# Selection and Display Variants

Selection and display variants allow each user to customize reports so that he or she can easily retrieve the information desired in the format desired.

What are these variants?

- Selection and display variants permit you to design and save the reports templates for those reports that you will need repetitively.
- **Selection Variants** determine what information you select from the database
- **Display Variants** determine how you will view the information selected

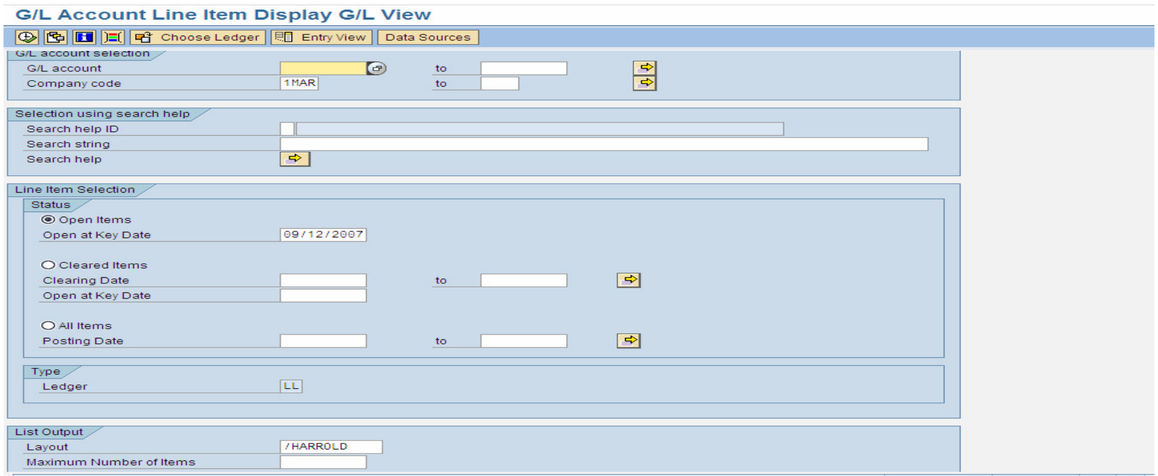
Almost all SAP delivered reports and many custom reports will be able to make use of the selection and display variant features.

For purposes of this material, we will work with transaction FAGLL03 - General Ledger -> Account -> Display/Change Items (New)

# Selection and Display Variants

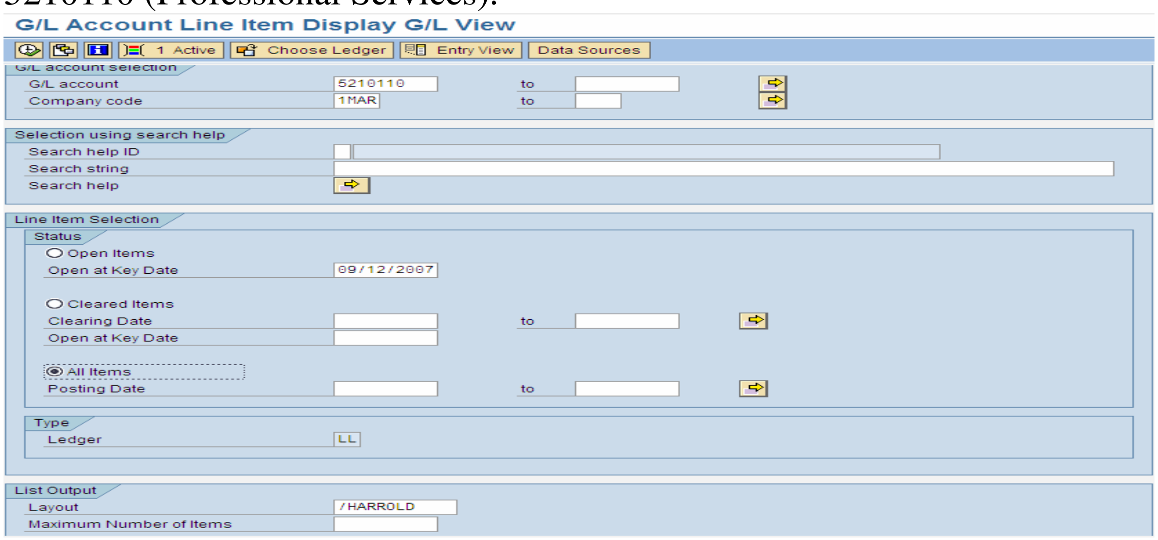
## Selection Variants

Below is the selection screen for FAGLL03




The fields which will most commonly be used to search the database appear on the selection screen.

For purposes of this example, I will select all items posted to account 5210110 (Professional Services).




There are certain additional features which help to make selection easier and more versatile.

The Dynamic Selection () button allows one to select data based upon additional fields. Not all reports provide dynamic selections but many do.

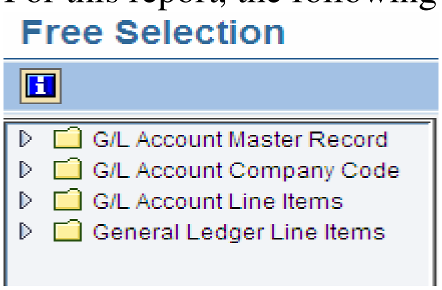
The Get Variant () button allows one to retrieve stored selection variants.

# Selection and Display Variants

## Dynamic Selections

Dynamic selections provide t additional selection criteria that are less frequently used. These selection criteria will vary from report to report. These additional selections may be accessed by pressing the Dynamic Selections ( ) button.

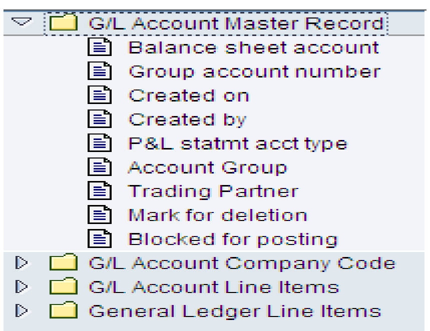
For this report, the following selections appear:




The selections can be expanded by pressing the triangular ( ) buttons on the left.

Each one of the above optional selection groups provides additional criteria.

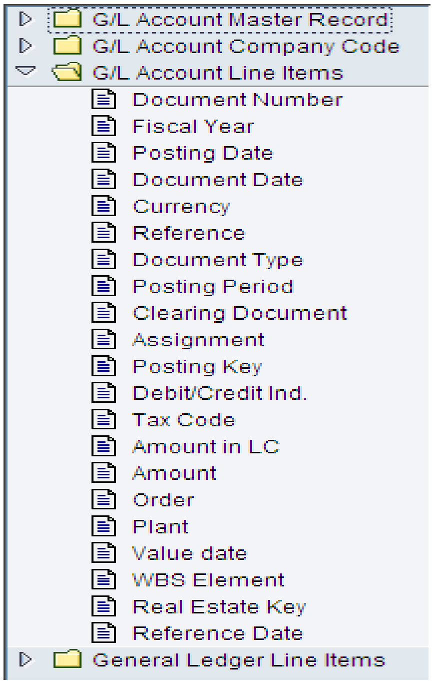
G/L Account Master Record selection criteria below:



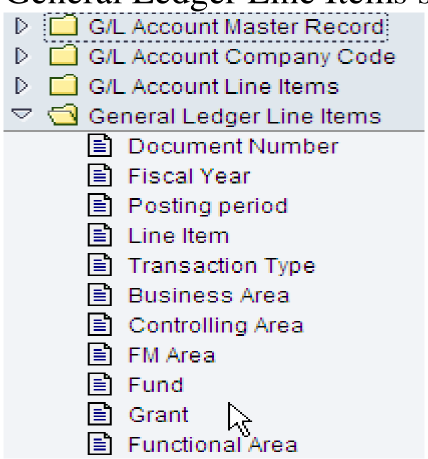

G/L Account Company Code selection criteria below:

# Selection and Display Variants

G/L Account Line Items selection criteria below:




General Ledger Line Items selection criteria below:

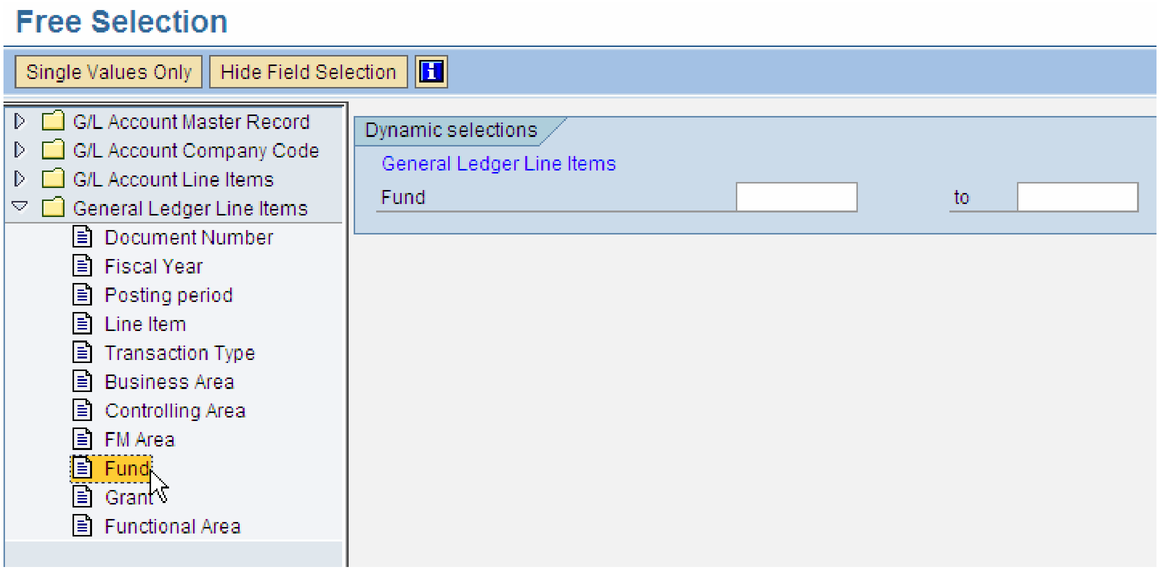



This is only an example and I did not name the groups!!

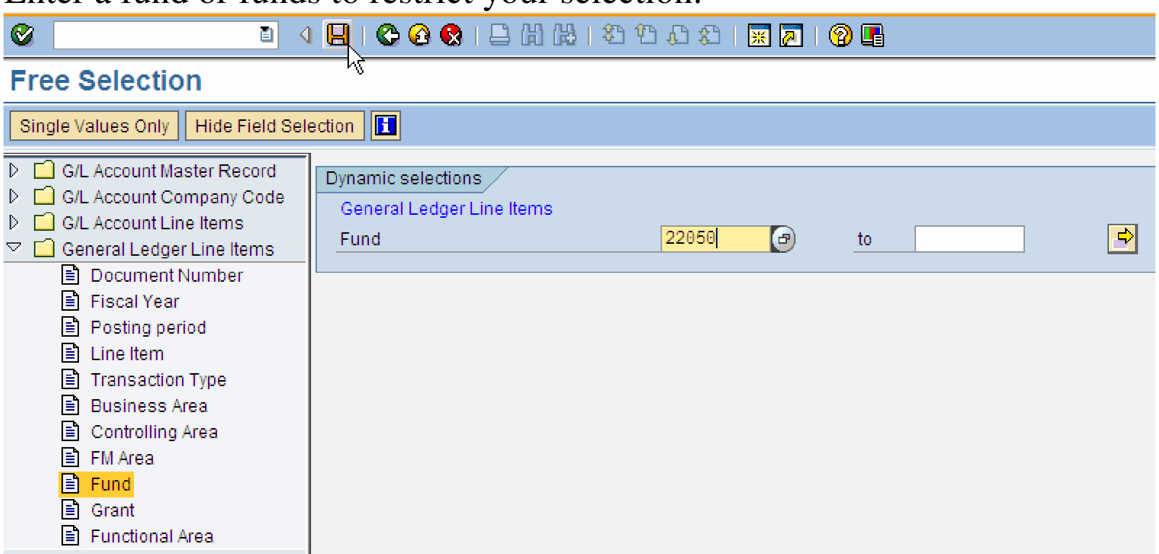
The criteria that I have found most useful are the cost objects, funds management objects and document number included in the G/L Account Line Items and General Ledger Line Items groupings.

# Selection and Display Variants

Fund is selected below:

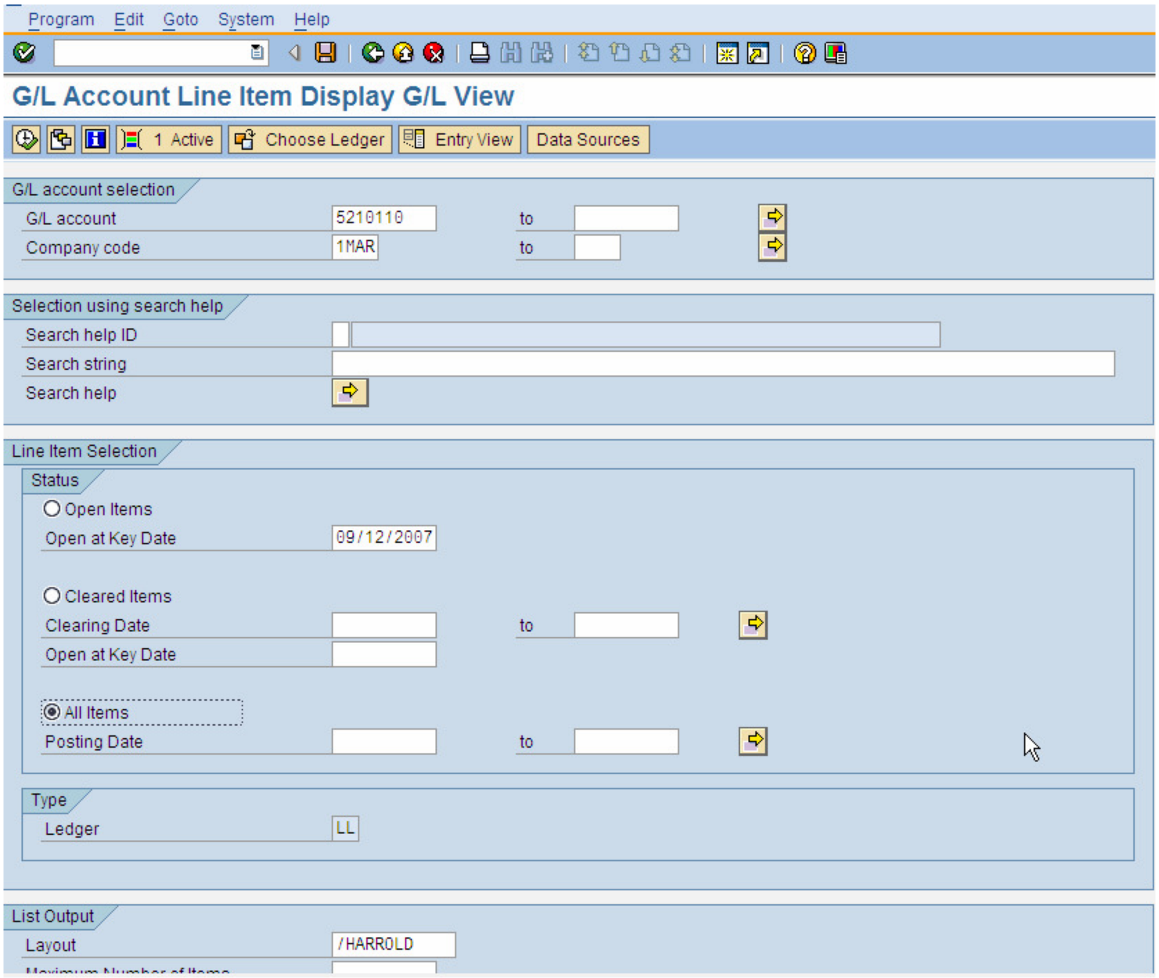



Enter a fund or funds to restrict your selection:




Press the Save (💾) button to save your dynamic selection.
You are returned to the selection screen.

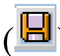
# Selection and Display Variants

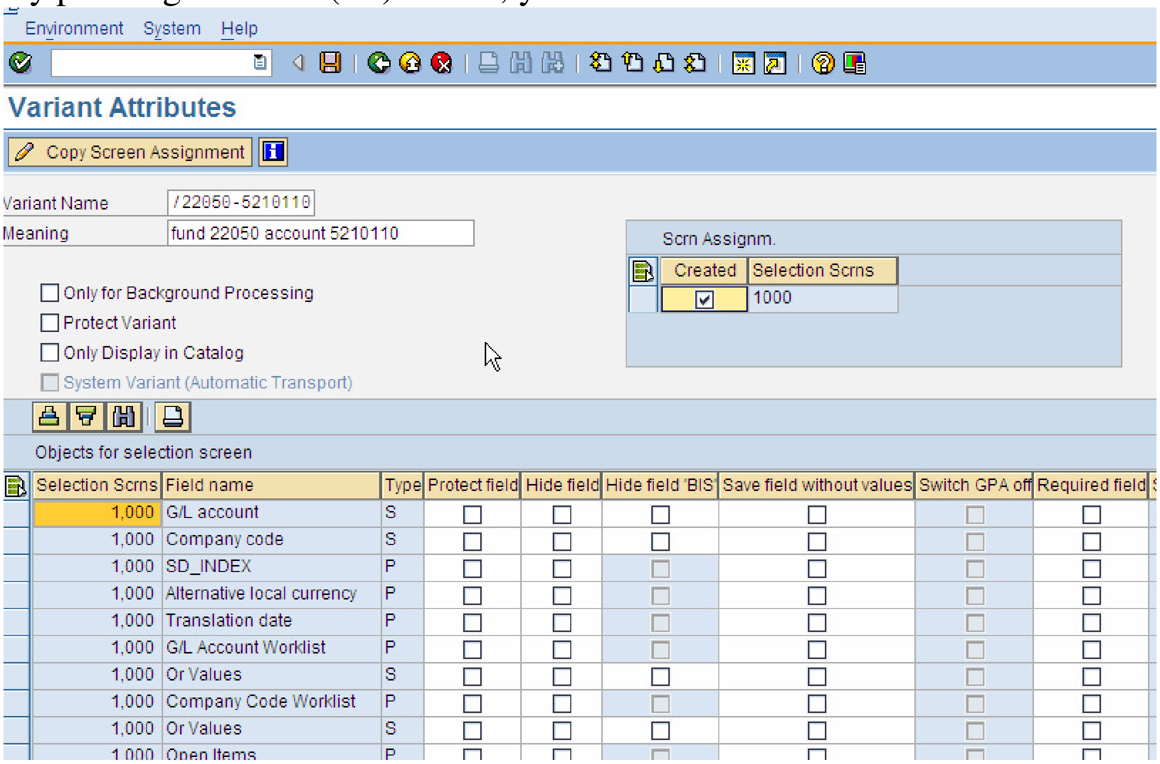



Note the Dynamic Selection button has changed () to say that there is 1 dynamic selection.

# Selection and Display Variants

## Saving a Selection Variant

By pressing the Save () button, you will create a selection variant.



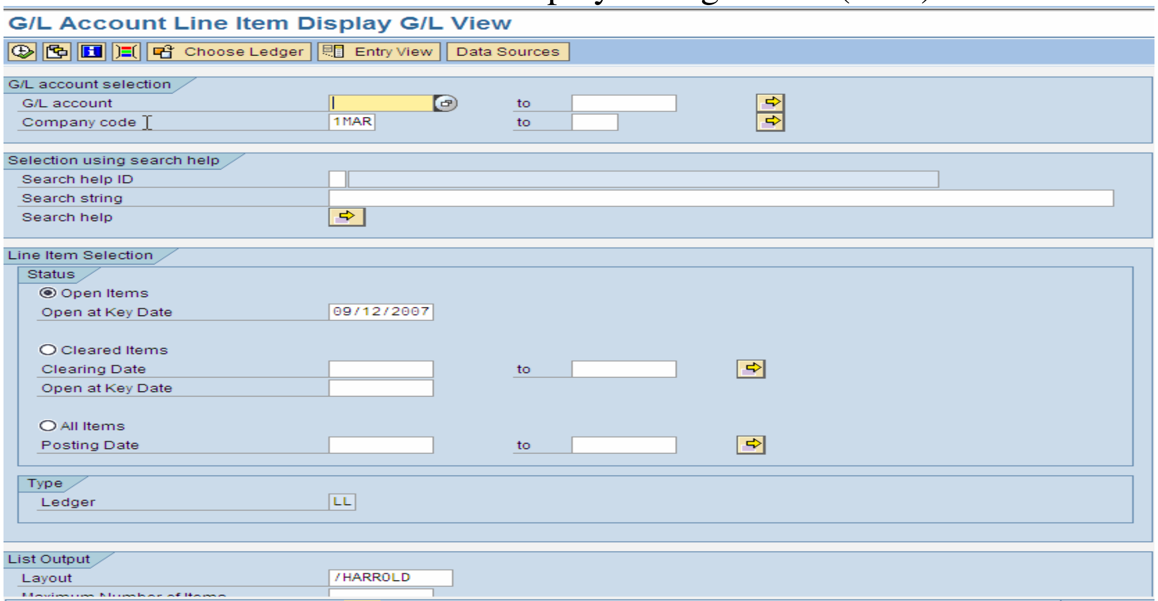

Variant Name and description are very important to provide reusability. If you don't name and describe the variant in a meaningful way, it is unlikely that even you will be able to find the variant in the future; certainly others will not be able to gain the benefits of your variant.

If the first character of the variant is a forward slash(/), the variant will be available for use by others.

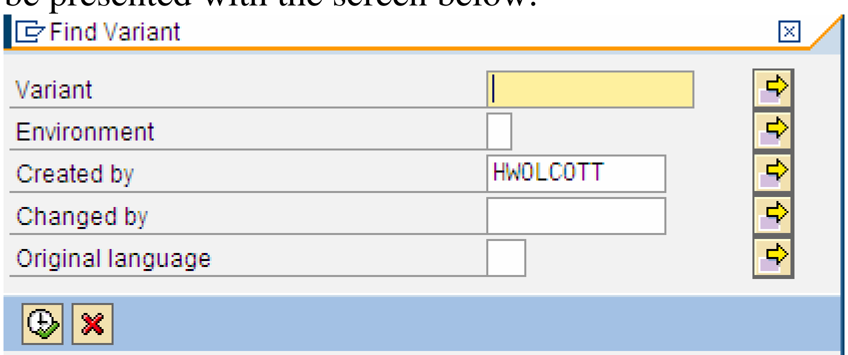
# Selection and Display Variants

## Retrieving a Selection Variant

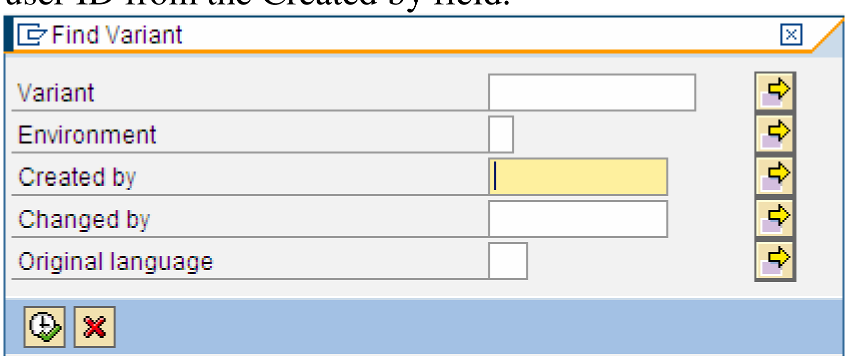
Execute transaction FAGLL03 - Display/Change Items (New)




Press the Get Variant ( ) button to see a list of variants available. You will be presented with the screen below:

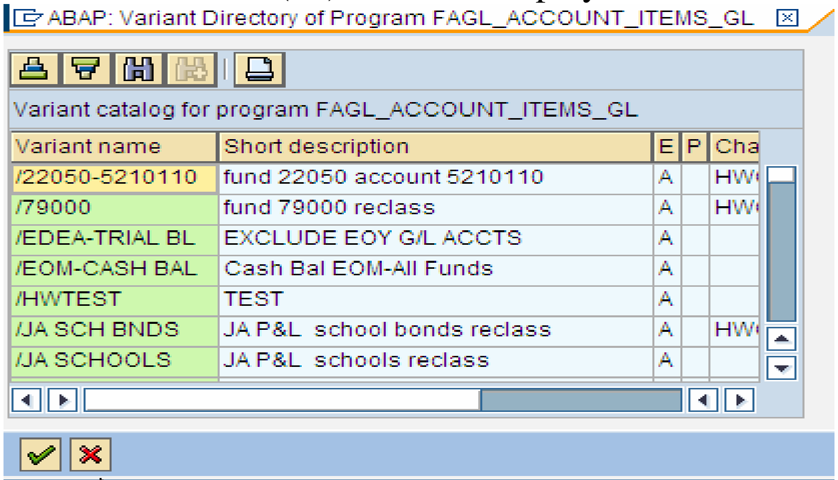



If you wish to see variants created by others, you will need to remove your user ID from the Created by field.



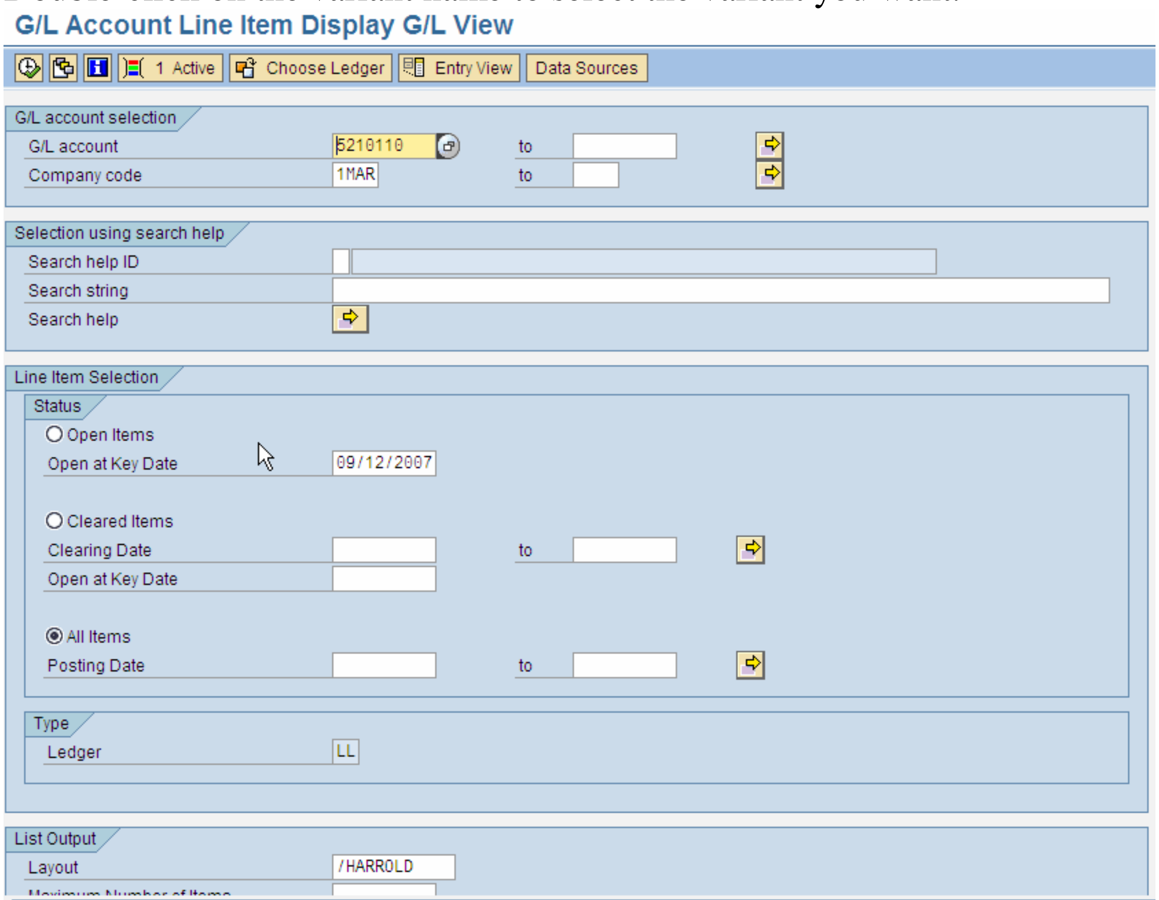
# Selection and Display Variants

Press the Execute ( ) button to display a list of variants.




You can scroll through until you find the variant in which you are interested.

Double-click on the variant name to select the variant you want.

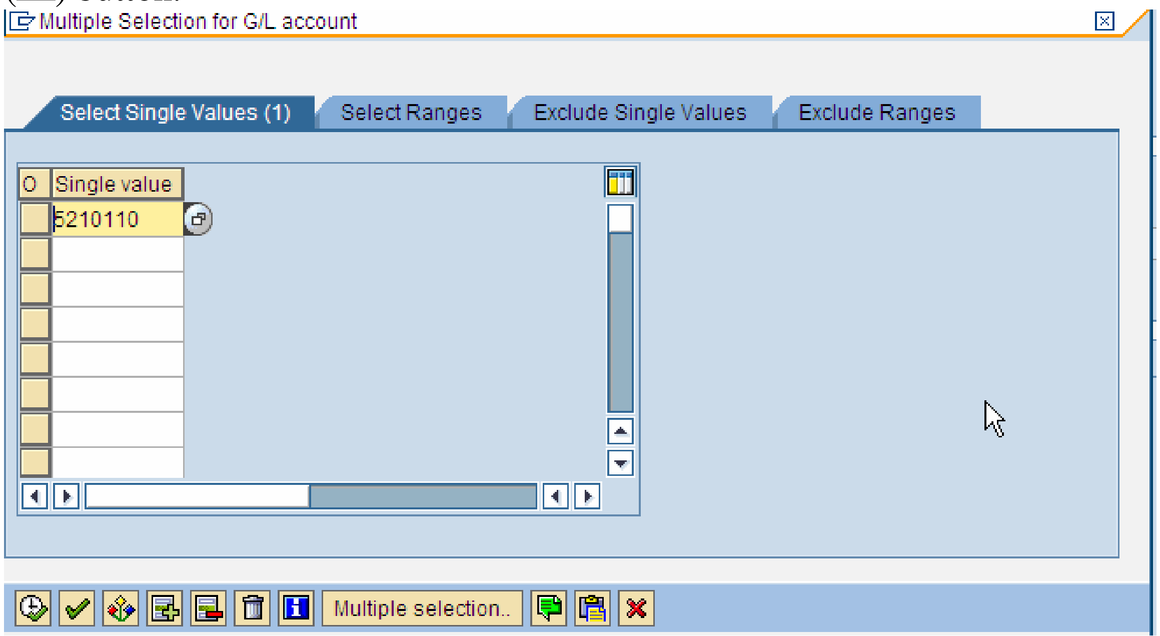



Note all of the selection criteria have been retrieved including the dynamic selection.

# Selection and Display Variants

## Tips and Tricks for Multiple Selection Screen

The multiple selection screen is produced by pressing the Multiple Selection () button.




Using this screen you can select multiple values, ranges of values, and exclude values and ranges of values.  You can mix and match these.

There are two features which can help you to create complex selections.

**The Upload from Clipboard () button allows you to enter the values from your clipboard.  Maybe you have highlighted a column of account numbers in a spreadsheet, you can now paste them into your selection using this feature.**

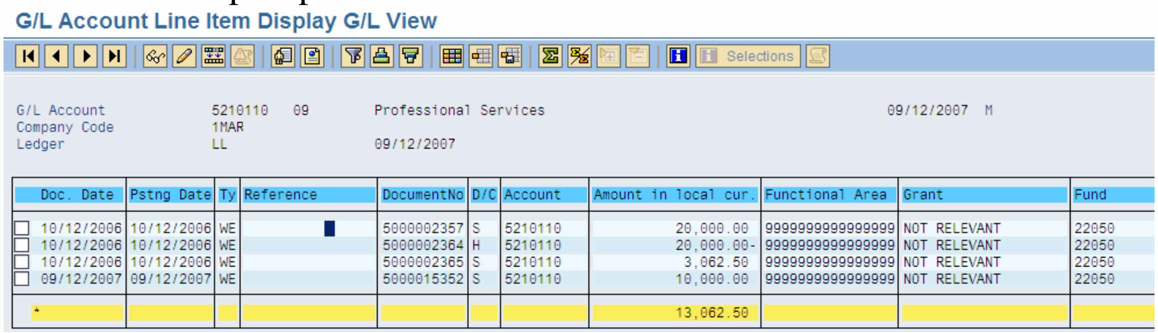
The Import from Text file () button allows you enter values from a text file (already created).  This feature can be useful also when the criteria desired are found in a text file.  No headers, trailers, or other extraneous information is permitted.

If you are going to use the same criteria for selecting information from multiple reports, it may be worth the effort to create a text file containing the information.

# Selection and Display Variants

## Display Variants

Below is the report produced:



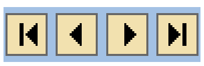
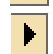
G/L Account Line Item Display G/L View

Selections

| | | | |
|---|---|---|---|
| G/L Account | 5210110 09 | Professional Services | 09/12/2007 M |
| Company Code | 1MAR | | |
| Ledger | LL | 09/12/2007 | |

| Doc. Date | Pstng Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Functional Area | Grant | Fund |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002364 | H | 5210110 | 20,000.00- | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | 9999999999999999 | NOT RELEVANT | 22050 |
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| * | | | | | | | 13,062.50 | | | |

The row on the screen contain all of the button controls what and how the information selected is displayed. See below


The  buttons control scrolling right and left.  will scroll as far left as possible.  will scroll as far right as possible.  scrolls right one screen.  scrolls left one screen.

There are many features of display variants. Features documented include:

- Filters
- Sorting
- Selecting and Ordering Columns
- Totals
- Subtotals
- Adding Text to report
- Saving a Display Variant
- Selecting a Display Variant

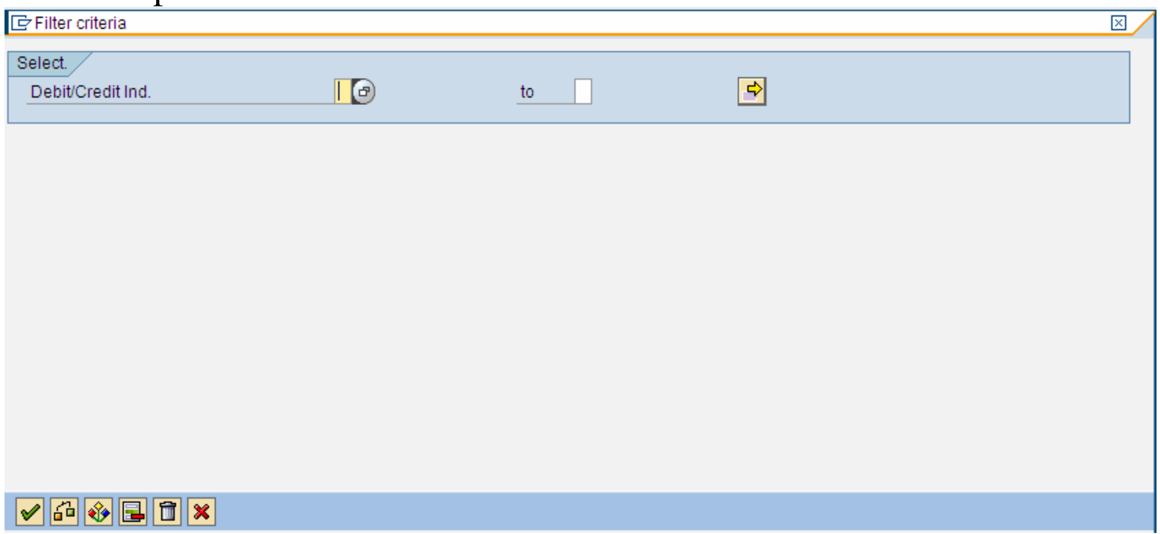
# Selection and Display Variants

## Filters

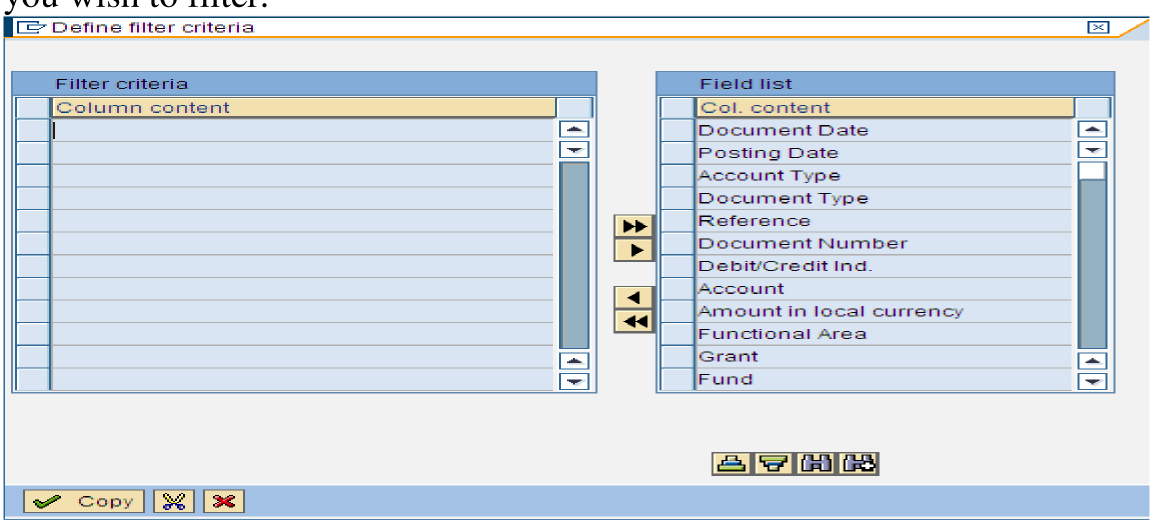
The filter ( ) button allows you to further reduce the rows selected.

You may only want to see credits (D/C = H). The multiple selection screen is available for filtering is the same multiple selection screen that is used throughout SAP.

If you click on a column to select it and the press the filter button, you will be asked to provide values related to that column.

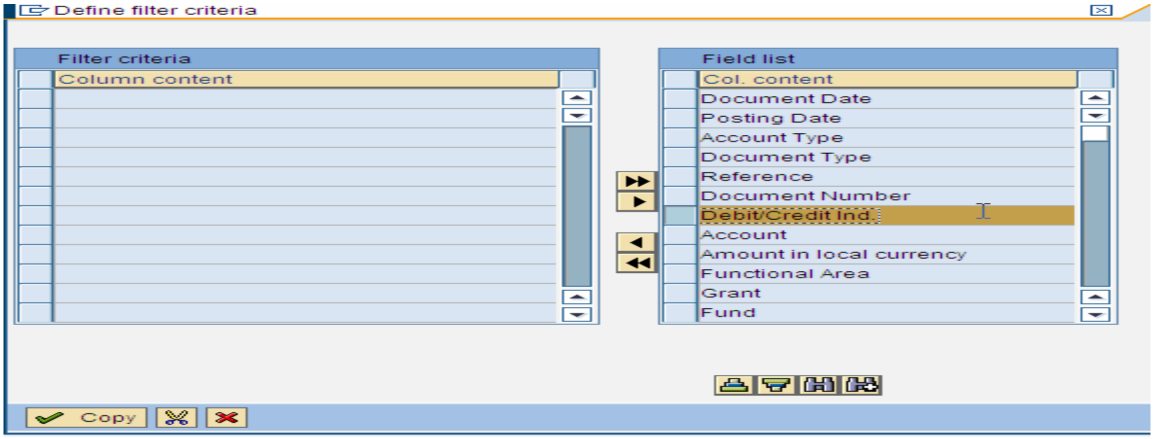



If you have not selected a column, you will be presented with a list of all of the columns available on the report and asked to select those upon which you wish to filter.



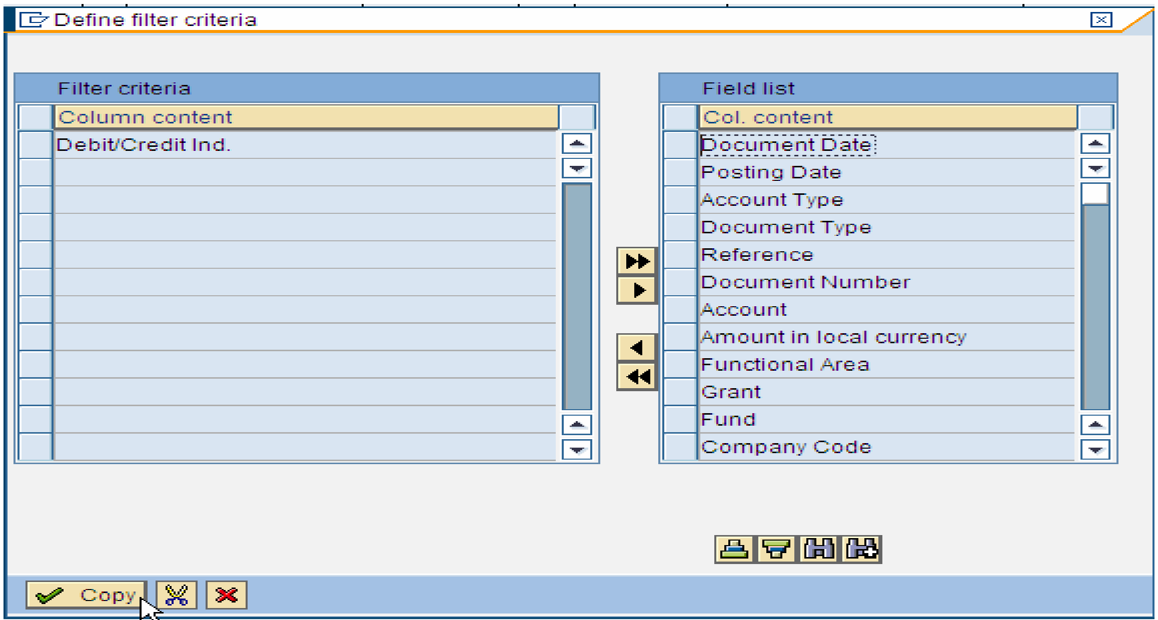

Select the field on which you wish to filter by pressing the button to the left

# Selection and Display Variants

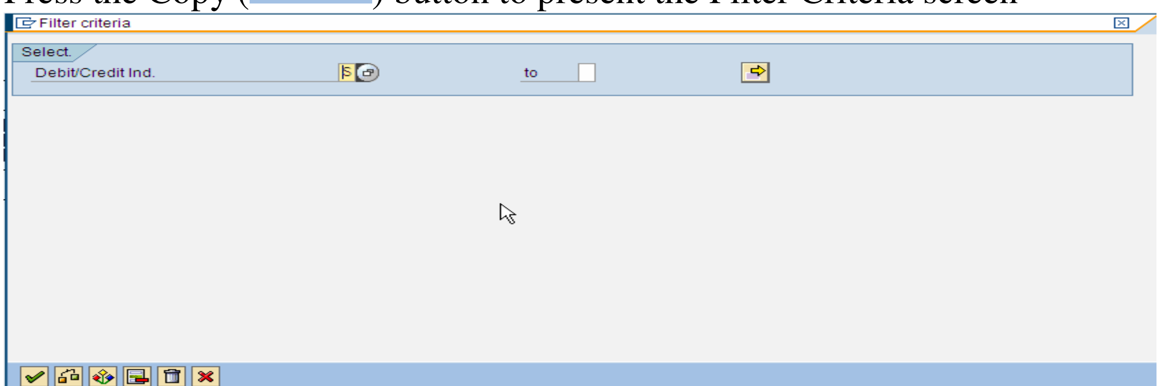


# Selection and Display Variants

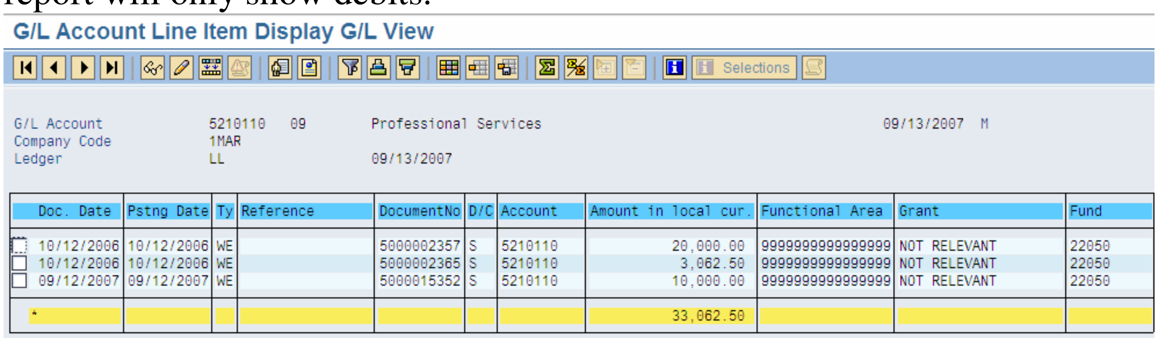
Then press the Show Selected fields ( ) button to move the field to the Column content column.




Press the Copy ( Copy ) button to present the Filter Criteria screen




Enter or select the desired value or values and press the  button. The report will only show debits.



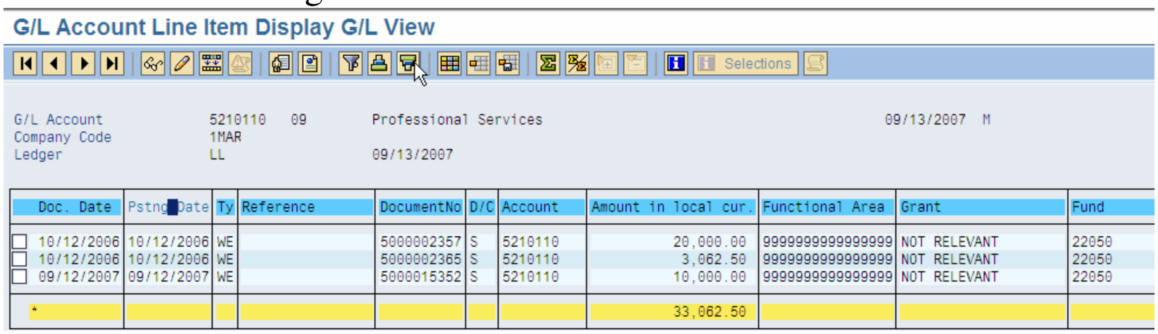

| Doc. Date | Pstng Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Functional Area | Grant | Fund |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | 9999999999999999 | NOT RELEVANT | 22050 |
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| * | | | | | | | 33,062.50 | | | |

# Selection and Display Variants

## Sorting

The sort buttons ( ) allow one to sequence the rows that have been selected via the selection variant and filtering. The button sorts in ascending order. The button sorts in descending order.

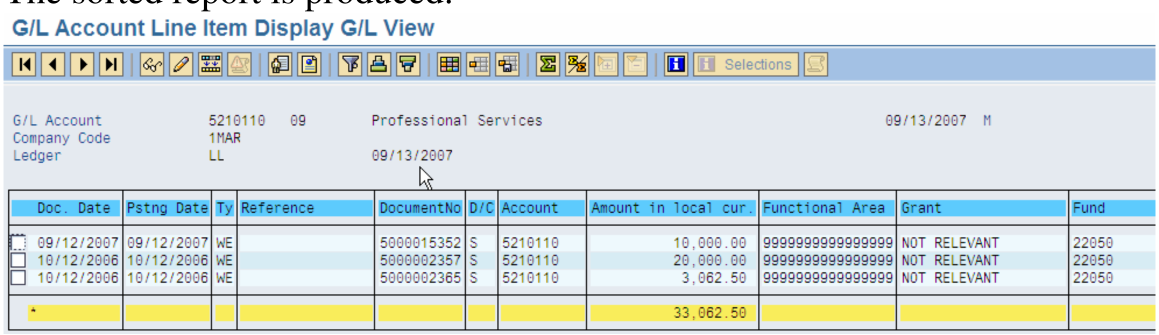
If you click on a column to select it and the press one of the sort buttons, the rows displayed with be sorted into the sequence desired. Below Posting Date and Descending sort have been selected.




G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Doc. Date | Pstng Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Functional Area | Grant | Fund |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | 9999999999999999 | NOT RELEVANT | 22050 |
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| * | | | | | | | 33,062.50 | | | |

The sorted report is produced:

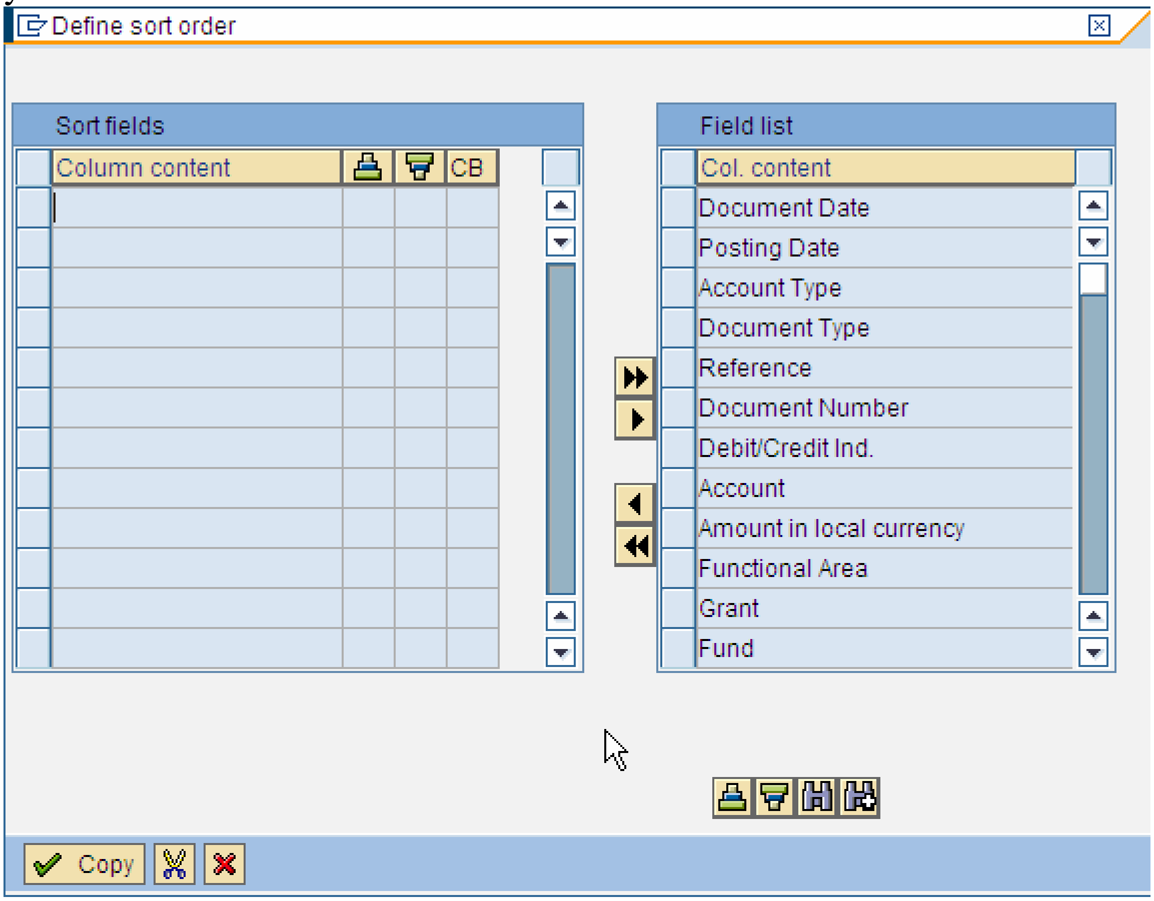



G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Doc. Date | Pstng Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Functional Area | Grant | Fund |
|---|---|---|---|---|---|---|---|---|---|---|
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | 9999999999999999 | NOT RELEVANT | 22050 |
| * | | | | | | | 33,062.50 | | | |

# Selection and Display Variants

If you have not selected a column, you will be presented with a list of all of the columns available on the report and asked to select those upon which you wish to sort.



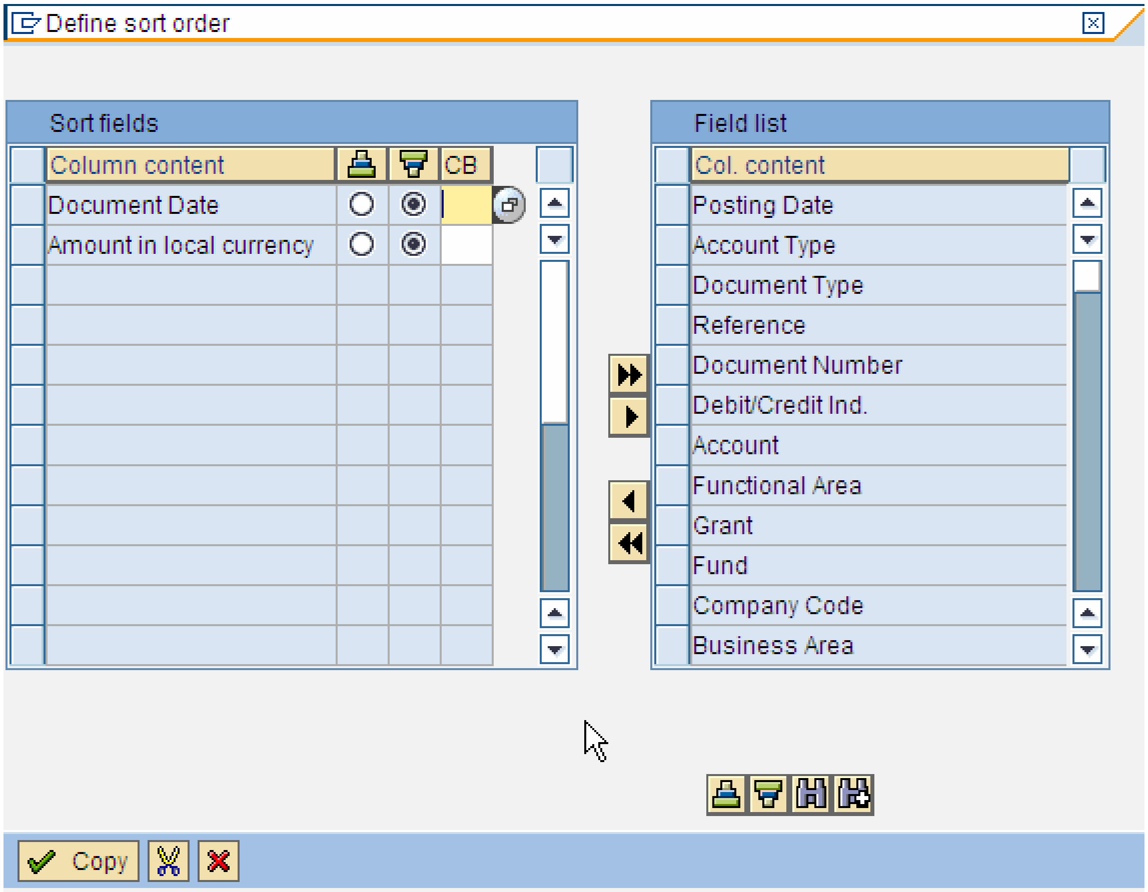

You can sort the field list by pressing the sort keys on the right. By ordering this list it may be easier to find the fields on which you wish to sort. The Find ( ) button may also be useful if there are many fields.

Select the fields on which you wish to sort by pressing the button to the left of the field.

Then press the Show Selected fields ( ) button to move the field to the Column content column.

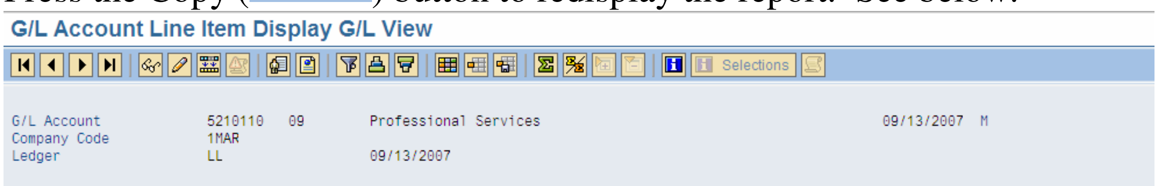
The sequence of the fields is important. You may select multiple fields and the rows will be sorted by the fields in the sequence selected.

# Selection and Display Variants




In the case above, the rows will be sorted first by document date and then by amount.

Press the Copy () button to redisplay the report. See below.

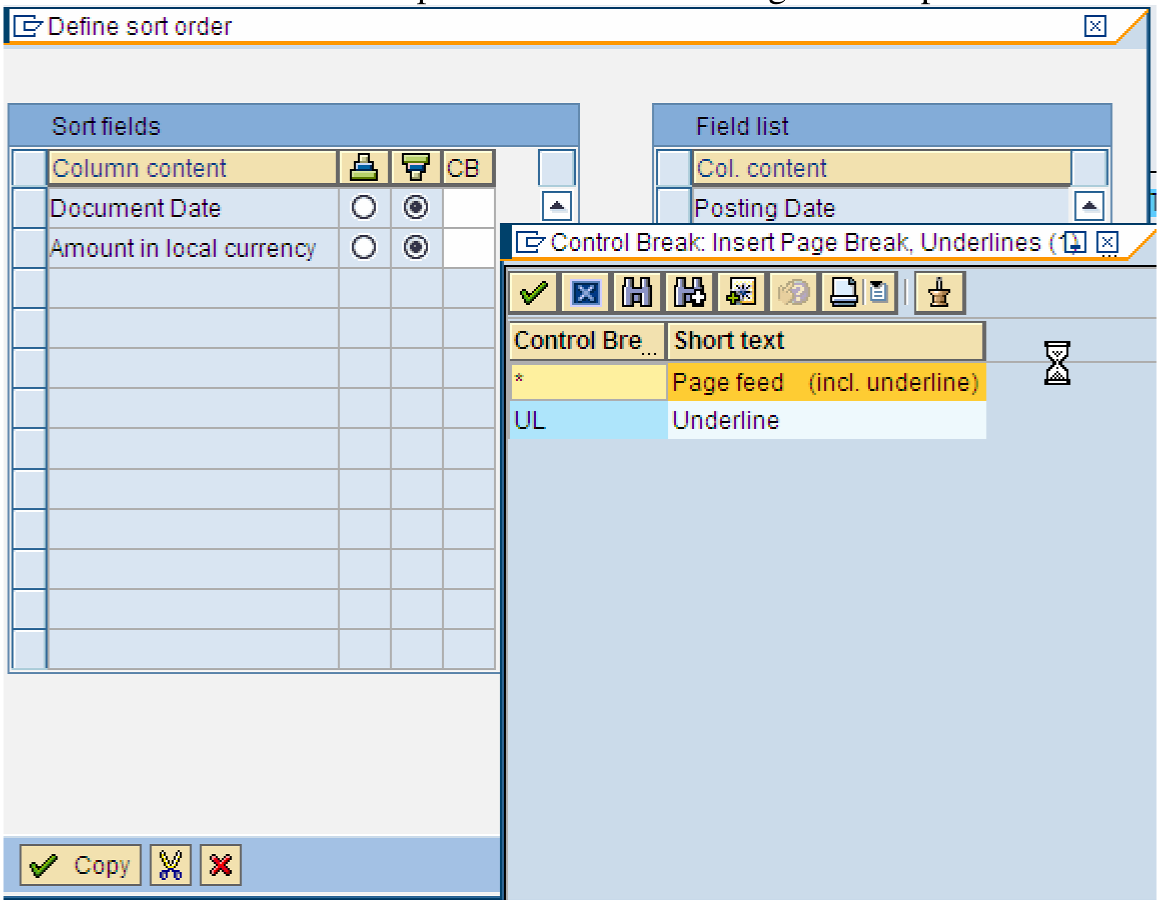



| Doc. Date | Pstng Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Functional Area | Grant | Fund |
|---|---|---|---|---|---|---|---|---|---|---|
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | 9999999999999999 | NOT RELEVANT | 22050 |
| * | | | | | | | 33,062.50 | | | |

Sort sequence is important for subtotaling.

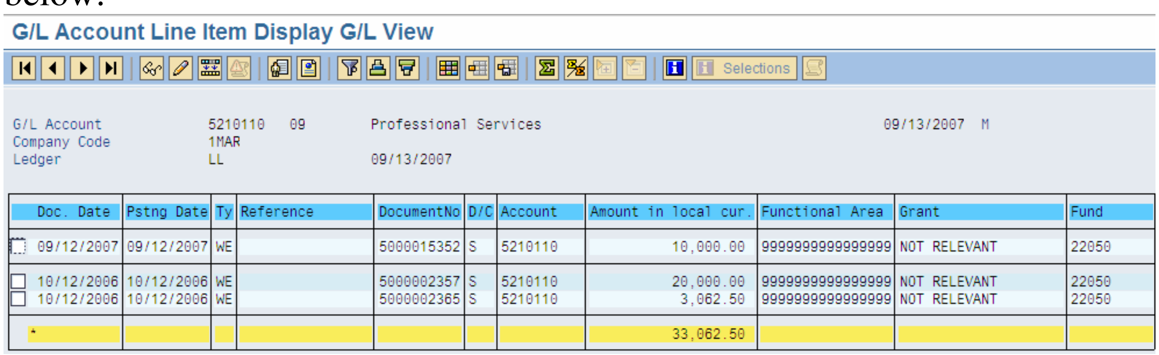
# Selection and Display Variants

The Control Break field helps control the formatting of the report.




Your choices are nothing (leave blank); Underline, or page break and underline,

Here's what the report looks like after selecting UL for document date. See below:




Note the line appearing between the document dates.

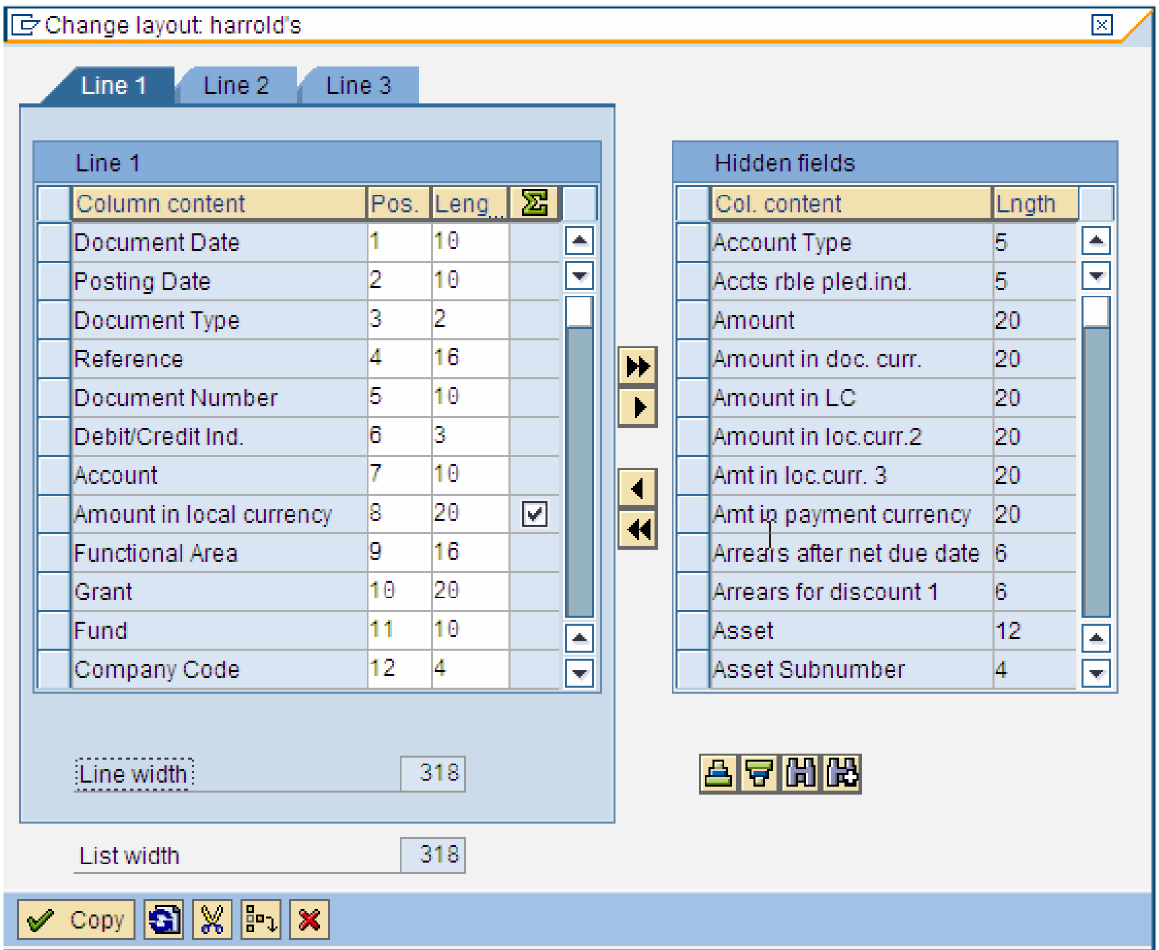
# Selection and Display Variants

### Selecting and Ordering Columns

The Change Layout ( ) button allows one to select the columns to be displayed on the report and the sequence of the columns selected.

Most SAP delivered reports have many more columns than are displayed on the screen using the default display variant.

Press the Change Layout ( ) button to see what fields are being displayed and which fields are available.




The fields in the Line 1 on the left are the fields that are currently being displayed, their column position, the number of characters displayed,and if there is totaling (the sigma ).

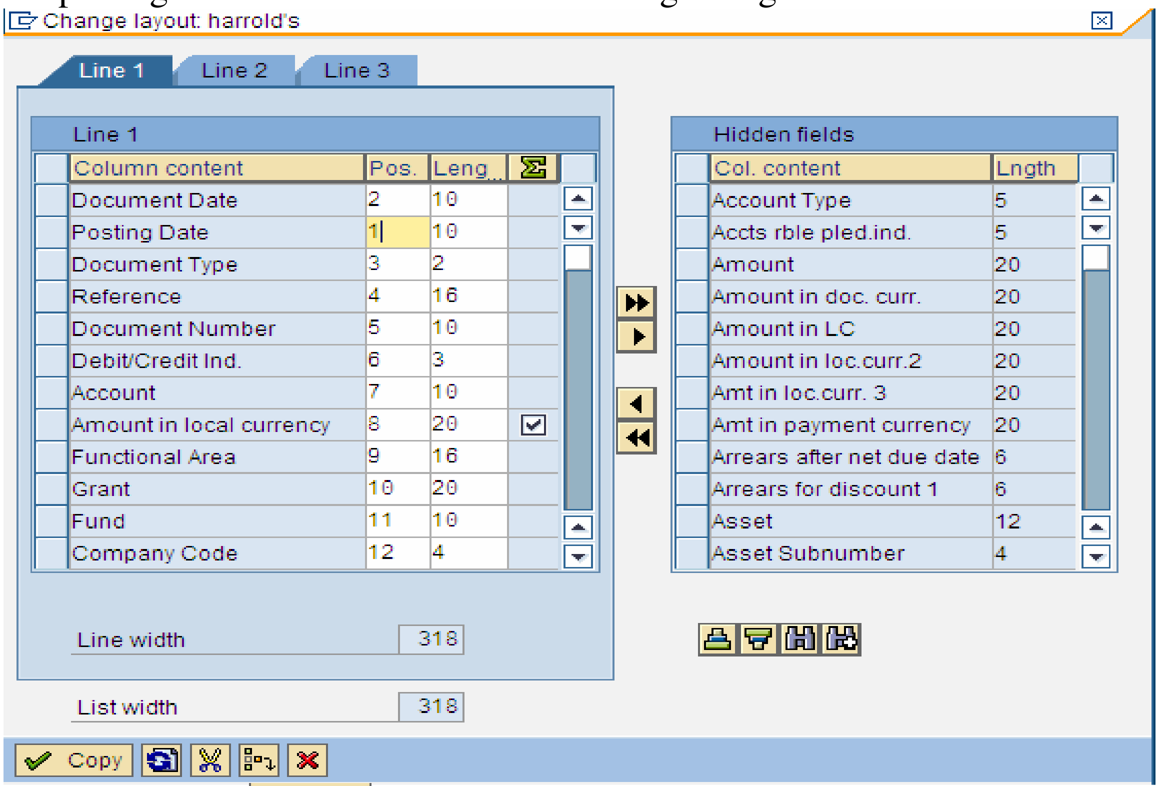
# Selection and Display Variants

The fields in the Hidden fields column on the right are fields that are available for display within the report.

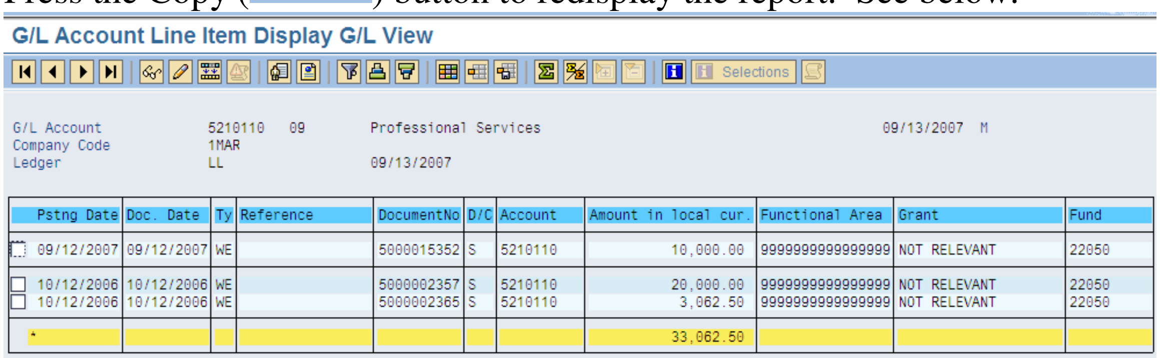
You can sort these fields using the Sort buttons or search for a field using the Find buttons.

Changing column sequence

By changing the numbers in the Position field, you will change the sequence in which the columns are displayed. In the example below, the sequence of the posting date and document date are being changed.

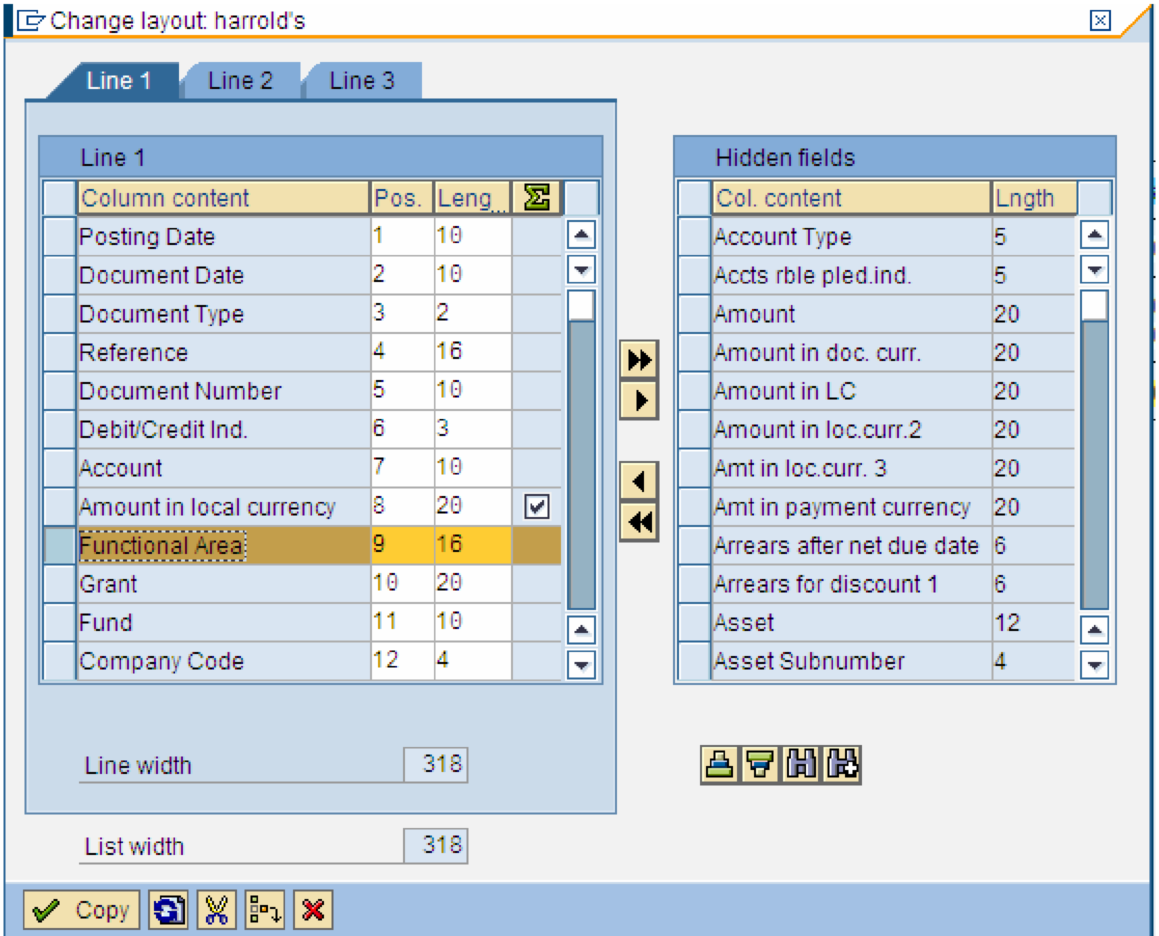



Press the Copy (Copy) button to redisplay the report. See below.

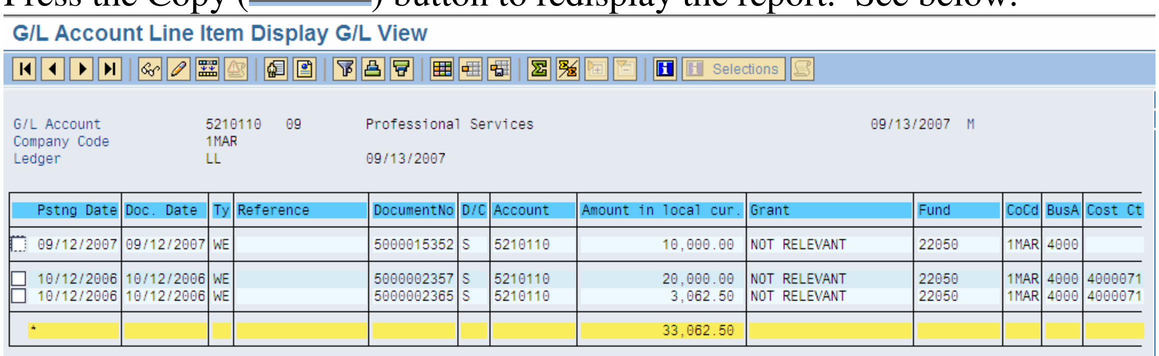


# Selection and Display Variants

To remove column.  select the column in the Line 1 column on the right by pressing the button to its left, and press the Hide column () button to return the column to the Hidden Fields column. In the case below, functional area was selected for removal.




Press the Copy () button to redisplay the report.  See below.




G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

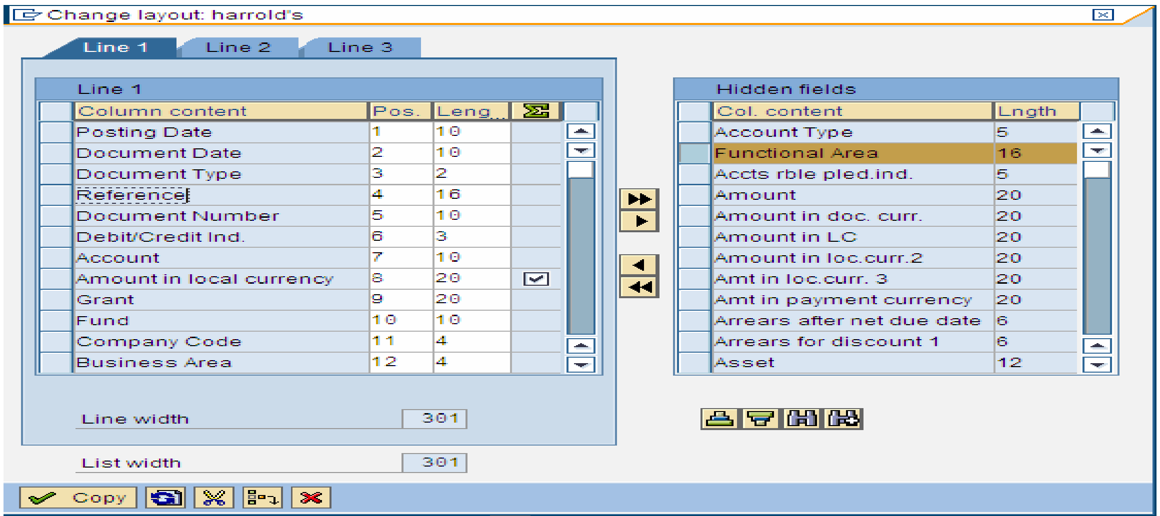
| Pstng Date | Doc. Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Grant | Fund | CoCd | BusA | Cost Ct |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | NOT RELEVANT | 22050 | 1MAR | 4000 | |
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | NOT RELEVANT | 22050 | 1MAR | 4000 | 4000071 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | NOT RELEVANT | 22050 | 1MAR | 4000 | 4000071 |
| * | | | | | | | 33,062.50 | | | | | |

# Selection and Display Variants

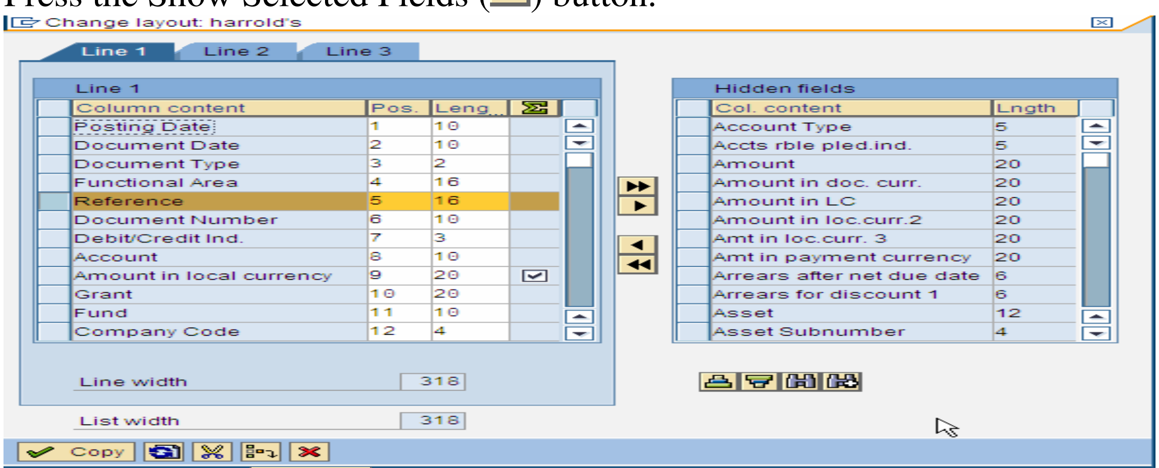
To add columns, select a field from the Hidden fields column by pressing the button to it's left.

Where will the column will be inserted? If you just press the Show Selected Fields ( ) button, it will be inserted at the end. This may not be what you want.

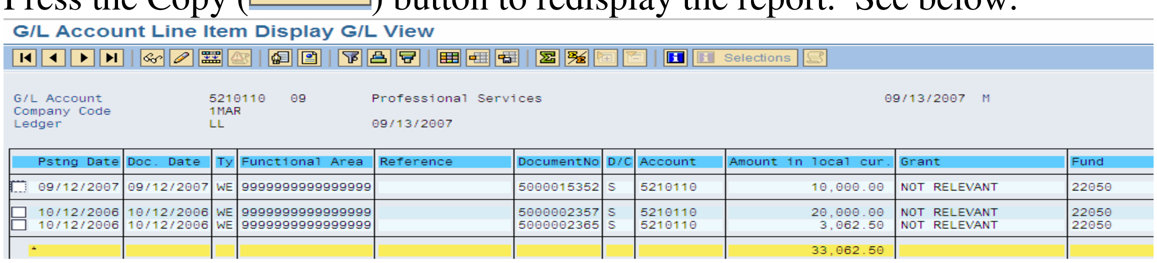
By clicking on a field in the Line1 column, the fields selected will be inserted before the field that you clicked on in the Line1 column. See below, where functional area will be inserted before the reference field.




Press the Show Selected Fields ( ) button.




Press the Copy ( ) button to redisplay the report. See below.

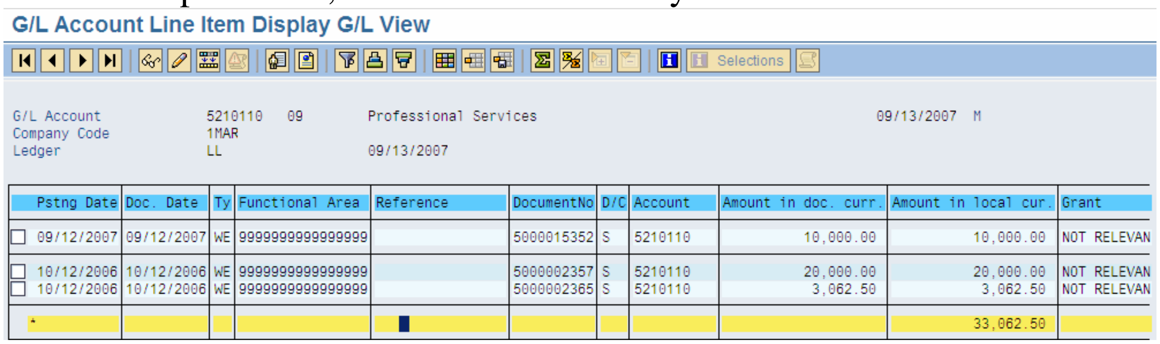


# Selection and Display Variants

## Totals

Totals are pretty straightforward. If you have an amount column, you can click on the amount column and press the Totals ( ) button.

In the example below, the document currency column was added.

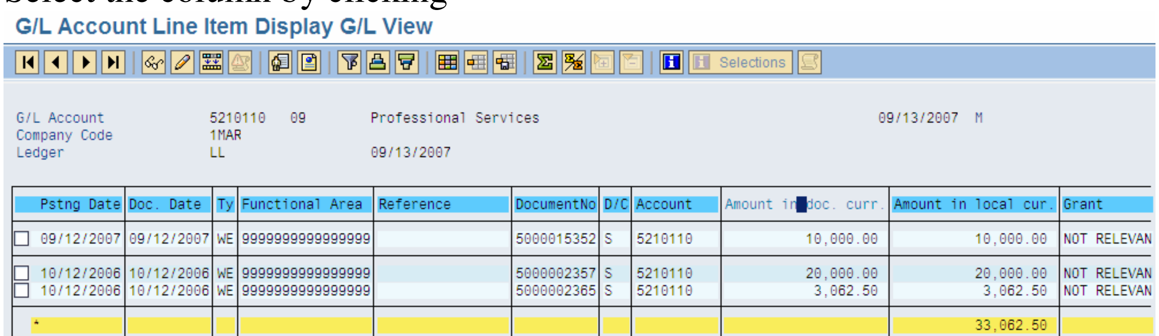

G/L Account Line Item Display G/L View

Selections

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| 09/12/2007 | 09/12/2007 | WE | 9999999999999999 | | 5000015352 | S | 5210110 | 10,000.00 | 10,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002357 | S | 5210110 | 20,000.00 | 20,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002365 | S | 5210110 | 3,062.50 | 3,062.50 | NOT RELEVAN |
| * | | | | | | | | | 33,062.50 | |

Select the column by clicking

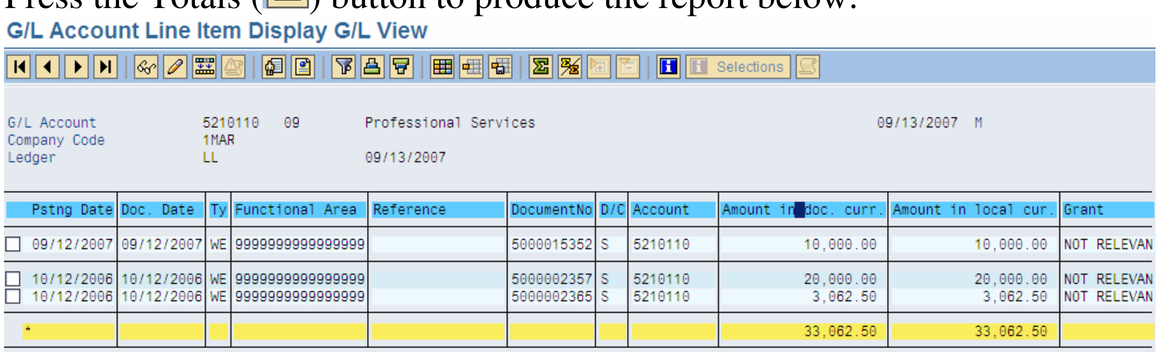

G/L Account Line Item Display G/L View

Selections

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| 09/12/2007 | 09/12/2007 | WE | 9999999999999999 | | 5000015352 | S | 5210110 | 10,000.00 | 10,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002357 | S | 5210110 | 20,000.00 | 20,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002365 | S | 5210110 | 3,062.50 | 3,062.50 | NOT RELEVAN |
| * | | | | | | | | | 33,062.50 | |

Press the Totals ( ) button to produce the report below:


G/L Account Line Item Display G/L View

Selections

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| 09/12/2007 | 09/12/2007 | WE | 9999999999999999 | | 5000015352 | S | 5210110 | 10,000.00 | 10,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002357 | S | 5210110 | 20,000.00 | 20,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002365 | S | 5210110 | 3,062.50 | 3,062.50 | NOT RELEVAN |
| * | | | | | | | | 33,062.50 | 33,062.50 | |

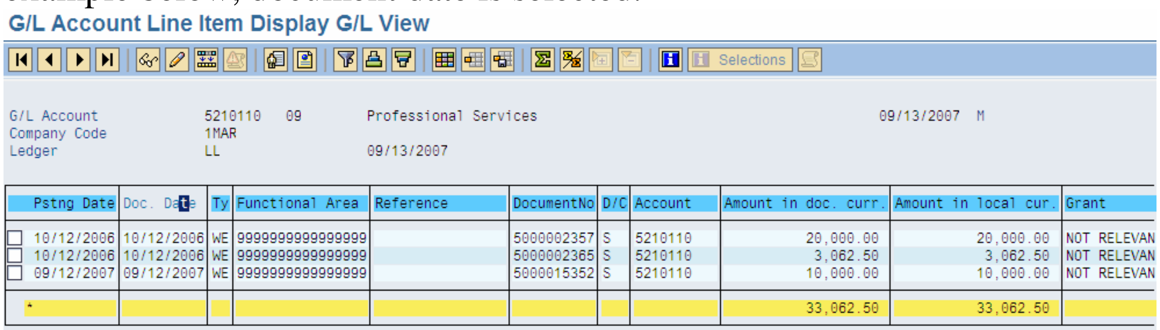
In most cases, you will only need to total on one column.

# Selection and Display Variants

## Subtotals

Subtotals ( ) will produce sums for portions of the rows selected. Subtotals can only be produced for those columns on which the data has been sorted.

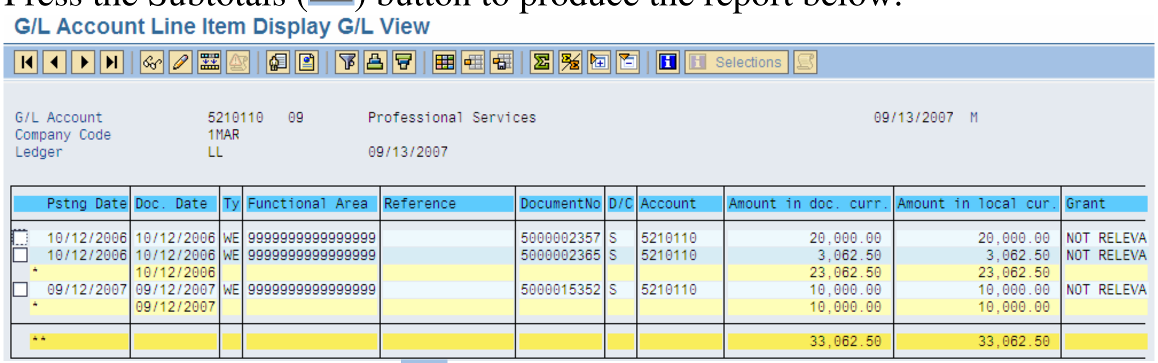
To produce subtotals, select the column to be subtotaled, in the example below, document date is selected.


G/L Account Line Item Display G/L View

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002357 | S | 5210110 | 20,000.00 | 20,000.00 | NOT RELEVAN |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002365 | S | 5210110 | 3,062.50 | 3,062.50 | NOT RELEVAN |
| 09/12/2007 | 09/12/2007 | WE | 9999999999999999 | | 5000015352 | S | 5210110 | 10,000.00 | 10,000.00 | NOT RELEVAN |
| * | | | | | | | | 33,062.50 | 33,062.50 | |

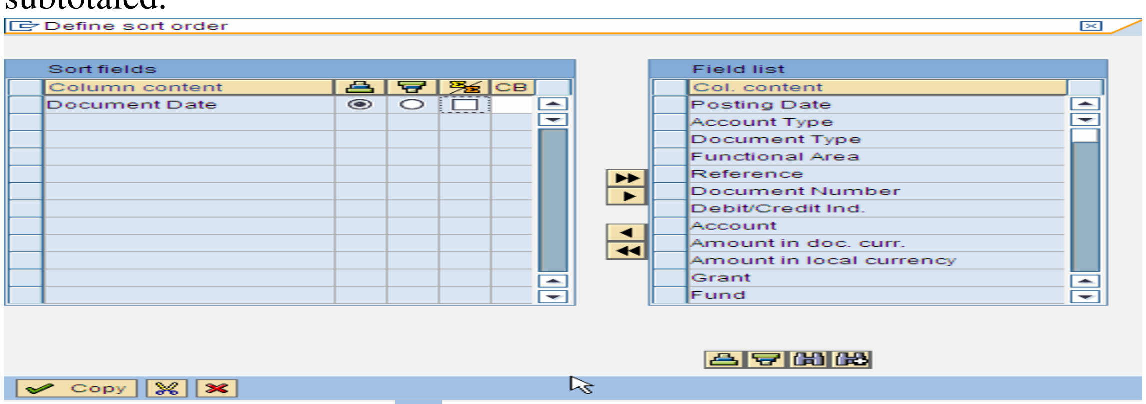
Press the Subtotals ( ) button to produce the report below:


G/L Account Line Item Display G/L View

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002357 | S | 5210110 | 20,000.00 | 20,000.00 | NOT RELEVA |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002365 | S | 5210110 | 3,062.50 | 3,062.50 | NOT RELEVA |
| * | 10/12/2006 | | | | | | | 23,062.50 | 23,062.50 | |
| 09/12/2007 | 09/12/2007 | WE | 9999999999999999 | | 5000015352 | S | 5210110 | 10,000.00 | 10,000.00 | NOT RELEVA |
| * | 09/12/2007 | | | | | | | 10,000.00 | 10,000.00 | |
| ** | | | | | | | | 33,062.50 | 33,062.50 | |

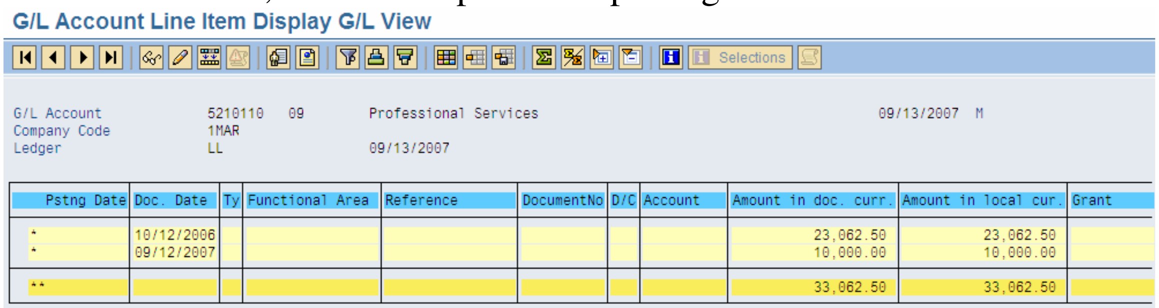
If you click the Subtotals ( ) button without selecting a column, you will be presented with the screen below where you can select fields to be subtotaled.




Click the checkbox in the column and press the Copy button.

# Selection and Display Variants

It is possible to produce a report that only contains subtotals, no line items!! Select the subtotal line by clicking on it and press the Collapse () button. In the case below, I have collapsed both posting dates.



G/L Account Line Item Display G/L View

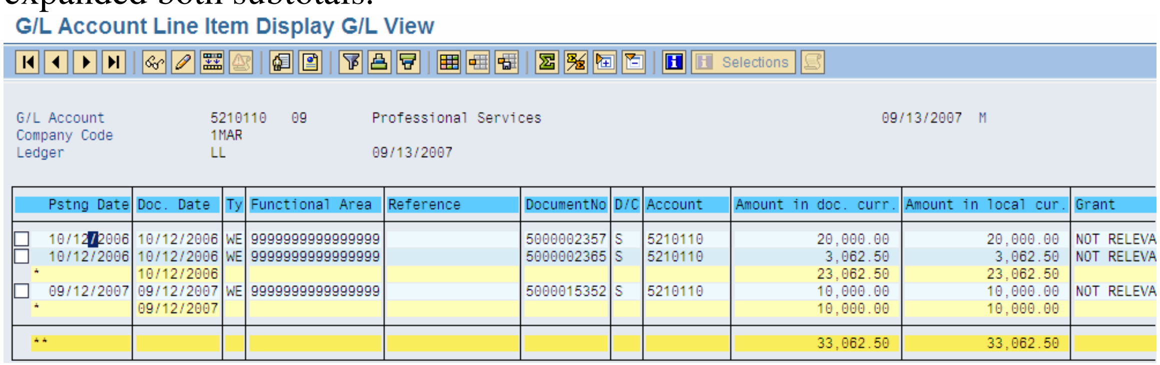
Selections

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| * | 10/12/2006 | | | | | | | 23,062.50 | 23,062.50 | |
| * | 09/12/2007 | | | | | | | 10,000.00 | 10,000.00 | |
| ** | | | | | | | | 33,062.50 | 33,062.50 | |

You can see that only the subtotal lines are displayed.

If you wish to see the details for a subtotal, select the subtotal line by clicking on it and press the Expand () button. In the case below, I have expanded both subtotals.



G/L Account Line Item Display G/L View

Selections

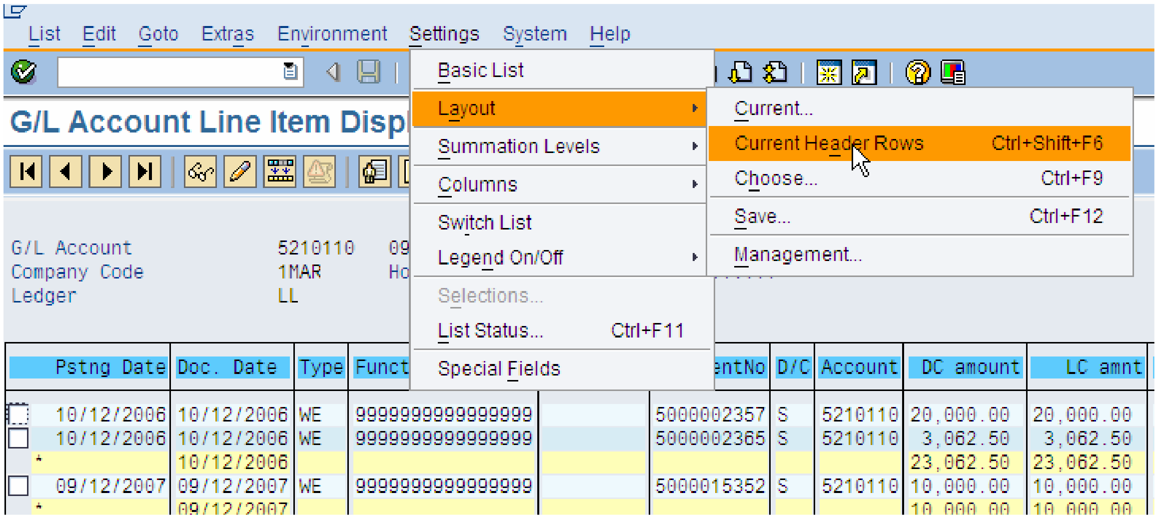
G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Pstng Date | Doc. Date | Ty | Functional Area | Reference | DocumentNo | D/C | Account | Amount in doc. curr. | Amount in local cur. | Grant |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002357 | S | 5210110 | 20,000.00 | 20,000.00 | NOT RELEVA |
| 10/12/2006 | 10/12/2006 | WE | 9999999999999999 | | 5000002365 | S | 5210110 | 3,062.50 | 3,062.50 | NOT RELEVA |
| * | 10/12/2006 | | | | | | | 23,062.50 | 23,062.50 | |
| 09/12/2007 | 09/12/2007 | WE | 9999999999999999 | | 5000015352 | S | 5210110 | 10,000.00 | 10,000.00 | NOT RELEVA |
| * | 09/12/2007 | | | | | | | 10,000.00 | 10,000.00 | |
| ** | | | | | | | | 33,062.50 | 33,062.50 | |

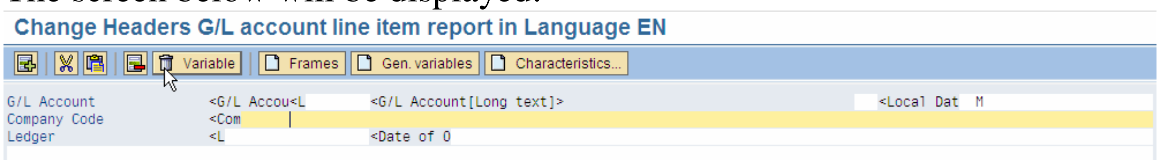
# Selection and Display Variants

## Adding Text to Report

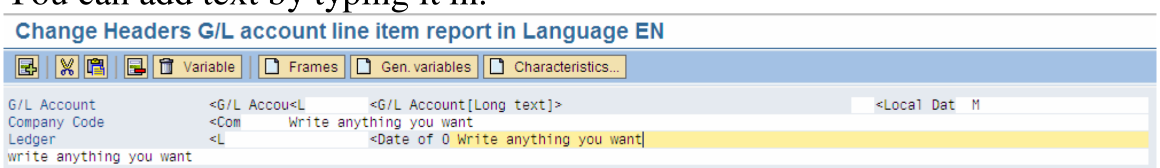
To add text to the report heading, follow menu path: Settings → Layout → Current Header Rows as shown below:



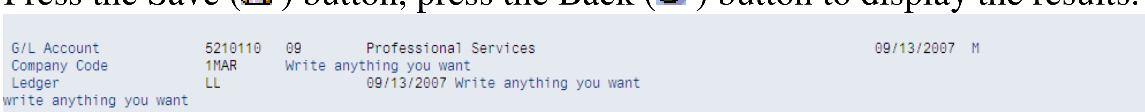

The screen below will be displayed:




You can add text by typing it in.



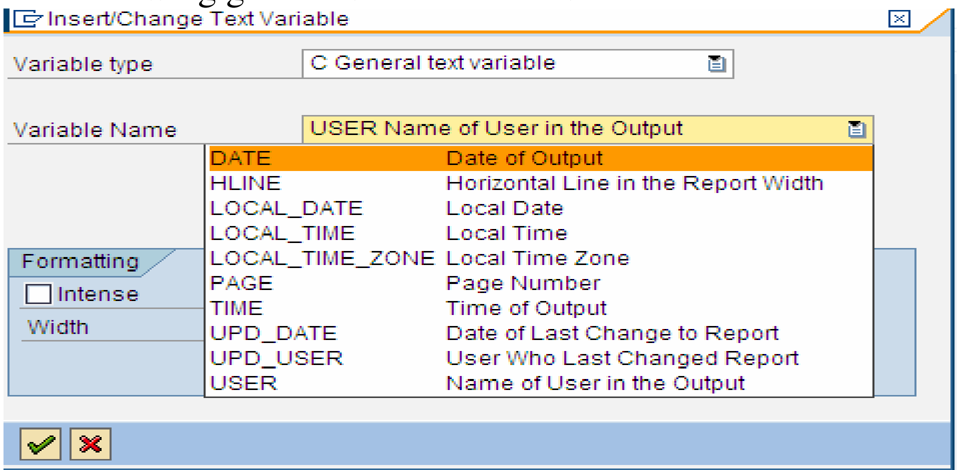

Press the Save ( ) button, press the Back ( ) button to display the results:



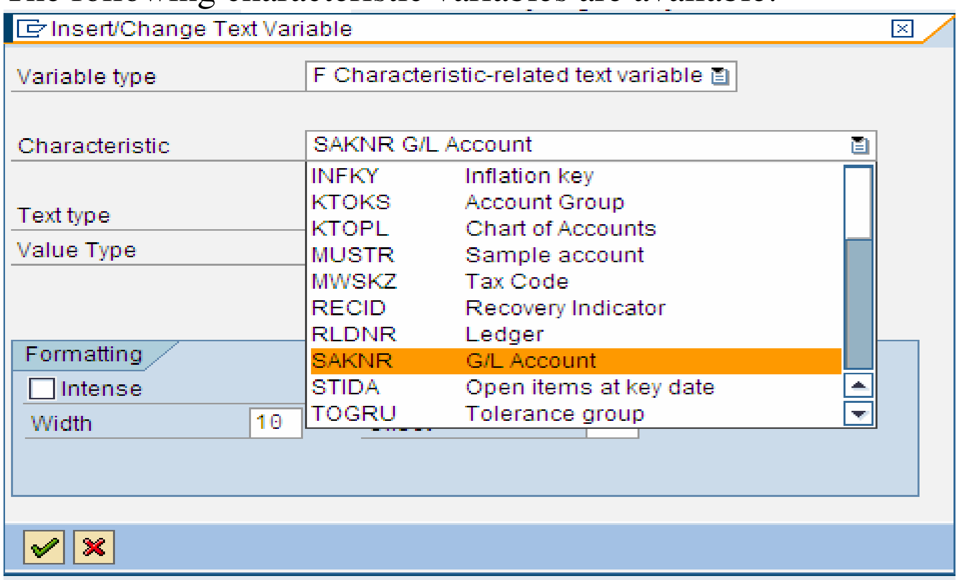

You can insert variables or characteristics by clicking where you would like the variable to appear and then pressing the appropriate button.

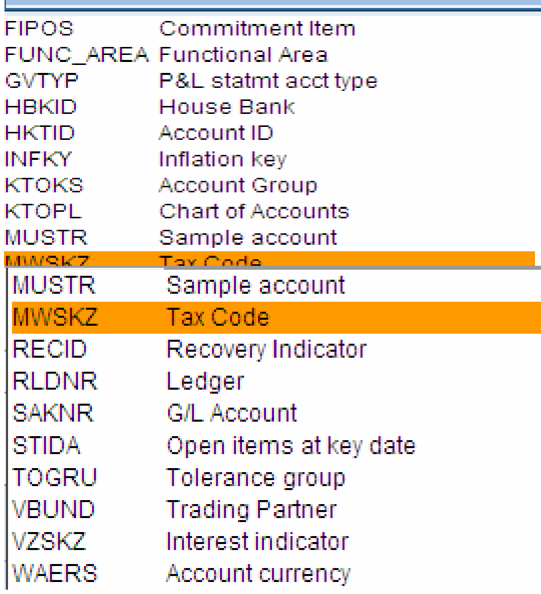
# Selection and Display Variants

The following general variables are available:



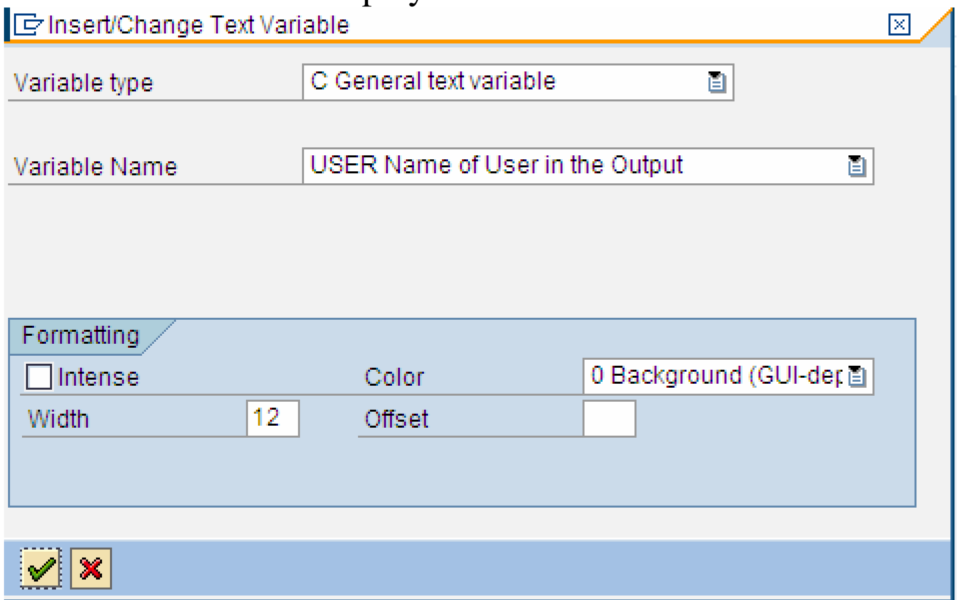

The following characteristic variables are available:



# Selection and Display Variants

You also have control over display of these items:

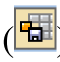


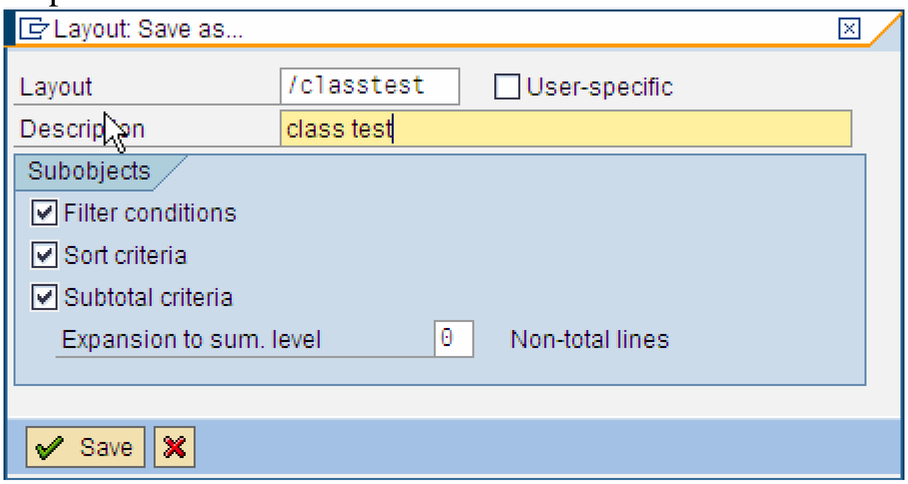

Experiment; see what you find useful.

# Selection and Display Variants

**Saving a Display Variant**

Now that you've done all this work, you may want to save it so you can use it again or let others use it.

To save your display variant, press the Save Variant () button. You will be presented with the screen below:




Variant Name and description are very important to provide reusability. If you don't name and describe the variant in a meaningful way, it is unlikely that even you will be able to find the variant in the future, certainly others will not be able to gain the benefits of your variant.

If the first character of the variant is a forward slash(/), the variant will be available for use by others.

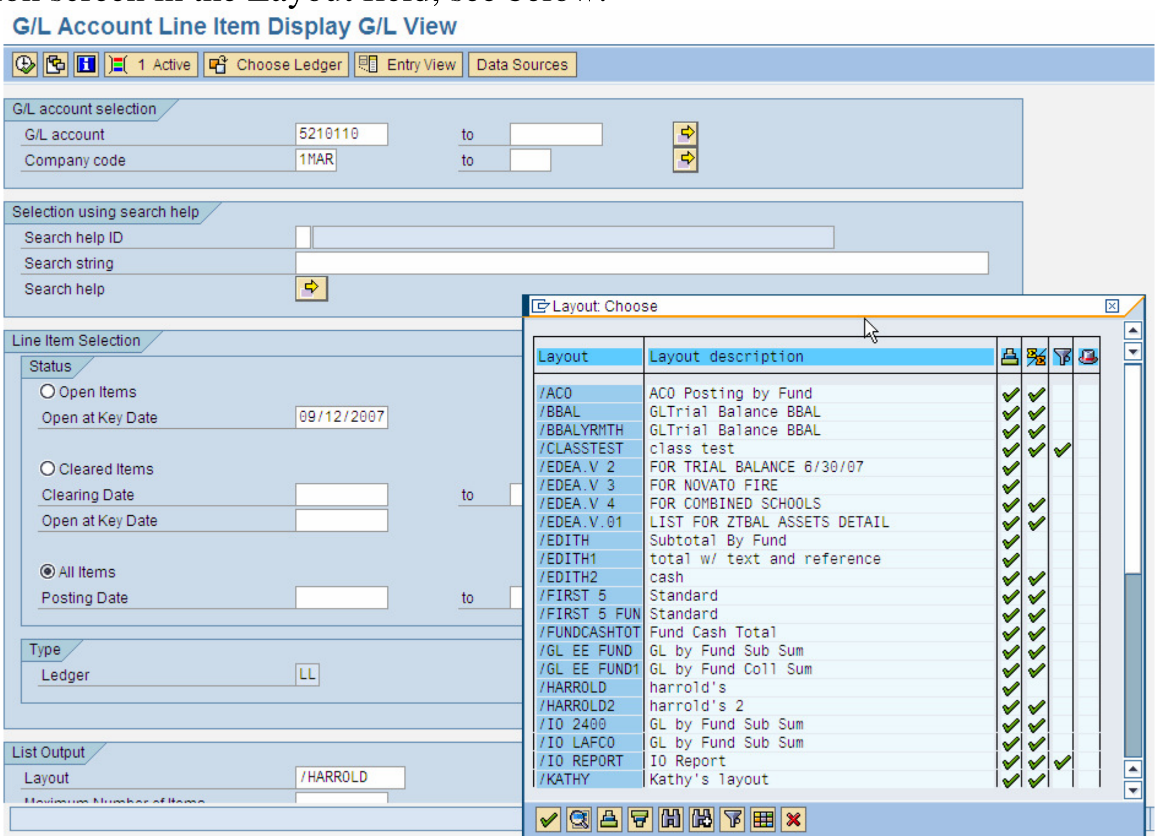
Meaningful names are always tough and you have a limited number of characters, the description field can be more descriptive as it is longer.

# Selection and Display Variants

### Selecting a Display Variant

There are two ways that you can select a display variant.

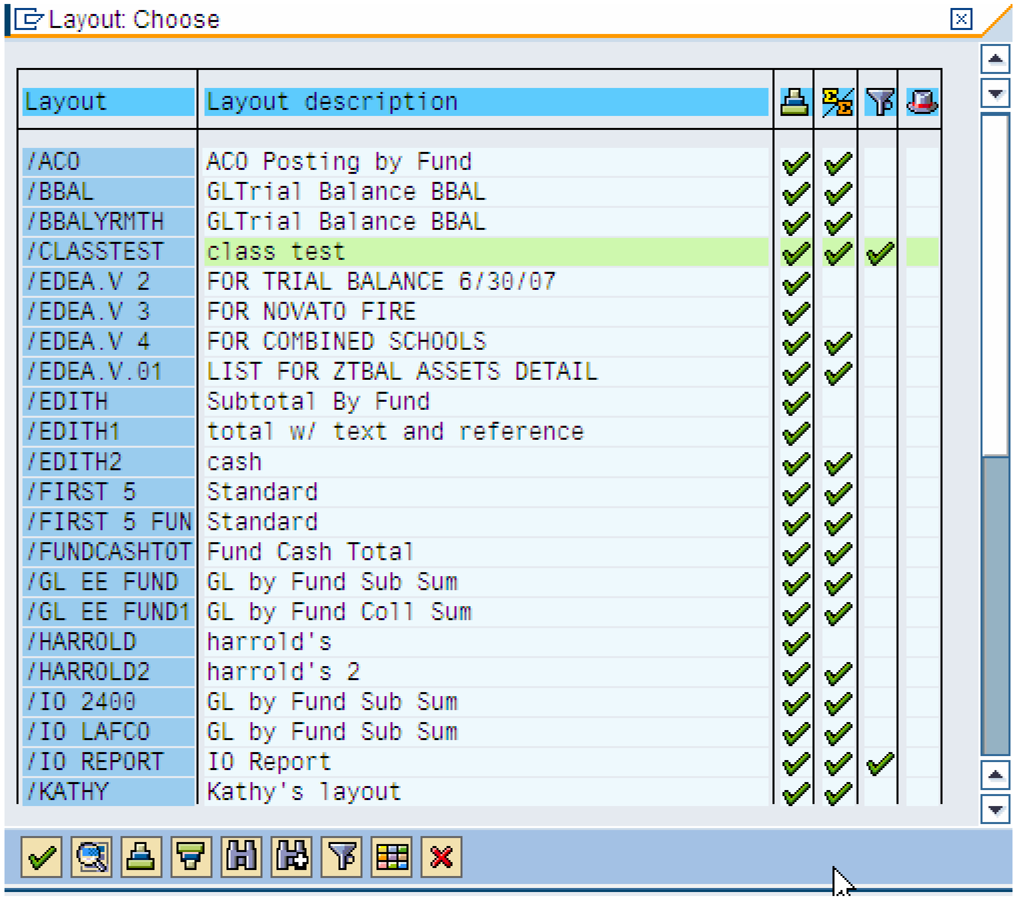
In the first case, you may be able to enter a display variant on the data selection screen in the Layout field, see below:




The pulldown list a list of the display variants available for this report, double click to select one.

The second case is when you are already displaying the report, you can press the Select Layout ( ) button. You will be presented with a list of display variants available for this report, double click to select one.

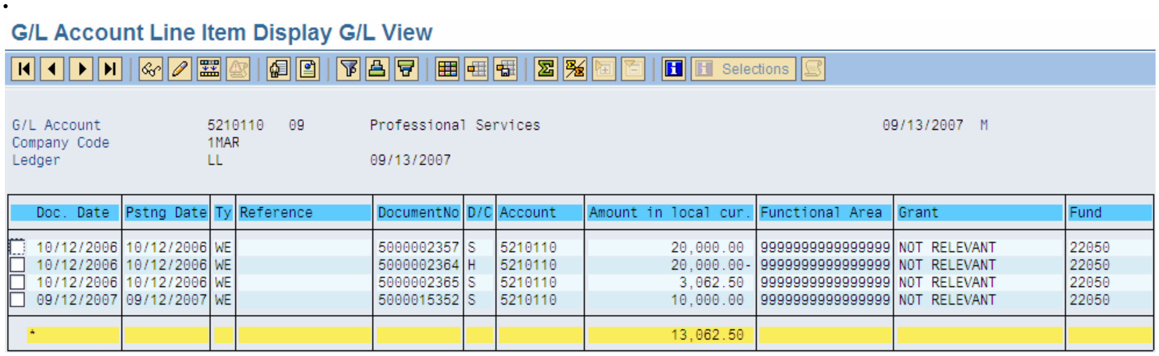
# Selection and Display Variants



Layout: Choose

| Layout | Layout description | | | | |
|---|---|---|---|---|---|
| /ACO | ACO Posting by Fund | ✓ | ✓ | | |
| /BBAL | GLTrial Balance BBAL | ✓ | ✓ | | |
| /BBALYRMTH | GLTrial Balance BBAL | ✓ | ✓ | | |
| /CLASSTEST | class test | ✓ | ✓ | ✓ | |
| /EDEA.V 2 | FOR TRIAL BALANCE 6/30/07 | ✓ | | | |
| /EDEA.V 3 | FOR NOVATO FIRE | ✓ | | | |
| /EDEA.V 4 | FOR COMBINED SCHOOLS | ✓ | ✓ | | |
| /EDEA.V.01 | LIST FOR ZTBAL ASSETS DETAIL | ✓ | ✓ | | |
| /EDITH | Subtotal By Fund | ✓ | | | |
| /EDITH1 | total w/ text and reference | ✓ | | | |
| /EDITH2 | cash | ✓ | ✓ | | |
| /FIRST 5 | Standard | ✓ | ✓ | | |
| /FIRST 5 FUN | Standard | ✓ | ✓ | | |
| /FUNDCASHTOT | Fund Cash Total | ✓ | ✓ | | |
| /GL EE FUND | GL by Fund Sub Sum | ✓ | ✓ | | |
| /GL EE FUND1 | GL by Fund Coll Sum | ✓ | ✓ | | |
| /HARROLD | harrold's | ✓ | | | |
| /HARROLD2 | harrold's 2 | ✓ | ✓ | | |
| /IO 2400 | GL by Fund Sub Sum | ✓ | ✓ | | |
| /IO LAFCO | GL by Fund Sub Sum | ✓ | ✓ | | |
| /IO REPORT | IO Report | ✓ | ✓ | ✓ | |
| /KATHY | Kathy's layout | ✓ | ✓ | | |

In this case the /Harrold layout was selected to produce the report below:



G/L Account Line Item Display G/L View



G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR
Ledger LL 09/13/2007

| Doc. Date | Pstng Date | Ty | Reference | DocumentNo | D/C | Account | Amount in local cur. | Functional Area | Grant | Fund |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/12/2006 | 10/12/2006 | WE | | 5000002357 | S | 5210110 | 20,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002364 | H | 5210110 | 20,000.00- | 9999999999999999 | NOT RELEVANT | 22050 |
| 10/12/2006 | 10/12/2006 | WE | | 5000002365 | S | 5210110 | 3,062.50 | 9999999999999999 | NOT RELEVANT | 22050 |
| 09/12/2007 | 09/12/2007 | WE | | 5000015352 | S | 5210110 | 10,000.00 | 9999999999999999 | NOT RELEVANT | 22050 |
| * | | | | | | | 13,062.50 | | | |

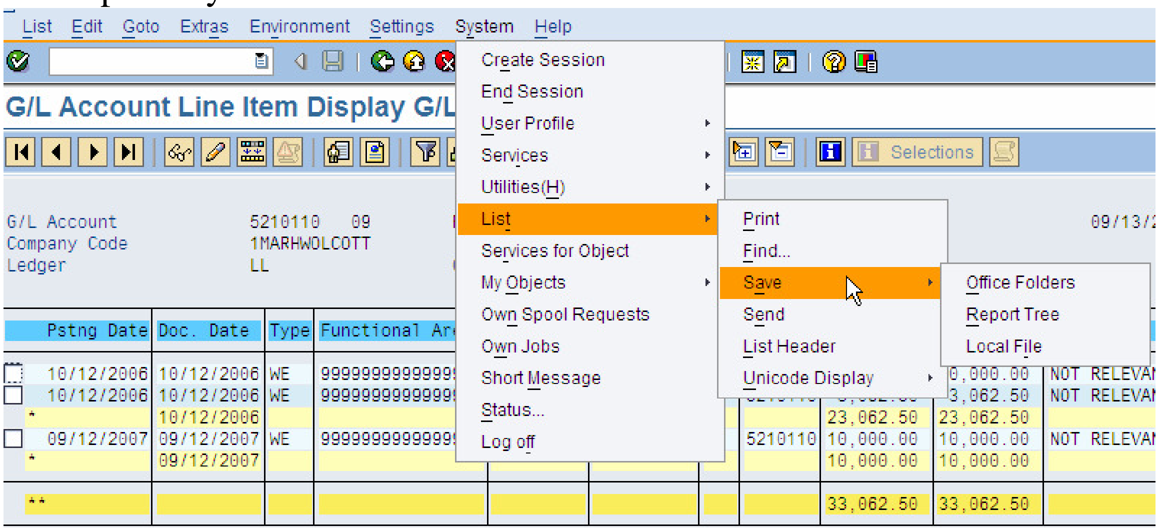
Note that all of the information from our display layout (subtotals, filters, column sequence) have been replaced by the specification of this display variant.

# Selection and Display Variants

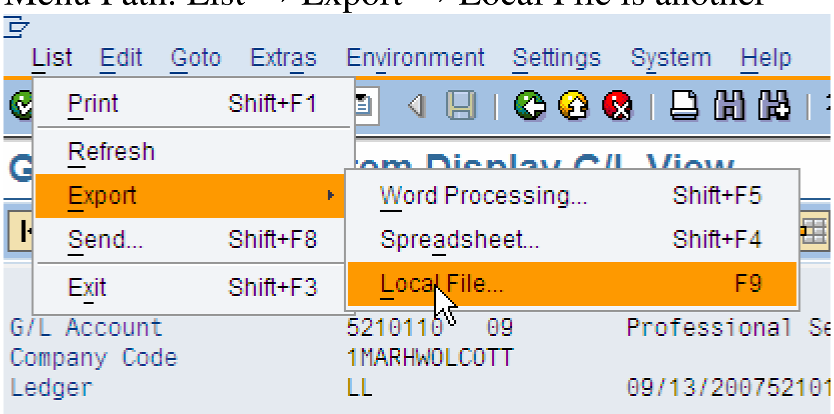
## Exporting Reports

There are quite a number of ways that reports may be exported. It depends on the report that you are displaying, there may be more than one method.

Menu path: System → List → Save → Local File is one method




Menu Path: List → Export → Local File is another




You may see the Export () button on some reports.

If you wish to retain the appearance of the report, export it as html format. You won't be able to manipulate the report but it comes in handy for e-mailing. Use spreadsheet or unconverted if you wish to manipulate the file.