# SAP Foundation Level

Course code: SAPFL

This course is designed for users with no experience in working with SAP systems. Students will familiarize with all features of the graphical user interface and learn how to use it effectively in their daily work. This course prepares trainees to pass the SAP ERP Foundation Level certification acknowledged worldwide.

## Who is the course for

This course is intended for those who want to become familiarized with the latest versions of SAP systems implemented in today's corporations, to be able to use and to be prepared to attend consequent SAP modules trainings.

## What we teach you

This course prepares trainees for the work with SAP software, it deals with the personalization of the SAP workplace and the speedy and efficient navigation in the SAP graphical user interface (GUI). Participants study the terminology of SAP, gain an insight into background processes, SAP reports functionalities and authorization logic. They learn to effectively use data export, job processing, and administrative tools, and to use the printing and help functionalities. At the end of the module, trainees are able to use all features of the graphical user interface and are prepared to work with the various SAP modules, which they will be trained on subsequently.

## Required skills

Microsoft Windows and elementary computer skills.

## Course outline

Introduction
- Important SAP Solutions and History
- SAP Terminology

SAP Logon
- SAP Logon Functions
- Logging On and Off
- Password

GUI Elements
- Standard and Application Toolbars
- Command Field
- Menu Bar

Sessions
- Opening and Closing Sessions

Transactions and Transaction Codes
- Finding, Starting, Closing Transaction
- Transaction Codes
- Command Field Parameters

Field and Input Help

SAP Easy Access Menu
- SAP Menu
- User Menu
- Managing Favorites

GOPAS®

Personalization
- User Data
- Settings
- Layout Menu

Automation
- Short Term
- Long Term

Searching and Selecting Data
- Multiple Selection, Ranges, Value List
- Multiple and Dynamic Selection

SAP Help

Reporting
- Reporting types
- Finding, Starting and Executing a Report
- Variants, Variant Maintenance
- ABAP List
- SAP List Viewer

Export to an Application or to a File

Printing
- Printing Process
- Spool and Output Request
- Starting Print Operation
- Print Settings
- Spool and Output Control

Background Processing
- Background Job
- Job Status
- Own Jobs

Batch Input

Authorizations concepts
- Roles and Profiles