

sap tips tricks for end users

****Essential SAP Tips Tricks for End Users to Boost Efficiency****

sap tips tricks for end users can make a significant difference in how smoothly you navigate the SAP environment. Whether you're a beginner or have been using SAP for a while, knowing some handy shortcuts and best practices can transform your daily tasks into a more efficient and less frustrating experience. SAP, being a robust enterprise resource planning (ERP) software, offers a wealth of functionalities, but its complexity often intimidates new users. This article aims to demystify some practical SAP tips tricks for end users that help you work smarter, not harder.

Understanding the Basics: Why SAP Tips Tricks for End Users Matter

SAP systems handle everything from financial accounting to supply chain management, and end users play a critical role in ensuring data accuracy and operational continuity. However, the sheer volume of transactions and screens can overwhelm users who aren't familiar with the system's nuances. By adopting effective SAP tips tricks for end users, you can:

- Reduce time spent on routine tasks
- Minimize errors in data entry
- Navigate the interface effortlessly
- Customize your workspace for better productivity

Think of these tips as your toolkit to unlock SAP's potential without getting bogged down in its complexity.

Time-Saving SAP Tips Tricks for End Users

Use Transaction Codes (T-Codes) Efficiently

One of the biggest time-savers in SAP is mastering transaction codes. Instead of clicking through menus, you can jump directly to the needed screen by typing the T-code in the command bar. For instance:

- VA01 to create a sales order
- ME21N to create a purchase order
- FB60 to enter vendor invoices

Make a habit of memorizing the T-codes relevant to your daily tasks. Additionally, you can create a personalized T-code favorites list within SAP for quick access.

Leverage Keyboard Shortcuts

Keyboard shortcuts are another underutilized feature that can speed up navigation. Some useful shortcuts include:

- F4 to open the value help (search) window
- F1 for field-level help or documentation
- Ctrl + S to save the current transaction
- Ctrl + P to print the current screen

Getting comfortable with these shortcuts reduces reliance on the mouse and streamlines your workflow.

Customizing SAP Interface for Improved Usability

Personalize Your SAP Screen Layout

SAP allows end users to tailor their screen views to better fit their preferences and work requirements. You can adjust column widths, rearrange fields, or hide irrelevant columns in list displays. Once customized, save these layouts to avoid repetitive adjustments.

For example, in ALV (ABAP List Viewer) reports, you can:

- Sort and filter data columns
- Group related fields
- Save layouts for future use

This customization leads to clearer data presentation and faster decision-making.

Set Default Values to Reduce Manual Input

Repeatedly entering the same data in fields like company code, plant, or purchasing organization can be tedious. SAP allows end users to set default values or user-specific parameters that auto-populate these fields during transactions. This simple tip not only saves time but also reduces the risk of errors.

Enhancing Data Accuracy and Reporting

Utilize SAP's Search Help Effectively

One of the most helpful SAP features for end users is the search help (F4 help). Instead of guessing

codes or names, use the value help function to search and select from valid entries. This is particularly useful when dealing with vendor codes, material numbers, or cost centers.

Learning how to filter and sort search help results can make your data entry more precise and faster.

Export SAP Data for Offline Analysis

Often, you might need to analyze SAP data in more detail or share it with colleagues. Most SAP reports and lists can be exported to Excel or other formats. This export option allows you to manipulate data, create charts, or perform calculations outside SAP.

To export data:

1. Run the report or transaction
2. Click on the 'List' menu or look for the export icon
3. Choose your preferred format (Excel, CSV, PDF)

Knowing how to quickly export and handle SAP data outside the system is a valuable skill for end users involved in reporting.

Working Smarter with SAP Notifications and Alerts

Set Up Personalized SAP Notifications

To stay on top of critical tasks, SAP allows users to configure notifications or alerts. For example, you can set reminders for pending approvals, delivery deadlines, or inventory reorder levels. Instead of constantly checking the system, these alerts bring important updates to your attention proactively.

Check with your SAP administrator about enabling and customizing notifications suited to your role.

Use SAP Fiori Apps for Mobile Access

SAP Fiori offers a modern, user-friendly interface optimized for mobile devices. Many common SAP transactions now have Fiori apps, allowing end users to perform tasks on the go. If your organization supports SAP Fiori, exploring its apps can simplify your workflow and give you flexibility.

Examples include apps for:

- Approving purchase orders
- Viewing sales reports
- Managing leave requests

Using SAP Fiori apps is a forward-thinking way to enhance productivity beyond the traditional SAP

GUI.

Advanced Tips for Experienced SAP End Users

Bookmark Frequently Used Reports and Transactions

Beyond favorites, SAP allows you to bookmark specific reports or transaction screens, saving time navigating complex menu trees. This feature is especially helpful if you regularly access reports with particular selection criteria.

Understand SAP's Role-Based Access and Functions

Knowing your assigned roles and authorizations within SAP helps you leverage the system's functionalities fully. Some features might be restricted based on your role, so understanding these boundaries can guide you to request necessary access or find alternative ways to complete your tasks.

Collaborate with SAP Key Users and Support

End users don't have to figure out everything alone. Building a good relationship with SAP key users or support teams can provide valuable insights and quick resolutions. Don't hesitate to ask for guidance on optimizing your use of SAP or reporting issues promptly.

Mastering sap tips tricks for end users is about making the system work for you rather than struggling to work around it. With a few strategic habits—like using transaction codes, customizing your interface, and leveraging search helps—you can significantly improve your SAP experience. Remember, SAP is designed to support complex business processes, but with these practical tips, you can navigate it with confidence and efficiency every day.

Frequently Asked Questions

What are some essential SAP tips for end users to improve daily efficiency?

End users can improve efficiency by using keyboard shortcuts, personalizing their SAP GUI layout, utilizing favorites for frequently used transactions, and leveraging SAP's search functionality to quickly find data.

How can end users customize their SAP GUI to enhance usability?

End users can customize SAP GUI by adjusting theme settings, setting default layouts for reports, creating favorites for easy access to transactions, and configuring user-specific parameters to streamline their workflow.

What are the most useful SAP keyboard shortcuts every end user should know?

Common useful SAP shortcuts include F1 for help, F4 for value help (search), F8 to execute, Ctrl+S to save, and Ctrl+F to find within screens, which help speed up navigation and data entry.

How can end users quickly find transactions or reports in SAP?

End users can use the SAP Easy Access search bar by entering transaction codes, keywords, or using the search function (Ctrl+F) within the menu to quickly locate transactions or reports without navigating through multiple folders.

What tips can help end users avoid common errors when entering data in SAP?

To avoid errors, end users should double-check mandatory fields, use value help (F4) to select valid entries, validate data before saving, and follow standardized data entry guidelines provided by their organization.

How can end users efficiently use SAP Fiori apps alongside traditional SAP GUI?

End users can leverage SAP Fiori apps for a more intuitive, role-based, and mobile-friendly experience, complementing the traditional SAP GUI by using Fiori for frequent, simple tasks and GUI for complex transactions.

What are some best practices for end users to manage SAP reports effectively?

End users should schedule reports during off-peak hours, use filters to narrow down report data, export reports to Excel for further analysis, and save report variants for recurring use to save time.

How can end users stay updated with new SAP features and tips?

End users can stay updated by subscribing to SAP newsletters, joining SAP user groups, following SAP community forums and blogs, attending training sessions, and regularly checking SAP release notes relevant to their modules.

Additional Resources

SAP Tips Tricks for End Users: Enhancing Efficiency and Productivity

sap tips tricks for end users have become increasingly vital in today's fast-paced corporate environments where SAP remains a cornerstone for enterprise resource planning (ERP). As organizations continue to rely on SAP to streamline processes ranging from finance and supply chain management to human resources, end users are tasked with navigating this complex software efficiently. Understanding practical tips and tricks can significantly enhance user experience, reduce errors, and boost overall productivity.

The SAP ecosystem is known for its robust and comprehensive functionality, but it is also often perceived as complex and challenging for everyday users. With the right strategies, however, end users can unlock SAP's full potential without requiring extensive technical knowledge. This article explores actionable SAP tips and tricks tailored specifically for end users, focusing on usability improvements, shortcuts, navigation efficiencies, and customization options that simplify daily tasks.

Understanding the SAP Interface: A Foundation for Efficiency

SAP's graphical user interface (GUI) can be daunting, especially for new users. Familiarity with the interface layout is crucial for effective use. Many users overlook simple navigation shortcuts and features that can save considerable time.

Leverage Transaction Codes (T-Codes) for Faster Access

One of the most well-known SAP tips tricks for end users involves the use of transaction codes. T-Codes are shortcuts that allow users to access specific SAP functions directly, bypassing multiple menu layers.

- **Example:** Instead of navigating through the SAP Easy Access menu to reach the sales order creation screen, users can enter transaction code VA01 directly.
- **Benefit:** Reduces navigation time and minimizes the risk of clicking through incorrect menu paths.

For end users, memorizing frequently used T-Codes or maintaining a personal list can expedite routine operations and improve workflow.

Customize the SAP GUI for Personal Productivity

SAP GUI customization is another underutilized feature that can enhance user experience. The

interface allows adjustments such as changing font size, color schemes, and layout preferences.

- **Personalized Favorites:** Users can add frequently accessed transactions or reports to their favorites folder for one-click access.
- **Custom Layouts:** Modify screen layouts to display only the fields relevant to the user's role, reducing clutter and visual overload.

Such personalization not only saves time but also helps reduce errors caused by irrelevant or confusing data fields.

Optimizing Data Entry and Reporting in SAP

Data accuracy and reporting speed are critical concerns for SAP end users. Several tips and tricks can facilitate smoother data entry and more insightful reporting.

Utilize Auto-Complete and Drop-Down Menus

SAP supports auto-complete functionality for many fields, enabling users to enter partial data and select from a list of valid options. Similarly, drop-down menus are designed to limit input options, preventing invalid entries.

- **Tip:** Rather than typing full codes or descriptions, users can leverage these features to speed up data entry and reduce mistakes.

This feature is particularly useful in modules like Materials Management (MM) and Sales and Distribution (SD), where standardized codes are prevalent.

Create and Use Variants for Reports and Transactions

SAP allows users to save "variants" — predefined sets of input parameters for reports or transaction screens. This can save significant time for repetitive tasks.

- For example, a finance user running a monthly balance sheet report can save the specific company code, fiscal year, and period as a variant.
- By selecting the variant, the report runs instantly with saved criteria, eliminating manual entry each time.

Variants are especially valuable in environments with recurring reports or transactions that require consistent parameters.

Shortcut Keys and Navigation Enhancements

Keyboard shortcuts in SAP are an often-overlooked area where end users can gain substantial efficiency.

Common SAP Keyboard Shortcuts

- **F3:** Back to the previous screen
- **F4:** Open value help (search help) for a field
- **Ctrl + S:** Save the current document or data entry
- **Ctrl + F:** Open the find/search function in lists or reports
- **Shift + F3:** Exit the current transaction

Mastering these shortcuts can reduce dependence on mouse navigation and speed up frequent actions.

Using the SAP Command Field Efficiently

The command field at the top of the SAP GUI window is a powerful tool. Besides entering T-Codes, users can execute commands like:

- **/n** – End the current transaction and start a new one
- **/o** – Open a new session without closing the current one
- **/i** – Close the current session

Understanding these commands helps users multitask, switch between tasks quickly, and manage their SAP sessions effectively.

Leveraging SAP Help and Support Resources

Even with experience, SAP end users inevitably encounter unfamiliar processes or errors. Knowing where and how to find reliable support resources is essential.

Utilize SAP's Built-in Help and Documentation

SAP offers comprehensive help documentation accessible via the F1 key on any field. This contextual help provides detailed explanations of fields, options, and error messages.

- End users should make a habit of consulting this resource before seeking external assistance.

Engage with Internal and Community Support

Many organizations maintain internal SAP support teams or super-users who provide guidance tailored to company-specific SAP customizations. Additionally, online forums such as SAP Community Network (SCN) offer valuable insights and solutions.

By combining these resources, end users can troubleshoot problems faster and gain deeper understanding of SAP functionalities.

Balancing Efficiency with Best Practices

While SAP tips tricks for end users often focus on speed and convenience, it is equally important to maintain data integrity and adhere to organizational policies.

Avoid Over-Reliance on Workarounds

Some users may develop unofficial shortcuts or shortcuts that bypass standard procedures to save time. While tempting, such workarounds can lead to data inconsistencies or compliance issues.

Regularly Update Skills and Knowledge

SAP evolves continuously with new modules, updates, and interface improvements. End users should pursue regular training and stay informed about system changes to maintain proficiency.

Security Considerations

Users must be cautious with sensitive data and ensure that their SAP sessions are logged off when unattended. Following security protocols protects both the individual and the enterprise.

By balancing efficiency-driven tips with responsible usage, SAP end users contribute to a more reliable and effective ERP environment.

The landscape of SAP usage continues to evolve, and end users who equip themselves with practical tips and tricks stand to benefit greatly. Whether it's mastering T-Codes, customizing interfaces, or leveraging reporting variants, these strategies streamline daily operations and reduce frustration. Ultimately, a well-informed end user is better positioned to unlock the full capabilities of SAP, driving business success through technology.

Sap Tips Tricks For End Users

sap tips tricks for end users: The Ultimate SAP User Guide: The Essential SAP Training Handbook for Consultants and Project Teams Rehan Zaidi, 2015-01-01 The Ultimate SAP ® User Guide is the essential handbook for all aspiring SAP professionals. SAP master and experienced author Rehan Zaidi has put out an easy-to-follow, illustrated guide that will help you take your SAP skills to the next level. At a time when SAP jobs are competitive, it's important to exceed expectations. This book will help you to do just that - with up-to-date content on the latest ERP 6.0 screens across modules. Whether you need help getting started on SAP, personalizing your SAP system, or creating your own reports, this book will guide you. Polished by a review panel of SAP experts, The Ultimate SAP User Guide is an affordable alternative to costly training. You can use the book as step-by-step training, or simply use it as a reference when your job calls for a new task or SAP skills. With The Ultimate SAP User Guide, you are on the way to SAP mastery.

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sap tips tricks for end users: SAP R/3 for Everyone Jim Mazzullo, Peter Wheatley, 2005-07-15 SAP R/3 for Everyone is the nontechnical user's guide to working with SAP R/3, the leading business enterprise software product in the world. Written and road-tested by experienced SAP R/3 users and

trainers, this book saves typical SAP R/3 users time and trouble by providing them with the universal skills needed to work with any module of this complex software. SAP R/3 can be used effectively by anyone who can perform a handful of simple procedures that are employed in nearly every SAP R/3 transaction. The authors explain these procedures in plain English, using illustrations and real-world examples. After a brief explanation of the architecture and operation of SAP R/3, readers get step-by-step instruction in Logging on and off, managing passwords, and customizing the SAP application window and screens Navigating between screens with menu folders, transaction codes, and the menu bar Setting up customized favorites folders with quick links to the initial screens of transactions and other useful resources Understanding the four basic transaction types Working on initial screens, including tips and techniques for entering codes, searching for codes, customizing initial screens, and using multiple selection screens and selection options Customizing output reports with filters, sorts, sums, and display variants Exporting output reports to Microsoft Excel and Word and e-mailing output reports to other SAP users Practical and jargon-free, SAP R/3 for Everyone provides readers with the skills and confidence they need to efficiently conduct any business activity with SAP R/3.

sap tips tricks for end users: Controlling in SAP S/4HANA Finance Simplified Narayanan Veeriah, 2025-03-09 DESCRIPTION SAP S/4HANA Finance is revolutionizing financial management, and mastering its Controlling module is essential for both beginners and professionals seeking to optimize financial processes. This book is the latest and comprehensive guide to SAP Controlling. Presented in an easy-to-understand format, it traces the history and evolution of SAP application from its initial version of just a financial accounting application to the current all-encompassing in-memory processing enterprise resource planning application on the HANA platform. Besides an overview of SAP Controlling, it discusses the building blocks, the Controlling methods before dealing with the various application components like Cost Center Accounting, Internal Orders, Activity-Based Costing, Product Cost Controlling and Profitability Analysis. It includes multiple examples and illustrations, making complex concepts simple to learn. The answers are replete with numerous screenshots from a live SAP S/4HANA Finance system, enhancing the learning experience. It also provides menu paths and Transaction Codes for system Customization and application task execution. By the end of this book, you would have earned the wealth of information, references, and tips and tricks to help you excel in your day-to-day tasks with SAP, whether you are learning, configuring, or utilizing the SAP Finance application. WHAT YOU WILL LEARN ● Basics of SAP along with features of SAP HANA, SAP S/4HANA, and SAP S/4HANA Finance. ● An overview of SAP Controlling (CO), CO components, CO evolution, FI versus CO, and Universal Journal functionality. ● Learn all about SAP Fiori, CO planning, cost center planning, internal order planning, project planning, and Fiori apps for CO. ● Understand Overhead Cost Controlling (CO-OM) including Cost Center Accounting (CO-OM-CCA), Internal Orders (CO-OM-OPA) and Activity-Based Costing (CO-OM-ABC). ● Learn Product Cost Controlling (CO-PC) and Profitability Analysis (CO-PA) in detail. ● Leverage Controlling Apps for management accounting. WHO THIS BOOK IS FOR This book is a versatile resource for everyone in SAP / SAP Finance, from beginners and junior consultants to senior consultants, an end-user, or a SAP learner. Additionally, it is an invaluable resource for those aspiring to reach new professional heights in SAP. TABLE OF CONTENTS 1. Overview of SAP 2. Overview of SAP S/4HANA Finance 3. Overview of Controlling 4. CO Building Blocks 5. CO Organizational Structure 6. CO Methods 7. CO Master Data 8. Overhead Cost Controlling 9. Cost Center Accounting 10. Internal Orders 11. Activity-Based Costing 12. Product Cost Controlling 13. Profitability Analysis 14. Predictive Accounting 15. Controlling Apps

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methods, expediting material ledger close, and utilizing cost center overhead charges. Troubleshoot product costing messages and find out how to prevent GL account overrides during inventory posting transactions. Walk through best practices for effectively maintaining master data and standard costing methods. By using an integrated practical example and screenshots, the author informs readers on how to get the most out of their SAP ERP system. - Optimize SAP ERP Controlling configuration, reconciliation, and reporting - Transaction processing tips to ensure accurate data capture - Instructions for avoiding common month-end close pain points - Reporting and reconciliation best practices

sap tips tricks for end users: Financial Accounting in SAP S/4HANA Finance Simplified
Narayanan Veeriah, 2024-09-11 DESCRIPTION SAP S/4HANA Finance is a revolutionary financial accounting solution that leverages the latest in-memory database technology to deliver unparalleled performance and efficiency. Financial Accounting in SAP S/4HANA Finance Simplified – Questions & Answers is the most updated book in SAP Financial Accounting, in an easy-to-learn format. This second edition builds on the first by going in-depth into SAP HANA, Fiori, and SAP S/4HANA Finance. It offers expanded coverage with clearer explanations, practical examples, and step-by-step guidance. You will learn about global settings, the document principle, and managing accounts receivable, payable, bank accounting, and asset accounting processes, making it easier to master these key concepts. The content is presented in a Q&A format with about 650 questions, enhanced with live system screenshots, examples, and illustrations for better understanding. It also includes menu paths and transaction codes for system customization and task execution, making it an effective learning resource. By the end of this book, you will have a solid understanding of financial accounting in SAP S/4HANA Finance. You will be equipped with the knowledge and skills to streamline your financial processes, improve efficiency, and make informed business decisions. KEY FEATURES ● Comprehensive coverage of SAP FI modules and their integration with other SAP components. ● Know SAP G/L, FI-A/P, FI-A/R, FI-AA, and Bank Accounting in detail. ● Practical examples and step-by-step instructions for hands-on learning. WHAT YOU WILL LEARN ● This new edition expands on SAP S/4HANA Finance by covering its integration with other SAP modules and cloud-based solutions. ● Configure global settings like ledgers, fiscal years, document types, and tax settings to align with your organization's specific requirements. ● Master accounts receivable and payable management, bank reconciliation, and asset accounting processes. ● Leverage advanced features like in-memory computing, real-time analytics, and automation. ● Create reports, comply with regulations, and manage financial risks. WHO THIS BOOK IS FOR This book is for all professionals, consultants, end-users, and business leaders involved with SAP, to gain expertise in financial accounting for better organizational performance with improved business efficiency, financial compliance, and effective reporting. TABLE OF CONTENTS 1. SAP Basics 2. ABAP, Basis and NetWeaver 3. SAP HANA 4. SAP S/4HANA 5. SAP Fiori 6. Project Implementation 7. SAP S/4HANA Finance 8. FI: General 9. FI: Enterprise Structure 10. FI Global Settings: Ledgers 11. FI Global Settings: Document 12. FI Global Settings: Tax on Sales/Purchase 13. FI Global Settings: Withholding Tax 14. FI Global Settings: Inflation Accounting 15. FI: General Ledger 16. FI: Accounts Receivable & Accounts Payable – I 17. FI: Accounts Receivable & Accounts Payable – II 18. FI: Bank Accounting 19. FI: Asset Accounting

sap tips tricks for end users: The Complete Idiot's Guide to Goldmine 5 ASAP GoldMine Consultancy, 2000 The Complete Idiot's Guide to GoldMine 5 takes you into the natural way the software is used. The book's format allows you to read what you need as you need it. Topics covered include: Advanced Record Location, Working in List View, Creating Scripts, Group Scheduling, Customizing User Fields, Forecasting Sales, Network Tricks and Traps, Connecting to Hand Held Devices, and Synchronizing with Remote Users.

sap tips tricks for end users: Practical Guide to Data Migration with SAP S/4HANA Migration Cockpit Uche Nnene, 2020-04-03 If you work in a company that uses SAP or other non-SAP ERP systems and are looking at migrating to the latest digital core from SAP, whether the cloud or on-premise edition, then this book is for you! Explore your options for transitioning to SAP

S/4HANA. Walk in detail through the phases of a data migration project using SAP Activate methodology. Identify SAP rapid data migration best practices for SAP S/4HANA with SAP Data Services. Learn about methods for migrating data to a new SAP implementation scenario, as well as the SAP Data Services architecture that deals with the process of extraction, transformation, and load (ETL) of data. Examine the steps required to execute the migration within the ETL stages and how SAP Data Services can be extended to meet additional migration needs. Take a deep dive into SAP S/4HANA migration cockpit and SAP S/4HANA migration object modeler. Walk through the steps required for migrating data from source systems to SAP S/4HANA (on-premise or cloud edition) using the preconfigured data migration objects delivered by SAP. Delve into the process of creating a migration project and generating the upload template, as well as the steps for uploading and validating the data, including error handling. Review the various migration options and tools available for migrating your legacy data to SAP S/4HANA (on-premise or cloud edition). - Data migration scenarios and tools for moving data to S/4HANA - Plan an S/4HANA data migration using SAP Activate methodology - Step-by-step guide for using S/4HANA migration cockpit and S/4HANA migration object modeler - Evaluate S/4HANA migration tools

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consultant, OCP, MCSE, and HP Master ASE. Detailed Information on How To... Define the business vision driving your implementation, and use it to design your solution Use TCO techniques to fully understand SAP's financial impact in your organization Structure your SAP project management office, business teams, technical support organization, and overall project team Size, plan, and test your SAP infrastructure to deliver the best performance and availability at the best cost Integrate SAP into an SOA environment Install and configure SAP Business Suite and NetWeaver components Perform basic functional configuration, testing, and change management activities Enable a smooth transition by successfully performing the critical tasks that immediately precede SAP Go-Live Choose the right mix of tools and applications to test, manage, and monitor SAP Prepare your SAP Operations team for its post-implementation responsibilities

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sap tips tricks for end users: Quick SAP Basic Introduction End User Guide Syed Awais Rizvi, 2017-05-22 Why this Book? Every year thousands of SAP projects implemented around the world. Millions of dollars are spend on SAP implementation hoping to get best out of these implementations. In any project training is one of the critical phase, and it can significantly help project to become successful. Despite the modern way of training still end users struggle to learn SAP GUI essentials. Getting training on GUI essentials might not be the highest priority in most of the projects. Technical subjects tend to be boring and filled with filers. The main goal of this book is to deliver simple and easy learning without any filers. If you want to start learning SAP then skip the first chapter and start from chapter two. First chapter is on information technology foundation. Ultimately all of the SAP GUI training, tips and tricks from this book comes down to one thing: How to be proficient in SAP GUI navigational skills. How to utilize high performances to work on SAP efficiently.* Improve SAP Navigation Skills Every few years SAP comes out with new enhancement pack or new GUI upgrades. Regardless of training newer version comes out with new features, so it is important to keep improving newer versions navigational skills. SAP navigational skill very essential for new users. * Automate SAP Default Entries Amount of time will be saved if we automate entries for end users. Bare minimum if we consider saving one minute a day, its ads up to six hours in a year multiply this by thousands for big companies will benefits huge amount time and increased productivity. Learn how to setup SAP parameters for user. Frequently used parameters are include in the book. * SAP GUI Color Customization From SAP 7.0 to SAP GUI 7.2 and onward user can change their colors and themes. GUI themes can be customized. Learn step by step guide how to modify SAP GUI colors for different SAP systems. * Customize User Defaults for Date and Number Around the world in many counties use different date formats. Learn how to customize numbers and date in SAP. * Learn SAP ALV Report Tricks Customizable reports are available in SAP. Learn report utilities including: filter, sum, download etc. * Find All Available Standard Report How would you like to find all possible reports offered by SAP with single transection code. * Learn SAP Error and Massages Often users get confused by SAP massages. Learn about SAP massages

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