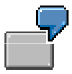
Getting Started

HELP.BCDOCGETTING

Release 4.6B

Copyright

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

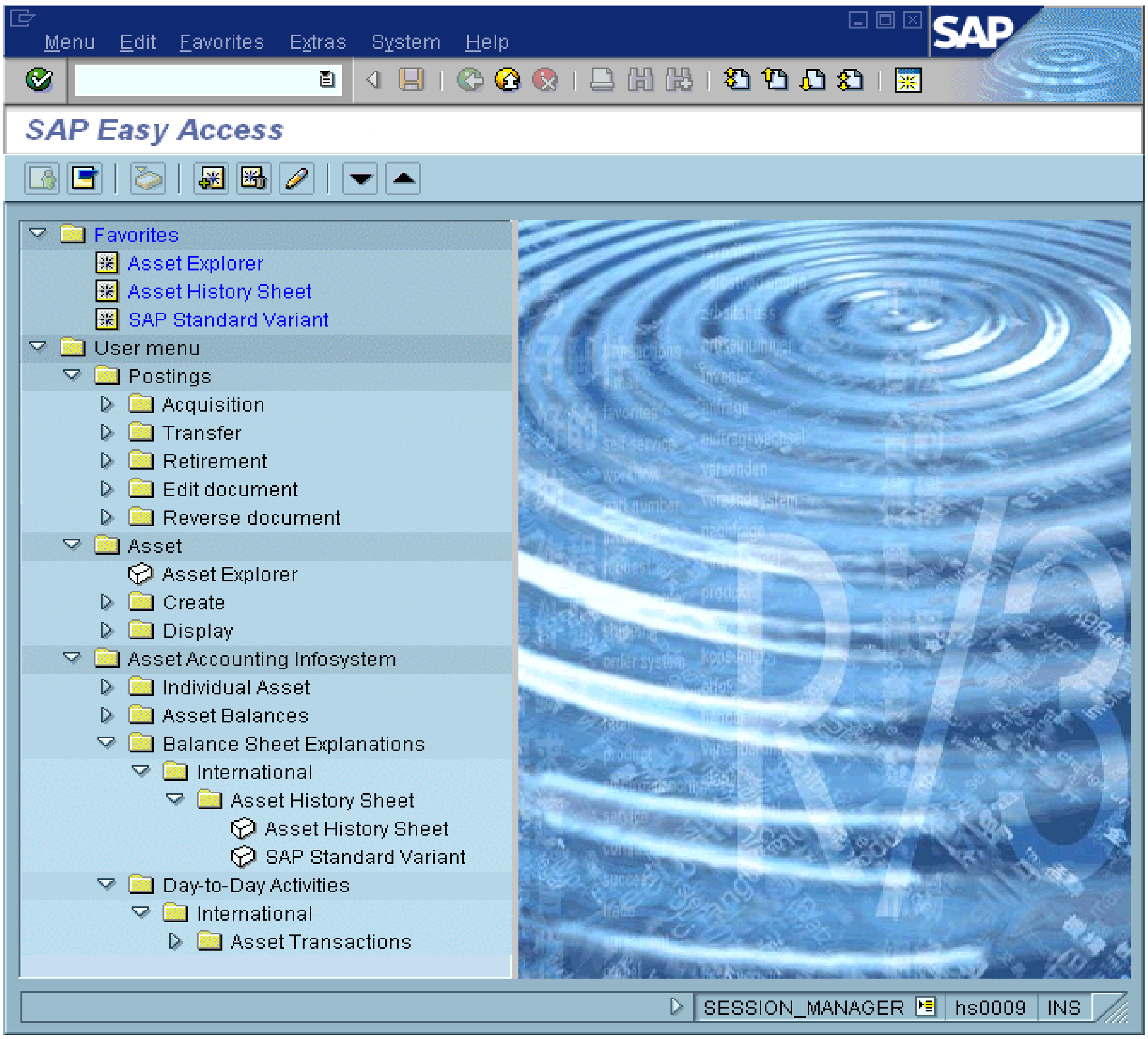
Contents

Getting Started

SAP Easy Access

Use

The new **SAP Easy Access *user menu*** is the user-specific point of entry into the SAP System. A typical user menu (here, in the R/3 System) is shown below:



The user menu contains only those items – such as transactions, reports, and Web addresses – you need to perform your daily tasks.

If a user menu has been defined by your system administrator, it appears when you log on to the system.

If you have **not** been assigned a user menu, or you need to access items that are not contained in your user menu:

- **Open the SAP standard menu** by choosing *Menu → SAP standard menu*. You now have a complete overview of the SAP System you are currently working with. Use the workplace menu to navigate to the items you need.
- Or, **contact your system administrator**. See System Administrator Functions [Page 18].

On the SAP Easy Access initial screen, you can also:

- Create a favorites list consisting of the transactions, files, and Web addresses you use most frequently
- Go to SAP Business Workplace, if you are using Work items. See SAP Business Workplace [Ext.].

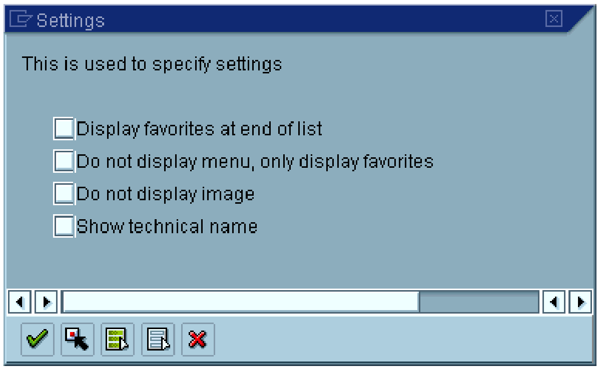
Additional Information

User Roles [Page 17]

SAP Easy Access Settings

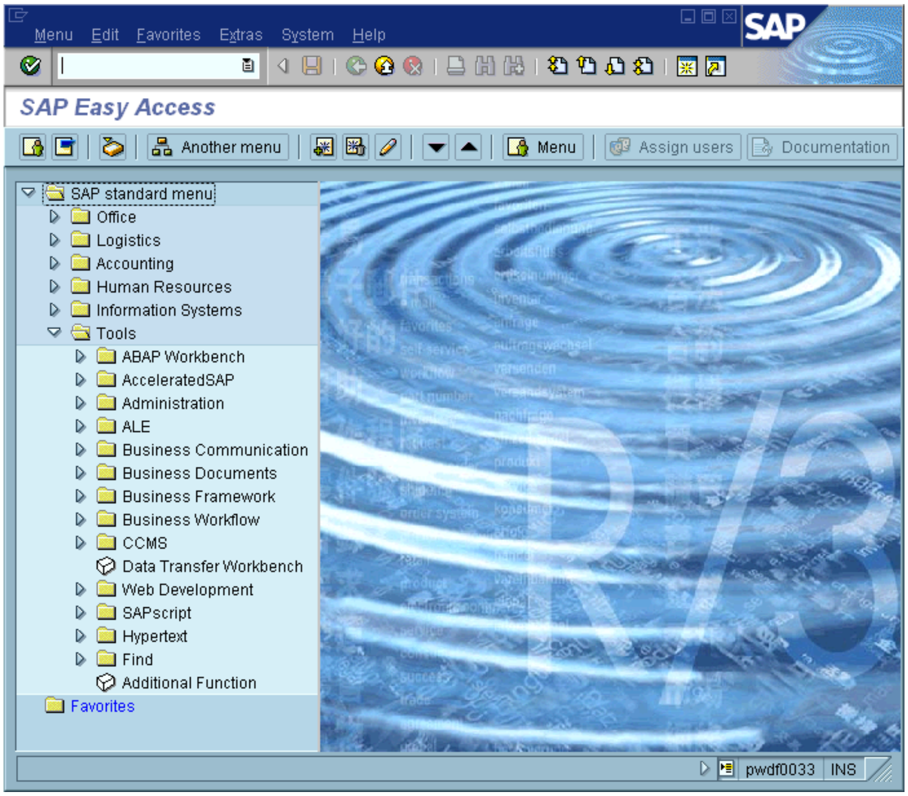
Procedure

To make **SAP Easy Access** settings, choose *Extras* → *Settings*. The following dialog box appears:



Here, you can specify whether:

- Your favorites should appear before or after the menu
- Only your favorites, and not the menu, should appear
- Technical names of menu options should appear in the workplace menu
- The **SAP Easy Access** graphic should appear on the right-hand side of the screen, as shown below:



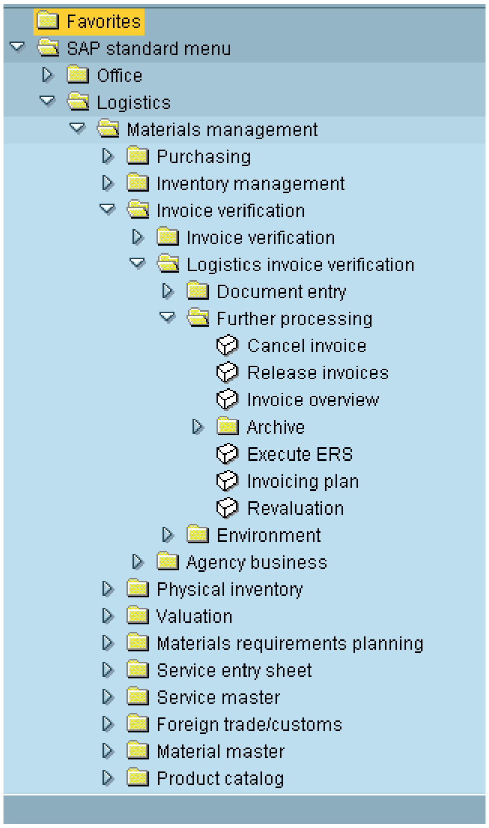
You can hide this graphic by dragging the split bar from the center to the right-hand edge of the screen. To deactivate the graphic completely, select *Do not display image*.

A further Easy Access setting specifies whether a user or an SAP standard menu should appear. To make this setting, choose either *Menu → User menu* or *Menu → SAP standard menu*.

Navigating in the Workplace Menu

Procedure

You can expand and collapse menus in the workplace menu by choosing the dropdown arrows to the left of the menu items, as in the example below:



To open an application in the workplace menu:

- Double-click its node, or
- Choose *Enter*, or
- Choose *Edit → Execute*

To run an application in a new session, choose *Edit → Run in new window*.

You can access the most important commands and functions in the workplace menu by opening the context menu. To open the context menu, place the cursor on any item in the menu bar, and click the right-hand mouse button.

Creating Favorites

Use

In **SAP Easy Access,** you can create a favorites list containing:

- Transactions
- Files
- Web addresses

Procedure

Inserting an Item from the SAP Standard or User Menu

Use drag and drop:

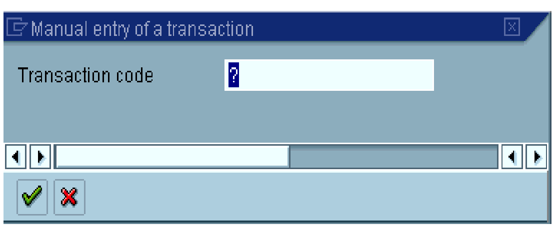
1. Select an executable menu item using the mouse, and keep the mouse button pressed.
2. Drag the item to the desired position in your favorites list, and release the mouse button.
3. The new item appears below the position where you dropped it.

Or, use the menu bar:

1. Select an executable item in the user menu.
2. Choose *Favorites* → *Add.*
3. The new item appears at the end of your list.

Inserting a Transaction

1. Choose *Favorites* → *Insert transaction.*
2. The following dialog box appears:

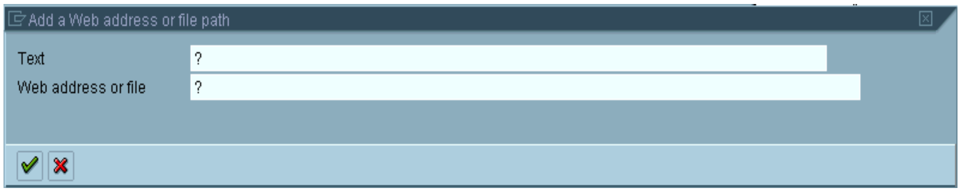


3. Enter the transaction code, and choose *Continue*.
4. The new item appears at the end of your list, and is automatically labeled with the transaction name.

Inserting a Web Address or a File

1. Choose *Favorites* → *Link or file*
2. The following dialog box appears:

Creating Favorites



3. Enter a name and the Web address or file name, and choose *Continue*.

   - The Web address should start with `http://...`

     EXAMPLE: `http://www.sap.com`

   - The file name should have the format: *X:\filename\filepath*.

     EXAMPLE: *C:\Texts\SAP.doc.* You can only use this function if you can access local files from your Web browser.

Managing Favorites

Use

SAP Easy Access enables you to organize your favorites by:

- Creating folders in your favorites list
- Moving, renaming, or deleting favorites and folders

Procedure

Inserting Folders

1. Choose *Favorites → Insert folder.*
2. A dialog box appears. Enter a name, and choose *Continue*.
3. The new folder appears below the currently selected favorite.

Moving Favorites and Folders

To move favorites or folders **within** a hierarchy level:

1. Select the favorite or folder you want to move.
2. Choose *Favorites → Move → Up/Down*; or choose *Move favorites downwards /Move favorites upwards.*
3. Repeat this step until the favorite or folder is where you want it.

To move favorites or folders **between** hierarchy levels, use drag and drop:

1. Select the favorite or folder with the mouse, and keep the mouse button pressed.
2. Drag the favorite or folder to the desired position in the favorites list, and release the mouse button.
3. The favorite or folder appears below the position where you let it go.

Renaming Favorites and Folders

1. Select the favorites or folders you want to rename.
2. Choose *Favorites → Change.*
3. A dialog box appears. Enter a new name, and choose *Continue*.

Or:

From the context menu, choose *Change favorites*. To open the context menu, click the right-hand mouse button.

Deleting Favorites and Folders

1. Select the favorites or folders you want to delete.
2. Choose *Favorites → Delete.*

Or:

Managing Favorites

From the context menu, choose *Delete favorites*. To open the context menu, click the right-hand mouse button.

When you remove a favorite from your favorites list, you are not actually deleting the respective file, program, or transaction; you are merely removing a link to that particular item.

User Roles

Use

In the SAP System, a **user role** refers to the specific set of activities for which you are using the SAP System in a particular business context.

As the employee of a business or other organization, your position may comprise numerous roles simultaneously – for example, you could be both field service representative and project manager at once. Your business application and information requirements are likely to vary widely according to each of these roles.

To help you manage your task portfolio, SAP currently delivers over 150 predefined user roles which eliminate the need to navigate through the SAP standard menu to access the functions you require for your business activities. These user roles are defined using activity groups in the SAP System, and can span a wide range of systems and applications. See SAP Easy Access [Page 8].

As of Release 4.6, a role-based menu appears when you log on to the SAP System (provided you have been assigned a role, or a combination of roles, by your system administrator). You receive your user role(s) in the form of preconfigured templates, which you can change and extend as necessary. For example, you can create your own list of favorites, which can include the transactions, files, and Web addresses you use most frequently. (See Creating Favorites [Page 13] and Managing Favorites [Page 15].) Your system administrator can also personalize the workplace menu by adding or deleting items. For more information on the user role-related system administrator functions, see System Administrator Functions [Page 18].

System Administrator Functions

Use

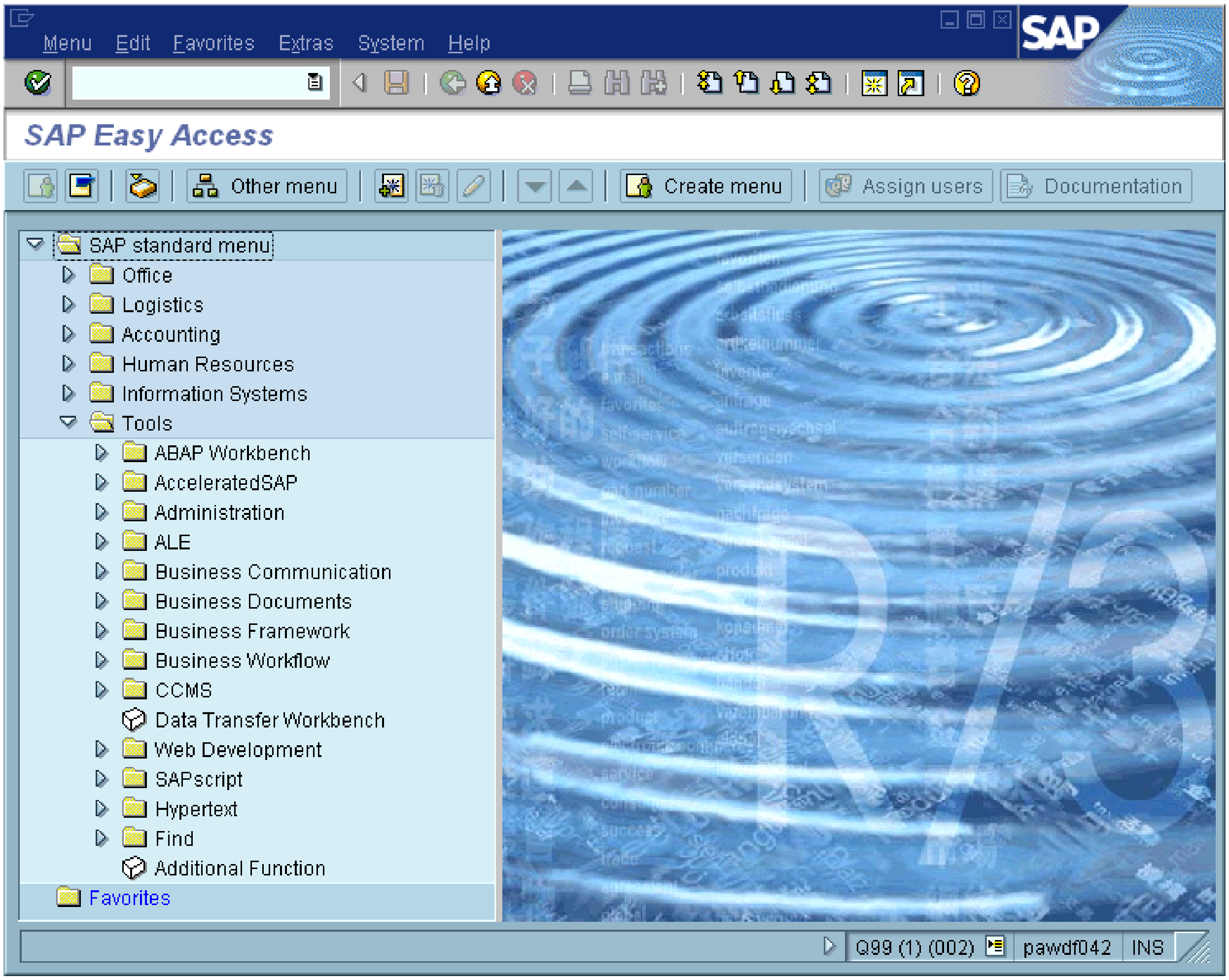
The system administrator defines a **user menu** by either:

- Compiling it manually on the basis of the user's activities, or
- Selecting one or more standard *activity groups* from a list delivered with the SAP System. Activity groups consist of the transactions, reports, and Web addresses required for a specific work area.

If you are a user with system administrator authorization, **SAP Easy Access** provides additional functions that enable you to:

- Create activity groups
- Display activity group menus
- Assign users

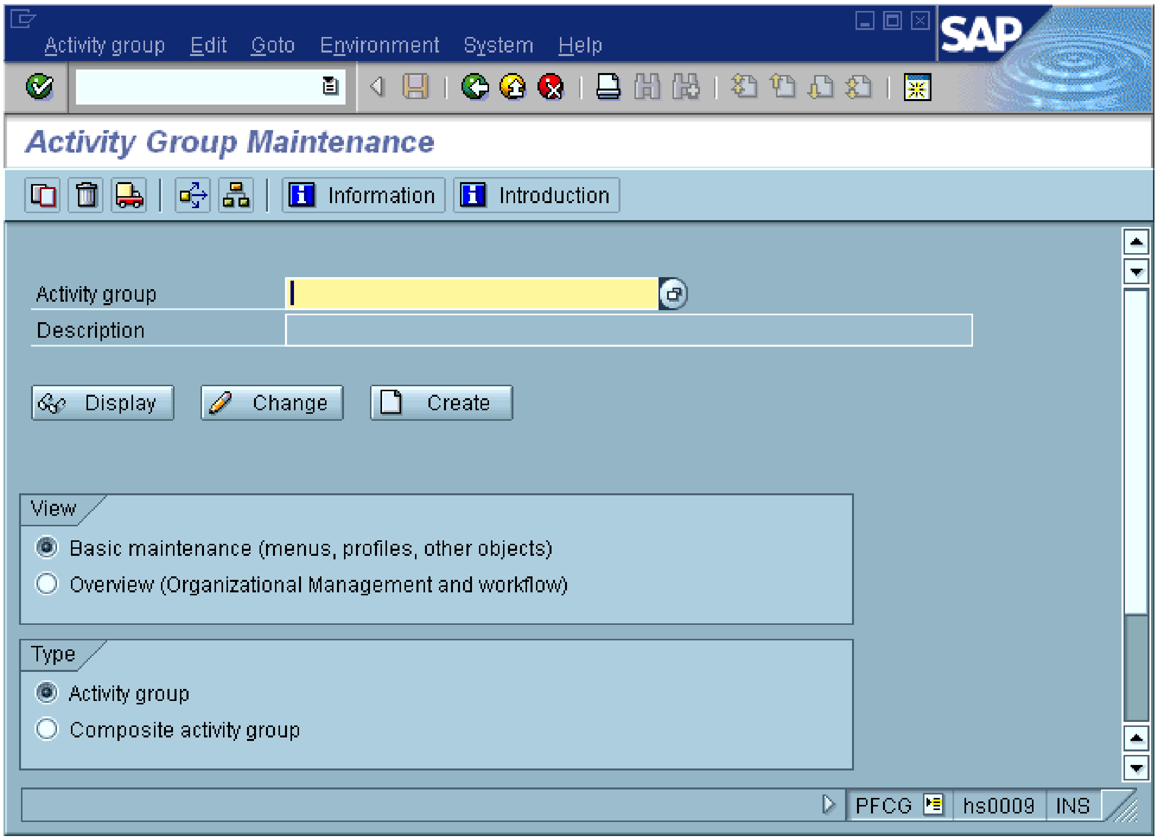
A sample SAP Easy Access initial screen for system administrators is shown below. Note the additional options in the application toolbar.



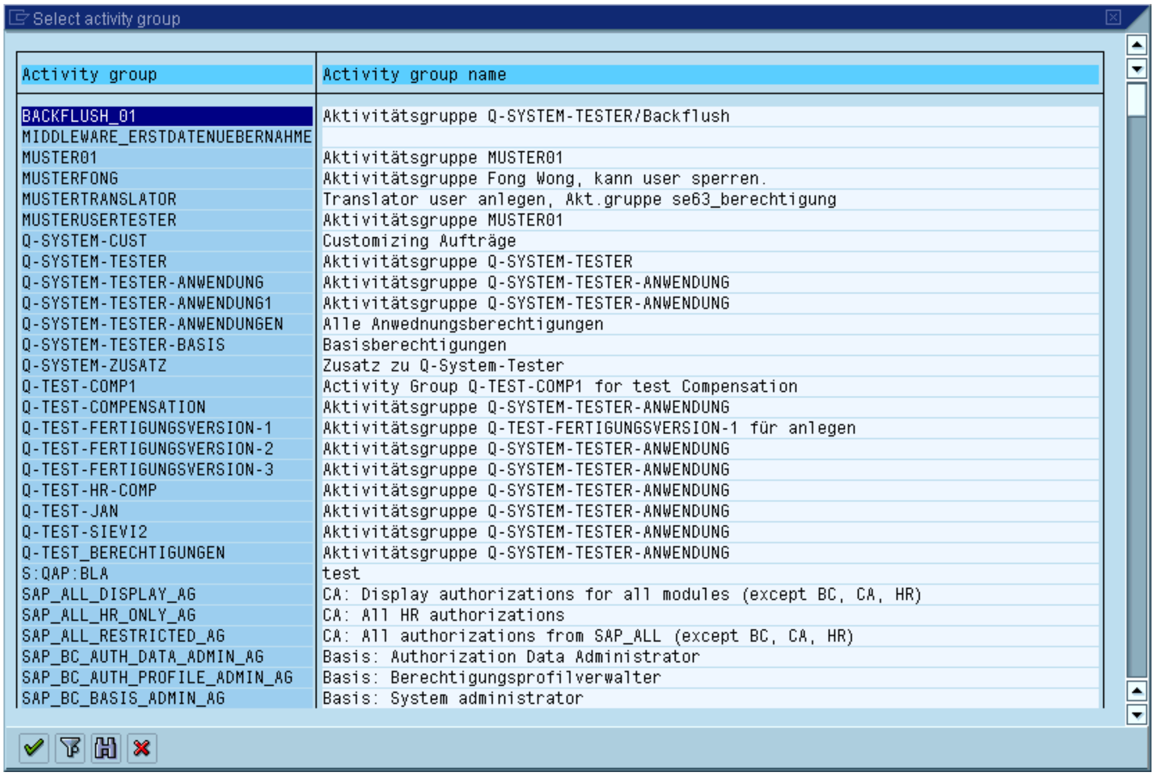
Activities

For users with system administrator authorization:

To create activity groups, choose *Menu →Create menus using activity groups,* or start the activity group maintenance transaction (Transaction *PFCG*):



To display an activity group menu, choose *Menu* → *Display menu of an activity group*. A dialog box appears listing all activity groups in the SAP System. A sample list is shown below:



Activity group	Activity group name
BACKFLUSH_01	Aktivitätsgruppe Q-SYSTEM-TESTER/Backflush
MIDDLEWARE_ERSTDATENUEBERNAHME	
MUSTER01	Aktivitätsgruppe MUSTER01
MUSTERFONG	Aktivitätsgruppe Fong Wong, kann user sperren.
MUSTERTRANSLATOR	Translator user anlegen, Akt.gruppe se63_berechtigung
MUSTERUSERTESTER	Aktivitätsgruppe MUSTER01
Q-SYSTEM-CUST	Customizing Aufträge
Q-SYSTEM-TESTER	Aktivitätsgruppe Q-SYSTEM-TESTER
Q-SYSTEM-TESTER-ANWENDUNG	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-SYSTEM-TESTER-ANWENDUNG1	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-SYSTEM-TESTER-ANWENDUNGEN	Alle Anwednungsberechtigungen
Q-SYSTEM-TESTER-BASIS	Basisberechtigungen
Q-SYSTEM-ZUSATZ	Zusatz zu Q-System-Tester
Q-TEST-COMP1	Activity Group Q-TEST-COMP1 for test Compensation
Q-TEST-COMPENSATION	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-TEST-FERTIGUNGSVERSION-1	Aktivitätsgruppe Q-TEST-FERTIGUNGSVERSION-1 für anlegen
Q-TEST-FERTIGUNGSVERSION-2	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-TEST-FERTIGUNGSVERSION-3	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-TEST-HR-COMP	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-TEST-JAN	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-TEST-SIEVI2	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
Q-TEST_BERECHTIGUNGEN	Aktivitätsgruppe Q-SYSTEM-TESTER-ANWENDUNG
S:QAP:BLA	test
SAP_ALL_DISPLAY_AG	CA: Display authorizations for all modules (except BC, CA, HR)
SAP_ALL_HR_ONLY_AG	CA: All HR authorizations
SAP_ALL_RESTRICTED_AG	CA: All authorizations from SAP_ALL (except BC, CA, HR)
SAP_BC_AUTH_DATA_ADMIN_AG	Basis: Authorization Data Administrator
SAP_BC_AUTH_PROFILE_ADMIN_AG	Basis: Berechtigungsprofilverwalter
SAP_BC_BASIS_ADMIN_AG	Basis: System administrator

If an activity group menu appears, you can assign it to one or more users. Choose *Assign user*. In the subsequent dialog box, enter the user and user ID.

If a standard SAP activity group – that is, an activity group listed in the system – does not have an authorization profile, the profile is generated automatically when the user is assigned.

If documentation exists for a selected activity group, you can display it by choosing *Documentation*.

Additional Information

Creating Activity Groups [Ext.]

Using Predefined Work Center Examples [Ext.]

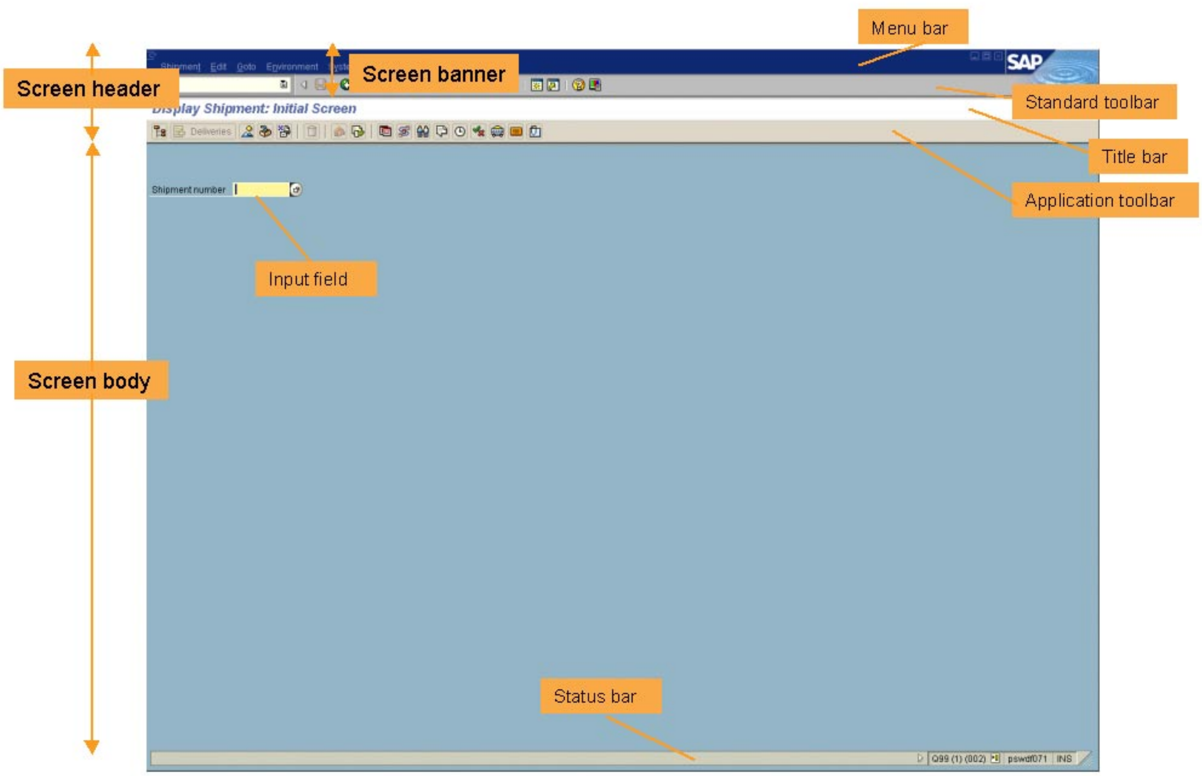
The SAP Window

Use

The SAP window is the user interface to the SAP System.

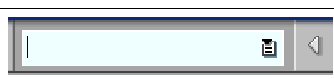
Features

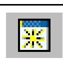
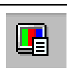
The elements of a typical SAP window are shown below:



The **standard toolbar** contains buttons for performing common actions such as *Save* and *Enter*.

The functions assigned to the standard toolbar are listed below:

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the `Enter` key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.

	Save	Saves your work. Same function as *Save* in the *Edit* menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as *Cancel* in the *Edit* menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the `CTRL` + `Page Up` keys.
	Previous page	Scrolls to the previous page. Same function as the `Page Up` key.
	Next page	Scrolls to the next page. Same function as the `Page Down` key.
	Last page	Scrolls to the last page. Same function as the `CTRL` + `Page Up` key.
	Create session	Creates a new SAP session. Same function as *Create session* in the *System* menu.
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

Depending on your actions as you work with the SAP System, you may also see:

- Radio buttons and checkboxes. For more information, see Radio Buttons and Checkboxes [Page 76].
- Dialog boxes. For more information, see Dialog Boxes [Page 77].

Release 4.6: The New SAP GUI

Definition

The SAP graphical user interface (SAP GUI) consists of the technical features that enable you to exchange information with the SAP System (by entering data, choosing functions, and so on). For Release 4.6, SAP has made extensive changes to the SAP GUI design.

Use

New Display Options

The redesigned features include:

- Text fonts and colors
- Color schemes
- Sound and animation settings
- Additional options for data presentation

Structure

The new SAP GUI consists of two main screen areas.

- **Screen header**

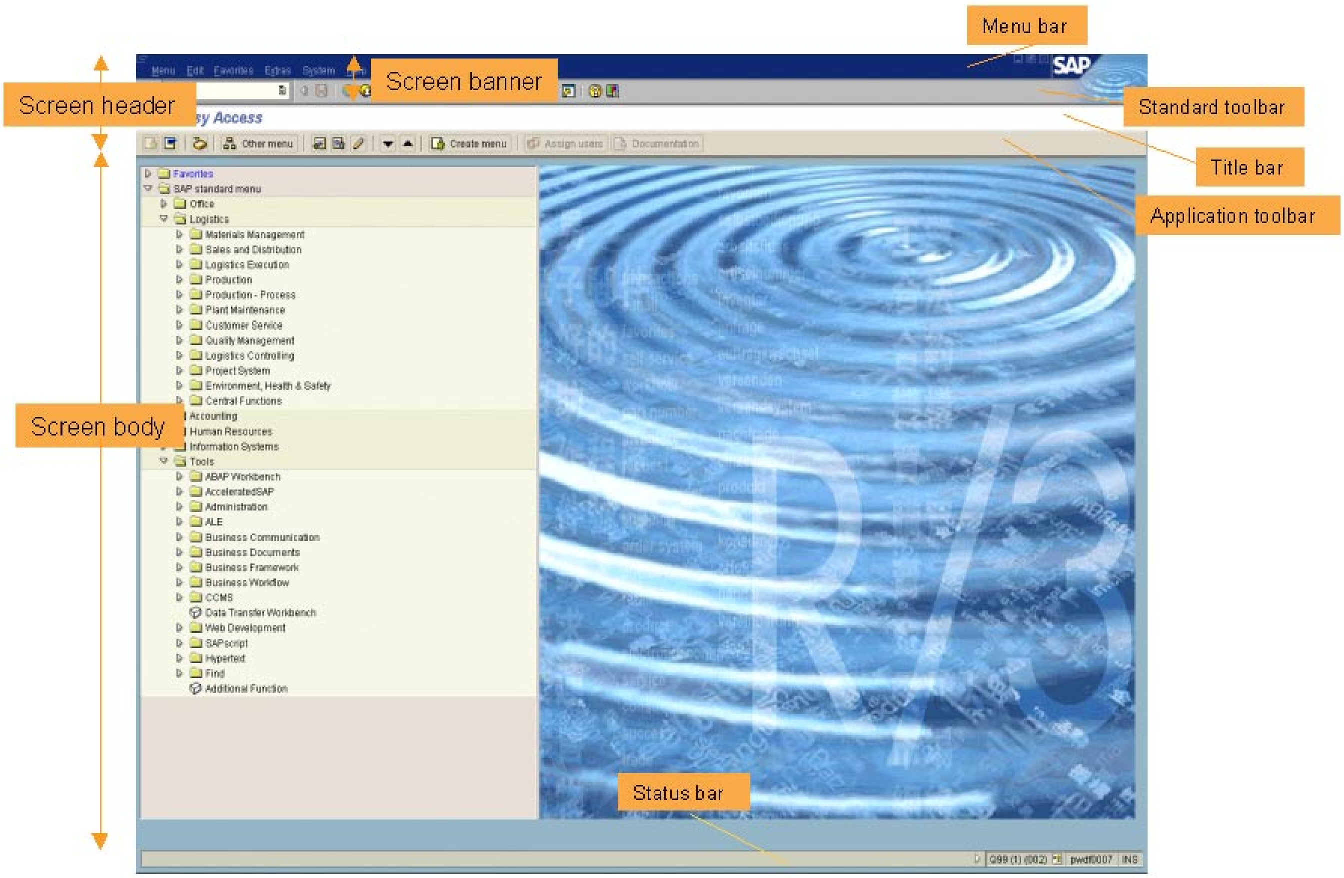
  The screen header consists of:

  - Menu bar
  - Standard toolbar
  - Title bar
  - Application toolbar

- **Screen body**

  The screen body is the area between the screen header and the status bar.

A typical example of an SAP screen (here, the SAP Easy Access initial screen) with the new SAP GUI is shown below:



Changes to the Screen Header

Screen Banner

In previous releases, the *title bar* and *menu bar* were at the top of the R/3 window. As of Release 4.6, a ***screen banner*** replaces these two elements. The screen banner consists of:

- **Menu bar**

  GUI interaction buttons

  The *Minimize*, *Maximize*, and *Close* buttons are no longer in the top right-hand corner. They are now slightly to the left, beside the SAP logo:

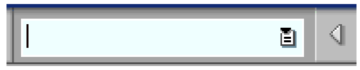
  You can also find these GUI interaction options in the dropdown menu that appears when you choose  in the top left-hand corner.

- **Standard toolbar**

  Command field

Release 4.6: The New SAP GUI

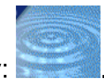
By default, the command field is closed. To display it, choose the arrow to the left of the *Save* icon: 

The command field appears: 

To hide it, choose the arrow to the right (outside) of the field.

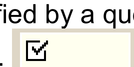
To display a list of the transactions you used last, choose the dropdown arrow  at the right-hand end of the field.

- **Other features**

In the top right-hand corner, the ripple animation indicates **data request activity**: . This was previously shown by a change of color in the status fields.

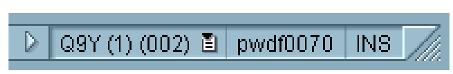
Changes to the Screen Body

Screen Elements and Layout

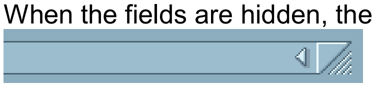
- The *screen elements* (group boxes, buttons, scrollbars, and so on) have a new design.
- The *screen layout* has changed. For example, a tab leader now guides the eye from field names to fields, and important screen areas are highlighted more prominently.
- *Required input fields* were previously identified by a question mark within the field. They now have a checkmark icon at the left-hand end: .

Status Bar

- **System message identification** *(far left)*
  -  identifies error messages.
  -  identifies affirmative system messages.
- **Status fields** *(far right)*

By default, the status fields appear at the far right: 

To hide these fields, choose the arrow pointing to the right: 

When the fields are hidden, the arrow points in the other direction:


To display the status fields, choose the arrow pointing to the left: 

Icons

SAP has changed the graphical design of all icons used in the SAP System.

Changes to GUI Controls

SAP has also redesigned screen elements such as trees, tables, and tabs.

GUI Interaction Principles

The GUI interaction principles – such as minimizing, maximizing, canceling, and dropdown menus – remain the same.

The Menu Bar

Use

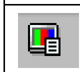
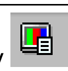
Menus allow you to find a specific transaction when you do not know the transaction code. The menu is organized according to the task you are doing in the SAP System.

Menus are dropdown; that is, when you choose a menu item, further options appear.

A typical menu bar in the SAP System is shown below:

Features

This following menus are standard on every SAP screen:

Menu	Description
System	Contains functions that affect the system as a whole – such as *Create session*, *User profile*, and *Log off*.
Help	Provides various forms of online help.
	The *layout menu*, identified by  at the far right of the standard toolbar, allows you to customize certain SAP window settings (for example, cursor position and the TAB function).

The following menus are standard in most SAP applications:

Menu	Description
<Object>	Usually named after the object you are currently working with, for example, *Material*. Contains functions that affect the object as a whole – such as *Display*, *Change*, *Print*, or *Exit*.
Edit	Allows you to edit components of the current object – for example *Select*, *Edit*, and *Copy*. The *Cancel* option lets you leave a task without saving the data you have entered.
Goto	Allows you to move directly to other screens of the current task. Also contains the *Back* option, which takes you back one level in the system hierarchy. Before going back, the system checks the data you have entered on the current screen, and displays a dialog box if it detects a problem.

The following menus may also appear:

Menu	Description
Extras	Contains additional functions you can choose to complete the current object or an object component, but which you do not need regularly.

Environment	Contains functions you can choose to display additional information about the current object.
View	Allows you to display the current object in different views, for example, switching between a single-line and double-line display of a table.
Settings	Allows you to set user-specific transaction parameters.
Utilities	Allows you to do object-independent processing, such as delete, copy, and print functions.

Sometimes not all of the available menus fit on one line in the menu bar. In this case, they wrap to the next line. The dropdown principle stays the same.

The Status Bar

Use

The status bar provides general information on the SAP System and transaction or task you are working on. At the left of the status bar, system messages are displayed. The right end of the status bar contains three fields: one with server information, the other two with status information.

Features

The **status fields**, shown below, are described from left to right:

- At the far left,
  -  identifies error messages.
  -  identifies other system messages.
- To hide (or display) the status fields, choose  to their left (or right, respectively).
- To display the following system information, choose  in the first status field:
  - System
  - Client
  - User
  - Program
  - Transaction
  - Response time
- The second status field displays the server to which you are connected.
- The third status field specifies your data entry mode. By clicking this field, you can toggle between the *Insert (INS)* and *Overwrite (OVR)* modes. For more information, see Insert and Overwrite Modes [Page 128].

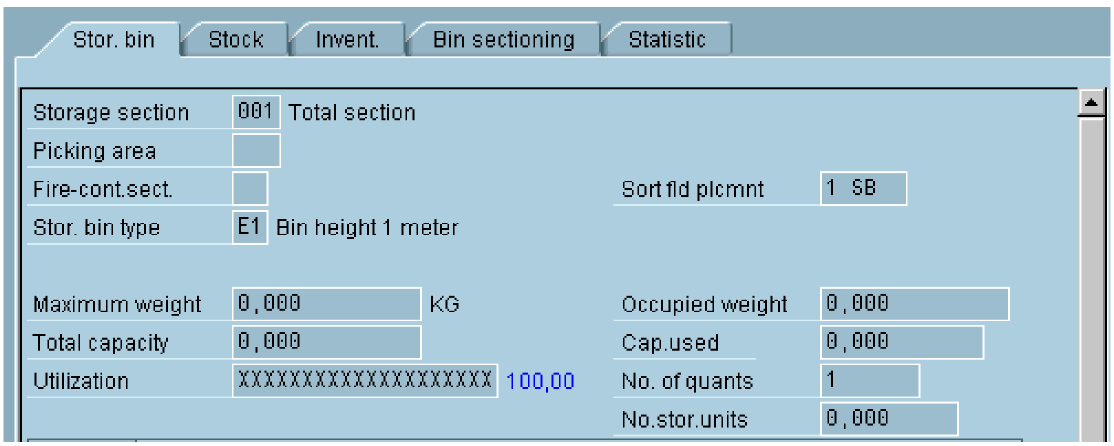
Tabs

Use

Tabs enable you to enter, display, and alternate between multiple screens. In transactions containing multiple screens, they provide a clearer overview. In addition, tabs enable you to proceed from one tab page to the next without having completed all the data. To access a tab page, select the corresponding tab header.

In some cases, you must complete all required input fields on a tab page before you can move to the next tab page.

Features



- In the case of longer tabstrips, not all of the tabs appear on the screen. The left and right arrows at the top of the tabstrip allow you to scroll to all the tabs.
- If you choose the button at the right of the tabstrip, the system displays a list of all the tabs on the tabstrip. If you select a tab from this list, the selected tab page moves to the foreground.
- Tabs are arranged in order of importance or in the process order of the transaction.
- Tab headers can contain text, icons, or both.

Table Controls

Use

The table control function enables you to modify standard SAP table format as necessary. This is especially useful when standard SAP tables contain columns you do not use.

Features

Table controls provide the following features:

- *Fixed* and *variable* columns. Variable columns have a horizontal scrollbar at the bottom.
- Columns you can *resize*:

  When you move the cursor to the gridline between two columns, the cursor changes to a double-headed arrow. To change column width, click the left mouse button, and move the gridline to the desired width.
- Columns you can *rearrange* using drag and drop:

  Place the cursor in the header of the column you want to move, hold the left mouse button, and move the column to the desired position.
- If you move the cursor along the horizontal scrollbar, quick infos appear indicating the column that would jump to the first display position (after the fixed columns) if you click the scrollbar at that location.
- You can set the optimal column width (as defined in the SAP System) by pressing and holding the `Shift` key, and clicking the left mouse button within any column header.
- Icons at the bottom of a table are specific to that table. Some icons commonly used in tables are:

Icon	Name	Description
	*Choose detail*	Displays all information currently available on the selected item
	*Create line*	Adds a line
	*Delete line*	Deletes a line
	*Select all*	Selects all table entries
	*Deselect all*	Deselects all table entries

Creating Table Control Variants

Prerequisites

The table control icon must be present in the upper right-hand corner of the table.

Procedure

1. Start the transaction containing the table control you want to change, and go to the appropriate screen.
2. Set the table controls as desired:
   a) To change column width, place the cursor between two columns, click the left mouse button, and drag the column border to the left or right until you have the desired size.
   b) To change column position, select and hold the column header, and drag it to the desired position.
3. Choose . The *Table Settings* dialog box appears.
4. Enter a name for the table control variant. Choose *Create*.
5. If applicable, select *Use as standard setting*.
6. To delete a variant, choose *Delete*.

Result

You have created a table control variant. You can repeat this procedure to create new variants.

The first item in the variant list is *Basic setting*, the default SAP table control. It is set by the system and cannot be deleted.

Activating Table Control Variants

Prerequisites

- The table control icon  must be present in the upper right-hand corner of the table.
- You must have created a table control variant.

Procedure

1. Start the transaction containing the table control you want to change, and go to the appropriate screen.
2. Choose . The *Table Settings* dialog box appears.
3. Specify the variant you want for the table control and how it should be used:
   - To make the variant the **standard** setting, choose *Set standard*.

     This table control variant now appears each time you use this table.
   - To make the variant the **current** setting, choose *Set active*.

     This table control variant will only be used while you have the transaction open. If you exit the transaction, and return to it later, the system uses the standard setting for the table control.
4. Choose *Close*. The settings are now complete.

Lists

Use

Lists are used to present hierarchical data. In the SAP System, lists present the results of

- Reports
- Searches
- Queries for possible entries (in some cases)

Features

To save a list:

- To **SAPOffice**, choose *System* → *List* → *Save* → *Office folders*. In the subsequent dialog box, specify the folder where the list should be stored.
- To an **external file format** such as a Microsoft Excel spreadsheet or an HTML page, choose *System* → *List* → *Save* → *Local file.* Specify the external format type.
- In a **report tree**, choose *System* → *List* → *Save* → *Report tree*. The system saves this list to the node and report tree you specify.

Lists can be interactive:

- *Double-clicking a list entry* automatically opens the entry.
- *Clicking a hotspot* triggers an action in the system. The most common example of a hotspot is a hyperlink; when you click a hyperlink, you jump to a different topic or page.

Navigating Through Lists with the Keyboard

In addition to using the mouse, you can also use the following key combinations to work with lists:

Key combination	Result
→←	Moves the cursor to the left or right
↑↓	Moves the cursor up and down
PgUp	Scrolls back one screen
PgDn	Scrolls forward one screen
Home	Scrolls to the first column
End	Scrolls to the last column
Alt+PageDown	Scrolls one screen to the left
Alt+PageUp	Scrolls one screen to the right
Ctrl+PageUp	Scrolls to the first line
Ctrl+PageDown	Scrolls to the last line
Tab	Moves to the next input field

Shift+Tab	Moves to the previous input field
Ctrl+Tab	Toggles between the list and command field
F2	Chooses an entry
Ctrl+Y	Switches to the highlight mode, which lets you highlight sections of the screen
Ctrl+C, Ctrl+Insert	Copies marked text to the clipboard
Ctrl+X, Ctrl+Delete	Deletes marked text and copies it to the clipboard

ABAP List Viewer (ALV) Grid Control

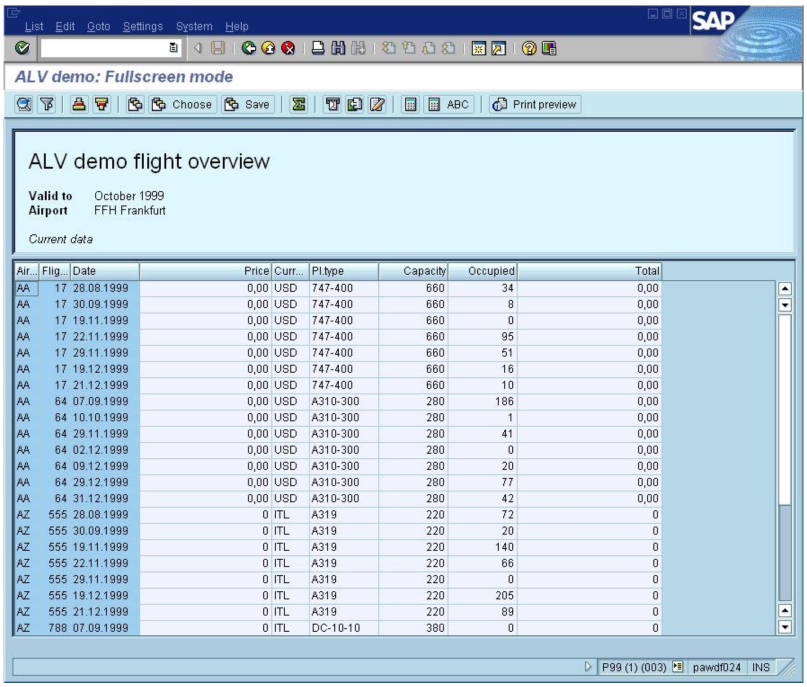
Use

The ABAP List Viewer (ALV) standardizes the use of lists in the SAP System.

The ALV Grid Control was developed on the basis of the ALV Classic, and has now taken its place.

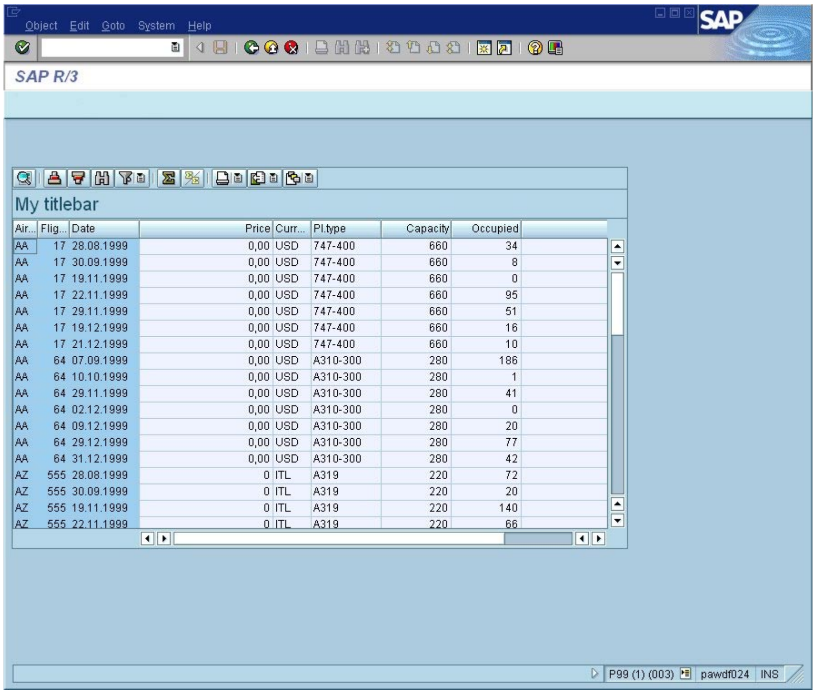
There are currently two types of ALV grid controls:

- **Full-screen mode.** A sample screen is shown below:



- **As a screen element.** A sample screen is shown below:

ABAP List Viewer (ALV) Grid Control

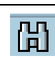
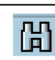
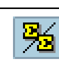


Features

Not all lists in the SAP System use the full range of ABAP List Viewer functions. Some lists use special functions that extend beyond the normal range of the ABAP List Viewer.

The following table lists ALV functions with their respective icons.

The functions are identical in both modes. The difference consists in the icons used to access them.

Function	Icon	
	Full-screen mode	Screen element mode
Choose detail		
Find		
Sort: Ascending order Descending order	 	 
Set and delete filter		
Display and delete totals		
Display and delete subtotals		

Choose display variant	Choose	
Change current display variant		
Save display variant	Save	
ABC analysis	ABC	
Spreadsheet		
Word processing		
Print list		
Print preview	Print preview	
Send list		
Save list as local file		

Additional Information

Navigation

Navigating in the List [Page 41]

Columns and Rows

Selecting Columns [Page 42]

Selecting Rows [Page 43]

Changing Column Width [Page 44]

Optimizing Column Width [Page 45]

Swapping Columns [Page 46]

Displaying and Hiding Fields [Page 47]

Detail

Choosing Detail [Page 49]

Searching

Finding Terms [Page 50]

Sorting

Sorting in Ascending or Descending Order [Page 51]

ABC Analysis [Page 67]

Filters

Totals and Subtotals

Display Variants

Spreadsheets

Text Processing

Printing

Sending

Exporting

Navigating in the List

Procedure

- In lists where the system cannot display all columns at once, you can scroll horizontally through the columns.

  The **lead columns** contain the characteristic values that identify the rows of a list. These columns are highlighted in a darker color. By default, the lead columns are frozen (that is, they always appear, regardless of the position of the horizontal scrollbar) at the far left of the list.

- In lists where the system cannot display all rows at once, you can scroll vertically through the rows.

Selecting Columns

Procedure

You select a column by single-clicking the column header.

To select **more than one** column:

- **Adjacent** columns:

  Select a column, choose *Shift* or *Control*, and select the desired columns,

  or

  Choose *Shift*, and select the first and last of the desired columns,

  or

  Select a column, keep the mouse button pressed, and pass over the desired columns.

- Columns that are **not adjacent**:

  Select a column, choose *Control*, and select the desired columns.

Selecting Rows

Procedure

Depending on the list, you can only select one row at a time.

To select **more than one** row, choose *Shift,* and click the desired pushbuttons at the left of the list.

- **Adjacent** rows:

  Select a row, choose *Shift* or *Control*, and select the desired rows,

  or

  Choose Shift, and select the first and last of the desired rows,

  or

  Select a row, keep the mouse button pressed, and pass over the desired rows.

- Rows that are **not adjacent**:

  Select a row, choose *Control*, and select the desired rows.

Changing Column Width

Procedure

To change the width of a column in the list, pass the cursor over the gridlines between two column headings. If the cursor changes (to a double line superimposed on a two-sided arrow), you can change the width of the column directly to the left by dragging the gridline to the desired position.

Alternatively, you can define column width explicitly for each column in the list. See Defining the Current Display Variant [Page 61].

Optimizing Column Width

Procedure

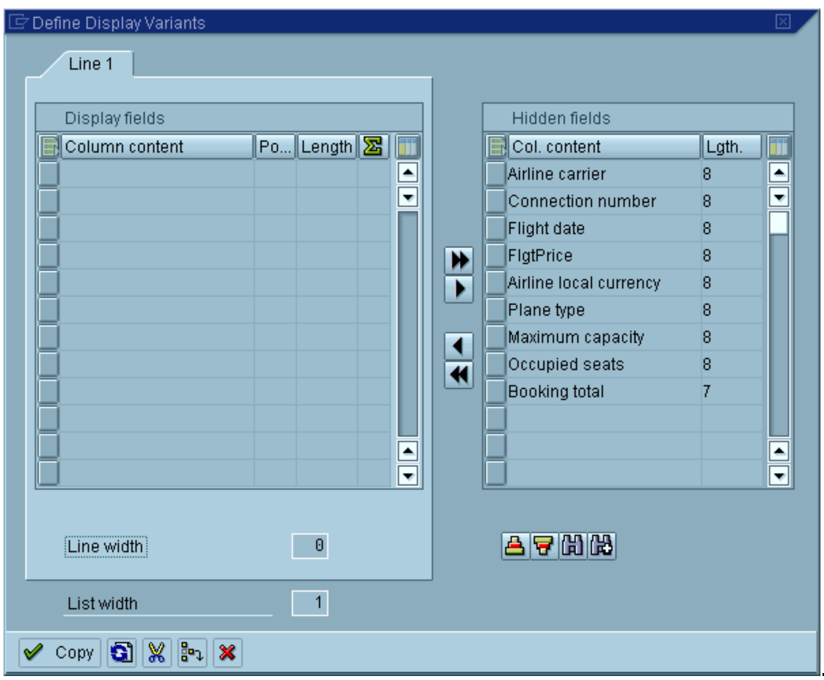
To optimize column width – that is, to adapt column width to the column entries, you can either:

- Right-click the selected column. From the context menu, choose *Optimize width.*
- Alternatively, you can double-click the gridline between two column headings. The system optimizes the column directly to the left of where you clicked.
- Or, if you are working with the full-screen mode, choose *Settings* → *Columns* → *Optimize width*.

Suppose a list already appears with optimized column width in the standard system.

You can still customize column width by choosing .

A dialog box appears that is similar to the following:



Here, you can define the position and length of each column. To revert to the optimized column width, go back to the context menu as described above.

If column width has been optimized, the text of a totals row or subtotals row may not be displayed in its entirety. To obtain full-length text output, increase the width of the column by choosing .

Swapping Columns

Use

You can customize the sequence of columns in your list.

Procedure

To swap columns in a list, use drag and drop as follows:

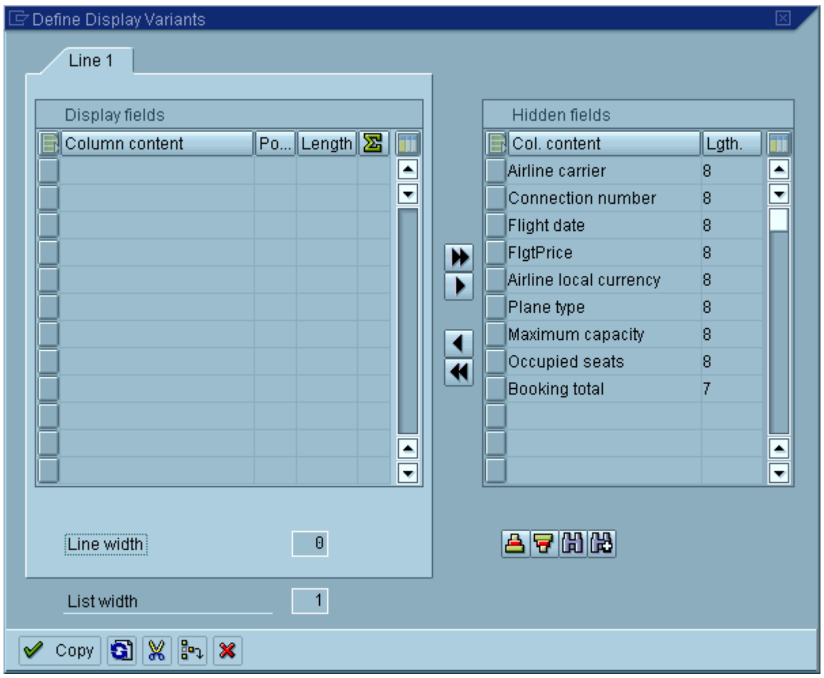
1. Select the column you want to move.
2. Click this column again. The cursor is now surrounded by a small rectangle.
3. Keep the mouse button pressed, and drag the column to the desired position.
4. The system inserts the column to the left of the red gridline.

Alternatively, you can define column position explicitly for each column in your list. See Defining the Current Display Variant [Page 61]

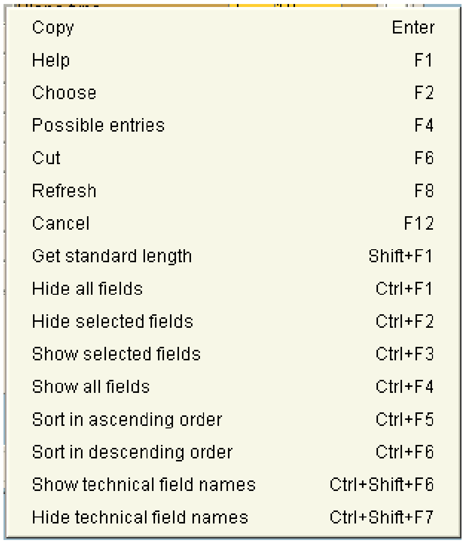
Displaying and Hiding Fields

Procedure

1. Choose .
2. The dialog box *Define display variants* shows the fields you can sort, as in this example:



3. You can hide or display some or all of the fields in the list.
   - To hide:
     – **Selected** fields, click the respective pushbutton(s) under *Display fields*, and choose . The selected fields move over to *Hidden fields*.
     – **All** fields, choose . All fields move over to *Hidden fields*.
   - To display:
     – **Selected** fields, click the respective pushbutton(s) under *Hidden fields*, and choose . The selected fields move over to *Display fields*.
     – **All** fields, choose . All fields move over to *Display fields*.
   - Alternatively, you can hide or display fields by right-clicking the selected field(s) (in the above-mentioned *Define display variants* dialog box) and making the appropriate choices from the context menu:



- To change the sequence in which the fields should appear, use *Cut*  and *Paste* .
- To define whether the fields should appear in ascending or descending order, choose  or , respectively.
- To exit the dialog box, choose 

.

Additional Information

Display Variants [Page 59]

Choosing Display Variants [Page 60]

Defining the Current Display Variant [Page 61]

Saving Display Variants [Page 63]

Managing Display Variants [Page 65]

Choosing Detail

Procedure

1. To obtain detailed information about a row, select the row, and choose . Or, right-click the row, and choose *Details*.

   The detail display shows only those fields for which the object has data. For example, if no variants have been calculated for a production order, the fields for the variants are not shown in the detail display for that order.

   The detail also displays hidden fields.

   On subtotal rows, this function is not available.

2. To do a search from the detail display, select at least one row, and choose . In the subsequent dialog box, you can search by row or by column.

Finding Terms

1. To search a list for certain terms:
   a. Select the relevant column(s), and choose  in the application toolbar.
   b. Or, right-click the relevant column(s), and choose *Find.*
2. In the subsequent dialog box:
   a. Enter the item to be searched for.
   b. Specify whether the search should be performed by line or by column.
3. Choose *Enter.*

   The system highlights the first item found.

You can repeat this procedure. Every time you choose *Enter* again, the system searches the selected column(s) again, starting with the item last found.

To exit the *Find* dialog box, choose *Cancel*.

In the full-screen mode, the  icon is in the standard toolbar.

Sorting in Ascending or Descending Order

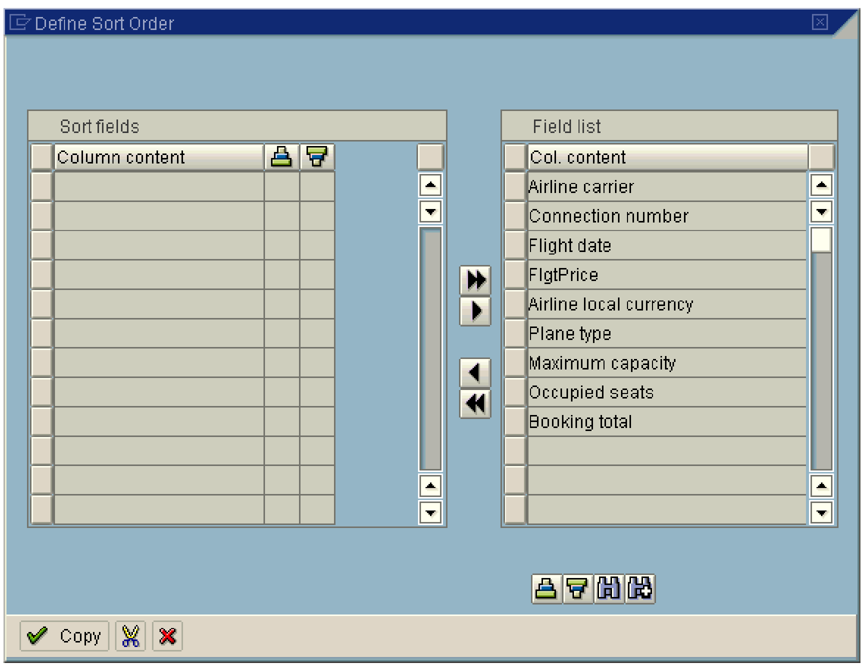
Procedure

To sort one or more columns in a list:

1. Select the column(s).
2. Choose *Sort in ascending order* or *Sort in descending order* .

After a column has been sorted, a small red arrow in the top left-hand corner of the column header indicates the sort order (pointing up = ascending; pointing down = descending).

If you have not selected a column, and you choose either of the two above-mentioned icons, the *Define Sort Order* dialog box appears, as in this example:

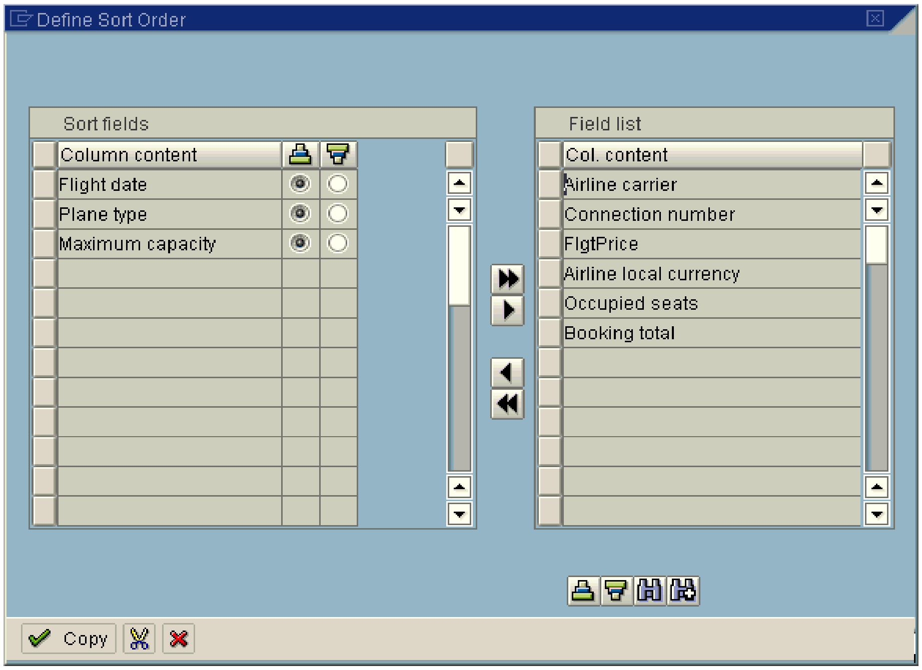


In this dialog box, you specify the columns you want the system to sort:

1. Select the appropriate row(s) in the *Field list* by clicking the buttons at the left of the item(s).
2. Choose the single or double arrows to move one or more ( ) or all ( ) of the item(s) to the *Sort fields* list.

   The dialog box now shows the column(s) to be sorted, as in the following example:

Sorting in Ascending or Descending Order



3. Use the radio buttons to specify the sort order (ascending or descending).

Setting and Deleting Filters

Use

You can choose to display only those rows that meet certain criteria in one or more columns.

Procedure

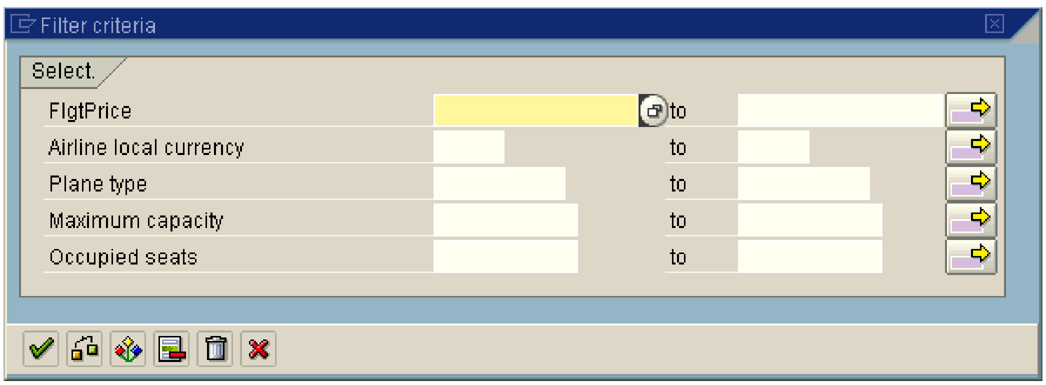
Setting Filters

- To set a filter:

1. Select one or more columns, and choose .

   Or, right-click the desired column(s). From the context menu, choose *Set Filter*.

2. The dialog box *Filter criteria* appears, as in the following example:

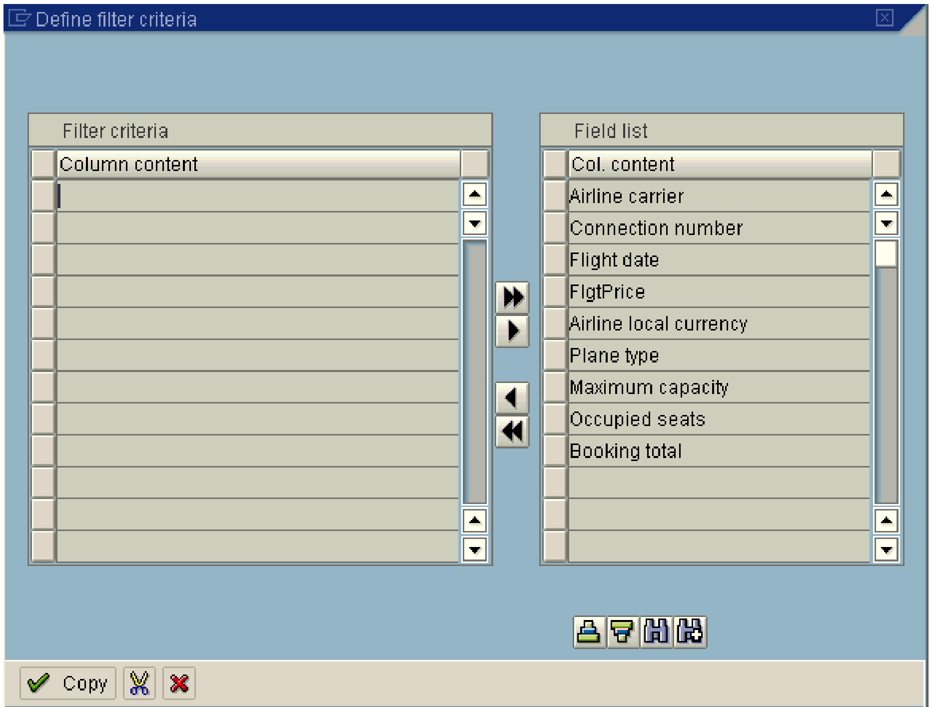


3. Enter the *From/To* values for each column selected.

   Only those rows with data within the specified ranges appear.

   - To include more than one value or range for a column, choose . In the subsequent dialog box, enter the single values or ranges on the tab(s) with the green traffic light. Choose Copy.
   - To exclude a value or range from the display, choose . In the subsequent dialog box, enter the single values or ranges on the tab(s) with the red traffic light. Choose Copy.
   - To delete a filter criterion, select the appropriate line, and choose .
   - To delete all entries for the filter, choose .
   - To copy the filter criteria and exit the dialog box, choose *Execute*.

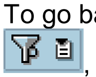
If you have set a filter without having selected a column first, the following dialog box appears:



You define the filter criteria, and proceed as described in step 3.

In the column heading of every column for which you have set a filter, a small filter icon appears, as in this example:

Deleting Filters

To go back to the prefiltered list display, single-click the dropdown arrow beside the filter icon , and choose *Delete filter*.

In the full-screen mode, choose *Edit* → *Delete filter.*

Displaying and Deleting Totals

Use

You can display totals **only** for (one or more):

- *Value* columns
- *Quantity* columns

If you total on incompatible units, such as quantities in kilograms and liters, a total appears for each unit. In the example below, the system has totaled the column *Price*:

Flights

Airline	Flight no.	Date	Σ Price	Currency	Pl.type	Capa...	Occupi...	Total
LH	400	28.02.1995	899,00	DEM	A319	350	3	2.639,00
LH	454	17.11.1995	1.499,00	DEM	A319	350	2	2.949,00
LH	455	06.06.1995	1.090,00	USD	A319	220	1	1.499,00
LH	3577	28.04.1995	6.000,00	LIT	A319	220	1	600,00
SQ	26	28.02.1995	849,00	DEM	DC-10-10	380	2	1.684,00
			▪ **3.247...**	**DEM**				
			1.090,00	**USD**				
			6.000,00	**LIT**				

Procedure

Displaying Totals

Select the desired columns, and choose .

Or, right-click the selected column. From the context menu, choose *Total*.

The system can only calculate totals for columns containing values or quantities.

For every total created, a small solid box symbol appears in the totals field, and a small *Total* symbol appears in the relevant column heading, as in this example:

Air...	Flig...	Date	Σ Price	Pl.type	Curr...	Σ Capacity	Occupied	Σ Total
SQ	26	28.02.1995	849,00	DC-10-10	DEM	380	2	1.684,00
LH	400	28.02.1995	899,00	A319	DEM	350	3	2.639,00
LH	454	17.11.1995	1.499,00	A319	DEM	350	2	2.949,00
LH	3577	28.04.1995	6.000,00	A319	LIT	220	1	600,00
LH	455	06.06.1995	1.090,00	A319	USD	220	1	1.499,00
			▪ **3.247,00**		**DEM**	▪ **1.520**		▪ **7.272,00**
			6.000,00		**LIT**			**600,00**
			1.090,00		**USD**			**1.499,00**

Deleting Totals

Select the desired columns, and choose again.

Or, right-click the selected column. From the context menu, choose *Total*.

Depending on the list, you can also display the subtotals above the totaled rows.

Displaying and Deleting Subtotals

Use

You can display subtotals in one or more columns that are **not** value columns.

In Product Cost Controlling, you can total the actual costs of all manufacturing orders. You can then display a breakdown by materials, by creating subtotals for the material numbers.

Prerequisites

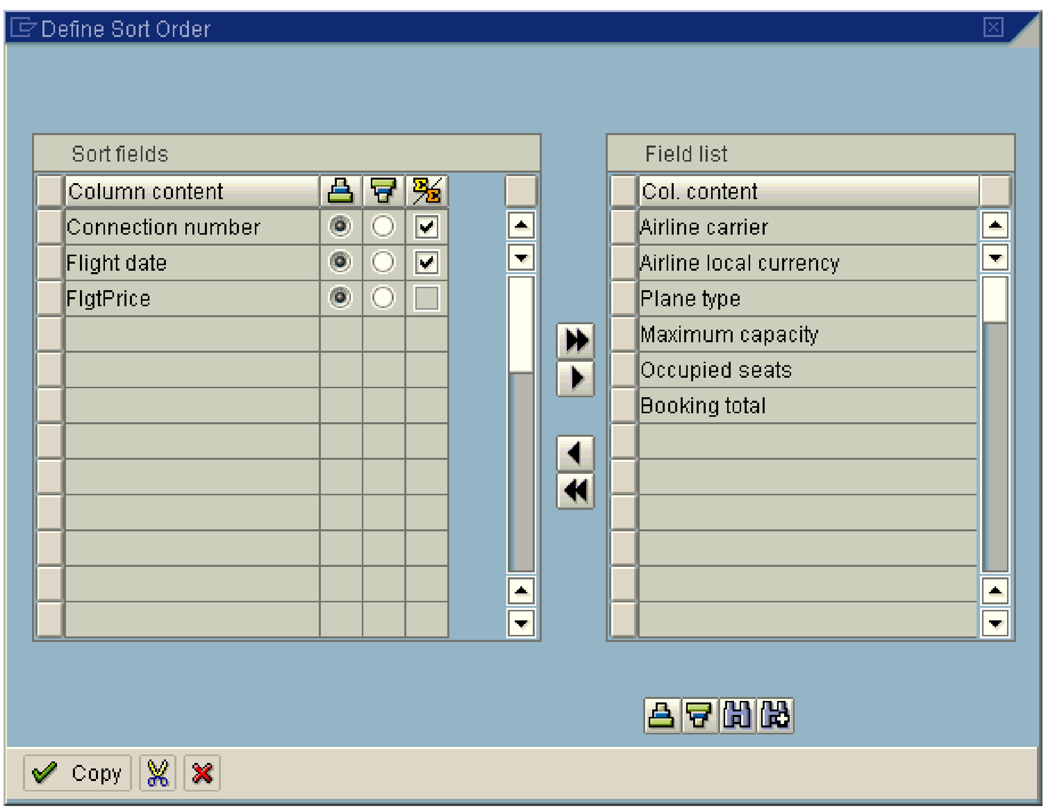
Before you can display a subtotal, you must have created a total for at least one column.

Procedure

Creating Subtotals for One or More Columns

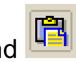
Select the column(s) for which you require subtotals, and choose . Or, right-click the desired column(s). From the context menu, choose *Subtotals*.

If you choose the subtotals function without having selected a column, the *Define Sort Order* dialog box appears, as in this example:



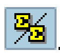
Displaying and Deleting Subtotals

This dialog box shows the fields for which you can display subtotals.

1. Select the relevant rows, and choose  or . The selected field(s) appear in the dialog box as sorting fields. In the above example, the system cannot calculate subtotals for the field *FlgtPrice*; therefore, the checkbox is not activated.
2. The sequence in which the selected fields are shown in the dialog box determines the sequence in which the subtotals appear. To change this sequence, use  and .
3. Specify whether the lines on which subtotals are calculated should be sorted in ascending or descending order. Set the indicator for subtotals.
4. To exit the dialog box, choose 

.

Deleting Subtotals

1. Choose .
2. The dialog box *Define sort order* shows the fields selected for subtotaling.
3. To delete the calculation of subtotals for individual fields:

   Select the corresponding field(s) under *Sort fields,* and choose  or . The selected field(s) then appear in the dialog box under *Field list*.

   Or, deactivate the appropriate checkbox, and choose 

.
4. To exit the dialog box, choose 

.

Display Variants

Use

You change your list display using display variants.

Features

The display variants you can use depend on the type of list.

- In all lists, you can:
  - Choose one of the standard variants supplied with the standard system
  - Change the current display of the list
- In lists that use only the standard display variants, you cannot save your changes to the current display variant. When you choose the display variants, only the standard variants are proposed.
- In some lists, you can also save the display variants you have defined as your own variants.

  User-defined display variants are generally saved for all users. They can then be used by all users – that is, all users can then choose from the *user-defined* display variants as well as the *standard* variants.
- In some lists, you can also save *user-specific* display variants – that is, display variants that are only available to you.

Additional Information

Choosing Display Variants [Page 60]

Defining the Current Display Variant [Page 61]

Saving Display Variants [Page 63]

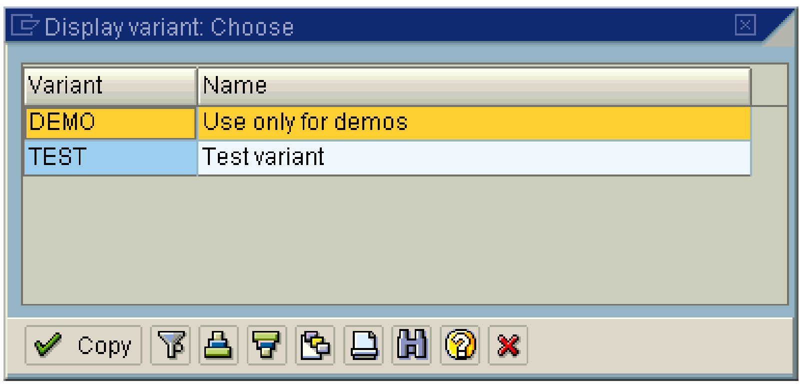
Managing Display Variants [Page 65]

Choosing Display Variants

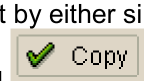
1. To choose an existing display variant for your list display:

   - In the application toolbar, choose , or click the dropdown arrow to the right of this icon, and choose *Choose display variant*.
   - If you are working with the full-screen mode, choose , or choose *Settings* → *Display variant* → *Choose*.

   A list of the existing display variants appears, as in this example:



   In the standard setting, the variants appear with an optional short description.

2. In the dialog box, choose a display variant by either single-clicking the variant name or selecting the display variant and choosing .

Defining the Current Display Variant

Use

You can define the current list display with this function.

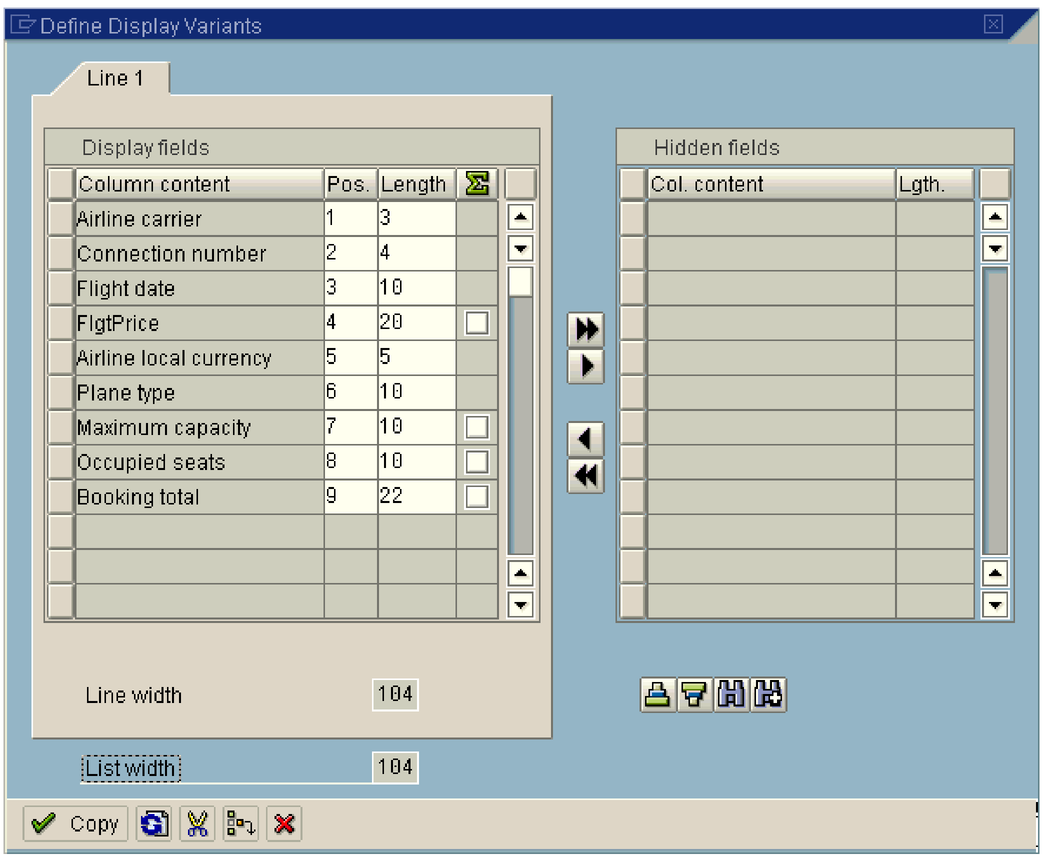
Procedure

1. To change the display variant:

   Choose .

   If you are using the full-screen mode, choose Choose, or choose *Settings* → *Display variant* → *Current*.

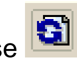
   The *Define display variants* dialog box shows the fields displayed and the fields hidden:

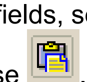


2. For more information on displaying or hiding fields in the list, see Displaying and Hiding Fields [Page 47].

3. To sort the hidden fields, choose or . To search for a field name in the hidden fields, choose .

Defining the Current Display Variant

4. The column sequence is determined by the number in the *Pos.* field.
   – To change the column sequence, overwrite the number.
   – To sort the display fields by position number, use .
5. To change the display length, enter the desired length in the *Length* column.
6. To return to the standard length, select the relevant column and choose .
7. If you can display totals for a column, you can specify in the *Total* column in the display fields whether they should be displayed in the display variant.
8. Using the clipboard, you can cut and paste a field from the display fields or hidden fields.
   – Select a display field or hidden field and choose . The field is placed on the clipboard.

     Only one field can be placed on the clipboard. As soon as you cut another field, the field in the clipboard is assigned to the hidden field.
   – To transfer the clipboard content to the display fields, select the field above which the clipboard content should be inserted, and choose .
9. Choose 

to copy the entries and exit the dialog box.

If you exit the ALV without having saved the display variant, your settings are not saved. The next time you call up the list, the standard settings appear; you can no longer call up your display variant.

Saving Display Variants

Prerequisites

The list provides the display variants that you can save.

Procedure

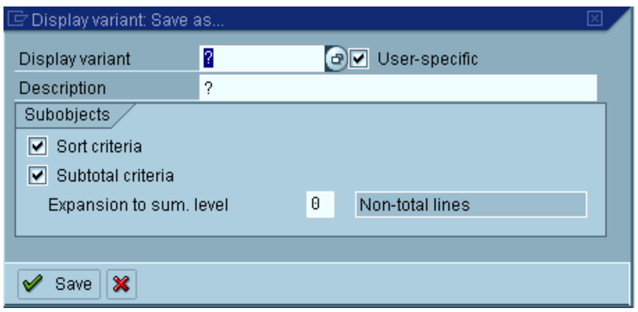
1. To save a display variant:

   Choose the dropdown arrow to the right of this icon:  → *Save display variant*.

   If you are working with the full-screen mode, choose 

or *Settings* → *Display variant* → *Save.*

2. The following dialog box appears:

   Enter a name and description for your display variant.

   The name for your display variant must *not* start with a number, because this type of name is reserved for the standard display variants in the standard system.

   In general, display variants are available for all users as client-specific standard display variants.

   In lists in which you can save display variants as user-specific, you can select *User-specific*.

   User-specific display variants must begin with a letter (A-Z).

   Non-user-specific display variants (client-specific standard display variants) must begin with "/".

3. If you have entered sort criteria, subtotals criteria, or filter conditions, you can save the display variant with these criteria by selecting the criteria. If you do not want to save the sort, subtotals, or filter criteria with the variant, deselect the appropriate checkboxes in the field *Subojects*.

4. If you have created subtotals, and want to save them, you can specify the summation level to which the list should be broken down when calling the variant. With the entry 0, all nontotals rows are displayed in addition to the totals rows and subtotals rows.

5. To save the display variant with the criteria entered, choose *Save*.

If a display variant with the same name already exists, the system informs you accordingly. You can either overwrite the existing variant (*Continue*) or enter another name (*New entry*).

Managing Display Variants

Use

Using display variant management, you can:

- Delete display variants
- Transport display variants
- Define display variants as initial variants

Procedure

To access this function, choose → *Manage display variants*.

If you are using the full-screen mode, choose *Settings → Display variant → Management*.

A list of the display variants appears.

The standard SAP display variants begin with a number.

Non-user-specific display variants (client-specific standard display variants) begin with "/".

User-specific display variants begin with a letter (A-Z).

Displaying User-Defined Variants/Standard Variants

If user-defined variants can be defined in the list, you can use *User-Defined Variants/Standard Variants* to switch between the display of the standard variant (that is available to all users) and the display of the user-defined variants (that are only available to you).

The display of the standard variants includes the SAP standard variants as well as the non-user-specific, client-specific display variants.

Deleting Display Variants

To delete one or more display variants, select it/them. In the subsequent dialog box, choose or *Edit → Delete display variant*.

Setting Initial Variants

To obtain a particular display variant instead of a basic list, select the row of the variant in the *Initial Variant* column, or select the display variant and choose or *Edit → Set initial variant*.

Saving Display Variants

You can save the changes to the list of display variants. Choose *Display variants → Save*.

Importing Display Variants

With *Import display variants*, you can import one or more variants from another client.

1. Choose *Environment → Import display var.*
2. Enter the source client from which the import should proceed. A list of all the standard variants in the client appears.
3. Select the desired display variant. To select all the variants, use *Select all*.
4. Choose *Import.*

Transporting Display Variants

You can transport standard display variants from the current system to the target system. Choose *Display variants → Transport*.

1. Select one or more standard display variants that you want to transport into another system. To select all the standard display variants, choose .

   You can only transport standard display variants (that is, the standard variants or client-specific display variants in the standard system); you cannot transport user-specific display variants.

2. Choose *Display variants → Transport.*
3. To create a new transport order, choose *Create order,* enter a name for the order, and save the order.

   To select an existing transfer order, choose *Own order* and double-click the desired order.

4. Exit the dialog box with *Continue*.
5. Transport the transfer order into the target system by using the transport system functions. Choose *Utilities → Requests (Organizer)*.

ABC Analysis

Use

ABC analysis classifies objects in a list with reference to a preselected key figure.

Prerequisites

In single-level lists, the object to be classified must have a value for at least one key figure.

Features

You can use ABC analysis to classify objects into so-called segments:

- **A segment** = important objects
- **B segment** = less important objects
- **C segment** = relatively unimportant objects

  EXAMPLE: In Product Cost Controlling (CO-PC), you can use ABC analysis to obtain an overview of the production orders in a plant that incur the highest actual costs:

- The *A segment* shows the orders that incurred the highest costs (representing 50% of the total actual costs).
- The *B segment* shows the orders with the next-lowest actual costs. Together, segments A and B represent 80% of the total costs.
- The *C segment* shows the orders that incurred the lowest costs.

In ABC analysis, the system:

1. Sorts the objects in ascending or descending order with reference to a preselected key figure
2. Classifies the objects on the basis of certain criteria

Classification Criteria

- **Key figure (percentage)**

  The analysis answers the question:
  *What **percentage of the total** do(es) the value(s) for the selected object(s) represent?*

  Enter the desired percentage breakdown.

  EXAMPLE: Suppose the selected breakdown is A = 50%, B = 30%, and C = 20%. The objects in the list are sorted in ascending or descending order with reference to the value of the preselected key figure.

  – The *A segment* shows the objects whose total amounts to 50% of the sum total.

  – The *B segment* shows the objects whose total amounts to the next 30%.

  – The *C segment* shows the remaining objects.

- **Key figure (absolute)**

  The analysis answers the question:
  *What is the **absolute value** of the selected key figure(s)?*

Specify the threshold values:

- Between the A and B segments
- Between the B and C segments

The system classifies the objects on the basis of these reference values.

- **Feature (percentage)**

  The analysis answers the question:
  *What **percentage of the total number of objects** do(es) the selected object(s) represent?*

  EXAMPLE: Suppose the selected breakdown is A = 50%, B = 30%, and C = 20%. The objects in the list are sorted in ascending or descending order with reference to the value of the preselected key figure.

  - The *A segment* shows 50% of the total number of objects.
  - The *B segment* shows the next 30% of the total number of objects.
  - The *C segment* shows the remaining objects.

- **Feature (absolute)**
  - Specify the number of objects to be assigned to the A and B segments.
  - The C segment shows the remaining objects.

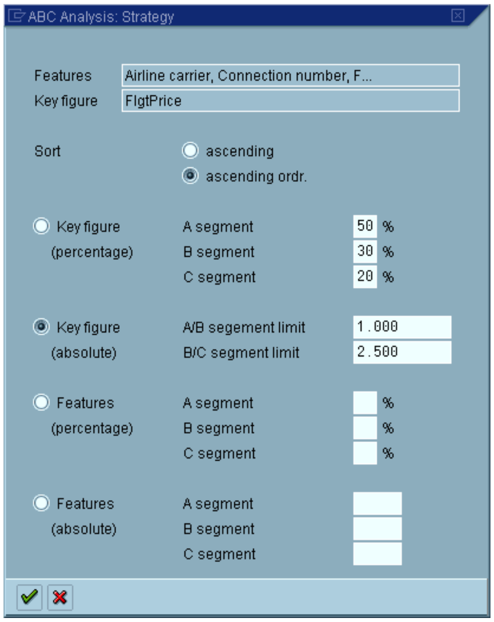
Procedure

To do an ABC analysis:

1. Select a key figure column to be used as the ABC analysis criterion by selecting the column header.
2. Choose the dropdown list at the right of this icon:  → *ABC Analysis*.

   If you are working with the full-screen mode, choose 

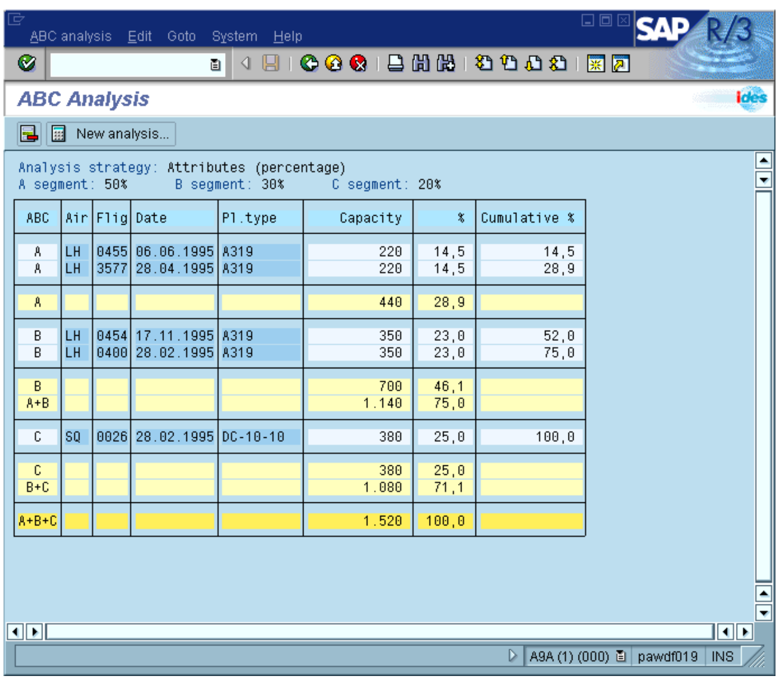
.
3. The *ABC Analysis* dialog box appears, as in this example:



4. Choose the sort type (ascending or descending) and the classification method. Specify values for the classification.
5. Choose *Enter.*

Result

A list appears with the segment (A, B, or C) in the first column, as in the following example:



After each key figure, the percentage share of that key figure of the total appears, along with the cumulative percentage share. In addition, the list displays the total and subtotals for:

ABC Analysis

- Each segment
- The A and B segments
- The B and C segments
- All segments

In the results list, you can:

- Hide columns

  Select the column, and choose .

- Display columns

  Reverses the *Hide columns* function. Choose .

- Print

  Prints the results list of the ABC analysis. The printout corresponds to the display – that is, hidden columns do not appear in the printout.

- New analysis

  Triggers a new ABC analysis of the same objects. Choose 

Spreadsheets

Use

The spreadsheet function transfers data across the XXL interface. To use this function, you must first decide what you want to do with the data. You can:

- Save the data as an SAPoffice document
- Save the data as a PC file
- Transfer the data to Excel
- Use the Excel pivot tab

This function is available in single-level lists.

Prerequisites

Before you can transfer data to a spreadsheet program, you must install this program. If you perform a download in Excel without first installing Excel, a file is saved in the proper format, but the data is not downloaded.

Activities

When you transfer data to Excel, the columns may be resorted – that is, they appear sorted by characteristics and key figures.

Totals rows are not included when data is transferred to the XXL interface. Also, the list formatting functions of the ABAP List Viewer are not available when data is transferred to the XXL interface into Excel. For example, there are no filter functions in the Excel list, nor can you display exceptions or row markings.

Word Processing

Use

You can use text processing to:

- Create letters using MS Word

  This function generates a Word file from the data in a list, and links it to another Word document. Replacement variables can then be transferred to the Word document and supplied with the values from the generated Word file.

- Create a document

  This function transfers the list currently displayed to the presentation server as an RTF file. The RTF format lets you use the file as a Word document. You can define whether colors should be included in the list, and whether MS Word should be started immediately. Specify the full path for the file.

Text processing is available in single-level lists.

Prerequisites

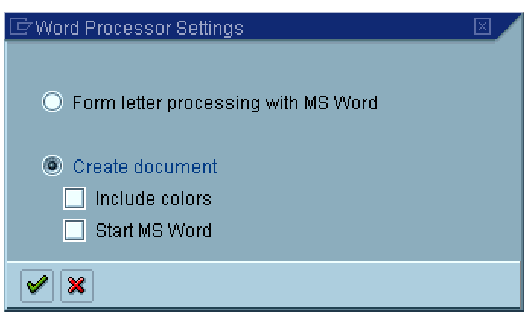
You can only use the form letter function and the immediate start of Word during creation of a document if you have MS Word installed on your PC.

Activities

To start text processing from the list display:

- Choose the dropdown list arrow at the right of this icon: → *Word processing*, or
- If you are working with the full-screen mode, choose .

The following dialog box appears:



Wide lists may be cut off at the margin. Also, all of your list settings are transferred to the Word document. For example, any hidden rows and columns are likewise hidden in the Word document.

Printing and Print Preview

Procedure

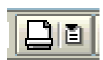
Print Preview

To obtain a print preview of the current list:

- In the application toolbar, choose  (the dropdown arrow) → *Print preview*.
- If you are working with the full-screen mode, choose 

in the standard toolbar.

Printing

1. To print the current list:
   - In the application toolbar, choose  (either the print icon or the adjacent dropdown arrow).
   - If you are working with the full-screen mode, choose  in the standard toolbar.
2. On the *Print parameters* screen, enter:
   a. The output device
   b. The number of copies

Sending the List as a Document

1. To send the current list as an e-mail, choose  → *Send.*

   If you are working with the full-screen mode:

   Choose .

   Or, from the menu bar, choose *List* → *Send.*

2. In the initial screen *Create Document and Send*, the document name, description, and send date are predefined. You can overwrite them.
3. Create a note for the list (optional).
4. Enter the name of the recipient, and specify the name with the *Type* indicator.
5. Under *Recipient*, enter the name and distribution list, or address or organizational unit.
6. To send the mail, choose  in the application toolbar.

Transferring the List to a Local File

You can transfer the list from the PC where you are working to a local file. Select one of the following formats:

- Unconverted
- Spreadsheet
- Rich Text Format (RTF)
- HTML

Procedure

1. Choose  → *Local file*.

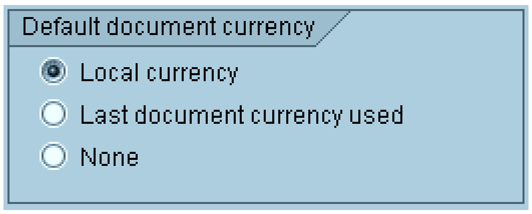
   If you are working with the full-screen mode, choose . Or, from the menu bar, choose *List* → *Export* → *Local file.*
2. Choose the file format.
3. Choose .
4. Enter the path and name of the file in which you want to write the data.
5. Choose *Transfer.*

Radio Buttons and Checkboxes

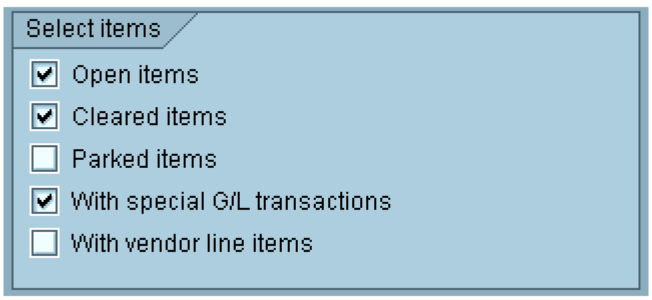
Use

To enter information in the SAP System, you must sometimes select among several options. In some cases, you can select only one option; in others, you can select more than one.

When you can select only one, the options are identified by **radio buttons**:



When you can select more than one, the options are identified by **checkboxes**:



Activities

Choosing Options with Radio Buttons

- To select an option, click the radio button next to that option. The selected radio button is now filled in.
- To change your selection, click a different radio button. The original button is now empty and the new selection is filled in.
- To select a radio button using the keyboard, use the *Tab* key to move to the group of options. Use the ↑ and ↓ keys to move to the desired option, and press the spacebar.

Choosing Options with Checkboxes

- To select one or more options, click the checkbox next to each desired option. The selected checkboxes now contain a checkmark.
- To deselect a checkbox containing a checkmark, click it again. The checkmark disappears.
- To select a checkbox using the keyboard, use the *Tab* key to go to the group of options. Use the ↑ and ↓ keys to go to each desired option, and press the spacebar.
- To deselect a checkbox containing a checkmark, use the ↑ and ↓ keys to go to the option, and press the spacebar. The checkmark disappears.

Dialog Boxes

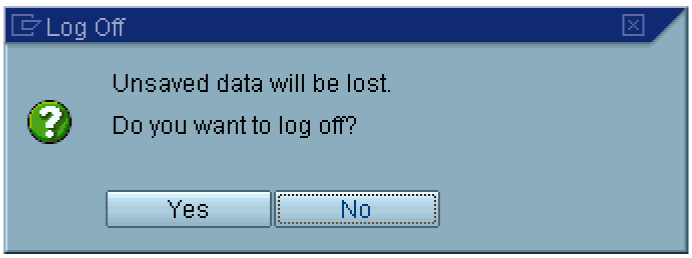
Use

The SAP System displays dialog boxes when it:

- Requires more information before it can proceed
- Is providing information, such as messages or specific information about your current task

Before you can continue, you must choose an action from a dialog box. To choose an action, choose one of the buttons at the bottom of the dialog box.

A sample dialog box is shown here:



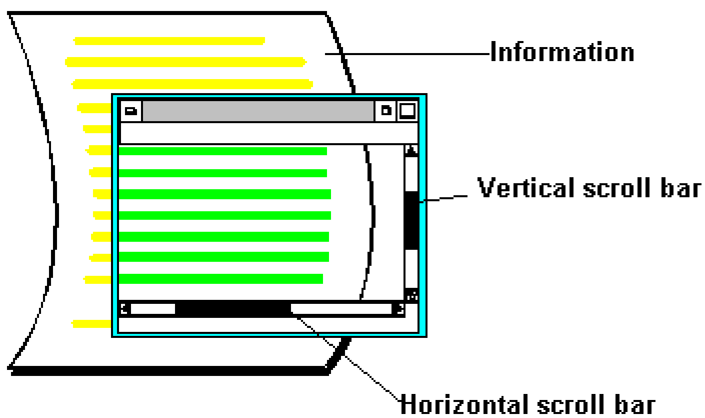
When you end a task without saving your data, or you choose a function that may cause you to lose data, the SAP System usually displays a dialog box in which you are asked to confirm or cancel your action.

Scrolling to View Information

Use

When you view information (for example, a list or online help), not all of the information may fit in your window. To see the additional information, you use scrollbars. To move:

- *Up and down*, use the **vertical scrollbar**
- *Left and right*, use the **horizontal scrollbar**



Procedure

To move	Do this
Up or down one line	Choose the up or down scroll arrow on the vertical scrollbar.
Left or right one character	Choose the left or right scroll arrow on the horizontal scrollbar.
Up or down one page	Click above or below the slider box on the vertical scrollbar.
Left or right the width of the page	Click to the right or left of the slider box on the horizontal scrollbar.
To a certain position in the information (up or down)	Drag the slider box on the vertical scrollbar to the approximate location of the desired information, and release the mouse button.
To a certain position in the information (left or right)	Drag the slider box on the horizontal scrollbar to the approximate location of the desired information, and release the mouse button.

You can also:

Move to	By choosing	Or pressing	Or pressing

First page		Shift + F9	CTRL+PageUp
Last page		Shift + F12	CTRL+PageDown
Previous page		Shift + F10	PageUp
Next page		Shift + F11	PageDown

Multiple SAP Sessions

Use

A session is basically another SAP instance on your screen. Multiple sessions allow you to work on more than one task at a time. This can save you time and reduces the need to jump from screen to screen.

Features

You can open up to six sessions, and do a different task, or even the same task, in each one. You can move around between the open sessions, and you can close any session without having to log off from the system.

If you try to work on the same record (for example, the material master record for a specific material) at the same time on multiple sessions, you may "lock yourself out" of one of the sessions. If this happens, choose *Exit* or *Back* to move out of the transaction. Then you will be able to proceed.

Additional Information

Creating a New Session [Page 81]

Creating a New Session and a Task at Once [Page 83]

Moving Among Sessions [Page 84]

Ending a Session [Page 85]

Creating a New Session

Use

You can create a session at any time. You do not lose any data in sessions that are already open.

You can create up to six sessions. Each session you create is as if you logged on to the system again. Each session is independent of the others. For example, closing the first session does not cause the other sessions to close.

Too many open sessions can result in slower system performance. For this reason, your system administrator may limit the number of sessions you can create to fewer than six.

Procedure

To create a new session from anywhere in the system:

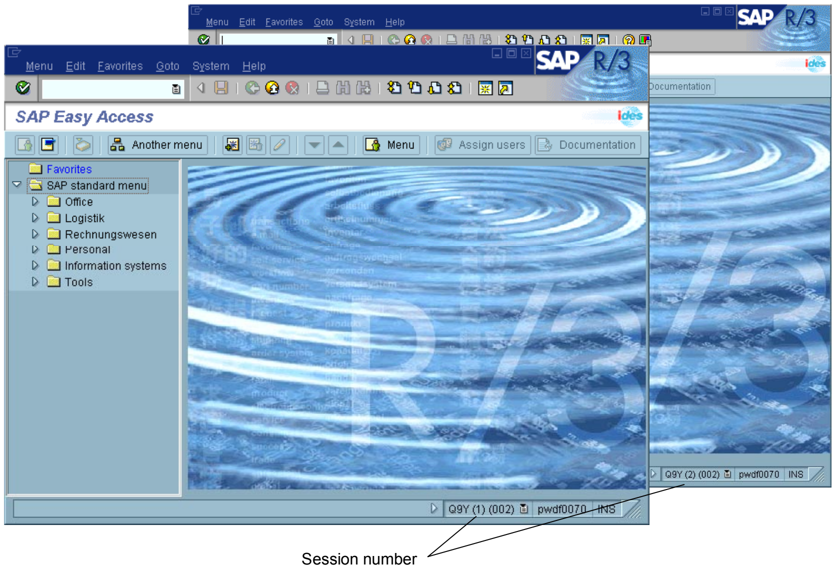
- Choose *System* → *Create session* from the menu bar, or
- Choose .

Result

The system opens an additional window. The new session becomes the active session and remains the active session unless you click on a different (open or new) session.

Each session has a session number, which appears in that session's status bar. It appears in parentheses next to the system name.

This graphic shows the new session window on top of the original window. Note the session number in parentheses in the status bar.



Additional Information

Creating a New Session and a Task at Once [Page 83].

Creating a New Session and a Task at Once

Use

You can create a session and start a task in one step by using a transaction code. When you open a session with a transaction code, the system displays the initial screen of the task in a new session. To use this method, you must know which transaction code to use for the task you want to perform.

For more information, see Finding the Transaction Code for the Task You Want to Start [Page 120].

Procedure

To create a new session and a task simultaneously:

1. In the command field, enter `/o` (the forward slash and the letter o) followed by the transaction code for the task you want to start.

   For example, to create a customer master record in the Accounts Receivable application, you use Transaction *FD01*. To open a session and start this task at the same time, you enter `/ofd01` in the command field.

2. Choose *Enter*.

Result

The system opens an additional window for the new session and displays the initial screen of the transaction.

Moving Among Sessions

Prerequisites

You can move among sessions as often as you like without losing any data.

As long as you remain logged on to the SAP System, you can leave a session for as long as you like. Moving to a different session is like putting a telephone call on hold: You can resume the call whenever you are ready.

Procedure

To move from one session to another, click any part of the window that contains the session you want to go to (or use the key(s) specified for changing windows).

The window you choose becomes the active window: it moves in front of all the other windows on your screen.

If you have several sessions open, you can minimize the sessions you are not using. When you need to use one of these sessions later, you can restore it by clicking the appropriate symbol in the status bar, making it the active session.

By minimizing the sessions you are not using, you can significantly reduce the system load.

Ending a Session

Use

After you are done using a session, it is a good idea to end it. Each session uses system resources that can affect how fast the SAP System responds to your requests.

Before you end a session, save any data you want to keep. When you end a session, the system does **NOT** prompt you to save your data.

If you have only one session open and you end it, you will log off from the system. However, before logging you off, the system prompts you to save your data.

Procedure

You can either

- Choose *System* → *End session* from the menu bar, or
- Choose in the upper right-hand corner of the active session.

The session is closed and you return to the previous session.

Startup and Shutdown of the SAP System

Use

Before you can use the SAP System, you must log on. When you are finished using the SAP System, you log off. The first time you log on, and at regular intervals thereafter, you should change your password.

Activities

- Regardless of the tasks you will be performing in the SAP System, you will always be starting up and shutting down the SAP System.
- You start the SAP System by selecting the logon icon on your desktop.
- You log on to the SAP System.
- If this is your first time logging on, you will have to change the initial password provided by your system administrator. If this is not your first time logging on, you may have to change your password in accordance with the security policies at your company.
- When you are finished working with the SAP System, you log off.

Starting the SAP System

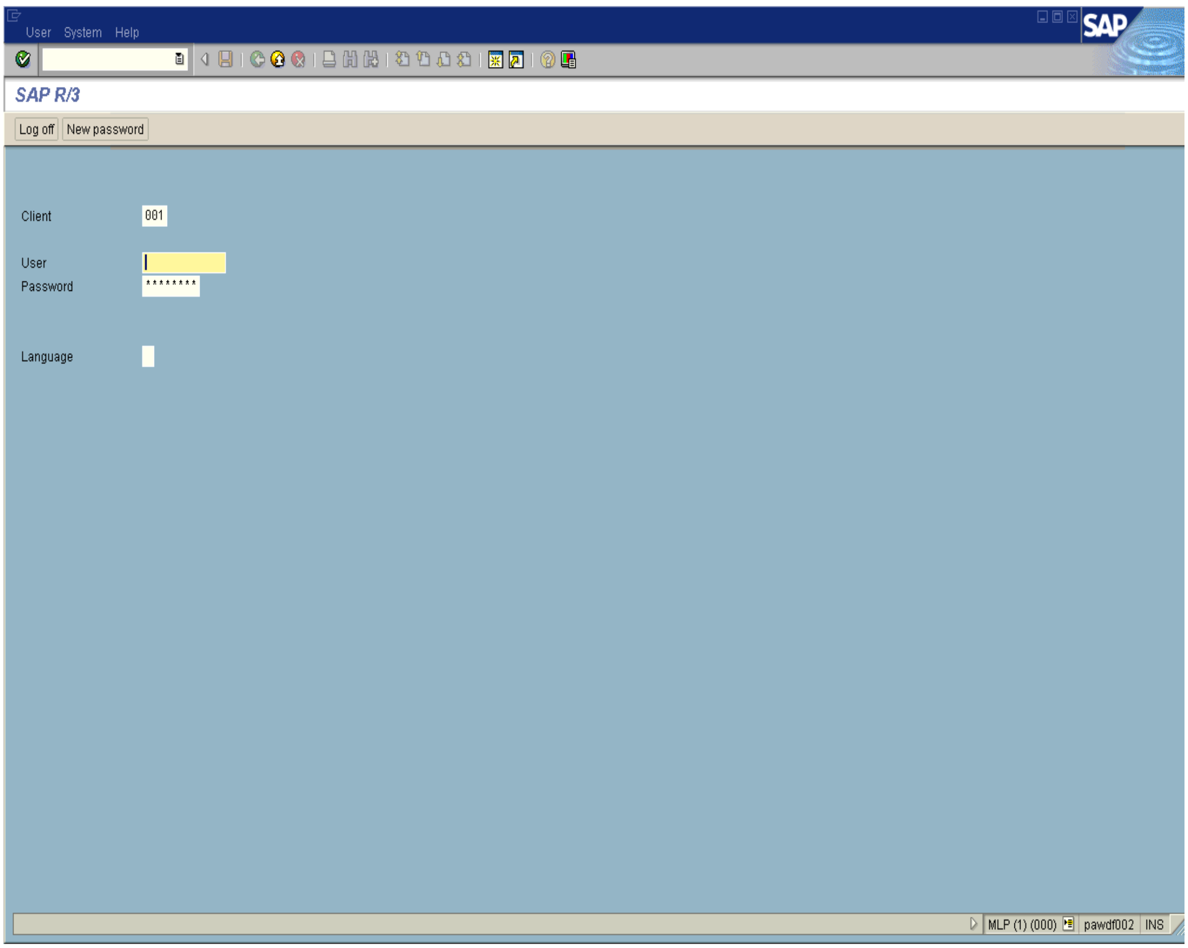
Procedure

To start the SAP System, choose the icon for the SAP System.

For example, start the SAP System by double-clicking the SAP icon in your SAP application window.

Result

The logon screen (in the example below, with the title *SAP R/3*) appears in a new window. You are now ready to log on.



For more information on starting the SAP System, contact your system administrator.

Logging On

Prerequisites

Before you log on, make sure you know:

- Your client number
- Your user ID
- Your password

If you want to work in a language other than English, make sure you know the language key for your desired language. For more information, contact your system administrator.

> After you have entered data in a field, you can move the cursor to the beginning of the next field by pressing the TAB key.
>
> If you have set the *Autotab* option, you do not have to press the TAB key if you enter the maximum number of characters possible in a field. For example, the maximum number of characters you can enter in the *Client* field is three. If you enter `001` in the *Client* field, the cursor automatically moves to the beginning of the next field. For more information, see Tabbing Between Fields Automatically [Page 195].

Procedure

If you are logging on for the first time, see Logging On the First Time [Page 90].

If you have logged on previously, but cannot remember how:

1. Check the *Client* field. This field may already contain a default client number.

   You can either accept the client number, or change it by typing over it.

   To move the cursor to the *Client* field, press the TAB key.

2. If necessary, move the cursor to the *User ID* field by pressing the TAB key.

   In the *User ID* field, enter your user ID.

   To move the cursor to the *Password* field, press the TAB key.

3. In the *Password* field, enter your password.

   As you type your password, the asterisks remain in the field, and only the cursor moves. As a security measure, the system does not display what you type.

4. To display screens, menus, and fields in a language other than English, move the cursor to the *Language* field by pressing the TAB key. Enter the language key for the desired language.

5. Choose *Enter.*

   In the standard SAP System, the *Copyright* dialog box appears.

   If you do not see this dialog box, check the status bar for a system message. You may have entered an incorrect client number, password, user ID, or language key. If this is the case, repeat steps 1 through 5.

6. In the *Copyright* dialog box, choose *Continue*.

   If there are systemwide messages – for example, from your system administrator – the *System Messages* dialog box is displayed. After you have read the messages, choose *Continue* to close the dialog box.

Result

You have successfully logged on to the SAP System.

Additional Information

Passwords [Page 100]

Logging On the First Time

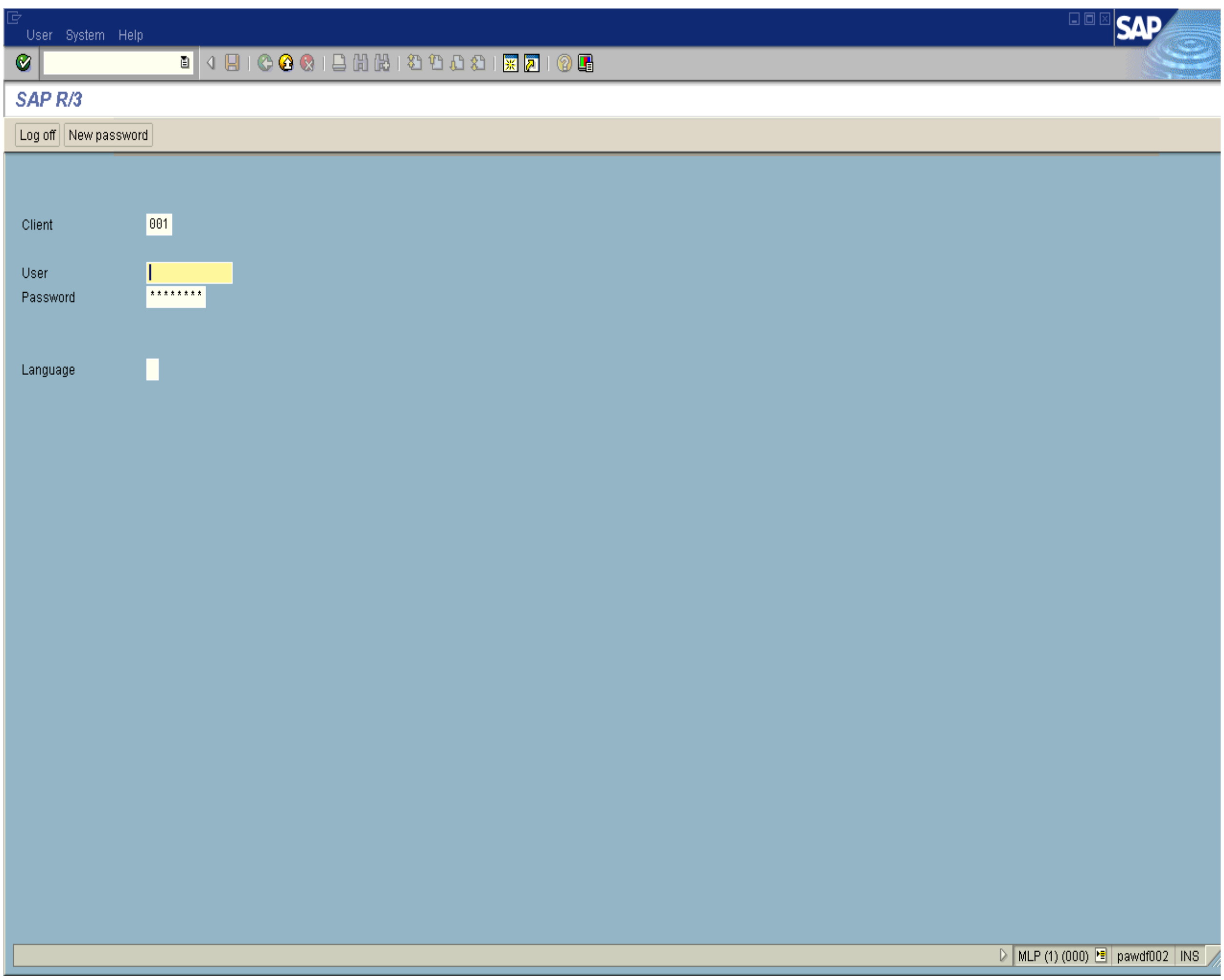
Prerequisites

Before you log on the first time, your system administrator will give you an initial password. During the logon process, you should create a new password, one that you alone will know. After that, you use your own password whenever you log on. (These procedures may differ somewhat at your company; for more information, contact your system administrator.)

To log on, you must first open the SAP Logon Menu by double-clicking its icon. For more information, see The SAP Logon [Page 94].

The SAP logon icon now appears in both the task bar (together with the SAP Release number) and the system tray (that is, the bottom right-hand corner of your desktop).

After you start the SAP System (see Starting the SAP System [Page 87]), the first screen you see is the logon screen (in this case, with the title *SAP R/3*).



When you press the TAB key after you have entered data in a field, the cursor moves to the beginning of the next field. However, if you enter the maximum number of characters possible in a field, you do not have to press the TAB key. For example, the maximum number of characters you can enter in the *Client* field is three. If you enter `001` in the *Client* field, the cursor automatically moves to the beginning of the next field. For more information on automatic tabbing, see Tabbing Between Fields Automatically [Page 195].

For more information on entering data, see Entering Data in Fields [Page 126].

Procedure

The logon screen is shown above. To log on to the SAP System:

1. In the *Client* field, enter the client number.

   If a default client number appears in the field, you can either accept it, or change it by typing over it.

   To move the cursor to the *User ID* field, press the TAB key.

2. In the *User ID* field, enter your user ID.

   To move the cursor to the *Password* field, press the TAB key.

3. In the *Password* field, enter the initial password provided by your system administrator.

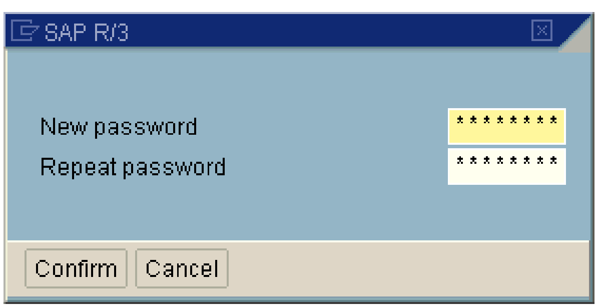
   As you type the initial password, the asterisks remain in the field, and only the cursor moves. As a security measure, the system does not display what you type.

   In the SAP System, passwords are not case-sensitive.

4. To display screens, menus, and fields in another language, move the cursor to the *Language* field by pressing the TAB key. Enter the language key for the desired language.

5. Choose *Enter*.

6. The system automatically displays the new password dialog box. You must change your initial password.

   If you do not see the new password dialog box, check the status bar for a system message. You may have entered an incorrect client number, password, user ID, or language key. If this is the case, repeat steps 1 through 5.

7. In the *New password* field, enter a new password. (If you need help, see Passwords [Page 100].)

Memorize your password. You cannot log on to the SAP System without it.

As you type the new password, the asterisks remain in the field, and only the cursor moves. As a security measure, the system does not display what you type.

To move the cursor to the *Repeat password* field, press the `TAB` key.

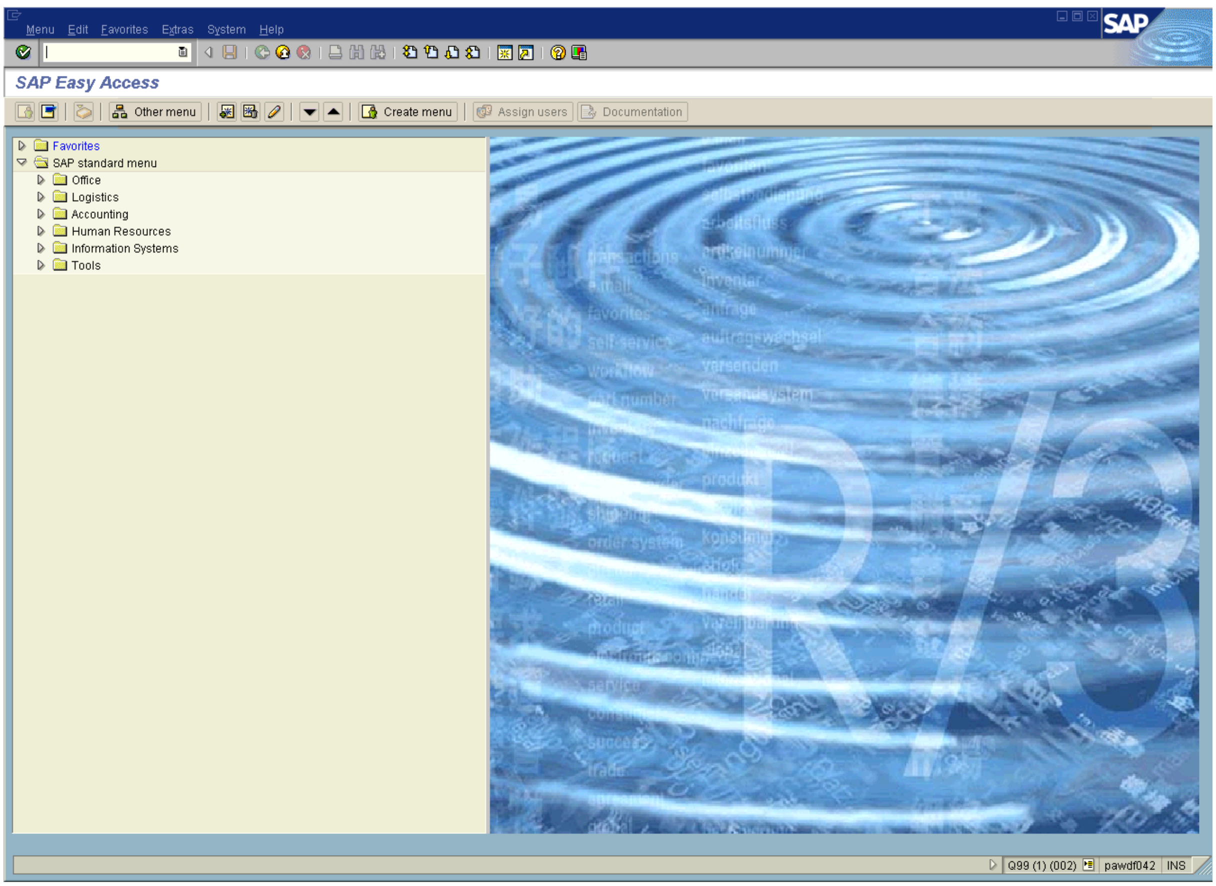
8. In the *Repeat password* field, enter the new password again, exactly as you entered it the first time.
9. Choose *Confirm* (or choose *Enter*). If you have successfully changed your password, the *Copyright* dialog box appears.
10. In the *Copyright* dialog box, choose *Continue* (or choose *Enter*).

    If there are systemwide messages, the *System Messages* dialog box appears. After you have read the messages, choose *Continue* (or choose *Enter*) to close the dialog box.

    You can display the system messages later by choosing *Tools* → *Administration* → *Administration* → *System Messages*.

Result

In the standard SAP System, the SAP Easy Access initial screen appears, as shown here.



The SAP Logon

Definition

The SAP Logon is the Windows program that you use to log on to SAP Systems on Windows PCs. It mediates between the SAP System and the SAPgui user interface. The SAP Logon displays a list of available SAP Systems and automatically selects servers with the best current response times. You can add available systems or servers to this menu.

Use

When you log on to the SAP System, you can:

- Log on to a specific application server.
- Log on to a group. In this case, the application server with the best response time is selected automatically.

    From Release 4.6A, when you log on to the SAP Logon, the SAP Logon icon is displayed in the system tray of the system taskbar (in the bottom right-hand corner of the screen). You can maximize or minimize the SAP Logon by clicking the icon using the left mouse button.

    If you click the icon using the right mouse button, you can display a list of connections to SAP Systems that are already open.

From 4.6A you can also use the mouse to increase the size of the SAP Logon. This enables you to see all of the following information:

- Description of the SAP System and its system ID
- The group or server
- The system number
- The message server
- SAP routers.

See also:

Adding a Logon Group [Page 96]

Adding an Application Server [Page 97]

Configuring the SAP Logon [Page 98]

Questions and Answers: Logon Load Balancing [Ext.]

Adding and Editing Entries Manually

Procedure

To add a new entry:

1. Display the SAP Logon by choosing *Start* → *SAP Frontend* → *SAPlogon*
2. Choose *New*... to display the *New Entry* dialog box.
3. Enter the following information:

   Description: A short description of the system

   Application Server: The name of the host that you want to connect to

   SAP Router String: A routing entry (for example, `saproute.ini`.)

   SAP System: Specify whether the new SAP System is an R/2 or an R/3 System

   System Number: Specify the system number of the SAP System that you want to connect to

To change an existing entry:

From the SAP Logon, select a system and choose *Properties*.

For server entries, you can change all data. For logon group entries, you cannot change the *Application Server,* the *SAP System* or the *System Number*.

To remove an entry:

From the SAP Logon, select a system and choose *Delete*.

To exit:

To exit the SAP Logon, choose *Close*.

See also:

Configuring Logon Groups [Ext.]

Recommendations for Logon Groups [Ext.]

Adding a New Logon User Group

Use

Most users only have one group in their selection. You can add additional groups to the SAP Logon.

Procedure

1. Display the SAP Logon by choosing *Start* → *SAP Frontend* → *SAPlogon.*
2. Choose *Groups…* to display the *Group Selection* dialog box.
3. In the *System* ID field, enter the system that you want to log on to.

   If a SAP Router is used to connect to the message server, select the SAP router in the *SAP Router for* field.
4. Choose *Generate list*. The system displays the logon groups that are active.
5. Select a logon group and then choose:

- *Logon* to log on without adding the logon group to the list
- *Add* to add the logon group to the list without logging on
- *Add and Logon* to add a logon group to the list and log on immediately.

See also:

Adding an Application Server [Page 97]

Adding an Application Server

Procedure

1. Display the SAP Logon by choosing *Start → SAP Frontend → SAPlogon.*
2. Choose *Server…* to display the *Server Selection* dialog box.
3. In the *System ID* field, enter the system that you want to log on to.

   If a SAP router is used to connect to the message server, select the SAP Router in the *SAP Router for* field.
4. Choose *Generate list* to display the active servers.
5. Select a server and choose:

- *Logon* to log on without adding the server to the list
- *Add* to add the server to the list without logging on
- *Add and Logon* to add a server to the list and log on immediately

See also:

Adding a New Logon User Group [Page 96]

Adding and Editing Entries Manually [Page 95] [Page 95]

Configuring Logon Groups [Ext.]

Configuring the SAP Logon

Use

You can change the following settings in the SAP Logon:

Language

You can display the SAP Logon in the language that you select. To use this option, the SAP Logon language file must be installed by the system administrator.

Message Server Timeout: ____ secs

Specifies how long the SAP Logon waits for a response from the R/3 Message Server. The default value, ten seconds, is normally sufficient, even with slow wide-area network connections.

If you experience repeated experience timeout connection errors, increase this value. If the error persists, there is probably a network installation problem.

Confirmation of listbox entry delete

Check this box if you want to display a warning before you delete a system or logon group from the SAP Logon.

Disable editing functionality

Check this box if you want to prevent logon entries from being changed. If editing functionality is disabled, you cannot use the options *Properties, Groups, Server, New* and *Delete* in the SAP Logon.

Activate SAPgui trace level

Check this box if you want to define and activate a network trace (SAPGUI trace). For reasons of security and performance, you should only activate the trace options to diagnose the system.

When you choose this option, you can select the trace level that is used. If you select level 2 or 3, an additional log file is generated that records all incoming data in an encrypted binary code.

Additional data hexdump in trace

Check this box if you want to list additional memory areas in the SAPgui trace. This option is only available if you choose trace level 2 or 3, since these trace the data that must be checked against the hexdump when errors occur.

> This option can result in both considerable losses in performance and very large trace files.

Additional command line arguments

You can enter any additional command lines arguments in this input field.

> The additional information that appears here can help solve particular frontend problems. Only perform the network trace options if the SAP Hotlines requests you

to. You should cancel the network trace options as quickly as possible and remove the trace files.

Procedure

1. Display the SAP Logon by choosing *Start → SAP Frontend → SAPlogon.*
2. Click on the SAP Logon icon in the top left-hand corner of the window and choose *Options*. You can then change the settings that are described above in the *SAP Logon configuration* dialog box.
3. Choose *OK* to return to the initial screen of the SAP Logon.

When you change the SAP Logon language, the system asks you to restart the SAP Logon that is affected by the new language setting. You should then close the SAP Logon and restart it.

Passwords

Definition

A password is a combination of characters that you enter every time you log on to the SAP System.

Use

Your password prevents other people from accessing or changing your work.

Memorize your password. You cannot log on to the SAP System without it.

Structure

When creating a password:

- You must use at least 3 but no more than 8 characters.
- You can use any combination of alphanumeric characters, including:
  - The letters `a` through `z`
  - The numbers `0` through `9`
  - Punctuation marks

Do not begin a password with:

- A question mark (?)
- An exclamation point (!)
- A blank space
- Three identical characters (for example, *bbbat*)
- Any sequence of three characters contained in your user ID (for example, *man*, if your user ID is *Friedman*).

Do not use:

- `pass` or `init` as your password
- Any of the last five passwords you used

In the SAP System, passwords are not case-sensitive. For example, the password `blue` is the same as `Blue` or `BLUE`.

The table below gives examples of valid and invalid passwords.

Valid	Invalid
frtas	!brex (begins with an invalid character)

jullo=6	aaab	(begins with three identical characters)
3bar	me	(contains fewer than three characters)

Changing Your Password

Prerequisites

You can change your password whenever you log on to the SAP System. For security reasons, however, your system administrator may require that you change your password at regular intervals, for example, every 30 days. In this case, you will receive a message from the SAP System when it is time to change your password.

You can only change your password from the logon screen.

To check the rules for creating a new password, see Passwords [Page 100].

In the steps below, you are instructed to press the TAB key after you enter data in a field. In the standard system, when you press the TAB key, the cursor moves to the beginning of the next field. However, you do not have to press the TAB key if you enter the maximum number of characters possible in a field. For example, the maximum number of characters that you can enter in the *Client* field is three. If you enter `001` in the *Client* field, the cursor automatically moves to the beginning of the next field.

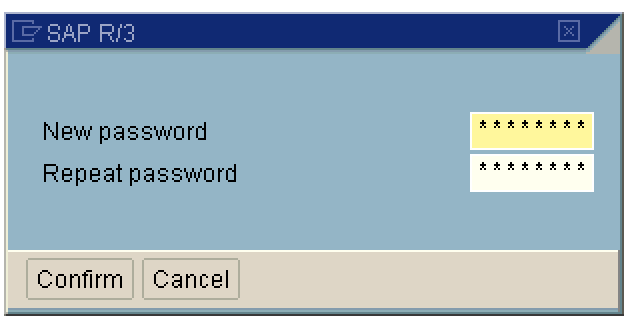
For more information about entering data, see Entering Data in Fields [Page 126].

Procedure

1. Enter the following data in the respective fields on the logon screen:
   a) Client number
   b) User ID
   c) Your current password
   d) Language key, if you want to work in a language other than English

   For more details, see Logging On [Page 88].
2. In the application toolbar, choose *New password*.

   The new password dialog box appears, as shown here.



   If you do not see this dialog box, check the status bar for a system message. You may have entered an incorrect client number, password, user ID, or language key. If this is the case, repeat steps 1 through 5.

3. In the *New password* field, enter a new password. (If you need help, see Passwords [Page 100].)

   As you type the new password, the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.

   Press the TAB key to move the cursor to the *Repeat password* field.

4. In the *Repeat password* field, enter the new password again, exactly as you entered it the first time.

   Memorize your password. You cannot log on to the SAP System without it. If you forget your password, contact your system administrator.

5. Choose *Enter*.

   In the standard SAP System, the *Copyright* dialog box appears.

   If a different dialog box appears, you have either made a mistake entering your new password, or it is not a valid password. The dialog box contains a message describing the mistake. In this case:

   a) Remove the dialog box by choosing *Confirm*.

      The new password dialog box reappears.

   b) Repeat steps 3 through 5. (If you need help creating a valid password, see Passwords [Page 100].)

6. In the *Copyright* dialog box, choose *Continue*.

   The copyright notice disappears.

   If there are systemwide messages, they appear. After you have read the messages, choose *Continue* in the dialog box to close it.

Result

In the standard system, the SAP Easy Access initial screen appears.

SAP Shortcuts

Use

Using SAP Shortcuts, you can start an SAP transaction, run a report, or execute a system command directly from your Microsoft Windows desktop. Shortcuts eliminate the need to navigate through menus to access screens. This is particularly useful for tasks you run regularly.

Prerequisites

To use SAP Shortcuts, you must be running a Windows 32-bit operating system.

Features

- You can create SAP Shortcuts for direct access to:
  - Transactions
  - Reports
  - System commands
- You can use SAP Shortcuts even if you have the SAP System running with an open dialog box.
- You can store your SAP Shortcuts either directly on your desktop, or in a directory on your system.
- There is no limit to the number of SAP Shortcuts you create.

Creating an SAP Shortcut

Prerequisites

- You are running a Microsoft Windows 32-bit operating system.
- The SAP Shortcut file type has been registered in your Windows registry. This happens automatically during successful installation of an SAP graphical user interface (SAP GUI).
- You have received an SAP user ID from your system administrator, and created a password.
- You know the transaction code for the screen for which you want to create an SAP Shortcut.

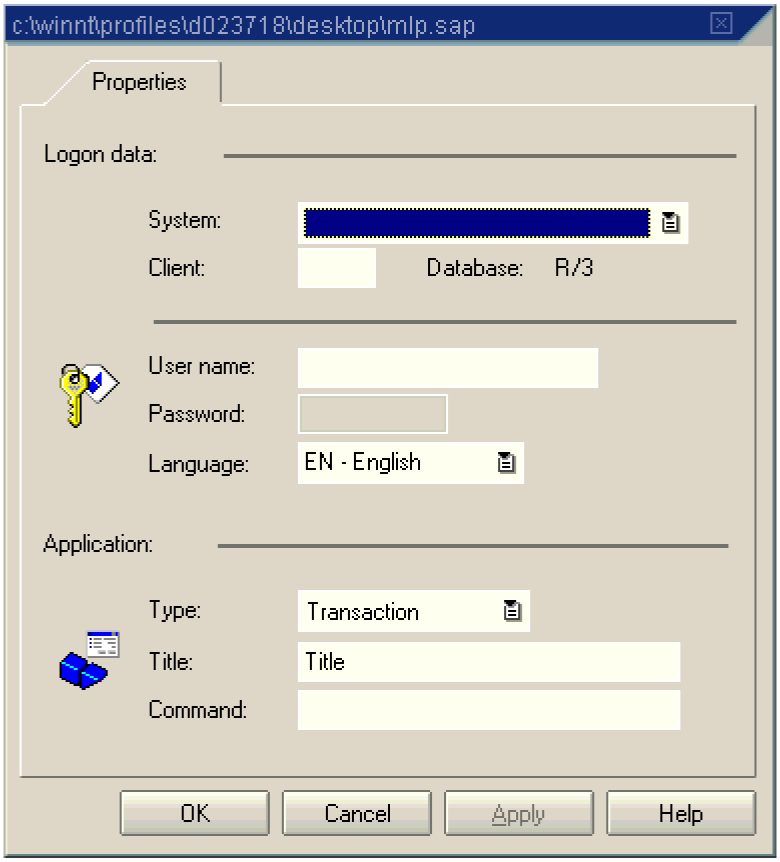
Procedure

Creating an SAP Shortcut from Your Desktop

1. Place the cursor anywhere on the desktop (not on an open Windows application), and click the right mouse button.
2. Choose *New* → *Sapgui Shortcut*.
3. Enter the name of the shortcut as desired, but keep the `.SAP` file extension. Choose *Enter*.

   You have now created a file for your shortcut. Next, you must define this file.
4. Click the right mouse button. Choose *Edit*.

   A dialog box appears. The title bar contains the complete path of the shortcut file.



5. From the dropdown list for the *System* field, select the system ID. Complete the *Client* field. If you do not remember your client, check the SAP GUI logon dialog box you were using previously.

6. Complete the *User name* and *Language* fields. If you leave *User name* blank, the system automatically uses your Windows user ID. The *Password* field is normally deactivated, for security reasons. Only your PC administrator can activate this field.

7. In the *Type* field, specify whether the shortcut is for a:
   - Transaction
   - Report
   - System command

8. In the *Title* field, enter the shortcut title.

9. In the *Command* field, enter the appropriate code. For example:

   a) To create a shortcut that takes you to the *Create Material: General* screen, enter Transaction code **`MM01`**.

   b) To create a shortcut for the *Archiving Check Data* report, enter report name **`RFCHKA00`**.

   c) To create a shortcut that immediately logs you off, enter system command **`/nex`**.

To obtain the transaction code for the *Command* field, go to the status bar of the task for which you are creating a shortcut, and click the list arrow. If you do not enter a code, the system defaults to Transaction code *S000*, which is the initial screen of the SAP System.

10. Choose *OK*. The shortcut appears on your desktop.
11. The system automatically saves the <NAME>.SAP file corresponding to this shortcut in your desktop directory under your operating system directory. If you prefer to keep all your SAP Shortcut files in one place, you can move this file to a directory of your choice.

Creating an SAP Shortcut from a Specific Screen in the SAP System

1. Go to the screen for the task you want to run, and choose or .

   The *New Sapgui Shortcut* dialog box appears.
2. Check that the information in the dialog box *(User name, Language, Type, Title, Command)* is correct.
3. Choose *OK*.

   The shortcut appears on your desktop.
4. The system automatically saves the <NAME>.SAP file corresponding to this shortcut in your desktop directory under your operating system directory. If you prefer to keep all your SAP Shortcut files in one place, you can move this file to a directory of your choice.

   If the *Password* field of the *New Sapgui Shortcut* dialog box has been activated, you can specify a password. However, for security reasons, this is not recommended, and a warning appears. You should only include your password in an SAP Shortcut if you are certain no one can access your PC or your disk/directory.

Using SAP Shortcuts

Prerequisites

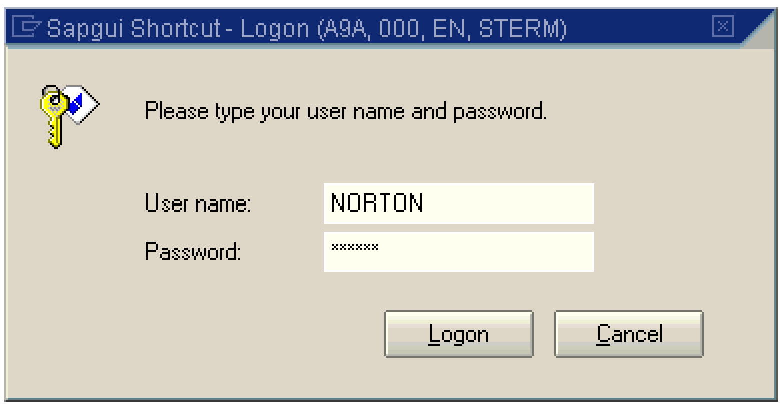
- You have received an SAP user ID from your system administrator, and created a password.
- You have created an SAP Shortcut. It is available on your desktop.

Procedure

If you do not have an SAP session running

1. Double-click the SAP Shortcut for the task you want to run.

   A logon dialog box is displayed. The title bar specifies the system ID, client, language, and task.



2. Enter your password. Choose *Logon*, or choose *Enter*.

   The SAP session starts.

3. To view or change your shortcut definition while you are logging on, position the cursor anywhere in this logon dialog box (not on the title bar, input fields, or pushbuttons), and click the right mouse button. The context menu is displayed.

   In this context menu, if you do not enter a password, only the *Edit* option is activated. After you have entered the first character of your password, both the *Open* and *Edit* options are activated.

If you have an SAP session running

Double-click the SAP Shortcut for the task you want to run.

- If an application is already running, a new SAP session starts.
- Otherwise, the current SAP session starts the task you want to run.

  To start a shortcut from within an open SAP session, drag and drop the shortcut onto the open session. The system starts the task you want to run. The following functions are also available:

Key + Drag and Drop	Result: You can now...
Shift + Drag and Drop	Edit the shortcut.
CTRL + Drag and Drop	Open a new session, and start the task you want to run.

Session Manager

Use

The Session Manager is a tool for system logon and session control for use with Microsoft Windows 32-bit operating systems. If you are not running one of these operating systems, follow the instructions under Logging On [Page 88] and Logging Off [Page 111].

For more detailed information, see The SAP Session Manager [Ext.]

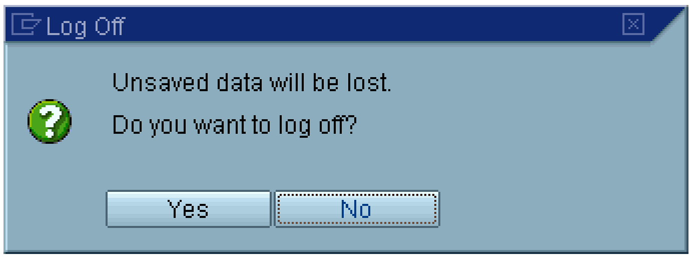
Logging Off

Procedure

You can log off from the SAP System from any screen.

1. From the menu bar, choose *System* → *Log off*.
2. Click the button at the upper right-hand corner of the screen (if you only have one session running).

   The *Log off* dialog box appears (as shown here), informing you that any data you have not yet saved will be lost if you proceed with logging off.

3. If you are **not** certain that you have saved all of your data, and you do not want to log off after all, choose *No*. You return to the screen in which you were working.

   If you are certain that you have saved all of the data you want to save, choose *Yes*. All of your SAP System sessions close. You have successfully logged off.

What Are the Steps in a Typical Task?

Use

In the SAP System, a task consists of one or more screens on which you enter data. Some typical tasks might be creating customer master records, entering invoices, or creating sales documents.

Activities

To perform a task in the SAP System, you typically:

1. Choose the task that you want to work on. (See Choosing an Application and Task [Ext.].)
2. Enter data on the initial screen of your task.

   Each screen contains input fields in which you enter data. Some fields require entries, others do not. (See Entering Data on a Screen [Page 129].)
3. Go to the next screen.

   When you go to the next screen, the SAP System temporarily stores the data you have just entered. (See Moving Through Tasks [Page 138].)
4. Enter data on the next screen of your task.

   You can:

   - Return to previous screens to make changes
   - Skip screens that are not required
   - Go to a related task to get information or to complete additional screens

   (See Moving Through Tasks [Page 138].)
5. Repeat steps 3 and 4 until all the screens that make up your task are completed.
6. Save your data for the entire task.

   The system saves the data from all the screens you have completed. (See Saving the Data on a Screen [Page 137].)

Accessing Tasks in the SAP System

Procedure

After you log on to the SAP System, you choose the task that you want to work on. You can switch to different tasks at any time.

In the SAP System, you can:

- Choose a task from the **SAP Easy Access workplace menu**. With this menu, you can easily find your application without having to memorize transaction codes.

  For more information, see:

  SAP Easy Access [Page 8]

  Navigating in the Workplace Menu [Page 12]

  Choosing Menus and Functions with the Mouse [Page 114]

  Choosing Menus and Functions with the Keyboard [Page 117]

- Enter a **transaction code** in the command field. With transaction codes, you can go directly to a task without having to navigate through several different menus.

Choosing Menus and Functions with the Mouse

Prerequisites

You choose menus, submenus, and functions by clicking them.

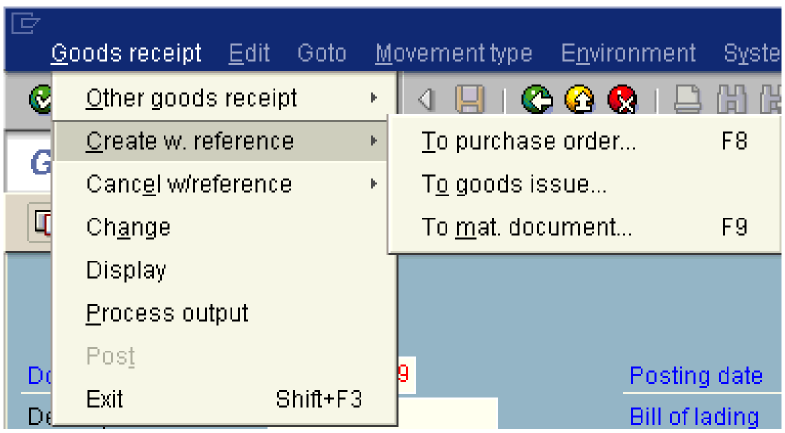
Procedure

Choosing from a Menu

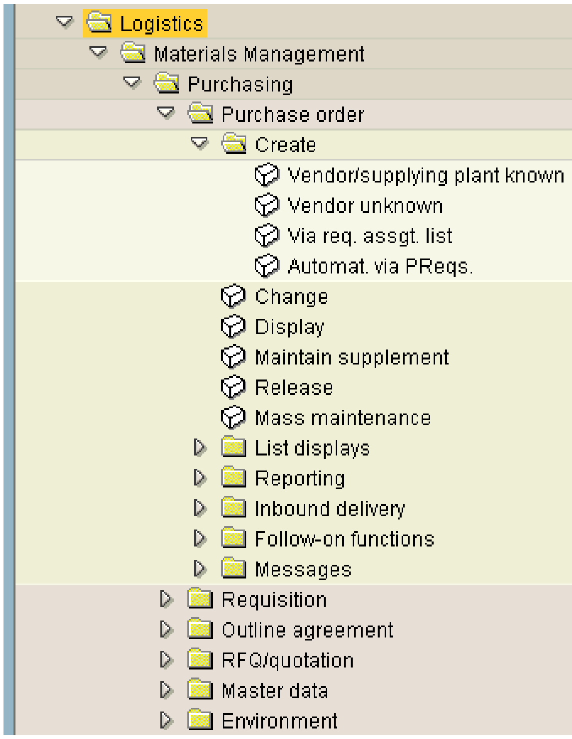
To choose a menu with the mouse, click the desired menu in the menu bar or SAP Easy Access workplace menu.

The menu opens – that is, its contents (functions, submenus, or both) appear.

In the *menu bar of the SAP window*, the dropdown arrows indicating submenu options are **to the right** of each menu item, as in the following example:



In the *SAP Easy Access workplace menu*, the dropdown arrows indicating submenu choices are **to the left** of each menu item, as in the following example. (After you have opened a submenu, the dropdown arrow you have just used points downward.) If there is no arrow next to a menu item, you go directly to the transaction screen.



Choosing a Submenu

To choose a submenu with the mouse, click the desired submenu.

The submenu opens next to the original menu, as shown in the above example. If your system is busy, it may take a few seconds to display the submenu.

Canceling a Menu or Submenu Choice

You can cancel, or close, any menu with its submenus by clicking any blank area of the screen.

Choosing a Function from a Menu or Submenu

To choose a function from an open menu or submenu, click the desired function.

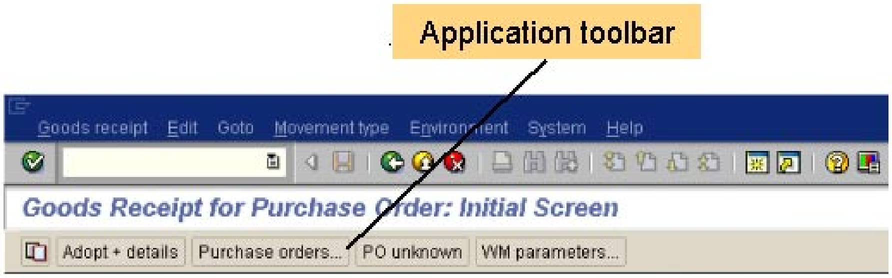
The selected menu and any submenus close, and the system executes the function of your choice.

Choosing Functions from the Toolbars (Shortcut)

Depending on your current task, various buttons are available on the standard toolbar and on the application toolbar. To choose a function with one of these buttons, you click the appropriate button.

In the standard toolbar, these buttons can include functions such as *Save*, *Display*, or *Exit*.

A typical application toolbar is shown here:



Choosing Functions from the Context Menu (Shortcut)

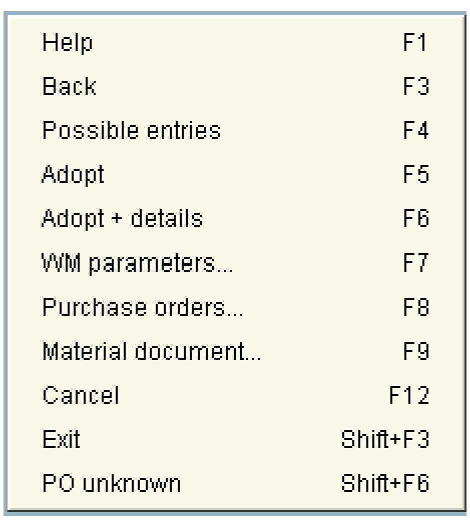
The SAP System uses the function keys on your keyboard. Depending on your task, certain function keys are active – that is, various functions from your application and task are assigned to them.

You can display a **context menu** with these function keys and their assigned functions. By default, this context menu is not visible. To display it, click the the right mouse button. Since the only other way to access some of these functions may be to navigate the menus, you can use the context menu as a shortcut.

To choose a function from the context menu on any screen:

1. Place the cursor anywhere below the toolbars.
2. Click the right mouse button.

   The context menu opens, as shown in this example:

3. Choose the desired function.

Choosing Menus and Functions with the Keyboard

Use

To navigate in the SAP Easy Access workplace menu, you use the up and down cursors as well as the *Delete* and *Enter* keys.

To choose a menu from the menu bar, you use the `F10` key, the cursors, and the *Enter* key.

Procedure

Using the Keyboard to Navigate in the SAP Easy Access Workplace Menu

- To move up and down in the workplace menu, use the up and down cursors (↑ and ↓).
- To delete a favorite from your favorites list, choose *Delete*.
- To open a folder or start a transaction, choose *Enter*.

Choosing a Menu in the Menu Bar

To choose a menu with the keyboard:

1. Press `F10`.

   The system activates the menu bar and highlights the first menu on the left.
2. To highlight the menu of your choice, use the left and right cursors (← and →).
3. Press the down cursor (↓).

   The menu opens. If your system is busy, it may take a few seconds for the contents to appear.

   The system highlights the first item in the menu. Submenus are indicated by dropdown arrows to the right of menu items.

Choosing a Submenu

To choose a submenu with the keyboard:

1. From the open menu, use the up and down cursors (↑ and ↓) to move the highlight to the desired submenu.
2. Press the right cursor (→).

   The submenu opens next to the original menu, and its contents (functions, submenus, or both) appear. If your system is busy, it may take a few seconds to display the contents.

   The system highlights the first item in the submenu.

Canceling a Menu or Submenu Choice

To cancel, or close, any menu or submenu, press `ESC`. Or, press `F10`.

The system closes the respective menu and submenus, and deactivates the menu bar. To choose another menu, press `F10` again.

Choosing a Function from a Menu or Submenu

To choose a function from an open menu or submenu:

1. From the open menu or submenu, use the up and down cursors (↑ and ↓) to highlight the desired function.
2. Choose *Enter*.

   The system closes the respective menu and any submenus, and executes the selected function.

Choosing Functions with Function Keys (Shortcut)

The SAP System uses the function keys on your keyboard. Depending on your task, certain function keys are active – that is, they are assigned various functions from your application and task.

To choose a function using a function key:

1. Display a list of the function keys available in your current task, press and hold CTRL, and press F.
2. Press the function key for that function.

Task Selection with Transaction Codes

Use

After you have logged on to the SAP System, you choose the task that you want to work on. You can switch to different tasks at any time.

Each function in the SAP System has a transaction code associated with it. A transaction code consists of letters, numbers, or both, for example, *FB05* or *SUSR*. You enter transaction codes in the command field. For more information on the command field, see Release 4.6: The New SAP GUI [Page 24].

By entering a transaction code instead of using the workplace menu, you can go to a task and start the function in a single step. Although using transaction codes efficiently requires some memorization of codes, it is also a quicker way to get around in the SAP System.

For example, entering transaction code **FD01** takes you directly to the screen for creating a customer master record in Accounts Receivable.

You can use a transaction code to go to any task in any SAP application. For example, if you are working in the Accounts Receivable application, you can go to a task in the Accounts Payable application.

Prerequisites

Before you can use a transaction code, you have to find the right transaction code for the task you want to start.

Additional Information

Finding the Transaction Code for the Task You Want to Start [Page 120]

Finding the Transaction Code for the Current Task [Page 122]

Entering a Transaction Code [Page 123]

Choosing a Transaction Code from the History List [Page 124]

Finding the Transaction Code for the Task You Want to Start

Prerequisites

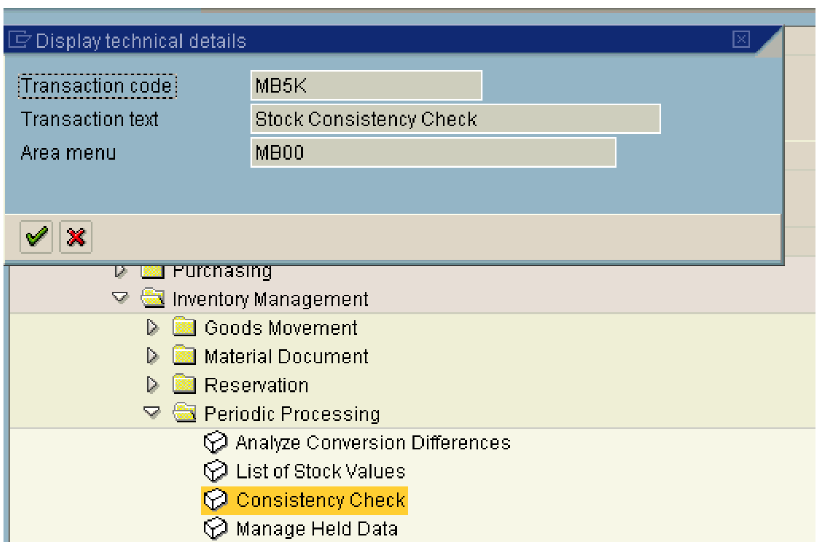
Before you can use a transaction code, you must find the transaction code for the task you want to start.

Procedure

To find a transaction code for a certain task, place the cursor on the appropriate function (that is, menu item) in the SAP Easy Access workplace menu, and either:

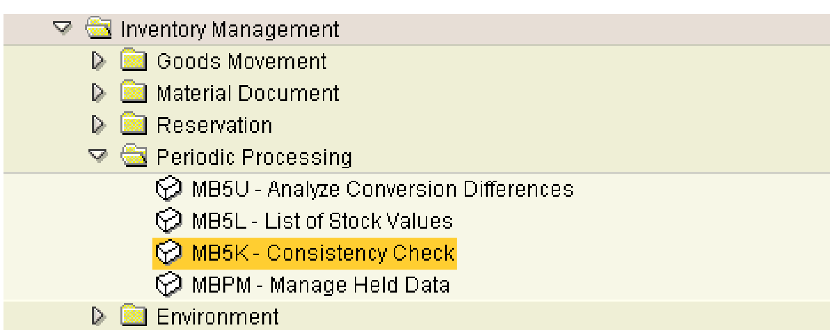
- Choose *Extras* → *Technical details*.

  A dialog box appears displaying the details for the selected menu item, as in the following example:



- Or, choose *Extras* → *Settings* → *Show technical name*.

  The menu closes. When you reopen it, the system displays the transaction code (not only for the selected item, but throughout the workplace menu), as in the following example:



Result

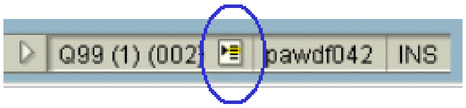
You can start the task now by double-clicking it, or by choosing *Enter*. You can also use the transaction code to start this task from any screen in the SAP System. When you use a transaction code to start a task, the SAP System ends your current task and then displays the initial screen of the new task.

Finding the Transaction Code for the Current Task

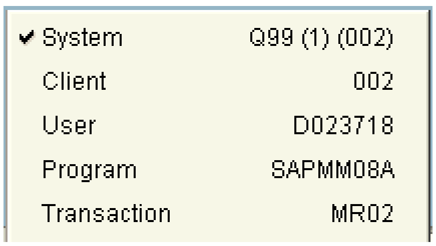
Procedure

To find the transaction code for the current task:

- Choose the arrow at the far right of the first status field, as in this example:

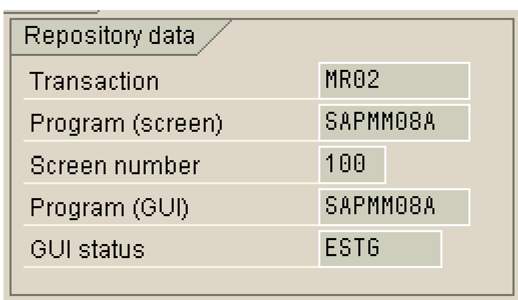


The transaction code appears, along with other system information:



- Or, from the menu bar, choose *System* → *Status.*

The *System Status* dialog box appears. You can find the transaction code for the current task in the *Repository data* frame of the *SAP data* screen area, as in this example:



To find the transaction code for a different task, you can either:

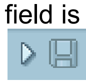
- Open the task, and choose *System* → *Status*.
- Or, activate the appropriate options on the SAP Easy Access workplace menu (see Finding the Transaction Code for the Task You Want to Start [Page 120]).

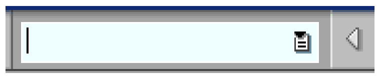
Entering a Transaction Code

Procedure

To enter a transaction code and start a task:

1. Place the cursor in the command field.

   As of Release 4.6, the command field is closed by default. To display it, choose the arrow to the left of the *Save* icon: .

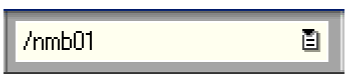
   The command field appears: 

   To hide it, choose the arrow to the right (outside) of the field.

   To display a list of the transactions you used last, choose the dropdown arrow  at the right-hand end of the command field.

2. Enter **/n** (to end the current task) followed by a transaction code.

   For example, for Transaction code *MB01*, you would enter **/nmb01**, as shown here.

3. Choose *Enter*.

You exit the current task, and the initial screen of the new task appears.

If you do not want to end your current task, but you need to do another task, you can create a new session.

For example, suppose you are creating a purchase order and you need to look at a table with exchange rates. You can open a session to look at the exchange rate table without having to end your first task of creating a purchase order.

See Creating a New Session and a Task at Once [Page 83].

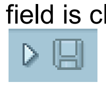
Choosing a Transaction Code from the History List

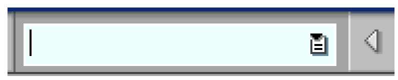
Use

You can display a list of the transaction codes processed since you logged on (called a history list), and then choose a transaction code from that list.

Procedure

1. In the standard toolbar, open the command field.

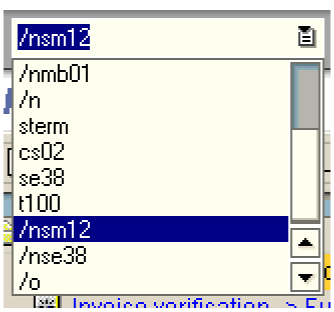
   As of Release 4.6, the command field is closed by default. To display it, choose the arrow to the left of the *Save* icon: 

   The command field appears: 

   To hide it, choose the arrow to the right (outside) of the field.

2. Choose the dropdown arrow  at the right-hand end of the command field.

   The history list appears, displaying the transaction codes for all the transactions you have accessed in all of your sessions since you logged on. A sample history list is shown here.

3. Choose the desired transaction code.
4. Choose *Enter*.

This takes you to the initial screen of the task associated with that transaction code.

Entering Data on a Screen

Procedure

Most of the tasks you perform in the SAP System involve data entry on a screen.

To enter data on a screen:

1. Enter data in all of the appropriate input fields on the screen.

   For details about fields and data entry, see Fields [Page 126].

2. To have the system check the entries and proceed to the next screen in the task, choose *Enter*.

   The system checks your entries. If the system finds any errors, for example entries whose format is incorrect, it displays a message in the status bar and places the cursor in the field you need to correct.

   If the system does not find any errors, the next screen appears.

3. If the system found errors, change the incorrect entries.

   If you need help determining valid entries for an input field, see Help on Possible Entries for a Field [Ext.].

4. When you are done making changes, choose *Enter*.

   The system checks your entries again. Repeat steps 3 and 4 until the system does not find any more errors and the next screen appears.

At this point, you can either save your data or cancel the task. For more information, see Saving the Data on a Screen [Page 137] and Canceling All the Data on a Screen [Page 136].

Fields

Definition

A field consists of:

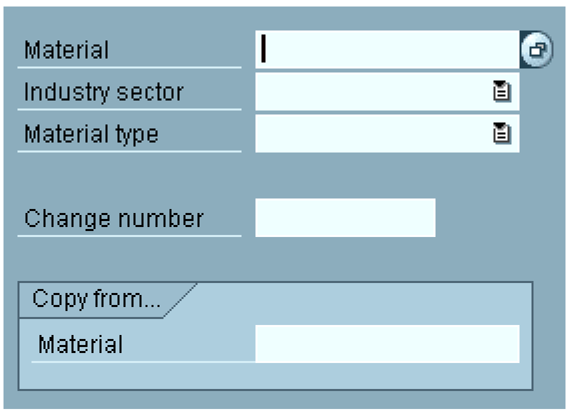
- A field name
- Field data

Field data is a single unit of information, such as a customer's name or account number.

Use

Most of the tasks you perform in the SAP System involve data entry. Typically, you enter data in the system in fields.

Most screens in the SAP System contain fields in which you enter data (input fields) or that provide information (display fields). Here is an example of the different field types:



Structure

Input fields vary in length. In some cases, the length of an input field determines how many characters you can enter in the field. In other cases, input fields are scrollable – that is, you only see part of the entry in the field.

Activities

Working in Fields Using the Keyboard

As an alternative to using the mouse, the following table shows the key combinations you use to work with fields. These functions are identical to the corresponding MS Windows functions.

Key combination	Result
↓	Moves the cursor to the beginning of the next input field or next line.
↑	Moves the cursor to the beginning of the previous input field or previous line.
→←	Moves the cursor to the left or right within the input field

Ctrl+→	Moves the cursor word-by-word to the right
Ctrl+←	Moves the cursor word-by-word to the left
Home	Moves the cursor to the beginning of the input field
End	Moves the cursor to the end of the input field
Shift+→	Marks text character-by-character to the right
Shift+←	Marks text character-by-character to the left
Shift+Ctrl+→	Marks text word-by-word to the right
Shift+Ctrl+←	Marks text word-by-word to the left
Shift+Home	Marks texts from the cursor position to the beginning of the line
Shift+End	Marks text from the cursor position to the end of the line
Ctrl+C, Shift+Insert	Copies marked text to the clipboard
Ctrl+V, Shift+Delete	Inserts text stored on the clipboard
Ctrl+X, Shift+Delete	Deletes marked text from the input field and copies it to the clipboard
Delete	Deletes text to the right of or highlighted by the cursor
Backspace	Deletes text to the left of the cursor
Insert	Toggles between insert and overwrite modes

Additional Information

Insert and Overwrite Modes [Page 128]

Typing Data into an Input Field [Page 129]

Changing the Data in an Input Field [Page 130]

Moving from Field to Field [Page 131]

Using the Clipboard [Page 132]

Required Input Fields [Page 133]

Help on Possible Entries for a Field [Ext.]

Insert and Overwrite Modes

Use

You can enter data in two modes:

- **Insert:** Any data to the right of the cursor moves to the right as you type.
- **Overwrite:** You type over any data to the right of the cursor.

Typically, you use the *Overwrite* mode to enter data, and the *Insert* mode to enter data between existing data (for example, if you left out a letter in the middle of a word).

In the standard system, the default entry mode is *Insert*. However, you can to switch to *Overwrite* at any time.

The status bar shows which mode you are currently in. It displays *INS* when you are in the *Insert* mode and *OVR* when you are in the *Overwrite* mode. For more information, see The Status Bar [Page 30].

Activities

To switch entry modes, press `INS` (insert).

The current entry mode changes to the new entry mode.

The `INS` key is a toggle between the two modes, that is, the entry mode changes each time you press `INS`.

You can also toggle between modes by clicking the entry mode status field at the far right of the status bar.

Typing Data into an Input Field

Procedure

In the standard system, when you place the cursor anywhere in an empty input field, the cursor jumps to the beginning of the field.

1. Click anywhere in the empty input field.

   The cursor jumps to the beginning of the field.

2. Type in the data. (If you need help determining valid entries for the field, see Help on Possible Entries for a Field [Ext.].)

   If the data fills the input field, the cursor automatically moves to the next input field. Otherwise, the cursor remains in the input field until you press the TAB key to move it or you click another input field.

Changing the Data in an Input Field

Use

You can change data in an input field by either:

- Switching the data entry mode to *Overwrite,* and typing over the data in the field, or
- Highlighting the entry in the *Insert* mode and typing the new data

  Some input fields contain data that is for display only; you cannot change or delete the data in these input fields. Input fields whose background is the same color as the background of the screen contain data that you cannot change.

Procedure

Insert Mode

1. Use the cursor to highlight the existing content of the field.
2. Type in the new data.

The entire content of the field is replaced by whatever you type.

Overwrite Mode

1. Make sure you are in the *Overwrite* mode (*OVR* in the status bar). If you are not, press `INS` to switch to this mode.
2. Place the cursor at the point in the data where you want to start overwriting.
3. Type over the old data. You can use the `DEL` key to delete data to the right of the cursor.

To change other input fields on the screen, repeat steps 2 and 3.

Moving from Field to Field

Procedure

Moving from Field to Field with the Mouse

Click the input field that you want to move to.

The cursor now appears in that field.

Moving from Field to Field with the Keyboard

To move the cursor with the keyboard, use any of the following keys:

Key	Moves the cursor to the beginning of
TAB	The next input field
SHIFT+TAB	The previous input field
↓	The next input field or next line
↑	The previous input field or previous line

In the standard SAP System, the cursor automatically moves to the next input field when it reaches the end of the current input field. This feature is called automatic tabbing (AutoTAB). It is useful when you are entering data in many fields and you want to avoid having to press the TAB key to move among these fields.

However, AutoTAB only works at the end of an input field. For example, if the *Material* field can hold 12 characters, but the material number you enter is only 7 characters long, you must press the TAB key to move to the next input field.

For information on activating AutoTAB, see Tabbing Between Fields Automatically [Page 195].

Using the Clipboard

Prerequisites

You can transfer the contents of fields onto the clipboard of your operating system and then paste them into other fields of the SAP System or into other applications. To do this, you use the *Clipboard* functions.

> There is a difference between the functions described here and similar functions you may sometimes find in the *Edit* menu. The *Clipboard* functions, though limited, work for the clipboard of your windowing environment, which means you can use them to move or copy contents between the SAP System and other applications. The functions in the *Edit* menu, though more extensive, only work within the SAP System.

Procedure

1. To select a field or the text you want to copy or move, click and drag the cursor over the desired text. The selected text is highlighted**.**

   a) To remove the information from an input field and place it onto the clipboard of your operating system, choose *Cut* (CTRL+X) The field is now blank.

   b) To copy the selected information onto the clipboard, choose *Copy* (CTRL+C) Data remains in the field.

2. To paste the text, position the cursor where you want the information and then choose *Paste* (CTRL+V). The text is pasted at the current cursor position.

   The transferred data remains in the clipboard until you use *Cut* or *Copy* again to move or copy new texts onto the clipboard. You can insert the texts into fields on another SAP screen or an external application.

To copy the data from several fields or different field types of the screen onto the clipboard, you must turn on the selection mode:

1. Select *Clipboard* → *Mark* (CTRL+Y) in the Layout menu. The pointer changes into a crosshair cursor.
2. Click in one corner of the area you want to copy, hold the mouse button down and drag the cursor to the diagonally opposite corner (for example, from top left to bottom right). The system displays a rectangle to indicate the selected area.
3. Release the mouse button when the rectangle covers the entire text you want to copy.
4. Select *Copy* (CTRL+C) or *Cut* (CTRL+X). The selected text is copied onto the clipboard. When you choose *Cut*, the selected texts are deleted from the input fields.

   The clipboard now holds all the information from the fields you have selected, including the field names and short descriptions. For this reason, you usually cannot insert the contents of the clipboard in the current screen. This feature is primarily intended for copying SAP information and pasting it into an external program, such as Microsoft Word.

Required Input Fields

Definition

When you work in the SAP System, you will sometimes encounter input fields containing a question mark (?). These are required input fields. An example is shown below:

As of Release 4.6, required input fields are identified by a checkmark icon:

Use

If the screen you are working in contains any required input fields, you must enter data in these input fields before you can proceed to the next screen or tab (if the screen is using tabs).

Generally, if a screen has no required input fields, you can go to the next screen or tab without entering data in any fields. Some screens, however, have required input fields that are not identified. This situation can occur when

- You enter data in an optional field that has required fields associated with it
- You need to enter data in one of several input fields
  For example, freight can be delivered by a specific day or week. Neither the *Day* field nor the *Week* field are identified as required input fields; however, you must complete one of the fields (not both).

When you choose *OK* to proceed to another screen, if you have not completed all the required input fields on a screen, the SAP System displays an error message in the status bar. At the same time, it places the cursor in the required input field so that you can make the necessary data entry.

Hold Data and Set Data

Use

When you want to create a group of objects that contain similar data or the same data (say, a group of purchase orders), you use the functions *Hold data* or *Set data*. Both of these functions automatically enter the specified data for a specified field, with only one difference:

- *Hold data*: You can change the held data.
- *Set data*: You cannot change the held data.

For example, suppose you want to enter 20 purchase orders (POs). Each PO has the same delivery date, and the ordered goods will be delivered to the same plant and storage location. Instead of entering the same data 20 times, you can enter the data in the input fields once and "hold" it on the screen. Then, every time you create an invoice, the system enters the same data – the held data – in the appropriate input fields.

When you use *Hold data*, you can change the held data when it appears in the input fields; when you use *Set data*, you cannot. For example, if you are entering invoices, suppose the date and document type are the same for most of the invoices, but not all. If you use *Hold data*, you can change (that is, overwrite) the date or document type for the few invoices that differ. If you use *Set data*, you cannot change the date or document type for the few invoices that differ.

Using *Set data* also has an advantage, however. When you use *Set data*, the cursor skips over input fields with held data, so that you do not always have to press `TAB` to move to the next input field.

You can hold data for as many different screens as you like. The data you enter and hold on a screen is held for that screen until you delete it or until you log off the SAP System.

The functions *Hold data* and *Set data* are not available for every task. If you try to use them in a task where they are not available, the SAP System displays a message in the status bar.

Holding Data on a Screen

Procedure

To avoid having to enter the same data repeatedly, hold the data on the screen, as follows:

1. On the screen, enter the data that you want to hold in the input fields.
2. From the menu bar, choose *System* → *User profile*.

   The *User profile* menu appears.
3.
   a) To hold data with the option of changing it, from the *User profile* menu, choose *Hold data*.

   b) To hold data with the option of automatically skipping fields with held data, from the *User profile* menu, choose *Set data*. You will not be able to change the data.

If *Hold data* and *Set data* are not available, a message appears in the status bar. Otherwise, the data you entered is held on the screen. It will be held on the screen until you delete it or until you log off the SAP System.

Deleting Data Held on a Screen

1. Go to the screen that contains the data you want to delete.
2. Choose *System* → *User profile* → *Delete data*.

The data is deleted. The next time you access the screen, no held data will be displayed.

You can also simplify the input of repeated data using user parameters.

Canceling All the Data on a Screen

Use

You may want to cancel, or delete, the data you just entered. For example, you are missing a piece of required data and cannot proceed until you locate it.

Procedure

To cancel all the data you just entered on a screen, choose  or choose *Edit* → *Cancel*.

The system removes the data on your current screen, closes the current screen, and returns you to the previous screen. Depending on the situation, the system may display a dialog box prompting you to confirm your action.

Saving the Data on a Screen

Prerequisites

When you are working in a task that consists of several screens, the system temporarily stores the data that you enter on each screen. After you complete all the necessary screens in your task, you need to save your data.

Procedure

To save the data for a task you are working in, choose or press `CTRL + S`.

The system processes the stored data and saves it in the appropriate database.

If you are doing a task for the first time and you do not know which screen is the last screen, the system prompts you to save when you reach the last screen. For example, if you are on the last screen of your task and you choose *Enter* instead of choosing *Save* or *Post*, a dialog box appears. The dialog box prompts you to save your data.

Going to Related Tasks

Use

When you are working in a task, you can use certain menus and functions to go to other screens within your task, as well as to screens in related tasks.

To find out which other screens and related tasks are available, check the *Goto*, *Extras*, and *Environment* menus in the menu bar. The contents of these menus change depending on the task you are doing.

Activities

Use	**In order to**
Goto	Move among the different screens within your task Often you do not need to complete every screen in your task, or you may want to return to a screen to make changes.
Extras	Access additional information and fields Sometimes you need additional information to complete a screen. Or you may need to complete fields that are used less frequently.
Environment	Go to a related task Often, when doing a task, you need to do a related task. The related task can be either in your current application or in another application. For example, suppose you are checking an invoice (Invoice Verification application) and you want to compare it to the purchase order (Purchasing application). From the *Environment* menu, you can display the purchase order, check the data on the purchase order, and then return to the invoice.

Depending on the application, you can often move from one screen to the next by choosing  or by choosing *Enter*. If you have not filled out all required input fields, however, this will not work.

Ending a Task

Use

After you have completed a task, you will want to end it. Sometimes you may want to end a task without completing it.

Procedure

To end a task:

1. In the standard toolbar, choose or press `Shift+F3`.

   If you have already saved the data, or if you have not entered any data, the system ends the task and returns to the initial screen of your application.

2. If you have entered data while working in this task, but have not saved it yet, the system displays a dialog box prompting you to save your data.

   – To save the data and end the task, choose *Yes*.

   – To end the task without saving the data, choose *No*.

   – To return to the task, choose *Cancel*.

Reports

Use

When you are working in the SAP System, you may want to access information from the database. To do this, you use reports.

In this documentation, **report** refers to the report program, and **list** refers to the output – that is, the results of the report.

Some reports display information; others allow you to perform analyses.

A report must be started, or executed. In many cases, the SAP System automatically executes a report. Sometimes, however, you will want to execute a report yourself.

In addition to report programs, the SAP System provides numerous *reporting tools*, each of which has its own set of procedures for executing report programs.

This documentation describes report programs only. For an introduction to the SAP reporting tools, refer to the *Reporting Made Easy* guidebooks (Release 4.0B). You can find these guidebooks at: **`www.saplabs.com/rme`**.

Executing a Report

Prerequisites

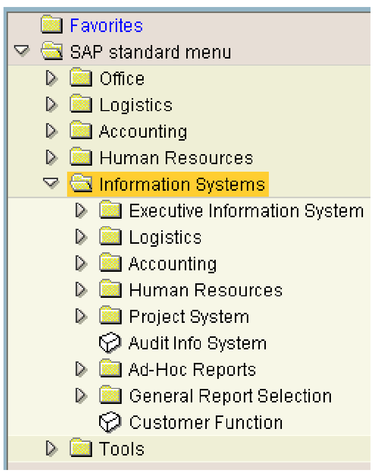
To display or analyze information from the database, you execute a report. Some reports are linked directly to tasks in the SAP System, and can be executed from one of the menus on the screen you are working with.

Reports that are directly linked to your task sometimes use the data already entered on your screen as selection criteria. This means you do not have to enter selection criteria when the report is executed.

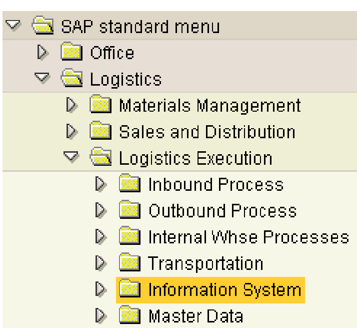
Procedure

Accessing Reports in the SAP Easy Access Workplace Menu

To access the reports used most frequently in the SAP System, go to the SAP standard menu, and choose *Information Systems*. In this directory, the reports are grouped by application:



Alternatively, you can access the reports belonging to a particular application by choosing the relevant application from the SAP standard menu, and choosing *Information System*, as shown in the example below:



Not all applications have this menu option.

Executing a Report in Your Task

To execute a report in your task:

1. Navigate to the function that corresponds to the report you want to execute, and choose that function. For example, to display a report of purchase orders issued to particular vendors, you would go to the Purchasing menu, and choose *Purchase order* → *List displays* → *By vendor*.
2. If no additional selection criteria are required, the system executes the report and displays the resulting list.
3. If additional selection criteria are required, the system displays the selection criteria screen. For more information, see Selection Criteria [Page 148].

Accessing Tool-Based Reports

ABAP Query

To execute a report using the **ABAP Query**, choose *Information Systems* → *Ad Hoc Reports* → *ABAP Query*.

QuickViewer

To execute a report using the **QuickViewer**, go to the menu bar of the SAP Easy Access initial screen, and choose *System* → *Services* → *QuickViewer.*

You can also start QuickViewer reports by using the ABAP Query.

Report Painter and Report Writer

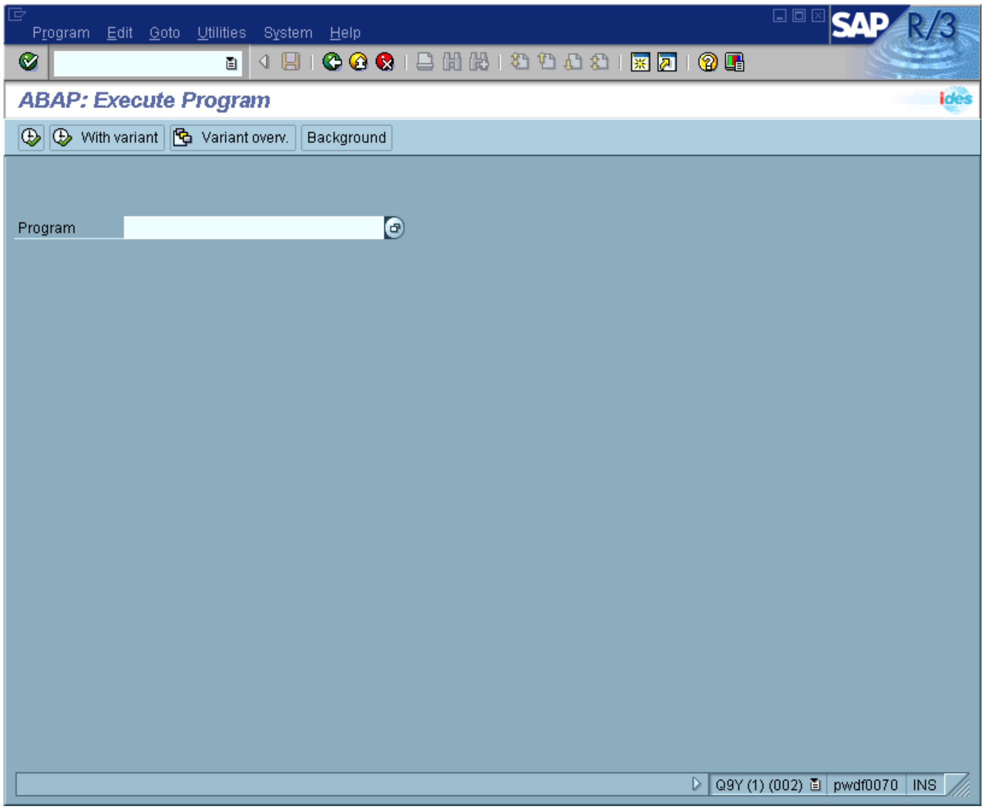
To access the **Report Painter** and **Report Writer**, choose *Information Systems* → *Ad Hoc Reports* → *Report Painter* → *Report Writer* → *Report group* → *Execute.*

Executing All Other Reports

If a report is **not** available directly from the task you are working in, you can execute it by starting the *Reporting* function.

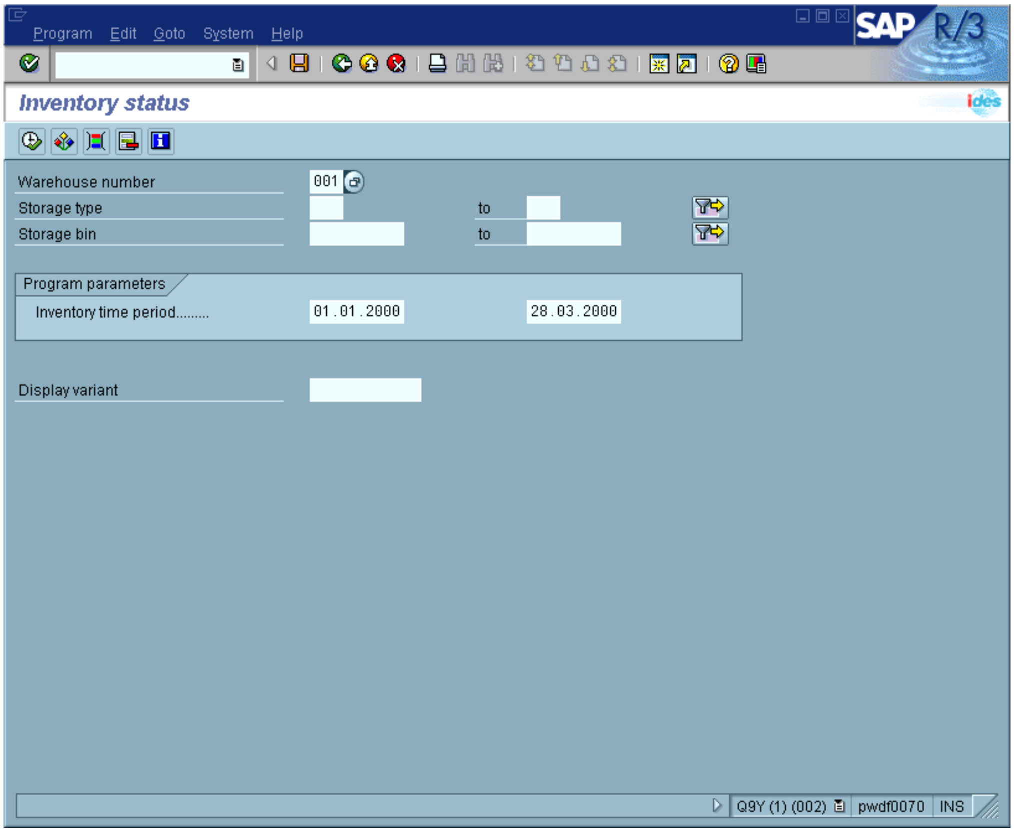
1. From the menu bar of the SAP Easy Access initial screen, choose *System* → *Services* → *Reporting*.

    The report selection screen appears:



2. In the *Program* field, enter the report name. If you do not know the name, see Finding the Name of a Report You Want to Execute [Page 145].
3. Choose *Execute*.

   The system displays the selection criteria screen. An example is shown here:



1. Enter the selection criteria.

   To enter your selection criteria using a variant, you can choose a variant from the dropdown list of possible entries. This list only contains entries if variants were created earlier. For more information on variants, see Report Variants [Page 151].

2. To start the report, choose *Program* → *Execute*.

   The system executes the report and displays the resulting list.

   If you receive the message *No data exists*, recheck your selection criteria, including the *From/To Date*.

Additional Information

Selection Criteria [Page 148]

Displaying Available Report Variants [Page 155]

Finding the Name of a Report You Want to Execute

Prerequisites

You can search for a report name even when you do not know the exact name of a report.

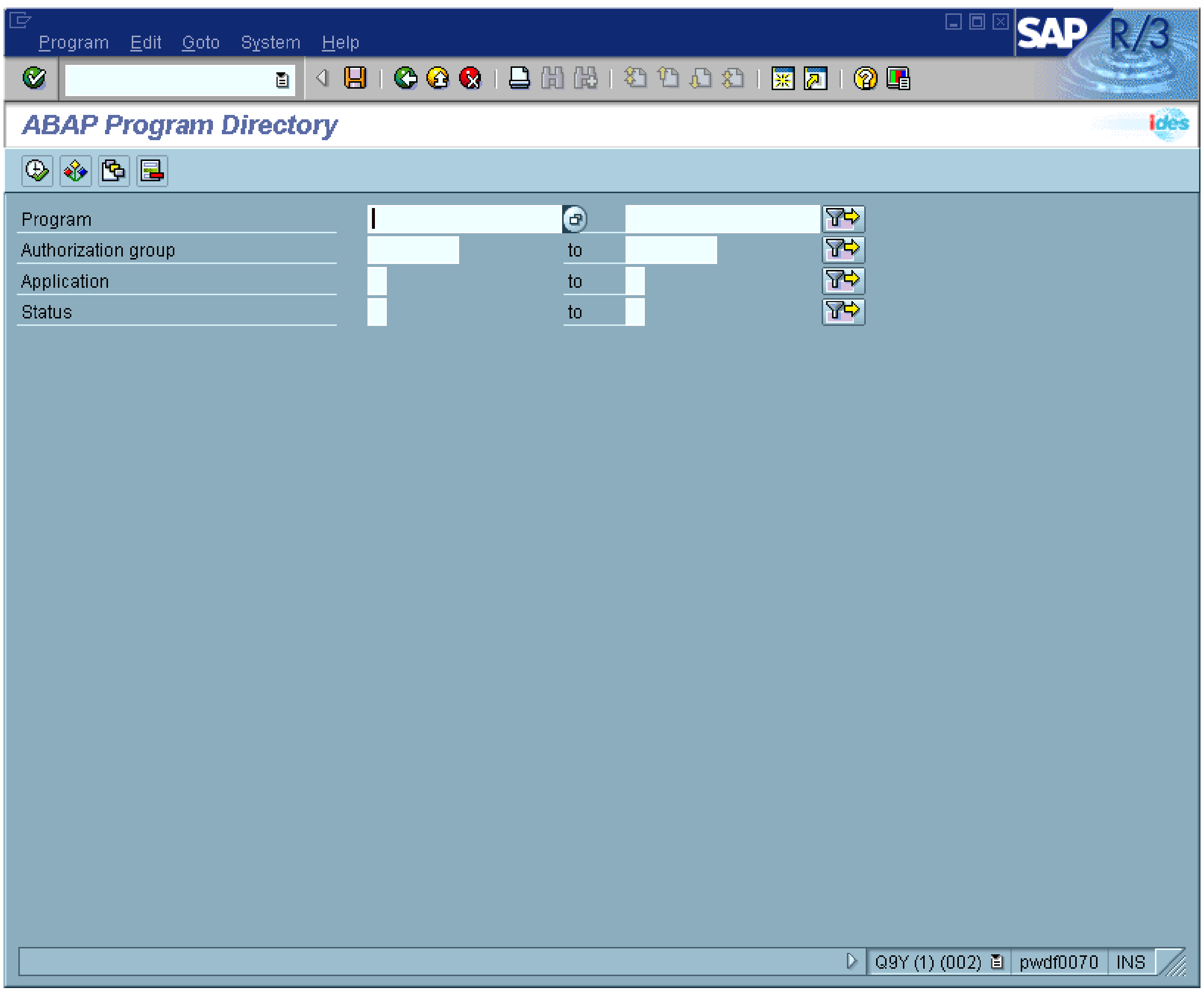
Procedure

1. Choose *System* → *Services* → *Reporting*.

   The report selection screen appears.

2. Choose *Utilities* → *Find Program*. Or, choose the possible entries icon  for *Program*, and select an entry from the dropdown list box.

   The report search screen (*ABAP Program Directory*) appears:



1. In the *Program* field, enter any part of the report name that you know, plus any wildcards (* or +), as needed.

Wildcard	Represents
* and +	Characters you do not know
*	Multiple characters
+	Exactly one character

Use the * and + anywhere in the report name, as often as necessary. For example:

Character	Represents all report names...
z*	Starting with **z**
sale	Containing the character string **sale,** such as rv**sale**07
*f+	Containing an **f** as the second-to-last character, such as rmlogi**f**a
rp+++sch	Starting with **rp**, ending in **sch**, and containing any three characters in between, such as **rp**012**sch** or **rp**inv**sch**

The report name can be upper- or lowercase; for example, **RF** is the same as **rf**.

2. Choose *Execute*.

   A list of reports appears.

3. Place the cursor on the report name, and choose *Choose*. Or, double-click the report name.

4. Choose *Program* → *Execute*.

   If the report does not require a variant, the selection criteria screen for the report appears.

   If the report requires a variant, the system displays a message stating that you cannot select the report from this screen. Return to the report selection screen (choose , or press `F3`), and then enter the report and variant name. Before leaving this screen, note the name of the report. (For more information, see Report Variants [Page 151].)

5. Enter the selection criteria.

6. Choose *Program* → *Execute*.

   The system executes the report and displays the resulting data.

Additional Information

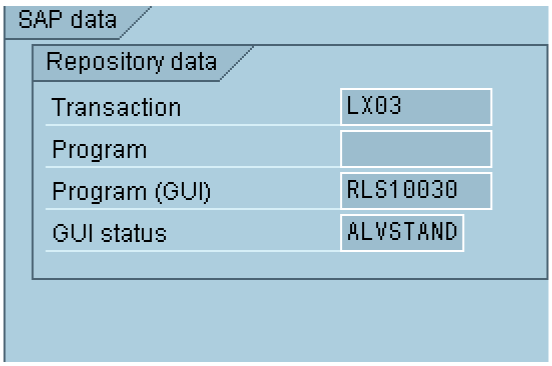
Selection Criteria [Page 148]

Finding the Name of a Current Report

Procedure

1. Execute the report.
2. From the menu bar, choose *System* → *Status*.

The name of the report appears in the *Program* field.



Selection Criteria

Definition

Fields you use to define the type and amount of information you want a report to process. Reports are generated using selection criteria. For example, a selection criterion for a report on vendors would be the vendor number. This means that you can select a single vendor number or a range of numbers.

Use

You enter delimiting values in the selection criteria input fields. Only the data that matches these limits appears in the list. For example, to obtain data from customer accounts between 600 and 700 only, you enter those values in the input field for the *Customer account* selection criteria. If you do not enter any values for the *Customer account* selection criteria, the system uses data from all of the customer accounts when it executes the report.

You should aim for precision when specifying selection criteria. Your lists will be smaller, and the system will process them faster. Otherwise, the amount of data may be very large, and the system may not be able to process it all. In this case, a message indicating processing limitations appears in the status bar.

If you receive the error message *No data exists* after executing a report using a selection criterion, recheck the selection criteria input fields.

Entering Values for Selection Criteria

Procedure

Entering a Single Value for a Selection Criterion

1. Place the cursor on the input field for the desired selection criterion.
2. Enter the value. For more information on entering data in fields, see Fields [Page 126].
3. To further qualify this selection criterion, choose *Selection options*.
4. You can specify that only the records *greater than* or *less than* a value should appear in the list. You can also specify that all records meeting the selection criteria should be *excluded*; in this case, the system displays all records that do **not** meet the selection criteria.

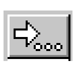
You have entered a value for a selection criterion. Repeat this procedure for all other selection criteria desired for this report.

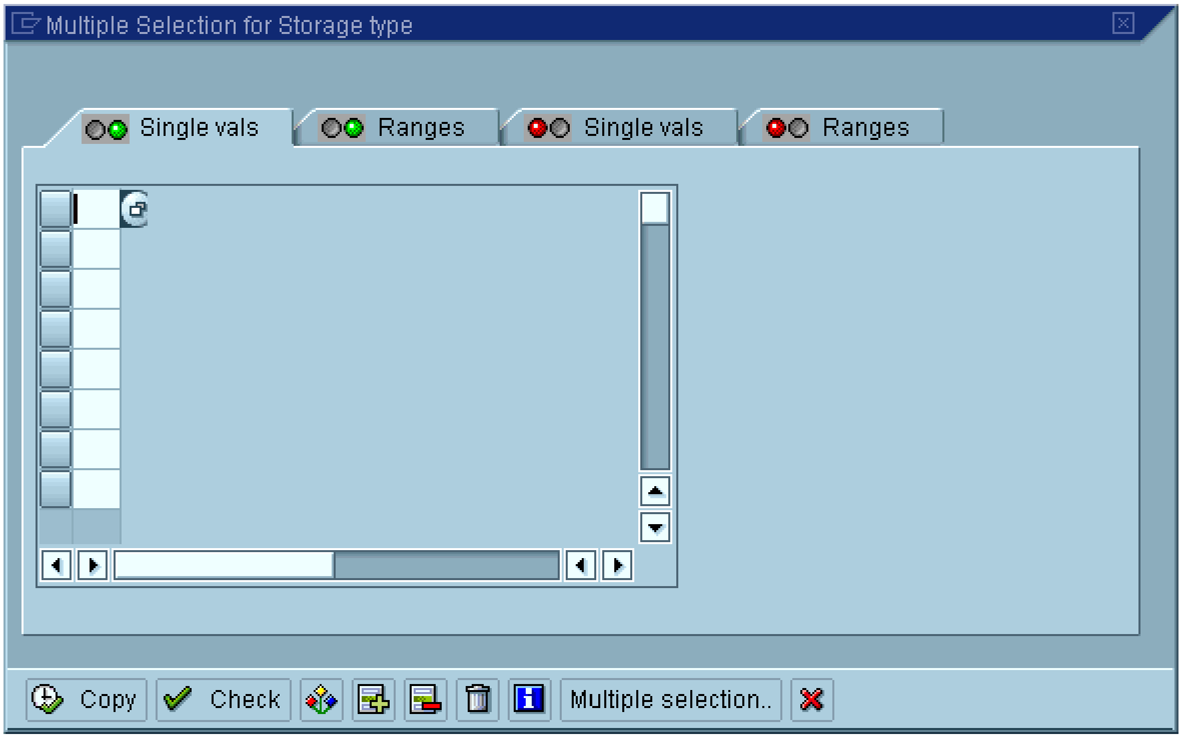
Entering a Range of Values for a Selection Criterion

1. Place the cursor on the input field for the desired selection criterion.
2. Enter the lower limit of the range in this field. This is the “from” value for the range. For example, for storage types from *007* to *014*, you would enter `007`. For more information on entering data in fields, see Fields [Page 126].
3. Place the cursor in the adjacent *To* input field.
4. Enter the upper limit of the range in this field. This is the “to” value for the range.
5. To further qualify this selection criterion, choose *Selection options*.

Repeat this procedure for all other ranges of selection criteria desired for this report.

Multiple Selection

If you choose  next to a selection criterion, the system displays a multiple selection screen. On this screen you can enter multiple single values or value ranges for each selection criterion.


Multiple Selection for Storage type
Single vals
Ranges
Single vals
Ranges
Copy
Check
Multiple selection..

Report Variants

Definition

Group of selection criteria that has been saved. A report can have several different variants, with each variant retrieving different types of information. For example, a vendor report might have one variant for U.S. vendors and another variant for European vendors.

Use

Instead of entering the same values in the selection criteria input fields each time you execute a report, you can enter the values once and then save the selection criteria as a variant. The next time you execute the report, you only need to enter the variant name, not the selection criteria. If you use variants, the selection criteria screen is already filled with data.

To execute certain reports, you must use a variant. In this case, a system message prompts you to do so. Although you are not always required to use variants or selection criteria, it is a good idea to use them when possible. Your resulting lists will be smaller and take less time for the system to process.

Creating Report Variants

Use

Instead of entering the same values in selection criteria fields each time you execute a report, you can create a variant. Using variants reduces both data entry time and system processing time.

Prerequisites

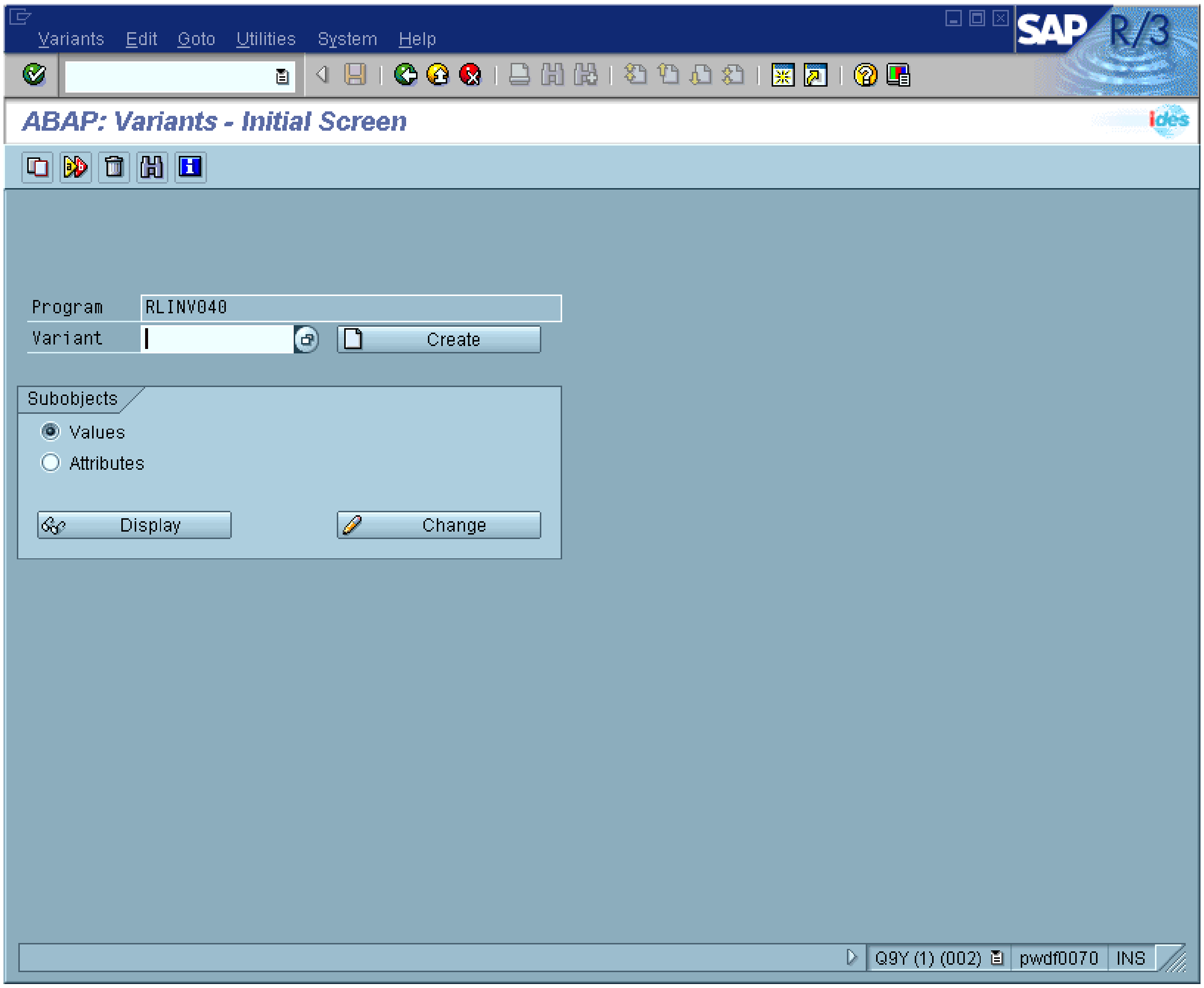
You must have the proper authorization to create a variant. For information on authorizations, see your system administrator.

A report can have any number of variants attached to it.

Procedure

1. From the menu bar, choose *System* → *Services* → *Reporting*.
2. In the *Program* field, enter the name of the report that the variant will be attached to. If you do not know the name, see Finding the Name of a Report You Want to Execute [Page 145].
3. From the menu bar, choose *Goto* → *Variants*.

   The *ABAP Variants* initial screen appears, as shown here:



4. In the *Variant* field, enter a name for this variant, and choose *Create*. You can use any combination of characters to create the variant name except for special characters, such as the percent sign (%) or dollar sign ($).

   The selection criteria screen for the report appears.

5. Enter values in the selection criteria input fields.

   For information on entering or changing values, see Entering Values for Selection Criteria [Page 149].

6. Choose *Continue*.

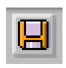
   The *Save variant* screen appears. The name you entered for the variant is displayed in the *Variant* field.

7. In the *Description* field, enter a short description of the variant.

8. Choose any of the following environment options by selecting the checkbox to the left of the option. Your choices will affect the variant as a whole.

Only for background processing	To print the list using background processing. You should always print large lists in the background.
Protect variant	To protect the entire variant. Only the person who created the variant can change or delete it.
Only display in catalog	To reduce the number of variants displayed when using possible entries help.
System variant (automatic transport)	To make the variant a system variant.

9. Choose any of the following characteristics for the individual selection criteria by selecting the appropriate checkbox:
   - Type protected
   - Invisible
   - Selection variable
   - Without value SPA/GPA

10. Save the variant by choosing  or pressing `CTRL+S`.

The variant is saved and its values appear on the selection criteria screen.

Additional Information

Displaying Available Report Variants [Page 155]

Using Report Variants [Page 156]

Displaying Available Report Variants

Use

Many reports have variants. If you do not know which variants are available, you can display a list of variants attached to a report. You can also view the contents of a variant before you choose it.

Procedure

1. From the menu bar, choose *System* → *Services* → *Reporting*.
2. In the *Program* field, enter the report name. (If you do not know the name, see Finding the Name of a Report You Want to Execute [Page 145].)
3. From the application toolbar, choose *Overview of variants*.
4. All the variants attached to the report appear.
5. To view the contents of the variant, place the cursor on a variant and choose *Variants* → *Display values*.
6. To use the variant, highlight the variant and choose *Execute with variant*.
7. The system displays the selection screen for the report, complete with data.

    If a variant has not been created for this report, you receive the error message *Variant for program <program name> does not exist*.

Additional Information

Creating Report Variants [Page 152]

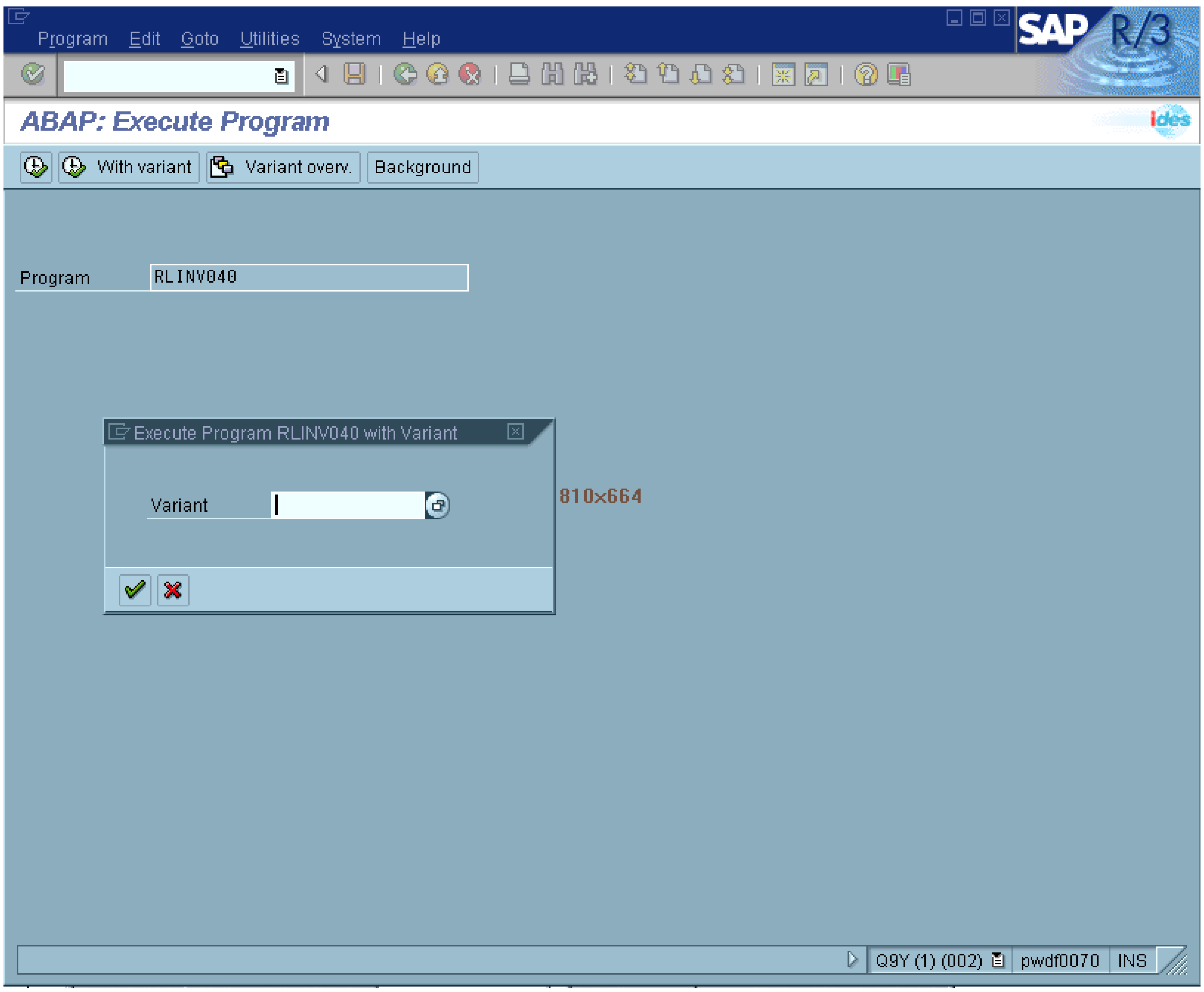
Using Report Variants [Page 156]

Using Report Variants

Procedure

1. From the menu bar, choose *System* → *Services* → *Reporting*.
2. In the *Program* field, enter the report name. (If you do not know the name, see Finding the Name of a Report You Want to Execute [Page 145].)
3. Choose *With variant*.

   The *Execute program with variant* dialog box appears:



4. In the *Variant* field, enter the desired variant. To obtain a list of available variants, choose the possible entries button.
5. To execute the report with the variant, choose *Execute*.

   The system displays the selection screen filled with data.
6. Choose *Execute*.

The system executes the report and displays the resulting list.

Additional Information

Creating Report Variants [Page 152]

Displaying Available Report Variants [Page 155]

Report List Output

Use

You can display and print a report list by executing a report from within your task or from the *System* menu.

Most of the reports you need are available in your application, where you can choose them from the menus. The menu that contains the reports varies from application to application; however, many reports are available from the *Environment* menu. To choose a report in some applications, you may first need to enter a value, for example, a material number. Your application documentation describes which menus contain the reports, and provides instructions for choosing them.

You can find a complete list of report programs and report lists in the so-called report tree. To access the report tree from the SAP Easy Access standard menu, choose *Information Systems → General Report Selection.* To display your report program and report list options, choose the application from which you want to execute the report or report list.

To execute a report, double-click the report name. The selection criteria screen appears. Enter your selection criteria, and choose *Execute.* See also Executing a Report [Page 141].

Activities

To choose a report from the *System* menu, you must know the program name for the report. This applies only to the *System* menu. Using the *System* menu, you can execute reports:

- That are not available from menus
- From anywhere in the SAP System

For more information on report names, see Finding the Name of a Report You Want to Execute [Page 145].

You can either print a list, or display a list and then print it. If you have large lists, you should print them using background processing.

Displaying and Printing Report Lists

Procedure

Displaying a List

To display a list:

1. Execute the report from your task or from the *System* menu.

   See Executing a Report [Page 141].

2. In the selection criteria screen, enter the selection criteria in the appropriate input fields.

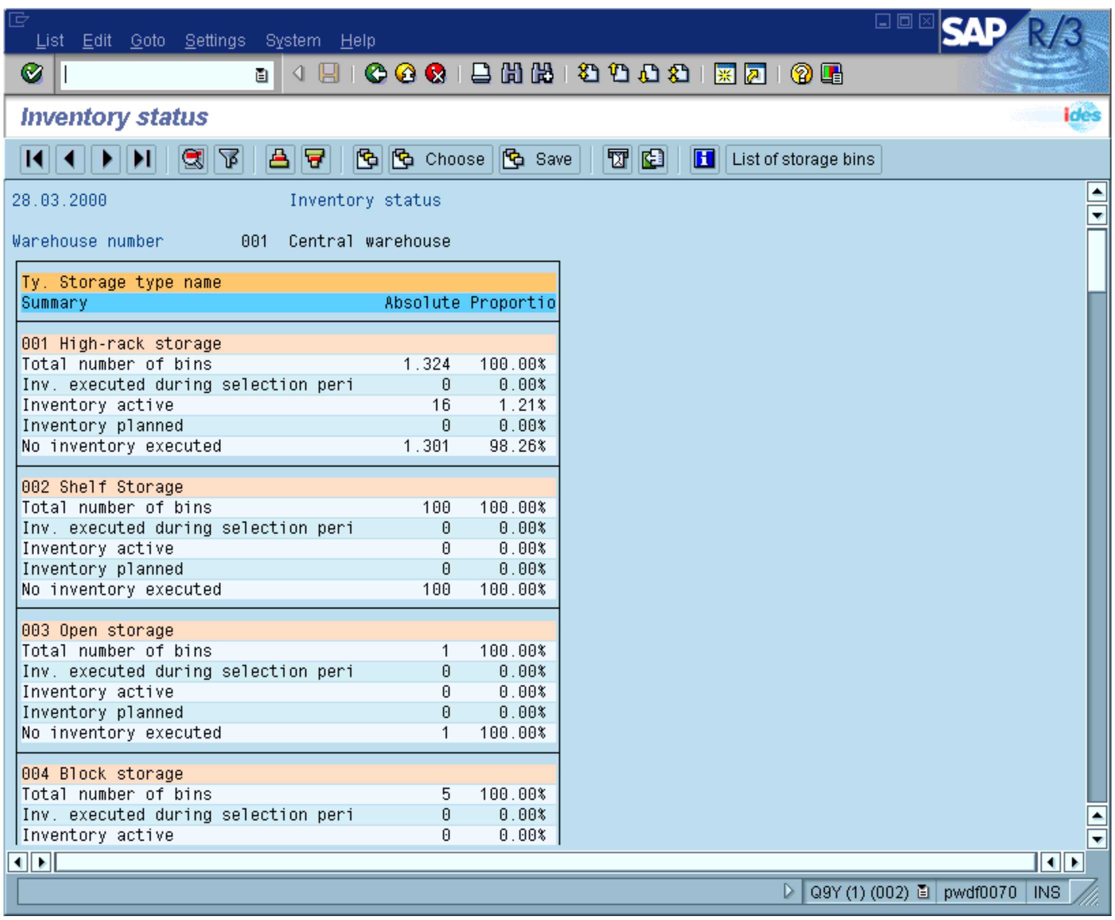
   See Selection Criteria [Page 148].

   To enter your selection criteria using a variant, you can select a variant from the dropdown list of possible entries.

   See Displaying Available Report Variants [Page 155].

3. From the selection criteria screen, choose *Program* → *Execute*.

   The list appears. A sample list is shown here:



If your list is large, the SAP System takes longer to process all the data. If the SAP System cannot process all the data, a message indicating processing limitations appears in the status bar. In that case, you must:

- Execute the report with a variant, or
- Enter more selection criteria values, or
- Print the list using background processing

Printing a List

To print a list:

1. Execute the report from your task or from the *System* menu.

   See Executing a Report [Page 141].

2. In the selection criteria screen, enter the selection criteria in the appropriate fields.

   See Selection Criteria [Page 148].

   To enter your selection criteria using a variant, you can select a variant from the dropdown list of possible entries. See Displaying Available Report Variants [Page 155].

3. Choose *Program* → *Execute + print*.

   The print screen appears. Complete the appropriate input fields.

   The system displays default values that you can overwrite. If your list is large, you may want to store it in the output controller and print it later, outside of business hours. Printing large lists can slow down the system and tie up printers. See Printing from the SAP System [Page 161].

   In general, after you start printing a list, you cannot cancel it. You can cancel a list (that is, a spool request) only if you delete it immediately, before it leaves the SAP spool system.

4. On the print screen, choose *Output* → *Print* from the menu bar.

   A print summary screen appears.

If your list is large, the SAP System takes longer to process all the data. If the SAP System cannot process all the data, a message indicating processing limitations appears in the status bar. In that case, you must:

- Execute the report with a variant, or
- Enter more selection criteria values, or
- Print the list using background processing

Printing from the SAP System

Features

Using the SAP output system, you can print many kinds of documents – including purchase orders, invoices, delivery notes, salary statements, e-mails, and report lists – on output devices such as printers or fax machines.

Process Flow

When you want to output data, either online or in the background [Page 167], the SAP output system creates the document by generating:

1. A spool request [Ext.] which normally contains device-independent data
2. An output request [Ext.] that is used to send the data to the respective output device

To print your documents directly, choose Print immediately [Ext.] on the print screen.

If you only want to view the data of the document, do not select this checkbox. You can display this data in the output controller [Page 164].

Additional Information

The Print Screen [Page 163]

BC Printing Guide [Ext.]

Printing Options in the SAP System

Use

The following document types exist in the SAP System:

Type	Used	Example
SAPscript documents	For all documents where a form is filled with data	Purchase orders, invoices
Report lists	For the output of a database selection	Cost center lists
Business graphics	For overview graphics	Table relationships in the Data Dictionary

When printed, these document types are formatted in different ways.

Procedure

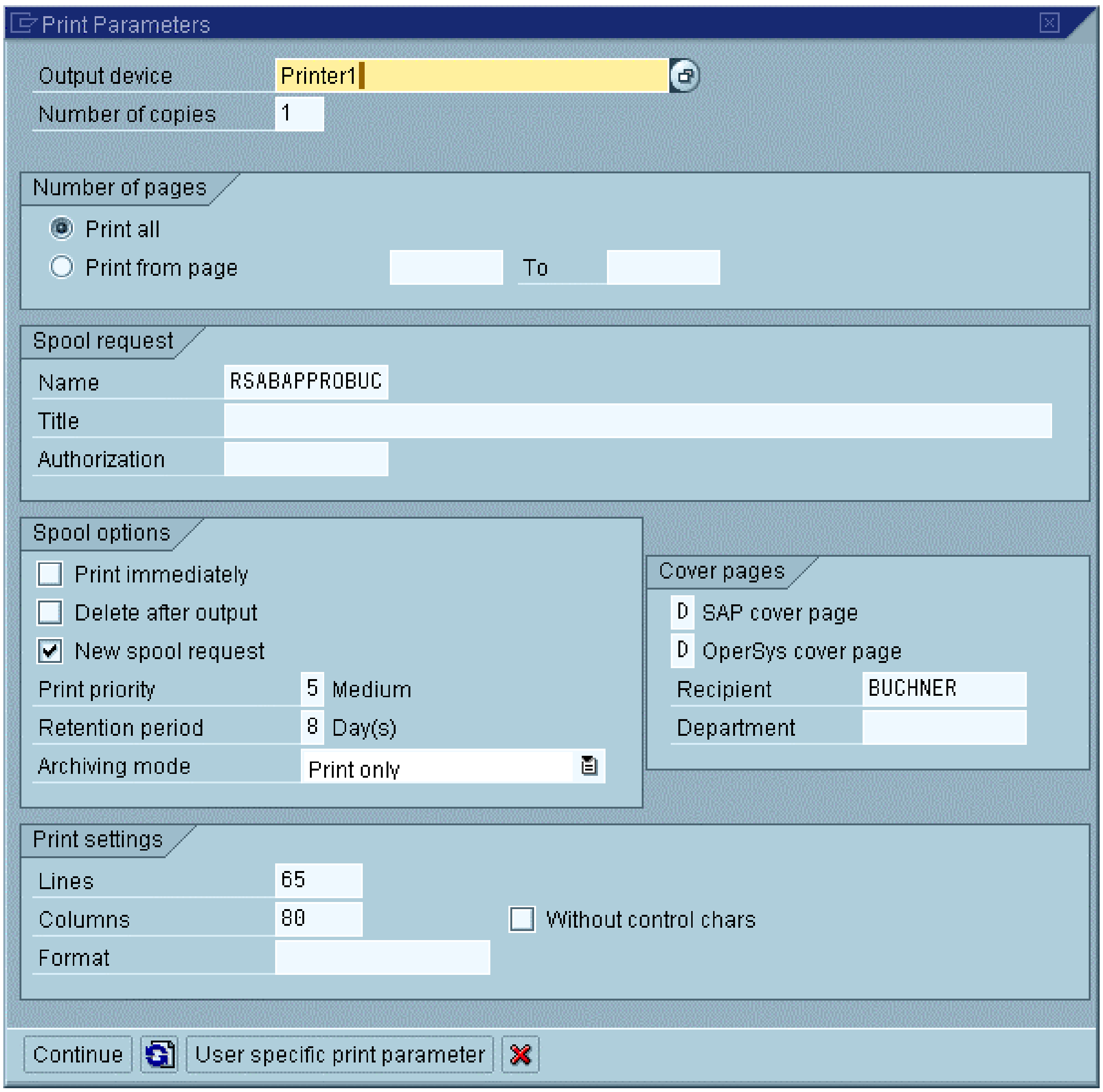
If you choose *Print* (or *System* → *List* → *Print*) in an SAP task, the system usually displays a selection screen [Page 163] where you can specify output criteria.

The Print Screen

Use

No matter where you start printing, the SAP System usually displays the print screen. On this screen, you tell the SAP System which printer to use and how to treat your output request.

The example below shows the print screen for lists, but the same type of screen is used for all printing.



Have My Requests Been Printed?

Use

The output controller allows you to check your output requests. Use the controller if:

- You have entered an output request without selecting *Print immediately*. Your output request will not be sent to a printer until you go to the output controller and print the request.
- You want to check the status of an output request.

Activities

In addition to checking the status of your output requests, you can also do the following in the output controller:

- To send spool requests to an output device, choose *Print*.
- To delete requests that are no longer used, choose *Delete*. Normally, old requests are deleted automatically.
- To display output requests as they will appear on paper, choose *Display*.

Using the Output Controller

Procedure

1. Start the output controller by choosing *System* → *Services* → *Output controller* from anywhere in the SAP System.
2. The *Output controller: Spool request selection* screen appears. On this screen, you can select the desired output requests. If required, you can add more fields by choosing *Further selection criteria*.
3. The system displays the output requests that match your search criteria.

Result

The *Output status* column in the list tells you the current status of your output request:

Value in *Output status*	Meaning
--- (Dash)	The print request is being held and has not been sent to a printer yet. To send your output request to the printer, choose *Print directly* or *Print with changed parameters* .
Compl.	Your output request is completed. It is waiting for you at the printer.
Problem, ***Wait***, any red- or pink-shaded message For more information on the problem, see the log [Ext.]. To do this, select the request and choose *Output requests* . On the next screen, select the output request concerned and choose .	The SAP System was either unable to print your request or there may be problems with the output. The reason for a problem or wait status can be as simple as a printer or PC that has not been turned on. If you cannot solve the problem yourself, contact your system administrator.

Additional Information

Status of Spool Requests [Ext.]

Status of Output Requests [Ext.]

Saving Standard Print Options as Defaults

Use

Do you usually use the same printer? If so, you can save the name of the printer, as well as other print options, as defaults. The values that you save are entered for you on the print screen [Page 163]. (You can change them as required.)

Saving these values as defaults eliminates the need to type the same information over and over again.

Procedure

1. Choose *System* → *User profile* → *Own data*.
2. On the *Defaults* tab, enter the output device, and/or select *Output immediately* and *Delete after output*.
3. Save your entries.

Result

The next time you print, the printer name and options that you have saved will already be entered on the print screen. You can, of course, change them as required.

Background Processing

Use

In background processing, the SAP System automatically runs any report or program that you can start interactively.

When you schedule a job in the background processing system, you must specify:

- The ABAP report or external program that should be started
- The start time
- The printing specifications

The background processing system starts your job and runs the program(s) that you specify. Afterwards, you can check whether your job was executed successfully and display a log of any system messages.

Suppose you need to run a report of customers whose bills are overdue.You can:

- Start the report yourself from the ABAP Editor. If you do this, the system runs the report interactively, in a session at your PC or workstation. While the report is being processed, your computer response time may be slower.
- Or, you can have the background processing system run the report. To do this, you must create a background job that tells the system what you want it to do.

  The background processing system runs your "late bills" report according to your instructions. The list generated by the report is either printed directly or is waiting for you in the SAP output controller (see Using the Output Controller [Page 165]).You can also check in the background processing system whether the report ran correctly.

Features

- **Running a report in the background does not tie up the SAP sessions you are currently working with.**

  When you start a report interactively, your current SAP session is blocked for further input for as long as the report runs.

  When you start the report in the background, running the report does not influence your interactive work with the SAP System.

- **You can shift the execution of reports to the evening or other periods of low load on the SAP System.**

  You can schedule a report or external program to run at any time that the SAP System is active. You can also set up reports to run automatically on a regular basis (for example, on the last day of each month).

- **Background processing is the only way you can execute long-running jobs.**

  To prevent tying up system resources with interactive sessions for long reports, the SAP System has a built-in time limit on interactive sessions. If a single ABAP report runs for more than 5 minutes continuously in an interactive session, the SAP System terminates the report automatically.

The background processing system executes long-running ABAP reports more efficiently. Often, such reports are automatically scheduled for execution in the background. In this case, you do not need to schedule them for background processing yourself.

Accessing the Background Processing System

Procedure

The table below shows how you can access the background processing system.

Point of Departure	To Schedule a Program	Result
The ABAP Editor You can start ABAP programs and reports either interactively or as background jobs.	Choose *Program → Background.*	The system displays the ABAP job scheduling screen.
Elsewhere in the SAP System You can schedule an ABAP program or external program as a background job.	Choose *System → Services → Jobs → Define job.* This is an alternative to job scheduling by way of the ABAP Editor.	The system displays the standard job scheduling screen. You can schedule an internal (ABAP) or external program to run.
An SAP application Often, long-running reports are scheduled automatically or semiautomatically for background processing.	Choose the appropriate report using the menu or a function key. The SAP application schedules the report as a background job.	Your program is scheduled to run in the background.

Scheduling Background Jobs

Use

In many SAP applications, long-running programs are automatically scheduled as background jobs. However, you can also schedule background jobs yourself.

Procedure

To schedule a program for background processing:

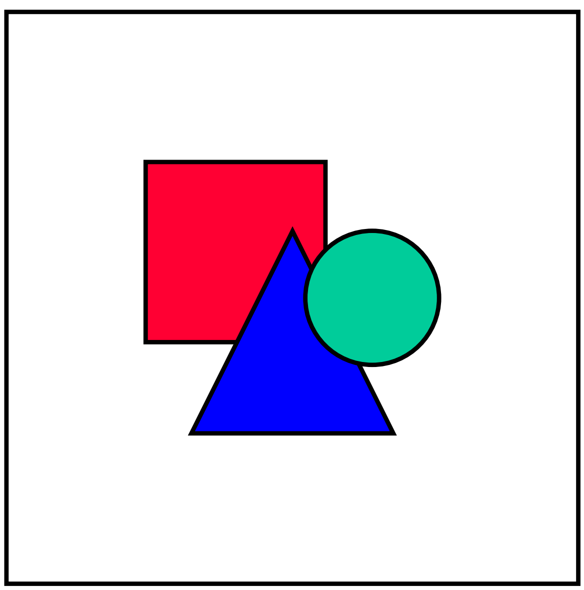
1. Start the job scheduling function.

   To start the **standard** job scheduling function, choose *Administration* → *CCMS* → *Jobs* → *Definition*.

   To schedule ABAP programs, you can also use the **ABAP** job scheduling function. From the ABAP Editor, choose *Program* → *Execute* → *Background*.

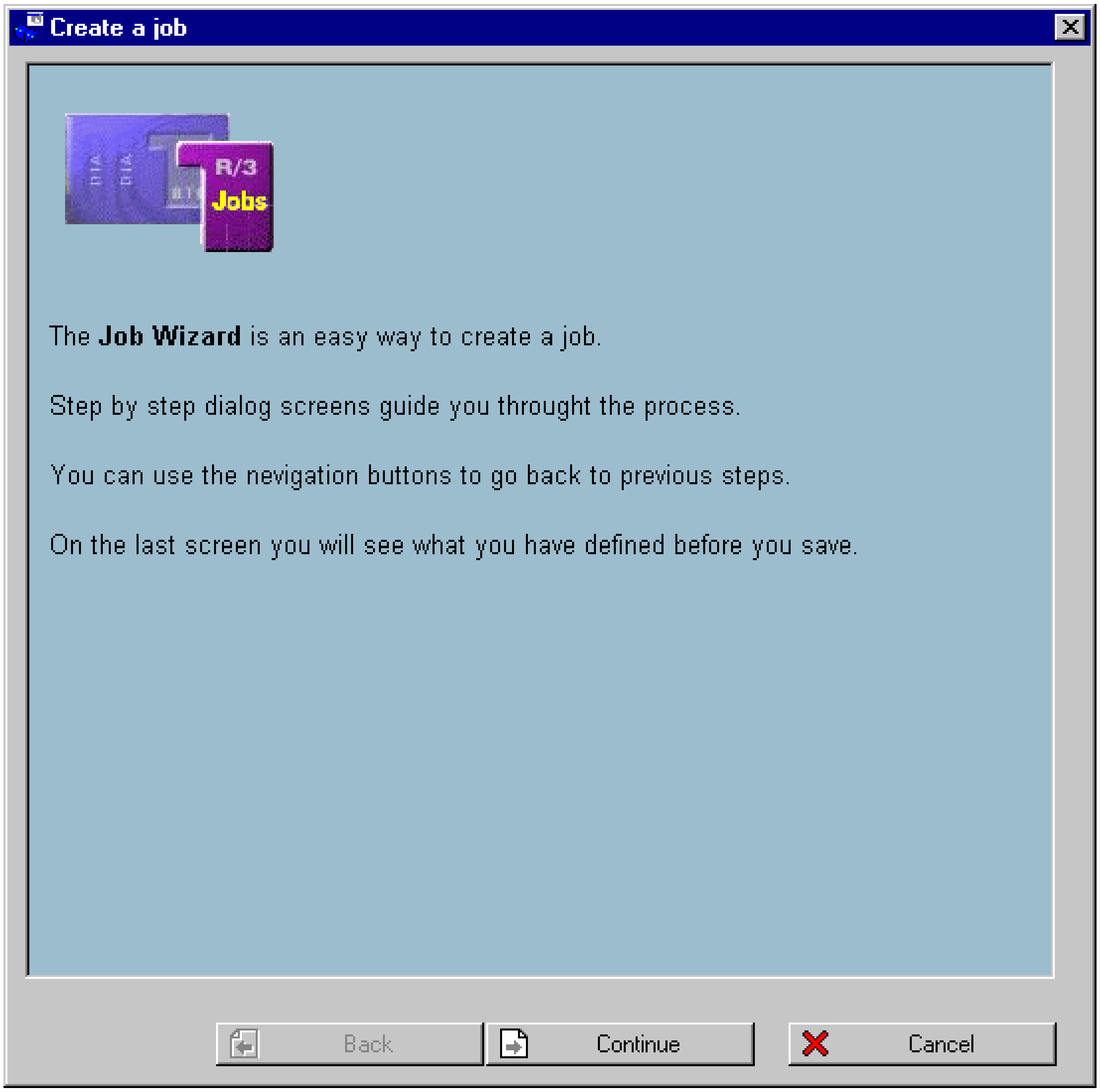
   If you are scheduling an external command or external program as a background job, you must use standard job scheduling.

2. Use the Job Wizard to define your job. In the application toolbar, choose the wizard icon: 

   The Job Wizard is available only from the standard job scheduling function.

   The initial screen of the SAP Job Wizard appears:



3. Save the job. When you see the message *Job saved*, the job has been successfully scheduled.

   A job that has been scheduled must also be released. This restriction applies even if you specify an immediate start for your job.

   If you have the necessary authorization, your job is released automatically when you schedule it. Otherwise, your system administrator will release your job.

4. Check the status of your job by choosing *System* → *Own jobs*.

   For more information on your jobs than is shown in the status screen, choose *Job overview*. See also Checking the Status of a Background Job [Page 180].

Scheduling ABAP Jobs

Procedure

1. Choose a variant for your report. The name of the report that is to run is filled in automatically. If you want to enter a different report, you can overwrite this name.
2. Optionally, set the printer options for output from the report.

   If you do not set printer options, the system uses the options saved with your user account. To display these options, choose *System → User profile → User defaults*.
3. Choose:
   a) *Execute immed.* to have your job started right away.
   b) *Schedule* to have your job start at the date and time that you specify. Here you can also specify that your job should be restarted periodically.

To access the more complete standard job scheduling [Page 173] function, choose *Goto → Define job*.

Scheduling Standard Jobs

Procedure

1. On the first screen, identify your job [Page 174].
2. Optionally, specify a recipient [Page 175] for spool requests generated by your job.

   The spool output is automatically mailed to this user or distribution list.
3. Choose *Start time* to choose a start time for your job [Page 176]. Save the start time and return to the first screen.

   Each of the start time options offers a *Check* function that lets you confirm your start specification. Several of the start time options also let you have your job repeated automatically.

   No job can start until it has been released, even if you specify an immediate start. If you have the required authorization, your job is automatically released when you schedule it. Otherwise, your system administrator will release your job.
4. Choose *Steps* to specify the program to run [Page 178] in your background job. Save your program specification and return to the first screen.
5. Save your job. When you see the *Job saved* message, your job has been accepted by the background processing system and is scheduled for background processing.

Identifying Your Job

Procedure

On the job identification screen (*Define background job*):

1. Enter a **name** for your background job. You can choose the name as desired; the name helps you identify your job when you check the job's status.
2. Enter a **priority class** for your job. The default priority is **C** (normal priority).

   If your job is extremely urgent, you can have it placed in a class with higher priority. Only system administrators are authorized to enter the higher priorities (A is the highest, B is next). Your installation may reserve work processes for class A jobs.
3. Leave the *Target server* field blank unless you are sure that your job must be run by a particular SAP application server.

Specifying a Recipient

Procedure

1. On the initial screen, choose *Spool lists recipient* → *Enter*. The system displays a dialog box.
2. In the *Recipient* field, enter a user's SAPoffice mail name, an SAPoffice distribution list, an SAP user ID, or an external e-mail address.
3. Activate mailing options as desired.
4. To save the recipient, choose *Copy*.

   All spool requests generated by the job are sent to this recipient.

Choosing a Start Time

Procedure

1. Choose a start time option.

   To have your job started on a particular date and time, choose *Immediate* or *Date/Time*. You also have the options shown in the following table.

2. Enter any additional information the system asks for.
3. Save the start time. You can then return to the job identification screen.

Start Time Options for Background Jobs

Start Time Option	Result
Immediate	Your job starts as soon as you save the job definition. For jobs that are repeated automatically, you can set *Restrictions* on future start dates. For example, you can have your job started only on workdays.
Date/Time	Your job does not start until the date and time you specify. You can also: • Define a start time window. That is, you can set the time and date after which your job should no longer be started, if its start has been delayed. • For jobs that are repeated automatically, set *Restrictions* on future start dates. For example, you can have your job started only on workdays.
After job	Your job starts when another job that you specify has been completed. Before you choose this option, you must determine the name of the other job. To display jobs that have been scheduled, choose *System* → *Services* → *Jobs* → *Job overview*. If you want your job to start only if the other job was completed successfully, select *Start status depend.*. If this job was cancelled, your job does not start.
After event	Your job starts when the selected event occurs. Use the *Possible values* arrow to choose from the available events. An event is a signal to the background processing system that something has happened. For example, an event is signaled when the SAP System starts up.

At operation mode	Your job starts when the selected operation mode becomes active. Use the *Possible values* arrow to choose an operation mode. An operation mode is a configuration for your SAP System. For example, system administrators sometimes set up a *Night* mode with extra resources for background jobs. Choosing *Night* lets your job start when your SAP System switches to this operation mode.
>> (Start on workday)	Your job starts on a particular workday. The system displays a screen where you can specify: • The SAP factory calendar to use for finding out which days of the month are workdays. Use the *Possible entries* arrow to choose a calendar. • The workday on which your job should start. Enter a number, such as `03` for the third workday of the month, `11` for the eleventh workday, and so on. • The time of day for the job to start. • *Do not start before*: The date as of which the job may be started. • Whether to count the workdays from the start or end of the month. For example, 03 from the end of the month is the third-to-last workday; 01 from the start of the month is the first workday. • For automatically repeated jobs, the number of months between repetitions. 1 repeats the job every month. Example: The specifications: • Factory calendar `01` • Workday `03` • Time `0800` • Do not start before `6/1/2001` • **`Start of month`** tell the system to start your job on the third workday of June, 2001 at 8 AM, counting workdays from the start of the month.

Specifying the Program to Run

Prerequisites

On the *Job step* screen, you specify the ABAP program or external program to be run in the background.

For ABAP programs, you can also specify how any print output should be treated.

In each job step, you can name one program to be executed. However, you can also run more than one program with a single background job. Simply add a job step for each desired program.

Procedure

ABAP Report

1. By default, your name appears in the *User* field. This means that the program in this job step will run under your SAP System authorizations.

   If you want the program to run under the authorizations of another user, enter the appropriate name.
2. Choose *ABAP*.
3. Enter the name of the report.
4. You can select a variant for the report with *Variant list*. If you need to maintain a variant, you do this in the ABAP Editor.
5. In the *Language* field, specify the language to use for the report output.
6. With *Print specifications*, you can have the report output held in the SAP spool system or have it printed as soon as the job has run.

External Command

1. By default, your name appears in the *User* field. This means that the program in this job step will run under your SAP System authorizations.
2. Enter another user name if the program should run under the authorizations of another user.
3. Choose *External command*.
4. Enter the predefined SAP name for the command.
5. If required, enter any additional arguments required for the command.
6. Specify the name of the host system on which the command should run and the type of operating system at the host.

   You can determine the host name with the host name command on the target host system.

   With *Control flags*, you can specify how output from the external program should be treated, as well as other runtime options. Usually, you should leave these options at their default settings.

   For more information on external commands, see the `F1` field help.

If you have administrator authorization for background processing, you can also choose *External programs* as a job step option. To run an external program, enter:

- The exact path and program or script name
- Any arguments required by the program
- The name of the host system on which the program is to run

External programs are not predefined in the SAP System, and the system does not perform an authorization check to determine whether you are permitted to use the command.

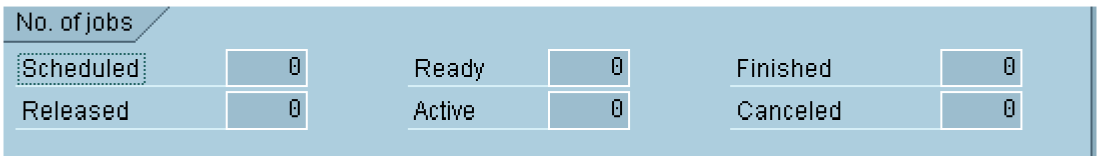
7. Save the job step and return to the job identification screen.

Checking the Status of a Background Job

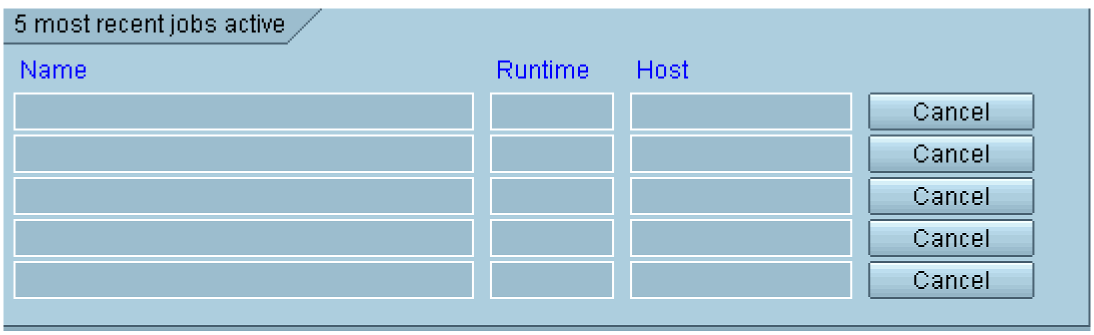
Procedure

1. Check the status of your background jobs by choosing *System* → *Own jobs* from anywhere in the system.

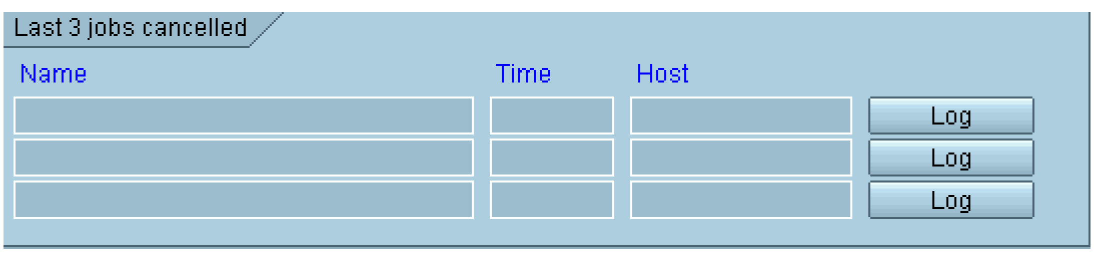
   At the **top of the screen**, the system displays the status of each of your jobs. The `F1` field help explains each status.



   In the **middle of the screen**, the system displays the names of your jobs that are *active* (that is, currently running). Unless you are sure of what you are doing, you should leave the *Cancel* button alone. *Cancel* interrupts an active job; that is, it terminates the report that was running.



   At the **bottom of the screen**, the system displays the names of any of your jobs that have been *cancelled* (that is, ended unsuccessfully). To see the background processing log, choose *Log*. The log indicates what went wrong with the job.



2. For more information on your jobs, you can access the management functions of the background processing system by choosing *Job overview*.

Customizing the Display Options

If you are using the “classic” SAP graphical user interface (GUI) and you need information on customizing the display options, see the Online Help for SAP Releases up to and including 4.5B.

Use

After you have logged on, you can change the appearance of various elements of the SAP window by customizing the display options.

As of Release 4.6B, you access the display options by choosing:

- The layout menu icon at the far right of the **standard toolbar**, for various SAP window settings, or
- The SAP GUI customizing icon in the **system tray** (that is, the corner of the Windows task bar), for SAP graphical user interface (GUI) settings such as color customizing and sound settings

Prerequisite

You have installed the new SAP GUI for Release 4.6.

Features

In the layout menu, you can:

- Customize the SAP window (for example, set the display options for quick infos and system messages, or return to the default window size)
- Enable or disable automatic tabbing between fields
- Define where the cursor should appear when you click a field
- Create a hard copy of the current screen

Using the SAP GUI customizing options, you can change:

- Color settings
- Sound and animation settings

Additional Information

Configuring the SAP GUI [Page 183]

Customizing the SAP Window [Page 193]

Tabbing Between Fields Automatically [Page 195]

Cursor Position and Width [Page 196]

Creating Screen Shots [Page 198]

Customizing the Display Options

SAP GUI Color Settings [Page 186]

SAP GUI Sound and Animation Settings [Page 191]

Configuring the SAP GUI

Use

When you configure the SAP graphical user interface (GUI), you can alternate between:

- The “classic” (that is, pre-Release 4.6) SAP GUI

  and

- The new (that is, redesigned) SAP GUI delivered as of Release 4.6

These settings are also available for other SAP applications and executable programs.

Prerequisite

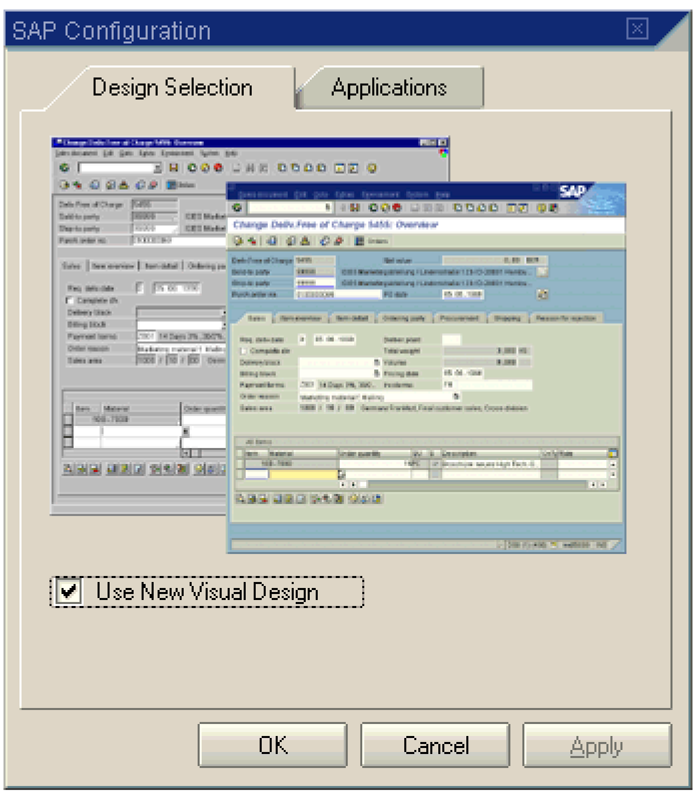
You have installed the new SAP GUI for Release 4.6.

Procedure

1. On your Windows desktop, choose *Start* → *Settings* → *Control Panel*.
2. Choose the *SAP Configuration* icon.

   You can create a shortcut to this function by dragging the icon to your desktop.

   The following dialog box appears:

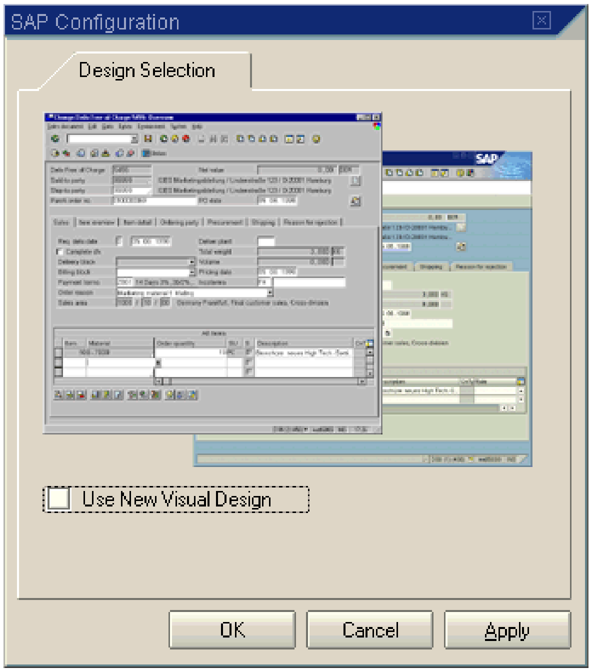


Configuring the SAP GUI

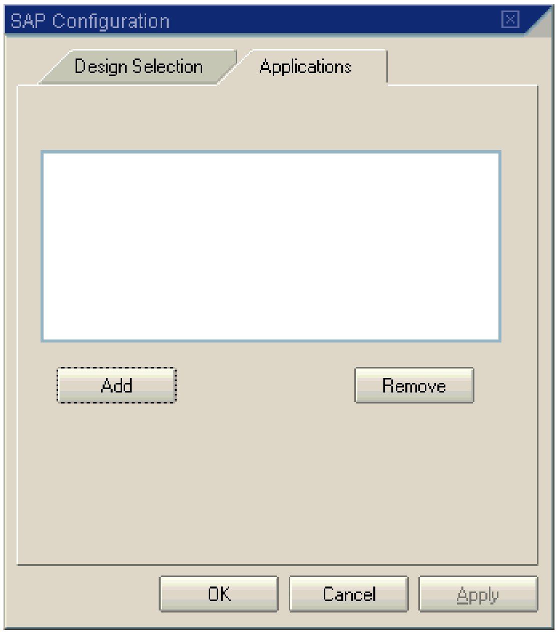
By default, the new visual design setting is activated.

3. To switch to the “classic” SAP GUI configuration, click the screen shot at the left.

   You now see:



4. Choose *OK.*
5. Open a new session for the “classic” setting to take effect.
6. To reverse the setting, use the same procedure.
7. When you choose the *Applications* tab, the following dialog box appears:



Here you can enter (by choosing *Add*) or delete (by choosing *Remove*) the names of applications and programs to which you want to apply the specified setting. When you have finished making your settings, choose *Apply* or *OK.*

SAP GUI Color Settings

If you are using the “classic” SAP graphical user interface (GUI) and you need information on customizing the color settings, see the Online Help for SAP Releases up to and including 4.5B.

Use

You can customize your SAP graphical user interface (GUI) color settings by:

- Choosing from among a number of predefined (default) color schemes, or
- Defining your own (custom) colors

Only the SAP-defined default color schemes ensure optimal readability of all items on a screen.

Prerequisite

You have installed the new SAP GUI for Release 4.6.

Procedure

Accessing the SAP GUI Customizing Functions

To access the SAP GUI Customizing functions:

1. In the system tray (in the corner of your Windows task bar),

    a. Choose the SAP GUI customizing icon .

    This icon appears on the task bar when you log on or open a new session (and stays there when you move between sessions).

    When you log off the last session you were working with, the icon disappears.

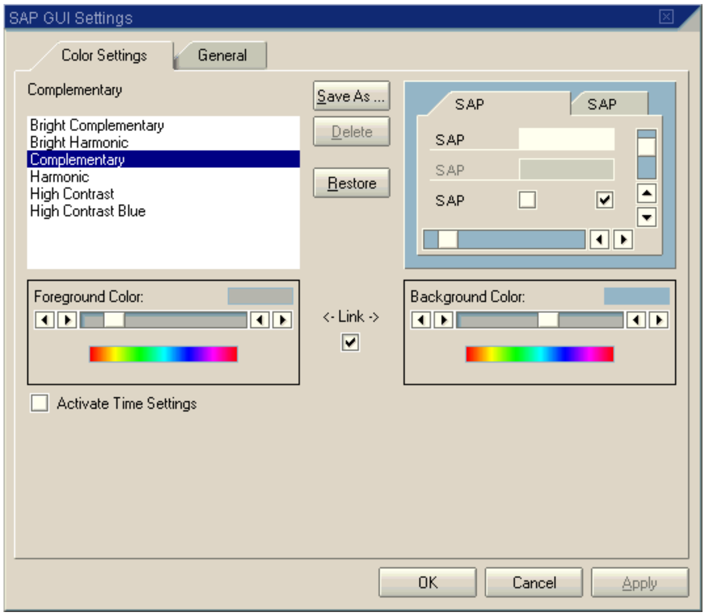
    b. Or, right-click .

    The following context menu appears:

    When you choose *Close*, the SAP GUI customizing icon disappears from the system tray. You can restore it by opening another session.

2. Choose *Customize SAP GUI Settings*.

    The *SAP GUI Settings* dialog box appears, as shown below.



On the *Color Settings* tab page, you can:

- Activate the default color schemes
- Create customized color schemes, by adjusting hues, saturation, and luminosity
- Have your color settings shift gradually in the course of the day

3. You define your settings as described in the following sections.

Activating a Default Color Scheme

The default color schemes listed on the *Color Settings* tab page are based on either of two predefined color combinations:

- **Complementary**, which uses two different colors (default: blue/tan)
- **Harmonic**, which uses several shades of the same color (default: blue)

Each of these types also has a **bright** version, which has a higher contrast than the SAP delivery standard default setting. For maximum contrast, select *High Contrast Blue*.

When you log on to the SAP delivery standard, the default setting is *Complementary*.

To activate another default color scheme on the *Color Settings* list, place the cursor on the desired setting. The name of your selection now appears at the top of the list, and you see a preview in the simulated SAP window to the right. Then,

- Choose *Apply*. The color scheme takes effect, and the dialog box stays open. You can now make additional changes to your color settings.
- Or, choose *OK*. The color scheme takes effect, and the dialog box closes.

Creating a Customized Color Scheme

Foreground and Background Hues

In the *Foreground Color* and *Background Color* frames, you can use the slider box to create your own color schemes.

By default, the foreground and background hues are linked – that is, as you adjust the slider, the predefined intervals between the shades in a default color scheme stay the same.

- To change your color scheme while keeping these default intervals, select a predefined color scheme, and adjust the slider to the desired hue.
- To change the foreground and background hues individually, you must first deselect the *Link* checkbox.

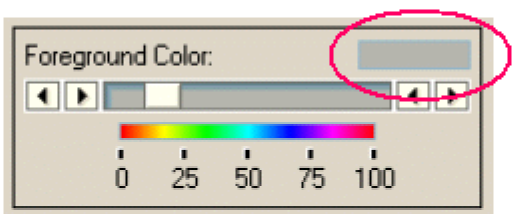
As you are trying out colors, you can preview the results:

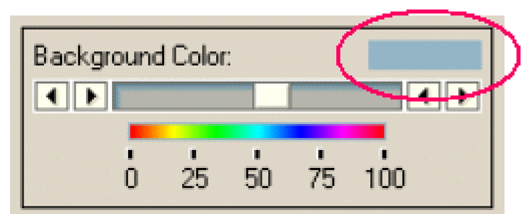
- In the simulated SAP window at the right (for the complete color scheme)
- In the shaded bar in the top right-hand corner of either slider box (for individual hues)

Color Saturation and Luminosity

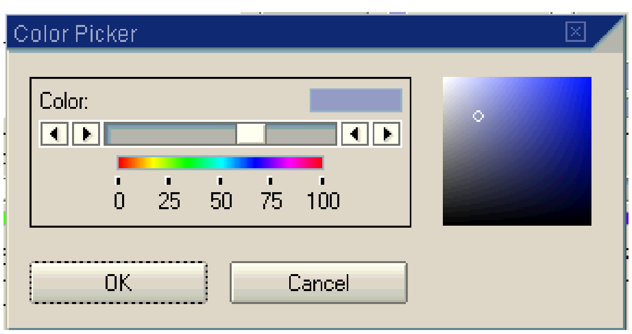
In the *Foreground Color* and *Background Color* frames, you can fine-tune the hue, saturation, and luminosity of the respective colors individually.

To do this, double-click the shaded bar in the top right-hand corner of either slider box:





The *Color Picker* dialog box appears, as shown below:



To fine-tune the foreground and background hue, you use the slider box as before.

In the color palette to the right, a small ring localizes the selected color in relation to neighboring shades, with respect to:

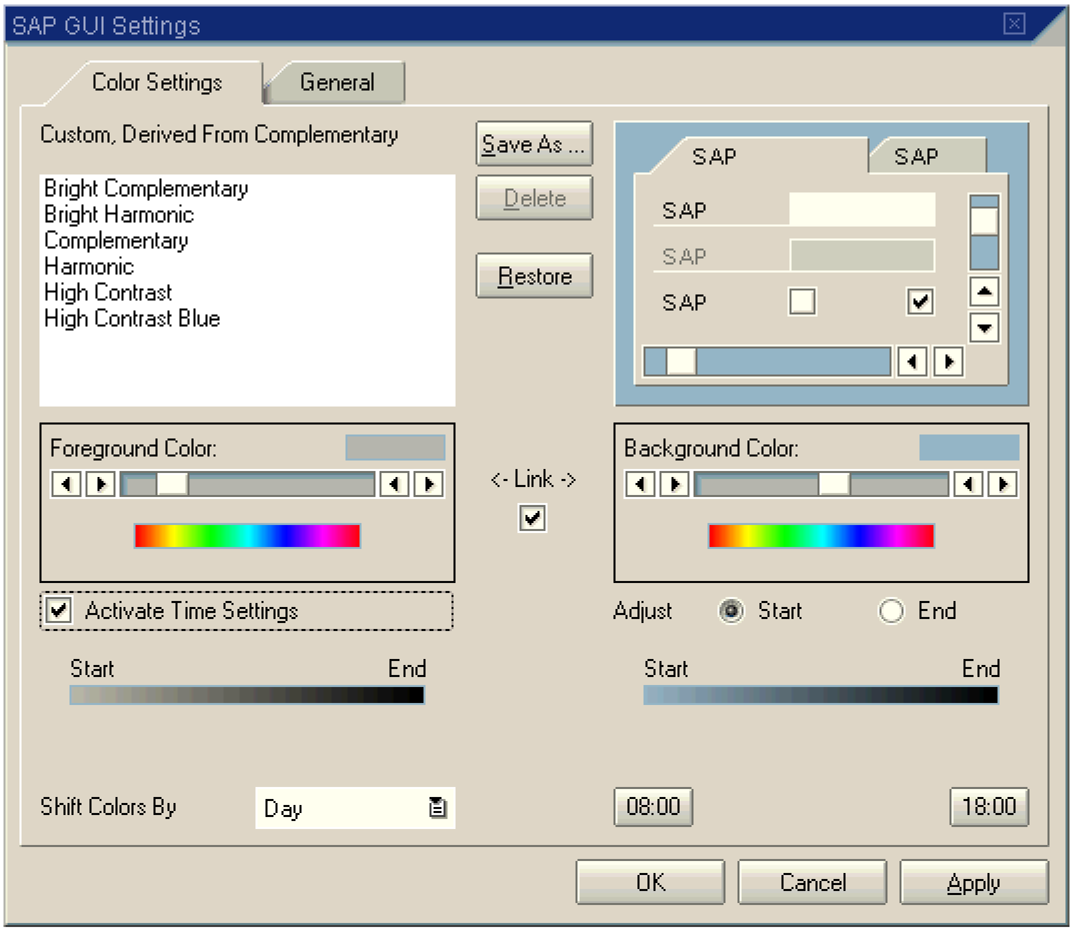
- Saturation (vertical axis)
- Luminosity (horizontal axis)

To adjust either of these variables, click inside this palette, and drag the cursor to the desired position. The localizer disappears until you let go of the cursor. As before, you can preview the results.

Gradual Color Shift

You can choose to have your color settings shift gradually in the course of the day.

To do this, select the *Activate Time Settings* checkbox. The following additional options now appear in the lower part of the *SAP GUI Settings* dialog box:



To set the time frame in which you want your colors to shift:

1. Select the *Start* or *End* radio button at the right, and use the time buttons to define the respective time settings.
2. In the subsequent dialog box, enter the desired time (`hh:mm`) in the *Custom* field. If applicable, choose *Set As Default*.
3. Refer to the the *Start... End* preview bar when adjusting the colors for the respective times of day.

Saving and Deleting Your SAP GUI Customizing Settings

1. When you have finished defining your settings, the new color scheme takes effect for all SAP sessions that are currently open.

2. To save your new color scheme, choose *Save As...*, and enter a name in the subsequent dialog box. Choose *OK*.
3. To delete a color scheme from the list, choose *Delete*.
4. If you have customized any of the default color schemes, and you want to revert to the default originals, choose *Restore*. This restores the original default settings without affecting the settings you have created.
5. To exit the *SAP GUI Settings* dialog box, choose *OK*.

SAP GUI Sound and Animation Settings

Use

You can customize sound and animation settings for the SAP graphical user interface (GUI).

Prerequisite

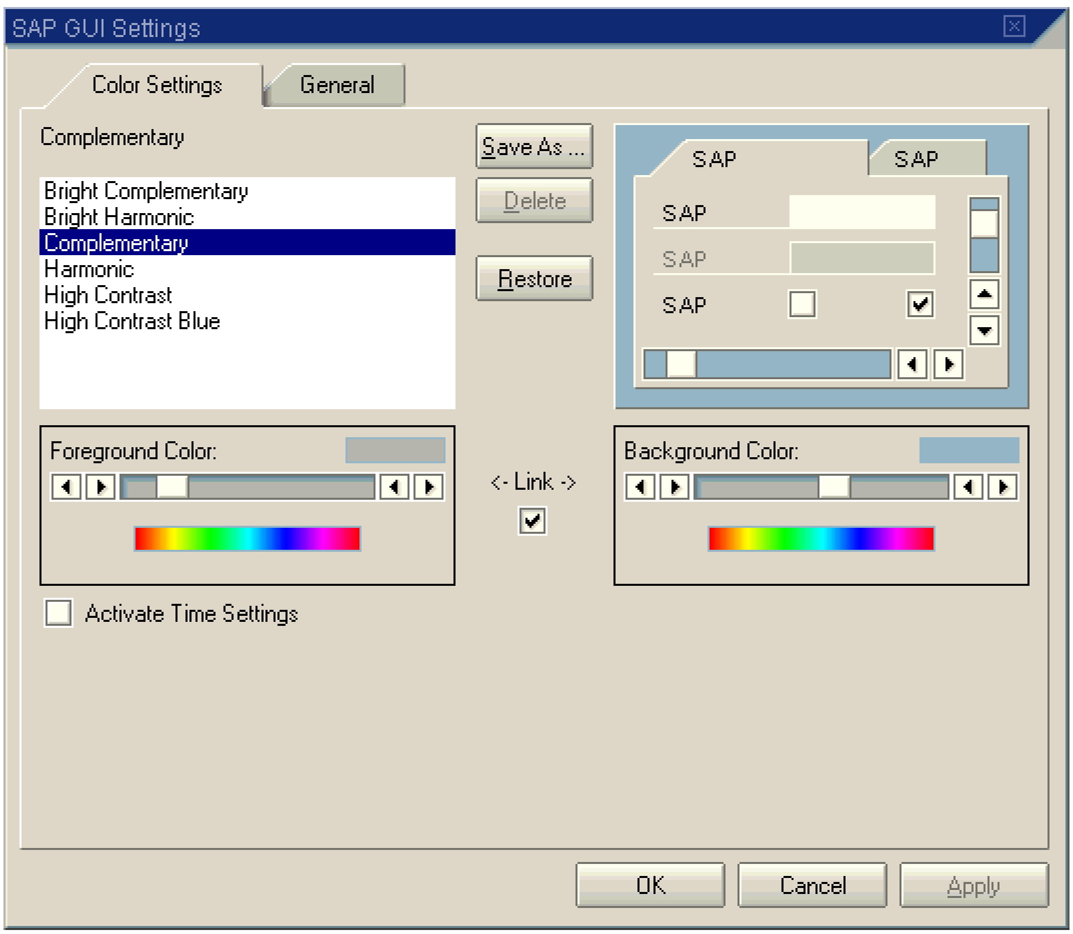
You have installed the new SAP GUI for Release 4.6.

Procedure

In the system tray (in the corner of your Windows task bar), choose .

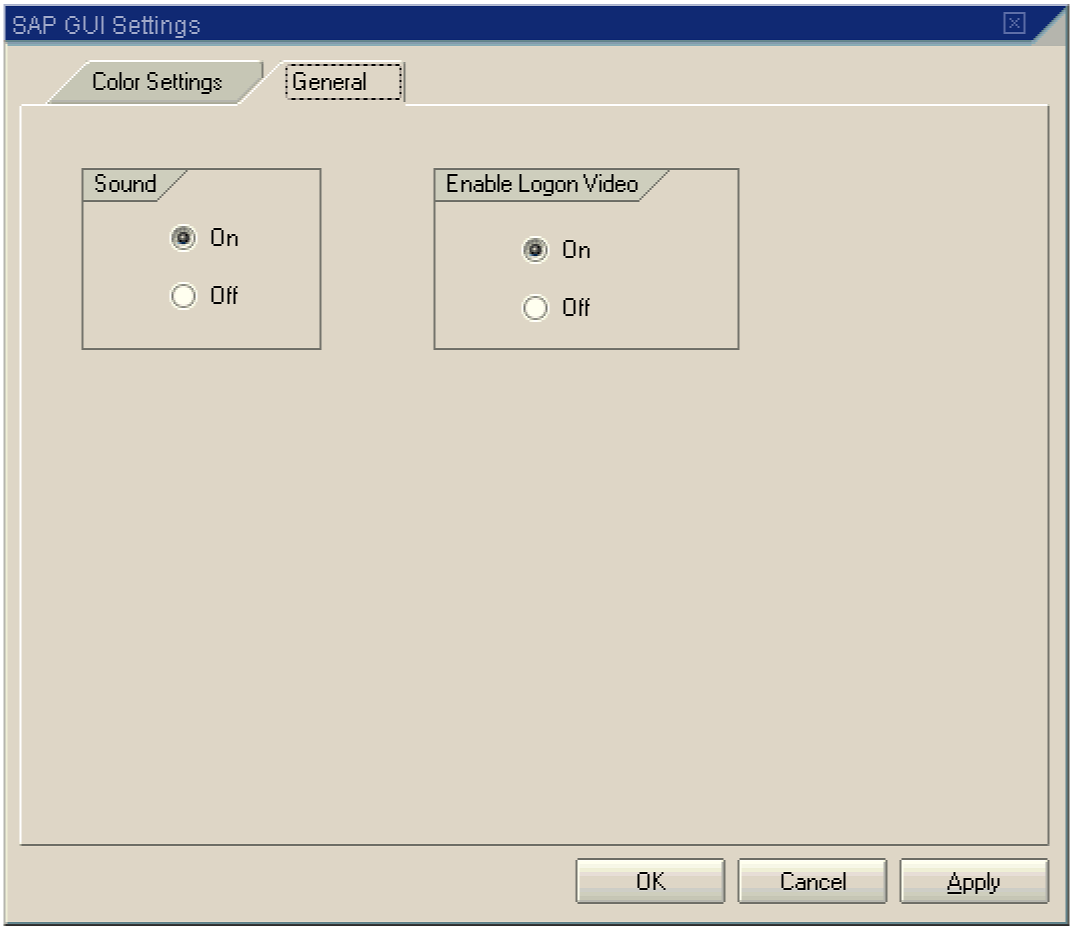
(You can also right-click this icon, and choose *Customize SAP GUI Settings* from the context menu.)

The *SAP GUI Settings* dialog box appears:



Choose the *General* tab. The following dialog box appears:

SAP GUI Sound and Animation Settings



Here, you can customize:

- The sound settings (default: *On*)

  When you select *Off*, you deactivate certain SAP-defined sounds that are designed to complement standard Windows sounds. These sounds provide subtle feedback for user actions such as those resulting in system messages. This setting applies only to SAP applications.

- The logon video (default: *On*)

  When you log on to the SAP System (for the first time after you have started your computer), a logon video appears.

  You can deactivate the first part of this video:

  – Permanently, by selecting *Off* for this setting, or

  – Case by case, by pressing *Esc* while the video is running

Customizing the SAP Window

If you are using the “classic” SAP graphical user interface (GUI) and you need information on customizing the SAP window, see the Online Help for SAP Releases up to and including 4.5B.

Use

The layout menu contains customizing options for:

- Quick infos:
  - On/off
  - Speed of display
- System messages:
  - Sound feedback
  - Display as dialog boxes
- System programs for SAP graphics: performance options
- Automation timeout period (for programs triggered by OLE automation)
- Cursor:
  - Automatic tabbing
  - Position, width, and display in lists
- Trace:
  - Select type of trace
  - Enable trace file
  - Display trace output in window

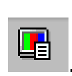
Using this menu, you can also:

- Create SAP shortcuts. (For more information, see Creating an SAP Shortcut [Page 105].)
- Activate GuiXT, an alternative to transaction variants, for the screen output of any transaction. (For more information on GuiXT, see **http://www.synactive.com**.)
- Set the window to default size (for batch input only)
- Create screen shots. (For more information, see Creating Screen Shots [Page 198].)

Prerequisite

You have installed the new SAP GUI for Release 4.6.

Procedure

In the standard toolbar, choose the layout menu icon .

Layout Menu: *Options*

1. Choose *Options...*.
2. On the *General* tab, you can:
    - Deactivate the quick infos on your screen, or set the speed at which they appear
    - Have system messages appear as dialog boxes, with or without sound feedback
    - Set performance options for SAP graphics system programs:

      By default, the *Libraries* option, which refers to SAP graphics system programs, is set to *Keep loaded*. This means that SAP graphics stay loaded in the main memory even if they are not used. If you encounter performance problems during graphics loading – that is, if a graphic terminates before it has finished loading for the first time – you can prevent this from happening again by changing the setting to *Preload*. To have graphics unloaded after use, choose *Free after use*.
    - Specify an automation timeout period for OLE connections to external programs (such as MS Word or Excel):

      If you get *System busy* messages with external programs that are triggered by OLE automation, SAP recommends that you set the number of seconds to a higher value.
3. On the *Cursor* tab, you can set automatic tabbing, and define cursor position, width, and display in lists.

   For more information, see:

   Tabbing Between Fields Automatically [Page 195]

   Cursor Position and Width [Page 196]
4. You use the *Trace* tab primarily when you are working with a hotline. On this tab, you can:
    - Select the type of trace. To obtain the log:
        - For screen layout, select *Monitor*.
        - For OLE controls, select *Automation.*
    - Enable trace files
    - Display the trace output in your window
5. Choose *OK* to confirm your choices, or *Cancel* to reset the options to the previous settings.

Layout Menu: Additional Customizing Items

- For information on creating an SAP shortcut, see Creating an SAP Shortcut [Page 105].
- To activate GuiXT for screen output, choose *Activate GuiXT*.
- To change the default window size (for batch input only), choose *Default Size*.
- For information on creating a screen shot, see Creating Screen Shots [Page 198].

Tabbing Between Fields Automatically

Use

You can set automatic tabbing (AutoTAB) to have the cursor move between input fields automatically. This function is useful when you are entering a large amount of data and you do not want to press the TAB key to move from field to field.

AutoTAB only works at the **end** of an input field. For example, if the *Material* field can hold 12 characters, but the material number you enter is only 7 characters long, you must still press the TAB key to move to the next input field.

Procedure

To turn automatic tabbing on or off:

1. In the standard toolbar, choose the layout menu icon → *Options....* → *Cursor*.
2. To enable AutoTAB, select *Automatic TAB at Field End*. To disable AutoTAB, deselect this option.
3. Choose *OK* to confirm your choice, or *Cancel* to reset the AutoTAB option to the previous setting.

Cursor Position and Width

Use

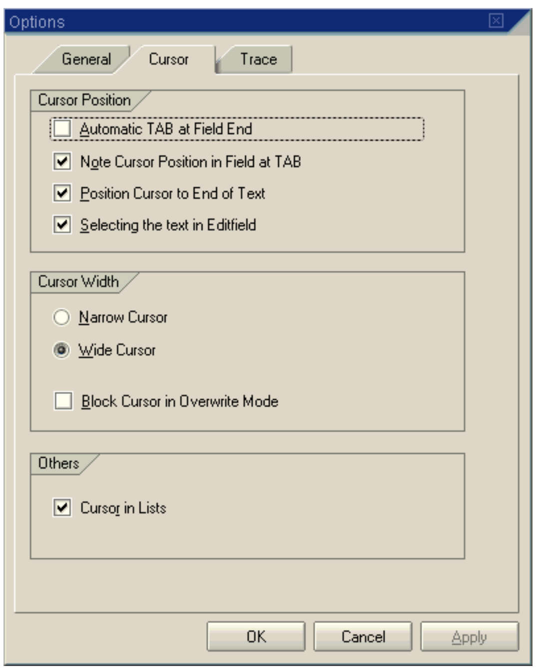
You can change the following default cursor settings:

- **Position** when you select an input field with a mouse-click or tab
- **Width**
- **Display in lists**, so that the cursor marks:
  - Only one character
  - An entire column

Procedure

To change your cursor settings, choose the layout menu icon  → *Options...* → *Cursor*.

The following dialog box appears:



Cursor Position

Setting	Function
Note Cursor Position in Field at TAB	*On:* Places the cursor exactly where you last clicked within an input field *Off:* Places the cursor at the beginning of the input field

Position Cursor to End of Text	*On:* Places the cursor at the end of a text in an input field when you click to the right of the text *Off:* Places the cursor exactly where you click
Selecting the text in Editfield	Selects and highlights the text when you tab to an input field. Any input in this field will clear the field.
Cursor in Lists	*On:* Marks only one character *Off:* Marks an entire column

Creating Screen Shots

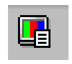
Use

You can print the content of any SAP window.

Prerequisite

You are working with a Microsoft Windows 32-bit operating system.

Procedure

In the standard toolbar, choose the layout menu icon  → *Hardcopy*.

At the default printer specified for your PC, the window's content is printed.