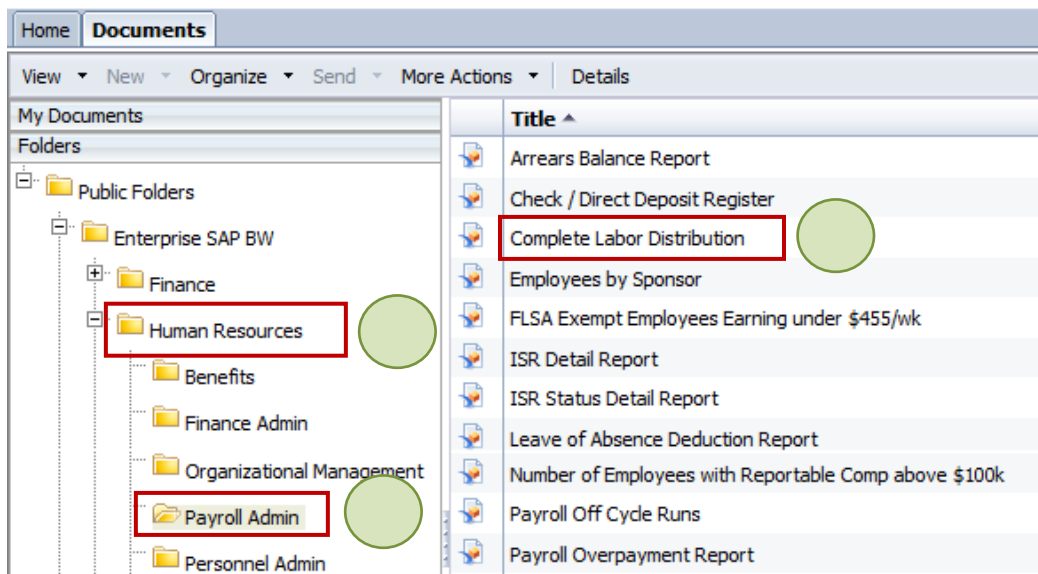


## Insert a Line Chart and Focused Analysis

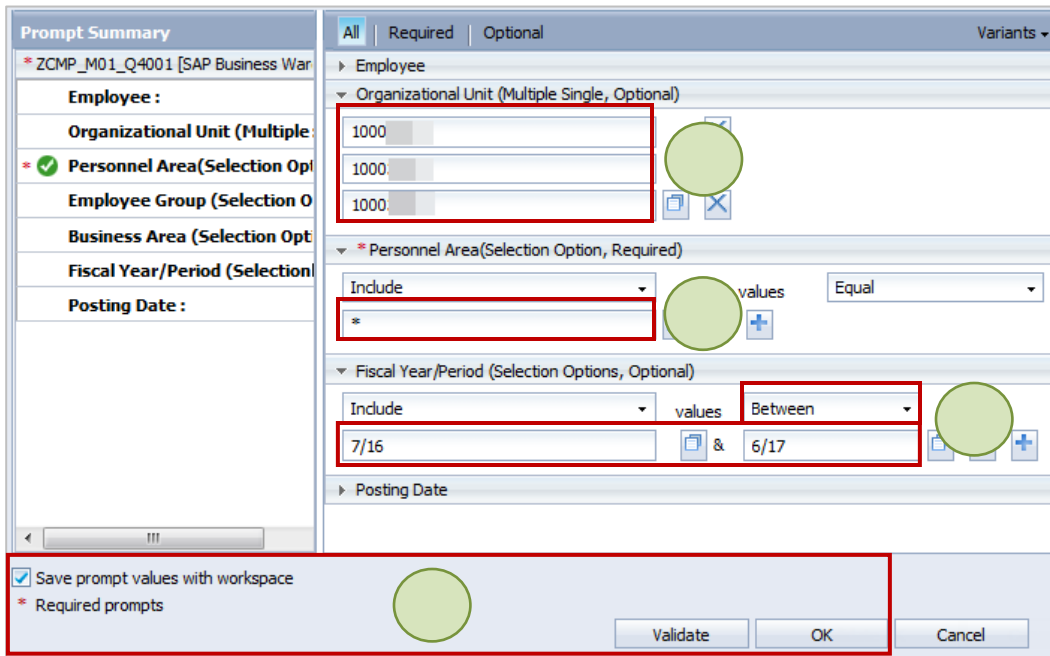
Use these two features to help you visually focus on one aspect of a large report. This job aid shows the steps to insert a line graph into a customized Complete Labor Distribution report and then use the Focus Analysis feature to review each selected line from the main (top) analysis as a line chart 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

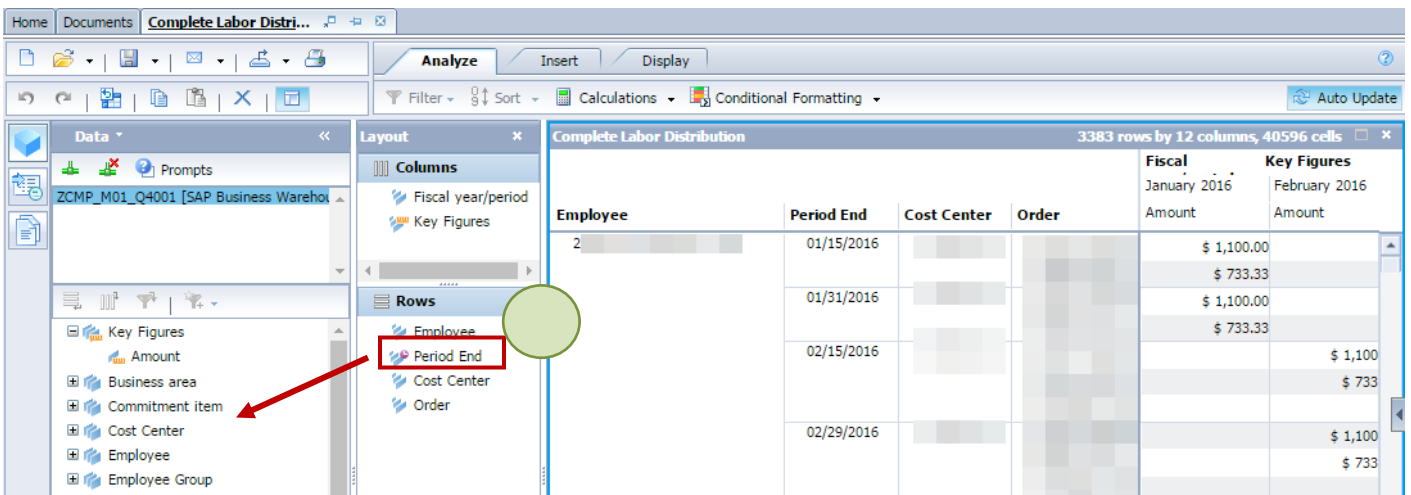


1. Click the **Human Resources** folder.
2. Click the **Payroll Admin** folder.
3. Double-click the Complete Labor Distribution report.

# Insert a Line Chart and Focused Analysis



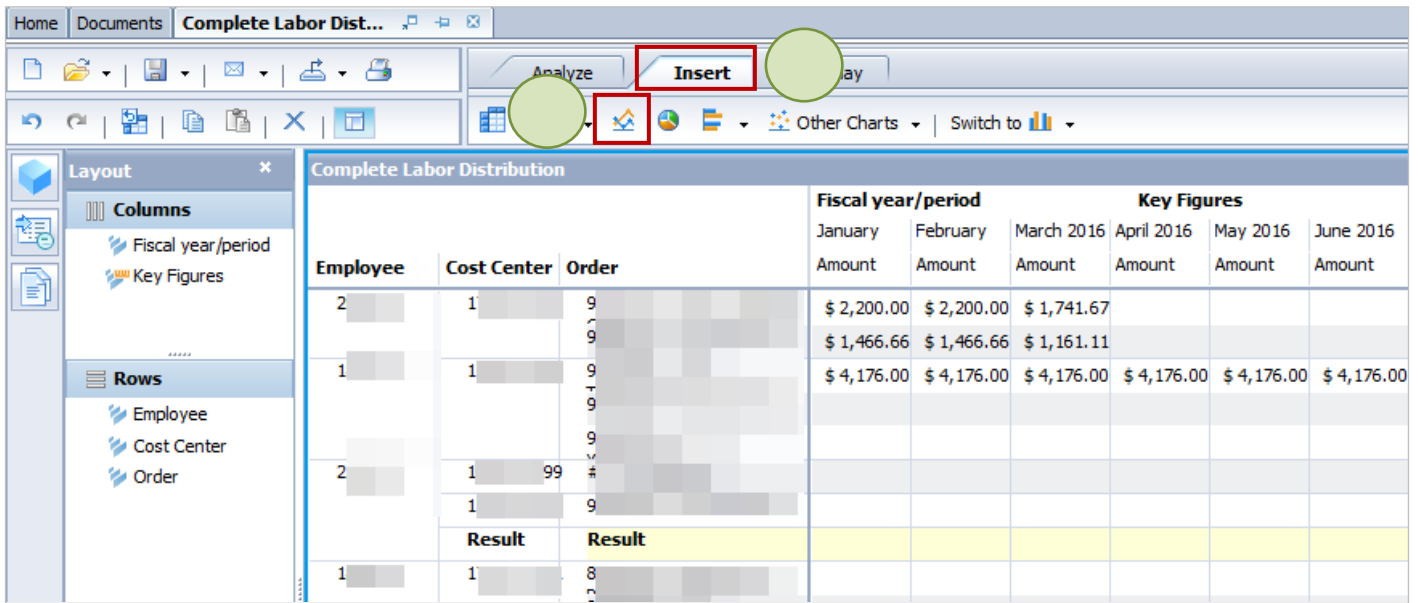
4. Enter \* in Personnel Area.
5. Enter the **Organizational Units** (mandatory for University reports).
6. Since this report runs from the beginning of SAP, enter a range. For example, between **7/16** and **6/17**.
7. Check all the buttons from left to right across the bottom (i.e., check **Save prompt values with workspace**, **Validate**, and **OK**).



Employee	Period End	Cost Center	Order	Key Figures	
				Fiscal January 2016 Amount	Fiscal February 2016 Amount
2	01/15/2016			\$ 1,100.00	
				\$ 733.33	
	01/31/2016			\$ 1,100.00	
				\$ 733.33	
	02/15/2016				\$ 1,100
					\$ 733
	02/29/2016				\$ 1,100
					\$ 733

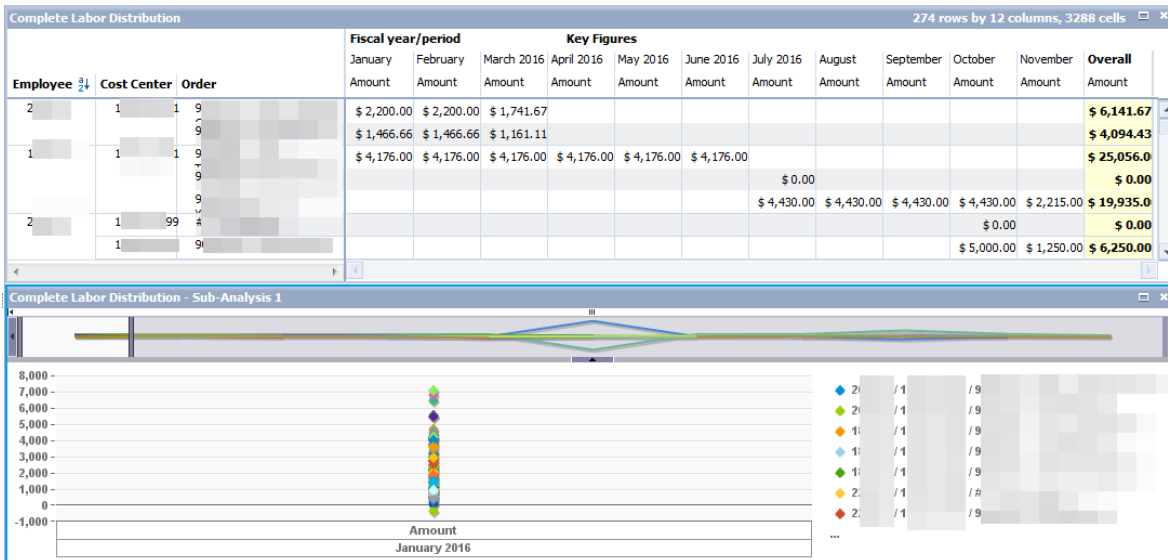
8. Drag and drop **Period End** from the Layout panel to the Data panel.

# Insert a Line Chart and Focused Analysis



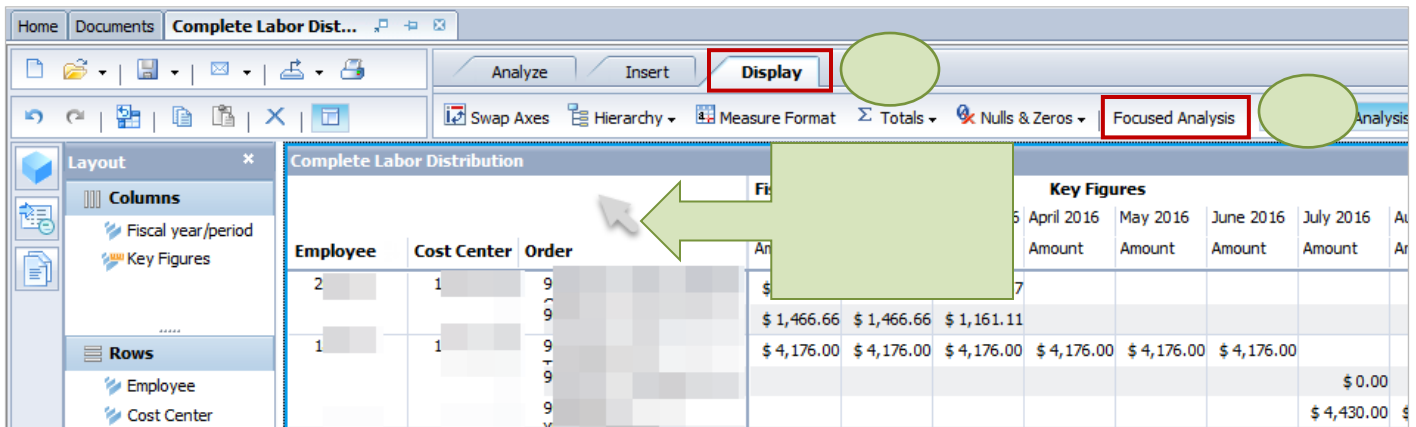
9. Click the **Insert** tab.

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

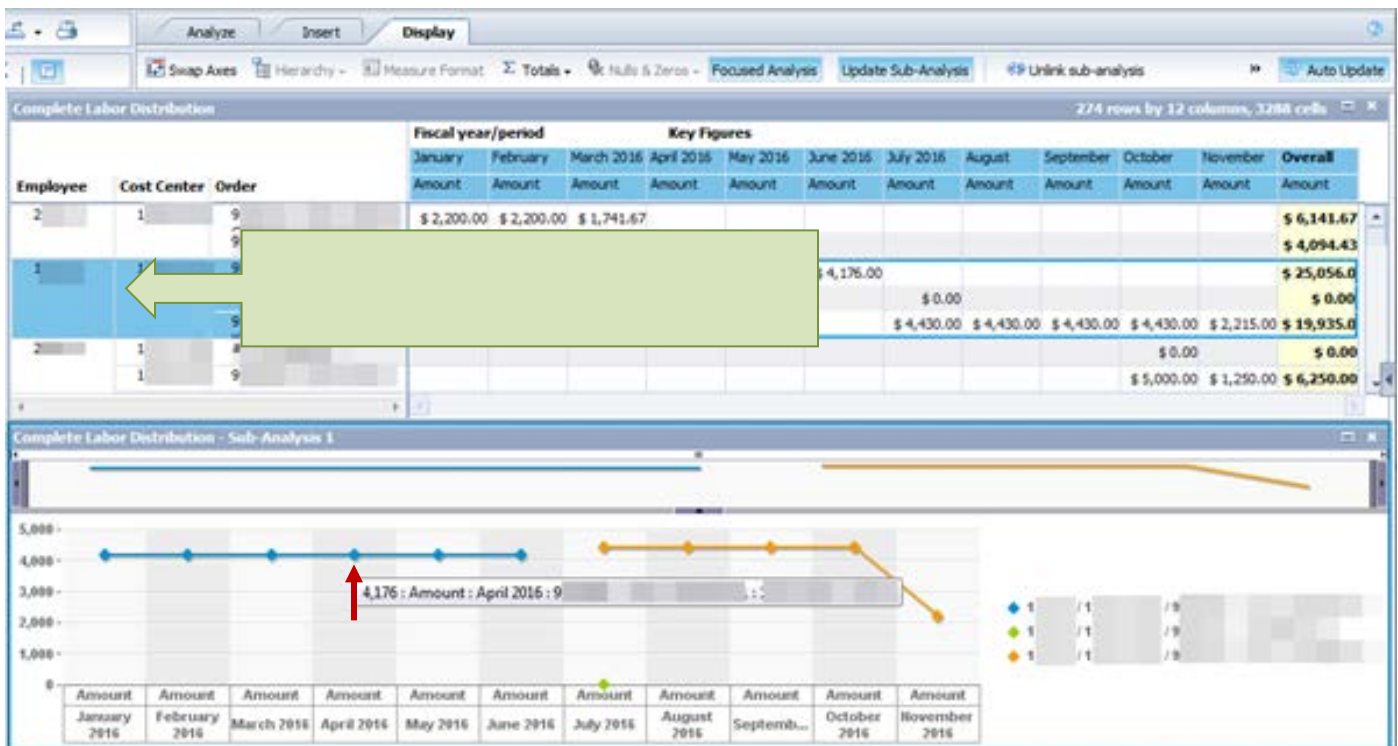


A line chart of ALL the data and only one period displays below the main analysis.

# Insert a Line Chart and Focused 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**.

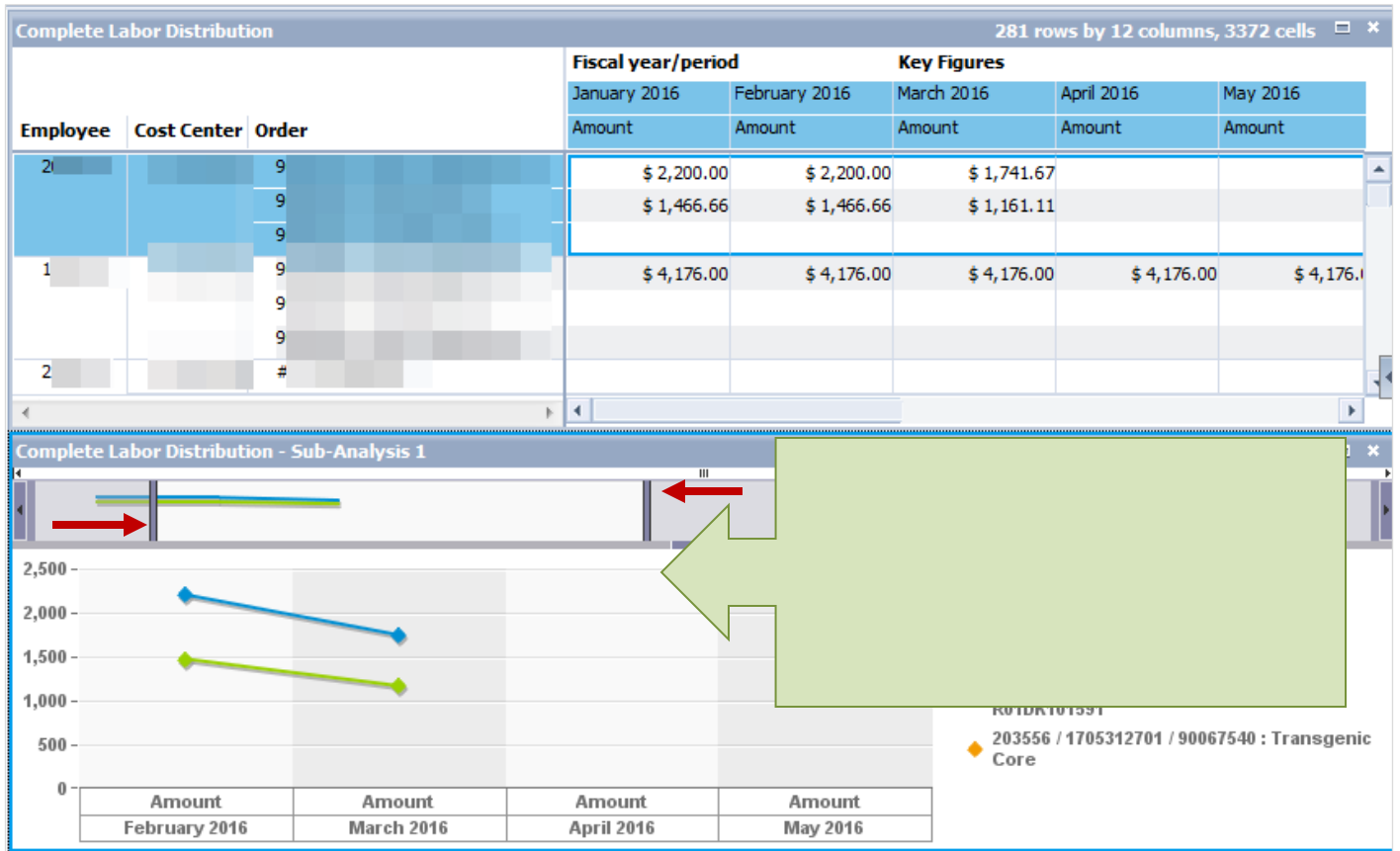


14. Click one employee in the top table and the focused analysis in line-graph form will display in the sub-analysis below.

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.

# Insert a Line Chart and Focused Analysis



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.