



"the consolidated technology services agency" -RCW 43.105.006

SAP Business Warehouse / Business Intelligence Reporting

Exercise - 3

Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

BW/BI Custom Report Exercise 3 – Toolbar/Print Version

In the toolbar of the report, select the “Print Version” option to export the report to PDF format:

Position / Personnel Master Listing

Display As

Columns	Personnel Area	Workforce Indicator	Position
Key Figures	1790	Dept of Enterprise Services	At-Will
Rows			
Personnel Area			71024730 EMS04 AD, PERSONNEL SERVICES DES
Workforce Indicator			71024863 EMS03 DEVELOPMENT MGR.NET
Position			71025091 EMS04 - STATE RISK MGR & LEGAL COUNSEL
Organizational Unit			71025164 EMS03 TLA Program Manager
County			71025186 EMS03 DEVELOPMENT MANAGER
EE Group			71025198 EMS03 INFRASTRUCTURE TEAM MNGR ETS
Pay Scale Group			71025231 EMS03 BUSINESS ANALYST MANAGER
Pay Grade			71025244 EMS03 PMO, MANAGER DES
Business area			71025346 EMS04 AD, DES SERVICES
Free characteristics			71025406 EMS03 CLIENT SERVICES MANAGER DES
Job			71025509 EMS04 AD, FACILITIES DIVISION DES
Pay Grade Area			71025513 EMS04 PROGRAM DIRECTOR, EAS
Pay Scale Area			71025753 EX011 DIRECTOR
			71025754 EX051 CONF. SECRETARY

BW/BI Custom Report Exercise 3 – Toolbar/Print Version

In the “Export Dialog” box, change the Size & Orientation to what you want and click OK:

The screenshot shows the 'Export Dialog' window with the following settings:

- Scaling Factor:**
 - Fit to page width
 - Fit to page
 - Poster
- Page:** (highlighted with a red box)
 - Theme: Standard SAP
 - Size: Ledger 11 x 17 Inch
 - Orientation: Landscape Format
- Margins:** (unit: in mm)
 - Top: 20.0
 - Bottom: 20.0
 - Left: 20.0
 - Right: 20.0
- Header:**
 - Left: None
 - Center: None
 - Right: None
- Footer:**
 - Left: None
 - Center: None
 - Right: None

The 'OK' button is highlighted with a red box at the bottom right of the dialog.

BW/BI Custom Report Exercise 3 – Toolbar/Print Version

Your report will be displayed in PDF format:

The screenshot shows the SAP BEx Web interface. The browser title is 'BEx Web'. The toolbar includes icons for print, save, refresh, and navigation, along with a page indicator '1 / 42', a zoom level of '100%', and a search box labeled 'Find'. The report content is organized into sections: 'Static Filters' with 'Calendar Year/Month' set to '06/2012'; 'Dynamic Filters' with 'Business area' set to '1790 Dept of Enterprise Services'; and 'Variables' with 'Calendar Month Prompt_ Single Value' set to '06/2012', 'Organizational Unit Hierarchy' set to 'Job - Multiple (Optional)', and 'Keydate (derived from ZP_CALMO)' set to '06/30/2012'. At the bottom, a table displays data for Personnel Area, Workforce Indicator, and Position.

Personnel Area	Workforce Indicator	Position
1790	At-Will	71024730 EMS04 AD, PERSONNEL SERVICES DES
		71024815 EMS03 BUSINESS SOLUTIONS APP. MGR. ETS
		71025042 EX-BUSINESS ANALYSIS UNIT MANAGER

BW/BI Custom Report Exercise 3 – Export to CSV

The report will be displayed in CSV format:

	A	B	C	D	E	F	G	H	I
1	Position / Personnel Master Listing								
2	Last Data Update:								
3	6/15/2012 23:44								
4	Display As								
5	To adjust filter area, drag characteristics from navigation area into filter area								
6	Personnel Area;"Personnel Area";"Workforce Indicator";"Position";"Position";"Organizational Unit";								
7	1790;"Dept of Ent PERSONNEL SERVICES DES";"31008996";"PERSONAL SERVICES";"34";"Civil Service Ex								
8	1790;"Dept of Enterprise Services";"At-Will";"71024815";"EMS03 BUSINESS SOLUTIONS APP. MGR. ETS								
9	1790;"Dept of Enterprise Services";"At-Will";"71025042";"EX-BUSINESS ANALYSIS UNIT MANAGER";"31								
10	1790;"Dept of Enterprise Services";"At-Will";"71025043";"EX-BUSINESS PROCESS ANALYST";"31008983								
11	1790;"Dept of Enterprise Services";"At-Will";"71025044";"EX-BUSINESS PROCESS ANALYST";"31009179								
12	1790;"Dept of Enterprise Services";"At-Will";"71025051";"EX-CONTRACT STAFF CONSULTANT";"310088								
13	1790;"Dept of Enterprise Services";"At-Will";"71025052";"EX-CONTRACT STAFF CONSULTANT";"310088								
14	1790;"Dept of Enterprise Services";"At-Will";"71025054";"EX-SACS MANAGER";"31008892";"FIN - SMA								
15	1790;"Dept of Enterprise Services";"At-Will";"71025063";"EX-SENIOR INVESTIGATIVE ASSISTANT";"310								
16	1790;"Dept of Enterprise Services";"At-Will";"71025064";"EX-SENIOR INVESTIGATIVE ASSISTANT";"310								
17	1790;"Dept of Enterprise Services";"At-Will";"71025091";"EMS01 - STATE RISK MGR & LEGAL COUNSEL								

BW/BI Custom Report Exercise 3 – Toolbar/Export to Excel

To export as an Excel file, click the “Export to Excel” button on the toolbar:

Personnel Area	Workforce Indicator	Position
1790 Dept of Enterprise Services	At-Will	71024730 EMS04 AD, PERSONNEL SERVICES DES
		71024863 EMS03 DEVELOPMENT MGR.NET
		71025091 EMS04 - STATE RISK MGR & LEGAL COUNSEL
		71025164 EMS03 TLA Program Manager
		71025186 EMS03 DEVELOPMENT MANAGER
		71025198 EMS03 INFRASTRUCTURE TEAM MNGR ETS
		71025231 EMS03 BUSINESS ANALYST MANAGER
		71025244 EMS03 PMO, MANAGER DES
		71025346 EMS04 AD, DES SERVICES
		71025406 EMS03 CLIENT SERVICES MANAGER DES
		71025501
		71025511
		71025751
		71025752

File Download box is displayed, click Open:

File Download

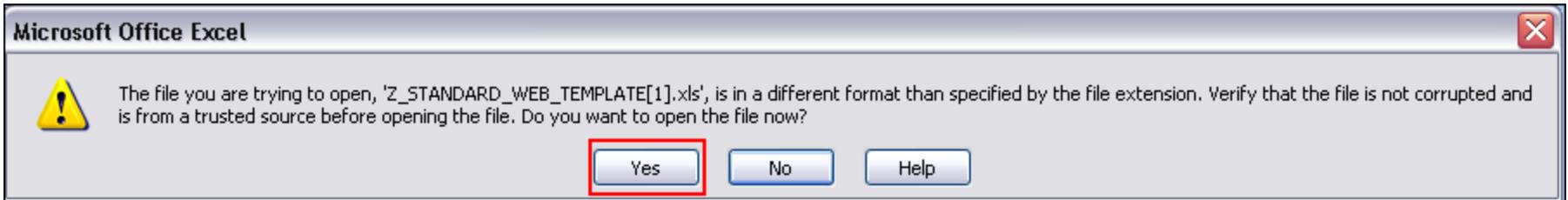
Do you want to open or save this file?

 Name: Z_STANDARD_WEB_TEMPLATE.xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: **hrmsfp.wa.gov**

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

BW/BI Custom Report Exercise 3 – Toolbar/Export to Excel

You may get a warning box saying you are trying to open a file in a different format, click Yes:



Your report will be displayed in Excel:

	A	B	C	D	E
1	Position / Personnel Master Listing				
2					
3	Personnel Area		Workforce Indicator	Position	
4	1790	Dept of Enterprise Services	At-Will	71024730	EMS04 AD, PERSONNEL SERVICES DES
5	1790	Dept of Enterprise Services	At-Will	71024815	EMS03 BUSINESS SOLUTIONS APP. MGR. ETS
6	1790	Dept of Enterprise Services	At-Will	71025042	EX-BUSINESS ANALYSIS UNIT MANAGER
7	1790	Dept of Enterprise Services	At-Will	71025043	EX-BUSINESS PROCESS ANALYST
8	1790	Dept of Enterprise Services	At-Will	71025044	EX-BUSINESS PROCESS ANALYST
9	1790	Dept of Enterprise Services	At-Will	71025051	EX-CONTRACT STAFF CONSULTANT
10	1790	Dept of Enterprise Services	At-Will	71025052	EX-CONTRACT STAFF CONSULTANT
11	1790	Dept of Enterprise Services	At-Will	71025054	EX-SACS MANAGER
12	1790	Dept of Enterprise Services	At-Will	71025063	EX-SENIOR INVESTIGATIVE ASSISTANT
13	1790	Dept of Enterprise Services	At-Will	71025064	EX-SENIOR INVESTIGATIVE ASSISTANT
14	1790	Dept of Enterprise Services	At-Will	71025091	EMS01 - STATE RISK MGR & LEGAL COUNSEL