

***WELCOME***

***To***

***SAP overview  
Presentation***



***JKT***

# ***Agenda of the Today's Training***

- Introduction to ERP**
- Introduction to SAP**
- Navigation through SAP**
- Understanding the Standard Reports in SAP**
- Data Extraction Exercise**
- Q&A Session**



# **Introduction to ERP**

## **Business Without ERP**



# Business without ERP

Customers



PP contacts  
Purchasing for  
raw material

4

1  
Customer  
Calls to place  
order for a  
Car

Sales  
office/Inventory  
contacts PP

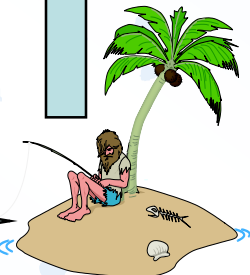
3



3

Sales office  
contacts  
Inventory

2



Inventory

Sales

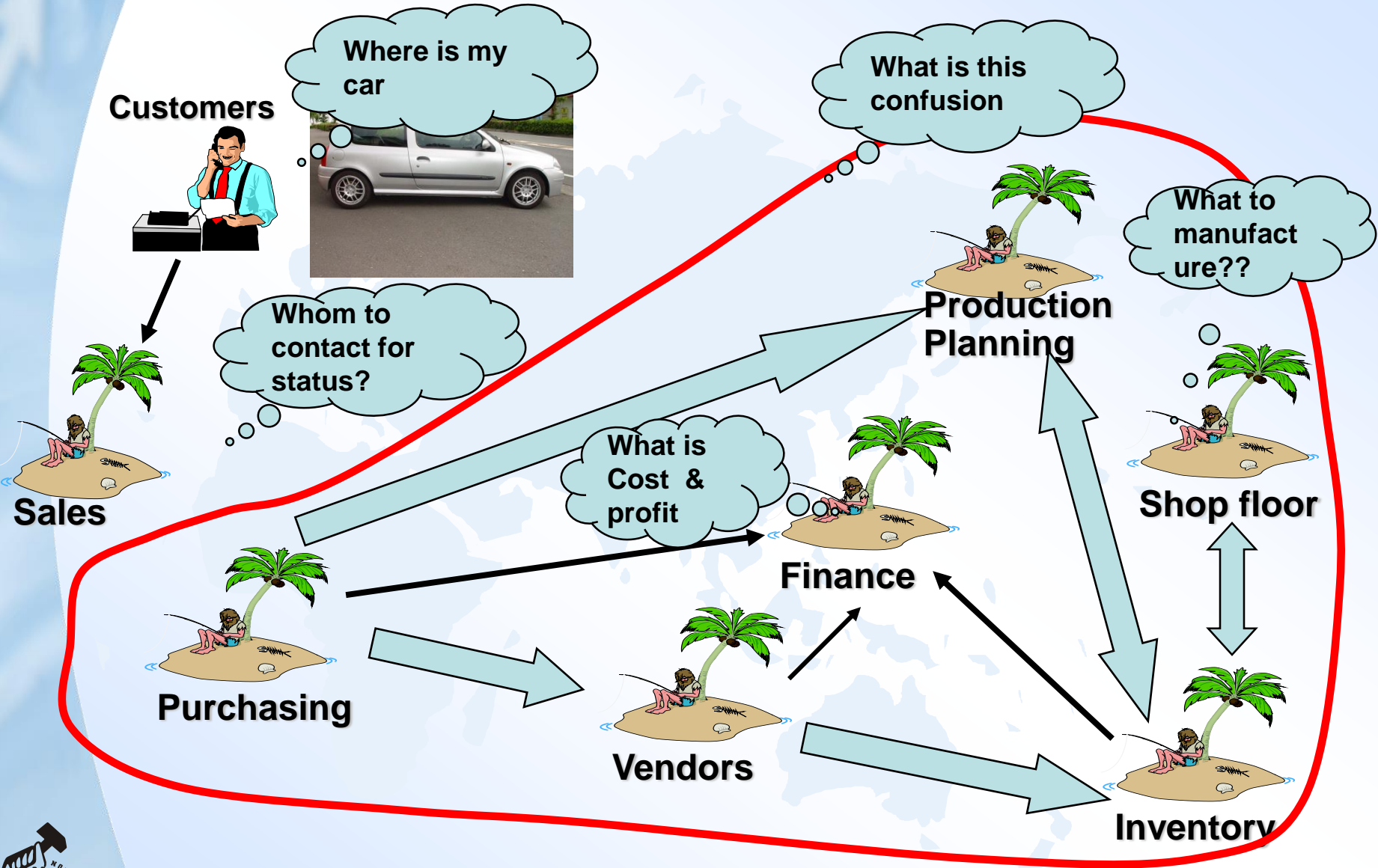


## Business without ERP (Contd..)

Lets add some more Business Processes



# Business without ERP (Contd..)



Lets Deliver the end product to customer..



I did not  
order for a  
TRUCK!!!!



Dear Sir,  
Your Order...



Sales



## Business without ERP (Contd..)



I AM NOT TAKING  
DELIVERY AND WILL  
NEVER DEAL WITH YOU!

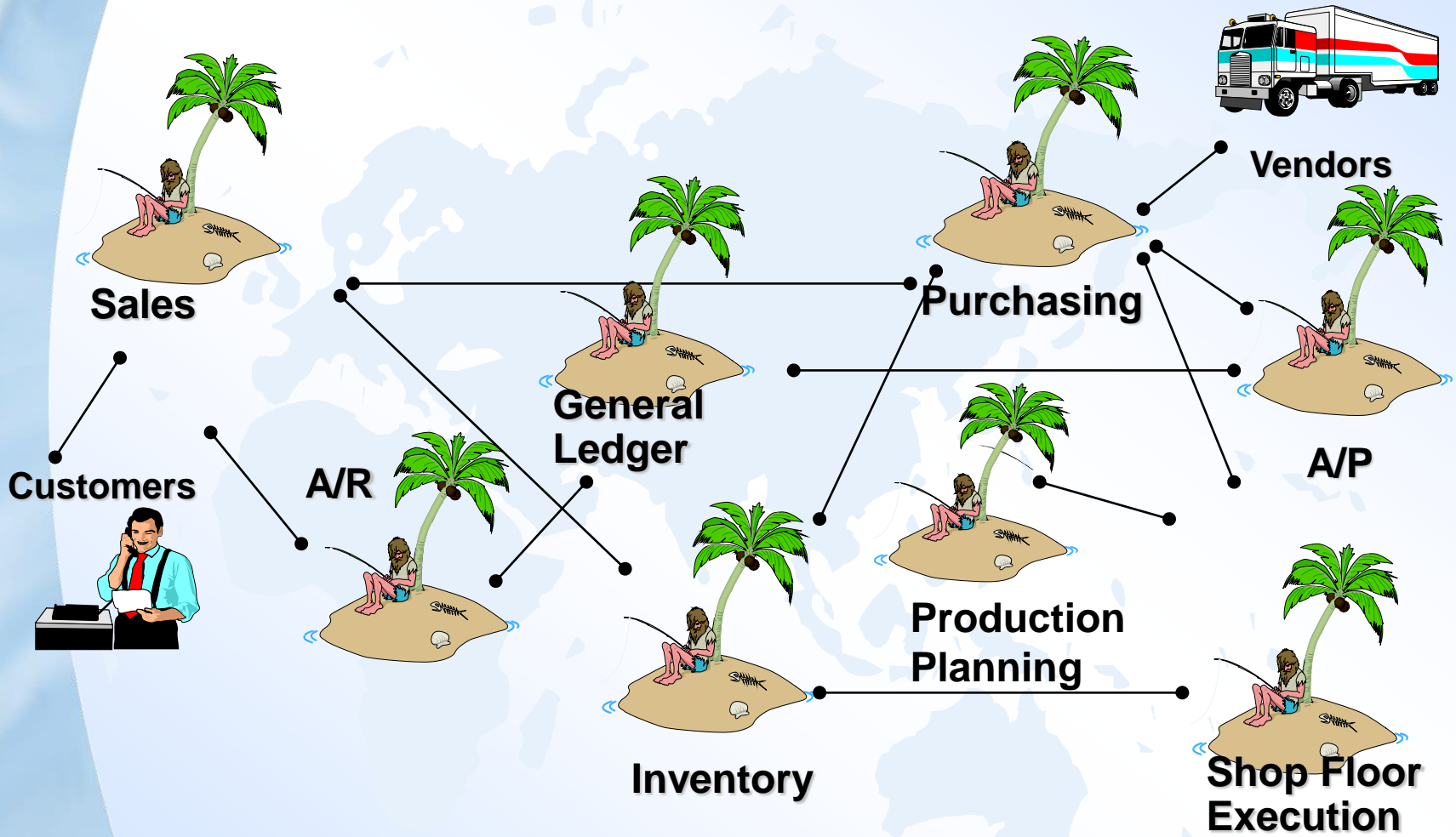
We are  
SORRY Sir



**Sales**



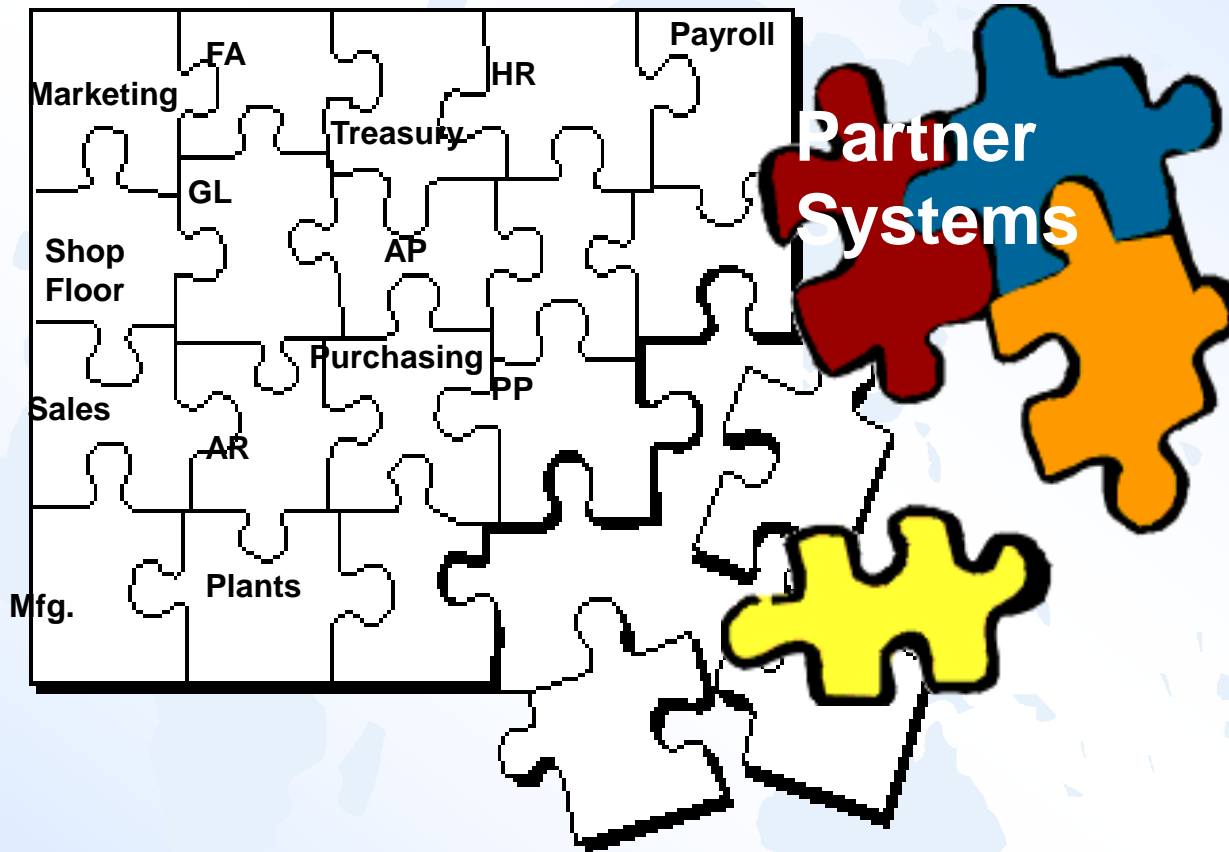
# Overall Picture



# Why Enterprise Architecture

- Why Enterprise Architecture ?
  - Numerous disparate information systems
  - Integrating the data becomes costly
    - Time
    - Money
    - Resources
  - Inconsistencies and duplication of data
  - Lack of timely information
  - Required: Central enterprise definitions
  - Required: Centrally controlled business change

# Enterprise Structure – Integrating Business

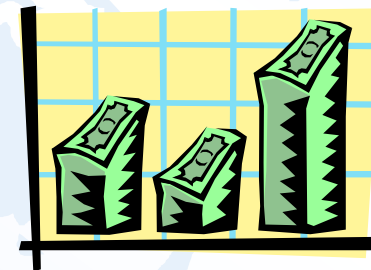


# Enterprise Architecture - Benefits

- Eliminates the duplication, discontinuity and redundancy in data
- Increases the return on investment made on IT implementations
- Delivers quality information designed for the Enterprise as a whole
- Faster and cheaper
- Delivers quality information to produce a quality enterprise
- Satisfying Partners/Customers
- Reducing required manpower



ERP



# ERMS

Enterprise Architecture is based on Enterprise Relationship Management Systems, which are the backbones of the modern day industries

These are a set of applications combining key functions like

- **Finance,**
  - **Production**
  - **Sales,**
  - **Logistics,**
  - **Statutory Compliance,**
  - **Human Resources etc**
- , in a integrated Fashion.



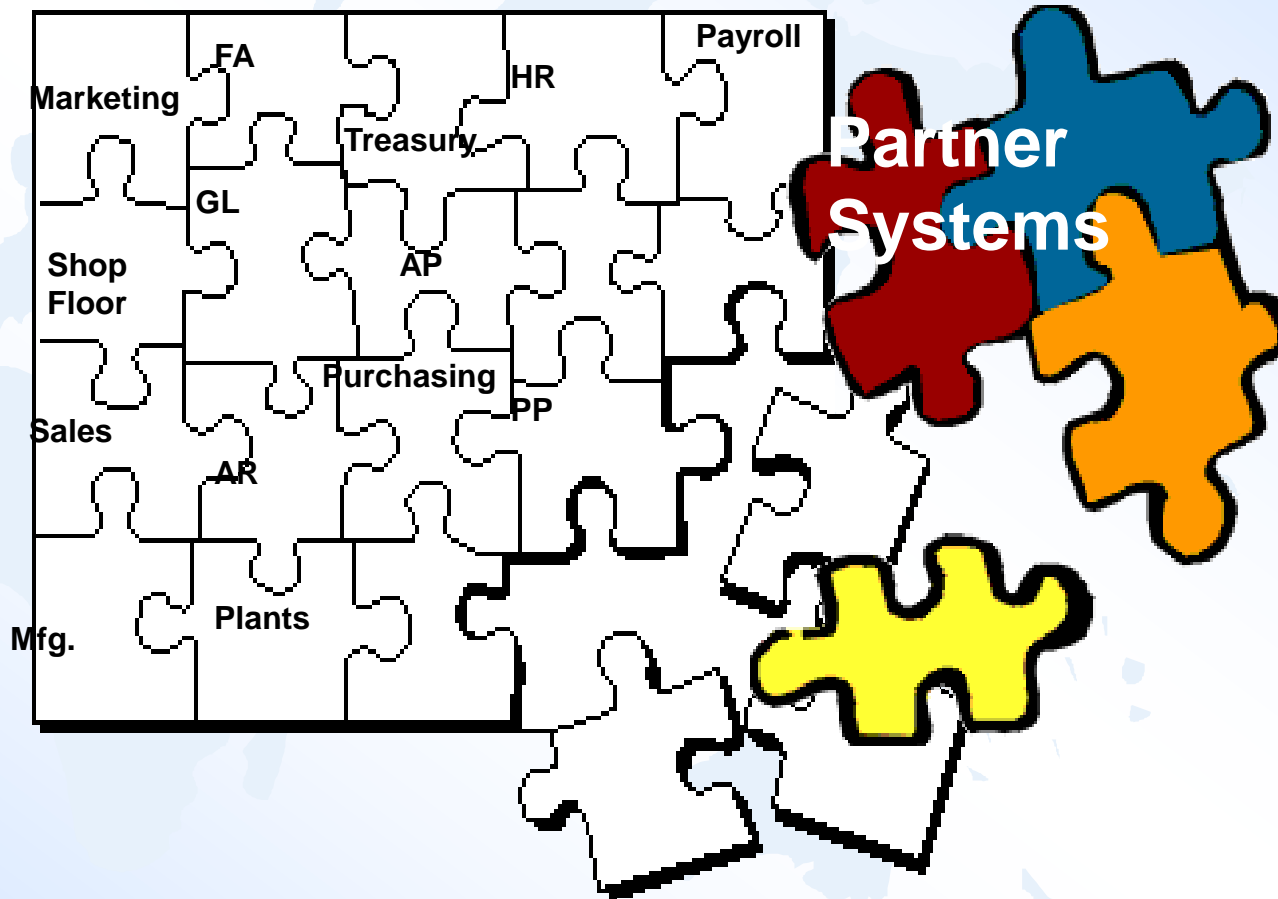
# What is ERP?



# Enterprise Resource Planning



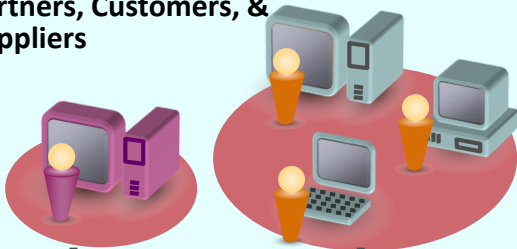
# Enterprise Structure – Integrating Business



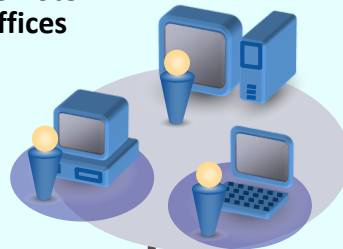


# IT Environment Today

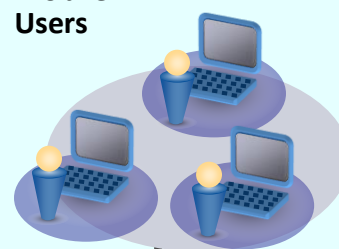
Partners, Customers, & Suppliers



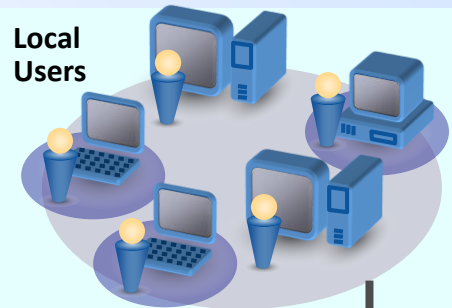
Remote Offices



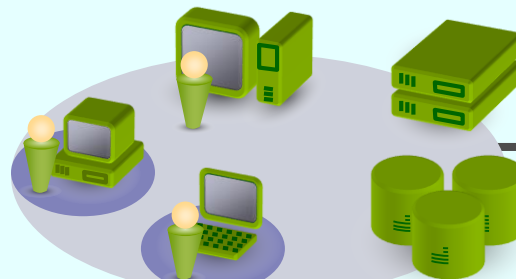
Mobile Users



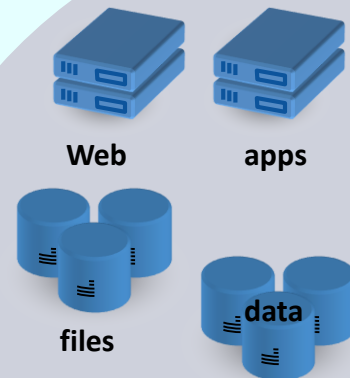
Local Users



- Many different hardware platforms
- Many different applications
- Managed and un-managed machines
- Application install packaging
- Application distribution
- OS and application patching



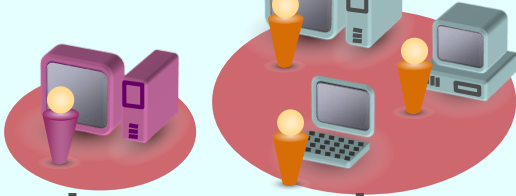
Acquisitions



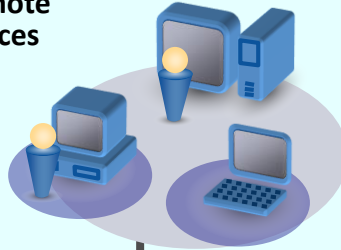
Data Center

# Complex Problems

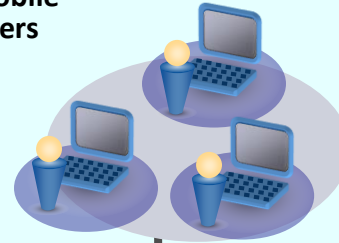
Partners,  
Customers, &  
Suppliers



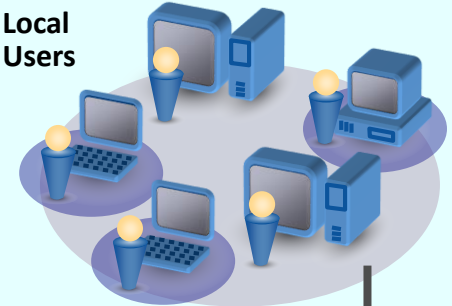
Remote  
Offices



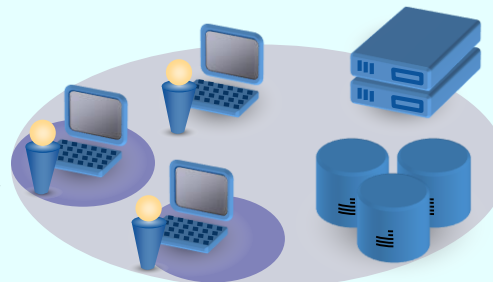
Mobile  
Users



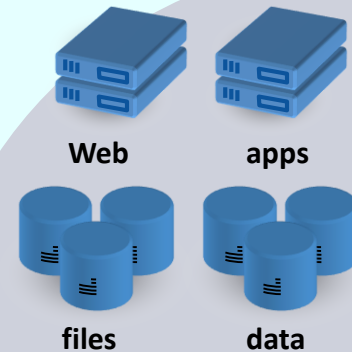
Local  
Users



- Application compatibility
- Application certification
- Replace target machines
- Cost of application deployment/change
- Support for offline application access
- Frequent application updates
- Efficient use of IT resources
- Efficient use of computing power



Acquisitions



Data Center

# SAP

## Systems Applications and Products in Data Processing

(German : Systeme, Anwendungen, Produkte in der  
Datenverarbeitung)



# History of SAP



- ❖ Systems Applications and Products in Data Processing
  - German : Systeme, Anwendungen, Produkte in der Datenverarbeitung
- ❖ Founded in 1972 by Wellenreuther, Hopp, Hector, Plattner and Tschira
  - Renamed in 1977
  - Before 1977 : Systems Analysis and Program Development (German : Systemanalyse und Programmentwicklung)
- ❖ SAP is both the name of the Company as well as their ERP Product
- ❖ SAP system comprises of a number of fully integrated modules, which covers virtually every aspect of the business
- ❖ Three systems developed : R/1, R/2, R/3



# There are many ERPs in the market.....

SAP

BAAN

JDEDWARD

EXCEED

Siebel

Oracle

Ramco

Microsoft Navision

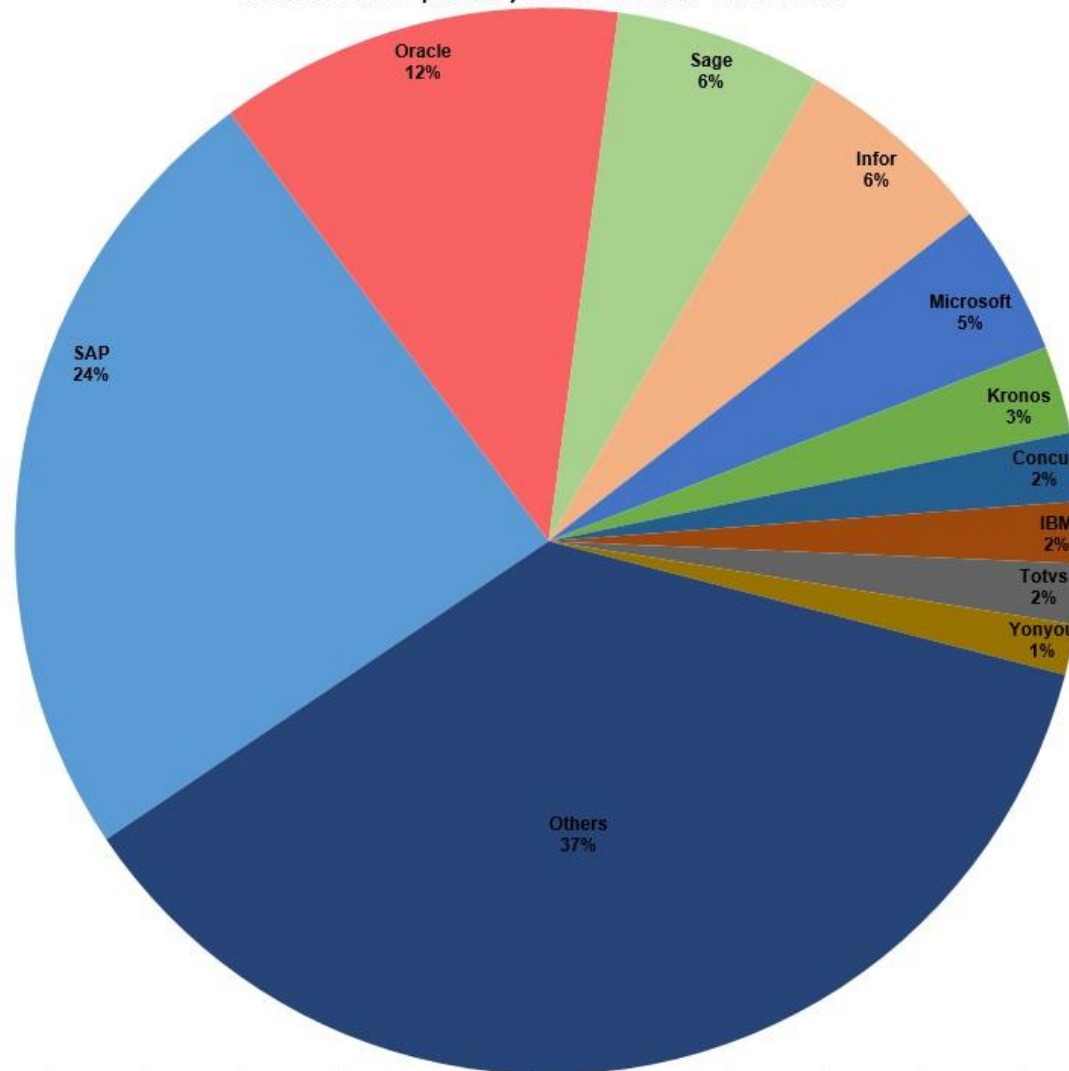
People Soft

Etc.

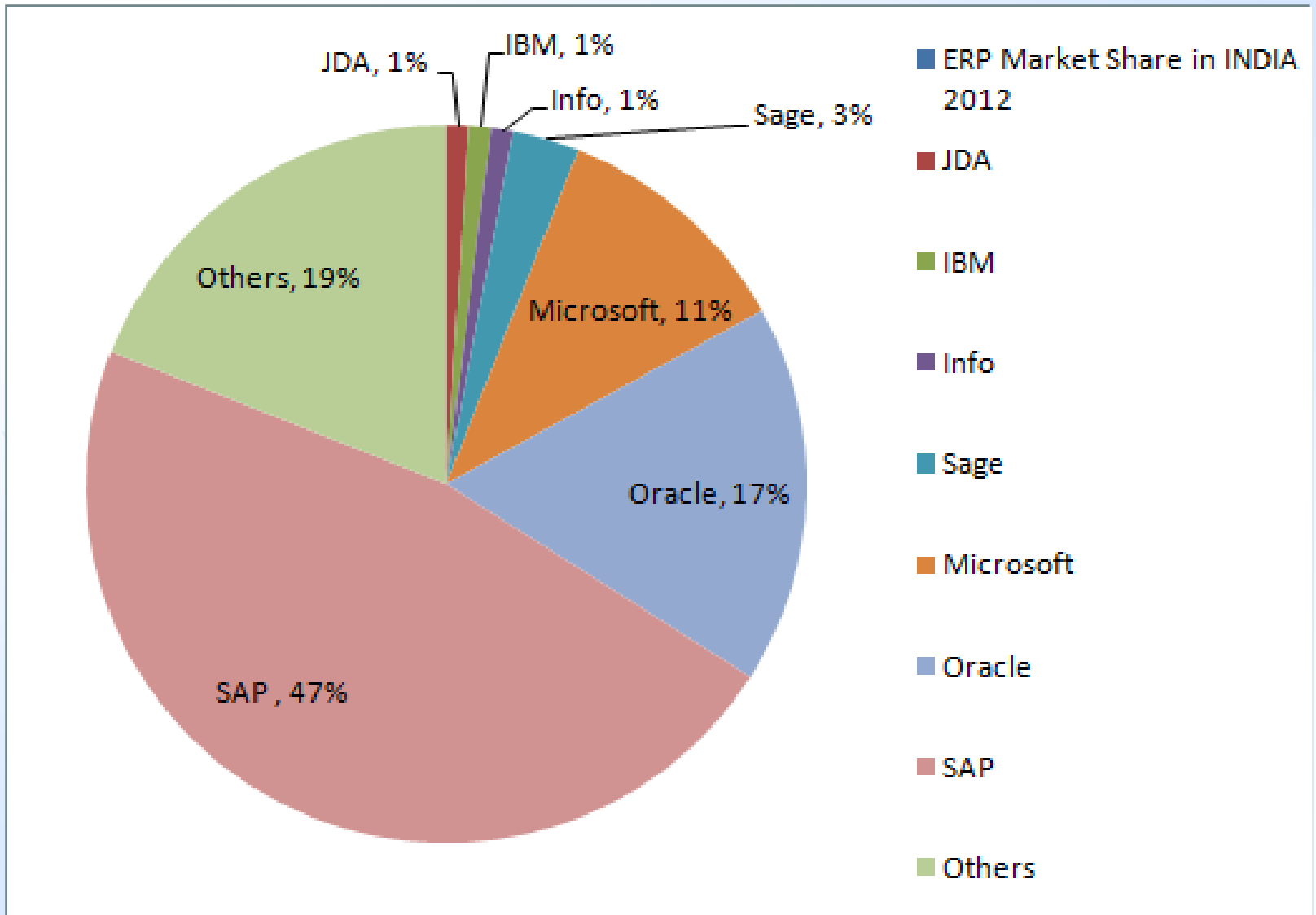


# Worldwide ERP Market Share in 2013

Worldwide ERP Software Market Share, 2013  
Market Size: \$25.4B, 3.8% Growth Over 2012



# ERP Market Share in INDIA 2012



# SAP R/3 Architecture

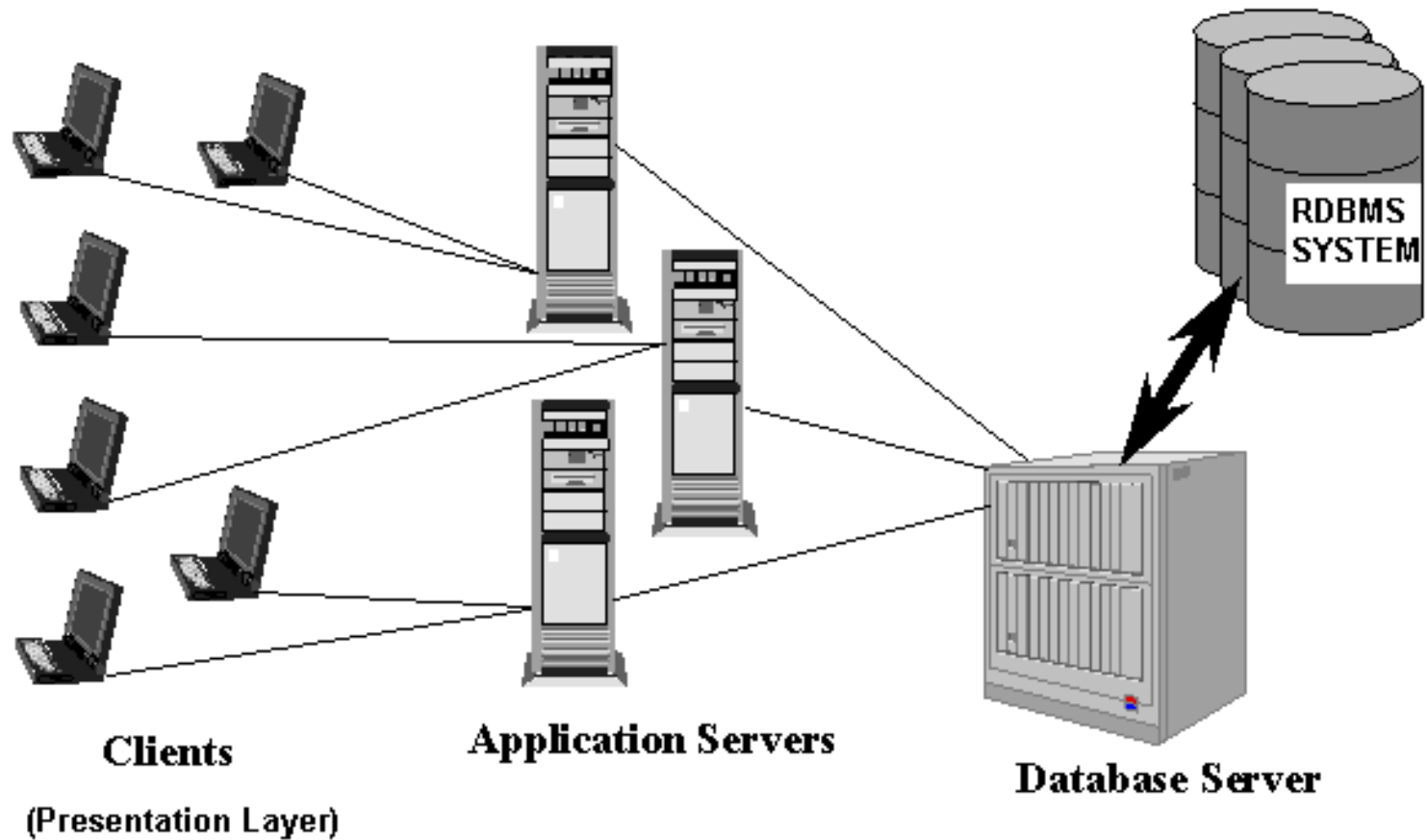




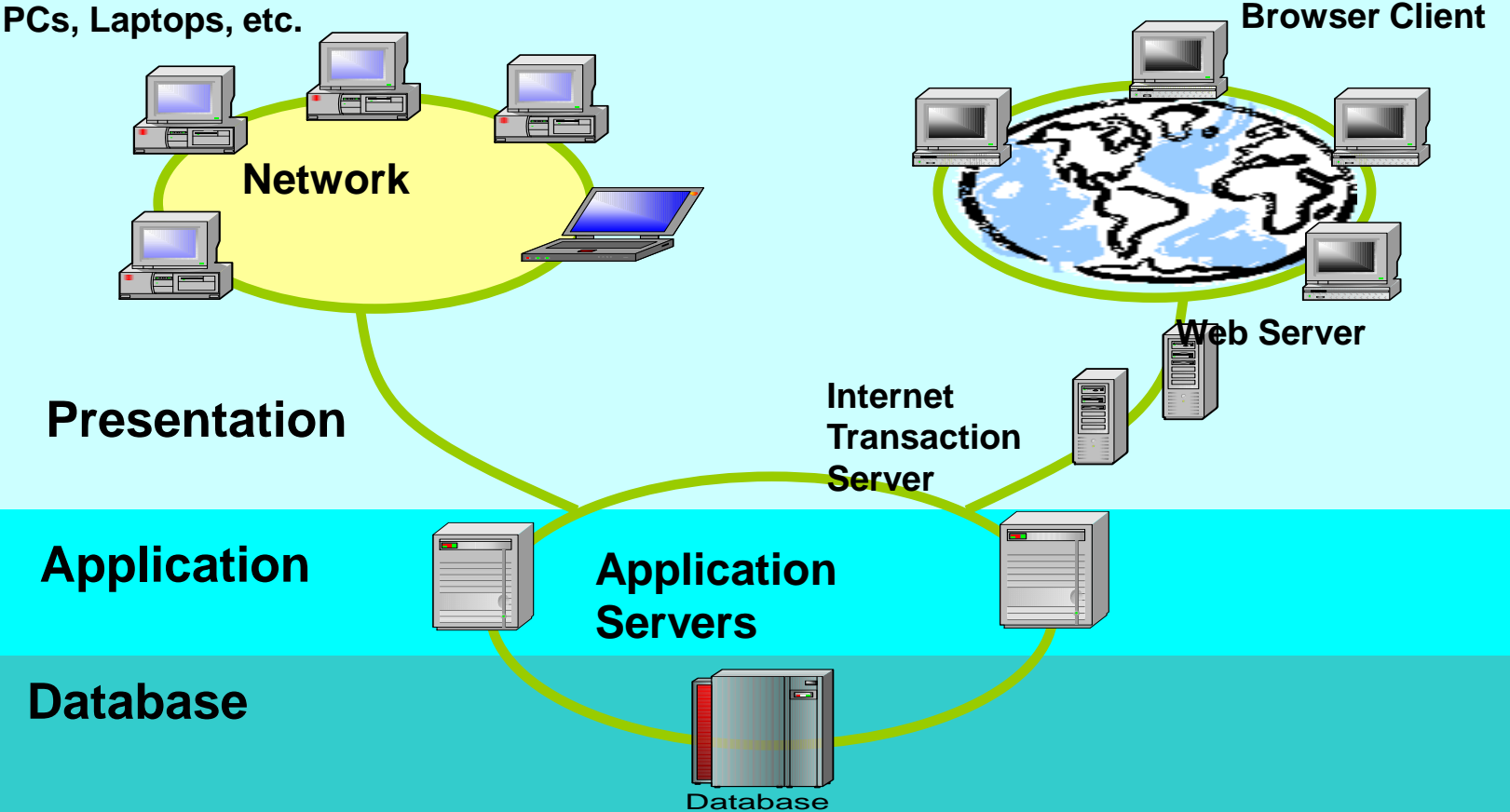
## 3 Tier Client / Server Architecture

- ❖ The SAP R/3 architecture is based on a 3-tier client/server principle
  - Presentation Server
  - Application Server
  - Database Server
- ❖ Dedicated Servers are linked by Communication Networks
- ❖ Perform tasks without sacrificing data integration and processes within the system, as a whole

## SAP R/3 System Architecture (Contd...2)



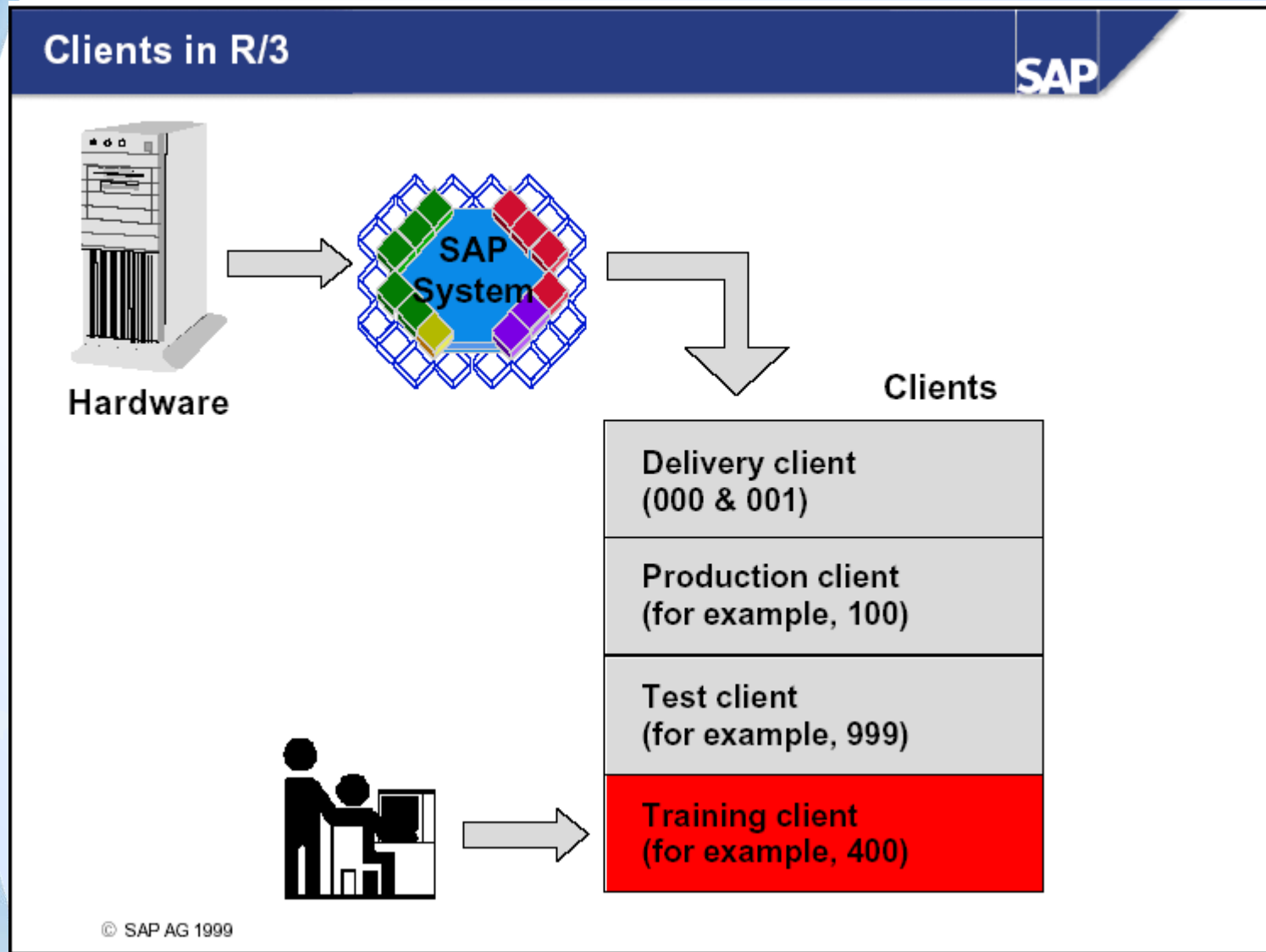
# SAP Architecture



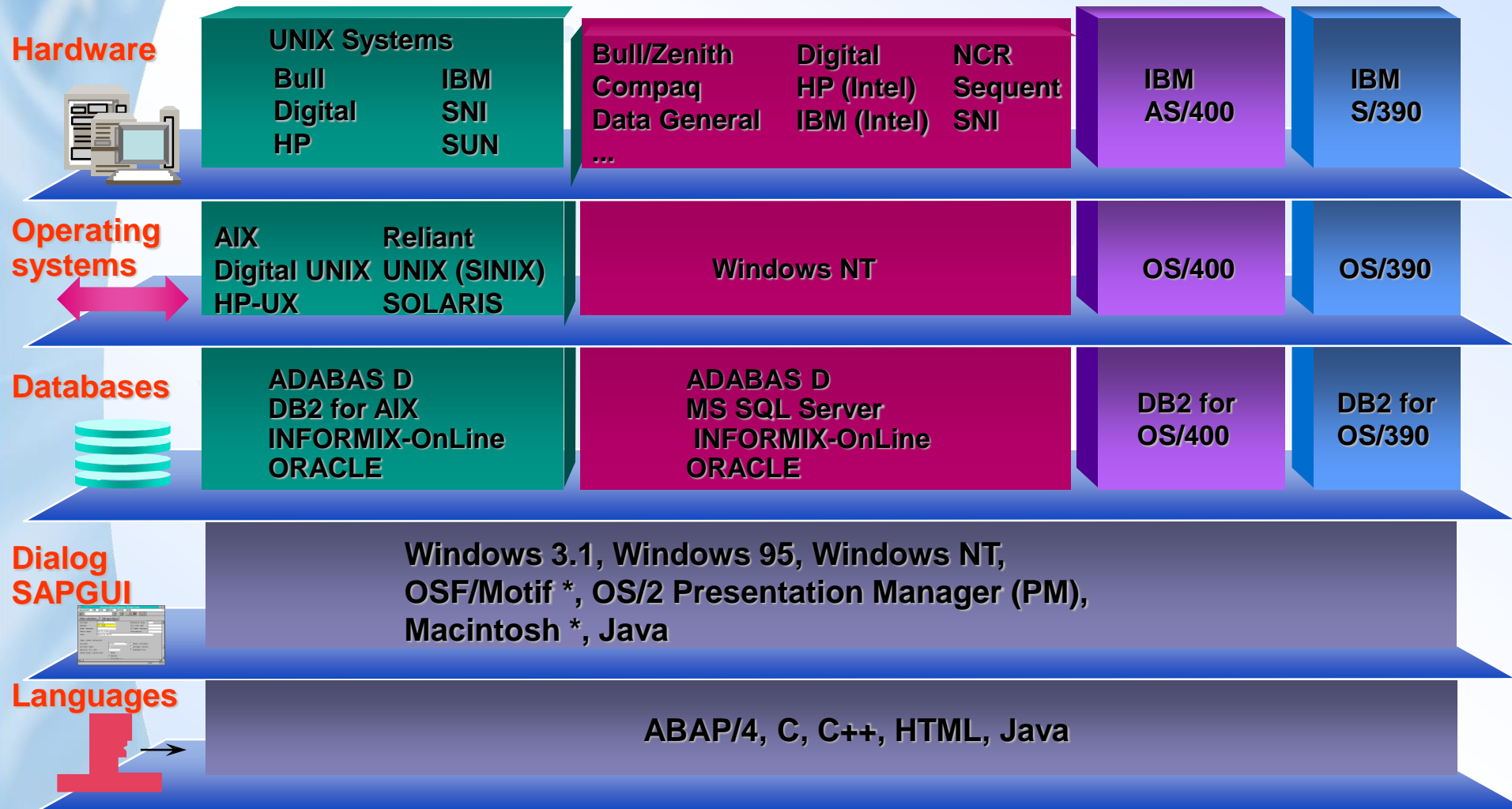
# Overview of Presentation & Database Servers

- The Presentation Server
  - GUI only
  - At workstation
  - Very light
  - Sends requests to application server
  - Obtains screens from application server and displays
- The Database Server
  - Interface between application server and RDBMS
  - Also holds the vendor specific DB driver

# Clients in R/3



# R/3 Technology Environment



# Simplify Everything Do Anything -SAP



G:\ERP\SAP  
ercial - Simplify E

# SAP

## A Complete Integration of The Entire Business



G:\ERP\SAP  
erial - Football Fr

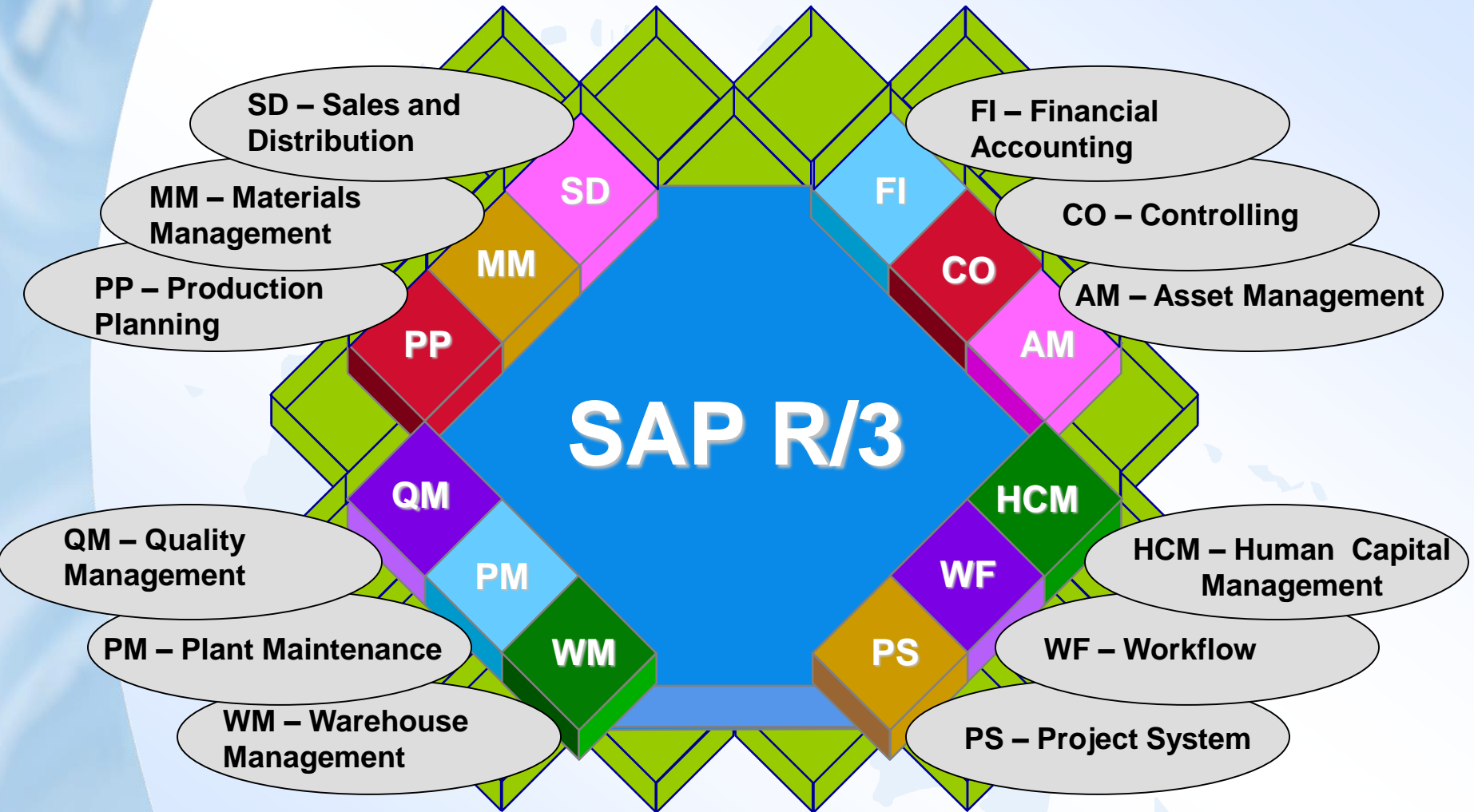




# SAP R/3 Modules



# SAP Modules



# mySAP Industry Solutions (Some Examples)

- ❖ SAP for Aerospace & Defense
- ❖ SAP for Media
- ❖ SAP for Automotive
- ❖ SAP for Mill Products
- ❖ SAP for Banking
- ❖ SAP for Mining
- ❖ SAP for Chemicals
- ❖ SAP for Oil & Gas
- ❖ SAP for Consumer Products
- ❖ SAP for Pharmaceuticals
- ❖ SAP for Engineering, Construction & Operations
- ❖ SAP for Professional Services
- ❖ SAP for Healthcare
- ❖ SAP for Public Sector
- ❖ SAP for High Tech
- ❖ SAP for Retail
- ❖ SAP for Higher Education & Research
- ❖ SAP for Service Providers
- ❖ SAP for Industrial Machinery & Components
- ❖ SAP for Telecommunications
- ❖ SAP for Insurance
- ❖ SAP for Utilities

# Navigation



## Logging On

- A new window appears
- Enter your user-ID
- Enter your Password

**The first time you use SAP you need to reset your password.**

- The client number as well as language are entered by your administrator and defaulted
- Press Enter on your keyboard

The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help' options. Below the menu bar is a search bar and a 'New password' button. The main area contains several input fields: 'Client' with the value '100', 'User' with the value 'DOHAN002', 'Password' with a masked value '\*\*\*\*\*', and 'Language' which is currently empty. At the bottom of the window, the status bar displays 'DEV (1) (000)', 'educat-sdea-1', and 'INS'.

## Passwords

### Password Basic

- You can use upper case letters or lower case letters in your password (SAP R/3 does not distinguish between upper and lower case letters).
- You can use any combination of characters (a ..... z, 0.....9, or punctuation marks)

### Password restrictions

You **cannot** begin a password with:

- ?, !, or a blank space
- three identical characters (fffce).
- any sequence of three characters that are contained in your user name (for example, using “bill,” if your user name is 99biller)

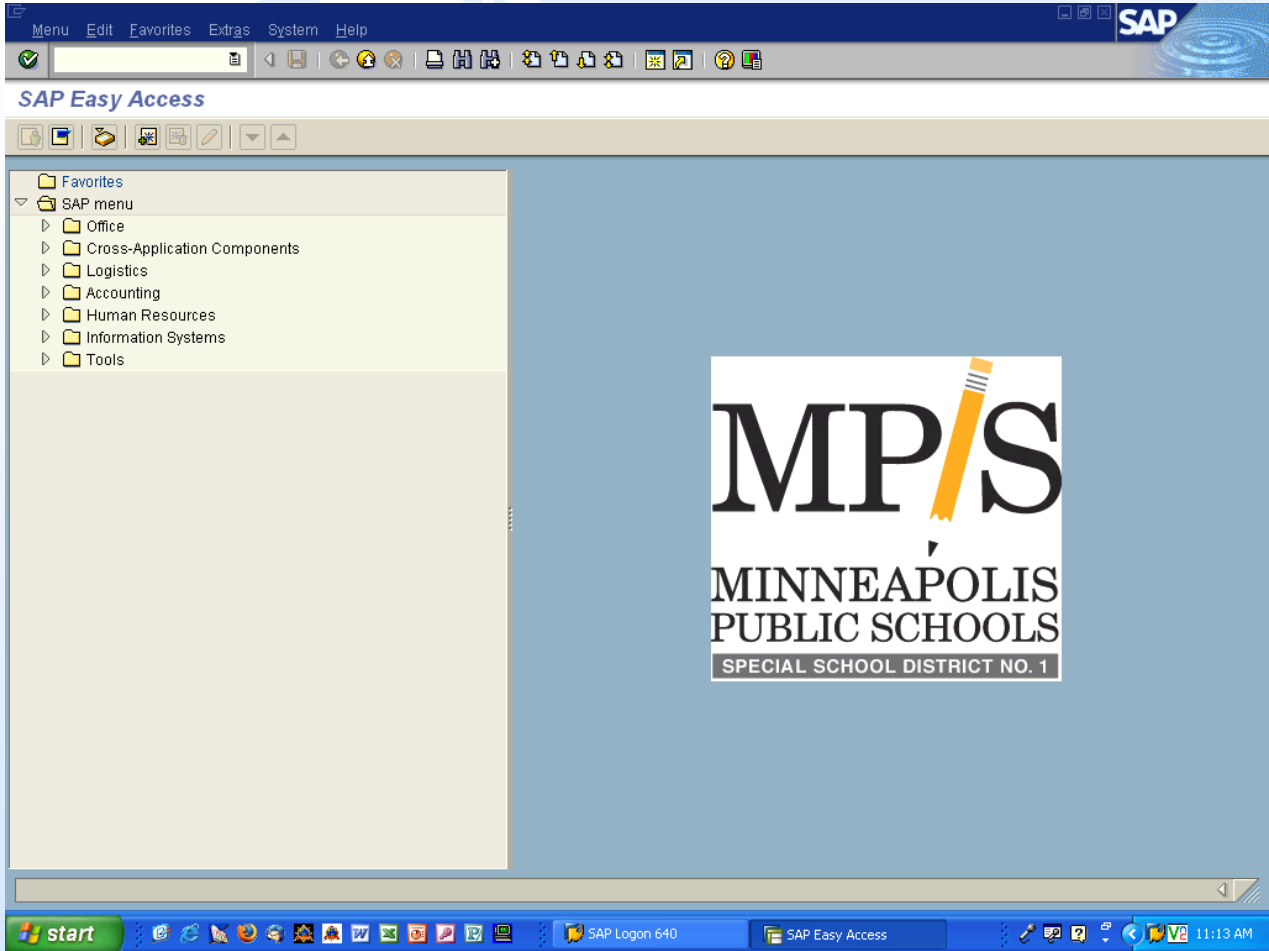
### Other bad ideas:

- Do not use pass as your password
- Do not use any of your last five passwords



# Main Menu Screen

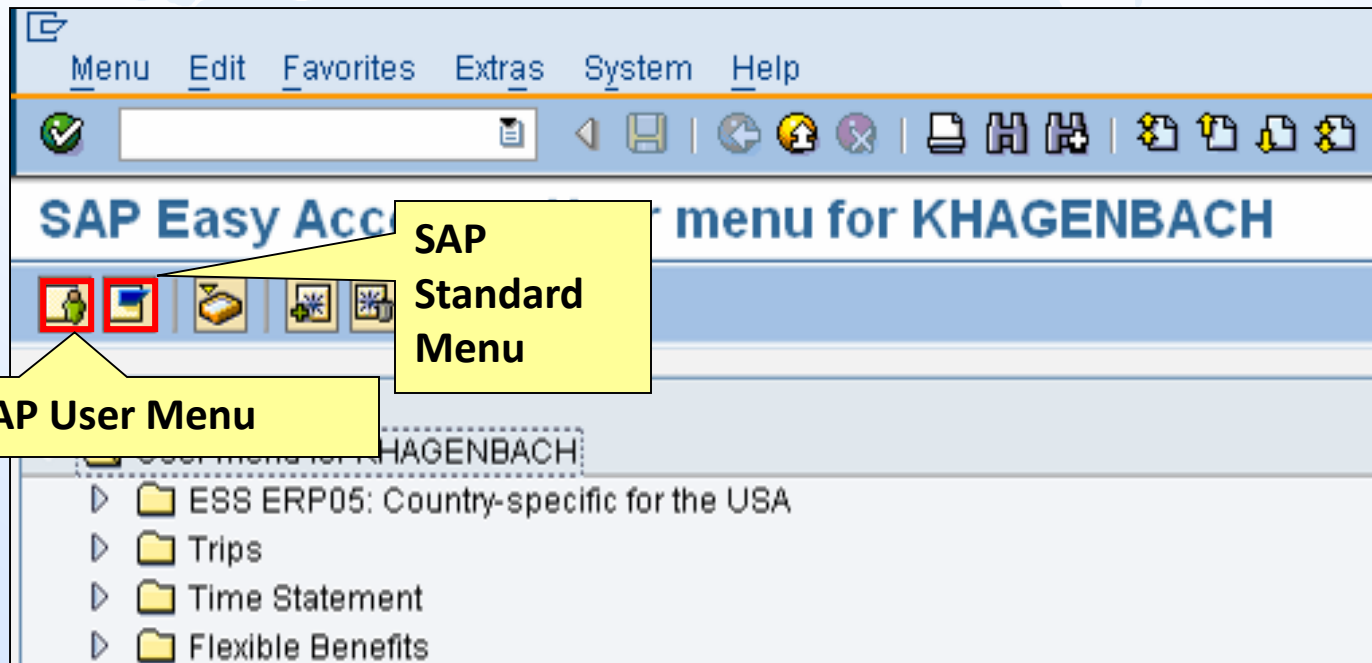
The main menu screen is displayed (standard SAP)



# SAP Menus

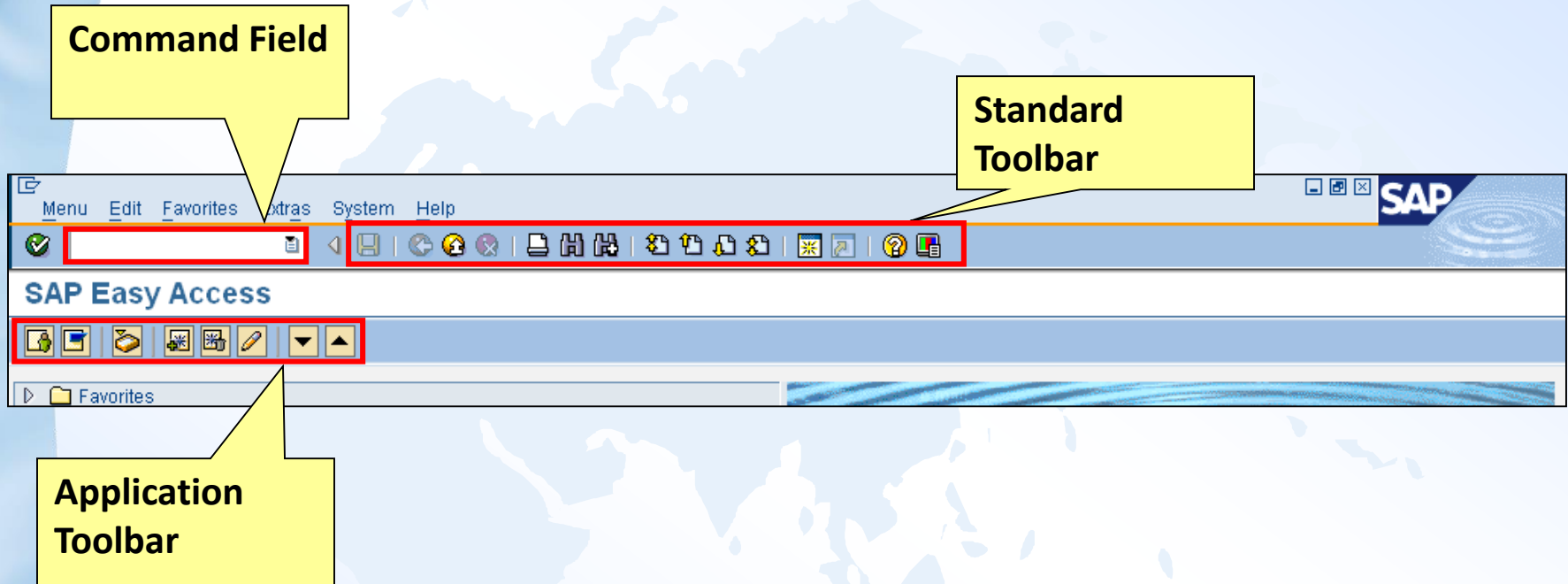
The default screen is called the *SAP Easy Access Screen*.

- You can switch from one menu to the other by selecting the appropriate icon
- When you log on, you will see either your user menu (specific to your role), or the SAP standard menu (lists all transactions)





# SAP Easy Access Screen and Toolbars



**SAP is a Windows-based system. You can navigate in SAP using buttons, toolbars and windows the same way you would in other Windows applications like Word or Excel.**

# SAP Easy Access Screen

The screenshot displays the SAP Easy Access interface. At the top, a menu bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. The 'Title Bar' is highlighted in yellow and contains the text 'SAP Easy Access'. Below the title bar is a toolbar with various icons. The 'Navigation Area' is highlighted in yellow and contains a tree view under 'Favorites' with the following items: 'SAP menu', 'Office', 'Cross-Application Components', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', and 'Tools'. The 'Status Bar' is highlighted in yellow and contains the message 'The current transaction was reset'. The background of the main content area features a blue water ripple pattern with faint text.

**Title Bar**

**SAP Easy Access**

**Navigation Area**

**Status Bar**

The current transaction was reset

Kim SAP 1000 Updated Portal Only Navigation Course Broward

- What is a transaction?

**Transactions let users to create, change, or display data or run a report in SAP.**



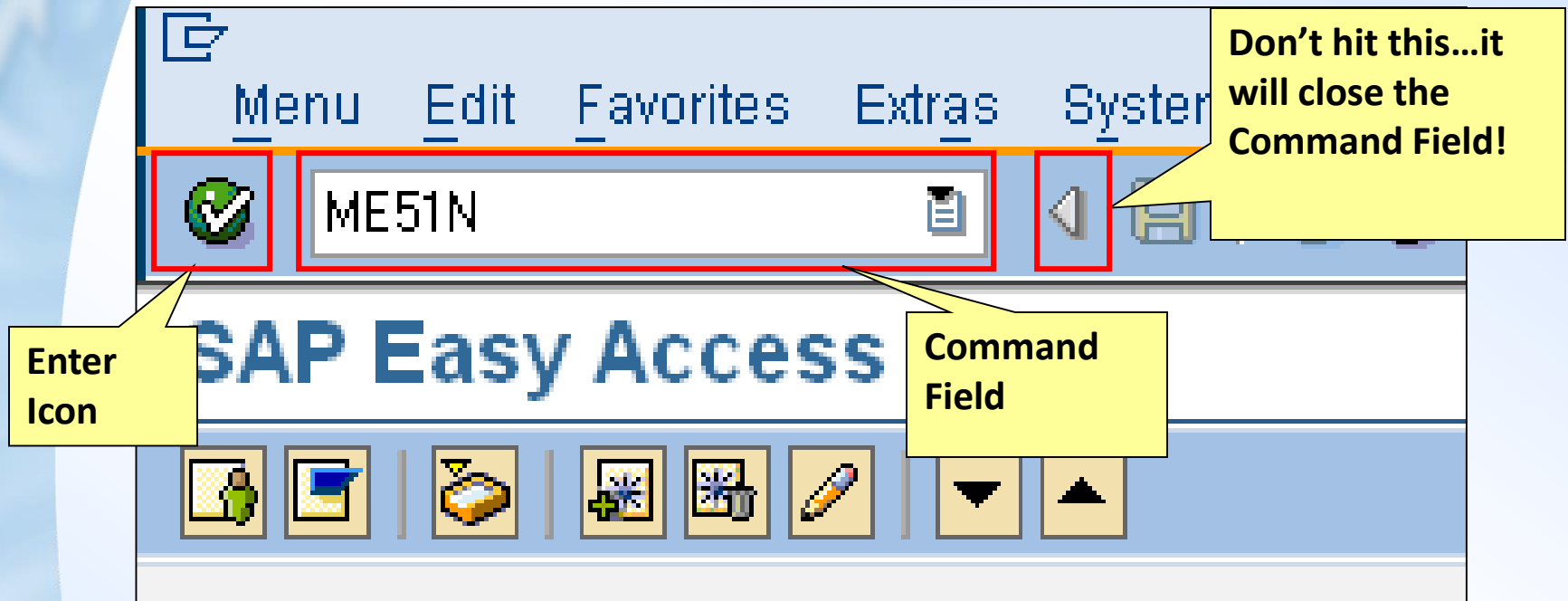
# Getting Around

There are three ways to access transactions in SAP:

1. Command Field
2. User or SAP menus
3. Favorites

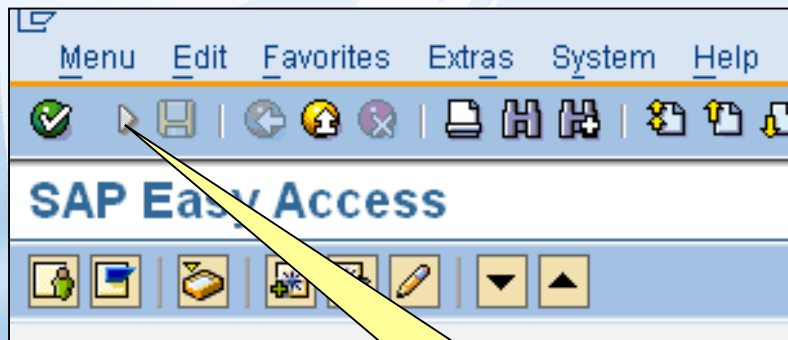
The screenshot displays the SAP Easy Access interface. At the top, there is a menu bar with options: Menu, Edit, Favorites, Extras, System, and Help. Below the menu bar is a command field, which is highlighted with a red box and a yellow circle containing the number '1.'. Below the command field is the title 'SAP Easy Access - User menu for...'. Below the title is a toolbar with various icons. Below the toolbar is a list of folders and transactions. The 'Favorites' folder is highlighted with a red box and a yellow circle containing the number '3.'. The 'User menu for KHAGENBACH' folder is highlighted with a red box and a yellow circle containing the number '2.'. The 'ESS ERP05: Country-specific for the USA' folder is also visible.

# Using the Command Field

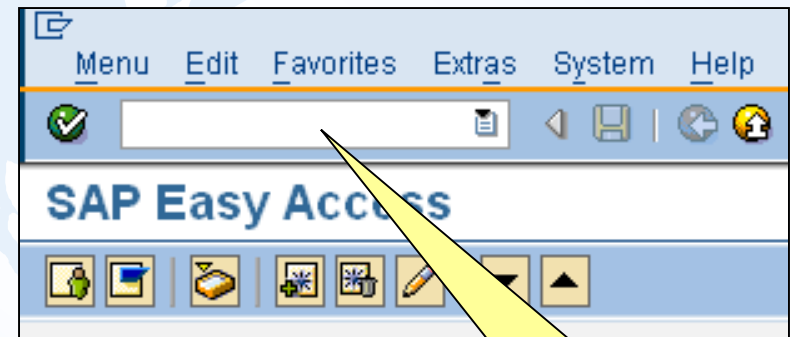


- Each transaction in SAP has a code. You can use the Transaction Code instead of the menu path to navigate to the transaction (it can consist of letters, numbers, or a combination)
- Type the Transaction Code in the Command Field (ME51N was selected above) and press Enter on the keyboard or click the Enter icon to navigate to that transaction

# Closed Command Field



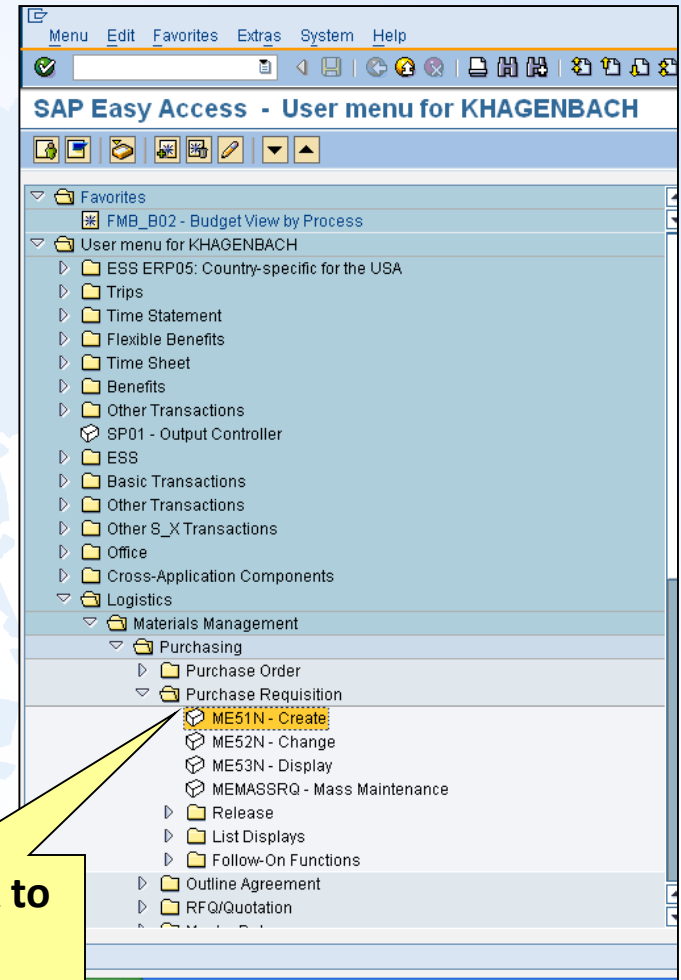
Select to Re-Open the Fast Path Field



Now you can enter your transaction code

# Navigating Using the User Menu

- The user menu contains a list of transactions based on your role (menu path)
- Some of these transactions are within folders
- You can navigate to these transactions by double clicking on the name of the transaction



**Double Click to  
access the  
screen**

## Is there an Easier Way to Navigate?

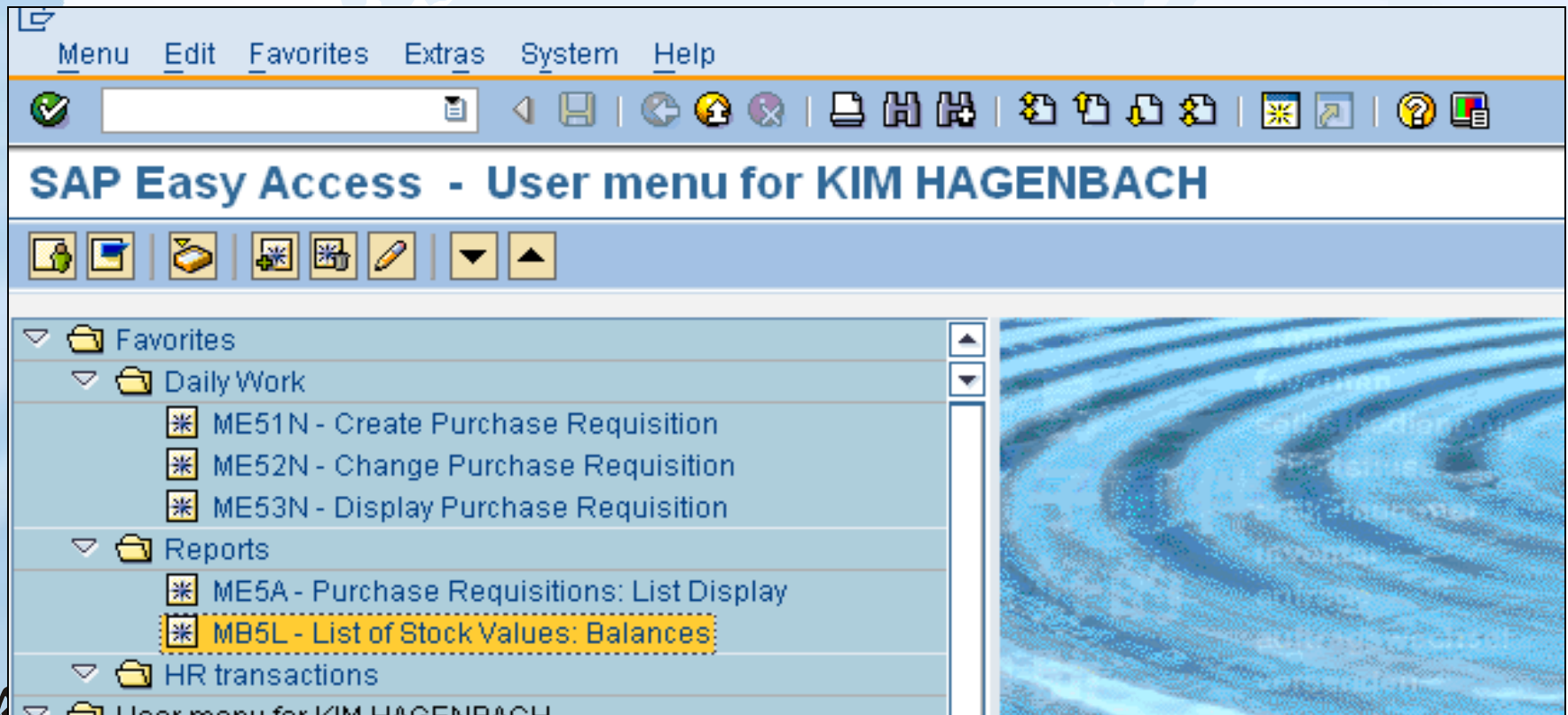
- How can I easily get to where I need to be?  
**Set up Favorites!**





## Favorites

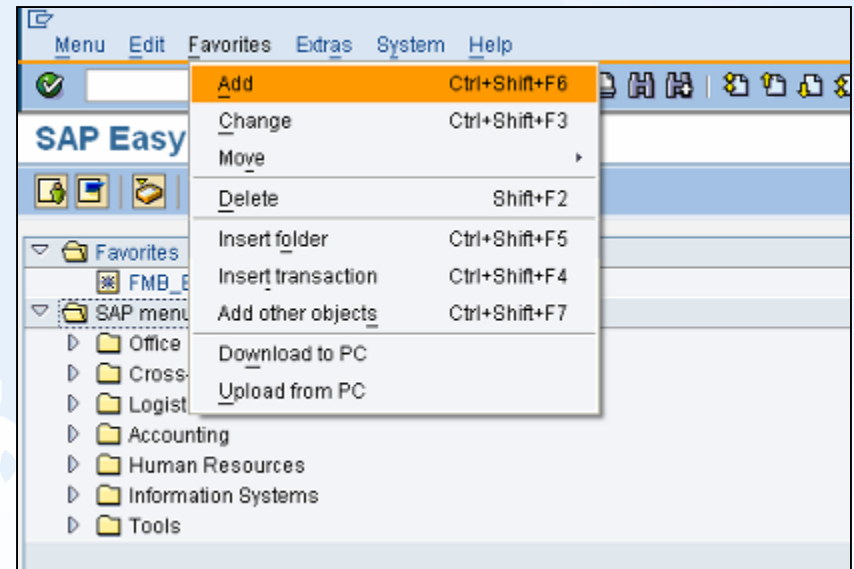
You can set up links to commonly used transactions in the Favorites folder.



## Creating a Favorite

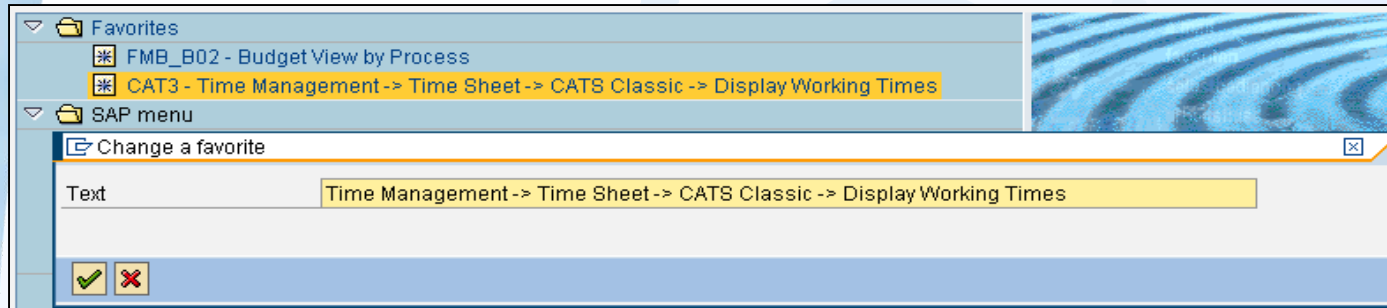
- Select the transaction from menu path

- From the menu bar in the Easy Access Screen, select Favorites>Add to create a shortcut to the transaction

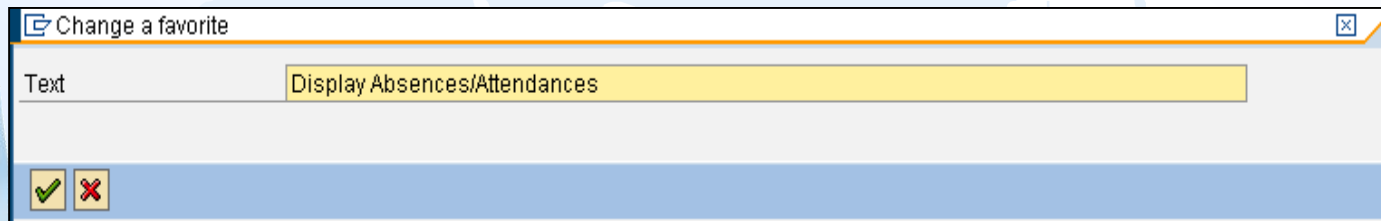


# Changing the name of a favorite

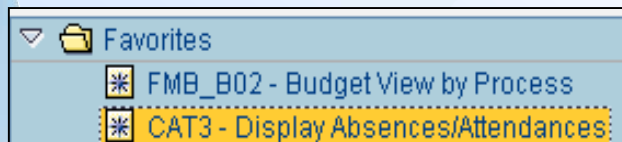
Select the favorite you want to change From Menu Bar select Favorites>Change



Enter the name change then green check



Name has been changed in Favorites



# Other SAP Basics



# Types of Fields

- Mandatory fields have a check mark
- Optional fields are blank
- Fields with match codes (drop down icon) allow searching on the field for allowed entries

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile

Personnel Selection

Personnel Number

Mandatory Field

Matchcode

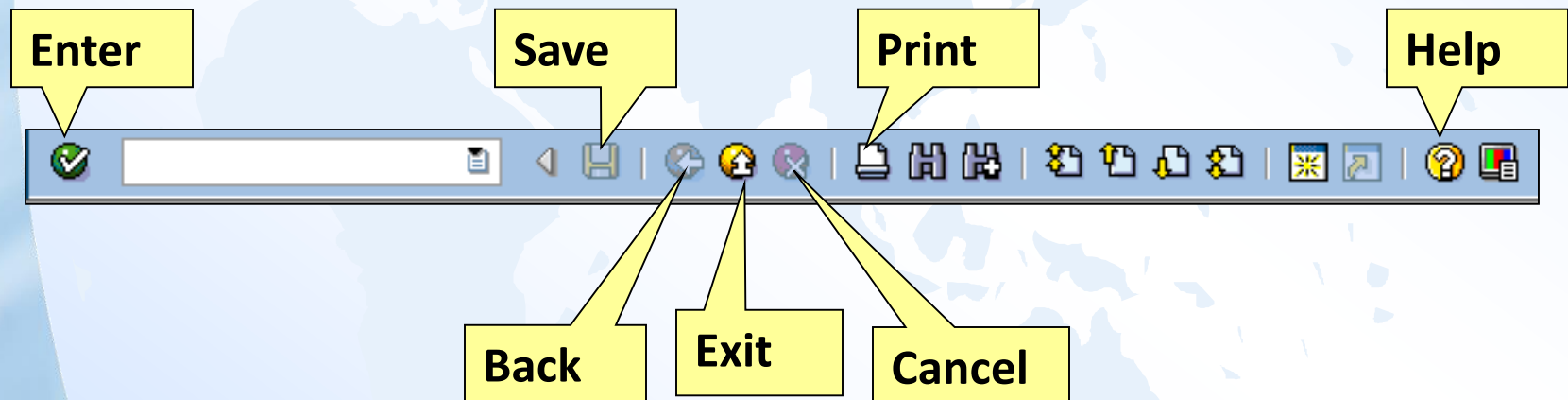
# Standard Toolbar Icons

- The Standard Toolbar appears on all screens, not just the Easy Access Screen
- However, if an icon is gray on a screen, it is not active and cannot be used
- The meaning of an icon can change, depending on which screen it is located

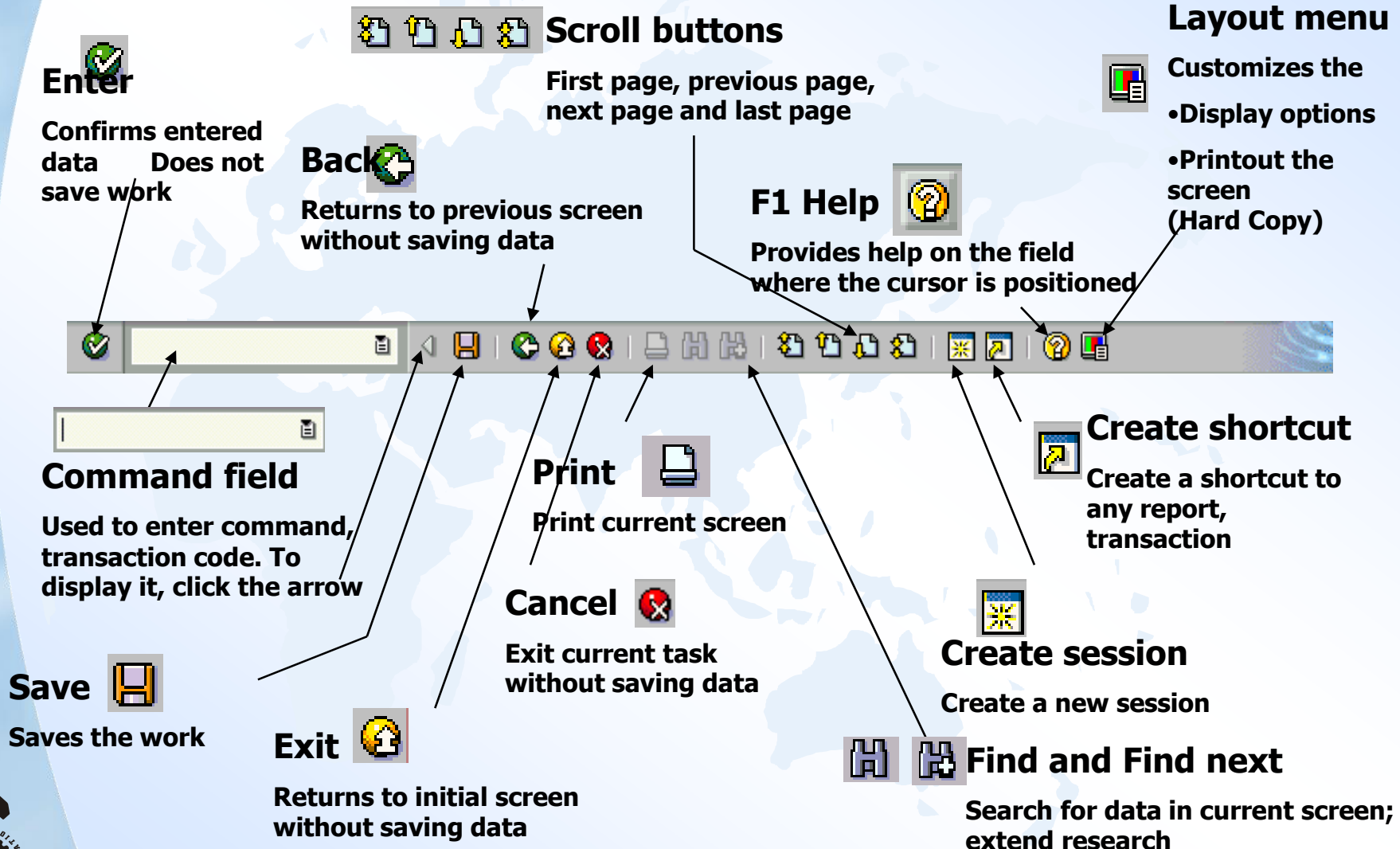


## Other Key Icons

- To determine what each icon represents on the menu bar, place the cursor on the icon. Balloon help provides the icon name and the associated function key.



# Typical Icons








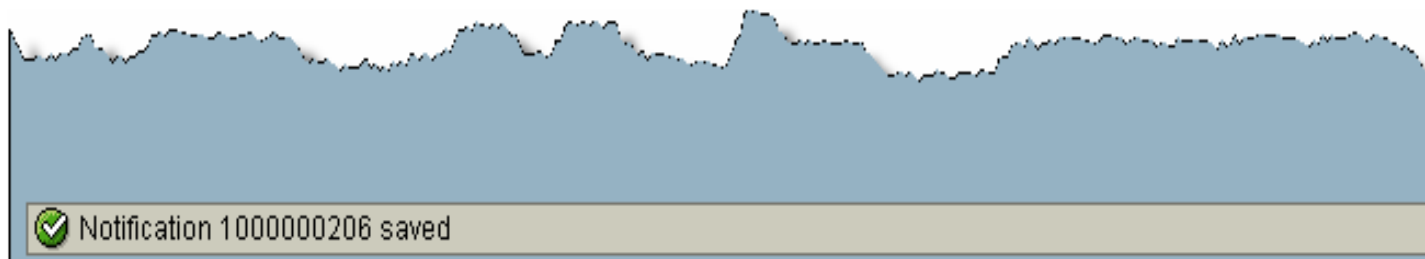
# Moving from One Transaction to Another

The screenshot shows the SAP 'Create Purchase Requisition' interface. At the top, there is a menu bar with 'Purchase Requisition', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Create Purchase Requisition' is displayed in large blue letters. A callout box on the left contains the text: 'Type /N and Transaction Code and then Select Enter'. The interface includes a 'Standard Requisition' field with a dropdown arrow and a 'Source Determination' checkbox. Below this is a 'Header' section with a toolbar containing icons for search, print, delete, and other functions. A table is visible at the bottom with columns: 'St...', 'Item A', 'Material', 'Short Text', and 'Quantity'. A mouse cursor is pointing at the 'Item A' column.

You must type **/N** before the transaction code to move from one transaction to another

# System Messages

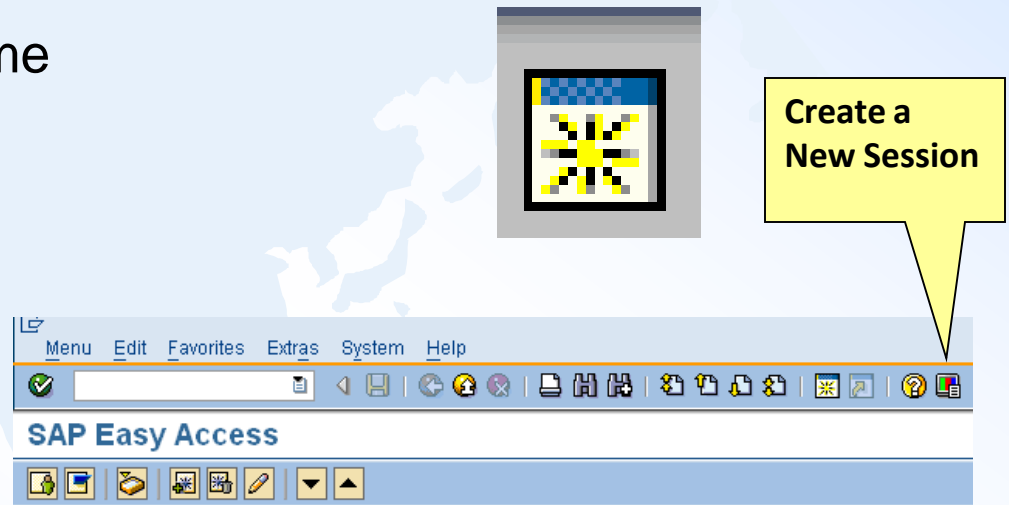
Message Type	Code	Message Description
Error Messages		Indicates a problem that must be corrected before continuing.
Information Messages		No action is required. SAP is informing you of a particular fact or condition. However, you must hit Enter to proceed past the message.
Warning Messages		Indicates there may be a problem with the data you have entered. You may have to correct the problem before continuing.



- Train your eye to look at the bottom of the screen for system messages.
- You must correct an error message to proceed.
- You must hit Enter to proceed past a warning message.
- An information message usually appears when you complete a transaction, such as giving you the number of a purchase requisition you just created.

# Creating a New Session

- A session is like a window within SAP
- Opening up a new session allows you to work on more than one thing at the same time
- Follow: System > Create Session or Select the Create Session button from the standard toolbar
- You must have chosen the Windows GUI, not the Web GUI for this to work
- You can have up to six sessions running simultaneously
- The Create a New Session Button (for PCs only)



## Starting a New Session using the Command Field

- Type **/O** before the transaction code and hit Enter
- You will be taken directly to the new transaction in a new session without closing what you were working on
- You can do this from any screen



Purchase Requisition    Edit    Goto



/OME53N



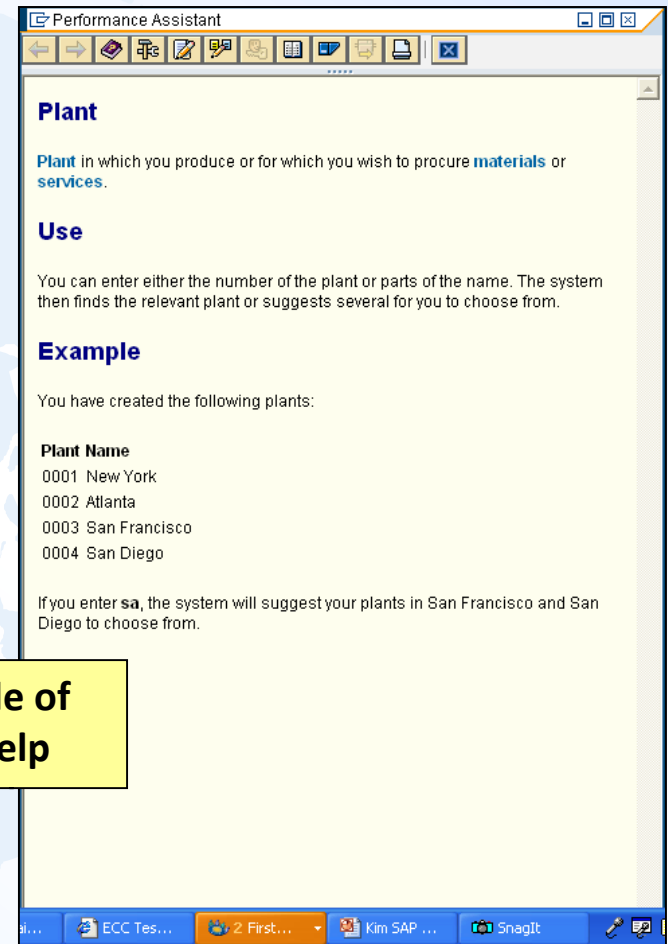
## Switching between Sessions

- Click the session represented by a button at the bottom of your screen, just like you do for any windows program



## Field Help (F1)

- Put your cursor in a field and select **F1** or the field help icon (the yellow question mark on the standard toolbar)
- A pop up box will appear that tells you what the field means




**Example of  
Field Help**

# Ending a Session

- Save your work before you close the session.
- From the menu bar choose System> End Session



- Or Click  in the upper right hand corner of the screen

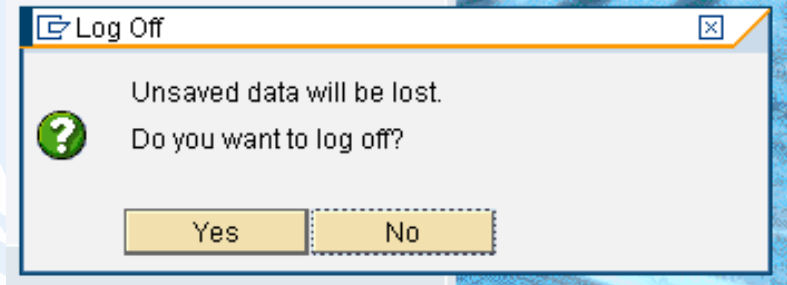
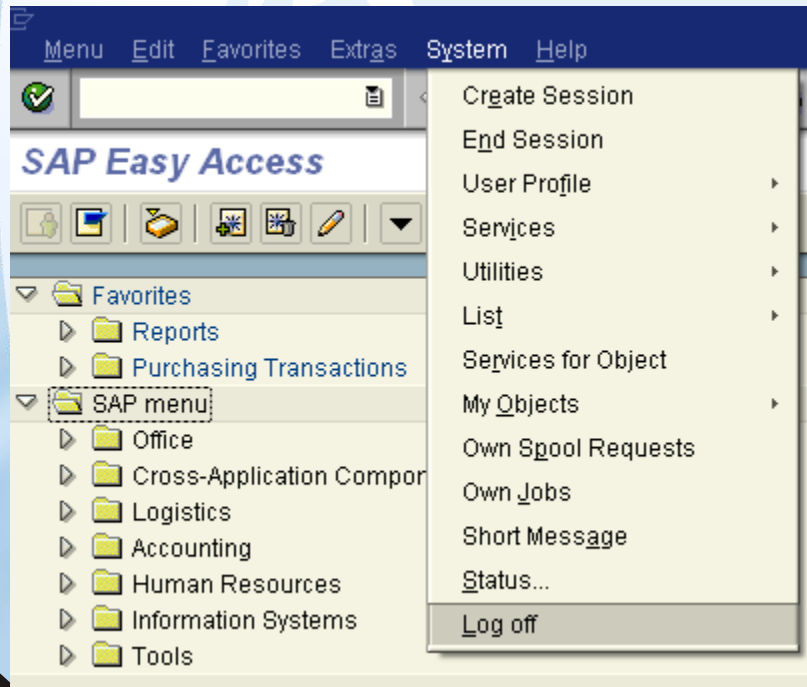
# Logging Off of SAP

- Select the yellow arrow at the top of any screen
- Or select System: Log off



> You will be warned about saving your data even if you have saved it!

> Select “Yes” to log off





**Congratulations!**

**You have finished the SAP Basic Navigation lesson for Super Users.**



**JKT**