



**Project – JBVNL
Introduction to SAP
End User Manual – Materials Management**



Jharkhand Bijli Vitran Nigam Limited.

MATERIALS MANAGEMENT

USER MANUAL

INTRODUCTION TO SAP





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Introduction to SAP

SAP stands for “Systems, Applications and Products in data processing”. Amongst the software provider, SAP comes up as the world’s third largest. 5 IBM employees founded SAP in 1972 in Walldorf, Germany.

SAP is an enterprise resource planning software which is produced by the German corporation. SAP is enterprise information software that was basically designed to manage resources, information and activities that are required to complete business processes like procurement and managing orders, billing of orders and management of human resources. SAP applications work with real time data. It has the ability to be configured according to the needs of the business. It allows business to make rapid changes in their business requirements through a common set of programs.

SAP ERP (Enterprise Resource Planning) is commercial software that will integrate all information altogether in a single software considering various factors like time and cost. Organizations can easily meet their business demands with the help of SAP.

SAP MM is known as SAP Materials Management system.

SAP MM role in business process is as follows:-

- A business process in SAP is termed as “Module”.
- SAP Materials Management (MM) is a part of Logistics area and helps to manage the procurement activity of an organization from procurement.
- It supports all aspects of material management (planning, control etc).
- It is the backbone of the Logistics area which incorporates modules like Project Systems, Warehouse Management which are extremely obsessed on Materials Management module.

The features of SAP MM system are as follows:-

- SAP MM is one of the modules of SAP that deals with materials management and inventory management.



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- Material Management process ensures that there is never a shortage of materials or any gaps in the supply chain process of the organization. SAP MM speeds up the procurement and material management activities making the business run smoother with complete time and cost efficiency.
- It deals with managing the materials (products and or services) resources of an organization with the aim of accelerating productivity, reducing costs and increase improvement and at a similar time be versatile to accommodate changes in day to day life.
- It deals with the Procurement Process, Master Data (Material & Vendor Master), Account Determination & Valuation of Material, Inventory Management, Invoice Verification, Material Requirement Planning etc.

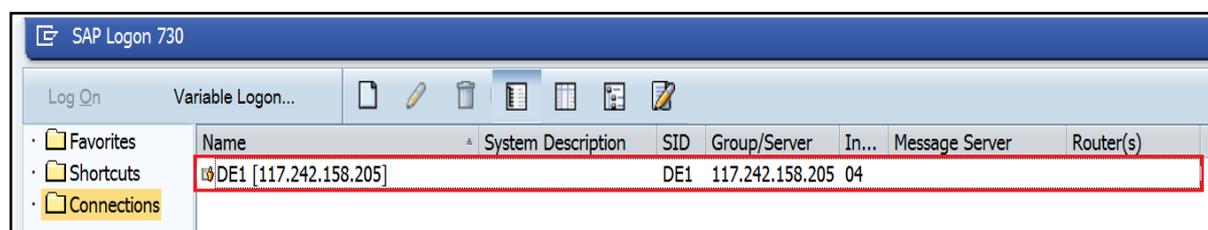
The first step to understand SAP is to have basic knowledge of screens like Login screen, Logout screen and so on. Following screens will describe about the screen navigation and the functionalities of standard tool-bar.

1 Login Screen:-

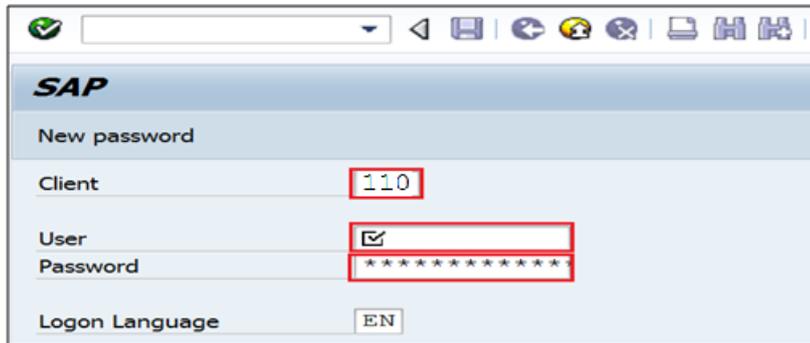
To access SAP, double click in the SAP logon PAD.



Double click on the Application server.



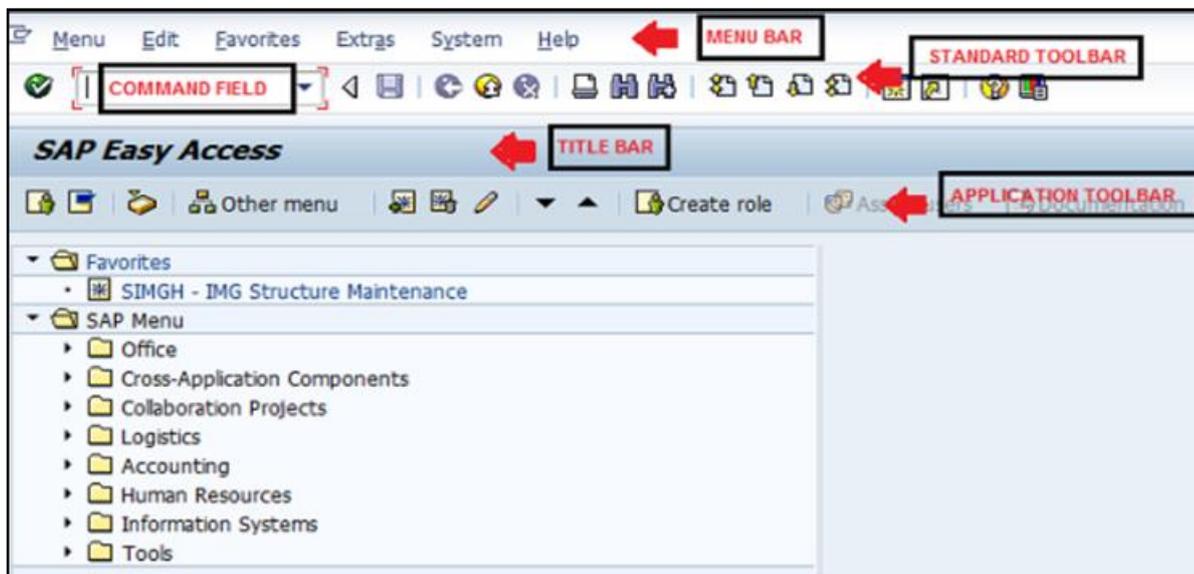
Log on to SAP ERP server. SAP login screen will prompt for User ID and Password. Provide the valid user ID and Password and press enter. The user id and password is provided by system administrator.



The screenshot shows the SAP login interface. At the top, there is a green checkmark icon and a search bar. Below that, the text 'SAP' is displayed. The main area contains the following fields:

- New password
- Client: 110
- User: [checkbox]
- Password: [masked with asterisks]
- Logon Language: EN

2 Standard Tool-Bar Icon:-



SAP screen tool-bars are briefly described as:-

Menu Bar: - Menu bar is the top line of dialog window in the SAP system.

Standard Toolbar: - Standard functions like save, top of page, end of page, page up, page down, print, etc. are available in toolbar.

Command Field: - To start a business application without navigating through the menu transaction, some logical codes are assigned to the business processes. Transaction codes are entered in the command field to directly start the application.

Title Bar: -Title Bar displays the name of the application/business process you are currently in.

Application Toolbar: - Application specific menu options are available on this toolbar.

3 SAP Easy Access Menu:-

The SAP Easy Access Menu includes all transactions offered by SAP, grouped in folders according to SAP modules (MM, PS, HCM etc.). It is not tailored to the user's specific needs.



4 SAP Menu Bar:-

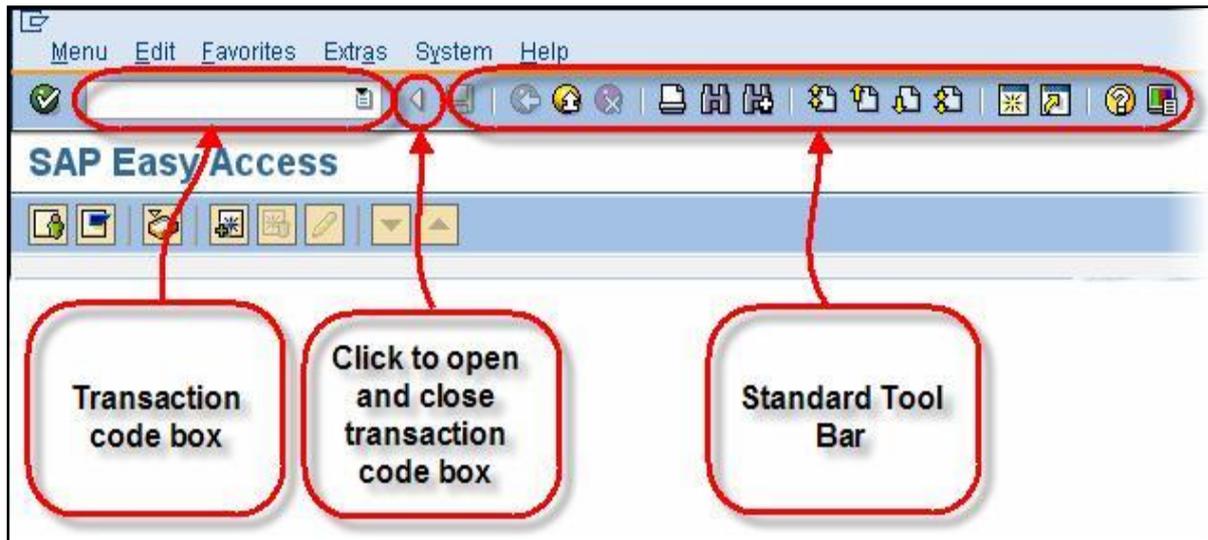
The SAP Menu Bar **CHANGES** from one screen to another. You follow a **menu path** to access a function or a transaction.



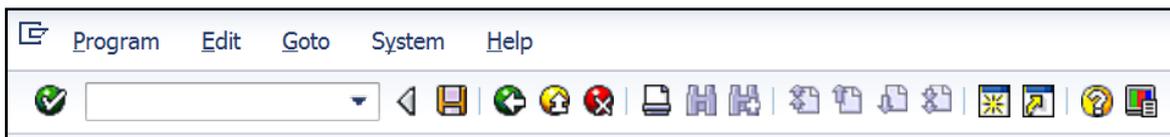
5 SAP Standard Tool Bar:-

The SAP Standard Toolbar does **NOT** change from one transaction to another. You can use the SAP Standard Toolbar to execute various functions.

- Buttons available are enabled
- Buttons not available are disabled
- In the "Transaction Box", you can directly access a transaction, without using the SAP Menu, by entering the transaction code



Following are the standard exit keys used in SAP:-





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STANDARD TOOLBAR (Buttons/Functions)

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as Save in the Edit menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as Cancel in the Edit menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
	Previous page	Scrolls to the previous page. Same function as the Page Up key.
	Next page	Scrolls to the next page. Same function as the Page Down key.
	Last page	Scrolls to the last page. Same function as the CTRL + Page Up key.
	Create session	Creates a new SAP session. Same function as Create session in the System menu.
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.



6 Status Bar:-

The Status Bar is located at the bottom of the SAP screen. It displays important system messages, such as errors and completion of transactions, as well as other session information. The example below shows the message generated by the system when a requisition was saved:



The message on the left hand side indicates that the requisition was created and what document number it was assigned.

The information on the right hand side of the status bar indicates the transaction code currently being used, the name of the server, and whether you are in overwrite keyboard mode (OVR) or insert keyboard mode (INS).

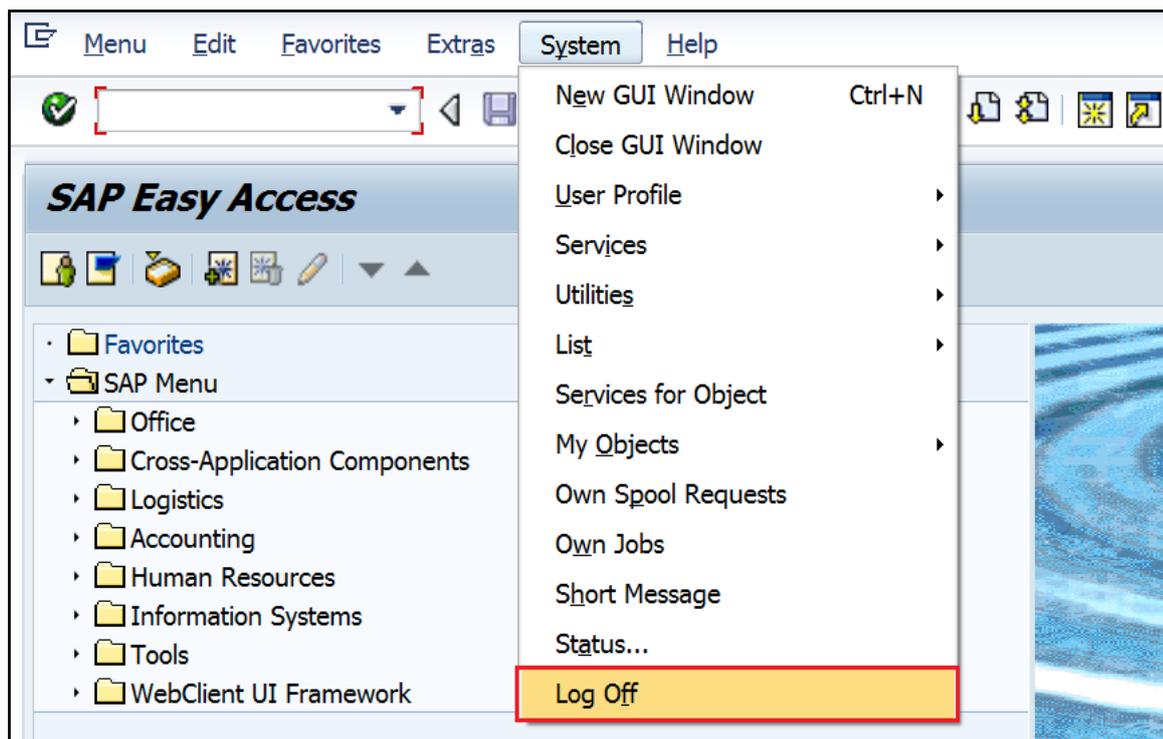


To change what information is displayed, click on the selection list icon (circled above) to open the selection list dialog.

• <u>S</u> ystem	DE1 (1) 110
<u>C</u> lient	110
<u>U</u> ser	YASHMM2
<u>P</u> rogram	SAPLMEGUI
<u>T</u> ransaction	ME51N
<u>R</u> esponse Time	312 ms
<u>I</u> nterpretation Time	16 ms
<u>R</u> ound <u>T</u> rips/Flushes	1/2

7 Log Off:-

It is a good practice to log off from the SAP system when you finish your work. There are several ways of login off from the system but it can be done using following instructions as shown in image:



Manual End