**SAP Setup**

**Menu Favorites**

**SAP**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Organize and add transactions to Favorites list

Not Applicable

**Website Application:**

**Note(s):**

* **Step 7** – You can change the order the transactions appear. <*Left-click*> on the transaction, hold the mouse button down and drag and drop in the location desired.
* The above step will also work with folders in the same manner.
* If you desire to change the name of the transaction or folder; merely <*Right-click*> on the item and <*Click*> Change Favorites.

1. Open **SAP**
2. <*Right-Click*> on the Favorites Folder
3. A *dropdown* window opens
   1. *<Select>* **Insert Folder** (Third line down in menu)
4. A *dropdown* window opens
5. <*Hover Mouse over*> Settings
6. *Create a Folder in the Favorites List* window opens
7. Folder Name Field – Input folder name (i.e., Reports)
8. <*Enter*>
9. A new folder will be created immediately below the Favorites Folder. It will be titled the name given on the prior screen.
10. <Right-click> on the new folder; a new dropdown menu opens with the following selections
    * 1. **Open Folder** - Opens the folder that you clicked; displaying its contents.
      2. **Change Favorites** - Allows the user to change the title of the folder.
      3. **Delete Favorites** - Removes the folder.
      4. **Insert Folder** - Inserts a sub-folder into the selected folder.
      5. **Insert Transaction** - Inserts transactions into the selected folder.
11. <*Click* > Insert Transaction
12. *Manual entry of a transaction* window opens
13. Transcode Code Field – Input Transaction (i.e., ZMB20)
14. <*Enter*>
15. A new transaction will be inserted into the Folder

Updated

12-06-2019