



SAP 4.6 Basic Skills

Self-Study

Edition 2.00

Doc#: S-010328-BAS-TT-2.00

Copyright 2001 © Massachusetts Institute of Technology

NOTE: SAP 4.6 Basic Skills Self-Study Errata Sheet

Page	Step	Correction
3-11	4	You may double-click on the text if you are not successful clicking on the transaction cube.
3-18	4	Enter the following information: Name: *wish* (<i>include the asterisks *</i>)
6-7	Pre 1	If you still have the Purchasing Overview by Cost Collector report open proceed to Step 4. (<i>Not Step 5.</i>)

Table of Contents

Introduction	Explains the purpose of the Self-Study, prerequisites, and guidelines for use.	Page iii
Lesson 1: SAP Terminology	Introduces frequently used SAP terminology.	Page 1-1
Lesson 2: Logging In	Walks you through the SAP logon process for Macintosh and Windows.	Page 2-1
Lesson 3: Basic SAP Navigation	Describes the basic SAP screen, explains moving between menus, matchcode searches, and other commonly used functions.	Page 3-1
Lesson 4: Reporting Fundamentals	Teaches how to define various search criteria necessary for report generation.	Page 4-1
Lesson 5: Basic Report Printing	Covers the basic printing functions available in SAP.	Page 5-1
Lesson 6: (optional) Downloading SAP Reports	Describes how to download an SAP report to a spreadsheet using either the SAP download button or menu path.	Page 6-1
Lesson 7: User Default Settings	Shows how to set SAP system defaults, i.e., printer name, date format, telephone and address.	Page 7-1
Lesson 8: (optional) End User Customization	Shows how to customize some SAP screens on Macintosh and Windows platforms.	Page 8-1
Lesson 9: Log Off SAP	Walks you through the SAP logoff process for Macintosh and Windows.	Page 9-1

INTRODUCTION

SAP stands for **S**ystem **A**pplications and **P**roducts. It is the name of both the online financial and administrative software and the company that developed it. SAP is made up of individual modules that perform various organizational system tasks. MIT has customized and implemented the SAP modules that best suit its organizational needs.

This self-study is designed for MIT employees new to SAP, and it is a prerequisite for all other SAP training.

PREREQUISITES

Before you begin this self-study, you must have the following:

- ✓ **Kerberos user ID.** A Kerberos user ID identifies you to the MIT electronic security system. You will use your Kerberos user ID and password for multiple purposes, besides SAP.
- ✓ **SAP user profile.** An SAP user profile is established to identify the authenticity of the individual logging on to SAP and to specify the functions that the user is allowed to perform.
- ✓ Access to both the **sap-edu** “practice” environment and the **SAP Production** “live” environment. (The practice environment has the same functions and transactions as the Production environment but has specific data for practice exercises).
- 📌 *Step # 1 is to obtain a Kerberos user ID, and step # 2 is to contact your Authorized Requester (see next page) to obtain an SAP user profile.*

If you do not have all of the above Prerequisites, or if you are not sure whether you have them, please contact the *Primary Authorizer* in your department, lab or center. To find the name of your *Primary Authorizer*, refer to the SAP for MIT web site at <http://web.mit.edu/sap3/>

How to Use This Self-Study

The SAP Basic Skills self-study is MIT-specific and is designed for new SAP users. The self-study is divided into lessons, and you are encouraged to complete the lessons in the order presented so that you may thoroughly understand the material in each lesson before attempting to complete the next in the series. In some cases a lesson will include separate instructions for Macintosh and PC users (eg. log in, log out) where the steps are different for the two platforms. If there is a platform designation indicated, please be sure to follow the steps for the platform you are using to complete the self-study.

OBJECTIVES

After completing this SAP Basic Skills self-study, you will be able to:

- ✓ Understand basic SAP and MIT terminology
- ✓ Log on and off SAP
- ✓ Navigate within SAP
- ✓ Enter selection criteria necessary to generate reports
- ✓ Print and download SAP reports
- ✓ Tailor your SAP user settings

LESSONS

This Self-Study is divided into nine **Lessons**, each focusing on a particular skill or function. These lessons allow you to learn and practice some of the basic skills used throughout SAP, and each lesson includes:

- Overview and Objectives: the purpose and goals of each lesson
-  Getting Started: descriptive background material needed before a participant can begin the hands-on portion of the lesson
-  Practice: step-by-step exercises designed to familiarize the participant with the given function in SAP
- ✓ Self-Check: optional exercises designed to reinforce learning
-  Notes: blank pages for participants' notes on the given Lesson

As you continue to work on your own with the SAP system, you will discover that SAP offers many ways of completing standard tasks. This great flexibility allows each user to develop his or her own preferences for using navigation options and system shortcuts.

GETTING HELP

If you have difficulty completing this self-study at your desk:

- ✓ Attend an SAP Basic Skills lab course with an instructor present
- ✓ Contact the Business Liaison Team at business-help@mit.edu or 252-1177
- ✓ Contact your school or area Business Consultant

SAP Documentation, Training, and News Updates can be found on the web. Go to <http://web.mit.edu/sapr3/>. Your Gateway to SAP Resources at MIT.