Transaction Codes

Transaction and command codes are used to navigate in R/3 without using the User Menu and can be entered in the Command field on R/3 screens (see example below).

*Note:* If the Command field is not displayed, click on the button to display the field. Click on the button to hide the Command field if desired.

What is a Transaction Code?

- A quicker way to navigate to a transaction screen as opposed to using the User Menu.

- Four- or five-characters that identify a “transaction” in R/3 (e.g., ME51 = Create a Purchase Requisition, ZFR1 = Duke Favorites Tree, or PO03 = Maintain Job).

How Can I Find the Transaction Code for a Particular Transaction?

1. Use the User Menu to navigate to a transaction screen.

2. At the transaction screen, follow the menu path: System → Status…

3. Locate the transaction code displayed in the Transaction field on the System: Status screen.

4. Click on the Continue button or press Enter to exit the System: Status screen.

*Tip:* As a short cut, click on the Drop Down/Open button located on the Status bar (bottom of a screen) and view the Transaction Code listed in the box.
How Do I Use a Transaction Code?

1. Enter the four- or five-character digit transaction code (upper or lower case) in the Command Field on the SAP Easy Access screen.

   *Note:* From screens other than the SAP R/3 system screen, a two-digit command code must be entered in front of the transaction code in the command field.

2. Click on the **Enter** button or press **Enter** to move directly to the initial transaction screen.

   *Tip:* Click on the **Drop down / Open** button to the right of the command field to view previously used transaction codes. Double-click on the desired code to move to a transaction screen.