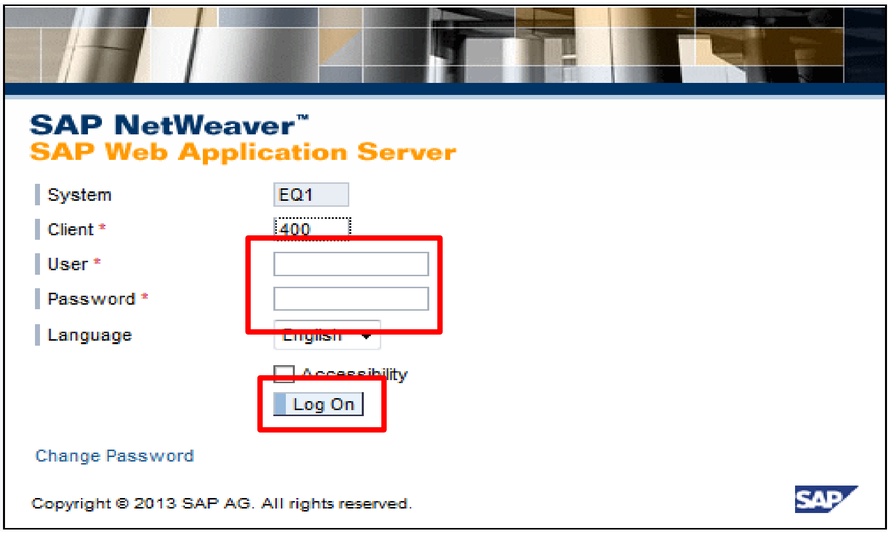
Section 1: Initial Set Up and Logging On

1.1 SAP Log on

- To connect to SAP for Finance and Reporting, you first log onto the Juniper secure portal (a desktop shortcut)
- Click on the **External SAP link** and you will see the log on screen, shown below:
- Enter your employee number in **User** and your SAP password in the **Password** fields, then click **Log On**



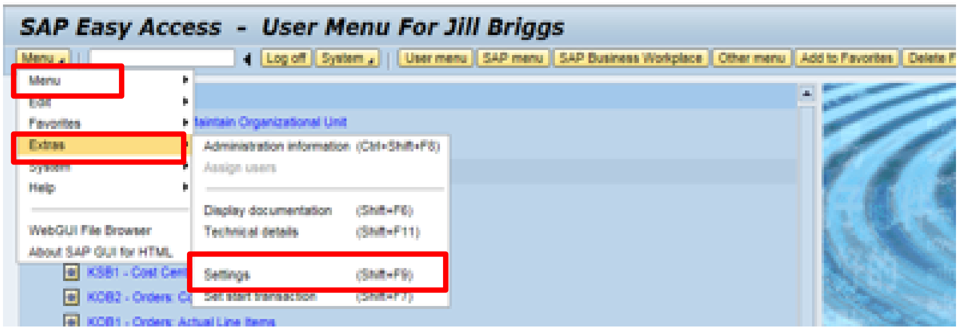
The SAP User Menu home page will now be displayed, showing your name.

The following sections cover once-only set up actions:

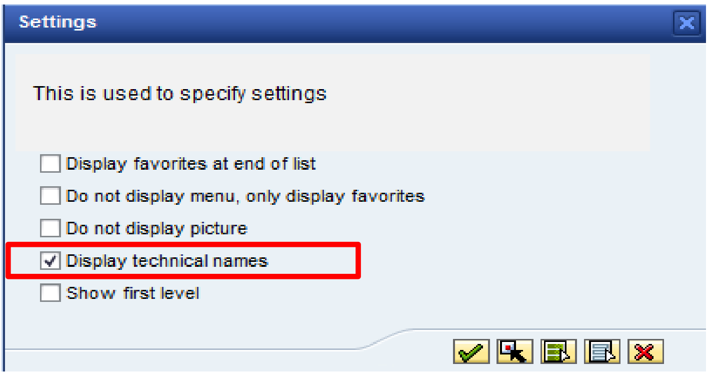
1.2 Technical names set up

The first time you log into SAP you need to apply some basic settings. Once set, these will be your default settings each time you log in.

- On the SAP home page, click **Menu**
  Click **Extras**
  Click **Settings**



- Click into the check box of **Display technical names**
- Click on the **green tick**

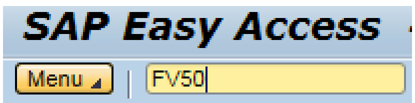


Transaction codes will now display their transaction number eg KSB1 as well as their description.

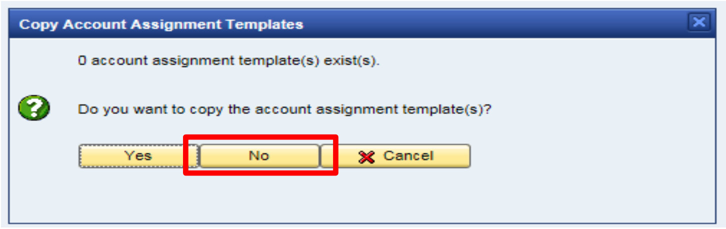
1.3 Adding a journal document type (Inputters only)

Before you use transaction FV50 (to create journal transfers), please follow the following steps to ensure the transaction screen displays correctly.

- Type **FV50** into the menu transaction field and click **Enter** on your keyboard

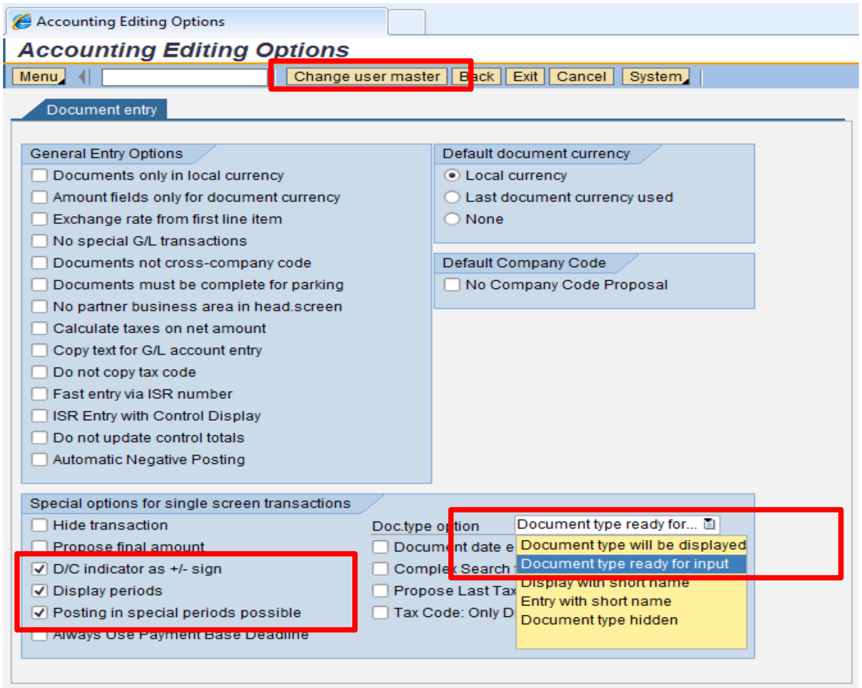


- Click **No** to the copy account assignment template message



- Now to make the document type show. It should show here

- To enable this, click on **Editing Options**
- Click on the dropdown arrow by **Doc type option** and select **Document type ready for input**



- Tick the following check boxes:
  - **D/C indicator as +/- sign**
  - **Display periods**
  - **Posting in special periods possible**

- Click on **Change user master** and then click **Back** to return to the journal input screen

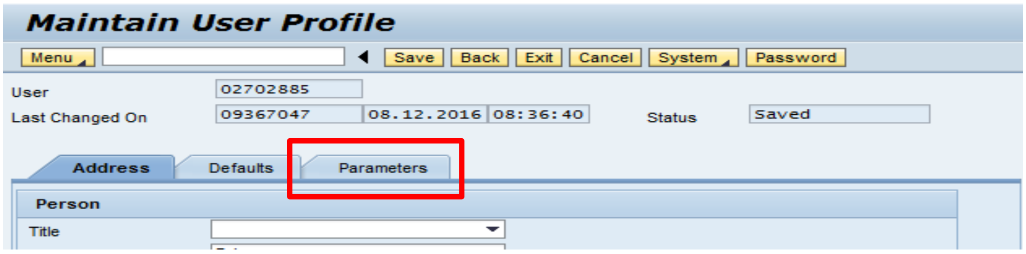
You will now see **Document Type** displayed

1.4 Report settings

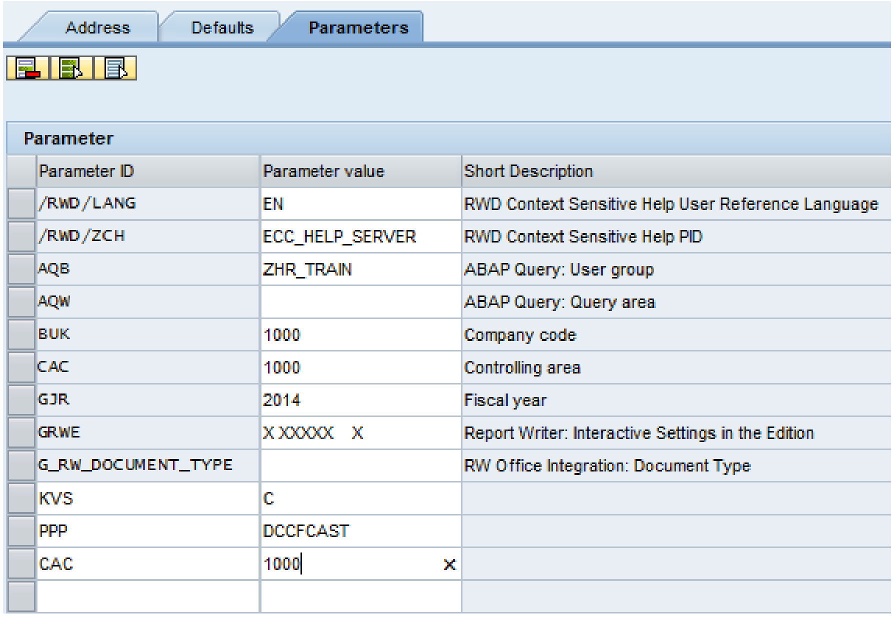
There are a number of settings you should save to assist you when using reports.

- Type **SU3** in the menu transaction field, then click **Enter**

- Click on the **Parameters** tab

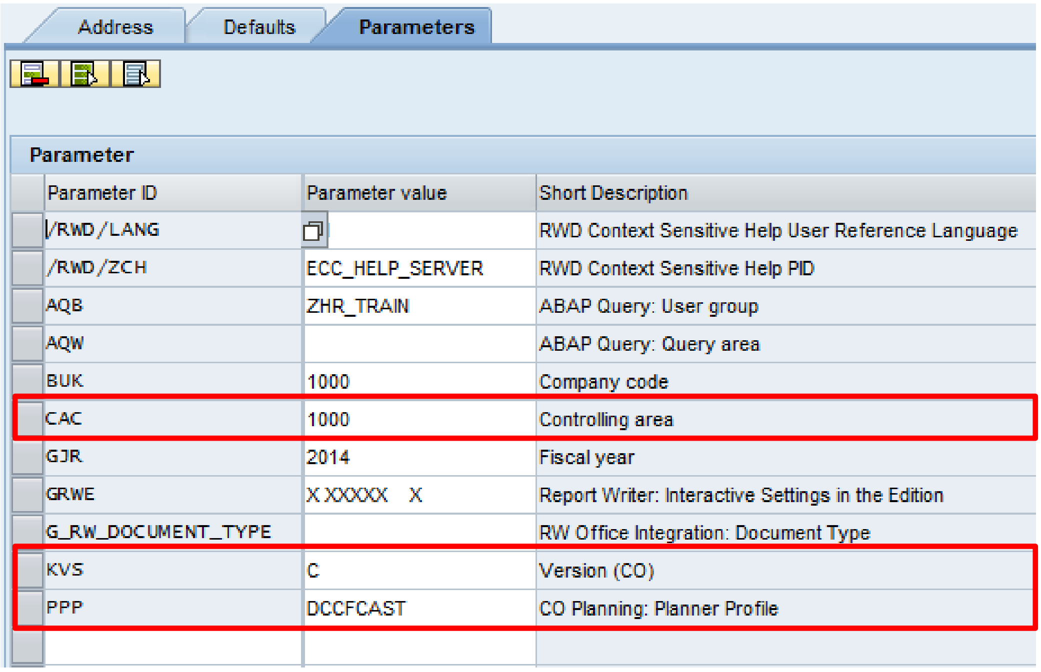


- Add the following information to your parameters:
  - Click into the first empty line in the **Parameter ID** column and type in **KVS,** in **Parameter Value** type in **C**
  - Click into the next empty line: In **Parameter ID** type in **PPP**, in **Parameter Value** type **DCCFCAST**
  - Click into the next empty line: In **Parameter ID** type in **CAC**, in **Parameter Value** type **1000**



Parameter ID	Parameter value	Short Description
/RWD/LANG	EN	RWD Context Sensitive Help User Reference Language
/RWD/ZCH	ECC_HELP_SERVER	RWD Context Sensitive Help PID
AQB	ZHR_TRAIN	ABAP Query: User group
AQW		ABAP Query: Query area
BUK	1000	Company code
CAC	1000	Controlling area
GJR	2014	Fiscal year
GRWE	X XXXXX X	Report Writer: Interactive Settings in the Edition
G_RW_DOCUMENT_TYPE		RW Office Integration: Document Type
KVS	C	
PPP	DCCFCAST	
CAC	1000	

- Click **Save** (this takes you back to the SAP home menu screen and populates the **Short Description** column)



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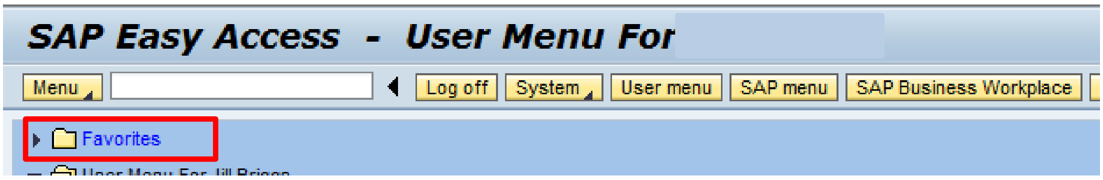
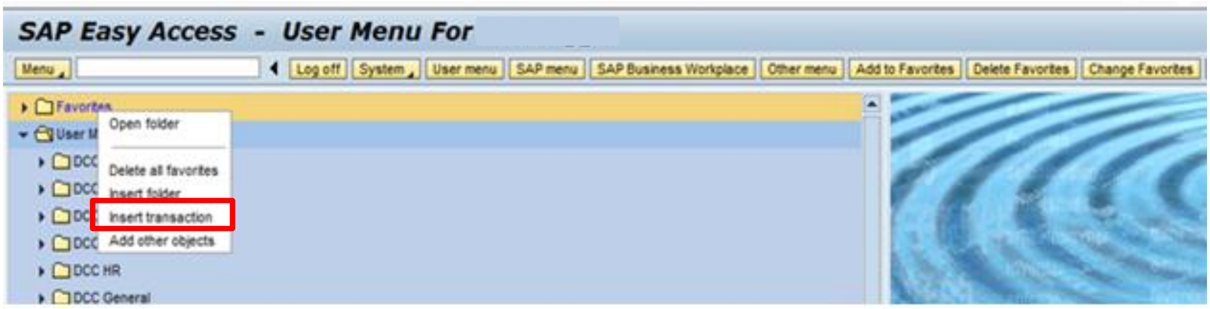
G_RW_DOCUMENT_TYPE		RW Office Integration: Document Type
KVS	C	Version (CO)
PPP	DCCFCAST	CO Planning: Planner Profile

1.5 Adding transactions to Favorites

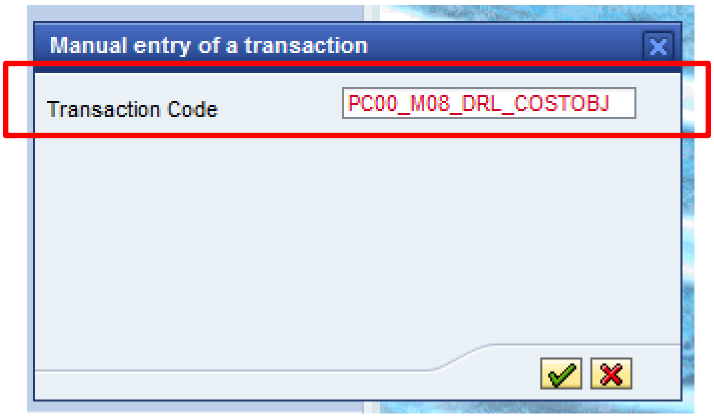
A Favorites folder appears at the top of the SAP home screen.
Add frequently used transactions to your Favorites to make it easier to locate them.
Any transaction added to Favorites is personal to your log on.



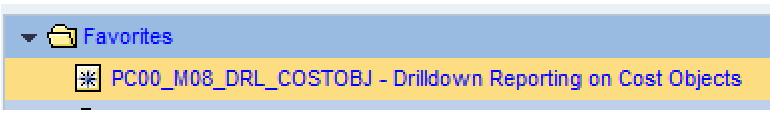
- Right click on **Favorites**
- From the drop down menu, click **Insert transaction**



- In **Transaction Code** type in the transaction, then click the **green tick**



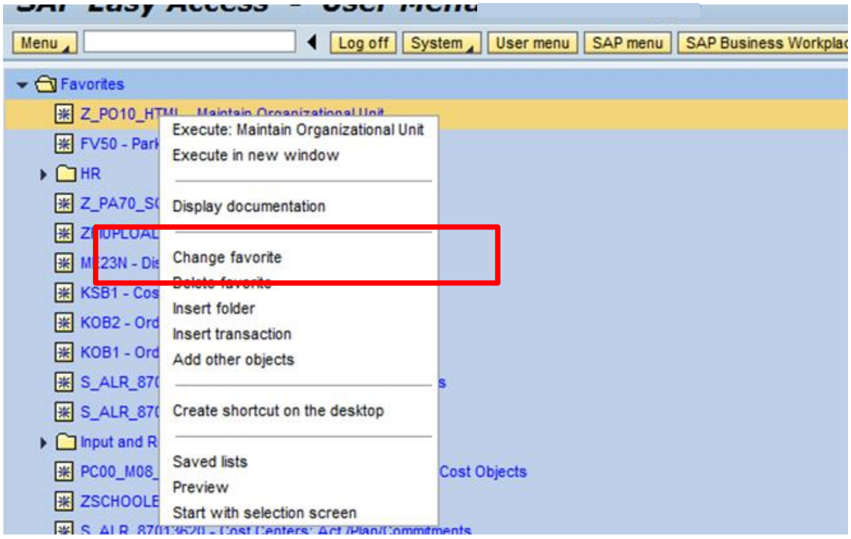
- The report then shows in your **Favorites** folder



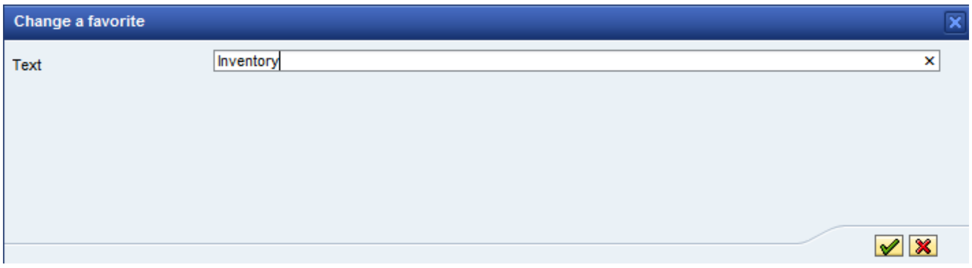
1.6 Changing the name of your Favorites

If a transaction is in your Favorites, you are able to change the name of it. The transaction code remains unchanged (This can be completed at any time).

- Right click on the **Favorite transaction** you wish to change and click **Change favorite** from the menu



- Type your narrative into the **Text** field. You can overtype the existing name or add additional narrative



- Click the **green tick**
- Your **Favorite** displays