

IRA Pivot Table Review and Using Answers to Modify Reports

Dartmouth College – Working with IRA Answers

Training Agenda

- IRA vs. Answers
- What is a Pivot Table?
- Pivot Table View in IRA
 - Data available by report in appendix
- Filter Selection Options
- Examples and Exercises

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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.

Group By

Entity	Org	Funding	Activity	Subactivity	Matclass	Effective Date	Posted Date	Budget Amount	Actual Amount	Encumb Amount	Encumb Type Name	JE Source Short Name	Reference 1	Reference 2
20-College Only	546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0000-Default	7511-SUPPLIES Office	1/31/2009	1/30/2009	0.00	44.38	0.00	Unknown	Inventory	12732	
20-College Only	546-Accounting Operations	368000-Subvention College	343601-Accounting Services	0000-Default	7511-SUPPLIES Office	1/31/2009	1/30/2009	0.00	330.60	0.00	Unknown	Inventory	12732	

Grand Total

Org	Budget Amount	Actual Amount	Encumb Amount
546-Accounting Operations	0.00	374.98	0.00
Grand Total	0.00	374.98	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

Org is equal to **545-Financial Reporting, 546-Accounting Operations, 547-Controllers Ofc**
and Funding is equal to **368000-Subvention College**
and Activity is equal to **343601-Accounting Services, 343602-Accts Payable Office, 343605-Controller Central**
and Subactivity is LIKE (pattern match) %
and Natclass is equal to **7511-SUPPLIES Office**
and JE Source Short Name is LIKE (pattern match) %
and JE Transaction Type is LIKE (pattern match) %

and Effective Date is between **1/31/09 and 1/31/09**

Select a View

Org	Funding	Activity	7-JAN Budget Amount	7-JAN Actual Amount	7-JAN Encumb Amount
546- Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	374.98	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 Answers 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 Modify to go to the Answers tool.

Select a view | Pivot Table

			7-JAN	7-JAN	7-JAN
Org	Funding	Activity	Budget Amount	Actual Amount	Encumb Amount
546- Accounting Operations	368000-Subvention College	343601-Accounting Services	0.00	374.98	0.00

Grand Total

Org	Budget Amount	Actual Amount	Encumb Amount
546-Accounting Operations	0.00	374.98	0.00
Grand Total	0.00	374.98	0.00

[Modify](#) - [Refresh](#) - [Print](#) - [Download](#)

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Criteria Results

Modifying Pivot Table View

- Answers, Criteria tab:

Criteria Results Prompts Dashboards - Answers

GL Transactions by Date Ran

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format by clicking the buttons below its name. (?)

Entity	Organization	Funding	Activity	Subactivity	Natural Class	Time	GL Transactions	
Entity ↓↑	Org ↓↑	Funding ↓↑	Activity ↓↑	Subactivity ↓↑	Natclass ↓↑	Effective Date ↓↑	Posted Date ↓↑	Budget Amount ↓↑
⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷	⏪ ⏩ ⏴ ⏵ ⏶ ⏷

Display Results Remove All

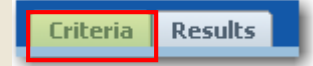
Filters

Add filters to the request criteria by holding down the CTRL key and clicking on column names in the selection pane, or by clicking on the filter button below the columns. Add a saved filter by clicking on its name in the selection pane. (?)

- Entity is prompted
- AND Org is equal to / is in 545-Financial Reporting, 546-Accounting Operations, 547-Controllers Ofc
- AND Funding is equal to / is in 368000-Subvention College
- AND Activity is equal to / is in 343601-Accounting Services, 343602-Accts Payable Office, 343605-Controller Central
- AND Subactivity is LIKE (pattern match) %

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.

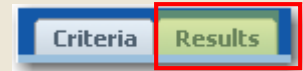
The screenshot shows the 'Criteria' tab of the IRA interface. At the top, there are tabs for 'Criteria', 'Results', and 'Prompts'. Below the tabs are navigation icons and the title 'Dashboards - Answers' and 'GL Transactions by Date Ran'. The main section is titled 'Columns' and contains a table of column headers and their corresponding filter buttons. Below the table are 'Display Results' and 'Remove All' buttons. The 'Filters' section below contains a list of active filters with 'AND' operators.

Entity	Organization	Funding	Activity	Subactivity	Natural Class	Time	GL Transactions	
Entity ↓↑	Org ↓↑	Funding ↓↑	Activity ↓↑	Subactivity ↓↑	Natclass ↓↑	Effective Date ↓↑	Posted Date ↓↑	Budget Amount ↓↑

Filters

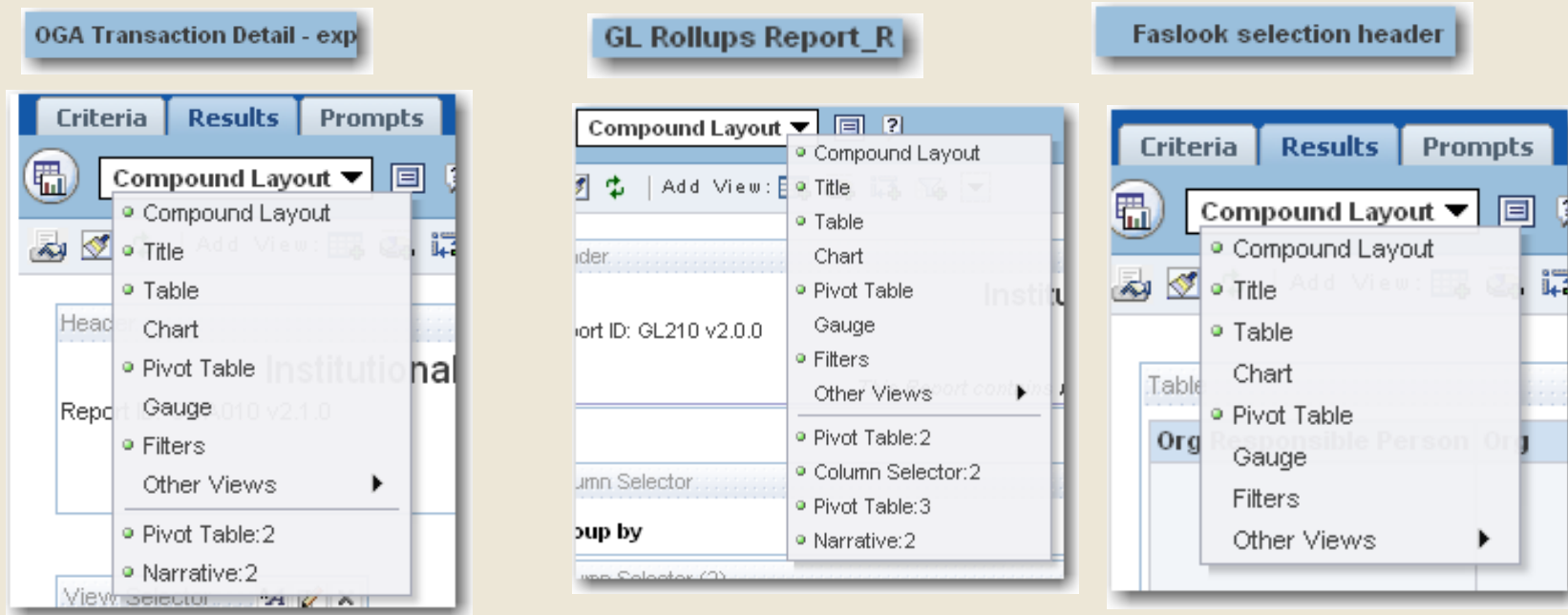
- Entity is prompted
- AND Org is equal to / is in 545-Financial Reporting, 546-Accounting Operations, 547-Controllers Ofc
- AND Funding is equal to / is in 368000-Subvention College
- AND Activity is equal to / is in 343601-Accounting Services, 343602-Accts Payable Office, 343605-Controller Central
- AND Subactivity is LIKE (pattern match) %

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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 pulldown menu. 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.



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Pivot Table Structure - example

The screenshot shows the Pivot Table Structure interface with several callout boxes:

- Page Area:** Contains 'Time' and 'Fiscal Year' fields.
- Sections Area:** Contains 'Group By' and 'Org' fields.
- Columns Area:** Contains 'Measure Labels' field.
- Rows Area:** Contains 'Natural Class', 'Time', and 'JE Source' fields.
- Measures Area:** Contains 'GL Transactions' and 'Measures' fields.

The screenshot shows the 'Excluded' section of the Pivot Table Structure interface. A callout box points to the 'Excluded Section (data fields available for use in the pivot table)'. The fields listed include:

- Entity
- Organization
- Funding
- Activity
- Subactivity
- Time
- Encumb Type
- JE Line Details
- GL Transactions
- Time
- Budget Version

TIP: Turn the *Display Results* option off by removing the check from the checkbox. Otherwise the data will refresh every time data fields are moved, which causes a delay as the view changes. When you are ready to see results, check *Display Results*.

The screenshot shows a warning dialog box from Microsoft Internet Explorer:

When displaying results and making a lot of changes, you may see a warning about a script – click No to continue

Microsoft Internet Explorer

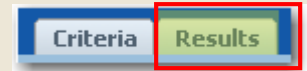
A script on this page is causing Internet Explorer to run slowly. If it continues to run, your computer may become unresponsive. Do you want to abort the script?

Yes No

Below the dialog box, the **Display Results** checkbox is shown, with a red arrow pointing to it from the tip above.

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Pivot Table Structure - example



■ Rows/Columns/Measures

Columns

- Entity (1)
- Fiscal Period Number (2)
- Fiscal Period (2)
- Measure Labels

Rows

- Funding (6)
- Activity (7)
- Natural Class (8)
- Time (9)
- JE Source (10)

Measures

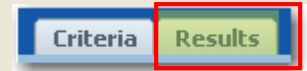
- Budget Amount (3)
- Actual Amount (4)
- Encumb Amount (5)

Pivot results:

					23-University Press of New England (1)	23-University Press of New England (2)	23-University Press of New England	
					1-JUL	1-JUL	1-JUL	
	6	7	8	9	10	Budget Amount (3)	Actual Amount (4)	Encumb Amount (5)
360500-Auxiliary Funding	156000-UPNE Operations	8400-OTHER OPERATING EXPENSE Budget Only	7/1/2008	Budget Journal				
360500-Auxiliary Funding	156000-UPNE Operations	8140-TRAVEL DOMESTIC Budget Only	7/1/2008	Budget Journal				
360500-Auxiliary Funding	156000-UPNE Operations	7758-PROF FEES Writers and Freelance	7/1/2008	Budget Journal				

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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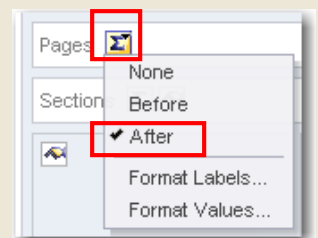
Pivot Table Structure

- Placing a data field in the Page 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.

This screenshot shows the Pivot Table configuration interface. On the left, the "Pages" area has "Time" selected. An arrow points from "Time" to the "Fiscal Year" dropdown menu in the main configuration area. The dropdown menu is open, showing the years 2009 and 2010. A callout bubble on the right explains that this allows users to view data by individual fiscal years, with one year per report page.

This screenshot shows the Pivot Table configuration interface with "Activity" selected in the "Pages" area. An arrow points from "Activity" to the "Activity" dropdown menu in the main configuration area. The dropdown menu is open, showing a list of activity codes including "343602-Accts Payable Office". A callout bubble on the right explains that data is arranged in separate reports (pages) by activity value.

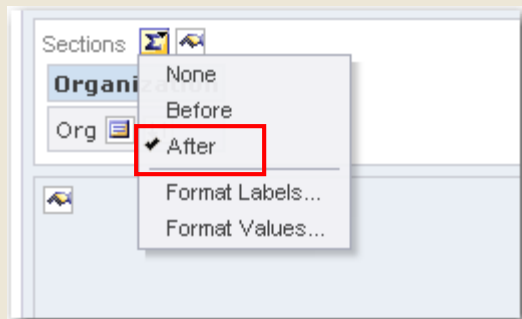
Note: To include All Pages as a choice in the dropdown list, click the sum icon next to Pages, and select "After":



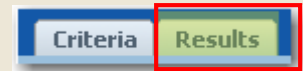
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Pivot Table Structure

- 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.



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



[Display Results](#)

Fiscal Year

Org
713-Editorial Acquisition

		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/31/2008	Payables	0.00	450.00	114.54
7/31/2008	Manual	0.00	-134.95	0.00
7/31/2008	Purchasing	0.00	0.00	2,601.25

Org
714-Production

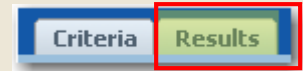
		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/31/2008	Payables	0.00	750.00	-750.00
7/31/2008	Manual	0.00	9.47	0.00
7/31/2008	Purchasing	0.00	0.00	3,640.69

All Sections

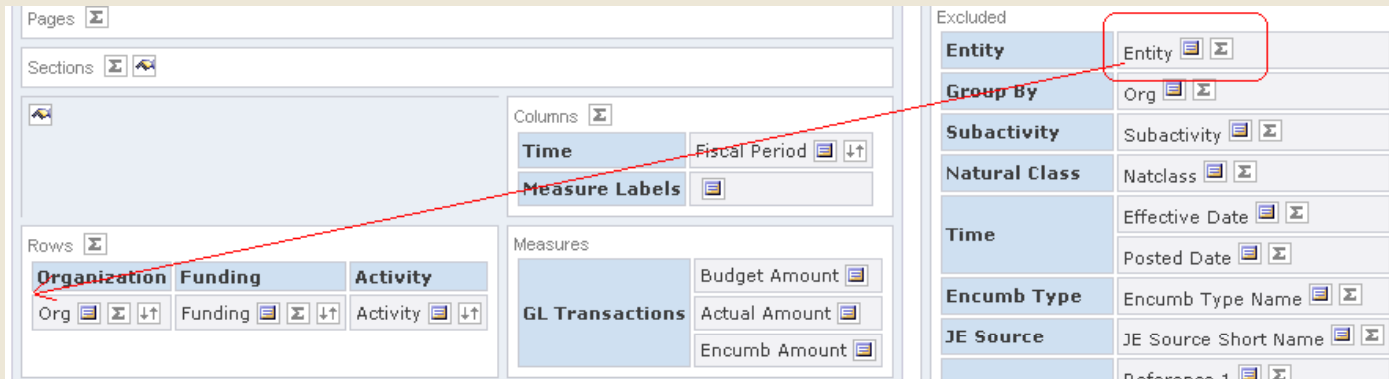
		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/31/2008	Payables	0.00	1,200.00	-635.46
7/31/2008	Manual	0.00	-125.48	0.00
7/31/2008	Purchasing	0.00	0.00	6,241.94

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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:

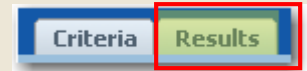


Result:



- 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.

Drag the data section header to move all related data fields

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Criteria

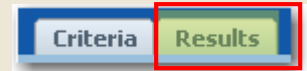
Results

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.

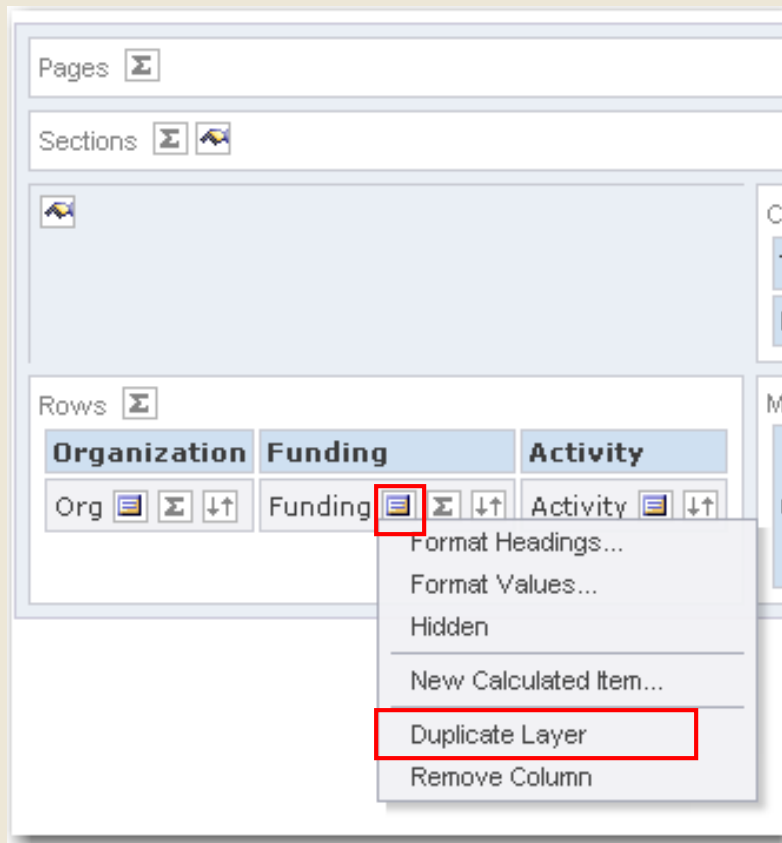
The screenshot shows a software interface with a 'Measures' tab highlighted in red. Below it, the 'GL Transactions' section contains three fields: 'Budget Amount', 'Actual Amount', and 'Encumb Amount'. A red arrow points from the 'Measures' tab to the 'Encumb Amount' field. A context menu is open over the 'Encumb Amount' field, with the 'Aggregation Rule' option selected and highlighted in blue. The 'Aggregation Rule' sub-menu is also open, showing a list of options: 'Default', 'Sum' (checked and highlighted in blue), 'Min', 'Max', 'Average', 'First', 'Last', 'Count', 'Count Distinct', 'None', 'Server Complex Aggregate', and 'Report-Based Total (when applicable)'.

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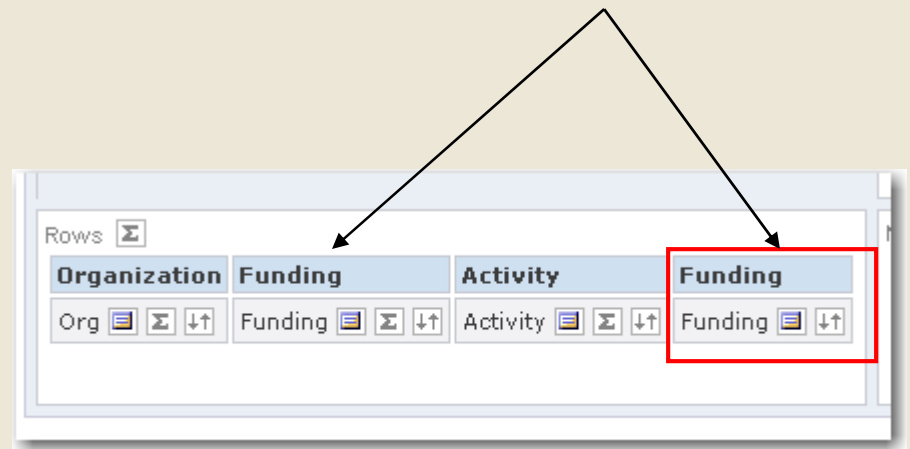


Duplicating a Data field

- 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:



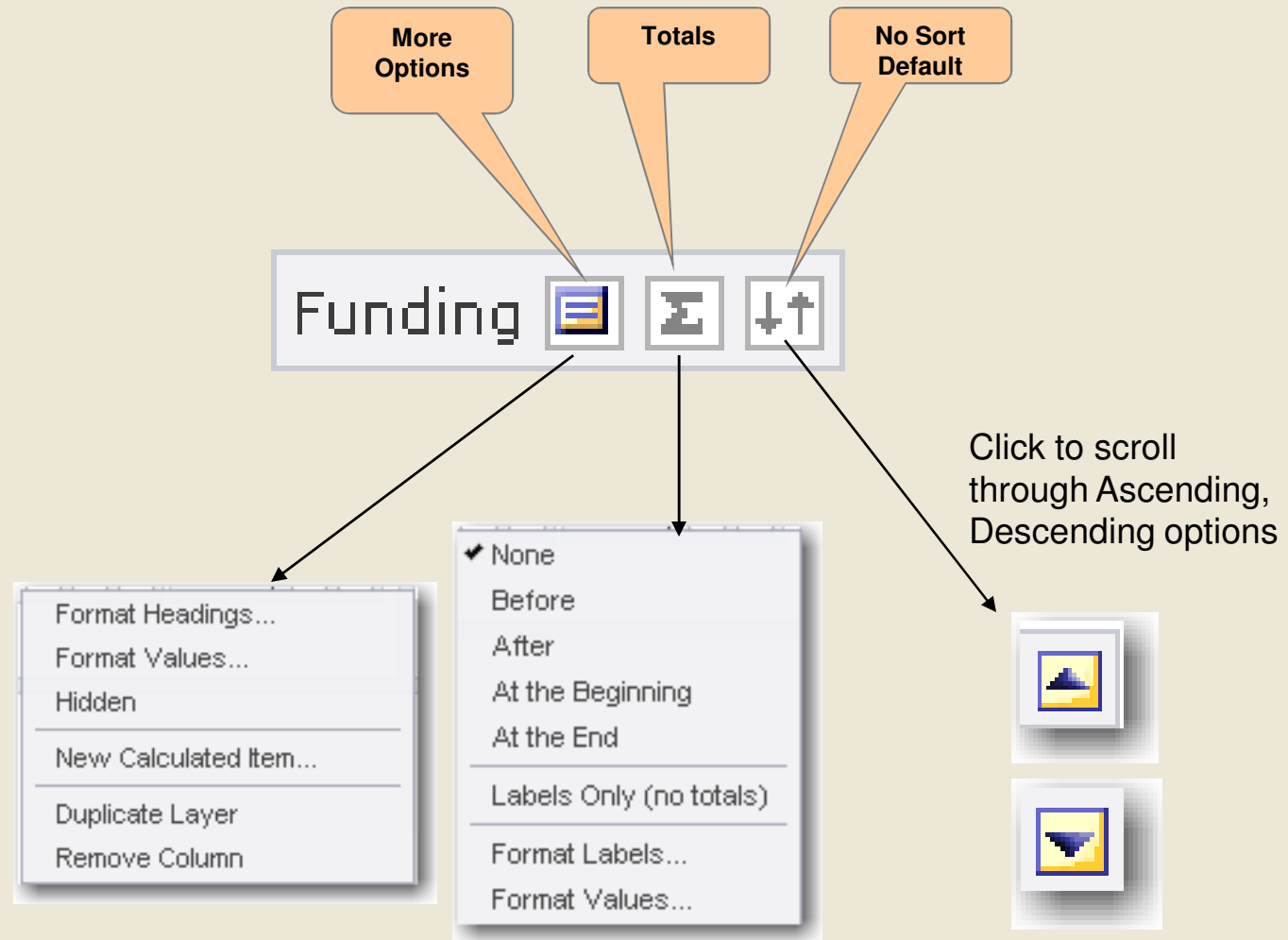
A duplicate of the same data field is available for use in another area of the report.



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Criteria **Results**

Setting Field and Area Properties



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Criteria **Results**

Setting Column Width

Here, the Org column is narrow:

Org	Funding	Activity
545-Financial Reporting	368000-Subvention College	343602-Accts Payable Office
545-Financial Reporting	368000-Subvention College	343605-Controller Central

1. Choose More Options -> Format Values

Rows

Organization	Funding
Org Child	Funding Child

- Format Headings...
- Format Values...**
- Display Results
- Hidden
- New Calculated Item...
- Org Child
 - Duplicate Layer
 - Remove Column

Edit Format

Font

Family: Default, Size: [], Color: [], Style: Default, Effects: Default

Cell

Horizontal Alignment: Default, Background Color: [], Vertical Alignment: Default, Image: []

Border

Position: Default, Border Style: Default, Border Color: []

Additional Formatting Options

Custom CSS Style Options (HTML Only)

2. Open Additional Formatting Options

3. Change Width as desired and click OK

Additional Formatting Options

Width: **60**, Height: []

Indent (Left Padding): [], Right Padding: []

Top Padding: [], Bottom Padding: []

Custom CSS Style Options (HTML Only)

Additional Formatting Options

Width: **200**

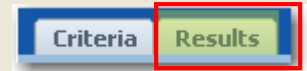
OK Cancel

Resulting adjusted width:

Display Results

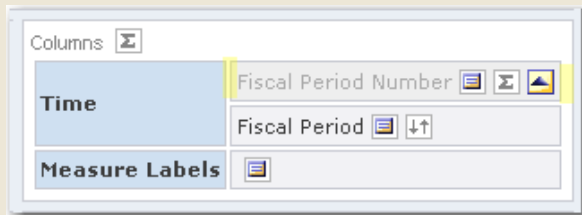
Org Child	Funding Child
545-Financial Reporting	368000-Subvention College
545-Financial Reporting	368000-Subvention College

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Hiding a Data Field

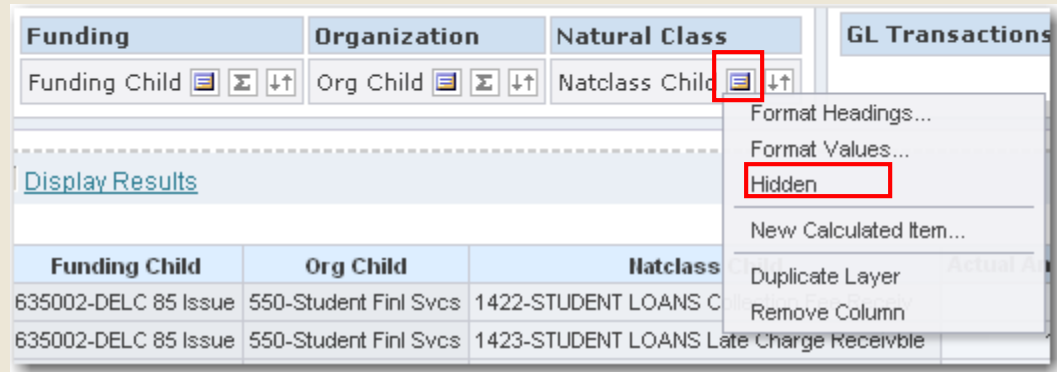
- You may want a data field available for use in a pivot table, but also hidden from view. For example, in the GL Transactions Pivot Table 2, Fiscal Period Number can be used to sort, but it does not appear in the pivot table results.



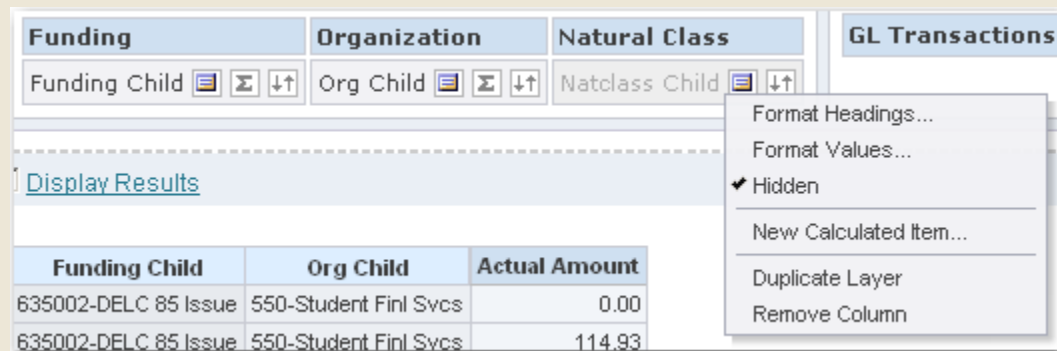
8-FEB	8-FEB	8-FEB
Budget Amount	Actual Amount	Encumb Amount

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:

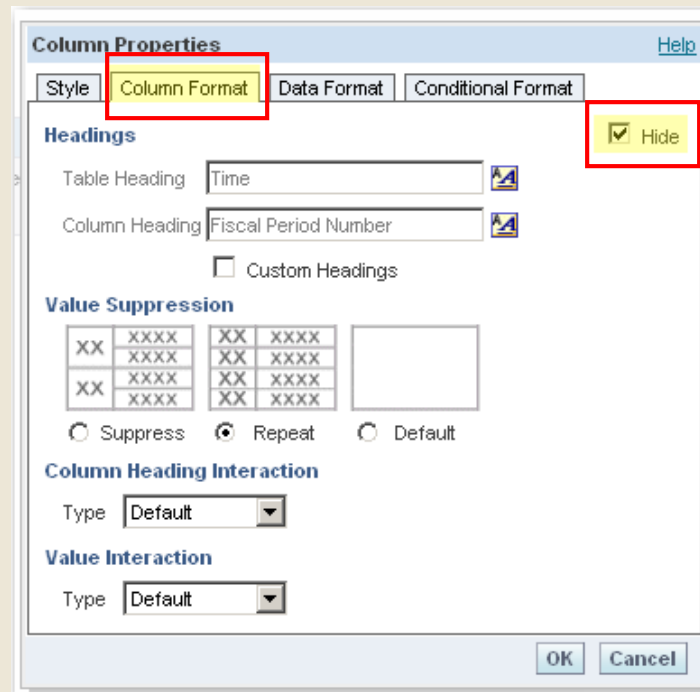
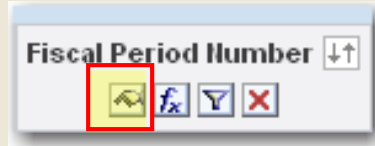


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Criteria Results

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:



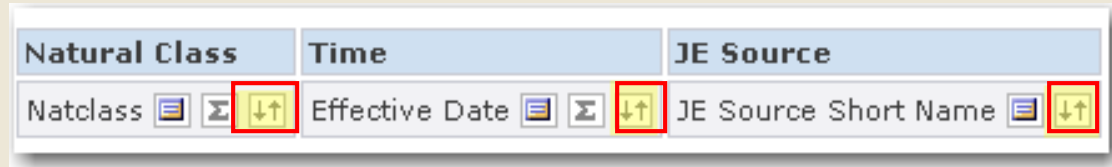
Choose Column Format tab and uncheck Hide.

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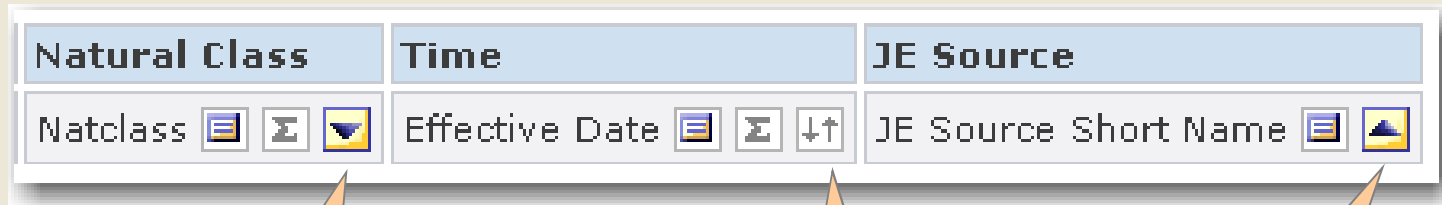


Sorting

The initial sort is determined by the IRA report structure.



Click sort icon to change.



Sorting
Descending

No sort

Sorting
Ascending

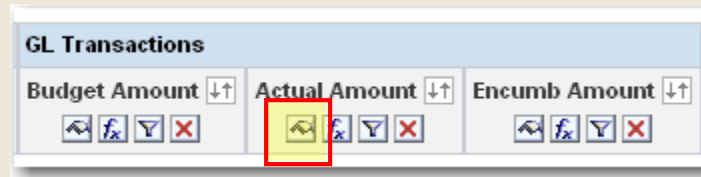
Sorting functions from left to right. Here, Natural Class will sort Descending, and then JE Source will sort Ascending *within each Natural Class*.

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Criteria Results

Setting Field Properties/Numbers

- To reformat dollar values, choose the properties icon:

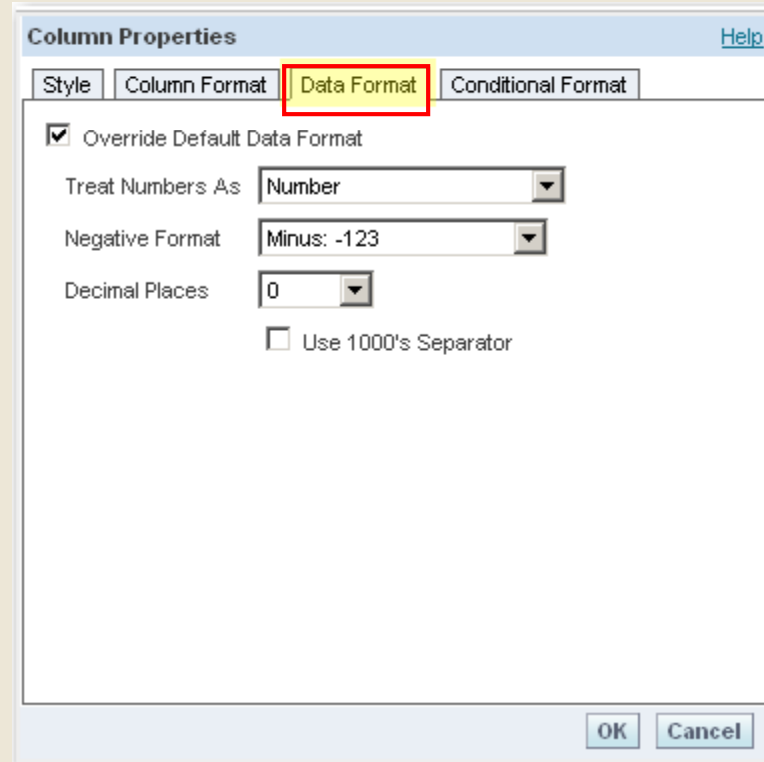


Select "Data Format" tab.

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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Criteria Results

Adding Calculated Item

- 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:

The image shows two overlapping windows. On the left is a 'Rows' panel with a 'MaxRows' field and several icons, including a formula icon (f) which is highlighted with a red box. On the right is the 'Edit Column Formula' dialog box. It has tabs for 'Column Formula' and 'Bins'. The 'Table Heading' is 'Rows' and the 'Column Heading' is 'MaxRows'. The 'Custom Headings' checkbox is checked. The formula field contains 'MAX(RCOUNT(1))', which is also highlighted with a red box. A callout bubble points to this field with the text 'Delete existing formula'. At the bottom of the dialog is an 'Aggregation Rule' dropdown set to 'Default' and 'OK' and 'Cancel' buttons.



* 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

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

Entity
Org
Funding
Activity
Subactivity
Natclass
Effective Date
Posted Date
Budget Amount
Actual Amount
Encumb Amount
Encumb Type Name
JE Source Short Name
Reference 1
Reference 2
Reference 3
Reference 4
Reference 5
Inventory Ticket
Work Order Number
JE Line Description
JE Batch Name

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

1 Budget Amount

then the minus sign

2

then

3 Actual Amount

Resulting formula:

Column Formula Bins
Table Heading Rows
Column Heading MaxRows
Custom Headings
"GL Transactions"."Budget Amount"$-$"GL Transactions"."Actual Amount"
1 2 3

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Adding Calculated Item

Criteria Results

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:

Edit Column Formula Help

Column Formula Bins

Table Heading

Column Heading

Custom Headings

Column Formula

+ - * / % () || **Function...** **Filter...** **Column ▶** **Variable ▶**

Select any field from the left panel to insert it into the formula.

Aggregation Rule

Click OK.

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

	Calculated	JE
Year	Calc - Budget Less Actual	JE

	Calendar Year	Σ
Calculated	Calc - Budget Less Actual	Σ
JE Line Details	JE Uniq ID	Σ

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

Rows Budget Less Actual (calc)

Format Heading... Inv

Format Measure Values... Wo

Show Data As ▶

Aggregation Rule ▶ Default

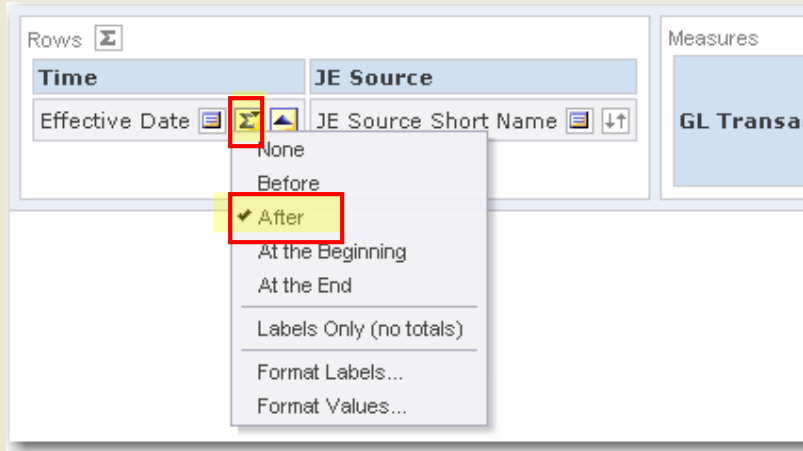
Display as Running Sum Sum

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Criteria Results

Adding Totals

Row Total:



Note: Sort data first and then add Totals.

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

Results:

Without Row totals:

		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/1/2008	Budget Journal	320,689.08	0.00	0.00
7/5/2008	OLD	0.00	-1,465.00	0.00
7/19/2008	OLD	0.00	2,261.97	0.00
7/21/2008	Manual	0.00	-123.50	0.00
7/31/2008	OLD	0.00	12,527.18	0.00
7/31/2008	Manual	0.00	9.47	0.00
7/31/2008	Purchasing	0.00	0.00	3,640.69
7/31/2008	Payables	0.00	750.00	-750.00

With Row Totals:

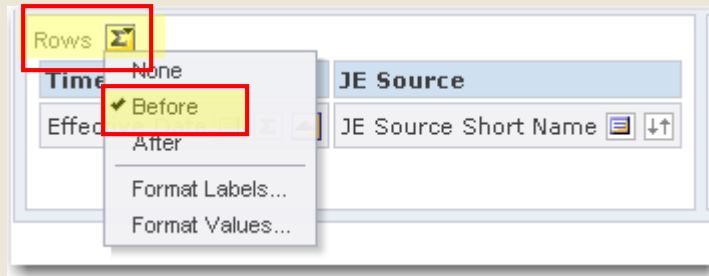
		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/1/2008	Budget Journal	320,689.08	0.00	0.00
7/1/2008 Total		320,689.08	0.00	0.00
7/5/2008	OLD	0.00	-1,465.00	0.00
7/5/2008 Total		0.00	-1,465.00	0.00
7/19/2008	OLD	0.00	2,261.97	0.00
7/19/2008 Total		0.00	2,261.97	0.00
7/21/2008	Manual	0.00	-123.50	0.00
7/21/2008 Total		0.00	-123.50	0.00
7/31/2008	OLD	0.00	12,527.18	0.00
7/31/2008	Manual	0.00	9.47	0.00
7/31/2008	Purchasing	0.00	0.00	3,640.69
7/31/2008	Payables	0.00	750.00	-750.00
7/31/2008 Total		0.00	13,286.65	2,890.69

Dartmouth College – Working with IRA Answers



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:

		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/1/2008	Budget Journal	320,689.08	0.00	0.00
7/5/2008	OLD	0.00	-1,465.00	0.00
7/19/2008	OLD	0.00	2,261.97	0.00
7/21/2008	Manual	0.00	-123.50	0.00
7/31/2008	OLD	0.00	12,527.18	0.00
7/31/2008	Manual	0.00	9.47	0.00
7/31/2008	Purchasing	0.00	0.00	3,640.69
7/31/2008	Payables	0.00	750.00	-750.00
7/4/2009	OLD	0.00	0.00	2,040.93

With Row Grand Total:

		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
Grand Total		320,689.08	13,960.12	4,931.62
7/1/2008	Budget Journal	320,689.08	0.00	0.00
7/5/2008	OLD	0.00	-1,465.00	0.00
7/19/2008	OLD	0.00	2,261.97	0.00
7/21/2008	Manual	0.00	-123.50	0.00
7/31/2008	OLD	0.00	12,527.18	0.00
7/31/2008	Manual	0.00	9.47	0.00
7/31/2008	Purchasing	0.00	0.00	3,640.69
7/31/2008	Payables	0.00	750.00	-750.00
7/4/2009	OLD	0.00	0.00	2,040.93

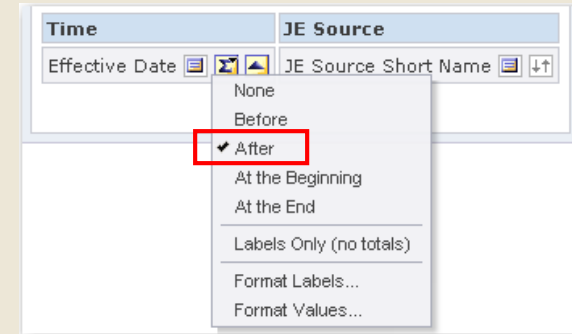
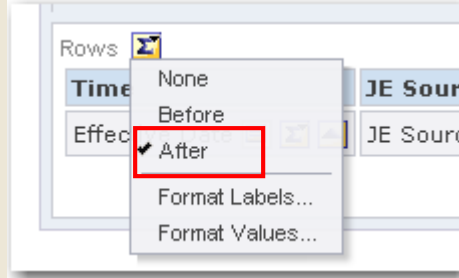
Dartmouth College – Working with IRA Answers

Criteria Results

Adding Totals

Row Totals plus
Row grand total

Results:



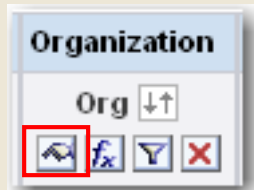
		1-JUL	1-JUL	1-JUL
Effective Date	JE Source Short Name	Budget Amount	Actual Amount	Encumb Amount
7/1/2008	Budget Journal	320,689.08	0.00	0.00
7/1/2008 Total		320,689.08	0.00	0.00
7/5/2008	OLD	0.00	-1,465.00	0.00
7/5/2008 Total		0.00	-1,465.00	0.00
7/19/2008	OLD	0.00	2,261.97	0.00
7/19/2008 Total		0.00	2,261.97	0.00
7/21/2008	Manual	0.00	-123.50	0.00
7/21/2008 Total		0.00	-123.50	0.00
7/31/2008	OLD	0.00	12,527.18	0.00
7/31/2008	Manual	0.00	9.47	0.00
7/31/2008	Purchasing	0.00	0.00	3,640.69
7/31/2008	Payables	0.00	750.00	-750.00
7/31/2008 Total		0.00	13,286.65	2,890.69
7/4/2009	OLD	0.00	0.00	2,040.93
7/4/2009 Total		0.00	0.00	2,040.93
Grand Total		320,689.08	13,960.12	4,931.62

Dartmouth College – Working with IRA Answers

Criteria Results

Adding Totals

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:



Column Properties [Help](#)

Style **Column Format** Data Format Conditional Format

Headings Hide

Table Heading: Funding

Column Heading: Funding

Custom Headings

Value Suppression

XX	XXXX	XX	XXXX
XX	XXXX	XX	XXXX
XX	XXXX	XX	XXXX
XX	XXXX	XX	XXXX

Suppress Repeat Default

Column Heading Interaction

Type: Default

Value Interaction

Type: Default

OK Cancel

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



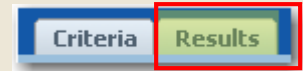
View Display Error

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 Answers

Adding Column Totals



Multiple Columns, here by month:

		6-DEC	6-DEC	6-DEC	7-JAN	7-JAN	7-JAN
Org	Funding	Budget Amount	Actual Amount	Encumb Amount	Budget Amount	Actual Amount	Encumb Amount
546- Accounting Operations	368000-Subvention College	0.00	341.71	0.00	0.00	1,357.96	0.00

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

The screenshot shows the 'Columns' configuration area. A dropdown menu is open over the 'Columns' section, with 'After' selected. The menu also includes options for 'None', 'Before', 'Format Labels...', and 'Format Values...'. In the background, the 'GL Transactions' section is visible with 'Budget Amount', 'Actual Amount', and 'Encumb Amount' listed. The 'Rows' section shows 'Organization' and 'Funding' with their respective icons.

Result: Sum totals of
columns:

		6-DEC	6-DEC	6-DEC	7-JAN	7-JAN	7-JAN			
Org	Funding	Budget Amount	Actual Amount	Encumb Amount	Budget Amount	Actual Amount	Encumb Amount	Budget Amount	Actual Amount	Encumb Amount
546- Accounting Operations	368000-Subvention College	0.00	341.71	0.00	0.00	1,357.96	0.00	0.00	1,699.67	0.00

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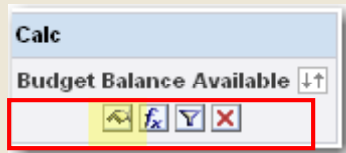
Criteria Results

Conditional Formatting

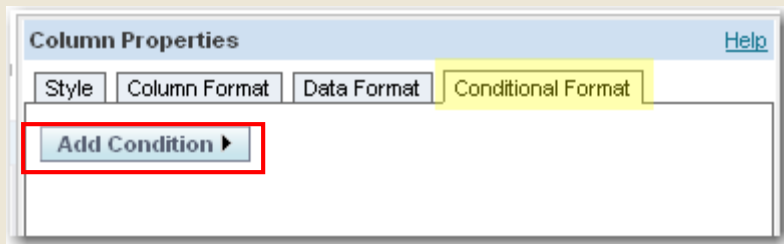
- Conditional formatting can be added to data fields.

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

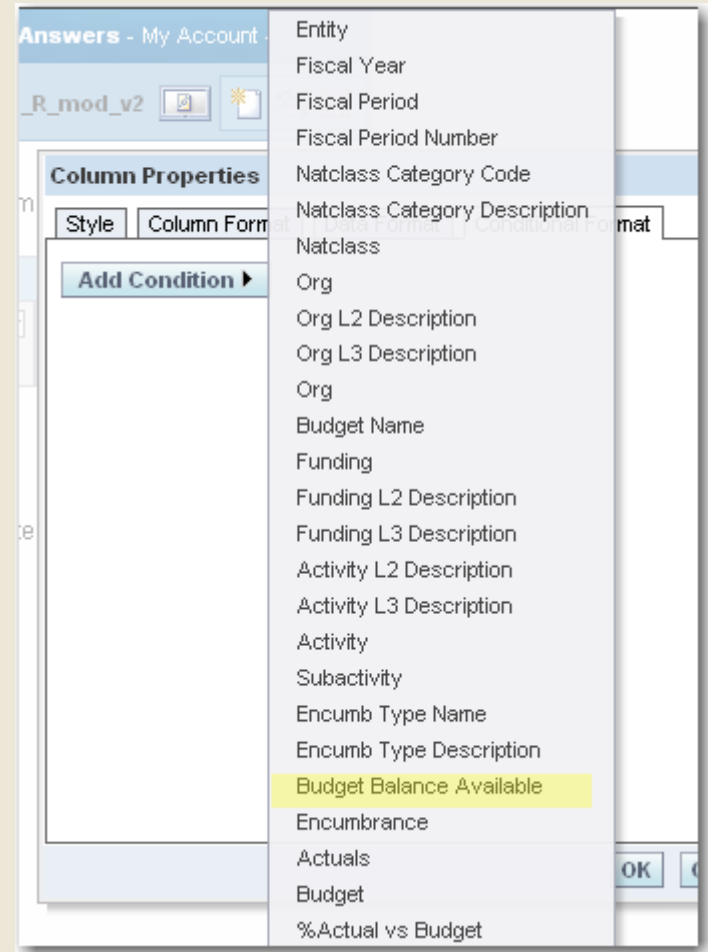
1. Choose Column Properties for Budget Balance Available



2. Choose Conditional Format tab, Add Condition



3. Choose the data field to apply the condition to



Dartmouth College – Working with IRA Answers

Criteria Results

Conditional Formatting

4. Fill in the condition; click OK

Column Properties

Style | Column Format | Data Format | Conditional Format

Add Condition ▾

Create/Edit Filter

Column **Budget Balance Available**

Operator is less than

Value 0

Add ▸ Clear Values

OK Cancel

5. Choose the Format of the data field when the condition is met; click OK

Edit Format

Font

Family Default Size

Color [white] Style Default Effects Default

Cell

Horizontal Alignment Default Background Color [black]

Vertical Alignment Default Image

Border

Position Default Border Style Default

Border Color

Additional Formatting Options

Custom CSS Style Options (HTML Only)

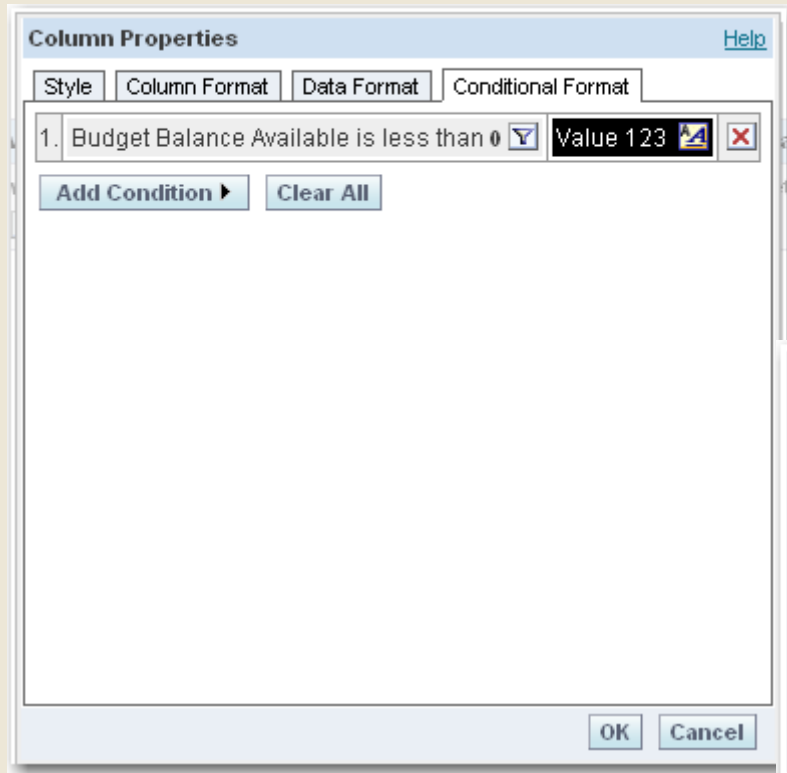
OK Cancel

Dartmouth College – Working with IRA Answers



Conditional Formatting

6. Review conditions and click OK



Result in pivot table:

		2009
Funding	Hatclass Category Description	Budget Balance Available
363000-Central Funding College only	ALL OTHER	0.00
363006-Offset to Endowment Return	ALL OTHER	-8,612.26
	COMP AND FRINGE	8,612.26
368000-Subvention College	ALL OTHER	203,655.46
	COMP AND FRINGE	24,457.74
	REVENUE	-8,527.96
Grand Total		219,585.24

Dartmouth College – Working with IRA Answers

Saving/Downloading/Printing

Choose Save icon from upper-right-hand corner:



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

A screenshot of the "Save Request" dialog box. The dialog has a title bar "Save Request" and a "Create Folder" button in the top right. Below the title bar is a tree view of folders. The "My Folders" folder is selected and highlighted with a red box. Under "My Folders", there are sub-folders: "Dashboards", "Reports", "Segments", "SOB", and "Usage Tracking". Below the folder tree are three input fields: "Folder" (containing "My Folders"), "Name" (containing "Name of Saved Report"), and "Description" (containing "2.0.0.8"). The "Folder" and "Name" fields are highlighted with red boxes. At the bottom of the dialog are "OK" and "Cancel" buttons. An orange callout box points to the "Description" field with the text "Enter a description of the report (opt.)". Another orange callout box points to the "My Folders" folder in the tree with the text "Use folder structure and naming conventions that are meaningful to you".

Use folder structure and naming conventions that are meaningful to you

Enter a description of the report (opt.)

See IRA Basic Training materials for downloading and printing options.

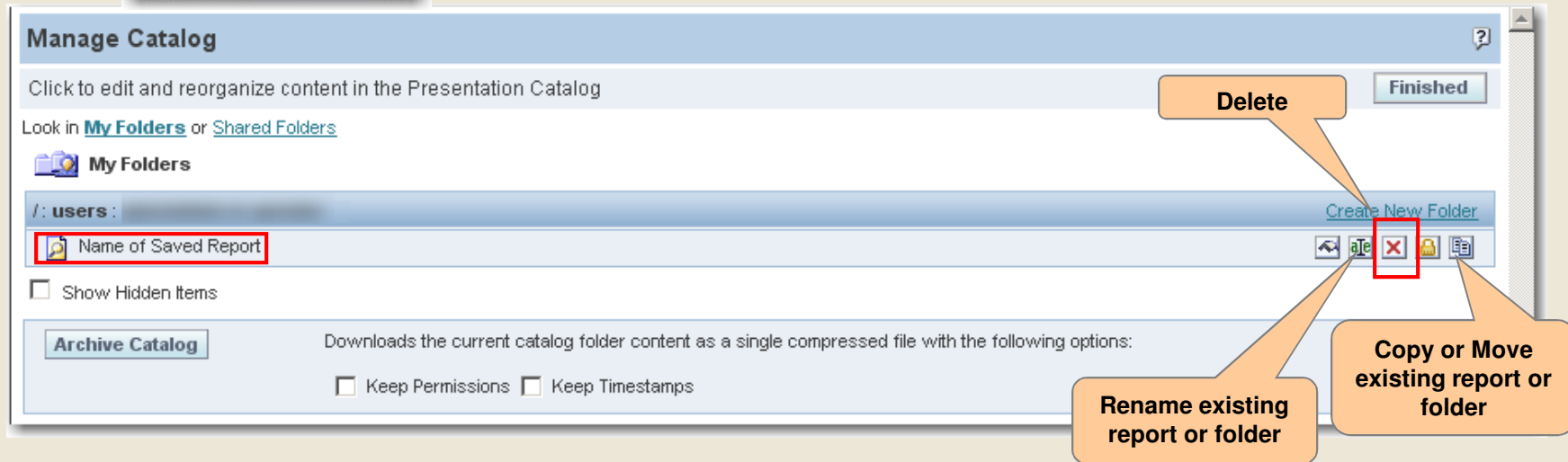
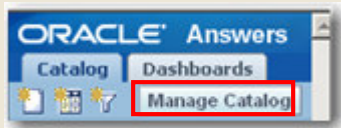
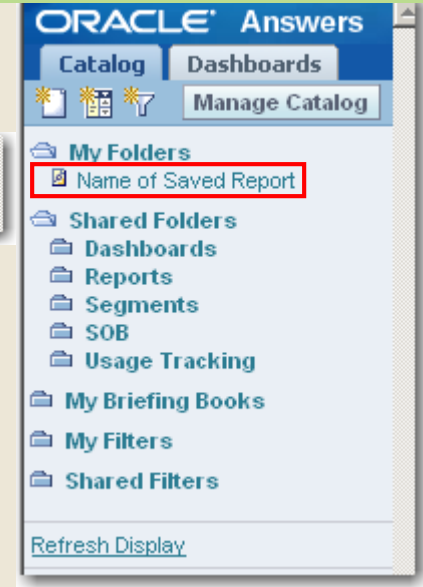
Dartmouth College – Working with IRA Answers

Saved Reports

To run a saved report, choose Answers, and click on report name:



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



Dartmouth College – Working with IRA Answers

Folders/Files View

Tip: After accessing Answers, you can click on My Folders or any subfolder to see report links and Modify Criteria/Modify Views options. Choosing the report link will run the report. Choosing Modify Criteria will take you directly to the Criteria tab to modify filters before running the report. Choosing Modify Views will run the report in the Results tab to make it easier to modify the report view.

The screenshot shows the ORACLE Answers interface. The top navigation bar includes 'Catalog' and 'Dashboards' tabs, and a 'Manage Catalog' button. A search bar is located at the top right. The left sidebar shows a tree view under 'My Folders' with sub-items: CIP Funding, CLP, demo, Month-end reports, SEFA/OSP, downloadable table 032609, EOFNC plus basic batch info, F/O/IC Actual, Funding Balances summary, GL Funding Balances--string bal, Indirects FY09, Life Sci Boiler New Hamp, New Hamp, and SPUD expenses. Below this are 'Shared Folders' (Dashboards, Reports, Segments), 'My Filters', and 'Shared Filters'. The main content area, titled 'My Folders', lists the following items with their respective 'Modify Criteria' and 'Modify Views' links:

- CIP Funding** (Folder)
- CLP** (Folder)
- demo** (Folder)
- Month-end reports** (Folder)
- SEFA/OSP** (Folder)
- downloadable table 032609** (File) - [Modify Criteria](#) | [Modify Views](#)
- EOFNC plus basic batch info** (File) - [Modify Criteria](#) | [Modify Views](#)
- F/O/IC Actual** (File) - [Modify Criteria](#) | [Modify Views](#)
- Funding Balances summary** (File) - [Modify Criteria](#) | [Modify Views](#)
- GL Funding Balances--string bal** (File) - [Modify Criteria](#) | [Modify Views](#)
- Indirects FY09** (File) - [Modify Criteria](#) | [Modify Views](#)
- Life Sci Boiler New Hamp** (File) - [Modify Criteria](#) | [Modify Views](#)
- New Hamp** (File) - [Modify Criteria](#) | [Modify Views](#)
- SPUD expenses** (File) - [Modify Criteria](#) | [Modify Views](#)

Dartmouth College – Working with IRA Answers

Criteria Results

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.

Columns
Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column by clicking the buttons below its name. ?

Entity	Time	Natural Class			
Entity ↓↑	Fiscal Year ↓↑	Fiscal Period ↓↑	Fiscal Period Number ↓↑	Natclass Category Code ↓↑	Natclass Category Description ↓↑

Display Results Remove All

Filters
Add filters to the request criteria by holding down the CTRL key and clicking on column names in the selection pane, or by clicking on the filter columns. Add a saved filter by clicking on its name in the selection pane. ?

- Fiscal Year is equal to / is in 2009
- AND Fiscal Period is equal to / is in 9-MAR
- AND Org is equal to / is in 547-Controllers Ofc
- AND Funding is less than 400000
- AND Activity is LIKE (pattern match) %
- AND Natclass Category Code is equal to / is in COMP, OTHR, REV
- AND Entity is prompted

Use the Add Filter icon to add a new filter.

Use Edit Filter icon to adjust an existing filter

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 Answers

Criteria Results

Modifying Filters

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

Use Operator selections on the left 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:

Create/Edit Filter [Help](#)

Column: []

Operator: is greater than

Value: []

Match: begins with

begins with
ends with
contains

[All Choices](#) [Limited Choices](#)

- is greater than
- is less than or equal to
- is greater than or equal to
- is between
- is null
- is not null
- is in top
- is in bottom
- contains all
- contains any
- does not contain
- begins with
- ends with
- is LIKE (pattern match)
- is not LIKE (pattern match)
- is prompted

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 left.

Dartmouth College – Working with IRA Answers

Criteria Results

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.

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

Create/Edit Filter

Column: **Natclass Child**

Operator: is greater than

Value: 3999

Match: begins with

All Choices Limited Choices

Add Clear Values

Advanced

AND Natclass Child is greater than 3999

Create/Edit Filter

Column: **Natclass Child**

Operator: is equal to / is in

Value: 4011-TUITION Summer

Value: 4012-TUITION Fall

Value: 4013-TUITION Winter

Value: 4014-TUITION Spring

Match: begins with 4

All Choices Limited Choices

4000-TUITION AND FEES Budget Only
4011-TUITION Summer
4012-TUITION Fall
4013-TUITION Winter
4014-TUITION Spring
4051-FEES Application
4052-FEES Late
4053-FEES Student Activity
4054-FEES Registrar
4055-FEES Course Related

<< 1 2 3 4 5 6 7 8 9 10 >>

Add Clear Values

Advanced

OK Cancel

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

Dartmouth College – Working with IRA Answers

Criteria Results

Modifying Filters

The two kinds of filters can be combined:

Filter 1 **AND** Natclass Child begins with 4

Filter 2 **AND** Natclass Child is not equal to / is not in 4051-FEES Application, 4011-TUITION Summer

Here, the report will include all revenue Natural Classes (begins with 4) EXCEPT 4051 and 4011. To create this set of filters, use the Filter icon on NatClass Child twice.

Other examples:

JE Transaction Type is equal to / is in Actual

AND Effective Date is greater than 06/30/2008

AND Funding Child begins with 192616, 192631, 192643, 192644, 192732

OR Activity Child is equal to / is in 964704-CIP Baker Berry Library, 964705-CIP Electronic Student Mgmt

Edit Filter Group

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

Full Chart String begins with 13.001.560100.950000.0000

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

JE Category Description is equal to / is in SPUD ADJUSTMENT, SERVICE CENTER

Natclass Child is greater than 7999

For specific Sources, include all Natural Classes 8000 and higher

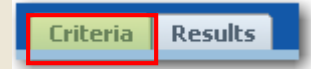
Posted Date is between 04/01/2009 and 04/05/2009

To see what was posted on a specific range of days

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Modifying Filters

Other examples:



Org Child is equal to / is in 545
AND Funding Child is not equal to / is not in 368000

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

Natchclass Child is equal to / is in 7512-SUPPLIES Photocopying and Printing, 7778-PUR SRVCS OTHR Printing External, 7822-SERVICE CTR Printing, 7853-IIT DEPT Copying and Printing

Combine non-contiguous natural classes that all relate to Printing

Created By is equal to / is in John Smith

Include all transactions created by an individual

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

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

Expenditure Type Description is equal to / is in 7035A EQUIP UHDR 2500 Lab, 7116A EQUIP 2500to24999 Lab, 7116A EQUIP 5000to24999 Lab, 7471A SUPPL LAB Chemical Gases, 7472A SUPPL LAB Chem Reagents, 7473A SUPPL LAB Disposables, 7474A SUPPL LAB Drugs, 7475A SUPPL LAB Glassware, 7476A SUPPL LAB Personal Safty

Includes transactions to Fisher Scientific for various lab-related expenditures

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Criteria Results

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 Fiscal Period is equal to / is in 8-FEB

Returns February transactions

GL Transactions 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 Fiscal Period is equal to / is in 8-FEB

Returns YTD balances as of Feb 28

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

Be sure to keep months showing separately in the pivot table, or all YTD balances will be summed.