SAP

Standard Reports

Cost Center Report

25.07.2007

DIRECTORY

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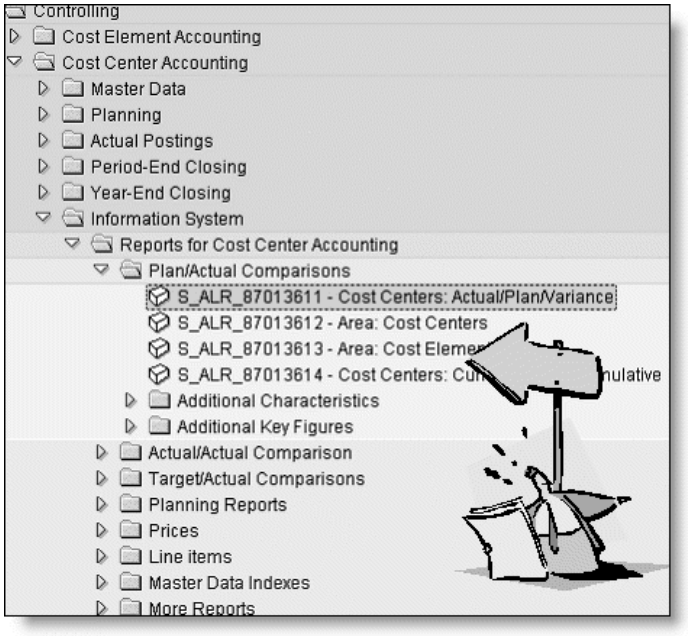
1 SAP Standard Reports



The SAP R/3 system comes with a vast amount of standard reports. Every SAP application has its own information system, which can be assessed from the application menu. Different tools have been used to build the reports and the outcome varies from very rigid, programmed reports to very flexible reports.

The reports in the controlling module are mostly built with a SAP reporting tool, called Report Painter. This is a very easy tool, which the controllers can use to make their own reports. The easiest way to start is to copy a standard report and modify it.

As all report painter reports share the same features and functions, it is a good idea to first have a closer look at a SAP standard report.

In this paper the **Cost Centers: Actual/Plan/Variance** –report is presented as an example of Report Painter reports.

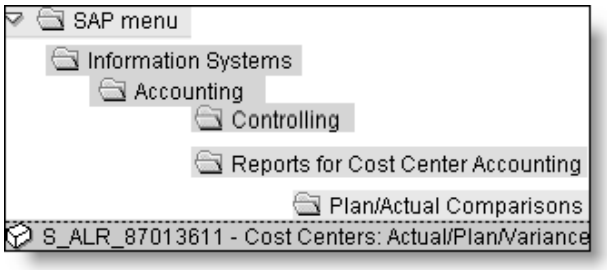
The presentation is based on R/3 IDES (4.6C - ERP 6000)

1.1 Cost Center Reports

1.1.1 How to find the reports?

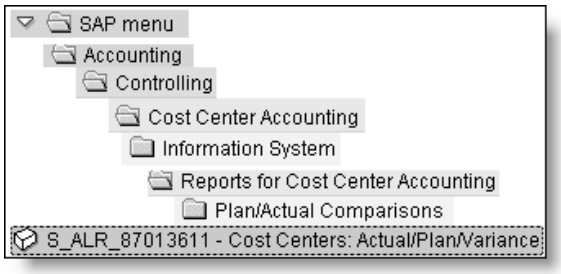
There alternative ways to find the report. It can be found in the application menu Controlling or in the SAP-main menu under Information Systems.

1) From application menu / Accounting
..Accounting/Controlling/Cost Center Accounting/Information System/Reports for Cost Center Accounting/Plan/Actual Comparisons



2) From SAP main menu Information systems

..Accounting / Controlling / Reports for Cost Center Accounting / Plan / Actual Comparisons

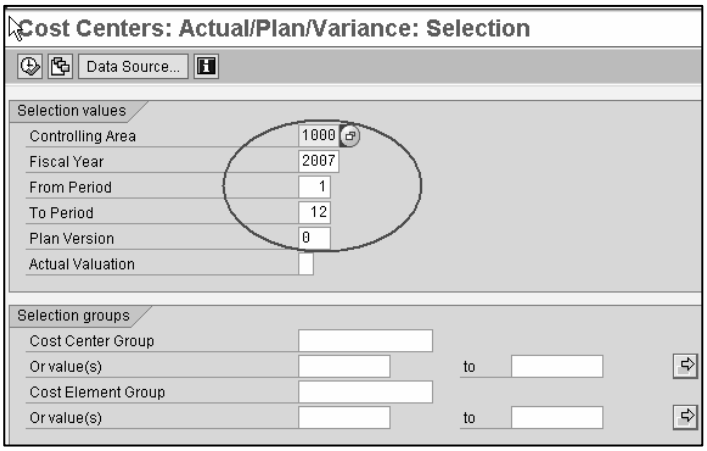


The report can also be started with the S-transaction, which you can add to your favorites. If the technical names are not shown, you can activate them from menu *Extras / Settings / Display technical names.*

2 Start parameters

2.1 Start parameters

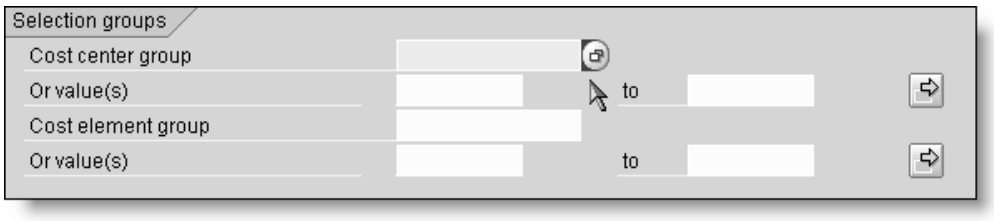
The initial display looks like this. Some of the fields have default values. Here the controlling area, periods and version are defaulted.



Before starting the report, give the start parameter values of your choice.

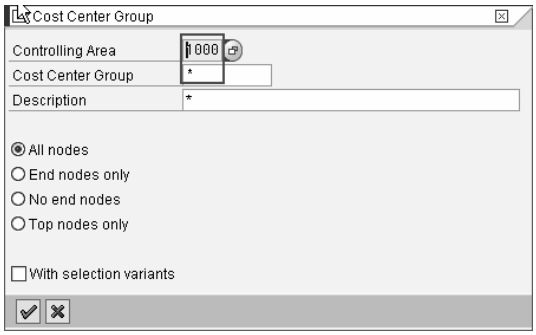
Check the controlling area. If you are using IDES, use 1000. If you are using your own environment, choose your own controlling area.

2.2 Cost Centers and Cost Elements



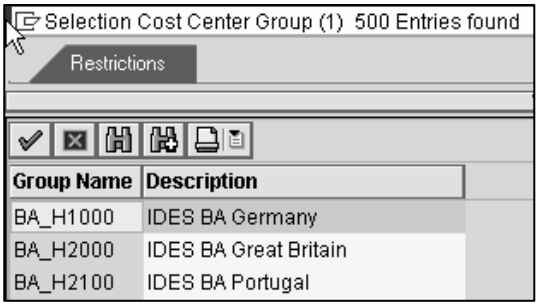
Choose next the cost centers and cost elements (accounts), that you want to report. You can use single values or groups. If you leave the fields empty, the report is executed for all cost centers and cost elements.

Click at the end of the field. You'll get a selection screen, which helps you to find the groups.



Fill in the controlling area and * in the Cost Center Group to get all cost center groups.

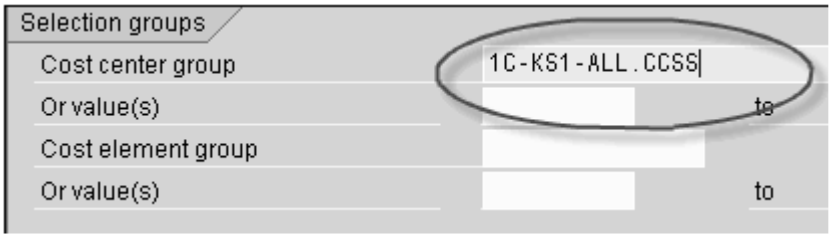
Choose a suitable group.



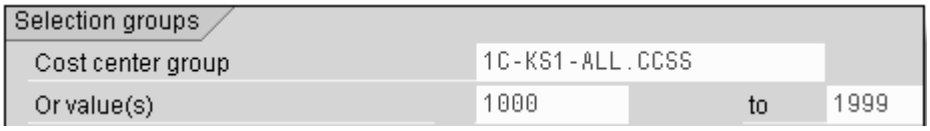
The example report uses IDES cost center group **BA_H1000** and cost element group **OAS**.

2.2.1 "Strange defaults" and error messages

If your report shows 'strange defaults', these are SAP defaults. For example here the default cost center group 'All cost centers'. Remove the default.



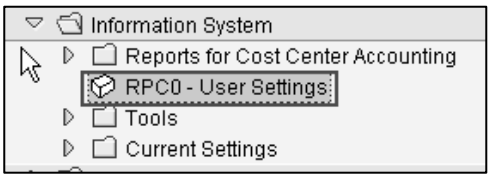
If you get this error message, you have entered both a group and single values. You have to remove the other one.



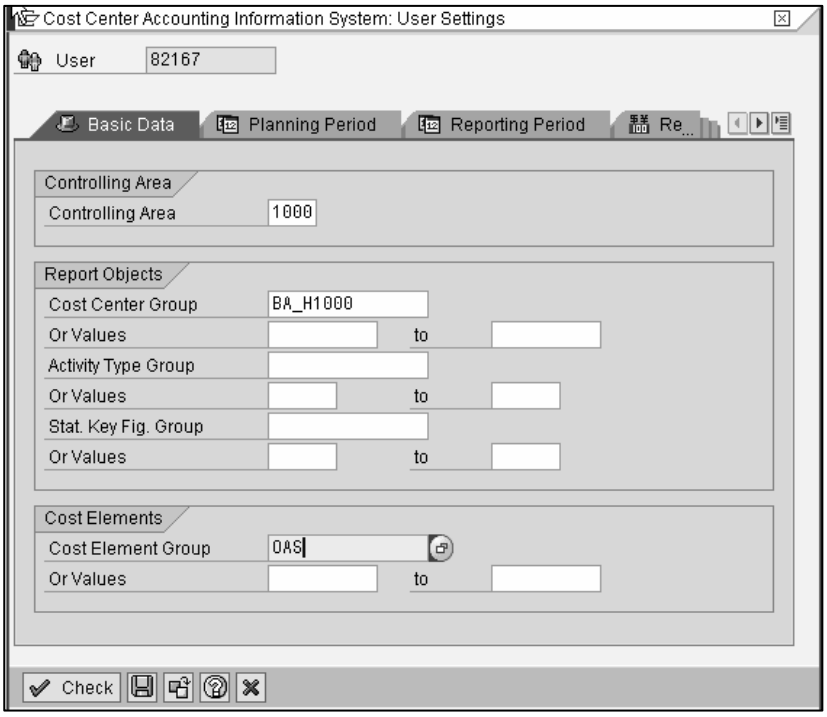
2.2.2 Default values

The default values shown in the start screen come from following sources:

- From user settings
- From the variables in the report definition



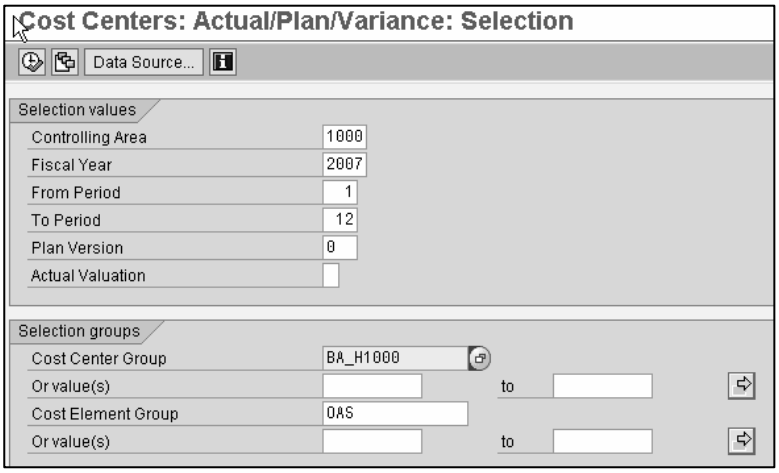
If you often start the report with same selections, it might be a good idea to save the defaults in user settings. Then they will be automatically defaulted. The defaults can of course be changed.



In this example the defaulted controlling area, periods, version come from the variables used in the report definitions.

2.3 Start the report

Check the parameters and start the report either with the clock or choose from Program-menu Execute.

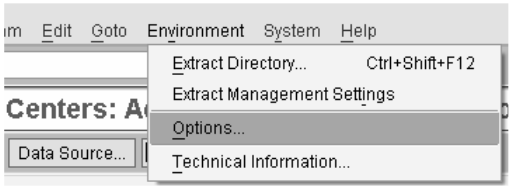


2.3.1 Authorizations

When the report is started the authorizations are checked. If you lack authorization to the report transaction, you'll get an error message.

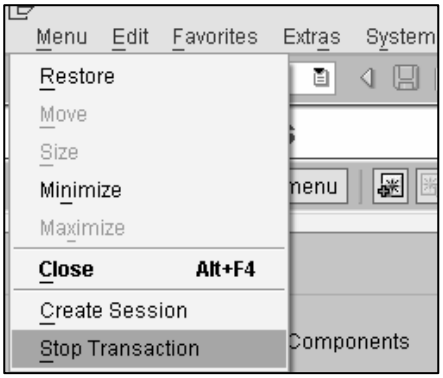
2.3.2 Report is started in excel

If you get a Security warning about excel macros, the excel output is chosen for the report. Remove it from the menu Environment / Options / Office Integration.



2.4 Cancel the report

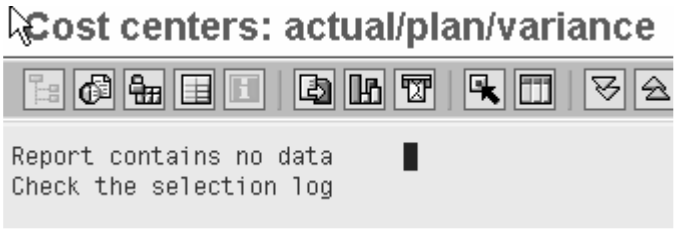
In the upper left corner of the display there is a small icon. Click it and a menu opens.



If you accidentally start a report without any restrictions, you can stop the transaction.

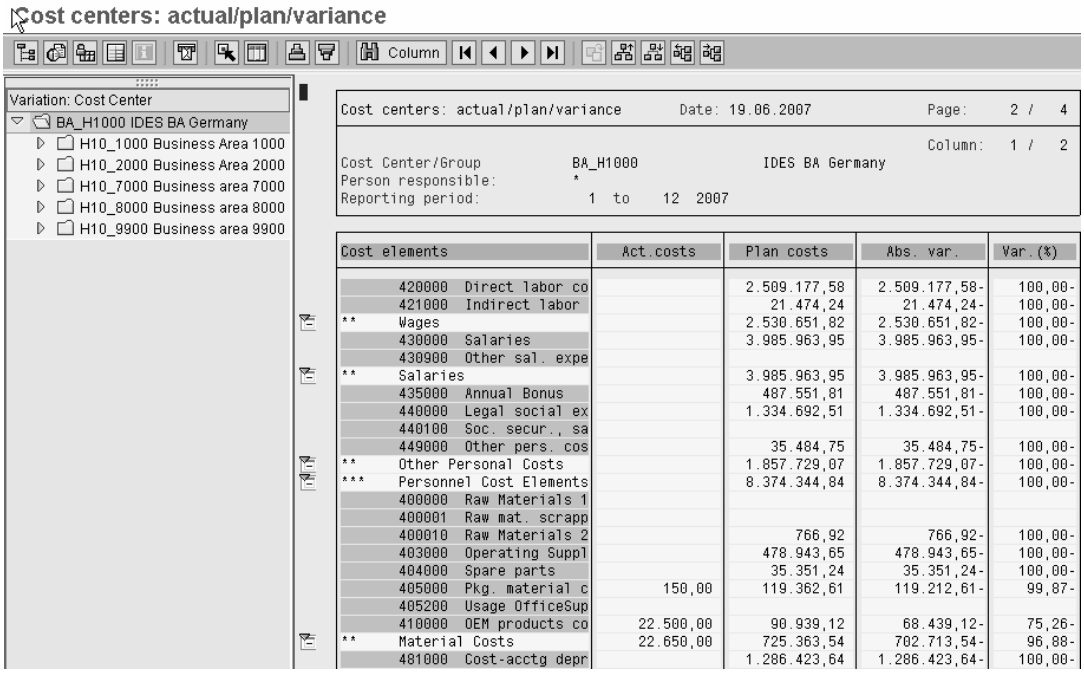
2.4.1 Report contains no data

If you get an empty report, check your selection parameters, especially the periods. If you are using IDES try to change the year. You might have an old version of IDES, which does not contain data for the year 2007.

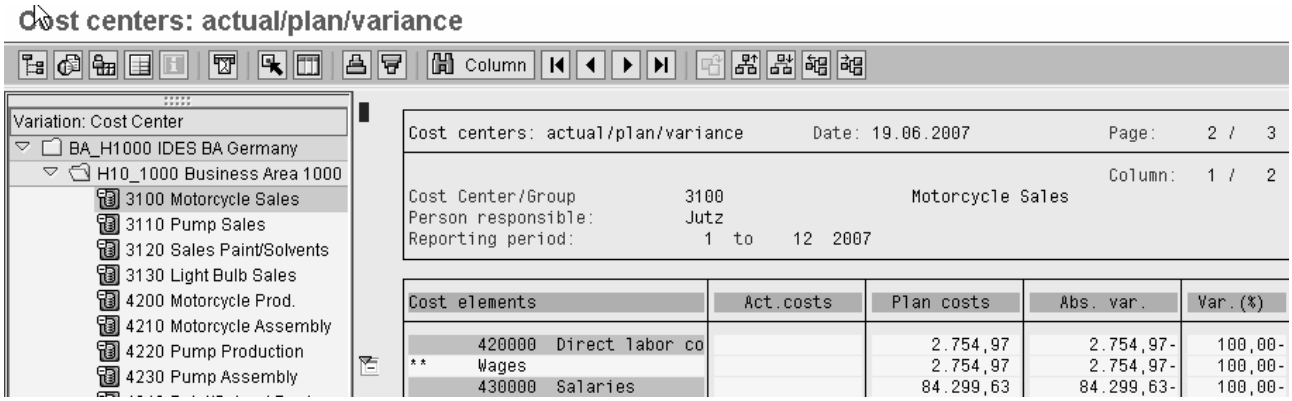


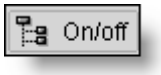
2.5 Report output

The report is displayed. On the left side you can see a navigation area with the chosen cost center group. On the right side is the report. The figures refer to the highest level of the group.



Open the cost center group and move the cursor from level to level, look at report and you see how the figures change.

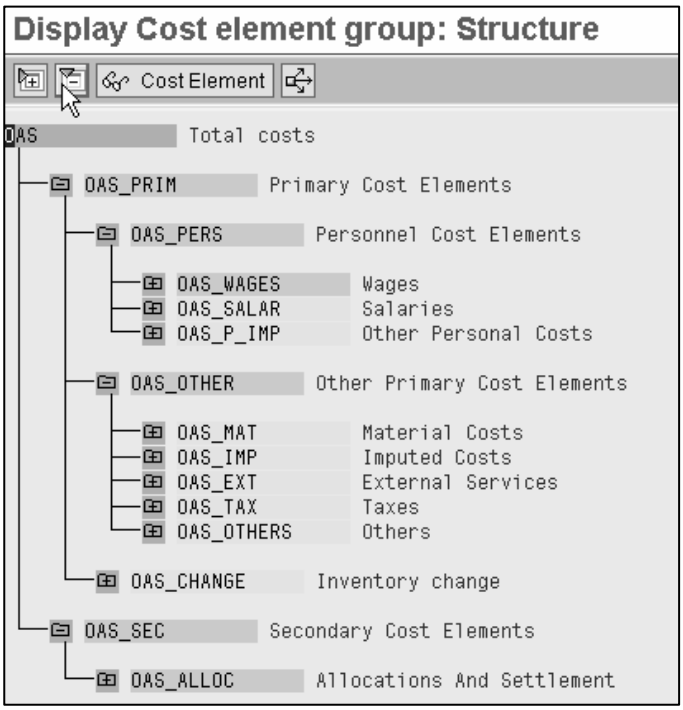


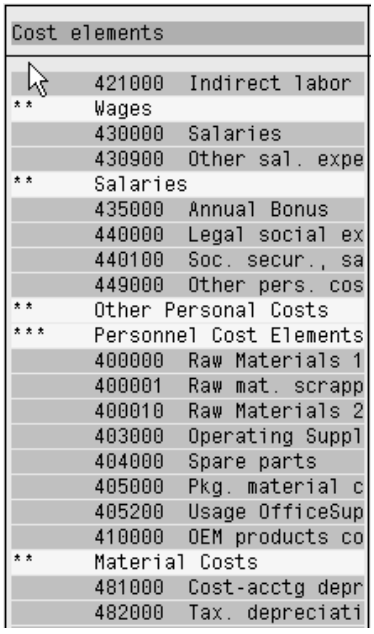


You can open and close the navigation area with on/off-button,

Report columns: the columns show the plan and actual figures for the chosen periods and the difference.

Report rows: the used cost element group defines the row structure.





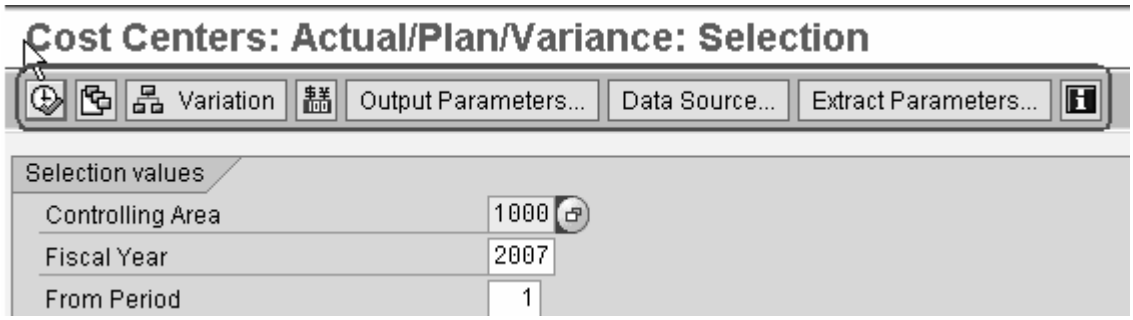
In this report the debit and credit postings are summarized and shown separately. The balance is shown at the end of the report.

2.6 Exit the report

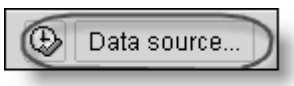
You'll ge back to the start screen either from the menu Report or with the green arrow.

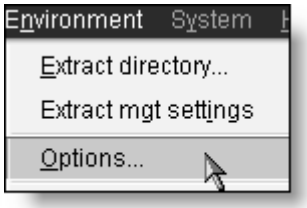
3 Functions on the start screen

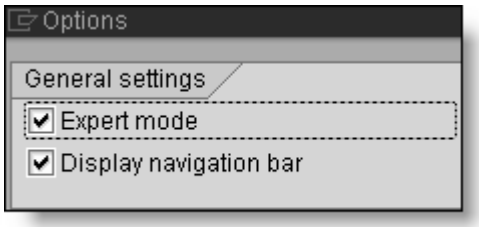
Let's now look at the functions in the icon bar on the initial screen.



If you only can see the Clock and Data Source, select from the Environment-menu Options. Check the **Expert mode** and **Display navigation bar**.







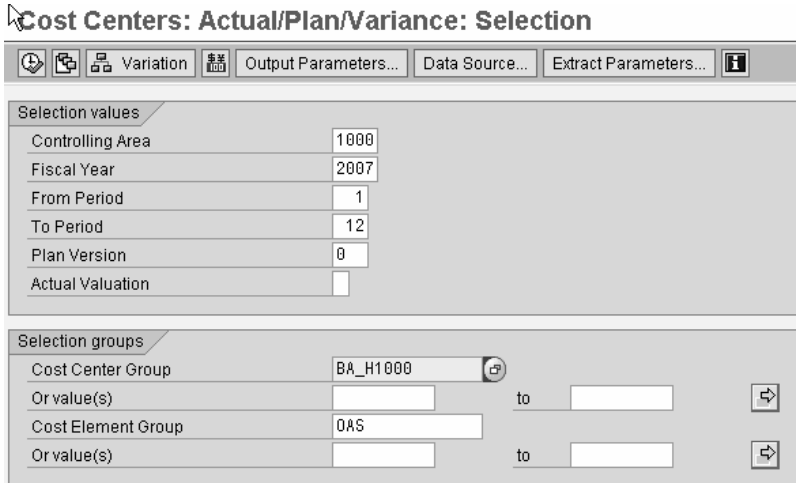
The functions are described in more detail at the end of this presentation.

4 Report functions

Let's have a closer look at the report and the functions on the report display.

Check the controlling area. If you are using IDES, use controlling area 1000 and use cost center group BA_H1000 and Cost element group OAS.

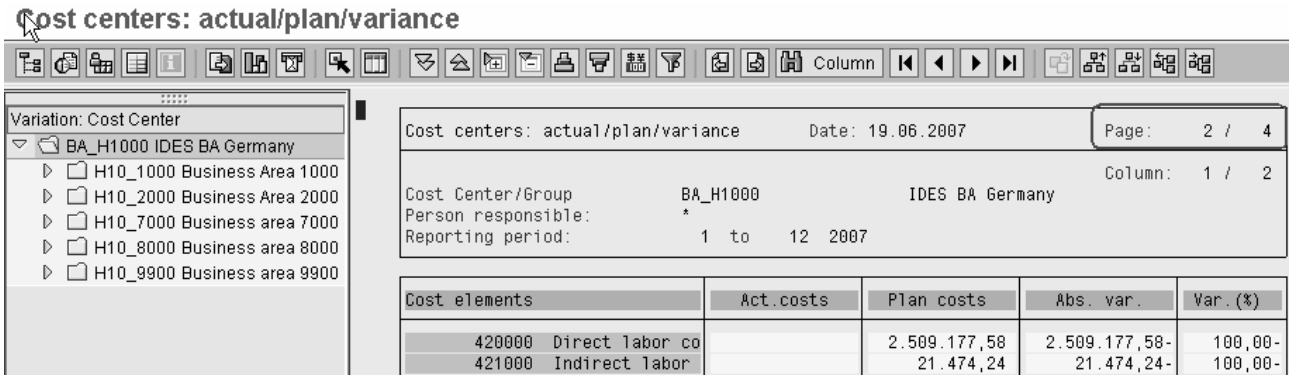
Start the report with the clock.



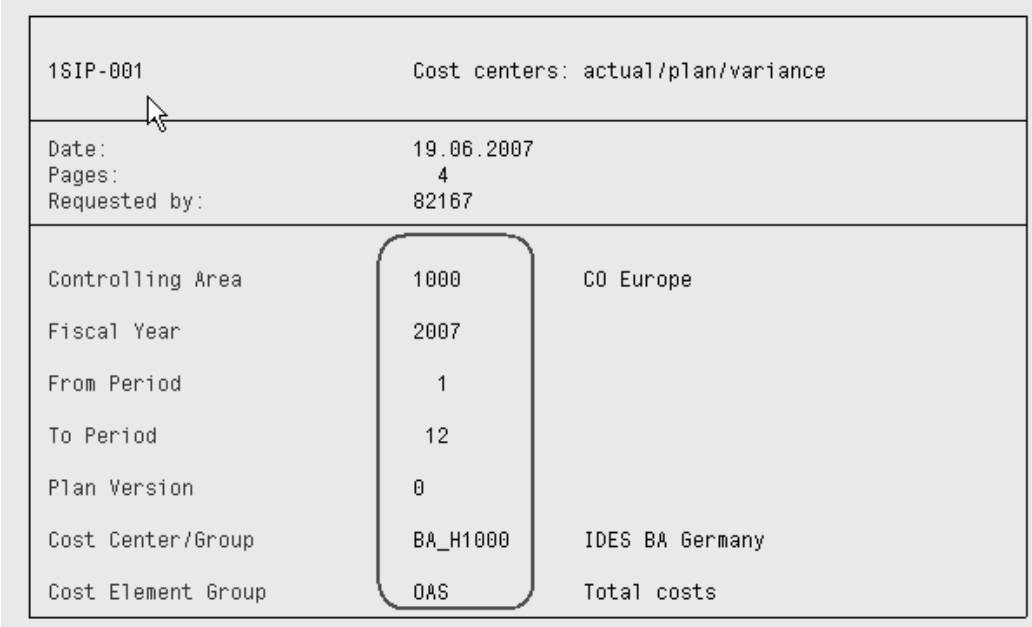
4.1 Report Pages

When the report shows on the screen, look at the page number. Notice, that it is 2/4. According to the page numbering, the report has five pages. Let's look at the other pages.

Scroll the report upwards.

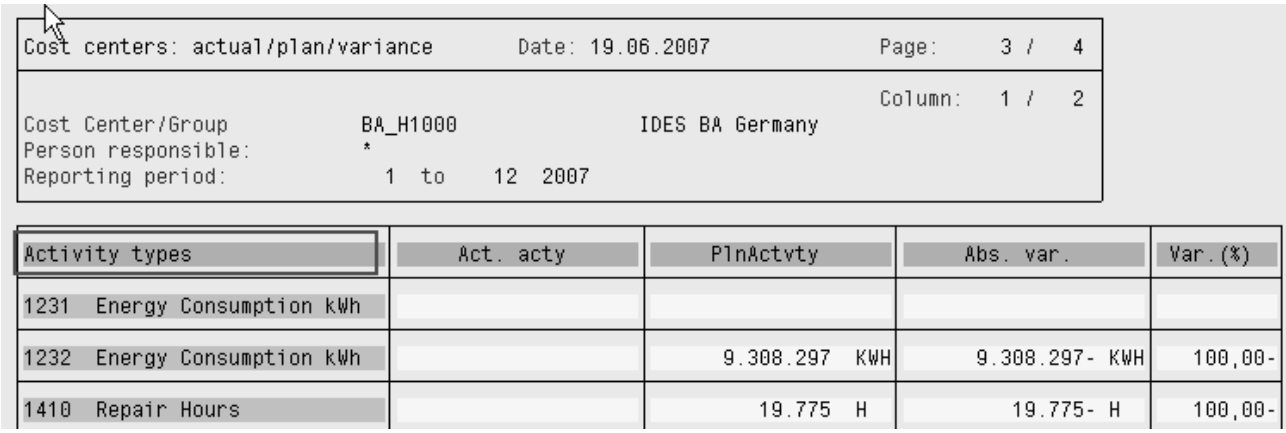


On page 1 you can see the parameters you gave, when you started the report



1SIP-001	Cost centers: actual/plan/variance	
Date:	19.06.2007	
Pages:	4	
Requested by:	82167	
Controlling Area	1000	CO Europe
Fiscal Year	2007	
From Period	1	
To Period	12	
Plan Version	0	
Cost Center/Group	BA_H1000	IDES BA Germany
Cost Element Group	OAS	Total costs

Scroll down. On page 4, you see a report with the title: Activity types.



Cost centers: actual/plan/variance Date: 19.06.2007 Page: 3 / 4
Column: 1 / 2
Cost Center/Group BA_H1000 IDES BA Germany
Person responsible: *
Reporting period: 1 to 12 2007

Activity types	Act. acty	PlnActvty	Abs. var.	Var.(%)
1231 Energy Consumption kWh				
1232 Energy Consumption kWh		9.308.297 KWH	9.308.297- KWH	100,00-
1410 Repair Hours		19.775 H	19.775- H	100,00-

Here you can see all the postings with activity types (e.g. internal allocations).

Continue to scroll down. On the last page you see a report with title Statistical key figures.

Cost centers: actual/plan/variance Date: 19.06.2007 Page: 4 / 4

Column: 1 / 2

Cost Center/Group BA_H1000 IDES BA Germany
Person responsible: *
Reporting period: 1 to 12 2007

Statistical key figures	Actual	Plan	Abs. var.	Var.(%)
9100 Employees		210 PC	210- PC	100,00-
9101 Square Meters		5.490,00 M2	5.490,00- M2	100,00-
9200 Kilometers		982.200 KM	982.200- KM	100,00-
9201 Telephone Units		709.952 PC	709.952- PC	100,00-

Here you can see all postings, that were made with statistical key figures (e.g. quantities, hours).

These pages of the report are called report sections and you can move between them with page icons.

Notice, that only pages, that have postings will be shown. Missing in this report are the sections for parked postings and statistical postings (revenue postings on cost centers).

More columns can be found also sideways. You cannot scroll horizontally. There are own arrow icons for this.

Cost centers: actual/plan/variance Date: 19.06.2007 Page: 2 / 4

Column: 2 / 2

Cost Center/Group BA_H1000 IDES BA Germany
Person responsible: *
Reporting period: 1 to 12 2007

Cost elements	Actual qty	Plnd qty	Abs. var.	Var.(%)
421000 Indirect labor		1.800 H	1.800- H	100,00-
** Wages		21.480 H	21.480- H	100,00-
430000 Salaries		3.840 H	3.840- H	100,00-
430900 Other sal. expe				
** Salaries		3.840 H	3.840- H	100,00-

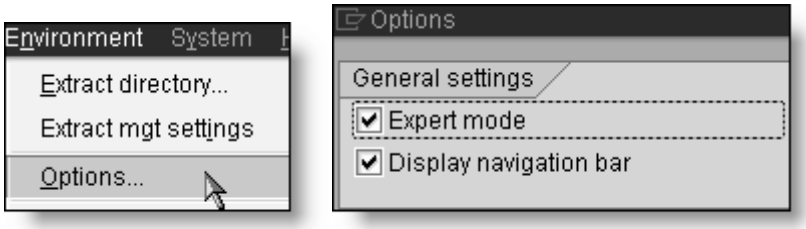
Here you find a quantity report.

4.2 Function bar of the report screen

In expert mode the function bar looks like this:

In basic mode the bar looks like this:

You change between basic mode and expert mode in Settings/Options. Notice, that also the menus are different in expert and basic modes.



Check the expert mode, if you want to see all the choices of the bar.

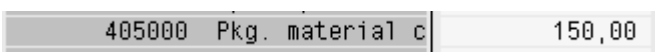
The functions are described in more detail at the end of this presentation.

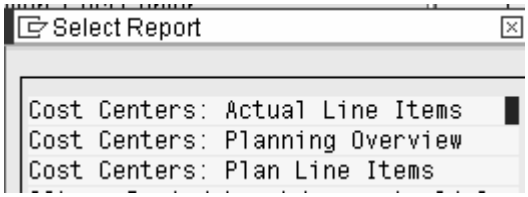
5 Drill down

You can drill down to line items, if the 'Call Report' icon is active.

The drill down –function is accomplished with calling up the line item report.

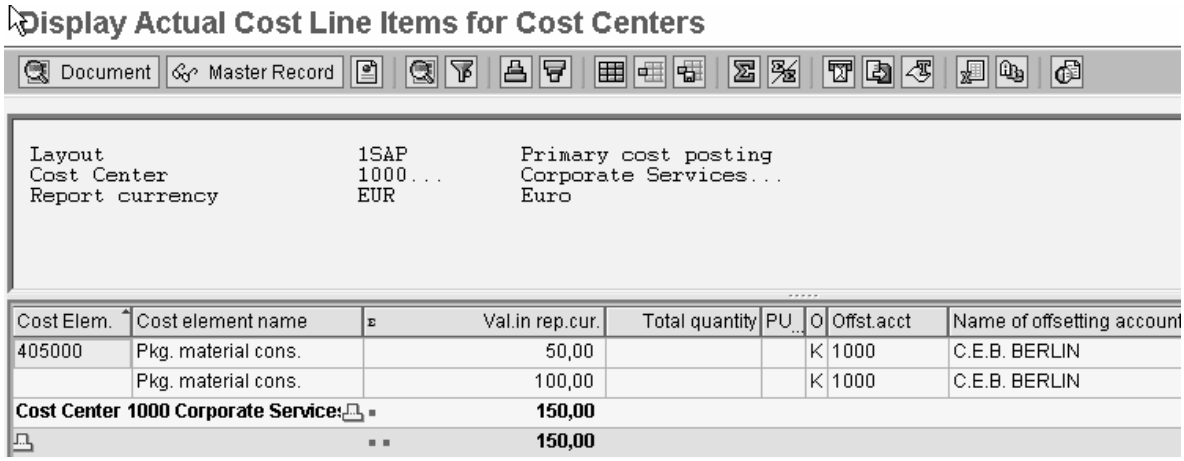
Double click the amount, you want to drill down.





"Select Report' selection is displayed. Select Actual line items.

The line items report is displayed. The line item report shows the transactions behind the amount.

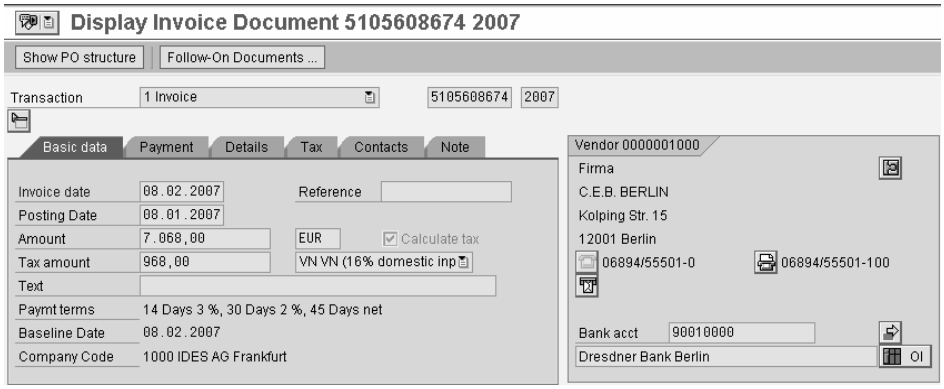


You can continue to drill down double clicking the row.

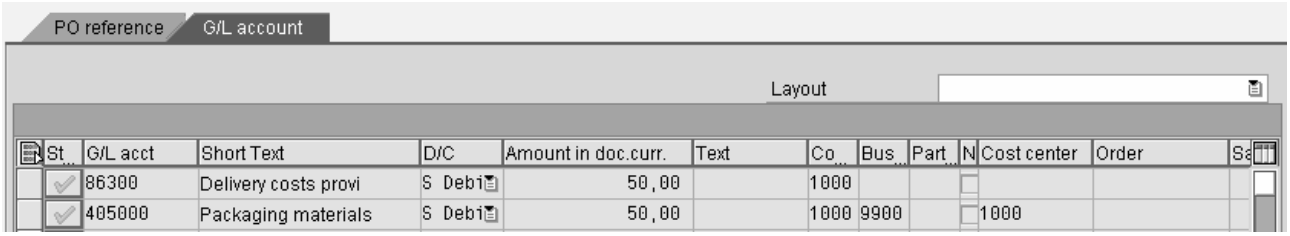
The line item report has several functions. It is possible to edit, summarize, sort, and print the report.

To continue the drill down, double click the row or the Document icon.

This will take you to the source document. In this case to a MM invoice document.

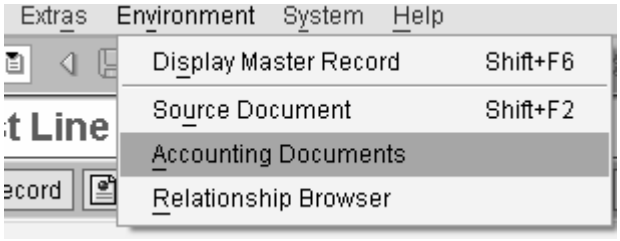


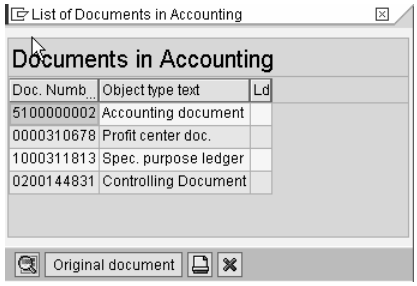
Document header



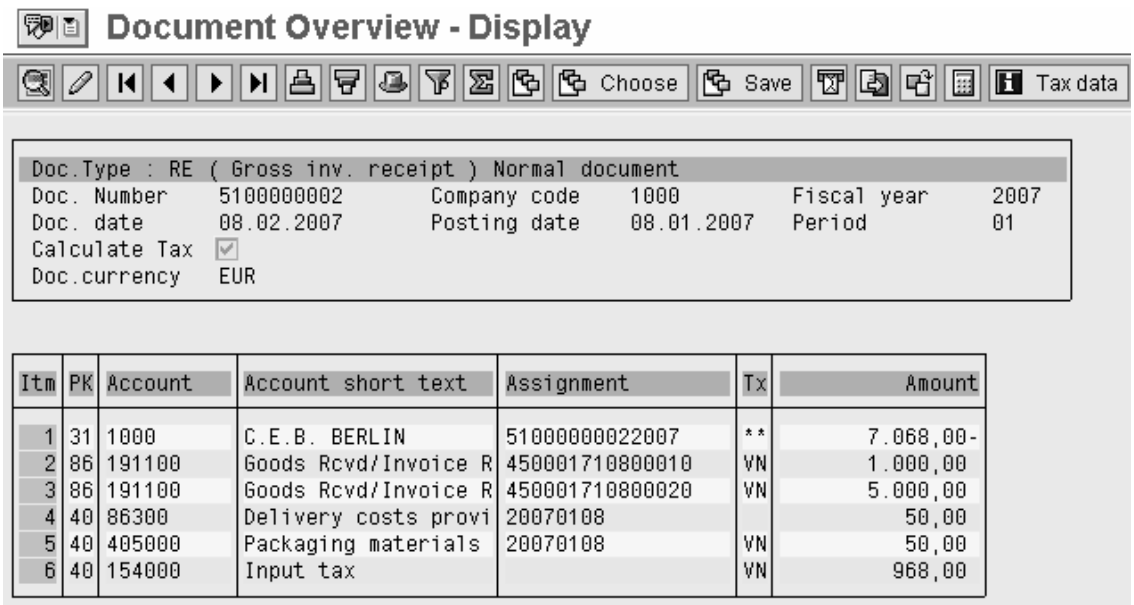
5.1 Accounting documents

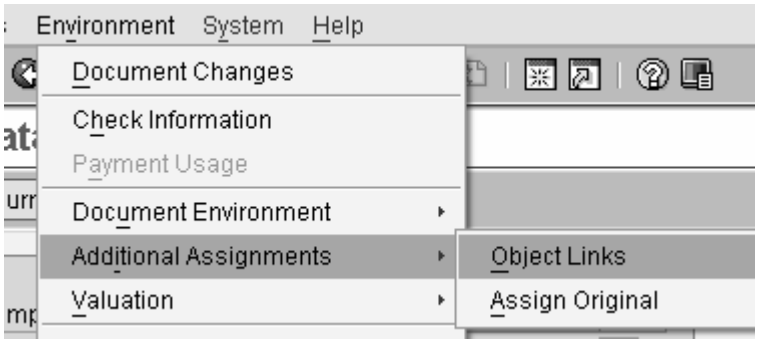
You find the accounting documents from the menu Environment / Accounting document. Double click the document number.





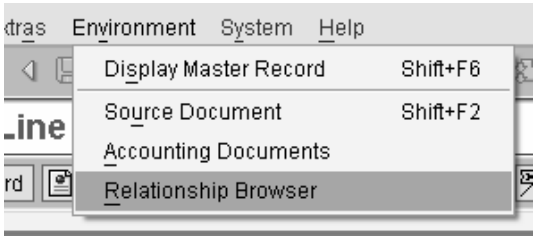
Accounting document



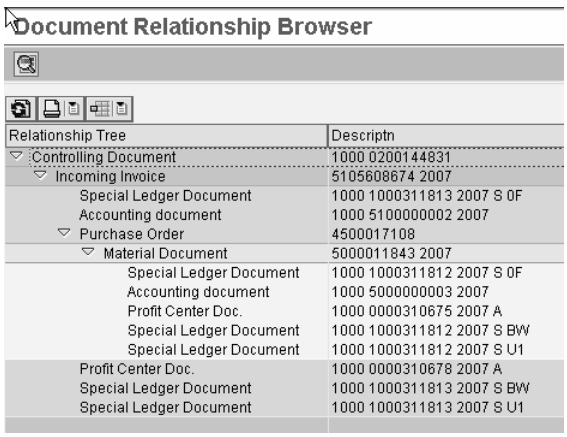


From the accounting document you can go to the assignments of the document.

If your company uses e-invoices, you can see here the picture of the invoice.



The relationship Browser shows the relations between the documents.



You can look at the documents double clicking the document number.

Notice, that drill down requires authorization to all these functions (eg. MM, SD)

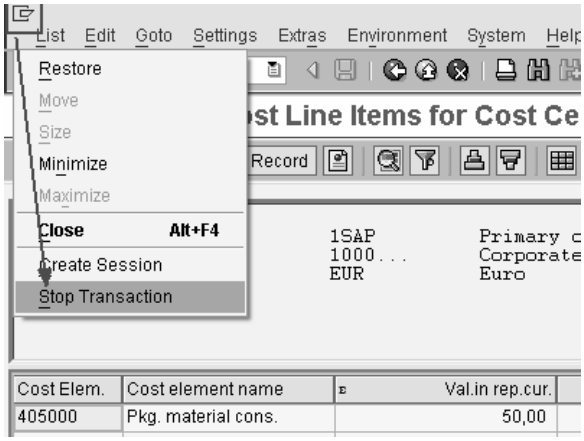
You return from the drill down with cancel (green arrow).

5.2 Functions of the report menu

At the top of the report screen is a menu, where you find the choices of the function bar and some additional functions.

Let's look at some of the functions. Notice, that the menus contain different choices, if you are in the basic or expert mode.

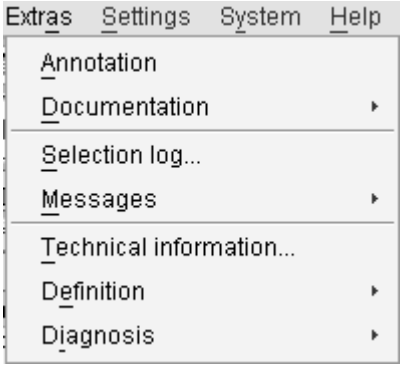
5.3 Canceling the report



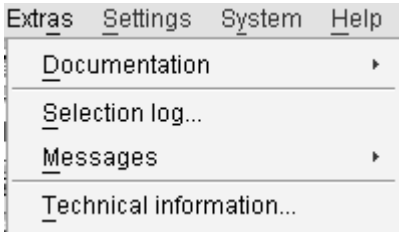
On the upper left corner there is a small icon. When you press it, a menu is opened. There you find the function Stop transaction.

You might need it, if you accidentally start the report without any selections.

5.4 Report definitions

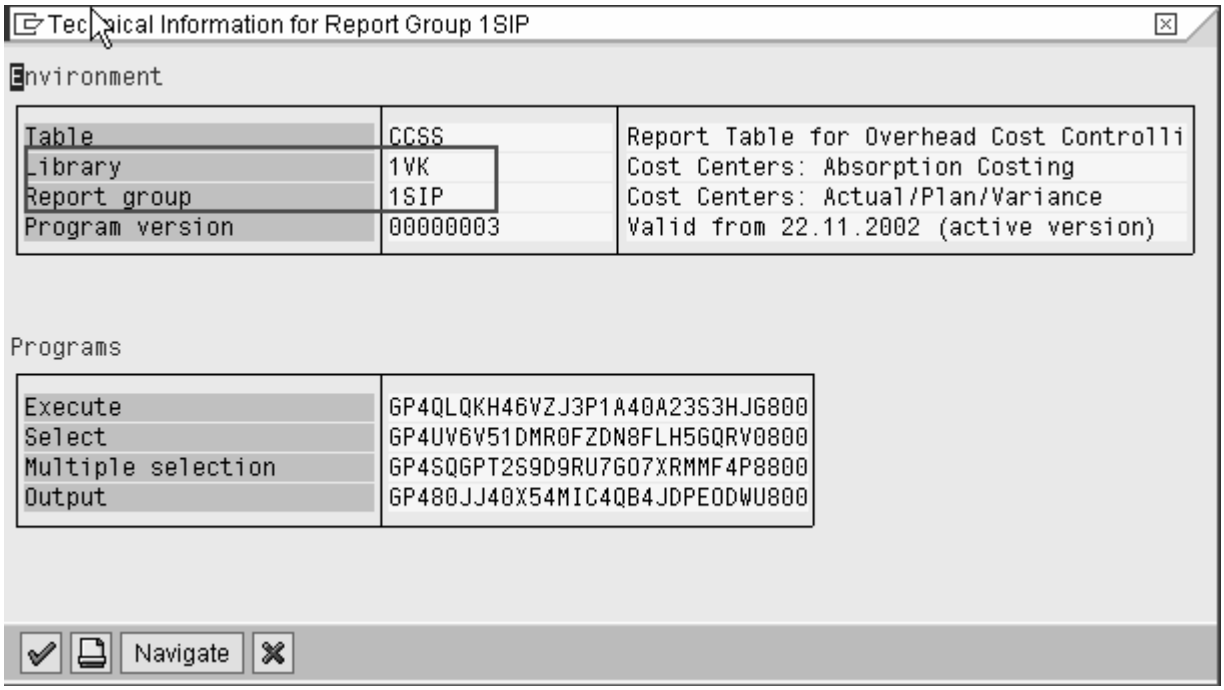


Expert mode



Basic mode

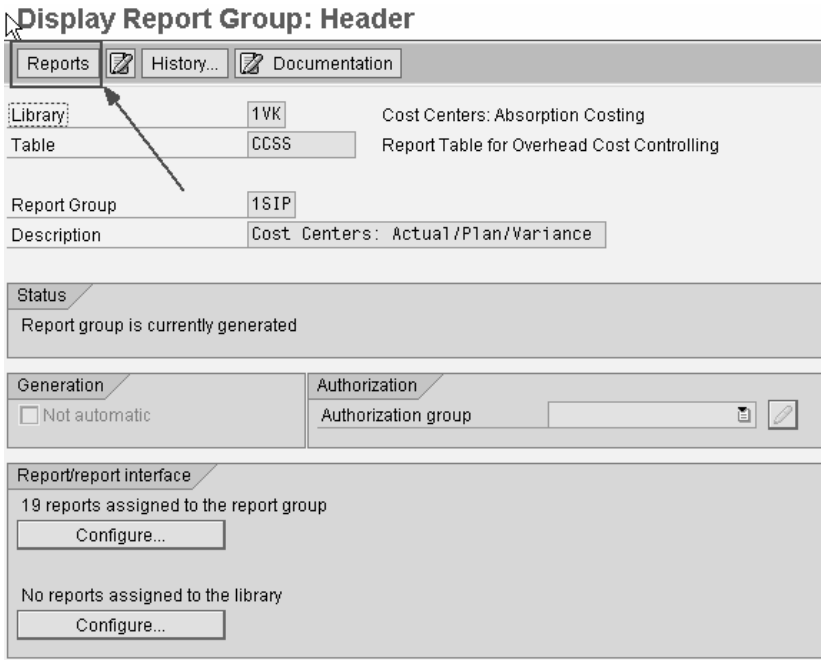
The report definitions (library, report group) can be found from the menu Extras / Technical Information.



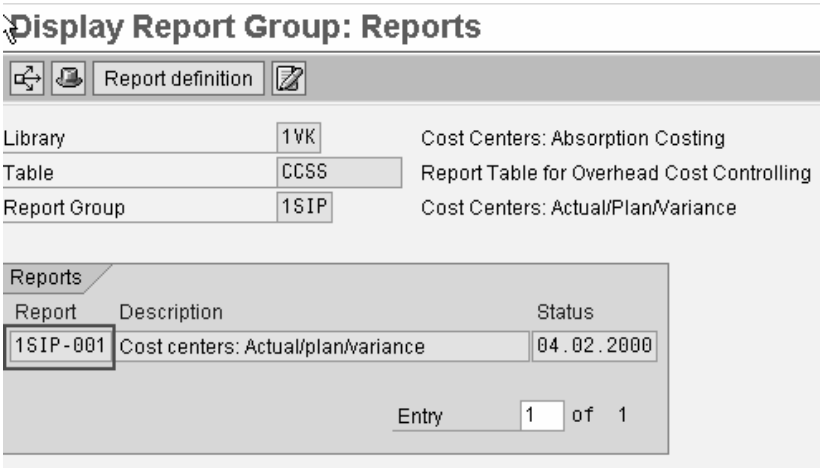
The technical documentation shows the name of the reporting table, the library, the name of the report and the report group.

This information is useful, if you want to make an own report painter report and use this report as a model.

Double click the report group, and you'll see the report definitions.

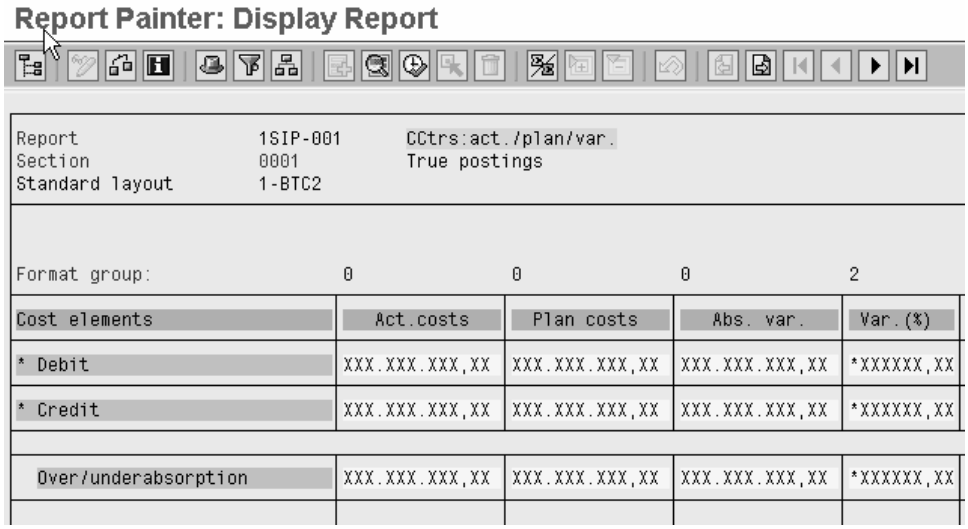


Click the icon Reports.



Double click the report row.

This is how the Report Painter definition looks like.

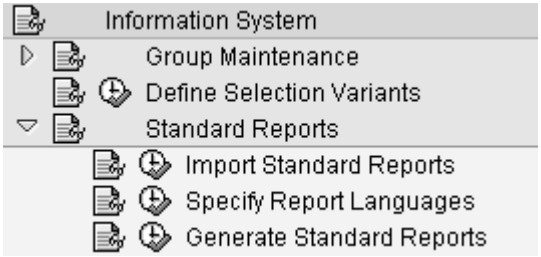


To look at the row and column definitions double click on the titles. You cannot edit the SAP standard reports, but you can copy them to a different name.

Go back to the report with cancel (green arrow).

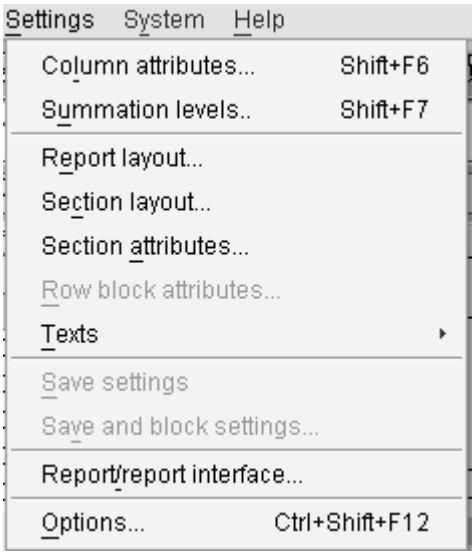
5.5 Import standard reports

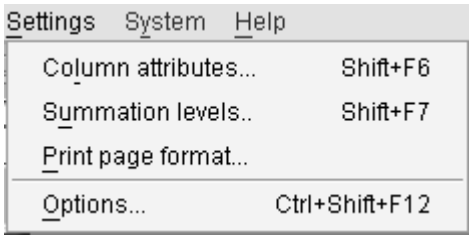
If there are some problems in SAP standard reports, you can import them again from SAP's delivery client. This is done in IMG (Controlling / cost centers).



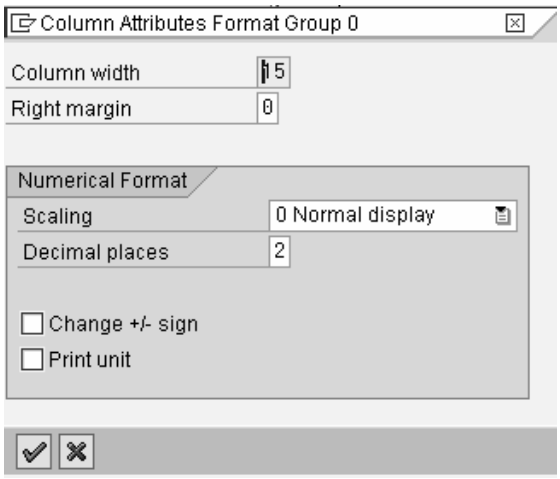
5.6 Settings Menu

I the setting menu you'll find several functions, that influence the report layout. It the basic mode is selected the menu is shorter.





5.7 Column attributes



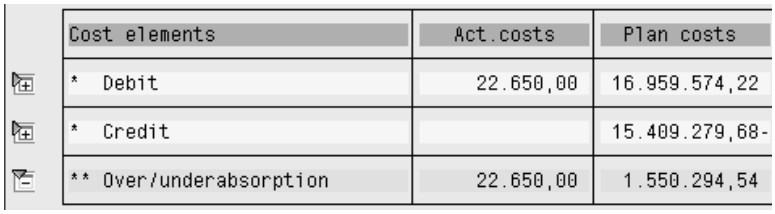
With column attributes you can influence the column width, decimal places, scaling. You can for example present the figures in thousands.

The column must be selected (put the cursor on the title).

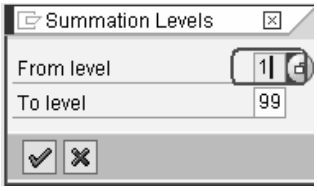
5.8 Summation levels

With summation levels you can expand or collapse the rows of the lead column.

The report shows the cost element group expanded. With the summations level you can collapse the report.



Cost elements	Act.costs	Plan costs
* Debit	22.650,00	16.959.574,22
* Credit		15.409.279,68-
** Over/underabsorption	22.650,00	1.550.294,54



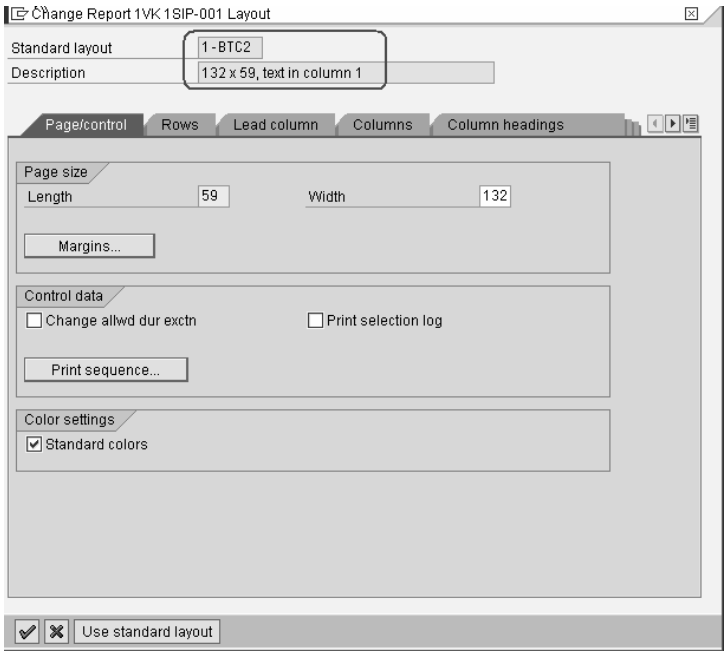
The icons beside the report show that the rows have been collapsed.

You can expand and collapse rows also double clicking the icons in front of the row. If the icons are not visible in the Options the Display icons is not checked.

5.9 Report layout

A layout is assigned to the report. Some of layouts allow changes on the report screen.

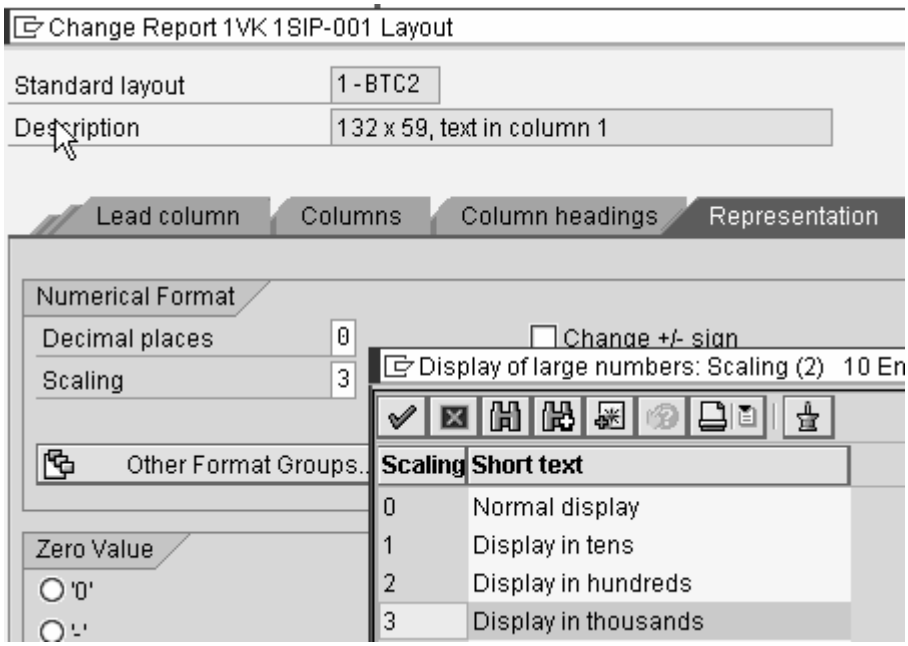
The report layout contains functions that influence the report's appearance. The defaults come from the standard layout assigned to the report.



Here you can define whether you want to see zero values, amounts in thousands, change the sign, column width, margins etc.

If you don't want, that the users can save the changes, leave the Change allwd indicator empty.

The standard layout is maintained in the Report Writer functions. The report users should not have authority to these settings.

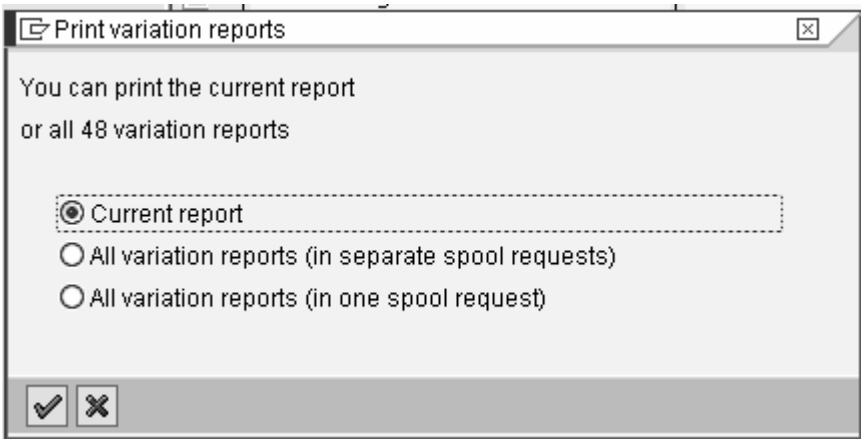


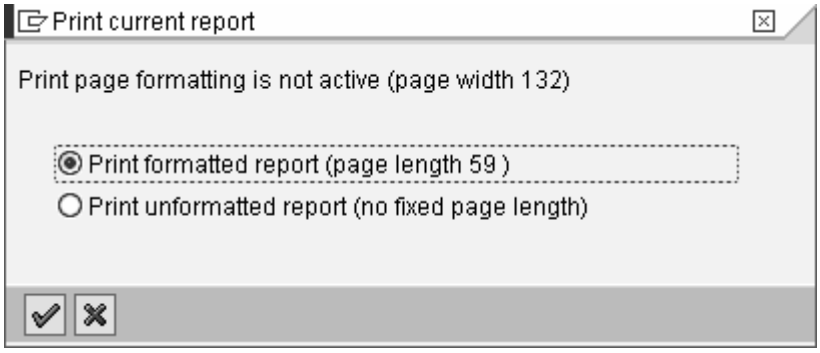
In this example report the amounts are presented in thousands and the columns have been narrowed.

Cost elements	Act.costs	Plan costs	Abs. var.	Var.(%)
405200 Usage OfficeSup				
410000 OEM products co	23	91	68-	0,08-
** Material Costs	23	725	703-	0,10-
481000 Cost-accts depr		1.286	1.286-	0,10-

6 Printing the report

The report output is selected with the printer icon or from the menu Report / Print.





You can choose, whether you want to print the current report on screen or all the reports in the group.

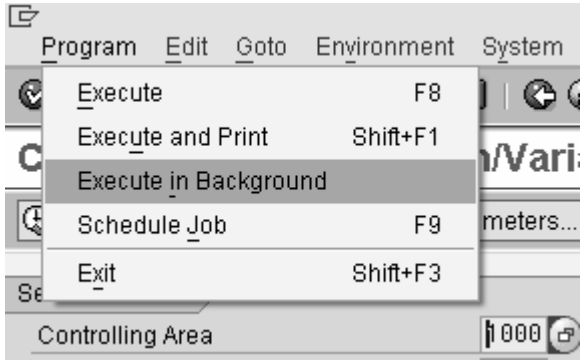
If you print all the reports, the system asks, whether you want to put them in same report request or do you want to make a separate request each report. These settings are relevant only in the background printing.

Choose the printer (output device).

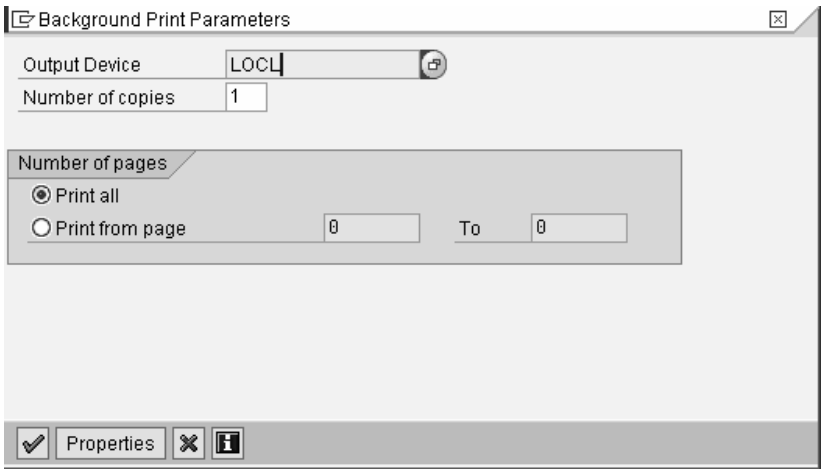
Depending on printer settings in your user profile, the report goes either to the spool or to the printer.

Choose the pages to be printed.

6.1 Background printing

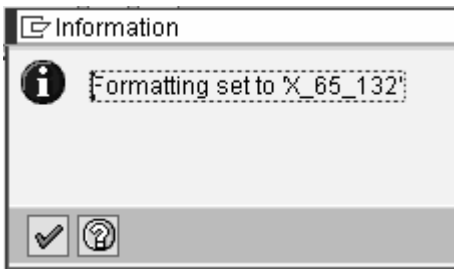


You cannot print the report in background. But you can execute the report in background.



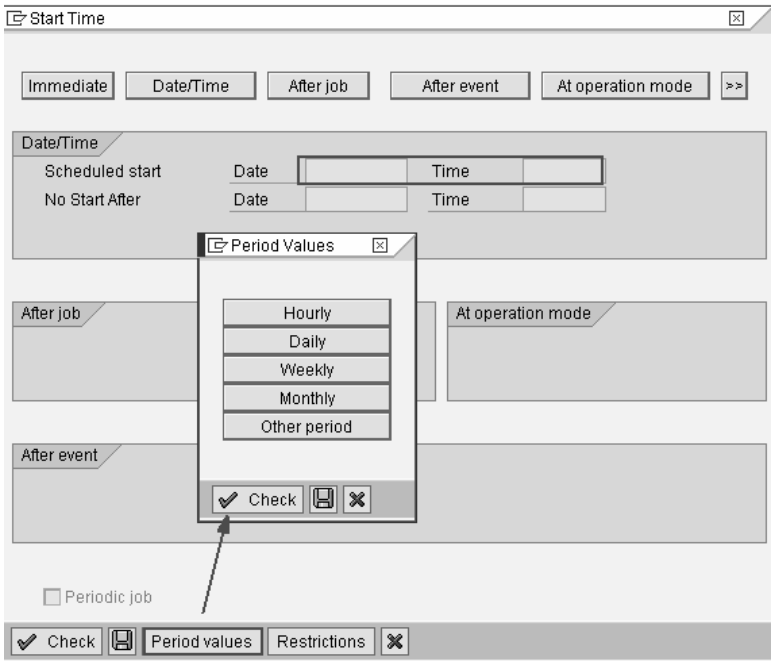
Define first the printer.

LOCL is your windows default printer.



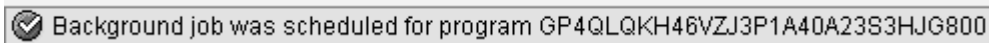
Accept the size.

Define the start time. You can start the job immediately or you can time the job.



You could also define a time table for report to be printed.

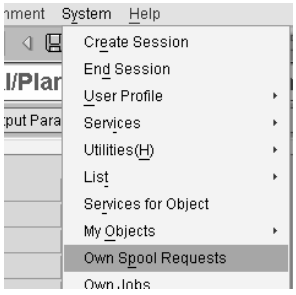
Choose Immediate and save.

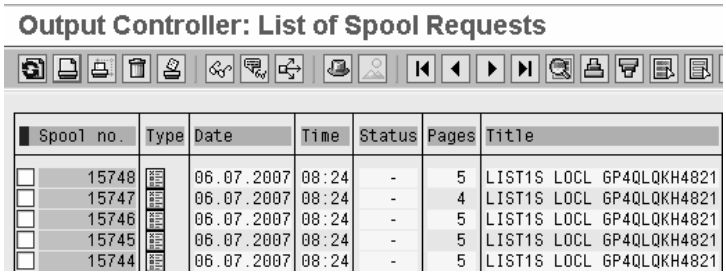


6.1.1 Spool Requests

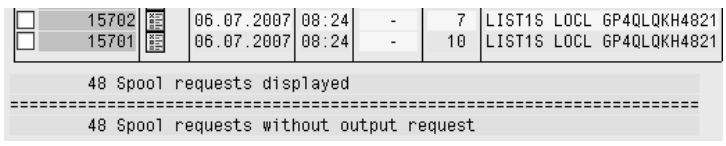
Depending on the printer settings in your user profile, the report goes to the spool or to the printer.

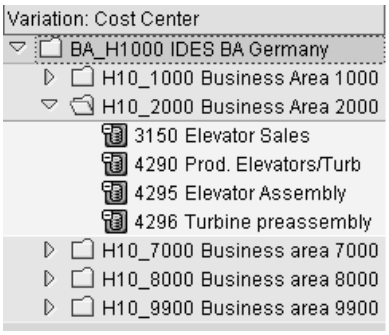
This report goes to the spool. You see your own spool requests from menu System / Own spool requests.





This example report generated 48 spool requests. One for each level in cost center hierarchy.

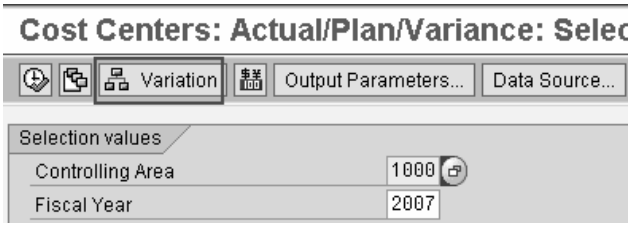




Should you only get one report, check that variation is chosen in the report definitions.

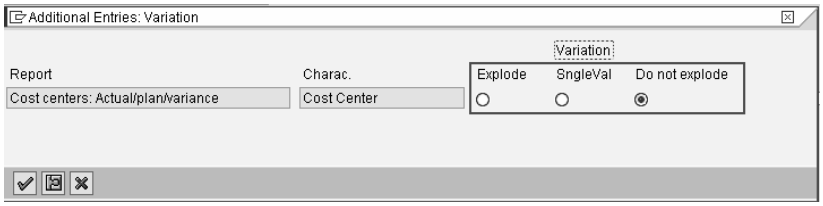
If you don't want the variation reports, make the settings in the report initial screen, before starting the background job.

Enter the cost center, you want to report, in the start parameters.



You can also change the variation choice.

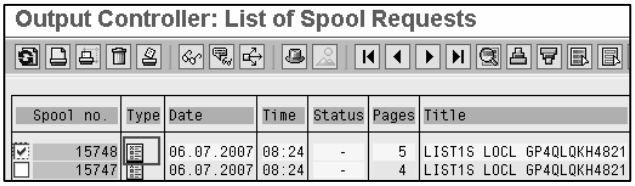
If you select Do not explode and have a group in the report parameters, the report is printed for the total group (top level of the hierarchy).

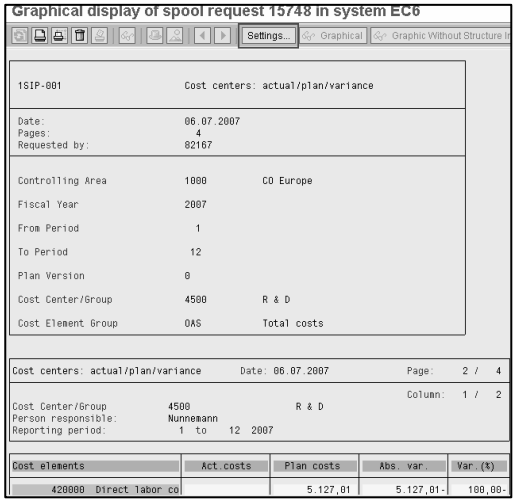


Even if the Microsoft excel integration is selected in options, the background job will produce a report in the traditional form.

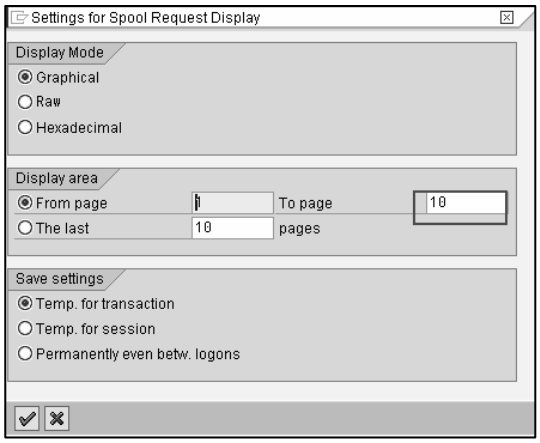
6.1.2 Spool functions

If you want to look at the contents of the report in spool, click on the list icon.

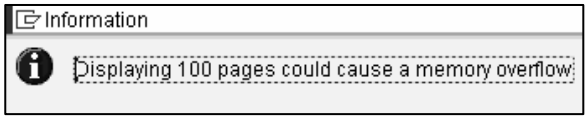




If you don't see all the pages, click on Settings.

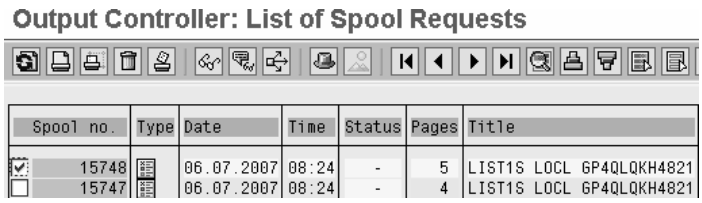


Only 10 first pages are shown. Change the To Page number.



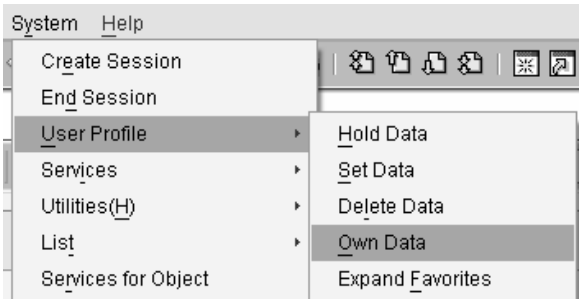
Press enter.

When you want to print the reports from the spool, check the row and click the printer icon.

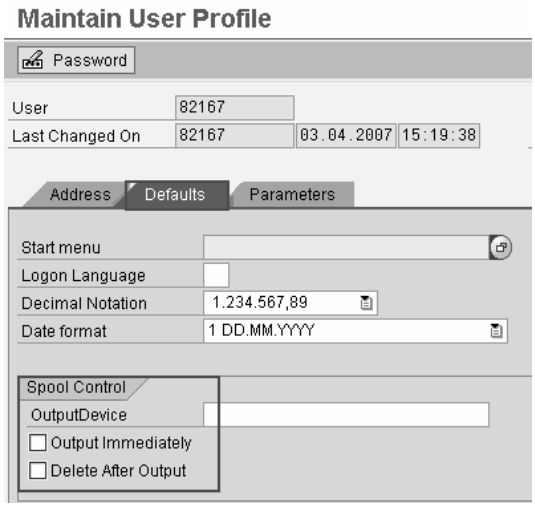


6.1.3 Settings in User Profile

If you want the report to be sent to the printer automatically, maintain your user parameters.



Go to menu System / User Profile / Own data.

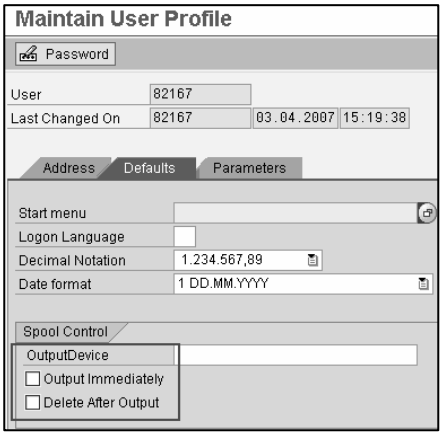


Maintain your printer defaults in Spool Control.
If you want the report to be send to printer, check Output immediately.

If you check Delete after output, the reports vanish from the spool list, after they are printed.

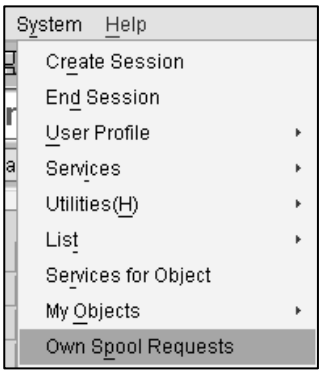
7 PDF report

You can convert a spool list to a PDF-document. Print the report first to spool.

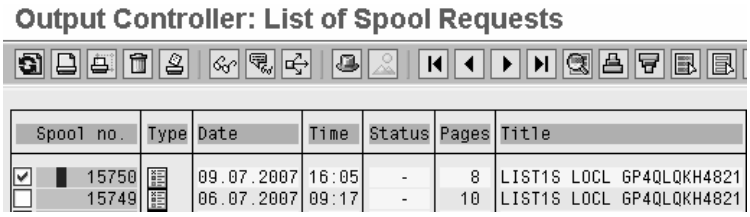


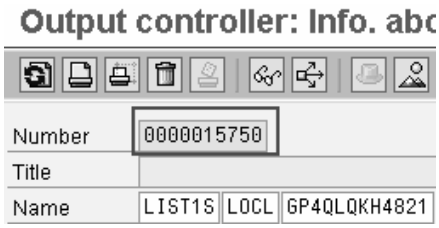
Make sure, that your output device parameters are not checked to get your prints into the spool.

Menu: System / User Profile / Own data (or transaction SU3)



Go to the spool area. Double click the report line.



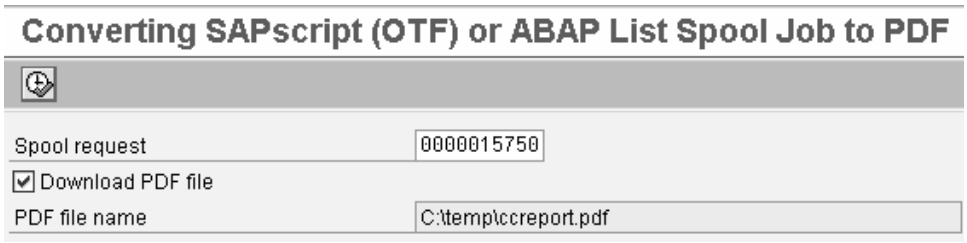


Copy the number of the job.

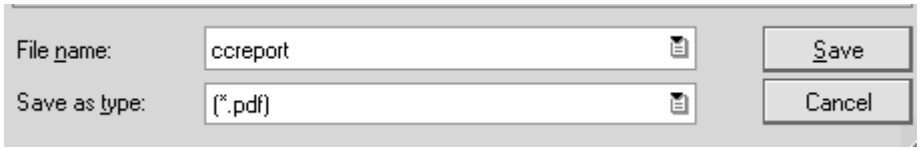
Start a report (transaction SA38).

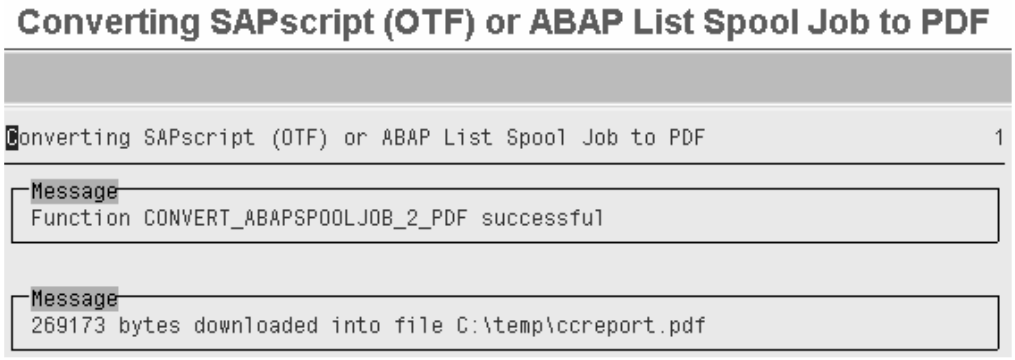
Enter the report name RSTXPDFT4. Start with the clock.

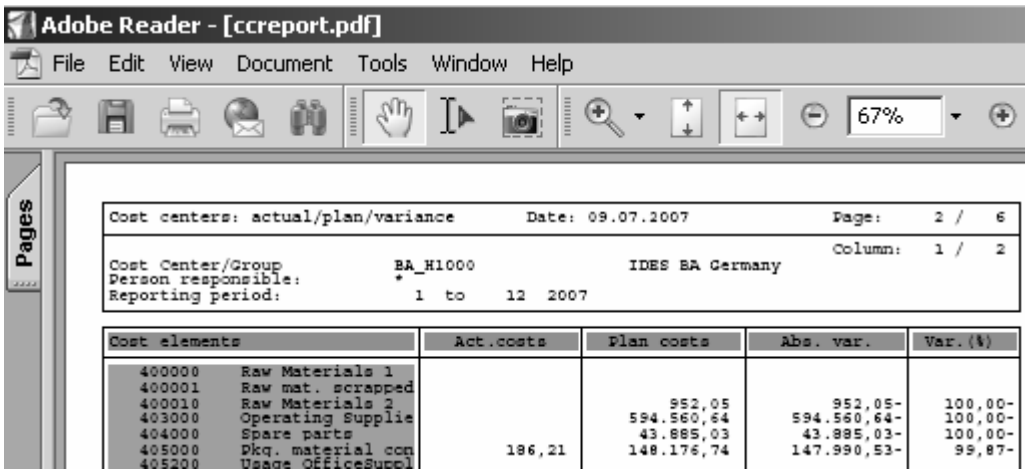
Enter the spool request number and PDF-filename. Start with the clock.



Save the file.

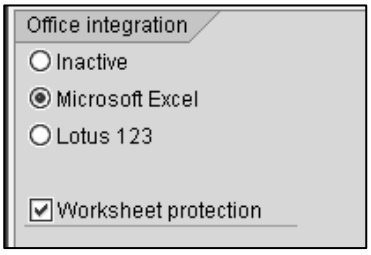






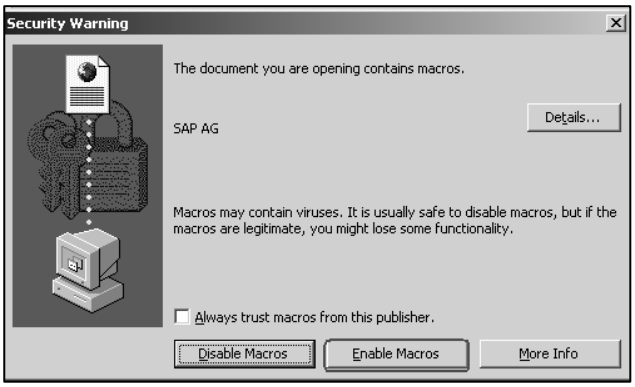
8 Excel report

If you want to move the report to excel, the easiest way is to choose the Microsoft Excel integration in the Options menu. The Options menu can be found under the Environment menu in the report start screen or under the settings menu on the report screen.



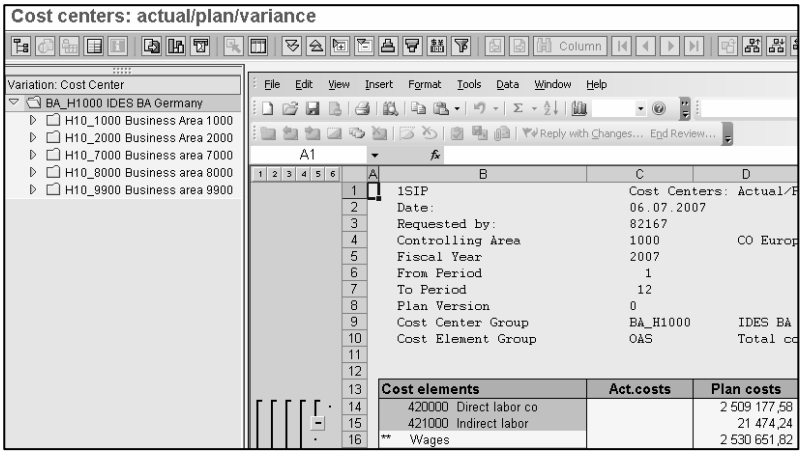
The worksheets filled by the system are protected as default to ensure the consistency of data between the worksheet and the system report.

You can remove the worksheet protection with this indicator or in excel. Changes that you make to the worksheet locally are not transferred to the system and will be overwritten by the next data transfer from the system to the Office document.

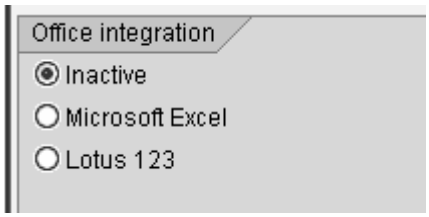


If excel-integration is active at report start, you will see a macro warning.

Enable Macros.

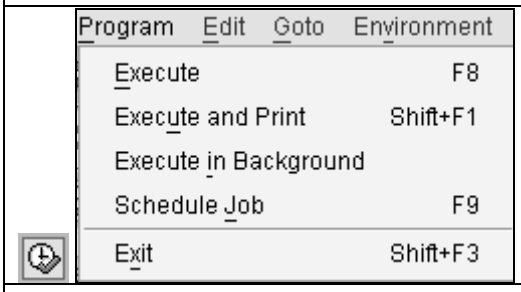
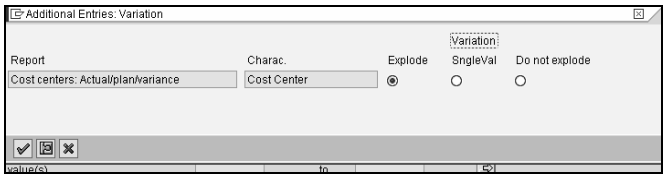
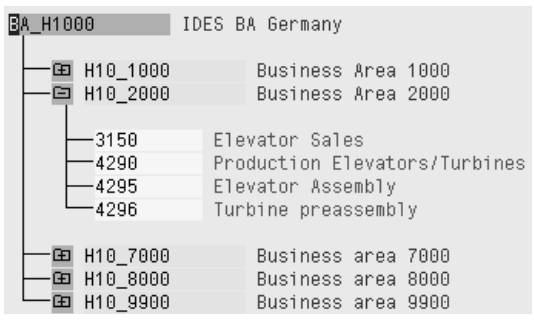
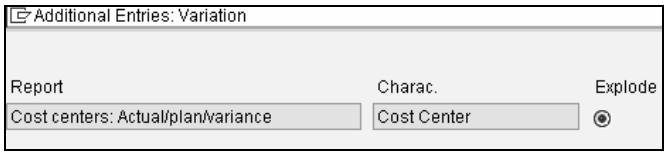


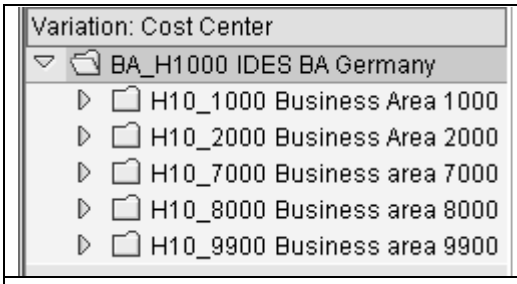
You can switch between excel and traditional report any time. Just change the Microsoft Excel check in the Option menu.



9 Button bars

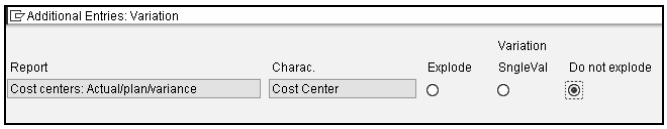
9.1 Start menu

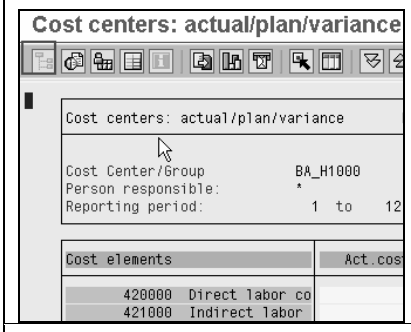
FUNCTIONS OF INITIAL MENU IN EXPERT MODE	
	**Execute Report** Start the report either with the clock or from the Program menu. When using the menu, you can also choose execution in background.
	Variant The start parameters can be saved as variants.
  	**Variation** Variation is used to define, how groups are presented in the report. There three alternatives: 1. explode 2. single value 3. do not explode When you use variation, the system will select all the data only once, not separately for each group and object. This improves the performance.
  	**Variation: example** The example report uses cost center group BA_H1000, which includes a structure. Cost center groups can be the standard hierarchy, any level of it, or cost center groups created for reporting.
	**Variation: Explode** Explode displays the whole hierarchy. Open the levels and move the cursor from level to level. The figures in the report change accordingly.



You can analyze the figures on any level.

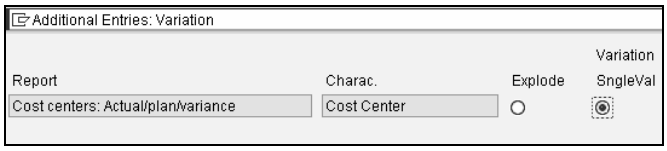
On/off button opens and closes the navigation area

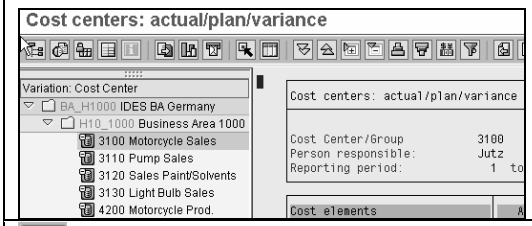




Variation: Do not explode

The group is not exploded. The figures are summarized to the highest level (BA_H1000). The navigation icon is grey.

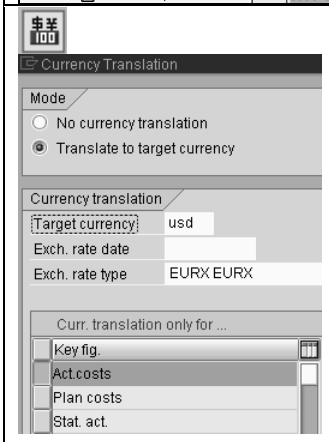




Variation: Single values

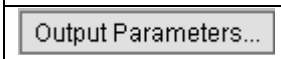
The hierarchy is shown, but the levels are grey and no figures are shown for summarization levels.

You can only analyze costs for single cost centers.



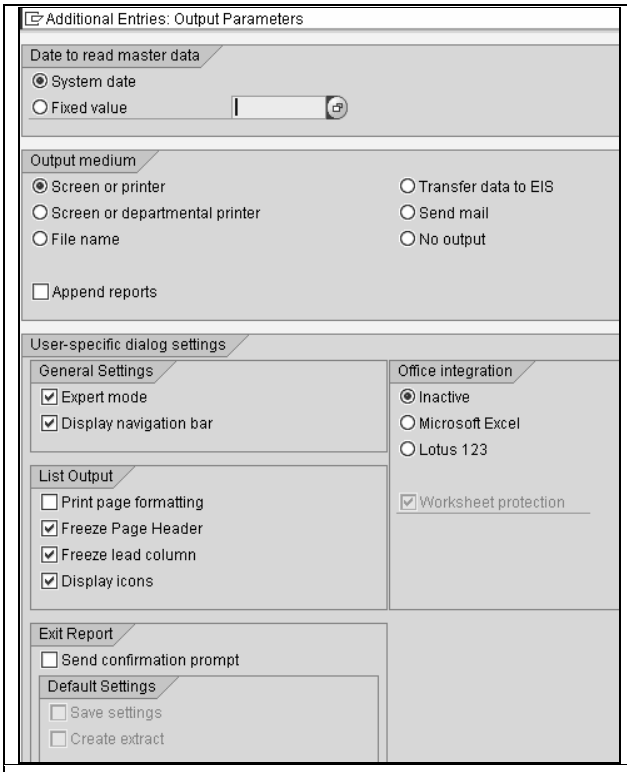
Currency translation
For each column you can specify currency translation.

For example, if you want to see Actual costs in dollars, choose 'Translate to target currency', Act.costs. Give USD as target currency and choose exchange rate type.



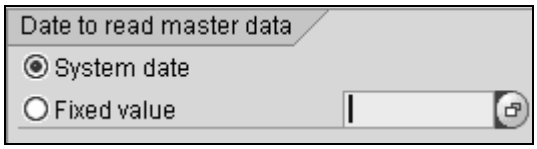
Output parameters
With output parameters you can determine:

- The **validity date** of the master data (cost



centers/cost elements)

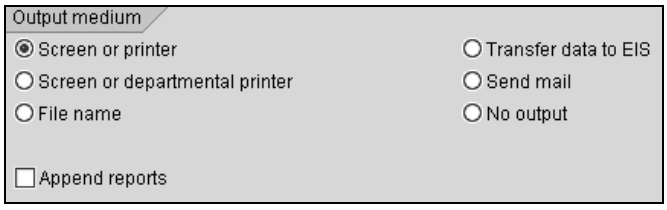
- **Output medium**. output to display, printer or file.
- General settings: expert mode or basic mode, navigation area on/off
- **Office integration**. for example excel-integration activated.
- **Exit report parameters**: for example creation of an extract.



Output parameters: Date to read master data

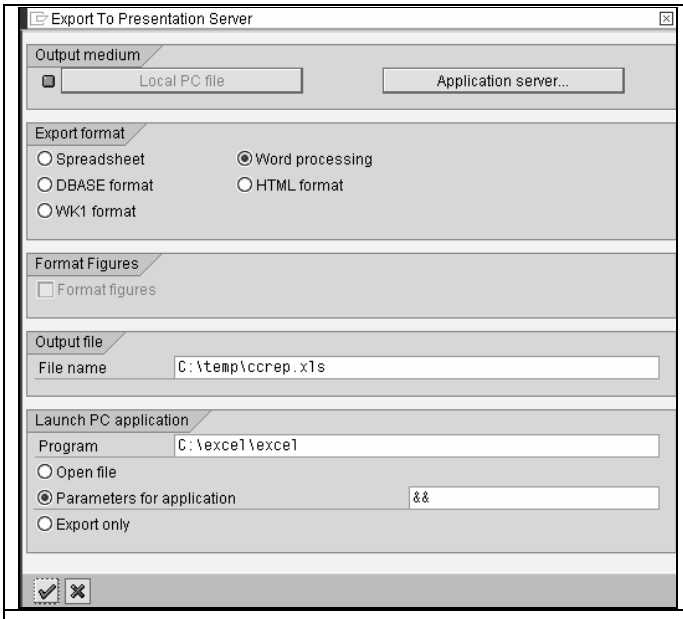
Master data is time-dependant. You can define a date to be compared with the validity dates of cost centers and cost elements.

If master data is not valid, it will not be chosen to the report.



Output parameters: Output medium
Do you want the report to be output on the screen, printer or to a file.

If 'Append reports' is chosen, all group reports are placed into same spool request. If you the report is output to a file, existing file is not overwritten, but the report is added to the file.

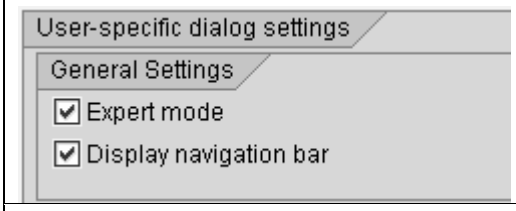


Output parameters: output to file

Check option Filename and press enter. Export to presentation server-window opens.

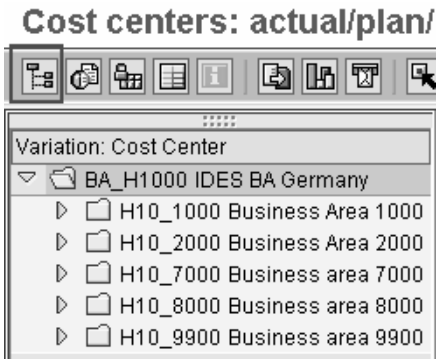
Enter the export format, file name and directory information.
The launch parameters in the example will automatically start excel and replace && with the current file name when you execute the program.

Don't choose output to file in start parameters, if you want to see the report before exporting it.



Output parameters: Display setting
Expert mode offers more choices and functions for editing the report.

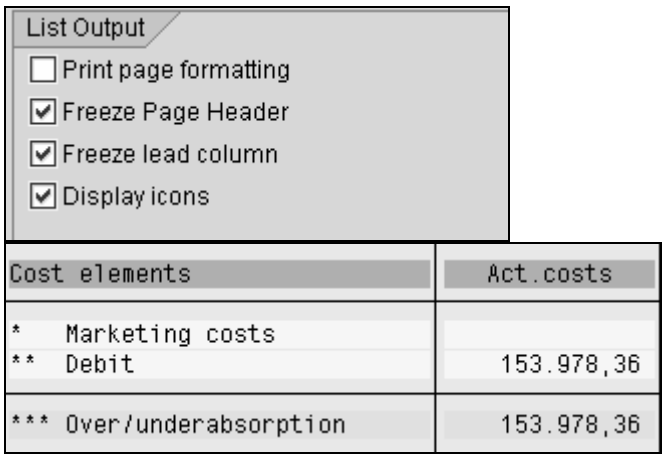
Basic mode has only the functions to run the report.



Output parameters: Display/hide navigation bar

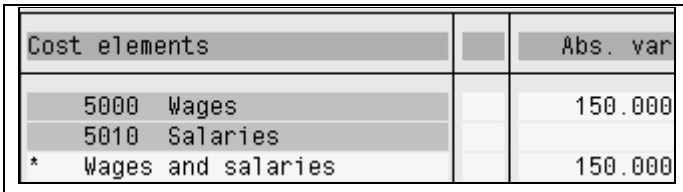
With this you select, whether you want to see the group hierarchy on the left of the report.

The navigation area can be turned on and off.

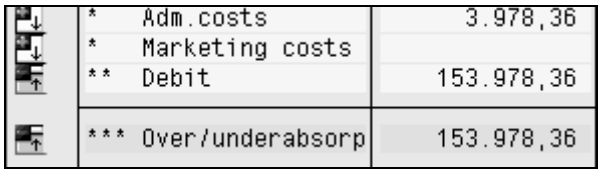


Output parameters: List output
If **Print page formatting** is checked, the page breaks are shown according to paper size. If the choice is not made, the report is displayed without page breaks and empty spaces between them.

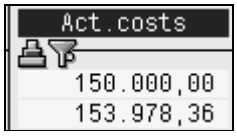
Freeze page header locks the column headers, when you scroll down the report.



Cost elements		Abs. var
5000 Wages		150.000
5010 Salaries		
* Wages and salaries		150.000



*	Adm.costs	3.978,36
*	Marketing costs	
**	Debit	153.978,36
***	Over/underabsorp	153.978,36

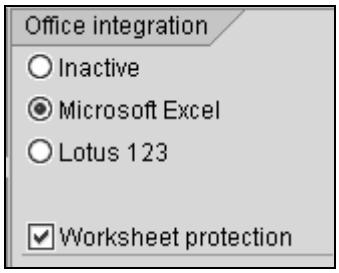


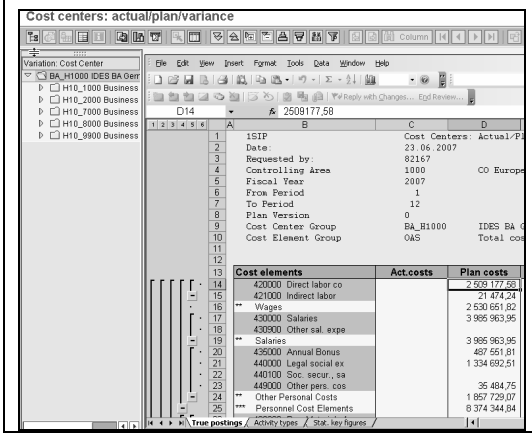
Act.costs
150.000,00
153.978,36

Freeze lead column locks the lead column, when you scroll the report horizontally.

With Display icons you define, do you want to display the icons like:

- Expand / collapse rows
- Sorted columns
- Colums with filter



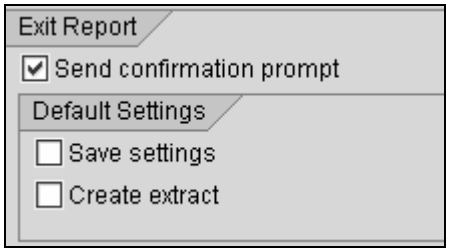


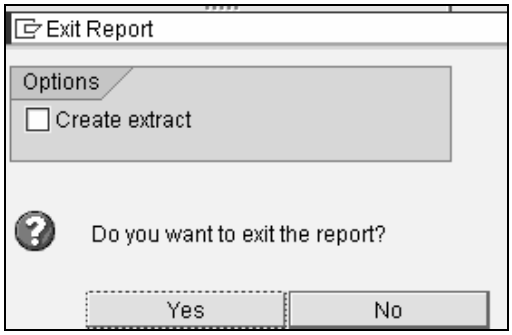
Output parameters: Office-integration

Office-integration: if you want to display the report in excel-form, activate office integration.

The report is started as excel-sheet.

Sheet protection is on. If you make changes to the report, they are not saved and will disappear, when you leave the report.



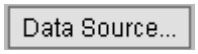


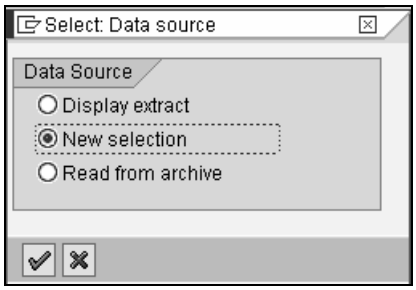
Output parameters: Exit report

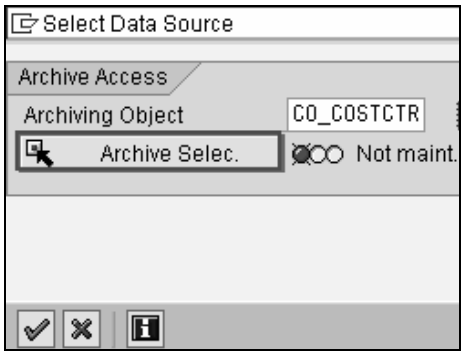
If you check **Send confirmation promts**, you'll get every time you exit the report a question: "'Do you want to exit the report?' and an option to create an extract.

You don't need this choice to save an extract of the report. You can always use the menu choice Report / Save an extract.

Confirmation promt.







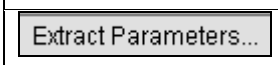
Data Source

- **New selection** takes you back to the start screen.

- **Read from archive** shows an archive selection screen, where you choose first an archiving object (for example one for cost centers).

After that you can make a choice from the archive files.

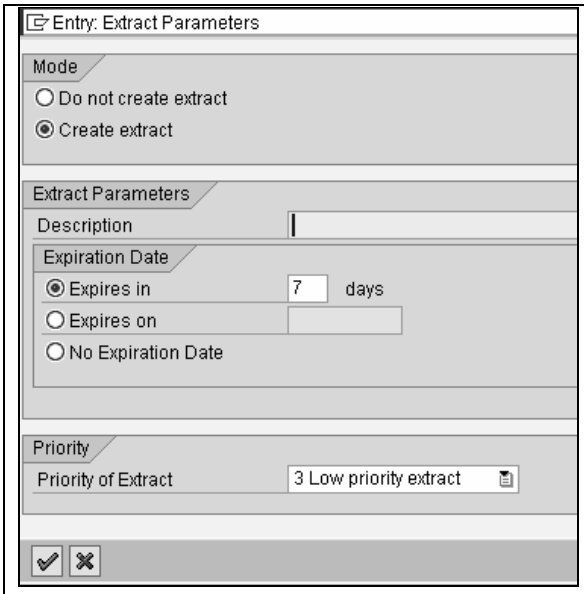
In this example nothing is archived and the archive selection shows red light.



Extract parameters
An executed report can be saved as an extract.

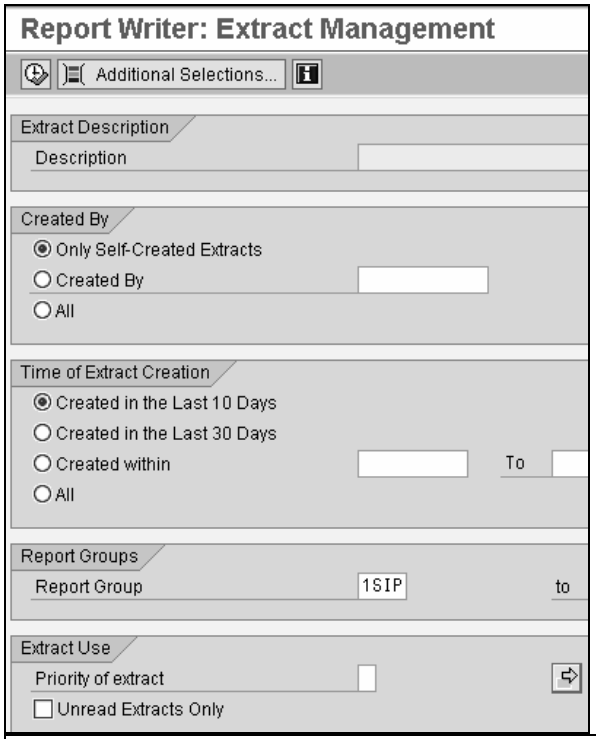
With extract parameters you define for example how long the extract is kept in the system.

Reports that are saved as extracts can be executed any time without making a database search.

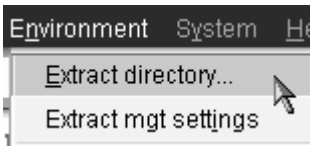


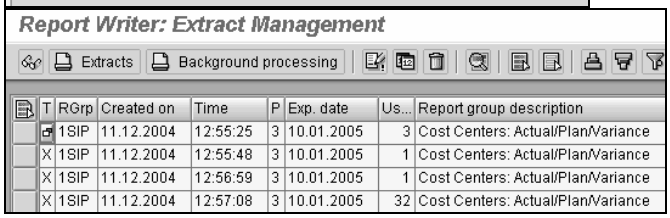
If you want to save the report as an extract, select Create extract.

You can define how long the extract stays in the system.



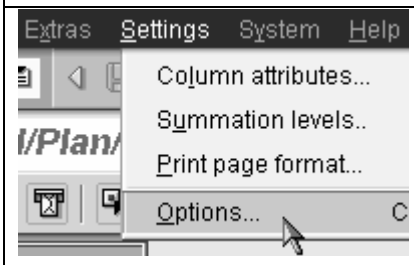
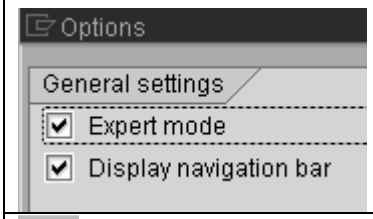
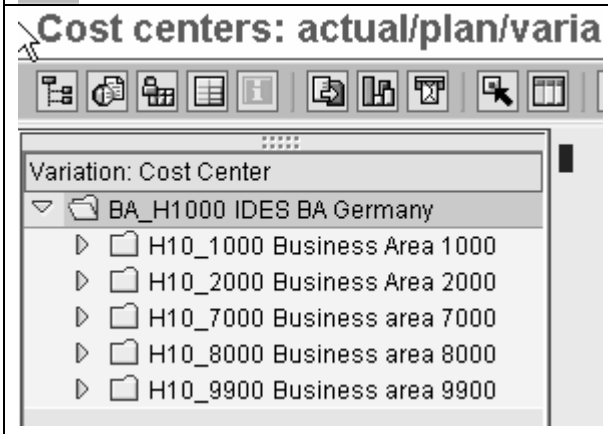
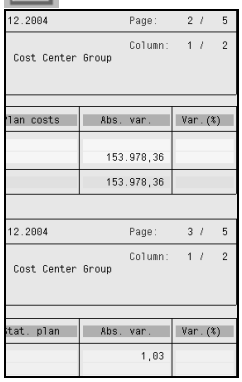
You find the saved extracts in the extract directory.

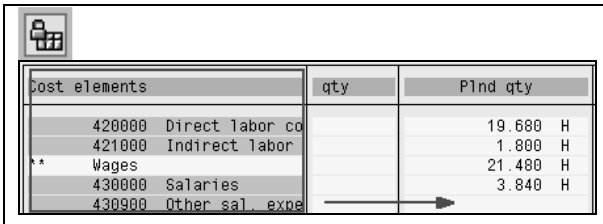




You can display, change, print etc. saved extracts.

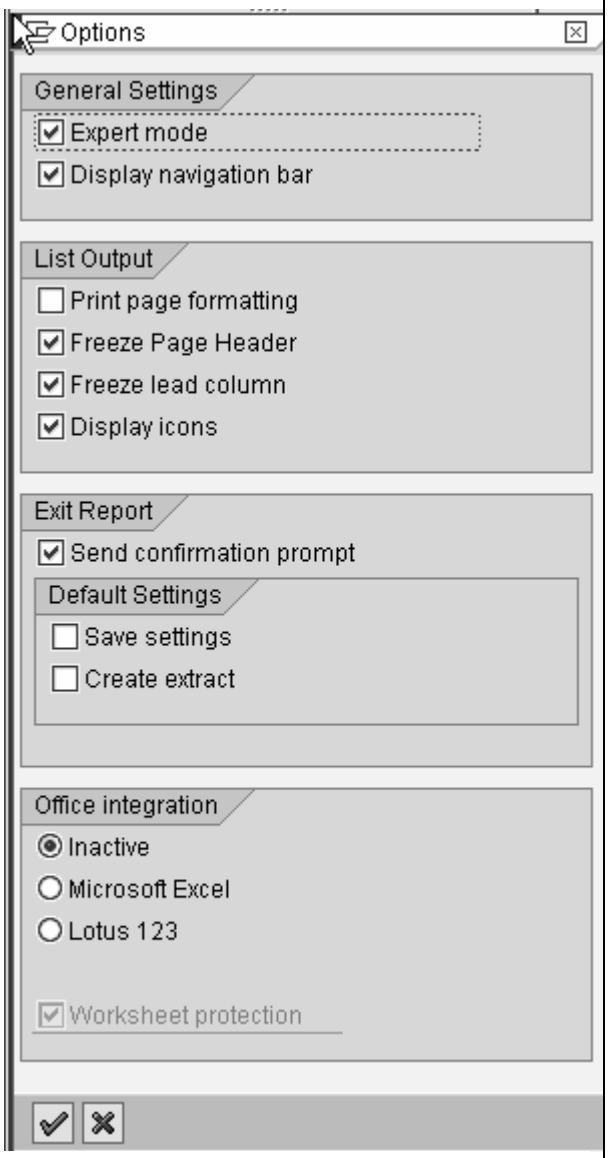
9.2 Functions / Report sreen

CHOICES OF THE FUNCTION BAR ON THE REPORT SCREEN (EXPERT MODE)	
 	**Change of mode** If you don't see all the choices, you are not in the expert mode. Change the mode in Settings/Options. Select Expert mode.
	Navigation on/off
	The navigation area on left side of the screen can be closed and opened with icon On/off. **Display navigation bar**. If this is not checked, the navigation area is not shown and the report hierarchy is not displayed.
  	**Print page format on/off** Removes the empty space between section reports on the screen.



Column freeze

Freezes the column, when you move horizontally.



Options / Office integration

Definitions, that influence the report handling, output and layout.

In expert mode the menus and bars have more choices than in basic mode.

Navigation bar settings control the display of reporting hierarchy.

List output controls the display functions on the report screen.

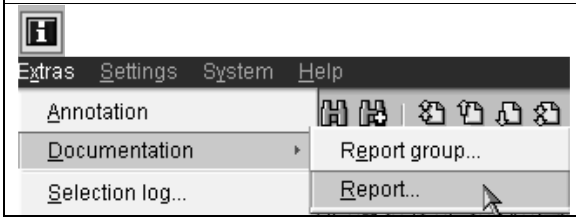
If the **Print page formatting** is checked, the page breaks on the screen are presented according to printer definitions (paper size). If it is not checked, the report will be shown without page breaks and the empty space.

Freeze Page Header will lock the column titles, when you scroll.

Freeze lead column will lock the lead column, usually the cost elements, when you move sideways.

With **Display icons** you choose, wether you want to show the expanded/collapsed, sorted, filtered icons on the report.

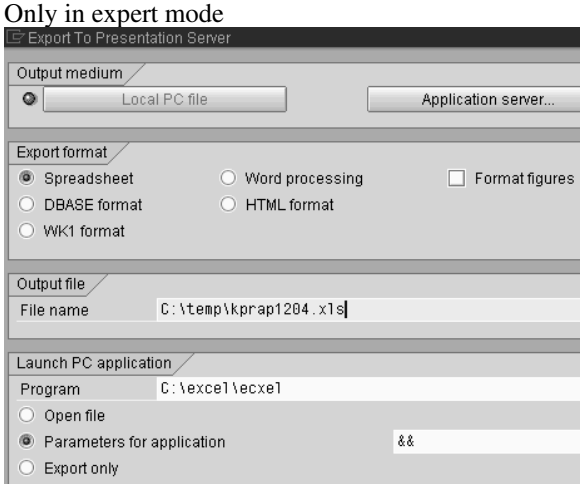
Office integration. If you check Microsoft excel, the report is displayed in excel form.

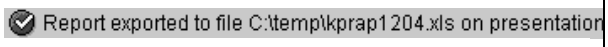


Information

The icon functions only on the initial screen. From the menu Extras / Documentation you can find information about the report.

Only in expert mode





9	Cost center group		KP001	Cost Cen
10	Cost element group		KL001	Cost Ele
11				
12	Cost elements	Act.costs	Plan costs	Abs. var.
13	5000 Wages	150000	0	150000
14	5010 Salaries	0	0	0
15	Wages and salari	150000	0	150000

Export report

The report output can be directed to a file (PC or application server). It is better to make the choice after you run the report.

If you want to save the report as excel-file and also open it with excel, do the following definitions:

- Output medium: local PC
- Export format: spreadsheet
- Output file: C:\temp\kprap1204.xls, saves the report to C: in directory temp as excel file (.xls)
- Launch PC-aplication file to/program: C:\excel\excel. This will start excel.
- Parameters: && gets the file to excel.

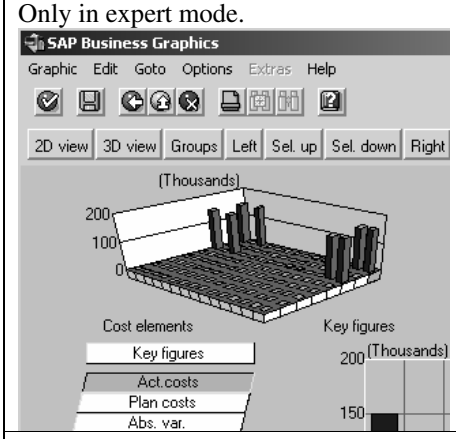
The system suggests format DAT, choose Continue, if you want to save in excel mode.

Hyväksyttäessä järjestelmä ehdottaa tiedostomuotoa DAT, valitse jatka, jos haluat tallettaa excel-muodossa.

Accept you definitions.

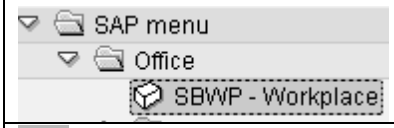
Choose, if you want an existing file to be overwritten, or do you want to add the report to it.

Only in expert mode.



Presentation graphics

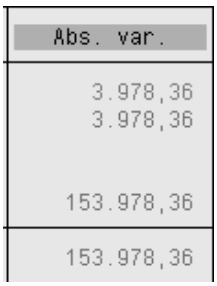
You can present the figures in graphical form.



Send report

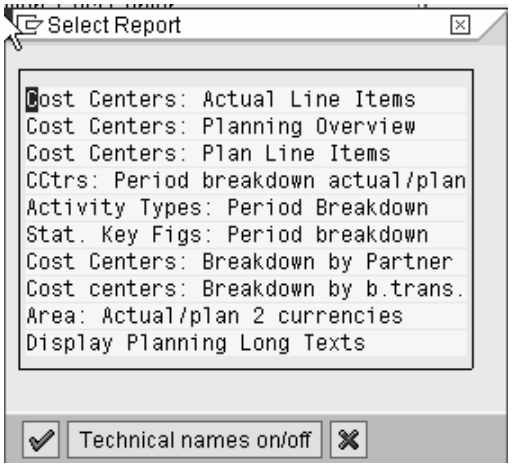
You can send the report to another SAP-user's inbox with SAP-mail. Other choices demand configuration.

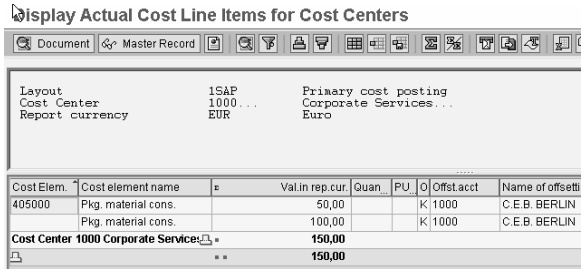
Select block

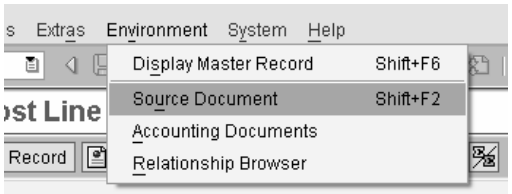


Select beginning and end. The block is shown in different color. You can for example call another report or show the block in graphics.

The block is removed with Select Block icon







Call report

Other reports can be called from the report.

The selection screen shows all reports, that are defined in the library or the report group, the report belongs to.

If the report is started without any choice, it will be executed with same choices as the main report. However, usually you want to run the new report for a smaller selection. You want for example see the actual line items of one account.

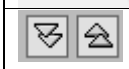
Position the cursor on the row and click an Call report. Or easier – double click the row. The Select report box is displayed.

Start the new report double clicking the report title.

If you have selected a block, the call report function runs the report for the block.

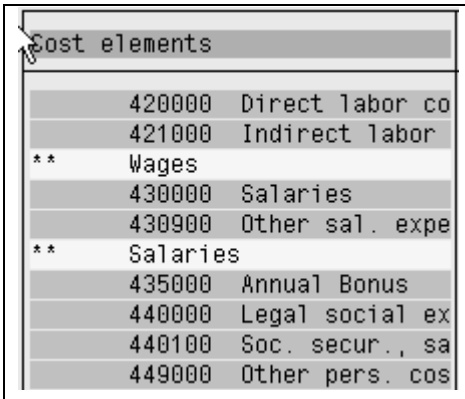
The line item report can be edited with layout icon. You can for example select new fields.

From the line item report you can drill down to the original documents or to the accounting documents.

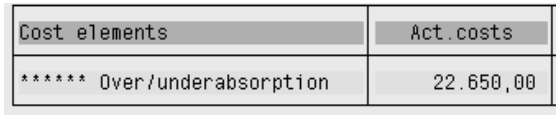


Only in expert mode.

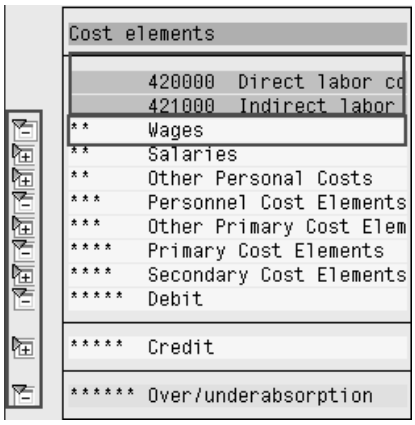
Expand / collapse report



Expanded report.

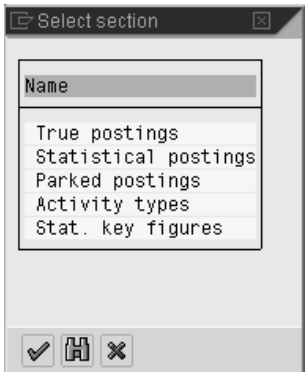


Fully collapsed report shows the grand total of the report.



You can expand and collapse report rows with the icons alongside the report.

Only in expert mode.



Expand section / Collapse section

You can expand / collapse report sections:

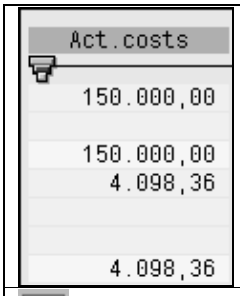
- True postings
- Statistical postings
- Perked postings
- Activity postings
- Statistical key figures

Only in expert mode.

Sort descending / ascending

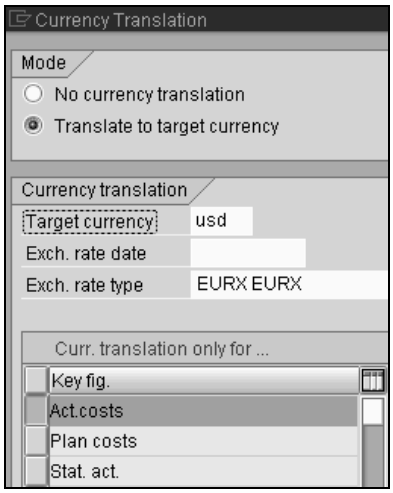
Put the cursor on column and choose Sort.

You cancel the sort from menu Edit / Sorting / Cancel sort or with the right mouse menu Cancel sort.



A sorted column shows a sort icon.

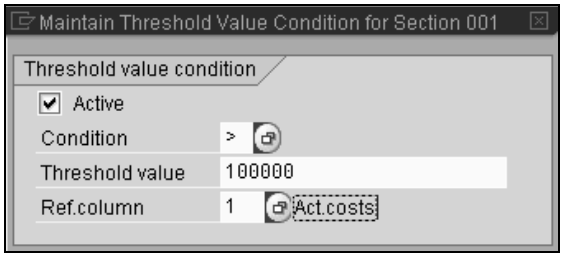
Only in expert mode

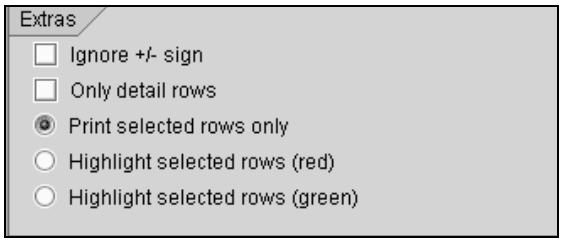


Currency translation

If you want to translate the report column 'Actual costs' from EUR to USD, select Translate to target currency, target currency USD and exchange rate type.

Only in expert mode





Treshold value

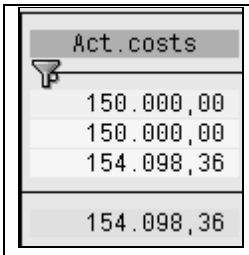
You can filter report values using a threshold value filter.

For example you want to show amounts larger than 100.000

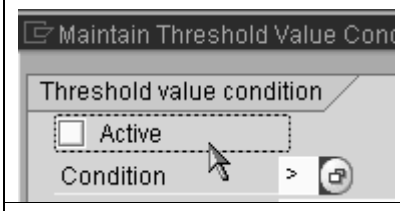
Set the threshold value active.

Define a threshold condition. For example > 100.000.

You can have two conditions at the same time. .



A threshold value is shown in the column header.



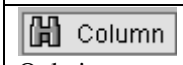
To remove a threshold value, remove the activation.

Only in expert mode

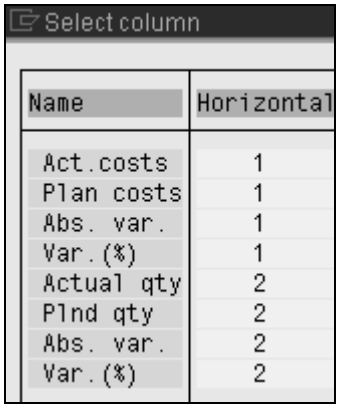
Report Sections

With these icons you can jump to the section repors.

- True postings
- Statistical postings
- Parked postings
- Activity postings
- Statistical key figures



Only in expert mode



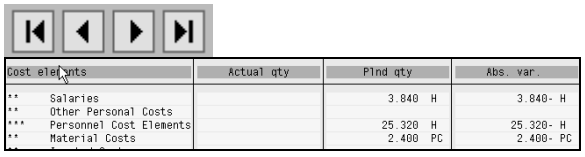
Find column

You can jump to a report column.

Horizontal 1 – columns in page 1

Horizontal 2 - columns in page 2.

.

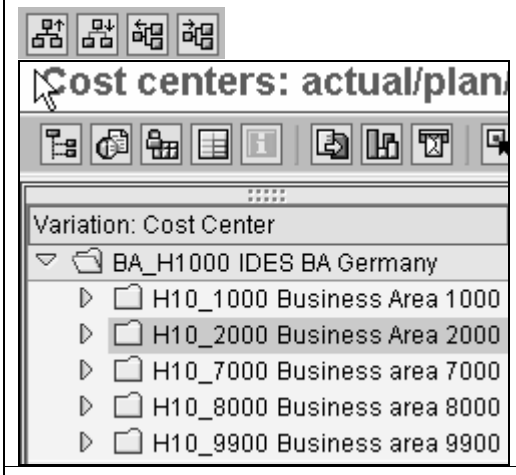


Report pages

You scroll horizontally with the page icons.

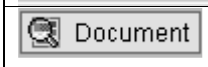
Change

Not functioning.

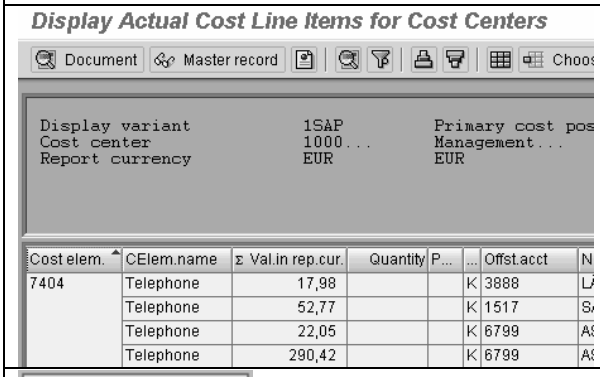
	**Variation** Hierarchy icons, which allow you to move between hierarchy levels.

9.3 Functions in line item report bar

FUNCTIONS OF LINE ITEM REPORT BAR

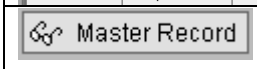


Display Document



Choose a row and click on Document (or double click the row).

Shows the source document of the line item.

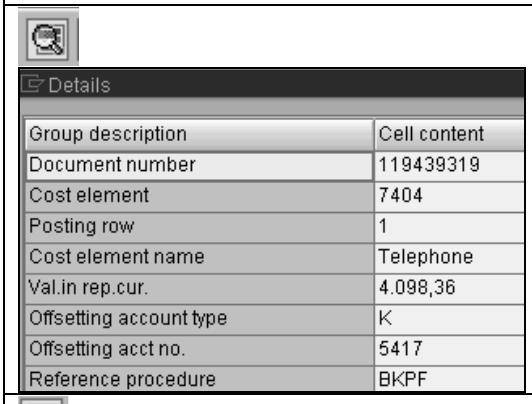


Display Master Record

Put the cursor on master data item (cost center, cost element, order, vendor etc.) and click on Master record. Takes you directly to the master record of the object.

Send Correction Request

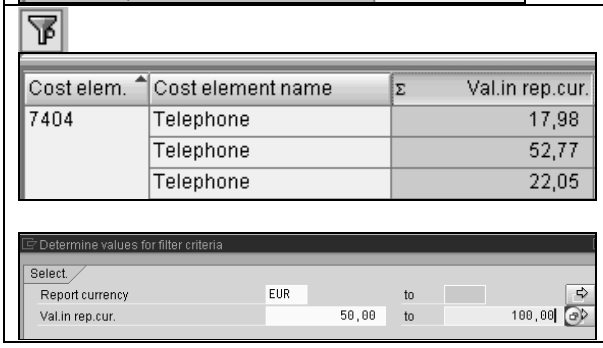
You could send a correction request to an URL-address. This requires WEB – server configuration.



Display Details

Displays all cell contents in list form.

.

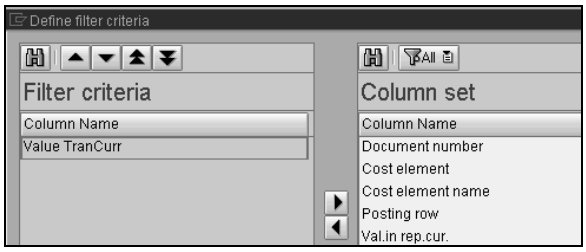


Treshold value

You can make a threshold defintion

1. with column selection
2. without column selection

With the column selection you go directly to determination of

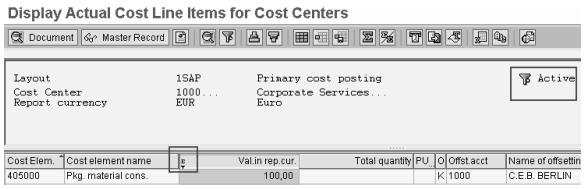


threshold.

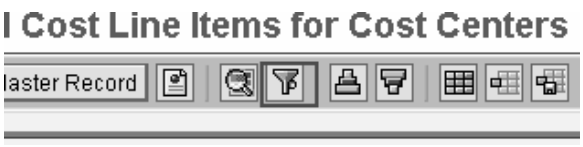
Without column selection, you get first a column selection box, where you move the fields from right to the left.

Sort the column set with double clicking the title bar Column name.

Accept the selection and determine the threshold values.

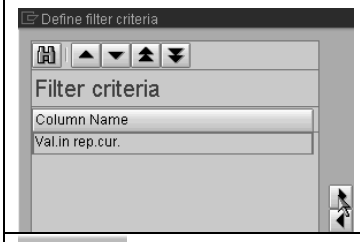


You can see that the threshold value is active.

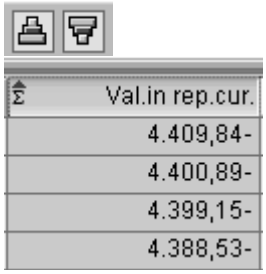


When you want to remove the filter, click on the filter icon. The threshold determination box appears.

Click on the trash can at the bottom.



Or move the threshold field back to the column set.



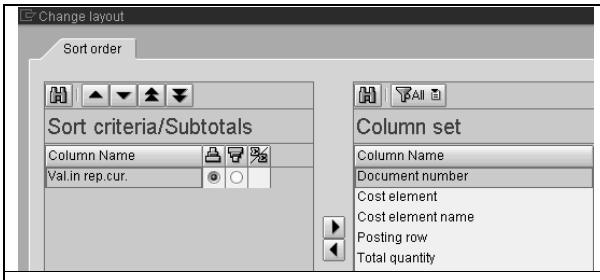
Sort descending, ascending

You can sort columns in ascending or descending order.

It the column is selected, it will be sorted. You can see a small triangle in the sorted column's header.

You can select several columns holding the ctrl key down.

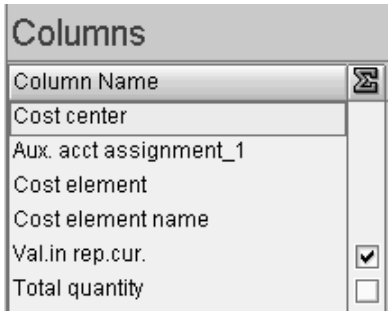
If no column is selected, the 'sort selection' box appears. Columns to be sorted are moved from right to left.



Change Layout

You can edit the report. For example you can add new fields to the report.

It opens the 'Change layout'- box, where you can add and remove columns shown on the report.



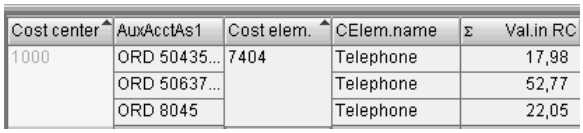
Sort first the column set with double clicking the title bar Column name.

Move to the left columns cost center, aux. account_ assignment_1, which in this case contains the statistical order.

To change the order of columns, drag it to the position you wish.

If you check a value column, a total is shown.

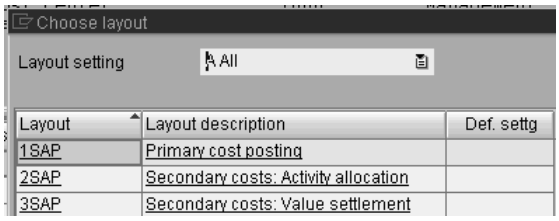
Accept the selection.



Cost center	AuxAcctAs1	Cost elem.	CElem.name	Σ	Val.in RC
1000	ORD 50435...	7404	Telephone		17,98
	ORD 50637...		Telephone		52,77
	ORD 8045		Telephone		22,05

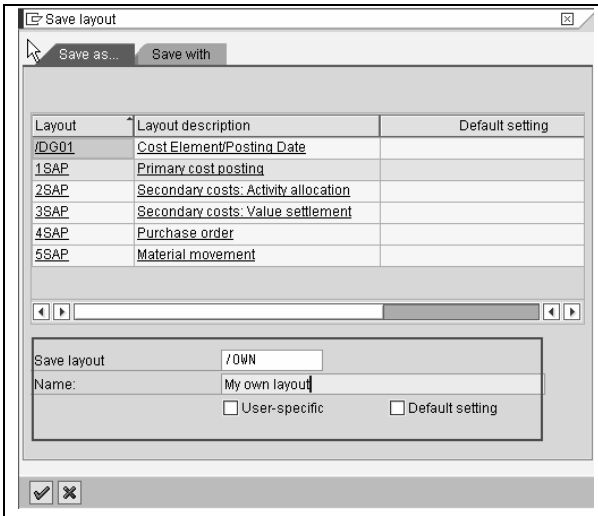
The report looks now like this.

Select Layout



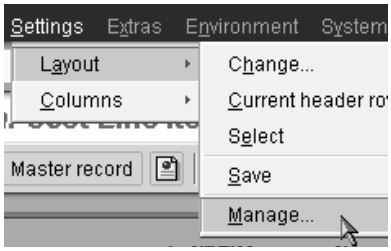
You can change the layout or select another report layout.
Layouts that begin with number are SAP standard layouts.

Save Layout

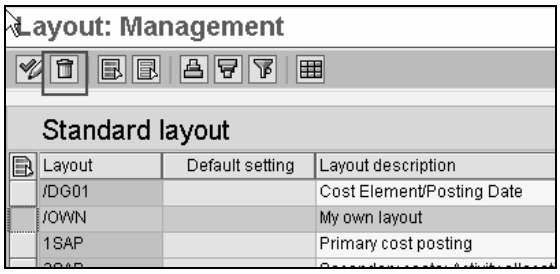


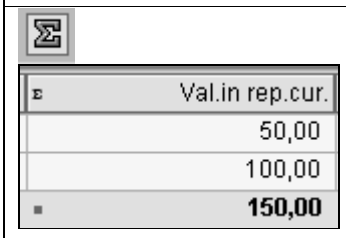
You can save your own layouts. If the name begins with /, the layout is visible to all users.

If the name begins with A-Z, the layout is user specific and only you can see it.



You can delete layouts from menu Settings / layout /manage.





Total

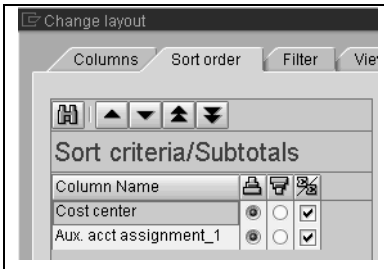
You can calculate totals. Select the column and Total. To remove the total, click the Total again.

Subtotals

You can calculate subtotals.

If you want to select several columns, hold the Ctrl-key down.

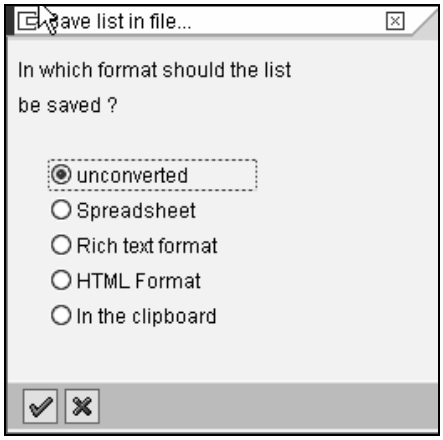
The totals are visible in the Change Layout-box, where they can also be changed.



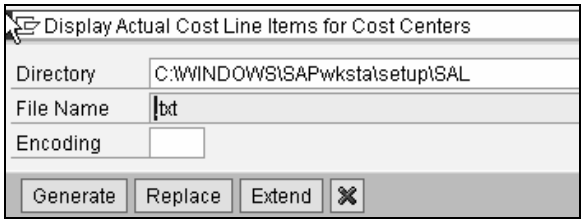
Send Report

You can send the report to another user as SAP-mail. Other mail systems require configuration.

Export Report

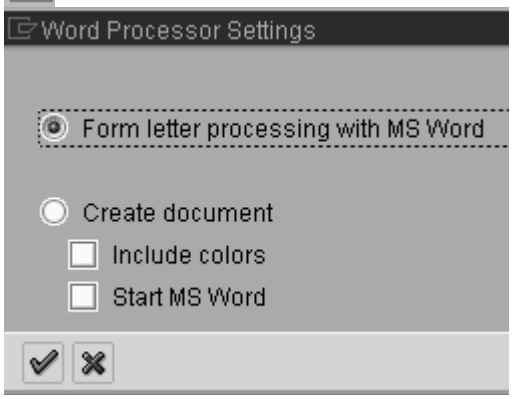


You can save the report in file.

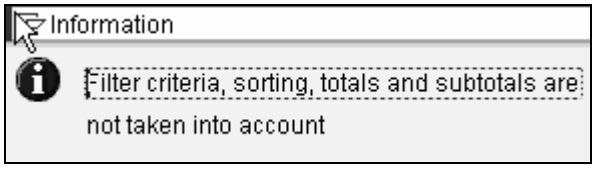


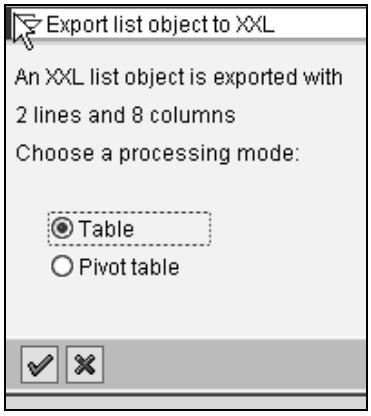
Default directory is SAP work directory, but you can replace it with any directory you want.

Wordprocessing



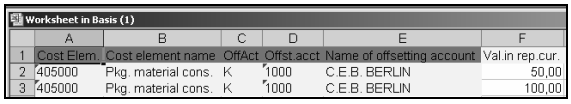
You can transfer the report to Word.





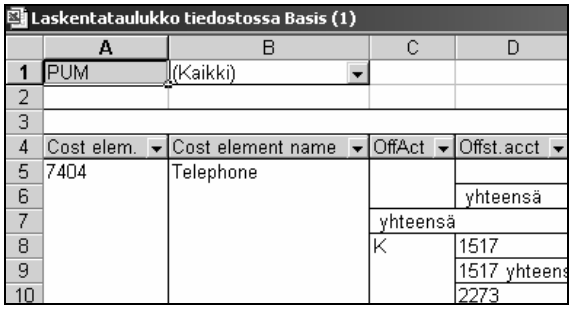
Spreadsheet

A line item report can be transferred to Excel either as a table or pivot.



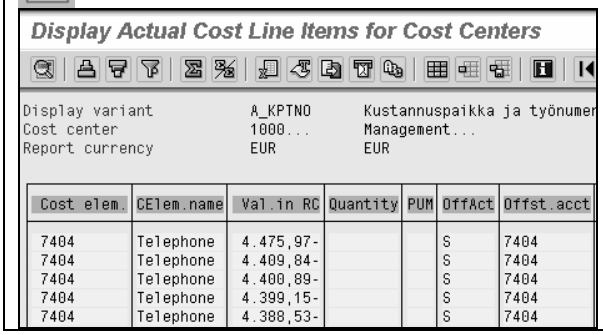
	A	B	C	D	E	F
1	Cost Elem.	Cost element name	OffAct	Offst acct	Name of offsetting account	Val.in rep.cur.
2	405000	Pkg. material cons.	K	1000	C.E.B. BERLIN	50,00
3	405000	Pkg. material cons.	K	1000	C.E.B. BERLIN	100,00

Table



	A	B	C	D
1	PUM	(Kaikki)		
2				
3				
4	Cost elem.	Cost element name	OffAct	Offst.acct
5	7404	Telephone		
6				yhteensä
7			yhteensä	
8			K	1517
9				1517 yhteens
10				2273

Pivot

	ABC Analysis You can make an ABC-analysis of the figures.
   Display Actual Cost Line Items for Cost Centers Display variant A_KPTNO Kustannuspaikka ja työnumer Cost center 1000... Management... Report currency EUR EUR Cost elem. | CElem.name | Val.in RC | Quantity | PUM | OffAct | Offst.acct 7404 Telephone 4.475,97- S 7404 7404 Telephone 4.409,84- S 7404 7404 Telephone 4.400,89- S 7404 7404 Telephone 4.399,15- S 7404 7404 Telephone 4.388,53- S 7404	**Print Preview** Shows the report in list form.