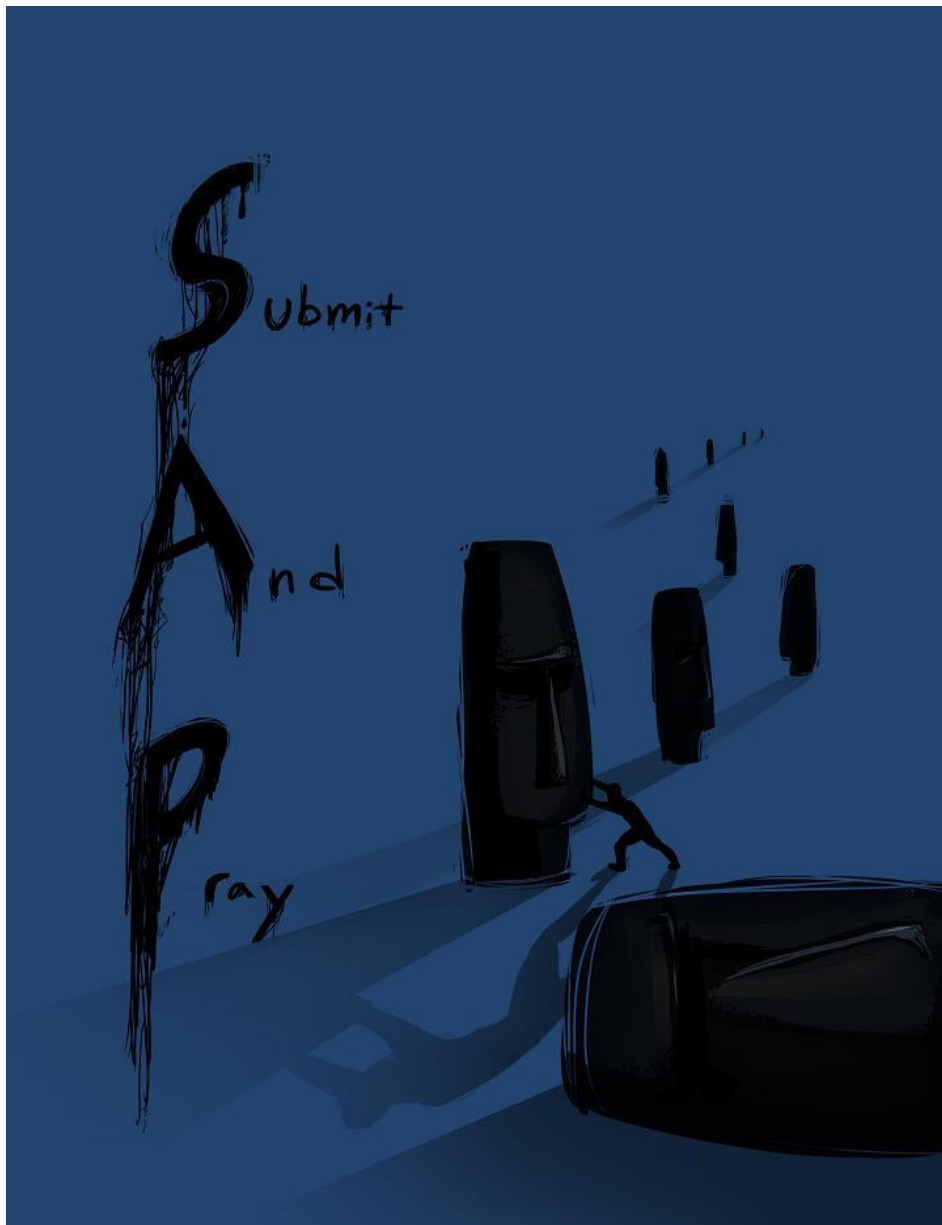


SAP Hot Keys















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Hot Keys




when you thought SAP could not get better, we found hot keys!




Standard Toolbar Buttons

Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue
	Ctrl S	Save
	F3	Back
	Shift F3	Exit System Task.
	F12	Cancel
	Ctrl P	Print
	Ctrl F	Find
 (PC only)	Alt F12	Customize local layout.







Button	Keyboard Shortcut	Description
	Ctrl G	Continue Search
	F1	Help
	Ctrl Page Up	Scroll to top of document.
	Page Up	Scroll up one page.
	Page Down	Scroll down one page.
	Ctrl Page Down	Scroll to last page of document.
 (PC only)	None	Create new session.






Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description
	F8	Execute
	F5	Overview
	Shift F2	Delete


Button	Keyboard Shortcut	Description
	None	Update/Refresh
	Shift F5	Get variant
	Shift F6	Selection screen help




Navigation Buttons

Button	Keyboard Shortcut	Description
	Enter	Enter/Continue/Copy
	F8	Scroll left
	Ctrl Shift F1	Move Favorites Up
	Ctrl F7	Previous layout
	Ctrl F10	User menu
	F6	Display Period screen








Button	Keyboard Shortcut	Description
	F12	Cancel
	Shift F1 Shift F7	Scroll right Next item
	Ctrl Shift F2	Move Favorites Down
	Ctrl F8	Next layout
	Ctrl F11	SAP menu








Matchcode Buttons

Button	Keyboard Shortcut	Description
 (Mac)	F4	Display Matchcode list.
	F6	Insert in personal list. Click on an item, then on the button.
	Shift F6	Restores the original Matchcode list.






Button	Keyboard Shortcut	Description
 (PC)	F4	Display Matchcode list.
	Shift F6	Display personal value list. After you create the personal list, click on the button to end the list.
 (PC only)	Shift F4	Hold list displayed while you make a selection. Click on the button, then double-click to select a value.






Working with Data

Button	Keyboard Shortcut	Description
	Ctrl F1	Select all items on screen.
	Ctrl F3	Start/end of block. Select the first item; click the button. Select the last item; click the button.
	F7	Display all possible values.
	Ctrl Shift F5	Sort in ascending order. Change sort order to descending or ascending (Fund Analysis rpt)
	F2	Selection options. Choose values >, <, etc.
 (Mac)	F5	Display -> Change. Switches from display to change mode.
	None	Multiple Selection. Include or exclude single values or ranges of values.





Button	Keyboard Shortcut	Description
	Ctrl F2	Deselect all items on screen.
	Ctrl F6	Display results.
	F8	Collapse all levels.
	Ctrl Shift F4	Sort in descending order.
	Shift F4	Dynamic selections. Select additional fields for search criteria.
	Shift F5	Filter; restrict values to search on Matchcode list.
	None	Replace item back into workflow in Workflow Inbox.





Using Transactions (Reqs, JVs, etc.)

Button	Keyboard Shortcut	Description
	F6	Display header details.
	F2	Display additional info for PO line item.
	Shift F5 Ctrl F12	General Statistics (Reqs) PO History
	Ctrl F11	Display delivery address.
	F7	Display the vendor address for a PO.

Button	Keyboard Shortcut	Description
	F2	Display line item details.
	None	Services for object (Display JVs, Reqs).
	Shift F5	Display delivery schedule for a PO line item.
	Shift F6	Display conditions for a PO line item.
	Ctrl Shift F6	Show release strategy for PO.

Formatting Text (Reqs, JVs)

Button	Keyboard Shortcut	Description
	Shift F2	Delete selection line.
 (PC only)	Ctrl Shift F1	Cut text (JV line item).
	F9	Paste text into field after you copy or cut it. Position the cursor and click the button.
	F9	Select. Click in a line item, then on the button.

Button	Keyboard Shortcut	Description
 (PC only)	Ctrl Shift F2	Copy text (JV line item).
	Ctrl F10 Shift F6	Item text (POs) Detailed text (JVs)
 (Mac only)	Shift F4	Search and replace words in the JV text screen.
	F6	Create text (JVs).