



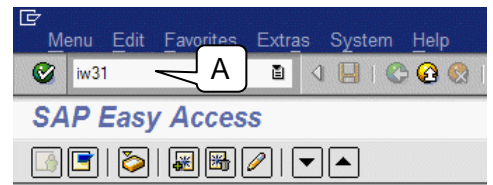
# Navigating to Initial Screens with T-codes

## 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.

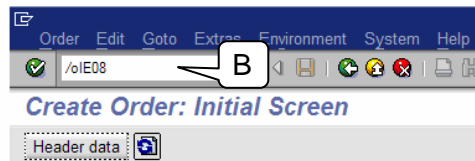
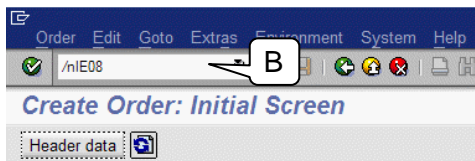
T-codes provide convenient short names for transactions. For example, you may be asked to "display an employee's HR master data record with PA30," rather than "with the *Maintain HR Master Data* transaction," or you might be asked to "create a maintenance order with IW31," rather than "with the *Create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

