SAP Basics Quick Reference Guide

Log On

- Double-Click the SAP Logon
- Select the appropriate system from the list by clicking on it.
- Click the Log on button (or double-click the system name.

Log Off

- Double-Click the SAP icon on any screen
- Select the **YES** button to confirm log off

Tool Bar Buttons

✓	**Enter**	**[ENTER]**
💾	**Save**	**[CTRL+S]**
⬅	**Back**	**[F3]**
⬆	**Exit**	**[SHIFT+F3]**
✖	**Cancel**	**[F12]**
🔍	**Choose (Details)**	
	Matchcode	
🔆	**New Session**	
	First Page	**[CTRL+PAGE UP]**
	Next Page	**[PAGE UP]**
	Previous Page	**[CTRL+PAGE DOWN]**
	Last Page	**[PAGE DOWN]**
❓	**Help**	**[F1]**
▷	**Open Command Field**	

Sessions

- To open a new session
- To switch between sessions:

    [ALT+TAB] or [CTRL+ESC]

- To close a session

    System > End Session

Frequently Use Commands

/OXXXX	Creates a session and goes to transaction XXXX
/O	Lists open sessions
/NXXXX	Ends the current session
/NS000	Return to the SAP system screen from any system screen
/NEND	Logs off the system

Change Report Layout

To change the way a report is sorted, select a column name and select the **Sort ascending** icon or the **Sort descending** icon.

Select the **Change layout** icon to open the *Change Layout* pop-up window.

Click on fields in the **Displayed** column and select the **Remove** ▶ icon to remove them from the report.

Click on fields in the **Column set** column and select the **Add** ◀ icon to add them to the report.

Select the **Transfer** ✓ icon to modify the report layout.