

## **ORACLE BI REPORT**

Adding Subtotal in BI Template Report

## Abstract

This document provides instructions to how to add Subtotal in Report using a BI template report layout.

Ganesh Mahto

Requirement: Create report that display subtotal.

First create Data Model and create Layout using BI Template.

Navigation-> Tools->Repor	ts and Analy	/tics
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	Tools	5					^
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Follow the below steps,

1. Select Data Model

Create Report				×
Select Data	Select Layout Create	Chart Create 2nd Cha	It Create Table Save Report	
	Use Data Model	Upload	Use Subject Area	
		Spreadsheet		
Create a report using an	existing Data Model			
Data Model /Custon	n/GM/Pay Element Run	Result Q		
How do you want to crea	ate your report?			
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			Previous	Cancel Finish

2. Select Layout as "Table"



3. Pick and drop the Columns that required for Report

<b>—</b> ———		
Select Data Select Layout Cre	ate Chart Create 2nd Chart Create Table Save Repor	t
ag fields from the Data Source to create the table. Sa	ample data is displayed.	
Data Source		
A DATA DS		
A Person Number		
A Pay Period		
4 <b>G</b> 1	[Drop Fields Here]	
A PERSON_NUMBEF	[]	
A FULL_NAME		
A ASSIGNMENT_NUI		
A PAYROLL_NAME		
A PERIOD_NAME		
A PERIOD_START_D		
A BASE_ELEMENT_M		
# PAY_VALUE		
# PARENT_REL_GR( Show Gra	and Totals Row	wiew Demant V

4. Columns are selected



- 5. Click Next
- 6. Select "Customize report layout" and click on finish

Create Report	×
Select Data Select Layout Create Chart Create 2nd Chart Create Table Save Report	
Congratulations. You created your report! Would you like to view your report or go to the Layout Editor to customize it?	
O Wiew Report Run and view the report.	
Customize Report Layout     Use the Layout Editor to customize the report.	
Previous Next Cancel Phils	

7. Save report



8. Data will display

ata Source		@ <b>▼ Insert</b> Pa	age Layout		
DATA DS	mponents			Page Elements	
A Person Number	Layout Grid	ata Table 🔟 Chart	😫 Pivot Table 📃 List	🚾 Page Break 🛛 🕌 Pag	e Number
A Pay Period	Repeating Section T Te	ext Item Gauge	🔛 Image	Total Pages	
61					
	50 100 150	200 250 30	0 350 400 45	0 500 550 6	00 650 700 75
A FULL NAME					
A ASSIGNMENT NUMBE					
	F	Pav elem	ent wise s	subtotal re	port
	<b>i</b>	ay_oronn			port
	PERSON_NUMBER	FULL_NAME	PAYROLL_NAME	BASE_ELEMENT_NAME	PAY_VALUE
A PERIOD_START_DATE	5	Lisa Jones	Semimonthly	Regular Salary	2810.5
A PERIOD_END_DATE	99	Betty Anderson	Semimonthly	Regular Wages	505.43
		Betty Anderson	Semimonthly	Regular Wages	884.51
A BASE_ELEMENT_NAM	99	Detty Anderson			The selection of the se
BASE_ELEMENT_NAM	99 99	Betty Anderson	Semimonthly	Regular Wages	505.43
A BASE_ELEMENT_NAM # PAY_VALUE # PARENT_REL_GROUP	99 99 99	Betty Anderson Betty Anderson	Semimonthly Semimonthly	Regular Wages Vacation Liability	505.43 3273.85
A BASE_ELEMENT_NAM PAY_VALUE PARENT_REL_GROUP A ACTION_TYPE	99 99 99	Betty Anderson Betty Anderson	Semimonthly Semimonthly	Regular Wages Vacation Liability	505.43 3273.85 7979.719999999999
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<ul> <li>BASE_ELEMENT_NAM</li> <li>PAY_VALUE</li> <li>PARENT_REL_GROUP</li> <li>ACTION_TYPE</li> <li>EARN_TIME_PERIOD_</li> <li>ASSIGNMENT_ID</li> <li>TIME_PERIOD_ID</li> </ul>	99 99 99	Betty Anderson Betty Anderson	Semimonthly Semimonthly	Regular Wages Vacation Liability	505,43 3273,85 7979,719999999999
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9. To Add Subtotal, Click on Column which get subtotal, in this case "base\_element\_name" Get Base\_Element wise Subtotal

	Select   Font		Alianment	Grouping	<b>L</b>
DATA_DS				ere epining	
A Person Number	Select V Tanoma	₩ 8		No Grouping 🔻	
A Pay Period	X Delete v B I	<u>u</u> m	🛄 🖏 📄 🖉 着	Subtotals	
4 🖿 G_1	50 100 150	200 250 300	350 400 450	500 550 60	0 650 700 750
A PERSON_NUMBER					
A FULL_NAME					
A ASSIGNMENT NUMBE					
A PAYROLL NAME	F	Pay eleme	ent wise s	ubtotal re	port
A PERIOD NAME					
A PERIOD START DATE	PERSON_NUMBER	FULL_NAME	PAYROLL_NAME	BASE_ELEMENT_NAME	PAT_VALUE
	5	Lisa Jones	Semimonthly	Regular Salary	2810.5
	99	Betty Anderson	Semimonthly	Regular Wages	505.43
A BASE_ELEMENT_NAM	99	Betty Anderson	Semimonthly	Regular Wages	884.51
# PAY_VALUE	99	Betty Anderson	Semimonthly	Regular Wages	505.43
# PARENT_REL_GROUP	99	Betty Anderson	Semimonthly	Vacation Liability	3273.85
A ACTION_TYPE					7979.719999999999
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# TIME_PERIOD_ID					

10. Select Grouping "Group Left" and Checked Subtotal Check box.

Pay_element_wise_subtotal	_report : Pay_element_wi
Data Source	Table Column Header
DATA_DS  Person Number Pay Period  G_1  PERSON_NUMBER  FULL_NAME ASSIGNMENT_NUMBE PAYROLL_NAME	Select       Font       Alignment       Grouping         Select       Tahoma $B_I$
<ul> <li>PERIOD_NAME</li> <li>PERIOD_START_DATE</li> <li>PERIOD_END_DATE</li> <li>DASE_ELEMENT_NAM</li> <li>PAY_VALUE</li> <li>PARENT_REL_GROUP</li> <li>ACTION_TYPE</li> <li>EARN_TIME_PERIOD_ID</li> <li>TIME_PERIOD_ID</li> </ul>	BASE_ELEMENT_NAME       PERSON_NUMBER       FULL_NAME       PAYROLL_NAME       PAY_VALUE         Regular Salary       5       Lisa Jones       Semimonthly       2810.5         Regular Wages       99       Betty Anderson       Semimonthly       505.43         99       Betty Anderson       Semimonthly       3273.45         99       Particular Anderson       Semimonthly       3273.45         99       Particular Anderson       Semimonthly       3273.45         99       Particular Anderson
▶ Components	
Properties	

11. Double click on blank row in front of subtotal value and add text "Subtotal"

🛛 Data Source 🐚 🦳 🗒 🗒 🖷 🛛 🖓 🗸 🔲 🖓 🗸 Insert Page Layout

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A PERIOD_START_DATE		Regular Salary	5	Lisa Jones	Semimonthly	2810.5
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A BASE_ELEMENT_NAM		Regular Wages	99	Betty Anderson	Semimonthly	505.43
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		Vacation Liability	99	Betty Anderson	Semimonthly	3273.85
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