

SAP FI Tips

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Modifying Header Text in Line Item Reports

The G/L Account, Vendor and Customer line item reports are some of the most frequently used reports by accounting personnel, see Figure 1. As such, users often times want to modify the layout and display of these reports. Users are not always familiar with the fact that the header of these reports can also be changed. In the following pages I will show you a simple way to make such a change.

To add a field to the report header section, you need to navigate from the top menu bar to: Settings, Layout and then Current Header rows. See Figure 2.

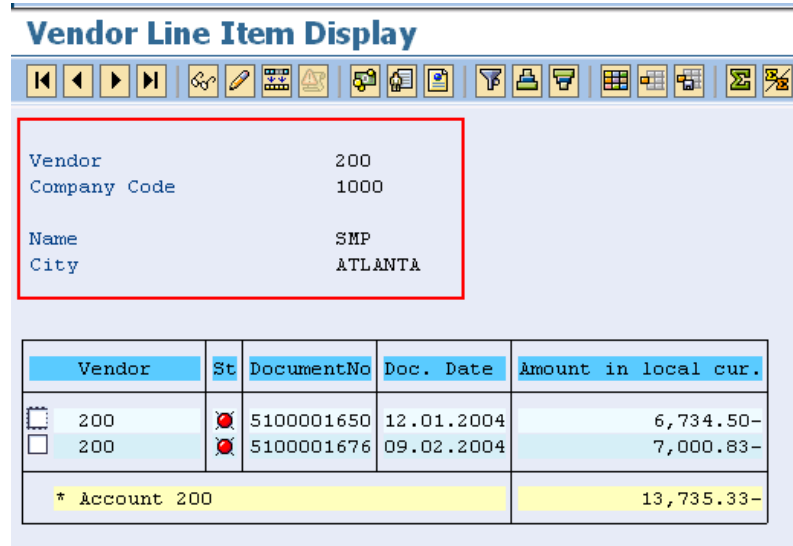


Figure 1 Vendor Line Item Display Report (FBL1N)

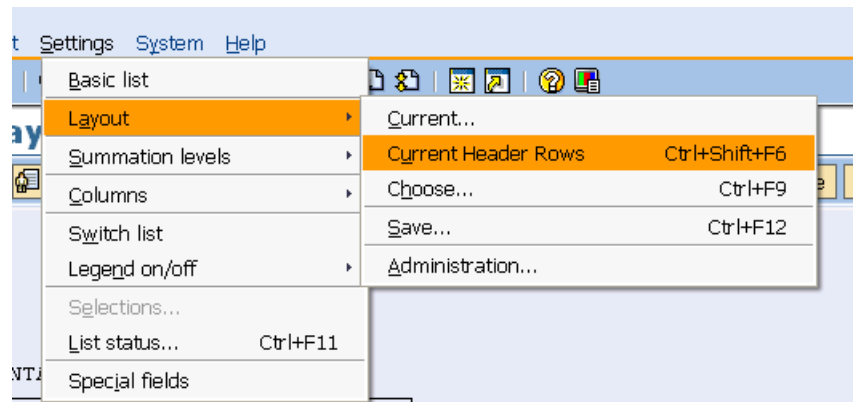


Figure 2 Current Header Rows

This will place you in the “Change Headers” screen and allow you to modify the report header, as demonstrated in Figure 3. From this point you can make a change to a general variable such as date or page number. You can also make changes to characteristics, which are vendor master data related such as address and name etc.

*A Simple Way
to Change the
Header Rows
of the Line Item
Reports*

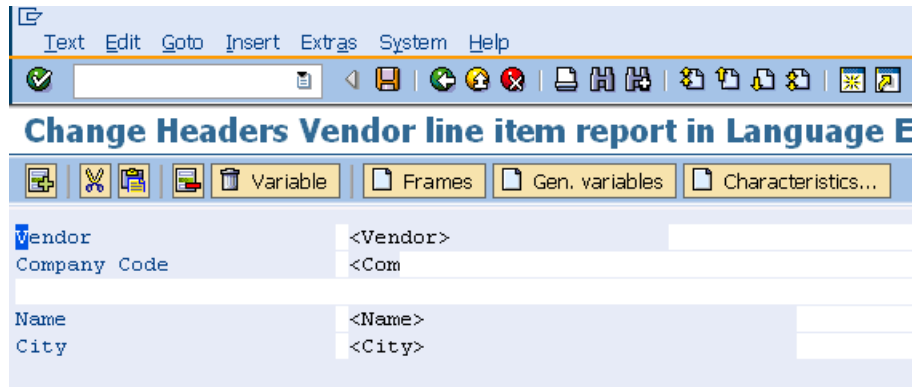


Figure 3 Change Headers for Vendor Line Item Report

In Figure 4, I am inserting the “Date of Output” general variable to the report header, which is displayed between <brackets>

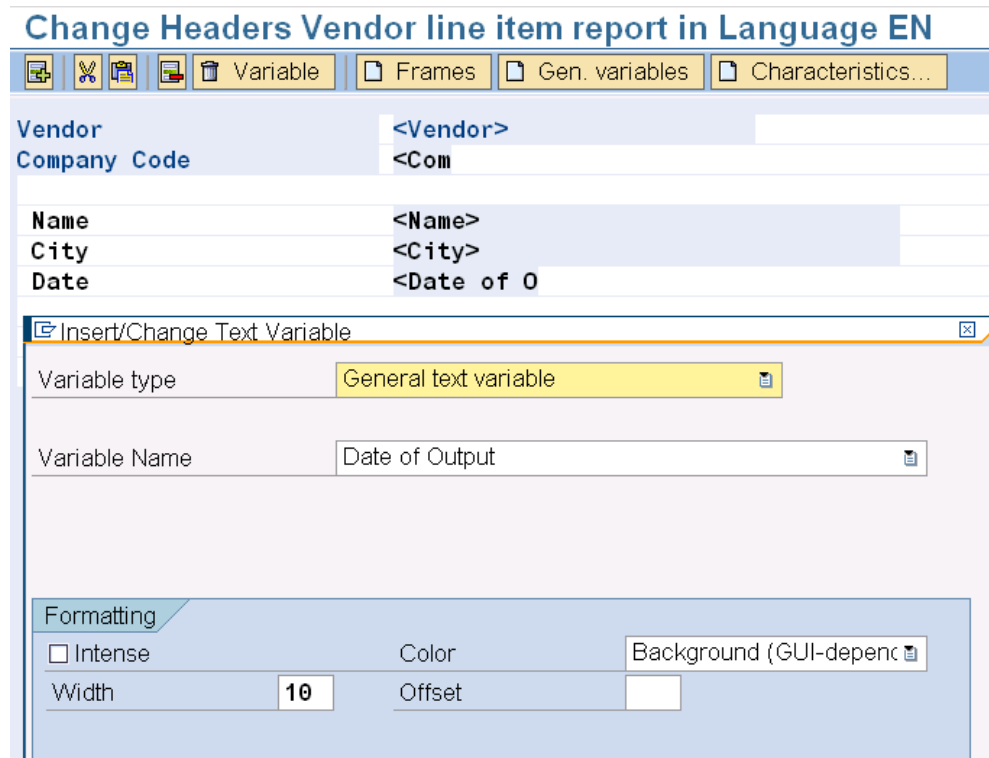


Figure 4 Insert of Date General Text Variable

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After saving, the change will be immediately reflected in the report as shown in Figure 5.

Modification to Header Rows Impacts the Report Throughout the Organization; Therefore, Care should be Exercised.

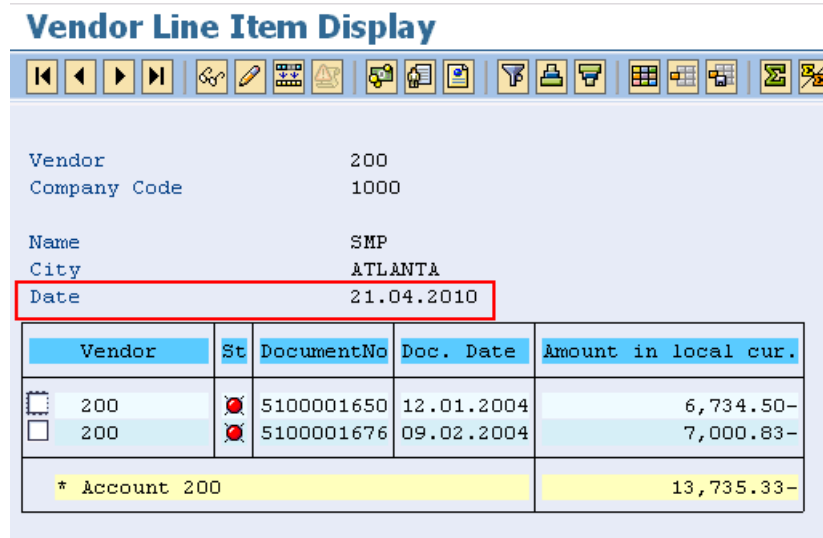


Figure 5 Report after the inserting on the date variable

To have the header data repeat for each vendor the sort order must be set as displayed in Figure 6, otherwise you will get asterisks (*) for the header data. The account field needs to be included and a page feed must be selected.

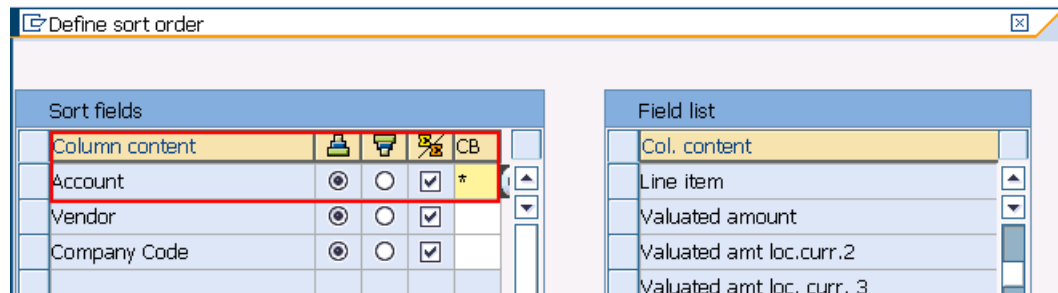


Figure 6 Setting of Sort Order

Note that the change of header rows impact anyone running the report in the organization so care must be taken when making these changes.

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