

Change Layout

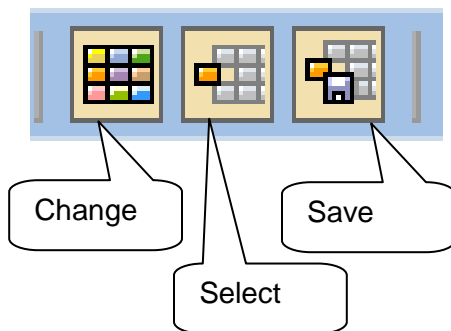
Transaction Code: N/A

Location(s):

SAP GUI

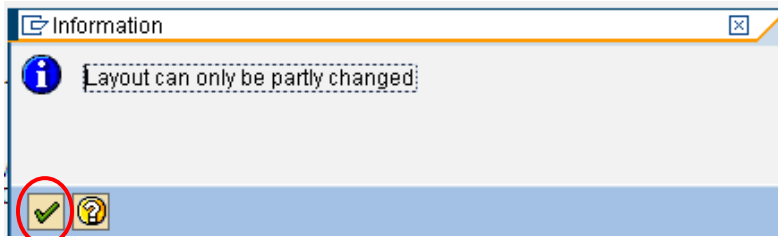
Purpose: The change layout button in SAP can be used to modify a display or report within the GUI. Three buttons are available: **change layout**, **select layout**, and **save layout**. These buttons are helpful when displaying Document Journal information for the ZFD1 and ZFBC reports in SAP GUI.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.



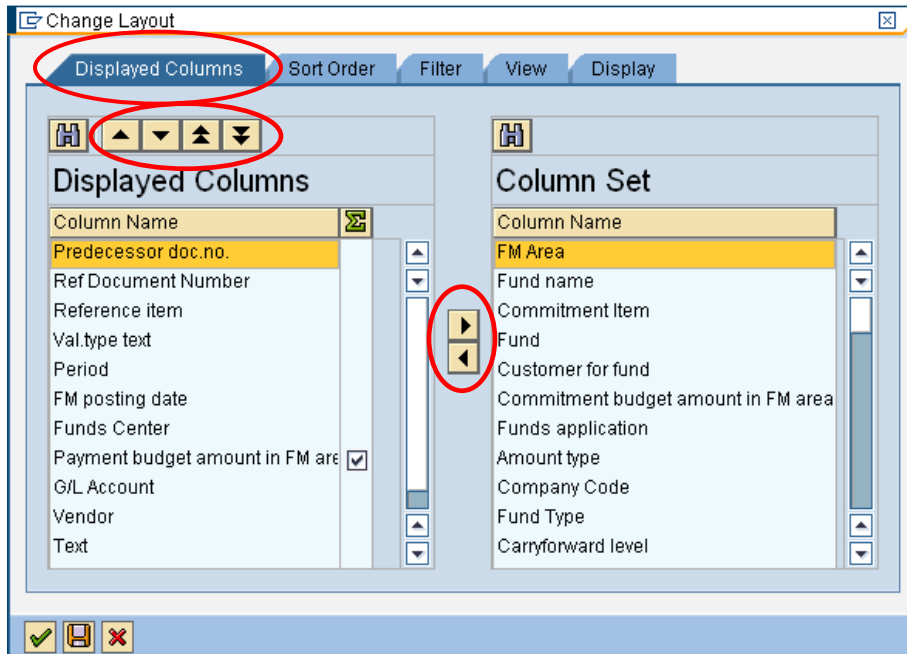
Change layout :

1. If you receive this message, Click Continue.



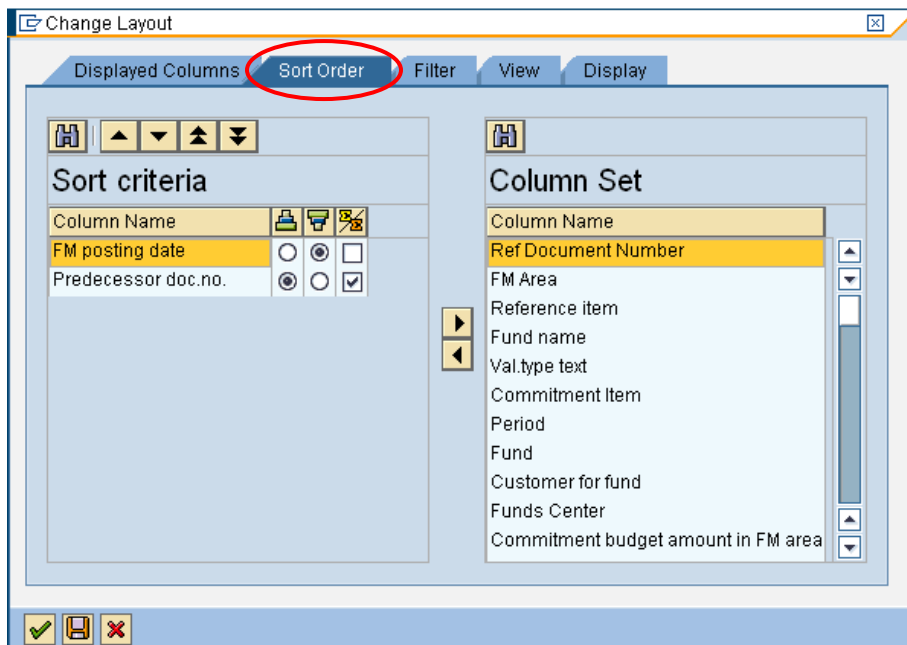
Displayed Columns tab:

Display or remove columns and modify the order of display.



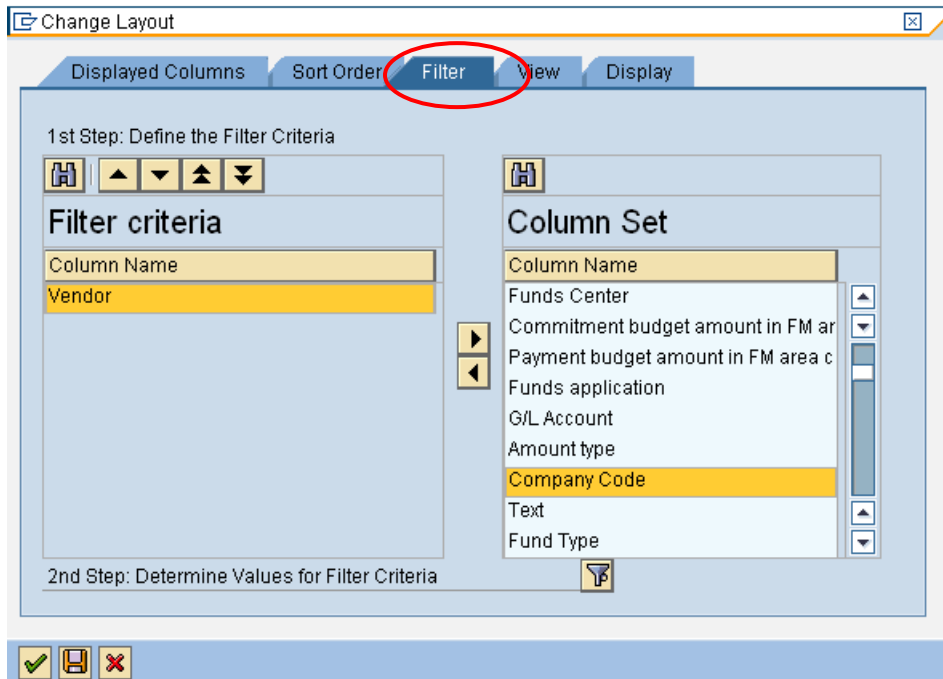
Sort Order tab:

Modify the sort criteria.



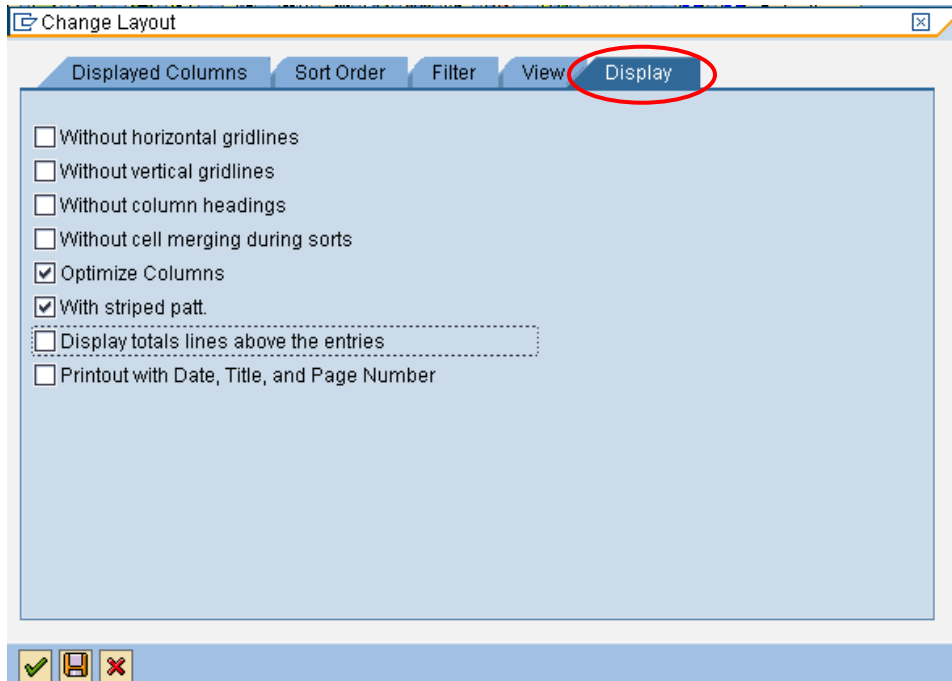
Filter tab:

Modify filter criteria using the column set.



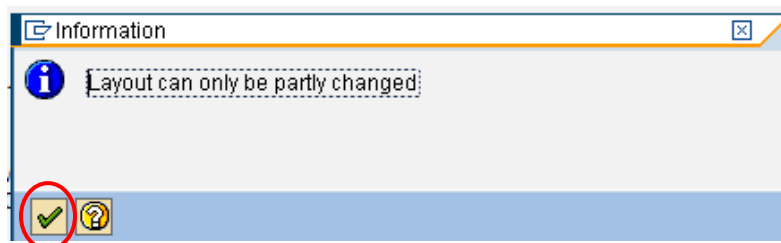
Display tab:

Modify any display settings.

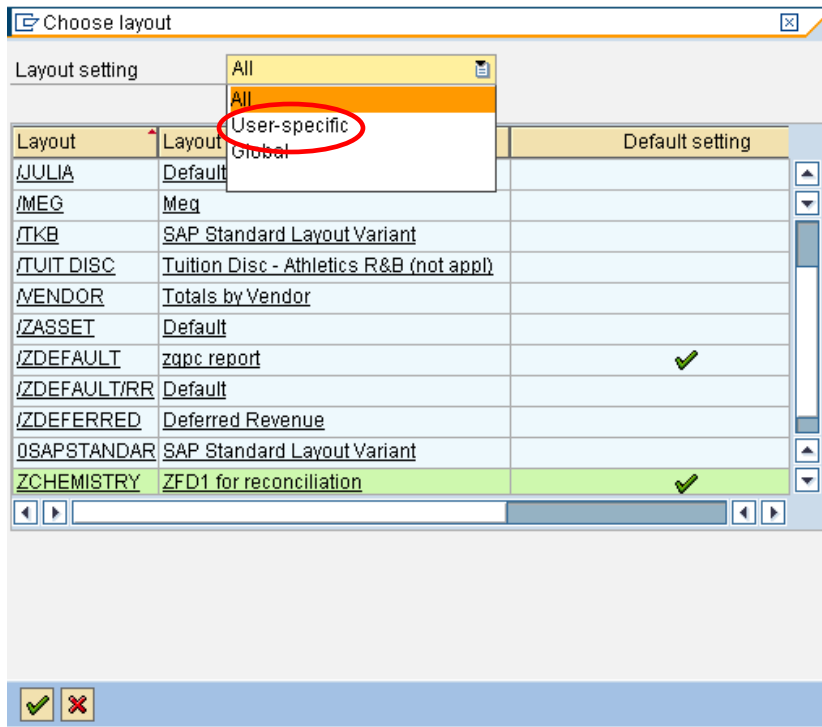


Select layout :

1. Click Continue.

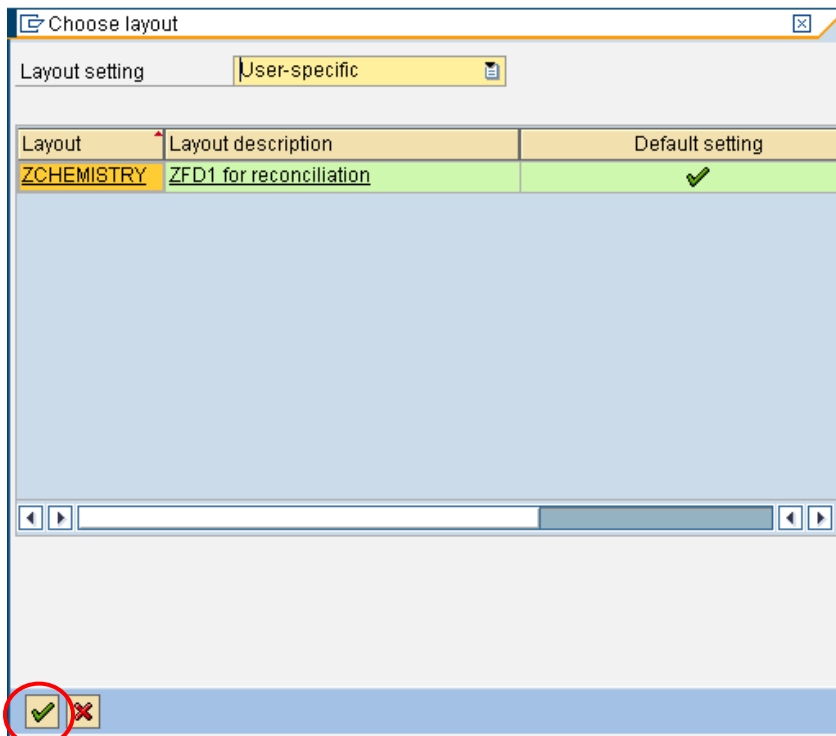


2. Choose a layout setting.



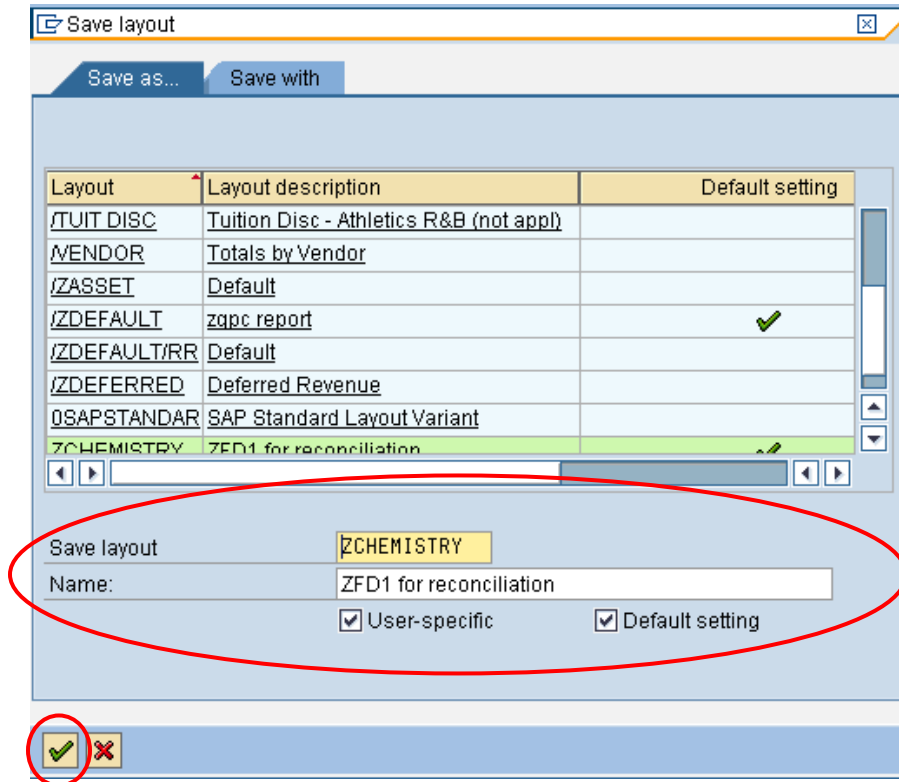
3. Select a layout.

4. Click Continue.



Save layout :

1. Enter a Save layout name that begins with a 'Z'.
2. Provide a description in Name.
3. Check User-specific and/or default setting.
4. Click Continue.



Save layout

Save as... Save with

Layout	Layout description	Default setting
/TUIT DISC	Tuition Disc - Athletics R&B (not appl)	
/VENDOR	Totals by Vendor	
/ZASSET	Default	
/ZDEFAULT	zqpc report	✓
/ZDEFAULT/RR	Default	
/ZDEFERRED	Deferred Revenue	
0SAPSTANDAR	SAP Standard Layout Variant	
ZCHEMISTRY	ZFD1 for reconciliation	✓

Save layout: ZCHEMISTRY

Name: ZFD1 for reconciliation

User-specific Default setting