Use this job aid to: help you navigate to, customize, and save your report.

Running a Summary of Gross Salary (Combined) Report

You need to run a Summary of Gross Salary (Combined) report to see if any salary is rolling to control. This will show you the process from A-Z.

Navigate to the workspace (Summary of Gross Salary (Combined))

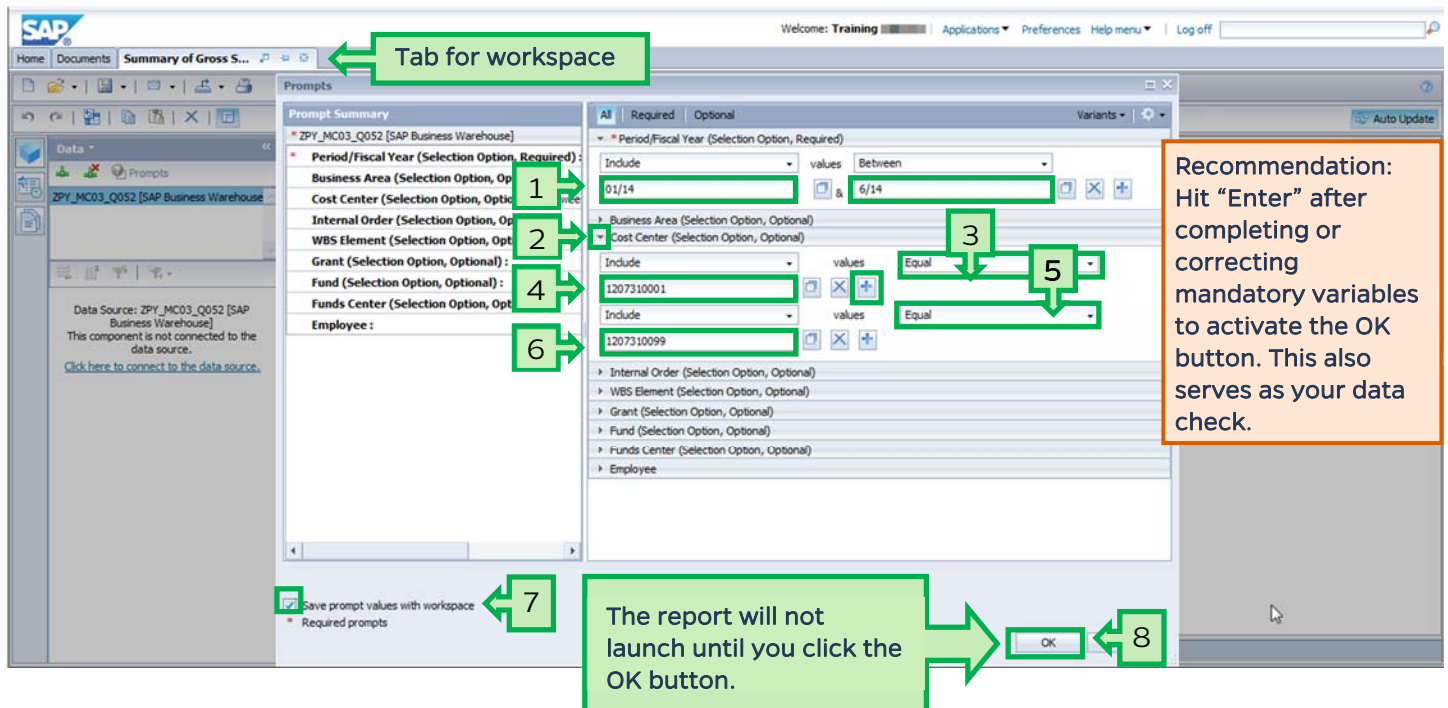1. Click the Enterprise Reporting tab.
2. Click the **Open Analysis** link.

The link will launch the Business Objects Launchpad.

3. Click the ➕ plus sign to expand the **Enterprise SAP BW** folder.
4. Click the ➕ plus sign to expand the **Human Resources** folder.
5. Click Finance Admin.
6. Double-click the **Summary of Gross Salary (Combined)** workspace to open it.
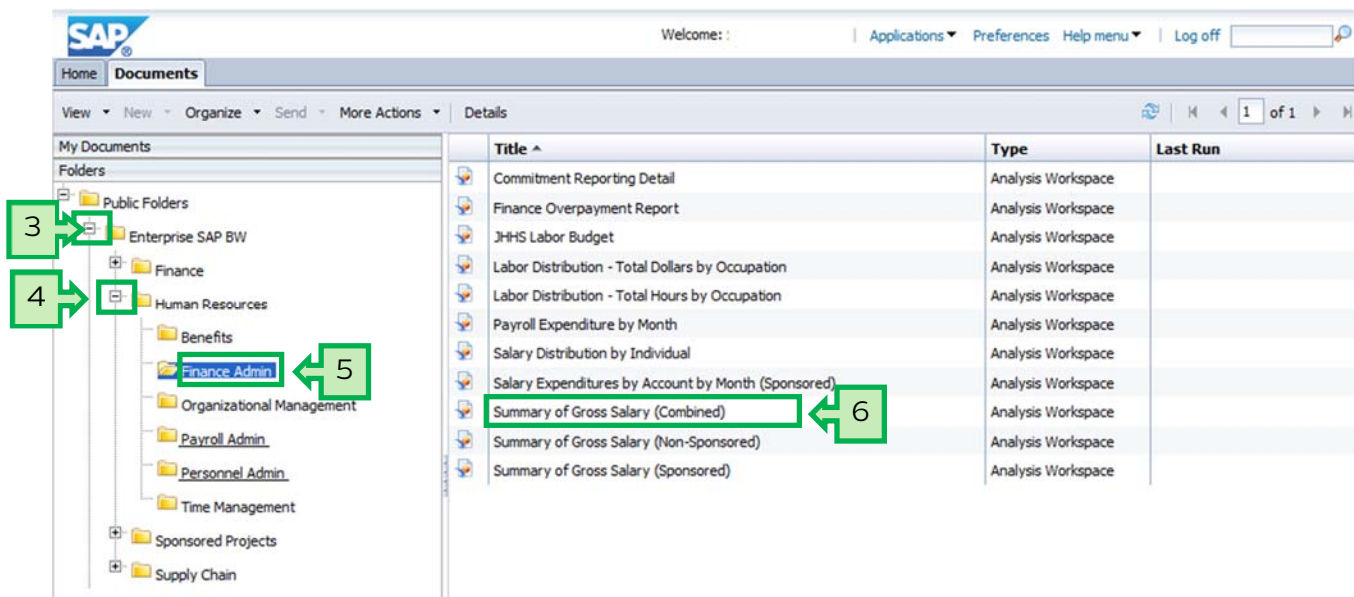
Input the variables in the Prompt screen

1. Enter the mandatory variables first. They have a red asterisk (*) next to them. Type the fiscal periods and fiscal years into the **Period/Fiscal** year fields. (For instance, type 01/14 in the first field and 6/14 in the second field, and then hit "Enter" on your keyboard.)
2. Click the ⟩ **expand arrow** to add optional values for Cost Center.
3. Change **Between** to **Equal**.
4. Type the 10-digit cost center number into the Cost Center field and then click the **Plus button** to add another row of Cost Center data.
5. When the new row opens, change **Between** to **Equal**.
6. Type the 10-digit cost center number with the last two digits replaced by a 99, and then hit "Enter" on your keyboard.
7. Check the Save prompt values with workspace checkbox.
8. Click the **OK** button to launch the report.

Tab for workspace

Recommendation: Hit "Enter" after completing or correcting mandatory variables to activate the OK button. This also serves as your data check.

The report will not launch until you click the OK button.

Report layout tabs

Open workspaces each have their own tab. Users can have multiple tabs (reports) open at once. For best performance, close tabs when not actively using them. Hovering over a tab will reveal the full name of the tab.

Hovering over a tab will reveal the full name of the tab.
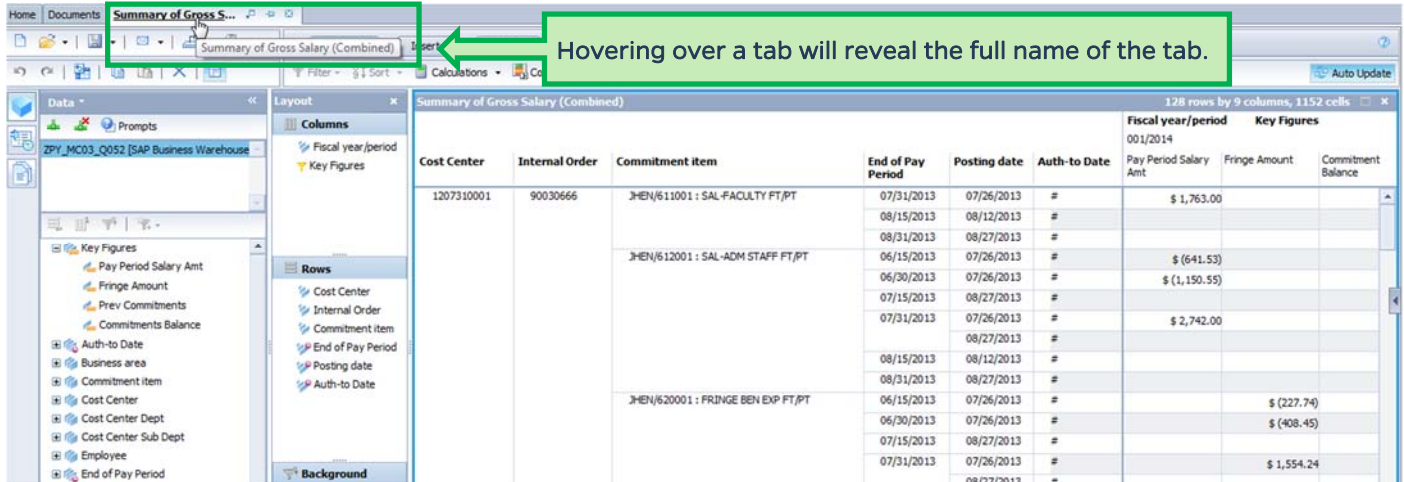
Report layout – The three sections

A workspace has three main sections. They are called the Data panel, the Layout panel, and the Results panel. Each section can be closed to provide more screen "real estate." Sections can be reopened at any time.

Data Panel

Layout Panel

Results Panel
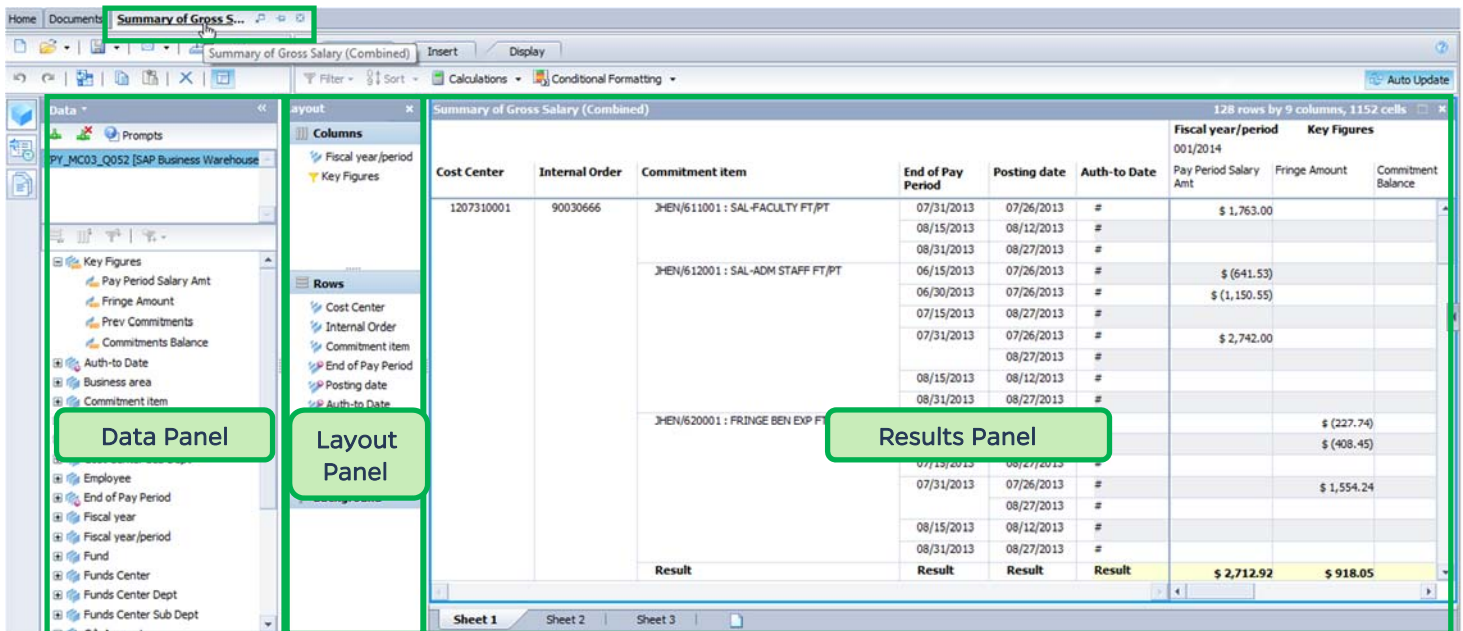
Add free characteristics

Add the name of the employee to your report.

1. Click, drag, and drop **Employee** from the Data panel to the Layout panel under Rows. You are able to position your free characteristic by dropping it where you want it displayed.
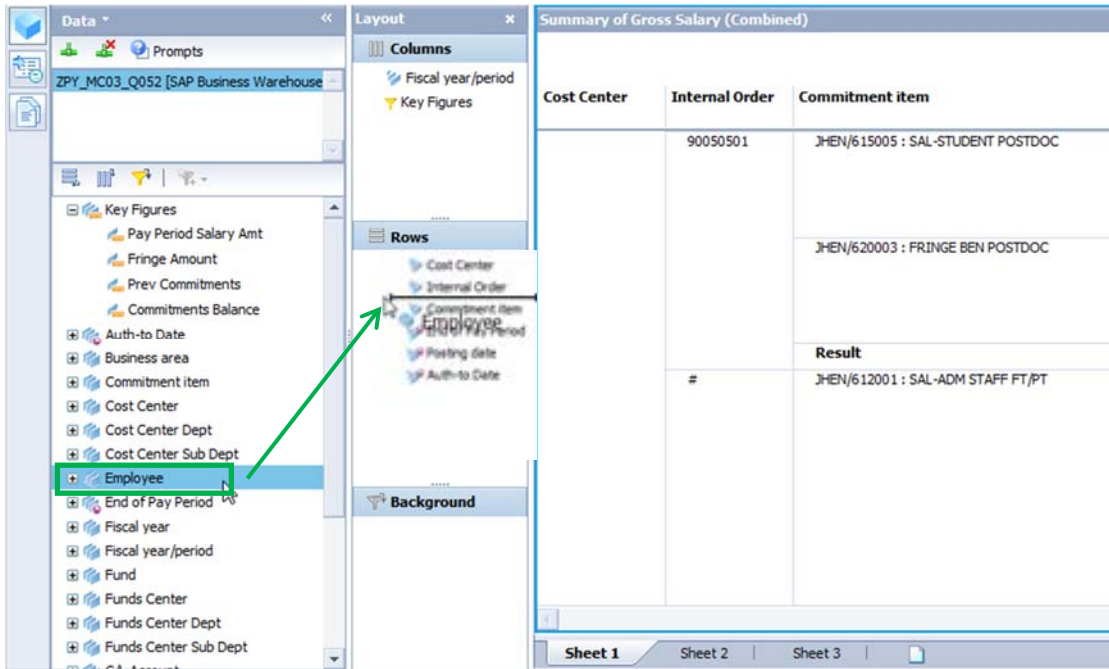
You have now added **Employee** to the report.
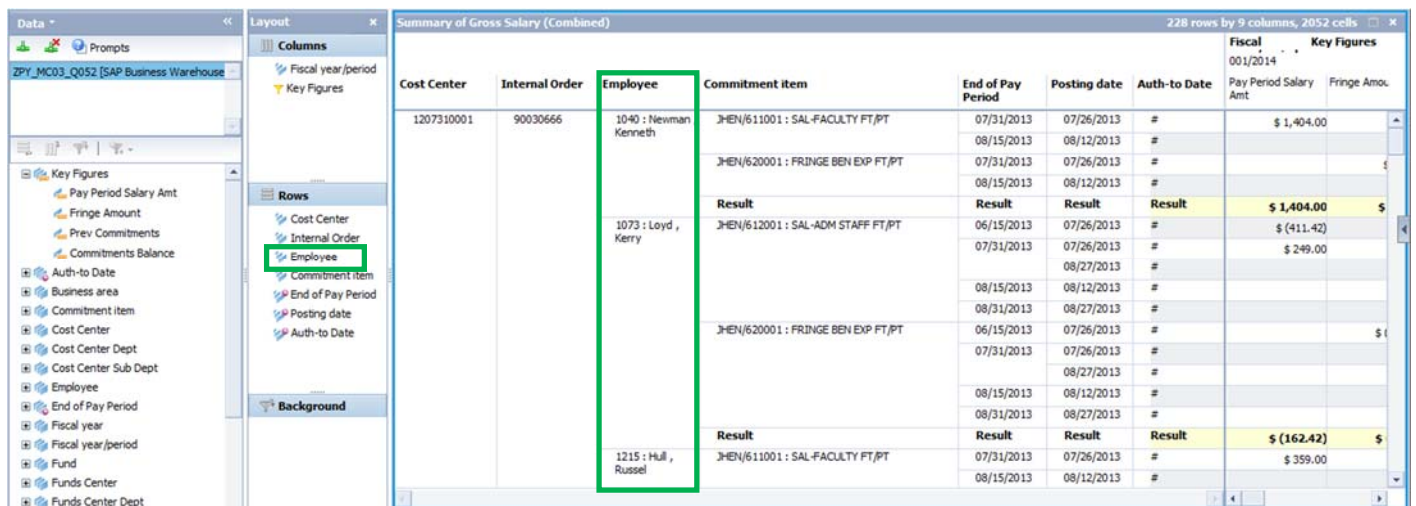
NOTE: If you need to enlarge the rows area, hover your cursor over the dots ‿‿‿‿‿ until you see ⬍ and then drag to resize the area.

Change row order   5

Change the order of the data in your report by dragging **Commitment Item** above **Employee.**

1. Click, drag, and drop Commitment Item above Employee in the Rows area of the Layout panel.
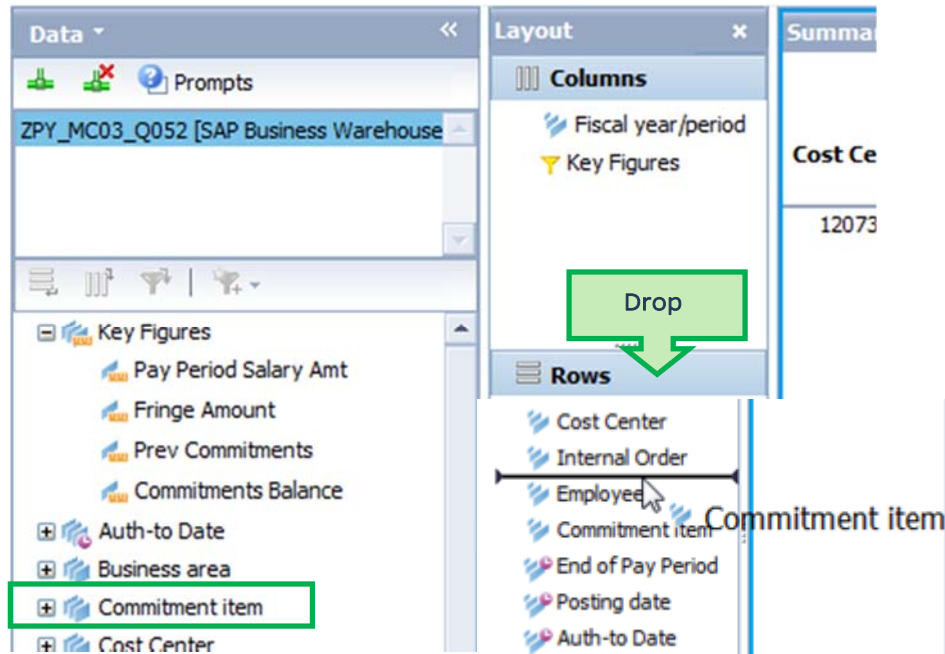
The order of the rows is changed.

Changing the display of Employee data – Sort by Text instead of Key

To have Employee data sort by last name instead of Pernr, do the following:

1. Right-click the Employee column heading. This will bring up a context menu.
2. Select **Sort**.
3. From the **Sort** drop-down menu, select **Text**.

Right-click in the header area.
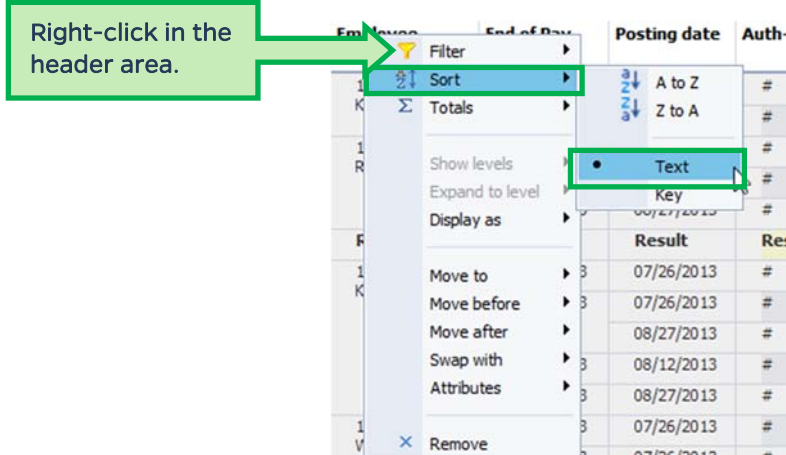
NOTE: If the drop-down menu shows that the data is sorted by text but the results show that it is still sorting by Key, repeat the steps for Key first and then Text.

The Employee field will now be sorted alphabetically.

Remove fringe amounts and commitments balance

1. Resize a column or columns by dragging the vertical bar in the header area of the columns so you can navigate to the Key Figures.

Left-click and drag to resize columns.

2. Right-click the **Fringe Amount** header area.
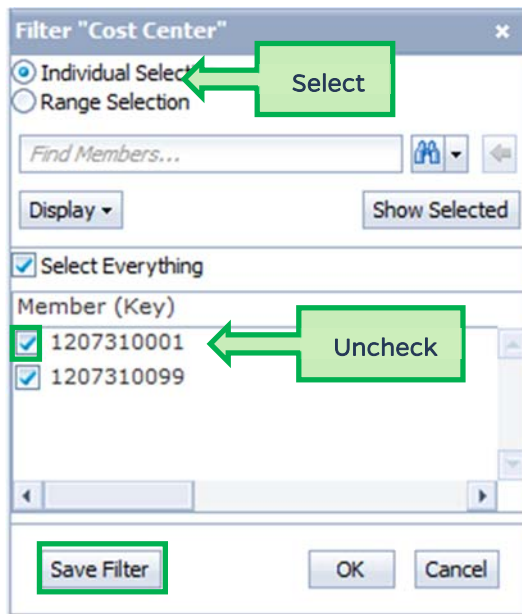3. From the context menu, select **Remove**.

4. Repeat steps 2 and 3 above for the key figure, Commitments Balance.
The Results area only shows Pay Period Salary Amt now.

Filter for the Cost Center ending in 99 to display any unsupported salary amounts

1. Right-click the Cost Center header area.
2. In the Context menu, select **Filter**.
3. Then select **By member...**
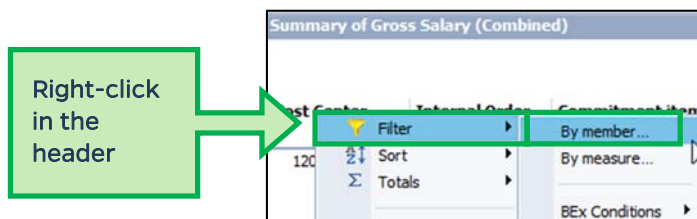
4. In the Filter "Cost Center" popup, confirm that the Individual Selection radio button is selected.
5. Uncheck all cost objects except cost centers ending in "99."
6. Click **OK**.

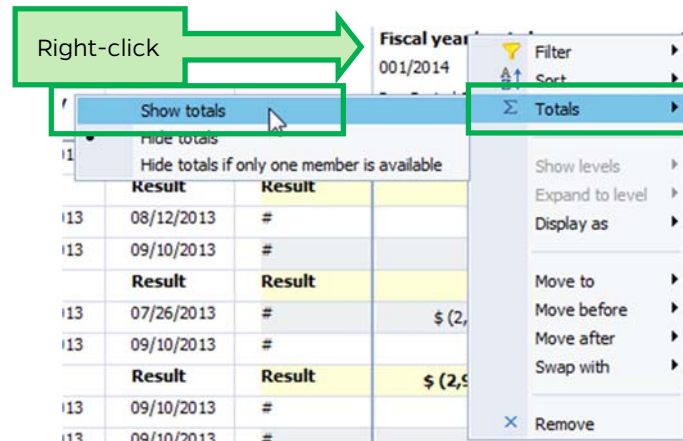The report now just shows those salaries that have rolled to control for the period.

Add subtotals by Employee

1. Right-click in the column to the right of Employee (in this report, End of Pay Period).
2. In the Context menu, hover over Totals.
3. Then select Show totals from the drop-down menu.
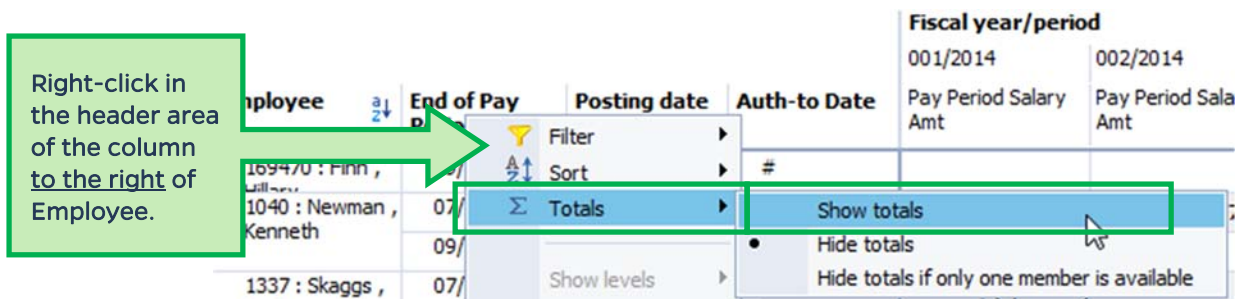
4. Right-click the Fiscal year/Period header.
5. In the Context menu, hover over Totals.
6. Select Show Totals from the drop-down menu.

The Results area will now show totals.

Save the workspace to your Favorites and/or export to Excel

Please refer to job aids:

- Saving a Favorite
- Exporting Data to Excel

Exit the workspace and log off

Click the **X** on the workspace tab to close the workspace and click the **Log off** link to exit Analysis.