

COURSE OUTLINE

Course Version: 15 Course Duration: 2 Day(s)

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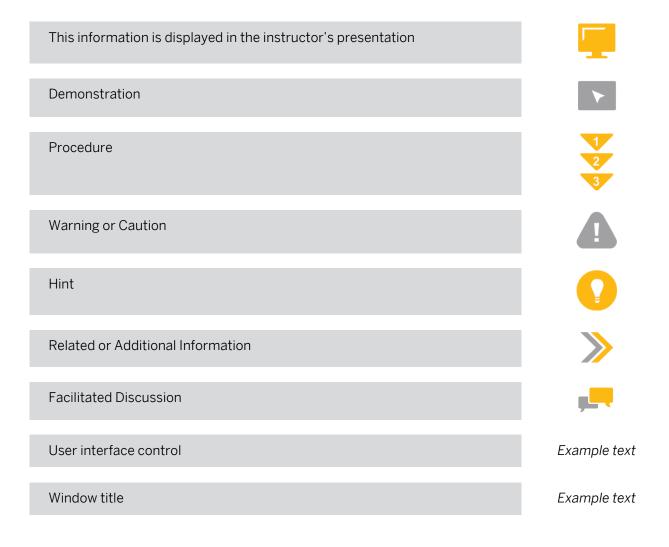
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Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.





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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

• Project team members



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UNIT 1 Introduction to the Report Painter and Report Writer

Lesson 1: Introducing the Report Painter and Report Writer

Lesson Objectives

After completing this lesson, you will be able to:

- List the reporting tools available in the SAP system
- Explain the uses of the Report Painter

Lesson 2: Understanding the Report Writer Components

Lesson Objectives

After completing this lesson, you will be able to:

• List the Report Writer components and the relationship between them

Lesson 3: Configuring the Report Writer Components

Lesson Objectives

After completing this lesson, you will be able to:

• Configure the Report Writer components



UNIT 2 Creating Reports Using Report Painter

Lesson 1: Creating Basic Report Painter Reports

Lesson Objectives

After completing this lesson, you will be able to:

• Define the structure of a Report Painter report including rows, columns, and general data selections

Lesson 2: Using Report Groups

Lesson Objectives

After completing this lesson, you will be able to:

• Generate and execute a report

Lesson 3: Using Row Explosion

Lesson Objectives

After completing this lesson, you will be able to:

• Use hierarchies to subtotal reports

Lesson 4: Using Hierarchies in Reports

Lesson Objectives

After completing this lesson, you will be able to:

• Use hierarchies to sort reports

Lesson 5: Using Variables and Text in Report Painter Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Use variables for report definition
- Enter text in reports



UNIT 3 Row and Column Models

Lesson 1: Using Row and Column Models

Lesson Objectives

After completing this lesson, you will be able to:

Create row and column models



UNIT 4 Section and Horizontal Pages

Lesson 1: Using Horizontal Pages

Lesson Objectives

After completing this lesson, you will be able to:

• Use horizontal pages in a report

Lesson 2: Working with Sections

Lesson Objectives

After completing this lesson, you will be able to:

Create independent sections

Lesson 3: Using Cells in Formula Columns

Lesson Objectives

After completing this lesson, you will be able to:

• Use cells in formula

Lesson 4: Using Cells in Calculations

Lesson Objectives

After completing this lesson, you will be able to:

• Define sections with calculated key figures

UNIT 5 Report Formatting

Lesson 1: Formatting Reports Using Standard Layouts

Lesson Objectives

After completing this lesson, you will be able to:

• Create a standard layout

Lesson 2: Formatting Sections

Lesson Objectives

After completing this lesson, you will be able to:

• Use the formatting options in sections and use the section layout

Lesson 3: Formatting Reports Using Format Groups

Lesson Objectives

After completing this lesson, you will be able to:

• Use format groups to format columns



UNIT 6 Reporting Efficiency

Lesson 1: Using Variation in Reports

Lesson Objectives

After completing this lesson, you will be able to:

• Use the variation function

Lesson 2: Creating and Using Report Extracts

Lesson Objectives

After completing this lesson, you will be able to:

Create extracts

Lesson 3: Using Background Jobs

Lesson Objectives

After completing this lesson, you will be able to:

• Execute reports with background jobs



UNIT 7 Reports in a Live System

Lesson 1: Using Online Settings and Connections

Lesson Objectives

After completing this lesson, you will be able to:

• Explain the concept of online settings, use office integration, and send reports to other users

Lesson 2: Using the Report/Report Interface

Lesson Objectives

After completing this lesson, you will be able to:

• Use the report/report interface

Lesson 3: Assigning User and Report Groups to a Role

Lesson Objectives

After completing this lesson, you will be able to:

• Assign users and report groups to a role

Lesson 4: Transporting Report Objects

Lesson Objectives

After completing this lesson, you will be able to:

• Transport report objects



UNIT 8 Introduction to Sets

Lesson 1: Introducing Sets

Lesson Objectives

After completing this lesson, you will be able to:

Create and use basic and single-dimension sets in reports

