



Cap Analysis - Report Instructions

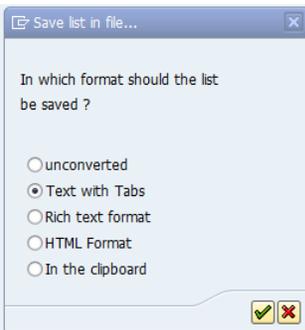


Use this report to display the capacity and actuals for each organization unit.

1. From the main screen, type transaction code: **zom_capanalysis**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Object ID* – Enter the Org Unit.
4. *Exporting Period* – Choose a reporting period or enter specific dates.
5. *Report Output type* – Choose **Details** to display the breakdown of each org unit or choose **Summary** to display totals only.
6. Click the **Execute** button  or press **F8** to execute.
7. The report displays.
8. Click the **Print** button .

OR
Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Text with Tabs**.
 - Choose the file location and type the file name.
 - Click **Generate**.
9. Click the **Back** button .

