

Enterprise Reporting: PowerPlay Toolbar



Calculation



You can combine rows or columns to obtain a new item based on a custom calculation. For example, your report shows quarters for the year. You can add new items showing the cumulative percentage each quarter contributes. After a new calculated category is added, you can add other calculations using an existing one.

You can perform the following calculations in PowerPlay Web:

- add
- subtract
- multiply
- divide
- percent
- percent of base
- cumulative percent
- rollup
- exponentiate
- accumulate
- forecast

Steps

1. In the PowerPlay Web display, right-click the row heading or column heading for which you want to perform a calculation, and then click Insert Calculation.
2. In the Operation box, select the calculation you want to perform.
3. In the Calculation Name box, type a name for the calculation. This name will appear as the row or column heading for the new calculation.
4. In the Includes Categories box, select the categories you want to include in the calculation.
5. If you want to use a constant in the calculation, select the check box beside Number and enter the constant in the box.
6. Click OK.

The new calculated category appears in italicized text in the display.

Here is an example:

- Click while holding down the control key to select that which you want to calculate.
- Click the Calculation button.
- Operation Type is: **Arithmetic**
- Operation: **Add**
- This calculation is named **Personnel Expenses**
- Includes Categories -- **includes all the highlighted categories**
- Click the OK button.

Available Balance (AB) as values	AB KK Budget	AB GL Actuals	AB Commitments	AB Balance
Salary Budget	2,833,470.05	0.00	0.00	2,833,470.05
Faculty Expenses	0.00	6,234.85	102,251.94	-108,486.79
EXEMPT TEAMS/USPS	0.00	252,370.49	4,123,424.67	-4,375,795.16
NON EXEMPT TEAMS/USPS	0.00	174,379.50	2,985,100.01	-3,159,479.51
OPS Budget	12,085.38	0.00	0.00	12,085.38
Student Assistant Expenses	0.00	10,851.21	502,643.19	-513,494.40
Other OPS Expenses	0.00	8,660.04	158,762.13	-167,422.17

Calculations

Operation type: Arithmetic

Operation: Add

Calculation name: Personnel Expenses

Movable

OK Cancel

Includes categories:

- Other OPS Expenses
- Expense Budget
- Contract Services Budget
- Contract Services
- Utilities and Comm Budget

Select All Clear All

Number:

The new calculated row is added with the name typed in the **Calculation Name** field. The text is italicized.

Available Balance (AB) as values	AB KK Budget	AB GL Actuals	AB Commitments	AB Balance
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<i>Personnel Expenses</i>	<i>2,845,555.43</i>	<i>452,496.09</i>	<i>7,872,181.93</i>	<i>-5,479,122.59</i>
Expense Budget	390,630.13	0.00	0.00	390,630.13
Contract Services	0.00	13,600.85	25,365.97	-38,966.82
Utilities & Communications	0.00	4,679.16	0.00	-4,679.16
Materials and Supplies	0.00	49,384.07	-39,695.26	-9,688.81
Repairs and Maintenance	0.00	1,159.86	88,503.10	-89,662.96
Waivers	0.00	280.00	-280.00	0.00
771100 - IN STATE TRAVEL	0.00	637.39	0.00	-637.39
771200 - OUT OF STATE TRAVEL	0.00	1,957.93	0.00	-1,957.93
Other Expenses	0.00	132,040.90	57,384.33	-189,425.23
Expenses	3,236,185.56	656,236.25	8,003,460.07	-5,423,510.76

Edit Calculations

Calculations that you have inserted as columns or rows in a PowerPlay Web Explorer report can be edited or added to. For example, you have created calculations for the cumulative percentage that each quarter's sales contribute to the year. You can change the calculation to show each month's contribution if you want more specific details for your report. You can also change the name of the calculation.

Steps

1. In the PowerPlay Web display, right-click the calculation row heading or the calculation column heading, and then click Edit Calculation.
2. In the Calculations dialog box, edit the items in the calculation as required and click OK.

The edited category appears in italicized text in the display.