

acknowledgement sample for report for engineering Handbook

Acknowledgement sample for report for engineering plays a pivotal role in professional and academic engineering reports. It serves as a formal section where the author expresses gratitude to individuals and organizations that contributed to the successful completion of the project or research. Crafting a well-structured acknowledgement not only reflects professionalism but also enhances the credibility and tone of the report. This article provides an in-depth guide on how to write an effective acknowledgement for an engineering report, including samples, tips, and best practices to help you craft a compelling section that aligns with SEO standards.

Understanding the Importance of Acknowledgement in Engineering Reports

What is an Acknowledgement?

An acknowledgement is a brief section within a report that recognizes the support, assistance, and contributions of individuals, institutions, or organizations involved in the project. It is typically placed after the abstract or table of contents and before the main body of the report.

Why is Acknowledgement Important?

- Shows Gratitude: Demonstrates appreciation for those who provided guidance, resources, or funding.
- Builds Professional Relationships: Recognizing contributions fosters goodwill and professional rapport.
- Provides Transparency: Acknowledges sources of support, which can add credibility to the report.
- Reflects Professionalism: A well-written acknowledgment showcases the author's respect and humility.

Components of an Effective Acknowledgement in Engineering Reports

Key Elements to Include

- Supervisors and Mentors: Professors, project advisors, or senior engineers who provided guidance.
- Institutions and Organizations: Universities, research centers, or companies that funded or facilitated the project.
- Colleagues and Team Members: Peers who contributed through collaboration or technical assistance.
- Funding Bodies: Agencies or sponsors that provided financial support.
- Technical Support: Labs, libraries, or equipment providers that assisted in research or experiments.

Tips for Writing an Acknowledgement

- Keep it concise: Typically 100-200 words.
- Be specific: Mention names and roles clearly.
- Use formal language: Maintain professionalism and respect.
- Personalize: Tailor acknowledgments to reflect genuine gratitude.
- Avoid overgeneralization: Do not include unnecessary or irrelevant details.

Sample Acknowledgement for an Engineering Report

Basic Sample

I would like to express my sincere gratitude to my project supervisor, Dr. Jane Smith, for her invaluable guidance and support throughout this project. I also thank the Department of Mechanical Engineering at XYZ University for providing the necessary facilities and resources. Special thanks to my colleagues, John Doe and Alice Johnson, for their assistance in data collection and analysis. Finally, I appreciate the financial support from ABC Funding Agency, which made this research possible.

Detailed Sample

First and foremost, I am deeply grateful to my project supervisor, Dr. Jane Smith, for her unwavering support, insightful feedback, and encouragement throughout the duration of this project. Her expertise significantly contributed to the development and success of this research. I extend my appreciation to the Department of Civil Engineering at XYZ University for providing access to laboratories and technical equipment essential for conducting experiments. I also thank my colleagues, John Doe and Alice Johnson, for their collaborative efforts and valuable suggestions during data analysis and report preparation. Additionally, I acknowledge the financial assistance provided by the ABC Funding Agency, which facilitated the procurement of materials and resources. Lastly, I thank my family and friends for their constant encouragement and motivation.

Best Practices for Writing an Acknowledgement in Engineering Reports

1. Be Specific and Personal

Mention individual names and titles to personalize your acknowledgment. For example, instead of saying "Thanks to my advisor," specify "Thanks to Professor John Doe for his expert guidance."

2. Maintain a Formal Tone

Use professional and respectful language. Avoid slang or overly casual expressions.

3. Keep it Concise

Aim for clarity and brevity. Usually, a paragraph or two suffices.

4. Prioritize Contributions

Highlight those who had the most significant impact on your project.

5. Proofread and Edit

Ensure there are no grammatical errors or typos, as this section reflects your professionalism.

SEO Tips for Writing Acknowledgement Sections

- Incorporate relevant keywords naturally, such as "engineering report acknowledgment," "sample acknowledgment for engineering project," or "how to write acknowledgment in engineering report."

- Use clear headings (

,
) to structure content for better readability and SEO.

- Include keywords in the first paragraph to improve search engine visibility.
- Ensure the content is original, informative, and valuable to the reader.
- Use bullet points or lists where appropriate to enhance readability and SEO.

Conclusion

Crafting an acknowledgment for an engineering report is a vital step in the report-writing process. It

not only demonstrates professionalism and gratitude but also enhances the credibility of your work. Whether you are a student or a professional engineer, a well-written acknowledgment can make your report more comprehensive and respectful of those who contributed to your success. Remember to keep it sincere, specific, and concise, and utilize the sample templates and tips provided in this guide to create impactful acknowledgments that resonate with your readers and fulfill SEO standards.

By following these guidelines, you can ensure that your engineering report's acknowledgment section effectively recognizes contributions and adds a polished touch to your professional document.

Acknowledgement Sample for Report for Engineering: A Comprehensive Guide

Acknowledgement sample for report for engineering serves as a vital component of technical documentation, providing a formal space to recognize the contributions, support, and assistance received during the research or project. While often overlooked by students and professionals alike, crafting an effective acknowledgment section demonstrates professionalism, gratitude, and ethical integrity. This article explores the importance of acknowledgments, offers detailed insights into their structure, provides sample formats, and guides you in composing a compelling acknowledgment for your engineering reports.

Understanding the Significance of Acknowledgements in Engineering Reports

Why Are Acknowledgements Important?

In engineering reports, acknowledgments serve multiple purposes:

- Recognition of Support: They formally recognize individuals or organizations that provided guidance, resources, or assistance.
- Professional Courtesy: Acknowledging contributions fosters goodwill and demonstrates respect.
- Transparency: They clarify the roles of various stakeholders involved in the project.
- Academic and Ethical Integrity: Proper acknowledgment prevents allegations of plagiarism or uncredited assistance.

Who Should Be Acknowledged?

In engineering contexts, typical acknowledgments include:

- Supervisors or advisors

- Faculty members or mentors
- Funding agencies or sponsors
- Laboratory or technical staff
- Colleagues or peers who contributed ideas or feedback
- Organizations providing resources or data

Structuring the Acknowledgement Section

Placement and Formatting

- Placement: Usually positioned after the title page or abstract, before the main content.
- Length: Concise yet comprehensive, typically one paragraph or a few short paragraphs.
- Tone: Formal, respectful, and sincere.

Key Elements to Include

- A clear expression of gratitude
- Specific mention of contributions
- Names and titles (if appropriate)
- The nature of assistance received

Crafting an Effective Acknowledgement Sample for Engineering Reports

General Sample Format

> "I would like to express my sincere gratitude to [Name], [Title/Role], for their invaluable guidance and support throughout this project. Special thanks are also due to [Organization/Department] for providing the necessary resources and facilities. I am grateful to my colleagues and friends for their constructive feedback and encouragement. Lastly, I extend my appreciation to [Funding Agency/Supporting Institution], without whose financial support this project would not have been possible."

Sample Acknowledgement for an Engineering Report

> "I am profoundly grateful to my project supervisor, Dr. Jane Smith, for her expert guidance, continuous support, and insightful feedback throughout the course of this research. I also appreciate the assistance of the Mechanical Engineering Laboratory staff for providing the necessary equipment and technical support. I thank my colleagues for their collaborative efforts and stimulating discussions. Finally, I acknowledge the funding provided by the National Science Foundation, which

made this study feasible."

Tips for Writing a Strong Acknowledgement

Be Specific and Personal

Avoid generic statements. Mention particular contributions, such as technical advice, data provision, or moral support.

Maintain Professionalism

While sincerity is key, keep the tone respectful and formal. Avoid overly emotional language.

Keep it Concise

Limit the acknowledgment to essential contributors. Overly lengthy sections can detract from the report's professionalism.

Double-Check Names and Titles

Ensure correctness in spelling and titles to show attention to detail.

Common Mistakes to Avoid in Engineering Acknowledgments

- Overlooking key contributors: Make sure to include all significant supporters.
- Excessive length: Keep it brief; the focus should be on meaningful recognition.
- Informality: Maintain a professional tone; avoid slang or casual language.
- Omitting organizations or funding sources: Always acknowledge financial or material support.

Sample Acknowledgement Templates for Different Scenarios

Academic Supervisor

> "I am grateful to Professor John Doe for his expert supervision, valuable insights, and unwavering support during this project."

Funding Agency

> "This research was supported by the Department of Engineering under Grant No. 12345. I sincerely thank the agency for their financial assistance."

Laboratory Support

> "Special thanks to the Technical Staff at the XYZ Laboratory for their assistance in conducting experiments and providing technical guidance."

Peer Assistance

> "I appreciate my colleagues, Alice and Bob, for their helpful discussions and collaborative efforts."

Final Tips for Writing Your Acknowledgement

- Draft a rough version first, then refine for clarity and tone.
- Customize the acknowledgment for each report, reflecting genuine gratitude.
- Use full names and titles initially, then switch to first names if appropriate.
- Get feedback from peers or mentors to ensure professionalism.

Conclusion

An acknowledgement sample for report for engineering is more than a formality; it embodies professionalism, gratitude, and integrity. By understanding its purpose, structuring it thoughtfully, and expressing appreciation sincerely, engineers and students can craft acknowledgment sections that complement their reports effectively. Whether recognizing academic mentors, technical staff, funding bodies, or peers, a well-written acknowledgment fosters relationships, reflects ethical standards, and enhances the overall quality of your engineering documentation. Remember, a genuine acknowledgment not only honors those who supported your work but also showcases your professionalism and respect within the engineering community.

Question What is the purpose of an acknowledgment in an engineering report? The acknowledgment section in an engineering report is used to thank and recognize individuals, organizations, or institutions that provided support, resources, or assistance during the project or research. **Answer** How should I structure an acknowledgment sample for an engineering report? A typical acknowledgment should start with expressing gratitude, followed by specific mentions of individuals or organizations who contributed, and conclude with a respectful closing. Keep it concise and professional. Can you provide a simple acknowledgment sample for an engineering report? Certainly. Example: 'We would like to thank our project advisor, Dr. Smith, for their invaluable guidance. We also appreciate the support from XYZ Engineering Firm for providing resources and technical assistance.' Are there any common mistakes to avoid in writing acknowledgments for engineering reports? Yes, common mistakes include being overly formal or informal, mentioning too many individuals without relevance, and failing to specify the nature of assistance. Keep it professional, concise, and specific. Should I include funding sources in the acknowledgment section

of my engineering report? Yes, if your project received funding or financial support, it is appropriate to acknowledge the funding agencies or organizations in the acknowledgment section. Is it necessary to obtain permission before including someone's name in the acknowledgment sample for an engineering report? It's good practice to seek permission from individuals or organizations before including their names to ensure they are comfortable being acknowledged publicly. How long should an acknowledgment section be in an engineering report? Typically, the acknowledgment should be brief, usually a paragraph or two, focusing on the most significant contributions and support received. Can I include technical assistance in my acknowledgment sample for an engineering report? Absolutely. You can acknowledge individuals or organizations that provided technical support, equipment, or expertise that contributed to your project's success. Are there different formats for acknowledgment samples in engineering reports? While there is no strict format, most acknowledgments follow a formal, professional tone and structure. It's important to be consistent with the overall report format and style. Where should the acknowledgment section be placed in an engineering report? The acknowledgment section is typically placed at the beginning of the report, after the title page and abstract but before the main content or table of contents.

Related keywords: acknowledgement sample, engineering report, report acknowledgment, acknowledgment template, engineering project acknowledgment, formal acknowledgment, report writing, acknowledgment format, sample acknowledgment letter, professional acknowledgment

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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