

Informal business report example Full Version

Informal Business Report Example: A Comprehensive Guide to Understanding and Creating Effective Reports

In the world of business, communication is key, and reports play a vital role in sharing information, analyzing performance, and making informed decisions. While formal business reports are detailed and structured, many situations call for an *informal business report example*. These reports are typically more concise, less rigid in format, and tailored to internal audiences such as team members, managers, or small business owners. Whether you're new to creating informal reports or looking for an example to guide your writing, understanding the structure and purpose of such reports can significantly enhance your communication skills and support your business objectives.

In this article, we'll explore what an informal business report example looks like, discuss its typical components, and provide practical tips on how to craft your own reports effectively. By the end, you'll have a clear understanding of how to produce clear, concise, and impactful informal business reports that meet your internal needs.

What Is an Informal Business Report?

An informal business report is a short, straightforward document used to communicate specific information within an organization. Unlike formal reports, which often follow strict formatting and include comprehensive sections like methodology, literature review, and appendices, informal reports focus on clarity and brevity. They are usually written for internal audiences and serve purposes such as updating progress, summarizing findings, or making recommendations.

Key Characteristics of an Informal Business Report:

- Concise and to the point
- Less rigid structure
- Focuses on specific issues or topics
- Often includes recommendations or conclusions
- Easy to read and understand quickly

Common Uses of Informal Business Reports:

- Progress updates on ongoing projects

- Summaries of meeting outcomes
- Preliminary research findings
- Internal proposals or ideas
- Performance reports for teams or departments

Components of an Effective Informal Business Report Example

While informal reports are flexible, including certain key components ensures your message is clear and professional. Here's a typical structure with explanations and examples:

1. Title or Subject

- Clearly states the purpose of the report.
- Example: "Weekly Sales Performance Update" or "Customer Feedback Summary ? Q1 2024"

2. Date and To/From

- Indicates when the report was prepared and who it's addressed to.
- Example:
 - Date: March 15, 2024
 - To: Sales Department Manager
 - From: John Doe, Sales Analyst

3. Introduction or Purpose

- Briefly explains why the report was created and what it covers.
- Example: "This report provides an overview of the sales figures for March 2024 and highlights key trends and areas for improvement."

4. Main Body

- Presents data, findings, or updates.
- Organized into clear sections or bullet points.
- Use headings or subheadings if covering multiple topics.
- Example:

- **Sales Overview:** Sales increased by 10% compared to February.
- **Top Performing Products:** Product A and Product B led sales this month.
- **Challenges:** Noted delays in shipping affected some orders.

5. Analysis or Discussion

- Interprets the data or findings.
- Highlights implications or insights.
- Example: "The rise in sales is primarily due to the recent marketing campaign, though supply chain delays may hinder future growth."

6. Recommendations or Action Items

- Suggests next steps based on the findings.
- Example:
 - Increase inventory for top-selling products.
 - Review supplier contracts to mitigate shipping delays.
 - Plan a follow-up meeting to discuss marketing strategies.

7. Conclusion

- Summarizes key points.
- Reinforces the main message of the report.
- Example: "Overall, March showed positive growth, but addressing logistical issues is essential for sustaining this trend."

8. Attachments or Appendices (if necessary)

- Include detailed data, charts, or supplementary information as needed.
- Keep the main report concise; detailed data can be attached separately.

Sample Informal Business Report Example

To illustrate, here is a simplified example of an informal business report:

Weekly Marketing Campaign Performance Report

Date: March 20, 2024

To: Marketing Team

From: Sarah Lee, Marketing Coordinator

Purpose:

This report summarizes the performance of our recent social media marketing campaign from March 10-17 and outlines recommendations for future efforts.

Campaign Overview:

- Platforms Used: Facebook, Instagram, Twitter
- Total Spend: \$2,000
- Objectives: Increase brand awareness and drive website traffic

Key Results:

- Facebook: Engagement rate of 5%, 10,000 new followers
- Instagram: 8% engagement, 7,500 new followers
- Twitter: 3% engagement, 5,000 new followers
- Website Traffic: 15% increase compared to previous week

Analysis:

The campaign performed well on Instagram, with higher engagement and follower growth. Facebook also showed positive results, but Twitter lagged slightly behind. The overall increase in website traffic suggests the campaign was effective in generating interest.

Recommendations:

- Focus future campaigns more on Instagram and Facebook for higher engagement.
- Experiment with different content types, such as videos and interactive posts.
- Allocate more budget to the platforms showing better ROI.
- Monitor Twitter efforts and adjust strategies to improve engagement.

Conclusion:

The campaign was successful in increasing brand visibility and website visits. Implementing the suggested adjustments can enhance future results.

Tips for Creating Your Own Informal Business Reports

To craft an effective informal business report example tailored to your needs, consider the following tips:

1. Know Your Audience

- Tailor the tone and detail level to your readers, such as team members or managers.

2. Be Clear and Concise

- Focus on essential information; avoid unnecessary jargon or lengthy explanations.

3. Use Visuals When Appropriate

- Incorporate simple charts, graphs, or bullet points to highlight key data.

4. Maintain a Professional Tone

- Even though the report is informal, ensure clarity and professionalism.

5. Proofread and Edit

- Check for errors and ensure your message is coherent and polished.

Conclusion

An *informal business report example* serves as a practical tool for internal communication, helping teams and managers stay aligned, informed, and proactive. Whether you're summarizing weekly sales, updating on project progress, or sharing insights from market research, the key is to keep your report straightforward, relevant, and actionable. By understanding its components and following

best practices, you can create effective informal reports that facilitate better decision-making and foster transparent communication within your organization. Remember, the goal is to deliver the right information clearly and efficiently?making your reports valuable assets in your business toolkit.

Informal Business Report Example: A Comprehensive Guide to Crafting Effective Internal Communications

In the fast-paced world of modern business, informal business reports example serve as essential tools for internal communication, decision-making, and fostering a collaborative environment. Unlike formal reports that follow strict structures and often target external audiences, informal business reports are more flexible, concise, and tailored to internal stakeholders such as managers, team members, or department heads. They help convey urgent updates, project progress, or recommendations without the rigidity of formal documentation, making them invaluable in day-to-day operations. In this guide, we'll explore what an informal business report is, provide a detailed example, and offer tips on how to craft one that is clear, effective, and engaging.

What Is an Informal Business Report?

An informal business report is a type of internal report that presents information, findings, or recommendations in a straightforward, accessible manner. It is often used for:

- Summarizing project updates
- Reporting on team performance
- Providing feedback or suggestions
- Communicating quickly about issues or opportunities

Unlike formal reports, they typically lack extensive sections such as executive summaries, detailed methodologies, or appendices. Instead, they focus on clarity, brevity, and relevance.

Key Characteristics of an Informal Business Report

- Concise and Straightforward: Uses plain language and gets to the point quickly.
- Flexible Structure: No rigid format; can vary depending on purpose.
- Audience-Focused: Tailored to internal readers familiar with the context.
- Purpose-Driven: Designed to inform, suggest, or prompt action.

Components of an Effective Informal Business Report

While informal reports are flexible, certain elements help ensure clarity and professionalism:

- Title or Subject Line: Clearly states the report's purpose.
- Date: Indicates when the report was prepared.
- To / From: Identifies the recipient and sender.
- Introduction: Briefly explains the purpose and scope.
- Main Body: Presents the key information, findings, or updates.
- Recommendations or Next Steps: Suggests actions if applicable.
- Closing / Summary: Wraps up the report with concluding remarks or questions.

Example of an Informal Business Report

Let's consider a practical example. Imagine a team lead reporting to their manager about the progress of a marketing campaign.

Subject: Weekly Update on Summer Social Media Campaign

Date: October 24, 2023

To: Marketing Manager, Sarah Johnson

From: Alex Lee, Social Media Coordinator

Introduction

This informal report provides a weekly update on the progress of the summer social media campaign, focusing on engagement metrics, content performance, and upcoming activities. The goal is to keep you informed and identify any areas needing adjustment.

Campaign Progress and Metrics

- Content Posted: 15 posts across Facebook, Instagram, and Twitter.
- Engagement:
 - Total likes, shares, comments increased by 12% compared to last week.
 - Instagram stories received particularly high engagement, with an average viewership of 3,200 per story.
- Click-Through Rate (CTR): 4.5%, slightly above the target of 4%.

Performance Highlights

- The "Summer Giveaway" post on Instagram generated the most interactions, with over 1,200

likes and 150 comments.

- Facebook ads resulted in 300 new followers, a 5% increase.
- Twitter discussions around the campaign hashtag increased by 20%.

Challenges & Observations

- Some audience segments, notably males aged 25-34, are less engaged than expected.
- The scheduling of posts sometimes overlaps with competitor campaigns, possibly affecting visibility.
- The video content on Instagram has a higher retention rate (65%) compared to static images (45%).

Upcoming Activities

- Launching a new contest next week to boost engagement.
- Planning to experiment with targeted ads focusing on underperforming demographics.
- Monitoring competitor activity more closely to optimize posting times.

Recommendations

Based on current data, I suggest:

- Increasing video content production, leveraging the higher engagement rates.
- Adjusting posting times to avoid overlap with competitors.
- Developing tailored content for underperforming audience segments.
- Continuing to monitor metrics weekly and adjusting strategies accordingly.

Summary

Overall, the campaign is on track, with positive engagement trends. Minor adjustments in content strategy and timing could further enhance performance. Please let me know if you'd like a more detailed report on specific metrics or further analysis.

Tips for Creating Your Own Informal Business Report

- Identify Your Purpose and Audience: Know what you want to communicate and who will read it.
- Keep It Clear and Concise: Use simple language; avoid jargon unless necessary.

- Use Bullet Points and Lists: They improve readability and highlight key points.
- Incorporate Data Visually: Charts or tables can make data easier to understand, even in informal reports.
- Be Objective but Constructive: Present facts accurately and suggest solutions or next steps.
- Proofread: Ensure clarity and professionalism, even in informal documents.

Final Thoughts

An informal business report example like the one above illustrates how internal communication can be effective without formalities. When crafted thoughtfully, these reports foster transparency, prompt action, and team cohesion. Remember, the best informal reports are tailored, straightforward, and focused on delivering value to their audience. Whether updating on project status, sharing insights, or proposing ideas, mastering this communication style is an invaluable skill in today's dynamic business environment.

Question What is an informal business report example? An informal business report example is a simplified, less formal document used to communicate business information, findings, or recommendations within an organization, often formatted as memos, emails, or brief summaries. **How does an informal business report differ from a formal one?** An informal business report is typically shorter, less structured, and uses casual language, focusing on quick communication. In contrast, a formal report is more detailed, structured with sections, and follows a strict format suitable for official documentation. **What are the key components of an informal business report example?** Key components include a clear purpose, concise background information, main findings or data, recommendations, and a closing statement, all presented in a straightforward and accessible manner. **Can you give an example of a situation where an informal business report is appropriate?** An informal business report is appropriate when updating team members on project progress, summarizing sales data for internal review, or providing quick feedback on a marketing campaign. **What are the benefits of using an informal business report example?** Benefits include quicker communication, easier understanding for non-technical audiences, fostering a collaborative environment, and saving time compared to preparing formal reports. **Where can I find templates or examples of informal business reports?** Templates and examples can be found on business communication websites, educational resources, or office productivity tools like Microsoft Office and Google Docs, often tailored for quick internal reporting.

Related keywords: business report sample, informal business report template, casual business report, informal reporting format, example business update, informal business communication, casual report writing, business report structure, informal business memo, sample informal report

Sap report writer tutorial

SAP Report Writer Tutorial

SAP Report Writer is a powerful tool within the SAP R/3 system that allows users to create, manage, and execute reports based on the data stored within SAP modules. It provides a flexible environment for designing reports that can be tailored to various business needs, enabling organizations to extract meaningful insights from their data. This tutorial aims to guide beginners through the essentials of SAP Report Writer, covering its fundamental concepts, setup procedures, report creation steps, and best practices to ensure efficient reporting.

Understanding SAP Report Writer

What is SAP Report Writer?

SAP Report Writer is a reporting tool integrated into the SAP R/3 environment. It allows users to develop reports by defining data sources, selecting fields, applying formats, and setting control parameters. Reports created with Report Writer can be executed to retrieve specific data sets, which can be used for analysis, decision-making, or operational purposes.

Core Components of SAP Report Writer

To effectively utilize SAP Report Writer, it's essential to understand its core components:

- **Report Groups:** Logical collections of reports for easier management.
- **Reports:** Individual report definitions that specify data extraction and formatting.
- **Data Sources:** Tables, views, or logical databases from which data is retrieved.
- **Field Groups and Fields:** Specific data elements selected for display or calculation.
- **Control Parameters:** User-defined inputs that modify report execution, such as date ranges or organizational units.

Prerequisites for Using SAP Report Writer

Authorization and Access

Before creating reports, users must have appropriate authorizations:

- Access to SAP R/3 Report Writer transactions (e.g., GRR1, GRR2, GRR3)
- Permissions to access relevant data sources and modify report definitions

Understanding Data Structures

A solid grasp of the underlying data models, such as tables, fields, and relationships, is vital. Familiarity with the SAP modules relevant to the reports (e.g., FI, CO, MM) will streamline report development.

Setting Up SAP Report Writer Environment

Accessing Report Writer Transactions

The main transaction codes for Report Writer are:

- **GRR1:** Create Report Group
- **GRR2:** Create or Change Reports
- **GRR3:** Display Reports

Creating a Report Group

A report group is a container for related reports:

- Enter transaction code **GRR1**.
- Provide a unique name and description for the report group.
- Save the group for further report development.

Developing a Report Using SAP Report Writer

Step 1: Define Data Source

The first step involves selecting the appropriate data source:

- Identify the table or logical database relevant to the report.
- Ensure you have access rights to retrieve data from the selected source.

Step 2: Create a New Report

Using transaction **GRR2**:

- Enter the report group created earlier.
- Provide a unique report name and description.

- Select the data source type (table, view, logical database).
- Save the initial report setup.

Step 3: Select Fields and Define Layout

This is a critical step where you determine what data the report will display:

- Navigate to the 'Fields' tab or section.
- Select the fields from the data source that are relevant to your report.
- Arrange fields in the desired order for output.
- Set headings, formats, and any calculations needed.

Step 4: Apply Selection Criteria and Filters

To refine data retrieval:

- Specify selection criteria, such as date ranges, organizational units, or status indicators.
- Use the 'Selection' option to set these parameters.

Step 5: Define Control Parameters

Control parameters allow user inputs at runtime:

- Create parameters like 'Start Date', 'Company Code', etc.
- Link these parameters to selection criteria for dynamic report execution.

Step 6: Format the Report

Formatting enhances readability:

- Use the 'Layout' options to set fonts, alignments, and spacing.
- Define headers, footers, and page layouts.
- Incorporate totals, subtotals, and other aggregations as necessary.

Step 7: Save and Test the Report

Once the report layout and criteria are set:

- Save the report definition.
- Execute the report to verify results.
- Adjust selection criteria and layout as needed based on output.

Advanced Features and Tips

Using Formulas and Calculations

SAP Report Writer allows embedded formulas for calculations:

- Create new formula fields for custom calculations.
- Use built-in functions for sums, averages, ratios, etc.
- Validate formulas to ensure correctness.

Handling Multiple Data Sources

For complex reports:

- Combine data from multiple tables or logical databases.
- Use joins or linking techniques where supported.

Optimizing Report Performance

To improve efficiency:

- Limit data scope through precise selection criteria.
- Avoid unnecessary fields and calculations.
- Test reports with smaller data sets before full execution.

Best Practices for SAP Report Writer

Maintain Consistent Naming Conventions

Clear and descriptive names for reports, fields, and parameters make maintenance easier.

Document Report Logic

Include comments or documentation within report definitions to clarify logic and purpose.

Test Reports Thoroughly

Verify report outputs against known data to ensure accuracy.

Secure Sensitive Data

Implement access controls and data masking where necessary to protect confidential information.

Regularly Update Reports

As business processes evolve, ensure reports are updated to reflect current requirements.

Conclusion

SAP Report Writer is a vital tool for organizations leveraging SAP R/3 systems, enabling tailored reporting solutions that support decision-making and operational excellence. Mastery of its components—from defining data sources to formatting and executing reports—empowers users to produce insightful and efficient reports. By following this tutorial, beginners can gain foundational knowledge and develop confidence in creating their own reports. Continuous practice, adherence to best practices, and staying updated with SAP enhancements will further enhance reporting capabilities, ultimately contributing to better business insights and performance.

This comprehensive tutorial provides a detailed overview suitable for beginners and intermediate users aiming to master SAP Report Writer. If you need specific examples or step-by-step walkthroughs for particular types of reports, feel free to ask!

SAP Report Writer Tutorial: A Comprehensive Guide to Mastering SAP Reporting

In the realm of enterprise resource planning (ERP), SAP (Systems, Applications, and Products in Data Processing) stands out as a powerhouse that integrates various business processes. Among its many modules, SAP's Report Writer tool is an essential component for designing, customizing, and generating reports that help organizations analyze data effectively. Whether you're an aspiring SAP consultant, a business analyst, or an IT professional, understanding how to leverage SAP Report Writer can significantly enhance your ability to deliver insightful reports tailored to unique business needs. This tutorial aims to provide a detailed, step-by-step guide to mastering SAP Report Writer, covering foundational concepts, practical exercises, and best practices.

Understanding SAP Report Writer

What is SAP Report Writer?

SAP Report Writer is a specialized tool within the SAP ERP ecosystem designed for creating and maintaining reports directly from SAP's data tables. It allows users to define report layouts, select data fields, apply formatting, and generate reports that can be used for managerial decision-making, financial analysis, or operational oversight. Unlike ad hoc reporting tools, Report Writer provides structured, reusable reports embedded within the SAP environment.

Key features include:

- Structured report creation with predefined data fields
- Data grouping and summarization
- Custom formatting and layout options
- Integration with SAP data sources
- User-defined calculations and formulas

This tool is particularly prevalent in SAP's older modules like SAP R/3 and SAP ECC, although its functionalities have been supplemented or replaced in newer SAP S/4HANA environments with more advanced reporting tools like SAP Fiori and SAP Analytics Cloud.

Prerequisites and Basic Concepts

Before diving into report creation, it's vital to understand some core concepts:

- Data Source: The underlying SAP table or view from which data is fetched.
- Report Layout: The visual structure of the report, including headings, columns, and formatting.
- Fields: Data elements selected from the source tables to be displayed.
- Groups: Logical grouping of data for summarization.
- Calculations: Arithmetic or logical operations applied to data fields.
- Parameters: User input variables to customize report output dynamically.
- Variants: Saved configurations of report parameters for reuse.

Understanding these foundational elements ensures efficient report design and maintenance.

Getting Started with SAP Report Writer

Accessing the Tool

To begin creating reports, users typically access the SAP Report Writer through transaction codes:

- SE38/SA38: Program development environment where Report Writer programs are created.
- GRR1: Create a report.
- GRR2: Change a report.
- GRR3: Display report details.

Alternatively, in some SAP environments, report creation is integrated into the SAP GUI menu under SAP Easy Access > Tools > Reporting.

Creating a New Report

The typical steps involved are:

- Navigate to the Report Writer transaction (e.g., GRR1).
- Enter a unique report name following your organization's naming conventions.
- Define the report type (e.g., standard report, drill-down report).
- Select the data source, i.e., the SAP table or view that contains the data you want to report on.
- Save your initial report before proceeding to layout design.

Designing and Developing Reports in SAP Report Writer

Step 1: Defining Data Fields

The core of any report is the data it presents. After selecting the data source:

- Use the report's field catalog to pick relevant fields.
- Add fields to the report layout.
- Ensure that data types are correctly interpreted to facilitate calculations and formatting.

Tip: Use the Field Group feature to organize related fields logically.

Step 2: Structuring the Report Layout

Designing an effective report layout involves:

- Creating headers and footers for clarity.
- Arranging columns logically, typically by relevance or hierarchy.
- Applying formatting like bold, italics, or color to highlight important data.
- Inserting line breaks or page breaks for readability.

Best Practice: Keep the layout clean and consistent; unnecessary clutter can obscure key insights.

Step 3: Implementing Data Grouping and Sorting

Grouping data enhances analytical value:

- Use grouping to aggregate data by categories such as department, region, or time period.
- Define subtotal and total calculations within groups.
- Specify sorting order to arrange data logically.

Example: Group sales data by region, then by product category, to analyze regional performance effectively.

Step 4: Adding Calculations and Formulas

Calculations add depth to reports:

- Use SAP's formula language to compute derived metrics like profit margins or percentage changes.
- Define formulas at the report or group level.
- Validate formulas for accuracy and performance.

Common calculations include:

- Sum, average, maximum, minimum
- Ratios and percentages
- Conditional logic (if-then-else statements)

Step 5: Setting Up Parameters and Variants

Parameters allow users to customize report output dynamically:

- Define input variables such as date ranges, organizational units, or product categories.
- Create variants to save specific parameter configurations for repeated use.

This flexibility enhances report usability across different departments or reporting periods.

Advanced Features and Optimization Techniques

Conditional Formatting and Dynamic Layout

To improve report clarity:

- Apply conditional formatting to highlight key figures (e.g., negative profits in red).
- Use dynamic layout features to adjust report structure based on data.

Implementing User Exits and Enhancements

For complex requirements:

- Use user exits or customer enhancements to extend report functionality.
- Incorporate custom logic, validations, or data manipulations not available out-of-the-box.

Performance Optimization

Large datasets can slow report generation:

- Limit data scope with filters and parameters.
- Use indexes on source tables.
- Minimize calculations within reports; pre-aggregate data where possible.
- Test reports with sample data to identify bottlenecks.

Testing, Saving, and Deploying Reports

Testing Reports

- Run reports with different parameter sets.
- Validate data accuracy against source tables.
- Check formatting, grouping, and calculations.

Saving and Version Control

- Save reports with meaningful names.

- Use variants for different scenarios.
- Maintain version history for updates.

Deploying Reports

- Transport reports to production systems using SAP transport requests.
- Document report functionalities and usage instructions.
- Provide user training if necessary.

Best Practices and Common Pitfalls

- Plan layout and data flow before starting development.
- Keep reports simple; avoid overcomplication.
- Regularly validate data accuracy.
- Use meaningful naming conventions.
- Test reports across different data volumes.
- Document formulas, logic, and configurations.

Common pitfalls include:

- Overloading reports with unnecessary data.
- Failing to validate calculations.
- Ignoring performance considerations.
- Not maintaining version control.

Conclusion: Mastering SAP Report Writer for Business Excellence

SAP Report Writer remains a vital tool for organizations relying on SAP ERP systems, offering tailored reporting capabilities that support informed decision-making. While it may have a learning curve, a structured approach—covering fundamental concepts, meticulous layout design, strategic data grouping, and performance optimization—can unlock its full potential. By mastering SAP Report Writer, professionals empower their organizations with precise, insightful, and actionable reports that drive operational excellence and strategic growth.

As SAP continues evolving its reporting ecosystem with new tools and platforms, foundational skills in Report Writer serve as a strong base for adapting to future innovations. Whether for routine reports or complex analytical dashboards, understanding the nuances of SAP Report Writer ensures that users can deliver value-driven insights aligned with organizational goals.

Question What are the basic steps to create a report using SAP Report Writer? To create a report in SAP Report Writer, you start by defining the report layout, selecting the data source, designing the report structure (including headings, fields, and summaries), and then saving and executing the report to view the output. Familiarity with the SAP Data Dictionary and report painter tools is essential for efficient report creation. How can I customize the layout and formatting of reports in SAP Report Writer? You can customize layouts and formatting in SAP Report Writer by using the report painter interface to adjust fonts, colors, and cell alignments. Additionally, you can insert headings, footnotes, and totals, and use formatting options to enhance readability and presentation of your reports. What are common errors faced when designing reports in SAP Report Writer and how to troubleshoot them? Common errors include incorrect data selection, missing fields, or layout issues. Troubleshooting involves verifying data sources, checking field mappings, ensuring proper selections, and reviewing the report layout for inconsistencies. Using SAP's debugging tools and preview functions can help identify and resolve issues efficiently. How does SAP Report Writer integrate with other SAP modules like FI or MM? SAP Report Writer integrates seamlessly with modules like FI (Financial Accounting) and MM (Materials Management) by allowing you to select data from their respective tables and structures. Reports can be customized to extract relevant data from these modules, enabling comprehensive and module-specific reporting tailored to organizational needs. Are there any best practices for optimizing the performance of SAP reports created with Report Writer? Yes, best practices include limiting data scope with proper selection criteria, indexing relevant database fields, minimizing complex calculations within reports, and designing reports to fetch only necessary data. Regularly testing report performance and optimizing layout can also ensure faster execution and better resource utilization.

Related keywords: SAP report writer, SAP report creation, SAP report development, SAP report design, SAP report scripting, SAP report output, SAP report customization, SAP report programming, SAP report examples, SAP report training

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