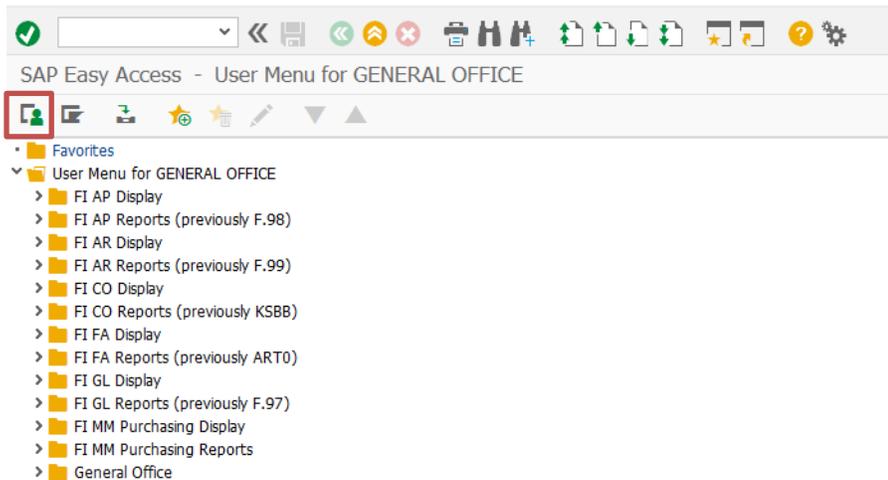


SAP EHP 7 Upgrade

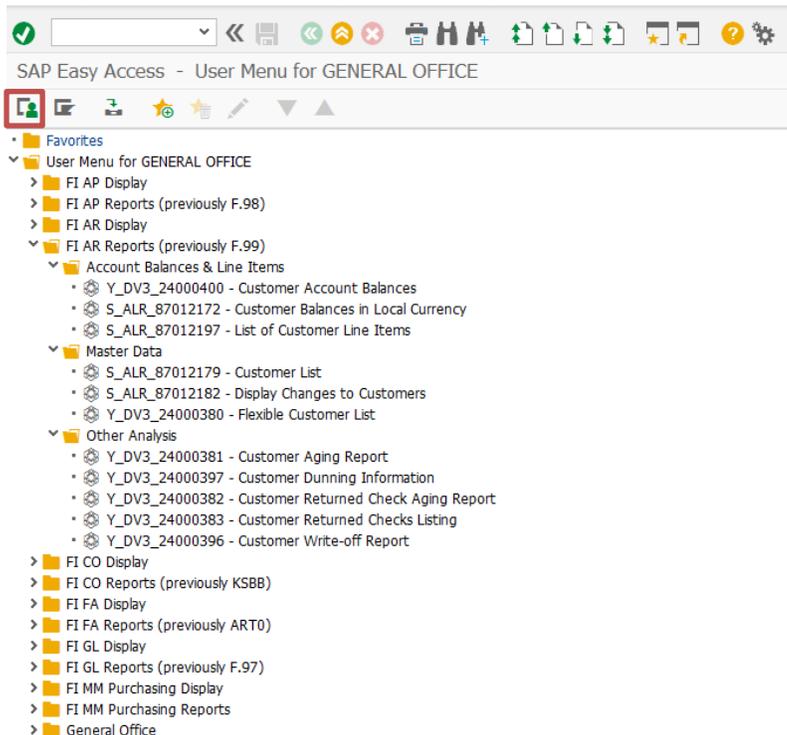
CNIC is upgrading our SAP ERP system to EHP 7 in order to provide our end-users with improved functionality and the newest updates. With this upgrade, SAP is moving to a new, streamlined approach to running reports. Report trees are deprecated in the upgrade, so we will be converting our reports to be accessible via the user menu, SAP menu, area menu, and favorites. The major changes are highlighted below.

1. User Menu

When you log in, your ID will default to the User Menu. The User Menu is organized by job role. Every job role you have access to will have a folder and contain the relevant transaction codes (tcodes) for that job role. In addition, your favorites will still display at the top. Your favorites are the same between the User Menu and the SAP Menu.



The reports are conveniently located on your user menu under the corresponding folder for each module.

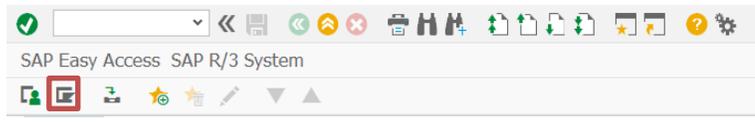


*Please note that the reports are now in alphabetical order to make it easier to identify/locate reports.

FOR ASSISTANCE PLEASE CONTACT:

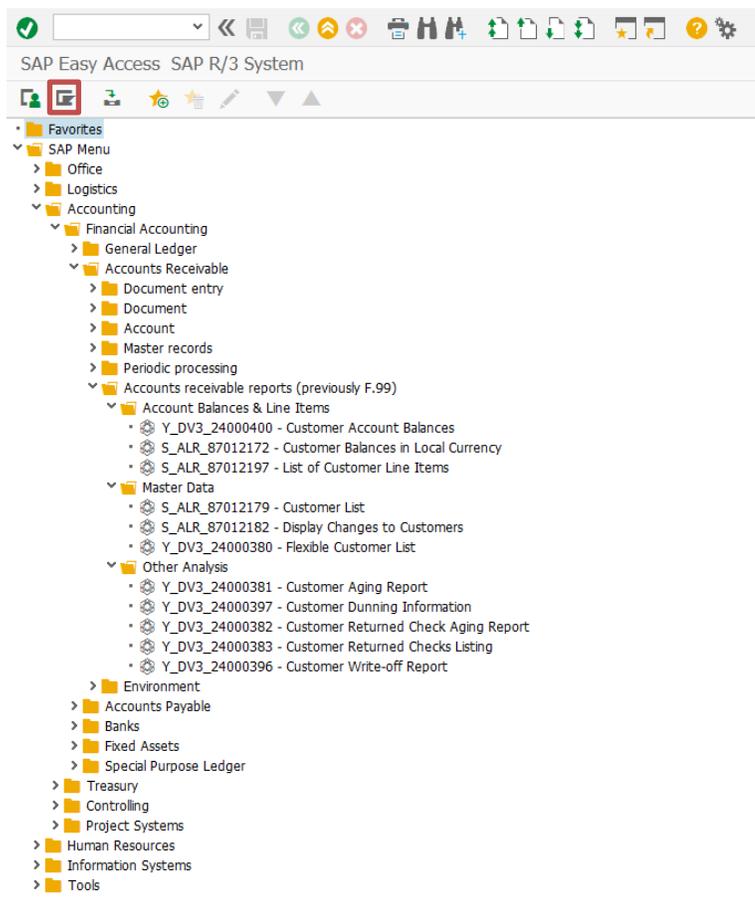
(901) 874-6500 | DSN 882-6500 | MILL_MWR_SAPHelpdesk@navy.mil

You can switch back to the SAP Menu at any time by clicking the  icon.



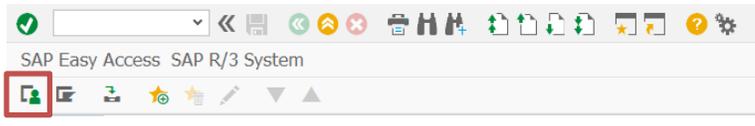
2. SAP Menu

You can also use the SAP Menu to navigate to your reports. You will find a folder with the relevant reports under each module's folder. The SAP Menu includes all transactions, including ones you do not have access to.



*Please note that the reports are now in alphabetical order to make it easier to identify/locate reports.

You can switch back to the User Menu at any time by clicking the  icon.



3. Area Menu

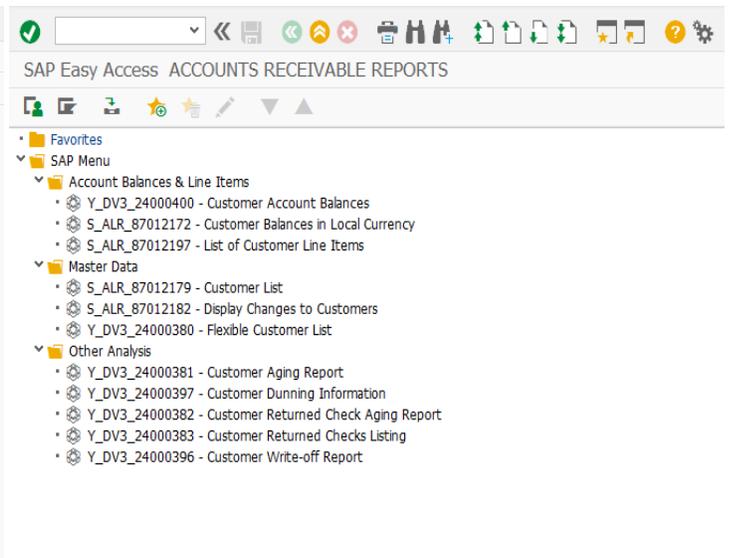
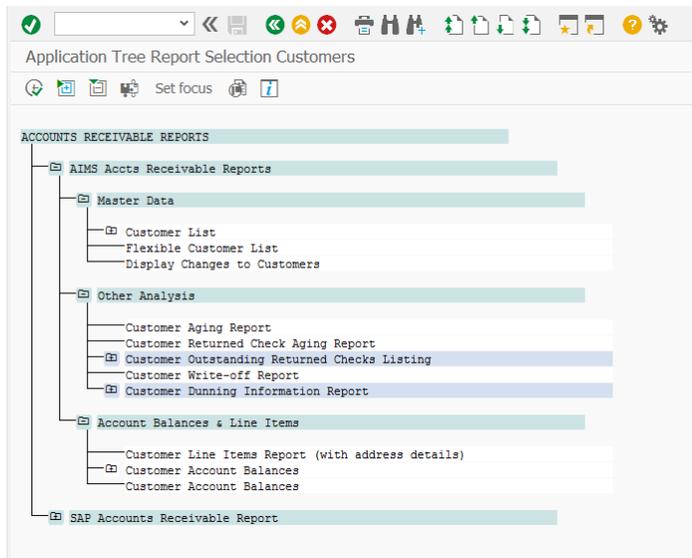
The area menu allows the user to enter a menu code to access the report menu, similar to the report tree. Note: you cannot add these special area menu codes to your favorites, and you cannot access them from within a transaction. You will need to navigate back to the main menu or open a new window to access the code.

Old Tcode	New Code
KSBB	ZCO01
F.97	ZGL01
F.98	ZAP01
F.99	ZAR01
ART0	ZFA01
TRTC	ZTR01

Example:

Previously: F.99

Currently: ZAR01



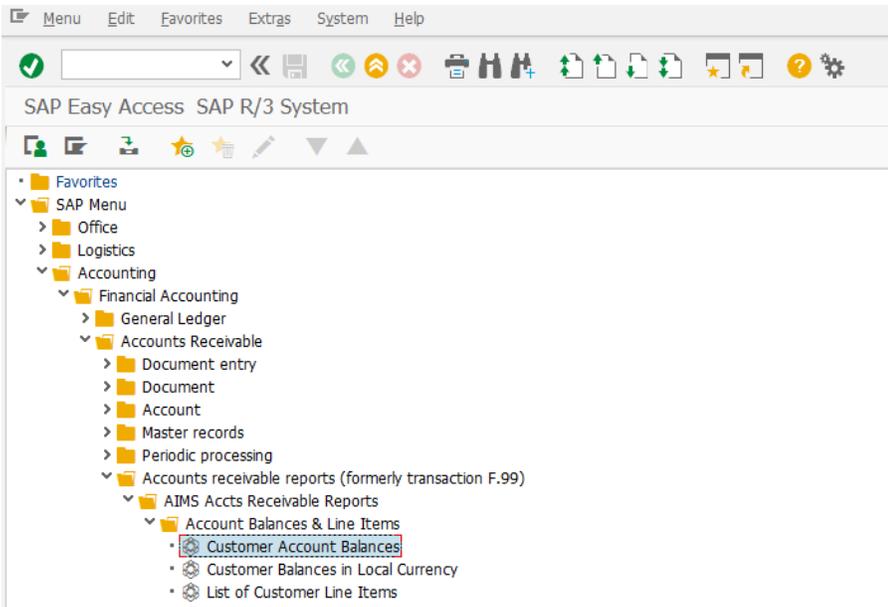
*Please note that the reports are now in alphabetical order to make it easier to identify/locate reports.

4. Favorites

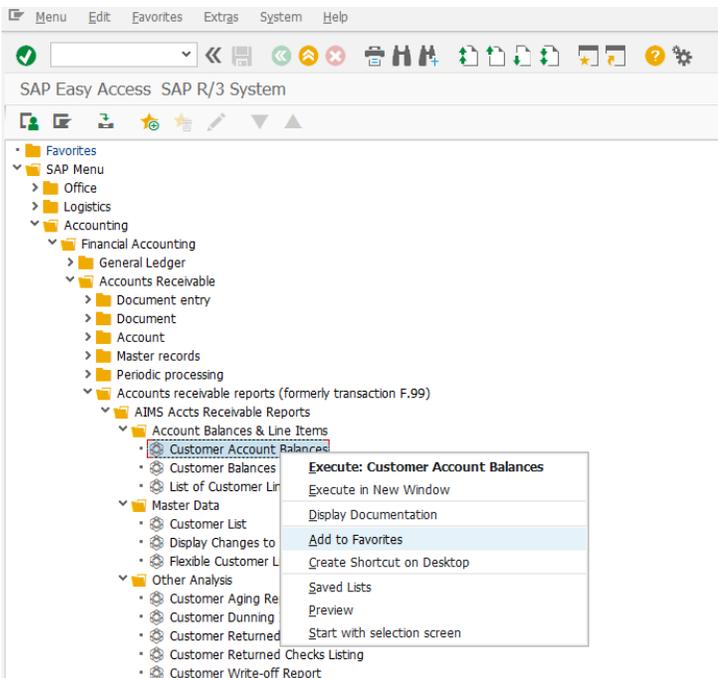
All reports now have their own transaction code, so you can add individual reports to your favorites. This allows the user to perform less mouse clicks and not have to navigate through the entire report tree to access their most-used reports.

How to add favorites from the SAP Menu

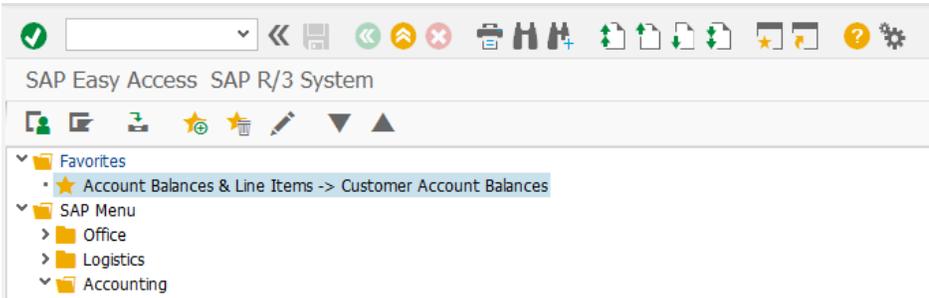
Navigate to the transaction you would like to add to your favorites.



Right click the transaction, and click “Add to Favorites”.

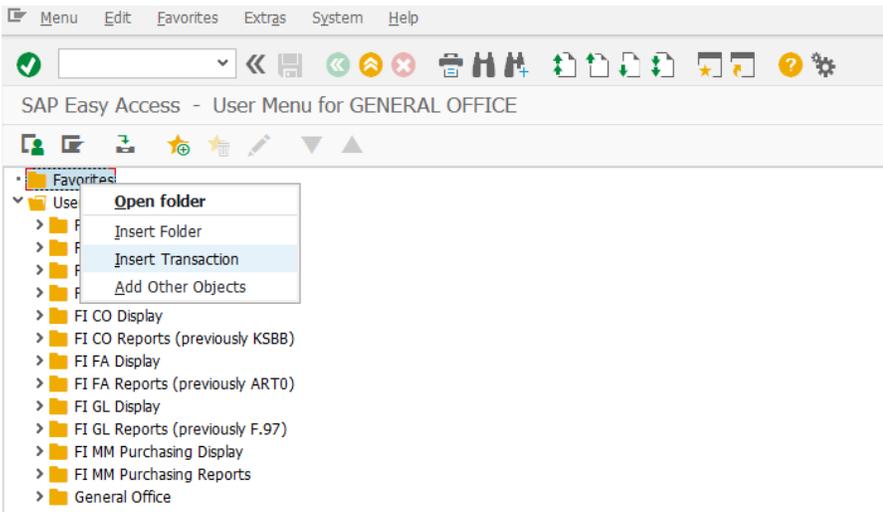


The transaction will now be displayed in your favorites.

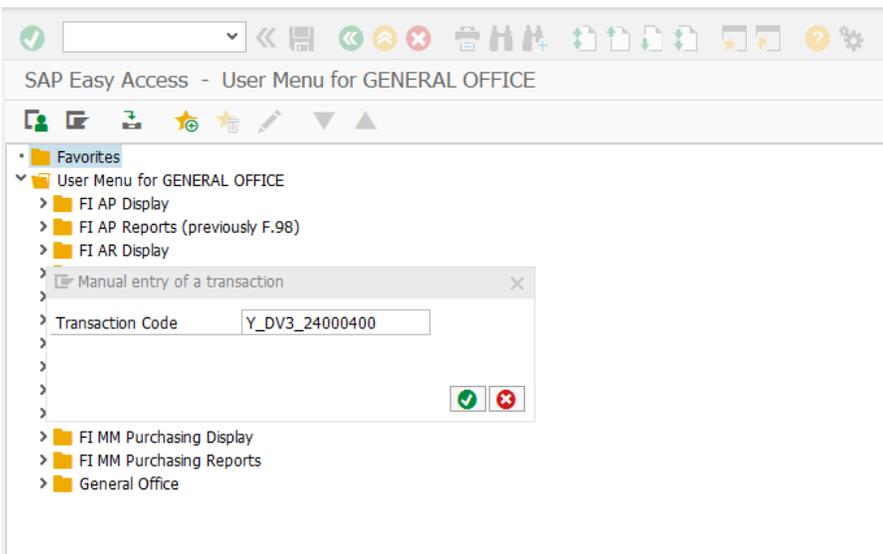


How to add favorites using transaction codes

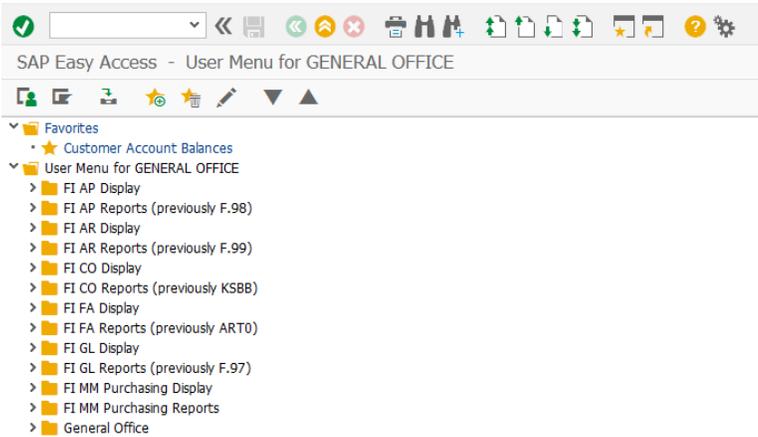
Right-click the Favorites folder and click "Insert Transaction".



Enter the transaction code in the pop-up, and click enter.

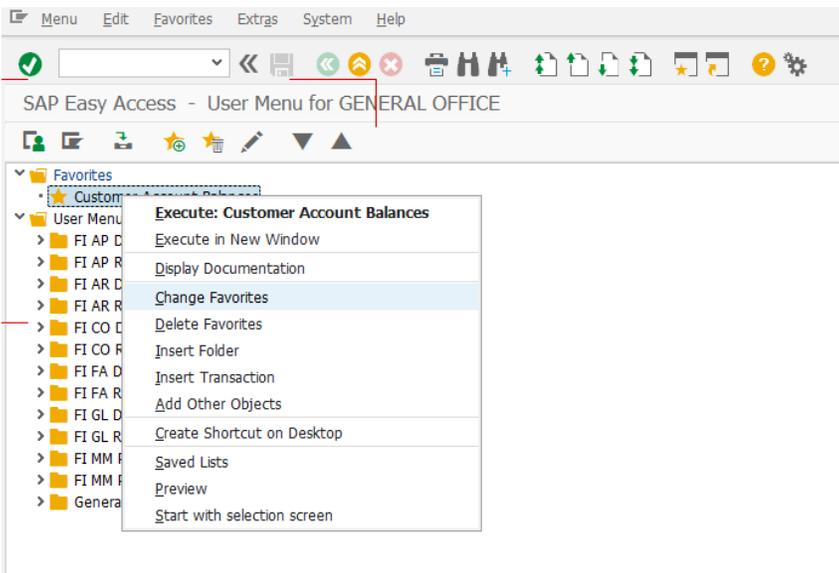


The transaction will now be displayed in your favorites.

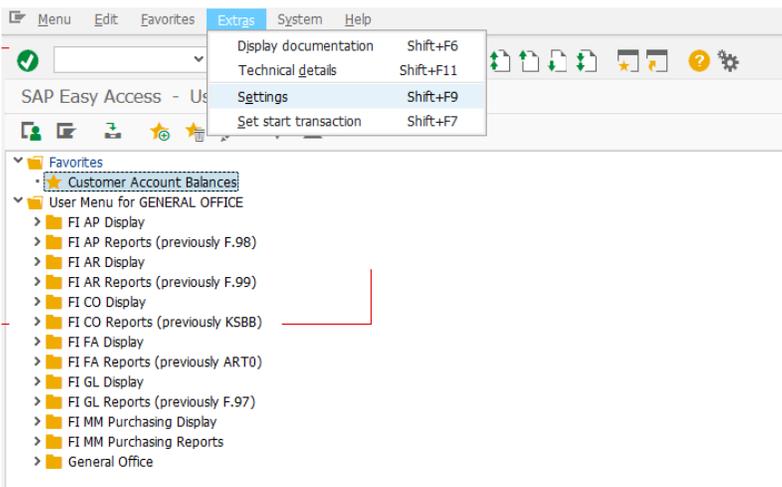


Tips & Tricks

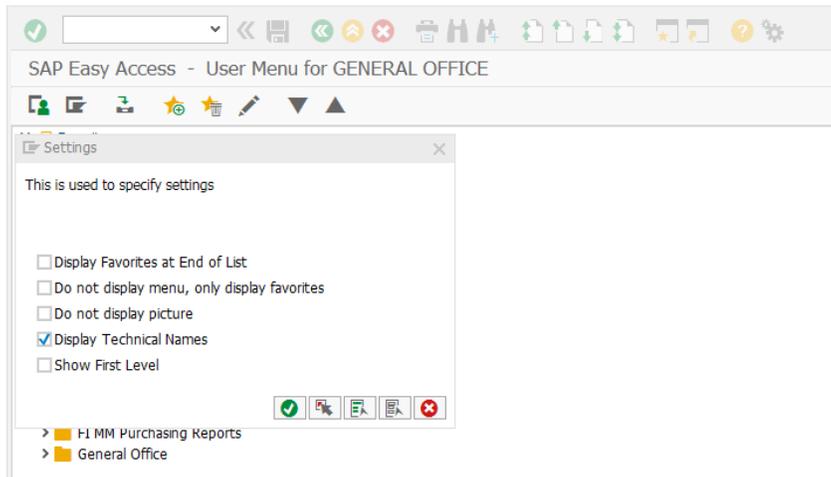
You can right-click your favorite and click “Change Favorites” and change the displayed name to add a more helpful description.



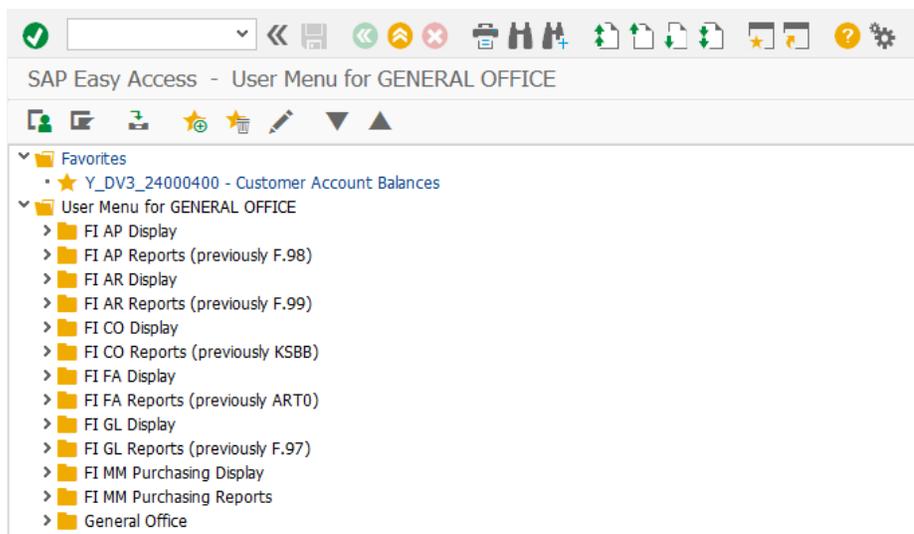
To display the technical name of the transaction code, click Extras in the top bar, and click Settings.



Check “Display Technical Names”.



Your technical names will now always display at the front of the description.



5. SAP Portal

Users who do not conduct in-depth analysis and drill-downs are encouraged to use our web-based SAP Portal system for their reporting needs, which allows the user to conduct quicker, and more flexible reporting. If you did not attend the previous trainings or do not have access to the Portal, please contact the SAP Helpdesk for more information.

The [SAP Portal training guide](#) is also available for existing or new users as a basic guide of how to navigate and use the Portal. Please note the guide is on the G2 and will require authentication with the G2.

6. Variants

Most reports are no longer saved to default in region-specific variants. Please note that if you use a variant to execute your reports, you will need to choose the variant prior to executing the report. To do this, click the  icon. In the pop-up, double click the variant you would like to use.

ABAP: Variant Directory of Program AQZZZ_ALL_REGIONR01=====

Variant Catalog for Program AQZZZ_ALL_REGIONR01=====

Variant name	Short Description	Environment	Protected	Created by	Created on	Changed by	Last
AIMS01	AIMS Returned Checks	A		HQ_CTINSLEY	02/08/2018		
BHN01	Bahrain Returned Checks	A		HQ_HSTARNES	03/29/2007	HQ_HSTARNES	03
CFA01	HQ CFAS Returned Checks	A		JPHILLIPS	08/11/2003	JPHILLIPS	08
EUR01	Europe Region Returned Checks	A		HQ_HSTARNES	10/06/2006	HQ_HSTARNES	10
EUR1	Europe Region Returned Checks	A		HQ_HSTARNES	12/20/2005	HQ_HSTARNES	12
GLK01	Midwest Region Returned Chks	A		JPHILLIPS	04/03/2002	JPHILLIPS	01
HWI01	CNRHI Returned Checks	A		JPHILLIPS	03/11/2003	HQ_HSTARNES	01
JAX01	CNRSE Region Returned Checks	A		JPHILLIPS	06/18/2000	HQ_HSTARNES	02
JPN01	Japan Region Returned Checks	A		HQ_HSTARNES	03/29/2005	HQ_HSTARNES	03
MAR01	Navy Region Marianas	A		JPHILLIPS	04/17/2009		
MDS01	Midsouth Returned Checks	A		JPHILLIPS	09/23/2002	JPHILLIPS	01
MID01	Mid-Atlantic Reg. Ret Chks	A		JPHILLIPS	09/19/2008		
MID01_MWR	Mid-Atlantic Reg. Ret Chks MWR	A		JPHILLIPS	08/07/2001	HQ_HSTARNES	03
MID01_VQ	Mid-Atlantic Reg. Ret Chks VQ	A		JPHILLIPS	08/07/2001	HQ_HSTARNES	03
NDW01	NDW Region Returned Checks	A		HQ_HSTARNES	11/04/2004	HQ_HSTARNES	01
NNE01	CNRNE (NE) Returned Chks	A		JPHILLIPS	07/12/2002	HQ_HSTARNES	10
NSH01	The New Sanno Returned Checks	A		JPHILLIPS	09/19/2008	JPHILLIPS	09
PEN01	Gulf Coast Region Returned Chk	A		JPHILLIPS	01/03/2003	JPHILLIPS	01