

# Setting up Templates in Excel

## Participant Workbook

## Processing Steps

1. Run Wage Type Report using the SAP List Viewer output:

The screenshot shows the 'Output' selection dialog in SAP. The 'SAP List Viewer' option is selected. There are input fields for 'Layout Variant' and 'Template PC File'.

2. Use the Excel download button and then select 'Table'

The screenshot shows the 'Wage Type Reporter' interface. A table of employee data is displayed. An 'Export list object to XXL' dialog is open, showing the message: 'An XXL list object is exported with 275 lines and 20 columns. Choose a processing mode:'. The 'Table' option is selected.

Pers.No.	Last name First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710100	GLENN ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	2
710101	GLENN ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	2
710101	GLENN ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	2
710101	GLENN ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710102	GLENN ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	2
710103	GLENN ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	2
710103	GLENN ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	2
710103	GLENN ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710104	GLENN ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710105	GLENN ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710106	GLENN ALYSSA	Alyssa Glenn	710998806	36	Semi-Monthly Grp 06	2
710107	GLENN ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	2
710107	GLENN ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	2
710107	GLENN ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	2

3. Select all the displayed data including headers by clicking the top left box

Pers.No.	Last name	First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period	PY Type
2	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801	
3	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802	
4	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801	
5	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802	
6	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801	
7	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802	
8	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801	
9	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802	
10	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801	
11	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802	
12	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801	
13	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802	
14	GLENN	ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	02	Semi-monthly	200801	
15	GLENN	ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	02	Semi-monthly	200802	
16	GLENN	ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	02	Semi-monthly	200801	
17	GLENN	ALYSSA	Alyssa Glenn	710998803	3D	Semi-Monthly Grp 03	02	Semi-monthly	200802	
18	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200801	
19	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200802	
20	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200801	
21	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200802	
22	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200801	
23	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200802	
24	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200801	
25	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200802	
26	GLENN	ALYSSA	Alyssa Glenn	710998806	3G	Semi-Monthly Grp 06	02	Semi-monthly	200801	
27	GLENN	ALYSSA	Alyssa Glenn	710998806	3G	Semi-Monthly Grp 06	02	Semi-monthly	200802	
28	GLENN	ALYSSA	Alyssa Glenn	710998806	3G	Semi-Monthly Grp 06	02	Semi-monthly	200801	
29	GLENN	ALYSSA	Alyssa Glenn	710998806	3G	Semi-Monthly Grp 06	02	Semi-monthly	200802	
30	GLENN	ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	02	Semi-monthly	200801	
31	GLENN	ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	02	Semi-monthly	200802	
32	GLENN	ALYSSA	Alyssa Glenn	710998807	3H	Semi-Monthly Grp 07	02	Semi-monthly	200801	

4. Then follow the menu path: Data - Pivot Table & Pivot Chart Report

**PivotTable and PivotChart Wizard - Step 1 of 3**

Where is the data that you want to analyze?

- Microsoft Office Excel list or database
- External data source
- Multiple consolidation ranges
- Another PivotTable report or PivotChart report

What kind of report do you want to create?

- PivotTable
- PivotChart report (with PivotTable report)

Buttons: Cancel, < Back, Next >, Finish

5. Press 'Next' until the following is displayed:

Common Training 291 - MetaFrame Presentation Server Client  
Microsoft Excel - Worksheet in Basis (1)

Pers.No.	Last name	First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period	PY Type	FT
1											
2	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801	
3	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802	
4	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801	
5	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802	
6	00710101	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801	
7	00710101	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802	
8	00710101	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801	
9	00710101	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802	
10	00710102	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801	
11	00710102	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802	
12	00710102	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801	
13	00710102	GLENN	ALYSSA	Alyssa Glenn	710998802	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802	
14	00710103	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801	
15	00710103	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802	
16	00710103	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200801	
17	00710103	GLENN	ALYSSA	Alyssa Glenn	710998803	3C	Semi-Monthly Grp 02	02	Semi-monthly	200802	
18	00710104	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200801	

Pivot Table and PivotChart Wizard - Step 2 of 3

Where is the data that you want to use?

Range: Sheet1!\$A:\$T

Buttons: Cancel, < Back, Next >, Finish

Common Training 291 - MetaFrame Presentation Server Client  
Microsoft Excel - Worksheet in Basis (1)

Pers.No.	Last name	First name	Name of employee or applicant	ID number	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period	PY Type	FT
1											
2	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801	
3	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802	
4	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200801	
5	00710100	GLENN	ALYSSA	Alyssa Glenn	710998800	3A	Semi-Monthly Grp 00	02	Semi-monthly	200802	
6	00710101	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200801	
7	00710101	GLENN	ALYSSA	Alyssa Glenn	710998801	3B	Semi-Monthly Grp 01	02	Semi-monthly	200802	
8	00710101	GLENN	ALYSSA	Aly					monthly	200801	
9	00710101	GLENN	ALYSSA	Aly					monthly	200802	
10	00710102	GLENN	ALYSSA	Aly					monthly	200801	
11	00710102	GLENN	ALYSSA	Aly					monthly	200802	
12	00710102	GLENN	ALYSSA	Aly					monthly	200801	
13	00710102	GLENN	ALYSSA	Aly					monthly	200802	
14	00710103	GLENN	ALYSSA	Aly					monthly	200801	
15	00710103	GLENN	ALYSSA	Aly					monthly	200802	
16	00710103	GLENN	ALYSSA	Aly					monthly	200801	
17	00710103	GLENN	ALYSSA	Aly					monthly	200802	
18	00710104	GLENN	ALYSSA	Aly					monthly	200801	
19	00710104	GLENN	ALYSSA	Aly					monthly	200802	
20	00710104	GLENN	ALYSSA	Aly					monthly	200801	
21	00710104	GLENN	ALYSSA	Alyssa Glenn	710998804	3E	Semi-Monthly Grp 04	02	Semi-monthly	200802	
22	00710105	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200801	
23	00710105	GLENN	ALYSSA	Alyssa Glenn	710998805	3F	Semi-Monthly Grp 05	02	Semi-monthly	200802	

Pivot Table and PivotChart Wizard - Step 3 of 3

PivotChart reports must be linked to a PivotTable report. The PivotChart report will be created on a new sheet.

Where do you want to put the PivotTable report?

New worksheet

Existing worksheet

Click Finish to create your PivotTable report.

Buttons: Layout..., Options..., Cancel, < Back, Next >, Finish

6. Click on the 'Layout' button.

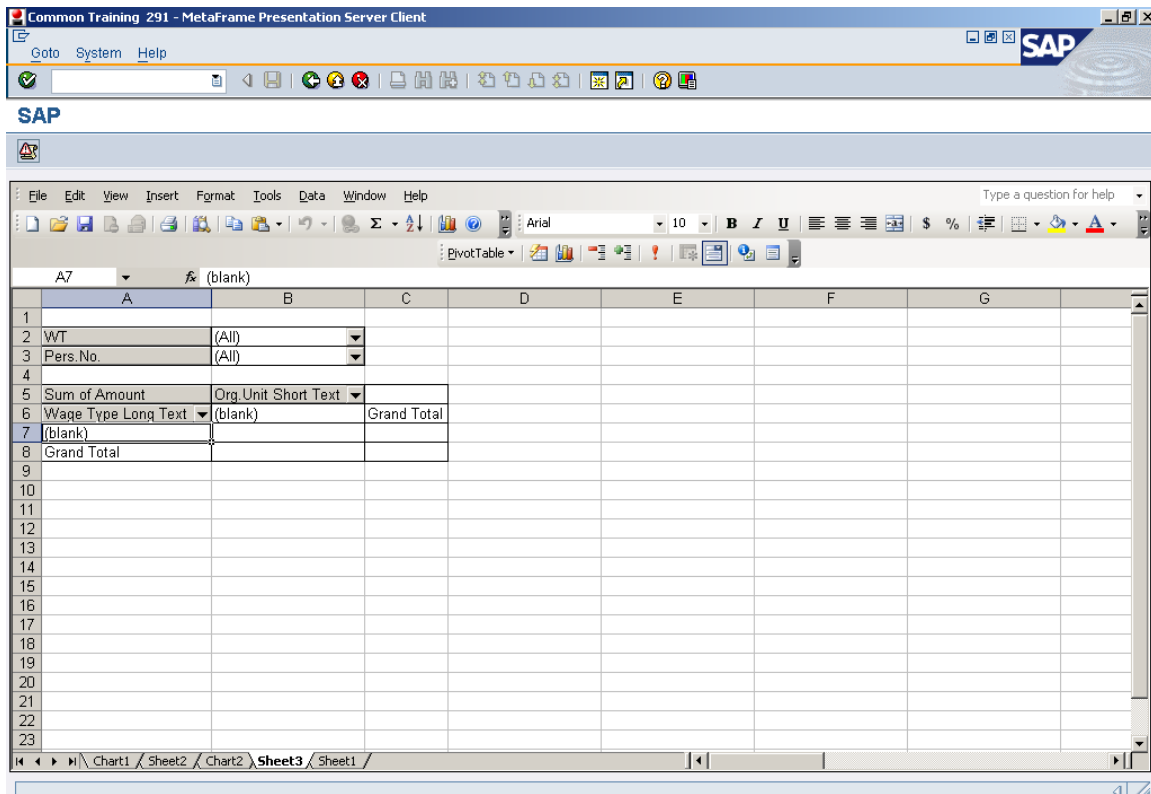
7. Drag and drop the fields into the desired positions and click on [OK] and then on [Finish].

The resulting pivot table will have blank entries contained in it, these can be filtered out by clicking on the leftmost header and un-ticking the 'blank' entry.

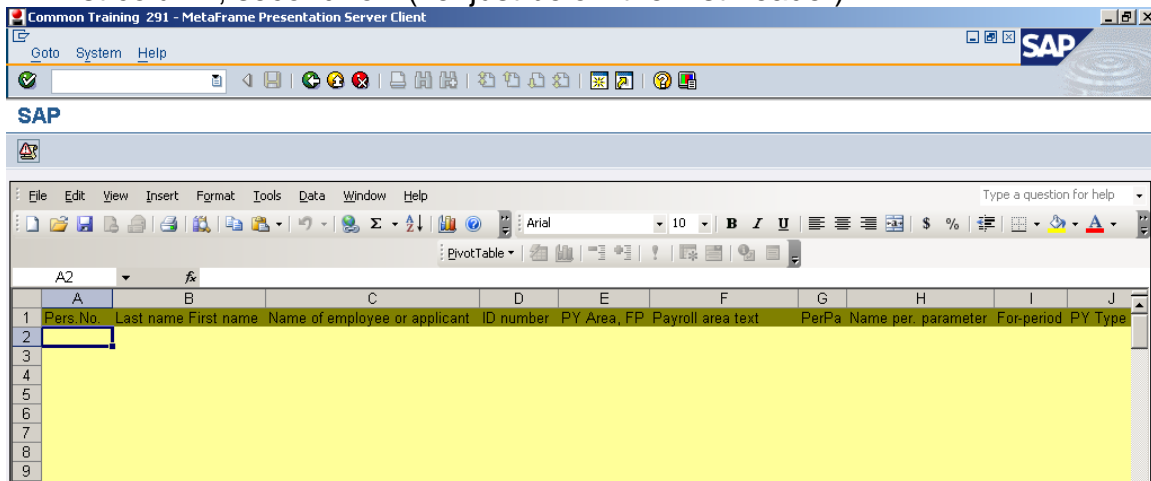
	WT	Sum of Amount
Monthly salary	(All)	450000
Net payments/Deductions	(All)	-26211.66
Total gross	(All)	283416
Total gross amount	(All)	452267.58
Grand Total	(All)	1159471.92



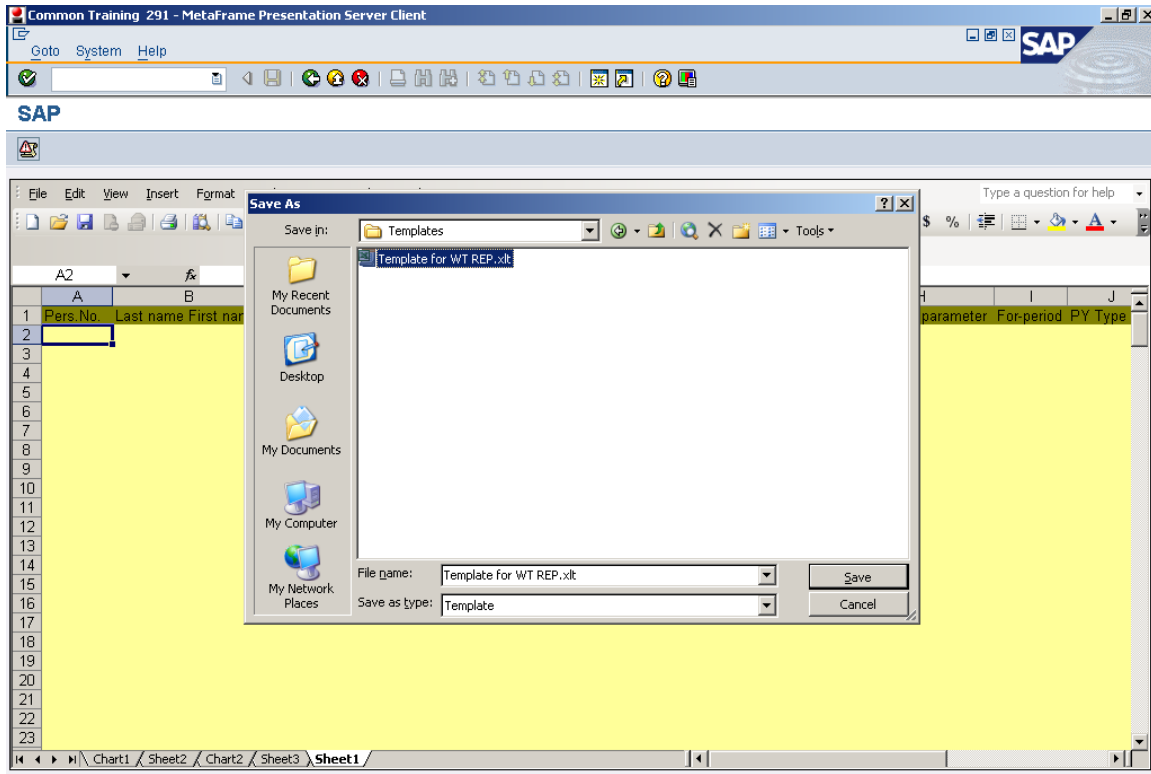
10. Return to the pivot table sheet and refresh the data using the exclamation icon in the pivot table toolbar or Data menu. This will remove all the contents.



11. Now go back once more to the 'raw' data screen and put the cursor in the first column, second row (i.e. just below the first header).

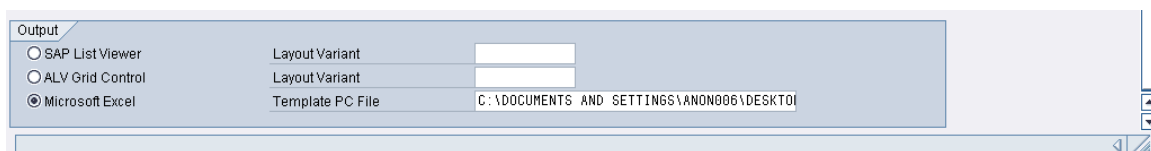


12. You can then save this as a Template



13. During saving you will be asked if you want to clear the data before saving and automatically refresh the data each time, choose [Yes].

14. When running the wage type reporter in future choose the Excel radio-button, with the template file-path and name in the selection box.



15. The 'raw' data sheet will be displayed upon initial entry, simply click on to the pivot table sheet and refresh the data using the exclamation mark icon either in the pivot table toolbar or in the Data menu.

The new data will then be displayed in the pivot table.