

Harnessing the Power of SAP Query

Part I: The Basics

Increasingly, companies are being tasked with doing more with less: less budget, less time, less staff. IT is busy applying support packs, renegotiating vendor contracts and writing interfaces. A request from HR to write a new custom report would be placed on the bottom of the large stack of more pressing needs. This is a great opportunity for the HR SAP users to broaden their skillset and off load a burden from IT. HR end users know their data better than IT ever could, so it makes sense that HR would be the ideal group to create some very simple yet powerful queries.

HR end users, you are probably thinking you don't have time to learn something new. You are also thinking you already write ad hoc queries, so why do I need to write SQ01 queries? They are just about the same, right? First of all, learning new tools is invaluable to your growth and to your value at your company. Secondly, SQ01 queries can eliminate the extra Excel work you do after you run an ad hoc query. You know, the special calculations, v-lookups, pivot tables, and formatting that you have to do to a report once you download it into Excel. These Excel tasks take time, and when you have a VP of HR breathing down your back for a report, do you really want to have to do a series of worksheet manipulations? If you want to keep your job, probably not. Be the hero and learn SQ01! Not only will IT love you for taking the burden off of them, HR will love you for providing the custom reports that would have taken IT months to build. A win-win for everyone!

So what is SQ01 and why can't it have a user friendly name? Like everything else in SAP, it has a letter/number name. Talk the lingo and you will feel like an expert! SQ01 is transaction used to create, change, and execute queries. SAP Query is a tool to create and execute reports without ABAP programming. The beauty of this query maker is that you can use different data sources, generate custom fields and calculations and generate basic lists, ranked lists, or graphs. It sure beats ad hoc query, now doesn't it? It may sound complicated and hard to learn, but once you understand the basic steps, you can quickly begin writing your own custom reports.

HR end users know their data, so why not give them the autonomy to write their own queries. This frees up IT resources to handle configuration, interfaces and troubleshooting. Giving HR users the ability to write their own queries also enhances the relationship between HR and IT. It strengthens the users' knowledge and expertise and makes them a true partner with IT.

The SAP Query application is comprised of three tools.

1. The query tool (transaction SQ01) is used to create, update, delete, display or execute queries.





- 2. InfoSet Maintenance (transaction SQ02). InfoSets are special views of data sources and identify which fields of a data source can be used in queries. An InfoSet may consist of tables, programs, table joins or logical databases.
- 3. User Group Maintenance (transaction SQ03). In order for a user to have access to InfoSets and the query tool, users and InfoSets have to be assigned to the same query user group.

The transaction that we will be focusing is on is SQ01. However, we need to talk about the other two components because they need to be set up before we can create queries.

GETTING STARTED

After making this argument to IT, you will have to work with them to make sure the following three prerequisites are met.

- 1. You will need authorization for transaction SQ01. Your SAP security administrator would have to grant you access to SQ01 to allow you to create, modify and execute SAP queries.
- 2. Your user id must be assigned to a user group. In order to create and execute SQ01 queries, you must be assigned to a user group. A user group contains all of the users who have access to the same collection of queries. That means, any user in the user group can execute any query in the group. However, you are able to lock queries that you have written so that no one else can modify it. More on that later. The user group you are assigned also determines which data sources you can access. It is important to note that users may belong to multiple user groups. This would allow them to have access to multiple InfoSets. When they create a query, they would identify the InfoSet they the query will used. This task is performed via transaction SQ03 and is typically handled by an SAP administrator.
- 3. InfoSets are assigned to your User Group. SAP administrators create and modify Info Sets through transaction SQ02. SAP HR has 3 delivered logical databases; PNP is comprised of PA master data, PCH is comprised of OM master data and PAP is applicant master data. The use of the SAP delivered logical databases is the preferred source for SAP queries. This is especially important because user security is incorporated into the logical databases. In other words, a user will only be able to report on the data that they have access to. By having the appropriate InfoSets assigned to your user group, you will be able to use them when you create your queries.

YOU HAVE ACCESS TO SQ01, NOW WHAT?

Your SAP security admin has given you access to SQ0 and you are in a user group which is tied to a InfoSet. Now the fun begins. Let's cover some basics.



The query tool uses a series of screens that allows you to pick and choose your selection fields, report fields, format style and type of report. There are a series of screens that you will flow through. There are 14 in all, but the first five are the only ones necessary to create a basic report.

You are FIVE screens away from building a report:

- 1. **TITLE**: provide a report title for the query
- 2. SELECT FIELD GROUPS: Select the infotypes that you want to access to build your query.
- 3. **SELECT FIELDS FOR REPORT**: select the fields from the infotypes that you want to use for the report.
- 4. CHOOSE ADDED FIELDS FOR SELECTION SCREEN: add any additional fields to the report selections screen
- 5. BASIC LINE STRUCTURE: define how the report should look

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The SQ01 screen appears:



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| AUDIT | Audit Query | SAPHR_ST | PNP | | SAP HR ST Test | | |
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Enter a descriptive name for your query and click on the create icon:

Query from User Group SAPHRST: Initial Screen

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| Query area | Global Area (Cross-client) |
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| Queries of user group SAPHRS | : SAP HR ST TEST |
| Name Title | InfoSet Logical Database Table/View/Join InfoSet Title |

A hit list will open on your screen. It will list all of the InfoSets assigned to the user group. In this case, there is only the one InfoSet. Highlight it and click on the green checkmark to continue.



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The first screen of the query creation process will appear.

Screen#1: Title and Format of Query. Ē Query Edit Goto Extras Settings Environment System Help 😋 🚱 I 📮 🖽 🖧 I 🏝 🏠 🚓 📰 💌 🚱 💽 Ø 81 4 Create Query SAMPLE: Title, Format The name that you have given the query. 🗟 🔞 🖽 🛛 Basic List 🖉 Statistics 🖉 Ranked List 🖉 Output sequence Title Notes Helpful to include user name and details Title is about the query in the notes section. the only required To specify if a query should run with a entry variant Listf Special attributes These options are Standard variant Lines only valid when the Columns 83 Execute only with variant output format is a text file or an ABAP Change lock Check to prevent other users list. 5 from changing the query. Print list / Table format Indicate how 200 With standard title Columns Applicable only many characters No. of characters left margin when output format over the report Check to indicate if the title from the top of this is "Display as table". should begin at Output format / screen should appear on the report. SAP List Viewer O ABAP List O Display as table O Graphic O Word processing ABC analysis O Spreadsheet O Executive Information System EIS O File store



Note the query name appears at the top of the screen. This is the name that you entered on the initial SQ01 screen. This is not the same as the title field which you are required to enter. This is the report title. You may add any additional comments in the Notes section. The other sections of the screen are optional and may be modified after the initial query is created. Output can be lists on screen in table format, downloadable spreadsheets and flat files.

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Click on the "Next" icon 🗟 to continue.

SCREEN #2: SELECT FIELD GROUPS. Select the field groups (if a logical database was used, these will be infotypes) contained in the InfoSet that you wish to include in building your query. When the InfoSet was created via SQ02, the infotypes that were to be included were chosen. These are the infotypes that



will appear in this listing. The infotypes that you see on this screen come from the values of the InfoSet for the info group that your user id belongs.

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Click on the box next to each field group that you wish to include in your query.



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| Field groups Edit Image: Actions Image: Edit Image: Organizational Assignment Image: Edit | Notice that the Actions, Organizational Assignment, Personal Data, Addresses and Basic Pay field groups (infotypes) were selected. |
| Planned Working Time Basic Pay Additional Payments Monitoring of Tasks Education | Once you have selected the field groups to include, click on to go to the next screen. |

SCREEN #3: SELECT FIELDS FOR REPORT

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The field groups (infotypes) that you choose in the previous screen (Screen #2: Select Field Groups) will appear on the next screen. Here you will see all of the fields within each field group. Here you may select the fields within each infotype that you wish to use for your query. Click on the box next to each field to be used.



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| Create Query SAMPLE: Select Field | |
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| Text Termination Reason | |
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Click on the "Page Down" icon to move through the list of data fields for subsequent infotypes. Continue to select the fields that you wish to include. The fields selected do not have to only those to appear on the report. They also may include fields that you wish to use in calculations or as selection fields.

| Fields | | | | |
|--------|--------------------------|----|----------------|-------------|
| | Text:Terminated - (Equit | y) | | |
| | Organizational Assignm | em | | |
| | Company Code | | Note that vou | u can |
| | Text:Company Code | | select code o | r tovt |
| | Personnel Area | e | values for cer | tain fields |
| | Text:Personnel Area | | | |
| | Employee Group | | | |
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| | Employee Subgroup | | | |
| | Text:Employee Subgrou | p | | |

You can scroll back up the listing to add any additional fields or remove any by unclicking the checkbox.

When you have completed selecting fields, click on 🖻 to go to the next screen.

SCREEN #4: ADD FIELDS TO THE SELECTION SCREEN

All of the fields that you selected on the previous screen (Screen #3 Select Fields for Report) will appear here. This screen enables you to choose any of these fields to include on the report selection screen. This means that any fields that you select will appear on the selection screen used to execute your query. The user of the query will be able to enter values for these fields prior to report execution.



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| Create Query SAMPLE: Selections | |
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| Selection fields | |
| Selection neids | No Selection text SV 17 |
| Personnel Number | Personnel Number |
| Entry Date | Entry Date |
| Personnel Area | Personnel Area |
| Text:Personnel Area | Text:Personnel Area |
| Cost Center | Cost Center |
| Position | Position |
| Text:Position | Text:Position |
| Job | Job |
| Formatted Name of Employee or Applicant | Formatted Name of Employe |
| Year of Birth | Year of Birth |
| Annual salary | Annual salary |
| Click on this icon to get an explanation on what the column headings mean | |
| | 2 D D |
| Note | |
| If the logical database supports dynamic selections (there is a | key for |
| this on the selection screen), you should always implement ad | lditional |
| selections using this method. | |
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The help text for the column headings:

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| No.: Sequence on selection screen |
|--|
| Selection text: Text on selection screen |
| Sngl: You can specify only a value on the selection screen |
| 1Z: Specify a row only |

On the left side of the screen, click in the boxes next to each field you wish to add to the selection

screen. Once you have selected them, click on the "Test" icon 100.

For the fields with the checkboxes filled in, notice on the right side of the screen, columns "No.", "SV", and "1Z" are available for input. You may alter how these fields will be used on the selection screen.

Create Query SAMPLE: Selections

😼 🗟 🚳 🖼 Basic List Statistics Ranked List

Do not use parameter IDs to preassion selections

| | No | Selection text | SV | 1Z |
|---|----|---------------------------|----|----|
| Formatted Name of Employee or Applicant | | Formatted Name of Employe | | |
| Personnel Number | | Personnel Number | | |
| Entry Date | | Entry Date | | |
| Personnel Area | | Personnel Area | | |
| Text:Personnel Area | | Text:Personnel Area | | |
| Cost Center | 2 | Cost Center | | |
| Position | | Position | | |
| Text:Position | | Text:Position | | |
| Job | | Job | | |
| Year of Birth | 1 | Year of Birth | | ✓ |
| Annual salary | | Annual salary | | |



| No | Selection text | SV | 1Z |
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| | Personnel Number | | |
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| | Position | | |
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| | Job | | |
| | Formatted Name of Employe | | |
| 1 | Year of Birth | | |
| | Annual salary | | |
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The column called "No:" allows you to select the order in which the fields should appear on the selection screen.

The checkbox "SV" allows for range, but not single values as well.

The checkbox"1Z" allows for a range but no values or multiple ranges.

Cost Center was formatted to allow a range and/or multiple values by the SV checkbox selected. Year of Birth was formatted to allow a range, but not single values as well. (1Z checkbox was selected).



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| Program selections / |
| Year of Birth to |
| Cost Center |
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Notice that the Year of Birth field appears before the Cost Center field. That is because Year of Birth was listed as 1 in the No. column of Screen #4.

The result of selecting 1Z for the Year of Birth column means that a range can be entered, but not a range and single values. Using SV for Cost Center means that cost centers can be entered as single values and/or multiple ranges.



| 🖻 Multiple Selection for Cost Center | 1 |
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| Select Single Values Single value Image: Select Ranges Image: Select R | |
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To get to the next screen in the sequence of report creation, you must choose one of three options: Basic List, Statistics or Ranked List.

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| Create Query SAMPLE: Selections | 0 | 👔 🖣 🔛 I 😋 🚱 I 🚍 | 68 6 | 8 2 4 4 4 2 3 2 3 2 | | |
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| Annual salary | | Year of Birth | 1 | Year of Birth | | |
| <u>የ</u> የ | | Annual salary | | Annual salary | | |
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• Basic list: presents data in defined order

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- Statistic: shows statistical figures calculated from the data
- Ranked list: ordering of a statistic: top ten list

For our purpose, we will choose the basic list. Click on the basic list icon to continue.



SCREEN #5: BASIC LINE LIST STRUCTURE

On this screen, you can identify the output options for your report.

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| Basic list with box | Fr | rame width | | | | |
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| Fersonnel Number | Applicant | | | | | |
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| Sequence: Sequenc | e of fields on each line (1,2, | ,3,) | | | | |
| Sort: Sorting, s | sort sequence (1,2,3,) | | | | | |
| Total: Calculate | e total for field | | | | | |
| Counter: Field cou | inting required | | | | | |
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This screen defines the report layout. You may determine the order of the fields on your report. In addition, you may identify the sort order (up to 10). You may also determine if multiple lines per record will be displayed and the sequence of the fields. In addition, counts and totals can be included. Numeric fields can include a total at the end of the report. Non-numeric fields may be used as counters.





| Change Query SAMPLE: Basic List Line Basic list with box Columns separated by Permit row count in SAP List Viewer | width | display | | Check this I have a delin for the field the output. | box to miter ds on |
|---|--|---|----------|--|---|
| Define basic list Field Personnel Number Entry Date Personnel Area Text:Personnel Area Cost Center Position Text:Position Job Year of Birth Annual salary Formatted Name of Employee or Applicant | Line 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Sequence 1 3 4 5 9 6 7 8 10 11 2 | Sort Tot | al Counter | Depending on your SAP GUI version, counte may only work when output is an ABAP list. |
| Line structure No. +1+2+3+4+5+6+7+ 1 IPersonne Entry_Date Pers Text.Personnel_Area | Cost _Year | Cente Positio | | | |

In this example, the file will be sorted by employee names within cost centers and the annual salary total will appear at the bottom of the report.

Save your query.

VX

Execute your query to see your results. Click on F8 to execute or use the following path:



Query→Execute→Execute

| | uery E <mark>dit G</mark> oto | Extr <u>a</u> s <u>S</u> ettii | gs Environment System <u>H</u> elp | |
|-----|-------------------------------|--------------------------------|---------------------------------------|-------------------|
| C | Other query | | 📙 । 😋 😧 । 🚍 🛗 🛗 🗳 🍄 🖧 🎛 । 👰 🧐 | |
| С | Create | | Basic List Line Structure | |
| | Change | | | |
| | Display | | cs Ranked List | |
| | Description | | Frame width | |
| | Со <u>р</u> у | | | |
| | Rename | | | |
| D | Save | Ctrl+S | | |
| F | Execute | • | Execute F8 ine Sequence Sort | Total Counter |
| Ē | La <u>y</u> out display | Ctrl+F3 | Exec.with variant | |
| i. | Line structure | | Exec. in background | |
| | Delete | | Test Ctrl+F8 1 3 | |
| H | Convert QuickView. | | | |
| ľ | More functions | • | | |
| | Exit | Shift+F3 | | |
| Te | ext:Position | | | |
| | h | | | |
| N | ame Format Indicator | for Employee | in a list | |
| St | ate | | | |
| Ye | ar of Birth | | | |
| Ar | nual salary | | | |
| | | | | |
| | | | | |
| | | | | |
| I | | | | <u>ጽ</u> ነ ምነ ሌ ም |
| 2 | | | | |
| Lin | e structure | | | |
| N | 0+1+2 | +3+4 | +5+6+7+ | |
| 1 | IPersonne Entr | v Date Pers 1 | ext:Personnel Area Cost Cente Positio | |
| 1 | IText:Position | | Job Na Sta Year | |
| 1 | Annual salary | Cu | re | |
| | , <u>-</u> sarary | 0 | | |
| | | | | |
| | H | | | <u> የ</u> የ የ |
| | | | | |

The report selection screen will appear:

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|---------------------------------|---------------------------|
| Sample Query | |
| | |
| Further selections Search helps | 🗢 Org. structure |
| Period | |
| O Today O Current month | O Current year |
| O Up to today O From today | |
| Other period | |
| Data Selection Period | То |
| Person selection period | То |
| | |
| Selection | |
| Personnel Number | |
| Employment status | |
| Personnel area | |
| Personnel subarea | |
| Employee group | ➡ |
| Employee subgroup | |
| | These are the additional |
| | selections that were |
| Program selections | added during the query |
| Year of Birth | to added during the query |
| Cost Center | Creation |
| | |
| Output format | |
| | |
| SAP List Viewer | |
| | |

Run report as of today, for all personnel areas, active permanent employees born between 1950 and 1962 that belong to cost centers 10100 to 90900.



| <u>P</u> rogram <u>E</u> dit <u>G</u> oto Syste | em <u>H</u> elp | |
|---|-------------------|----------------|
| 8 E | 1 🔍 📙 😋 🙆 🚷 昌 | |
| Sample Query | 1 | |
| | Click to execute | |
| Further selections | 🖻 Search helps | Grg. structure |
| Period | | |
| Today | O Current month | O Current year |
| ○ Up to today | O From today | |
| O Other period | | |
| Data Selection Period | | То |
| Person selection period | | То |
| | | |
| Selection | | |
| Personnel Number | | ⇒ |
| Employment status | 3 | ⇒ |
| Personnel area | | ⇒ |
| Personnel subarea | | ⇒ |
| Employee group | 1 | \$ |
| Employee subgroup | | |
| | | |
| | | |
| Program selections | | |
| Year of Birth | 1950 | to1962 |
| Cost Center | | |
| | | |
| Output format | | |
| | | |
| SAP List Viewer | | |
| | | |
| | | |

The results will be displayed:

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MX

| List Edit Goto Views Settings System Help | | | | | | | | | | | |
|---|-------------------------------|------------|--------------|---------------------|----------|-------------------------------------|----------|----------|---------------|-------|------|
| Sample | Query | | - 44 64 | | | | | | | | |
| | | | | | | | | | | | |
| | | | <u>1</u> 🕮 | | | | | | | | |
| . . | • | | | | | | | | | | |
| Sample | Query | | | | | | | | | | |
| Pers.No. | Name of employee or applicant | Entry | PA | Personnel Area | Cost Ctr | Position | Position | Job | annual salary | Curr. | Year |
| 00001030 | Chris Gootherts | 00/00/0000 | US01 | US Corporate Office | 40200 | Recruiter I | 40000053 | 60000075 | 50,000.00 | USD | 1957 |
| 00001038 | Gilbert Chesterton | 00/00/0000 | US01 | US Corporate Office | 1 | Recruiter I | 40000066 | 00000000 | 46,000.00 | USD | 1953 |
| 00001058 | Herbert Milton | 00/00/0000 | US01 | US Corporate Office | 90500 | Vice President, Manufacturing | 40000132 | 60000029 | 129,600.00 | USD | 1956 |
| 00001003 | James Martin | 00/00/0000 | US01 | US Corporate Office | 40200 | Executive Vice President, Global HR | 40000000 | 6000009 | 1,500,000.00 | USD | 1960 |
| 00001000 | John Morton | 00/00/0000 | US01 | US Corporate Office | 90900 | President and CEO, ABC Corporation | 40000001 | 60000014 | 87,555.33 | USD | 1950 |
| 00001135 | Karl Warfel | 00/00/0000 | US01 | US Corporate Office | 90100 | Director of Sales Northwest | 40000244 | 60000184 | 98,760.00 | USD | 1953 |
| 00001128 | Katelyn Pierce | 00/00/0000 | US01 | US Corporate Office | 1 | Director of Sales Midwest | 40000238 | 60000184 | 98,720.00 | USD | 1962 |
| 00001088 | Laurent Sawyer | 00/00/0000 | US01 | US Corporate Office | 40200 | Director of Global Payroll | 40000284 | 60000173 | 108,000.00 | USD | 1958 |
| 00001029 | Manuel Garcia | 00/00/0000 | US01 | US Corporate Office | 1 | Recruiter II | 40000054 | 60000075 | 60,000.00 | USD | 1962 |
| 00001009 | Michael Roux | 00/00/0000 | US01 | US Corporate Office | 40100 | Chief Financial Officer | 40000002 | 60000015 | 102,555.95 | USD | 1950 |
| 00001065 | Mr Edward Barnes | 00/00/0000 | US01 | US Corporate Office | 1 | EVP Chief Financial Officer | 40000154 | 60000015 | 85,000.00 | USD | 1955 |
| 00001059 | Phyllis Porter | 00/00/0000 | US01 | US Corporate Office | 10100 | Vice President, Sales | 40000133 | 60000030 | 172,800.00 | USD | 1956 |
| | Thomas Vega | 00/00/0000 | US01 | US Corporate Office | 90100 | Director of Sales Southeast | 40000232 | 60000184 | 84,560.00 | USD | 1960 |
| 00001122 | ■ 2,623,551.28 USD | | | | | | | | | | |

Notice that the results are sorted by employee name within cost center and that only employees born between 1950 and 1962 are listed. In addition, the annual salary total is listed at the bottom of the report.

Once you have created, saved and run your query, return to the initial SQ01 screen. You will now see your newly created query in the listing.

| Query Edit Got | o Extr <u>a</u> s <u>S</u> ettings E | Invironment | System <u>H</u> elp | |
|----------------------|--------------------------------------|----------------|-------------------------|---------------------------------|
| Ø | 1 U U | C 🖸 🔇 | I 🖻 (1) (1) (1) (1) (1) | 19 8 8 1 🗷 🖉 🕼 |
| Query from | Jser Group SA | PHRST: | Initial Scree | n |
| 60000 | 🖽 🕒 🕒 With varia | nt 🕒 In ba | ickground 🖧 Save | ed Lists Trash |
| Query area | Global Are | a (Cross-clier | nt) | |
| Query | SAMPLE | | 0 | Change Create |
| बिः Quick Viev | ver विद्ध In | foSet Query | 6gr | Display Description |
| | 70 2 40 1 |] | | |
| Queries of user grou | up SAPHRST : SAP HR S | ST TEST | | All of the guaries in this user |
| Name | Title | InfoSet | Logical Database T | All of the queries in this user |
| ACTION_REPORT | ACTION REPORT | SAPHR_ST | PNP | group utilize the same InfoSet |
| ACTIVE | ACTIVE Employees | SAPHR_ST | PNP | and Logical Database or |
| AUDIT | Audit Query | SAPHR_ST | PNP | Table/View/Ioin |
| SAMPLE | Sample Query | SAPHR_ST | PNP | |
| TEST_ST | SAP SQ01 st Query | SAPHR_ST | PNP | SAP HR ST Test |
| | | | | |



You will also see that the Name column contains the query name that you assigned during the creation of the query. The title column contains the description or title given listed in screen #1:

| Create Query SAMPLE: Title, Format | | | | | | | |
|---|------------------------|--|--|--|--|--|--|
| 🔄 🛃 🕼 🕮 Basic List Statistics Ranked List Output sequence | | | | | | | |
| Title | Sample Query | | | | | | |
| Notes | This is a sample query | | | | | | |
| | | | | | | | |

Also note that the column called InfoSet contains the InfoSet associated with the user group that the user is assigned to. Either the Logical Database column or the Table/View/Join column will be populated based on the type of data source defined.

So through five easy screens, you have created a program that generates output! Simply naming a query, selecting data fields to use in your query, adding fields for the selection screen, and formatting the report layout, you have done in minutes what may take your IT department months to program. Now that you are empowered, you can have some fun. There are many ways to build on a basic query to unleash the power of SAP query.

Now that you have mastered the five steps to create a query, we will explore the features of the SAP Query tool that make it so powerful.

Beyond Basic Lists

We have only touched on Basic List query creations. There are two additional types of queries that can be created, statistical lists and ranked lists. These additional types of lists follow five basic screens as well. The first four screens will be the same: title, select field groups, fields and selections. After filling in the Selections screen, you click on the Statistics button or the Ranked List button instead of the choosing the Basic List button:

| Qu | ery | Edit | <u>G</u> oto | Extr <u>a</u> s | <u>S</u> ettings | Environment | S <u>y</u> stem | <u>H</u> elp | | | | | |
|---------------------------------|-----|------|--------------|-----------------|------------------|-------------|-----------------|----------------|------|-----|-----|-------|-----|
| 8 | | | | | B 4 🛛 |) 😋 🙆 🔇 | 1日間 | (H) % |) Ф. | C 8 | 💥 🛛 | 1 6 | 2 🖪 |
| Change Query SAMPLE: Selections | | | | | | | | | | | | | |
| 6 | 3 | 3 🖷 | Basi | c List | Statistics | Ranked List | | | | | | | |



You may also access the Statistics screen or the Ranked List screen from from the title screen or any of the screens up to the Selections screen:

| L⊑∕ Query Edit Goto E | Extr <u>a</u> s <u>S</u> ettings Environment System <u>H</u> elp | | | | | | | | | | |
|------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Ø | E 🛛 📙 C 😧 🕲 L 🖁 🖓 S T L S S I 🛒 🖉 🚱 📑 | | | | | | | | | | |
| Change Query SAMPLE: Title, Format | | | | | | | | | | | |
| 🔄 🛃 🗗 🕮 Basic | List Statistics Ranked List Output sequence | | | | | | | | | | |
| Title Sample Query | | | | | | | | | | | |
| Notes Th | This is a sample query | | | | | | | | | | |

Or you can go access either report type via Goto→Statistic or Goto→Ranked List

| ⊒∕ <u>Q</u> uery <u>B</u> | dit | Goto | Extr <u>a</u> s | Settings | Enviro | onment | S <u>y</u> stem | <u>H</u> elp | | | | |
|------------------------------|-----|---------------------|--------------------|----------|--------|---------|-----------------|--------------|-----------------|----------|--|--|
| 8 | | ₩ <mark>F</mark> ie | ld select | ion | + | 🙆 🚷 | 🗅 🛱 | 🛱 🏵 | <u>ю</u> , с, ; | <u>1</u> | | |
| Chang | e Q | Ва | s <u>i</u> c List | | • | . For | mat | | | | | |
| | | Statistic | | | + | , | | | | | | |
| 6 6 6 | | Ra | nked Lis | t | • | ed List | Output s | equence | | | | |
| Title | | Sa | ved lists. | | | | | | | | | |
| NI-t | | Ma | intain <u>v</u> ar | iants | | | | | | | | |

First we will discuss statistical lists.

Statistical Lists

Statistics lists are used to provide summary information which can include totals, averages and percentages. They can be used in a manner similar to Microsoft Excel pivot tables. Summarized data is more useful in making informed business decisions.

Similar to creating a basic list, the same four basic screens are used. When you get to the Selections screen, you select Statistics rather than Basic List to progress to the screens specific to statistics.

| | <u>S</u> ettings | Environment | S <u>y</u> stem | <u>H</u> elp | | | | | | |
|---|------------------|-------------|-----------------|--------------|--|--|--|--|--|--|
| 8 I I I I I I I I I I I I I I I I I I I | | | | | | | | | | |
| Create Query STATISTIC_SAMP: Selections | | | | | | | | | | |
| 🗟 🕼 🕮 Basic List Statistics Ranked List | | | | | | | | | | |



From here you would progress to the Statistic Structure screen which allows you to define the statistic: Change Query SAMPLE: Statistic 1 Structure

| 🔂 🛃 🕼 🥮 Basic List Statistics Ranked List 🔂 S | Statisti | с | 👌 Sta | atistio | : | | | | | | | |
|---|----------|-----|-------|---------|-------|------|-----|-----|------|-----------|------|---------------------|
| Title | | | En | ter | a ti | itle | wh | ich | will | be ı | used | |
| | | | 25 | the | - lic | t he | hee | ٥r | | | | |
| Define statistic | | | 43 | | . 113 | | | | | | | |
| Field | No | Srt | De | Su | NS | No | Av | % | Len | Rnd | Unit | Text |
| Personnel Number | | | | | | | | | | | | |
| Personnel Area | | | | | | | | | | | | |
| Text:Personnel Area | | | | | | | | | | | | |
| Text:Position | | | | | | | | | | | | |
| Job | | | | | | | | | | | | |
| Formatted Name of Employee or Applicant | | | | | | | | | | | | |
| Year of Birth | | | | | | | | | | | | |
| Age of Employee | | | | | | | | | | | | |
| Address Record Type | | | | | | | | | | | | |
| Region (State, Province, County) | | | | | | | | | | | | |
| Date of Next Increase | | | | | | | | | | | | |
| Annual salary | | | | | | | | | | | | 0 |
| Salary Increase of 4% | | | | | | | | | | | | 0 |
| New Salary with Increase | | | | | | | | | | | | 0 |
| Salary with 4% Increase Under \$50K | | | | | | | | | | | | |
| Resident State | | | | | | | | | | | | |
| GENERATION | | | | | | | | | | | | |
| Emp over 60 eligible for addtl benefits | | | | | | | | | | | | ✓ |
| Percentage Incr | | | | | | | | | | | | |
| Project New Salary | | | | | | | | | | | | e |
| OVER100K | | | | | | | | | | | | ✓ |
| Notes | | | | | | | | | | | | ✓ |
| test | | | | | | | | | | | | ✓ |
| Today | | | | | | | | | | | | |
| | | | | | | | | | | (CT | | |
| | | | | | | | | | | <u>\$</u> | | |

This screen allows you to define your output format, including the order and summarization specifications. You determine the statisitcs to be reported on a series of screen and each statistic needs its own title.

On this screen, define the field sequence (order of the field). You may also specify a sort order. Sort is ascending order is the default . Similar to the Basic List Line Structure screen, you may choose to calculate totals for any numeric fields. This will permit the calculation of averages, percentage share and the number of selected records. These are compressed list reports.

The Help text provides a brief overview of the options available on this screen:



| Help texts | |
|------------|---|
| No.: | Sequence of fields on each line (1,2,3,) |
| Sort: | Sorting, sorting sequence (1,2,3,) |
| Desc: | Sort descending/Subtotal/New page |
| No./Avg/% | Output no. of values/average value/percentage |
| Len: | Output length |
| Rndg: | Number of decimal places for rounding |
| Unit: | Reference unit (currency or quantity unit) |
| Text: | Use to describe graphics |
| | |

Structure Options

| Define statistic | | | | | | | | | | | | |
|-------------------|----|-----|----|----|----|----|----|-----|-----|-----|------|--------------|
| Field | No | Srt | De | Su | NS | No | Av | % L | .en | Rnd | Unit | Text |
| Personnel Number | | | | | | | | | | | | |
| Personnel Area | | | | | | | | [| |] | | \checkmark |
| TestDesserel Asse | | | | | | | | [| | 1 | | |

No: - the order in wish the fields will appear on the report. You do not need to use all of the fields if you prefer not to.

Sort - used to define the sort sequence. Every field that you wish to sort on must be given a number. The lowest number (1) is the first field to be sorted on. Ascending order is the default. Up to nine levels of sorts are allowed.

Desc – to override the default ascending sort order, select this check box. This allows for your sorts to occur in descending order.

Su - generates subtotals for the sort criterion in the statistic. After a change in the sort field, a subtotal is listed. This option only applies to ascending order sorts.

NS – denotes a page break. If you select this option, page breaks are inserted for each sort string. So when the value of sort changes, a new page is displayed. There are three conditions that need to be met in order for this option to work.

- 1. Page breaks can only be generated for sort fields.
- 2. Page breaks can only be created for a field if its preceding fields in the statistic are also sort fields and the sort order of these fields is ascending.
- 3. No sort fields with sort numbers smaller than the sort number of the field in question may follow a field for which page breaks have been set.





No – applicable to numerical field only

Avg - applicable to numerical field only. Used to calculate the average for the field.

% - applicable to numerical fields only. The percentage of the total sum for the field is displayed.

Len – refers to length. If left blank, the standard length of the field is diplayed. By entering a new field length, you can alter the width of this field.

Rnd – applicable to numerical fields only, the rounding factor. Used to specify the number of decimal places to be used when rounding (the number of places to the left of the decimal point).

Unit - applicable to numerical fields only, used to designate units of measure (such as currency).

Below is an example of salaries and currency:

| Basic List Statistics Title sample statistic 1 Define statistic Field Field Personnel Number 1 Project New Salary 1 Personnel Area 2 TextPersonnel Area 3 TextPosition 4 < |
|---|
| Title sample statistic 1 Define statistic No St De Su NS No Av % Len Rnd Unit Text Personnel Number 1 1 |
| Define statistic Field No Srt De Su NS No Av % Len Rnd Unit Text Personnel Number 1 Project New Salary 1 Personnel Area 2 TextPersonnel Area 3 TextPosition 4 Age of Employee 5 Annual salary 6 |
| Define statistic Field No Srt De Su NS No Av % Len Rnd Unit Text Personnel Number 1 Image: Statistic with the statistin the statistic with the statistic with with |
| Field No St De Su NS No Av % Len Rnd Unit Text Personnel Number 1 </td |
| Personnel Number 1 Project New Salary 1 Personnel Area 2 TextPersonnel Area 3 TextPosition 4 Age of Employee 5 Annual salary 6 |
| Project New Salary 1 Personnel Area 2 TextPersonnel Area 3 TextPosition 4 Age of Employee 5 Annual salary 6 |
| Personnel Area 2 |
| TextPersonnel Area 3 TextPosition 4 Age of Employee 5 Annual salary 6 |
| TextPosition 4 Image: Constraint of the second |
| Age of Employee 5 |
| Annual salary 6 VVV USD 3 |
| |
| |
| Formatted Name of Employee or Applicant |
| Year of Birth |
| Address Record Type |
| Region (State, Province, County) |
| Date of Next Increase |
| Salary Increase of 4% |
| New Salary with Increase |
| Salary with 4% Increase Under \$50K |
| Resident State |
| GENERATION |
| Emp over 60 eligible for addtl benefits |
| |
| E 1 L 2 |



Text- by clicking on the text check box, values are used to generate text for SAP Business Graphics. Can use up to 30 characters of text.

If you are modifying an existing query, go to SQ01, highlight the query to add a statistical list to your query and click on the change icon:

| ⊇ Query Edit Goto | Extr <u>a</u> s <u>S</u> ettings Envi | ironment S <u>y</u> | stem <u>H</u> elp | | | | | | | | | | |
|---|--|---------------------|-------------------|-----------------|----------------|--|--|--|--|--|--|--|--|
| Ø | 2 | | | | | | | | | | | | |
| Query from User Group SAPHRST: Initial Screen | | | | | | | | | | | | | |
| et 🖸 🗱 🗗 🗗 | 🖷 🔽 🕪 🗃 🕼 🖶 🕒 With variant 🕒 In background 🚱 Saved Lists 🛛 Trash | | | | | | | | | | | | |
| Query area Global Area (Cross-client) | | | | | | | | | | | | | |
| Query SAMPLE Change Create | | | | | | | | | | | | | |
| दि InfoSet Query Display Description | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Queries of user group | SAPHRST : SAP HR ST 1 | TEST | | | | | | | | | | | |
| Name | Title | InfoSet | Logical Database | Table/View/Join | InfoSet Title | | | | | | | | |
| ACTION_REPORT | ACTION REPORT | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| ACTIVE | ACTIVE Employees | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| AD_HOC_EXAMPLE | Ad hoc query for test ST | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| AUDIT | Audit Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| SAMPLE | Sample Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| SAMPLE2 | Sample Query 2 | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| TEST_ST | SAP SQ01 Test Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | | | | | |
| | | | | | | | | | | | | | |

This will take you to the query's title screen. Here you may decide to go through the four basic screens again, especially if you wish to add more fields to appear on your report (field screen) or wish to add more fields to the selection screen. If that is the case, use the next icon on the application toolbar to fill in each of these screens.



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| Cuery Edit Goto Extras Settings Environment | System Help 日間間にするのの | 6 🕱 🛛 🖗 📭 | | | | |
|--|---|---|--|--|--|--|
| | Output sequence | | | | | |
| Title Bample Query Notes This is a sample query | | To progress through the Title, Field | | | | |
| List format Lines Columns 84 | Special attributes Standard variant Execute only with variar Change lock | Selections screen if you wish to make any changes | | | | |
| Table format Columns 200 | Print list With standard title No. of characters left marg | jin 👘 | | | | |
| Output format © SAP List Viewer O ABAP List O Graphic O ABC analysis O Executive Information System EIS O File store | Display as Word proc Spreadsh Output | would be a time to ge your ut format to | | | | |

Or if you wish to get started on the ranked list, click on the Statistics icon:

| Quen | y <u>E</u> dit | Goto | Extr <u>a</u> s | <u>S</u> ettings | Environment | S <u>y</u> stem | <u>H</u> elp | | | | |
|------------------------------------|----------------|------|-----------------|------------------|-------------|-----------------|-------------------------|--|--|--|--|
| Ø | | | | B 4 🛛 | 😋 🙆 🔇 | 日間 | 🖧 i 🕸 🔁 🖓 🎝 😰 i 🕵 🔀 i 🚱 | | | | |
| Change Query SAMPLE: Title, Format | | | | | | | | | | | |
| 6 | 6 | Basi | ic List | Statistics | Ranked List | Output | sequence | | | | |
| Title | | \$ | Sample | Query | | | | | | | |
| | | | | | | | | | | | |

Another way to get to the ranked list screen from the title page: **Goto** \rightarrow **Statistic** \rightarrow **Structure**.

| Query Edit | soto Extr <u>a</u> s <u>S</u> ettings | Enviro | onment | S <u>y</u> stem | <u>H</u> elp | |
|------------|---------------------------------------|--------|----------|-----------------|--------------|---|
| Ø | Field selection | × | 😧 🚷 | 88 | 🔀 🎝 | ٩ |
| Change O | Basic List | - + j | E a ma | 4 | | |
| Change Q | Statistic | - F | Structur | Shift+F5 | | |
| 실 🛃 🔂 🖳 | Ranked List | • | Hoaden | s | | |
| | Saved lists | | Graphic | ; | | |



The Structure List screen is used to define your report output. All of the fields that you chose on the Field Selections screen will appear on this screen. Here you are able to determine which numerical fields to use as statistics for the list as well as the sequence order of the fields to display on your report. You do not need to use all of the available fields on your report.

The Statistics Line Structure screen allows you to define your report layout including the field order sequence and any summazation. This screen is also used to define your statistics. You may create several statistics, so each will have its own screen. This requires that each statistic is given a unique name.

| Query Edit Goto Extras Settings Environment Syste | em Help | | | | | | | | | |
|---|-----------|--------------|---------|----|----|------|-------|-------|------|------|
| ◎ ↓ 🕒 । © ⓒ 😒 🖨 | 的段 | 8 9 (| C, C | 8 | 💥 | 2 | 🕜 💽 | | | |
| Change Query SAMPLE: Statistic 1 St | ructur | е | | | | | | | | |
| 🔄 🛃 🕼 🕮 Basic List Statistics Ranked List 🔂 S | Statistic | 🛃 Sta | atistic | | | | | | | |
| Title | | | | | | | | | | |
| | | | | | | | | | | |
| Define statistic | | | | | | | | | | |
| Field | No Srt | De | Su | NS | No | Av 9 | 6 Len | Rnd U | Jnit | Text |
| Text:Position | | | | | | | |] | | |
| Age of Employee | | | | | | | | | | |
| Annual salary | | | | | | | | | | 9 |
| Personnel Number | | | | | | | |] | | |
| Personnel Area | | | | | | | |] | | |
| Text:Personnel Area | | | | | | | |] | | |
| Job | | | | | | | |] | | |
| Formatted Name of Employee or Applicant | | | | | | | |] | | |
| Year of Birth | | | | | | | |] | | |
| Address Record Type | | | | | | | |] | | |
| Region (State, Province, County) | | | | | | | |] | | |
| Date of Next Increase | | | | | | | |] | | |
| Salary Increase of 4% | | | | | | | | | | 9 |
| New Salary with Increase | | | | | | | | | | 9 |
| Salary with 4% Increase Under \$50K | | | | | | | | | | |
| Resident State | | | | | | | | | | |
| GENERATION | | | | | | | | | | |
| Emp over 60 eligible for addtl benefits | | | | | | | | | | |
| Percentage Incr | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | 8 | r C | 8 |

This screen also defines the sort sequence and totals are calculated for numerical fields. This also allows for averages, number of selected records and percentage shares to be determined. Use the Next



Statistic button to create additional statistics. Or if wish to modify the statistic header, click on the 'Next' icon instead. Or you may execute your query at this point by clicking F8.

| 면 Query Edit Goto Extras Settings Environment Syste | em Help |
|--|--|
| | ₩₩₩₽₽₽₽₽₩₽₽₽₽₽ |
| Change Query SAMPLE: Statistic 1 Str | ructure |
| 🕼 🖥 🕼 🕮 Basic List Statistics Ranked List 🔝 S | Statistic Statistic |
| Title Statistic 2 | |
| | |
| Define statistic | No Stri De Su NS No Av % Len Rod Unit Text |
| Formatted Name of Employee or Applicant | |
| New Salary with Increase | 2 USD 🕑 |
| Resident State | 3 1 |
| Personnel Number | |
| Personnel Area | |
| Text:Personnel Area | |
| Text:Position | |
| Job | |
| Year of Birth | |
| Age of Employee | |
| Address Record Type | |
| Desire (Otate Desires Occurto) | |

If you execute your query now,

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| Sample Query | | | |
|------------------------------|-----------------|----------------|-----------------|
| ⊕ ≡ | | | |
| Further selections | 🗢 Search helps |] | Sorg. structure |
| Period | | - | |
| Today | O Current month | O Current year | |
| O Up to today | From today | | |
| O Other period | | | |
| Data Selection Period | | То | |
| Person selection period | | То | |
| | | | |
| Selection | | | |
| Personnel Number | | | |
| Employment status | 3 | ⇒ | |
| Personnel area | | ⇒ | |
| Personnel subarea | | ⇒ | |
| Employee group | | ⇒ | |
| Employee subgroup | | ₽ | |
| | | | |
| | | | |
| Program selections | | | |
| Percentage Incr | 0.05 | | |
| Notes | | | |
| Address Record Type | 1 | to | <u>₽</u> |
| | | | |
| Number of ranked list places | | | |
| | | | |
| Currency translation date | 07/25/2012 | ExRateType M | |
| Ref. currency (optional) | | | |
| | | | |
| Output format | | | |
| | | | |
| O SAP List Viewer | | | |
| ABAP List | 🔿 Display a | is table | |
| OGraphic | O Word pro | cessina | |

If you hadn't changed your output format on the title screen, you will need to do so now. You will need to change the output format from the default of SAP List Viewer to ABAP List in order to view the



statistics:

Sample Query

🔏 🖨 📓 🌋 🏷 Statistics 🚺 🖬 🖬 ALV 👫 🖓 🕼 🖟 ABC 🛛 EIS Selections

| SAP # | Employee Name | Annual salary | New Salary with Proje | Next inc. | Giv | NY | Generation | Ove | Sta |
|-------|---------------------|---------------|-----------------------|------------|-----|----|------------|-----|-----|
| 1000 | John Morton | 87,555.33 | 91,933.10 | 01/01/2013 | | | Boomer | Yes | MA |
| 1001 | Julia Frankford | 42,639.00 | 44,770.95 | 01/01/2013 | | | Gen X | | MA |
| 1002 | Thomas Roberts | 210,120.00 | 220,626.00 | 01/01/2013 | | 9 | Gen X | | NY |
| 1003 | James Martin | 1,500,000.00 | 1,575,000.00 | 01/01/2013 | | 9 | Boomer | | NY |
| 1006 | Pauline Horton | 62,399.00 | 65,518.95 | 10/15/2012 | Yes | | Gen X | | MA |
| 1007 | Robert Gordon | 200,000.00 | 210,000.00 | 07/31/2012 | Yes | | Gen X | | MA |
| 1009 | Michael Roux | 102,555.95 | 107,683.75 | 10/01/2012 | Yes | Ŷ | Boomer | Yes | NY |
| 1010 | Laurie Dunlop | 70,719.00 | 74,254.95 | 05/01/2013 | | 9 | Gen X | | NY |
| 1011 | Arnold Bullock | 45,000.00 | 47,250.00 | 02/15/2013 | | | Boomer | | MA |
| 1012 | Cheryl Van Barone | 160,800.00 | 168,840.00 | 03/01/2013 | | | Gen X | | MA |
| 1013 | Garry Hanson | 98,000.00 | 102,900.00 | 06/01/2012 | Yes | | Boomer | | MA |
| 1014 | Victoria Von Nilson | 46,000.00 | 48,300.00 | 03/01/2012 | Yes | | Gen X | | MA |
| 1015 | Jose Doore | 72,555.03 | 76,182.78 | 11/01/2012 | Yes | | Boomer | Yes | TX |
| 1016 | John Hill | 70,719.00 | 74,254.95 | 02/01/2012 | Yes | 9 | Boomer | | NY |

This is my new page footer 07/24/2012

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| sample statis | tic 1 | | | | | | | | |
|---------------|-------|---------------------|-------------------------------------|-------------|-----------------------|-----------------|--------------------|----|-----------------|
| SAP# | PA | Personnel Area | Position | Age of empl | Annual salary USDN | Total Number | Proportion in % | | Medium Value |
| 00001000 | US01 | US Corporate Office | President and CEO, ABC Corporation | 62 | 87,555.33000 | 1 | 3.2 | % | 87,555.33000 |
| 00001001 | US01 | US Corporate Office | Executive Administrative Assistant | 44 | 42,639.00000 | 1 | 1.5 | 96 | 42,639.00000 |
| 00001002 | US01 | US Corporate Office | Vice President, Global Sales | 46 | 210,120.00000 | 1 | 7.6 | % | 210,120.00000 |
| 00001003 | US01 | US Corporate Office | Executive Vice President, Global HR | 52 | 1,500,000.00000 | 1 | 54.2 | % | 1,500,000.00000 |
| 00001006 | US01 | US Corporate Office | Executive Administrative Assistant | 45 | 62,399.00000 | 1 | 2.3 | 96 | 62,399.00000 |
| 00001007 | US01 | US Corporate Office | Executive Administrative Assistant | 43 | 200,000.00000 | 1 | 7.2 | % | 200,000.00000 |
| 00001009 | US01 | US Corporate Office | Chief Financial Officer | 62 | 102,555.95000 | 1 | 3.7 | 96 | 102,555.95000 |
| 00001010 | US01 | US Corporate Office | Executive Administrative Assistant | 33 | 70,719.00000 | 1 | 2.6 | % | 70,719.00000 |
| 00001011 | US01 | US Corporate Office | Vice President, Corporate Finance | 48 | 45,000.00000 | 1 | 1.6 | % | 45,000.00000 |
| 00001012 | US01 | US Corporate Office | Executive Vice President, Marketing | 44 | 160,800.00000 | 1 | 5.8 | 96 | 160,800.00000 |
| 00001013 | US01 | US Corporate Office | WW Director of Comp and Benefits | 48 | 98,000.00000 | 1 | 3.5 | % | 98,000.00000 |

Here are the results of another statistic list:

| Statistic 1 | | | | | |
|-------------------------------------|-------------|--------------------|---|----------------------|--------------------|
| Position | Age of empl | Proportion in % | | Annual salary USD | Proportion in % |
| Admin II | 26 | 2.5 | % | 60,100.00 | 1.7 % |
| Admin I | 27 | 2.6 | % | 50,400.00 | 1.5 % |
| Integration: default position | 33 | 3.2 | % | 46,000.00 | 1.3 % |
| Executive Vice President, Marketing | 44 | 4.2 | % | 160,800.00 | 4.6 % |
| Vice President, Global Sales | 46 | 4.4 | % | 210,120.00 | 6.1 % |
| Vice President, Corporate Finance | 48 | 4.6 | % | 45,000.00 | 1.3 % |
| WW Director of Comp and Benefits | 48 | 4.6 | % | 98,000.00 | 2.8 % |
| Administrator, Real Estate | 48 | 4.6 | % | 70,719.00 | 2.0 % |
| Vice President, Global Supply Chain | 48 | 4.6 | % | 213,600.00 | 6.2 % |
| Chief Information Officer | 48 | 4.6 | % | 108,000.00 | 3.1 % |
| Executive Vice President, Global HR | 52 | 5.0 | % | 1,500,000.00 | 43.4 % |
| Director of Recruiting | 59 | 5.6 | % | 88,120.00 | 2.5 % |
| President and CEO, ABC Corporation | 62 | 5.9 | % | 87,555.33 | 2.5 % |
| Test for Vacancy IT 1007 | 62 | 5.9 | % | 72,555.03 | 2.1 % |
| Chief Financial Officer | 62 | 5.9 | % | 102,555.95 | 3.0 % |
| Vice President of Recruiting | 72 | 6.9 | % | 95,000.00 | 2.7 % |
| Executive Administrative Assistant | 261 | 25.0 | % | 450,636.00 | 13.0 % |
| Total | 1,046 | 100.0 | % | 3,459,161.31 | 100.0 % |



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If you did not execute the query after creating a statistic and you would like to create another statistic, click on the 'Next Statistic' icon:

| Cr Query Edit Goto Extras Settings Environmen | t S <u>y</u> | sten | n <u>H</u> | lelp | | | | | | | | |
|---|--------------|------------|--------------|---------|---|------------|-----|-----|------|----------|----------|---------------------|
| | 3 [| 3 (| ۲) (۲ | 3 3 | <mark>የ</mark> ጋ 1 | <u>ل</u> م | 38 | 3 | ж 🖉 | 1 6 | 2 🖪 | |
| Change Query SAMPLE: Statistic | 1.5 | Stri | Ict | ure | <u>, </u> | | _ | | | | | |
| | | 1 | | | - - | | | | | | | |
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| | | | | | | | | | | | | |
| A blank Statistic Structure screen would appear: | | | | | | | | | | | | |
| Cuery Edit Cata Extrac Sattings Environment Syste | am l | Holp | | | | | | | | | | |
| | (H) (| Leip LA | <u>ጽ</u> ъ የ | ግ ሞ | <u>ک</u> (| 1 3% | 1 5 | 10 | | | | |
| Change Query SAMPLE: Statistic 2 St | ruct | | | | | | | | | | | |
| | luci | ure | - | | | | | | | | | |
| 😼 🗗 🖽 Basic List Statistics Ranked List | Statisti | ic | 🞝 Sta | atistio | : | | | | | | | |
| Title Statistic 2 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Define statistic | | | | | | | | | | | | |
| Field | No | Srt | De | Su | NS | No | Av | % L | en l | Rnd | Unit | Text |
| Formatted Name of Employee or Applicant | 1 | | | | | | | | | | | ✓ |
| New Salary with Increase | 2 | | | | | ✓ | ✓ | ✓ | | | USD | 0 |
| Resident State | 3 | 1 | | | | | | | | | | v |
| Personnel Number | | | | | | | | | | | | ✓ |
| Personnel Area | | | | | | | | | | | | ✓ |
| Text:Personnel Area | | | | | | | | | | | | ✓ |
| Text:Position | | | | | | | | | | | | v |
| Job | i | | | | | | | | | | | ✓ |
| Year of Birth | i | | | | | | | | | | | ~ |
| Age of Employee | 1 | | | | | | | | | | | |
| Address Record Type | 1 | | | | | | | | | | | |
| Region (State, Province, County) | 1 | | | | | | | | | | | |
| Date of Next Increase | i | | | | | | | | | | | |
| Annual salary | 1 | | | | | | | | | | | ð |
| Salary Increase of 4% | | | | | | | | | | H | | 6 |
| Salary with 4% Increase Under \$50K | | | | | | _ | | | | | | |
| GENERATION | | | | | | | | | | | | |
| Emp over 60 eligible for addtl benefits | | | | | | | | | | | | |
| Percentage Incr | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| F | | | | | | | | | | 8 | <u>n</u> | 0 😵 |



Once you have formatted the statistic, you may create another statistic **Statistic**, go to the next screen to modify the statistic header **a**, or execute the query.

If you go to the statistic header screen, you may modify the name of the statistic that you created in the previous screen (Statistic Structure) and also add a page footer.

| Query Edit Goto Extras Settings Environment System | <u>H</u> elp | | | | |
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| Change Query SAMPLE: Statistic Heade | er | | | | |
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| Page header (headers and column headers) | | | | | |
| Statistic 2 | | | | | |
| Employee Name | New Salary with 4% In USD | Total Number | Proportion in % | Average Value | NY |
| Line structure | | | | | |
| | I | | 1 | I | |
| Formatted_Name_of_Employee_or_Applicant_ | New_Salary_with_Incre | *Total_ | *Percentag | *Average_value | Re |
| | | | | | |
| Page Footer | | | | | |
| | | | | | |
| | | | | | |

As you can see there are now 2 statistics icons. These means that 2 statistics exist for your query. You can click on the 'Back Statistic' to return to Statistic 1, or you can click on 'Next Statistic' to create a new statistic.

| 로 Qi | uery | Edit | Goto | Extras | Settings | Environment | System | Help | | | | | | |
|---------|------|------|------|--------|------------|----------------|---------|------|-----------------------------------|---|-----|-----|-----|--|
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| Ch | ang | ge G | uer | y SAN | IPLE: | Statistic | Heade | r | | | | | | |
| ß | B | n 🗖 | Basi | icList | Statistics | Ranked List | 🔂 Stati | stic | Statistic | 1 | | | | |

If you had returned to the previous statistic (statistic 1), you will see that 'Back Statistic' is grayed out, you can only go forward to the next statistic and from there you can add additional statistics.

| Change Query SAMP | LE: Statistic | 1 Structur | е |
|---------------------------|--------------------|-------------|-----------|
| 🛃 🛃 🚭 🖼 Basic List 🛛 Stat | istics Ranked List | 🔓 Statistic | Statistic |

Then execute your query:



Sample Query **()** Further selections ⇔ Search helps ⇔ Org. structure Period Today O Current month O Current year O From today O Up to today O Other period æ Data Selection Period То То Person selection period Selection / 4 4 4 4 Personnel Number Employment status 3 Personnel area Personnel subarea Employee group ⇔ Employee subgroup Program selections / Percentage Incr 0.05 Notes ⇔ Address Record Type 1 to Number of ranked list places Currency translation date 07/25/2012 ExRateType М Ref. currency (optional) Output format / O SAP List Viewer ABAP List O Display as table ○ Graphic O Word processina





Results of query with 2 statistics:

Sample Query

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| Statistic 1 | | | | | | | |
|---|-------------|--------------------|---|-------------------------|---|--------------------|---|
| Position | Age of empl | Proportion in % | | Annual salary USD | | Proportion in % | |
| Admin I | 27 | 2.6 | % | 50,400.00 | | 1.5 | % |
| Executive Vice President, Marketing | 44 | 4.2 | % | 160,800.00 | | 1.3 4.6 | % |
| Vice President, Global Sales Vice President, Corporate Finance | 46 | 4.4 | % | 210,120.00 45.000.00 | | 6.1 1.3 | % |
| WW Director of Comp and Benefits | 48 | 4.6 | % | 98,000.00 | | 2.8 | % |
| Vice President, Global Supply Chain | 48 48 | 4.6 | % | 213,600.00 | _ | 6.2 | % |
| Chief Information Officer Executive Vice President Global HR | 48 | 4.6 | % | 108,000.00 | | 3.1 43.4 | % |
| Director of Recruiting | 59 | 5.6 | % | 88,120.00 | | 2.5 | % |
| Test for Vacancy IT 1007 | 62 | 5.9 | % | 87,555.33 72,555.03 | | 2.5 | % |
| Chief Financial Officer Vice President of Recruiting | 62 | 5.9 | % | 102,555.95 | | 3.0 | % |
| Executive Administrative Assistant | 261 | 25.0 | % | 450,636.00 | | 13.0 | % |
| Total | 1,046 | 100.0 | % | 3,459,161.31 | | 100.0 | % |

| Statistic 2 | | | | | | | | | | | |
|---------------------|------------------------------|-----------------|--------------------|-----------------|----|--|--|--|--|--|--|
| Employee Name | New Salary with 4% In USD | Total Number | Proportion in % | Medium Value | NY | | | | | | |
| Nathan Patterson | 59,904.00 | 1 | 1.7 | % 59,904.00 | | | | | | | |
| Catlyn Baumann | 52,416.00 | 1 | 1.5 | % 52,416.00 | | | | | | | |
| Aubrey Thompson | 31,740.80 | 1 | 0.9 | % 31,740.80 | | | | | | | |
| Rachel Gootherts | 62,504.00 | 1 | 1.7 | 62,504.00 | | | | | | | |
| Ken Forest | 98,800.00 | 1 | 2.7 | % 98,800.00 | | | | | | | |
| Jose Doore | 75,457.23 | 1 | 2.1 | % 75,457.23 | | | | | | | |
| Victoria Von Nilson | 47,840.00 | 1 | 1.3 | % 47,840.00 | | | | | | | |
| Garry Hanson | 101,920.00 | 1 | 2.8 | % 101,920.00 | | | | | | | |
| Cheryl Van Barone | 167,232.00 | 1 | 4.6 | % 167,232.00 | | | | | | | |
| Arnold Bullock | 46,800,00 | 1 | 1.3 | 46,800,00 | | | | | | | |

Remember you may have up to 9 statistics per query.

If you are creating a statistical list from scratch, go to SQ01, name your query and click on the create icon:



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| Query Edit Goto Extras Settings Environment System Help | | | | | | | | | |
|--|--------------------------|---------------|------------------|-----------------|----------------|---------|--|--|--|
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| Query from User Group SAPHRST: Initial Screen | | | | | | | | | |
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| Query area | Global Area (G | Cross-client) | | | | | | | |
| Query | STATISTIC_S | AMP 🕝 | 0 C | change | Cre | eate | | | |
| निः Quick Viewe | er 🔒 InfoS | Set Query | Ser D |)isplay | 📑 Desc | ription | | | |
| | | | | | | | | | |
| Queries of user group | SAPHRST : SAP HR ST 1 | TEST | | | | | | | |
| Name | Title | InfoSet | Logical Database | Table/View/Join | InfoSet Title | | | | |
| ACTION_REPORT | ACTION REPORT | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| ACTIVE | ACTIVE Employees | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| AD_HOC_EXAMPLE | Ad hoc query for test ST | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| AUDIT | Audit Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| RANKEDSAMPLE | Ranked list sample | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| SAMPLE | Sample Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| SAMPLE2 | Sample Query 2 | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| TEST_ST | SAP SQ01 Test Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| | - | | | | | | | | |



On the Title screen, change the output format to ABAP List: 7 Query Edit Goto Extras Settings Environment System Help 0 👔 🖣 📙 🛇 🚱 😒 🔚 🖽 🖧 🏷 🗗 💭 🗶 💽 💽 📳 Create Query STATISTIC_SAMP: Title, Format 🗟 🛃 🕼 🕮 Basic List Statistics Ranked List Output sequence Title Statistic Example Notes This is an example of a statistical list List format 🤇 Special attributes Lines Standard variant Columns Execute only with variant 83 Change lock Change your output format to Table format / Columns 200 **ABAP List** Output format / O SAP List Viewer ABAP List O Display as table O Graphic O Word processing O ABC analysis O Spreadsheet O Executive Information System EIS File store

Continue to the Field Group screen to identify the field groups to include in your query, then progress to the Field Selection screen to identify the fields to use in your Statistics list. Finally go to the Selections screen to identify fields to appear on the query selection screen.

| On the Selections screen, cl | n the Selections screen, click on the Statistics icon: | | | | | | | | | |
|---|--|-------------|-----------------|--------------|----|--------|-----|-----|--|--|
| QueryEditoto Extras | Settings | Environment | S <u>y</u> stem | <u>H</u> elp | | | | | | |
| 8 I | 🗈 🖣 📙 | 😋 🙆 🚷 | 日間 | 68 \$ | 00 | 80 🔀 | i 🛃 | 🕜 🖪 | | |
| Create Query STATISTIC_SAMP: Selections | | | | | | | | | | |
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| - | | | | | | | | | | |



| ill in the appropriate fields on the Ranked List Structure screen: | | | | | | | | |
|--|---|--|--|--|--|--|--|--|
| Query Edit Goto Extras Settings Environment Syste | em Help | | | | | | | |
| | | | | | | | | |
| Create Query STATISTIC_SAMP: Statistic 1 Structure | | | | | | | | |
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| Title | | | | | | | | |
| | | | | | | | | |
| Define statistic | | | | | | | | |
| Field | No Srt De Su NS No Av % Len Rnd Unit Text | | | | | | | |
| Personnel Number | | | | | | | | |
| Start Date | | | | | | | | |
| Entry Date | | | | | | | | |
| Employee's Name (Sortable by LAST NAME FIRST NAME) | | | | | | | | |
| Annual salary | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

Then create additional statistics, go to the statistic header screen or execute your query.

Using statistical lists gives you the ability to display summarized data (averages, percentages) without having to create local calculations in basic lists. Totals are always calculated for numeric fields and you can display subtotals as well. It is possible to do currency conversions as well with the date and exchange rates listed in your output.

The third type of report that you are able to create using the SAP Query tool is the ranked list. We will now discuss ranked lists in detail.

Ranked Lists

A ranked list is a list that put items in a specified order from highest to lowest (or lowest to highest). It is important to remember that a numerical value, a ranked list criterion, is used to sort the data. A ranked list only displays a set number of items. How this differs from a statistical list is that with statistical lists, you do not restrict the number of items displayed.

To create a ranked list, you will progress through the first four screens (title, field groups, fields and selections) similar to creating basic lists and statistical lists. There are three ranked lists screens: ranked list structure, headers and graphics. The only ranked list screen that is required is the structure screen. You may also create multiple ranked lists.



You can add a ranked list to an existing basic list query. This means that your output would include a basic list and a ranked list. Another option is to create a ranked list query from scratch or by copying another query.

Creating a ranked list

If you are modifying an existing query, go to SQ01, highlight the query to add a ranked list to and click on the change icon:

| ′ Query Edit Goto Extr <u>a</u> s Settings Environment System <u>H</u> elp | | | | | | | | | |
|---|--|---------------|------------------|-----------------|----------------|---------|--|--|--|
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| Query from U | Query from User Group SAPHRST: Initial Screen | | | | | | | | |
| 4 🗅 🕅 🖬 | 者 🗈 😥 🗊 🕼 🖽 🕀 🕀 With variant 🚱 In background 🔗 Saved Lists 🛛 Trash | | | | | | | | |
| Query area | Global Area (C | Cross-client) | | | | | | | |
| Query | SAMPLE | | | hange 💦 | Cre | eate | | | |
| दिः Quick Viewe | er 🔀 InfoS | Set Query | Change og D | isplay | 📑 Desc | ription | | | |
| A≜₩₿7 | | | | | | | | | |
| Queries of user group | SAPHRST : SAP HR ST | TEST | | | | | | | |
| Name | Title | InfoSet | Logical Database | Table/View/Join | InfoSet Title | | | | |
| ACTION_REPORT | ACTION REPORT | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| ACTIVE | ACTIVE Employees | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| AD_HOC_EXAMPLE | Ad hoc query for test ST | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| AUDIT | Audit Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| SAMPLE | Sample Query | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| SAMPLE2 | Sample Query 2 | SAPHR_ST | PNP | | SAP HR ST Test | | | | |
| TEST_ST SAP SQ01 Test Query SAPHR_ST PNP SAP HR ST Test | | | | | | | | | |
| | | | | | | | | | |

This will take you to the query's title screen. Here you may decide to go through the four basic screens again, especially if you wish to add more fields to appear on your report (field screen) or wish to add more fields to the selection screen. If that is the case, use the next icon on the application toolbar to fill in each of these screens.



wbc

| Query Edit Got | o Extr <u>as S</u> ettings Environme | ent System Help | | | | | | |
|------------------------------------|---|-------------------------------|----------------------|--|--|--|--|--|
| | ∎ < 📙 😋 😣 | 3日間間 15日間間 15日間間 15日間 | | | | | | |
| Change Query SAMPLE: Title, Format | | | | | | | | |
| 🔂 🔂 🗗 🖽 B | 🛃 🛃 🛱 🕮 Basic List Statistics Ranked List Output sequence | | | | | | | |
| Title | Sample Quen | | | | | | | |
| Notes | This is a sample query | | To progress through | | | | | |
| | | | the Title, Field | | | | | |
| | | | Groups Fields and | | | | | |
| List format | | Special attributes | Gloups, Fields, and | | | | | |
| Lines | | Standard variant | Selections screen if | | | | | |
| Columns | 84 | Execute only with variant | you wish to make | | | | | |
| | | Change lock | any changes | | | | | |
| Table format | | Print list | any changes | | | | | |
| Columns | 200 | With standard title | | | | | | |
| | | No. of characters left margin | | | | | | |
| | | | | | | | | |
| Output format | | Change your out | out | | | | | |
| O ABAP List | | format to ARADI | ict | | | | | |
| O Graphic | | | ist | | | | | |
| O ABC analysis | | O Spreadsheet | | | | | | |
| O Executive Information | ation System EIS | | | | | | | |
| O File store | | | | | | | | |
| L | | | | | | | | |

Or if you wish to get started on the ranked list, click on the Ranked List icon:

| Query Edit Goto Extras Settings | Environment System Help | |
|-----------------------------------|-------------------------------------|--|
| 2 🔹 🛛 🖉 | J C C 🞗 L H H H T L L L I X X 🛛 🖓 🖪 | |
| Change Query SAMPLE: | Title, Format | |
| 🔄 🛃 🕼 🕮 🛛 Basic List 🛛 Statistics | Ranked List Output sequence | |
| Title Sample Query | | |



| ⊑∕ <u>Q</u> uery <u>E</u> dit | Goto Extr <u>a</u> s <u>S</u> etting: | s En <u>v</u> ir | onment | S <u>y</u> stem | ı <u>H</u> elp | | | |
|----------------------------------|---|------------------|---------------------------------------|------------------------------------|---|-------------|---------|----------|
| Ø | Field selection | × | 🙆 🚷 | 186 | 1 (1) (13) (13) (13) (13) (13) (13) (13) (13 | 8) (28 CA (| 8 🛃 i 🔞 | - |
| Change Q | Bas <u>i</u> c List Statistic | | , Fori | nat | | | | |
| 🔁 🛃 🚱 🖳 | R <u>a</u> nked List | • | Structu | ıre | Shift+F6 | | | |
| Title Notes | Saved lists Maintain variants Documentation Trash | | Heade Graphi Next ra Previor | ers ic anked lis us ranke | it ed list | | | |
| List format Lines Columns | Report assignment Next screen Previous screen Back | F6 F3 | | Spec Star | ial attributes ndard variant xecute only with | h variant | | |
| | | | | C | hange lock | | | |

Another way to get to the ranked list screen from the title page: **Goto** \rightarrow **Ranked** List \rightarrow **Structure**.

The Ranked List Structure screen is used to define your report output. All of the fields that you chose on the Field Selections screen will appear on this screen. Here you are able to determine the rank order for the list as well as the sequence order of the fields to display on your report. You do not need to use all of the available fields on your report.





Change Query SAMPLE: Ranked List 1 Structure

| 🔂 🔂 🛱 🕮 Basic List Statistics Ranked List 🔂 F | Ranked List |
|---|---|
| Title The o No. of places 10 The o progration to be | nly entry that is filled in when you ess to this screen is the number of items ranked. The default is 10. |
| Field Personnel Number Personnel Area TextPersonnel Area TextPosition Job Formatted Name of Employee or Applicant Year of Birth Age of Employee Address Record Type Region (State, Province, County) Date of Next Increase Annual salary Salary Increase of 4% New Salary with Increase Salary with 4% Increase Under \$50K Resident State GENERATION | No Crit Asc Len Rnd Unit Text Image: |
| | 2 L 2 |
| No. +1+2+3+4+5+6+7+ 1 | (|

There are nine options offered on this screen.

wlx

Change Query SAMPLE: Ranked List 1 Structure

| 5 🔒 🗗 🖳 B | asic List Statistics | Ranked List 🔂 Ranke | d List | 🛃 Ra | nked Lis | st | | | |
|-------------------|----------------------|---------------------|--------|------|----------|-----|-----|------|------|
| Title | | | | | | | | | |
| No. of places | 10 | | | | | | | | |
| Defee cooks dilat | | | | | | | | | |
| Field | | | No | Crit | Asc | Len | Rnd | Unit | Text |
| | | | | | | | | | 1.1 |



Title – used to name your list and also is used for the list header. If you have multiple list, each needs to be given a unique name. Required field.

No. of places –used to specify how many items to be ranked. For example, to create a 'Top Ten' list, the number of places would be 10. Default is a ranking of 10.

The next seven options are are used for the data fields:

No – used to identify the order in which the fields appear on the ranked list. Start with '1' and do not have any breaks in the number sequence. You do not have to use all of the fields that appear on the screen in your list. Required field.

Crit – this is the field that the list is ranked by. It will always be included in the ranked list and there can only be one field used to rank the list. Required field.

Asc – unchecked, the sorts are done in descending order (highest to lowest which is the default sort order).

Len – refers to the length of the field. You may override the standard field length here by entering a new field length.

Rnd - applicable to numerical fields only, it is the rounding factor and is used to specify the number of decimal places to be used when rounding (the number of places to the left of the decimal point).

Unit – applicable only to numerical fields. This is used to define the unit of measure associated with the field. Use drop down box to select appropriate unit. Required for numerical fields.

Text –if the checkbox is selected for a field, the values for the field are used to generate text for SAP Business Graphics. Text can be up to 30 characters per field.



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The first screen used for creating ranking lists is called Ranked List 1 Structure. Change Query SAMPLE: Ranked List 1 Structure

| 🛃 🛃 🖽 Basic List Statistics Ranked List 🛃 Rank | ed List | 🛃 Rai | nked Lis | st | | |
|--|---------|-------|----------|---------|-------|------|
| Title | | | | | | |
| No. of places 10 | | | | | | |
| | | | | | | |
| Define ranked list | | | | | | |
| Field | No | Crit | Asc | Len Rnd | Unit | Text |
| Personnel Number | | | | | | |
| Personnel Area | | | | | | |
| Text:Personnel Area | | | | | | |
| Text:Position | | | | | | |
| Job | | | | | | |
| Formatted Name of Employee or Applicant | | | | | | |
| Year of Birth | | | | | | |
| Age of Employee | | 0 | | | | |
| Address Record Type | | | | | | |
| Region (State, Province, County) | | | | | | |
| Date of Next Increase | | | | | | |
| Annual salary | | 0 | | | 3 | |
| Salary Increase of 4% | | 0 | | | 6 | |
| New Salary with Increase | | 0 | | | 3 | |
| Salary with 4% Increase Under \$50K | | | | | | |
| Resident State | | | | | | |
| GENERATION | | | | | | |
| Emp over 60 eligible for addtl benefits | | | | | | |
| | | | | | | |
| | | | | | 3 C C | 8 |
| | | | | | | |
| Line structure | | | | | | |
| <u>No.</u> +1+2+3+4+5+6+7+ | | | | | | |
| 1 | | | | | | |
| | | | | | ◀ ◀ ▶ | •• |

Fill in the title, and decide on the field order. Also determine which numeric field will be used to rank the records by. If any of the numeric fields that will be used on the list have a unit field, you will need to



identify the unit to be used.

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| Change Query SAMPLE: Statistic 1 | Struct | ure | | | | | | | |
|---|------------|---------------|--------------|------------|---|----------|------------------------------------|---------|----|
| 🔄 🛃 🔂 🕮 Basic List Statistics Ranked List | 🛃 Statisti | c 🛃 Statistic | | | | | | | |
| Title | | | | | | | | | |
| nac | | | | |] | | | | |
| Define statistic | | | Select the | unit of | | Ch Ohana | - Over OAMDLE: Oblights 4 Obve | | |
| Field | No | Srt De Su N | | | | Le Chang | e Query SAMPLE. Statistic 1 Struc | aure | |
| Personnel Number | 1 | | measure fo | or the | | Currency | Long Text | | |
| Personnel Area | 2 | | | | | USDN | (Internal) United States Dollar (5 | Dec) | |
| TertBergeneral Asso | | | numeric fie | elds | | UYU | Uruguayan Peso (new) | The | |
| TextPersonnerArea | 3 | | | | | UZS | Uzbekistan Som | i ne un | π |
| TextPosition | 4 | | that will be | e used | | VEB | Venezuelan Bolivar | | _ |
| Job | | | | | | VND | Vietnamese Dong | values | to |
| Formatted Name of Employee or Applicant | | | in the rank | ad list | | VUV | Vanuatu Vatu | | |
| Year of Birth | | | | | | WST | Samoan Tala | choose | |
| Age of Employee | 5 | | | | | XAF | Gabon CFA Franc BEAC | | |
| Address Record Type | | | | V _ | | XCD | East Carribean Dollar | from fo | or |
| Deales (Orta Devices County) | | | | | | XDS | St. Christopher Dollar | | |
| Region (State, Province, County) | | | | | | XEU | European Currency Unit (E.C.U. | salary | |
| Date of Next Increase | | | | <u> </u> | | XOF | Benin CFA Franc BCEAO | Sulury | |
| Annual salary | 6 | | | 3 | | XPF | CFP Franc | field | |
| Salary Increase of 4% | | | | 3 | | YER | Yemeni Ryal | neiu | |
| New Salary with Increase | | | | 3 | | YUM | New Yugoslavian Dinar (Old) | | |
| Salary with 4% Increase Under \$50K | | | | | | ZAR | South African Rand | | |
| Resident State | | | | | | ZMK | Zambian Kwacha | | |
| CENERATION | | | | | | ZRN | Zaire (Old) | | |
| | | | | | | ZWD | Zimbabwean Dollar | | |
| Emp over 60 eligible for addti benefits | | | | | | | | | |
| Percentage Incr | | | | | | 🖌 Cho | ose 🕄 🛆 🗟 🖬 🔽 🗄 | II 🕺 | |
| | | | | | | | | | |
| 1 | | | ÷. | 2 2 2 2 | | | | | |

Make sure you give your ranked list a title and order the fields to appear in the listing. Don't forget to designate a numerical field to rank the list by.

| Query Edit Goto | Extr <u>a</u> s <u>S</u> ettings Environment System | <u>H</u> elp | | | | | | |
|--|---|-----------------|----------------|----------|-----------|------|---------------------|--|
| Ø | 🗈 🔄 🕒 🚱 🚱 🕒 🗄 | (13) X | 3 1 3 6 |) 🕄 (| 🛒 🔁 🔞 🛛 | | | |
| Change Query SAMPLE: Ranked List 1 Structure | | | | | | | | |
| 🕹 🛃 🕼 🕰 Bas | sic List Statistics Ranked List 🔂 Rank | ed List | 🛃 Ra | nked Lis | st | | | |
| Title | Top 10 Salaries for US Employees | | | | | | | |
| No. of places | 10 | | | | | | | |
| Define ranked list | | | | | | | | |
| Field | | No | Crit | Asc | Len Rnd | Unit | Text | |
| Personnel Number | | 1 | | | | | ✓ | |
| Formatted Name of E | mployee or Applicant | 2 | | | | | | |
| Annual salary | | 3 | ۲ | | | USD | 3 | |
| Personnel Area | | | | | | | | |
| Text:Personnel Area | | | | | | | ✓ | |
| Text:Position | | | | | | | | |
| Job | | | | | | | ✓ | |



| Define ranked list | | | | | | |
|---|----|------|-----|-------------|-------------|--------------|
| Field | No | Crit | Asc | Len Rnd | Unit | Text |
| Personnel Number | | | | | | ✓ |
| Personnel Area | | | | Only one ra | dia | ✓ |
| TextPersonnel Area | | | | Univone ra | | \checkmark |
| TextPosition | | | | button can | be | ✓ |
| Job | | | | checked. So | o only 1 | ✓ |
| Formatted Name of Employee or Applicant | | | | numeric fie | d can be | ✓ |
| Year of Birth | | | | used to ran | k your list | ✓ |
| Age of Employee | | 0 | | | | |
| Address Record Type | | | | | | ✓ |
| Region (State, Province, County) | | | | | | ✓ |
| Date of Next Increase | | | | | | ✓ |
| Annual salary | | 0 | | | 2 |) |
| Salary Increase of 4% | | ۲ | | | 0 |) |
| | | | • | | | |





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Once you have designed your ranked list structure, you may save your query and click on F8 to execute your query to see how it looks.

| Sample Query | | | | | | | |
|------------------------------|--------|--|------------|----------------|----|--------------------|----------|
| | | | | | | | |
| Eurther selections | 🔹 Sei | arch heins | | | 4 | Ora structure | <u>a</u> |
| Period | | and the second sec | | | | org. of a official | |
| (a) Chor | OCurr | ent month | | O Current year | | | |
| O Lin to today | O Eron | n todav | | Ounentyear | | | |
| O Other period | 01101 | into day | | | | | |
| Data Selection Period | | | | То | | _ | |
| Person selection period | | | | To | | | |
| | | | | | | | |
| Selection | | | | | | | |
| Personnel Number | | | | | | | |
| Employment status | | 3 | | \$ | | | |
| Personnel area | | | | \$ | | | |
| Personnel subarea | | | | \$ | | | |
| Employee group | | | | S | | | |
| Employee subgroup | | | | S | | | |
| | | | | | | | |
| | | | | | | | |
| Program selections | | | | | | | |
| Percentage Incr | | 0.05 | | | | | |
| Notes | | | | | | | |
| Address Record Type | | 1 | | to | | | \$ |
| | | | _ | | | | |
| Number of ranked list places | | | | | | | |
| | | | | | | | |
| Currency translation date | | 07/25/ | Make su | re to choose | | list | |
| Ref. currency (optional) | | | | | | | |
| Output format | | | as your o | output form | at | | |
| output ionnat | | | | | | | |
| O SAP List Viewer | | | | | | | |
| ABAP List | | ODisplay | / as table | | | | |
| O Granhic | | O Word n | rocessing | | | | |
| | | 171101010 | | | | | |

Your ranked list will appear after the basic list report that you had originally created:



Sample Query

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| AP # | Employee Name | | | | | Annua | l salary | |
|--------------|------------------|------------|-----|----|------------|-------|----------|--|
| lew Salary w | rith Proje | Next inc. | Giv | NY | Generation | Ove | Sta | |
| 1021 | Ken Forest | | | | | 95,0 | 00.00 | |
| 99,750. | .00 | 00/00/0000 | Yes | | Other | Yes | ОН | |
| 1022 | Rachel Gootherts | | | | | 60,1 | 00.00 | |
| 63,105. | .00 | 00/00/0000 | Yes | | Gen Y | | WA | |
| 1023 | Aubrey Thompson | | | | | 30,5 | 20.00 | |
| 32,046. | .00 | 00/00/0000 | Yes | | Gen X | | ОН | |
| 1024 | Catlyn Baumann | | | | | 50,4 | 00.00 | |
| 52,920. | .00 | 00/00/0000 | Yes | | Gen Y | | WA | |
| 1025 | Nathan Patterson | | | | | 57,6 | 00.00 | |
| 60,480. | .00 | 00/00/0000 | Yes | | Gen Y | | WA | |

| Top Ten Salaries for US Employees | | | | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|--|
| Rank | SAP # | Annual salary USD | | | | | | | | |
| 1. 2. 3. 4. 5. 6. 7. 8. | 00001003 00001017 00001002 00001007 00001012 00001019 00001009 00001013 | James Martin Rob Horn Thomas Roberts Robert Gordon Cheryl Van Barone Janet Hillman Michael Roux Garry Hanson | 1,500,000.00 213,600.00 210,120.00 200,000.00 160,800.00 108,000.00 102,555.95 98,000.00 05,000.00 | | | | | | | |
| 9. 10. 07/25/2012 | 9. 00001021 Ken Forest 95,000.00 10. 00001000 John Morton 87,555.33 | | | | | | | | | |

Notice that the ranked list appears after your basic list. Since the query used in this example already had a basic list created, it will produce both in your display.



You can override the number of items in your ranked lists on the selection screen. In our example, the number of ranked items was 10 determined on the Ranked List Structure screen:

| Change Query SAMPLE: Ranked List 1 Structure | | | | | | | | | |
|---|-------------------------------------|--|--|--|--|--|--|--|--|
| 🗟 🕼 🛱 Basic List Statistics Ranked List 🔂 Ranked List 🛃 Ranked List | | | | | | | | | |
| Title | Ton Ten Salaries for U.S. Employees | | | | | | | | |
| No. of places | 10 | | | | | | | | |

When you execute the query, in the Program Selections section, you can override the number of ranked items:

| Program selections | | | |
|------------------------------|------------|--------------|----|
| Percentage Incr | 0.05 | | |
| Notes | | | |
| Address Record Type | 1 | to | \$ |
| | | | _ |
| Number of ranked list places | 4 | | |
| | | | |
| Currency translation date | 07/25/2012 | ExRateType M | |
| Ref. currency (optional) | | | |
| | | | |

You will see that the list now only contains 4 line items. However, you would need to make sure that you use a more generic ranked list title—this example had a title of 'Top Ten Salaries for U.S. Employees'

| | Top Ten Sala | ries for US Emp | | |
|---|----------------------|--|---|--|
| • | Rank | SAP # | Employee Name | Annual salary USD |
| | 1. 2. 3. 4. | 00001003 00001017 00001002 00001007 | James Martin Rob Horn Thomas Roberts Robert Gordon | 1,500,000.00 213,600.00 210,120.00 200,000.00 |
| | 07/25/2012 | | | |

To modify the title of the ranked list, back out of the query. You may have to back out of an screen or two as well:



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| ⊡⊂ List | Edit | <u>G</u> oto | S <u>y</u> stem | <u>H</u> elp | | | | | | | | | | | | |
|--|------|--------------|-----------------|--------------|---|------------------|-------|-----|------|----|----------|---|----|-----|---|--|
| Ø | | | | 1 | 8 | <mark>©</mark> 2 | 😣 🗧 | 300 | 13日日 | 00 | <u>ф</u> | 💥 | 21 | 2 🖪 | 1 | |
| Sample Query | | | | | | | | | | | | | | | | |
| 🔝 🔂 🖾 🎞 🖬 🖬 ALV 👫 🔄 🖉 🔛 EIS Selections | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| E7 | | | | | | | | | | | | | | | | |

| Program Edit Goto | S <u>y</u> stem <u>H</u> elp | _ | | | | | | | | |
|--------------------|------------------------------|-----------------|----------------------|--------|----------------|--|--|--|--|--|
| Ø | 1 4 📙 | C 🛛 🕄 🗎 H | 🖁 💥 I CA CA CA I 💥 🖉 |] 🕜 🖪 | | | | | | |
| Sample Query | | | | | | | | | | |
| | | | | | | | | | | |
| Further selections | Þ | Search helps | | \$ | Org. structure | | | | | |
| Period | | | - | | | | | | | |
| Today | C |) Current month | O Current year | | | | | | | |
| O Up to today | 0 |) From today | | | | | | | | |
| O Other period | | | | | | | | | | |

When you are back at the Ranked List Header screen, you may modify the title or page footer.

Change Query SAMPLE: Ranked List Header

| 🕼 🕼 🛱 Basic List Statistics Ranked List 🔂 Ranked List 🔀 Ranked List | | | | | | | | | | |
|---|----------|--|---------------|--|--|--|--|--|--|--|
| Page header (headers and column headers) | | | | | | | | | | |
| Top Ten Salaries for US Employees | | | | | | | | | | |
| Sequence | SAP # | Annual salary USD | | | | | | | | |
| Line structure | | | | | | | | | | |
| *Rank | Personne | Formatted_Name_of_Employee_or_Applicant_ | Annual_salary | | | | | | | |
| | | | | | | | | | | |
| &%DATE | | | | | | | | | | |

After updating the report list header screen, execute the query to see the results:



Change Query SAMPLE: Ranked List Header

Page header (headers and column headers)

| Top Salaries for U.S. Employees | | | | |
|---------------------------------|-------|-------|-----------|----------------------|
| Sequence | SAP # | Emple | byee Name | Annual salary USD |

| Top Salari | es for U.S. Employ | vees | |
|------------|--------------------|----------------|---------------|
| Rank | SAP # | Employee Name | Annual salary |
| | | | USD |
| 1. | 00001003 | James Martin | 1,500,000.00 |
| 2. | 00001017 | Rob Horn | 213,600.00 |
| 3. | 00001002 | Thomas Roberts | 210,120.00 |
| 4. | 00001007 | Robert Gordon | 200,000.00 |
| 07/25/2012 | 2 | | |

If you wish to create an additional ranked list to your query, go back into your query on the Ranked List Structure screen and click on the Next Ranked List icon:

Change Query SAMPLE: Ranked List 1 Structure

| 🛃 🛃 🥵 Basic List Statistics Ranked List 🛃 Ranked List 🛃 Ranked List | |
|---|--|
|---|--|

This brings up another Ranked List Structure screen:

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| Change Query SAMPLE: Ranked List 2 Structure | | | | | | | | | | | |
|--|------|-----------------------------------|-----------------------------------|-----------|------------------|---------------------|--|--|--|--|--|
| Basic List Statistics Ranked List B Ranker | tist | BR | Notice that this is the same | | | | | | | | |
| | | | screen that was used for creating | | | | | | | | |
| Title | | the first ranked list—but this is | | | | | | | | | |
| No. of places 10 | | numbered '2'. You may create up | | | | | | | | | |
| | | to 9 | ranked lists | per querv | | | | | | | |
| Define ranked list | | | | | |] | | | | | |
| Field | No | Crit | Asc | Len Rnd | Unit | Text | | | | | |
| Personnel Number | | | | | | ✓ | | | | | |
| Personnel Area | | | | | | ✓ | | | | | |
| Text:Personnel Area | | | | | | ✓ | | | | | |
| Text:Position | | | | | | ✓ | | | | | |
| Job | | | | | | ✓ | | | | | |
| Formatted Name of Employee or Applicant | | | | | | ✓ | | | | | |
| Year of Birth | | | | | | ✓ | | | | | |
| Age of Employee | | 0 | | | | | | | | | |
| Address Record Type | | | | | | ✓ | | | | | |
| Region (State, Province, County) | | | | | | ✓ | | | | | |
| Date of Next Increase | | | | | | ✓ | | | | | |
| Annual salary | | 0 | | | | 3 | | | | | |
| Salary Increase of 4% | | 0 | | | | 3 | | | | | |
| New Salary with Increase | | 0 | | | | 3 | | | | | |
| Salary with 4% Increase Under \$50K | | | | | | ✓ | | | | | |
| Resident State | | | | | | ✓ | | | | | |
| GENERATION | | | | | | ✓ | | | | | |
| Emp over 60 eligible for addtl benefits | | | | | | ✓ | | | | | |
| | | | | | | | | | | | |
| | | | | | <mark>8</mark> 9 | <mark>₽</mark> | | | | | |
| | | | | | | | | | | | |
| Line structure | | | | | | | | | | | |
| No+1+2+3+4+5+6+7+ | | | | | | | | | | | |
| 1 | | | | | | | | | | | |
| | | | | | • | ▶ ₩ | | | | | |
| | | | | | | | | | | | |

Fill in the fields that you wish to display and choose a field to rank by.

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| Change Query SAMPLE: Ranked List 2 S | truct | ure | | | | |
|---|---------|------|----------|----------|------------|---------------------|
| 🔄 🔂 🖽 Basic List Statistics Ranked List 🔓 Ranke | ed List | 🛃 Ra | nked Lis | st | | |
| Title Lowest Salaries in the U.S. No. of places 4 | | | | | | |
| Define ranked list | | | | | | |
| Field | No | Crit | Asc | Len Rnd | Unit | Text |
| Personnel Number | 1 | | | | | ✓ |
| Formatted Name of Employee or Applicant | 2 | | | | | ✓ |
| Annual salary | 3 | ۲ | V | | USD 🗗 |) |
| Personnel Area | | | | | | V |
| Text:Personnel Area | | | | | | ✓ |
| Text:Position | | | | | | ✓ |
| Job | | | | | | ✓ |
| Year of Birth | | | | | | |
| Age of Employee | | 0 | | | | |
| Address Record Type | | | | | | ✓ |
| Region (State, Province, County) | | | | | | ✓ |
| Date of Next Increase | | | | | | ✓ |
| Salary Increase of 4% | | 0 | | | e |) |
| New Salary with Increase | | 0 | | | đ |) |
| Salary with 4% Increase Under \$50K | | | | | | ✓ |
| Resident State | | | | | | ✓ |
| GENERATION | | | | | | ✓ |
| Emp over 60 eligible for addtl benefits | | | | | | ✓ |
| | | | | | 2 D | <mark>\$}</mark> |
| | | | Rar | ked List | | |

You may continue to create additional ranked lists by clicking on **Example 2017**. If you are done creating your query, you may execute it by clicking F8.

After executing the query, you will now see two ranked lists at the bottom of the report:



Sample Query

WX

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| This is my new page header x000000000000000000000000000000000000 | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|------------------|--|---|--|
| SAP # New Salary w | Employee Name ary with Proje Next inc. Giv NY Generation | | | | | | | al salary Sta | | | |
| 3,632,11 | 9.38 | | | | | | | | | * | |
| This is my new nage footer 07/25/2012 | | | | | | | | | | | |

| Top Ten Salaries for US Employees | | | | | | | | | | |
|-----------------------------------|----------|--------------------------|----------------------|--|--|--|--|--|--|--|
| Rank | SAP # | Employee Name | Annual salary USD | | | | | | | |
| 1. 2 | 00001003 | James Martin Rob Horn | 1,500,000.00 | | | | | | | |
| 3. | 00001002 | Thomas Roberts | 210,120.00 | | | | | | | |
| 4. | | Robert Gordon | 200.000.00 | | | | | | | |
| 5. | 00001012 | Cheryl Van Barone | 160,800.00 | | | | | | | |
| 6. | 00001019 | Janet Hillman | 108,000.00 | | | | | | | |
| 7. | 00001009 | Michael Roux | 102,555.95 | | | | | | | |
| 8. | 00001013 | Garry Hanson | 98,000.00 | | | | | | | |
| 9. | 00001021 | Ken Forest | 95,000.00 | | | | | | | |
| 10. | 00001000 | John Morton | 87,555.33 | | | | | | | |
| 07/25/2012 | | 1 | | | | | | | | |

| Lowest Salar | ies in the U.S. | | [| |
|----------------------|--|--|--|---|
| Rank | SAP # | Employee Name | Annual salan USD | Ascending order sort defined in 2 nd ranked |
| 1. 2. 3. 4. | 00001020 00001023 00001001 00001011 | John Crutten Aubrey Thompson Julia Frankford Arnold Bullock | 24,960.00 30,520.00 42,639.00 45,000.00 | structure screen |

If override is selected on the selection screen, it will use all this number for all of your ranked lists in the query:



| Program selections | | |
|------------------------------|------------|--------------|
| Percentage Incr | 0.05 | |
| Notes | | |
| Address Record Type | 1 | to |
| | | |
| Number of ranked list places | 6 | |
| | | |
| Currency translation date | 07/25/2012 | ExRateType M |
| Ref. currency (optional) | | |
| | | |

On the Selection screen, choose to list 6 items in the ranked lists for the query, so this overrides the 10 ranks for the highest salaries and 4 ranks for the lowest salaries.

| Top Salaries for 0.5. Employees | | | | | | | | | | |
|---------------------------------|----------|-------------------|--------------|--|--|--|--|--|--|--|
| Rank | SAP # | Annual salary | | | | | | | | |
| | | | USD | | | | | | | |
| 1. | 00001003 | James Martin | 1,500,000.00 | | | | | | | |
| 2. | 00001017 | Rob Horn | 213,600.00 | | | | | | | |
| 3. | 00001002 | Thomas Roberts | 210,120.00 | | | | | | | |
| 4. | 00001007 | Robert Gordon | 200,000.00 | | | | | | | |
| 5. | 00001012 | Cheryl Van Barone | 160,800.00 | | | | | | | |
| 6. | 00001019 | Janet Hillman | 108,000.00 | | | | | | | |

| Lowest Salari | es in the U.S. | | |
|----------------------------------|--|---|--|
| Rank | SAP # | Employee Name | Annual salary USD |
| 1. 2. 3. 4. 5. 6. | 00001020 00001023 00001001 00001011 00001014 00001018 | John Crutten Aubrey Thompson Julia Frankford Arnold Bullock Victoria Von Nilson Margaret Hillton | 24,960.00 30,520.00 42,639.00 45,000.00 46,000.00 49,919.00 |

Things to remember about ranked lists:

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• Ranked lists contain lead columns that are determined by the query. This means that when you scroll across the screen, these fields will always be visible on the screen.



| Top Salaries | for U.S. Employ | vees | | | | | | |
|---|--|---|---|--|---|---|--|--|
| Rank | SAP# | Employee Name | Annual salary USD | PA | Personnel Area | Position | Job | Year |
| 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. | 00001003 00001017 00001002 00001007 00001012 00001019 00001019 00001013 00001021 00001000 | James Martin Rob Han Rob Han Robard Grodon Cherd Van Barone Janet Hillman Michael Roux Garry Hanson Ken Forest John Morton | 1,500,000.00 213,600.00 210,120.00 200,000.00 160,800.00 102,555.95 98,000.00 95,000.00 87,555.33 | US01 US01 US01 US01 US01 US01 US01 US01 | US Comportatio Office US Comportatio Office | Executive Vice President, Global HR Vice President, Global Supply Chain Vice President, Global Salasi Executive Administrative Assistant Executive Vice President, Markeling Chief Information Officer Chief Information Officer Wi Director of Comp and Benefits Vice President and CRecruting President and CRe. ABC Corporation | 60000009 6000025 60000012 6000008 60000010 60000018 60000015 60000007 60000009 60000014 | 1960 1964 1965 1969 1967 1964 1950 1964 1940 1950 |
| 07/25/2012 | 1 | | | | | | | |

You will see the columns highlighted in blue remain on the screen while you scroll through the additional columns:

| Top Salaries | p Salaries for U.S. Employees | | | | | | | | | | | | |
|--------------|--|--|--|---|---|--|--|---|--|--|-----|-----------------------|---|
| Rank | SAP# | Employee Name | | Position | Job | Year | Age of empl | Туре | Sta | Next inc. | Low | NY | Generation |
| | 00001003 00001017 00001002 00001007 00001012 00001019 00001013 00001013 00001021 00001000 | James Martin Rob Hom Thomas Roberts Thomas Roberts Cherly Van Barone Janet Hillman Michael Roux Garry Hanson Ken Forest John Morton | | Executive Vice President, Global HR Vice President, Global Suppl Chain Vice President, Global Super Super Strategy (Strategy Chain Executive Vice President, Markeling Chief Information Officer Chief Information Officer WD Viced or Comp and Benefits Vice President of Recruiting President and CEO, ABC Corporation | 60000009 6000025 60000012 60000008 60000018 60000018 60000015 60000007 60000007 60000009 60000014 | 1960 1964 1965 1969 1967 1964 1950 1964 1940 1950 | 52 48 46 43 44 48 62 48 72 62 | 1 1 1 1 1 1 1 1 1 1 1 | NY NY MA MA NY NY MA OH MA | 01/01/2013 00/00/0000 01/01/2013 07/31/2012 03/01/2013 00/00/0000 10/01/2012 06/01/2012 00/00/0000 01/01/2013 | | 8 8 8 8 8 | Boomer Boomer Gen X Gen X Boomer Boomer Other Boomer |
| 07/25/2012 | | | | • | | | | | | | | | ·, |

• Ranked lists must contain at least one numeric field and only one numeric field can be used to rank a list. In other words, only one radio button can be on at a time.

If you are creating a ranked list from scratch, go to SQ01, name your query and click on the create icon:

| Query Edit Goto | Extr <u>a</u> s <u>S</u> ettings Envi | ironment S <u>y</u> | <u>y</u> stem <u>H</u> elp | | | |
|-----------------------|---------------------------------------|---------------------|----------------------------|-----------------|----------------|--------|
| Ø | E 4 🛛 I 🕻 |) ا 😣 🕰 🗧 | 3 6 6 1 8 1 | 3 🗘 🕄 🐺 | 2 🛛 🖪 | |
| Query from U | ser Group SAP | HRST: II | nitial Screer | ı | | |
| | 🖽 🕒 🕒 With variant | 🕒 In back | ground 🖧 Saved | Lists Trash | | |
| Query area | Global Area (0 | Cross-client) | | | | |
| Query | RANKEDSAM | PLE | 0 C | hange | Cre | ate |
| निः Quick Viewe | r बिंड InfoS | Set Query | <u>ଝ</u> େ ୮ |)isplay | 📑 Desci | iption |
| | | | | | | |
| Queries of user group | SAPHRST : SAP HR ST | TEST | | | | |
| Name | Title | InfoSet | Logical Database | Table/View/Join | InfoSet Title | |
| ACTION_REPORT | ACTION REPORT | SAPHR_ST | PNP | | SAP HR ST Test | |
| ACTIVE | ACTIVE Employees | SAPHR_ST | PNP | | SAP HR ST Test | |
| AD_HOC_EXAMPLE | Ad hoc query for test ST | SAPHR_ST | PNP | | SAP HR ST Test | |
| AUDIT | Audit Query | SAPHR_ST | PNP | | SAP HR ST Test | |
| SAMPLE | Sample Query | SAPHR_ST | PNP | | SAP HR ST Test | |
| SAMPLE2 | Sample Query 2 | SAPHR_ST | PNP | | SAP HR ST Test | |
| TEST_ST | SAP SQ01 Test Query | SAPHR_ST | PNP | | SAP HR ST Test | |
| | | | | | | |



Continue on to the Title screen where you can change the output format to ABAP List, then progress to the Field Group screen to identify the field groups to include in your query, then progress to the Field Selection screen to identify the fields to use in your ranked list. Finally go to the Selections screen to identify fields to appear on the query selection screen.

On the Selections screen, click on the Ranked List icon:

| Query | Edit | Goto | Extr <u>a</u> s | <u>S</u> ettings | Environment | S <u>y</u> stem | <u>H</u> elp | | | | |
|---------------------------------------|------------|------|-----------------|------------------|-------------|-----------------|--------------|------|-------|-------|----------|
| Ø | | | İ | 1 4 🛛 | 😋 🙆 🚷 | 日間 | 段 名 | ាចលះ | 🔁 🔀 | 2 😨 | F |
| Create Query RANKEDSAMPLE: Selections | | | | | | | | | | | |
| 6 | <u>a</u> 📼 | Basi | ic List | Statistics | Ranked List | | | | | | |

Fill in the appropriate fields on the Ranked List Structure screen:

Create Query RANKEDSAMPLE: Ranked List 1 Structure

| 🗟 🛃 🚱 🕮 Basic List Statistics Ranked List 🛃 Rank | ed List | 🛃 Ra | nked Lis | st | | |
|--|---------|------|----------|---------|------------|----------------|
| Title Top Wage Earners | | | | | | |
| No. of places 10 | | | | | | |
| | | | | | | |
| Define ranked list | | | | | | |
| Field | No | Crit | Asc | Len Rnd | Unit | Text |
| Personnel Number | 1 | | | | | v |
| Employee's Name (Sortable by LAST NAME FIRST NAME) | 2 | | | | | ✓ |
| Position | 3 | | | | | v |
| Annual salary | 4 | ۲ | | | USD | 3 |
| Personnel Area | | | | | | v |
| Text:Personnel Area | | | | | | |
| Cost Center | | | | | | ✓ |
| | | | | | | |
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Click on 'Next' to go to the Ranked List Header screen. Here you can make any modifications to the title that you created on the previous screen and you can add a page footer as well. If you don't care to



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modfy the title or add a page footer, you can execute the query now (click F8).

Create Query RANKEDSAMPLE: Ranked List Header

🔂 🕼 🖽 Basic List Statistics Ranked List 🔂 Ranked List Page header (headers and column headers) Top Wage Earners Pers.No. Last name First name Sequence Position Annual salary USD Line structure *Rank Personne Employee's_Name_(Sortable_by_L Position Annual salary Page Footer i



wbc

| - | <u> </u> | | | | | | | |
|------------------------------|-------------|-----------------|---------|------------|---------|----------|----------------|---|
| Ranked List Sample | e Que | ery | | | | | | |
| () | | | | | | | | |
| Further selections | - \$ | Search helps | | | | ⇒ | Ora, structure | |
| Period | | | | | | | | |
| Today | | O Current month | | O Curre | ntvear | | | |
| O Up to today | | | | Obdino | in your | | | |
| O Other period | | () i toin today | | | | | | |
| Data Selection Period | | | | То | | | 1 | |
| Person selection period | | | _ | | | |] | |
| | | | | 10 | | |] | |
| Selection | | | | | | | | |
| Personnel Number | | | | | | | | |
| Employment status | | 3 | | \$ | | | | |
| Personnel area | | | | \$ | | | | |
| Personnel subarea | | | | - | | | | |
| Employee group | | | | - | | | | |
| Employee subgroup | | | | - | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Program selections | | | | | | | | |
| | | | | | | | | |
| Number of ranked list places | | | | | | | | |
| | | | | | | | | |
| Currency translation date | | 07/25/2012 | | ExRateType | M | | | |
| Ref. currency (optional) | | | | | | | | |
| | | | | | Mako | suro tk | aat tha | |
| Output format | | | | | IVIANC | suleti | iat the | |
| | | | | | outpu | ut forma | at is | 3 |
| O SAP List Viewer | _ | | | | ΑΒΑΡ | List | | |
| ABAP List | | O Display as | s table | | | | | |
| O Graphic | | O Word proc | cessing | l | | | | |
| O ABC analysis | | O Spreadsh | eet | | | | | |
| O Executive Info System (E | IS | | | | | | | |
| | | | | | | | | |



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Results: Ranked List Sample Query

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| Top Wage | Earners | | | |
|--|--|---|---|---|
| Rank | Pers.No. | Last name First name | Position | Annual salary USD |
| 1. 2. 3. 4. 5. 6. 7. 8. | 00001003 00001017 00001002 00001007 00001012 00001019 00001009 00001013 | MARTIN, JAMES HORN, ROB ROBERTS, THOMAS GORDON, ROBERT VAN BARONE, CHERYL HILLMAN, JANET ROUX, MICHAEL HANSON, GARRY | 4000000 40000014 40000005 40000004 40000010 40000012 40000002 40000025 | 1,500,000.00 213,600.00 210,120.00 200,000.00 160,800.00 108,000.00 102,555.95 98,000.00 |
| 9. 10. | 00001021 | MORTON, JOHN | 40000058 | 87,555.33 |

This is a ranked list of the highest wage earners in descending order.

If you wanted your ranked list to appear in a graphical format instead, from the Ranked List Structure screen, you would click on the 'Next' icon.

| Create Query RANKEDSAMPLE: Ranked List Header | | | | | | | |
|---|----------|---------------|--|--|--|--|--|
| 🕼 🕼 🛱 Basic List Statistics Ranked List 🙆 Ranked List 🛃 Ranked List | | | | | | | |
| Page header (headers and column headers) | | | | | | | |
| Top Wage Earners | | | | | | | |
| Sequence Pers No Last name First name | Position | Annual salary | | | | | |

Select the type of graph you would like your ranked list to appear as. In this example, you may select the type of graph when you execute the query. Also note that you need to select the number of



wlx

displayed values in your output:

| Create Query RANKEDSAMPLE: Graphics |
|---|
| 🕼 🗟 🗗 🕮 Basic List Statistics Ranked List 🔂 Ranked List 🕼 Ranked List |
| ✓ Define graphic settings at runtime |
| |
| O Perspective pie chart |
| Graphic attributes No. of displayed values Multi-color graphics Alternative text format |

Click F8 to execute the query. Be sure to select the output format as 'Graphic' before executing:



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| Ranked List Sample Qu | ery | | | | |
|------------------------------|-------------------------------|--------|-------------|---|----------------|
| | | | | | |
| Further selections | Search helps | | | ÷ | Org. structure |
| Period | | | | | |
| Today | O Current month | 00 | urrent year | | |
| O Up to today | O From today | | | | |
| O Other period | | | | | |
| Data Selection Period | | ð | То | | |
| Person selection period | | | То | | |
| Selection | | | | | |
| Personnel Number | | ٦ | | | |
| Employment status | 3 | | - | | |
| Personnel area | | | 4 | | |
| Personnel subarea | | | 4 | | |
| Employee group | | | 4 | | |
| Employee subgroup | | | ⇒ | | |
| | | | | | |
| | | | | | |
| Program selections | | | | | |
| | | | | | |
| Number of ranked list places | | | | | |
| | | | | | |
| Currency translation date | 07/25/2012 | ExRate | Туре М | | |
| Ref. currency (optional) | | | | | |
| | _ | | | | |
| Output format | To create a gra | nh | | | |
| | | P'', | | | |
| O SAP List Viewer | select Graphic | output | | | |
| O ABAP List | format | | | | |
| (e) Graphic | | | | | |
| O ABC analysis | Spreadshe | et | | | |
| O Executive Info System (EIS | | | | | |
| C) Flie store | | | | | |

Because the graphic screen designated a graph type at run time, the following pop-up will appear:



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| 🖻 Graphical display | × |
|-------------------------------|----------|
| | |
| No. of values | a |
| Summarize remaining values | |
| | |
| Graphic types | |
| O Vertical bars | |
| O Horizontal bars | |
| O Perspective horizontal bars | |
| O Vertical triangles | |
| O Stepped areas | |
| OLines | |
| O Shaded areas | |
| ⊖ Polar diagram | |
| Perspective pie chart | |
| Graphic attributes | |
| Multi-color graphics | |
| Alternative text format | |
| | |
| | |

You can change the number of records to display and also determine the graph type.



Results:

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If you wish to modify the ranked list in any way, back out of the query and return to the query screens.

You can go back a screen or create an additional ranked list





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| Query Edit Goto Extras Settings Environment System Help |
|---|
| S 🛛 C C C C C C C C C S C C C C S C C C C |
| Create Query RANKEDSAMPLE: Graphics |
| 😼 🗟 🕼 🖽 Basic List Statistics Ranked List 🔂 Ranked List 🛃 Ranked List |
| ✓ Define graphic settings at runtime |
| Graphic types |
| O Vertical bars |
| O Horizontal bars |
| O Perspective horizontal bars |
| O Vertical triangles |
| O Stepped areas |
| OLines |
| O Shaded areas |
| O Polar diagram |
| Perspective pie chart |
| |
| Graphic attributes |
| No. of displayed values 6 |
| Multi-color graphics |
| Alternative text format |
| |

As you can see, these two additional report types can add more dimension and meaning to querries. reports. Statistical lists and ranked lists can highlight trends, gaps and help decision makers. You can add also add statistical lists and ranked lists to your basic list output to further enhance the power of SAP queries. All this through a series of easy to navigate screens that help you build custom reports without any ABAP programming skills.