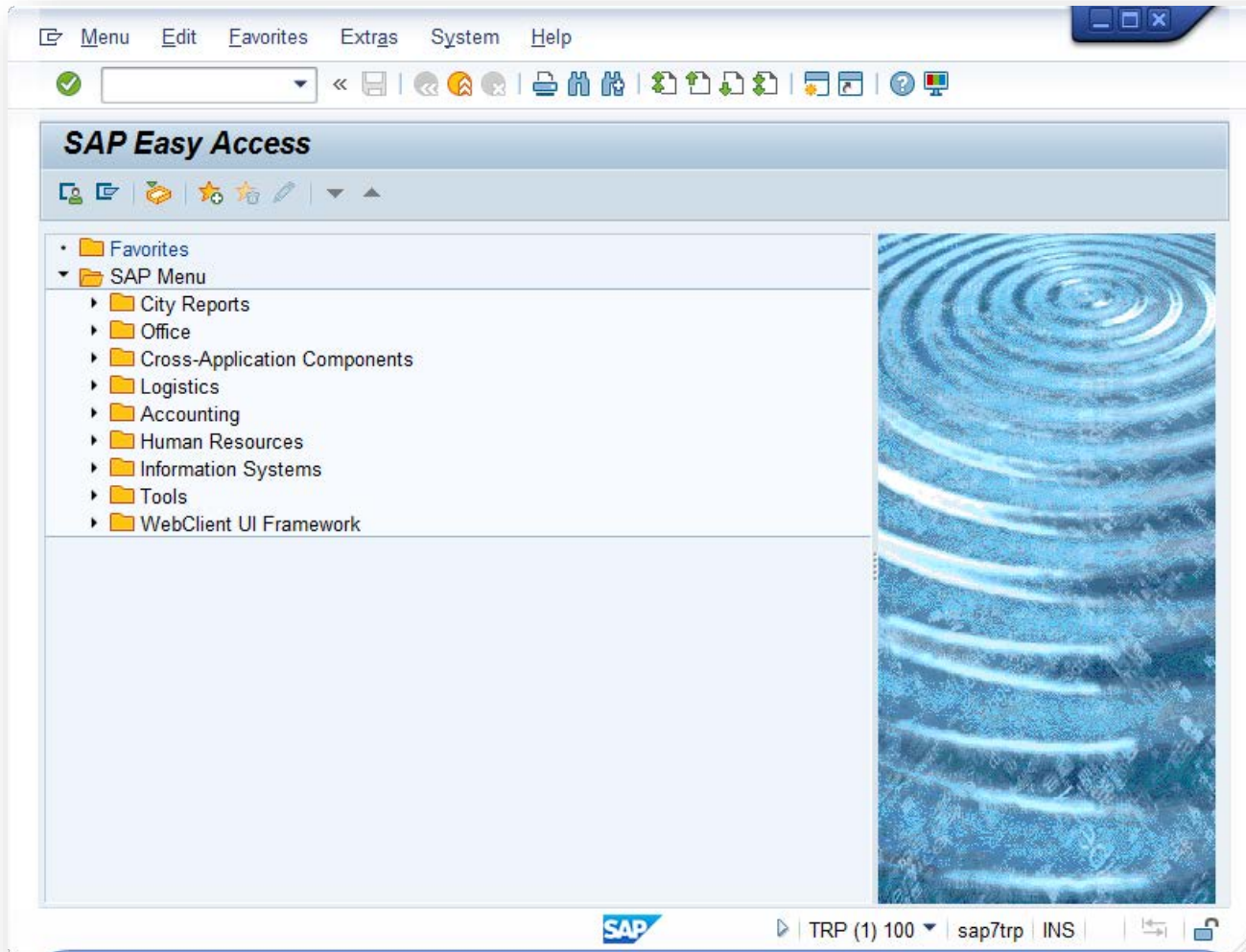


Common User Interface Icons/Buttons

6

Common User Interface Icons/Buttons

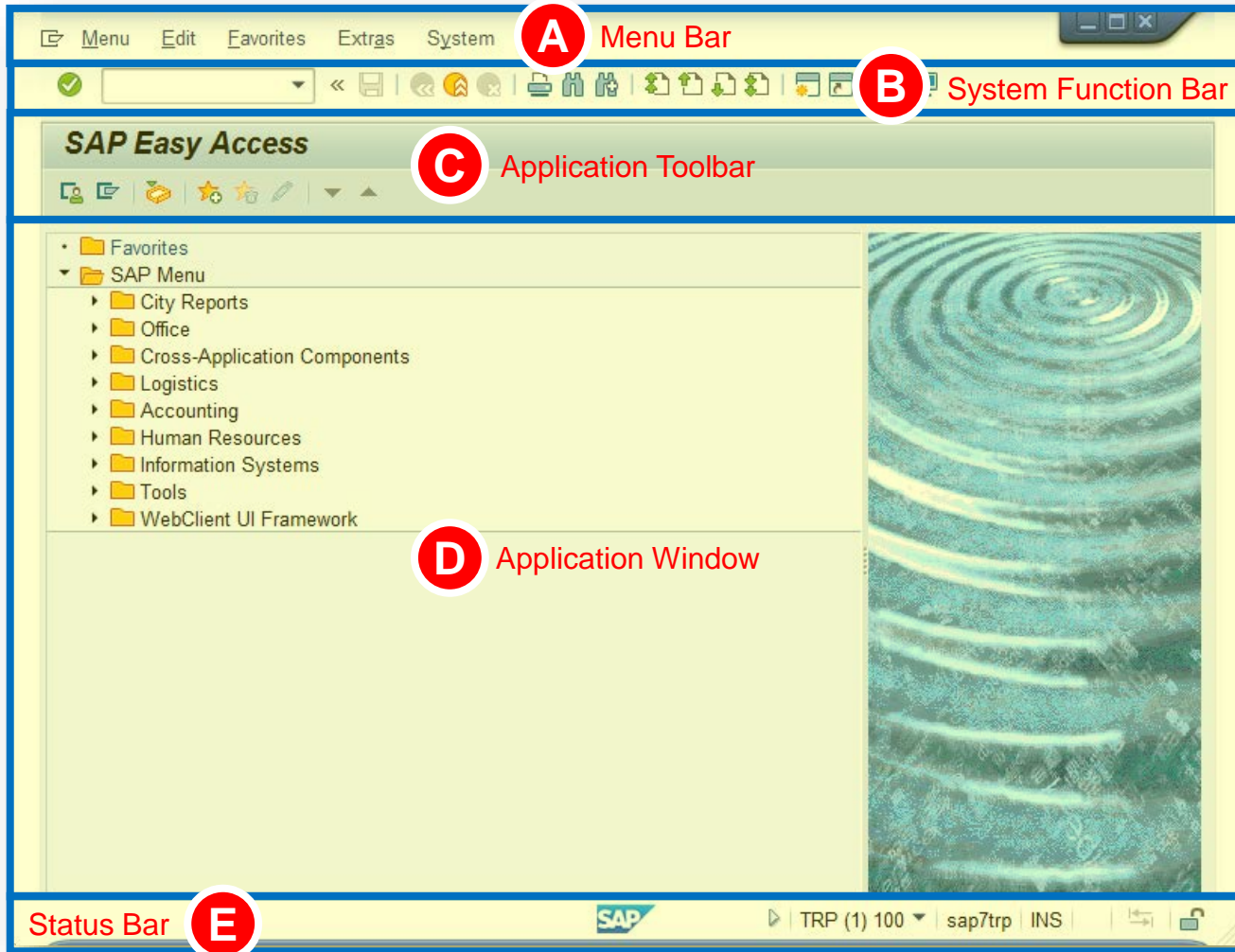


Once you're logged in to the SAP Desktop GUI, you should see a screen like this.

In this section we'll cover the basics of what's here, how to get around, and what you should know.

This section contains a lot of information and we'll break up the screen into its component parts to describe many of the buttons and their functions.

Common User Interface Icons/Buttons



We'll cover each section of the SAP main screen as labeled here.

Common User Interface Icons/Buttons

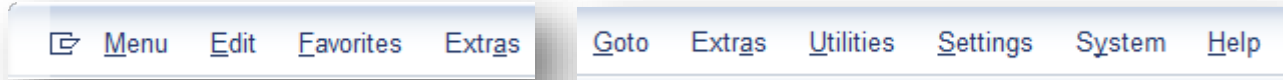
The Menu Bar



The menu bar is situated horizontally at the very top of the screen. The menu buttons drop down, that is, when you choose a menu item, further options appear (which we cover in the next pages).

Common User Interface Icons/Buttons

The Menu Bar



The following menus are standard on every SAP screen:

System	Contains functions, such as Create session, User profile, and Log off, that affect the system in general.
Help	Can provide various forms of help. At the City, this Help menu is not connected to City Help. Go to: portlandoregon.gov/saplc for the City's SAP Support.

The following menus are standard in most SAP applications (transactions):

Edit	Allows you to edit components of the current object. Common functions include Select, Edit and Copy. The Cancel option allows you to 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.

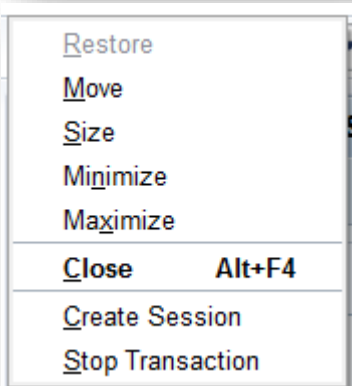
The following menus may also appear:

Extras	Contains additional functions, which you do not need regularly, but you can choose, to work with the current object or an object component.
Environment	Contains functions that 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 deleting, copying, and printing functions.

Common User Interface Icons/Buttons

A

The Menu Bar



The **SAP Button** aka **Command Button** has some basic functions which are consistent no matter where you are in the system.

Move & Size transform your mouse cursor into a cross-hair icon and lets you resize your window by dragging the cross-hair around. Or in the case of Move to use the arrow keys on your keyboard to move the current SAP window from place to place.

Minimize and **Maximize** do what you'd expect by making your SAP window disappear into your taskbar (Minimize) or expand to fill your entire screen (Maximize). **Restore** returns a Maximized or Minimized screen to the size you had it at before Maximizing or Minimizing the window.

Close logs you off.

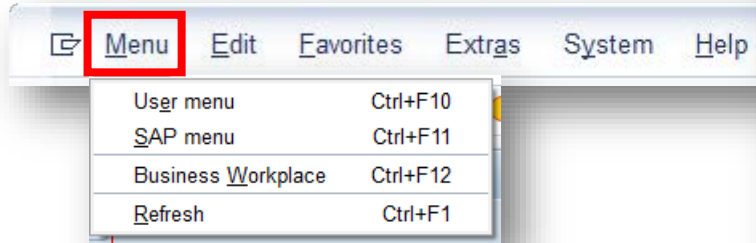
Create Session opens a new SAP Window from the start screen (you can run up to 6 simultaneously).

Stop Transaction is useful to terminate a transaction that is processing. A typical reason to use this is if you are running a report and incorporate too much data which will take a long time to create the report. While it is generating, you can stop the transaction and re-run the report more targeted parameters.



Common User Interface Icons/Buttons

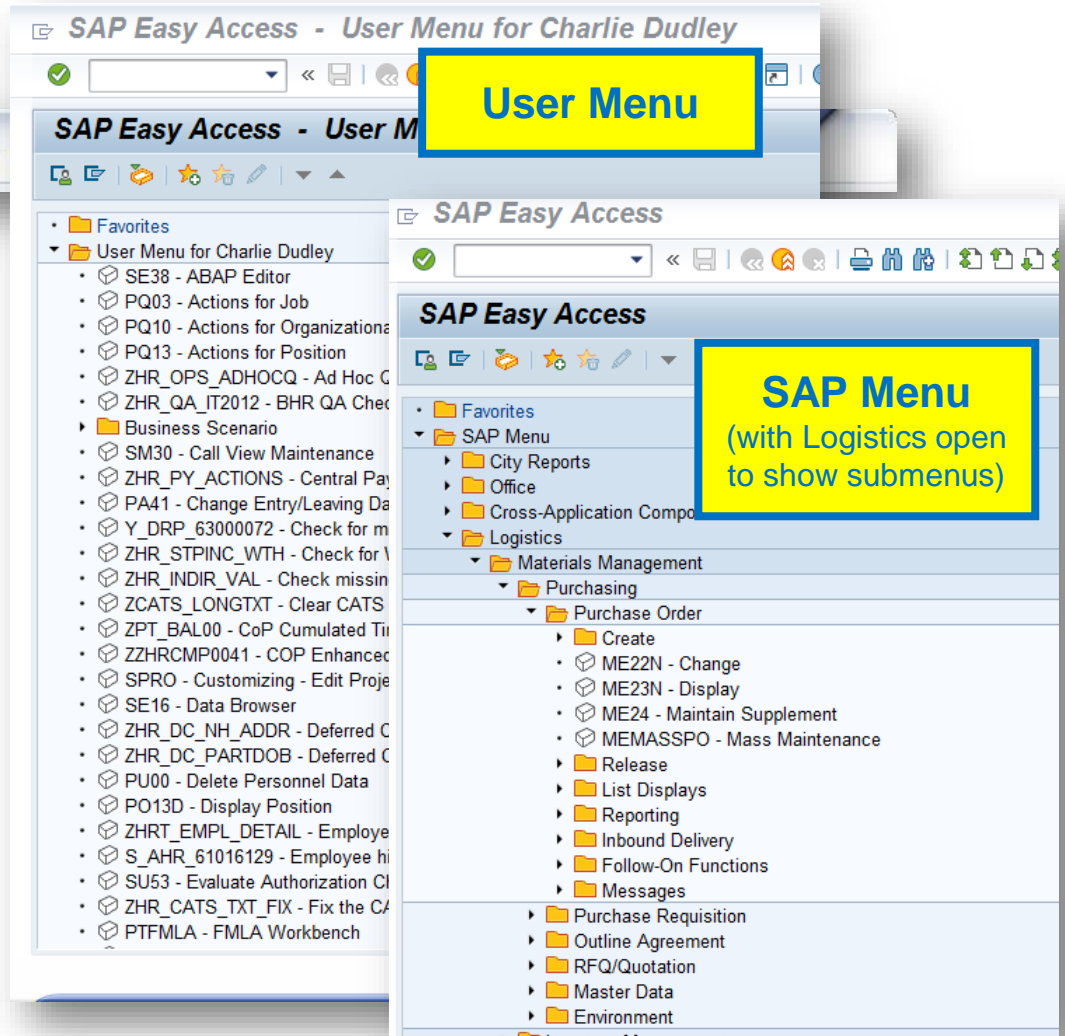
The Menu Bar



User Menu when clicked will display a list of all the SAP transactions you can execute based on the Roles in SAP you have been assigned.

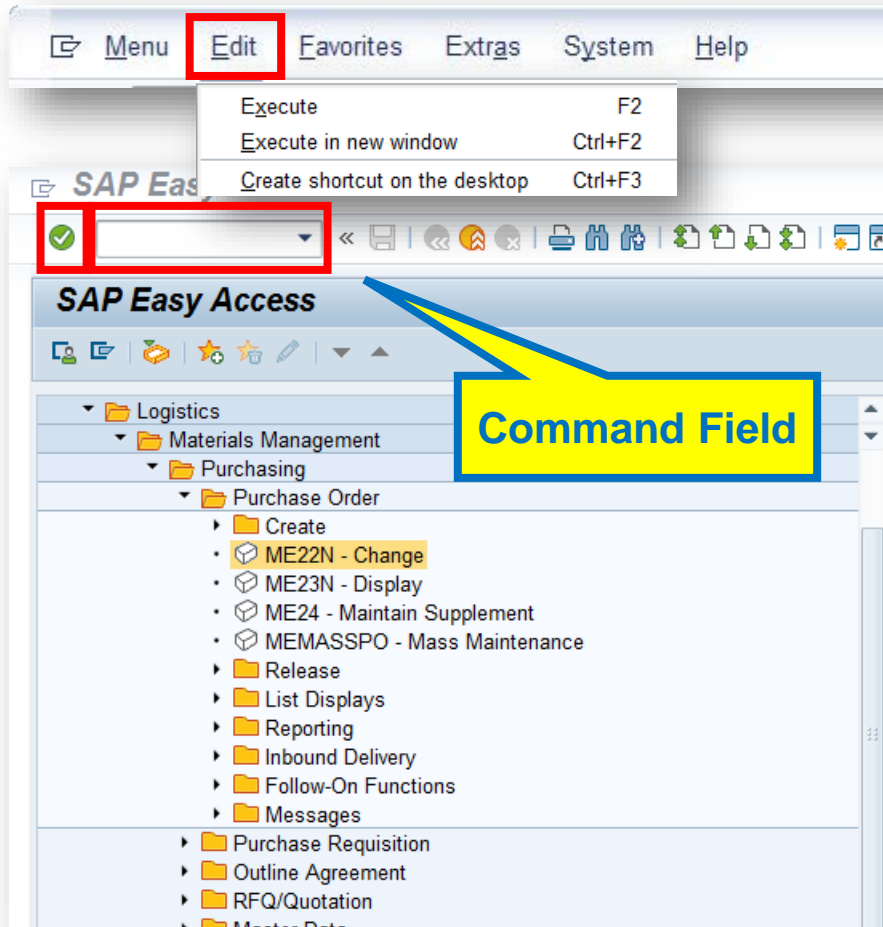
SAP Menu will display all SAP transactions in the SAP Menu tree (and will collapse your Favorites folder if it is open).

Business Workplace will take you to the SAP workflow manager. If you are an approver or involved in managing an SAP workflow, this area will matter to you. If you do not, you will never come here.



Common User Interface Icons/Buttons

The Menu Bar



The Edit menu from the main screen doesn't do much and in some ways is redundant.

You can select a transaction from the menu with a single-click (e.g. ME22N as shown at left).

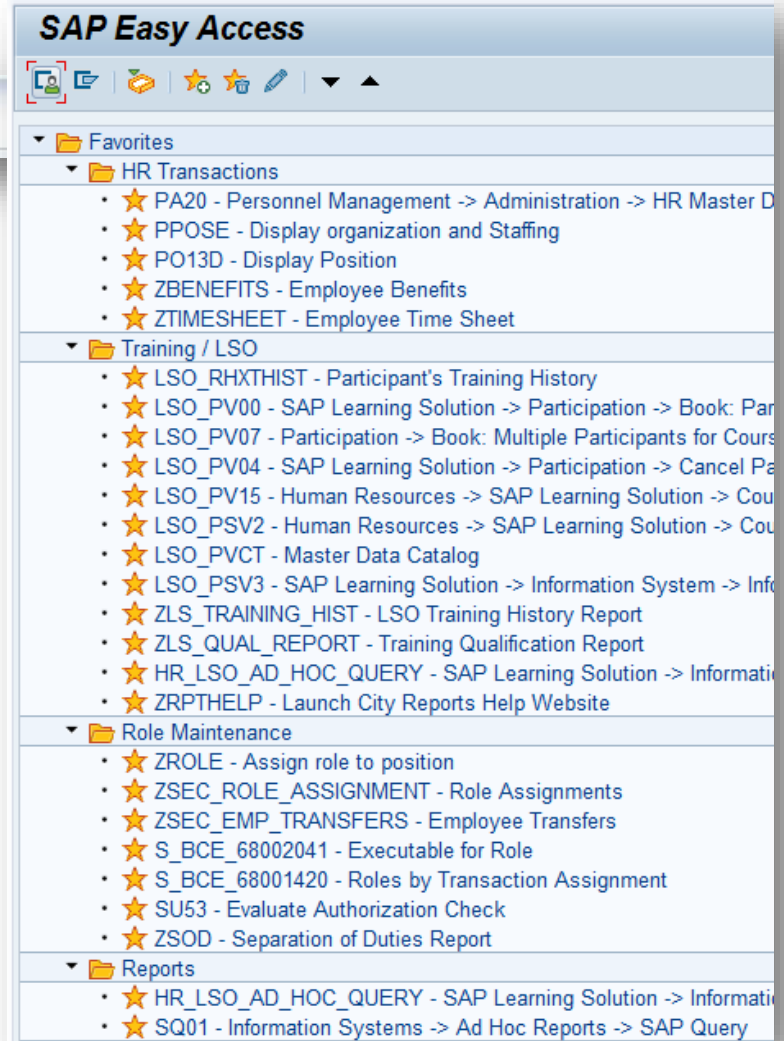
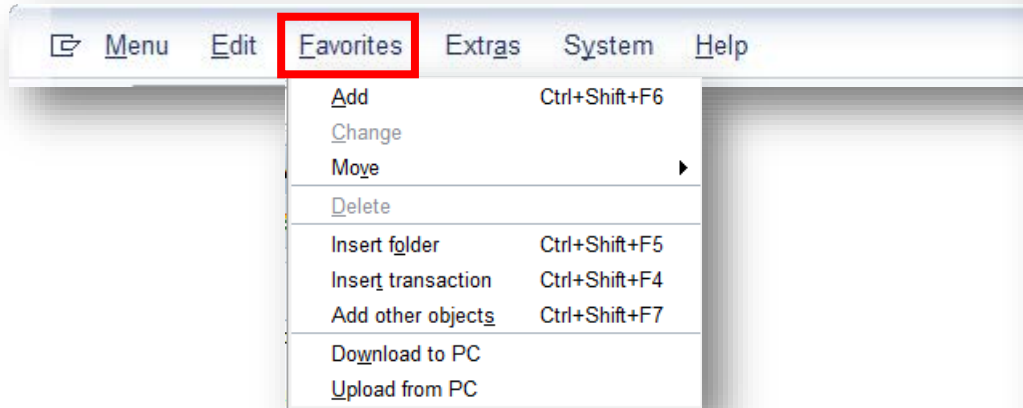
Then click **Execute** which will run the transaction or **Execute in New Window** which will open the transaction in a new window.

Clicking **Create shortcut on the desktop** can be quite useful, if you use a t-code often and want an easy way to get right into the transaction.

Notably, you can just as easily launch a t-code like ME22N by double-clicking on it or typing it in the **Command Field** and hitting the Green Check or Enter on your keyboard.

Common User Interface Icons/Buttons

The Menu Bar

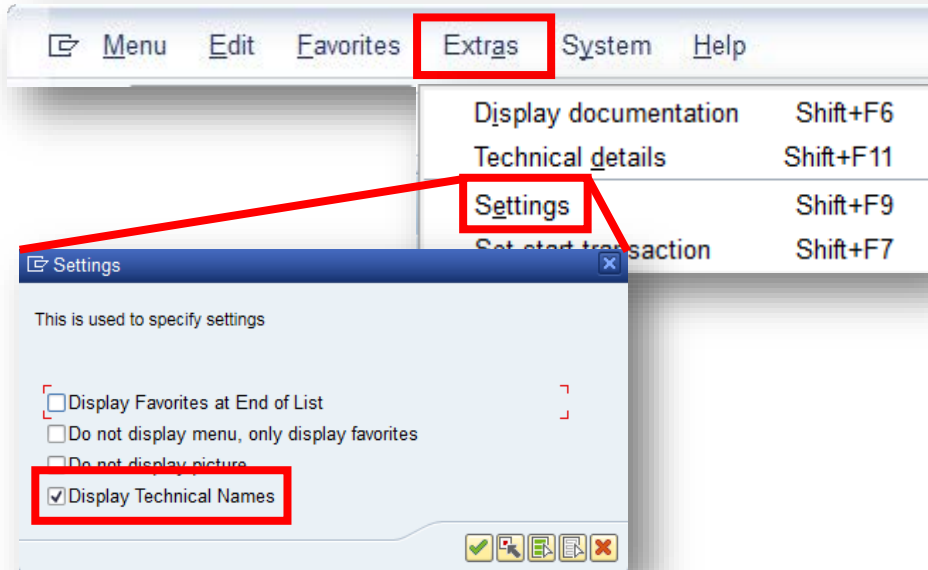


The Favorites Menu is well-used by most SAP users. This is where you can put transactions that you use most often. You can even organize them by categories into folders (see image at right).

- When a t-code is selected click **Add**.
- To change the Favorite (perhaps renaming it) click **Change** while the favorite is selected.
- To move your favorite up or down in a list of favorites, click **Move** and choose **Up** or **Down**.
- To create a folder for some favorites, highlight your favorites folder and then click **Insert Folder**. You can then drag-and-drop favorites into it.

Common User Interface Icons/Buttons

The Menu Bar



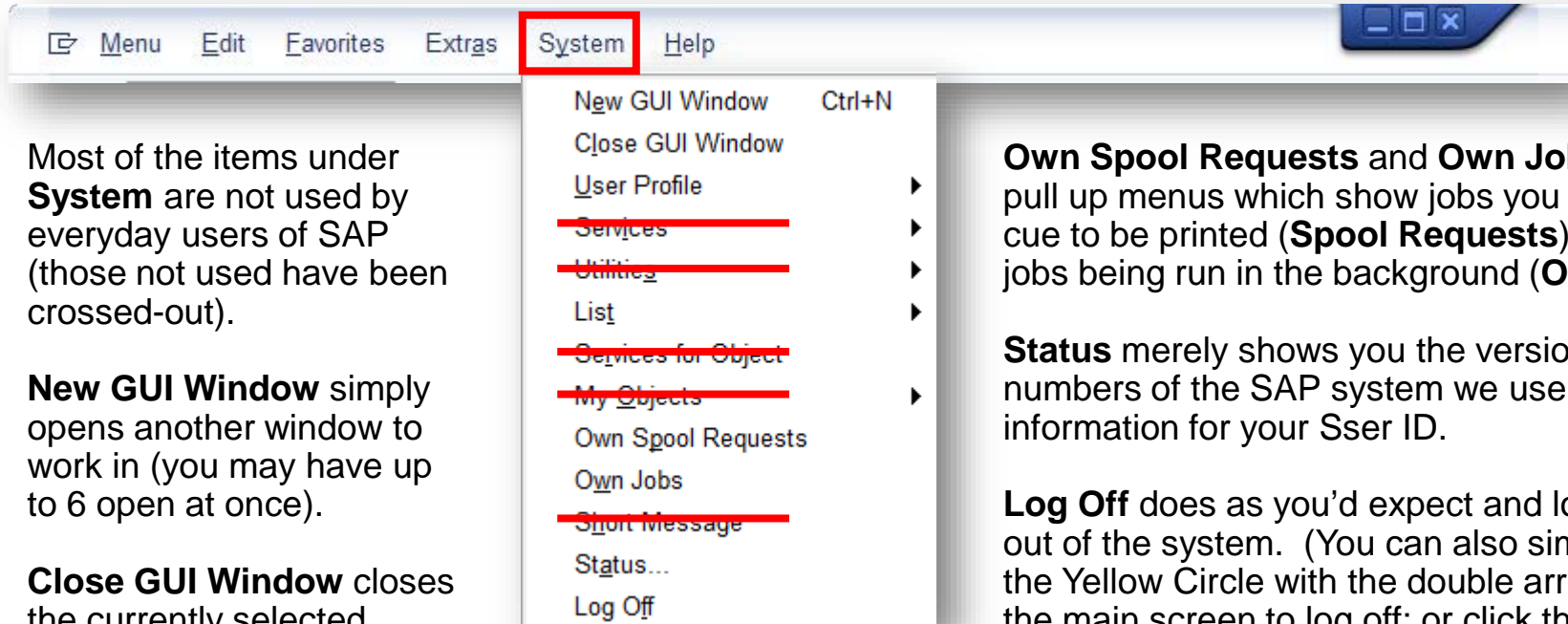
The only menu under Extras that is of any use to you is the **Settings** menu.

From **Settings** you can toggle on or off “**Technical details**” which is to say, display the t-codes in the menu or not. See screenshot at right.

You can also put favorites at the bottom of your list or turn off displaying favorite altogether.

Common User Interface Icons/Buttons

The Menu Bar



Most of the items under **System** are not used by everyday users of SAP (those not used have been crossed-out).

New GUI Window simply opens another window to work in (you may have up to 6 open at once).

Close GUI Window closes the currently selected window.

Under **User Profile** you can see your user information by selecting **Own Data**.

Own Spool Requests and **Own Jobs** both pull up menus which show jobs you have in cue to be printed (**Spool Requests**) or other jobs being run in the background (**Own Jobs**).

Status merely shows you the version numbers of the SAP system we use and logon information for your Sser ID.

Log Off does as you'd expect and logs you out of the system. (You can also simply click the Yellow Circle with the double arrows from the main screen to log off; or click the close box on the upper right part of the SAP window frame.)



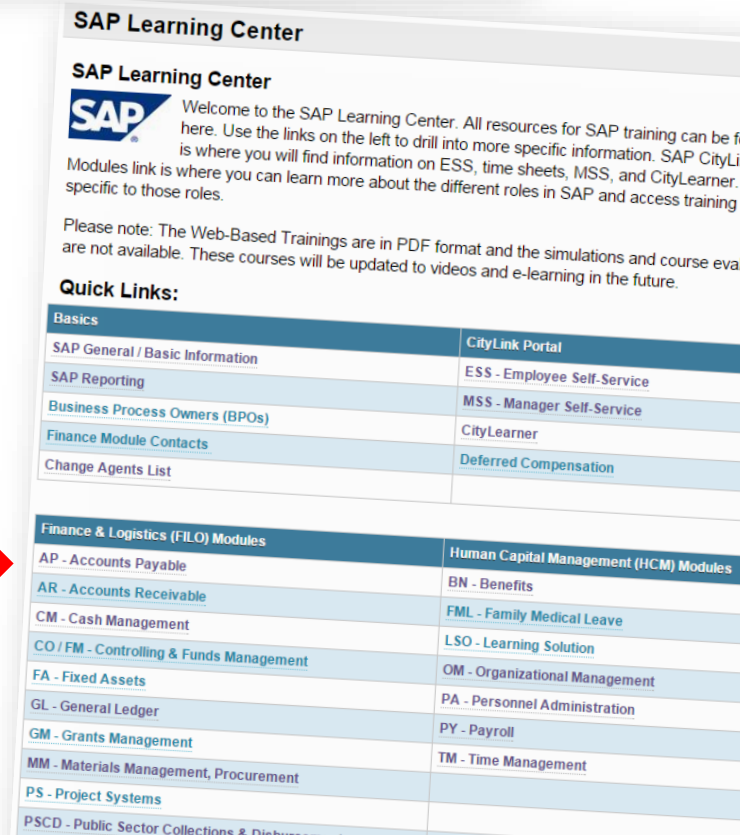
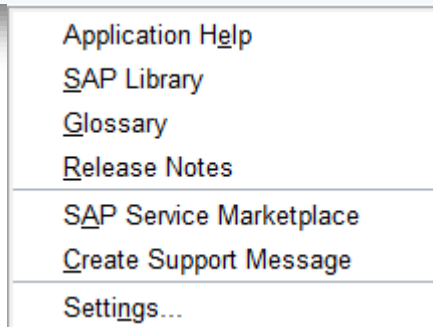
Common User Interface Icons/Buttons

The Menu Bar



Currently, it does not link to any of the City's help / training documentation.

Each link related to help will take you to an SAP provided site. The help at these sites may or may not be helpful. In most cases, the help on those pages is rudimentary and does not match City business process.



So remember to go to the EBS main page and navigate to “**Learn How to Use SAP**” or simply use this url: portlandoregon.gov/saplc

Common User Interface Icons/Buttons

The System Function Bar

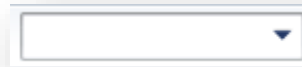


Unlike the Menu Bar just or the other control strips in SAP, the **SAP System Function Bar** remains consistent in each transaction. However, some buttons may be 'greyed' out depending on where in the system you are working.

These buttons are grouped by function. In this section, we'll identify each function for each button.



The **Enter button** may be used just like Enter on your keyboard.



The **Command Field** is used to enter a transaction code (t-code) to launch the specified transaction once you press Enter on your keyboard or the Green Check Enter button mentioned above.

Common User Interface Icons/Buttons

The System Function Bar



The **Save button** saves data input in the current transaction you are working in. The Save button may also act as the Post button to post data into a ledger or other input table.



The **Back button** returns you to the last position, either a previous screen or page, without saving the current input data.



The **Exit button** cancels and exits the current transaction. If you are on the main entry screen of SAP it will log you out with a prompt.



The **Cancel button** exits the current task without saving. The same function as **Cancel** in the **Edit menu**.

Common User Interface Icons/Buttons

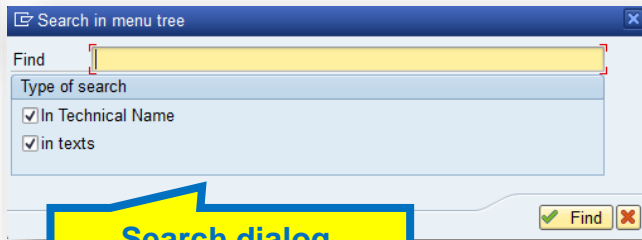
The System Function Bar



Use the **Print button** to print the currently displayed document. Clicking the Print button calls a dialog box to customize the print job.



The **Find** and **Find Next buttons** open a dialog that enables search of the SAP Menu Tree.



Use the **Page buttons** to peruse pages in an SAP transaction or report.



First page.



Previous page.



Next page.



Last Page.

Common User Interface Icons/Buttons

The System Function Bar



Use the **Create a New Session button** to open a new working window for the current log on. (You can also type /o in the Command field and hit enter to do the same thing. Type /o + a t-code to open a new window in a specific transaction; e.g. /oPA20.)



The **Create a Shortcut button** creates a short cut on your desktop of the currently displayed transaction. This is useful if you go into a specific transaction frequently.



The **Help button** provides names and descriptions for the fields and buttons within SAP as well as help with the usage of a screen or field. The F1 key on your keyboard provides the same information.



Use the **Layout Menu button** to tailor the appearance and functionality of your SAP screen.

Common User Interface Icons/Buttons

The System Function Bar



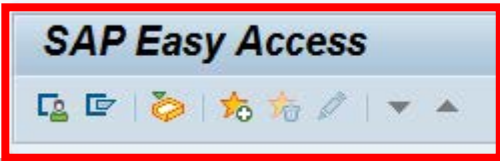
The commands in the table below can be used in the **Command field** to execute system actions that make navigating SAP much quicker and easier. While a relic of the old “command-line” interface days, these commands really can speed things up.

Shortcut	What it does.
<code>/n</code>	Takes the user to the root SAP Easy Access menu from anywhere.
<code>/n + [T-code]</code>	Takes the user directly to the desired T-code from anywhere. For example, <code>“/nVA01”</code> will take the user directly to the Create Sales Order screen.
<code>/* + [T-code]</code>	Like <code>‘/n + [T-code]’</code> , but takes the user directly into the desired T-code with the last values used. For example, <code>“/*XD02”</code> will take the user directly into change mode screen for the last customer you were changing.
<code>/nex</code>	Closes all windows for the current system/client and logs off of SAP.
<code>/o</code>	It allows you to open a new session (leaving any other sessions open on your desktop).
<code>/o + [T-code]</code>	When used as a prefix to a transaction code, it will open the target transaction in a new window. For example, <code>“/ova01”</code> will open the Create Sales Order screen in a new window.
<code>Ctrl-Y</code>	Use this key combination on a variety of screens to grab several lines of text or several cells of values in a table. Results can be pasted just about anywhere including Word, Excel, and Outlook. After you hit Ctrl-Y, you will see the mouse pointer turn to a cross-hair. You can then select values from tables, SAPscript reports, etc.

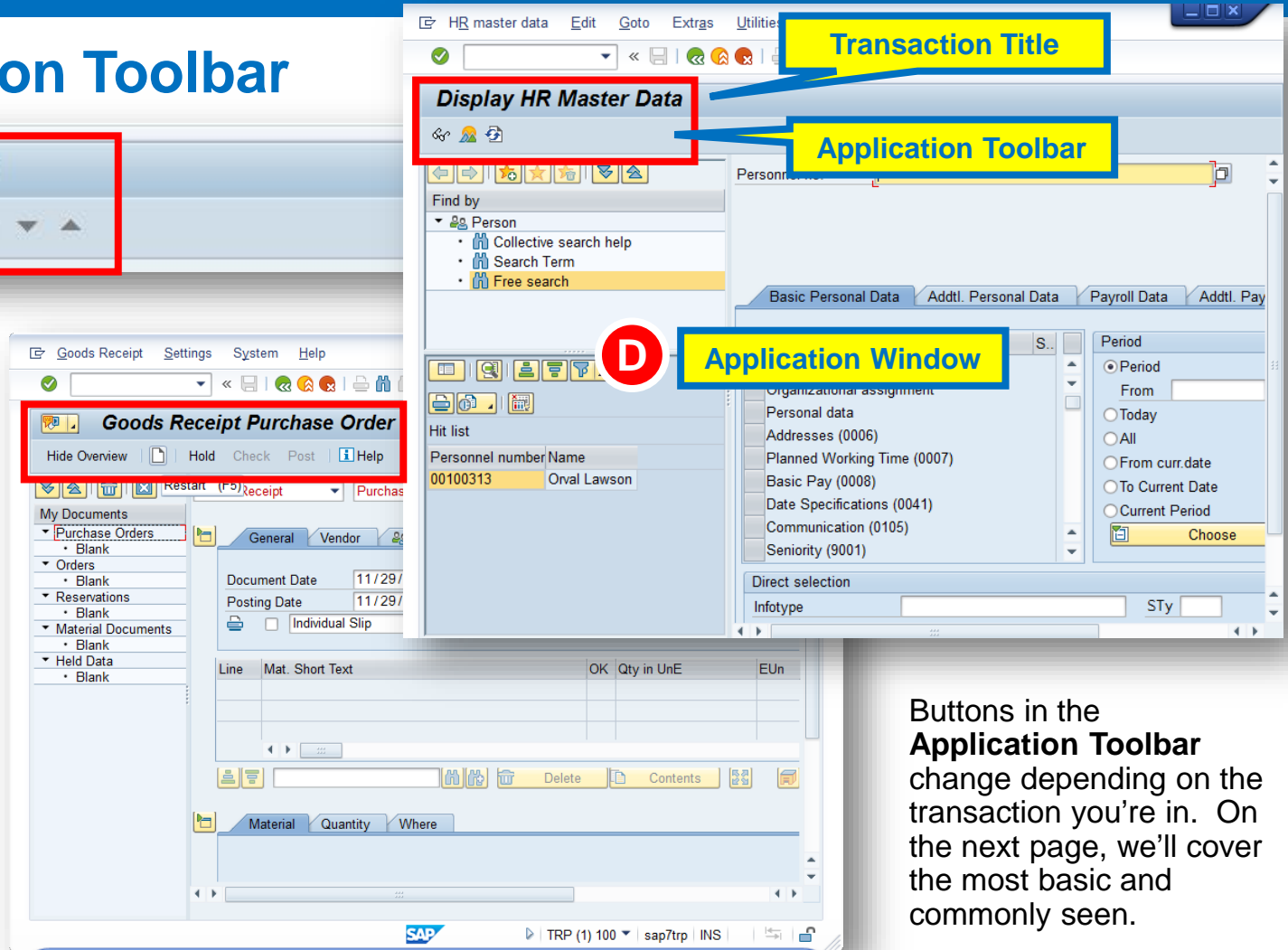
Common User Interface Icons/Buttons



The Application Toolbar



The **Application Toolbar** is the strip of icons that is transaction dependent. You know it's the **Application Toolbar** because the row of buttons specific to a transaction (aka application) is always below the name of the transaction. On the Main Screen it's below **SAP Easy Access**. On transaction PA20 it's below the title of PA20 which is **Display HR Master Data**.



Buttons in the **Application Toolbar** change depending on the transaction you're in. On the next page, we'll cover the most basic and commonly seen.

Common User Interface Icons/Buttons

The Application Toolbar



On this page, we'll cover the most commonly seen and used **Application Toolbar buttons**. If you see a button you don't know the function of, hover over the button with your mouse cursor until a tool tip appears giving you the title of the button. If you're still unsure how to use the button, check for documentation on that transaction in the SAP documentation library or contact EBS directly.



User menu button: Displays the transactions specifically enabled for your use by your roles in SAP. Does the same thing as User menu on the Menu Bar.



SAP menu button: Displays all the transactions within SAP whether you have access or not. Does the same thing as SAP menu on the Menu bar.



SAP Business Workplace: This opens the screen to the Workflow manager for SAP where approvals and rejections are delivered and available for update, change, and forwarding. Does the same thing as Business Workplace on the Menu bar.



Add Favorite: Puts a highlighted (selected) transaction code into your favorites list.

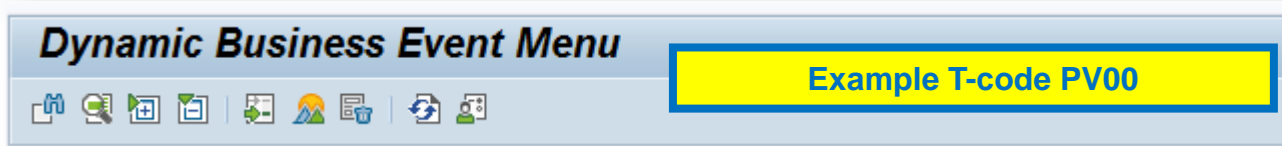


Delete Favorite: Removes a highlighted (selected) t-code from your favorites list.

Common User Interface Icons/Buttons



The Application Toolbar



The **Execute button** begins running an application function after data is entered or launches a report once the report parameters are set.



The **Get Variant button** opens a menu with a list of any available Variants to use. (Variants: Transaction variants are created to personalize any standard SAP transaction. A transaction variant simplifies the usage of a transaction by tailoring some of the features as per the business need. It can be used to hide fields, menu functions, screens, to supply individual fields with default values or to change the ready for input status of one or more fields.)



The **Overview button** let's the user view a set of records in a list format (e.g. position information on an employee over the course of their employment with the city).

Common User Interface Icons/Buttons

The Status Bar

The Status Bar, located at the bottom of the SAP screen, displays system messages you may receive when using a transaction and other session information.

If the right part of the Status Bar is closed, click the button to open it.



! Complete the required entry field "ID of related object"

Hard stop. Something is wrong and must be corrected or you do not have access.

! Changes to display fields are ignored - [Display Help](#)

Review the message and take action if necessary. Does not stop process.

✓ Review Without Errors

All required fields filled in, all validating fields check-out as OK. Proceed.

The right side of the field defaults to display the system information such as system name, session number, and client number.

Common User Interface Icons/Buttons

Fields



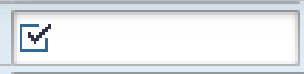




The diagram illustrates various input field types used in SAP transaction screens. It is organized into three main categories:

- Input Fields:**
 - Yellow Highlight:** A text input field with a yellow background and a red dashed border.
 - Drop-Down:** A text input field with a downward-pointing arrow on the right side.
- Search/Selection Fields:**
 - Required Field:** A text input field with a small checkmark icon in the top-left corner.
 - Matchcode:** A text input field with a yellow background, a red dashed border, and a magnifying glass icon on the right side.
 - Multiple Selection:** A button with a green arrow pointing right and a document icon.
- Data Return Options:**
 - Check Box:** A small square button with a checkmark inside.
 - Radio Button:** A small circular button with a dot in the center.

A text box on the right side of the diagram states: "Transaction screens employ several input field types to assist in completing the transaction or manipulate output data."

Common User Interface Icons/Buttons

Fields

Screen Object	Name	Function
	Yellow Highlight	A yellow highlighted box is the active field where your cursor currently lies.
	Drop-Down Field	Drop-down fields denote a drop-down list of standardized selectable items (choosable list).
	Required Field	Required fields contain a box with checkmark icon and must be completed to finish the transaction.
	Matchcode	Matchcode is a button to the right of a selected field where defined lists or search options are available; it always brings up a search menu when clicked (to input search parameters).
	Multiple Selection	Multiple Selection (range) buttons offer the ability to build both contiguous and non-adjointing data sets (e.g., to-from or this-plus-that).
	Check Box	Check Boxes delineate data output by defining what data types are displayed. Check all the check boxes you need to retrieve the desired data.
	Radio Button	Radio buttons also delineate data output, but allow only a single selection; this or that not both.

Common User Interface Icons/Buttons

Summary of Interface Buttons (with Keyboard Shortcuts)

Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue
	Ctrl S	Save
	F3	Back
	Shift F3	Exit System Task.
	F12	Cancel
	Ctrl P	Print
	Ctrl F	Find
	Alt F12	Customize local layout. <small>(PC only)</small>

**Application
Toolbar Buttons**

Button	Keyboard Shortcut	Description
	Ctrl G	Continue Search
	F1	Help
	Ctrl Page Up	Scroll to top of document.
	Page Up	Scroll up one page.
	Page Down	Scroll down one page.
	Ctrl Page Down	Scroll to last page of document.
	None	Create new session. <small>(PC only)</small>

**System
Function
Bar Buttons**

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		None	Update/Refresh
	F5	Overview		Shift F5	Get variant
	Shift F2	Delete		Shift F6	Selection screen help

Common User Interface Icons/Buttons

Summary of Interface Buttons (with Keyboard Shortcuts)

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Navigation Buttons
	Enter	Enter/Continue/Copy		F12	Cancel	
	F8	Scroll left		Shift F1 Shift F7	Scroll right Next item	
	Ctrl Shift F1	Move Favorites Up		Ctrl Shift F2	Move Favorites Down	
	Ctrl F7	Previous layout		Ctrl F8	Next layout	
	Ctrl F10	User menu		Ctrl F11	SAP menu	















Transactional Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F6	Display header details.		F2	Display line item details.
	F2	Display additional info for PO line item.		None	Services for object (Display JVs, Reqs).
	Shift F5 Ctrl F12	General Statistics (Reqs) PO History		Shift F5	Display delivery schedule for a PO line item.
	Ctrl F11	Display delivery address.		Shift F6	Display conditions for a PO line item.
	F7	Display the vendor address for a PO.		Ctrl Shift F6	Show release strategy for PO.

Common User Interface Icons/Buttons

Summary of Interface Buttons (with Keyboard Shortcuts)

Working with Data

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Ctrl F1	Select all items on screen.		Ctrl F2	Deselect all items on screen.
	Ctrl F3	Start/end of block. Select the first item; click the button. Select the last item; click the button.		Ctrl F6	Display results.
	F7	Display all possible values.		F8	Collapse all levels.
	Ctrl Shift F5	Sort in ascending order: Change sort order to descending or ascending (Fund Analysis rpt)		Ctrl Shift F4	Sort in descending order.
	F2	Selection options. Choose values >, <, etc.		Shift F4	Dynamic selections. Select additional fields for search criteria.
	F5	Display -> Change. Switches from display to change mode.		Shift F5	Filter; restrict values to search on Matchcode list.
	None	Multiple Selection. Include or exclude single values or ranges of values.		None	Replace item back into workflow in Workflow Inbox.



City of Portland

EBS Training & Development

Author: Charlie Dudley, J.D.

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