

# Reporting tools

In SAP, lot's of standard reports are available like MB51 or MB52 but Solvay customized some reports when standard reports are not enough efficient. Those ones start always with a "Z".

In most of the cases, you can export those reports in GSheet or Excel and even manage a job to do it automatically.

## General topics :

- in a SAP report, if you do not fill a field at the selection screen, SAP consider you want to see all.
- if you precise a date, you will see the report for that date (not the horizon from or to that date apart if you select >, < or = etc... if you want to select a range of dates, you need to select a date from and a date to.
- some reports are very intuitive but some others are quite complex. In that case, better to refer to a tutorial to know how to make a selection
- in most of the reports, the selection screen allow to choose a specific layout. You can select one a a list but you can also build your own layout Some suggest an hierarchy list or a flat file.  
To export a report it is often easier with a flat file.

**How to create a variant ?** : When you run often the same report, it is useful to create a variant in order to not have to always re-introduce all information in the selection screen. If you want to export automatically the report in a Gheet using a job, it is mandatory to create a variant.

**How to change and save a layout ?** : when you run a report it is often possible to choose the columns you want to display and how you want to display those.

**How to export a report in Google or Excel ?** : The recommended solution is to export a report in a GSheet but, if the report is too big, sometimes it is only possible to export in Excel.

**How to automatically export a report in GSheet with a job ?** . For reports that should be exported on a regular basis, the best is to create a job to automatically export the report. when running manually the job, there are sometimes behaviours. solutions are indicated [here](#)

When a file is exported in a GSheet, you can build your own report based on this export and add other information you may need.

## Tutorial to export a report in a GSheet for WP1

Tutorial for PF1