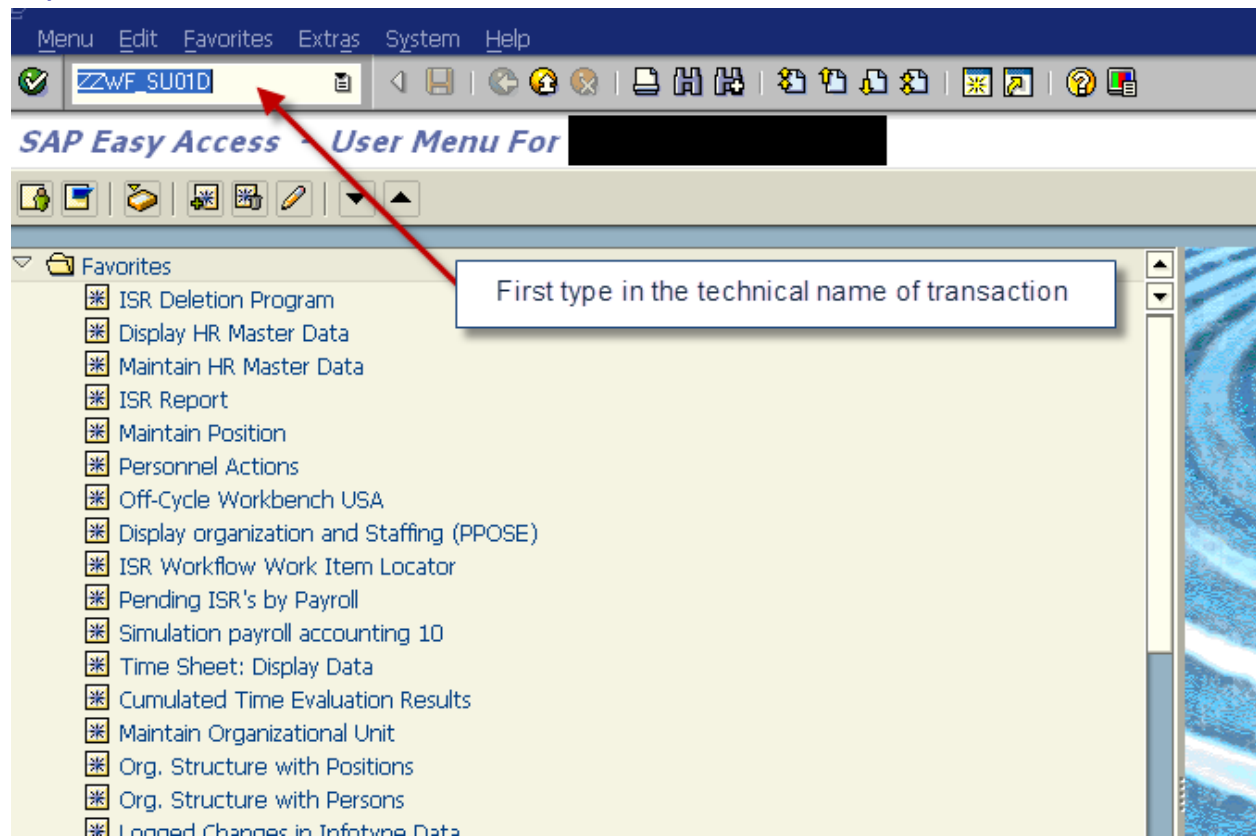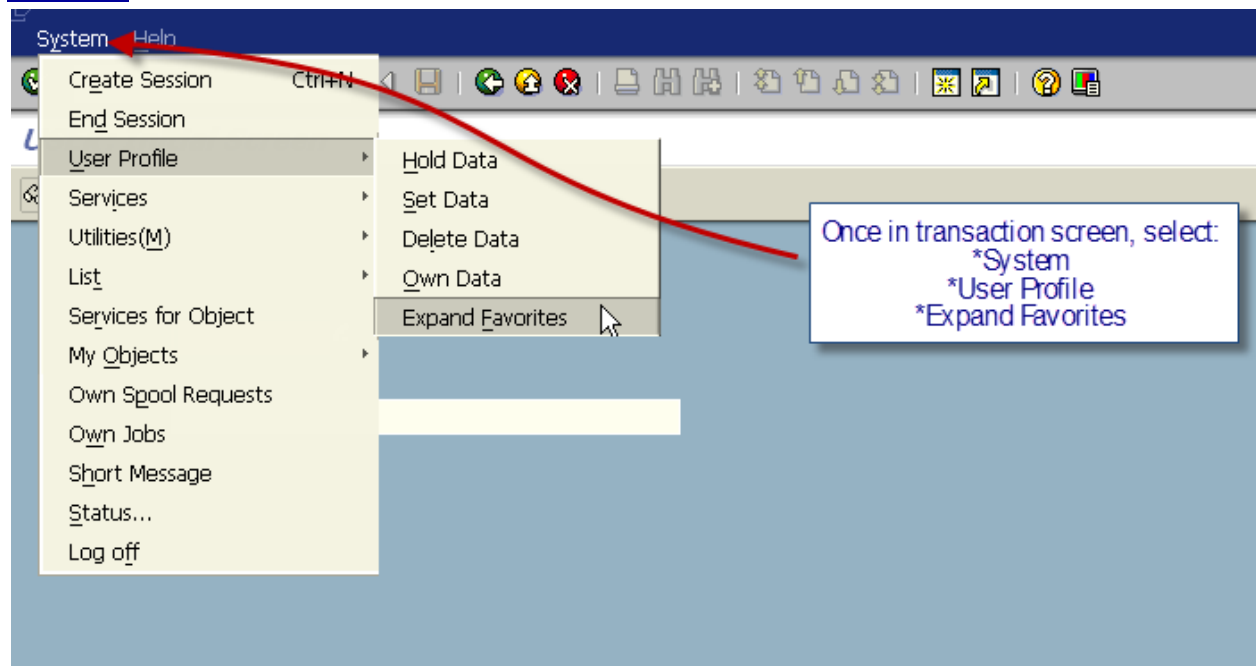# ECC Reporting Tool- Creating/Adding to your Favorites

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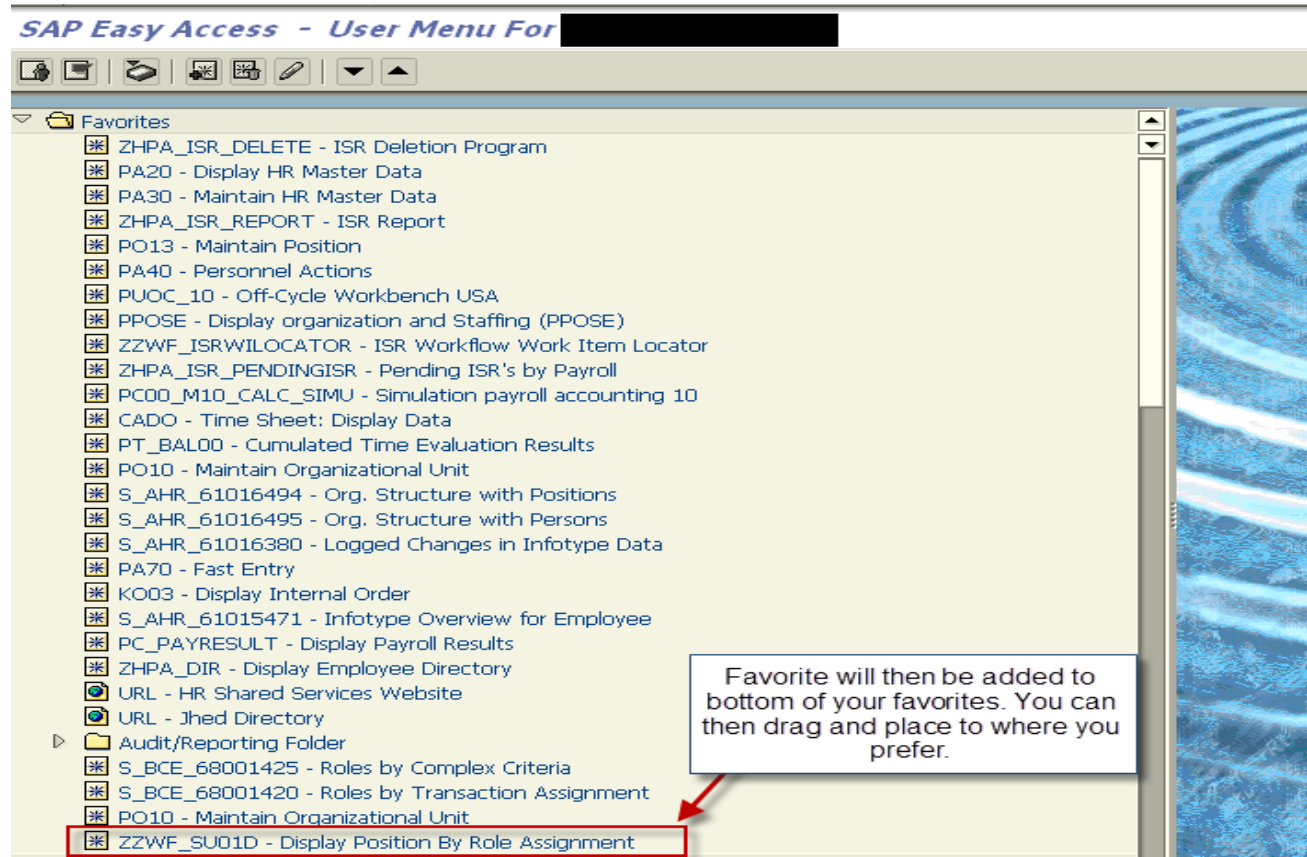
Step One:

Step Two:

ECC Reporting Tool- Creating/Adding to your Favorites

Step Three:

SAP Easy Access — User Menu For

- Favorites
  - ZHPA_ISR_DELETE - ISR Deletion Program
  - PA20 - Display HR Master Data
  - PA30 - Maintain HR Master Data
  - ZHPA_ISR_REPORT - ISR Report
  - PO13 - Maintain Position
  - PA40 - Personnel Actions
  - PUOC_10 - Off-Cycle Workbench USA
  - PPOSE - Display organization and Staffing (PPOSE)
  - ZZWF_ISRWILOCATOR - ISR Workflow Work Item Locator
  - ZHPA_ISR_PENDINGISR - Pending ISR's by Payroll
  - PC00_M10_CALC_SIMU - Simulation payroll accounting 10
  - CADO - Time Sheet: Display Data
  - PT_BAL00 - Cumulated Time Evaluation Results
  - PO10 - Maintain Organizational Unit
  - S_AHR_61016494 - Org. Structure with Positions
  - S_AHR_61016495 - Org. Structure with Persons
  - S_AHR_61016380 - Logged Changes in Infotype Data
  - PA70 - Fast Entry
  - KO03 - 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 - Jhed Directory
  - Audit/Reporting Folder
  - S_BCE_68001425 - Roles by Complex Criteria
  - S_BCE_68001420 - Roles by Transaction Assignment
  - PO10 - Maintain Organizational Unit
  - ZZWF_SU01D - Display Position By Role Assignment

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