# Introduction

#### **Process and Trigger**

This document describes how to add a subtotal (across rows) or grand total to a report.

### Prerequisites

None

### Menu Path

None

#### Transaction

None

#### **Tips and Tricks**

- SAP uses the terms Result and Overall Result to indicate a subtotal or grand total, respectively.
- The yellow **Results** lines are always displayed one column to the right of the column being subtotaled.
- Subtotals can be generated by operating on a report column header or on the corresponding characteristic in the **Rows** list. The examples below demonstrate how the **Rows** list is used (this method is recommended).
- 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 leads to 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 guide 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

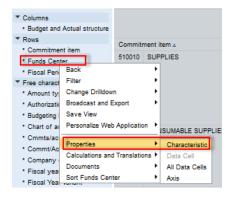
Example 1: create a subtotal by Commitment Item in the figure below.

Examining the Characteristics listed in the **Rows** area, find the item for which you want to add a subtotal. Right-click on the Characteristic <u>following</u> this item. In this example, right-click on **Funds Center**, which follows **Commitment Item**.

<ul> <li>Columns</li> <li>Budget and Actual structure</li> </ul>						Actual - CYTD ±* 000/2012 - 008/2012	Commitments - CYTD ±9 008/2012
<ul> <li>Rows</li> <li>Commitment item</li> </ul>	Commitment item a		Funds Center #		Fiscal Period/Year ≞	\$	s
Funds Center	510010	10010 SUPPLIES		100.000.000	005/2012	19,627.42	(1,262.46)
Fiscal Period/Year					006/2012	6,742.85	1,173.25
<ul> <li>Free characteristics</li> </ul>					007/2012	9,443.38	120.84
* Amount type					005/2012	35,373.43	(7,964.14
<ul> <li>Authorization group</li> </ul>					006/2012	17,528.57	(2,739.51)
<ul> <li>Budgeting Process</li> </ul>					007/2012	19,292.23	13,060.68
<ul> <li>Chart of accounts</li> </ul>	510030	510030 CONSUMABLE SUPPLIES - OFFICE		(ARTICLES)	005/2012	1,128.00	(1,128.00)
<ul> <li>Cmmts/actuals trans.</li> </ul>					008/2012		270.91
Commt/Actual Detail						770.91	(270.91)
Company code					005/2012	68.26	
<ul> <li>Fiscal year</li> <li>Fiscal Year Variant</li> </ul>					007/2012	(500.00)	
<ul> <li>Fiscal Year Variant</li> <li>FM area</li> </ul>	510040	CONSUMABLE SUPPLIES - RESEARCH LABORATOR		(ARTISTICS)	005/2012	7,376.30	(838.41)

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.





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

Properties of Characteristic Funds Center (Result Set Context)	×
General Attributes Hierarchy Sorting Advanced	
Display: Key (Partially Compounded) & Medium Text  Display Results: Access Mode for Result Set: Never With More Than One Value	
OK Cancel	

#### On the **General** tab, click the **Display Results**<sup>1</sup> drop-down arrow and change the setting to *Always* (recommended: <u>always</u> select *always*).



## Sample output:

					Actual - CYTD ± <sup>9</sup> 000/2012 - 008/2012	Commitments - CYTD ± <sup>y</sup> 008/2012
Commitment item 4		Funds Cente	f ⊥ <sup>ÿ</sup>	Fiscal Period/Year ⊥	S	\$
510010 SUPP	SUPPLIES			005/2012	19,627.42	(1,262.46)
				006/2012	6,742.85	1,173.25
				007/2012	9,443.38	120.84
			-ART-COMPANY	005/2012	35,373.43	(7,964.14)
				008/2012	17,528.57	(2,739.51)
				007/2012	19,292.23	13,060.68
		Result	Result		108,007.86	2,388.66
510030	CONSUMABLE SUPPLIES - OFFICE		1000000000	005/2012	1,128.00	(1,128.00)
				008/2012		270.91
				007/2012	770.91	(270.91)
				005/2012	68.26	
				007/2012	(500.00)	
		Result			1,467.17	(1,128.00)

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

<sup>&</sup>lt;sup>1</sup> In SAP, the term "result" is used to indicate a subtotal. Thus, the "Display Results" line indicates "display subtotals."

Free cha

Asset

Basis

Buyer

Campi

Catalo

Clearing

Clearing

Cost C

Filter

Change Drilldown

Save View

Properties

Documents

Sort Vendor

Distribute and Export

Personalize Web Application

Calculations and Translations +

## Example 2: create a grand total (Overall Result) for the report in the figure below.

				<ul> <li>Shopping Cart,</li> </ul>
✓ Columns				Value
<ul> <li>Key Figures</li> </ul>	Vendor -		PO # -	S
▼ Rows		Outer Dissilation 110		
Vendor	10000001	System Biosciences LLC	8500187213	287.00
• PO #	10000041	Dry Ice Corp.	8600012293	0.00
▼ Free characteristics	10000044	EMS Acquisition Corp	8500166140	75.00
<ul> <li>Asset Sub-Number</li> </ul>			8500182824	985.00
<ul> <li>Basis of Award</li> </ul>	10000050	Newport Corporation	8500175157	139.94
Buyer			8500189560	251.00
Campus	10000055	Polysciences Incorporated	8500177850	515.00
Catalog			8500178299	515.00
Clearing #	10000061	Thermo Fisher Scientific Chemicals,	8500175583	217.10
▼ Columns				<ul> <li>Shopping Cart<sub>≜</sub> ∀alue</li> </ul>
<ul> <li>Key Figures</li> </ul>	Vendor ÷		PO#÷	S
▼ Rows				
<ul> <li>Vendor</li> </ul>	1000001	System Biosciences LLC	8500187213	287.00
• PO # Back	>000041	Dry Ice Corp.	8600012293	0.00

D00044 EMS Acquisition Corp

000050 Newport Corporation

Characteristic

Data Cell

All Data Cells

000055 Polysciences Incorporated

Fisher Scientific Chemicals,

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8500182824

8500175157

8500189560

8500177850

8500178299

8500175583

75.00

985.00

139.94

251.00

515.00

515.00

217.10

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

Right-click on Vendor to display the context menu. Release the mouse button and slide the cursor down to Properties. Then click on Characteristic.

Properties of Characteristic Funds Cer	
General Attributes Hiera Display: Display Results: Access Mode for Result Set:	rchy Sorting Advanced Key (Partially Compounded) Always Always Never With More Than One Value
	OK Cancel

On the **General** tab, click on the **Display** Results drop-down arrow and change the setting from Never to Always.

Click OK.



# Sample output

▼ Columns				<ul> <li>Shopping Cart<sub>≜</sub> ∀alue</li> </ul>
<ul> <li>Key Figures</li> </ul>	Vendor ≞	Vendor -		S
▼ Rows			0500407040	
<ul> <li>Vendor</li> </ul>	10000001	System Biosciences LLC	8500187213	287.00
• PO #	10000041	Dry Ice Corp.	8600012293	0.00
▼ Free characteristics	10000044 EMS Acquisition Corp		8500166140	75.00
<ul> <li>Asset Sub-Number</li> </ul>			8500182824	985.00
<ul> <li>Basis of Award</li> </ul>	10000050	Newport Corporation	8500175157	139.94
Buyer			8500189560	251.00
Campus	10000055	Polysciences Incorporated	8500177850	515.00
Catalog			8500178299	515.00
<ul> <li>Clearing #</li> </ul>	10000061	Thermo Fisher Scientific Chemicals,	8500175583	217.10
<ul> <li>Clearing date</li> </ul>	Overall Res	sult		2,985.04

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

# **Results and Next Steps**

None