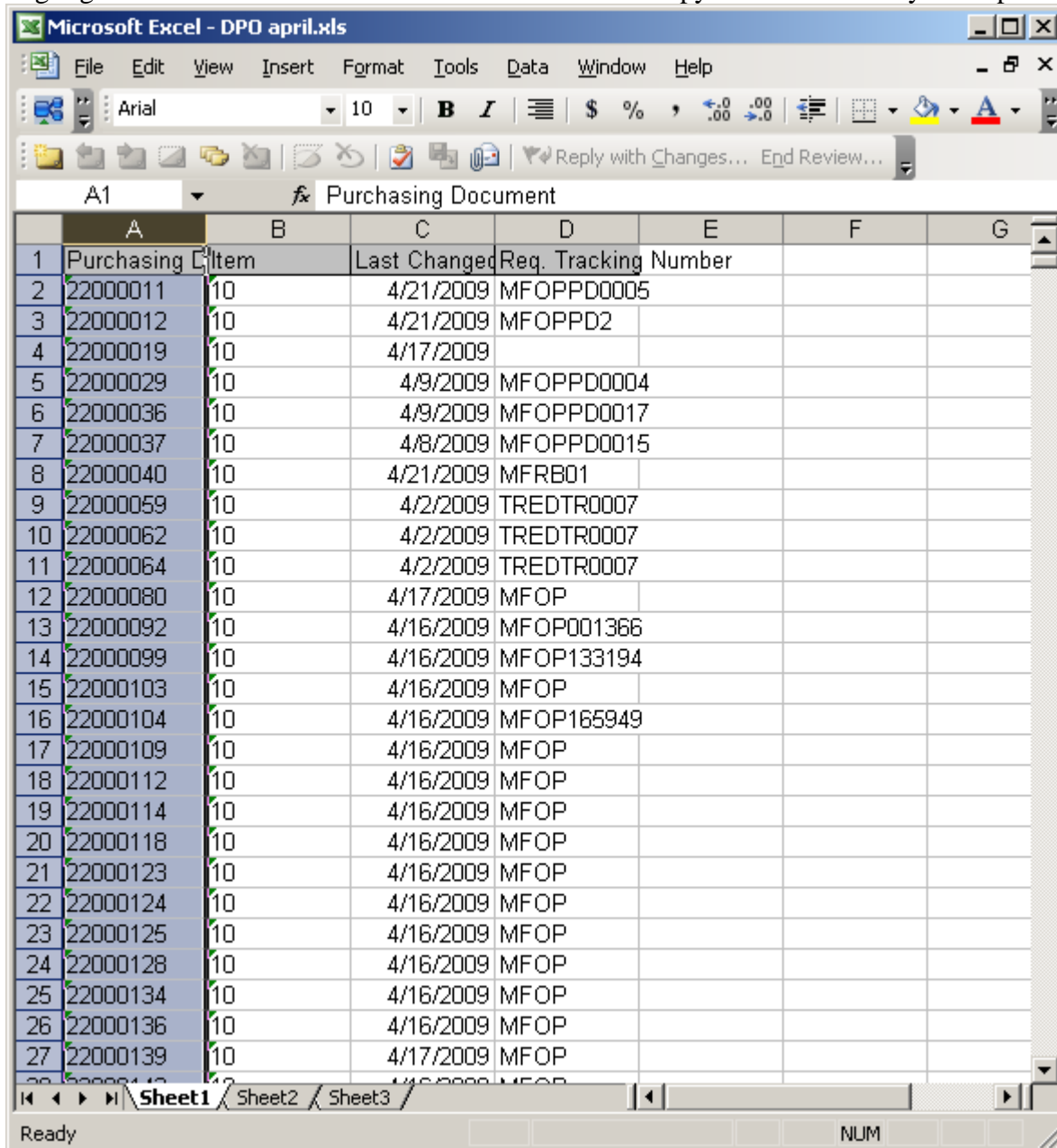


REPORT: How to paste a large list of values into a selection field on a report

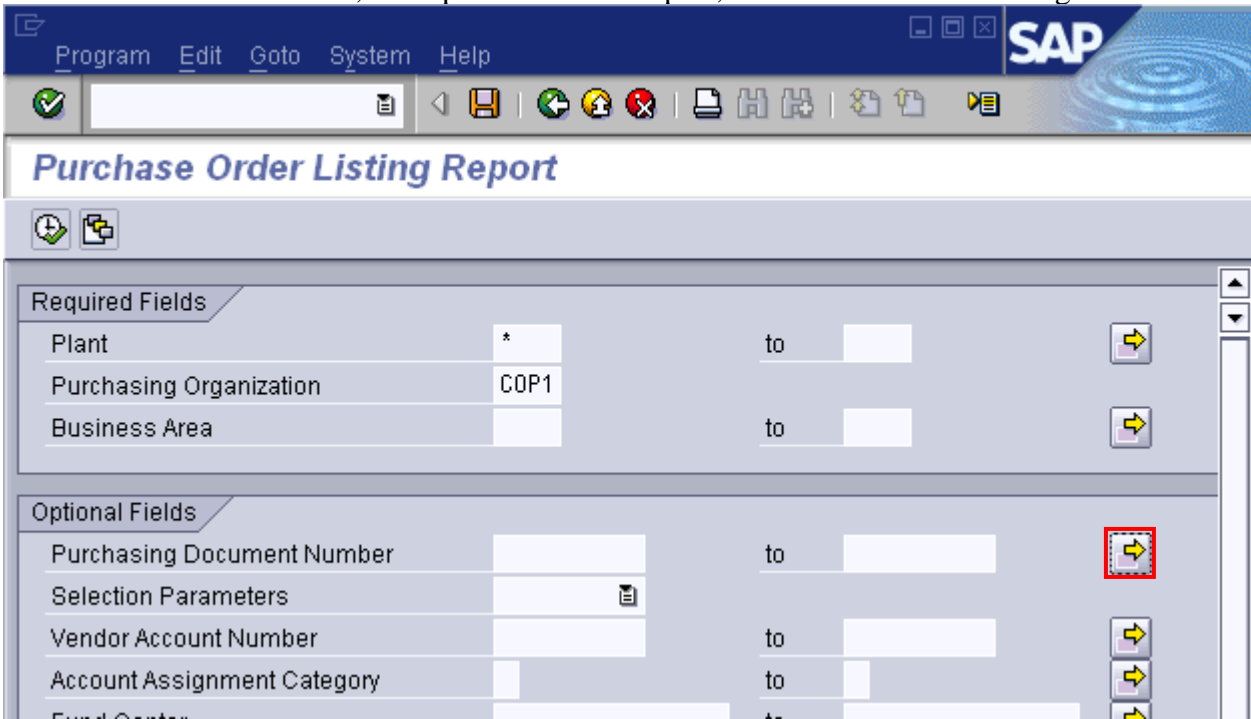
Here is a handy SAP reporting trick to help you see results for a specific, known list of values. In this example, we'll use a list of purchase order numbers, but the same trick works in any report that allows you to specify a list or range of values.

1. Suppose you have a spreadsheet, exported from another report, that contains a list of purchase orders you want to examine further. Maybe you ran an extremely long report with a whole year's worth of values, and now you want to dig further into a select partial list.

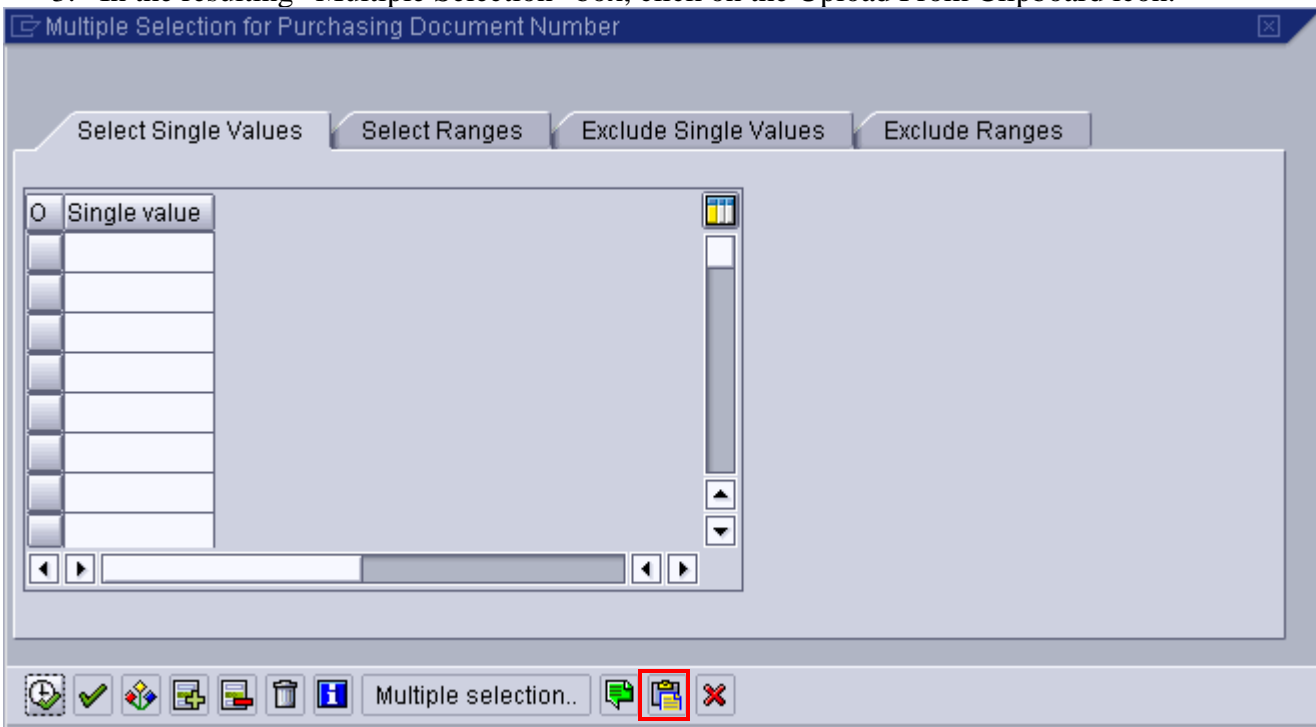
Highlight the column of PO numbers and use Ctrl+C to copy the whole list to your clipboard.



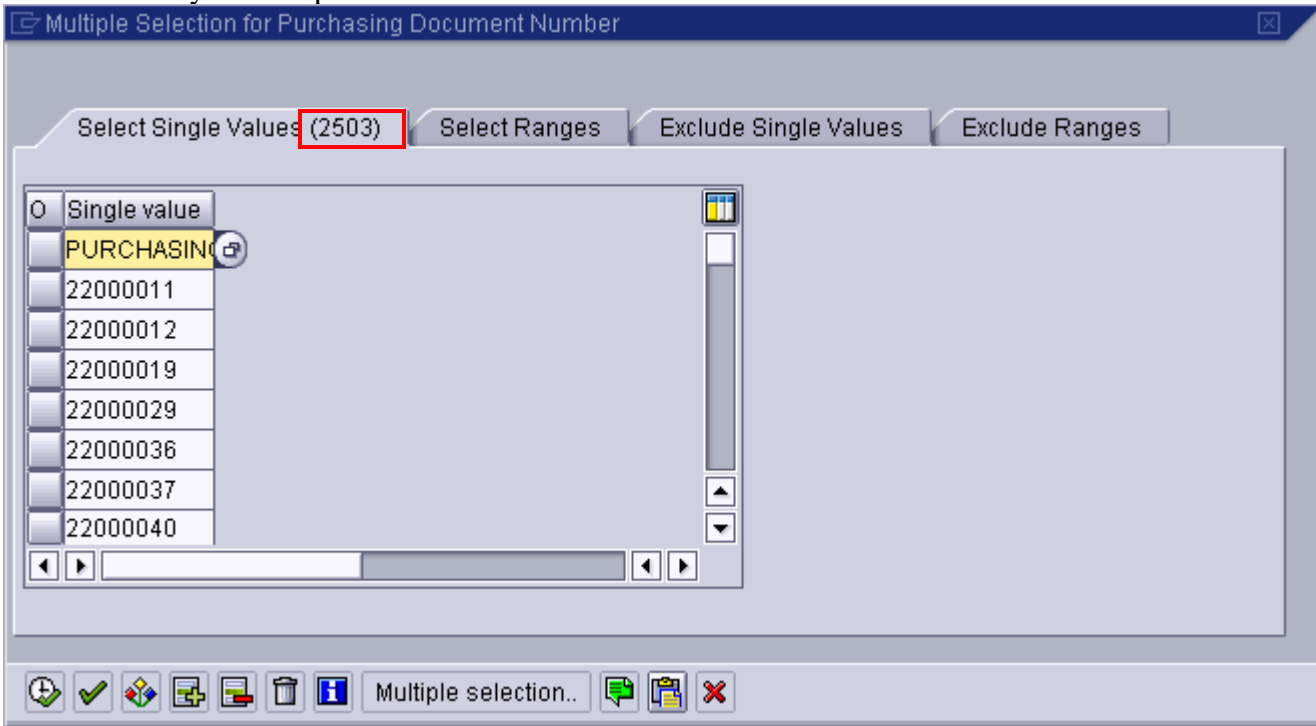
2. Go to the selection screen of the report you want to use. Click on the yellow arrow for the field you want to filter. In this case, it's a purchase order report, and the field is Purchasing Document Number.



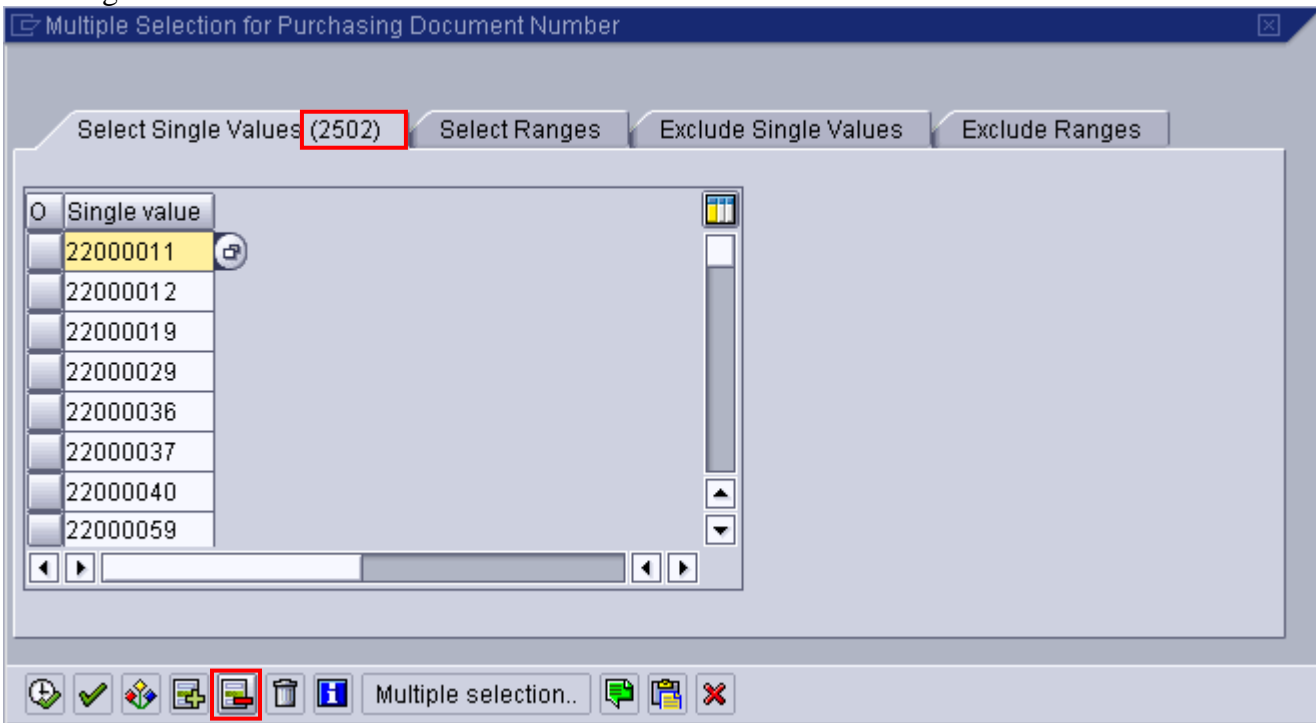
3. In the resulting "Multiple Selection" box, click on the Upload From Clipboard icon.



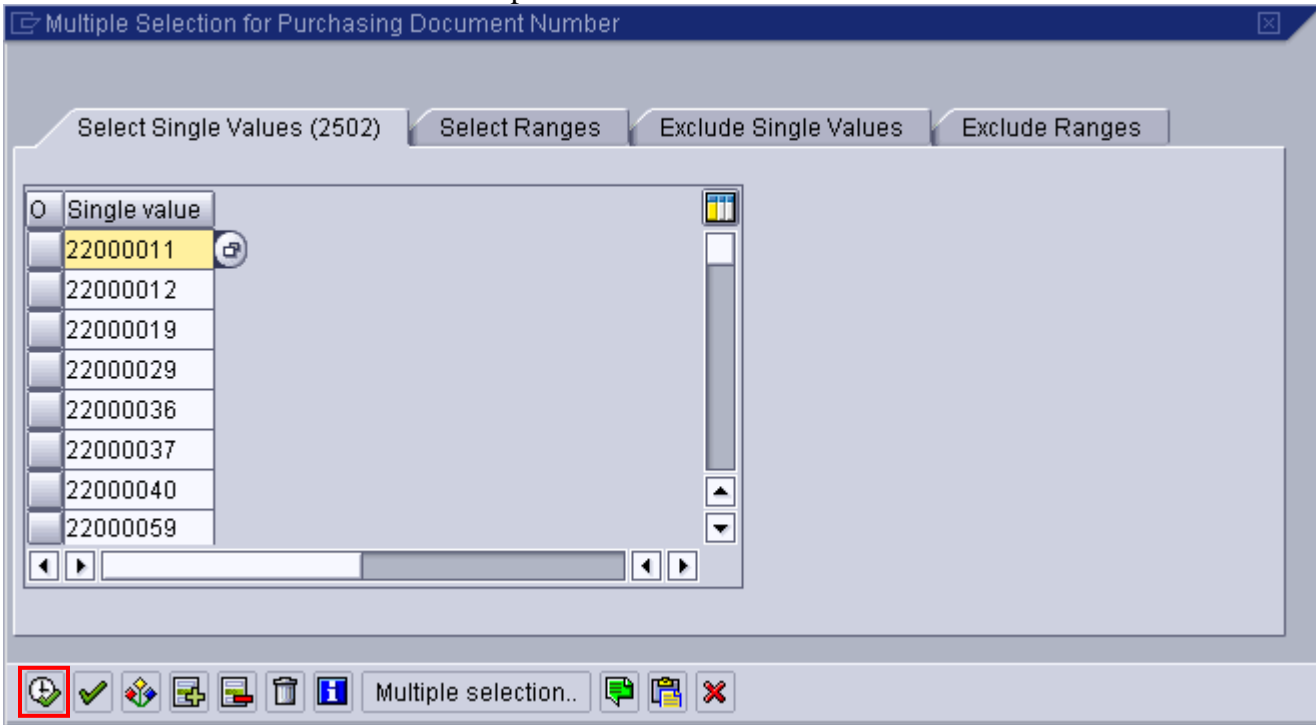
4. The system pastes the contents of your clipboard into the Single Value field and indicates the number of values you have pasted.



To remove the header row, or any other row that you don't want in your search, single click in the row and then click on the "Delete Selection Criterion" icon. The selected row will be deleted and the number of values will be changed.

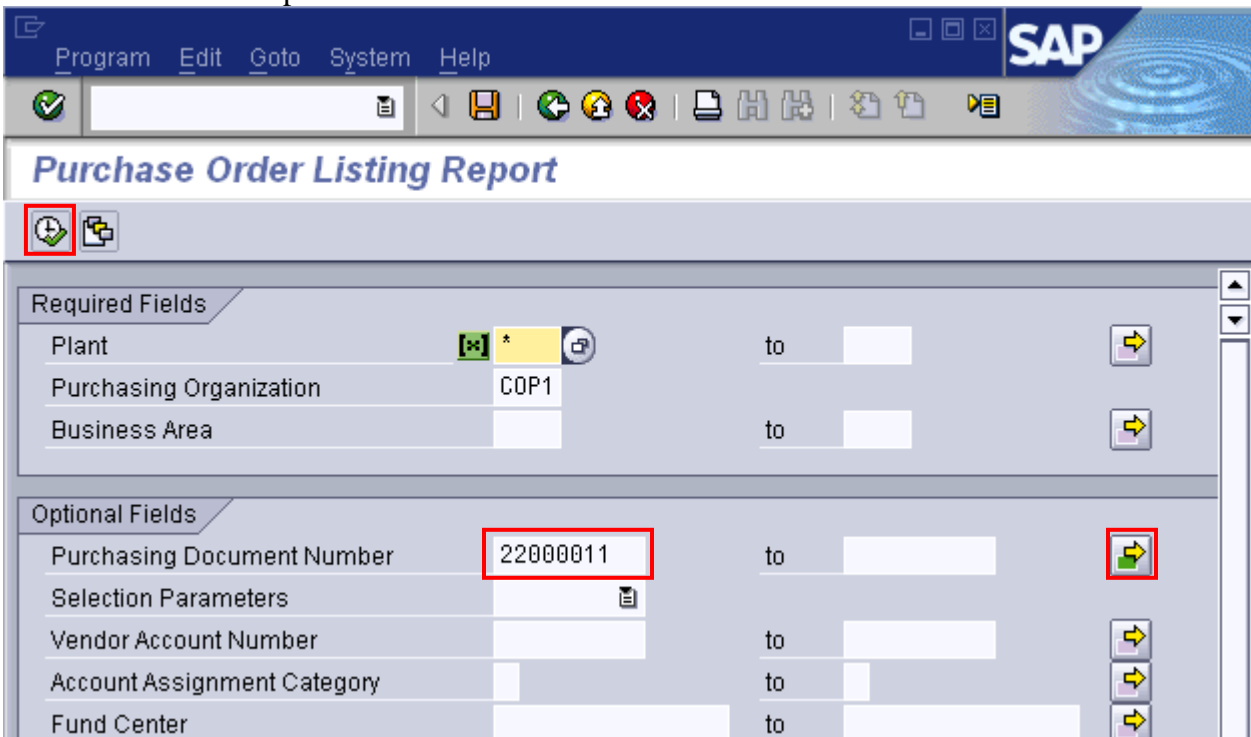


5. Click Execute to return to the report selection screen.



The first item of your specified values will appear in the field as a single value. The multiple-values yellow arrow icon will show a green rectangle, indicating that additional values have been specified.

6. Execute the report.



The resulting report is pre-filtered for the values you uploaded.

Purchase Order Listing Report

CITY OF PORTLAND

Purchase Order Listing
Date & Time : 08/27/2010 & 14:05:00
Run By & System : PUANNE & PRP / 100

Agreement	Purch.Doc.	Vendor	Short Text	Σ	Net Order Value	Σ	Projected GR to Date	Σ
C41193	22000174	100210	Pulsar briquettes		2,555.00		2,555.00	
C41029	22000214	104801	BULK OIL		1,110.45		1,110.45	
C41029	22000236	104801	Fleet Fuel		9,129.84		9,129.84	
	22000341	100705	VEHICLE AND EQUIPMENT P.		5,000.00		224.69	
	22000373	102296	Tae Kwon Do - CB		1,800.00		442.17	
	22000446	104044	Elevator maintenance		1,129.00		1,129.00	
C41178	22000637	109658	copier paper		47,525.00		12,691.26	
C41178	22000638	109658	copier paper		71,594.00		16,156.43	
C41178		109658	copier paper		55,438.00		0.00	