Icon	Description
SAP Home | Documents | FI - 8E - Budget Repo...	**Open in a new window**
SAP Home | Documents | FI - 8E - Budget Repo...	**Pin/Unpin this tab**
SAP Home | Documents | FI - 8E - Budget Repo...	**Close this tab**

File Toolbar	File Properties (toolbar icons)

	New – create a new document
	Open – Open a document • Select a Folder • Select a Document • Select Open
	Save – Click the button to save the document **Save As** – Click the arrow to display more save options
	Print – Click the button to print the document Select the arrow to display more print options
	Find – Find text in tables and cells on this page
	History – List of dates corresponding to the instances of the scheduled document
	Export – Export to my computer in PDF, Excel or CSV format.
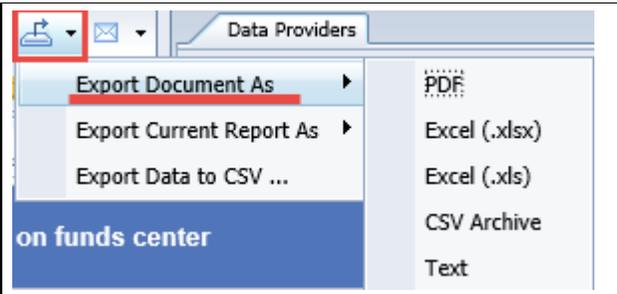
	Export Document As – a document can include multiple reports shown as tabs in the document
	Export Current Report As – a report is an individual tab on the document
	Export Data to CSV – select your options
	Send to – options are not enabled
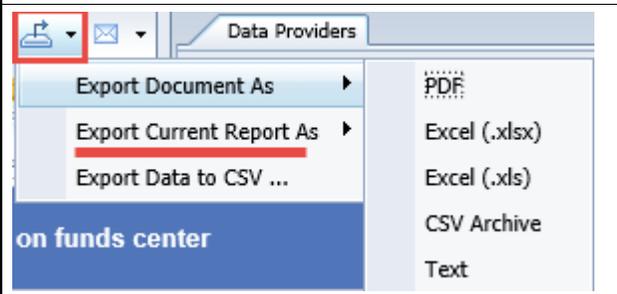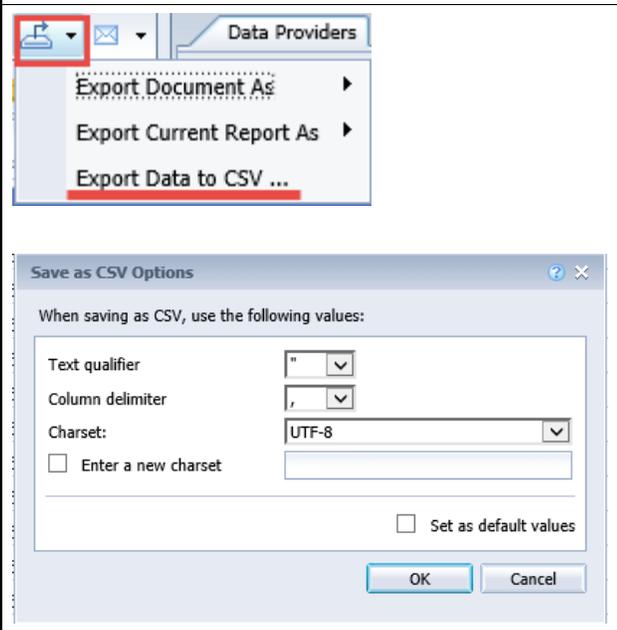
	Undo – Undo previous actions
	Redo – Redo previous actions
	Cut – Cut the selection from the document and put it on the Clipboard

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Integrated Resource
Information System

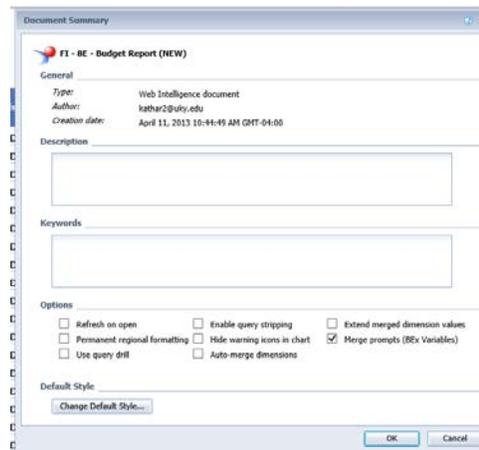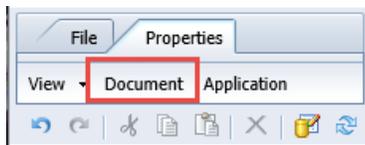|	
	Copy – Copy the selection and put it on the Clipboard
	Paste – Paste the contents of the Clipboard
	Remove – Delete the Selected Report Elements
	Edit Data Provider – if available, allows you to edit the data provider in the Web Intelligence Applet interface
	Refresh – Refresh all the queries and document

Properties Toolbar	File Properties View ▾ Document Application
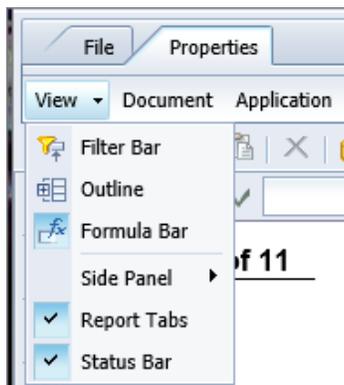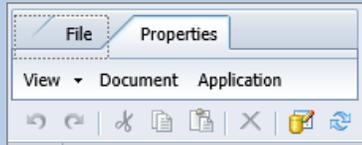
File Properties View ▾ Document Application Filter Bar Outline Formula Bar Side Panel ▸ ✓ Report Tabs ✓ Status Bar	**View –** View options include: Filter Bar Outline Formula Bar Side Panel Report Tabs Status Bar Not all options may be available.
File Properties View ▾ Document Application	**Document –** Displays the Document Summary

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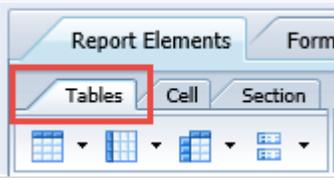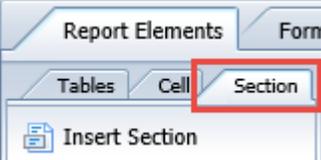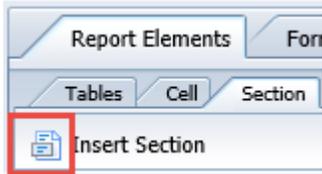|	
File / Properties View ▾ Document **Application**	**Application** – Allows you to change the Measurement unit to inches or centimeters Preferences **General** Measurement unit: inches ▾ ✓ inches cm OK Cancel
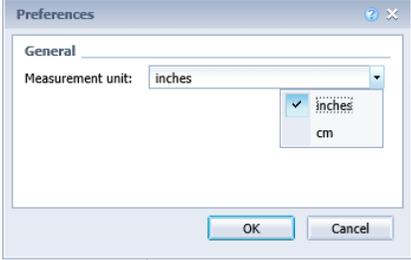
Report Elements Toolbar

Report Elements / Formatting / Data Access / Analysis / Page Setup

Tables Cell Section | Chart Other | Tools Position Linking

Turn Into ▾ | Set as section

Tables

Report Elements / Form...

Tables Cell Section

⊞ ▾	Define a **vertical** table to display data in columns.
⊞ ▾	Define a **horizontal** table to display data in rows.
⊞ ▾	Define a **cross** table to display data in rows and columns.
⊞ ▾	Define **form** to display data in groups.
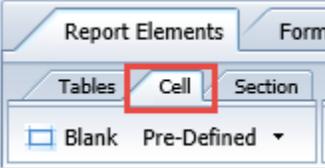
Cell	
Blank	Insert a **Blank** cell
Pre-Defined menu	Insert a **Pre-Defined** cell
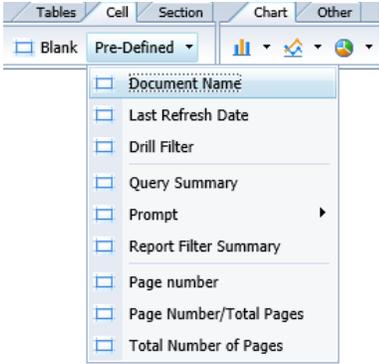
Section	
Insert Section	**Insert Section –** click to insert other container elements

Chart	
Column icon	**Column** charts
Line icon	**Line** charts
Pie icon	**Pie** charts

Other	
	Bar charts
	Point charts
	Box, Radar, Tree, Heat, Tag charts, etc.
Tools	
Turn Into	Transform a report element into another report element.
Set as section	Create a section embedding the current element
Position	
Order	Bring the selected element to the front.
Align	Align elements in the report.
Linking	
	Bring a selected element to the front
Document	Add document link
Element	Element tooltip
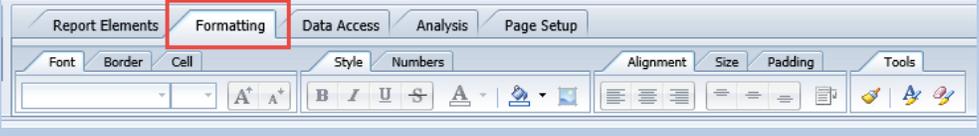
Formatting Toolbar

Font

	Font name – Use to change the font of the data in the tables, cells, title, etc.
	Font size – Use to change the font size of the data in the tables, cells, title, etc.
	Grow font
	Shrink font
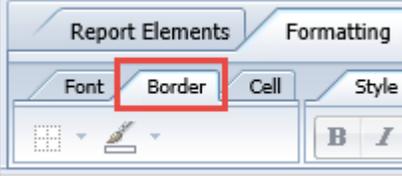
Border

	Change the **Borders** on the Selected Element
	Change the **Border Colors** on the Selected Element
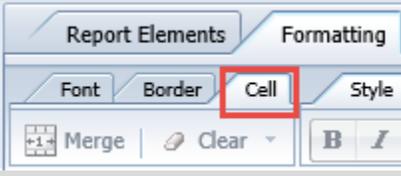
Cell

	Merge or unmerge selected cells
	Clear the content and conditional formatting from cells
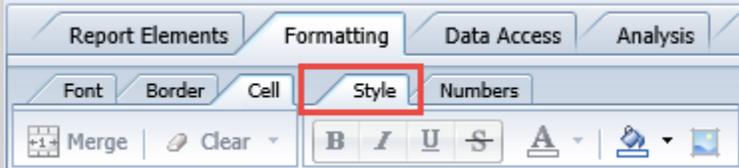
Style

B	**Bold** - Allows you to bold any data in the report
I	**Italics** - Allows you to italize any data in the report
U	**Underline** - Allows you to underline any data in the report
S	**Strikethrough —** Draw a line through the middle of the select text.
A ▾	**Text color —** Use to change the color of any text in the report
◆ ▾	**Background color** – Use to change the background color of a table or table cell
▣	**Background image** – Use to add a background image to the header, footer, table, table cell, etc.

Numbers

▣ ▾	Apply a **currency** format
%	Apply a **percentage** format
▾	**Number Format —** choose from a set of predefined formats or use the dialog box to choose
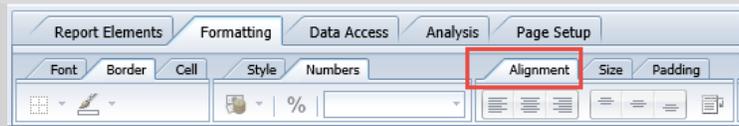
Alignment

▤	**Align left** – Use to align text on the left
▤	**Align center** – Use to align text in the center
▤	**Align right** – Use to align text on the right
=	**Align top** – Use to align text on the top

≡	**Align middle** – Use to align text in the middle
≡	**Align bottom** – Use to align text on the bottom
	Wrap text – Use to wrap text in a cell

Size	Report Elements / Formatting / Data Access / Analysis / Page Setup — Font / Border / Cell / Style / Numbers — Alignment / Size / Padding — Width: ☐ Height: ☐ inches

Width: ☐	Specify a minimum width for the selected cells
Height: ☐ inches	Specify a minimum height for the selected cells

Padding	Formatting / Data Access / Analysis / Page Setup — Cell / Style / Numbers — Alignment / Size / Padding — Horizontal: 0 Vertical: 0 inches
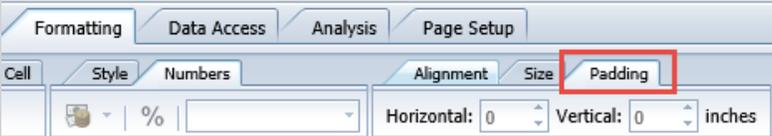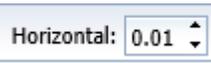
Horizontal: 0.01	Padding horizontal field
Vertical: 0.01 inches	Padding vertical field
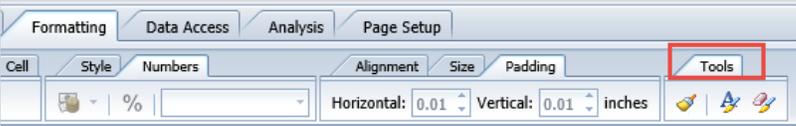
Tools	Formatting / Data Access / Analysis / Page Setup — Cell / Style / Numbers — Alignment / Size / Padding — Tools — Horizontal: 0.01 Vertical: 0.01 inches

🖌	**Format painter** – Use to copy text formatting from one area of the report to another area
🅰	**Formatting** – Display formatting options for the selected report element
🖌	**Clear Format** – Reset to default format, including all child items

Data Access Toolbar	Report Elements Formatting Data Access Analysis Page Se... Data Providers Data Objects — Edit Purge ▾ Refresh ▾ New Variable ▾ Merge
Data Providers	Report Elements Formatting Data Access Analysis Page Setup Data Providers Data Objects — Edit Purge ▾ Refresh ▾ New Variable ▾ Merge
Edit	**Edit** the data provider
Purge ▾	**Purge** data – options include purging data from a query or purging all data
Refresh ▾	**Refresh** one or all data providers
Data Objects	Report Elements Formatting Data Access Analysis Page Se... Data Providers Data Objects — Edit Purge ▾ Refresh ▾ New Variable ▾ Merge
New Variable ▾ New Dimension New Detail New Measure	**Create** a new variable based on available objects
Merge	**Merge** dimensions based on available objects
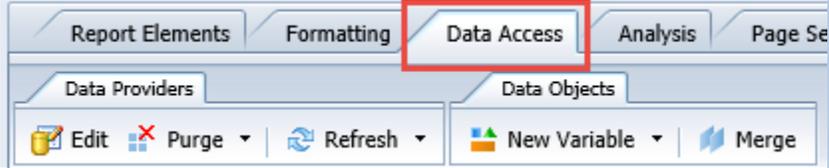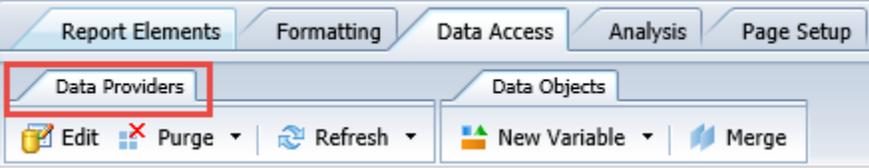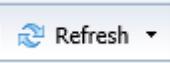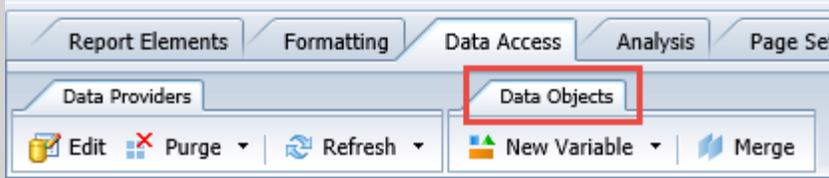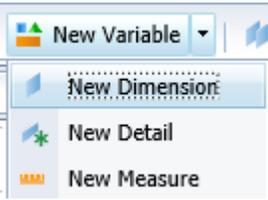
Analysis Toolbar

Report Elements	Formatting	Data Access	Analysis	Page Setup

Filters | Data Tracking — Display | Conditional — Interact | Functions

Filter ▾ | Ranking ▾ | Input Controls ▾ | Group ▾ | Break ▾ | Sort ▾ | Drill ▾ | Filter Bar | Outline

Filters

Report Elements	Formatting	Data Access	Analysis

Filters | Data Tracking — Display

Filter ▾ | Ranking ▾ | Input Controls ▾ | Group ▾
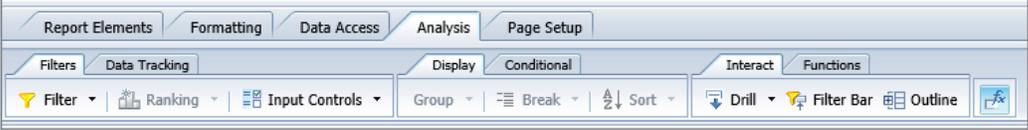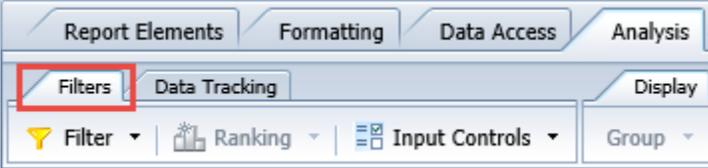
Filter ▾	Add, remove or modify a filter on the selected element
Ranking ▾	Rank the current element relatively to a measure
Input Controls ▾	Click to insert other controls

Data Tracking

Report Elements	Formatting	Data Access	Analysis

Filters | Data Tracking — Display | Conditional

Track | Show Changes ▾ | Group ▾ | Break ▾
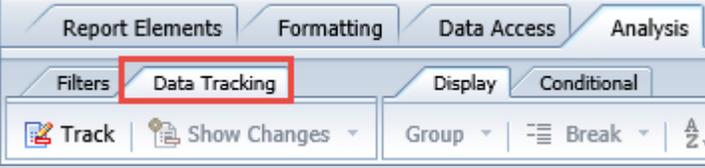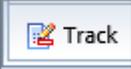
Track	Activate or deactivate data tracking mode
Show Changes ▾	Show changes since the data was refreshed on

Display

Data Access	Analysis	Page S

Display | Conditional

Group ▾ | Break ▾ | Sort ▾
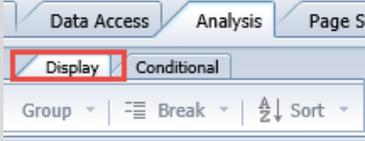
Group ▾	Add grouping set for the selected values
Break ▾	Insert break to group results on a table
Sort ▾	Apply sorts.

Conditional	
Formatting Rules	Apply conditional formatting
Interact	
Drill	Navigate the report by hierarchy
Filter Bar	Show or hide report filter toolbar
Outline	Shows or hides the outline
Functions	
Σ Sum	Insert/remove a sum calculation
n Count	Insert/remove a count calculation
More	Insert a new row at the end of the table or column with a calculation based on the selected value (Average, Min, Max, Percentage)
fx	Display or hide the formula bar under the toolboxes
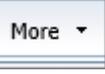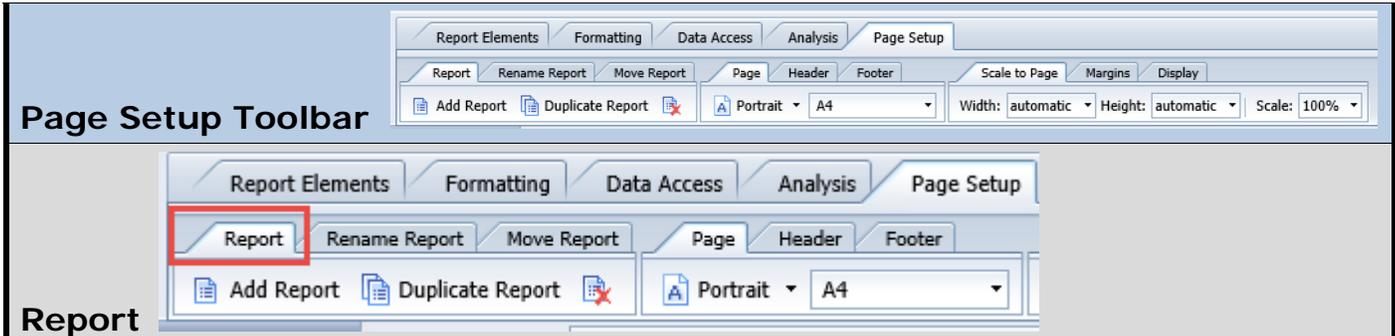
Page Setup Toolbar

Report Elements	Formatting	Data Access	Analysis	Page Setup

| Report | Rename Report | Move Report | Page | Header | Footer | Scale to Page | Margins | Display |

Add Report | Duplicate Report | | Portrait ▾ A4 ▾ | Width: automatic ▾ Height: automatic ▾ Scale: 100% ▾

Report

Report Elements	Formatting	Data Access	Analysis	Page Setup

| Report | Rename Report | Move Report | Page | Header | Footer |

Add Report | Duplicate Report | | Portrait ▾ A4 ▾

Add Report	Add a report (tab) to the existing report
Duplicate Report	Duplicate a report (new tab) in the existing report
(delete icon)	Delete a report (tab) from the existing report

Rename Report

Report	Rename Report	Move Report

Summary(By Dept,FCC)
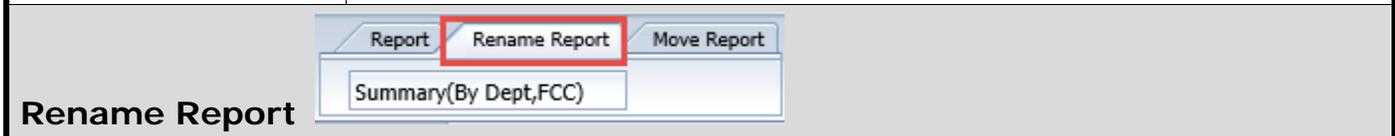
Summary(By Dept,FCC)	Rename the report

Move Report

Report	Rename Report	Move Report

Move Left   Move Right

Move Left — Summary(By Dept,FCC)	Report 3	Summary Chart	Move the report to the previous position in the list of reports
Move Right — Summary(By Dept,FCC)	Report 3	Summary Chart	Move the report to the next position in the list of reports
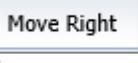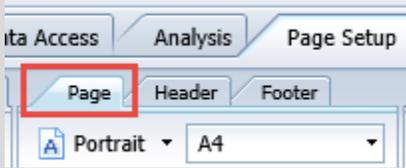
Page
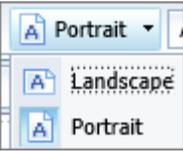
	Switch the orientation between portrait and landscape layout
	Page format
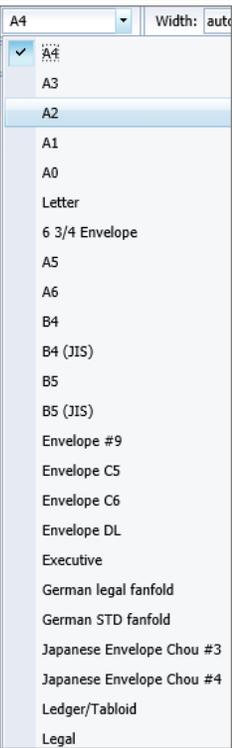
Header
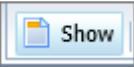
Show	Toggle the header on and off
Height: 0.34 inches	Set the height of the page header
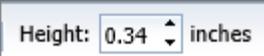
Footer	Page / Header / **Footer** / Show Height: 0.5 ▲▼ inches
Show	Toggle the footer on and off
Height: 0.34 ▲▼ inches	Set the height of the page footer
Scale to Page	**Scale to Page** / Margins / Display Width: automatic ▾ Height: automatic ▾ Scale: 100% ▾
Width dropdown: automatic, 1 Page, 2 pages, 3 pages, 4 pages, 5 pages, 6 pages, 7 pages, 8 pages, 9 pages	Select as needed
Height dropdown: automatic, 1 Page, 2 pages, 3 pages, 4 pages, 5 pages, 6 pages, 7 pages, 8 pages, 9 pages	Select as needed
Scale: 100% ▾	Stretch or shrink the report to a percentage of its current size for printing
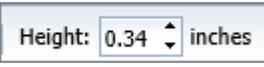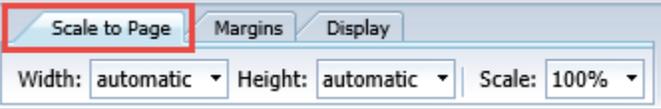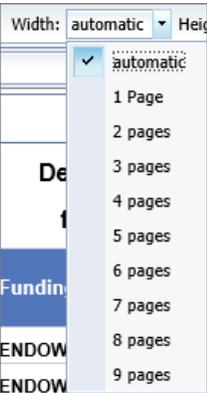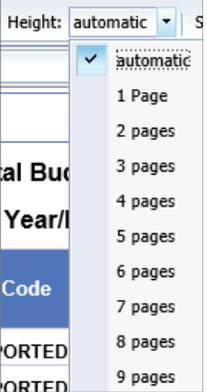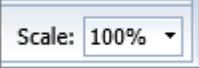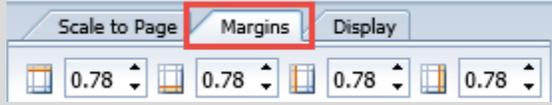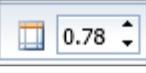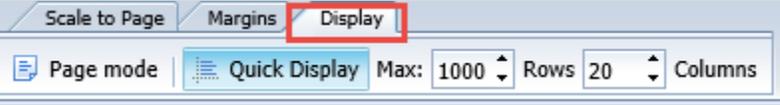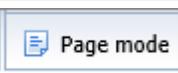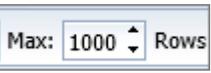
Margins	Scale to Page Margins Display 0.78 0.78 0.78 0.78
0.78	Top margin
0.78	Bottom margin
0.78	Left margin
0.78	Right margin
Display	Scale to Page Margins Display Page mode Quick Display Max: 1000 Rows 20 Columns
Page mode	Gives you a preview of how it will look when printed.
Quick Display	Fits a large number of columns on the width of the page.
Max: 1000 Rows	Number of records per page in row
20 Columns	Number of records per page in columns