b> Company Code</td></tr> <tr> <td>c.</td><td>Click  <b>(Help)</b>.</td></tr> <tr> <td>d.</td><td>Click  <b>(Technical Information)</b>. The parameter ID for the field will appear in the <b>Parameter ID</b> field.</td></tr> </tbody> </table> <p>Parameter Value</p> <p>Type the value you would like to default in the field.</p> </td><td></td></tr> <tr> <td>7.</td><td>Click  <b>(Enter)</b>.</td><td>The system will place the entry in alphabetical order based on the Parameter ID.</td></tr> <tr> <td>8.</td><td>Click  <b>(Save)</b>.</td><td>You must log off of SAP and log back on to activate the changes.</td></tr> </tbody> </table>	Field	Description	Parameter ID	<p>Type the parameter ID for the field you would like to populate with a default value.</p> <p>To obtain a parameter ID for a field, follow the steps below.</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>a.</td><td>Navigate to a transaction with the field you would like to populate with the default value. For example, to obtain the parameter ID for the Company code field go to the <i>Vendor Line Item Display</i> screen (FBL1N).</td></tr> <tr> <td>b.</td><td>Click in the field you would like to populate with a default value.</td></tr> <tr> <td colspan="2"><b>Example:</b> Company Code</td></tr> <tr> <td>c.</td><td>Click  <b>(Help)</b>.</td></tr> <tr> <td>d.</td><td>Click  <b>(Technical Information)</b>. The parameter ID for the field will appear in the <b>Parameter ID</b> field.</td></tr> </tbody> </table> <p>Parameter Value</p> <p>Type the value you would like to default in the field.</p>	Step	Action	a.	Navigate to a transaction with the field you would like to populate with the default value. For example, to obtain the parameter ID for the Company code field go to the <i>Vendor Line Item Display</i> screen (FBL1N).	b.	Click in the field you would like to populate with a default value.	<b>Example:</b> Company Code		c.	Click  <b>(Help)</b> .	d.	Click  <b>(Technical Information)</b> . The parameter ID for the field will appear in the <b>Parameter ID</b> field.		7.	Click  <b>(Enter)</b> .	The system will place the entry in alphabetical order based on the Parameter ID.	8.	Click  <b>(Save)</b> .	You must log off of SAP and log back on to activate the changes.
Field	Description																							
Parameter ID	<p>Type the parameter ID for the field you would like to populate with a default value.</p> <p>To obtain a parameter ID for a field, follow the steps below.</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>a.</td><td>Navigate to a transaction with the field you would like to populate with the default value. For example, to obtain the parameter ID for the Company code field go to the <i>Vendor Line Item Display</i> screen (FBL1N).</td></tr> <tr> <td>b.</td><td>Click in the field you would like to populate with a default value.</td></tr> <tr> <td colspan="2"><b>Example:</b> Company Code</td></tr> <tr> <td>c.</td><td>Click  <b>(Help)</b>.</td></tr> <tr> <td>d.</td><td>Click  <b>(Technical Information)</b>. The parameter ID for the field will appear in the <b>Parameter ID</b> field.</td></tr> </tbody> </table> <p>Parameter Value</p> <p>Type the value you would like to default in the field.</p>	Step	Action	a.	Navigate to a transaction with the field you would like to populate with the default value. For example, to obtain the parameter ID for the Company code field go to the <i>Vendor Line Item Display</i> screen (FBL1N).	b.	Click in the field you would like to populate with a default value.	<b>Example:</b> Company Code		c.	Click  <b>(Help)</b> .	d.	Click  <b>(Technical Information)</b> . The parameter ID for the field will appear in the <b>Parameter ID</b> field.											
Step	Action																							
a.	Navigate to a transaction with the field you would like to populate with the default value. For example, to obtain the parameter ID for the Company code field go to the <i>Vendor Line Item Display</i> screen (FBL1N).																							
b.	Click in the field you would like to populate with a default value.																							
<b>Example:</b> Company Code																								
c.	Click  <b>(Help)</b> .																							
d.	Click  <b>(Technical Information)</b> . The parameter ID for the field will appear in the <b>Parameter ID</b> field.																							
7.	Click  <b>(Enter)</b> .	The system will place the entry in alphabetical order based on the Parameter ID.																						
8.	Click  <b>(Save)</b> .	You must log off of SAP and log back on to activate the changes.																						

## Logging off SAP

To log off SAP use one of the following methods:

Method	Action
1.	From the <i>SAP Easy Access</i> screen, click  (Exit).
2.	Follow the menu path: <b>System &gt; Log off</b>
3.	Click  (Close) in the upper right corner of the screen. The <i>Log Off</i> screen displays. Click  <b>Yes</b> to log off.