Insert a Line Chart and Focused Analysis

Use these two features to help you visually focus on one aspect of a large report. This job aid shows the steps to insert a line graph into a customized Complete Labor Distribution report and then use the Focus Analysis feature to review each selected line from the main (top) analysis as a line chart in the sub-analysis (bottom). You can use these features to help you track trends in revenue, supplies, and salaries, among other things.

Navigating to and Customizing the Complete Labor Distribution Report

1. Click the Human Resources folder.
2. Click the Payroll Admin folder.
3. Double-click the Complete Labor Distribution report.
4. Enter * in Personnel Area.

5. Enter the Organizational Units (mandatory for University reports).

6. Since this report runs from the beginning of SAP, enter a range. For example, between 7/16 and 6/17.

7. Check all the buttons from left to right across the bottom (i.e., check Save prompt values with workspace, Validate, and OK).

8. Drag and drop Period End from the Layout panel to the Data panel.
9. Click the **Insert** tab.

10. Click **Insert a Line Chart**.

A line chart of ALL the data and only one period displays below the main analysis.
11. Click your cursor in the top analysis. (A light blue line should show around this analysis.)

12. Click the Display tab.

13. Click Focused Analysis.

14. Click one employee in the top table and the focused analysis in line-graph form will display in the sub-analysis below.

Note: Hovering over a point in the line chart will reveal details on that point.

Note: Different internal orders display in different colors. Even though it appears that there is a break between June and July, this represents a change in cost distribution and salary amount being charged, not that the employee was not paid.
Note: You can manipulate the range displayed in the sub-analysis by dragging the vertical bars highlighted by the red arrows. These bars typically stay on the far right and left of this narrow frame.

Note: Sliding the vertical bars will limit or extend data shown in the line graph below. For example, in this figure, only February through May is shown. In the previous graphic, January through November is displayed.