

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