

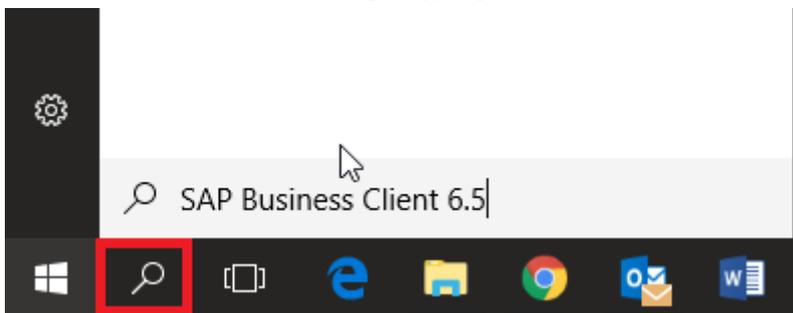
SAP Business Client

SAP Business Client 6.5 integrates with SAP GUI 7.50. Either style of client may be used in a session tab.

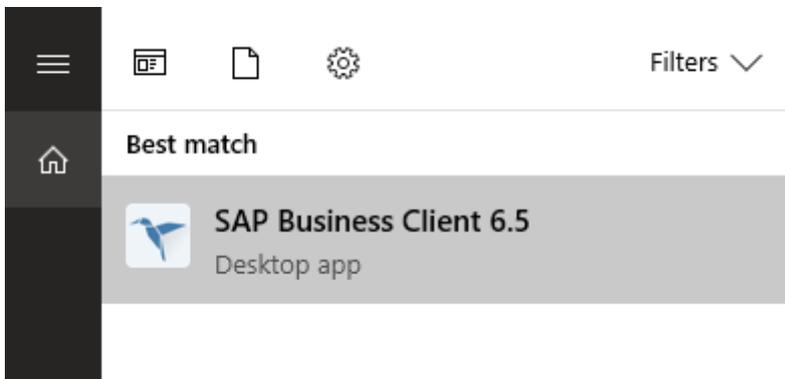
SAP **GUI** favourites from the previous client version will be retained, however this is *not* the case with SAP NetWeaver Business Client favourites.

Setup and login

1. Click on Windows Search. Begin typing SAP Business in the search box:



Matching programs will appear at the top of the screen as you type:



2. Right-click on the program will allow you to pin it to the Windows Task Bar (or Start screen) for easy access.

3. Select **SAP LLV – SAP ERP Live** from the SAP System Selection menu

Name	Description	Server	SID	Comment
SAP LLV	SAP ERP Live	http://workspace.le...		+
SAP SND	SAP ERP Sandpit	http://workspace-sn...		+
SAP TST	SAP ERP Test	http://workspace-t...		+
SAP UDV 150	SAP ERP Development Clie...	http://workspace-de...		+
SAP UDV 190	SAP ERP Development Clie...	http://workspace-de...		+

4. Double click the entry **SAP LLV** (or click once to highlight it and click the Log On button)
5. The SAP Live system LLV 190 should be your default system
6. Check the System (LLV) and Client (190) are correct

SAP NetWeaver

System:

Client: *

User: *

Password: *

Language:

Accessibility

[Change Password](#)



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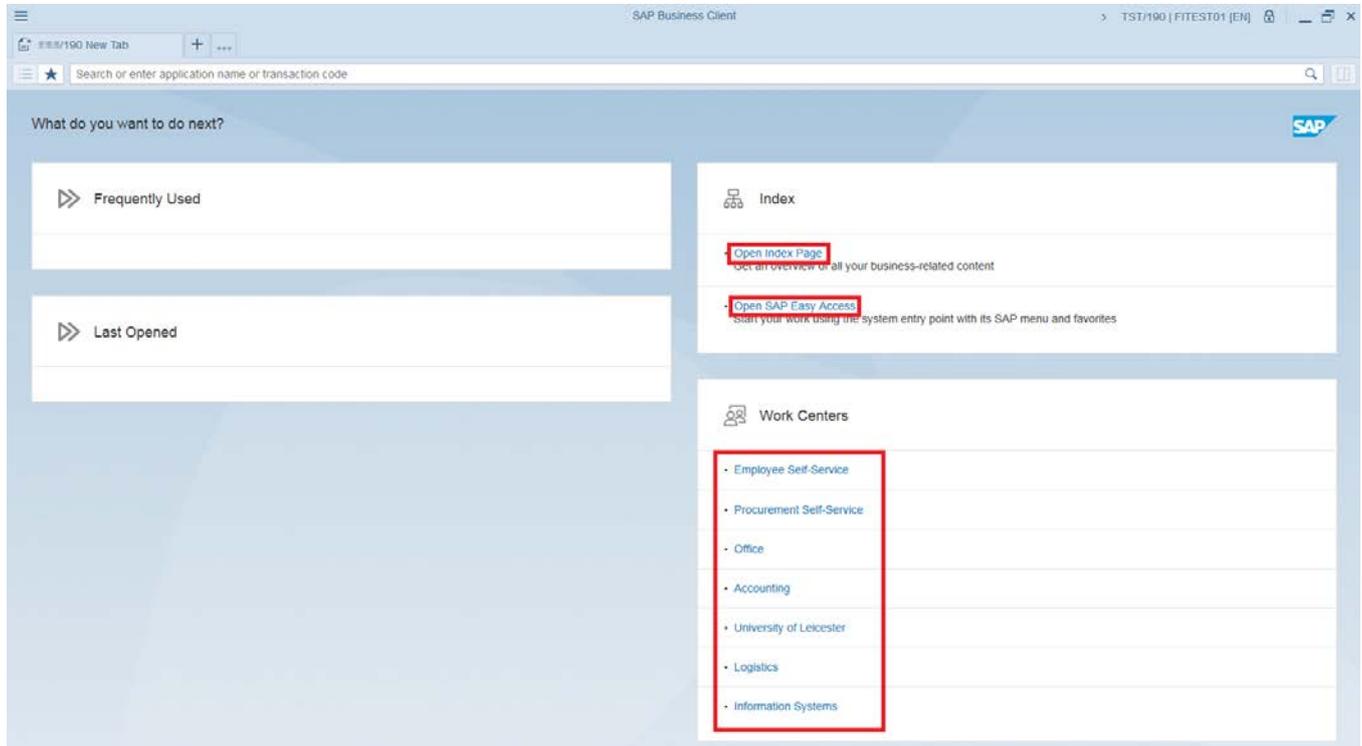
7. Enter your **SAP username** and **password** and click the **Log On** button. If you chose the wrong system, click the X in the top-right corner to return to the System Selection menu.

- The next time you use SAP, the System Selection menu will be skipped and the Log On screen (as above) for the previously selected system will be displayed.

Find your way around

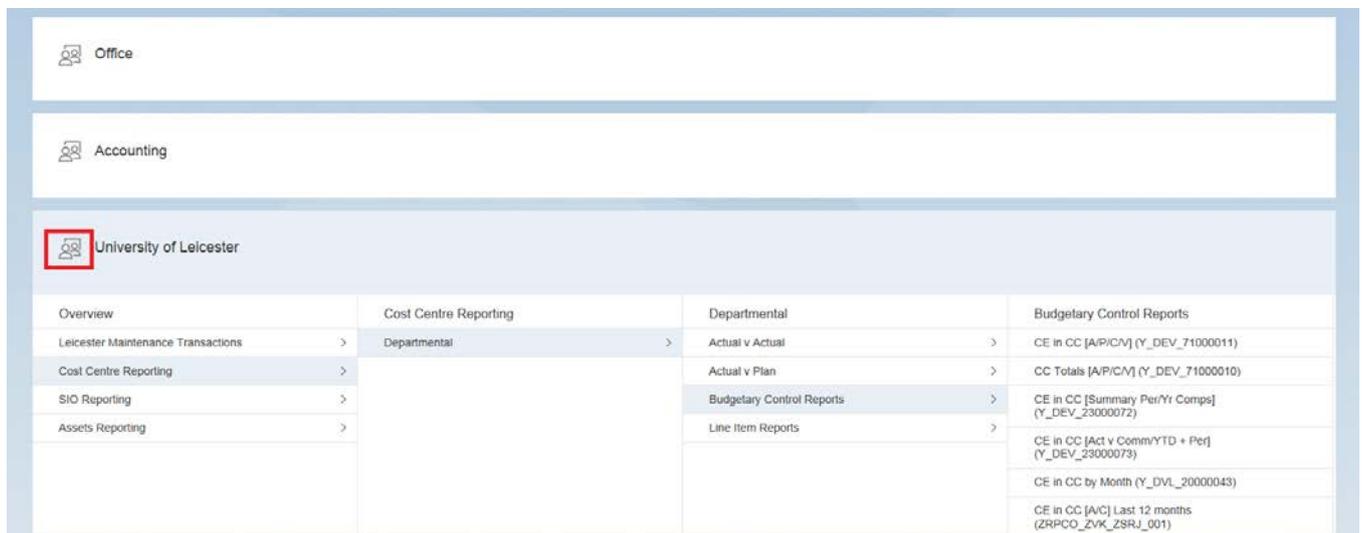
There are three options for displaying the SAP menus:

The **New Tab** page is set as the default opening tab. Initially, the **Frequently Used** and **Last Opened** panels will be blank, but as you work with SAP these will be populated with transactions.



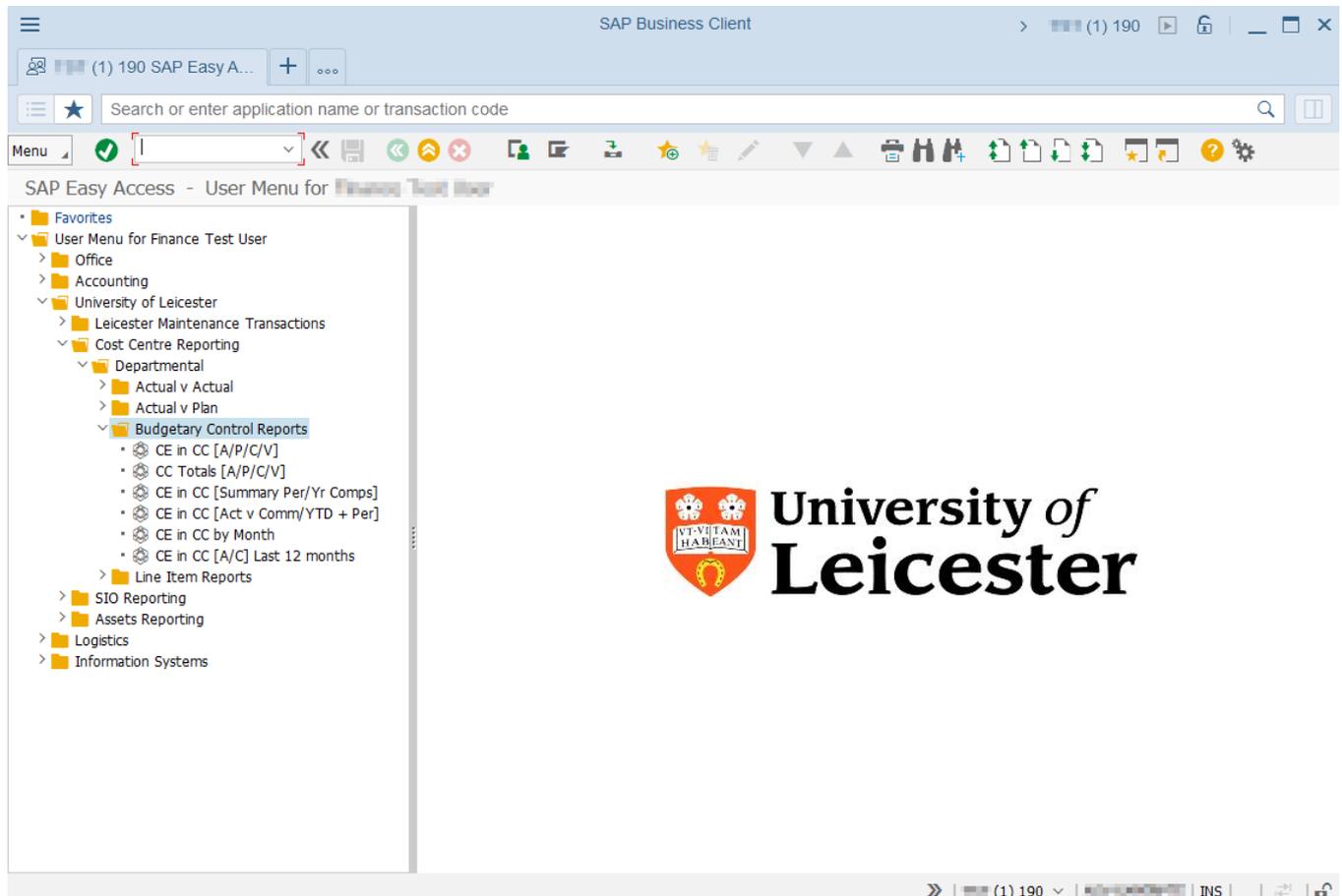
An **Index Page** displays the **Work Centers** menus (as listed in the lower-right corner of the New Tab page above). Note that clicking on a work center **name** on the New Tab page (or on the Index Page) automatically executes the first transaction found on the menu path.

*It does not allow you to select a transaction, so is of limited use. However, clicking the **icon** button to the left of a **Work Centre** name will expand the sub-menus and allow navigation to a particular transaction.*



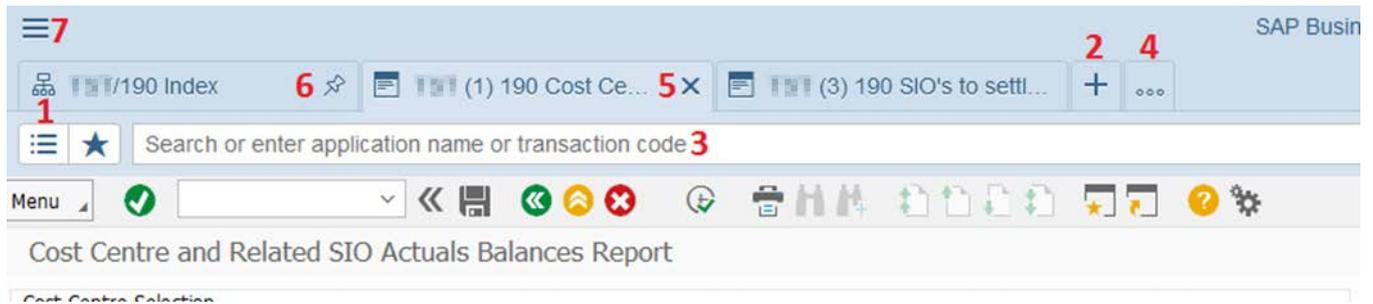
SAP Easy Access (SAP GUI) uses a more compact folder structure. Transactions added to the Favourites folder at the top of the navigation tree can also be displayed as a Work Center, so they're accessible when using either menu style.

Open the SAP **Window Menu** [7 on the figure below], **Settings > Personalize...** tick the box *Easy Access Favorites as work center*



Tip: “Pin” an **Index, New Tab** or **SAP Easy Access** menu tab. Pinned tabs will open automatically whenever you logon to SAP and will also prevent inadvertently logging out of SAP when you exit your last transaction. Pinned tabs stay open until you completely logout of the client and any transactions will always run in a separate tab.

From a transaction tab you have a variety of options:



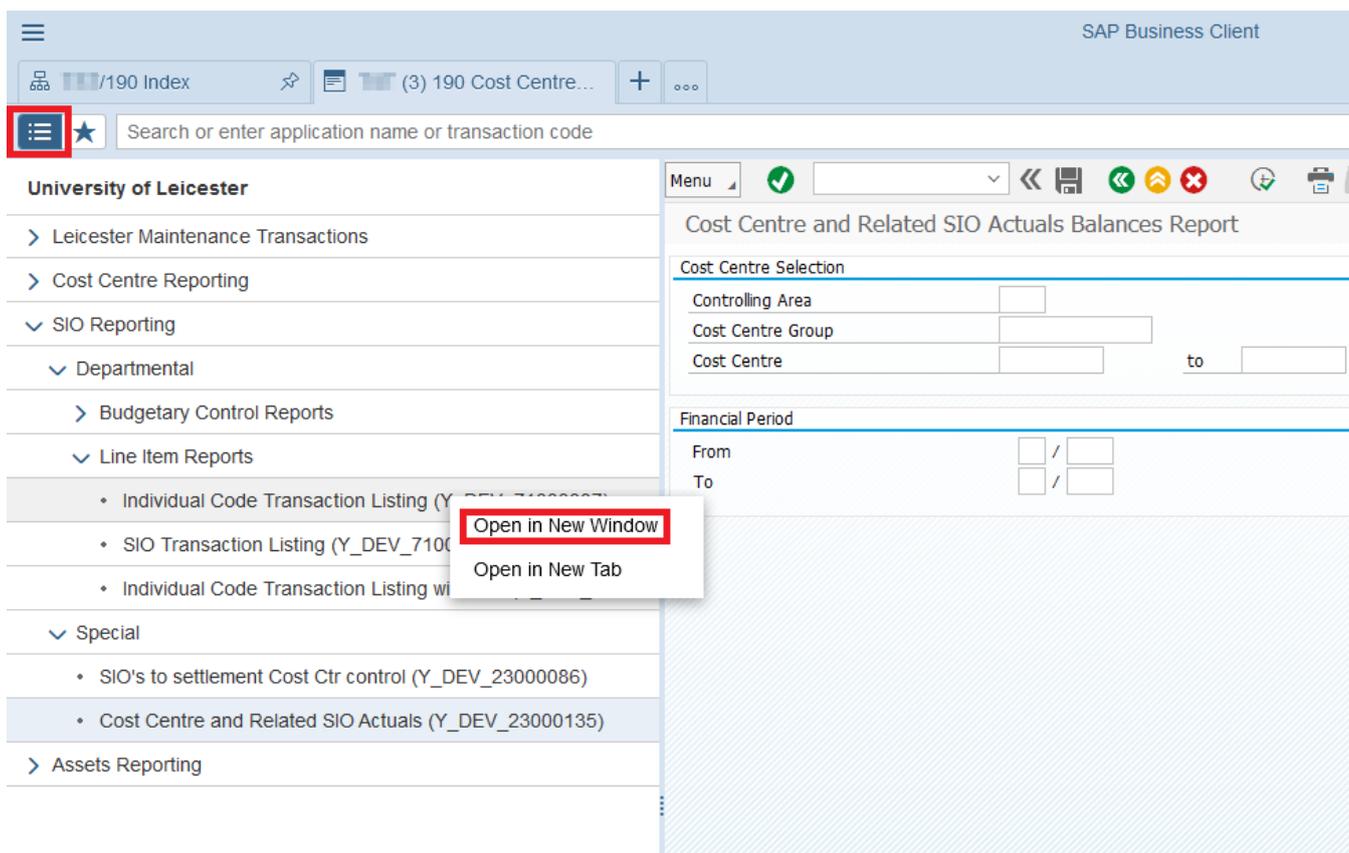
1. Open the **Navigation Panel** to execute another transaction below the *same* **Work Centre** menu.
2. Click the **plus** symbol (+) to the right of the tabs to open a **New Tab** page.
3. Type a new transaction/description in the **Launch Bar** to execute/search.
4. Click the **ellipsis** symbol (...) to the right of the tabs to display the **Tab List** and move to a transaction screen open on different tab (or just click the tab itself, if it's visible).
5. Close a transaction tab by clicking the **X** in the right corner of the tab (it appears when you hover the mouse over the tab).
6. Click the **Index** tab to choose a *different* **Work Centre** menu. The pin indicates a "pinned tab". **Pinned tabs** automatically open whenever you log on to SAP.
7. Click the SAP Window **hamburger** (triple line) icon in the top left corner for **Window > Close All windows and Log Off** and **Log On** options, as well as customisation and personalization settings.

Navigation Panel

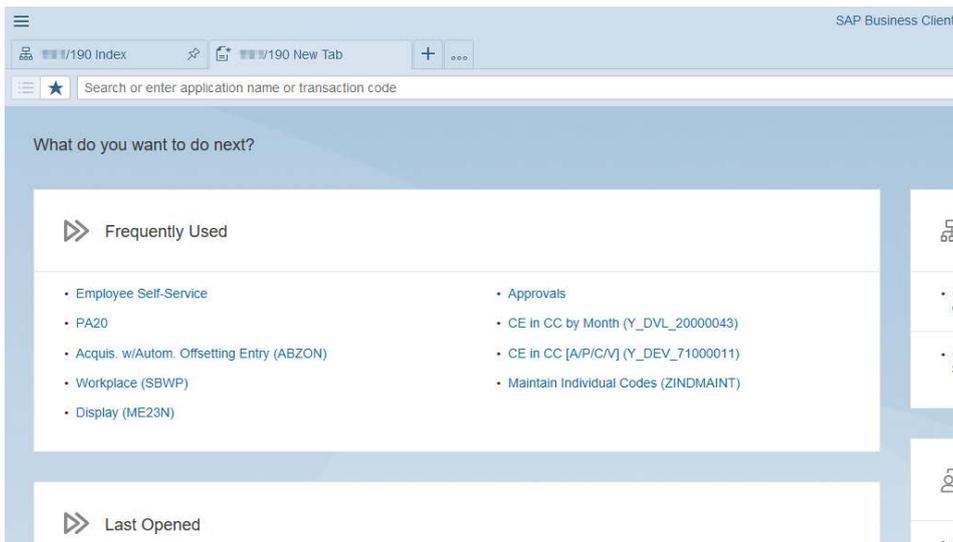
In a transaction tab, toggle the **Navigation Panel** [1] on and off by clicking the button at the left-most end of the **Launch Bar**. This allows you to navigate within the current **Work Centre** menu.

If you **click** a transaction on the menu, you can also open it in a completely separate SAP window (by default it opens in a new tab).

Use the mouse to adjust the panel width by dragging the line between the panel and transaction screen to the right or left.



New Tab Page: What do you want to do next?

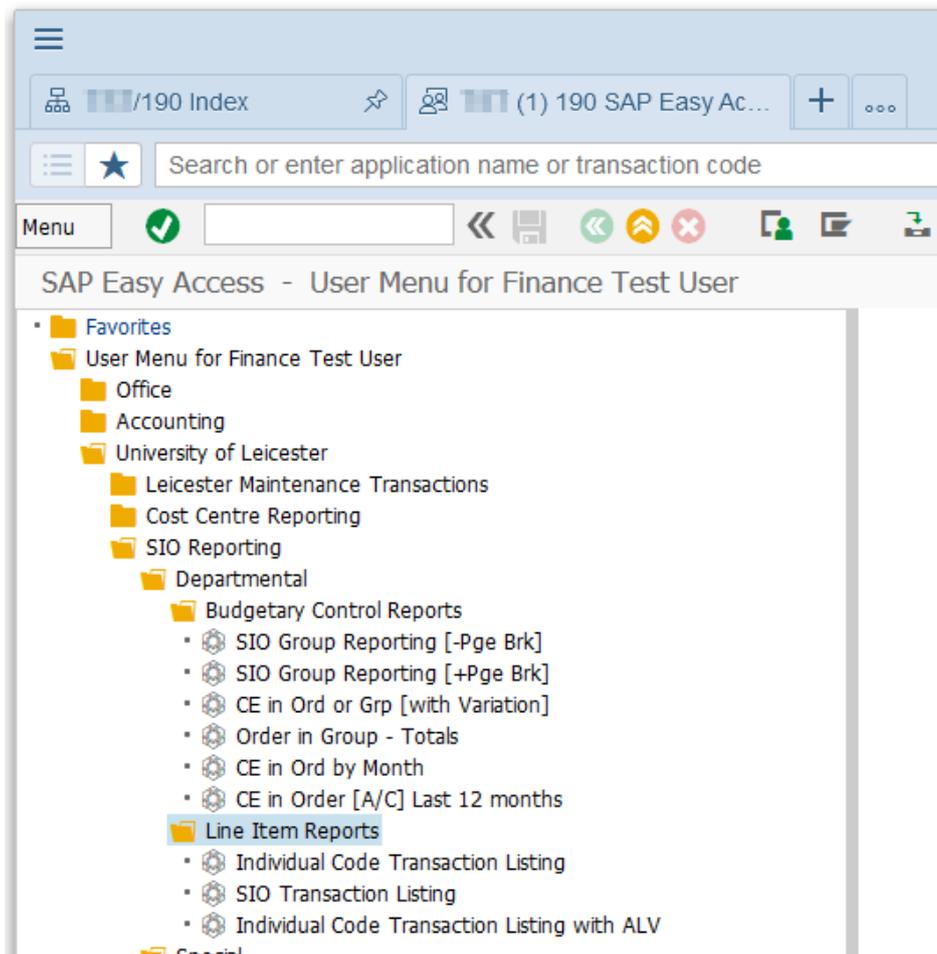


Click the **plus** symbol to the right of the last tab to open a **New Tab** page [2] for a range of useful options.

To set this tab as your **Entry Page** (rather than the **Index** or **First Pinned tab**), set it on the **SAP Window Menu** [7], **Settings > Personalize...** screen.

The links to **Frequently Used** and **Last Opened** transactions are populated as you use SAP.

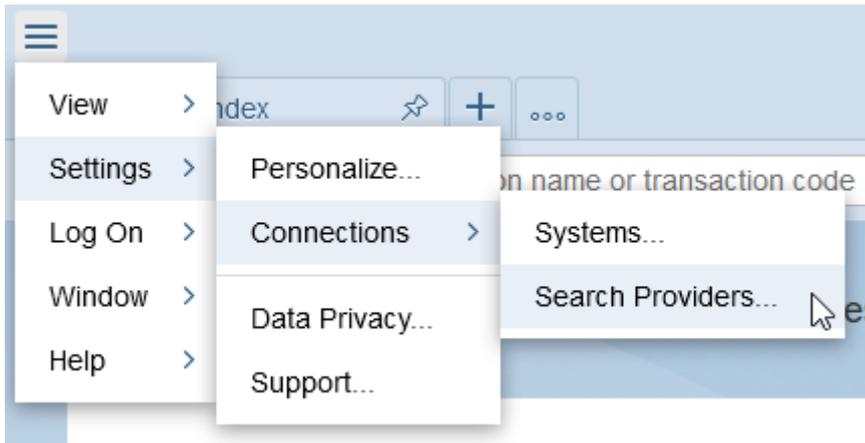
Open SAP Easy Access for a SAPGUI-style menu. In this version of SAP you're able to use a combination of menu-styles within a single SAP Window.



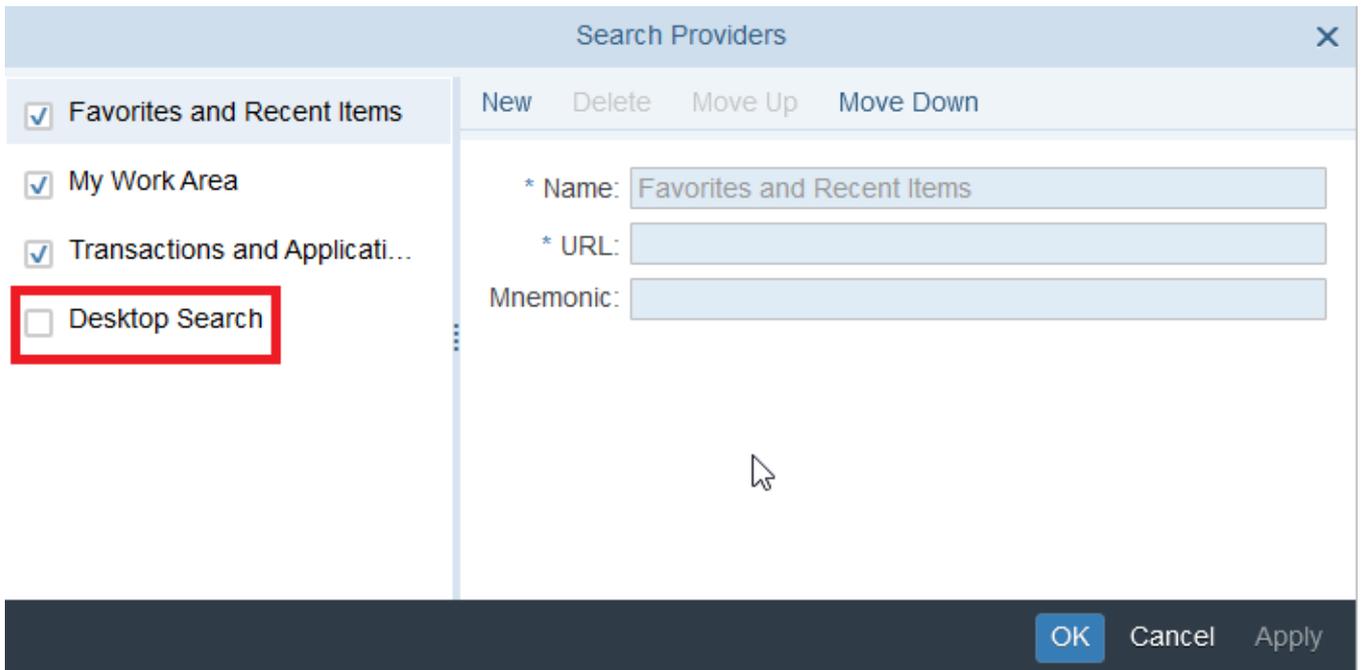
Launch Bar Search or enter application name or transaction code

Recommendation: Although not essential, you may wish to remove the Windows Desktop from the list of search locations. This will prevent Windows Explorer opening whenever a transaction code is typed into the launch bar and followed immediately by the enter key, without a pause.

1. Click the SAP Window Menu icon in the top left corner and select **Settings > Connections > Search Providers...**

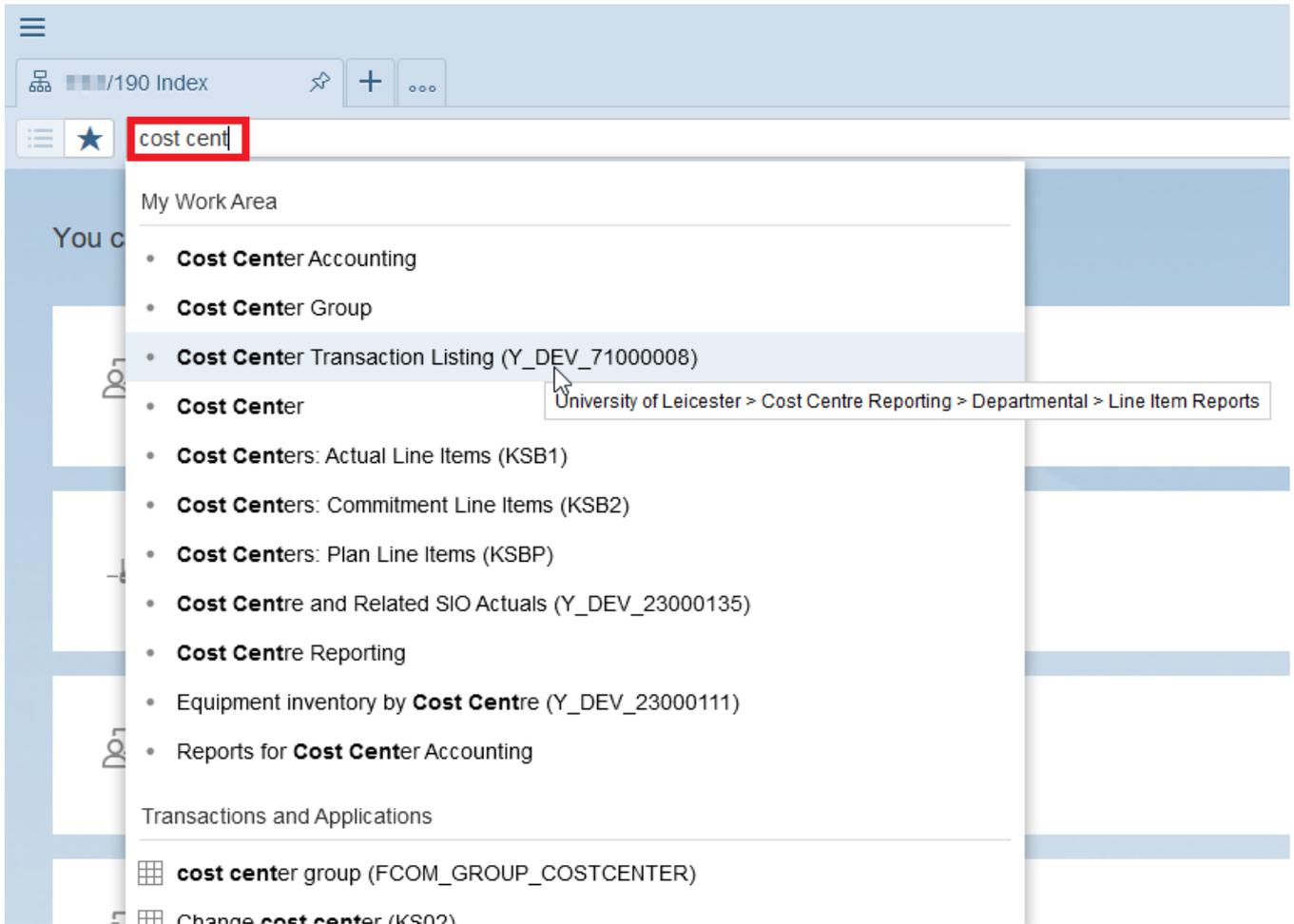


2. Un-tick the option Desktop Search



3. Click **OK** to exit

4. In the Launch Bar, type the first few characters of a transaction code, or its description. As you type, a dropdown list of matching items appears:



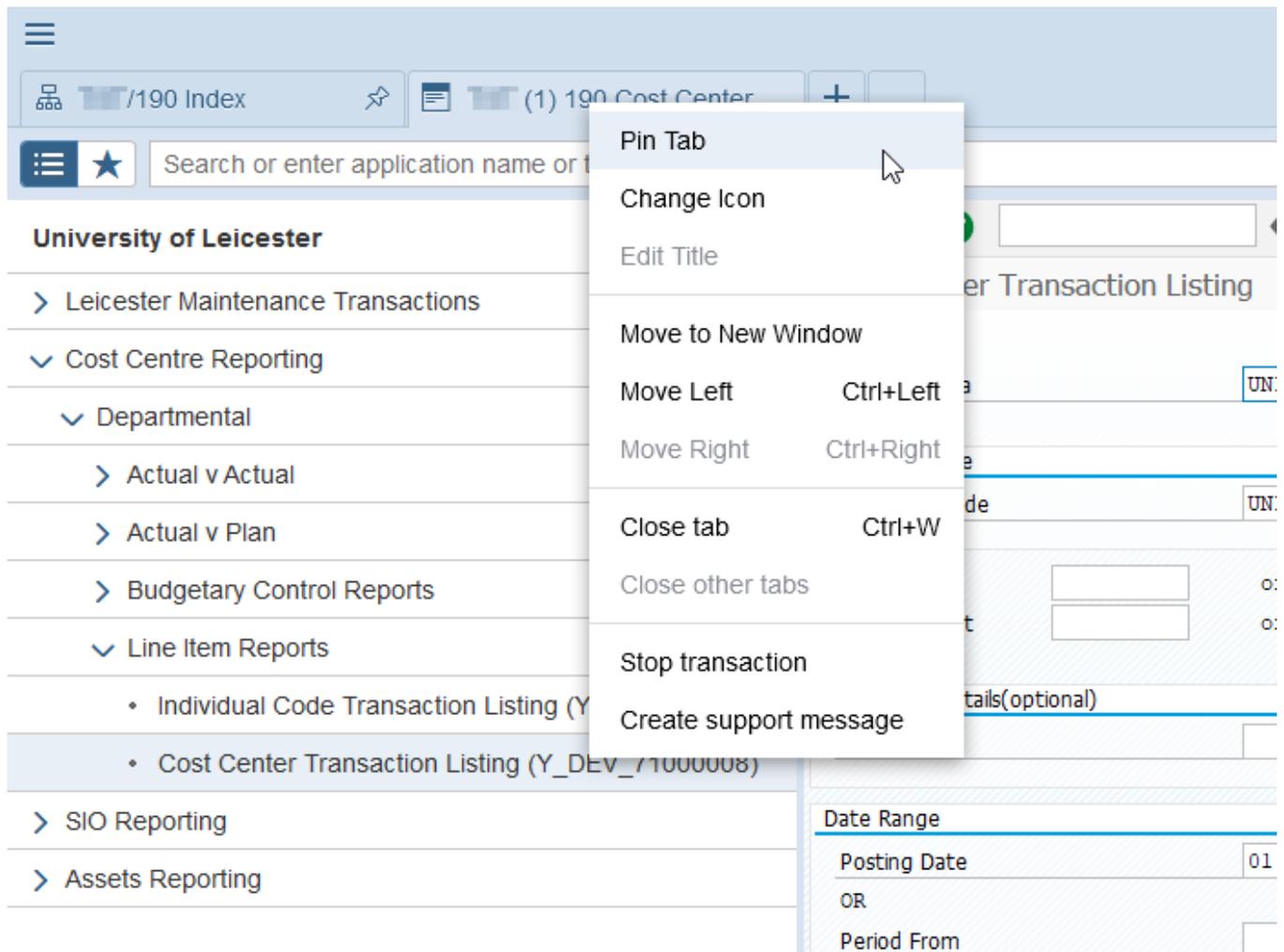
Transactions on your Work Centre menus are listed under the section **My Work Area**. As you hover the mouse over the entries, the actual menu locations will pop-up. Entries without a transaction code in brackets are menu titles. In the example above, the transaction **Y_DEV_7100008** for **Cost Center Transaction Listing** is located on the **University of Leicester** Work Centre menu under **Cost Centre Reporting > Departmental > Line Item Reports**

The lower section, **Transactions and Applications** displays SAP transactions that match your search, but are not on your Work Centre menus. Generally you won't have sufficient authorization to execute these. If you notice a transaction that you'd find useful, but are unable to execute it, contact the [IT Service Desk](#).

Execute a transaction by clicking on it in the list. If you click a menu title rather than a transaction (for example, the entry "Cost Center"), whatever happens to be the first transaction on that menu will execute. Don't forget, if it's not the correct transaction, you can still toggle on the **Navigation Panel** to navigate to other transactions on the same parent Work Centre menu.

Tabs – Additional features

Right click a tab for a menu of related options.



Pin a transaction **Tab** to have it automatically open when you log on to SAP. If you right click a pinned tab (indicated by the pin symbol on the Index tab above), the option will be to **Unpin** the tab. This will allow you to then close the tab. Although you may have a maximum of 6 *transactions* open simultaneously, the lack of any free sessions may cause printing problems.

Move to New Window opens the tab in a separate SAP window. You can also use the mouse to do this by dragging a tab and releasing it away from the SAP Window. You can reverse the process by dragging a tab back and re-docking it on the tab bar of the original SAP window.

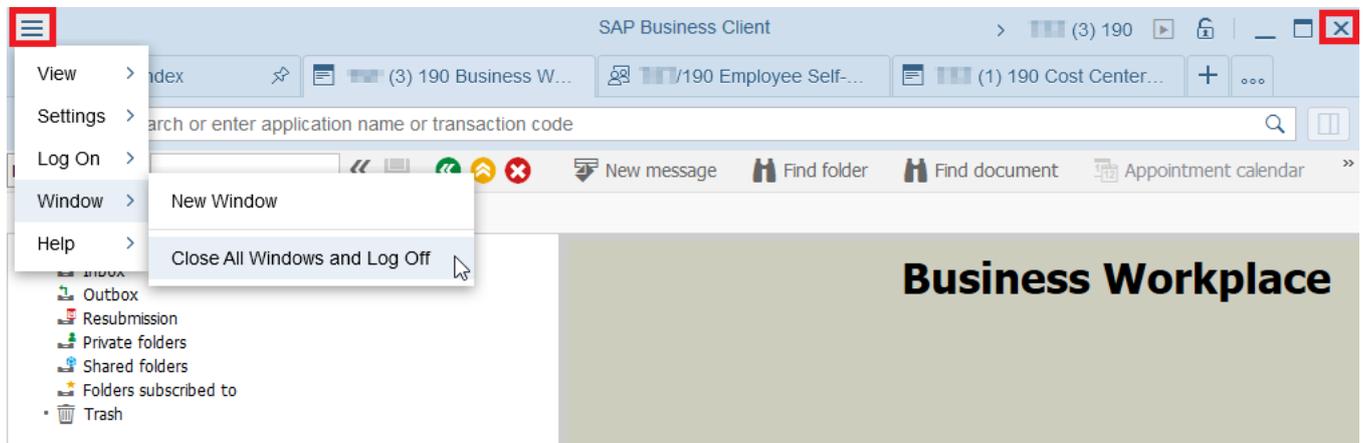
Move Left/Right changes the order of the tabs in the tab bar. Again, you can also use the mouse to drag a tab to a different position on the bar.

Close Tab will close the current tab, while **Close Other Tabs** retains the *active and pinned* tabs but closes any others. **Note:** the *active* tab is not necessarily the tab you right-click!

Stop Transaction will end processing of the transaction.

Log out

Close the SAP NetWeaver Business Client 6.5 window either by clicking the **X** in the top far right corner, or click the hamburger (triple line) icon to open the menu and select **Window > Close All Windows and Log Off**



Help and Support

Contact the [IT Service Desk](#) for further assistance by phone: 0116 252 2253

Training

Search the [Leicester Learning Institute](#) web pages for **SAP** Training:

<https://www2.le.ac.uk/offices/lli/events/calendar/finance>

As well as information on basic financial reporting, the **SAP Finance: Introduction and Reports** courses offer excellent guidance on SAP terminology and tips to help you find your way around the program.