Real Estate Reports Overview Quick Reference Guide

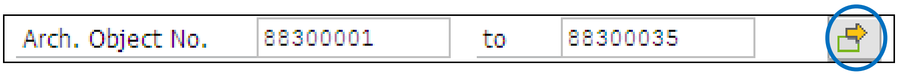
Overview

This guide shows you the options available for customising the standard RE reports available in SAP. It covers the following:

- Using individual or multiple selection options (below)
- Dynamic Selections (on page 3).
- Creating personal variants (on page 4).
- Changing report layouts (on page 6).
- Saving different layouts (on page 9)
- Default layouts (on page 10).
- Exporting report results to excel (on page 10).

Individual or Multiple Selection Options

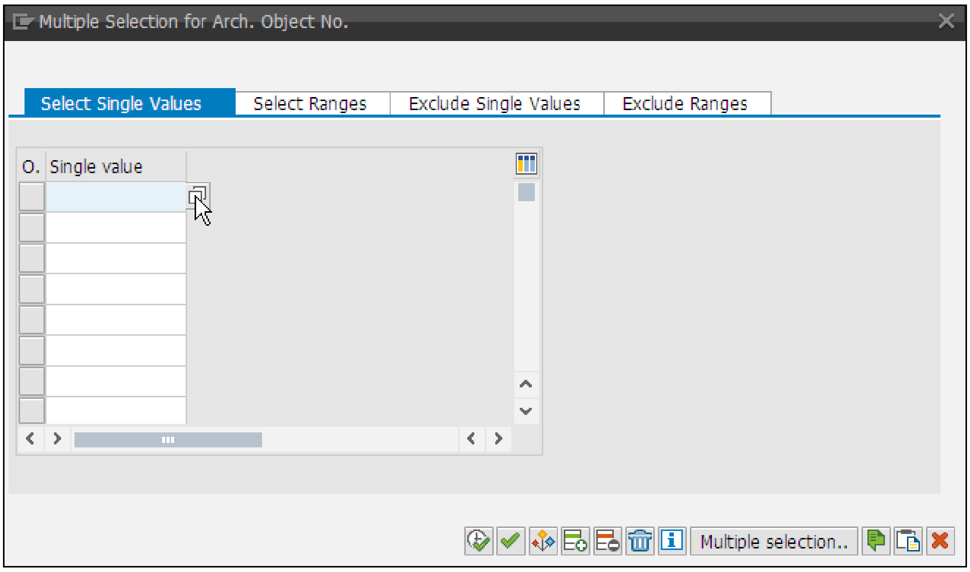
Within the standard report options for SAP, many fields have the capacity to have more than one item selected*. This is shown by having a “to” field after the first, so that a range of items may be selected. For example: a range of architectural Objects (properties).



However, this may not be specific enough, in which case the **Multiple Selection** icon (circled above) can be clicked on to provided further options.

> *__Note__: This option is available in standard SAP functionality also.

> **Result**: The **Multiple Selection for <selected field>** dialog box is displayed.

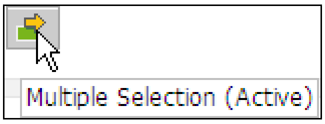


The tabs in the dialog box give the different selection options:

Tab	Description
Select Single Values	Allows for selecting specific objects out of sequence and only using them as part of the report (e.g. AO 88000123, 88000145, 88000589, 88000900 etc.)
Select Ranges	Allows for selection between a lower and upper range of objects to be included in the report (e.g. AO 88000213 to 88300029)
Exclude Single Values	Allows a range to be selected (see above field) but excludes from range (and report) any objects selected here (e.g. AO 88000214, 88000300 etc.)
Exclude Ranges	Allows for selection between a lower and upper range of objects to be excluded from the report (e.g. AO 88000213 to 88300029)

Notes:

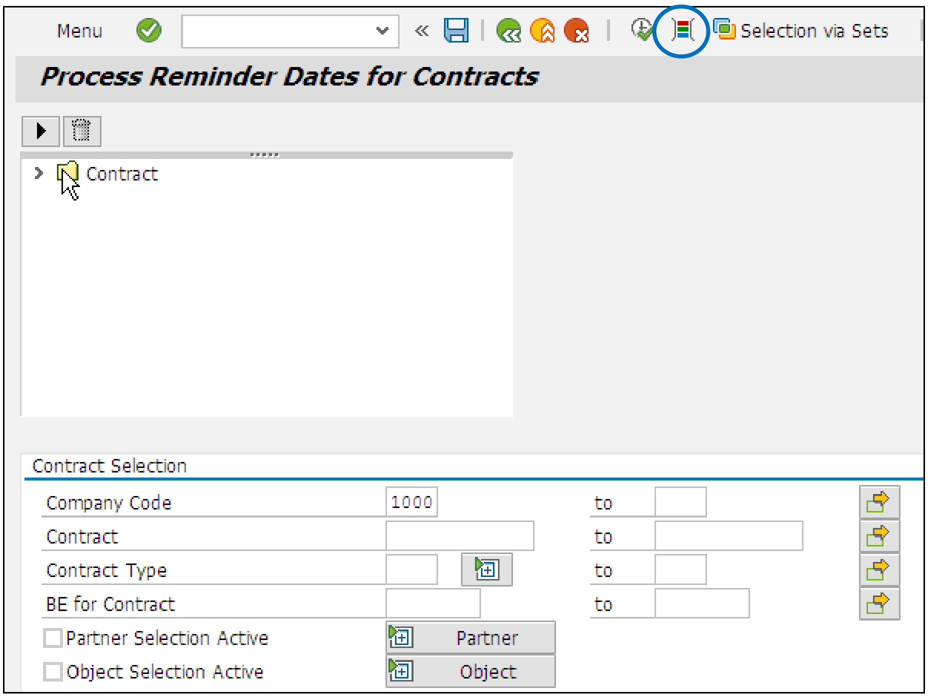
- More than one of the tabs may be completed at a time. Just be aware not to enter data that is contradictory (i.e. an item you individually include is not within a range you then exclude etc).
- If **Select Single Values** has items entered in it, only the first will display back on the Report screen. If items are entered in **Select Ranges**, the first range will be displayed back on the Report screen.
- If when the report is run, the results are not as expected, check any of the **Multiple Selection** icon that are (Active) to see what selections have been made, and if required change or deleted them.



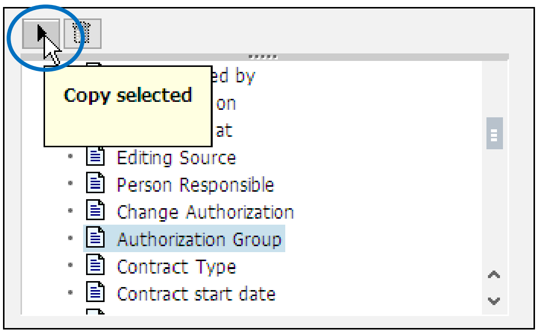
Dynamic Selections

In some of the reports, there also the option of customising what fields are available to be searched on. This may be done if the **Dynamic Selections** icon (circled below) is showing in the report screen.

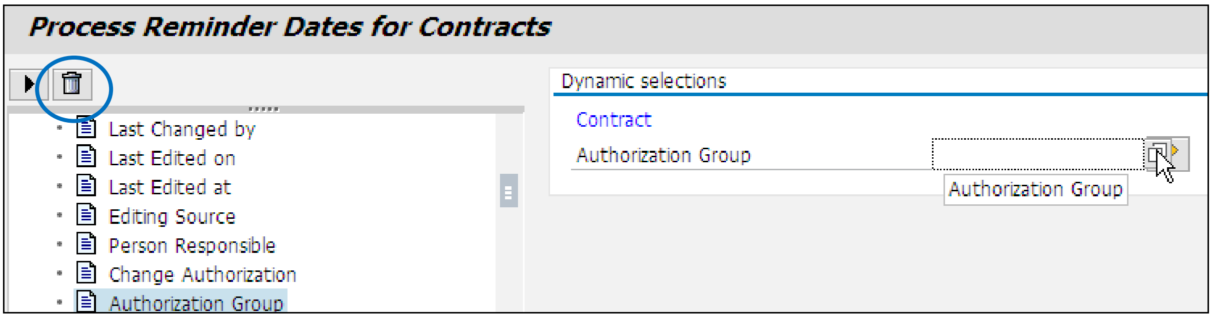
1. When clicked on, it displays another pane at the top right-hand side of the report screen, with the object relevant to the report (e.g. Contract).



2. Click on the yellow folder to display beneath the selection options available, and then scroll through the list and to highlight in blue (select) the item you require (e.g. Authorization Group).

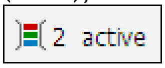


3. Click the **Copy selected** icon (circled above) at the top right-hand side of the pane and the **Dynamic selections** pane displays to the left of the screen.



4. In the **Authorization Group** field, use the **Search** icon to display the **Authorization Group** dialog box and make your selection as required.

Notes:

- More entries can be added from the Dynamic selections as required (e.g. 1st Contract End, Reason for Notice etc.)
- As the Dynamic selections are added and completed (used), beside the Dynamic selections icon, a number is specified (e.g. 2 active) 

- The Dynamic selections can be removed by using the Delete Selections icon (circled above).

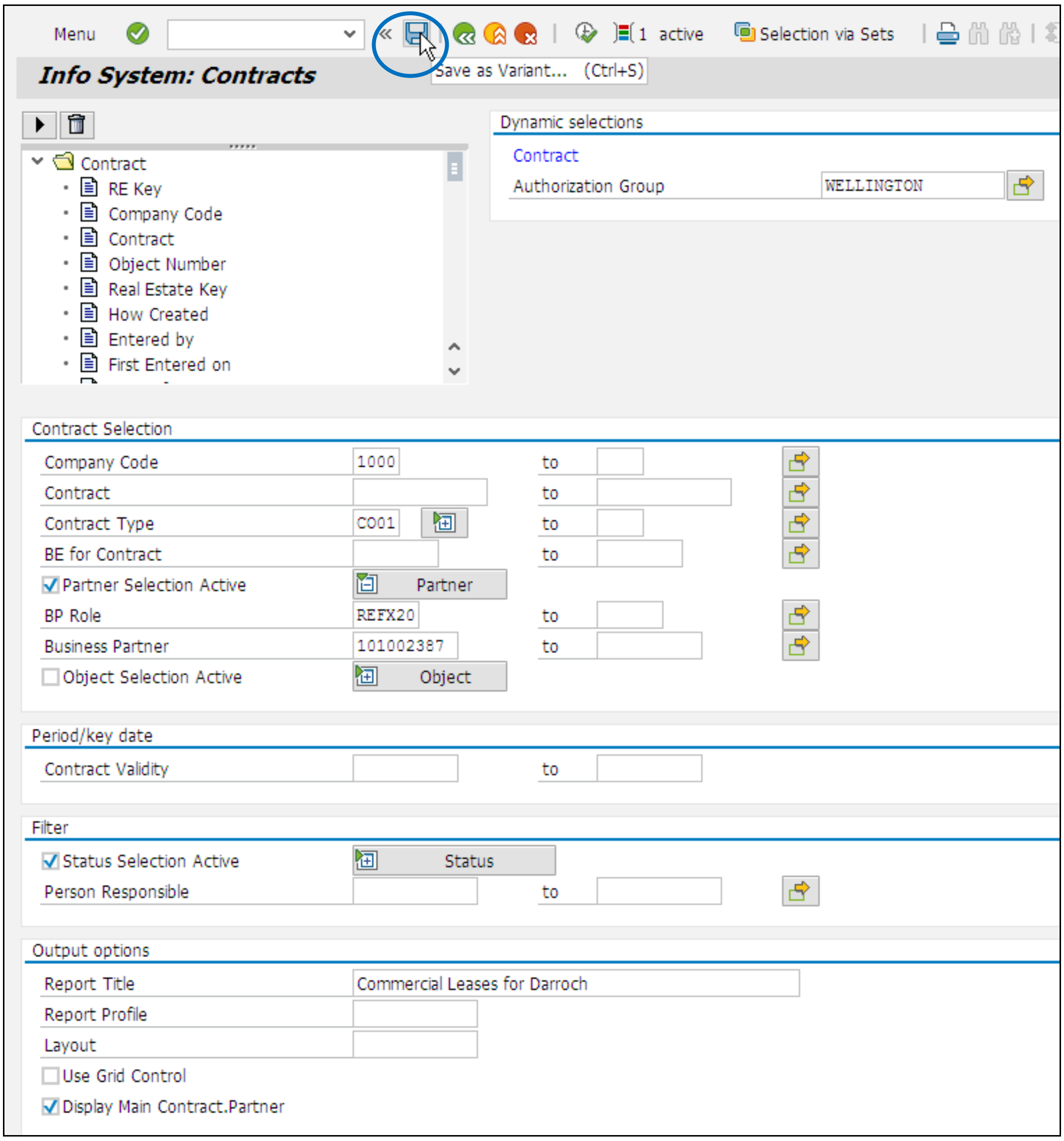
Creating Personal Variants

There also the option to save the report criteria selected as a Variant so it may be used again. For example, all of the properties for the Wellington Region administered by a particular Property Management Company.

Note: This is not the same as saving the report which is the results that meet the criteria. Exporting the report to excel is covered later on page 10.

For example: If the **Info System Contracts** report is selected (REISCN) and the following fields completed:

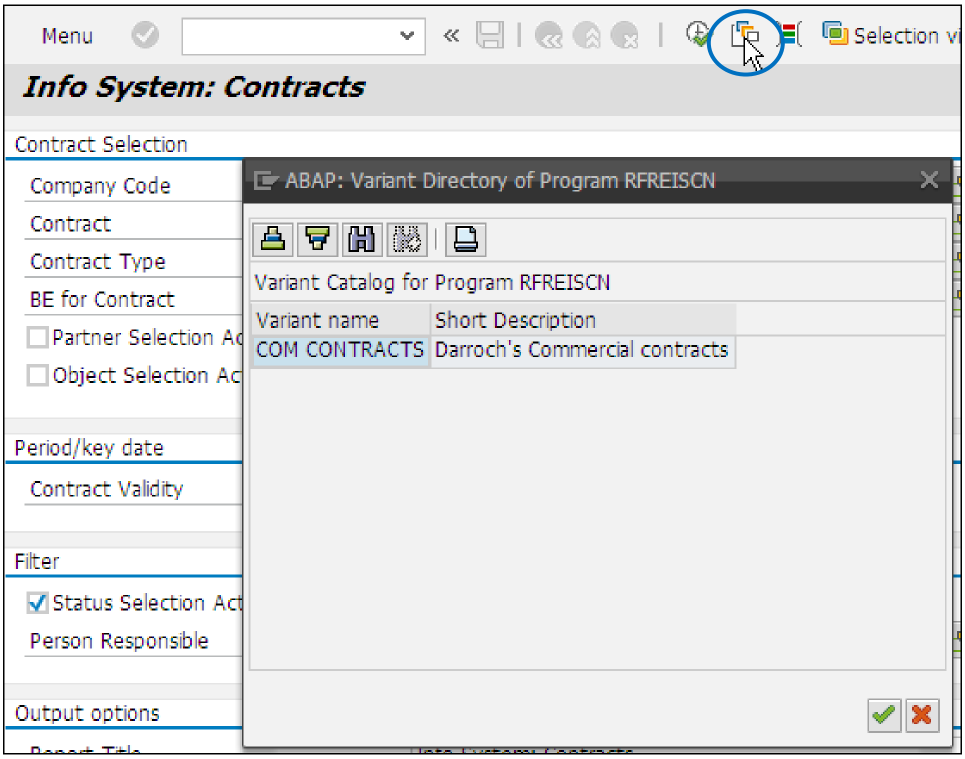
Field	**Description**
Dynamic Selection Authorization Group	The Authorization Group groups master data objects together into groups based on access authorizations. When Architectural Objects (Properties) are set up they are assigned an Authorization group. (e.g. Wellington)
Company code	The id of the company involved (e.g. 1000 NZTA)
Contract Type	What type of contract it is (e.g. CO01 Commercial Lease)
Partner Selection Active	Ticked
BP Role	This is the Business Partner role that we are reporting on (e.g. REFX20 Property Management Company)
Business Partner	After searching for Partners by BP role, identified the Business Partner ID for the Property Management Company (e.g. 101002387 Darroch Wellington)
Report Title	Commercial Leases for Darroch



1. When all the options are entered, click the **Save as Variant** icon (circled above) to remember these criteria.

2. In the **Variant Attributes** screen, a name and description is given to the criteria for the Contracts Report (e.g. Com Contracts – Darroch's Commercial contracts) and saved.

3. The next time the report needs to be run, in the **Info System: Contracts** screen, click on the **Get variant** icon (circled below) and list of saved variants is displayed in the **ABAP: Variant Directory of Program RFEISCN** dialog box.



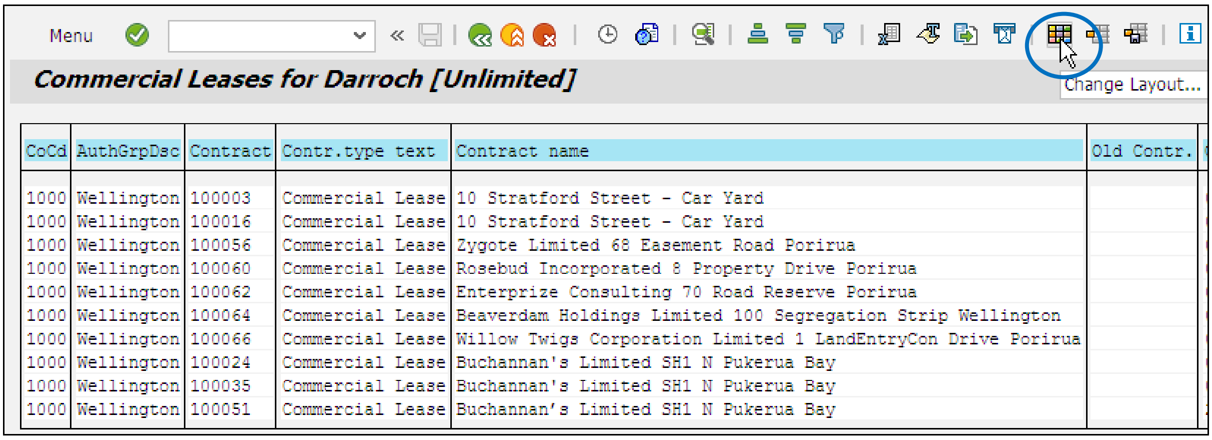
4. Double click the variant required and then it is displayed in the **Info System: Contracts** screen. The report may then be executed by clicking on the **Execute** icon.

Note: Many different variants may be set-up for the same report.

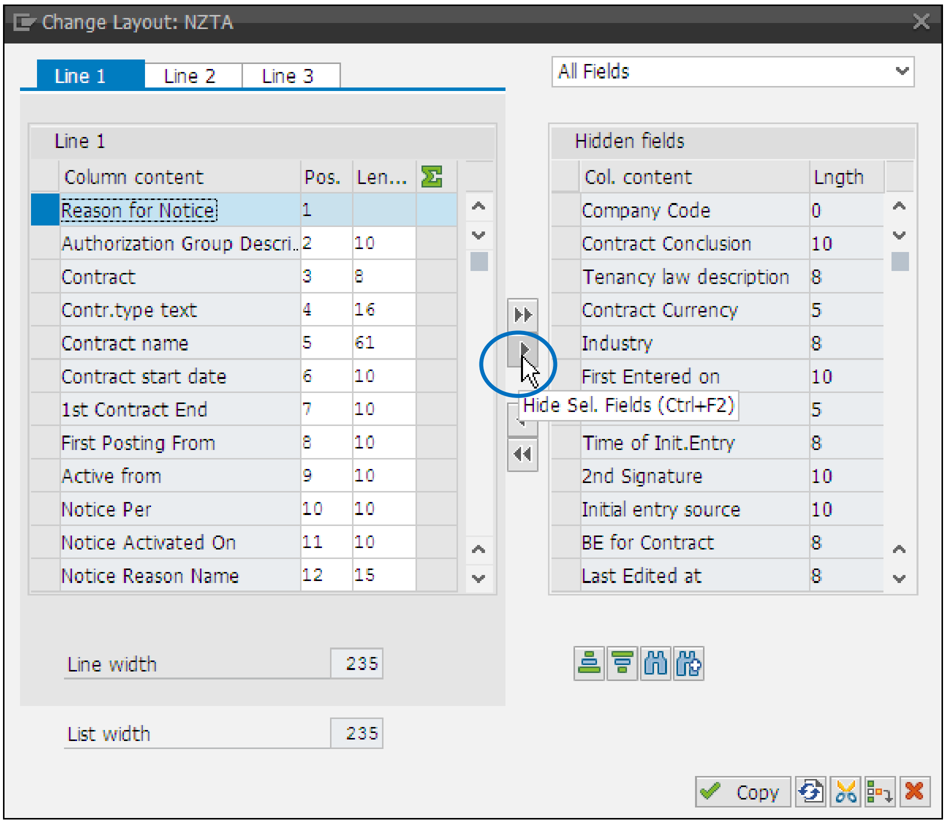
Changing Report Layouts

Once the report is executed, the report layout may be customised.

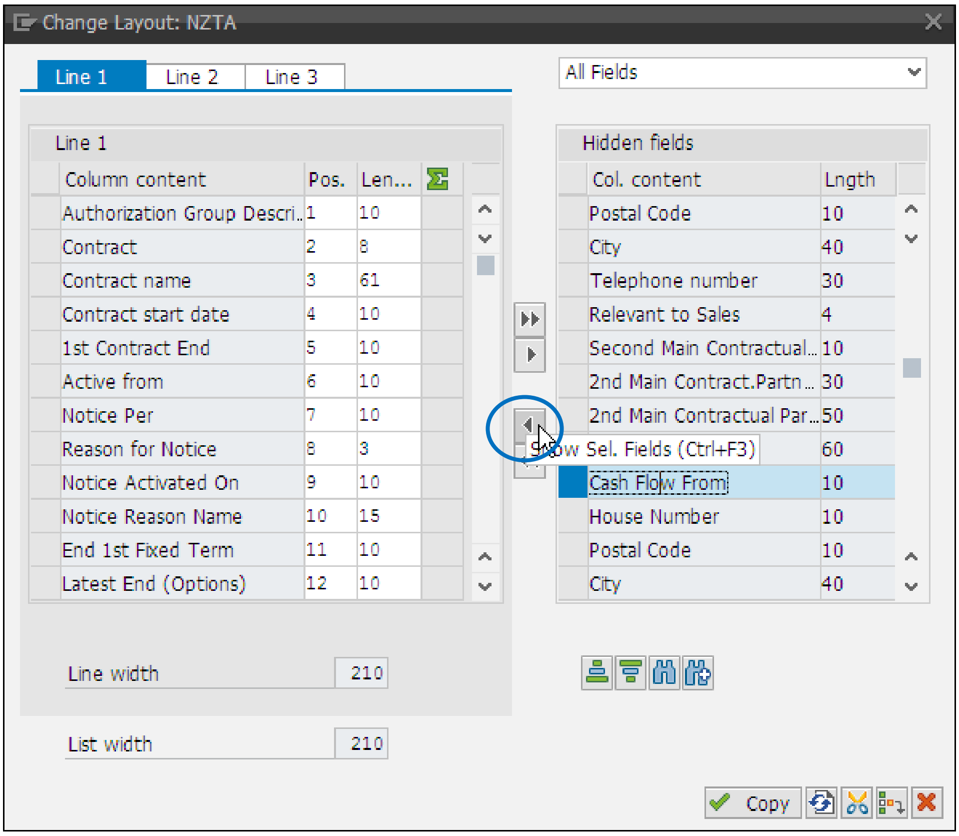
1. In the report output (e.g. Commercial Leases for Darroch) click on the **Change Layout** icon (circled below).



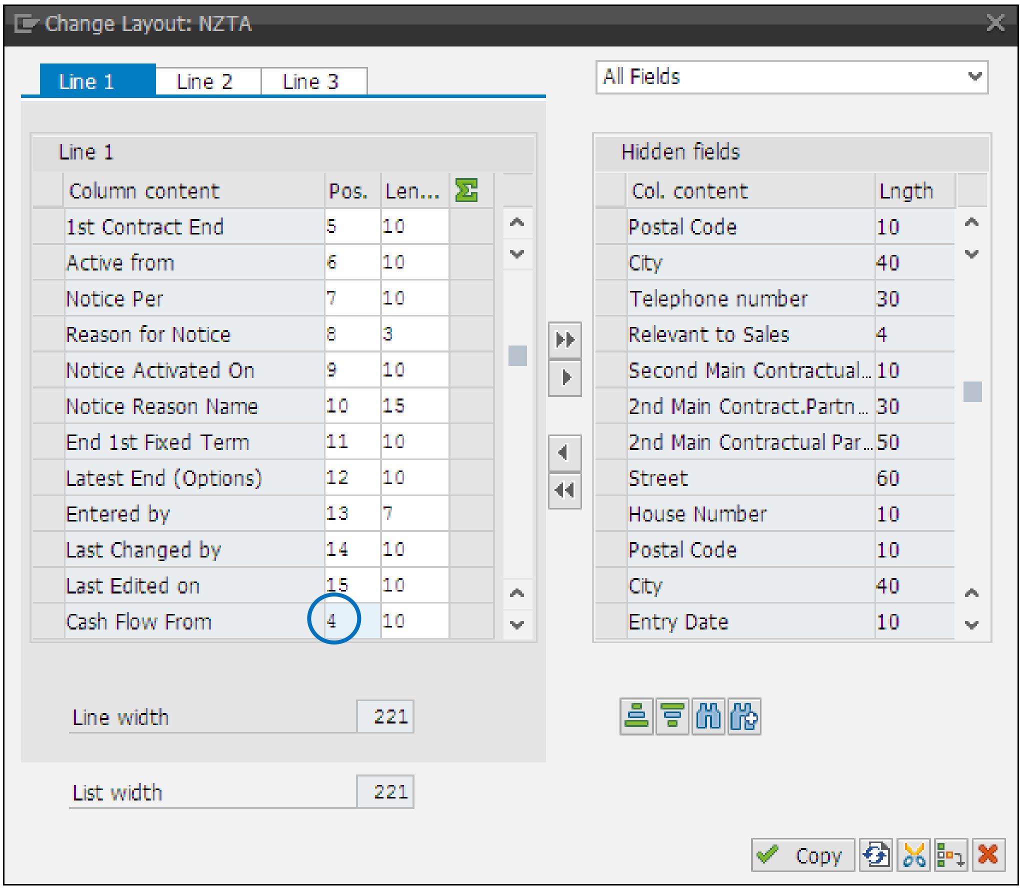
2. In the **Change Layout** dialog box that displays, the list on the left is the columns that are used in the report and their position. You are able to remove columns you don't want by selecting them (must be highlighted all in blue) and clicking on the arrow button (circled below) pointing to the right.



3. From the list on the right, other columns can be added to the report by selecting them (must be highlighted all in blue) and clicking on the arrow button (circled below) pointing to the left.



4. Also in the **Change Layout** dialog box, the position of the column in the report can be changed by typing the number required in the Pos. Column. For example, the **Cash Flow From** column has it position changed from 16 to 4 (circled below).

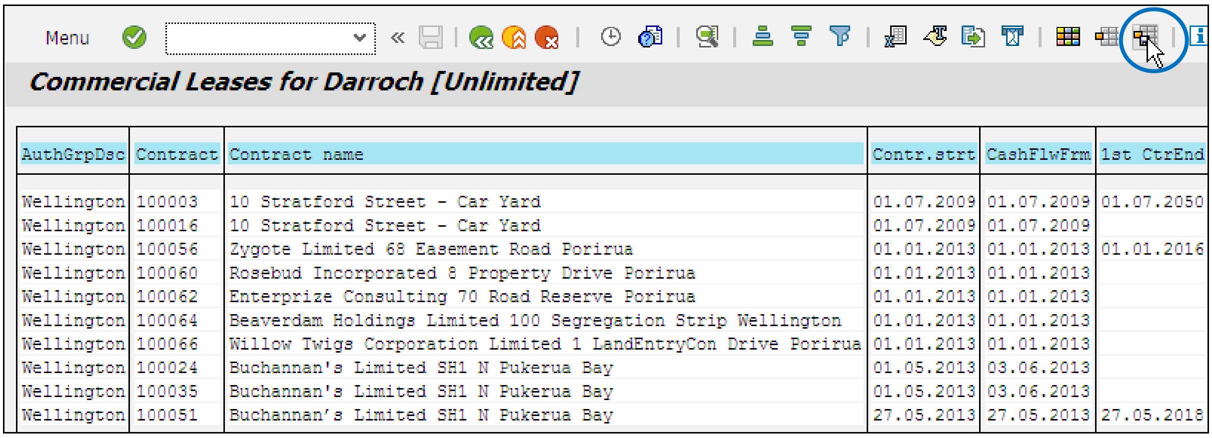


5. When changes to the layout are finished, press Enter to confirm. Back in the report output (e.g. Commercial Leases for Darroch), the changes are displayed:

- Columns have been removed
- Columns are added
- The order of columns has changed

Saving Different Layouts

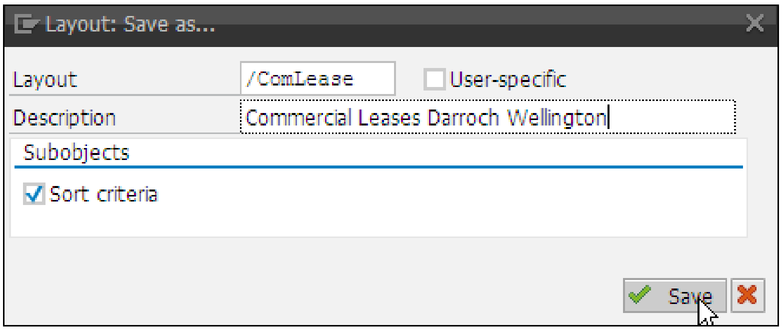
1. When you are happy with the changes that you have made to the layout, click the **Save layout** icon (circled below)



AuthGrpDsc	Contract	Contract name	Contr.strt	CashFlwFrm	1st CtrEnd
Wellington	100003	10 Stratford Street - Car Yard	01.07.2009	01.07.2009	01.07.2050
Wellington	100016	10 Stratford Street - Car Yard	01.07.2009	01.07.2009	
Wellington	100056	Zygote Limited 68 Easement Road Porirua	01.01.2013	01.01.2013	01.01.2016
Wellington	100060	Rosebud Incorporated 8 Property Drive Porirua	01.01.2013	01.01.2013	
Wellington	100062	Enterprize Consulting 70 Road Reserve Porirua	01.01.2013	01.01.2013	
Wellington	100064	Beaverdam Holdings Limited 100 Segregation Strip Wellington	01.01.2013	01.01.2013	
Wellington	100066	Willow Twigs Corporation Limited 1 LandEntryCon Drive Porirua	01.01.2013	01.01.2013	
Wellington	100024	Buchannan's Limited SH1 N Pukerua Bay	01.05.2013	03.06.2013	
Wellington	100035	Buchannan's Limited SH1 N Pukerua Bay	01.05.2013	03.06.2013	
Wellington	100051	Buchannan's Limited SH1 N Pukerua Bay	27.05.2013	27.05.2013	27.05.2018

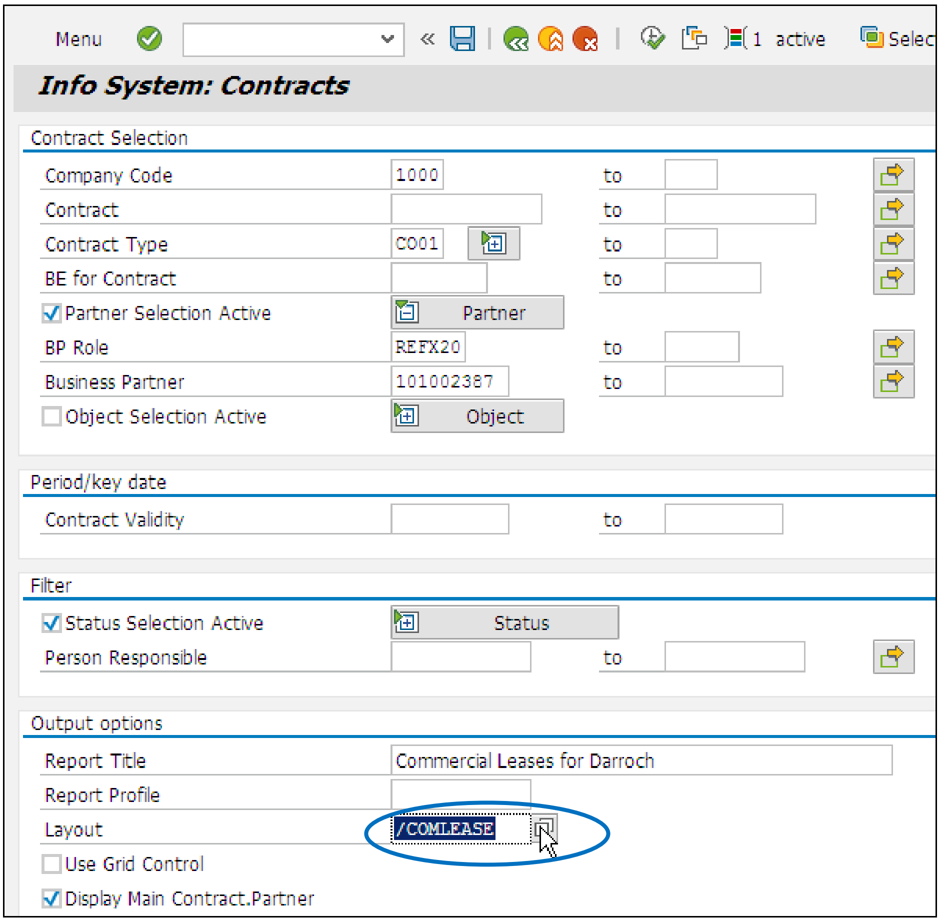
2. In the **Layout: Save as…** dialog box that displays, complete the following fields and press Enter:

Field	Description
Layout	This is a short identifier that distinguishes the layout. It must be prefixed with the forward slash character (e.g. /COMLEASE).
User Specific	If you select 'User-specific', you are the only person who can choose and change the layout saved. If you deselect this indicator, all users of the list can call the layout. (e.g. leave unselected)
Description	This is for a better description of want the layout is for. (e.g. Commercial Leases Darroch Wellington).
Sort Criteria	If this field is selected, you have sorted the list based on at least one column. If you deselect this field, the system saves your layout without the sorts you defined. (e.g. leave selected as the report is sorted by Contract start date ascending).



3. Down at the bottom left-hand side of the screen a message is displayed "Layout saved".

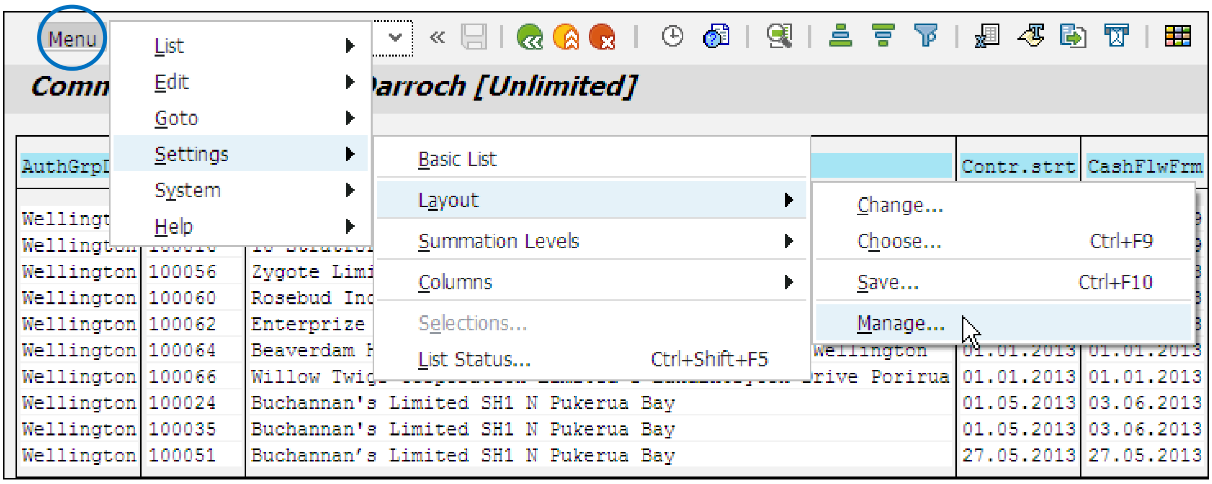
Result: The next time the report is to be run, along with the variant, the layout for the report may also be selected.



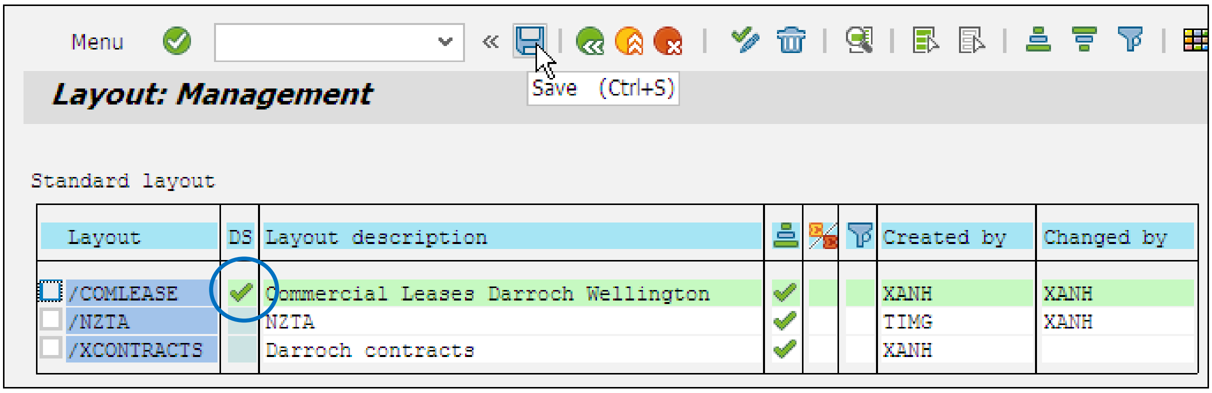
Default Layouts

When layouts have been saved for a report, it is possible to set one up as the default.

1. In the report output (e.g. Commercial Leases for Darroch) click on the **Menu** button (circled below), and select **Settings** > **Layout** > **Manage**.

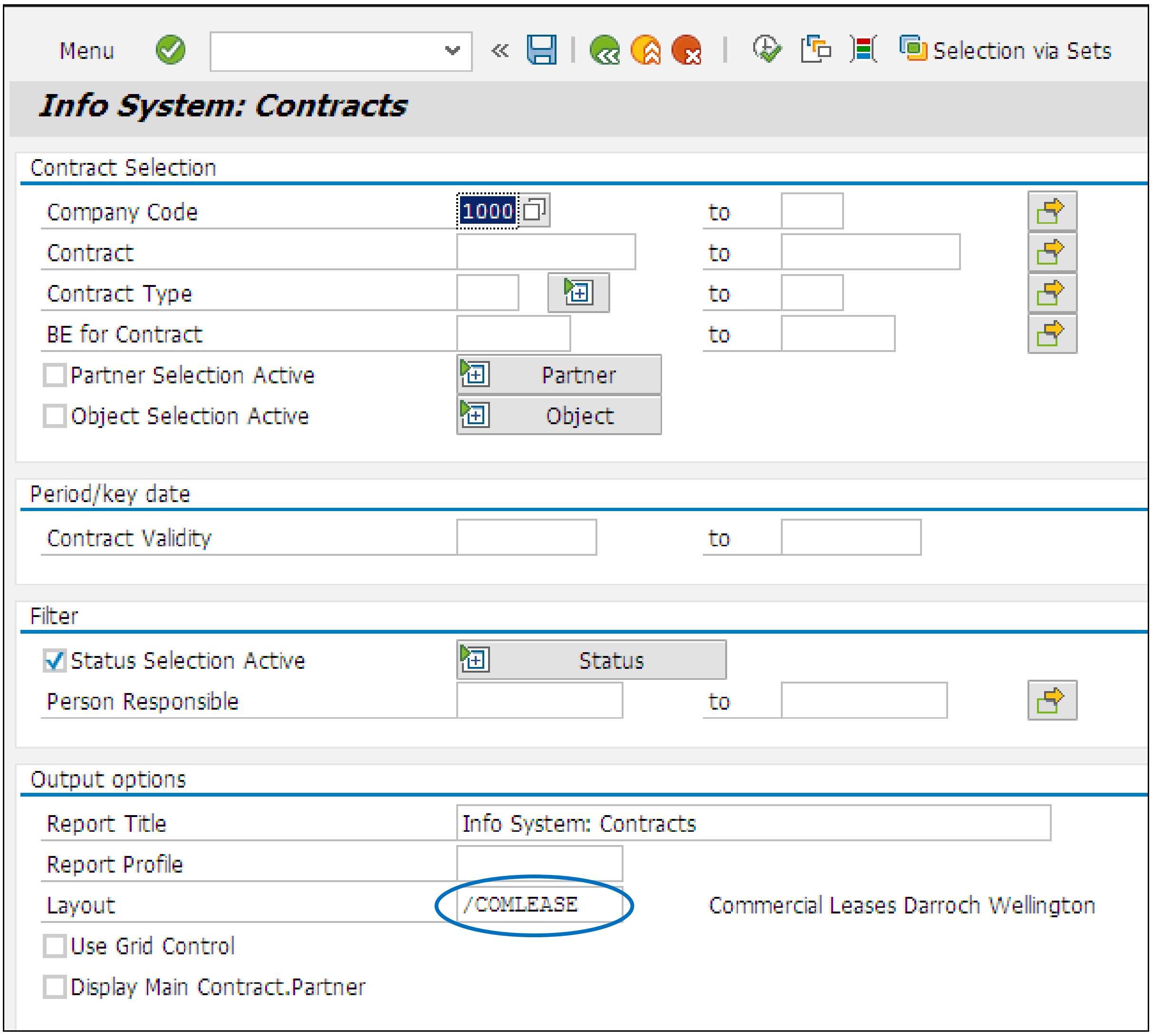


2. In the **Layout: Management** screen that displays, place a tick in the **DS** column (circled below) of the layout that you want as the default and then click the **Save** icon.



Result: the next time you go to the Report (e.g. REISCN); the layout is the one you selected as the default.

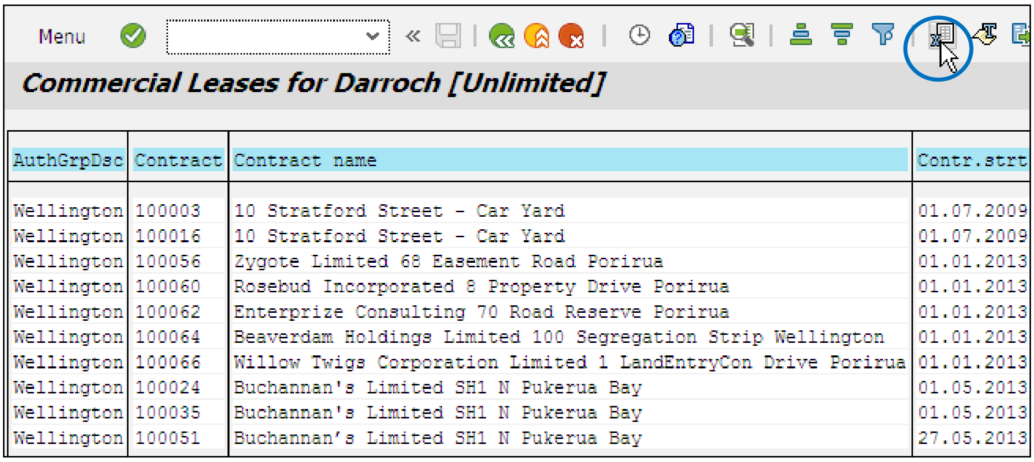
Note: You may still change to other layouts that you have set up.



Exporting Report Results to Excel

Once the report has been executed the results may be exported to excel for further sorting and analysis.

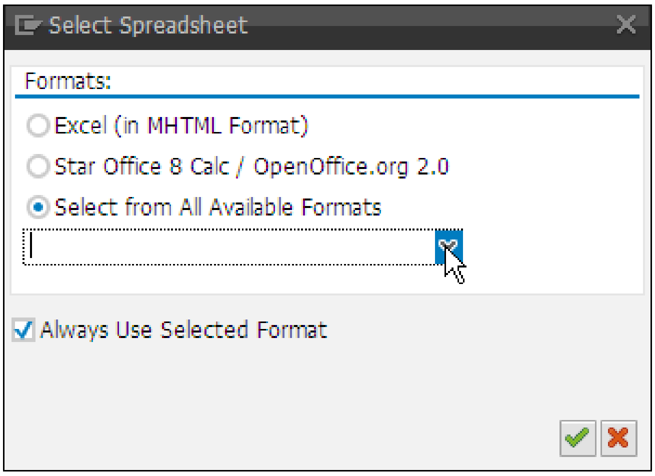
3. In the report output (e.g. Commercial Leases for Darroch) click on the **Spreadsheet** icon (circled below).



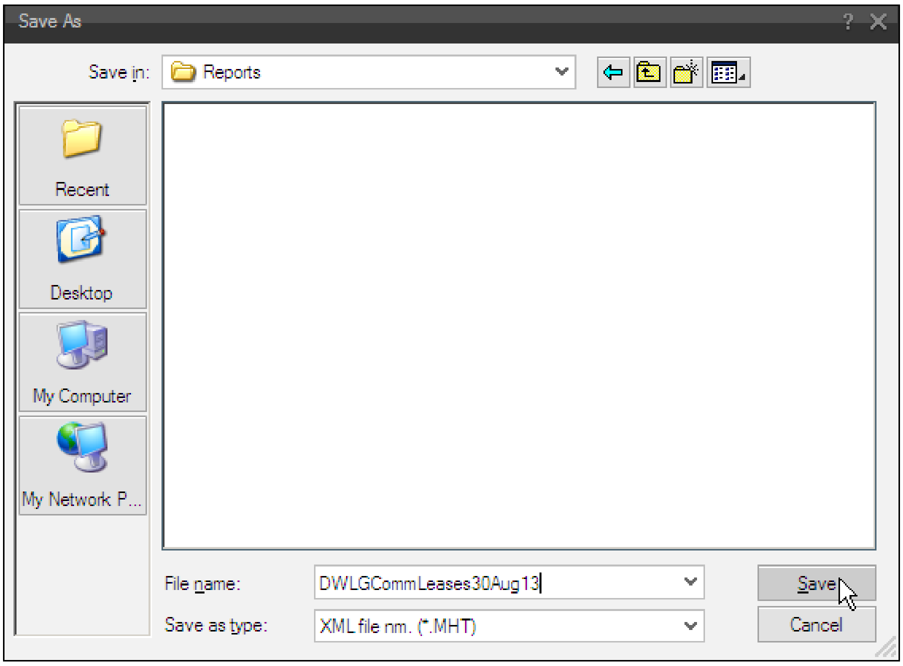
AuthGrpDsc	Contract	Contract name	Contr.strt
Wellington	100003	10 Stratford Street - Car Yard	01.07.2009
Wellington	100016	10 Stratford Street - Car Yard	01.07.2009
Wellington	100056	Zygote Limited 68 Easement Road Porirua	01.01.2013
Wellington	100060	Rosebud Incorporated 8 Property Drive Porirua	01.01.2013
Wellington	100062	Enterprize Consulting 70 Road Reserve Porirua	01.01.2013
Wellington	100064	Beaverdam Holdings Limited 100 Segregation Strip Wellington	01.01.2013
Wellington	100066	Willow Twigs Corporation Limited 1 LandEntryCon Drive Porirua	01.01.2013
Wellington	100024	Buchannan's Limited SH1 N Pukerua Bay	01.05.2013
Wellington	100035	Buchannan's Limited SH1 N Pukerua Bay	01.05.2013
Wellington	100051	Buchannan's Limited SH1 N Pukerua Bay	27.05.2013

4. In the **Select Spreadsheet** dialog box that displays, select the format that you require and press Enter. The available formats include:

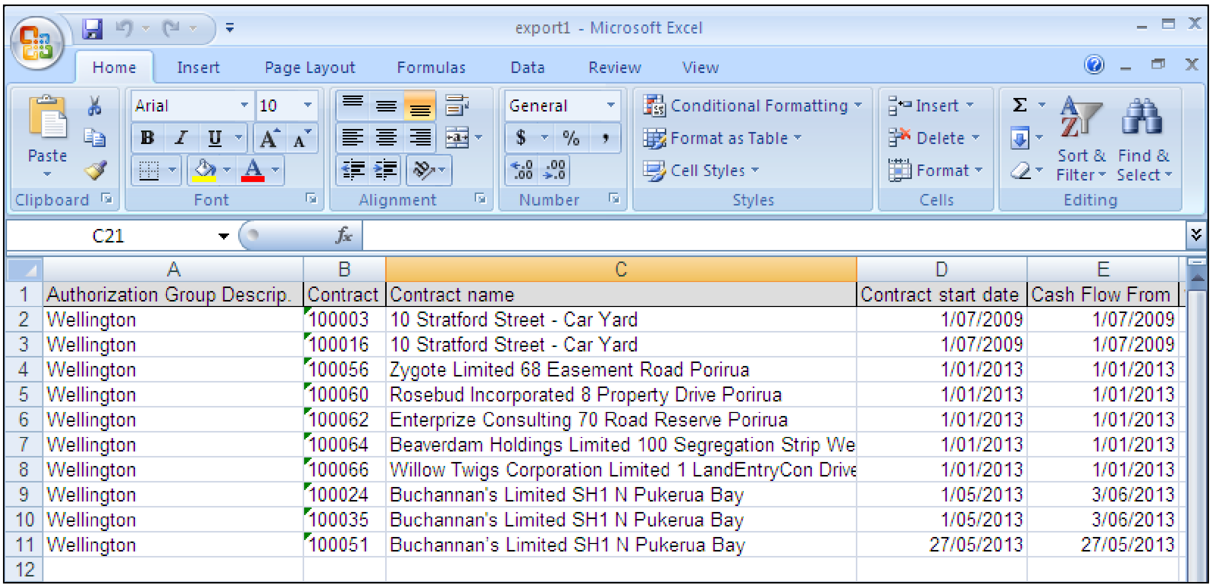
File Format	File Extension
MHTML format for Excel as of version 2002	.MHTML
MHTML format for Excel version 2000/97	.MHTML
Office 2003 - XML for Excel	.XML
Office 2007 - XML for Excel	.XSLX
ODS format for Star Office Calc as of version 8 or OpenOffice.org 2.0	.ODS



5. In the **Save As** dialog box that displays, navigate to the folder you wish to save the report and give the report a name (e.g. DWLGCommLease30Aug13, then save it.



Result: The Excel file is displayed onscreen.



	A	B	C	D	E
1	Authorization Group Descrip.	Contract	Contract name	Contract start date	Cash Flow From
2	Wellington	100003	10 Stratford Street - Car Yard	1/07/2009	1/07/2009
3	Wellington	100016	10 Stratford Street - Car Yard	1/07/2009	1/07/2009
4	Wellington	100056	Zygote Limited 68 Easement Road Porirua	1/01/2013	1/01/2013
5	Wellington	100060	Rosebud Incorporated 8 Property Drive Porirua	1/01/2013	1/01/2013
6	Wellington	100062	Enterprize Consulting 70 Road Reserve Porirua	1/01/2013	1/01/2013
7	Wellington	100064	Beaverdam Holdings Limited 100 Segregation Strip We	1/01/2013	1/01/2013
8	Wellington	100066	Willow Twigs Corporation Limited 1 LandEntryCon Drive	1/01/2013	1/01/2013
9	Wellington	100024	Buchannan's Limited SH1 N Pukerua Bay	1/05/2013	3/06/2013
10	Wellington	100035	Buchannan's Limited SH1 N Pukerua Bay	1/05/2013	3/06/2013
11	Wellington	100051	Buchannan's Limited SH1 N Pukerua Bay	27/05/2013	27/05/2013
12					