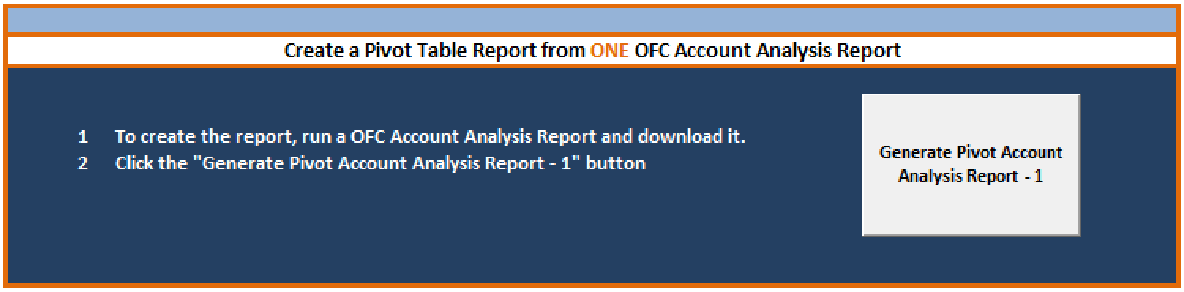
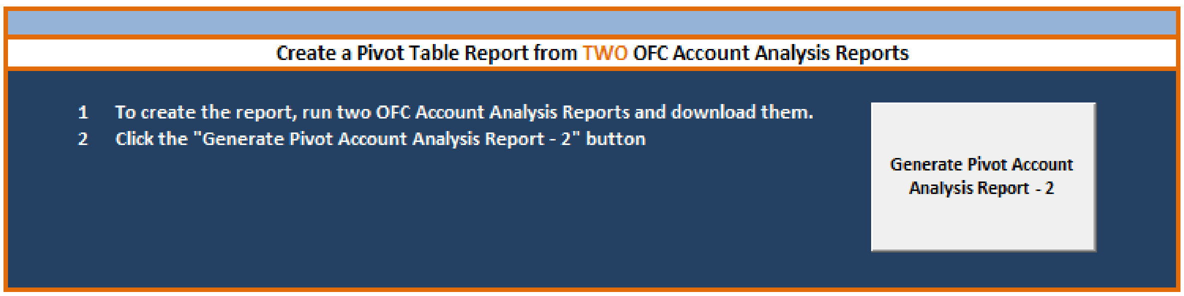
Account Analysis Pivot Macro Instructions

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





   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.

<u>Account Analysis Report 1</u>

BSU Account Analysis Report
From Period: 1-17
To Period: 12-17
Report Date: 9/23/16 9:36 AM

<u>Account Analysis Report 2</u>

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.

6	FISCAL_YEAR	PERIOD	PERIOD_NAME	BALANCE_TYPE	ENCUMBRANCE_TYPE	FUND	FUND_DESC	DEPARTMENT	COST_
7	2017	2	2-17	Encumbrance	Travel Enc	1001	Appropriated	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 PvtTblRpt Tab.
   a. Use the filters to isolate specific funding sources.

9-23-19

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

b. BUDGET = Budget Load for each rollup account

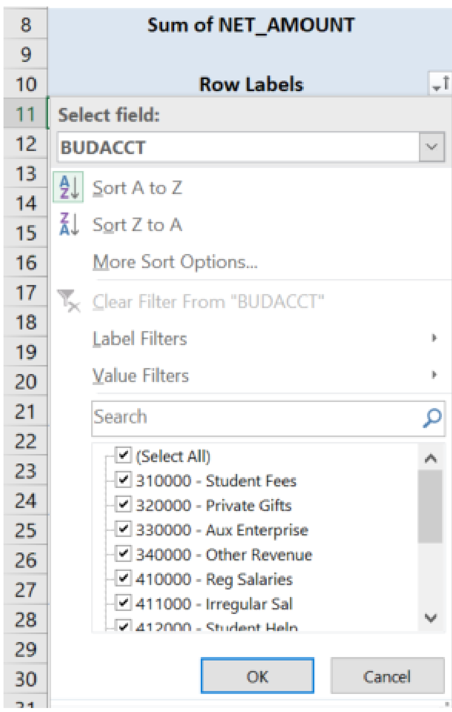
c. ACTUAL = Expenses

d. Total = Remaining Budget

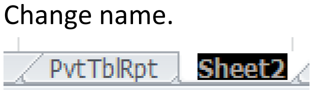
	2580001		2580001 Total
Row Labels	BUDGET	ACTUAL	
310000 - Student Fees			
310000 - Student Fees - Budget			
311900 - Miscellaneous Student Fee			
410000 - Reg Salaries	-511,806.00	99,977.73	-411,828.27
410000 - Reg Salaries - Budget	-511,806.00		-511,806.00
410500 - Employees - Regular		99,977.73	99,977.73

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.



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.