

Introduction

This Help Guide explains how to login to SAP Analytics Cloud and how to run a report. The focus of the document is introducing the various elements of the SAC environment, including the Home page and the many navigational and functional features.

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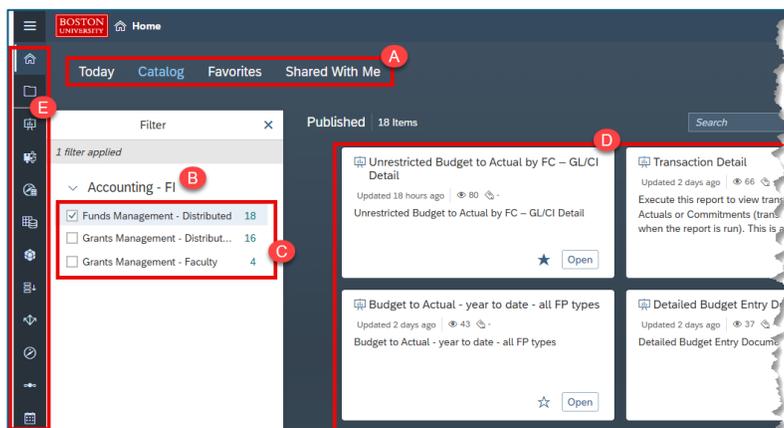
How to login

From the BUworks home page, select **Reporting (SAC)**.



The SAP Analytics Cloud environment

The Home Page



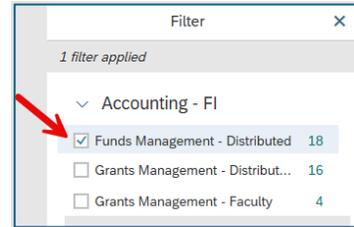
Four tabs are visible on the **Home** page (A):

The Catalog tab

Your session initially opens on the *Catalog* tab. It contains reports developed and released by the BUworks reporting team. The white Filter panel on the left displays a list of functional areas to which you have access (B). In this example, the user has access only to the *Accounting – FI* area. The other functional areas are *Human Capital Management* and *Procurement*.

Each functional area contains a list of report folders (C). Together, these functional areas and folders determine the list of reports available (D).

There is an important caveat regarding this display. If a report folder is checked, as in this case, the result is a limited view showing only a single functional area and the four reports contained within the folder selected. The other functional areas and folders will not be visible in the list displayed.



You may have access to folders other than those initially listed in the *Filter* panel. To see if your access includes other folders, uncheck any boxes currently containing a check mark. You can also click the *Clear Filters* button at the bottom of the panel.

The Favorites tab

It's possible to mark a report you use frequently as a Favorite. This tab contains a list of reports you have marked as favorites, thereby making them easy to find and run. Detail about creating and managing Favorites is provided in the Help Guide [SAC how to – create and use a Favorite](#).

The Shared with Me tab

This tab contains a comprehensive list of all SAC objects that have been shared with you (**B**). All reports listed are available to run. Use the check boxes in the Filter panel (**A**) to restrict the display to those folders you select.

The Today tab

This tab contains generic material provided by SAP that demonstrates SAC capabilities for displaying and analyzing data using a variety of visualizations.

The Sidebar

The sidebar (**E**) is the go-to location for all the main apps and features in SAP Analytics Cloud like Stories, Data Analyzer, and Files. Which destinations you see in the sidebar depends on your SAP permissions.

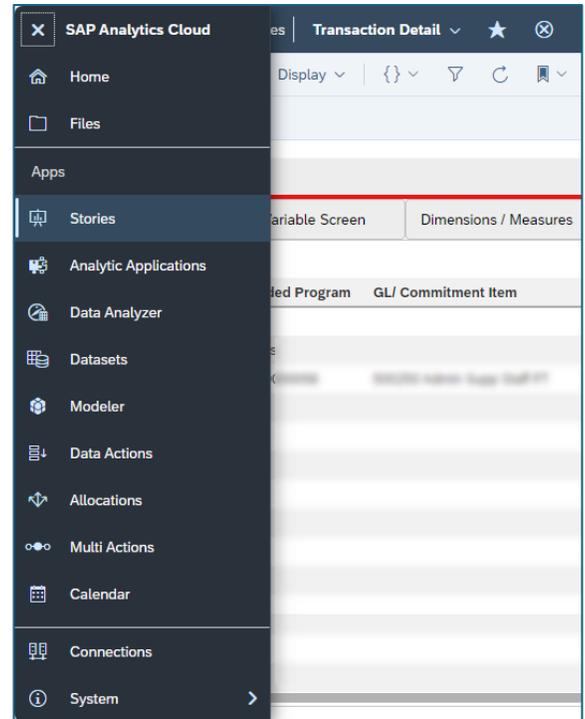
The navigation panel can be collapsed or expanded, allowing you to customize your workspace based on your needs. The panel is designed to help you quickly access various features and functionalities. Here's a breakdown of its main components:

Home: this is your starting point, where you can access recent stories, files, and analytic applications.

Files: enables you to manage all your files, including data sources, stories, and other documents.

Stories: enables you to create and view interactive reports and dashboards. Stories are where you can visualize your data through various charts, tables, and other graphical elements. A report is common example of a Story.

Data Analyzer this tool helps you explore and analyze your data in detail. You can create ad-hoc reports and perform in-depth data analysis.

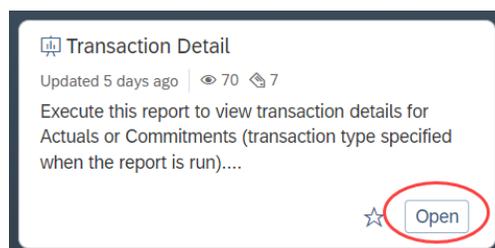


Exploring a report

To understand the general characteristics of the SAC environment once a report has been run, this section includes a brief description of how to run a report. A detailed exploration of the Variable Screen and running a report is described in this Help Guide: [SAC basics –Variable Entry screen details](#).

From the *Catalog* or the *Favorite* tab, click the **Open** button on the tile for the report you want to run.

The Variable Entry screen is displayed.



Variable entry screen layout

Set Variables for Transaction Detail

Show mandatory variables only (1) Apply Variant: None Settings

Variables	Members Description
Posting Date* A	[] Jul 1, 2023 May 30, 2024
	[] e.g. Dec 31, 2024 e.g. Dec 31, 2024
Funds Center	[] Enter the ID for a member Enter the ID for a member
Revenue (2) / Expense (3)	[] Enter the ID for a member Enter the ID for a member
GL / Commitment item	[] Enter the ID for a member Enter the ID for a member
Actual (1) / Commitment (2)	[] Enter the ID for a member Enter the ID for a member
Grant	[] Enter the ID for a member Enter the ID for a member

Set Cancel **D**

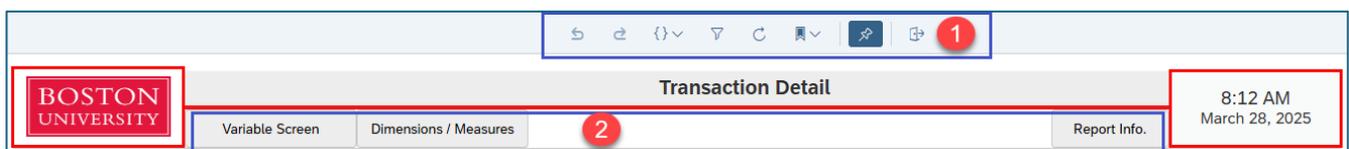
The asterisk (**A**) indicates a required field. In this example, only a single attribute is required to run the report. This field, **Posting Date**, is pre-populated with the dates of the current fiscal year, but can be changed as described in this Help Guide: [SAC basics –Variable Entry screen details](#). Note that the checkbox (**B**) can be used to restrict the display to show only mandatory variables. If you don't specify values for any variables other than those that are required, running the report will allow you to view all data allowed by your permissions.

Use the scroll bar (**C**) to scroll up or down to view other variables. When all values have been entered, press **Set** (**D**) to run the report.

The report function bars

Once a report has run, data is displayed in a layout common to all reports. This section examines a layout independent of the data any individual report might contain.

1. The Toolbar
2. The report navigation bar



The Toolbar



- A. Undo:** reverts actions performed directly on data in a report grid. For example, if a filter was applied directly to a **GL/Commitment Item** using the *Filter Member* or *Filter* function, the filter could be removed by clicking Undo.



Redo: repeats an action that was previously undone using the Undo function.



i Both *Undo* and *Redo* must be applied immediately after a change was made to a report. If other actions were performed after the action to be undone/redone, *Undo* and *Redo* will operate on those actions instead.

- B. Edit Prompts :** return to Variable Screen to view or change values specified. This function is equivalent to using the Variable Screen button (described below). A detailed description of the Variable Screen is provided in the Help Guide [SAC basics –Variable Entry screen details](#).



- C. Filter Panel :** display filter panel.

Reference Help Guide: [SAC how to - filter report data](#).



- D. Refresh data:** refresh data displayed in the report.



- E. Bookmarks:** save as a bookmark or open existing bookmark.

Reference Help Guide: [SAC how to - create, use and manage bookmarks](#).



- F. Pin:** use this function to pin (show) or unpin (hide) the Toolbar. Note: once a toolbar has been unpinned, slide your cursor toward the top of the page to reveal the bar. It's then possible to pin the toolbar if you want it to remain visible. When the icon is highlighted, as it is here, the toolbar is pinned.

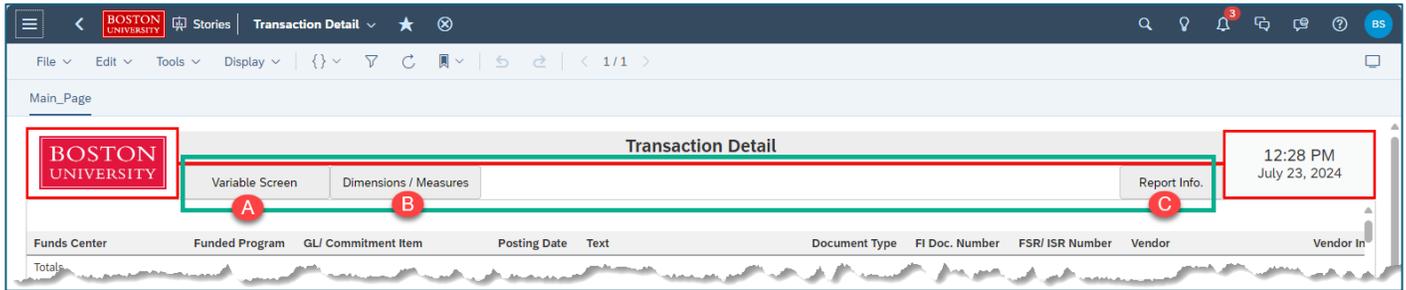


- G. Exit/Back:** returns to the location from which the report was run. For example, if this report were run from the *Favorites* tab, clicking *Exit* would return to that tab.



i Note that the behavior of a browser's back button is like that of the SAC Back function. Clicking on either returns you to the page from which the report was executed.

The Report Navigation Bar



The Navigation Bar contains three buttons:

- A. Variable Screen:** return to the Variable Entry screen to review values previously specified, change values, etc. Note that the  icon in the Toolbar also redisplay the Variable Screen. The Variable Screen is described in detail in this Help Guide: [SAC basics –Variable Entry screen details](#).
- B. Dimensions/Measures:** multiple functions are available to operate on report Dimensions and Measures. These functions include the ability to add or remove data from a report, change column position and change display properties. The Help Guide [SAC how to - add-move-remove report data](#) provides a detailed look at the Dimensions/Measures button.
- C. Report Info:** provides report technical information.