

The slide features a header with the CPA Business Intelligence logo on the left and the Office of the Comptroller of Public Accounts, Texas, seal on the right. The SAP BusinessObjects logo is centered. Below the logo is a dark banner with the title 'Web Intelligence - Selecting, Sorting, Grouping and Summarizing Data'. The main content area contains instructional text about the BusinessObjects 4.1 application, sound requirements, navigation instructions, and a note about a PDF version. A 'View PDF Version' button is located at the bottom left. The background of the slide shows a stack of books and a pen.

CPA Business Intelligence

OFFICE OF THE COMPTROLLER  
PUBLIC ACCOUNTS  
TEXAS

**SAP BusinessObjects™**

## Web Intelligence - Selecting, Sorting, Grouping and Summarizing Data

The following lesson contains screenshots of the actual BusinessObjects 4.1 application, with text and narration explaining how to use BusinessObjects to perform certain functions.

Please ensure that you are currently sitting at a computer that has sound playing capabilities and that the speakers are turned up to an acceptable volume.

When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.

Note: If you prefer a PDF version of this tutorial please follow the link below.

[View PDF Version](#)

## Page 1 – Web Intelligence – Selecting, Sorting, Grouping and Summarizing Data

The following lesson contains screenshots of the actual BusinessObjects 4.1 application, with text and narration explaining how to use BusinessObjects to perform certain functions.

Please ensure that you are currently sitting at a computer that has sound playing capabilities and that the speakers are turned up to an acceptable volume.

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## **Page 2 – Create Breaks Between Groups of Data**

Web Intelligence allows you to create breaks between groups of data to more efficiently organize the results of your query and display subtotals and totals.

In this tutorial, you will create breaks between the different stores displayed in the table.

**SAP BusinessObjects**  
**Selecting, Sorting, Grouping and Summarizing Data**


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Create Breaks Between Groups of Data

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In this example, we'll create breaks between the different stores displayed in the table.

Report Elements | Formatting | Data Access | Analysis | Page Setup

Tables | Cell | Section | Chart | Other

Tools | Position | Linking

Turn Into ▾
Set as section

**Sales Revenue by Quarter**  
 California


Select the column.

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q1	\$421,300


### Page 3 – Create Breaks Between Stores

In this example, we'll create breaks between the different stores displayed in the table.

Select the column.



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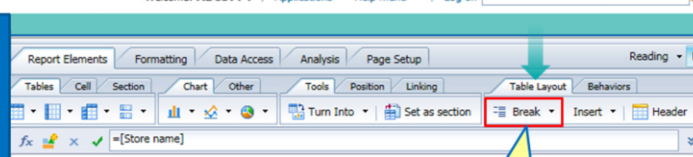
Create Breaks Between Groups of Data

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Once a column is selected, the Table Layout options display.

Now we'll insert the break. Note that we can remove an existing break using the same option.



Select the Break list.

**Sales Revenue by Quarter**

**California**


Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
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e-Fashion Los Angeles	2005	Q1	\$398,860
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e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q1	\$421,300

## Page 4 – Insert the Break

Once a column is selected, the Table Layout options display.


Now we'll insert the break. Note that we can remove an existing break using the same option.

Select the **Break** list.



Page 5 – Insert the Break (continued)

**Selecting, Sorting, Grouping and Summarizing Data**



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Create Breaks Between Groups of Data

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Home Documents Sales-By-Quarter

**Available Objects**

Type here to filter tree

- Sales-By-Quarter
  - Quarter
  - State
  - Store name
  - Year
  - Sales revenue
- Variables
  - Sales Tax

Report Elements
Formatting
Data Access
Analysis
Page Setup
Reading

Tables
Cell
Section
Chart
Other
Tools
Position
Linking
Table Layout
Behaviors

Break
Insert
Header

Turn Into
Set as section

**Sales Revenue by Quarter**

California

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q1	\$421,300

Add Break  
 Remove Break  
 Remove All Breaks  
 Manage Breaks...

Select Add Break.

## Page 5 – Insert the Break (continued)

Select **Add Break**.

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Page 6 – Duplicate Column Values are Suppressed

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**Create Breaks Between Groups of Data**

When we create a break, the duplicate values for the selected column are suppressed.

The screenshot shows the SAP BusinessObjects report designer interface. On the left is a tree view with folders for 'Sales-By-Quarter', 'Variables', and 'Sales Tax'. The main area displays a report titled 'Sales Revenue by Quarter' for 'California'. A table is shown with columns: 'Store name', 'Year', 'Quarter', and 'Sales Tax'. The table data is as follows:

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
	2004	Q2	\$252,558
	2004	Q3	\$232,327
	2004	Q4	\$188,824
	2005	Q1	\$398,860
	2005	Q2	\$303,980
	2005	Q3	\$443,591
	2005	Q4	\$435,185
	2006	Q1	\$421,300

A yellow callout box points to the 'Store name' column with the text 'Select and scroll down.'.


## Page 6 – Duplicate Column Values are Suppressed

When we create a break, the duplicate values for the selected column are suppressed.

Select and scroll down.

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**Page 7 – An Extra Row is Added**


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**Create Breaks Between Groups of Data**

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Home Documents **Counts by Location**

File Properties      Report Elements   Formatting   Data Access   Analysis   Page Setup      Reading ▾   Design ▾

Tables   Cell   Section   Chart   Other      Tools   Position   Linking

Turn Into   Set as section

At the bottom of the rows for a particular value, an extra row is also added where subtotals will appear if we choose to add them to the report.

2005	Q1	\$398,860
2005	Q2	\$303,980
2005	Q3	\$443,591
2005	Q4	\$435,185
2006	Q1	\$421,390
2006	Q2	\$423,867
2006	Q3	\$432,215
2006	Q4	\$379,205
e-Fashion Los Angeles		
<b>Store name</b>	<b>Year</b>	<b>Quarter</b>
e-Fashion San Francisco	2004	Q1
	2004	Q2
	2004	Q3
	2004	Q4

## Page 7 – An Extra Row is Added

At the bottom of the rows for a particular value, an extra row is also added where subtotals will appear if we choose to add them to the report.

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Create Breaks between Groups of Data

This concludes this lesson.

Additional Tutorials

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## Page 8 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials