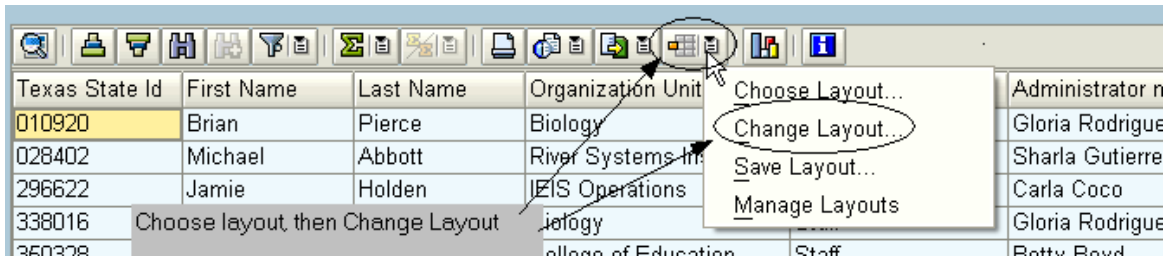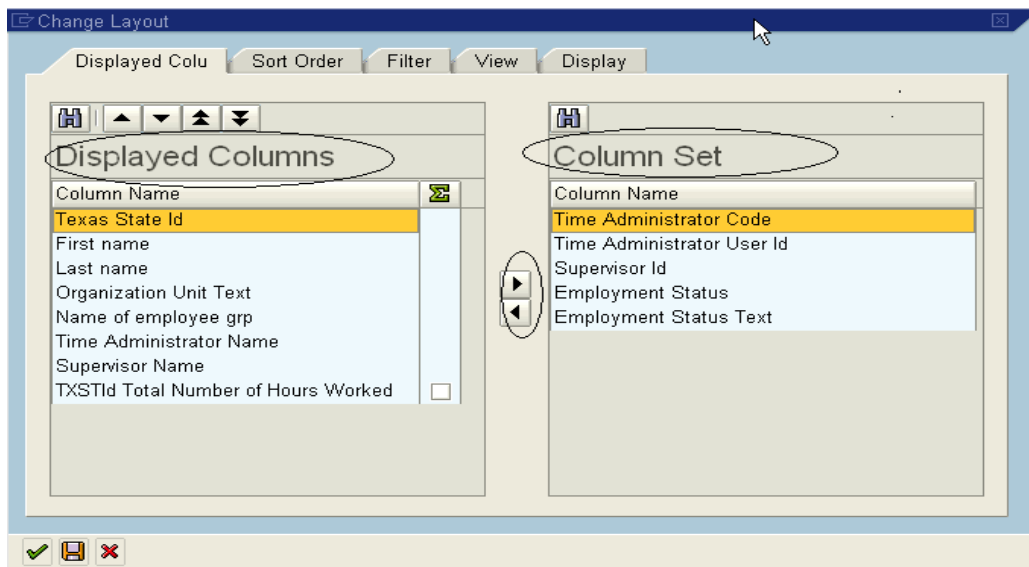TEXAS ★ STATE
HUMAN RESOURCES

Add or Delete Columns

- To add or delete a column from your report, select the Choose layout icon [icon], then select Change Layout when the drop down box appears.


- The following box will appear:

- Columns displayed in the Column Set box are additional columns available for the report. Columns displayed in the Displayed Columns box are on the current report.

- To add one of the columns in the Column Set box to the report, highlight the column you wish to add, then use the left arrow to move (in between the two boxes) to move the column into the Displayed Columns box.

- To remove a column from the report, highlight the column in the Displayed Columns, then use the right arrow to move the column into the Column Set box.

Saving a Report Layout

- If you have a report layout you will be using over and over again, you might consider saving your layout. To save a layout, click the save [icon] icon:
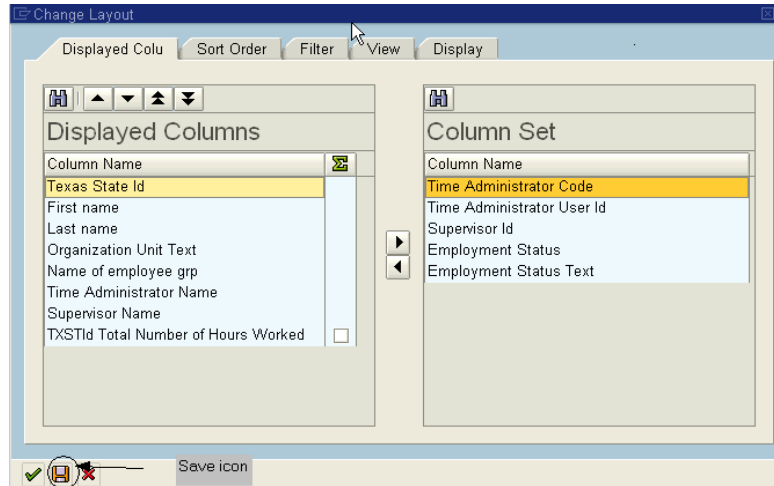
- When the following popup box appears, name your layout. The Save layout and Name fields must be populated. If the layout is saved as a default layout, the Save layout field must contain a / before the layout name. If the layout is saved as a User-specific layout, the Save layout field must contain an A or Z before the layout name. Personal layouts should be saved as user-specific layouts.
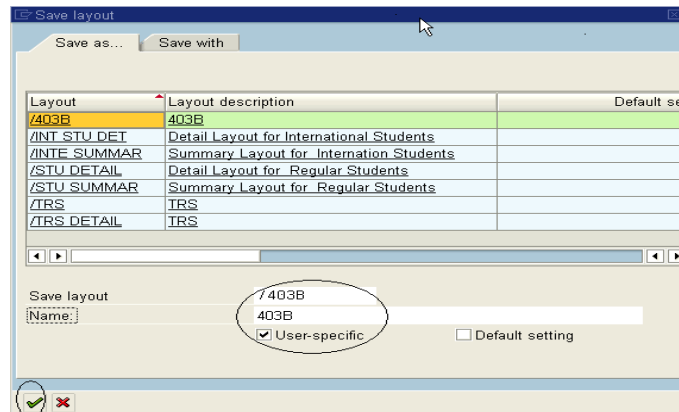
- Users can save variants with their layout so that the report displays their personal layout when the report is executed:

Z_TRACK_HOURS_WORKED: Tracking Hours Worked

Period

Begin Date	01/01/2008
End Date	12/31/2009

Selection

		to	
Person ID		to	
Personnel number		to	
Employment status	0	to	
Personnel area		to	
Personnel subarea		to	
Employee group	B	to	
Employee subgroup	07	to	08
Payroll area	S1	to	
Organizational unit		to	

Additional Selection

TRS Weekly counter	
403b Limit	≥ 1,000
TRS 19 Week Limit	○
403b Hourly Limit	●

Select their personal layout and save the variant an usual.

Select Type of Output

Detailed Report	○
Summary Report	●
ALV Layout Variant	Z403B

Filtering Data

All reports can be filtered much like the filtering functionality in MS Excel.

The example below shows the steps to filter a report by Organization Unit.

1. Select (highlight) the column to be used as a filter (Organization Unit):

Tracking Hours Worked Staff

Begin Date:	01/01/2008	End Date:	12/31/2009	Detail
Employee	TRS	Limit:	19.00	Reporting: GE
Count:	974	(of original dislpay, without any alv filters)		

Texas State Id	First Name	Last Name	Organization Unit Text	Name of EE grp	Administrator	Supervisor Name
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN

2. Click the Set Filter icon ⧖ :

Tracking Hours Worked Staff

Begin Date:	01/01/2008	End Date:	12/31/2009	Detail	Highlight the column, then click the filter icon.
Employee	TRS	Limit:	19.00		Reporting: GE
Count:	974	(of original dislpay, without any alv filters)

Texas State Id	First Nam	Last Name	Organization Unit Text	Name of EE grp	Administrator	Su
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SI
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SI
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SI
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SI

(Set Filter... tooltip shown)

3. Select the filter value(s) from the drop down list and click the green arrow:

Determine values for filter criteria

Select.

Organization Unit Text   College of Science   to

Select the values to filter by and click the green arrow.

4. View filtered report: The report only displays employees in the College of Science. Notice that the "Count" did not change from 974.

Tracking Hours Worked Staff

Begin Date:	01/01/2008	End Date:	12/31/2009	Detail
Employee	TRS	Limit:	19.00	Reporting: GE
Count:	974	(of original dislpay, without any alv filters)	Count will not change.

Texas State Id	First Name	Last Name	Organization Unit Text	Name of EE grp	Administrator	Supervisor Name	Begin Date of ...	Enc
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/02/2008	01/0
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/06/2008	01/1
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/13/2008	01/1
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/20/2008	01/2
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	01/27/2008	02/0
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/03/2008	02/0
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/10/2008	02/1
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/17/2008	02/2
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	02/24/2008	03/0
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/02/2008	03/0
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/16/2008	03/2
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/23/2008	03/2
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	03/30/2008	04/0
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/06/2008	04/1
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/13/2008	04/1
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/20/2008	04/2
003433	Kathryn	Galle	College of Science	TRS/ORP Rtd Staff	Lillian Garcia	SEIDMAN STEPHEN	04/27/2008	05/0

5. Delete Filter(s): To delete filters, click the Set Filter Icon and select Delete Filter:

Adding Totals to a Report

1. Select the column to be totaled (Assignment Total Number of Hours Worked) and select the total icon .

2. Select the operation (Total) to be performed:

3. View to totaled column:

Adding Subtotals to a Report

1. Only columns that are totaled can have a subtotal. In our previous example, the Assignment Total Number of Hours Worked has a total. To add subtotals by Texas State Id, select the Subtotal icon [icon] and select Subtotals:

2. Define the sort criteria and column(s) to be subtotaled by highlighting the appropriate column in the Column Set box and use the left arrow to move the selection into the Sort criteria/Subtotals box. Select the appropriate sort order and define the columns to be subtotaled by clicking the radio buttons and subtotal boxes.

a.

b.

3. View your results:

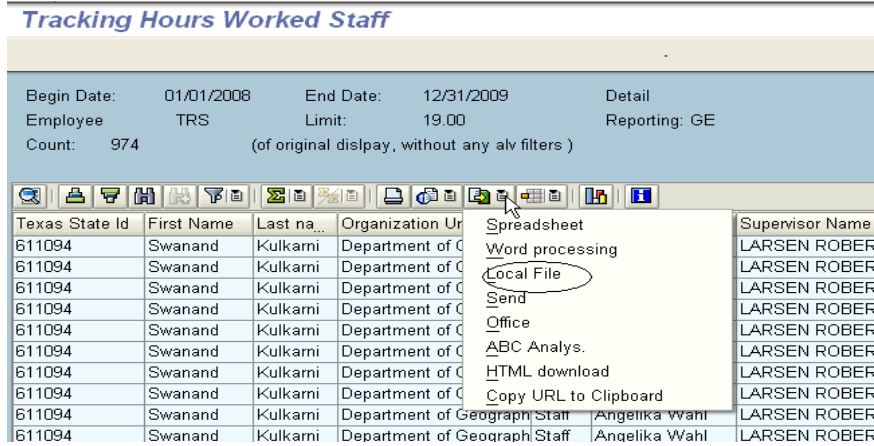4. **Removing Subtotals:** To remove subtotals, click the Subtotal Icon and remove the column added in step 2b.
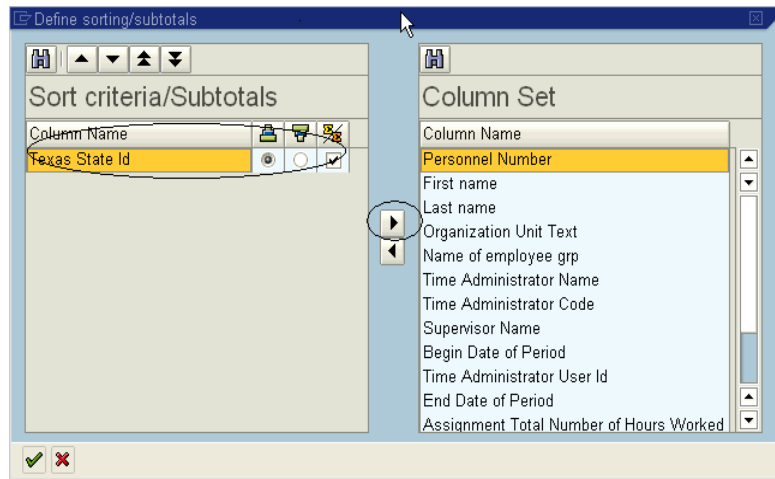
5. **Removing Totals:** To remove a total from a column, highlight the totaled column and click the total icon ![total icon]. The total will be removed from the column instantly.

Exporting the Report to Excel

- To export reports into MS Excel, click the export icon, Local File and follow the same general SAP export instructions.

- Basic SAP Export Instructions: