



Create Layouts and Report Variants in Fiori

Job Aid

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

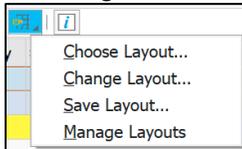
Purpose/Background

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

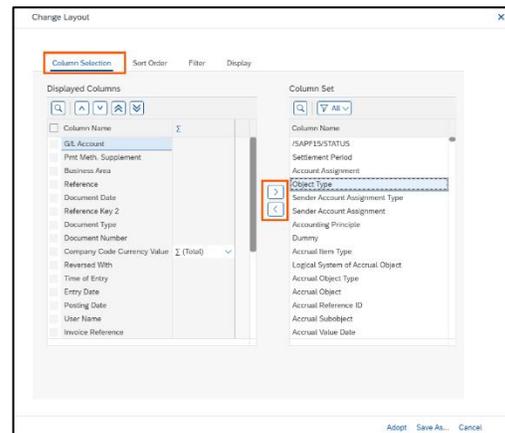
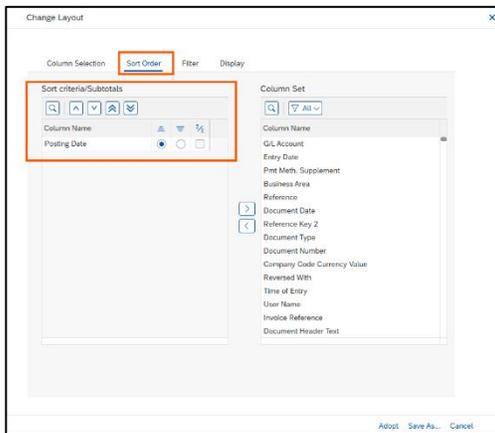
How to Create Layouts

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

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



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



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

How to Create Report Variants

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

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

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

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