

Have you looked at a report that is fairly useful, but if you could add or rearrange a few fields they would be perfect? SAP ByDesign has the capability to allow users to personalize their own reports to their own specific needs. This document will review the steps to modifying selections and views as well as how to save them for repeated use.

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Business Analytics	Design Reports 🗾	Common Tasks		
& Application and User Management	Data Sources	Create Key Figure	Dpen Notifications	Ope Clar
Af Deprecated: Data Protection and	Design Data Sources	Upload/Download		
business Configuration	Relative Selections	Hide or Show Relative Selections	ᆗ 1	
Product Data	Design Key Figures		• -	
🚊 Managing My Area	Design KPI			
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ది <sup>≡</sup> Account Management	Getting Started	Submit an Idea	Consult	Weld
E New Business			Community	Bool
Sales Orders			~ <sup>9</sup>	
E-Commerce			പ്പ	[}

### Step 1: Navigate to Business Analytics WoC > Design Reports

## Step 2: Select desired report

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Shortcuts	ι		✓ Group By None ✓			sales	order* 🛞 📿
Business Analytics	port, Edit With	New.	Delete Assign Assignment Overview Build OData Qu	eries Set Refresh Rate	Semantics		
Application and User Management	Report Type	Assignm		ID	Description	Data Source Name	Created By
Deprecated: Data Protection and		Assignment	Name	10	Shows the line items for projects of all project types. For customer	Data Source marrie	
Business Configuration		Assigned	Projects - Line Items	FINCACU02_Q0001	projects the report also lists the line items of assigned sales order items.	Project Line Items	SAP
Product Data		Assigned	Sales Info for IS By Nature of Expense	FINPRFU24_Q0004	This report shows the sales information that is needed in order to post manual adjustments to create an income statement by nature of expense.	Sales Ledger Line Items	SAP
Managing My Area		Hidden	Sales order analysis	/SFL0000Q/SOA	Report provides detail information about sales orders including order lines and ship-to locations.	Sales Order Item	SAP
Marketing		Assigned	Sales Order Returns Rate	CRMSOCRTU_MQ0001	Shows the return rate sales orders, and allows you to monitor the quality of products and performance of sales personnel.	Customer Returns	SAP
Account Management	<b>1</b>	Assigned	Sales Order Returns Rate	CRMSOCRTU_Q0001	Shows the return rate sales orders, and allows you to monitor the guality of products and performance of sales personnel.	Customer Returns	SAP
Sales Orders		Assigned	Sales Order Volume	CRMSLOIB_MQ0001	Shows the values in sales orders. By default, the year-to-date net values for the current year are displayed.	Sales Order Item	SAP
E-Commerce	M	Assigned	Sales Order Volume	CRMSLOIB_Q0001	Shows the values in sales orders. By default, the year-to-date net values for the current year are displayed.	Sales Order Item	SAP
Customer Invoicing	Π.	Assigned	Sales Order Volume by Campaign	CRMSLOIB_Q0001_B01	Shows the Sales Order Volume by Campaign for the last 3 Years		SAP
Service Entitlements Service Desk		Assigned	Sales Order Volume Extended	CRMSLOIB01_Q0001	Shows the values in all sales orders. By default, the year-to-date net values for the current year are displayed excluding inconsistent orders. In contrast to the Sales Order Volume report It allows to show inconsistent orders and provides additional parties as characteristics.	Sales Order Item-Extended	SAP
Service Orders	<b></b>	Hidden	Sales Order Volume KPI	CRMSLOIB_MMCNQ0	characteristics Shows the values in sales orders. By default, the year-to-date net values for the current year are displayed.	Sales Order Item	SAP
Field Service and Repair					resolution one content year one displicity but		-
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Business

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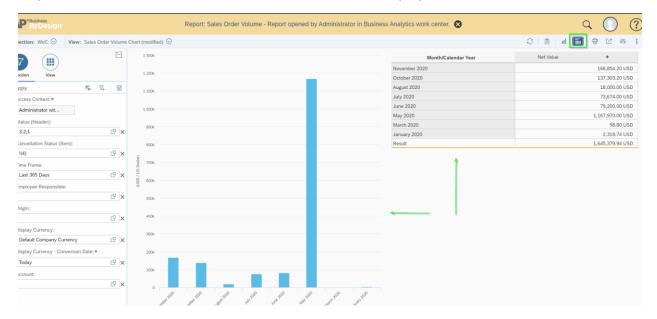
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≡	SAP ByDesign	Report: Sales Order Volume - Report opened by Administrator in Business Analytics work center. 😵	Q	$\bigcirc$	?
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õ	Display Currency:				
ଶ୍ୱା	Default Company Currency				
3	Display Currency - Conversion Date: *				

#### Step 4: In the right-hand corner, you can select how you'd like to view the data

\*e.g. pie graph, bar graph etc.

SAP <sup>®</sup> ByDesign	Report: Sales Order Volume - Report opened by Administrator in Business Analytics work center.		(	۹ (	) ?
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Last 365 Days			122		



Step 5: If desired, the user can choose to see the table data displayed as well





Step 6: The values that are displayed within the report are based on the factors you choose in the selection. The user can choose the query button to see what options are available.

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Step 7: The values that are displayed within the report are based on the factors you choose in the view as well.

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Month/Calend	lar Year			000
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Net Value				000







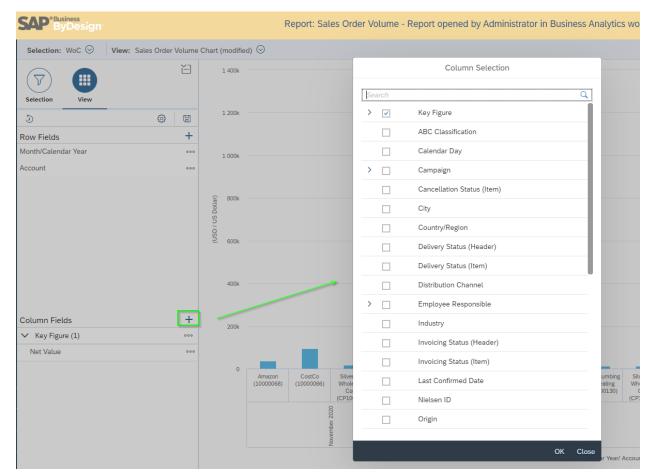
# Step 8: The user can add additional row fields by clicking the plus icon.

SAP <sup>® Business</sup> ByDesign			Report: Sales Or	der Vo	lume -	Report opened by Administrator in Business Analy
Selection: WoC 🛇	View: Sales Order Volume	Chart (modified)	$\odot$			
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		∩/ପୁ 600k —				Delivery Status (Header)
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<ul> <li>Key Figure (1)</li> <li>Net Value</li> </ul>	000					Industry
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						Last Confirmed Date
		100k —				Nielsen ID
		0	November 2020			
			November 2020			OK Close end
						Net Value









## Step 9: The user can add additional column fields by clicking the plus icon.

Step 10: If you can't find a field, you're looking for by doing step 9 or 10, click the configure icon in the left hand corner > click add fields.

SAP <sup>® Business</sup> ByDesign		Report: Sales Order Volume - Report opened by Administrator in Business Analytics work center.	५ 🔘 🕐
Selection: WoC 😔	View: Sales Order Volume Chart (modified) $\bigcirc$		ш 🖀 🖨 🕐 🙌 і
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ව Row Fields	() () 1 200k		Bookmark > Show Extended Text
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Step 11: Expand the carrots and select fields. You will also need to select it's display options.

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17					Add Fields	5				
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	>	Business Partner								- 11
e	>	Created / Chang	ed Information							
	>	Date and Time								- 11
	>	Document Refer	ences							- 11
2	>	Organization								-
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2	>	Sales Order								
	>	Status								
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	Characteristic	Display in Report	Display in Selection	Display in Hierarchy
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>	Bill-To			
	City	<b>v</b>		
	City of Ship-to			
>	Contact			
>	Contact (Header)			





Step 12: When the user is satisfied with report created, they can save this selection and view and give it a unique name.

Selection: Last year $\odot$	View: Sales Order Naomi $\odot$	
Selection View	Noveml	
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Access Context:*	Save	
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	New York	Buffalo
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New View:*	Sales Order Volume by Area	V
Set as Default:	OOFF	ar
		Save Cancel







SAP <sup>®Business</sup> ByDesign			
Selection: Last year $\odot$	View: Sales Or	der Vol	ume by Are
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5	÷	B	October
Row Fields		Save	ust :
Month/Calendar Year		Save	As 202





## SAP<sup>\*Business</sup> ByDesign

Step 13: Now once the user enters the report by completing steps 1 & 2 they can select to have their own selection and view to populate said report.

SAP <sup>®Business</sup> ByDesign			
Selection: Last Year Naon <mark>i 👷 View:</mark> Sales Order Naomi 😔			
	Selection	Мо	
V	Search Q	November 202	
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🗸 Apply	IE Coffee	October 2020	
Acce	Initial	August 2020	
Adr	Last 3 Months	July 2020	
Statu	Last Year Naomi	June 2020	
> 3;2	Last Year to Date		
Cano	Last year		
> !(4)	SAP	May 2020	
Time	2 Years Ago		
Las	Manage	March 2020	
Empl	oyee Responsible:	January 2020	







6		
View: Sales Order Naomi 😔		
	View	
	Search	
	Corporate	
To The second se	IE Coffee	
	Sales Order Naomi	
	Sales Order Volume by Area	
	Sales Order Volume with Exceptions	
	Sales by Product Category and City	
	SAP	
	Sales Order Volume Chart	
	Sales Order Volume by Account	
	Manage	
	January 2020	

\*Note: It is important you create and save the new selection and views by using the Business Analytics WoC to allow for other users of the organization to see them as well. If you would like them only for your use, select the report needed from the specific WoC (workcenter).

e.g. Sales Order WoC > Reports > Sales Order by Volume

Expected Results: User can create their own selection and view.



