
Lesson 4:

REPORTING FUNDAMENTALS

The first step in finding data or generating reports in SAP is defining *search criteria* to limit the scope of the search. Search criteria are the values you have typed in or selected in the fields on the SAP screen to perform a certain task. The amount of data stored in SAP is huge. Limiting the search assures that you will get relevant information in a reasonable time frame and without putting excessive demand on system resources.

OBJECTIVES

In this lesson you will become familiar with basic functions used in SAP reporting. At the completion of this lesson you will be able to:

- ✓ Recognize the components of SAP basic search criteria screens
- ✓ Use two single-value search criteria types. For example: date search and text search
- ✓ Use *Multiple Selection* search criteria to create a report based on data from several cost objects and multiple date ranges
- ✓ Use the *Drill Down* option to obtain more detailed information

SUMMARY OF BUSINESS RULES

Users can generate reports in SAP based on their *SAP user profile* and *SAP authorizations*. Some data (e.g. Procurement data, some Master data) is “open” at MIT, which means that it can be viewed by every user with access to the system. Other data is protected from view by authorizations (e.g. Salary data), meaning that only users who are allowed to see that specific data will be able to access it.





GETTING STARTED


Basic Search Selection Criteria

The purpose of this section is to familiarize you with the basic elements of a typical search selection screen and to cover **Basic Search** selection criteria. **Figure 1** on the next page is an example of a typical search selection screen that we will use in the practice exercises in this lesson.

In many instances you can specify the beginning and end of a range of values. In others you are limited to a single value. Some fields are not used in MIT's implementation of SAP and therefore are not useful for searching (e.g., "sales document" and "network" in **Figure 1**). *Be sure to scroll down to the bottom of the selection screen to see all of the available fields; some selection displays are longer than one screen.*


Figure 1 on the next page shows an example of a search selection screen, in this case the "Purchase Documents per Account Assignment" screen. In the following exercise you will learn to access this basic search screen. This search will result in a list of Purchase Orders that fit your selection criteria.

A Purchase Order is a document generated by Procurement from a requisition that has been submitted and approved. A purchase order is an official order sent from MIT to a vendor requesting goods and services. In the following exercise you will learn to access this screen.

 *To learn more about Purchase Orders and Requisitions please see the SAP for MIT web site or register for the SAP Requisition class <<http://web.mit.edu/sapr3/>>.*

Drill Down

The process of double-clicking on an item to move to a level of greater detail is called **Drilling Down** in SAP. In SAP, you can drill down to a detail document supporting a line item in a report. For example you can drill down on a document listed on the Purchasing Document for Cost Center report to view the detailed Purchase Order.

 *To learn more about SAP reports, please see the SAP for MIT web site <<http://web.mit.edu/sapr3/>> or register for the SAP Reporting class.*

The selection screen consists of:

- ✓ Labels describing the fields available for searching (1)
- ✓ Single-value selection criteria entry fields into which you will type your criteria (2)
- ✓ Buttons indicating that multiple selection criteria are available (3)

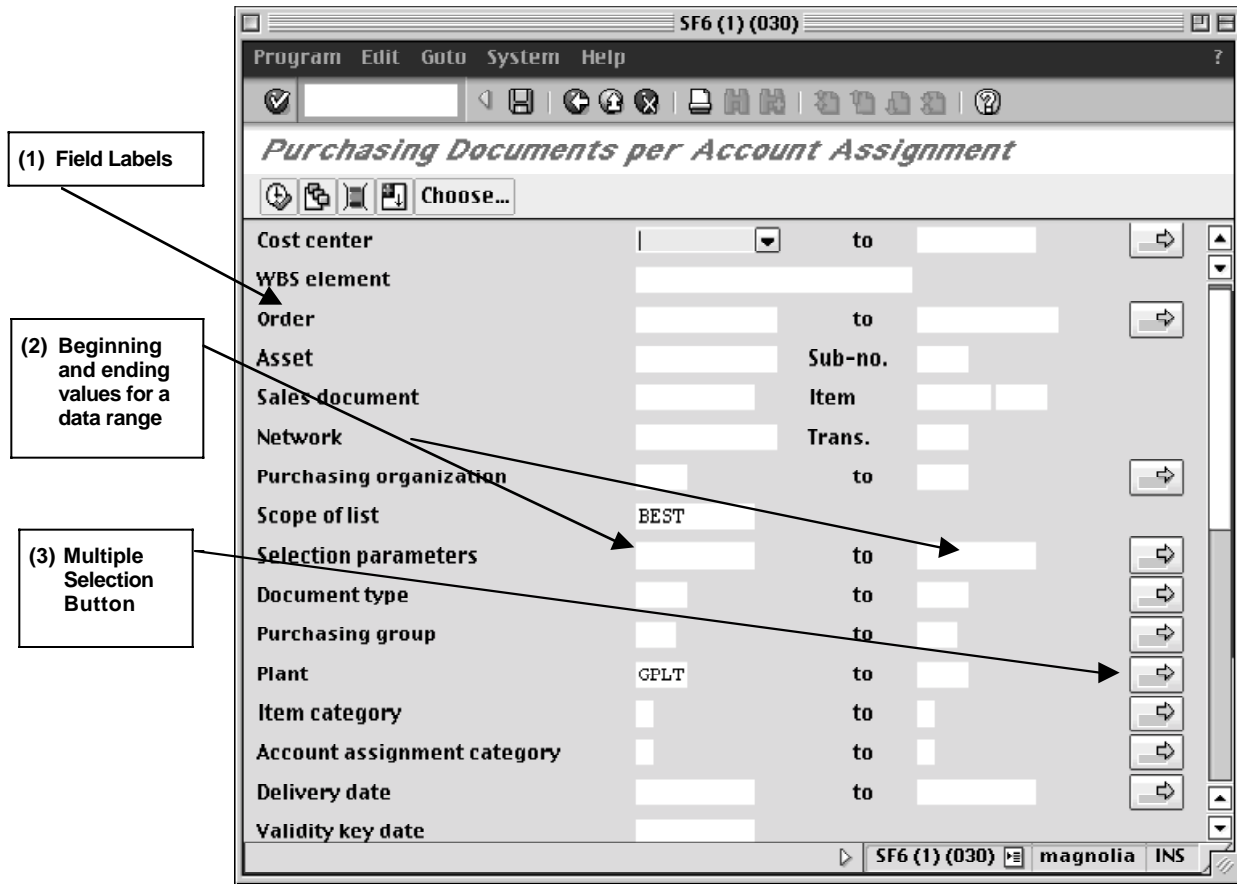




Figure1

Be sure to scroll down to the bottom of the selection screen to see all of the available fields; some selection displays are longer than one screen.


 **PRACTICE**

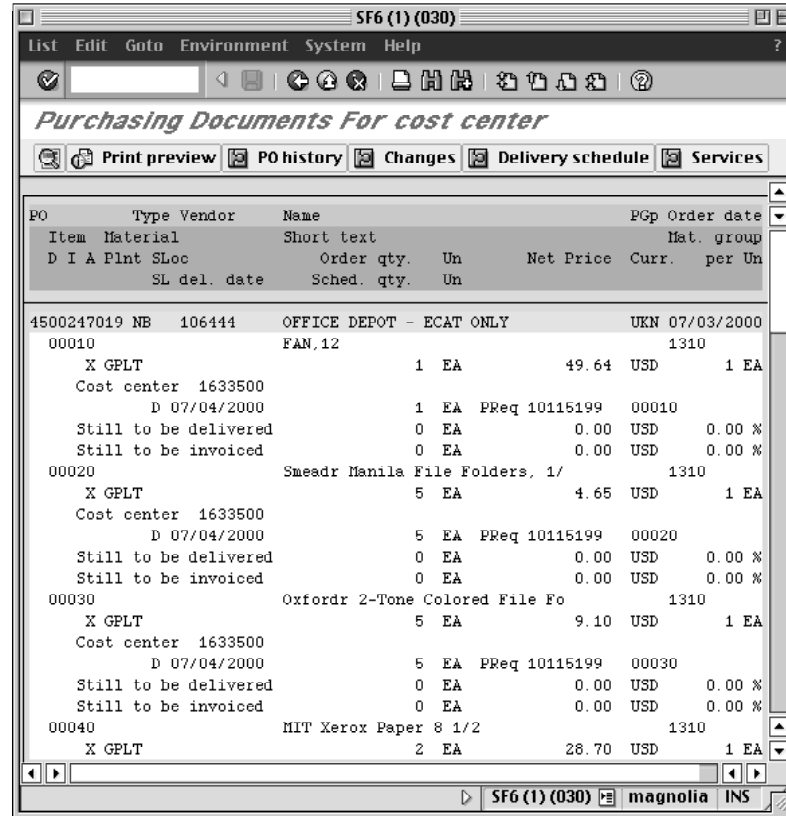
Search Using the Document Date Field

In this exercise you will search for Purchase Orders created between 7/1/00 and 7/10/00. You will generate an SAP Report using Basic Search criteria.


Navigation	<p>Access the SAP User menu screen, if you are not already there.</p> <ol style="list-style-type: none">From the SAP User menu screen, follow the navigation path: User Menu ▼ Role ZMIT ▼ Purchasing ▼ PO Displays ▼ PO Search Displays ▼ ME2K - PO by Cost Object (<i>double-click</i>) <p> <i>You can enter the transaction: /nme2k in the Command field and press the Enter/Return key.</i></p> <ol style="list-style-type: none">In the Cost center field, enter 1633500. <p> <i>In many other selection screens you are permitted to enter only one cost object type, i.e., Cost Centers or Internal Orders or WBS Elements, but never a mix. If you want to report on several different types of cost objects, you will need to run a separate report for each cost object type or use a different search function to capture the data you need.</i></p>
Enter beginning date for date range	<ol style="list-style-type: none">Scroll down to Document Date and click in the leftmost field. Type 7/1/00 or click the Matchcode button to use the calendar to select that date.
Enter ending date for date range	<ol style="list-style-type: none">Click in the rightmost field for the Document Date criteria and type 7/10/00 or click the Matchcode button to use the calendar to select that date.

View List Purchase Orders found within Date Range

- Click on the **Execute** button  and review the resulting report. Scroll down, if necessary, to see the full report. (A sample screen is shown below.)



PO	Type	Vendor	Name	PGP	Order date
Item	Material	Short text		Mat. group	
D I A Plnt SLoc	Order qty.	Un	Net Price	Curr.	per Un
SL del. date	Sched. qty.	Un			
4500247019 NB	106444	OFFICE DEPOT - ECAT ONLY		UKN	07/03/2000
00010			FAN, 12		1310
	X GPLT	1	EA	49.64	USD 1 EA
	Cost center	1633500			
	D 07/04/2000	1	EA	PReq 10115199	00010
	Still to be delivered	0	EA	0.00	USD 0.00 %
	Still to be invoiced	0	EA	0.00	USD 0.00 %
00020			Smesdr Manila File Folders, 1/		1310
	X GPLT	5	EA	4.65	USD 1 EA
	Cost center	1633500			
	D 07/04/2000	5	EA	PReq 10115199	00020
	Still to be delivered	0	EA	0.00	USD 0.00 %
	Still to be invoiced	0	EA	0.00	USD 0.00 %
00030			Oxfordr 2-Tone Colored File Fo		1310
	X GPLT	5	EA	9.10	USD 1 EA
	Cost center	1633500			
	D 07/04/2000	5	EA	PReq 10115199	00030
	Still to be delivered	0	EA	0.00	USD 0.00 %
	Still to be invoiced	0	EA	0.00	USD 0.00 %
00040			NIT Xerox Paper 8 1/2		1310
	X GPLT	2	EA	28.70	USD 1 EA

- Click on the **Back** button  to return to the selection criteria screen.

The criteria you entered are gone. You will have to enter new data to do another search. In some search selection screens, search criteria are not "erased" when you back out of the report.

 **PRACTICE**

Search Using Short Text & Vendor Fields

In this example you will search for Purchase Orders that were created for the vendor Office Depot and also include tape. You will generate an SAP Report using basic search selections that include vendor and short text fields.

Navigation

If you are not at the **Purchasing Documents** selection screen follow the Navigation path below. Otherwise, go to Step 2.

1. From the **SAP User Menu** screen, follow the navigation path:

User Menu



Role ZMIT



Purchasing



PO Displays



PO Search Displays



ME2K - PO by Cost Object (*double-click*)

2. In the **Cost center** field, enter **1633500**.
3. Scroll down the to the bottom of the search selection criteria screen until you see the field labels **Short text** and **Vendor name**.
4. Using the "wild card" technique, type ***tape*** in the **Short text** field (this refers to the short text field in the purchase order itself).

Use wild card search option (*the wild card search uses * * on either side of the search term*)

📌 *Requisitions and Purchase Orders are covered in detail in the SAP Requisitioning class.*

- Using the “wild card” technique, type ***Office Depot*** in the **Vendor name** field.

⚠ *When using wildcards remember that entering *office* might get you additional listings for PO's to other vendors with the word “office” in their name. On the other hand it is possible to miss some data if too specific a text string is entered, e.g., *envelopes* misses all the line items that have a description of “envelope”. Wildcards should be used carefully and the resulting data should be examined for completeness.*



- Click on the **Execute** button and review the resulting PO's. To view all documents, scroll down to see the full report.


⚠ *The display is in ascending order by SAP Purchase Order number.*

View resulting list of PO's, on which the vendor is Office Depot and tape was ordered.


Purchase Order number

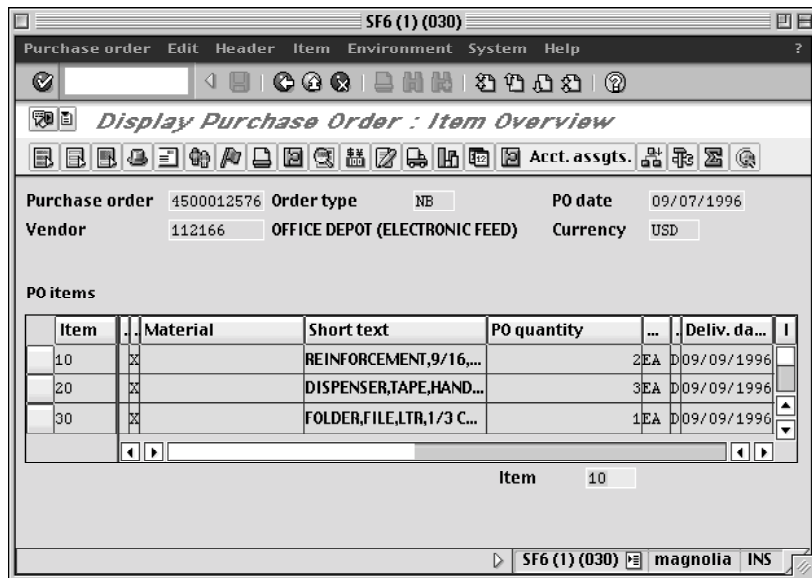
SF6 (1) (030)									
Purchasing Documents For cost center									
Print preview PO history Changes Delivery schedule Services									
PO	Type	Vendor	Name	PCp		Order d			
Item	Material		Short text		Mat. gr				
D I A	Plnt	SLoc	Order qty.	Un	Net Price	Curr.	per		
	SL del. date		Sched. qty.	Un					
4500005517	NB	112166	OFFICE DEPOT (ELECTRONIC FEED)		SM	09/07/1			
00010			DISPENSER, TAPE, HAND, GRAY, 3/4IN		SUP-OFC				
L	X	GPLT		3	EA	1.26	USD		1
		Cost center	1633500						
		D	09/09/1996	3	EA				
		Still to be delivered		0	EA	0.00	USD		0.0
		Still to be invoiced		0	EA	0.00	USD		0.0
4500005518	NB	112166	OFFICE DEPOT (ELECTRONIC FEED)		SM	09/07/1			
00010			TAPE, MAGIC TRANS, 3/4X36YD		SUP-OFC				
L	X	GPLT		24	EA	36.96	USD		1
		Cost center	1633500						
		D	09/09/1996	24	EA				
		Still to be delivered		0	EA	0.00	USD		0.0
		Still to be invoiced		0	EA	0.00	USD		0.0
4500012576	NB	112166	OFFICE DEPOT (ELECTRONIC FEED)		AS	09/07/1			
00020			DISPENSER, TAPE, HAND, GRAY, 3/4IN		SUP-OFC				
X		GPLT		3	EA	0.42	USD		1
		Cost center	1633500						
		D	09/09/1996	3	EA				
		Still to be delivered		0	EA	0.00	USD		0.0
		Still to be invoiced		0	EA	0.00	USD		0.0

Drill Down

 The report displays only those line items which include the purchase of tape, even if the Purchase Order has multiple other line items. If you want to see the entire Purchase Order, you need to drill down.


7. Double-click on a **Purchase Order number** (the PO number is the 10 digit number in the display that begins with 45 or 55) in order to view the entire PO with all the line items.


 The Drill Down feature gives you the ability to look at the Purchase Order details screen by screen



Item	Material	Short text	PO quantity	...	Deliv. da...	I
10	X	REINFORCEMENT,9/16...	2EA		D09/09/1996	
20	X	DISPENSER,TAPE,HAND...	3EA		D09/09/1996	
30	X	FOLDER,FILE,LTR,1/3 C...	1EA		D09/09/1996	

8. Click on the **Back** button  to return to the List Report.

9. Click on the **Back** button  to return to the selection criteria screen.

 The criteria you entered are gone. You will have to enter new data to do another search. In some search selection screens, search criteria are not "erased" when you back out of the report.




GETTING STARTED

Multiple Selection Search Criteria

The purpose of this section is to familiarize you with the basic elements of **Multiple Selection** searches.

You may need to generate reports using a more complex set of search criteria. For example, you might need to look at a series of nonconsecutive cost objects within several date ranges. To do this, SAP provides you with **Multiple Selection** search options on most search criteria selection screens.

The availability of such an option is indicated by the presence of the **Multiple Selection** button  in the right-hand margin of the screen. The **Multiple Selection** button appears to the right of the search field(s) for which it may be used, following along from left to right across the screen. If the **Multiple Selection** button is not there, it means that multiple selections are not available for the field(s) on that line. If the Multiple Selection arrow is green, it indicates that complex search options have already been selected.

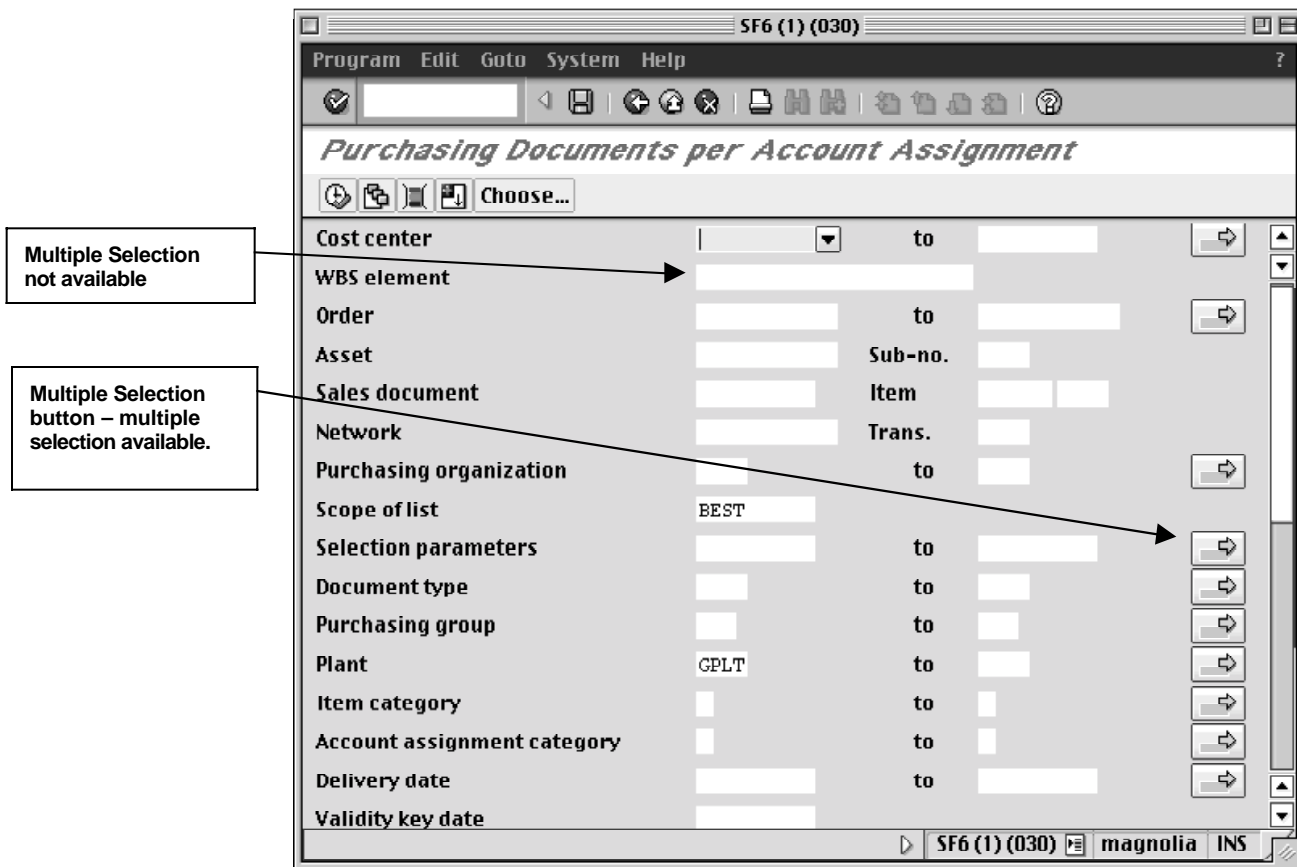


Figure 2

Figure 3 Shows the **Multiple Selection** screen, which is standard across all SAP screens. You can access the Multiple Selection screen by clicking on the Multiple Selection button from any **Basic Search** screen.

The **Multiple Selection** button allows you to use these types of selection criteria for reporting:

- ✓ Include or exclude individual nonconsecutive values
- ✓ Include or exclude multiple ranges values

Most of the time, the **Multiple Selection** button can be accessed either before or after entering your values in the fields on the basic search selection screen. Occasionally you will be forced to enter a value before clicking on the **Multiple Selection** button.

- ✓ Green buttons indicate to *include* values
- ✓ Red buttons indicate to *exclude* values

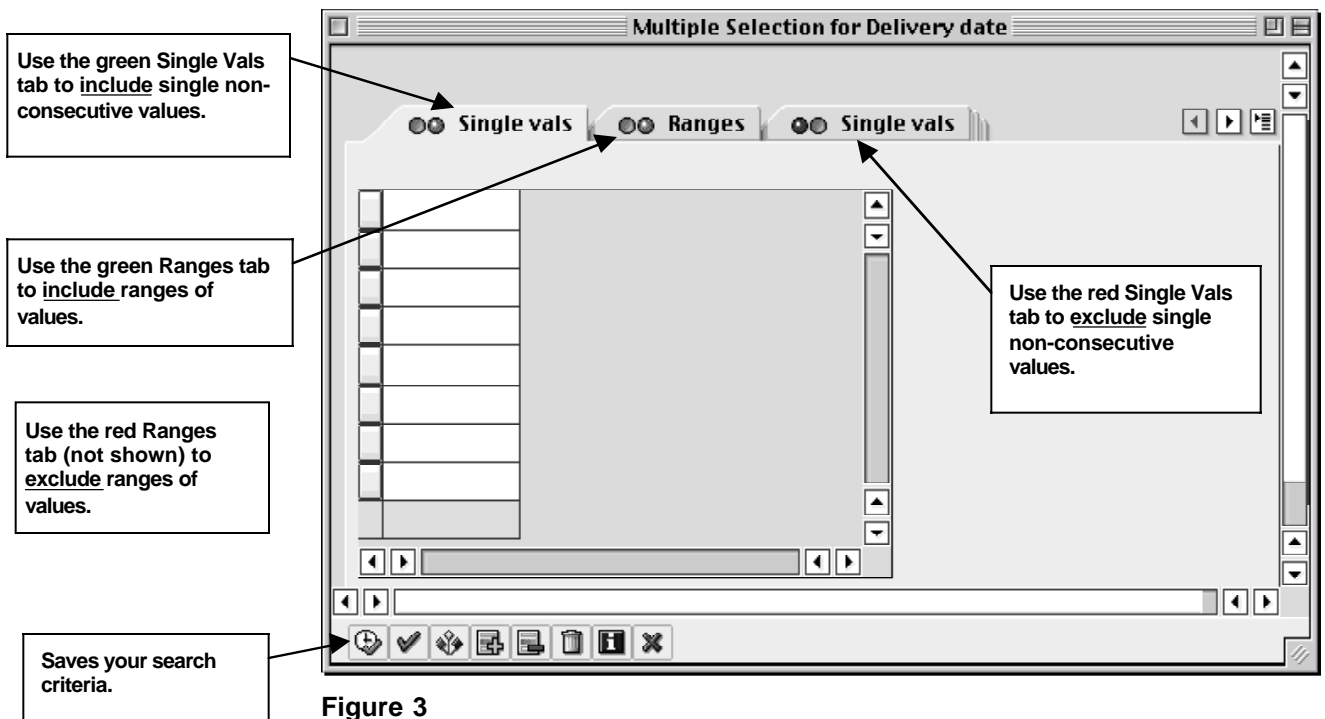



Figure 3



PRACTICE

Search Using Multiple Document Date Ranges


In this exercise you will search for all the Purchase Orders created on two specific dates, as well as within several date ranges during 2000. You will generate an SAP report using **Multiple Selection** criteria.

Navigation	<ol style="list-style-type: none">1. From the SAP User menu screen, follow the navigation path: User Menu ▼ Role ZMIT ▼ Purchasing ▼ PO Displays ▼ PO Search Displays ▼ ME2K - PO by Cost Object (<i>double-click</i>)
Use Multiple Selection search option	<ol style="list-style-type: none">2. In the Cost center field, enter 1633500.3. Scroll down until you can see the field name Document date (the date the document was created).4. Click the Multiple Selection button  to the right of the Document date field. The multiple selection dialog box appears. <p><i>When performing some searches in SAP you may be required to enter an initial value in the main selection screen before you will be permitted to open the multiple selection criteria dialog box.</i></p>

Enter a single value document date

5. Under the **Single Vals tab** (with the green button) enter the following (observe the mm/dd/yy format):


First field: **07/02/00**
Second field: **08/25/00**

 *You may also select the date by clicking the Matchcode button to the right of the field, which opens a calendar selection popup box.*


Enter ranges of document dates


6. Click on tab (with green button) titled **Ranges** and enter the following (observe the mm/dd/yy format):


	<u>Left box</u>	<u>Right box</u>
First row:	05/01/00	05/15/00
Second row:	09/01/00	09/07/00

 *You told SAP that you want to see the PO's for July 2, and Aug. 25, as well as all those between the dates May 1–15, and Sept. 1–7 for cost object number 1633500.*

Copy dates to search selection screen


7. Click on the **Copy** button  to transfer these values to the “Purchasing Documents per Account Assignments” search selection screen. **(This is an essential step!)**

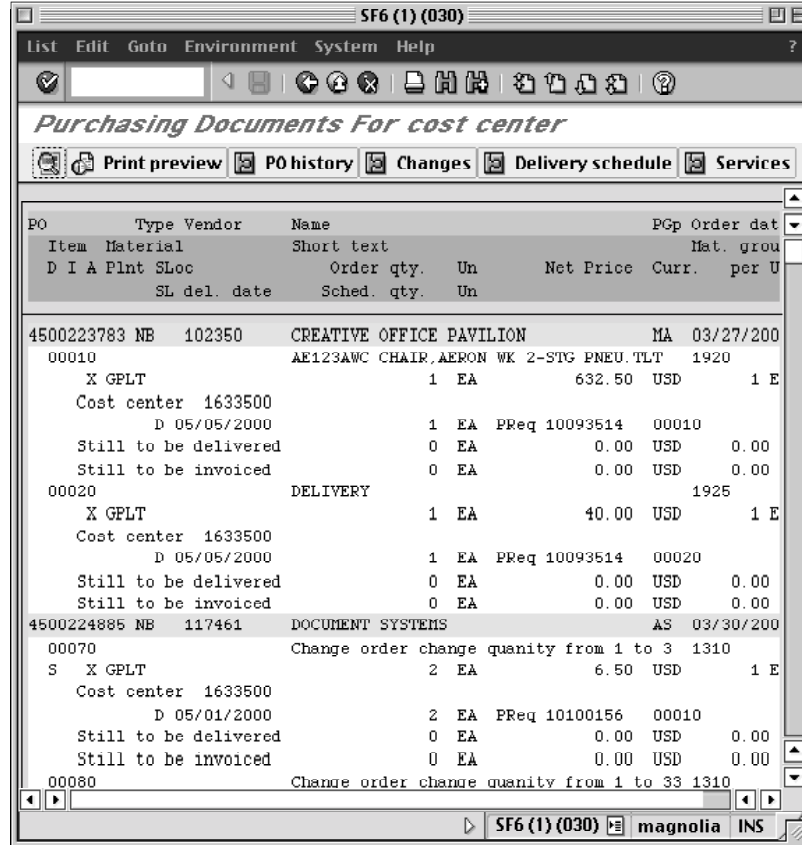
The Multiple Selection arrow  for the **Document date** field has turned green indicating that there are multiple selection criteria in effect.

 *If you need to delete a multiple selection, click the Multiple Selection arrow, and then click on the Trash Can icon at the bottom of the popped up dialog box. **(Do not do this now or you will not be able to complete the exercise!)** When you click the copy button to return to the main screen, note that your dates have been deleted.*

View Purchase Orders found.


The POs in this report were created on July 2nd and Aug. 25th, as well as between May 1-5 and Sept. 1-7 for cost object 1633500.

- Click on the **Execute** button  and review the resulting PO's. To view all documents, scroll down to see the full report.



The screenshot shows the SAP Purchasing Documents report for cost center 1633500. The report displays three purchase orders (POs) with their respective items, quantities, and prices.

PO	Type	Vendor	Name	PGp	Order date
4500223783	NB	102350	CREATIVE OFFICE PAVILION	MA	03/27/200
00010			AE123AWC CHAIR, AERON WK 2-STG PNEU. TLT	1920	
	X GPLT			1 EA	632.50 USD 1 E
	Cost center	1633500			
	D	05/05/2000		1 EA	PReq 10093514 00010
	Still to be delivered			0 EA	0.00 USD 0.00
	Still to be invoiced			0 EA	0.00 USD 0.00
00020			DELIVERY	1925	
	X GPLT			1 EA	40.00 USD 1 E
	Cost center	1633500			
	D	05/05/2000		1 EA	PReq 10093514 00020
	Still to be delivered			0 EA	0.00 USD 0.00
	Still to be invoiced			0 EA	0.00 USD 0.00
4500224885	NB	117461	DOCUMENT SYSTEMS	AS	03/30/200
00070			Change order change quantity from 1 to 3	1310	
S	X GPLT			2 EA	6.50 USD 1 E
	Cost center	1633500			
	D	05/01/2000		2 EA	PReq 10100156 00010
	Still to be delivered			0 EA	0.00 USD 0.00
	Still to be invoiced			0 EA	0.00 USD 0.00
00080			Change order change quantity from 1 to 33	1310	

- Click the **Exit** button  return the SAP User Menu screen.

✓ SELF-CHECK

Using what you have learned in this lesson, perform the following tasks:

Questions

1. Run a report for all of the **Brinks Incorporated** Purchase Orders that were created for between **1/1/00** and **1/31/00**. Your Cost center is **1633500**.

2. How would you **Drill Down** on a Purchase Order in order to see the detailed line items?

3. Using the **Multiple Selection** criteria, run a report for all Purchase Orders created between April 7th and May 5th 2000, as well as June 4th and July 5th 2000. Use the Cost center **1633500**.

Answers to Self Check

- Use transaction ME2K.
Enter 1633500 in the Cost center field.
Enter 1/1/00 and 1/31/00 in the Document date fields.
Using the Matchcode on the Vendor field, search for vendor Name ***Brinks***

The screenshot shows the SAP Purchasing Documents For cost center interface. The title bar indicates 'SF6 (1) (030)'. The menu bar includes 'List Edit Goto Environment System Help'. Below the menu bar is a toolbar with various icons. The main title is 'Purchasing Documents For cost center'. Below the title are several buttons: 'Print preview', 'PO history', 'Changes', 'Delivery schedule', and 'Services'. The main data area is a table with the following columns: PO, Type, Vendor, Name, PGP, Order date, Item, Material, Short text, Mat. group, D I A Plnt SLoc, Order qty., Un, Net Price, Curr., per Un, SL del. date, Sched. qty., Un.

PO	Type	Vendor	Name	PGP	Order date
5510009046	BL	114164	BRINKS INCORPORATED	NR	01/13/2000
00010			BLANKET ORDER		2150
	X	GPLT		5,250.600	EA
				1.00	USD
					1 EA
			Cost center 1633500		
			D 10/01/1999	5,250.600	EA
				PReg 10077922	00010
			Still to be delivered	0	EA
					0.00 USD
					0.00 %
			Still to be invoiced	0	EA
					0.00 USD
					0.00 %

- Double-click** on the Purchase Order number within the report.
- Use transaction ME2K.
Enter 1633500 in the Cost center field.
Access **multiple selections** on the Document date field.
On the Multiple Selections screen, enter the following:
Single values: 6/4/00 and 7/5/00
Ranges: 4/7/00 to 5/5/00

The screenshot shows the SAP Purchasing Documents For cost center interface. The title bar indicates 'SF6 (1) (030)'. The menu bar includes 'List Edit Goto Environment System Help'. Below the menu bar is a toolbar with various icons. The main title is 'Purchasing Documents For cost center'. Below the title are several buttons: 'Print preview', 'PO history', 'Changes', 'Delivery schedule', and 'Services'. The main data area is a table with the following columns: PO, Type, Vendor, Name, PGP, Order date, Item, Material, Short text, Mat. group, D I A Plnt SLoc, Order qty., Un, Net Price, Curr., per Un, SL del. date, Sched. qty., Un.

PO	Type	Vendor	Name	PGP	Order date
4500227717	NB	106444	OFFICE DEPOT - ECAT ONLY	UKN	04/12/2000
00010			Wilson Jonesr Colorlifer File		1310
	X	GPLT		75	EA
				0.97	USD
			Cost center 1633500		
			D 04/13/2000	75	EA
				PReg 10097382	00010
			Still to be delivered	0	EA
					0.00 USD
					0.00 %
			Still to be invoiced	0	EA
					0.00 USD
					0.00 %
00020			Wilson Jonesr Colorlifer File		1310
	X	GPLT		75	EA
				0.97	USD
					1 EA



NOTES:



Lesson 5:

BASIC REPORT PRINTING

SAP reports can be printed via any SAP printer connected to MITnet. You should leave these printers on at all times. They have a powersave feature that saves energy when they are not being used, so there is no need to turn them off to conserve electricity.

OBJECTIVES

In this lesson you will become familiar with basic SAP report printing options. At the completion of this lesson you will:

- ✓ Understand the printing environment
- ✓ Understand the basic procedure for printing reports
- ✓ Understand how and where to get help with printing problems

SUMMARY OF BUSINESS RULES

SAP users who are authorized to generate reports are also authorized to print reports. This function tells SAP to send a copy of a report to the printer. The Print button can be found on the Toolbar of many SAP screens.





GETTING STARTED

Printing Checklist *(Before you begin printing)*

- ✓ Make sure you know approximately how many pages of output will be printed by paging through the report on-screen first, or by using the Print Preview button.
- ✓ If you do print more than you need, see the “Troubleshooting” section.
- ✓ Make sure you know to where you are printing. The default printer (the printer to which your SAP printouts will be sent) is typically the one close to your office. Your user profile should have a default printer. If it does not, you will be prompted to enter the printer name each time you print the report. *See Lesson 7 for instructions on setting your default printer.*

Troubleshooting

SAP contains a huge amount of data, and it is possible to generate a report that is tens and even hundreds of pages long by running a report with overly broad selection criteria. If you unintentionally send a large print job to the printer, here is what you can do:

- ✓ Pull out the printer paper tray to stop printing
- ✓ Collect the information needed to seek help (see the section below)
- ✓ Contact the **Business Liaison Team** at business-help@mit.edu or 252-1177

If your requested SAP print job is not printing, here is what to do:

- ✓ Contact the **Business Liaison Team** at business-help@mit.edu or 252-1177

Getting Help

Before you seek Help, you should collect some basic information for the Business Liaison Team:


- ✓ The SAP environment that you are accessing: Production-1 or Production-2.
- ✓ The SAP spool request number, if you have one, from the bottom of your SAP screen.
- ✓ The four-character name of your SAP printer. Follow the menu path **System>>User Profile>>Own data** (transaction code: **/nsu3**) and click on the **Default tab**, this will provide you with the name of your **Default Printer**. Many SAP printers are labeled with the printer name, so check your printer for the label.



 **PRACTICE**

Practice Printing and Reviewing Requisitions

In this exercise you will first practice printing a **List of Requisitions** in order to become familiar with one type of print procedure, and then practice printing an **Individual Requisition** in order to become familiar with the second type of print procedure.

- ✓ The **List Requisition** report will print using the basic SAP font, the Requisitions will be in a simple list format, and the report will have a cover page that indicates spool requests, owner, and other selection options.
 - ✓ The **Individual Requisition** report will have MIT-specific formatting that resembles a spreadsheet and it will only include one requisition.
-  *You are not able to choose the format of your print job, the format is standard in SAP.*

Navigation

Access the **SAP User menu** screen, if you are not already there.

1. From the **SAP User menu** screen, follow the navigation path:

User Menu



Role ZMIT



Purchasing



Requisition



ZBP0 - Review/Print Req. *(double-click)*

Or type the transaction code: **/nzbp0**.

2. In the **Plant / Int. Service Provider** field enter **GPLT**.


3. In the **Creation Date** field enter **7/1/00** to **7/4/00**.

4. Click on the **Execute** button .

Review/Print Requisitions List Report

Requisition	Creator	Vendor Name	Plant	Create Dt	Release Dt
10115010	PFLUGD	BOC GASES - ECAT ONL	GPLT	07/01/2000	07/01/2000
10115011	WJFITE	NECX DIRECT - ECAT O	GPLT	07/01/2000	07/01/2000
10115012	VALLELI	KSL ENTERPRISE INC	GPLT	07/01/2000	07/01/2000
10115013	GII	NECX DIRECT - ECAT O	GPLT	07/02/2000	07/02/2000
10115014	SCHWACHA	VWR SCIENTIFIC PRODU	GPLT	07/02/2000	07/02/2000
10115015	CJCHANG	SIGMA ALDRICH CO	GPLT	07/02/2000	07/02/2000
10115016	KAWARE	NECX DIRECT - ECAT O	GPLT	07/02/2000	07/02/2000
10115017	GHILMES	VWR SCIENTIFIC PRODU	GPLT	07/02/2000	07/02/2000
10115010	JCHERRY	BOC GASES - ECAT ONL	GPLT	07/03/2000	07/03/2000
10115019	DAPPELLA	BOC GASES - ECAT ONL	GPLT	07/03/2000	07/03/2000
10115020	JCHERRY	VWR SCIENTIFIC PRODU	GPLT	07/03/2000	07/03/2000
10115021	JCHERRY	WILHAD GLASS	GPLT	07/03/2000	07/03/2000
10115022	JCHERRY	SIGMA ALDRICH CO	GPLT	07/03/2000	07/03/2000
10115023	JCHERRY	SIGMA ALDRICH CO	GPLT	07/03/2000	07/03/2000
10115024	ARAUJO	CAMBRIDGE ISOTOPE LA	GPLT	07/03/2000	07/03/2000
10115025	MSAMUELS	GOULD ELECTRONICS IN	GPLT	07/03/2000	07/03/2000
10115026	MSAMUELS	SUPER OPTRONICS INC	GPLT	07/03/2000	07/03/2000
10115027	MSAMUELS	CRYSTAL TECHNOLOGY	GPLT	07/03/2000	07/03/2000

Print List

5. Click the **Print** button  on the Standard toolbar to print the **List Requisitions** report.

Continue Button

Print Screen List

Continue | User-specific print parameters

Output device: FSS: Campus W92-26/1 (HP LJ 451/)

Number of copies: 1

Number of pages: Print all

Spool request: Name: ZMR003_IRI

Spool options: Print immediately, Delete after output, New spool request

Cover sheets: SAP cover page, OperSys cover page, Selection cover page

6. Click the **Continue** button to start the print job.

📌 The “Print Screen List” screen contains the name of your SAP default printer. The screen also contains some customizing options. Please be sure to scroll all the way down. Confirm that all the **Spool options** boxes have been checked, and if you want a cover sheet, select “D” in the SAP cover sheet field. Cover sheets are useful in identifying your print job at the printer.

Clicking “Continue” causes the print job to begin. In a few moments, you should be able to collect a printout of the Requisition list at the printer. At the end of the print job you will return to the “Review/Print Requisition” screen.

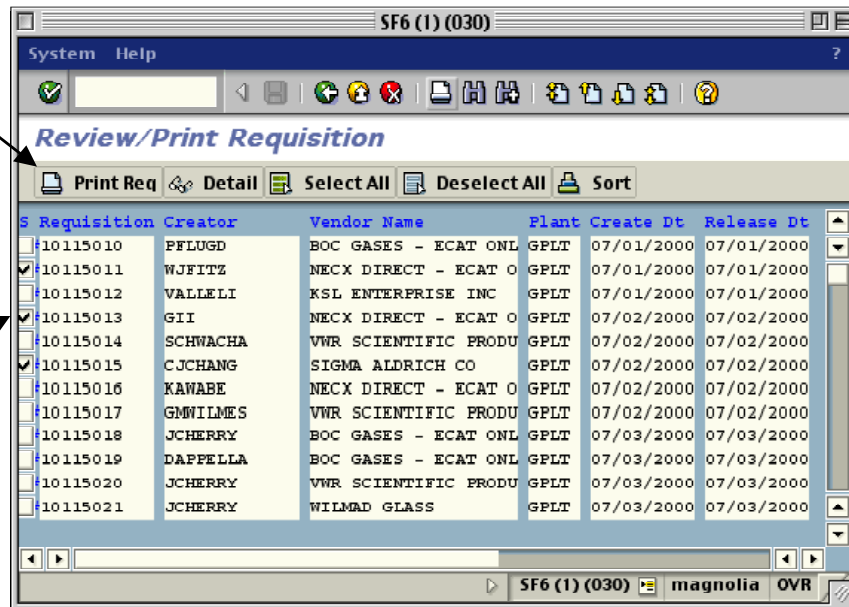
From the “Review/Print Requisition” screen:

Print Individual Requisitions

7. Check the boxes to the left of one or two **Individual Requisitions** that you want to print.

Print Req button

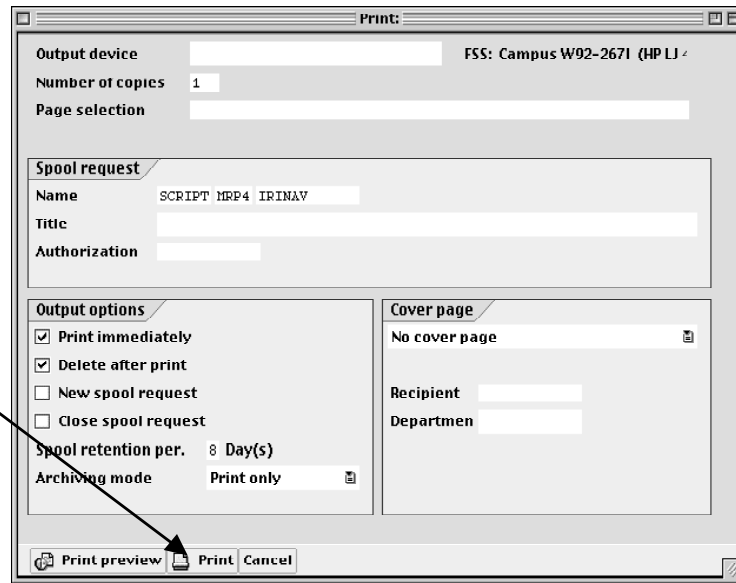
Selected Individual Requisitions



8. Click the **Print Req** button on the Application tool bar, in order to print the **Individual Requisitions**.

The "Print:" popup box will appear.

Print button



Enter other printing selection options

Confirm that all the **Output options** boxes have been checked, as well as the **Cover page** options. Cover sheets are useful in identifying your print job from others if you have a printing problem.

9. Click on the **Print** button at the bottom of the screen.


Clicking the "Print" button causes the print job to begin.

A dialog box opens informing you of the number of Requisitions printed and what printer they were sent to.

10. Click the **Continue** button.

In a few moments, you should be able to collect printouts of your selected requisitions at the printer. At the end of the print job you will return to the "Review/Print Requisition" screen.

You can now compare and contrast the two different print functions. The differences between these two print functions can be best viewed through the results of the print job.

11. Click the **Exit** button  twice to return to the **SAP User** menu.



NOTES:

Lesson 6: (optional)

DOWNLOADING SAP REPORTS

Data from SAP reports can be downloaded, or transferred from SAP, into a local file on your desktop or server. That file can then be opened in a spreadsheet application such as Microsoft Excel, or imported into other applications. Downloaded data is typically unformatted – i.e. report titles and column headings are not downloaded, only data.

Data from externally maintained files (e.g. Microsoft Excel) can also be uploaded into SAP for the purpose of transferring large volumes of information. This is a convenient alternative to manually entering the data. To learn more about the Upload process please refer to the on-line documentation. <http://web.mit.edu/sapr3/>

Some users will never download or upload data, but others may use these functions, for example to combine SAP report data with data that is not in SAP for the purpose of creating customized reports in other applications.

OBJECTIVES

In this lesson you will become familiar with the SAP Download function, which permits you to download a report to a local file and then open it in your spreadsheet of choice. At the completion of this lesson you will be able to:

- ✓ Use the Download button to download an SAP report
- ✓ Use an SAP menu path to download an SAP report

SUMMARY OF BUSINESS RULES

Users can generate reports in SAP based on their SAP user Profile and SAP authorizations. You must have proper authorization to generate reports on particular cost objects, cost element groups, as well as SAP transactions.



PRACTICE

Download the Purchasing Overview by Cost Collector Report

In this exercise you will download the Purchasing Overview by Cost Collector (this term is used interchangeably with the term Cost Object) report into a Microsoft Excel spreadsheet by using the Download button.

Navigation

Access the **SAP User menu** screen, if you are not already there.

1. From the **SAP User menu** screen, follow the navigation path:

User Menu



Role ZMIT



Reports



Purchasing Reports



ZBP3 - By Cost Object (double-click)



*You can enter the transaction: **/nzbp3** in the Command field and press the Enter/Return key.*

Enter selection criteria


2. In the **Invoice Posting Date** fields, type **7/01/00** in the left and **8/01/00** in the right.
3. Enter a **Cost Object** (Cost center, Internal order, WBS element). In this exercise you will use **Cost center 1633500**.

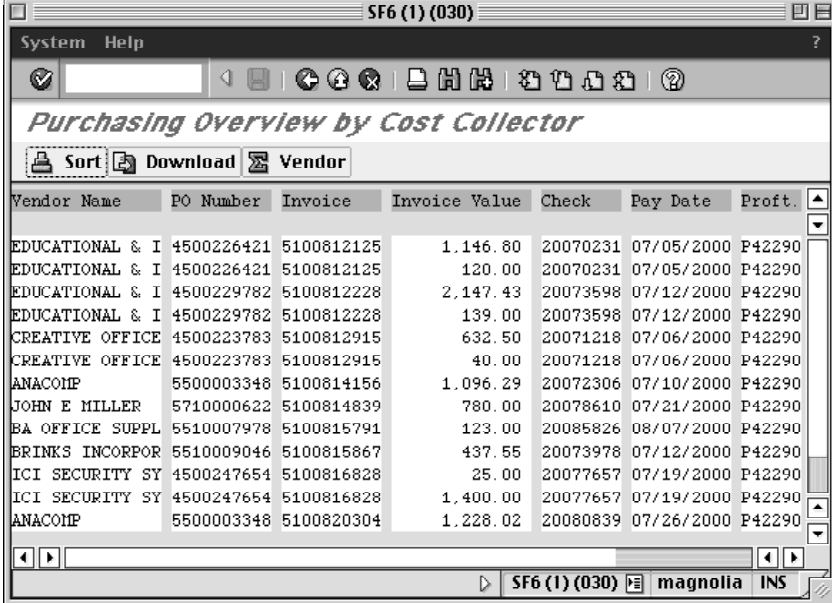
Invoice Posting Date	7/1/2000	to	8/1/00	
Only 1 cost object type is allowed in this block				
Cost center	1633500	to		SEARCH
Internal order		to		SEARCH
WBS elements		to		SEARCH

Begin Download

4. Click on the **Execute** button .

Your report is displayed on the screen.

5. Click on the **Download** button  **Download** on the toolbar.

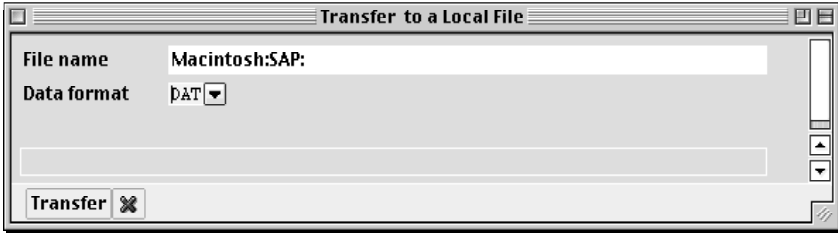


The screenshot shows a window titled "SF6 (1) (030)" with a menu bar (System, Help) and a toolbar. The main area displays "Purchasing Overview by Cost Collector" with a toolbar containing "Sort", "Download", and "Vendor" buttons. Below is a table with the following data:

Vendor Name	PO Number	Invoice	Invoice Value	Check	Pay Date	Profit
EDUCATIONAL & I	4500226421	5100812125	1,146.80	20070231	07/05/2000	P42290
EDUCATIONAL & I	4500226421	5100812125	120.00	20070231	07/05/2000	P42290
EDUCATIONAL & I	4500229782	5100812228	2,147.43	20073598	07/12/2000	P42290
EDUCATIONAL & I	4500229782	5100812228	139.00	20073598	07/12/2000	P42290
CREATIVE OFFICE	4500223783	5100812915	632.50	20071218	07/06/2000	P42290
CREATIVE OFFICE	4500223783	5100812915	40.00	20071218	07/06/2000	P42290
ANACOMP	5500003348	5100814156	1,096.29	20072306	07/10/2000	P42290
JOHN E MILLER	5710000622	5100814839	780.00	20078610	07/21/2000	P42290
BA OFFICE SUPPL	5510007978	5100815791	123.00	20085826	08/07/2000	P42290
BRINKS INCORPOR	5510009046	5100815867	437.55	20073978	07/12/2000	P42290
ICI SECURITY SY	4500247654	5100816828	25.00	20077657	07/19/2000	P42290
ICI SECURITY SY	4500247654	5100816828	1,400.00	20077657	07/19/2000	P42290
ANACOMP	5500003348	5100820304	1,228.02	20080839	07/26/2000	P42290

Select folder and file name for the downloaded report

6. The "Transfer to Local File" dialog box come up. Click on the **Matchcode** button to open the "Save as....." dialog box..



The screenshot shows a dialog box titled "Transfer to a Local File". It has a "File name" field containing "Macintosh:SAP:" and a "Data format" dropdown menu set to "DAT". There is a "Transfer" button with a small icon next to it.

Save Report as a spreadsheet document

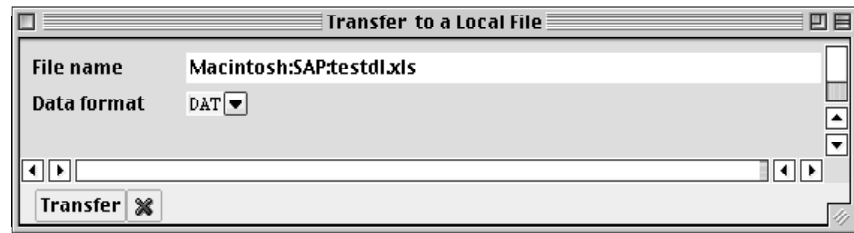
7. Use the standard **PC** or **Mac** procedures to choose a directory/folder to save the file in.
For the purpose of this exercise, save the file on your Desktop.
 - a) Enter the file name **testdl.xls**
 - b) Click the **OK** or **Save** button to accept your selection. The file name appears in the "Transfer to a local file" dialog box.

Select option to download file as data (DAT)

8. In the “Transfer to a local file” box, click the **Matchcode** button for **Data Format**. Select **DAT** from the matchcode list.

*The **DAT format** downloads data ready to import into a spreadsheet. Column headings and cost element (G/L account) subheadings are not downloaded and must be entered manually into the spreadsheet.*

9. Click the **Transfer** button to download your report.




You will see a message, at the bottom of the SAP screen, indicating the number of bytes downloaded. This confirms that the download is complete.

10. To view the downloaded file, go to your Computer Desktop and double click on the testdl.xls file. You may be prompted for an application to use to open the file.

Note: You may save the downloaded report in any folder that you choose: you are not limited to saving it on the Computer Desktop.

Opening/Viewing the downloaded report



11. Return to SAP and click the **Cancel** button  on the “Download to local file” screen. This will take you back to report search screen “Purchasing Overview by Cost Collector”.

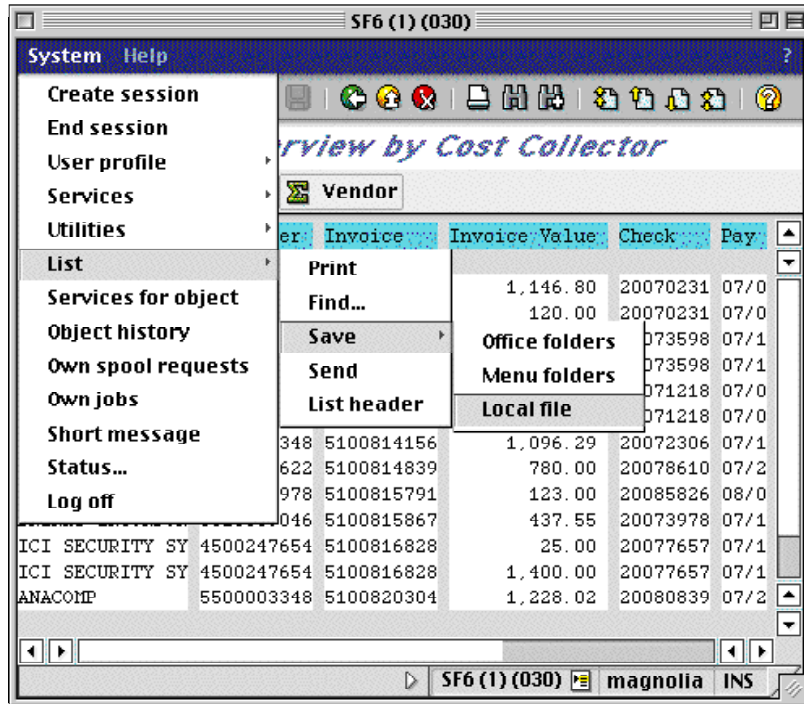


PRACTICE


Alternate Download Procedure Using a Menu Path

In this exercise you will download the Purchasing Overview by Cost Collector (term used interchangeably with Cost Object) report into a Microsoft Excel spreadsheet by using the alternate menu path method. This method is used when your report does not have a Download button, as is often the case with research reports.

Navigation	If you still have the Purchasing Overview by Cost Collector report open proceed to Step 5. Otherwise go to Step 1.
Enter the selection criteria	<ol style="list-style-type: none">1. Type the transaction code /nzbp3. Or access the SAP User menu screen and follow the Navigation path: <p style="text-align: center;">User Menu ▼ Role ZMIT ▼ Reports ▼ Purchasing Reports ▼ ZBP3 - By Cost Object (<i>double-click</i>)</p>2. In the Invoice Posting Date fields type 7/01/00 in the left and 8/01/00 in the right.3. Enter a Cost Object (Cost center, Internal order, WBS element). In this exercise you will use Cost center 1633500.4. Click on the Execute button .
Begin download	<p style="text-align: center;">Your report is displayed on the screen.</p> <ol style="list-style-type: none">5. Follow the menu path: System>>List>>Save>>Local file. <p> <i>This method is used when the Download button is not available on the report.</i></p>



Save report as a spreadsheet document

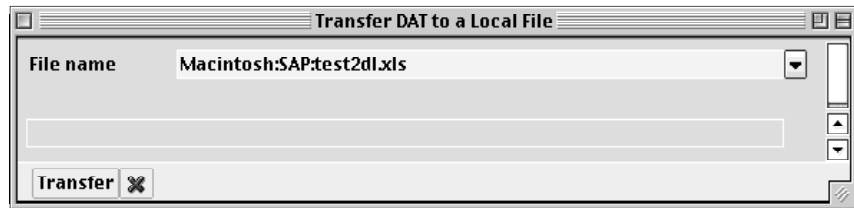
- Click the radio button marked **Spreadsheet** to save the data with numeric processing capability, then click the **Enter** button .



Select folder and file name for downloaded file

- The "Transfer to Local File" dialog box (as displayed in the previous exercise) comes up. Click on the **Matchcode** button to open the "Save as..." dialog box.

-
8. Use the standard **PC** or **Mac** procedures to choose a directory/folder to save the file in.
For the purpose of this exercise, save the file on your **Desktop**.
 - a) Enter the file name **test2dl.xls**
 - b) Click the **OK** or **Save** button to accept your selection. The file name appears in the "Transfer to a local file" dialog box.




9. Click on the **Transfer** button.

Download is complete

The dialog box disappears, the file is saved, and a message appears on the status line of the SAP screen indicating that a specific number of bytes were transferred. This confirms the download has completed.

Downloaded file in spreadsheet

10. To view the downloaded file, go to your Computer Desktop and double click on the file.

11. Return to SAP and click the **Cancel** button  on the "Download to local file" screen. This will take you back to the report search screen "Purchasing Overview by Cost Collector".



NOTES:
