

General Report Selection



HELP.BCSRVREP

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Icons

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General Report Selection

General Report Selection

Use

This function allows users to access business information in R/3 by starting reports or displaying pregenerated lists in report trees.

Report trees are hierarchical structures that can contain standard SAP reports and/or user-defined reports, as well as lists generated by starting reports. In an R/3 System, there can be any number of report trees, and the nodes of each report tree can offer any number of reports and pregenerated lists.

Integration

General Report Selection exposes a hierarchy of report trees across all applications. You can:

- Start reports online and in the background
- Save lists generated by starting reports
- Change the appearance of the report tree structure

If you need more detailed information about report selection in individual applications, read the relevant documentation. See:

- CO Cost and Revenue Element Accounting:
[Information System \[Ext.\]](#)
- CO Cost Center Accounting:
[Interactive Information System Overview \[Ext.\]](#)
- CO Internal Orders:
[Internal Orders Information System: Overview \[Ext.\]](#)
- CO Activity-Based Costing:
[Activity Based Costing Information System \[Ext.\]](#)
- CO Product Cost Controlling:
[Product Cost Controlling Information System \(CO-PC-IS\) \[Ext.\]](#)
- CO Profitability Analysis:
[Information System \[Ext.\]](#)
- EC Executive Information System:
[Executive Information System and Business Planning \[Ext.\]](#)
- EC Profit Center Accounting:
[Information System \[Ext.\]](#)
- FI Asset Accounting:
[Information System \[Ext.\]](#)
- FI Financial Accounting:

[FI Financial Information System \[Ext.\]](#)

- FI Funds Management:
[Report Selection in Funds Management \[Ext.\]](#)
- FI-LC Consolidation:
[Group Reporting \[Ext.\]](#)
- HR Human Resources:
[Human Resources Information Systems \[Ext.\]](#)
- IM Investment Management:
[IM Information System \[Ext.\]](#)
- IS-RE Real Estate Management:
[Overview of Standard Reports for IS-RE \[Ext.\]](#)
- LO Logistics:
[Standard Analyses of the Information Systems \[Ext.\]](#)
- PS Project System:
[Project Information System \[Ext.\]](#)
- SD Sales and Distribution:
[Sales Information System \[Ext.\]](#)
- TR Treasury
[Report Selection \[Ext.\]](#)

Prerequisites

SAP delivers a standard hierarchy of report trees that contain standard reports for all applications, but you can modify the structure to create a company-specific solution that gives users direct access to the information they require. Some users need to start many reports in several different report trees, while others may only want to run one or two reports.

If you want to change the structure of the standard hierarchy of report trees supplied by SAP to produce a company-specific version, you must do this when customizing the system:

See:

[Customizing the Report Tree \[Page 20\]](#)

Features

The report trees displayed by general report selection have a hierarchical structure that generally exposes between three and five levels. You expand the structure of each tree until you reach a list of reports.

- The top level contains the individual R/3 **applications**
- The second level contains the **work areas** of each application
- The third level contains either the **objects** or **reports** of each work area

General Report Selection

- The fourth level (if any) contains either the **sub-objects** or **reports** each object
- The fifth level (if any) generally contains the **reports** of each sub-object

Reports are nodes in the report tree - they are not assigned to superior nodes. Since reports always appear at the last level, they determine the number of levels in any report tree structure.

Activities

When users access General Report Selection, they can:

- Adjust the appearance of the report tree structure
- Navigate in the report tree to find reports
- Start reports online and in the background
- Save lists generated by starting reports in the report tree
- Perform various utility functions

See:

[Accessing General Report Selection \[Page 9\]](#)

[Adjusting the Appearance of the Report Tree \[Page 10\]](#)

[Navigating in the Report Tree \[Page 12\]](#)

[Working with Reports in the Report Tree \[Page 13\]](#)

[Working with Lists in the Report Tree \[Page 18\]](#)

Accessing General Report Selection

Prerequisites

To access General Report Selection, you must be on the SAP main menu.

Procedure

Choose *Information systems* → *General report selection*.

Result

You see a hierarchical structure that consists of one or more report trees.

For information on the different functions provided by General Report Selection, see:

[Adjusting the Appearance of the Report Tree \[Page 10\]](#)

[Navigating in the Report Tree \[Page 12\]](#)

[Working with Reports in the Report Tree \[Page 13\]](#)

[Working with Lists in the Report Tree \[Page 18\]](#)

Adjusting the Appearance of the Report Tree

Adjusting the Appearance of the Report Tree

Prerequisites

Once you have accessed General Report Selection, you can adjust the appearance of the report tree structure to suit your requirements.

You can:

- Expand sub-trees in the report tree structure
- Collapse sub-trees in the report tree structure
- Focus the report tree structure display on one sub-tree
- Define the initial point of entry into the report tree structure
- Reset the initial point of entry into the report tree structure back to the root
- Switch the technical names of nodes/reports in the report tree structure on/off
- Switch authorization groups for nodes/reports in the report tree structure on/off

To find out the meaning of the colors used at different levels in the report tree structure, you can also:

- Display the color legend

Procedure

Functions for Adjusting the Appearance of the Report Tree

Function	Procedure	Result/Remarks
Expand sub-tree	<ol style="list-style-type: none"> 1. Position cursor on relevant node 2. Choose <i>Expand sub-tree</i> 	Fully expands the structure of the selected sub-tree.
Collapse sub-tree	<ol style="list-style-type: none"> 1. Position cursor on relevant node 2. Choose <i>Collapse sub-tree</i> 	Fully collapses the structure of the selected sub-tree.

Adjusting the Appearance of the Report Tree

<p>Focus display on one sub-tree</p>	<ol style="list-style-type: none"> 1. Position cursor on relevant node 2. Choose <i>Set focus</i> 	<p>Zooms to selected sub-tree and displays all nodes on the path from the root node on the top line. To return to a superior level, click the relevant node on the top line. If you exit General Report Selection by choosing <i>Back</i>, the focus is lost. To retain the focus as the initial position when you enter General Report Selection again, use the <i>Define initial position</i> function.</p>
<p>Define initial position</p>	<ol style="list-style-type: none"> 1. Place cursor on relevant node 2. Choose <i>Set focus</i> 3. Choose <i>Define initial position</i> 	<p>You must set the focus with the <i>Set focus</i> function first. Since all nodes on the path from the root to the defined initial position are displayed on the top line, you can return to a superior level at any time by clicking the relevant node. When you leave the report tree, the initial position is retained. To reset the initial position back to the root, use the <i>Reset initial position</i> function.</p>
<p>Reset initial position</p>	<p>Choose <i>Settings</i> → <i>Reset initial position</i></p>	<p>Resets the initial position back to the root of the report tree structure.</p>
<p>Switch technical names on/off</p>	<p>Choose <i>Technical names on/off</i></p>	<p>The default is to display only node texts and report texts - the technical names are switched off.</p>
<p>Switch authorization groups on/off</p>	<p>Choose <i>Authorization groups on/off</i></p>	<p>The default is to display only node and report texts - the authorization groups are switched off.</p>
<p>Display color legend</p>	<p>Choose <i>Utilities</i> → <i>Color legend</i></p>	<p>Displays the color legend for the different nodes in a dialog box.</p>

Navigating in the Report Tree

Navigating in the Report Tree

Prerequisites

Once you have accessed General Report Selection, you can navigate in the report tree structure to find the reports you require.

You can:

- Jump to the next node from the current cursor position
- Jump to the previous node from the current cursor position
- Find nodes

Procedure

Functions for Navigating in the Report Tree

Function	Procedure	Remarks
Jump to next node from current cursor position	Choose <i>Goto</i> → <i>Next node</i>	If the next node has subordinate nodes, these nodes are expanded.
Jump to previous node from current cursor position.	Choose <i>Goto</i> → <i>Previous node</i>	If the previous node has subordinate nodes, these nodes are expanded.
Find nodes	<ol style="list-style-type: none"> 1. Choose <i>Edit</i> → <i>Find</i> → <i>Nodes</i> 2. Enter the technical name of the node. You can also: <ul style="list-style-type: none"> – Restrict the search to the current page – Start the search from the current line – Cancel the search after a specified maximum number of hits 	

Working with Reports in the Report Tree

Prerequisites

Once you have accessed General Report Selection, you can expand the report tree structure to find the reports you want to start and perform other related functions:

You can:

- Start reports
- Start reports in the background
- Find reports
- Display report attributes
- Display report variants
- Display report documentation
- Access and start reports that do not appear in the report tree

Procedure

Starting Reports

1. Expand the report tree structure until you reach the required report
2. Position the cursor on the report and choose *Execute* (or double-click on the report)
 - If the report has no selection screen, the resulting list is displayed immediately.
 - If the report has a selection screen, go to step 3.
3. Enter your selection criteria and choose *Execute*

For an example of how to start a report in General Report Selection, see:

[Starting a Report in the Report Tree: Example \[Page 17\]](#)

Starting Reports in the Background

Only reports, for which variants exist, can be started in the background. You must also schedule a background job.

To start a report in the background:

1. Expand the report tree structure until you reach the required report
2. Position the cursor on the report and choose *Execute in background*

For more information about working with variants and scheduling background jobs, see:

[Variants \[Ext.\]](#)

[Background Processing \[Ext.\]](#)

Searching For Reports

To find a particular report in the report tree structure:

Working with Reports in the Report Tree

1. Choose *Edit* → *Find* → *Objects*
2. Enter your search criteria

You can enter basic search criteria and, for ABAP reports only, additional search criteria.

Basic Search Criteria

Search criterion	Remarks
Report name	This is the technical name of the report (for ABAP report, Report Writer reports, and transactions), or the user group for queries.
Extended report name	This is the technical name of the report (for drilldown reports or report portfolio reports), or the query name for queries.
Title	This is the report title. Here, the system searches for a title that matches the user's entry exactly.
Node	This is the technical name of a node in the report tree.

You can specify additional selection criteria for ABAP reports as specified in the program attributes:

Additional Search Criteria

Search criterion
Application
Logical database
Created by
Last changed by

To determine the area in which you want to search for a report, check the appropriate boxes as follows:

Restrict Search Area

Restrict to...	Action
Whole report tree	Enter the technical name of the root node and select <i>Find in subordinate nodes</i> .
Sub-tree	Enter the technical name of the sub-tree node and select <i>Find in subordinate nodes</i> .
Node	Enter the technical name of the node and select <i>Find in subordinate nodes</i> .

You can search for a report using one or more character strings that appear in the report documentation, but this is very time-intensive.

You can also perform generic searches using *.

3. Choose *Execute*

The list of results is sorted by node.

Displaying Report Attributes

To display the attributes of a report in the report tree structure:

1. Position the cursor on the relevant report
2. Choose *Edit* → *Node attributes*

You see the following information (if present):

- Report type
- Technical name of the underlying executable program
- Extended report name
- Report variant

Checkboxes also indicate whether:

- The report is started using a variant
- The selection screen of the report is skipped

Displaying Report Variants

If a report has variants, these are listed as subordinate nodes. You can start variants just like any other reports.

To display the variants of a report in a different way:

1. Position the cursor on the relevant report
2. Choose *Goto* → *Variants*
3. Ensure that the *Variants* field is left blank and get a list of possible entries
4. Choose *Display*

You see a list of variants defined for the report.

If you want to start a report in the background, you must create a variant first.

For more information about working with variants, see:

[Variants \[Ext.\]](#)

Creating variants for a report in the report tree is a Customizing task. See:

[Customizing the Report Tree \[Page 20\]](#)

Displaying Report Documentation

To display detailed documentation about a report:

1. Position the cursor on the relevant report
2. Choose *Goto* → *Documentation*

Working with Reports in the Report Tree**Starting Reports not in the Report Tree**

If the report you want to start is not in the report tree, and you cannot access it through other menus, you can start it by running the underlying executable program. To do this, you need to know the program name:

1. Choose *Goto* → *General reporting*
2. Enter the program name
3. Choose *Execute*

For further information about working with reports, see:

[Reports \[Ext.\]](#)

Starting a Report in the Report Tree: Example

To get a list of the remaining leave entitlement of various employees:

1. On the General Report Selection screen, expand the tree structure by choosing *Human Resources* → *Time management* → *Absence*
2. Place the cursor on the *Leave Overview* report and choose *Execute* (or double-click the report)
3. Enter your selection criteria and execute the report

The system displays the results on the screen.

Working with Lists in the Report Tree

Prerequisites

Once you have accessed General Report Selection, you can start reports and save the resulting lists in the report tree structure.

When working with lists, you can:

- Save lists in the report tree
- Delete saved lists
- Display list attributes

Procedure

Saving Lists in the Report Tree

1. Start the report as described in [Working with Reports in the Report Tree \[Page 13\]](#)
2. In the resulting list, choose *System* → *List* → *Save* → *Report tree*
3. Enter a name for the list
4. Select the following checkboxes as required:
 - *Optical archiving*
 - *Public*
5. Specify where you want to save the list (if different)
6. Choose *Save*

Unless you have otherwise specified above, the list is saved as a node of the report from which it was generated.

Deleting Saved Lists

To delete a list you have saved in the report tree:

1. Position cursor on list
2. Choose *Nodes* → *Delete saved list*

Displaying List Attributes

To displaying the attributes of a particular list:

1. Position the cursor on the relevant list
2. Choose *Edit* → *Node attributes*

The resulting dialog box displays the following information (if present):

- Basic list attributes (list name, name of user who generated list, date, and time)
- Whether the list is optically archived

Working with Lists in the Report Tree

- Whether the list is public
- How the list was saved in the tree

Customizing the Report Tree

Customizing the Report Tree

Prerequisites

If you want to change the structure of the standard hierarchy of report trees supplied by SAP to produce a company-specific version, you must do this when customizing the system.

Procedure

1. On the SAP main menu, choose *Tools* → *Business Engineer* → *Customizing*
2. In the dialog box *First Customizing Steps*, choose *Cancel*
3. Choose *Implement. projects* → *SAP Reference IMG*
4. In the SAP Reference IMG structure, choose *Basis Components* → *Reporting - Report Tree* → *Define report tree*

For full details about how to proceed, choose *Help* → *Application help*.