

2016

SAP ERP OVERVIEW

OBJECTIVE TYPE QUESTIONS AND
ANSWERS



MODULE - 1

SAP ERP NAVIGATING SAP

I. Objective Type

1. _____ is SAP's technological platform which enables business application from SAP, Partners, and Customers.
Ans.: SAP Net weaver
2. _____ is a comprehensive family of business application, that allows you to manage your entire value chain and the most critical business process.
Ans.: SAP Business Suit
3. _____ consist of a number of different products that enables cross – company process.
Ans.: SAP business suite
4. _____ is designed for industry specific or company specific solutions that are based on the technology of SAP Business suite.
Ans.: SAP Business all –in-one.
5. _____ is an application which manages all aspects of customer relationship, from marketing to sales to service.
Ans.: SAP CRM.
6. _____ application offers function for product development, product safety, quality and maintenance.
Ans.: SAP PLM.
7. _____ is used to plan and optimize supply chain across boundaries.
Ans.: SAP SCM
8. _____ is used to provide procurement with information about demand directly from their work Centres, quickly, easily and effectively.
Ans.: SAP SRM.
9. _____ collates and prepares the large set of enterprise data.
Ans.: Business Intelligence (BI)
10. The combination of the SAO Business warehouse and SAP Business objects Product makeup, what is referred to as _____.
Ans.: Business Intelligence (BI).
11. _____ enables a customer to meet challenges to take advantages of an opportunity.
Ans.: Solutions
12. _____ can be built or assembled by flexibly combining SAP application software support for best business practices, consulting and ongoing support..
Ans.: Solutions..
13. _____ are the main building blocks of the SAP solution portfolio for industries.
Ans.: Application.

14. A _____ is software that is a building block for large application, solution or technology platform.
Ans.: Component.
15. _____ is acceptable as a synonym for application, component or other terms to specify functionality delivered by SAP product.
Ans.: Software
16. _____ are optional packages that enable companies to take advantages of ongoing innovation, which keeping their core software stable, rather than engaging large grade product.
Ans.: Enhancement Packages.
17. _____ is the use of an organization disparate data to provide meaningful information and analysis to employees, customers, suppliers and partners for more effective decision making.
Ans.: Business Intelligence (BI)
18. _____ is the standard access for almost every SAP solutions.
Ans.: SAP GUI
19. The _____ implements the Graphical User Interface using the functions provided by the relevant presentation environment.
Ans.: SAP GUI
20. Log on to SAP system by entering the user name and password assigned by the _____
Ans.: System Administrator.
21. Log off the SAP system by selecting _____ from the top menu bar.
Ans.: System > Log off.
22. _____ can navigate directly to a screen by entering the transaction code in a common field.
Ans.: Command field.
23. The menu bar is at the _____ of each screen in SAP system.
Ans.: Top
24. The _____ bar names the functions that are currently displayed.
Ans.: Title bar
25. Those button, that can be used in the current application are displayed in _____
Ans.: Application bar
26. The _____ shows the information about the current status, such as warning and errors.
Ans.: Status bar
27. The three types of status messages you may receive from the system are – Error messages, warning messages and _____.
Ans.: Information messages.
28. Navigating within the standard tree is referred to as _____ navigation.
Ans.: Menu path navigation.
29. Collapse the entire folder by pressing _____ on your key board or by selecting the SAP menu icon.
Ans.: Ctrl + F11

30. _____ will allow you to navigate multiple location within the SAP system at the same time.
Ans.: Multiple sessions.
31. 'Create Sessions' option are located in _____ menu.
Ans.: System
32. Every transaction within the system has a unique _____ or technical name.
Ans.: Transaction code
33. Transaction code is also known as _____.
Ans.: T-code
34. To create a sales order, execute the transaction code _____.
Ans.: VA01
35. To become familiar with the codes, activate the display of transaction code in SAP menu by selecting, 'Display technical names' check box from _____.
Ans.: Extras > Settings.
36. _____ Code is used to be entered to initiate the specified transaction in a new session.
Ans.: '/xxxx'
37. _____ Code is used to be entered to ends the login session with a confirmation dialog box.
Ans.: '/nend'
38. _____ Code is used to be entered to ends the login session without a confirmation dialog box.
Ans.: /nex.
39. To delete a current session in SAP, _____ transaction code is used.
Ans.: '/l'
40. The two types of menu offered by SAP are standard menu and _____ menu.
Ans.: Role based user.
41. _____ menu are collections of activities used in business scenarios
Ans.: Role based user menu
42. 'a*' or '*a' is an example for _____ search in SAP.
Ans.: Wild card
43. A company enterprise structure is mapped to SAP application using _____.
Ans.: Organizational element
44. The _____ element in SAP structure is the highest level element of all organizational elements.
Ans.: Client
45. _____ element in SAP structure represents the enterprise/headquarter group.
Ans.: Client.
46. _____ is a legal independent accounting unit representing the central organizational element of financial accounting.
Ans.: Company code
47. The _____ element in SAP structure represents tax law (national) view of the company, the fiscal calendar, the local currency, and the tax reporting requirements.
Ans.: Company code

48. _____ element in SAP structure can manufacture product, distribute product, or provide a service.
Ans.: Plant
49. _____ is a central organizational unit of production.
Ans.: Plant
50. Material stocks in inventory management can be differentiated within one plant according to _____
Ans.: Storage location
51. The _____ is the central organizational element in sales order management, that controls the terms of sales to the customer.
Ans.: Sales organization.
52. _____ is the chain of business or intermediaries through which goods and service passes until it reaches the end consumer.
Ans.: Distribution channel.
53. _____ describe the various business unit that exist in an enterprises.
Ans.: Organizational unit
54. _____ are the individual employee assignment in the enterprises.
Ans.: Position
55. _____ in SAP is created centrally and is available to all applications and all authorized users.
Ans.: Master data
56. _____ record contain key information that define the business relationship between a company and its customer.
Ans.: Customer master
57. The three – part structure of a customer master record is represented by , General data, Data for the company code and _____
Ans.: Data for sale
58. _____ record contain, all of the key information you need to manage a material within its organization.
Ans.: Material master
59. _____ are master data records used primarily by SAP ERP HCM.
Ans.: Personal files
60. _____ are application program that execute business processes in the SAP system.
Ans: Transaction.
61. _____ display comprehensive help for the current application.
Ans.: Application help
62. All online documentation can be found in _____
Ans.: SAP Library
63. The definition of terms on SAP can be search in _____
Ans.: Grossary
64. _____ displays notes that describes functional changes that occurs between SAP system releases.
Ans.: Release notes

65. _____ transaction code is used to display HR Master data
Ans.: PA20
66. The shortcut key for input help is _____
Ans.: F4
67. _____ is an online collection of all SAP documentation available for the SAP system.
Ans.: SAP Library
68. To access SAP library, by selecting SAP library option from _____ menu.
Ans.: Help
69. _____ opens the SAP Net weaver knowledge warehouse in a new browser window.
Ans.: SAP Library
70. The context sensitive SAP library can be run through _____ key.
Ans.: F1
71. The operational processes delivered through SAP ERP can be extended with applications included in _____
Ans.: SAP Business Suite
72. The _____ document is the most commonly used document that supports the delivery process.
Ans.: Out bound
73. _____ represent the final processing stage for a business transaction in sales order processing.
Ans.: Billing
74. Billing represent the final processing stage for a business transaction in _____
Ans.: sales order processing.
75. Information on _____ is available at every stage of order processing and delivery processing.
Ans.: Billing
76. When the billing document is created in the sales order process, an associated accounting document is created recording receivable in _____ -
Ans.: Customer account.
77. _____ enables you to setup organizational hierarchies and employee relationships and then store administer employee data in system.
Ans.: HRMS (Human Resources Management System)
78. Employees maintain their own personal information and control many administrative transaction and other processes previously handled by the HCM staff by using _____
Ans.: ESS (Employee Self Services)
79. _____ containing a recording of all accounting – relevant business transaction on account from a business point of view.
Ans.: General Ledger
80. _____ accounting, records all business transactions that have to do with the relationship to suppliers.
Ans.: Accounts payable
81. _____ is created to obtain information as the need arises.
Ans.: Ad Hoc Query

82. _____ makes it easy for you to request and start are HR reports within structural graphics.
Ans.: HRIS / HIS (Human Resources Information System)
83. _____ is a tool specifically for managers in which, they can evaluate and change date.
Ans.: Managers Desktop.
84. _____ is a simple, but powerful tool for reporting on Human Resources data.
Ans.: Ad Hoc Query
85. _____ enables to access data from the Human Resources area by choosing selection and output field.
Ans.: Ad Hoc Query
86. Payment processing is usually take place in _____.
Ans.: Financial accounting
87. _____ is the market leading standard reporting and formatting tool.
Ans.: Crystal Reports.
88. _____ is a data visualization tool that transforms Business Intelligence (BI) data into engaging presentation and dash boards.
Ans.: Xcelsius
89. _____ is comprised of designer and viewing extensions leveraging SAP Business objects web services.
Ans.: Xcelsius
90. _____ enables the integration of dynamic updates data into Microsoft office, PDF and Web documents with SAP Business object queries and reports.
Ans.: Xcelsius
91. NWBC stands for _____.
Ans.: Net Weaver Business Client
92. _____ uses interface consist of a sheet and a content area.
Ans.: NWBC
93. _____ is a desktop client that offers a single point of SAP application.
Ans.: NWBC
94. _____ provides a solution for hosting classical dynpros (SAP GUI U/s), web dynpros application, Business Service Pages (BSP), Portal pages and other contents.
Ans.: NWBC
95. BSP stands for _____.
Ans.: , Business Service Pages
96. ABAP stands for _____.
Ans.: Advanced Business Application Programming.

MODULE - 2

SAP – TOOLS & TRICKS

1. The default initial screen which appear on log on to the SAP system is known as _____.
Ans.: SAP Easy access screen
2. SAP user profile can be viewed on _____.
Ans: SAP Easy access menu
3. The _____ tab shows personal data.
Ans: Address tab
4. The _____ tab shows default values such as start menu, logon language, date format & printer name.
Ans: Default tab
5. The _____ tab shows default field data entries and screens used when working in SAP.
Ans: Parameter
6. To maintain the default formats for your user profile, select _____ from System>>User Profile>> Own Data.
Ans.: Default tab
7. Use the _____ tab page to enter default values in the field that are frequently used.
Ans: Parameter
8. _____ allows you to change the appearance of the SAP easy access screen.
Ans: Extras>> Settings
9. _____ button in the standard tool bar allow you to change settings such as theme, color scheme, and font size.
Ans: Customize local layout
10. The _____ on the SAP easy access screen and the status bar display also provide additional personalization option.
Ans: Favorite List
11. To display a transaction code in SAP, select _____ from, Extras >> Settings.
Ans: Display Technical names.
12. Select _____ to manage input history.
Ans: Option >> Local layout
13. Select option>> Interaction Design>> Notification, to set the speed of quick info and to display _____ in the dialog box.
Ans.: System messages
14. To change the font size of SAP GUI windows select _____ from option menu.
Ans: Font settings
15. For the changes to the settings to take effect, close the SAP Logon program, call it up and Log on to the system again. Say whether the statement is True or False.
Ans: True
16. The _____ provide detailed explanation of system functionality.
Ans: SAP Library

17. To access the SAP Library, through _____ or through the internet using <http://help.sap.com>.
Ans: SAP>>Help
18. _____ function key provides, field help in SAP.
Ans: F1
19. Use the _____ button to get technical information about field, screen, programs, data dictionary information, and parameter ID among them.
Ans: Technical Information
20. In SAP, _____ function key is used to display possible input values.
Ans: F4
21. _____ is used in many standard reports and report tools.
Ans: SAP List Viewer
22. ALV stands for _____.
Ans: ABAP List viewer
23. SAP List Viewer is otherwise known as _____.
Ans: ABAP List viewer
24. Instead of entering the same values in the selection criteria input field each time, you execute a report, enter the value once, and save the selection criteria as a _____.
Ans: Variant
25. _____ key combination is used to print a document in SAP.
Ans: Ctrl + P
26. Enter the transaction code _____ to display your spool & object request.
Ans: SP02
27. Enter the transaction code _____ to specify personal settings for printing on the default tab page in the spool control section.
Ans: SU3
28. Select, System>> User Profile>> Own Data, to specify personal settings from printing on the default tab page in the _____ section.
Ans: Spool control
29. To display your own jobs, the SAP background processing, select, System>> Own Jobs or use the transaction code _____.
Ans: SMX
30. The system administration and the work preparation have access to a tool for scheduling different types of background takes with transaction _____.
Ans: SM36
31. The system- wide monitoring of jobs takes place with transaction _____.
Ans: SM37
32. CATT Stands for _____.
Ans: Computer Aided Test Tool
33. _____ can use to record transactions and create simple test scripts.
Ans: eCATT
34. eCATT stands for _____.
Ans: extended Computer Aided Test Tool

35. eCATT is the successor of _____
Ans: SAP's CATT
36. _____ is the successor of SAP's CATT.
Ans: eCATT
37. The transaction SECATT starts up with the _____ environment.
Ans: eCATT
38. The _____ application is a suite of four components that work together to provide a comprehensive and integrated, risk – based access and authorization management solution.
Ans: SAP Business Object Access Control
39. CUP stands for _____
Ans: Complaint User Provisioning
40. _____ is a component of SAP Business Object Access Control application.
Ans: CUP
41. _____ provide systems to functional run time errors of an application.
Ans: ABAP short dumps
42. Call up the transaction _____ - to lookup the ABAP short dump.
Ans: ST22
43. Administrators and _____ can use the information in a short dump to evaluate and analyze errors.
Ans: Developers
44. _____ is text information on a specific topic, problem or system message that you may come across when working in the system.
Ans: SAP Notes
45. All SAP notes are stored in the _____
Ans: SAP Market Place
46. SDN stands for _____
Ans: SAP Developer Network
47. To submit a message, select 'Create support message' option from _____ menu.
Ans: Help
48. If you encounter a security restriction, while running a transaction, run the _____ transaction.
Ans: SU53
49. Compliances User Provisioning helps to ensure compliance with the _____ act.
Ans: Sarbanes - Oxley
50. ABAP short dump provides detailed information about an error. Say whether the statement is True or False.
Ans: True
51. The _____ handles the sending of documents to and from SAP application.
Ans: Business Workplace
52. The _____ folder in the business workplace displays and processes document that you receive as well as your assigned work items.
Ans.: Inbox

53. The _____ in the business workplace are used for organizing documents, distribution list and business objects of several users.
Ans.: Shared folders
54. _____ can contain other shared folders documents, and distribution list.
Ans.: Shared folders
55. _____ is a source of information and messages for all employees with a company.
Ans.: Bulletin board
56. _____ folder can contain documents of general interest and may be displayed by all employees.
Ans.: Personal department information.
57. _____ folder can serve as a discussion forum.
Ans.: Project
58. All employees can display, create and sometimes change documents in _____.
Ans.: Bulletin board
59. The outbox enables you to monitor the status of documents, work items and work flow.
Ans.: True
60. PCD stands for _____.
Ans.: Portal Continent Directory
61. The _____ is visualized as an inverted L shape above and to the left of the content area.
Ans.: Shell
62. UWL stands for _____.
Ans.: Universal Work List
63. _____ simplifies the users work by providing a single consistent interface for a task.
Ans.: UWL

MODULE - 3

CROSS APPLICATION TIME SHEET

1. CATS stands for _____.
Ans.: Cross Application Time Sheet
2. The component to record Individual persons working time and other data in a central worksheet.
Ans.: CATS
3. To track employees time, the company implements _____.
Ans.: CATS
4. _____ is a cross application tool used to record individual persons work time and other data in a central work sheet.
Ans.: CATS
5. CATS' process consists of _____ steps.
Ans.: Four
6. _____ is an example for CATS Independent user interface.
Ans.: CATS Classic. (CATS Regular and CATS notebook are also example s of CATS Independent user interface)
7. _____ is an example for CATS enhancing user interface.
Ans.: CATS Instant (CATS Phone also is an example)
8. _____ offers a similar data entry screen and comparable function to CATS Classic.
Ans.: CATS Regular.
9. _____ is an employee self service application and therefore you can only record working time for your own personal number.
Ans.: CATS Regular
10. _____ is the original user interface of the Cross Application Time Sheet (CATS) in SAP system.
Ans.: CATS Classic
11. _____ is the most suitable user interface for entering working times for multiple personal numbers.
Ans.: CATS Classic
12. _____ enables employees in your company to record their working times in laptop computers, where ever they are.
Ans.: CATS Notebook
13. _____ user can use an interactive user Interface in a web browser to record their working time.
Ans.: CATS Note books
14. Working time data recorded by users in _____ can be synchronized with SAP R/3 at intervals of the user choice.
Ans.: CATS Note books

15. _____ is an enhancement to the independent user interface of the time sheet.
Ans.: CATS Instant.
16. The time sheet can be used to carryout internal activity allocation to a _____ element.
Ans.: Work Breakdown structure (WBS)
17. WBS stands for _____.
Ans.: Work Breakdown structure
18. The _____ element is an individual cost object.
Ans.: Work Breakdown structure (WBS)
19. A _____ is an instruction for carrying out tasks within a project in a particular way and in a defined time.
Ans.: Networks.
20. _____ are used as a basis for planning, analyzing, describing, controlling and monitoring deadlines, costs and resources.
Ans.: Networks
21. A _____ contain operations for the individual activities within a project.
Ans.: Networks
22. The _____ are occupied by persons who normally perform the work.
Ans.: Position
23. The _____ process explains how valuation and activity allocation can be carried out for hours from the time sheet.
Ans.: Cost assignment
24. The _____ does not value the working time and it cannot determine if the working time has been recorded as regular hours, overtime, work on public holidays or work paid at a higher rate.
Ans.: Time sheet
25. The working time of an employee is valued in _____.
Ans.: Controlling
26. Normally, personal costs are assigned to an employee's _____.
Ans.: Master cost center.
27. A cost center is assigned to an employee on the _____ infotype.
Ans.: Organizational assignment
28. _____ are units of information in Human Resources Management System.
Ans.: Infotypes
29. Infotype has a _____ digit-code and a related name.
Ans.: Four (4)
30. In the SAP systems, the information units used to enter master data are called _____.
Ans.: Infotypes
31. _____ are used to group related data field together.
Ans.: Infotypes
32. Personal costs are _____ cost.
Ans.: Primary
33. Allocated costs are _____ costs.

Ans.: Secondary

34. An activity allocation is performed in _____ between the sender of the activity.

Ans.: Controlling

35. The costs are assigned, when the payroll results are transferred to _____

Ans.: Controlling

36. When you enter a number for a network and an activity type, in the time sheet, the system uses a transfer report to transfer the data to _____

Ans.: Project system

37. When you enter a confirmable receiver order, in the time sheet, the system uses a transfer report to transfer the data to _____

Ans.: Plant Maintenance

38. When you enter a _____ in the time sheet, the system transfer the data to MM (Material Management).

Ans.: Purchase order

39. A _____ is a formal request to a vendor to supply with goods and services with a condition.

Ans.: Purchase order

40. To enter a data for single employee in CATS, use the transaction _____

Ans.: CAT2

41. The mini master is stored in the HCM data entry screen , known as _____

Ans.: Infotype

42. _____ are data entry screen used to store employee data.

Ans.: Infotype

43. _____ is required for all employees for whom you enter time data using CATS.

Ans.: HCM Mini master

44. _____ is used to enter initial data when an employee is hired.

Ans.: Action

45. _____ contain information on the employee's position with in the company's enterprise and personal structure.

Ans.: Organization assignment

46. _____ contain employee data such as name, date and place of birth and so on.

Ans.: Personal data

47. _____ contains an employee's work schedules, outlining workdays and hours, including break.

Ans.: Planned Working time

48. _____ transaction screen includes the data entry profile as well as the employee's personal number.

Ans.: CAT2

49. The first step in the CATS process is _____

Ans.: Releasing time data

50. The second steps in the CATS process is _____

Ans.: Enter data in time sheet,

51. The document number is created, once it reaches the status _____

- Ans.: 30
52. The status key for processing an entered time data for approval is _____
Ans.: 10
53. The status key for release a time data for approval is _____
Ans.: 20
54. If a time data is approved by managers, it reaches the status _____
Ans.: 30
55. If a time data released for approval is rejected by managers, its status is _____
Ans.: 40
56. The status key for any changes in time data after approval is _____
Ans.: 50
57. To use an entry profile as a default, specify parameter _____ in the user parameter.
Ans.: CVR
58. To customize the release steps, you can use the parameters stored in the _____ section of the data entry profile.
Ans.: General settings
59. The _____ parameter in the approval settings for the data entry profile determines, whether or not the time data must be approved before being transferred to the target component.
Ans.: Approval required
60. The data entry view of the CAT2 screen includes the _____, the sender cost centre and the activity type.
Ans.: Controlling area
61. The _____ of the screen contains three buttons at the bottom of the screen.
Ans.: Data entry view
62. CATS can use to enter the time for _____ in a day.
Ans.: Multiple allocations
63. _____ report is used to find the time sheet error or inconsistencies.
Ans.: Time leveling report
64. The code for time leveling report is _____
Ans.: RCATSCMP
65. ESS stands for _____
Ans.: Employee Self Service
66. MSS stands for _____
Ans.: Manager Self Service
67. To record your working hours in ESS by using _____
Ans.: CATS Regular
68. In _____, the CATS screen includes the standard transaction road map, the calendar, and weekly or daily view of the time entry sheet.
Ans.: ESS
69. You can either enter time data for one employee through single entry or for several employees using the _____

Ans.: Person list

70. When you set up the data entry profile, you can use the function to define the criteria for selecting the list of personnel numbers.

Ans.: Settings

71. If you only select the _____ checkbox, you can choose one of the personnel number listed and process it in single entry.

Ans.: Select via pers. list

72. After the recorded time data is saved and released , the time data is ready for _____

Ans.: Approval

73. In SAP, only approved time data can be transferred to the _____

Ans.: Target component

74. The approved steps checks, if the time data is ready for transfer to the _____

Ans.: Target component

75. At the approval stage, time data can either be approved or rejected. – Say the statement is true or false.

Ans.: True

76. If the data is rejected at the approval stage, the rejected reason can be specified and stored in _____

Ans.: Customizing

77. _____ is flagged as approved and copied to the interface tables for the target components.

Ans.: Approved time data

78. The approval required parameter in the _____ for the data entry profile determines whether or not the time sheet data must be approved before being transferred to the target components.

Ans.: Approval settings

79. The two interfaces used by the approvers for approving employees working time are _____ and _____

Ans.: Individual; Collective

80. The _____ approval screen is the initial screen for web application.

Ans.: Collective

81. _____ groups the data in each line and shows an overview of the mass data records for approved before approval of individual records.

Ans.: Collective approval

82. To display working times, CATS information system provides the report _____

Ans.: CATS_DA

83. To display working times and tasks, CATS information system provides the report _____

Ans.: CATSXT_DA

84. To display working times and tasks in detail, CATS information system provides the report _____

Ans.: CATSXT_DLT

