Tips and Hints for Exercises

from the book

Using SAP®
An Introduction for Beginners and Business Users
by Olaf Schulz

“Learn how to work in the world of SAP!”
Tips and Hints for Exercises

This document contains the solutions for the exercises from the book, *Using SAP—An Introduction for Beginners and Business Users*. If possible, you should carry out all tasks in an SAP system. This way you deepen your knowledge, and the steps are memorized more easily.

Chapter 5

Exercise 1
Describe how to establish a connection to the SAP system.

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

1. Double-click on SAP Logon on your desktop.
2. Switch to the Systems tab.
3. Click on the New Entry button.
4. Click the Next button.
5. Enter the description, application server, system number, system ID, and SAProuter string (if necessary) under System Connection Parameters.
6. Complete the process by clicking the Finish button.

Exercise 2
Which information is mandatory for logging on to the system, and which information is optional?
**Solution**
The following are mandatory for the login process using the SAP GUI:
- Client
- User
- Password

The input language is optional.

**Exercise 3**
Which of the following are valid passwords?
- SAP*: invalid because it’s reserved by SAP
- q7: invalid because of too few characters
- miller#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**
To end the session without further inquiry, type “/nex” into the command field.
Chapter 6

Exercise 1
What is a session?

Solution
A session enables you to work with several sessions at the same time in the system without having to log on again. Six sessions per user are permitted by default.

Exercise 2
What do you enter in the command field to start Transaction ME21 in a new session?

Solution
Enter the string “/ome21n” in the command field on the keyboard, and then press Enter.

Exercise 3
Name options to toggle between sessions.

Solution
The following options can be used to toggle between sessions:

- By using the Alt + Tab keys
- By clicking on the desired mode in the Windows status bar

Exercise 4
What happens if you enter the parameter “/o” in the command field?
**Solution**

You’ll see a list of active modes.

**Exercise 5**

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

**Solution**

- 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**

This can be done in several ways:

- Start the transaction, and then click on the *Create a Link* button.
- Search for and right-click on the transaction in the SAP Easy Access menu. Select *Create Desktop Link* in the context menu.
- Search for and click on the transaction in the SAP Easy Access menu. Then select *Edit • Create shortcut on the Desktop* in the menu, or press `Ctrl` + `F3`. 

Exercise 2
Name the four objects for which you can create favorites.

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

Exercise 3
Describe three methods of creating favorites.

Solution
- Select and right-click on the transaction in the SAP Easy Access menu. Select Add to Favorites in the context menu.
- Right-click on Favorites, and select Insert Transaction or Insert Other Objects in the context menu. Then enter the transaction code or name of the object.
- In the Favorites menu, select Insert Transaction \((\text{Ctrl} + \text{Shift} + F4)\) or Insert Other Objects \((\text{Ctrl} + \text{Shift} + F7)\).

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
1. Start Transaction XK01, and move the cursor to the Purchasing Organization field.
2. Press F1, and then click on the Technical Information button.
3. Read the parameter ID from the dialog window: 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 past 12 months. Then export this data to Microsoft Excel.

Solution
1. To evaluate the customers, proceed as described in the steps of the example in Chapter 8, Section 8.1.
2. The export to Microsoft Excel is described in Chapter 8, Section 8.3.

Chapter 9

Exercise 1
Describe how to define a default printer in the SAP system for your user.

Solution
1. Select System • User Profile • Own Data from the menu.
2. Click on the Defaults tab.
3. Select the output device (LOCL, LPO1) in the Spool Control area.

Exercise 2
What’s the difference between spool and output request?
Solution
A spool is the preparation or compilation of data to be output. An output request sends the spool request to a device (e.g., a printer) where it’s further processed (output).

Exercise 3
Print a list of all sales orders (Transaction VA04).

Answer
1. Start Transaction VA04.
2. Complete the steps described in Chapter 9, Section 9.2, but have the system display the list of sales orders.

Chapter 10

Exercise 1
Give an example for when to use variants.

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

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

Exercise 2
How do you determine a report name?

Solution
1. Start the report (e.g., supplier directory RMKJVZ00).
2. Select **System • Status** in the menu.
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**
Tasks (business processes) that are executed interactively in the system are referred to as online processes. A background process is one that the system takes over and is previously set by a user (event- or time-controlled).

Examples include the following:
- Online processing: Entering a sales order
- Background processing: Generating and printing reminders

**Exercise 4**
State three options for processing batch input sessions.

**Solution**
The following are possible options:
- Analyzing
- Processing a session
- Unlocking a session
- Releasing a session
- Deleting a session
- Locking a session
- Logging
Exercise 5
Create a batch input session for displaying an evaluation on customer returns: Transaction MC+A (menu path: Information systems • Logistics • Sales and Distribution • Customer).

Solution
Proceed as described in Chapter 10, Section 10.2, to create the batch input session.

Chapter 11

Exercise 1
How do you send a message to yourself or a colleague via the SAP system?

Solution
1. Click on System • Short Message in the menu bar.
2. Enter the title (SUBJECT LINE).
3. Enter the document content (TEXT).
4. Enter the recipient (LOGON NAME).
5. Click on Submit.

Exercise 2
Name one real-world example of a workflow that is implemented in your business.
Solution
An example is an electronic leave request that is used in the company:

1. The employee fills out the request form, which is then sent to the supervisor.
2. If the supervisor accepts the request, it’s sent to the HR department.
3. If the HR department also accepts the request, the employee (requester) receives positive feedback, and various HR processes are triggered in the system.

Chapter 12

Exercise 1
Check out whether IDocs with an error status were not transferred within your system. For this purpose, you should familiarize yourself with Transaction WE05.

Solution
1. Start Transaction WE05.
2. In the Standard Selection tab, enter a period (date of creation) for which you want to have the system display IDocs (e.g., the past four weeks).
3. Click on Run (or press F8).
4. The Selected IDOCs list appears.
5. A red traffic light icon in the Status Grouping column indicates that the IDoc wasn’t transferred.
Chapter 13

Exercise 1

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

Have the system 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 instruct the system to display the list of possible base units of measure. How many base units of measure does the system display?

Have the system display the help for the transaction you’re currently working with. How do you proceed?

Solution

- You can view general information using [F1].
- The number of hits displayed depends on how many master records exist in the system, starting with the string “slug”.
- The possible base units of measure depend on the base units of measure defined in Customizing.
- Select Help • Application Help in the menu bar.

Exercise 2

How can you effectively create a support message in a live environment?
Solution
Select **Create Support Message** in the **Help** menu.

Exercise 3
Which menu items do all SAP screens display?

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

Exercise 4
What is the SAP Service Marketplace?

Solution
The SAP Service Marketplace is an Internet platform provided by SAP, where further information on products is made available to consultants, developers, trainers, and customers. Some areas require a user account.

Exercise 5
You’re an SAP user and want to work with the SAP system over the weekend. Unfortunately, you can’t access the company network. What options do you have for getting information on the system?

Solution
- You can ask a colleague for a help on CD-ROM.
Chapter 14

Exercise 1
Describe the SAP role concept in your own words.

Solution
The role concept controls authorizations for organizational units, transactions, master data, and so on. Each user must be given the authorizations required for his tasks.

Exercise 2
Your colleague wants to change a customer master record but is unable to even though he can view the master record. What could be the reason?

Solution
Your colleague doesn’t have the required authorizations.

Chapter 20

Section 20.2: The Enterprise Structure

Exercise 1
How many company codes can a plant be assigned to?

Solution
A plant can be assigned to one company code only.

Exercise 2
Which information is mandatory for logging on to an SAP system?
Solution
- Client
- Logon name
- Password

Exercise 3
Can the key of a plant, for example, 1000, be assigned several times in a client if the plant is located in another company code?

Solution
No. A plant and consequently its key are unique across the client.

Exercise 4
What is the purpose of a storage location?

Solution
Storage locations are used for quantity-based management of materials.

Section 19.3: Creating Material Master Records
Create the material master records for the two bikes in the SAP system using the data listed in the table (see details in the book). Use the transaction in the SAP Easy Access menu under General Create. Make sure that you select the correct organizational units and views. Use the data from the table for the case study (see details in the book).

Solution
Use the data from the table (see details in the book) to create the master records for the two bikes. Use the transaction in the SAP Easy Access menu
under **General Create**. Make sure that you select the correct organizational units and views.

**Exercise 2**
Test the functioning of the material master records. How could you do this?

**Solution**
For example, create an order with the created material (Transaction ME21N).

**Exercise 3**
For what are **views** used in material master records?

**Solution**
Views are parts of the material master record that are assigned to user departments.

**Exercise 4**
What is the **moving average price**?

**Solution**
The moving average price (MAP) is determined based on the price and quantity of a procured material. It considers the current stock and the price at which the material has been procured previously.

**Exercise 5**
Determine the moving average price for the following scenario:

- Opening stock: 10 pieces, price per piece 400.00 EUR
- Purchase: 20 pieces, price per piece 300.00 EUR
Solution

<table>
<thead>
<tr>
<th>Position</th>
<th>Moving Average Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 (OS)</td>
<td>(400.00 EUR × 10 PC): 10 PC = 400.00 USD</td>
</tr>
<tr>
<td>30 (+20)</td>
<td>(400.00 USD × 10 PC + 300.00 USD × 20 PC): 30 PC = 333.33 USD</td>
</tr>
</tbody>
</table>

The moving average price is 333.33 USD.

Exercise 6

Can you also procure material ZYM-BIKE-10 for another plant, for example, 1200?

Solution

Provided the material is also kept in plant 1200. The material master record can be extended accordingly. This isn’t possible with the master record as it was created in the exercise.

Section 20.4: Creating Vendor Master Records

Exercise 1

Create the two vendor master records for vendor A and vendor B in the system using the data in the table (see details in the book). Use the transaction in the SAP Easy Access menu under Central.

Solution

Create the vendor master records (Transaction XK01). Use the data from the table (see details in the book).
Exercise 2
Test the two vendor master records by creating a purchase order, but don’t save it.

Solution
Use Transaction ME21N to create a purchase order.

Exercise 3
Add the transaction to your favorites.

Solution
For example, use the drag-and-drop feature to add the transaction code to the favorites in the SAP Easy Access menu.

Section 20.5: Creating Purchasing Info Records

Exercise 1
Create the corresponding info records in the system. Use the agreed conditions from the table (see details in the book).

Solution
Use Transaction ME11 to create the info records.

Exercise 2
After you’ve created the info records, you must test them by using either Transaction ME1L or the following SAP Easy Access Menu path: Logistics • Materials Management • Purchasing • Master Data • Info Record • List Displays • For Vendor.
**Solution**
Use Transaction ME1L.

**Section 20.6: Creating a Purchase Order**

**Exercise 1**
Create the purchase order in the SAP system. Check the purchase order before you save it. Use the data from the table (see details in the book) for the purchase order.

**Solution**
Use Transaction ME21N to create the purchase order.

**Exercise 2**
Which price does the system propose?

**Solution**
The system proposes the price that is maintained in the info record.

**Exercise 3**
Write down the document number: ____________________

**Exercise 4**
Check the stock quantity of material ZM-BIKE-10 in the Hamburg plant. What is the stock quantity? You can check the material stock using Transaction MMBE. You can find this transaction in the SAP Easy Access menu under **Materials Management • Material master • Others • Stock Overview**.
Solution
Determine the stock from the stock list (Transaction MMBE).

Section 20.7: Receiving Goods

Exercise 1
Post the goods receipt of the ordered road bikes. In this process, refer to the number of the purchase order from the previous step. Select OK for the item, and store the road bikes in storage location 0001.

Solution
Use Transaction MIGO.

Exercise 2
Write down the number of the material document: ___________________

Exercise 3
Check the stock quantity of material ZYM-BIKE-10 in the Hamburg plant. What is the stock quantity now?

Solution
The stock should be increased in relation to the ordering process. Use Transaction MMBE.

Section 20.8: Verifying an Invoice

Exercise 1
Verify the invoice. Refer to the document number of the purchase order that you’ve already created.
Solution
Use Transaction MIRO to verify the invoice.

Exercise 2
Transaction MIR4 enables you to display the invoice document again. You can use Transaction MRBR to unlock invoices that have previously been locked.

Solution
Use Transaction MIR4 to view the invoice. If an invoice is locked, use Transaction MRBR to release it.

Exercise 3
How does the transaction indicate whether the goods receipt has been carried out after the purchase order?

Solution
The corresponding quantity and invoice amount are displayed in the Purchase Order Reference tab.

Section 20.10: Posting Outgoing Payments

Exercise 1
Post the outgoing payments. Use the data from the table (see details in the book).

Solution
Use Transaction F-53 to post the outgoing payments.
Exercise 2
Again, check the open items of the vendor. Use the data from the table (see details in the book).

Solution
Use Transaction F-53 to post the outgoing payments. The vendor account should be balanced after the outgoing payments have been posted.

Section 20.11: Creating a Customer Master

Exercise 1
Create the customer master record using the data from the table (see details in the book).

Solution
Use Transaction XD01 to create the customer master record.

Exercise 2
Test the customer master record that you created. How would you do this?

Solution
You can test the function by creating a standard order (Transaction VA01).

Section 20.13: Creating Conditions

Exercise 1
Create the conditions for the case study in the SAP system. Use the data from the table (see details in the book).
**Solution**

Use Transaction VK11 to create condition records.

**Section 20.14: Creating a Standard Order**

**Exercise 1**

Enter the standard order in the system. Use the data from the table (see details in the book).

**Solution**

Use Transaction VA01 to create the standard order.

**Exercise 2**

Save the standard order, and write down the document number: ________

_______

**Section 20.15: Delivering and Issuing Goods**

**Exercise 1**

Create the delivery for the previous sales order (standard order), and write down the document number: ______________

**Solution**

You can use Transaction VL01N for the delivery.

**Exercise 2**

Post the goods issue.
Solution
Use Transaction VLO2N to post the goods issue.

Section 20.16: Creating an Invoice

Exercise 1
Invoice the sales order, and write down the document number: _________

Solution
Use Transaction VF01 to create the invoice.

Section 20.17: Posting Incoming Payments

Exercise 1
Post the incoming payment of the customer. Use the data from the table (see details in the book) to post the incoming payment.

Solution
Use Transaction F-28 to post the incoming payments.

Exercise 2
Check the current stock quantity of material ZM-BIKE-10. What is the stock quantity?

Solution
The stock should have been reduced by the quantity of the standard order. You can use Transaction MMBE.