SAP Icons Quick Reference Guide

This guide provides an overview of the most commonly used icons in SAP.

Icon	Name	Keyboard Shortcut	Description
	Enter	Enter	Enter does the following: • verifies inputs that have been made (and provides error/warning messages if appropriate), or • moves you on to the next tab or screen for the transaction when all mandatory information on the current tab has been filled in. For example, if you have entered 160213 in a date field, pressing Enter will change the date format to 16.02.2013 and will move you to the next tab/screen if all mandatory fields have been completed. If however, you entered 161613 in a date field, pressing enter will return a message to inform you that the date you've entered is incorrect.
	Execute	F8	Executes/generates reports.
	Save / Park / Post	CTRL + S	This icon will do one of the following: • save changes made in a master data transaction or to a variant (for example, adding a new vendor into SAP), or • parks or posts the record/document/transaction into SAP.
	Back	F3	Back goes back to the previous tab/screen for the transaction. If this would cause data to be lost, a message appears asking "Do you want to exit editing". "Yes" confirms, and "No" cancels the action.
	Exit	SHIFT + F3	Exit exits from the transaction. If this would cause data to be lost, a message appears asking "Do you want to exit editing". "Yes" confirms, and "No" cancels the action.
	Cancel	F12	Cancel ends everything in the transaction. It also cancels transaction and report generation. If this would cause data to be lost, a message appears asking "Do you want to exit editing". "Yes" confirms, and "No" cancels the action.
	Print	CTRL + P	Prints the current screen.
	Find		The find function allows you to search within the current transaction.
	Find Again		Find Again moves you to the next search result when searching.
	First Page	CTRL + Page Up	First page returns to the first page in a report or query result.
	Previous Page	Page Up	Previous page returns to the prior page in a report or query result.

Icon	Name	Keyboard Shortcut	Description
	Next Page	Page Down	Next page goes to the next page in a report or query result.
	Last Page	CTRL + Page Down	Last page goes to the end page in a report or query result.
	Create new session		Create a new session opens another session of SAP on screen.
	Generate a Shortcut		Click this icon when within a transaction, and a shortcut is generated and may be saved to the Desktop. The shortcut opens to the SAP login and then goes directly to the Transaction code specified in the shortcut.
	Help	F1	Help opens the generically provided SAP help screens. If you click in a field before pressing F1 the help will be context-sensitive to that field.
	Customise Local Layout	ALT + F12	Customise Local Layout provides options for text format and screen layout along with other options such as spellcheck, and cut and paste.
	Display	Shift + F2	Shows the selected line item in display mode.
	Change	Ctrl + Shift + F8	Shows the selected line item in change mode.
	Display to Change	Shift + F1	Moves the current mode from display to change.
	Item Overview	F9	Shows an overview screen listing all line items.
	Header	F5	Shows the Header screen of a document.
	Dynamic selections	Shift + F4	Click this if you want to access additional selection criteria (e.g. additional search fields).
	Display another...	Shift + F5	Allows you to change the display to display another document/vendor (etc.). This means you don't have to exit the transaction to view another option.