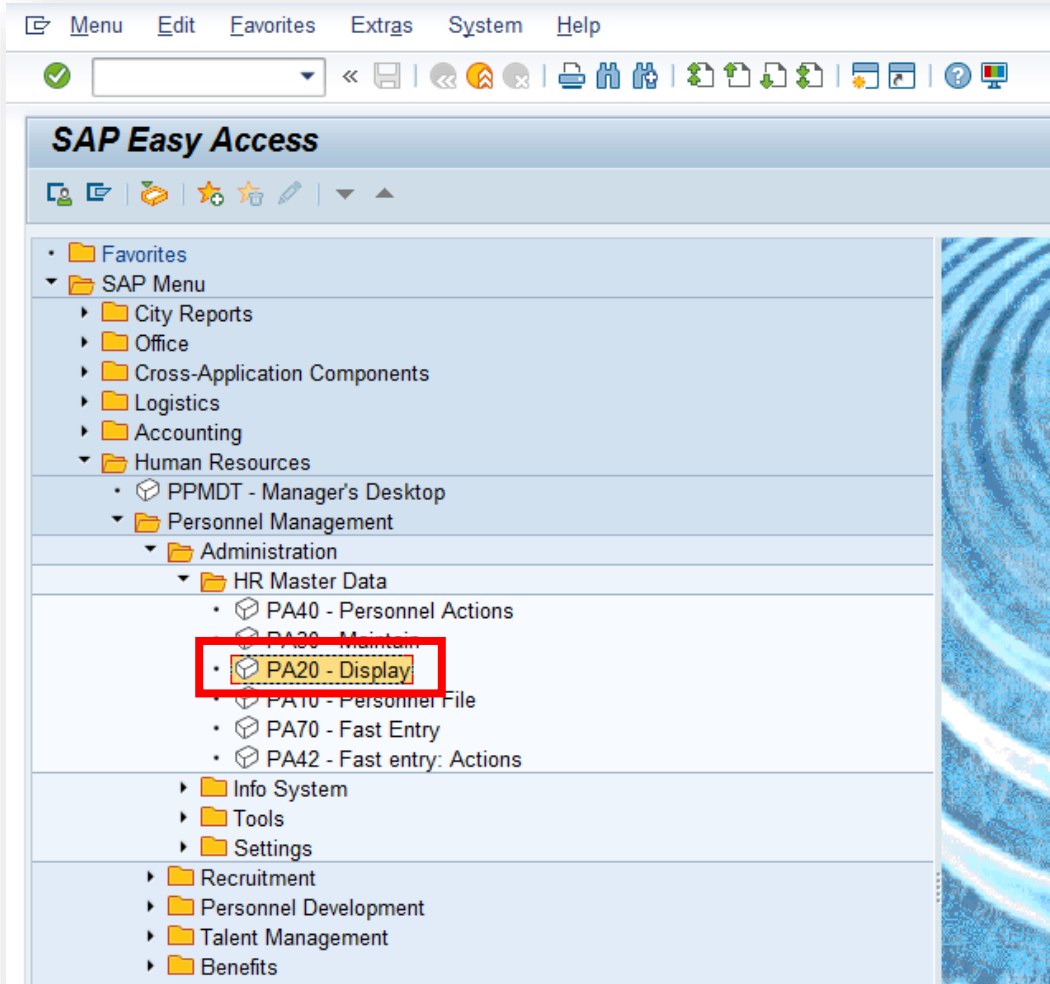


Transactions

4

Transactions (aka t-codes)



Transactions, also known as t-codes, are the fundamental way of using SAP.

What are they?

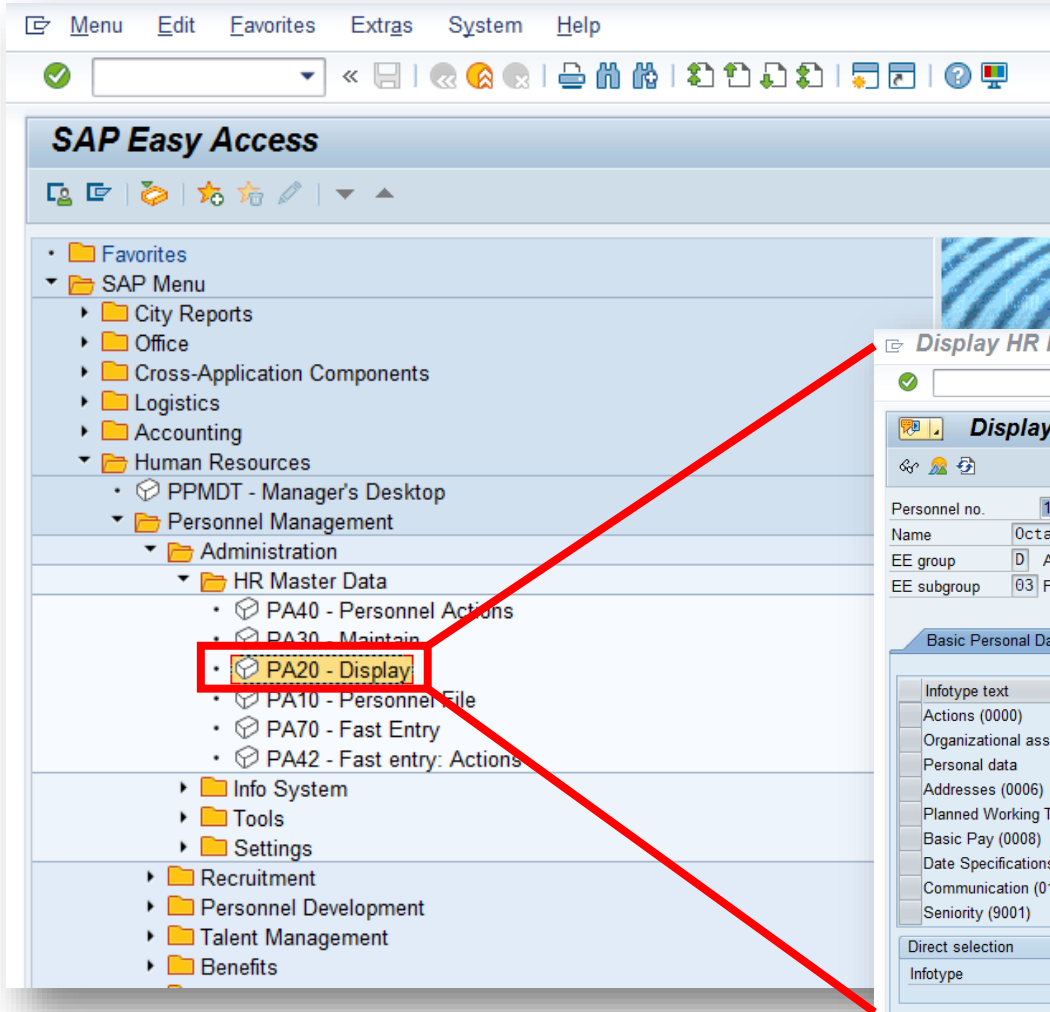
Simply put, transactions are **applications (programs)** that perform a certain function within a given module.

Modules are the functional areas of SAP for specific lines of business like Accounting or Human Resources. Within those larger modules are smaller modules like Accounts Receivable or Payroll.

Specific transactions, like **PA20 – Display HR Master Data** for example, activate a program (the transaction) in the **Personnel Administration module** that permits an authorized user to see personnel data on an employee.

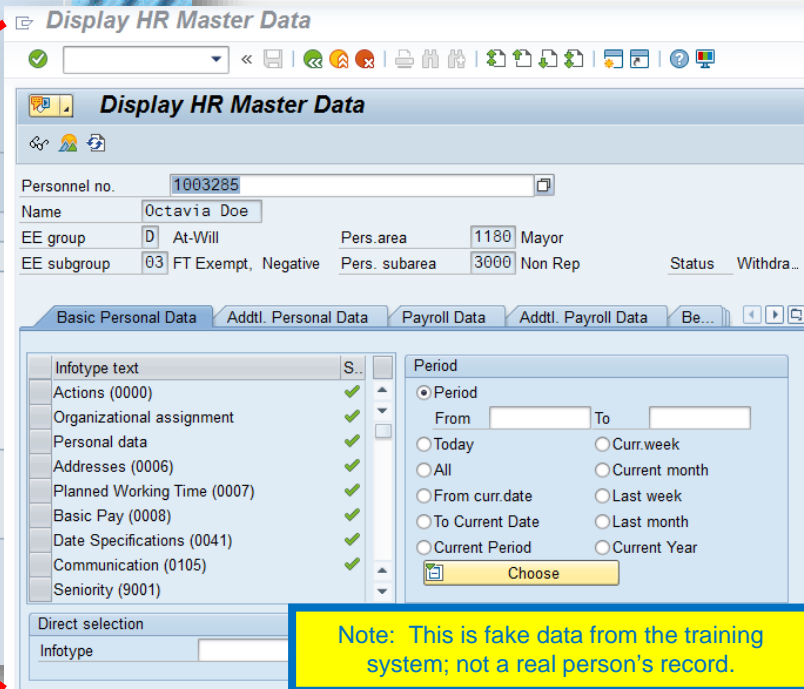
The beauty of transactions is that since they are module-specific they are easily secured, by SAP Role Assignments, so that only authorized employees can access specific, often sensitive, data.

Transactions (aka t-codes)



As you have probably gathered by now, transactions are located in the SAP Menu tree and organized by functional module.

As you can see here, the **PA20 Display HR Master Data** t-code is located logically in the Personnel Administration module in the HR Master Data folder.



Note: This is fake data from the training system; not a real person's record.



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