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2 SAP Fiori basics

This chapter introduces the new SAP user experience called SAP Fiori, with its launchpad and apps, designed to reduce complexity and make working with SAP S/4HANA easier and faster than with the traditional SAP GUI.

2.1 The SAP Fiori launchpad

Using the classic SAP GUI was not easy. Menu paths were complicated, the screen old-fashioned, and transactions only accessible on a desktop or laptop. You needed extensive training and often had to scroll through multiple screens to action a single item.

SAP has replaced the traditional menu and graphical user interface (GUI) with a consumer-grade user experience called SAP Fiori. SAP Fiori is web-based and consists of a dashboard or launchpad with a number of tiles which contain only the apps relevant to each user. The tiles are simpler, more intuitive to use than the GUI menu, more in line with apps on a Smartphone or tablet, and can be used on any device.

Apps can be transactional, analytical, or factsheets, and many of the analytical apps show key figures on the face of the tile itself. For example, apps for approving purchase orders or staff leave may contain the number of outstanding approvals on the face of the tile; bank apps may show the bank balance; and bank statement monitors may show the number of successful and unsuccessful bank statements processed. There are some examples of these smart apps shown in Figure 2.1.

In many apps, you see an overview screen showing all customers, suppliers, or other items and you can then either drill down to display or edit the details, or create new items.
You can tailor the launchpad and arrange your apps into groups, or mini-dashboards, perhaps with the most-used apps at the top. In the top left of the screen (above the apps), there is a small button, which takes you to the ME area where you can change settings, edit your home page, or sign out. If you select the **App Finder**, the apps are listed by catalog and you can also search for them by name. Click on at the bottom of an app in the app finder to create a new group or add the app to an existing group.

**Figure 2.2: Load one group to home page**

If you have a lot of apps and it is taking a long time to load your home page, you can go to **Settings • Home page** and choose **Show One Group at a Time**. See Figure 2.2.

Also, under **Settings**, you can change various settings such as the color of the screen, and set defaults, which we will explain later. **Edit Home Page** allows you to rearrange the tiles and create your own groups. See Figure 2.2.

If you have used an app recently, you can see it in **Recent Activities** when you click on the ME button. There is also a neat search option at the top right of the launchpad, the **Enterprise search**, where you can specify where to search, as well as what to search for. For example, if you have a reference but are not sure what it refers to (e.g., a document or master data), you can search using **All**, which will return every location the reference
appears. Alternatively, you can use the dropdown to restrict the search to a specific area such as apps, specific master data, documents, etc.

![Figure 2.2: SAP Fiori settings for home page display](image)

**Dropdown**

When we use the term *dropdown*, we refer to the button on the right of a selection field. When you click on this button, the system will either give you a list to choose from, or take you to another screen where you can enter search terms or a condition to find what you are looking for. There is a calendar button for date fields.

In Figure 2.3, we searched All for the number 12345, and the system returned journal entries with that reference, batch numbers of stock items, customers, and a number of other items to choose from. You can restrict the search to billing documents, cost centers, employees, or a number of other items in the dropdown list, and you can also restrict it to apps, and use the search function instead of the app finder, or export the results to a spreadsheet. You have a button at the top left of the results screen, (not shown in the figure), where you can filter further.
SAP Fiori apps look and feel similar to each other and are consistent across different platforms and devices. They are simple, intuitive, and role-based so that users are not faced with a number of fields or screens that are not relevant to them.

Although you can still use the traditional GUI transactions, as well as or instead of the SAP Fiori apps in SAP S/4HANA on-premise, the SAP Fiori apps are the only way for users to access the transactions in SAP S/4HANA Cloud. In some cases, the apps are based on (or similar to), the GUI transaction and the fields that need to be filled in will be similar (if not the same), although many apps are completely new or have been rewritten with additional functionality. If we describe an app as based on a GUI transaction, it means that we will probably use the app in associated figures, but everything applies equally whether you are using the app or the GUI transaction.

As the apps are simple and intuitive, with plenty of onscreen help and tutorials available, this book concentrates more on the process itself, explains more about the key fields, and highlights the key features of mentioned apps. Often, the figures may not be identical to what you see in your system as the functionality is changing so quickly. New functionality is usually available first in the cloud and later on-premise.
Switching on the help functionality

To see the help functionality in SAP S/4HANA Cloud, you can click the button or key, which indicates where further help is available. See Figure 2.4. In the latest versions of SAP S/4HANA Cloud, you may see a pop-up to advise you of new features and sometimes you can launch a video from the initial screen to see how to perform the transaction and follow links to related topics.

Figure 2.4: SAP Fiori help functionality

In many apps, you can create your own layout variants to see the fields most relevant to you, and you can save an app as a new tile containing the specific range of accounts, banks, or company codes that you use the most.

Not all apps are available in every release and descriptions sometimes change, so, where possible, we will precede apps with their five- or six-digit code beginning with F, which you can search for in the SAP Fiori app library, and compare with the app in your system.

Many apps allow you to jump to other apps, for example, while in the Manage G/L account master data app you can jump directly to the Define Financial Statements Items app. Some of overview apps contain quite a bit of information on the first screen in the form of a number of larger cards with graphical displays. See Figure 2.5, App F2769—Overview Inventory Management.

There are many types of financial overview page apps, such as G/L, accounts payable, accounts receivable, projects, and treasury. Best practices scope item 2JB SAP Fiori Analytical Apps for Financial Accounting covers the accounts payable and accounts receivable overviews in detail, but the scope item is only available in SAP S/4HANA Cloud at the moment.
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