

Account Analysis Pivot Macro Instructions

1. Save Account Analysis Report(s).
2. Open "AccountAnalysisPivot". Note: Do Not Change the Name of the File.
3. Click on Process Tab.

Create a Pivot Table Report from ONE OFC Account Analysis Report

- 1 To create the report, run a OFC Account Analysis Report and download it.
- 2 Click the "Generate Pivot Account Analysis Report - 1" button

Generate Pivot Account
Analysis Report - 1

Create a Pivot Table Report from TWO OFC Account Analysis Reports

- 1 To create the report, run two OFC Account Analysis Reports and download them.
- 2 Click the "Generate Pivot Account Analysis Report - 2" button

Generate Pivot Account
Analysis Report - 2

- a. Select either one or two reports to include.
 - b. Navigate to reports saved in step one and select.
 - c. The report will take a few minutes to run.
4. Click on Report_Criteria_Information Tab.

[Account Analysis Report 1](#)

[Account Analysis Report 2](#)

BSU Account Analysis Report

From Period: 1-17

To Period: 12-17

Report Date: 9/23/16 9:36 AM

BSU Account Analysis Report

From Period: 1-17

To Period: 12-17

Report Date: 9/23/16 9:33 AM

- a. The period parameters will reflect for each report selected.
- b. The date and time the reports were delivered will reflect for each report selected.

5. Click on CombinedData Tab.

	FISCAL YEAR	PERIOD	PERIOD NAME	BALANCE TYPE	ENCUMBRANCE TYPE	FUND	FUND DESC	DEPARTMENT	COST
6	2017	2	2-17	Encumbrance	Travel Enc	1001	Appropriated	12800	100100
7	2017	2	2-17	Encumbrance	Travel Enc	1001	Local	12800	100100

- a. This includes all of the data from each report selected.
 - b. This data is used in the pivot table.
 - c. Do NOT change this data.
6. Click on PvtTbIRpt Tab.
 - a. Use the filters to isolate specific funding sources.

PERIOD_NAME	(All)	▼
BALANCE_TYPE	(All)	▼
FUND	(All)	▼
DEPARTMENT	(All)	▼
SUPPLEMENTAL	(All)	▼
PROJECT	(All)	▼

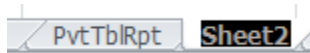
- b. BUDGET = Budget Load for each rollup account
- c. ACTUAL = Expenses
- d. Total = Remaining Budget

Row Labels	2580001 BUDGET	ACTUAL	2580001 Total
310000 - Student Fees			
310000 - Student Fees - Budget			
311900 - Miscellaneous Student Fee			
410000 - Reg Salaries	-511,806.00	99,977.73	-411,828.27
410000 - Reg Salaries - Budget	-511,806.00		-511,806.00
410500 - Employees - Regular		99,977.73	99,977.73

- e. Double click on any dollar amount to drill to transaction detail in a new tab.
- f. Sort any field by selecting the chevron and clicking Sort A to Z, Low to High, etc.

The screenshot shows a PivotTable with a filter menu open for the field 'BUDACCT'. The menu includes options for sorting (Sort A to Z, Sort Z to A, More Sort Options...), clearing filters, and label/value filters. A search box is present, and a list of rollup accounts is shown with checkboxes, all of which are currently checked.

- 7. Copy and paste the pivot table to additional tabs and use filters to set up specific funding sources.
- 8. Update tab names to reflect filter selections.
 - a. Double-click tab.
 - b. Change name.



- 9. Refresh data as often as you would like by completing step 3 with new reports.