

The logo for 'myCompany' is displayed in a colorful, sans-serif font. The letters are: 'm' (pink), 'y' (red), 'C' (orange), 'o' (yellow), 'm' (light green), 'p' (green), 'a' (blue), and 'n' (purple). The text is set against a light blue rectangular background and has a subtle grey shadow effect.

Unit 3

**Navigating to the Initial
Screens of Transactions**

Unit 3 – Navigating to Initial Screens

- Topic 1 – Menu folders
- Topic 2 – Transaction codes
- Topic 3 – Favorites
- Topic 4 – Object menus

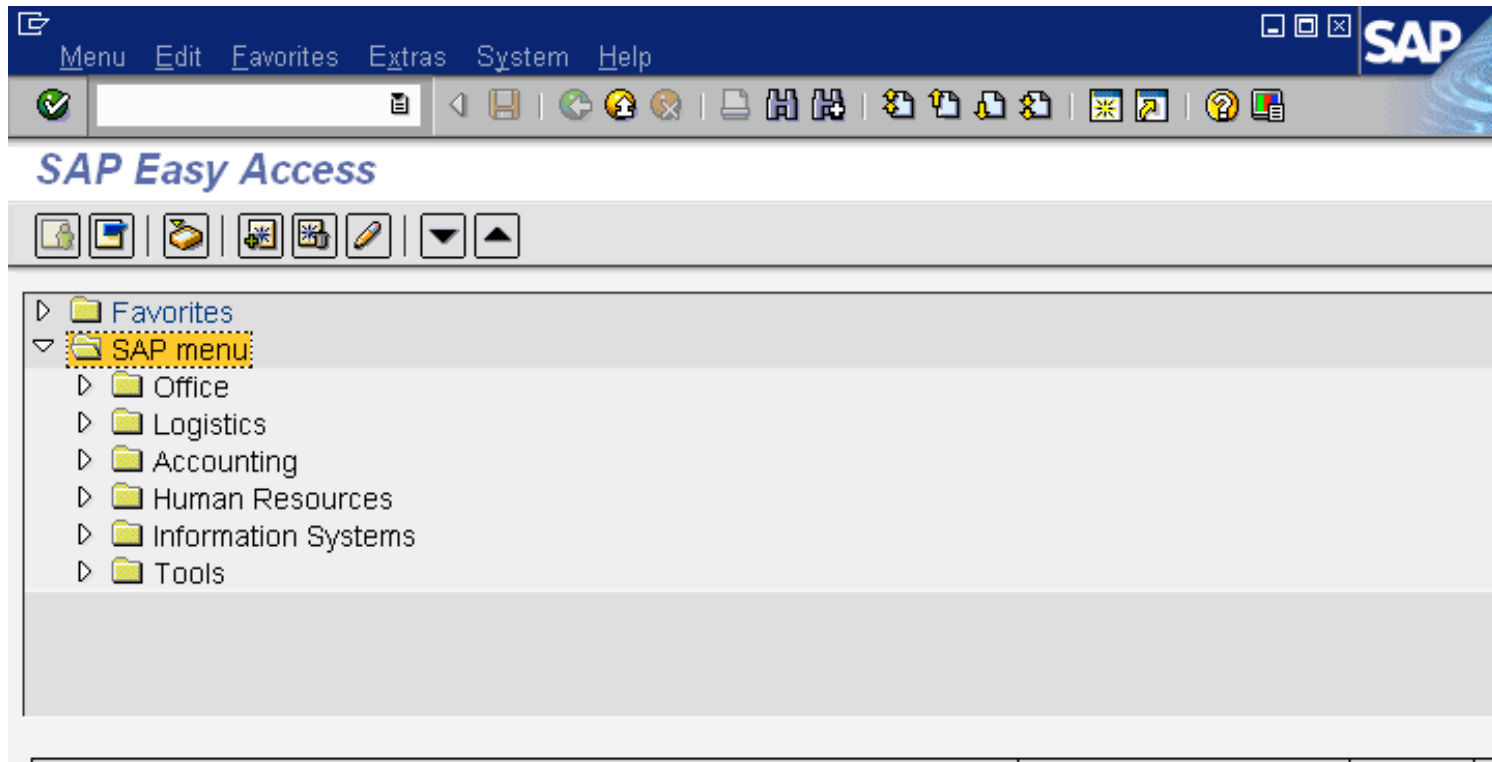
Unit 3 — Objectives

- Learn to navigate to the initial screens of transactions with menu paths, transaction codes and favorites
- Create a customized set of menu folders and transaction links in the **Favorites** folder
- Learn to use the object menu to navigate from one initial screen to another related screen



Navigating to Initial Screens

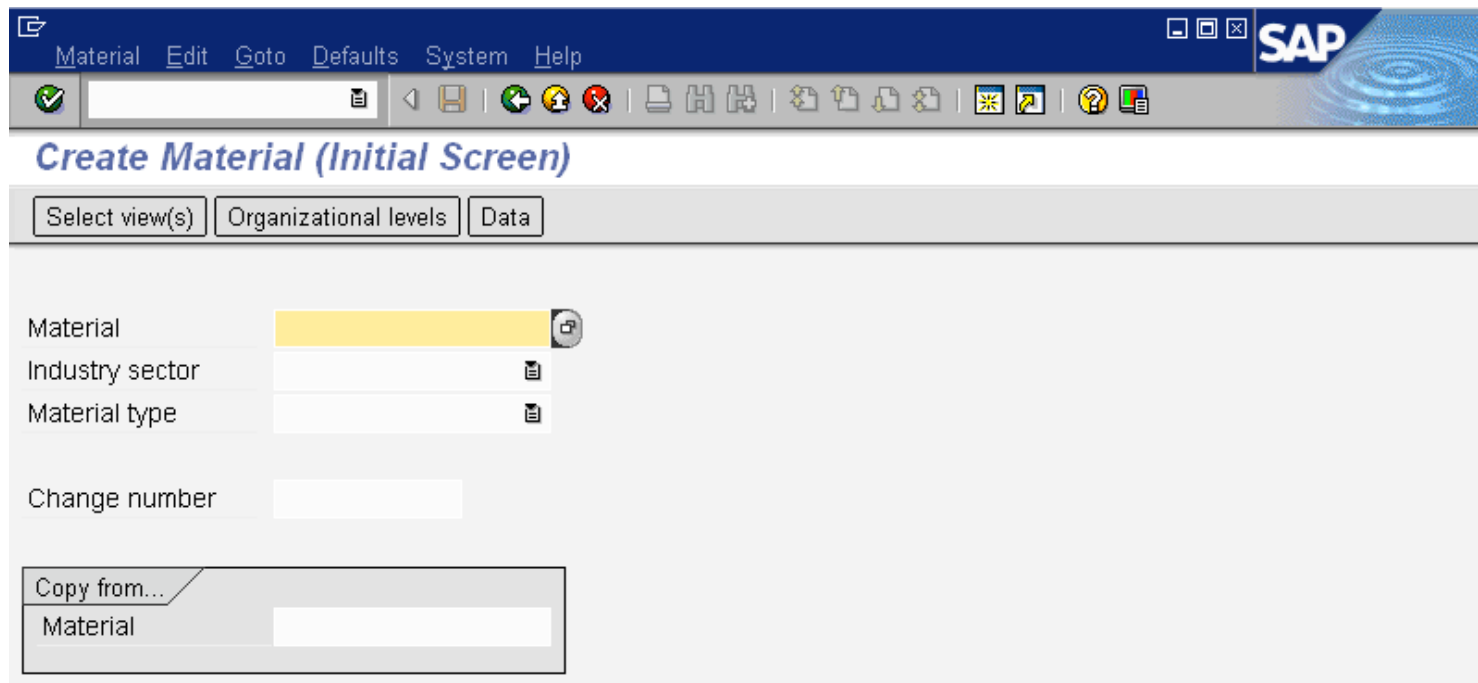
Step 1 in the transaction workflow is to log on and call up the **SAP Easy Access** screen.



Navigating to Initial Screens

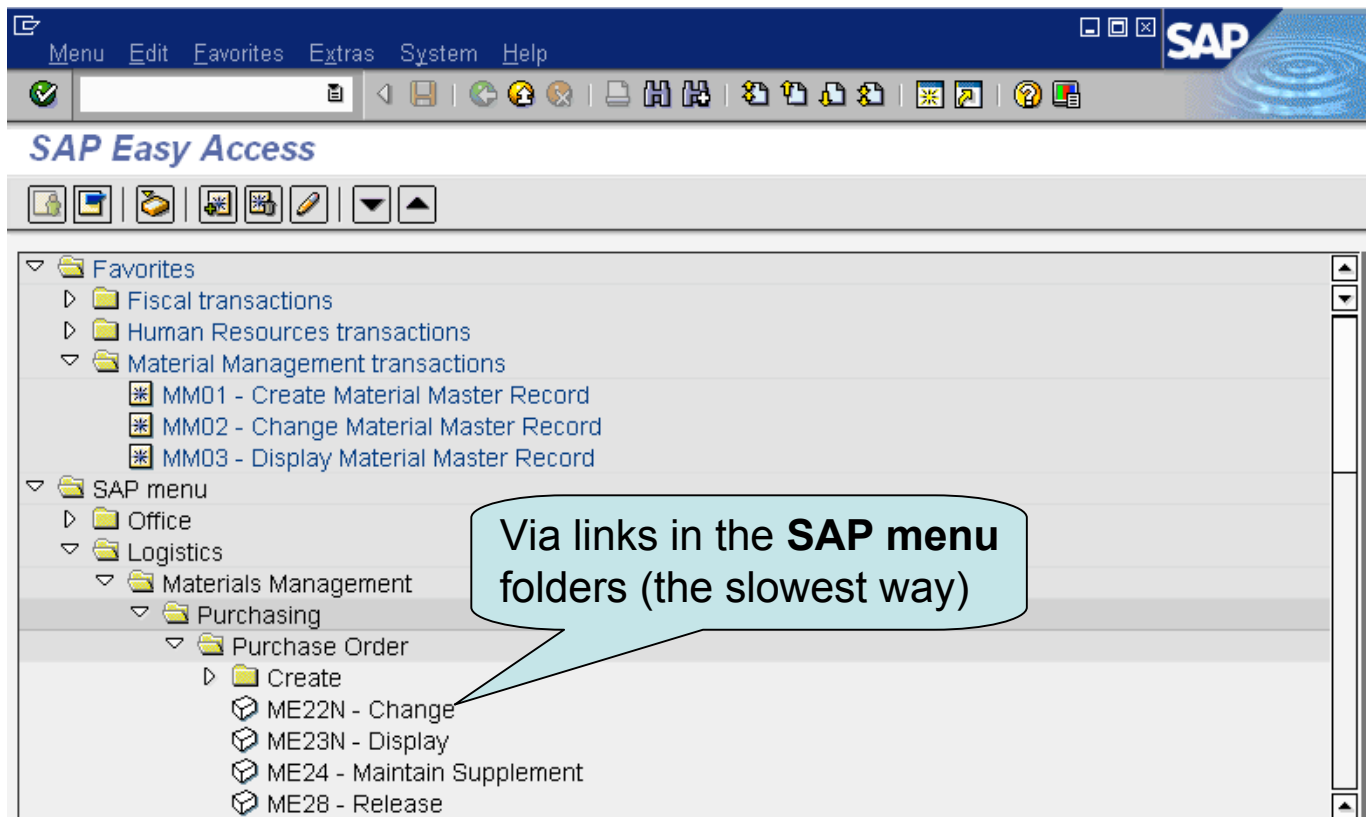
Step 2 in the workflow is to navigate from the **SAP Easy Access** screen to the initial screen of the transaction.

This step is the subject of this unit of the course.



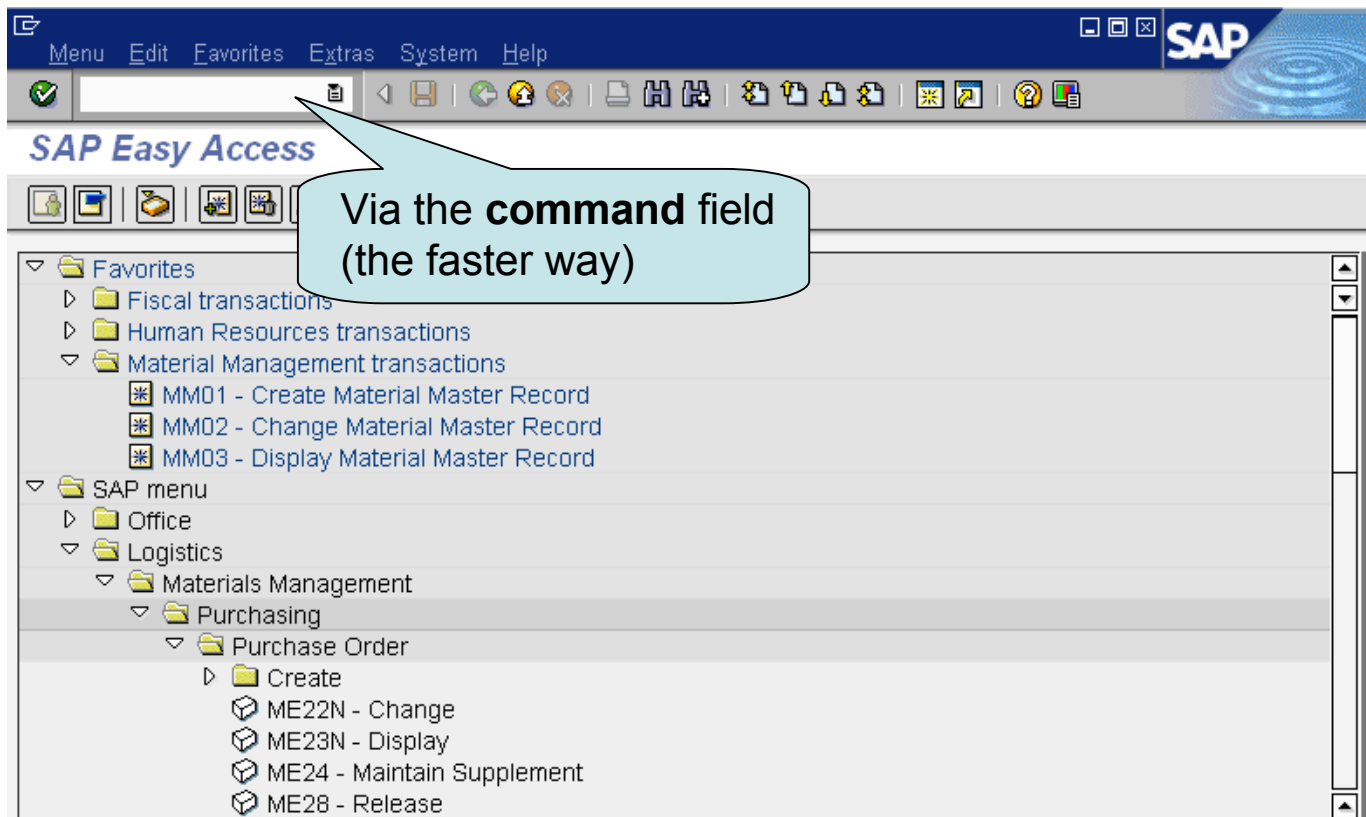
Navigating to Initial Screens

There are three ways to navigate to the initial screen of a transaction from the **SAP Easy Access** screen.



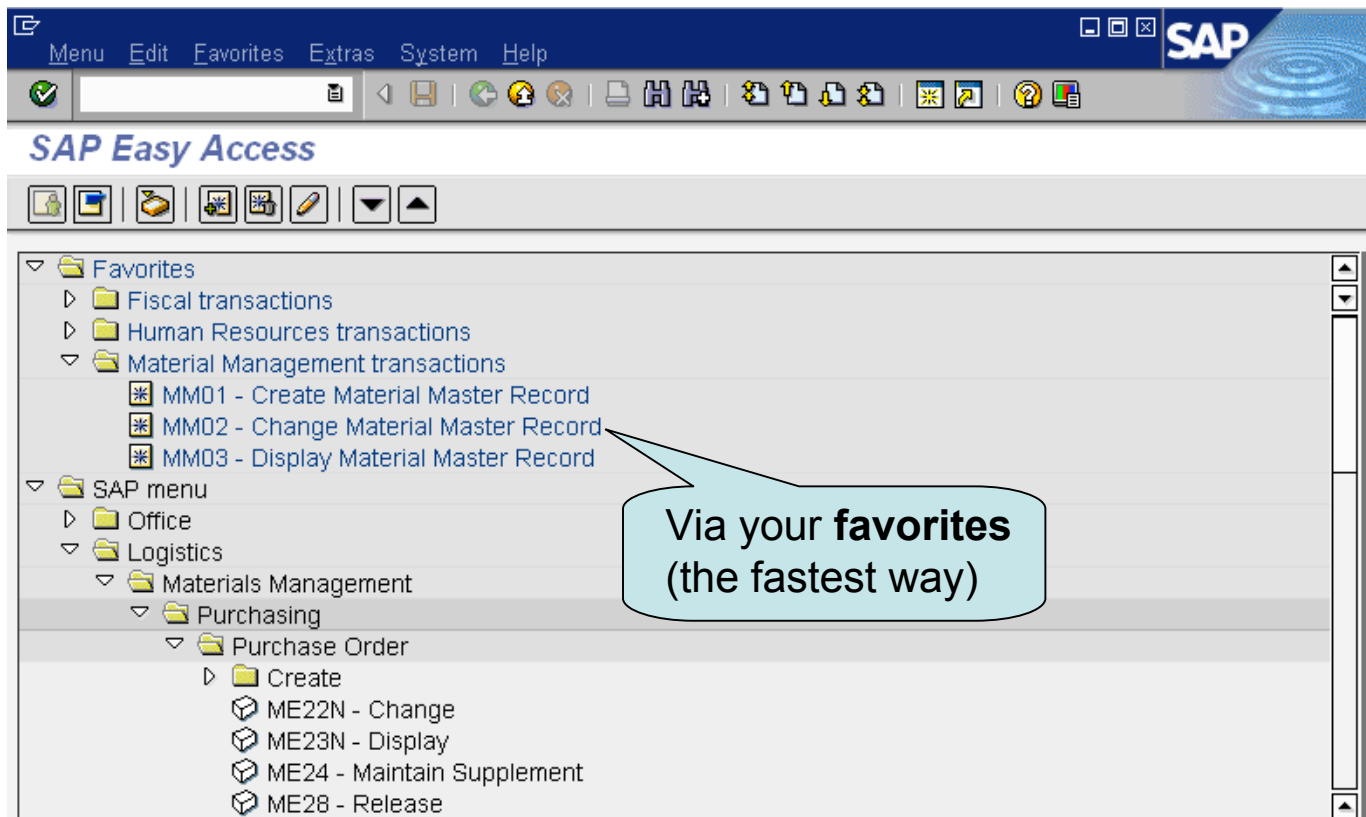
Navigating to Initial Screens

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Navigating to Initial Screens

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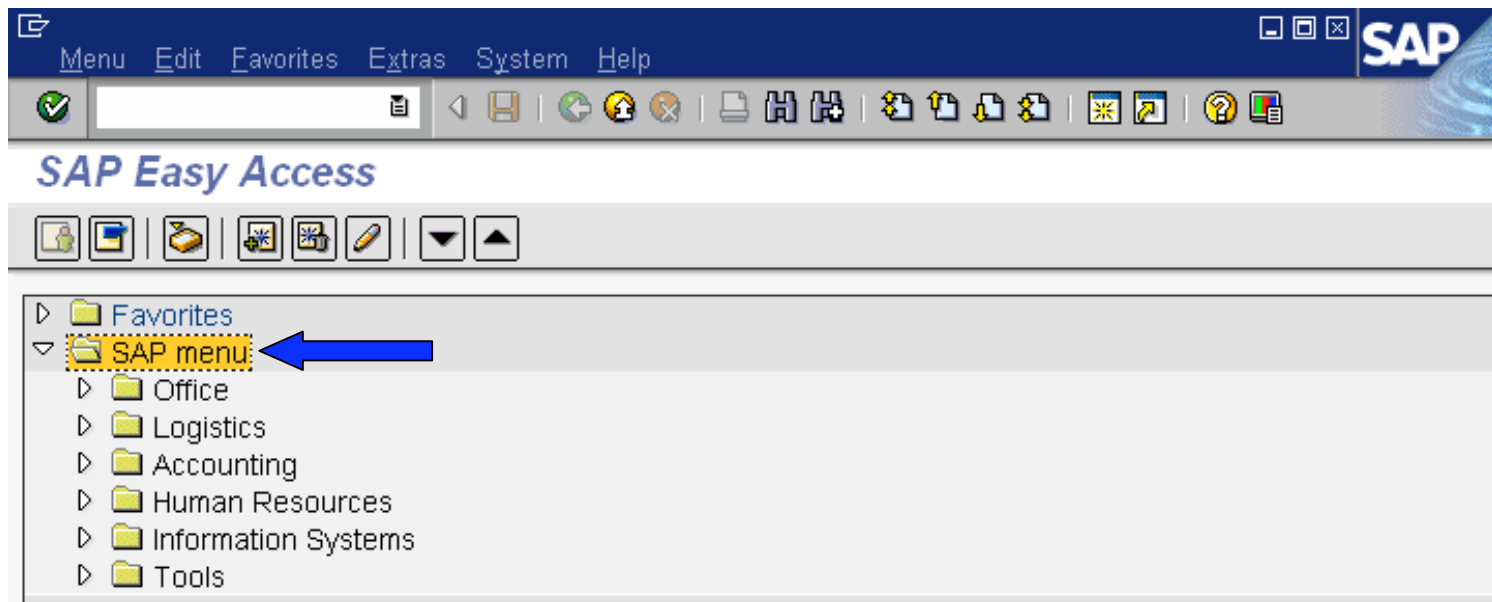
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Topic 1
Menu Folders

Navigating via the SAP Menu Folders

SAP comes with a set of hundreds of standard, "off-the-shelf" transactions.

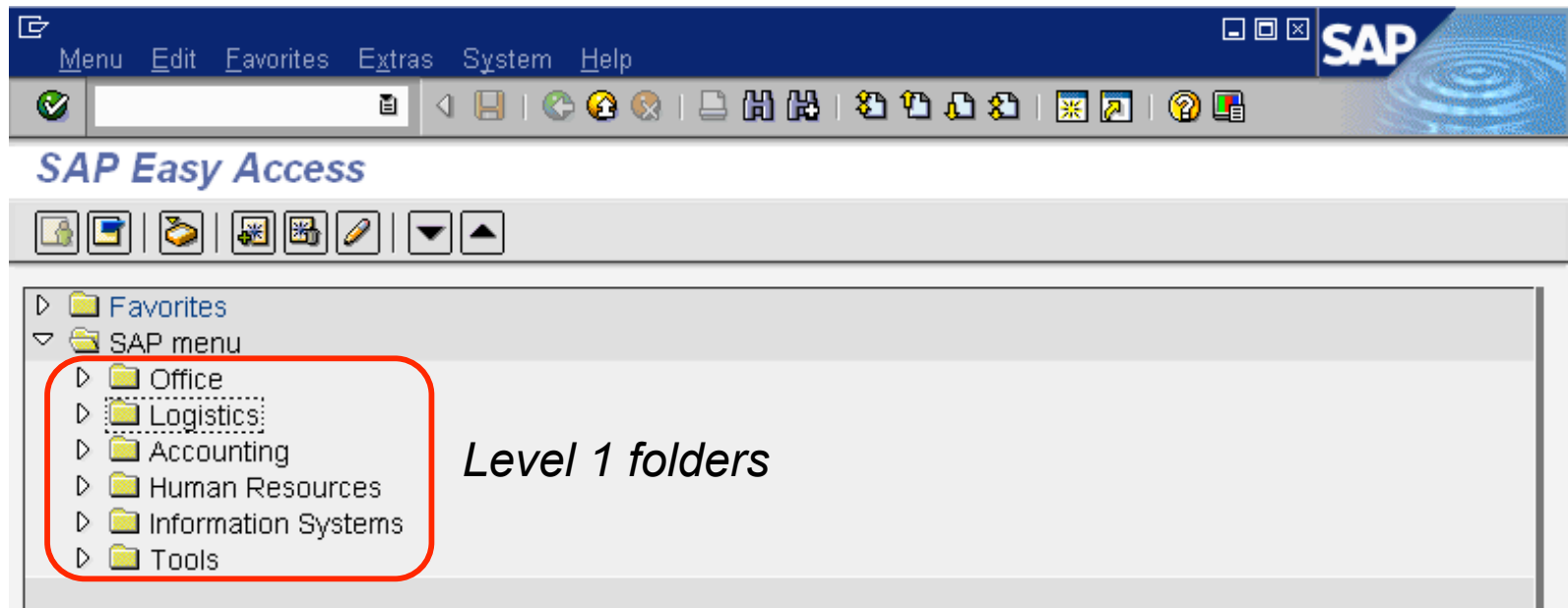
Links to the initial screens of these transactions are stored in the **SAP menu** folder of the **SAP Easy Access** screen.



Structure of the SAP Menu Folders

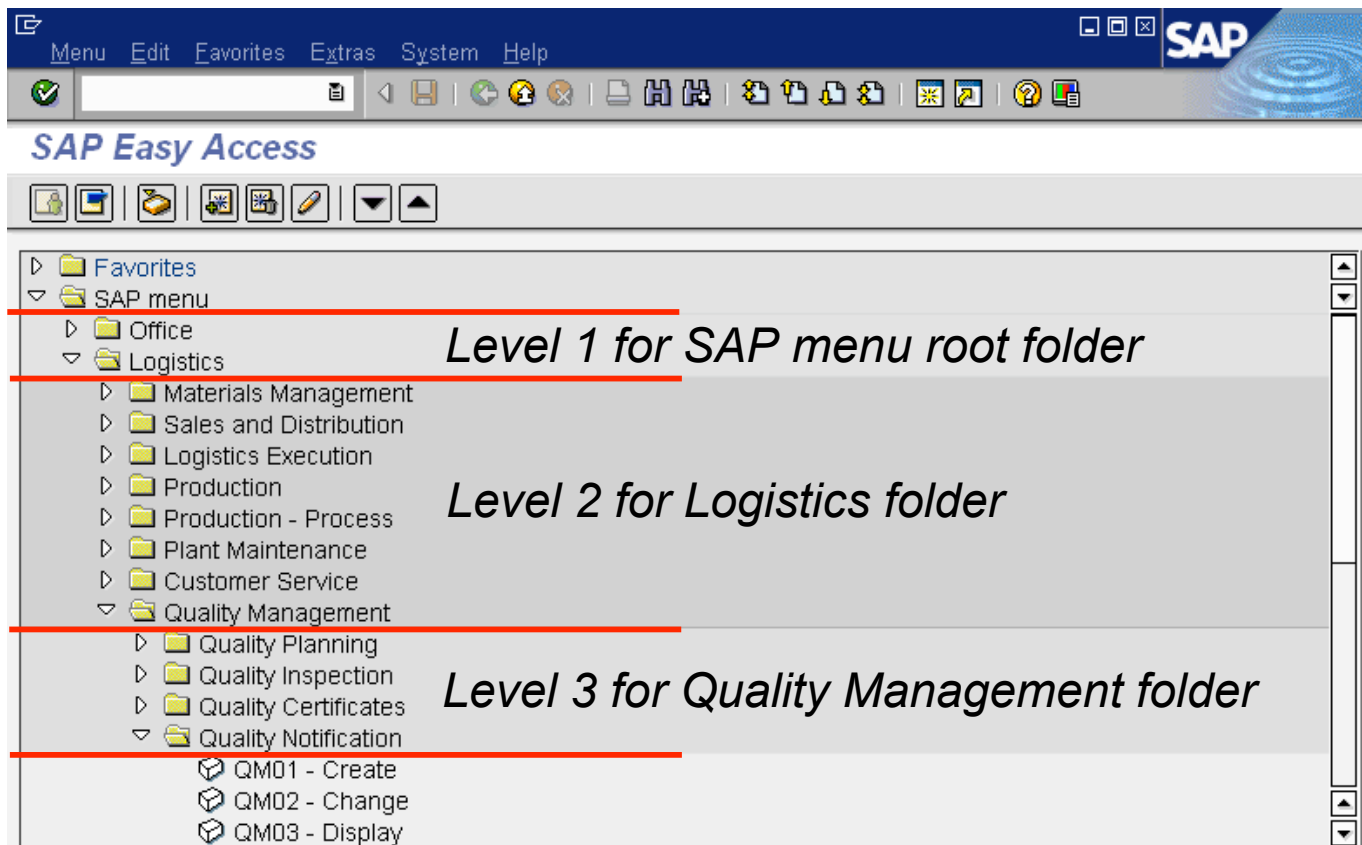
The links are stored in a *hierarchical* or *multilevel* set of folders, very much like the storage folders in your PC.

The **SAP menu** folder is the *root folder*, and the *Level 1* folders define the broad functional areas of SAP.



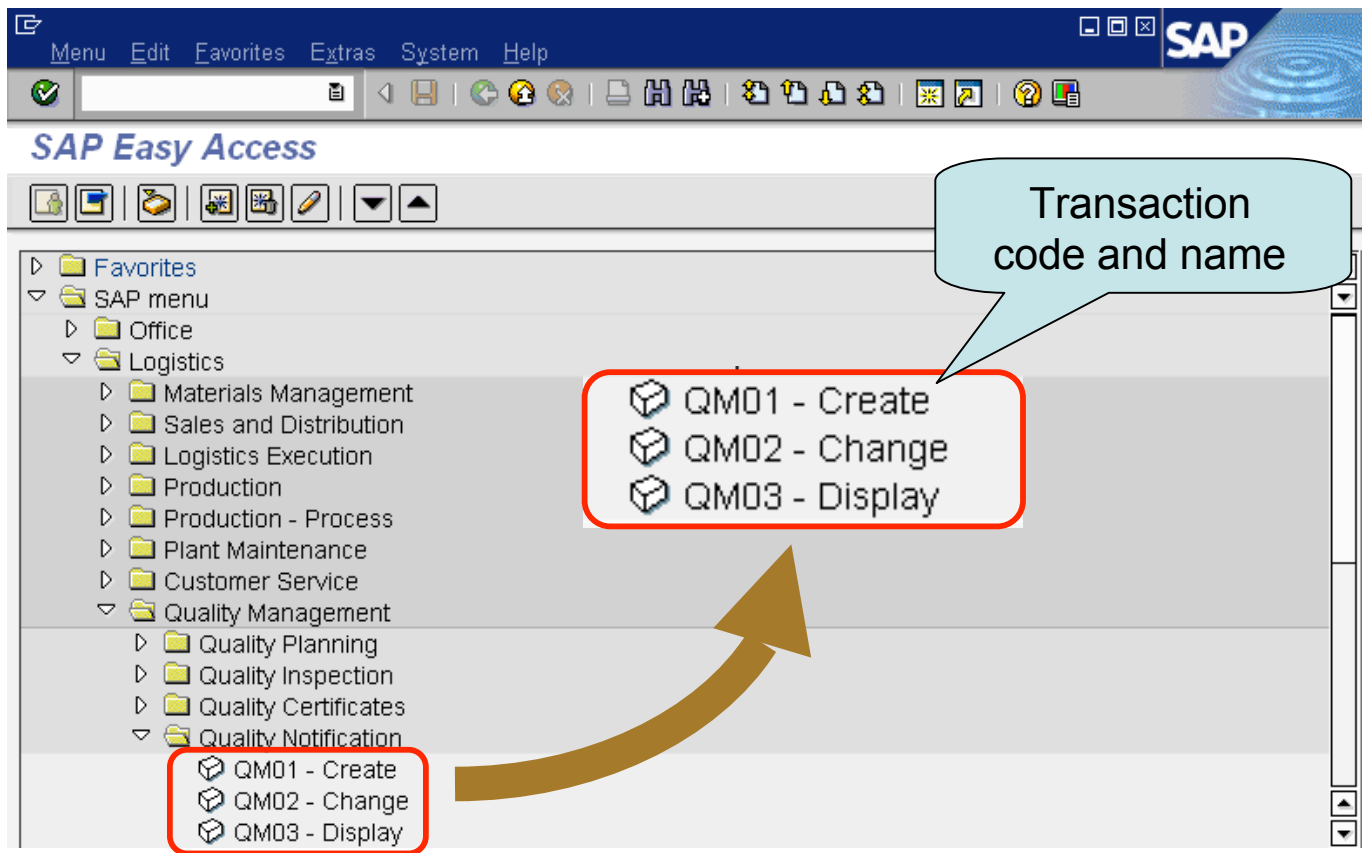
Structure of the SAP Menu Folders

The *higher-order folders* in this hierarchy represent narrower, more specific functional areas.



Structure of the SAP Menu Folders

The links themselves are generally found within these higher-order folders.



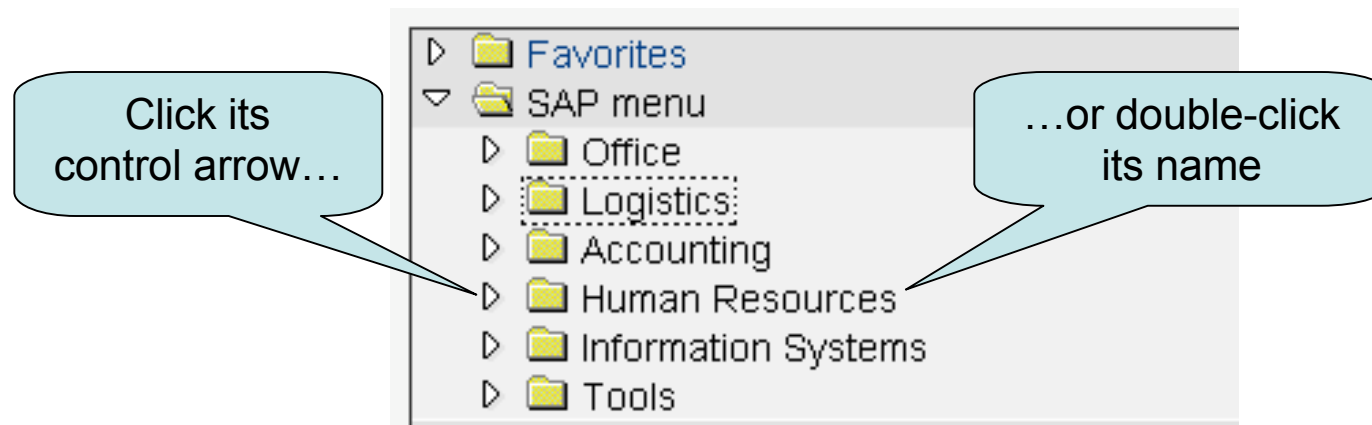
Menu Paths

You can navigate to the initial screen of a transaction by following a **menu path** to its link and double-clicking it.

Menu paths take the general format:

- Level 1 folder > Level 2 folder > Level 3 folder > Level 4 folder etc. > **Transaction link**

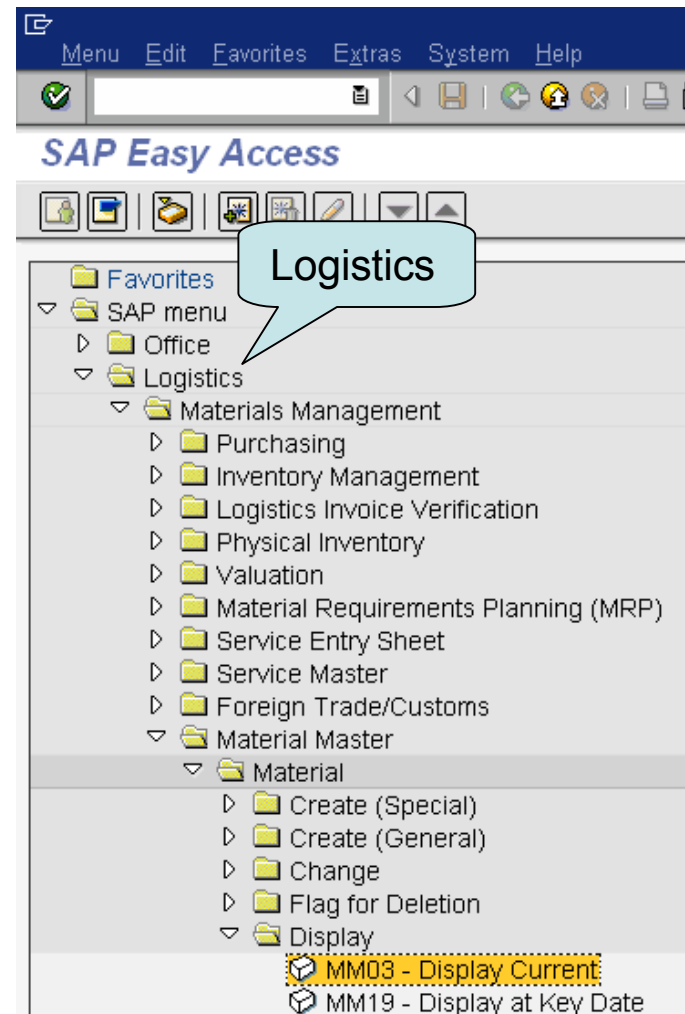
To open each successive folder in a menu path:



Menu Paths

For example, the menu path to the *MM03* transaction* is:

Logistics >

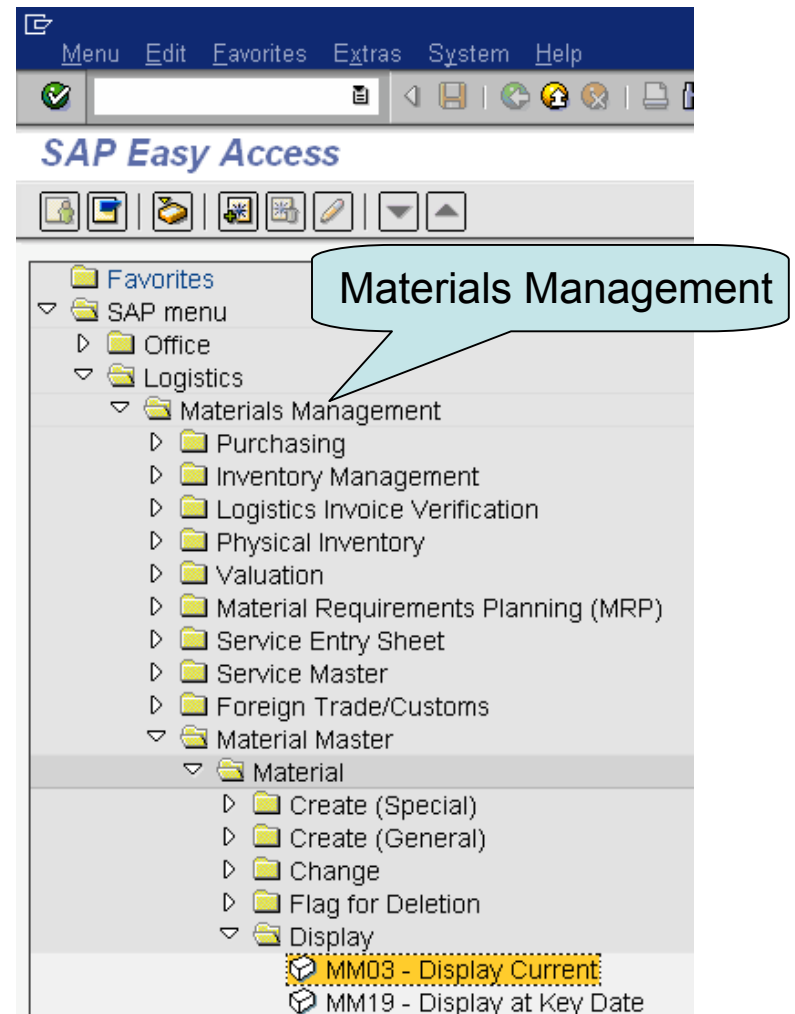


*Display the master record of a material.

Menu Paths

For example, the menu path to the *MM03 transaction* is:

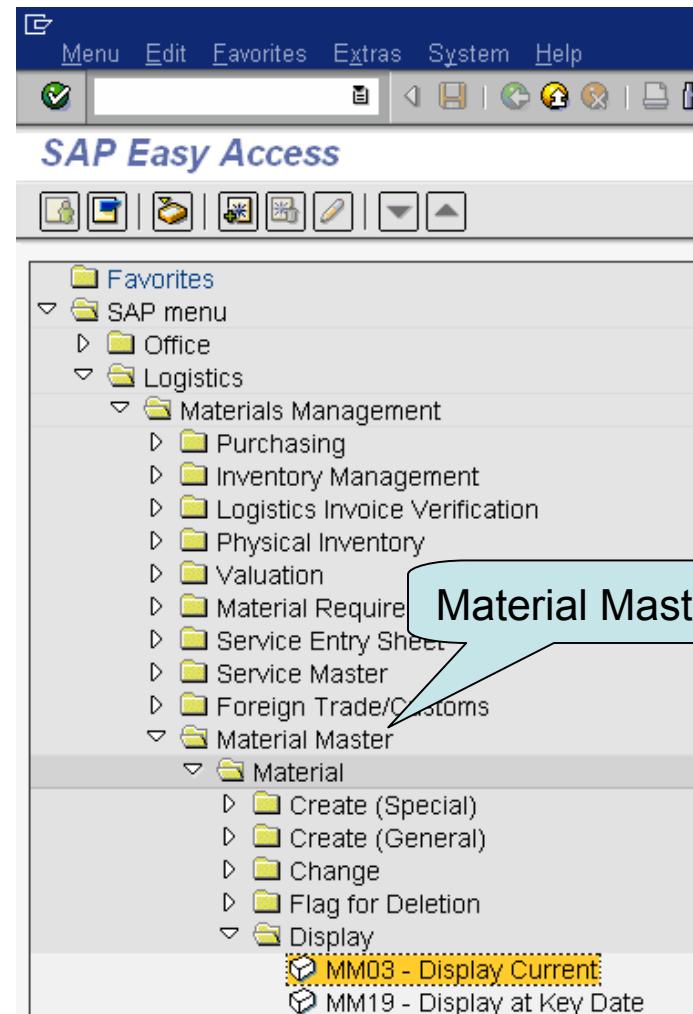
Logistics >
Materials Management >



Menu Paths

For example, the menu path to the *MM03 transaction* is:

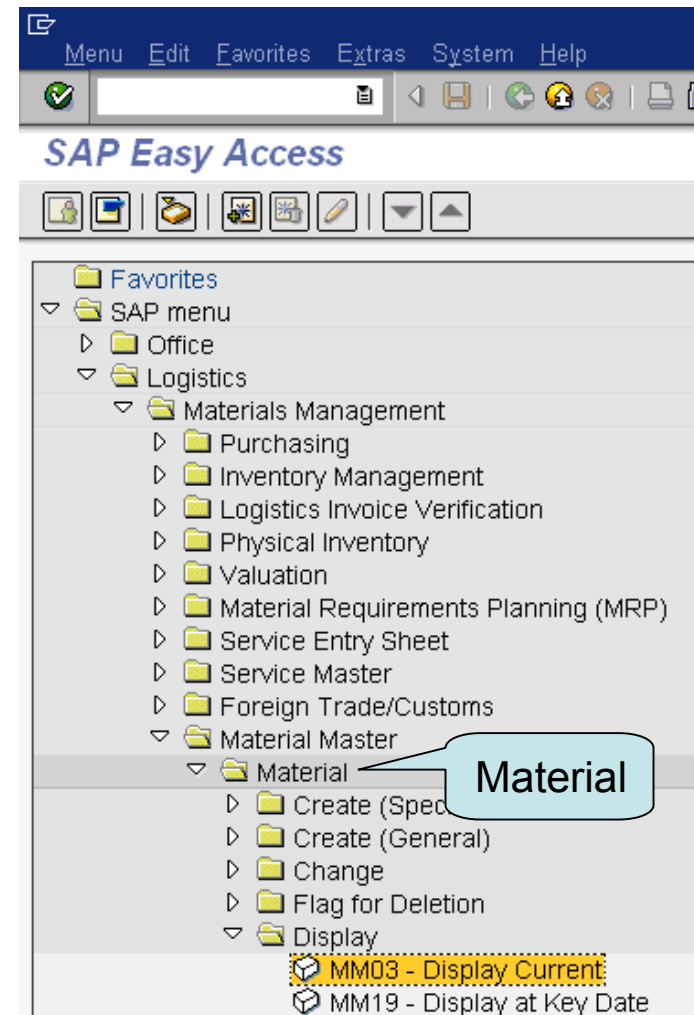
- Logistics >
- Materials Management >
- Material Master >



Menu Paths

For example, the menu path to the *MM03 transaction* is:

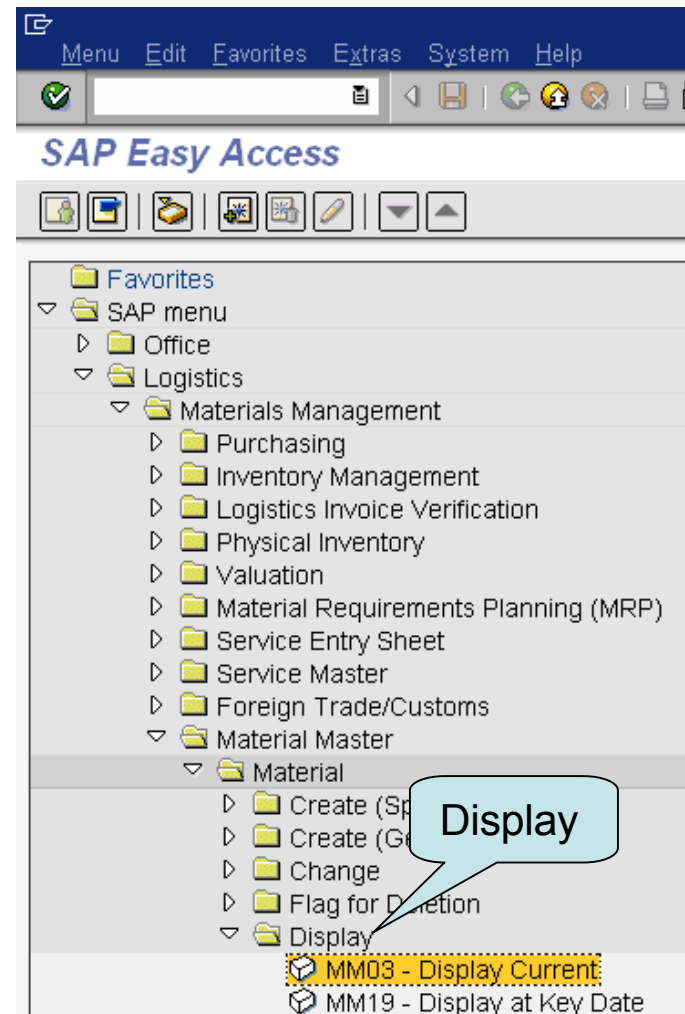
Logistics >
Materials Management >
Material Master >
Material



Menu Paths

For example, the menu path to the *MM03 transaction* is:

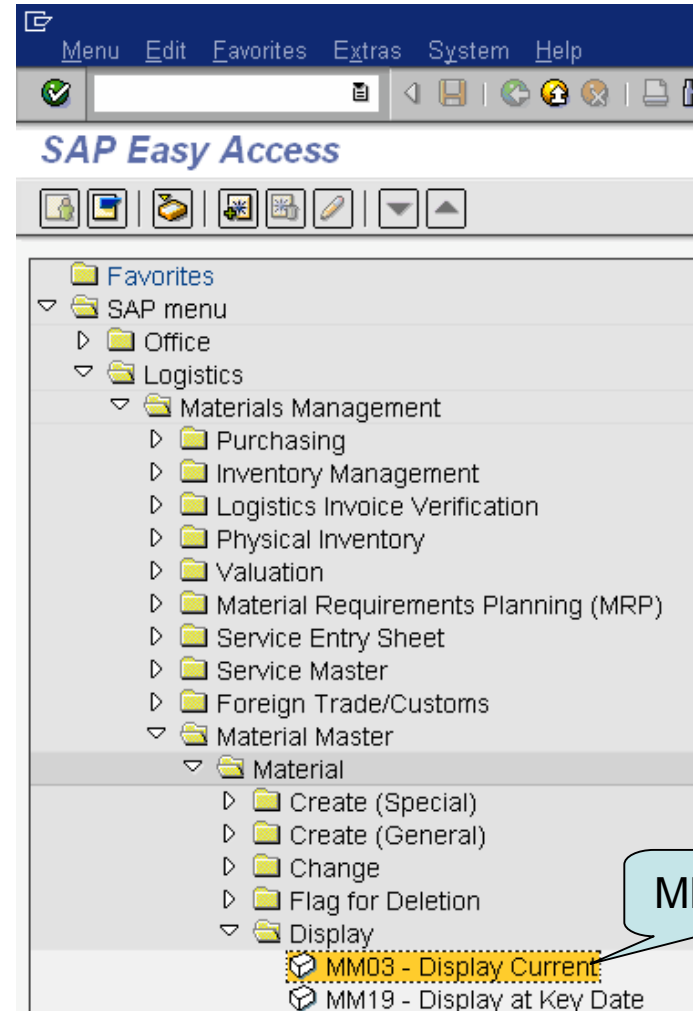
- Logistics >
- Materials Management >
- Material Master >
- Material >
- Display >



Menu Paths

For example, the menu path to the *MM03 transaction* is:

- Logistics >
- Materials Management >
- Material Master >
- Material >
- Display >
- MM03 – Display Current**

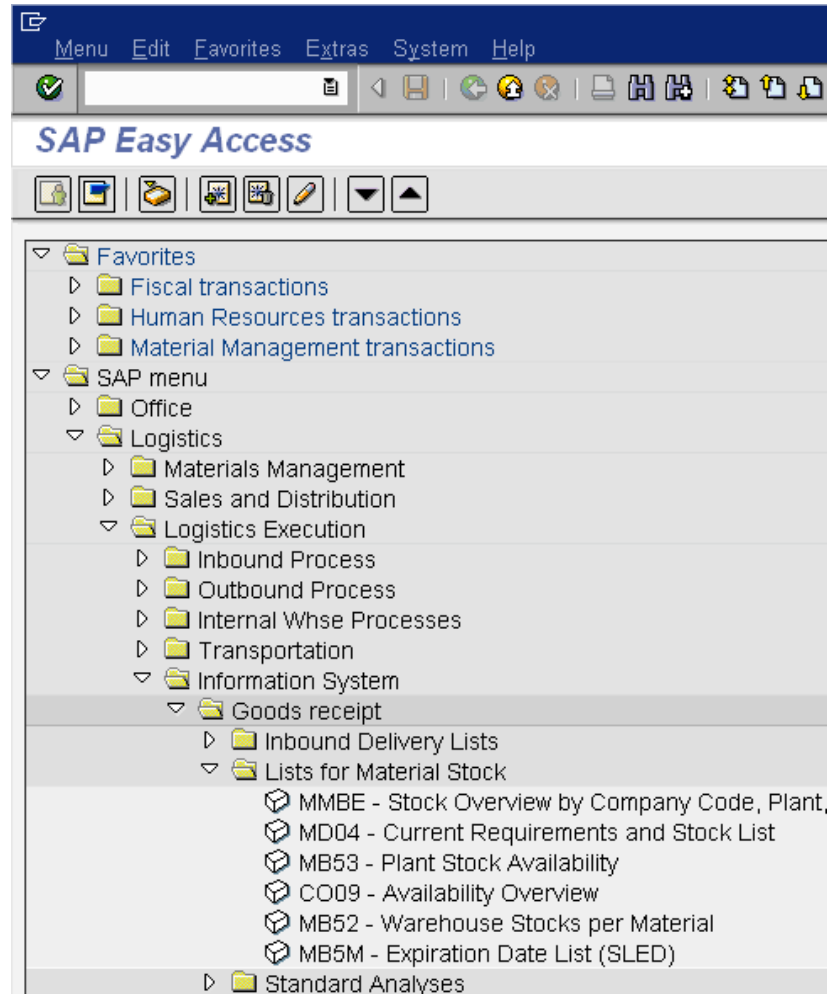


Why Use Menu Paths?

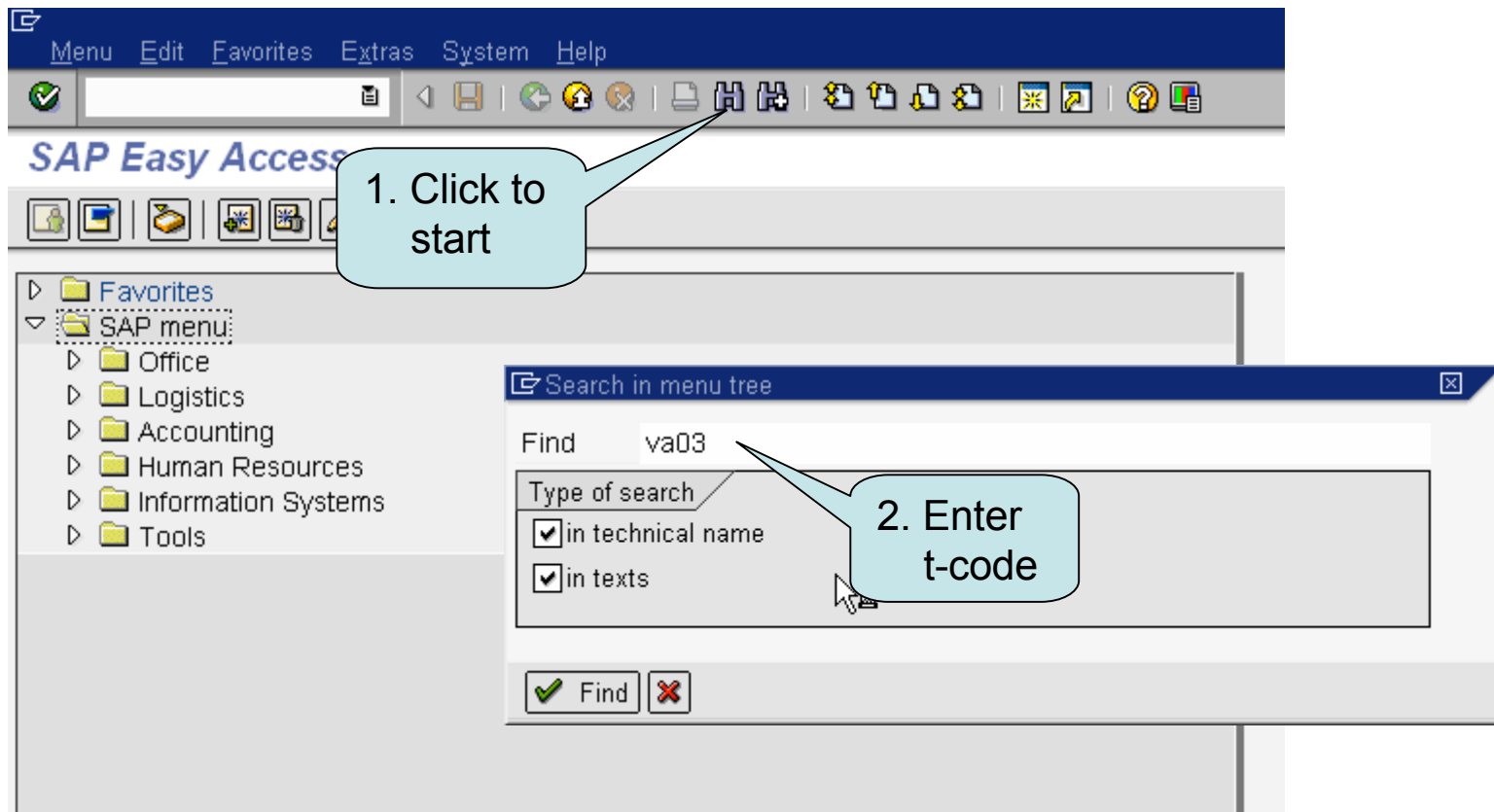
Menu paths are the slowest way to navigate to the initial screen of a transaction.

So why use them?

Answer: They get you “in the neighborhood” of other similar transactions that you might use.



Searching For Menu Paths by T-code



Searching For Menu Paths by T-code

The screenshot shows the SAP Easy Access menu interface. The menu structure is as follows:

- Menu
- Office
- Logistics
 - Materials Management
 - Sales and Distribution
 - Logistics Execution
 - Production
 - Production - Process
 - Plant Maintenance
 - Customer Service
 - Management of Technical Objects
 - Service Processing
 - Notification
 - Order
 - Service Order
 - Customer Repair
 - VA01 - Create
 - VA02 - Change
 - VA03 - Display
 - VRRE - Returns Delivery
 - Shipping
 - V.26 - Documents by Status
 - Document Evaluations

Callouts in the image provide the following instructions:

- 5. Menu > Refresh to close all folders**: Points to the 'Menu' button in the top navigation bar.
- 4. Click to find the next occurrence**: Points to the 'Next Occurrence' button in the top navigation bar.
- 3. First occurrence of the t-code**: Points to the 'VA03 - Display' menu item.

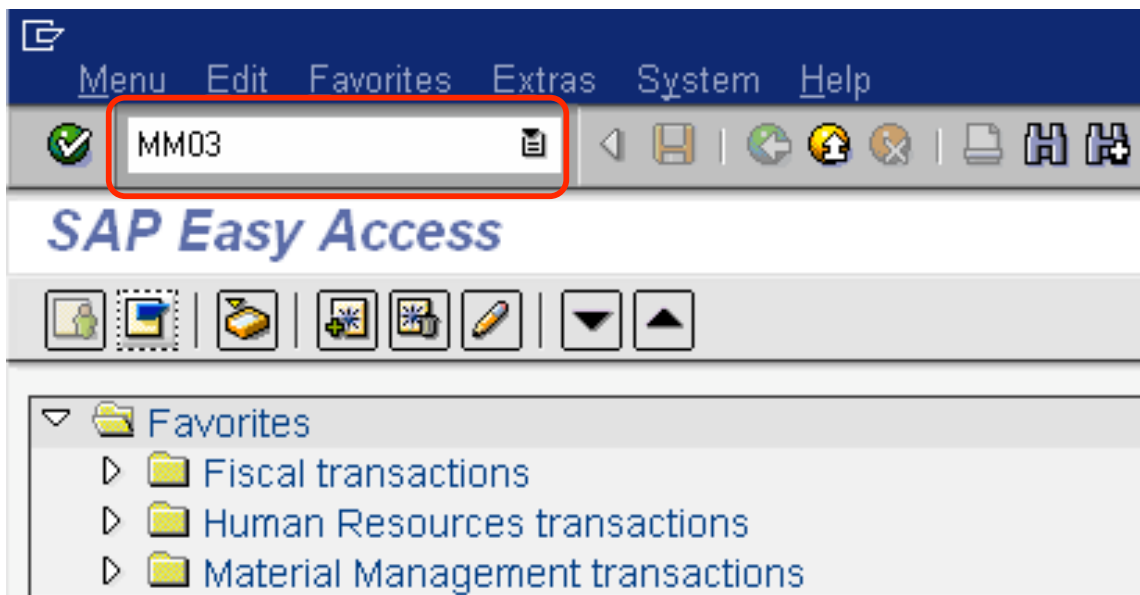


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Topic 2
Transaction Codes

Navigating via Transaction Codes

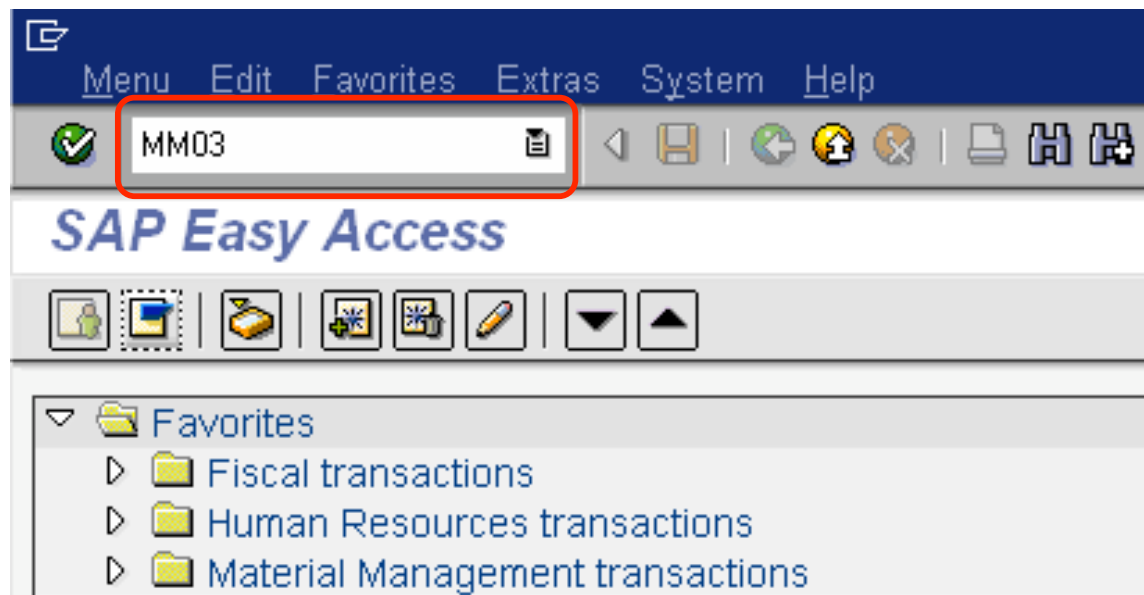
Every transaction has its own **transaction code** or *t-code*. You can navigate to the initial screen of any transaction by entering its t-code in the **command** field.



Tips and Tricks

But there are three things about this method to remember.

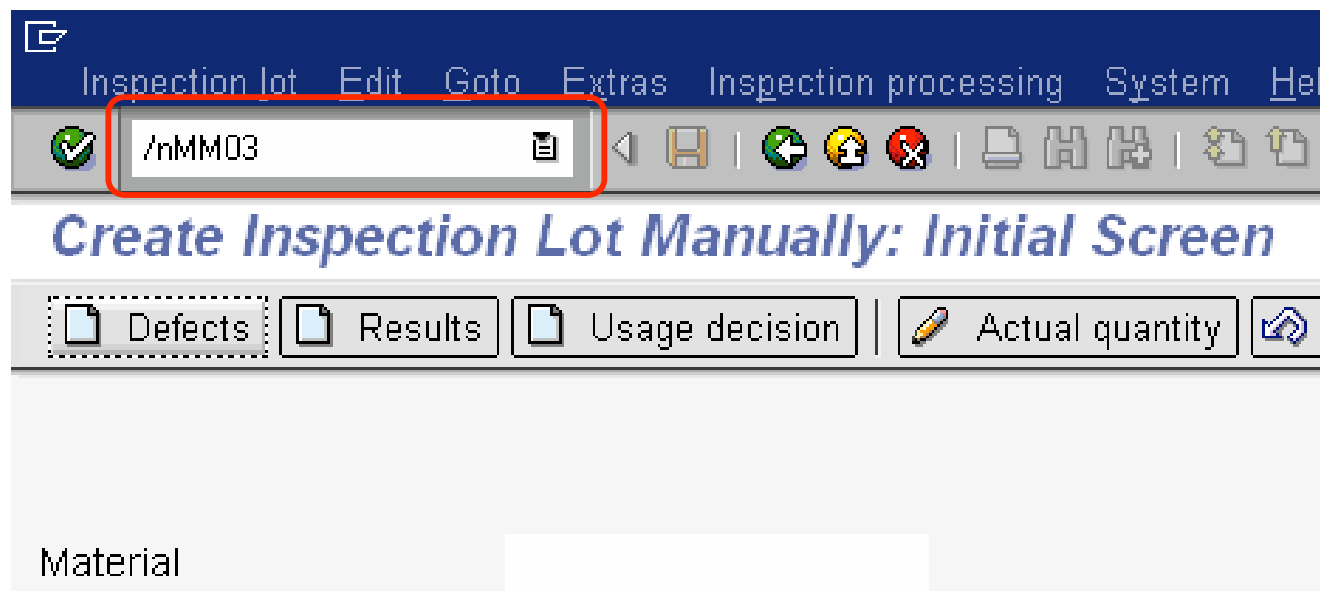
First, you need enter only a “raw” t-code in the **command** field of the **SAP Easy Access** screen, but...



Tips and Tricks

...you must attach the prefix */n* or */o* to a t-code when you enter it in the **command** field of any other screen:

- */n* displays the initial screen in the *same* session window
- */o* displays the initial screen in a *new* session window

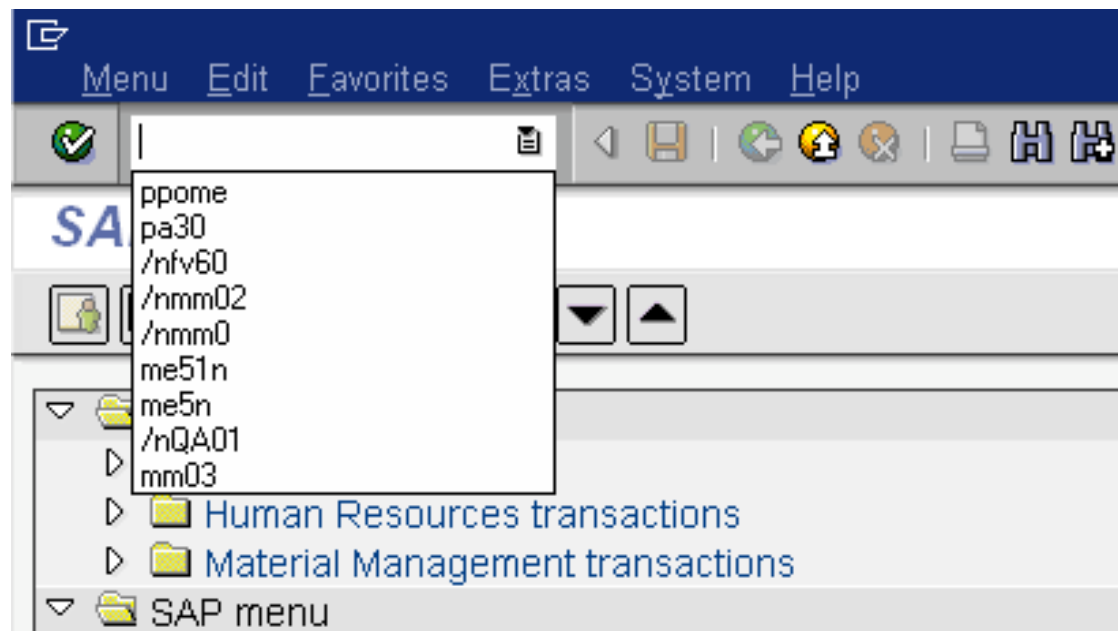


Tips and Tricks

Second, the system remembers recently entered t-codes.

Click the **list** icon in the **command** field to display them, and scroll down and click one to enter it.

Again, follow the rule about “raw” vs prefixed t-codes.



Tips and Tricks

Third, you can find transaction codes in many places:

- Every job aid and quick reference guide for a transaction displays its t-code prominently on the first page

myCompany SAP Job Aid
Create a Job (PP03)

Process

Organizational objects with all their attendant relationships and parameters can be created with the *Actions (PP03)* transaction. This job aid describes the creation of a job with this transaction.

Menu Path

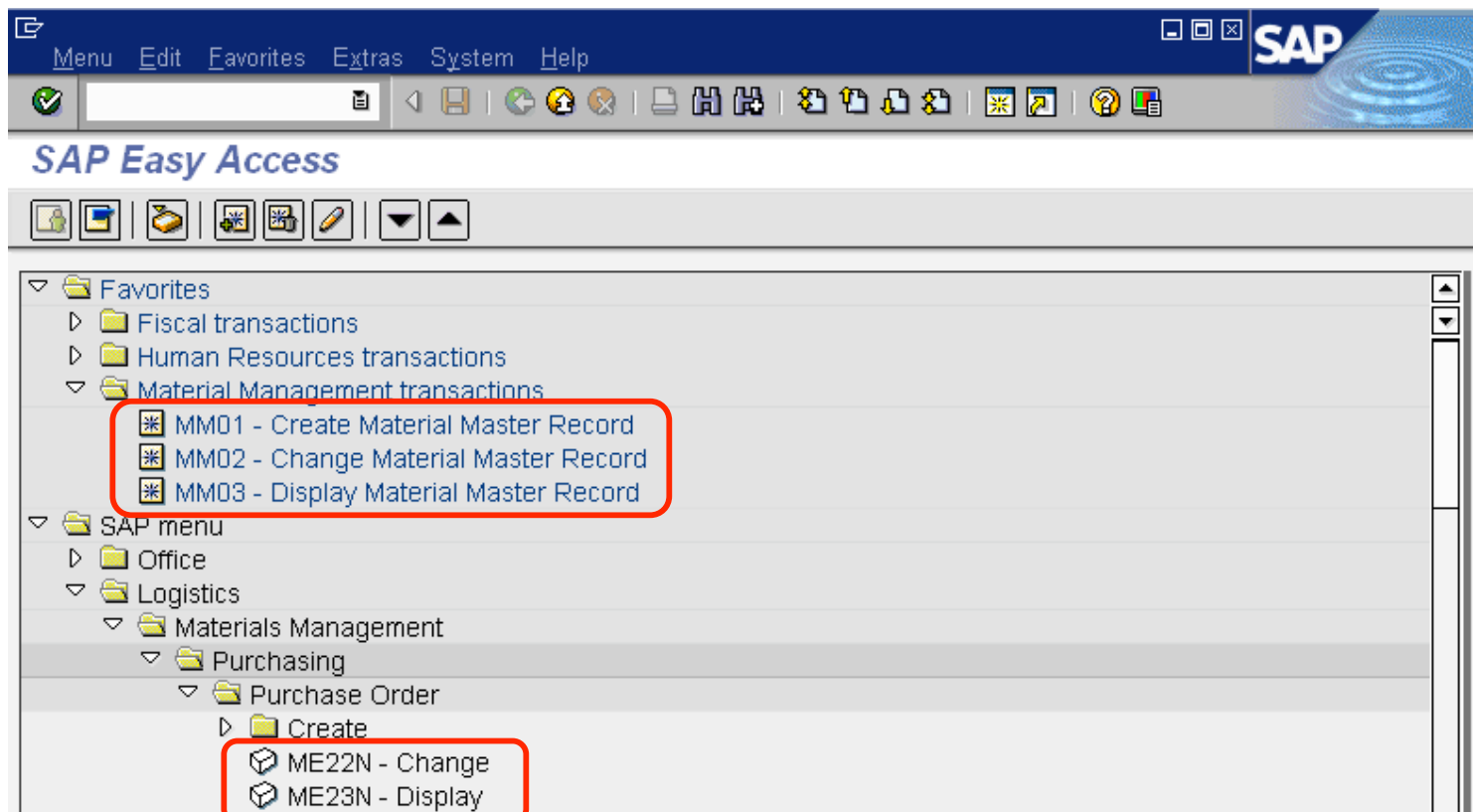
Human Resources > Organizational Management > Tools > Object > **PP03 - Actions**

Screen	Follow these steps
SAP Easy Access	Enter the transaction code or follow the menu path.
Maintain Plan Data: Execute Actions	Enter <i>C</i> (for <i>Job</i>) in the Object type field (A). Do <i>not</i> enter any code in the Object ID field (B); if the field is populated with a code (it often displays the code of the last object that was worked with this screen), delete that code.

Tips and Tricks

Third, you can find transaction codes in many places:

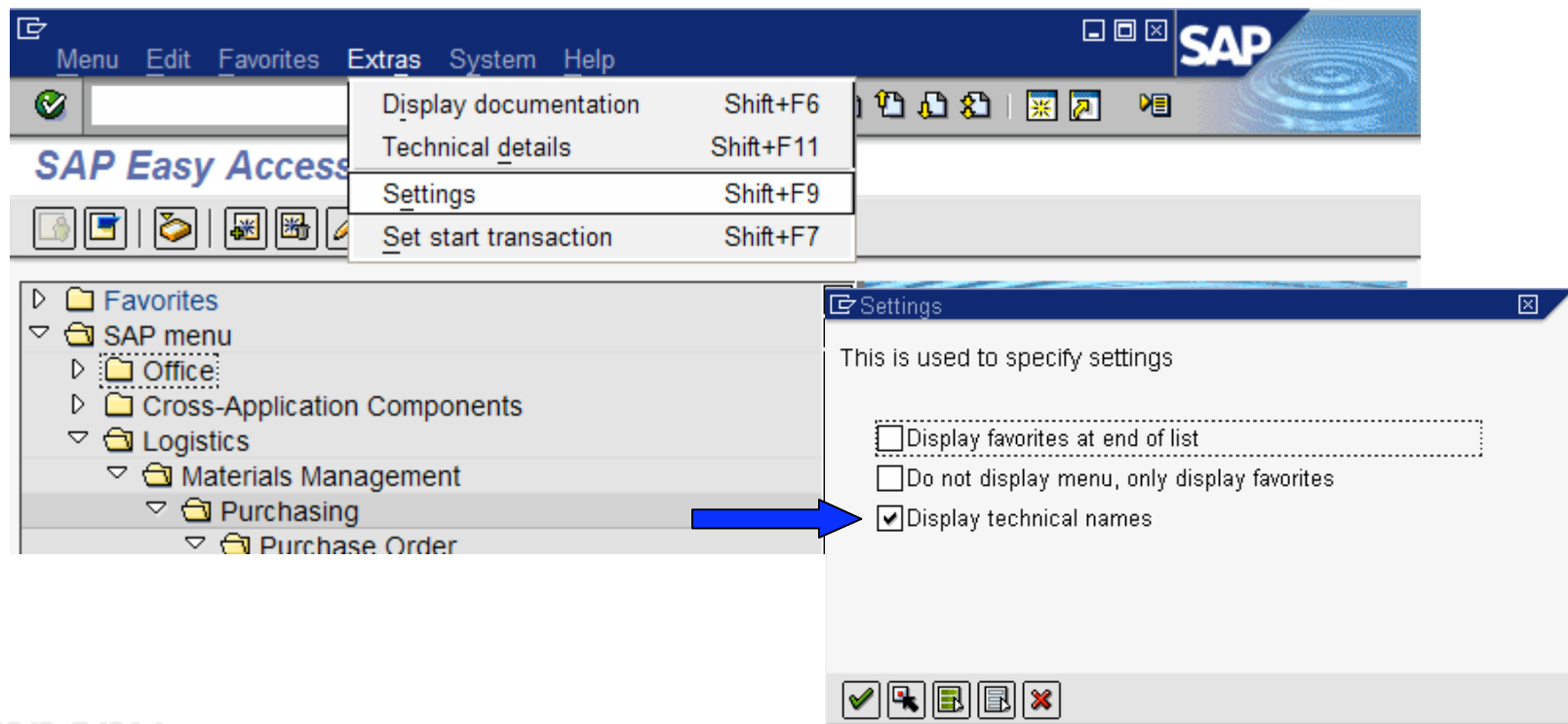
- In the links of the **SAP menu** (and **Favorites**) folders



Tips and Tricks

The t-code doesn't appear in the transaction links?

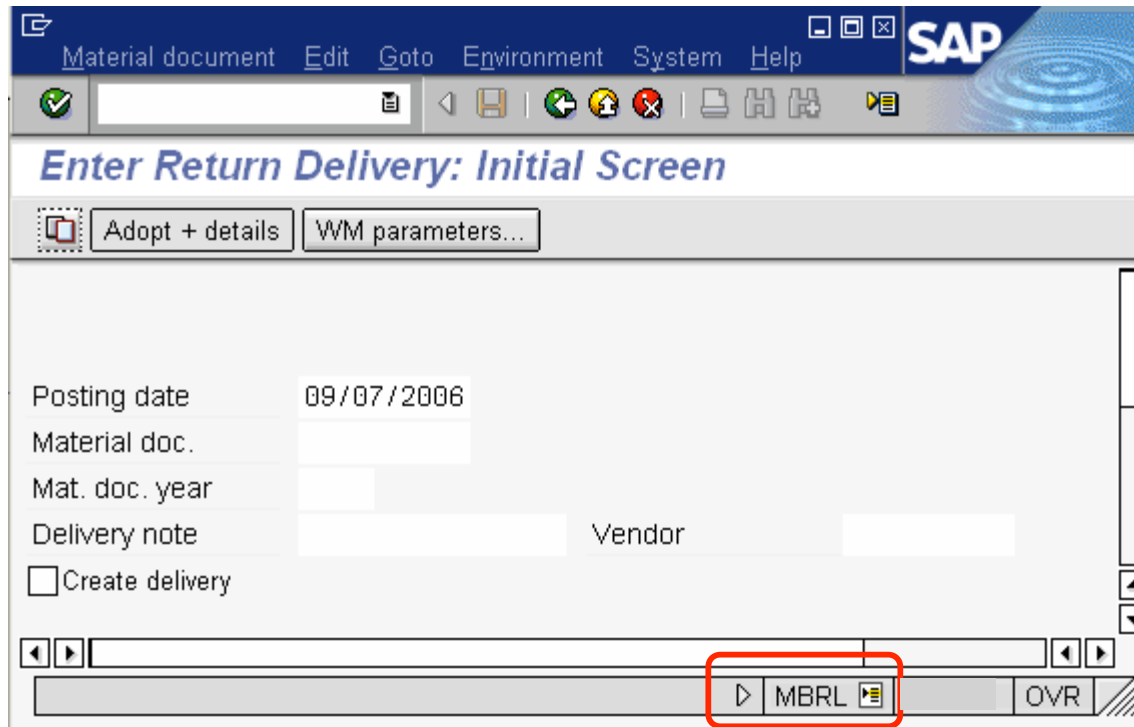
- Follow the menu path **Extras > Settings**
- Select the *Display technical names* option



Tips and Tricks

Third, you can find transaction codes in many places:

- In the status bar

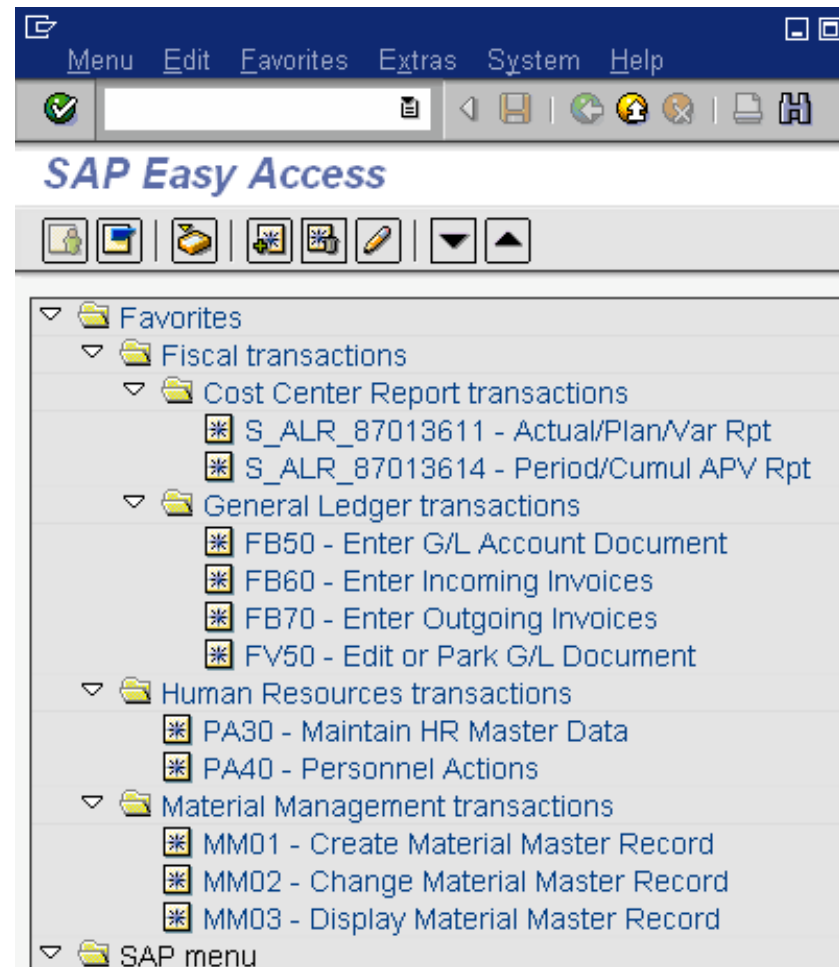


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Topic 3
Favorites

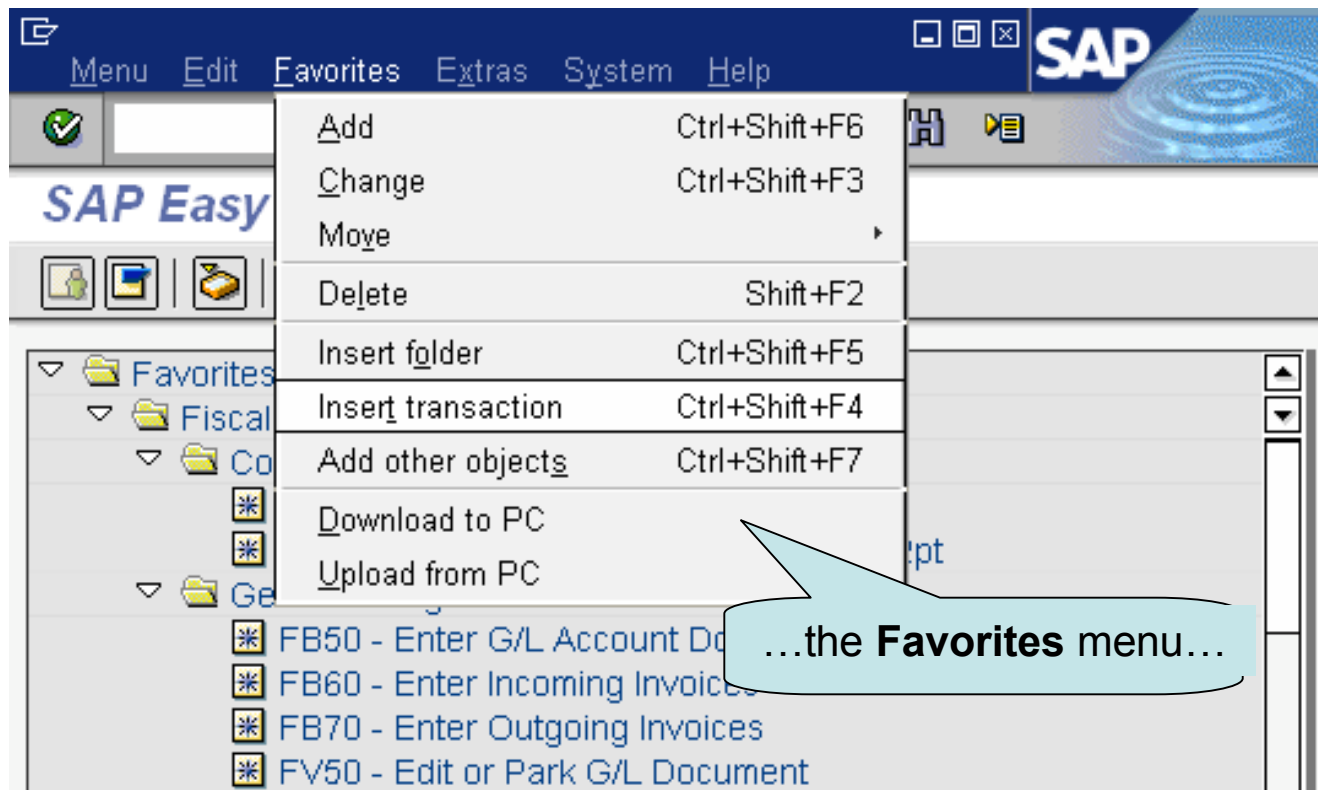
Navigating via Favorites

You can create customized folders and links for your *favorite* transactions and store them in the **Favorites** folder.



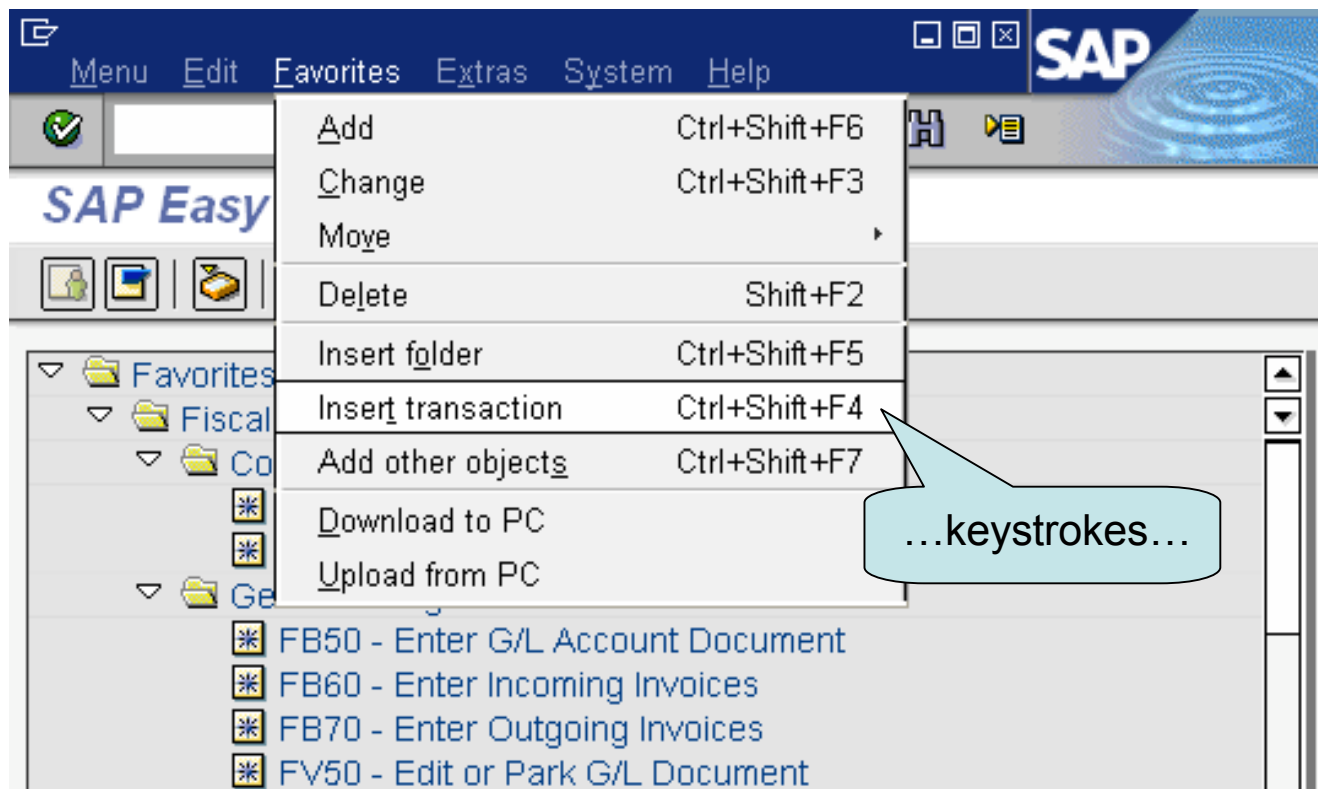
Working with Favorites

The system provides *four* different ways to work with favorites, including...



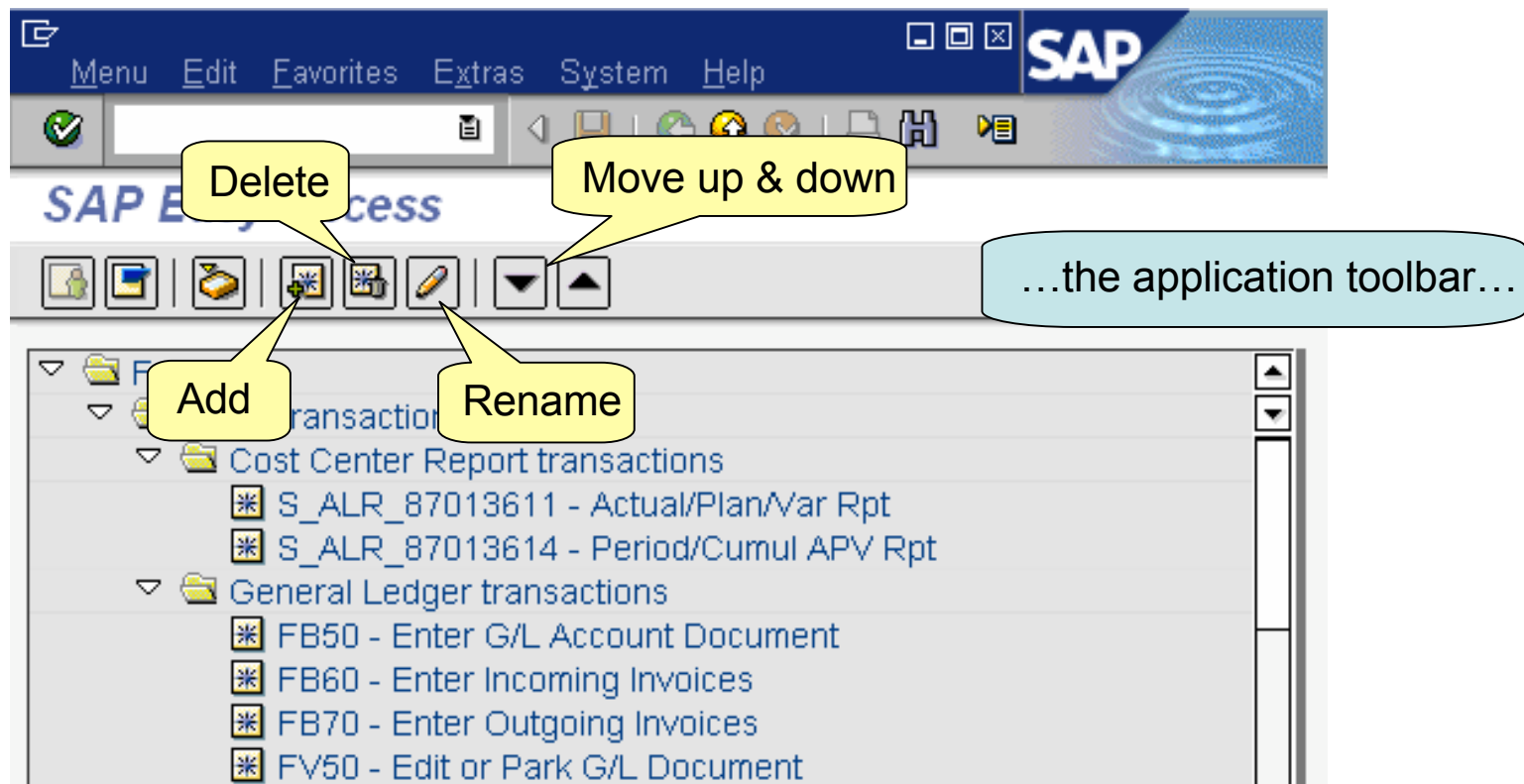
Working with Favorites

The system provides *four* different ways to work with favorites, including...



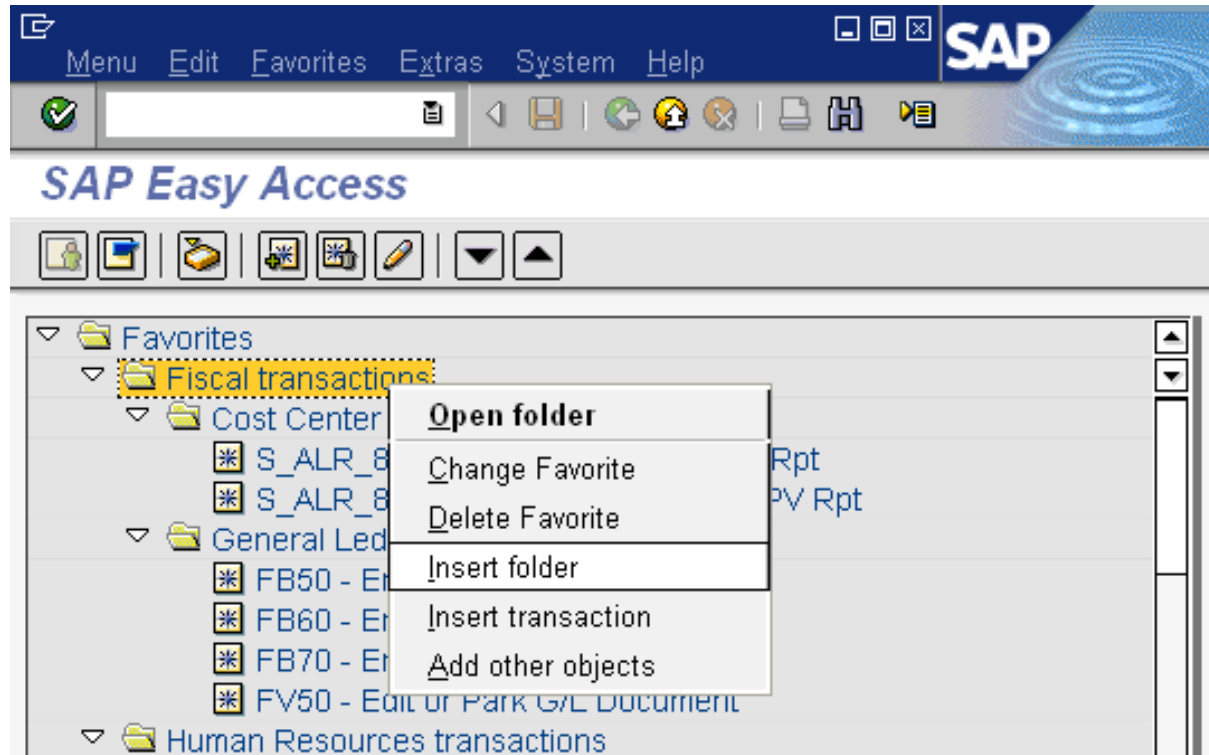
Working with Favorites

The system provides *four* different ways to work with favorites, including...



Working with Favorites

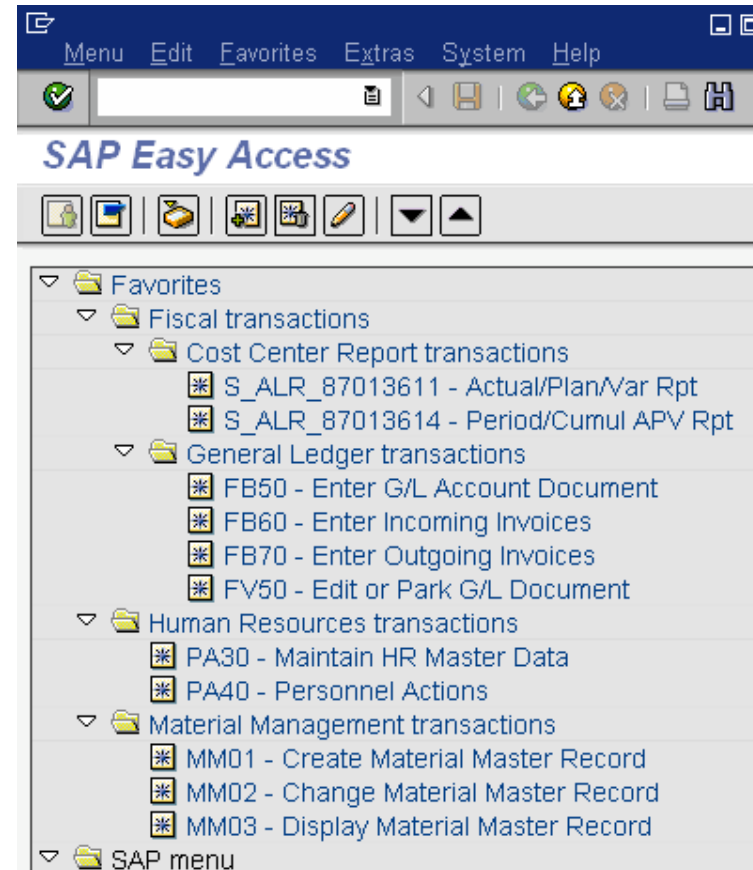
...and our personal favorite method, the **shortcut menus**, which appear when you right-click on a favorites object.



Advantages of the Favorites

There are two big advantages to using favorites rather than the **SAP menu folders** and transaction codes:

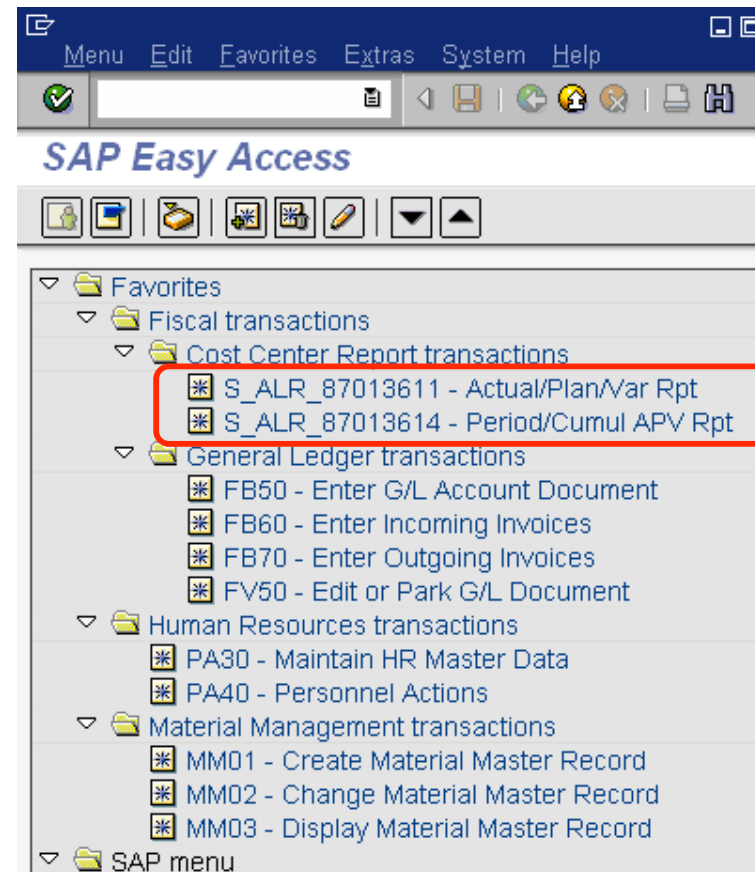
- *First*, the menu paths to your favorite links are shorter, just one or two clicks away – *if* you create a simple folder structure



Advantages of the Favorites

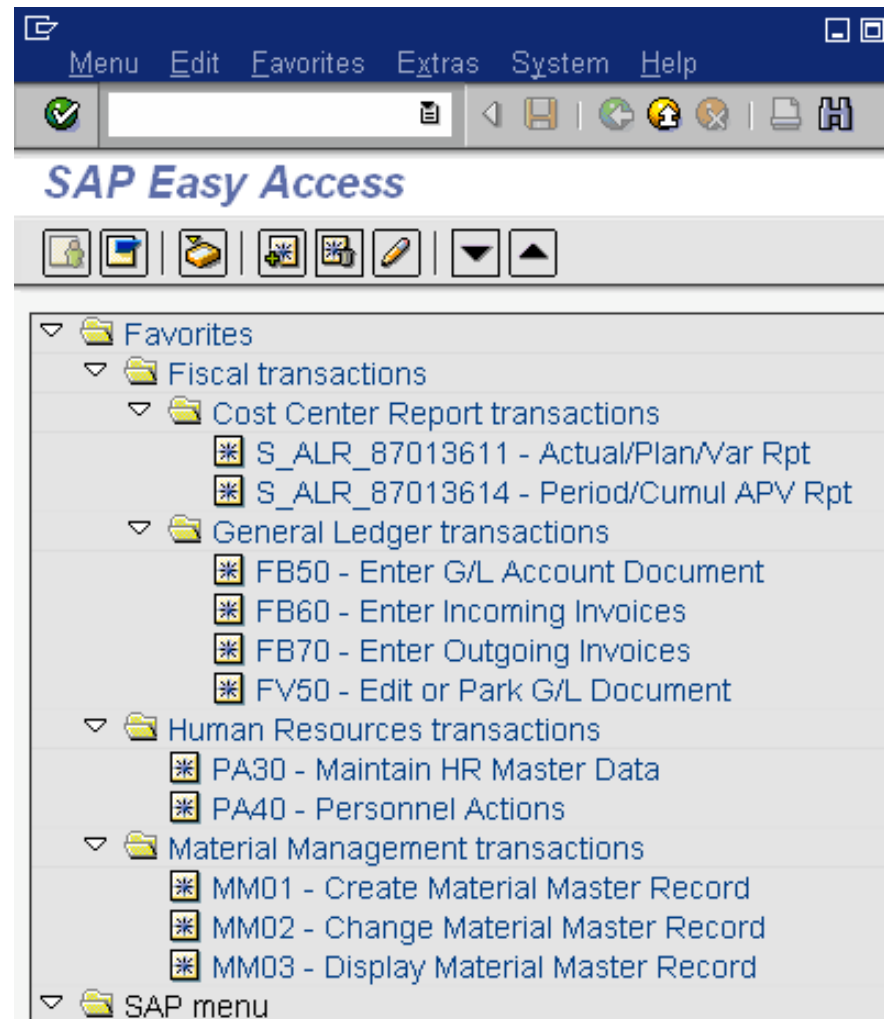
There are two big advantages to using favorites rather than the **SAP menu folders** and transaction codes:

- *Second*, you don't have to type t-codes -- a *big plus* with some reporting transactions



Help with Favorites

You can find instructions about creating and using favorites in the job aid, *Working with Favorites*.



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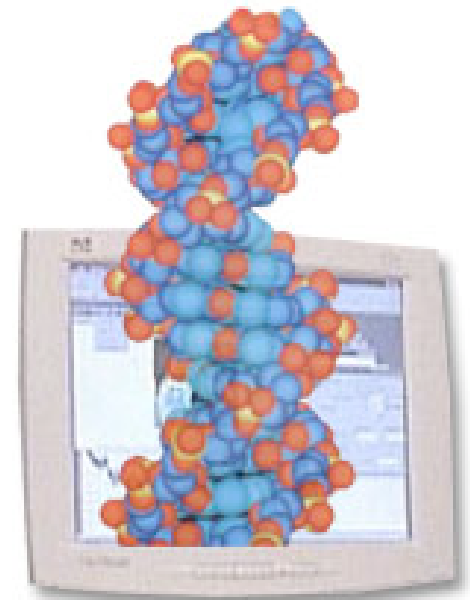
Topic 4
Object Menus

Navigating with Object Menus

Scenario: You navigated to the initial screen of the *MM01* transaction, which creates material master records, but then realized you meant to go to the initial screen of the *MM03* transaction, which *displays* such records.

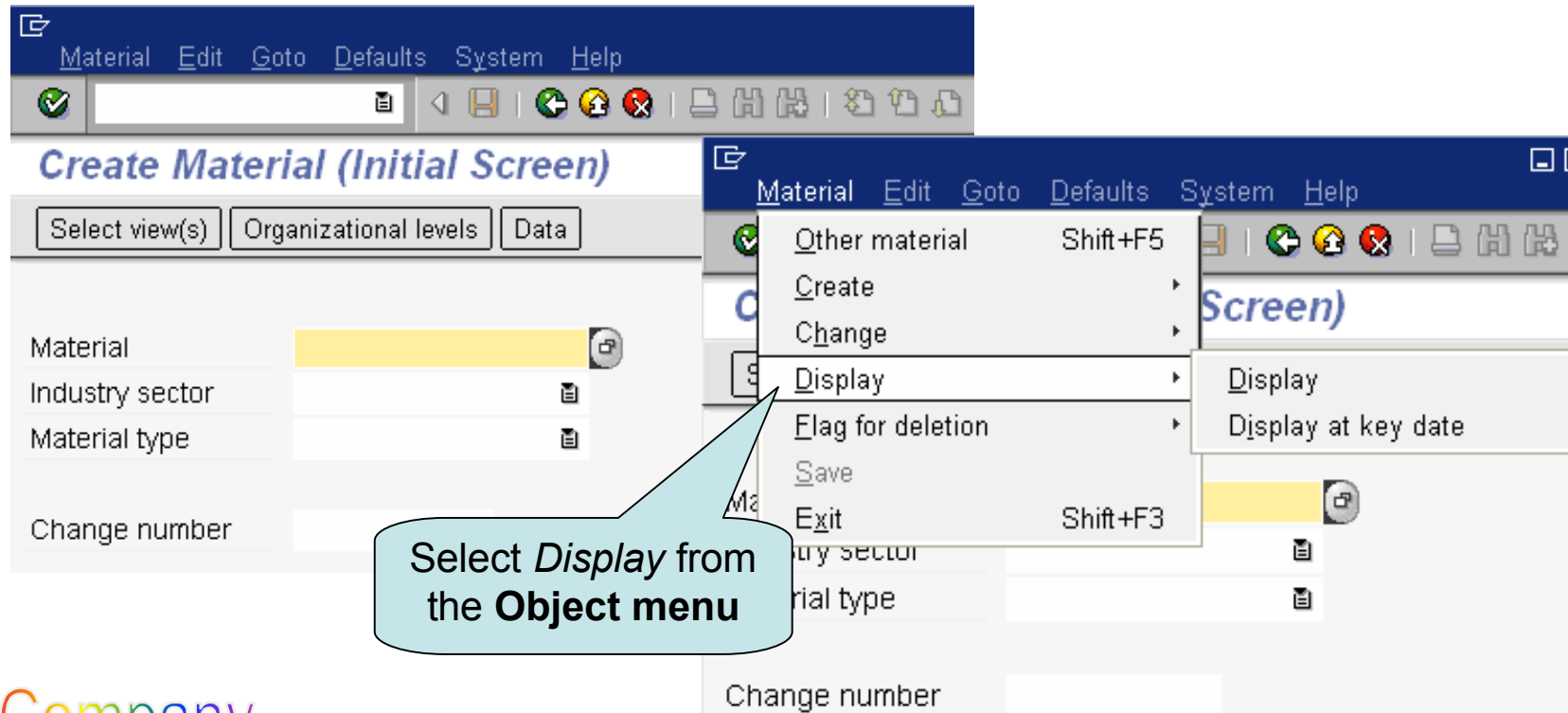
What do you do?

- Enter */nMM03* in the **command** field, or
- Click the **Back** button to return to the **SAP Easy Access** screen, and there click the link to the *MM03* transaction or
- Use the **object menu**



Object Menu

The **object menu** is typically the first in the menu bar. It bears the name of the object and contains commands for jumping to the initial screens of related transactions.



Object Menu

Some screens have buttons for these same commands in the app toolbars.

