

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.

Transaction Codes (continued)

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.