REPORT VARIANTS

Setting Up Report Variants

A variant is a set way of bringing up a report that is unique to you. A variant is also unique to a report. That means that you must set your variant up in each report that you want to view it in. It is best if you take the time to determine what your needs are and exactly which report would be the best to use. You will want to have all needed information such as funds centers and commitment items available before you start to set up the variant. Once you set up a variant, you must choose that variant before you run a report. A variant saves a lot of time if you need to look at several funds centers regularly. If you don't know if a variant would be useful to you, call the budget office and we can let you know if it could save you time or make your job easier.

Example #1: You have 5 funds centers you are responsible for and review them once a week. Currently you bring one funds center up at a time, review it, close it and move to the next funds center.

A variant will allow you to view the funds centers one at a time and go on to the next one without re-running the report, saving a lot of time. It will also show the total of the combined funds centers.

Example #2: You work in a VP Office and receive requests for additional state student wages for a department in your area. You need an idea of who may have extra funds.

You could set up and save a variant listing all funds centers in your area, showing commitment item 510580 student wages only. When you get a request, you run the report with your variant and you can see the available balance in 510580 in all fund centers in your VP area.

Example #3: You are responsible for several funds centers and want to check them for deficits.

You can set up a variant in the FMRP_RFFMAV03X deficit report listing all your funds centers, and commitment items 600 to 900. When you run the report with the variant you can see all deficits in all your funds centers at one time.

First
Input 10* for fund

  You can input any range of funds centers or commitment items.
  You can input just one particular funds center or commitment item in the first
  box and the report will be for that one FC/CI.

To identify multiple funds centers. Click on the arrow to the right of the
 "to" funds center.

To identify multiple Commitment Items (CI's) Click on arrow to right of the
 "to" commitment item.

This window will appear…

1st Tab-Single Val- Single Value input. Individual FC or CI

2nd Tab-Ranges If you have a range (from FC or to FC or
From Comm item (CI) to CI)

3rd Tab-(red) Single Val- This is to Omit a single Value
(Funds center or commitment item)

4th Tab-(red) Ranges – This omits a range (Fc or Comm Item)

When done inputting, click on clock

Selection: Budget Status wCfrwd to Next Yr

Classification

Standard selections
Fund   10*   to
Key date   12/08/2005
Hierarchy Variant
Funds Center   to
Year commitment item
Variant   000
Commitment item   to
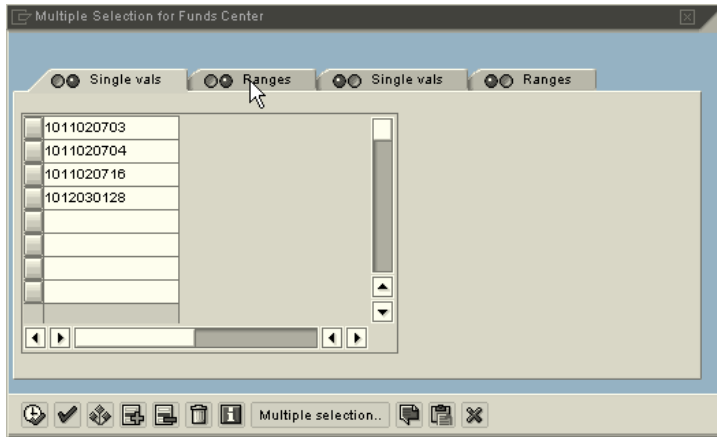
Report selections
Budget version   0
Fiscal year   2006   2006
To fiscal year   2006   2006

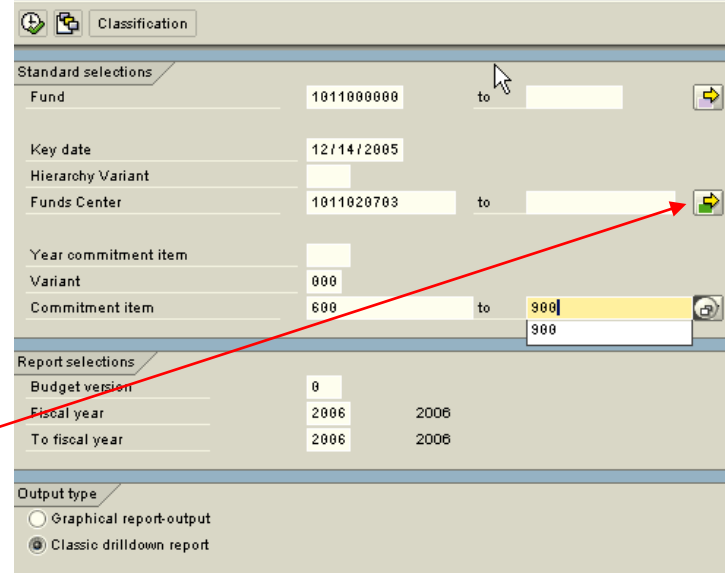Multiple Selection for Funds Center

1Single Val   Ranges   Single vals   Ranges

Multiple selection..

An example: a department has four funds centers and they are not in sequential order, so a range is not helpful. Input would be as follows.

Multiple Selection for Funds Center

Single vals | Ranges | Single vals | Ranges

1011020703
1011020704
1011020716
1012030128

Multiple selection..

Selection: Budget Status wCfrwd to Next Yr

Classification

Standard selections
Fund   1011000000   to
Key date   12/14/2005
Hierarchy Variant
Funds Center   1011020703   to

Year commitment item
Variant   000
Commitment item   600   to   900
                                  900

Report selections
Budget version   0
Fiscal year   2006   2006
To fiscal year   2006   2006

Output type
○ Graphical report-output
◉ Classic drilldown report

Once you click on the clock, you will return to the "selection" screen.
Notice only the first fund center is displayed. The green square
Below the arrow indicates additional data is selected.

Once you have selected your funds centers and commitment items, you need to save this variant for future use. You must do this before you run the report.
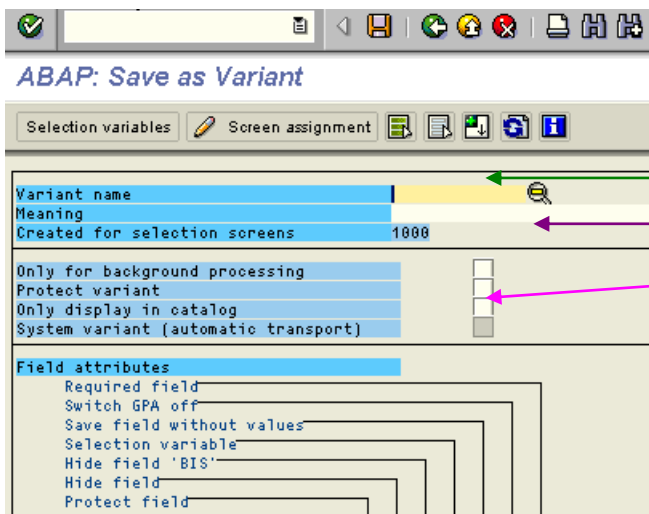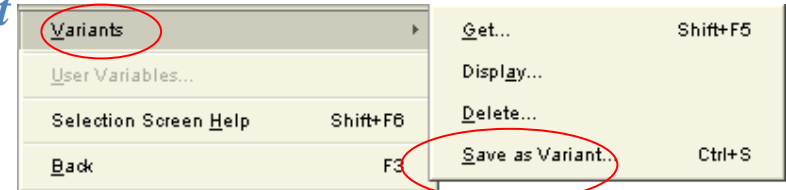
How to Save a Variant

1. Click on "go to" at the very top (dark blue) Program Edit Goto System Help

ABAP: Save as Variant

Selection variables | Screen assignment

Variant name
Meaning
Created for selection screens   1000

Only for background processing
Protect variant
Only display in catalog
System variant (automatic transport)

Field attributes
    Required field
    Switch GPA off
    Save field without values
    Selection variable
    Hide field 'BIS'
    Hide field
    Protect field

Variants ► Get...   Shift+F5
User Variables...   Display...
Selection Screen Help Shift+F6   Delete...
Back   F3   Save as Variant.. Ctrl+S

2. Choose Variants
3. Choose Save as Variant.
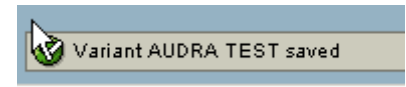
a. Choose variant name- ex. 10ah COB
b. Meaning-ex. COB CI 600-900
c. Click box in "Protect Variant"
d. Click save icon at top

Variant AUDRA TEST saved

You will receive confirmation that it was saved and you will be back on the "selection" screen. You can now run this report by clicking on the clock.

How to Access a Report Variant

If you want to run a report variant that you created previously, you must choose the variant. Remember the variant exists only in the report that it was created in. Example: If you created the variant in the ZBUDSTAT_CF and now you want to view the same funds centers/comm. items in the ZBUDSOURCE_CF, the variant will not be available. You must create it in that report. See previous pages for instructions on creating a variant. Note: You can have several different variants in a report. You can then choose which one to use.

To Use a Variant
1. Open report to "selection" page
2. Click on "Go To" at the very top (dark blue)
3. Choose variant
4. Choose "Get" variant
4. A box will come up and should have your user id in "created by" Click on Execute.
If you only have one variant it will return to the "selection" screen with variant information input and ready to run.

If you have more than one variant established, they will all be displayed.
5. Choose the variant that you wish to use (you can create several different variants in same report.)
6. Click green checkmark
7. Click "execute" icon to run report.

How to Display a Report Variant

1. Open report to "selection" page
2. Click on "Go To" at the very top (dark blue)
3. Choose "variant"
4. Choose "Display" variant
5. A box will come up and should have your user id in "created by" Click on Execute.
If you only have one variant it will return to the "selection" screen with variant information input and ready to run.

If you have more than one variant established, they will all be displayed.
6. Choose the variant that you wish to use (you can create several different variants in same report.)
7. Click green checkmark
The next window will show all information contained in your variant.

How to Delete a Report Variant

At step four from above, choose delete, choose the variant you wish to delete.