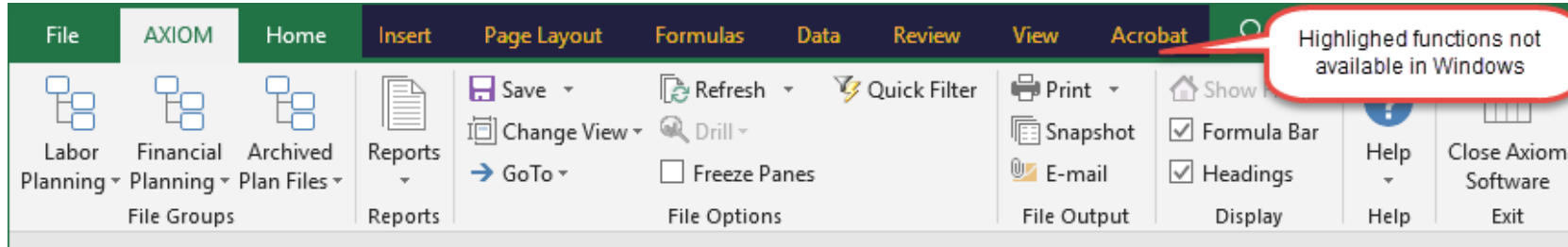
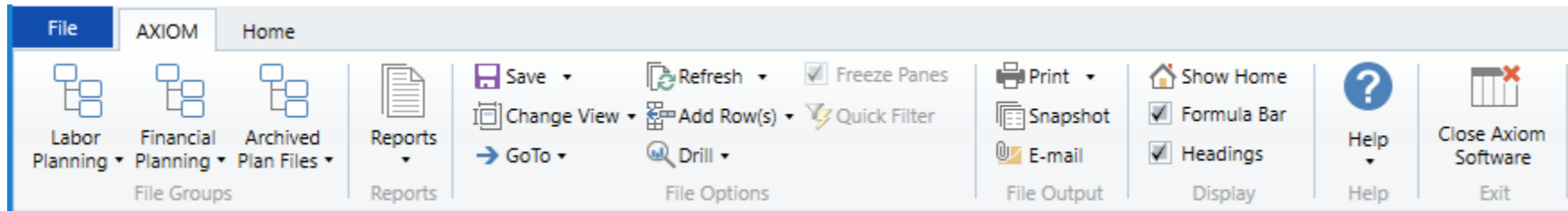


Axiom Ribbon Tab

Excel Client

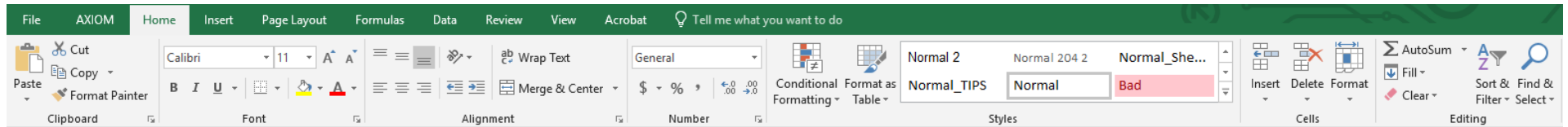


Windows Client

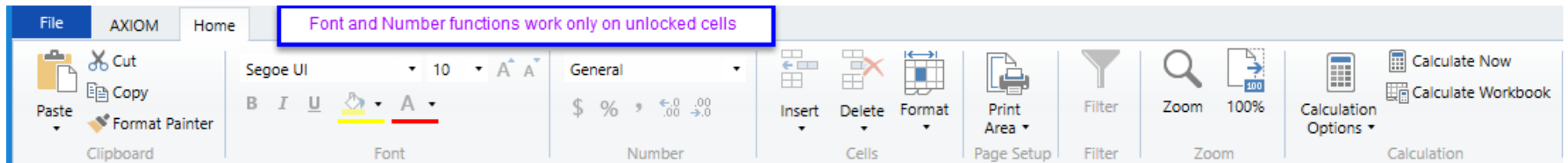


Home Ribbon Tab

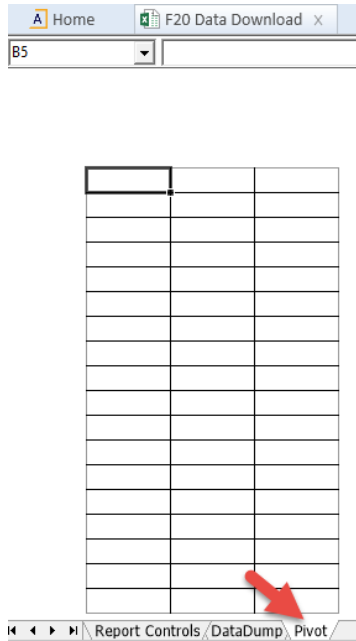
Excel Client



Windows Client

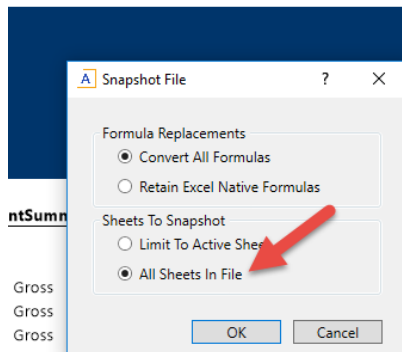
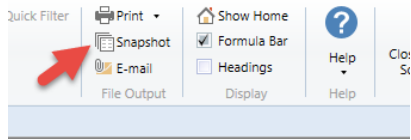


Built in Report Pivot tables don't work in Windows (see instructions below to save data outside YBT and create Pivot)

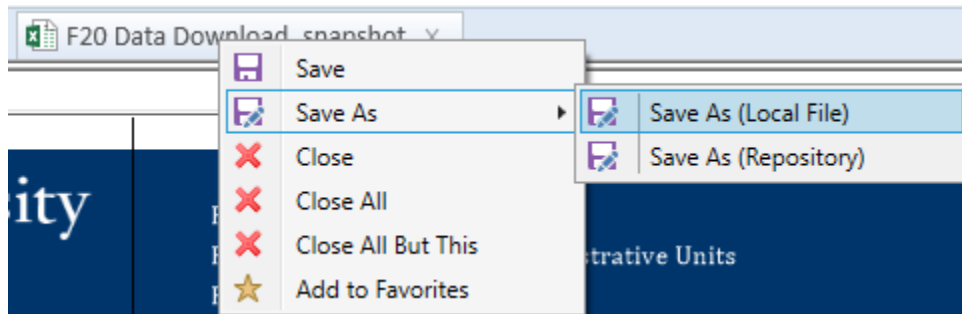


Creating a Pivot from YBT data

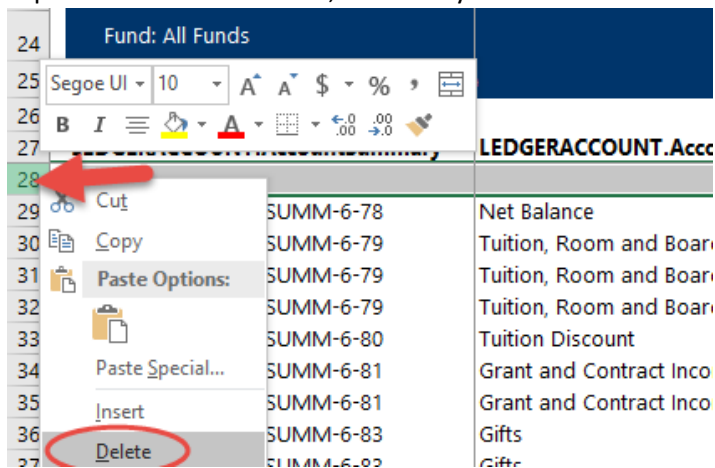
1. Run the report
2. Create a Snapshot of all sheets in the file



- Right click on the Snapshot tab and select 'Save As' then 'Save As (Local File)'



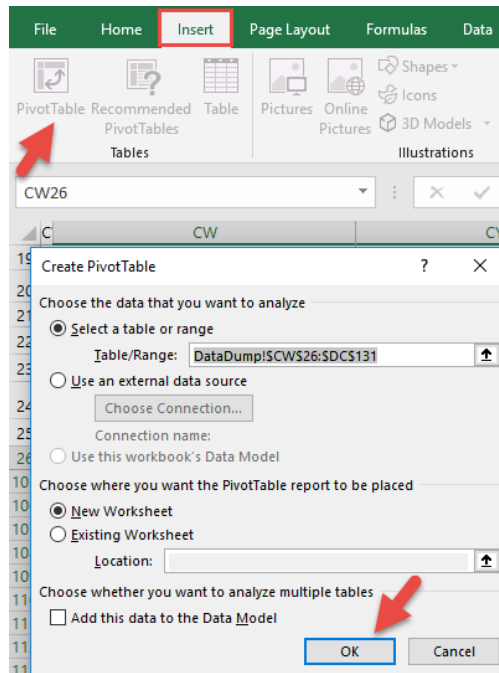
- Open the saved report and on the Data tab, delete any blank rows



- Highlight the headers and data for the pivot

LEDGERACCOUNT.AccountSummary	LEDGERACCOUNT.AccountGrouping	LEDGERACCOUNT.AccountGroupingNm	LEDGERACCOUNT.LedgerAccount	LEDGERACCOUNT.Description	FY2020 Actuals Full Year
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-27	Consultant/Professional Services	81029	Services - Advertising and Promotion Expense	(623,285)
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-27	Consultant/Professional Services	81031	Services - Research Expense	(65,691)
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-27	Consultant/Professional Services	81033	Services - Contractor Expense	(224,339)
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-27	Consultant/Professional Services	81034	Services Expense	(2,397,554)
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-295	Equipment & Maintenance	81038	Equipment Expense	(473,283)
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-295	Equipment & Maintenance	81039	Equipment Maint & Repair	(145,226)
LEDGER_ACCOUNT_SUMM-6-96	LEDGER_ACCOUNT_SUMM-6-295	Equipment & Maintenance	81040	Equipment Rental	(27,372)

6. Select the Insert tab and then click on the PivotTable button. The Create Pivot Table window will appear. Leave at the default or, if you prefer, make selections then click OK.



7. A Pivot Table will be created

