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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- 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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- 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 |
|-----------------------------------|-------------------------|-------------|
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| Number of pages | | |
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| Properties 🗙 | | |

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

| Print | | |
|-------------------------|--------------------|---------------------|
| Printer | | |
| Name: | SAPPDF | Properties |
| Status: | Ready | |
| Type: | Brother MFC-9420CN | 2 |
| vvnere: | FILE: | |
| Comment | | Print to file |
| Print range | | Copies |
| All | | Number of copies: 1 |
| Pages | from: to: | |
| Selection | in | 11 22 33 |
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| | | 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'.

| WEB | BGUI | | | | | | | |
|--|--|---|--|---|---|------------------|------------------|---|
| SAP Easy Access Nanyang Technological University | | | | | | | | - |
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b) Example of an authorisation error:

Display Authorization Data for User SKLIM

| User Name SKLIM Authorization Object §_CCODE 3ystem API Client 800 Date 22,11.2011 Time 10:04:08 Instace 33AP0061A Profile Parameter auth/new buffering 4 * Bl Authorization check failed ************************************ | escription | | | | A | uthorization values |
|---|---|-----------------------------|--------------------------------------|----------|----|---------------------|
| System API Client 000 Date 22.11.2011 Time 10:04:08 Instance SDAPO061A Profile Parameter auth/new buffering 4 * B) Authorization check failed ************************************ | User Name | SELIM | Authorization Object | S_TCODE | | |
| Date 22,11.2011 Time 10:04:08 Instance S3AP0001A Profile Parameter auth/new buffering 4 * B) Authorization check failed * * © Object Class AAAB Cross-application Authorization Objects * * © Authorization Doj S_TCODE Transaction Code * © User's Authorization Data SKLIM * * © Object Class AAAB Cross-application Authorization Objects * © Object Class AAAB Cross-application Authorization Objects * © Object Class AAAB Cross-application Authorization Objects * Authorization Object S_TCODE Transaction Code Check at Transaction Start | System | AP1 | Client | 800 | | |
| Instance 333290061A Profile Parameter auth/new buffering 4 Bil Authorization check failed Cobject ClassAAAB Cross-application Authorization Objects Cobject ClassAAAB Cross-application Code Cobject ClassAAAB Cross-application Authorization Objects Cobject ClassAAAB Cross-application Authorization Objects Authorization Object S_TCODE Transaction Code Check at Transaction Start Cobject ClassAAAB Cross-application Authorization Objects Authorization Object S_TCODE Transaction Code Check at Transaction Start | Date | 22.11.2011 | Time | 10:04:08 | | |
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c) Please send the error to helpdesk with the attached error