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).