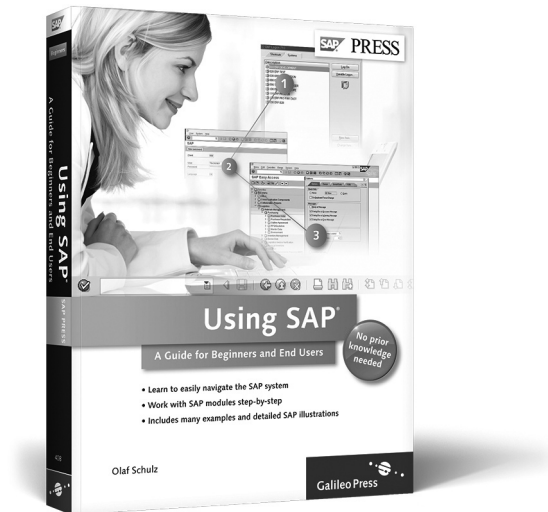


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Tips and Hints for Exercises

from

Using SAP®: A Guide for Beginners and End Users



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Tips and Hints for Exercises

This document contains the answers to the exercises from the book. This will help you to understand all the possible tasks in the SAP system, and enable you to solidify your knowledge of the system overall.

Chapter 5 — Try It!

Exercise 1

Describe how to establish a connection to the SAP system.

Solution 2

The connection to an SAP system uses an installed SAP GUI (frontend) ahead on the desktop PC. This installation includes the SAP Logon.

- 1** Double-click the **SAP Logon** on your desktop.
- 2** Switch on the **Systems** tab.
- 3** Click the **New Entry** button.
- 4** Click the **Next** button.
- 5** Type **Parameter System** connection description, application servers, system number, system ID and the SAP router-string (if necessary).
- 6** Click the **Done** button.

Exercise 2

Which information is mandatory for logging on to the system and which information is optional?

Solution 2

Mandatory information for the login process using the SAP GUI are:

- Client
- Users
- Password

The input language is optional.

Exercise 3

Which of the following are valid passwords?

Solution 3

- SAP* – invalid because it is reserved by SAP
- q7 – invalid because of too few characters
- meier#1 – valid
- demo#2010 – valid
- swordfish – valid

* Subject to change depending on the setting in production environments

Exercise 4

What do you enter in the command field to terminate a session without query?

Solution 4

To end the session without further inquiry, type `/one` into the command field.

Chapter 6

Exercise 1

What is a session?

Solution 1

A mode enables the system to be used in multiple sessions simultaneously, without logging in again. In the standard session, six are permitted per user.

Exercise 2

What do you enter in the command field to start Transaction ME21 in a new session?

Solution 2

Enter the string `/ome21n` in the command field on the keyboard and then press .

Exercise 3

Name options to toggle between sessions.

Solution 3

Several ways:

- By the key combination +
- By clicking on the desired mode in the Windows status bar

Exercise 4

Which happens if you enter the parameter `/o` in the command field?

Solution 4

You will see a list of active modes.

Exercise 5

Which settings can you make in the SAP system in the menu under **Extras ▶ Settings**?

Solution 5

- Favorites at the end of the list
- No-show menu, only the favorites

- No-image display
- Display technical names

Chapter 7

Exercise 1

Describe how to create a link to Transaction VA01 (Create Standard Order) on your Windows desktop.

Solution 1

Several ways:

- To restart the transaction, and then click **Create** a shortcut to the button.
- The transaction in the SAP Easy Access menu, locate and click the right mouse button. In the context menu select **Create Shortcut** on the desktop.
- The transaction in the SAP Easy Access menu, locate and select them with the left mouse button. Then select **Edit ► Create SHORTCUT ON THE DESKTOP** or press the shortcut key **[Ctrl]+[F3]**.

Exercise 2

Name the four objects for which you can create favorites.

Solution 2

- Transactions
- Internet addresses (URL)
- Files
- Executable programs

Exercise 3

Describe three methods of creating favorites.

Solution 3

- The transaction on the SAP Easy Access menu and click the right mouse button. In the context menu select **Add to Favorites**.
- You click the right mouse button on **Favorites** and select the context menu Transaction, or add other objects.
- Enter the Transaction or the name of the object. Select the **Favorites** menu, select **Insert Transaction**. (**Ctrl** + **⇧** + **F4**) or **Other Objects** Inserting (**Ctrl** + **⇧** + **F7**).

Exercise 4

Describe how you can determine the parameter ID for a field. For this purpose, start Transaction XK01 (Create Vendor) in the system and determine the parameter ID of the sales organization.

Solution 4

- 1** Restart of the Transaction XK01 and place the cursor in the field **Purchasing Organization**.
- 2** Press the **F1** key and then click on the **Technical Information** button.
- 3** In the dialog window to read the parameter ID from: EK0.

Chapter 8

Exercise 1

Create an evaluation that shows the 20 customers that generated the highest sales figures in sales organization 1000 over the last twelve months. Then export this data to Microsoft Excel.

Solution 1

- 1** To evaluate the customer, go ahead, as in the example in the steps use in Section 8.1, Standard Reports in SAP System.
- 2** The export to Microsoft Excel is described in Section 8.3, Lists in Microsoft Excel Export.

Chapter 9

Exercise 1

Describe how to define a default printer in the SAP system for your user.

Solution 1

- 1 Select the menu **System ▶ User Profile ▶ Own Data**.
- 2 Click on the **Defaults** tab.
- 3 Select the spool control the output device (LOCL, LP01).

Exercise 2

What's the difference between spool and output request?

Solution 2

A spool is the preparation or compilation of data to be output. When the job is output spool request to a device (i.e., printer) and sent for further processing (output).

Exercise 3

Print a list of all sales orders (Transaction VA04).

Solution 3

- 1 Start Transaction VA04.
- 2 Follow the steps analogous to Section 9.2, only you can view the list of customer orders.

Chapter 10

Exercise 1

Give an example for when to use variants.

Solution 1

You want to analyze sales in a given period and company code.

General Notes: Field values can be stored together with variations, in order to avoid repeated manual data entry. Variants can be used online only.

Exercise 2

How do you determine a report name?

Solution 2

- 1** Run the report (for example, suppliers directory RMKKVZ00).
- 2** Select the menu **System ▶ Status**.
- 3** In the resulting dialog, you can read the name of the report.

Exercise 3

What's the difference between online and background processing?

Solution 3

Work (business processes) that are performed interactively in the system are called online processes. A background process is one that the system takes over and is previously set by a user in the system (event-or time-controlled).

Examples are:

- Online processing: capture a customer order
- Background processing: generate and print reminders

Exercise 4

State three options for processing batch input sessions.

Solution 4

- Analyzing
- Folder to play

- Unlock Solution
- File sharing
- Delete section
- Folder Lock
- Logging

Exercise 5

Create a batch input session for displaying an evaluation on customer returns using Transaction MC+A (menu path: **Information systems ▶ Logistics ▶ Sales and Distribution ▶ Customer**).

Solution 5

Proceed as described in Section 10.2, Batch Processing to create the batch input session.

Chapter 11

Exercise 1

If you want to send a message to yourself or a colleague via the SAP system, how do you proceed?

Solution 1

- 1** Click on the menu **System ▶ Short Message**.
- 2** Enter the Title (**Subject Line**).
- 3** Enter the contents of a document (**Text**).
- 4** Enter the recipient (**Login Name**).
- 5** Click on **Submit**.

Exercise 2

Name one real-life example of a workflow that is implemented in your business.

Solution 2

An example is an electronic leave request, the company used in is:

- 1 The employee fills out the application form, he is the boss sent.
- 2 Approved with the supervisor, the request is sent to the Human Resources Department.
- 3 Once approved by HR, the employee (applicant), a positive feedback, and various HR processes are triggered in the system.

Chapter 12

Exercise 1

Start Transaction MM03 (Display Material) in the SAP Easy Access menu via the menu path: **Logistics ▶ Sales and Distribution ▶ Master Data ▶ Products ▶ Material ▶ Trading Goods**.

- If you want the system to display general information on the **Material** field, how do you proceed?
- Make use of the search window. Search for the `slug*` material description, and have the system display the material (select the **Basic Data 1** tab, and click the **Next** button). How many hits do you get?
- Position the cursor in the **Base Unit of Measure** field, and tell the system to display the list of possible base units of measure. How many base units of measure does the system display?
- What do you do to have the system display the help for the transaction you're currently working with?

Solution 1

- General information can be customized with the key `[F1]`.
- The number of hits displayed depends on how many master records exist in the system, starting with the string "blank".
- The base units are possible depending on the defined in Customizing base units.
- Menu, select **Help ▶ Application Help**.

Exercise 2

How can you effectively create a support message in a live environment?

Solution 2

Select the **Help** menu, record the message option support.

Exercise 3

Which menu items do all SAP screens display?

Solution 3

The **System** and **Help** menu items are displayed on all screens.

Exercise 4

What is the SAP Service Marketplace?

Solution 4

The SAP Service Marketplace is an internet platform of SAP, where consultants can provide appropriate developers, trainers and customers more information about products. Some areas require a corresponding user account.

Exercise 5

You are an SAP user and want work with the SAP system over the weekend. Unfortunately, you cannot access the business network. What options do you have for getting information on the system?

Solution 5

- You can use the help portal on the Internet at *<http://help.sap.com>*.
- Your colleagues ask for a help on CD-ROM.

Chapter 13

Exercise 1

Describe the SAP role concept.

Solution 1

The role concept allows organizational units, transactions, master data, etc. to be controlled. Each user must obtain the appropriate permissions for their positions.

Exercise 2

Your colleague wants to change a customer master record. How would you explain to him why he can view but not change the master record?

Solution 2

Your colleague does not have the required permissions.