

SAP S/4Hana CP Basics («SAPG»)

This is the introduction to SAP and for increasing your employability. Learn the basic SAP system knowledge and how to use the main functionalities under SAP, version 2022 S/4 Hana.

Duration: 1 day

Price: 900.–

Course documents: Original SAP courseware (digital)

Content

1 Logon and logoff

- SAP Logon
- System logon
- Password
- System logoff

2 Graphical user interface

- GUI Elements
- SAP Fiori
- Navigation
- SAP Easy Access Menu
- Mode
- Transaction

3 Favorites

- Create folder
- Add transactions
- Move, change, delete favorites

4 Personalisation

- Own data
- Layout menu options

5 Help

- Field help
- Input help
- SAP library
- Application help

6 Reporting

- Start a report
- Data selection
- Execute report
- Selection variants
- SAP List Viewer
- Export contents

7 Print

- SAP Spooler

- Start printing
- Default settings
- Spool requests

8 Basics of the authorisation system

Key Learnings

- Familiarising yourself with SAP (company, possible applications, business aspects)
- Learning about the different interfaces in the SAP system
- Understanding the processes, dependencies and interrelationships

Target audience

This course is aimed at anyone who has not yet come into contact with SAP and would like to gain an initial overview. This course is especially valuable for job seekers and employees who are about to start working with SAP for the first time. In addition, this course is suitable for people who want to prepare for more advanced SAP courses.

Certification

If you wish to receive a certification as well, please attend our course «[SAP CCP Fundamentals with Certification \(SAPGL\)](#)» including exam preparation and exam on the second day of the course.

Additional information

The training takes place on the SAP system, version 2022 S/4 Hana.

You will receive the course material digitally via our Digicomp App. We recommend that you keep the course materials open on a tablet during the seminar and work directly on them.

Further courses

- [SAP Accounting and Human Resources \(«SAPFI»\)](#)
- [SAP CCP Human Resources \(«SAPHR»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-business-applications/sap/course-sap-s4hana-cp-basics