

IRA Pivot Table Review and Using Analyze to Modify Reports

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What is a Pivot Table?

- A pivot table takes rows of detailed data (such as the lines in a downloadable table) and summarizes them at a higher level using a defined structure.

Entity	Org	Funding	Activity	Subactivity	Natclass	Effective Date	Posted Date	Budget Amount	Actual Amount	Enc Am
20-College Only	546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0000-Default	7219-RENTALS EQUIP Office	5/10/2013	5/10/2013	0.00	459.00	
20-College Only	546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0000-Default	7511-SUPPLIES Office	5/1/2013	5/6/2013	0.00	-543.84	
20-College Only	546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0000-Default	7511-SUPPLIES Office	5/1/2013	5/6/2013	0.00	-41.46	
20-College Only	546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0000-Default	7511-SUPPLIES Office	5/1/2013	5/6/2013	0.00	-535.00	
20-College Only	546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0000-Default	7511-SUPPLIES Office	5/1/2013	5/6/2013	0.00	-140.13	

Grand Total

	Budget Amount	Actual Amount	Encumb Amount
Org			
546-Accounting Operations	0.00	-801.43	0.00
Grand Total	0.00	-801.43	0.00

Grand Total Section is a pivot table of the detail in the downloadable table or report table.

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What is a Pivot Table?

- IRA Launchpad Reports (IRA) include a “canned” pivot table view that uses the data returned, based on the filters selected, and summarizes it in a pre-determined structure:

Select a View

Fiscal Year is equal to **2013**
and Fiscal Period is equal to **11-MAY**
and Org is equal to **546-Accounting Operations**
and Natclass is equal to **7219-RENTALS EQUIP Office, 7511-SUPPLIES Office**
and JE Transaction Type is equal to **Actual**

Select a View

			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org ▲▼	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	0.00
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	0.00

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Modifying Pivot Table View

- The pivot table view of IRA reports may be customized to meet a variety of individual reporting needs using the Analyze tool.
- Customization is accomplished by including and/or excluding the data fields available for that report (see IRA Pivot Views Appendix).
- Choose and run an IRA report based on the data fields needed in the customized report (see Data Fields Matrix). Save your report using “Page Options” in case you want to start over. Click “Analyze” to go to the Analyze tool.

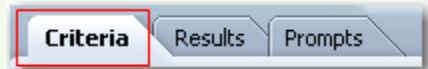
			Budget Amount	Actual Amount	Encum Amount
Org▲▼	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	

	Encumb Amount
-801.43	0.00
-801.43	0.00

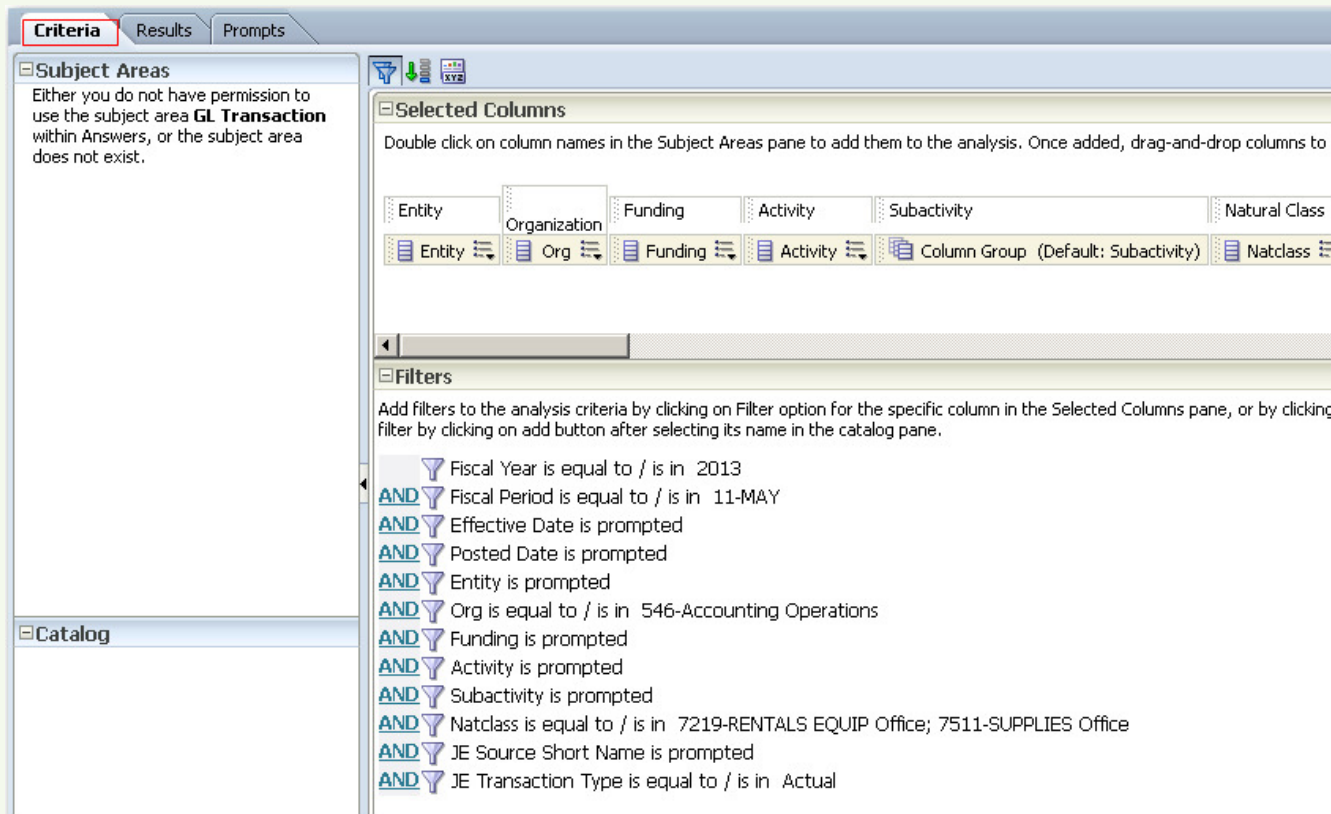
[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

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Modifying Pivot Table View

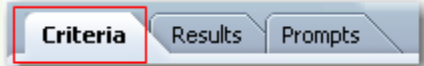


- Analyze, Criteria tab:



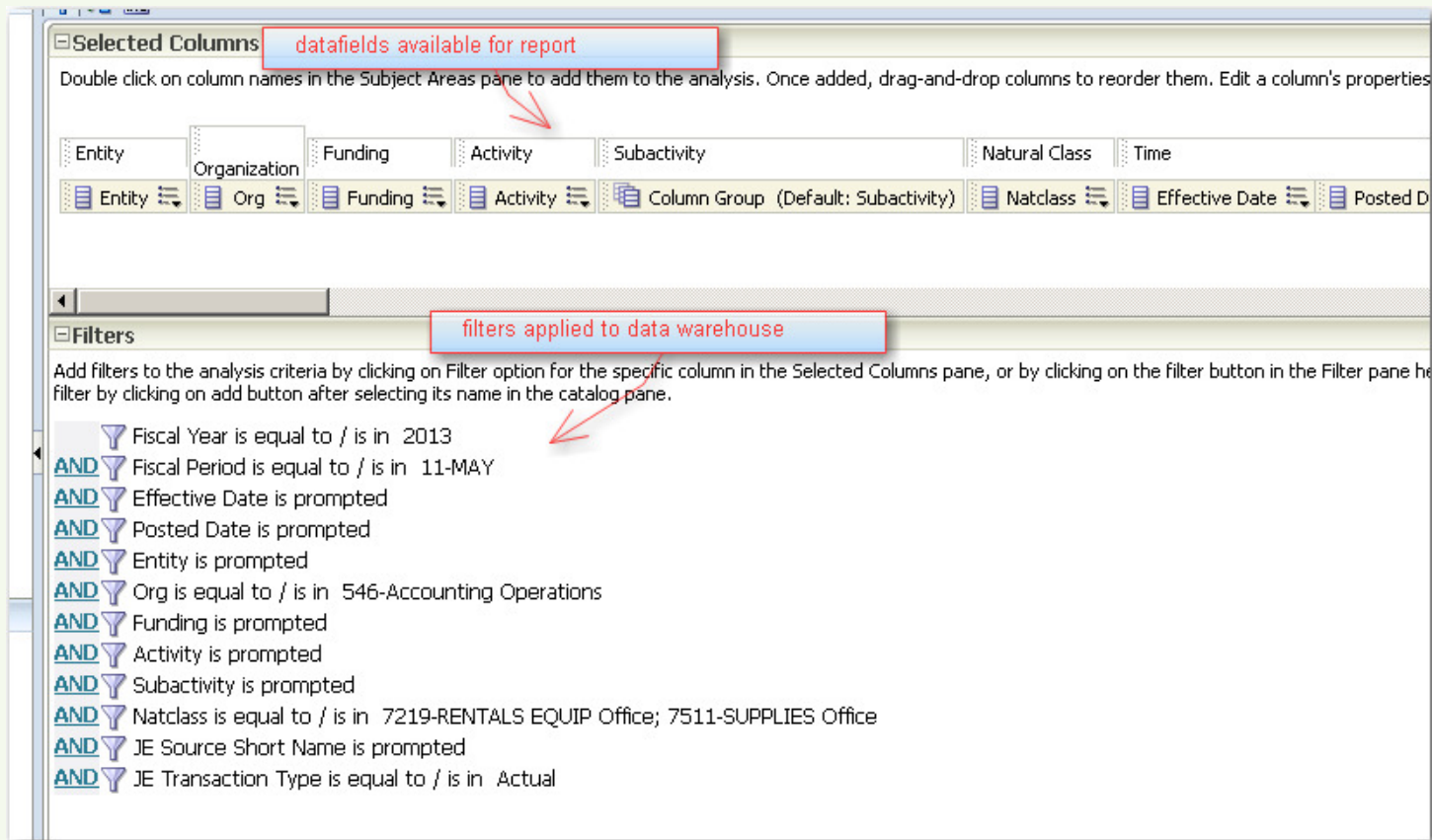
You are seeing the underlying structure of the IRA report. Changes made here do not affect the IRA canned report design. Changes made here create a custom report design to include data you want to see and exclude data you don't want to see in your report. Once saved, this report can be used instead of the IRA report.

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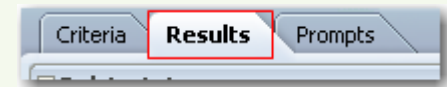


Modifying Pivot Table View

- The criteria tab shows all filters chosen when you ran the IRA report. You can add additional filters and modify existing filters here. Once you have saved your customized report design, you can run reports that query the same data warehouse that IRA does, and get updated financial data.

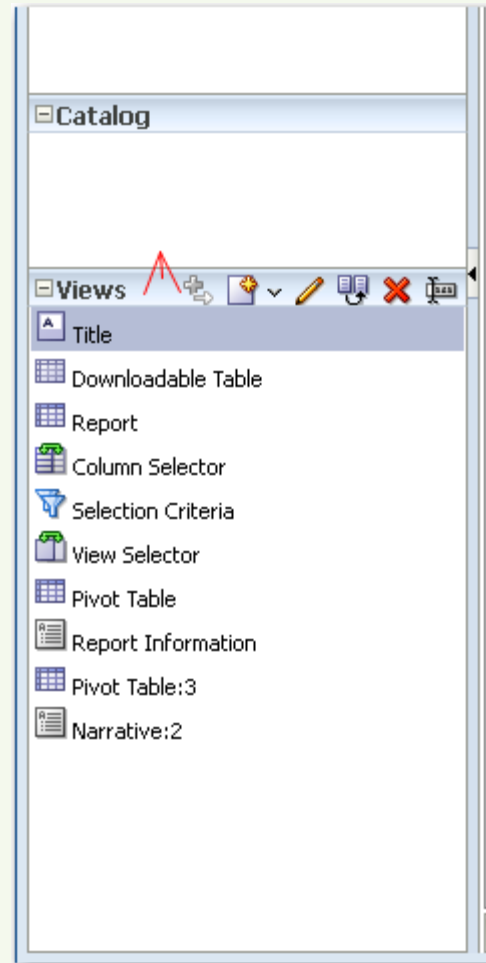


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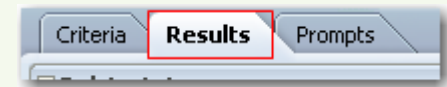


Modifying Pivot Table View

- To customize the pivot table structure, choose the Results tab and choose a Pivot Table view from the menu in the lower left. Each report has up to three pivot table views. Choose one view as a starting place to customized your report. In most cases you will choose Pivot Table 2.
- The Views area can be expanded by dragging the toolbar up.

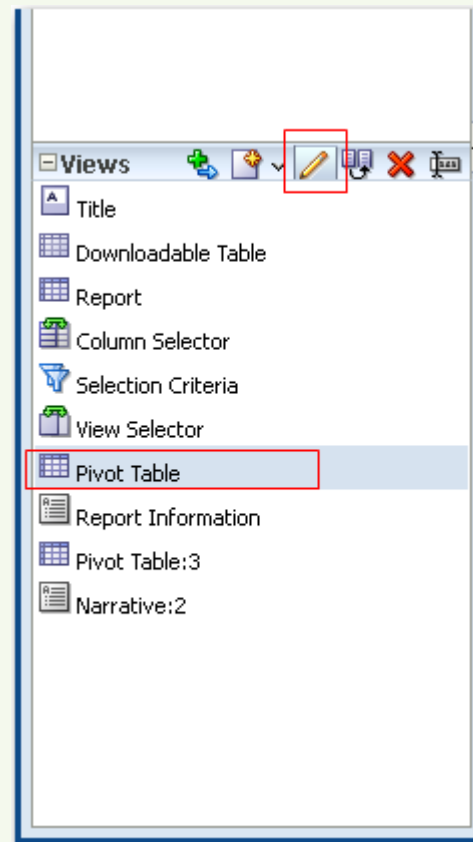


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Modifying Pivot Table View

- Highlight the “Pivot Table” View and click the pencil icon to Edit the view.



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Pivot Table View - overview

Criteria **Results** Prompts

Results Prompts

Table

Subject Areas
 You do not have permission to subject area **GL Transaction** answers, or the subject area exist.

Shows what report will look like

Uncheck "Display Results" while designing report

Org	Funding	Activity	11-MAY Budget Amount	11-MAY Actual Amount	11-MAY Encumb Amount
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	0.00
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	0.00

Layout
 Drag/drop measures, columns and hierarchies to determine pivot table layout.

Pivot Table Prompts
 Drop here for Pivot prompts

Sections
 Drop here for a sectioned Pivot

Pivot Table Design Area

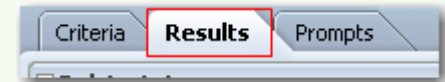
Rows
 Organization Funding Activity
 Org Funding Activity

Excluded
 Entity Table Natural Class Time Encumb Type JE Source JE Line Details
 Entity Subactivity Natclass Effective Date Posted Date Encumb Type Name JE Source Short Name Reference 1

Drag this arrow left and the Layout bar up to create more room for design

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Pivot Table Structure – example part 1



Layout
Drag/drop measures, columns and hierarchies to determine pivot table layout.

Pivot Table Prompts **Prompts Area – creates pulldown menu of datafield values**
Drop here for Pivot prompts

Sections **Sections Area – create separate section for each datafield value**
Drop here for a sectioned Pivot

Pivot Table

Rows

Organization	Funding	Activity
--------------	---------	----------

Rows Area – datafields to include in rows

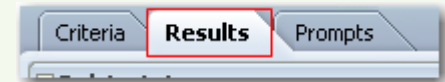
Excluded

Entity	Table	Natural Class	Time	Encumb Type	JE Source	JE Line Details		
Entity	Subactivity	Natclass	Effective Date	Posted Date	Encumb Type Name	JE Source Short Name	Reference 1	R

Excluded Section (data fields which are available for use in the pivot table but are not in)

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Pivot Table Structure – example part 2



Scroll the to right to see the rest of the Layout:

Columns Area – datafields included in columns

Measures Area – dollar amounts or other data to be summarized

Layout

Columns

Time

Fiscal Period Number

Fiscal Period

Measure Labels

Measures

GL Transactions

Budget Amount

Actual Amount

Encumb Amount

ticket

Work Order Number

JE Line Description

JE Batch Name

JE Header Name

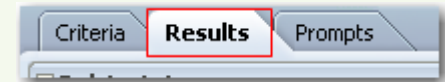
JE Transaction Type

Created By

Full Chart St

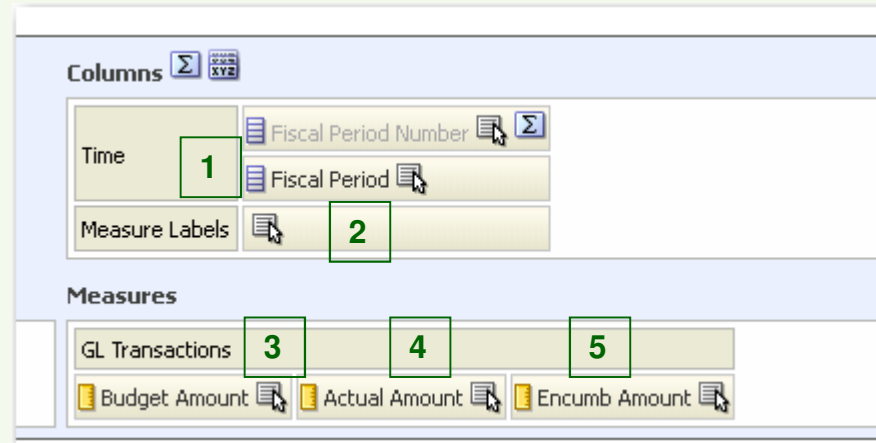
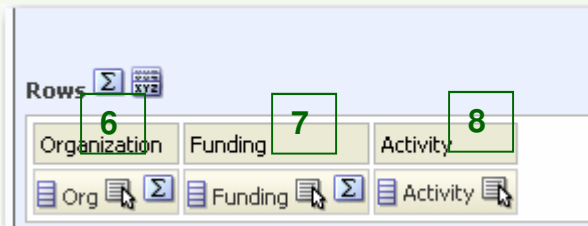
GL Transaction

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Pivot Table Structure - example

- Rows/Columns/Measures

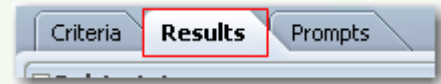


Pivot results:

			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	0.00
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	0.00

How the data fields are placed in the various areas determines the organization of the pivot table report. The specific data returned is determined by the filters on the Criteria tab.

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Pivot Table Structure

- Placing a data field in the Prompts Area will allow you to view the data by each value for that data field. Leaving it empty will return all data in one view.

The screenshot shows the IRA Analyze software interface. At the top, there are navigation tabs for Criteria, Results, and Prompts. Below the tabs, there is a dropdown menu for 'Natclass' with three options: '7219-RENTALS EQUIP Office', '7219-RENTALS EQUIP Office', and '7511-SUPPLIES Office'. The first two options are highlighted. Below the dropdown is a table with columns for '11-MAY Budget Amount' and '11-MAY Actual Amount'. The table has one row of data: '546-Accounting Operations' with '368000-Subvention College' funding and '343601-Accounting Services' activity, showing a budget amount of 0.00 and an actual amount of 49. Below the table is a 'Layout' section with a 'Pivot Table Prompts' area. The 'Pivot Table Prompts' area contains a dropdown menu with 'Natural Class' and 'Natclass' options. The 'Natclass' option is highlighted. Below the 'Pivot Table Prompts' area is a 'Sections' area and a 'Pivot Table' area.

Allows users to view the data by individual values, one per report (page).

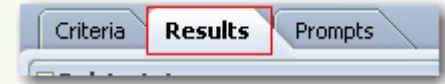
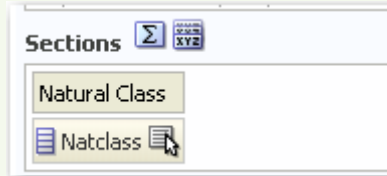
Note: To include All Values as a choice in the dropdown list, click the sum icon next to Pivot Table Prompts, and select "After":

This is a close-up of the 'Pivot Table Prompts' dropdown menu. The menu is open, showing options: 'None', 'Before', 'After', 'Format Labels...', and 'Format Values...'. The 'After' option is selected, indicated by a blue checkmark and a red box. The 'Sum' icon (a small square with a plus sign) is also visible in the top right corner of the menu.

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Pivot Table Structure

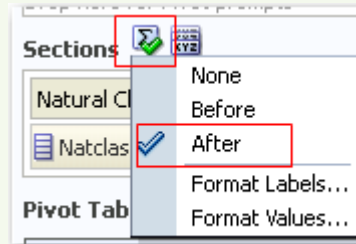
- Placing data fields in the Sections Area will divide results into sections based on values for those data fields. Leaving it blank will consolidate results into one section.



Natclass 7219-RENTALS EQUIP Office			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	0.00

Natclass 7511-SUPPLIES Office			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	0.00

- Adding a total to the Section Area will add an All Section that will show a sum of all other sections.

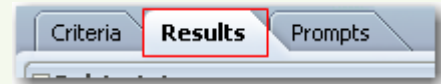


Natclass 7219-RENTALS EQUIP Office			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	0.00

Natclass 7511-SUPPLIES Office			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	0.00

Natclass All Sections			11-MAY	11-MAY	11-MAY
			Budget Amount	Actual Amount	Encumb Amount
Org	Funding	Activity			
546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	459.00	0.00
546-Accounting Operations	368000-Subvention College	343602-Accts Payable Office	0.00	-1,260.43	0.00

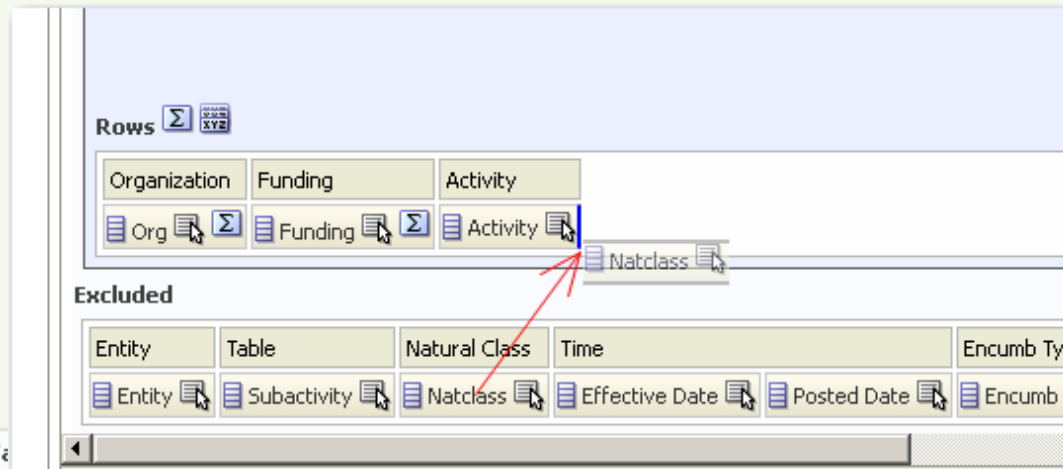
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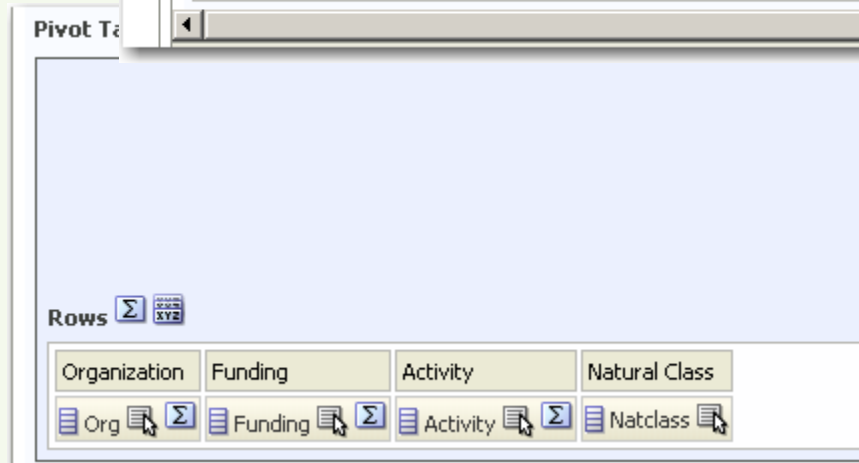
Adding & Removing Data Fields

- To add data fields to the report, drag and drop the fields from the Excluded Area into the appropriate areas in the pivot table report set-up.

Blue line indicates where the field will drop:



Result:

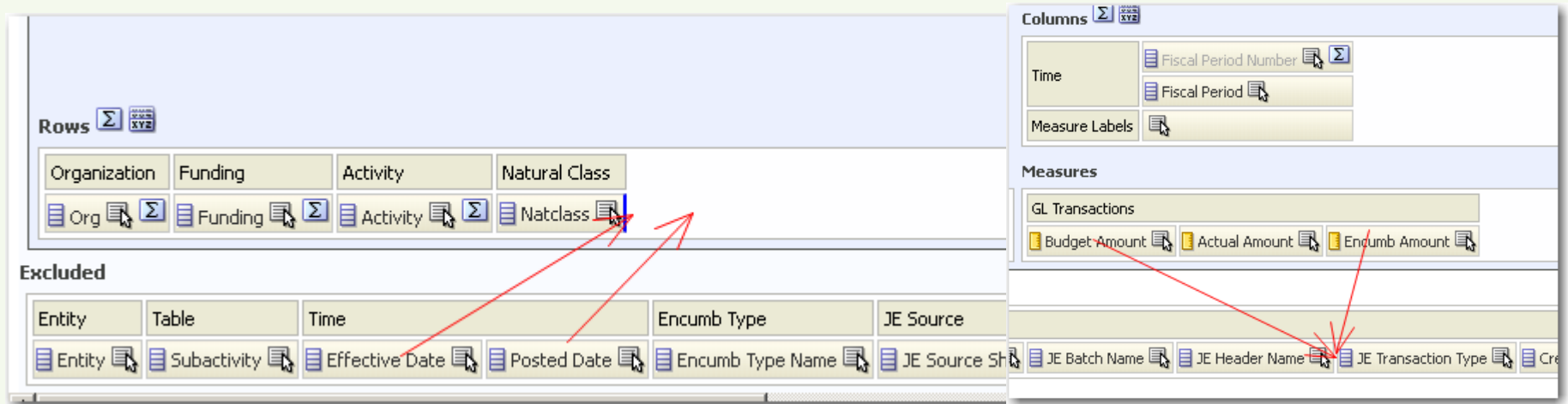
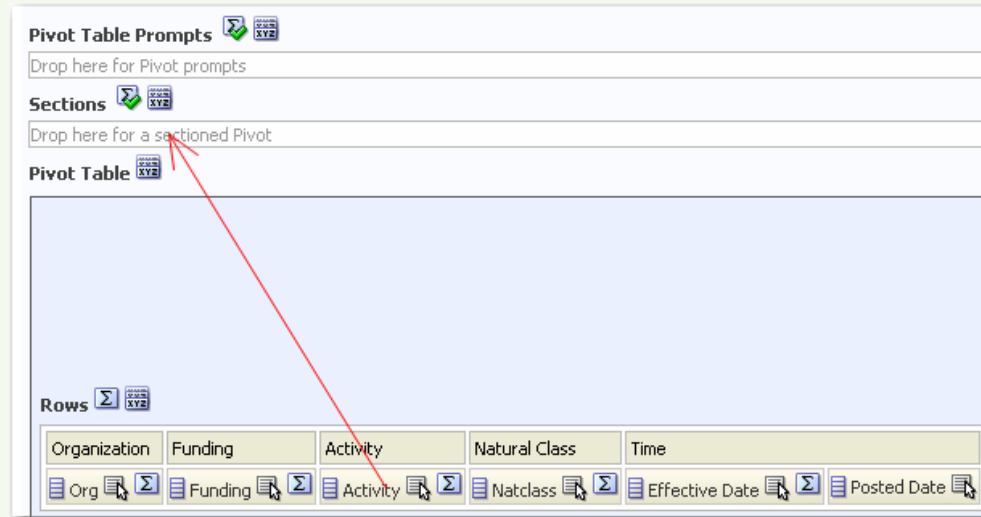
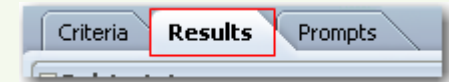


- To remove a data field, drag it to anywhere in the Excluded Area and drop.

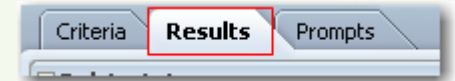
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Rearranging Fields

- Drag and Drop data fields between the report set-up areas and Excluded area as needed
- Only Dollar and Fact fields should be added to the Measures area. You must have at least one measure.

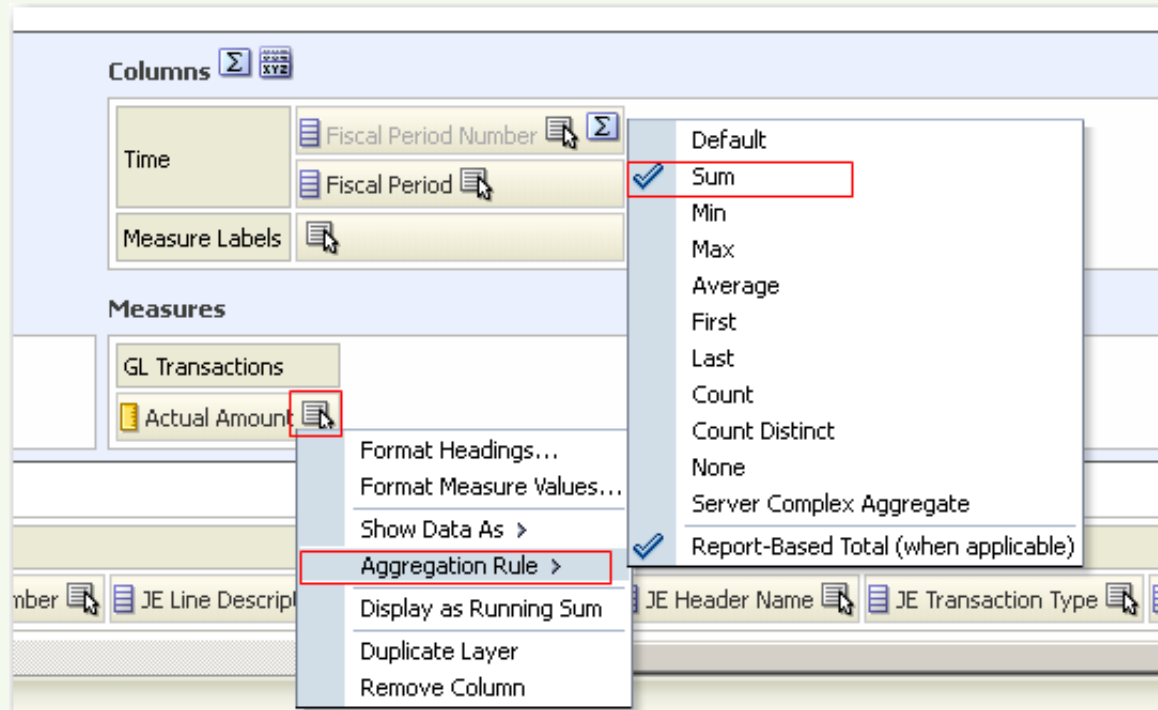


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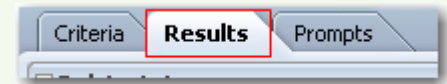


Measures Aggregation Rule

- **Measures** Aggregation Rule is set to “Default”, which will not allow calculations or sums to process correctly. ALWAYS verify that the Aggregation Rule is set to something other than Default for all data fields in the Measures area. Change this setting using the **More Options** button. For dollar amounts, choose Sum.
- Caution: When Measures data fields are moved in and out of the pivot table set-up area, the Aggregation Rule may revert to Default. Remember to reset these to something other than default.

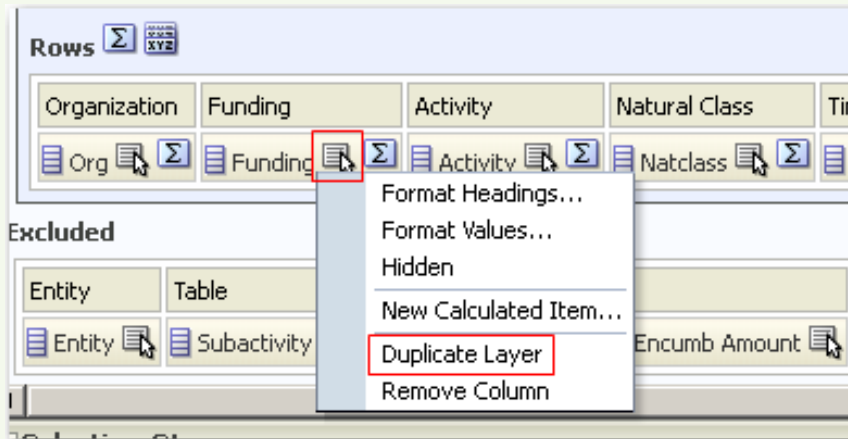


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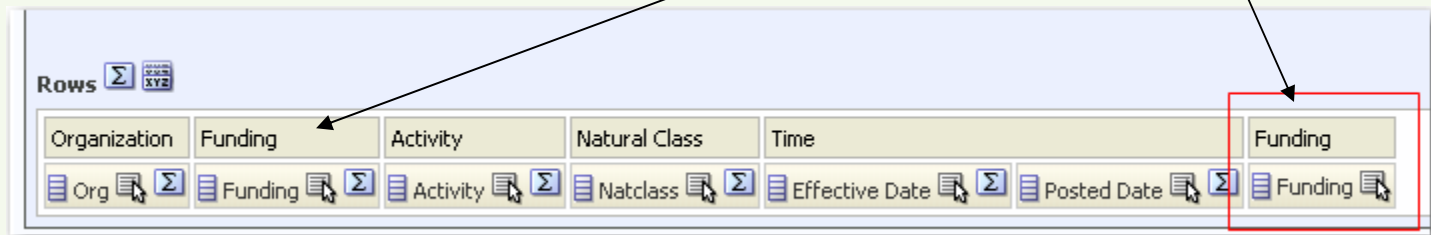


Duplicating a Data field

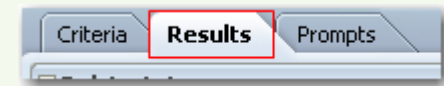
- An individual data field may need to be used in more than one area in a pivot table. Since it is only listed once in the available fields, use “Duplicate Layer” to create another of the same field:



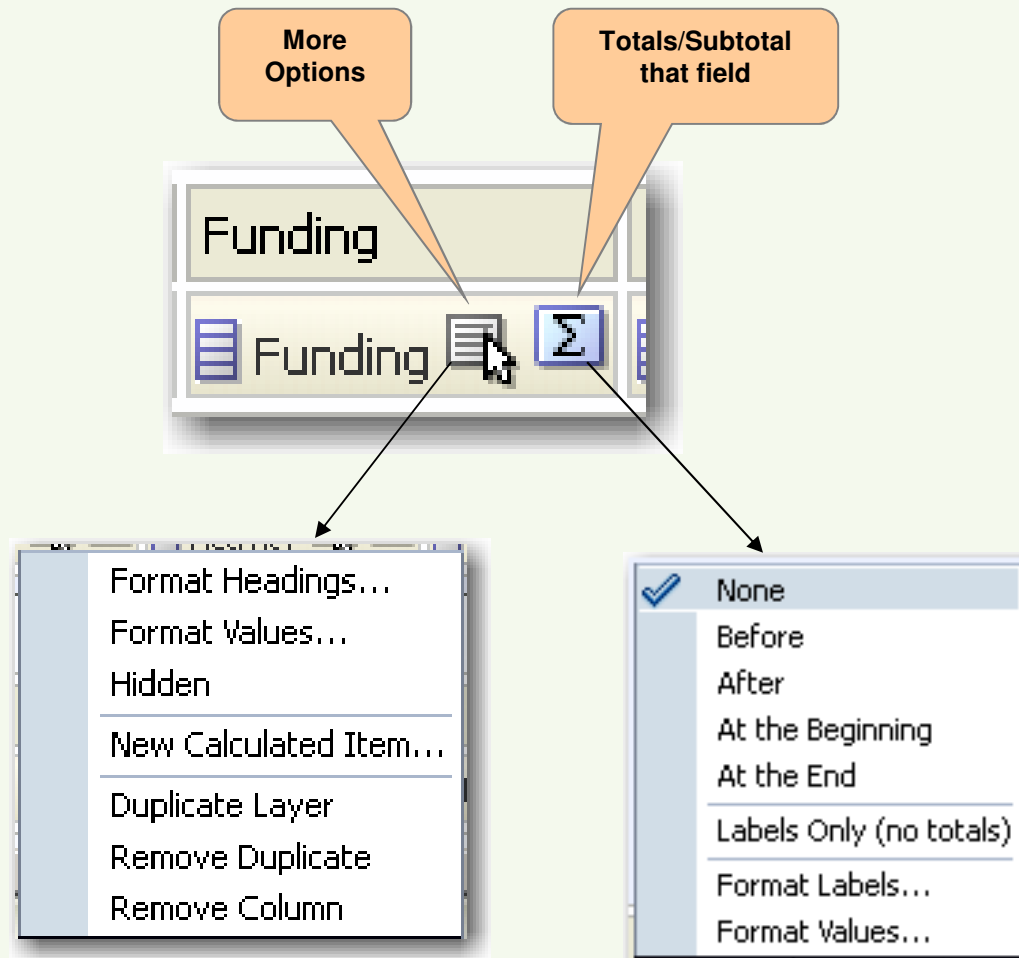
A duplicate of the same data field is available for use in another area of the report.



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Setting Field and Area Properties



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Setting Column Width

Here, the Org column is narrow:

Org	Funding	Ac
546-Accounting Operations	368000-Subvention College	34
546-Accounting Operations	368000-Subvention College	34

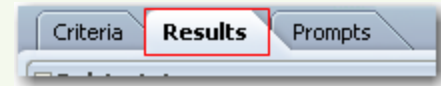
1. Choose More Options -> Format Values

Resulting adjusted width:

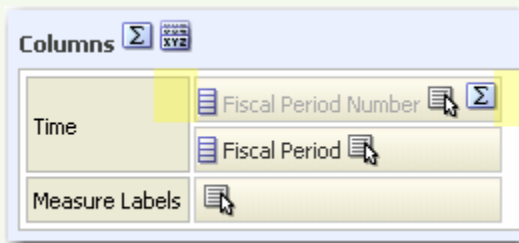
Org	Funding
546-Accounting Operations	368000-Subvention College
546-Accounting Operations	368000-Subvention College

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Hiding a Data Field



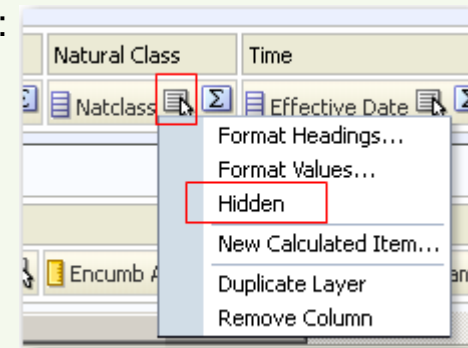
- You may want a data field available for use in a pivot table, but also hidden from view. For example, in the GL Transactions Pivot Table 2, Fiscal Period Number can be used to sort, but it does not appear in the pivot table results.



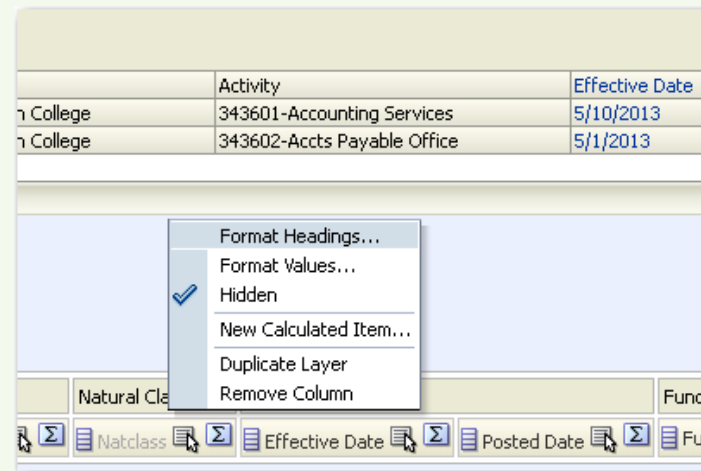
	11-MAY
Actual	
Amount	
	459.00
	-1,260.43

Hidden data fields appear in light gray to indicate they are hidden, even though you can sort and total on these fields.

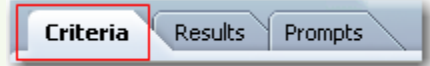
To hide, on Results Tab choose More Options -> Hidden:



Data field grayed out, Hidden checked, Data field does not show in pivot:

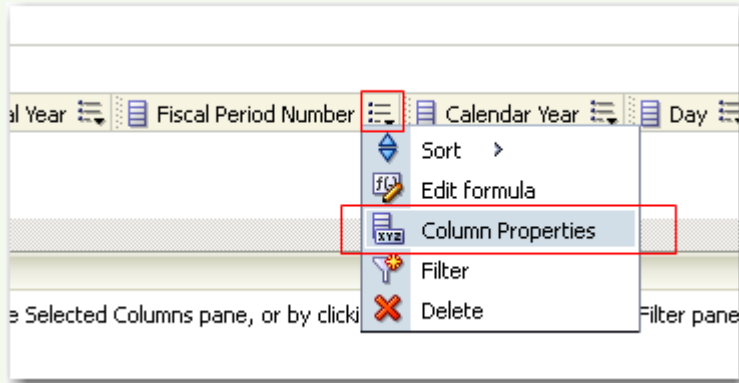


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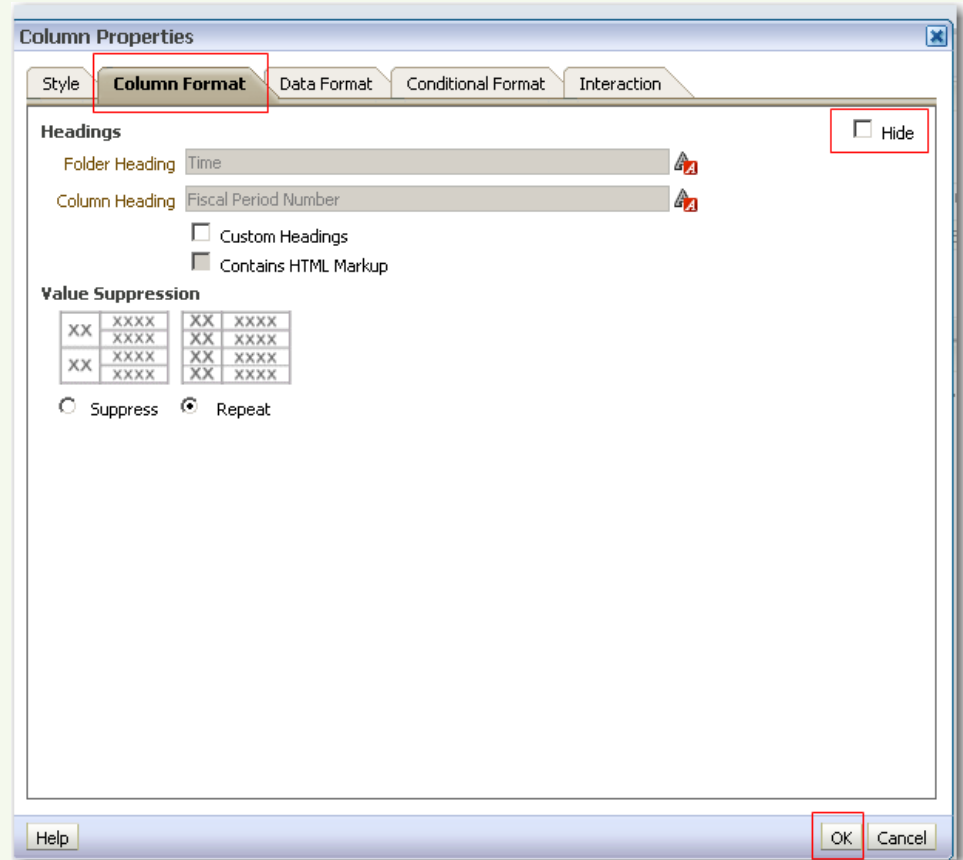
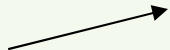


Existing Hidden Data Field

- If you add a new data field to your pivot table design and it does not show in the resulting report, it has been hidden on the Criteria tab. Data fields hidden there will not show as grayed out in the pivot table design.
- To unhide these, go to the Criteria tab and for the given data field, choose Column Properties:



Choose Column Format tab and uncheck Hide.



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Sorting

Sorting is controlled within the Report output, not within the Layout. Hover over the datafield to be sorted, and click the up arrow for Ascending sort or the down arrow for Descending sort.

Org	Funding
546-Accounting Operations	368000
546-Accounting Operations	368000
547-Controllers Ofc	368000

Org	Funding
547-Controllers Ofc	368000
546-Accounting Operations	368000
546-Accounting Operations	368000

Note: the sort chosen using the arrows is the first sort. For sorts within that one (Here, sort Org, then sort Activity), right-click the subsequent datafield's header and choose Sort Column > Add Ascending (or Descending) Sort:

Activity	Effective Date	Posted Date	Funding
343601-Account			
343602-Accts P			
343605-Control			

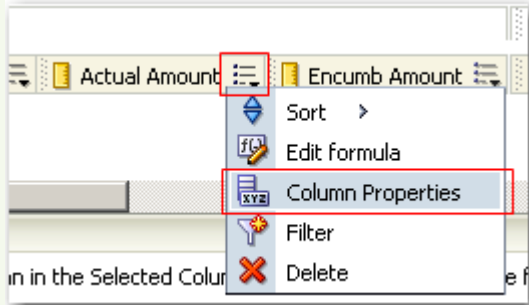
Choose Sort Column > Clear All Sorts in View on any datafield to reset all to no sort.

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Criteria Results Prompts

Setting Field Properties/Numbers

- To reformat dollar values, choose the properties icon on the datafield on the Criteria tab:

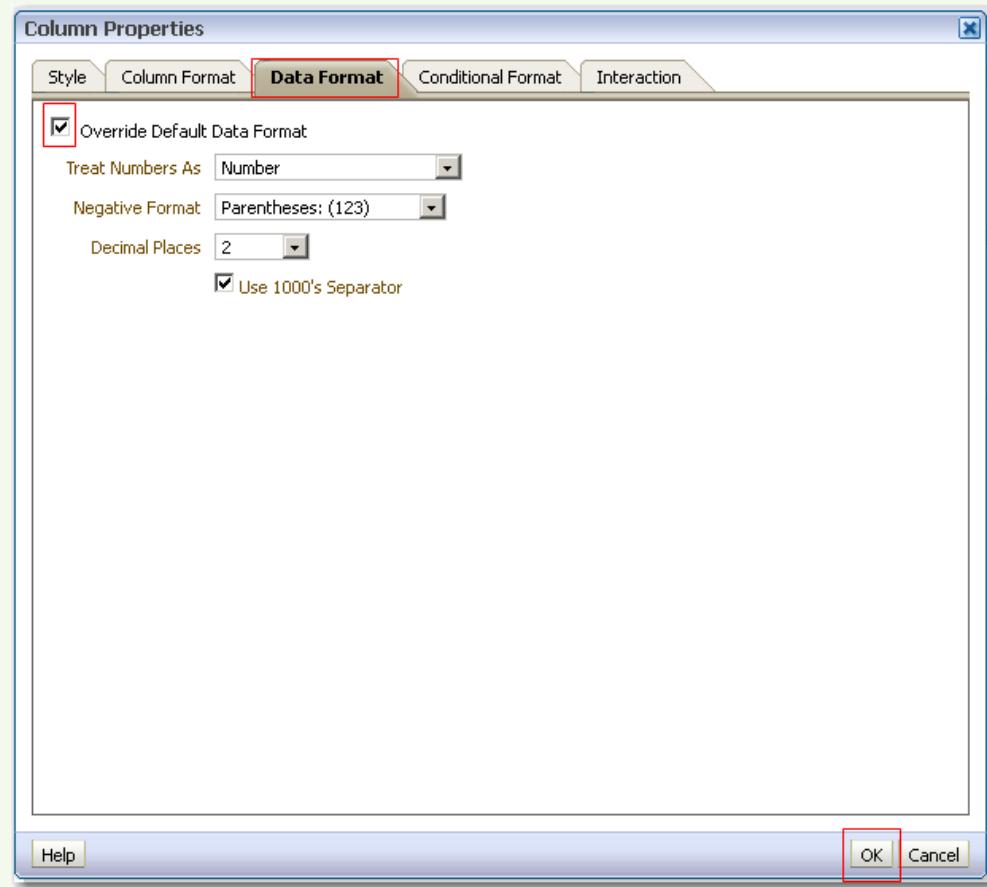


Select “Data Format” tab.

The default format for dollar amounts in IRA is `#,###.##` and `-#,###.##`

To change this, click “Override Default Data Format” and select desired number format.

Click OK to apply changes.



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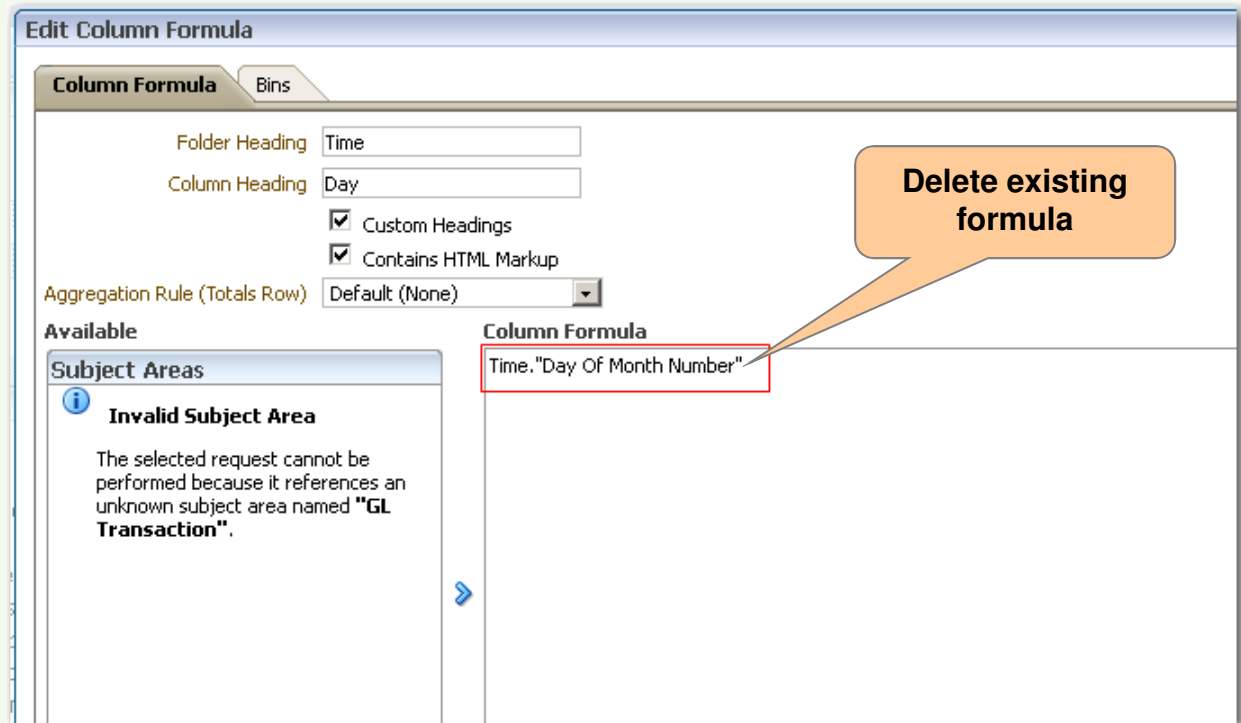
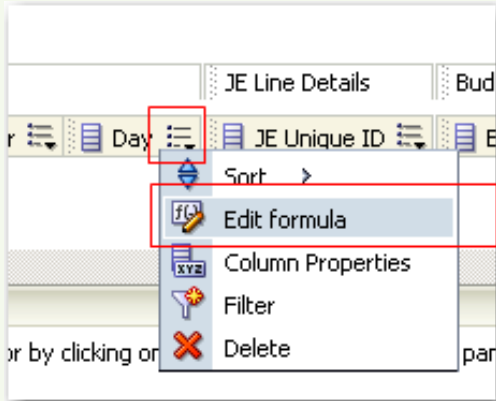
Adding Calculated Item

Criteria

Results

Prompts

- While a brand new data field cannot be created, an existing data field can be modified to create a calculated item.
- On the Criteria tab, choose a column not needed for your analysis* and click the Edit Formula icon:



* DO NOT use any Group By data fields, or the <JE Unique ID> data field for this. These fields need to remain as is.

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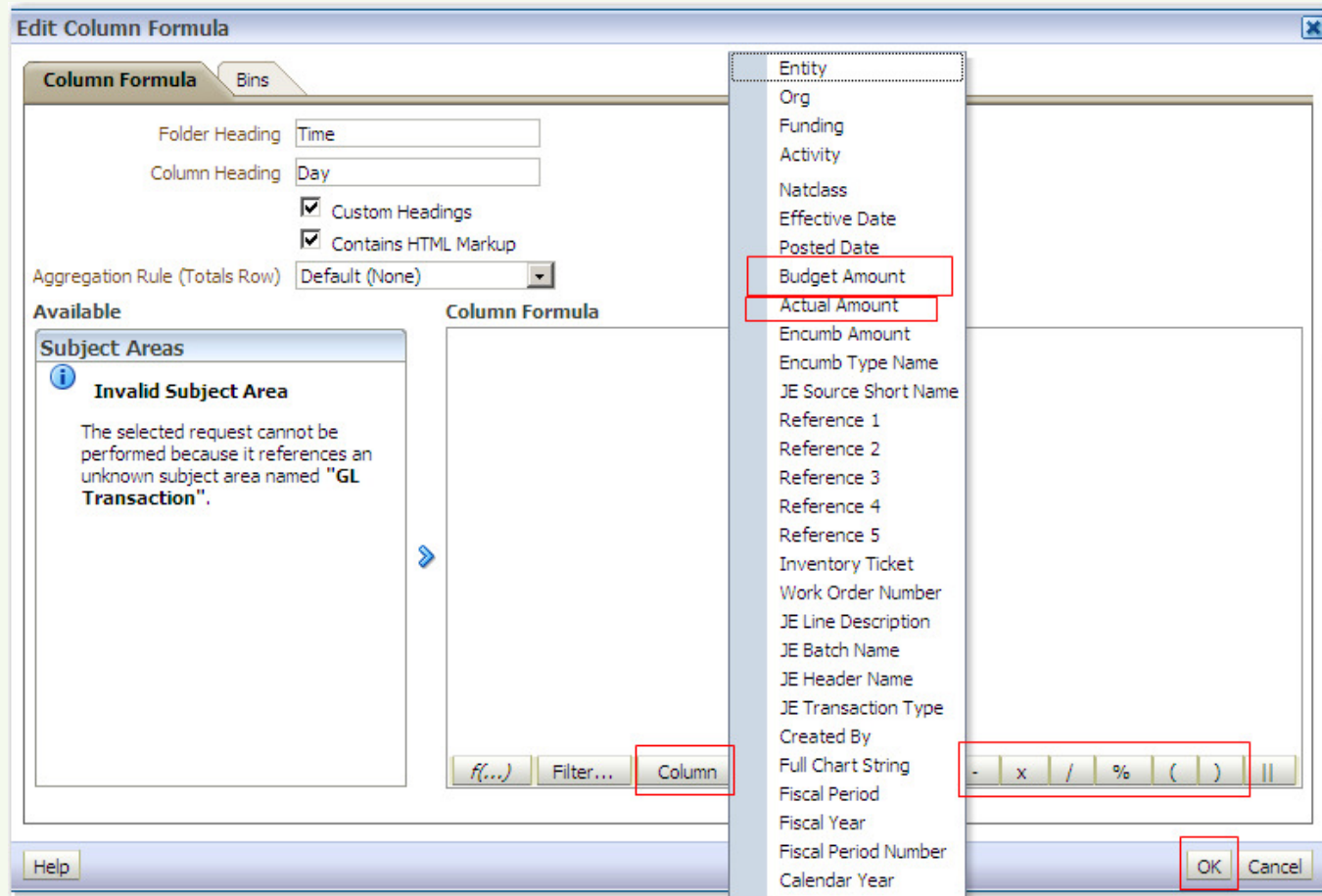
Adding Calculated Item

Criteria

Results

Prompts

With cursor in Column Formula box, Click Column to choose variables for the formula, and individual buttons for mathematical operators:



Continued next page

Dartmouth College – Working with IRA Analyze

Adding Calculated Item

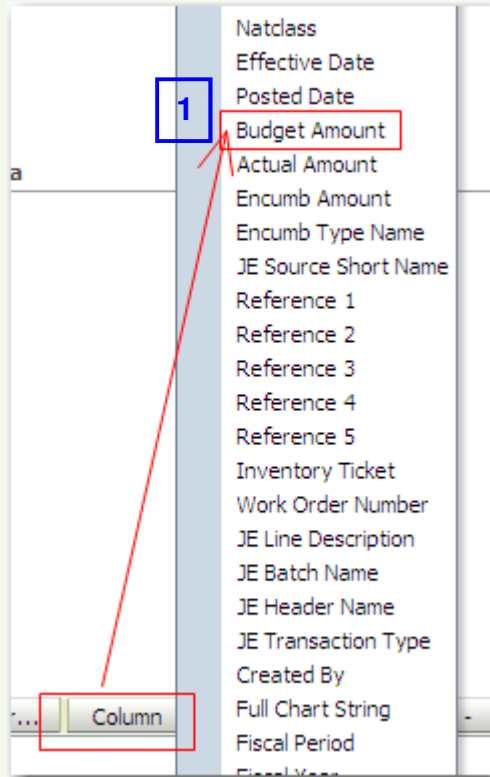
Criteria

Results

Prompts

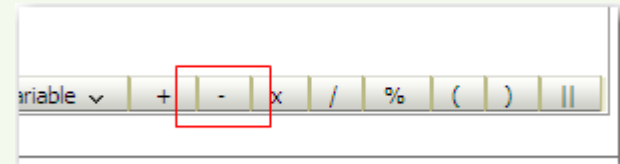
With cursor in Column Formula box, Click Column to choose variables for the formula, and individual buttons for mathematical operators:

For example, for a calculation of Budget less Actual, click



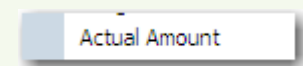
then the minus sign

2

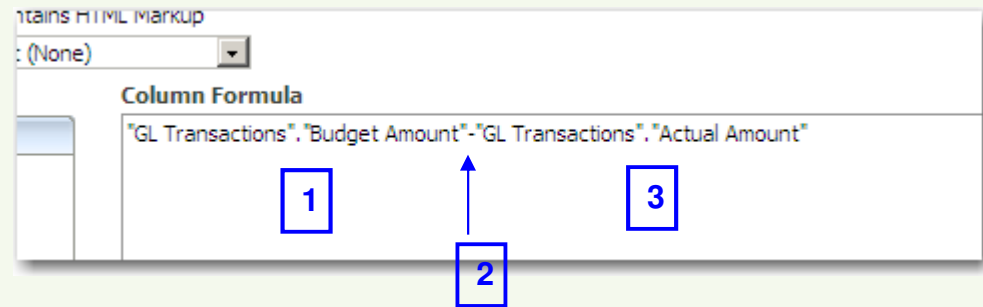


then

3



Resulting formula:



Dartmouth College – Working with IRA Analyze

Adding Calculated Item

Criteria

Results

Prompts

Once the formula is complete, it is important to rename the Table Heading and Column Heading, including in the name wording to indicate this as a calculated column:

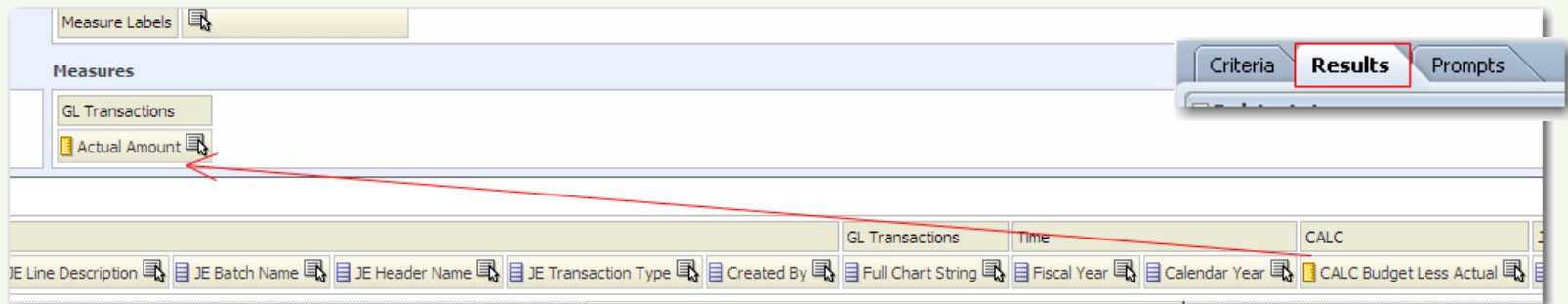
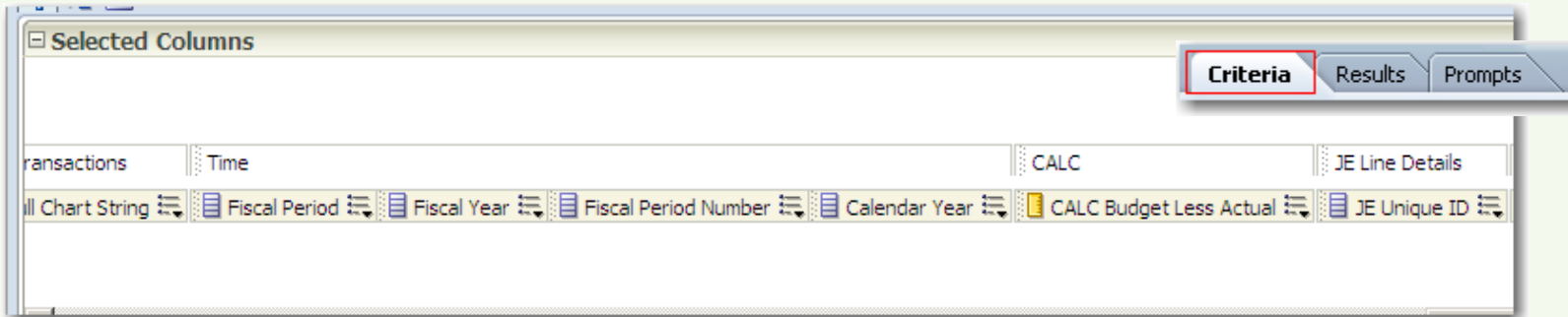
The screenshot shows the 'Edit Column Formula' dialog box with the following details:

- Folder Heading:** CALC
- Column Heading:** CALC Budget Less Actual
- Custom Headings
- Contains HTML Markup
- Aggregation Rule (Totals Row):** Default (None)
- Available Subject Areas:** Invalid Subject Area. The selected request cannot be performed because it references an unknown subject area named "GL Transaction".
- Column Formula:** "GL Transactions", "Budget Amount" - "GL Transactions", "Actual Amount"
- Buttons:** f(...), Filter..., Column, Variable, +, -, x, /, %, (,), ||, Help, OK, Cancel.

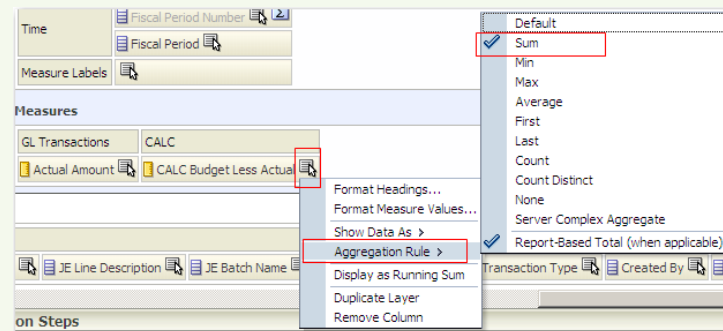
Dartmouth College – Working with IRA Analyze

Adding Calculated Item

The new calculated item appears on the Criteria tab and in the Excluded area of the pivot table set-up:

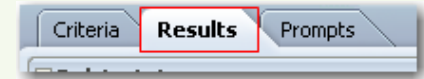


Note: When adding Calculated Item to the Measures area, change Aggregation Rule from Default:

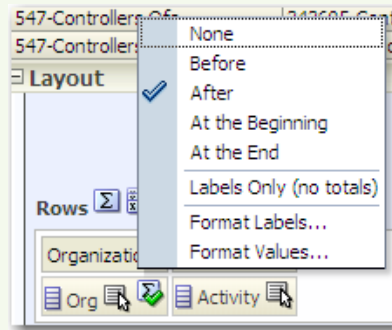
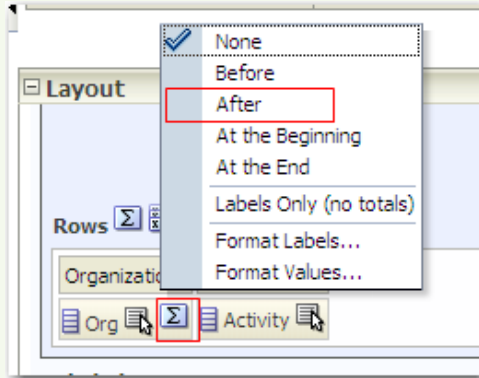


Dartmouth College – Working with IRA Analyze

Adding Totals



Row Total:



Note: Sort data first and then add Totals.

In this example, data is sorted ascending by Org, and adds totals *After* each Org value.

Results:

Without Row totals:

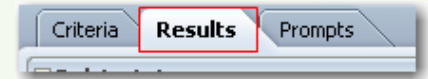
		1-JUL	2-AUG	3-SEP
		Actual Amount	Actual Amount	Actual Amount
Org	Activity			
545-Financial Reporting	343455-Health Promotion and Wellness Program		7.98	14.98
545-Financial Reporting	343605-Controller Central			5.95
545-Financial Reporting	343612-Financial Reporting	485.57		40.00
545-Financial Reporting	343623-Tax Activities			
546-Accounting Operations	238000-AS Departmental Administration			235.99
546-Accounting Operations	249301-AS Lectures and Symposia			37.00
546-Accounting Operations	343601-Accounting Services		498.00	
546-Accounting Operations	343602-Accts Payable Office	20.00		-20.00
547-Controllers Ofc	341051-External Audit	3,085.79	2,273.74	
547-Controllers Ofc	343605-Controller Central	4,056.39	7,948.95	
547-Controllers Ofc	343608-Endowment Administration	-4,822.59	-4,822.47	

With Row Totals:

		1-JUL	2-AUG	3-SEP
		Actual Amount	Actual Amount	Actual Amount
Org	Activity			
545-Financial Reporting	343455-Health Promotion and Wellness Program		7.98	14.98
545-Financial Reporting	343605-Controller Central			5.95
545-Financial Reporting	343612-Financial Reporting	485.57		40.00
545-Financial Reporting	343623-Tax Activities			
545-Financial Reporting Total		493.55	60.93	11,592.44
546-Accounting Operations	238000-AS Departmental Administration			235.99
546-Accounting Operations	249301-AS Lectures and Symposia			37.00
546-Accounting Operations	343601-Accounting Services		498.00	
546-Accounting Operations	343602-Accts Payable Office	20.00		-20.00
546-Accounting Operations	343601-Accounting Services		498.00	
546-Accounting Operations	343602-Accts Payable Office	20.00		-20.00
546-Accounting Operations Total		20.00	750.99	-272.99
547-Controllers Ofc	341051-External Audit	3,085.79	2,273.74	41,900.00
547-Controllers Ofc	343605-Controller Central	4,056.39	7,948.95	2,671.71
547-Controllers Ofc	343608-Endowment Administration	-4,822.59	-4,822.47	-4,822.56
547-Controllers Ofc Total		2,319.59	5,400.22	39,749.15

Additional subtotals can be added for any other datafields in the report.

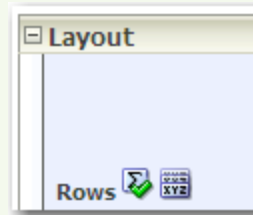
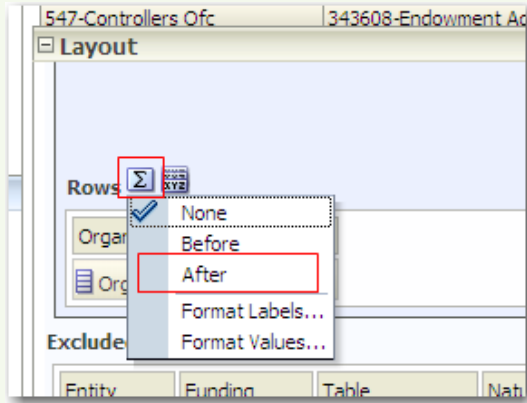
Dartmouth College – Working with IRA Analyze



Adding Totals

Row Grand Total:

Attached to *Rows* area label, not to a specific data field in the Rows area.



Results:

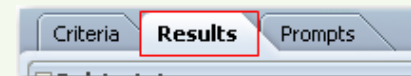
Without Row Grand Total:

With Row Grand Total:

Org	Activity	1-JUL Actual Amount	2-AUG Actual Amount	3-SEP Actual Amount
545-Financial Reporting	343455-Health Promotion and Wellness Program	7.98	14.98	
545-Financial Reporting	343605-Controller Central		5.95	
545-Financial Reporting	343612-Financial Reporting	485.57	40.00	
545-Financial Reporting	343623-Tax Activities			
546-Accounting Operations	238000-AS Departmental Administration		235.99	
546-Accounting Operations	249301-AS Lectures and Symposia		37.00	
546-Accounting Operations	343601-Accounting Services		498.00	
546-Accounting Operations	343602-Accts Payable Office	20.00	-20.00	
547-Controllers Ofc	341051-External Audit	3,085.79	2,273.74	
547-Controllers Ofc	343605-Controller Central	4,056.39	7,948.95	
547-Controllers Ofc	343608-Endowment Administration	-4,822.59	-4,822.47	

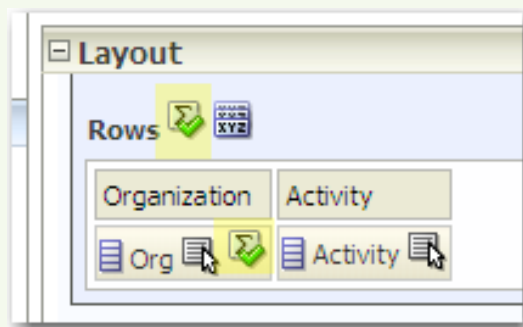
Org	Activity	1-JUL Actual Amount	2-AUG Actual Amount	3-SEP Actual Amount
545-Financial Reporting	343455-Health Promotion and Wellness Program	7.98	14.98	6.99
545-Financial Reporting	343605-Controller Central		5.95	
545-Financial Reporting	343612-Financial Reporting	485.57	40.00	2,335.45
545-Financial Reporting	343623-Tax Activities			9,250.00
546-Accounting Operations	238000-AS Departmental Administration		235.99	-235.99
546-Accounting Operations	249301-AS Lectures and Symposia		37.00	-37.00
546-Accounting Operations	343601-Accounting Services		498.00	
546-Accounting Operations	343602-Accts Payable Office	20.00	-20.00	
547-Controllers Ofc	341051-External Audit	3,085.79	2,273.74	41,900.00
547-Controllers Ofc	343605-Controller Central	4,056.39	7,948.95	2,671.71
547-Controllers Ofc	343608-Endowment Administration	-4,822.59	-4,822.47	-4,822.56
Grand Total		2,833.14	6,212.14	51,068.60

Dartmouth College – Working with IRA Analyze



Adding Totals

Row Totals (After)
plus Row grand total
(After)



Results:

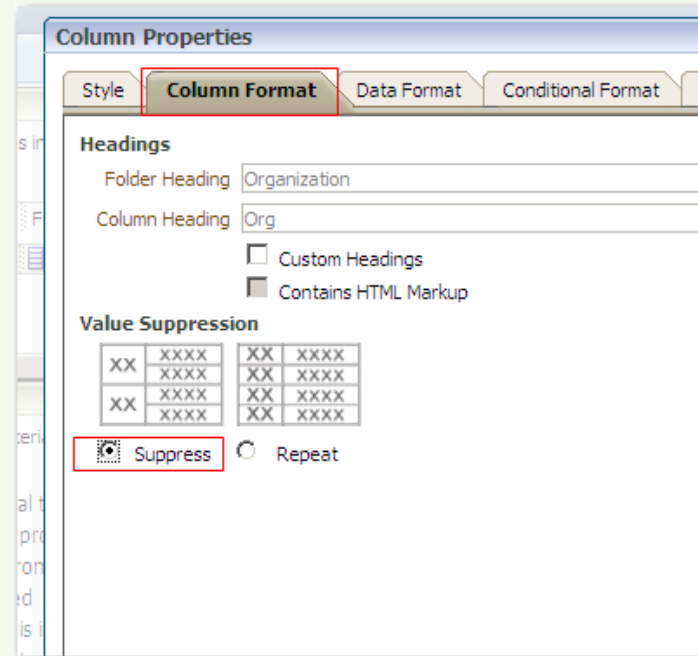
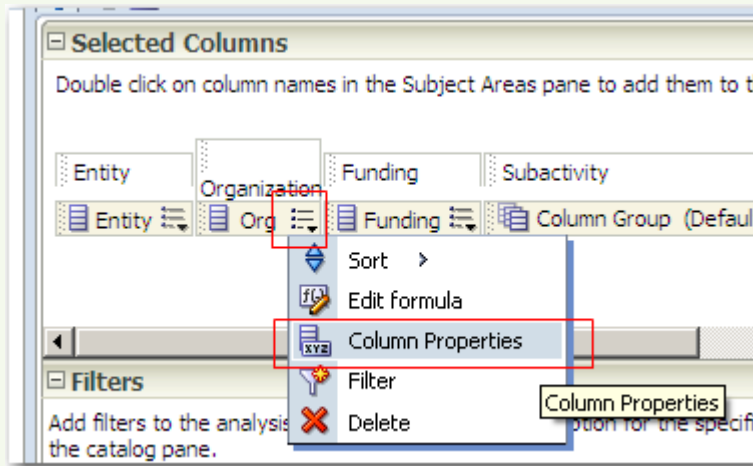
		1-JUL	2-AUG	3-SEP
		Actual Amount	Actual Amount	Actual Amount
Org▲▼	Activity			
545-Financial Reporting	343455-Health Promotion and Wellness Program	7.98	14.98	6.99
545-Financial Reporting	343605-Controller Central		5.95	
545-Financial Reporting	343612-Financial Reporting	485.57	40.00	2,335.45
545-Financial Reporting	343623-Tax Activities			9,250.00
545-Financial Reporting Total		493.55	60.93	11,592.44
546-Accounting Operations	238000-AS Departmental Administration		235.99	-235.99
546-Accounting Operations	249301-AS Lectures and Symposia		37.00	-37.00
546-Accounting Operations	343601-Accounting Services		498.00	
546-Accounting Operations	343602-Accts Payable Office	20.00	-20.00	
546-Accounting Operations Total		20.00	750.99	-272.99
547-Controllers Ofc	341051-External Audit	3,085.79	2,273.74	41,900.00
547-Controllers Ofc	343605-Controller Central	4,056.39	7,948.95	2,671.71
547-Controllers Ofc	343608-Endowment Administration	-4,822.59	-4,822.47	-4,822.56
547-Controllers Ofc Total		2,319.59	5,400.22	39,749.15
Grand Total		2,833.14	6,212.14	51,068.60

Dartmouth College – Working with IRA Analyze

Adding Totals

Criteria Results Prompts

When adding totals to other than the first data field in the Rows area, go to the Criteria tab and for each data field to the left of the data field you are totaling, choose Properties, the Column Format tab, and Suppress to group duplicate values in that column:



If this step is not taken, adding totals may result in the following error type:



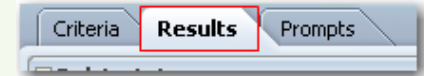
View Display Error

Assertion failure: rTotalPosition.tCellInfo.iLayerCell != rTotalPosition.tCellInfo.iEndLayerCell at line 307 of d:\views\nightly\tue\aruba\windows\wobs\071217.1900\analytics_web\main\project\webpivotview\edgeiteratordef.h

[Error Details](#)

Dartmouth College – Working with IRA Analyze

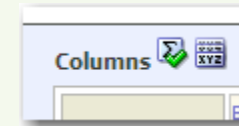
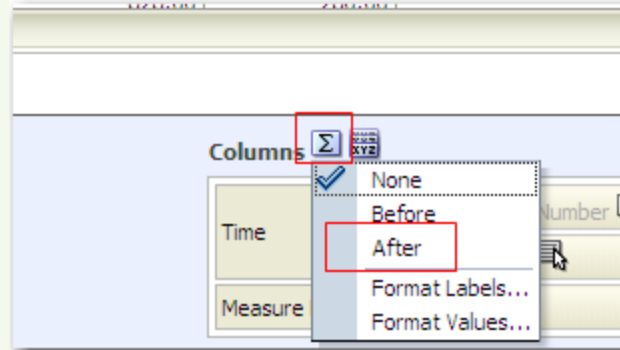
Adding Column Totals



Multiple Columns, here by month:

			1-JUL	1-JUL	2-AUG	2-AUG	3-SEP	3-SEP
			Budget Amount	Actual Amount	Budget Amount	Actual Amount	Budget Amount	Actual Amount
Org▲▼	Funding	JE Source Short Name						
545-Financial Reporting	368000-Subvention College	HANOVERINN_DC					0.00	608.30
545-Financial Reporting	368000-Subvention College	Payables	0.00	204.17			0.00	10,965.90
545-Financial Reporting	368000-Subvention College	PCARD_DC	0.00	289.38	0.00	60.93	0.00	18.24
545-Financial Reporting Total			0.00	493.55	0.00	60.93	0.00	11,592.44
546-Accounting Operations	220050-TWR Events	EAMTS_DC			0.00	37.00	0.00	-37.00

In Columns Area,
choose sum icon and
choose Before or After



Result: Sum totals of
columns:

			1-JUL	1-JUL	2-AUG	2-AUG	3-SEP	3-SEP	Budget Amount	Actual Amount
			Budget Amount	Actual Amount	Budget Amount	Actual Amount	Budget Amount	Actual Amount		
Org▲▼	Funding	JE Source Short Name								
545-Financial Reporting	368000-Subvention College	HANOVERINN_DC					0.00	608.30	0.00	608.30
545-Financial Reporting	368000-Subvention College	Payables	0.00	204.17			0.00	10,965.90	0.00	11,170.07
545-Financial Reporting	368000-Subvention College	PCARD_DC	0.00	289.38	0.00	60.93	0.00	18.24	0.00	368.55

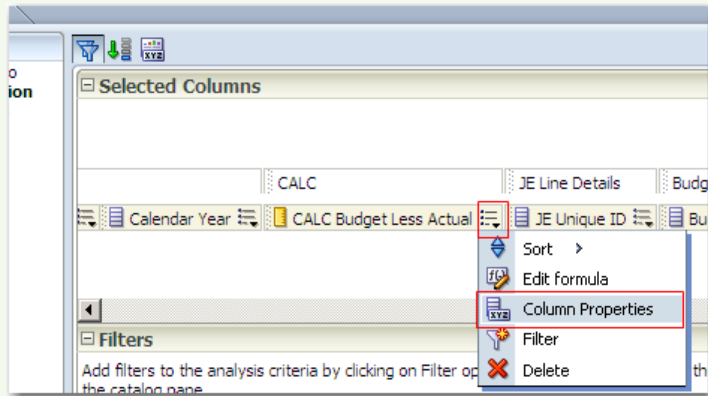
Dartmouth College – Working with IRA Analyze

Conditional Formatting

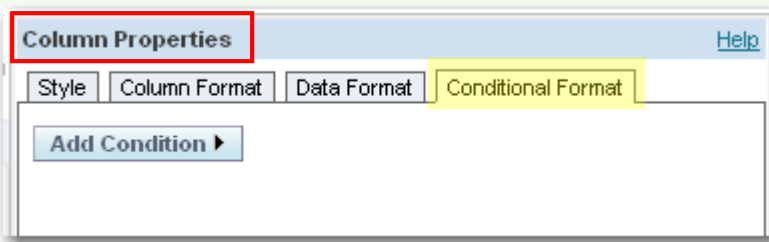
- Conditional formatting can be added to data fields.

For example, **Budget Balance Available** can be set to be highlighted if it is negative:

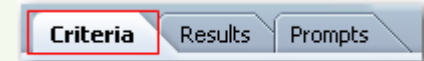
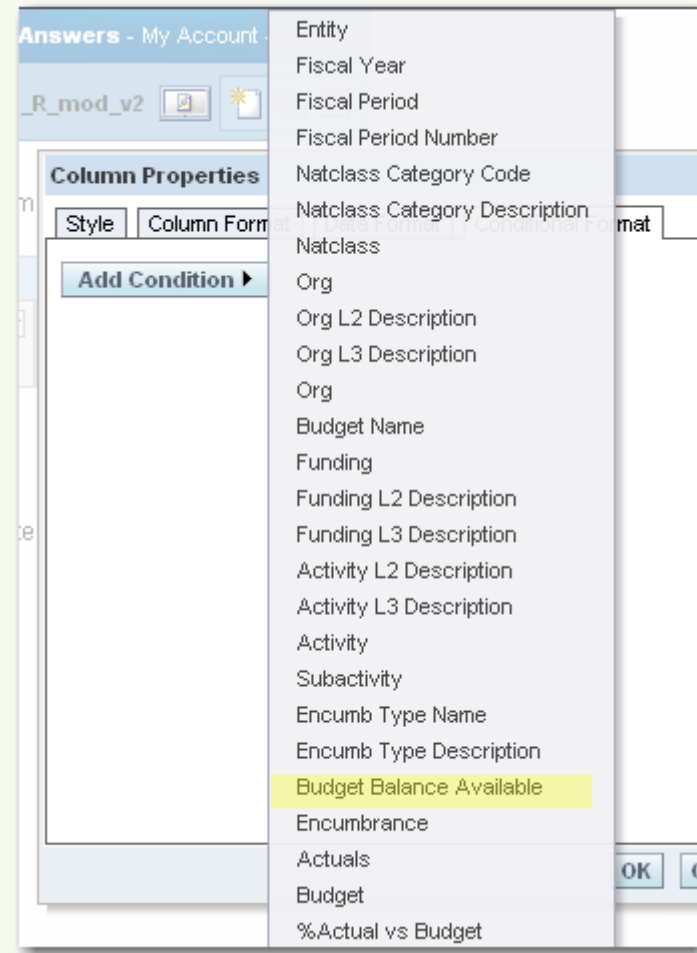
1. Choose Column Properties for Budget Balance Available



2. Choose Conditional Format tab, click Add Condition

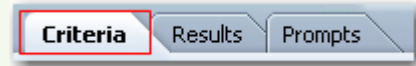


3. Choose the data field to apply the condition to



Dartmouth College – Working with IRA Analyze

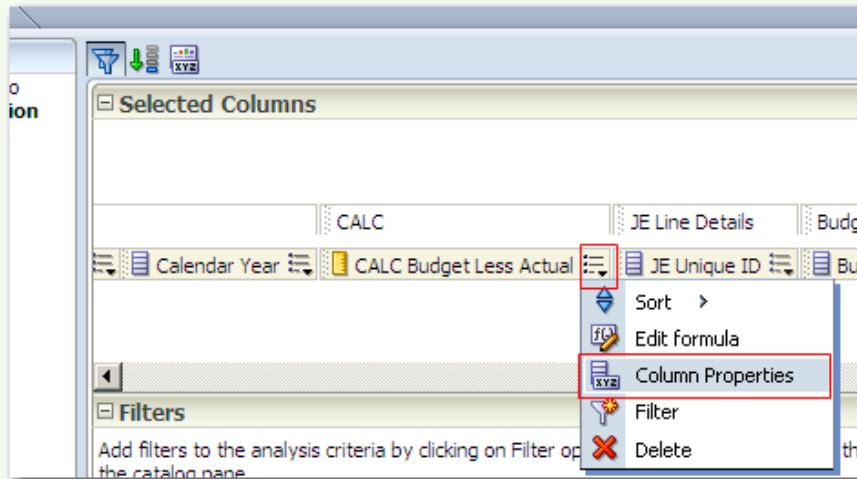
Conditional Formatting



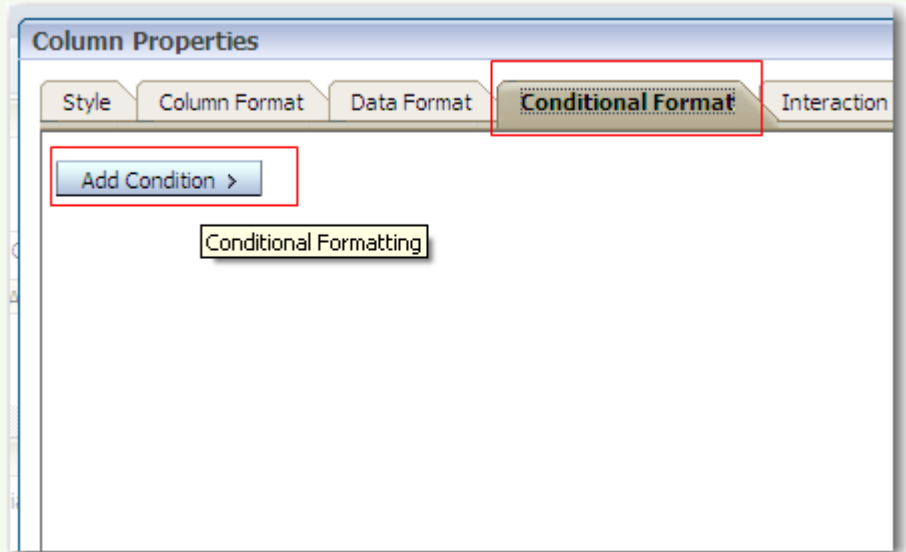
- Conditional formatting can be added to data fields.

For example, **Budget Balance Available** can be set to be highlighted if it is negative:

1. Choose Column Properties for Budget Balance Available



2. Choose Conditional Format tab, Click Add Condition

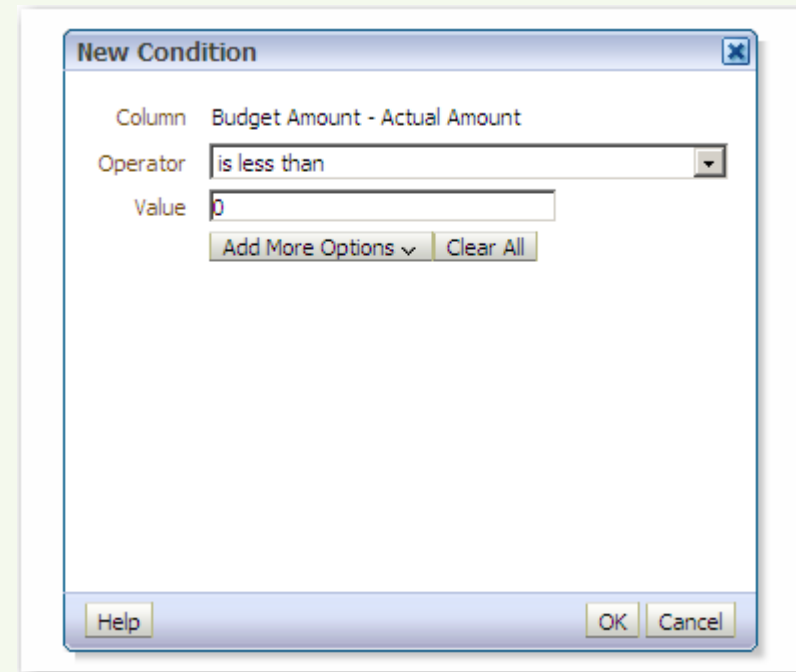
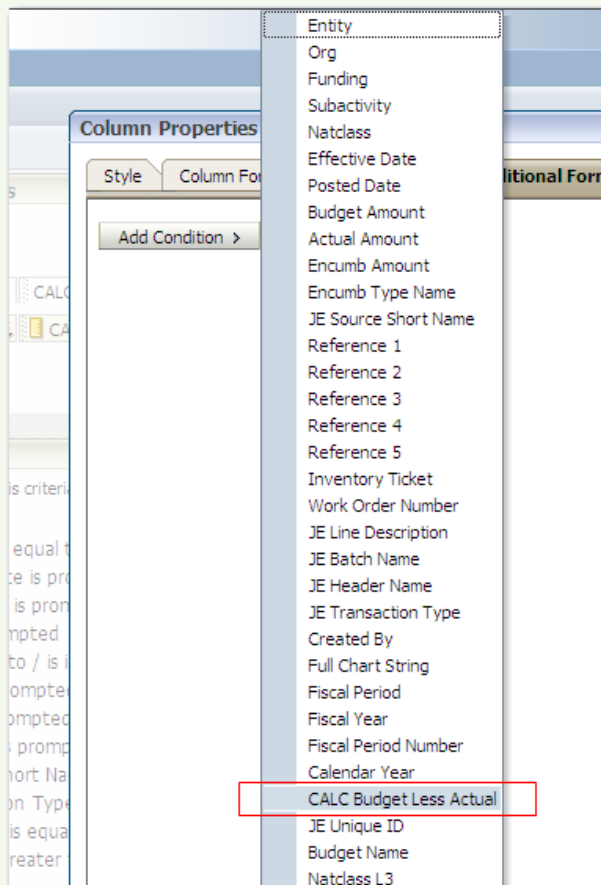


Dartmouth College – Working with IRA Analyze

Criteria Results Prompts

Conditional Formatting

3. Choose the relevant datafield, fill in the condition; click OK

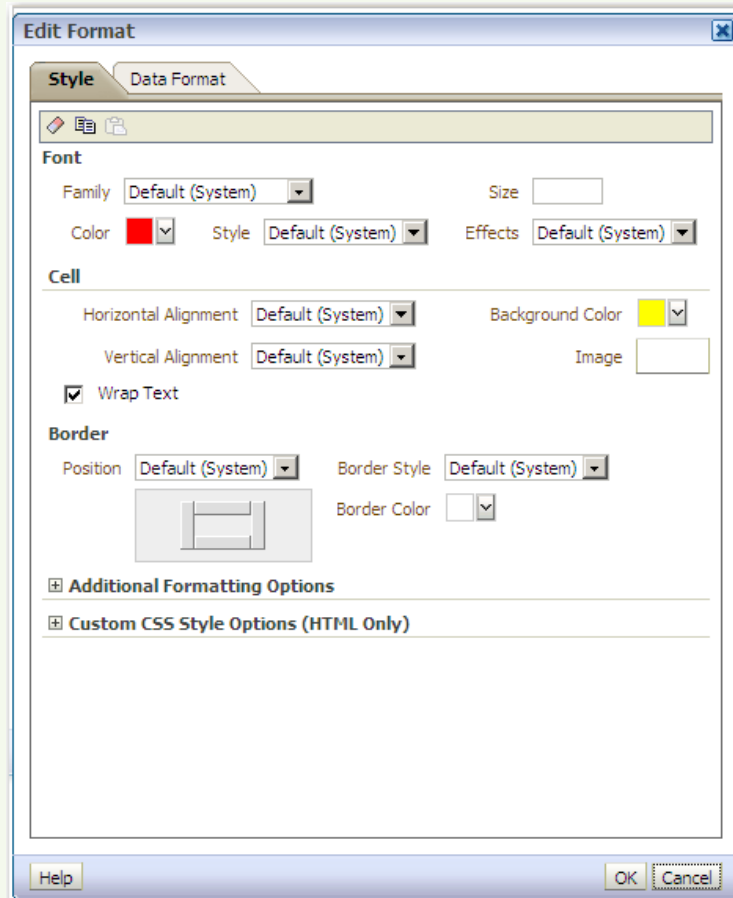


Dartmouth College – Working with IRA Analyze

Conditional Formatting

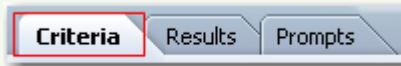
Criteria Results Prompts

4. Choose the Format of the data field when the condition is met (here, a yellow background to the cell, and red text); click OK

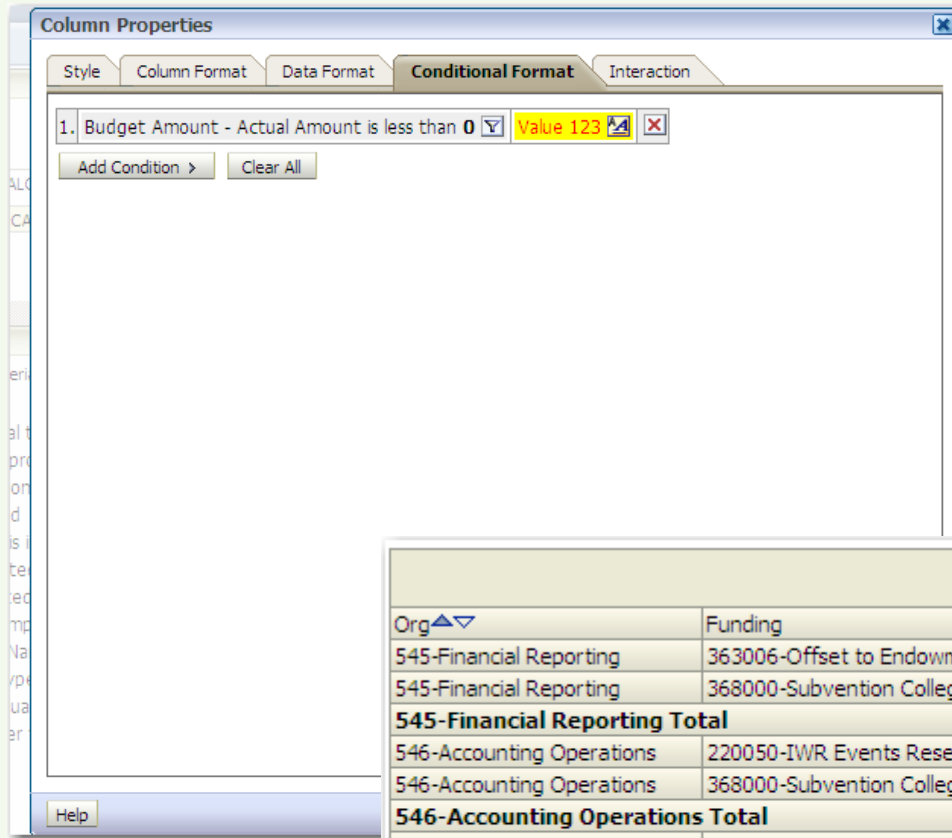


Dartmouth College – Working with IRA Analyze

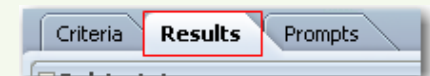
Conditional Formatting



5. Review conditions and click OK



Result in pivot table:

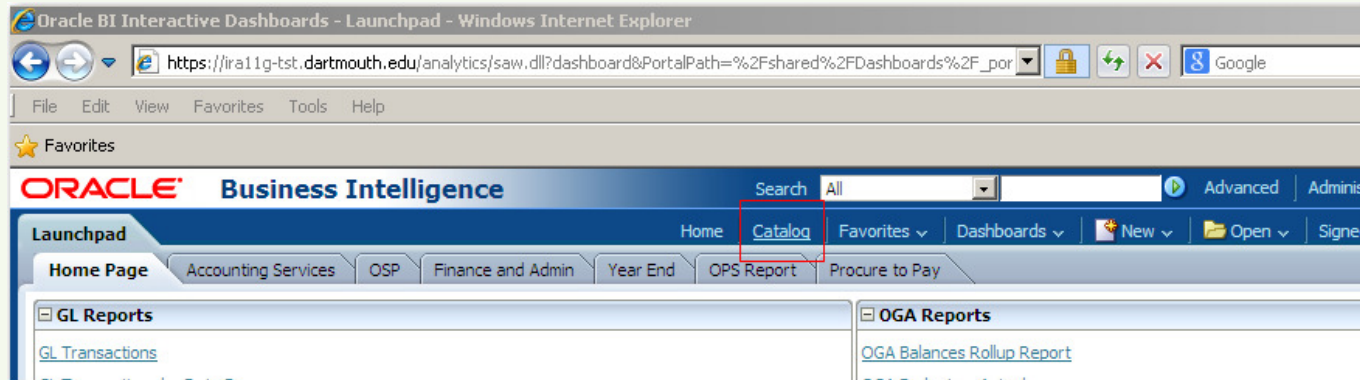


		Budget Amount	Actual Amount	CALC Budget Less Actual
Org▲▼	Funding			
545-Financial Reporting	363006-Offset to Endowment Return	-29,327.00	0.00	-29,327.00
545-Financial Reporting	368000-Subvention College	82,350.00	12,146.92	70,203.08
545-Financial Reporting Total		53,023.00	12,146.92	40,876.08
546-Accounting Operations	220050-IWR Events Reserve	0.00	0.00	0.00
546-Accounting Operations	368000-Subvention College	36,000.00	498.00	35,502.00
546-Accounting Operations Total		36,000.00	498.00	35,502.00
547-Controllers Ofc	363006-Offset to Endowment Return	-57,588.00	-14,467.62	-43,120.38
547-Controllers Ofc	366000-Related RE Entities Funding	0.00	0.00	0.00
547-Controllers Ofc	368000-Subvention College	332,250.00	61,936.58	270,313.42
547-Controllers Ofc Total		274,662.00	47,468.96	227,193.04
Grand Total		363,685.00	60,113.88	303,571.12

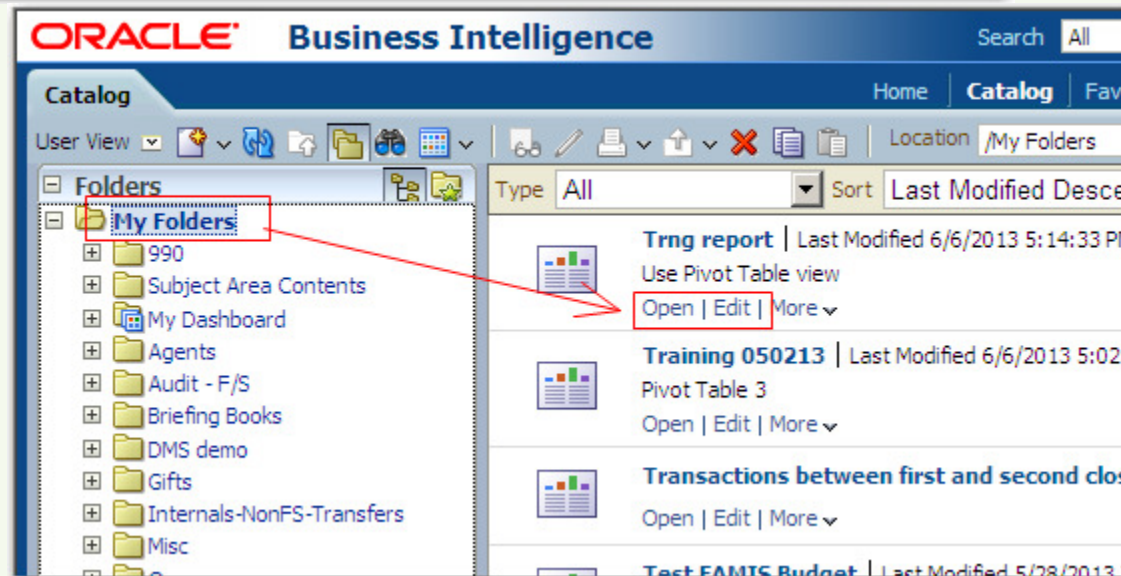
Dartmouth College – Working with IRA Analyze

Saved Reports

To run a saved report, choose Catalog:



Click on the applicable folder and then Open or Edit the report:



See next page for how to get through multiple subfolders to the report level.

Dartmouth College – Working with IRA Analyze

Saved Reports



If your report is saved within a series of subfolders:

ORACLE Business Intelligence

Catalog

Location: /Shared Folders/Financial Reporting/Accounting Support Analyst

Folders: My Folders, Shared Folders, Dashboards, Financial Reporting, 990, 990T, Accounting Support Analyst, CIP Funding, CLP, Cost of FR, Gift Rec, Demos and Sample Reports, Dept of Ed Reporting, IPEDS, NCAA, Net Assets & Net Assets Released, Ops to GAAP Rec, RE Entities, Scrub files, SFFA/OPR

Type: All | Sort: Last Modified Descending | Show More Details

UPNE CLP | Last Modified 6/7/2013 8:24:57 AM | Created By
Open | Edit | More

Seven Leb St CLP | Last Modified 6/7/2013 8:24:57 AM | Created By
Open | Edit | More

CLP Fundings Balances 7L CM MDM Classes | Last Modified 6/7/2013 8:24:57 AM | Created By
2.6.0.1
Open | Edit | More

CLP Fundings Balances | Last Modified 6/7/2013 8:24:57 AM | Created By Gw
Use Pivot Table
Open | Edit | More

Class Dues CLP | Last Modified 6/7/2013 8:24:57 AM | Created By
Open | Edit | More

Centerra Mkt CLP | Last Modified 6/7/2013 8:24:57 AM | Created By
Open | Edit | More

Annotations:
- Red boxes around the '+' signs in the folder tree.
- Red box around the 'CLP' folder.
- Red text boxes: "Open folders and subfolders by clicking Plus signs" and "doubleclick lowest folder".

Dartmouth College – Working with IRA Analyze

Updating Saved Reports




Training 050213 | Last Modified 6/7/2013 1:09:21 PM
 Pivot Table 3
[Open](#) | [Edit](#) | [More](#)

Opening a saved report using “Open” shows the latest report design and data. To Edit, Export, or Print, use commands below the output.

CLE Business Intelligence

050213 Home Catalog

Institutional Reporting and Analysis (IRA)
 GL Transactions 6/7/2013 1:09:21 PM

Report ID: GL010 v2.5.0
This report contains transactional level detail.

Group By

Select a View
 This report list GL
 Report Information
 Report
 Downloadable Table
 Pivot Table
 Selection Criteria
 - A Downloadable Table
 - A Pivot Table

Grand Total

Fiscal Year 2012

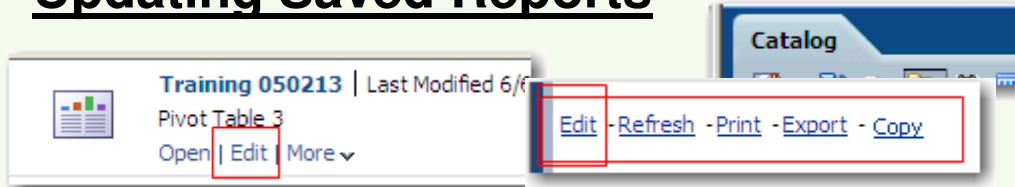
			Budget Amount	Actual Amount	Encumb Amount	CALC BBA
Org	Funding	Activity				
545-Financial Reporting	368000-Subvention College	343612-Financial Reporting				
368000-Subvention College Total						
545-Financial Reporting Total						
546-Accounting Operations	368000-Subvention College	343601-Accounting Services				
368000-Subvention College Total						
546-Accounting Operations Total						
548-Endowment Admin	363003-Central Funding Institutional	343608-Endowment Administration				
363003-Central Funding Institutional Total						
	363006-Offset to Endowment Return	343608-Endowment Administration				
363006-Offset to Endowment Return Total						
548-Endowment Admin Total						
Grand Total						

Report ID: GL010 V2.5.0 d37436g Page 1

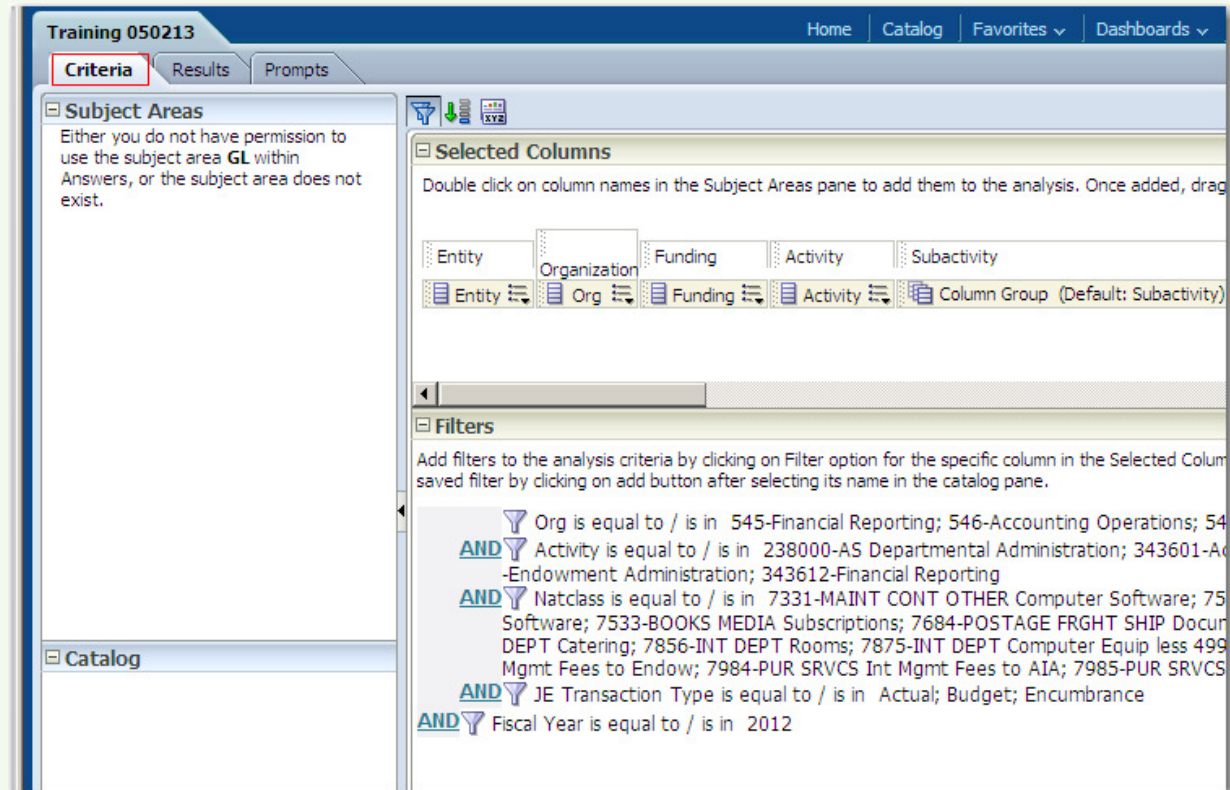
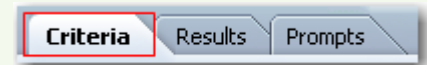
[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Copy](#)

Dartmouth College – Working with IRA Analyze

Updating Saved Reports



Both commands take you from Catalog into the Criteria tab for that specific report:



Dartmouth College – Working with IRA Analyze

Updating Saved Reports

Criteria Results Prompts

See Filters section at the end of this manual for instructions on updating filters. To see the structure of the report, click Results tab...

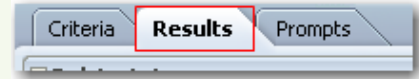
The screenshot displays the IRA Analyze software interface for a report titled "Training 050213". The interface includes a navigation bar with "Home", "Catalog", "Favorites", and "Dashboards" options. Below this, there are three tabs: "Criteria", "Results" (which is highlighted with a red box), and "Prompts".

The main content area is divided into several sections:

- Subject Areas:** A section on the left containing a warning message: "Either you do not have permission to use the subject area GL within Answers, or the subject area does not exist."
- Selected Columns:** A central section with a header "Selected Columns" and a sub-header "Double click on column names in the Subject Areas pane to add them to the analysis. Once added, drag-and-drop...". Below this is a table of columns: Entity, Organization, Funding, Activity, Subactivity, and Natural C. Below the table are icons for each column: Entity, Org, Funding, Activity, Column Group (Default: Subactivity), and Natclas.
- Filters:** A section on the right with a header "Filters" and a sub-header "Add filters to the analysis criteria by clicking on Filter option for the specific column in the Selected Columns pane, or filter by clicking on add button after selecting its name in the catalog pane." Below this are several filter rules, each starting with "AND" and a funnel icon:
 - Org is equal to / is in 545-Financial Reporting; 546-Accounting Operations; 548-Endowm
 - AND Activity is equal to / is in 238000-AS Departmental Administration; 343601-Accounting S
 - AND Natclass is equal to / is in 7331-MAINT CONT OTHER Computer Software; 7505-SUPPLI
 - AND JE Transaction Type is equal to / is in Actual; Budget; Encumbrance
 - AND Fiscal Year is equal to / is in 2012
- Catalog:** A section at the bottom left with a header "Catalog".

Dartmouth College – Working with IRA Analyze

Updating Saved Reports



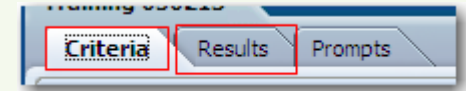
Under views, click the one you wish to view or edit. Click the pencil to view the report.

The screenshot shows the IRA Analyze interface for 'Training 050213'. The 'Results' tab is active. The 'Views' list on the left includes: Title, Downloadable Table, Report, Column Selector, Selection Criteria, View Selector, Pivot Table (highlighted with a red box), Report Information, Pivot Table:3, and Narrative:2. A red arrow points from the 'Pivot Table' item to the pencil icon in the toolbar. The main window displays a 'Compound Layout' with a header section containing 'Institutional' and 'Report ID: GL010 v2.5.0'. Below this is a 'Column Selector' with 'Group By' set to 'Org'. The 'View Selector' is also visible. The main content area shows a 'Pivot Table (3)' for 'Fiscal Year 2012' with the following data:

Org	Funding	Activity
545-Financial Reporting	368000-Subvention College	343612
368000-Subvention College Total		
545-Financial Reporting Total		
546-Accounting Operations	368000-Subvention College	343601
368000-Subvention College Total		
546-Accounting Operations Total		

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Saving/Downloading/Printing



After editing a report view, while in Results or Criteria tab, choose Save As icon from upper-right-hand corner:

Choose My Folders or a folder created under My Folders, and save under unique file name. Click OK.

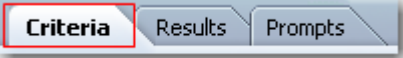
Use folder structure and naming conventions that are meaningful to you

Enter a description of the report (optional)

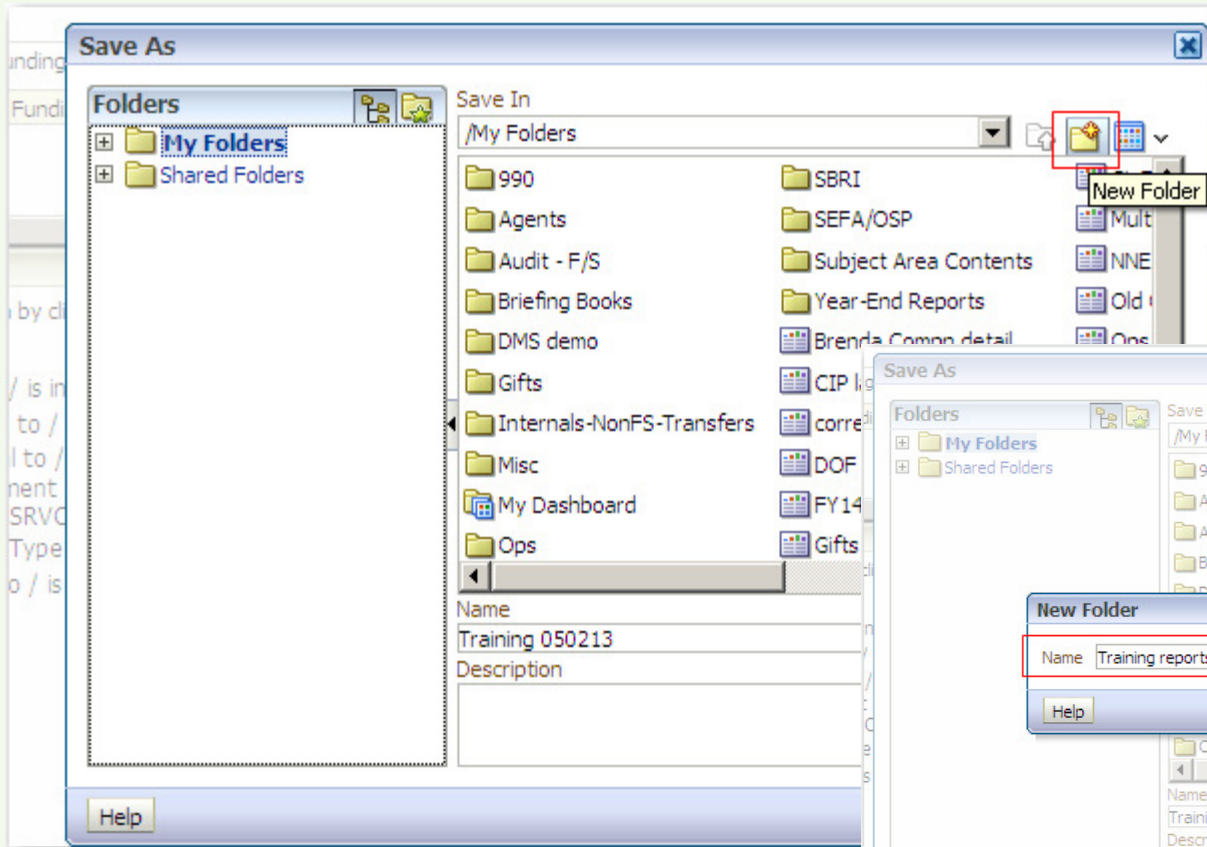
See next page for how to create subfolders.

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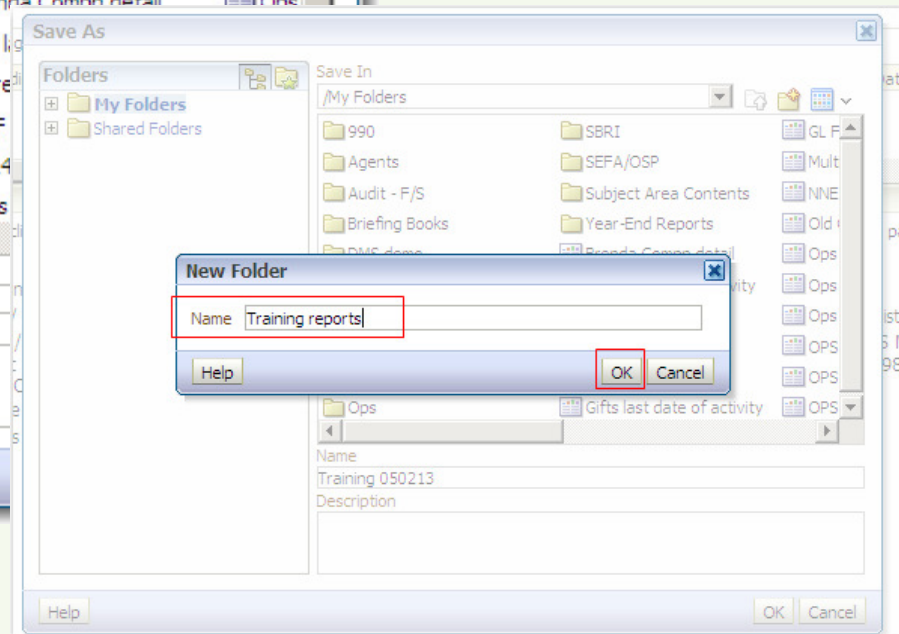
Saving/Downloading/Printing



After clicking Save icon from upper-right-hand corner, highlight the main folder to add the subfolder to (here, “My Folders”) and click the New Folder icon:



Choose a name for the folder and click OK:

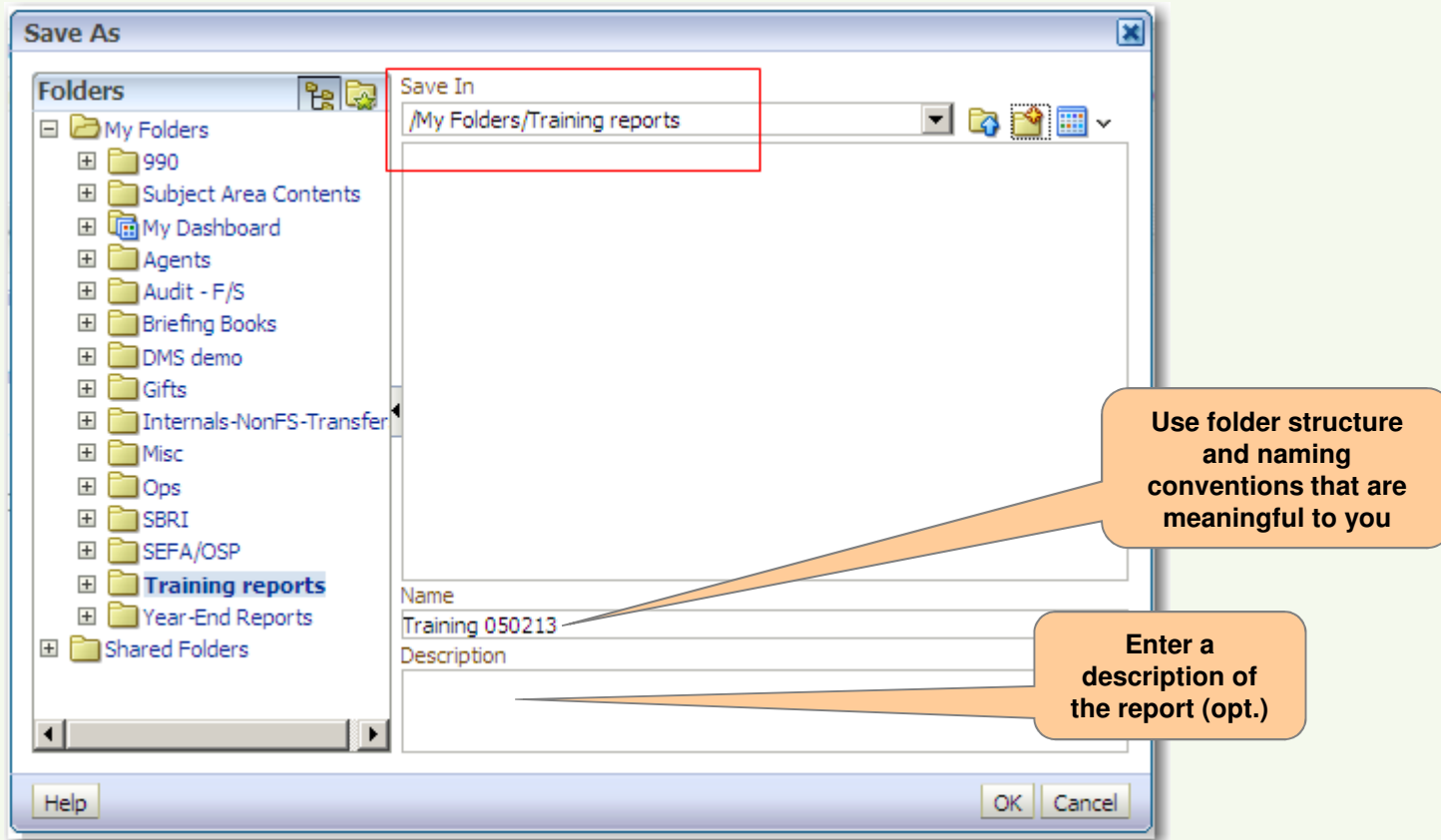


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Saving/Downloading/Printing

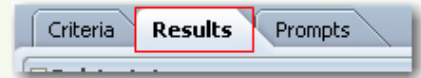
Criteria Results Prompts

Your report will now save to the subfolder within your main folder.



Dartmouth College – Working with IRA Analyze

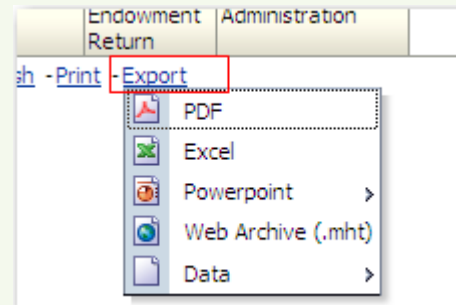
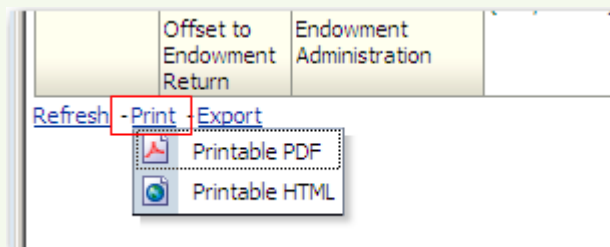
Downloading/Printing



While in the Results view, click on the third icon to open the report in a separate window:

			1-JUL	1-JUL	1-JUL	2-AUG	2-AUG
			Budget Amount	Actual Amount	Encumb Amount	Budget Amount	Actual Amount
Org	Funding	Activity					
545- Financial Reporting	368000- Subvention College	343612- Financial Reporting	400.00	0.00	0.00	0.00	
546- Accounting	368000- Subvention	343601- Accounting	500.00	6.62	0.00		

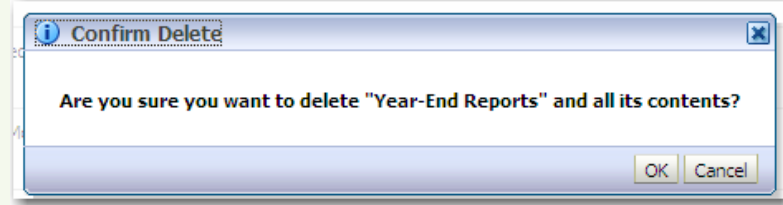
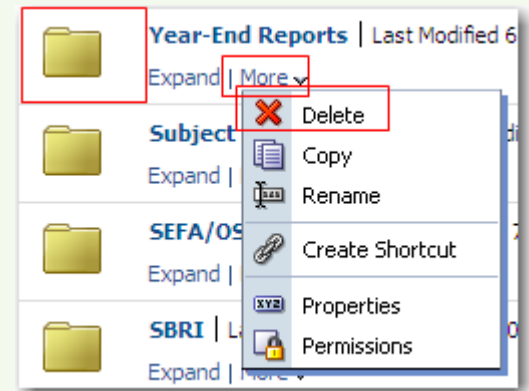
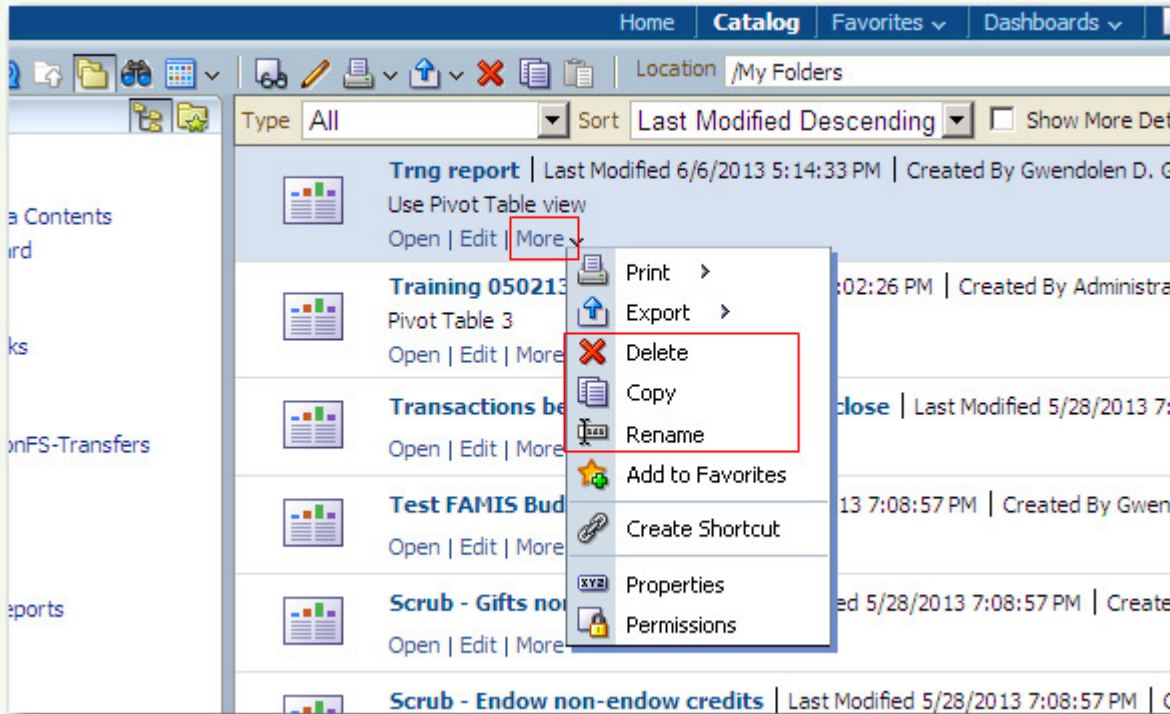
At the bottom of that window, choose Print or Export options:



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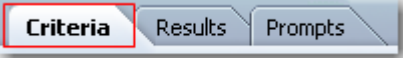
Saved Reports – Manage Catalog

To manage saved reports or subfolders, click on More. Use the icons to delete, change file or subfolder names, and copy or move files and folders.

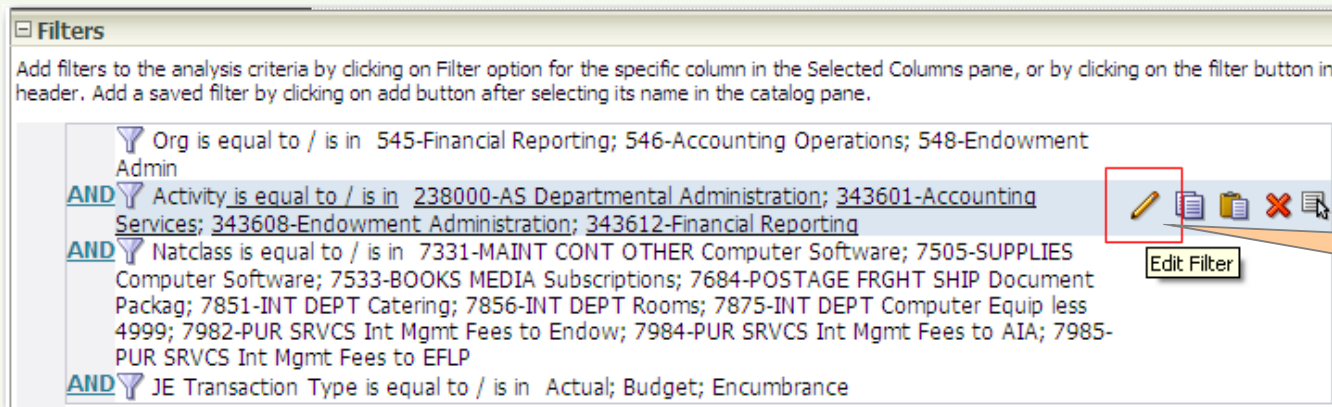
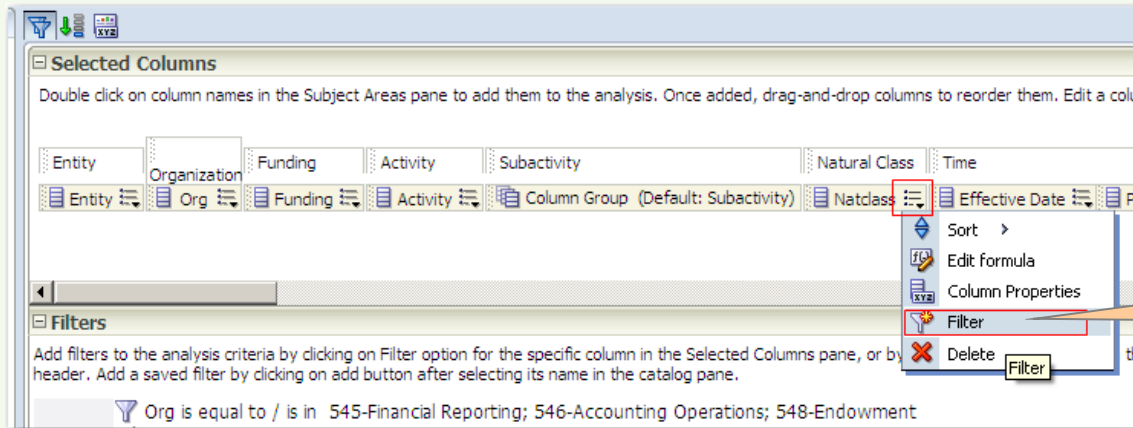


Dartmouth College – Working with IRA Analyze

Filters



Filters are rules applied to financial data that determine what data will be returned in a report. They show in the Criteria tab and can be modified, or new filters can be created.



Note: Multiple filters can be created against the same data field. Choose the Add Filter icon as many times as needed on the same data field.

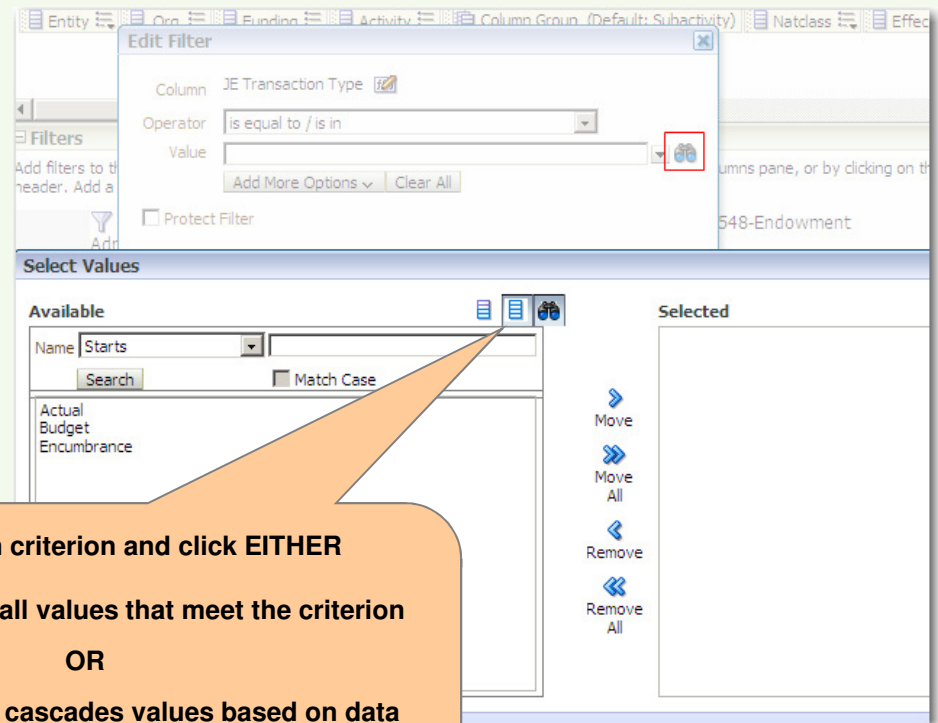
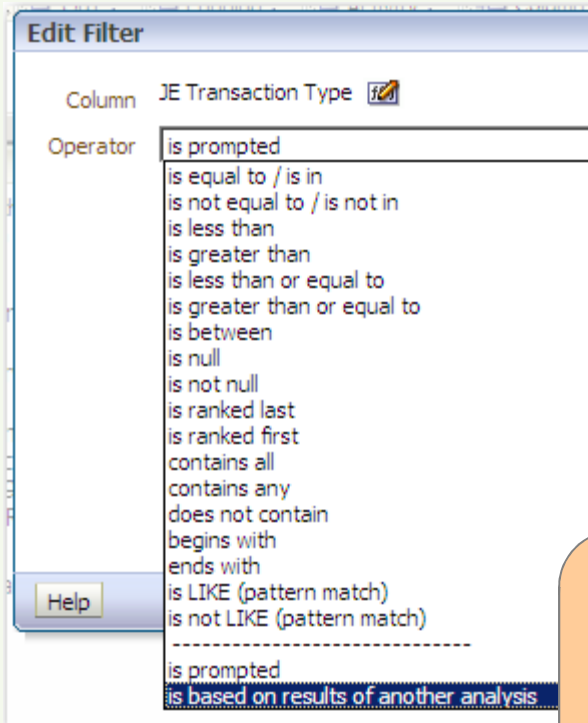
Dartmouth College – Working with IRA Analyze

Modifying Filters

Analyze offers a variety of filter options to allow you to both isolate information and widen searches to capture all available information.

Use Operator selections to choose the report criteria without specifying exact values:

Use selection on the right to search for exact values the report should include, and click to add values to the left:

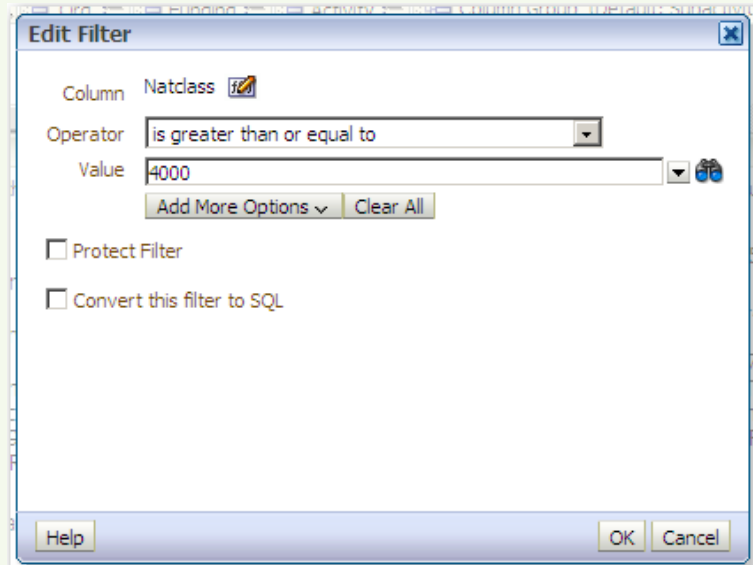


Enter a Match criterion and click EITHER
All Choices – lists all values that meet the criterion
OR
Limited Choices – cascades values based on data field filters already in place
Click once on a value to add it to the filter to the right.

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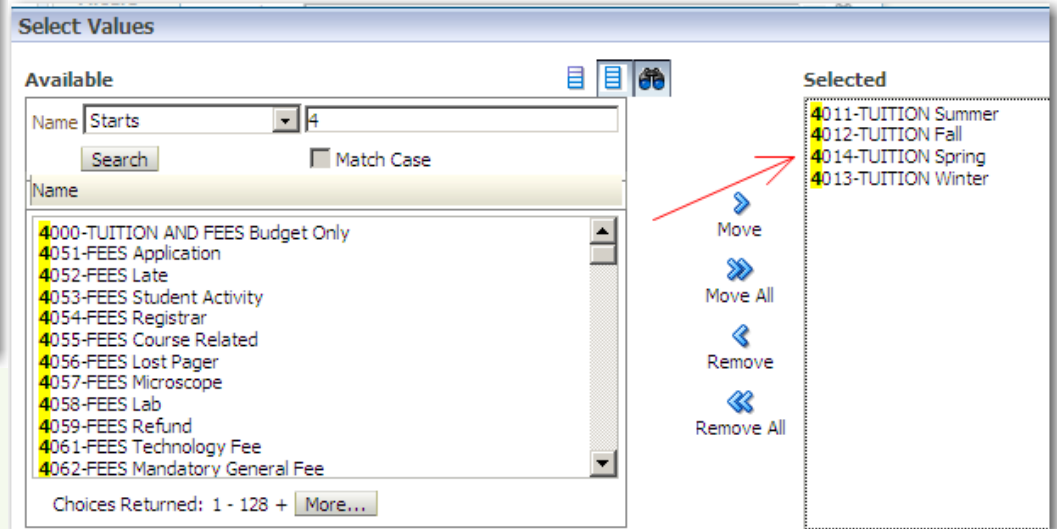
Modifying Filters

For example, here all Natural Class values greater than 3999 will be included in the report, or 4000 – 9999. Each value does not need to be listed.



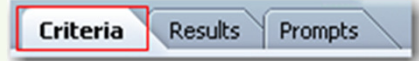
AND Natclass is greater than or equal to 4000

In contrast, below is a search on NC beginning with 4, where only the first four values are then moved to the right to be included in the report:



AND Natclass is equal to / is in 4011-TUITION Summer; 4012-TUITION Fall; 4014-TUITION Spring; 4013-TUITION Winter

Dartmouth College – Working with IRA Analyze



Modifying Filters

The two kinds of filters can be combined:

Filter 1 AND Natclass begins with 4
 Filter 2 AND Natclass is not equal to / is not in 4011-TUITION Summer; 4012-TUITION Fall; 4014-TUITION Spring; 4013-TUITION Winter

Here, the report will include all revenue Natural Classes (begins with 4) EXCEPT 4011-4014. To create this set of filters, use the Filter icon on NatClass Child twice.

Other examples:

header. Add a saved filter by clicking on add button after selecting its name in the catalog pane.

Org is equal to / is in 545-Financial Reporting; 546-Accounting Operations; 548-Endowment Admin
 OR Activity is equal to / is in 238000-AS Departmental Administration; 343601-Accounting Services; 343608-Endowment Administration; 343612-Financial Reporting
 AND Natclass begins with 4
 AND Natclass is not equal to / is not in 4011-TUITION Summer; 4012-TUITION Fall; 4013-TUITION Winter

Click AND to change to OR; all transactions with the specified Org values OR the specified Activities will be included. These filters need to be adjacent in the filter list for the OR to work correctly.

AND Full Chart String begins with 30.020.909000.594500.0000.

Use first five segments in chart string to include all natural classes used with that combination

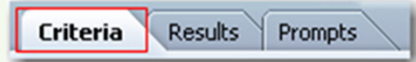
AND JE Source Short Name is equal to / is in ADVANCE_DC; BANNER_DC
 AND Natclass Child is greater than 6999

For specific Sources, include all Natural Classes 7000 and higher

AND Posted Date is between 06/01/2012 and 06/15/2012

To see what was posted on a specific range of days

Dartmouth College – Working with IRA Analyze



Modifying Filters

Other examples:

Org is equal to / is in 545-Financial Reporting
AND Funding is not equal to / is not in 368000-Subvention College

Exception Reporting: For ORG 545, show all transactions using something other than Subvention 368000

AND Natclass is equal to / is in 7512-SUPPLIES Photocopying and Printing; 7778-PUR SRVCS OTHR Printing External; 7822-SERVICE CTR Printing; 7853-INT DEPT Copying and Printing

Combine non-contiguous natural classes that all relate to Printing

AND Created By is equal to / is in John A. Smith

Include all transactions created by an individual

AND Created By is not equal to / is not in John A. Smith
AND JE Source Short Name is equal to / is in Manual

Include Manual (ADI) entries not uploaded by John Smith (choose names from picklist to ensure correct syntax)

Vendor/Employee Name is equal to / is in Fisher Scientific
AND Expenditure Type Description is equal to / is in 7035A EQUIP UNDR 2500 Lab; 7266A MAINT EQUIP Laboratory; 7473A SUPPL LAB Disposables; 7475A SUPPL LAB Glassware

Includes transactions to Fisher Scientific for various lab-related expenditures

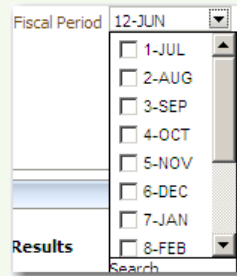
Dartmouth College – Working with IRA Analyze

Modifying Filters

Caution:

Fiscal Periods: For reports with multi-select fiscal periods on the IRA report, choose one or more fiscal periods. For reports with a pull-down for fiscal period on the IRA report, be careful when choosing more than one fiscal period for the modified report. If multiple periods are chosen, be sure they are broken out in the pivot table or the balances will be combined and overstated.

Multi-select example:



GL Transactions

AND Fiscal Period is equal to / is in 8-FEB

Returns February transactions

GL Transactions

ID Fiscal Period is equal to / is in 1-JUL; 2-AUG; 3-SEP; 4-OCT; 5-NOV; 6-DEC; 7-JAN; 8-FEB

Returns transactions Feb YTD

Pull-down select example:

GL Rollups Report_R

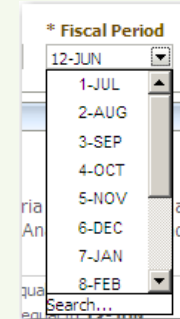
AND Fiscal Period is equal to / is in 8-FEB

Returns YTD balances as of Feb 28

GL Rollups Report_R

ID Fiscal Period is equal to / is in 1-JUL; 2-AUG; 3-SEP; 4-OCT; 5-NOV; 6-DEC; 7-JAN; 8-FEB

Returns a YTD balance for every month. Be sure to keep months showing separately in the pivot table, or all YTD balances will be summed and total overstated.

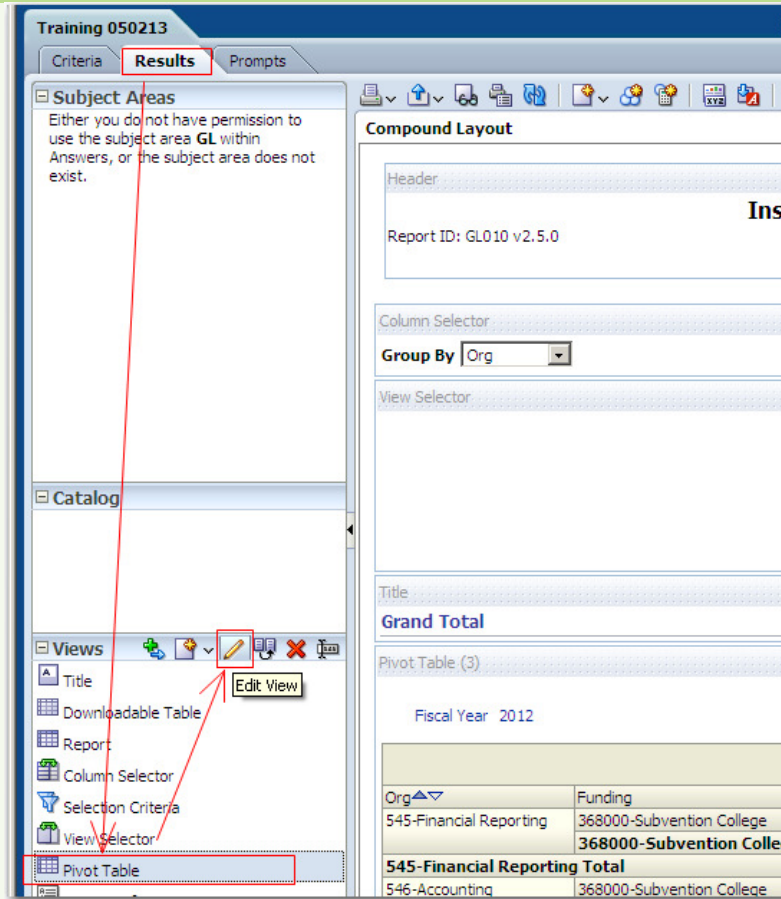


Dartmouth College – Working with IRA Analyze

Modifying Filters

Please note that after changes are made to filters, to see the results, click the Results tab, choose the view and click the pencil icon to get back to the specific report view:

Export, Print as needed from specific report view:



The screenshot shows a detailed report table in the IRA Analyze software. The table has columns for 'Org', 'Funding', 'Activity', and budget/actual/encumb amounts for various months. The data is as follows:

Org	Funding	Activity	1-JUL Budget Amount	1-JUL Actual Amount	1-JUL Encumb Amount	2-AUG Budget Amount	2-AUG Actual Amount	2-AUG Encumb Amount	3-SEP Budget Amount	3-SEP Actual Amount	3-SEP Encumb Amount	4-OCT Budget Amount
545-	368000-	343612-	400.00	0.00	0.00	0.00	195.80	0.00				0.00