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Overview and Navigation July 2003

AIMS/SAP Overview

☑ Background Information

AIMS/SAP allows Navy MWR components and the Navy VQ system to combine Accounting, Planning, Budgeting, Reporting, and Personnel and Benefits administration into one Enterprise Resource product.

This new system is unlike anything you have seen before, and can be somewhat intimidating at first. However, these user guides have been written by MWR team members who are not only familiar with how you do business, but are also comfortable working with this new system. They have taken this knowledge and used it while writing these manuals. These desk reference manuals are great tools for you to use while you get comfortable with the system.

These guides will take you through the entire application, from logging on, to completing the most complex tasks.

Because SAP is a dynamic system, and you will be working with dynamic data, these training documents are truly "works in progress" and as such will never be completely finished. As you in the field, as well as our headquarters' staff, discover new and better ways to accomplish a task or new reporting requirements arise based on these new tasks, the documentation will be corrected and additions and replacements to these manuals will be published.

Please accept this documentation as your own. Make notes regarding any errors, procedural mistakes and irregular results that appear based on the steps illustrated in this manual. Send your suggestions and corrections to the SAP help desk at the address located on the first pages of the manuals.

Logging On and Off

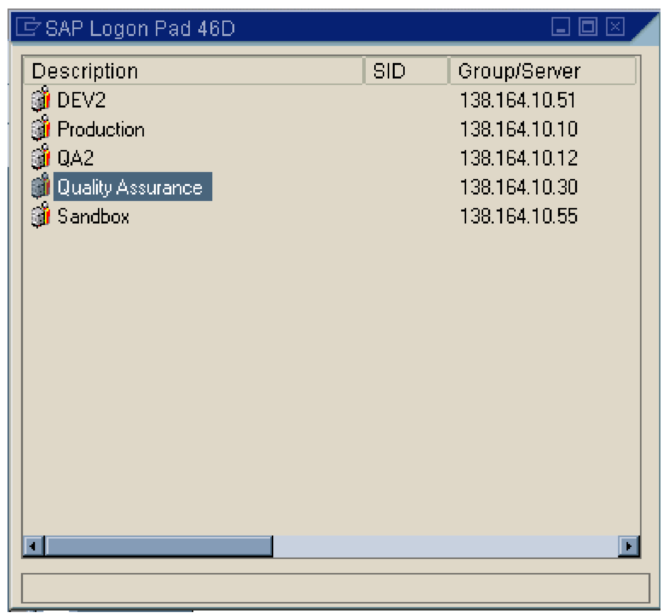
Before you can use SAP, you must log on. When you are finished working on your tasks in SAP, you log off. The first time that you log on at your own workspace, it will be with a generic password that your administrator will provide you. When you return to your own workplace and the system is in a "Live" status, you will be given your own user ID and the initial password. You will be prompted to change your password immediately and then every 90 days.

Starting SAP

To start SAP, proceed as follows:

Double click on the desktop icon.

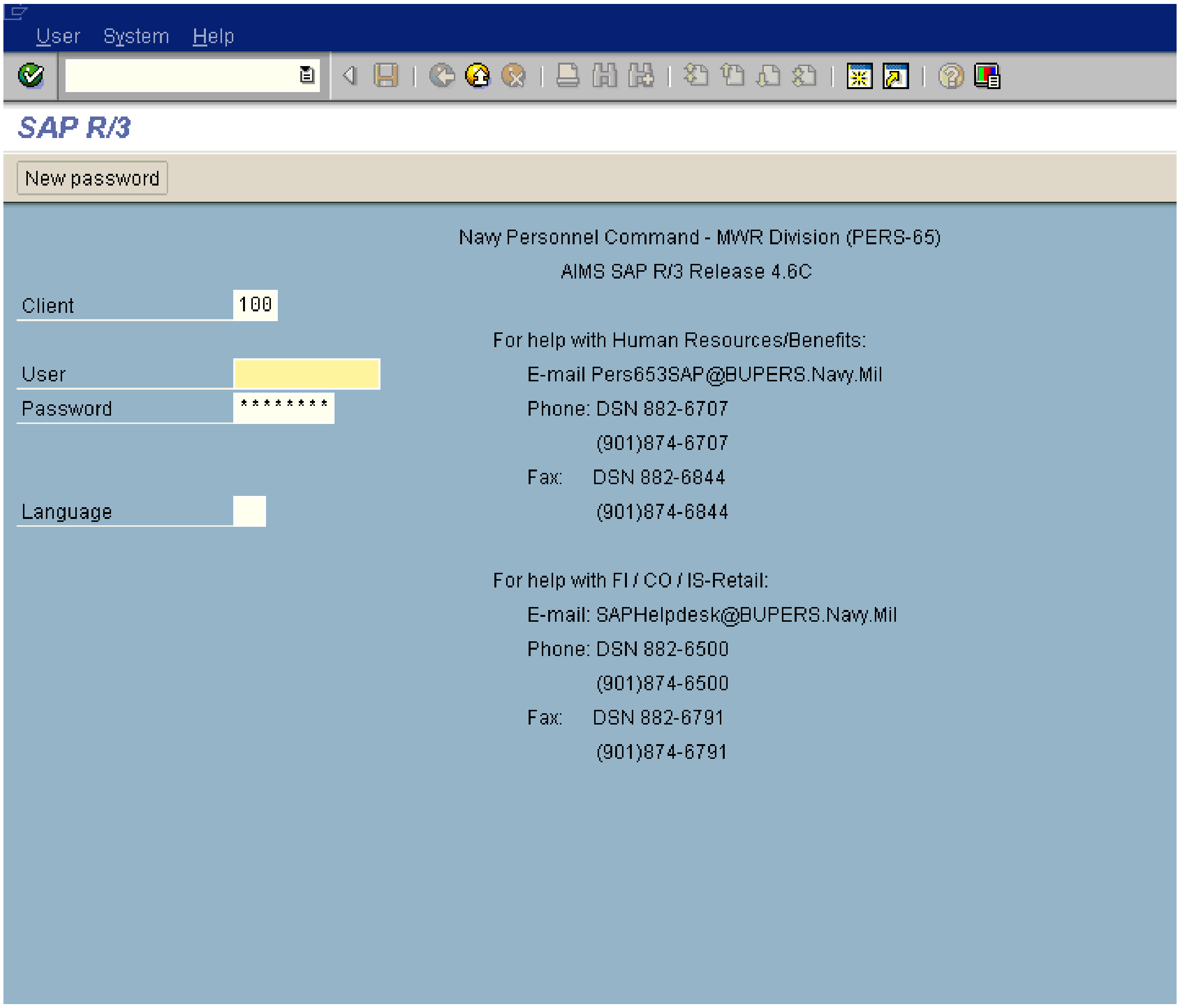
The SAP Logon screen appears.



You will be presented with the client choices (Production, Quality Assurance and Sandbox are various MWR/VQ clients) as shown in the dialog box.

Double click the icon for the client that you will be working in.

The logon screen (with the title SAP R/3) appears in a new window, as shown below, and you are now ready to complete the log on process.



Logging On

Before you log on, make sure you know the client number, your userID and password.

During the SAP Logon process and while you work in SAP, you are often instructed to press the TAB key after you enter data in a field. When you press the TAB key, the cursor moves to the beginning of the next field. This is prevalent through the entire SAP application. While it is sometimes required to press the Enter key to advance, if you are working on a document with multiple fields, pressing the Tab key is the quickest and most efficient way to move between fields.

If you are logging on for the first time:

Your system administrator will provide you a password to use when you log on for the first time. During this initial process of logging on, you must provide a new password, one that you create. After that, you will use your own password whenever you log on.

To log on to SAP, make the following entries in the fields on the logon screen:

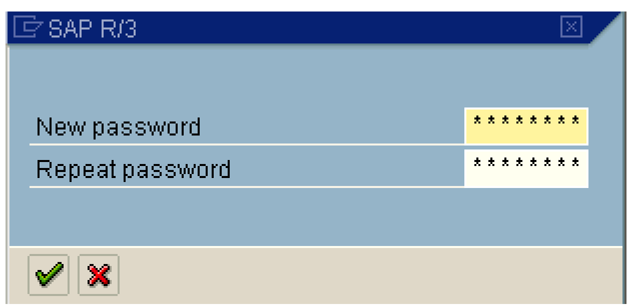
1. In the client field, enter the client number (The correct client number usually appears automatically when working in the Production client. If you are working in a client for “playing” purposes, you might need to change the number. For example, when working in QA 500, you may need to change the client number to 500.)

   If a default number appears in this field, you can change it by overtyping it or accept it by leaving as is.

2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID
4. Press the TAB key to move to the next field.
5. In the password field, enter the initial password your system administrator has given you.

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

6. The new password dialog box is displayed as shown:



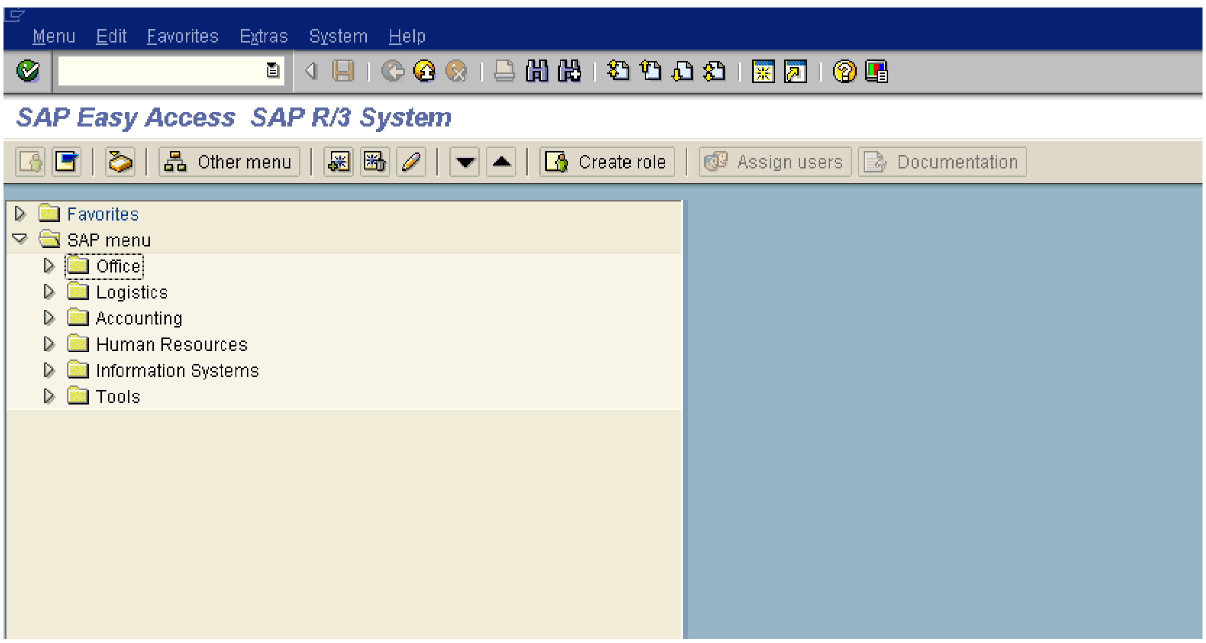
7. In the New password field, enter a new password. (See Rules for creating a password, if you need help.)

8. Press the TAB key to move the cursor to the Repeat password field.
9. In the Repeat password field, enter your new password again, exactly as you entered it the first time.
10. Press “ENTER” or click the green check mark  to log on to SAP.

If you have logged on previously:

1. In the client field, enter the client number
2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID.
4. Press the TAB key to move to the next field.

5. In the Password field, enter your password and note that the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.
6. Press “ENTER” or click the green check  mark to log on to SAP.
7. You have successfully logged on to SAP.



♦ Rules for creating a Password

A password is a combination of characters that you enter every time you log on to SAP. Your password prevents other people from accessing or changing your work.

Remember your password, you cannot log on to SAP without it.

Follow these rules when creating a password:

1. It must have exactly 8 characters.

2. You may use any combination of alphanumeric characters. Valid characters include: the letters “a through z” and the numbers “0 through 9“

3. Do **NOT** begin a password with any of the following: a question mark, an exclamation point or a blank space.

4. Do NOT begin a password with three identical characters (for example, bbbat)

5. Do NOT begin a password with any sequence of three characters that is contained in your User ID (for example, “smi”, if your User ID is “sea_dsmi”

6. Do NOT use “password” as your password

7. Do NOT use any of the last five passwords you used (does not apply the first time you log on)

YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD EVERY 90 DAYS. DO NOT USE A PASSWORD YOU HAVE USED PREVIOUSLY WHEN PROMPTED TO CHANGE YOUR PASSWORD TO A NEW ONE.

NOTE: In SAP, passwords are NOT case-sensitive.

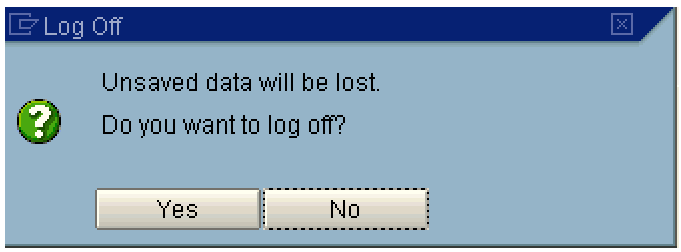
Logging Off

You can log off SAP from any screen.

To log off SAP, follow these steps:

1. From the menu bar, choose System → Log off OR click the in the upper right corner of the window.

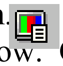
2. The Log Off dialog box appears (as shown here) informing you that any data you have not saved will be lost if you proceed with logging off.

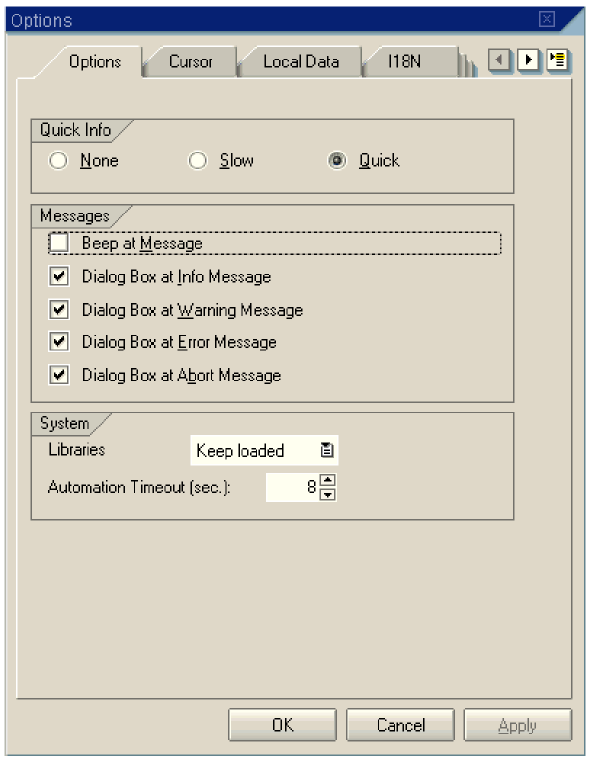


3. If you are not certain that you have saved all your data, click **No**. You will return to the screen you were working on.

4. If you are certain that you have saved all the data you want to save, click **Yes**. All of your SAP sessions are closed and you are returned to your Windows environment. You have successfully logged off the system.

Viewing Status Bar Messages in the Middle of the Screen

When you are first learning the SAP system and a message appears on the Status bar on the bottom of the screen, it is very easy to miss the message and fail to record either the document number or other information. SAP provides a simple tool that allows the information to appear in a pop-up window in the center of the screen. Click on the Options icon in the upper right part of the screen.  Then, click on the Options item of the drop-down menu to open the following window. Click on the Options tab.



By clicking on the four check boxes in the messages section, the system will produce a pop-up message window in the center of the screen, duplicating the information that is shown on the status bar at the bottom of the screen. You must then click the OK command button on the pop-up window to continue working with the task.

Working with Sessions

You might want to work on more than one task at a time while in SAP. In this case, you may create a new session. You can open up to nine sessions and do a different task, or 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 the system.

Creating a New Session

You can create a session at any time and from any screen in the system; you do not lose any data in sessions that are already open. Each session you create is as if you logged on the system again. Consequently, the system has more work to do, which can affect how fast it responds to your requests.

Steps for creating a new session:

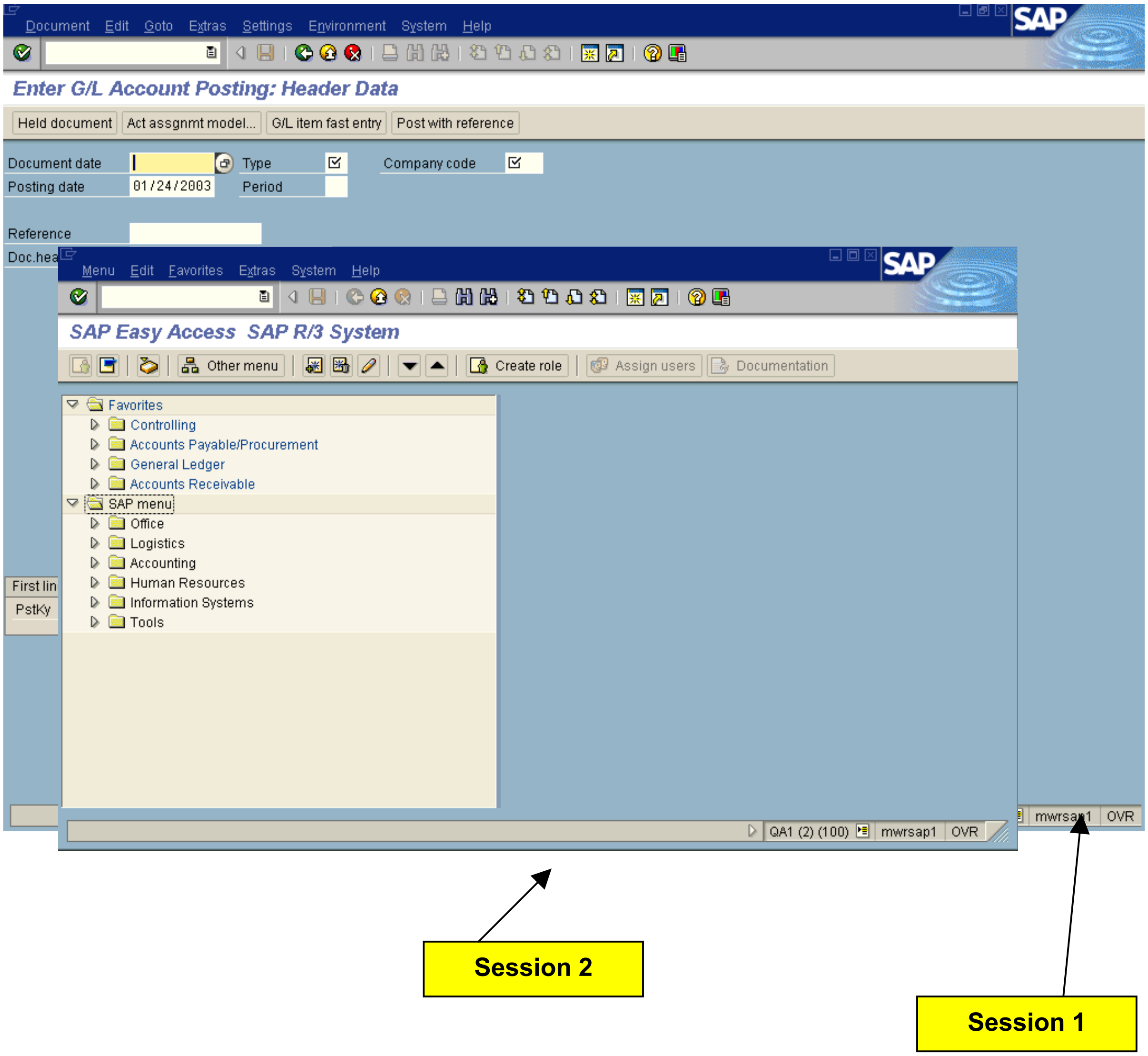
To create a new session from anywhere in the system, use the following menu path:

Menu path: **SYSTEM → Create session**

Alternatively, you may click this icon from the menu bar. 

The system opens an additional window with the new session running in it. The system places this new window in front of all the other windows on your computer screen. The new session becomes the active session and will remain so until you either move to a different (either pre-existing or new) session.

The following shows the new session window on top of the existing one. Note the session number in parentheses in the status bar.


Document Edit Goto Extras Settings Environment System Help
Enter G/L Account Posting: Header Data
Held document
Act assgnmt model...
G/L item fast entry
Post with reference
Document date
Type
Company code
Posting date
01/24/2003
Period
Reference
Menu Edit Favorites Extras System Help
SAP Easy Access SAP R/3 System
Other menu
Create role
Assign users
Documentation
Favorites
Controlling
Accounts Payable/Procurement
General Ledger
Accounts Receivable
SAP menu
Office
Logistics
Accounting
Human Resources
Information Systems
Tools
QA1 (2) (100)
mwrsap1
OVR
Session 2
Session 1

Moving among Sessions

You can move easily among sessions. As you move between sessions, no data is lost.

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

Steps for moving To a Different Session

> One method of moving between sessions is to use the keyboard shortcut key ALT + TAB. Using these keys will move you between the open sessions.
>
> Alternatively, you may click the icon representing the session on the taskbar at the bottom of the Windows 95/98/NT screen.
>
> The most cumbersome method of moving between sessions is to minimize the session you are working on to expose the session you wish to move to.

Ending a Session

After you are finished working with a session, it is a good idea to close it. Each session uses system resources and the more sessions open at the same time is reflected in the speed that the system is able to respond to your requests.

WARNING: Before you end a session, save any data that you wish to keep. When you end a session, the system will **NOT** prompt you to save your data. However, if you have only one session open and you chose to end it, before logging you off, the system WILL prompt you to save your data.

1. Menu path: **SYSTEM → End Session**

OR

2. Click the ☒ in the upper right corner of the window holding the session you want to close.

3. Type "/nex" in the command line (Without the Quotes) and click the Enter icon. This sequence will **NOT** prompt you to save your data and ends all open sessions and logs you off SAP.

When you close one session you will be returned to the previous session.

♦ Getting around in SAP

Within the SAP system, there is usually more than one way to perform a task:

1. You can select the task from a series of menus and functions. With menus, you can easily find your application without having to memorize any special codes.
2. You can enter a transaction code in the command field. With transaction codes, you can go directly to a task without having to travel through several different layers of menus.

   You can also create or combine functions into a custom user menu. A custom user menu allows you to quickly find and choose a function, without navigating through multiple levels of menus.

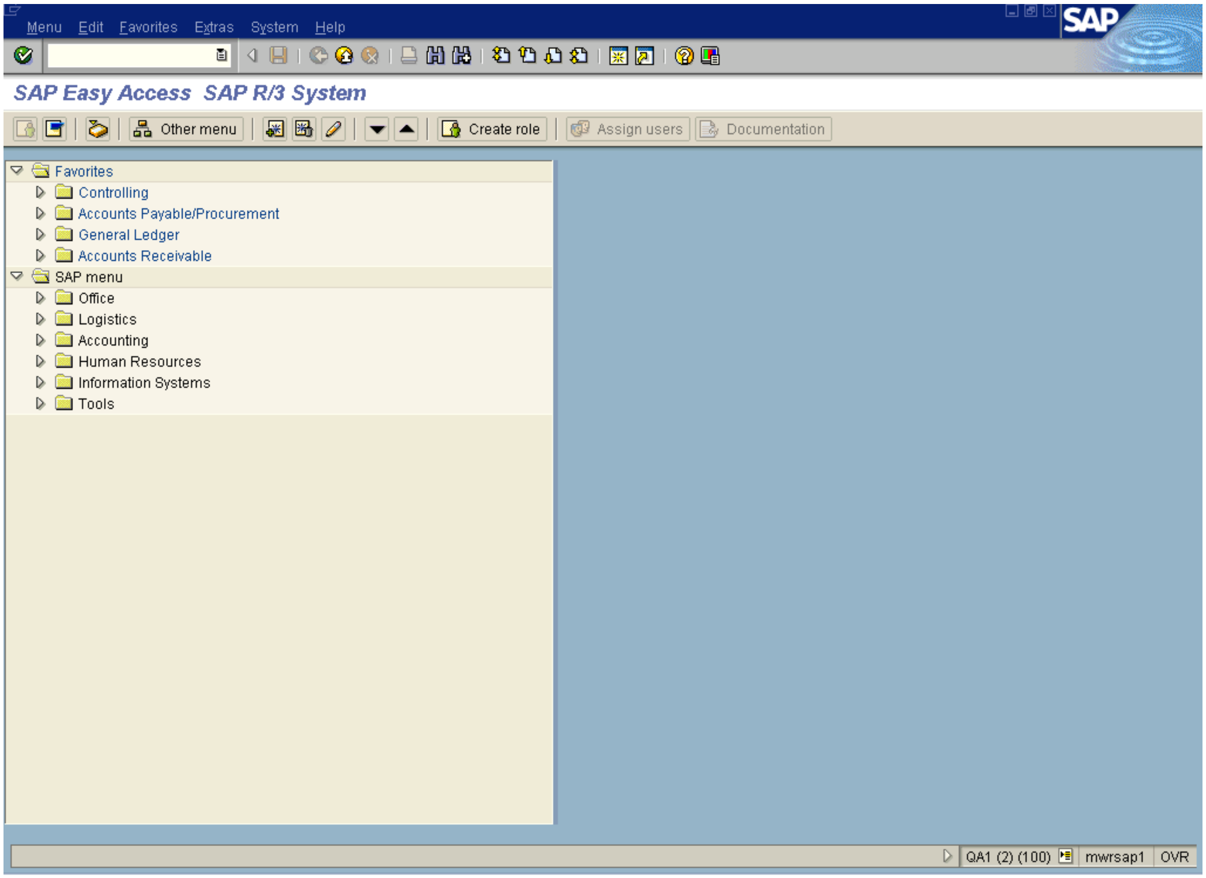
Using Menus to Select a Task

After you log on to SAP, you need to choose the application and the task that you want to work on, then choose a function to start the task. As you are working, you may decide to start a different task, at which point you will need to choose a new application and function.

Using the menus in the menu bar, you can navigate to the application and the task you want to start, and you can choose the function to start the task. With menus, you can easily find your application and functions without having to memorize transaction codes.

Easy Access Menu

To choose the application you want to work in, such as Accounting, double click the appropriate application from the Easy Access menu, as shown below. As you can surmise from this view, this menu tree, as well as some additional report trees, mirror what you already know, working with Windows Explorer. The nodes may be expanded or collapsed as you drill deeper into the structure. It is a more visual way of navigating through the system.



Choosing Menus and Functions with the Mouse

Once you have chosen an application, you will be taken to the appropriate SAP window. In this window, you will see the menu bar as discussed previously. To choose a menu with the mouse, proceed as follows:

1. In the menu bar, click on the menu you want to choose.

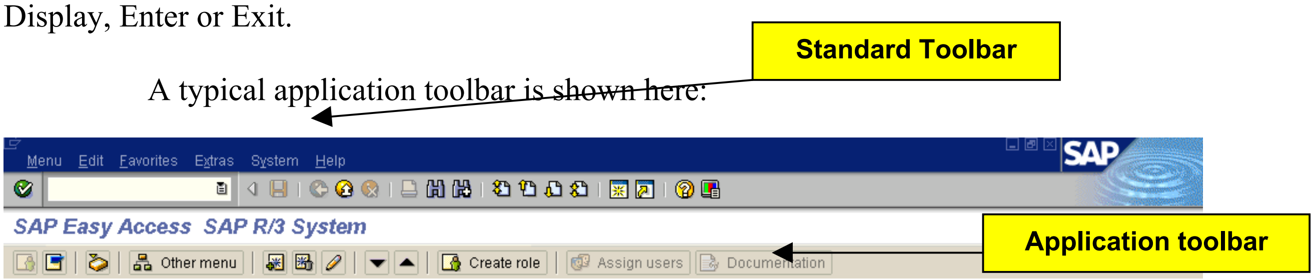
The menu opens, and its contents (functions, sub-menus, or both) are displayed as shown here. If the menu contains sub-menus, these are indicated by an arrow to the right of the menu item.
To choose a sub-menu item: From the menu screen click on the sub-menu that you want to choose. The sub-menu opens next to the original menu and its contents are displayed.

On the open menu or sub-menu, click on the function you wish to choose. The displayed menu and any sub-menus are closed and the function you chose is performed.

Icons

Depending on the task you are performing, certain buttons will be available in the standard toolbar and in the application toolbar. These buttons have various functions such as Save, Display, Enter or Exit.

A typical application toolbar is shown here:



To choose a function with one of these buttons, simply click on the appropriate button.

Icon Identifiers

	Enter		Back one Screen
	Cancel		Exit
	Execute		Overview (Moon over Miami)
	Previous and Next Pages		Print
	Save/Post		Header Information
	Help Icon		Customizing of Local Layout

Jumping Directly to a Task with Transaction Codes

By entering a transaction code instead of using menu paths, you can go directly to a task and start the function in a single step.

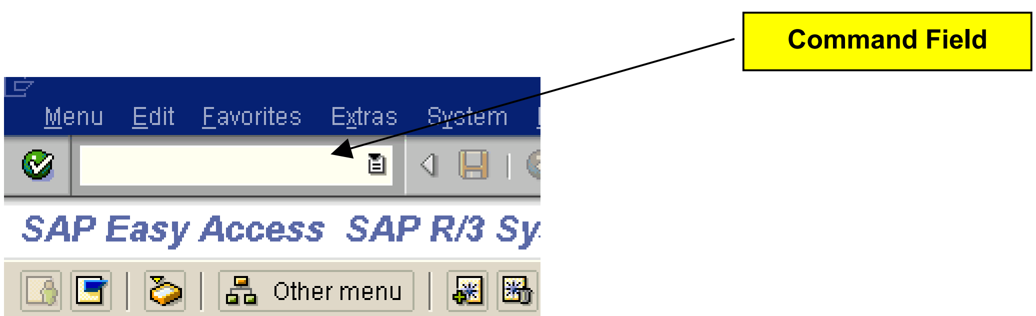
Note that not all transactions codes will take you directly to an input screen. Some transaction codes will take you to a beginning screen, for which you must make some choices before being taken to the appropriate input screen.

What is a Transaction Code?

A transaction code is a variable length character code that takes you directly to the screen for the task you wish to perform. For example, say you are working in the General Ledger application and your task is to display a document. You can use the menu paths to display a document, or you can use transaction code FBO3 – the transaction code for displaying a document in the General Ledger section.

You can use a transaction code to go to tasks in other applications, not just the one you are working in. By using the correct transaction code, you could go from a task in the General Ledger application to a task in the Accounts Receivable application.

Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. "FBO3" and "FBRA" are both valid transaction codes. You enter transaction codes in the command field.

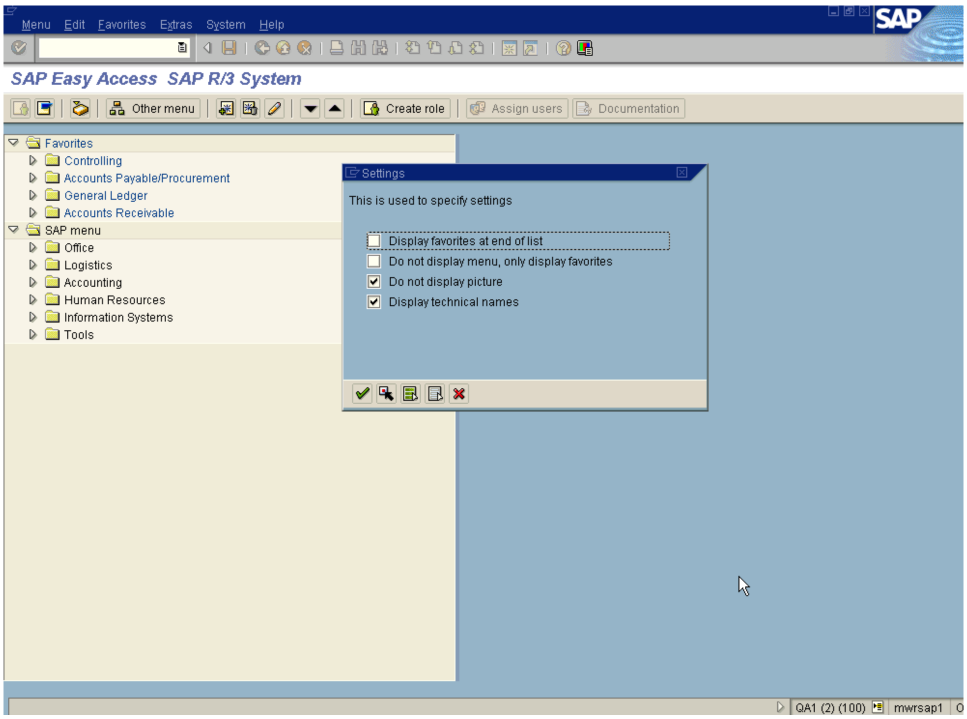


Before you can use a transaction code, you have to find the transaction code for the task that you wish to start. Then, in any future starts of this transaction, you could use the transaction code to start the task.

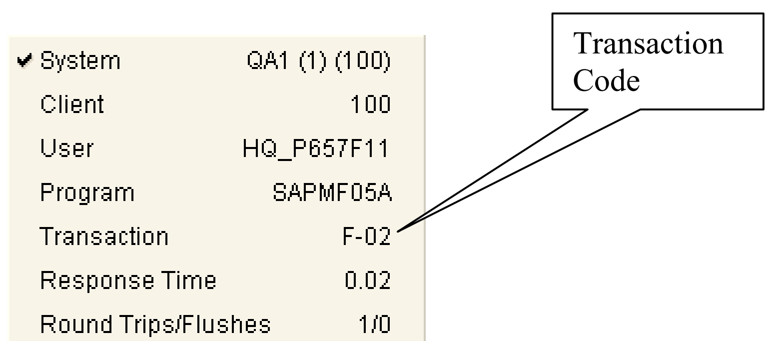
Finding the Transaction Code for the Task You Want to Start

There are a number of ways to determine the Transaction Code for the process that you wish to start. Two of the easiest ways are as follows:

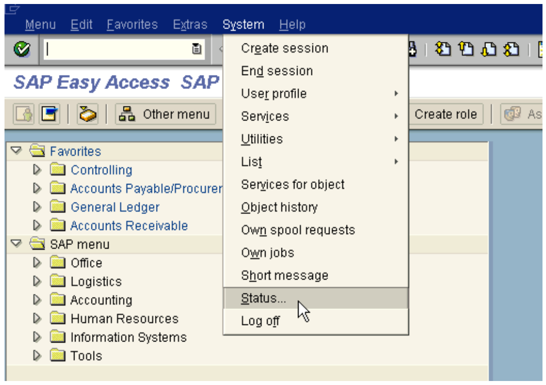
When you first open the SAP system and the tree structure is shown click on Extras and then Settings. The following box will pop up. Make sure that "Show Technical Name" is checked. The transaction code for the individual process will be shown on the tree structure at the lowest level. For example, the Transaction code for G/L Account Posting is F-02.



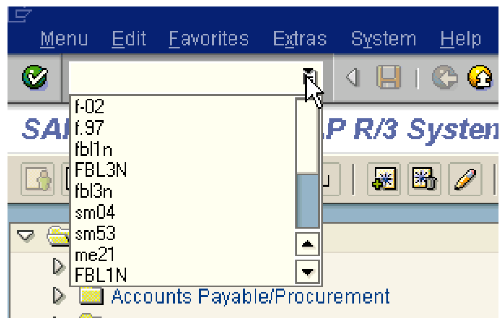
In addition to this method of determining the Transaction Code for a particular procedure, you may also click the arrow  located on the status bar at the lower right corner of the screen. The pop-up window will also list the Transaction Code.



Also, once you open the procedure through the transaction code or through the menu path, you may click "System" and then "Status" on the standard toolbar for the transaction code information.



In addition to this simple method, once you open a task through the menu paths or transaction codes, a record of this is stored within the command field control and can be accessed by clicking on the dropdown arrow. This is called the Possible Entries arrow.



1. Click on the transaction code you wish to use.

2. Press the "ENTER" key or click the Green Check Mark.

Entering a Transaction Code

Once you have found the transaction code for the task you want to start, you can enter the code by directly typing it into the Command Box.

1. Place the cursor in the command field. Do this by clicking in the field with the mouse or by pressing CTRL+TAB.

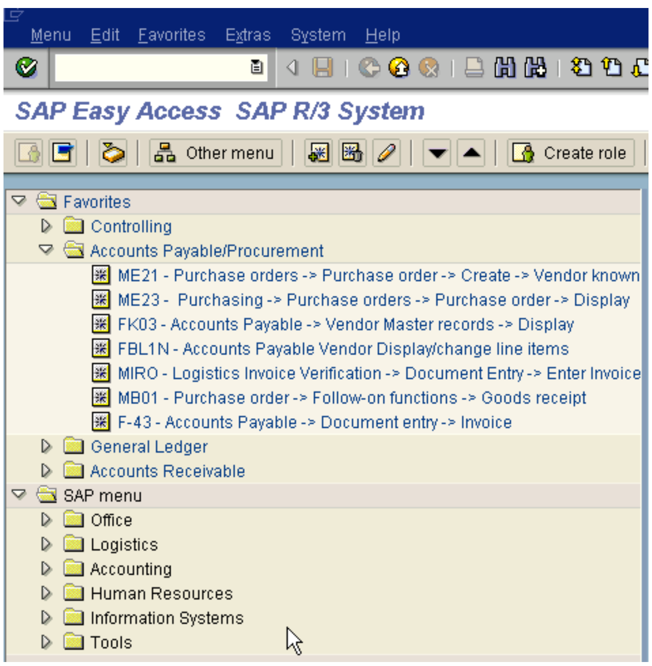
2. Enter /n (to end the current task) followed by a transaction code. For example, for transaction code "FD01", you would enter "/nFD01"

3. Press the "ENTER" key or click the Green Check Mark.

Using the Favorites List

One of the more productive ways of working within SAP is to use the Favorites procedure. As a user works within the system for some time, they will find that they are using the same transactions over and over again. The system has a built-in method of gathering all of these procedures into one area labeled Favorites.

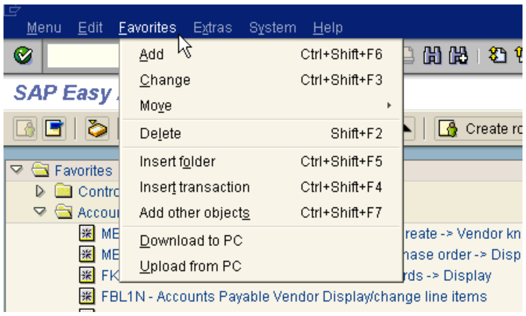
There are many ways to add to your Favorites list. One of the easiest is illustrated below. In our example, the user is an Accounting Technician whose main efforts are directed in the Accounting entry procedure. By clicking on the F-02 GL Account Posting node under the path **Accounting>Financial Accounting>General Ledger>Document Entry**, the user can "drag and drop" the node on the Favorites folder on the tree. When this user logs on and exposes the Easy Access tree, they can click directly on the F-02 GL Account Posting node in the Favorites folder and go directly to the opening screen within this procedure without traveling through the entire menu path.



As you can see, the F-02 GL Account Posting node in the full path has been dragged and dropped on to the Favorites folder at the top of the tree.

Alternatively, when you are working in a procedure and would like to add it to your personal favorites listing, you may use the menu path as follows. **SYSTEM > USER PROFILE > EXPAND FAVORITES**. By clicking on Expand Favorites, the procedure that you are working on is added to your favorites folder. By going back to the Easy Access tree structure and checking the contents of the Favorites folder, you may verify that the procedure has indeed been added.

The third method of maintaining the Favorites list is to use the drop down Favorites menu on the top menu bar. From this drop-down menu, you may Add, Change, Move (Up or Down in the hierarchy), Delete, Insert a folder into the tree structure, Insert a transaction and Add a Web address or file. You may also right-click on the Favorites folder in the tree structure and add a transaction code through this method.



This is a very valuable tool within the system. This puts all of your commonly used procedures, transactions, reports, etc. available to you with a minimum of mouse clicks.

Entering Information

Entering Data in Fields

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

What is a Field?

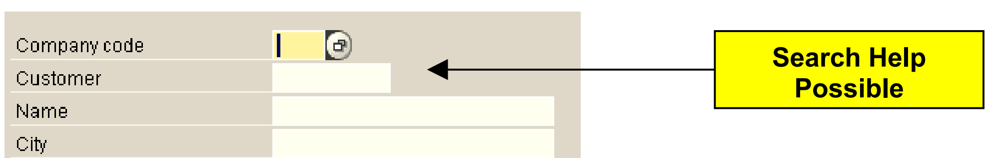
A field consists of a field name and the field data. Field data is a single unit of information, such as a customer's name or account number.

Most screens in SAP contain fields in which you enter data (Input fields) or that provide information to you (Display fields).

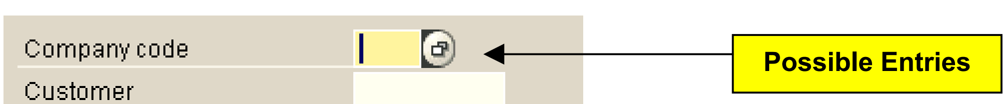
Field data varies in length and, correspondingly, input fields vary in length. The length of an input field determines how many characters you can enter in the field. The length of the rectangular box indicates the length of the longest valid data entry for that field. In this example, the longest valid entry is three characters.

Displaying and Using Possible Entries for an Input Field

If you are not sure what the valid entries are for an input field, you can display a list of possible entries for that field. From that list, you can then select an entry to transfer into the input field.

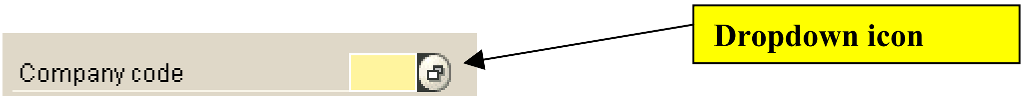


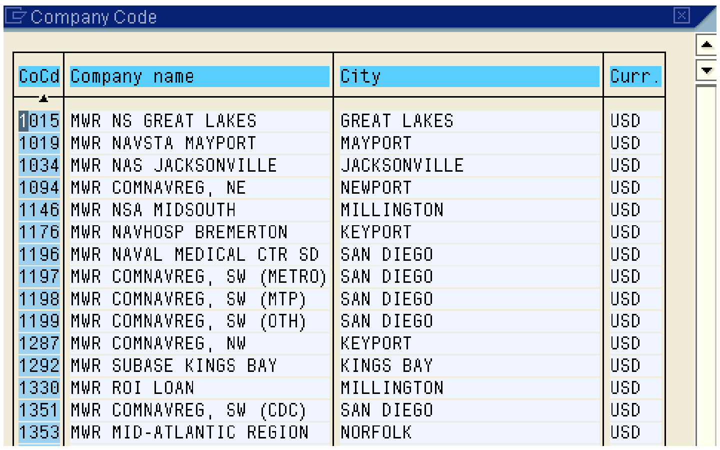
Not all input fields have lists of possible entries. You cannot determine if a list exists until you place the cursor in the input field. The only exception to this is for input fields that allow search help entries – these input fields have a small triangle in the lower right corner, indicating they have possible entries lists. (Note: the Customer Input Field above). Once you have placed the cursor in an input field, a possible entries arrow appears to the right of the field, if possible entries exist for the field.



Steps for Displaying Possible Entries

1. Click on the dropdown icon. A dialog box appears with a list of possible entries for the field. An example of this type of dialog box appears here.




Company Code

CoCd	Company name	City	Curr.
1015	MWR NS GREAT LAKES	GREAT LAKES	USD
1019	MWR NAVSTA MAYPORT	MAYPORT	USD
1034	MWR NAS JACKSONVILLE	JACKSONVILLE	USD
1094	MWR COMNAVREG, NE	NEWPORT	USD
1146	MWR NSA MIDSOUTH	MILLINGTON	USD
1176	MWR NAVHOSP BREMERTON	KEYPORT	USD
1196	MWR NAVAL MEDICAL CTR SD	SAN DIEGO	USD
1197	MWR COMNAVREG, SW (METRO)	SAN DIEGO	USD
1198	MWR COMNAVREG, SW (MTP)	SAN DIEGO	USD
1199	MWR COMNAVREG, SW (OTH)	SAN DIEGO	USD
1287	MWR COMNAVREG, NW	KEYPORT	USD
1292	MWR SUBASE KINGS BAY	KINGS BAY	USD
1330	MWR ROI LOAN	MILLINGTON	USD
1351	MWR COMNAVREG, SW (CDC)	SAN DIEGO	USD
1353	MWR MID-ATLANTIC REGION	NORFOLK	USD

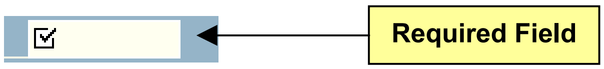
2. In the list, find the entry that you want. If the list is too long to display in the dialog box, you may have to scroll up and down to find the entry that you want. You can use the scroll bar to do this.

3. Click on the entry and press "ENTER", or simply double click on your choice.

The dialog box closes, and you return to the screen you were working in. The data that you selected from the possible entries list now appears in the input field.

Required Input Fields

When you work in SAP, you will often encounter fields with an arrw in them. These input fields are called required fields. An example is shown here.



If the screen you are working on contains required fields, you **<u>must</u>** enter data in those input fields before you can proceed to the next screen in the task.

When you click on OK to proceed to another screen, if you have not completed all the required fields on a screen, SAP will display an error message in the status bar. At the same time, it will place the cursor in the required field so that you may make the necessary data entry.

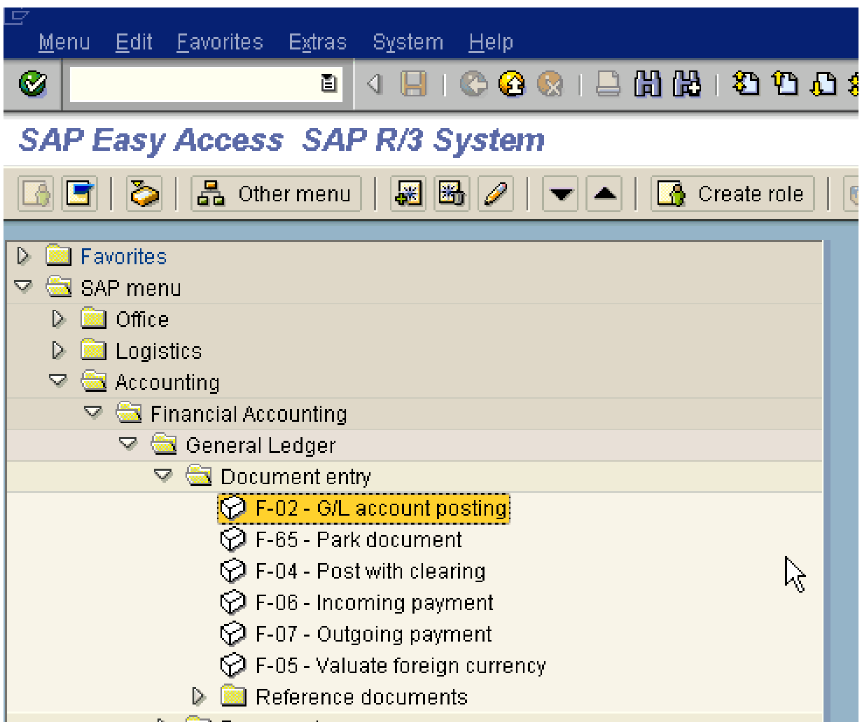
Typical Tasks: Overview

What Are the Steps in a Typical Task?

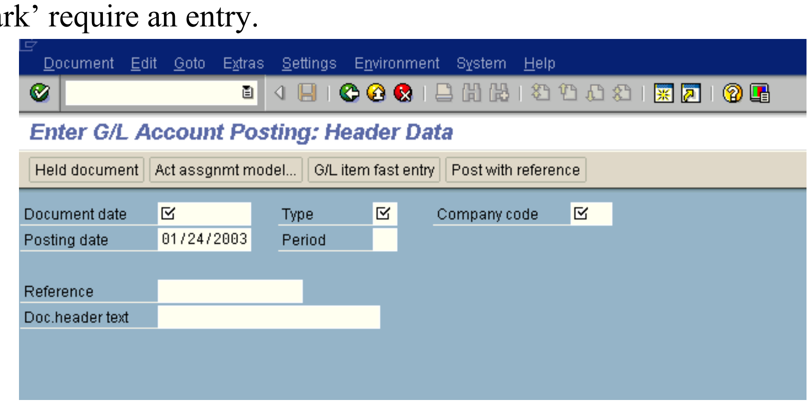
In the SAP R/3 System, a task consists of one or more screens on which you enter data. Some typical tasks might be creating customer master records, entering invoices, or creating journal documents.

To perform a task in the R/3 system, you typically perform these steps:

1. Choose the application and task you want to work on. After you log on the R/3 System, you choose the application you want to work on and the task you want to do. You can use the menu paths or the transaction codes.



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. All fields that display a ‘question mark’ require an entry.



3. Go to the next screen by clicking the green check mark or pressing the Enter key. When you go to the next screen, the SAP System temporarily stores the data you have just entered.

4. Enter the data on the next screen of your task. You may return to previous screens to make changes by clicking the left arrow key, you can skip screens that are not required, and you can go to a related task to get information or to complete additional screens.

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 by clicking on the Save icon. In most cases, you will receive a message stating that a document has been created and the system will give you a document number for identification. This is only an example and the message will differ depending on the task that you are performing.

Choosing an Application and Task

After you log on to the SAP System, you have to choose the application and the task that you want to work on. In the SAP system, there are two ways to move around between applications and tasks. One way is to choose a series of menus and functions (also known as navigating). The other way is to enter a transaction code in the command field.

With menus, you can easily find your application and tasks without having to memorize special codes. With transaction codes, you can go directly to a task without having to travel through several different menus.

You can also combine or create functions in menus into a custom user menu. A custom user menu allows you to quickly find and choose a function without navigating through multiple levels of menus.

Entering Data on a Screen

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

Steps for entering Data on a Screen

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

2. Press "ENTER" or click the Green Check mark icon to have the system check the entries and proceed to the next screen in the task.

   The system checks your entries. If the system finds any errors, for example, entries in the wrong format, it displays a message on the status bar and positions the cursor in the field that needs correcting.

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

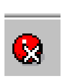
3. If the system found errors, change the incorrect entries.

4. When you are finished making changes, press "ENTER" or click the Green Check mark.

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

Canceling All the Data on the Screen

To cancel all the data you just entered on a screen, proceed as follows:

Click on  or choose **Edit → Cancel**

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

Saving the Data on a Screen

When you are working on 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.

Click on the Save icon  or Press function key F11 or if you are doing a task for the first time and you don't know which screen is the last screen; the system will prompt you to save when you reach the last screen. If you are on the last screen and you press "ENTER" instead of choosing SAVE or POST, a dialog box appears. The dialog box prompts you to save your data.

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

Moving Through Tasks

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 from the task you are currently working in, check the GoTo, Extras and Environment menus in the menu bar.
The contents of these menus change depending on the task that you are doing.

You use the GoTo, Extras and Environment menus to go to different areas, as described in this table:

Use this Menu	For this Purpose
GoTo	To move among different screens within your task. Often you do not need to complete every screen in your task, or you might want to return to a screen to make changes.
Extras	To access additional information and fields Sometime you need additional information to complete a screen. Or, you may need to complete fields that are used less frequently. Fields that are used less frequently appear on screens that you access from the Extras menu.
Environment	To 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. For example: you might be checking an invoice and you might want to compare it to the purchase order (Purchasing Application). From the Environment menu, you can display the purchase order, check the data on it, and then return to the invoice.

Note: Depending on the application, you can often proceed from one screen to the next simply by clicking on  or pressing "ENTER". This is not possible if there are any required fields on the screen that still need entries, however.

Ending A Task

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

To end a task:

1. In the menu bar, click on yellow up arrow icon. 

2. If you have already saved the data, or you haven't entered any data, the system ends the task and returns to the initial screen of your application.

If you entered data while working on this task, but did not save it yet, the system displays a dialog box prompting you to save your data. You have the following options:

- Click on Yes to save the data and end the task

♦ Getting Help

SAP includes a comprehensive set of online documentation. In addition, the Navy Personnel Command's Morale, Welfare and Recreation Division, Computer Services branch has supplemented the extensive SAP Help system with components, including this manual, written specifically for the Navy MWR/VQ users.

These supplements to SAP include:

- Comprehensive desk references and manuals explaining what SAP is and exactly how it will work within the MWR/VQ systems.
- The MWR training documentation is also available through the MWR home page at http://www.mwr.navy.mil/ to those with Internet access. It may be accessed through the menu labeled Computer Services on the MWR home page.
- Various single-page Job Aids are being developed for specific tasks and will present all the procedural steps necessary to perform the single step. These are valuable as a checklist for complicated processes or for those tasks that are not done frequently.
- Also, within the MWR home page is a section called MWR Forums and this provides an opportunity for users to participate in a threaded discussion group of your peers that focuses entirely on problems, situations and solutions that have been discovered working with SAP. This is the URL for the new Forum section of the MWR home page: http://www.mwr.navy.mil/cgi-bin/Ultimate.cgi?action=intro
- The SAP MWR knowledge base is up and running at http://aimshelp.persnet.navy.mil/helpdesk. This is a knowledge base that gathers questions and answers that have been submitted from the field users since we first went live at the pilot sites. You may read through the information to check possible solutions to problems that you might have that have been solved by other users in the past.
- A Help Desk is available to all commands at (901) 875-6500 or DSN 882-6500.

These MWR specific components will enhance the extensive SAP help available.

In addition to the help components that have enhanced SAP standard help, we have put together a list of definitions that will allow a new user to look at what SAP calls something and translate that into what MWR has traditionally called it. Some of these definitions follow:

Item	Definition
Company Code	Replacement for what was traditionally called the Fund number.
Cost Center	This designator mirrors the old Activity/Department combination.
ABAP	Advanced Business Application Program. The programming language in which SAP application programs and reports are created.
Application	A software program or set of programs that perform a specific job. Examples in the SAP system include General Ledger and Accounts Receivable.
Initial screen	The first screen you see when you start any task in SAP. Most tasks consist of more than one screen, but some only contain a single screen.
Search help	A tool for finding a specific record. A search help is made up of search terms such as customer name and zip code. Can also be accessed by clicking on the field and pressing the F4 function key. Can also be referred to as possible entries button.
Transaction code	A variable length character code that represents a particular task. You can use a transaction code, instead of a menu path, to go to the initial screen of a task. You enter the code in the command field.
Possible Entries button	A button with a down-arrow depicted on the face. Click this button to display a list of possible entries for a field. Can be accessed by clicking on the field and pressing the F4 function key. Can also be referred to as search help.

On-Line SAP Help Documentation Available

Access the SAP Library

To see what kind of documentation is available for a particular application

1. From any screen, choose **Help > SAP Library**. The SAP library screen appears.
2. Choose the application and topic for which you want more information.

Getting Help on the Task You're Working In

To display step-by-step instructions for the task you are in.

1. From a screen in your task, choose Help > Application Help from the menu bar. The system describes step-by-step instructions for the application you are in.

> **NOTE**: Extended help is not available for every task in the system. If extended help is not available for your task, when you choose Help → Application Help, the system will display the SAP library screen. From that screen, you can either search for the documentation you need in the library or return to your task.

Getting Help on Messages

SAP displays warning and error messages in the status bar. A system message consists of one line; However, you can get more information about a message.

To get Help on a status bar Message

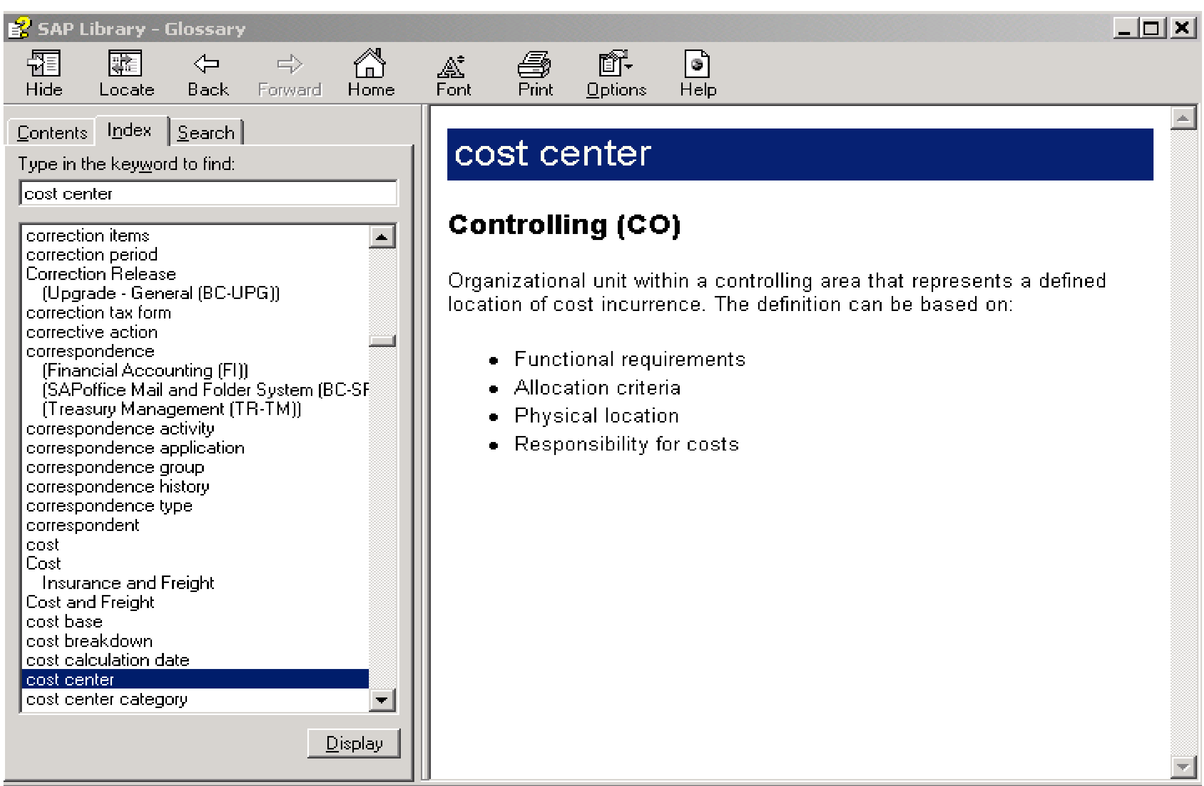
- In the status bar, click anywhere in the message, or position the cursor anywhere on the message and click or press function key F1.

Getting Help on Terminology

Some terms have meanings specific to SAP. When you find a term that you don't know, you can look it up in the SAP glossary.

1. From the menu bar, choose Help → Glossary. A dialog box appears, in which all the terms from your screen that are defined in the glossary are displayed. Part of a sample glossary list is displayed here.

2. To see the definition of a term, double click on that term, or position the cursor on the term and press function key F2.



Getting Help on Fields and Field Input

Most fields in SAP have Help available. You can get explanatory help on the field in general and you can get help on possible entries for a field.

To display help for a field.

1. Position the cursor on a field.
2. Click on or press F1. Depending on the settings that you have established, the system displays the field help either in a modeless dialog box or a modal dialog box.

   Terms in the field help that are highlighted or displayed in a different color than the surrounding text are defined in the SAP online glossary. To display a term's definition, double click on the term.

   In addition to the actual field help, you can also access extended help and technical information.

   In the modeless dialog box:

   - Click the button to display the extended help.
   - Click the technical info tab to display technical information.
   - Additional functions, such as printing, searching, maintaining entries, and downloading help, are available in the application toolbar of the modeless dialog box.

   In the modal dialog box:

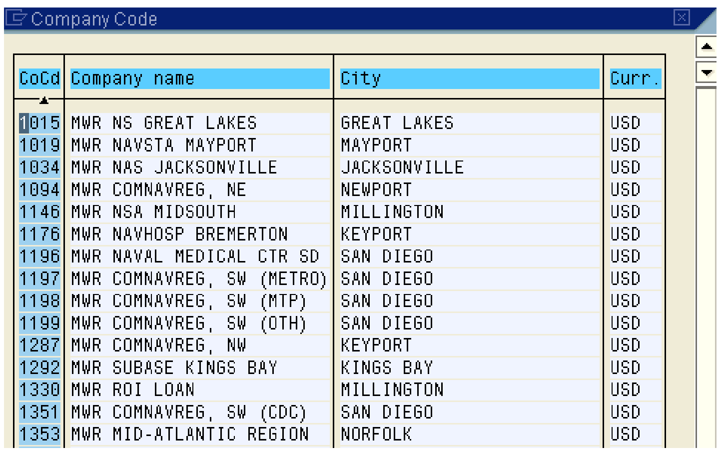
   - Click the Extended Help button to display the extended help.
   - Click the Technical Info button to display technical information.
   - If you position the cursor in the help window and press the right mouse button, the system displays a pop-up menu. This pop-up menu provides you with access to printing, lists of possible entries, and field format.

Getting Help on Possible Entries for a Field

When you need help on which values you can enter in a field, you can display a list of possible values or search helps. A search help is a tool for finding a record that has the field value you need.

To display a list of possible entries for a field.

1. Position the cursor in the field. A drop down icon appears to the right of the field. If no drop down icon appears, you cannot display a list of entries for this field.
2. Click on the drop down icon. A list of possible values for the field is displayed.



CoCd	Company name	City	Curr.
1015	MWR NS GREAT LAKES	GREAT LAKES	USD
1019	MWR NAVSTA MAYPORT	MAYPORT	USD
1034	MWR NAS JACKSONVILLE	JACKSONVILLE	USD
1094	MWR COMNAVREG, NE	NEWPORT	USD
1146	MWR NSA MIDSOUTH	MILLINGTON	USD
1176	MWR NAVHOSP BREMERTON	KEYPORT	USD
1196	MWR NAVAL MEDICAL CTR SD	SAN DIEGO	USD
1197	MWR COMNAVREG, SW (METRO)	SAN DIEGO	USD
1198	MWR COMNAVREG, SW (MTP)	SAN DIEGO	USD
1199	MWR COMNAVREG, SW (OTH)	SAN DIEGO	USD
1287	MWR COMNAVREG, NW	KEYPORT	USD
1292	MWR SUBASE KINGS BAY	KINGS BAY	USD
1330	MWR ROI LOAN	MILLINGTON	USD
1351	MWR COMNAVREG, SW (CDC)	SAN DIEGO	USD
1353	MWR MID-ATLANTIC REGION	NORFOLK	USD

3. Place the cursor on the desired value and double click or press F2. The system inserts the chosen value for the field.

Limiting the Possible Entries List

The number of possible entries for a field may be quite large. You may limit the size by using the wildcard character "*".

1. Position the cursor in a field with a search help. You can recognize a search help field by the appearance of a triangle in the lower right corner of the field. When you place the cursor in the field, the possible entries arrow appears next to the field.

2. Enter the first character or characters of a field value, followed by an astrick. Example, pa or 3* or k*.

3. Click on the possible entries arrow. A list of field values is displayed.

4. To choose a value from the list, double click on it (or position the cursor on a value and press F2). The system inserts the value into the field.

Searching for Field Values Using Search helps

When listing the possible values for a field using the possible entries button or F4, you will sometimes get a list of search helps. Fields such as the Account Number field have too many values to list. For this type of field, you can use search helps to find the record that has the field value you need.

What is a Search help?

A search help is a tool for finding records. It is made up of search terms that are arranged in a specific order. For example, you wish to update a customer record and you don't know the customer's account number. You can use the information that you do know about the customer, such as their name, city, etc. to search for the account number. Name and city are search terms.

When you use a search help, you do not need to enter information in all the search terms. Search helps are flexible in that you can enter search terms you know and skip search terms you do not know.

Getting Status Information About Your System

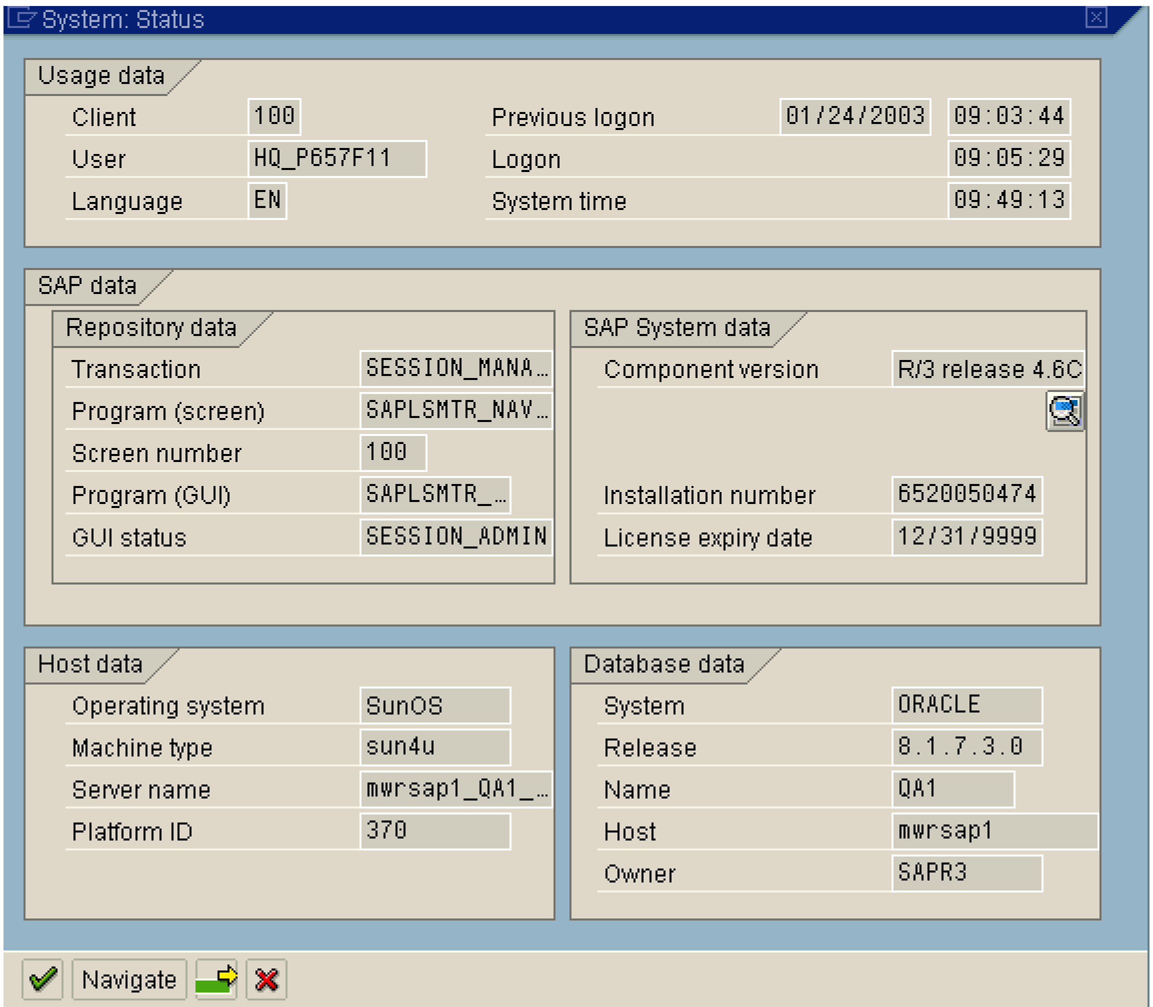
SAP provides information about the system you are working on and the SAP graphical user interface (GUI), the front-end, you are using. You can display this information at any time.

NOTE: If you encounter any problems while working in SAP, it may be helpful for you to display this information. Also, if you need to contact technical support, you may be asked to provide some of this information.

Steps for Getting Information About the Status of SAP

- From the menu bar, choose System → Status

  A dialog box appears, containing various kinds of information about the system you are working on, such as the name of the program currently running, the transaction code of the current task, the SAP release number, and so on. A sample status dialog box is shown here.



The Business Workplace

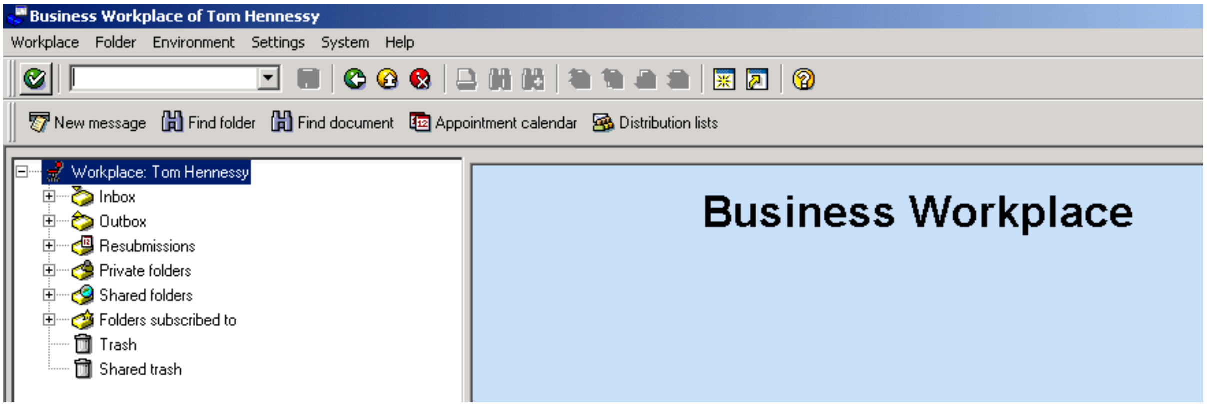
Purpose

One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled from entirely within the SAP environment without the necessity of going outside the system. This part of **The Business Workplace** is called SAP Mail and is, in fact, an internal e-mail system.

The Business Workplace has six working environments for processing documents and messages. The working environments are as follows and are flagged with symbols.

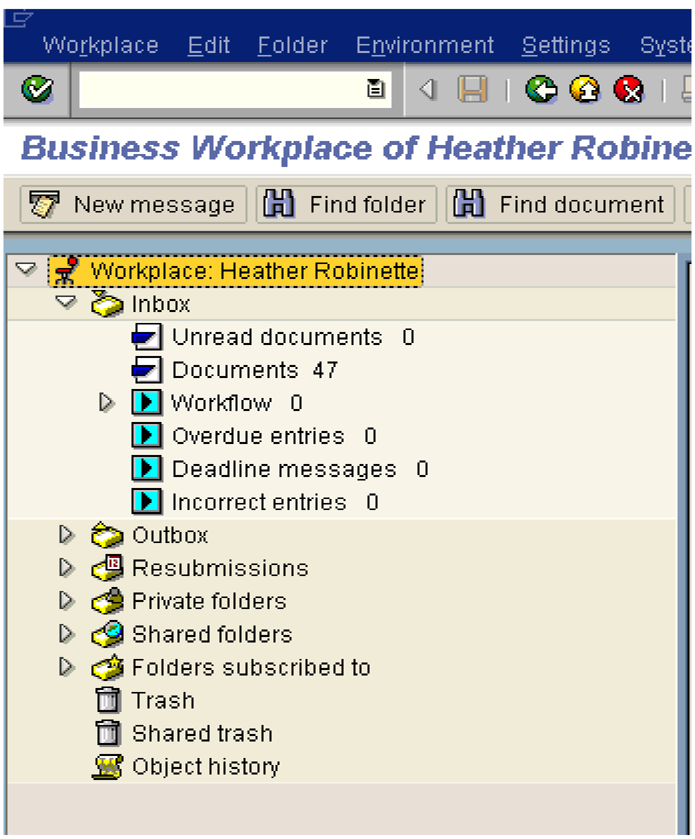
Working Environment	**Description**
Inbox	Under *Documents*, you find all the documents sent to you and their resubmissions. Under *Unread Documents,* you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window.
Outbox	Under *Documents*, you will find an overview and other information about the documents sent to you.
Resubmissions	Under Documents, you will find the documents that are to be resubmitted to the user's inbox at a later date.
Private Folders	A folder structure that you create yourself to manage documents, lists, messages, etc.
Shared Folders	A folder structure for publishing and/or managing information on an enterprise or group-specific basis.
Subscribed Folders	The folders that you subscribe to are listed here. We are not using this function at the present time.
Trash Folder	Deleted folders, documents, lists and messages are stored here temporarily and you have the option of undoing the deletion.

The entry into your personal workplace is through the opening SAP Easy Access Menu Tree as shown below:

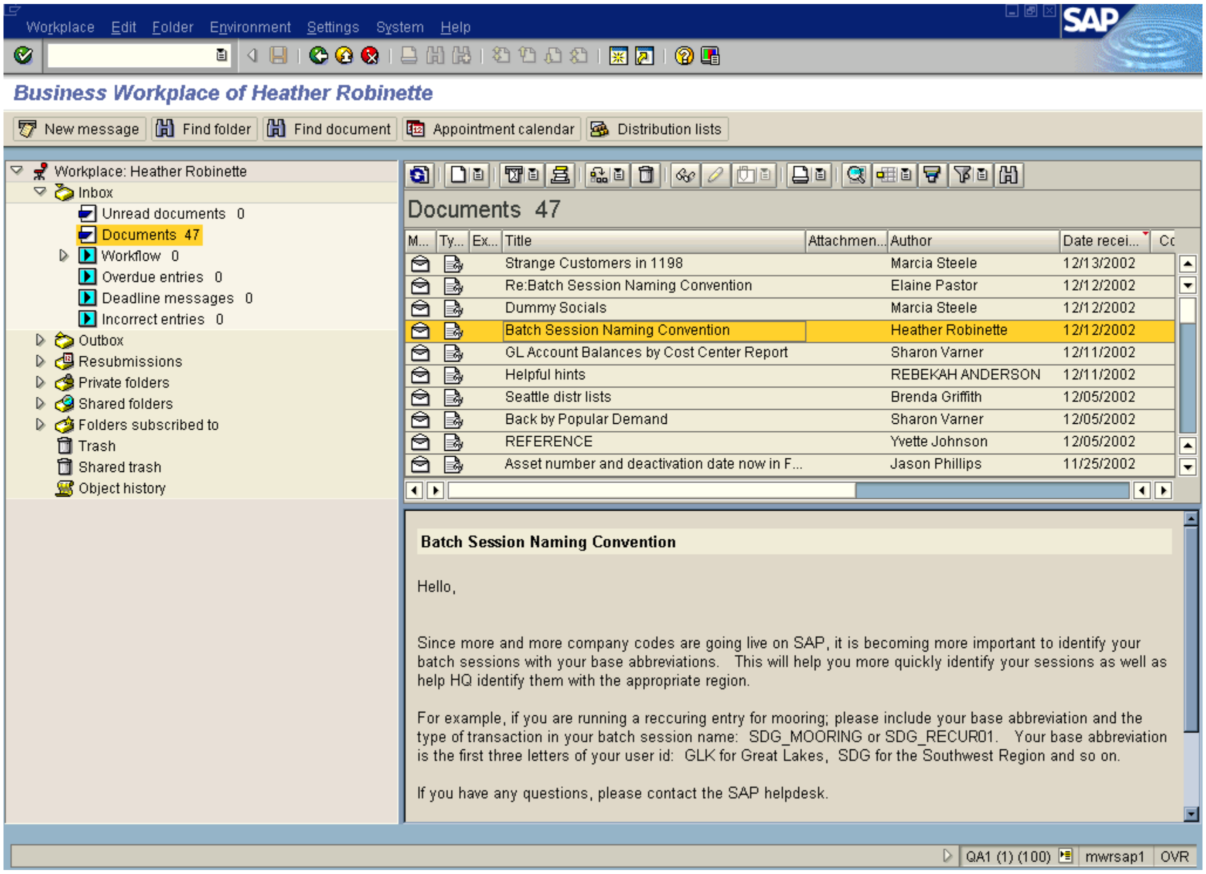


The individual working environments are shown as we have expanded the Workplace tree.

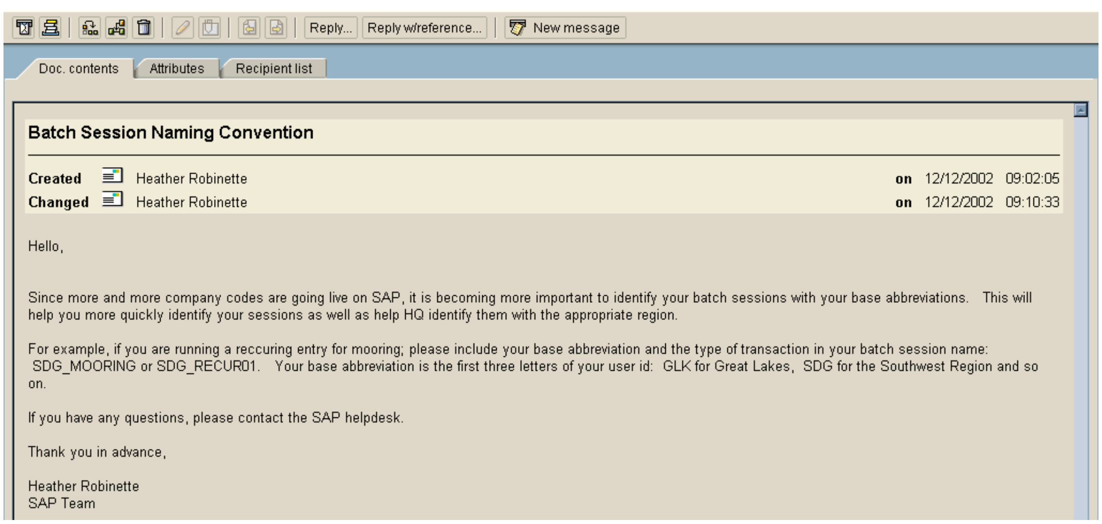
You may further expand the tree to show the individual factors that make up the Inbox, for example.



At the present time, we are not using any of the Workflow procedures. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.



The above screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking on the document title, the entire document is opened and any attachments made available to the user.

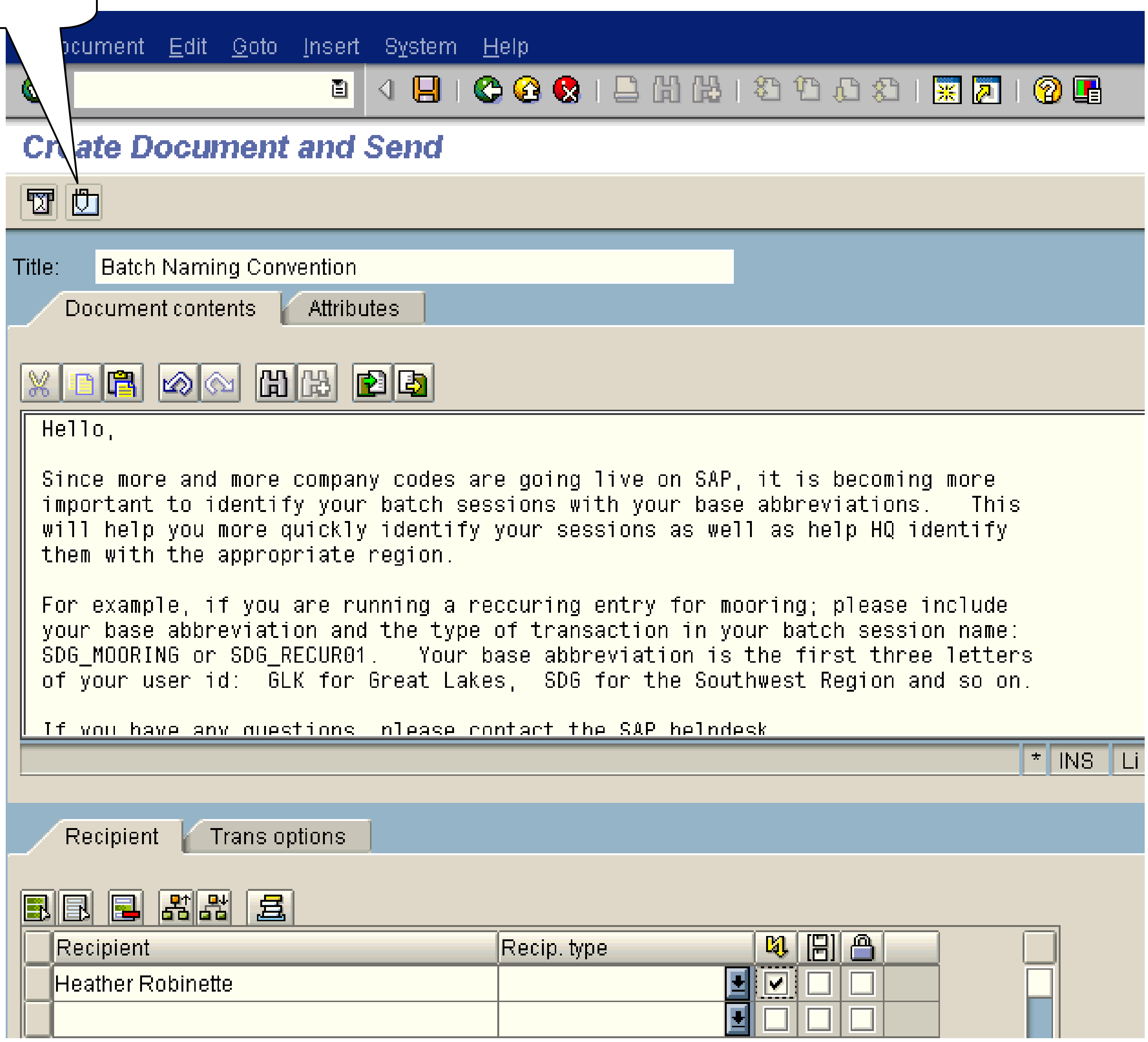


To create a document to be handled through the SAPmail system, just click on the new message icon on the application toolbar.

Icon to use.

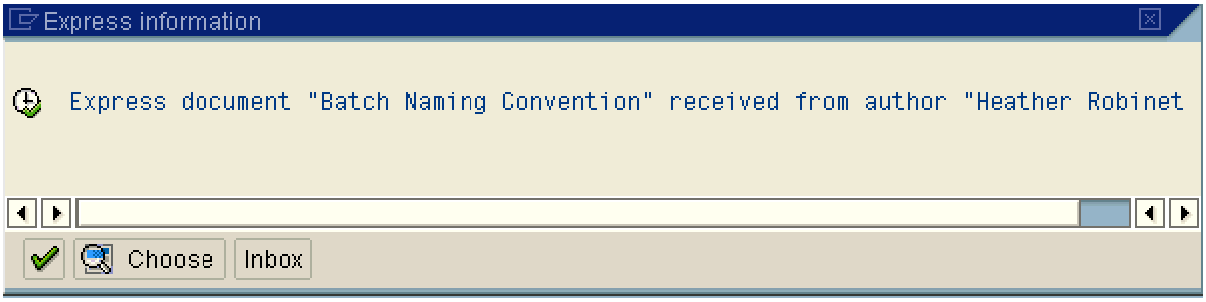
By clicking on this icon, you will open a window that allows the user to create, edit and combine attachments to the message they wish to send with the SAPmail system.

Add an attachment



You may title the document, add the pertinent text and combine an attachment with it. To send the communication to a particular recipient, merely type a partial last name combined with a wild card * to search for the user. It is NOT necessary to enter a Recipient type.

You will note the three checkboxes to the right of the Recip. Type. The "Lightning Bolt" checkbox allows Express mail. The SAP definition of Express mail means that as long as the user is in the SAP system, they will be notified that mail awaits them. This notification will show on their screens as illustrated below.



By clicking on the Execute button, the user may instantly see the document. If speed is not a priority, they may choose the Inbox button and read the document at their leisure.

This concludes the Overview portion of this guide. As you continue through the remainder of the guide, refer back to this section if you have any questions regarding the general steps for navigating through SAP.