

# Main features of the SAP application



# Preface

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The information contained in this presentation describing the main features of the SAP application, the most widely used business software in the world for years that is used by leading companies.

The continuing spread of this application is increasingly a major job opportunities both for people who have completed their studies and for the resources that already have experience of management and others who wish to upgrade their professional

The course content is useful:

- to those who must support job interviews
- and those who must examine their own professional situation and take the appropriate decisions
- both those who work in companies that have budgeted to install SAP
- and, finally, to those persons whose activities in which they have heard often and often to SAP and want to know some aspects.

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# SAP Application

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## SAP AG COMPANY

**It is an European multinational, producing management software. It is a global leader in ERP (Enterprise Resources Planning) and generally in software solutions for business.**

## The Applicative

**SAP stands for Systems, Applications and Products in data processing. This business software has millions of users around the world, in every business sector (administration and logistics, information technology, human resources, sales, etc.), that every day they do their work as employees, consultants, systems analysts and technicians, 100.000 installations in the world, of which 7.000 in Italy and has a demand for staff always very high and continues over time by many companies that use it.**

# SAP Application

**SAP is an integrated management, which allows you to better manage the different business areas (Accounting, Administration, Logistics, Sales and after sales, Production, Management Control). This application allows extensive interaction between the business areas mentioned above.**

**The interactivity between areas and departments is increasingly necessary in an economic reality based on global exchanges that require the use of business information systems that allow a company to manage effectively and efficiently, more and more requirements demanded by the market.**



# The main business areas of SAP

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SAP is divided into packages called 'modules' and each module allows the use of the system for carrying out the daily work quickly and efficiently.

The main areas managed by the SAP application are:

❖ **Accounting**, is obviously the main module of SAP as even companies that do not want to install all modules have installed the SAP accounting module, absolutely necessary since the purpose of any business is to prepare the financial statements.

❖ **Logistics**, this sector is divided into two different modules of SAP, which is the Purchasing module, which deals with passive flow from the recording of materials and master data providers until you get to the purchase order and the purchase contracts, the form of sales which deals with the active flow, starting from the registration of products and customer lists until you get orders and sales contracts.

# The main business areas of SAP

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- ❖ **Human Resources**, is responsible for the organization and management of staff in the company, starting from the management and the subsequent recruitment of candidates up to the management of payroll and financial.
- ❖ **Management Control**, this area is composed of several modules that interface with those described above, the objective of which is to analyze the costs and revenues of the company to prepare report targeted to enable the management to take decisions of company policy.
- ❖ **Informatics**, deals with the management of all the programs that make up the application and all necessary tools to allow the maintenance and development.
- ❖ **Administration of the system**, this field deals with problems related to maintenance of the SAP server, monitor system resources and manage the internal database to SAP.



# Professional Figures in SAP

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The SAP application has, throughout its history, has contributed to the 'creation' of a number of professionals related to its use in various levels.

A first distinction of roles is made by the users, those who carry out operations on the system (input data, billing, payments, receipts, orders, offers, etc..) And those that configure the operating system so that it can carry out activities with daily efficiency.

These can in turn be divided into:

- Customizer, configure the different modules standard SAP environment according to the needs of the company and the activities to be carried out by users.
- Technical/computer, configure the use of the system when, for business needs, can not be the normal configuration of the standard. To do this they use computer programs written in ABAP language or computer language that allows you to manage operations on the system.

# The Project in the SAP Environment

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Often, a company that uses SAP needs to modify the standard for specific internal needs, or to install a new module and form, as a result, their employees, or, finally, must carry the data from a different management from SAP (AS400 , Dyalog, ...) of SAP. In order to modify or implement the enterprise information system, is often used in projects focusing on one or more of the purposes described above. A project, by its nature, requires a team of people who contribute to its realization.

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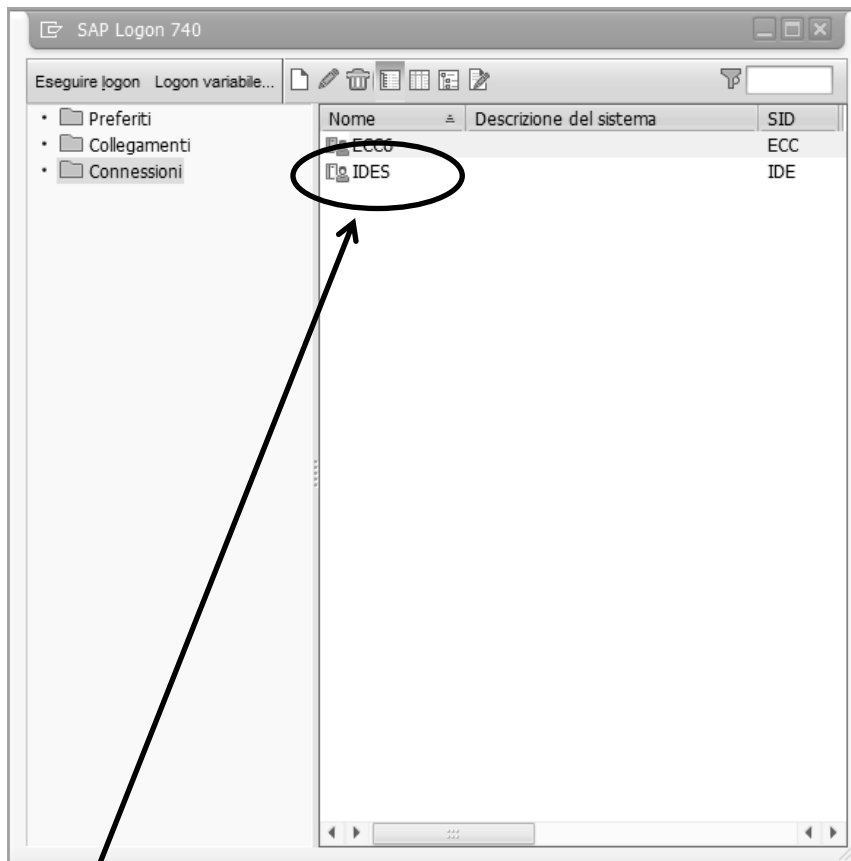
- a Project Manager, who coordinates
- one or more analysts, carrying out analysis of the project by identifying the target and drafting of reports indicate that the most suitable solution for the project.

# Access to the System “logon”

To be able to log on to the SAP system must be installed on the PC that the SAP GUI is the interface between your PC and the SAP system. This installation will cause it to appear on the desktop icon shown in Figure



Click on this icon and you will see the screen below



Now click on the name that appears in the window. In the example we use the standard name IDES.

# Access to the System “logon”

A window appears in which we must enter the following data:

The screenshot shows a SAP logon window with the following fields:

- Mandante:** 800
- Utente:** [Empty]
- Password:** [Masked with asterisks]
- Lingua:** [Empty checkbox]

- ✓ **Manadante/Mandator:** is the amount of higher hierarchical level in the SAP environment similar to the concept of Holding Group.
- ✓ **Utente/User:** is a unique string of 8 characters (maximum of 12);
- ✓ **Password:** is a unique string of 8 characters.
- ✓ **Lingua/language:** the default language is IT.  
Other choices can be entered:
  - DE - German language
  - EN – English
  - Etc...

# Access to the System “logon”

In this window insert data sent to the student of our society. Below we report the screen populated with sample data

- 1) The Mandator
- 2) The credentials that you have been provided (User and Password) to enter the password, move the cursor to the left of the first asterisk and enter the password and press return indicated.



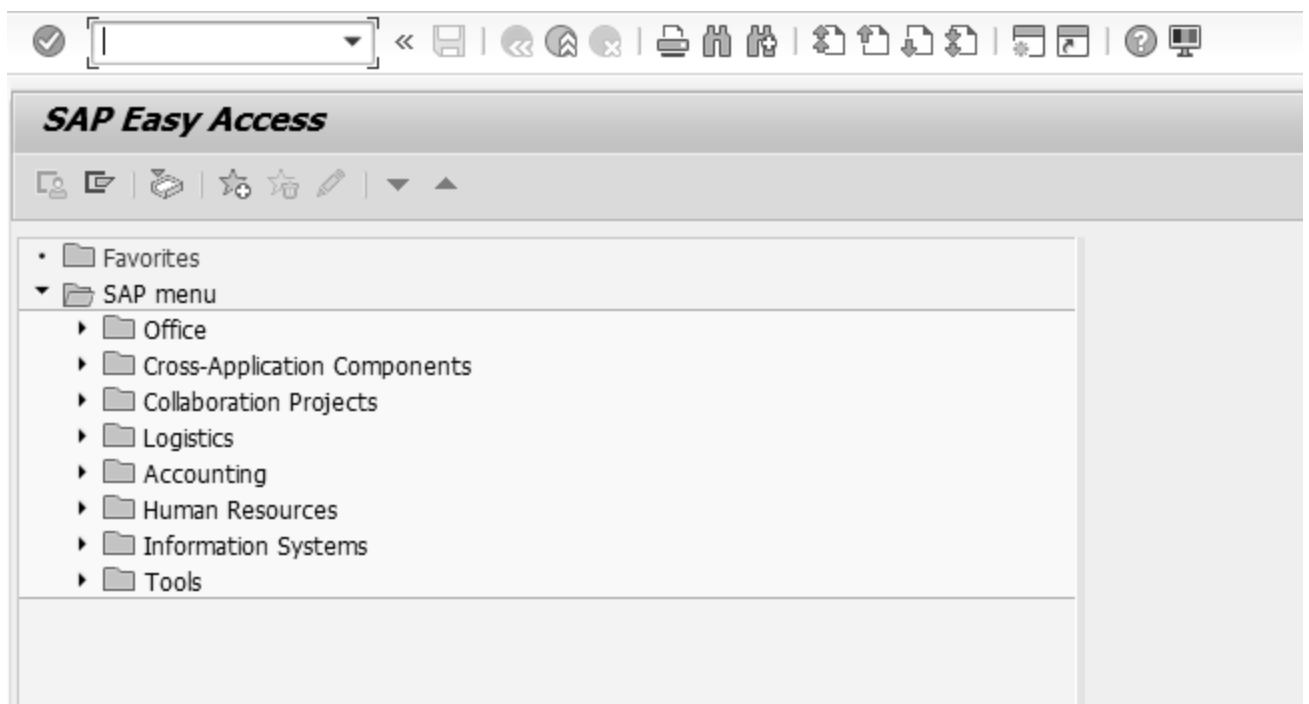
The screenshot shows the SAP logon screen with the following fields and annotations:

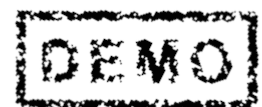
- SAP** (Logo)
- Nuova password
- 1 Mandante: 800
- 2 Utente: [ ]
- Password: [\*\*\*\*\*]
- Lingua: [ ]

As for the language in which you will see the screens of the system, the system automatically considers the Italian language (IT code).

# The Tree of SAP

Entered the data, we see the tree of the SAP screen, that is the tree structure in which they are traceable transactions (transactions) related to the SAP modules.





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