

SAP System Messages Quick Reference Guide

This guide provides an overview of the common types of SAP system messages.

Types of system messages

There are three common types of system messages that you may encounter:

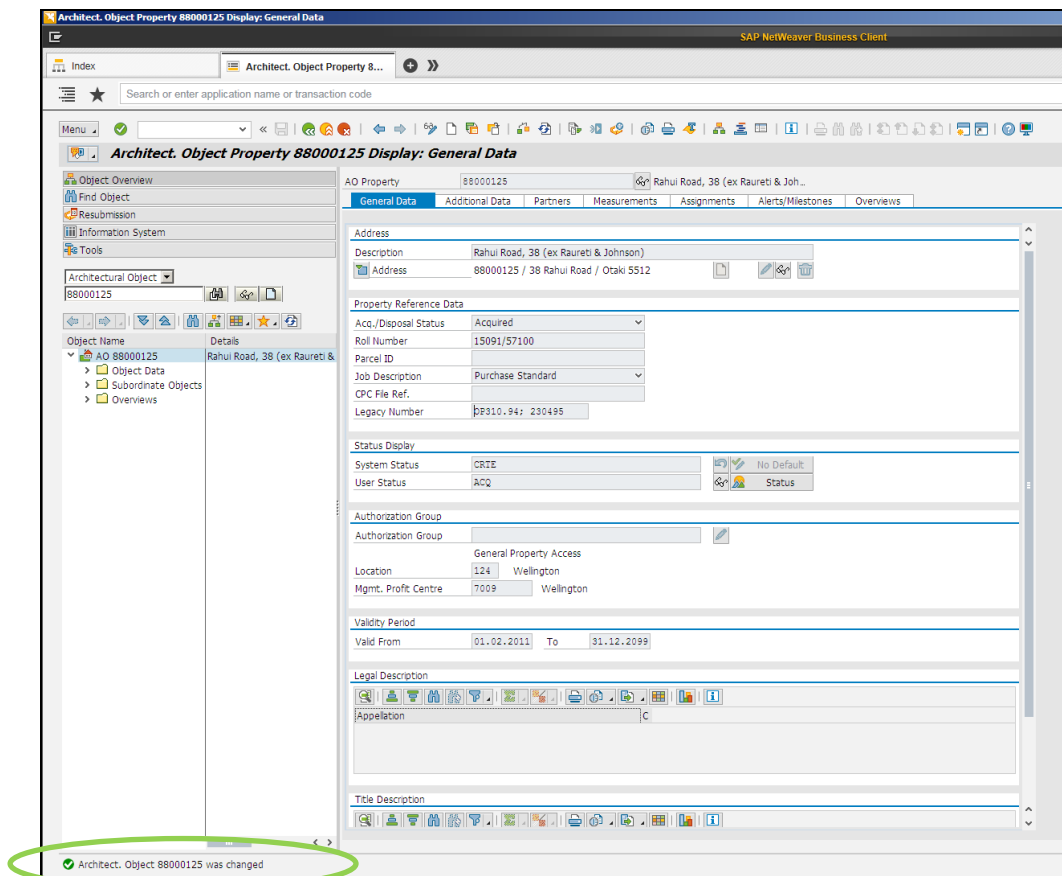
- Information messages.
- Warning messages.
- Error messages.

Messages will display either in the bottom left-hand corner of a screen or as a pop-up dialog box. To obtain more detail on the messages that display in the bottom left-hand corner of the screen, double-click on the message and a help dialog box will appear – this may provide additional information (in some cases there will be detailed information on the message, but sometimes there will be minimal additional information).

Information messages

Information messages appear in green and let you know that SAP has put into action what you have asked it to do (e.g. saved or posted data).

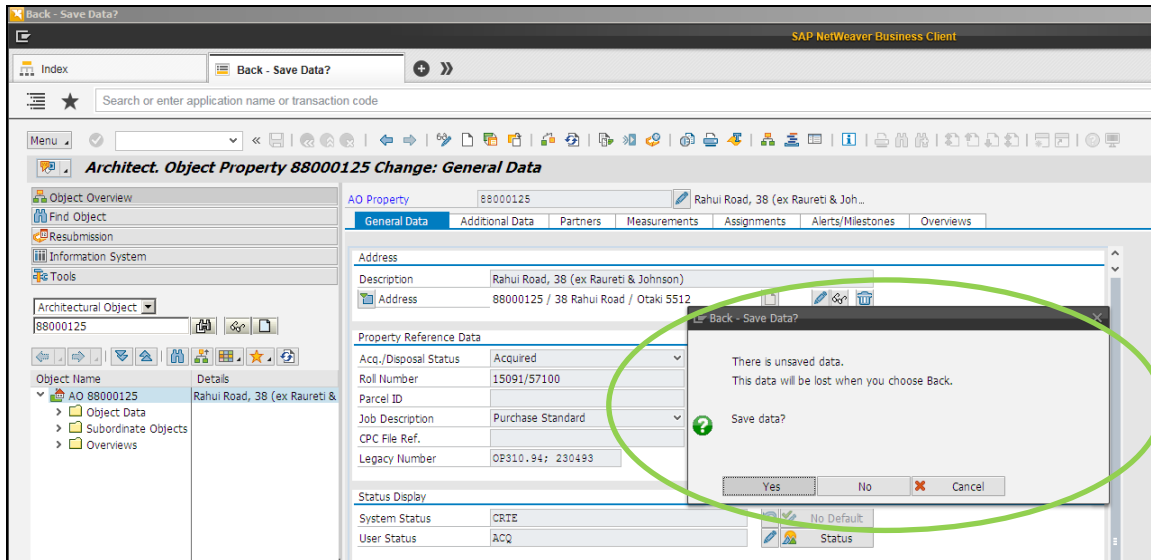
When information messages display you don't have to take any action to clear them away as you do with warning and error messages – you can simply continue on with your next transaction. An example of an information message is shown below.



The information message displayed above is informing the user that a document has been posted successfully.

Warning messages

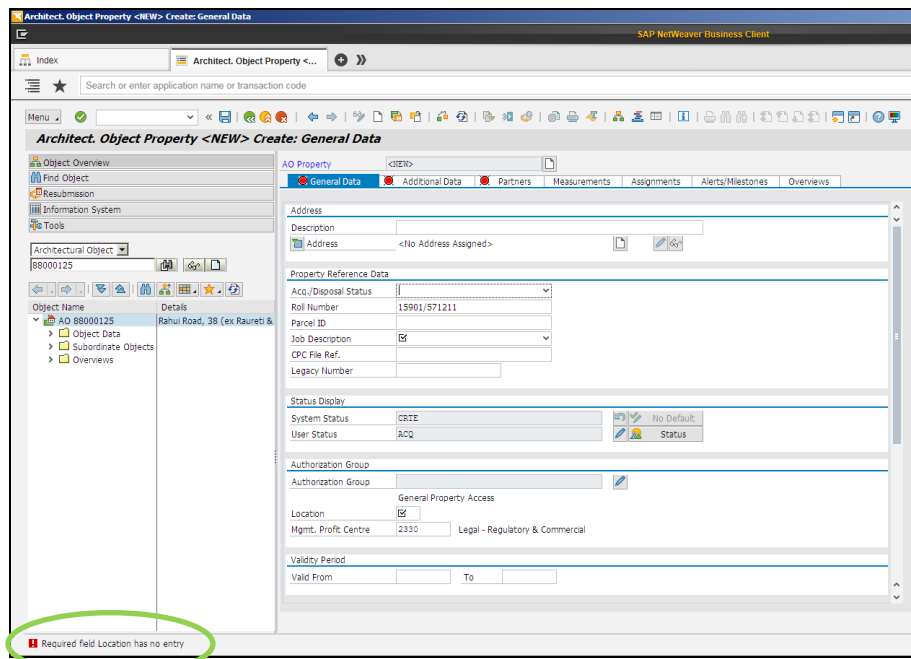
Warning messages appear in yellow and let you know that there is, or may be, an issue with data you have entered. You can usually clear these messages away by pressing Enter. An example of a warning message is shown below.



The warning message shown above is warning that data will be lost if you exit the current transaction. You can clear the message by either clicking 'Yes' or 'No'. If the warning message had displayed in the bottom left-hand corner it would be cleared by pressing Enter instead.

Error messages

Error messages appear in red and inform you that you have made an invalid entry in a field. You must correct these errors before continuing. An example is shown below.



The error message shown above is 'Required field Location has no entry'. To correct this error and continue you would have to enter a valid location in the Location field, which is currently blank.