Step 1 – Pull raw data
For the purpose of this example, run IUIE Detail Transactions:
- From One.iu.edu, navigate to IUIE
- Click through IU Login → Catalog tab → My Catalog → Shared Folders → College Finance
- Open the College Detail Transactions report, fill in Org Code, and Run
- Open the report results in Excel

Step 2 – Create a pivot table
- Click any cell within the data set and then choose Insert → PivotTable
- A box will automatically appear around the data set → click OK
- Drag and drop fields into Filters, Columns, Rows, and Values

Example:
Your chair has asked you to summarize everything that has been spent from your department discretionary (xx-xxx-01) account this fiscal year:
- Drag into Filters: Financial Balance Type Code, Financial Consolidation Object Name
- Drag into Rows: Account Number, Account Name, Financial Object Code, Financial Object Code Name
- Drag into Values: Transaction Ledger Entry Amount
  - Values usually default to Sum, but if they don’t, click on the field, choose Value Field Settings, Sum, OK
- Click on any cell in the pivot table, then click on the Design tab:
  - Subtotals → Do Not Show Subtotals
  - Grand Totals → On for Columns Only
  - Report layout → Show in Tabular Form
  - Report layout → Repeat All Item Labels
- Apply filters:
  - Click the down arrow by Financial Balance Type Code, check the box by Select Multiple Values, deselect (All), and click AC (Actuals).
  - Click the down arrow by Financial Consolidation Object Name, check the box by Select Multiple Values, deselect (All), and click to choose Capital, Compensation, Financial Aid, General Expense, Transfer of Funds, and Travel
- Filter on account number field: Click the down arrow by Account Number, deselect (Select All), and click to choose your discretionary account: xx-xxx-01.
- Verify that expenses tie to Balances by Consolidation view in KFS
- Double-click on any Transaction Ledger Entry Amount and a new tab will open to show line-level detail