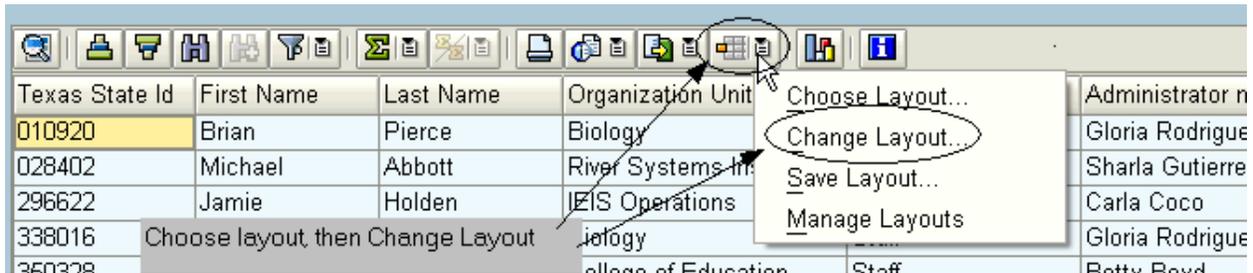


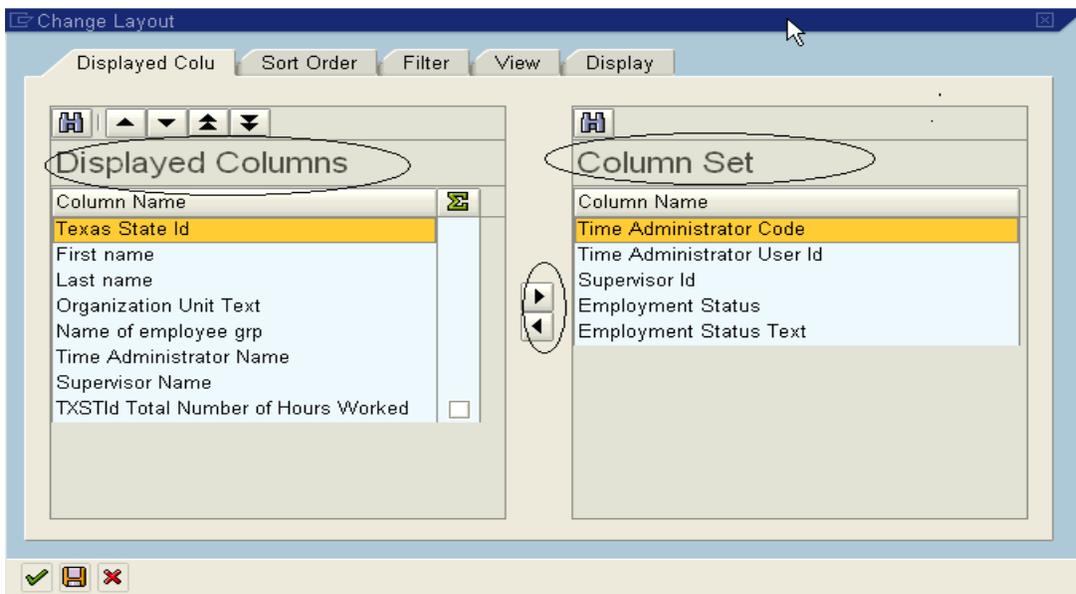
Basic Navigation for Use with SAP Reports

Add or Delete Columns

To add or delete a column from your report, select the Choose layout icon , then select Change Layout when the drop down box appears.



The following box will appear:



Columns displayed in the Column Set box are additional columns available for the report. Columns displayed in the Displayed Columns box are on the current report.

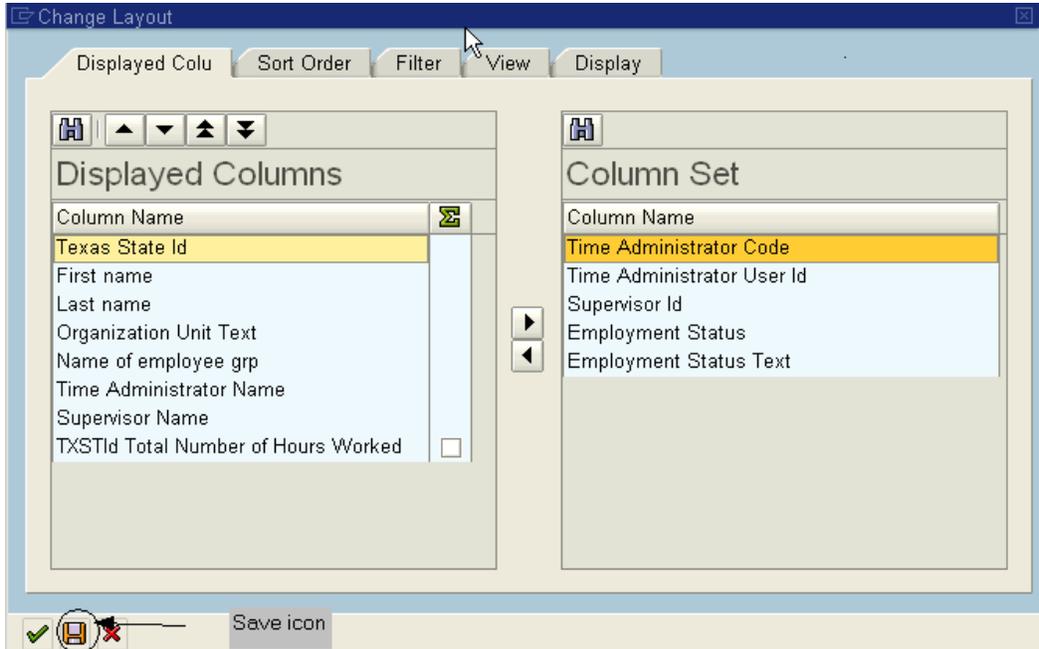
To add one of the columns in the Column Set box to the report, highlight the column you wish to add, then use the left arrow to move (in between the two boxes) to move the column into the Displayed Columns box.

To remove a column from the report, highlight the column in the Displayed Columns, then use the right arrow to move the column into the Column Set box.

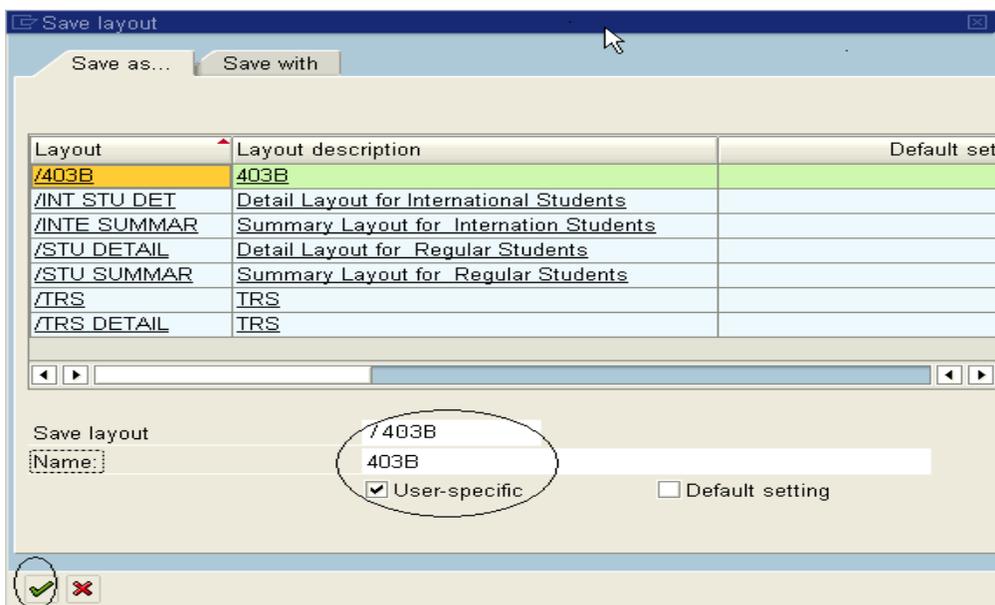
Saving a Report Layout

If you have a report layout you will be using over and over again, you might consider saving your layout.

To save a layout, click the save  icon:



When the following popup box appears, name your layout. The Save layout and Name fields must be populated. If the layout is saved as a default layout, the Save layout field must contain a / before the layout name. If the layout is saved as a User-specific layout, the Save layout field must contain an A or Z before the layout name. Personal layouts should be saved as user-specific layouts.



Users can save variants with their layout so that the report displays their personal layout when the report is executed:

Z_TRACK_HOURS_WORKED: Tracking Hours Worked

Period
 Begin Date: 01/01/2008
 End Date: 12/31/2009

Selection

Person ID		to		
Personnel number		to		
Employment status	= 0	to		
Personnel area		to		
Personnel subarea		to		
Employee group	B	to		
Employee subgroup	07	to	08	
Payroll area	S1	to		
Organizational unit		to		

Additional Selection

TRS Weekly counter:

403b Limit: 1,000

TRS 19 Week Limit:

403b Hourly Limit:

Select Type of Output

Detailed Report:

Summary Report:

ALV Layout Variant:

Select their personal layout and save the variant as usual.

Filtering Data

All reports can be filtered much like the filtering functionality in MS Excel.

The example below shows the steps to filter a report by Organization Unit.

1. Select (highlight) the column to be used as a filter (Organization Unit):

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail
 Employee: TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any alv filters)

Texas State Id	First Name	Last Name	Organization Unit Text	Name of EE grp	Administrator	Supervisor Name
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN

- Click the Set Filter icon :

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail: Highlight the column, then click the filter icon.
 Employee: TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any alv filters)

Toolbar: 

Texas State Id	First Name	Last Name	Organization Unit Text	Name of EE grp	Administrator	St
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	St
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	St
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	St
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	St

- Select the filter value(s) from the drop down list and click the green arrow:

Determine values for filter criteria

Select. Organization Unit Text to

Restrictions: Restrict Value Range (1) 27 Entries found

Organization Unit Text

- College of Science
- English
- Office of Professional De
- Human Resources
- Biology
- Multicultural Student Aff
- College of Education
- Mathematics
- River Systems Institute
- Texas State Teacher Cente
- Texas Stream Team
- Department of Criminal Ju
- Center/Safe Communities &
- Ingram School of Engineer
- Department of Technology
- Finance & Economics
- Texas STEP
- Department of Geography
- Center for Archaeological

33433	Kathryn	Lillian Garcia	SEIDMAN STEPHEN
33433	Kathryn	Lillian Garcia	SEIDMAN STEPHEN
33433	Kathryn	Lillian Garcia	SEIDMAN STEPHEN
33433	Kathryn	Lillian Garcia	SEIDMAN STEPHEN
51967	James	Karen Bryson	BELL METEREAU REBECC
51967	James	Karen Bryson	BELL METEREAU REBECC
51967	James	Karen Bryson	BELL METEREAU REBECC
51967	James	Karen Bryson	BELL METEREAU REBECC
51967	James	Karen Bryson	BELL METEREAU REBECC

Determine values for filter criteria

Select. Organization Unit Text **College of Science** to

Select the values to filter by and click the green arrow.

Toolbar: 

4. View filtered report:

The report only displays employees in the College of Science. Notice that the "Count" did not change from 974.

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail
 Employee TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any alv filters) ← Count will not change.

Texas State Id	First Name	Last Name	Organization Unit Text	Name of EE grp	Administrator	Supervisor Name	Begin Date of ...	Enc
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/02/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/06/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/13/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/20/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/27/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/03/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/10/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/17/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/24/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/02/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/16/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/23/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/30/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/06/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/13/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/20/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/27/2008	05/

5. Delete Filter(s)

To delete filters, click the Set Filter Icon  and select Delete Filter:

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail
 Employee TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any alv filters)

Texas State Id	First Name	Last Name	Organization Unit Text	Name of EE grp	Administrator	Supervisor Name	Begin Date of ...	Enc
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/02/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/06/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/13/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/20/2008	01/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/27/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/03/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/10/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/17/2008	02/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/24/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/02/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/16/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/23/2008	03/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/30/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/06/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/13/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/20/2008	04/
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/27/2008	05/

Adding Totals to a Report

1. Select the column to be totaled (Assignment Total Number of Hours Worked) and select the

total icon .

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail Select the column to be totaled and click the total icon.
 Employee TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any filters)

Texas State Id	First Name	Last	Organization Unit Text	EE g.	Administrator	Supervisor Name	Begin Date of ...	End Date of Pe...	Assignment Total Number...
359154	Tony	John	Multicultural Student Aff	Staff	Michelle Aguilar		07/12/2009	07/18/2009	40.00
359154	Tony	John	Multicultural Student Aff	Staff	Michelle Aguilar		07/19/2009	07/25/2009	40.00
359154	Tony	Johnson	Multicultural Student Aff	Staff	Michelle Aguilar		07/26/2009	08/01/2009	40.00
359154	Tony	Johnson	Multicultural Student Aff	Staff	Michelle Aguilar		08/02/2009	08/08/2009	40.00
359154	Tony	Johnson	Multicultural Student Aff	Staff	Michelle Aguilar		08/09/2009	08/15/2009	40.00

2. Select the operation (Total) to be performed:

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail
 Employee TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any filters)

Texas State Id	First Name	Last	Organization Unit Text	EE g.	Administrator	Supervisor Name	Begin Date of ...	End Date of Pe...	Assignment Total Number
359154	Tony	John	Multicultural Student Aff	Staff	Michelle Aguilar		07/12/2009	07/18/2009	40.00
359154	Tony	John	Multicultural Student Aff	Staff	Michelle Aguilar		07/19/2009	07/25/2009	40.00
359154	Tony	John	Multicultural Student Aff	Staff	Michelle Aguilar		07/26/2009	08/01/2009	40.00
359154	Tony	John	Multicultural Student Aff	Staff	Michelle Aguilar		08/02/2009	08/08/2009	40.00

3. View to totaled column:

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail Sum icon will appear and the the column will be totaled.
 Employee TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any filters)

Texas State Id	First Name	Last na...	Organization Unit Text	EE g.	Administrator	Supervisor Name	Begin Date of ...	End Date of Pe...	Assignment Total Numb...
619892	Bernice	Ceballos	Multicultural Student Aff	Staff	Michelle Aguilar	MORGAN KEYLAN	07/19/2009	07/25/2009	31.00
619892	Bernice	Ceballos	Multicultural Student Aff	Staff	Michelle Aguilar	MORGAN KEYLAN	07/26/2009	08/01/2009	40.00
619892	Bernice	Ceballos	Multicultural Student Aff	Staff	Michelle Aguilar	MORGAN KEYLAN	08/02/2009	08/08/2009	40.00
499767	Julian	Sitters	Center for Archaeologica	Staff	Stephanie Sonnie	LOHSE JONATHAN	10/18/2009	10/24/2009	33.50
499767	Julian	Sitters	Center for Archaeologica	Staff	Stephanie Sonnie	LOHSE JONATHAN	11/08/2009	11/14/2009	8.00
499767	Julian	Sitters	Center for Archaeologica	Staff	Stephanie Sonnie	LOHSE JONATHAN	11/22/2009	11/28/2009	16.00
499767	Julian	Sitters	Center for Archaeologica	Staff	Stephanie Sonnie	LOHSE JONATHAN	11/16/2009	11/21/2009	34.50
									33,220.47

Adding Subtotals to a Report

1. Only columns that are totaled can have a subtotal. In our previous example, the Assignment Total Number of Hours Worked has a total. To add subtotals by Texas State Id, select the Subtotal icon  and select Subtotals:

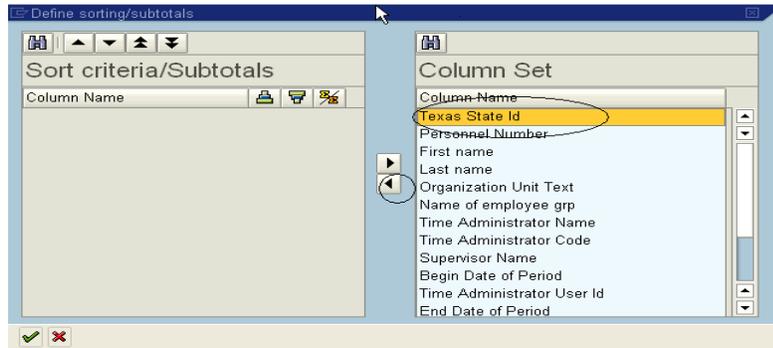
Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail
 Employee: TRS Limit: 19.00 Reporting: GE
 Count: 974 (of original display, without any filters)

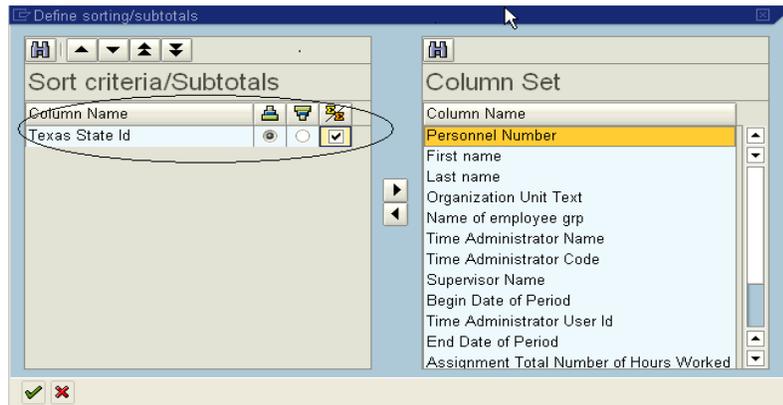
Texas State Id	First Name	Last name	Subtotals	Administrator	Supervisor Name	Begin Date of ...	End Date of Pe...	Assignment...
619892	Bernice	Ceballos	Drilldown Total Level	Michelle Aguilar	MORGAN KEYLAN	07/19/2009	07/25/2009	31.00
619892	Bernice	Ceballos	Multicultural Student Aff Staff	Michelle Aguilar	MORGAN KEYLAN	07/26/2009	08/01/2009	40.00
619892	Bernice	Ceballos	Multicultural Student Aff Staff	Michelle Aguilar	MORGAN KEYLAN	08/02/2009	08/08/2009	40.00
619892	Bernice	Ceballos	Multicultural Student Aff Staff	Michelle Aguilar	MORGAN KEYLAN	08/09/2009	08/15/2009	40.00

2. Define the sort criteria and column(s) to be subtotaled by highlighting the appropriate column in the Column Set box and use the left arrow to move the selection into the Sort criteria/Subtotals box. Select the appropriate sort order and define the columns to be subtotaled by clicking the radio buttons and subtotal boxes.

a.



b.

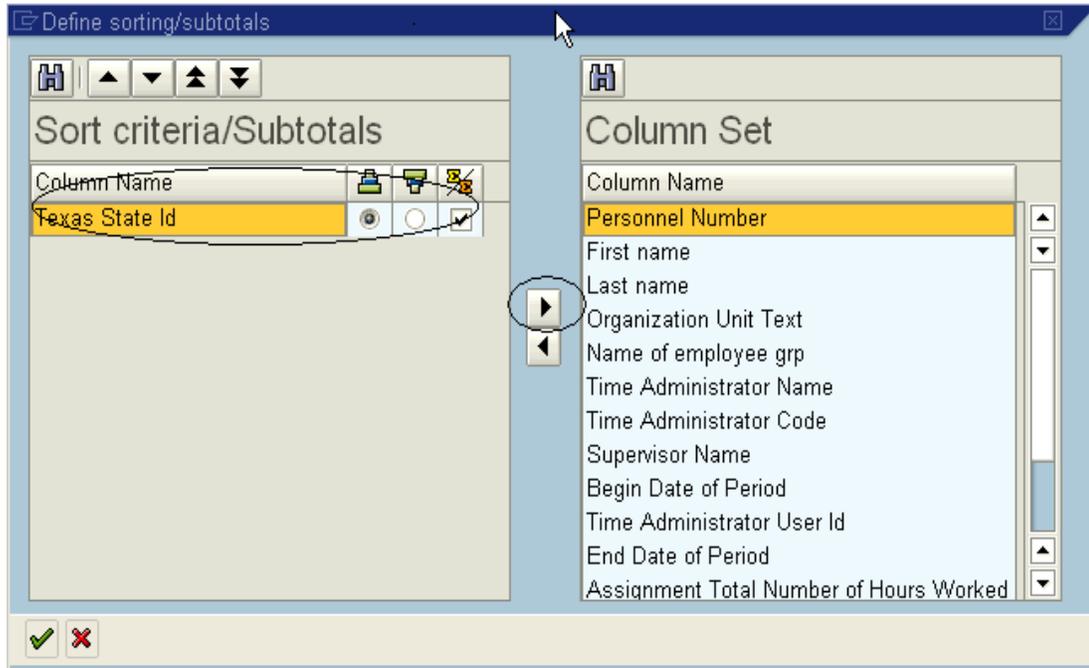


3. View your results:

Texas State Id	First Name	Last Name	Organization Unit Text	EE g.	Administrator	Supervisor Name	Begin Date of	End Date of Pe	Assignment
461109	Richard	Paese	Texas State Teacher Ce	Staff	Judy Cuevas	CUEVAS JUDY	02/08/2009	02/14/2009	40.00
	Richard	Paese	Texas State Teacher Ce	Staff	Judy Cuevas	CUEVAS JUDY	02/15/2009	02/21/2009	40.00
	Richard	Paese	Texas State Teacher Ce	Staff	Judy Cuevas	CUEVAS JUDY	03/08/2009	03/14/2009	40.00
	Richard	Paese	Texas State Teacher Ce	Staff	Judy Cuevas	CUEVAS JUDY	03/15/2009	03/21/2009	39.75
	Richard	Paese	Texas State Teacher Ce	Staff	Judy Cuevas	CUEVAS JUDY	03/29/2009	04/04/2009	20.25
	Richard	Paese	Texas State Teacher Ce	Staff	Judy Cuevas	CUEVAS JUDY	07/12/2009	07/18/2009	22.50
									850.50
463950	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	06/02/2008	06/07/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	06/08/2008	06/14/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	06/15/2008	06/21/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	06/22/2008	06/28/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	06/29/2008	07/05/2008	32.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	07/06/2008	07/12/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	07/13/2008	07/19/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	07/20/2008	07/26/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	07/27/2008	08/02/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	08/03/2008	08/09/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	08/10/2008	08/16/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	08/17/2008	08/23/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	08/24/2008	08/30/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	08/31/2008	09/06/2008	32.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	09/14/2008	09/20/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	09/21/2008	09/27/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	09/28/2008	10/04/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	10/05/2008	10/11/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	10/12/2008	10/18/2008	40.00
	Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	10/19/2008	10/25/2008	40.00
Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	10/26/2008	11/01/2008	30.00	
Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	11/02/2008	11/08/2008	39.00	
Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	11/09/2008	11/15/2008	37.00	
Joshua	Oyer	Texas Stream Team	Staff	Terry Wendland	PINCHBACK JASON	11/16/2008	11/22/2008	40.00	
									930.00
467333	Timothy	Griffith	Department of Criminal	Staff	Andrea Shimek	MONTAGUE WILLIA	01/04/2009	01/10/2009	32.00
	Timothy	Griffith	Department of Criminal	Staff	Andrea Shimek	MONTAGUE WILLIA	01/11/2009	01/17/2009	32.00
	Timothy	Griffith	Department of Criminal	Staff	Andrea Shimek	MONTAGUE WILLIA	01/18/2009	01/24/2009	32.00

4. Removing Subtotals

To remove subtotals, click the Subtotal Icon  and remove the column added in step 2b.



5. Removing Totals

To remove a total from a column, highlight the totaled column and click the total icon . The total will be removed from the column instantly.

Exporting the Report to Excel

To export reports into MS Excel, click the export icon, Local File and follow the same general SAP export instructions.

Tracking Hours Worked Staff

Begin Date: 01/01/2008 End Date: 12/31/2009 Detail
Employee TRS Limit: 19.00 Reporting: GE
Count: 974 (of original display, without any alv filters)



Texas State Id	First Name	Last na...	Organization Ur	Supervisor Name
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of C	LARSEN ROBER
611094	Swanand	Kulkarni	Department of Geograph Staff	Angelika Wahl
611094	Swanand	Kulkarni	Department of Geograph Staff	Angelika Wahl
611094	Swanand	Kulkarni	Department of Geograph Staff	Angelika Wahl

Context menu options: Spreadsheet, Word processing, Local File, Send, Office, ABC Analys., HTML download, Copy URL to Clipboard

Basic SAP Export Instructions:

Save list in file

In which format should the list be saved ?

- unconverted
- Spreadsheet
- Rich text format
- HTML Format
- In the clipboard