Introduction

Process and Trigger
This document describes how to add a subtotal or grand total to a report.

Prerequisites
- Introduction to BW Reporting at Boston University (video)
- Working with BW Reporting (video)
- To allow you to follow the steps in this work instruction, it is assumed you are running a report in which you want to display subtotals.

Menu Path
None

Transaction
None

Tips and Tricks
- SAP uses the terms Result and Overall Result to indicate a subtotal or grand total, respectively.
- Data variables displayed in a report are classified as characteristics or attributes. While these items may look the same in a report, they behave differently. For example, filtering can be performed on characteristics but not on attributes. Characteristics are listed in the left-most (blue) area of the report. Use this fact to distinguish between characteristics and attributes.
- BW Results are displayed in the column corresponding to the first characteristic following the characteristic for which a subtotal is to be added. This distinction is important, as Example 2 will demonstrate.
- Subtotals can be generated by operating on a report column header or on the corresponding characteristic in the Rows list.
- Subtotals are tied to characteristics, or columns, within a report. Moving a column from one position to another will result in the corresponding subtotal being moved. This sometimes results in an unintended subtotal display. In this case, drag the Result line out of the report and add a subtotal where you want it. To learn more about moving and removing report columns, refer to the online help file BW How to - Add, Remove, or Move a Column in a Report.
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the CTRL key while clicking.
Instructions

**Example 1**: create a subtotal by **Commitment Item** in the figure below.

The simplest way to identify the first characteristic following **Funds Center** is to use the **Rows** area on the left side of the report display. The **Rows** area contains a list of the characteristics currently displayed in the report.

Right click on **Funds Center** to display the context menu. Release the mouse button and slide the cursor down to **Properties**. Click on **Characteristic**.

On the **General** tab, click the **Display Results** drop-down arrow and change the setting to **Always**.

Click **OK**.

The Result will be added for **Commitment Item**, so we will operate on **Funds Center**, the first characteristic following **Commitment Item** in the **Rows** list.
Sample output:

Subtotals are generated for each entry in the Commitment Item list.

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Fund Center</th>
<th>Fiscal Period/Year</th>
<th>Actual</th>
<th>CPTD 2012</th>
<th>008/2012</th>
<th>Commitment</th>
<th>CPTD 008/2012</th>
<th>008/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>510010</td>
<td>SUPPLIES</td>
<td>05/2012</td>
<td>15,672.42</td>
<td>(1,232.40)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>06/2012</td>
<td>6,512.25</td>
<td>1,172.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/2012</td>
<td>9,443.56</td>
<td>120.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/2012</td>
<td>30,573.43</td>
<td>(7,904.14)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/2012</td>
<td>17,527.51</td>
<td>(2,730.61)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/2012</td>
<td>18,292.23</td>
<td>13,006.96</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result</td>
<td></td>
<td></td>
<td>100,007.89</td>
<td>2,388.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Fund Center</th>
<th>Fiscal Period/Year</th>
<th>Actual</th>
<th>CPTD 2012</th>
<th>008/2012</th>
<th>Commitment</th>
<th>CPTD 008/2012</th>
<th>008/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>510030</td>
<td>CONSUMABLES</td>
<td>05/2012</td>
<td>1,128.00</td>
<td>(1,128.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPPLIES-OF</td>
<td>06/2012</td>
<td>270.51</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FICE</td>
<td>07/2012</td>
<td>770.51</td>
<td>(270.51)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/2012</td>
<td>69.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/2012</td>
<td>(500.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result</td>
<td></td>
<td></td>
<td>1,457.17</td>
<td>(1,128.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example 2: create a subtotal by Employee in the figure below.

As previously stated, subtotals are created by operating on the first characteristic to the right (or below, in the Rows display) of the column for which the subtotals are to be generated.

In this example, Last Name and First Name are the first columns to the right of Employee. However, note that these two fields do not appear in the Rows display. That is because these variables are attributes of the Employee characteristic. To generate a subtotal by employee, therefore, we must operate on Funds Center.

Use the Rows display to identify the first characteristic to the right of Employee. The Result will be added for Employee, so we will operate on Fund Center.

Right click on Fund Center to display the context menu. Release the mouse button and slide the cursor down to Properties. Click on Characteristic.
On the **General** tab, click on the **Display Results** drop-down arrow and change the setting to **Always**.

Click OK.

Sample output

Subtotals are generated for each employee.

**Example 3**: create a grand total (**Overall Result**) for the report in the figure below.

Unlike the process involved in adding a subtotal, a grand total is created by operating on the left-most characteristic in a report.

Right click on the column header of the left-most report column. This will display the context menu. Release the mouse button and slide the cursor down to **Properties**. Click on **Characteristic**.
On the **General** tab, click on the **Display Results** drop-down arrow and change the setting from **Never** to **Always**.

Click **OK**.

**Sample output**

A grand total (**Overall Result**) line is displayed.

**Results and Next Steps**

None