

SAP Tips & Tricks for end users

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1 Manage report layouts

1.1 Basic layout functions

Example: MB52 warehouse stock – non hierarchical .

Display Warehouse Stocks of Material

Database Selections

Material 100-* to []

Plant [] to []

Storage Location [] to []

Batch [] to []

Display Options


Hierarchical Representation

Non-Hierarchical Representation

Layout []

Select non hierarchical list for more flexible report layout functions

In some transactions the following icon is used to maintain display variants/ report layouts:



Position cursor where field needs to be shown and move selected fields to left with the arrow key

Sort fields by clicking on column header

Display Warehouse Stocks of Material

Material	Plant	S...	S	Unit	Unrestricted	Crcy	Σ	Value Unrestricted	Transit and Transfer	Σ	Val. in Trans./Tfr
100-100	1000	0001	PC		1.093	EUR		124.339,68	0		0,00
		0088	PC		5	EUR		568,80	0		0,00
		0116	PC		19.999	EUR		2.275.086,24	0		0,00
		0117	PC		4.197	EUR		477.45...			0,00
		9988	PC		5	EUR		56...			0,00

Change Layout

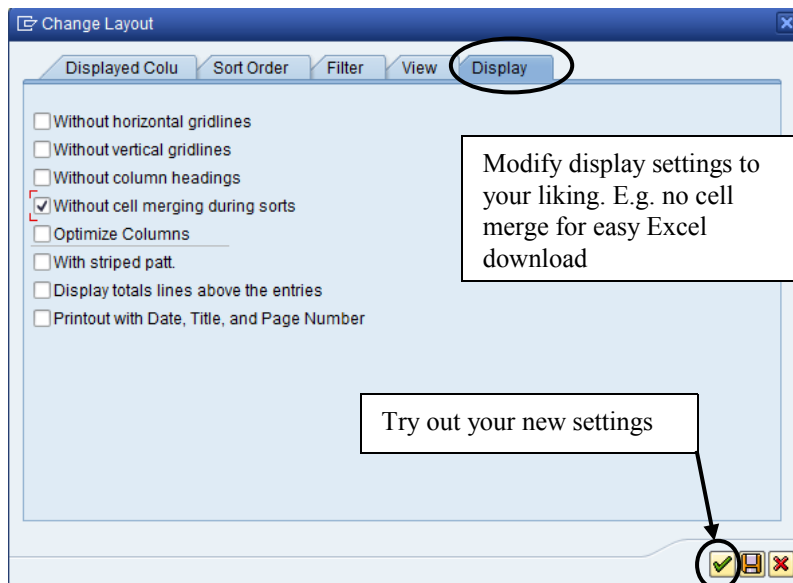
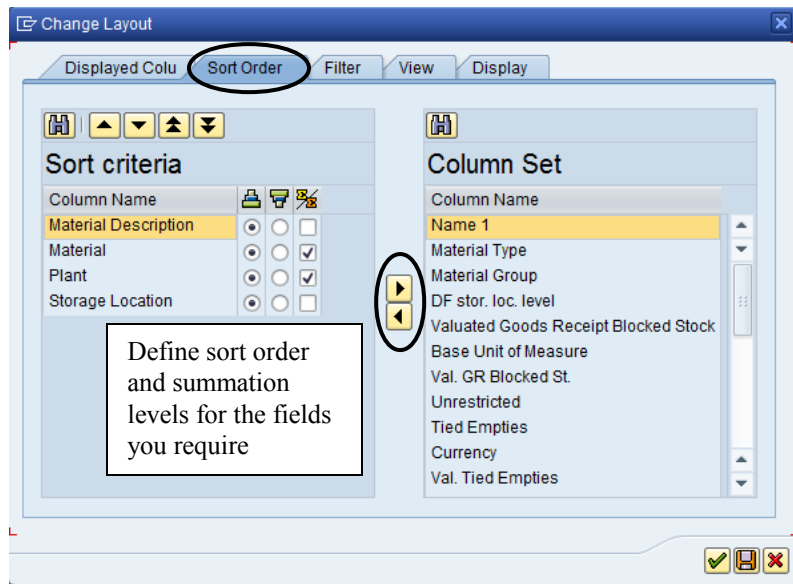
Displayed Colu | Sort Order | Filter

Displayed Columns

Column Name	Σ
Material	
Plant	
Storage Location	
DF stor. loc. level	
Base Unit of Measure	
Unrestricted	<input type="checkbox"/>
Currency	<input type="checkbox"/>
Value Unrestricted	<input checked="" type="checkbox"/>
Transit and Transfer	<input type="checkbox"/>
Val. in Trans./Tfr	<input checked="" type="checkbox"/>
In Quality Insp.	<input type="checkbox"/>

Column Set

Column Name
Material Description
Name 1
Material Type
Material Group
Valuated Goods Receipt Blocked Stock
Val. GR Blocked St.
Tied Empties
Val. Tied Empties
Stock in Transit
Value in Transit
In Transfer (Plant)



1.2 Set summation levels / totals drill down

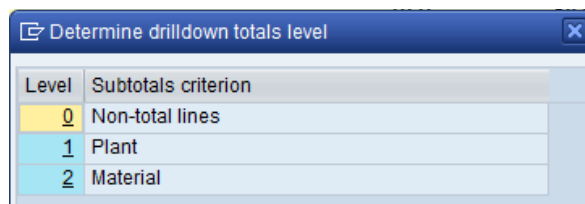
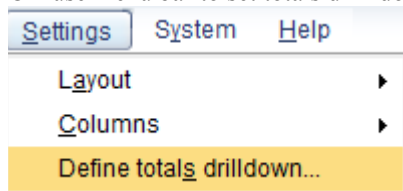
Display Warehouse Stocks of Material

Material	Material Description	Plant	SLoc	S	Unit	Unrestricted	Crcy	Σ	Value Unrestricted
100-510	Ball bearing	1000	0001		PC	1.084	EUR		4.251,68
100-510	Ball bearing	1000	MAM1		PC	5	EUR		19,61
100-510	Ball bearing	1000					EUR		4.271,29
100-510	Ball bearing	1200	0001		PC	100	EUR		1.019,00
100-510	Ball bearing	1200					EUR		1.019,00
100-510	Ball bearing						EUR		5.290,29
100-600	Support base	1000	0001		PC		R		150.596,79
100-600	Support base	1000	0088		PC		R		42.173,61
100-600	Support base	1000	MAM1		PC		R		203,34
100-600	Support base	1000					R		192.973,74
100-600	Support base	2300	0001		PC		R		5.110,00
100-600	Support base	2300					R		5.110,00
100-600	Support base						EUR		198.083,74
100-600	Support base						EUR		5.147.070,78

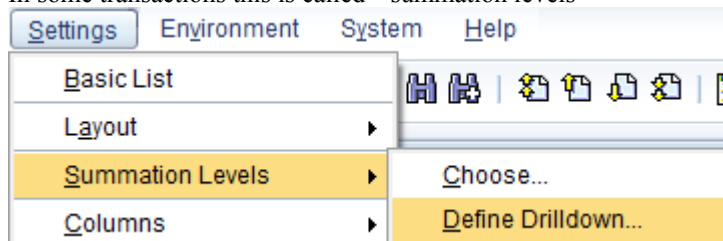
Display Warehouse Stocks of Material

Material	Material Description	Plant	SLoc	S	Unit	Unrestricted	Crcy	Σ	Value Unrestricted
100-510	Ball bearing						EUR		5.290,29
100-500	Bearing case						EUR		31.694,32
100-700	Sheet metal ST37						EUR		16.486,83
100-210	Slug for fly wheel						EUR		9.555,70
100-310	Slug for Shaft						EUR		16.366,07
100-600	Support base						EUR		198.083,74
100-600	Support base						EUR		5.147.070,78

OR use menu bar to set totals drill down level.



In some transactions this is called “ summation levels”



1.3 Select lead columns to “freeze”

The screenshot shows the SAP SAPGUI interface. The 'Settings' menu is open, and the 'Columns' sub-menu is selected, with 'Freeze to column' highlighted. A callout box labeled 'Select columns' points to the 'Columns' menu. Below the table, a callout box labeled 'Works like “Freeze pane” in Excel.' points to the scroll bar. The table displays material data with columns for Material, Material Description, Plant, and numerical values.

Material	Material Description	Plant	SL
100-510	Ball bearing				
100-500	Bearing case				
100-432	Cable structure				
100-100	Candy				
100-410	Casing for electronic drive				
100-101	CI Spiral casing (with planned scrap)				
100-700	Sheet metal ST37		..	16.486,83	0,00
100-210	Slug for fly wheel		..	9.555,70	0,00
100-310	Slug for Shaft		..	16.366,07	0,00
100-600	Support base		..	198.083,74	0,00
			...	5.147.070,78	0,00

1.4 Optimize column width

The screenshot shows the SAP SAPGUI interface with the 'Settings' menu open and the 'Columns' sub-menu selected. The 'Optimize width' option is highlighted. The 'Columns' sub-menu also shows 'Freeze to column' and 'Unfreeze' options.

1.5 Save layout

Display Warehouse Stocks of Material

Material	Material Description	Plant	SLoc	Unit	Unrestricted	Crcy	Value Unrestricted
100-510	Ball bearing						
100-500	Bearing case						
100-432	Cable structure						
100-100	Candy						
100-410	Casing for electronic drive						
100-101	CI Spiral casing (with planned sc						
100-420	Circuit board M-1000						
100-805	Colour Blue w/o gloss						
100-806	Colour Blue with gloss						
100-851	Colour Powder Red						
100-801	Colour Red w/o gloss						
100-802	Colour Red with gloss						
100-803	Colour Yellow w/o gloss						
100-804	Colour Yellow with gloss						
100-400	Electronic						
100-890	Filler						
100-120	Flat gasket						
100-200	Fly wheel						
100-130	Hexagon head screw M10						
100-300	Hollow shaft						

Save layout

Layout	Layout description	Default setting
Y00-01	By material / plant	✓

Save layout: Y00-01
Name: By material / plant

User-specific Default setting

All users → create/manage user-specific report layouts.

Possibility to create user specific default setting.

Save layout

Layout	Layout description	Default setting
Y00-01	By material / plant	✓

Save layout: /Z00-01
Name: By material / type / plant

User-specific Default setting

Key users → create standard layouts (starting with “/”) and define common default settings

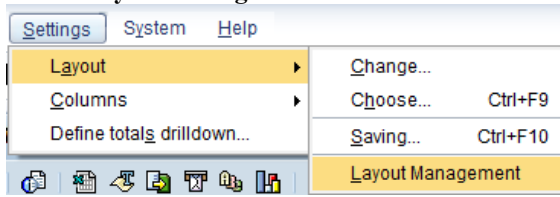
Key users → agree on naming convention for common layouts e.g. Z00_01, Z00_02 for generic layouts. ZBE_01, ZNL_01 for country specific layouts

Save layout

Save as... **Save with**

- Sort Order
- Filter
- Subtotals
- Breakdown to totals M: 1 *Plant
- Template for Business Document Server
- Graph.

1.6 Layout management / administration



Layout: Management

User layout [edit] [delete] [copy] [paste] [print] [filter] [grid]

Standard layout

Layout	Default setting	Layout description	Created by	Changed by
/Z00-01	✓	By material / type / plant	FVERHOEVEN	

All users – Define which is the default user specific layout (has priority over standard layout)

Key users - Define which is the default standard layout

2 Excel downloads

2.1 In ALV layout

Change Layout

Displayed Columns | Sort Order | Filter | **View** | Display

Preferred View: **Microsoft Excel** (selected), SAP List Viewer, Microsoft Excel

Available Templates for: sap_mm.xls, sap_om.xls

If list is relatively small, the Excel view offers a nicely formatted download option. This is a performance intensive view (not suitable as default layout or for lists with more than a couple of 1000 lines)

Display Warehouse Stocks of Material

1	2	3	A	B	C	D	E	F	G	H	I
			Material	Material Description	Plant	Storage	Bas	Unrestricted		Currency	Value Unrestricted
2	100-510		Ball bearing		1000	0001	PC		1.084	EUR	4.251,68
3	100-510		Ball bearing		1000	MAM1	PC		5	EUR	19,61
4	100-510		Ball bearing		1000					EUR	4.271,29
5	100-510		Ball bearing		1200	0001	PC		100	EUR	1.019,00
6	100-510		Ball bearing		1200					EUR	1.019,00
7	100-510		Ball bearing							EUR	5.290,29
8	100-500		Bearing case		1000	0001	PC		1.909	EUR	19.700,88
9	100-500		Bearing case		1000	0088	PC		1.037	EUR	10.701,84
10	100-500		Bearing case		1000	MAM1	PC		5	EUR	51,6
11	100-500		Bearing case		1000					EUR	30.454,32

The Excel view needs the following security settings:

Excel Options

Popular | Formulas | Proofing | Save | Advanced | Customize | Add-Ins | **Trust Center** | Resources

Help keep your documents safe and your computer secure and healthy.

Protecting your privacy

Microsoft cares about your privacy. For more information about how Microsoft Office Excel helps to protect your privacy, please see the privacy statements.

[Show the Microsoft Office Excel privacy statement](#)
[Microsoft Office Online privacy statement](#)
[Customer Experience Improvement Program](#)

Security & more

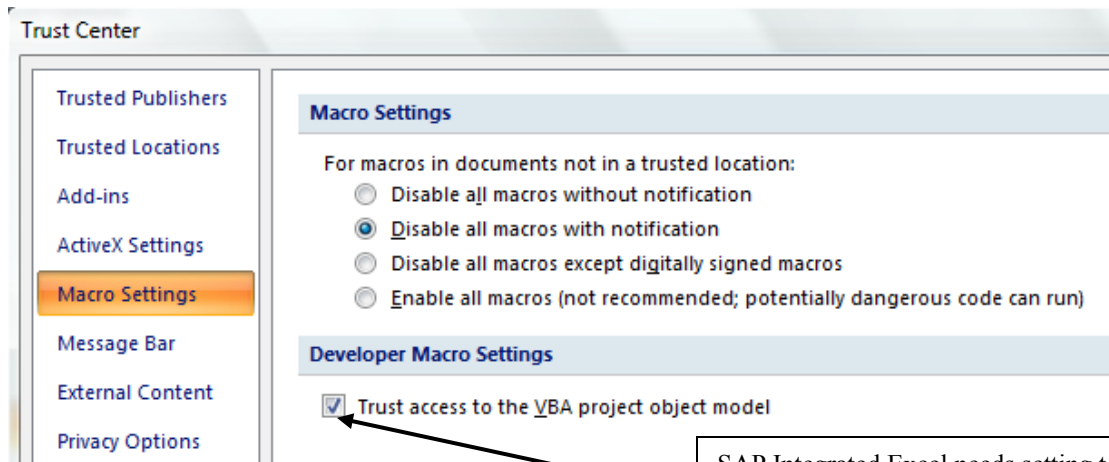
Learn more about protecting your privacy and security from Microsoft Office Online.

[Microsoft Windows Security Center](#)
[Microsoft Trustworthy Computing](#)

Microsoft Office Excel Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...



SAP Integrated Excel needs setting to access 'Visual Basic project/object model'

2.2 Report writer & report painter reports

The screenshot displays the SAP Report Painter interface for the report 'Cost centers: actual/plan/variance'. The main window shows a tree view of cost centers on the left and a data table on the right. A context menu is open over the report title, and an 'Options' dialog box is displayed in the foreground.

Options Dialog Settings:

- General Settings:**
 - Expert mode
 - Display navigation bar
- List Output:**
 - Print page formatting
 - Freeze Page Header
 - Freeze lead column
 - Display icons
- Exit Report:**
 - Send confirmation prompt
 - Default Settings:**
 - Save settings
 - Create extract
- Office integration:**
 - Inactive
 - Microsoft Excel
 - Lotus 123
 - Worksheet protection

Report Data Table:

Cost elements	Act.costs	Plan costs	Abs. var.	Var.(%)
416200 Electricity Usage	656.383,16	736.536,18	80.153,02-	10,88-
416300 Water	6.981,32	33.580,80	26.599,48-	79,21-
417000 Purchased service	593.864,84-	55.783,93	649.648,77-	1.164,58-
420000 Direct labor cost	1.877.496,26			
421000 Indirect labor co				
430000 Salaries	5.761.429,30			
430900 Other sal. expens				
431900 Holiday premium	164.430,20			
435000 Annual Bonus	529.260,63			
440000 Legal social expe	561.405,03			
440100 Soc. secur., sala	1.183.223,81			

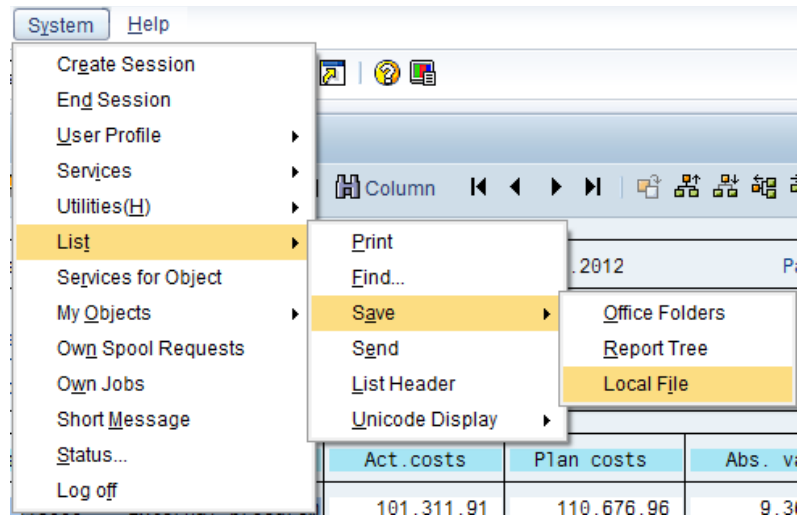
The background shows a Microsoft Excel spreadsheet with the following data:

	A1	B	C	D
1	1SIP	Cost Centers: Actua		
2	Date:	15.07.2012		
3	Requested by:	FVERHOEVEN		
4	Controlling Area	1000	CO E	
5	Fiscal Year	2001		
6	From Period	1		
7	To Period	12		
8	Plan Version	0		
9	Cost Center Group	*		
10	Cost Element Group	*	Cost	

2.3 Unformatted Excel download.

or

Report	Edit	Goto	View
Save Extract		Ctrl+S	
Print...		Shift+F1	
Export...		Shift+F2	
Graphic		Shift+F4	
Send...		Shift+F5	
Refresh			
Exit		Shift+F3	



2.4 Drill down reports via object list (e.g. COPA reports.)

Report	Edit	Goto	Navigate
Other report			
Create			
Change			
Display			
Save definition		Ctrl+S	
Save data			
Print...		Shift+F1	
Print setup			
Export...		Ctrl+Shift+F12	
Send...		Ctrl+F6	
Exit		Shift+F3	

Execute Drilldown Report "Plan/Actual Comparison": Drilldown

Navigation: Sales Org., Product

Gross revenue			
Division	Plan 1- 12/1999	Actual 1- 12/1999	Abs. va 1 EUR
Displayed in	1 EUR	1 EUR	1 EUR
000 Cross-division			
001 Pumps	9.454.042		
002 Motorcycles	10.668.553		
	11.897.411		
	17.492.730		
	301.662		
	49.814.398	55.727.550	5.9

Export

- Copy report to XXL
- Copy page to XXL
- Save to file...
- Object List

Characteristic Selection

- Division
- Sales Organization
- Product

Export list object to XXL

An XXL list object is exported with 96 lines and 11 columns
Choose a processing mode:

- Table
- Pivot table

Plan/Actual Comparison			Data		
Division	Sales Org.	Product	Sum of Gross revenue Plan 1 EUR	Sum of Gross revenue Actual 1 EUR	Sum of Gr
00 Cross-division	1020 Germany Berlin		0	10	
00 Cross-division Total			0	10	
01 Pumps	1000 Germany Frankfurt	Not assigned	0	0	
		P-100 Pump PRECISION 100	1.303.794	1.303.794	
		P-101 Pump PRECISION 101	1.339.585	1.328.981	
		P-102 Pump PRECISION 102	1.518.537	1.585.843	
		P-104 Pump PRECISION 104	2.903.115	2.715.267	
		P-402 Pump standard IDESNO	2.389.011	2.252.041	
1000 Germany Frankfurt Total			9.454.042	9.185.926	
		Not assigned	0		
01 Pumps Total			9.454.042		
02 Motorcycles	1000 Germany Frankfurt	1400-100 Deluxe Headlight	322.114		
		1400-200 Deluxe Taillight	96.634		
		1400-300 SunFun / 1200 cm3	6.518.972		
		1400-310 CrossFun / 350 cm3	2.863.235		
		1400-400 Motorcycle Helmet -	736.260		
		1400-750 Deluxe Gas Tank Stri	131.338		
		Not assigned	0		
1000 Germany Frankfurt Total			10.668.553		
02 Motorcycles Total			10.668.553		
04 Lighting	1000 Germany Frankfurt	L-40C Light Bulb 40 Watt c	2.316.128		
		L-40F Light Bulb 40 Watt f	1.021.561		
		L-40R Light Bulb 40 Watt r	641.960		
		L-40Y Light Bulb 40 Watt y	664.401		
		L-60C Light Bulb 60 Watt c	1.220.904		

PivotTable Field List

Choose fields to add to report:

- Division
- Sales Org.
- Product
- Gross revenue Plan 1 EUR
- Gross revenue Actual 1 EUR

Drag fields between areas below:

Report Filter:

Column Labels: Σ Values

Row Labels: Σ Values

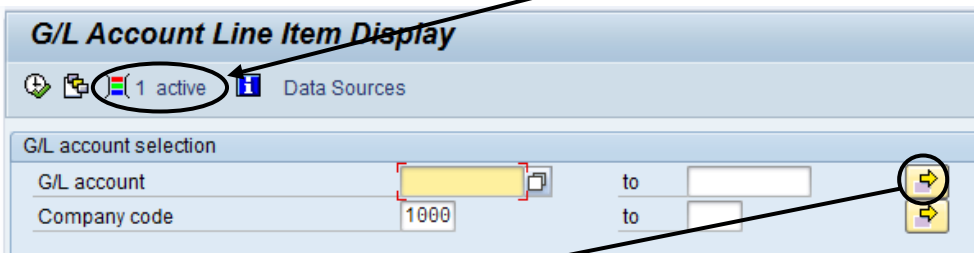
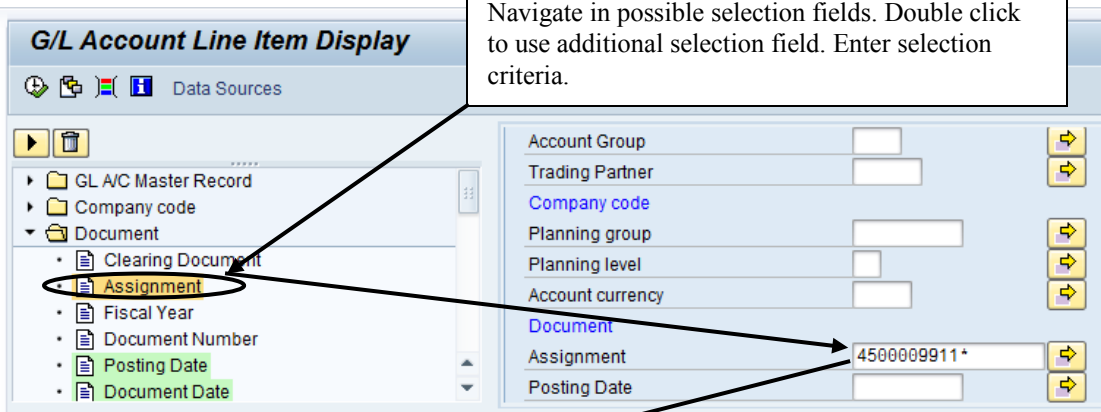
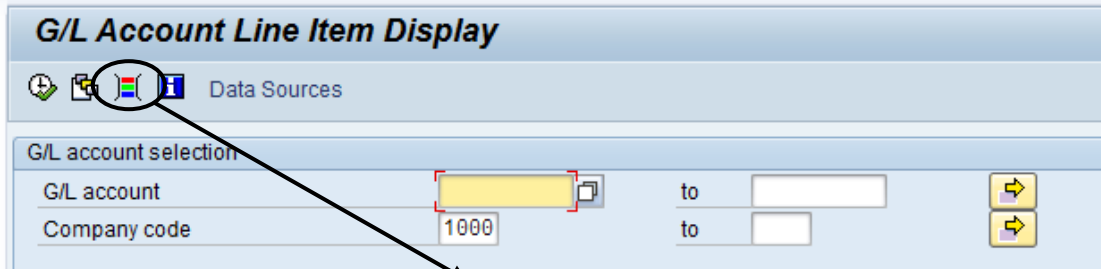
Division: Sum of Gr...:

Defer Layout Update

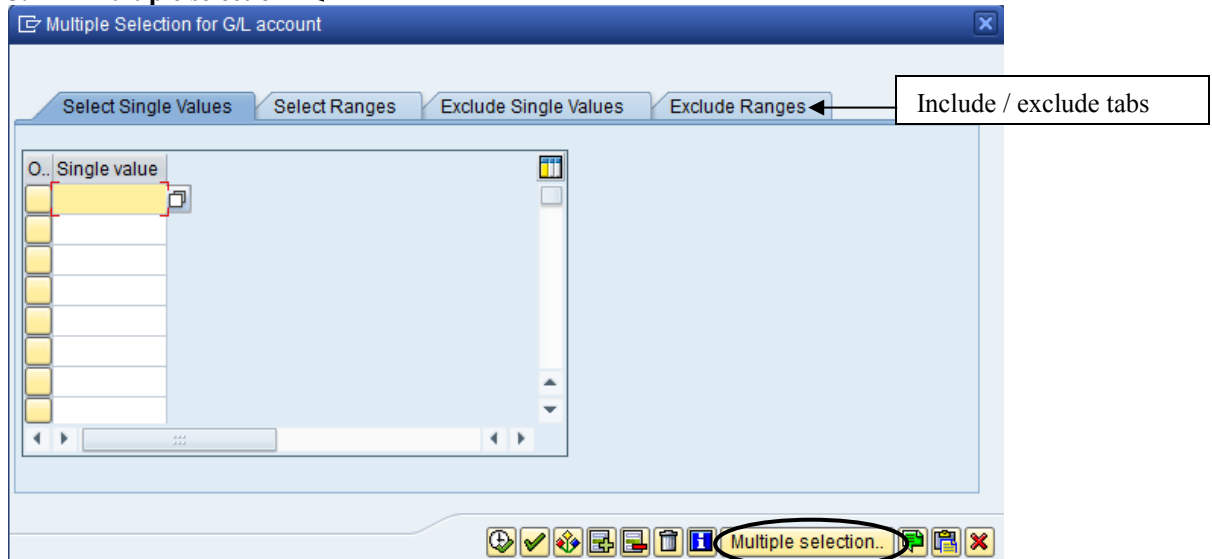
3 Report selections, variants & variables

Examples based on transaction FBL3N display GL account line items

3.1 Dynamic selections



3.2 Multiple selection



Restrict Value Range

C: G/L account no. in chart of accounts
T: G/L account descri...

G/L account: 0000191*
Chart of Accounts: INT

Select appropriate matchcode and enter search criteria

- C: G/L account no. in chart of accounts
- T: G/L account description in chart of accounts
- M: G/L account with delete/lock flag in chart of accounts
- K: Key words
- N: G/L account number in company code
- S: G/L account description in company code
- L: G/L account with delete/lock flag in company code
- A: Alternative account number

Selection pattern '*' for multiple characters; '+' for single character.

Hit List

G/L Acct	ChAc	Long Text
✓ 191000	INT	Goods Rcvd/Invoice Rcvd (own production)
✓ 191099	INT	Goods Rcvd/Invoice Rcvd (own prod. adj. acc.)
✓ 191100	INT	Goods Rcvd/Invoice Rcvd (third party)
✓ 191101	INT	Goods Rcvd/Invoice Rcvd - not yet delivered
✓ 191102	INT	Goods Rcvd/Invoice Rcvd - not yet invoiced
✓ 191110	INT	Take over Goods Rcvd/Invoice Rcvd clearing
✓ 191120	INT	Clearing-invoice reduction
✓ 191150	INT	Clearing Brazilian Taxes
✓ 191199	INT	Goods Rcvd/Invoice Rcvd recon. (acqrd externally)
✓ 191400	INT	Clearing Acct. Fixed Assets Rcvd -Invoice apprvl.
✓ 191500	INT	Clearing Acct. Fixed Assets Returned to Inv.
✓ 191600	INT	Clearing Account - customer commission
✓ 191650	INT	Clearing account - gift certificates

Multiple Selection for G/L account

Select Single Values (13) | Select Ranges | Exclude Single Values | Exclude Ranges

O. Single value

- 191000
- 191099
- 191100
- 191101
- 191102
- 191110
- 191120
- 191150

Other selection options

Maintain Selection Options

- G/L account
- S. Description
- Single Value
- Greater than or Equal to
- Less than or Equal to
- Greater than
- Less than
- Not Equal to

G/L Account Line Item Display

1 active Data Sources

- GL A/C Master Record
- Company code
- Document

Company code

Planning group

Planning level

Account currency

Document

Assignment

Posting Date

Document Date

Document Type

G/L account selection

G/L account to

Company code to

G/L Account Line Item Display

Selections Dispute Case

G/L Account 191100 Goods Rcvd/Invoice Rcvd (third party)
Company Code 1000

Stat	Assignment	Documen...	BusA	Doc. Type	Doc. Date	P	Σ	Amount in local cur.	LCurr	Tx
	450000991100010	5000000000	7000	WE	04.01.2001	96		57.475,60-	EUR	
	450000991100010	5100000000	7000	RE	04.01.2001	86		57.475,60	EUR	V
	450000991100020	5000000000	7000	WE	04.01.2001	96		63.406,50-	EUR	
	450000991100020	5100000000	7000	RE	04.01.2001	86		63.406,50	EUR	V
	450000991100030	5000000000	7000	WE	04.01.2001	96		67.532,60-	EUR	
	450000991100030	5100000000	7000	RE	04.01.2001	86		67.532,60	EUR	V
	450000991100040	5000000000	7000	WE	04.01.2001	96		66.780,00-	EUR	
	450000991100040	5100000000	7000	RE	04.01.2001	86		66.780,00	EUR	V
								0,00	EUR	
	Account 191100							0,00	EUR	
								0,00	EUR	

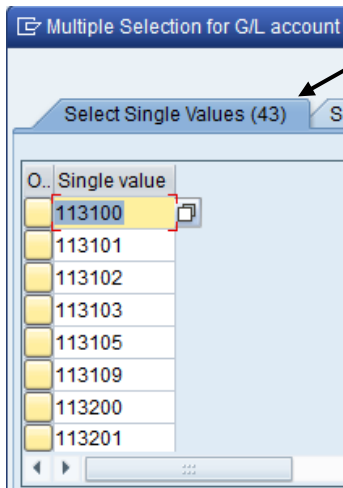
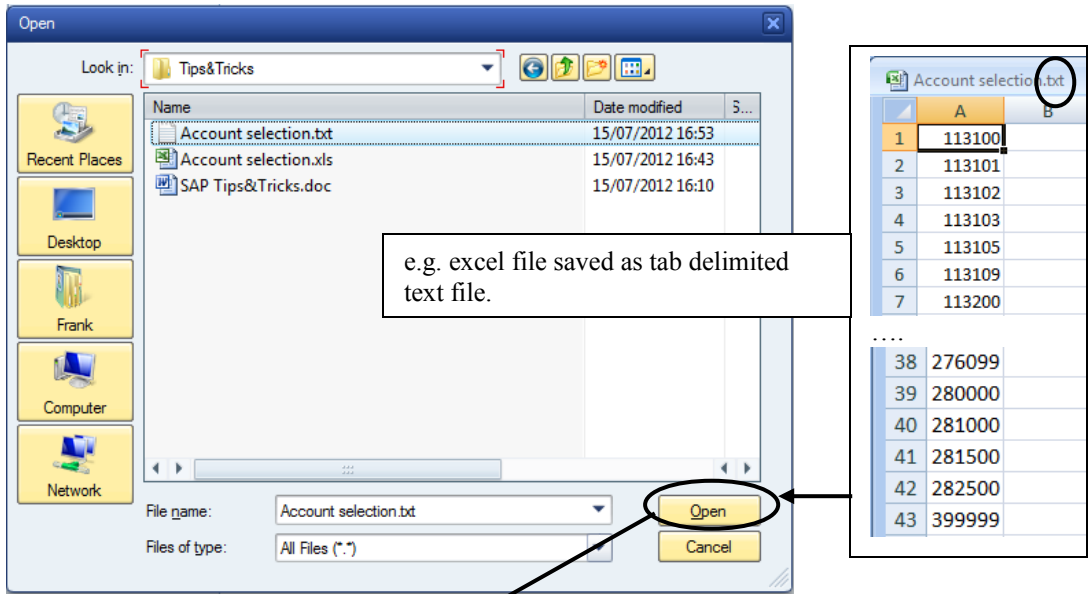
3.3 Selection upload from text file

Multiple Selection for G/L account

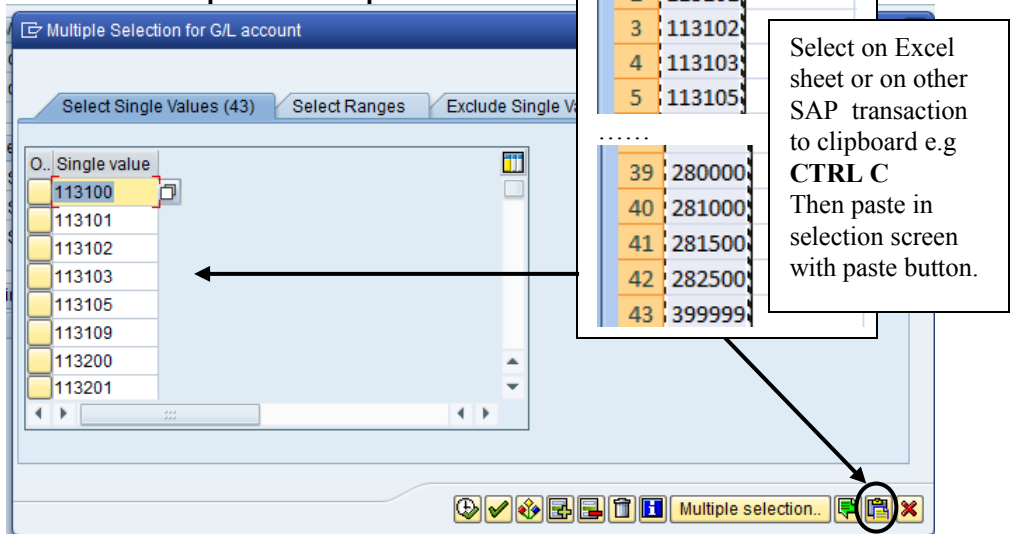
Select Single Values Select Ranges Exclude Single Values Exclude Ranges

O.. Single value

Multiple selection..



3.4 Selection upload from clipboard



3.5 Selection variants

The image shows two SAP screenshots. The top screenshot is the 'G/L Account Line Item Display' screen. A red box highlights the 'G/L account' field containing '191000', and a black circle highlights the save icon in the top toolbar. An arrow points from the save icon to the 'Variant Attributes' screen below.

The bottom screenshot is the 'Variant Attributes' screen. A text box with arrows pointing to the 'Variant Name' and 'Meaning' fields contains the text: "Save variant name according to naming convention and enter appropriate description".

Below the 'Variant Attributes' form is a table titled 'Objects for selection screen'. A text box with an arrow pointing to the 'Save field without value' checkbox in the 'All items' row contains the text: "Select 'save without value' for dynamic fields".

At the bottom right, a 'Variant Attributes' dialog box is open, showing a list of selection variables. A text box with an arrow pointing to the 'D' variable contains the text: "Or choose 'selection variable' e.g dynamic date calculations, and choose appropriate variable".

Selection Scr...	Field name	Type	Protect fiel...	Hide field	Hide field 'BIS'	Save field without value	Switch GPA off	Required field	Selection variable
1.000	Alternative local currency	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Translation date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	G/L account worklist	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Or values	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Company code worklist	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Or values	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Open items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Open at key date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Cleared items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Clearing date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Open at key date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	All items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Posting date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Normal items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Noted items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Parked items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Layout	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Maximum number of items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Chart of accounts	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Business area	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.000	Open items at key date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Selection variable	Option	Name of Variable (Input Only Using F...
D		Previous month

Variant Attributes

Choose selection variables

I/...	Option	Variable name
		First day of next month
		First day of previous month
		Last day of previous month
		Last Day of the Current Month
		First quarter ?????
		Second quarter ?????
		Third quarter ?????
		Fourth quarter ?????
		Current date - xxx,current date + yyy
		Date - xxx, Date + yyy (work days)
		Previous month

G/L Account Line Item Display

🕒 🔄 🇳🇱 🇩🇪 Data Sources

G/L account selection

G/L account: to ➡

Company code: to ➡

Selection using search help

Search help ID:

Search string:

Search help: ➡

Line item selection

Status:

ABAP: Variant Directory of Program RFITEMGL

Variant catalog for program RFITEMGL

Variant name	Short description
SAP&AUDIT	Audit
Z00_01	GR/IR open items

Next time select appropriate report variant

Purchasing Documents

General selections

Max. no. of hits: 5000

Program selections


Material Number		to		→
Selection Parameters		to		→
Plant		to		→
Material Short Text		to		→
Document on Hold	<input type="checkbox"/>	to	<input type="checkbox"/>	→
Supplying Plant		to		→
Storage Location		to		→
Material Group		to		→
Purchasing Organization		to		→
Purchasing Group		to		→
Purchasing Document		to		→

Multiple Selection for Purchasing Document

Select Single Values (28) | Select Ranges | Exclude Single Values | Exclude Ranges

O.. Single value

- 4500012039
- 4500012039
- 4500012039
- 4500012039
- 4500012040
- 4500012040
- 4500012040
- 4500012040

Paste with **CTRL V** for selections smaller than 8 lines (to fit in the selection window) or use  for larger selections

Multiple selection...

Document Overview Off | Print Preview | Messages | Personal Setting

NB Standard PO | 4500012039 | Vendor

Delivery/Invoice | Conditions | Texts | Address

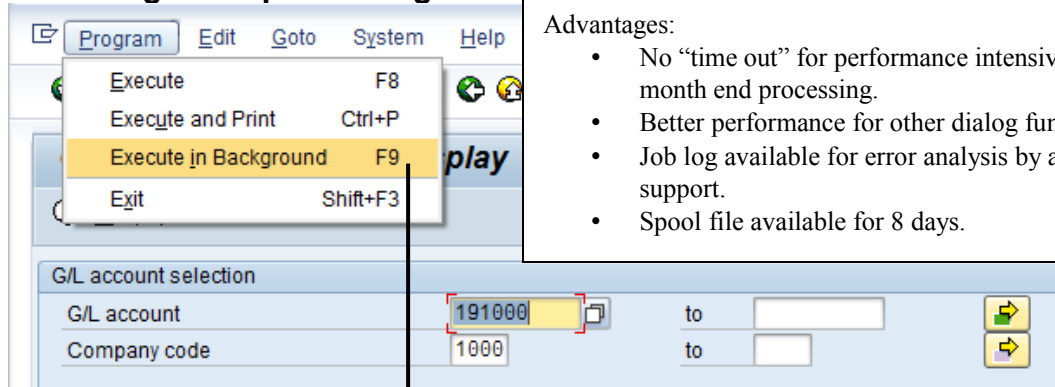
Validity Start:

Validity End:

Warranty: | Collective No.:

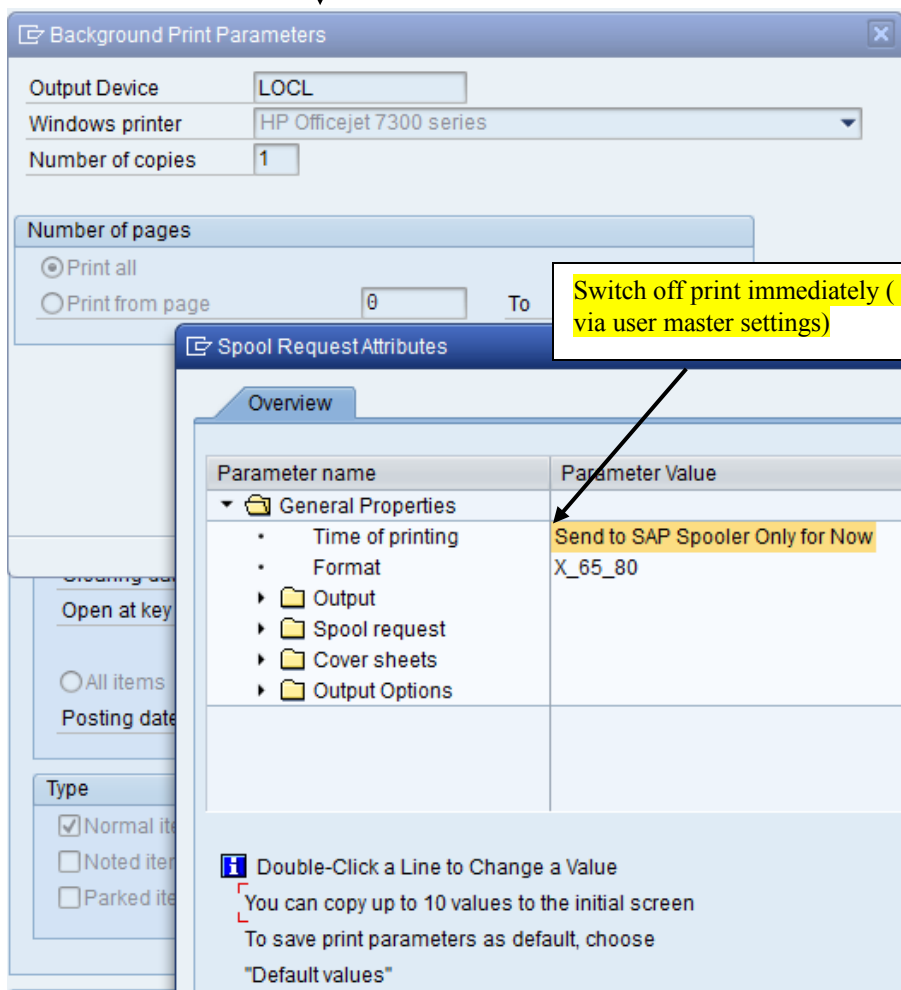
S..	Itm	A	I	Material	Short Text
<input type="checkbox"/>	10			100-420	Platine M-1000
<input type="checkbox"/>	20			100-430	Farbdisplay
<input type="checkbox"/>	30			100-431	Netzteil 100 - 240 V
<input type="checkbox"/>	40			100-432	Kabelbaum

5 Background processing



Advantages:

- No "time out" for performance intensive tasks. E.g. month end processing.
- Better performance for other dialog functions.
- Job log available for error analysis by application support.
- Spool file available for 8 days.



Start Time

Immediate
 Date/Time
 After job
 After event
 At operation mode
 >>

Date/Time

Immediate start

After job

At operation mode

After event

Periodic job

Check
 Period values
 Restrictions

- System Help
- Create Session
 - End Session
 - User Profile
 - Services
 - Utilities(H)
 - List
 - Services for Object
 - My Objects
 - Own Spool Requests
 - Own Jobs**
 - Short Message
 - Status...
 - Log off

Background job was scheduled for program RFITEMGL

Job Overview

Release
 Spool
 Job log
 Step
 Application servers

Job	Ln	Job CreatedB	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
<input checked="" type="checkbox"/> RFITEMGL		FVERHOEVEN	Finished	15.07.2012	17:16:16	15	0
*Summary						15	0

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 28433		15.07.2012	17:16	-	356	LIST1S LOCL RFITEMGL_FVE

Graphical display of spool request 28433

Settings...

G/L Account 191000 Goods Rcvd/Invoice Rcvd (own production)
Company Code 1000

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx
<input type="checkbox"/>	<input type="checkbox"/>	450001774700020		WE	03.02.2009	96	500,00-	EUR	
<input type="checkbox"/>	<input type="checkbox"/>	450001774800010		WE	03.02.2009	96	200,00-	EUR	
<input type="checkbox"/>	<input type="checkbox"/>	450001774800020		WE	03.02.2009	96	200,00-	EUR	
<input type="checkbox"/>	<input type="checkbox"/>	450001774900010		WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775000010	1000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775000020		WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775100010		WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775500010	7000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775500020	7000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775600010		WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775700010		WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001775900010		WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001776000010	1000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001777100010	7000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001777100010	7000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001777300010	9900	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001777700010	7000	WE					
<input type="checkbox"/>	<input type="checkbox"/>	450001777700010	7000	WE					

Settings for Spool Request Display

Display Mode
 Graphical
 Raw
 Hexadecimal

Display area
 From page 1 To page 100
 The last 10 pages

Save settings
 Temp. for transaction
 Temp. for session
 Permanently even betw. I

Set appropriate number of pages to display

6 User parameters

System Help

- Create Session
- End Session
- User Profile**
 - Hold Data
 - Set Data
 - Delete Data
 - Own Data**
 - Expand Favorites
- Services
- Utilities(H)
- List
- Services for Object

Maintain User Profile

Password

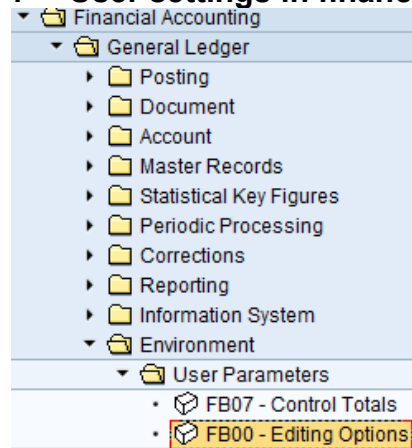
User FVERHOEVEN
Last Changed On FVERHOEVEN 22.05.2009 12:07:54 Status Saved

Address Defaults **Parameters**

Parameter ID	Short Description
VK0	Sales organization
VST	Shipping point
WLC	Workflow: User-specific settings

Set parameters for defaults in frequently used transactions. E.g. organizational structures.

7 User settings in finance



Accounting Editing Options

Document entry | Doc.display | Open items | **Line items** | Credit mgt | P.adv | Cash Jml

Line item display

Worklists Available Branch/Head Office Dialog
 Worklist Input Fields Active Items Managed at Head Office
 Selection by Due Date Display Key for Symbols
 Save last layout entered for default

Customer Layout

Default Selection Screen: <not defined>
 Or ALV Initial Screen Layout: 1SAP-LC Customer local currency

Vendor Layout

Default Selection Screen: <not defined>
 Or ALV Initial Screen Layout: 1SAP Standard local currency

G/L Account Layout

Default Selection Screen: <not defined>
 Or ALV Initial Screen Layout: CBW cost center

Display

ALV Classic List Item Selection: Go To...
 ALV grid control Line item
 Document overview

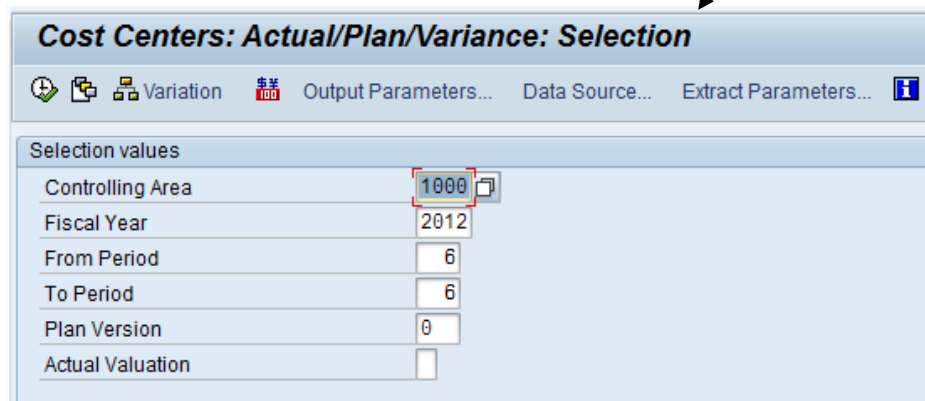
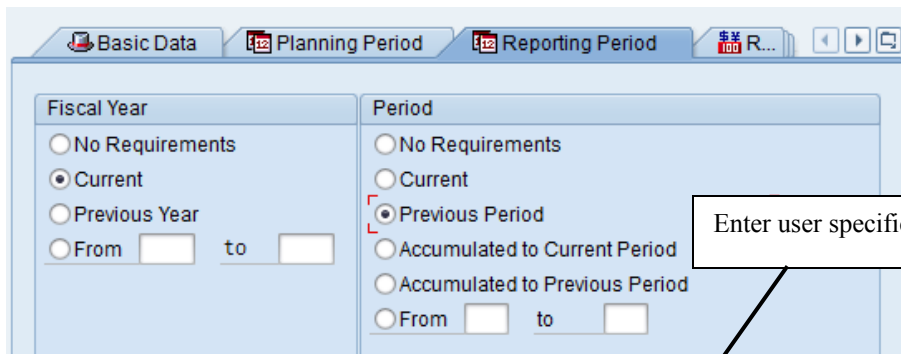
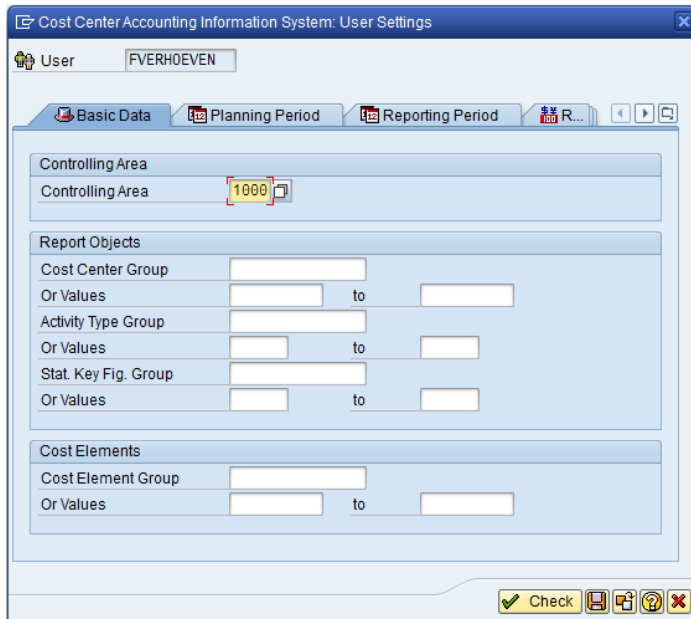
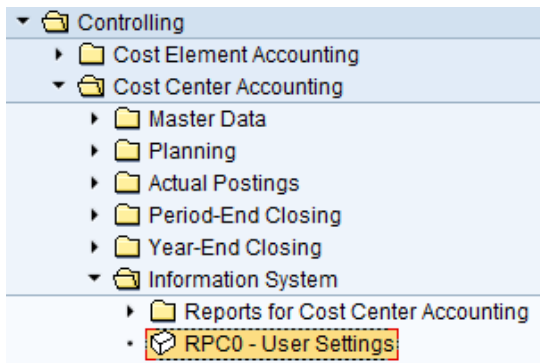
Maximum number of items:

e.g. select list display type and drill down to document overview

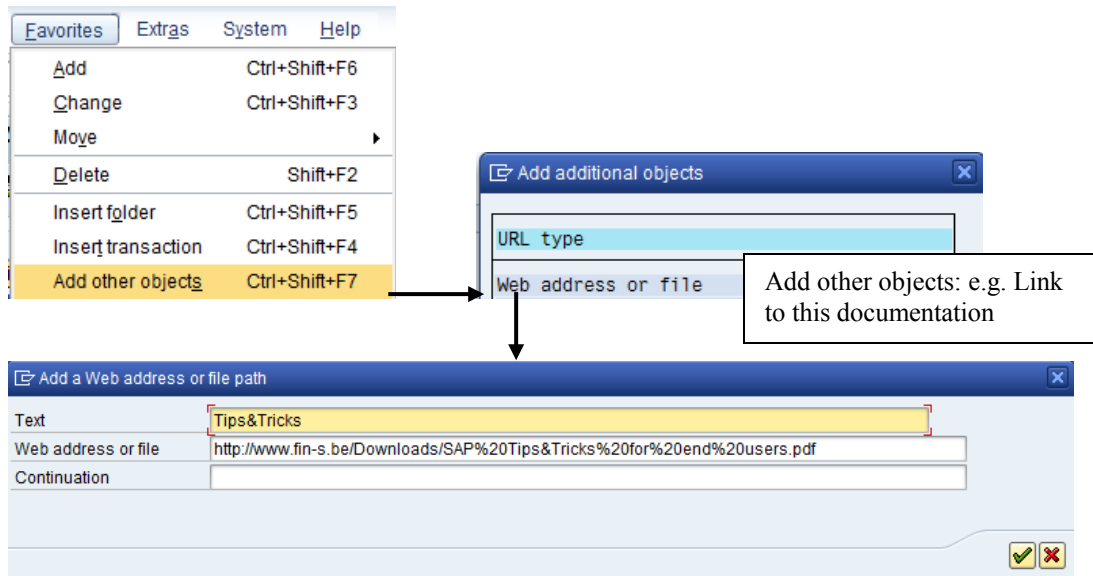
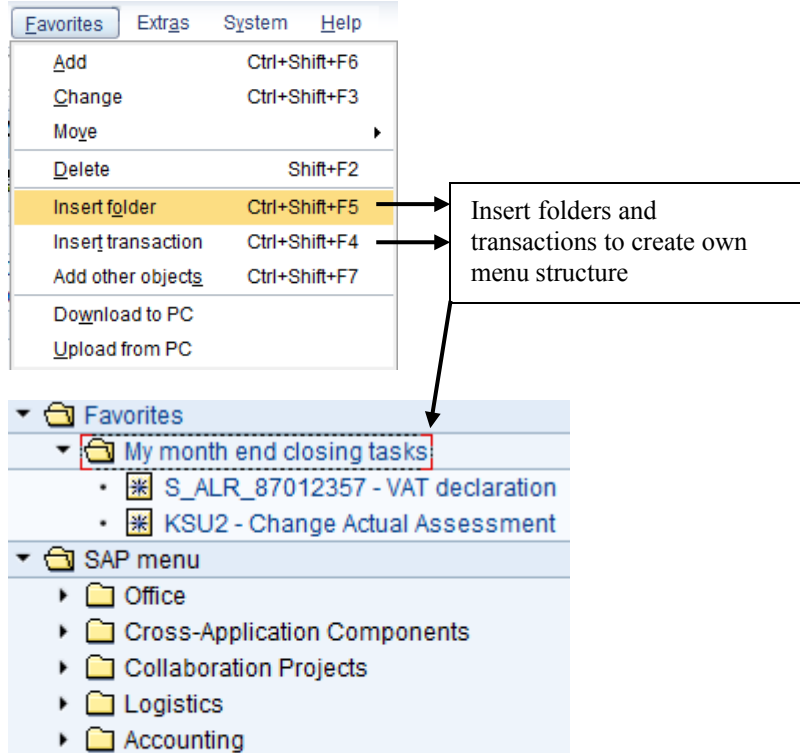
G/L Account Line Item Display

G/L Account **
 Company Code 1000

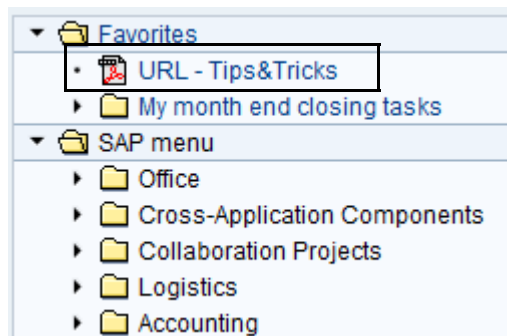
Assignment	Documen...	BusA	Doc. Type	Doc. Date	P	Σ	Amount in local cur.	LCurr
450001236300040	5100000627	7000	RE	05.12.2001	86		3.938,20	EUR
450001236400010	5000000691	7000	WE	04.12.2001	96		3.752,10-	EUR
450001236400010	5100000628	7000	RE	05.12.2001	86		3.752,10	EUR
450001236400020	5000000691	7000	WE	04.12.2001	96		12.226,40-	EUR
450001236400020	5100000628	7000	RE	05.12.2001	86		12.226,40	EUR
450001236400030	5000000691	7000	WE	04.12.2001	96		4.159,50-	EUR



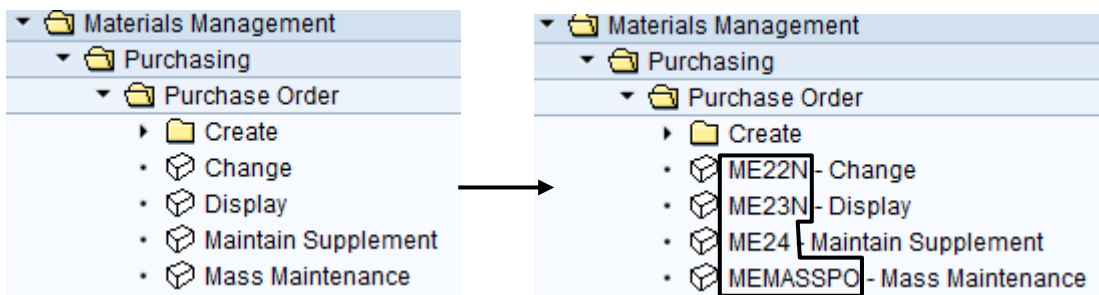
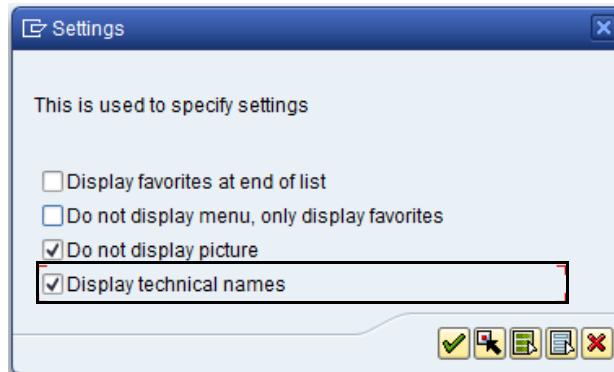
8 Edit favorites and show transaction codes in SAP menu



<http://www.fin-s.be/Downloads/SAP%20Tips&Tricks%20for%20end%20users.pdf>

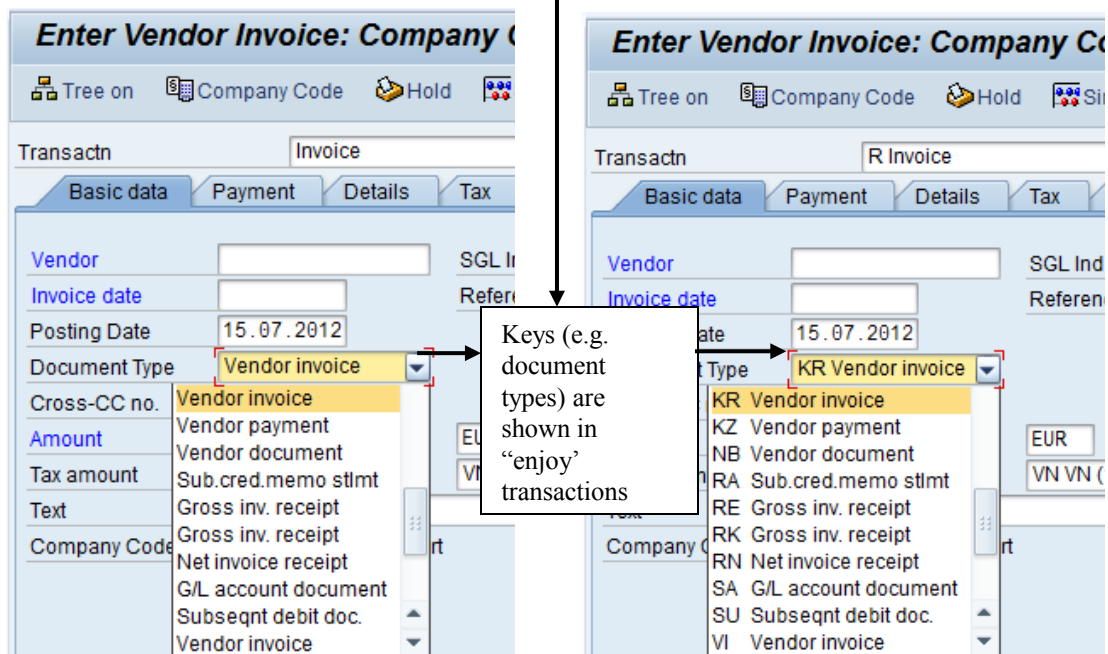
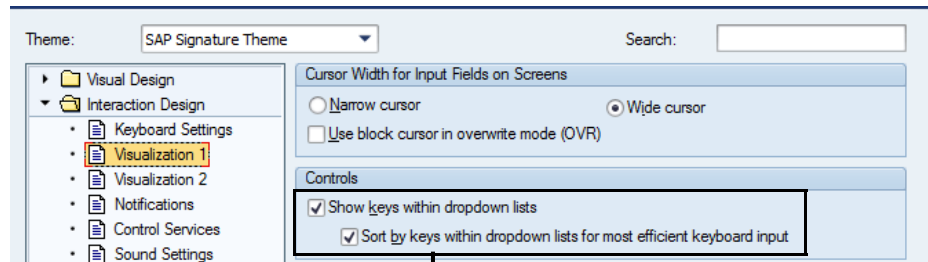
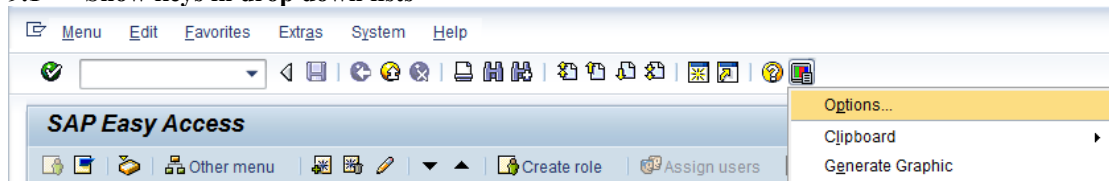


Extras		System	Help
Administration information	Assign users	Ctrl+Shift+F8	
Display documentation		Shift+F6	
Technical details		Shift+F11	
Settings		Shift+F9	
Set start transaction		Shift+F7	

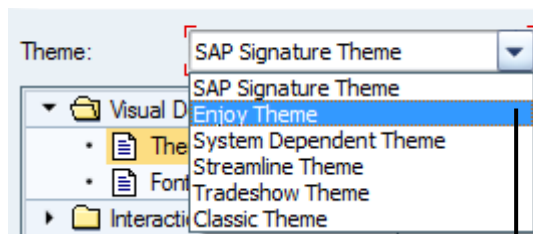
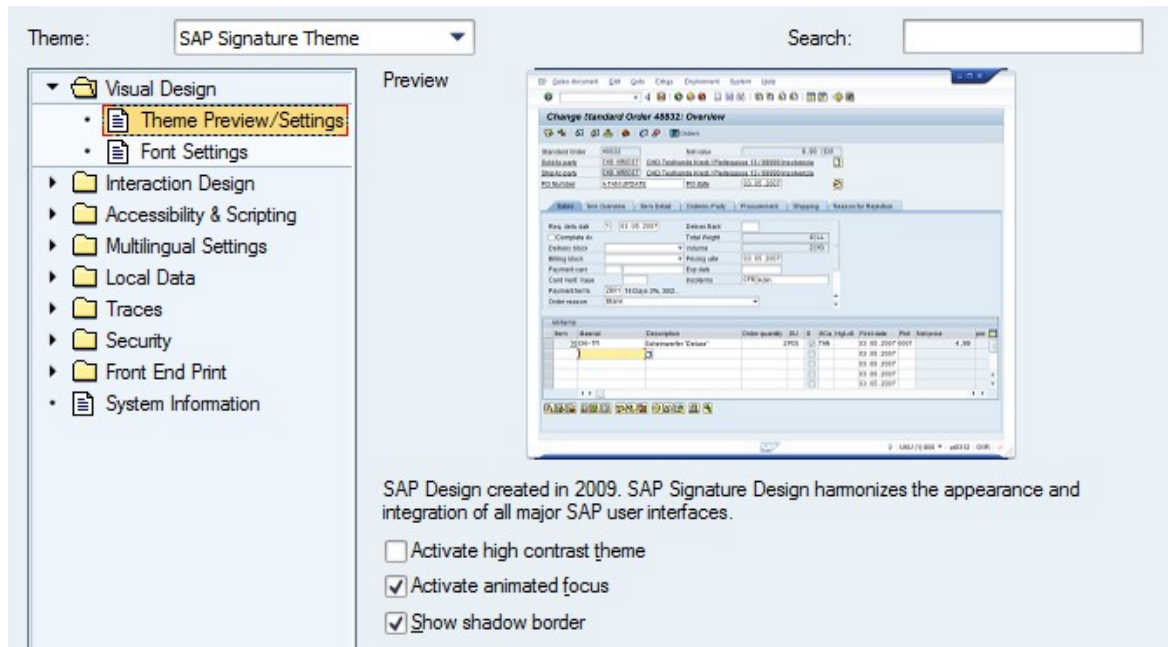
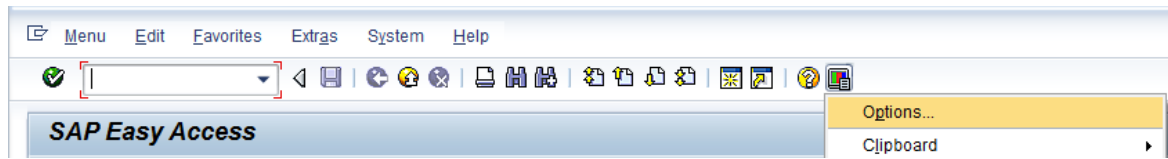


9 SAP GUI – Options

9.1 Show keys in drop down lists



9.2 Personalize SAP look



Select different theme to personalize you SAP system look.

The enjoy theme also allows you to change color settings:

- Select the “Enjoy” theme and save settings.
- Logoff , restart SAPGUI and logon again.
- You can now change colors

