## FAQ : SAP ECC6

- Supported browser IE8, IE9, Mozilla Firefox Preferred browser is IE9
- SAPGUI client and WEBGUI SAPGUI client: All NTU finance users and a few point-of-sale collection centres will be accessing SAP via SAPGUI client version 7.2.

WEBGUI : All other school/department users' shall access SAP via NTU web portal – Stafflink – Financial services – SAP

 Stafflink – Financial Services – SAP From 1 Dec 2011, all NTU/NIE users should access SAP ECC6. Access to 4.6C shall be extended till Apr 2012.



4. SAPGUI users login



- a) Ensure users are connected to VPN ADMIN
- b) Double-click on icon "SAP ECC6" icon from their desktop
- c) For NTU SAP users, choose "Production (NT authentication)"
- d) For NIE SAP users, choose "Production"
- 5. Ensure client no is client 800
- 6. WEBGUI users login, please select options under SAP ECC6
  - e) For NTU SAP users, choose "Logon with Network username and Password(Client 800)" and click on the hyperlink
  - For NIE SAP users, choose "Logon with SAP username and password(Client 800)" and click on the hyperlink
  - g) Ensure the hyperlink you have clicked is under SAP ECC6.
- 7. Printing from WEBGUI
  - a) Default printer assigned is PDF\_PRINTER

🖉 Users by Complex Selection Criteria - Siemens AG		
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Users by Complex Selection Criteria		
	Roles Profiles Change documents Sort in ascending order Sort in Descending Order More	
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Number of copies 1		
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- b) SAP report will be spooled to PDF file.
- c) To Print/Save, click on Print icon from Adobe reader to print the report.

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	👆 1 / 1 💌 🖲 64.6% * 🔜 🔛 Find *	
6	Number of Users Selected: 22	
	System AQ1 Client 400 Checked By AO.TOMMY 17.11.2011 13:12:35 Selection Criteria:	
69	User name Pull Name Group Account no Locked Reason Valid From Valid Tom Type Ref. User	
	ARCHAN ARCHAN DMIG A DIalog AG SRILAWIN AC SRILAWIN A DIalog AL SRILAWIN AC SRILAWIN AC SRILAWIN	
	A0.0307K A0.0307K     A0.0091     A0.0091     A0.0091     A0.0091     A0.0091     A0.0091     A0.01100A     A0.0110A	
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- 8. Printing from SAPGUI Client
  - i) PC\_PRINTER
    - a) Default printer is PC\_PRINTER
    - b) Printing will be directly printed to the user's default printer if the print setting is set to 'PRINT IMMEDIATELY'.
  - ii) PDF\_PRINTER

With ECC6, SAPGUI client user will be given the option to save the report in PDF format instead of PRINTING. However, you are required to choose PRINTER as PDF\_PRINTER instead.

Prerequisite: Users are required to do a one-time setup to add a local printer that accept PDF file.

Steps:

- a) Go to Control Panel Devices and Printers
- b) Select 'Add a Printer'
- c) Choose 'Add a Local Printer'
- d) Choose 'Using an existing Port' and select 'FILE: (Print to file)'
- e) Under Printer Driver, choose any printer.
- f) Enter Printer name as 'SAPPDF"
- g) Under 'Printing sharing', choose 'Do not share this printer'.

## Printing:

- a) In SAPGUI client, ensure 'Output Device' is set to 'PDF\_PRINTER'.
- b) Make sure 'Time of Print' is set to 'Print Immediately'.

🖻 Print Screen List		$\boxtimes$
Output Device Number of copies	PDF_PRINTER Ø	
Number of pages		
Print all		
O Print from page	0 To 0	
		Ē
Delete After Print	ting	
Time of print	Print out immediately 📓	
Properties 🗙		

c) Choose Printer 'SAPPDF' from the printer drop-down list..

Print		
Printer		
Name:	SAPPDF	Properties
Status:	Ready	
Type: Where:	Brother MFC-9420CN	2
	FILE:	
Comment		Print to file
Print range		Copies
<ul> <li>All</li> </ul>		Number of copies: 1
Pages	from: to:	
<ul> <li>Selection</li> </ul>	in	11 22 33
		OK Cancel

- d) Click OK.
- e) Enter the PDF filename you would like to save eg Abc.pdf.
- 9. Authorisation related Error
  - a) Please type /nsu53 in the transaction code box when you encountered an authorisation error eg ' You are not authorised to access xxxxxx'.

Menu, 4	/nsu53	Log off	System	User menu	SAP menu	SAP Business Workplace	Add to Favorites	Delete Favorites	C
Favorit	tes								
ME2	8 - Logistics -> Purchasing 3N - Logistics -> Purchasin 17 - SAPconnect - Adminis	g -> Purcha							
	ST_66000040 - Customize		Distant Co	afirmation 1 in	line				
SAP m		o reports ~	Physical Co	Annung bon Lis					
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•	Master data								
۰ 🗅	Budgeting								
1.	Posting								
2010	Information system								
	Customized reports								
	Budget/Actual/Comm								
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	Ø Y_TST_66000002								
	@ Y_TST_0000003								
	Y_TST_66000004								
	Y_TST_66000005								

## b) Example of an authorisation error:

## Display Authorization Data for User SKLIM

lescription				Authorization values
User Name	SELIM	Authorization Object	S_TCODE	
System	AP1	Client	800	
Date	22.11.2011	Time	10:04:08	
Instace	SSAPOOELA	Profile Parameter auth/new buffering	4	
Bl Authorization check failed     Object Class AAAB Cross     Authorization Obj S 1	application Authorizati	ion Objects ode Check at Transaction Start		
Authorization Field		obe Check at Transaction Start		
				Y_TST_66000006
Giuser's Authorization Data :	SKLIM			
* 🔁 Object Class AAAB	ross-application Author	ization Objects		
Authorization Object S_T	CODE Transaction Co	ode Check at Transaction Start		
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c) Please send the error to helpdesk with the attached error