

Harnessing the Power of SAP Query

Part III Advanced Screens

While the first five screens of the SAP Query define the data sources, selection criteria and the fields displayed, there are seven additional screens that further customize your report. Subtotals, column headers, footers, and graphics can be added to your report. Text can be added to fields, and colors can be added. We will discuss how to add these features to your report to make it even more useful.

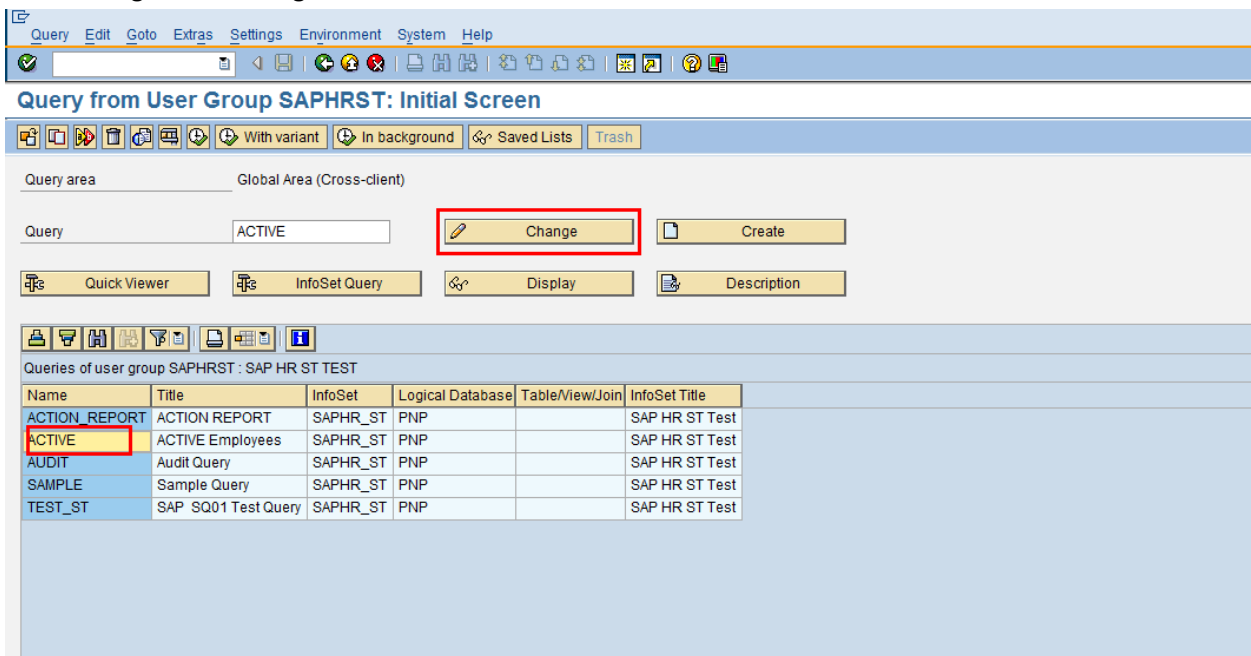
The first five screens of SAP Query creation enable a user create local fields.

There are nine additional screens that a user can walk through to add further customization to reports. Subtotals, column headers, footers, and graphics can be added to your report. Text can be added to fields, and colors can be added.

The Basics

Before we begin, let's quickly review the five basic screens used to build a SAP query.

To access the SAP query tool, go to SQ01. Here we will select an existing query by highlighting its name and clicking on the change icon:



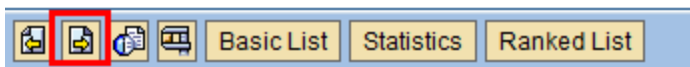
Query area: Global Area (Cross-client)

Query: ACTIVE Change Create

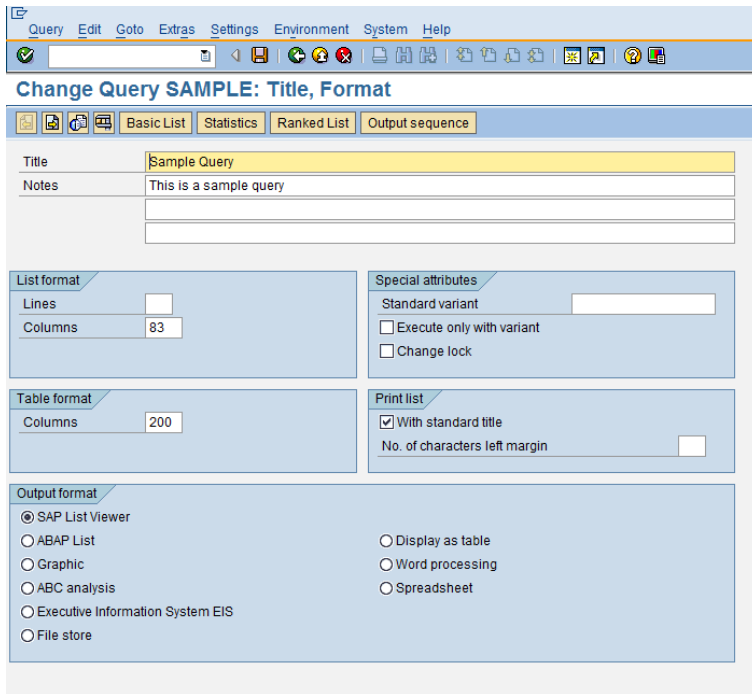
Quick Viewer InfoSet Query Display Description

Name	Title	InfoSet	Logical Database	Table/View/Join	InfoSet Title
ACTION_REPORT	ACTION REPORT	SAPHR_ST	PNP		SAP HR ST Test
ACTIVE	ACTIVE Employees	SAPHR_ST	PNP		SAP HR ST Test
AUDIT	Audit Query	SAPHR_ST	PNP		SAP HR ST Test
SAMPLE	Sample Query	SAPHR_ST	PNP		SAP HR ST Test
TEST_ST	SAP SQ01 Test Query	SAPHR_ST	PNP		SAP HR ST Test

Then we will walk through the five screens that we will be using in creating local fields. To move through the screens, use the 'Next' icon:



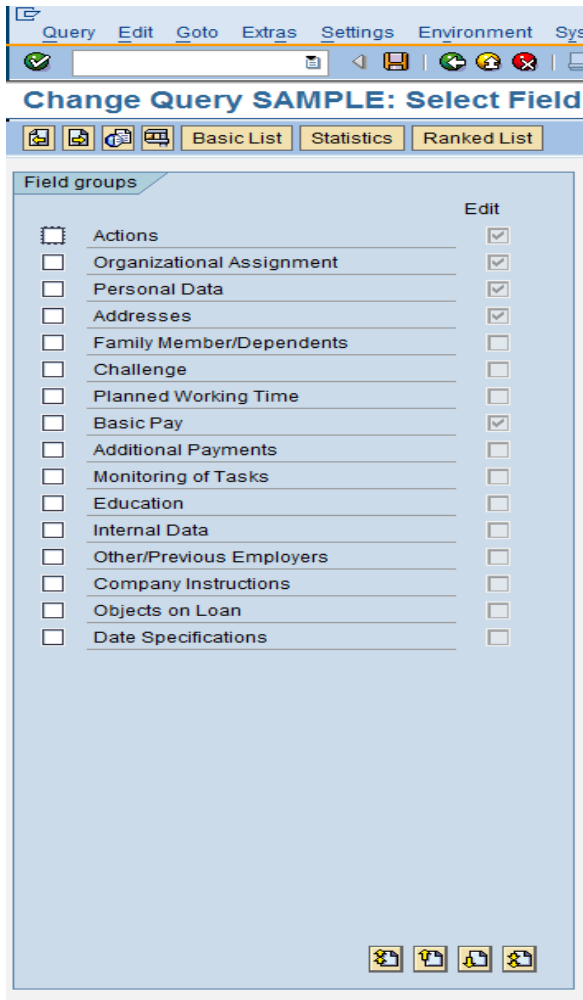
Next Basic List Statistics Ranked List



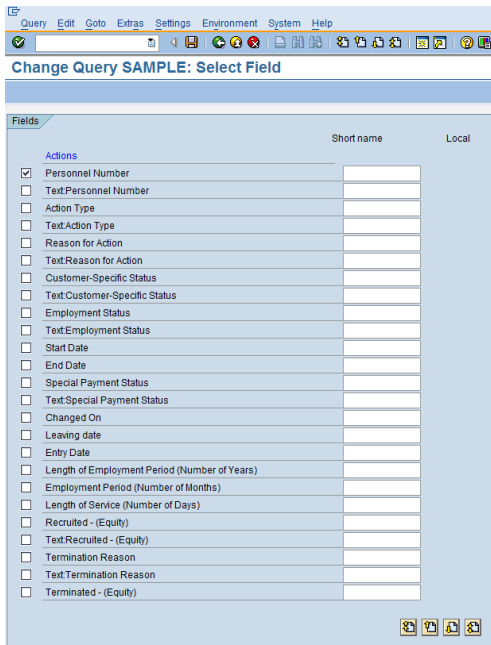
The screenshot shows the SAP Query 'Change Query' interface for a query named 'SAMPLE'. The title is 'Sample Query' and the notes are 'This is a sample query'. The interface is divided into several sections for configuration:

- List format:** Lines (empty), Columns (83)
- Table format:** Columns (200)
- Special attributes:** Standard variant (empty), Execute only with variant (unchecked), Change lock (unchecked)
- Print list:** With standard title (checked), No. of characters left margin (empty)
- Output format:** SAP List Viewer (selected), ABAP List, Graphic, ABC analysis, Executive Information System EIS, File store, Display as table, Word processing, Spreadsheet.

Title screen (Screen #1), you may add notes or change any of the query attributes.

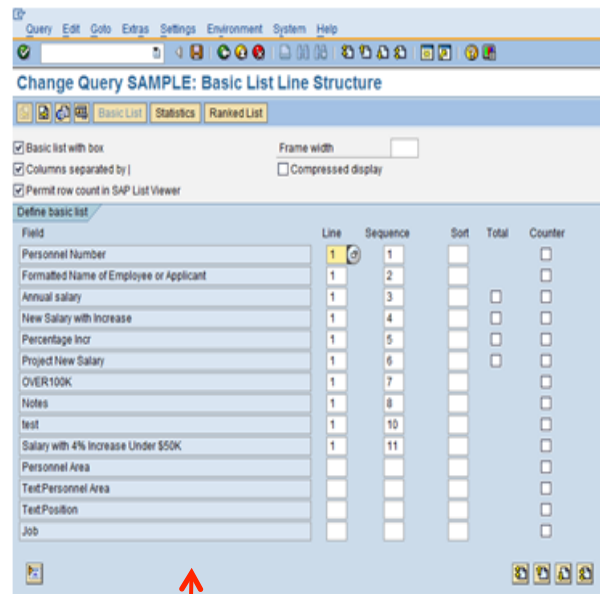
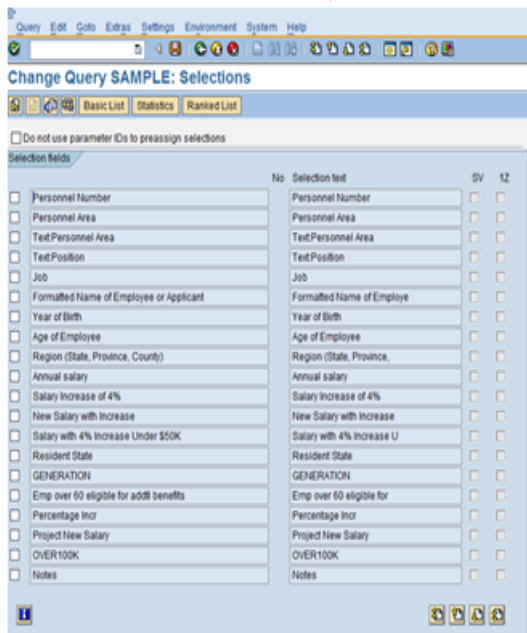


Select Fields screen (screen #2) you may add or change the field groups to use in your query



Select Fields screen (screen #3), you may add short names for existing fields and also create local fields.

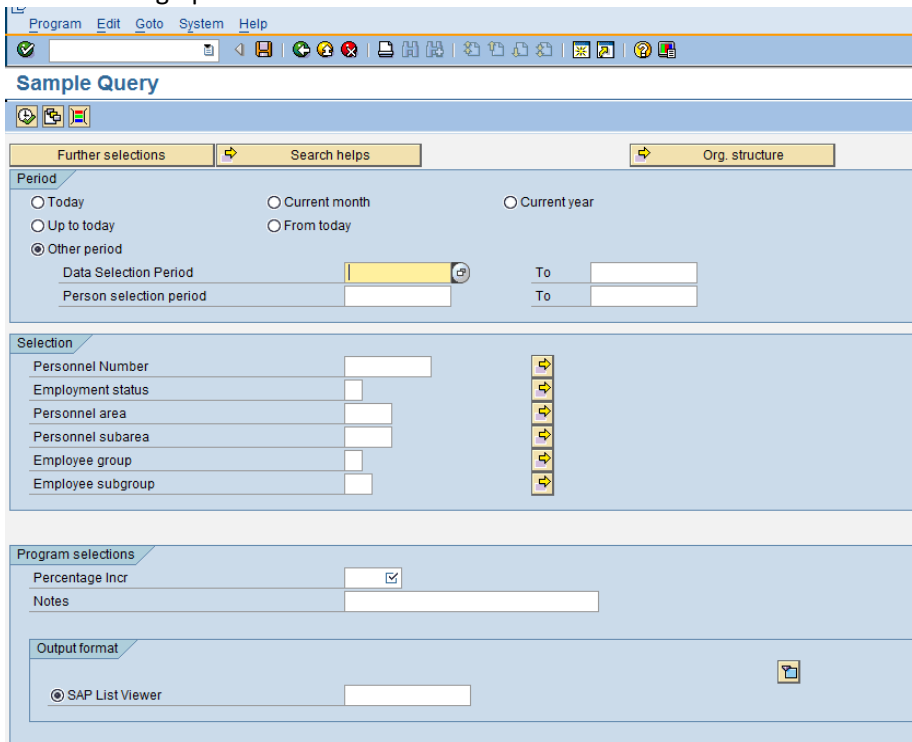
Selections screen (screen #4), you choose any additional fields to appear as selection fields on the report selection screen.



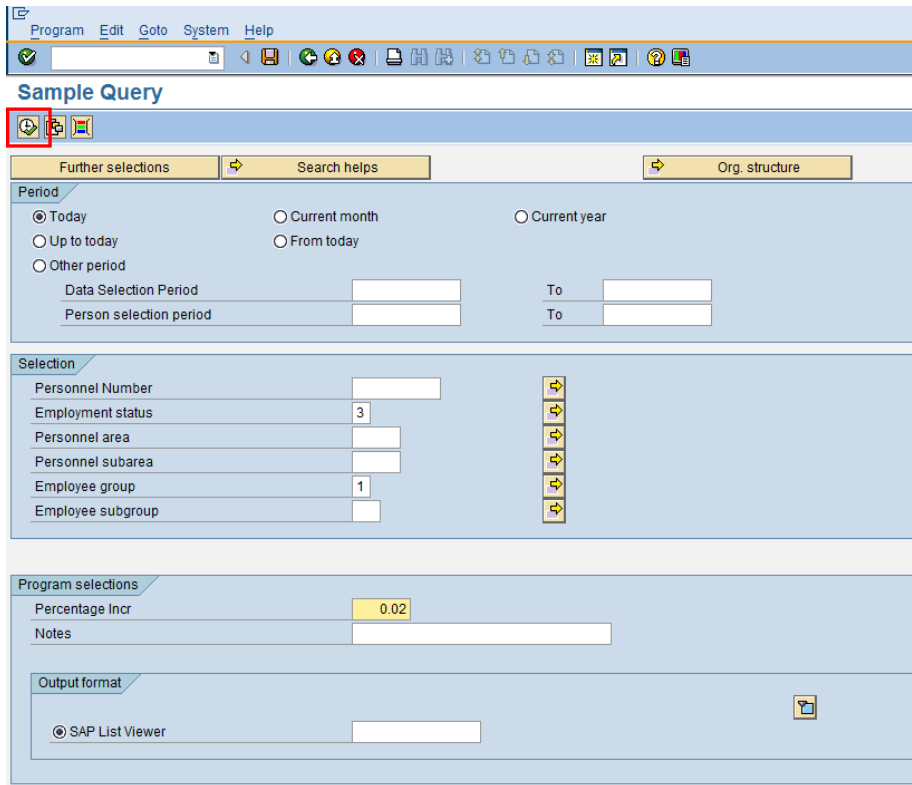
Basic List Line Structure screen (screen #5) you determine the order of your output fields, add sorts, totals and counts.

From screen #5, we can execute a query via F8. Actually, anytime you wish to execute your query, you can click on F8.

This will bring up a selection screen where we will enter the values to run the report by:



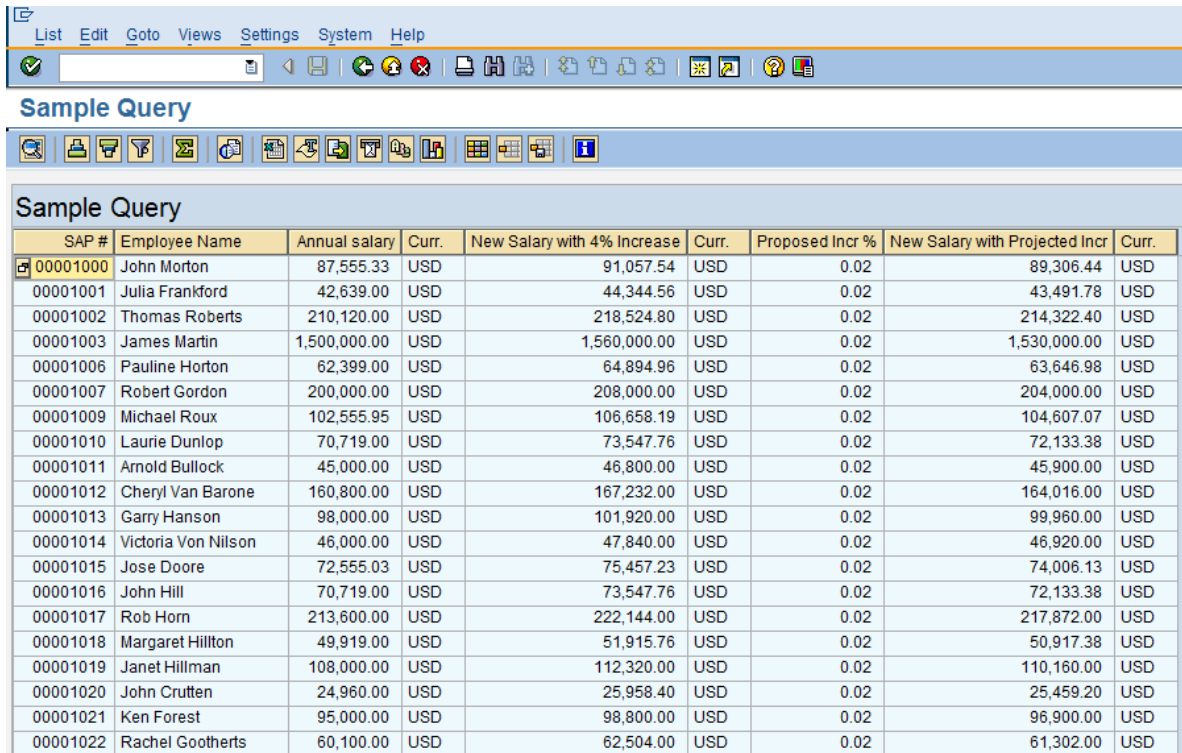
Once we make our selections, we execute the query.



The screenshot shows the SAP Query 'Sample Query' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Further selections**: Contains 'Search helps' and 'Org. structure' buttons.
- Period**: Includes radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period' and 'Person selection period', each with a 'To' field.
- Selection**: A list of selection criteria with input fields and a vertical list of arrows for selection:
 - Personnel Number
 - Employment status (value: 3)
 - Personnel area
 - Personnel subarea
 - Employee group (value: 1)
 - Employee subgroup
- Program selections**: Includes 'Percentage Incr' (value: 0.02) and 'Notes'.
- Output format**: Includes a radio button for 'SAP List Viewer'.

The results will then be displayed:



The screenshot shows the SAP Query interface with a menu bar (List, Edit, Goto, Views, Settings, System, Help) and a toolbar. Below the toolbar is a window titled "Sample Query" containing a table with the following data:

SAP #	Employee Name	Annual salary	Curr.	New Salary with 4% Increase	Curr.	Proposed Incr %	New Salary with Projected Incr	Curr.
00001000	John Morton	87,555.33	USD	91,057.54	USD	0.02	89,306.44	USD
00001001	Julia Frankford	42,639.00	USD	44,344.56	USD	0.02	43,491.78	USD
00001002	Thomas Roberts	210,120.00	USD	218,524.80	USD	0.02	214,322.40	USD
00001003	James Martin	1,500,000.00	USD	1,560,000.00	USD	0.02	1,530,000.00	USD
00001006	Pauline Horton	62,399.00	USD	64,894.96	USD	0.02	63,646.98	USD
00001007	Robert Gordon	200,000.00	USD	208,000.00	USD	0.02	204,000.00	USD
00001009	Michael Roux	102,555.95	USD	106,658.19	USD	0.02	104,607.07	USD
00001010	Laurie Dunlop	70,719.00	USD	73,547.76	USD	0.02	72,133.38	USD
00001011	Arnold Bullock	45,000.00	USD	46,800.00	USD	0.02	45,900.00	USD
00001012	Cheryl Van Barone	160,800.00	USD	167,232.00	USD	0.02	164,016.00	USD
00001013	Garry Hanson	98,000.00	USD	101,920.00	USD	0.02	99,960.00	USD
00001014	Victoria Von Nilson	46,000.00	USD	47,840.00	USD	0.02	46,920.00	USD
00001015	Jose Doore	72,555.03	USD	75,457.23	USD	0.02	74,006.13	USD
00001016	John Hill	70,719.00	USD	73,547.76	USD	0.02	72,133.38	USD
00001017	Rob Horn	213,600.00	USD	222,144.00	USD	0.02	217,872.00	USD
00001018	Margaret Hillton	49,919.00	USD	51,915.76	USD	0.02	50,917.38	USD
00001019	Janet Hillman	108,000.00	USD	112,320.00	USD	0.02	110,160.00	USD
00001020	John Crudden	24,960.00	USD	25,958.40	USD	0.02	25,459.20	USD
00001021	Ken Forest	95,000.00	USD	98,800.00	USD	0.02	96,900.00	USD
00001022	Rachel Gootherts	60,100.00	USD	62,504.00	USD	0.02	61,302.00	USD

Don't forget: anytime you wish to execute your report to see how it looks so far, you can press F8 to get to your report selection screen.

What Capabilities the Remaining Screens Provide?

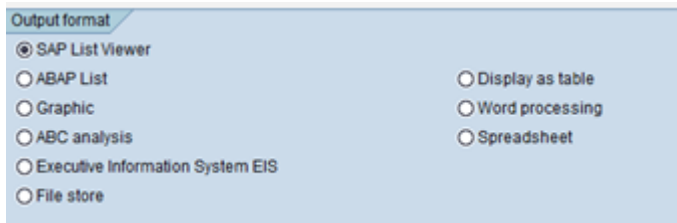
Once you have conquered the basics, you can progress to creating highly customized formatted reports. The advanced screens of SAP query can be accessed by navigating beyond the Basic Line List Structure screen (screen #5) and will allow you to create more analytical and formatted reports.

The seven screens that provide advanced formatting functionality include:

- Control Levels – to add subtotals to your report
- Control Level Texts – to modify text for subtotal and grand totals
- List Line Output Options – to modify the output options for the data in your report columns
- Field Output Options – to modify report colors, field widths and positions
- Field Templates – to add text to line item data
- Basic List Header – to create custom headers and footers for your report
- Graphics – to display basic lists, statistical lists and ranked lists in graphical format

ABAP List vs. SAP List Viewer

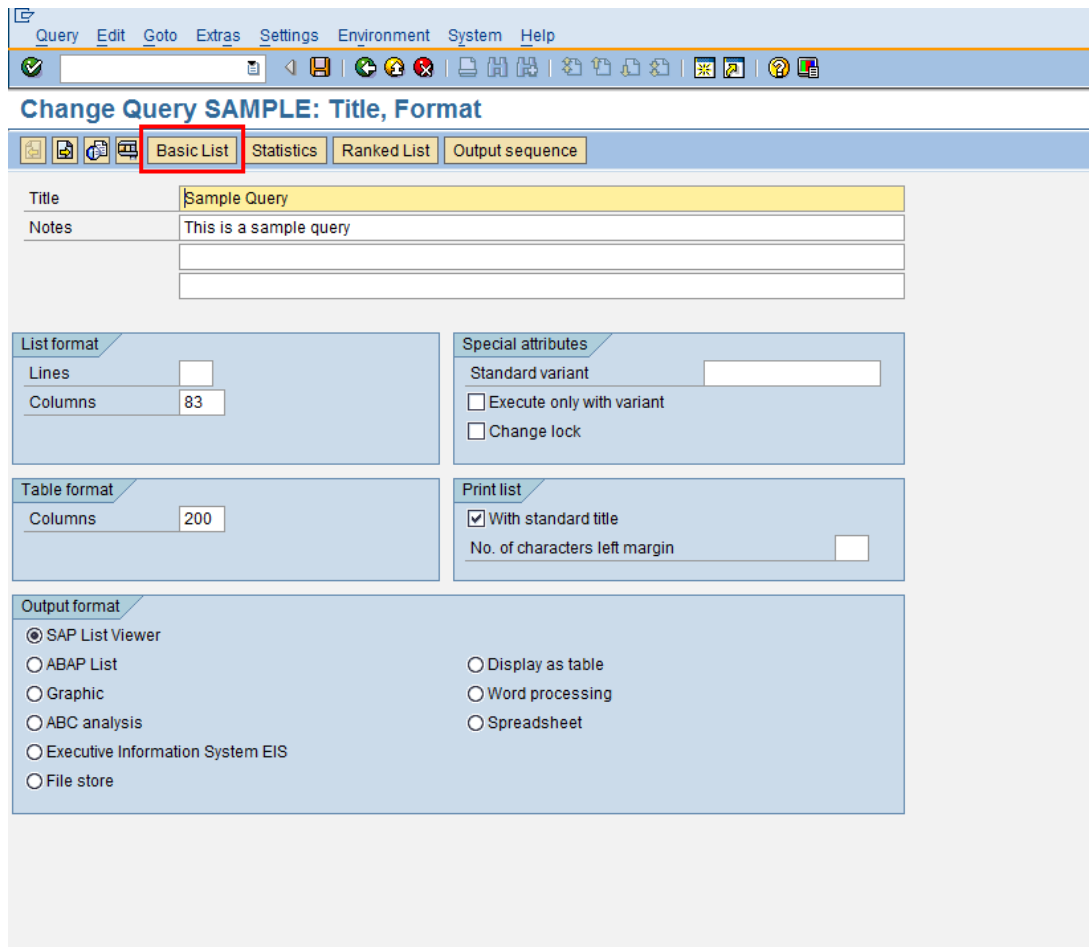
With the introduction of SAP 4.6C, SAP List Viewer became the default output option for SAP Query. This means that your output appears in a Microsoft Excel-like spreadsheet format. Keep this in mind because not all output formats are compatible with each of the options when displayed onscreen.



Prior to SAP 4.6C, the default output format was ABAP List. This format does not display any spreadsheet formatting that the SAP List Viewer does. However, many of the functions that you will be using with the advanced screens do not appear on the screen unless ABAP List View is selected. We will talk more about these output format options when we discuss the advanced screens.

Advanced Screens One by One

To modify a query, you can go right to the basic list screen to get to the advanced screens:



You will not necessarily reach each of these screens. For example, if your report has no sort fields, you will not progress to the Control Level and Control Level Text screens. These screens are used to format sort fields, so if your query does not have any sorts, you will not see these screens. Instead, you would be taken from the Basis Line List Structure screen directly to the List Line Output Options screen.

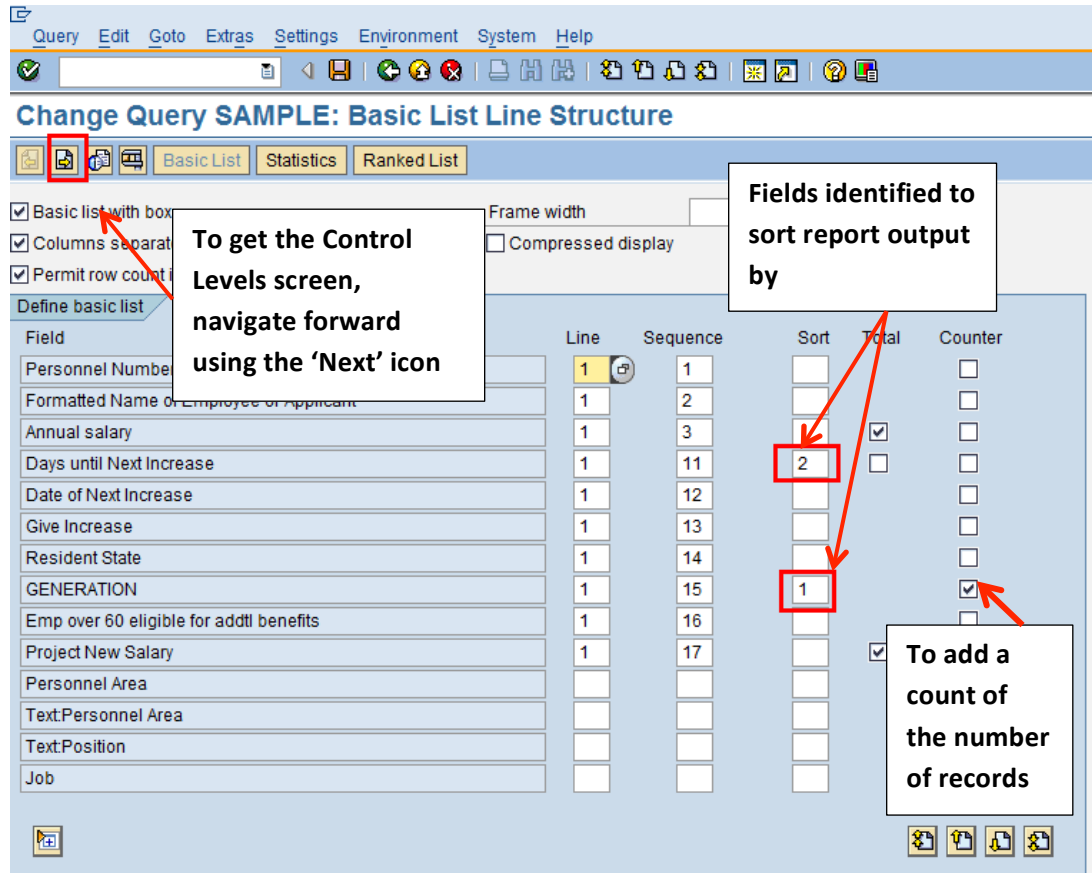
If you go back into the Basic List Line Structure screen and add a sort field and then navigate forward, you will then see the Control Levels screen.

Let's look at each of the advanced screens in detail. We will use examples to make the usage of the screens more understandable.

Control Levels

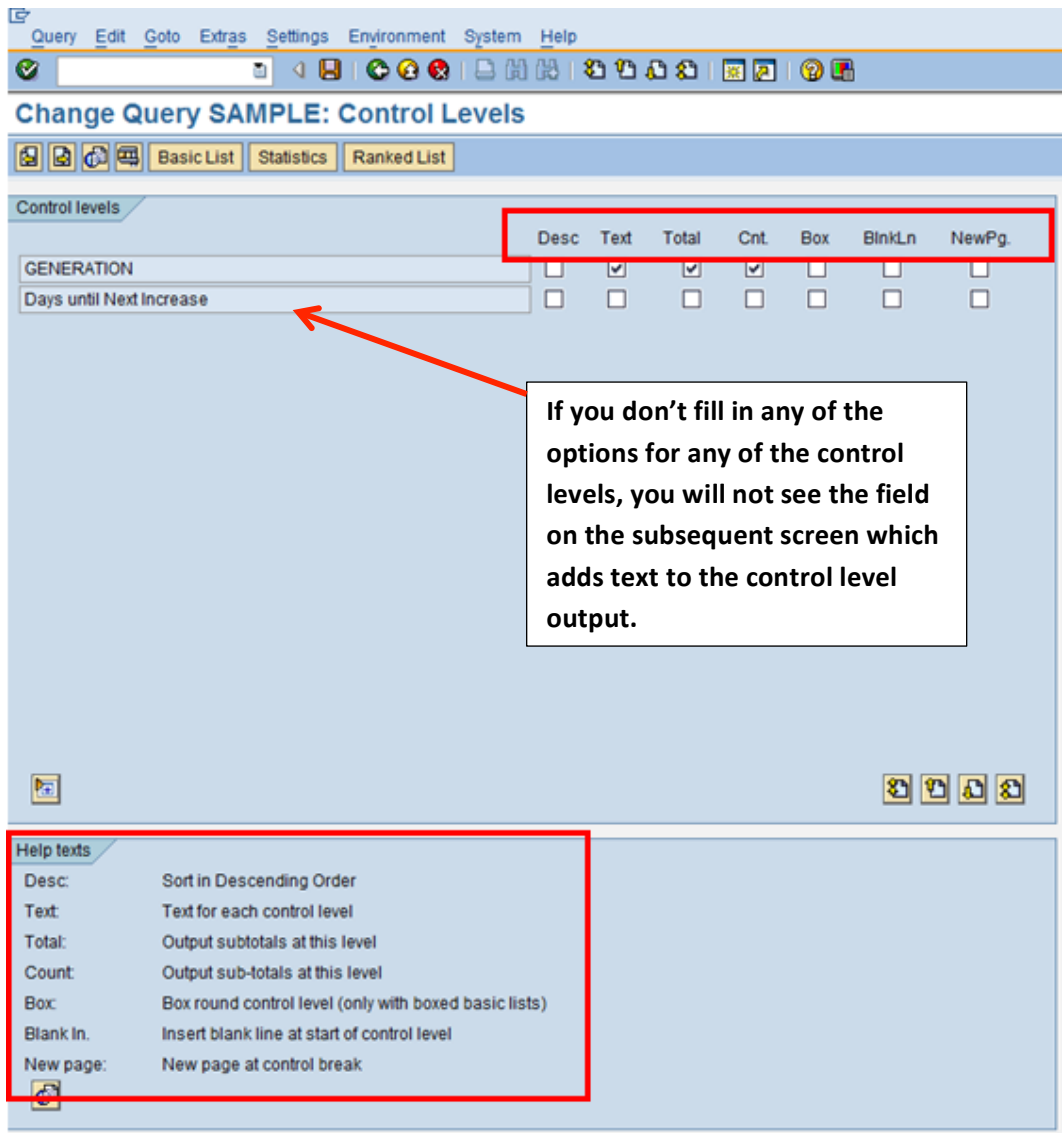
If you had selected any field as a sort field, the screen after the Basic List Structure screen is the Control Levels screen.

The Control Levels screen allows you to add subtotals to your report providing you had designated sort fields in the Basic List Line Structure screen.



Any field listed on Basic List Line Structure screen that had a sort designation will appear on Control Level screen which will allow you to do subtotalling and special formatting. In other words, for any sort field listed on the Basic Line List Structure screen, a subtotal can be created. Instead of executing the query at this point, click on the 'Next' icon in the application toolbar to go to the Control Level screen.

The fields indicated as sort fields on the Basic Line Structure screen will be listed on the Control Levels screen:



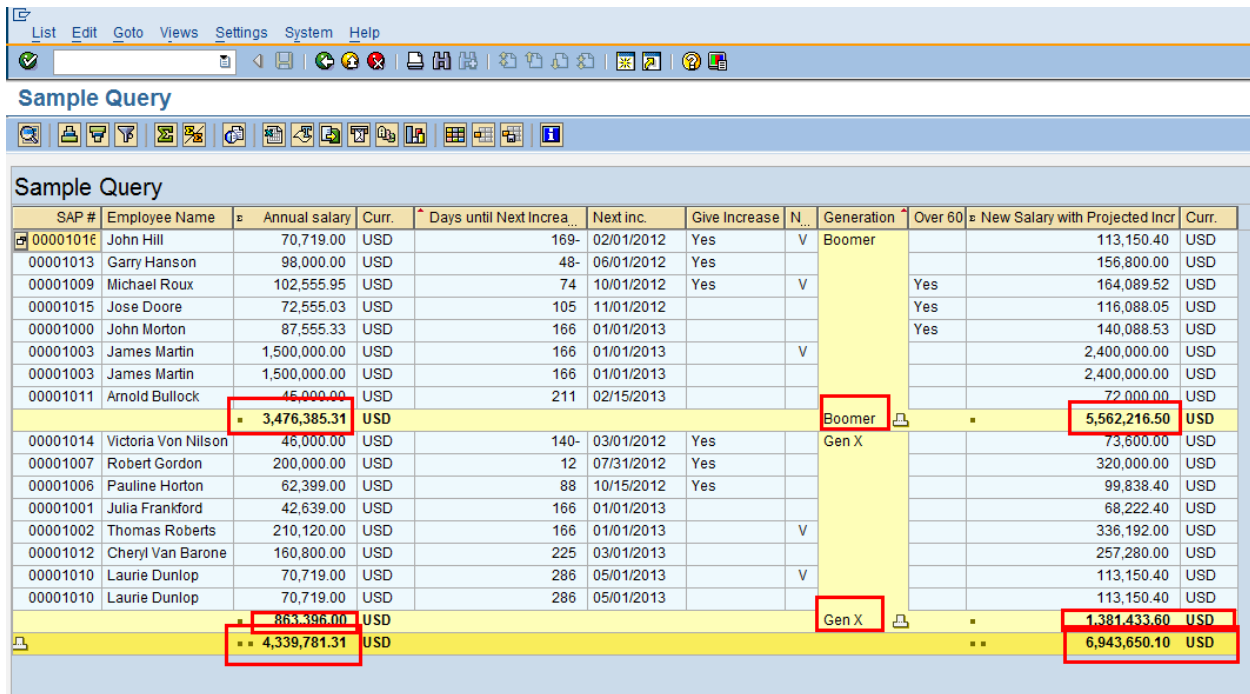
There are seven control levels options available on this screen. The help text on the screen also gives a brief description of each option.

- Desc – stands for descending. This means that the sort will occur in descending order rather than the default of ascending order
- Text – text description of the sort field will be displayed at the start of each control level
- Total – inserts subtotals at the end of each control (sort level). Also any field that was defined as a total on the Basic List Line Structure screen will be subtotaled as well
- Count – inserts a count of records after each sort level—for each field you are tallying. Also if a count had been defined on the Basic List Line Structure screen would also be listed.

- Box – inserts a box around each subtotal sort level
- Blank in – inserts a blank line under each subtotal at the end of each sort level
- New Page – allows you to insert a page break between each sort level

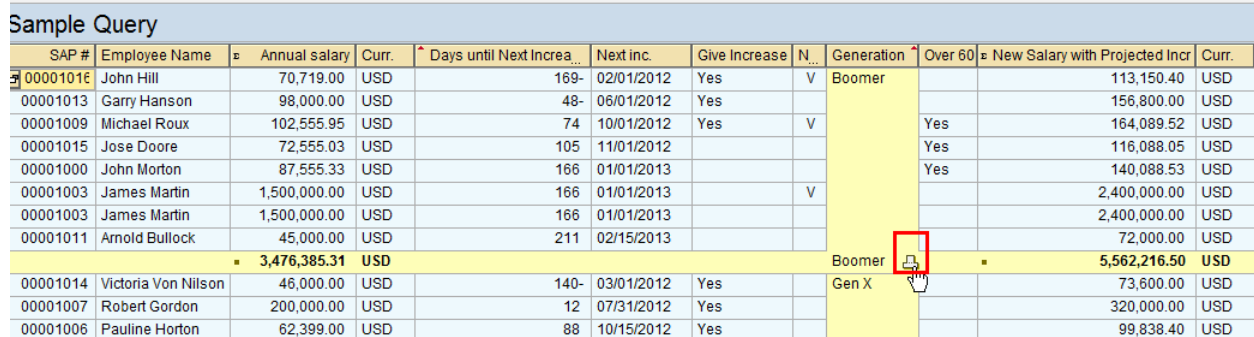
In our example, we selected the field Generation, so that whenever the value changes, a subtotal will display. We selected the annual salary and new salary to be totaled. The box for Text was clicked for Generation, so this field's text value would appear in the subtotal.

Results:



SAP #	Employee Name	Annual salary	Curr.	Days until Next Inca.	Next inc.	Give Increase	N.	Generation	Over 60	New Salary with Projected Incr	Curr.	
0000101E	John Hill	70,719.00	USD	169	02/01/2012	Yes	V	Boomer		113,150.40	USD	
00001013	Garry Hanson	98,000.00	USD	48	06/01/2012	Yes				156,800.00	USD	
00001009	Michael Roux	102,555.95	USD	74	10/01/2012	Yes	V		Yes	164,089.52	USD	
00001015	Jose Doore	72,555.03	USD	105	11/01/2012				Yes	116,088.05	USD	
00001000	John Morton	87,555.33	USD	166	01/01/2013				Yes	140,088.53	USD	
00001003	James Martin	1,500,000.00	USD	166	01/01/2013		V			2,400,000.00	USD	
00001003	James Martin	1,500,000.00	USD	166	01/01/2013					2,400,000.00	USD	
00001011	Arnold Bullock	45,000.00	USD	211	02/15/2013					72,000.00	USD	
		3,476,385.31	USD								5,562,216.50	USD
00001014	Victoria Von Nilson	46,000.00	USD	140	03/01/2012	Yes			Gen X		73,600.00	USD
00001007	Robert Gordon	200,000.00	USD	12	07/31/2012	Yes				320,000.00	USD	
00001006	Pauline Horton	62,399.00	USD	88	10/15/2012	Yes				99,838.40	USD	
00001001	Julia Frankford	42,639.00	USD	166	01/01/2013					68,222.40	USD	
00001002	Thomas Roberts	210,120.00	USD	166	01/01/2013		V			336,192.00	USD	
00001012	Cheryl Van Barone	160,800.00	USD	225	03/01/2013					257,280.00	USD	
00001010	Laurie Dunlop	70,719.00	USD	286	05/01/2013		V			113,150.40	USD	
00001010	Laurie Dunlop	70,719.00	USD	286	05/01/2013				113,150.40	USD		
		863,396.00	USD							1,381,433.60	USD	
		4,339,781.31	USD							6,943,650.10	USD	

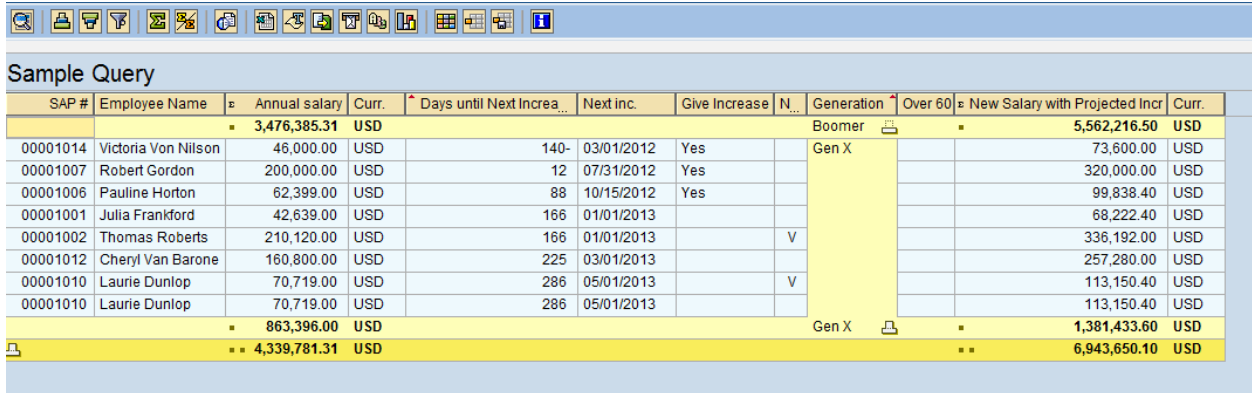
Click on icon to hide a section:



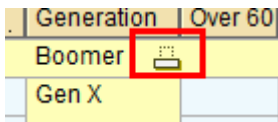
SAP #	Employee Name	Annual salary	Curr.	Days until Next Inca.	Next inc.	Give Increase	N.	Generation	Over 60	New Salary with Projected Incr	Curr.	
0000101E	John Hill	70,719.00	USD	169	02/01/2012	Yes	V	Boomer		113,150.40	USD	
00001013	Garry Hanson	98,000.00	USD	48	06/01/2012	Yes				156,800.00	USD	
00001009	Michael Roux	102,555.95	USD	74	10/01/2012	Yes	V		Yes	164,089.52	USD	
00001015	Jose Doore	72,555.03	USD	105	11/01/2012				Yes	116,088.05	USD	
00001000	John Morton	87,555.33	USD	166	01/01/2013				Yes	140,088.53	USD	
00001003	James Martin	1,500,000.00	USD	166	01/01/2013		V			2,400,000.00	USD	
00001003	James Martin	1,500,000.00	USD	166	01/01/2013					2,400,000.00	USD	
00001011	Arnold Bullock	45,000.00	USD	211	02/15/2013					72,000.00	USD	
		3,476,385.31	USD								5,562,216.50	USD
00001014	Victoria Von Nilson	46,000.00	USD	140	03/01/2012	Yes			Gen X		73,600.00	USD
00001007	Robert Gordon	200,000.00	USD	12	07/31/2012	Yes				320,000.00	USD	
00001006	Pauline Horton	62,399.00	USD	88	10/15/2012	Yes				99,838.40	USD	
		863,396.00	USD								1,381,433.60	USD

Results:

This will collapse the section that you selected.



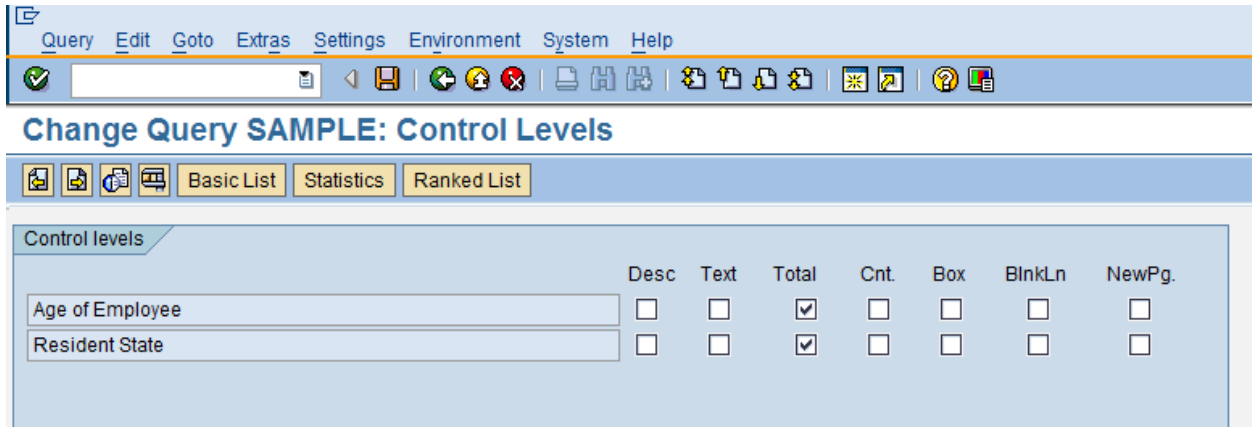
SAP #	Employee Name	Annual salary	Curr.	Days until Next Inca...	Next inc.	Give Increase	N...	Generation	Over 60	New Salary with Projected Incr	Curr.	
		3,476,385.31	USD					Boomer		5,562,216.50	USD	
00001014	Victoria Von Nilson	46,000.00	USD	140-	03/01/2012	Yes		Gen X		73,600.00	USD	
00001007	Robert Gordon	200,000.00	USD	12	07/31/2012	Yes			320,000.00	USD		
00001006	Pauline Horton	62,399.00	USD	88	10/15/2012	Yes			99,838.40	USD		
00001001	Julia Frankford	42,639.00	USD	166	01/01/2013				68,222.40	USD		
00001002	Thomas Roberts	210,120.00	USD	166	01/01/2013		V		336,192.00	USD		
00001012	Cheryl Van Barone	160,800.00	USD	225	03/01/2013				257,280.00	USD		
00001010	Laurie Dunlop	70,719.00	USD	286	05/01/2013		V		113,150.40	USD		
00001010	Laurie Dunlop	70,719.00	USD	286	05/01/2013				113,150.40	USD		
		863,396.00	USD						Gen X		1,381,433.60	USD
		4,339,781.31	USD								6,943,650.10	USD



Click on  to remove collapse

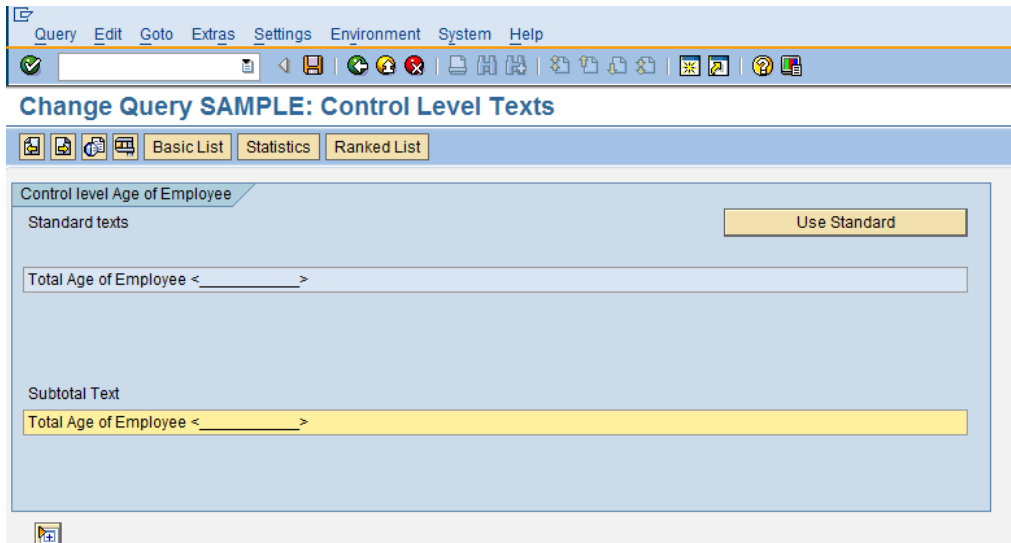
To progress to the next screen from Control Levels, click on the 'Next' icon.

If you had selected 2 sort fields on the Basic List Structure screen, you would see a line for each on the Control Levels screen.

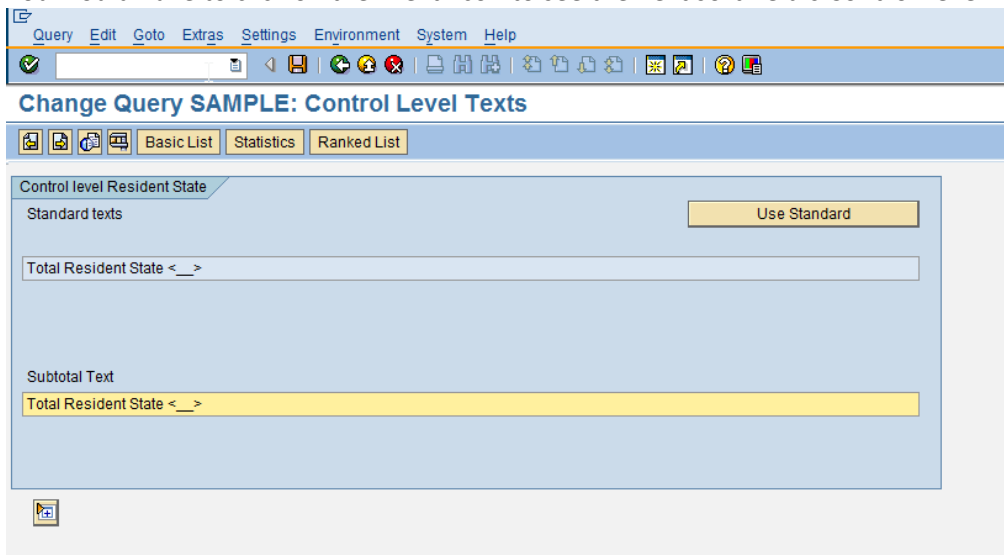


Control levels	Desc	Text	Total	Cnt.	Box	BlinkLn	NewPg.
Age of Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident State	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

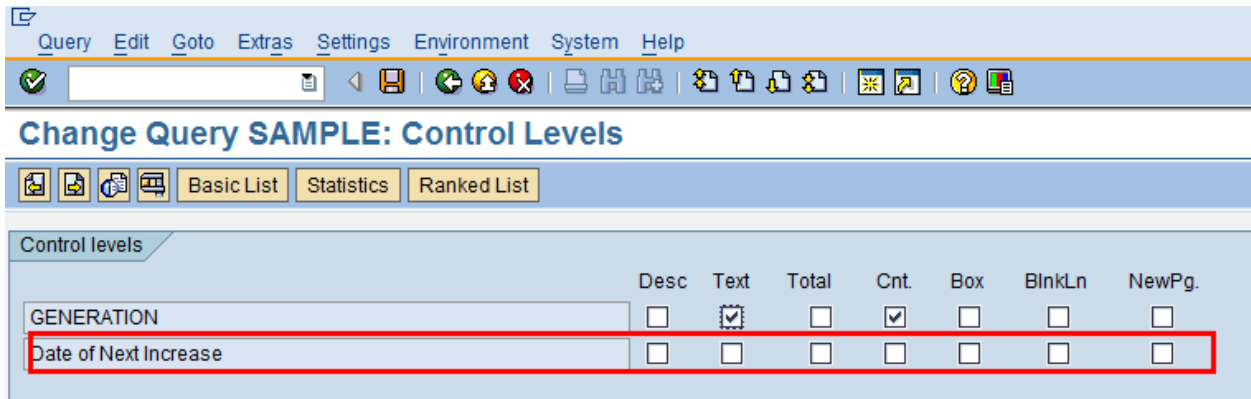
After making your control level options on this screen, when you progress to the Control Levels Text screen, you will get a separate screen for each control level. In other words, on the first Control Levels Text screen, you could only see the Age of Employee sort field:



You would have to click on the 'Next' icon to see the next sort field's Control Level Text screen:



If you don't fill in any of the options for any of the control levels, you will not see the field on the subsequent screen which adds text to the control level output.



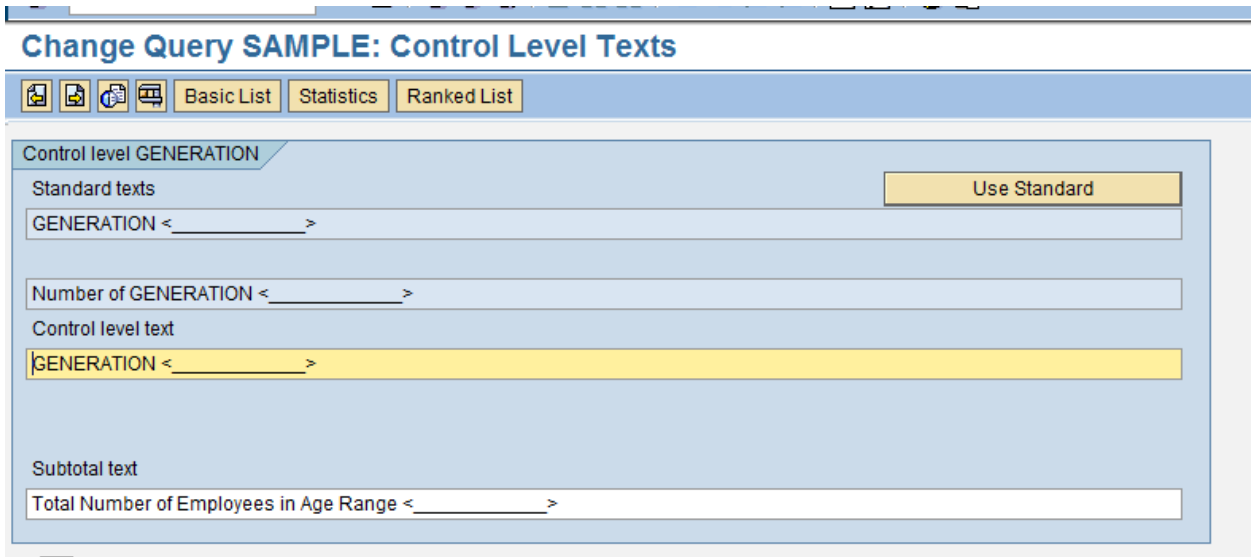
If you did not designate any sort fields on the basic list line screen, you will not progress to the Control Level Text screen at all.

To continue to the next screen where you will be able to add text to your subtotal and grand totals, click on the forward arrow icon on the application toolbar.

Control Level Texts Screen

This will be the next screen that you progress to if you had a sort field from the Basic Line List Structure screen that you also used on the Control Levels screen. Otherwise you would progress directly to the List Line Output Options screen.


This screen allows you to modify the text associated with subtotal and grand total texts. You will only see this screen if subtotals were designated in prior screen.



Help Desk associated with this screen:

Help texts

- <.> : Description of field format (template)
- </> : Left/right template delimiter
- _ : Underscore (replaced by a value in a template)

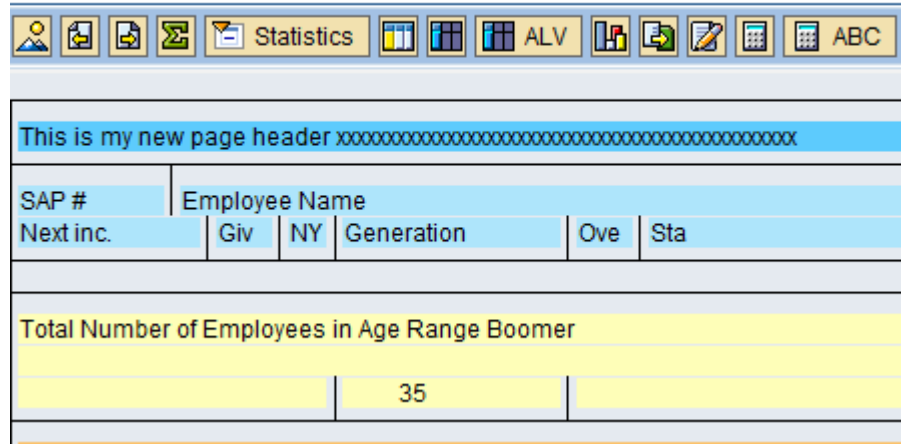


In this example, the subtotal text for the second sort was modified:

It is important to note that you should not type over '<_____>'. If you overwrite this section it will mess up the output. Instead insert your text in front of this placeholder

Results:

Sample Query



SAP #	Employee Name				
Next inc.	Giv	NY	Generation	Ove	Sta
Total Number of Employees in Age Range Boomer					
			35		

When a field is listed as a sort field and a counter on the Basic List Line Structure screen, it will also appear on the Control Levels screen:

Query Edit Goto Extras Settings Environment System Help

Change Query SAMPLE: Basic List Line Structure

Basic List Statistics Ranked List

Basic list with box Frame width

Columns separated by | Compressed display

Permit row count in SAP List Viewer

Define basic list

Field	Line	Sequence	Sort	Total	Counter
Personnel Number	1	1			<input type="checkbox"/>
Formatted Name of Employee or Applicant	1	2			<input type="checkbox"/>
Annual salary	1	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Days until Next Increase	1	11	2	<input type="checkbox"/>	<input type="checkbox"/>
Date of Next Increase	1	12			<input type="checkbox"/>
Give Increase	1	13			<input type="checkbox"/>
Resident State	1	14			<input type="checkbox"/>
GENERATION	1	15	1		<input checked="" type="checkbox"/>
Emp over 60 eligible for addtl benefits	1	16			<input type="checkbox"/>
Project New Salary	1	17		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personnel Area					<input type="checkbox"/>
Text:Personnel Area					<input type="checkbox"/>
Text:Position					<input type="checkbox"/>
Job					<input type="checkbox"/>

Line structure

No.1....2....3....4....5....6....7....+

1 |Personnel|Formatted_Name_of_Employee_or_Applicant_|Annual_salary____Cu

1 |Days|Date_of_Ne|Giv|Re|GENERATION__|Emp|Project_New_Salary____Curre

When you progress to the next screen, you can designate having the field text appear on the age in this sort field along with the count of records:

Query Edit Goto Extras Settings Environment System Help

Change Query SAMPLE: Control Levels

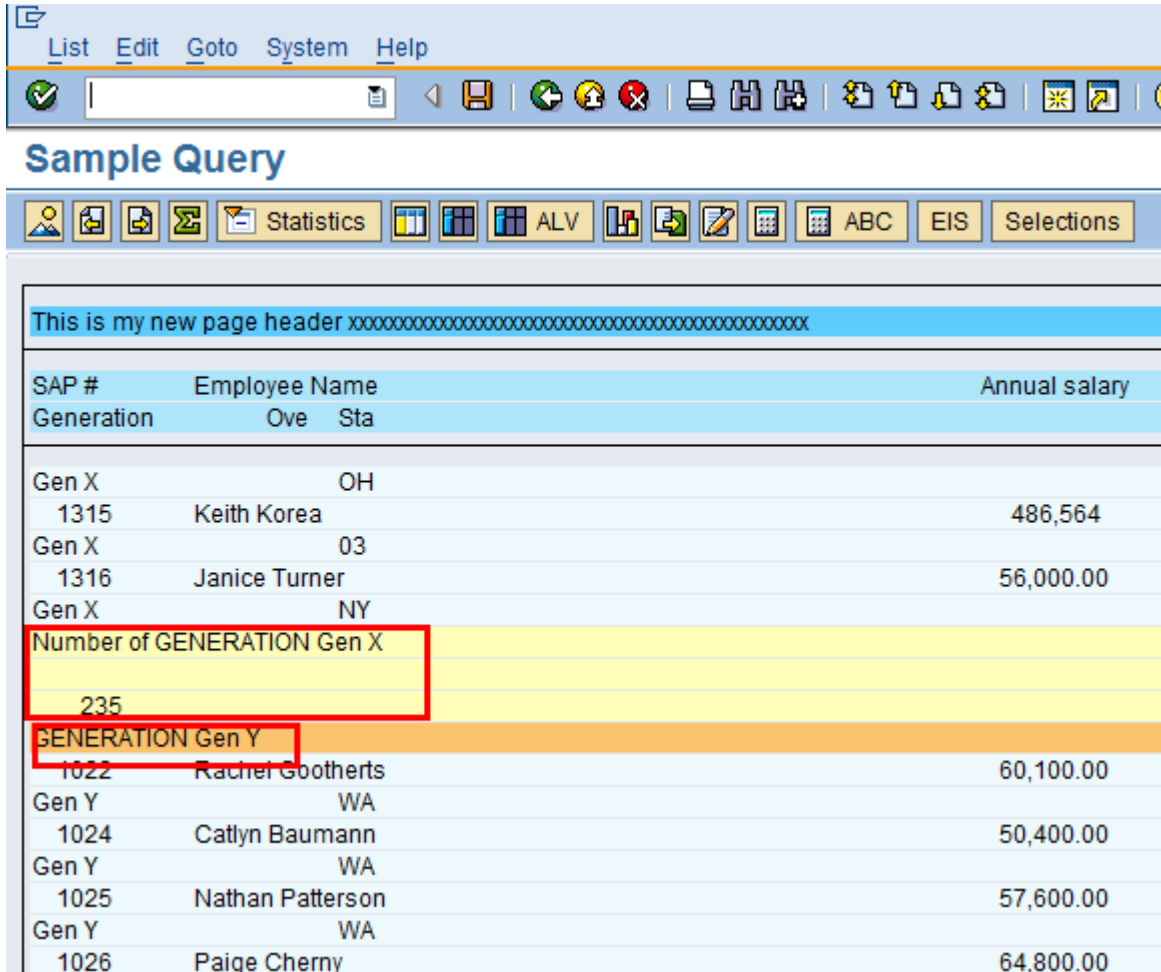
Basic List Statistics Ranked List

Control levels

	Desc	Text	Total	Cnt.	Box	BlnkLn	NewPg.
GENERATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The results would show a count of the number of employees in a generational age range. This would appear before a new age range begins. Notice that the next age range text 'Gen Y' appears at the top of

each change in Generation:



The screenshot shows the SAP Query interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Sample Query' and contains a table with the following data:

SAP #	Employee Name	Annual salary
Generation	Ove Sta	
Gen X	OH	
1315	Keith Korea	486,564
Gen X	03	
1316	Janice Turner	56,000.00
Gen X	NY	
Number of GENERATION Gen X		
235		
GENERATION Gen Y		
1022	Rachel Gootherts	60,100.00
Gen Y	WA	
1024	Catlyn Baumann	50,400.00
Gen Y	WA	
1025	Nathan Patterson	57,600.00
Gen Y	WA	
1026	Paige Cherny	64,800.00

List Line Output Options

Here you may define output format for the data in the column. The formatting done on this screen applies to the line items. It does not apply to headers or the control level text. If multiple lines were set up on the Basic List Line Structure screen, you would see multiple lines on this screen as well. You may also add color and text to list line.

Query Edit Goto Extras Settings Environment System Help

Change Query SAMPLE: List Line Output Options

Basic List Statistics Ranked List

List line output options

Line No.	Color Grp	Header Line	Ref.	Slash Bef / Aft	Blank Line Bef / Aft	Columns With	Page Headr	New Page
1	List line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Help texts

- Color: Format for output of line
- Header: Standard header for all fields on this line
- Dependency: Display this line only if also displaying line nn
- Slash: Slash before/after line output
- Blank lines: Number of blank lines before/after this line
- Columns with |: Columns separated by |
- Page header: New output of line at page header
- New page: New page before output of line

The List Line Output Options

List line output options

Line No.	Color Grp	Header Line	Ref.	Slash Bef / Aft	Blank Line Bef / Aft	Columns With	Page Headr	New Page
1	List line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line No. - displays the line number from the Basic List Line Structure screen

Grp - indicates the line number (up to 9 sort levels are allowed)

Color – may change the report color. There are 15 colors to choose from.

Header Line – may remove column headers for the fields on the report. Default for Header Line is checked, which means headers will appear for each column of data.

Ref. – identifies dependencies between list lines. If another line number is listed here, this line is only output if the dependent line is also indicated to be displayed.

Slash Bef / To – to insert a slash before or after a line. May chose the ‘before’ or ‘after’ box

Blank Line Bef / Aft – may decide how many blank lines to insert before or after a list line.

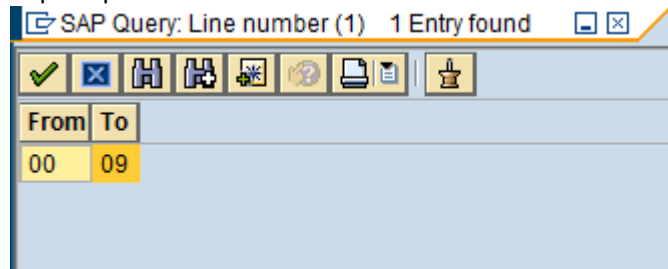
Columns With | – allows fields to be separated by a vertical line. Available only if the ‘Columns Separated by a checkbox is selected on the Basic List Line Structure screen.

Page Header – if selected, the line in the page header is output when the line content continue on to a new page

New Page – begin a new page prior to a line being output in the report.

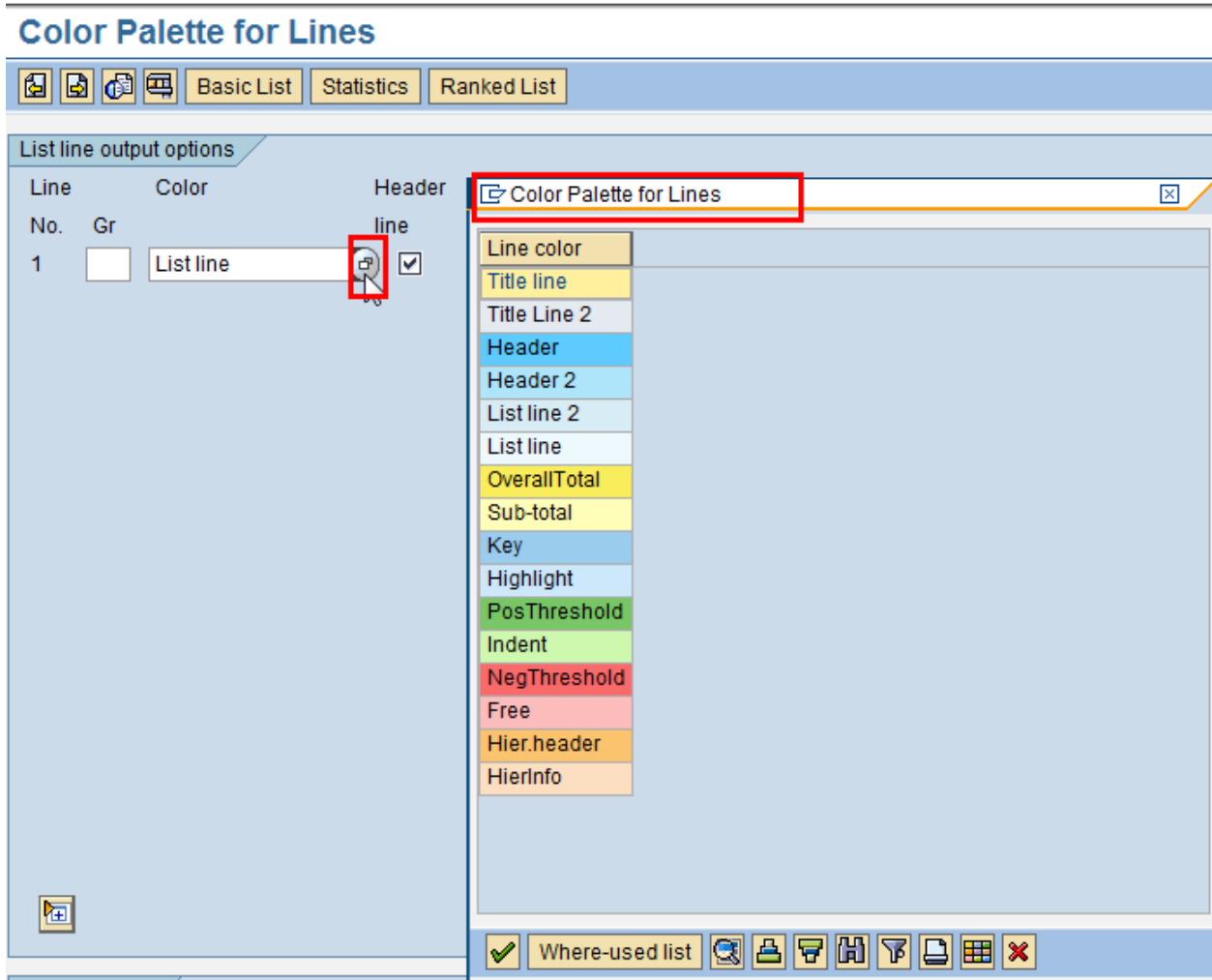
Now some examples using the different List Line Output Options:

Grp drop down values:



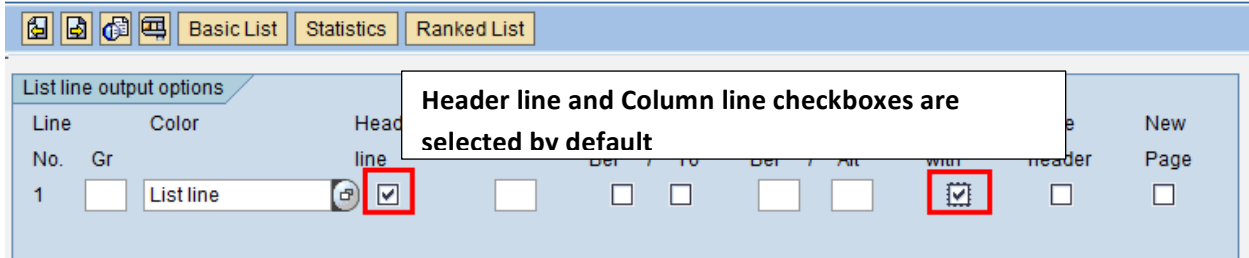
This means up to 9 levels of sorts are possible. You will see a line, numbered sequentially for each sort field that was specified on the Basic List Line Structure screen.

If you click on the drop down arrow in the List Line Color field, you will see the variety of colors available



You can select any color for the line—you can disregard the text in the line color boxes. In other words, if you select **Indent**, this doesn't mean that the list line will be indented. Rather, it means that the list line will appear in pale green.

Change Query SAMPLE: List Line Output Options



Header line and Column line checkboxes are selected by default

By default, both header and column headers will appear on your report.

Sample Query

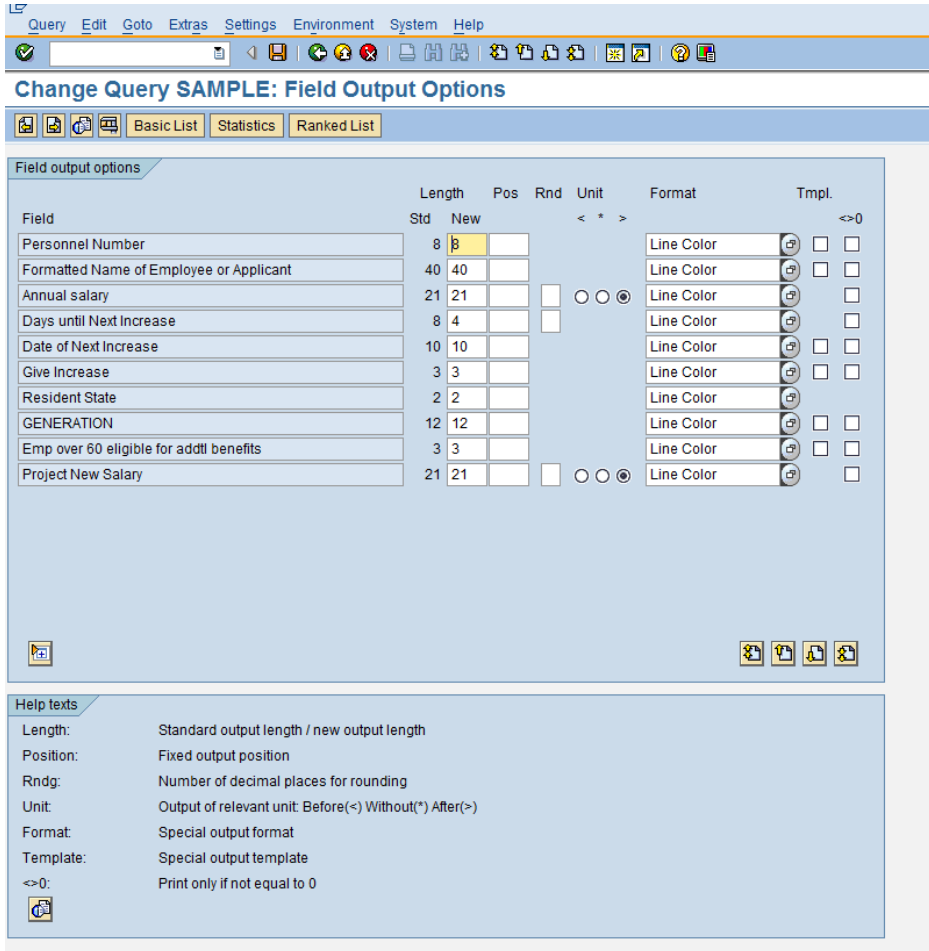
SAP #	Employee Name	Annual salary	Curr.	Days until Next Increase	Next inc.	Give Increase	NY?	Generation	Over 60	New Salary with Projected Incr	Curr.	State
<input checked="" type="checkbox"/> 00001017	Rob Horn	213,600.00	USD	734,709-	00/00/0000	Yes	V	Boomer		320,400.00	USD	NY
00001018	Margaret Hillton	49,919.00	USD	734,709-	00/00/0000	Yes	V			74,878.50	USD	NY
00001019	Janet Hillman	108,000.00	USD	734,709-	00/00/0000	Yes	V			162,000.00	USD	NY
00001020	John Crutten	24,960.00	USD	734,709-	00/00/0000	Yes	V			37,440.00	USD	NY
00001029	Manuel Garcia	60,000.00	USD	734,709-	00/00/0000	Yes				90,000.00	USD	WA
00001030	Chris Gootherts	50,000.00	USD	734,709-	00/00/0000	Yes				75,000.00	USD	WA
00001034	Ira Johnson	46,000.00	USD	734,709-	00/00/0000	Yes				69,000.00	USD	WA

If you unselect the header line checkbox, your report will omit the header line.

Field Output Options

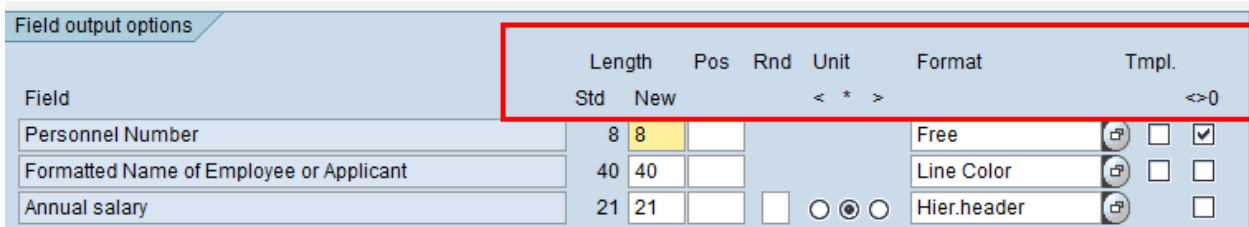
This screen enables you to change colors, positions, and widths of the individual columns: can vary individual fields not the entire list line like the List Line Output screen. Here you may also color and text to individual fields. The position length can be changed and color format of the output fields can be modified as well. An additional feature which is quite nice is the ability to change the unit of measure placement before the value (first radio button) or after the value (third radio button) or no unit will be displayed (middle radio button). This is handy if you have multiple salary fields all with the same currency. You may omit each of the currency fields (one from each salary field) or all but the first in order to reduce the number of redundant currency columns on the report. Additionally leading zeroes

can also be removed from a field by selecting the <>0 checkbox for a field.



Field	Length		Pos	Rnd	Unit	Format	Tmpl.
	Std	New					
Personnel Number	8	8				Line Color	<input type="checkbox"/> <input checked="" type="checkbox"/>
Formatted Name of Employee or Applicant	40	40				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Annual salary	21	21			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Days until Next Increase	8	4				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Date of Next Increase	10	10				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Give Increase	3	3				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Resident State	2	2				Line Color	<input type="checkbox"/> <input type="checkbox"/>
GENERATION	12	12				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Emp over 60 eligible for addtl benefits	3	3				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Project New Salary	21	21			<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>

Options for Field Output



Field	Length		Pos	Rnd	Unit	Format	Tmpl.
	Std	New					
Personnel Number	8	8				Free	<input type="checkbox"/> <input checked="" type="checkbox"/>
Formatted Name of Employee or Applicant	40	40				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Annual salary	21	21			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Hier.header	<input type="checkbox"/> <input type="checkbox"/>


Length – New: the standard length of the SAP field is in the first column. In the 'New' column, you may make the column length longer or shorter than the standard.

Pos – refers to the exact position of the field in the output line of the report. The first character in the report holds the first position. If left blank, the default is position 1 of the report output line. If you

enter a position number, this is the position on the report that the first field will begin in. All subsequent fields will follow based on their standard length (or new length if selected)

Rnd – refers to rounding. You will only see this option for numeric fields. You enter the number of decimal places to round to (the number of places before the decimal point).

Unit – three options are available. This option is only available for fields that are tied to units (such as currency). For each applicable field, select a radio button. The default is after the amount field.



< place the unit before the amount field

* do not display the unit field

> Place the unit after the amount field

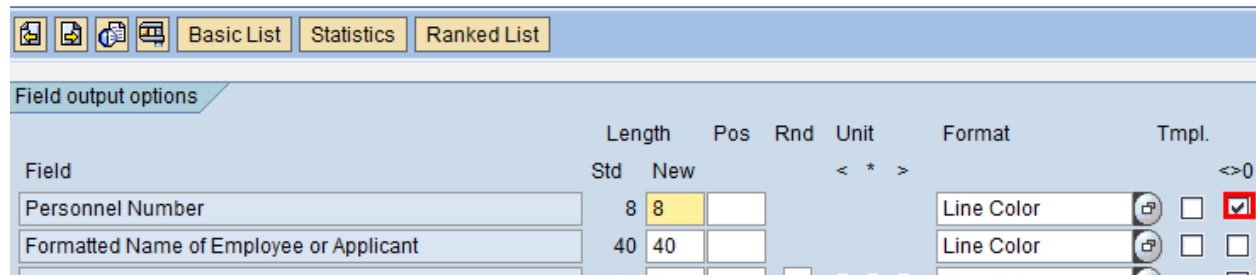
Format – used to modify the color of the data column

Tmpl – refers to template. This option is used to identify fields that you would like to add text to.

'< > 0' – used to omit leading zeroes or leave column blank if the amount is zero.

Here is an example if the checkbox for '< > 0' selected;

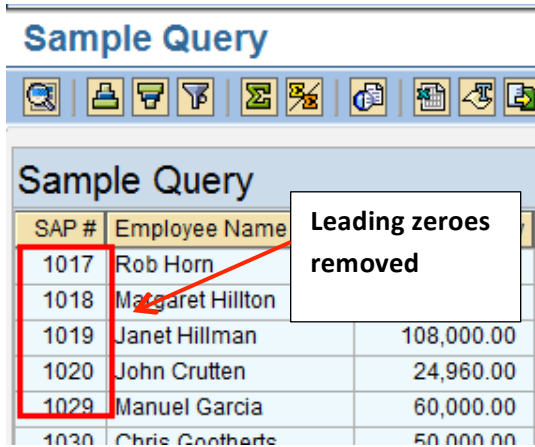
Change Query SAMPLE: Field Output Options



Field	Length		Pos	Rnd	Unit	Format	Tmpl.
	Std	New					
Personnel Number	8	8			< * >	Line Color	<input checked="" type="checkbox"/>
Formatted Name of Employee or Applicant	40	40				Line Color	<input type="checkbox"/>

Results in leading zeroes being removed from column:

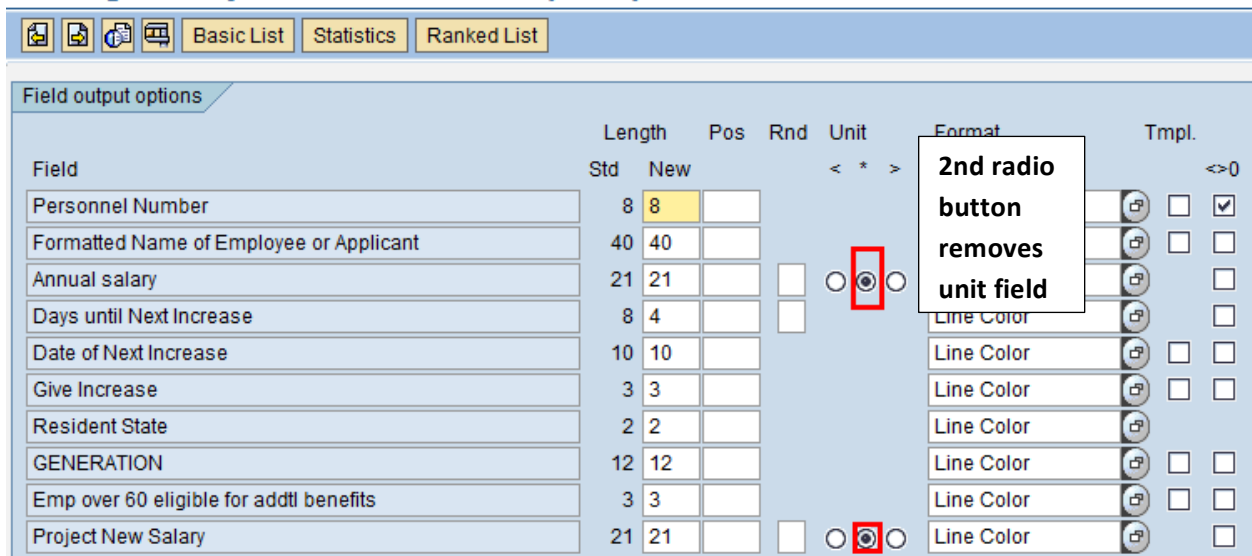
Sample Query



SAP #	Employee Name	
1017	Rob Horn	
1018	Margaret Hillton	
1019	Janet Hillman	108,000.00
1020	John Crutten	24,960.00
1029	Manuel Garcia	60,000.00
1030	Chris Goetharts	50,000.00

To you choose to remove the currency field from Annual Salary and Projected New Salary, click on the second radio button for the Unit:

Change Query SAMPLE: Field Output Options



Field	Length		Pos	Rnd	Unit	Format	Tmpl.
	Std	New					
Personnel Number	8	8			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>		<input type="checkbox"/> <input checked="" type="checkbox"/>
Formatted Name of Employee or Applicant	40	40			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>		<input type="checkbox"/> <input type="checkbox"/>
Annual salary	21	21			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>		<input type="checkbox"/> <input type="checkbox"/>
Days until Next Increase	8	4			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Date of Next Increase	10	10			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Give Increase	3	3			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Resident State	2	2			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
GENERATION	12	12			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Emp over 60 eligible for addtl benefits	3	3			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Project New Salary	21	21			<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>

This results in the salary fields displayed without additional currency field columns:

Sample Query

SAP #	Employee Name	Annual salary	New Salary with Projected Incr	Next inc.
1000	John Morton	87,555.33	91,933.10	01/01/2013
1009	Michael Roux	102,555.95	107,683.75	10/01/2012
1011	Arnold Bullock	45,000.00	47,250.00	02/15/2013
1013	Garry Hanson	98,000.00	102,900.00	06/01/2012
1015	Jose Doore	72,555.03	76,182.78	11/01/2012
1016	John Hill	70,719.00	74,254.95	02/01/2012

To change the color of any field column

Field output options

Field	Std	New	Length	Pos	Rnd	Unit	Format	Tr
Personnel Number	8	8					Line Color	

Click on the drop down button for the line color to see the colors available:

Color Palette for Fields

Line color
Title line
Title Line 2
Header
Header 2
List line 2
List line
OverallTotal
Sub-total
Key
Highlight
PosThreshold
Indent
NegThreshold
Free
Hier.header
HierInfo
Line color

Where-used list

You may ignore the wording within the color box—select based on the color that you wish the data column to appear it:

Field output options

Field	Length		Pos	Rnd	Unit	Format	Tmpl.
	Std	New					
Personnel Number	8	8				Free	<input type="checkbox"/> <input checked="" type="checkbox"/>
Formatted Name of Employee or Applicant	40	40				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Annual salary	21	21		<input type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Hier.header	<input type="checkbox"/> <input type="checkbox"/>
Project New Salary	21	21		<input type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Line Color	<input type="checkbox"/> <input type="checkbox"/>
Date of Next Increase	10	10				Indent	<input type="checkbox"/> <input type="checkbox"/>
Give Increase	3	3				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Resident State	2	2				Line Color	<input type="checkbox"/> <input type="checkbox"/>
GENERATION	12	33				Line Color	<input checked="" type="checkbox"/> <input type="checkbox"/>
Emp over 60 eligible for addtl benefits	3	3				Line Color	<input type="checkbox"/> <input type="checkbox"/>
Region (State, Province, County)	3	20				Line Color	<input checked="" type="checkbox"/> <input type="checkbox"/>

Results:

Sample Query

Sample Query

SAP #	Employee Name	Annual salary	New Salary with Projected Incr	Next inc.	Give Increase	NY?	Generation	Over 60	State
1000	John Morton	87,555.33	91,933.10	01/01/2013			Generation belong to Boomer	Yes	State resides in MA
1011	Arnold Bullock	45,000.00	47,250.00	02/15/2013					State resides in MA
1013	Garry Hanson	98,000.00	102,900.00	06/01/2012	Yes				State resides in MA
1015	Jose Doore	72,555.03	76,182.78	11/01/2012	Yes			Yes	State resides in TX
1029	Manuel Garcia	60,000.00	63,000.00	00/00/0000	Yes				State resides in WA
1030	Chris Goothers	50,000.00	52,500.00	00/00/0000	Yes				State resides in WA
1034	Ira Johnson	46,000.00	48,300.00	00/00/0000	Yes				State resides in WA
1035	Jonathan Davies	48,000.00	50,400.00	00/00/0000	Yes				State resides in WA

If you wish to add text to an output field, click on the template box, when you are finished with the options for this screen, you would then progress to the Template screen where you can create the t0065t for this field.

Change Query ACTIVE: Field Output Options

Basic List Statistics Ranked List

Field output options

Field	Length		Pos	Rnd	Unit	Format	Tpl.
	Std	New					
OVER100K	4	β			< * >	Line Color	<input checked="" type="checkbox"/>
Age of Employee	11	11				Line Color	<input type="checkbox"/>
GENERATION	12	12				Line Color	<input type="checkbox"/>
Eligible for additional benefits	10	10				Line Color	<input type="checkbox"/>
Region	20	12				Line Color	<input type="checkbox"/>
Region (State, Province, County)	3	13				Line Color	<input checked="" type="checkbox"/>
Resident State	2	2				Line Color	<input type="checkbox"/>

Then when you advance to the next screen 'Field Templates', you may add text: You may also omit currency field on this screen.

Annual salary	4% Pay Increase	New Salary with Increase	Proposed Incr %	Project New Salary	Low Pay	Ne
87,555.33	3,502.21	91,057.54	0.07	93,684.20		
42,639.00	1,705.56	44,344.56	0.07	45,623.73	LOW	
210,120.00	8,404.80	218,524.80	0.07	224,828.40		
1,500,000.00	60,000.00	1,560,000.00	0.07	1,605,000.00		
62,399.00	2,495.96	64,894.96	0.07	66,766.93		
200,000.00	8,000.00	208,000.00	0.07	214,000.00		
102,555.95	4,102.24	106,658.19	0.07	109,734.87		
70,719.00	2,828.76	73,547.76	0.07	75,669.33		
45,000.00	1,800.00	46,800.00	0.07	48,150.00	LOW	
160,800.00	6,432.00	167,232.00	0.07	172,056.00		

Field Templates

You will only reach this screen if you had designated a template on the prior screen (Field Output Options). This screen enables you to incorporate text into display fields. The text would appear BEFORE the data for the column. This screen will only appear if you had selected TMPL on the previous screen. It is important to note that you should begin to type within the left bracket, but do not type over the underline within the brackets. Leave a space after you text and before the underline

Change Query SAMPLE: Field Output Options

Basic List Statistics Ranked List

Field output options

Field	Length		Pos	Rnd	Unit	Format	Tpl.	
	Std	New					< * >	<>0
Personnel Number	8	β				Line Color	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Formatted Name of Employee or Applicant	40	40				Line Color	<input type="checkbox"/>	<input type="checkbox"/>
Annual salary	21	21		<input type="checkbox"/>	<input checked="" type="radio"/>	Line Color	<input type="checkbox"/>	<input type="checkbox"/>
Project New Salary	21	21		<input type="checkbox"/>	<input checked="" type="radio"/>	Line Color	<input type="checkbox"/>	<input type="checkbox"/>
Date of Next Increase	10	10				Line Color	<input type="checkbox"/>	<input type="checkbox"/>
Give Increase	3	3				Line Color	<input type="checkbox"/>	<input type="checkbox"/>
Resident State	2	2				Line Color	<input type="checkbox"/>	<input type="checkbox"/>
GENERATION	12	34				Line Color	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emp over 60 eligible for addtl benefits	3	3				Line Color	<input type="checkbox"/>	<input type="checkbox"/>
Region (State, Province, County)	3	15				Line Color	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All fields that have the template box checked on the Field Output Options screen will appear on the Template screen.

Output without template checkbox selected:

Sample Query

Sample Query

SAP #	Employee Name	Annual salary	New Salary with Projected Incr	Next inc.	Give Increase	NY?	Generation	Over 60	State
1000	John Morton	87,555.33	91,933.10	01/01/2013			Boomer	Yes	MA
1001	Julia Frankford	42,639.00	44,770.95	01/01/2013			Gen X		MA
1002	Thomas Roberts	210,120.00	220,626.00	01/01/2013		V	Gen X		NY
1003	James Martin	1,500,000.00	1,575,000.00	01/01/2013		V	Boomer		NY
1006	Pauline Horton	62,399.00	65,518.95	10/15/2012	Yes		Gen X		MA
1007	Robert Gordon	200,000.00	210,000.00	07/31/2012	Yes		Gen X		MA
1009	Michael Roux	102,555.95	107,683.75	10/01/2012	Yes	V	Boomer	Yes	NY
1010	Laurie Dunlop	70,719.00	74,254.95	05/01/2013		V	Gen X		NY
1011	Arnold Bullock	45,000.00	47,250.00	02/15/2013			Boomer		MA

Change Query SAMPLE: Field Templates

Basic List Statistics Ranked List

Field templates

Fields

GENERATION	< _____ >
Region (State, Province, County)	< _____ >

Start to type within the brackets before the underline.

Change Query SAMPLE: Field Templates

Basic List Statistics Ranked List

Field templates

Fields

GENERATION	<Generation belongs to _____ >
Region (State, Province, County)	<Resides in ____ >

When you create a template for this field, you will see the text appear in the column:

Sample Query

Basic List Statistics Ranked List

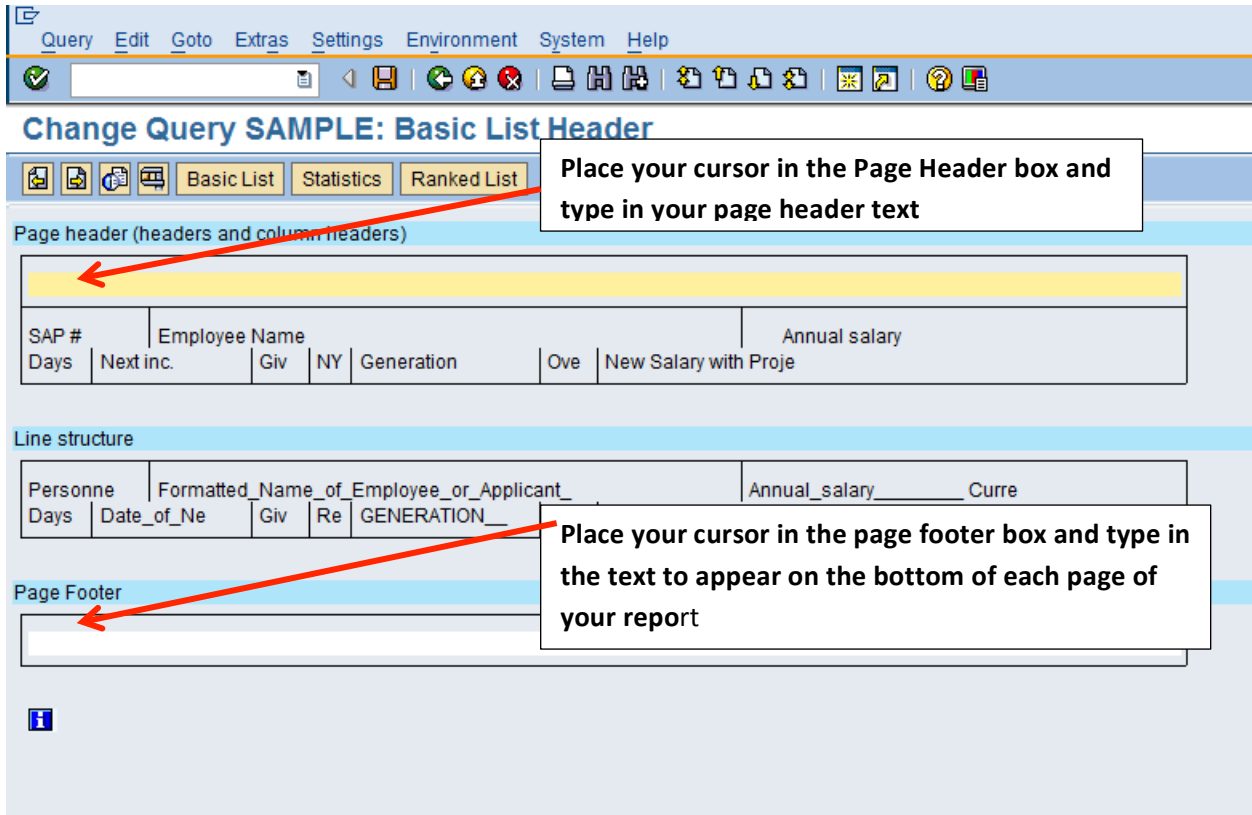
Sample Query

SAP #	Employee Name	Annual salary	New Salary with Projected Incr	Next inc.	Give Increase	NY?	Generation	Over 60	State
1000	John Morton	87,555.33	91,933.10	01/01/2013			Generation belong to Boomer	Yes	State resides in MA
1001	Julia Frankford	42,639.00	44,770.95	01/01/2013			Generation belong to Gen X		State resides in MA
1002	Thomas Roberts	210,120.00	220,626.00	01/01/2013		V	Generation belong to Gen X		State resides in NY
1003	James Martin	1,500,000.00	1,575,000.00	01/01/2013		V	Generation belong to Boomer		State resides in NY
1006	Pauline Horton	62,399.00	65,518.95	10/15/2012	Yes		Generation belong to Gen X		State resides in MA
1007	Robert Gordon	200,000.00	210,000.00	07/31/2012	Yes		Generation belong to Gen X		State resides in MA
1009	Michael Roux	102,555.95	107,683.75	10/01/2012	Yes	V	Generation belong to Boomer	Yes	State resides in NY
1010	Laurie Dunlop	70,719.00	74,254.95	05/01/2013		V	Generation belong to Gen X		State resides in NY
1011	Arnold Bullock	45,000.00	47,250.00	02/15/2013			Generation belong to Boomer		State resides in MA
1012	Cheryl Van Barone	160,800.00	168,840.00	03/01/2013			Generation belong to Gen X		State resides in MA
1013	Gary Hanson	98,000.00	102,900.00	06/01/2012	Yes		Generation belong to Boomer		State resides in MA

The length of the field (column) is automatically increased according to the number of formatted characters added as text.

Basic List Header

This screen allows you to create custom headers and footers for your report. In addition, you can insert system date, system time and user id.



The screenshot shows the SAP Query interface for 'Change Query SAMPLE: Basic List Header'. The interface includes a menu bar (Query, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. Below the toolbar are tabs for 'Basic List', 'Statistics', and 'Ranked List'. The main area is divided into three sections:

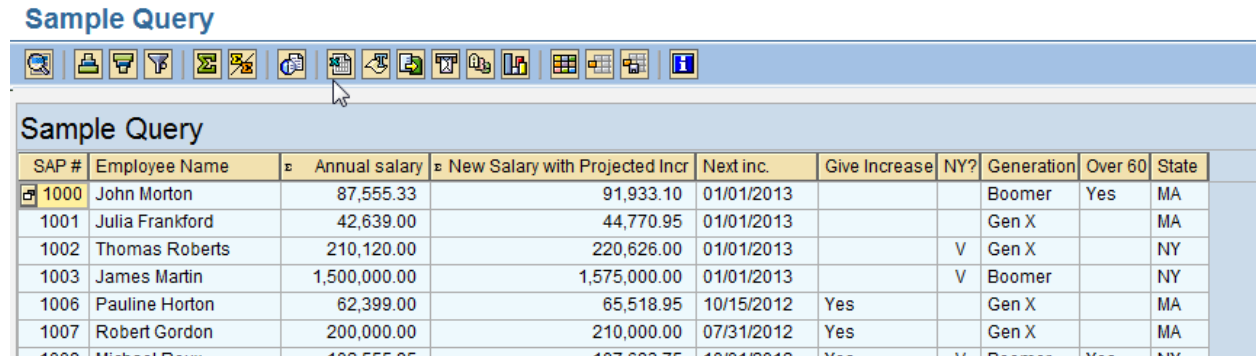
- Page header (headers and column headers):** A yellow highlighted box at the top. A callout box with an arrow pointing to it says: "Place your cursor in the Page Header box and type in your page header text". Below this is a table structure:

SAP #	Employee Name				Annual salary	
Days	Next inc.	Giv	NY	Generation	Ove	New Salary with Proje
- Line structure:** A table structure below the page header:

Personne	Formatted_Name_of_Employee_or_Applicant_				Annual_salary_____Curre	
Days	Date_of_Ne	Giv	Re	GENERATION_		
- Page Footer:** A white box at the bottom. A callout box with an arrow pointing to it says: "Place your cursor in the page footer box and type in the text to appear on the bottom of each page of your report".

Results not seen in SAP List Viewer:

Sample Query



SAP #	Employee Name	Annual salary	New Salary with Projected Incr	Next inc.	Give Increase	NY?	Generation	Over 60	State
1000	John Morton	87,555.33	91,933.10	01/01/2013			Boomer	Yes	MA
1001	Julia Frankford	42,639.00	44,770.95	01/01/2013			Gen X		MA
1002	Thomas Roberts	210,120.00	220,626.00	01/01/2013		V	Gen X		NY
1003	James Martin	1,500,000.00	1,575,000.00	01/01/2013		V	Boomer		NY
1006	Pauline Horton	62,399.00	65,518.95	10/15/2012	Yes		Gen X		MA
1007	Robert Gordon	200,000.00	210,000.00	07/31/2012	Yes		Gen X		MA

But if you run the query choosing ABAP list as your output format:

Output format

SAP List Viewer
 ABAP List
 Graphic
 ABC analysis
 Executive Info System (EIS)
 File store
 Save with ID

Display as table
 Word processing
 Spreadsheet

Your new page headers and footers will display on your report. Notice that the current date was added to the page footer. Each time the query is executed, the current date will display in the footer. Use '&%DATE' for the current date.

Also user name '&%NAME' and '&%TIME' may be used in the page headers and footers.

This is my new page header							
SAP #	Employee Name						
New Salary with Proje	Next inc.	GIV	NY	Generation	Ove	Sta	y
70,875.00		00/00/0000	Yes		Gen X		OH
1305	Helen Rich					67,500.00	
70,875.00		00/00/0000	Yes		Gen X		OH
1306	Andrew Garrison					65,450.00	
68,722.50		00/00/0000	Yes		Gen X		OH
1307	Bobbie Book					105,000.00	
110,250.00		00/00/0000	Yes	☞	Gen Y		NY
1308	Cathy Cornerstone					49,919.00	
52,414.95		00/00/0000	Yes	☞	Gen Y		NY
1310	Bobbie Frank					45,000.00	
47,250.00		00/00/0000	Yes		Boomer		
1311	Thomas Huller					33,055.56	
34,708.34		00/00/0000	Yes		Boomer		
1312	Karherine Kruger					33,055.56	
34,708.34		00/00/0000	Yes		Boomer		
1313	Mr Arnie Argentina					51,300.00	
53,865.00		00/00/0000	Yes		Gen Y		03
1315	Keith Korea					486,564	
510,892		00/00/0000	Yes		Gen X		03
1316	Janice Turner					56,000.00	
58,800.00		00/00/0000	Yes	☞	Gen X		NY
Overall total						51,300.00	*
						311,111.12	
						103,500.00	
						486,564	
						21,403,614.09	
53,865.00							*
326,666.68							
108,675.00							
510,892							
22,473,794.80							
This is my new page footer 07/24/2012							

Custom page header appears on each page of the report

Custom page footer appears with current date listed

On screen help provides some assistance:

Help texts

Page header: Maintain fixed header lines by specification
Maintain column header of a field with the function 'Maintain column header'
Insert/delete complete lines of the column header with the Function 'Insert/delete column header line'

Line structure: Display fields on individual lines

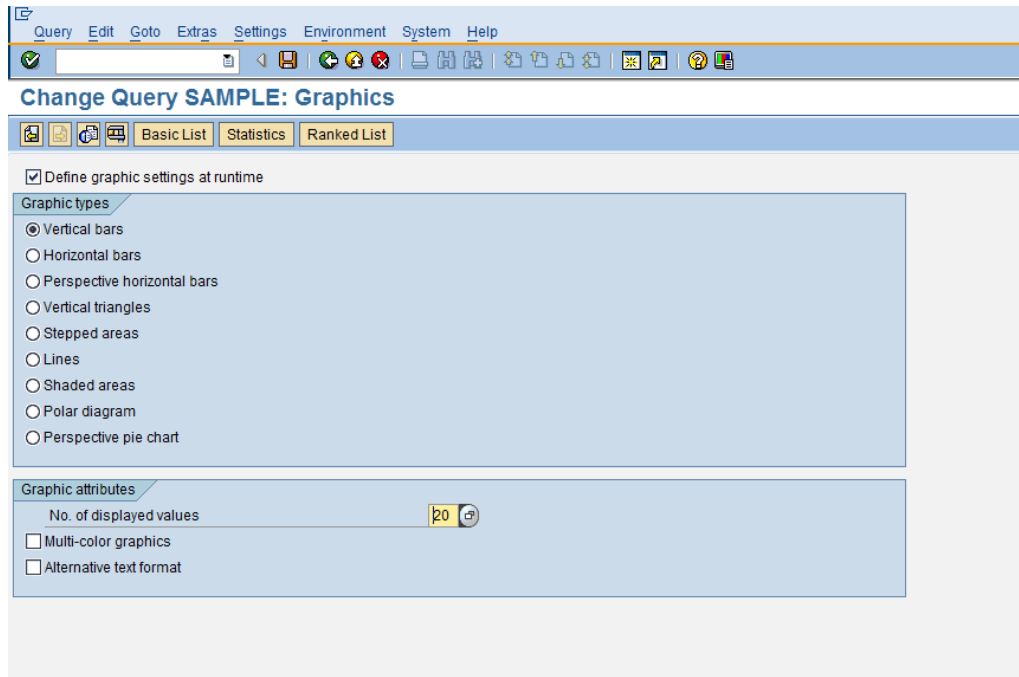
Page footer: Maintain page footer lines by specification

Blank lines in the page header and page footer are not output in the list

Graphics

The final screen available in the creation of SAP Queries is the Graphics screen. The Graphics screen allows you to determine the graphical format display for your report using SAP Business Graphics. Single line basic lists, statistical lists and ranked lists can be displayed in graphical output. Based on what you have chosen to display in your output, however, the graphic may only handle one numerical column of data.

You may progress to this screen using the next icon in the application toolbar.



The screenshot shows the SAP Query Graphics configuration screen. The title bar reads "Change Query SAMPLE: Graphics". The menu bar includes "Query", "Edit", "Goto", "Extras", "Settings", "Environment", "System", and "Help". The toolbar contains various icons for navigation and actions. Below the toolbar, there are three tabs: "Basic List", "Statistics", and "Ranked List". The "Basic List" tab is selected. The main area contains the following options:

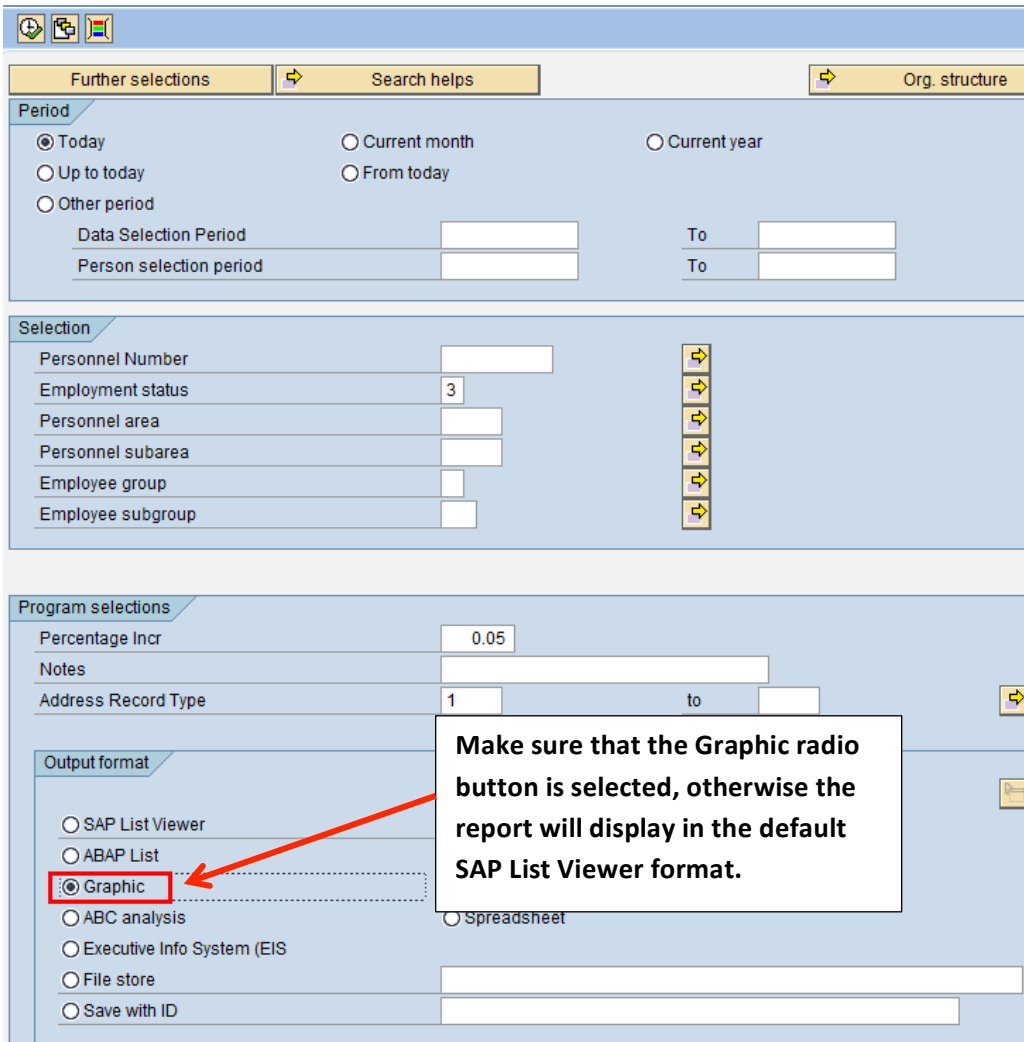
- Define graphic settings at runtime
- Graphic types**
 - Vertical bars
 - Horizontal bars
 - Perspective horizontal bars
 - Vertical triangles
 - Stepped areas
 - Lines
 - Shaded areas
 - Polar diagram
 - Perspective pie chart
- Graphic attributes**
 - No. of displayed values: 20
 - Multi-color graphics
 - Alternative text format

First you must decide if you wish to select the graph type here or when the query is executed. Click on the checkbox if you want the user to select the graph type at runtime:



This is the default and it means that you can select the type of graphic to be displayed when you execute the query. However, you must also select output format 'Graphic' prior to executing, otherwise the report will display in the default SAP List Viewer format.

Sample Query



Further selections Search helps Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period: [] To: []
Person selection period: [] To: []

Selection

Personnel Number: []
Employment status: 3
Personnel area: []
Personnel subarea: []
Employee group: []
Employee subgroup: []

Program selections

Percentage Incr: 0.05
Notes: []
Address Record Type: 1 to []

Output format

SAP List Viewer
 ABAP List
 Graphic
 ABC analysis
 Executive Info System (EIS)
 File store
 Save with ID

Spreadsheet

Make sure that the Graphic radio button is selected, otherwise the report will display in the default SAP List Viewer format.

After you click on the execute icon, you will then be prompted to select the type of graph that your output will be presented in:

Graphical display

No. of values

Summarize remaining values

Graphic types

- Vertical bars
- Horizontal bars
- Perspective horizontal bars
- Vertical triangles
- Stepped areas
- Lines
- Shaded areas
- Polar diagram
- Perspective pie chart

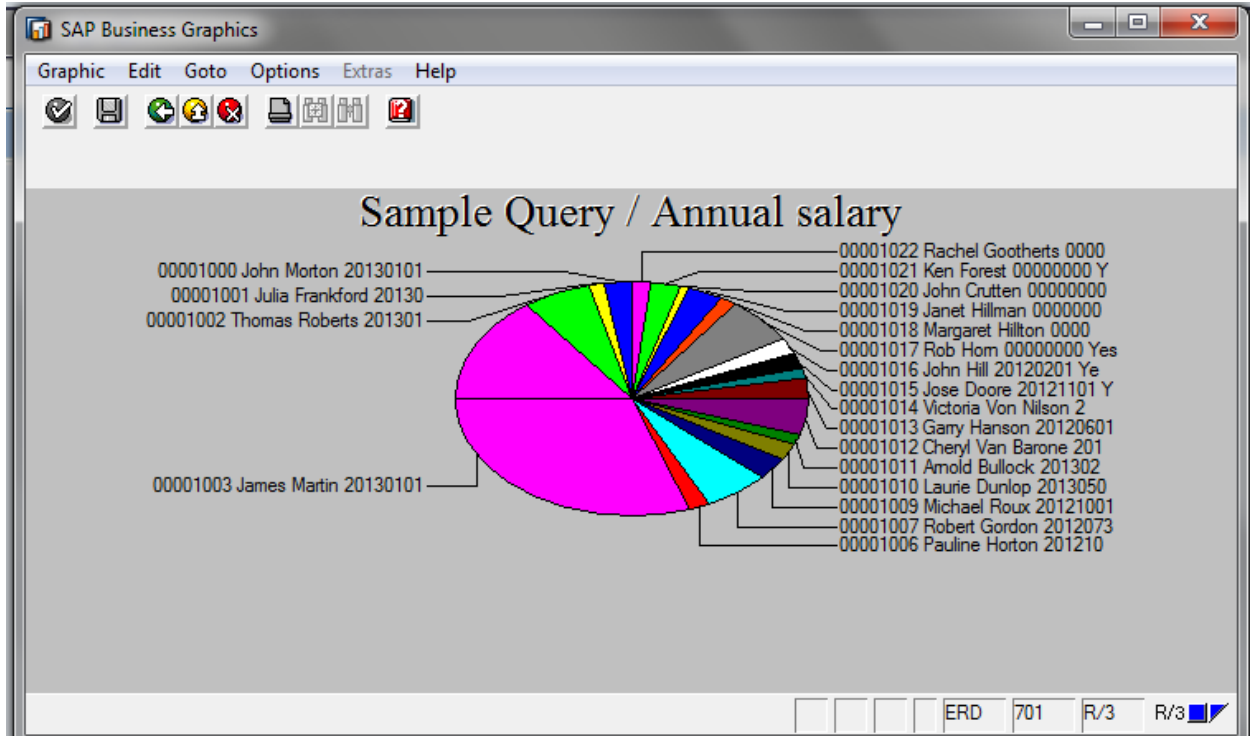
Graphic attributes

- Multi-color graphics
- Alternative text format

The number of values to display in your graphic will impact the text display options in SAP Business Graphics

Select a radio button to determine the type of graph that will be produced

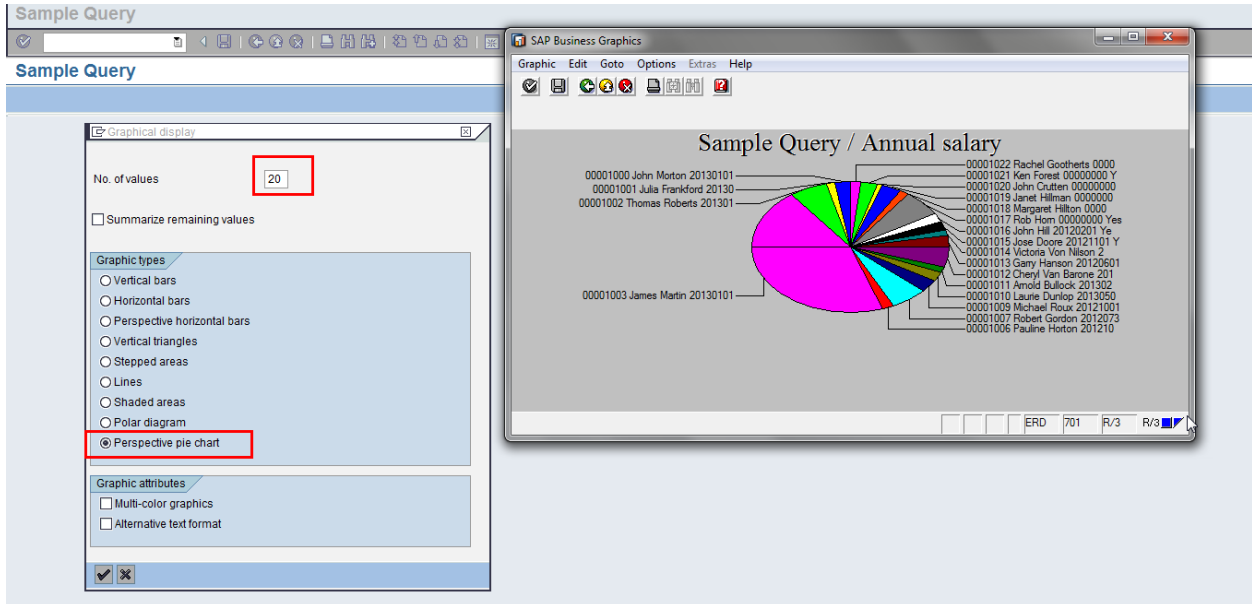
Choose your graph type and click on the green checkmark to run your query:



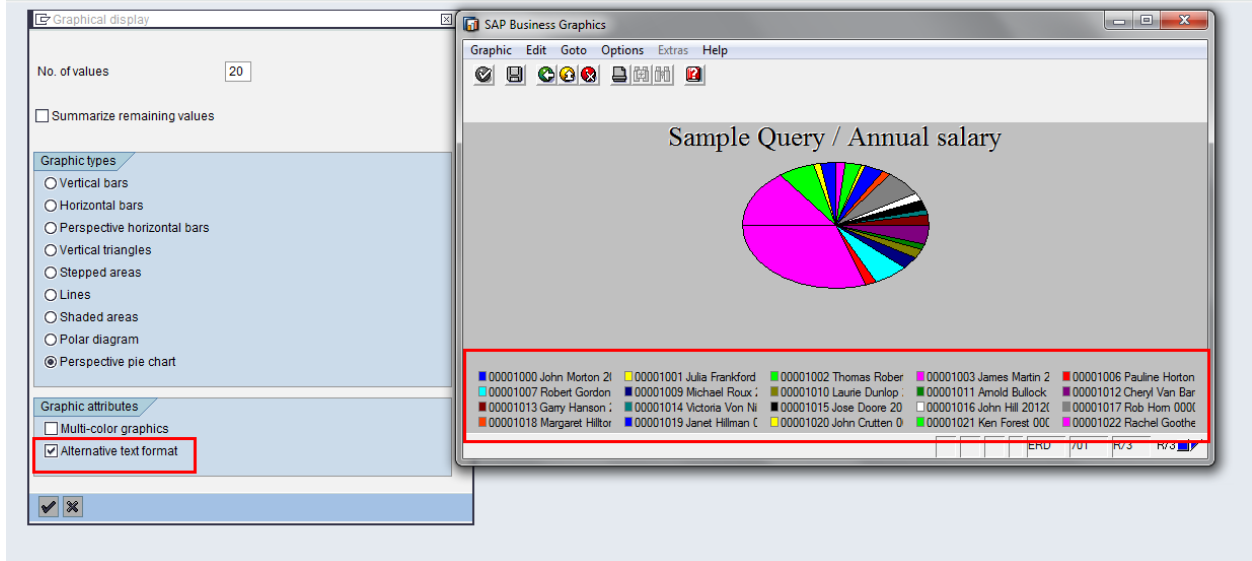
When done viewing the graph, click on the red X in the upper right hand corner of the SAP Business Graphics screen to close the window and return to the selection screen.

You can see the variety of ways the data can be displayed. Using a graph type with different attributes and selecting the number of values to display along with summarization of remaining values will display different output: You can play with the combination of graphic types and attributes until you find a graphic that presents your data in a meaningful format. Below are some more examples.

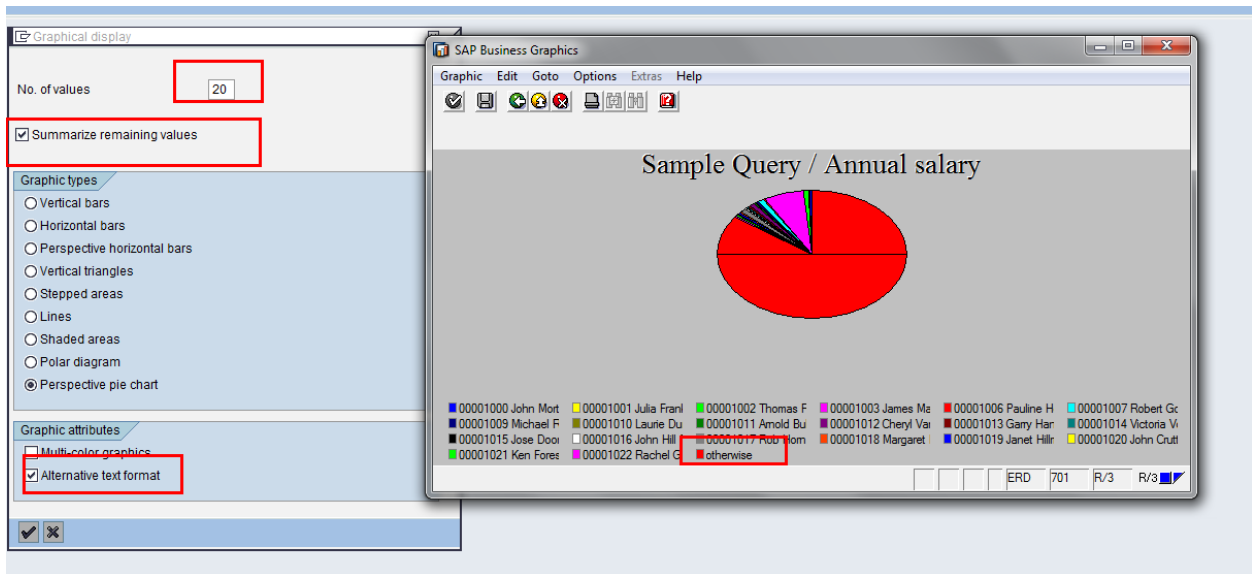
No summarization of remaining values with perspective pie chart and 20 values shown in chart:



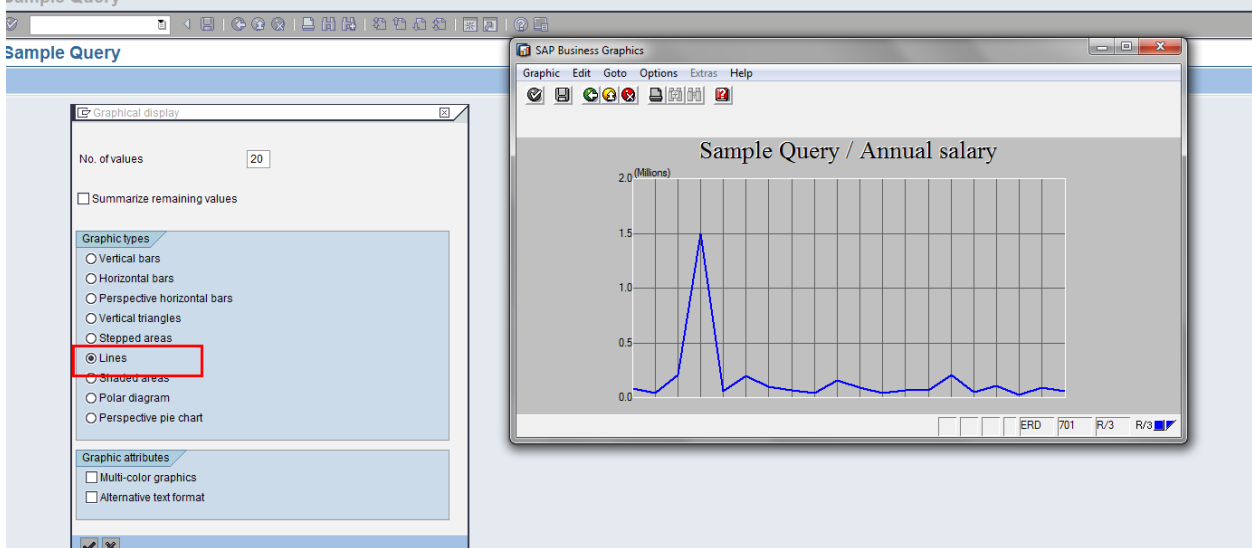
Just by changing the attributes to the alternative text format, the output looks different:

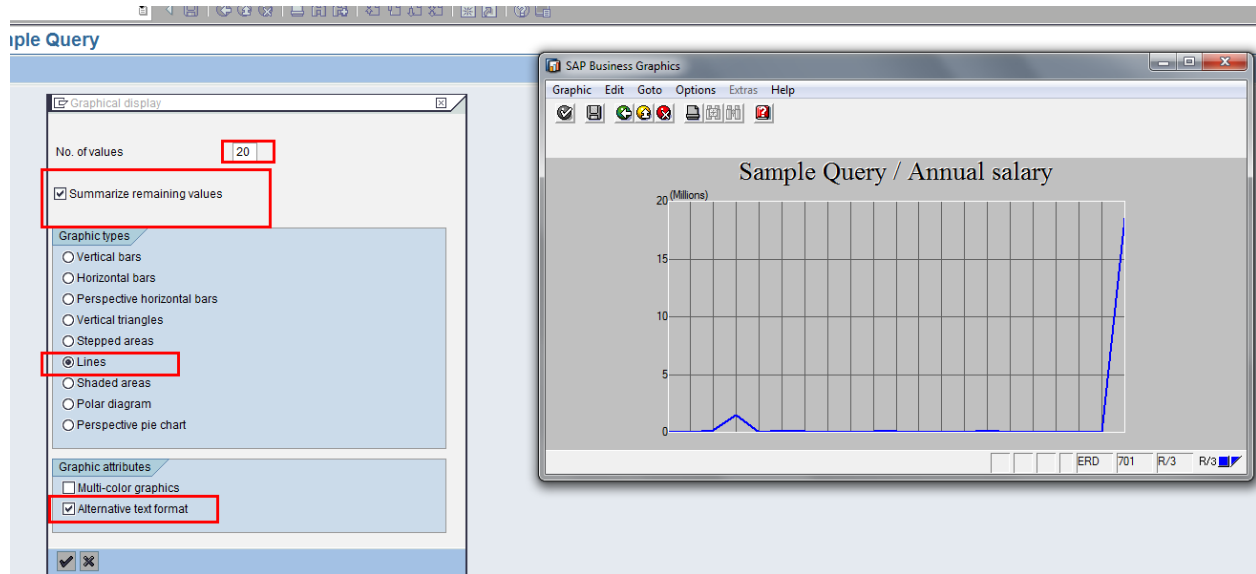


Keeping the number of values to 20 and the graphic attributes as alternative text format but this time selecting the summarization remaining values option, the output appears differently:

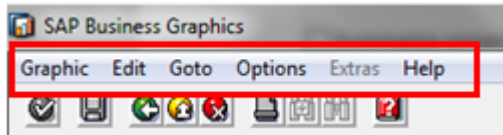


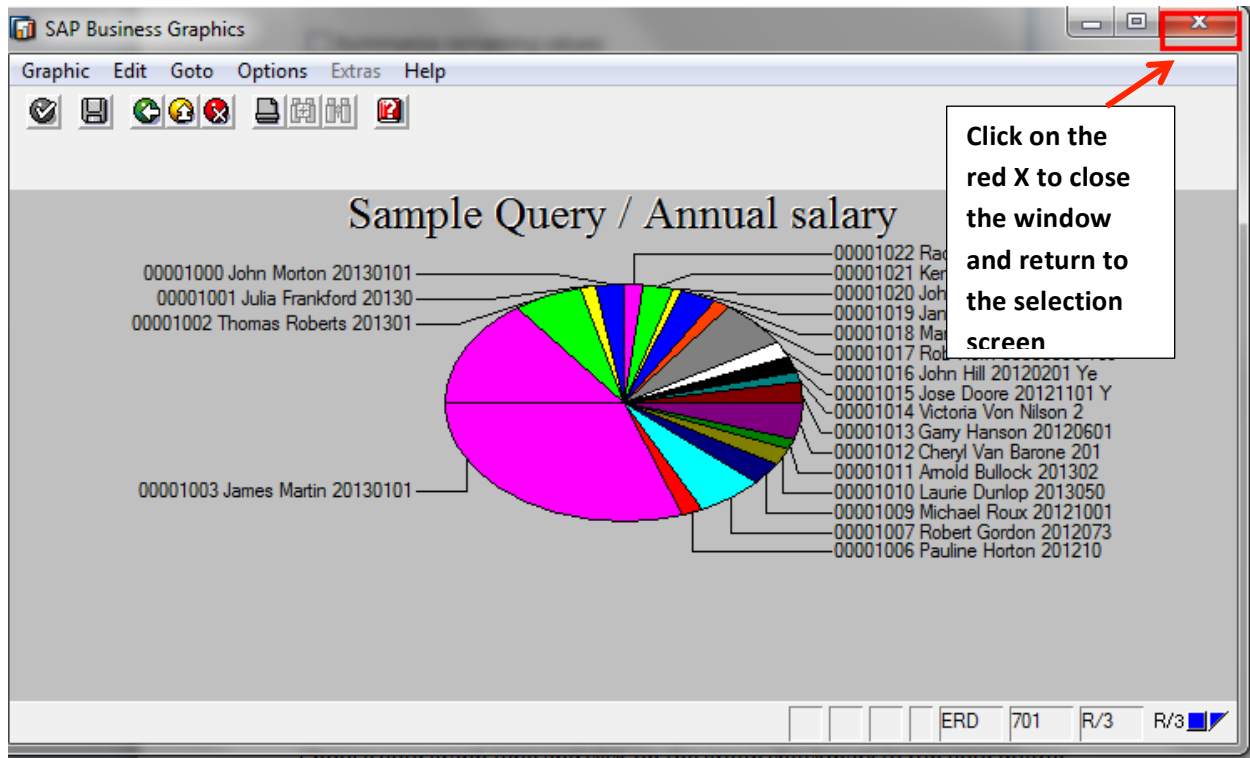
Changing graph types also changes how the data can be seen:






Within SAP Business Graphics there are even more options to explore:





If you try to execute a query to display in the graphical format and you are not displaying any numerical data fields, the query will not generate any data.

 Numeric values are required for graphics display

As you can see, the ability to create graphical representation of your data is a valuable way to do analysis without any extra manipulation or downloading to various Microsoft applications. You will have to experiment with the various types of graphs and the additional attributes to find the most meaningful way to see your output.

Wrap up

Now you have seen all of the screens that can be used to create your own queries. The SAP Query tool has both basic and advanced options so you can start simple and build your queries' complexity as your comfort level increases. With a little training using a simple series of screens, you now have to ability to extract and query on data in a more complex fashion. You are able to select the fields to include on the report selection screen; you can create custom fields, do calculations, adds graphs, ranked lists,

statistics, and customized formatting. Amazing what you can do without the assistance of your IT department!

As you play with the SAP Query tool, you will discover even more options that will further enhance your reports. Don't be afraid to experiment, the more you experiment with the tool, the more of the features you will discover.