CASE STUDY

Navigation in SAP S/4HANA

Introduction to Navigation in SAP solutions on the example of SAP S/4HANA.

Product

SAP S/4HANA
On-premise
SAP Fiori

Level

Beginner

Focus

Navigation in SAP S/4HANA Fiori 2.0

Authors

Babett Ruß
Stefan Weidner

Version

3.3

Last Update

May 2019

MOTIVATION

This material explains how to navigate in SAP S/4HANA systems using the SAP Fiori apps. It is aimed at students at universities, universities of applied sciences and other educational institutions with no previous experience of SAP Fiori. It can be used in the class or for self-study.

After completion of the course, students will be able to navigate through the SAP Fiori interface to work on business processes and case studies on their own. Furthermore, this material serves as a reference for occasional users of SAP systems.

LEARNING METHOD

Before you use this case study, you need to have an SAP S/4HANA user account.

The learning method used is guided learning. This is a suitable method because navigating in SAP systems is a fundamental skill but also very complex.

The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. Similar to a case study, this method explains a process or procedure in detail.

By using exercises at the end of each part, students can put their knowledge into practice and gain a sustainable understanding of the underlying processes.

SAP University Alliances

© SAP UCC Magdeburg

Table of Contents

STEP 1: LOGGING IN TO SAP S/4HANA....3
STEP 2: THREE SAP FIORI APP TYPES....5
STEP 3: ORGANIZATION AND COMPOSITION OF THE LAUNCHPAD....9
STEP 4: ADD FAVORITES TO YOUR OWN GROUP....16
STEP 5: SET SETTINGS....24
STEP 6: TRANSFER DATA INTO EXCEL....30
STEP 7: SENDING E-MAILS....32
STEP 8: LOGGING OFF SAP S/4HANA....34
LEARNING SNACKS....36

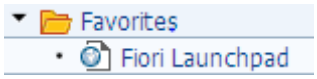
Step 1: Logging in to SAP S/4HANA

Task Log in to the system. **Time** 10 Min.

Launch a web browser and use the link provided by your instructor to log in.

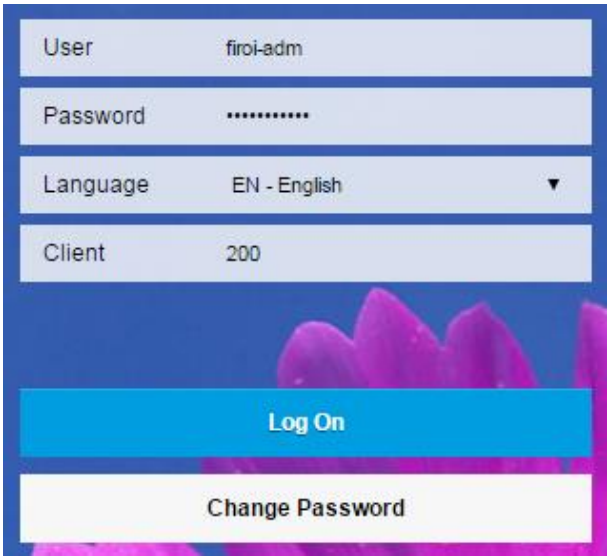
Alternatively, you can use the SAP GUI. Enter the SAP Easy Access Menu and click on the **Fiori Launchpad** in your favorites.

SAP Fiori Launchpad



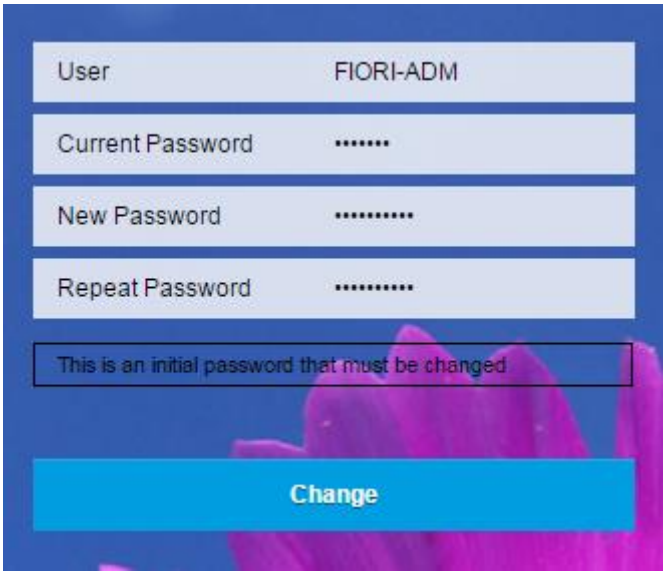
In the log in screen enter your UserID, password, **EN** should be defaulted for Language, and enter your **client** number. Click on Log On.

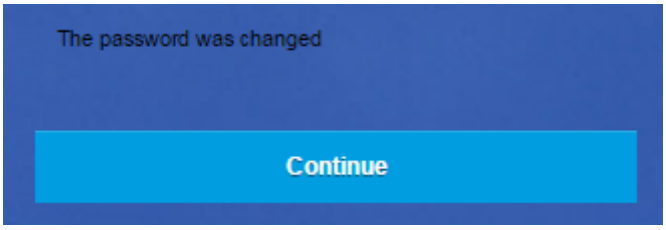
User name
Password
Client
English



When you log in for the first time, you are requested to change your password. Enter a **password of your choice**, confirm it and click change.

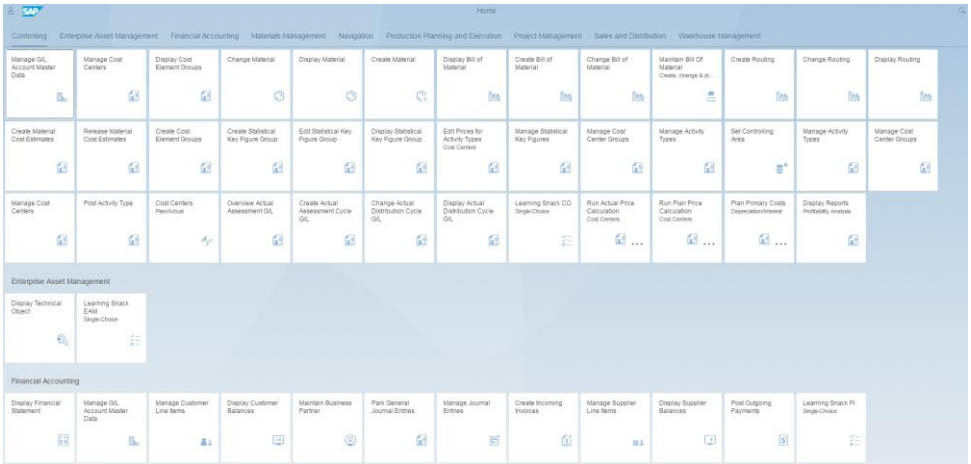
Password of your choice





Continue

The next screen verifies the password change. Click on **Continue** to reach the SAP S/4HANA home page which is also called the Launchpad. The Launchpad represents the starting point to navigate through all applications and shows all the SAP Fiori apps you are authorised to use. Furthermore, the Launchpad provides an Enterprise Search tool to find more SAP Fiori apps, transaction data, or master data. All SAP Fiori apps are presented as tiles and grouped into different business process groups like Project Management or Financial Accounting.



home button

Whenever you are in a App and you would like to get back to the Launchpad, you can press the home button in the upper left corner.

Step 2: Three SAP Fiori app types

Task Get familiar with the three different SAP Fiori app types provided by the Launchpad. **Time** 10 Min.

The SAP S/4HANA Fiori Launchpad enables you to use all SAP functions online using a computer or using a mobile device. You can access SAP S/4HANA from tablets or smartphones to perform simple tasks on your mobile device. Furthermore, the SAP Fiori apps provide personalized and faster access to all business processes.

SAP Fiori apps are divided into three different types: Transactional Apps, Analytical Apps, and Fact Sheets.

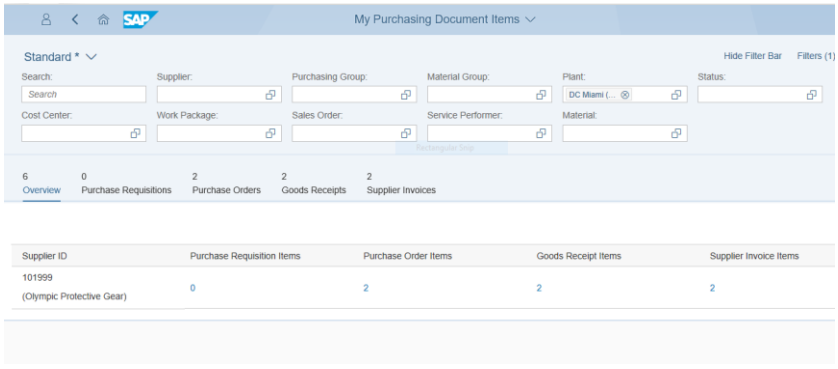
Transactional Apps:

Transactional Apps are used to perform discrete tasks in a business process or entire business processes including leave or travel requests or purchase orders.

One example of a Transactional App is: *My Purchasing Document Items* which can be found under the Materials Management tab at the top of screen.

My Purchasing Document Items

Using this app, you can search for a particular purchase order created in the system. Search for Global Bike's Miami distribution center and click GO. You should be abel to see two items ordered from Olympic Protective Gear supplier and both materials have been received.



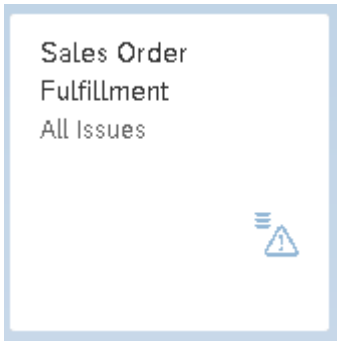
To get back to the Launchpad, press the home button in the upper left corner.

Analytical Apps:

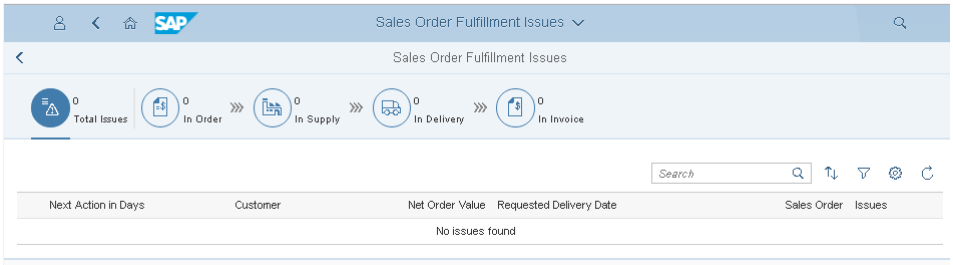
These apps provide role-based real time information about business operations. They create visual overviews and enable you to use complex calculations to react to global market changes. Analytical Apps combine the power of SAP HANA and the ERP suite in S/4HANA. There are two types of analytical apps: SMART Business and Virtual Data Models. SAP SMART Business apps monitor Key Performance Indicators (KPIs) in real time and are flexible to market changes. Virtual Data Models are used to perform queries on enterprise data and present the results in a Fiori app.

Sales Order Fulfillment

The *Sales Order Fulfillment* tile shown below in the Sales and Distribution section is an example of an Analytical App. Click on the *Sales Order Fulfillment* app. You may see that there are Sales Order Fufillment issues in your client but you may not.



The screenshot below shows all sales orders in the system.



After you perform the order-to-cash case study, you will see more data insight with this app. With the graphic, it is easy to identify the locations of different sales orders. You can select all the orders that have the status *In Order* by choosing

.

Note It is possible that you see more or less sales orders. Depending on the case studies you solved before.

home button

To get back to the Launchpad, press the home button in the upper left corner.

ManageStock

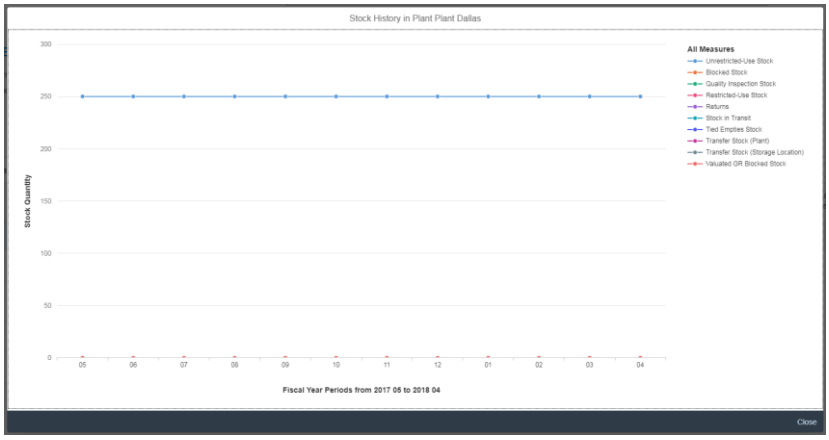
Another example of an Analytical App is *Manage Stock*. Click on the app.

DXTR1###
DL00

For material fill in **DXTR1###** and make sure **Dallas DL00** is selected for plant.

Click on Stock - Single Material.

To show the stock history of the plant in Dallas click on the blue and green lines under Stock History.



To get back to the Launchpad, press the home button in the upper left corner.

Fact Sheet Apps:

Fact Sheet Apps provide key information and detailed facts of any business operation. They also allow you to navigate one Fact Sheet to all its related Fact Sheet or to connect to other Transactional Apps.

The three Apps mentioned above are arranged in static and dynamic apps.

Dynamic Apps

The *Manage Sales Order* app is a dynamic app. At the moment Global Bike has 3 different Sales Orders. If you would create another sales order the number would raise to 4. You might see a number larger than 3 because other students may have already created additional orders.

To get back to the Launchpad, press the home button in the upper left corner.

home button

Static Apps

The app *List Sales Orders* is an Static app. With this app you can also view sales orders, but you can´t see how many sales orders GBI has at the start Launchpad.

To get back to the Launchpad, press the home button in the upper left corner.

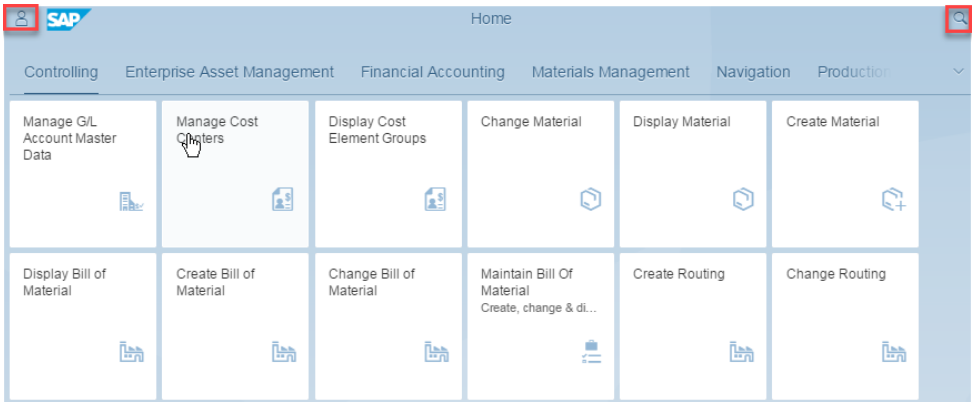
home button

Step 3: Organization and Composition of the Launchpad

Task Acquaint yourself with options and elements of the Launchpad. **Time** 10 Min.

The top of the Launchpad includes a search function as well as a setting button.

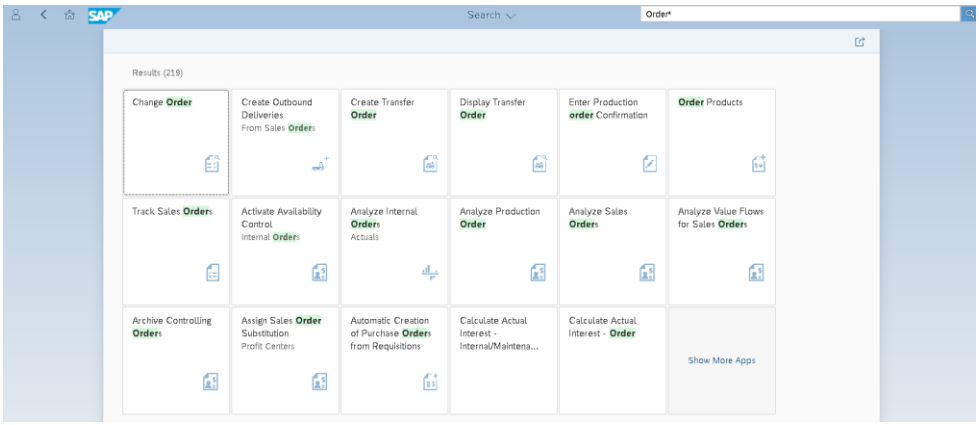
Local Layout



The search function enables you to run a global search or to look for other available SAP Fiori Apps. Due to this search function in SAP S/4HANA, transaction codes are no longer necessary.

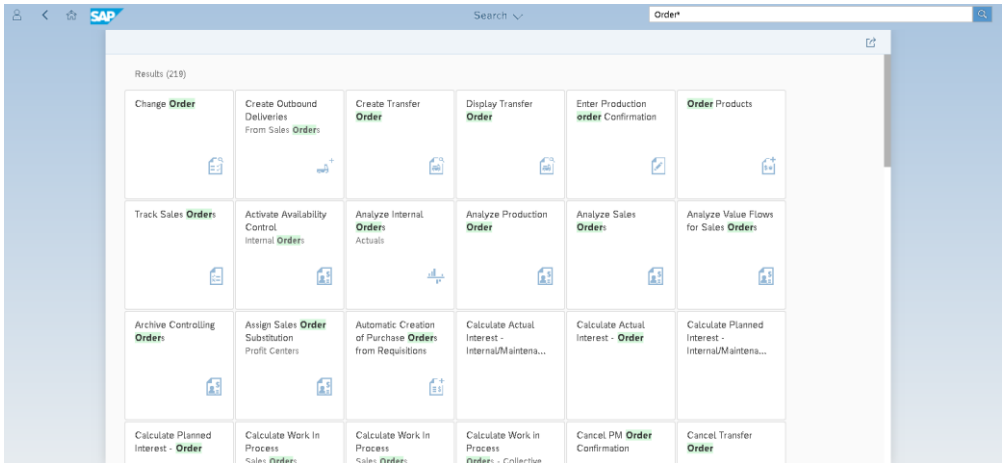
Enter **Order*** as a search term and press Enter. The * represents a wildcard.

Order*



Click on the tile named **Show More Apps** to see all search results.

Show more Apps

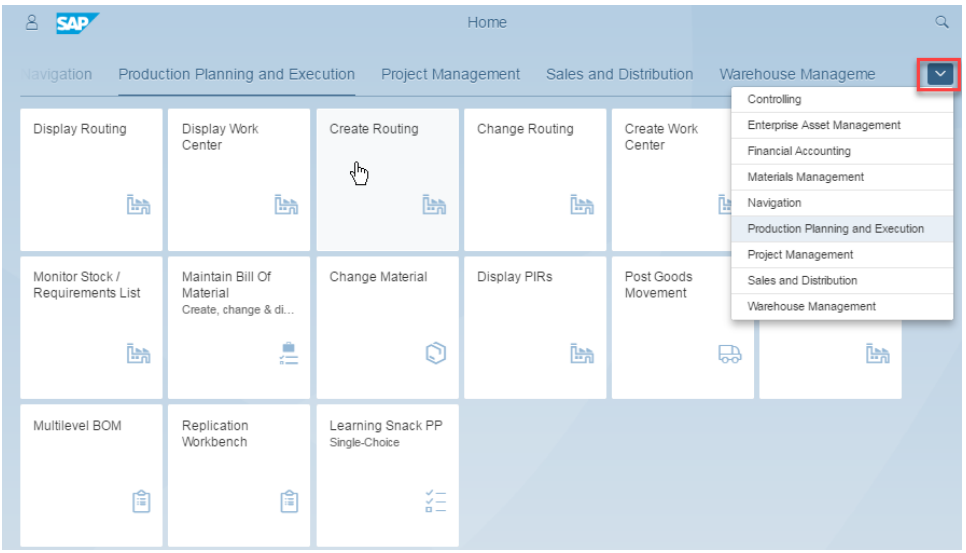


You can see any tile that has anything to do with an order (whether it's a sales order, purchase order, plant maintenance order, etc.) Click on the home button to get back to the Launchpad.Click on the home button to get back to the Launchpad.

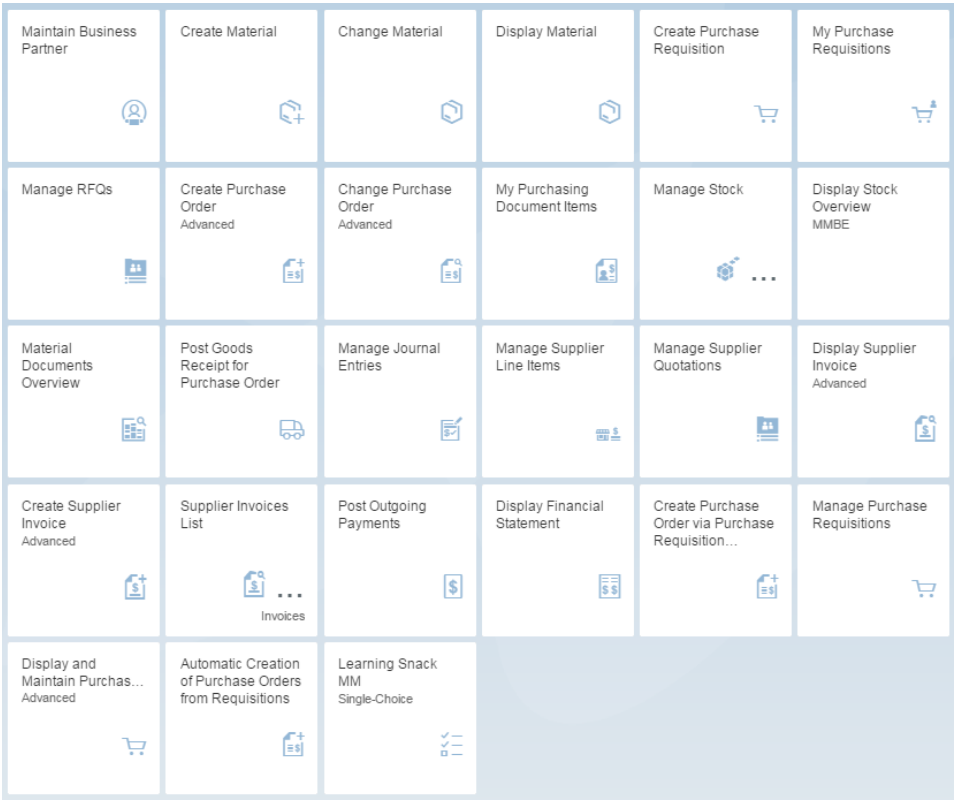
home button

All SAP Fiori Apps are depicted as tiles and grouped together. Several tiles give a preview of the content of this specific business process without opening the app.

To see all tile groups listed, click on in the top right corner. All groups listed are those necessary for your case studies and exercises. The number of tile groups may vary depending on your role.



Please have a look at the group *Materials Management*. Fiori apps are listed such as Manage Stock or Display Supplier Balances.



You have the option to only show one group on the Homepage, or you can show all the tiles of the groups underneath each other.

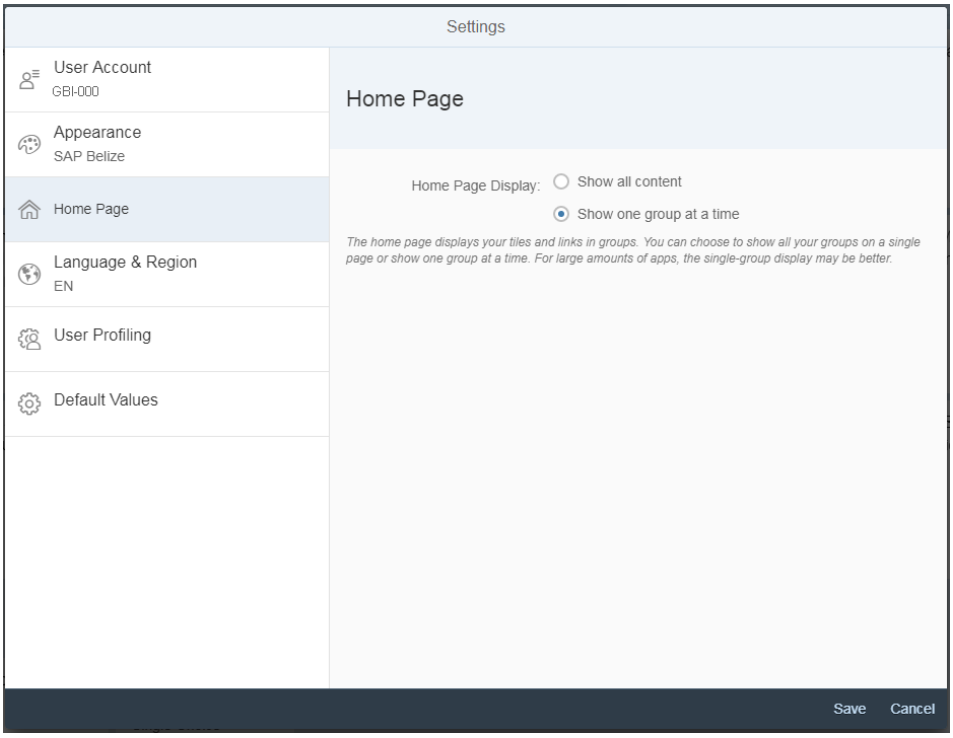
Select the personalize icon next to the SAP Logo. Open the setting by clicking on

. In the settings choose

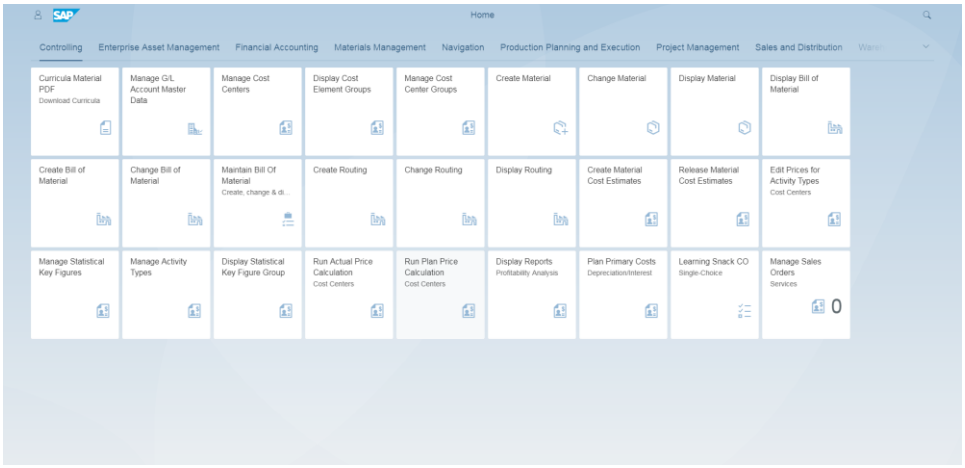
.

To only see tiles from one group select **Show one group at a time** or **Show all content** to display all groups. Select

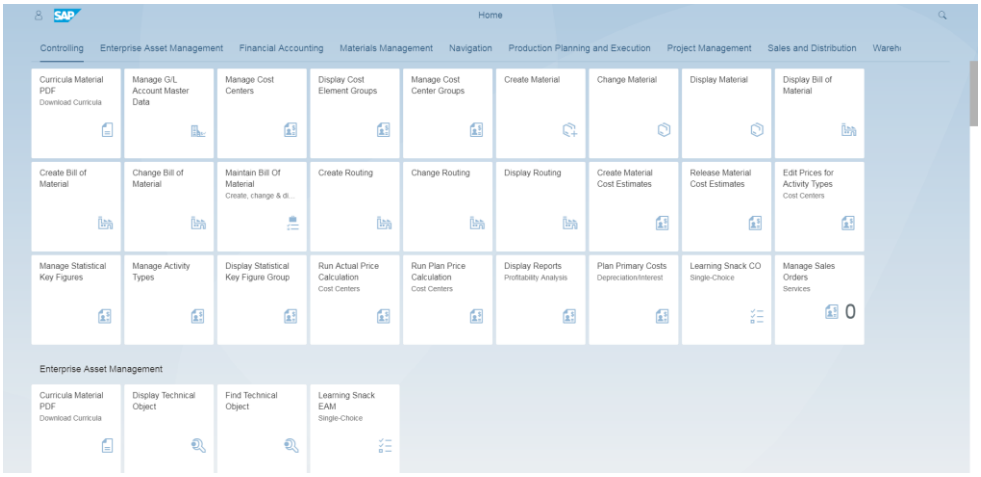
to save your change.



Your Launchpad should now just show tiles from one group.



Change it back to the standard **Show one group at a time.**

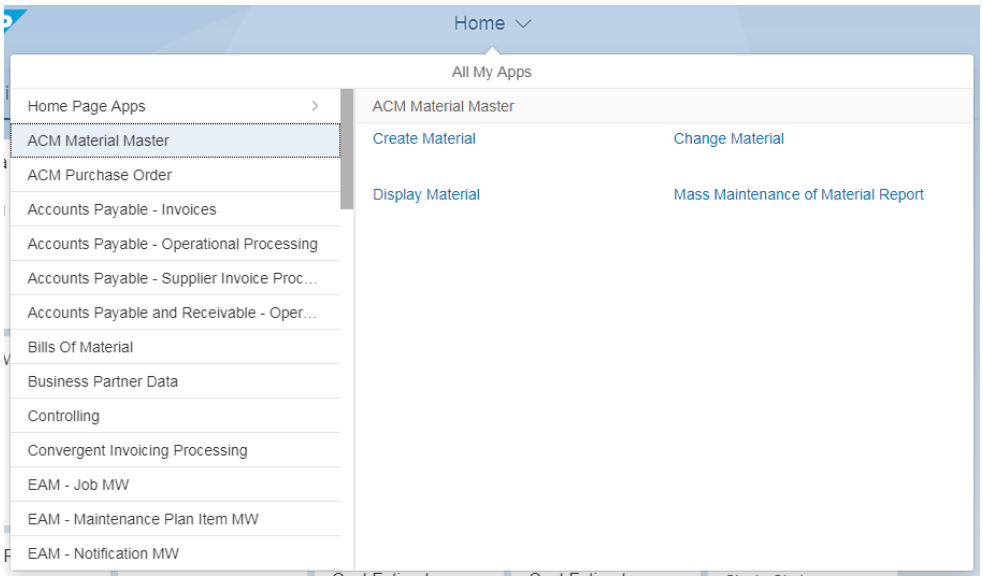


Another way to navigate is through the drop down menu on the top of your Launchpad.

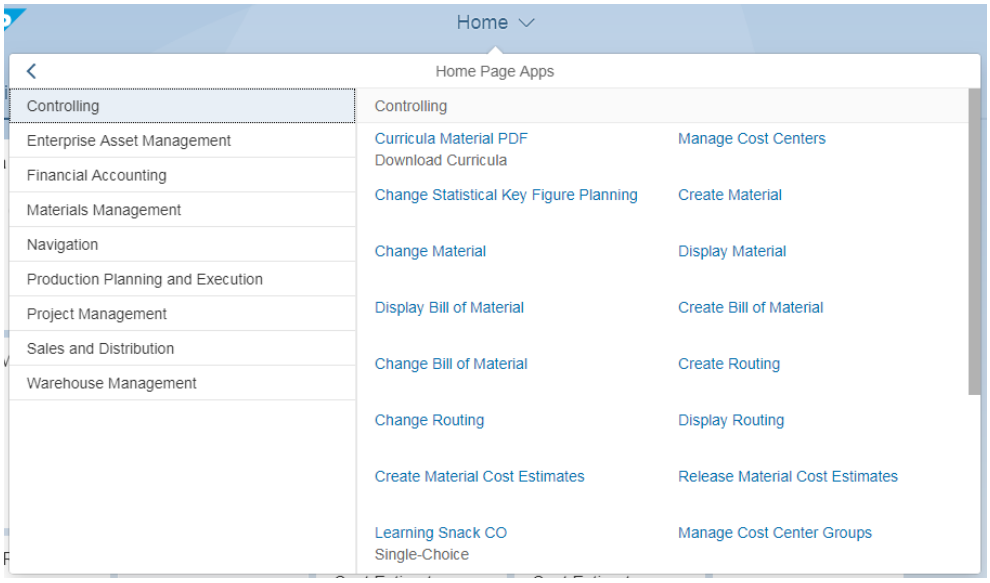
Click on

at the top of your Launchpad.

In the pop-up select **Home Page Apps.**



On the left side you will now see all module groups. On the right side you will see all apps from the selected module group.

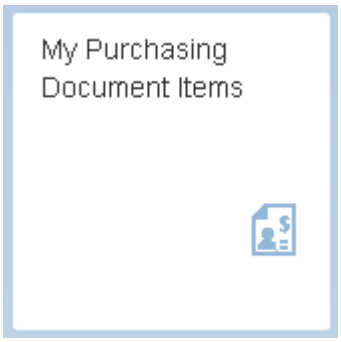


To close the pop-up either click again on Home or outside of the pop-up.

Depending on the app you can use this inside the app to navigate to another one or go back to the homepage.

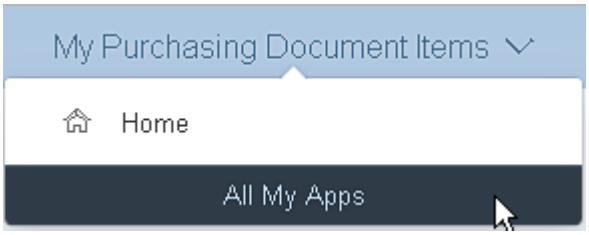
This functionality is just available with Transactional Apps, Analytical Apps and Fact Sheets. Please note that some of the apps you are using are still WebGUI. This is indicated by the fact that they open in an extra window.

Fiori apps give you the ability to navigate from one app to another app. Select the app *My Purchasing Document Items*.



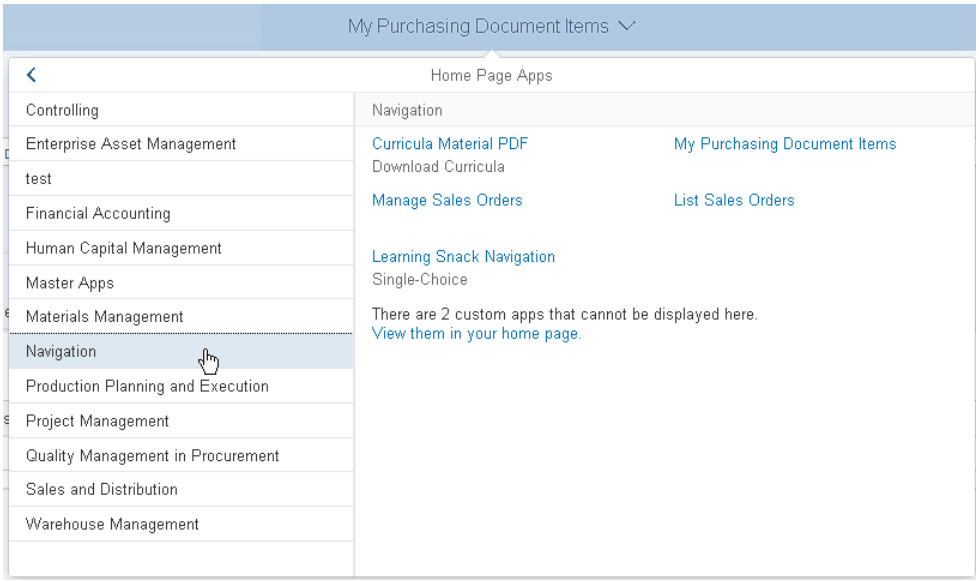
Select the navigation menu and than click

.



Click on

. Now you have the ability to navigate to all apps from the different groups of your launchpad. Click an the Navigation group.



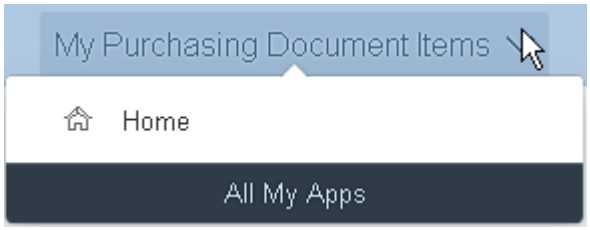
Choose the app

.

To get back to the Launchpad, press the home button in the upper left corner.

There is another way to navigate from a Fiori App to the Fiori Lauchpad. Select the *My Purchasing document item* app again.

Select the navigation menu .



Click on

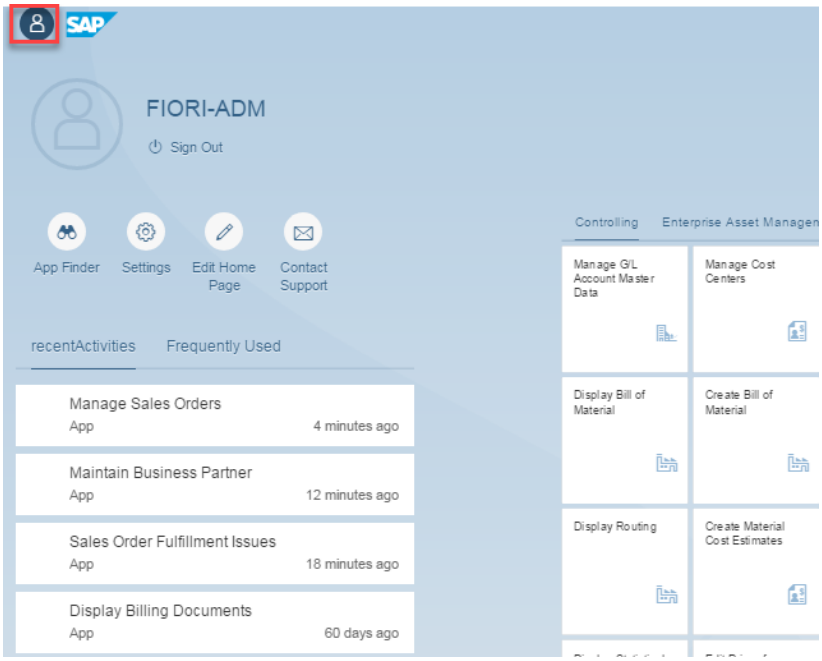
.

Stay in the Launchpad for the next task.

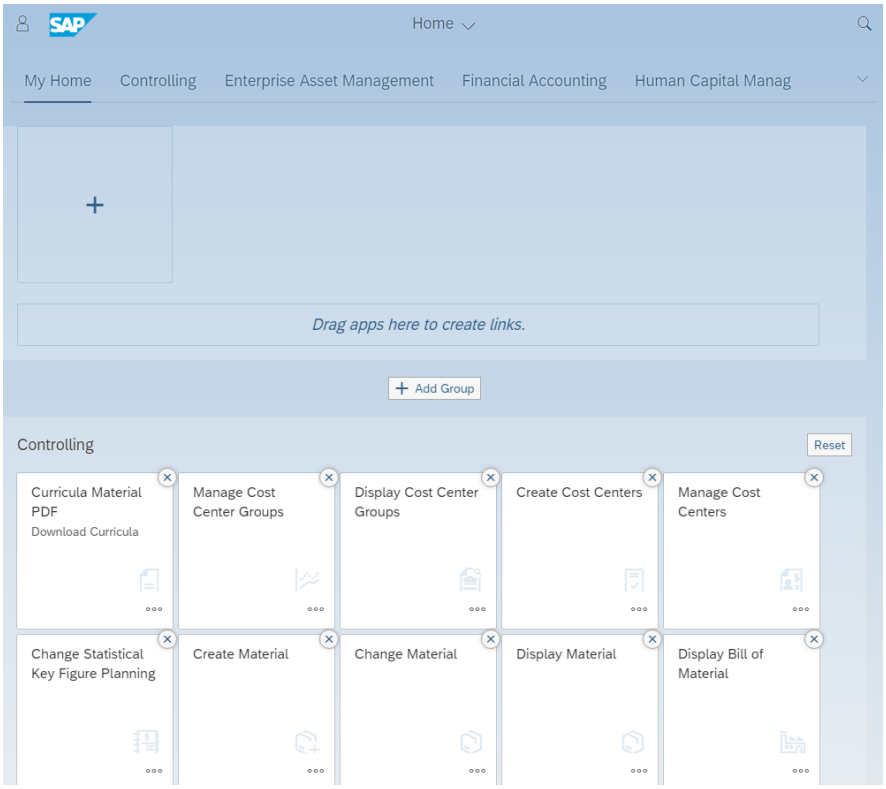
Step 4: Add favorites to your own group

Task Create your own group with your favorite apps. **Time** 10 Min.

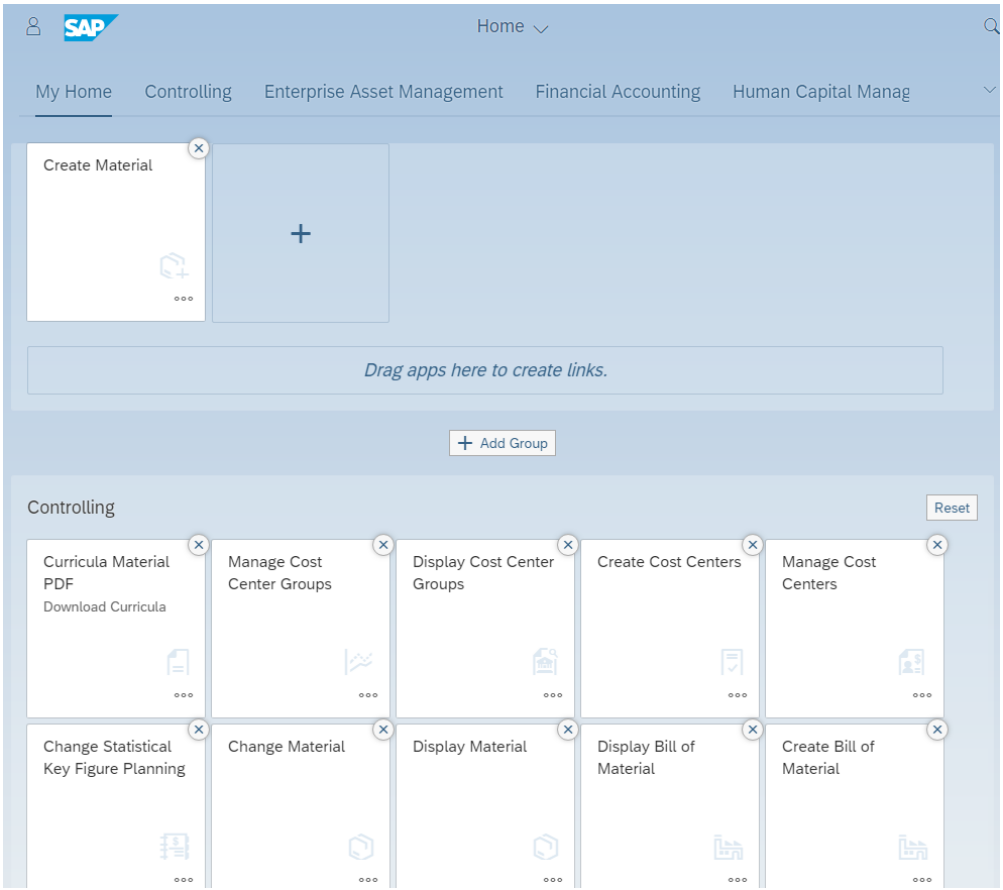
Next to the SAP Logo you find your personalize button . By clicking on it, you can display and change your account settings and dpersonalize your Launchpad.Click on *Edit Home Page.* This mode allows you to rearrange tiles, move them to other tile groups, and label them as you wish.



You can click on one of the tiles and move the tile to a preferred folder.

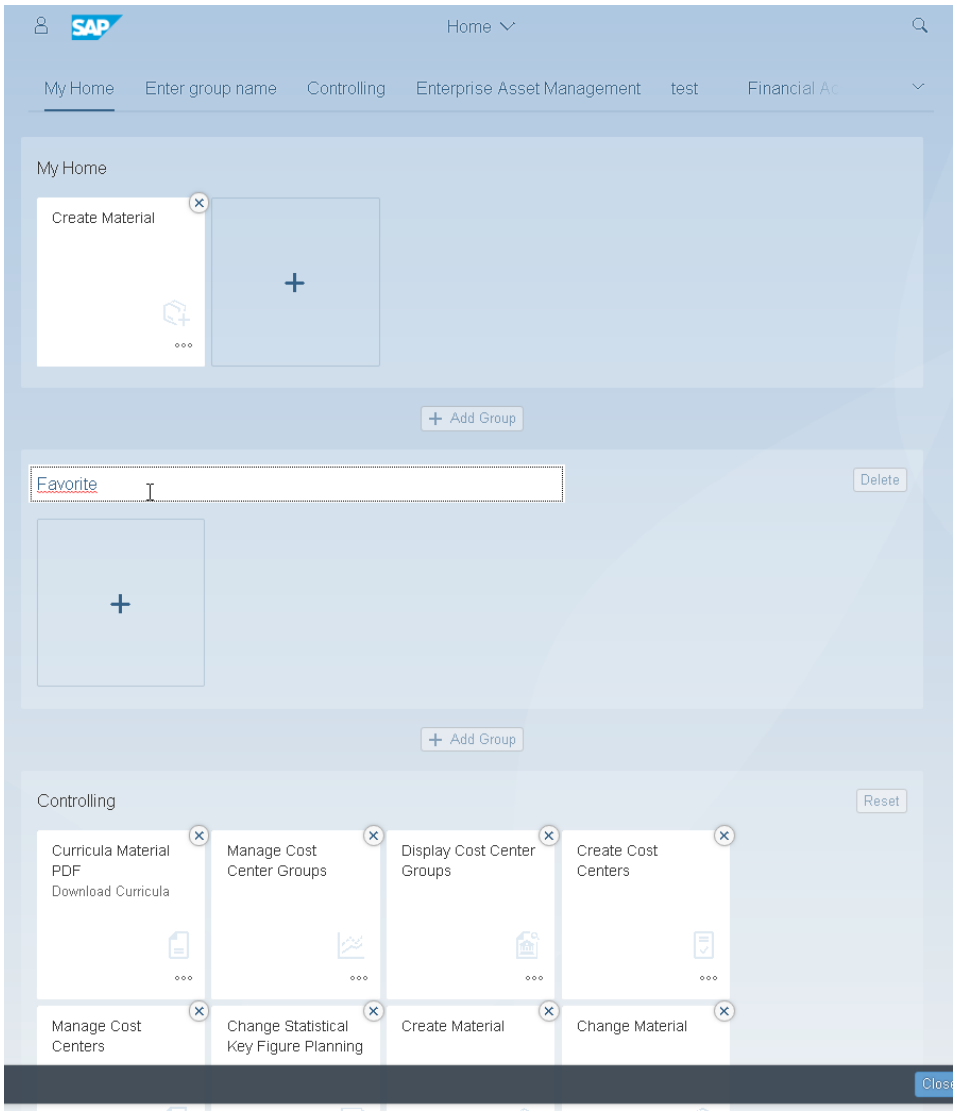


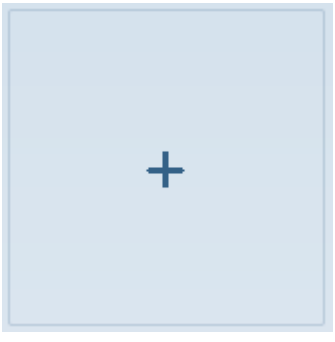
Use Drag & Drop to move the app *Create Material* to the My Home group.

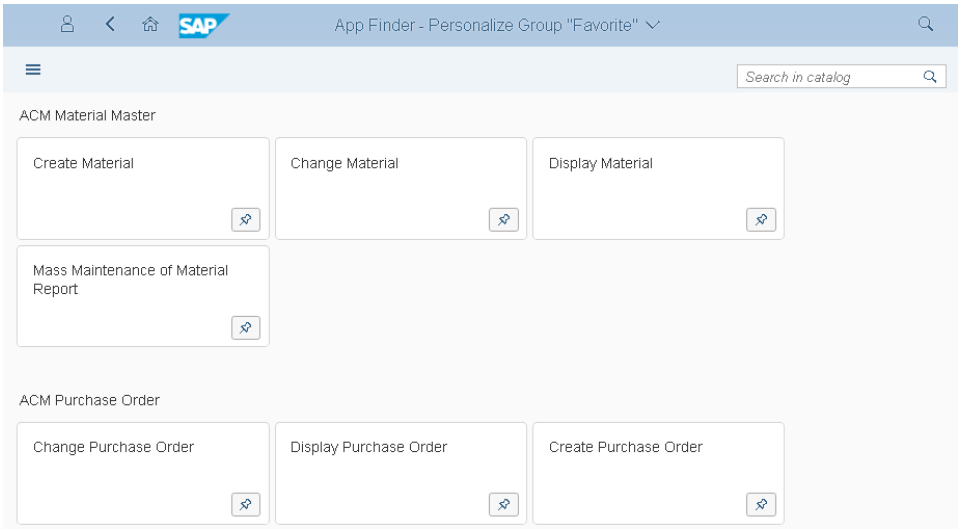


In addition, the Launchpad allows you to create additional groups. Click on + Add Group. Enter **Favorite** as the group name.

Favorite

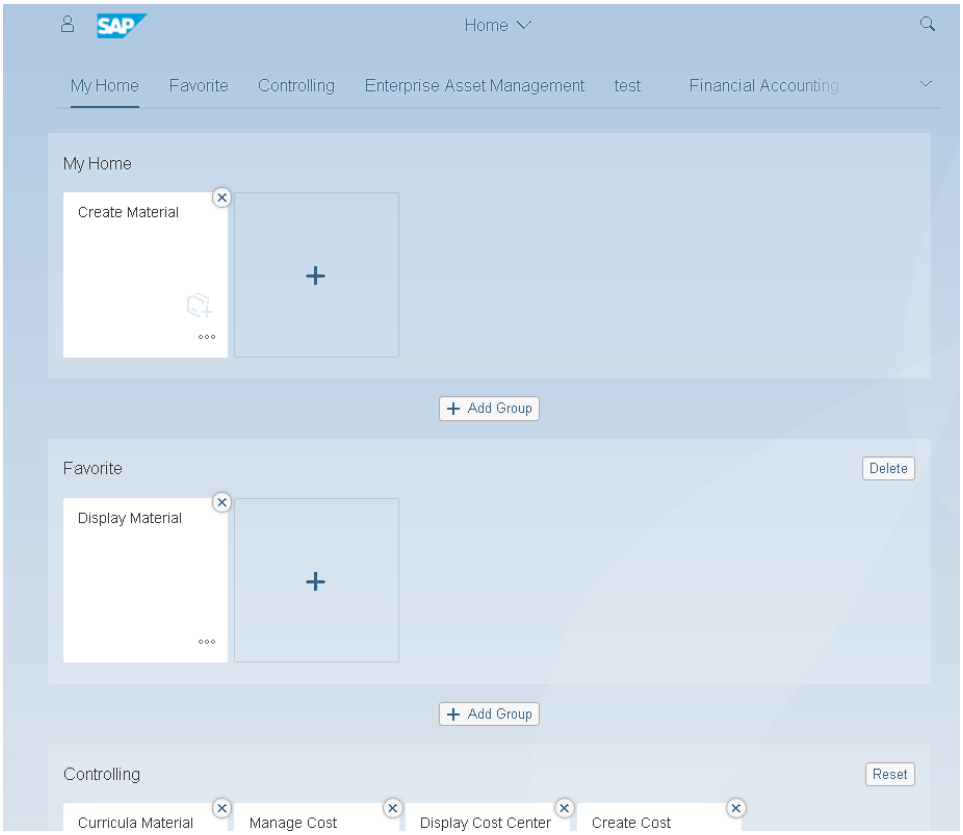


Add an app by clicking  .



Click on the icon by the app *Display Material*.

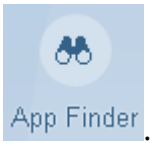
Click on .



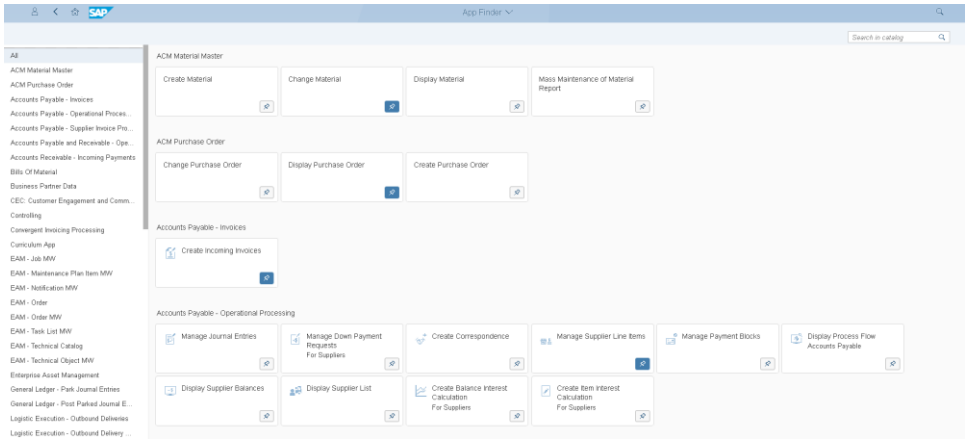
Additionally, you can delete apps with the button . Be careful not to delete apps because this might prevent you from successfully completing your case studies. However, if you do it, you can reset your settings by choosing Reset. Do this for the group *Controlling*.

If you want you can delete the group *Favorite*, as you will not use it in further tasks.

If you want to go back to the Launchpad choose Close. Alternatively, you can choose and press Exit Edit Mode.

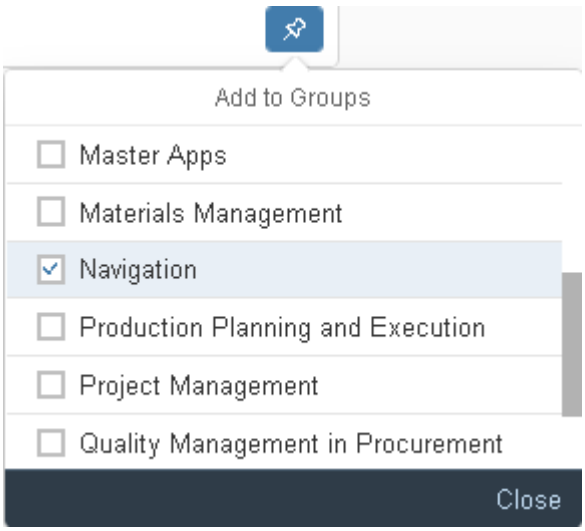
Choose and then press 
.

Search in the left section for the group *Material Management*.



Click on at the app *Maintain Quotations from Vendors* and add the app to *Navigation*. Then click on

and on .



Look in your Firoi Launchpad for the group Navigation and check whether the app has been added to this group.

You can also add an app to your group directly from the application.

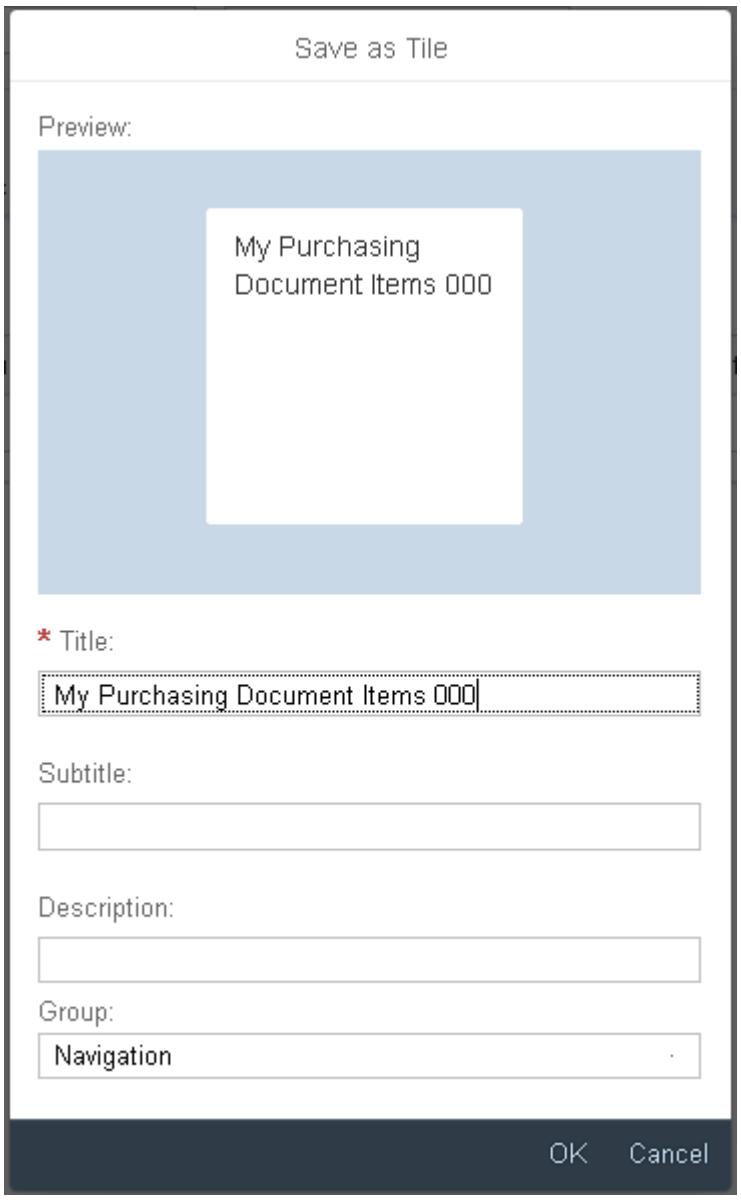
To do this, select the app *My Purchasing Document Items* from the *Navigation* group.

Click the Share icon .

Choose

. You now have the option to save the app with your own title in any group. Name the app **My Purchasing Document Items ###** and save it in the Navigation group.

My Purchasing Document Items ###



In your Fiori Launchpad, look for the Navigation group and see if the app has been added to this group.

Stay in the Launchpad for the next task.

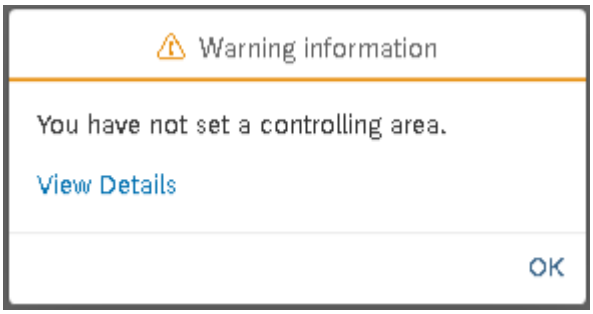
Step 5: Set Settings

Task Learn how to set Settings. **Time** 5 Min.

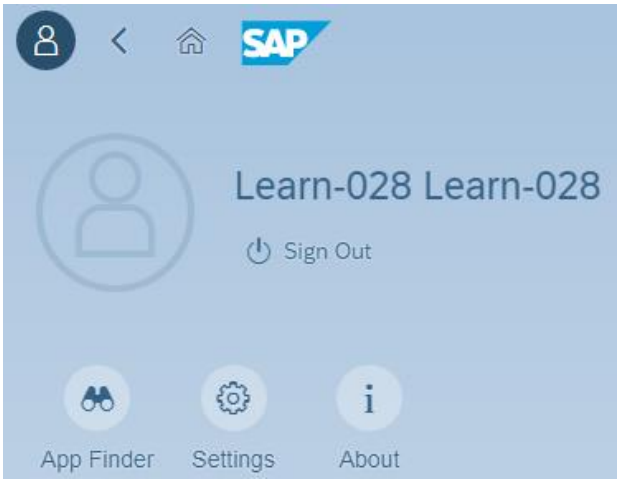
Manage Statistical Key Figures

Open the app *Manage Statistical Key Figures*.

You may get the following warning message.

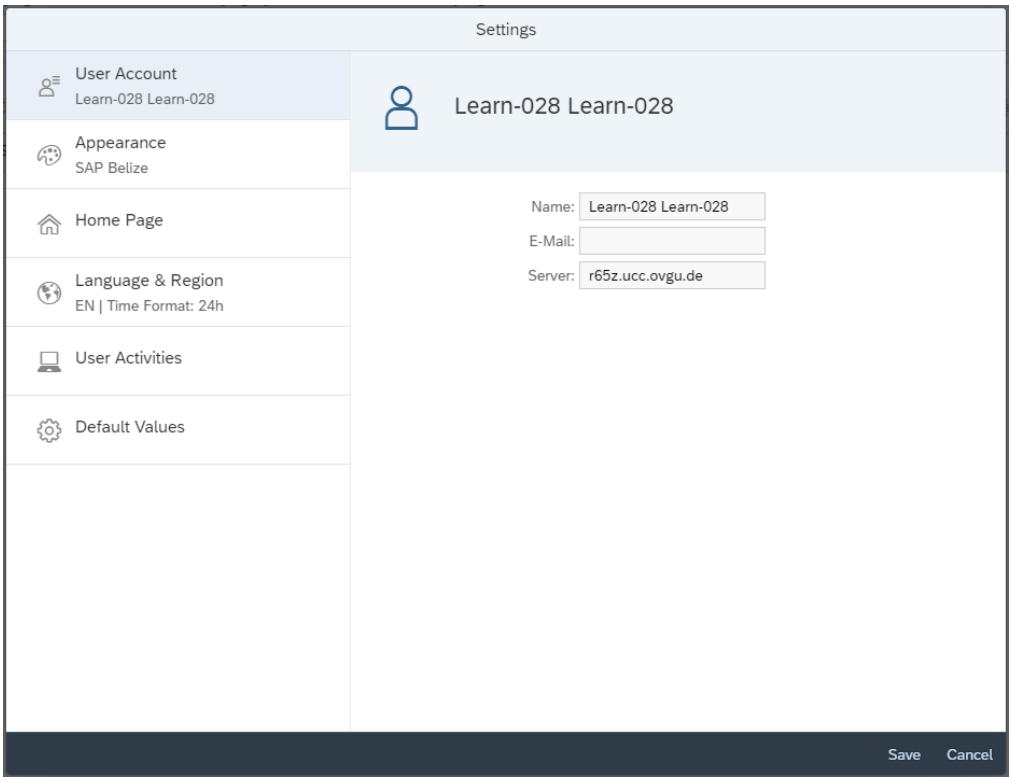


Choose OK . Click on to set personal settings. You will see the following screen.



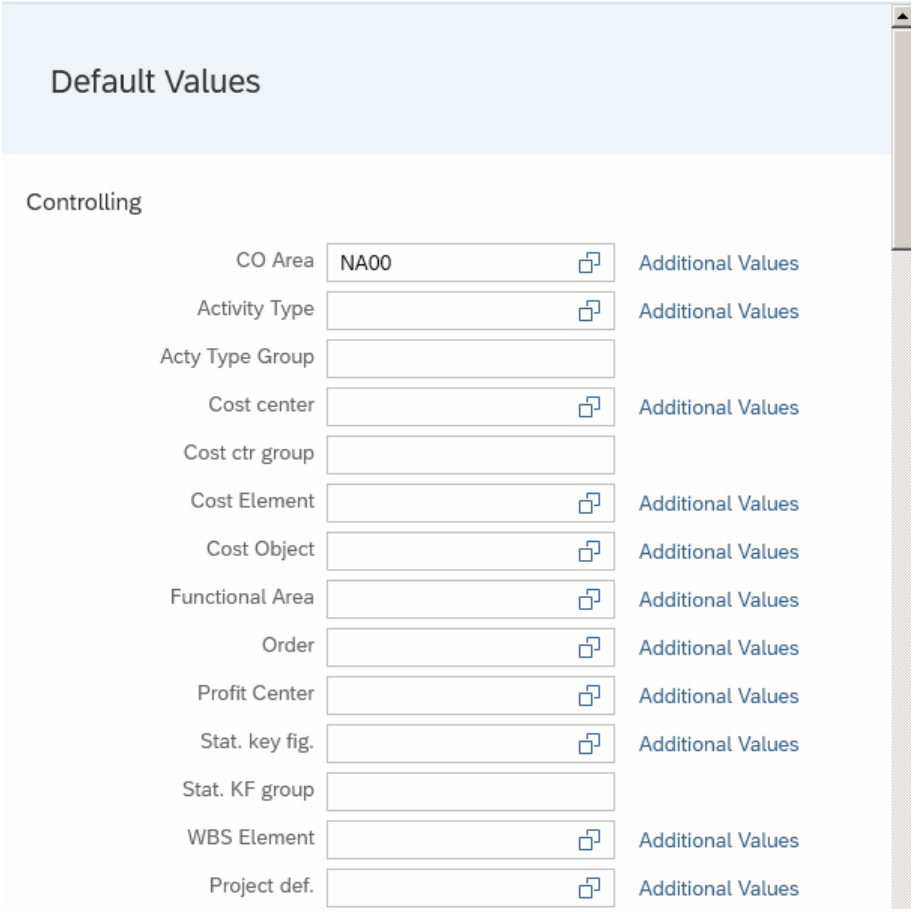
Choose

. The following screen will appear. Here you can change settings like Language, Date Format and change Default Values.

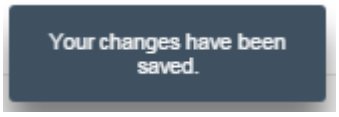


Choose Default Values. Scroll to CO Area and enter NA00 for GBI North America Controlling Area. This is the Controlling Area we will use for mangerial accounting.

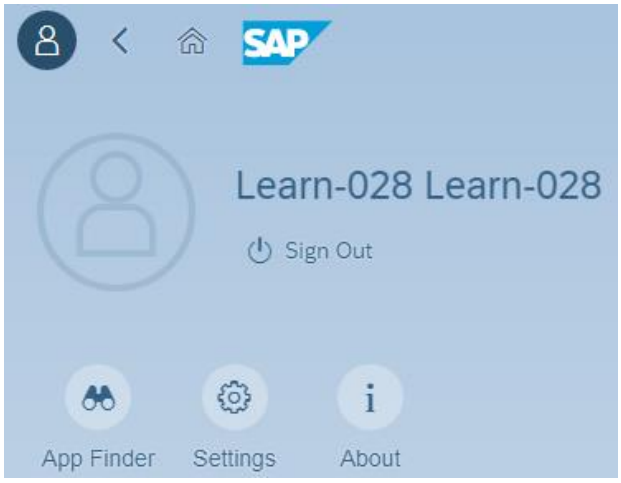
NA00



Click on Save to save your settings.

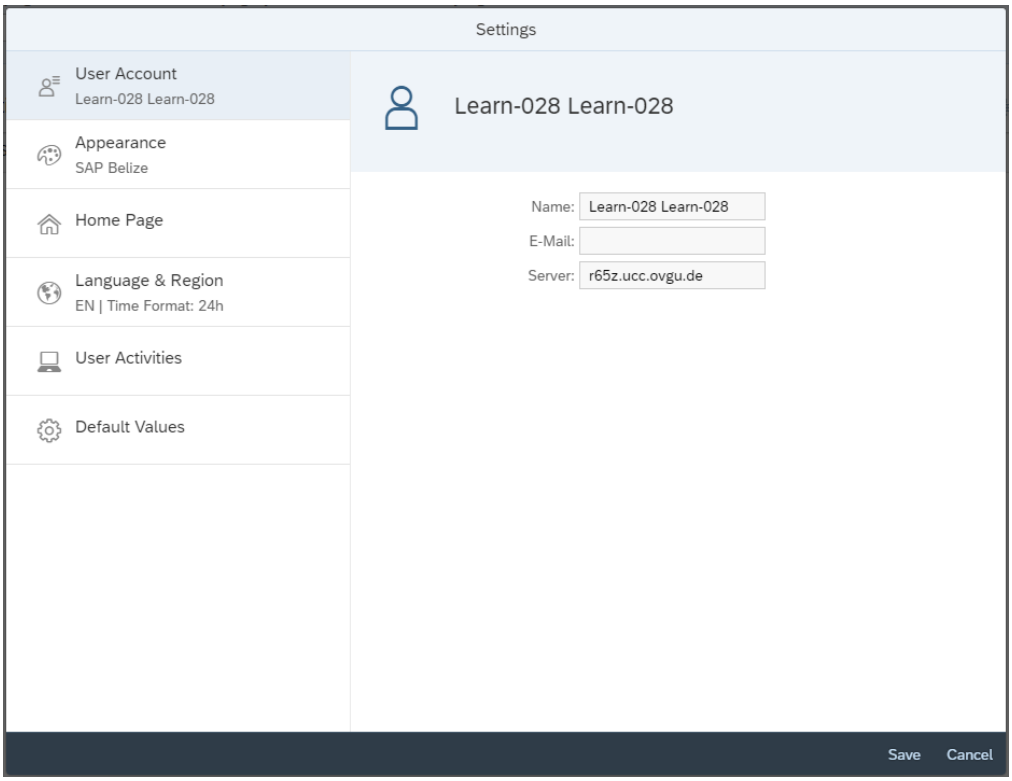


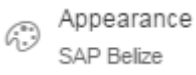
Click at to personalize SAP Fiori again. You will see the following screen.



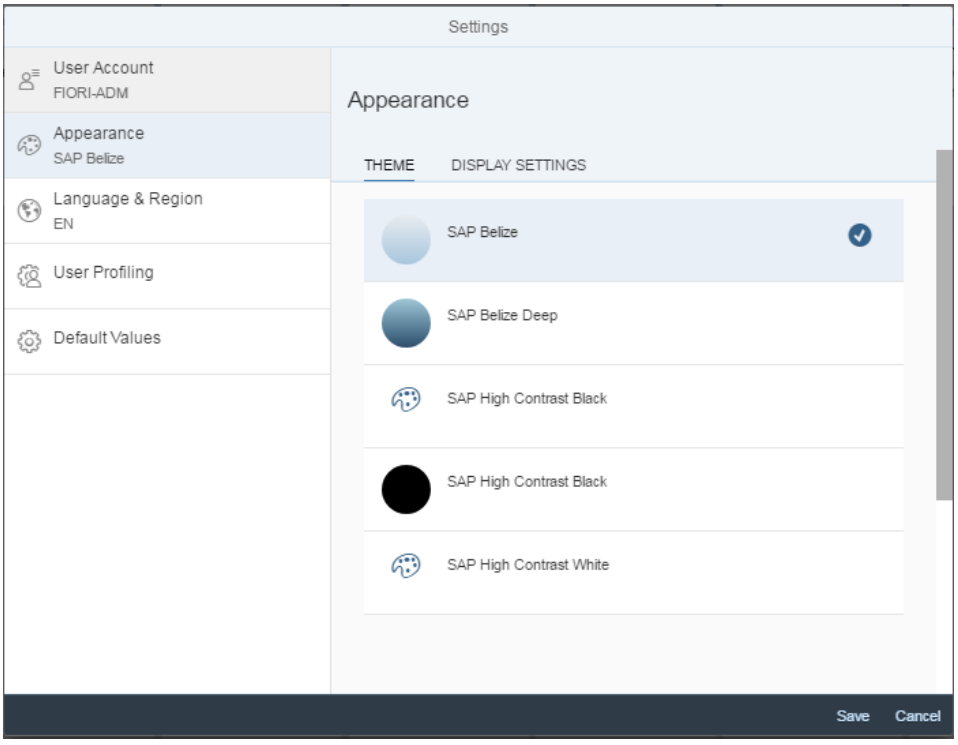
Choose

. The following screen will appear. Here you can change settings like Language, Date Format and change default values.

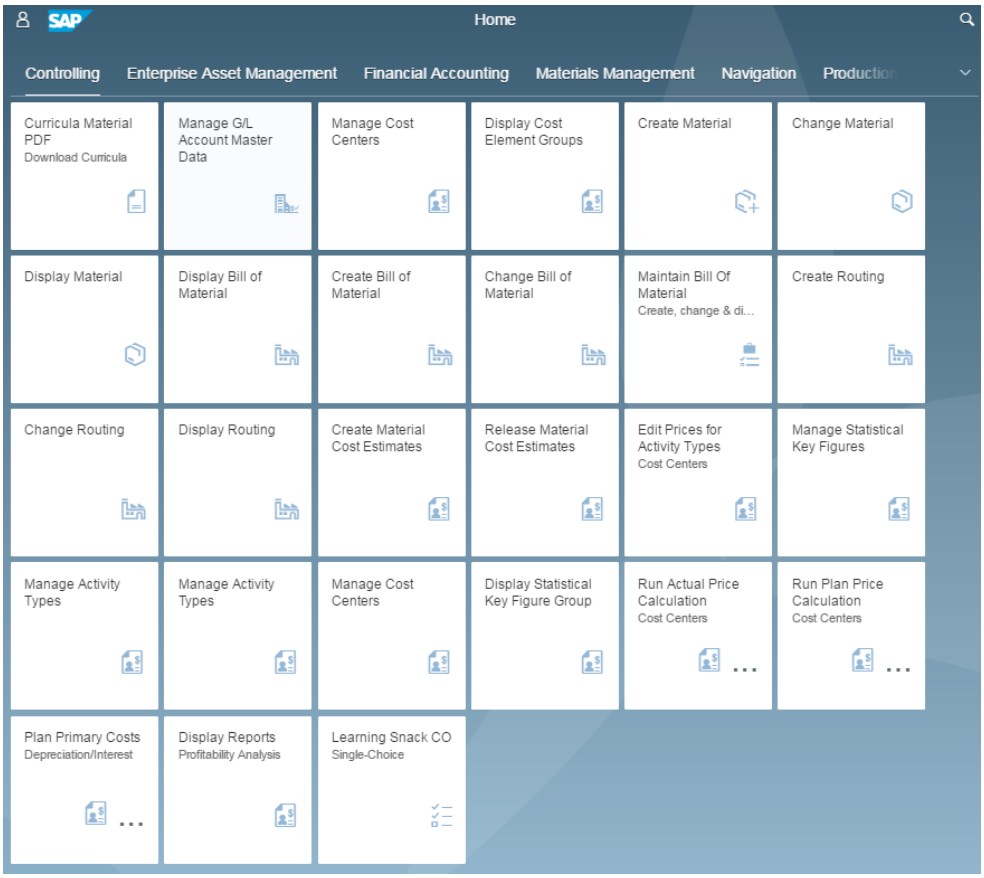


Choose 

. Here you can personalize your Fiori Launchpad by using the tab THEME. As you can see, the default theme is SAP Belize.



Choose a new theme and click on **Save**. Your Fiori Launchpad should have changed. The following screenshot displays the theme SAP Belize Deep.



Change it back to the standard theme if you wish.

Stay in the SAP Fiori Launchpad for the next task.

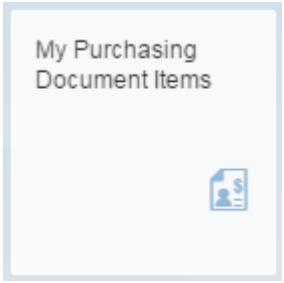
Step 6: Transfer Data into Excel

Task Learn how to transfer data into Excel. **Time** 5 Min.

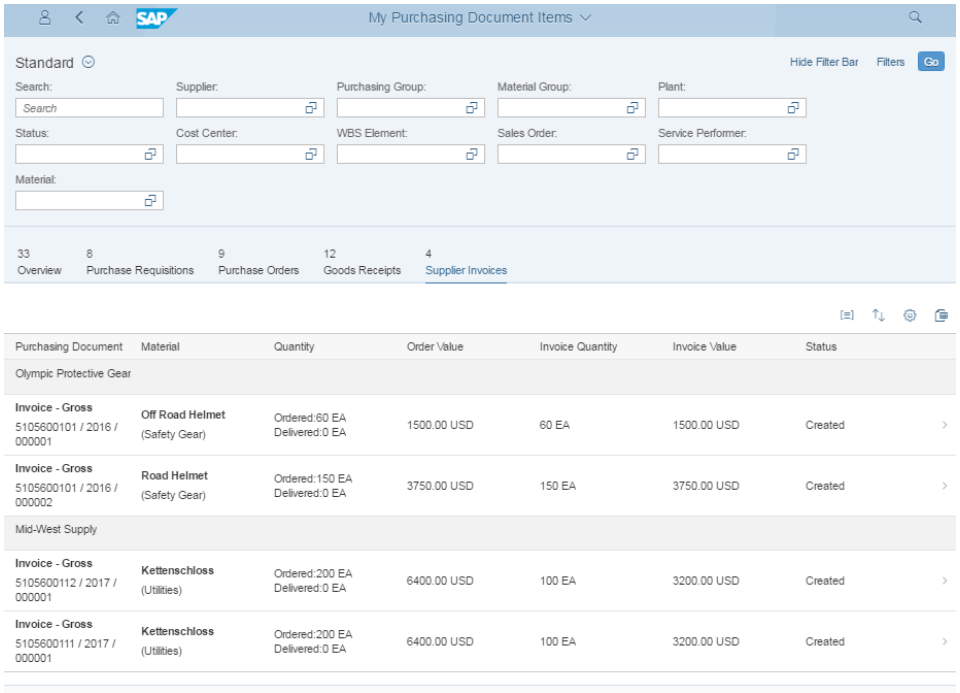
As in SAP GUI you have the opportunity to transfer data into external programs. Almost every Fiori app allows a transfer of data into Microsoft Excel.

Open the app *My Purchasing Document Items*.

My Purchasing Document Items



There chose Supplier Invoices. Now click on download .



The system automatically creates and downloads an Excel chart. The Excel document is either shown in your download folder or shown directly in your browser.

	A	B	C	D	E	F	G
1	DocumentNo	Year	InvItem	Purch.Doc.	Item	Material	Quantity
2	5105600101	2016	000001	4500000000	00010	OHMT1999	60,00000
3	5105600101	2016	000002	4500000000	00020	RHMT1999	150,00000
4	5105600112	2017	000001	4500000005	00010	CHLO1600	100,00000
5	5105600111	2017	000001	4500000005	00010	CHLO1600	100,00000

To get back to the Launchpad, press the home button in the upper left corner.

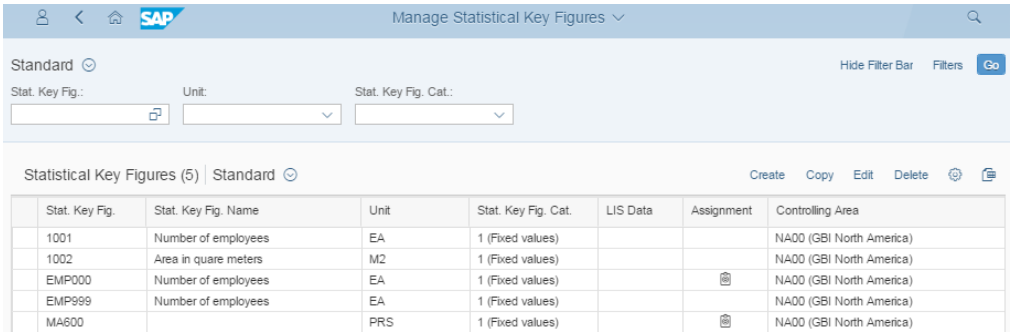
Step 7: Sending Emails

Task Learn how to send emails from SAP S/4HANA **Time** 5 Min.

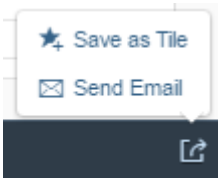
Spend Variance

Open the app tile *Manage Statistical Key Figures.*

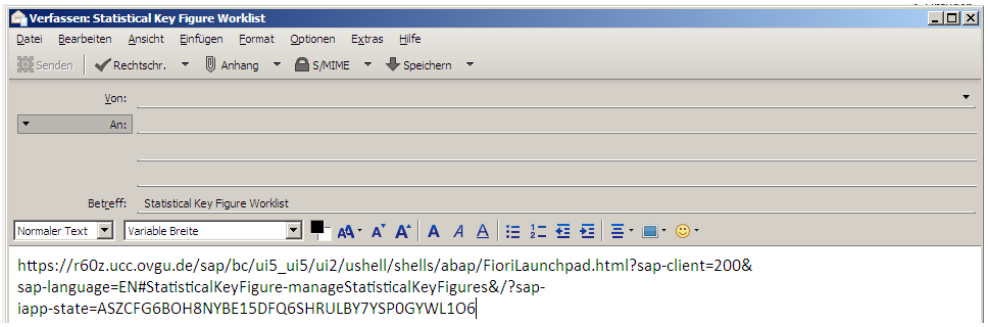
Without entering any values, press Go. These are cost drivers for costs incurred in the company. Costs will be allocated in managerial accounting using number of employees as the base or area of square meters.



Click on the button action which is located in the bottom right corner.



Then click on **Send EMail.** If you have already installed an email program, it will open immediately. From there you can see all the important information and the link is also provided.



Close your mailing program.

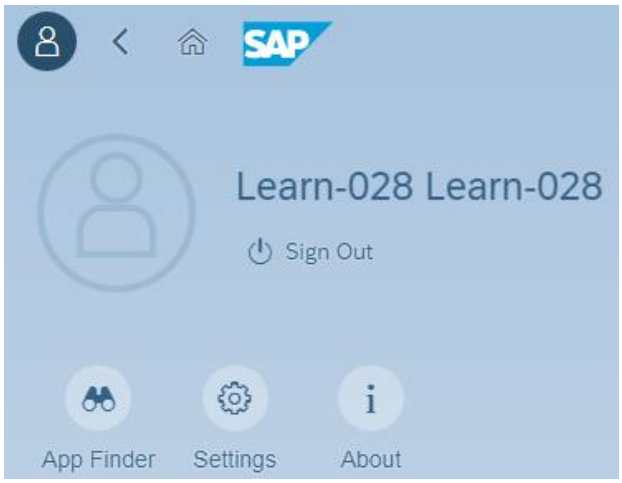
To get back to the Launchpad, press the home button in the upper left corner.

home button

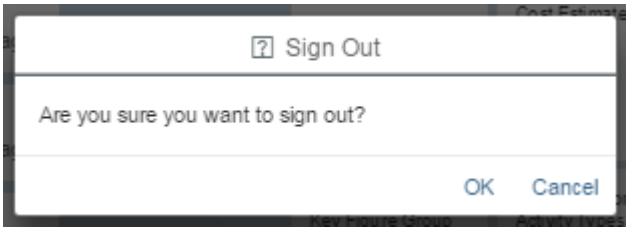
Step 8: Logging off SAP S/4HANA

Task Learn how to log off SAP S/4HANA in Fiori. **Time** 5 Min.

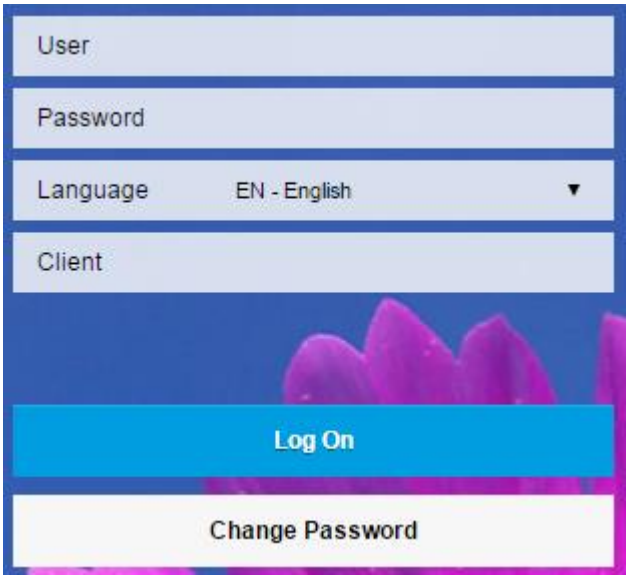
To log off you SAP S/4HANA account you need to click at in the top left corner. Choose **Sign Out**.



Confirm the following message by clicking on **OK**.



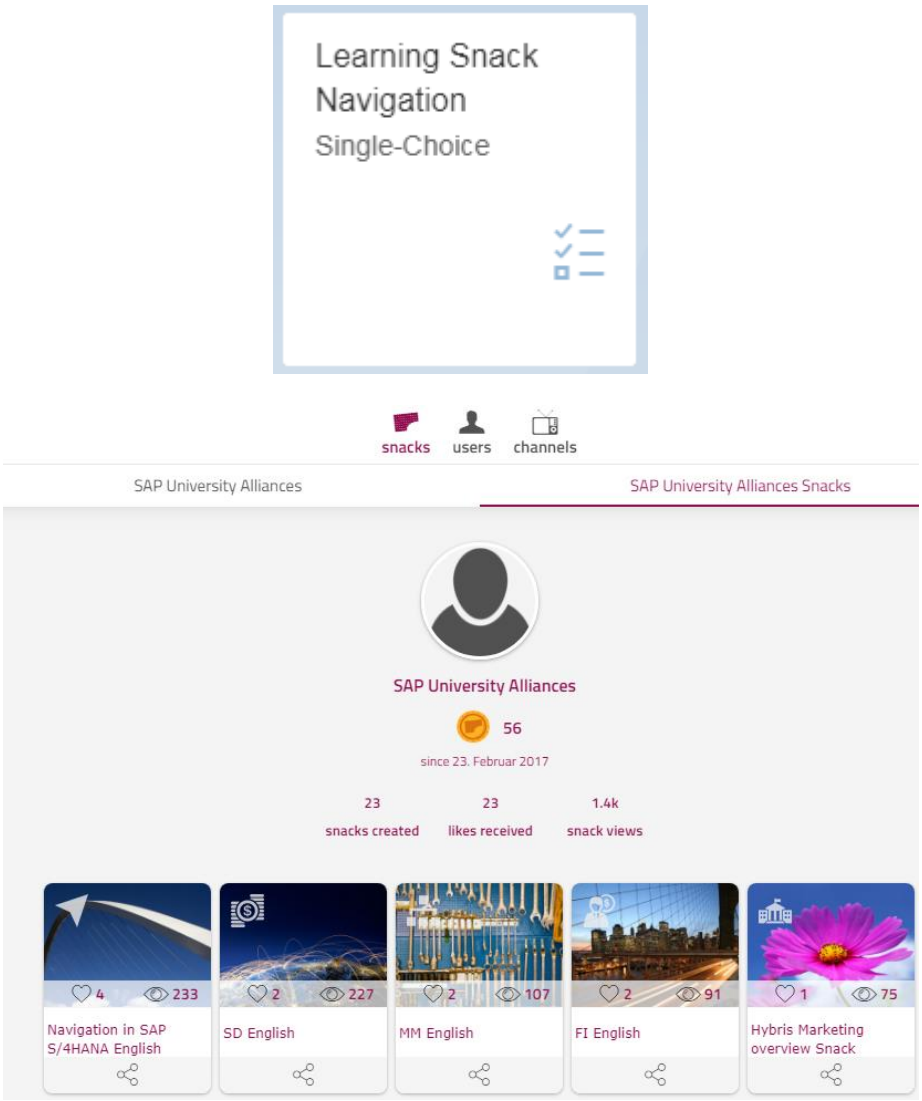
After logging off your SAP S/4HANA Launchpad you can see the screen shown below.


User
Password
Language
EN - English
Client
Log On
Change Password

Learning Snacks

In order to test and consolidate your knowledge use the app *Learning Snack Navigation.*

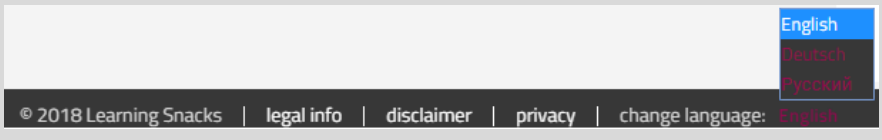
Fiori App



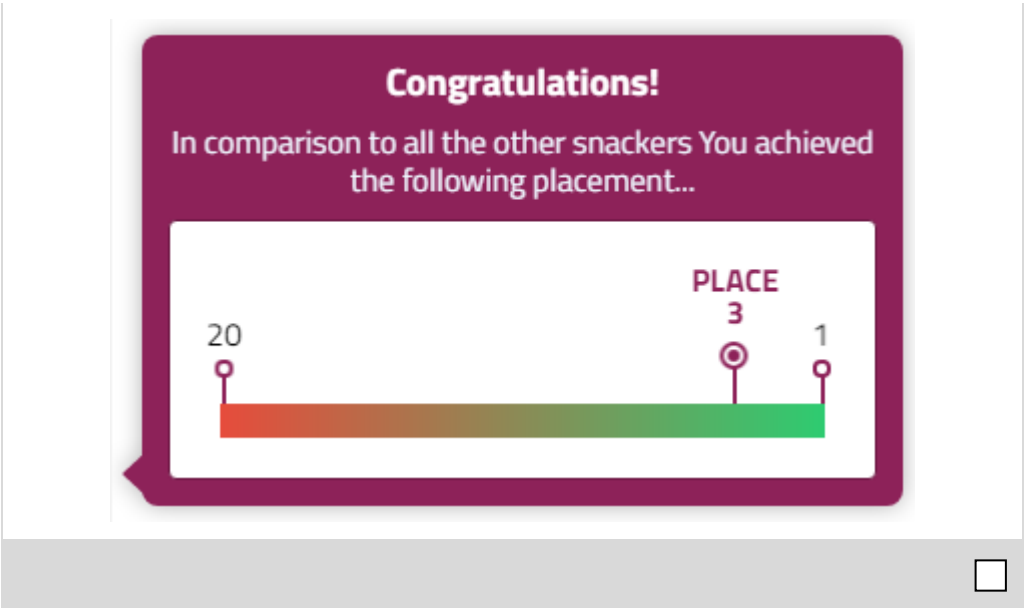
You see all the snacks for the individual case studies. Select the Snack *Navigation in SAP S/4HANA English* and answer all six questions.

Learning Snack

Hint If you do not see any Apps, you need to change the language on the page Learning Snacks. Therefore, click on the current language right next to *change language* and choose **English**.



When you have answered all the questions, you will receive a success message and your placement.


Congratulations!
In comparison to all the other snackers You achieved the following placement...
PLACE
3
20
1