

Work Instruction

Report Fundamentals

Purpose

Use these procedures – layout, filter and sort – to effectively work with SAP reports.

Helpful Hints

When reviewing fields, R = Required, O = Optional and C = Conditional.

Procedure

1. Start any transaction (report) using the menu path or transaction code. A Grant Summary Report is used in this example. However, these tools are common to all SAP reports.

Grant Summary Report (example only)

The screenshot shows the SAP Grant Summary Report interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area displays the following information:

Grant Summary Report

Grant: 8000000010 Description: Gen Det/Proj 2/99-0o
 Sponsor: 300017 Name: U.S. Dept of Health & Human Service
 Begin Date: 05/01/1999 End: 02/28/2006
 Month/Year: Marc2005
 Sponsored Program: PHYS SCIENCES CHEMIS
 Fund: 8000101000

Sponsored Class	Budget	Current Period Expenses	Fiscal Year to Date	Inception to Date	Open Encumbrances	Parked Documents	Available Balance
CAP PER PROP COMP EQ	4,477.00	0.00	0.00	4,468.00	0.00	0.00	9.00
CAP PER PROP FURN/EQ	129,634.55	0.00	0.00	129,549.33	0.00	0.00	85.22
CLASSIFIED PERSONNEL	60,201.37	2,608.00	18,256.00	55,459.67	0.00	0.00	4,741.70
FACULTY	48,157.15	0.00	0.00	48,061.15	0.00	0.00	96.00
FRINGE BENEFITS	97,065.75	555.18	5,606.02	94,994.07	0.00	0.00	2,071.68
MISC EXP CONV GRANT	1,215.47	0.00	0.00	1,215.47	0.00	0.00	0.00
STUDENT EMPLOYEE	14,429.67	0.00	0.00	14,429.67	0.00	0.00	0.00
SUPPLIES & MATERIALS	313,648.37	203.11	16,533.07	296,918.28	3,664.54	2,303.00-	15,368.55
TRAVEL IN STATE	4,152.38	0.00	0.00	4,147.51	0.00	0.00	4.87
TRAVEL OUT OF STATE	2,633.58	0.00	0.00	2,633.58	0.00	0.00	0.00
UNCLASSIFIED PERSONN	325,672.50	845.00	11,898.50	320,783.93	0.00	0.00	4,888.57
TOTALS:	1,001,287.79	4,211.29	52,293.59	972,660.66	3,664.54	2,303.00-	27,265.59
IDC EXPENSE	289,898.21	0.00	0.00	291,692.21	0.00	0.00	1,794.00-
TOTALS:	289,898.21	0.00	0.00	291,692.21	0.00	0.00	1,794.00-
GRANT REVENUE	1,292,980.00-	14,179.75-	74,247.06-	1,286,306.34-	0.00	0.00	6,673.66-
TOTALS:	1,292,980.00-	14,179.75-	74,247.06-	1,286,306.34-	0.00	0.00	6,673.66-

At the bottom of the screenshot, the status bar shows 'RQ1 (1) (100) | lysithe | INS'.

2. Double-click the account number **8000000010** to drill-down to a line item display

Grants Management: Line Item Display

List Edit Goto Environment Settings System Help


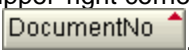


Grants Management: Line Item Display


Ld	R	Ver	Year	CoCd	Crcy	Period	DocumentNo	LnItm	Σ Trans.cur	Σ Co.cd.curr	Crcy2	RefDocumnt	Entered on	Entered at	User	DocumentNo
90	0	0	2005	754	USD	7	1000161628	Document Number	4.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	1000188242	001120	874.15	874.15	USD	7000000078	04/12/2005	09:42:31	LB22	7000000078
90	0	0	2005	754	USD	7	1000161634	001062	4,549.03	4,549.03	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000188248	001061	2,824.36	2,824.36	USD	7000000080	04/12/2005	09:47:25	LB22	7000000080
90	0	0	2005	754	USD	7	1000167856	001044	4,008.18	4,008.18	USD	468	03/23/2005	14:51:18	CK02	3500000128
90	0	0	2005	754	USD	7	1000161634	000941	21.78	21.78	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000923	382.00	382.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000913	2,000.00	2,000.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000912	1,517.95	1,517.95	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000911	510.00	510.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000910	117.30	117.30	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000188248	000825	3.56	3.56	USD	7000000080	04/12/2005	09:47:25	LB22	7000000080
90	0	0	2005	754	USD	7	1000188248	000813	382.00	382.00	USD	7000000080	04/12/2005	09:47:25	LB22	7000000080
90	0	0	2005	754	USD	7	1000188248	000806	18.80	18.80	USD	7000000080	04/12/2005	09:47:25	LB22	7000000080
90	0	0	2005	754	USD	7	1000188248	000805	2,000.00	2,000.00	USD	7000000080	04/12/2005	09:47:25	LB22	7000000080
90	0	0	2005	754	USD	7	1000188248	000804	420.00	420.00	USD	7000000080	04/12/2005	09:47:25	LB22	7000000080
90	0	0	2005	754	USD	7	1000161628	000736	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	1000188242	000726	874.15	874.15	USD	7000000078	04/12/2005	09:42:31	LB22	7000000078
90	0	0	2005	754	USD	7	1000167854	000136	51.60	51.60	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000135	22.01	22.01	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000134	6.85	6.85	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000133	65.25	65.25	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000132	394.47	394.47	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000131	15.00	15.00	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000130	2,608.00	2,608.00	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000129	845.00	845.00	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000201483	000096	627.31	627.31	USD	9000000082	05/11/2005	15:38:31	FG01	9000000082
90	0	0	2005	754	USD	7	1000201474	000094	50.23	50.23	USD	9000000073	05/11/2005	15:30:21	FG01	9000000073
90	0	0	2005	754	USD	7	1000201476	000074	95.56	95.56	USD	9000000075	05/11/2005	15:30:21	FG01	9000000075
90	0	0	2005	754	USD	7	1000201474	000049	50.23	50.23	USD	9000000073	05/11/2005	15:30:21	FG01	9000000073
90	0	0	2005	754	USD	7	1000182491	000021	14,179.75	14,179.75	USD	2872	04/06/2005	11:46:33	LB22	2872
90	0	0	2005	754	USD	7	1000182491	000009	14,179.75	14,179.75	USD	2872	04/06/2005	11:46:33	LB22	2872
90	0	0	2005	754	USD	7	1000201476	000008	95.56	95.56	USD	9000000075	05/11/2005	15:30:21	FG01	9000000075
90	0	0	2005	754	USD	7	1000201483	000004	627.31	627.31	USD	9000000082	05/11/2005	15:38:31	FG01	9000000082

RQ1 (1) (100) lysisheia INS

Sorting Data

Ld	R	Ver	Year	Docu	Crcty	Lntrn	DocumentNo	Lntrn	Trans.cur	Co.cd.curr	Crcty	RefDocumnt	Entered on	Entered at	User	DocumentNo
90	0	0	2005	754	USD	7	12652	000001	116.86	116.86	USD	4500000143	03/11/2005	10:01:21	KW11	
90	0	0	2005	754	USD	7	12684	000001	2,000.00	2,000.00	USD	4500000143	03/11/2005	14:14:14	JA14	
90	0	0	2005	754	USD	7	12773	000001	350.58	350.58	USD	4500000143	03/22/2005	08:53:03	RR07	
90	0	0	2005	754	USD	7	12782	000001	90.00	90.00	USD	5105606885	03/22/2005	10:13:01	OK10	
90	0	0	2005	754	USD	7	12783	000001	90.00	90.00	USD	4500000222	03/22/2005	10:13:01	OK10	
90	0	0	2005	754	USD	7	12791	000001	18.22	18.22	USD	4500002446	03/22/2005	10:48:40	JA14	
90	0	0	2005	754	USD	7	12803	000001	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	OK10	
90	0	0	2005	754	USD	7	13300	000001	98.50	98.50	USD	5105607294	03/31/2005	08:43:22	OK10	
90	0	0	2005	754	USD	7	13301	000001	98.50	98.50	USD	4500000143	03/31/2005	08:43:22	OK10	
90	0	0	2005	754	USD	7	13610	000004	14,179.75	14,179.75	USD	2872	04/04/2005	16:56:25	JW35	
90	0	0	2005	754	USD	7	13630	000001	98.50	98.50	USD	5105607294	04/05/2005	08:59:21	OK10	
90	0	0	2005	754	USD	7	13786	000004	14,179.75	14,179.75	USD	2872	04/06/2005	11:46:33	JW35	
90	0	0	2005	754	USD	7	1000153909	000004	255.00	255.00	USD	2000046360	03/01/2005	09:45:24	SA05	2000046360
90	0	0	2005	754	USD	7	1000161628	000001	255.00	255.00	USD	2000046360	03/01/2005	09:45:24	SA05	2000046360
90	0	0	2005	754	USD	7	1000161628	001127	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	1000161634	000736	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	1000161634	001062	4,549.03	4,549.03	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000941	21.78	21.78	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000923	382.00	382.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000913	2,000.00	2,000.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000912	1,517.95	1,517.95	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000911	510.00	510.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000161634	000910	117.30	117.30	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000162772	000002	160.68	160.68	USD	5000015167	03/11/2005	10:01:21	KW11	5000002548
90	0	0	2005	754	USD	7	1000162772	000001	160.68	160.68	USD	5000015167	03/11/2005	10:01:21	KW11	5000002548
90	0	0	2005	754	USD	7	1000167327	000002	175.29	175.29	USD	5000015579	03/22/2005	08:53:03	RR07	5000002615
90	0	0	2005	754	USD	7	1000167327	000001	175.29	175.29	USD	5000015579	03/22/2005	08:53:03	RR07	5000002615
90	0	0	2005	754	USD	7	1000167373	000002	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	SA05	5100006722
90	0	0	2005	754	USD	7	1000167373	000001	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	SA05	5100006722
90	0	0	2005	754	USD	7	1000167818	000004	90.00	90.00	USD	2000049068	03/23/2005	09:36:00	SA05	2000049068
90	0	0	2005	754	USD	7	1000167818	000001	90.00	90.00	USD	2000049068	03/23/2005	09:36:00	SA05	2000049068
90	0	0	2005	754	USD	7	1000167854	000136	51.60	51.60	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000135	22.01	22.01	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	1000167854	000134	6.85	6.85	USD	468	03/23/2005	14:51:18	CK02	3500000126

- First click a column header like "DocumentNo" to select that column, then click  to sort the column in ascending order. A little red triangle will appear in the upper-right corner of the column header. This arrow will point up when in ascending order . Click  to sort the column in descending order. Notice the little red triangle is now pointing down .

- To hide columns, right-click on a column header such as .

Hiding Columns

The screenshot shows the SAP interface for 'Grants Management: Line Item Display'. A table is displayed with columns: Ld, R, Ver, Year, CoCd, Crzy, Period, Document, Amount, Currency, RefDocumnt, Entered on, Entered at, User, and DocumentNo. A context menu is open over the 'Document' column, listing options: Copy text, Hide, Show..., Optimize Width, Freeze to Column, Sort in ascend. order, Sort in descnd order, EInd, Set Filter..., Total, and Subtotals. The 'Hide' option is highlighted.

Ld	R	Ver	Year	CoCd	Crzy	Period	Document	Amount	Currency	RefDocumnt	Entered on	Entered at	User	DocumentNo		
90	0	0	2005	754	USD	7	12684	0,000.00	USD	4500000143	03/11/2005	14:14:14	JA14			
90	0	0	2005	754	USD	7	12773	350.58	USD	4500000143	03/22/2005	08:53:03	RR07			
90	0	0	2005	754	USD	7	12782	90.00	USD	5105606885	03/22/2005	10:13:01	OK10			
90	0	0	2005	754	USD	7	12783	90.00	USD	4500000222	03/22/2005	10:13:01	OK10			
90	0	0	2005	754	USD	7	12791	18.22	USD	4500002446	03/22/2005	10:48:40	JA14			
90	0	0	2005	754	USD	7	12803	90.00	USD	5105606885	03/22/2005	13:59:21	OK10			
90	0	0	2005	754	USD	7	13300	98.50	USD	5105607294	03/31/2005	08:43:22	OK10			
90	0	0	2005	754	USD	7	13301	98.50	USD	4500000143	03/31/2005	08:43:22	OK10			
90	0	0	2005	754	USD	7	13610	1,179.75	USD	2872	04/04/2005	16:56:25	JW35			
90	0	0	2005	754	USD	7	13630	98.50	USD	5105607294	04/05/2005	08:59:21	OK10			
90	0	0	2005	754	USD	7	13786	1,179.75	USD	2872	04/06/2005	11:46:33	JW35			
90	0	0	2005	754	USD	7	1000155	255.00	USD	2000046360	03/01/2005	09:45:24	SA05	2000046360		
90	0	0	2005	754	USD	7		255.00	USD	2000046360	03/01/2005	09:45:24	SA05	2000046360		
90	0	0	2005	754	USD	7	1000161628	001127	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7		000736	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	1000161634	001062	4,549.03	4,549.03	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7		000941	21.78	21.78	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7		000923	382.00	382.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7		000913	2,000.00	2,000.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7		000912	1,517.95	1,517.95	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7		000911	510.00	510.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7		000910	117.30	117.30	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	1000162772	000002	160.68	160.68	USD	5000015167	03/11/2005	10:01:21	KW11	5000002548
90	0	0	2005	754	USD	7		000001	160.68	160.68	USD	5000015167	03/11/2005	10:01:21	KW11	5000002548
90	0	0	2005	754	USD	7	1000167327	000002	175.29	175.29	USD	5000015579	03/22/2005	08:53:03	RR07	5000002615
90	0	0	2005	754	USD	7		000001	175.29	175.29	USD	5000015579	03/22/2005	08:53:03	RR07	5000002615
90	0	0	2005	754	USD	7	1000167373	000002	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	SA05	5100006722
90	0	0	2005	754	USD	7		000001	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	SA05	5100006722
90	0	0	2005	754	USD	7	1000167618	000004	90.00	90.00	USD	2000049068	03/23/2005	09:36:00	SA05	2000049068
90	0	0	2005	754	USD	7		000001	90.00	90.00	USD	2000049068	03/23/2005	09:36:00	SA05	2000049068
90	0	0	2005	754	USD	7	1000167854	000136	51.60	51.60	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7		000135	22.01	22.01	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7		000134	6.85	6.85	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7		000133	65.25	65.25	USD	468	03/23/2005	14:51:18	CK02	3500000126

5. Select **Hide** from the context menu to hide that column.



Note: MAC users who do not have a right mouse button can use “Control-click” to open the context menu. This works the same in SAP as it does for any MAC application.

Filter Data

List Edit Goto Environment Settings System Help

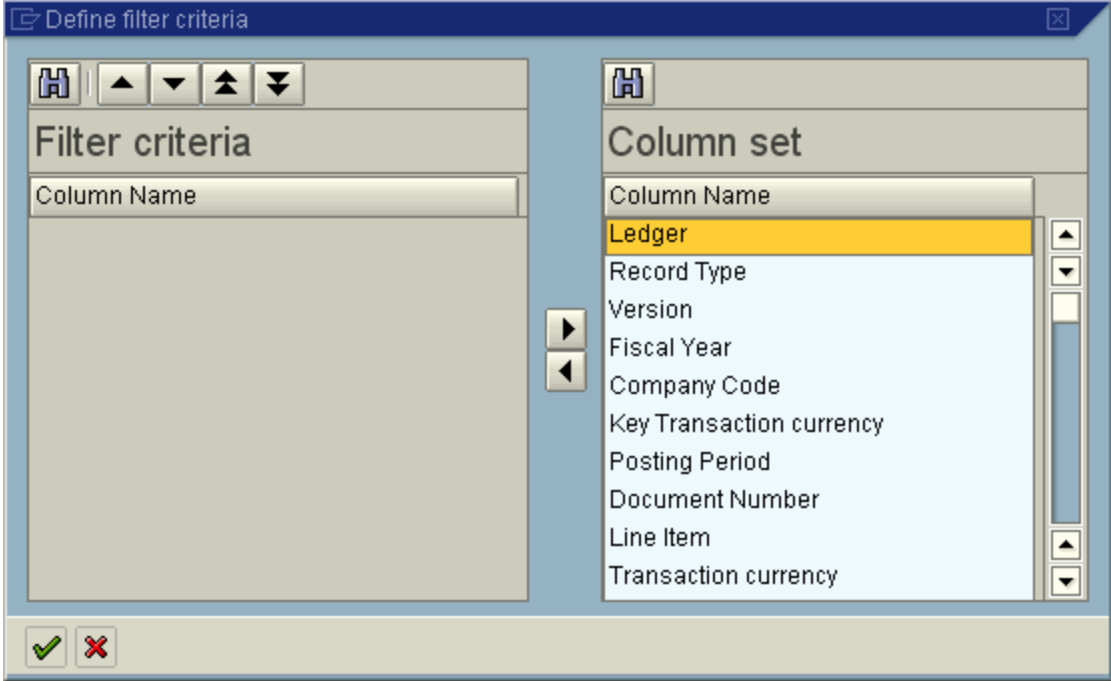
Grants Management: Line Item Display

Ld	R	Ver	Year	Obj	Cr	Period	Lnitm	z Trans.curr	z Co.cd.curr	Crcy2	RefDocumnt	Entered on	Entered at	User	DocumentNo
90	0	0	2005	754	USD	7	000001	116.86	116.86	USD	4500000143	03/11/2005	10:01:21	KW11	
90	0	0	2005	754	USD	7	000001	2,000.00	2,000.00	USD	4500000143	03/11/2005	14:14:14	JA14	
90	0	0	2005	754	USD	7	000001	350.58	350.58	USD	4500000143	03/22/2005	08:53:03	RR07	
90	0	0	2005	754	USD	7	000001	90.00	90.00	USD	5105606885	03/22/2005	10:13:01	OK10	
90	0	0	2005	754	USD	7	000001	90.00	90.00	USD	4500000222	03/22/2005	10:13:01	OK10	
90	0	0	2005	754	USD	7	000001	18.22	18.22	USD	4500002446	03/22/2005	10:48:40	JA14	
90	0	0	2005	754	USD	7	000001	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	OK10	
90	0	0	2005	754	USD	7	000001	98.50	98.50	USD	5105607294	03/31/2005	08:43:22	OK10	
90	0	0	2005	754	USD	7	000001	98.50	98.50	USD	4500000143	03/31/2005	08:43:22	OK10	
90	0	0	2005	754	USD	7	000004	14,179.75	14,179.75	USD	2872	04/04/2005	16:56:25	JW35	
90	0	0	2005	754	USD	7	000001	98.50	98.50	USD	5105607294	04/05/2005	08:59:21	OK10	
90	0	0	2005	754	USD	7	000004	14,179.75	14,179.75	USD	2872	04/06/2005	11:46:33	JW35	
90	0	0	2005	754	USD	7	000004	255.00	255.00	USD	2000046360	03/01/2005	09:45:24	SA05	2000046360
90	0	0	2005	754	USD	7	000001	255.00	255.00	USD	2000046360	03/01/2005	09:45:24	SA05	2000046360
90	0	0	2005	754	USD	7	001127	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	000736	874.15	874.15	USD	7000000072	03/10/2005	11:18:46	LB22	7000000072
90	0	0	2005	754	USD	7	001062	4,549.03	4,549.03	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000941	21.78	21.78	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000923	382.00	382.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000913	2,000.00	2,000.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000912	1,517.95	1,517.95	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000911	510.00	510.00	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000910	117.30	117.30	USD	7000000074	03/10/2005	11:22:13	LB22	7000000074
90	0	0	2005	754	USD	7	000002	160.68	160.68	USD	5000015167	03/11/2005	10:01:21	KW11	5000002548
90	0	0	2005	754	USD	7	000001	160.68	160.68	USD	5000015167	03/11/2005	10:01:21	KW11	5000002548
90	0	0	2005	754	USD	7	000002	175.29	175.29	USD	5000015579	03/22/2005	08:53:03	RR07	5000002615
90	0	0	2005	754	USD	7	000001	175.29	175.29	USD	5000015579	03/22/2005	08:53:03	RR07	5000002615
90	0	0	2005	754	USD	7	000002	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	SA05	5100006722
90	0	0	2005	754	USD	7	000001	90.00	90.00	USD	5105606885	03/22/2005	13:59:21	SA05	5100006722
90	0	0	2005	754	USD	7	000004	90.00	90.00	USD	2000049068	03/23/2005	09:36:00	SA05	2000049068
90	0	0	2005	754	USD	7	000001	90.00	90.00	USD	2000049068	03/23/2005	09:36:00	SA05	2000049068
90	0	0	2005	754	USD	7	000136	51.60	51.60	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	000135	22.01	22.01	USD	468	03/23/2005	14:51:18	CK02	3500000126
90	0	0	2005	754	USD	7	000134	6.85	6.85	USD	468	03/23/2005	14:51:18	CK02	3500000126

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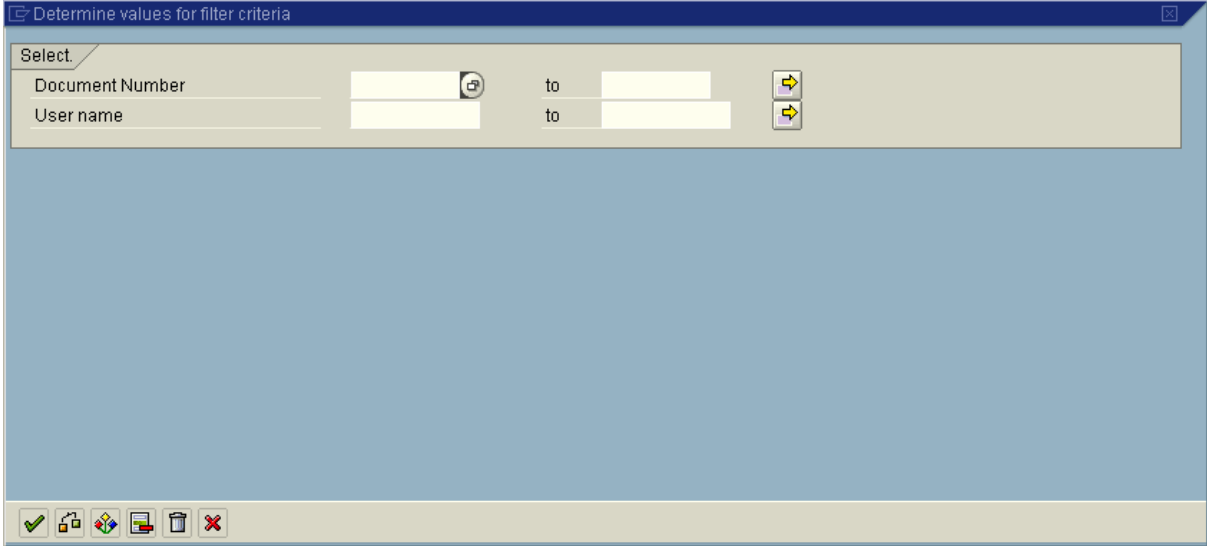
6. Click  to filter data.

Define filter criteria




- 7. Select the filter categories on the right side (Click Document Number then [left arrow] and User name then [left arrow] to move those to the left side (Filter criteria).
- 8. Click [green checkmark] to continue and enter filter values.

Determine values for filter criteria

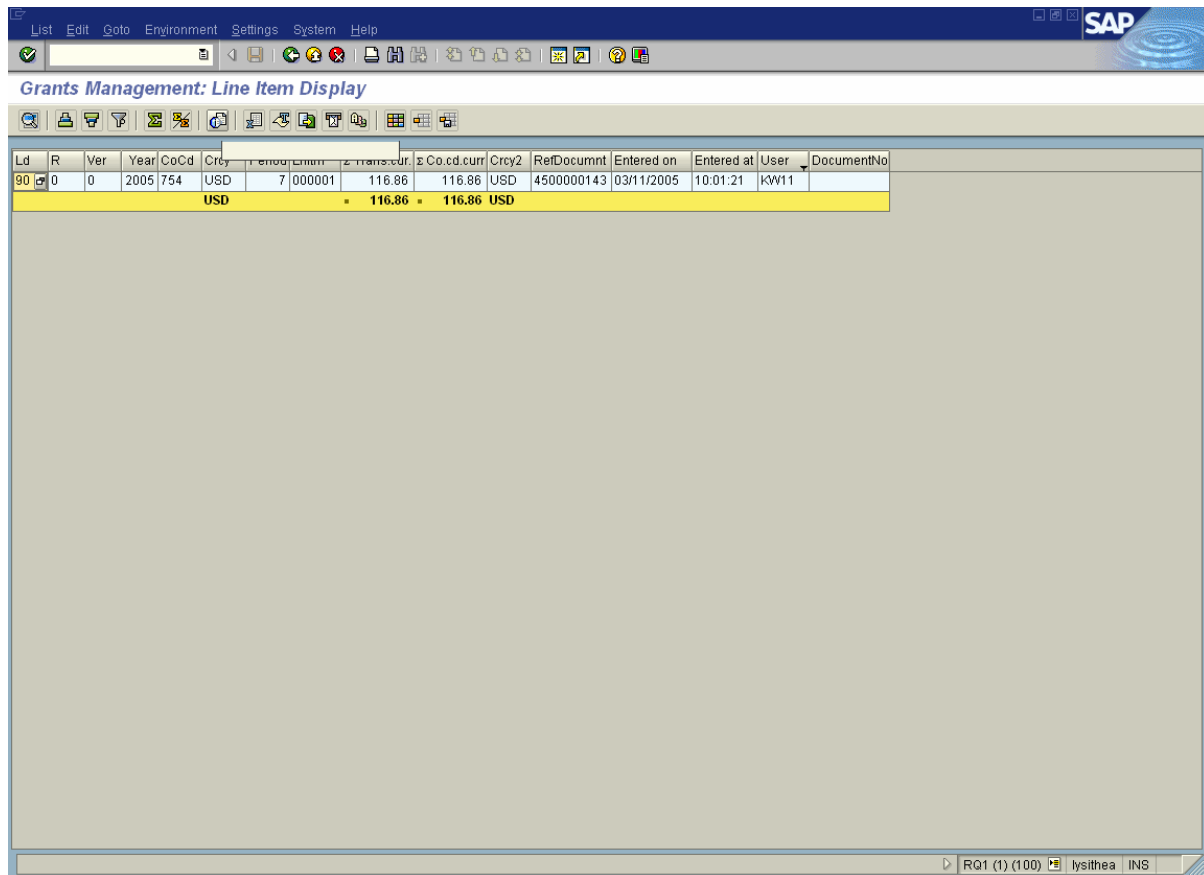


9. Complete/Review the following fields:

Field Name	R/O/C	Description
Document Number	R	Description of the Document Number. Example: 12652
User name	R	Description of the User name. Example: kw11

10. Click  to set these filter criteria.


Filtered Line Item Display



The screenshot shows the SAP 'Grants Management: Line Item Display' window. The main table contains the following data:

Ld	R	Ver	Year	CoCd	Ctry	Encumbr	z.trans.cur	z.Co.cd.curr	Crcy2	RefDocumnt	Entered on	Entered at	User	DocumentNo	
90		0	2005	754	USD	7	000001	116.86	116.86	USD	4500000143	03/11/2005	10:01:21	kw11	
						USD	=	116.86	=	116.86	USD				

The status bar at the bottom right shows 'RQ1 (1) (100) | lysithea | INS'.

11. Click  to choose a predefined layout.

Choose layout

Choose layout

Layout setting: All

Layout	Layout description	Def. settg
90GMACTUALS		
90GMBUDGET		
/90GMACTUA...	grant actuals	
/DEPT RPT	DEPARTMENTAL REPORT	
/MS41	nov travel	

✓ ✗

12. Click .

Departmental Report Layout

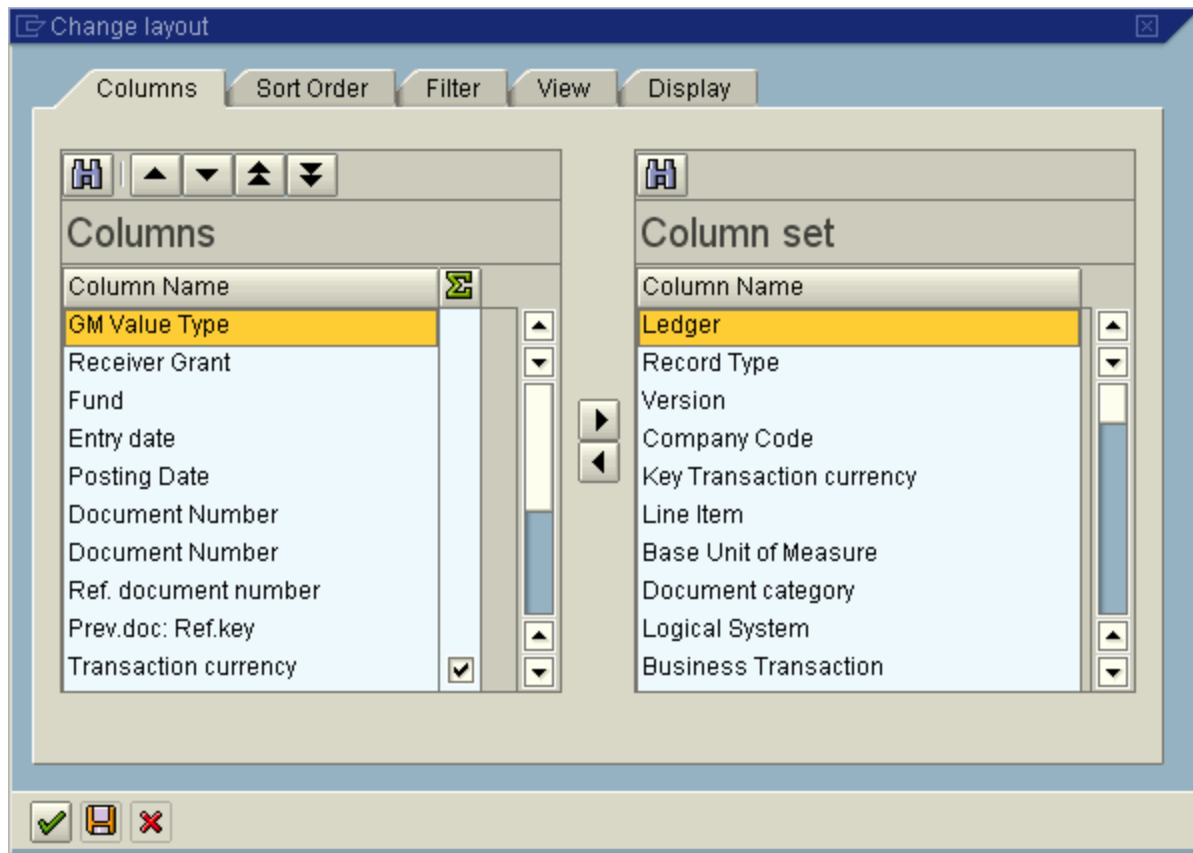
Grants Management: Line Item Display


GM ...	Receiver Grant	Fund	Entered on	Posting Date	DocumentNo	DocumentNo	RefDocumnt	Prev. Ref.key	z	Trans.cur	G/L Acc	Sponsored Class	Period	Grantee FY	Year
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126	468			845.00	701000	UNCLASSIFIED PERSONNEL	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				2,608.00	701501	CLASSIFIED PERSONNEL	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				15.00	702200	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				394.47	704100	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				65.25	704300	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				6.85	705201	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				22.01	706101	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126				51.60	790900	FRINGE BENEFITS	7	2005	2005
54	8000000010	8000101000	03/23/2005	03/31/2005	1000167856	3500000128				4,008.18	201995		7	2005	2005
										0.00					
60	8000000010	8000101000	04/04/2005	03/31/2005	13610		2872			14,179.75	408000	GRANT REVENUE	7	2005	2005
99	8000000010	8000101000	04/06/2005	03/31/2005	1000182491	2872				14,179.75	408000	GRANT REVENUE	7	2005	2005
55	8000000010		04/06/2005	03/31/2005	1000182491	2872				14,179.75	101999		7	2005	2005
60	8000000010	8000101000	04/06/2005	03/31/2005	13786					14,179.75	408000	GRANT REVENUE	7	2005	2005
										0.00					
54	8000000010	8000101000	03/01/2005	03/01/2005	1000153909	2000046360	2000046360			255.00	200300	SUPPLIES & MATERIALS	7	2005	2005
55	8000000010		03/01/2005	03/01/2005	1000153909	2000046360				255.00	101999		7	2005	2005
										0.00					
54	8000000010	8000101000	03/23/2005	03/23/2005	1000167618	2000049068	2000049068			90.00	200300	SUPPLIES & MATERIALS	7	2005	2005
55	8000000010		03/23/2005	03/23/2005	1000167618	2000049068				90.00	101999		7	2005	2005
										0.00					
51	8000000010	8000101000	03/11/2005	03/11/2005	12652		4500000143	0014000050	116.86	730000	SUPPLIES & MATERIALS	7	2005	2005	
51	8000000010	8000101000	03/11/2005	03/11/2005	12684			0014000050	2,000.00	730000	SUPPLIES & MATERIALS	7	2005	2005	
51	8000000010	8000101000	03/22/2005	03/22/2005	12773			0014000050	350.58	730000	SUPPLIES & MATERIALS	7	2005	2005	
51	8000000010	8000101000	03/31/2005	03/31/2005	13301				98.50	730000	SUPPLIES & MATERIALS	7	2005	2005	
										1,631.06					
51	8000000010	8000101000	03/22/2005	03/22/2005	12783		4500000222	0014000078	90.00	730000	SUPPLIES & MATERIALS	7	2005	2005	
										90.00					
51	8000000010	8000101000	03/22/2005	03/22/2005	12791		4500002446	0010002114	18.22	736700	SUPPLIES & MATERIALS	7	2005	2005	
										18.22					
99	8000000010	8000101000	03/11/2005	03/11/2005	1000162772	5000002548	5000015167	4500000143	160.68	730000	SUPPLIES & MATERIALS	7	2005	2005	
54	8000000010	8000101000	03/11/2005	03/11/2005	1000162772	5000002548		4500000143	160.68	201999	SUPPLIES & MATERIALS	7	2005	2005	
										0.00					

Layout copied | RQ1 (1) (100) | lysishea | INS

13. Click  change the layout.

Change layout



14. Make your selections then click  transfer those selections to the report.


Custom Layout

List Edit Goto Environment Settings System Help

Grants Management: Line Item Display

VT	Receiver Grant	Fund	Entered on	Posting Date	DocumentNo	DocumentNo	Ref document	Prev. Ref.key	z Trans.cur.	G/L Acc	Sponsored Class	Period	Grantee FY	Year
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126	468		845.00	701000	UNCLASSIFIED PERSONN	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			2,608.00	701501	CLASSIFIED PERSONNEL	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			15.00	702200	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			394.47	704100	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			65.25	704300	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			6.85	705201	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			22.01	706101	FRINGE BENEFITS	7	2005	2005
99	8000000010	8000101000	03/23/2005	03/31/2005	1000167854	3500000126			51.60	790900	FRINGE BENEFITS	7	2005	2005
54	8000000010	8000101000	03/23/2005	03/31/2005	1000167856	3500000128			4,008.18	201995		7	2005	2005
									0.00					
60	8000000010	8000101000	04/04/2005	03/31/2005	13610		2872		14,179.75	408000	GRANT REVENUE	7	2005	2005
99	8000000010	8000101000	04/06/2005	03/31/2005	1000182491	2872			14,179.75	408000	GRANT REVENUE	7	2005	2005
55	8000000010		04/06/2005	03/31/2005	1000182491	2872			14,179.75	101999		7	2005	2005
60	8000000010	8000101000	04/06/2005	03/31/2005	13786				14,179.75	408000	GRANT REVENUE	7	2005	2005
									0.00					
54	8000000010	8000101000	03/01/2005	03/01/2005	1000153909	2000046360	2000046360		255.00	200300	SUPPLIES & MATERIALS	7	2005	2005
55	8000000010		03/01/2005	03/01/2005	1000153908	2000046360			255.00	101999		7	2005	2005
									0.00					
54	8000000010	8000101000	03/23/2005	03/23/2005	1000167618	2000049068	2000049068		90.00	200300	SUPPLIES & MATERIALS	7	2005	2005
55	8000000010		03/23/2005	03/23/2005	1000167618	2000049068			90.00	101999		7	2005	2005
									0.00					
51	8000000010	8000101000	03/11/2005	03/11/2005	12652		4500000143	0014000050	116.86	730000	SUPPLIES & MATERIALS	7	2005	2005
51	8000000010	8000101000	03/11/2005	03/11/2005	12684			0014000050	2,000.00	730000	SUPPLIES & MATERIALS	7	2005	2005
51	8000000010	8000101000	03/22/2005	03/22/2005	12773			0014000050	350.58	730000	SUPPLIES & MATERIALS	7	2005	2005
51	8000000010	8000101000	03/31/2005	03/31/2005	13301				98.50	730000	SUPPLIES & MATERIALS	7	2005	2005
									1,631.06					
51	8000000010	8000101000	03/22/2005	03/22/2005	12783		4500000222	0014000078	90.00	730000	SUPPLIES & MATERIALS	7	2005	2005
									90.00					
51	8000000010	8000101000	03/22/2005	03/22/2005	12791		4500002446	0010002114	18.22	736700	SUPPLIES & MATERIALS	7	2005	2005
									18.22					
99	8000000010	8000101000	03/11/2005	03/11/2005	1000162772	5000002548	5000015167	4500000143	160.68	730000	SUPPLIES & MATERIALS	7	2005	2005
54	8000000010	8000101000	03/11/2005	03/11/2005	1000162772	5000002548		4500000143	160.68	201999	SUPPLIES & MATERIALS	7	2005	2005
									0.00					

RQ1 (1) (100) lysisheia INS

15. Click  to save the layout.

Save layout

Layout	Layout description	Def. settg
90GMACTUALS		
90GMBUDGET		
/90GMACTUA...	grant actuals	
/DEPT RPT	DEPARTMENTAL REPORT	
/MS41	nov travel	

Save layout: /DEPT RPT

Name: DEPARTMENTAL REPORT

User-specific Default setting

16. Complete/Review the following fields:

Field Name	R/O/C	Description
Save layout	R	Description of the Save layout. Example: ks19 test
Name:	R	Name or more specific description of the layout.. Example: test layout for training

17. Check User-specific .to have this layout available for your use.



Do NOT check the "Default setting" option. This sets the current layout to the default for ALL SAP users, not just you.

18. Click to complete the save the layout process.

Result

You have sorted data, set filters, hid columns, and changed and saved layouts.