





Navigating to Initial Screens with Menu Paths

Introduction

The SAP software comes with a set of hundreds of standard, "off-the-shelf" transactions that are used to execute the business processes of OnePurdue. Links to the initial screens of these transactions are stored inside the **SAP menu** folders, which are displayed in the central work area of the **SAP Easy Access** screen. The links are distinguished by cube  icons to their lefts, and the folders are distinguished by folder  icons.

Structure and Use of the SAP Menu Folders

The **SAP menu** folders are organized in a *hierarchical* or *multilevel* structure of folders and subfolders, much like the storage folders in your personal computer.

The *first-order* folder in this structure is the **SAP menu** folder (A). It contains *second-order* folders for eight functional areas or modules: **Office, Cross-Application Components, Logistics, Accounting, Human Resources, Campus Management, Information Systems and Tools.**

Each second-order folder contains several additional levels of higher-order folders for increasingly specific functional areas of the module. The links to the initial screens of transactions are generally found at various levels within these higher-order folders. The folders can be opened and closed in one of two ways:

- Click the control arrows to their left (B)
- Double-click the folder's name

For example, this screen on the right displays links to the *IW32* and *IW33* transactions (C) which change and display plant maintenance (PM) orders. To display them, we opened the **Logistics** folder, then the **Plant Maintenance** folder, then the **Maintenance Processing** folder and finally the **Order** folder.

This sequence of folders is called the **menu path** to the links. Menu paths are found in job aids, BPPs and other instructional documents from OnePurdue, and they take the general format of:

SAP menu folder > Second-order folder > Third-order folder > Fourth-order folder etc. > Transaction link

For this example, the menu path to the *IW32* transaction would read

SAP menu folder > Logistics > Plant Maintenance > Maintenance Processing > Order > IW32 - Change

Two final notes about menu paths:

- First, you can close up all the folders and subfolders at once by following the menu-bar path **Menu > Refresh**
- Second, some non-standard transactions were created specifically for OnePurdue by SAP programmers. The **SAP menu** folders do not contain links to them, only to the standard "off-the-shelf" transactions. You can find them by entering the T-code in the Command field (see *Navigating with T-codes*). You can also add these custom transactions to your Favorites (see *Working with Favorites*).

