

SAP Business Warehouse/Business Intelligence Reporting

Elements of a BW/BI Report

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

Elements of a BW/BI Report - Overview

The *Elements of a BW/BI Report* section provides an overview to the BW/BI Custom Reports structure and functionality.

Topics covered in this section include:

1. BW/BI Report Name
2. BW/BI Report Toolbar
3. BW/BI Navigation pane
4. BW/BI Report Results

Class Distribution - (Pay Class)

Display As: Table | Info | ~~Send~~ | Print Version | Export to Microsoft Excel | Notes

PS Type	PS Area	Job	Not assigned
99/Not assigned	99/Not assigned	#	Not assigned
Result			
Coalition	Nurses	51000906	PHYSICIAN ASST CERT/ADV RN PRACT LEAD
		51000900	REGISTERED NURSE 2

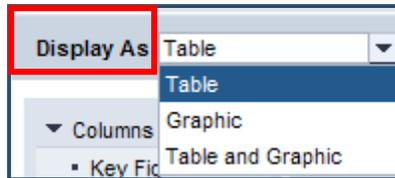
Navigation pane:

- Columns
 - Key Figures
- Rows
 - PS Type
 - PS Area
 - Job
 - Job Class Code
 - Pers. Area
 - PS Group
- Free characteristics
 - Business Area
 - Organizational Unit
 - Part Time Indicator
 - Workforce Indicator

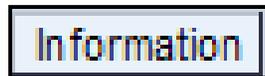
BW/BI Report Toolbar

2. BW/BI Report Toolbar

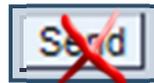
The Toolbar provides additional report options. Below is a summary of toolbar functionality:



Display as allows the user to determine how the report is displayed.



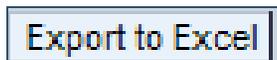
Displays information about the report. Such as selection criteria, when it was generated, and who the user was.



Send allows the user to send the report through the BEx Broadcaster (current not implemented).



Print Version allows the user to set the print parameters (displays report in PDF).



Export to Excel allows the user to export the report to Microsoft Excel.

BW/BI Navigation Block

3. BW/BI Navigation Block

The **BW/BI Navigation Block** allows the user to modify the layout and results of the query. The navigation block displays characteristics and structures of the query. The user may change the navigation status and add/remove characteristics and key figures within a row or column. The user may also filter according to a single value or remove filters using this tool.

Characteristics and Key Figures are added or removed with the Drag&Drop method.

The screenshot shows the 'Class Distribution - (Pay Class)' interface. At the top, there is a 'Display As' dropdown set to 'Table' and buttons for 'Info', 'Send', 'Print Version', 'Export to Microsoft Excel', and 'Notes'. Below this is a navigation sidebar with a red dashed border, containing sections for 'Columns', 'Rows', and 'Free characteristics'. The main area displays a table with columns for 'PS Type', 'PS Area', and 'Job'. The table data is as follows:

PS Type	PS Area	Job	
99/Not assigned	99/Not assigned	#	Not assigned
Result			
Coalition	Nurses	51000906	PHYSICIAN ASST CERT/ADV RN PRACT LEAD
		51000900	REGISTERED NURSE 2

BW/BI Report Results

4. BW/BI Report Results

Report results are displayed using rows and columns. Usually report Characteristics are displayed in the rows of the report and Key Figures are displayed in the columns of the report.

In the sample below, the Characteristics displayed in the rows of the report include Organization Unit, Ethnic Origin and Gender. The Key Figures displayed in the columns of the report include Full Time Classified, # of Employees, etc.

Characteristics:

Descriptive fields that provide context for the key figures in BW/BI reports - these are typically **rows**.

Key Figures:

Numeric fields that are the object of analysis in BW/BI reports, such as number of employees, number of positions, annual salary, etc - these are typically **columns**

				Staff Months	Gross Hours	Gross Salary	Retirement	OASI	Medicare
							BB	BA	BH
Job	Position		Multifilled		HR	\$	\$	\$	\$
50000283	SECRETARY SENIOR	71025085	0469 #	0.500	88.0	1,600.50	115.40	96.62	22.60
50000486	FISCAL ANALYST 2	71025055	0459 #	0.510	88.0	1,852.00	133.53	110.14	25.76
		71025056	0453 #	0.500	88.0	1,852.00	133.53	113.21	26.47
		71025058	0460 #	0.500	88.0	1,852.00	133.53	107.51	25.15
		71025079	0466 #	0.500	88.0	1,852.00	133.53	113.21	26.48
		71025080	0463 #	0.500	88.0	1,638.00	118.10	99.01	23.15
		71025083	0454 #	0.500	88.0	1,638.00	118.10	96.81	22.64
		71025084	0464 #	0.510	88.0	1,852.00	133.53	105.55	24.69
		71025086	0461 #	0.500	88.0	1,761.00	126.97	107.57	25.16
		71025087	0467 #	0.500	88.0	1,852.00	133.53	112.00	26.20