

Setting up Templates in Excel

Participant Workbook

Processing Steps

1. Run Wage Type Report using the SAP List Viewer output:

Output

SAP List Viewer Layout Variant:

ALV Grid Control Layout Variant:

Microsoft Excel Template PC File:

2. Use the Excel download button and then select 'Table'

Common Training 291 - MetaFrame Presentation Server Client

Wage Type Reporter

Pers.No.	Last name First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710101	GLENN ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	2
710101	GLENN ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	2
710101	GLENN ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710103	GLENN ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	2
710103	GLENN ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	2
710103	GLENN ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710107	GLENN ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	2
710107	GLENN ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	2
710107	GLENN ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	2

Export list object to XXL

An XXL list object is exported with 275 lines and 20 columns

Choose a processing mode:

Table

Pivot table

3. Select all the displayed data including headers by clicking the top left box

Pers.No.	Last name	First name	Name of employee or applicant	ID number	PY Area	FP	Payroll area text	PerPa	Name per. parameter	For-period	PY	Type F
2	GLENN	ALYSSA	Alyssa Glenn	710998800	3A		Semi-Monthly Grp 00	02	Semi-monthly	200801		
3	GLENN	ALYSSA	Alyssa Glenn	710998800	3A		Semi-Monthly Grp 00	02	Semi-monthly	200802		
4	GLENN	ALYSSA	Alyssa Glenn	710998800	3A		Semi-Monthly Grp 00	02	Semi-monthly	200801		
5	GLENN	ALYSSA	Alyssa Glenn	710998800	3A		Semi-Monthly Grp 00	02	Semi-monthly	200802		
6	GLENN	ALYSSA	Alyssa Glenn	710998801	3B		Semi-Monthly Grp 01	02	Semi-monthly	200801		
7	GLENN	ALYSSA	Alyssa Glenn	710998801	3B		Semi-Monthly Grp 01	02	Semi-monthly	200802		
8	GLENN	ALYSSA	Alyssa Glenn	710998801	3B		Semi-Monthly Grp 01	02	Semi-monthly	200801		
9	GLENN	ALYSSA	Alyssa Glenn	710998801	3B		Semi-Monthly Grp 01	02	Semi-monthly	200802		
10	GLENN	ALYSSA	Alyssa Glenn	710998802	3C		Semi-Monthly Grp 02	02	Semi-monthly	200801		
11	GLENN	ALYSSA	Alyssa Glenn	710998802	3C		Semi-Monthly Grp 02	02	Semi-monthly	200802		
12	GLENN	ALYSSA	Alyssa Glenn	710998802	3C		Semi-Monthly Grp 02	02	Semi-monthly	200801		
13	GLENN	ALYSSA	Alyssa Glenn	710998802	3C		Semi-Monthly Grp 02	02	Semi-monthly	200802		
14	GLENN	ALYSSA	Alyssa Glenn	710998803	3D		Semi-Monthly Grp 03	02	Semi-monthly	200801		
15	GLENN	ALYSSA	Alyssa Glenn	710998803	3D		Semi-Monthly Grp 03	02	Semi-monthly	200802		
16	GLENN	ALYSSA	Alyssa Glenn	710998803	3D		Semi-Monthly Grp 03	02	Semi-monthly	200801		
17	GLENN	ALYSSA	Alyssa Glenn	710998803	3D		Semi-Monthly Grp 03	02	Semi-monthly	200802		
18	GLENN	ALYSSA	Alyssa Glenn	710998804	3E		Semi-Monthly Grp 04	02	Semi-monthly	200801		
19	GLENN	ALYSSA	Alyssa Glenn	710998804	3E		Semi-Monthly Grp 04	02	Semi-monthly	200802		
20	GLENN	ALYSSA	Alyssa Glenn	710998804	3E		Semi-Monthly Grp 04	02	Semi-monthly	200801		
21	GLENN	ALYSSA	Alyssa Glenn	710998804	3E		Semi-Monthly Grp 04	02	Semi-monthly	200802		
22	GLENN	ALYSSA	Alyssa Glenn	710998805	3F		Semi-Monthly Grp 05	02	Semi-monthly	200801		
23	GLENN	ALYSSA	Alyssa Glenn	710998805	3F		Semi-Monthly Grp 05	02	Semi-monthly	200802		
24	GLENN	ALYSSA	Alyssa Glenn	710998805	3F		Semi-Monthly Grp 05	02	Semi-monthly	200801		
25	GLENN	ALYSSA	Alyssa Glenn	710998805	3F		Semi-Monthly Grp 05	02	Semi-monthly	200802		
26	GLENN	ALYSSA	Alyssa Glenn	710998806	3G		Semi-Monthly Grp 06	02	Semi-monthly	200801		
27	GLENN	ALYSSA	Alyssa Glenn	710998806	3G		Semi-Monthly Grp 06	02	Semi-monthly	200802		
28	GLENN	ALYSSA	Alyssa Glenn	710998806	3G		Semi-Monthly Grp 06	02	Semi-monthly	200801		
29	GLENN	ALYSSA	Alyssa Glenn	710998806	3G		Semi-Monthly Grp 06	02	Semi-monthly	200802		
30	GLENN	ALYSSA	Alyssa Glenn	710998807	3H		Semi-Monthly Grp 07	02	Semi-monthly	200801		
31	GLENN	ALYSSA	Alyssa Glenn	710998807	3H		Semi-Monthly Grp 07	02	Semi-monthly	200802		
32	GLENN	ALYSSA	Alyssa Glenn	710998807	3H		Semi-Monthly Grp 07	02	Semi-monthly	200801		

4. Then follow the menu path: Data - Pivot Table & Pivot Chart Report

PivotTable and PivotChart Wizard - Step 1 of 3

Where is the data that you want to analyze?

- Microsoft Office Excel list or database
- External data source
- Multiple consolidation ranges
- Another PivotTable report or PivotChart report

What kind of report do you want to create?

- PivotTable
- PivotChart report (with PivotTable report)

Buttons: Cancel, < Back, Next >, Finish

5. Press 'Next' until the following is displayed:

Pivot Table and PivotChart Wizard - Step 2 of 3

Where is the data that you want to use?

Range:

Pers.No.	Last name	First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period	PY Type	FT
2	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801		
3	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802		
4	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801		
5	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802		
6	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801		
7	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802		
8	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801		
9	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802		
10	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801		
11	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802		
12	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801		
13	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802		
14	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801		
15	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802		
16	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801		
17	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802		
18	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200801		

Pivot Table and PivotChart Wizard - Step 3 of 3

PivotChart reports must be linked to a PivotTable report. The PivotChart report will be created on a new sheet.

Where do you want to put the PivotTable report?

New worksheet

Existing worksheet

Click Finish to create your PivotTable report.

Pers.No.	Last name	First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period	PY Type	FT
2	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801		
3	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802		
4	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801		
5	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802		
6	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801		
7	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802		
8	GLENN	ALYSSA	Aly					monthly	200801		
9	GLENN	ALYSSA	Aly					monthly	200802		
10	GLENN	ALYSSA	Aly					monthly	200801		
11	GLENN	ALYSSA	Aly					monthly	200802		
12	GLENN	ALYSSA	Aly					monthly	200801		
13	GLENN	ALYSSA	Aly					monthly	200802		
14	GLENN	ALYSSA	Aly					monthly	200801		
15	GLENN	ALYSSA	Aly					monthly	200802		
16	GLENN	ALYSSA	Aly					monthly	200801		
17	GLENN	ALYSSA	Aly					monthly	200802		
18	GLENN	ALYSSA	Aly					monthly	200801		
19	GLENN	ALYSSA	Aly					monthly	200802		
20	GLENN	ALYSSA	Aly					monthly	200801		
21	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200802		
22	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200801		
23	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200802		

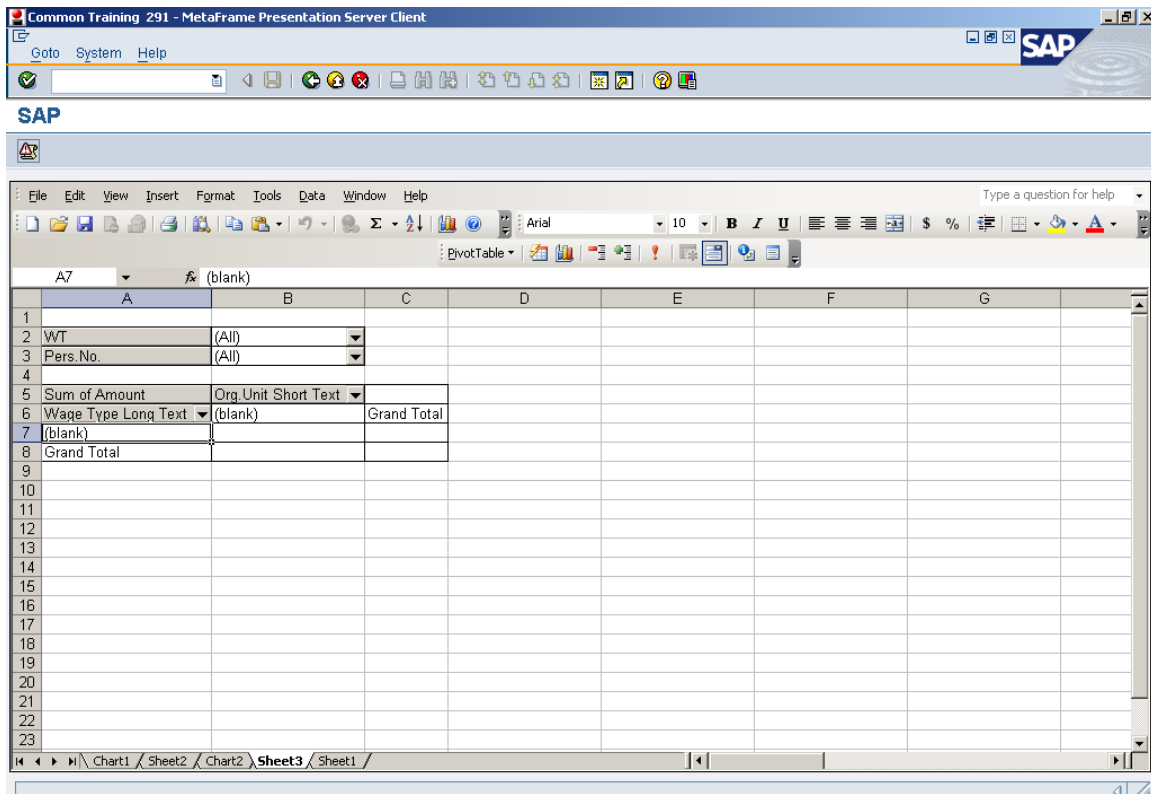
6. Click on the 'Layout' button.

7. Drag and drop the fields into the desired positions and click on [OK] and then on [Finish].

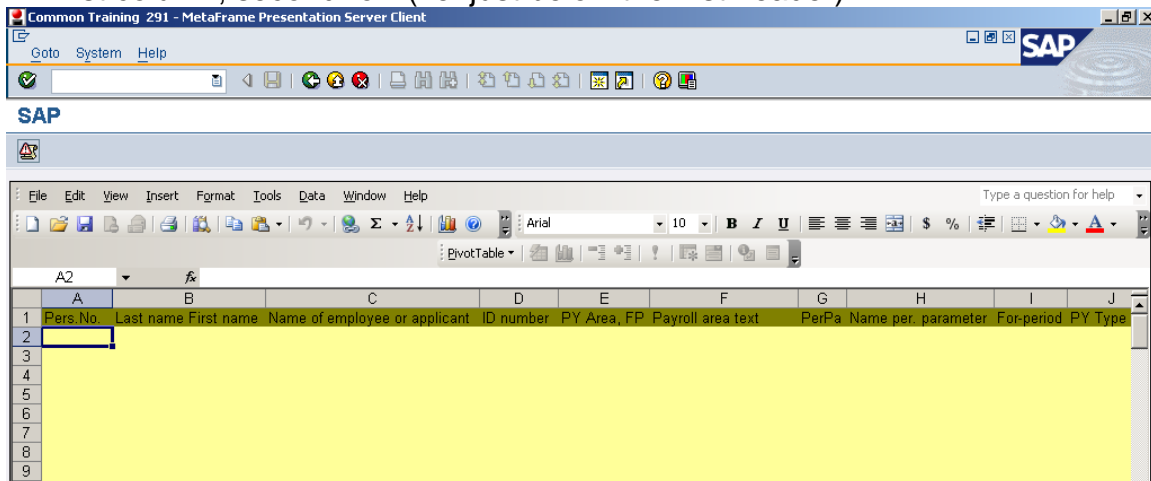
The resulting pivot table will have blank entries contained in it, these can be filtered out by clicking on the leftmost header and un-ticking the 'blank' entry.

WT	Sum of Amount
(All)	
Org.Unit Short Text	
Pers.No.	
Sum of Amount	
Wage Type Long Text	Total
Monthly salary	450000
Net payments/Deductions	-26211.66
Total gross	283416
Total gross amount	452267.58
Grand Total	1159471.92

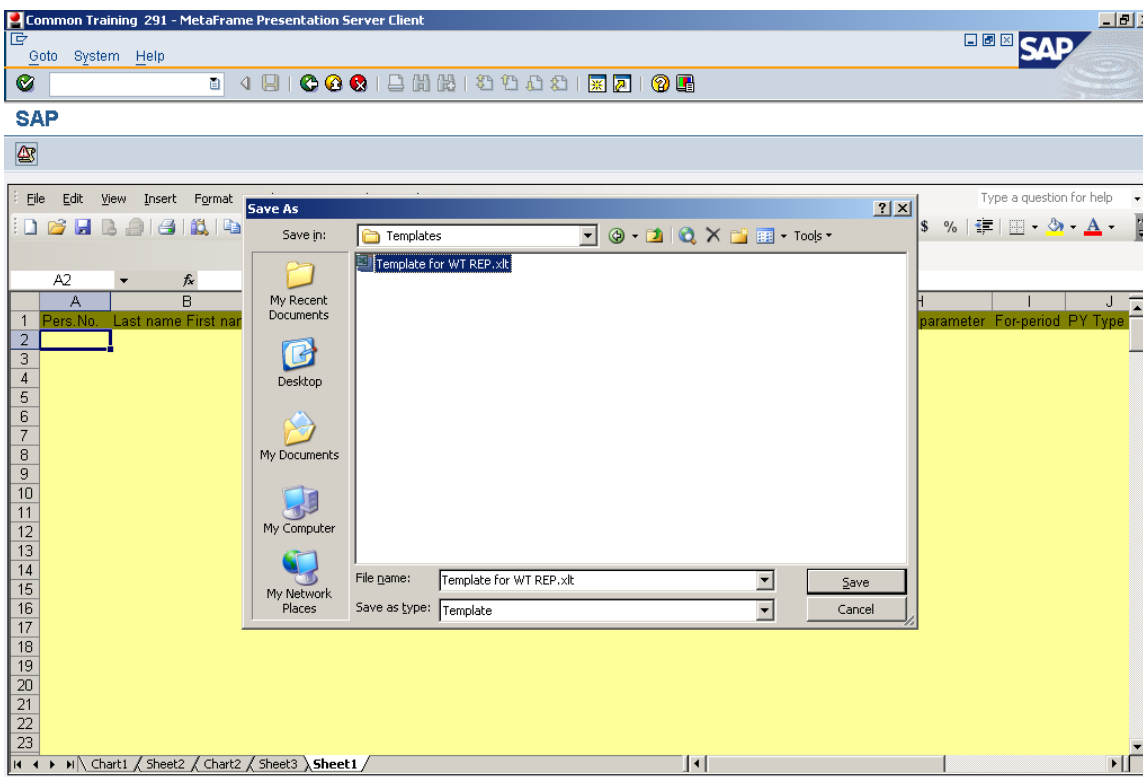
10. Return to the pivot table sheet and refresh the data using the exclamation icon in the pivot table toolbar or Data menu. This will remove all the contents.



11. Now go back once more to the 'raw' data screen and put the cursor in the first column, second row (i.e. just below the first header).

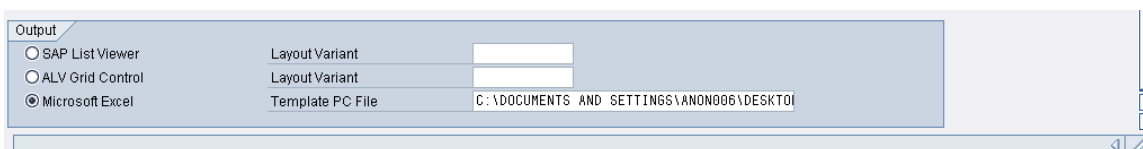


12. You can then save this as a Template



13. During saving you will be asked if you want to clear the data before saving and automatically refresh the data each time, choose [Yes].

14. When running the wage type reporter in future choose the Excel radio-button, with the template file-path and name in the selection box.



15. The 'raw' data sheet will be displayed upon initial entry, simply click on to the pivot table sheet and refresh the data using the exclamation mark icon either in the pivot table toolbar or in the Data menu.

The new data will then be displayed in the pivot table.