

Report Layout Screen

3 Panels (sections of your screen)

Data

The screenshot shows the SAP report layout screen for 'Non Sponsored - Financial Summary'. The 'Data' panel is open, showing a tree view of the report structure. The 'Columns' panel shows 'Key Figures' selected. The 'Rows' panel shows 'Commitment Item' selected. The main table displays the following data:

Commitment Item	2024 Opening Balance	FEB 2024 Current Budget	JAN 2024 YTD Revenues/ Expenditures	FEB 2024 Revenues/ Expenditures
331999	\$ 19,705.02			
332999	\$ -19,705.02			
399991	\$ -9,246,231.19			
399992	\$ -234,300.89			
399993	\$ -1,938,387.54			
405002				\$ -20,000.00
420101				\$ 3,162.42

Layout

The screenshot shows the SAP report layout screen for 'Non Sponsored - Financial Summary'. The 'Layout' panel is open, showing a tree view of the report structure. The 'Columns' panel shows 'Key Figures' selected. The 'Rows' panel shows 'Commitment Item' selected. The main table displays the following data:

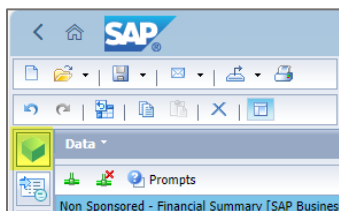
Commitment Item	2024 Opening Balance	FEB 2024 Current Budget	JAN 2024 YTD Revenues/ Expenditures	FEB 2024 Revenues/ Expenditures
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Report

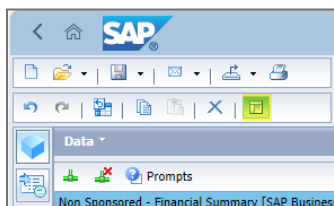
The screenshot shows the SAP report layout screen for 'Non Sponsored - Financial Summary'. The 'Report' panel is open, showing a tree view of the report structure. The 'Columns' panel shows 'Key Figures' selected. The 'Rows' panel shows 'Commitment Item' selected. The main table displays the following data:

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Click the blue square icon to open/close the Data panel



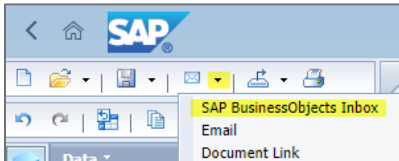
Click Layout button to open/close the Layout panel



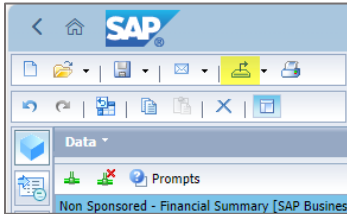
Click the arrow by the Save icon and select Save As to save a report (you are not allowed to overwrite a master report).



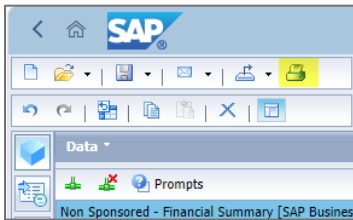
Click the Email icon to send a report to a person's SAP BusinessObjects Inbox. A report can only be emailed within SAP.



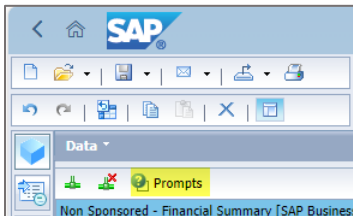
Download the Report to Excel



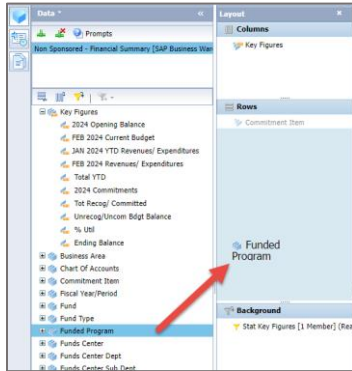
Print a PDF copy of your report



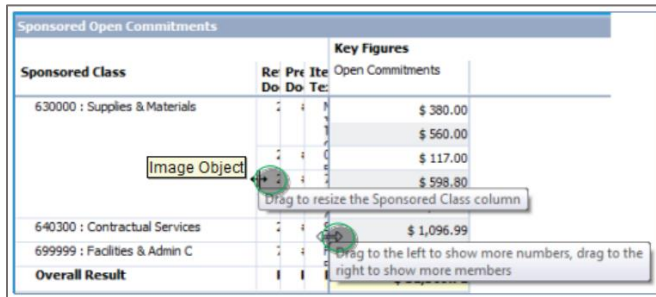
Click the *text Prompts* to reopen the variable screen (Prompts)



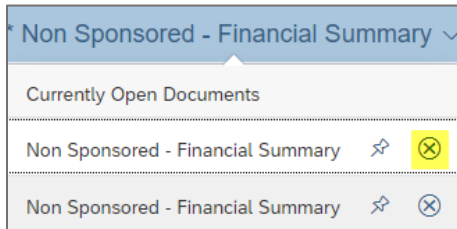
Select a field from the Data Panel and drag/drop to the layout field (or select a field from the layout panel and drag/drop in the Data panel to remove)



Similar to Excel, position your mouse over the end of the column you would like to change and drag to the desired width.



To close a report, go to the dropdown in the header, select your report and click the x



Click the Home icon to return to the Analysis home screen

