



SAP Promotional Example

User Manual – SAP Training Course Example

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The History of SAP

Over the past four decades, SAP has developed from a small, local organisation into a world re-known international business. Now, SAP software is the global market leader in enterprise resource planning (ERP) business software solutions.

The 1970s: The beginning

In the year 1972, five former IBM employees — Dietmar Hopp, Klaus Tschira, Hans-Werner Hector, Hasso Plattner and Claus Wellenreuther — started a company called Systems, Applications, and Products in Data Processing. The business was based in Mannheim, Germany. Their objective was to develop standard application software for real-time business processing. After one year's development, the first financial accounting software was born, forming the basis for the continuous development of other software components in what later became known as the R/1 system. The "R" stands for *real-time data processing*. By the end of the 1970s, continued development of SAP's IBM database and processing system led to the launch of the next major version, SAP R/2.

The 1980s: Rapid Expansion

SAP moved into premises in an industrial park in Waldorf, near Heidelberg. Half of the top 100 German industrial organisations are already SAP customers. The SAP R/2 system is recognized as a stabile, high performing system. To satisfy its multinational customers, SAP designs R/2 to handle many different languages and currencies. These innovations in SAP R/2, produces rapid sales growth outside of Germany. By the middle of the decade, SAP establishes the first sales office outside Germany, in Austria. The company makes its first appearance at the CeBIT computer fair in Hanover, Germany. Revenues reach DM 100 million (around \$52 million), much earlier than expected and way ahead of budget. In August 1988, SAP GmbH becomes SAP AG. Starting on November 4, 1.2 million shares are listed on the Frankfurt and Stuttgart stock exchanges. Germany's renowned business journal, manager magazine, names SAP its Company of the Year — a distinction the company receives twice more in the next few years. With the founding of subsidiaries in Denmark, Sweden, Italy, and the United States, SAP's international expansion takes a leap forward.

The 1990s: New Innovations to Software and Solutions

During the early part of the decade SAP R/3 is revealed to the market. The client-server concept, uniform appearance of graphical interfaces, consistent use of relational databases, and the ability to run on computers from different vendors meets with overwhelming approval from customers and prospective clients. With SAP R/3, SAP ushers in a new generation of enterprise software — from mainframe computing to the three-tier architecture of database, application, and user interface. To this day, the client-server architecture is the standard in business software. The new Sales and Development Center officially opens its doors in Waldorf. It symbolizes the global success of the company. In the twentieth year of operations, SAP truly becomes an international company with business outside Germany exceeding 50 percent of total sales for the first time. With aggressive marketing techniques, by 1996, the company has earned 1,089 new SAP R/3 customers. At the end of that year, SAP R/3 has been installed in more than 9,000 organisations worldwide. SAP celebrates its twenty-fifth anniversary in 1997 and now employs approximately 12,900 people. The company continues to strengthen the industry focus and build more and more industry-specific solutions. Henning Kagermann becomes Co-Chairman and CEO of SAP AG with Hasso Plattner. On August 3, 1998, the letters S-A-P appear for the first time on the Big Board at the New York Stock Exchange (NYSE), the largest stock exchange in the world. As the decade draws to a close, Hasso Plattner, Co-



Founder, Co-Chairman, and CEO announces the mySAP.com strategy, heralding the beginning of a new direction for the company and the product portfolio. mySAP.com links e-commerce solutions to existing ERP applications, using state-of-the-art Web technology.

The New Millennium


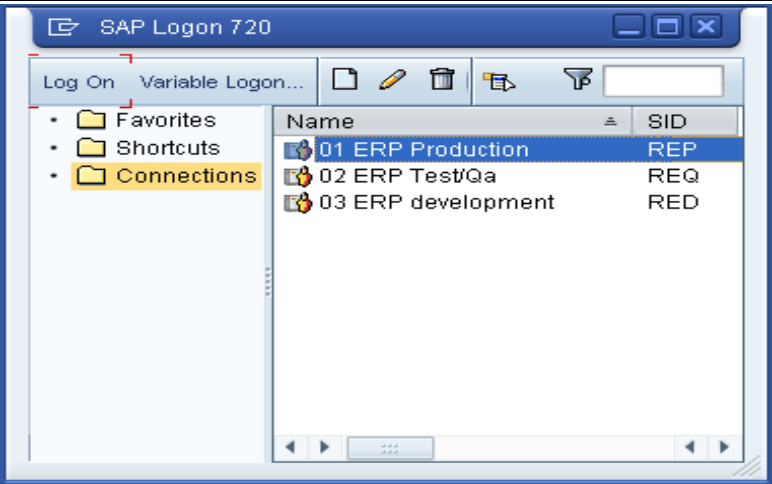

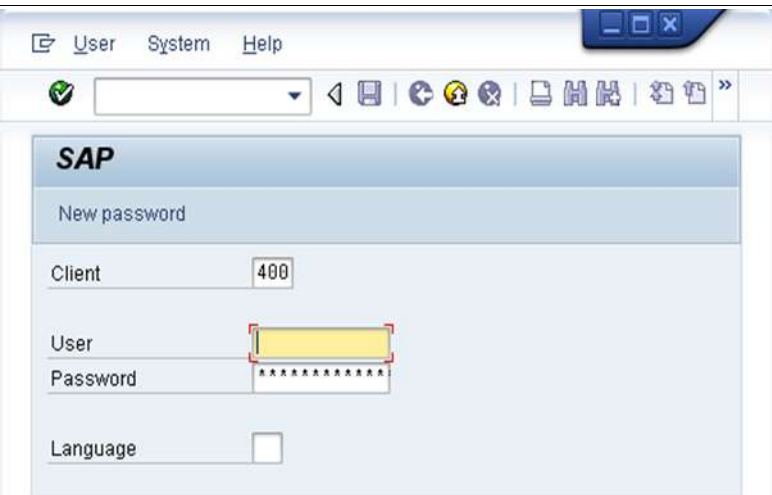

With the Internet, the user becomes the focus of software applications. Currently, more than 12 million users work each day with SAP solutions. There are now over 121,000 customer installations worldwide, more than 1,500 SAP partners and over 25 industry-specific business solutions. SAP is the world's third-largest independent software vendor.

The Future of SAP Innovation

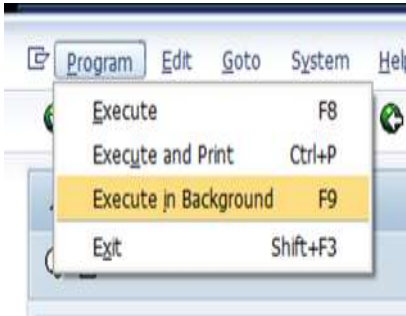
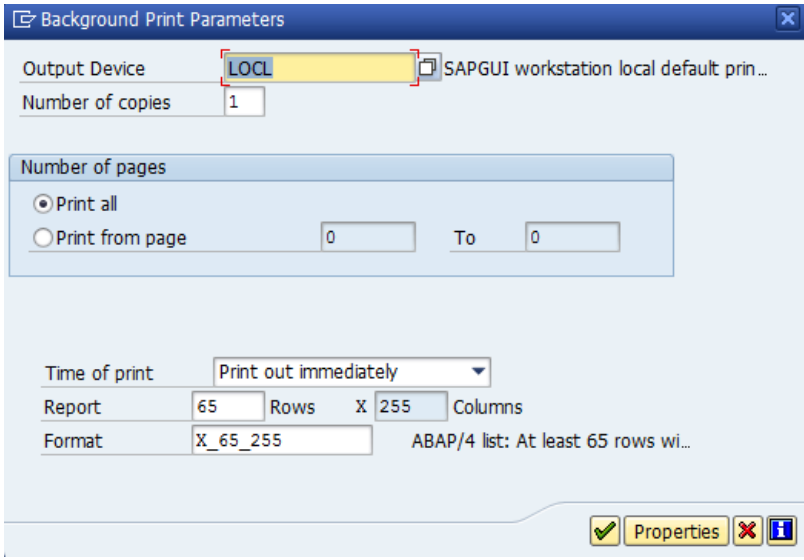

SAP has come a long way in the information technology revolution of the past 40 years. And it would be safe to say that no one knows what tomorrow will bring but SAP is strongly positioned to provide continuing innovation in the changing world of information technology.

SAP Promotional Example

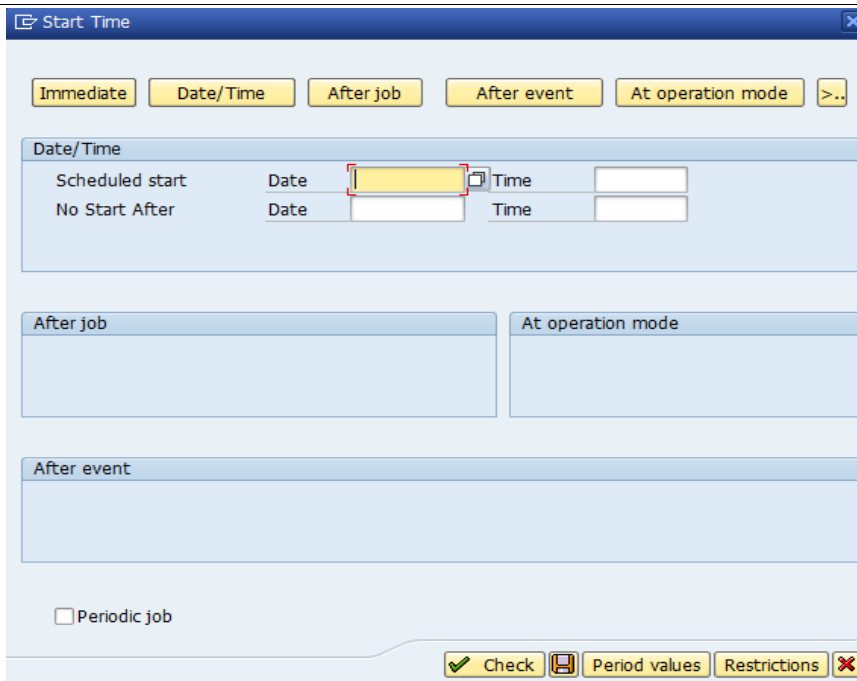
Log On

Step	Action / Result
1.	 <p>Double-click on the desk top icon</p>
2.	<div>  <p>Select the SAP Client environment (eg Production / Test QA / Dev)</p> <p>Click </p> </div>
3.	<div>  <p>Enter Client Number [Default may be correct]</p> <p>In this example 400 is production.</p> <p>Enter User ID Enter Password</p> <p>Click on  or press <Enter> to login.</p> </div>

How to Execute a Report in the Background

Step	Action / Result
1.	Some reports take some time to run so it is better to run the report as a background process. Otherwise your session of SAP is occupied and you cannot start another session or run other transactions until the report is complete.
2.	 <p>After entering the parameters in to the transaction screen, Select Program Select Execute in Background</p>
3.	 <p>If you are running a printable report SAP will ask for the print parameters.</p> <p>Click on  or press <Enter> to continue.</p>

4.



The dialog box 'Start Time' contains several tabs: 'Immediate', 'Date/Time', 'After job', 'After event', and 'At operation mode'. The 'Date/Time' tab is active, showing fields for 'Scheduled start' (Date and Time) and 'No Start After' (Date and Time). Below these are sections for 'After job', 'At operation mode', and 'After event'. At the bottom, there is a 'Periodic job' checkbox and a row of buttons: 'Check', 'Period values', 'Restrictions', and a red 'X' button.

To run the transaction now select the **Immediate** button

Or

The job can be run at a scheduled date and time.

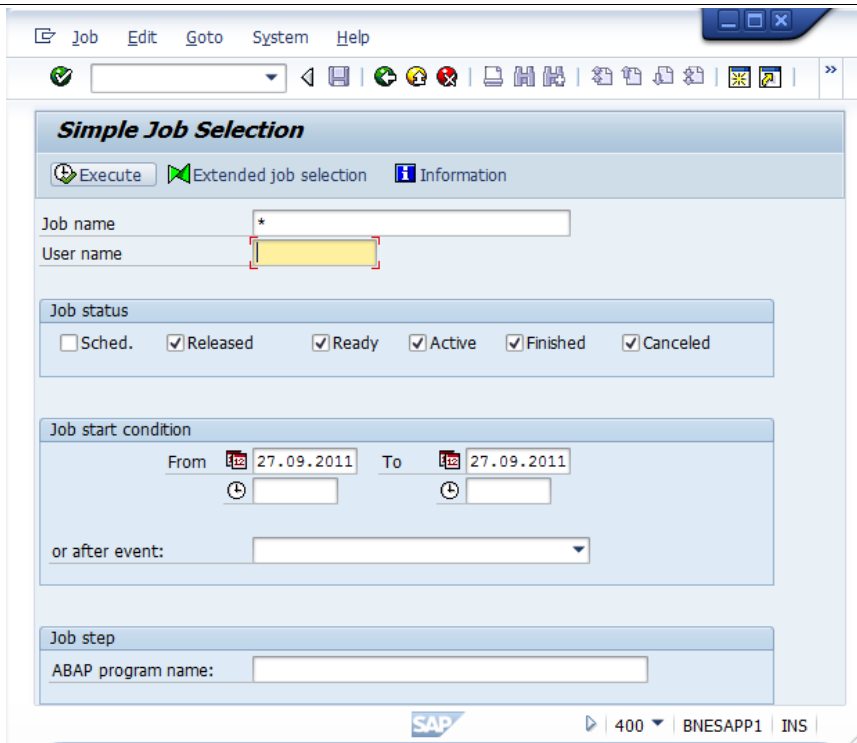
Or

The job can be run after another job or event.

Select the **Check** button to check the input parameters

Select the  button to execute the job in the background.

5.



The 'Simple Job Selection' dialog box has a menu bar (Job, Edit, Goto, System, Help) and a toolbar. It includes tabs for 'Execute', 'Extended job selection', and 'Information'. Fields for 'Job name' (with an asterisk) and 'User name' are present. A 'Job status' section has checkboxes for 'Sched.', 'Released', 'Ready', 'Active', 'Finished', and 'Canceled'. The 'Job start condition' section includes 'From' and 'To' date pickers (both set to 27.09.2011) and a dropdown for 'or after event:'. A 'Job step' section has a field for 'ABAP program name:'. The bottom status bar shows 'SAP', '400', 'BNESAPP1', and 'INS'.










To view and control the background job use Transaction **SM37**

Enter the parameters and execute

Enter an * to view all jobs.

6.

Job Overview

 Release
  Stop
  Spool
  Job log
  Step
  Application servers
 



Job overview from: 27.09.2011 at: : :
 to: 27.09.2011 at: : :
 Selected job names: *
 Selected user names:

☐ Scheduled
 ☒ Released
 ☒ Ready
 ☒ Active
 ☒ Finished
 ☒ Canceled

☐ Event controlled Event ID:

☐ ABAP program Program name :

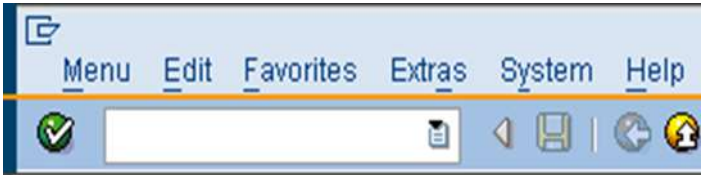

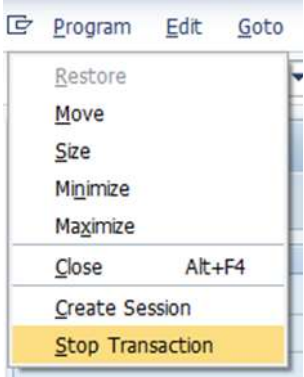
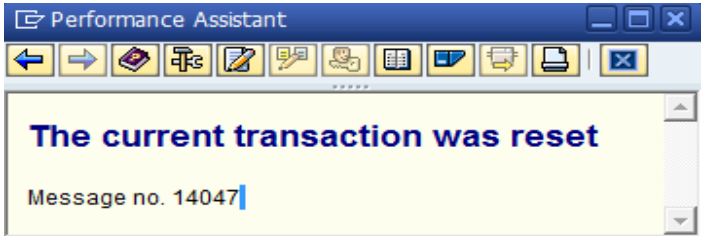
Job	Ln	Job Created	Status	Start date	Start time
ZPS_ACTIVITY_REPORT2			Canceled	27.09.2011	12:08:02
*Summary					

This screen shows the status of the job.




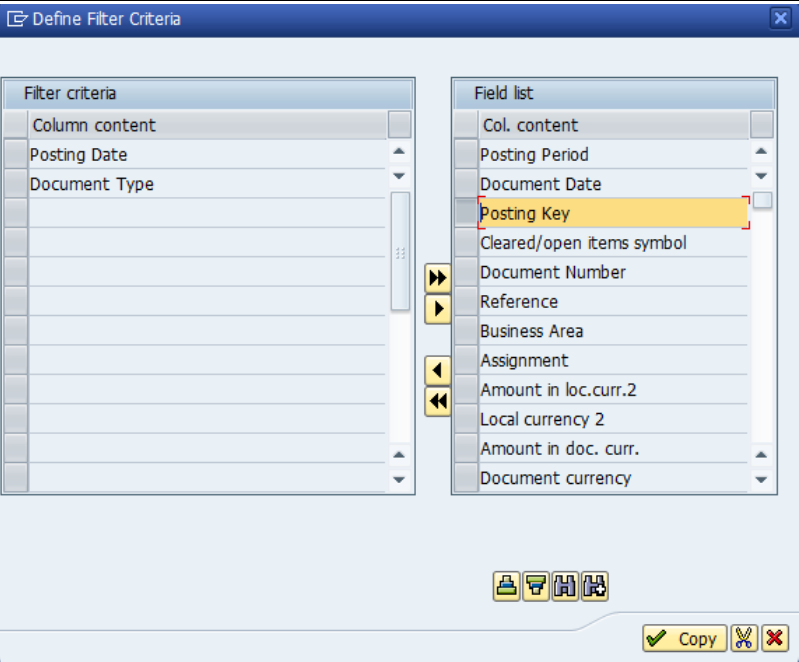

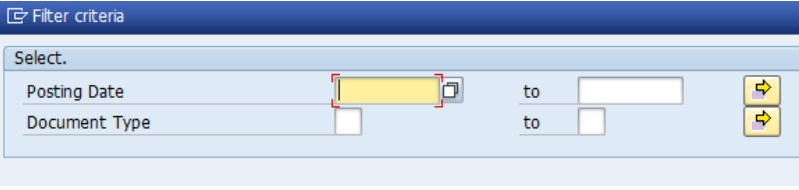

The status of a background job can be released, stopped, deleted, active, finished or cancelled.

A background job can be released, stopped or cancelled at any time.



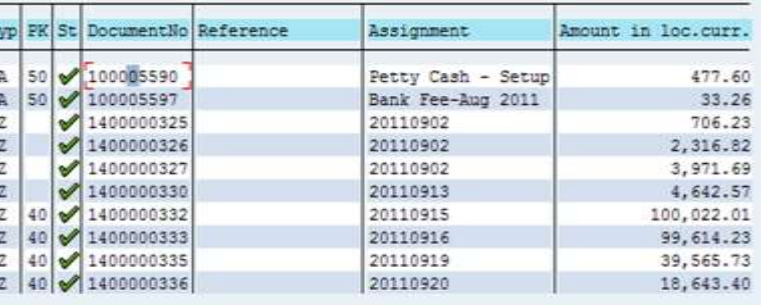

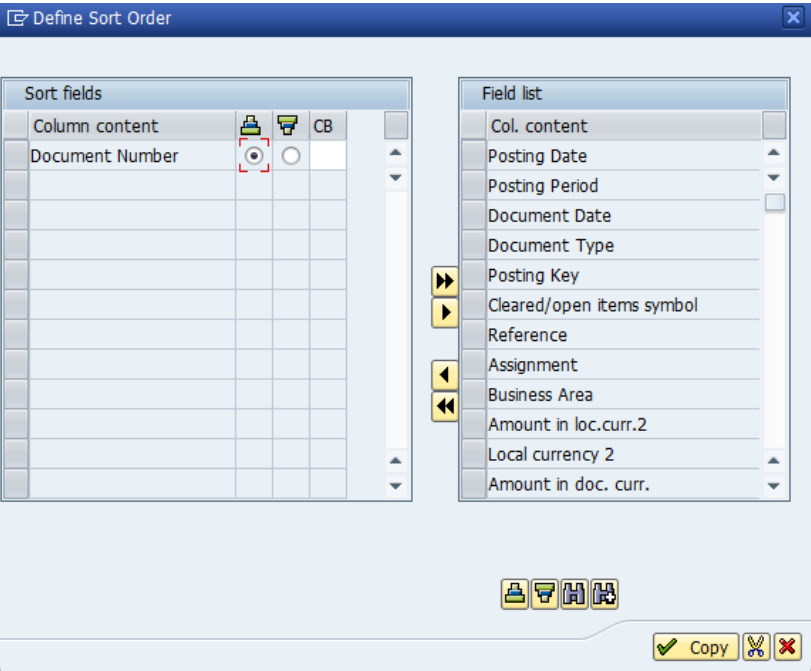

How to Stop a Report / Transaction

Step	Action / Result
7.	Terminating a running report or transaction in the foreground. This is useful when a transaction is taking too long to run and has locked up your SAP session.
8.	 <p>Select the  icon in the top left corner of the screen.</p>
9.	 <p>Select Stop Transaction from the menu</p>
10.	 <p>The transaction or report is terminated.</p>



How to Filter Reports

Step	Action / Result	
1.	Reports can be filtered to exclude unwanted information.	
2.		 <p>To filter a report choose the filter icon</p> 
3.		<p>Select the fields you want to filter on in the field list and move them to the filter criteria on the left.</p> <p>Select  when finished.</p>
		<p>Enter your filter criteria.</p> <p>Click on  or press <Enter>.</p>
Result	The filtered report is displayed	











How to Sort Reports

Step	Action / Result	
1.	Reports can be sorted to display information in ascending or descending order.	
2.		 <p>The sort icons can be found on the toolbar.</p>
3.		<p>In a report place the cursor in the column you wish to sort.</p> <p>To sort a report choose the ascending or descending sort icon</p> 
		<p>If you don't place the cursor in the column you wish to sort a define sort order box will open.</p> <p>Complete the box with how you want to sort the report. You can sort on multiple columns.</p> <p>Select  when finished.</p>
Result	The report is sorted.	

General Ledger Journal

Step	Action / Result																																																		
	<p>Enter FB50 into the Transaction code field.</p> <p>Select  or press enter to continue.</p> <p>This transaction enters journal transactions into the General Ledger</p>																																																		
	<div><div><div><div><div>Enter G/L Account Document: Company Code 1000</div><div><div>Tree on</div><div>Company Code</div><div>Hold</div><div>Simulate</div><div>Park</div><div>Editing options</div></div></div><div><div>Basic data</div><div>Details</div></div><div><div><div>Document Date</div><div><input type="text" value="18.05.2011"/></div><div>Currency</div><div>AUD</div></div><div><div>Posting Date</div><div><input type="text" value="18.05.2011"/></div></div><div><div>Reference</div><div><input type="text"/></div></div><div><div>Doc. Header Text</div><div><input type="text"/></div></div><div><div>Document Type</div><div>SA</div><div>G/L Account Document</div></div><div><div>Cross-CC no.</div><div><input type="text"/></div></div><div><div>Company Code</div><div>1000</div><div>Best Practice CompanyCode Melbourne</div></div></div><div><div>Amount Information</div><div><div>Total deb.</div><div><input type="text" value="0.00"/></div><div>AUD</div></div><div><div>Total cred.</div><div><input type="text" value="0.00"/></div><div>AUD</div></div></div></div><div><div>0 Items (No entry variant selected)</div><table><tr><th>St...</th><th>G/L acct</th><th>Short Text</th><th>D/C</th><th>Amount in doc. curr.</th><th>Tax code</th><th>Cost center</th><th>Profit center</th><th>WBS element</th><th>Text</th></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div></div></div> <div><p>Enter Document Date (eg today)</p><p>Enter Posting Date (eg today or prior period)</p><p>Enter a Reference No to identify the transaction</p><p>Enter Doc. Header Text (enter a useful description for the journal)</p></div>	St...	G/L acct	Short Text	D/C	Amount in doc. curr.	Tax code	Cost center	Profit center	WBS element	Text	<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>									
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	<div><div><div><table><tr><th>St...</th><th>G/L acct</th><th>Short Text</th><th>D/C</th><th>Amount in doc. curr.</th><th>Tax code</th><th>Cost center</th><th>Profit center</th></tr><tr><td><input checked="" type="checkbox"/></td><td>648030</td><td>Emp - Staff Amenitie</td><td>Debit</td><td>100.00</td><td>P0</td><td>2101</td><td>2101</td></tr><tr><td><input checked="" type="checkbox"/></td><td>105100</td><td>Petty Cash - 1</td><td>Credit</td><td>100.00</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div><div></div><div></div><div></div><div></div></div></div></div></div> <div><p>On the line entry</p><p>Enter GL account, debit/credit, amount, tax code</p><p>Enter cost center (for expenses)</p><p>Enter profit center (for revenues)</p><p>Ensure the journal is balanced for posting.</p><p>POST </p></div>	St...	G/L acct	Short Text	D/C	Amount in doc. curr.	Tax code	Cost center	Profit center	<input checked="" type="checkbox"/>	648030	Emp - Staff Amenitie	Debit	100.00	P0	2101	2101	<input checked="" type="checkbox"/>	105100	Petty Cash - 1	Credit	100.00				<input type="checkbox"/>								<input type="checkbox"/>								<input type="checkbox"/>									
St...	G/L acct	Short Text	D/C	Amount in doc. curr.	Tax code	Cost center	Profit center																																												
<input checked="" type="checkbox"/>	648030	Emp - Staff Amenitie	Debit	100.00	P0	2101	2101																																												
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Result	SAP allocates a Document No for the journal																																																		






Payments from Customers (Fast Entry)

Step	Action / Result																																
1.	<p>Transaction F-26 - Incoming Payments Fast Entry is used for entry of simple customer receipts.</p> <p>Click the  button or press enter on your keyboard.</p>																																
2.	<div><div><div><h3>Incoming Payments Fast Entry: Header Data</h3><div> Delete  Enter payments</div></div><div><div>Specifications for the following incoming payments</div><table><tr><td>Company Code</td><td><input checked="" type="checkbox"/></td><td>Document Type</td><td>DZ</td></tr><tr><td>Posting Date</td><td>30.03.2011</td><td>Posting Period</td><td></td></tr><tr><td>Bank account</td><td>100000</td><td></td><td></td></tr><tr><td>Business Area</td><td></td><td>Trading Part.BA</td><td></td></tr><tr><td>Profit Center</td><td></td><td></td><td></td></tr><tr><td>Special G/L ind.</td><td></td><td></td><td></td></tr></table></div><div><div>Default data for the following incoming payments</div><table><tr><td>Currency</td><td>USD</td></tr><tr><td>Reference</td><td></td></tr><tr><td>Document Date</td><td>30.03.2011 </td></tr><tr><td>Value date</td><td></td></tr></table></div></div></div> <div><p>Enter Company Code</p><p>Enter Posting Date</p><p>Enter Bank Account (the bank account where the money is receipted)</p><p>Enter Currency</p><p>Enter Document Date (usually today's date)</p><p>Select Enter Payments button</p></div>	Company Code	<input checked="" type="checkbox"/>	Document Type	DZ	Posting Date	30.03.2011	Posting Period		Bank account	100000			Business Area		Trading Part.BA		Profit Center				Special G/L ind.				Currency	USD	Reference		Document Date	30.03.2011 	Value date	
Company Code	<input checked="" type="checkbox"/>	Document Type	DZ																														
Posting Date	30.03.2011	Posting Period																															
Bank account	100000																																
Business Area		Trading Part.BA																															
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Special G/L ind.																																	
Currency	USD																																
Reference																																	
Document Date	30.03.2011 																																
Value date																																	
3.	<div><div><div>Bank account100000Bank1 (domestic)</div><div><div>Payment details</div><table><tr><td>Customer</td><td><div><div></div></div></td><td>Document Date</td><td>30.03.2011</td></tr><tr><td>Amount</td><td>7836.69</td><td>Amount in LC</td><td></td></tr><tr><td></td><td>USD</td><td>Value Date</td><td>30.03.2011</td></tr></table></div><div><div>Line items paid</div><div>Doc./reference</div><div>1800000022</div><div></div></div></div></div> <div><p>Enter Customer No</p><p>Enter Amount</p><p>Enter Document No for auto matching</p></div>	Customer	<div><div></div></div>	Document Date	30.03.2011	Amount	7836.69	Amount in LC			USD	Value Date	30.03.2011																				
Customer	<div><div></div></div>	Document Date	30.03.2011																														
Amount	7836.69	Amount in LC																															
	USD	Value Date	30.03.2011																														
4.	<div><div> Process open items Further Selections Specifications</div></div> <p>Select Process Open Items</p>																																

5. The receipt has been matched to Document 1800000022

If the document number was not specified, select the outstanding item(s) to apply the payment against.
A receipt can be applied against multiple outstanding items.









Incoming Payments Fast Entry Process open items

Standard | Partial Pmt | Res. Items | Withhldg tax


Account items

Document	Document	D	Posting Date	Assig	AUD Gross	Cash discont	Cash
1800000022	25.10.2009	DR	31.12.2009	9306	7,836.69		
90002633	23.05.2010	RV	23.05.2010	2010052	6,293.95		
90002634	23.05.2010	RV	23.05.2010	2010052	6,813.79		
90003240	25.06.2010	RV	25.06.2010	2010062	726,654.82		
90003367	20.06.2010	RV	20.06.2010	2010062	7,825.51		

Editing status

Number of items	14	Amount entered	7,836.69
Display from item	1	Assigned	7,836.69
Reason code		Difference postings	

6. Click on **POST** 

Document 1400000101 was posted.

If required, enter the next receipt

Payment details

Customer		Document Date	30.03.2011
Amount	<input checked="" type="checkbox"/>  USD	Amount in LC	
		Value Date	30.03.2011

Result Customer receipt(s) have been processed and allocated to open items.