# SAP Tips & Tricks for end users

1. Manage report layouts
   1.1 Basic layout functions
   1.2 Set summation levels / totals drill down
   1.3 Select lead columns to “freeze”
   1.4 Optimize column width
   1.5 Save layout
   1.6 Layout management / administration
2. Excel downloads
   2.1 In ALV layout
   2.2 Report writer & report painter reports
   2.3 Unformatted Excel download
   2.4 Drill down reports via object list (e.g. COPA reports)
3. Report selections, variants & variables
   3.1 Dynamic selections
   3.2 Multiple selection
   3.3 Selection upload from text file
   3.4 Selection upload from clipboard
   3.5 Selection variants
4. Cut and paste
5. Background processing
6. User parameters
7. User settings in finance
8. Edit favorites and show transaction codes in SAP menu
9. SAP GUI – Options
   9.1 Show keys in drop down lists
   9.2 Personalize SAP look
1 Manage report layouts

1.1 Basic layout functions

Example: MB52 warehouse stock – non hierarchical.

Select non hierarchical list for more flexible report layout functions.

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

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

Sort fields by clicking on column header.
Define sort order and summation levels for the fields you require

Modify display settings to your liking. E.g. no cell merge for easy Excel download

Try out your new settings
1.2 Set summation levels / totals drill down

**Display Warehouse Stocks of Material**

<table>
<thead>
<tr>
<th>Material</th>
<th>Material Description</th>
<th>Plant</th>
<th>SLoc</th>
<th>Unit</th>
<th>Unrestricted</th>
<th>Ccy</th>
<th>Value Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-510</td>
<td>Ball bearing</td>
<td>1000</td>
<td>MAM1</td>
<td>PC</td>
<td>1.984</td>
<td>EUR</td>
<td>4.251.89</td>
</tr>
<tr>
<td>100-510</td>
<td>Ball bearing</td>
<td>1000</td>
<td>MAM1</td>
<td>PC</td>
<td>5</td>
<td>EUR</td>
<td>19.51</td>
</tr>
<tr>
<td>100-510</td>
<td>Ball bearing</td>
<td>1200</td>
<td>MAM1</td>
<td>PC</td>
<td>100</td>
<td>EUR</td>
<td>4.271.29</td>
</tr>
<tr>
<td>100-510</td>
<td>Ball bearing</td>
<td>1200</td>
<td>MAM1</td>
<td>PC</td>
<td></td>
<td>EUR</td>
<td>1.019.00</td>
</tr>
</tbody>
</table>

...  

Click on pushbuttons or summation boxes to set the desired totals drill down level.

**Display Warehouse Stocks of Material**

<table>
<thead>
<tr>
<th>Material</th>
<th>Material Description</th>
<th>Plant</th>
<th>SLoc</th>
<th>Unit</th>
<th>Unrestricted</th>
<th>Ccy</th>
<th>Value Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-510</td>
<td>Ball bearing</td>
<td>1000</td>
<td>MAM1</td>
<td>PC</td>
<td>1.984</td>
<td>EUR</td>
<td>5.290.29</td>
</tr>
<tr>
<td>100-600</td>
<td>Support base</td>
<td>1000</td>
<td>MAM1</td>
<td>PC</td>
<td>2300</td>
<td>EUR</td>
<td>5.110.00</td>
</tr>
</tbody>
</table>

OR use menu bar to set totals drill down level.

**Settings**

- **Layout**
- **Columns**
- **Define totals drilldown...**

**Determine drilldown totals level**

- **Level**: Subtotals criterion
  - 0: Non-total lines
  - 1: Plant
  - 2: Material

In some transactions this is called “summation levels”
1.3 Select lead columns to “freeze”

Works like “Freeze pane” in Excel.

1.4 Optimize column width
1.5 Save layout

All users → create/manage user-specific report layouts.
Possibility to create user specific default setting.

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

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

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

Key users - Define which is the default standard layout
2 Excel downloads

2.1 In ALV layout

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

The Excel view needs the following security settings:
SAP Integrated Excel needs setting to access 'Visual Basic project/object model'
2.2 Report writer & report painter reports
2.3 Unformatted Excel download.

or

2.4 Drill down reports via object list (e.g. COPA reports.)
<table>
<thead>
<tr>
<th>Division</th>
<th>Sales Org</th>
<th>Product</th>
<th>Sum of Gross revenue Plan 1 EUR</th>
<th>Sum of Gross revenue Actual 1 EUR</th>
<th>Sum of Gross revenue difference 1 EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 Cross-division</td>
<td>1000 Germany Berlin</td>
<td>Not assigned</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>01 Pumps</td>
<td>1000 Germany Frankfurt</td>
<td>P-100 Pump PRECISION 100</td>
<td>1,303.794</td>
<td>1,303.794</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P-101 Pump PRECISION 101</td>
<td>1,395.586</td>
<td>1,328.981</td>
<td>66.605</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P-102 Pump PRECISION 102</td>
<td>1,518.577</td>
<td>1,583.843</td>
<td>65.266</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P-104 Pump PRECISION 104</td>
<td>2,903.115</td>
<td>2,715.267</td>
<td>187.848</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P-492 Pump standard IDESNO</td>
<td>2,389.011</td>
<td>2,252.041</td>
<td>136.970</td>
</tr>
<tr>
<td></td>
<td>1000 Germany Frankfurt Total</td>
<td></td>
<td>9,454.042</td>
<td>9,183.926</td>
<td>260.116</td>
</tr>
<tr>
<td>01 Pumps Total</td>
<td></td>
<td></td>
<td>9,454.042</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 Motorcycles</td>
<td>1000 Germany Frankfurt</td>
<td>1400-100 Deluxe Headlight</td>
<td>322.114</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1400-200 Deluxe Taillight</td>
<td>36.623</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1400-300 SunFun / 1200 cm³</td>
<td>6,518.572</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1400-510 CrossFun / 350 cm³</td>
<td>2,863.235</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1400-400 Motorcycle Helmet</td>
<td>736.260</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1400-750 Deluxe Gas Tank 500</td>
<td>131.318</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not assigned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 Germany Frankfurt Total</td>
<td></td>
<td>10,668.553</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 Motorcycles Total</td>
<td></td>
<td></td>
<td>10,668.553</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 Lighting</td>
<td>1000 Germany Frankfurt</td>
<td>L-04C Light Bulb 40 Watt c</td>
<td>2,316.128</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>L-40F Light Bulb 40 Watt f</td>
<td>1,821.361</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>L-40R Light Bulb 40 Watt r</td>
<td>641.960</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>L-40Y Light Bulb 40 Watt y</td>
<td>864.401</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>L-60C Light Bulb 60 Watt c</td>
<td>1,220.904</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 Report selections, variants & variables

Examples based on transaction FBL3N display GL account line items

3.1 Dynamic selections

Navigate in possible selection fields. Double click to use additional selection field. Enter selection criteria.

3.2 Multiple selection

Include / exclude tabs
Select appropriate matchcode and enter search criteria.

Selection pattern ‘*’ for multiple characters; ‘+’ for single character.

Other selection options.
3.3 Selection upload from text file

Multiple values selected
3.4 Selection upload from clipboard

Select on Excel sheet or on other SAP transaction to clipboard e.g **CTRL C**
Then paste in selection screen with paste button.

E.g. excel file saved as tab delimited text file.
3.5 Selection variants

Save variant name according to naming convention and enter appropriate description.

Select “save without value” for dynamic fields.

Or choose “selection variable” e.g. dynamic date calculations, and choose appropriate variable.
Next time select appropriate report variant
## 4 Cut and paste

**CTRL Y** makes cursor change to: It allows to mark a section on the display.

**CTRL C** copies the selection to the clipboard.

e.g. look up corresponding PO’s in ME23N.
5 Background processing

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

Switch off print immediately (by default via user master settings)
6 User parameters

- Set appropriate number of pages to display.
- Set parameters for defaults in frequently used transactions. E.g. organizational structures.
7 User settings in finance

Accounting Editing Options

- Line item display
  - Worklists Available
  - Worklist Input Fields Active
  - Selection by Due Date
  - Save last layout entered for default

- Customer Layout
  - Default Selection Screen: <not defined>
  - Or ALV Initial Screen Layout: TSAP-CL

- Vendor Layout
  - Default Selection Screen: <not defined>
  - Or ALV Initial Screen Layout: Standard local currency

- G/L Account Layout
  - Default Selection Screen: <not defined>
  - Or ALV Initial Screen Layout: CBN

- Display
  - ALV Classic List
  - ALV grid control

- Item Selection: Go To
  - Line Item
  - Document overview

- Maximum number of items

- e.g. select list display type and drill down to document overview
Enter user specific defaults for reporting
Edit favorites and show transaction codes in SAP menu

Insert folders and transactions to create own menu structure

Add other objects: e.g. Link to this documentation

9 SAP GUI – Options

9.1 Show keys in drop down lists

Keys (e.g. document types) are shown in “enjoy transactions”
9.2 Personalize SAP look

Select different theme to personalize your SAP system look.

The enjoy theme also allows you to change color settings:
- Select the “Enjoy” theme and save settings.
- Logoff, restart SAPGUI and logon again.
- You can now change colors.