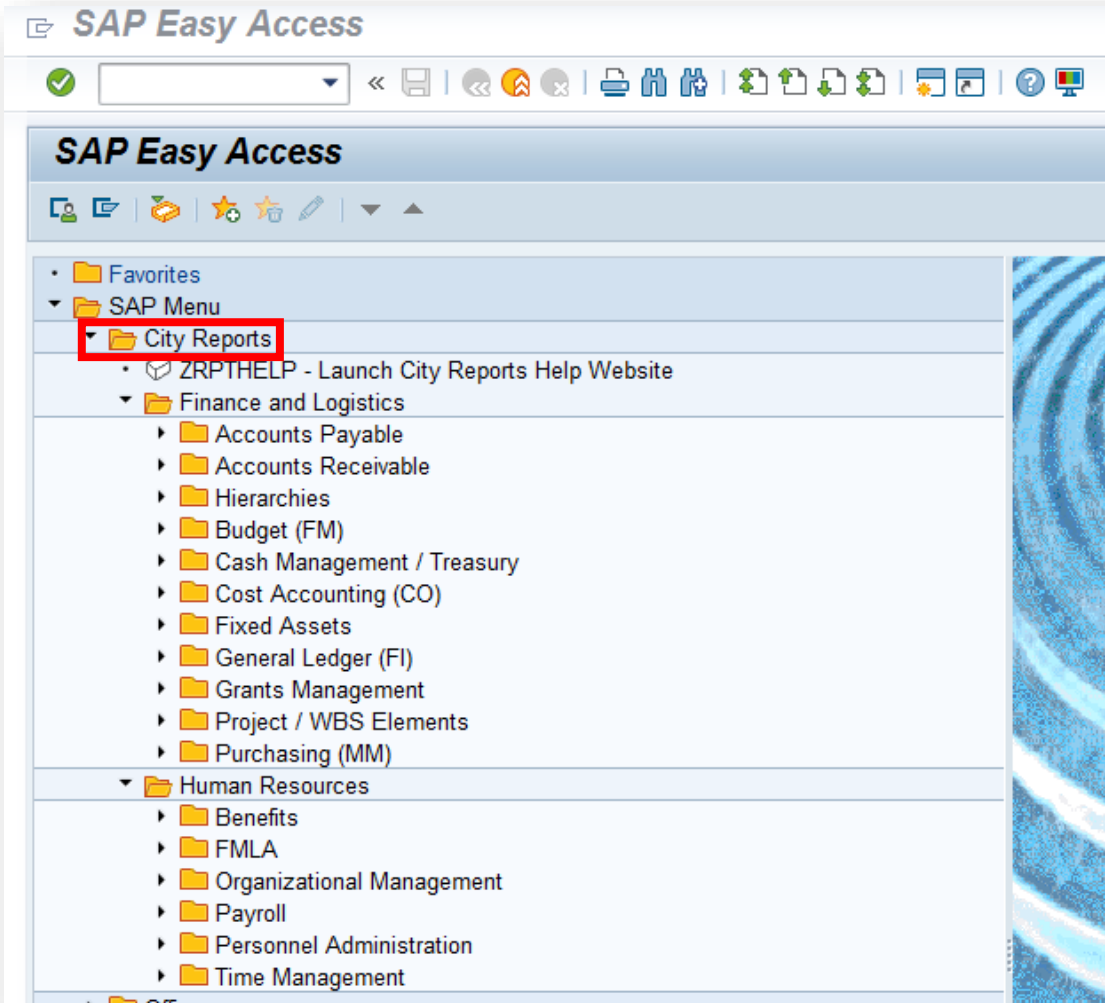


SAP Standard Reports

5

SAP Standard Reports



SAP Standard Reports are the basic reports of the SAP system. They are more “linear” in nature than our other reporting tool for SAP: Business Objects (aka BOBJ) which will not be covered in detail in this basics overview.

SAP Standard Reports are essentially reports on one kind of data (usually). Think of this like an Excel Workbook and the report is a single sheet (one set of cells).

Business Objects, by contrast, enables users to create what are essentially super-pivot table reports. Just as in Excel where you can pivot two or more sheets against one another, BOBJ enables you to do the same with SAP data. Meaning you could report on more than just one kind of data. You could, in essence, look at Accounts Receivables versus Project Systems as just one example.

SAP Standard Reports can be quite powerful. They are accessed from the same SAP Menu tree as the functional transactions because they too are transactions.

SAP Standard Reports

Display Commitment Line Items for Cost Centers

Layout: 1SAP Cost center, cost element, ref. document
 Cost Center: AUCA000001 Audit Services
 Report currency: USD US Dollar

| Cost element | Val.in rep.cur. | Total Quantity | UM | Vendor | RefDocNo |
|----------------|------------------|------------------|------------|--------|----------|
| 521000 | 0.00 | 0.00 | USD | 101816 | 12200944 |
| | 0.00 | 0.00 | USD | 101816 | 12200944 |
| | 52,428.00 | 52,428.00 | USD | 101816 | 22191792 |
| | 14,134.67 | 14,134.67 | USD | 101816 | 22191792 |
| 521000 | 66,562.67 | 66,562.67 | USD | | |
| 529000 | 0.00 | 0.00 | USD | 107363 | 12197762 |
| | 0.00 | 0.00 | USD | 110629 | 12197764 |
| | 0.00 | 0.00 | USD | 103333 | 12187016 |
| | 0.00 | 0.00 | USD | 107363 | 22188744 |
| | 0.00 | 0.00 | USD | 110629 | 22188745 |
| 529000 | 0.00 | 0.00 | USD | | |
| 532000 | 0.00 | 0.00 | USD | 100515 | 14006686 |
| | 0.00 | 0.00 | USD | 100515 | 22190270 |
| 532000 | 0.00 | 0.00 | USD | | |
| 532355 | 0.00 | 0 | EA | 105408 | 12190437 |
| | 0.00 | 0 | EA | 105408 | 12190437 |
| | 0.00 | 0 | EA | 105408 | 12190437 |
| | 0.00 | 0 | EA | 105408 | 22181644 |
| | 0.00 | 0 | EA | 105408 | 22181644 |
| | 0.00 | 0 | EA | 105408 | 22181644 |
| 532355 | 0.00 | 0 | EA | | |
| Cost Center... | 66,562.67 | 0 | EA | | |
| | | 66,562.67 | USD | | |
| | | 0 | EA | | |
| | 66,562.67 | 66,562.67 | USD | | |

Here you can see a sample SAP Standard Report for Finance; in this case, **KSB2 – Cost Centers: Commitment Line Items**.

SAP Standard Reports, unlike BOBJ, are real-time; meaning, the data you pull up when you run the report is the most current data stored in SAP.

SAP Standard Reports

HCM Report

Display Profile Matchup

Editing Options

Key Date 12/13/2015 Display Profile Matchup Plan Version 01

| | | | |
|----------------------------|----------------------|--------|---------------|
| Position | Office Support Speci | Person | Elisha Hinkle |
| Equity_Inclusion_Diversity | Yes/No Scale | | |
| Equity 101 | Yes | | |
| | Do(es) Not Exist | | |
| HR 2.02 Qualifications | Yes/No Scale | | |
| HR 2.02 for Employees | Yes | | |
| | Do(es) Not Exist | | |

| | | | |
|----------------------------|----------------------|--------|---------------|
| Position | Accounting Technicia | Person | Essie Bateman |
| Equity_Inclusion_Diversity | Yes/No Scale | | |
| Equity 101 | Yes | | |
| | Do(es) Not Exist | | |

| | | | |
|----------------------------|----------------------|--------|---------------|
| Position | Administrative Super | Person | Pamala Winter |
| Equity_Inclusion_Diversity | Yes/No Scale | | |
| Equity 101 | Yes | | |
| | Do(es) Not Exist | | |

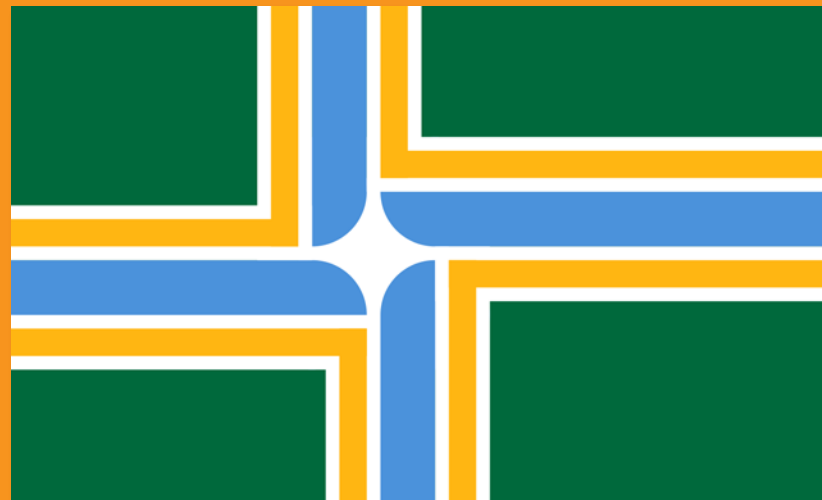
| | | | |
|--------------------|---------------------|--------|-----------------|
| Position | Business Operations | Person | Connie Sherwood |
| No deficits exist! | | | |

| | | | |
|---------------------------|----------------------|--|--|
| Legend | | | |
| Qualification Group | Corresponding Scale | | |
| Qualification Required | Proficiency Required | | |
| | Current Proficiency | | |
| Alternative Qualification | Current Proficiency | | |
| Essential Requirement | Training Proposal | | |

Here you can see a sample SAP Standard Report for HCM; in this case, **ZLS_QUAL_REPORT – Training Qualification Report**. You can see as compared to the Finance report on the previous page how different standard reports can look.

For a more detailed primer on SAP reporting in both the SAP Desktop GUI and in BOBJ, go to the EBS Site and review **“SAP Basic Reporting Overview with Tips.”**

Note: This is fake data from the training system; not a real person's record.



City of Portland

EBS Training & Development

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