Jeremy Bowne

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To be able to have the actual cost, baseline cost, remaining cost, and cost variance in both chart and table format, you first have to click on the new report button under the reports tab. You would then select the table option when the dialog box pops up. From there it will ask you to name the report, I chose the default of “report”. In the field list box, select the applicable fields you wish to display in the table. Since there are a few defaults already selected, deselect them in the fields list on the right side of the screen. After that, to add the chart, select Chart from the ribbon in the design tab, in the insert section. When the insert chat dialog box pops up, select Column, and then clustered column. Once again, in the Field List on the right, select the applicable fields (Baseline Cost, Actual Cost, Cost Variance, and Remaining Cost). Once everything is selected, drag the chart and table so that they are visible and not covering each other.