WELCOME
To
SAP overview
Presentation
Agenda of the Today’s Training

-- Introduction to ERP
-- Introduction to SAP
-- Navigation through SAP
-- Understanding the Standard Reports in SAP
-- Data Extraction Exercise
-- Q&A Session
Introduction to ERP

Business Without ERP
Business without ERP

1. Customer Calls to place order for a Car
2. Sales office/Inventory contacts PP
3. Production Planning
4. PP contacts Purchasing for raw material

Sales

Inventory

Purchasing

Customer

Sales office contacts Inventory
Business without ERP (Contd..)

Let's add some more Business Processes
Business without ERP (Contd..)

Customers

Where is my car

Whom to contact for status?

Purchasing

Vendors

Production Planning

Inventory

Finance

Shop floor

Sales

What is this confusion

What is Cost & profit

What to manufacture??

Where is my car

Whom to contact for status?

Sales

Purchasing

Vendors

Inventory

Finance

Shop floor

Production Planning

What is this confusion

Whom to contact for status?

Sales

Purchasing

Vendors

Inventory

Finance

Shop floor

Production Planning

What is this confusion

Whom to contact for status?

Sales

Purchasing

Vendors

Inventory

Finance

Shop floor

Production Planning

What is this confusion

Whom to contact for status?
Dear Sir,
Your Order...

I did not order for a TRUCK!!!!

Sales

Lets Deliver the end product to customer..
Why Enterprise Architecture

- Why Enterprise Architecture?
  - Numerous disparate information systems
  - Integrating the data becomes costly
    - Time
    - Money
    - Resources
  - Inconsistencies and duplication of data
  - Lack of timely information
  - Required: Central enterprise definitions
  - Required: Centrally controlled business change
Enterprise Structure – Integrating Business

Marketing  EA  HR  Payroll
GL  Treasury
Shop Floor  AP  PP
Sales  Purchasing
Mfg.  Plants  AR  Partner Systems
Enterprise Architecture - Benefits

- Eliminates the duplication, discontinuity and redundancy in data
- Increases the return on investment made on IT implementations
- Delivers quality information designed for the Enterprise as a whole
- Faster and cheaper
- Delivers quality information to produce a quality enterprise
- Satisfying Partners/Customers
- Reducing required manpower
Enterprise Architecture is based on Enterprise Relationship Management Systems, which are the backbones of the modern day industries.

These are a set of applications combining key functions like:

- Finance,
- Production
- Sales,
- Logistics,
- Statutory Compliance,
- Human Resources etc,

in an integrated Fashion.
What is ERP?
Enterprise Resource Planning
Enterprise Structure – Integrating Business

- Marketing
- FA
- GL
- Treasury
- AP
- PP
- Purchasing
- HR
- Mfg.
- Plants
- Sales
- Shop Floor

Partner Systems
IT Environment Today

- Many different hardware platforms
- Many different applications
- Managed and un-managed machines
- Application install packaging
- Application distribution
- OS and application patching
Complex Problems

- Application compatibility
- Application certification
- Replace target machines
- Cost of application deployment/change
- Support for offline application access
- Frequent application updates
- Efficient use of IT resources
- Efficient use of computing power
History of SAP

- Systems Applications and Products in Data Processing
  - German: Systeme, Anwendungen, Produkte in der Datenverarbeitung
- Founded in 1972 by Wellenreuther, Hopp, Hector, Plattner and Tschira
  - Renamed in 1977
  - Before 1977: Systems Analysis and Program Development
    (German: Systemanalyse und Programmentwicklung)
- SAP is both the name of the Company as well as their ERP Product
- SAP system comprises of a number of fully integrated modules, which covers virtually every aspect of the business
- Three systems developed: R/1, R/2, R/3
There are many ERPs in the market……

SAP
BAAN
JDEDWARD
EXCEED
Siebel
Oracle
Ramco
Microsoft Navision
People Soft
Etc.
ERP Market Share in INDIA 2012

- SAP, 47%
- Oracle, 17%
- Microsoft, 11%
- Sage, 3%
- Info, 1%
- IBM, 1%
- JDA, 1%
- Others, 19%
SAP R/3 Architecture
The SAP R/3 architecture is based on a 3-tier client/server principle

- Presentation Server
- Application Server
- Database Server

Dedicated Servers are linked by Communication Networks

Perform tasks without sacrificing data integration and processes within the system, as a whole
SAP R/3 System Architecture (Contd...2)
SAP Architecture

Presentation

Application

Database

Network

PCs, Laptops, etc.

Browser Client

Web Server

Internet Transaction Server

Application Servers

Database
Overview of Presentation & Database Servers

- The Presentation Server
  - GUI only
  - At workstation
  - Very light
  - Sends requests to application server
  - Obtains screens from application server and displays

- The Database Server
  - Interface between application server and RDBMS
  - Also holds the vendor specific DB driver
R/3 Technology Environment

Hardware
- Bull
- Digital
- HP
- IBM
- SNI
- SUN
- IBM AS/400
- IBM S/390

Operating systems
- AIX
- Digital UNIX
- UNIX (SINIX)
- HP-UX
- SOLARIS
- Windows NT
- OS/400
- OS/390

Databases
- ADABAS D
- DB2 for AIX
- INFORMIX-OnLine
- ORACLE
- ADABAS D
- MS SQL Server
- INFORMIX-OnLine
- ORACLE
- DB2 for OS/400
- DB2 for OS/390

Dialog SAPGUI
- Windows 3.1, Windows 95, Windows NT,
- OSF/Motif *, OS/2 Presentation Manager (PM),
- Macintosh *, Java

Languages
- ABAP/4, C, C++, HTML, Java
Simplify Everything
Do Anything
-SAP
SAP
A Complete Integration of
The Entire Business
SAP R/3 Modules
SAP Modules

- SD – Sales and Distribution
- MM – Materials Management
- PP – Production Planning
- QM – Quality Management
- PM – Plant Maintenance
- WM – Warehouse Management
- FI – Financial Accounting
- CO – Controlling
- AM – Asset Management
- PS – Project System
- HCM – Human Capital Management
- WF – Workflow
mySAP Industry Solutions (Some Examples)

- SAP for Aerospace & Defense
- SAP for Media
- SAP for Automotive
- SAP for Mill Products
- SAP for Banking
- SAP for Mining
- SAP for Chemicals
- SAP for Oil & Gas
- SAP for Consumer Products
- SAP for Pharmaceuticals
- SAP for Engineering, Construction & Operations
- SAP for Professional Services
- SAP for Healthcare
- SAP for Public Sector
- SAP for High Tech
- SAP for Retail
- SAP for Higher Education & Research
- SAP for Service Providers
- SAP for Industrial Machinery & Components
- SAP for Telecommunications
- SAP for Insurance
- SAP for Utilities
Navigation
Logging On

- A new window appears
- Enter your user-ID
- Enter your Password
  The first time you use SAP you need to reset your password.
- The client number as well as language are entered by your administrator and defaulted
- Press Enter on your keyboard
Passwords

Password Basic
- You can use upper case letters or lower case letters in your password (SAP R/3 does not distinguish between upper and lower case letters).
- You can use any combination of characters (a ....... z, 0.....9, or punctuation marks)

Password restrictions
You cannot begin a password with:
- ?, !, or a blank space
- three identical characters (fffce).
- any sequence of three characters that are contained in your user name (for example, using “bill,” if your user name is 99biller)

Other bad ideas:
- Do not use pass as your password
- Do not use any of your last five passwords
The main menu screen is displayed (standard SAP)
The default screen is called the *SAP Easy Access* Screen.

- You can switch from one menu to the other by selecting the appropriate icon.
- When you log on, you will see either your user menu (specific to your role), or the SAP standard menu (lists all transactions).
SAP is a Windows-based system. You can navigate in SAP using buttons, toolbars and windows the same way you would in other Windows applications like Word or Excel.
• What is a transaction?

Transactions let users to create, change, or display data or run a report in SAP.
Getting Around

There are three ways to access transactions in SAP:
1. Command Field
2. User or SAP menus
3. Favorites
Using the Command Field

- Each transaction in SAP has a code. You can use the Transaction Code instead of the menu path to navigate to the transaction (it can consist of letters, numbers, or a combination).
- Type the Transaction Code in the Command Field (ME51N was selected above) and press Enter on the keyboard or click the Enter icon to navigate to that transaction.
Closed Command Field

Select to Re-Open the Fast Path Field

Now you can enter your transaction code
Navigating Using the User Menu

- The user menu contains a list of transactions based on your role (menu path)
- Some of these transactions are within folders
- You can navigate to these transactions by double clicking on the name of the transaction
Is there an Easier Way to Navigate?

- How can I easily get to where I need to be?
  
  *Set up Favorites!*
You can set up links to commonly used transactions in the Favorites folder.
Creating a Favorite

- Select the transaction from menu path

- From the menu bar in the Easy Access Screen, select Favorites>Add to create a shortcut to the transaction
Changing the name of a favorite

Select the favorite you want to change From Menu Bar select Favorites>Change

Enter the name change then green check

Name has been changed in Favorites
Other SAP Basics
Types of Fields

- Mandatory fields have a check mark
- Optional fields are blank
- Fields with match codes (drop down icon) allow searching on the field for allowed entries
Standard Toolbar Icons

• The Standard Toolbar appears on all screens, not just the Easy Access Screen

• However, if an icon is gray on a screen, it is not active and cannot be used

• The meaning of an icon can change, depending on which screen it is located
To determine what each icon represents on the menu bar, place the cursor on the icon. Balloon help provides the icon name and the associated function key.
Typical Icons

- **Enter**: Confirms entered data. Does not save work.
- **Command field**: Used to enter command, transaction code. To display it, click the arrow.
- **Save**: Saves the work.
- **Back**: Returns to previous screen without saving data.
- **F1 Help**: Provides help on the field where the cursor is positioned.
- **Print**: Print current screen.
- **Scroll buttons**: First page, previous page, next page and last page.
- **Cancel**: Exit current task without saving data.
- **Exit**: Returns to initial screen without saving data.
- **Create shortcut**: Create a shortcut to any report, transaction.
- **Create session**: Create a new session.
- **Find and Find next**: Search for data in current screen; extend research.
- **Layout menu**: Customizes the display options and printout the screen (Hard Copy).
Moving from One Transaction to Another

You must type /N before the transaction code to move from one transaction to another.
System Messages

<table>
<thead>
<tr>
<th>Message Type</th>
<th>Code</th>
<th>Message Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error Messages</td>
<td>✗</td>
<td>Indicates a problem that must be corrected before continuing.</td>
</tr>
<tr>
<td>Information Messages</td>
<td>✔</td>
<td>No action is required. SAP is informing you of a particular fact or condition. However, you must hit Enter to proceed past the message.</td>
</tr>
<tr>
<td>Warning Messages</td>
<td>¡</td>
<td>Indicates there may be a problem with the data you have entered. You may have to correct the problem before continuing.</td>
</tr>
</tbody>
</table>

- Train your eye to look at the bottom of the screen for system messages.
- You must correct an error message to proceed.
- You must hit Enter to proceed past a warning message.
- An information message usually appears when you complete a transaction, such as giving you the number of a purchase requisition you just created.
Creating a New Session

- A session is like a window within SAP
- Opening up a new session allows you to work on more than one thing at the same time
- Follow: System> Create Session or Select the Create Session button from the standard toolbar
- You must have chosen the Windows GUI, not the Web GUI for this to work
- You can have up to six sessions running simultaneously

• The Create a New Session Button (for PCs only)
Starting a New Session using the Command Field

- Type `/O` before the transaction code and hit Enter
- You will be taken directly to the new transaction in a new session without closing what you were working on
- You can do this from any screen
Switching between Sessions

- Click the session represented by a button at the bottom of your screen, just like you do for any windows program.
Field Help (F1)

- Put your cursor in a field and select **F1** or the field help icon (the yellow question mark on the standard toolbar).
- A pop up box will appear that tells you what the field means.

**Example of Field Help**

- Plant
  - Plant in which you produce or for which you wish to procure materials or services.
- Use
  - You can enter either the number of the plant or part of the name. The system then finds the relevant plant or suggests several for you to choose from.
- Example
  - You have created the following plants:
    - Plant Name
      - 0001 New York
      - 0002 Atlanta
      - 0003 San Francisco
      - 0004 San Diego
  - If you enter a plant, the system will suggest your plants in San Francisco and San Diego to choose from.
Ending a Session

• Save your work before you close the session.
• From the menu bar choose System> End Session

• Or Click in the upper right hand corner of the screen
Logging Off of SAP

- Select the yellow arrow at the top of any screen
- Or select System: Log off

> You will be warned about saving your data even if you have saved it!

> Select “Yes” to log off
Congratulations!

You have finished the SAP Basic Navigation lesson for Super Users.