

Stopping a Transaction in SAP

Purpose

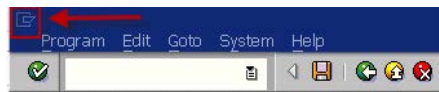
On occasion you may start a transaction in SAP that you did not intend and you may want to stop it before it completes. For example you may start entering parameters in the ISR report and click on execute before you have filled in the necessary fields. The report may be taking too long to run and you want to stop it to change the data to narrow your search.

Associated Roles

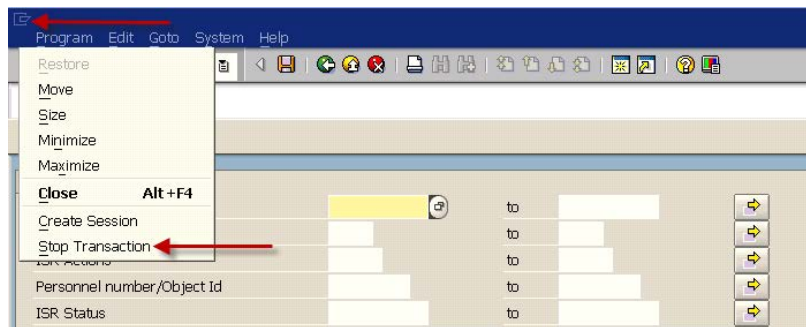
SAP Access in general

Process Instruction

When in a transaction that you wish to stop click on the small square in the top left of your SAP screen.



A drop down window will appear that includes the option Stop Transaction.



Select Stop Transaction and you will be taken out of the transaction back to the SAP Easy Access Menu.

Contact HR Shared Services at 443-997-5828