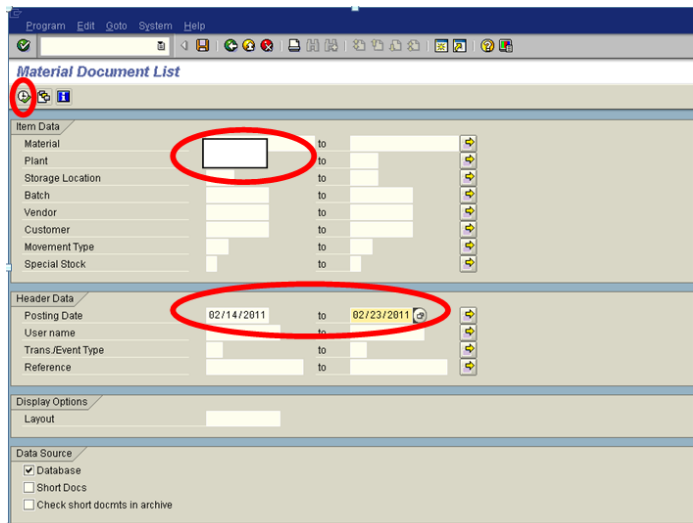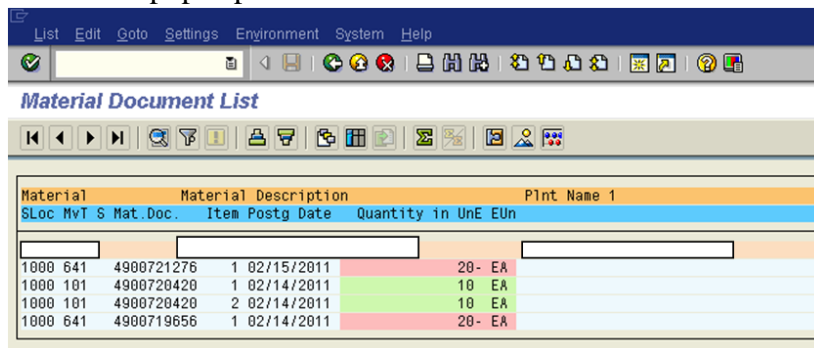## Layouts

Layouts allow you to create different data views in standard SAP transactions. They can be unique to a user, or standard global default. In general, DO NOT MAKE THEM STANDARD DEFAULTS, because this affects other users will become their default view as well.

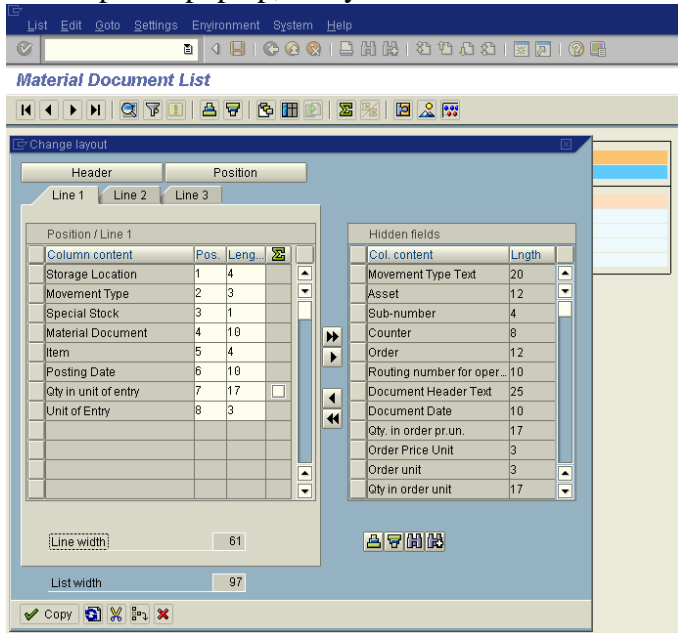Important Note: to make a layout, you have to be in the transaction.

Let's go into MB51 and make a layout. Here I select an item to analyze, a plant, and then limit it with a date range so it does not run forever. Enter the data and click the execute button.
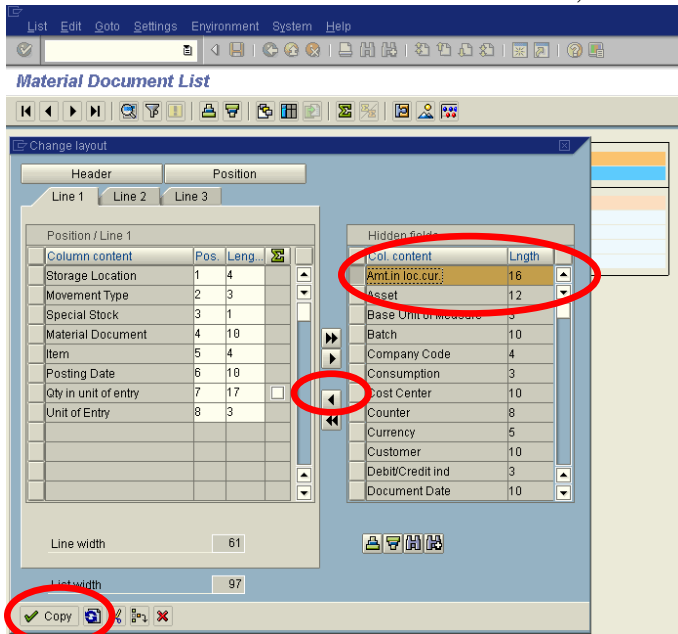

The below pops up.

Making Lay Outs! Oh Yeah!

If creating, go into current layout through the "settings" drop down. The path is *Setting – Select –Current.*

This brings us to the header. Once here, click on the position button to get more options.

More options pop up, and you can then select from the options to pull more over.

Here I am selecting "Amount in Local Currency" and a few other options from the list. Just click on them and they will highlight, and then hit the little black directional arrow heads in the center of the screen to add them, and hit copy.

And the below should come up.

Now I want to save it, so I go back to settings *Settings - Layout-Save*

Next, you will need to name and describe the Layout. If you want it global, put forward slash "/" at the start of it, but in general, do not do this. It will not automatically become the default for everyone, but since this is the convention, someone else may assume it should be and change it.

It is much better to be user specific in your Layout naming convention. It would also be a good idea to make it somewhat relevant to a process or plant rather than a person.
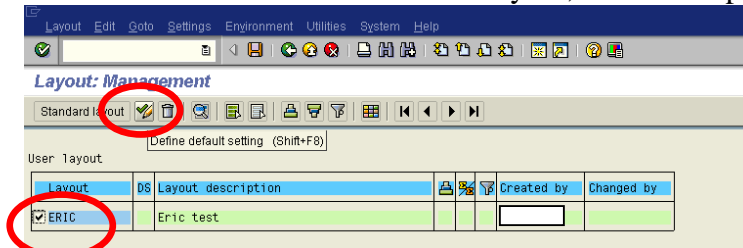
To make it user specific, make sure the user specific box is checked.

In the spirit of standard naming conventions (plant or process specific), let's disregard them and name one after me.
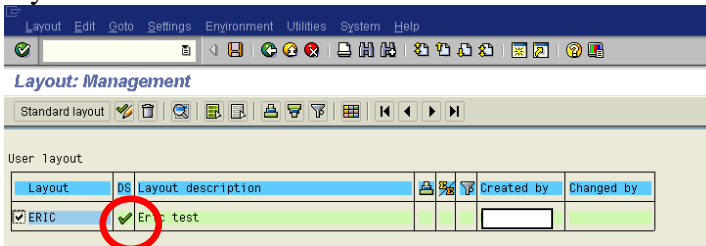
To make it user specific for the user, go to *Settings – Layout – Administration.*
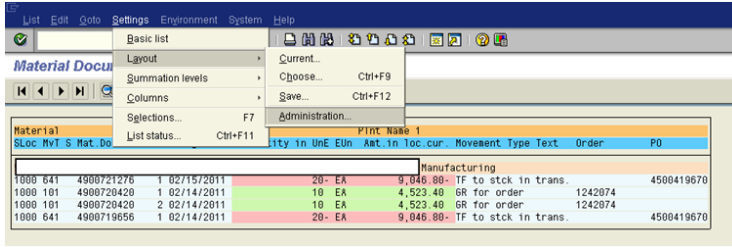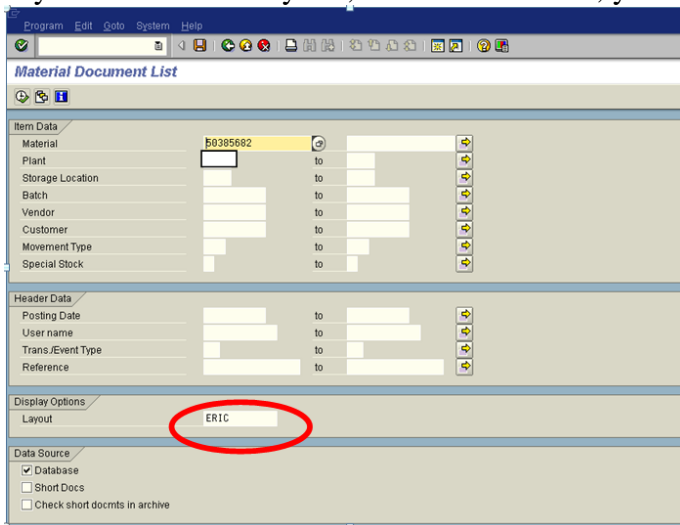
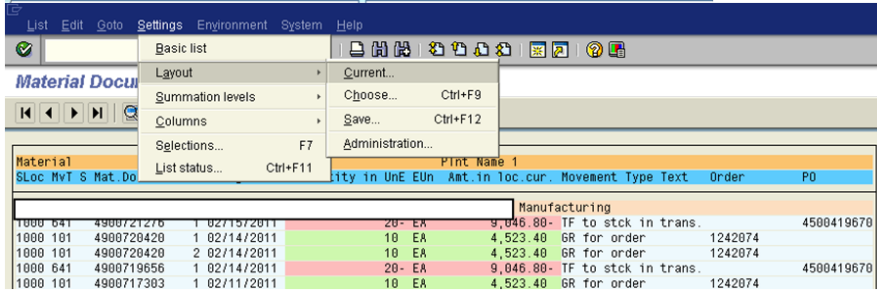Go in and check the box next to the layout, and hit the pencil button.

When you hit the checkmark, another check mark should come up, and then save to make it your default.

If you back all the way out, then come back in, you should go straight to your layout.

If you decide you want to change it, do the following *Settings – Layout - Current*


The options should pop up, and you can adjust and save as needed.
One other note – if you want to change the position of some data in the report, you can by going into the "Pos" column and typing what sequence you want the data in. Here I am changing the position of the "QTY" and the "Amount" by typing over them. You can also change the length of the field so it fits better in the display
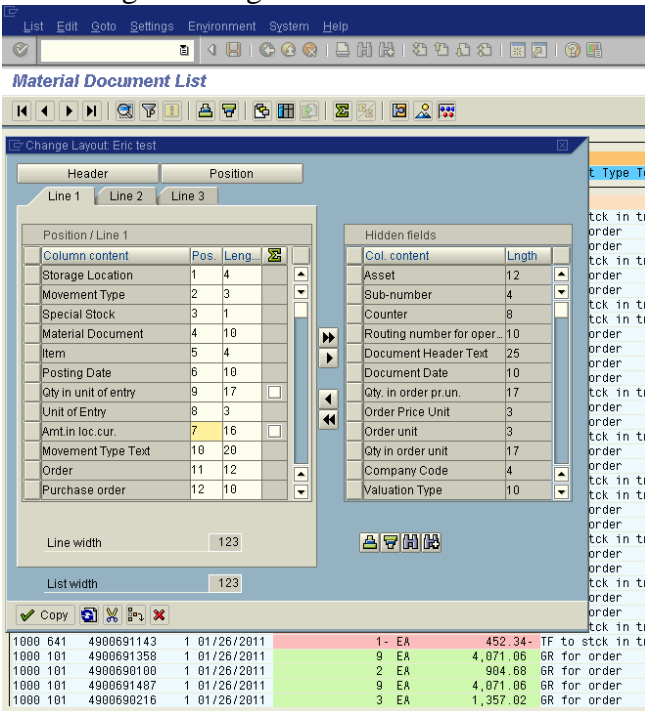
ome screens have a slightly different way to make them, so let's go to LT24 and see how it is done there. Select the Warehouse number, material number, and All TO Items button to get some data to look at
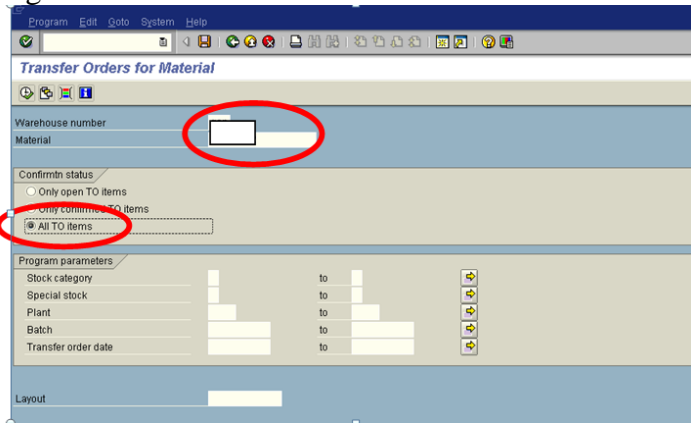
In this screen there are buttons on the menu bar you can use.
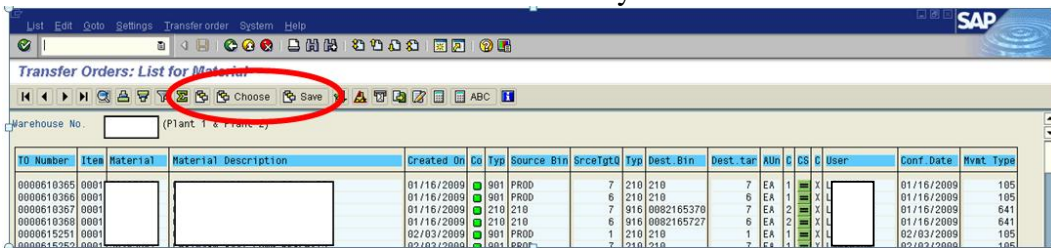
It should look very familiar after that. If not, well, sorry.