

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

G/L Account Line Item Display G/L View

G/L account selection

G/L account: 5210110 to: []
Company code: 1MAR to: []

Selection using search help

Search help ID: []
Search string: []
Search help: []

Line Item Selection

Status

Open Items
Open at Key Date: 09/12/2007

Cleared Items
Clearing Date: [] to: []
Open at Key Date: []

All Items
Posting Date: [] to: []

Type

Ledger: LL

List Output

Layout: /HARROLD
Maximum Number of Items: []

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).

G/L Account Line Item Display G/L View

G/L account selection

G/L account: 5210110 to: []
Company code: 1MAR to: []

Selection using search help

Search help ID: []
Search string: []
Search help: []

Line Item Selection

Status

Open Items
Open at Key Date: 09/12/2007

Cleared Items
Clearing Date: [] to: []
Open at Key Date: []

All Items
Posting Date: [] to: []

Type

Ledger: LL

List Output

Layout: /HARROLD
Maximum Number of Items: []

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.

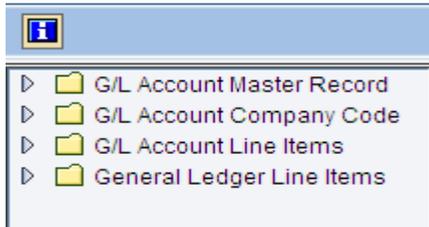
Selection and Display Variants

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:

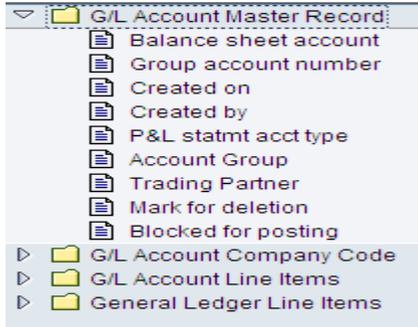
Free Selection



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:

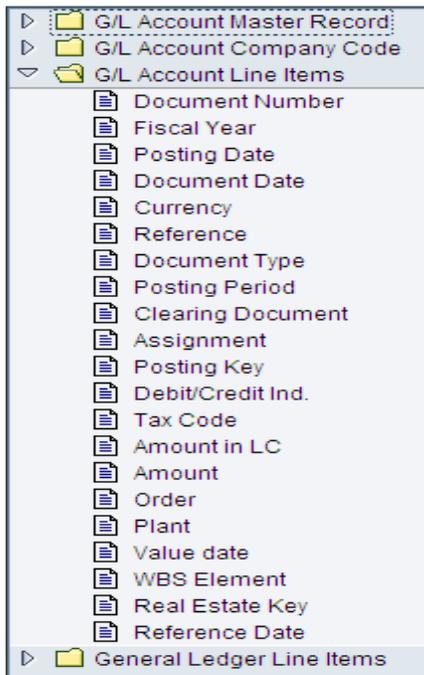


G/L Account Company Code selection criteria below:

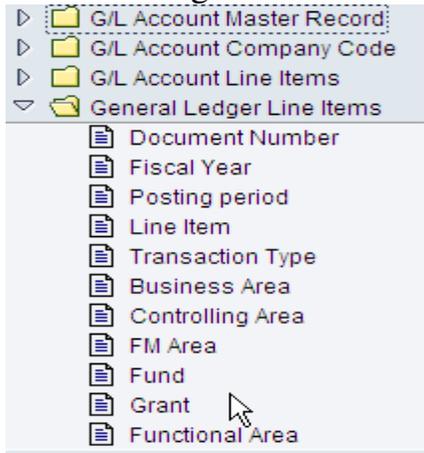


Selection and Display Variants

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:

Free Selection

The screenshot shows the 'Free Selection' interface. At the top, there are two buttons: 'Single Values Only' and 'Hide Field Selection', followed by a blue 'f' icon. Below this is a tree view on the left with the following items: 'G/L Account Master Record', 'G/L Account Company Code', 'G/L Account Line Items', and 'General Ledger Line Items'. Under 'General Ledger Line Items', several sub-items are listed: 'Document Number', 'Fiscal Year', 'Posting period', 'Line Item', 'Transaction Type', 'Business Area', 'Controlling Area', 'FM Area', 'Fund', 'Grant', and 'Functional Area'. The 'Fund' item is highlighted with a yellow background. To the right of the tree view is a 'Dynamic selections' section. It has a sub-section 'General Ledger Line Items' and a 'Fund' field with an empty text box and a 'to' field with another empty text box.

Enter a fund or funds to restrict your selection:

This screenshot is similar to the one above, but the 'Fund' field in the 'Dynamic selections' section now contains the value '22050'. A mouse cursor is pointing at the 'Save' button (represented by a floppy disk icon) in the toolbar below the input fields. The rest of the interface, including the tree view and buttons, remains the same.

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

Selection and Display Variants

Program Edit Goto System Help

G/L Account Line Item Display G/L View

1 Active Choose Ledger Entry View Data Sources

G/L account selection
G/L account 5210110 to
Company code 1MAR to

Selection using search help
Search help ID
Search string
Search help

Line Item Selection

Status
 Open Items
Open at Key Date 09/12/2007
 Cleared Items
Clearing Date to
Open at Key Date
 All Items
Posting Date to

Type
Ledger LL

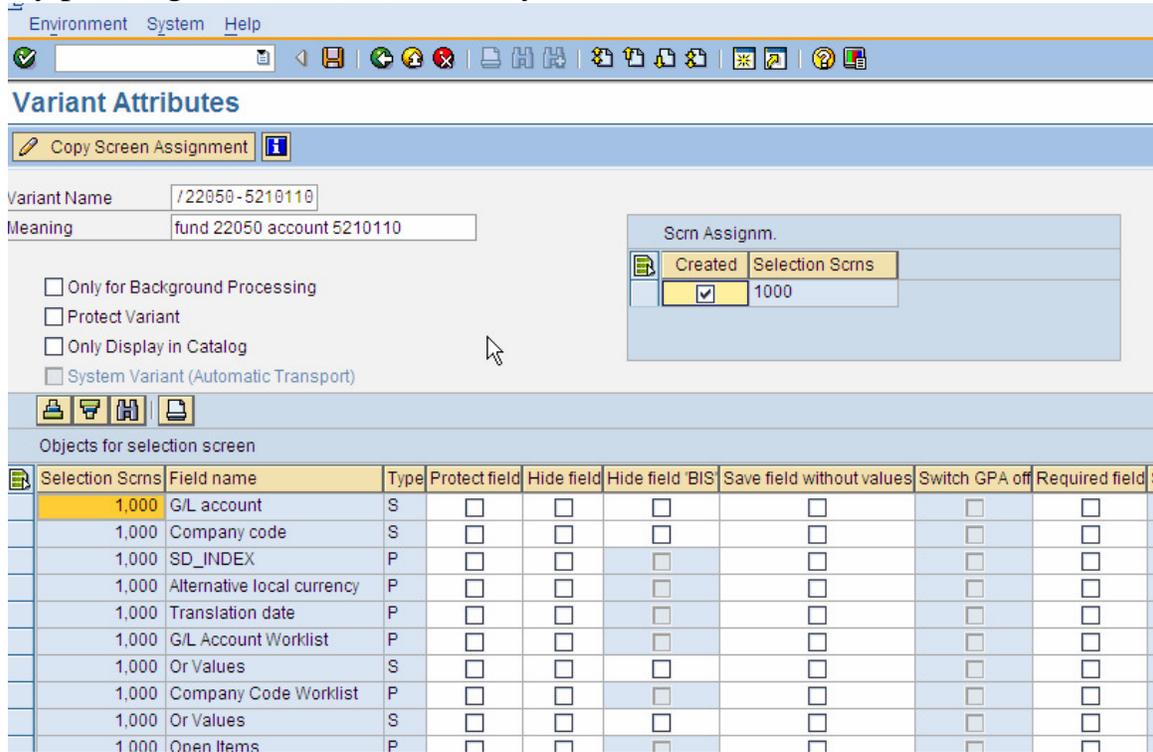
List Output
Layout /HARROLD
Maximum Number of Items

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.



The screenshot shows the SAP Variant Attributes dialog box. At the top, there is a menu bar with 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Variant Attributes' and contains a 'Copy Screen Assignment' button. The 'Variant Name' field is set to '/22050-5210110' and the 'Meaning' field is set to 'fund 22050 account 5210110'. There are four checkboxes: 'Only for Background Processing', 'Protect Variant', 'Only Display in Catalog', and 'System Variant (Automatic Transport)'. To the right, there is a 'Scrn Assignm.' table with columns 'Created' and 'Selection Scrs'. The 'Created' column has a checkmark and the 'Selection Scrs' column has the value '1000'. Below the checkboxes are four icons: a printer, a magnifying glass, a refresh icon, and a save icon. At the bottom, there is a table titled 'Objects for selection screen' with columns: 'Selection Scrs', 'Field name', 'Type', 'Protect field', 'Hide field', 'Hide field /BIS', 'Save field without values', 'Switch GPA off', and 'Required field'. The table contains 10 rows of data.

Selection Scrs	Field name	Type	Protect field	Hide field	Hide field /BIS	Save field without values	Switch GPA off	Required field
1,000	G/L account	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Company code	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	SD_INDEX	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Alternative local currency	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Translation date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	G/L Account Worklist	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Or Values	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Company Code Worklist	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Or Values	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Open Items	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)

G/L Account Line Item Display G/L View

Choose Ledger Entry View Data Sources

G/L account selection

G/L account [] to []

Company code [1MAR] to []

Selection using search help

Search help ID []

Search string []

Search help []

Line Item Selection

Status

Open Items
 Open at Key Date [09/12/2007]

Cleared Items
 Clearing Date [] to []

All Items
 Posting Date [] to []

Type

Ledger [LL]

List Output

Layout [/HARROLD]

Maximum Number of Items []

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

Find Variant

Variant []

Environment []

Created by [HWOLCOTT]

Changed by []

Original language []

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

Find Variant

Variant []

Environment []

Created by []

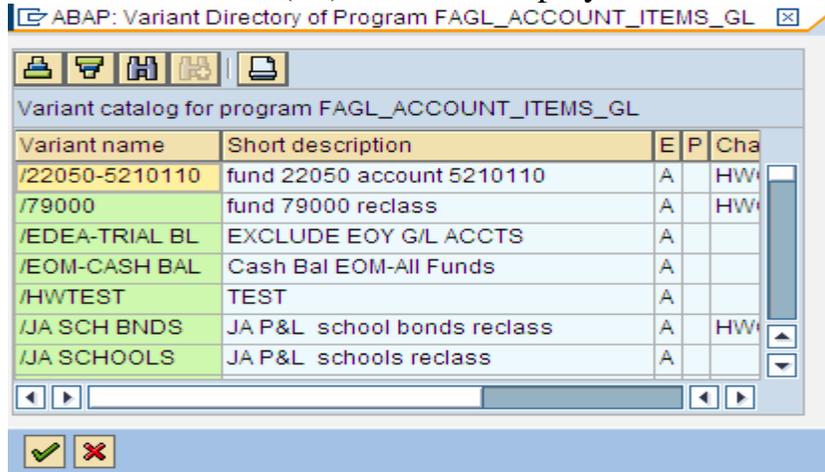
Changed by []

Original language []

Selection and Display Variants

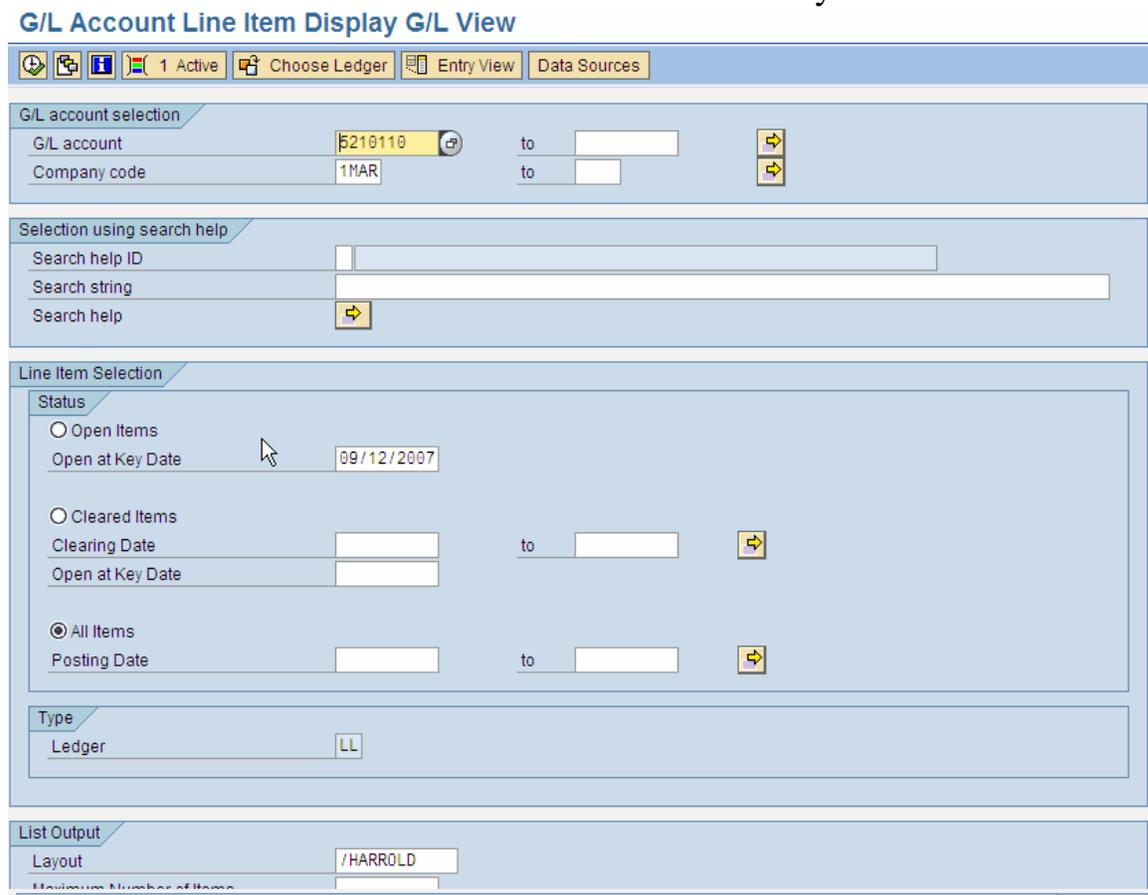
Press the Execute () button to display a list of variants.



Variant name	Short description	E	P	Cha
/22050-5210110	fund 22050 account 5210110	A		HW
/79000	fund 79000 reclass	A		HW
/EDEA-TRIAL BL	EXCLUDE EOY G/L ACCTS	A		
/EOM-CASH BAL	Cash Bal EOM-All Funds	A		
/HWTEST	TEST	A		
/JA SCH BNDS	JA P&L school bonds reclass	A		HW
/JA SCHOOLS	JA P&L schools reclass	A		

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.



G/L account selection

G/L account: 5210110 to []

Company code: 1MAR to []

Selection using search help

Search help ID: []

Search string: []

Search help: []

Line Item Selection

Status

Open Items

Open at Key Date: 09/12/2007

Cleared Items

Clearing Date: [] to []

Open at Key Date: []

All Items

Posting Date: [] to []

Type

Ledger: LL

List Output

Layout: /HARROLD

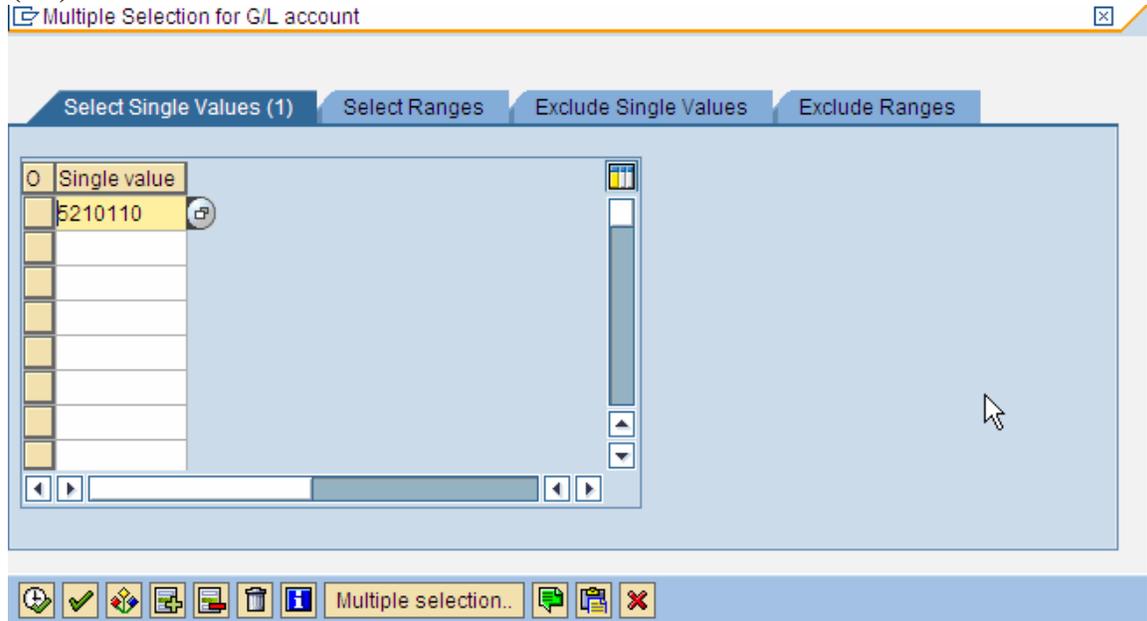
Maximum Number of Items: []

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.

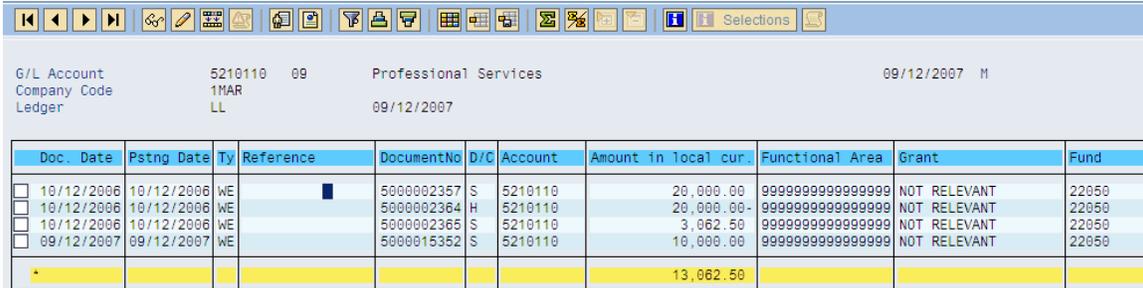
If you are going to use the same criteria for selecting information from multiple reports, it may be worth the effort to create a text file containing the information.

Selection and Display Variants

Display Variants

Below is the report produced:

G/L Account Line Item Display G/L View



The screenshot shows a software interface with a toolbar at the top containing various icons for navigation and editing. Below the toolbar, the report header displays the following information:

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

The main table contains the following data:

Doc. Date	Pstng Date	Ty	Reference	DocumentNo	D/C	Account	Amount in local cur.	Functional Area	Grant	Fund
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002364	H	5210110	20,000.00-	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002365	S	5210110	3,062.50	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 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

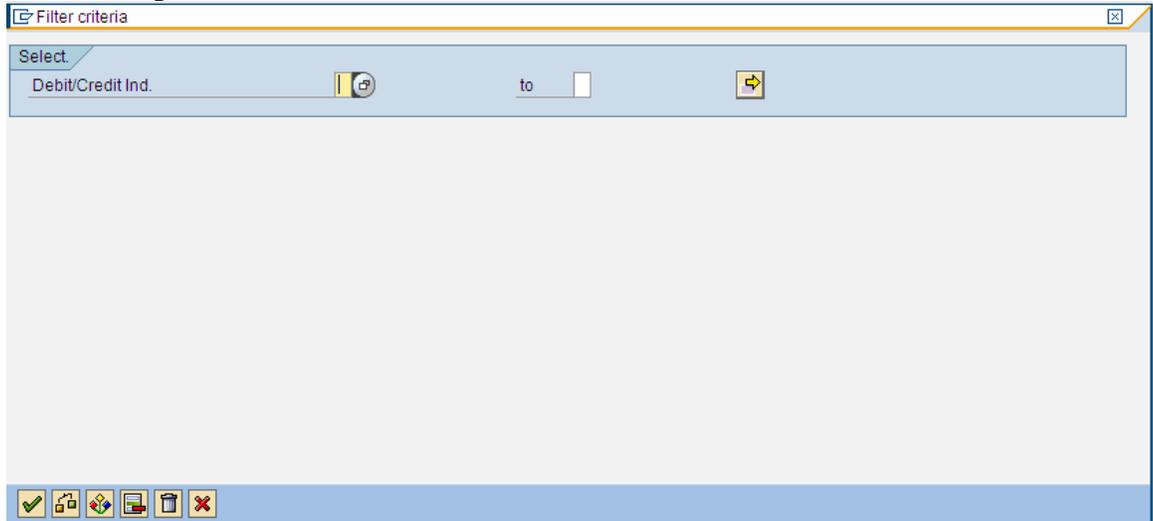
Selection and Display Variants

Filters

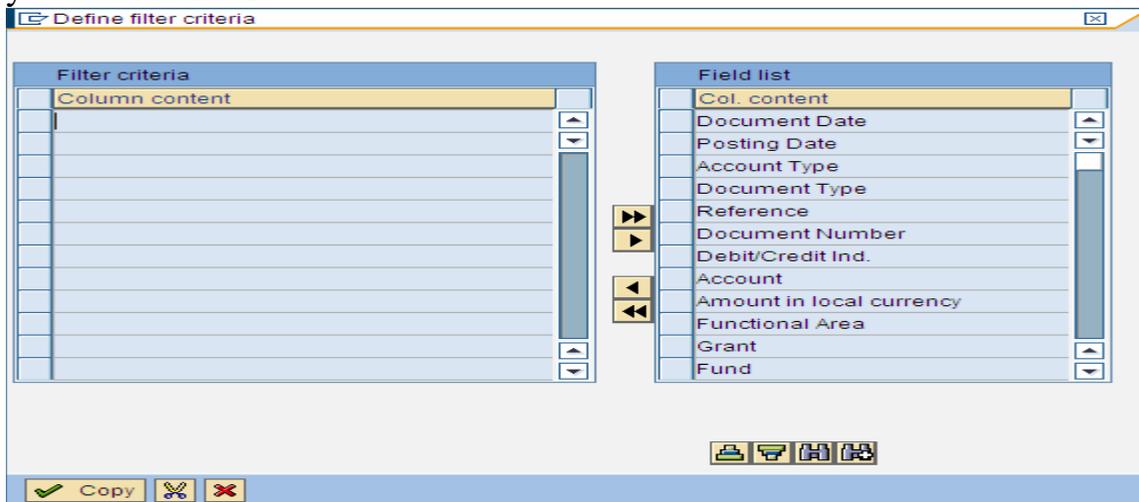
The filter () button allows you to further reduce the rows selected.

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 then press the filter button, you will be asked to provide values related to that column.

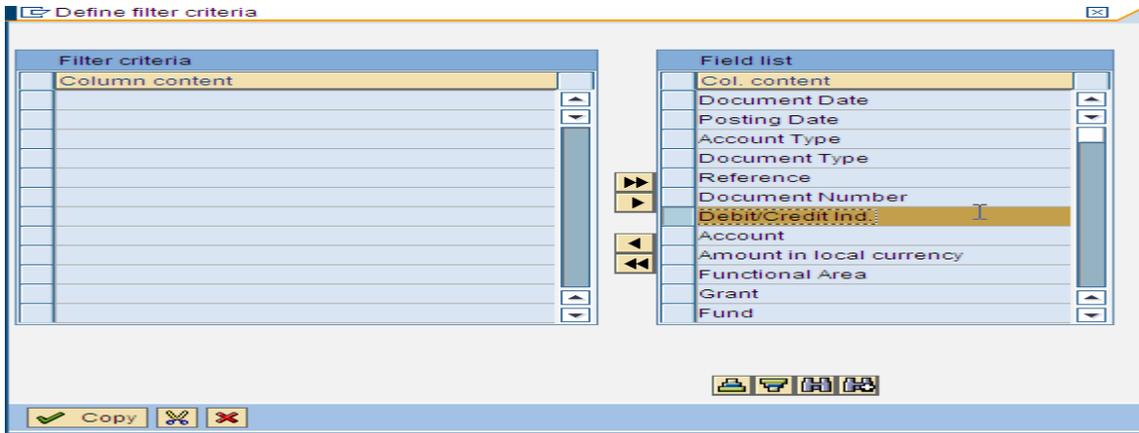


If you have not selected a column, you will be presented with a list of all of the columns available on the report and asked to select those upon which you wish to filter.



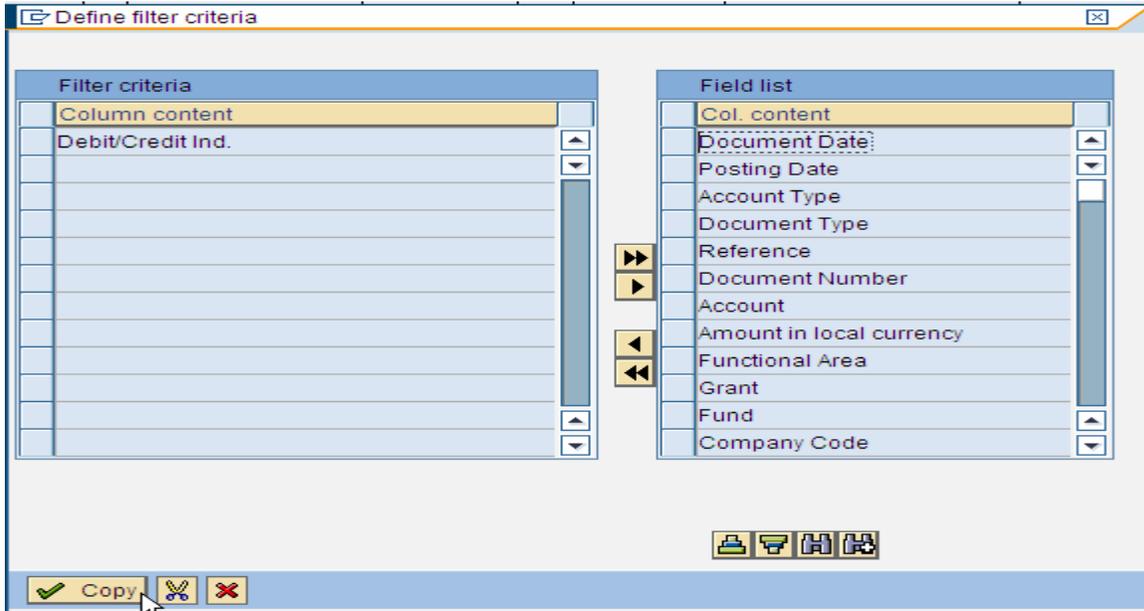
Select the field on which you wish to filter by pressing the button to the left

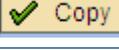
Selection and Display Variants

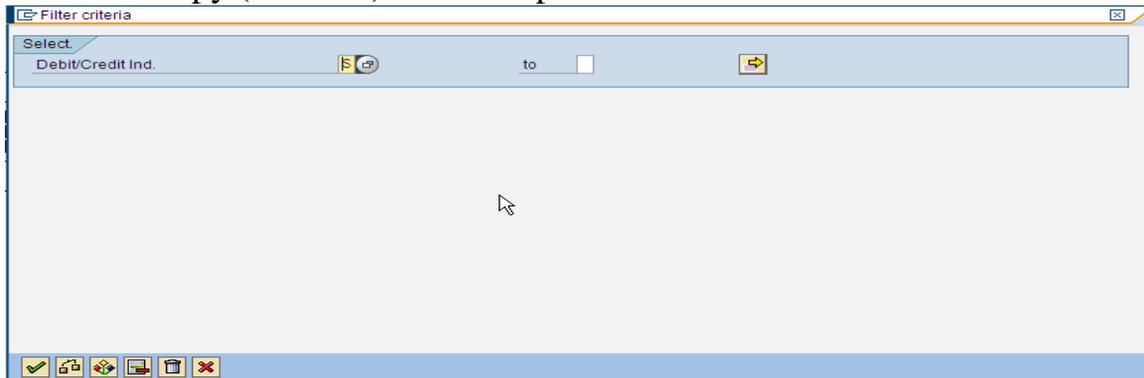


Selection and Display Variants

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



Press the Copy () 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.

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
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	999999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002365	S	5210110	3,062.50	999999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 09/12/2007	09/12/2007	WE		5000015352	S	5210110	10,000.00	999999999999999999	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 then press one of the sort buttons, the rows displayed will be sorted into the sequence desired. Below Posting Date and Descending sort have been 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

Doc. Date	Posting Date	Ty	Reference	DocumentNo	D/C	Account	Amount in local cur.	Functional Area	Grant	Fund
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002365	S	5210110	3,062.50	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 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 Line Item Display G/L View

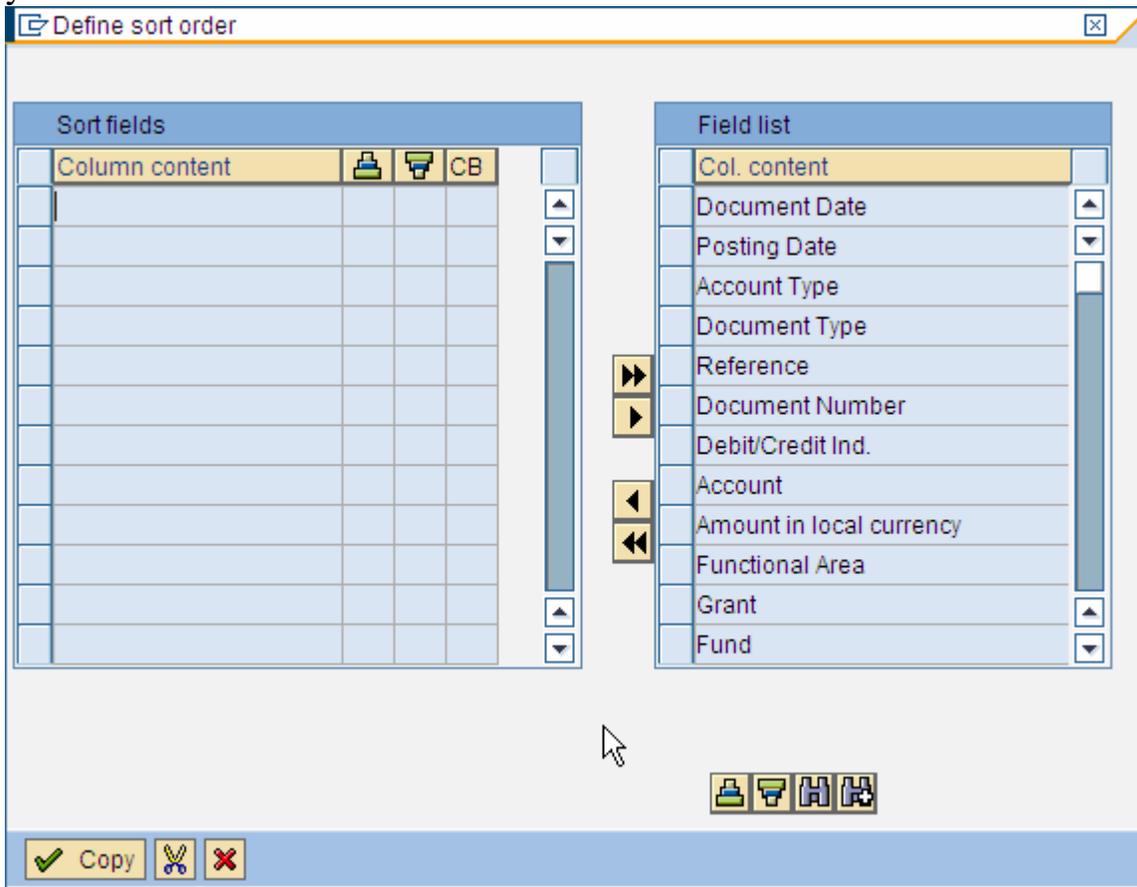


G/L Account: 5210110 09 Professional Services 09/13/2007 M
 Company Code: 1MAR
 Ledger: LL 09/13/2007

Doc. Date	Posting Date	Ty	Reference	DocumentNo	D/C	Account	Amount in local cur.	Functional Area	Grant	Fund
<input checked="" type="checkbox"/> 09/12/2007	09/12/2007	WE		5000015352	S	5210110	10,000.00	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 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.



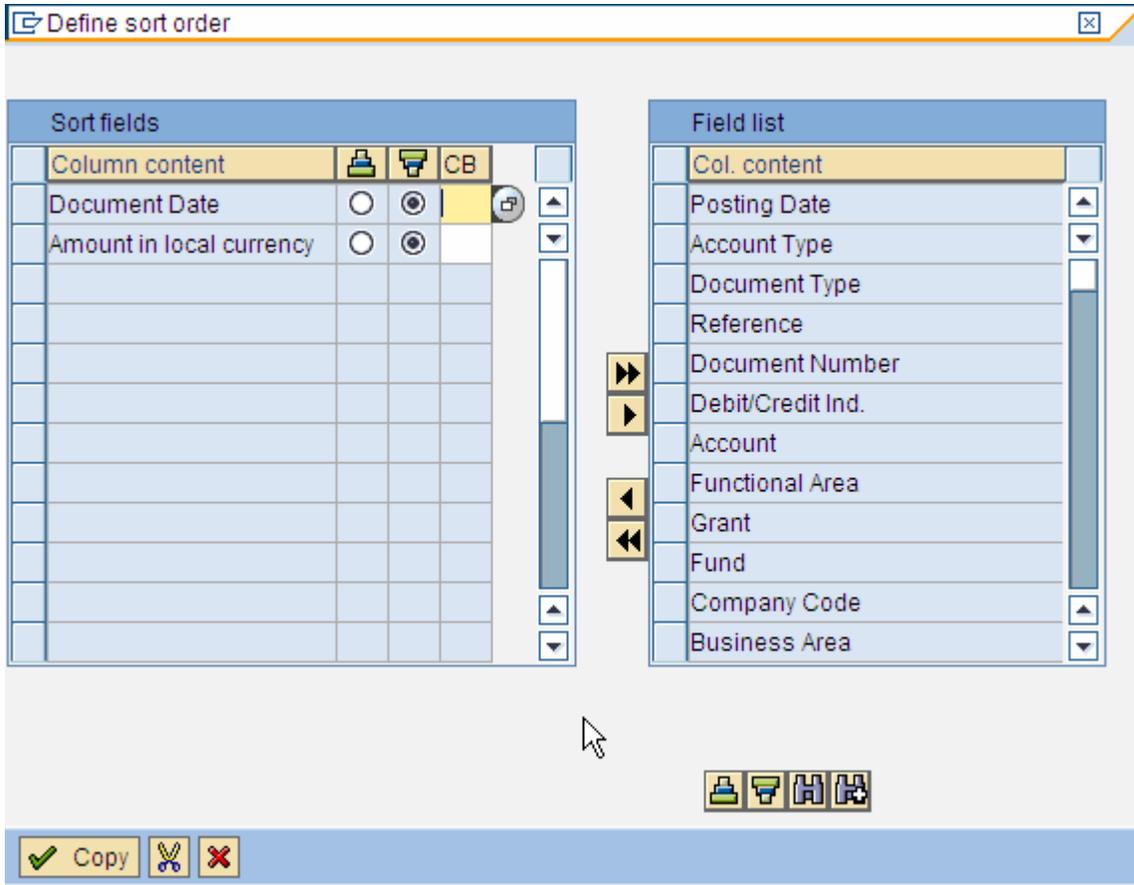
You can sort the field list by pressing the sort keys on the right. By ordering this list it may be easier to find the fields on which you wish to sort. The Find () button may also be useful if there are many fields.

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

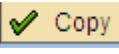
Then press the Show Selected fields () button to move the field to the Column content column.

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.

G/L Account Line Item Display G/L View

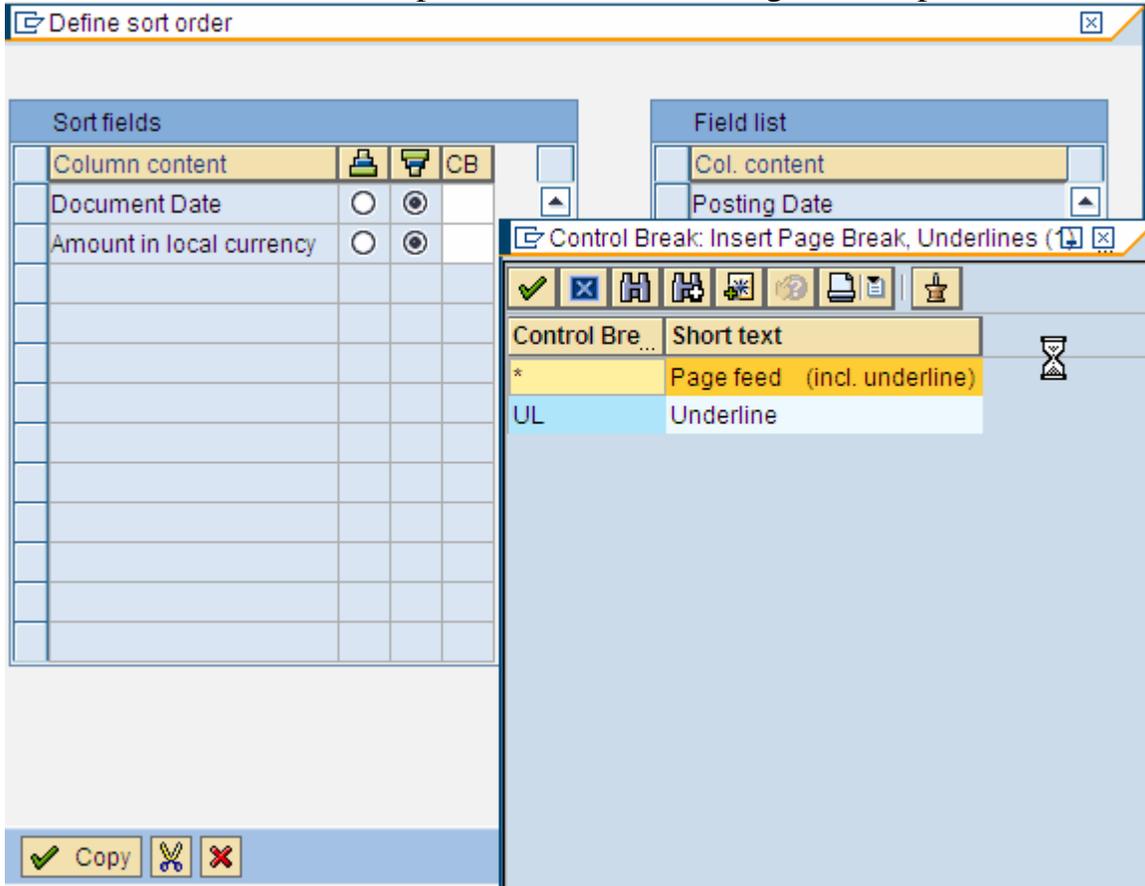
G/L Account: 5210110 09 Professional Services 09/13/2007 M
 Company Code: 1MAR
 Ledger: LL 09/13/2007

Doc. Date	Pstng Date	Ty	Reference	DocumentNo	D/C	Account	Amount in local cur.	Functional Area	Grant	Fund
<input type="checkbox"/> 09/12/2007	09/12/2007	WE		5000015352	S	5210110	10,000.00	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	9999999999999999	NOT RELEVANT	22050
<input type="checkbox"/> 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:

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
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			

Note the line appearing between the document dates.

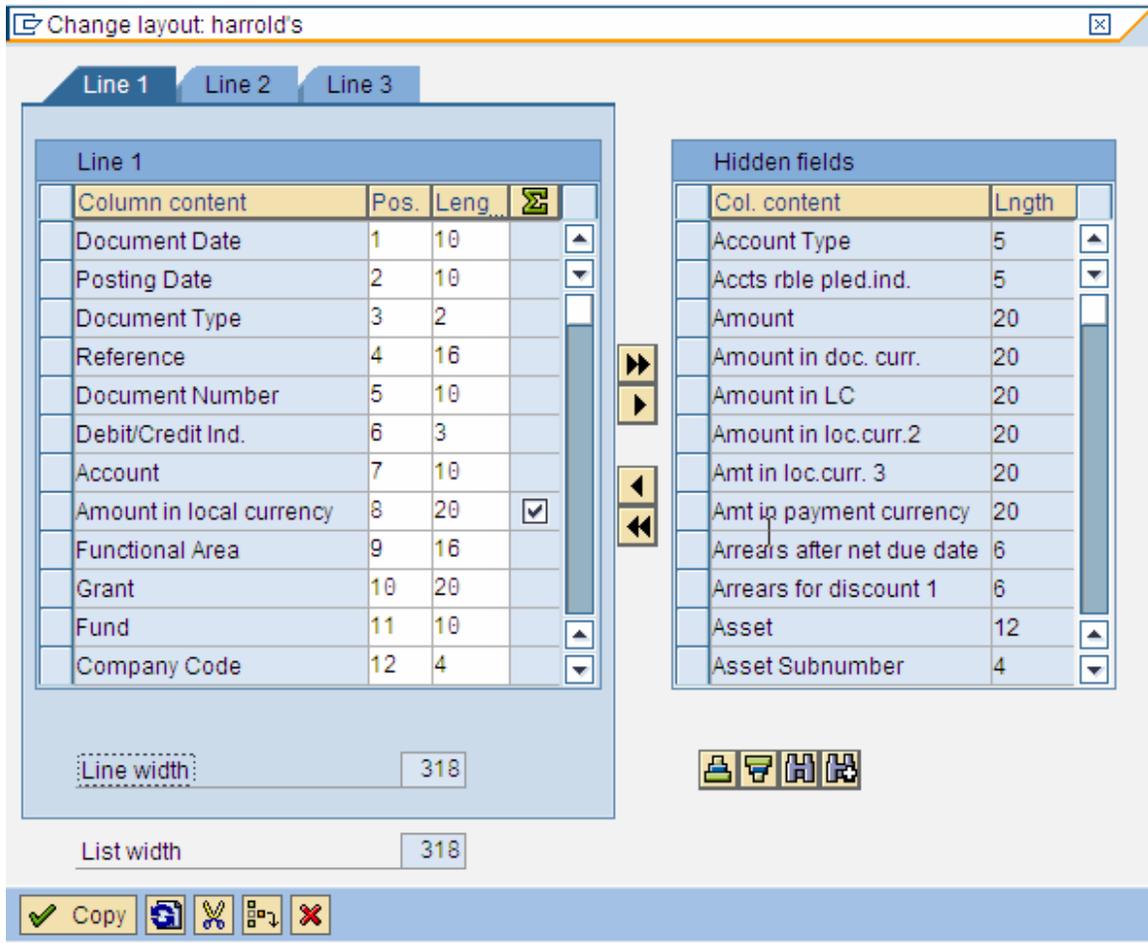
Selection and Display Variants

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 screenshot shows the 'Change layout: harrold's' dialog box. It has three tabs: 'Line 1', 'Line 2', and 'Line 3'. The 'Line 1' tab is active. It contains two main panels: 'Line 1' and 'Hidden fields'. The 'Line 1' panel has a table with columns: 'Column content', 'Pos.', 'Leng.', and a totaling symbol (Σ). The 'Hidden fields' panel has a table with columns: 'Col. content' and 'Lngth'. There are navigation arrows between the two panels. At the bottom, there is a 'Line width' field set to 318 and a 'List width' field set to 318. A toolbar at the bottom contains icons for Copy, Paste, Cut, Undo, and Close.

Column content	Pos.	Leng.	Σ
Document Date	1	10	
Posting Date	2	10	
Document Type	3	2	
Reference	4	16	
Document Number	5	10	
Debit/Credit Ind.	6	3	
Account	7	10	
Amount in local currency	8	20	<input checked="" type="checkbox"/>
Functional Area	9	16	
Grant	10	20	
Fund	11	10	
Company Code	12	4	

Col. content	Lngth
Account Type	5
Accts rble pled.ind.	5
Amount	20
Amount in doc. curr.	20
Amount in LC	20
Amount in loc.curr.2	20
Amt in loc.curr. 3	20
Amt in payment currency	20
Arrears after net due date	6
Arrears for discount 1	6
Asset	12
Asset Subnumber	4

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.

Change layout: harrold's

Line 1	Pos.	Leng.
Document Date	2	10
Posting Date	1	10
Document Type	3	2
Reference	4	16
Document Number	5	10
Debit/Credit Ind.	6	3
Account	7	10
Amount in local currency	8	20
Functional Area	9	16
Grant	10	20
Fund	11	10
Company Code	12	4

Hidden fields	Lngth
Account Type	5
Accts rble pled.ind.	5
Amount	20
Amount in doc. curr.	20
Amount in LC	20
Amount in loc.curr.2	20
Amt in loc.curr. 3	20
Amt in payment currency	20
Arrears after net due date	6
Arrears for discount 1	6
Asset	12
Asset Subnumber	4

Line width: 318
List width: 318

Copy

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

Posting Date	Doc. 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	999999999999999999	NOT RELEVANT	22050
10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	999999999999999999	NOT RELEVANT	22050
10/12/2006	10/12/2006	WE		5000002365	S	5210110	3,062.50	999999999999999999	NOT RELEVANT	22050
							33,062.50			

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.

Change layout: harrold's

Line 1
Line 2
Line 3

Line 1

Column content	Pos.	Len	
Posting Date	1	10	
Document Date	2	10	
Document Type	3	2	
Reference	4	16	
Document Number	5	10	
Debit/Credit Ind.	6	3	
Account	7	10	
Amount in local currency	8	20	<input checked="" type="checkbox"/>
Functional Area	9	16	
Grant	10	20	
Fund	11	10	
Company Code	12	4	

Line width:

List width:

▶▶

▶

◀

◀◀

Hidden fields

Col. content	Lngh	
Account Type	5	
Accts rble pled.ind.	5	
Amount	20	
Amount in doc. curr.	20	
Amount in LC	20	
Amount in loc.curr.2	20	
Amt in loc.curr. 3	20	
Amt in payment currency	20	
Arrears after net due date	6	
Arrears for discount 1	6	
Asset	12	
Asset Subnumber	4	

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

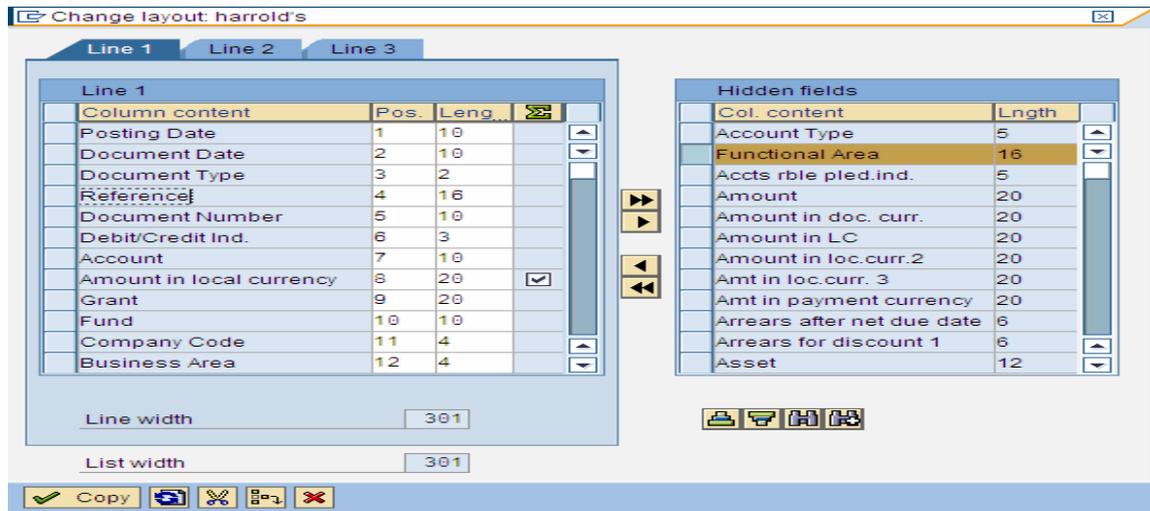
Pstng Date	Doc. Date	Ty	Reference	DocumentNo	D/C	Account	Amount in local cur.	Grant	Fund	CoCd	BusA	Cost Ct
09/12/2007	09/12/2007	WE		5000015352	S	5210110	10,000.00	NOT RELEVANT	22050	1MAR	4000	
<input type="checkbox"/> 10/12/2006	10/12/2006	WE		5000002357	S	5210110	20,000.00	NOT RELEVANT	22050	1MAR	4000	4000071
<input type="checkbox"/> 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

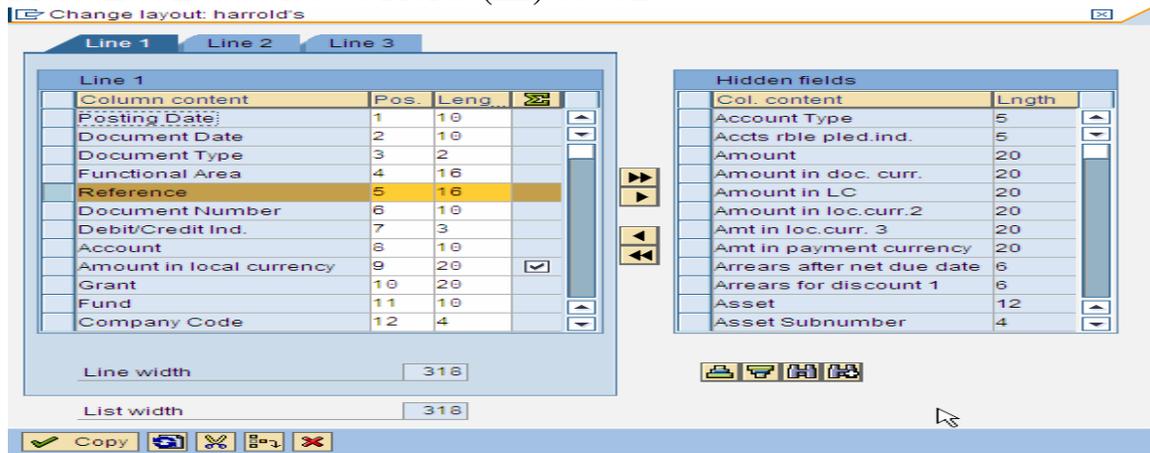
To add columns, select a field from the Hidden fields column by pressing the button to it's left.

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 (Copy) button to redisplay the report. See 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 local cur.	Grant	Fund
09/12/2007	09/12/2007	WE	9999999999999999		5000015352	S	5210110	10,000.00	NOT RELEVANT	22050
10/12/2006	10/12/2006	WE	9999999999999999		5000002357	S	5210110	20,000.00	NOT RELEVANT	22050
10/12/2006	10/12/2006	WE	9999999999999999		5000002365	S	5210110	3,062.50	NOT RELEVANT	22050
								33,062.50		

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

Pstng Date	Doc. Date	Ty	Functional Area	Reference	DocumentNo	D/C	Account	Amount in doc. curr.	Amount in local cur.	Grant
<input type="checkbox"/> 09/12/2007	09/12/2007	WE	9999999999999999		5000015352	S	5210110	10,000.00	10,000.00	NOT RELEVAN
<input type="checkbox"/> 10/12/2006	10/12/2006	WE	9999999999999999		5000002357	S	5210110	20,000.00	20,000.00	NOT RELEVAN
<input type="checkbox"/> 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

Pstng Date	Doc. Date	Ty	Functional Area	Reference	DocumentNo	D/C	Account	Amount in doc. curr.	Amount in local cur.	Grant
<input type="checkbox"/> 09/12/2007	09/12/2007	WE	9999999999999999		5000015352	S	5210110	10,000.00	10,000.00	NOT RELEVAN
<input type="checkbox"/> 10/12/2006	10/12/2006	WE	9999999999999999		5000002357	S	5210110	20,000.00	20,000.00	NOT RELEVAN
<input type="checkbox"/> 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

Pstng Date	Doc. Date	Ty	Functional Area	Reference	DocumentNo	D/C	Account	Amount in doc. curr.	Amount in local cur.	Grant
<input type="checkbox"/> 09/12/2007	09/12/2007	WE	9999999999999999		5000015352	S	5210110	10,000.00	10,000.00	NOT RELEVAN
<input type="checkbox"/> 10/12/2006	10/12/2006	WE	9999999999999999		5000002357	S	5210110	20,000.00	20,000.00	NOT RELEVAN
<input type="checkbox"/> 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

Pstng Date	Doc. Date	Ty	Functional Area	Reference	DocumentNo	D/C	Account	Amount in doc. curr.	Amount in local cur.	Grant
<input type="checkbox"/>	10/12/2006	10/12/2006	WE	9999999999999999	5000002357	S	5210110	20,000.00	20,000.00	NOT RELEVAN
<input type="checkbox"/>	10/12/2006	10/12/2006	WE	9999999999999999	5000002365	S	5210110	3,062.50	3,062.50	NOT RELEVAN
<input type="checkbox"/>	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

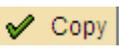
Pstng Date	Doc. Date	Ty	Functional Area	Reference	DocumentNo	D/C	Account	Amount in doc. curr.	Amount in local cur.	Grant
<input type="checkbox"/>	10/12/2006	10/12/2006	WE	9999999999999999	5000002357	S	5210110	20,000.00	20,000.00	NOT RELEVA
<input type="checkbox"/>	10/12/2006	10/12/2006	WE	9999999999999999	5000002365	S	5210110	3,062.50	3,062.50	NOT RELEVA
<input checked="" type="checkbox"/>	10/12/2006	10/12/2006	WE	9999999999999999				23,062.50	23,062.50	
<input type="checkbox"/>	09/12/2007	09/12/2007	WE	9999999999999999	5000015352	S	5210110	10,000.00	10,000.00	NOT RELEVA
<input checked="" type="checkbox"/>	09/12/2007	09/12/2007	WE	9999999999999999				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.

Define sort order

Sort fields	Field list																																								
<table border="1" style="width: 100%;"> <tr> <td>Column content</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Document Date</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Column content	<input type="checkbox"/>	Document Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td>Col. content</td> <td><input type="checkbox"/></td> </tr> <tr><td>Posting Date</td><td><input type="checkbox"/></td></tr> <tr><td>Account Type</td><td><input type="checkbox"/></td></tr> <tr><td>Document Type</td><td><input type="checkbox"/></td></tr> <tr><td>Functional Area</td><td><input type="checkbox"/></td></tr> <tr><td>Reference</td><td><input type="checkbox"/></td></tr> <tr><td>Document Number</td><td><input type="checkbox"/></td></tr> <tr><td>Debit/Credit Ind.</td><td><input type="checkbox"/></td></tr> <tr><td>Account</td><td><input type="checkbox"/></td></tr> <tr><td>Amount in doc. curr.</td><td><input type="checkbox"/></td></tr> <tr><td>Amount in local currency</td><td><input type="checkbox"/></td></tr> <tr><td>Grant</td><td><input type="checkbox"/></td></tr> <tr><td>Fund</td><td><input type="checkbox"/></td></tr> </table>	Col. content	<input type="checkbox"/>	Posting Date	<input type="checkbox"/>	Account Type	<input type="checkbox"/>	Document Type	<input type="checkbox"/>	Functional Area	<input type="checkbox"/>	Reference	<input type="checkbox"/>	Document Number	<input type="checkbox"/>	Debit/Credit Ind.	<input type="checkbox"/>	Account	<input type="checkbox"/>	Amount in doc. curr.	<input type="checkbox"/>	Amount in local currency	<input type="checkbox"/>	Grant	<input type="checkbox"/>	Fund	<input type="checkbox"/>									
Column content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																			
Document Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																							
Col. content	<input type="checkbox"/>																																								
Posting Date	<input type="checkbox"/>																																								
Account Type	<input type="checkbox"/>																																								
Document Type	<input type="checkbox"/>																																								
Functional Area	<input type="checkbox"/>																																								
Reference	<input type="checkbox"/>																																								
Document Number	<input type="checkbox"/>																																								
Debit/Credit Ind.	<input type="checkbox"/>																																								
Account	<input type="checkbox"/>																																								
Amount in doc. curr.	<input type="checkbox"/>																																								
Amount in local currency	<input type="checkbox"/>																																								
Grant	<input type="checkbox"/>																																								
Fund	<input type="checkbox"/>																																								

Copy  

Click the checkbox in the  column and press the  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

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

Pstng Date	Doc. Date	Ty	Functional Area	Reference	DocumentNo	D/C	Account	Amount in doc. curr.	Amount in local cur.	Grant
<input type="checkbox"/>	10/12/2006	WE	9999999999999999		5000002357	S	5210110	20,000.00	20,000.00	NOT RELEVA
<input type="checkbox"/>	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	
<input type="checkbox"/>	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 screenshot shows the 'Basic List' menu with the following path highlighted: Settings → Layout → Current Header Rows. The 'Current Header Rows' option is highlighted in orange and includes the keyboard shortcut Ctrl+Shift+F6. Other options in the 'Layout' menu include Summation Levels (Ctrl+Shift+F6), Columns (Ctrl+F9), Switch List (Ctrl+F12), Legend On/Off (Management...), Selections..., List Status... (Ctrl+F11), and Special Fields.

Pstng Date	Doc. Date	Type	Funct	entNo	D/C	Account	DC amount	LC amt
10/12/2006	10/12/2006	WE	9999999999999999	5000002357	S	5210110	20,000.00	20,000.00
10/12/2006	10/12/2006	WE	9999999999999999	5000002365	S	5210110	3,062.50	3,062.50
	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
	09/12/2007						10,000.00	10,000.00

The screen below will be displayed:

The 'Change Headers' dialog box is titled 'Change Headers G/L account line item report in Language EN'. It has tabs for Variable, Frames, Gen. variables, and Characteristics... The 'Variable' tab is active. The dialog shows the following text:

G/L Account <G/L Accou<L <G/L Account[Long text]> <Local Dat M
Company Code <Com Write anything you want
Ledger <L <Date of 0

You can add text by typing it in.

The 'Change Headers' dialog box is shown with the following text added:

G/L Account <G/L Accou<L <G/L Account[Long text]> <Local Dat M
Company Code <Com Write anything you want
Ledger <L <Date of 0 Write anything you want
write anything you want

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

The report display shows the following text:

G/L Account 5210110 09 Professional Services 09/13/2007 M
Company Code 1MAR Write anything you want
Ledger LL 09/13/2007 Write anything you want
write anything you want

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 dialog box shows the 'Variable type' set to 'C General text variable' and the 'Variable Name' set to 'USER Name of User in the Output'. A list of variables is displayed with 'DATE' selected. The 'Formatting' section has 'Intense' unchecked and 'Width' set to 10.

Variable Name	Description
DATE	Date of Output
HLINE	Horizontal Line in the Report
LOCAL_DATE	Local Date
LOCAL_TIME	Local Time
LOCAL_TIME_ZONE	Local Time Zone
PAGE	Page Number
TIME	Time of Output
UPD_DATE	Date of Last Change to Report
UPD_USER	User Who Last Changed Report
USER	Name of User in the Output

The following characteristic variables are available:

The dialog box shows the 'Variable type' set to 'F Characteristic-related text variable' and the 'Characteristic' set to 'SAKNR G/L Account'. A list of variables is displayed with 'SAKNR' selected. The 'Formatting' section has 'Intense' unchecked and 'Width' set to 10.

Variable Name	Description
INFKY	Inflation key
KTOKS	Account Group
KTOPL	Chart of Accounts
MUSTR	Sample account
MWSKZ	Tax Code
RECID	Recovery Indicator
RLDNR	Ledger
SAKNR	G/L Account
STIDA	Open items at key date
TOGRU	Tolerance group

- FIPOS Commitment Item
- FUNC_AREA Functional Area
- GVTYP P&L statmt acct type
- HBKID House Bank
- HKTID Account ID
- INFKY Inflation key
- KTOKS Account Group
- KTOPL Chart of Accounts
- MUSTR Sample account
- MWSKZ Tax Code
- MUSTR Sample account
- MWSKZ Tax Code
- RECID Recovery Indicator
- RLDNR Ledger
- SAKNR G/L Account
- STIDA Open items at key date
- TOGRU Tolerance group
- VBUND Trading Partner
- VZSKZ Interest indicator
- WAERS Account currency

Selection and Display Variants

You also have control over display of these items:

Insert/Change Text Variable

Variable type: C General text variable

Variable Name: USER Name of User in the Output

Formatting

Intense Color: 0 Background (GUI-dep)

Width: 12 Offset:

✓ ✗

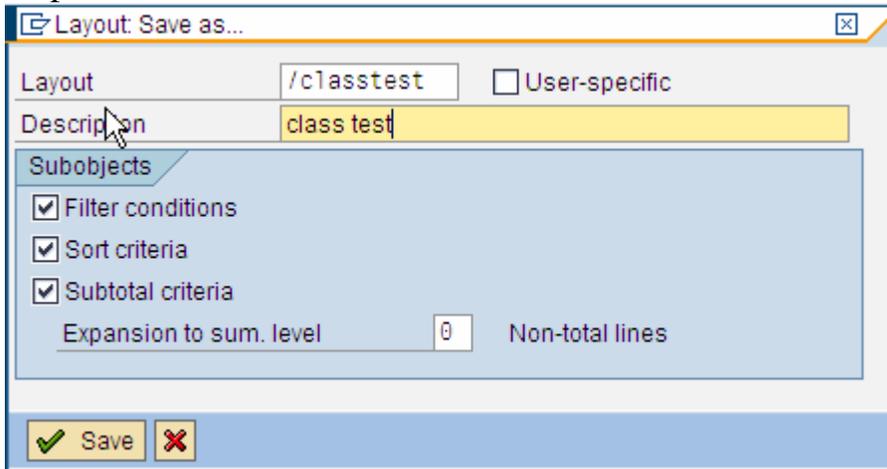
Experiment; see what you find useful.

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:



Layout: Save as...

Layout User-specific

Description

Subobjects

Filter conditions

Sort criteria

Subtotal criteria

Expansion to sum. level Non-total lines

Save Cancel

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:

G/L Account Line Item Display G/L View

1 Active Choose Ledger Entry View Data Sources

G/L account selection
G/L account 5210110 to
Company code 1MAR to

Selection using search help
Search help ID
Search string
Search help

Line Item Selection
Status
 Open Items
Open at Key Date 09/12/2007
 Cleared Items
Clearing Date to
Open at Key Date to
 All Items
Posting Date to
Type
Ledger LL
List Output
Layout /HARROLD

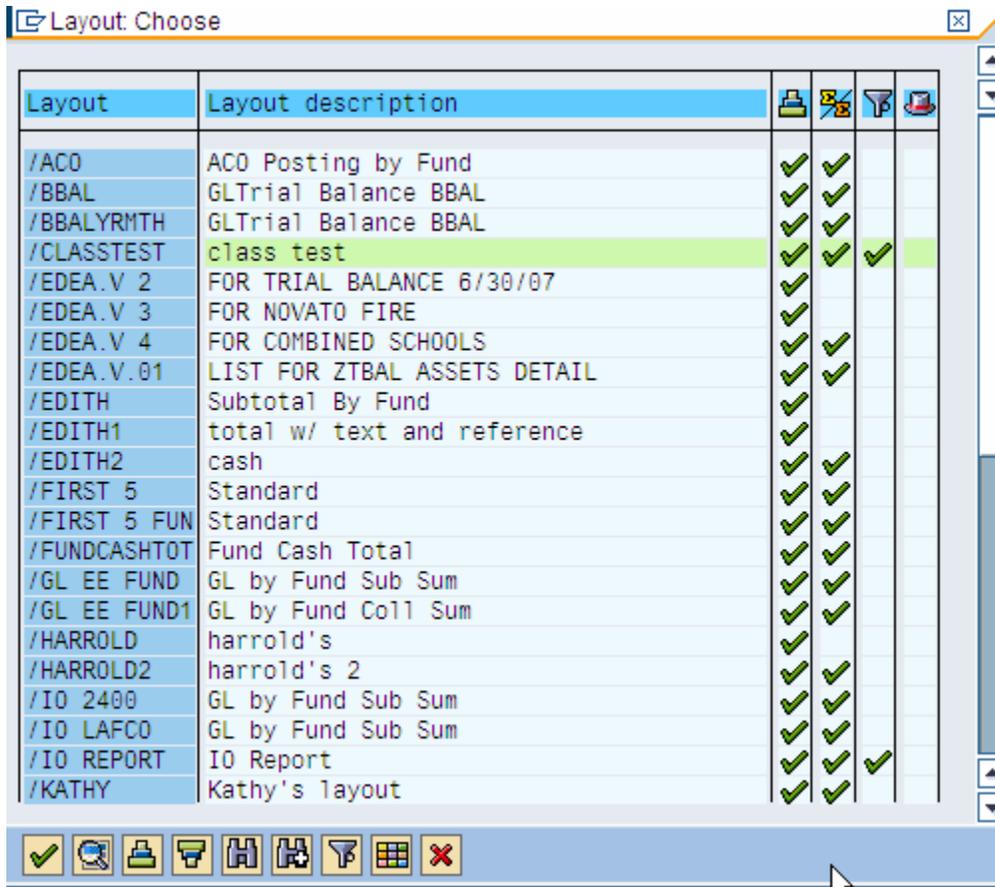
Layout: Choose

Layout	Layout description			
/AC0	AC0 Posting by Fund	✓	✓	
/BBAL	GL Trial Balance BBAL	✓	✓	
/BBALYRMT	GL Trial 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.LAF00	GL by Fund Sub Sum	✓	✓	
/IO.REPORT	IO Report	✓	✓	
/KATHY	Kathy's layout	✓	✓	✓

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



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			

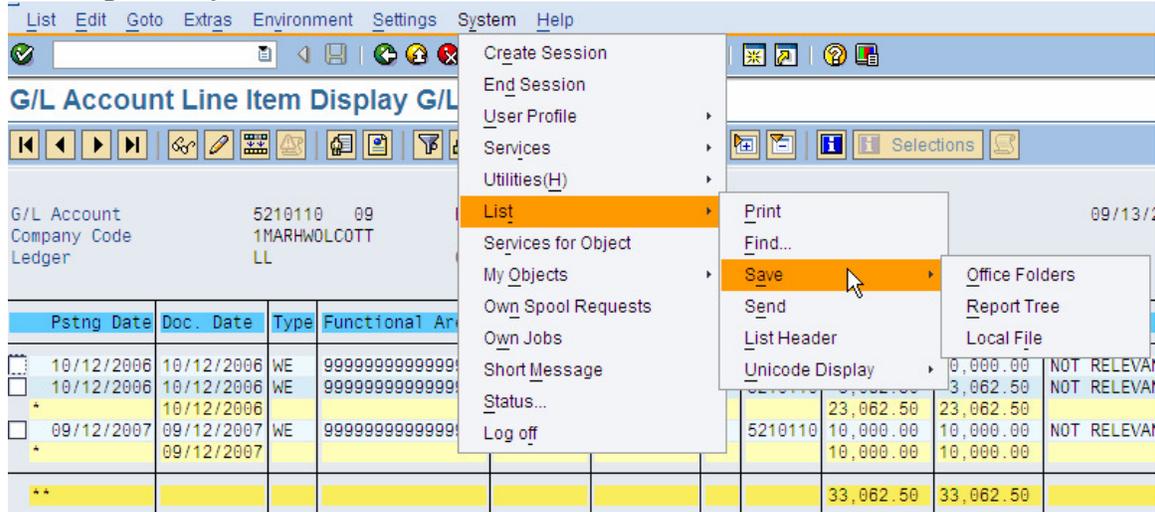
Note that all of the information from our display layout (subtotals, filters, column sequence) have been replaced by the specification of this display variant.

Selection and Display Variants

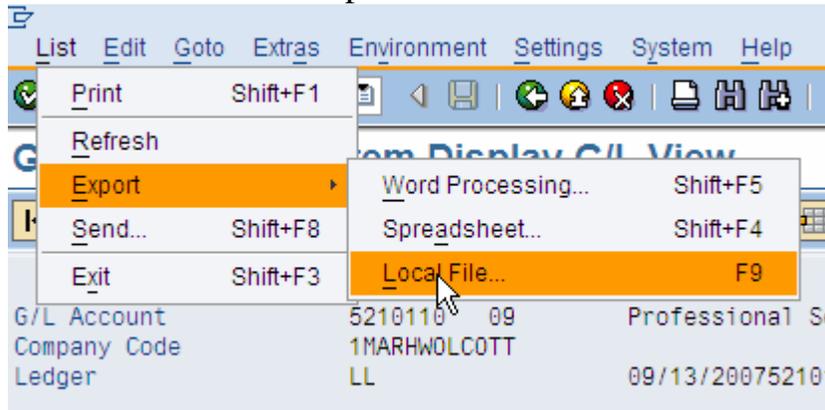
Exporting Reports

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.