



# Materials Management Navigation & Display



## Course Content



- General IRIS System Navigation
- Demonstration
  - ◆ Display Material Master Data - MM03
  - ◆ Display Storage Location - MB52
  - ◆ Display Hospital Requisition - ME53N
  - ◆ Display Hospital Purchase Order - ME23N
  - ◆ Display Purchase Orders by Material - ME2M
  - ◆ Display Purchase Orders by Vendor - ME2L
  - ◆ Display Purchase Orders by Cost Object - ME2K
  - ◆ Display Vendor Master Data - XK03

## Course Learning Objectives



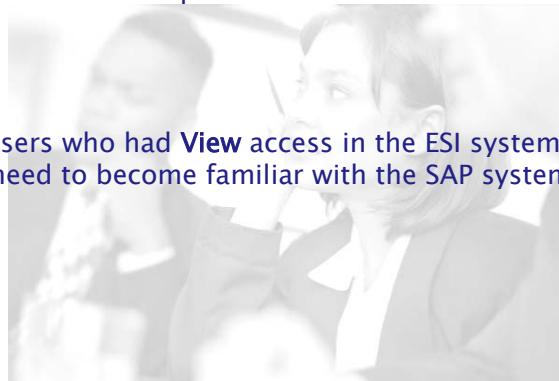
- Be able to navigate in the IRIS system
- Become familiar with the various transaction codes to display Materials Management master data and other related information



## Prerequisites and Roles



- Prerequisites
  - ♦ PC and Windows experience
- Roles
  - ♦ End users who had **View** access in the ESI system and now need to become familiar with the SAP system





# General IRIS System Navigation

## Logging into the IRIS Portal

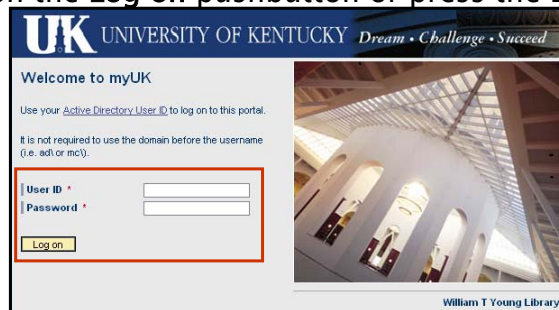
### 1. Open the IRIS Portal

(The SAPGUI software must first be installed on your machine)

- Click on the **myUK** icon on your Desktop
- <https://myuk.uky.edu/irj/portal>

### 1. Enter your Active Directory User ID and Password

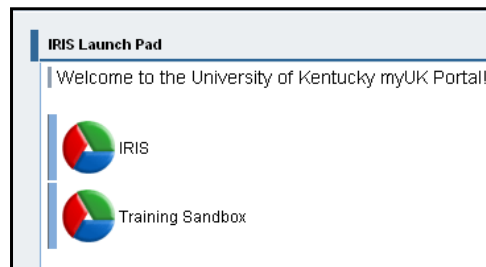
### 2. Click on the **Log on** pushbutton or press the Enter key



## Logging into IRIS or the Training Sandbox



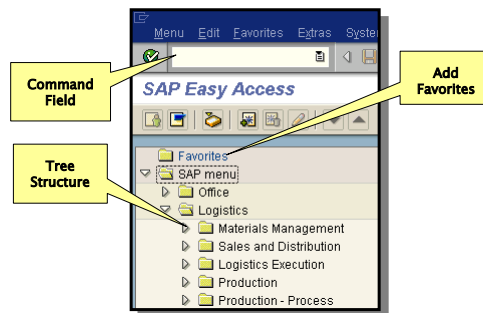
- Once you are logged into the IRIS Portal no further ID or password is needed to open the displayed clients
- Click on the **IRIS** icon to enter Production
- Click on the **Training Sandbox** icon to practice the various transactions



## SAP Easy Access Menu



- Once logged in, the **SAP Easy Access** screen appears
- Access the various transaction screens by:
  - ♦ Clicking through the **SAP menu** tree structure
  - ♦ Entering the transaction codes in the **Command Field**
  - ♦ Adding commonly used transaction codes to the **Favorites** folder



## Screen Elements



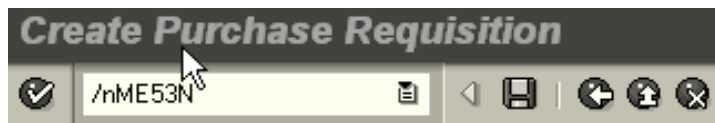
The screenshot shows the SAP 'Create Purchase Requisition' interface. Callouts point to the following elements:

- Title Bar:** The top window title bar.
- Command Field:** The input field for the transaction code.
- Menu Bar:** The menu bar at the top of the application window.
- Standard Toolbar:** The toolbar containing standard SAP icons.
- Checkboxes:** Checkboxes for document overview and personal settings.
- Pushbutton:** The 'Assign source of supply' button.
- Application Toolbar:** The toolbar above the table.
- Input Fields:** The input fields for 'Item', 'Material data', 'Quantities/dates', 'Valuation', 'Account assignment', 'Source of supply', 'Status', 'Contact person', 'Texts', and 'Delivery address'.
- Table:** A table with columns: St., Item A., Des. vendor, Vendor Material Number, Short text, Quantity, Unit, Val. price, Total value, Delivery date, Requisition, and Tracking.
- Tabs:** The tabs for 'Material data', 'Quantities/dates', 'Valuation', 'Account assignment', 'Source of supply', 'Status', 'Contact person', 'Texts', and 'Delivery address'.
- Status Bar:** The status bar at the bottom of the application window.

## Navigating from Transaction to Transaction



- Type “/n” before moving from one transaction code to another.  
See example: “/nME53N”




- However, you do not need to type “/n” if you are navigation from the SAP Easy Access menu.


## Screen Elements – Status Bar



- The Status Bar displays different types of system-generated messages:

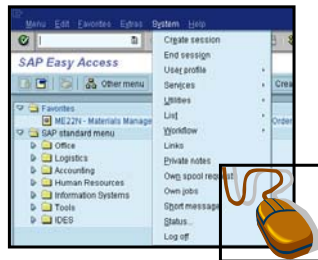
◆ Information:  Document 100000107 was posted in company code 1001

◆ Warning:  Terms of payment changed; Check

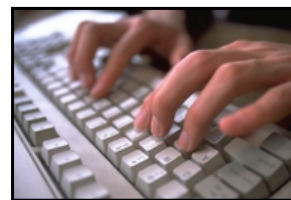
◆ Error:  Make an entry in all required fields

- Double-click on the message to display further information

## 3 Ways to Select System Functions



Use the mouse to display a menu



Use keystrokes



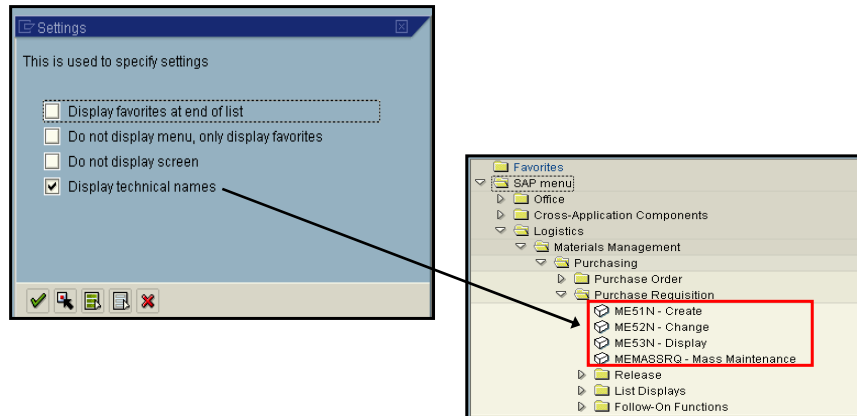
**NOTE:** Click this triangle button to collapse/expand the **Command Field**.

Type the transaction code [T-code] in the **Command Field**

## Displaying Transaction Codes



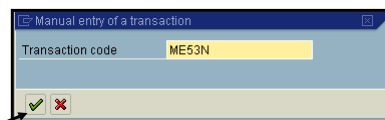
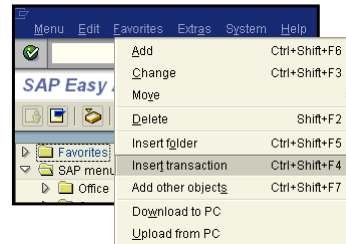
1. From the Menu Bar select **Extras** → **Settings**
2. Click in the **Display technical names** checkbox
3. Click on the Continue icon



## Creating a List of Favorite Transactions



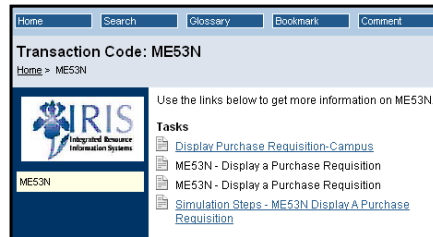
1. From the Menu Bar select **Favorites** → **Insert transaction**  
OR  
Right-click on the **Favorites** folder and select **Insert transaction**
2. Enter a **Transaction code**
3. Click on the Continue icon or press the Enter key
4. Repeat these three steps for each transaction code



## UK-Specific Help



- Two methods of accessing UK-Specific help:
  - ♦ From within an IRIS transaction select **Help** → **MyHelp-myUK Help** from the Menu Bar
    - Various job aids available: Simulations, Work Instructions, Quick Reference Cards, etc...



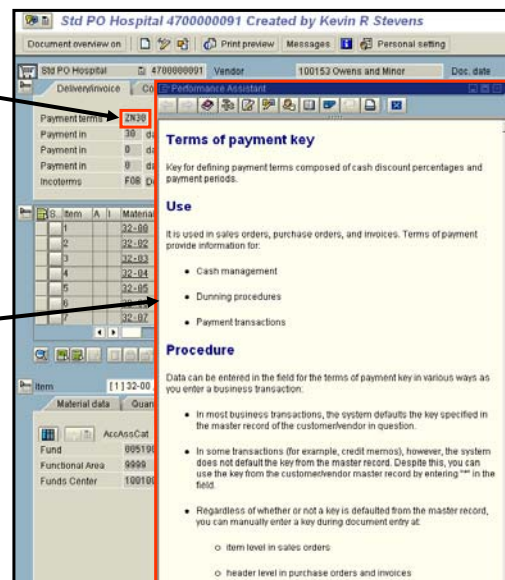
- ♦ Go to the IRIS myHelp website
  - <http://myhelp.uky.edu/rwd/nav/content.htm>

## Field-level Help - the F1 Key



Click in a field and press the F1 key on your keyboard

The SAP Performance Assistant window will appear and display a definition as well as other sections of information related to the selected field

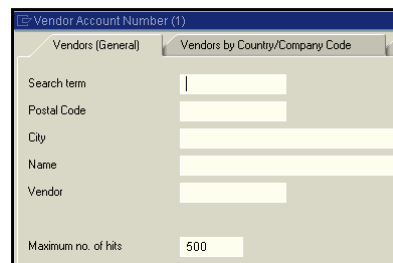
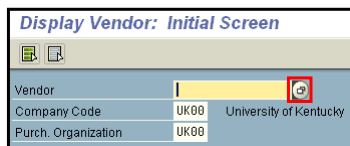




## Search with the Possible Entries Icon



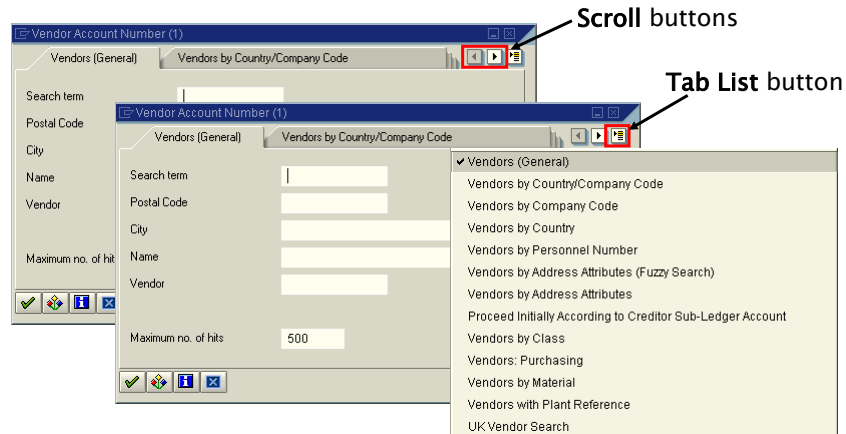
- The **Possible Entries** icon appears on the right side of the field containing the cursor
- Clicking on this icon allows you to perform a search for the desired value for the field using various criteria
- For example, if you do not know a **Vendor** number, place the cursor in the **Vendor** field and click on the **Possible Entries** icon (or press the **F4** key on your keyboard)

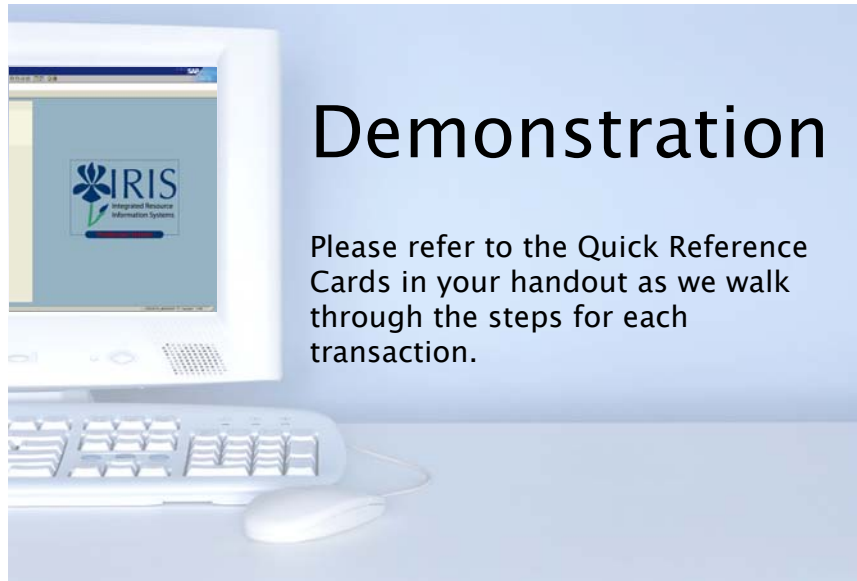


## Navigating through Tab Pages



Click the **Scroll** buttons or the **Tab List** button to move quickly to a tab page





# Demonstration

Please refer to the Quick Reference Cards in your handout as we walk through the steps for each transaction.



# Materials Management Navigation & Display

