



Helpful Hints

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Excel Tips for Grants Management

Researchers and support personnel who use queries, download information from nVision or keep their own spreadsheets for grants management probably use Excel spreadsheets.

The attached document provides basic instructions on select features of Excel spreadsheets that would be useful when monitoring sponsored funding.

Sorting—allows the user to group items on a spreadsheet for analysis, review, subtotaling, or comparison. Spreadsheets can be sorted by any of the columns and you can sort by multiple levels.

Subtotals—once a spreadsheet is sorted, subtotals can be added to the values on the spreadsheet. Subtotals allow the user to quickly see a summary of the data in the spreadsheet. This can be helpful for some grants with a large number of transactions in the Financial System. All of the spreadsheet columns must have a header/column name.

Pivot Table—allows user to summarize data without having to sort the spreadsheet and leave the original data unchanged. The spreadsheet must be saved prior to creating the table and all columns with data

must have a header/column name. Also, the spreadsheet cannot have subtotals.

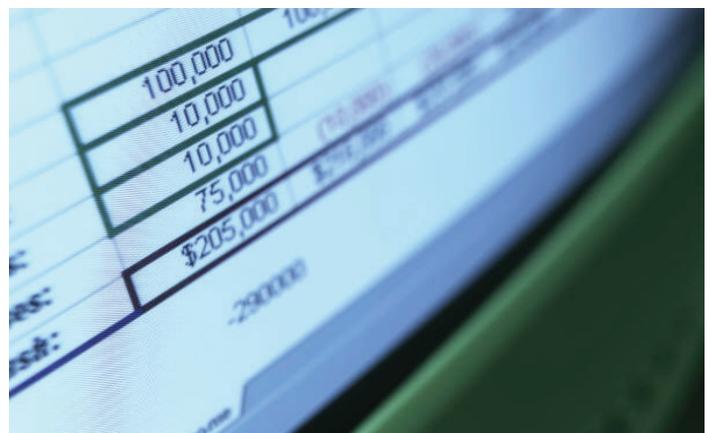
Reports can easily be made using the Pivot Table function.

Also included are hints for shortcuts which will make using Excel more time efficient.

Column Resizing—can be done for a column or the entire spreadsheet with a few clicks

PeopleSoft Query Results—extra row must be deleted prior to sorting, subtotals or Pivot Tables

The Excel Spreadsheet document is posted in the Frequently Asked Questions section of our website <http://www.uno.edu/orsp/FAQs/>.





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Excel Spreadsheet

Selected Instructions & Hints

Contents

Introduction	1
Sorting.....	1
Subtotals	5
Pivot Table	11
Hints.....	15
Column Resizing	15
PeopleSoft Query Results – Extra Row (deleting a row).....	17

Introduction

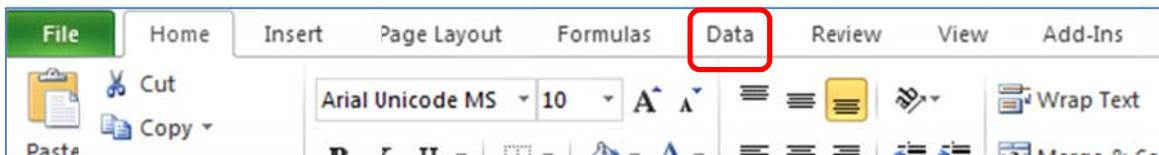
This document provides basic instructions on a few features of Excel spreadsheets that would be useful when monitoring sponsored funding. Instructions on features not described in this document can be viewed by using the help button in Excel.

Sorting

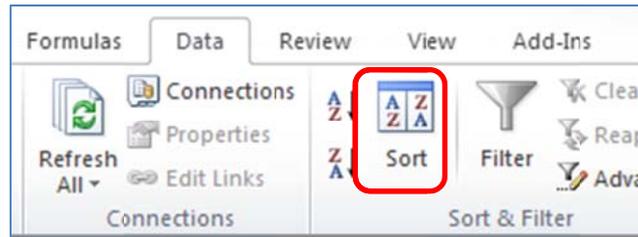
Sorting allows the user to group items on a spreadsheet for analysis, review, subtotaling, or comparison. Spreadsheets can be sorted by any of the columns and by multiple columns, in levels, at one time.

With the cursor in any of the populated fields in the spreadsheet:

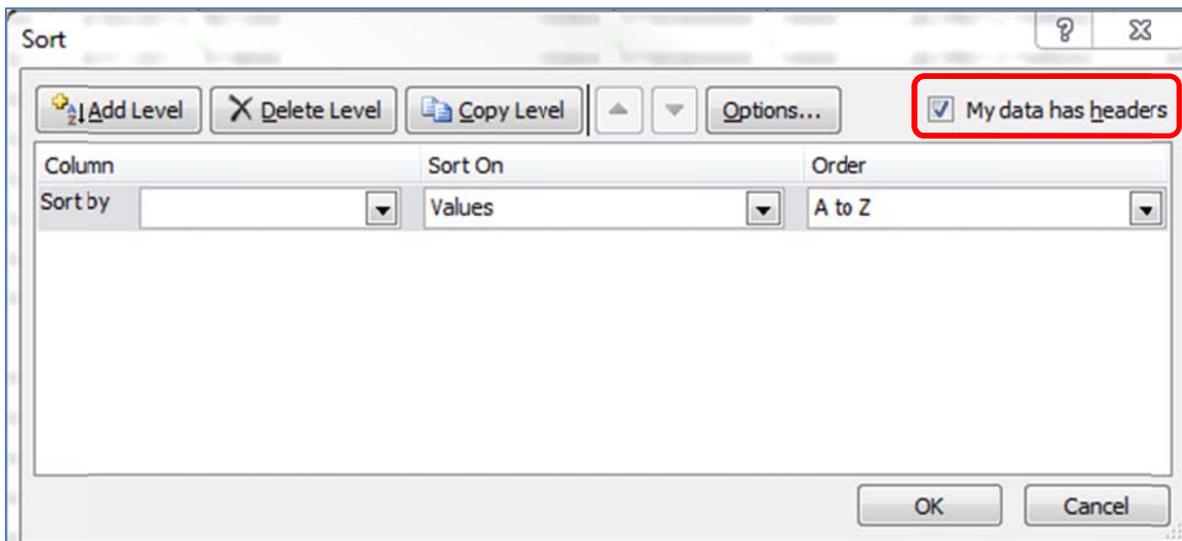
1. Click “Data” on the top menu bar.



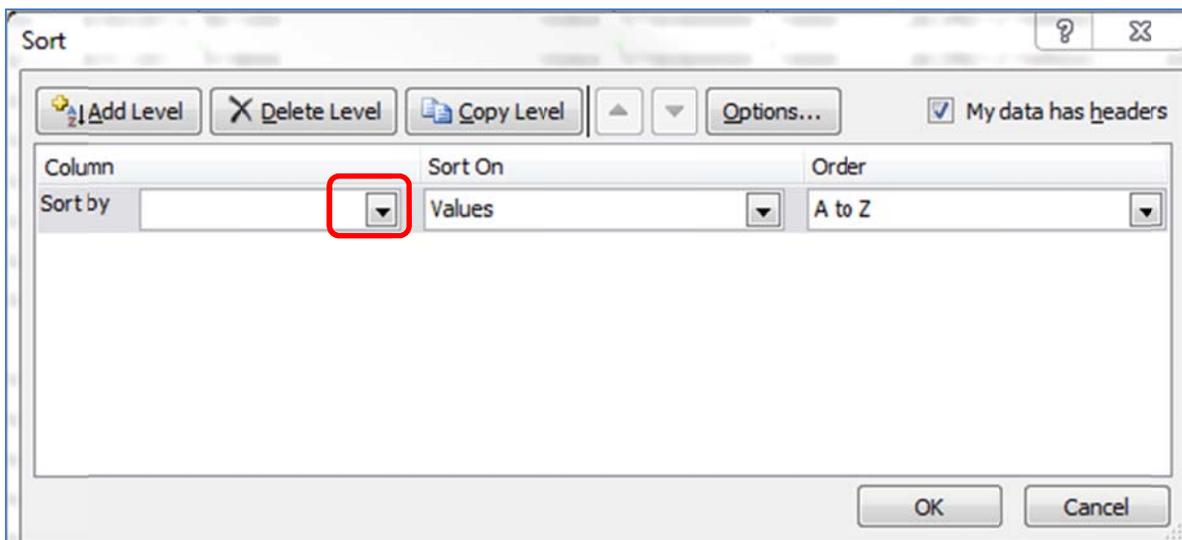
2. Click "Sort"



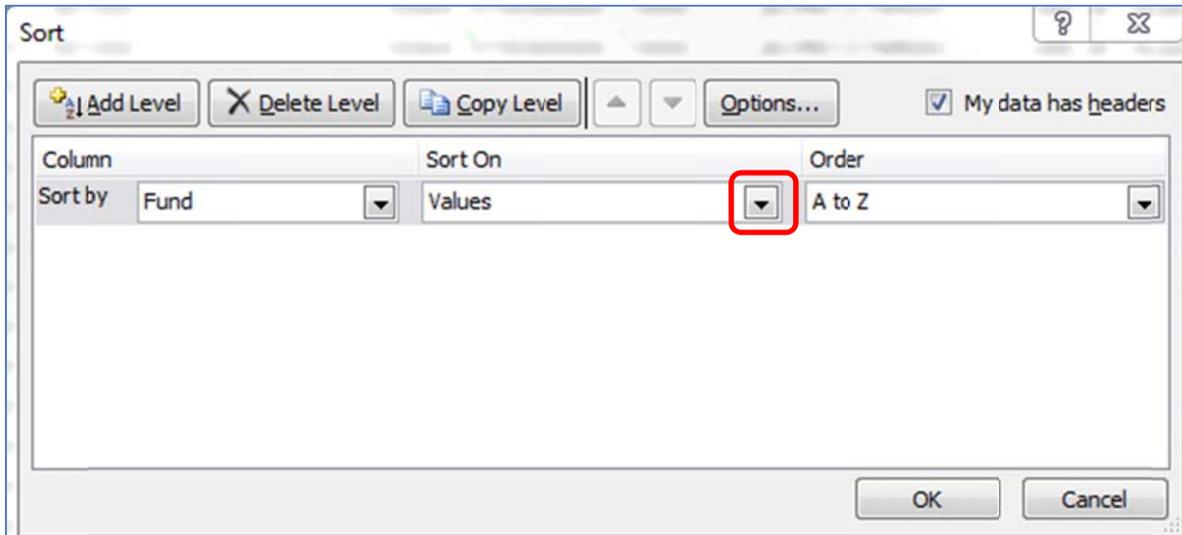
3. A pop-up selection box will appear and all rows and columns with values will be highlighted on the spreadsheet. Make sure the box next to "My data has headers" is checked.



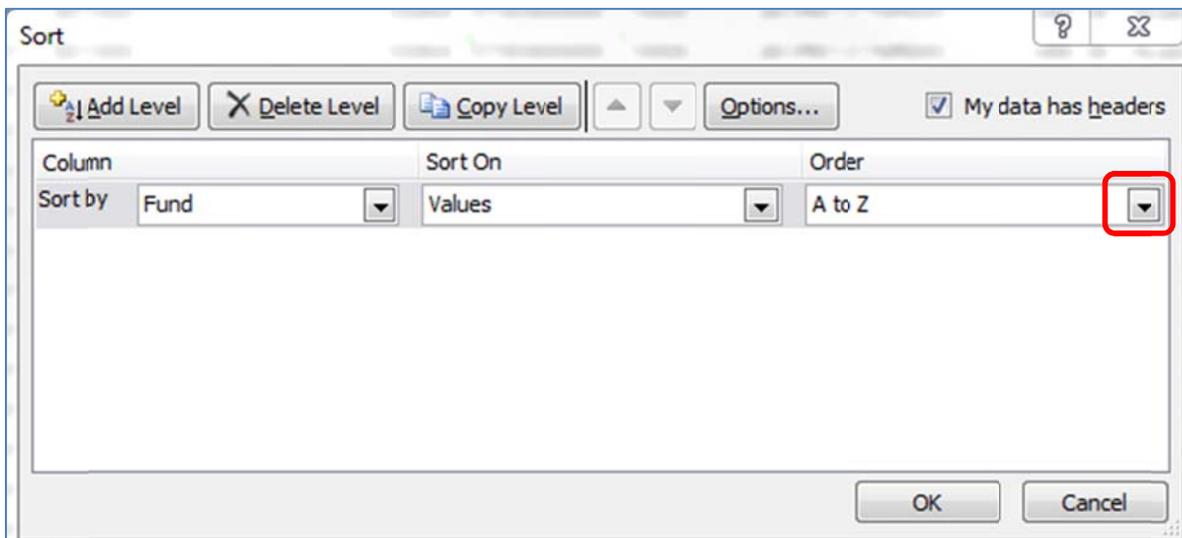
4. Use the drop down arrow for the "Sort by" field to select the appropriate column for the primary sort field.



- The default value for “Sort On” is “Values” but that can be changed to cell color, font color or cell icon. Use the drop down arrow next to “Values” in the “Sort On” column to change the selection if desired.

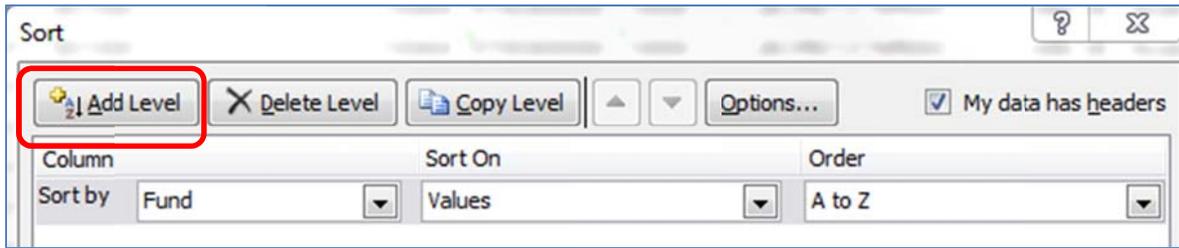


- The default value for “Order” is “A to Z” but that can be changed “Z to A” or Custom List. Use the drop down arrow next to “A to Z” in the “Order” column to change the selection if desired.

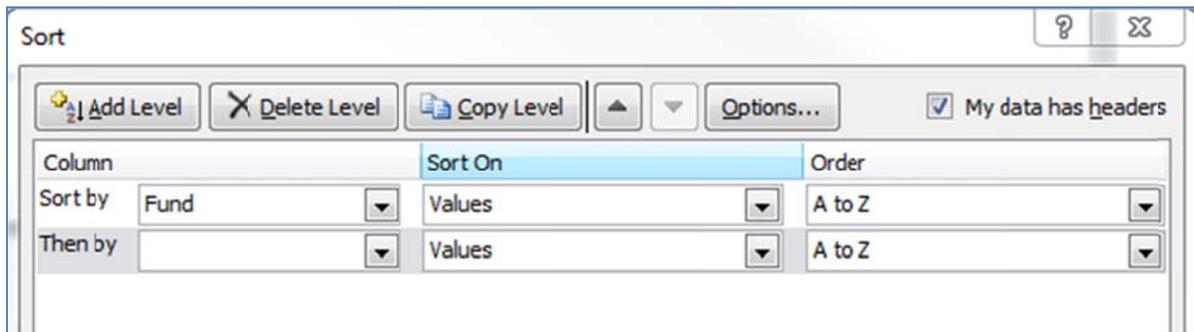


NOTE: The “Custom List” option is not discussed in this document. For details on using that option, use the help feature in Excel.

7. To add additional columns to further sort the data, click the “Add Level” button.

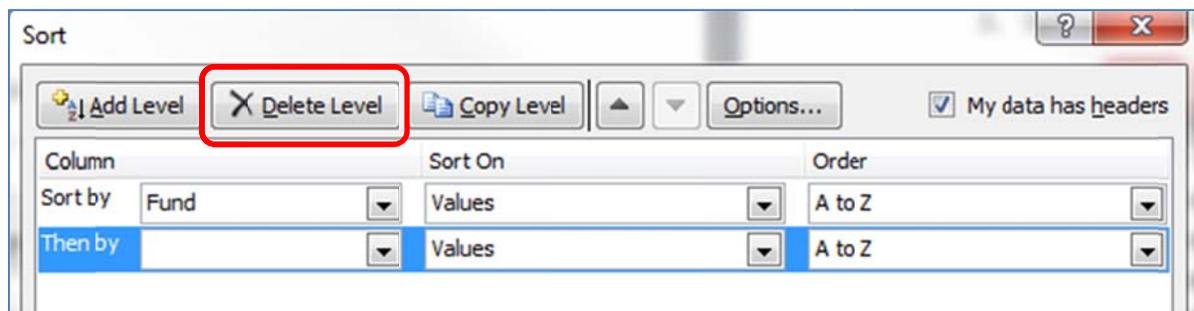


A field to complete is added below the original one:

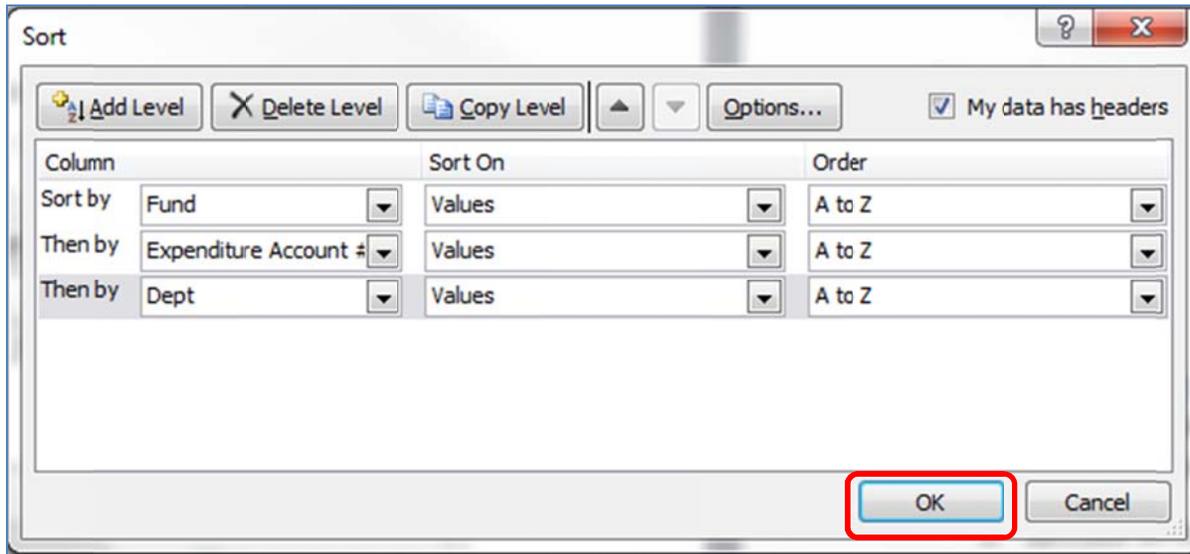


Add as many fields as desired. The “Sort On” and “Order” values can be different for each “Sort by” value selected.

To remove a sort level, click the row to delete (the row becomes highlighted) and then click the “Delete Level” button.



- Once all of the desired sorting options are completed, click “OK”.



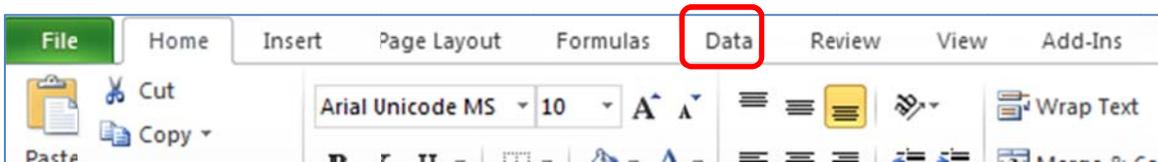
The spreadsheet will be sorted based on the selections made. A spreadsheet can be sorted as many times as desired.

Subtotals

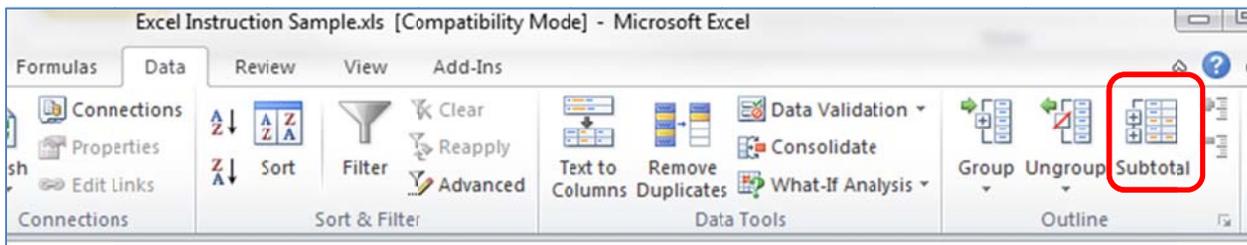
Once a spreadsheet is sorted in the manner desired, subtotals can be added to the values on the spreadsheet (based on columns). Subtotals allow the user to quickly see a summary of the data in the spreadsheet. This can be helpful for some grants with a large number of transactions in the Financial System. All of the spreadsheet columns must have a header/column name.

With the cursor in any of the populated fields in the spreadsheet:

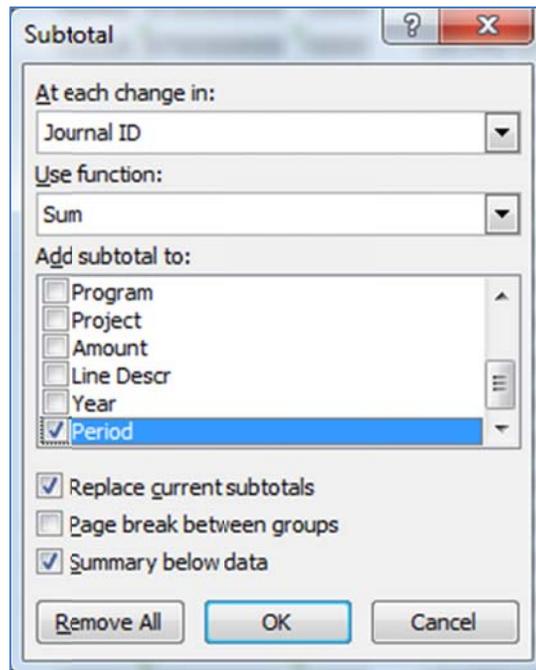
- Click “Data” on the top menu bar.



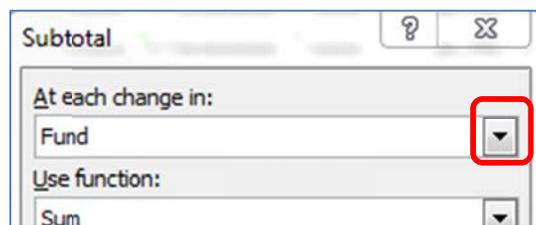
- Click “Subtotal”.



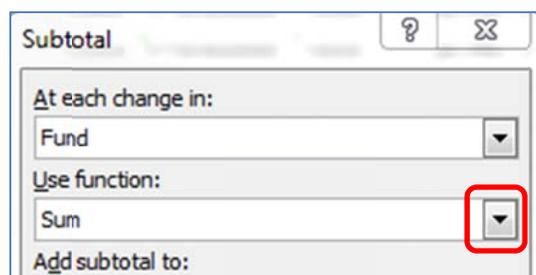
3. A pop-up selection box will appear.



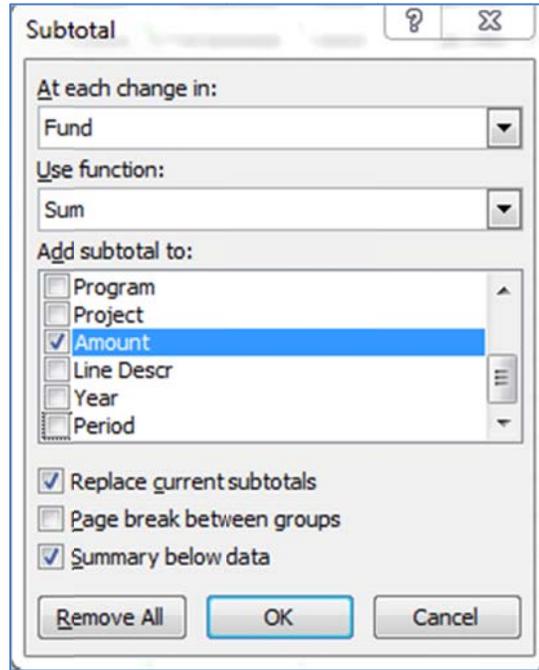
4. Select the categories to be subtotaled by selecting the desired value under “At each change in:”; the default value is the first column of the spreadsheet. Use the drop-down arrow to the list of columns.



5. Select the “Use function:” or the mathematical functions to be performed for the selection made. Use the drop-down menu to select the appropriate value.



- Select the appropriate column that the subtotal needs to be performed on based on the “change” column selected first; all of the spreadsheet columns are listed. The default value is the last column of the spreadsheet; scroll through the list to find the appropriate value. More than one value for this field can be selected; all the selections will have the same function.



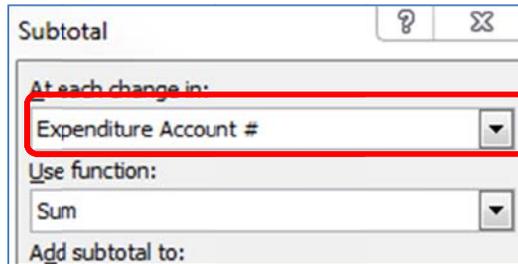
- Leave the other boxes checked and then press OK. Below is the first few lines of the spreadsheet after the subtotal was performed based on the selections made under #6. A basic subtotal has three levels (numbers in the upper left hand corner): 1) grand total only, 2) grand total and subtotals only, and 3) grand total, subtotal and data list. The default level is 3; to see one of the other levels, click the corresponding number.

	A	B	C	D	E	F	G	H	I
	Journal ID	Date	Expenditure Account #	Fund	Dept	Program	Project	Amount	Line I
1	PR8-355427	8/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38	Acad/F
2	PR8-355159	9/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38	Acad/F
3	PRA-355076	9/20/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	-	Ck Res
4	PR8-355425	9/30/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38	Acad/F
5	PR8-355870	10/14/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38	Acad/F
6	PR8-356165	10/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38	Acad/F
7	PR8-356598	11/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38	Acad/F
8									

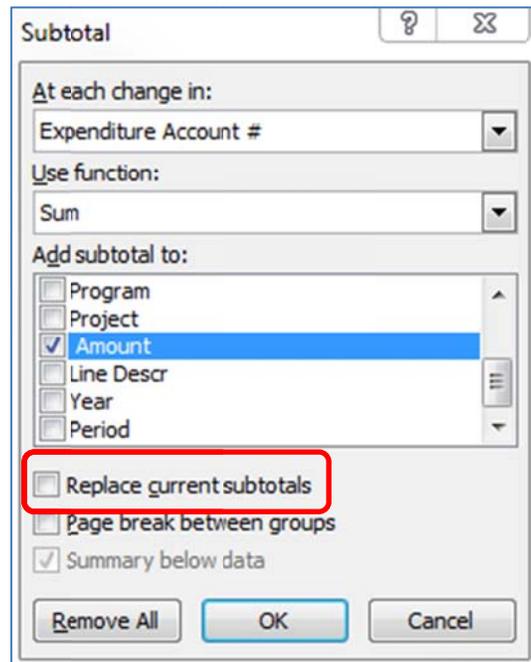
Below is level 2 for the subtotal parameters entered in the selection box:

C	D	E	F	G	H	I
e Account #	Fund	Dept	Program	Project	Amount	Lin
	103XX Total				180,350.26	
	120XX Total				634,480.17	
	Grand Total				814,830.43	

- To add another level of subtotals within the subtotals already completed, click “Subtotal”, with the cursor in a populated field, to open the pop-up selection box. Select the appropriate column as the “At each change in:” value.



- Remove the check in the “Replace current subtotals” box (this will keep the existing subtotals and then add new ones).



10. Click OK. An additional level is added to the spreadsheet. The highest level number is always the data details with the subtotals; in this example, it is number 4. To remove the details and have the first level of subtotals, click the second highest number in the upper left hand corner; in this example, it is number 3.

1	2	3	4	A	B	C	D	E	F	G	H	
1	Journal ID	Date	Expenditure Account #	Fund	Dept	Program	Project	Amount				
2	PR8-355427	8/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
3	PR8-355159	9/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
4	PRA-355076	9/20/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	-				
5	PR8-355425	9/30/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
6	PR8-355870	10/14/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
7	PR8-356165	10/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
8	PR8-356598	11/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
9	PR8-356692	11/30/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
10	PR8-357306	12/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
11	PR8-357312	12/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
12	PR8-357812	1/13/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
13	PR8-357944	1/31/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39				
14	PR8-358409	2/15/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39				
15	PR8-358573	2/29/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39				
16	PR8-358965	3/15/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39				
17	PR8-359256	3/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39				
18	PR8-359652	4/13/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
19	PR8-359960	4/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39				
20	PRA-360037	4/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	0.10				
21	PR8-360292	5/15/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38				
22	PRA-361634	6/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	-				
23	601000 Total								134,791.00			
24	FBA355432	8/31/2011	619000	103XX	5700300000	10000	LBOR0121NR00C	306.14				
25	FBA355432	8/31/2011	619000	103XX	5700300000	10000	LBOR0121NR00C	314.82				
26	FBA355432	8/31/2011	619000	103XX	5700300000	10000	LBOR0121NR00C	236.14				

Below is the subtotal summary for level 3. To see the data details for a particular summed amount, click the plus for the particular row.

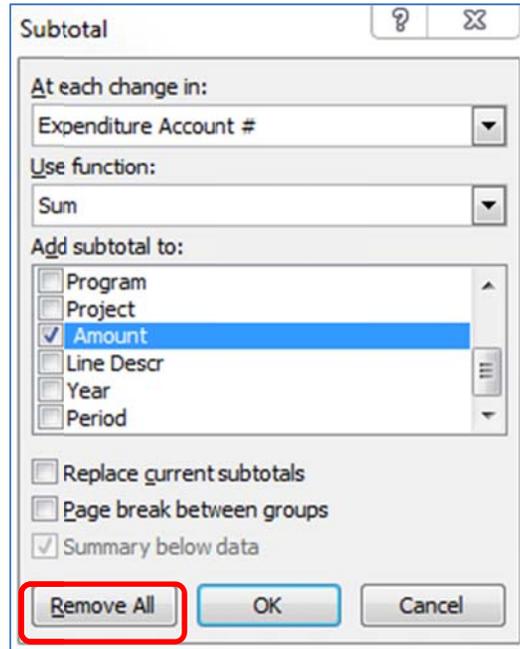
1	2	3	4	A	B	C	D	E	F	G	H	
1	Journal ID	Date	Expenditure Account #	Fund	Dept	Program	Project	Amount				
23	601000 Total								134,791.00			
209	619000 Total								45,559.26			
212	619901 Total								-			
213						103XX Total			180,350.26			
238	601000 Total								84,767.93			
240	601300 Total								(17,866.00)			
247	603000 Total								6,789.28			
276	604000 Total								164,132.49			

To hide the detail, click the minus button.

1	2	3	4	A	B	C	D	E	F	G	H
1	Journal ID	Date	Expenditure Account #	Fund	Dept	Program	Project	Amount			
2	PR8-355427	8/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
3	PR8-355159	9/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
4	PRA-355076	9/20/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	-			
5	PR8-355425	9/30/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
6	PR8-355870	10/14/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
7	PR8-356165	10/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
8	PR8-356598	11/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
9	PR8-356692	11/30/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
10	PR8-357306	12/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
11	PR8-357312	12/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
12	PR8-357812	1/13/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
13	PR8-357944	1/31/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39			
14	PR8-358409	2/15/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39			
15	PR8-358573	2/29/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39			
16	PR8-358965	3/15/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39			
17	PR8-359256	3/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39			
18	PR8-359652	4/13/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
19	PR8-359960	4/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.39			
20	PRA-360037	4/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	0.10			
21	PR8-360292	5/15/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	7,488.38			
22	PRA-361634	6/30/2012	601000	103XX	5700300000	10000	LBOR0121NR00C	-			
23			601000 Total					134,791.00			
209			619000 Total					45,559.26			
212			619901 Total					-			
213				103XX Total				180,350.26			

As many levels as desired can be added. Just make sure the "Replace current subtotals" box is not checked unless a new subtotal is desired.

To remove all subtotals, click “Subtotal”, with the cursor in a populated field, to open the pop-up selection box; then click the “Remove All” button the subtotal pop-up selection box.

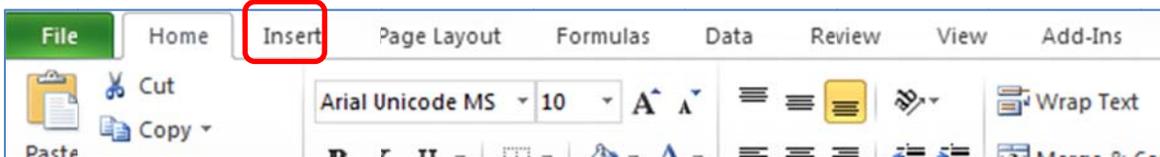


Pivot Table

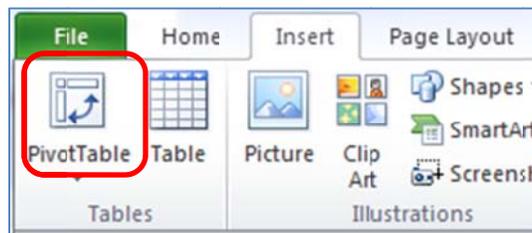
A pivot table allows the user to summarize the data without having to sort the spreadsheet. The spreadsheet must be saved prior to creating the table and all columns with data must have a header/column name. Also, the spreadsheet cannot have subtotals.

With the cursor in any of the populated fields in the spreadsheet:

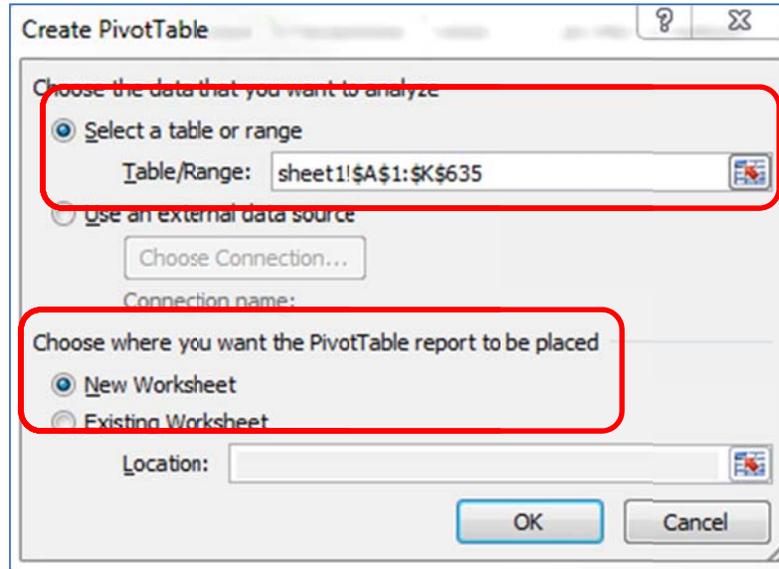
1. Click “Insert” on the top menu bar.



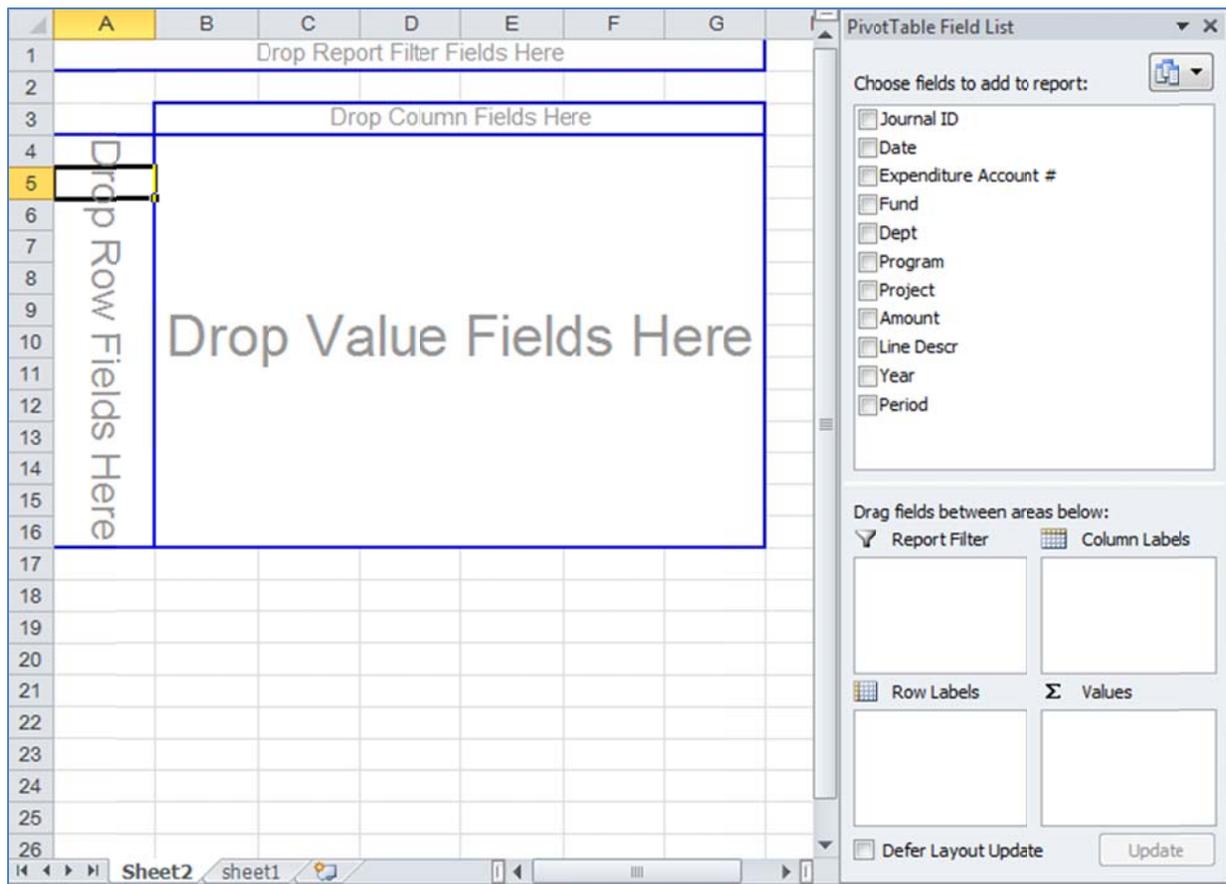
2. Click “Pivot Table”.



3. A pop-up box will appear. The entire spreadsheet range and the PivotTable location in a New Worksheet (new tab on the existing document) will be selected; changes can be made if desired.



4. Click OK. A new tab will be opened to allow for the creation of the PivotTable.



The list of columns will be displayed on the right as field names with four areas to use to create the table. The four fields are:

- a) Report Filter – used to exclude certain values from the table. If a field is selected as a filter, the name will appear in the top box on the spreadsheet. A drop-down menu will be available to select the values to exclude.
- b) Column Labels – select a field to have their values as columns on the table. For example if period is selected as the column, the columns will be numbered from 1 – 12 (UNO’s accounting period values). If no value is selected, there will only be a total column.
- c) Row Labels – same as Column Labels except for the rows.
- d) Values – field that needs to be added, averaged, counted, etc.

To add fields to the areas, click and drag the field name to the respective area (either in the boxes below the list of fields on the right or the boxes in the spreadsheet on the left of the screen). The table will be completed as fields are selected.

Drop Report Filter Fields Here			
Sum of Amount	Fund		
Period	103XX	120XX	Grand Total
1		77015.27	77015.27
2	10019.45	13215.37	23234.82
3	20038.9	105274.79	125313.69
4	20038.9	64291.5	84330.4
5	20038.9	43835.28	63874.18
6	20038.9	29746.16	49785.06
7	20038.91	78754.34	98793.25
8	20038.92	22472.2	42511.12
9	20038.92	51078.16	71117.08
10	20039.01	27274.3	47313.31
11	10019.45	39199.09	49218.54
12	0	82323.71	82323.71
998	0		0
Grand Total	180350.26	634480.17	814830.43

PivotTable Field List

Choose fields to add to report:

- Journal ID
- Date
- Expenditure Account #
- Fund**
- Dept
- Program
- Project
- Amount**
- Line Descr
- Year
- Period**

Drag fields between areas below:

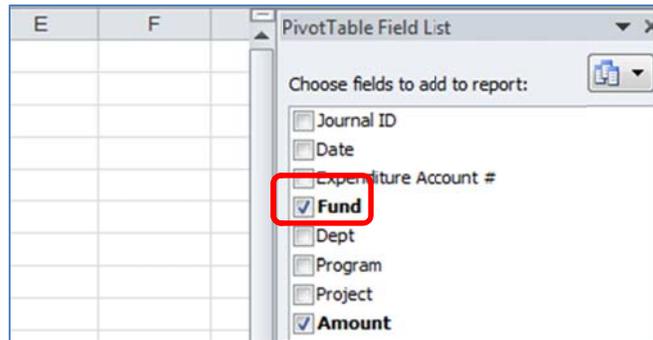
Report Filter: [Empty]

Column Labels: Fund

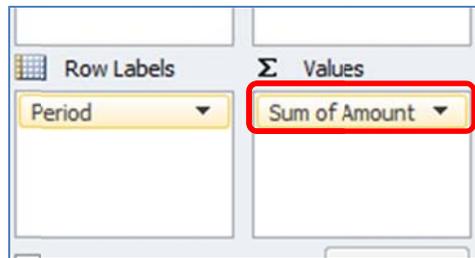
Row Labels: Period

Values: Sum of Amount

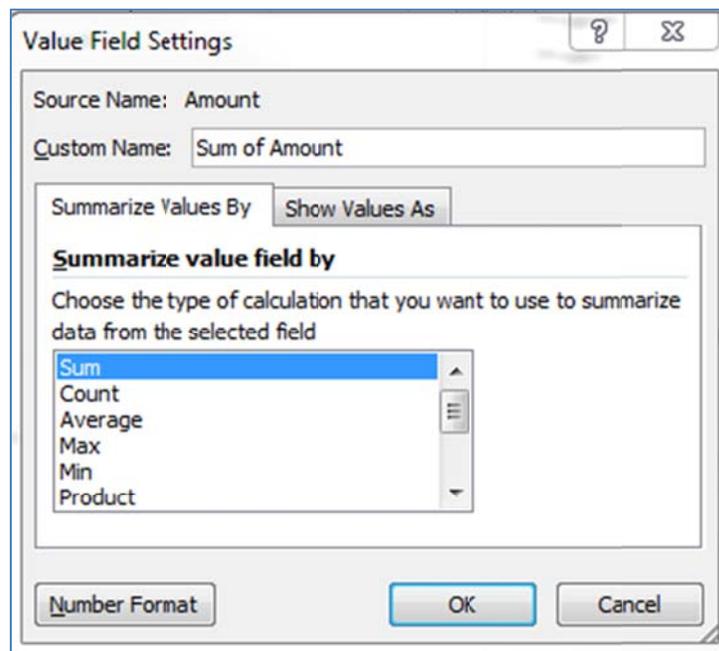
To remove a field from the table, remove the check from the box next to the field name.



If the calculation method needs to be changed, click the down arrow for the value field and select "Value Field Settings" (last menu option).



A pop-up selection box will appear. Change the summarize value as appropriate. Then click OK.



Multiple fields can be added to any of the areas. Below is a PivotTable example with a filter selected as well as two fields under Row Labels.

Year	Period	103XX	120XX	Grand Total
2012	1		34120.7	34120.7
	2	7488.38	13277.15	20765.53
	3	14976.76	2723.08	17699.84
	4	14976.76	3000	17976.76
	5	14976.76	3000	17976.76
	6	14976.76	3000	17976.76
	7	14976.77	3000	17976.77
	8	14976.78	3000	17976.78
	9	14976.78	3000	17976.78
	10	14976.87	3000	17976.87
	11	7488.38	6823.5	14311.88
	12	0	6823.5	6823.5
2012 Total		134791	84767.93	219558.93
Grand Total		134791	84767.93	219558.93

The table complexity is up to the user and can be easily modified. There are other features to PivotTables that are not described here; please use the Help feature in Excel for options beyond the basic creation steps.

Hints

Column Resizing

When a PeopleSoft Query result is opened in Excel, the columns tend to be wider than the longest value in the column. To resize all columns to the maximum value length in the column at one time:

1. Left click on the box above the row number 1 box to highlight the entire spreadsheet

	A	B	C
1	Journal ID	Date	Expenditure Account #
2	PR8-355427	8/31/2011	601000
3	PR8-355159	9/15/2011	601000
4	PRA-355076	9/20/2011	601000
5	PR8-355425	9/30/2011	601000
6	PR8-355870	10/14/2011	601000
7	PR8-356165	10/31/2011	601000
8	PR8-356598	11/15/2011	601000

NOTE: After clicking the corner box, the spreadsheet will be a light blue. If it is not, try again.

2. Double left click the line between the column letters (NOTE: The mouse pointer will be vertical line with arrows pointing in either direction horizontally.)

	A	B	C
1	Journal ID	Date	Expenditure Account #
2	PR8-355427	8/31/2011	601000
3	PR8-355159	9/15/2011	601000
4	PRA-355076	9/20/2011	601000
5	PR8-355425	9/30/2011	601000
6	PR8-355870	10/14/2011	601000
7	PR8-356165	10/31/2011	601000
8	PR8-356598	11/15/2011	601000

The column width will change to the longest value in the column.

	A	B	C
1	Journal ID	Date	Expenditure Account #
2	PR8-355427	8/31/2011	601000
3	PR8-355159	9/15/2011	601000
4	PRA-355076	9/20/2011	601000
5	PR8-355425	9/30/2011	601000
6	PR8-355870	10/14/2011	601000
7	PR8-356165	10/31/2011	601000
8	PR8-356598	11/15/2011	601000

This can also be done for each column individually, if desired; just double left click the line between two columns to automatically fit the column to the left of the line. For example, double click the line between A and B to resize column A.

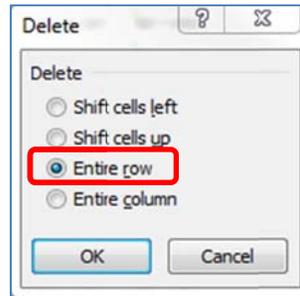
PeopleSoft Query Results – Extra Row (deleting a row)

When a query is run in PeopleSoft, the Excel spreadsheet created will have as the first row the number of records (rows) in the spreadsheet. In order to not affect the column titles when performing a sort, delete the first row before sorting. The first row also needs to be removed to properly add subtotals and create a PivotTable.

	A	B	C	D	E	F	G
1	Project = LBO	634					
2	Journal ID	Date	Expenditure Account #	Fund	Dept	Program	Project
3	PR8-355427	8/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
4	PR8-355159	9/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
5	PRA-355076	9/20/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
6	PR8-355425	9/30/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
7	PR8-355870	10/14/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
8	PR8-356165	10/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
9	PR8-356598	11/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C

There are two options to delete the extra row.

1. Right click on the mouse with the cursor in any of the row fields, select “Delete” from the menu. A pop-up window will appear, select “Entire Row” and then OK.



2. Highlight the entire row by double clicking (left side) the row number, then right click, and then select “Delete” from the menu.

	A	B	C	D	E	F	G
1	Project = LBO	634					
2	Journal ID	Date	Expenditure Account #	Fund	Dept	Program	Project
3	PR8-355427	8/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
4			601000	103XX	5700300000	10000	LBOR0121NR00C
5			601000	103XX	5700300000	10000	LBOR0121NR00C
6			601000	103XX	5700300000	10000	LBOR0121NR00C
7	PR8-355870	10/14/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
8	PR8-356165	10/31/2011	601000	103XX	5700300000	10000	LBOR0121NR00C
9	PR8-356598	11/15/2011	601000	103XX	5700300000	10000	LBOR0121NR00C