



Honeywell

**SAP Basic Navigation
User Guide**

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Introduction: SAP Overview and Navigation

Welcome to the world of SAP! Honeywell has made the decision to align all its business across one enterprise platform, and that platform will be SAP moving forward. By taking this training course, you're taking a vital step toward contributing to the digital transformation of Honeywell.

This workbook, and all other user workbooks you'll receive in future SAP training courses, are yours to keep. Take notes, dog-ear pages, highlight text...make it your own SAP quick reference!

After go-live, all the user workbooks will be available on the HBT Training Hub for you to refer to and re-download if needed. Updates will be issued periodically, so feel free to check the Training Hub periodically for new information.

Course Objectives

By the end of this course, you will be able to navigate efficiently within the SAP system and find the tools you need to do your job. After completing this five-unit course, you will be able to:

- Explain what SAP is and why Honeywell is implementing it
- List at least three benefits SAP will bring to Honeywell's business
- Log on to and off of an SAP client
- Identify at least six major parts of the SAP home screen
- Explain what transaction codes are and what they do
- Run a transaction two ways
- Change your personal settings to make SAP easier for you to use
- Access help, search functions, and other standard features

Am I in the Right Place?

This is the first of four waves of training Honeywell plans for new SAP users. No prior SAP experience is required, but we do expect participants to have basic Windows and mouse and/or keyboard skills. (If you do have SAP experience, why not stick around? You might learn a new way of doing something!) If you've been asked to take this course, you are in one of the following roles:

- Demand Planner
- Supply Planner
- Production Planner
- Tactical Buyer
- Strategic Buyer








Other Honeywell roles will be brought into the SAP space in future waves.

Units in This Course

The following units are covered in this training course:

- ▶ Why Honeywell Adopted SAP
- ▶ Get Started with SAP: Log On, Navigate, Run a Transaction, Log Off
- ▶ Use Favorites
- ▶ Customize the SAP Screen
- ▶ Get Help Inside SAP

Conventions in This User Guide

Symbol	What It Indicates
	Unit objectives.
	Watch the instructor's screen as they demonstrate a technique or show the location of an object.
	Try the procedure on your own using the steps listed.
	Food for thought: Think about how you will use at your desk what you just learned in this exercise.
	Knowledge check or assessment for a unit or the course.
	New terms, along with what the term in the old system was if any.
	A timesaving tip or shortcut.

Ready to get started? Then let's dive in!

Unit 2: Get Started with SAP

Unit Objectives



In this unit, you'll see how to:

- Launch SAP from the Logon Pad
- Log on using given credentials
- Identify at least six major components of the SAP user interface and explain what each component does
- Run a transaction two ways
- Log off SAP properly

Key Terms in This Unit




Some SAP terminology you'll see in this unit:


- **Logon Pad:** A window where you launch the SAP home screen prior to logging in.
- **Client:** a subdivision of a server that contains all the data you need to perform tasks in the system.
- **Transaction code:** an abbreviation for a task in SAP.
- **Application bar:** a toolbar whose buttons vary, depending on what transaction code you entered.
- **Easy Access tree:** A hierarchy of folders containing transactions grouped by business category.

The SAP Logon Pad

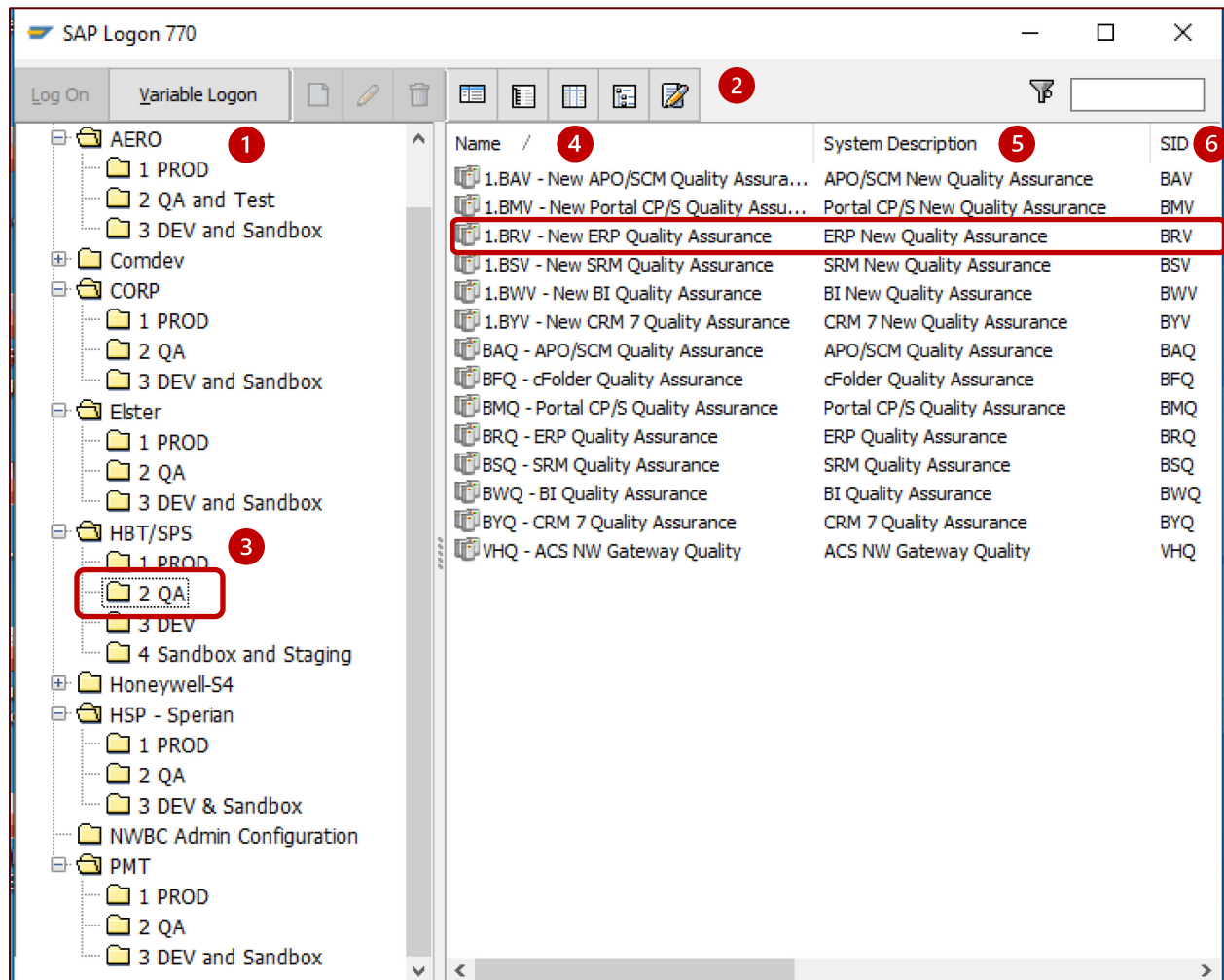
Every PC at Honeywell has SAP installed as part of the basic set of Windows software. Watch as your instructor launches the Logon Pad, which is where every user starts when using SAP.

	What to Do	What Happens
	The instructor launches SAP from the Windows Start Menu → SAP Front End → SAP Logon . Or, there may be a shortcut on the desktop that the instructor double-clicks.	The <i>SAP Logon 770</i> window displays.

Now you try it. If you encounter an issue, ask the instructor for help.

	What to Do	What Happens
	Launch SAP from the Windows Start Menu → SAP Front End → SAP Logon .	The <i>SAP Logon 770</i> window displays. Keep this window open for the next topic.

Below is a typical SAP Logon Pad with key features indicated. On your screen, you may stretch or maximize the window as desired.




Don't let all these items frighten you! Honeywell has many SAP servers in use, each corresponding to a distinct business area or country. When you receive your official SAP logon, you will be informed of which of the above systems to use, most likely a server in the **HBT/SPS/1 PROD** group. For this class, we will focus on one particular server which has been set aside for training, the **HBT/SPS/2 QA** group.

The key features of the SAP Logon Pad are:


- (1) Server folders grouped by function under **Variable Logon**. A variable logon enables you to connect to any server you have credentials for, rather than locking you into one server connection.
- (2) Buttons for creating new servers in the system or editing existing ones. We will not be using these buttons in this class.
- (3) The **2 QA** group under the **HBT/SPS** folder. This contains the server we will use in this class. When you receive your official SAP logon, it will be for the **1 PROD** group.

- (4) All the servers in a selected group.
- (5) Brief verbal descriptions of each of the servers.
- (6) The **System ID**, a short name for the server. Sometimes you will hear the system ID referred to colloquially as a “box.”

Watch as your instructor demonstrates how to open a server and display the SAP home page.

	What to Do	What Happens
	<ol style="list-style-type: none">1. The instructor (single-)clicks the 2 QA group under the HBT/SPS folder in the Variable Logon column.2. The instructor double-clicks the server called 1.BRV – New ERP Quality Assurance to open it.	<ol style="list-style-type: none">1. The servers in the QA group display.2. SAP launches, and the logon screen displays.

Now you try it. If you encounter an issue, ask the instructor for help.

	What to Do	What Happens
	<ol style="list-style-type: none">1. Find and click the group on the left called 2 QA under the HBT/SPS folder in the Variable Logon column.2. Double-click 1.BRV – New ERP Quality Assurance to open it.	<ol style="list-style-type: none">1. The servers in the QA group display.2. SAP launches, and the logon screen displays. Keep this screen open for the next topic.

When the logon screen launches, the SAP Logon Pad stays open. You may close it or keep it open, as desired. Experienced users often keep it open in the background, in case they need to log on to a different SAP server later.

Logging On for the First Time

Below is the initial SAP login screen. You may maximize the screen if you wish.

The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'New password' and contains a form with four fields: 'Client' (value: 900), 'User' (value: p), 'Password' (masked with asterisks), and 'Logon Language' (value: EN). To the right of the form is an 'Information' section with a red arrow icon and the text 'Forgot Password or Account Locked?'. Below this, there are five numbered steps: 1. Go to Login (use link below) with the URL https://sapaccess.honeywell.com; 2. Enter your Network User id and Password; 3. Click the Password Self-Service link for Non Production; 4. Click Add to select all the systems where password reset/unlock required; 5. Click Submit - you will receive an email with the new password.

To log on to SAP, you need four pieces of info:

- (1) The **client** number. A client is basically a subdivision of a server. The client you are assigned to has all the data you need to perform your job functions. In the above screenshot, the client being used is **900**. When you receive your official SAP login, you will be informed which client to log on to. Client numbers always have three digits.
- (2) The **user** name. This is your Honeywell employee number.
- (3) A **password**. When you receive your official SAP login, the initial password will be **Honeywell.1**; you'll be asked to change it the first time you log in. Honeywell's password rules are:
 - a. 8–12 characters
 - b. At least one upper-case letter, one lower-case letter, and one digit
 - c. Special characters optional

When you type in the password, the asterisks in the **Password** field are not overwritten; they stay visible on the screen. This is by design, so an overlooker can't see any details about your password, even how long it is.

- (4) The abbreviation for the **logon language**. This field defaults to EN for US English.



A quick way to remember the four things you need to log on is:
CUPL—Client, User, Password, Language
Just a “CUPL” of things!

Notice that instructions are given on this screen if you forget your password for some reason. As with all passwords, make your SAP password something easy for you to remember but hard for others to guess.

Watch as your instructor demonstrates how to log on to SAP.



	What to Do	What Happens
	<ol style="list-style-type: none">1. The instructor leaves the client at 900.2. The instructor enters their ID in the User field.3. The instructor enters the assigned password in the Password field.4. The instructor leaves the language at EN.5. The instructor presses Enter on the keyboard.	<ol style="list-style-type: none">1. The <i>SAP Easy Access</i> screen displays.

Now you try it. If you encounter an issue, ask the instructor for help.

	What to Do	What Happens
	<ol style="list-style-type: none">1. Leave the client at 900.2. Enter the ID you've been assigned for training in the User field.3. Enter the password you've been assigned for training in the Password field.4. Leave the language at EN.5. Press Enter on the keyboard.	<ol style="list-style-type: none">1. The <i>SAP Easy Access</i> screen displays.

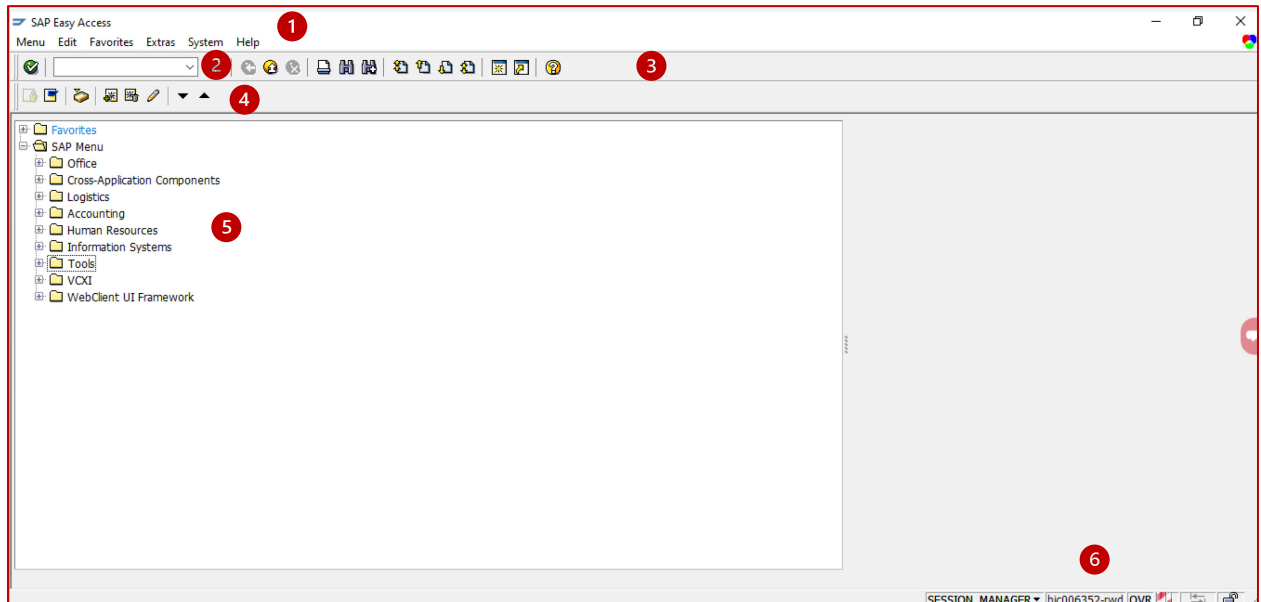


You have three chances to enter the correct password before the system locks you out.
Consider taking a screenshot of the home screen password instructions and saving them for future reference.

	<p>See the button on the toolbar with the green ball and checkmark? </p> <p>That is the SAP icon for Enter. Clicking that icon and pressing Enter do the same thing in SAP.</p>
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The SAP Easy Access Screen

Once you've logged on, and changed your password if the system prompts you to, the *SAP Easy Access* screen displays. This is SAP's home screen. Most of what you do in SAP starts here.



The key features of the *SAP Easy Access* screen are:


- 1) Like most Windows applications, SAP has a **menu bar**. Depending on what task you are doing in SAP, some of the menu commands you see in this screenshot may change. **System** and **Help** are always there.
- 2) The **Command** field is where you enter commands called *transaction codes* to tell SAP what you want to do.
- 3) The **toolbar** contains buttons for common SAP tasks. Some of these, like **Print** and **Help**, may look familiar to you because other applications use them. Others are unique to SAP.
- 4) The **application bar** contains buttons for the specific transaction code you're working on at the moment. Keep an eye on this bar as you do your work—it's a chameleon!
- 5) The **Easy Access tree** organizes transaction codes by business category. Each business category has a folder which can be expanded to display subcategories and transaction codes. Some users like to drill down into these folders to run a transaction, rather than using the **Command** field.
- 6) The **status bar** displays useful system information. In the screenshot above, the status bar currently displays the transaction code (SESSION_MANAGER), the server name (hic-006352-rwd), and that you're typing in Overwrite (OVR) mode rather than Insert (INS) mode. The Help Desk might need some of this info if you need to submit a help ticket.

Like any new computer program, you will get better at using SAP with practice. Remember when you first came to Honeywell and had to learn Kinaxis or any other system? With time and repeated use, you learned it! You'll have a similar experience with SAP. It takes practice and observation to learn how SAP functions, and how you can use it to your best advantage. Later on in this course, we'll see how you can make SAP work for you:

- You'll see how to customize the SAP user interface to make it easier for you to work in.
- You'll see how you can organize the transaction codes for your job by using the **Favorites** folder on the SAP Easy Access screen.
- You'll see how to export and share your favorites with another SAP user who does the same tasks as you.

Run a Transaction Using the Command Field


In the previous activity, you saw that the **Command** field is where you tell SAP what to do. You do this by entering a sequence of characters called a *transaction code*. In this activity, you'll observe the instructor enter a transaction code, also known as running a transaction, and then try it yourself.

	<p>How do you know what all the codes are? ...You'll learn the codes for the tasks you do in future training classes. Here is a sneak preview of some of the conventions SAP uses:</p> <ul style="list-style-type: none">• Codes beginning with F are Finance (accounts payable, accounts receivable, general ledger, etc.).• Codes beginning with L are Warehouse (putaway, inventory count, etc.).• Codes beginning with M are Materials (product numbers, purchase requisitions, purchase orders, etc.).• Codes ending with 01 are for creating new records (new customer, new supplier, etc.).• Codes ending with 02 are for changing existing records.• Codes ending with 03 are for displaying existing records in read-only mode.• Codes beginning with S_ALR or S_P00 are reports. <p>A full list of the code conventions is on page 2 of the <i>SAP Shortcuts</i> job aid.</p>
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Think of the transaction code as an app. Each code (app) does something specific. When you enter the code in the **Command** field and press Enter, the screen for that code loads, and the application bar changes to give you the tools you need to work with that code.


Let's take a look at how the **Command** field and **Application Bar** work.

Watch as your instructor demonstrates how to run a transaction using the **Command** field.

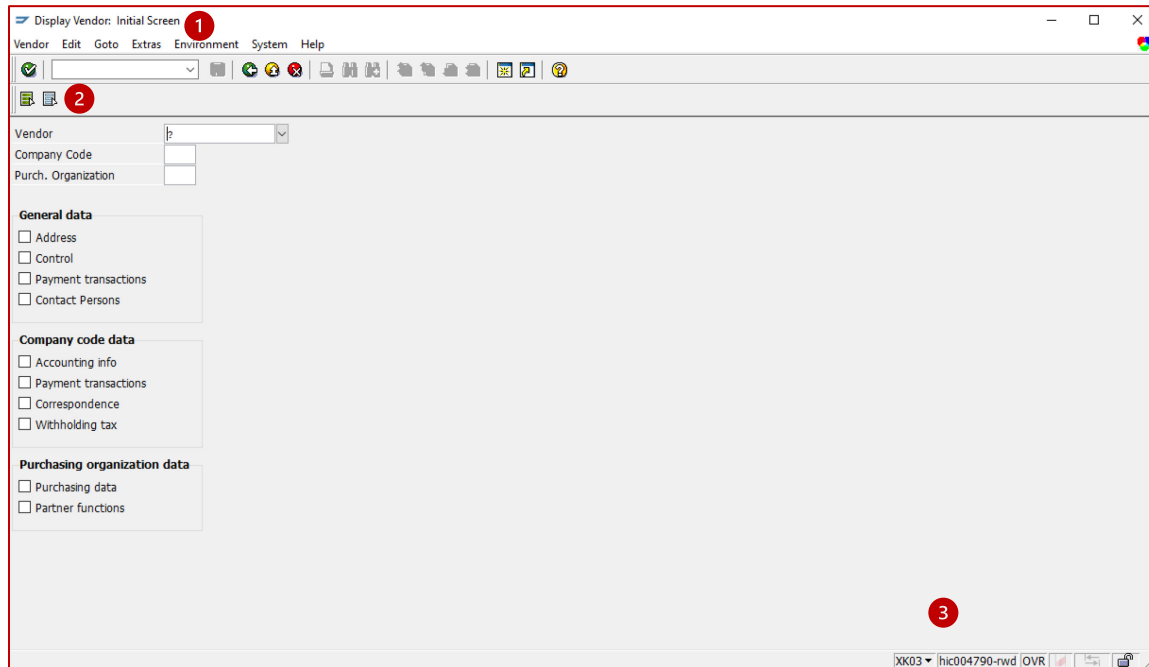
	What to Do	What Happens
	<ol style="list-style-type: none">1. The instructor types transaction code XK03.2. The instructor presses Enter or clicks the Enter button.	<ol style="list-style-type: none">1. The <i>Display Vendor: Initial Screen</i> displays, and the status bar (lower right corner) now shows XK03 instead of SESSION_MANAGER.

Now you try it. If you encounter an issue, ask the instructor for help.

	What to Do	What Happens
	<ol style="list-style-type: none">1. Type XK03 (zero, not O) in the Command field.2. Press Enter on the keyboard.	<ol style="list-style-type: none">1. The Display Vendor: Initial Screen displays, and the status bar (lower right corner) now shows XK03 instead of SESSION_MANAGER.

	Transaction codes are not case-sensitive.
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Below is the main screen for the transaction code you just opened.




Notice the following:

- (1) The title bar of the screen has changed to reflect the name of the transaction. In this case, it is *Display Vendor: Initial Screen*.
- (2) The application bar's buttons have changed to display useful buttons for *Display Vendor: Initial Screen*.
- (3) The status bar now displays the transaction code XK03, rather than SESSION_MANAGER as it did when you were on the *SAP Easy Access* screen.

In this course, we will not actually execute any transactions. You will have ample practice to do that in your other training! For now, make note of the two steps to get into a transaction:


- (1) Type the code;


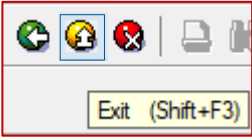
- (2) Press Enter or click the **Enter** button .

Exit a Transaction

At some point, you will want to leave a transaction screen, either to run another transaction or when you're done with SAP and want to log off. Two ways you can do this are:



- Press Shift F3 until you return to the *SAP Easy Access* screen; or

- Click the **Exit** button  on the toolbar until you return to the *SAP Easy Access* screen.



	<p>Having trouble remembering keyboard shortcuts? Hover your mouse over an SAP button. A tooltip displays the keyboard shortcut, if there is one. Example:</p> 
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You return to the *SAP Easy Access* screen; or, if you're already on the *SAP Easy Access* screen, pressing Shift F3 or clicking the **Exit** button logs you off SAP. More on logging off below.

Watch as your instructor demonstrates how to exit a transaction.

	What to Do	What Happens
	<p>1. The instructor clicks the Exit button .</p>	<p>1. The <i>SAP Easy Access</i> screen displays, and the status bar now shows SESSION_MANAGER instead of XK03.</p>

Now you try it. If you encounter an issue, ask the instructor for help.

	What to Do	What Happens
	<p>1. Click the Exit button . If you prefer the keyboard, press Shift F3.</p>	<p>1. The <i>SAP Easy Access</i> screen displays, and the status bar now shows SESSION_MANAGER instead of XK03.</p>

	<p>You do not need to close the SAP Logon Pad after logging off. It can stay up as long as the computer is on.</p>
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How do you like to work? Do you prefer typing or clicking? Or can you see yourself doing both?



Run a Transaction Using the Easy Access Tree

You may be wondering at this point: If all I have to do is type in the transaction code, why do I need all those folders on the *SAP Easy Access* screen? And what makes it so easy?



For some users, it is easier to find what they need by using the mouse than typing. SAP originally envisioned the folders as a way of grouping related transactions by business category. You can drill down into a folder in a category you use and explore the transactions that are grouped together. Some transactions are fairly “deep” in the tree; others are not as deep.

There’s no one right way of doing it. Over time, you will develop your own preferred style.

Watch as your instructor demonstrates how to run a transaction using the *SAP Easy Access* tree.

	What to Do	What Happens
	<ol style="list-style-type: none"> Beginning at the home screen, the instructor clicks the Expand icon  to the left of the Logistics folder in the <i>SAP Easy Access</i> tree. The instructor clicks the Expand icon to the left of the Materials Management folder. The instructor clicks the Expand icon to the left of the Purchasing folder. The instructor clicks the Expand icon to the left of the Master Data folder. The instructor clicks the Expand icon to the left of the Vendor folder. The instructor clicks the Expand icon to the left of the Central folder. The instructor double-clicks the cube icon to the left of XK03 – Display to run it. 	<ol style="list-style-type: none"> The Logistics folder opens to display a group of subfolders related to logistics. The Materials Management folder opens to display a group of subfolders related to materials (products). The Purchasing folder opens to display a group of subfolders related to purchasing (procurement). The Master Data folder opens to display a group of subfolders related to basic purchasing data. The Vendor folder opens to display a group of subfolders related to Honeywell's vendors (suppliers). The Central folder opens to display a group of transaction codes and subfolders. XK03 launches, and the Display Vendor: Initial Screen displays as seen on page 15.

When you've arrived at the transaction, you'll see the transaction code, the name of the transaction, and a cube icon rather than a folder. Double-click the cube to run the transaction.



	What to Do	What Happens
	<ol style="list-style-type: none"> 1. Beginning at the home screen, click the Expand icon  to the left of the Logistics folder in the <i>SAP Easy Access</i> tree. 2. Click the Expand icon to the left of the Materials Management folder. 3. Click the Expand icon to the left of the Purchasing folder. 4. Click the Expand icon to the left of the Master Data folder. 5. Click the Expand icon to the left of the Vendor folder. 6. Click the Expand icon to the left of the Central folder. 7. Double-click the cube icon to the left of XK03 – Display to run it. 	<ol style="list-style-type: none"> 1. The Logistics folder opens to display a group of subfolders related to logistics. 2. The Materials Management folder opens to display a group of subfolders related to materials (products). 3. The Purchasing folder opens to display a group of subfolders related to purchasing (procurement). 4. The Master Data folder opens to display a group of subfolders related to basic purchasing data. 5. The Vendor folder opens to display a group of subfolders related to Honeywell's vendors (suppliers). 6. The Central folder opens to display a group of transaction codes and subfolders. 7. XK03 launches, and the <i>Display Vendor: Initial Screen</i> displays as seen on page 13.

Some key points to make note of about transaction codes and the *SAP Easy Access* tree include:

- In future training classes, your instructor will provide you with the location of each transaction code you need. No one is expected to know the location of every transaction!
- In the next unit in this class you'll see how to gather all the transactions you need in the tree folder called **Favorites**. This makes it easier for you to quickly find what you need.
- Transactions that have been custom-programmed for Honeywell do not appear in the tree. Those transactions, which usually start with the letter Z, must be typed

in or added to **Favorites**. In future training, you'll see what custom transactions, if any, have been created for your business area.

When you are finished viewing the XK03 screen, exit the transaction the same way you did on page 16.



	What to Do	What Happens
	1. Click the Exit button  . If you prefer the keyboard, press Shift F3.	1. The <i>SAP Easy Access</i> screen displays, and the status bar now shows SESSION_MANAGER instead of XK03 .

Log Off of SAP



When you are finished with SAP, it's good practice to log off completely rather than just leaving it running. Telling SAP you want to log off prompts the system to ask you to save your work before exiting.

After a preset period of inactivity, SAP will log you off automatically. Any work you didn't save might be lost.

Watch as your instructor demonstrates how to exit a transaction.

	What to Do	What Happens
	<ol style="list-style-type: none">1. The instructor clicks the Exit button  until they arrive at the <i>SAP Easy Access</i> screen.2. The instructor clicks the Exit button one last time.3. The instructor clicks Yes.	<ol style="list-style-type: none">1. The <i>SAP Easy Access</i> screen displays.2. The system displays the message, "Unsaved data will be lost. Do you want to sign off?"3. SAP shuts down. The Logon Pad might still be running.

Now you try it. If you encounter an issue, ask the instructor for help.

	What to Do	What Happens
	<ol style="list-style-type: none">1. Click the Exit button  until you arrive at the <i>SAP Easy Access</i> screen. If you prefer the keyboard, press Shift F3.2. Click the Exit button or press Shift F3 again.3. Click Yes.	<ol style="list-style-type: none">1. The <i>SAP Easy Access</i> screen displays.2. The system displays the message, "Unsaved data will be lost. Do you want to sign off?"3. SAP shuts down. The Logon Pad might still be running.

Unit Summary



In this unit, you saw how to:

- Launch SAP from the Logon Pad
- Log on using given credentials
- Identify at least six major components of the SAP user interface and explain what each component does
- Run a transaction two ways
- Log off SAP properly

Now is your chance to discuss any interesting or confusing points with the instructor and with the other participants. Make a note of any questions the class asks, and what the answer is, on the next page. You can also write down business-specific questions you want to ask in your next SAP training session.

Questions for My Instructor	Answer:

Knowledge Check





Test your recollection of what you've seen in this unit. Discuss the questions and answers with the class.



Name six key components of the *SAP Easy Access* screen.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Which of the following is the button you click to log off SAP?

- A. 
- B. 
- C. 
- D. 

List the four pieces of information you need to log on to SAP.

1. _____
2. _____
3. _____
4. _____