



San Diego County Office of Education

# Financial Data Analysis Tool

Become the master of your  
district's financial data...



## Agenda

- Welcome and Introduction to Financial Data Analysis Tool
- Pivot Table Basics
- Financial Examples
- ADA and Enrollment Data Analysis

## Goals and Objectives

- Learn about the capabilities of the Financial Data Analysis Tool
- Get experience working with pivot tables using your district's data
- Learn to create charts from any table
- This is a powerful tool that is easy to learn!

## Opening the File

- Insert the CD into your computer
- Double click on the file that has your district name
- Click on Enable Macros
- You will see several tabs along the bottom

## What data is included in the Financial Data Analysis Tool?

- Five years of unaudited actuals data from SACS
  - Click on Financial Data tab to see the source data
  - Not the same amount of detail in your financial system
  - No subs, no locally defined codes, no locations
- Five years of ADA and Enrollment Data
  - Click on ADA Data tab to see the source data

## Financial Data

- Financial Data Fields
  - Fiscal Year
  - Fund Code
  - Resource Code
  - Project Year
  - Goal Code
  - Function Code
  - Object Code
  - Value Data

## Financial Data continued...

- Data labels were added using lookup tables
  - Click on Lookup Table tab to see the data labels
  - Resource Name
  - Goal Name
  - Function Name
  - Object Name (major object)
  - Object Name Detail (SACS level of detail)
  - Revenue/Expend

## Financial Data continued...

- Codes also summarized to the major level
  - Major Goal
  - Major Function
  - Major Object

## ADA and Enrollment Data

- ADA/ Enrollment Fields
  - Fiscal Year
  - Type (ADA or CBEDS)
  - Period (P-1, P-2, and Annual)
  - Grade
  - Value Data

## How does the Tool analyze data?

- Data is analyzed using pivot tables
  - Separate pivot tables for financial data and ADA/enrollment
- Allows user to organize and summarize data in many combinations
- Data can be easily converted to a chart

## How will the Tool help you?

- Easily create tables and charts for board presentations
- Analyze trends for negotiations
- Analyze historical data when making budget reductions
- Your imagination is the limit!



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# Pivot Table Basics

A few simple things to  
know before you begin  
analyzing data...



# Pivot Table Screen

- Select Financial Pivot Table tab
- Field list at top
- Pivot table at bottom
- You can choose which fields you would like in your field list

# Basic Pivot Table Screen

FiscalYear	(All)	▼
FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
GOAL NAME	(All)	▼
Major Goal	(All)	▼
GoalCode	(All)	▼
FUNCTION NAME	(All)	▼
Major Function	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
Major Object	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Sum of ValueData	Total	
Total	4,048,447,135	

← Field List

← Pivot Table



## Exercise 1: Select Parameters from Field List

	FiscalYear	2000-01	▼	← Select a year
	FUND NAME	(All)	▼	
	FundCode	(All)	▼	
Field List →	RESOURCE NAME	(All)	▼	
	ResourceCode	(All)	▼	
	FUNCTION NAME	(All)	▼	
	FunctionCode	(All)	▼	
	OBJECT NAME	(All)	▼	
	ObjectCode	(All)	▼	
	Revenue/Expend	(All)	▼	
	Sum of ValueData	Total		
	Total	718,225,531		

## Exercise 1: Instructions

- Click on the arrow by the Fiscal Year field
- You will see 5 options
- Pick 2000-01 and click OK
- Notice change in Pivot Table below
- Practice selecting parameters for other fields
- Change all fields back to All

## Exercise 2: Practice Dragging a Field to the Table to Make Rows

FiscalYear	(All)	▼
FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
FUNCTION NAME	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Sum of ValueData	Total	
Total	4,048,447,135	

FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
FUNCTION NAME	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Sum of ValueData		
FiscalYear	Total	
1999-00	513,655,845	
2000-01	718,225,531	
2001-02	1,181,931,686	
2002-03	724,330,101	
2003-04	910,303,972	
Grand Total	4,048,447,135	

## Exercise 2: Instructions

- Click and hold Fiscal Year field
- Drag to bottom left corner of pivot table where it says Total
- Release mouse

## Exercise 3: Undo Pivot

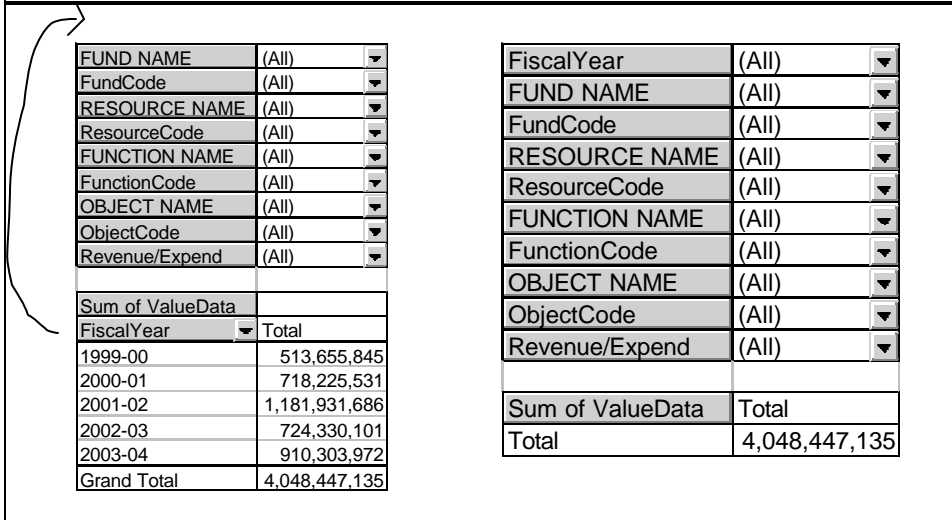
Did your table come out wrong? Maybe it looks like this...

FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
FUNCTION NAME	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Data	▼	Total
Sum of ValueData		4,048,447,135
Count of FiscalYear		17941

## Exercise 3: Instructions

- Go to the Edit menu
- Pick Undo Pivot
- Table will go back to original format
- Try doing Exercise 2 again

## Exercise 4: Drag a Field Back to the Field List



FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
FUNCTION NAME	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Sum of ValueData		
FiscalYear	Total	
1999-00	513,655,845	
2000-01	718,225,531	
2001-02	1,181,931,686	
2002-03	724,330,101	
2003-04	910,303,972	
Grand Total	4,048,447,135	

FiscalYear	(All)	▼
FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
FUNCTION NAME	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Sum of ValueData		
Total	4,048,447,135	

## Exercise 4: Instructions

- Click on the Fiscal Year field within the pivot table
- Drag back to the field list
- You can replace the field name anywhere in the field list

## Exercise 5: Practice Dragging a Field to the Table to Make Columns

FUND NAME	(All)						
FundCode	(All)						
RESOURCE NAME	(All)						
ResourceCode	(All)						
FUNCTION NAME	(All)						
FunctionCode	(All)						
OBJECT NAME	(All)						
ObjectCode	(All)						
Revenue/Expend	(All)						
Sum of ValueData	FiscalYear						
	1999-00	2000-01	2001-02	2002-03	2003-04	Grand Total	
Total	513,655,845	718,225,531	1,181,931,686	724,330,101	910,303,972	4,048,447,135	

## Exercise 5: Instructions

- Click and hold Fiscal Year field
- Drag to top right corner of pivot table where it says Total
- Release mouse

## Exercise 6: Select Parameters from a Field in the Pivot Table

FUND NAME	(All)	▼
FundCode	(All)	▼
RESOURCE NAME	(All)	▼
ResourceCode	(All)	▼
FUNCTION NAME	(All)	▼
FunctionCode	(All)	▼
OBJECT NAME	(All)	▼
ObjectCode	(All)	▼
Revenue/Expend	(All)	▼
Sum of ValueData		
FiscalYear	▼	Total
1999-00		513,655,845
2000-01		718,225,531
Grand Total		1,231,881,376

Select years →

## Exercise 6: Instructions

- Drag Fiscal Year field to bottom left corner of pivot table
- Click on the arrow by the Fiscal Year field
- Deselect checkboxes for the years you do not want
- Make sure boxes are checked for the years you do want
- Click OK
- **IMPORTANT:** Before dragging a field back to the field list, make sure all boxes are checked

## Exercise 7: Formatting Numbers

- Click on a number inside the pivot table
- Right click
- Choose Field Settings
- Select Number
- Pick desired number format and click OK
- Click OK again
- This will keep the format of numbers the same each time the pivot table is changed

## Exercise 8: Other Field Settings

- Default is to sum the data in the pivot table
- Other options available
  - Count
  - Average
  - Max
  - Min
- Right click on a number in the pivot table
- Choose Field Settings
- Go to Summarize by: and pick an option

## Exercise 9: Drilldown Feature

- Drilldown feature allows you to see the source of the data in the pivot table
- Double click on any number in a pivot table
- A new spreadsheet will be created that shows all the detail data behind the number

## Automatic Formatting

- You can use the autoforamt feature for your pivot tables by clicking on the Format Report icon on the toolbar
- Column fields will be changed to outer row fields
- To restore to the former layout, click Undo





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# Financial Examples

Now you are ready to dig  
into some analysis...



## Exercise 10: View Revenues by Major Object for a Fiscal Year

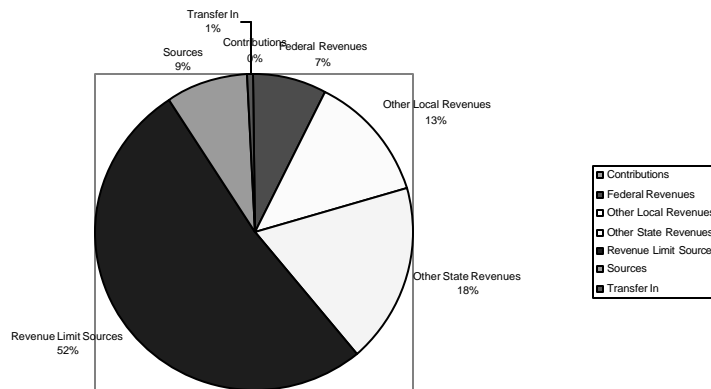
### Total Revenues for all Funds: 2003-04

Sum of ValueData	
OBJECT NAME	Total
Contributions	0
Federal Revenues	17,395,128
Other Local Revenues	30,363,036
Other State Revenues	42,481,289
Revenue Limit Sources	120,832,211
Sources	20,359,341
Transfer In	1,282,905
Grand Total	232,713,909

## Exercise 10: Instructions

- Drag any field names back up to the field list
- Click on Fiscal Year and pick 2003-04
- Click on Revenue/Expend and pick Revenues
- Drag object name down to lower left hand corner of pivot table
- **IMPORTANT:** If you want to save this table for future use, copy and paste to a separate sheet

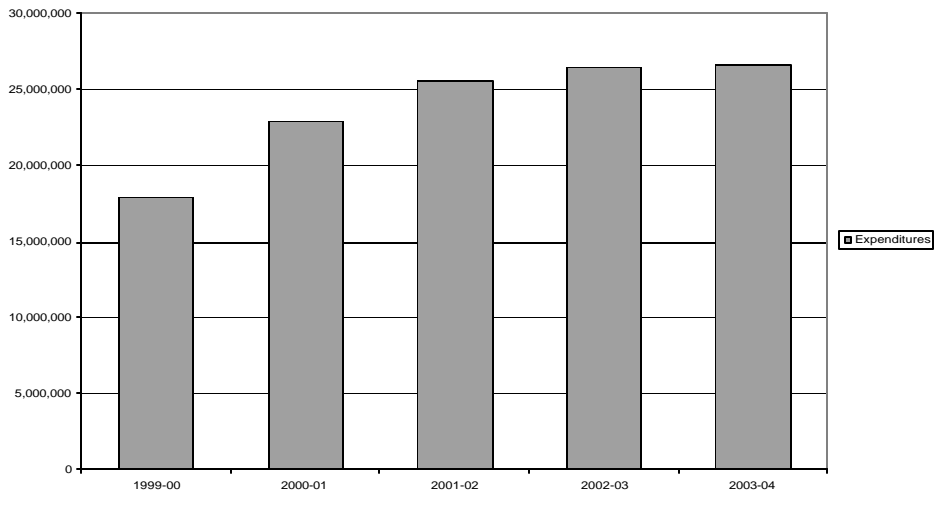
# Exercise 11: Convert Data into a Chart



## Exercise 11: Instructions

- Click on the chart wizard icon
- A chart will be automatically created
- Select the chart, then right click
- Select chart type
- Select a pie chart
- Select chart again, then right click
- Select chart options
- Go to data labels
- Click on show label and percent
- To get rid of field names, right click and pick Hide PivotChart Field Buttons
- To save chart for later use, copy and paste into another worksheet

## Exercise 12: Analyze Trends in Special Education Expenditures



## Exercise 12: Instructions

- Go back to the pivot table
- Click on Fiscal Year and select All Years
- Click on Resource Code and select 6500
- Click on Revenue/Expend and pick Expenditures
- Drag object name field back up to the field list
- Drag fiscal year down to lower left hand corner of pivot table
- Go to the chart and change the chart type to column chart and get rid of the data labels

## Exercise 13: Show All Special Education Resources

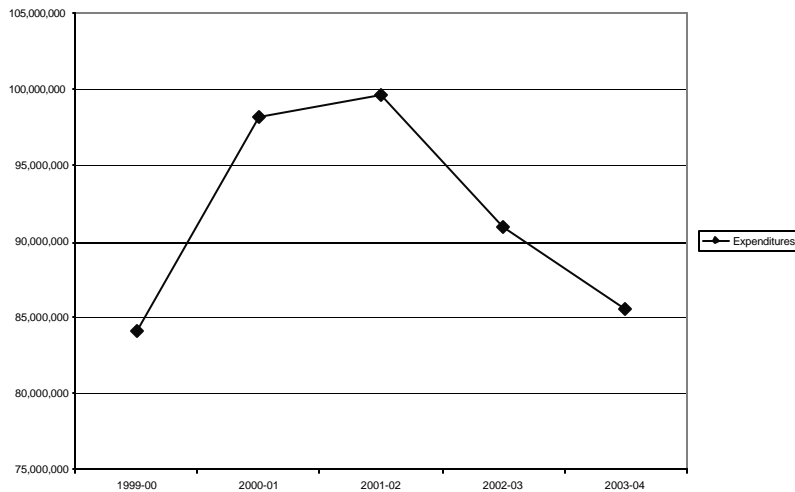
### Special Education Revenues

Sum of ValueData	FiscalYear		
ResourceCode	2002-03	2003-04	Grand Total
3310	3,305,049	3,699,167	7,004,216
3315	201,709	179,965	381,674
3320	215,631	237,548	453,179
3340	11,735	11,128	22,863
3345	1,706	2,157	3,863
3360	6,841	6,490	13,331
3405	291,861	300,619	592,480
6500	26,455,183	26,662,035	53,117,218
7240	2,444,603	764,694	3,209,297
9010	11,300	11,300	22,600
Grand Total	32,945,618	31,875,103	64,820,721

## Exercise 13: Instructions

- Go back to the pivot table
- Click Resource Code and select All
- Click on Major Goal and pick 5000
- Click Revenue/Expend and pick Revenues
- Drag Fiscal Year to upper right hand corner of pivot table to create columns
- Click on Fiscal Year and select which fiscal years you want
- Drag Resource Code down to lower left hand corner of pivot table to create rows

## Exercise 14: See Trends in Certificated Salaries for All Funds



## Exercise 14: Instructions

- Make sure all years are selected
- Drag Resource Code field back up to field list
- Drag fiscal year field to bottom left corner of pivot table
- Click Major Goal and select All
- Click Revenue/Expend and select Expenditures
- Click on Object Name and select Certificated Salaries
- Select chart, then right click and select chart type
- Pick a line chart

## Exercise 15: See Objects as % of Total Expenditures

### Objects as a Percentage of Total Expenditures

Sum of ValueData	FiscalY€				
OBJECT NAME	1999-00	2000-01	2001-02	2002-03	2003-04
Books and Supplies	5.43%	4.81%	5.80%	4.16%	4.12%
Capital Outlay	4.39%	10.42%	6.38%	18.23%	25.69%
Certificated Salaries	47.02%	43.65%	42.12%	39.06%	33.49%
Classified Salaries	16.12%	15.17%	15.28%	13.12%	11.39%
Direct Support/Indirect Costs	0.00%	0.00%	0.00%	0.00%	0.00%
Employee Benefits	16.31%	15.19%	15.98%	16.01%	15.14%
Other Outgo (excluding Direct Support/Indirect Costs)	1.62%	2.06%	2.48%	3.13%	4.52%
Services, Other Operating Expenses	6.31%	6.56%	6.17%	5.64%	5.16%
Transfer Out	2.80%	2.12%	5.80%	0.67%	0.50%
Grand Total	100.00%	100.00%	100.00%	100.00%	100.00%

## Exercise 15: Instructions

- Go back to pivot table
- Click on object name and select All
- Drag fiscal year field to the top right of the pivot table
- Drag object name field to the bottom left of the pivot table
- Right click on table
- Select field settings
- Select options
- Select show data as % of column

## Exercise 16: View Same Information as % of Row

### Expenditures by Object as a Percentage of 5-Year Total

Sum of ValueData OBJECT NAME	FiscalYear					Grand Total
	1999-00	2000-01	2001-02	2002-03	2003-04	
Books and Supplies	17.83%	19.87%	25.18%	17.79%	19.33%	100.00%
Capital Outlay	5.08%	15.18%	9.77%	27.49%	42.48%	100.00%
Certificated Salaries	18.33%	21.42%	21.72%	19.85%	18.67%	100.00%
Classified Salaries	18.15%	21.51%	22.76%	19.25%	18.34%	100.00%
Direct Support/Indirect Costs	-27.72%	111.94%	69.07%	-24.97%	-28.32%	100.00%
Employee Benefits	16.46%	19.30%	21.34%	21.06%	21.84%	100.00%
Other Outgo (excluding Direct Support/Indirect Costs)	8.97%	14.40%	18.17%	22.61%	35.85%	100.00%
Services, Other Operating Expenses	16.85%	22.05%	21.80%	19.62%	19.68%	100.00%
Transfer Out	19.01%	18.12%	52.08%	5.92%	4.87%	100.00%
Grand Total	15.83%	19.93%	20.95%	20.64%	22.64%	100.00%

## Exercise 16: Instructions

- Right click on table
- Select field settings
- Make sure options is selected
- Select show data as % of row



## Exercise 17: Analyze Percentage Change from Year to Year

### Percentage Change in Revenues from 2002-03 to 2003-04

Sum of ValueData	FiscalYear ▼	
OBJECT NAME ▼	2002-03	2003-04
Contributions		0.65%
Federal Revenues		16.96%
Other Local Revenues		-8.86%
Other State Revenues		-16.15%
Revenue Limit Sources		-3.63%
Transfer In		-14.84%
Grand Total		-5.51%

## Exercise 17: Instructions

- Click on Fund Name and pick General Fund Unrestricted
- Click on Revenue/Expend and pick Revenues
- Right click on table
- Select field settings
- Make sure options is selected
- Select show data as % difference from
- Select Fiscal Year as the base field and 2002-03 as the base item
- On pivot table, can choose which years you want

## Exercise 18: Select Two Fields for Rows

### Revenues for all Funds 1999-00

Sum of Value	Data	
Major Object	OBJECT NAME	Total
8000	Revenue Limit Sources	110,982,341
8000 Total		110,982,341
8100	Federal Revenues	10,369,157
8100 Total		10,369,157
8300	Other State Revenues	60,422,715
8300 Total		60,422,715
8600	Other Local Revenues	27,042,078
8600 Total		27,042,078
8900	Transfer In	3,046,480
8900 Total		3,046,480
8930	Sources	184,834
8930 Total		184,834
8980	Contributions	0
8980 Total		0
Grand Total		212,047,604

## Exercise 18: Instructions

- Make sure all years are selected
- Right click on table
- Select field settings
- Make sure options is selected
- Select show data as Normal
- Click number and select desired number format then click OK
- Click on Fund Name and select All
- Drag Fiscal Year field back up to field list
- Click Fiscal Year and select 1999-00
- Drag Major Object down to lower left corner of pivot table

## Exercise 19: Remove Subtotals

### Revenues for all Funds 1999-00

Sum of Value	Data	
Major Object	OBJECT NAME	Total
8000	Revenue Limit Sources	110,982,341
8100	Federal Revenues	10,369,157
8300	Other State Revenues	60,422,715
8600	Other Local Revenues	27,042,078
8900	Transfer In	3,046,480
8930	Sources	184,834
8980	Contributions	0
Grand Total		212,047,604

## Exercise 19: Instructions

- Double click Major Object field name in pivot table
- Under subtotals, click None
- Click OK
- Repeat with Object Name field

## Exercise 20: Switch Order of Fields

### Revenues for all Funds 1999-00

Sum of ValueData		
OBJECT NAME ▼	Major Object ▼	Total
Contributions	8980	0
Federal Revenues	8100	10,369,157
Other Local Revenue	8600	27,042,078
Other State Revenue	8300	60,422,715
Revenue Limit Sour	8000	110,982,341
Sources	8930	184,834
Transfer In	8900	3,046,480
Grand Total		212,047,604

## Exercise 20: Instructions

- Click on Major Object field name
- Drag to the other side of Object Name field
- Order of fields should switch
- If not, go to Edit, Undo Pivot
- Try dragging again to switch the fields back to their original order

## Exercise 21: Select Two Fields for Columns

### Expenditures and Revenues by Major Object

Sum of ValueData	FiscalYear	Revenue/Expend					
	2002-03		2002-03 Total	2003-04		2003-04 Total	Grand Total
Major Object	Expenditures	Revenues		Expenditures	Revenues		
1000	91,046,262		91,046,262	85,596,547		85,596,547	176,642,809
2000	30,573,078		30,573,078	29,121,122		29,121,122	59,694,201
3000	37,316,956		37,316,956	38,691,748		38,691,748	76,008,704
4000	9,687,916		9,687,916	10,528,340		10,528,340	20,216,255
5000	13,139,233		13,139,233	13,181,818		13,181,818	26,321,050
6000	42,487,477		42,487,477	65,655,100		65,655,100	108,142,577
7000	8,845,831		8,845,831	12,832,548		12,832,548	21,678,379
8000		125,434,269	125,434,269		120,832,211	120,832,211	246,266,480
8100		15,913,445	15,913,445		17,395,128	17,395,128	33,308,573
8300		64,189,898	64,189,898		42,481,289	42,481,289	106,671,187
8600		27,694,677	27,694,677		30,363,036	30,363,036	58,057,712
8900		1,560,783	1,560,783		1,282,905	1,282,905	2,843,688
8930					20,359,341	20,359,341	20,359,341
8980		0	0		0	0	0
<b>Grand Total</b>	<b>233,096,752</b>	<b>234,793,072</b>	<b>467,889,824</b>	<b>255,607,223</b>	<b>232,713,909</b>	<b>488,321,133</b>	<b>956,210,957</b>

## Exercise 21: Instructions

- Drag Object Name field back up to field list
- Click on Revenue/Expend and Fiscal Year fields and select All
- Drag Fiscal Year field to top right corner of pivot table
- Drag Revenue/Expend to right of Fiscal Year field
- Click on Revenue/Expend and uncheck Balance Sheet
- Click on Fiscal Year and choose fiscal years
- Try switching order of fields

## Exercise 22: See General Fund Unrestricted and Restricted

### General Fund Expenditures

Sum of ValueData	FundCode		
FiscalYear	03	06	Grand Total
1999-00	116,984,585	48,298,462	165,283,047
2000-01	122,777,338	57,804,527	180,581,865
2001-02	122,842,780	62,010,440	184,853,221
2002-03	118,160,514	61,798,181	179,958,695
2003-04	113,354,821	61,916,109	175,270,930
Grand Total	594,120,038	291,827,719	885,947,757

## Exercise 22: Instructions

- Go to fields in pivot table and make sure everything is checked
- Drag Revenue/Expend and Major Object back up to field list
- Drag Fiscal Year over to bottom left of pivot table
- Click on Revenue/Expend and select Expenditures
- Drag Fund Code field to top right of pivot table
- Click on the arrow by Fund Code and deselect which funds you do not want
- Select Fund 03 and Fund 06

## Exercise 23: Group Types of Expenditures for a Fiscal Year

### 2003-04 Expenditures

Sum of ValueData	FundCode		
Major Object2	03	06	Grand Total
Salaries and Benefits	101,642,838	46,088,746	147,731,584
Commercial Warrants	7,461,519	12,958,566	20,420,084
Other	4,250,464	2,868,797	7,119,261
Grand Total	113,354,821	61,916,109	175,270,930

## Exercise 23: Instructions

- Drag Fiscal Year back to field list
- Click on Fiscal Year and Select 2003-04
- Drag Major Object field down to lower left corner of pivot table
- Highlight cells 1000, 2000 and 3000
- Go to Data menu, select Group and Outline, then select Group
- Major Object2 field will appear
- Highlight cells 4000, 5000, and 6000 under Major Object
- Go to Data menu, select Group and Outline, then select Group
- Rename Group 1 Salaries and Benefits
- Rename Group 2 Commercial Warrants
- Rename 7000 Other
- Drag Major Object Field Back up to Field List

## Exercise 24: Create a New Field for Total General Fund

### 2003-04 Expenditures by Fund

Sum of ValueData		
FundCode2	FundCode	Total
'01	03	113,354,821
	06	61,916,109
11	11	2,256,752
12	12	171,353
13	13	6,504,921
14	14	699,361
21	21	30,520,387
25	25	2,031,926
35	35	32,834,381
40	40	898,428
51	51	4,418,786
Grand Total		255,607,223

## Exercise 24: Instructions

- Drag Major Object2 back up to field list
- Click on Fund Code field and ensure all funds are selected
- Drag Fund Code field to bottom left corner of pivot table
- Highlight cells 03 and 06 under Fund Code
- Go to Data menu, select Group and Outline, then select Group
- Rename Group 1 as 01
- Drag Fund Code field back up to field list





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# ADA and Enrollment Data Analysis

More data analysis  
possibilities...



## Exercise 25: Compare ADA by Period

### 1999-00 ADA by Period

Sum of Value	Period			
	P-1	P-2	Annual	Grand Total
Total	1,520.00	1,550.40	1,581.41	4,651.81

## Exercise 25: Instructions

- Select ADA Pivot Table tab
- Click on Fiscal Year and select 1999-00
- Click on Type and select ADA
- Drag Period to upper right corner of pivot table
- Drag Annual field so that it is after the P-2 field
- Note that Grand Total does not provide meaningful data

## Exercise 26: Show ADA by Grade and Period

### ADA by Grade and Reporting Cycle

Sum of Value	Year		Period		1999-00 Total	2000-01			2000-01 Total	Grand Total	
	1999-00					P-1	P-2	Annual			
Grade	P-1	P-2	Annual								
K	100.00	102.00	104.04		306.04	106.12	108.24	110.41		324.77	630.81
1-3	300.00	306.00	312.12		918.12	318.36	324.73	331.22		974.32	1,892.44
4-6	300.00	306.00	312.12		918.12	318.36	324.73	331.22		974.32	1,892.44
7-8	200.00	204.00	208.08		612.08	212.24	216.49	220.82		649.54	1,261.62
K-8 Community Day	20.00	20.40	20.81		61.21	21.22	21.65	22.08		64.95	126.16
K-8 Home and Hospital	20.00	20.40	20.81		61.21	21.22	21.65	22.08		64.95	126.16
K-8 NPS	20.00	20.40	20.81		61.21	21.22	21.65	22.08		64.95	126.16
K-8 Opportunity	20.00	20.40	20.81		61.21	21.22	21.65	22.08		64.95	126.16
K-8 Special Day	20.00	20.40	20.81		61.21	21.22	21.65	22.08		64.95	126.16

## Exercise 26: Instructions

- Click on Fiscal Year field and select All
- Drag Fiscal Year field so that it is right before Period field
- Drag Grade field to lower left corner of pivot table
- Click on Fiscal Year field and select desired years
- Note that data is grouped by year then by period

## Exercise 27: Switch Order of Columns

### ADA by Grade and Reporting Cycle

Sum of Value	Period ▼	Year ▼	P-1 Total		P-2 Total		Annual		Annual Total	Grand Total
Grade ▼	1999-00	2000-01	1999-00	2000-01	1999-00	2000-01	1999-00	2000-01		
K	100.00	106.12	206.12	102.00	108.24	210.24	104.04	110.41	214.45	630.81
1-3	300.00	318.36	618.36	306.00	324.73	630.73	312.12	331.22	643.34	1,892.44
4-6	300.00	318.36	618.36	306.00	324.73	630.73	312.12	331.22	643.34	1,892.44
7-8	200.00	212.24	412.24	204.00	216.49	420.49	208.08	220.82	428.90	1,261.62
K-8 Community Day	20.00	21.22	41.22	20.40	21.65	42.05	20.81	22.08	42.89	126.16
K-8 Home and Hospital	20.00	21.22	41.22	20.40	21.65	42.05	20.81	22.08	42.89	126.16
K-8 NPS	20.00	21.22	41.22	20.40	21.65	42.05	20.81	22.08	42.89	126.16
K-8 Opportunity	20.00	21.22	41.22	20.40	21.65	42.05	20.81	22.08	42.89	126.16
K-8 Special Day	20.00	21.22	41.22	20.40	21.65	42.05	20.81	22.08	42.89	126.16

## Exercise 27: Instructions

- Click on Fiscal Year field and drag to the right of Period field
- If data does not look right, go to Edit, Undo Pivot
- Note how data is now grouped first by period, then by year

## Exercise 28: Compare P-2 and Annual to P-1

### Percentage Change from P-1 by Fiscal Year

Sum of Value	Period ▼		
Year ▼	P-1	P-2	Annual
1999-00		2.00%	4.04%
2000-01		2.00%	4.04%
2001-02		2.00%	4.04%
2002-03		2.00%	4.04%
2003-04		2.00%	4.04%
Grand Total		2.00%	4.04%

## Exercise 28: Instructions

- Drag Grade field back up to field list
- Click on Fiscal Year field and check all years
- Drag Fiscal Year field to lower left corner of pivot table
- Right click on table
- Select field settings
- Click Options
- Select Show data as: % Difference From
- Select Period as the base field and P-1 as the base item

## Exercise 29: Compare P-1 and Annual to P-2

### Percentage Change from P-2 by Fiscal Year

Sum of Value	Period		
Year	P-1	P-2	Annual
1999-00	-1.96%		2.00%
2000-01	-1.96%		2.00%
2001-02	-1.96%		2.00%
2002-03	-1.96%		2.00%
2003-04	-1.96%		2.00%
Grand Total	-1.96%		2.00%

## Exercise 29: Instructions

- Right click on table
- Select Field Settings
- Make sure Options is selected
- Select Show data as: % Difference From
- Select Period as the base field and P-2 as the base item
- To reset data to Sum, right click on table, select Field Settings and pick Show data as: Normal
- Click number and select desired number format, then click OK

## Exercise 30: Use Groups to Compare CBEDS and ADA

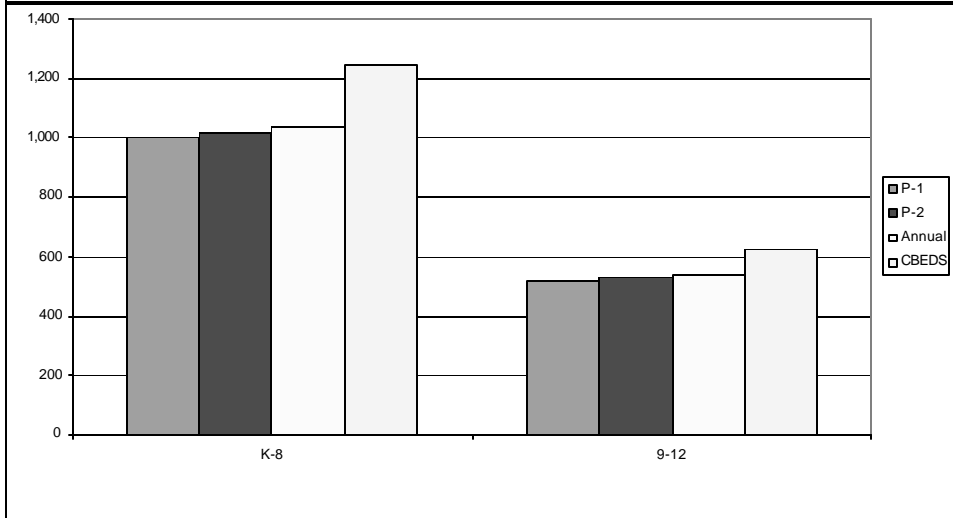
### 1999-00 ADA Compared to CBEDS

Sum of Value	Period				
Grade2	P-1	P-2	Annual	CBEDS	Grand Total
K-8	1,000.00	1,020.00	1,040.40	1,250.00	4,310.40
9-12	520.00	530.40	541.01	625.00	2,216.41
Grand Total	1,520.00	1,550.40	1,581.41	1,875.00	6,526.81

## Exercise 30: Instructions

- Note that grade ranges and categories are different for CBEDS and ADA
- All grade combinations have been grouped into grades K-8 and 9-12 in a field called Grade2
- Drag Fiscal Year back up to field list
- Click on Fiscal Year field and select 1999-00
- Click on Type and select All
- Drag Grade2 field down to lower left corner of pivot table
- Drag Grade field to the right of the Grade2 field to see the relationship between Grade and Grade2 fields
- Drag Grade field back up to field list
- Move CBEDS field to end of field list

## Exercise 31: Create a Chart Comparing Periods



## Exercise 31: Instructions

- Click on chart wizard
- A chart will automatically be created
- Click on chart
- Right click and pick chart type
- Change chart to first option for column charts
- To hide field names, right click on field buttons and select Hide PivotChart Field Buttons



## Exercise 32: Show ADA as a Percentage of CBEDS

### ADA by Period as a Percentage of Enrollment

Sum of Value	Period			
Year	P-1	P-2	Annual	CBEDS
1999-00	81.07%	82.69%	84.34%	100.00%
2000-01	84.34%	86.03%	87.75%	100.00%
2001-02	87.75%	89.50%	91.29%	100.00%
2002-03	91.29%	93.12%	94.98%	100.00%
2003-04	94.98%	96.88%	98.82%	100.00%
Grand Total	88.02%	89.79%	91.58%	100.00%

## Exercise 32: Instructions

- Go back to pivot table
- Move Grade2 field back up to field list
- Click on Fiscal Year field and select All
- Drag Fiscal Year field to lower left corner of pivot table
- Right click on table
- Select field settings
- Click on Options
- Select Show data as: % Of
- Select Period as the base field and CBEDS as the base item

## Other Possibilities

- Make your own pivot tables
  - Download data from FIS into Excel using EXPINQ and REVINQ
  - FIS data would have more detail
  - Would provide real-time data
  - Space limitations for large districts with many accounts

## We are Available for Questions

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Thanks for coming

Enjoy exploring your data!