

# SAP 101 – BEGINNERS SAP

The University of Mississippi

End User Documentation

4/2014

SAP Support: 662.915.5222

Email: [sap@olemiss.edu](mailto:sap@olemiss.edu)

<b>SAP</b>	Systems Application and Products. SAP is both the product name and the name of the company.
<b>SAP License</b>	Permission to log onto the SAP system as a unique user.
<b>SAP User Agreement</b>	A document stating your agreement to comply with the University Appropriate Use policy, to use the data in the SAP system only for the purpose of your work at the University, and to attend data security training at least once every two years.
<b>SAP Authorization Form</b>	A document on which your supervisor lists the activities to which you should have access in the SAP system.
<b>User</b>	Your user name for Production will not be provided until you have been approved for a license and you have been trained in at least one module that you will be using to perform your job duties. You will receive your user name by e-mail and will be instructed to call SAP Support for your initial password.
<b>Password</b>	See page 22 for password requirements.
<b>Training</b>	Training on how to use the SAP user interface is offered in monthly rotation. To view the training calendar and sign up for classes: Log onto <a href="http://my.olemiss.edu">http://my.olemiss.edu</a> => Use the <b>Search</b> box to locate <b>SAP Training</b> .
<b>SAP GUI</b> (pronounced goeey)	<b>Graphic User Interface.</b> The SAP GUI is the software on our computer or local server that allows you to connect to one or more of the SAP R/3 environments. It must be maintained at current patch levels to ensure that data entered is stored properly. It may be installed on a computer you use at home if you are an essential employee in emergencies or have need to work off-campus. See page 17 for details.
	This is an example of your SAP GUI icon. It is the shortcut to the user interface.
<b>Client</b>	Business Unit that you will be using in SAP. For training, you will use the QAS System; for Production or the (live data), PRD.
<b>SAP sessions</b>	A session is an open SAP window. You may open multiple sessions and work on a system task in each session. It is always a good idea to have two sessions open.
<b>Menu Paths</b>	One way to navigate in SAP is to use Menu Paths to get to a task (screen).
<b>Transactions</b>	A transaction code is used in the command field as a shortcut alternative to clicking your way through multiple menu levels.
<b>Authorizations Problems</b>	Please see page 13.

# Navigating in SAP

The University of Mississippi  
End User Documentation

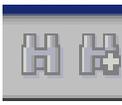
2012

SAP Support: 662.915.5222

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<b>Title Bar</b>	<b>SAP R/3 System</b> - The <b>Title Bar</b> displays the name of the current application or screen.
<b>Menu Bar</b>	<u>M</u> enu <u>E</u> dit <u>F</u> avorites <u>E</u> xtras <u>S</u> ystem <u>H</u> elp - The <b>Menu Bar</b> contains menus for the functional and administrative areas of the system.
<b>Toolbar</b>	The <b>Toolbar</b> contains buttons with icons that provide quick access to commonly used SAP functions. The Toolbar also contains the <b>Command field</b> where you can enter fast path commands that take you directly to a system task without using menus. Note: When an icon on the Toolbar button is gray, it is not available for use on that screen.
<b>Function Bar</b>	The <b>Function Bar</b> contains buttons that duplicate functions available from the menu bar, but provide a quicker access to some of the most commonly used functions for the current screen and system task.
<b>Main Body</b>	The <b>Main Body</b> typically has entry fields (boxes) in which you can enter, change, or display information pertaining to your system task.
<b>Status Bar</b>	The <b>Status Bar</b> , located at the bottom of the SAP Screen, displays system messages and other session information.
<b>SAP Standard Menu Tree</b>	The <b>SAP Standard Menu Tree</b> contains more menus for the functional and administrative areas of the system.

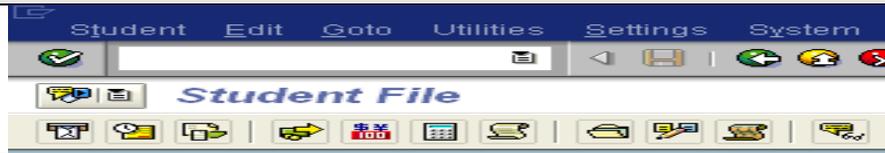
# TOOLBAR

Icons	Keyboard Shortcuts	Description
<b>Enter button</b> 	<b>Enter Key</b>	Left-click on the <b>Enter button</b> when you want the system to accept your field entry and move to the next function, or screen, in a system task. Note: Enter does NOT save the information you entered.
<b>Command Field</b> 		The <b>Command field</b> is used for fast path commands that take you directly to a system task without using menus. To open and close command field, click on the arrow to the right of the field.
<b>Save button</b> 	<b>Ctrl S</b>	Left-click on the <b>Save button</b> when you want to save data or save changes to data in a system task.
<b>Back button</b> 	<b>F3</b>	Left-click on the <b>Back button</b> when you want to move back to the previous screen or menu level.
<b>Exit Session button</b> 	<b>Shift F3</b>	Left-click the <b>Exit button</b> when you want to exit the current menu level or system task <u>without</u> saving the data.
<b>Cancel button</b> 	<b>F12</b>	Left-click on the <b>Cancel button</b> when you want to cancel the data you entered in the current system task.
<b>Print button</b> 	<b>Ctrl P</b>	Left-click on the <b>Print button</b> to print the SAP document displayed on the screen. (See page 9)
<b>Find and Continue Search button</b> 	<b>Find Ctrl F</b>  <b>Continue Search Ctrl C</b>	Left-click on the <b>Find button</b> (binoculars) when you want the system to search for words and alphanumeric combinations in the open documents or display screen. Use the <b>Continue Search</b> button (the binoculars with the + sign) to continue searching for a previously selected search item.
<b>Page button (first page)</b> 	<b>Ctrl Page up</b>	Left-click on the <b>double-arrow up</b> button to move to the first page.
<b>Page button (previous page)</b> 	<b>Page up</b>	Left-click on the <b>single-arrow up</b> button to move to the previous page.

<b>Page button (next page)</b> 	<b>Page Down</b>	Left-click on the <b>single-arrow down</b> button to move to the next page.
<b>Page button (last page)</b> 	<b>Ctrl Page Down</b>	Left-click on the <b>double-arrow down</b> to move to the last page.
<b>New Session</b> 		Left-click on the <b>New Session button</b> to create a new session.
<b>Shortcut</b> 		Left-click on the <b>Shortcut button</b> to generate a shortcut on your desktop.
<b>Help button</b> 	<b>F1</b>	The Yellow question mark is the <b>Help button</b> . It displays Generic SAP Online Help.
<b>Customizing Option</b> 	<b>Alt + F12</b>	You may change the way information, warning and error messages are displayed. You may also use this icon to print a screen shot, - select Hardcopy.

<b>Screen Icons</b>			
Icons	Icons	Icons	Icons
<b>Create</b> 	<b>Open Search Function</b> 	<b>Sort in Ascending Order</b> 	<b>Approve</b> 
<b>Maintain</b> 	<b>Search help</b> 	<b>Sort in Descending Order</b> 	<b>Reject</b> 
<b>Display</b> 	<b>Select All</b> 	<b>Execute</b> 	<b>Delete</b> 
<b>Display &lt;&gt; Change</b> 	<b>Deselect All</b> 	<b>Refresh</b> 	<b>More Fields</b> 
<b>Overview</b> 	<b>Choose Detail</b> 	<b>Set Filter</b> 	<b>End More Fields</b> 

## Campus Management Icons Student File – Function Bar



Icons	Keyboard Shortcuts	Description
<b>Send Mail</b> 	<b>Ctrl + F2</b>	Left-click on the <b>Send Mail Icon</b> to send email to a student.
<b>Timetable</b> 	<b>Ctrl + F3</b>	Left-click on the <b>Timetable Icon</b> to view a student's schedule in calendar format. (Must have access to view)
<b>Message Log</b> 	<b>Ctrl + F4</b>	Left-click on the <b>Message Log</b> to view the user that processed an override during booking.
<b>Account Balance</b> 	<b>Shift + F11</b>	Left-click on the <b>Account Balance Icon</b> to view a student's balance. (Must have access to view)
<b>Payment at Cash Desk</b> 	<b>Shift + F7</b>	Left-click on the <b>Payment at Cash Desk Icon</b> to receive a payment. (Bursar's Office Only)
<b>Fee Calculation</b> 	<b>Shift + F6</b>	Left-click on <b>Fee Calculation Icon</b> to calculate Fees. (Bursar)
<b>Fee Calculation History</b> 	<b>Shift + F12</b>	Left-click on <b>Fee Calculation History Icon</b> to see the student's Fee history. (Bursar)
<b>Program Content</b> 	<b>F8</b>	Left-click on <b>Program Content Icon</b> to book (register) a student in a class. (SLcM Booking class required)
<b>Equivalency Determination</b> 	<b>Ctrl + F6</b>	Left-click on the <b>Equivalency Determination Icon</b> to display equivalency data for transfer credits from other colleges and high schools. (Registrar)
<b>Academic Work Overview</b> 	<b>Ctrl + F11</b>	Left-click on the <b>Academic Work Overview</b> to view a student's academic work history. (Must have access)
<b>Note Overview</b> 	<b>Ctrl + F12</b>	Left-click on the <b>Note Overview Icon</b> to view notes. (Must have access)

# SAP 101 - BEGINNERS SAP

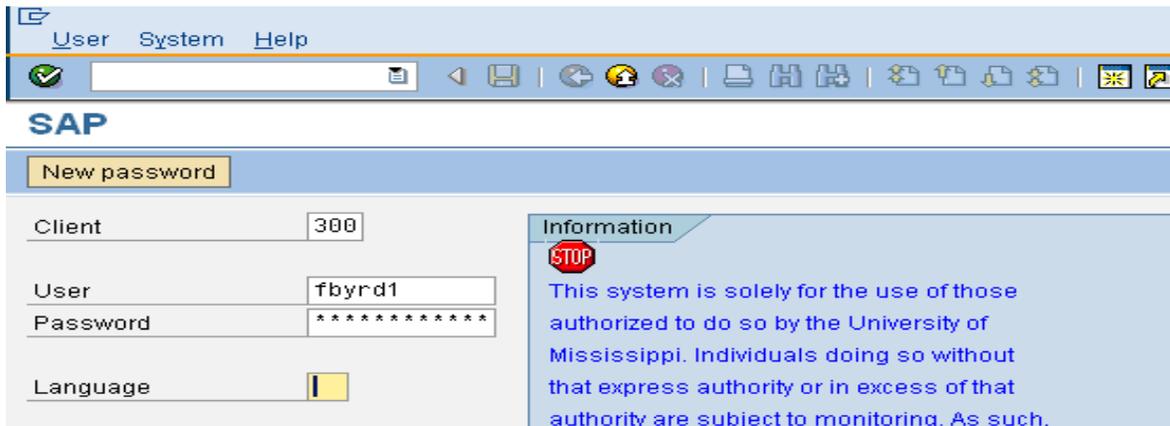
SAP Screen Shots  
The University of Mississippi  
2012

SAP Support: 662.915.222

E-Mail: sap@olemiss.edu

**Logging on** - Before you log on the R/3 System, you need to know

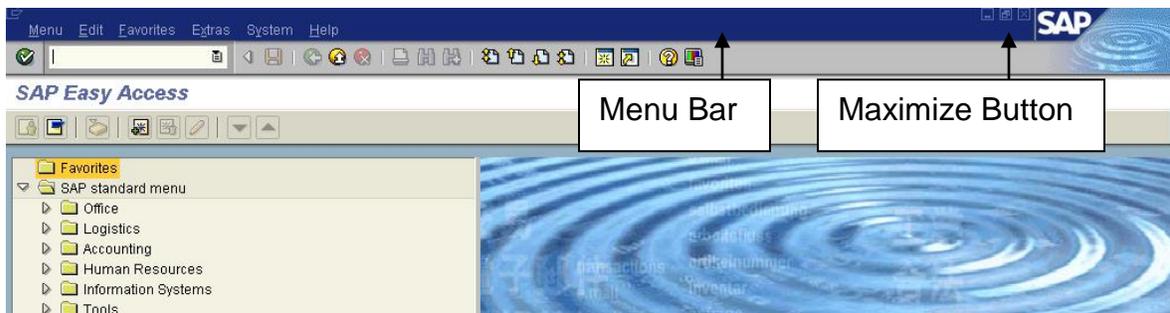
- User
- Password



After you logon, you should ALWAYS do two things.

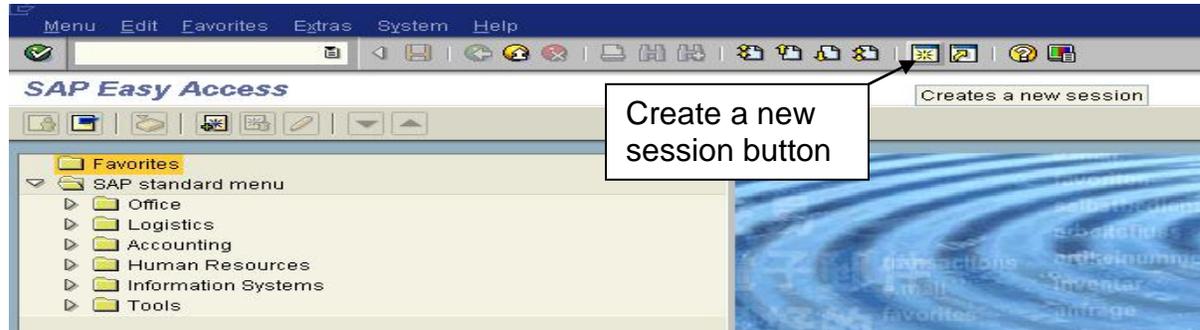
1. Maximize your screen.
2. Create a new session.

Maximize your screen by double clicking on the top Menu Bar Line (Blue Bar) or you may use the maximize button on the Menu Bar Line.

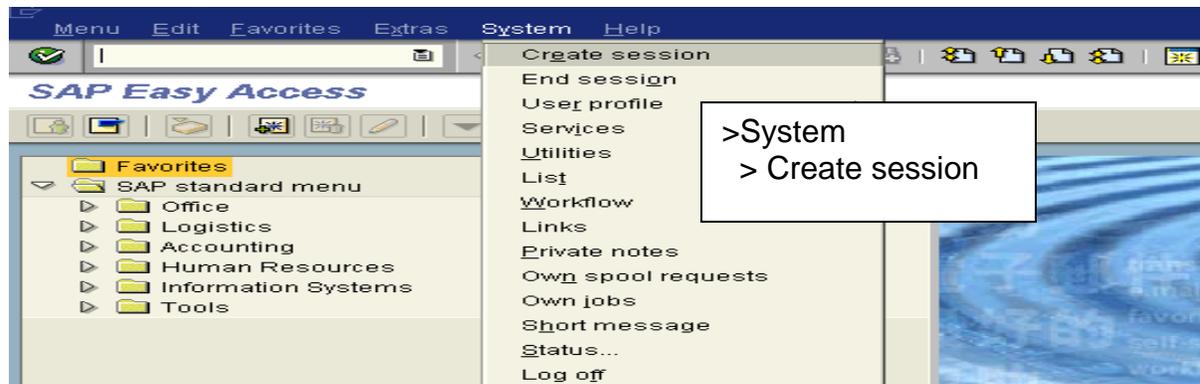


Create a new session by using the Create a New Session button or by using the Menu Path (System > Create Session)

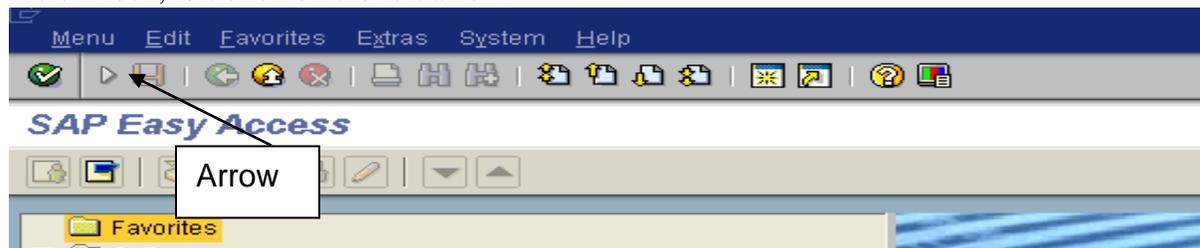
## Create a new session button



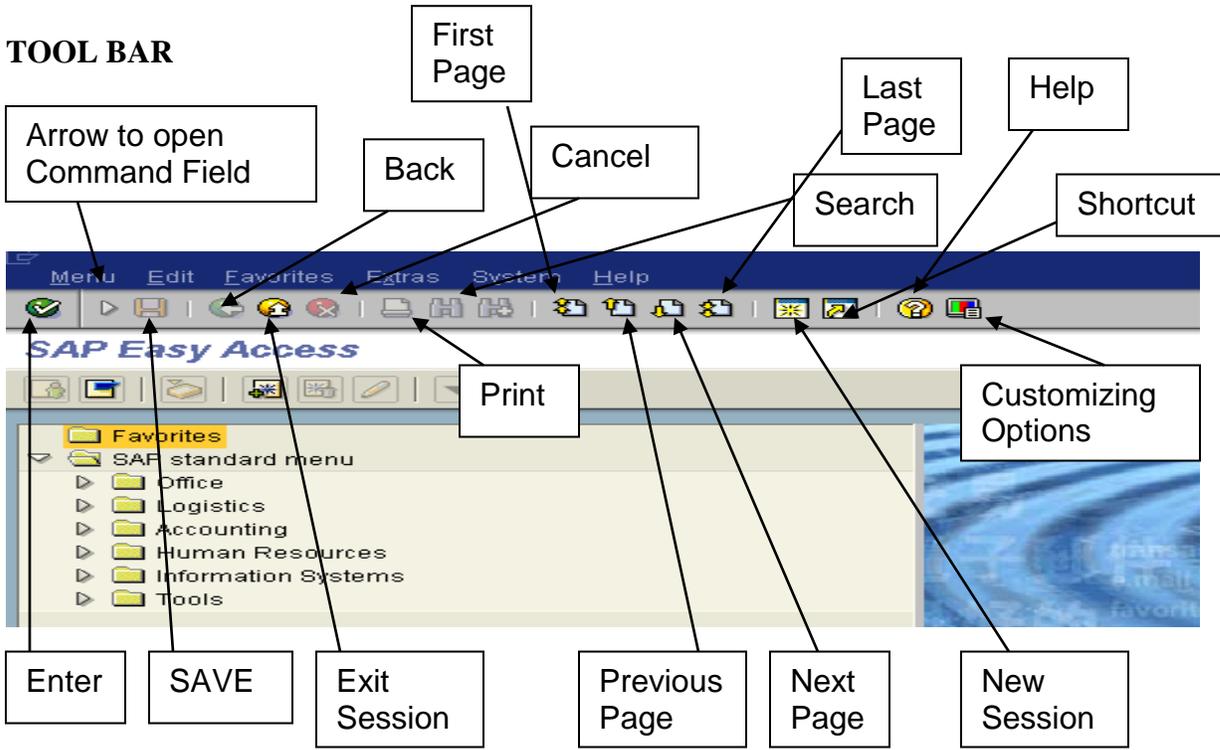
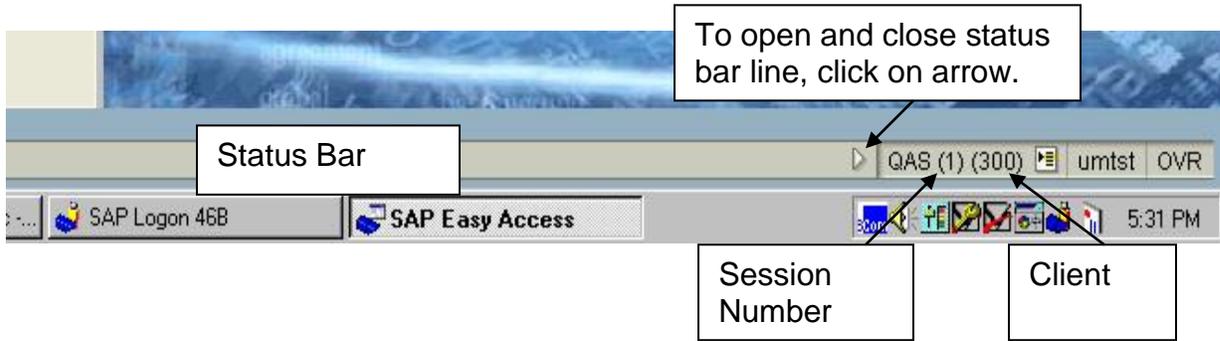
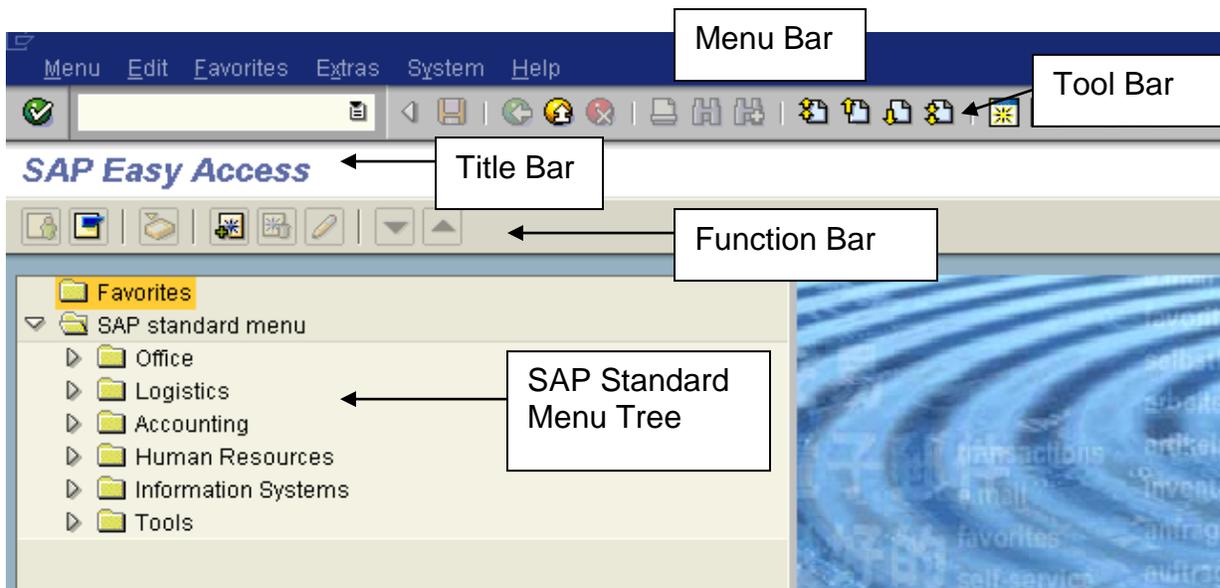
## Menu Path – System > Create Session



To get the Command Field Block to appear, left click on the right arrow. To close the Command Field Block, left click on the left arrow.

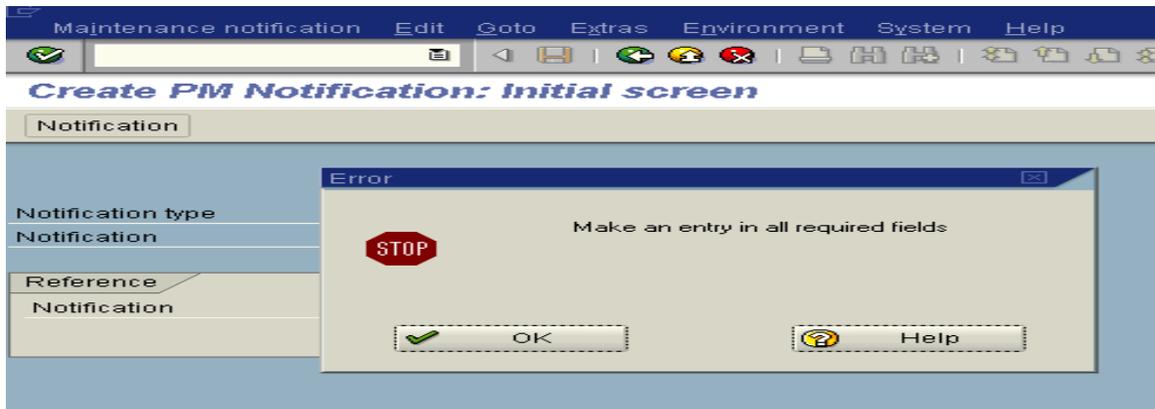


The Command Field Block is used for fast path commands that take you directly to a system task without using the menus.

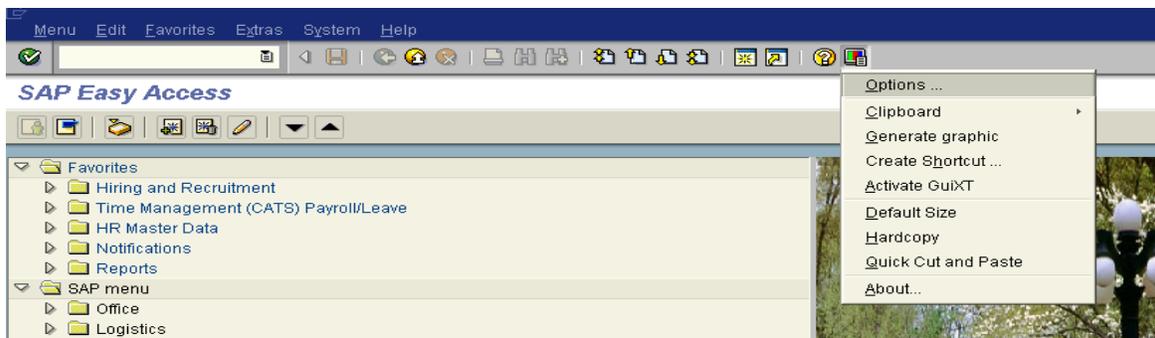
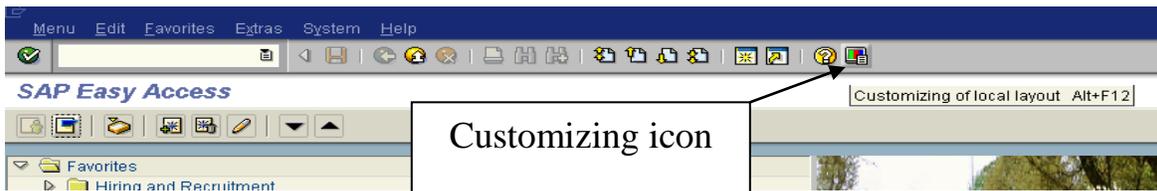


# Customizing Your SAP Display

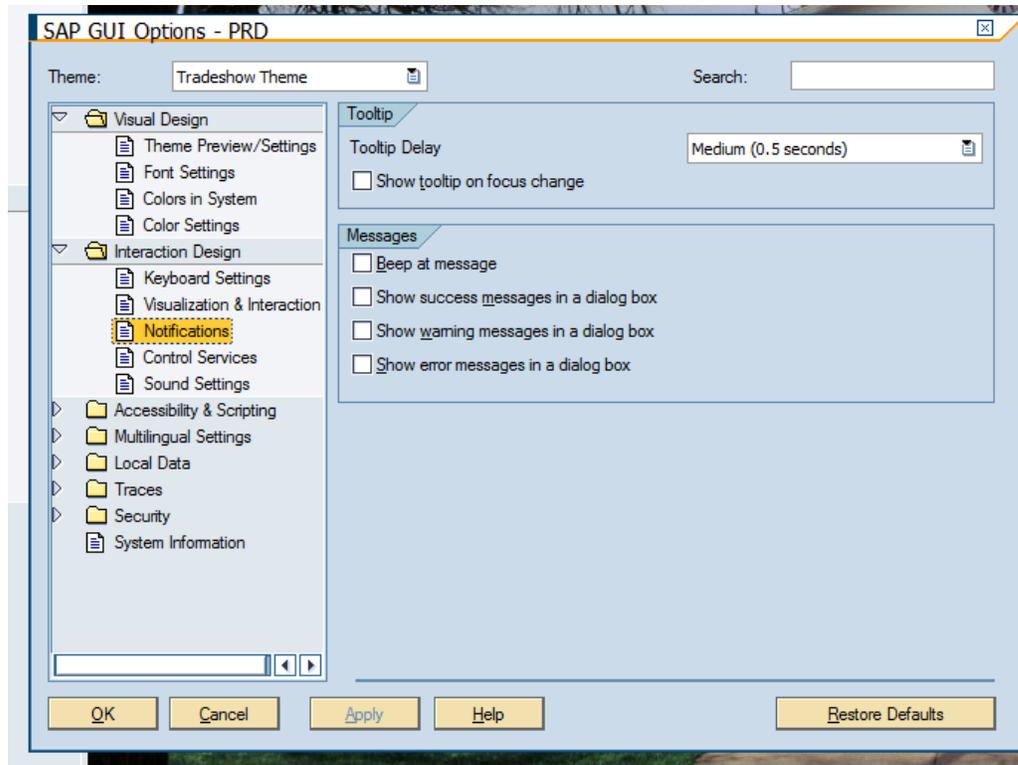
**Messages** – You may select to have a dialog box pop up to indicate information, warning or error messages in addition to the message at the bottom of the screen; you will receive a message like this:



To customize your screen to include the dialog box, left click on the Customizing icon.



**Options** – Choose 'Notifications' from the menu, then the message delivery method.

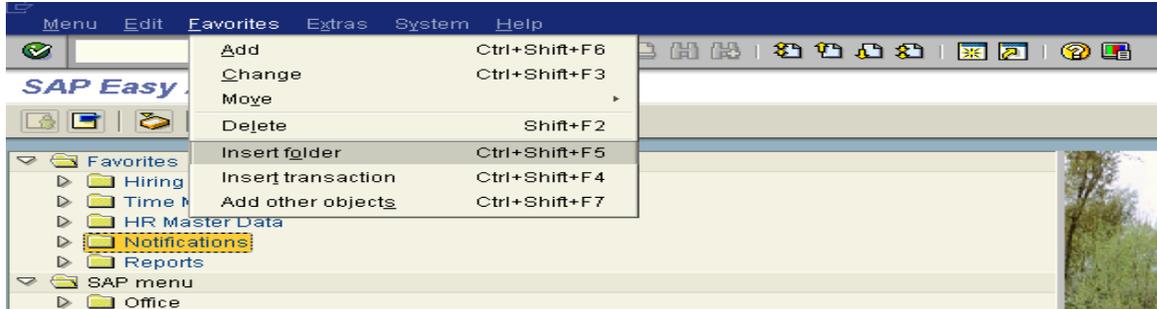


Left click on Apply and OK.

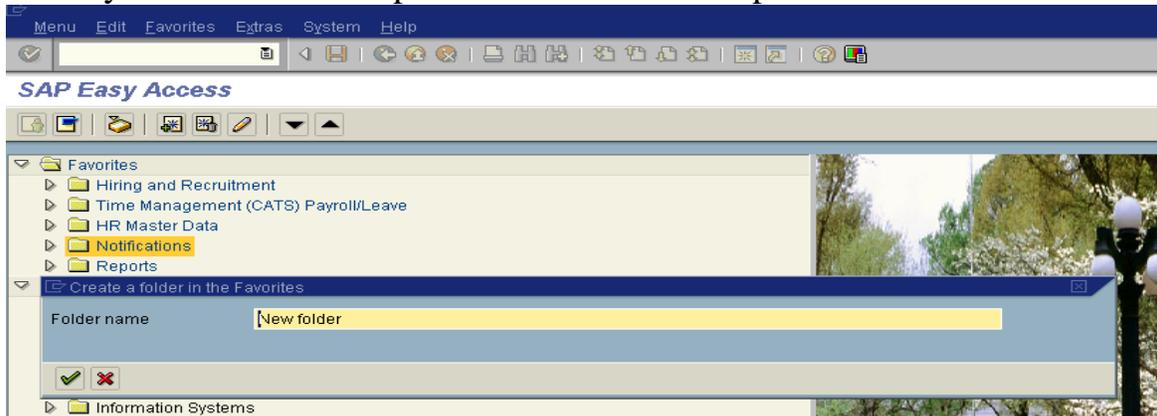
**Remove dialog boxes** – To remove the dialog boxes, follow the menu path listed above, remove the check and left click on Apply – OK.

# Create Folders

Favorites – Left click on Insert Folder



Name your folder – Example: Notifications or Reports



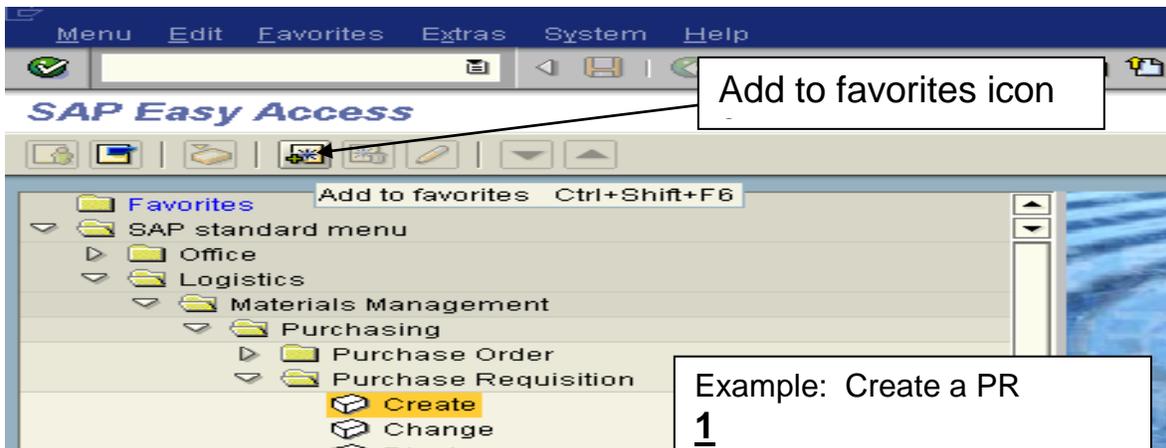
Press Enter on the Keyboard or left click on the green check.

# Favorites

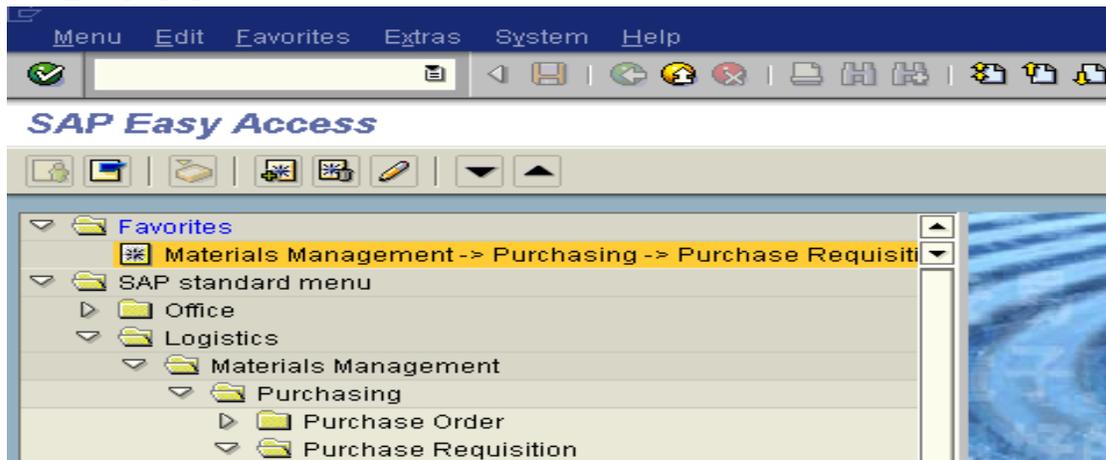
## Create Favorites using SAP Menu Paths

Creating favorites will allow you to move the transactions that you use daily to a favorites file. It will also allow you to rename your favorites.

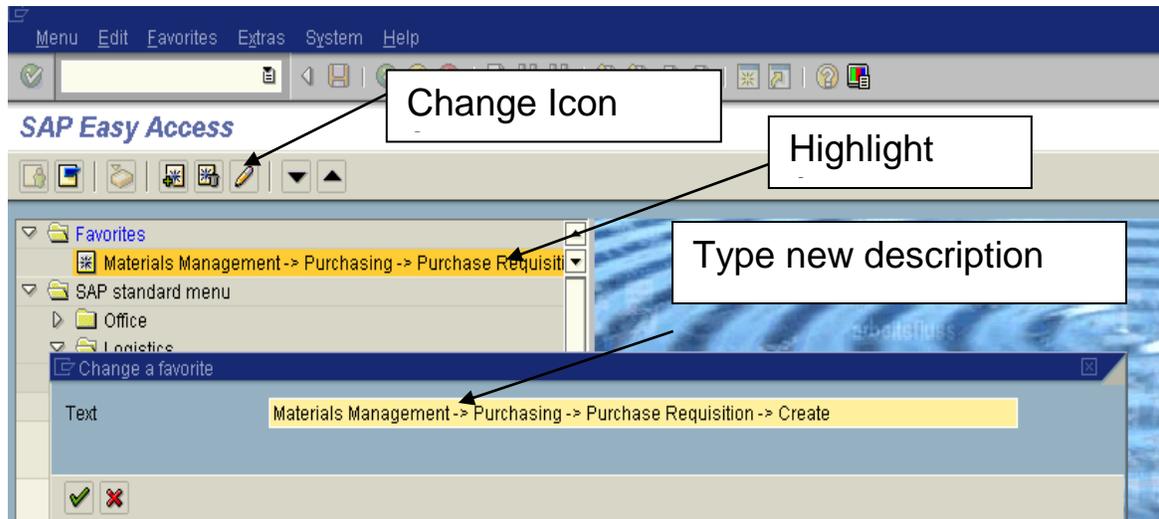
Step through the menu path, highlight the transaction you want to add by clicking on it one time and then left click on 'Add to favorites' icon. You can also use the drag and drop method to add a transaction to your favorites.



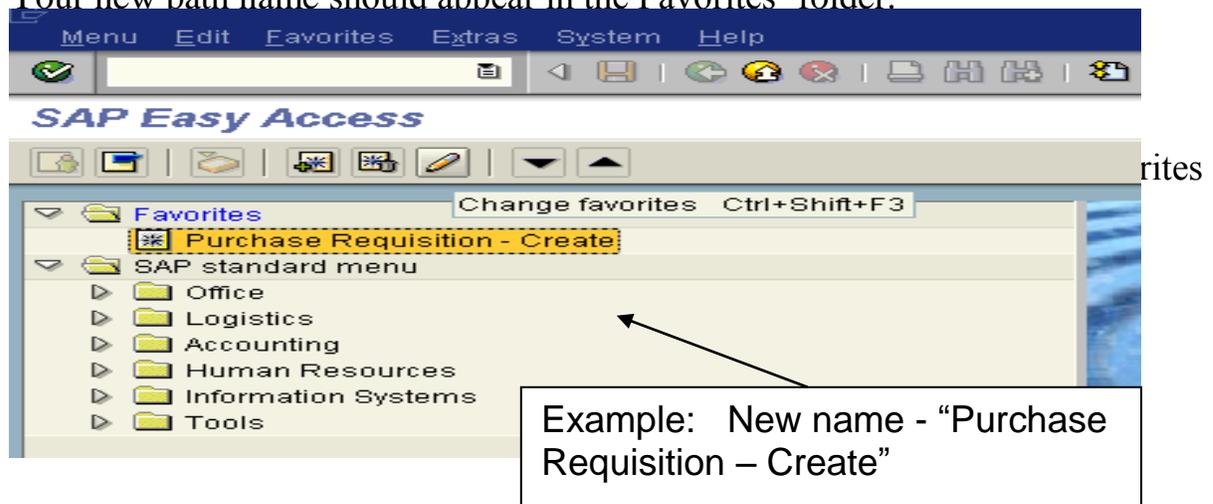
**Your transaction should now be added to your Favorites' folder and is available for use.**



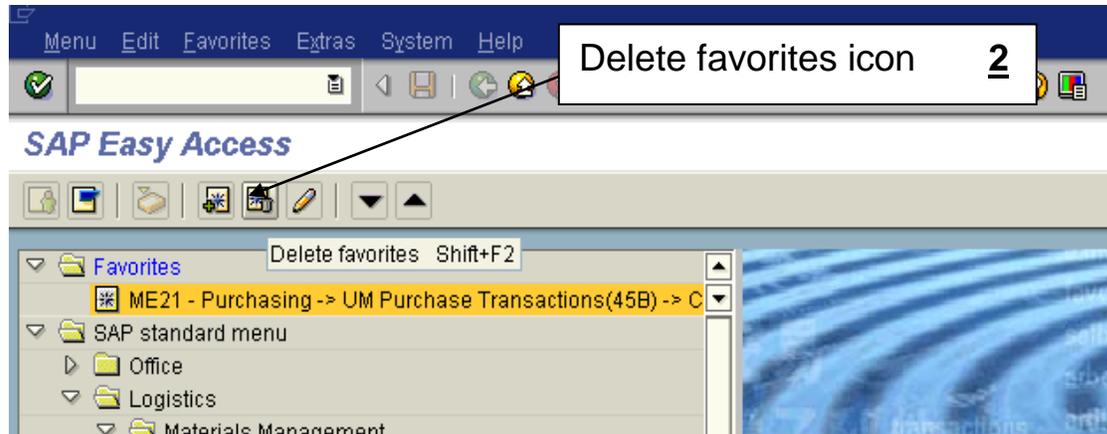
Option – If you would like to rename your menu path, highlight by clicking on the favorite one time and then select the change icon (Pencil). Type in your new name and press enter on the keyboard or click on green check.



Your new path name should appear in the Favorites' folder.

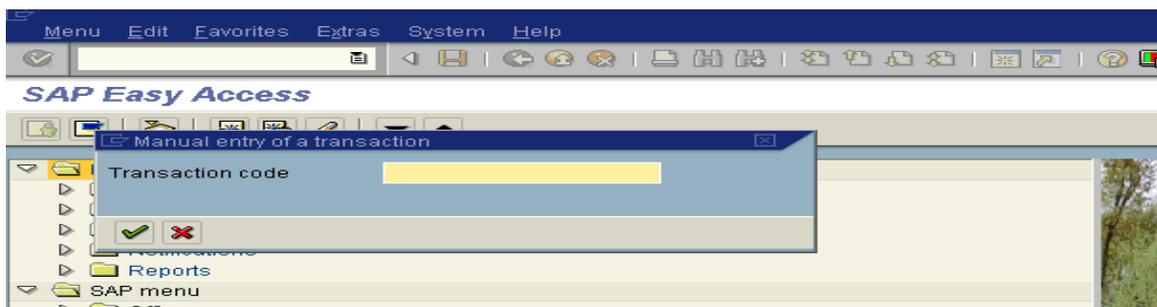
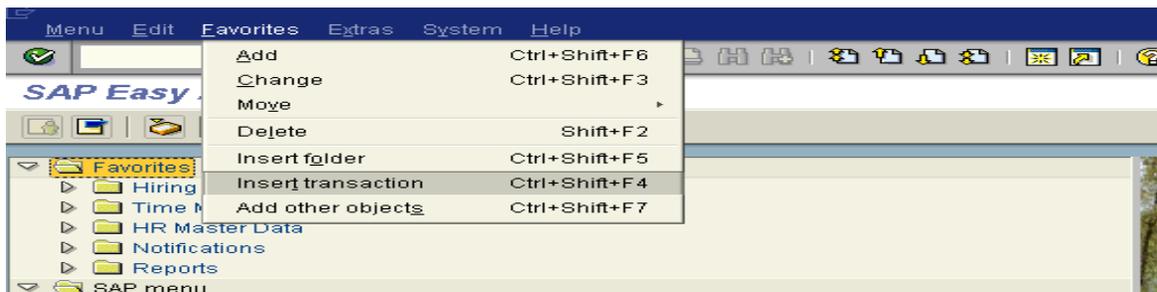


Delete – To delete your favorite, highlight menu path in Favorites' folder by clicking on it one time and click on the delete favorites icon or you can hit delete on your keyboard.

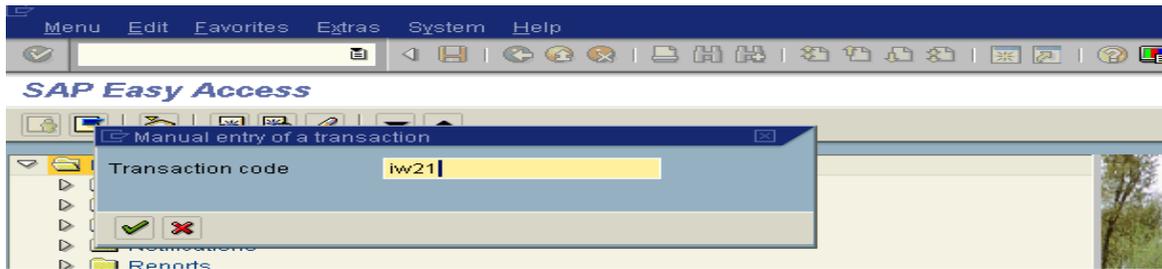


## Favorites by Transaction Code

**Favorites** – Left click on Insert transaction



Transaction code – Enter a transaction code. Press enter on the keyboard or left click on green check.

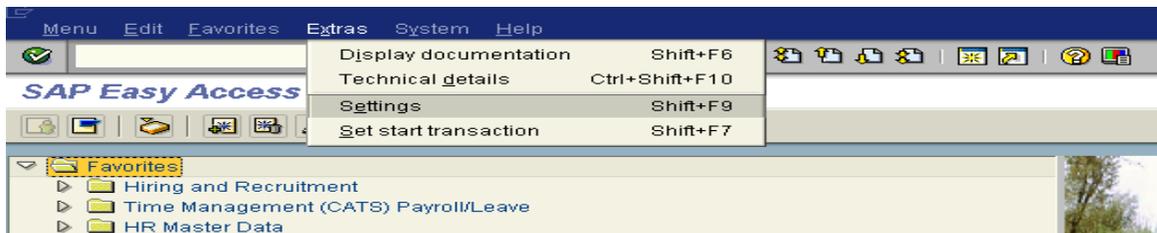


## Display Transaction Codes in Menu Path

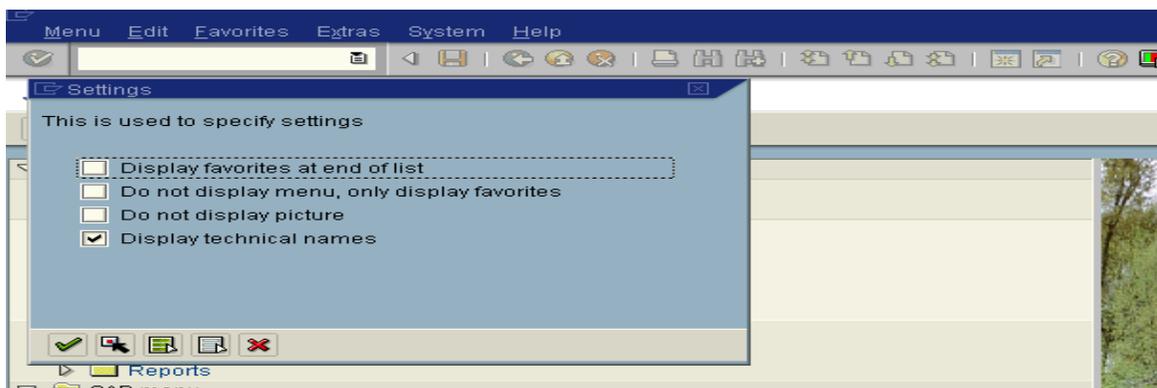
Transaction Codes – If transaction codes are displayed, the menu looks like this:



To display transaction codes, click the menu bar on Extras – Settings

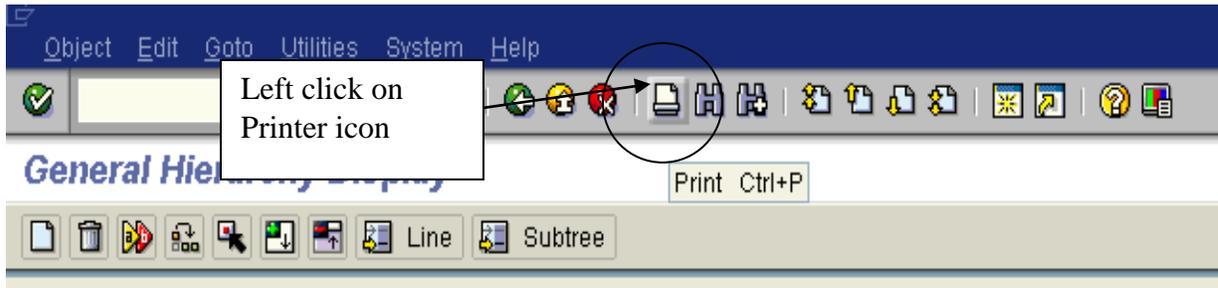


Display technical names – Left click on Display technical names, left click on green check or press enter on your keyboard.

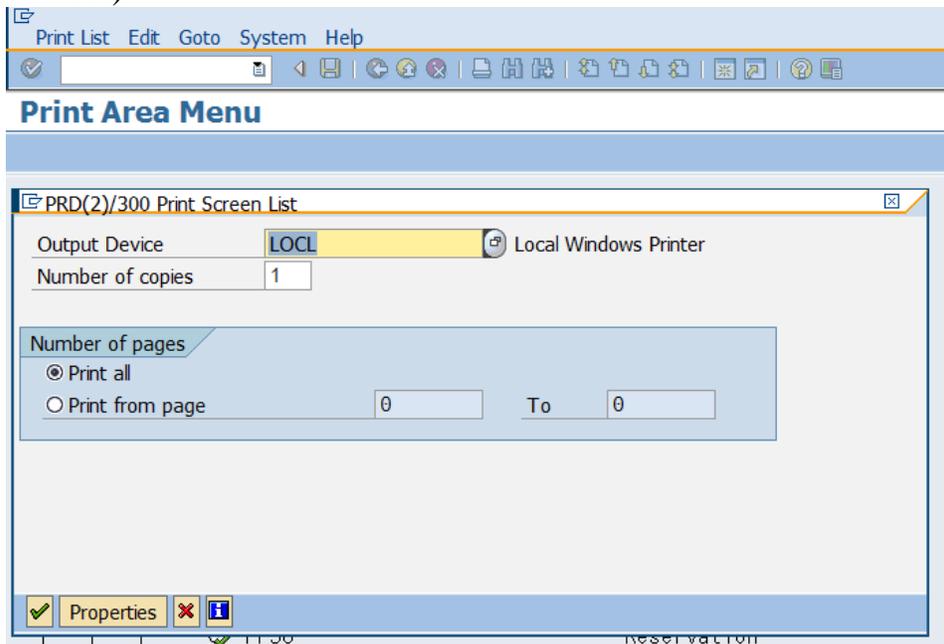


## Printing from the GUI

Some screens allow the user to print a hard copy. The printer icon must be active in order to use it. Icons that are gray are not active.



**Output Device:** Your account will be set up to default to your local printer (output device.)

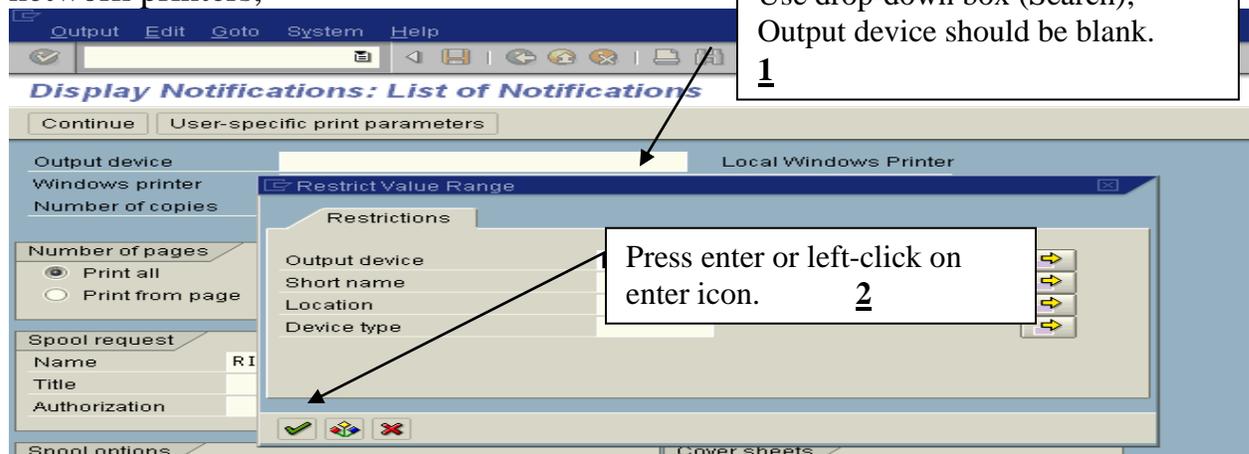


**Continue:** Left-click on the green check.

**Spool Request message:** You should receive a message at the bottom of your page "Spool request.....".



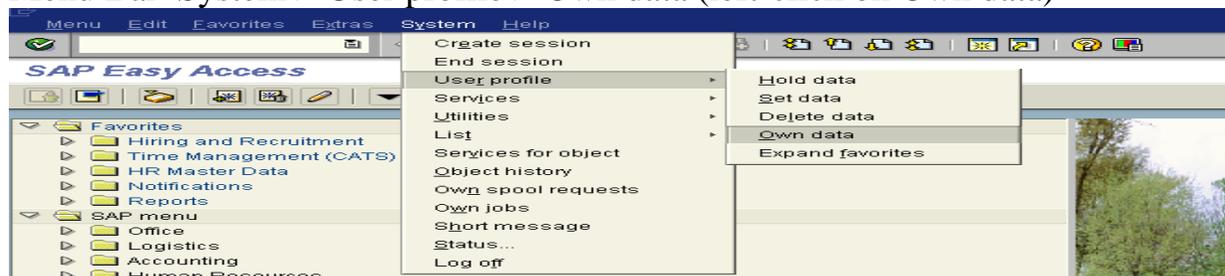
**Network Printers:** You may also print to a network printer. To view the available network printers,



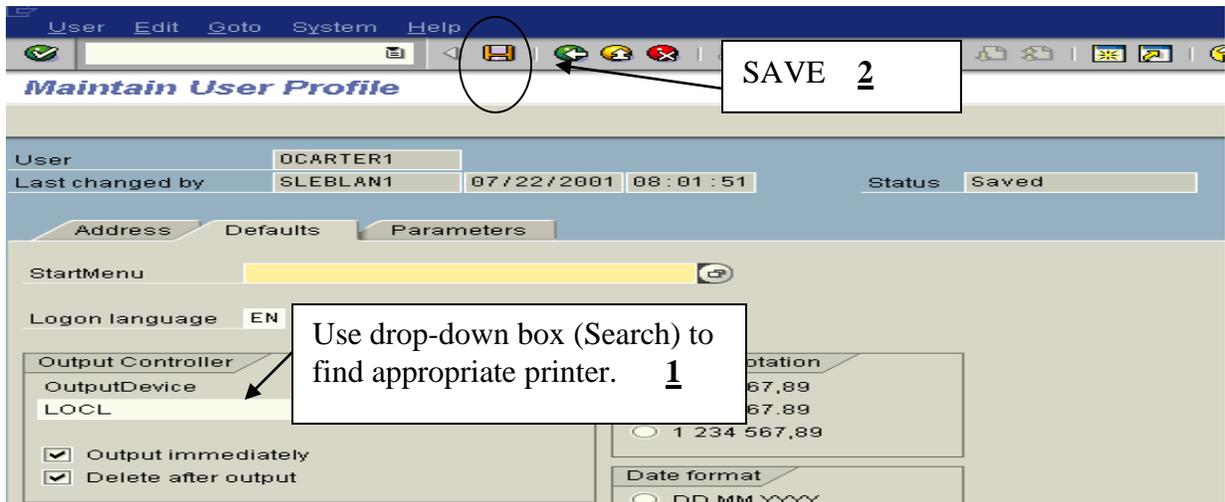
**Network Printer:** Select appropriate printer by double clicking on appropriate line.

OutputDevice	ShrtName	Location/Status Message
302_Baxter	BAX3	302 Baxter Hall - 130.74.128.221
313_Powers	SLP3	313 Powers Hall (Suzanne LeBlanc)
315_Powers	315P	315 Powers Hall (Carol Cockayne)
323_Powers	323	323 Powers Hall (Anil Vinjamur)
Academic Support Center	ACS1	Academic Support Center - 130.74.150.21
Accounting_Printer	ACCT	New Name Procurement_Printer
Admin&Finance	ADFN	Admin&Fin - Lyceum 216 - 130.74.95.24
Athletics_Printer	ATPR	Athletics Department (SAS Lobby)
Baxter_2nd_Floor	BAX2	New name: Baxter_Room_211, Shortname: BAXP
Baxter_Room_211	BAXP	Baxter Hall, Room 211 - 130.74.130.61
Biology_222_Shoemaker	BIOL	Biology Department - 222 Shoemaker - 130.74.106.234
Bursar1_Check_Printer	BUR1	New Name Procurement_Check_Printer
Bursar2_Check_Printer	BUR2	Bursar's Office - 130.74.230.146
Bursar3_Printer	BUR3	Bursar's Office - 130.74.230.133
BURSAR_Receipt_printer_A	BURA	Bursar Receipt Printer A
BURSAR_Receipt_printer_B	BURB	Bursar Receipt Printer B
BURSAR_Receipt_printer_C	BURC	Bursar Receipt Printer C
BURSAR_Receipt_printer_D	BURD	Bursar Receipt Printer D
BURSAR_Receipt_printer_E	BURE	Bursar Receipt Printer E
Business_School	BUSS	Business School - 130.74.186.243

**Default Printer:** To set your default printer to a networked printer, click on the Menu Bar System > User profile > Own data (left-click on Own data)

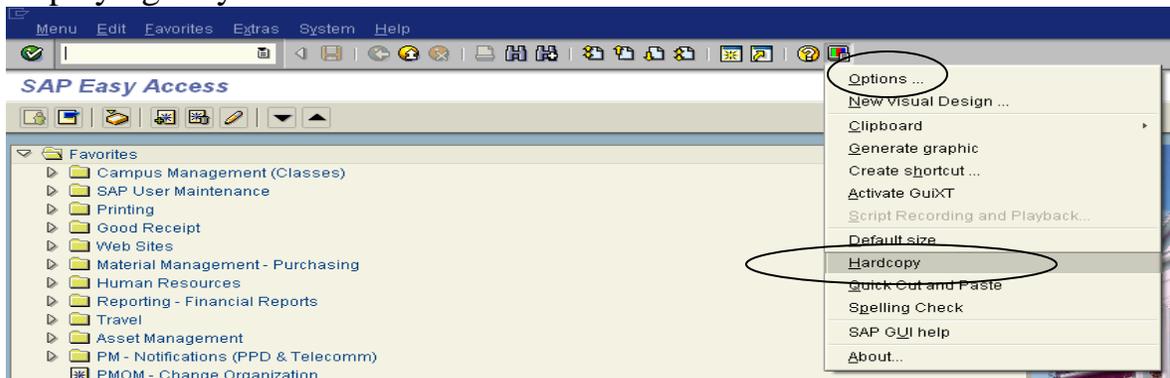


**Defaults:** Left click on the Defaults tab. To have your printer default to your local windows printer, type in LOCL in the OutputDevice box. Left click on Output immediately, if it is not already selected.



**SAVE** – Left click on the save icon (diskette).

**Printing when print icon is not available:** Users may print a screen by using the Customizing icon and selecting Hardcopy. This will print what is currently displaying on your screen.



**Printing when Customizing icon is not available:** If neither the print icon nor the customizing icon is available, use the “Print Screen” key on your keyboard and paste into Word (Ctrl-v). (See page 25)

# Authorization Problems

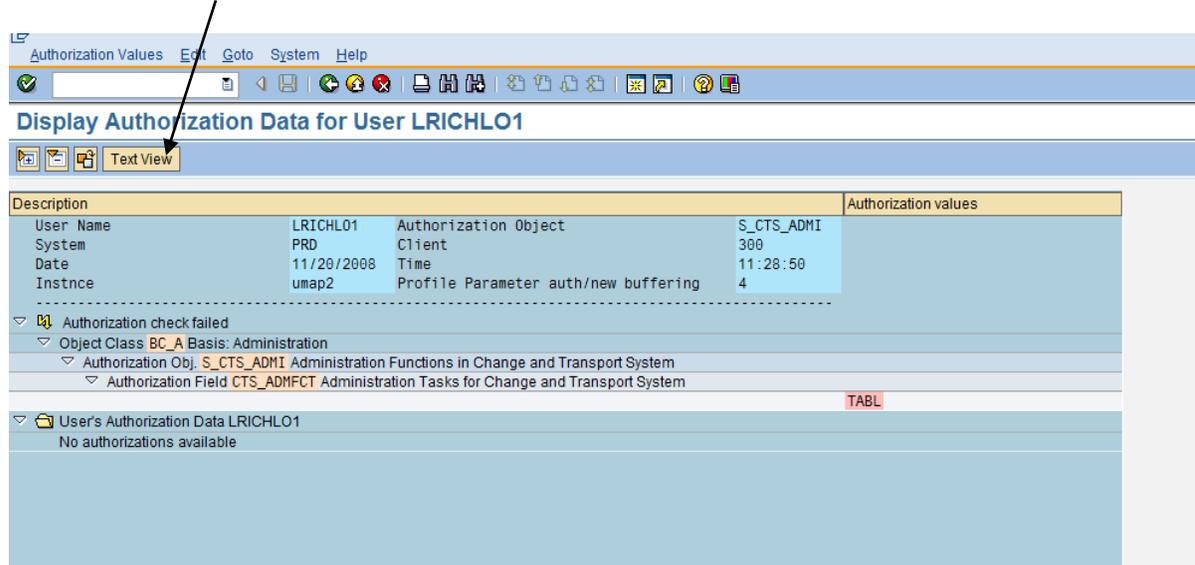
If you receive a system message stating that you do not have authorization to an activity but that you have trained on and used previously, please do the following.

- 1) Verify the transaction code.
- 2) Call SAP Support at 915-5222 or send email to [sap@olemiss.edu](mailto:sap@olemiss.edu).
- 3) If you are asked to send an SU53 report, please follow these steps.

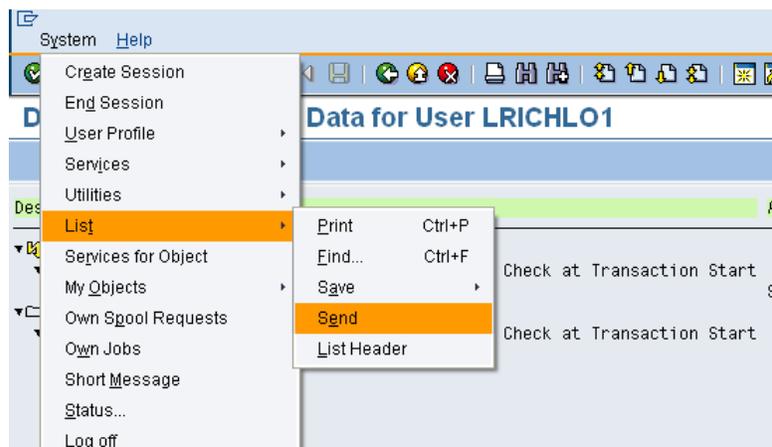
Be sure you have two sessions open. Generate the error.

In the Command Field Box type /OSU53, press enter or follow the menu path – Systems => Utilities => Display Authorization Check. If the Command Field is not available, go to your second session and type in SU53.

When the SU53 report is displayed, click on the ‘Text View’ icon.



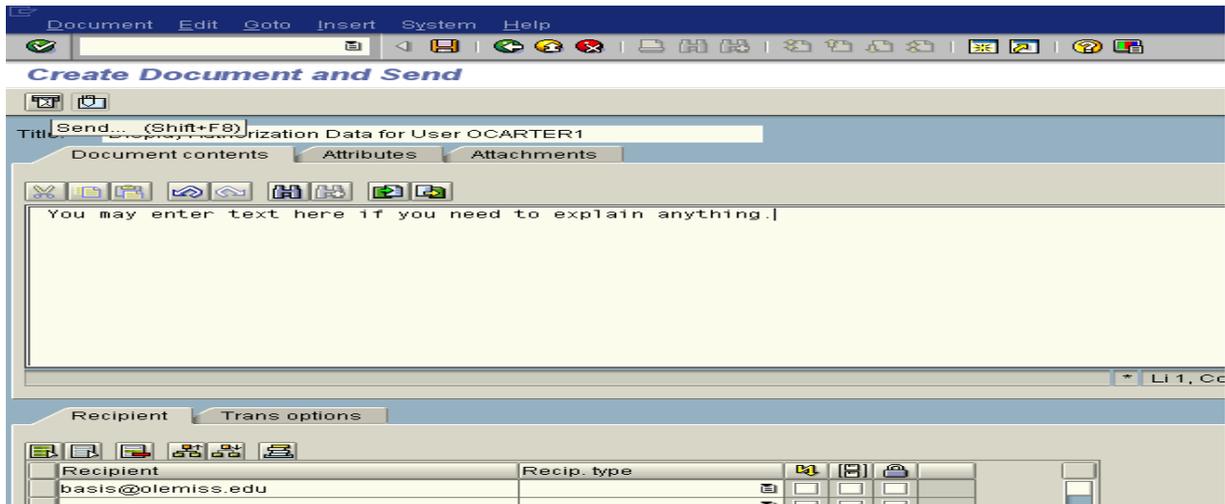
When the text view is displayed, click on System => List => Send.



**Recipients:** [basis@olemiss.edu](mailto:basis@olemiss.edu)  
[sap@olemiss.edu](mailto:sap@olemiss.edu)

**Document contents:** Please include which system (QAS, PRD, etc.) you are in when you get the error. Inform Basis that you have copied [sap@olemiss.edu](mailto:sap@olemiss.edu).

**Send:** Left-click on the Send Icon.



The basis team will receive the email and try to correct any problems as quickly as possible. When they have made corrections, you will receive a “pop-up” in SAP asking you to log off and log back on. The process may need to be repeated in order to find all the missing authorizations. Please remember you will not receive access unless you have:

- 1) A signed SAP Authorization Form on file with SAP Training. The form must indicate that you are to receive access and you must have been granted an SAP License.
- 2) A signed SAP User Agreement
- 3) Attended training class or classes and access has been granted previously.
- 4) The access is needed to perform your job duties.

If you receive an ABAP Run Time Error – do not send an SU53. Call SAP Support at 915 - 5222.

# Password Security in the R3 System

## Logging On

- To access the R/3 System, a user must enter both a valid user ID and password. The user ID is not case sensitive, but the password is case sensitive.
- If a user has not entered a valid user ID, the system allows the logon attempt to continue until the user enters a valid user ID.

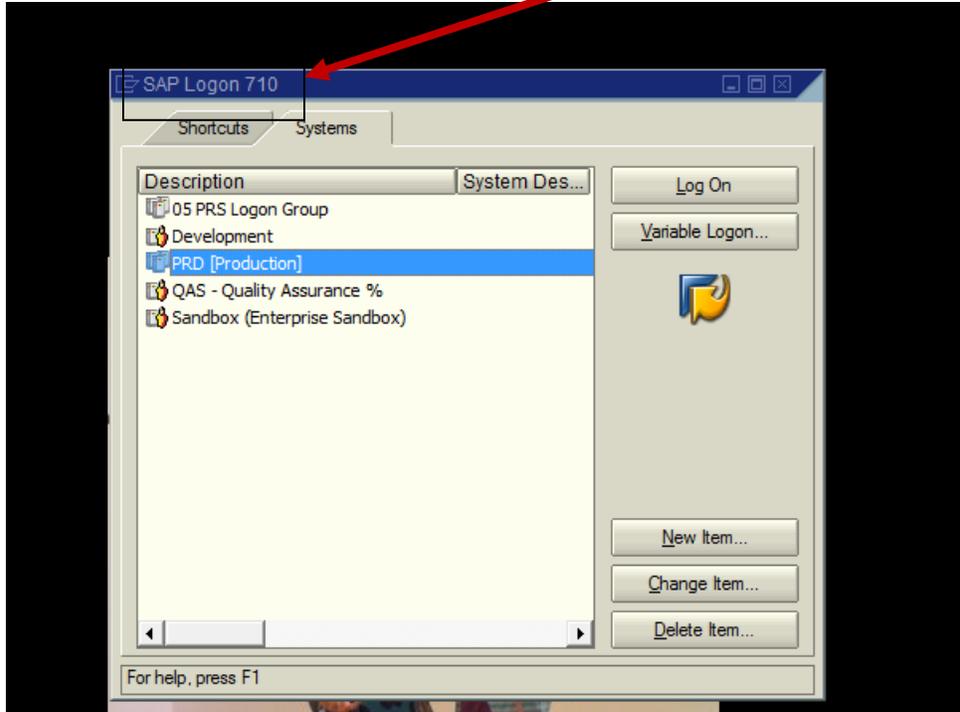
## Password Requirements

- The minimum length is 6 characters.
- The expiration for a password is currently set to 90 days. The system will require the user to change his/her password after 90 days has transpired since the last change.
- Password must contain at least one number.
- The first character may not be ! or ?.
- The first 3 characters of the password may not be in the same sequence as the User ID.
- The first 3 characters may not be identical (Ex: AAA).
- Any character which may be typed on the keyboard is allowed in a password.
- A user can change his or her password no more than once a day.
- A password may not be changed to any of the user's last five passwords.
- If a user enters an invalid password, the system allows 2 re-tries before terminating the logon attempt. Should the user continue to enter an incorrect password in subsequent logon attempts, the system automatically locks the user against further logon attempts. The default maximum number of consecutive incorrect password entries is set to 12.
- If the user does not remember his/her SAP password, they should log onto myOleMiss => Use the Search to locate **SAP Password Reset** or call SAP Support at 662-915-5222 to have it reset.

## Checking the GUI Version and Patch Level

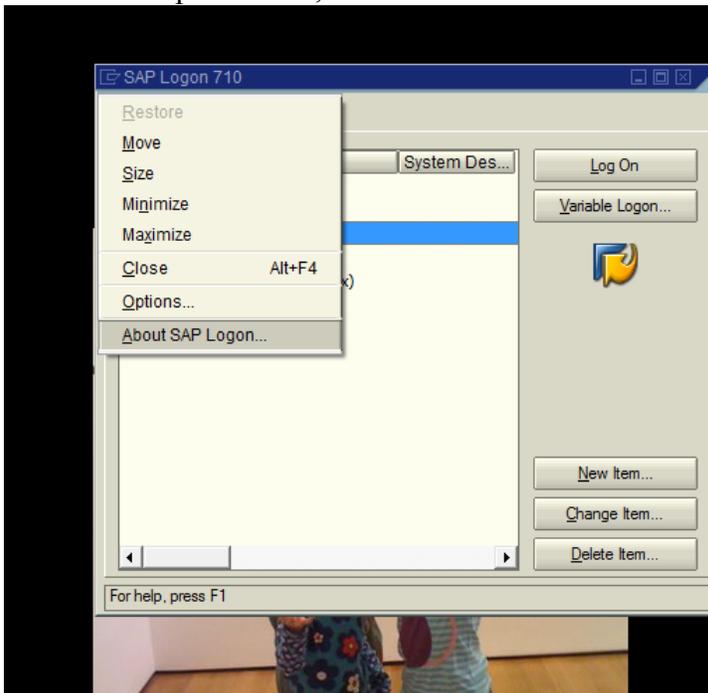
**Users must maintain the current patch level in order to ensure data integrity.**

**GUI version** is the three-digit number next to ‘SAP Logon’. Click on the icon to the left of “SAP” to see level.



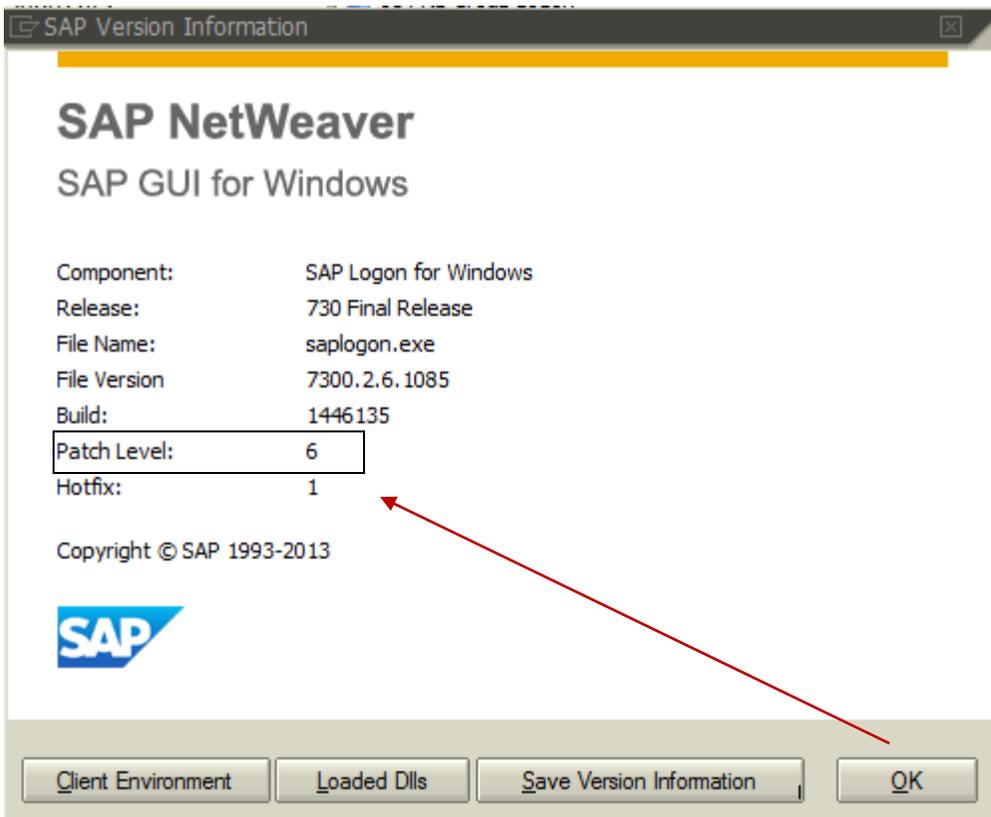
**Patch Level** is found in 'About SAP Logon. A patch contains important updates to the GUI.

To check the patch level, click on the icon to the left of the 'S' in 'SAP Logon'.



Choose 'About SAP Logon'

Patch level



## Working Off-Site

**SAP GUI on a laptop or home computer** – Using the GUI to access data from home requires installation of the GUI on that machine and a VPN connection.

- To receive a VPN account, have your supervisor send a request to [network@ts.olemiss.edu](mailto:network@ts.olemiss.edu) stating that a VPN account is needed for remote SAP access
- Log onto myOleMiss. Choose Employee => SAP.
- Click on ‘SAP GUI Installation’ and follow the instructions for installing the GUI
- OR – contact [sap@olemiss.edu](mailto:sap@olemiss.edu) and request arrangements to have an IT staff member install the GUI. Be sure to include the type of machine (PC/Mac) and the operating system you are running (XP, Vista, Office 7).

## Sending a Screen Shot to SAP Support

- Use the ‘Print Screen’ key on your keyboard to take a snapshot of the screen. (Nothing will go to your printer.)
- Open MS Word or the word processing application of your choice.
- Use the ‘Paste’ function to place the screen print in your document.
- Save the document to your computer.
- Email [sap@olemiss.edu](mailto:sap@olemiss.edu) or [lsrichlo@olemiss.edu](mailto:lsrichlo@olemiss.edu) and attach the document you created from the screen.