

# Report Wizard Column Fields Tab

**i** Columns are used to time-phase your data. Select:

- None for both dropdowns to remove time-phasing completely
- Major to divide by one date category
- Major and Minor to divide and subdivide (Year, by month)
- only and a minor timescale to subdivide the data. In the below example you can see Project Profit broken down by major timescale quarter and minor timescale month.

	A	B	C	D	E	F
1						
2						
3	<b>Project Profit</b>	<b>Quarter</b> ↑	<b>Month</b> ↓			
4		☐ 01-Jan-2010			<b>01-Jan-2010 Total</b>	<b>Grand Total</b>
5	<b>Project Name</b> ↓	<b>Jan-2010</b>	<b>Feb-2010</b>	<b>Mar-2010</b>		
6	EAir requirements			\$12,801	\$12,801	\$12,801
7	FCC usability testing	\$31,408	\$33,020	\$25,820	\$90,248	\$90,248
8	<b>Grand Total</b>	<b>\$31,408</b>	<b>\$33,020</b>	<b>\$38,621</b>	<b>\$103,049</b>	<b>\$103,049</b>
9						
10						

Ginsu Report Wizard - (new report) [in My Reports] - □ ×

**Select the time periods for summarizing your data:**

The selected fields will become column fields in the pivot table report.

Output | Format | Data Fields | Row Fields | **Column Fields** | Page Fields | Filter Fields | Distribution | Schedule | Parameters

Major Timescale:  Minor Timescale:

Include actual vs. projected indicator (do not use when displaying running totals in pivot tables)

Tips for selecting the Major Timescale:

Usually, when opening the report as an Excel pivot table, each data field is displayed in its own row and there is one column per time period.

When opening the report as an Excel pivot table, selecting <None> will display only the total for each data field, and the data fields will be displayed in their own columns instead of in their own rows.

Selecting <Actual and Projected> returns the same data as <None>, but the pivot table will display one column for actual data (if any), one for projected data (if any) and one for the total for each data field. The data fields will be displayed in their own rows.

## Timescales

Not all major and minor timescales are compatible together. The table below denotes each major timescale and which minor timescales are available for it. Options are limited because if time-scales cannot evenly divide into one another, then Projector can't know whether a split bucket goes in the previous time period or the next time period.

Major Timescale	Allowed Minor Scales	Notes

Year	Quarter, Month, Half-Month, Day, None	
Quarter	Month, Half-Month, Day, None	
Month	Half-Month, Day	
Half-Month	Day	
Accounting Period	Varies	
Accounting Quarter	Accounting Period	
Accounting Year	Accounting Quarter, Accounting Period	
Operational Period	Week, Day	
Operational Quarter	Operational Period	
Operational Year	Operational Quarter, Operational Period	
Week	Day	Weeks are never available as a minor time scale. This is because a week cannot go evenly into any of the other time periods.
Day	None	
<Actual and Projected>	None	The data field values will be broken up into two columns. One column will show actual data. The other projected data.
<None>	None	The data fields will not be broken up by columns.

## Accounting and Operational Periods

Date ranges for these periods are defined in the [Accounting Period Editor](#).

In order for a period to be included in the report, you must ensure that the start/end dates as defined on the [parameters](#) tab cover the entire date range of the period.

Projector only reports on data from existing [GL batches](#). You may need to create a new GL batch to see the latest state of the system. The batch's status - pending/confirmed/etc - does not matter.

A Ginsu will only match your outside accounting system if all current batches are confirmed.

Because you need a batch in order to report by period, you cannot report on projected data when using periods as a column. And following on from that, because projected data cannot be reported on you should set your use actuals through date to be on or after your end date.

There are a few things like cost card units where we place the data on the cards incurred date. This is because moving units into future periods didn't make sense to us.



Most people know that System Revenue is organized into accounting periods, but what you may not realize is that other types of revenue are too - like contract and billing adjusted revenue!

## Ageing Report

The ageing report has a special columns fields tab. You manually specify the start and end dates you are interested in. Often these coincide with month end and month beginning.

### Select the time periods for reporting aging:

The selected time periods will become column fields in the pivot table report.

Output | Data Fields | Row Fields | Column Fields | Page Fields | Filter Fields | Distribution | Schedule | Parameters

Show Unbilled Time and Cost Through

Today  

Day	Age	From Date	To Date	
0	0-30	12-May-2018 (Sat)	11-Jun-2018 (Mon)	
31	31-60	12-Apr-2018 (Thu)	11-May-2018 (Fri)	Delete
61	61+	<--	11-Apr-2018 (Wed)	Delete
New				

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Save

Save As

Submit & Distribute

Submit

Close