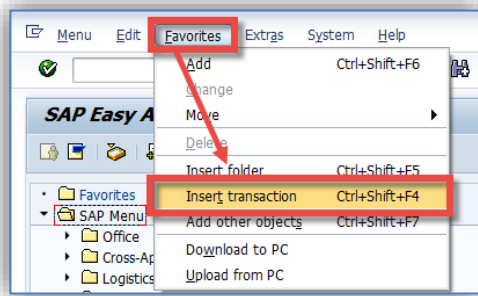# SAP BUTTONS QRG
JOB AID GN-5

GN

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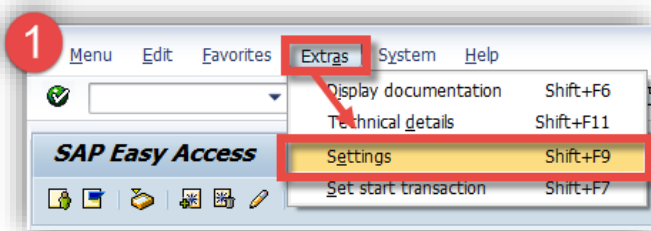
Add Transactions to your Favorites

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

View Transaction Codes on Easy Access Screen

Select **Extras,** then **Settings**, then **Display Technical Names**.

General Navigation Capabilities

✓	Enter *(Enter on keyboard)*	📄	Create *(F5)*
🕐	Execute *(F8)*	📋	Copy *(Crtl + Shift +F2)*
◀	Back *(F3)*	✏️	Change *(F6)*
🏠	Exit/Log off __(Shift + F3)*	🖼️	Overview *(Shift + F8)*
❌	Cancel *(F12)*	🔍	Display *(F7)*
🖨️	Print *(Crtl + P)*	💾	Save *(Crtl + S)*
❇️	Creates New Session	🔄	Choose *(F2)*
📇	Business Workplace Inbox *(Crtl + F12)*	🗑️	Delete *(Shift + F2)*

Other Buttons

➡️	Multiple Selection	🔍	Find
🗐	Match Code	🔍	Find Next

Report Navigation Capabilities

	Sort Ascending/Descending		Save Layout *(Crtl + F10)*
	Get Variant *(Shift + F5)*		Filter *(Crtl + F5)*
	Change Layout *(Crtl + F8)*		Total
	Choose Layout *(Crtl + F9)*		Subtotals