

6.11 – How to Use the DPS Pivot Table

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Overview

A pivot table is a tool that allows users to reorganize and summarize data from a spreadsheet. The DPS Pivot table summarizes budgeted FTE and salary data entered on the DPS, Additional Adjustments Page, New Hires Position Changes tabs.

DPS Pivot

Initially, the pivot table will be a summary of all data entered into the DPS tabs but the pivot table can be modified to summarize data relevant to each user. Users can focus the results of the pivot table by changing the filters for FUND, DIVISION, PROG, PROJ ID, and DEPT.

The screenshot shows a Microsoft Excel spreadsheet titled "DPS PIVOT". The first four rows (4-7) contain filterable dropdown menus for "FUND", "DIVISION", "PROG", and "PROJ ID", all set to "(All)". Row 8 is a header row with columns "DEPT", "BDGT FTE", and "BUDGETED SALARY". Rows 10 through 15 show data for various department codes like 348700, 531200, etc., with their corresponding FTE and salary values. Row 16 is a summary row labeled "Grand Total" with values 5.000 and 355,644.00. Red arrows point from the text "Filterable Fields" to the dropdown menus in rows 4-7, and from the text "Summary Row" to the "Grand Total" row.

A	B	C	D	E
DPS PIVOT				
4	FUND	(All)		
5	DIVISION	(All)		
6	PROG	(All)		
7	PROJ ID	(All)		
8	DEPT	▼	BDGT FTE	BUDGETED SALARY
10	348700	0.820	71,101.00	
11	531200	2.302	160,561.00	
12	531250	0.080	6,937.00	
13	531259	1.698	108,374.00	
14	534255	0.100	8,671.00	
15	(blank)	0.000	-	
16	Grand Total	5.000	355,644.00	

Modifying the DPS Pivot Table

1. Each time you make a change to any of the DPS tabs make sure to refresh the pivot table by clicking the refresh button “Click here to refresh Pivot Table”.

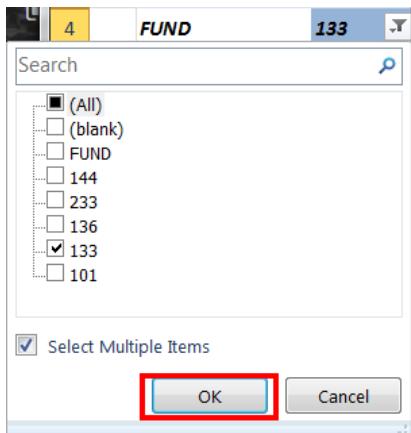
Click Here to Refresh
Pivot Table

2. The initial Pivot table results are an aggregate of all the data entered into the DPS tabs. Filter the pivot table to focus the scope of the data summary.

- a. Click on a filter symbol 

A	B	C	D
1	DPS PIVOT		
2			
4	FUND	(All)	
5	DIVISION	(All)	
6	PROG	(All)	
7	PROJ ID	(All)	

- b. Uncheck the boxes you wish to exclude from the pivot table summary and click OK



3. After changing filters to meet your specifications, the pivot summary row is updated to display totals based on your pivot table criteria.

- a. The pivot table below shows a summary of all data entered on the DPS tabs that contains Fund 133 and is part of the Division A53.

A	B	C	D
1	DPS PIVOT		
2			
4	FUND	133	
5	DIVISION	A53	
6	PROG	(All)	
7	PROJ ID	(All)	
8			
9	DEPT	BDGT FTE	BUDGETED SALARY
10	531200	1.600	103,192.00
11	Grand Total	1.600	103,192.00