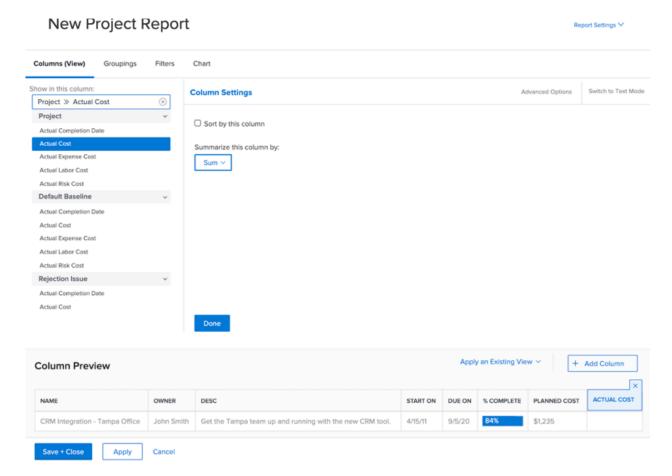
Create reports with charts activities

Activity 1: Add a chart to a report

The end of the quarter is nearing, and you want to see how recently completed projects stuck to their budgets. Create a report that shows the planned cost vs. the actual cost for projects. You want to see only projects that were completed in the last quarter. Add a combination column chart using custom colors.

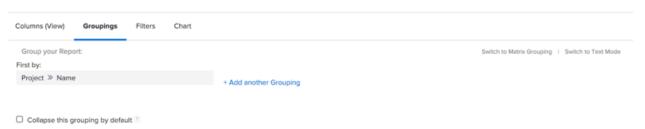
Answer 1

- 1. Select Reports from the Main Menu.
- 2. Click the New Report menu and select Project.
- 3. In the Columns (View) tab, click Add Column.
- 4. Select Project > Planned Cost and summarize this column by **Sum**.
- 5. Click Add Column again.
- 6. Select Project > Actual Cost and summarize this column by **Sum**.

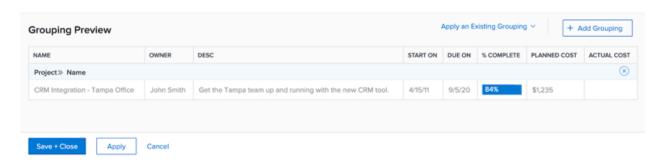


7. In the **Groupings** tab, set the report to group by Project > Name.

New Project Report

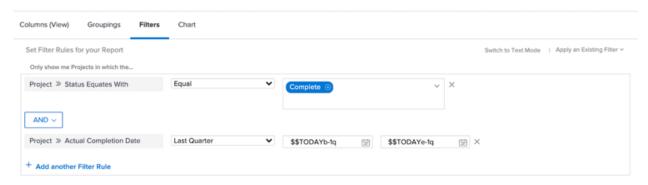


Report Settings V



- 8. In the **Filters** tab, add two filter rules:
 - Project > Status Equates With > Complete
 - Project > Actual Completion Date > Last Quarter

New Project Report



Report Settings V



- 9. In the **Chart** tab, choose **Column** for the chart type.
- 10. For the Left (Y) Axis, choose Project > Planned Cost.
- 11. For the Bottom (X) Axis, choose Project > Name.
- 12. Click the **Combination Chart** button and select Project > Actual Cost in the **Value** field.
- 13. Click the arrow next to the color box to change the Actual Cost color. Select one of the colors that appears or click the box in the lower-right corner to bring up the color palette.
- 14. Click on **Save + Close**. When prompted for a report name, call it "Planned vs Actual Cost by Project Completed Last Quarter."

New Project Report



