



REPORTING LAYOUTS

HOW TO MANAGE SAP REPORT LAYOUTS

JOB AID GN-1



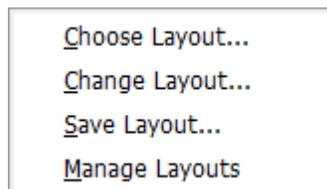
The purpose of this job aid is to illustrate how to use the functions of the layout capabilities which can be found in many Integrated-HR Payroll System transactions. Some of the most common end user report transactions are listed below:

CATS_DA	PT_QTA10	S_AHR_31016362	ZOMWFMON
CATC	ZPT2013	ZPA0189	ZPAWFMON
PT_BAL00	PC00_M99_CWTR	ZOM0178	Z_ORGPATH

Many reporting transactions in the Integrated HR-Payroll System modules return results in column form. Once the report results are generated, users can manage the way the data is displayed with the Choose Layout icon: 

The vertical line on this button indicates that it can be clicked on either side to produce different results.

If the button is clicked to the right of the line on the arrow, a drop-down menu appears:



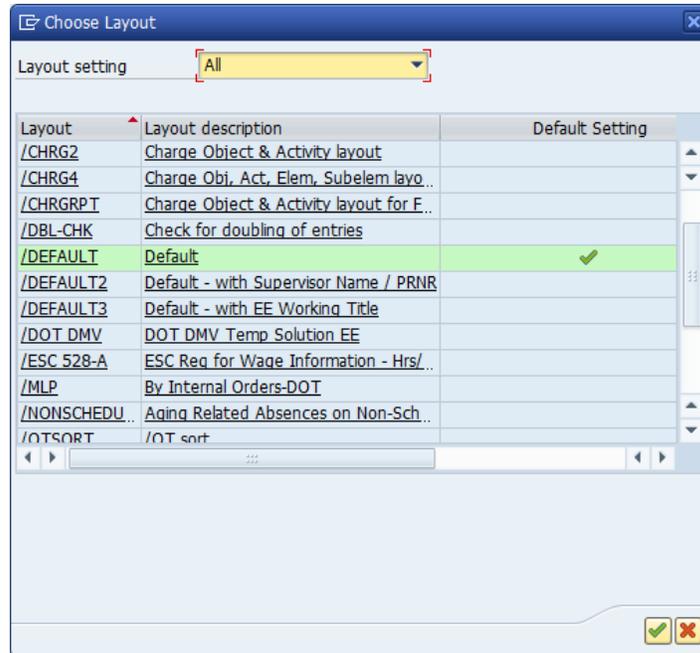
Clicking to the left of the line is a shortcut to the 'Choose Layout' button in this menu. Each of these menu options will be discussed below.

Note: In addition to the Choose Layout icon, some reports have different layout option icons, Change Layout, Select Layout, Save Layout, instead of the ability to choose from a single icon.



Choose Layout

Selecting the Choose Layout option or clicking to the left of the line on the Choose Layout button will open a new pop-up window with several pre-defined Layouts from which to choose. The pre-defined layouts are report dependent.

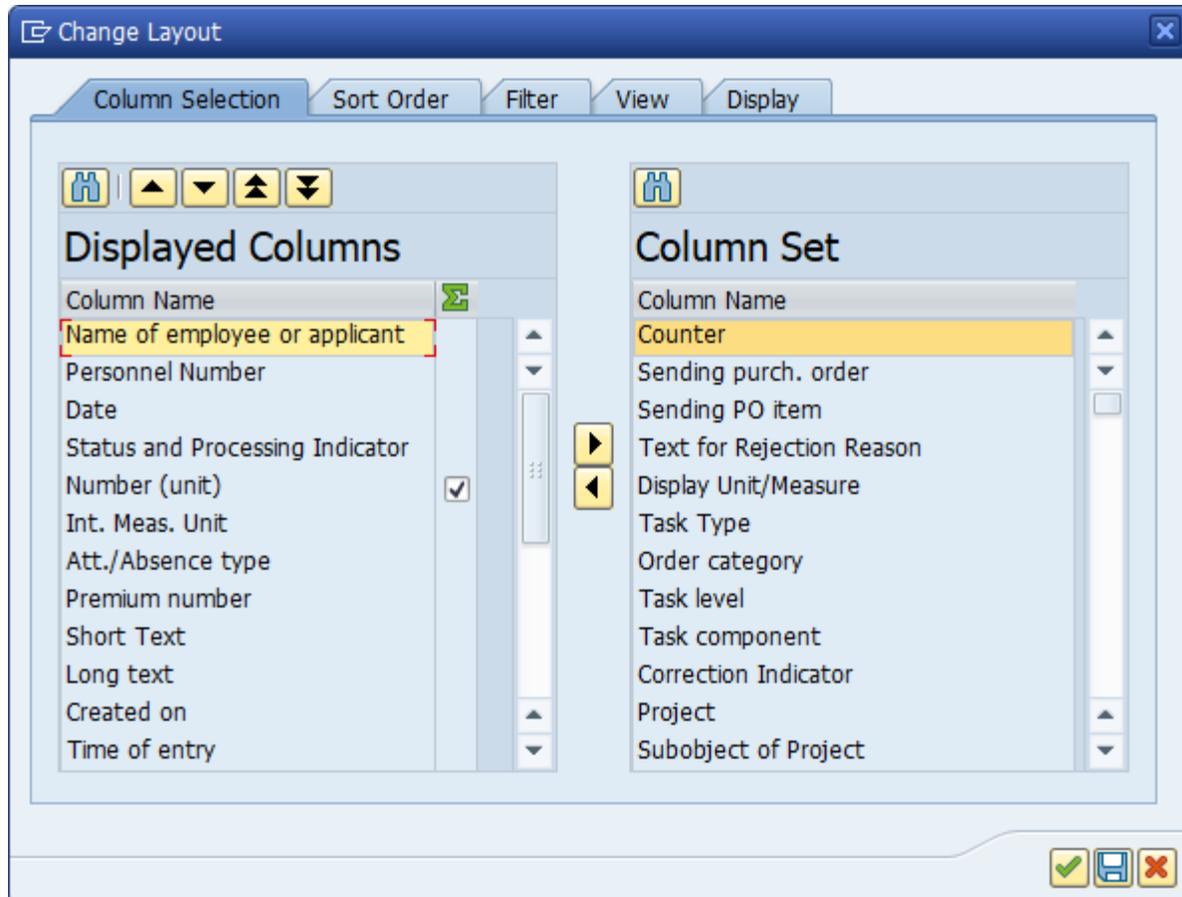


The Layout setting on the Choose Layout screen will default to **All**. Users can filter to show only those available to all users (Global) or to show only user-specific designed layouts using the drop-down menu.

In the screenshot above, /DEFAULT is the current layout which has been returned due to the green check in the Default Setting column. Simply choosing a different layout in which to view the data *does not* change which will be used the next time the transaction is run. That can be accomplished with the Manage Layout option discussed below.

Change Layout

Choosing 'Change Layout' from the icons drop-down menu will display the Change Layout screen:



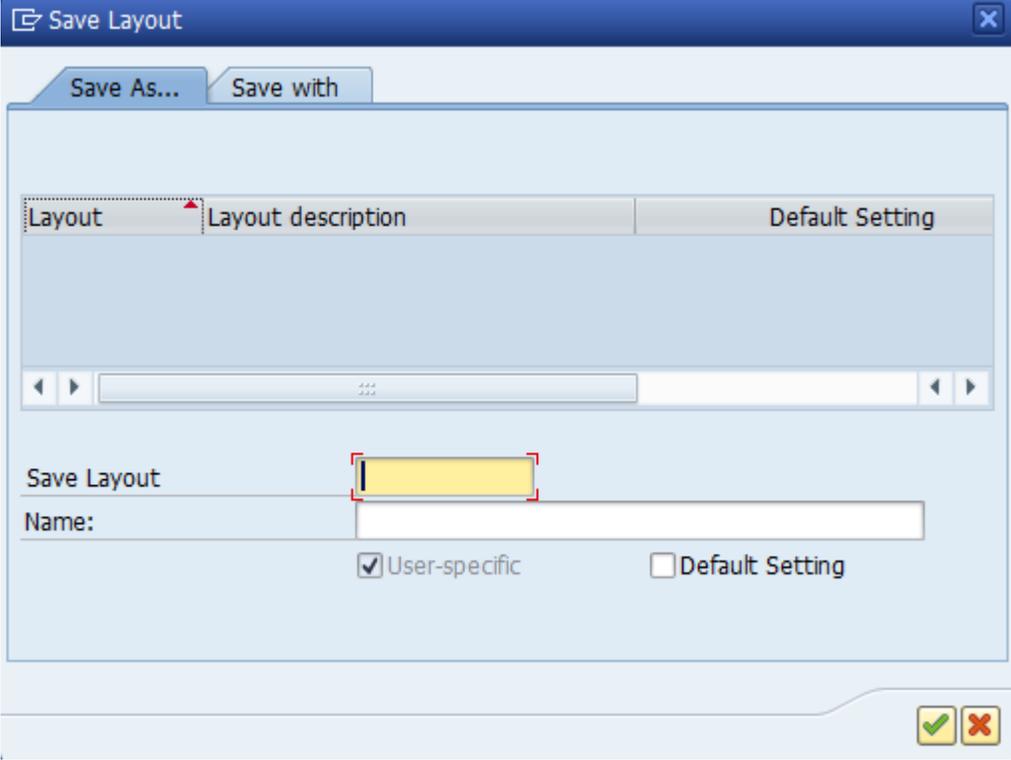
Displayed Columns – Shows the sets of data that will be displayed in the report once the green check is clicked.

Column Set – Shows set of data that are not displayed but are available to include in the report.

The data sets can be moved between the two columns using the left and right facing arrow buttons in the middle of this window. The up and down arrows above **Displayed Columns** allows users to manage the order of the report's returned data.

Save Layout

When a user is satisfied with their changes, they can click the save button:  A **Save Layout** pop-up will display:



Layout	Layout description	Default Setting

Save Layout

Name:

User-specific Default Setting

The **Save Layout** field can contain up to 12 characters and once saved, will appear under the 'Layout' column in the top half of the screen shot above.

The **Name** field is limited to 40 characters and is used to provide a short description of this personalized layout.

Selecting the Default Setting check box will make the new layout the default data set whenever the program is run.

Manage Layout

Though there are many predefined global layouts, only user-specific layouts can be tagged as a new default setting. If a user prefers a modified layout, they should go through the process of saving it as a user-specific layout and click the default setting check box. The User-specific selection sets the layout visibility only to the single user.

Note: A user can change layouts by saving the new layout with the same name. The system will warn the user that the layout will be overwritten.