

# Report Fundamentals

**An introduction to basic report functionality in SAP.**

# Report Fundamentals

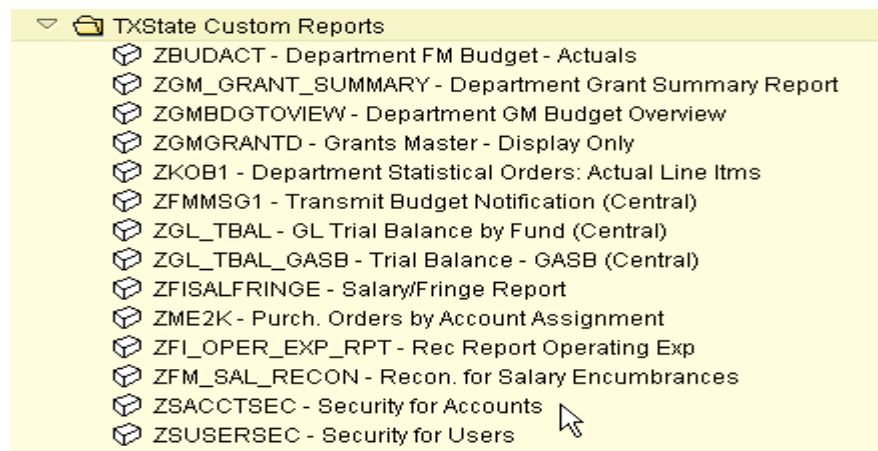
## Definitions

**Context Menu** – A right-click on your mouse, for PC users, brings up a *menu* of options available given the *context* of your current location. Mac users who do not have a right mouse button use Control-click to open a context menu, as in other Mac applications.

**Wildcard** – Using an asterisk \* in a selection criteria field will search for all possible entries for that field. When you know any part of the entry you're searching for, replace the unknown character or characters with \* and the search will return all variations that include the known portion. For example, \*eg might return beg, keg, leg, and so on. Or, \*eg\* might return begs, beggar, legend, stegosaurus, etc.

## Custom Reports

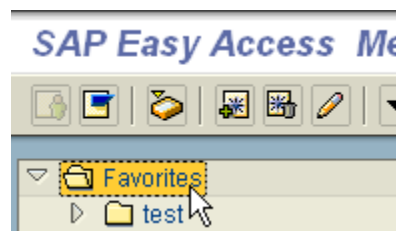
Custom reports for Texas State are located in the SAP menu under the section titled **TXState Custom Reports**:



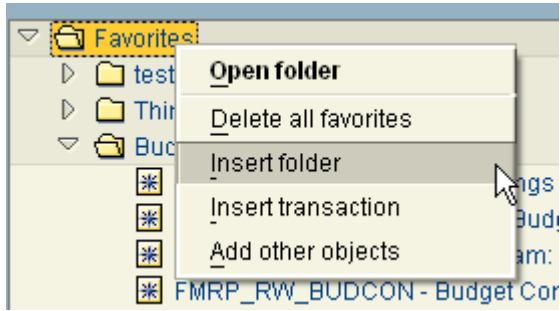
## Creating a Folder in Favorites

To organize your SAP transactions by topic, create folders for each topic and then insert your transactions into the folders.

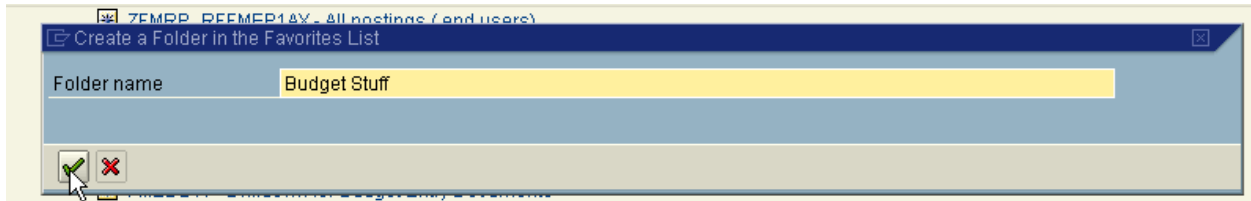
First, highlight the Favorites folder:



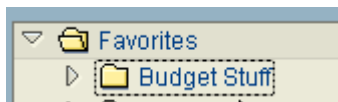
Then, right-click to get a context menu and choose “Insert Folder.”



In the popup box, name your folder and then click on the green check mark:

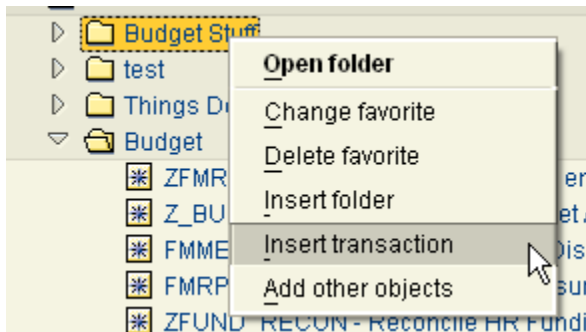


You have now created a new folder.

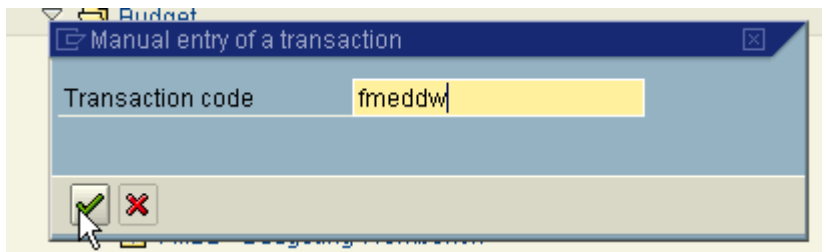


## Inserting a Transaction in a Folder

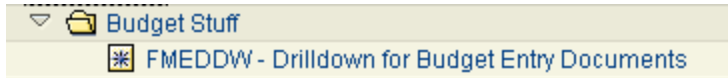
Right-click on the folder in which you want to insert a transaction and from the context menu choose “Insert Transaction”:



In the popup box, type the transaction name and click the green check mark:




You now have transaction FMEDDW in your Budget Stuff folder.



## Starting a Report

Choose the transaction that will create the report you want by clicking the menu title or by typing the transaction code directly into the empty box on the toolbar at the top of the page.

## Multiple Selections

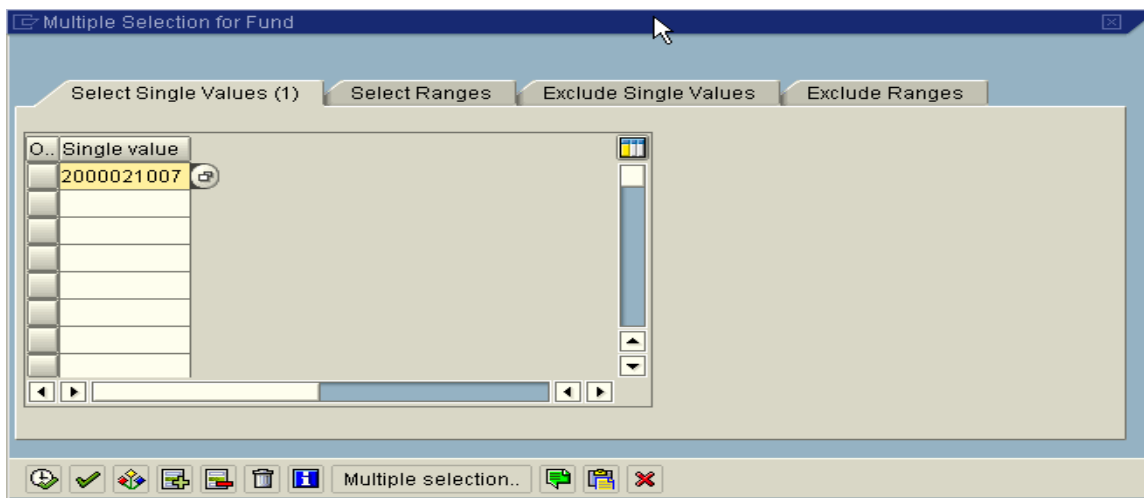
Whenever you see  next to a data field, it means you have the option to include and/or exclude multiple selections. There are four tabs available:

**Select Single Values** (one or more single values)

**Select Ranges** (one or more ranges)

**Exclude Single Values** (one or more single values)

**Exclude Ranges** (one or more ranges)





## Using Wildcards


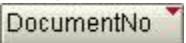
The use of an asterisk \* in a selection field tells the program to search for additional data.

Hint	Example	Result
If your entry <i>begins</i> with an asterisk, the program searches for all possible entries that match your <i>ending</i> characters.	*0008	The program returns all possible entries for that field that <i>end</i> in 0008.
If your entry <i>ends</i> with an asterisk, the program searches for all possible entries that match your <i>beginning</i> characters.	1312*	The program returns all possible entries for that field that <i>begin</i> with 1312.
If your entry has an asterisk in the <i>middle</i> , the program searches for all possible entries that <i>begin and end</i> with your beginning and ending characters.	100005**08	The program returns all possible entries for that field that <i>begin</i> with 100005 <i>and end</i> with 08.


## Sorting Data

First, click a column header, such as "DocumentNo" to select that column.

Then click  to sort the column in ascending order. A tiny red triangle now appears in the upper right corner of the column header,  pointing up to indicate the column is sorted ascending.


Next, click  to sort the column in descending order. Notice that the triangle now points down: .

## Totals

First, click a column header, such as "Amount" to select that column. Then, click  to total the selected column.


## Subtotaling

Subtotaling is only possible when you have already totaled something or if you're trying to subtotal multiple items. For example, to subtotal a report screen by fund, click the header of the "Fund" column

to select it, then click , which will subtotal the amounts on that screen by fund number.

It is also possible to subtotal by multiple items. Examples include, but are not limited to, funds, cost centers, orders, etc.



## Hiding Columns

To hide a column, right-click on the column header, such as , then select “Hide” from the context menu.



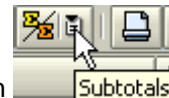
Remember, Mac users can use Control-click to open context menus.

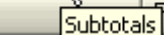
## Showing Columns

To show a column that has been hidden, right-click on a column header to the right of where you want the hidden column to be displayed and choose “Show.” In the context menu that pops up, select the hidden column you want from the list on the right side and click  to move it into the “Displayed Columns” list on the left side. Click  to return to the report.

## Summarizing

You can summarize rows of data to one subtotal line by using one of two different methods. Which method to use depends upon the report.



The first method is to choose the “paper” icon next to the  $\Sigma/\Sigma$  icon  and then select at what level you want to summarize your data.



The second method utilizes the menu bar. Go to “Settings,” choose “Define Totals Drilldown,” and then select at what level you want to summarize your data.

The detailed view can be restored by clicking  and can be summarized again by clicking .

## Filtering Data

### Step 1: Define Filter Criteria

Click  to filter data.


Select the filter categories on the right side (e.g., `Document Number`) then click  to move those to the left side (Filter Criteria). Click  within the filter panel to proceed to Step 2.

## Step 2: Determine Values for Filter Criteria

Complete/review the fields and make any changes necessary to refine each category of your criteria.




Note: The filter criteria can include selections and/or exclude selections (see **Multiple Selections**, above).

Click  to set these filter criteria.


To remove the filter, select  or “Delete Filter.”

## Choose Layout


Click  to choose a predefined layout.

Click  or any layout that already exists for your report.

## Change Layout

Click  to change the layout.

Make your selections in the popup box, then click  to transfer those selections to the report.

Click  to save the layout and choose a name/description.




Proceed with CAUTION: You can *change* the description and name of the layout, then check  User-specific to save it with the new name for your own use. Do *not* simply rename a layout that was created by someone else—you *must* check  User-specific to limit changes to your profile only.



Be certain you do NOT check the "Default Setting" option if you did not check  User-specific. If you do, you are resetting the default for *all* SAP users, not just yourself.

Click  to complete the save process.

## Save Layout

If you have already made changes to a layout and want to save them without going back into “Change Layout,” as in the previous step, click .



Again, proceed with CAUTION: Review/complete the description and name of your layout and check  User-specific to have it available for your use, rather than renaming someone else’s version.






Do NOT check the "Default Setting" option if you did not check  User-specific . If you do, you are resetting the default for *all* SAP users, not just yourself.

Click  to complete the save process.




## Creating Variants

Variants save time by eliminating repetitive field entries. Data that remains constant or seldom varies can be input one time, then saved and recalled as needed.

1. Start a transaction or report using the menu path or a transaction code. Enter data in the appropriate fields of any selection screen. For example, in a Budget to Actual Report, data such as Fiscal Year, Fund, and Funds Center will not be changing soon.
2. After entering the data in the appropriate fields, click  to save these entries as a variant.
3. Enter a short name for your variant.
4. Enter a brief description of the variant for its "Meaning."
5. Click  next to "Protect Variant" to keep other users from editing/altering this information if they should happen to access it.
6. Click  to save these entries and options as your variant. If you already have a variant by the same name or you are updating an existing variant, the following message will be displayed:


Click  to continue overwriting the existing variant.

If you select "No," then you can either cancel changing the variant or save it again using a different name and description.

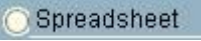


7. To use a saved variant, start a transaction/report.
8. Click  to bring up a "Find Variant" dialog box. You should see your user ID in the "Created by" field.
9. Click  to find all the variants you have for this transaction. Double-click on the name of a saved variant to select it. If you only have one variant, you will not see a list, but will simply be returned to the selection screen of your transaction with the variant data in the fields.
10. Click  to run the transaction with your variant data.

## Exporting Data


Use this procedure to export SAP data to a local file such as a Microsoft Excel spreadsheet.

1. Start a transaction or report using the menu path or a transaction code.
2. Select **System>List>Save>Local File**. This works for any data in SAP and is the only option for the top level (first page) of a report.
3. In a drill-down view *within* a report, the "Local File" button  on the toolbar may be used and has the same options.

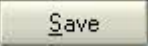



4. Click  .
5. Click  to continue. If prompted for a format after choosing "Spreadsheet," select "Excel Table" to get an Excel file that can be modified more easily.
6. Click  to the right of the "Directory" field to prepare to save the new spreadsheet.



7. Click  or browse your computer to choose the folder where you want to save the file.
8. Enter a name, *including* the file extension, for the new file.



You *must* add the proper file extension to the name of your file (.xls for Excel, .rtf for Rich Text, .html for HTML). The file extension tells your computer what program to open the file with. If you do not include an appropriate file extension, you're unlikely to be able to access whatever you've saved. Click  to continue.

9. Finally, click  to complete the creation of the file in the location and format selected.