

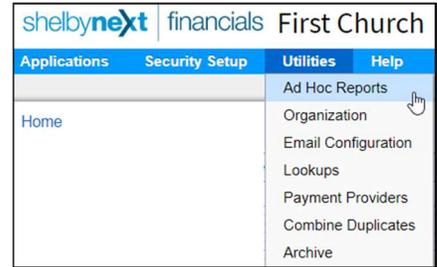
Ad Hoc Giving Report

Overview: The following report configuration along with the supporting Pivot Table provides a snapshot of the total, or selected giving amounts across multiple years.

Approach: Create an AD HOC report using GLAccounts, GLJournalDetail, and GLJournal. Select one of the GLAccount Display values, Amount and Name from GLJournalDetail, Journal Date, and Journal Number and Code from GLJournal. Set filters as needed. Export and configure Excel Pivot Table.

Select Entities and Fields:

1. Start AD HOC Reports from Utility on the Organization screen
2. Click inside the Entity list and locate GLAccount. **Tip:** Start typing GLAc to make it easier to find.
3. Either double-click on GLAccount or drag it into the design area.
4. Checkmark one of the fields that starts with “Display . . .”
 - a. Five fields present different account structure information. For account structures that have Fund, Department, and Account, select, “DisplayValueWithStructure.”
 - b. If you want to see what each presents, then select all 5.
 - i. Click Data Grid.
 - ii. Click Refresh.
 - iii. Review and decide which works best for your settings.
5. Scroll down GLAccount entity and locate and select GLJournalDetails 1* GLJournalDetail. **Tip:** depending on your browser you might need to click on the blue border that outlines the entity.
 - a. Checkmark Amount.
 - b. Checkmark Name.
6. Scroll down GLJournalDetail and select GLJournal 1:1 GLAccount.
 - a. Checkmark JournalDate.
 - b. Checkmark JournalNumberAndCode.
7. Click Data Grid.
 - a. Click Refresh.
 - b. Enter a name for your report in the Report Name field.
 - c. Optional, enter a description for your report.



Home > Utilities > Ad Hoc Reports

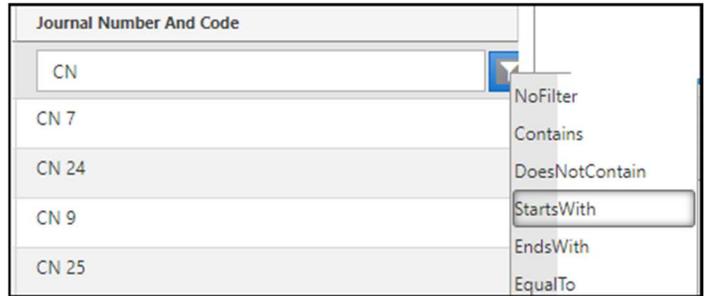
* Report Name: Report Desc:

- d. Click the Save icon.

8. Set filters as needed. **TIP:** You can export the entire dataset and use the tools in Excel to limit view, or to create multiple views. If you have many years of data, then the export might be too large for Excel.

a. Dataset can be limited to only include CN type journals by:

- i. Enter CN in the Journal Number And Code filter.
- ii. Tab to filter options and choose Starts With.



b. Dataset can also be limited to only include Income and Expense fields by filtering Display Value With Structure.

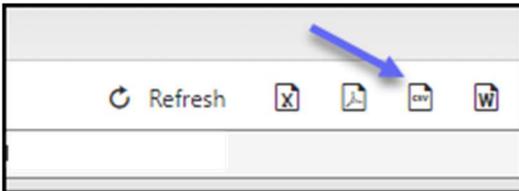
NOTE: The following steps will filter based on Fund and department structure by limiting to Fund 1 and all departments.

- i. Enter 1-1 in the filter field for Display Value With Structure.
- ii. Tab to Filter and choose Starts With, which will omit all balance sheet codes.

c. Click the Save icon. **TIP:** It is a good idea to click Save anytime you make changes that you want to keep in your report.



9. Click the Export to .CSV icon.

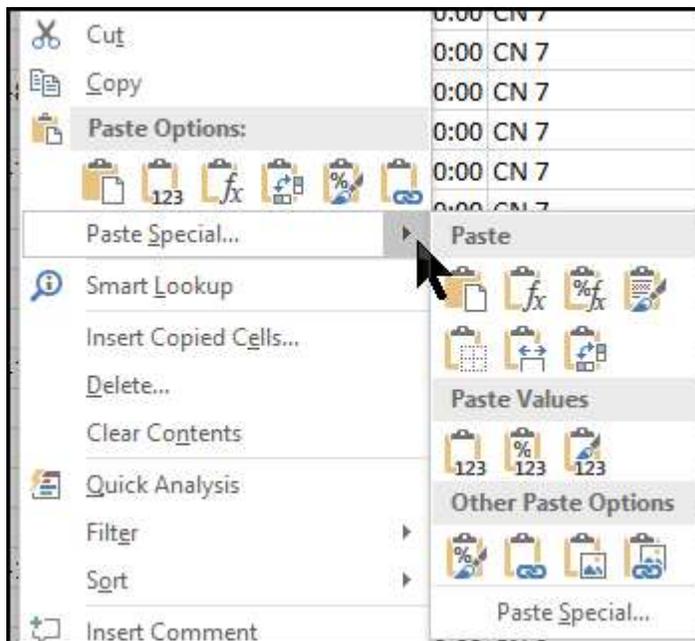


Using Data in the Excel Worksheet:

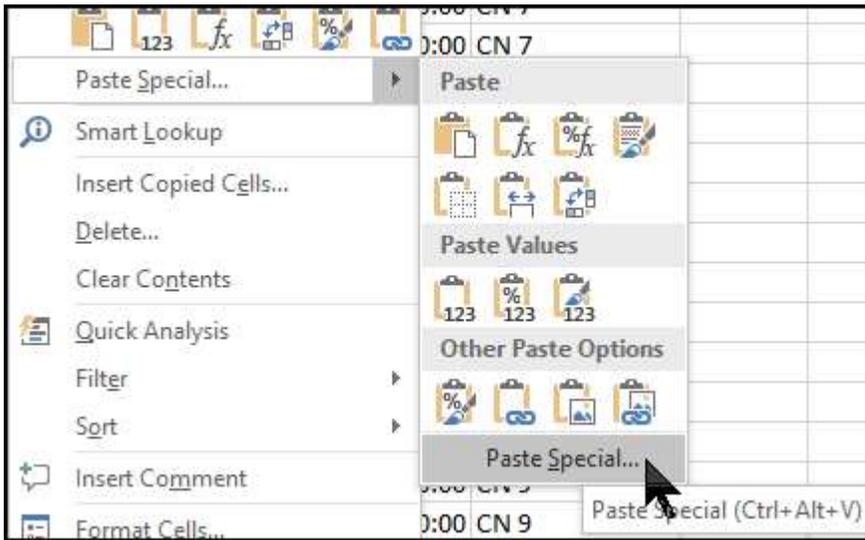
1. Locate and open the RadGridExport file in Excel from your download folder.
2. Notice that all of the income amounts show as negative amounts and if there are any negative adjustments, then those show as a positive number. If those settings do not bother you, then proceed to step 3 below, else switch the signs by:
 - a. Placing a negative 1 (-1) in a blank field.
 - b. Copy the -1 amount.

	A	B	C	D	E	F
1	Display Value With Structure	Amount	Name	Journal Date	Journal Number And Code	
2	1-10-40110 Offering-Tithes/pledg	208.48	Tithe 2007 Pledg	6/4/2011 0:00	CN 94	
3	1-100-41150 Offering-Missions O	-11155	Ukraine Medical	12/20/2016 0:00	CN 12	-1
4	1-100-41110 Offering-Benelvoler	-1000	Benevolence	12/25/2016 0:00	CN 38	
5	1-10-40120 Offering-Tithes/nonp	-1500	Offerings-Gener	12/26/2016 0:00	CN 7	

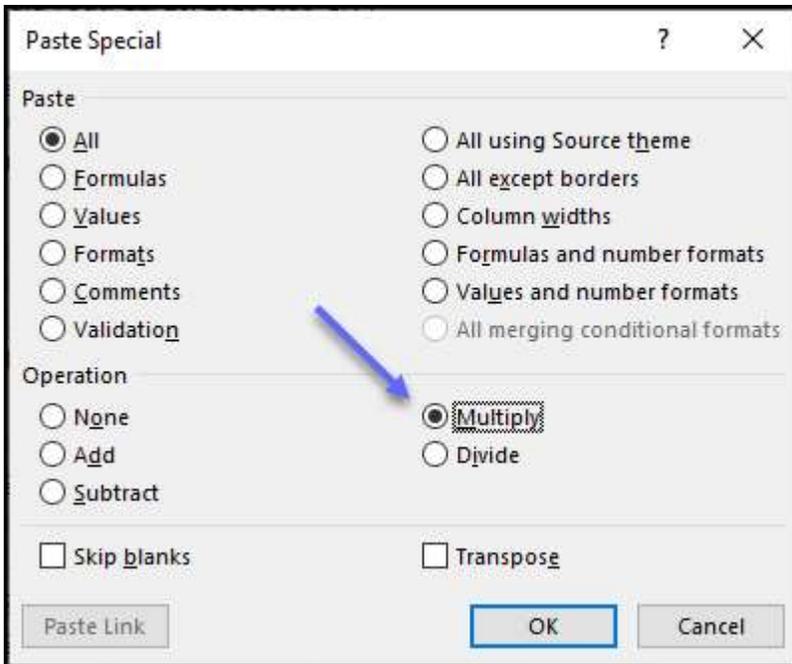
- c. Select the entire column of amounts in column B.
- d. Right-click in the selected column and HOVER over Paste Special. Caution, do not click the Paste Special arrow.



- e. Slide the mouse cursor down to the Paste Special link at the bottom of the popout and then click Paste Special.



- f. Select the Multiply radio button in the Paste Special modal.

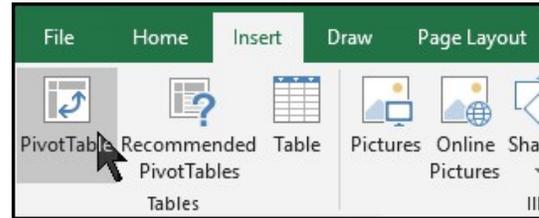


- g. Click OK.

Using a dataset in Pivot Tables:

1. Selecting fields for display

- a. From the Excel spreadsheet select the first cell, A1.
- b. Click Insert on the Menu Bar.
- c. Click the PivotTable option.
- d. Click OK on the Create PivotTable modal.
- e. Click and drag the following fields to one of the four boxes at the bottom of the screen as follows:



- i. Move Amount to Values, and notice that it shows a total of all giving.
- ii. Move Journal Date to Columns, which will display the total for each giving type that is in your spreadsheet.
 1. Click and drag Journal Date back to the field list.
 2. Click and drag Quarters back to the field list.
 3. Leave Year in the Columns box.
- iii. View the Pivot Table report, which contains a total of all accounts listed by year that is in the imported Excel file.
- iv. If any of the dates happen to be out of order, click on a date and drag it to the proper location.

Sum of Amount
11,632,960.81

2												
3		Column Labels										
4		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Grand Total
5	Sum of Amount	301,254.50	199,791.52	495,660.00	605,748.00	998,795.00	1,203,000.00	1,731,195.00	1,862,281.06	2,025,450.73	2,209,785.00	11,632,960.81
6												

- v. Move Name to Rows which summarises all included accounts by row and column.

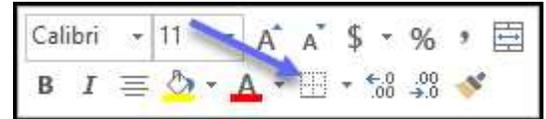
2. Filtering data in the Pivot Table

- a. If your Excel data has some items in the Name field that you do not want to show on the report, then you can select the "Names" you want to include. (The sample database used in this report has a lot of items not needed, therefore only selecting "Name" items that start with Offering.)
 - i. Click the pulldown arrow for Row Labels.
 - ii. Remove the first checkmark, Select All
 - iii. Place checkmarks for each needed item.

4	Sum of Amount	Colu
5	Row Labels	2011
6	Benevolence	
7	Benevolence	

b. Make your report easier to read by inserting all borders.

- i. Right-click anywhere inside the pivot table and click the pulldown arrow for Borders, then choose All Borders.



Sum of Amount	Column Labels			
Row Labels	2017	2018	2019	Grand Total
Offerings-General Non Pledge	836,517.54	406,455.26	3,225.00	1,246,197.80
Offerings-Loose Cash	52,510.94	38,105.07		90,616.01
Grand Total	889,028.48	444,560.33	3,225.00	1,336,813.81