

SAP Tips & Tricks for end users

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1 Manage report layouts

1.1 Basic layout functions

Example:MB51 material document list.


Select ALV display variant / report layout.

The screenshot shows the SAP Material Document List (MB51) interface. At the top, there is a toolbar with various icons. One icon, representing a grid or table, is circled in red. A callout box with a black border and white background points to this icon, containing the text "Select ALV display variant / report layout." Below the toolbar is a table with columns for material, material description, and plant name. The table contains several rows of data, including material numbers, descriptions like "Casing for electronic drive", and plant information.

material	Material Description		Plnt Name 1	
SLoc MvT S Mat. Doc.	Item Pstng Date	Quantity in UnE	EUn Time	User Name
100-410	Casing for electronic drive		1000 Werk Hamburg	
0001 101 5000002872	3 06.02.2001	170 PC	02:01:23	HAMED
0001 101 5000002879	4 06.02.2001	170 PC	02:01:45	HAMED
0001 101 5000003972	4 07.06.2001	70 PC	05:00:46	HAMED
0001 101 5000004709	4 05.10.2001	180 PC	05:00:59	HAMED
0001 101 5000004391	4 06.08.2001	75 PC	05:01:11	HAMED
0001 101 5000004199	4 05.07.2001	67 PC	05:01:16	HAMED
0001 101 5000005169	4 06.12.2001	165 PC	05:01:23	HAMED
0001 101 5000003731	4 07.05.2001	76 PC	05:01:28	HAMED

Material Document List

In some transactions the following icons are used for **maintain, select** and **save** display variants/ report layouts:



material	Plant	SLoc	MvT	S	Material Doc.	Item	Posting Date	Qty in Un. of Entry	E...
	1000		101		5000002789	1	05.02.2001	1	AU
	1000		102		5000002790	1	05.02.2001	1-	AU
	1000		101		5000002791	1	05.02.2001	1	AU
	1000		101		500003023	1	14.02.2001	1	AU

Change Layout

Displayed Colu | Sort Order | Filter | View

Displayed Columns

Column Name	Summation
material	
Plant	
Storage Location	
Movement Type	
Special Stock	
Material Document	
Item	
Posting Date	
Qty in Un. of Entry	<input type="checkbox"/>
Unit of Entry	

Column Set

Column Name
Movement indicator
Movement Type Text
Name 1
Network
Operation/Activity
Order
Order Price Unit
Order Unit
Purchase Order
Qty in OPUn
Qty in order unit

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

Change Layout

Displayed Colu | **Sort Order** | Filter | View | Display

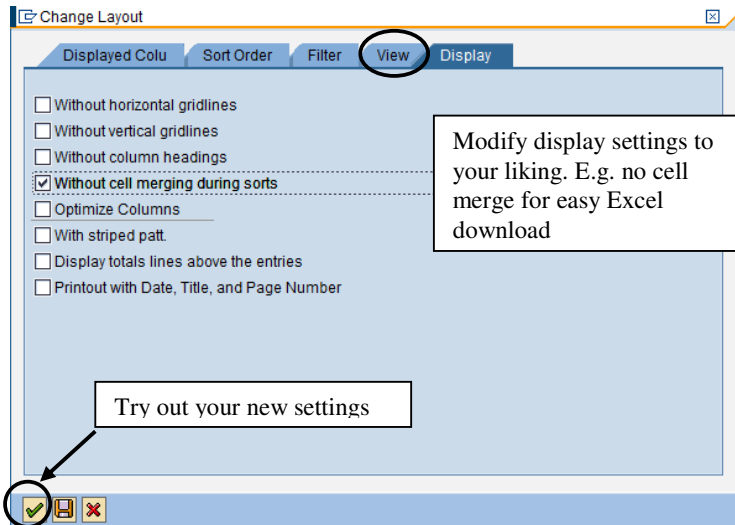
Sort criteria

Column Name	Summation	Level
material	<input checked="" type="radio"/>	<input type="checkbox"/>
Material Description	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Posting Date	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Column Set

Column Name
Amount in LC
Plant
Asset
Storage Location
Base Unit of Measure
Movement Type
Batch
Special Stock
Company Code
Material Document
Consumption

Define sort order, and summation levels



1.2 Set summation levels

Material Document List

material	Material Description	Plant	SLoc	MVT	S	Material Doc	Item	Pstng Date	z	Qty in Un. of Entry	E.	z	Amount in LC
	Druckprüfung der Gasrohrleitungen	1000		101		5000002789	1	05.02.2001		1	AU		6.483,15
	Druckprüfung der Gasrohrleitungen	1000		102		5000002790	1	05.02.2001		1-	AU		6.483,15-
	Druckprüfung der Gasrohrleitungen	1000		101		5000002791	1	05.02.2001		1	AU		6.483,15
	Druckprüfung der Gasrohrleitungen							05.02.2001		1	AU		6.483,15
	Druckprüfung der Gasrohrleitungen	1000		101		5000003023	1	14.02.2001		1	AU		6.483,20
	Druckprüfung der Gasrohrleitungen							14.02.2001		1	AU		6.483,20
	Druckprüfung der Gasrohrleitungen	1000		101		5000003915	1	15.05.2001		1	AU		6.483,15

YY-120	100-piece box							25.01.2001		1	PC		0,26
YY-120	100-piece box									1	PC		0,26
YY-210	Solid wire LSN 5 1.8	1000	0001	101		5000002720	7	25.01.2001		10	KG		46,00
YY-210	Solid wire LSN 5 1.8							25.01.2001		10	KG		46,00
YY-210	Solid wire LSN 5 1.8									10	KG		46,00
YY-260	Current conveyor 3 piece	1000	0001	101		5000002719	2	25.01.2001		1.000	PC		10,20
YY-260	Current conveyor 3 piece							25.01.2001		1.000	PC		10,20
YY-260	Current conveyor 3 piece									1.000	PC		10,20
YY-270	Base E27/27HAL	1000	0001	101		5000002719	3	25.01.2001		1	PC		0,01
YY-270	Base E27/27HAL							25.01.2001		1	PC		0,01
YY-270	Base E27/27HAL									1	PC		0,01
										10	KG		5.473.209,19
										5	AU		
										100	M		
										3.106,88	M2		
										235.682	PC		

Click on pushbuttons or summation boxes to set the desired summation level

Material Document List

material	Material Description	Plant	SLoc	MVT	S	Material Doc	Item	Pstng Date	z	Qty in Un. of Entry	E.	z	Amount in LC
100-600	Support base									1.404	PC		100.590,79
100-700	Sheet metal ST37									2.106,88	M2		5.394,96
101-200	Fly wheel W-101									15-	PC		1.674,75-
102-200	Fly wheel W-102									18	PC		3.660,74
103-100	Casing 103									79	PC		6.052,19
103-110	Slug for spiral casing--chrome steel									422	PC		15.109,74
103-200	Fly wheel W-103									54	PC		9.187,56
103-400	Pressure cover--chrome steel									108	PC		2.233,44
103-410	Slug for pressure cover--chrome steel									386	PC		5.903,61
104-200	Fly wheel W-104									74-	PC		8.262,10-

OR use menu bar to set summation levels