

The **Financial** EdgeTM

Pivot Reports Guide

031116

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Pivot Reports



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Note: Visit our Web site at www.blackbaud.com for the latest documentation and information.

The Financial Edge contains numerous standard reports to help you quickly produce and view your organization's accounting information. You may find that these ready-to-use reports provide all the information your organization needs. However, if you need a custom report, one that includes a variety of information not traditionally provided, then your solution may be to create a pivot report.

Glossary: A pivot report is a dynamic, multi-dimensional analysis tool (also known as OLAP or On-Line Analytical Processing) you can use to gain insight into your accounting data. Pivot reports appear in **The Financial Edge** only if you have Microsoft *Excel 2000* or *Excel XP*.

With pivot reports, you use PivotTables to create custom views of your accounting information by dragging and dropping information previously gathered using a query. With these interactive tables, you can analyze data and create summaries and reports.

This chapter explains the basics of pivot reports and includes procedures for getting started and creating reports. In addition, you will find explanations of the basic tools used in creating a pivot report and a process summary that gives an overview of creating a pivot report from start to finish. For more information about pivot reports, access the **Financial Edge** help file from the Pivot Reports page. For information this chapter does not cover about PivotTables, access the Microsoft help file from the Pivot Report screen.

If you install *Office 2007*, you will also need to install *Office Web Components 10*. Microsoft no longer installs the OWC files automatically. If you created pivot reports using *Office Web Components 9*, you may have to recreate those reports. You can download the Web components from the Download Center at microsoft.com: office.microsoft.com/downloads/2002/owc10.aspx.

Understanding Pivot Reports

A pivot report is the product of using an interactive PivotTable to summarize, organize, and calculate your accounting data. With a pivot report, you get a multi-dimensional view of information you choose to include. You can rotate the rows and columns of a pivot report to see different summaries of data, filter data by displaying different pages, or display the details for specific areas of interest. By using a pivot report, you have unprecedented flexibility in creating a report that presents information from your database not included in a standard report.

For example, you can create a query containing accounts and project summary balances, and then create a new pivot report using that query. From there, you can manipulate the data using the PivotTable interface to show an account in each row and a project for each column. The detail grid shows the project balance for each account. You can also create a query that includes vendors and their past due activity, and then create a pivot report that shows the past due amounts in summary, and with the click of a button shows the invoice detail.

The possibilities for reporting with pivot reports are nearly endless and are only bound by the information in your database. If you are new to pivot reports, the abundant options and amount of customization may seem daunting; however, with practice you will soon be creating the exact pivot reports you need.

Pivot Report Process Summary

The steps provided in this section give a general overview describing the process of creating a pivot report using an interactive Microsoft PivotTable in **The Financial Edge**.

Step 1. What is the goal of the report? What information do you want to analyze and present? Answering these two questions is the first step in creating a pivot report. Once you consider what the end result should be and focus on what information to include, you are ready for the next step.

Step 2. Create a query in *The Financial Edge* containing the information to use in the pivot report. The information you gather using the query will be the basis of the pivot report and is presented in the PivotTable Field List. Think of the field list as a palette of information from which you create the report. For more information about creating queries, see the *Query Guide*.

Step 3. Access the Reports Page in the *The Financial Edge*, select Pivot Reports, and open a new pivot report using the query you created in step 2.

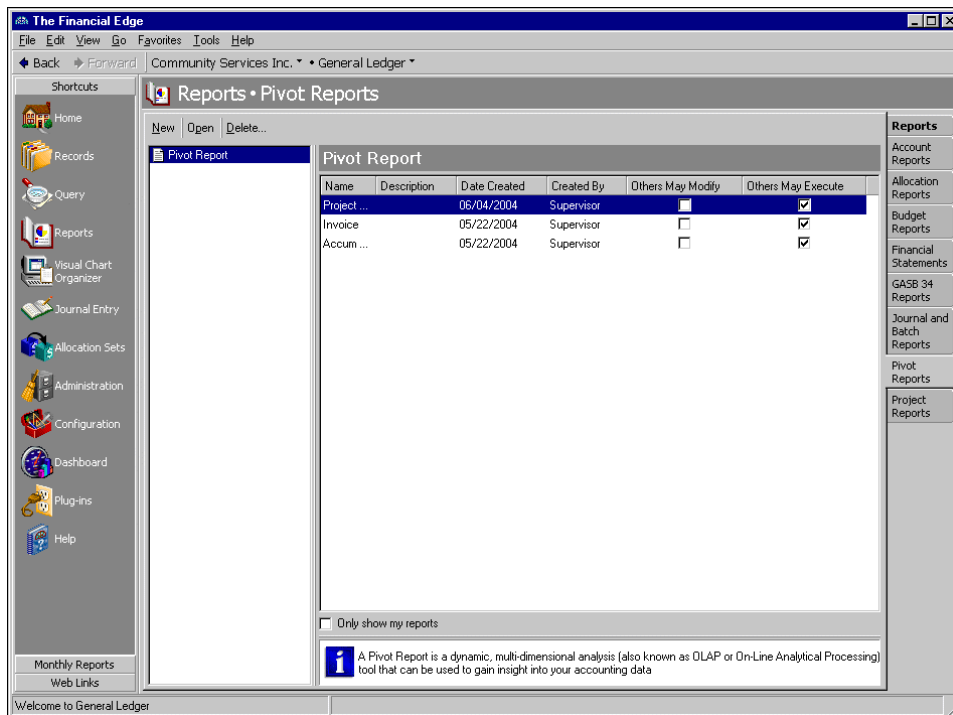
Step 4. Now you create the report and adjust the layout by dragging and dropping information from the PivotTable Field List into sections of the New Pivot Report screen. This is the place you manipulate the presentation of the data and control how the report looks.

Step 5. Analyze the information the report provides. Select the Chart tab on the Pivot Report screen to view a color graph or continue to drag and drop information to tweak the report.

Step 6. Once the report meets the goals you established during step 1, save the pivot report for future use. Once saved, you can access the pivot report quickly from the Pivot Reports page in *Reports*. To print the pivot report, you must export the saved report to *Excel*.

Accessing Pivot Reports

Because *Reports* is a shared component of *The Financial Edge*, you can access and create pivot reports from the Reports page of any *Financial Edge* program. To access pivot reports, click **Reports** on the navigation bar and then click **Pivot Reports**. The Pivot Reports page appears.



Note: **Pivot Reports** appears on the Reports page only if you have Microsoft *Excel*. To view Microsoft's PivotTables correctly, you must have *Excel 2000* or *Excel XP*.

On the Pivot Reports page, you can open a saved pivot report or create a new one by clicking **New** on the action bar. If any pivot reports have been saved, they appear on the right of the screen.

Anatomy of a Pivot Report

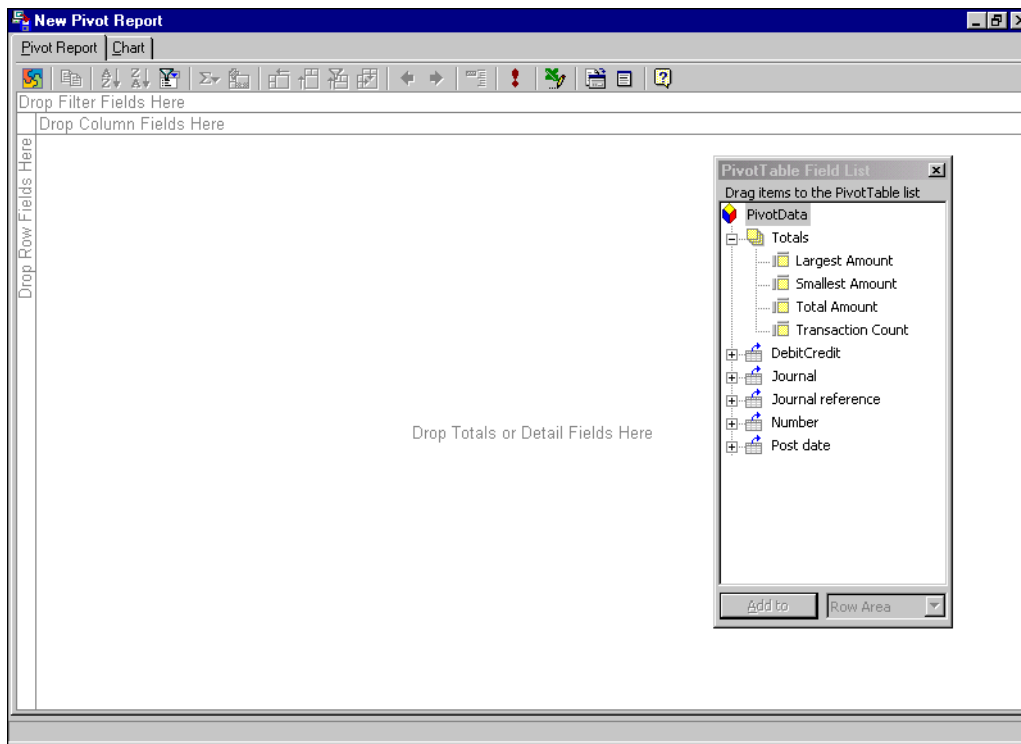
When you create a new pivot report, you load accounting data gathered using a query and begin with a fresh canvas for the report. This accounting data forms a palette from which you drag and drop the information to include in the report.

The PivotTable interface you use to create the report contains the main Pivot Report screen, the “canvas”, and a small floating field selection screen, the “palette”. This section provides an overview of those elements and includes other pieces of the PivotTable interface you use to create custom reports.

New Pivot Report Screen

The New Pivot Report screen appears when you open a new pivot report from the Reports page. You are now working in a Microsoft component “bundled” with *The Financial Edge*. You may notice a distinct difference in functionality while working in this screen. For example, you cannot save a report directly from this screen from the **File** menu or from an icon on the toolbar, as you can in *The Financial Edge*. To save a pivot report, you must go back to the *Financial Edge* General tab and click **Save** on the toolbar.

For more information about Microsoft PivotTables, access Microsoft’s help file from the Pivot Report screen. You can access this by pressing **F1** on your keyboard or by clicking **Help** on the Microsoft toolbar.



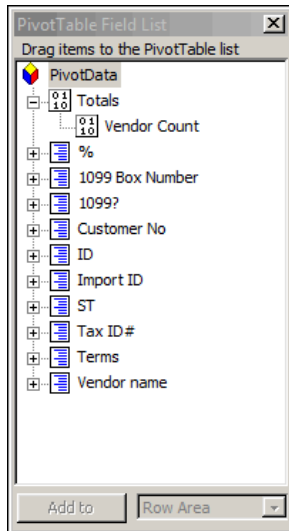
Pivot Report tab. This is the main area of the PivotTable interface where you manipulate the data to include in the report. On this tab you drag elements from the PivotTable Field List screen and drop them in designated areas depending on how you want the information to appear in the report. There are specific areas for dropping filter fields, column fields, row fields, and total/detail fields.

Chart Tab. Once you populate the Pivot Report tab with information, select the Chart tab to view a colorful graph of the pivot report data. This is an alternative view of the report in chart format, often helpful in analyzing trends.

Toolbar. The pivot report toolbar provides quick access to tools you can use to further manipulate data, including a button to export the pivot information to an *Excel* spreadsheet. You can also use the toolbar to refresh the report, calculate data, sort fields, copy information, and access the Property Toolbox.

PivotTable Field List Screen

The PivotTables Field List appears when you open a new pivot report from the Reports page. It contains information fields from the query you selected when you opened the pivot report.

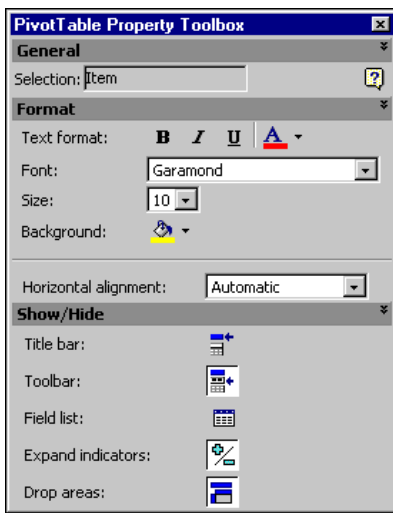


PivotTable List. The accounting information in this list originates from the query you selected when you created the pivot report. You can drag and drop fields from the list to quickly and efficiently populate the report with accounting data. The information is displayed in a hierarchical treeview format. To expand the treeview and drill down, click the plus sign next to a specific field.

Add to. You can use the **Add to** button as an alternative to dragging and dropping information from the PivotTable Field List. You highlight a field, select an area of the report in the drop-down, and click **Add to**.

PivotTable Property Toolbox

With the PivotTable Property Toolbox, you can customize the look of elements in the pivot report, including alignment, font size, and background color. When you adjust an element using the toolbox, the change appears on the Pivot Report screen. You can quickly access the toolbox from the toolbar or by right clicking and selecting **Property Toolbox** from the shortcut menu. For more detailed information, see “Formatting With the PivotTable Property Toolbox” on page 13.



Preparing Queries

Glossary: A query is simply a way for you to search your database for records that meet certain conditions. If matching records exist, *The Financial Edge* provides a list you can use for reports, analysis, pivot reports, or limiting tasks you perform in other Blackbaud applications to specific groups of records rather than all records in your database.

After you set a goal for the pivot report and know the information to analyze and present, you create a query. As you create queries, keep in mind what the final output will include. For example, to analyze all transactions posted to the general ledger within a specific period, you may include information in the query such as journal, journal reference, transaction number, post date, transaction amount, and whether it was a debit or credit. For more information about creating queries, see the *Query Guide for The Financial Edge*.

Items selected on the Output tab in *Query* are the fields in the **PivotTable Field List** window. *The Financial Edge* creates categories for the query data with varying levels of detail depending on the type of information. For example, geographical data could include Country, Region, and City levels, while post date data could include Year, Quarter, Month, and Day levels.

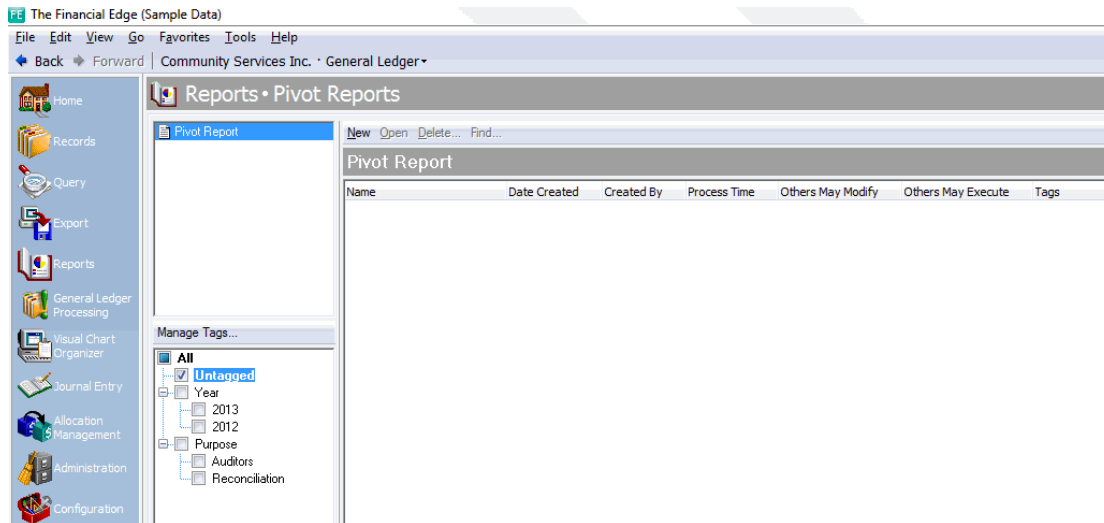
Creating Pivot Reports

After collecting in a query the data to use, you are ready to create a pivot report. When you create a pivot report, you add fields of data to various data drop areas. Keep in mind the key feature of the pivot report is the flexibility it provides. You are never committed to one view of information. You can manipulate, filter, add and remove information an unlimited number of times after creating the report. For more information about customizing pivot reports, see “Customizing Pivot Reports” on page 8.

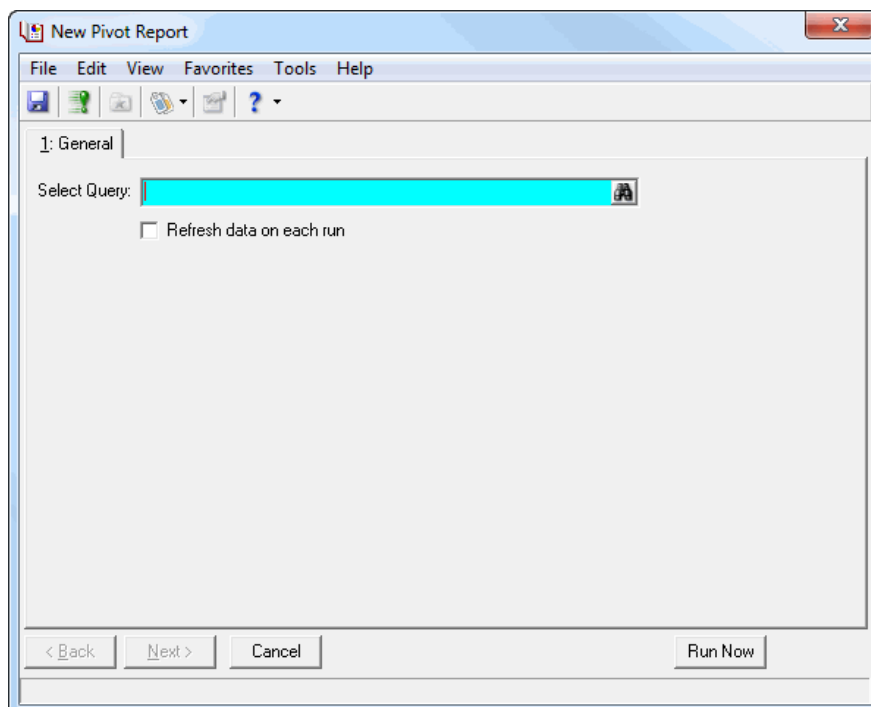
For this example, we create a pivot report using a query containing transaction information from each journal. While this example demonstrates data and fields specific to a **General Ledger** pivot report, you can use these procedures as a model for creating any type of pivot report in **The Financial Edge**.

► Creating pivot reports

1. On the Reports page, select **Pivot Reports**. The Pivot Reports page.



2. Click **New**. The New Pivot Report screen appears on the General tab.



3. In the **Select Query** field, click the binoculars to select a query. The Open query screen appears.
4. In the **Query type** field, select "Transaction".
5. Click **Find Now**. Saved queries appear.
6. Select the "Monthly Transactions" query and click **Open**. You return to the General tab and "Monthly Transactions" appears in the **Select Query** field.

7. Mark **Refresh data on each run** to update information in the query each time you preview the pivot report.
8. Click **Run Now**. The New Pivot Report screen appears on the Pivot Report tab.
The query field information appears in a treeview in the **PivotTable Field List** window.
9. Select the **Journal** field in the field list and drag and drop it in the Drop Row Fields Here area.
10. Select the **Month** field in the field list, and drag and drop it in the Drop Column Fields Here area.
Column heads for each month with transactions for the displayed journals appear across the top of the report.

Note: You can expand the **Totals** field to select specific total fields to add.

11. Select the **Totals** field in the field list, and drag and drop it in the Drop Totals or Detail Fields Here area. This adds all of the total data fields to the report. However, you can expand the **Totals** field to select specific total fields to add.
12. Select **Post Date** in the field list, and drag and drop it in the Drop Filter Fields Here area.
13. Click **X** to close the pivot report and return to the General tab on the New Pivot Report screen.
14. Click the Save button on the toolbar. The Save Report As screen appears.
15. Enter a report name and description and click **Save**. You return to the General tab.

Customizing Pivot Reports

The flexibility in Pivot Reports allows you to customize and manipulate data to meet your reporting needs. You can drill down to the most specific details or you can pan out for a broad overview. You can add or remove data, rearrange the layout of data by changing fields, and format how information is displayed using the PivotTable Property toolbox.

The following section contains the basic procedures necessary to customize pivot reports.

Adding and Removing Data

If you decide you need more or less information in the report, you can always add or remove data fields. The Field List displays the data fields available from the query. Fields in this list that are not bold are available but not yet displayed in the pivot report. The bold fields are already displayed.

Note: If you need additional information from your database that is not included in the field list, you can edit the query to include this information.

When you remove a field from the layout of a pivot report, data from the field is no longer displayed. However, the field remains available in the field list and you can always add it back into the pivot report.

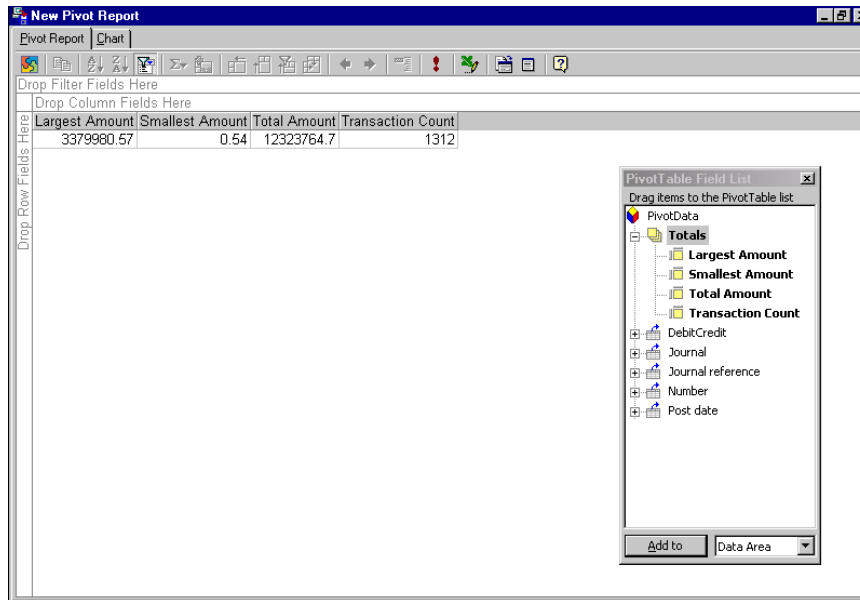
Fields can be used in only certain drop areas determined by the type of data the field contains. Use only total fields in the Drop Totals or Detail Fields Here area of the pivot report; use all other fields in the filters, rows, and columns drop areas.

Each drop area in the report is labeled with the type of fields it accepts. As you drag a field over the drop areas, those that accept that type of information turn blue. An icon appears indicating if a drop area does not accept that type of information. Once you move fields to all of the areas, the drop area outlines and captions are not visible, but you can still move fields to these areas.

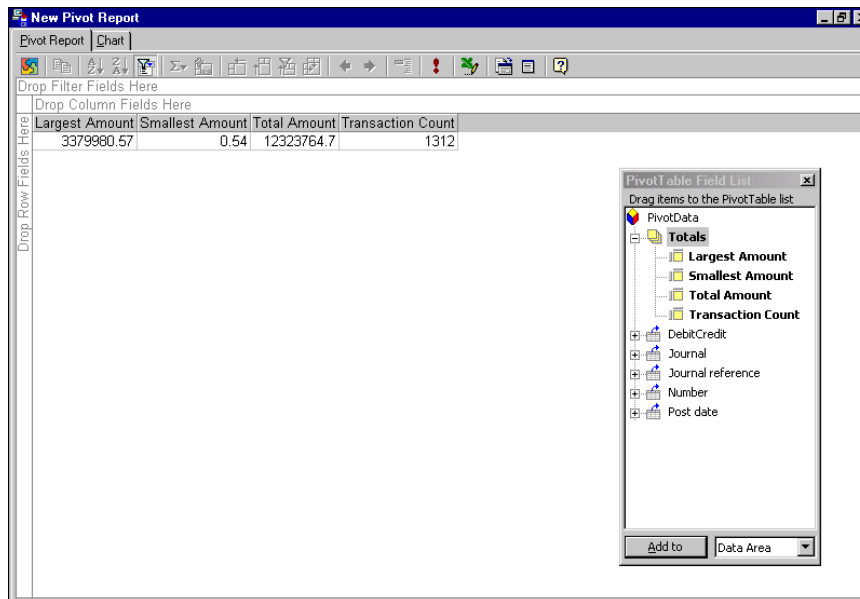
► Adding data to pivot reports

Note: From the field list you can also add fields to the drop areas by highlighting the field to add, selecting the drop area, and clicking **Add to**.

1. From an open pivot report, click **Field List** on the Pivot Report toolbar. The PivotTable Field List appears.



2. Select a field in the list and drag it to the appropriate drop area:
 - Drop total fields in the Drop Totals or Detail Fields Here area.
 - Drop all other fields in the filters, rows, and columns areas.

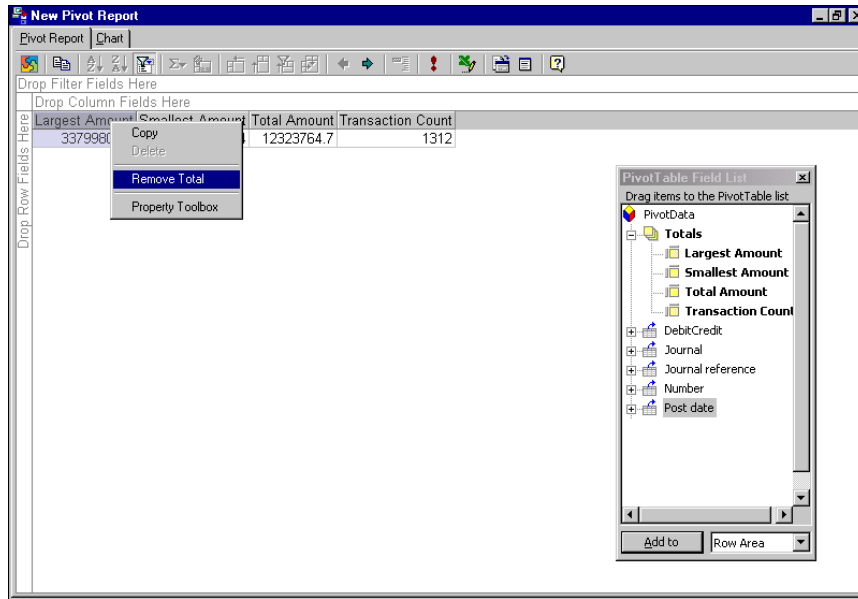


► Removing data from pivot reports

Tip: You can also remove a field by selecting and dragging it off the screen. The field returns to the **PivotTable Field List**.

1. From an open pivot report, right-click the field label of the field to remove from the pivot report and select **Remove Field** from the shortcut menu.

The field returns to the **PivotTable Field List**.



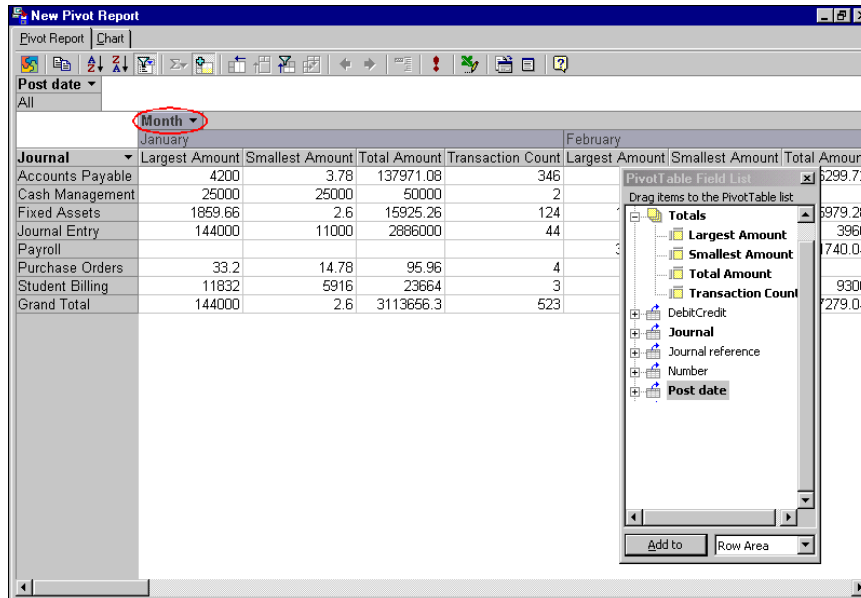
Changing the Layout

With Pivot Reports, you can rearrange the layout of information an unlimited number of times to view your data from different perspectives. By “pivoting” information to different rows and columns you can view different summaries of the information or focus in on a different area of interest. You can also arrange the layout of fields to format a chart using data in the report. For more information about creating charts, see “Pivot Report Charts” on page 21.

► Moving fields to different drop areas

Tip: You can also move row and column fields by selecting the field label and clicking the Move to Row/Column/Filters Area button.

1. From an open pivot report, select the field label for the field to move.

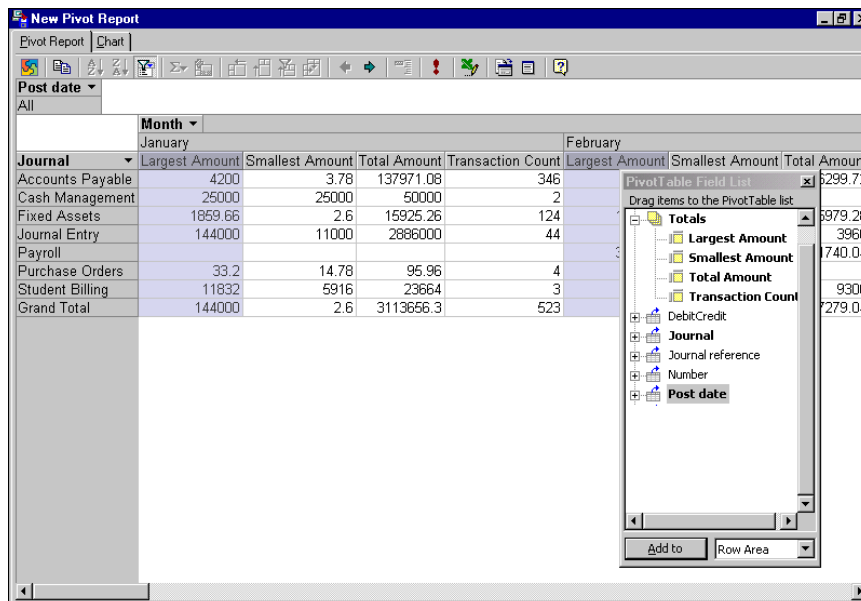


2. Drag and drop the field in the new drop area.

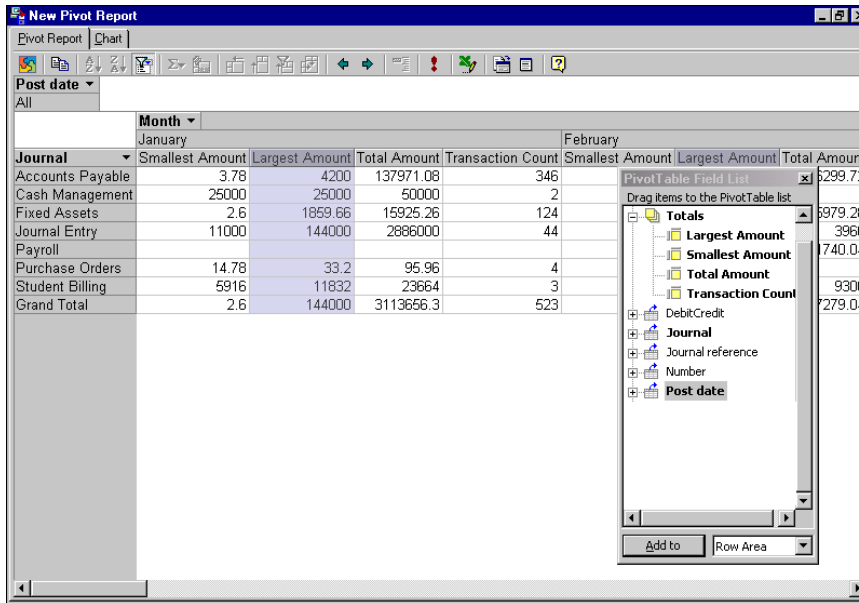
► Changing column orders

Tip: When you have multiple column fields, you can change the order of fields by selecting the field to change, and then clicking the Promote or Demote buttons on the toolbar.

1. From an open pivot report, select the field label for the column to move.



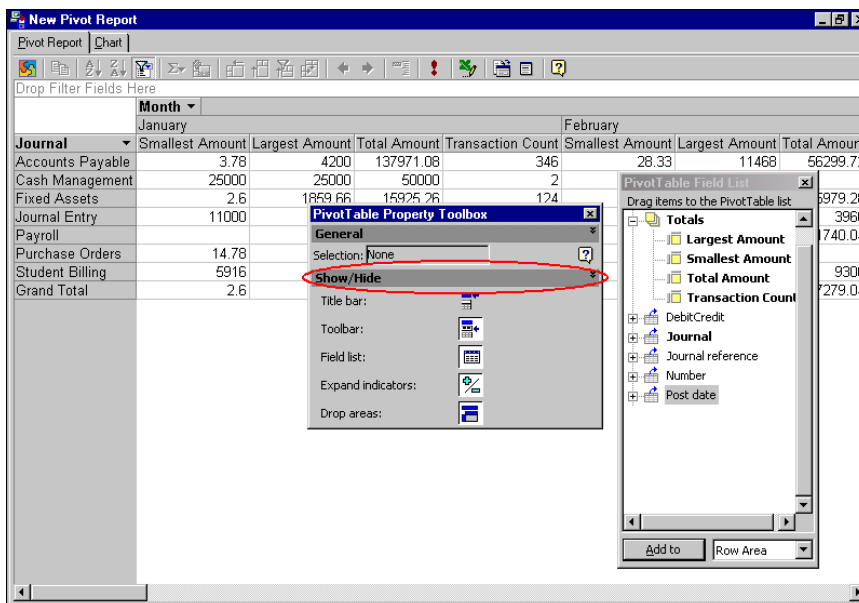
2. Drag the column to the right or left.



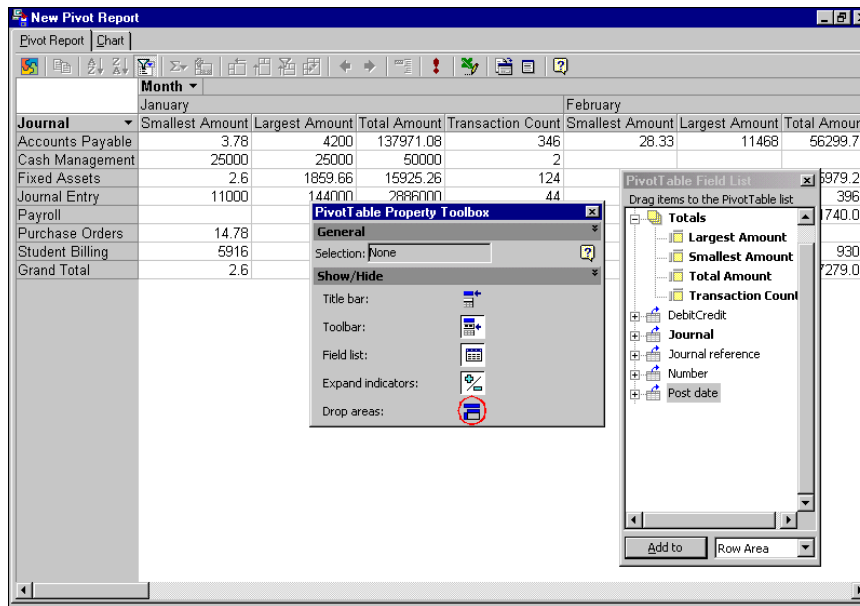
► **Hiding drop areas**

Note: When the drop areas are hidden and the pivot report does not already have any row, column, data, or filter fields, you cannot drag fields to these areas. However, you can still add and move fields by using the buttons on the Pivot Report toolbar.

1. From an open pivot report, click the **Property Toolbox** button on the toolbar.
2. If the Show/Hide section is not expanded, click the Show/Hide bar.



3. Click the **Drop Areas** button so it is not activated. All drop areas with no fields added are removed from the report.



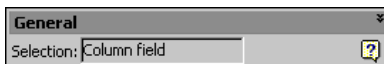
Formatting With the PivotTable Property Toolbox

The PivotTable Property toolbox contains options and settings for displaying information in the report. The options available in the toolbox change depending on the area of the report you select.

Note: To display the toolbox, click the **Property Toolbox** button on the toolbar.

The toolbox is divided into sections, each with a bar that displays the name of the section. For example, in the Format section, you can use word processing tools to format the font, size, color, and alignment of text in the selected area. In the Show/Hide section, you can show or hide areas of the report such as the toolbar, field list, and drop areas. Click a section's name bar to hide or display that section in the toolbox.

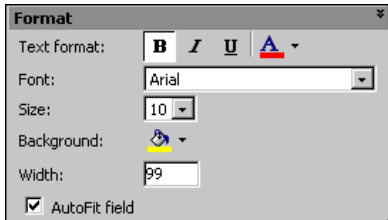
General



Note: The options available in the toolbox change depending on the area of the report you select.

Selection. The **Selection** field identifies the selected area of the report to which settings and options in the toolbox apply.

Format



Note: To hide or display a section in the toolbox, click the section's name bar.

Text format. In the **Text format** field, use the word processing buttons to bold, italicize, or underline the text in the selected area. You can also change the color of the text.

Font. In the **Font** field, select the font to use.

Size. In the **Size** field, select the font size to use.

Background. In the **Background** field, select the color of the background.

Horizontal alignment. In the **Horizontal alignment** field, select the alignment of the text within a cell.

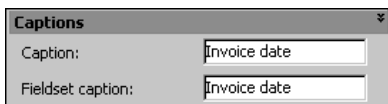
Note: Changing the number format does not change the actual values, only how the values are displayed.

Number format. In the **Number format** field, select from several predefined number formats. For example, you can display a number as currency or as a percentage.

Width. In the **Width** field, select the width of the column.

AutoFit field. Mark the **AutoFit field** checkbox to set the column width to the width of the label name. If you make changes to a column's width, you can mark this checkbox to restore the original width.

Captions



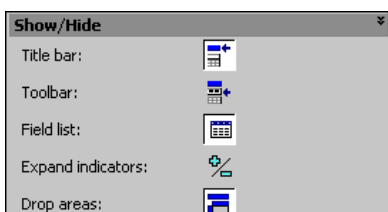
Caption. In the **Caption** field, you can edit or overwrite the label name for the selected area.

Fieldset caption. This option appears for all data fields except Totals. In the **Fieldset caption** field, you can edit or overwrite the name that appears in the PivotTable Field List box.

Alignment within rows. For Totals data fields, you can select the alignment of subtotals and grand totals in the **Alignment within rows** field.

Show/Hide

To display an item in the Show/Hide section, click the button to the right of the field. The button background turns white to indicate the item is displayed.



Note: Buttons for displayed items are white. Buttons for hidden items are gray.

Title bar. Click this button to display the title bar.

Tool bar. Click this button to display the tool bar.

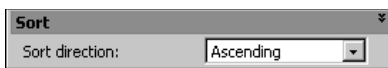
Field list. Click this button to display the PivotTable Field List box.

Expand indicators. Expand indicators are the plus and minus signs that appear next to items of data in fields. You can use these to change the level of detail displayed for each item. Click the plus sign to display expand indicators.

Drop areas. Click this button to display the outlines of drop areas.

Sort

Sort direction. This option appears for column and row fields only. In the **Sort direction** field, you can sort items in ascending or descending order.



Using Totals in a Pivot Report

Total field values are precalculated by *The Financial Edge* to provide summarized values for the pivot report. When a report contains a total field, it automatically displays subtotals and grand totals for each row and column field you add. If you do not want this information displayed, you can move or hide subtotals and grand totals. If you move a field with subtotals or grand totals out of the row or column area, the subtotals or grand totals become hidden. However, if you move the field back to the row or column area, the subtotals or grand totals appear again. Data hidden in filtered fields is always excluded from totals. However, you can set an option to include or exclude hidden data in subtotals and grand totals.

► Hiding subtotals and grand totals for a field

1. From an open pivot report, select the row or column field for which to hide subtotals and grand totals.

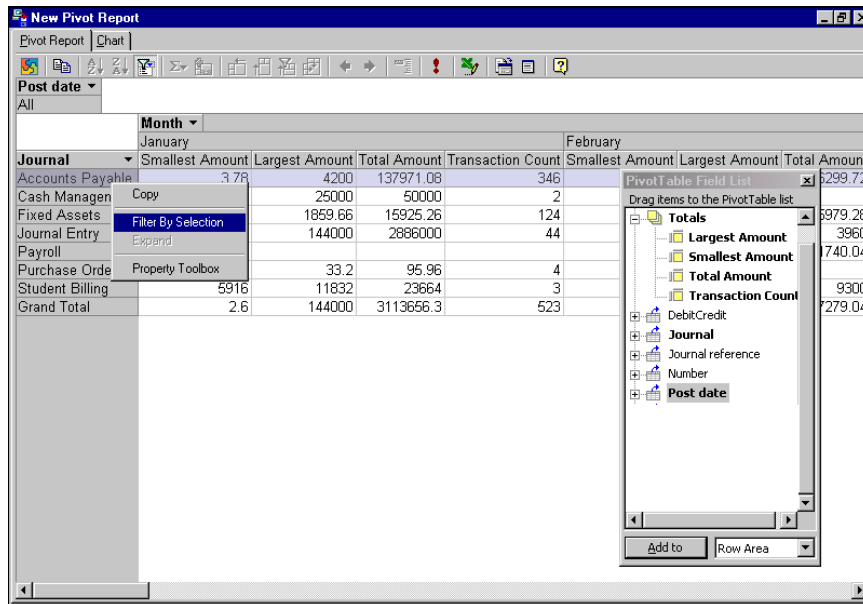
The screenshot shows a software window titled "New Pivot Report". The main area displays a pivot table with columns for "Month" (January and February) and rows for "Journal" entries. The data is summarized by "Smallest Amount", "Largest Amount", "Total Amount", and "Transaction Count". A "PivotTable Field List" pane is open on the right, showing a tree view of fields: "Totals", "Largest Amount", "Smallest Amount", "Total Amount", and "Transaction Count". Below the field list are buttons for "Add to" and "Row Area".

Journal	January				February			
	Smallest Amount	Largest Amount	Total Amount	Transaction Count	Smallest Amount	Largest Amount	Total Amount	Transaction Count
Accounts Payable	3.78	4200	137971.08	346			5299.72	
Cash Management	25000	25000	50000	2				
Fixed Assets	2.6	1859.66	15925.26	124			3979.28	
Journal Entry	11000	144000	2886000	44			3960	
Payroll							740.04	
Purchase Orders	14.78	33.2	95.96	4				
Student Billing	5916	11832	23664	3			9300	
Grand Total	2.6	144000	3113656.3	523			7279.04	

► Filtering by selection

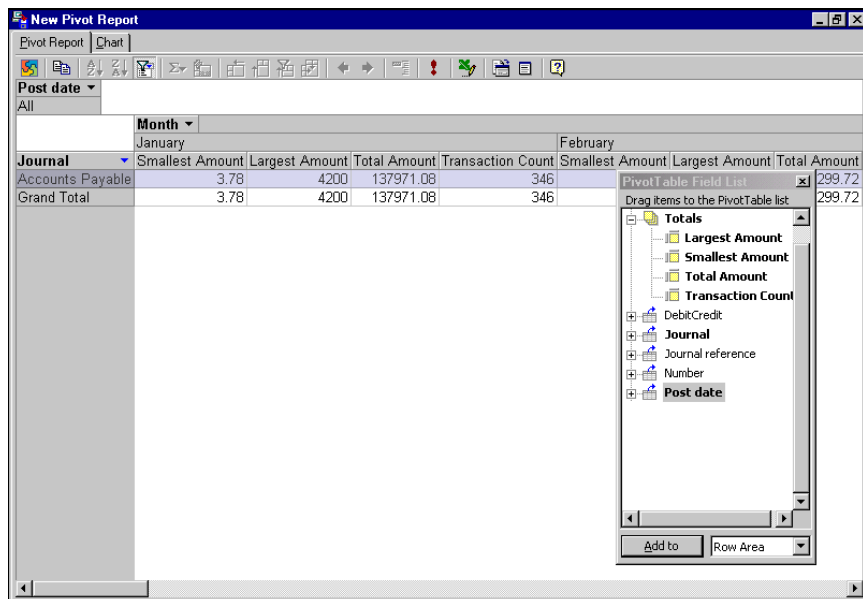
Note: You can tell that items in a field are hidden by filtering when the drop-down arrow next to the field label is blue.

1. From an open pivot report, right-click the cell that contains the value to filter by, and then select **Filter By Selection** from the shortcut menu.



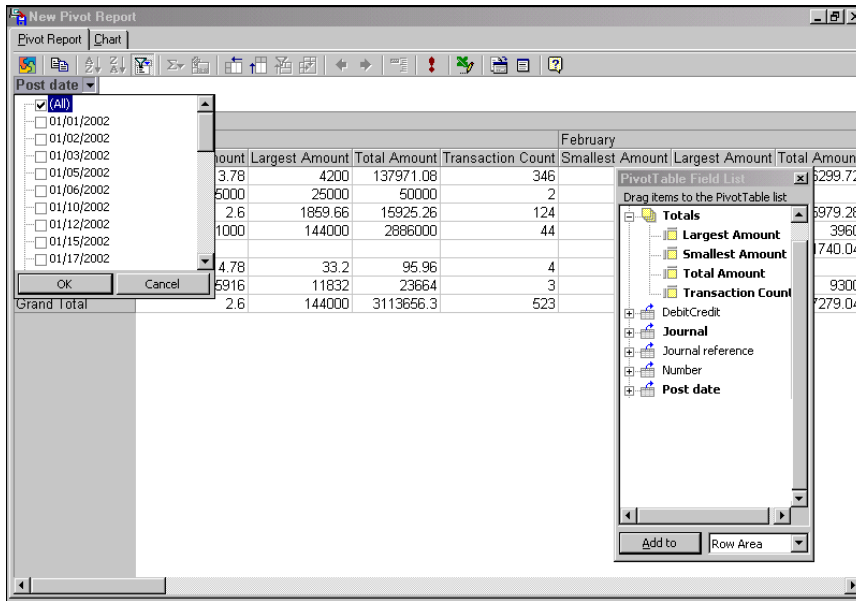
Note: Because **Grand Total** is calculated automatically in a pivot report, this field continues to appear, even when you select to filter by a different field.

All other fields that do not match the selected value are removed from the pivot report.



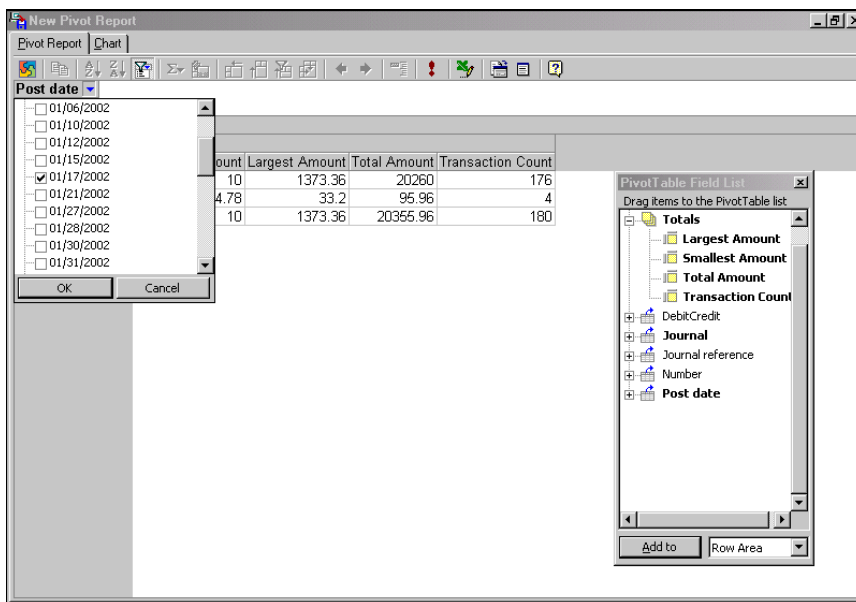
► Filtering a field

1. From an open pivot report, click the down arrow for the field to filter. A box appears listing all items of data in that field.



Note: If you select to filter a field in the filter fields area, you can only filter one item at a time. Using this example, the **Post date** field is in the filter fields area. Therefore, you can only filter one post date at a time. If the **Post Date** field is in the row fields area or the column fields area, you can filter by multiple post dates at a time.

2. Mark the checkboxes for the items you want to appear, and unmark the checkboxes for the items of data you want to hide.

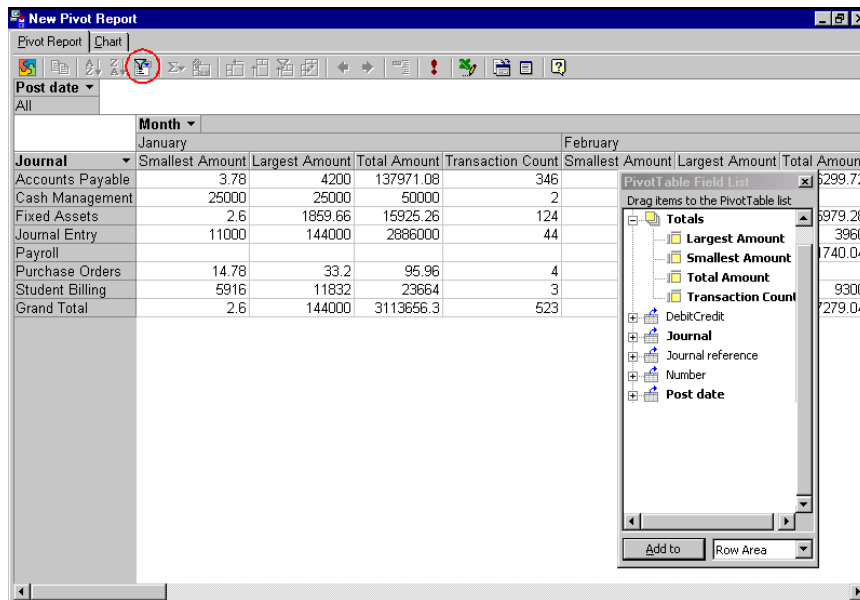


3. To display or hide all of the data for a field, mark or clear **Show All**.
4. Click **OK**. All items you marked to display appear in the field. All others are removed.

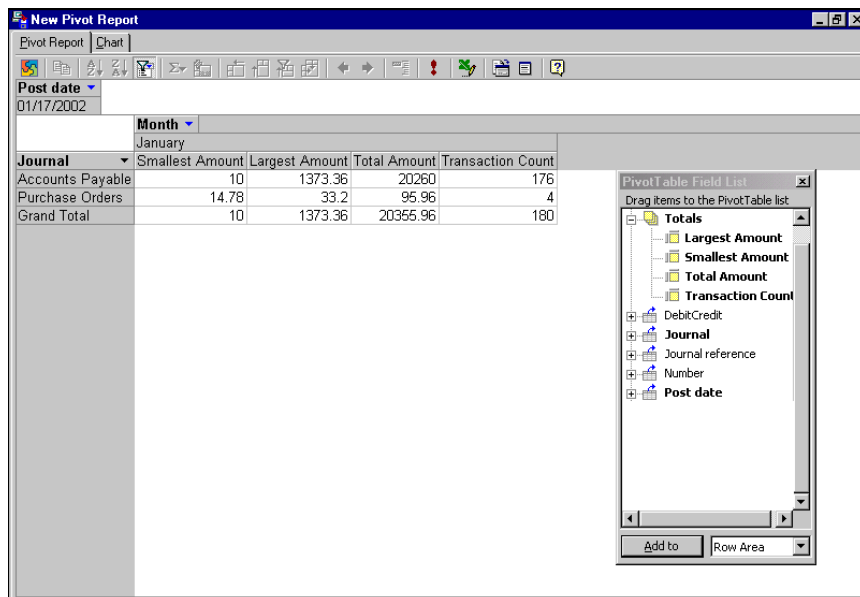
► Removing filters to display all data

Note: If you do not want to retain filter selections, make sure the **AutoFilter** button is not activated when you select items to filter. If the button is not activated, selecting new items to filter automatically turns filtering on and removes previous filter settings.

1. From an open pivot report, click the **AutoFilter** button in the toolbar so that the button is not activated. All filters are removed and all field items appear.



2. If you click **AutoFilter** again, the previously set filters are restored.



Sorting Data

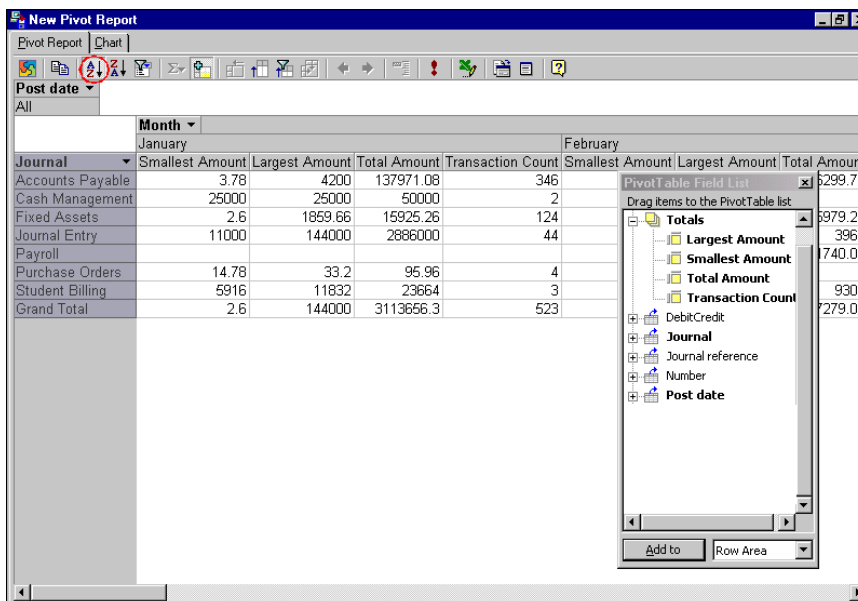
You can sort data in columns and rows to make values easier to find. For example, if displaying transaction information, you can sort on the **Transaction Count** field to identify for which journal you created the most transactions. You can sort by more than one column in a report, but you must sort each column individually.

▶ Sorting in a field

- From an open pivot report, select the items to be sorted:
 - To sort the data in a field based on the field label, select the label of the field you want to sort. For example, to sort by journal, select the **Journal** column label.
 - To sort the data in a field based on the summary values in a column, select the cell in the column that contains the values by which to sort. For example, to sort by transactions with the largest single transaction amounts, select a cell in the **Largest Amount** column.

Note: If you select a grand total value in the bottom row of the pivot report, the columns sort instead of the rows.

- To sort the data in a field by subtotal or grand total values, select the subtotal or grand total value you want to sort. For example, to sort by transactions with the largest total transaction amounts, select a cell in the **Total Amount** column.
- Click the **Sort Ascending** button on the Pivot Report toolbar to sort the field in A-Z 0-9 order.



Note: To undo the sort and return to the previous order, click the **Sort Ascending** or **Sort Descending** button again so that the button is not activated.

3. Click the **Sort Descending** button on the Pivot Report toolbar to sort the field in Z-A 9-0 order.

The screenshot shows the 'New Pivot Report' window. The toolbar at the top includes a 'Sort Descending' button, which is circled in red. The pivot table below is structured as follows:

Journal	January				February			
	Smallest Amount	Largest Amount	Total Amount	Transaction Count	Smallest Amount	Largest Amount	Total Amount	Transaction Count
Student Billing	5916	11832	23664	3				
Purchase Orders	14.78	33.2	95.96	4				
Payroll								
Journal Entry	11000	144000	2886000	44				
Fixed Assets	2.6	1859.66	15925.26	124				
Cash Management	25000	25000	50000	2				
Accounts Payable	3.78	4200	137971.08	346				
Grand Total	2.6	144000	3113656.3	523				

The 'PivotTable Field List' on the right shows the following fields:

- Totals: 740.04
- Largest Amount: 3960
- Smallest Amount: 5979.26
- Total Amount: 5299.72
- Transaction Count: 7279.04
- DebitCredit
- Journal
- Journal reference
- Number
- Post date

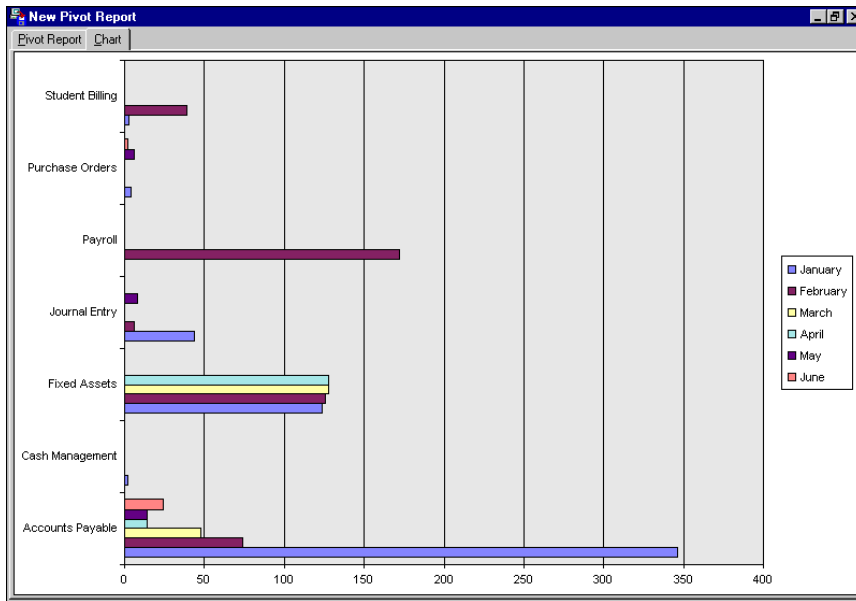
Pivot Report Charts

Pivot Reports uses the information you lay out in the pivot report to automatically generate a chart based on the data. You can design the layout of fields in the pivot report to display data in the chart as you want it. As you format the report, keep in mind that at least one total field and one row or column field are required. The total fields provide the chart data and the row and column fields make up the category and series data in the chart.

When you make changes to a pivot report, the chart based on the report is automatically updated to reflect the changes. For example, if you move a field to the row or column area the chart is automatically updated to reflect the field as either category or series data. Or if you filter the data or remove a field from report, the field information is removed from the chart.

▶ Viewing Pivot Report Charts

1. From an open pivot report, select the Chart tab. The chart appears.



2. After viewing, select the Pivot Report tab to return to the pivot report and make any necessary changes.

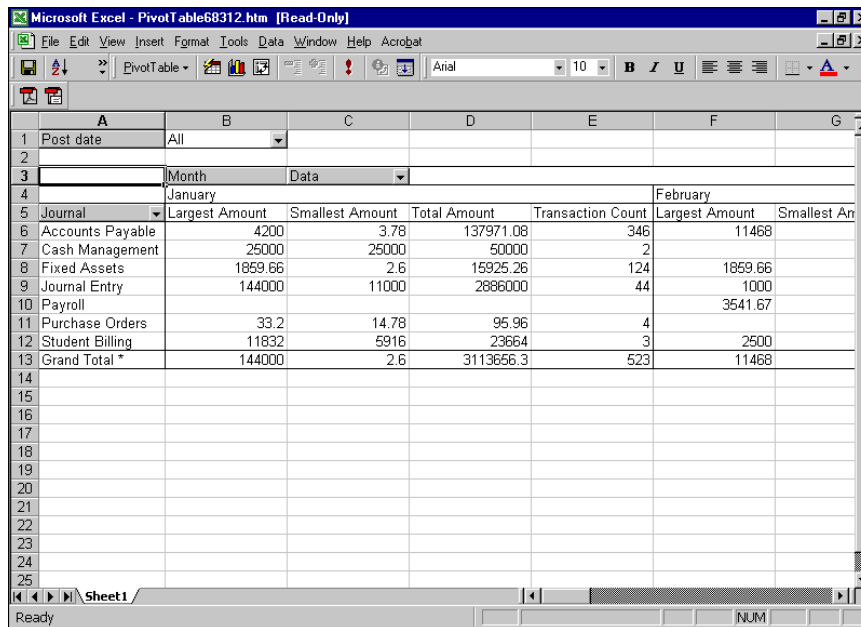
Printing Pivot Reports

You cannot print pivot reports from the Pivot Report screen. However, exporting reports to *Excel* for printing is a simple and quick solution.

▶ Printing a pivot report

Warning: Pivot report results are automatically read-only in *Excel*. To edit the report, return to the Pivot Report screen.

1. From an open pivot report, click the **Export to Excel** button on the toolbar. *Excel* opens automatically to a new workbook page displaying the information from the pivot report.



	January				February	
Journal	Largest Amount	Smallest Amount	Total Amount	Transaction Count	Largest Amount	Smallest Amount
Accounts Payable	4200	3.78	137971.08	346	11468	
Cash Management	25000	25000	50000	2		
Fixed Assets	1859.66	2.6	15925.26	124	1859.66	
Journal Entry	144000	11000	2886000	44	1000	
Payroll					3541.67	
Purchase Orders	33.2	14.78	95.96	4		
Student Billing	11832	5916	23664	3	2500	
Grand Total *	144000	2.6	3113656.3	523	11468	

2. From the menu bar, select **File, Print** to print the report.
3. From the menu bar, select **File, Close** to close *Excel* and return to the Pivot Report screen.

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