Create Layouts and Report Variants in Fiori



Job Aid

Corporate System: Financial Management Modernization Initiative (FMMI) Functional/Process Area: FMMI USDA Analytics

Purpose/Background

This Job Aid provides steps to create layouts and report variants in Fiori.

How to Create Layouts

Layouts allow users to personalize how data is displayed. To create a layout in Fiori:

- 1. Open the transaction/app for which you want to create a layout.
- Click Change Layout.
 Note: Depending on your settings, the Change Layout button will appear as one of the following:

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- 3. Click the Left or Right arrow button to add or remove Displayed Columns.
- 4. Click and move Column Names to change sorting order (e.g., sort by Posting Date).

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- 1. Make changes under the Filter and Display tabs if desired.
- 2. Click Save as Layout.
- 3. Enter the Layout name and Description.
- 4. Optional: Select the **User Specific** checkbox to keep other users from viewing or using the layout.
- 5. Click Adopt.

How to Create Report Variants

Report variants allow users to save predefined selection criteria for reports, reducing repetitive data entry. To create a report variant in Fiori:

- 1. Open the transaction/app for which you want to create a report variant.
- 2. In the selection screen, enter information into required fields / boxes. (e.g., *Company Code, Ledger, G/L Account, Posting Date*).
- 3. Modify or add *Filters* as desired.

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- 4. Click **Restrictions** in the *Additional Restrictions* section. A list of *Additional Selection* fields will appear in the *Dynamic Selections* screen.
- 5. Enter Values or Ranges for selected fields (e.g., Document Type, Business Area).
- 6. Click Ok or Apply to include them in your Selection Criteria.



- 7. Click Save as a Variant.
- 8. Enter the Variant Name and Description.
- 9. Click Save.

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