**Basic SAP Navigation Outline**

# Target Audience:

Employees who, as part of their official duties and responsibilities, are required to access budget, financial, and procurement information or to process purchasing requisitions

# Prerequisites:

Knowledge of basic computing and financial terminology

# Description:

This introductory course gives you a basic tour of the SAP functions and locations so that you can effectively navigate around SAP. This Basic SAP Navigation training session is a prerequisite for obtaining a SAP user ID which allows access to the SAP Financial system.

# Course Includes:

* Basic Navigation
  + SAP screen attributes
  + Standard toolbar
  + Radio buttons and checkboxes
  + Dialog boxes
  + Features and Procedures
* Log On Procedure
* Printing Defaults
* Additional Toolbars
* Keyboard Shortcuts