

Menu Paths and Transaction Codes

from the book

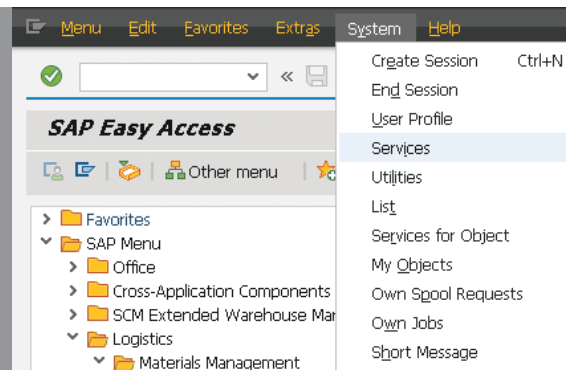
Using SAP®

An Introduction for Beginners and Business Users

by Olaf Schulz



“Learn how to work in
the world of SAP!”



Menu Paths and Transaction Codes

General

Batch Input System, Transaction SM35

Maintain User-Specific Data, Transaction SU3

Business Workplace, Transaction SBWP

Define Job, Transaction SM36

QuickViewer, Transaction SQVI SAPMS38R

Role Assignment, Transaction SU01

SAP Query: User Group Maintenance, Transaction SQ03

SAP Query: Maintain InfoSet, Transaction SQ02

SAP Query: Maintain Queries, Transaction SQ01

Materials Management

Request for Quotation, Transactions ME41, ME42, ME43: **Logistics • Materials Management • Purchasing • Request for Quotation/Quotation • Request for Quotation • Create/Change/Display**

Maintain Quotation, Transaction ME47: **Logistics • Materials Management • Purchasing • Request for Quotation/Quotation • Quotation • Maintain**

Display Quotation, Transaction ME48: **Logistics • Materials Management • Purchasing • Request for Quotation/Quotation • Quotation • Display**

Stock Overview, Transaction MMBE: **Logistics • Materials Management • Inventory Management • Environment • Stock • Stock Overview**

Add Incoming Invoice, Transaction MIRO: **Logistics • Materials Management • Logistics Invoice Verification • Document Entry • Add Incoming Invoice**

Purchasing Info Record, Transactions ME11, ME12, ME13: **Logistics • Materials Management • Purchasing • Master Data • Purchasing Info Record • Create/ Change/Display**

Enjoy Purchase Requisition, Transactions ME51N, ME52N, ME53N: **Logistics • Materials Management • Purchasing • Purchase Requisition • Create/ Change/Display**

Enjoy Purchase Order, Transactions ME21N, ME22N, ME23N: **Logistics • Materials Management • Purchasing • Purchase Order • Create • Vendor/ Supplying Plant Known**

Extendable Materials, Transaction MM50: **Logistics • Materials Management • Material Master • Others • Extendable Materials**

Info Library: **Logistics • Logistics Controlling • Logistics Information System • Information Library**

Enter Storage Locations, Transaction MMSC: **Logistics • Materials Management • Material Master • Others • Enter Storage Locations**

Vendor Master Record, Transactions XK01, XK02, XK03: **Logistics • Materials Management • Purchasing • Master Data • Vendor • Create/Change/Display**

Delete Single Purchasing Info Record, Transaction ME15: **Logistics • Materials Management • Purchasing • Master Data • Info Record • Flag for Deletion**

Delete Multiple Purchasing Info Records: **Logistics • Materials Management • Purchasing • Master Data • Info Record • Subsequent Functions • Deletion Proposals**

Mass Maintenance, Transaction MASS: **Logistics • Central Functions • Mass Maintenance • Mass Maintenance**

Material Master Record, Transactions MM01, MM02, MM03: Logistics • Materials Management • Master Data • Material Master • Create/Change/Display

Output Message—Request for Quotation/Quotation, Transaction ME9A: Logistics • Materials Management • Purchasing • Request for Quotation/Quotation • Request for Quotation • Messages • Output Messages

Output Message—Purchase Order, Transaction ME9F: Logistics • Materials Management • Purchasing • Purchase Order • Messages • Output Messages

Price Comparison List, Transaction ME49: Logistics • Materials Management • Purchasing • Request for Quotation/Quotation • Quotation • Price Comparison List

Goods Movement, Transaction MIGO: Logistics • Materials Management • Inventory Management • Goods Movement • Goods Receipt for Purchase Order • Purchase Order Number Known

Sales and Distribution

Change Quotation, Transaction VA21: Sales and Distribution • Sales • Quotation • Change

Create Quotation, Transaction VA21: Sales and Distribution • Sales • Quotation • Create

Display Quotation, Transaction VA21: Sales and Distribution • Sales • Quotation • Display

Outbound Delivery Monitor, Transaction VLO6O: Sales and Distribution • Shipping • Delivery • Lists and Logs • Outbound Delivery Monitor

Stock Overview, Transaction MMBE: Materials Management • Inventory Management • Environment • Stock • Stock Overview

Change Customer, Transaction VDO2: Sales and Distribution • Master Data • Business Partner • Customer • Change (Sales and Distribution)

Create Customer, Transaction VDO1: Sales and Distribution • Master Data • Business Partner • Customer • Create (Sales and Distribution)

Display Customer, Transaction VDO3: Sales and Distribution • Master Data • Business Partner • Customer • Display (Sales and Distribution)

Change Invoice, Transaction VFO2: Sales and Distribution • Invoicing • Invoice • Change

Create Invoice, Transaction VFO1: Sales and Distribution • Invoicing • Invoice • Create

Display Invoice, Transaction VFO3: Sales and Distribution • Invoicing • Invoice • Display

Output Invoice, Transaction VF31: Sales and Distribution • Invoicing • Messages • Output Invoice

Billing Due List, Transaction VFO4: Sales and Distribution • Invoicing • Invoice • Process Billing Due List

Condition Record: Change Pricing, Transaction VK12: Sales and Distribution • Master Data • Conditions • Selection Using Condition Type • Change

Condition Record: Create Pricing, Transaction VK11: Sales and Distribution • Master Data • Conditions • Selection Using Condition Type • Create

Condition Record: Display Pricing, Transaction VK13: Sales and Distribution • Master Data • Conditions • Selection Using Condition Type • Display

Change Sales Order, Transaction VA02: Sales and Distribution • Sales • Order • Change

Create Sales Order, Transaction VA01: Sales and Distribution • Sales • Order • Create

Display Sales Order, Transaction VA03: Sales and Distribution • Sales • Order • Display

Change Delivery, Transaction VLO2N: Shipping • Delivery • Change

Create Delivery, Transaction VLO1N: Sales and Distribution • Shipping • Delivery • Create • Individual Document

Display Delivery, Transaction VLO3N: Shipping • Delivery • Display

List of Quotations, Transaction VA25: Sales and Distribution • Sales • Information System • Quotations • List of Quotations

List of Orders, Transaction VA05: Sales and Distribution • Sales • Information System • Orders • List of Orders

List of Invoices, Transaction VFO5: Sales and Distribution • Invoicing • Information System • Invoices • List of Invoices

Change Material, Transaction MM02: Sales and Distribution • Master Data • Products • Other Material • Change

Create Material, Transaction MM01: Sales and Distribution • Master Data • Products • Other Material • Create

Display Material, Transaction MM03: Sales and Distribution • Master Data • Products • Other Material • Display

Financial Accounting

Due Date Analysis for OI, Transaction S_ALR_87012078: Accounting • Financial Accounting • Vendors • Information System • Reports on Accounts Payable Accounting • Open Items for Vendors • Due Date Analysis for OI

Recurring Entries, Transaction F.14: Accounting • Financial Accounting • General Ledger (or Customers/or Vendors) • Periodic Processing • Recurring Entries • Execute

Create/Change/Display Customer, Transaction FDO1/FD02 /FD03: Accounting • Financial Accounting • Customers • Master Data • Create/Change/Display

Block Customer, Transaction FDO5: Accounting • Financial Accounting • Customers • Master Data • Block/Unblock

Create/Change/Display Customer Centrally, Transaction XD01/XD02/XD03: Accounting • Financial Accounting • Customers • Master Data • Central Maintenance • Create/Change/Display

Block Customer Centrally, Transaction XD05: Accounting • Financial Accounting • Customers • Master Data • Central Maintenance • Block/Unblock

Customer Line Item List, Transaction FBL5N: Accounting • Financial Accounting • Customers • Account • Items • Display/Change

Clear Customer Account, Transaction F-32: Accounting • Financial Accounting • Customers • Account • Clear

Customer Credit Memo: Single-Screen Transaction, Transaction FB75: Accounting • Financial Accounting • Customers • Posting • Credit Memo

Customer Credit memo, Transaction F-27: Accounting • Financial Accounting • Customers • Posting • General Credit Memo

Customer Information System, Transaction F.30: Accounting • Financial Accounting • Customers • Information System • Display Evaluations

Customer Balances, Transaction S_ALR_87012172: Accounting • Financial Accounting • Customers • Information System • Reports on Accounts Receivable Accounting • Customer Balances • Customer Balances in Local Currency

Customer List, Transaction S_ALR_87012179: Accounting • Financial Accounting • Customers • Information System • Reports on Accounts Receivable Accounting • Master Data • Customer List

Add Incoming Invoice, Transaction MIRO: Logistics • Materials Management • Logistics Invoice Verification • Document Entry • Add Incoming Invoice

Customer (Vendor or G/L Account Line Items), Transaction FBL3N: Accounting • Financial Accounting • G/L Account • Account • Display/Change Items

Define Job Update Information System, Transaction F.29: **Accounting • Financial Accounting • Customers • Information System • Tools • Set up • Create Evaluation**

Manage Cash Journal, Transaction FBCJ: **Accounting • Financial Accounting • Banks • Incoming Payments • Cash Journal**

Create/Change/Display Vendor, Transaction FK01/FK02/FK03: **Accounting • Financial Accounting • Vendors • Master Data • Create/Change/Display**

Vendor: Single-Screen Transaction, Transaction FB60: **Accounting • Financial Accounting • Vendors • Posting • Invoice**

Create/Change/Display Vendor Centrally, Transactions XK01, XK02, XK03: **Accounting • Financial Accounting • Vendors • Master Data • Central Maintenance • Create/Change/Display**

Block Vendor Centrally, Transaction XK05: **Accounting • Financial Accounting • Vendors • Master Data • Central Maintenance • Block/Unblock**

Post Vendor Document, Transaction F-43: **Accounting • Financial Accounting • Vendors • Posting • General Invoice**

Vendor Line Item List, Transaction FBLIN: **Accounting • Financial Accounting • Vendors • Account • Display/Change Items**

Vendor Information System, Transaction F.46: **Accounting • Financial Accounting • Vendors • Information System • Evaluations**

Flag for Deletion, Transaction FD06: **Accounting • Financial Accounting • Customers • Master Data • Flag for Deletion**

Dunning Program, Transaction F150: **Accounting • Financial Accounting • Customers • Periodic Processing • Dun**

Manual Outgoing Payments, Transaction F-53: **Accounting • Financial Accounting • Vendors • Posting • Outgoing Payments • Post**

G/L Account Posting, Transaction F-02: **Accounting • Financial Accounting • General Ledger • Posting • General Posting**

Payment Program, Transaction F110: **Accounting • Financial Accounting • Vendors • Periodic Processing • Pay**

Outgoing Payments with Form Printout, Transaction F-58: **Accounting • Financial Accounting • Vendors • Posting • Outgoing Payments • Post + Print Form**

Controlling

Create Material Cost Estimate, Transaction CK11N: **Accounting • Controlling • Product Cost Controlling • Product Cost Planning • Material Cost Estimate • Costing with Quantity Structure**

Customer Sales, Transaction S_ALR_87012186: **Accounting • Financial Accounting • Customers • Information System • Reports on Accounts Receivable Accounting • Customer Balances**

Enter Direct Activity Allocation, Transaction KB21N: **Accounting • Controlling • Cost Center Accounting • Postings of Actual Costs • Activity Allocation**

Profitability Analysis, Transaction KE30: **Accounting • Controlling • Profitability Analysis • Information System**

Profitability Analysis, Transaction KE30: **Accounting • Controlling • Profitability Analysis • Information System • Execute Report**

Create Internal Order, Transaction KO01: **Accounting • Controlling • Internal Orders • Master Data • Specific Functions • Order • Create**

Actual Settlement: Order, Transaction KO88: **Accounting • Controlling • Internal Orders • Period-End Closing • Single Functions • Settlement**

Create Cost Center, Transaction KSO1: **Accounting • Controlling • Cost Center Accounting • Master Data • Cost Center • Individual Processing**

Cost Centers: Planning Overview, Transaction KSBL: **Accounting • Controlling • Cost Center Accounting • Information System • Reports on Cost Center Planning • Planning Reports**

Create Cost Center Group, Transaction KSO1: Accounting • Controlling • Cost Center Accounting • Master Data • Cost Center Group • Create/Change/Display

Cost Center Planning, Set Planner Profile, Transaction KP04: Accounting • Controlling • Cost Center Accounting • Planning

Cost Center Planning, Set Planner Profile, Transaction KP46: Accounting • Controlling • Cost Center Accounting • Planning • Statistic Key Figures

Cost Center Planning, Statistic Key Figures, Transaction KP46: Accounting • Controlling • Cost Center Accounting • Planning • Statistic Key Figures

Vendor Balances, Transaction S_ALR_87012082: Accounting • Financial Accounting • Vendors • Information System • Reports on Accounts Payable Accounting • Vendor Balances

Analyze Sales Order, Transaction KKBC_ORD: Plant Maintenance • Maintenance Processing • Capacity Requirements Planning • Comparison • General Requirements • Production Order • Information System • Controlling Reports • Order-Related Product Controlling • Detailed Reports • On Orders

Activity Types: Change Plan Data, Transaction KP26: Accounting • Controlling • Cost Center Accounting • Planning • Activity Output/Prices

Manual Transfer Posting, Enter Costs, Transaction KB11N: Accounting • Controlling • Cost Center Accounting • Actual Postings • Manual Reposting of Costs

Open Customer Items, Transaction S_ALR_87012173: Accounting • Financial Accounting • Customers • Information System • Reports on Accounts Receivable Accounting • Customer Items

Maintain Period Lock, Transaction OKP1: Accounting • Controlling • Cost Center Accounting • Environment • Period Lock • Change

Change Planning for Cost Element/Activity Input, Transaction KP06: Accounting • Controlling • Cost Center Accounting • Planning • Costs/Activity Input • Change

Change Planning for Cost Element/Activity Input, Transaction KPF6: **Accounting • Controlling • Internal Orders • Planning • Costs/Activity Input • Change**

Product Costing with Quantity Structure, Transaction S_P99_41000111: **Accounting • Controlling • Product Cost Controlling • Product Cost Planning • Information System • Object List • For Material**

Change Standard Hierarchy, Transaction OKEON: **Accounting • Controlling • Cost Center Accounting • Master Data • Standard Hierarchy • Change**

Display Standard Hierarchy, Transaction OKENN: **Accounting • Controlling • Cost Center Accounting • Master Data • Standard Hierarchy • Display**

Comparison between Current and Previous Year, Transaction S_ALR_87010779: **Information Systems • General Report Selection • Controlling • Operating Concern S001: Costing Based • Comparison: Current Year/Previous Year**

Human Resources

Start Settlement, Transaction PCOO_M01_CALC: **Personnel • Payroll • Europe • Germany • Payroll • Start Payroll**

Settlement Simulation, Transaction PCOO_M01_CALC_SIMU: **Personnel • Payroll • Europe • Germany • Payroll • Simulation**

Payroll Status of an Employee, Transaction PU03: **Human Resources • Time Management • Tools • Tool Selection • Payroll Status • Change Payroll Status**

Maintain Payroll Control Record, Transaction PA03: **Human Resources • Payroll • Europe**

Work Center: Time Management, Transaction PTMW: **Human Resources • Time Management • Administration • Time Manager's Workplace**

Worklist: Time Management, Transaction PT40: **Human Resources • Time Management • Administration • Time Evaluation • Time Management Pool**

User-Specific Settings, Transaction PSVI: Human Resources • Training and Event Management • Settings • User-Specific Settings

Remuneration Statement, Transaction PCOO_M01_CEDT: Human Resources • Payroll • Europe • Germany • Payroll • Remuneration Statement

Approval of Travel Requests and Travel Expenses/Overview, Transaction PRAP: Accounting • Financial Accounting • Travel Management • Travel Expenses • Periodic Processing • Approve Trips

Information System, Transaction PSV3: Human Resources • Training and Event Management • Resources • Information System • Information Menu

Maintain Organizational Objects, Transaction PPO1: Logistics • Customer Service • Service Processing • Environment • Organization • Expert Mode • General

Display Organizational Structure, Transaction PPOSE: Logistics • Customer Service • Service Processing • Environment • Organization • Organizational Plan • Organization and Staffing • Display

Maintain Organizational Structure, Transaction PPOME: Collaboration Projects • Master Data • Organizational Model • Change Organization and Staffing

Carry out Personnel Actions, Transaction PA40: Personnel • Personnel Management • Administration • HR Master Data • Personnel Actions

Display HR Master Data, Transaction PA20: Personnel • Personnel Management • Administration • HR Master Data • Display

Maintain HR Master Data, Transaction PA30: Personnel • Personnel Management • Administration • HR Master Data • Maintain

Planning Manager, Transaction TPO1: Accounting • Financial Accounting • Accounting • Financial Accounting • Travel Management • Travel Planning • Planning Manager

Travel Expense Form (Standard Form), Transaction PRFO: Accounting • Financial Accounting • Travel Management • Travel Expenses • Periodic Processing • Print Forms • Standard Form

Travel Expense Manager: Enter travel expenses, settle travel expenses, Transaction PRO5: Accounting • Financial Accounting • Travel Management • Travel Expenses • Travel Expense Manager

Travel Manager: Enter requests and travel expenses, Transaction TRIP: Accounting • Financial Accounting • Travel Management • Travel Manager

Settle Travel Expenses, Transaction PREC: Accounting • Financial Accounting • Travel Management • Travel Expenses • Periodic Processing • Settle Trips

Resource Menu, Transaction PSVR: Human Resources • Training and Event Management • Resources • Resource Menu

Fast Entry of Time Data, Transaction PA71: Human Resources • Time Management • Administration • Time Data • Fast Entry

Attendance Menu, Transaction PSV1: Human Resources • Training and Event Management • Attendance • Attendance Menu

Training and Event Management, Transaction PSV2: Human Resources • Training and Event Management • Business Events • Business Event Menu

Time Evaluation, Transaction PT60: Human Resources • Time Management • Administration • Time Evaluation • Time Evaluation

Display Time Data, Transaction PA51: Human Resources • Time Management • Shift Planning • Environment • Display Time Data

Maintain Time Data, Transaction PA61: Human Resources • Time Management • Shift Planning • Environment • Maintain Time Data

Time Statement, Transaction PT61: Human Resources • Time Management • Administration • Time Evaluation • Time Statement