



Name(s):

Course & Selection:

Identifier:

Client:

## Chapter 02: Financial Accounting

### Exercise 02-01: SAP Introduction

#### Single Company Code

#### Version 1

Rev: 01/03/2011

## Introduction

### General Notes and Information

It is strongly recommended that you read through the entire exercise prior to starting. Not all instructions can be provided in a linear manner.

The following symbols are used to indicate important information, as described below.

➡ An arrow highlights an important instruction that must not be overlooked.

□ A pencil prompts you to write down an important piece of information.

Each student or group will be assigned a unique **three-digit identifier**. This identifier is used in all exercises to uniquely identify your data. Whenever you see ### in these exercises, replace it with your identifier.

➡ Always work with your data.

### Business Process Overview

This exercise will help you to familiarize yourself with the SAP system. It will cover navigating in SAP, utilizing the search function, as well as some other basic functions. If you are already familiar with SAP, it will be a good refresher.

### Exercise Prerequisites

There are no prerequisites.

### Exercise Workflow



### Exercise Deliverables

Deliverables are consolidated into one worksheet at the end of this exercise. For this exercise you will need the following deliverables.

In the System:

☒ None

On Paper:

☒ Answers to the Questions

➡ You may be assigned additional deliverables. Make certain to check with your instructor.

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## Step 1: Navigating SAP



In this step, you will begin to navigate SAP through the SAP menu. This menu contains all the functionalities of SAP, broken up according to business functions. Within all GBI exercises, a navigation path similar to the one below will guide you through the menu. This first exercise will bring you to view the Accounts Receivable balance for a Customer. Do not worry about understanding this screen at this time; it will be covered in later exercises.

**Step 1.1:** Follow the navigation path below to display account balance:

### Navigation

Accounting → Financial Accounting → Accounts Receivable → Account → Display Balances

**Step 1.2:** Double-click on the **“Display Balance”** line, bringing you to the **“Customer Balance Display”** screen.

- In later Exercises you will enter information within the fields; however, for this Exercise you do not enter any information. Instead, you will view the displayed data.
- Here, a customer’s ID number and two other pieces of information have been entered to identify a customer’s Accounts Receivable balance for the specified fiscal year.

**Step 1.3:** Assume that you have finished looking at the Customer Accounts Receivable balance and wish to return to the main screen. You have two options:

Select this button  (EXIT), out of these buttons    (BACK TO PREVIOUS SCREEN, EXIT TRANSACTION, CANCEL ACTION)

OR

Type “/n” in the text field  and press enter on your keyboard.

**Q1:** In the "Customer Balance Display" screen, what is the top field information that can be inputted: -----

**Q2:** What is the second field information that can be inputted: Company Code :-----

**Q3:** What is the third field information that can be inputted: -----

### Exercise Deliverables

In the System:

☒ None

On Paper:

☒ Answers to the Questions

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## Step 2: Viewing Transaction Codes



In this step, you will continue navigating through the SAP menu; however, instead of using the drop down menu, you will use transaction codes to pull up a specific window. In this step you will learn how to find the transaction codes, how to use these codes and how they work within the SAP system.

Step 2.1: In the drop down menu in the Home page of SAP, located at the top of the screen, go to: Extras > Settings.

The "Settings" window will open.

Step 2.2: Make certain that the **"Display technical names"** is selected.

Step 2.3: Hit  (ENTER) to close the **"Settings"** window.

Step 2.4: Follow the navigation path below to display the account balance:

### Navigation

Accounting → Financial Accounting → Accounts Receivable → Account → Display Balances


➡ Before clicking on the "Display Balances" line, notice the additional information that has been included before the name. This is the Transaction Code to go to the Display Balances screen.

Q4: What is the transaction code for Display Balances: -----

Step 2.5: Press the SAP menu button that looks like this: 

➡ Pressing this button will return the SAP menu to the original status.

Step 2.6: Type in the transaction code for Display Balances in the text field

 and press enter on your keyboard.

Exercise Deliverables:

In the System:

☒ None

On Paper:

☒ Answers to the Questions

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## Step 3: Navigating SAP



In this step, you will learn to use the Performance Assistant to help you find answers to error messages or to find the definition or explanation of a field.

Step 3.1: Follow the navigation path below to view help guides:

### Navigation


Accounting → Financial Accounting → Accounts Receivable → Account → Display Balances ↑

Step 3.2: Place your cursor in the entry field next to **“Customer.”**

➡ Do not enter any customer information in the field.

Step 3.3: On your keyboard, press the F1 key.

Q5: What is the Customer Account Number definition: -----

Step 3.4: Close the Performance Assistant window and click on the  (HELP) on the screen.

➡ Notice that pressing F1 and pressing the question mark both display the Performance Assistant window.

Exercise Deliverables:

In the System:

☒ None

On Paper:

☒ Answer to the Questions

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## Step 4: SAP Search Menu



Before this step, you've accessed the Display Accounts Receivable Balance screen by navigating through the menu path and using a transaction code. In this step, you will learn how to use the SAP search menu. The search menu will enable you to find a specific page by searching key words. For example, this function will display the navigation path and the transaction code where the Accounts Receivable balance is located.

Step 4.1: In the text field  at the top of the page, enter ***search\_sap\_menu*** and press enter.

➡ This will open a new screen that will have a location to "Search text only."

Step 4.2: Type ***Display Balances*** in the field.

➡ This will bring up another screen that will list all the locations "Display Balances" appears in the SAP menu. Notice that you can access the same screen by using different transaction codes. The reason for this is that multiple job positions may have to access this information; accountants, sales representative, credit managers, etc. The sixth on the list is the transaction code that you have used in this exercise thus far.

Step 4.3: Select  (EXIT)

**Q6:** Search the navigation path for "Material Master." What is transaction code of the first item: -----

### Exercise Deliverables

In the System:

☒ None

On Paper:

☒ Answers to the Questions

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## Attachment 1: Exercise Worksheet

Name(s):

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**Q1:** In the "Customer Balance Display" screen, what is the top field information that can be inputted: -----

**Q2:** What is the second field information that can be inputted: -----

**Q3:** What is the third field information that can be inputted: -----

**Q4:** What is the transaction code for Display Balances: -----

**Q5:** What is the Customer Account Number definition: -----

**Q6:** Search the navigation path for "Material Master." What is transaction code of the first item: -----