Basic Context Menu (Right Click) Functions for Queries and Workbooks

Overview of Basic Functions

1. After an embedded query is refreshed for a workbook, the **Context Menu** may be accessed via the right mouse click within an active cell or a column heading of the results.

2. The **options listed on the Context Menu may vary** based on whether you right mouse click on a value or a column heading, and may vary by the type of embedded query as applicable.

3. If you right mouse click in a native Excel cell (outside of the embedded query results), the Context Menu will display only the Excel functions versus the Business Analyzer functions.

4. Refer to the individual sections in this guide for examples of how to use the Context Menu functions – note that the functions can be used in any order needed.

5. **Right click** on any column header or on a cell with an actual value to display and use the Context Menu.
Basic Functions (cont.)

Undo an Action or Go Back One Navigation Step to Prior Results

1. **Right click** on any column header or on a cell with an actual value to display and use the Context Menu.

2. Click on **Back One Navigation Step** to return to the previous view (**Back to Start** will reset query to original view).
Eliminate the Technical Description of the Duke Cost Object

On some queries, the technical description contains the longer different format for the cost object, such as KSDUKE0001573070. The steps below are to change the display of the Duke Cost Object column from the technical “key” (number) description to the name (text) description.

1. Right click once on any column header or on a cell with an actual value to display and use the Context Menu.
2. Click on Properties… to choose that option.
3. On the General tab, in the field under Display, click on the drop-down button to display a list of options.

4. Select Text from the list.

5. Verify the option Text is now displayed in the field and click the OK button.

6. Review the results and note the Duke Cost Object column now contains the name of the Cost Object with the 7 digit number still displayed in the Cost Object column.
Expand the Hierarchy to See All Levels and Duke Cost Objects

Note: Some queries contain organizational (BFR) levels of the Duke Hierarchy. These steps expand the hierarchy without having to click on Twistee icons to manually open each level.

This example is done from the Duke Cost Object view (original view) of the query.

1. **Right click** once on an actual value (not the column header) for the Duke Cost Object to display and use the Context Menu.

2. Select the options from the resulting pop-up window per this path: **Expand to Level** → **Level #** (# = choose the highest level listed at bottom of last list in order to expand fully).
3. Review the results that now show the entire depth of the hierarchy (all **Twistee** buttons now open).
Deactivate a Hierarchy to Display a Straight List of Duke Cost Objects

**Note:** This example is done from the Duke Cost Object view (original view) of the query. If a hierarchy is displayed in query results, the hierarchy may be deactivated to completely remove the hierarchy (BFR/Org. Unit levels) and display the results by Duke Cost Objects. Once removed the function can be used again later to add back the hierarchy (turn on and off like a light switch).

4. **Right click** once on any column header or on a cell with an actual value to display and use the Context Menu.

5. Click on **Properties**... to display the Properties for Characteristic Duke CostObject window.
Basic Functions (cont.)

In the resulting *Properties for Characteristic Duke CostObject* window:

6. Click on the **Hierarchy** tab for settings related to the hierarchy.

7. Click in the box beside **Activate Hierarchy to uncheck** the box which deactivates the hierarchy (the box is checked by default on some queries).

8. Review the results that now show the hierarchy deactivated (i.e., removed) which shows the entire depth of the hierarchy and is listed by Duke Cost Object (in this query example).

**Note:** Sort for this view defaults to by Cost Centers, Profit Centers, and WBS Elements/Projects, so to sort numerically by Duke Cost Object, see the next step.
Basic Functions (cont.)

Sort the Results Numerically by the Cost Object if a Hierarchy is De-Activated

Note: This example is done from the Duke Cost Object view (original view) of the query AFTER the hierarchy is removed. The sorting of the view is still set to the hierarchy (BFR roll-up). These steps sort the view by the Cost Object (7 digit fund) in numerical order.

9. To sort the Duke Cost Objects numerically from lowest to highest number (ascending) or highest to lowest (descending):
   - Right click once on the first column header or on a cell with an actual value (not the column header) for the Duke Cost Object to display and use the Context Menu.
   - Click on Properties.
10. In the resulting *Properties for Characteristic Duke CostObject* box, ensure the General tab is selected.

11. Under the **Sort By** section:
   - Ensure the value of **Key** is in the first field or choose that value if not.
   - Use the drop-down option in the middle field and choose **Cost Object** for the sort (or the desired value for other queries).
   - Choose either **Ascending** or **Descending** in the last field based on your preference.

12. Click **OK** to complete the change in the sort of the view.

13. Review the results that now show the entire depth of the hierarchy listed by Duke Cost Object and sorted numerically in a straight line in either ascending or descending order.

*Note:* Remember to use the **Save** button to save this view as the existing workbook or as a new workbook for future use. **Right Click** on any column header or on a cell with an actual value and select **Back One Navigation Step** to return to the previous view.
Basic Functions (cont.)

Filter and Drill Down – Example: Filter on One Cost Object and Drill Down By Commitment Item (G/L Acct.)

Note: This example is done from the Duke Cost Object view shown as a straight list with no hierarchy, but may be done in any view. Use the **Filter and Drill Down By** function to filter for the chosen cell and drill-down to the details for the value chosen (like Commitment item / G/L Account). The drill-down options vary by query and which cell is chosen. *The Filter button may also be used to perform many filter functions* – see the Filter Button section of this guide.

1. **Right click** on a cell under the Duke Cost Object column that contains the text for a single Duke Cost Object to display and use the Context Menu (menu varies by which cell is chosen).

2. Select the options from the resulting pop-up windows per this path: **Filter and Drill Down By → Commitment Item**.

*Note: Choose from one of the many other Filter and Drill Down By values, like Fund Group, if preferred. If you don't see a desired option, ensure you clicked in the right active cell.*
3. Review the results and note the following:
   - The balances are displayed for the filtered Duke Cost Object with the drilldown by Commitment Item for more detail.

4. To see a reference to the filtered Duke Cost Object, click on the Filter button at the top of the results.

5. The Filter section now shown to the left will display the name or number of the filtered Duke Cost Object (expand column width for that cell to see entire name as needed).

**Note:** Remember to use the ![Save](image) button to save this view as an existing or new workbook for future use. **Right Click** on any column header or on a cell with an actual value and select **Back One Navigation Step** to return to the previous view.
Basic Functions (cont.)

Add Drill Down According To - Example: Add Drill Down According To Commitment Item (G/L Account)

Note: This example is done from the Duke Cost Object view shown as a straight list with no hierarchy, but may be done in any view. Use the Add Drilldown According To function to add the drill-down to ALL Cost Objects for the value chosen (like Commitment item / G/L Account). In other words, you are adding more “drill down” details for the value chosen to the existing results.

1. **Right click** once on any column header or on a cell with an actual value to display and use the Context Menu.

2. Select the options from the resulting pop-up windows per this path: Add Drilldown According to → Commitment item.

   Note: Choose from other Add Drilldown According to other values, like Fund Group, if preferred.
3. Review the results and note the following:

- The balances are displayed for ALL Duke Cost Objects with the added drilldown by Commitment Item (G/L Account).

Note: Remember to use the Save button to save this view as an existing or new workbook for future use. Right Click on any column header or on a cell with an actual value and select Back One Navigation Step to return to previous view.
Swap the View of the Results – Example: Swap Duke Cost Object With Commitment Item (G/L Account)

Note: This example is done from the Duke Cost Object view shown as a straight list with no hierarchy, but may be done in any view, such as the original view for this query. Use the **Swap** function to change the query results from one type of view to another, for example from a Cost Object view to a Commitment Item (G/L Account) view.

1. **Right click** once on any column header or on a cell with an actual value to display and use the Context Menu.

2. Select the options from the resulting pop-up windows per this path: **Swap Duke CostObject With** → **Commitment item**.
3. Review the results and note the following:

   - The **entire view of the report has now changed from a Cost Object (7 digit number) view to a Commitment Item (G/L Account) view** for the entire BFR Code/Org. Unit hierarchy chosen for the original query.

   - The first column is **Commitment Items** and the query results are listed by 6 digit G/L Account versus the 7 digit Cost Object.

   - The **balances are displayed for Commitment Items (G/L Accounts) listed.**

### Table

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>302300</td>
<td>PENALTY CHARGES</td>
</tr>
<tr>
<td>326002</td>
<td>CONT/PLEDGE REV CRM</td>
</tr>
<tr>
<td>322200</td>
<td>FNDTN-EXPEND OFF</td>
</tr>
<tr>
<td>326000</td>
<td>IND-CLN TRIAL-GRANT</td>
</tr>
<tr>
<td>320200</td>
<td>OTHER-EXP GITS</td>
</tr>
<tr>
<td>340900</td>
<td>CONFERENCE FEES</td>
</tr>
<tr>
<td>342200</td>
<td>NON-OPERAT REV</td>
</tr>
<tr>
<td>342251</td>
<td>NON-OPERAT REV</td>
</tr>
<tr>
<td>342252</td>
<td>NON-OPERAT REV</td>
</tr>
</tbody>
</table>

**Note:** *The first column now contains and is sorted by G/L Account, also known as Commitment Item for this type of report.*
4. **OPTIONAL**: In this example, once the results are swapped from Duke Cost Object to Commitment Item, use the **right click Context menu** to **Filter and Drill Down By** for a selected Commitment Item / G/L Account and view all the Duke Cost Objects that had expenses for that selected Commitment Item / G/L Account balance – see summarized steps below:

- **Right click** once on the Commitment item in question (this example 647000) to display a drop-down list.
- Select the options from the resulting pop-up windows per this path: **Filter and Drill Down By → Duke CostObject**.

5. Review the results and note the following:

- **SCROLL TO THE TOP** of the new drill-down view, as the view will be positioned wherever the cursor was previously.
- The amounts for the Commitment Item chosen are listed by Duke Cost Object.
Basic Functions (cont.)

6. To see a reference to the filtered Commitment Item, click on the Filter button at the top of the results.

   - The **number and description of the Commitment Item** (G/L Account) chosen for the drill-down is displayed in the Filter section (expand column width for that cell to see entire name as needed).

   **Note:** Remember to use the Save button to save this view as an existing or new workbook for future use. **Right Click** on any column header or on a cell with an actual value and select **Back One Navigation Step** to return to the previous view.
Basic Functions (cont.)

Query Properties: Suppress Rows or Columns that Contain a Zero Amount

Note: The original results of some queries will allow rows or columns that contain zero amounts to display. Use the Zero Suppression function to suppress those rows or columns as desired.

1. Right click once on any column header or on a cell with an actual value to display a drop-down list.
2. Click on Query Properties... to display the Local Query Properties window.
3. Click on the tab Zero Suppression to display a list of options.
4. In the Zero Suppression drop-down list, click on **Active (All Values = 0)** which will activate a hidden **Apply To** field with drop-down list directly below.

5. Use the **Apply To** drop-down list now displayed to choose an option as desired:
   - Leave the default value of **Rows and Columns** selected to suppress zero amounts in both columns and rows.
   - Choose either of the other two options to suppress zero amounts for just **Rows** or **Columns** as desired.

6. Once the Zero Suppression options are chosen, click the **OK** button to apply the changes.
7. Review the results showing that the rows and/or columns containing any zero amounts have now been suppressed or hidden from view

- In this example: **1567971** had a 0.00 amount indicated with the $ sign, and is now no longer displayed as a row in the query results.

Note: Remember to use the Save button to save this view as an existing or new workbook for future use.
Basic Functions (cont.)

Query Properties: Add a Total (Results) Row if Not Displayed

**Note:** The display of totals in a query depends on the query chosen. In addition, as you add a drill down to a query, the totals / results row or columns may no longer be displayed. For example, by adding the drill down across periods to the Fund Trial Balance query, the total balance column and grand total row at the bottom are removed. The totals are “suppressed”. Use the **Properties for Characteristic** feature to **never suppress** the results row, which will display the totals / results row, if applicable.

1. **Right click** once on the column heading for the characteristic to display a drop-down list (in this example where the Posting Period is listed in a column heading).

2. Click on **Properties**... to display the Properties for Characteristic Posting period window.
3. In the **Results Rows** drop-down list, click on **Always Display**.
4. Click the **OK** button.

5. Review the results and note the following:
   - The **Overall Result** row has been added to total the posting period columns across the query results for each Duke Cost Object row.
   - There may also be a total added for each column at the bottom of the report to total each posting period down the report for all Duke Cost Objects.
   - The **position of the results (Total) rows can be changed** (see next section of the Guide).

*Note:* Remember to use the **Save** button to save this view as an existing or new workbook for future use.
Query Properties: Move the Placement of the Grand Total Row

Note: The original placement of the Total results row depends on the query chosen. Use the Presentation Options function to move the position of the Total results column/row. This function can be used on any view of a query.

In the example below, the Total row for all columns is displayed at the bottom of the query results.

1. Right click once on any column header or on a cell with an actual value to display a drop-down list.
2. Click on Query Properties... to display the Local Query Properties window.
Basic Functions (cont.)

3. Select the **Presentation Options** tab from the resulting pop-up window.

4. In the **Position of Result in Rows** field, use the drop down list to choose one of the two desired options as outlined below:
   - Choose **Left** to move the total column (which totals rows across the results) to the far left of the results (last column).
   - Choose **Right** to move the total column (which totals rows across the results) to the right of the results (adds a column at the beginning of the actual dollars or columns being summed for the total).

   *Note:* The function phrase “**Position of Results in Rows**” means that the Total for columns down the report will display at the top or bottom of the query results.
5. In the **Position of Results in Columns** field, use the drop-down list, to choose one of the two desired options as outlined below:
   - Choose Top to move the totals of all the columns to the Top of the results.
   - Choose Bottom to move the totals of all the columns to the bottom of the results (assuming totals are currently at the top).

   **Note:** The function phrase “Position of Results in Columns” means that the Total for columns down the report will display at the top or bottom of the query results.

6. Click the **OK** button.

7. Review the results and note the following:
   - **For totals originally displayed in a column to the far right** (totaling across the results like this example where there was a total for the posting period drilldown across the results), then the **total will now appear on the far left** (the first column before the Posting Period drilldown columns).
   - **For totals originally displayed at the bottom** of the results (totaling down the results like this example where the Posting Period column totals were at the bottom), then the **total will now appear at the top** of the results.

   **Note:** Remember to use the **Save** button to save this view as an existing or new workbook for future use.
Basic Functions (cont.)

Query Properties: Display or Hide Columns

Note: Columns and / or rows within columns may be displayed or hidden. The columns of data (like Budget, Actual YTD, Projections etc.) displayed are known as “Key Figures”.

This function will vary depending on the query chosen and the key figures shown in the original view or revised view of the query. The example used in this section is a budget related query with lots of columns of dollar amounts. The Fund Trial Balance query is not a good example as it really just displays one column of Actual Amount balances.

1. As shown in previous examples for Query Properties functions:
   - **Right click** once on any column header or on a cell with an actual value to display a drop-down list.
   - Click on **Query Properties**… to display the Local Query Properties window.

2. In the resulting Local Query Properties, remain on the Navigational State (default tab), which includes the fields shown in the three sections titled Columns, Rows and Free Characteristics.
Basic Functions (cont.)

3. To display or hide key figures available in the BEx query being used, under the Columns section, right click on **Key Figures**.

4. Click **Select Filter Value…**

5. Review the resulting **Select Values for Displayed Key Figures** box which contains two sections - a list of Displayed Key Figures (those available) and Chosen Selections (those columns chosen to display as columns in the results).
Basic Functions (cont.)

6. Click on a Key Figure value to highlight and then click on the appropriate arrow to display or hide the Key Figures (columns) in the workbook based on desired view – see buttons below:

   - **Move to Selection** = adds the highlighted column value to the Chosen Selections, which will display the column in the results.
   - **Remove from Selection** = removes the highlighted column selected from the Chosen Selections, which will hide the column in the results.

7. Click **OK** to apply the changes.
Basic Functions (cont.)

Query Properties: Suppress Repeated Key Values or Display Repeated Key Values

Note: Depending on the query being used and view of that query, there may be rows of repeated values in the query or repeated values may already be suppressed. This function in Query Properties allows you to suppress the display of those repeated values OR to display the repeated values in a query where those values are already suppressed.

1. As shown in previous examples for Query Properties functions:
   - **Right click** once on any column header or on a cell with an actual value to display a drop-down list.
   - Click on **Query Properties**… to display the Local Query Properties window.

2. In the resulting Local Query Properties, click on the **Display Options** tab.
3. Click in the check box beside **Suppress Repeated Key Values** to select that option which suppresses any repeated values (uncheck to not suppress and display those repeated values).
4. Click **OK** to apply the changes.