

ALTERNATIVE WAYS TO START THE TRANSACTIONS 1

1 SAP STANDARD MENU 2

2 USER MENU 2

3 FAVORITES 3

3.1 CREATE FAVORITE 3

3.2 CHANGE FAVORITE 4

3.2.1 *Insert a folder* 4

3.2.2 *Add other objects* 5

4 USE THE TRANSACTION CODE 6

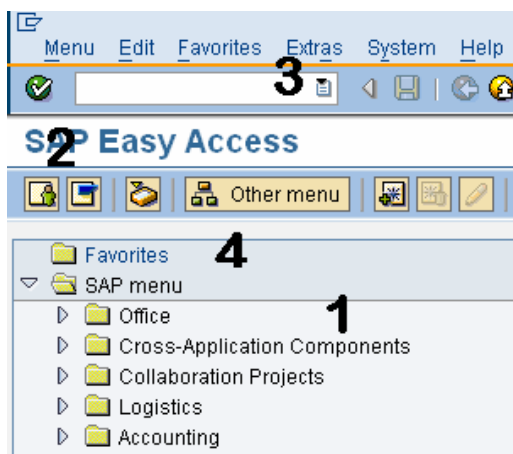
4.1.1 *Displaying a List of Recently Used Transaction Codes* 7

4.1.2 *Finding a transaction code* 7

4.1.3 *Display transaction codes in menus* 8

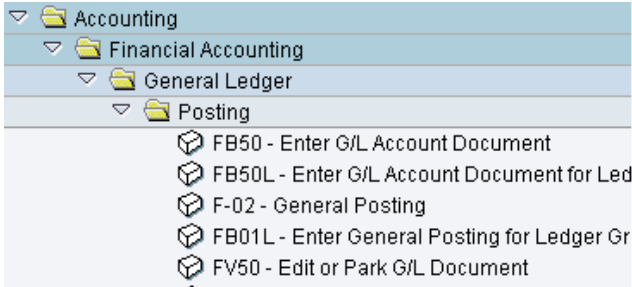
5 KEYS IN DROP DOWN LISTS 9

Alternative ways to start the transactions



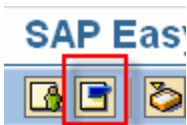
1. Use the SAP standard menu
2. Use the User menu
3. Use the transaction code
4. Use favorites

1 SAP standard menu



Open the menu and find the transaction you want to use.

If the technical names are not visible, activate them from menu Extras / Settings Display Technical names.



There is also an icon for SAP standard menu in the menu bar. If you are using the user menu you can toggle between user menu and SAP menu.

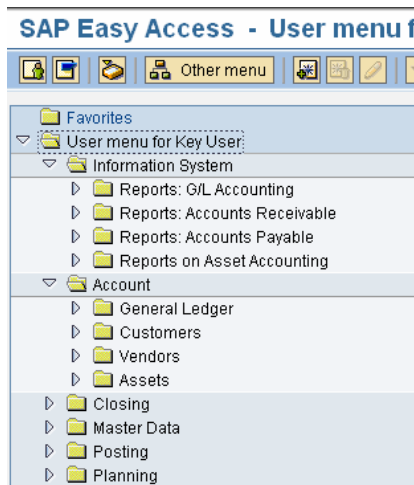
Note that although you can choose any transaction from the SAP menu, you can only use those that you are authorized for.

2 User menu

The user menu depends on the user roles assigned to your user id.



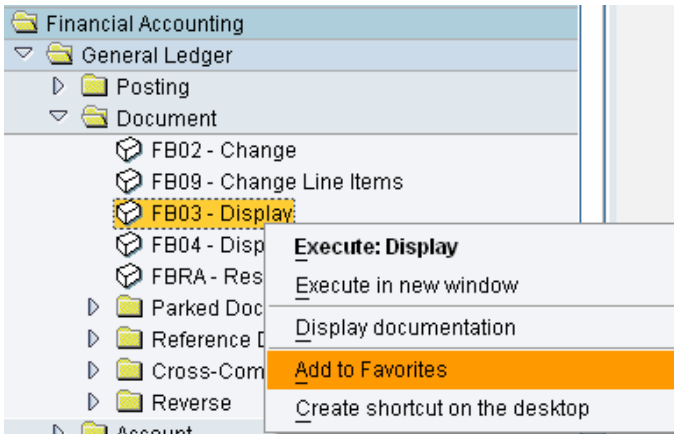
Start the use menu.



This user menu contains a collection of accounting transactions.

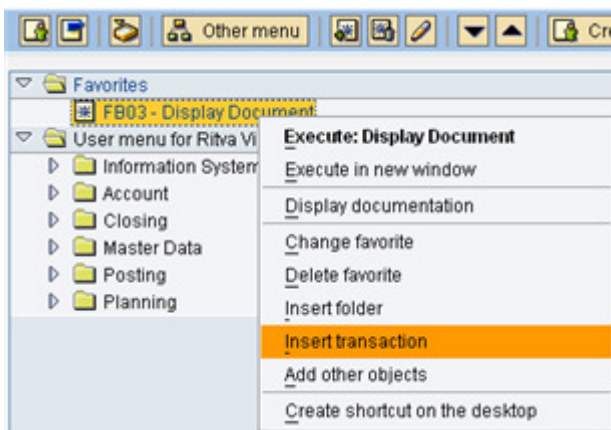
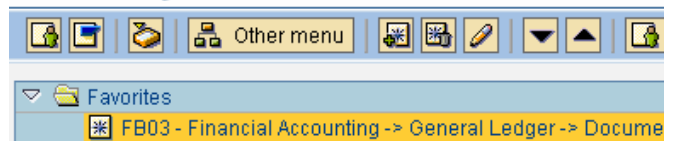
3 Favorites

3.1 Create favorite



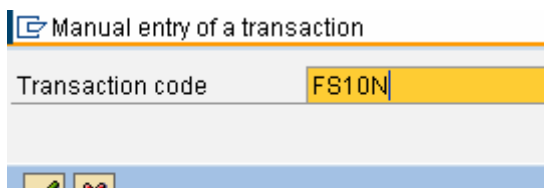
Go to the transaction, you want to add to favorites. Right click the transactions. Select Add from the context menu.

SAP Easy Access

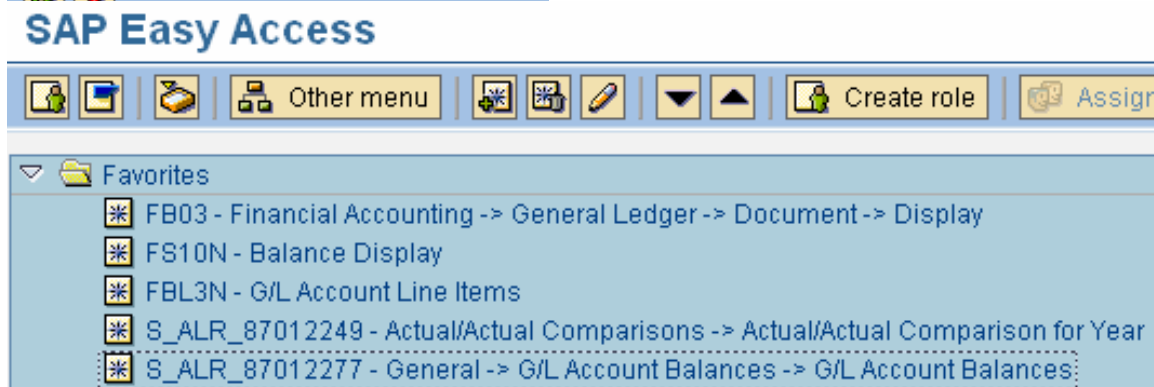


Right click Favorites (or open menu Favorites)

Choose insert transaction.



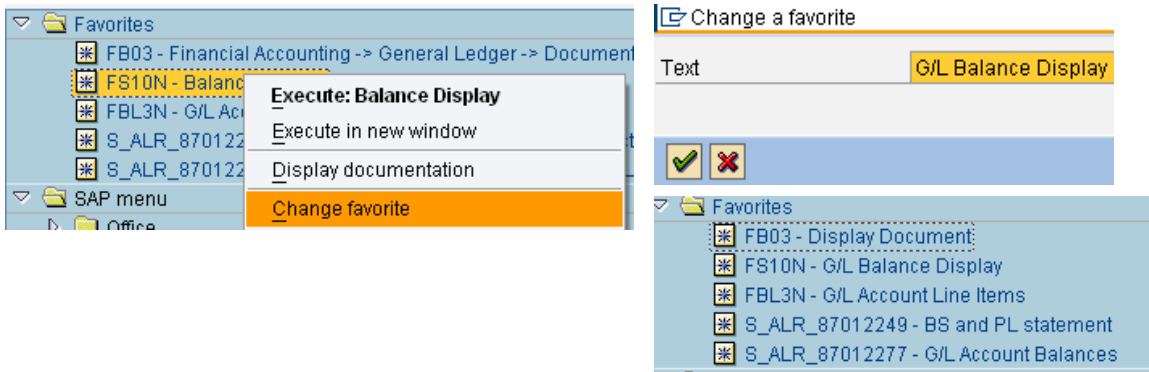
Type the transaction code. Press enter.



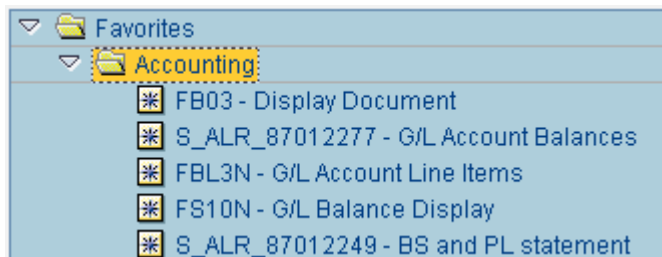
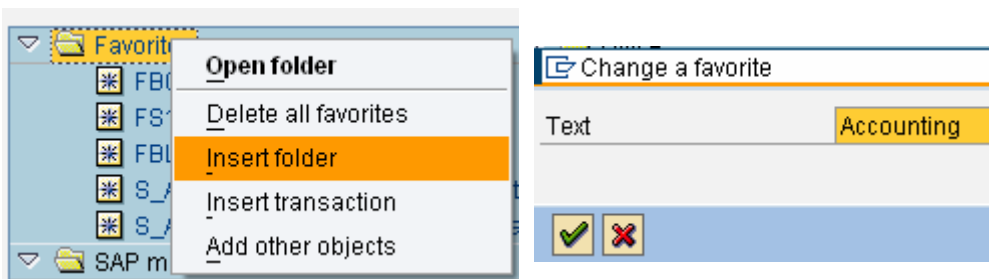
If you select the transaction from the menu, also the path is saved.

3.2 Change favorite

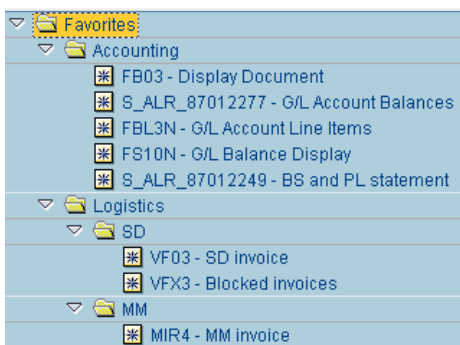
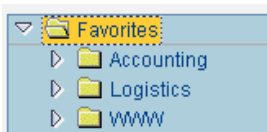
Change the text for the favorite.



3.2.1 Insert a folder



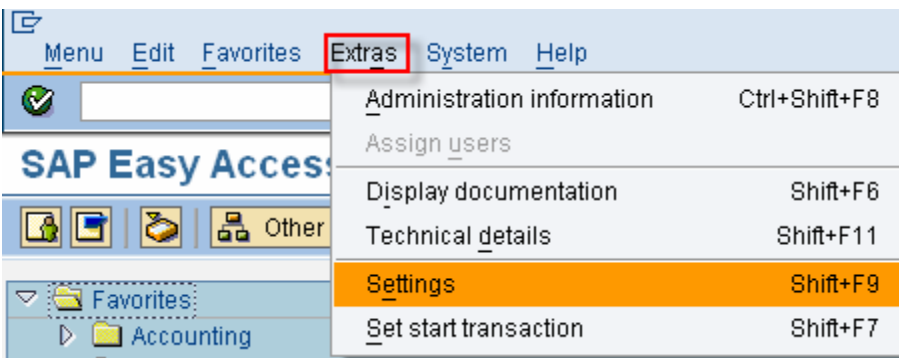
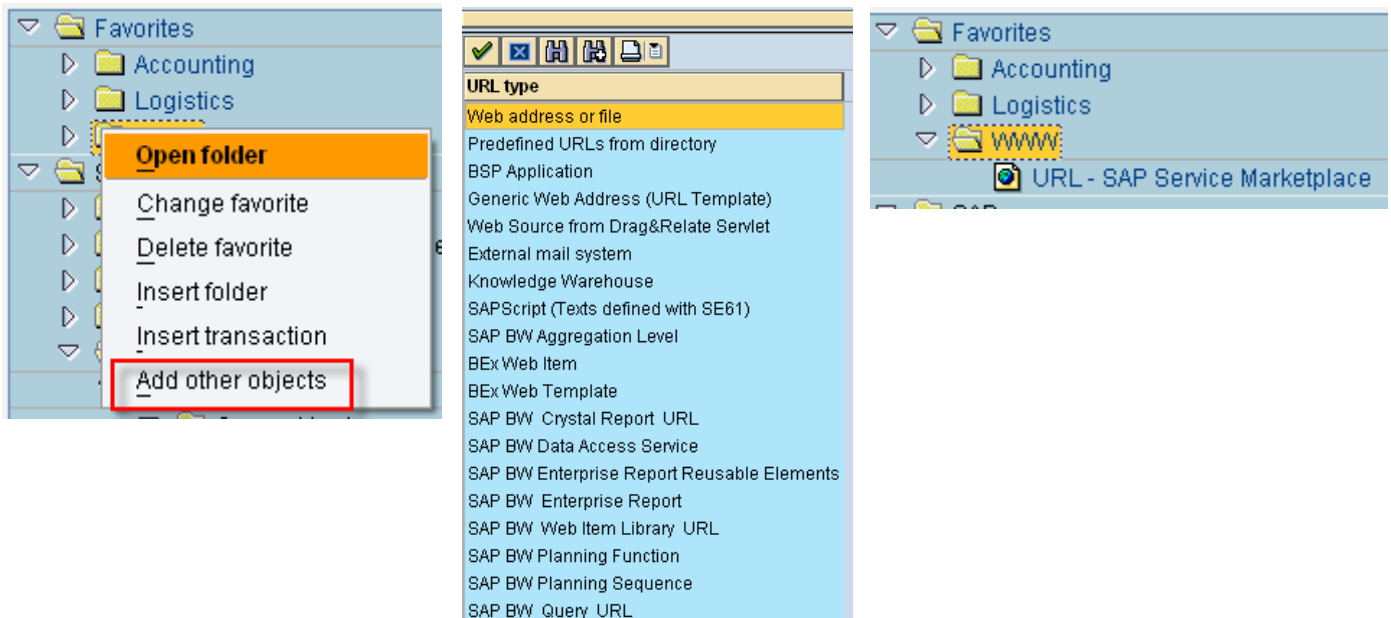
Drag the transactions into the folder.



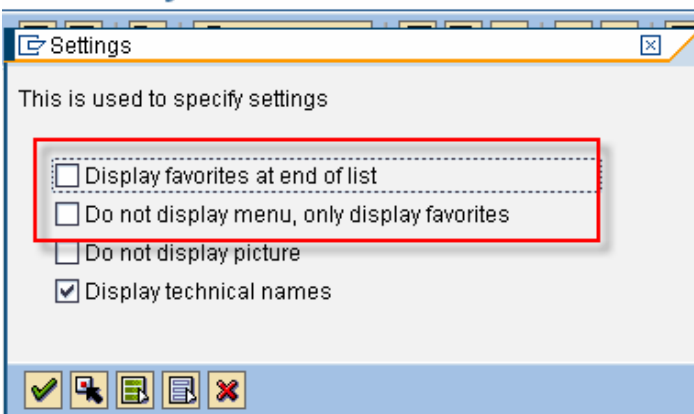
Build a custom menu for your purposes. Don't just list the transactions in the favourite-menu.

3.2.2 Add other objects

You can add in the favourite menu www-addresses, BW-queries etc.

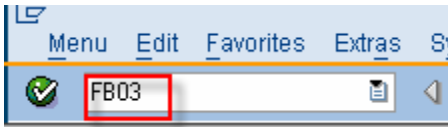


SAP Easy Access



4 Use the transaction code

If you know the transaction you can start it directly.

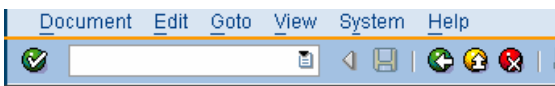


Write the transaction in the box.

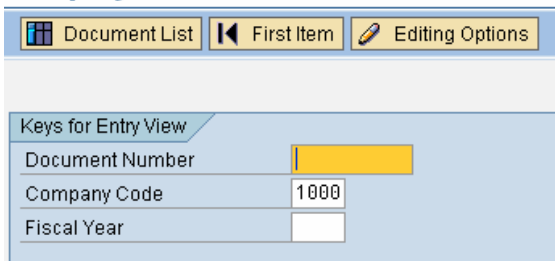
Press the **Enter** or click the Enter button .



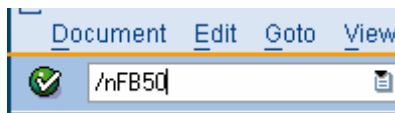
If the box is not visible, open it with the triangle.



Display Document: Initial Screen



Transaction FB03 Display Document.

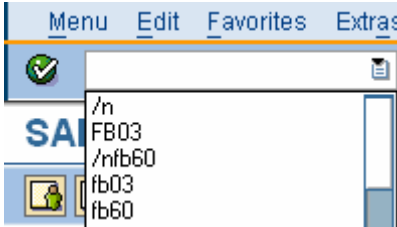


If you want to jump to another transaction, put /n before the transaction. It closes the present transaction and starts the new one.

Press the **Enter** or click the Enter button .

Command + Trans Code	Description
/n + Transaction code	Ends current transaction and goes to a new transaction
/o + Transaction code	Creates a new session and goes to a new transaction without closing prior session
/o	Lists open sessions
/i or /nend	Log off

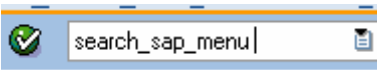
4.1.1 Displaying a List of Recently Used Transaction Codes



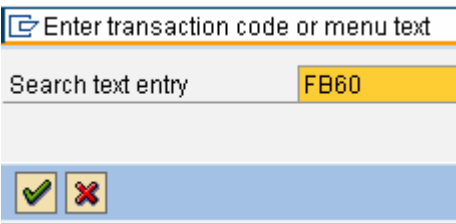
A list of the transaction codes that you recently typed in is displayed. To use a transaction, click on the transaction code. It appears in the Command field.

Press the **Enter** or click the Enter button .

4.1.2 Finding a transaction code



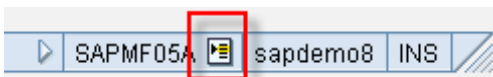
With transaction SEARCH_SAP_MENU you can find where in the SAP menu a transaction is. This can be useful for example for locating the transactions in the favorites menu.



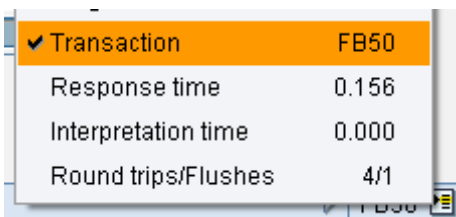
Node	Transaction code	Text
Nodes	FB60	Invoice
Preceding node		Document Entry
Preceding node		Accounts Payable
Preceding node		Financial Accounting
Preceding node		Accounting

You can also search with text.

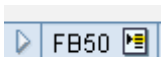
Current transaction



Click on the list icon.

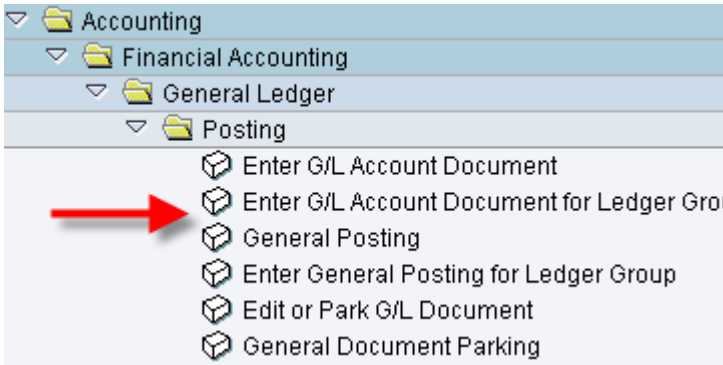


Check Transaction

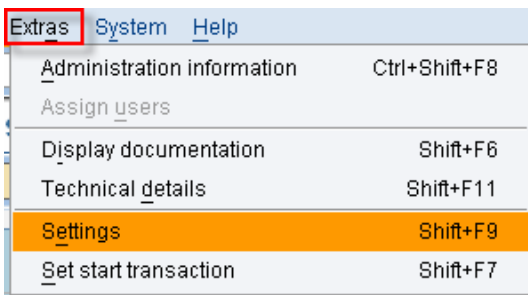


Now you see the current transaction code.

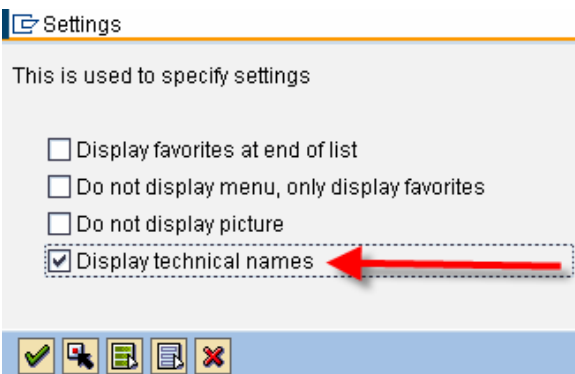
4.1.3 Display transaction codes in menus



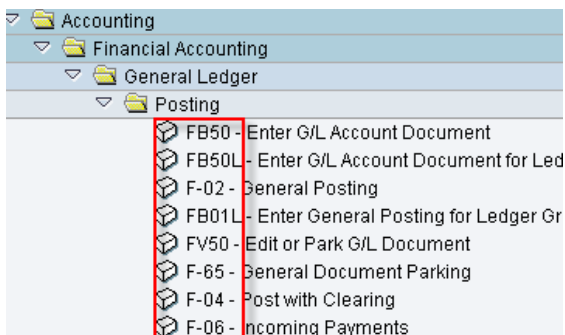
Problem: transaction codes are not visible.



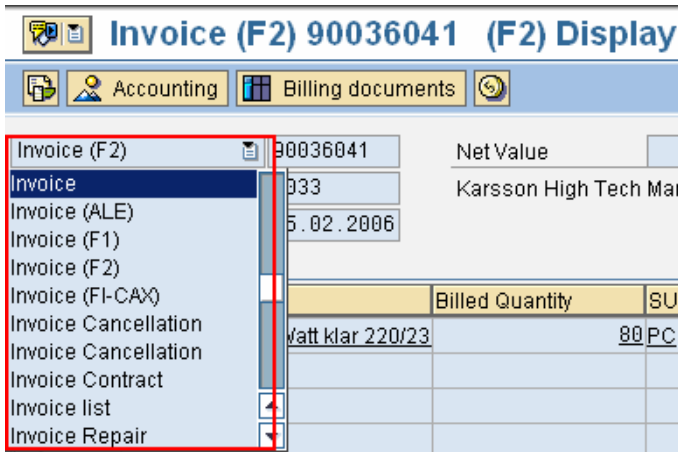
Select from menu Extras option Settings.



Check option Display technical names.

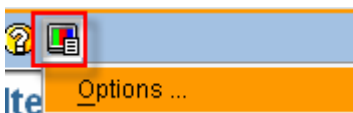


5 Keys in drop down lists

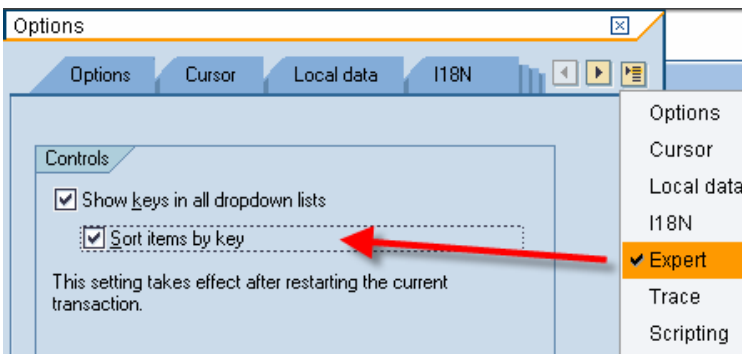


This is usually not a problem in accounting, but when you drill down to original documents, it can be disturbing.

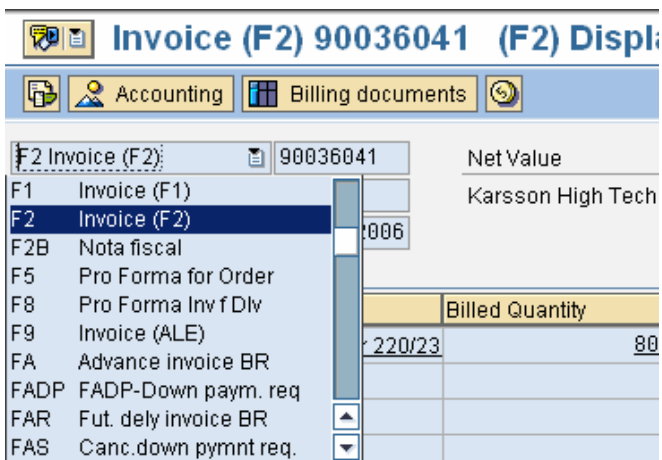
Here is an example of a dropdown list without key in SD billing document.



Click on 'Customizing of local layout' icon



Check the option Show keys in all dropdown lists and sort items by the key.



Start the transaction again and now the key is displayed and the list is sorted according to it.