Variants_Create and Retrieve

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/31/06	Lesa Terry	Create
10/11/06		rename

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EVE.DOC
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Purpose

Use this procedure to create or retrieve a report variant.

Trigger

Perform this procedure when you have a report that is run on a regular basis (daily, monthly, or quarterly). Saving variants reduces keying.

Prerequisites

The transaction code for the report.

Transaction Code

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

Steps 1 - 7 are for *Creating a Variant.*

Steps 8 – 16 are for *Retrieving a Variant.*

1. Start the process by entering a report transaction code.

For this example, we are using **PC00_M99_CWTR** for the **Wage Type Reporter** report.

Wage Type Reporter

Input your report criteria by completing all the necessary fields.

2. Click (Enter) to validate the information.

3. Click (Save) to save the variant.

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ABAP: Save as Variant

4.   Click in the **Variant name** field and enter a specific name for your variant.

   All end users that have access to print the same reports will have the ability to view your variants.   Some agencies may want to use a naming schema to identify their variants (though it is not required).

5.   Click in the **Meaning** field and enter a meaningful description of your variant.

   Clicking in the **Protect variant** combo box will protect your variant from others making changes to it. Clicking in this box allows only the creator of the variant to make changes.

6.   Click (Save) to save the variant.

   If the same report is used for extracting different types of information, multiple variants can be created for the same report transaction code.

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Wage Type Reporter

7. Click ⊕ (Execute) to generate the report.

> **This completes the steps for *Saving a Variant*.**

Retrieving a Variant

8. Start the process by entering a report transaction code.

> For this example, we are using **PC00_M99_CWTR** for the **Wage Type Reporter** report.

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9. Click (Get Variant) button.

Find Variant

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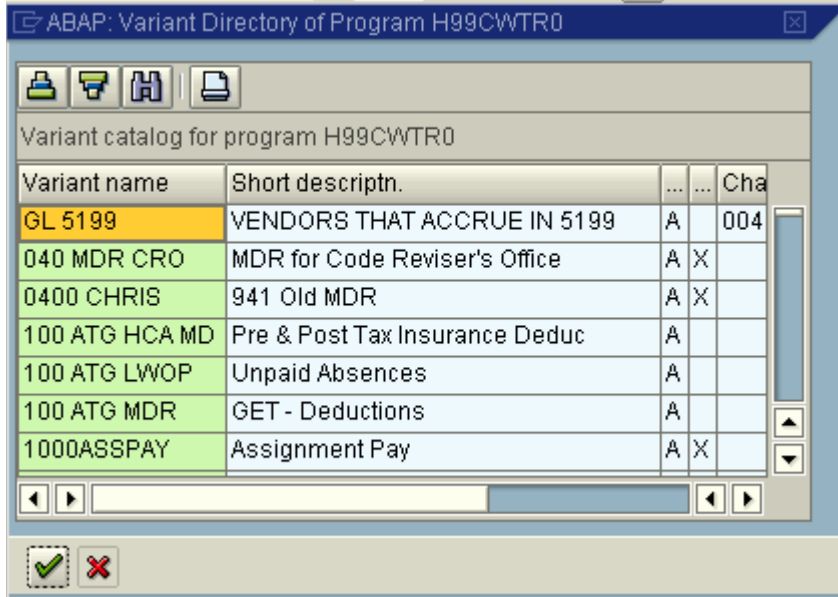
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The **Created by** field will automatically be populated with your user id or personnel number. To see variants that only you have created, go to step 10.

To see all variants created for this report (state-wide), remove your user id or personnel number from the **Created by** field, go to step 10.

10. Click ⊕ (Execute) to generate the list of variants.

ABAP: Variant Directory of Program H99CWTR0

Variant name	Short descriptn.	...	...	Cha
GL 5199	VENDORS THAT ACCRUE IN 5199	A		004
040 MDR CRO	MDR for Code Reviser's Office	A	X	
0400 CHRIS	941 Old MDR	A	X	
100 ATG HCA MD	Pre & Post Tax Insurance Deduc	A		
100 ATG LWOP	Unpaid Absences	A		
100 ATG MDR	GET - Deductions	A		
1000ASSPAY	Assignment Pay	A	X	

In this example the user id in the **Created by** field was ***removed*** prior to clicking on the execute button. The list of variants for this report includes those for all end users with the same security access state-wide.

11. Use the scroll bars to view the variants, click on the **Variant name** to select.

12. Click ✔ (Copy) to accept.

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Wage Type Reporter

It is possible for you to use another agency's variant. You will need to make sure and change the Personnel Area to your agency; otherwise you will not get any results. By using an existing variant you can save a new variant using your agency's specific information by giving it a new name. Follow steps 3-7 of this procedure to save the variant using your agency specific information.

Once you have **Retrieved a Variant** additional fields can be populated or cleared prior to executing the report. This will not change your variant. To keep the changes you have just entered to your existing variant, click on the ⬜ (Save) button and save over the existing variant.

13.   Click ✅ (Enter) to validate the information

14.   Click 🕐 (Execute) to generate the report.

15.   You have completed this transaction.

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Result

You have completed creating and saving variants.

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