






















SAP – Frequently Used Buttons – Quick Reference

Note: Keyboard shortcuts for the same buttons may be different depending on the SAP screen you are using.













Standard Toolbar Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue		Ctrl P	Print		Page Down	Next page
	Ctrl S	Save to database		Ctrl F	Find		Ctrl Page Down	Last page
	F3	Back		Ctrl G	Continue Search	 (Mac only)	F1	Help
	Shift F3	Exit system task		Ctrl Page Up	First page	 (PC only)	None	Create new session
	F12	Cancel		Page Up	Previous page	 (PC only)	Alt 12	Customize local layout







Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		Shift F2	Delete		Shift F5	Get variant
	F5	Overview		None	Update/Refresh		Shift F6	Selection screen help














Navigation Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue/Copy		F8	Scroll left		Ctrl Shift F1	Move Favorites Up
	F12	Cancel		Shift F1 Shift F7	Scroll right Next Item		Ctrl Shift F2	Move Favorites Down
	Ctrl F10	User menu		Ctrl F11	SAP menu		Ctrl F12	Business Workplace Menu
	Ctrl F7	Previous layout		Ctrl F8	Next layout		F6	Display Period screen











Matchcode Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
 (Mac)	F4	Display Matchcode list		F6	Insert in personal list. Click on an item, then on the button.
 (PC)	F4	Display Matchcode list		Shift F6	Display personal list. After you create the personal list, click to end the list.
	Shift F6	Restores the original Matchcode 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	Button	Keyboard Shortcut	Description
	Ctrl F1	Select all items		Ctrl F2	Deselect all
	Ctrl F3	Start/end of block. Select first item; click button. Select last item; click button.		Ctrl F6	Display results
	F5	Change sort order to descending or ascending.		None	Multiple Selection. Include or exclude single values or ranges.
	F7	Display all possible values.		F8	Collapse All
	Shift F4	Dynamic Selections. Allows you to select additional fields for search criteria.		Shift F5	Restrict values on Matchcode list.
	F2	Selection Options. Choose values <, >, ≠, etc.		F5 (Mac)	Display → Change. Switches from display to change mode.
	None	Replace item back into workflow in Workflow Inbox.			

Transactions

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F6	Display header details.		F2	Display details
	F2	Display line item details.		Ctrl Shift F6	Show release strategy for PO.
	Shift F6	Display conditions for a PO line item.		Ctrl F11	Display delivery address.
	F7	Display the vendor address for a PO.		Shift F5	Display the delivery schedule for a PO line item.
	Shift F5 Ctrl F12	General Statistics (Reqs) PO History		None	Services for object (Display JVs, Reqs)

Text

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Shift F2	Delete selection line		F9	Paste text into field after you copy or cut it. Position the cursor and click the button.
	Ctrl F10 Shift F6	Item text (POs) Detailed text (JVs)		F9	Select. Click in a line item, then on the button.
	Ctrl Shift F1	Cut text (JV item text)		Ctrl Shift F2	Copy text (JV item text)
	F6	Create text (JVs)		Shift F4	Search and replace words in the JV text screen.
			(PC only)		
			(Mac only)		