

Introduction

The abilities to add, move or remove data within a report are among the most common ways to customize a report to suit your needs. This document is presented in two parts:

- A detailed look at the **Dimensions / Measures** function button.
- A description of how to add a Dimension or Measure to a report, how to move a Dimension or Measure from one position to another within a report, and how to remove a Dimension or Measure from a report.

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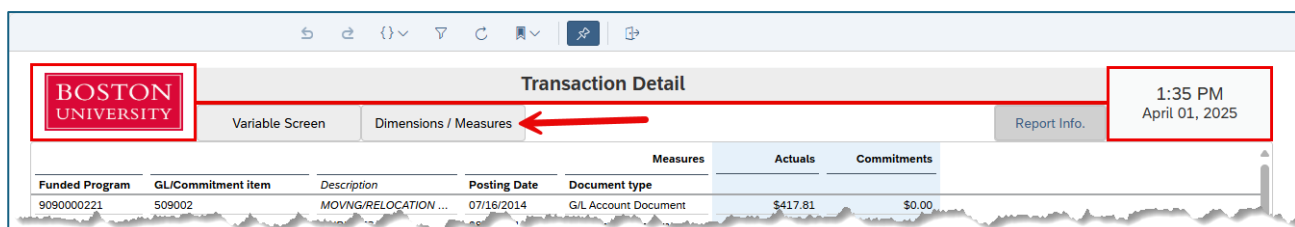
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The Dimensions / Measures button

Dimensions represent categories that provide perspective on your data. For example, cost center, date, or location. Dimensions provide context in which to understand measures.

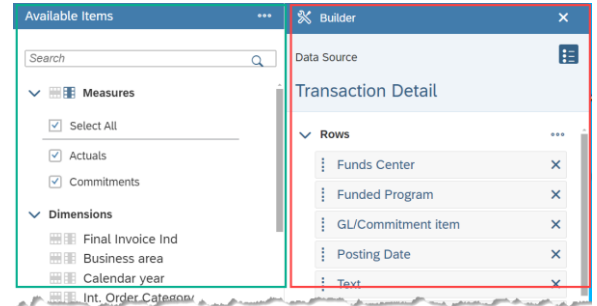
Measures represent quantities that provide meaning to your data. For example, expenses, commitments, salary, or number of employees.

Dimensions or Measures can be added, removed or moved using functions available via the **Dimensions / Measures** button.



When the **Dimensions / Measures** button is pressed, a pop-up window like this becomes visible. Two panels are displayed: *Builder* and *Available Items*.

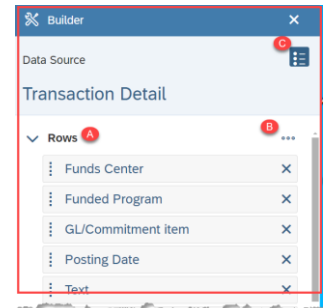
The **Builder** panel is used to build and configure visualizations (a report is one type of visualization). The **Available Items** panel lists all the data elements that can be used within those visualizations. The list includes both items currently displayed and items that can be added.



The *Builder* panel

The contents of this panel include:

- A. The **Rows** area contains the list of Dimensions currently visible in the report. Scroll down to see a list of Measures in the **Columns** area. Note that the order in which the items are listed determines their column position from left to right in the report.



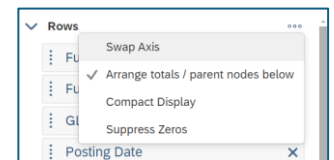
- B. Hover your cursor over the **Rows** line to display an ellipsis (three dots). Click the ellipsis to display this function list:

Swap Axis: pivot rows and columns.

Arrange totals / parent nodes below: reposition report totals from below to above the list of items being totaled.

Compact Display:

Suppress Zeros: suppress Measures with a zero value.



- C. Click this icon to toggle the *Available Items* panel off or on.

The *Available Items* panel

This panel contains a list of the report's Measures and Dimensions. A check next to a Measure indicates that item is currently displayed in the report. The icons to the left of each item in the Dimensions list indicates how, or whether, an object is displayed:





indicates the item is displayed among the report Columns.



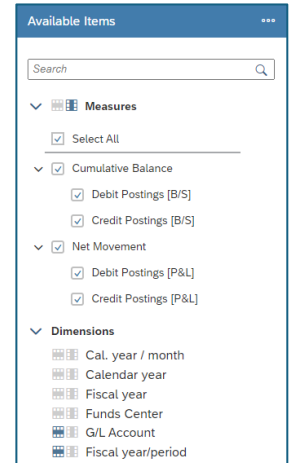
indicates the Dimension is currently displayed in the Rows.



indicates the item is not yet visible in the display area. These items are equivalent to Free Characteristics in a BW report.

The orientation of the icon indicates that an item, if added, would be placed in the rows () or the columns area (.

In the sample image to the right, **GL/Commitment Item** and **Fiscal year/period** are currently displayed in the Rows area while **Funds Center** (among others) has not yet been added to the report analysis area.

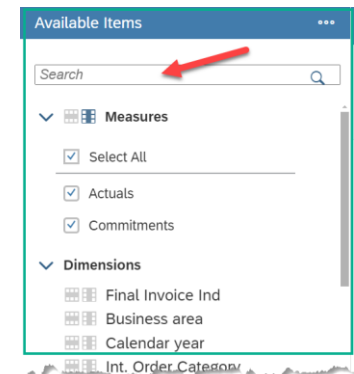


How to add / move / remove data from a report



Each of the functions described below require that you first open the *Builder / Available Items* panels by clicking on the **Dimensions / Measures** button.

Add a Dimension or Measure to a report

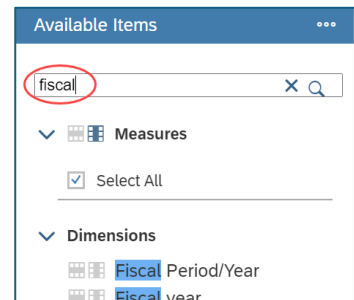
Scroll through the list of Dimensions in the *Available Items* panel or use Search to narrow the list to find the Dimension(s) to be added.



Searching for the term “fiscal,” for example, reduces the list to the two Dimensions in this report that contain that label.

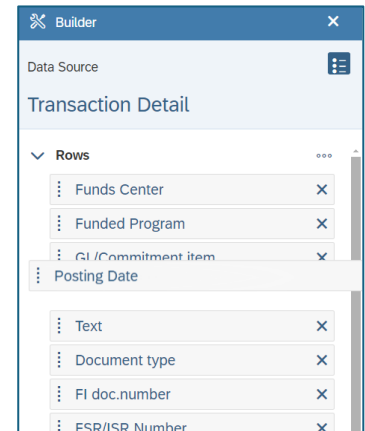
To add one of these Dimensions, click the associated  icon to place it among the Rows or select the  icon to add it to the Columns.

In either case, the item will be added to the bottom of the Rows or Columns list in the *Builder panel*. You can then reposition the item added as described below.



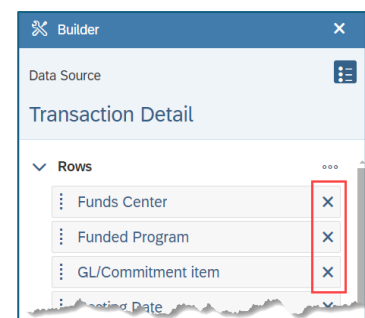
Move a Dimension or Measure within a report (change column position)

Within the *Builder*, click on the object to be moved and drag it up or down in the list. In this example, **Posting Date** is being moved. The direction in which the object is moved will result in repositioning the data column to the left (up in the list) or to the right (down in the list).



Remove a Dimension from a report

In the *Builder* list, click the “X” to the right of the Dimension to be removed.



Remove a Measure from a report

In the *Available Items* list, uncheck the checkbox to the left of the Measure to be removed.

