

SAP BUTTONS QRG

JOB AID GN-5

The purpose of this job aid is to provide a quick reference guide to SAP buttons in the Integrated HR-Payroll System.

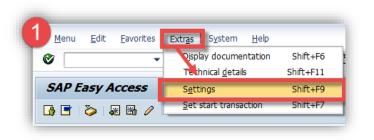
Add Transactions to your Favorites

From the Easy Access Screen, select **Favorites**, then **Insert Transaction**.

🔄 Menu Edit [Eavorites Extr <u>a</u> s S	ystem <u>H</u> elp	_
Ø	Add	Ctrl+Shift+F6	ß
SAP Easy A	<u>d</u> hange Move	•	
	Deleve Insert folder	Ctrl+Shift+F5	
• 🗅 Favorites	Inser <u>t</u> transaction	Ctrl+Shift+F4	1
 SAP Menu Office 	Add other objects	Ctrl+Shift+F7	1
 Cross-Ac 	Do <u>w</u> nload to PC		
Logistics	Upload from PC		

View Transaction Codes on Easy Access Screen

Select Extras, then Settings, then Display Technical Names.



General Navigation Capabilities

Ø	Enter (Enter on keyboard)		Create (F5)
Ð	Execute (F8)		Copy (Crtl + Shift +F2)
C	Back <i>(F3)</i>	0	Change (F6)
\mathbf{O}	Exit/Log off <u>(</u> Shift + F3)	2	Overview (Shift + F8)
	Cancel (F12)	660	Display <i>(F7)</i>
	Print (<u>Crtl</u> + P)		Save (<u>Crtl</u> + S)
※	Creates New Session		Choose (F2)
\diamond	Business Workplace Inbox <i>(Crtl + F12)</i>	Î	Delete <i>(Shift + F2)</i>

Other Buttons

 Multiple Selection
 Image: Constant of the selection
 Find

 Match Code
 Image: Constant of the selection
 Find Next

Report Navigation Capabilities

87	Sort Ascending/Descending	ъ	Save Layout (<u>Crtl</u> + F10)
2	Get Variant <i>(Shift + F5)</i>	Ъ	Filter (<u>Crtl</u> + F5)
	Change Layout (<u>Crtl</u> + F8)	Σ	Total
-	Choose Layout (<u>Crtl</u> + F9)	⅔	Subtotals