

Introduction

Description

Three hidden Key Figures exist in the *Labor Distributions Payroll Inquiry by Employee (PA15)* and the *Labor Distributions Payroll Inquiry by Distribution (PA12)* report. These Key Figures show percentages corresponding to the payment amounts displayed in the *Salary*, *Salary Accrual*, and *Total Gross* Key Figures. This document describes the steps required to modify either the PA15 or PA12 reports to display (unhide) the percentage Key Figures and to produce a list of employee split distributions like those in the following screen shot:

Salary % Distribution 003/2015	Salary % Distribution 004/2015	Salary % Distribution 005/2015	Salary % Distribution 006/2015	Salary 003/2015	Salary 004/2015	Salary 005/2015	Salary 006/2015
%	%	%	%	\$	\$	\$	\$
14.23	14.23	14.23	14.23	994.44	994.44	994.44	994.44
14.22	14.22	14.22	14.22	993.74	993.74	993.74	993.74
71.55	71.55	71.55	71.55	5,000.15	5,000.15	5,000.15	5,000.15
100.00	100.00	100.00	100.00	6988.33	6988.33	6988.33	6988.33
100.00	100.00	100.00	100.00	8,216.67	8,216.67	8,216.67	8,216.67
100.00	100.00	100.00	100.00	8216.67	8216.67	8216.67	8216.67
16.17	16.17	16.17	16.17	1,719.41	1,719.41	1,719.41	1,719.41
83.83	83.83	83.83	83.83	8,913.92	8,913.92	8,913.92	8,913.92
100.00	100.00	100.00	100.00	10633.33	10633.33	10633.33	10633.33
2.82	2.82	2.82	2.82	747.93	747.93	747.93	747.93
11.29	11.29	11.29	11.29	2,994.36	2,994.36	2,994.36	2,994.36
8.47	8.47	8.47	8.47	2,246.43	2,246.43	2,246.43	2,246.43
77.42	77.42	77.42	77.42	20,533.50	20,533.50	20,533.50	20,533.50
100.00	100.00	100.00	100.00	26522.22	26522.22	26522.22	26522.22
100.00	100.00	100.00	100.00	10,033.33	10,033.33	10,033.33	10,033.33
100.00	100.00	100.00	100.00	10033.33	10033.33	10033.33	10033.33

The numbers on the left show the percentage each salary line amount represents based on the total paid to an employee in a given month

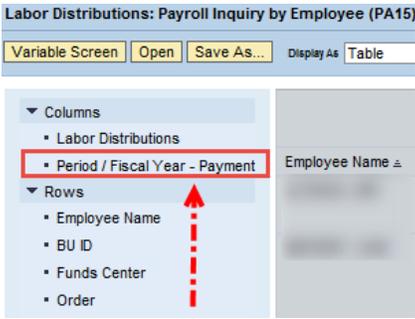
Prerequisites

The user is assumed to be familiar with how to run the PA15 or PA12 Labor Distribution report and with adding/removing Characteristics and Key Figures, Filtering, and creating subtotals. References to help Guides describing each of these features of the reporting tool are included throughout this document.

Procedure

The following instructions and screen shots assume you are running the PA15 report, although the steps are applicable to the PA12 report.

1. Run the PA15 report.
2. Add/remove characteristics as needed. Recommended: to simplify the display, remove superfluous Characteristics including **Posting Date** and **Payment Date** (date information will be added back later).
3. Add a subtotal by Employee (for information about creating a BW subtotal, refer to the online Help document [BW How to - Add a Result/Subtotal Line](#)). **Subtotals must be added in order for the percentage calculations to operate correctly.**



4. Add the Free Characteristic **Period / Fiscal Year - Payment** below **Labor Distributions** in the Columns area

Period / Fiscal Year - Posting	Salary	Salary	Salary	Salary
	003/2015	004/2015	005/2015	006/2015
SP 1	\$ 994.44	\$ 994.44	\$ 994.44	\$ 994.44
SP 2	\$ 993.74	\$ 993.74	\$ 993.74	\$ 993.74

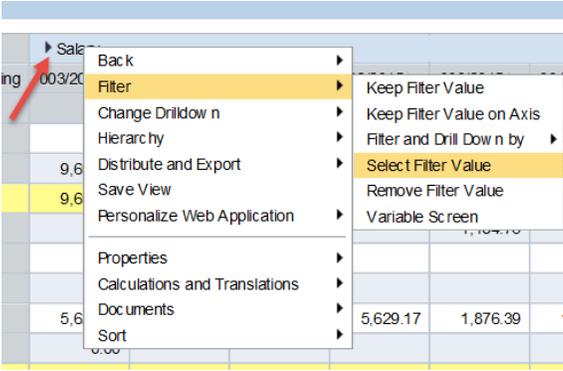
Adding the Characteristic to the Columns area results in payment dates displayed in a column format like this.

With subtotals by employee added and the **Period / Fiscal Year – Posting** Characteristic in the columns, your report will look similar to this. Note that several Characteristics and Key Figures have been removed to simplify the display in this example.

Employee Name	Funds Center	Test Center	Order	Period / Fiscal Year - Posting	Salary	Salary	Salary	Salary
					003/2015	004/2015	005/2015	006/2015
Employee2	1234560000	Test Center 1	9500123456	SP 1	\$ 994.44	\$ 994.44	\$ 994.44	\$ 994.44
Employee2	1236780000	Test Center 3	9500234567	SP 2	993.74	993.74	993.74	993.74
Employee2	1237890000	Test Center 4	#	Not assigned	5,000.15	5,000.15	5,000.15	5,000.15
Employee2	Result				6988.33	6988.33	6988.33	6988.33
Employee4	1234560000	Test Center 1	#	Not assigned	8,216.67	8,216.67	8,216.67	8,216.67
Employee4	Result				8216.67	8216.67	8216.67	8216.67
Employee3	1235670000	Test Center 2	9500345678	SP 3	1,719.41	1,719.41	1,719.41	1,719.41
Employee3	1234560000	Test Center 1	#	Not assigned	8,913.92	8,913.92	8,913.92	8,913.92
Employee3	Result				10633.33	10633.33	10633.33	10633.33
Employee5	1234560000	Test Center 1	9500356789	SP 8	747.93	747.93	747.93	747.93
Employee5	1234560000	Test Center 1	9550345678	SP 9	2,994.36	2,994.36	2,994.36	2,994.36
Employee5	1234560000	Test Center 1	9550456789	SP 10	2,246.43	2,246.43	2,246.43	2,246.43
Employee5	1234560000	Test Center 1	#	Not assigned	20,533.50	20,533.50	20,533.50	20,533.50
Employee5	Result				26522.22	26522.22	26522.22	26522.22
Employee1	1234560000	Test Center 1	#	Not assigned	10,033.33	10,033.33	10,033.33	10,033.33
Employee1	Result				10033.33	10033.33	10033.33	10033.33

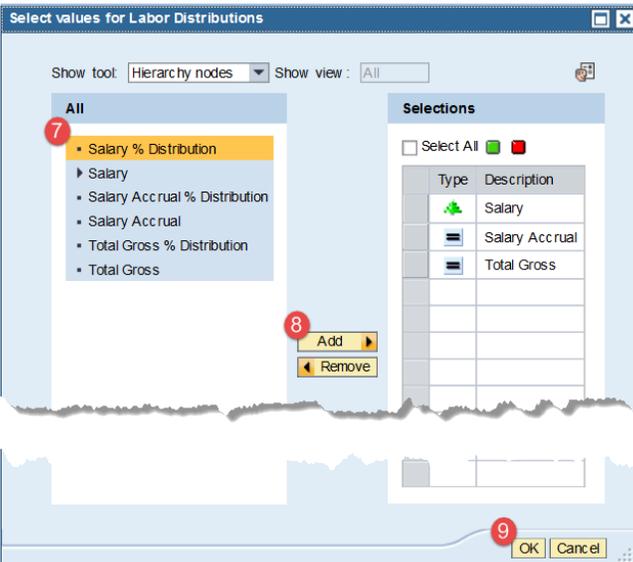
You may want to add a subtotal by **Period / Fiscal Year – Posting** (not shown here). This serves not only to provide a Salary total, but also to delimit the report's Key Figures. Refer to the Help document [How to – Add a Subtotal Across Columns \(cross-column subtotal\)](#) for step-by-step instructions.

Note that adding a cross-column subtotal when working with percentages has a drawback discussed at the end of this document.



Next step: display one or more hidden Key Figures containing percentages¹

5. Right click on any one of the Key Figures.
6. Move your cursor down to *Filter*, then slide right and Click on *Select Filter Value*.



7. Click to select a % *Distribution* Key Figure

8. Click the **Add** button

Repeat these steps to add either of the other two percentage Key Figures

9. Click the **OK** button

This is the result after adding a single hidden Key Figure, **Salary % Distribution**, to the display

Employee Name	Funds Center	Order	Period / Fiscal Year - Posting	Salary %	Salary %	Salary %	Salary %	Salary	Salary	Salary	Salary
				Distribution 003/2015	Distribution 004/2015	Distribution 005/2015	Distribution 006/2015	003/2015	004/2015	005/2015	006/2015
Employee2	1234560000	Test Center 1	9500123456 SP 1	14.23	14.23	14.23	14.23	994.44	994.44	994.44	994.44
Employee2	1234560000	Test Center 1	9500234567 SP 2	14.22	14.22	14.22	14.22	993.74	993.74	993.74	993.74
Employee2	1234560000	Test Center 1	# Not assigned	71.55	71.55	71.55	71.55	5,000.15	5,000.15	5,000.15	5,000.15
Employee2	Result			100.00	100.00	100.00	100.00	6988.33	6988.33	6988.33	6988.33
Employee4	1234560000	Test Center 1	# Not assigned	100.00	100.00	100.00	100.00	8,216.67	8,216.67	8,216.67	8,216.67
Employee4	Result			100.00	100.00	100.00	100.00	8216.67	8216.67	8216.67	8216.67
Employee3	1235670000	Test Center 2	9500345678 SP 3	16.17	16.17	16.17	16.17	1,719.41	1,719.41	1,719.41	1,719.41
Employee3	1234560000	Test Center 1	# Not assigned	83.83	83.83	83.83	83.83	8,913.92	8,913.92	8,913.92	8,913.92
Employee3	Result			100.00	100.00	100.00	100.00	10633.33	10633.33	10633.33	10633.33
Employee5	1234560000	Test Center 1	9500356789 SP 8	2.82	2.82	2.82	2.82	747.93	747.93	747.93	747.93
Employee5	1234560000	Test Center 1	9550345678 SP 9	11.29	11.29	11.29	11.29	2,994.36	2,994.36	2,994.36	2,994.36
Employee5	1234560000	Test Center 1	9550456789 SP 10	8.47	8.47	8.47	8.47	2,246.43	2,246.43	2,246.43	2,246.43
Employee5	1234560000	Test Center 1	# Not assigned	77.42	77.42	77.42	77.42	20,533.50	20,533.50	20,533.50	20,533.50
Employee5	Result			100.00	100.00	100.00	100.00	26522.22	26522.22	26522.22	26522.22
Employee1	1234560000	Test Center 1	# Not assigned	100.00	100.00	100.00	100.00	10,033.33	10,033.33	10,033.33	10,033.33
Employee1	Result			100.00	100.00	100.00	100.00	10033.33	10033.33	10033.33	10033.33

¹ The Help Guide [How to – Hide or Show a Key Figure](#) describes this process in detail.

Cross-column Subtotal Issue

The vertical sum, across rows (this corresponds to a summation by fiscal period) should always add up to 100%. If you have elected to also sum horizontally, across the columns, the calculation is meaningless. At present, there is no way to correct this issue. You may choose to retain cross-column subtotals for the purpose of separating report Key Figures, but keep the percentage subtotal issue in mind.

* Salary % Distribution					► Salary
003/2015**	004/2015**	005/2015**	006/2015**	Overall Result**	003/2015**
%	%	%	%	%	\$
14.23	14.23	14.23	14.23	56.92	994.44
14.22	14.22	14.22	14.22	56.88	993.74
71.55	71.55	71.55	71.55	286.20	5,000.15
100.00	100.00	100.00	100.00	400.00	6,988.33

Next Steps

Once you have completed these steps, we recommend that you save this modified report as a View. Creating a View is described in the Help document [BW How to - Save and Use a View.](#)