

# Quick Reference Guide SAP Basic Navigation

SAP Support Team: 544-4SAP (4727) | SAP Portal: [sap.www.uprr.com/irj](http://sap.www.uprr.com/irj)



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## Introduction



This Quick Reference Guide contains SAP Basic Navigation tips.

## Log On

1. Navigate to UP Finance Department webpage.
2. Click SAP Portal link.
3. Enter TCS User ID and Password.
4. Click on the SAP GUI tab.
5. Click the SAP link.

## Log Off

Select one of the following methods:

- A. Select **System > Log off** on the menu bar from any screen.
- B. Press  Exit [**SHIFT + F3**].
- C. Click  standard Windows quit application button in the top right hand corner of the screen.

For all methods verify log off by clicking

Yes

## Terms and Definitions

SAP = Systems, Applications, and Products in Data Processing.

Master Data – Data that is set up once, rarely changes, and is shareable across the different business units.

Transactional Data – Data created or changed when a transaction is saved.

Modules – A group of related business functions.

Folders – Contains all related transactions for specific functions or modules.

Menu Paths – A tree structure storing modules or applications within SAP.

Command Field – A field used to go directly to a SAP application.

Transactions – Software programs or sets of software that perform a specific function or group of functions. They are day to day business activities.

Transaction Codes – The technical name that identifies a unique transaction or activity.

## SAP Tool Bar Buttons



Enter



Save [F11]



Back [F3]



Exit [SHIFT + F3]



Cancel [F12]



Print [CTRL + P]



Find [CTRL + F]



Find Next [CTRL + G]



Help [F1]



Previous Record



Create [F5]



Change [F6]



Display



Copy



Delimit



Delete



Overview



Personal Value List



Create Session



Next Record

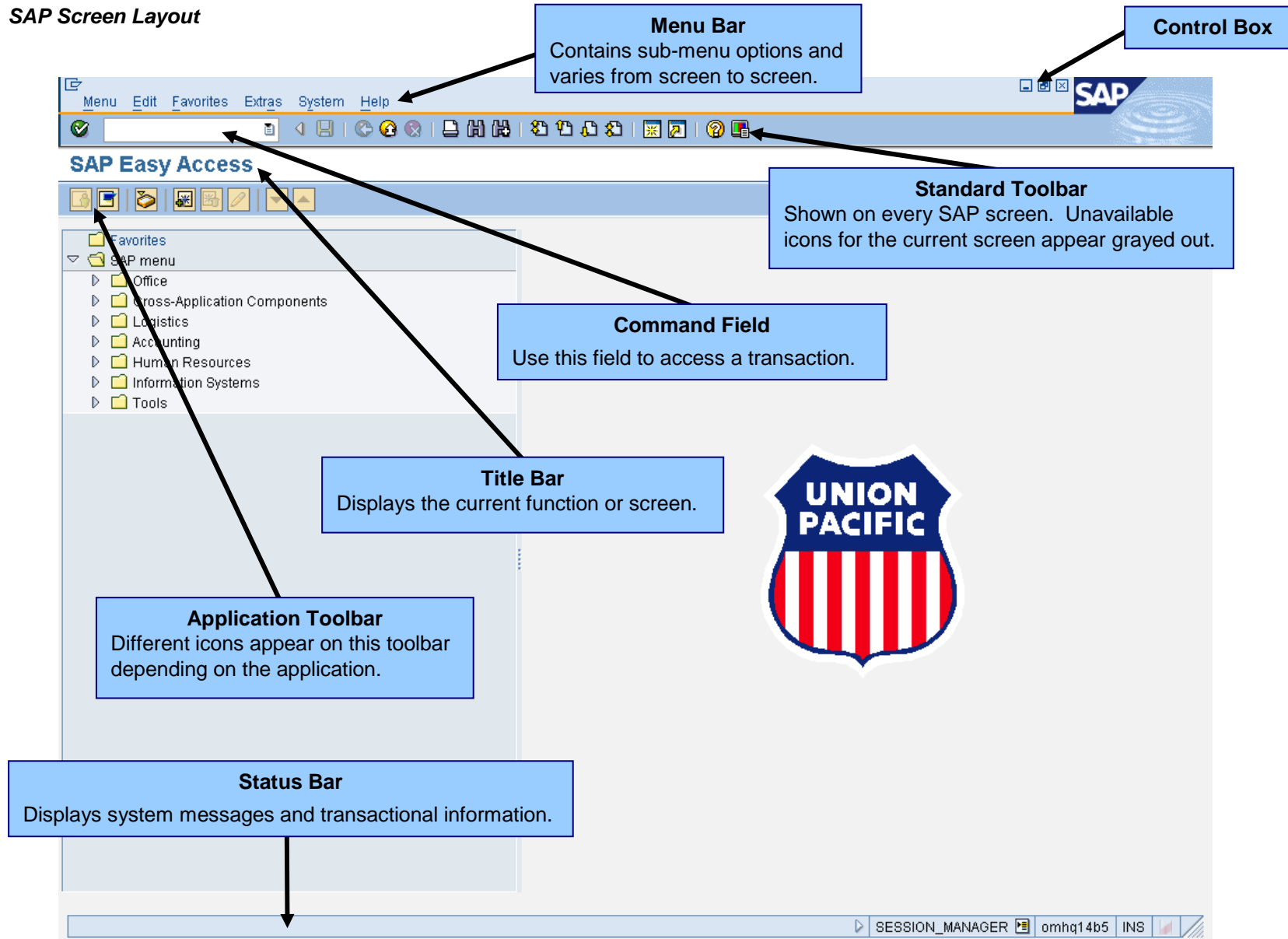
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## SAP Screen Layout



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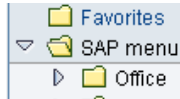


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### SAP Easy Access Screen

#### Tree Structure

Browse through the menu text by clicking on the nodes to the left until the transaction is located.



#### Transaction Code

Users can quickly and easily navigate to a transaction by entering the appropriate transaction code into the command field. To view transaction code names:

- Select **Extras > Settings** from the menu bar
- Check **'Display Technical Name'**
- Press **Enter**

### System Messages

System messages such as error, warning, and informational messages, appear as one line on the status bar.

#### Informational messages

- Provide information regarding current processing.
- Users can continue processing the transaction.

#### Warning messages

- Alert users of potential problems with the entry or information and how the entry affects other parts of the system.
- Users can continue processing the transaction.

#### Error messages

- Appear if the entry is unacceptable.
- Users cannot continue until a valid entry is made in that particular field.

To obtain additional information about a system message, double-click on the message in the status bar.

### View Transaction Code

To find the transaction code from within the transaction screen:

- Select **System > Status** from the menu bar, or
- Click the status bar

### Frequently Used Commands

- /o(XXXX)** Creates a new session and opens transaction XXXX.
- /n(XXXX)** Accesses transaction XXXX and closes the current transaction, without saving any entered data.
- /i** Ends the current session.

### Search

Search for field values using match codes, when available.

- Place the cursor on the field
- Click the match code button

SAP displays a list of possible field values if the volume is relatively small. Otherwise, a search window displays to help further refine search criteria.

Restricting your search using wildcards:

| If the following search term is used: | The results will be:  |
|---------------------------------------|---|
| pen*                                  | Values that begin with the letters "pen" (i.e. Pennsylvania, pencil, penny, etc.) |
| *182                                  | Values that end with the numbers 182 (i.e. Blink182, 30000182, etc.)              |
| *ten*                                 | Values that have the letters "ten" within it (i.e. tennis, mittens, often, etc.)  |

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### **SAP Help**

#### **Field Help**

For help on a specific field, place the cursor on the field and click the help icon from the menu bar  or press F1 on the keyboard.

#### **Application Help**

For help on the current transaction, select **Help > Application Help** from the menu bar from the transaction for which you would like to view additional information.

#### **SAP library**

The SAP Library is a comprehensive set of on-line documentation.

To access the SAP Library, select **Help > SAP Library** from the menu bar. Choose a topic area from the left hand pane.

#### **Glossary**

Some terms have a meaning specific to SAP. To view terms and definitions in the SAP Glossary, select **Help > Glossary** from the menu bar.

### **User Profile Settings**

User profile settings allow users to create default preferences for information within the system.

Select **System > User Profile** from the menu bar.

#### **Hold Data**

- Select this option to establish defaults for data in the system that you **will** be able to override.

#### **Set Data**

- Select this option to establish defaults for data in the system that that you **will not** be able to override.

#### **Delete Data**

- Select this option to delete data from your user profile.

#### **Own Data**

- Select this option to maintain your user profile:
  - *Address*
    - Name, department, telephone, email, etc.
  - *Defaults*
    - Display of dates, currency, decimal notation, etc.
    - Default printer spool (set to Local)
  - *Parameters*
    - Do not change

#### **Expand Favorites**

- By clicking on Expand Favorites, the procedure that you are working on is added to your favorites folder.