Navigating with Transaction Codes

Every transaction in the SAP software is identified by its own unique object code, which is called its transaction code or T-code for short. For most transactions, this code is four or five alphanumerical characters in length, although the T-codes for reporting transactions (of which there are many) are considerably longer.

T-codes provide convenient short names for transactions. For example, you may be asked to "display an employee's HR master data record with PA30," rather than "with the Maintain HR Master Data transaction," or you might be asked to "create a maintenance order with IW31," rather than "with the Create Order transaction."

In addition, transaction codes provide a faster (in comparison to menu paths) way to navigate to the initial screens of transactions: you simply type it in the command field (A), then press the Enter key to jump to the initial screen.

There are two things to remember when you use T-codes for this purpose:

- First, you can enter any transaction code in the command field of the SAP Easy Access screen in order to navigate to an initial screen. In addition, you can navigate from any other screen in the system to any initial screen with its T-code, but you must preface the T-code with either /n (slash-n) or /o (slash-oh) (B):
  - The prefix /n instructs the system that you are starting a new transaction, and the system responds by displaying the initial screen of that transaction in the session window
  - The prefix /o instructs the system that you are starting a new transaction, and the system responds by display the initial screen of that transaction in a new session window, which it opens automatically

- Second, the system remembers your most recently entered transaction codes. You can display them by clicking the list icon at the right end of the command field (C), and then select one to enter it automatically in the field. However, you must follow the same protocol as above: select a "raw" transaction code if you are on the SAP Easy Access screen, or a transaction with the /n or /o prefix if you are on any other screen.