# SAP Report Painter

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# **INTRODUCTION**

Report painter is the main tool for defining reports in the information system in controlling module.

All of the controlling reports (Cost center accounting, internal orders and profit center accounting) are created using report painter. You can also create reports in FI.

With Report Painter you can define reports quickly and easily across rows and columns.

You can use standard reports delivered by SAP as a base, copy them and do minor modifications, so as to suit your requirement.

Very often it is felt that the standard reports delivered by SAP do not meet the user's requirement. Therefore you need to create new reports.

#### Scenario:

A Ltd. is allocating cost using distribution cycle for allocating cost between cost centers. If you recollect from what we learnt in the Cost center accounting configuration book distribution is a method of allocation which uses the original cost element for allocation between cost center.

The canteen cost center (1000) incurs various cost which are shown below under debit. This cost is allocated to the Admin cost center (1001) 40%, Engineering cost center (1002) 60%.

#### Canteen cost center 1000

Debit	\$	Credit	\$
450001 Salaries & Wages 460100 Groceries	100,000 400,000	450001 Salaries & Wages 460100 Groceries	100,000 400,000
_	500,000		500,000

Engineering cost center incurs costs on Salaries and wages 200,000, spare parts etc (300,000). Further it receives cost from allocation from the Canteen cost center (60% broken down into Salaries & Wages 60,000 Groceries 240,000

#### Engineering cost center 1002

Debit	\$	Credit	\$
450001 Salaries & Wag (200,000 +60,000			
460100 Groceries	240,000		
470100 Spare parts	300,000		
-	800,000	•	

If you see above in the engineering cost center (which is the receiver cost center) the salaries costs have got merged 260,000 (Cost incurred by it 200,000 which is a primary cost and cost received from the engineering cost center 60,000 which is a secondary cost center)

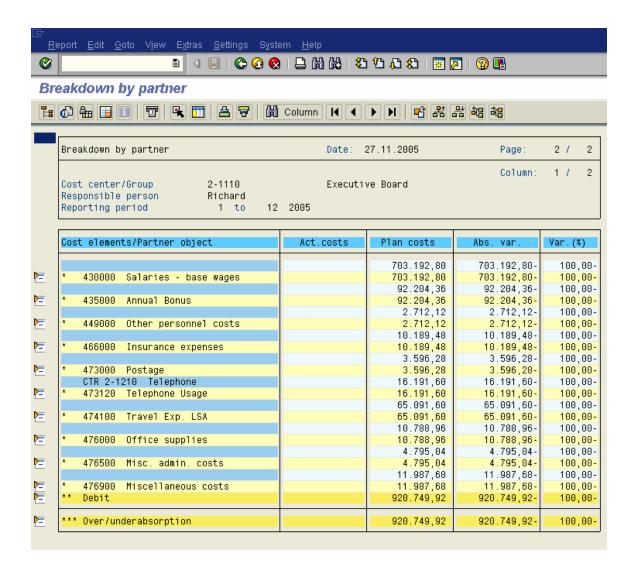
You are not able to see the above break up.

In SAP, a standard report is available which tries to give a break up.

The name of the transaction code is:-

S\_ALR\_87013615 - Cost Centers: Breakdown by Partner

The output of the report looks like this:-



The above report shows cost on the receiver cost center.

It shows its own cost and cost center received from other cost center.

If you notice all the cost elements are just showing blank blue lines. Whereas under Telephone you find CTR 2-1210 which is the sending cost center.

If you notice the report is very difficult to distinguish the primary and secondary costs.

The user wants to see them in columnar form primary and secondary costs.

Therefore we develop a new report for the user.

We will see how to go about creating the new report

### 1. Libraries

Libraries is a base (or transfer structure) for Report Painter. In a Library you use a report table, which is defaulted by SAP and cannot be maintained. The Library provides a logical view of various database tables and includes all characteristics, key figures, and predefined columns.

In Cost Center Accounting, table **CCSS** is used as the transfer structure.

In a library, you collect the characteristics, key figures, and predefined columns from the report table, which you need for your Report Painter reports. The table name is stored in the header of each library.

The fields from these libraries are used in creation of a report.

#### The Path to display a Library is as follows:-

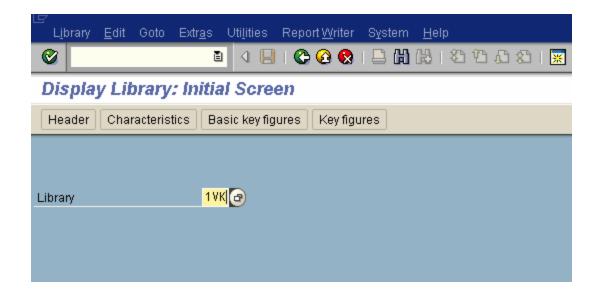
SAP Standard Menu → Accounting → Controlling → Cost Center Accounting → Information system → Tools → Report Painter → Report Writer → Library → GR23 - Display

or

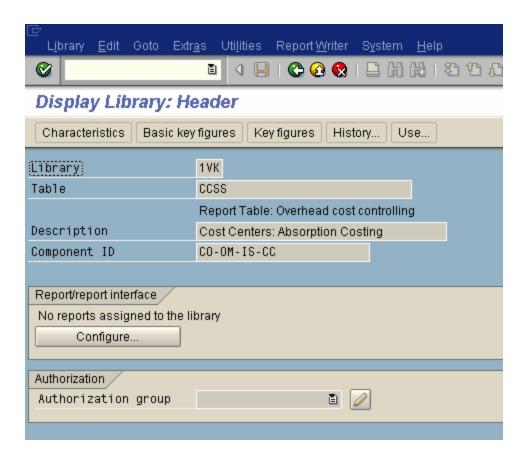
SAP standard menu → Information Systems → Ad Hoc Reports → Report Painter → Report Writer → Library → GR23 – Display

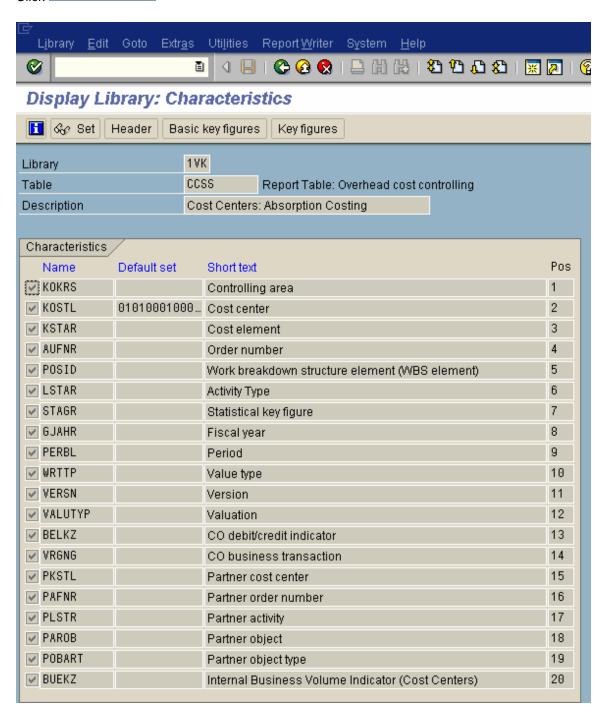
Let us see the Library 1VK which we are going to use for creating a report:-

Update the following:-









**Characteristics** are non-numerical fields. They represent criteria, by which you can select data records. Examples of characteristics are the controlling area and fiscal year.

#### **Important Characteristics:**

**Controlling Area (KOKRS)** 

Fiscal Year (GJAHR)

Period (PERBL)

**Cost Element (KSTAR)** 

**Cost Center (KOSTL)** 

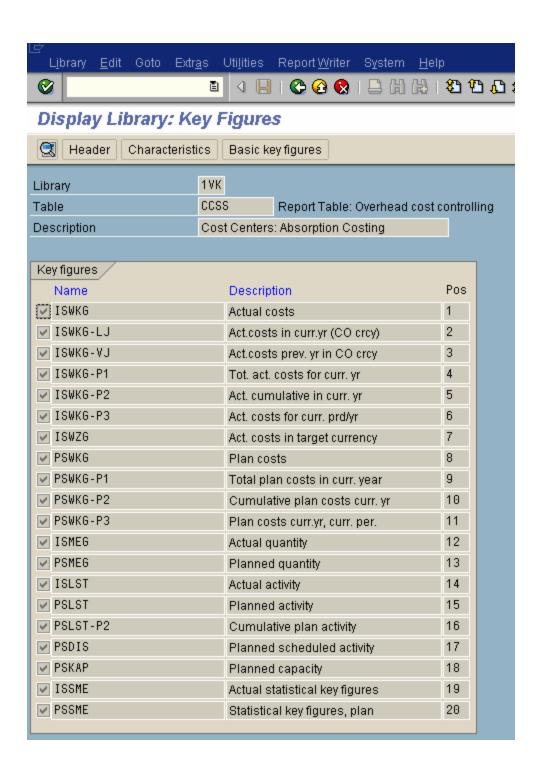
**Activity Type (LSTAR)** 

**Statistical Key Figure (STAGR)** 

**Value Type (WTTP):** Indicator for distinguishing different value categories (such as actual costs, plan costs, target costs and so on) in database tables.

**Version (VRSN):** year-dependent indicators for plan data

**Debit/Credit Indicator (CO):** Indicator used to distinguish debit and credit postings in CO.



#### What are Key figures?

**Key figures** are numeric fields, which can be evaluated in a report. Examples include overall costs and activity quantities.

#### **Key Figures:**

**Costs (SWKG):** The controlling area currency is the currency used for cost accounting in CO.

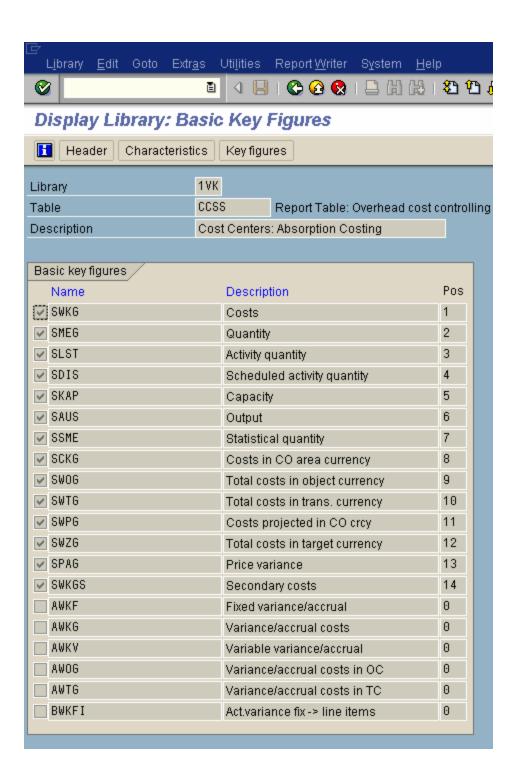
**Costs in Object Currency (SWOG):** The object currency is the currency defined in the master record of a Controlling object

**Costs in Transaction Currency (SWTG):** The transaction currency is the currency in which the given documents are posted.

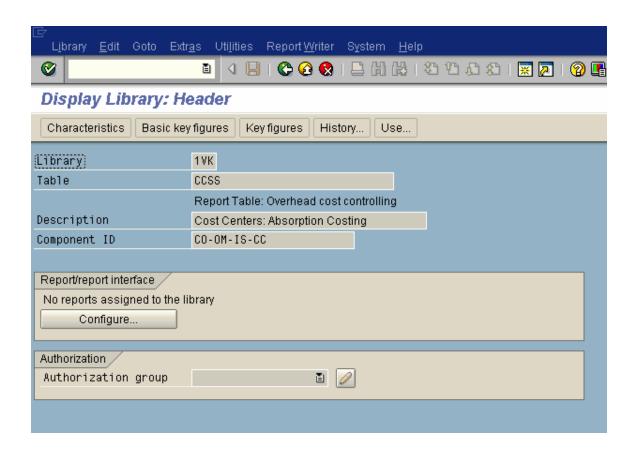
Activity Quantity (SLST): Posted quantities for activity types

Statistical Quantity (SSME): Posted quantities for statistical key figures

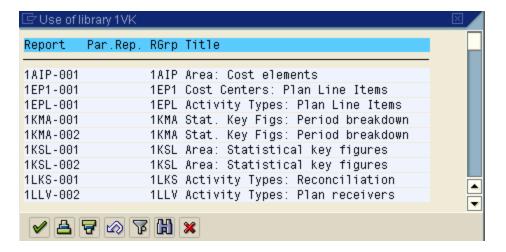
Click Basic key figures











**Predefined columns** consist of a key figure and one or more characteristics. They are used for the fast definition of frequently-used columns. Examples include total actual costs for the current fiscal year or plan fixed costs for the previous fiscal year.

The standard reports delivered with Cost Center Accounting are summarized in the following libraries:-

1VK library - Full cost methods

1GK library - Marginal cost

1AB library - Variance analyses

## Standard Naming Procedure of Library:-

0	For SAP internal use only
1	Cost Center Accounting
2	LIS
3	LIS
4	FI-LC
5	Reconciliation Ledger
6	Overhead Orders and Project Mgmt
7	Product cost controlling
8	Profit center accounting
9	Activity Based costing

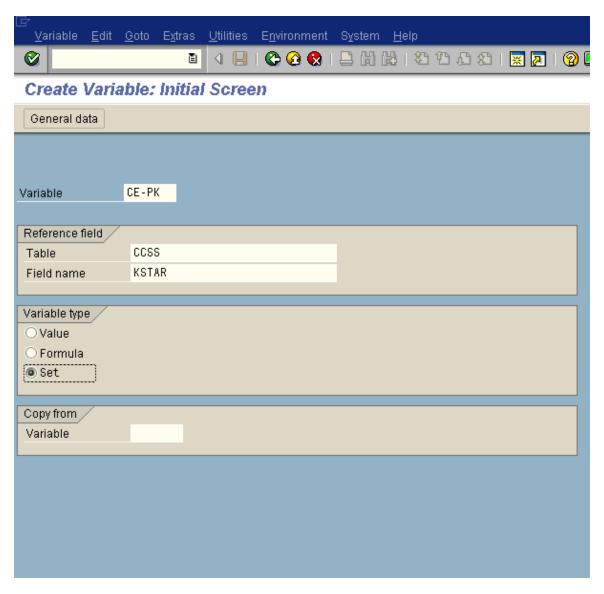
You can establish your own naming conventions for object names that do not begin with a numeral to create a Library.

# 2. Create Variable

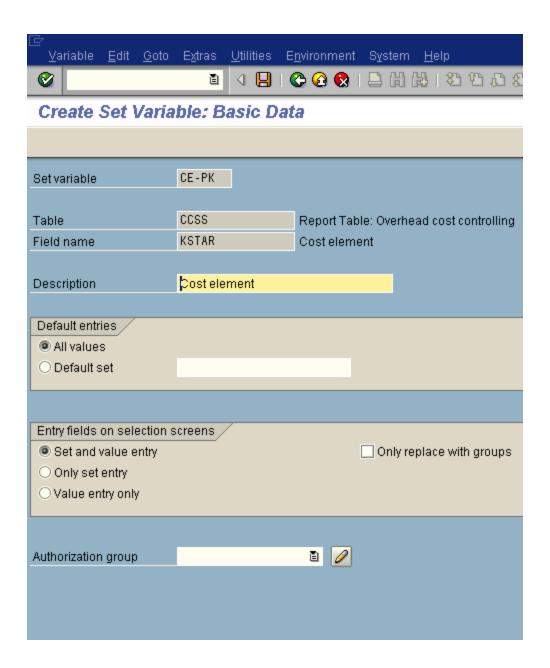
SAP Easy access  $\rightarrow$  Accounting  $\rightarrow$  Controlling  $\rightarrow$  Cost Center Accounting  $\rightarrow$  Information system  $\rightarrow$  Tools  $\rightarrow$  Report Painter  $\rightarrow$  Report Writer  $\rightarrow$  Variable  $\rightarrow$  GS11 - Create

We will create a variable for cost element group group CL. Cost element group CL is a grouping of all cost elements grouped according to logical grouping. Revenues, Salaries & Wages, Logistical costs, Admin costs.

This cost element grouping will be in used in the report so as to show the grouping of costs. If you do not require any grouping of cost elements you need not create any variable.



Click 🕝



# Update the following

달 <u>V</u> ariable <u>E</u> dit <u>G</u> oto	E <u>x</u> tras <u>U</u> tilities E <u>n</u> vironment S <u>y</u> stem <u>H</u> elp				
<u> </u>					
Create Set Variable: Basic Data					
Set variable	CE-PK				
Table	Depart Tables Overhead and antiquities				
Table Field name	CCSS Report Table: Overhead cost controlling  KSTAR Cost element				
rieiu liame	Cost element				
Description	<b>⊅ost element</b>				
Default entries					
O All values					
Default set	CL All cost elements acc 'class'				
Entry fields on selection s					
Set and value entry	Only replace with groups				
Only set entry Value entry only					
O value entry only					
Authorization group					

Click 📙

# 3. Create Report

Accounting → Controlling → Cost Center Accounting → Information System → Tools → Report Painter → GRR1 - Create

Report Painter functions similar to Report Writer, but is easier to use. Most of the functions found in Report Writer have been built into Report Painter; however, you do not need to be familiar with all Report Writer concepts such as Sets in order to use Report Painter.

Report Painter uses a graphical report structure, which forms the basis for your report definition and displays the rows and columns as they appear in the final report output.

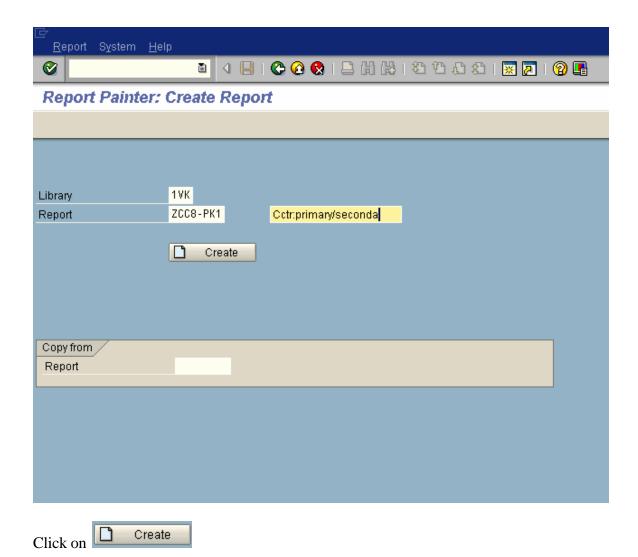
#### Advantages of Report Painter are:-

Flexible and simple report definition

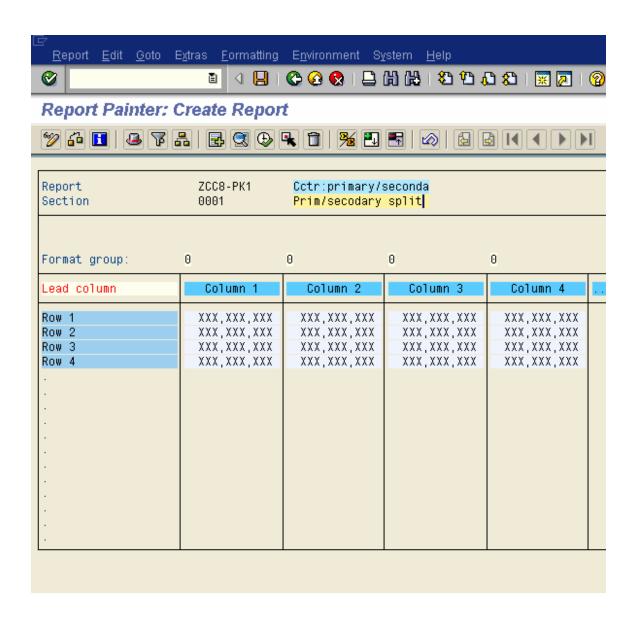
Report definition without using sets

Direct layout control: The report rows and columns are displayed for your report definition just as they appear in the final report output. This makes test runs unnecessary.

Let us now create a report in the report painter.

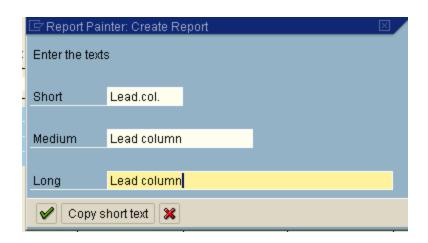


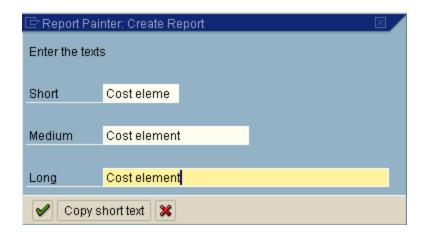
Update Section 0001

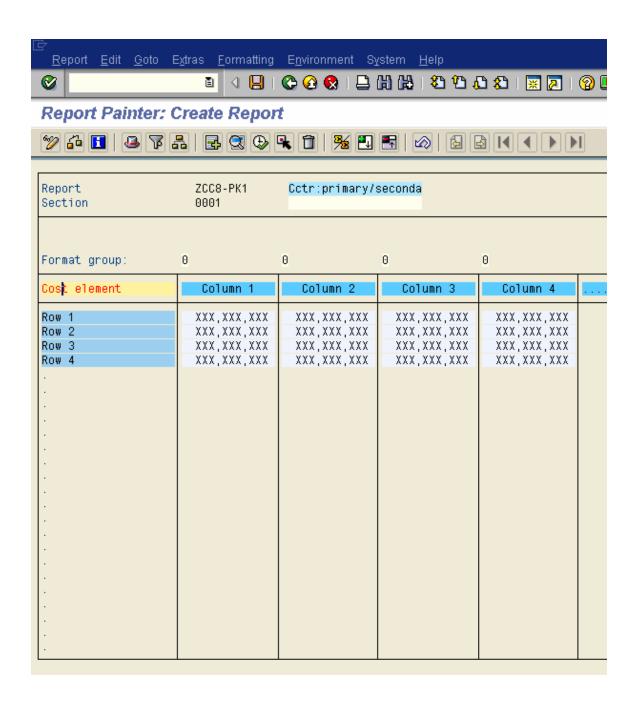


Double click on

Lead column

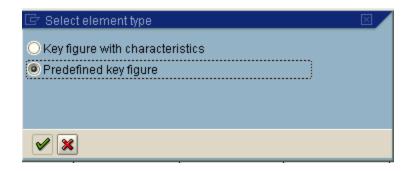


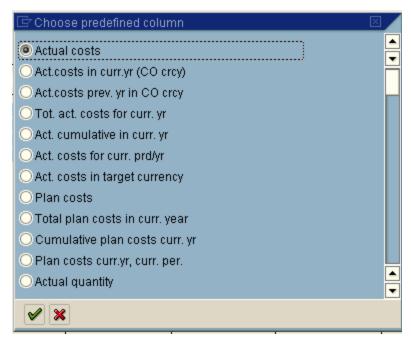


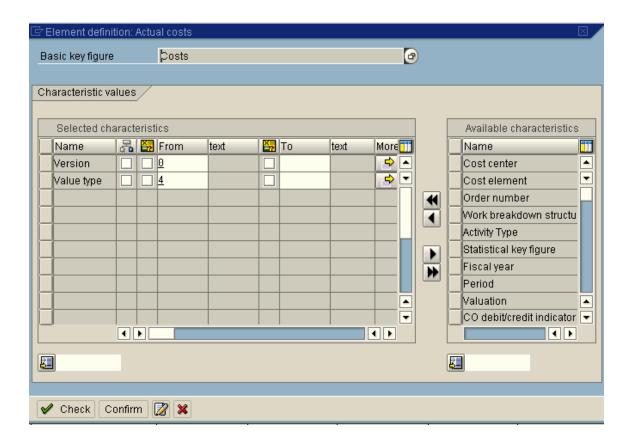


Double click

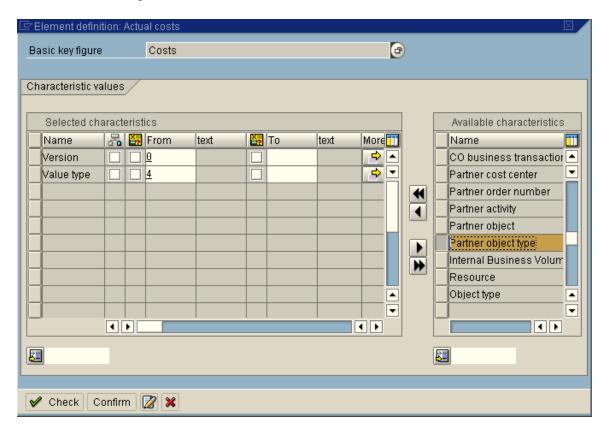
Column 1



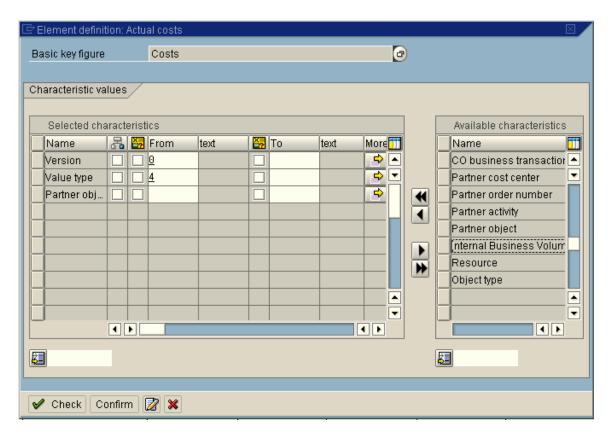




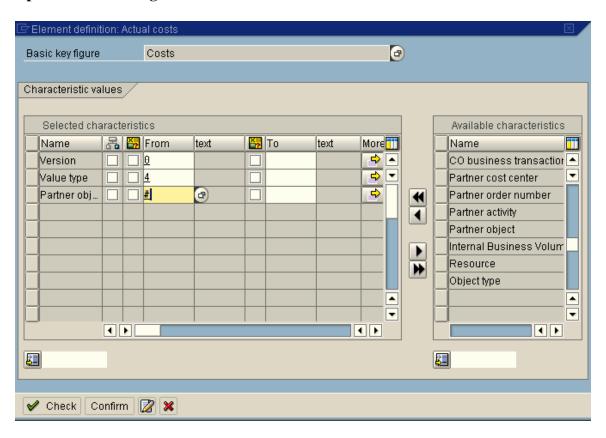
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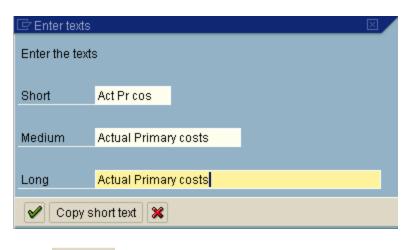




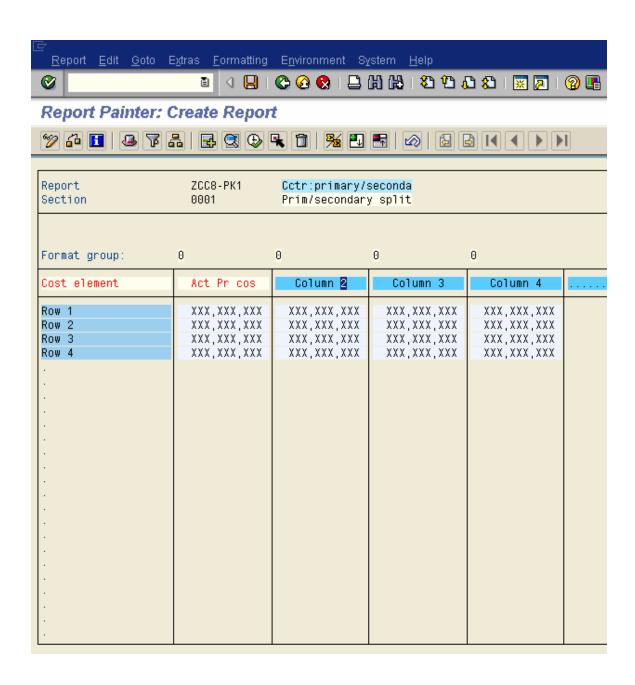
## **Update the following:-**



Click 🔯

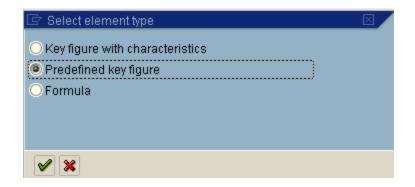


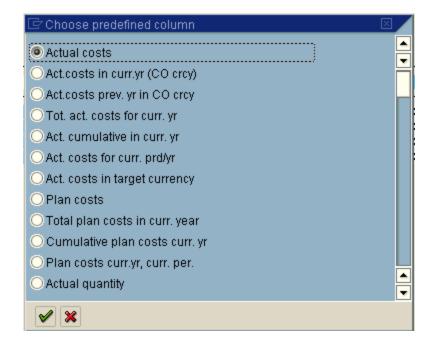
Click



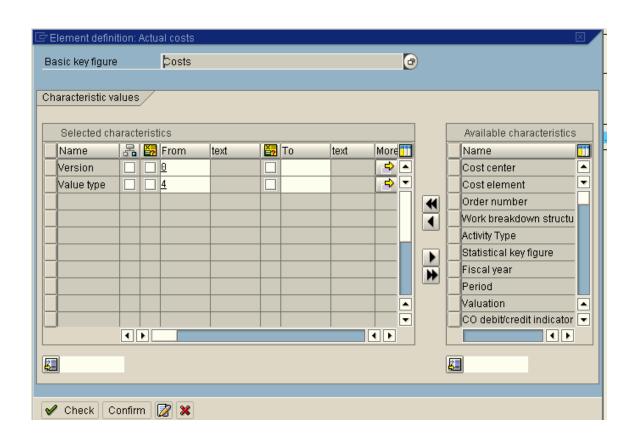
Double click

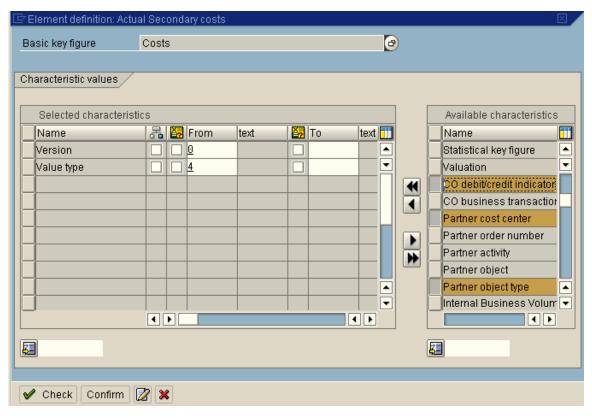
Column 2

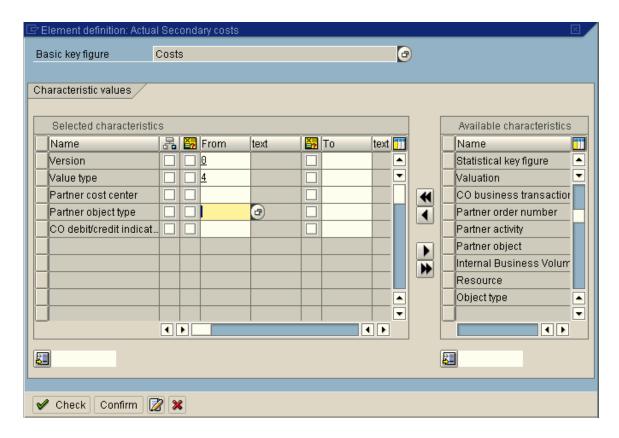




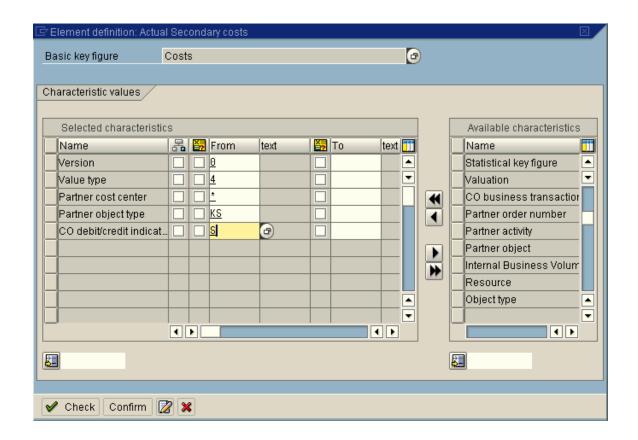
Click 🗸



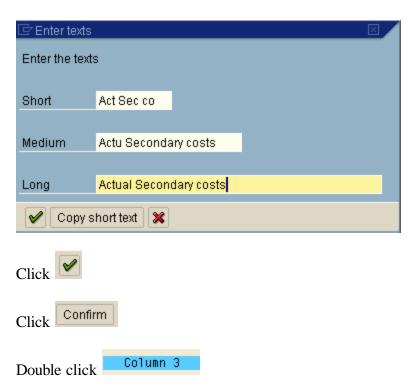


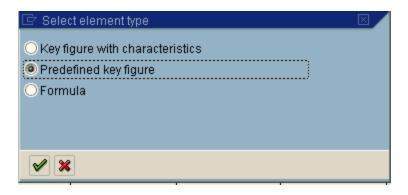


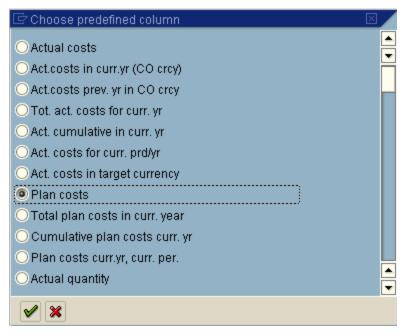
KS - cost center

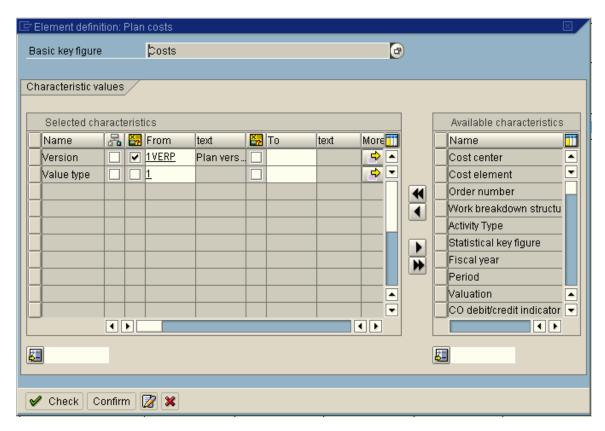






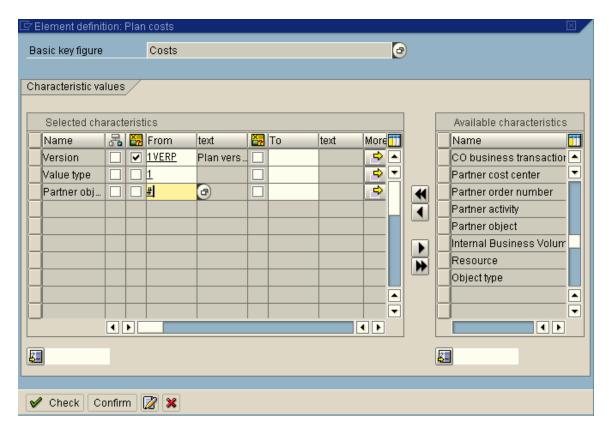




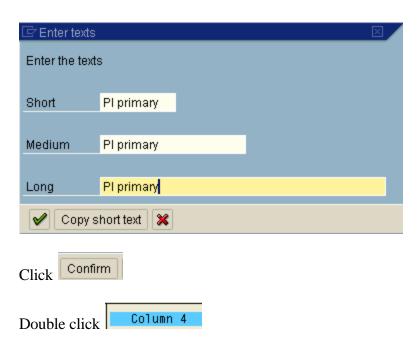


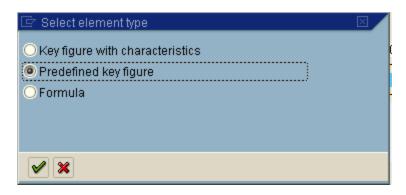
🖙 Element definition: P	lan costs			×				
Basic key figure	Costs		<b>3</b>					
Characteristic values								
Selected character	ristics			Available characteristics				
Name 🔠	From text	To text	More	Name				
Version 🔲 [	✓ 1VERP Plan vers.			CO business transactior 📥				
Value type 🔲 [	1			Partner cost center   T				
			•	Partner order number				
			•	Partner activity				
				Partner object				
				Partner object type				
			<b> </b>	Internal Business Volum				
				Resource				
				Object type				
			[					
✓ Check Confirm	<b>2</b> ×							

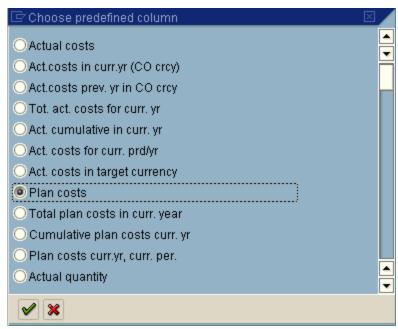
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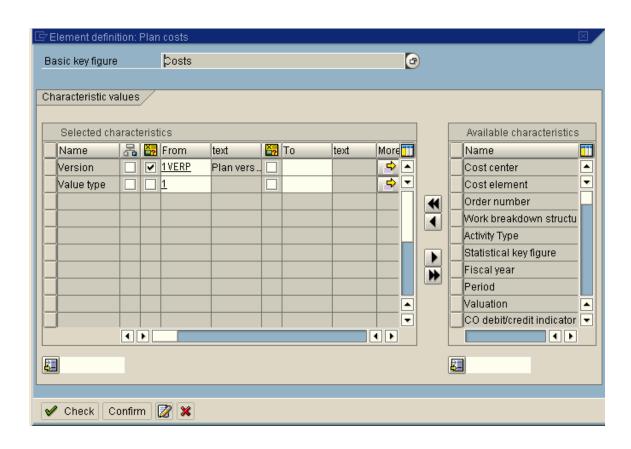


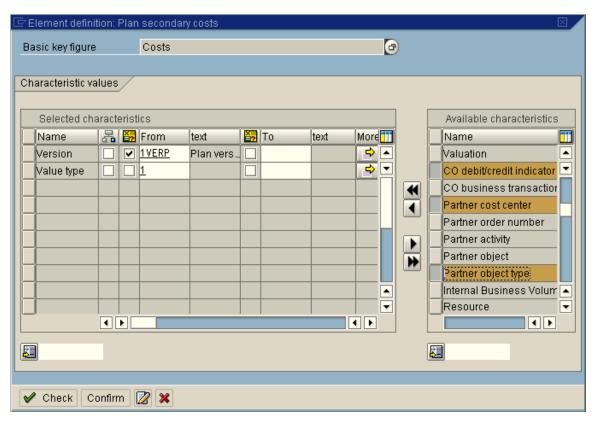
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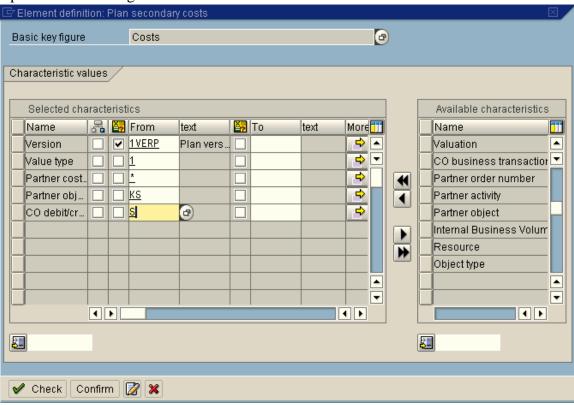




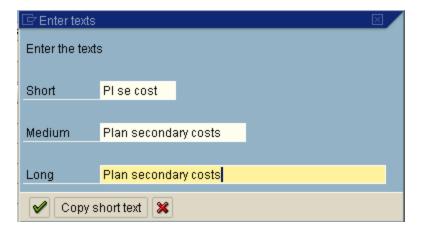




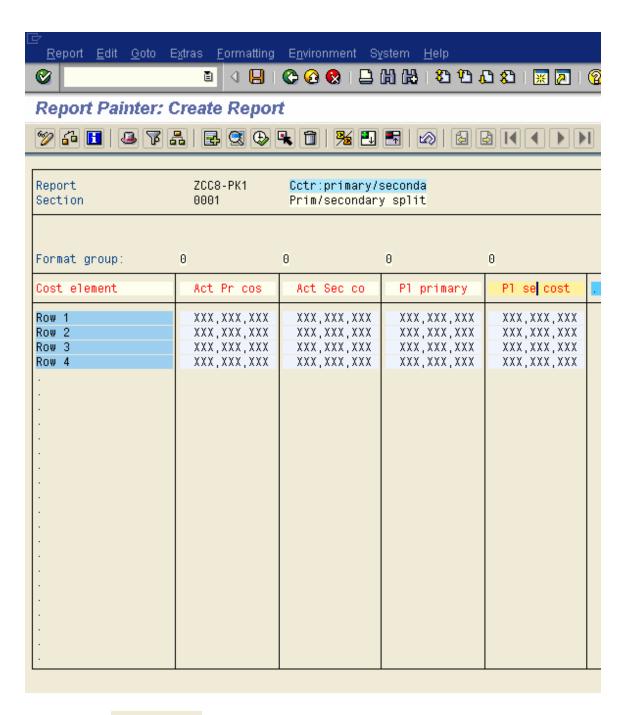
Update the following:-



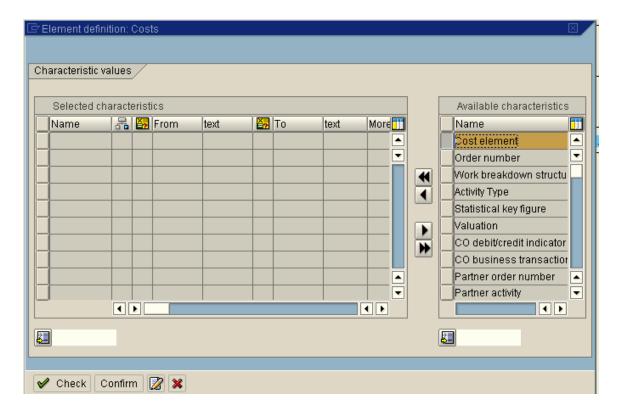
Click 🔯





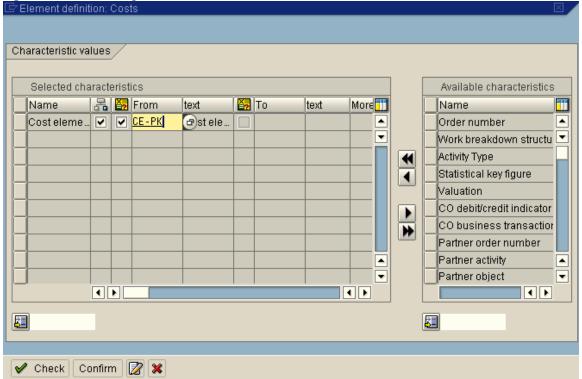


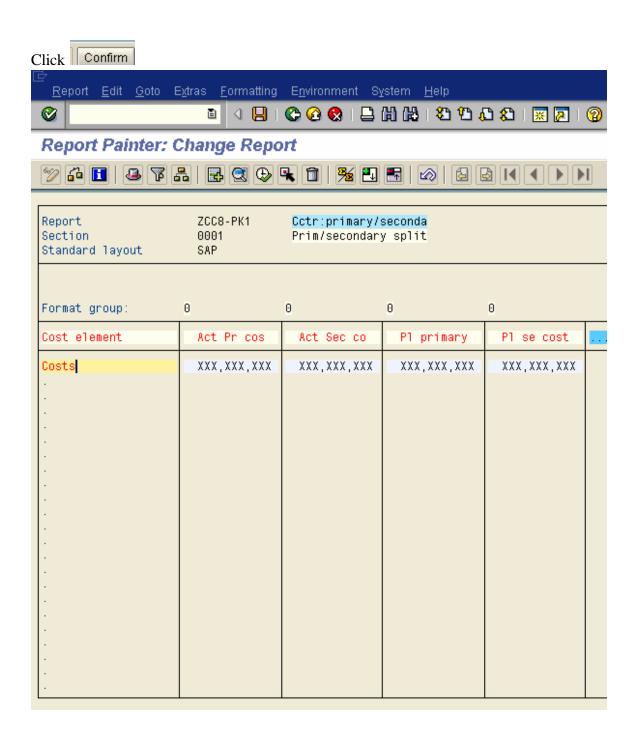
Double click Row 1



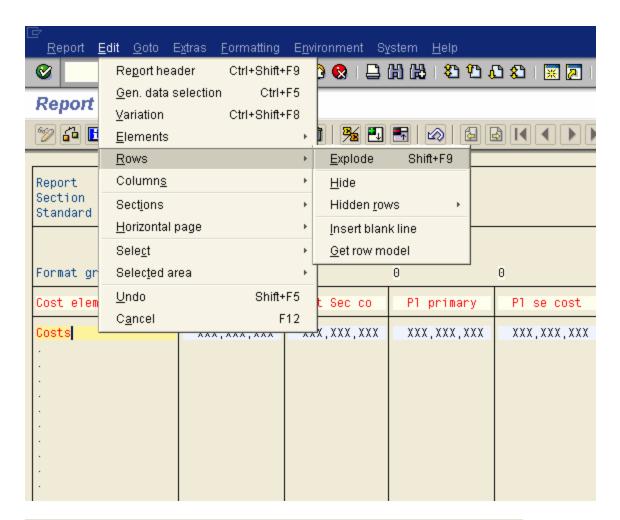
1

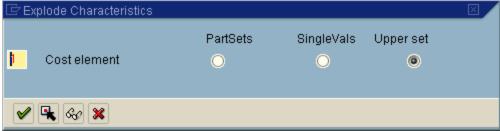
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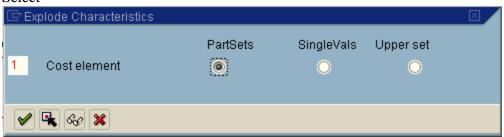


Position the cursor on Costs

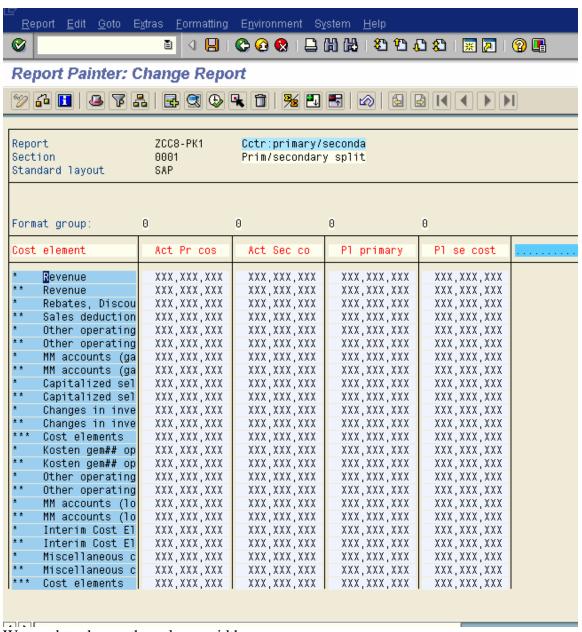




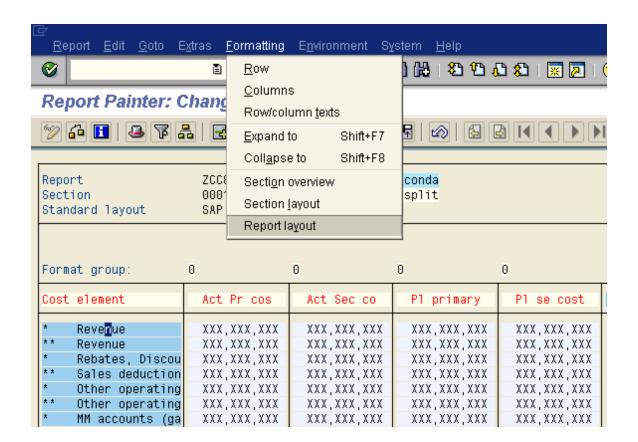
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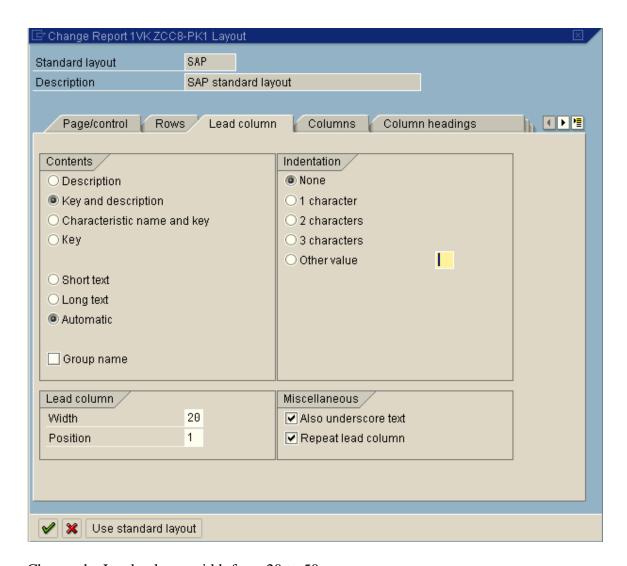






We need to change the column width

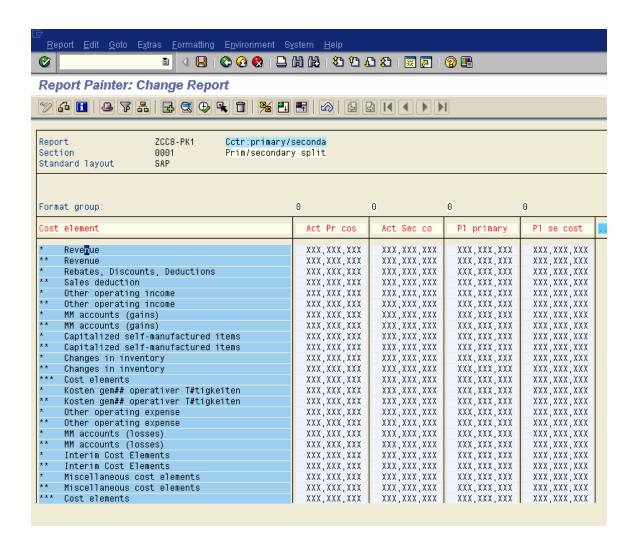




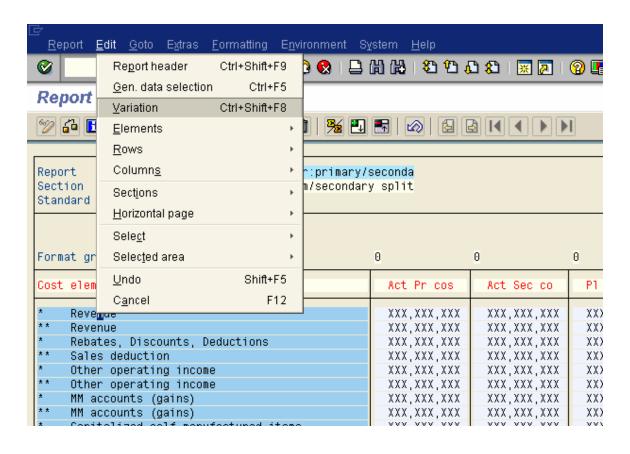
Change the Lead column width from 20 to 50

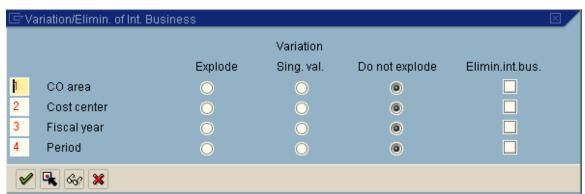
☑ Change Report 1VK ZCC8-PK1 Layout 🗵 🖊	
Standard layout SAP  Description SAP standard layo	put
Page/control Rows Lead column  Contents  Description  Key and description  Characteristic name and key  Key  Short text  Long text  Automatic  Group name	
Lead column  Width 50  Position 1	Miscellaneous  ✓ Also underscore text  ✓ Repeat lead column
✓ > Use standard layout	

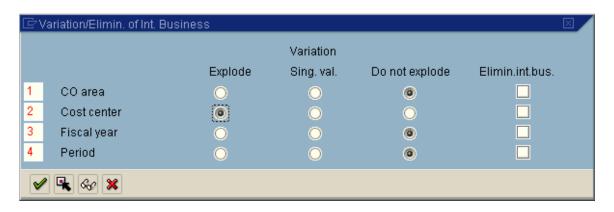
Click



Further we want to see individual cost centers rather than as a group



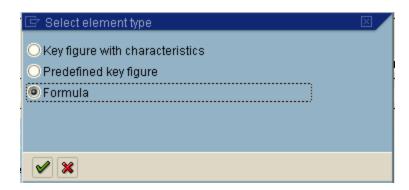


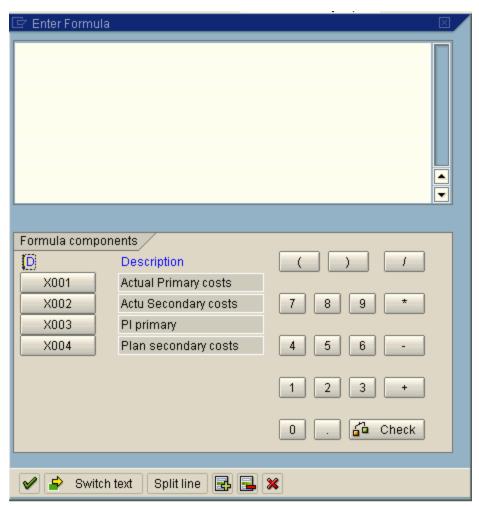


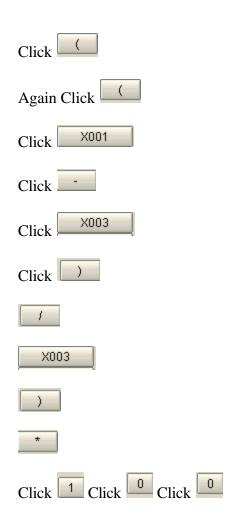
# Click 🔽

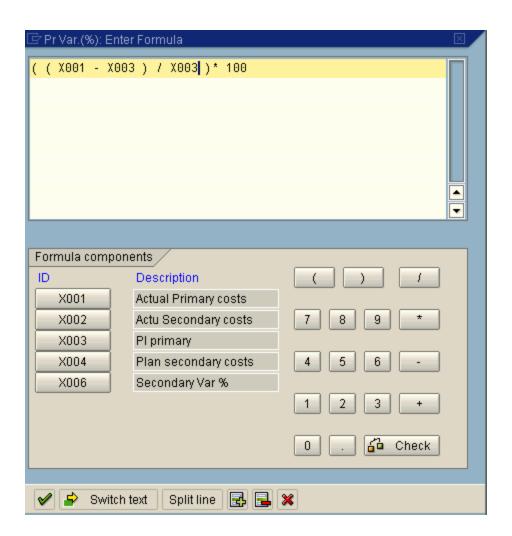
We want to add variance % columns for Primary cost (actual/plan) and Secondary costs(actual/plan).







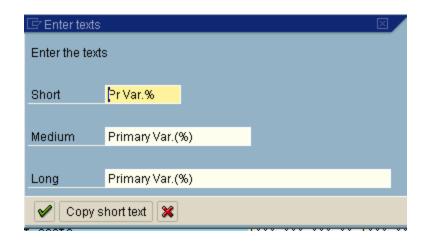


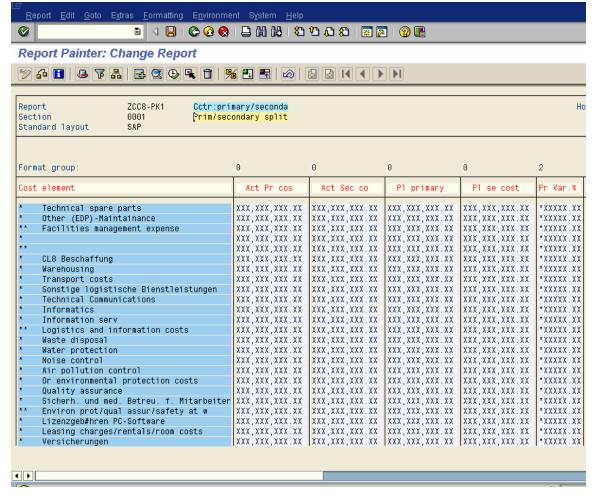


You can even manually enter the above formula



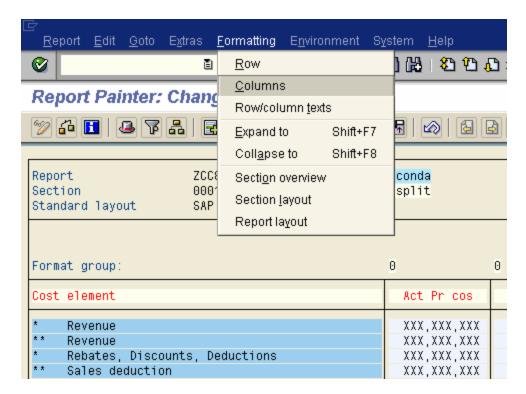
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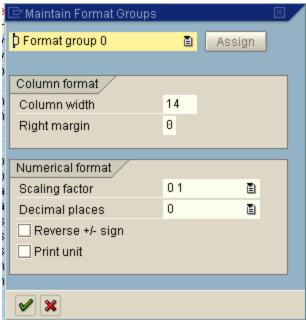




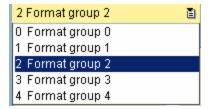
Position the cursor on Pr Var.\*

Click

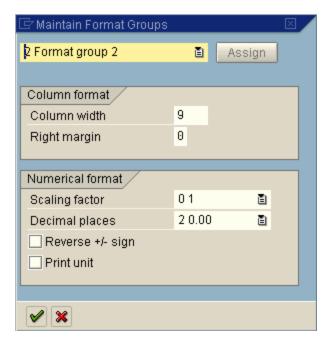


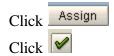


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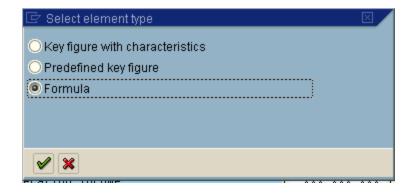


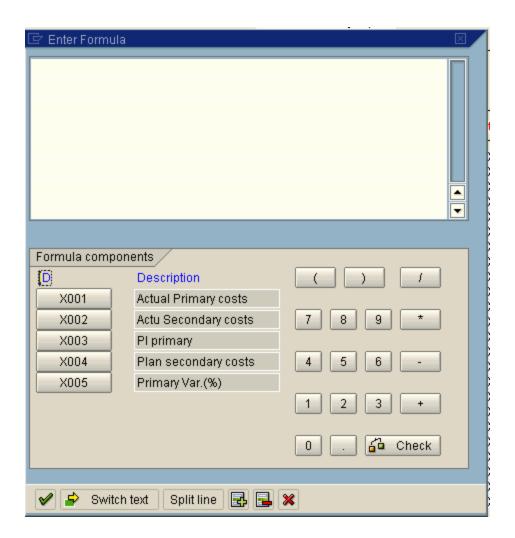




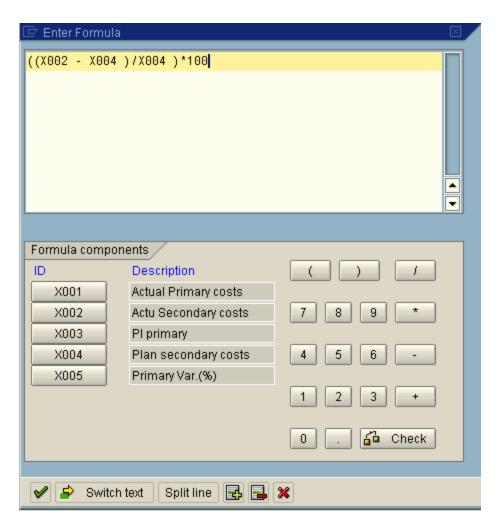






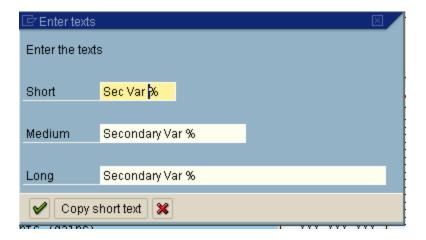


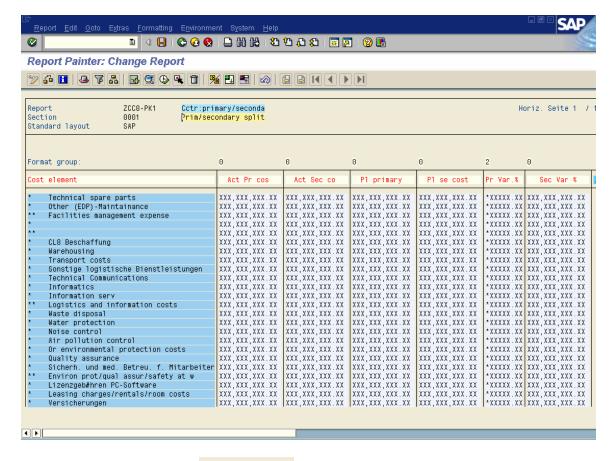
Let us type in manually now



Click Gheck

Update the following:-

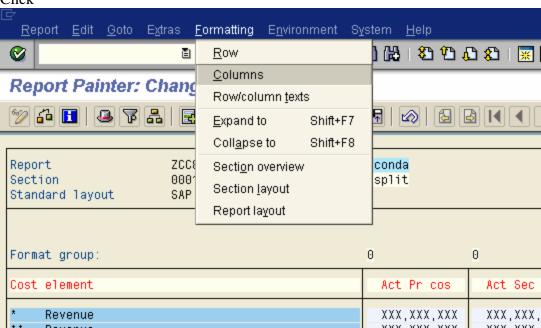


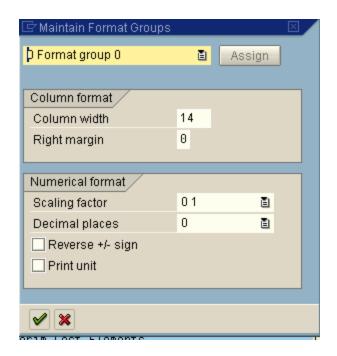


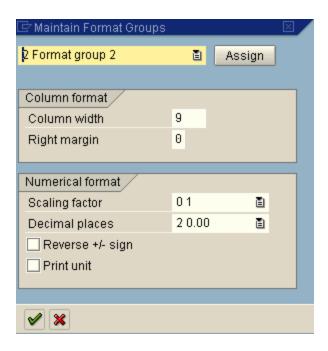
Now position the cursor on

Sec Var %

### Click

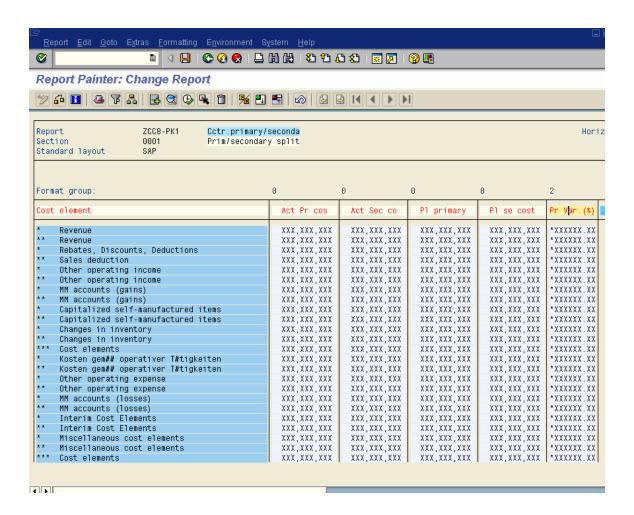


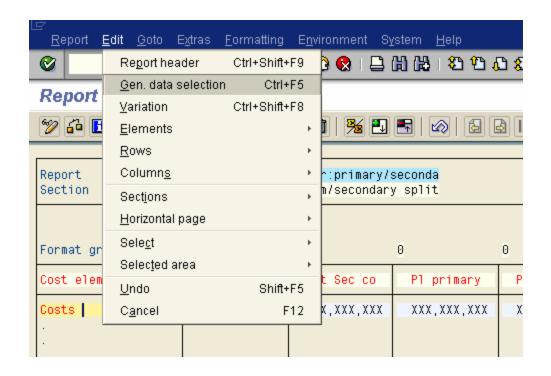


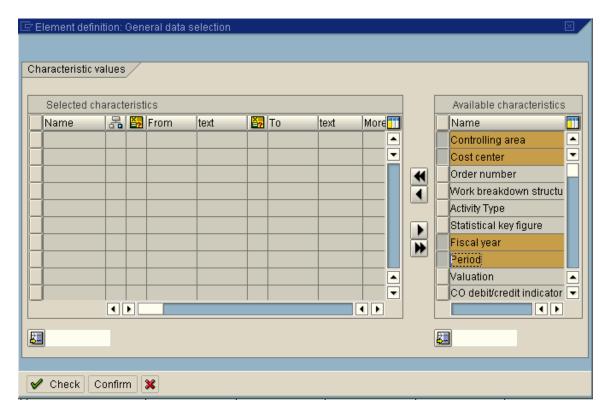


Click Assign

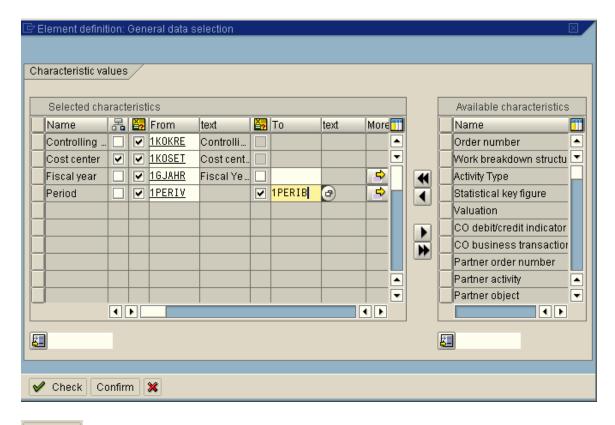
Click 🗸







Click 🚺



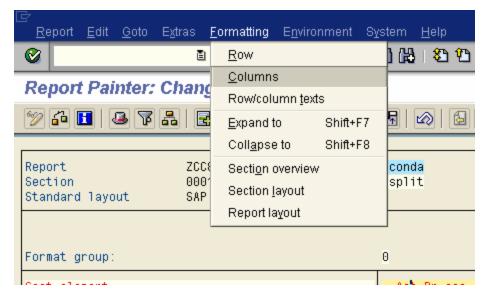
Confirm

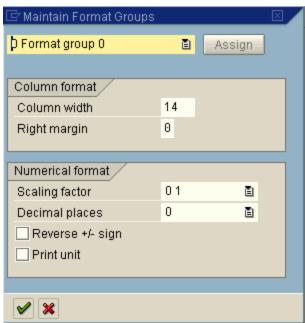
Click 6

Click 🖳

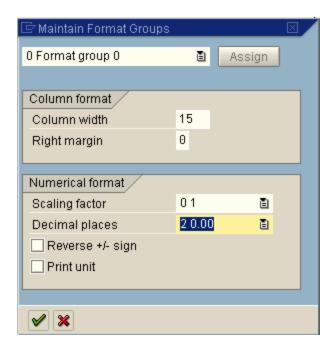
Position cursor on Act Pr cos

Click





Change to following



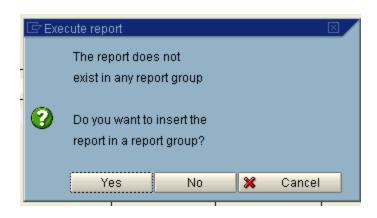
## The report created need to be inserted in a report group:-You can create a report group through transaction code GR51 – Create or you can directly create from here

Report group incorporate all the reports within a library that access similar data but format these data differently.

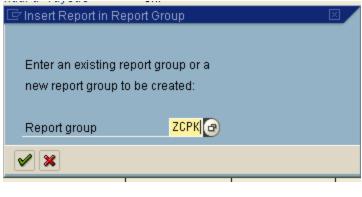
All reports within a report group are executed at the same time, thus giving you opportunity to jump between individual reports within the report display screen.

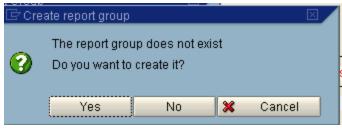
Generally there is one to one co-relation between report and report group.





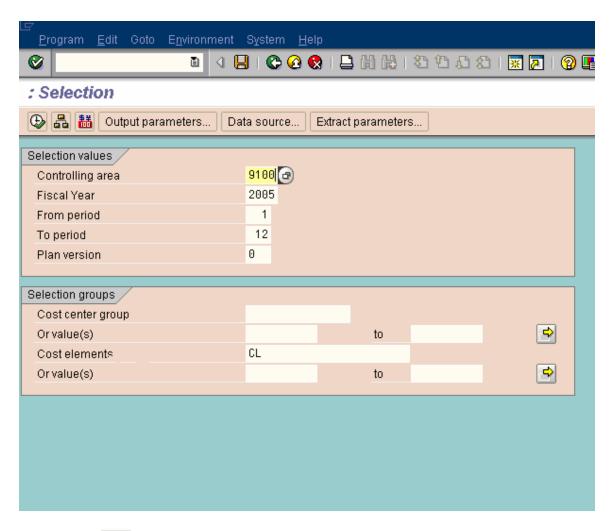




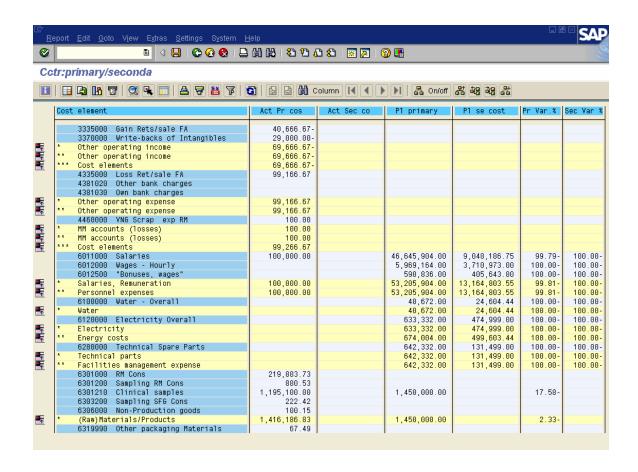


Click Yes

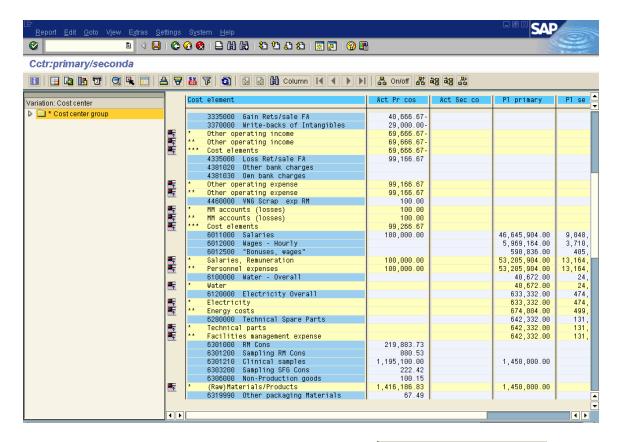
The report group is generated. It will take you to the following screen:-



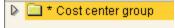
Click on the to execute



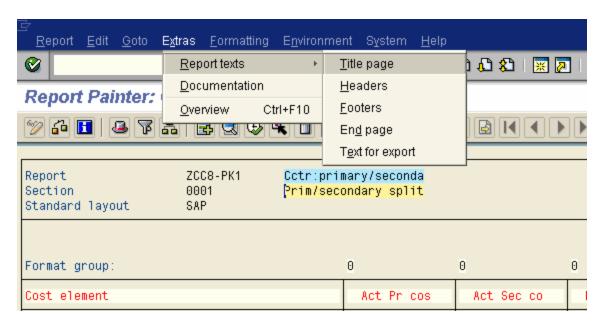
Clicking on will open the cost center group screen on the left like this

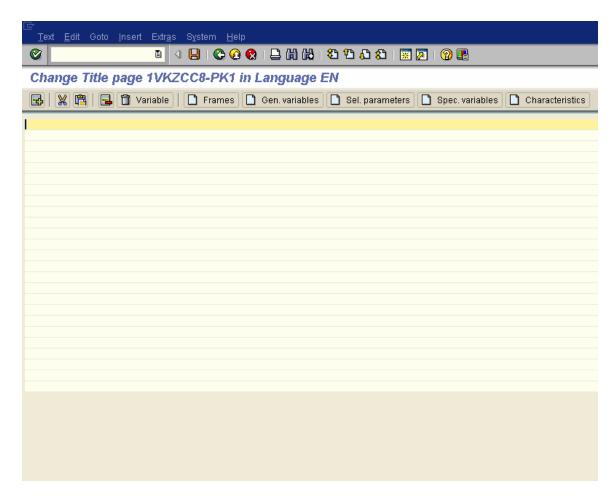


You can open the cost center group by double clicking

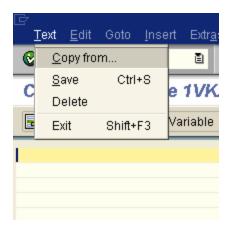


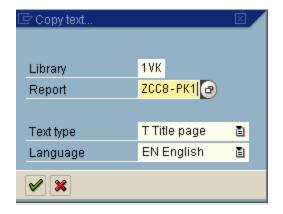
Let us now do some formatting for the report such as title header etc.





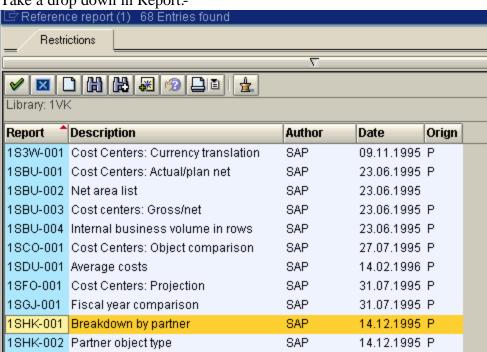
## Click on

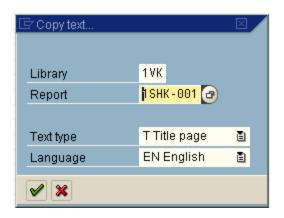


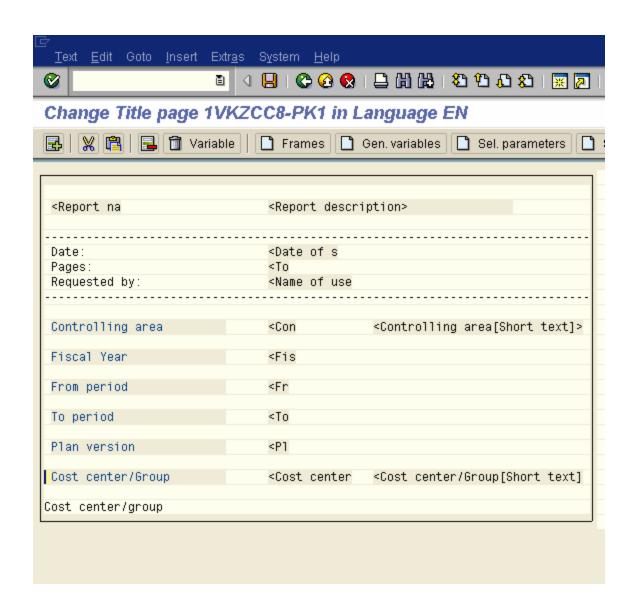


Update the following:-

Take a drop down in Report:-

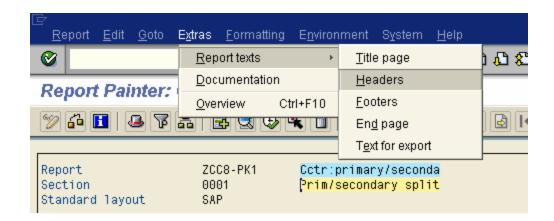






Click on 📙

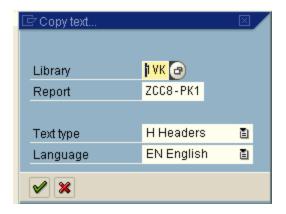
Click on



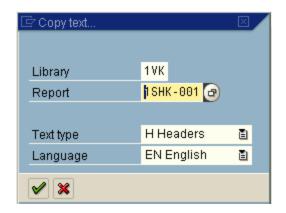


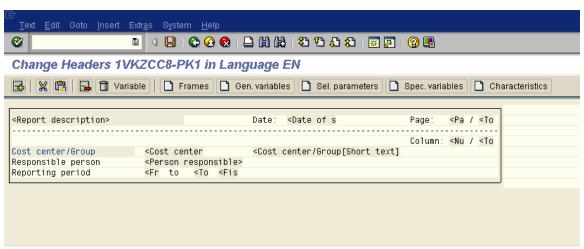
# Click on New entries





## Update the following





Click on

The Report is ready

### Now we will go to the Report group

## 4. Report Group

SAP Easy access  $\rightarrow$  Accounting  $\rightarrow$  Controlling  $\rightarrow$  Cost Center Accounting  $\rightarrow$ Information system  $\rightarrow$  Tools  $\rightarrow$  Report Painter  $\rightarrow$  Report Writer  $\rightarrow$  Report group  $\rightarrow$ GR52 – Change

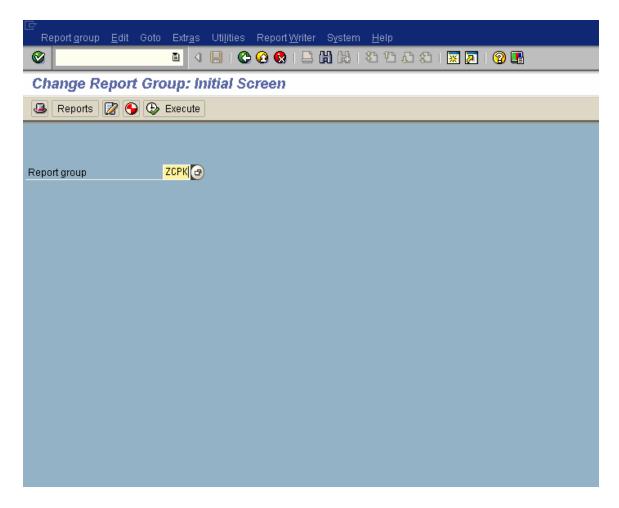
Report groups incorporate all the reports within a library that access similar data but format these data differently.

All reports within a report group are executed at the same time, thus giving you the opportunity to jump between individual reports within the report display screen. Generally there is one to one co-relation between report and report group.

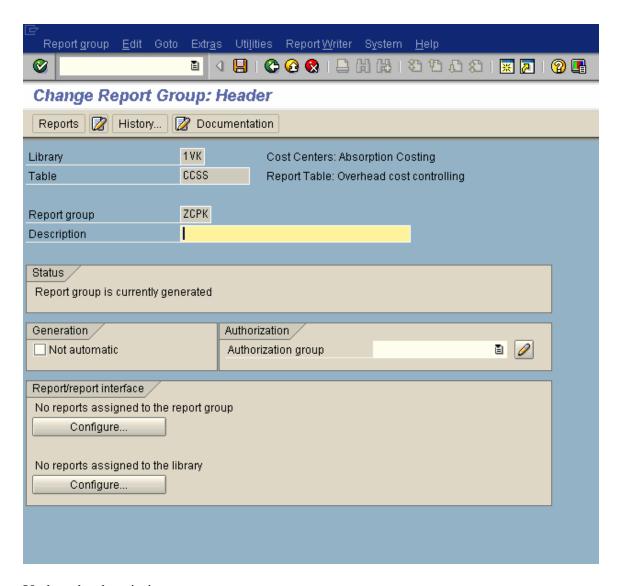
In this step we will also assign some additional reports and transaction codes, so that the user can drill down to these additional transaction or reports:-

We will assign:-

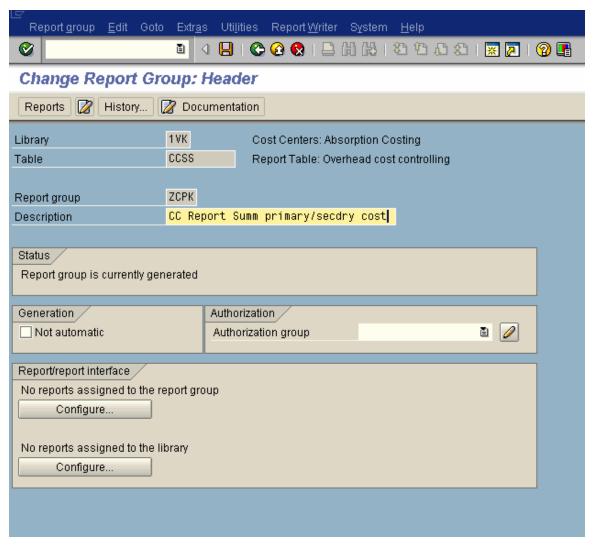
- 1) Transaction code KSBP (Plan line items)
- 2) Transaction code KSB1 (Actual line items)
   3) Report group 1SIP (actual/plan/variance)



Click enter.



Update the description:-

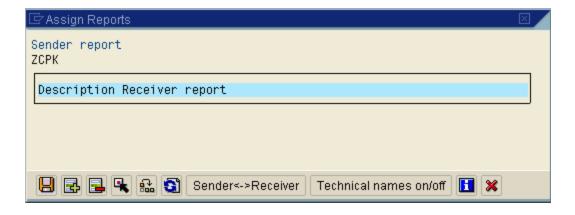


Report/report interface

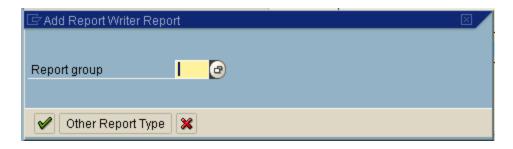
No reports assigned to the report group

Configure...

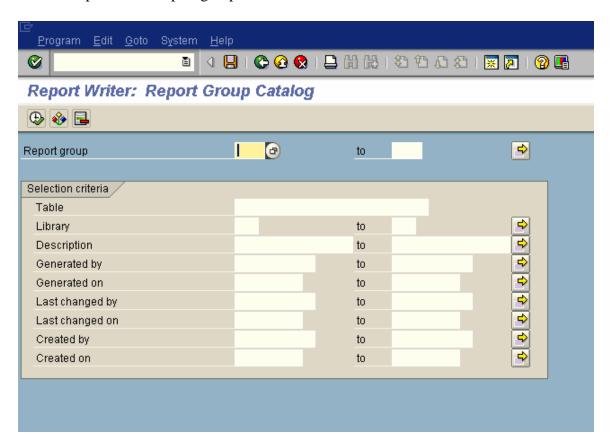
Click



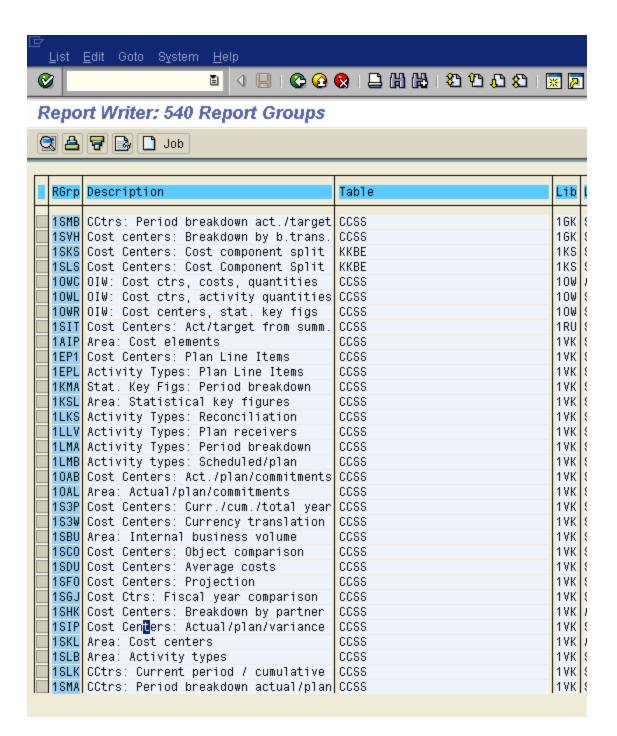




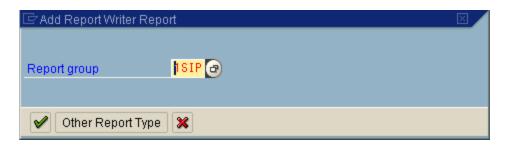
Take a drop down in Report group

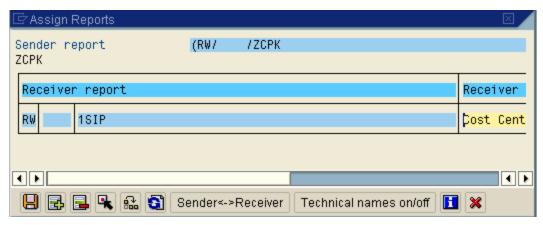


Click

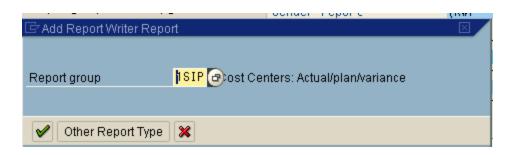


#### Double click

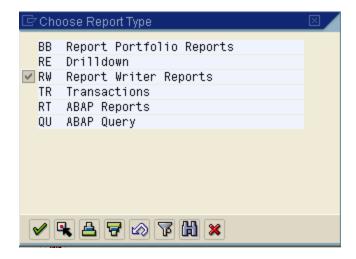




Click 🖪

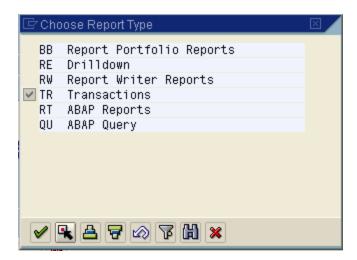


Click Other Report Type



Click TR Transactions



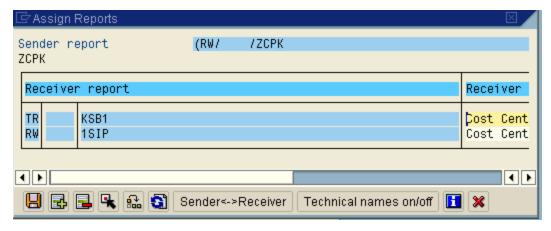


Click 🗹

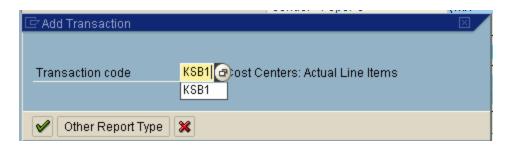


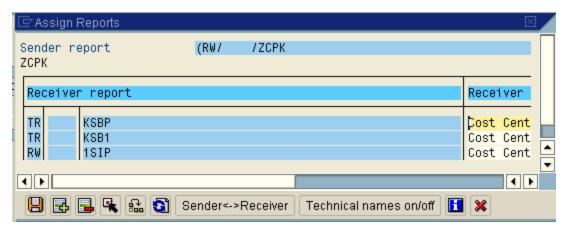
### **Update the following:-**







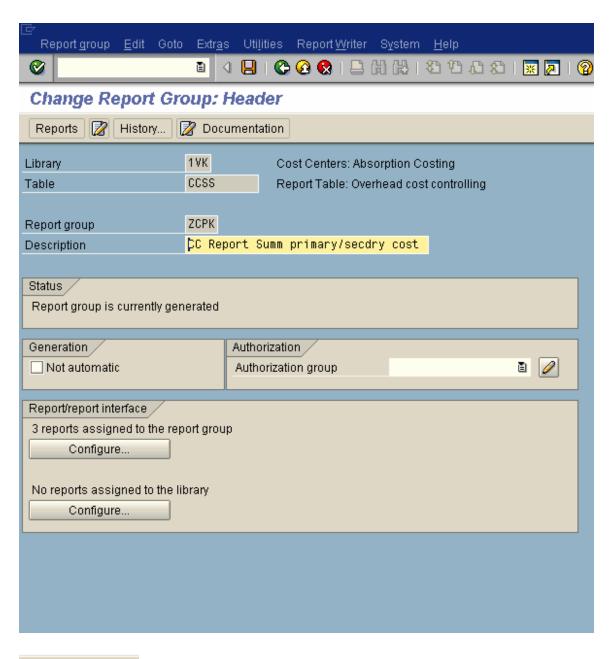




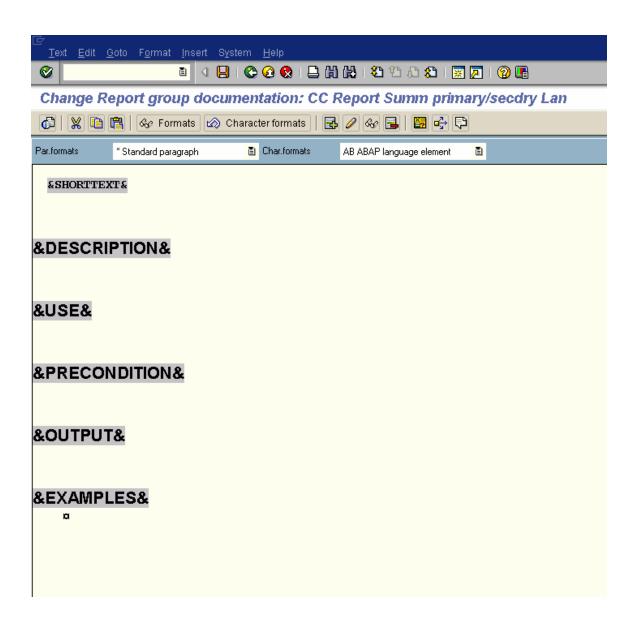
Scroll to the right

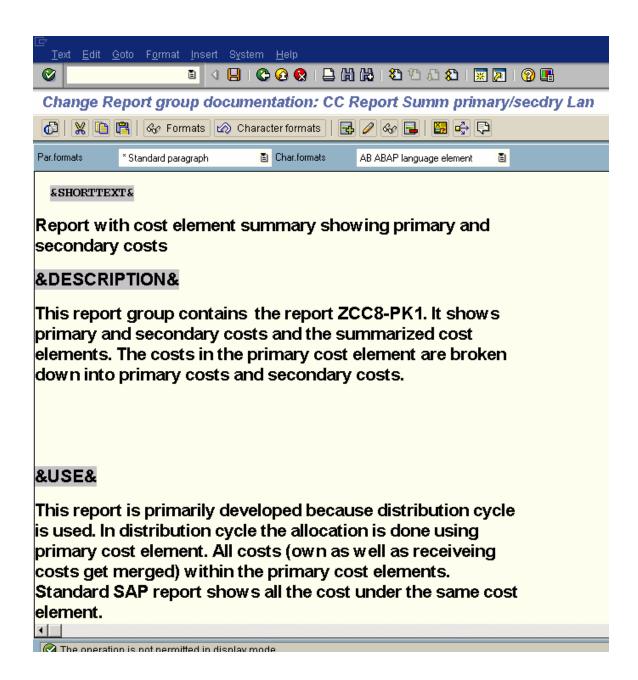
🖙 Assign Reports		$\times$	1
PK	)		
	Receiver report		
	Cost Centers: Plan Line Items		
	Cost Centers: Actual Line Items		•
	Cost Centers: Actual/plan/variance	i	v
1 )	•	Þ	
□ <td< td=""></td<>			

Click 📙

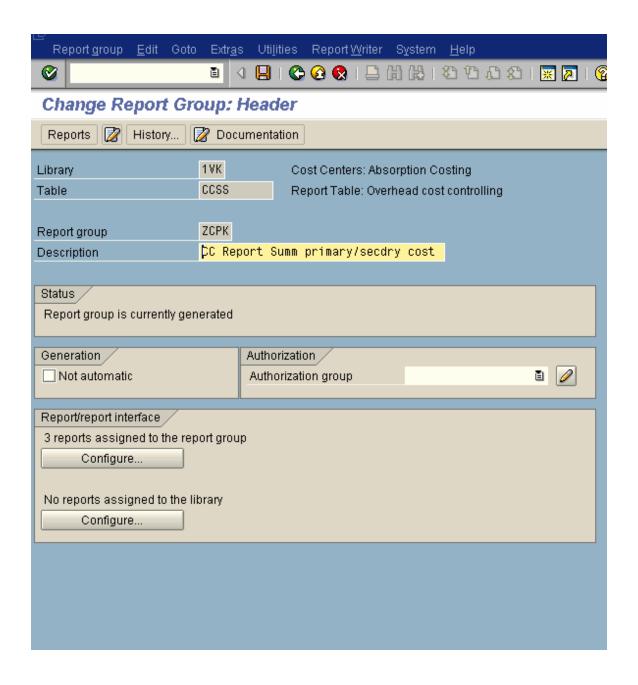


Documentation







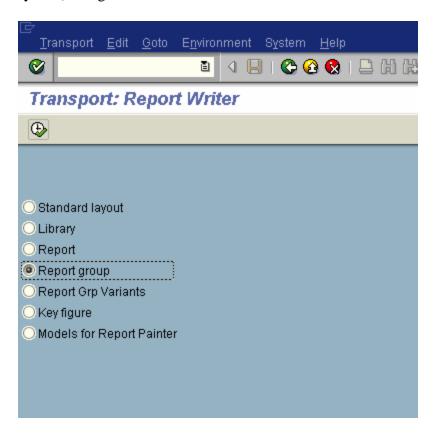


Click on

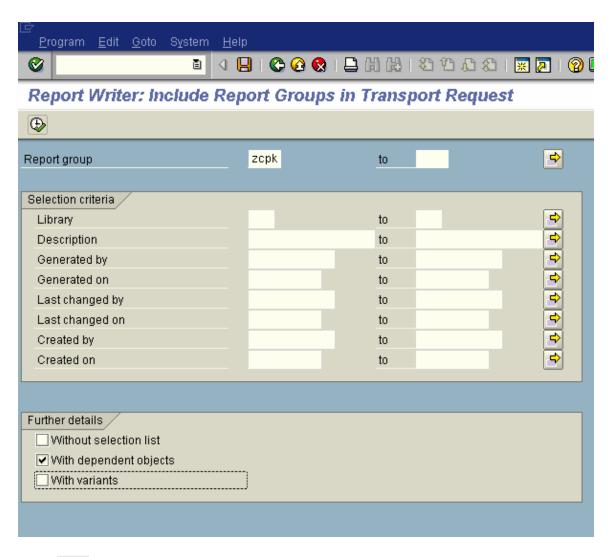
# 5. Transporting Reports

SAP Easy access  $\rightarrow$  Accounting  $\rightarrow$  Controlling  $\rightarrow$  Cost Center Accounting  $\rightarrow$  Information system  $\rightarrow$  Tools  $\rightarrow$  Report Painter  $\rightarrow$  Utilities  $\rightarrow$  Transport  $\rightarrow$  Report groups  $\rightarrow$  GCTR - Transport request

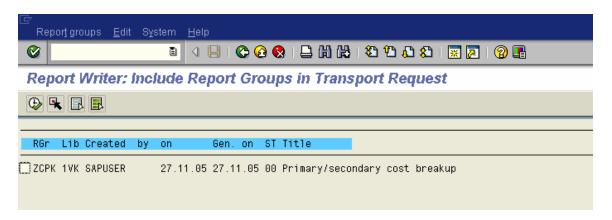
A report can be transported from one system to another (i.e. Development to Quality system) using this transaction code.











Select the report





Click to create the request

That brings us to an end to report painter creation.

Let us summarize how we went about creating the report painter report:

- 1) We first identified the Library which has the relevant characteristics and key figures -1VK
- 2) We created a variable which was required to be used in the report painter
- 3) We created a report ZCC8-PK1 (a form) using the library 1VK. While saving the report we added the report to a report group ZCPK.
- 4) In the final steps we assigned some additional reports, transactions (KSBP, KSB1 and report group 1SIP) in the Report group ZCPK which can be used as drill down report in this report.

You can likewise create various reports on your own, based on the user's requirement.

It is easier to copy standard reports and modify them, rather then create a report through scratch the way we did above.