



# Mini Guide: Wage Type Reporter (PC00\_M99\_CWTR)

**Report Description:** The Wage Type Reporter generates reports that display employees with specified wage types such as total gross wages, net wages and other wage-related situations such as employees in claims status or hourly employees who have been paid for time which they have not yet submitted for approval. The Wage Type Reporter also reveals variances among pay periods.

**Report Timing:** Run the Wage Type Reporter each pay period, on or after “blue” days on the Comptroller General’s Office payroll calendar.

**Who Can Run This Report:** Employees with the Agency Payroll Administrator security role.

**Important Note:** Before you run this report, make sure you have the following details ready: the personnel numbers and subareas, employee group, employee subgroup, payroll area and payroll period for which you would like to view results.

1. Log into SCEIS, and use one of the following methods to access the Wage Type Reporter:
  - Enter **PC00\_M99\_CWTR** in the Command Field and click on the **Enter** button.
  - From the SAP menu path select Human Resources > Payroll > Americas > USA > Subsequent Activities > Per payroll period > Lists/Statistics > PC00\_M99\_CWTR – Wage Type Reporter.
2. When you reach the Wage Type Reporter screen shown at the top of the next page, start by clicking the **Get Variant** button (circled in the screen shot on page 2) to select a variant for which you would like to view results. SCEIS provides several variants, which are listed below, or you may create a custom variant to suit your needs (see page 12 of this guide for instructions on creating your own variant).

## Variants available in SCEIS:

- Variant Gross Payroll – ZPROD-SM/101
- Variant Net Payroll – ZPROD-SM/560
- Variant Claims – ZPROD-SM/561
- Variant Retro Difference – ZPROD-SM/552
- Variant Gross Comparison – ZPROD-GROSCOMP
- Variant Net Comparison – ZPROD-NET COMP
- OTHER VARIANTS as desired

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The screenshot shows the SAP Wage Type Reporter interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The 'Get Variant' icon, which is a magnifying glass over a document, is circled in red. The main area is divided into several sections:

- Selection:** Includes fields for Personnel Number, Company Code, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area. Each field has a dropdown arrow to its right.
- Payroll Interval:** Includes fields for Period and Payroll type, with 'To' and 'to' fields for range selection. A 'Payroll Period' button is located below these fields.
- Period determination:** Includes radio buttons for 'In-view payroll periods' (selected) and 'For-view payroll periods'.
- Other selections:** Includes a 'Wage Type' field with a dropdown arrow, and checkboxes for 'Archived Payroll Results' and 'Display recs with null values'. An 'Object selection' button is located below these options.
- Output:** Includes radio buttons for 'SAP List Viewer' (selected), 'ALV Grid Control', and 'Microsoft Excel'. It also includes fields for 'Layout Variant' and 'Template PC File'.

- When you click the **Get Variant** button (circled in red in the screen shot above), the Find Variant window shown below will open. Type the variant for which you would like to view results into the **Variant** text field, then click the **Execute** button (circled in the screen shot below). If your name appears on the Created by text field, and you are not searching for a variant you created, delete your name from the field to search all variants, rather than only those you have created in the past.

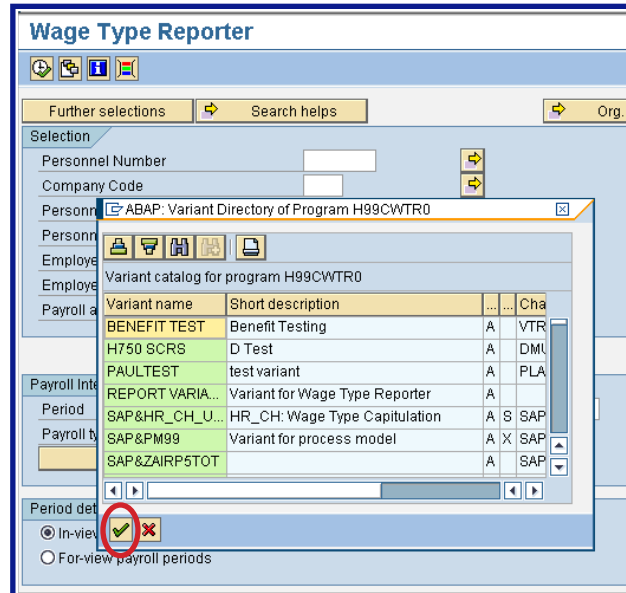
The screenshot shows the 'Find Variant' dialog box. It has a title bar with a magnifying glass icon and a close button. The main area contains several fields:

- Variant:** A text field with a dropdown arrow to its right.
- Environment:** A text field with a dropdown arrow to its right.
- Created by:** A text field containing the name 'LCAPRIO' and a dropdown arrow to its right.
- Changed by:** A text field with a dropdown arrow to its right.
- Original language:** A text field with a dropdown arrow to its right.

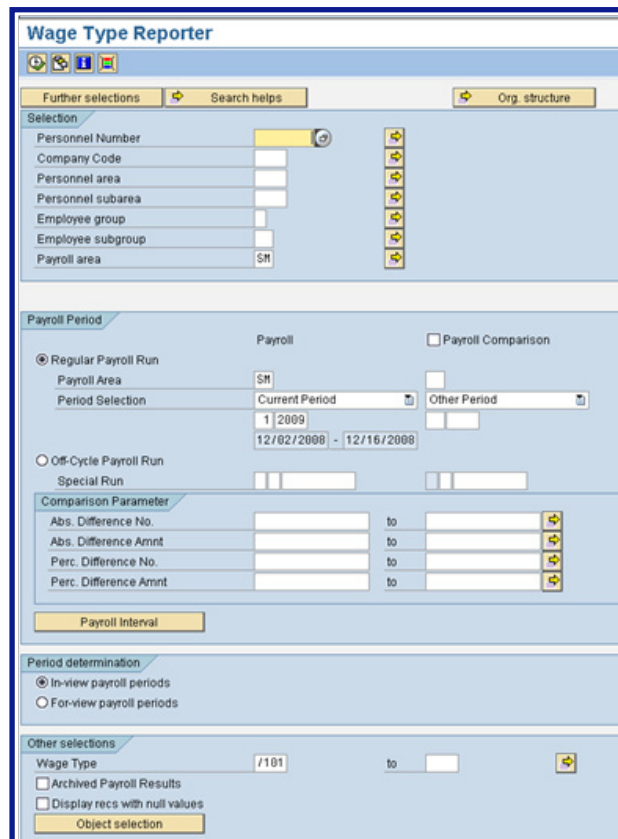
At the bottom left of the dialog box, there are two buttons: a green arrow (the 'Execute' button, circled in red) and a red 'X' (the 'Cancel' button).

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- When you click the Execute button, the ABAP: Variant Directory of Program H99CWTR0 window shown below will open, displaying variants similar to the one you entered into the Variant text box a moment ago. Click on the variant for which you want to view results, and click on the **Choose** button (circled in the screen shot below) to finalize your variant selection.



When you have selected your variant, some fields on the Wage Type Reporter screen will be populated (different variants will cause different fields to populate). In the example below, the variant **Gross Payroll – ZPROD-SM/101** was selected, causing the Payroll area, Regular Payroll Run, In-view payroll period, Wage Type and SAP List Viewer fields to populate.



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5. Complete the **Selection** section (boxed in red in the screen shot below) as appropriate to narrow your search results to display only the information you need.

The screenshot shows the 'Wage Type Reporter' application. The 'Selection' section is highlighted with a red box and contains the following fields:

- Personnel Number: [ ] (with a red circle around the 'Multiple Selection' button)
- Company Code: [ ]
- Personnel area: [ ]
- Personnel subarea: [ ]
- Employee group: [ ]
- Employee subgroup: [ ]
- Payroll area: SM

Below the Selection section are the following sections:

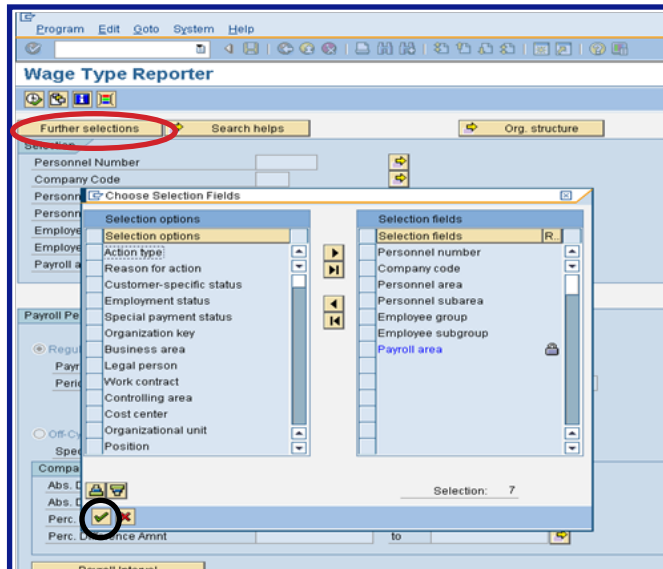
- Payroll Period:** Regular Payroll Run (selected), Payroll Area: SM, Period Selection: Current Period (1 2009), Other Period: [ ], Comparison Parameter: Abs. Difference No., Abs. Difference Amnt, Perc. Difference No., Perc. Difference Amnt.
- Period determination:** In-view payroll periods (selected), For-view payroll periods.
- Other selections:** Wage Type: /101, Archived Payroll Results, Display recs with null values, Object selection.

### Definitions: Selection Criteria

- **Personnel Number:** The unique personnel number (unique identifier) of the employee or employees for whom you would like to view results. You may use the **Multiple Selection** button (circled in red above) to enter a single personnel number or a range of personnel numbers, or you may opt to exclude a single personnel number or a range of personnel numbers.
- **Company Code:** Enter SC01 here.
- **Personnel Area:** Enter your agency code.
- **Personnel Subarea:** Enter the personnel subarea for which you would like to view results or leave blank to view all Personnel Subareas.
- **Employee Group:** Enter the Employee Group for which you would like to view results. Options include Classified FTE, Unclassified FTE and Temporary. You may also leave this field blank to select all Employee Groups.
- **Employee Subgroup:** Enter the Employee Subgroup for which you would like to view results. Options include Full-time and Part-time. You may also leave this field blank to select all Employee Subgroups.
- **Payroll Area:** The Payroll Area is usually pre-populated. For the State of South Carolina, the Payroll Area is SM – SC Semi-Monthly.

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- **Further Selections Button:** Click the **Further Selections** button (circled in red below) to customize your report by adding optional fields to your selection criteria. When you click the Further Selections button, the Choose Selection Fields window, shown below, will open. Use the arrow buttons in the center of the window to customize the selection fields that will appear on your report, then click the continue button (circled in black below) to save your selections.



6. Complete the **Payroll Period** section (boxed in red in the screen shot below). If you need to view results for the current payroll period, you do not need to enter anything here; the report will generate results for the current payroll period by default.

Wage Type Reporter

Further selections Search helps Org. structure

Selection

Personnel Number  
Company Code  
Personnel area  
Personnel subarea  
Employee group  
Employee subgroup  
Payroll area

Payroll Period

Regular Payroll Run  
Payroll Area SM  
Period Selection Current Period Other Period  
1 2009  
12/02/2008 - 12/16/2008

Off-Cycle Payroll Run  
Special Run

Comparison Parameter

Abs. Difference No. to  
Abs. Difference Amnt to  
Perc. Difference No. to  
Perc. Difference Amnt to

Payroll Interval

Period determination

In-view payroll periods  
For-view payroll periods

Other selections

Wage Type /101 to  
Archived Payroll Results  
Display recs with null values

## Definitions: Payroll Period Criteria

- **Payroll Comparison:** Select the **Payroll Comparison** check box (circled in red in the screen shot at the bottom of page 5) to perform a comparison of two regular payroll runs. When you check the **Payroll Comparison** checkbox, then select the **Regular Payroll Run** radio button (detailed below), you will be allowed to enter a regular payroll period into the **Other Period** text box, as well as the text box that defaults to display **Current Period**, and run a comparison report of the two periods.
- **Regular Payroll Run:** Select this payroll period type to run a report displaying results on a regular payroll period, or comparing two regular payroll periods if you select the **Payroll Comparison** checkbox (detailed above). To complete this area, be sure that the **Payroll Area** is correct—it should show SM, for SC Semi-Monthly—and, if you would like to run the report for a period or periods other than the current payroll period, which is the default setting, enter the period(s) for which you would like to view results in the **Period Selection** area.
- **Off-Cycle Payroll Run:** Select this Payroll Period type to run a report showing an off-cycle payroll run. To complete this area, be sure to enter the appropriate payroll type, payroll indicator and date of the off-cycle run in the **Special Run** text boxes and choose one of the **Comparison Parameters** described below. (Do not use either the Abs. Difference No. or Perc. Difference No. Comparison Parameters.)
  - **Abs. Difference Amnt:** Compares the difference in total dollar amounts.
  - **Perc Difference Amnt:** Compares the difference in total percentage amounts.
- **Payroll Interval Button:** Click the **Payroll Interval** button (circled in black in the screen shot on page 5) if you need to view results for multiple Payroll Periods. When you click the Payroll Interval button, the Wage Type Reporter screen will change to look like the one below. Complete the Payroll Interval criteria (boxed in red below) as appropriate to select the Payroll Periods for which you need to view results.

The screenshot shows the SAP Wage Type Reporter interface. The 'Payroll Interval' section is highlighted with a red box. It contains the following fields and options:

- Payroll Interval:**
  - Period: [ ] To: [ ]
  - Payroll type: [ ]
  - Payroll Period button
- Period determination:**
  - In-view payroll periods
  - For-view payroll periods
- Other selections:**
  - Wage Type: [ ] to [ ]
  - Archived Payroll Results
  - Display recs with null values
  - Object selection button
- Output:**
  - SAP List Viewer
  - ALV Grid Control
  - Microsoft Excel
  - Layout Variant: [ ]
  - Template PC File: [ ]

## Definitions: Payroll Interval Criteria

- **Period:** Enter the start and end dates of the payroll period for which you would like to view results.
- **Payroll Type:** Enter the payroll types for which you would like to view results. Options include: A – Bonus payment, B – Correction accounting, C – Manual check, Default – Regular payroll run or S – Additional payment.

8. Complete the **Period Determination** section (boxed in red in the screen shot below).

The screenshot shows the SAP Wage Type Reporter interface. The 'Period determination' section is highlighted with a red box. It contains two radio buttons: 'In-view payroll periods' (selected) and 'For-view payroll periods'. Other sections include 'Selection' with fields for Personnel Number, Company Code, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area; 'Payroll Interval' with fields for Period and Payroll type; 'Other selections' with fields for Wage Type, Archived Payroll Results, and Display recs with null values; and 'Output' with options for SAP List Viewer, ALV Grid Control, and Microsoft Excel, along with Layout Variant and Template PC File fields.

## Definitions: Period Determination Criteria

- **In-view Payroll Periods:** Select this option to view changes made during the period you have selected, including any retroactive changes.
- **For-view Payroll Periods:** Select this option to view only those changes made during the period you have selected. Retroactive changes will not display.



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9. Complete the **Other Selections** section (boxed in red in the screen shot below), as needed.

The screenshot shows the SAP Wage Type Reporter interface. The 'Other selections' section is highlighted with a red box. It contains the following fields and options:

- Wage Type: [ ] to [ ]
- Archived Payroll Results
- Display recs with null values
- Object selection: [ ]

### Definitions: Other Selections Criteria

- **Wage Type:** This field typically populates with the appropriate value when you select a variant.
- **Archived Payroll Results:** Do not select this option, as it is not currently applicable.
- **Display Recs With Null Value:** Check this box to include records with zero values.



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10. Complete the **Output** Section (boxed in red in the screen shot below), as appropriate.

The screenshot shows the SAP Wage Type Reporter interface. The 'Output' section is highlighted with a red box. It contains the following options:

- SAP List Viewer
- ALV Grid Control
- Microsoft Excel

To the right of these options are text fields for:

- Layout Variant
- Layout Variant
- Template PC File

## Definitions: Output Options

- **SAP List Viewer:** This is the default view. The **Layout Variant** text field will be populated with the correct value based on the variant you selected for the report. See example below.

PA	Personnel Area Text	Cost Ctr	Name	WT	Wage Type Long Text	For-period	Pat date	Amount
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	6,250.00
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201022	11/16/2010	2,539.24
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	2,310.62
R200	DEPARTMENT OF INSURANCE	R200HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	2,166.66
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	2,075.45
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,885.75
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,719.29
R400	DEPARTMENT OF MOTOR VEHICLES	R400HRPAY	R400HRPAY	/101	Total gross	201022	11/16/2010	1,700.95
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,645.75
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	1,631.66
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,494.87
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,481.16
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,472.95
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,467.45
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,467.45
D170	GOVERNOR'S OFF-EXEC POL & PROG	D170HRPAY	D170HRPAY	/101	Total gross	201022	11/16/2010	1,311.89
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,298.08
L240	COMMISSION FOR THE BLIND	L240HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	1,261.41
E200	ATTORNEY GENERAL'S OFFICE	E200HRPAY	E200HRPAY	/101	Total gross	201022	11/16/2010	1,208.33
J160	DEPT OF DISABILITIES&SPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	1,191.79
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,078.16
K050	DEPARTMENT OF PUBLIC SAFETY	K050PDATB0	HP Dep C Ad 0 TC Bly	/101	Total gross	201022	11/16/2010	1,036.70
N040	DEPARTMENT OF CORRECTIONS	N040HRPAY	N040 HR Pay	/101	Total gross	201022	11/16/2010	1,034.36
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,005.04
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,001.20
J160	DEPT OF DISABILITIES&SPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	907.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	892.91
E120	OFFICE OF THE COMPTROLLER	E120HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	852.08
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	831.92
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201021	11/01/2010	206.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	104.58
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201020	10/15/2010	84.68
								49,792.59

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- **ALV Grid Control:** Select the **ALV Grid Control** view to use pre-defined SAP standard layouts or create your own layout by sorting columns in ascending or descending order, setting filters and/or setting up total and subtotal lines. The **Layout Variant** text field will be populated with the correct value based on the variant you selected for the report. See example below.

Pers area	Personnel Area Text	PY Area, FP	PerPa	Name par. parameter	For-period	Pmt date	PY	PY	Wage Type	Wage Type Long Text	Amount
J160	DEPT OF DISABILITIES&SPEC NEED	SM	2	Semi-monthly	201022	11/16/2010			J101	Total gross	1,191.79
D170	GOVERNOR'S OFF-EXEC POL & PR...	SM	2	Semi-monthly	201022	11/16/2010					1,311.89
E200	ATTORNEY GENERAL'S OFFICE	SM	2	Semi-monthly	201022	11/16/2010					1,208.33
K050	DEPARTMENT OF PUBLIC SAFETY	SM	2	Semi-monthly	201022	11/16/2010					2,310.62
K050	DEPARTMENT OF PUBLIC SAFETY	SM	2	Semi-monthly	201022	11/16/2010					1,649.12
J120	DEPARTMENT OF MENTAL HEALTH	SM	2	Semi-monthly	201022	11/16/2010					892.91
K050	DEPARTMENT OF PUBLIC SAFETY	SM	2	Semi-monthly	201022	11/16/2010					1,649.12
J120	DEPARTMENT OF MENTAL HEALTH	SM	2	Semi-monthly	201022	11/16/2010					2,075.45
J120	DEPARTMENT OF MENTAL HEALTH	SM	2	Semi-monthly	201022	11/16/2010					1,472.95
J120	DEPARTMENT OF MENTAL HEALTH	SM	2	Semi-monthly	201022	11/16/2010					104.58
N120	SC DEPT JUVENILE JUSTICE	SM	2	Semi-monthly	201022	11/16/2010					1,001.20
N040	DEPARTMENT OF CORRECTIONS	SM	2	Semi-monthly	201022	11/16/2010					1,034.36
J120	DEPARTMENT OF MENTAL HEALTH	SM	2	Semi-monthly	201022	11/16/2010					1,719.29
N120	SC DEPT JUVENILE JUSTICE	SM	2	Semi-monthly	201022	11/16/2010					1,005.04
J160	DEPT OF DISABILITIES&SPEC NEED	SM	2	Semi-monthly	201022	11/16/2010					907.00
K050	DEPARTMENT OF PUBLIC SAFETY	SM	2	Semi-monthly	201022	11/16/2010					1,298.08
B040	JUDICIAL DEPARTMENT	SM	2	Semi-monthly	201022	11/16/2010					831.92
R200	DEPARTMENT OF INSURANCE	SM	2	Semi-monthly	201022	11/16/2010					2,166.66
L240	COMMISSION FOR THE BLIND	SM	2	Semi-monthly	201022	11/16/2010					1,261.41
H730	VOCATIONAL REHABILITATION	SM	2	Semi-monthly	201022	11/16/2010					1,346.33
K050	DEPARTMENT OF PUBLIC SAFETY	SM	2	Semi-monthly	201022	11/16/2010					1,036.70
H730	VOCATIONAL REHABILITATION	SM	2	Semi-monthly	201022	11/16/2010					1,885.75
H730	VOCATIONAL REHABILITATION	SM	2	Semi-monthly	201022	11/16/2010					1,467.45
H730	VOCATIONAL REHABILITATION	SM	2	Semi-monthly	201022	11/16/2010					1,481.16
H730	VOCATIONAL REHABILITATION	SM	2	Semi-monthly	201022	11/16/2010					1,494.87
H730	VOCATIONAL REHABILITATION	SM	2	Semi-monthly	201022	11/16/2010					1,645.75
J120	DEPARTMENT OF MENTAL HEALTH	SM	2	Semi-monthly	201022	11/16/2010					6,250.00
B040	JUDICIAL DEPARTMENT	SM	2	Semi-monthly	201022	11/16/2010					1,631.66
E120	OFFICE OF THE COMPTROLLER	SM	2	Semi-monthly	201022	11/16/2010					852.08
Total gross											44,183.47

- **Microsoft Excel:** Select this view to display your report results in a Microsoft Excel document. See example below.

	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	J160	DEPT OF SC01	J160HRPA	J160HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
2	D170	GOVERNOR SC01	D170HRP	D170HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
3	E200	ATTORNE SC01	E200HRP	E200HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
4	K050	DEPARTM SC01	K050HRP	K050HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
5	K050	DEPARTM SC01	K050HRP	K050HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
6	J120	DEPARTM SC01	J120HRP	J120HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
7	K050	DEPARTM SC01	K050HRP	K050HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
8	J120	DEPARTM SC01	J120HRP	J120HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010
9	J120	DEPARTM SC01	J120HRP	J120HRPAY				SM	SC Semi-monthly	2	Semi-monthly	201022	11/16/2010

**Important Reminder:** Data saved locally may be accessible by others. You are responsible for making sure any sensitive data is protected as outlined by your agency's security policies and any applicable State regulations.


- Once you have completed all sections of the Wage Type Reporter screen, click the Execute button (  ) to run the report. Your results will look like the screen shot that corresponds with the **Output** option you selected in step 10.

**NOTE:** The preceding information is all you need to run the Wage Type Reporter. Provided in the following pages are instructions for customizing the Wage Type Reporter by creating your own variants and using optional views, once you have mastered the basics.

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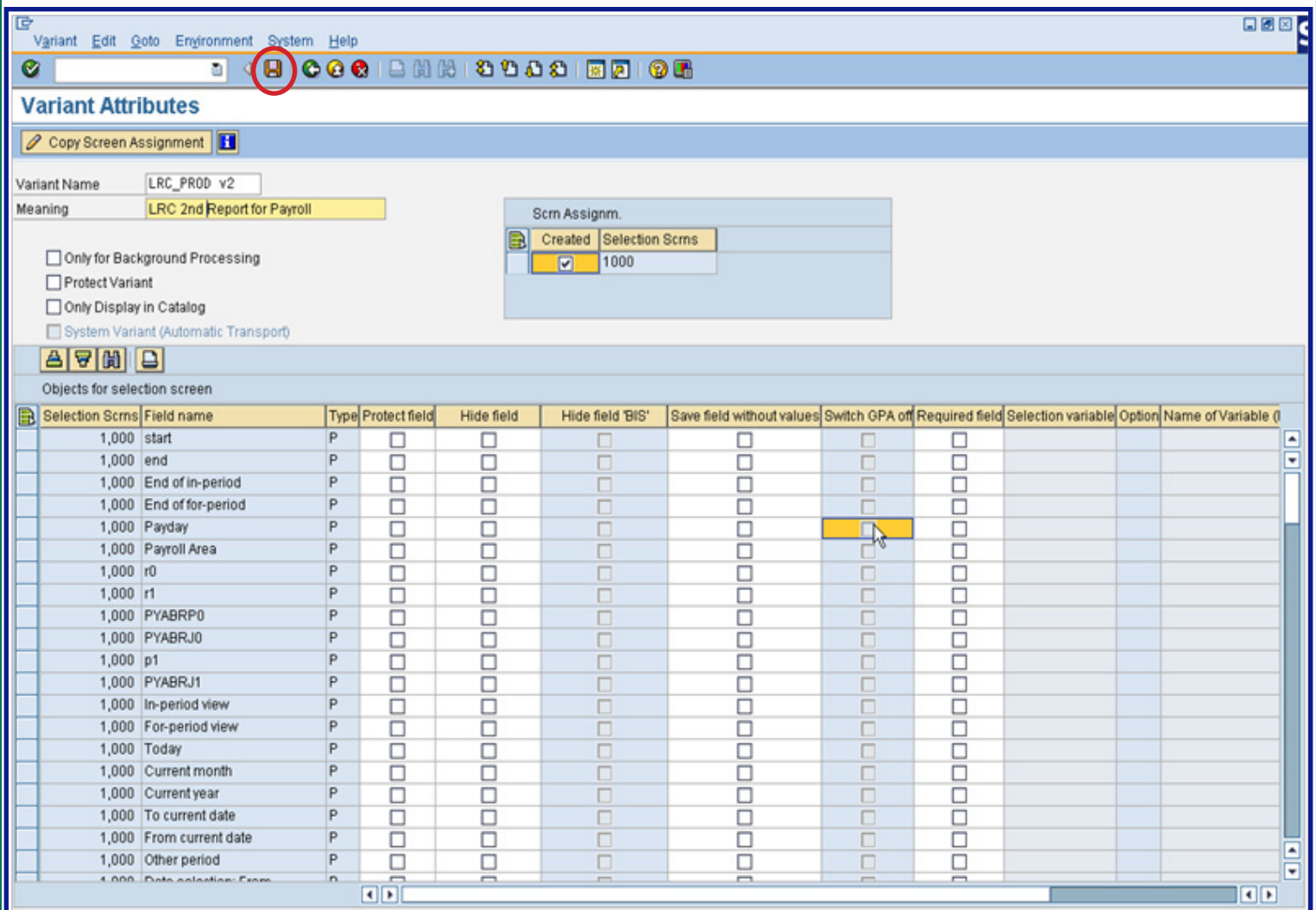
### Creating Custom Variants: Wage Type Reporter

Many employees run the Wage Type Reporter using the same variant on a routine basis. To make this process go more quickly, you can create your own custom variant. Below are instructions for creating a custom variant.

1. When you have run a Wage Type Reporter using the variant and other options you would like to save in your custom variant, follow the menu path detailed below or click on the **Save as Variant** button (  ).

- **Save as Variant Menu Path:** Goto > Variants > Save as Variant.

The Variant Attribute screen will then open, displaying a list of objects you can select for your variant.



Variant Attributes

Copy Screen Assignment

Variant Name: LRC\_PROD v2  
Meaning: LRC 2nd Report for Payroll

Scrn Assignm.  
Created Selection Scms  
1000

Only for Background Processing  
 Protect Variant  
 Only Display in Catalog  
 System Variant (Automatic Transport)

Objects for selection screen

Selection Scms	Field name	Type	Protect field	Hide field	Hide field BIS'	Save field without values	Switch GPA on	Required field	Selection variable	Option	Name of Variable
1,000	start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	end	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	End of in-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	End of for-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	Payday	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
1,000	Payroll Area	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	r0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	r1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	PYABRP0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	PYABRJ0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	p1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	PYABRJ1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	In-period view	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	For-period view	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	Today	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	Current month	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	Current year	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	To current date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	From current date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	Other period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1,000	Date selection from	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

2. Enter a name for your variant in the **Variant Name** text field, then enter a description of your variant in the **Meaning** text field.
3. Go through the list of selection objects, and check the appropriate columns—Protect field, Hide field, Save field without values or Required field—next to the selection objects you would like to save in your variant.

3. Click the **Save** button (circled in red in the screen shot on page 12) to save your variant once you have selected all of the necessary selection objects.

To access your variant when you run the Wage Type Reporter in the future, enter your name in the **Created by** text field in the Find Variant window, then click the **Execute** button, and your variant will appear in the options displayed in the **Variant Directory** that appears (see steps 3 and 4 of this guide for more detailed instructions). Select the variant you saved from the directory, then click the **Choose** button. Once you have chosen your variant, you can execute the report using the selection objects you have saved, or make any modifications you need. Finally, click the **Execute** button to run the report.



# Mini Guide: Wage Type Reporter (PC00\_M99\_CWTR)

## Viewing Options: Wage Type Reporter

When you select the **SAP List Viewer Output** option, you can customize your view to get the most out of your Wage Type Report. Below are instructions for taking advantage of this powerful tool.

Colored circles in the image below correlate to descriptions that begin with text of the same color in the following pages.

PA	Personnel Area Text	Cost Ctr	Name	WT	Wage Type Long Text	For-period	Pat date	Amount
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	6,250.00
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201022	11/16/2010	2,539.24
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	2,310.62
R200	DEPARTMENT OF INSURANCE	R200HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	2,166.66
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	2,075.45
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,885.75
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,719.29
R400	DEPARTMENT OF MOTOR VEHICLES	R400HRPAY	R400HRPAY	/101	Total gross	201022	11/16/2010	1,700.95
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,645.75
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	1,631.66
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,494.87
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,481.16
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,472.95
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,467.45
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,346.33
D170	GOVERNOR'S OFF-EXEC POL & PROG	D170HRPAY	D170HRPAY	/101	Total gross	201022	11/16/2010	1,311.89
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,298.08
L240	COMMISSION FOR THE BLIND	L240HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	1,261.41
E200	ATTORNEY GENERAL'S OFFICE	E200HRPAY	E200HRPAY	/101	Total gross	201022	11/16/2010	1,208.33
J160	DEPT OF DISABILITIES&SPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	1,191.79
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,078.16
K050	DEPARTMENT OF PUBLIC SAFETY	K050PDATB0	HP Dep C Ad 0 TC Bly	/101	Total gross	201022	11/16/2010	1,036.70
N040	DEPARTMENT OF CORRECTIONS	N040HRPAY	N040 HR Pay	/101	Total gross	201022	11/16/2010	1,034.36
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,005.84
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,001.20
J160	DEPT OF DISABILITIES&SPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	907.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	892.91
E120	OFFICE OF THE COMPTROLLER	E120HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	852.08
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	831.92
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201021	11/01/2010	206.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	104.58
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201020	10/15/2010	84.68
*								49,792.50

# Mini Guide: Wage Type Reporter (PC00\_M99\_CWTR)

- Display View:** To display details about one line of the report, click inside the box in the leftmost column of the report, on the same line that you would like to view in detail, then click on the **Details** button (circled in red in the screen shot on page 14). This will open the Detail: Display screen shown below. When you have gotten the information you need from the Detail: Display screen click on the **Overview List** button (circled below) to return to the report results.

Column	Contents
Personnel area	K050
Personnel Area Text	DEPARTMENT OF PUBLIC SAFETY
Controlling Area	SC01
Cost Center	K050HRPAY
Name	K050HRPAY
Payroll Area for For-Period	SM
Payroll area text	SC Semi-monthly
Period Parameters	2
Name per. parameter	Semi-monthly
For-period payroll	201022
Payment date	11/16/2010
Country Grouping	10
Wage Type	/101
Wage Type Long Text	Total gross
Amount	2,310.62
Currency	USD

- Display Total Amounts:** To display a total and/or subtotal amount, highlight the column to which you would like to apply totaling or subtotaling, then click the green total or yellow and orange subtotal button, as appropriate. (The Total and Subtotal buttons are circled in orange on page 14.)

The highlighted portion of the screen shot on page 14 shows the appearance of the Wage Type Reporter with the Amount column totaled. An example of subtotaling is displayed in the highlighted portions of the below screen shot.

PA	Personnel Area Text	Cost Ctr	Name	WT	Wage Type Long Text	For-period	Pat. date	Amount
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	1,631.66
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	831.92
D170	GOVERNOR'S OFF-EXEC POL & PROG	D170HRPAY	D170HRPAY	/101	Total gross	201022	11/16/2010	2,463.58
E120	OFFICE OF THE COMPTROLLER	E120HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	1,311.09
E200	ATTORNEY GENERAL'S OFFICE	E200HRPAY	E200HRPAY	/101	Total gross	201022	11/16/2010	1,311.09
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	852.08
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,208.33
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,895.75
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,845.75
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,494.87
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,481.16
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,467.45
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,346.33
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201022	11/16/2010	9,321.31
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201021	11/01/2010	2,539.24
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201020	10/15/2010	206.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	84.68
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	2,829.92
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	6,250.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	2,075.45
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,719.29
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,472.95
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	892.91
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	104.58
J160	DEPT OF DISABILITIESASPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	12,915.18
J160	DEPT OF DISABILITIESASPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	1,191.79
J160	DEPT OF DISABILITIESASPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	907.00
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	2,898.79
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	2,310.62
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,472.95
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,298.08
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	6,396.04
K050	DEPARTMENT OF PUBLIC SAFETY	K050PAT100	HP Dep C Ad 0 TC Bly	/101	Total gross	201022	11/16/2010	1,936.70
K050	DEPARTMENT OF PUBLIC SAFETY	K050PAT100	K050PAT100	/101	Total gross	201022	11/16/2010	1,036.70
L240	COMMISSION FOR THE BLIND	L240HRPAY	L240HRPAY	/101	Total gross	201022	11/16/2010	1,261.41
L240	COMMISSION FOR THE BLIND	L240HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	1,261.41
N040	DEPARTMENT OF CORRECTIONS	N040HRPAY	N040 HR Pay	/101	Total gross	201022	11/16/2010	1,034.36
N040	DEPARTMENT OF CORRECTIONS	N040HRPAY	N040HRPAY	/101	Total gross	201022	11/16/2010	1,034.36
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,078.16
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,005.04
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,001.20
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	3,084.40
R200	DEPARTMENT OF INSURANCE	R200HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	2,166.66
R200	DEPARTMENT OF INSURANCE	R200HRPAY	R200HRPAY	/101	Total gross	201022	11/16/2010	2,166.66
R400	DEPARTMENT OF MOTOR VEHICLES	R400HRPAY	R400HRPAY	/101	Total gross	201022	11/16/2010	1,700.95
R400	DEPARTMENT OF MOTOR VEHICLES	R400HRPAY	R400HRPAY	/101	Total gross	201022	11/16/2010	1,700.95
**								49,792.58



# Mini Guide: Wage Type Reporter (PC00\_M99\_CWTR)

- Sort Ascending or Descending:** To sort your report in ascending or descending order, highlight the column you would like to sort by, then select the **Ascending** button, which resembles a pyramid or the **Descending** button, which resembles an upside-down pyramid. (The Ascending and Descending buttons are circled in pink in the screen shot below, and in the screen shot on page 14.)

The screen shot below shows the results sorted in ascending order by the Personnel Area Text column.

PA	Personnel Area Text	Cost Ctr	Name	WT	Wage Type Long Text	For-period	Pat date	Amount
E200	ATTORNEY GENERAL'S OFFICE	E200HRPAY	E200HRPAY	/101	Total gross	201022	11/16/2010	1,208.33
L240	COMMISSION FOR THE BLIND	L240HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	1,261.41
N040	DEPARTMENT OF CORRECTIONS	N040HRPAY	N040 HR Pay	/101	Total gross	201022	11/16/2010	1,034.36
R200	DEPARTMENT OF INSURANCE	R200HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	2,166.66
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	6,250.00
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	2,075.45
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,719.29
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	1,472.95
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	892.91
J120	DEPARTMENT OF MENTAL HEALTH	J120HRPAY	J120HRPAY	/101	Total gross	201022	11/16/2010	104.58
R400	DEPARTMENT OF MOTOR VEHICLES	R400HRPAY	R400HRPAY	/101	Total gross	201022	11/16/2010	1,700.95
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	2,310.62
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,649.12
K050	DEPARTMENT OF PUBLIC SAFETY	K050HRPAY	K050HRPAY	/101	Total gross	201022	11/16/2010	1,298.08
K050	DEPARTMENT OF PUBLIC SAFETY	K050PDATB0	HP Dep C Ad 0 TC Bly	/101	Total gross	201022	11/16/2010	1,036.70
J160	DEPT OF DISABILITIES&SPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	1,191.79
J160	DEPT OF DISABILITIES&SPEC NEED	J160HRPAY	J160HRPAY	/101	Total gross	201022	11/16/2010	907.00
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201022	11/16/2010	2,539.24
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201021	11/01/2010	206.00
J040	DEPT OF HEALTH AND ENV CONTROL	J040HRPAY	J040 HR Pay	/101	Total gross	201020	10/15/2010	84.68
D170	GOVERNOR'S OFF-EXEC POL & PROG	D170HRPAY	D170HRPAY	/101	Total gross	201022	11/16/2010	1,311.89
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	1,631.66
B040	JUDICIAL DEPARTMENT	B040HRPAY	B040HRPAY	/101	Total gross	201022	11/16/2010	831.92
E120	OFFICE OF THE COMPTROLLER	E120HRPAY	HR Payroll	/101	Total gross	201022	11/16/2010	852.08
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,078.16
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,005.04
N120	SC DEPT JUVENILE JUSTICE	N120HRPAY	N120HRPAY	/101	Total gross	201022	11/16/2010	1,001.20
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,885.75
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,645.75
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,494.87
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,481.16
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,467.45
H730	VOCATIONAL REHABILITATION	H730HRPAY	H730HRPAY	/101	Total gross	201022	11/16/2010	1,346.33
*								49,792.50

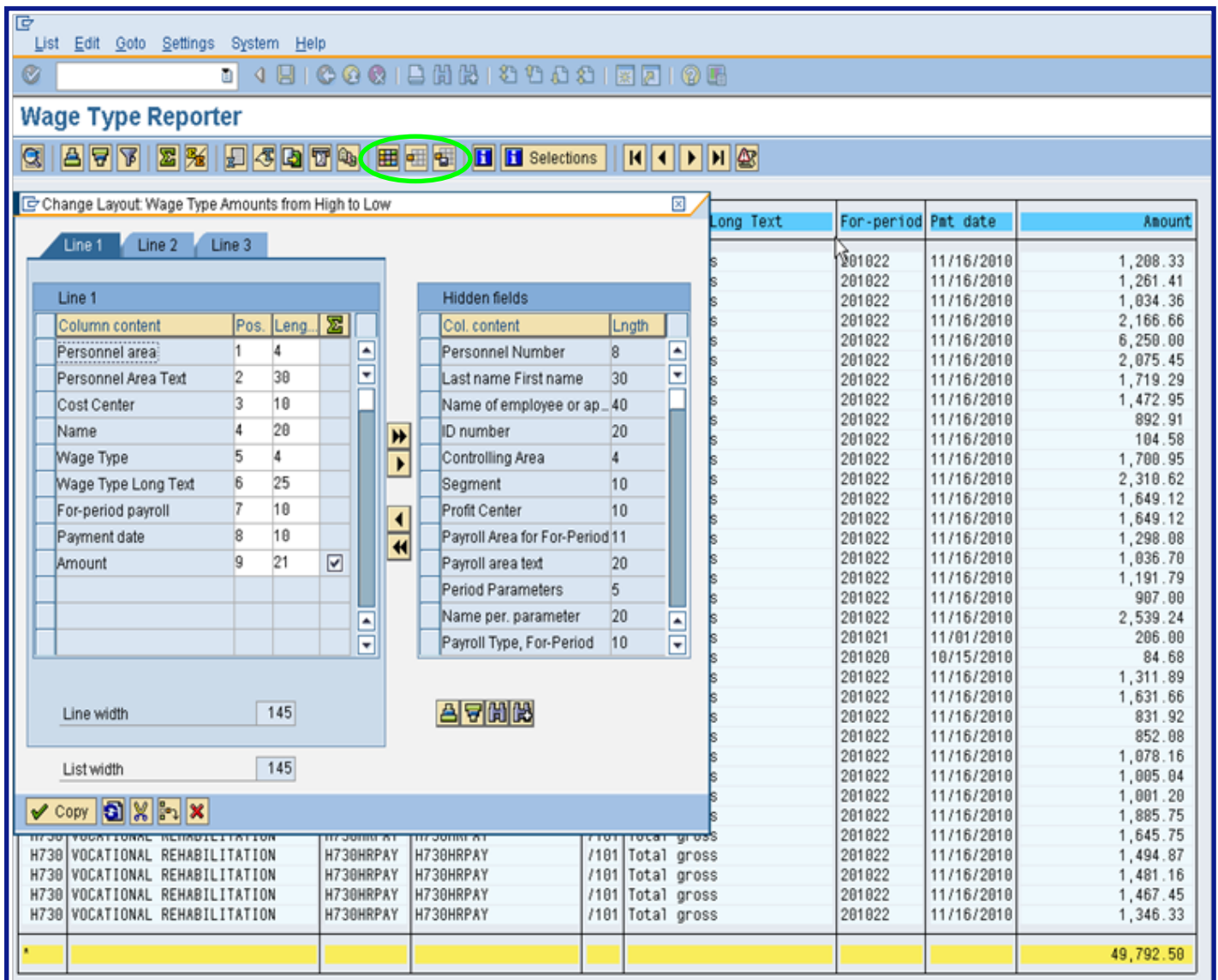
# Mini Guide: Wage Type Reporter (PC00\_M99\_CWTR)

4. **Customize Layout:** You can further customize your report by changing to your specifications (changing the column position or width of a column, for example) or selecting a pre-existing layout.

To customize your layout, click on the **Change Layout** button, **Select Layout** button or the **Save Layout** button. (These buttons are circled in lime green in the screen shot below and in the screen shot on page 14.)

Change Layout button:  Select Layout button:  Save Layout button: 

The example below shows the Wage Type Reporter with the Changed Layout window open, and set to display Wage Type Amounts from High to Low. To complete and save a layout change, click on the **Copy** button (circled in red in the screen shot below). This will save your change and return you to the Wage Type Reporter screen.



Long Text	For-period	Pmt date	Amount
	201022	11/16/2010	1,208.33
	201022	11/16/2010	1,261.41
	201022	11/16/2010	1,034.36
	201022	11/16/2010	2,166.66
	201022	11/16/2010	6,250.00
	201022	11/16/2010	2,075.45
	201022	11/16/2010	1,719.29
	201022	11/16/2010	1,472.95
	201022	11/16/2010	892.91
	201022	11/16/2010	104.58
	201022	11/16/2010	1,700.95
	201022	11/16/2010	2,310.62
	201022	11/16/2010	1,649.12
	201022	11/16/2010	1,649.12
	201022	11/16/2010	1,298.08
	201022	11/16/2010	1,036.70
	201022	11/16/2010	1,191.79
	201022	11/16/2010	907.00
	201022	11/16/2010	2,539.24
	201021	11/01/2010	206.00
	201020	10/15/2010	84.68
	201022	11/16/2010	1,311.89
	201022	11/16/2010	1,631.66
	201022	11/16/2010	831.92
	201022	11/16/2010	852.08
	201022	11/16/2010	1,078.16
	201022	11/16/2010	1,005.04
	201022	11/16/2010	1,001.20
	201022	11/16/2010	1,885.75
	201022	11/16/2010	1,645.75
	201022	11/16/2010	1,494.87
	201022	11/16/2010	1,481.16
	201022	11/16/2010	1,467.45
	201022	11/16/2010	1,346.33
			49,792.50