Duke R/3 Basics Guide

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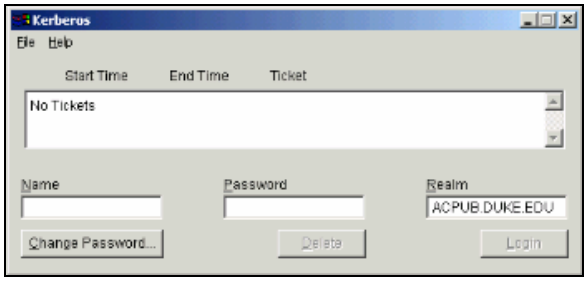
Logging into R/3

There are two steps in the R/3 login process: (A) Authentication; and (B) Authorization.

A. Authentication (Kerberos Login; "Getting a ticket")

1. Double click on the **Authentic Login** icon to display the following box:



2. Enter your **SAP user name** in the **Name** field using **lower case letters**.

3. Enter your **SAP password** in the **Password** field using **lower case letters**.

4. If missing, enter **ACPUB.DUKE.EDU** in the **Realm** field using **UPPER CASE LETTERS**.

5. Click on the **Login** button or press the **Enter** key.

6. If prompted (*only at initial Kerberos login*), change your password per the screen's instructions.

   The system will verify your user information and issue a ticket (with Start and End time) for R/3. ***Leave this window open as a reminder to delete the ticket when logging off****.*

   If an error message states ***"Client not found in Kerberos database while logging in,"*** *then the* ***SAP user name was entered incorrectly or is not valid.*** *Click* ***OK*** *to clear the message, and enter the name again to rule out a keying error. Call the help desk if needed.*

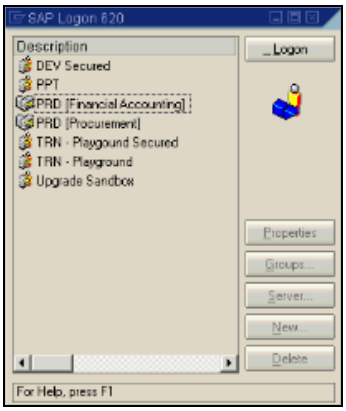
   If an error message states ***"Password incorrect,"*** *then the* ***password is not valid or was keyed incorrectly****. Click* ***OK*** *to clear the message, and enter the password again or try a different password. Call the Help Desk if needed.*

Logging into R/3 (continued)

B. Authorization (Logging into R/3)

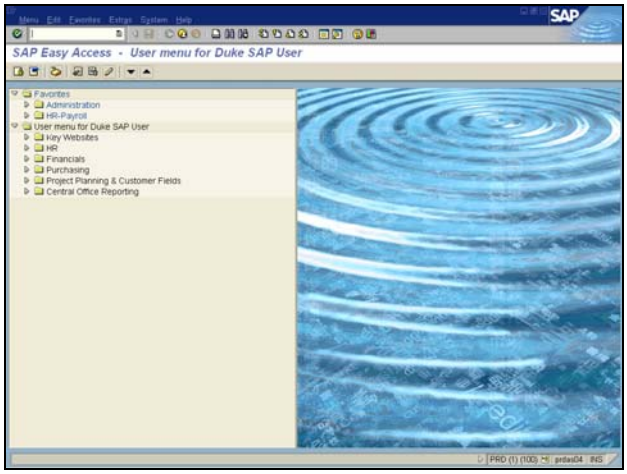
1. After receiving a security ticket, **double click** on the **SAP Logon** icon to display the following box:

SAPlogon



2. Click on either **PRD [Procurement]** to order materials or **PRD [Financial Accounting]** to perform financial or HR/Payroll functions.

3. Click on the **Logon** button (click ✔ **Continue** through any system messages) to display the initial *SAP Easy Access* screen:

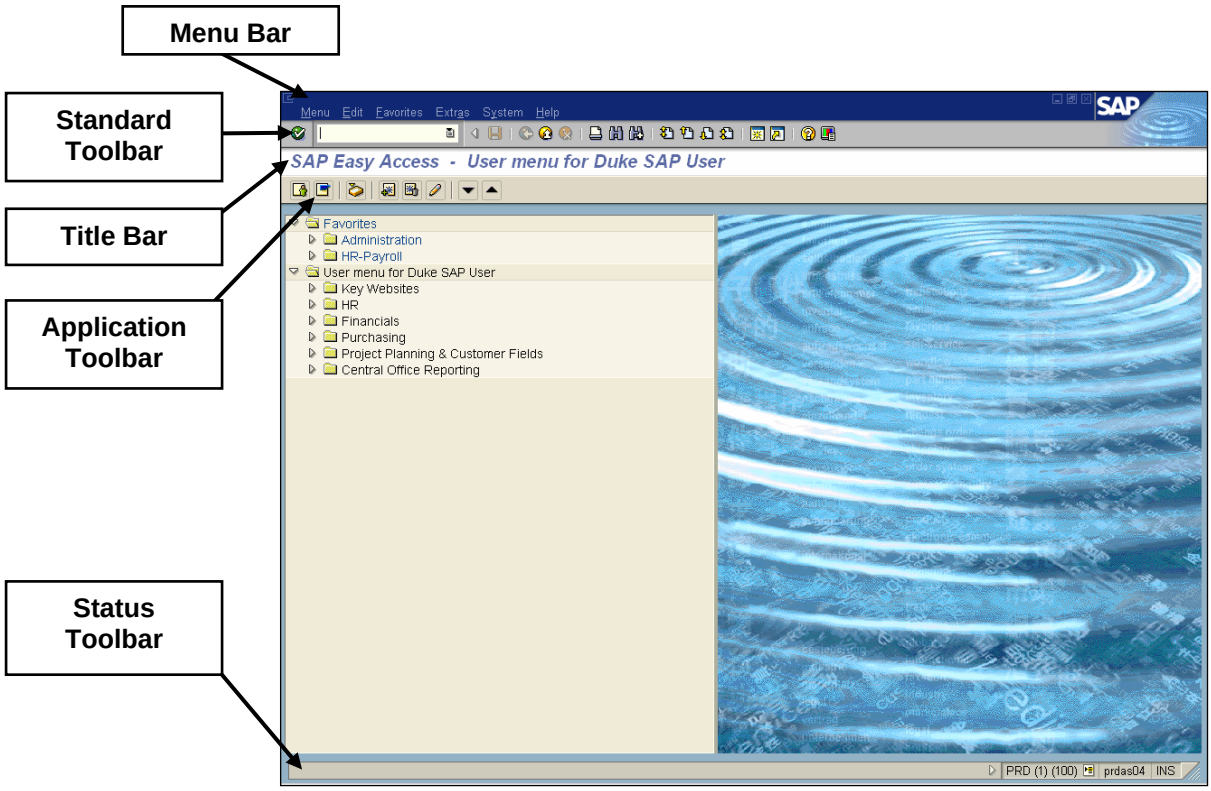


You have successfully logged into R/3!

Note: The process for logging into R/3 using a Mac is similar. For specific instructions, see the ***Supplement for Mac Users*** *at the end of this guide.*

The R/3 Window

Each R/3 window contains several bars that help you navigate and perform functions in R/3.



- The **Menu Bar** contains menu paths for system commands. It also contains the SAP button (top left corner) and the minimize and maximize buttons (top right corner) for managing the size and position of the window.

- The **Standard Toolbar** contains buttons for performing common functions depending on the screen or task. It also contains the Command Field. *(If the Command Field is hidden, click on the*  *button to display it)*.

- The **Title Bar** contains the name of the current screen.

- The **Application Toolbar** contains “shortcut” buttons for additional functions depending on the screen or task.

- The **Status Bar** displays messages and provides system information, such as session number and Insert / Overwrite status for text in fields. (*If hidden, click on the*  *button to display*).

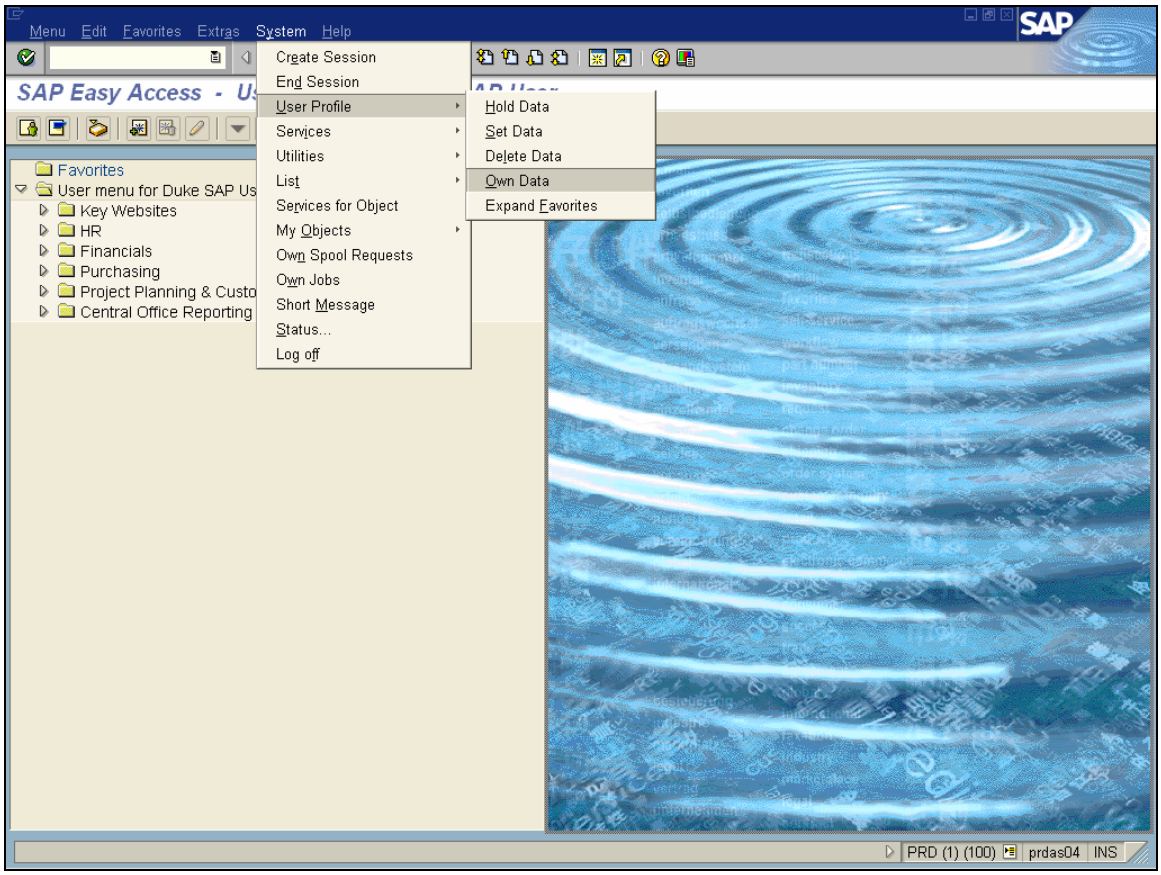
The SAP R/3 Window (continued)

How Do I Use the Menu Bar?

1. A menu path is a series of steps to execute a system function.

2. To use a menu path, click on the desired option on the Menu Bar to receive more menu options. A triangle to the right of a menu option indicates more menu options for that path.

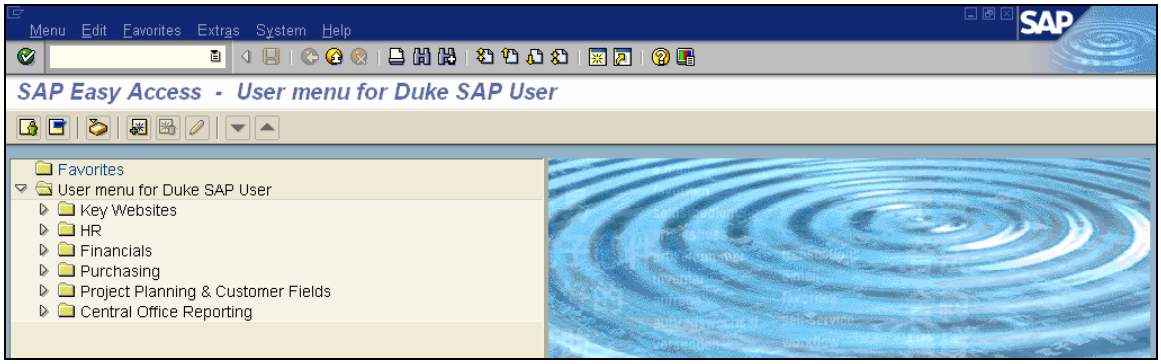
3. Continue to click once on each desired menu option until the transaction screen is reached (see example below).



Note: A triangle ▶ to the right of a menu option indicates more menu options are available for that path. Menu options without a triangle indicate that a new screen will display once the option is selected.

Navigating R/3 Using the User Menu

The User Menu comprises folders that contain R/3 transactions. Users will see all transactions, but will have access only to the transactions allowed in their profile.



Favorites is the top folder and can be customized by each user.

The **Key Websites** folder contains hyperlinks to important Duke Web sites.

The three primary folders are:

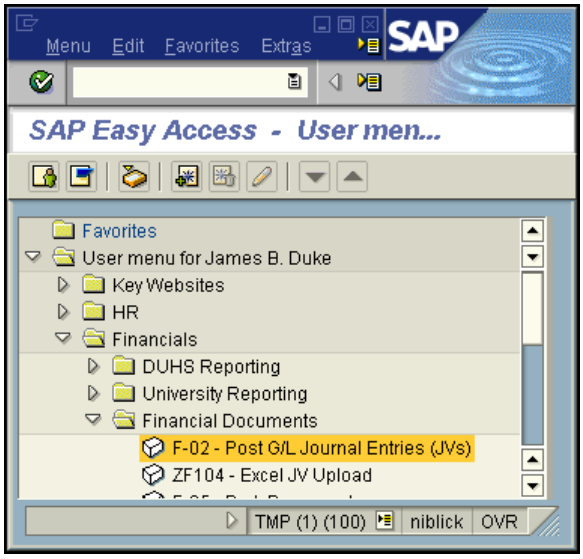
- **HR**: contains human resources and payroll functions;
- **Financials**: contains financial functions; and
- **Purchasing**: contains procurement functions.

A limited number of users have access to functions contained in the **Project Planning…** and **Central Office Reporting** folders.

The User Menu (continued)

How Do I Use the Menu Bar?

1. To open a folder and view its transactions, click on the button beside a folder.

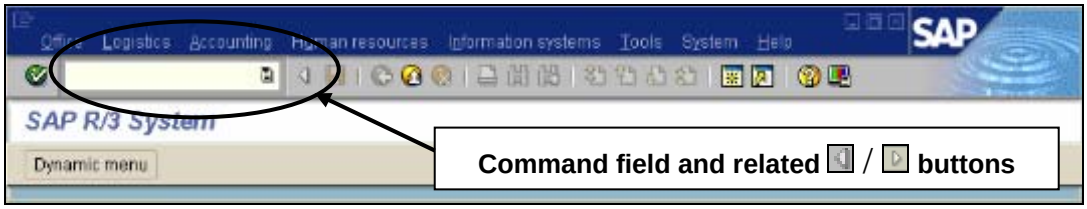


2. To execute the transaction, double click on the transaction's name.
NOTE: Even though a transaction may be listed, a user will have access to it based on his or her profile.

Transaction Codes

Transaction and command codes are used to navigate in R/3 without using the User Menu and can be entered in the **Command** field on R/3 screens (*see example below*).

Note: *If the **Command** field is not displayed, click on the button to display the field. Click on the button to hide the Command field if desired.*



What is a Transaction Code?

- A quicker way to navigate to a transaction screen as opposed to using the User Menu.
- Four- or five-characters that identify a "transaction" in R/3 (e.g., ME51 = Create a Purchase Requisition, ZFR1 = Duke Favorites Tree, or PO03 = Maintain Job).

How Can I Find the Transaction Code for a Particular Transaction?

1. Use the User Menu to navigate to a transaction screen.
2. At the transaction screen, follow the menu path:
   System → Status…
3. Locate the transaction code displayed in the **Transaction** field on the *System: Status* screen.
4. Click on the **Continue** button or press **Enter** to exit the *System: Status* screen.

   Tip: *As a short cut, click on the **Drop Down/Open** button located on the Status bar (bottom of a screen) and view the Transaction Code listed in the box.*

Transaction Codes (continued)

How Do I Use a Transaction Code?

1. Enter the four- or five-character digit transaction code (upper or lower case) in the Command Field on the SAP Easy Access screen.

   Note: From screens other than the SAP R/3 system screen, a two-digit command code must be entered in front of the transaction code in the command field.

2. Click on the **Enter** button or press **Enter** to move directly to the initial transaction screen.

   *Tip: Click on the **Drop down / Open** button to the right of the command field to view previously used transaction codes. Double-click on the desired code to move to a transaction screen.*

Command Codes

What is a Command Code?

- A way to navigate R/3 without using the User Menu.
- A two or three digit value, usually beginning with a forward slash (/), that performs functions like opening or closing sessions and transactions.
- Most command codes can be used alone or with a four-digit transaction code as outlined below.

How Do I Use a Command Code?

1. Enter a command code (by itself or in front of a Transaction Code) in the Command field.
2. Click on the **Enter** button or press **Enter** to move directly to the initial transaction screen.

What are Commonly Used Command Codes?

Note: ***xxxx*** *= insert a transaction code*

/Nxxxx	E**n**ds current transaction and starts **n**ew transaction (within the same session)
/Oxxxx	**Opens** session and starts new transaction. Maintains current transactions / sessions
/N	Ends current transaction within a session Returns to SAP R/3 System screen
/O	Displays all current sessions / transactions Provides option to open new session Provides option to close a session
/Nend	Logs off SAP R/3
/I	Ends current transaction and returns to previous transaction (within the same session)
SU3	Opens User Information Maintenance screen (**System**→**User Profile**→**Own Data**) See the Setting User Profile section.

Multiple Sessions

A user can create or open multiple sessions in the R/3 system, up to **six sessions** at once**.** Multiple sessions allow a user to perform more than one transaction at once. A session is just another window of R/3. Each session can be closed or ended when no longer needed, and all sessions will be closed when logging off of R/3.

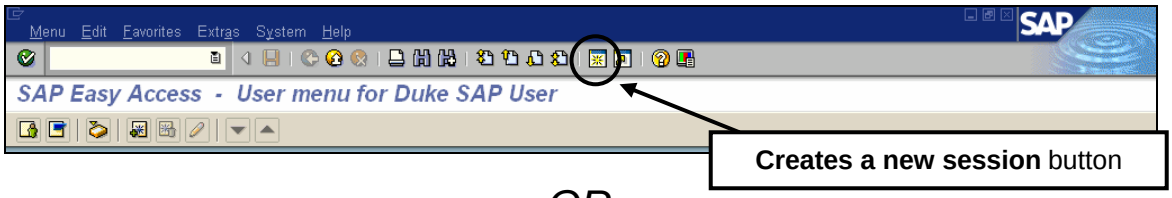
How Do I Create Multiple Sessions in R/3?

*Choose **ONE** of the following options from any screen.*

1. Follow the menu path: **System → Create Session**

OR

2. Click on the **Creates a new session** button.



OR

3. ***Left click*** on the ***SAP*** button located in the top left of the screen (Menu bar) and click on **Create Session** (*valuable when the hour glass is "running" in R/3 and buttons or paths are not available*).

OR

4. Enter ***/O*** in the Command field on the Title Bar and click on the **New Session** button (*see Transaction and Command Codes*).

How Do I End a Multiple Session in R/3?

1. Follow the menu path: **System → End Session**

OR

2. Click on the **Close** button on the Menu bar (far right corner) to close the window.

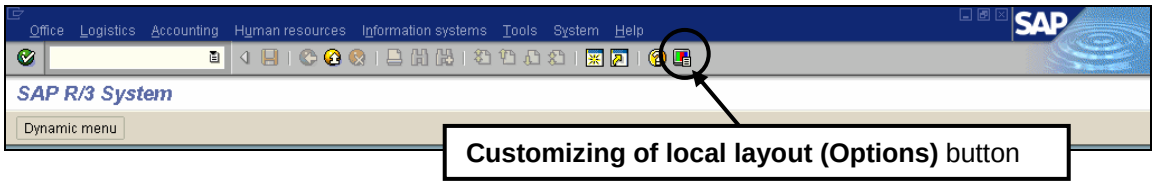
Messages

System messages appear in the **Status bar** at the bottom of R/3 screens. As another option, messages can also be customized to display in a dialog box (pop-up window), if desired. If this option is chosen, the messages will display in the Status bar, as well as in a dialog box. Messages must be acknowledged before proceeding.

Changing Messages to Display in Dialog Boxes

1. Click on the **Customizing of local layout** button on the Standard Toolbar.

   *Note: Mac users do not have the **Customizing of local layout** button and are not able to use this function.*



   *Note: Also, the **Customizing of local layout** button can be used to select **Hardcopy**, which prints the screen displayed at the time. There are **more efficient ways to print Journal Entry transactions and financial reports**; they are covered in the appropriate Journal Entry and Financial Reporting user guides.*

2. Click on **Options** in the menu.

3. Click on the **Options** tab in the Options window.

4. Click in the **check box** for the following options in the "Messages" section:
   - **Dialog box at succes (sic) message**
   - **Dialog box at warning message**
   - **Dialog box at error message**

5. Click the **Apply** button (*if highlighted*) and then the **OK** button.

   *Note: Messages will now be displayed in **both** a dialog box (pop-up window) and the Status toolbar.*

Messages (continued)

What are the Message Types?

Information: General information

 (Status Bar)  (Dialog box for messages)

Example: "Document (number) changed."

To do: Click  **Enter** (or press **Enter**) to proceed

Warning: Irregular entry

 (Status Bar)  (Dialog box for messages)

Example: "Delivery date is a weekend."

To do: Click  **Enter** (or press **Enter)** to proceed

Error: Invalid input

 (Status Bar)  (Dialog box for messages)

Example: "Vendor number not valid."

To do: Correct input; click  **Enter** (or press Enter) to proceed

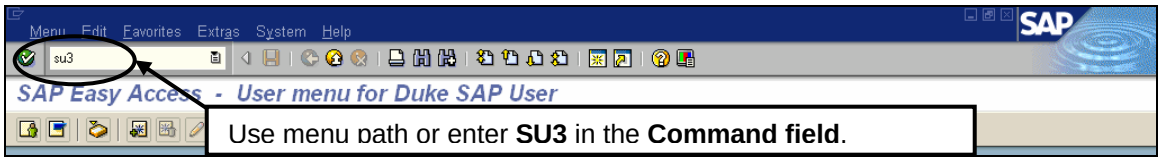
Setting User Profile

How Do I Enter My User Information?

1. To display the Maintenance screen, follow the menu path:
   System → **User profile** → **Own data**

   OR

   Enter **SU3** in the Command field of the SAP R/3 System screen and click on the **Enter** button (**Enter**).



2. Click on the **Address** tab.
3. Enter your proper first and last names (other fields are optional).
4. Click on the **Save** button.

How Do I Set My User Defaults (Printer & Date format)?

1. To display the **Maintenance** screen, follow the menu path:
   System → **User profile** → **Own Data**

   OR

   Enter **SU3** in the Command field of the SAP R/3 System screen and click on the **Enter** button (**Enter**).

2. Click on the **Defaults** tab.
3. Click in the **Output device** field and use the **Drop down** button to choose a printer value from a list.

   Note: *See **Matchcode Searches for Field Values** (Pages 15-20) if needed. The list contains only **networked printers** and one option for local printing. To add a printer to the list, contact your department's LAN (network) administrator. To sort the list, click on the desired column heading.*

4. Click in the **Output Immediately** check box.
5. Click in the **Delete After Output** check box.

Setting User Profile (continued)

6. Ensure the **1,234,567.89** radio button is selected for the **Decimal Notation**.

7. Ensure the **MM/DD/YYYY** radio button is selected for the **Date Format**.

8. Click on the **Save** button.

How Do I Set Parameter Defaults (Field Default Values)?

1. To display the **Maintenance** screen, follow the menu path: **System** → **User profile** → **Own Data**

   OR

   Enter **SU3** in the Command field of the SAP R/3 System screen and click on the **Enter** button (**Enter**).

2. Enter the **Parameter ID(s)** in the **Parameters** column (see *How Do I Find a Parameter ID for a Field* outlined below).
3. Enter the field values to be defaulted in the **Value** column.
4. Click on the **Save** button.

How Do I Find a Parameter ID (PID) for a Field?

1. To find the Parameter ID code for a field (e.g., Plant), go to an R/3 screen that contains the field.

2. Click in the field and then click on the **Help** button.

3. In the pop-up window, click on the **Technical info** button.

4. The ID code of the parameter is displayed in the **Parameter ID** field.

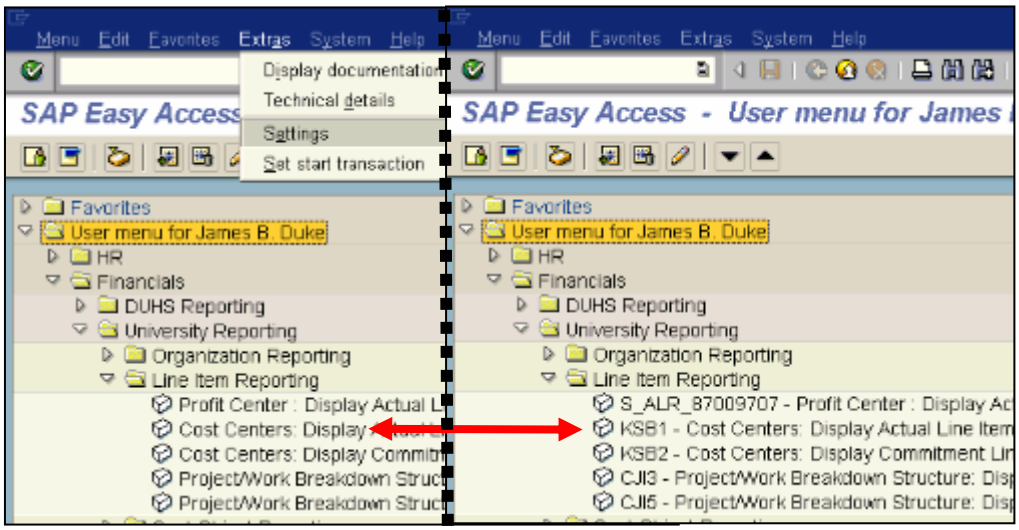
5. Click on the **Cancel** button to close each pop-up window.

6. Use the Parameter ID to set up default values for that field per the steps in *How Do I Set Parameter Defaults?* outlined above.

Displaying Technical Names

Users can customize R/3 by displaying Transaction Codes (known as Technical Names) on the User Menu. Transaction Codes are the four- or five-character codes that identify transactions.

1. To display Technical Names, follow the menu path: **Extras→Settings**



2. In the resulting dialog box, click in the check box beside **Display technical names**.

3. Click on the **Continue** button.

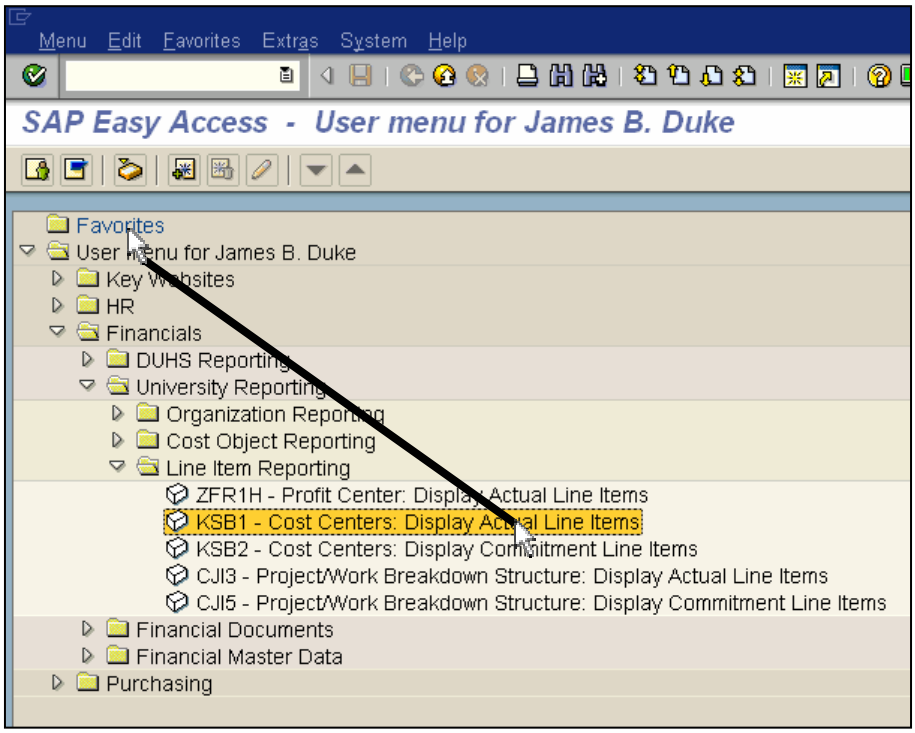
4. To hide Technical Names, return to the dialog box and uncheck the box beside **Display technical names**.

The Favorites Folder

Users can customize R/3 by adding transactions to the **Favorites** folder and arranging these transactions. Four options are available to customize the **Favorites** folder.

Option One: Drag and Drop

5. Highlight the title of the report.



6. Keep the left mouse button pressed down.

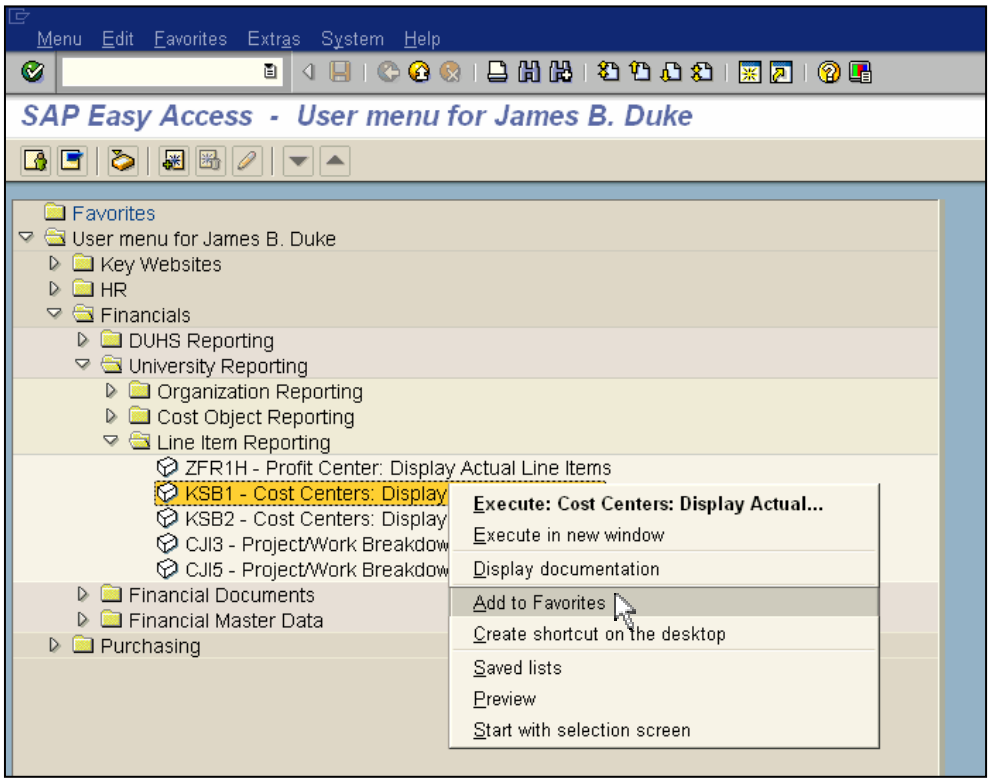
7. Drag the title to the **Favorites** folder icon.

8. Release the mouse button.

The Favorites Folder (continued)

Option Two: Right Click (PCs only)

1. Use the mouse button to right click on the title of the function.



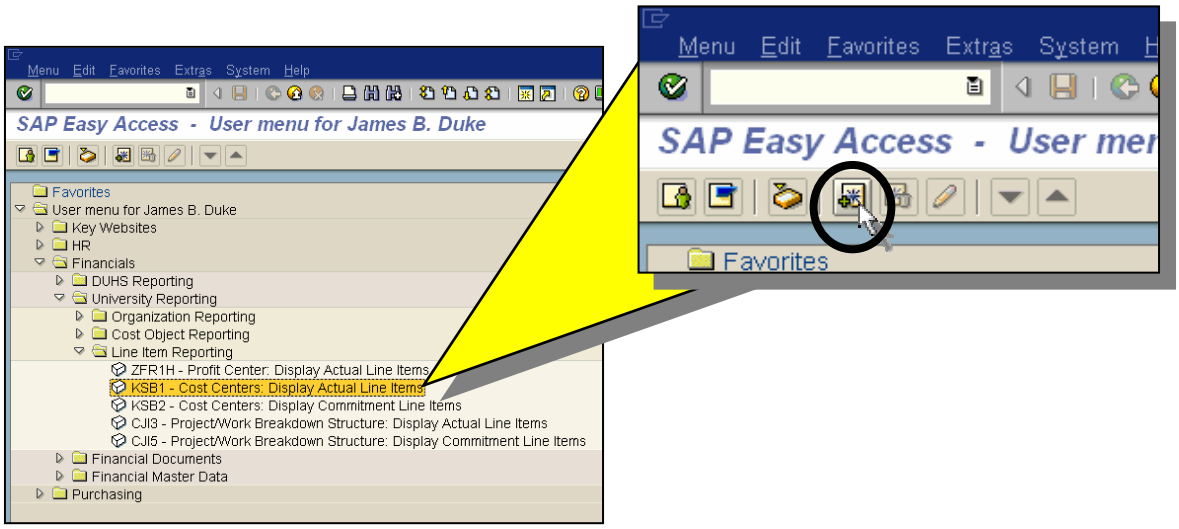
2. Select **Add to Favorites** from the resulting list.

3. Release the mouse button.

The Favorites Folder (continued)

Option Three: Shortcut Button

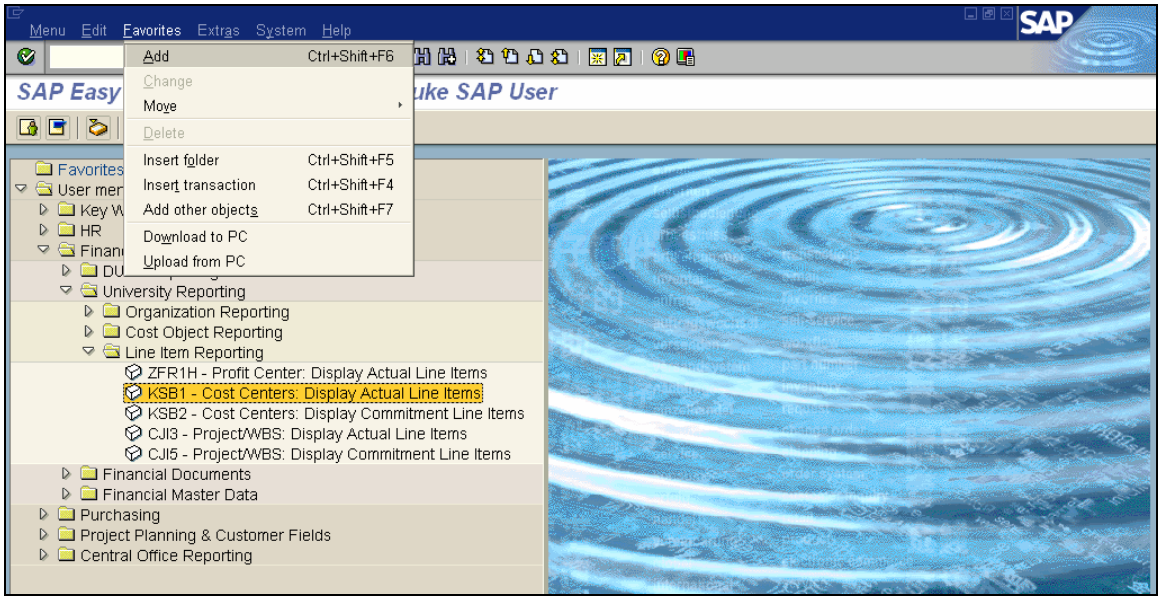
1. Highlight the title of the function.



2. Click on the **Add to Favorites** button.

Option Four: Menu Path

1. Highlight the title of the function.

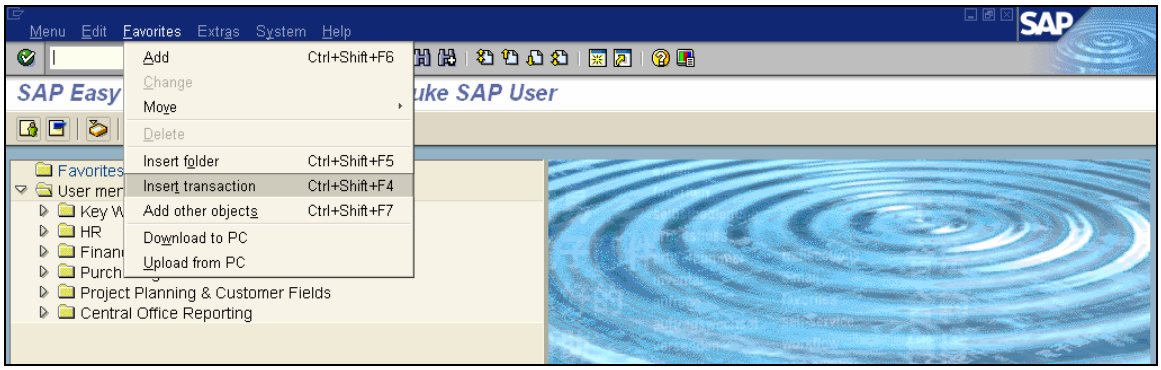


2. Follow the menu path: **Favorites→Add**

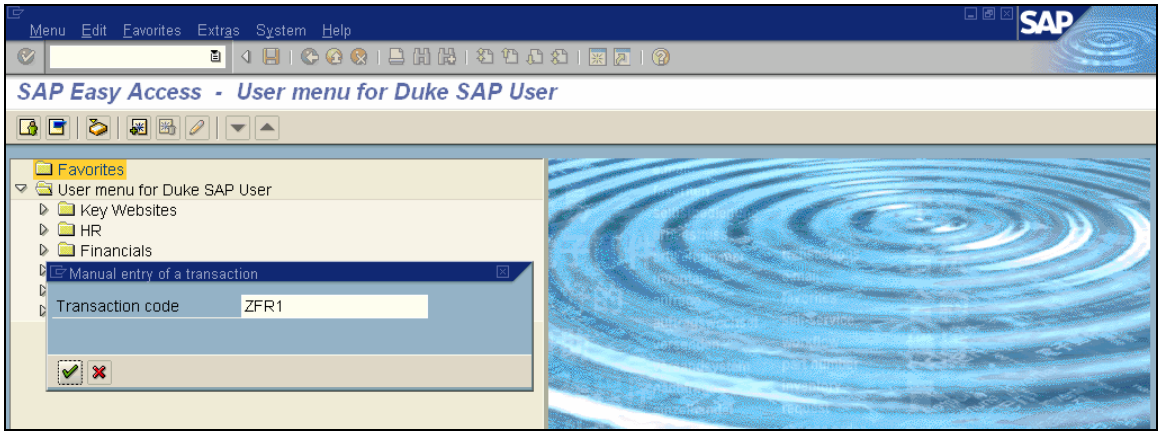
The Favorites Folder (continued)

Users can also insert specific **Transaction Codes** into the **Favorites** folder.

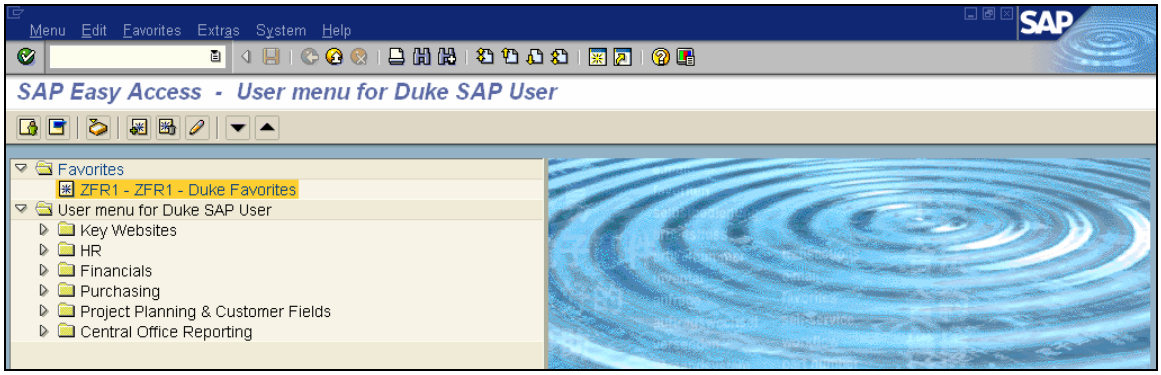
1. Follow the menu path: **Favorites→Insert transaction**



2. In the resulting **Manual entry…** box, enter the Transaction Code.



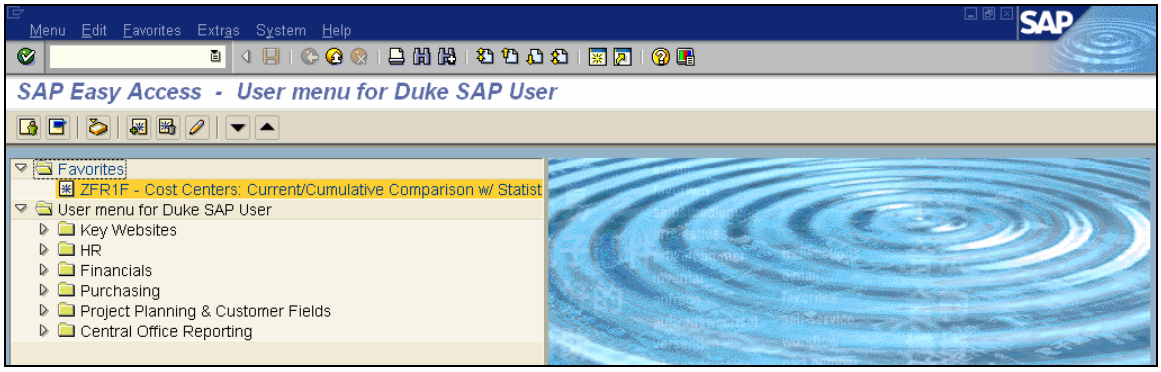
3. Click on the **Continue** button.



The Favorites Folder (continued)

Users can change the title of an item in the **Favorites** folder.

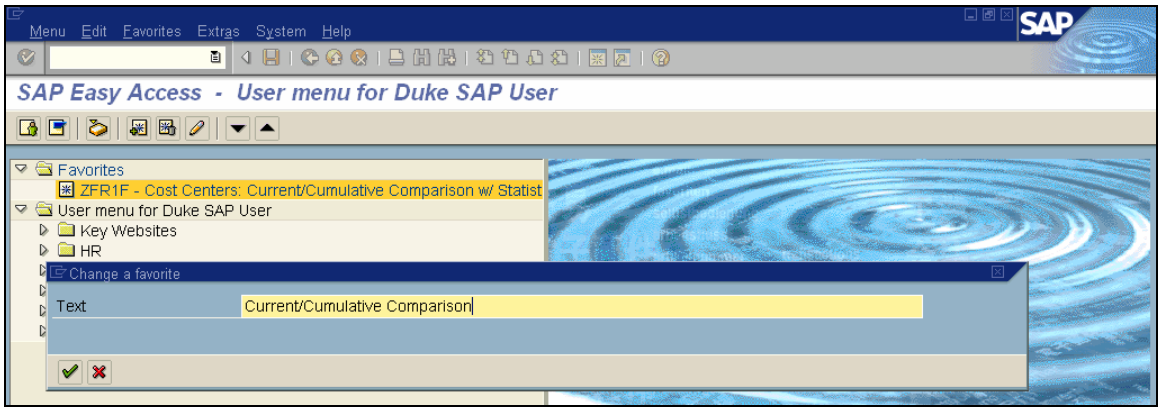
1. Highlight the favorite item.



2. Perform one of the following transactions:

   - Right click on the title and select **Change favorite** OR
   - Follow the menu path: **Favorites→Change** OR
   - Click on the **Change Favorites** icon on the Application Toolbar.

3. In the resulting **Change a favorite** box, type in the new name and click on the **Continue** button.



The Favorites Folder (continued)

Users can delete an item from the **Favorites** folder.

1. Highlight the favorite item.
2. Perform one of the following transactions:
    - Press the **Delete** key on your keyboard OR
    - Right click on the title and select **Delete favorite** OR
    - Follow the menu path: **Favorites→Delete** OR
    - Click on the **Delete Favorites** icon on the Application Toolbar.

Users can organize favorites in various sub-folders in the **Favorites** folder.

1. Highlight the **Favorites** folder.
2. Perform one of the following transactions:
    - Right click on the **Favorite** folder and select **Insert folder** OR
    - Follow the menu path: **Favorites→Insert folder**.
3. In the resulting **Create a folder** box, type in a folder name and click on the **Continue** button.

Logging Off R/3

1. To log off the R/3 system, choose **one of the options** below:

   - Click on the **Close** button (upper right corner of the Menu Bar) for each open session until prompted to log off

   OR

   - Follow the menu path for all open sessions until prompted to log off: **System** → **End Session**

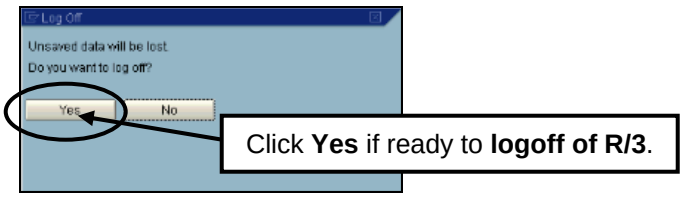
   OR

   - Click on the **Exit** button repeatedly for each open session until prompted to log off

   OR

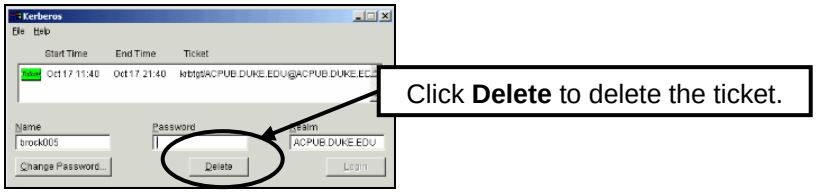
   - Follow the menu path: **System** → **Log off** (**logs off all opened sessions at once**)

2. On the **Log Off** dialog box, click on the **Yes** button if ready to log off (see ***Note*** below).



Note: *The message that **unsaved data will be lost** is a reminder to ensure transactions like requisitions or journal entries have been saved before exiting R/3. This message **doesn't apply to financial reports and display transactions**. If unsure, click on the **No** button, review the screen, and save data.*

3. ***IMPORTANT:*** Open/maximize the Kerberos (Authentic Login) dialog box; click on the **Delete** button to delete the green ticket.



Note: *If not deleted, a ticket will automatically expire after 10 hours. Until it expires, anyone can log into R/3 from your desktop, using your User ID.*

Field and Matchcode Searches

What is a Field?

- A field is a single unit of information (e.g., material number, date, cost center, or personnel number).
- There are two types of fields in R/3:
  - An **Input** field (white) allows the user to enter a single value or possibly multiple values.
  - A **Display** field (gray) allows the user to view values only; no input is allowed.
- A **question mark symbol (?)** in an input field indicates a **required field** (not all required fields contain the "**?**" symbol).
- Some **input fields have a recall feature** that automatically lists similar values that were keyed in the past once you begin keying into the field (e.g. if you begin to key 157, a list will pop up below the field containing all values for that field that begin with 157 and have been entered in the past). A value can be chosen from the list to save keystrokes.

How Do I Enter Multiple Selections for a Field?

1. Enter a single value or range of values (if available) in the field input box(es) on the screen.

   Note: For some fields, at least one single value must be entered before using the ***Multiple Selection*** *button to avoid an error message.*

2. Click on the **Multiple Selection** button.
3. Enter additional single values and/or ranges in the appropriate tabs (*see note below*).

   Tips: Use the green and red tabs (where available) to include and exclude single values and ranges. Use the ***Next page*** *button to display more input fields if needed.*

4. Click on the **Copy** button to save the additional values selected as criteria.

   Note: The ***Multiple selection*** *button will have a green shading to indicate multiple values are saved.*

Fields and Matchcode Searches (continued)

What is a Matchcode Search for a Field?

- A way to view a complete or partial list of all valid values for a field and to select a value for a field.
- A triangle in the lower right corner of a field usually indicates that a matchcode search is available.
- Searches can be done on numeric or text values, and allow the use of an **asterisk** (*****) as a wildcard.

How Do I Perform a Matchcode Search?

1. Click in the desired field.

   Note: If a matchcode search is available, a  ***Drop Down / Open*** *button will appear.*

2. Click on the  **Drop Down** button or press **F4** to display **<u>one of the following</u>:**

   1. A *Hit List* dialog box containing a complete list of valid values for the field. ***(Go to step 3)***

   OR IF NUMEROUS VALUES ARE AVAILABLE…

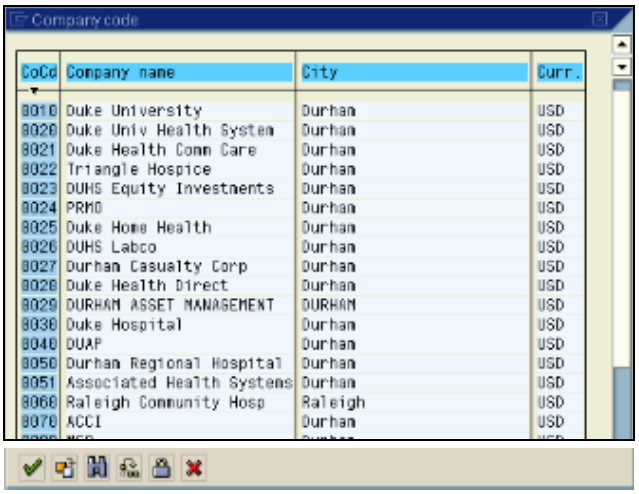
   2. A *Possible Entries via...* or a *Search Help Selection* dialog box containing search options (displayed ONLY for some fields the first time a user searches for values). ***(Go to step 5 or 10)***

   OR

   3. A *Restrict Value Range* dialog box to search for a partial list of values (defaults to the last search help chosen for a field). ***(Go to Step 12)***

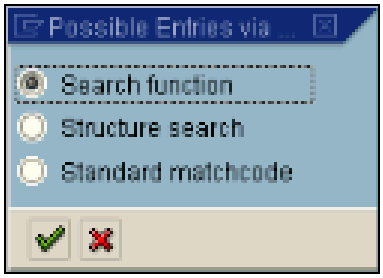
Fields and Matchcode Searches (continued)

If the *Hit List* dialog box is displayed:



3. Double click on the desired value to both select and place the value in the field.
4. The search is complete.

If the *Possible Entries via…*dialog box is displayed (mainly in HR/PR for fields like Organizational unit):

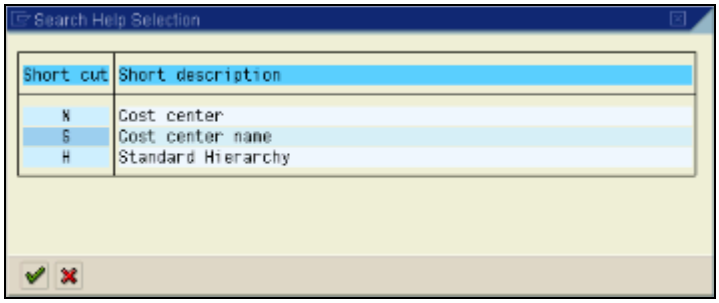


5. Click on the radio button to select ***either***:
   - **Structure search** – if available, provides all values in a hierarchy format.
   - **Search function** – provides all values in a list.
   - **Standard matchcode** – provides a search tool to narrow the list of valid values.
6. Click on the **Continue** button or press **Enter**.
7. If applicable, click on the **+ folder icons** to open nodes and find the value needed in the hierarchy.

Fields and Matchcode Searches (continued)

8. Double click on the line of the value desired to select and place that value in the field.
9. The search process is complete.

If the *Search Help Selection* dialog box is displayed:

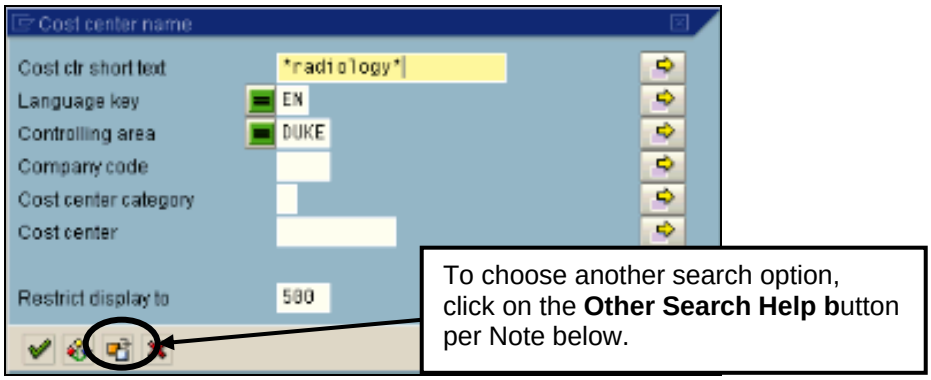


10. Double click on a search option to display the *Restrict Value Range* dialog box.

    Note: Choose a search option based on what is known about the field value (e.g., if the cost center name is known, choose to search by Cost center name).

11. Continue to next step.

On the *Restrict Value Range* dialog box:



Note: To choose another search option, click on the ***Other Search Help*** *button and refer to Step 10. When a search option is chosen for a field by a user, that search option defaults each time the user uses the drop down for that field, until the search option is changed again.*

Fields and Matchcode Searches (continued)

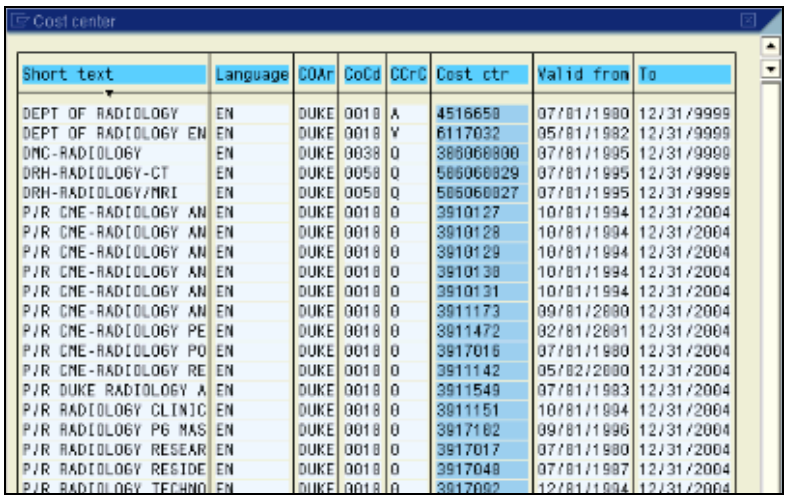
12. Enter either partial text (the main noun in a description) or a numeric value **ALONG WITH ASTERISKS** in the appropriate field. (See *Guidelines for Using Asterisks in Searches*).

    Note: A few text matchcode searches are case sensitive, such as material searches. The text must be entered in the correct upper and/or lower case.

13. Change or delete the numeric value in the *Restrict Display to* field, if desired.

    Note: This field limits the number of values listed on your search results. Leaving the field blank will allow all possible values to be listed.

14. Click on the **Enter** button to execute the search and display a *Hit List* of possible values.



Cost center

Short text	Language	COAr	CoCd	CCrC	Cost ctr	Valid from	To
DEPT OF RADIOLOGY	EN	DUKE	0018	A	4516658	07/01/1980	12/31/9999
DEPT OF RADIOLOGY EN	EN	DUKE	0018	V	6117032	05/01/1982	12/31/9999
DMC-RADIOLOGY	EN	DUKE	0038	Q	386060800	07/01/1995	12/31/9999
DRH-RADIOLOGY-CT	EN	DUKE	0058	Q	585060829	07/01/1995	12/31/9999
DRH-RADIOLOGY/MRI	EN	DUKE	0058	Q	585060827	07/01/1995	12/31/9999
P/R CME-RADIOLOGY AN	EN	DUKE	0018	0	3910127	10/01/1994	12/31/2004
P/R CME-RADIOLOGY AN	EN	DUKE	0018	0	3910128	10/01/1994	12/31/2004
P/R CME-RADIOLOGY AN	EN	DUKE	0018	0	3910129	10/01/1994	12/31/2004
P/R CME-RADIOLOGY AN	EN	DUKE	0018	0	3910130	10/01/1994	12/31/2004
P/R CME-RADIOLOGY AN	EN	DUKE	0018	0	3910131	10/01/1994	12/31/2004
P/R CME-RADIOLOGY AN	EN	DUKE	0018	0	3911173	09/01/2000	12/31/2004
P/R CME-RADIOLOGY PE	EN	DUKE	0018	0	3911472	02/01/2001	12/31/2004
P/R CME-RADIOLOGY PO	EN	DUKE	0018	0	3917016	07/01/1980	12/31/2004
P/R CME-RADIOLOGY RE	EN	DUKE	0018	0	3911142	05/02/2000	12/31/2004
P/R DUKE RADIOLOGY A	EN	DUKE	0018	0	3911549	07/01/1993	12/31/2004
P/R RADIOLOGY CLINIC	EN	DUKE	0018	0	3911151	10/01/1994	12/31/2004
P/R RADIOLOGY PG MAS	EN	DUKE	0018	0	3917102	09/01/1996	12/31/2004
P/R RADIOLOGY RESEAR	EN	DUKE	0018	0	3917017	07/01/1980	12/31/2004
P/R RADIOLOGY RESIDE	EN	DUKE	0018	0	3917048	07/01/1987	12/31/2004
P/R RADIOLOGY TECHNO	EN	DUKE	0018	0	3917092	12/01/1994	12/31/2004

15. Double click on the desired value to select it from the list and place it in the field.

16. If the desired value is not listed, then you may wish to try the search again with different text, values, or placement of the asterisks.

Fields and Matchcode Searches (continued)

Guidelines for Using Asterisks in Searches

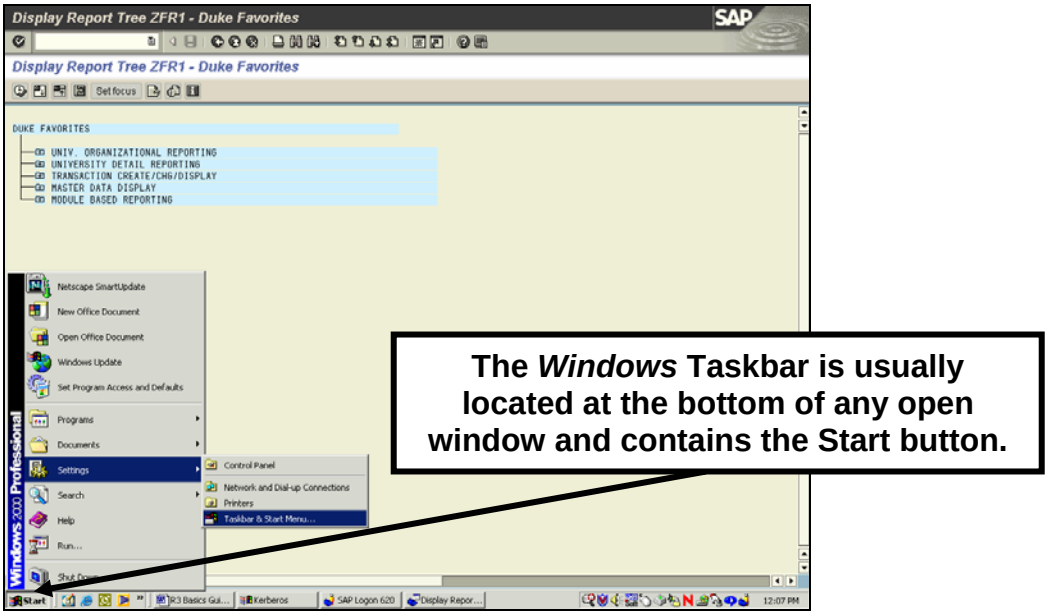
- A search requires an exact match in R/3, including spaces, if asterisks are not used (a few text searches are also case sensitive).
- An asterisk (*) is considered a wild card and replaces a string of alpha or numeric characters in a search.
- Using a single asterisk with no text or numbers, or leaving the search field blank, will provide a search for every value for a field with no restrictions.
- The placement of the asterisk determines the number of “hits” or items listed from the search.
- Place an asterisk <u>before and after</u> a string of characters (e.g., ***radiology***) to list of description/text or numeric values containing that string of characters *anywhere* - beginning, middle, or end (such as Radiology Services, Department of Radiology, or DRH-Radiology-CT).
- Place one asterisk <u>after</u> a string of characters (e.g., **radiology***) to list only descriptions/text or numeric values that *begin* with that string of characters (such as Radiology Services).
- Place one asterisk <u>before</u> a string of characters (e.g., ***radiology**) to list only descriptions/text or numeric values that *end* with that string of characters (such as Department of Radiology).
- For description/text searches, the recommended placement is <u>before and after</u> the main noun.

Tips and Tricks

How Do I Hide the Windows Taskbar?

The Windows Taskbar is part of the Microsoft Windows software and appears on any screen (at the bottom or side) in any Windows based application. The Taskbar can be set to automatically "hide" when not in use and can easily be accessed when needed again.

1. To hide the Windows Taskbar from any screen, follow the menu path (*see below*): **Start → Settings → Taskbar & Start Menu…**



2. On the *Taskbar Properties* screen, click on the **General** tab.

3. Click in the check box beside **Always on top** and **Auto hide** to select those options (if not already checked).

4. To finish, first click on the **Apply** button, then click on the **OK** button (both located at bottom of dialog box)

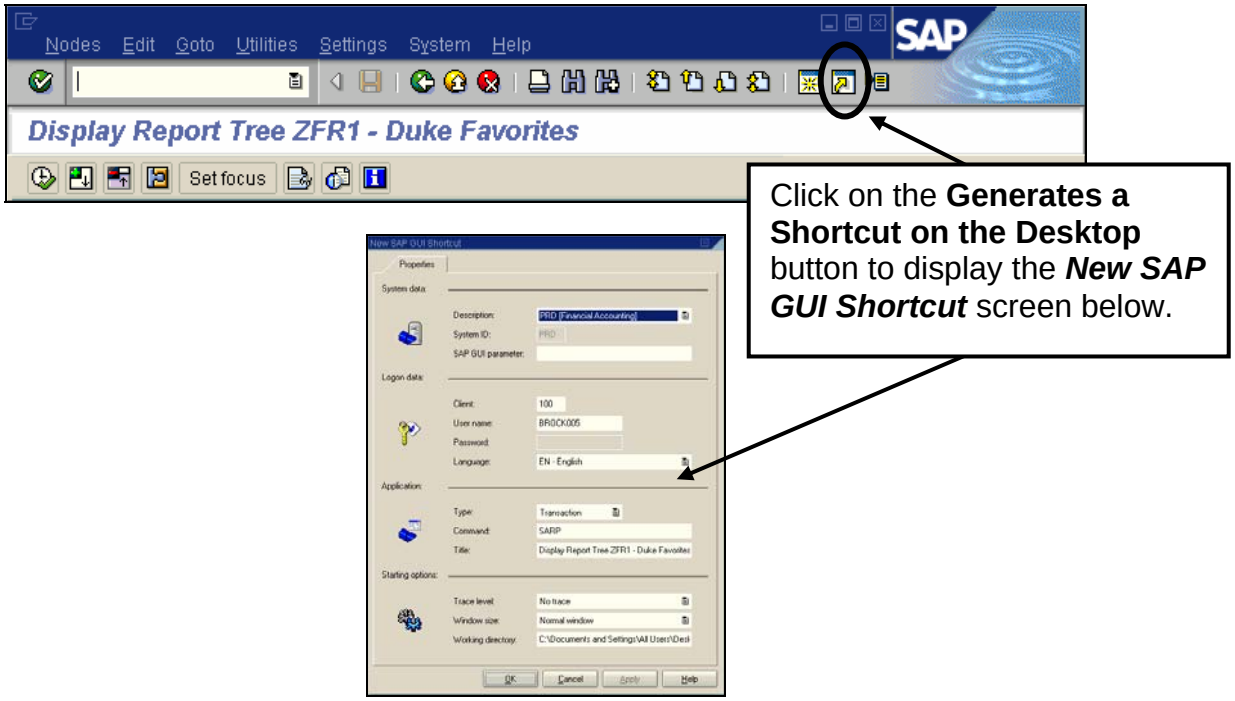
   Note: The Windows taskbar is now hidden. To see the Taskbar, drag the pointer off the bottom of the screen. To hide the bar again, return the mouse to the screen.

Tips and Tricks (continued)

How Do I Create a Shortcut on My Desktop for a Frequently Used Transaction?

A button on the Standard Toolbar allows you to create a shortcut to frequently used R/3 transactions. This shortcut appears as an icon on your PC desktop.

1. Navigate to the initial screen for the transaction that is frequently used (e.g., the initial screen of your favorite report).
2. Click on the **Generates a Shortcut on the Desktop** button to display the *New SAP GUI Shortcut* screen (see below).



3. Click on the **OK** button to complete the process.
4. If prompted, click on the **OK** button to clear the message that the shortcut has been created on the desktop.

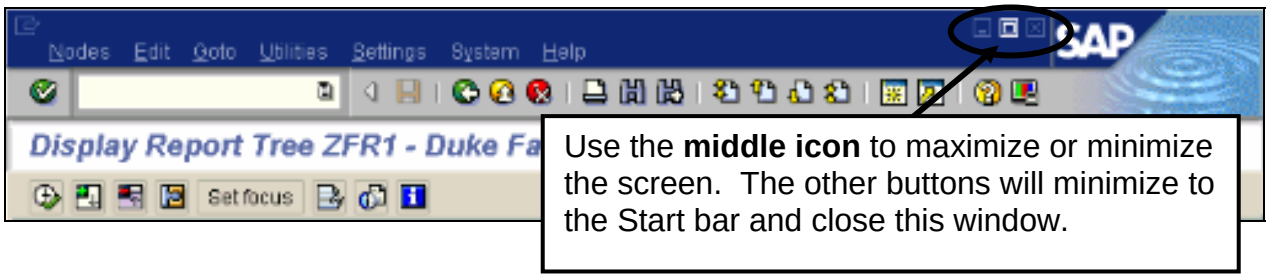
How Do I Use the Shortcut from My Desktop?

1. Obtain a security ticket via the Authentic Login (Kerberos) icon (see *Logging Into R/3* section of this Guide).
2. To open R/3 and go to the initial screen for that transaction, double click on the shortcut icon on your desktop.

Tips and Tricks (continued)

How Do I Maximize/Minimize the R/3 Window?

The "**maximize / minimize"** button is located in the middle of three Windows buttons in the upper right corner of any R/3 screen. The buttons have a duller highlight until the cursor is paused on each button. Each time the middle button is clicked, the screen toggles between being maximized or minimized. *Maximizing each R/3 screen (window) is recommended to allow better viewing and access of the R/3 buttons.*



1. Click on the **middle button** in the upper right corner of the screen to toggle between maximizing and minimizing the size of the screen.

How Do I Stop a Transaction (the "Hour Glass")?

1. ***Left click** on the*  ***SAP** button located in the top left of the screen*.

2. Click on **Stop Transaction** option and allow a few seconds or minute for R/3 to cancel the transaction.

   *Note: Once stopped a message will appear indicating the transaction was stopped or reset. A previous screen, such as the SAP Easy Access screen, will be displayed. In addition, the option to **Create a New Session** is available under this button, if a user prefers not to stop a transaction but needs to continue working in another session while the transaction is finishing.*

Supplement for Mac OS Users

How Will R/3 Look and Perform On a Mac?

The R/3 menu paths, transactions, functions, and screens look and perform on a Mac similarly as they do on a PC. Even the color schemes on reports are the same. There are only a few differences as summarized below:

- Mac users access the SAP Authentic Login (Kerberos) and SAP R/3 Login via menu paths or Mac icons.
- The **SAP Authentic Login (Kerberos)** screen has a different look with a few different steps on a Mac, yet all the same components are there.
- The  **Options** button on R/3 screens (Standard tool bar) is unavailable. Mac users will not be able to change message displays using this button, but there is an alternative to the Hardcopy (print screen) option (outlined later in this section).
- The **Create a New Session** icon does not exist on a Mac, but the menu path **System** → **Create Session** is available.
- Once the “hour glass” appears, Mac users cannot *left click* (with the mouse) on the SAP Icon on the **Menu Bar** to stop a transaction or create a new session. However, Mac users have another way to open a session using **File** → **New Session**.
- The keyboard functions are different on a Mac, but all the basic function keys needed for R/3 are available.

Supplement for Mac Users (continued)

How Do I Log Into R/3 on a Mac?

Note: Mac users may have different ways of starting programs depending on the set up of the machine. Logging in is a two step process (see A & B below).

A. Security (Kerberos) Login – Mac OS

For Mac OS 9 (see Mac OS X below if needed):

- Use the  icon on your menu bar to display menu options.
- Click once on the **Open Kerberos Configuration** to display the Kerberos screen (see example below).

For Mac OS X:

- Double-click on the **Kerberos** icon on your desktop to display the Kerberos screen (see example below):

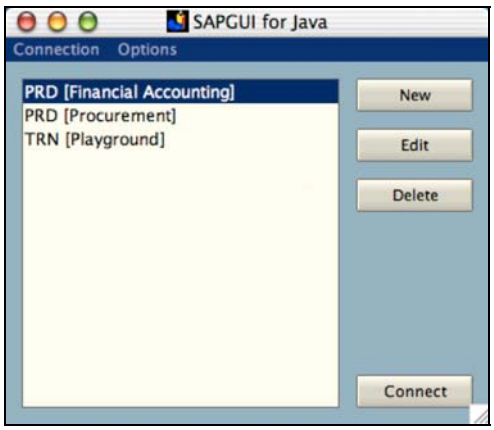
1. From either screen above, click on the **Get Tickets…** button to prompt for the Username (same as User ID) and the Password.
2. Enter **Username** (if needed) and **Password** as prompted.
3. Click on the **OK** button to complete the Authentic Login process and return to the Kerberos screen (shown above).

   *Note: Once these steps are completed, a ticket appears in the **Ticket** area of the window.*

Supplement for Mac Users (continued)

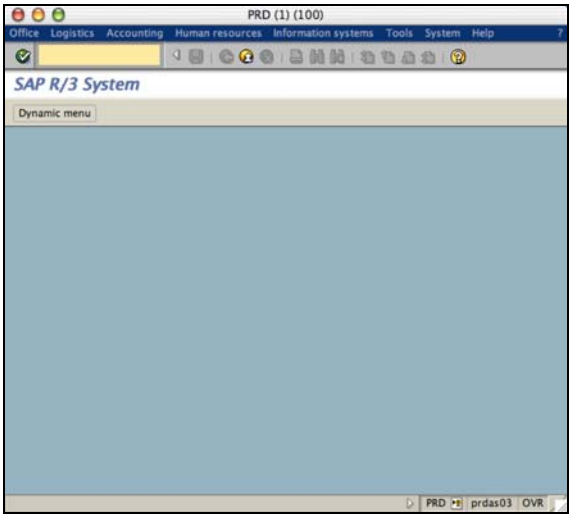
B. Logging Into SAP R/3 (Mac)

1. Once the security has been acquired in the prior steps, double-click on the **SAP** icon on your desktop to display the *SAPGUI for Java* screen (shown below):



2. Click on the **PRD – Financial Accounting** (already highlighted) or the other PRD options (such as Procurement) as needed.

3. Click on the **Connect** button to complete the log in process and access the *SAP R/3 System* screen (shown below).



You have successfully logged on to R/3!

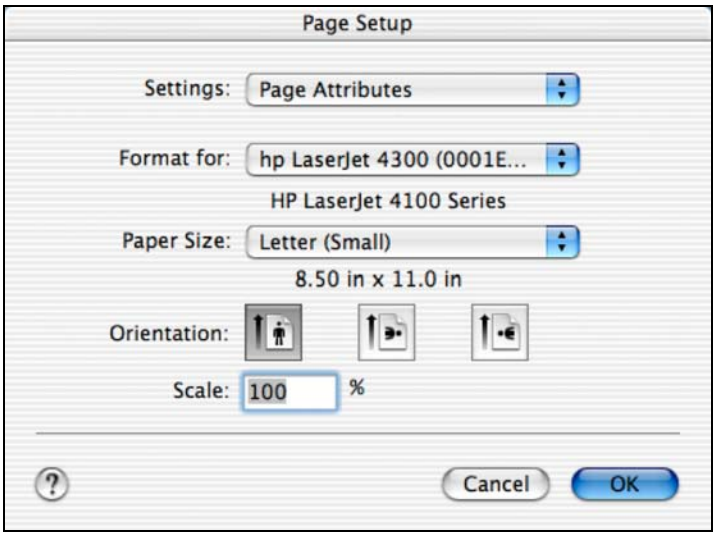
*Note: When finished, be sure to logoff of both R/3 (**System** → **Log off**) and Kerberos (Use **Logout** button for OS 9, or **Destroy Tickets** button for OS X).*

Supplement for MAC Users (continued)

How Do I Print a Hardcopy (Screen) on a Mac?

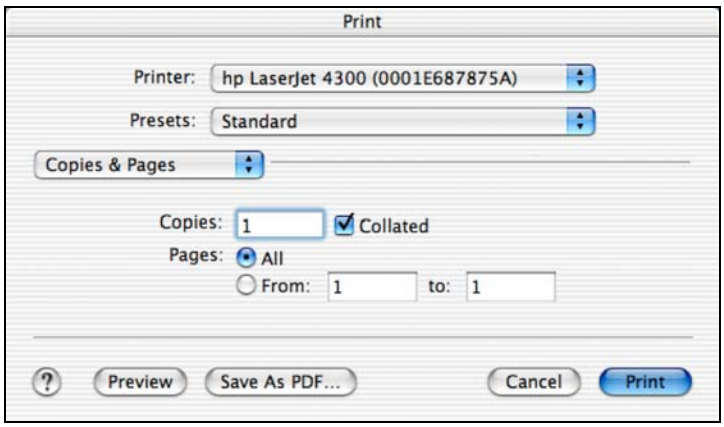
1. To print a copy of the screen displayed (hardcopy), click on the **?** menu on the right side of the Standard Toolbar.
2. Click on **Print (**which will display the *Page Setup* screen).

On the *Page Setup* screen (shown below):



3. Choose the **orientation (portrait or landscape)** for the page.
4. Click on **OK** (which will display the *Print* screen).

On the *Print* screen (shown below):



5. Choose your printer from the drop-down list.
6. Choose the number of copies desired.
7. Click on the **Print** button to complete the Hardcopy process.