

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.

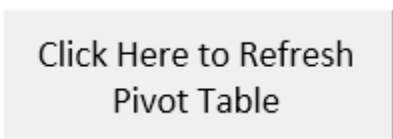
DPS Pivot

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.


	A	B	C	D	E
1		DPS PIVOT			
2					
4		FUND	(All)		
5		DIVISION	(All)		
6		PROG	(All)		
7		PROJ ID	(All)		
8					
9		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”.

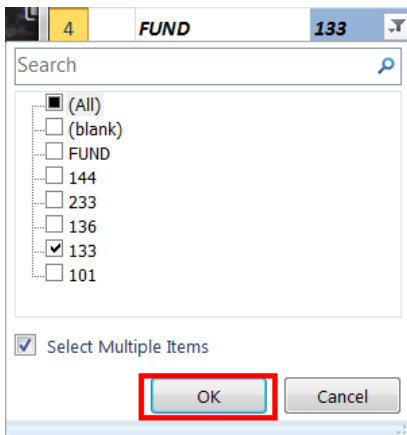


2. The initial Pivot table results are an aggregate of all the data entered into the DPS tabs. Filter the pivot table to focus the scope of the data summary.

- 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