Change Properties for Key and Text (Eliminate Technical Descriptions), Sort, and Totals

Eliminate the Technical Description Using Key and Text Properties

Note: On some queries, the technical name contains the longer different description for values like the Duke Cost Object, such as KSDUKE0001573070. The steps below are to change the display of the Duke Cost Object column from the technical “key” (number) description to the name (text) description.

Note: As a reminder, workbooks must be refreshed after opening before options are available.

1. Ensure both the Display Design Panel AND Property View are selected (refer to Using the Design Panel to Analyze and Format a Workbook for details).

Note: The Property View cannot be selected unless the Display Design Panel option is already selected to display in a workbook.
2. If working with multiple embedded queries as the Data Source, be sure to click on the first column heading or in an active cell within the crosstab of the workbook to ensure the right data source is chosen.

3. In the Analysis tab of the Design Panel, click once on the Duke Cost Object attribute to select that item under Data Source, which changes the view displayed under the Properties view.

4. Under the Properties view, click on the Drop-down for the Display field which defaults to Key and Text and choose the Text option (Key and Text is the default for this Fund Trial Balance example).
### 5. Review the results and note the Duke Cost Object column now only contains the name (Text) of the Cost Object with the 7-digit number still displayed in the Cost Object column.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Duke CostObject</td>
<td>Cost Object</td>
</tr>
<tr>
<td>3</td>
<td>A/R SMALL BALANCE WRITE-OFFS</td>
<td>1570061</td>
</tr>
<tr>
<td>4</td>
<td>CORPORATE RISK MANAGEMENT OFFICE</td>
<td>1570410</td>
</tr>
<tr>
<td>5</td>
<td>ASST VP SAP-ADMIN SYSTEMS MGMT GROUP</td>
<td>1573070</td>
</tr>
<tr>
<td>6</td>
<td>TABLEAU</td>
<td>1573080</td>
</tr>
<tr>
<td>7</td>
<td>VICE PRESIDENT FINANCIAL SERVICES</td>
<td>1573100</td>
</tr>
<tr>
<td>8</td>
<td>ANNUAL FINANCIAL REPORTS/AUDITS COORDINA</td>
<td>1573101</td>
</tr>
<tr>
<td>9</td>
<td>CAPITAL BUDGET OFFICE</td>
<td>1573102</td>
</tr>
<tr>
<td>10</td>
<td>RESEARCH COST COMPLIANCE PROGRAM</td>
<td>1573105</td>
</tr>
<tr>
<td>11</td>
<td>ASSOCIATE VICE PRESIDENT FOR CAP ASSETS</td>
<td>1573106</td>
</tr>
<tr>
<td>12</td>
<td>CORPORATE TREASURY OPERATIONS</td>
<td>1573110</td>
</tr>
<tr>
<td>13</td>
<td>ASSOC VP-CONTROLLER</td>
<td>1573120</td>
</tr>
<tr>
<td>14</td>
<td>FRINGE BENEFITS ACCOUNTING</td>
<td>1573122</td>
</tr>
<tr>
<td>15</td>
<td>GLOBAL SUPPORT</td>
<td>1573124</td>
</tr>
<tr>
<td>16</td>
<td>CORPORATE PAYROLL SERVICES</td>
<td>1573125</td>
</tr>
</tbody>
</table>
Change Properties (cont.)

Sort Using Right Click or Sort Button on Analysis Toolbar

Note: Sorting by a column may be as simple as using the Context Menu right click on a column heading or selecting a column heading and using the Sort button on the Analysis toolbar. However, if a data source query has hierarchy levels, even if the hierarchy is deactivated, the underlying structure may still be embedded and sorting by the simple methods may not work. Hierarchy levels should be removed using the Design Panel as outlined in the previous section for sorting by columns to work.

1. To sort using the Context Menu right click, right click on the column heading to be sorted and select Sort Ascending or Sort Descending in the resulting callout window.

Note: This sort method works on workbook results that have no active hierarchy or one removed by using the Design Panel. As a reminder, workbooks must be refreshed after opening before options are available.
2. To sort a column using the **Sort** button on the Analysis toolbar:

   - **Click once** on the column heading to be sorted.
   - Use the **Drop-down** for the button to select **Sort Ascending** or **Sort Descending** in the resulting callout window.

   *Note: This sort method works on workbook results that have no active hierarchy or one removed by using the Design Panel.*

3. Review the results now sorted numerically or alphabetically for that column.
Sort Using Properties View in the Design Panel

Note: Sorting by a column may be as simple as using the Context Menu right click on a column heading or clicking in the column heading and using the Sort button located on the Analysis toolbar. However, if a query with hierarchy levels is used as the data source for a workbook, even if the hierarchy is deactivated, the underlying structure may still be embedded and so sorting by the simple methods may not work. Hierarchy levels should be removed using the Design Panel method outlined in the previous section for sorting by columns to work.

Note: As a reminder, workbooks must be refreshed after opening before options are available.

1. Ensure both the Display Design Panel AND Property View are selected (refer to Using the Design Panel to Analyze and Format a Workbook for details).

Note: The Property View cannot be selected unless the Display Design Panel option is already selected to display in a workbook.
2. If working with multiple embedded queries as the Data Source, be sure to click on the first column heading or in an active cell within the crosstab of the workbook to ensure the right data source is chosen.

3. In the Analysis tab of the Design Panel, under the Properties view:
   - Select the item under the Data Source section that you wish to sort, such as the Duke Cost Object in this example.
   - Click in the radio buttons to select either Sort Ascending or Sort Descending under the Sort section.

4. Review the results now sorted numerically, alphabetically, or alpha numerically using the Design Panel.
Change Properties (cont.)

Suppress Rows or Columns that Contain a Zero Amount

Note: The original results of some queries will allow rows or columns that contain zero amounts to display. Zero amounts can be suppressed or removed in those rows or columns. This function is available through both the Filter button and the Properties view of the Analysis Design Panel.

1. Be sure to click on the first column heading or in an active cell within the crosstab of the workbook to ensure the right data source is chosen.

2. To remove zero amounts, choose one of these two options:
   - **Option 1:** Click on the Drop-down for the Filter button and select Suppress Zeros in Rows or Suppress Zeros in Columns.
   - **Option 2:** In the Analysis tab of the Design Panel, under the Properties view and Zero Suppression section, click in the checkboxes to the left of Suppress Zeros in Row and/or Suppress Zeros in Columns.
3. Review the results showing that the rows and/or columns containing any zero amounts have now been suppressed or hidden from view.

   Note: Remember to save this view as an existing or new Excel workbook for future use.

4. Note that the cost objects with a zero balance are now suppressed and NO longer displays on the workbook results.
Change Properties (cont.)

Show or Hide a Total Column or Row if Not Displayed

Note: The display of totals in a workbook depends on the data source (query) chosen and measures (quantitative numerical values) included. In addition, as you analyze and format the data, the totals / results row or columns may no longer be displayed. For example, by adding the drill down across periods to the Fund Trial Balance query, the total balance column and grand total row at the bottom are removed. The totals are “suppressed”. Use the Properties View to show or hide totals as needed.

Note: As a reminder, workbooks must be refreshed after opening before options are available.

1. Ensure both the Display Design Panel AND Show Property View are selected (refer to Using the Design Panel to Analyze and Format a Workbook for details).

Note: The Property View cannot be selected unless the Display Design Panel option is already selected to display in a workbook.
2. If working with multiple embedded queries as the Data Source, click on the first column heading or an active cell within the crosstab to ensure the right data source is chosen.

3. In the Analysis tab of the Design Panel, under the **Columns** section, select the field or measure (numerical value) that needs to be totaled for a sum

   **Note:** In this example the Posting Period was added as drill-down and now a sum across each row of amounts by period needs to be added to help with analysis.

4. In the Analysis tab of the Design Panel, under the **Properties** view and **Totals** section, click in the radio button to **Show Totals** if not selected.
5. Review the results which now include an added Overall Results column containing the total for each row across the periods in this example. Use similar steps above to select the radio button for Hide Totals if needed.

   \textit{Note:} An alternate method is to click in a column heading of the measure to be totaled and use the \textit{Totals} button on the Analysis toolbar by selecting \textit{Show Totals} from the drop-down options. Choose the method that you prefer to show or hide totals.

6. Repeat the steps above and choose Hide Totals to remove totals from the workbook as needed.
Change Properties (cont.)

Move the Placement of the Total Columns or Rows

Note: The original placement of the Total results row and / or columns depends on the query chosen. Use the Totals button on the Analysis Toolbar to move the position of the Total results for columns or rows.

1. Use the Drop-down for the Totals button to see options available for moving the Overall Result column (column name may vary) from the far right to the left of the amount columns that are totaled and vice-versa.

Note: In this example, the Overall Results total column is displayed on the far right.

2. Choose from one of the available options outlined below:
   - Select the Total Columns Left of Members to move the total column from the far right to the far left as shown in this example (or Total Columns Right of Members if the column total is already displayed to the left of the results).
   - Select the Total Rows Above Members to move the row totals displayed at the bottom of the report to the top of the report (or Total Rows Below Members if the row totals are already displayed at the top of the results).
3. Review the results, such as in this example where the *Overall Result* total column is now displayed to the far left of the columns of dollars across periods.