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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
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
- Type the transaction code [T-code] in the Command Field
- Use keystrokes

**NOTE:** Click this triangle button to collapse/expand 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

IRIS Integrated Resource Information System