

How to Set a Default Layout

Overview:

In some transactions in SAP, reports can be displayed using standard layouts or user-specific layouts. You can specify a default layout that will always be used when you run these reports.

Transaction:

FAGLL03 – GL Line Item Display

FBL1N – Vendor Line Item Display

FBL5N – Customer Line Item Display

Hints / Tips:

If you are unsure of which layout you want to use, you may need to run through this process numerous times.

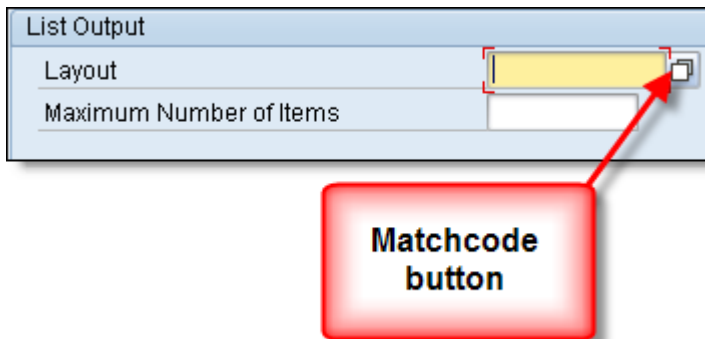
Procedure:

Perform the following steps in order to set a default layout. For the purpose of this work instruction, we will use FAGLL03 to demonstrate this procedure.

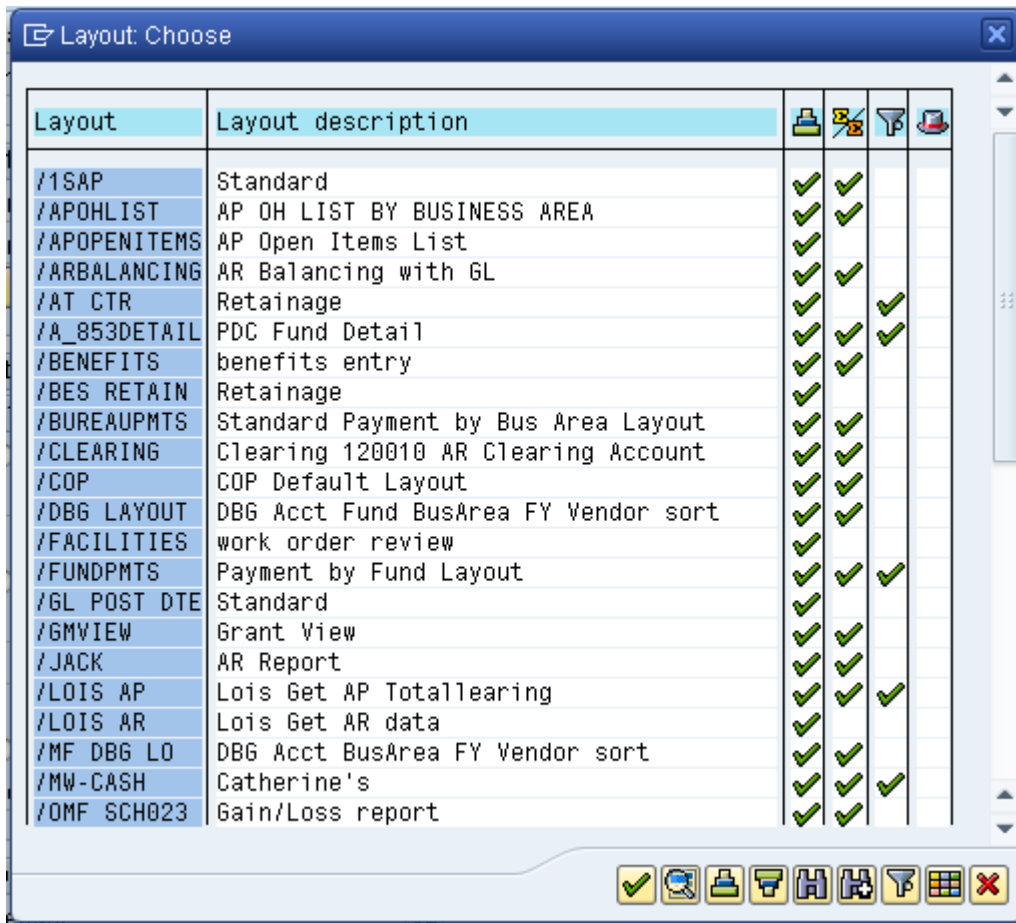
Step 1: Open the transaction.

Step 2: In the List Output section, at the bottom of the transaction, click in the Layout field.

Step 3: Click the Matchcode button to display the Layout list tab.

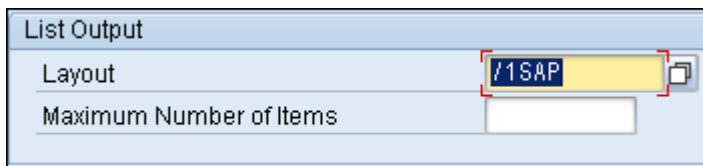


Step 4: The Layout List displays. To select a layout, click on the name in the Layout column. This will automatically select the layout and fill in the field on the transaction.



NOTE: The list will display any user-specific layouts that you have created along with standard layouts.

Step 5: The layout you selected should display in the Layout field of the entry screen



Step 6: Run the report as you would normally.

NOTE: You must run a report using the layout to save it as a default. The next time you go into this transaction, the last layout selected will be your default.