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## Lesson 7:

# USER DEFAULT SETTINGS

Defaults are set when an SAP user profile is created. Most of these you should not change unless your business position or location has changed. It is important that the user defaults are correct in SAP, as SAP uses them in a number of reports and business transactions.

### OBJECTIVES

In this lesson you will learn how to review and change user settings and user information. At the completion of this lesson you will be:

- ✓ Familiar with the SAP user profile
- ✓ Able to set your user defaults
- ✓ Able to specify a default printer
- ✓ Able to review your user address

### SUMMARY OF BUSINESS RULES

- ✓ None

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## GETTING STARTED

### Configuration Options

#### Address

This screen shows personal data such as MIT address, MIT phone, etc. which is updated monthly from Human Resources and Bursar records (via a feed from the Data Warehouse). If it is not correct, contact Human Resources (for faculty and staff) or the Bursar's Office (students) to have your information updated. If you correct the data in SAP, but the correction is not made at the data source, your correction will be overwritten by the monthly update.

#### Defaults

This screen shows the defaults that were set up when your SAP profile was created. Most of these you should not change. The settings on this screen (shown in a later practice exercise) include the **Start menu** and your printer name. Other settings include the date format and decimal notation. Your *userid* cannot be changed.

#### Parameters

This screen shows default field data entries and screens used when working in SAP. You can specify a default entry for some fields where you frequently enter the same data.

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## PRACTICE

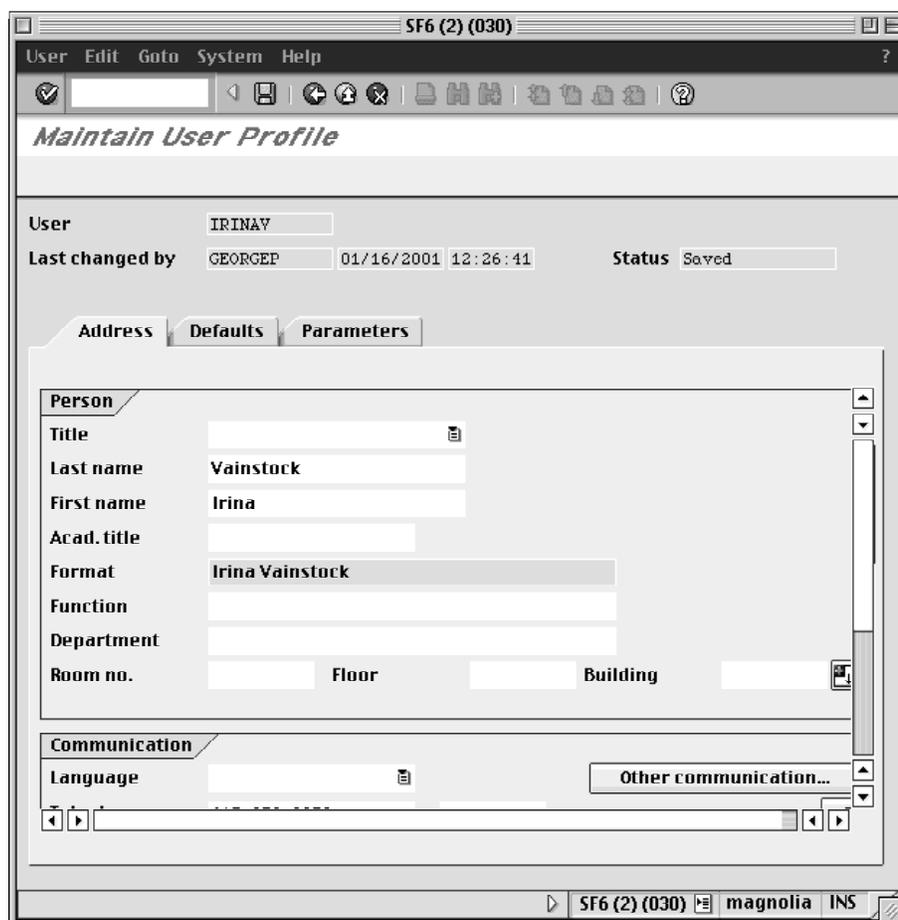
### Review the User Address in Your User Profile

It is important that your Address data is correct in SAP, as SAP uses it in a number of reports.

#### Navigation

1. From the menu bar at the top of the screen follow the navigation path **System>>User profile>>Own data** (transaction code: */nsu3*).

*When you do this, SAP opens a second session displaying the “Maintain User Profile” screen.*



The screen above is an example.

The **Address** tab is displayed. Review your address data on your own screen.

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If the data is incorrect, you will need to notify the Human Resources Office (for faculty and staff) or the Bursar's Office (for students), as their records are the source of all this information except for "Department." SAP is updated via a monthly feed from the Human Resource and Bursar's systems. If your department field is incorrect, you can update it, as that data is not fed into SAP from another system. If you would like your fax number(s) in SAP, enter it in the **Fax** field.

Remember that you are reviewing data in the SAP practice environment, which is not updated as frequently as the Production system. You should not call for assistance unless the information in the Production system is incorrect.

**Continue to the next exercise before saving.**

## PRACTICE

### Reviewing the User Defaults in Your User Profile

The **Default** tab in your User Profile contains user defaults that should be reviewed.

#### Navigation

If you are not at the **Maintain User Profile** screen follow the Navigation path below. Otherwise, go to Step 2.

1. From the menu bar at the top of the screen follow the navigation path: **System>>User profile>>Own data** (transaction code: **/nsu3**).

#### Accessing the User defaults

2. Click on the **Defaults** tab.



The screenshot shows a window titled "SF6 (2) (030)" with a menu bar (User, Edit, Goto, System, Help) and a toolbar. The main content area is titled "Maintain User Profile". Below the title, there are fields for "User" (IRINAY), "Last changed by" (GEORGE), "01/16/2001 12:26:41", and "Status" (Saved). There are three tabs: "Address", "Defaults", and "Parameters". The "Defaults" tab is selected. It contains several sections: "StartMenu" (a blank text field), "Logon language" (EN), "Output Controller" (MRP4), "Output immediately" (checked), "Delete after output" (checked), "Personal time zone" (EST), "Decimal notation" (radio buttons for 1234567,09, 1234567.09, 1 234 567,09), and "Date format" (radio buttons for DD.MM.YYYY, MM/DD/YYYY, MM-DD-YYYY).

3. The **Start Menu** field should be blank for MIT users.

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**Set English as default language**

4. The **Logon language** field should be set to "EN" (for English.) SAP supports many different languages. However, at MIT, only English is supported. This setting should not be changed.

**SAP Default printer**

5. The **Output Device** is the most important default setting for you to review, as this is the name of the printer to which your SAP printouts will be sent. When your SAP profile was initially set up, if your default printer was known, it was entered here. If not, this field was left blank, and you will want to enter it yourself. This will save having to specify an output device (printer) each time you print something out of SAP.

 *If the **Output Device** is blank or incorrect, first you need to find out the name of your SAP printer. If you know where it is, the easiest way is to go look at it. Many SAP printers are labeled with their four-character names. Enter the printer name, and skip to the next step. If your printer is not labeled, please see the next Practice Exercise for instructions on setting your default printer.*

6. On the "Maintain User Profile" screen, confirm that the boxes for **Output immediately** and **Delete after output** are checked.

**Confirm other defaults**

7. Confirm that the **Decimal notation** is set to **1234567.89**, the center choice of the three formats offered.
8. Confirm that the **Date format MM/DD/YYYY** is selected.
9. Confirm that **Personal time zone** is set to EST.

**Continue to next Practice**

**Continue to the next exercise before saving.**

**(optional)  
Save changes to user defaults**

The next two Practice exercises are optional. If you are not going to complete the optional exercises, save the user defaults now by clicking the **Save** button



This will take you back to the SAP User Menu screen. To close this window (end session), click the **Close** box in the upper left corner of the Macintosh screen, or the **X** in the upper right on a PC.



## PRACTICE (optional)

### Select or Change your SAP Default Printer

The exercise below explains how to find the name(s) of your local SAP printer(s), and how to enter a printer default into your SAP Profile. You need only complete this step if no **Output Device** has been entered for you, or if the **Output Device** in your user profile is incorrect. Entering a default here will save you from having to enter a printer name every time you print a document from SAP.

#### Navigation

If you are not at the **Maintain User Profile** screen follow the Navigation path below. Otherwise, go to Step 2.

1. From the menu bar at the top of the screen follow the navigation path:  
**System>>User profile>>Own data** (transaction code: **/nsu3**).
2. Click on the **Defaults** tab.

#### Accessing the User defaults

The screenshot shows the 'Maintain User Profile' window for user IRINAV. The 'Defaults' tab is active. The 'Output Device' field contains 'MRP4'. The 'Output Controller' section has 'Output immediately' and 'Delete after output' checked. The 'Personal time zone' is set to 'EST'. The 'Decimal notation' is set to '1234567.09' and the 'Date format' is set to 'MM/DD/YYYY'. The status bar at the bottom indicates 'SF6 (2) (030) magnolia INS'.

If the **Output Device** field is filled in, that indicates that a default printer is already set up for you.

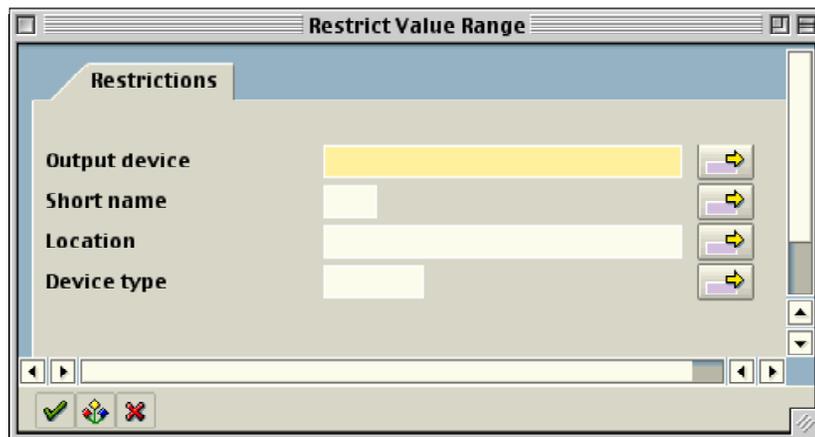
 If you have a default printer indicated in the **Output Device** field, you do not have to continue with this practice exercise.

If you **have** a default printer entered and do not want to continue with this exercise, save the user defaults now by clicking the **Save**

button . This will take you back to the SAP User Menu screen. To close this window (end session), click the **Close** box in the upper left corner of the Macintosh screen, or the **X** in the upper right on a PC.

3. If you **do not have** a default printer set up or you wish to **change** your default printer, click on the **Matchcode** button in the **Output Device** field.

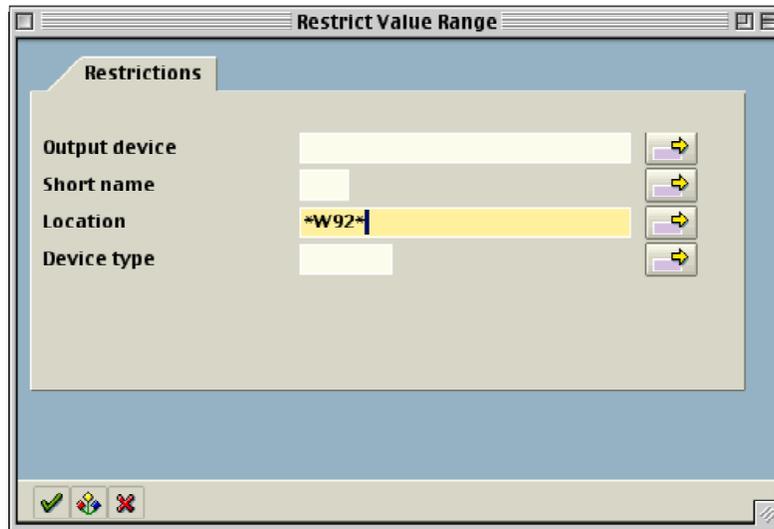
The "Restrict Value Range" dialog box is displayed.



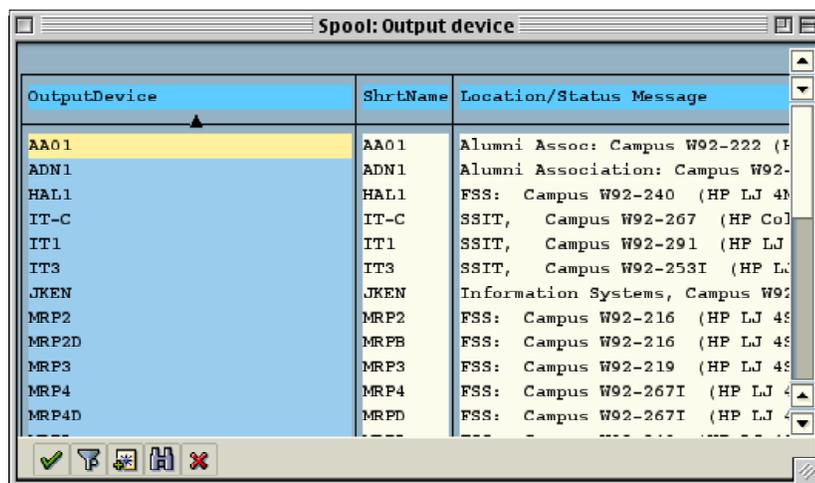
 The "Restrict Value Range" dialog box allows you to search for your SAP printer based on **Output Device**, **Short Name**, **Location**, and **Device Type**. The **Location** search option is based on MIT building locations.

4. Use the *Wild Card* search and enter your building number in the **Location** field.

 This field is case sensitive.



5. Click the **Enter** button .



 You might need to scroll through the list in order to find the correct Output device.

6. Select the **Output device** that is closest to your office.

7. Click the **Enter** button .

You will return to the **User Profile** screen.

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**Continue to next  
Practice**

**(optional)  
Save changes to  
user defaults**

 *You have just practiced selecting and setting up your SAP default printer in the **sap-edu** practice environment. Please remember to check your **User Profile** and **SAP Default printer** in the **Production** environment.*

**Continue to the next exercise before saving.**

The next Practice exercise is optional. If you are not going to complete the next exercise, save the user defaults now by clicking the **Save**

button . This will take you back to the SAP User Menu screen. To close this window (end session), click the **Close** box in the upper left corner of the Macintosh screen, or the **X** in the upper right on a PC.

## PRACTICE

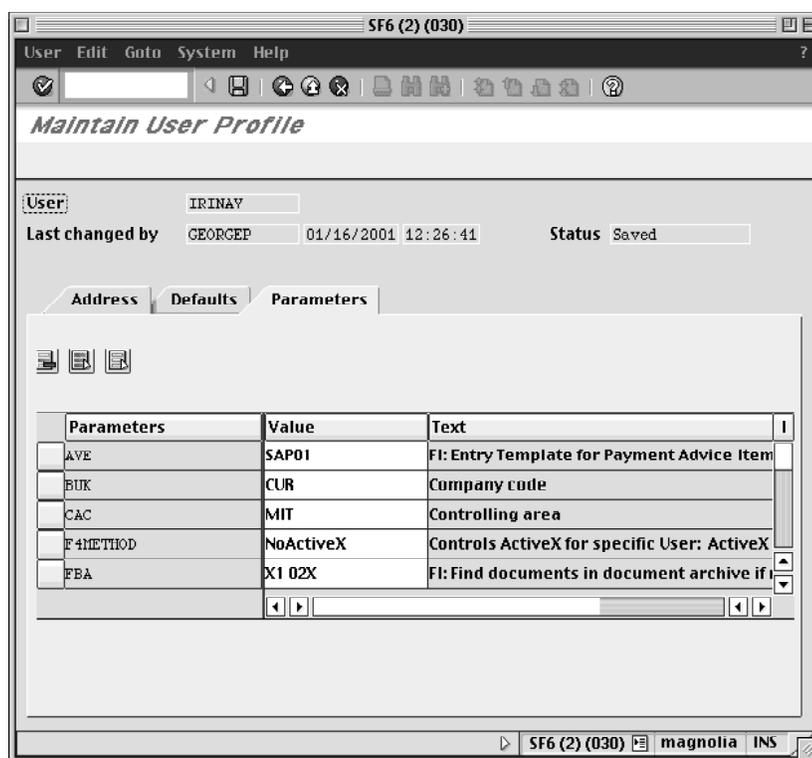
### Setting User Parameters (Optional)

Parameters allow you to make certain information default into a field or screen in SAP.

#### Change Parameters

On the Maintain User Profile Screen:

1. Click on the **Parameters** tab.



The screenshot shows the SAP 'Maintain User Profile' screen for user IRINAY. The 'Parameters' tab is selected, displaying a table of user parameters. The table has three columns: Parameters, Value, and Text. The parameters listed are:

Parameters	Value	Text
AVE	SAP01	FI: Entry Template for Payment Advice Item
BUK	CUR	Company code
CAC	MIT	Controlling area
F4METHOD	NoActiveX	Controls ActiveX for specific User: ActiveX
FEA	X1 02X	FI: Find documents in document archive if

#### Find the Parameter ID

2. Switch to your other open SAP session by clicking on the other SAP screen (Mac) or using the Windows Task Bar (PC).

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3. From the **SAP User menu** Screen, follow the navigation path:

**User Menu**



**Role ZMIT**



**Purchasing**



**Requisitions**



**Create a Requisition** (*double-click*)

4. Click on the **Acc. assignment cat.** field.

This field is always completed with an **X** (except for Facilities users) when creating a requisition. Making it default to **X** will make creating requisitions easier.

5. Click the **Help** button .

6. Click the **Technical Information**  button.

7. Look for the **Parameter ID** field on the **Technical Information** dialog box and note the entry: **KNT**.

 *Not all fields have a Parameter ID. If there is no Parameter ID, it is not possible to set a default entry for that field.*

8. Switch back to the open session displaying the "*Maintain User Profile*" screen.

9. In the first blank field in the Parameters column, enter **KNT**.

**Save changes to  
user defaults**

10. In the Value column, enter the default entry **X**.

Now, each time you access the "Create Requisition: Initial Screen," the **Acc. assignment cat.** field will be filled with an **X**.

 *You can set a default of your most commonly used entry in a field, but may also change the entry if you occasionally need to enter something different.*

11. When finished making changes, save the user defaults by clicking the **Save** button . This will take you back to the SAP User Menu screen.

12. Close this Maintenance window (end session) by clicking the **Close** button in the upper left corner of the Macintosh screen, or the **X** on a PC.

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NOTES:

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## Lesson 8: (optional)

# END USER CUSTOMIZATION

In this lesson you will learn how to customize SAP to your needs. All customization is optional, and all settings are recommendations only. You can customize screen colors, frequently used transactions, and specific user options.

For color settings, available options are different on Macs and PCs - you should use the instructions that apply to the type of computer you are using to complete this self-study.

### OBJECTIVES

In this lesson you will learn how to customize certain screens and navigation shortcuts in SAP. At the completion of this lesson you will be able to:

- ✓ Set and save specific screen options
- ✓ Add and delete favorites
- ✓ Set and save color settings

### SUMMARY OF BUSINESS RULES

- ✓ None



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# GETTING STARTED

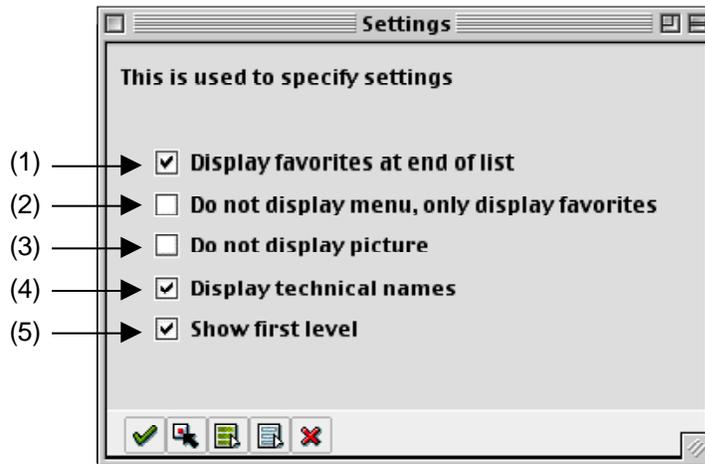
## User Settings

Like any other software package, SAP is delivered with a particular series of settings that affect what each user sees on the screen. This section will describe some of those settings, indicate what the default settings are for MIT, and make a recommendation about whether you should or should not change these settings.

**User Settings** are formatting options that modify the look and feel of SAP. The Settings screen allows you to choose whether you see the water graphic in the work area of certain screens, whether transaction codes are viewed as part of each transaction title, where Favorites are placed on the custom **SAP User menu** as well as the **SAP Standard menu**, and whether all transactions or only Favorites are viewed.

For each of these settings we will provide a recommendation for how the setting should be used. It is important to remember that customizing User Settings is optional, and our recommendations are guidelines, not requirements.

### Settings (For the SAP User menu Screen)



#### (1) *Display favorites at end of list*

The default for this setting is **checked**.

When this setting is checked, the Favorites folder is displayed below the User and SAP menus in the Navigation Area. If it is unchecked, the Favorites menu moves to the top of the display. You may check or uncheck this box according to personal preference.

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(2) *Do not display menu, only display favorites*

The default for this setting is **unchecked**.

When this setting is checked, the Favorites folder is the only thing displayed in the Navigation Area, and the User and SAP menus are inaccessible. If it is unchecked, all menus are displayed. We recommend that you leave this box unchecked so that all menu options are still accessible.

(3) *Do not display picture*

The default for this setting is **unchecked**.

When this setting is checked, the water graphic on the right hand side of the Navigation Area will disappear. If it is unchecked, the water graphic is displayed. You may check or uncheck this box according to personal preference.

(4) *Display technical names*

The default for this setting is **checked**.

When this setting is checked, the transaction code is displayed next to each item on the User and SAP menus. If it is unchecked, the transaction code is not displayed. You may check or uncheck this box according to personal preference.

(5) *Show first level*

The default for this setting is **checked**.

When this setting is checked, the Role ZMIT subfolder is displayed on the User menu. If it is unchecked, that submenu is not displayed. Although this setting primarily affects users with access to multiple submenus we recommend that you leave this box checked so that all menu options will display properly.



## PRACTICE

In this exercise you will confirm your screen settings and change them if you wish.

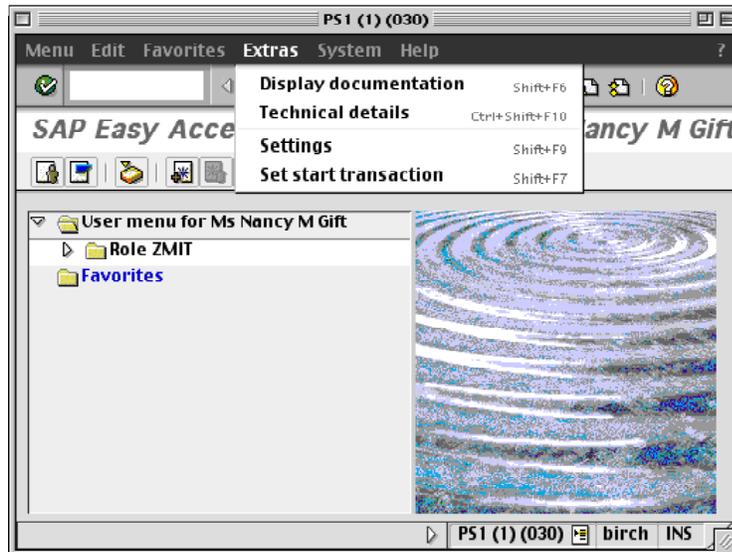
*⚠ Practicing with this customization in the Practice environment will not carry over to Production. If you want to customize your view in Production, you will have to repeat these steps in the Production environment.*

### Navigation

Access the **SAP User menu** if you are not already there.

1. From the menu bar at the top of the screen, follow the menu path:

**Extras >> Settings**



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## Confirm Settings

As explained in the Getting Started section, the default menu screen settings (recommended settings) for MIT users are as follows:

- Display favorites at end of list (check)
- Do not display menu, only display favorites (no check)
- Do not display picture (no check)
- Display technical names (check)
- Show first level (check)

## Change Settings

2. You may change any of these settings by **checking** or **unchecking** the boxes next to each item.

## Descriptions of Settings

3. When you have checked and unchecked the settings according to your preference, click the **Enter** button



to activate your changes.

***!** You will be returned to the Navigation Area where you can view the results of any changes you might have made.*

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# GETTING STARTED

## Create and Use Favorites

Favorites are shortcuts to your most frequently used functions. You can create, change, and delete them in any way that suits you without affecting the User Menu or the SAP standard menu.

Favorites allow you to get to those functions you use most often without having to navigate through the menu paths or enter transaction codes.

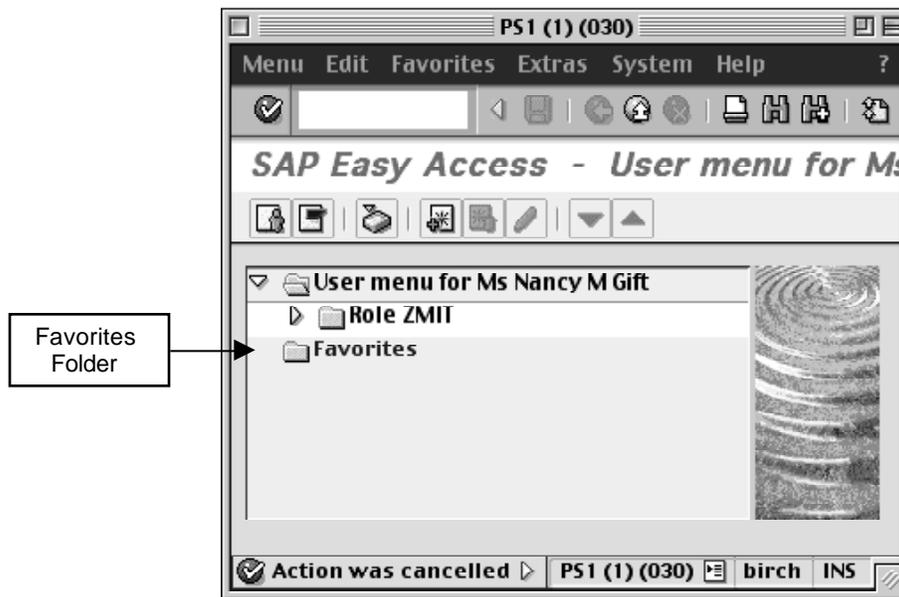


Figure 1





## PRACTICE

### Create and Use Favorites

Creating Favorites in the Practice environment will not carry over to Production. If you want to create Favorites in Production, you will have to repeat these steps in the Production environment.

#### Navigation

Access the **SAP User menu** screen, if you are not already there. The Favorites folder is at the bottom of the Navigation Area.  **Favorites**

 *You do not need to have authorization to perform a particular transaction just to add it to your Favorites list. However, if you are not authorized, you will be unable to access the transaction when you try to double-click on it.*

1. Follow the navigation path:

**User Menu**



**Role ZMIT**



**Master Data**



**Financial Data**

2. Click only once on the **Display Cost Object** transaction to highlight it.

3. On the toolbar, click the **Add to Favorites** button



4. Double-click on your new Favorite to go directly to the **Display Cost Object** transaction.

5. Click the **yellow arrow**  to return to the SAP User Menu.

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## Delete a Favorite

6. Click once on your new Favorite to highlight it.

7. On the toolbar, click the **Delete Favorites** button



Your **Display Cost Object** Favorite is deleted.

## Change a favorite

You can change the names of your Favorites to make them easier to see on the screen (most are quite long).

 *Completely changing the title of a favorite SAP transaction could cause confusion if business help is required, so we recommend that you simply delete the file path portion of the name with the exception of the transaction title. See the example below.*

8. Recreate the Favorite **Display Cost Object** following the steps on the previous page.

9. Click once on the **Display Cost Object** Favorite to highlight it.

10. Follow the menu path at the top of the screen:  
**Favorites >> Change**

The *Change a favorite* text box will appear.

11. Delete the menu path information while retaining the transaction title. The easiest way to do this is to highlight the text you want to remove and hit delete on your keyboard.

Change:

**Role ZMIT > Master Data > Financial Data >  
Display Cost Object**

To:

**Display Cost Object**

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**Add other objects**

12. Click the **Enter** button  and see how the name of your Favorite has changed.

This option provides a shortcut to frequently used web sites, such as the SAP for MIT online documentation. One limitation, however, is that it launches those links in Internet Explorer only on the Mac. If you do not have Internet Explorer installed on your computer, you will not be able to use this function.

**Add a web address to favorites**

13. Follow the menu path at the top of the screen:

**Favorites > Add other objects**

The *Add additional objects* selection box will appear.

14. Click the radio button next to **Web address or file**

15. Click the **Enter** button 

- a) In the *Add a Web address or file path* pop-up box that appears, enter the following title in the **Text** field:

**SAP Home Page**

- b) In the **Web address or file** field, enter:

**http://web.mit.edu/sapr3**

16. Click the **Enter** button 

The web link will be added to your Favorites folder. To access the documentation, simply double-click on the web link in the Favorites folder.





## GETTING STARTED

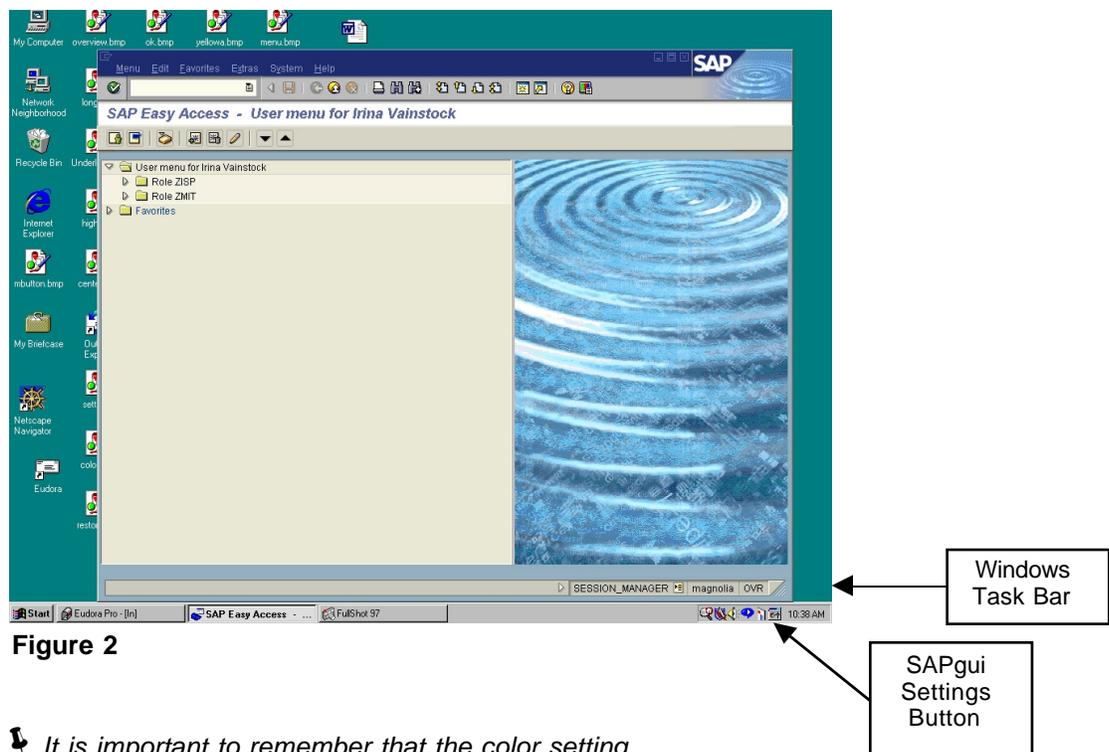
### Changing Color Settings

You may change the your SAP color settings according to your preference.

SAP Color Settings are GUI-specific. This means that they are attached to the software on the desktop computer you are currently using, not to your user profile. So if another user logs into SAP on your computer, your selected user settings will show. If you log into SAP at different computer, your user settings will not be in effect.

The process for changing SAPgui colors is different on a Mac and a PC, and color options vary.

On a PC, you can access color settings by clicking on the SAPgui Settings button at the bottom right of the Windows screen, on the task bar.



**Figure 2**

*It is important to remember that the color setting button on a PC is located on the Windows task bar, not on the SAP screen*

On a Mac, color settings can be accessed by clicking on the SAPgui Settings button, which looks like a question mark in the upper right corner of the screen.

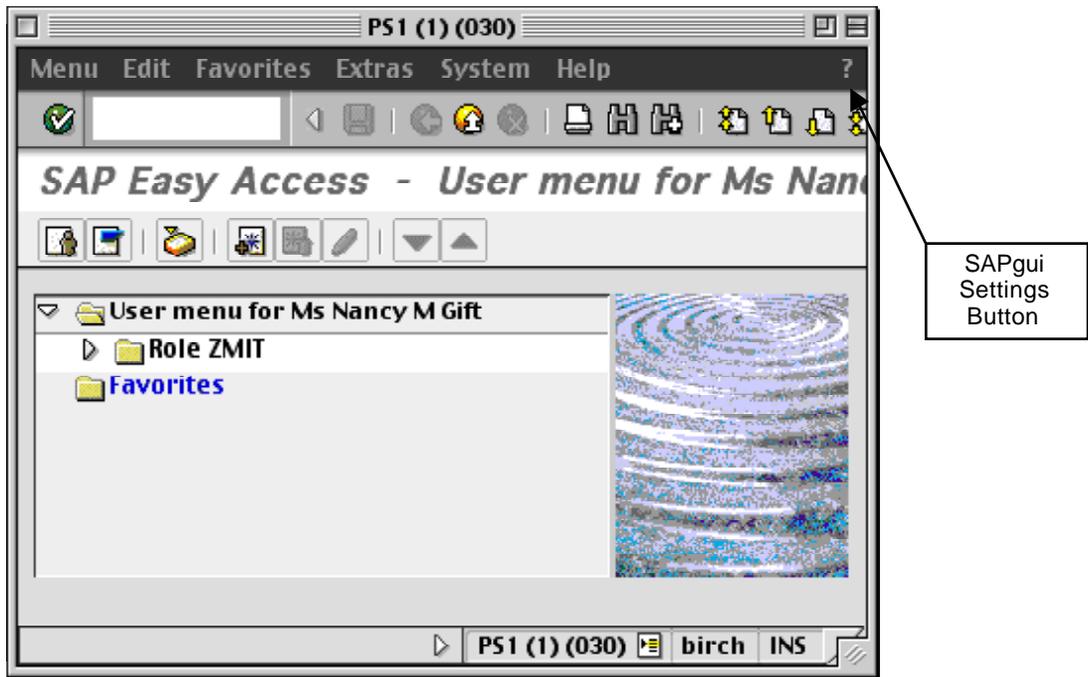


Figure 3



## PRACTICE

### Hue Shifting (Macintosh)

The new SAPgui settings box allows you to change your screen colors.

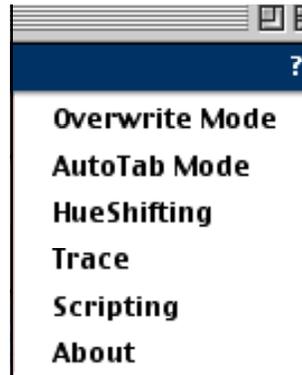
#### Navigation

From any screen in SAP:

1. Click on the **SAPgui Settings** button  in the far upper right corner of the SAP window.

*⚠ This button should not be confused with the Help button, which looks like a question mark in a yellow circle, and is located on the toolbar.*

A dropdown box appears with the following options:



**Hue Shifting** refers to changing the colors on your SAP screens. This choice is available to all users, although the options are somewhat limited.

#### Theme Customizing box

2. Click on the **SAP GUI Settings** button 

3. Select **HueShifting**

The *SAP Theme Customizing* box appears.

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## Apply Custom Hue

4. Click once on the custom hue you would like to use in order to select it. *The default is BrightComplementary.*

5. Click the **Apply** button 

In the background, you will see the new color scheme take effect.

6. Once you select the color scheme you like best, click

**OK** .

*Remember, these settings are GUI specific rather than user or environment specific - if another user logs into SAP on your computer, your selected custom hue will show. If you log in to SAP from a different computer, your custom settings will not be in effect.*



## PRACTICE

### Customize SAPgui Colors-Settings (Windows)

#### Navigation

Access the **SAP User** menu screen, if you are not already there.

1. Go to the lower right corner of the **Windows Task bar**.

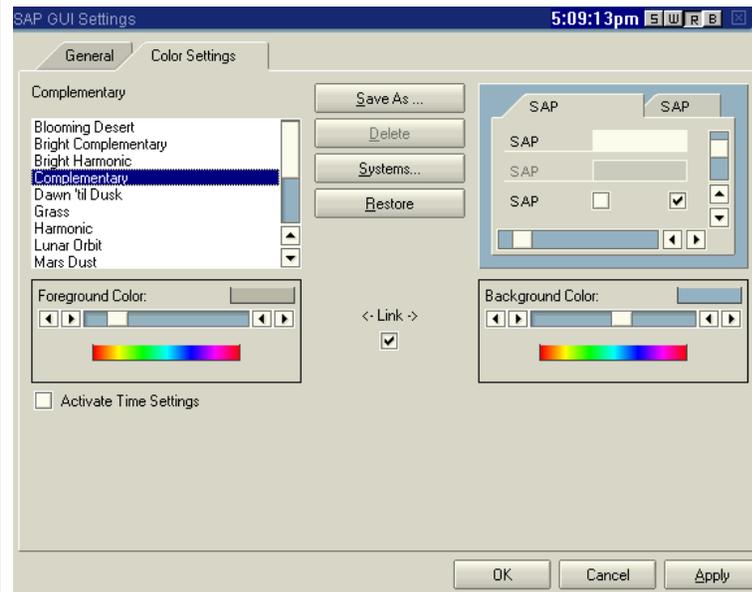
2. Click on the **SAPgui Settings** button



#### SAPgui Settings Dialog Box

A SAPgui dialog box opens which is used to specify general settings and color settings for SAP screens.

The Dialog box consists of two tabs: General Settings and Color Settings.



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**General Setting Tab**

3. Click and select any of the General Tab options that you choose to change:

**Change the Theme** – for more contrast

**Change Font Size**

**Enable Logon Video** – the water graphic on startup

**Turn the Sound on or off**

**Color Settings Tab**

4. Click on the **Color Settings** tab.
5. Click and choose a color theme from the left side of the screen.

 *The color theme changed on the right side of the screen.*

6. If you choose to restore your color to the original SAPgui color theme, click on the **Restore** button



in the center of the screen.

7. Choose a different color theme from the left side of the screen
8. Once you have selected the color scheme you like, click **OK**.

**The colors of your SAP screen have changed.**

 *Remember, these settings are GUI specific rather than user or environment specific - if another user logs into SAP on your computer, your selected colors will show. If you log in to SAP from a different computer, your custom settings will not be in effect.*

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 NOTES:

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## Lesson 9:

# LOG OFF SAP

### OBJECTIVES

In this lesson you will exit the practice environment. At the completion of this lesson you will be able to:

- ✓ Log off the sap-edu environment
- ✓ Destroy your Kerberos ticket

### SUMMARY OF BUSINESS RULES

It is important to remember to log off when you are not using the SAP system as it contains confidential business information.

- 📌 *The SAP Production system will automatically log you off after two hours without activity, but it is recommended that you log out if you plan to leave your work area for an extended period of time.*

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## Log Off the SAP Practice Environment (*Macintosh*)

### Navigation

1. From the menu bar at the top of the screen, follow the menu path

**System >> Log Off**

A popup box will appear with the message "Unsaved data will be lost. Do you want to log off?"

2. Click the **Yes** button .

### Quit the SAPgui

To **Quit** the SAPgui subsequent to logging off, please be aware that the Quit command is now located under the Apple menu when SAP is the active application on your desktop.

3. To quit the SAPgui application, use one of these options:

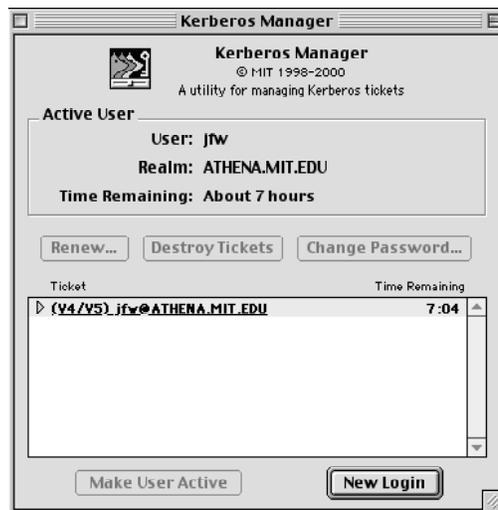


or

*command+q*

### Destroy your Kerberos Ticket

4. Select Kerberos Manager from the **Apple** menu  (under Recent Applications or Control Panels).



5. Click the **Destroy Tickets** button.  
This will destroy your Kerberos Ticket.

 *It is not necessary to destroy your ticket if you will be utilizing other Kerberized systems (such as Eudora) after logging off SAP.*

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## Log Off the SAP Practice Environment (*Windows*)

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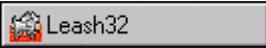
### Log Off SAP

1. From the menu bar at the top of the screen, follow the menu path **System >> Log Off**

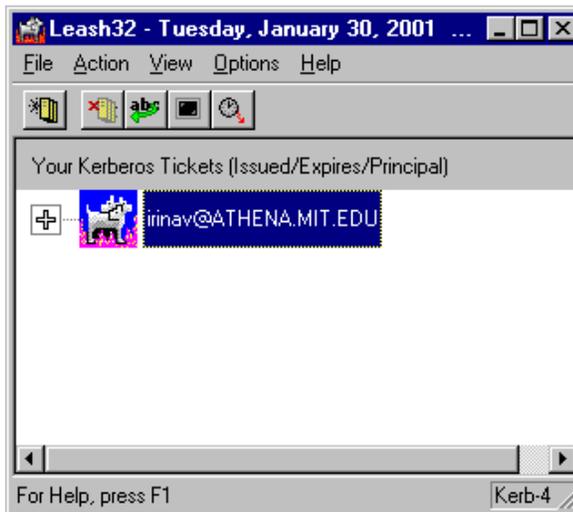
A popup box will appear with the message "Unsaved data will be lost. Do you want to log off?"

2. Click the **Yes** button .

### Destroy Your Kerberos Ticket

3. Click  on the Windows Task bar.

This will open the Leash32 screen.



4. Click on your ticket, then click the **Destroy Ticket(s)** button .

5. Click .

6. Click the **Close** button  in the upper right corner of the Kerberos window.

 *It is not necessary to destroy your ticket if you will be utilizing other Kerberized systems (such as Eudora) after logging off SAP.*

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NOTES:

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