

## Introduction

### Process and Trigger

A basic feature of BW reports is the ability to add or remove a Characteristic from a report display. This same capability exists for Key Figures, although a different mechanism is used to show/hide them. This document describes how to hide or show Key Figures within a Business Warehouse (BW) report.

### Prerequisites

- It is assumed that you have run a BW report and want to add a calculation based on existing Key Figures.

### Menu Path

None

### Transaction

None

### Tips and Tricks

- 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.

### Referenced Help Documents

- BW How to - Filter Report Data
- BW How to - Add, Remove, or Move a Column in a Report

**Instructions**

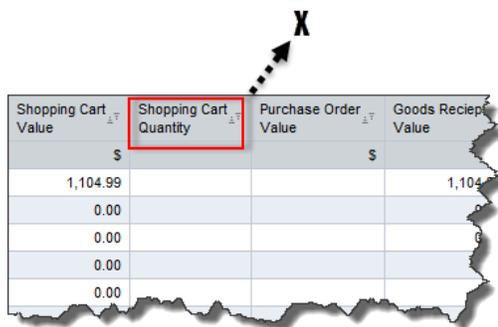
The following instructions describe how to remove (hide) or display one or more report Key Figures.

**Removing a Key Figure from the Report Display**

Business Case: assume that we want to remove several of the superfluous Key Figures in a report to streamline the final result. In this example, suppose we want to remove all Key Figures except **Invoiced Quantity** and **Hdr Level Total Value**

Shopping Cart Value	Shopping Cart Quantity	Purchase Order Value	Goods Receipt Value	Goods Receipt Quantity	Invoiced Value	Invoiced Quantity	# Days PO - Invoice	Hdr Level Total Value
\$		\$	\$		\$			\$
1,104.99			1,104.99	0 EA	1,104.99	1.00 EA	0	1,104.99
0.00			0.00	0	832.00	0.00	0	16,000.00
0.00			0.00	0	910.00	0.00	0	16,000.00
0.00			0.00	0	910.00	0.00	0	16,000.00
0.00			0.00	0	910.00	0.00	0	16,000.00
0.00			0.00	0	910.00	0.00	0	16,000.00

**Removing One Key Figure at a Time**



As with a Characteristic to be removed from a report display, you can drag a Key Figure out of the analysis area to remove it. To do that, click on the Figure and drag it until you see an X attached to your cursor; then release your mouse button<sup>1</sup>

Unlike a Characteristic, however, a Key Figure you remove is not returned to the Free Characteristics area. Instead, dragging out a Key Figure filters that KF by excluding it from the report.<sup>2</sup>

**Removing Multiple Figures Simultaneously**

In a case like the current example – in which we want to remove several Key Figures – dragging each one individually can become a tedious exercise. Instead, we can use the *Filter* command to remove several Key Figures at once.

<sup>1</sup> For more detail on removing a characteristic from a BW report, refer to the Help document [BW How to - Add, Remove, or Move a Column in a Report](#)

<sup>2</sup> To learn more about the *Filter* command and filtering by inclusion or exclusion, refer to [BW How to - Filter Report Data](#)

Shopping Cart Value	Shopping Cart Quant	Purchase Order	Goods Receipt	Goods Receipt
\$				
1,104.99				0 EA
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0

Right-click on any of the report's Key Figures, hover over *Filter* and then click on *Select Filter Value*

Select values for Key Figures (4LYIBC0F12KIGHE22J3FALUQO)

Show tool:  Show view:

**All**

Select All

Key Figures: Text

Shopping Cart Value

Shopping Cart Quantity

Purchase Order Value

Goods Receipt Value

Goods Receipt Quantity

Invoiced Value

Invoiced Quantity

Purchase Order Date

Invoice Date

# Days PO - Invoice

Hdr Level Total Value

Enter a value for:  
Key Figures:

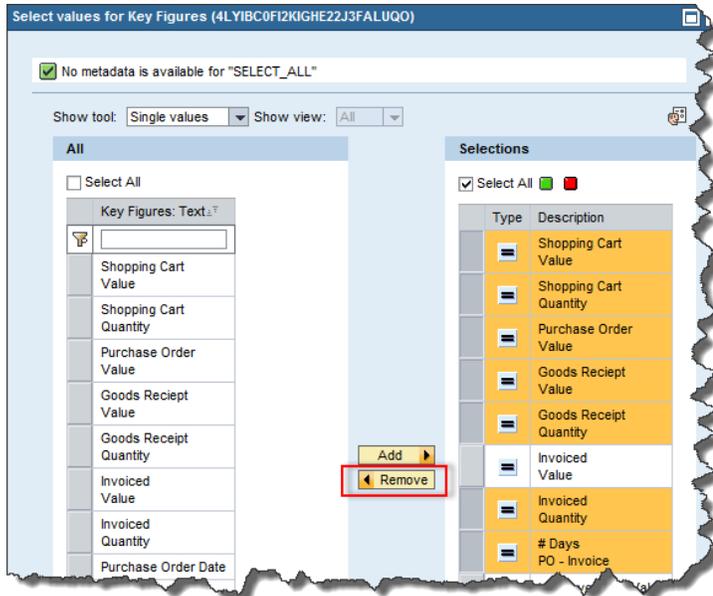
**Selections**

Select All ■ ■

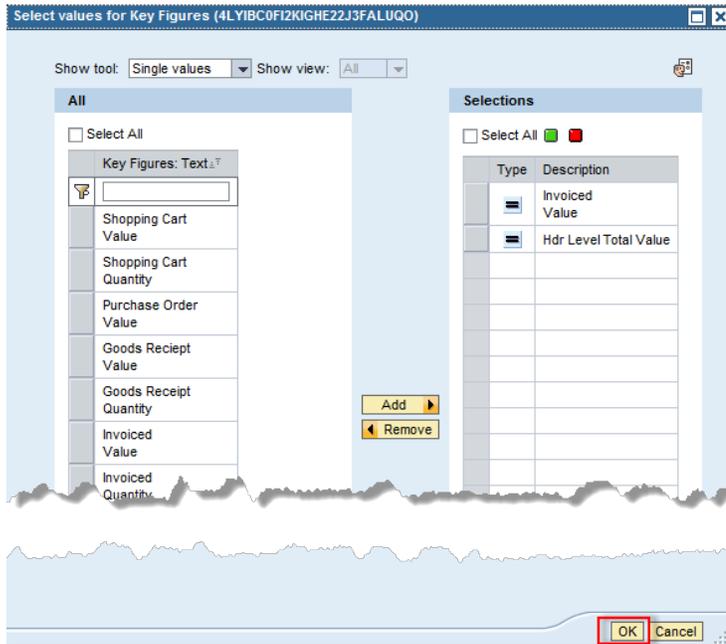
Type	Description
<input checked="" type="checkbox"/>	Shopping Cart Value
<input checked="" type="checkbox"/>	Shopping Cart Quantity
<input checked="" type="checkbox"/>	Purchase Order Value
<input checked="" type="checkbox"/>	Goods Receipt Value
<input checked="" type="checkbox"/>	Goods Receipt Quantity
<input checked="" type="checkbox"/>	Invoiced Value
<input checked="" type="checkbox"/>	Invoiced Quantity
<input checked="" type="checkbox"/>	# Days PO - Invoice
<input checked="" type="checkbox"/>	Hdr Level Total Value

The Filter pop-up window is displayed.

The Key Figures listed in the *Selection* column determine which ones are visible in the report



Select each of the Key Figures you want to hide and then click the **Remove** button



Click the **OK** button to activate the filter

Invoice #	Item in Invoice	Invoiced Value	Hdr Level Total Value
		\$	\$
5110006692	#	1,104.99	1,104.99
5110007281	#	832.00	16,000.00
5110007282	#	910.00	16,000.00
5110011512	#	910.00	16,000.00

The result: only **Invoiced Value** and **Hdr Level Total Value** are displayed. The other Key Figures are hidden and can be recovered via the *Filter* command

### Displaying a Hidden Key Figure

Business Case: we want to redisplay a Key Figure that was previously hidden. In this example, imagine that our task is to “unhide” the Key Figure **Shopping Cart Value**, which was hidden previously.

Invoice #	Item in Invoice	Invoiced Value	Hdr Level Total Value
		\$	\$
5110006692	#	1,104.99	1,104.99
5110007281	#	832.00	16,000.00
5110007282	#	910.00	16,000.00
5110011512	#	910.00	16,000.00

The starting point: only **Invoiced Value** and **Hdr Level Total Value** are displayed. The other Key Figures are hidden and can be recovered via the *Filter* command

Invoice #	Item in Invoice	Invoiced Value	Hdr Level Total Value
5110006692	#	1,104.99	1,104.99
5110007281	#	832.00	16,000.00
5110007282	#	910.00	16,000.00
5110011512	#	910.00	16,000.00
5110012287	#		
5110016228	#		
5110016242	#		
5110018462	#		

Right-click on either of the report’s Key Figures, hover over *Filter* and then click on *Select Filter Value*

Select values for Key Figures (4LYIBC0FI2KIGHE22J3FALUQO)

Show tool: Single values Show view: All

**All**

Select All

Key Figures: Text

- Shopping Cart Value
- Shopping Cart Quantity
- Purchase Order Value
- Goods Receipt Value
- Goods Receipt Quantity
- Invoiced Value
- Invoiced Quantity

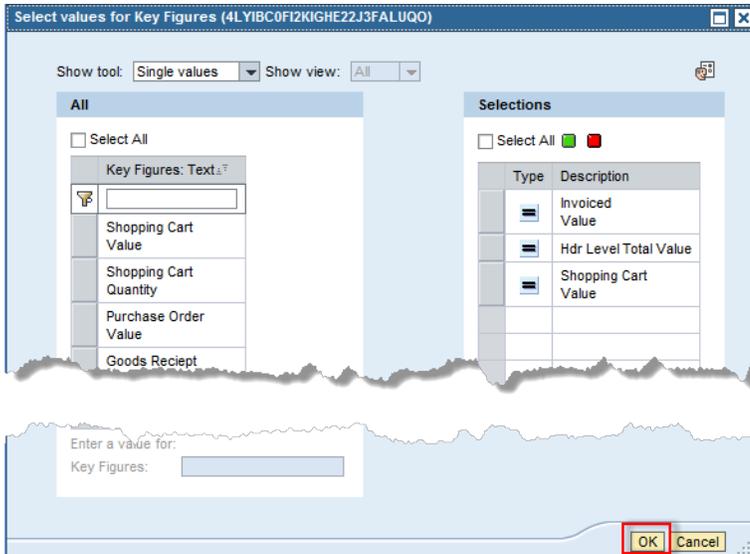
**Selections**

Select All

Type	Description
Invoiced Value	Invoiced Value
Hdr Level Total Value	Hdr Level Total Value

**Add** **Remove**

In the Filter pop-up window, click to select **Shopping Cart Value** and then click the **Add** button to move the Key Figure to the *Selection* column



Click the **OK** button to activate the filter

Invoice #	Item in Invoice	Shopping Cart Value	Invoiced Value	Hdr Level Total Value
		\$	\$	\$
5110006692	#	1,104.99	1,104.99	1,104.99
5110007281	#	0.00	832.00	16,000.00
5110007282	#	0.00	910.00	16,000.00
5110011512	#	0.00	910.00	16,000.00
5110012287	#	0.00	910.00	16,000.00

The result: **Shopping Cart Value** is now included among the visible Key Figures

**Results and Next Steps**

None