# Course Overview

- Introduction to SAP
- Navigation
- Introduction to GBI
- Sales & Distribution
- Materials Management
- Production Planning
- Financial Accounting
- Controlling
- Human Capital Management
- Warehouse Management
- Project System
Content

- User guidance
- User specific settings
- Navigation in SAP Easy Access Menu
- Help
At the end of this chapter you can

- name the window elements,
- navigate in an SAP system,
- apply personal system settings,
- effectively use help.
Log on to an SAP system
Help Functions

F1: Description of input fields

F4: Value list

Customer Account Number

A unique key used to clearly identify the customer within the SAP system.

Procedure

When creating a customer master record, the user either enters the account number of the customer or has the system determine the number when the record is saved, depending on the type of number assignment specified. The account group determines the type of number assignment used.
Welcome to SAP Help Portal
The central place for SAP documentation

What Is SAP Help Portal?
SAP Help Portal bundles access to SAP product documentation and also related information, such as SAP Notes, product availability information, as well as community content. Browse SAP Help Portal to get up-to-date information about your product.

Frequently Used
- SAP Enhancement Package 6 for SAP ERP 6.0
- ERP Central Components
- SAP R/3 and SAP R/3 Enterprise
- Analytics - All Products
- SAP NetWeaver 7.0 including Enhancement Package 2
- SAP HANA Appliance

Can’t Follow a Navigation Path?
Since the navigation structure of SAP Help Portal has changed, you may be finding it difficult to follow a navigation path in the documentation. Help is at hand.

http://help.sap.com

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Transaction Codes
### Search for a Transaction Code or Menu Title

<table>
<thead>
<tr>
<th>Node</th>
<th>Transaction Code</th>
<th>Text</th>
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<td>Material</td>
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<td>Materials Management</td>
</tr>
</tbody>
</table>
SAP ERP

Desktop Shortcut

- Menu
- Edit
- Favorites
- Extras
- System
- Help

- SAP Easy Access
  - SAP Menu
    - cross Application Components
    - Legal
    - Access
    - Help
    - Info
  - Favorites
  - Other menu

Create New SAP Shortcut

Title: SAP Easy Access
Type: Transaction
Transaction: SESSION_MANAGER
System Description: A64
System ID: A64-1
Start Parameters:

Client: 215
User: GBI-000
Password: [omitted]
Language: EN - English
Location: Desktop

Type your username and password

User Name: GBI-000
Password: [omitted]
You are now able to:

- name the window elements,
- navigate in an SAP system,
- apply personal system settings,
- effectively use help.