espresso tutorials

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# First Steps in SAP®

Second, Extended Edition

- Learn how to navigate in SAP ERP
- Watch instructional videos with simple, step-by-step examples
- Learn about transactions, organizational units, master data
- Get an overview of SAP products and new development trends

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# 2 SAP ECC basics

**In this chapter, we will start by discussing SAP ECC's user interface and how to navigate the system, including some innovations in the SAP ECC user interface. We will then delve into more details on how SAP ECC integrates and manages business processes. Following that, we will review SAP transactions, modules, and SAP's solutions for different countries and industries. We will walk through an overview of how SAP organizes information through organizational units and master data. Finally, we will walk through an introduction to ABAP (SAP's programming language), security and authorizations, and enhancement packs.**

## 2.1 Navigation/User interface

SAP ERP is a large software system with a large number of transactions and a variety of ways to navigate around in them. In this chapter, we are going to show you the basics of getting around in ERP. First, you will learn how to log on to the system. After that, we will demonstrate how to use the menu bar, check the status bar, and use the menu tree. You will also learn about different ways to access your frequently-used business transactions and how to disconnect from the system.

### 2.1.1 Logging on

As was mentioned previously, SAP is a client/server system that is accessible to many different users at the same time. The system itself runs on a database located on one or more *servers*. A server is a computer that provides services to other computers called *clients*. In the case of an SAP system, the services provided consist of operating a database, running the SAP programs on it, and allowing the clients to access the SAP system.

## Connection to the SAP server

You can only work with the SAP system when your computer, one of the clients, is connected to one of the servers via a network (this can be your local company network or an internet connection). Whatever work you do in the SAP system will be stored on the server, not your own computer. This also implies that you must save your work before disconnecting from the server, or it will get lost.

To log on to your SAP system, use the program SAP Logon or SAP Logon pad (see Figure 2.1). In the SYSTEMS tab, you will find all of the SAP systems in your company available to you (in our example, there is currently only one). Choose the system you want to connect to and click LOG ON. You can also double-click on the system description.

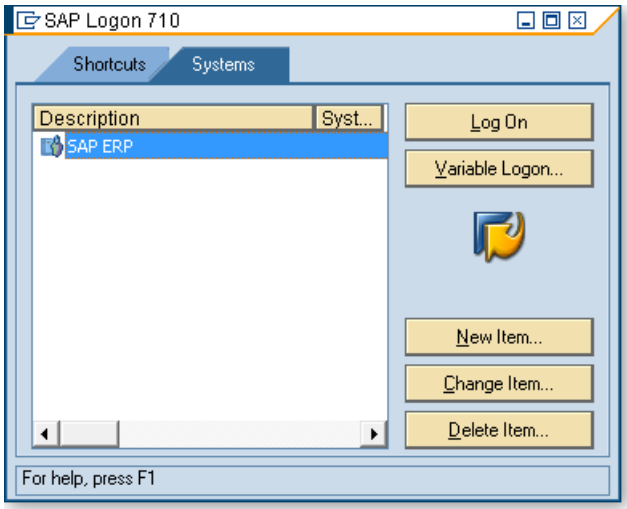


*Figure 2.1: The SAP logon pad*

This will open the SAP log on screen, which asks for your log on data (see Figure 2.2). The first entry you must choose is the *client*. A client is the highest organizational unit in the SAP system and is used to keep different companies separated from each other. We will tell you more about organizational units in Section 2.4. In this example, we choose to log on to client. Next, you must enter your user name. You usually receive your user name from the SAP administration team in your IT department, along with your initial password that you enter immediately

below the user name. Finally, choose the system language in which you would like to work. In this case, we entered EN for English.

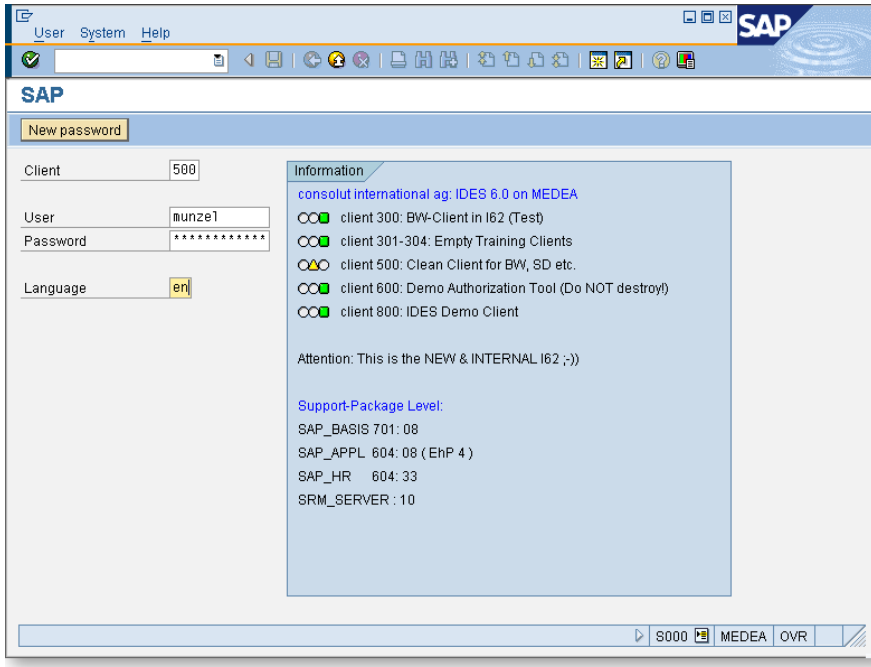


*Figure 2.2: The SAP log on screen*

Once you have completed entering the log-on data, either hit the return key on your keyboard or press the button at the top left corner of the screen.

## Wrong password

If you enter the wrong password three times in a row, the system will automatically block your user account. You will have to check with your system administration to have your account unlocked.

If you are logging on to the system for the first time, you are required to change your password immediately (see Figure 2.3). Enter your new password in the corresponding field and once more in REPEAT PASSWORD. Please note that passwords in SAP are case-sensitive (which means the system differentiates between uppercase and lowercase letters).

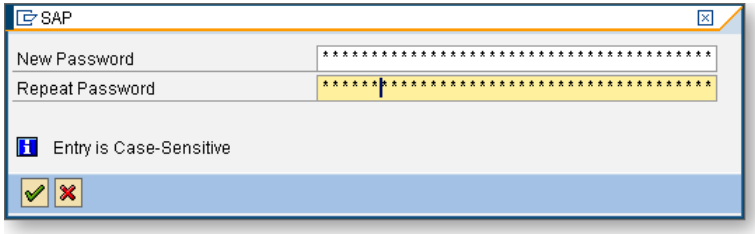


*Figure 2.3: Password prompt*

Once you have completed logging on to the system, you are taken to the SAP main screen. You are now ready to start working in SAP ERP.

## 2.1.2 The SAP ERP user interface

The SAP main screen is called SAP Easy Access (see Figure 2.4). It consists of a number of different elements that we will explain to you now.

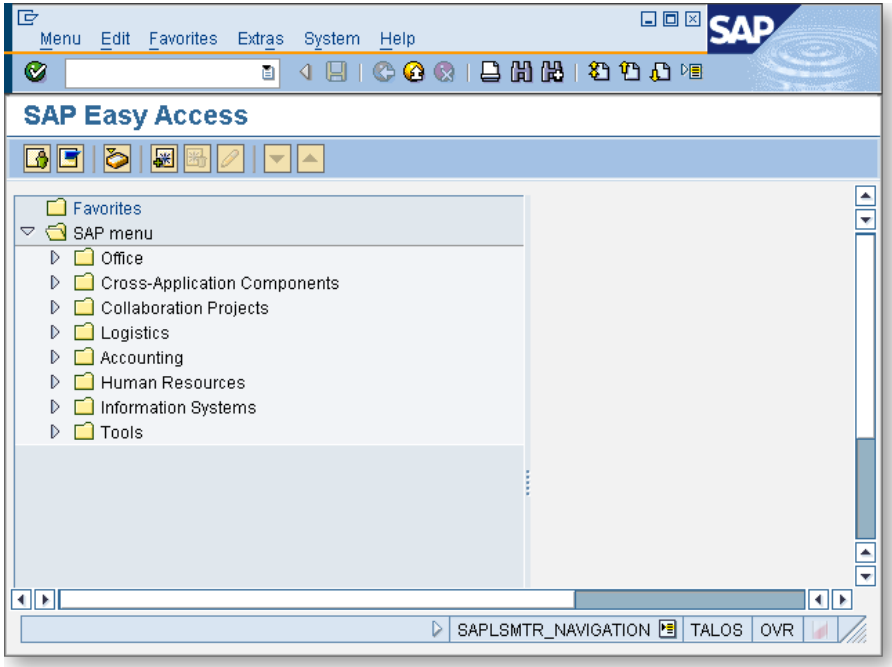


*Figure 2.4: SAP Easy Access*

At the top of the screen, you can see the menu bar. Out of the various entries in the menu, the SYSTEM and HELP menus are always available. In the SYSTEMS submenu (see Figure 2.5), you can change your password (using the USER PROFILE submenu) or set default values for a number of parameters, such as company code, date format, decimal notation, and default printer.

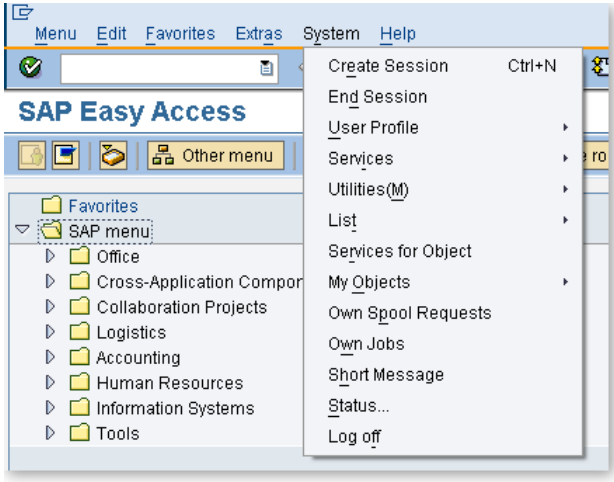


*Figure 2.5: The system menu*

Using the HELP submenu, you can call up SAP online help. Choose HELP • APPLICATION HELP or HELP • SAP LIBRARY to browse this library for detailed information on the entire SAP system (see Figure 2.6).

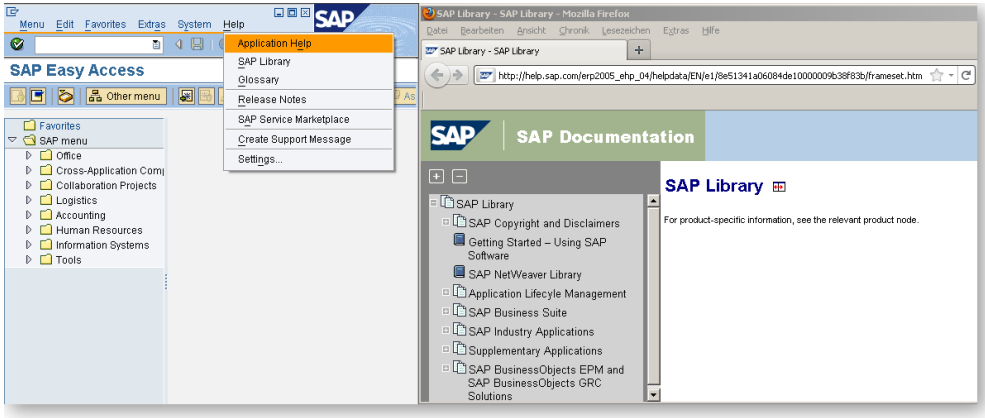


*Figure 2.6: Help • SAP Library*

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