

How to Create a Variant and Layout in SAP

Purpose: A variant allows you to save your selection parameters on your input screen. This will minimize the need to enter selection parameters each time you run a SAP report. When a SAP report is processed, the standard layout is used for that particular T-code. By setting up a layout, you can personalize the data output on the report.

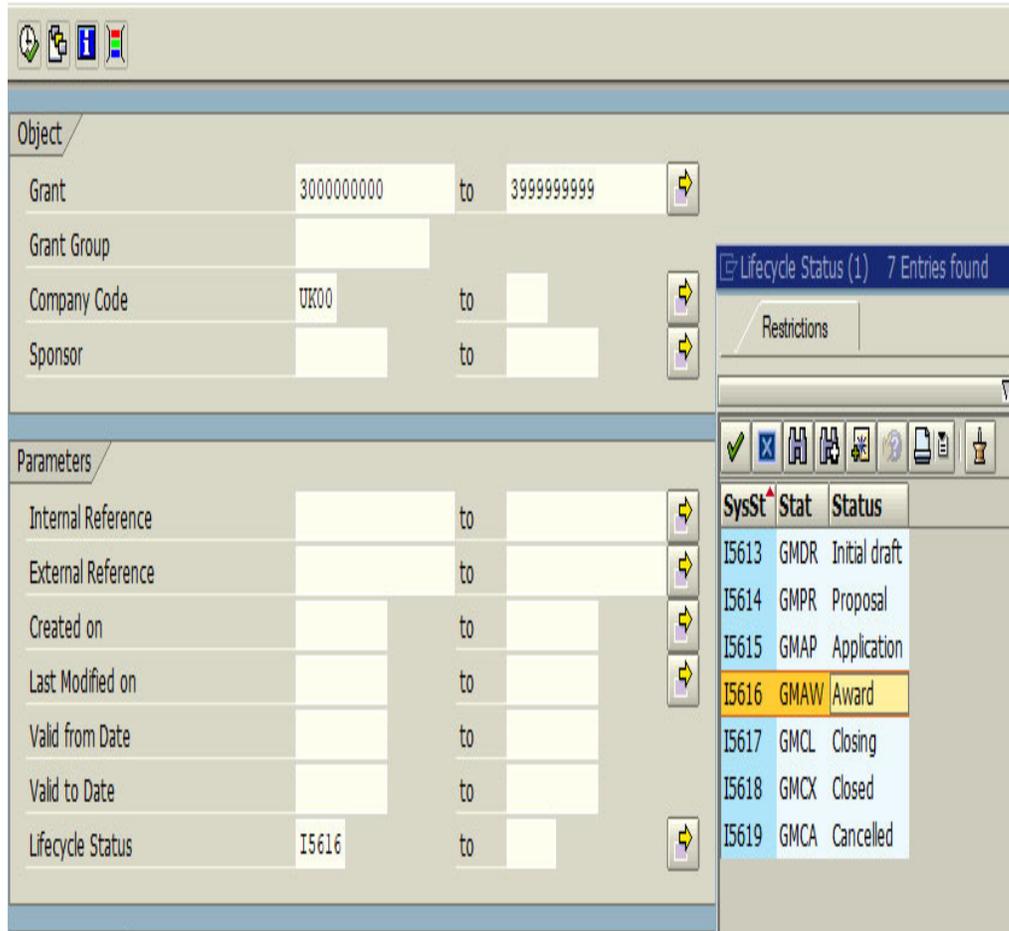
Procedures

Select the t-code of that you would like to setup a variant in any SAP report screen. Example is of T-code (S_ALN_01000079 – Master Data Index for Grant)

Enter the values for selection criteria for the variant. (Example is any grants in award status for a particular department)

The multiple selection  was used to select only the grants in award status.

Master Data Index for Grant



The screenshot shows the SAP Master Data Index for Grant screen. It is divided into two main sections: Object and Parameters. The Object section includes fields for Grant, Grant Group, Company Code, and Sponsor. The Parameters section includes fields for Internal Reference, External Reference, Created on, Last Modified on, Valid from Date, Valid to Date, and Lifecycle Status. A table of results is displayed on the right side of the screen, showing the system ID, status, and description for each entry.

Object	Value	to	Value
Grant	3000000000	to	3999999999
Grant Group			
Company Code	UK00	to	
Sponsor		to	

Parameters	Value	to	Value
Internal Reference		to	
External Reference		to	
Created on		to	
Last Modified on		to	
Valid from Date		to	
Valid to Date		to	
Lifecycle Status	I5616	to	

System ID	Status	Description
I5613	GMDR	Initial draft
I5614	GMPR	Proposal
I5615	GMAP	Application
I5616	GMAW	Award
I5617	GMCL	Closing
I5618	GMCX	Closed
I5619	GMCA	Cancelled

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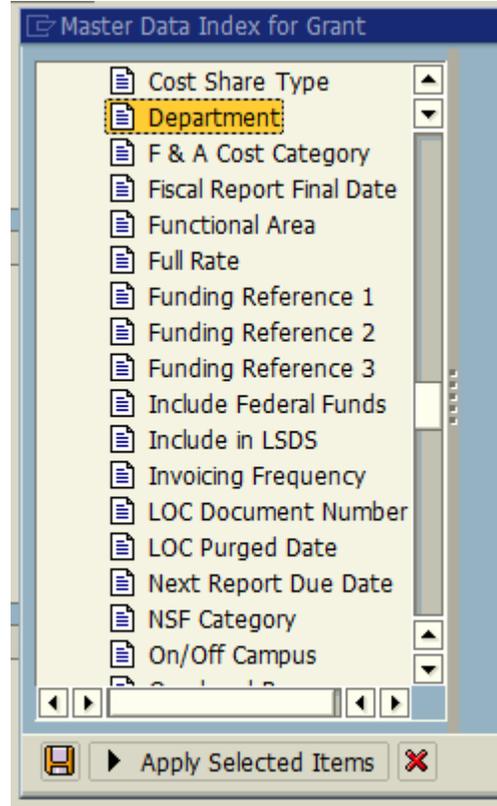
If you were to execute the report as is, it would pull up all the grants in award status for all departments. By using the dynamic selections button,

Master Data Index for Grant

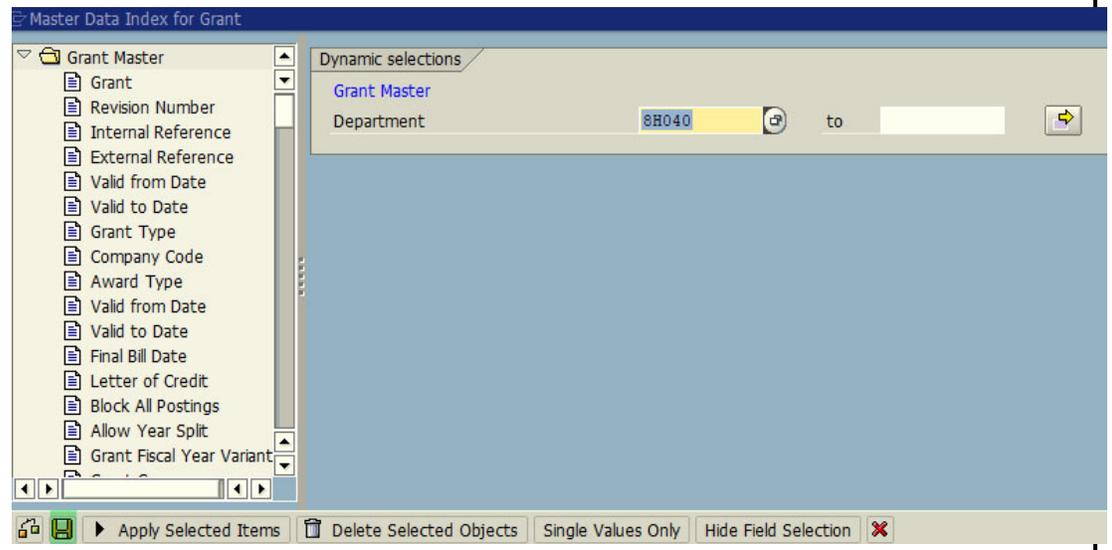


you can add another selection criteria to your variant. (Example is for a specific department number)

Double click on department.



Enter the department(s) or department range and hit Save.



Quick Reference Card – How to Create a Variant and Layout

Once all selection criteria are populated, Click the Save Button.

Master Data Index for Grant

1 active

Object

Grant	3000000000	to	3999999999	➔
Grant Group				
Company Code	UK00	to		➔
Sponsor		to		➔

Parameters

Internal Reference		to		➔
External Reference		to		➔
Created on		to		➔
Last Modified on		to		➔
Valid from Date		to		
Valid to Date		to		
Lifecycle Status	I5616	to		➔

When naming your variant, you can select the protect variant option so no other user can override the variant that you created.

Variant Attributes

Use Screen Assignment ⓘ

Variant Name 8H040 Active

Description Computer Science Active Accts

Only for Background Processing

Protect Variant

Click the save button to create variant.

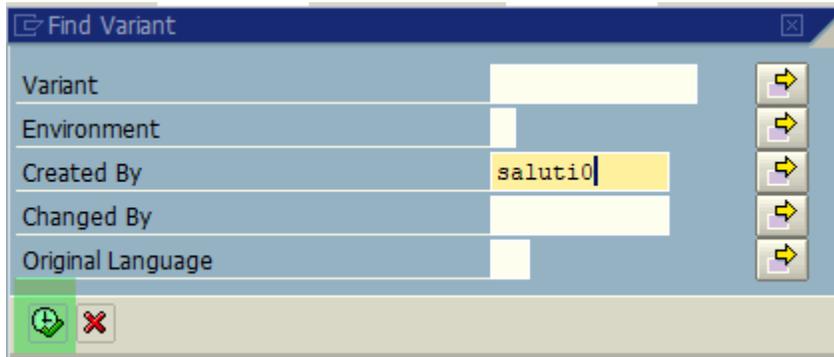
Variant 8H040 ACTIVE saved

Quick Reference Card – How to Create a Variant and Layout

To retrieve your variant, click on the Get Variant button.



Click Execute to pull up the variants created by your user id.



Remove the created by user id and enter the variant name in variant field to find someone else's variant.

Highlight the variant name and click .

Variant Catalog for Program RFGMGRL1

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Changed
8H040 ACTIVE	Computer Science Active Accts	A	X	SALUTIO	02/06/2019		
PUBHEALTH	All Active Grants	A		SALUTIO	04/24/2015	BNINGR2	08/30/2017
SRAS	All Active Grants	A	X	SALUTIO	10/09/2017	SALUTIO	10/25/2017
SRAS CLOSED	All Active Grants	A	X	SALUTIO	06/15/2018		

Quick Reference Card – How to Create a Variant and Layout

The selection criteria for your variant is populated.

Creating a layout.

Click on  to pull up the results from your variant.

Master Data Index for Grant

Obj ID	Txl Grant	Grant	Pool ID	Department	Bud Rule	Sponsor description	Project From	Project To	External Reference	Grant Type Desc	Facd Rpt	Final Dt	Grant Value	ARRA Cash	Agree Type	Award Rec	Rule	Billing Rule Desc
304811833	304811833	F	8H040	4		National Science Foundation	10/01/2014	06/30/2019	CNS-1420227	Grant	09/28/2019	452,381.00			CR	X	2	RRB-Letter of C
3048112558	3048112558	F	8H040	4		National Science Foundation	04/15/2015	07/31/2019	1500753	Grant	10/29/2019	333,318.00			CR	X	2	RRB-Letter of C
3048112613	3048112613	F	8H040	4		National Science Foundation	06/01/2015	05/31/2019	1511117	Grant	08/29/2019	130,506.00			CR	X	2	RRB-Letter of C
3048113714	3048113714	X	8H040	5		North Atlantic Treaty Organiza	08/01/2017	09/15/2019	SPSG4936	Cash Basis Project	12/13/2019	55,047.00			CR	X	5	Milestones
3048114036	3048114036	N	8H040	5		Andrew W Mellon Foundation	09/01/2018	02/28/2019	1804-05747	Grant	05/31/2019	40,124.00			CR	X	5	Milestones
3048114058	3048114058	X	8H040	5		Kasum Project USA	09/01/2018	12/31/2020	NO ID	Grant	02/14/2021	16,050.00			NR	X	5	Milestones
3200000183	3200000183	F	8H040	4		National Science Foundation	09/01/2015	08/31/2019	ACL-1541426	Grant	11/29/2019	999,313.00			CR	X	2	RRB-Letter of C
3200000184	3200000184	F	8H040	4		National Science Foundation	10/01/2015	09/30/2019	CNS-1551453	Grant	12/29/2019	149,949.00			CR	X	2	RRB-Letter of C
3200000436	3200000436	F	8H040	4		National Science Foundation	07/01/2016	06/30/2021	IIS-1553116	Grant	09/28/2021	507,426.00			CR	X	2	RRB-Letter of C
3200000590	3200000590	F	8H040	4		BBN Technologies The GENI Project Office	04/01/2016	12/31/2018	LBH9513126	Agreement	03/31/2019	640,618.00			CR	X	1	RRB-Non Letter
3200000595	3200000595	F	8H040	4		National Science Foundation	05/16/2016	05/15/2019	CNS-1642657-005	Agreement	08/13/2019	742,206.00			CR	X	2	RRB-Letter of C
3200000666	3200000666	F	8H040	4		National Science Foundation	07/01/2016	06/30/2019	IIS-1618781	Grant	09/28/2019	457,594.00			CR	X	2	RRB-Letter of C
3200001125	3200001125	F	8H040	4		National Science Foundation	06/01/2017	05/31/2022	1652149	Grant	08/29/2022	303,885.00			CR	X	2	RRB-Letter of C
3200001149	3200001149	F	8H040	4		National Science Foundation	03/01/2017	02/28/2019	1657306	Grant	05/29/2019	150,981.00			CR	X	2	RRB-Letter of C
3200001577	3200001577	F	8H040	4		National Cancer Institute	09/15/2017	08/31/2019	1R03CA222449-01	Grant	12/29/2019	152,987.00		RCA222449A	CR	X	2	RRB-Letter of C
3200001595	3200001595	F	8H040	4		University of Nebraska Omaha	09/01/2017	08/31/2020	45-0806-1078-201	Subgrant	10/15/2020	220,795.00			CR	X	1	RRB-Non Letter
3200001636	3200001636	F	8H040	4		Missouri University of Science and Tech	10/10/2017	12/14/2019	00058561-01	Subgrant	02/12/2020	318,744.00			CR	X	1	RRB-Non Letter
3200001720	3200001720	F	8H040	4		National Science Foundation	03/01/2018	02/28/2019	1823652	Grant	05/29/2019	13,625.00			CR	X	2	RRB-Letter of C
3200002033	3200002033	F	8H040	4		National Science Foundation	08/01/2018	07/31/2020	1836742	Grant	10/29/2020	877,605.00			CR	X	2	RRB-Letter of C
3200002052	3200002052	F	8H040	4		National Science Foundation	09/01/2018	08/31/2021	1816805	Grant	11/29/2021	309,454.00			CR	X	2	RRB-Letter of C
3200002220	3200002220	F	8H040	9		Design Knowledge Company	10/01/2018	11/30/2019	1919.05.08.91	Contract	02/28/2020	155,700.00			FP	X	5	Milestones
3200002256	3200002256	X	8H040	9		Intelligent Automation Inc	11/07/2018	06/12/2019	2404-1	Contract	09/12/2019	19,944.00			FP	X	5	Milestones
3200002301	3200002301	F	8H040	9		Novateur Research Solutions	11/15/2018	11/15/2020	HM047619C0054	Contract	01/14/2021	29,503.00			FP	X	5	Milestones
3048112558	3210000234	F	8H040	4		National Science Foundation	04/04/2016	07/31/2019	1500753	Grant	10/29/2019	0.00			CR	X	2	RRB-Letter of C
3048112558	3210000524	F	8H040	4		National Science Foundation	02/17/2017	07/31/2019	1500753	Grant	10/29/2019	0.00			CR	X	2	RRB-Letter of C
3048112558	3210000672	F	8H040	4		National Science Foundation	07/28/2017	07/31/2019	1500753	Grant	10/29/2019	0.00			CR	X	2	RRB-Letter of C
3200000666	3210000821	F	8H040	4		National Science Foundation	12/22/2017	06/30/2019	1618783	Grant	09/28/2019	0.00			CR	X	2	RRB-Letter of C
3200001755	3210000836	F	8H040	4		National Institute of Food and Agriculture	02/15/2018	02/14/2021	2018-67021-27416	Grant	05/15/2021	0.00			CR	X	2	RRB-Letter of C
3200001595	3210000860	F	8H040	4		University of Nebraska Omaha	04/16/2018	08/31/2020	45-0806-1078-201	Subgrant	10/15/2020	0.00			CR	X	1	RRB-Non Letter
3200001125	3210000868	F	8H040	4		National Science Foundation	06/01/2017	05/31/2022	1652149	Grant	08/29/2022	0.00			CR	X	2	RRB-Letter of C

The three icons used for managing report layouts



Change, Select, and Save.

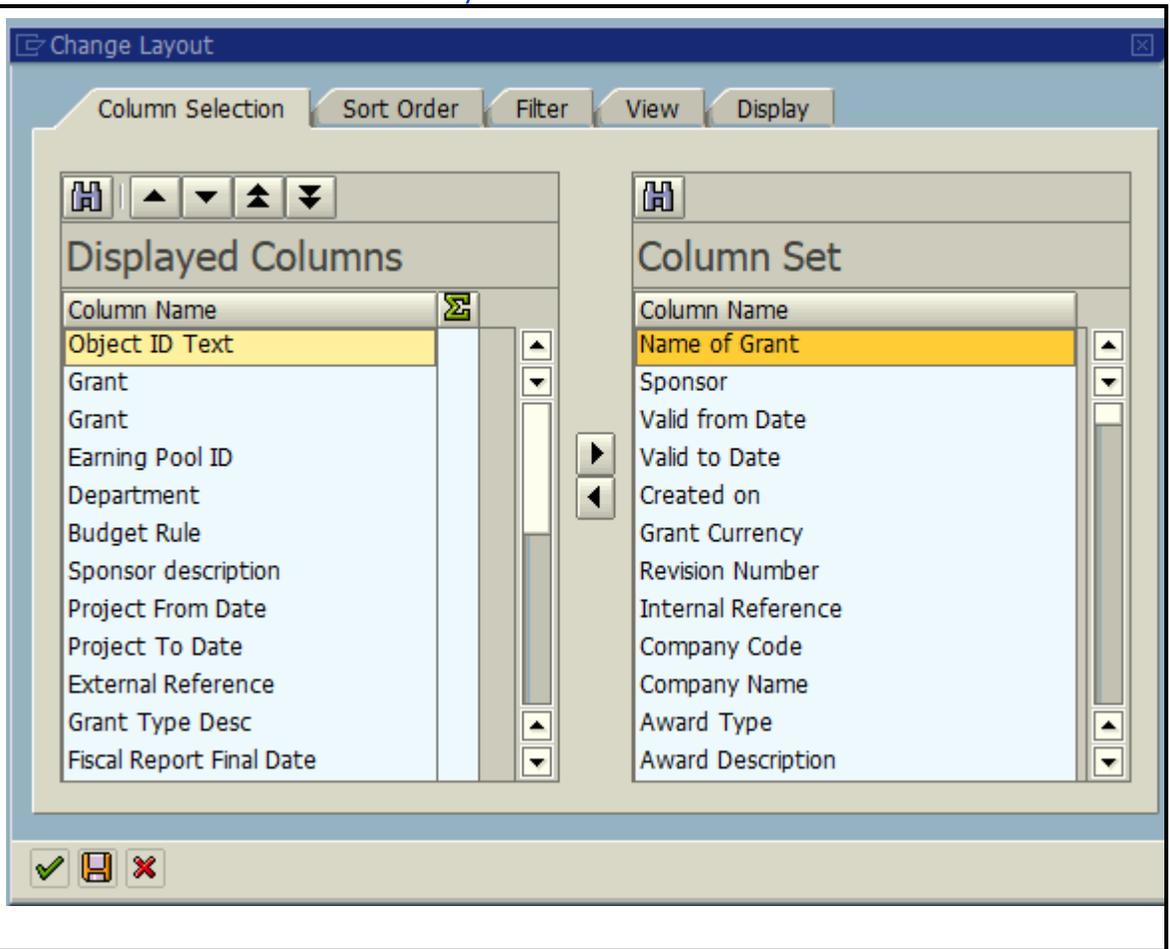
To start creating a layout for your user id,



Quick Reference Card – How to Create a Variant and Layout

click on the change layout button.

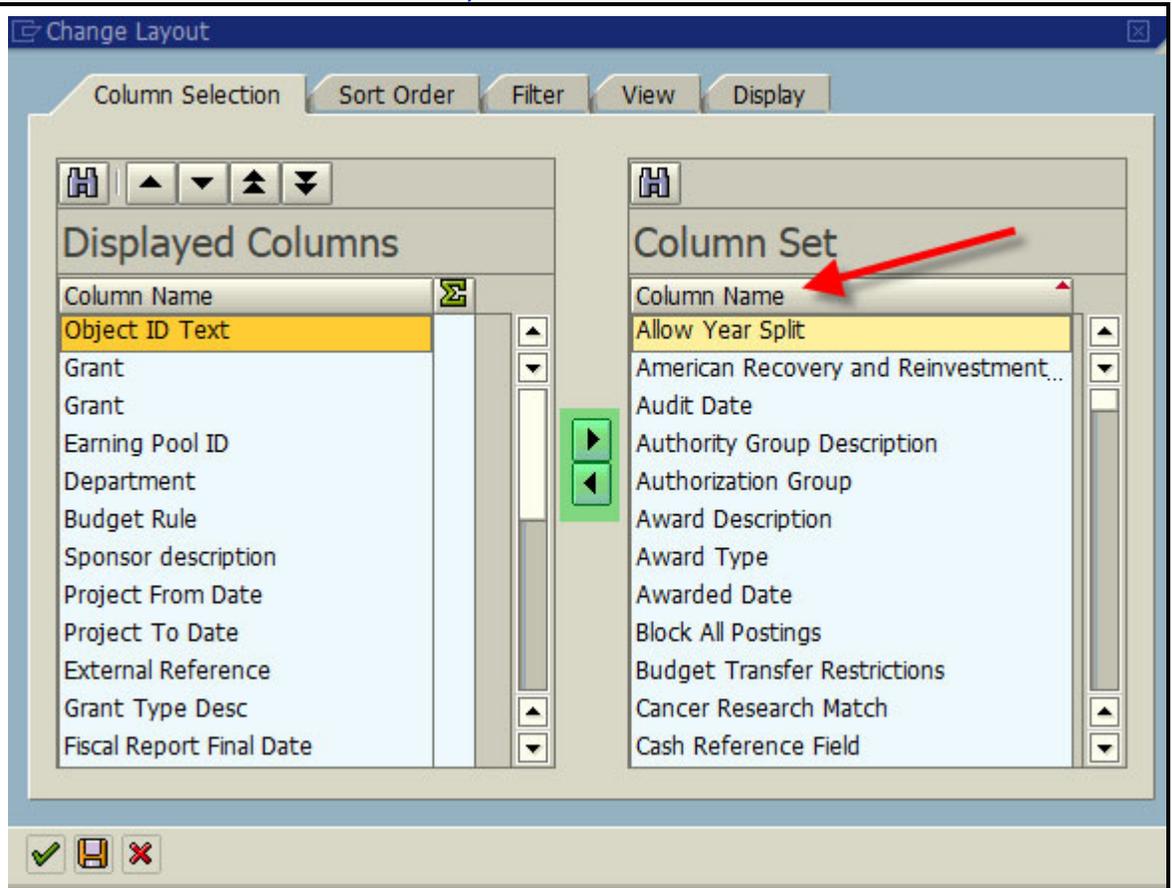
The displayed columns are the current layout and the column set are the columns that can be added to the layout.



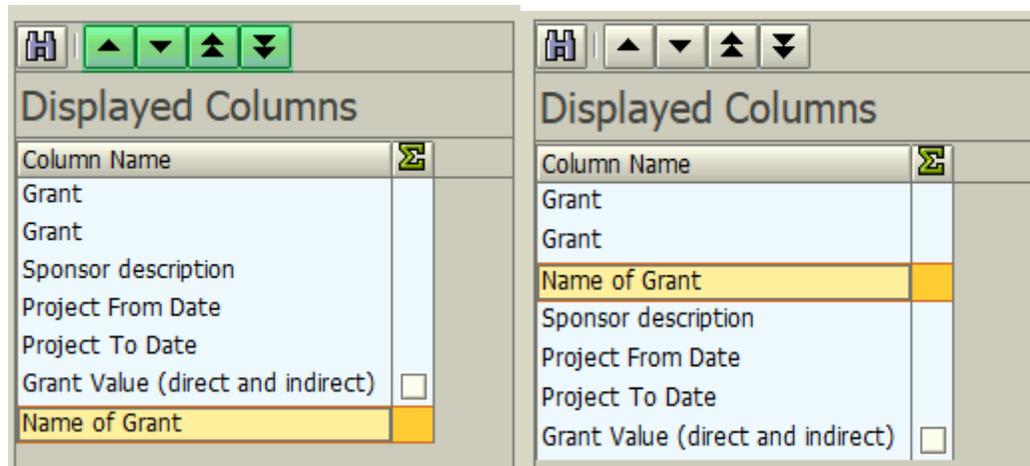
Quick Reference Card – How to Create a Variant and Layout

The green arrows are used to add and remove items to the displayed columns to the layout.

Tip: Clicking on Column name will alphabetize the search of the column set.



The arrows above Displayed Columns can be used to move an item up or down the layout.



Quick Reference Card – How to Create a Variant and Layout

Click  to pull up new layout.

Master Data Index for Grant						
Grant	Grant	Name of Grant	Sponsor description	Project From	Project To	Grant Value
3048111833	3048111833	KLAPPER ANDREW	National Science Foundation	10/01/2014	06/30/2019	452,381.00
3048112558	3048112558	FINKEL RAPHAEL	National Science Foundation	04/15/2015	07/31/2019	333,318.00
3048112613	3048112613	HAYES JANE	National Science Foundation	06/01/2015	05/31/2019	130,506.00
3048113714	3048113714	SILVESTRI SIMONE	North Atlantic Treaty Organiza	08/01/2017	09/15/2019	55,047.00
3048114036	3048114036	SEALES WILLIAM	Andrew W Mellon Foundation	09/01/2018	02/28/2019	40,124.00
3048114058	3048114058	FINKEL RAPHAEL	Kasumi Project USA	09/01/2018	12/31/2020	16,050.00
3200000183	3200000183	GRIFFIOEN JAMES	National Science Foundation	09/01/2015	08/31/2019	999,313.00
3200000184	3200000184	GRIFFIOEN JAMES	National Science Foundation	10/01/2015	09/30/2019	149,949.00
3200000436	3200000436	JACOBS NATHAN	National Science Foundation	07/01/2016	06/30/2021	507,426.00
3200000590	3200000590	GRIFFIOEN JAMES	BBN Technologies The GENI Project Office	04/01/2016	12/31/2018	640,618.00
3200000595	3200000595	CALVERT KENNETH	National Science Foundation	05/16/2016	05/15/2019	742,206.00
3200000666	3200000666	TRUSZCZYNSKI MIROSLA	National Science Foundation	07/01/2016	06/30/2019	457,594.00
3200001125	3200001125	YU TINGTING	National Science Foundation	06/01/2017	05/31/2022	303,885.00
3200001149	3200001149	CUI LICONG	National Science Foundation	03/01/2017	02/28/2019	150,981.00
3200001577	3200001577	LIU JINZE	National Cancer Institute	09/15/2017	08/31/2019	152,987.00
3200001595	3200001595	TRUSZCZYNSKI MIROSLA	University of Nebraska Omaha	09/01/2017	08/31/2020	220,795.00
3200001636	3200001636	SILVESTRI SIMONE	Missouri University of Science and Tech	10/10/2017	12/14/2019	318,744.00
3200001720	3200001720	JACOBS NATHAN	National Science Foundation	03/01/2018	02/28/2019	13,625.00
3200002033	3200002033	GRIFFIOEN JAMES	National Science Foundation	08/01/2018	07/31/2020	877,605.00
3200002052	3200002052	CUI LICONG	National Science Foundation	09/01/2018	08/31/2021	309,454.00
3200002220	3200002220	JACOBS NATHAN	Design Knowledge Company	10/01/2018	11/30/2019	155,700.00
3200002256	3200002256	JACOBS NATHAN	Intelligent Automation Inc	11/07/2018	06/12/2019	19,944.00
3200002301	3200002301	JACOBS NATHAN	Novateur Research Solutions	11/15/2018	11/15/2020	29,503.00
3048112558	3210000234	FINKEL RAPHAEL	National Science Foundation	04/04/2016	07/31/2019	0.00
3048112558	3210000524	FINKEL RAPHAEL	National Science Foundation	02/17/2017	07/31/2019	0.00
3048112558	3210000672	FINKEL RAPHAEL	National Science Foundation	07/28/2017	07/31/2019	0.00
3200000666	3210000821	TRUSZCZYNSKI MIROSLA	National Science Foundation	12/22/2017	06/30/2019	0.00
3200001755	3210000836	YANG RUIGANG	National Institute of Food and Agriculture	02/15/2018	02/14/2021	0.00
3200001595	3210000860	TRUSZCZYNSKI MIROSLA	University of Nebraska Omaha	04/16/2018	08/31/2020	0.00
3200001125	3210000868	YU TINGTING	National Science Foundation	06/01/2017	05/31/2022	0.00

Click on Save Layout.

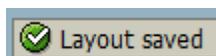


Enter the Save Layout field (Short Name) and Name (Layout Description)

Save Layout

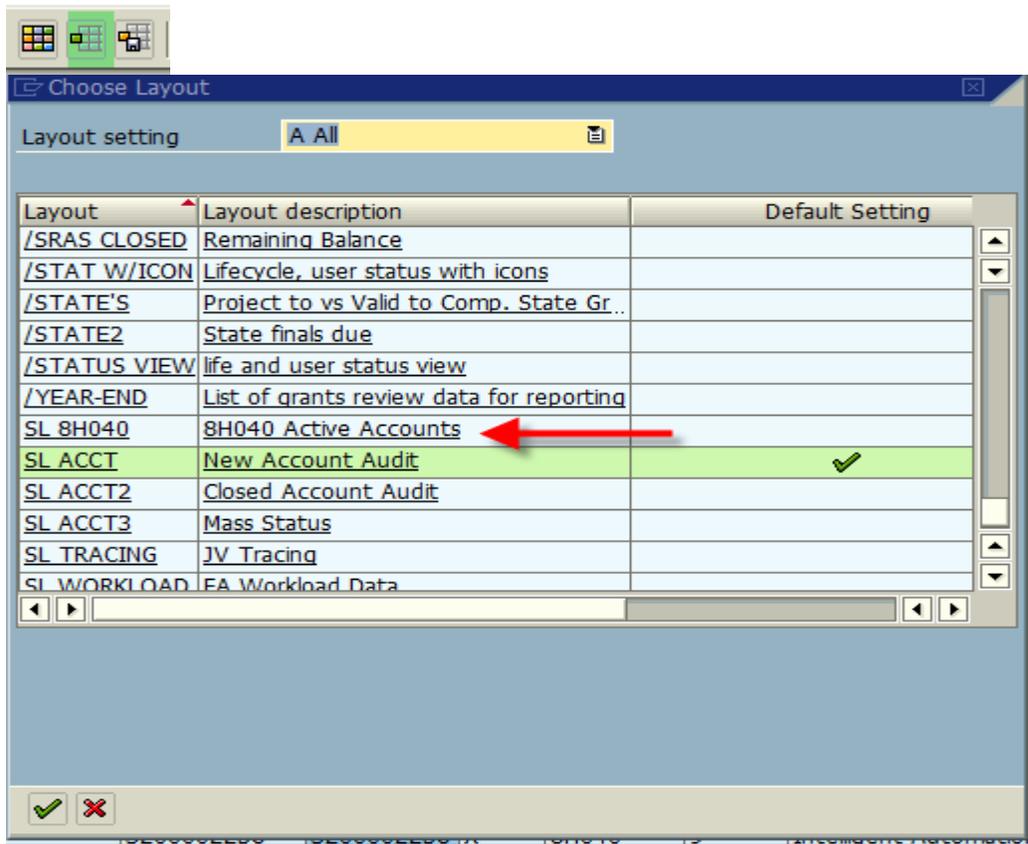
Name:

User-specific Default Setting



Quick Reference Card – How to Create a Variant and Layout

To find your variant after pulling up the screen, you will click on Select Layout.



Click on Layout or Layout Description to pull up layout.

Master Data Index for Grant						
Grant	Grant	Name of Grant	Sponsor description	Project From	Project To	Grant Val
3048111833	3048111833	KLAPPER ANDREW	National Science Foundation	10/01/2014	06/30/2019	452,381.0
3048112558	3048112558	FINKEL RAPHAEL	National Science Foundation	04/15/2015	07/31/2019	333,318.0
3048112613	3048112613	HAYES JANE	National Science Foundation	06/01/2015	05/31/2019	130,506.0
3048113714	3048113714	SILVESTRI SIMONE	North Atlantic Treaty Organiza	08/01/2017	09/15/2019	55,047.0
3048114036	3048114036	SEALES WILLIAM	Andrew W Mellon Foundation	09/01/2018	02/28/2019	40,124.0
3048114058	3048114058	FINKEL RAPHAEL	Kasumi Project USA	09/01/2018	12/31/2020	16,050.0
3200000183	3200000183	GRIFFIOEN JAMES	National Science Foundation	09/01/2015	08/31/2019	999,313.0
3200000184	3200000184	GRIFFIOEN JAMES	National Science Foundation	10/01/2015	09/30/2019	149,949.0
3200000436	3200000436	JACOBS NATHAN	National Science Foundation	07/01/2016	06/30/2021	507,426.0
3200000590	3200000590	GRIFFIOEN JAMES	BBN Technologies The GENI Project Office	04/01/2016	12/31/2018	640,618.0
3200000595	3200000595	CALVERT KENNETH	National Science Foundation	05/16/2016	05/15/2019	742,206.0
3200000666	3200000666	TRUSZCZYNSKI MIROSLA	National Science Foundation	07/01/2016	06/30/2019	457,594.0
3200001125	3200001125	YU TINGTING	National Science Foundation	06/01/2017	05/31/2022	303,885.0
3200001149	3200001149	CUI LICONG	National Science Foundation	03/01/2017	02/28/2019	150,981.0
3200001577	3200001577	LIU JINZE	National Cancer Institute	09/15/2017	08/31/2019	152,987.0
3200001595	3200001595	TRUSZCZYNSKI MIROSLA	University of Nebraska Omaha	09/01/2017	08/31/2020	220,795.0
3200001636	3200001636	SILVESTRI SIMONE	Missouri University of Science and Tech	10/10/2017	12/14/2019	318,744.0
3200001720	3200001720	JACOBS NATHAN	National Science Foundation	03/01/2018	02/28/2019	13,625.0
3200002033	3200002033	GRIFFIOEN JAMES	National Science Foundation	08/01/2018	07/31/2020	877,605.0
3200002052	3200002052	CUI LICONG	National Science Foundation	09/01/2018	08/31/2021	309,454.0
3200002220	3200002220	JACOBS NATHAN	Design Knowledge Company	10/01/2018	11/30/2019	155,700.0
3200002256	3200002256	JACOBS NATHAN	Intelligent Automation Inc	11/07/2018	06/12/2019	19,944.0
3200002301	3200002301	JACOBS NATHAN	Novateur Research Solutions	11/15/2018	11/15/2020	29,503.0
3048112558	3210000234	FINKEL RAPHAEL	National Science Foundation	04/04/2016	07/31/2019	0.0
3048112558	3210000524	FINKEL RAPHAEL	National Science Foundation	02/17/2017	07/31/2019	0.0
3048112558	3210000672	FINKEL RAPHAEL	National Science Foundation	07/28/2017	07/31/2019	0.0
3200000666	3210000821	TRUSZCZYNSKI MIROSLA	National Science Foundation	12/22/2017	06/30/2019	0.0
3200001755	3210000836	YANG RUIGANG	National Institute of Food and Agriculture	02/15/2018	02/14/2021	0.0
3200001595	3210000860	TRUSZCZYNSKI MIROSLA	University of Nebraska Omaha	04/16/2018	08/31/2020	0.0
3200001125	3210000868	YU TINGTING	National Science Foundation	06/01/2017	05/31/2022	0.0

Quick Reference Card – How to Create a Variant and Layout

To save the layout to the variant. Find the layout on the screen that the variant was setup.

Click on the multiple selection

button  to pull up list of layouts.

Master Data Index for Grant

1 active

Object

Grant	3000000000	to	3999999999	
Grant Group				
Company Code	UK00	to		
Sponsor		to		

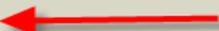
Parameters

Internal Reference		to		
External Reference		to		
Created on		to		
Last Modified on		to		
Valid from Date		to		
Valid to Date		to		
Lifecycle Status	I5616	to		

Responsibilities

Responsibility Type	
HR Planning Object Type	
Object ID	

ALV

Layout SL ACCT  

Find the saved layout and double click on it to select that layout.

Layout: Choose

Layout	Layout description				
/STATUS VIEW	life and user status view	✓			
/YEAR-END	List of grants review data for reporting	✓			
SL 8H040	8H040 Active Accounts	✓			✓
SL ACCT	New Account Audit	✓			✓
SL ACCT2	Closed Account Audit	✓			✓
SL ACCT3	Mass Status	✓			✓
SL TRACING	JV Tracing	✓			✓
SL WORKLOAD	FA Workload Data	✓			✓

The layout has been changed.

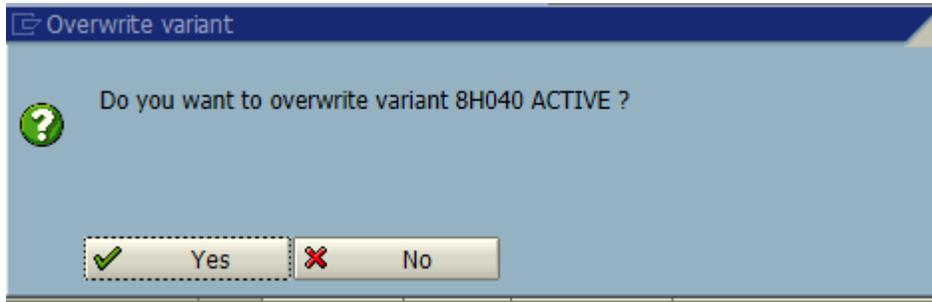
ALV

Layout SL 8H040 

Quick Reference Card – How to Create a Variant and Layout

To have this layout be the default layout for the variant, the variant would need to be saved again. Click on the save button twice. The warning message will appear since the variant is protected.

Click yes to save the variant.



When the variant is now selected, the layout is saved.

Master Data Index for Grant

1 active

Object	
Grant	3000000000 3999999999
Grant Group	
Company Code	UK00 to
Sponsor	to

Parameters	
Internal Reference	to
External Reference	to
Created on	to
Last Modified on	to
Valid from Date	to
Valid to Date	to
Lifecycle Status	I5616 to

Responsibilities	
Responsibility Type	
HR Planning Object Type	
Object ID	

ALV	
Layout	SL 8H040

Quick Reference Card – How to Create a Variant and Layout

Helpful Hints

- Any variant or layout may not be protected. If any change is made to either, the recommendation is to save as a new variant or layout. If the variant or layout is over written, the original variant or layout cannot be recreated.
- Most reports can be uploaded to excel for users to be able to create templates for reporting.