ECC Reporting Tool- Creating/Adding to your Favorites

**Purpose:** To put frequently used transactions in your favorite’s folder of your SAP Easy Access Menu, to make them more easily accessible.

**Step One:**

1. Open the SAP Easy Access Menu and navigate to the 'Favorites' section.
2. Type the technical name of the transaction you wish to add to your favorites.

**Step Two:**

1. Once you are in the transaction screen, select:
   - *System*
   - *User Profile*
   - *Expand Favorites*
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**Step Three:**

- **Favorites**
  - ZHPA_ISR_DELETE - ISR Deletion Program
  - FA20 - Display HR Master Data
  - FA30 - Maintain HR Master Data
  - ZHPA_ISR_REPORT - ISR Report
  - FC13 - Maintain Position
  - FA40 - Personnel Actions
  - FUOC_10 - Off-Cycle Workbench USA
  - FPOSE - Display organization and Staffing (FPOSE)
  - ZZWF_ISRWILLOCATOR - ISR Workflow Work Item Locator
  - ZHPA_ISR_PENDINGISR - Pending ISR's by Payroll
  - FC00_M10_CALC_SIMU - Simulation payroll accounting 10
  - CADO - Time Sheet: Display Data
  - PT_BAL00 - Cumulated Time Evaluation Results
  - PC10 - Maintain Organizational Unit
  - S_AHR_61016494 - Org. Structure with Positions
  - S_AHR_61016495 - Org. Structure with Persons
  - S_AHR_61016880 - Logged Changes in Infotype Data
  - FA70 - Fast Entry
  - KCO3 - Display Internal Order
  - S_AHR_61015471 - Infotype Overview for Employee
  - PC_PAYRESULT - Display Payroll Results
  - ZHPA_DIR - Display Employee Directory
  - URL - HR Shared Services Website
  - URL - HR Shared Directory

Favorite will then be added to the bottom of your favorites. You can then drag and place to where you prefer.