

SAP Basic Navigation and Fiori Overview

INTRODUCTION



BACKGROUND

SAP Fiori is a web-based platform that provides applications for performing transactions, viewing information, and running reports. It offers a personalized, role-based, and user-friendly experience. This job aid offers instructions to help you navigate SAP Fiori efficiently.



AUDIENCE

All BFS SAP users.

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Interactive Menu



Click this icon to go back to the main menu



Click this icon to go back to the previous page



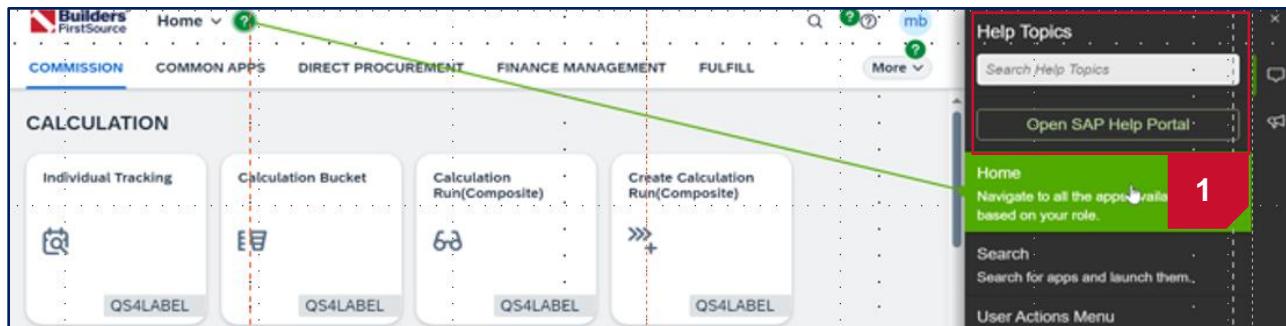
Click this icon to go to the following page

SAP COMPANION

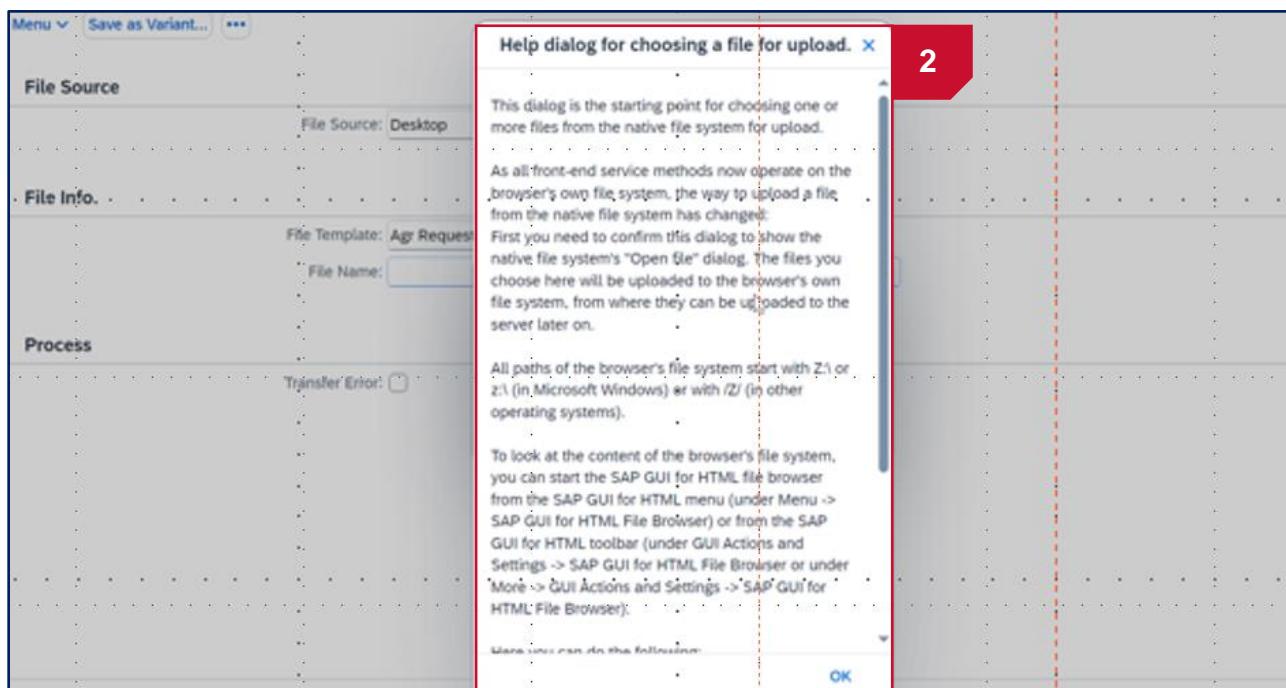


SAP Companion is a tool that helps you use SAP Fiori software more easily. It does two main things:

- 1 Gives Tips: It shows helpful information about different parts of the screen, so you know what each button or field does.



- 2 Guides You: It provides step-by-step instructions to help you complete tasks.



NOTE

- The **Help** icon is available next to the **Search** icon at the top right corner.
- While within a tile, you can use the **Help** icon to get quick help on the tile's business function.

HELP TOPICS



- 1 Click the **Help Icon** in the SAP Fiori Launchpad.

The screenshot shows the SAP Fiori Launchpad interface. At the top, there's a navigation bar with links like Home Page, FINANCE MANAGEMENT, FULFILL, INVENTORY, INVOICE TO PAY, MASTER DATA MANAGEMENT, and REGULAR INSTALL SERVICES. A red box highlights the help icon (a question mark inside a square) in the top right corner of the header. Below the header, there are sections for MY FAVORITES and GENERAL APPS. In the MY FAVORITES section, there's a card for 'Evaluate Authorization Check SU53'. In the GENERAL APPS section, there are cards for Application Log Messages, Archive Explorer, Maintain Users Own Data, and Display Own Jobs. Each card has a small 'QS4LABEL' placeholder at the bottom right.

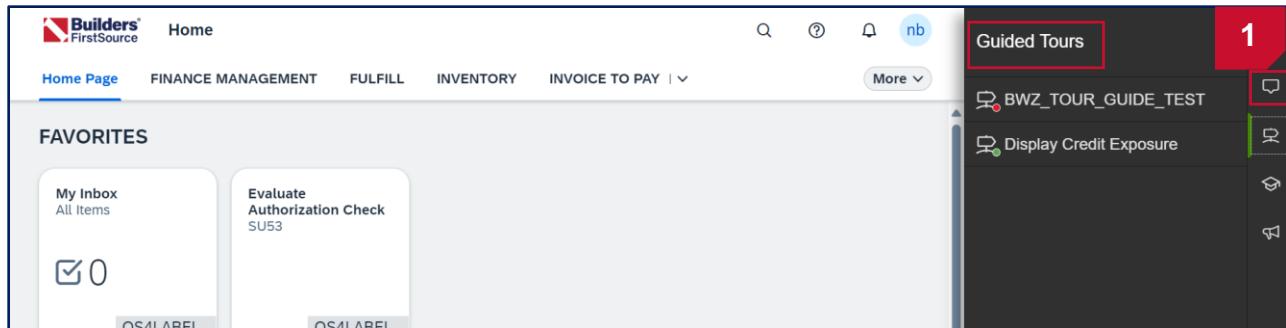
- 2 Click the **Speech Bubble Icon** and choose the **Help Topics** you need from the list provided.

The screenshot shows the SAP Fiori Launchpad with the 'Help Topics' menu open. The menu is a sidebar on the right side of the screen, containing a search bar and a list of options: Quick Tour, Find Help, Home, Search, Notifications, User Actions Menu, Group Selection Bar, Navigation Bar, and My Home in SAP S/4HANA Cloud. A red box highlights the 'Find Help' option in the menu. The main content area shows various application cards, including 'Display Credit Exposure', 'Advanced Scheduling Board', 'Manage Work Center Capacity', 'Monitor Capacity Utilization', and 'Production Scheduling Board'. The 'Non-Prod Group for Production Team' section is visible at the bottom.

GUIDED TOURS

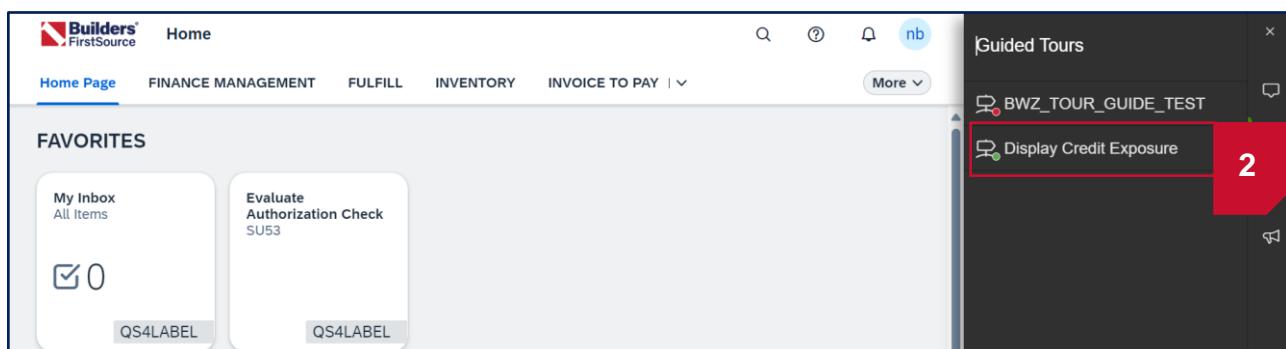


- 1 Under the **Help Topics** icon, you can find another icon for **Guided Tours**. Click on it to access step-by-step guidance. Guided tours may be available if mentioned in the help section, though they are not a standard offering.



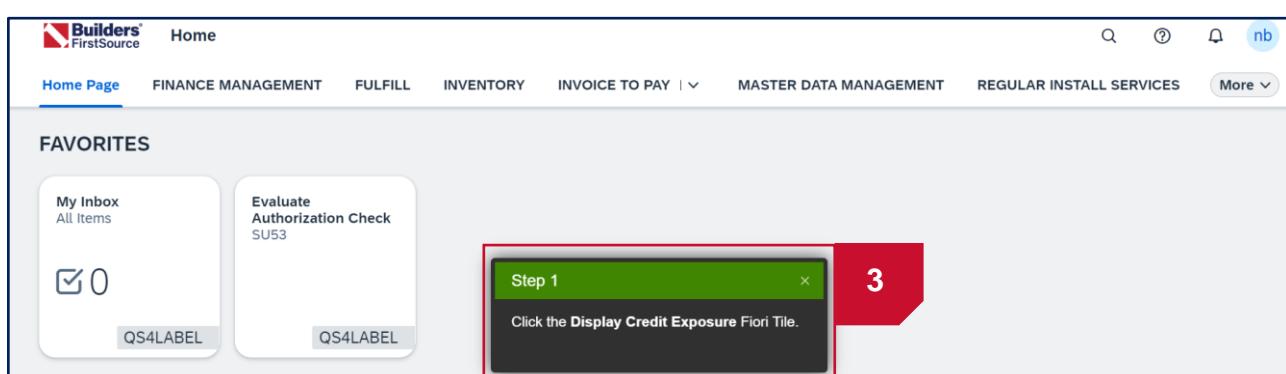
The screenshot shows the Fiori Home page with various navigation links: Home Page, FINANCE MANAGEMENT, FULFILL, INVENTORY, and INVOICE TO PAY. On the right side, there is a sidebar titled 'Guided Tours' which lists two items: 'BWZ_TOUR_GUIDE_TEST' and 'Display Credit Exposure'. The 'Display Credit Exposure' item is highlighted with a red box and a red number '1' in the top right corner of the sidebar.

- 2 Click **Display Credit Exposure**.



The screenshot shows the Fiori Home page with the same layout as the previous one. The 'Display Credit Exposure' tile in the Favorites section is highlighted with a red box and a red number '2' in the top right corner of the sidebar.

- 3 Follow the sequence of steps provided.



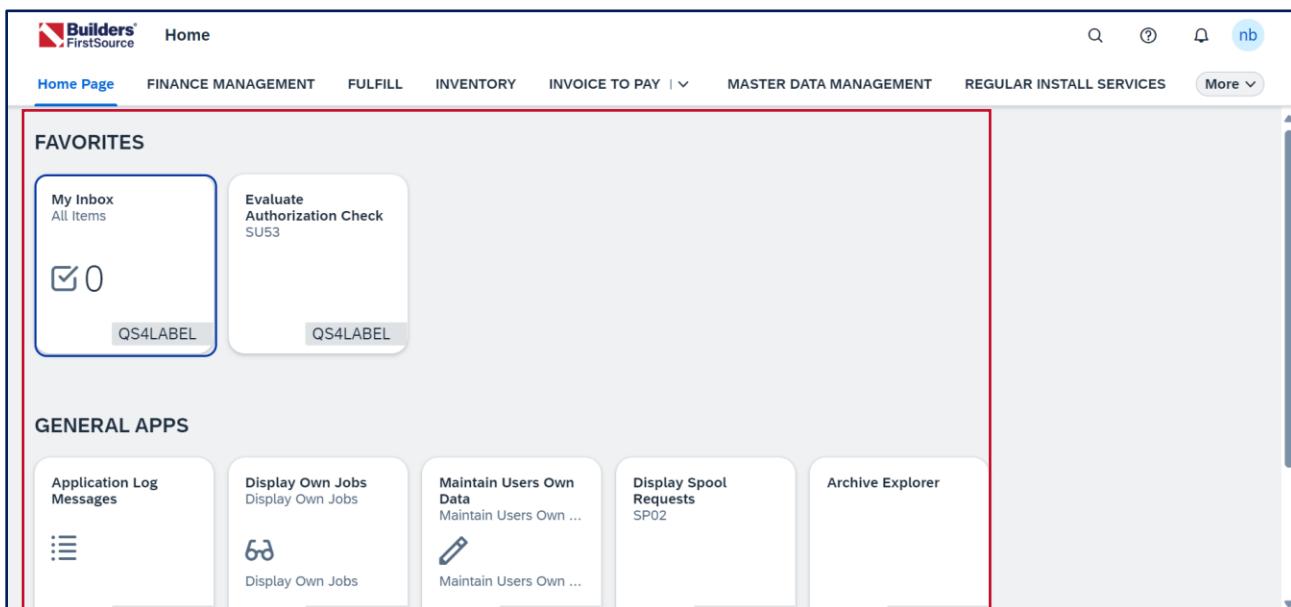
The screenshot shows the Fiori Home page with the 'Display Credit Exposure' tile highlighted. A guided tour step 1 overlay is displayed in the bottom right corner, containing the text: 'Step 1' and 'Click the Display Credit Exposure Fiori Tile.' The step number '3' is also present in the top right corner of the sidebar.

FIORI BASIC ELEMENTS



Fiori Tiles

- The SAP Build Work Zone is the main page for Fiori apps. It offers navigation, personalization, support, and app settings. It provides several features such as the User Actions Menu and notifications area. The main elements of the Build Work Zone are the Tiles, which are square buttons that open different business apps. These tiles give you easy access to various functions and applications. Access to these tiles depends on your user role. Tiles provide easy access to apps and information.



The screenshot displays the SAP Fiori Build Work Zone. At the top, there's a navigation bar with links for Home Page, FINANCE MANAGEMENT, FULFILL, INVENTORY, INVOICE TO PAY, MASTER DATA MANAGEMENT, REGULAR INSTALL SERVICES, and More. Below the navigation is a search bar and other user interface elements. The main content area is divided into sections: 'FAVORITES' and 'GENERAL APPS'. The 'FAVORITES' section contains two tiles: 'My Inbox' (All Items, 0 items) and 'Evaluate Authorization Check' (SU53). The 'GENERAL APPS' section contains five tiles: 'Application Log Messages', 'Display Own Jobs', 'Maintain Users Own Data', 'Display Spool Requests', and 'Archive Explorer'.

NOTE

The SAP Build Work Zone is dynamic. This means that you can:

- Change the position of the tiles to suit your preferences.
- Add or remove some apps in the **Favorites** Apps section, so that all your favorite apps are just one-click away.
- Rename the groups as you want.
- Set the overall theme of the Work Zone, according to your needs.

TYPES OF APPS

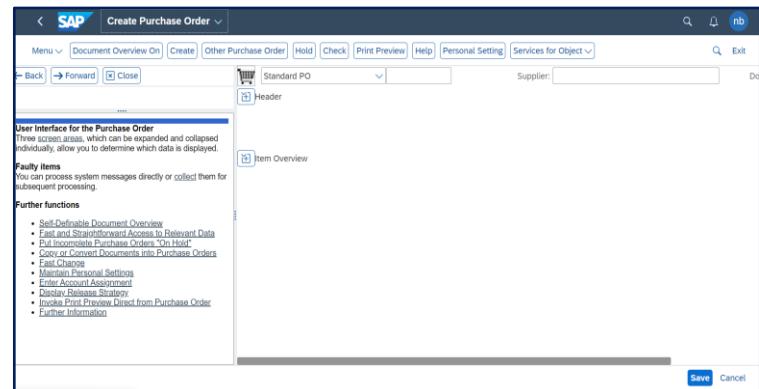


There are three types of apps: Transactional, Analytical and Factsheets.

TRANSACTIONAL APP

Purpose: It allows you to perform transactional tasks, such as creating or updating records.

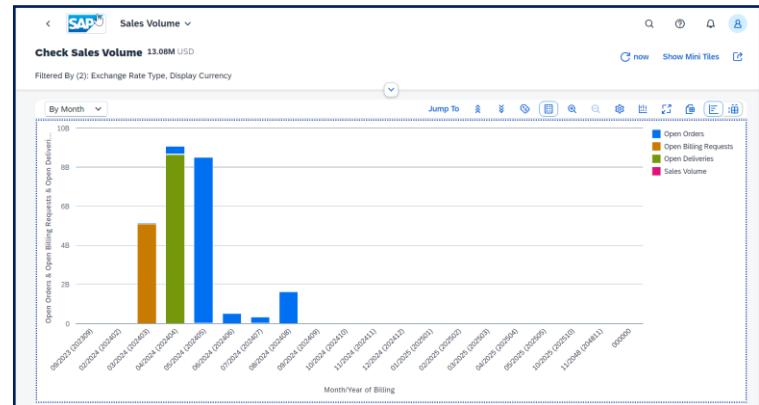
Example: The **Create Purchase Order** app allows users to create purchase orders for goods and services.



ANALYTICAL APP

Purpose: It provides role-based, real-time information about BFS operations.

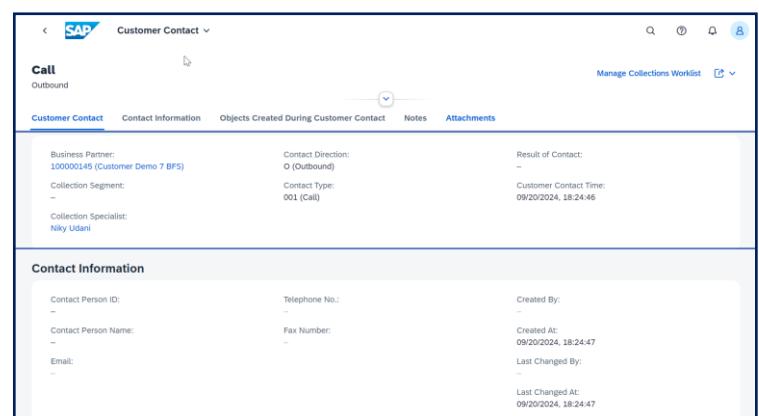
Example: The **Sales Volume** app provides insights into sales data by analyzing various metrics and key performance indicators (KPIs).



FACT SHEETS APP

Purpose: Display contextual information and key facts about central objects in your business operations.

Example: The **Customer Contact** app allows users to manage and update customer contact information.



Business Partner:	Contact Direction:	Result of Contact:
100000149 (Customer Demo 7 BFS)	O (Outbound)	-
Collection Segment:	Contact Type:	Customer Contact Time:
-	001 (Call)	09/20/2024, 18:24:47
Collection Specialist:		
Niky Urdan		

Contact Information		
Contact Person ID:	Telephone No.:	Created By:
-	-	-
Contact Person Name:	Fax Number:	Created At:
-	-	09/20/2024, 18:24:47
Email:		Last Changed By:
-		-
		Last Changed At:
		09/20/2024, 18:24:47

FIELD STATUS



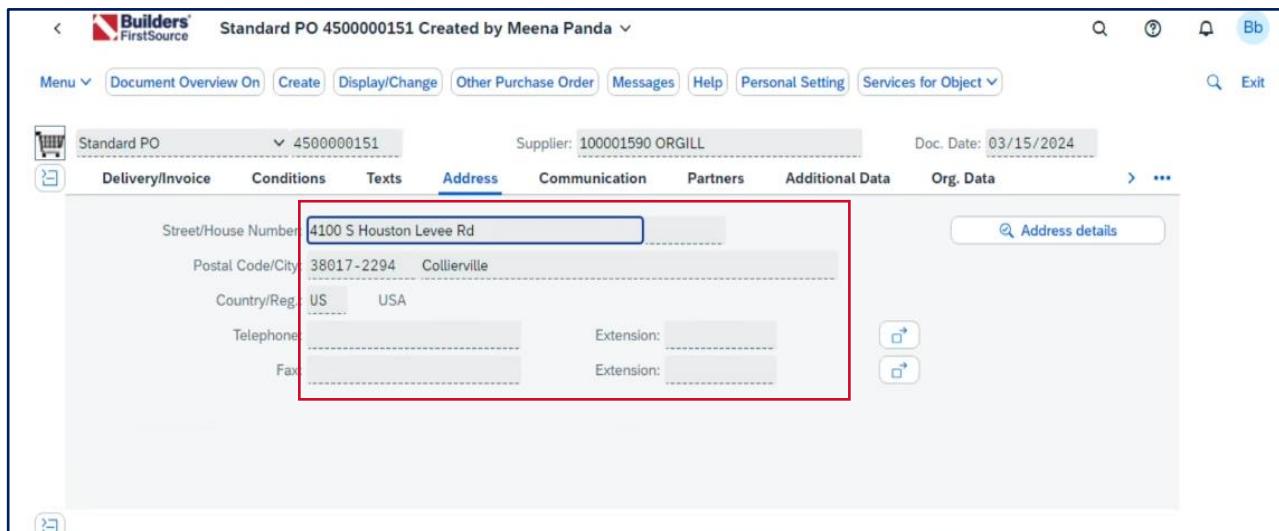
In SAP Fiori, field status is used to control how fields are displayed and interacted with in transaction documents. Here are the different field statuses:

Enter/Change Value (White Fill): You can type in or change the field. The white fill shows it's editable.

The screenshot shows the SAP Fiori interface for the 'BFS Capacity Scheduling Board'. At the top, there is a search bar with a placeholder 'Evaluation Horizon: *'. Below the search bar, there are three input fields: 'Work Center:' (containing '0001'), 'Product:', and 'Status:'. The 'Work Center:' field is highlighted with a red box, indicating it is an editable field. To the right of these fields are buttons for 'Go' and 'Adapt Filters'. Below the search bar, there is a navigation bar with links: 'Pacemaker Work Centers', 'Realign Schedules', 'Schedule Production', 'Manage Operation', and 'Filtered Operations'. On the left side, there is a sidebar titled 'Work Centers (0)' with a checkbox labeled 'Work Center'. The main area below the sidebar displays the message 'No data'.

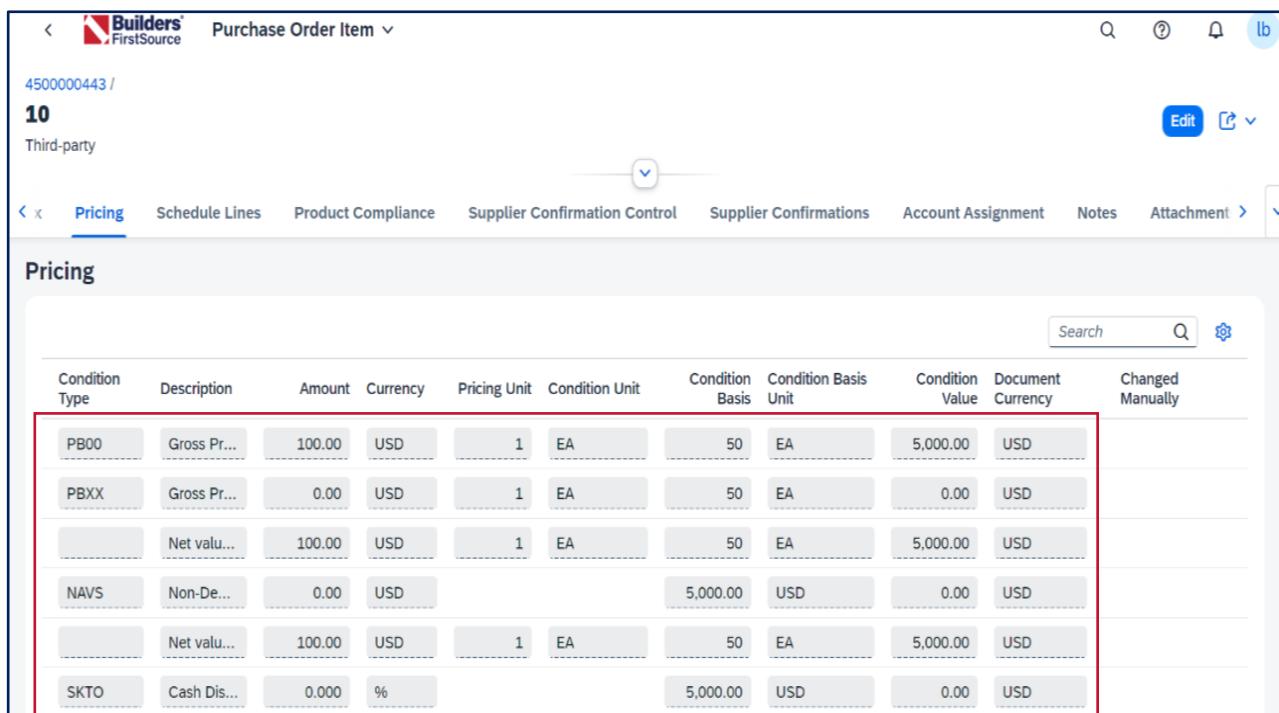


System Populated (Gray Fill): The system fills in this field automatically. The gray fill shows you can't change it.



The screenshot shows the 'Standard PO' screen for document ID 4500000151. The 'Address' tab is selected. A red box highlights the 'Street/House Number' field containing '4100 S Houston Levee Rd', which is a grayed-out, populated field. Other address fields like 'Postal Code/City' (38017-2294 Collierville), 'Country/Reg.' (US USA), and 'Telephone' and 'Fax' are also shown in gray.

Protected Fields (Gray Fill): You can't change these fields after a certain point. The gray fill means they're locked.



The screenshot shows the 'Purchase Order Item' screen for item ID 4500000443. The 'Pricing' tab is selected. A red box highlights a row in the pricing grid. The grid columns include Condition Type, Description, Amount, Currency, Pricing Unit, Condition Unit, Condition Basis, Condition Basis Unit, Condition Value, Document Currency, and Changed Manually. The highlighted row contains values such as PB00, Gross Pr..., 100.00, USD, 1, EA, 50, EA, 5,000.00, USD, and a checked 'Changed Manually' checkbox.

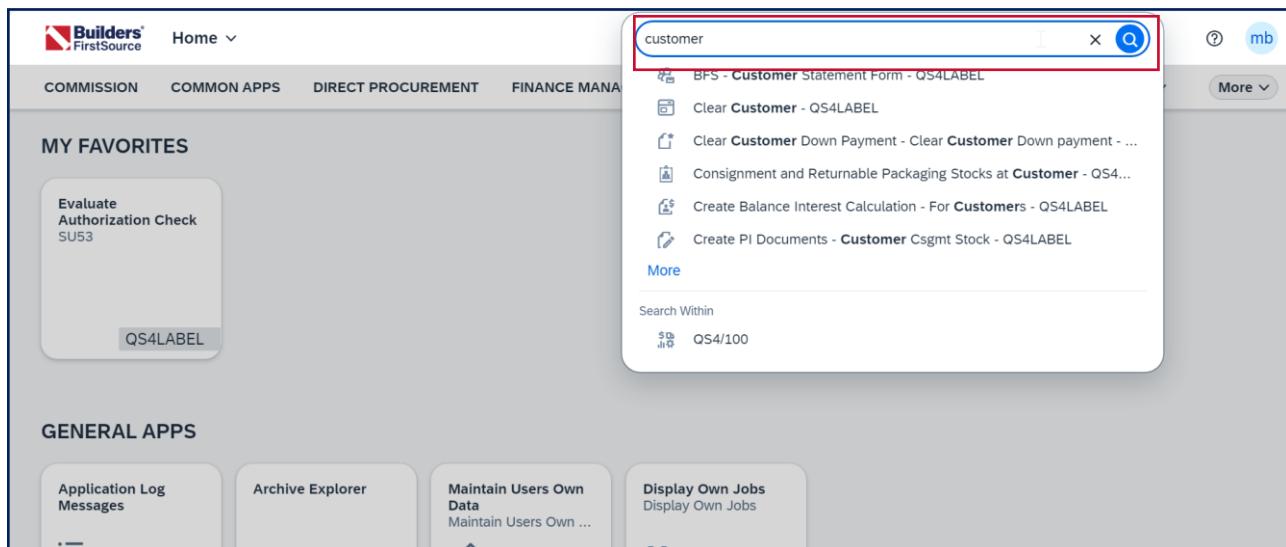
SEARCHING FEATURE



Fiori has a global search that lets you look through all apps and BFS items, like materials, customers and suppliers.

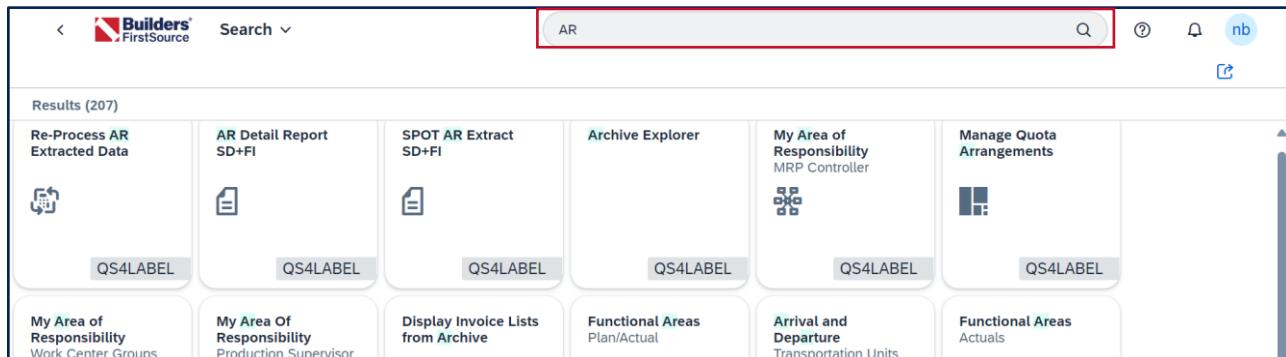
Searching for an App

To find any Fiori app, type the app's name or related keywords. A list of all possible results appears. Click on the app you want to access.



TIP

- Enhance your search results with **Wildcard Search**. Use special characters such as AR, DEF or GHI to refine your queries and find exactly what you're looking for.

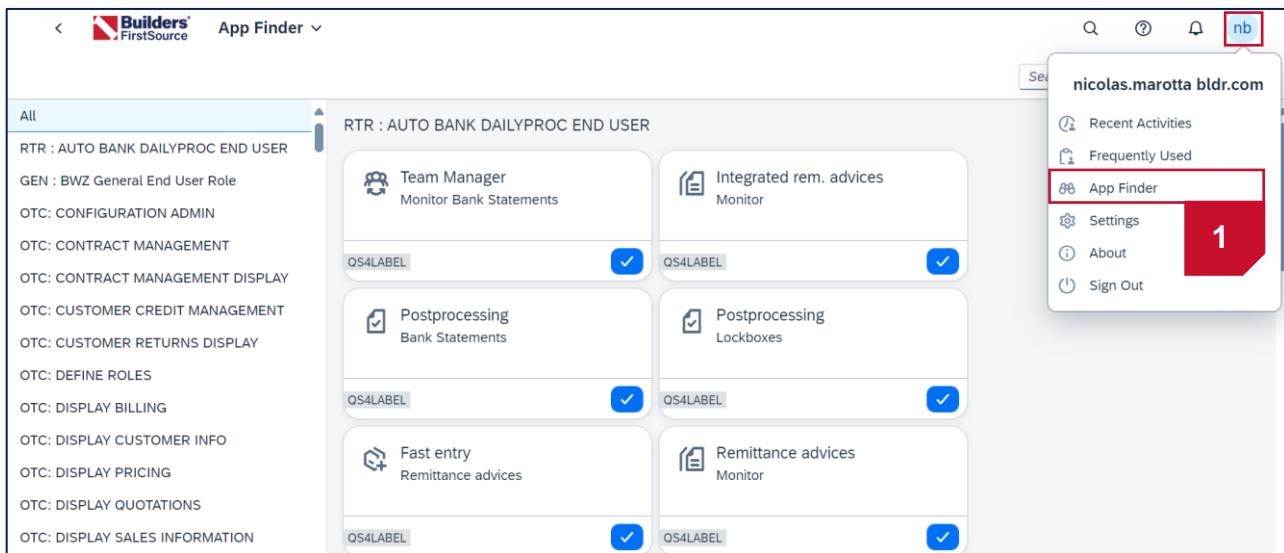


APP FINDER



The **App Finder** also allows you to quickly locate the app you need.

- 1 Click your **User Icon** in the top-right corner and select **App Finder** from the dropdown menu.



All

RTR : AUTO BANK DAILYPROC END USER

GEN : BWZ General End User Role

OTC: CONFIGURATION ADMIN

OTC: CONTRACT MANAGEMENT

OTC: CONTRACT MANAGEMENT DISPLAY

OTC: CUSTOMER CREDIT MANAGEMENT

OTC: CUSTOMER RETURNS DISPLAY

OTC: DEFINE ROLES

OTC: DISPLAY BILLING

OTC: DISPLAY CUSTOMER INFO

OTC: DISPLAY PRICING

OTC: DISPLAY QUOTATIONS

OTC: DISPLAY SALES INFORMATION

RTR : AUTO BANK DAILYPROC END USER

Team Manager Monitor Bank Statements

Integrated rem. advices Monitor

Postprocessing Bank Statements

Postprocessing Lockboxes

Fast entry Remittance advices

Remittance advices Monitor

nicolas.marotta bldr.com

Recent Activities

Frequently Used

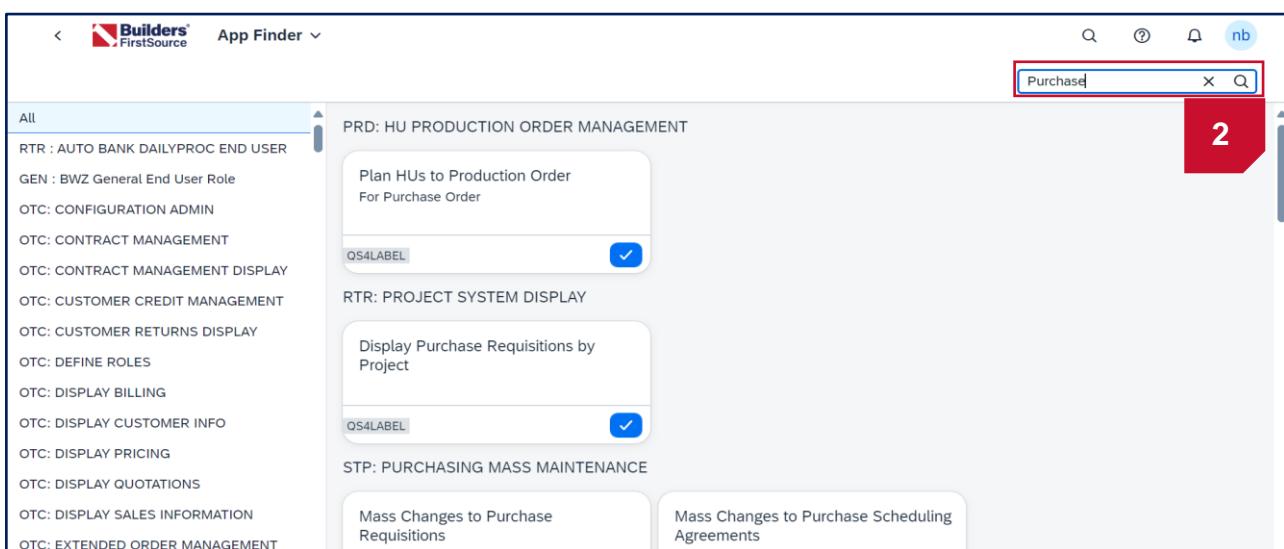
App Finder

Settings

About

Sign Out

- 2 In the search bar, type a keyword related to the app you want to find.



All

RTR : AUTO BANK DAILYPROC END USER

GEN : BWZ General End User Role

OTC: CONFIGURATION ADMIN

OTC: CONTRACT MANAGEMENT

OTC: CONTRACT MANAGEMENT DISPLAY

OTC: CUSTOMER CREDIT MANAGEMENT

OTC: CUSTOMER RETURNS DISPLAY

OTC: DEFINE ROLES

OTC: DISPLAY BILLING

OTC: DISPLAY CUSTOMER INFO

OTC: DISPLAY PRICING

OTC: DISPLAY QUOTATIONS

OTC: DISPLAY SALES INFORMATION

OTC: EXTENDED ORDER MANAGEMENT

PRD: HU PRODUCTION ORDER MANAGEMENT

Plan HUs to Production Order
For Purchase Order

RTR: PROJECT SYSTEM DISPLAY

Display Purchase Requisitions by Project

STP: PURCHASING MASS MAINTENANCE

Mass Changes to Purchase Requisitions

Mass Changes to Purchase Scheduling Agreements

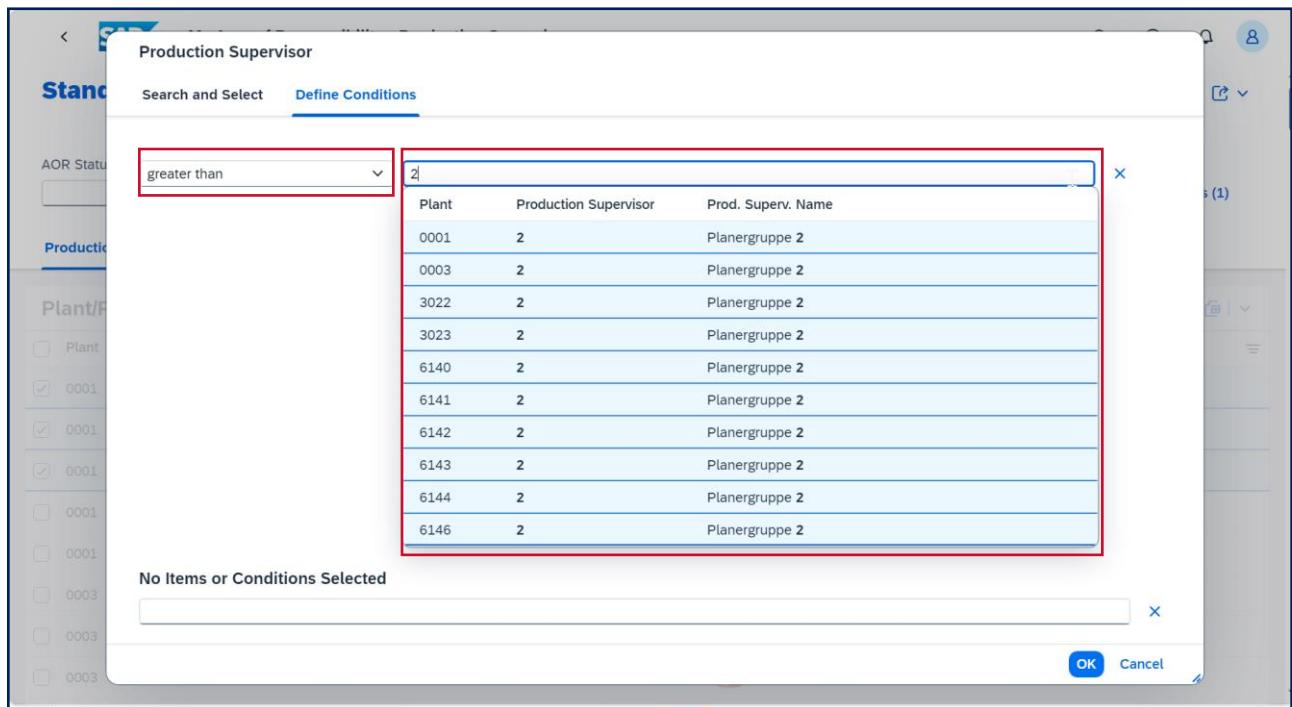
Purchase

WORKING WITH SELECTION VALUES



You can work with selection values to filter and refine your search results. This helps you to focus on specific data that meets your criteria.

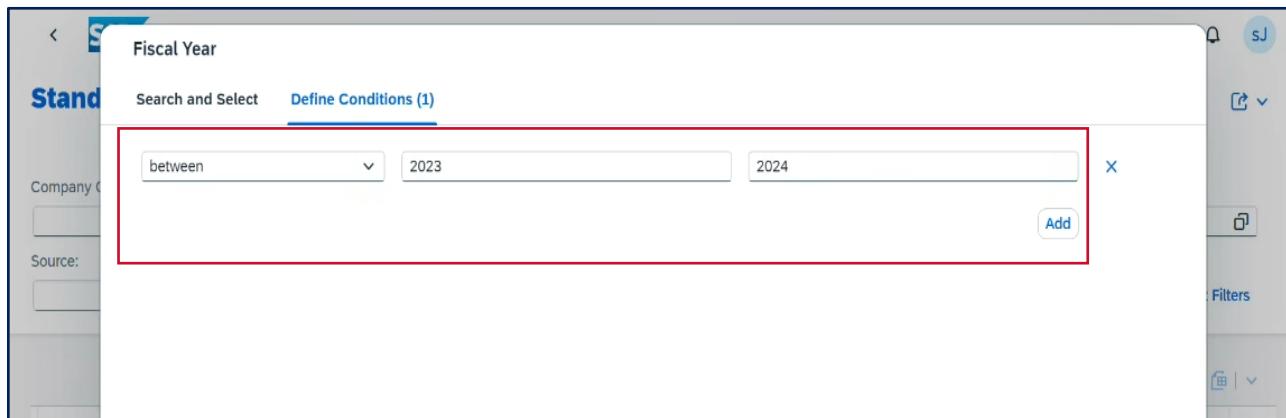
You can select a **single value** from a list of options to filter your search results based on that specific value.



Plant	Production Supervisor	Prod. Superv. Name
0001	2	Planergruppe 2
0003	2	Planergruppe 2
3022	2	Planergruppe 2
3023	2	Planergruppe 2
6140	2	Planergruppe 2
6141	2	Planergruppe 2
6142	2	Planergruppe 2
6143	2	Planergruppe 2
6144	2	Planergruppe 2
6146	2	Planergruppe 2

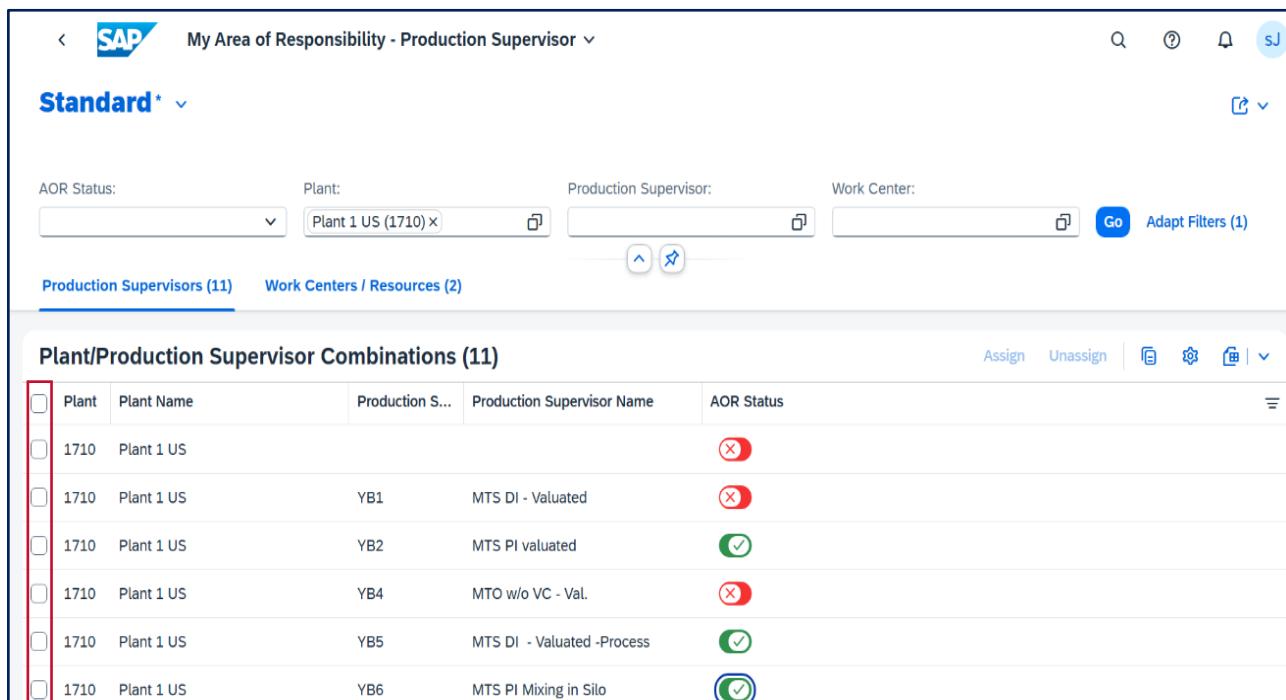


You can define a range of values to filter your search results. This is useful when you want to search for data within a specific range, such as dates or amounts. In this example, we have filtered by dates (between 2023 and 2024).



The screenshot shows a SAP Fiori application interface. A modal dialog titled "Fiscal Year" is open, displaying a "Search and Select" section. It contains a dropdown menu set to "between" with two input fields: "2023" and "2024". A red box highlights this date range input area. Below the input fields is a blue "Add" button. The background of the application shows a standard SAP navigation bar and some search results.

You can filter your search results by selecting **multiple checkboxes** from the list of options to apply multiple criteria



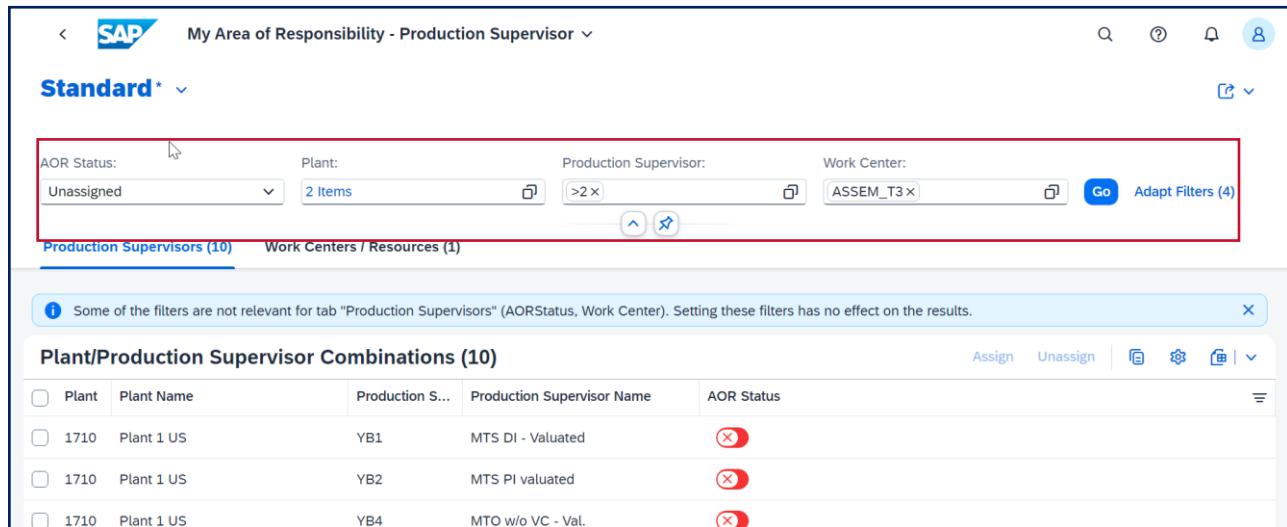
The screenshot shows a SAP Fiori application interface. At the top, there are filter fields for "AOR Status", "Plant" (set to "Plant 1 US (1710)"), "Production Supervisor", and "Work Center". To the right, there is a "Go" button and a "Adapt Filters (1)" button. Below these filters, there are two tabs: "Production Supervisors (11)" (selected) and "Work Centers / Resources (2)".

The main area displays a table titled "Plant/Production Supervisor Combinations (11)". The table has columns: "Plant", "Plant Name", "Production S...", "Production Supervisor Name", and "AOR Status". Each row in the table includes a checkbox in the first column and a status indicator (red X or green checkmark) in the last column. A red box highlights the first column of the table, indicating where multiple checkboxes can be selected.

	Plant	Plant Name	Production S...	Production Supervisor Name	AOR Status
<input type="checkbox"/>	1710	Plant 1 US			(Red X)
<input type="checkbox"/>	1710	Plant 1 US	YB1	MTS DI - Valuated	(Red X)
<input type="checkbox"/>	1710	Plant 1 US	YB2	MTS PI valued	(Green Checkmark)
<input type="checkbox"/>	1710	Plant 1 US	YB4	MTO w/o VC - Val.	(Red X)
<input type="checkbox"/>	1710	Plant 1 US	YB5	MTS DI - Valuated -Process	(Green Checkmark)
<input type="checkbox"/>	1710	Plant 1 US	YB6	MTS PI Mixing in Silo	(Green Checkmark)



You can define multiple ranges of values to filter your search results. This allows you to further refine your search.



My Area of Responsibility - Production Supervisor

Standard*

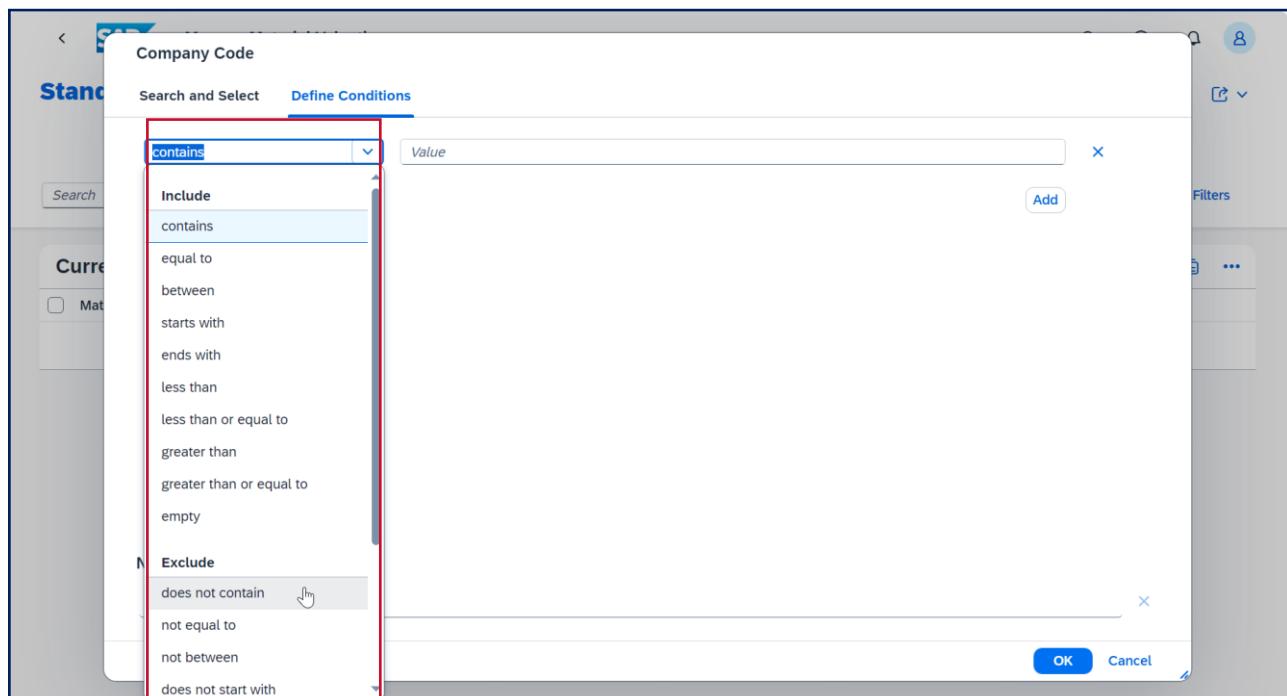
AOR Status: Unassigned Plant: 2 Items Production Supervisor: >2 x Work Center: ASSEM_T3 x Adapt Filters (4)

Production Supervisors (10) Work Centers / Resources (1)

Some of the filters are not relevant for tab "Production Supervisors" (AORStatus, Work Center). Setting these filters has no effect on the results.

Plant	Plant Name	Production S...	Production Supervisor Name	AOR Status
1710	Plant 1 US	YB1	MTS DI - Valuated	(X)
1710	Plant 1 US	YB2	MTS PI valued	(X)
1710	Plant 1 US	YB4	MTO w/o VC - Val.	(X)

You can choose to **include** or **exclude** specific values from your search results. This gives you more flexibility in refining your search criteria.



Company Code

Search and Select Define Conditions

contains

Include

- contains
- equal to
- between
- starts with
- ends with
- less than
- less than or equal to
- greater than
- greater than or equal to
- empty

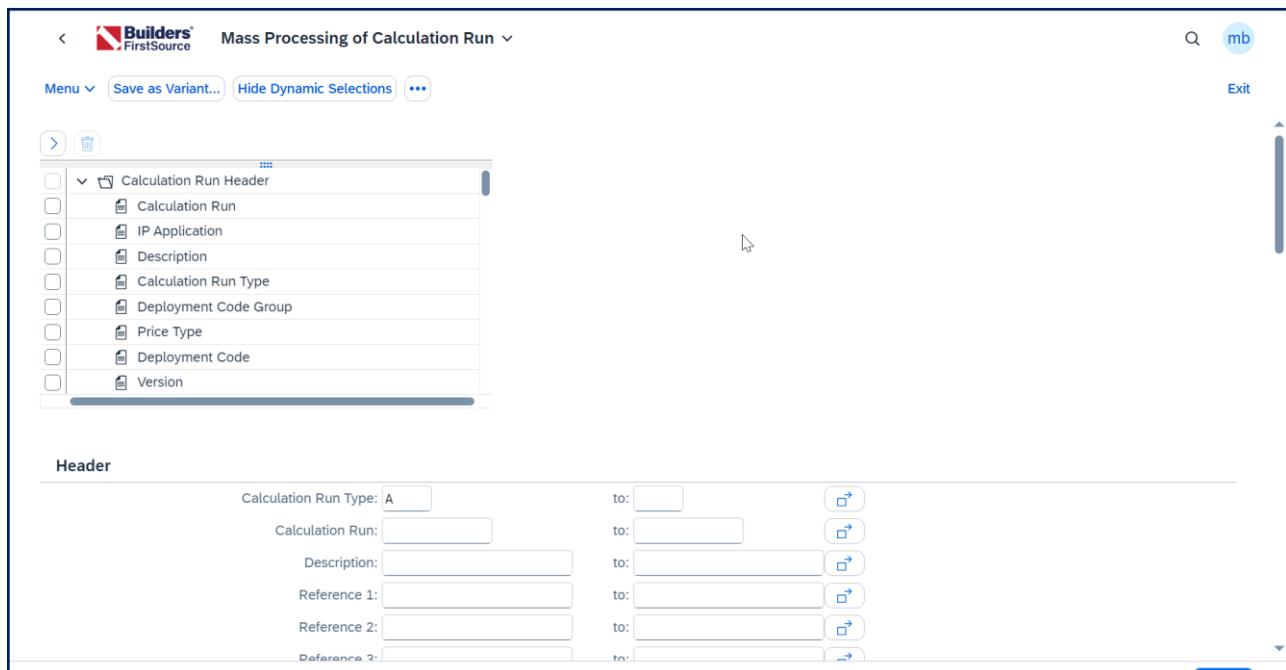
Exclude

- does not contain
- not equal to
- not between
- does not start with

OK Cancel



You can dynamically add additional selection fields to further refine your search criteria. This allows you to perform complex searches and find specific data based on multiple criteria.



The screenshot shows the 'Mass Processing of Calculation Run' screen. At the top, there are navigation links for 'Menu', 'Save as Variant...', 'Hide Dynamic Selections', and a three-dot menu. On the right, there are search and exit buttons.

The main area features a sidebar titled 'Dynamic Selections' containing a tree view of selection fields:

- Calculation Run Header
 - Calculation Run
 - IP Application
 - Description
 - Calculation Run Type
 - Deployment Code Group
 - Price Type
 - Deployment Code
 - Version

Below the sidebar is a 'Header' section with several input fields and dropdown menus:

Field	Value	Actions
Calculation Run Type:	A	to: []
Calculation Run:	[]	to: []
Description:	[]	to: []
Reference 1:	[]	to: []
Reference 2:	[]	to: []
Reference 3:	[]	to: []

MESSAGES AND NOTIFICATIONS

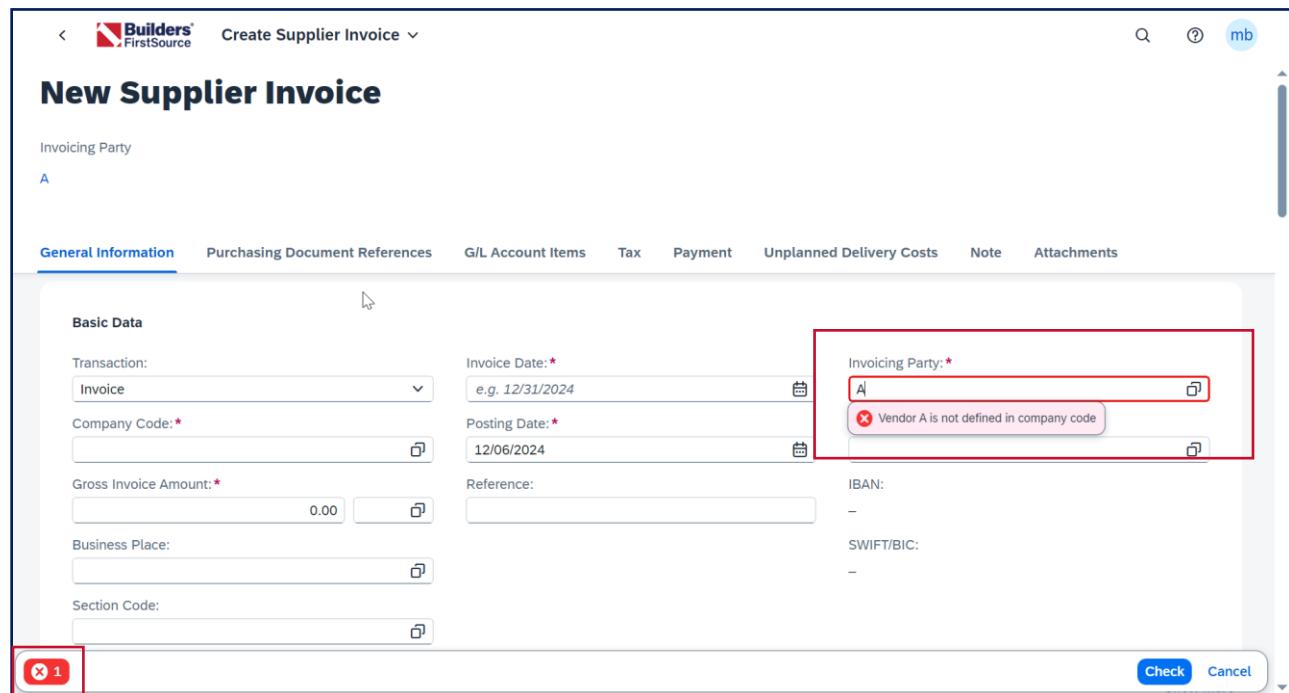


In SAP Fiori, messages communicate important information. Here's how to understand different types of messages you might see:

Error Messages

Color: Red.

Meaning: Red messages indicate that something went wrong and needs fixing before you can continue.

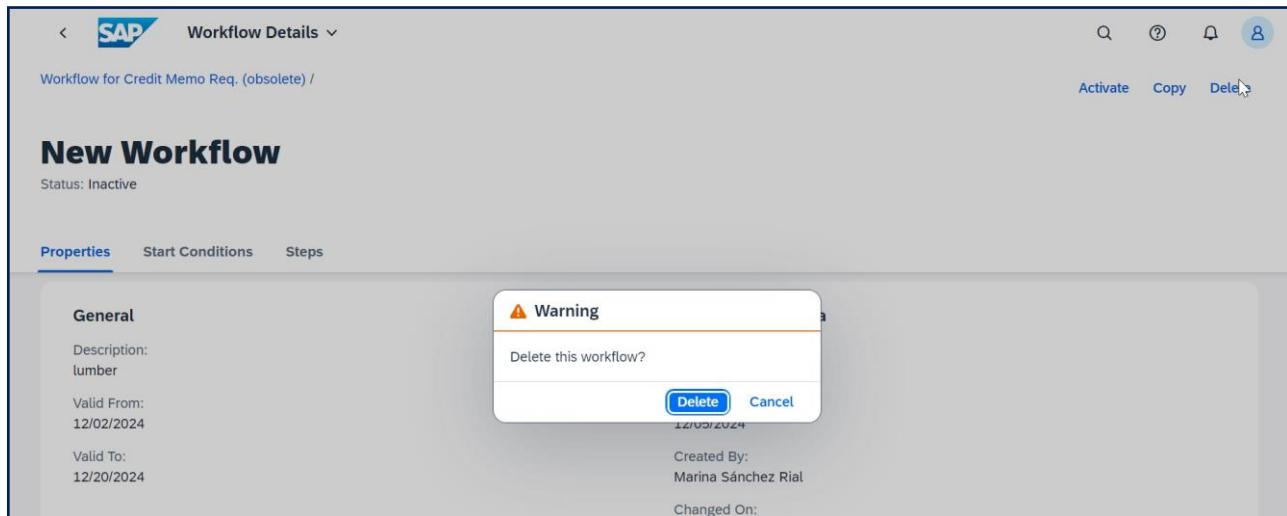


The screenshot shows the 'Create Supplier Invoice' screen in SAP Fiori. The title bar includes the 'Builders FirstSource' logo, a search icon, a help icon, and a user icon. The main section is titled 'New Supplier Invoice'. Below it, 'Invoicing Party' is listed with a dropdown menu showing 'A'. A red box highlights the 'Invoicing Party' field and a tooltip message: 'Vendor A is not defined in company code'. The 'General Information' tab is selected, showing various input fields for 'Basic Data' such as Transaction (Invoice), Company Code, Gross Invoice Amount, Business Place, and Section Code. A red box also highlights the 'X 1' button in the bottom-left corner of the form area. The bottom right of the screen has 'Check' and 'Cancel' buttons.

Warning Messages



- **Color:** Orange.
- **Meaning:** There might be a problem, but you can keep working.



SAP Workflow Details

Workflow for Credit Memo Req. (obsolete) /

Activate Copy Delete

New Workflow

Status: Inactive

Properties Start Conditions Steps

General

Description: lumber

Valid From: 12/02/2024

Valid To: 12/20/2024

Warning

Delete this workflow?

Delete **Cancel**

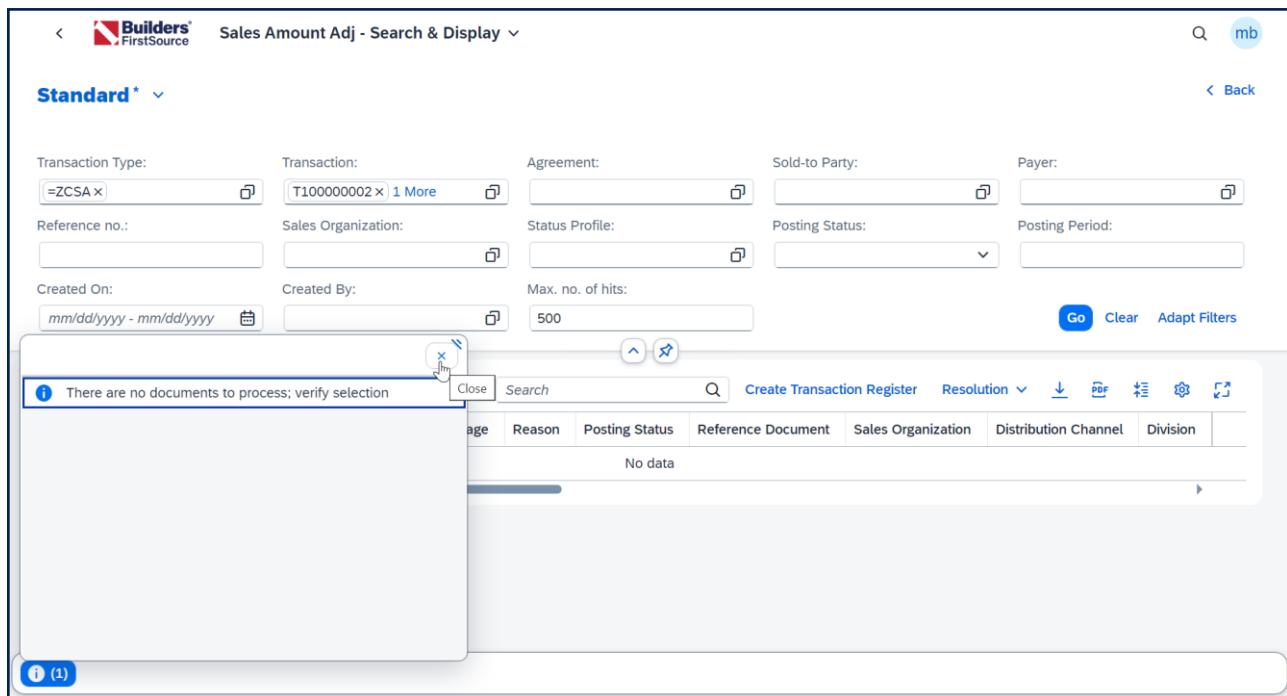
12/02/2024

Created By: Marina Sánchez Rial

Changed On:

Information Messages

- **Color:** Blue.
- **Meaning:** Extra information that might be useful.



Sales Amount Adj - Search & Display

Standard* Back

Transaction Type: Transaction: Agreement: Sold-to Party: Payer:

=ZCSA x T100000002 x 1 More

Reference no.: Sales Organization: Status Profile: Posting Status: Posting Period:

Created On: Created By: Max. no. of hits: 500

mm/dd/yyyy - mm/dd/yyyy

Go Clear Adapt Filters

There are no documents to process; verify selection

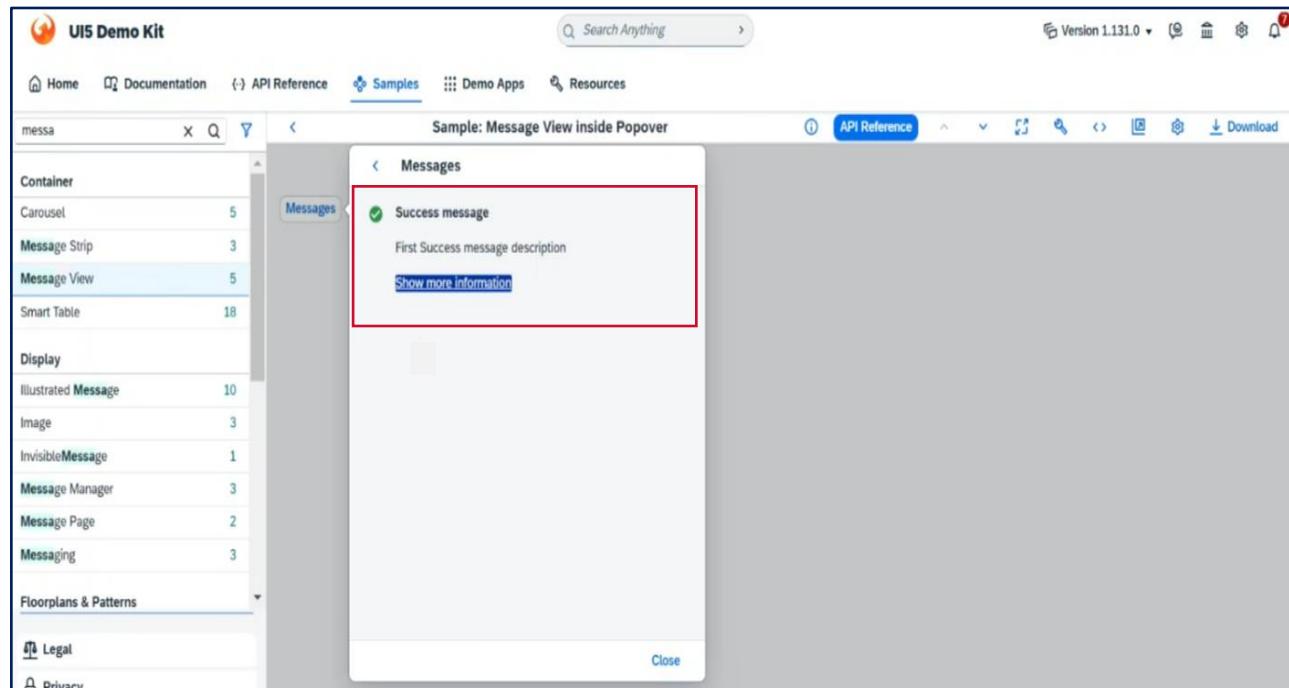
age	Reason	Posting Status	Reference Document	Sales Organization	Distribution Channel	Division
No data						

(1)

Success Messages



- **Color:** Green
- **Meaning:** Your action was successful.



The screenshot shows the SAP UI5 Demo Kit interface. On the left, there's a sidebar with a search bar and a list of UI components like Container, Carousel, Message Strip, etc. The main area has a title "Sample: Message View inside Popover". A central modal window titled "Messages" is displayed, containing a green checkmark icon, the text "Success message", and the subtext "First Success message description". A red box highlights this message area. At the bottom of the modal is a "Close" button. The top right of the screen shows the version "Version 1.131.0" and various navigation icons.

Viewing More Details



Value States for Input Fields: Fields highlighted with colors to show issues or success.

The screenshot shows the SAP Production Cost Analysis application. At the top, there are several input fields: 'Profit Center' (dropdown), 'Plant' (text input '0003'), 'Order Type' (dropdown), 'Product' (text input '100016'), and 'Order' (dropdown). Below these, there are two date range inputs: 'Period From:' (text input 'PPP/YYYY') and 'Period To:' (text input 'PPP/YYYY'). Both of these date inputs are highlighted with a red border, indicating an issue or error state. To the right of these fields are buttons for 'Go', 'Clear', and 'Adapt Filters (4)'. Below the header, there are tabs for 'Order Analysis' and 'Cost Component Group', with 'Order Analysis' being the active tab. Under 'Order Analysis', there is a table titled 'Order List Standard' with columns: 'Exception Status', 'Order', 'Product', 'Tgt DR/Actl DR...', 'Target Cost Debit', 'Actl Cost Debit', 'Total Actl Cost', 'Order Status', and 'Op...'. At the bottom of the screen, a message says 'To start, set the relevant filters.'

Message Popover: Click the message icon in the status bar to see more details about each message.

The screenshot shows the UI5 Demo Kit interface. At the top, there is a navigation bar with links for 'Home', 'Documentation', 'API Reference', 'Samples' (which is the active tab), 'Demo Apps', and 'Resources'. On the far right, it shows 'Version 1.131.0' and other status icons. The main area is titled 'Sample: Message View inside Popover'. On the left, there is a sidebar with a tree view of demo components under 'Container': Carousel (5), Message Strip (3), Message View (5), Smart Table (18), and 'Display' sections for Illustrated Message (10), Image (3), InvisibleMessage (1), Message Manager (3), Message Page (2), and Messaging (3). The 'Message View' node is selected. In the center, a modal window titled 'Messages' is open, showing a single message card with an 'X' icon and the text 'Error message'. Below the message, there is a link 'Show more information'. The entire message card is highlighted with a red border.



Message Strip: An information bar within the app that you can interact with.

The screenshot shows the SAP Stock - Multiple Materials interface. A message strip is displayed at the top left, containing the following text:

- Analyze Stock in Date Range
- Change Material Prices
- Classify Products With Commodity Codes For Transportation
- [More Links](#)

Message Box: A dialog that pops up and needs your attention.

The screenshot shows the SAP Create Sales Documents interface. An error message box is displayed in the foreground, containing the following text:

Error

Copying from sales document type ZOR to CBSS is
not supported

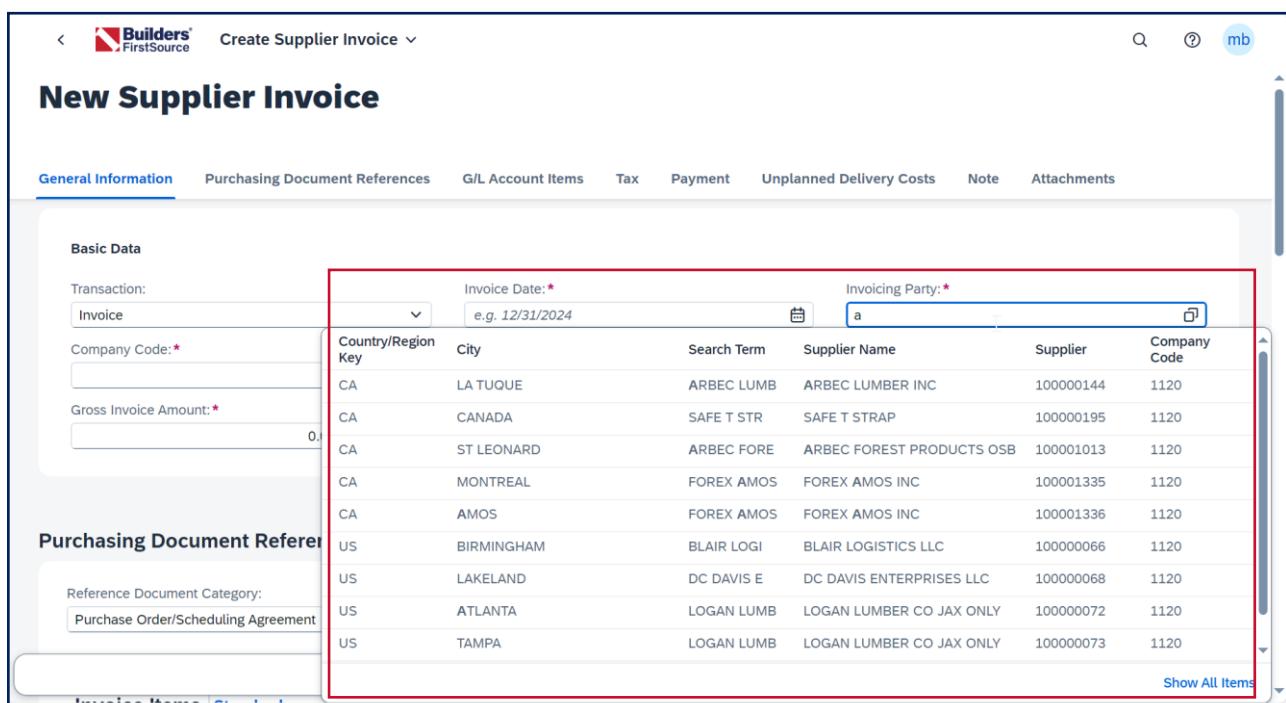
Confirm Help

WORKING WITH PREDICTIVE TEXT



When using SAP Fiori with predictive text data entry, the system gives suggestions based on previous inputs or patterns. This makes data entry faster and helps reduce errors.

1. Access the relevant data entry field.
2. Start typing the data.
3. As you type, SAP will provide suggestions or predictions based on the context and previous inputs.
4. Select the appropriate suggestion or prediction to populate the field.
5. Continue entering the remaining data as needed.



The screenshot shows the SAP Fiori interface for creating a supplier invoice. The top navigation bar includes the 'Builders FirstSource' logo, a search icon, and a user icon. The main title is 'Create Supplier Invoice'. Below it, the sub-page title is 'New Supplier Invoice'. The page has tabs for 'General Information' (which is active), 'Purchasing Document References', 'G/L Account Items', 'Tax', 'Payment', 'Unplanned Delivery Costs', 'Note', and 'Attachments'. In the 'General Information' section, there's a 'Basic Data' group containing fields for 'Transaction' (set to 'Invoice'), 'Company Code', and 'Gross Invoice Amount'. To the right of these fields is a dropdown menu for 'Invoicing Party' which is currently set to 'a'. A red box highlights this dropdown and the list of suggestions below it. The suggestions table has columns for 'Country/Region Key', 'City', 'Search Term', 'Supplier Name', 'Supplier', and 'Company Code'. It lists entries for various cities like LA TUQUE, CANADA, ST LEONARD, MONTREAL, AMOS, BIRMINGHAM, LAKELAND, ATLANTA, and TAMPA, along with their respective suppliers and company codes. At the bottom of the suggestions list is a 'Show All Items' link.



Benefits:

- Efficiency: Predictive text data entry speeds up the input process by providing suggestions or predictions.
- Accuracy: By selecting the appropriate suggestion or prediction, the chances of errors are reduced.

CREATING SELECTION VARIANTS



- 1 Open the Fiori app related to the program or report you want to run.
- 2 Enter the corresponding data for the rows marked with a red asterisk as mandatory.
- 3 Click **Save as Variant**.

The screenshot shows the 'A/R Detail Report SD+FI' Fiori app interface. At the top, there's a navigation bar with the 'Builders FirstSource' logo, a search icon, a help icon, a notification bell, and a user profile icon labeled 'nb'. Below the navigation bar, there are buttons for 'Menu', 'Save as Variant...', 'Get Variant...', and three dots for more options. The main area is titled 'Data Selections' and contains a grid of fields. The first row of fields includes 'Company Code:' (with a red asterisk), 'Document Number:', 'Fiscal year:', 'Reference Document Number:', 'Billing Type:', 'Entry date:', 'G/L Account:', 'Business area:', 'Document type:', 'Posting Date:', 'Tax Code:', 'Tax Jurisdiction:', and 'Plant:'. To the right of each field is a 'to:' label followed by a text input field and a double-headed arrow icon. In the bottom right corner of the form area, there is a blue 'Execute' button.



Please note that the specific steps and fields may vary depending on the program or report you are working with.



4 Complete the required fields **Variant Name** and **Description**.

5 Click **Save**.

Variant Attributes ▾

Variant Name: * 4

Description: *

Only for Background Processing

Protect Variant

Only Display in Catalog

System Variant (Automatic Transport)

Screen Assignment

Created	Selection Screen
<input checked="" type="checkbox"/>	1000

Fields of selection screen

Dynpro	Field name	Type	Protect field	Hide field	Hide field 'TO'	Do not save values	Switch GPA off
1.000	Company Code	S	<input type="checkbox"/>				

Save 5

6 To select a created Variant, click **Get Variant**.

AR Detail Report SD+FI ▾

Menu ▾ Save as Variant... Get Variant... 6

Data Selections

Company Code: *	to: <input type="text"/>	<input type="button"/>
Document Number: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Fiscal year: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Reference Document Number: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Billing Type: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Entry date: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
G/L Account: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Business area: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Document type: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Posting Date: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Tax Code: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Tax Jurisdiction: <input type="text"/>	to: <input type="text"/>	<input type="button"/>
Plant: <input type="text"/>	to: <input type="text"/>	<input type="button"/>

Execute



7 Click the variant you need from the list.

8 Click **Choose**.

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Changed On
1120_AR_DETAIL	1120 AR Detail S	A		S0094876	11/22/2024		
BFS	Variant description	A		S0181283	01/20/2025		
BFS NAME	BFS Description	A		S0181283	01/20/2025		

Choose **8** **Cancel** **Execute**

9 You should see a message at the bottom left that says **Variant loaded** and then click **Execute**.

Variant BFS loaded

Execute



Great Job!

Now you know the steps to navigate SAP Fiori.

Need Help?
Contact your Super User.

