

Enabling Interactive Viewer

Before you begin, ensure you turn on the **Interactive Viewer**:

1. First, ensure you select **New Version** from the **Report Version** dropdown, add in your report parameters, then click **Fetch Report**.

2. *Optional:* Once your report opens, you may wish to select the **Raw data view** option. This may not be available for all reports.

Fiscal Year	Date	Account Description	Source	Journal / PO / Voucher ID	Journal Ref / Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount
2023	05/20/2022	ICR Sal-Wages	BU	BU00833802	BU3024		BU3024	61,488.00	-
2023	04/28/2023	TB KimK upgrade project	ULC	0003843831			771130	-	(287.02)
Total - 033000 - ICR Sal-Wages								61,488.00	(287.02)

3. **Enable Interactivity** by opening the **Main Menu** (hamburger icon in the top-left of your screen).

4. Click **Enable Interactivity**.

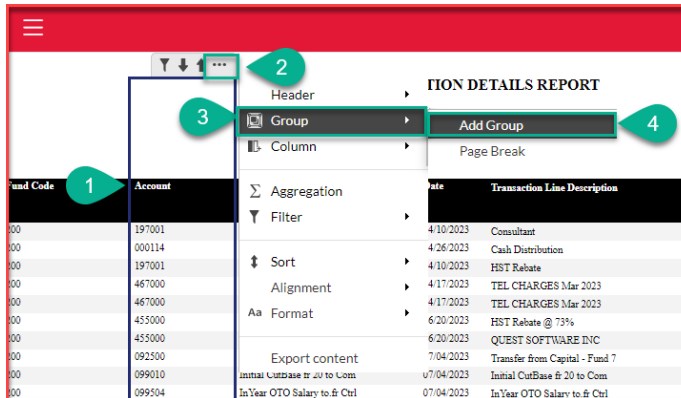
Manager	Fiscal Year	Account Type	Account	Account Description	Date	Transaction Line Description	Source
	2022	Expense	486600	Equip Computer-Under \$20,000	04/11/2022	1x laptop SR666160	ULC
	2022	Expense	486600	Equip Computer-Under \$20,000	04/11/2022	1x dock SR666160	ULC
	2022	Expense	240100	Ben Ft Support Staff Yusa	02/24/2022	TB MileyC payment	ULC
	2022	Expense	140100	Sal Ft Support Yusa	02/24/2022	TB MileyC payment	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC673314 SEP	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC673318 Res Grad	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	License Fee	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	License Fee	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	SMS x1	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC629644 Science x2	ULC
	2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC613201 HR x7	ULC
	2000	Expense	140000	Sal Ft Support Staff-CPM	05/20/2022	Sal Ft Support Staff-CPM	BU

Adding Groups

In this section, we'll cover how to use groups to organize your report. Before you begin, ensure you've followed the steps [to turn on the interactive viewer](#):

To add a group:

1. Select a column; in this example, we are choosing **Account**.
2. Click the **ellipsis** icon (...) from the interactive viewer menu.
3. Open the **Group** dropdown.
4. Select **Add Group**.



This will move your selected column (**Account** in this example) to the far-left, and group your report accordingly:

The screenshot shows the 'TRANSACTION DETAILS REPORT' with the 'Account' column moved to the far-left. The report is grouped by account, with expandable sections for 0000114, 004600, and 010650. The table columns are: Account, Fund Code, Cost Centre, Account Description, Date, Transaction Line Description, Source, Journal / PO / Voucher ID, Journal Ref / Invoice #, and PO Reference.

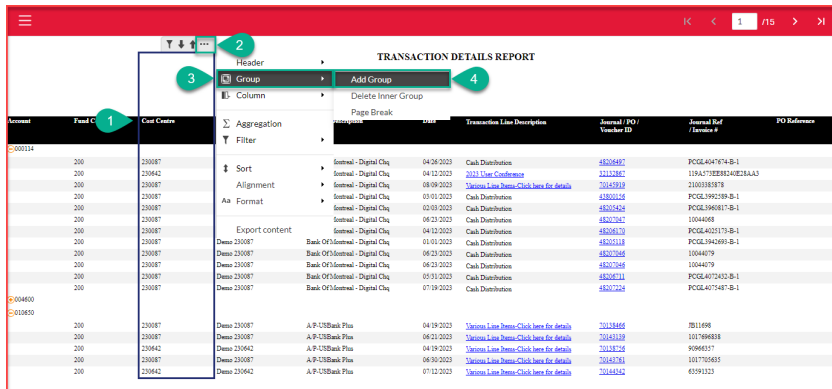
Account	Fund Code	Cost Centre	Account Description	Date	Transaction Line Description	Source	Journal / PO / Voucher ID	Journal Ref / Invoice #	PO Reference
0000114	200	230087	Bank Of Montreal - Digital Chq	04/26/2023	Cash Distribution	AP	48206497	PCGL4047674-B-1	
200	230642	Bank Of Montreal - Digital Chq	04/12/2023	2023 Year Conference	AP	22132867	119A573EE88240E28AA3		
200	230087	Bank Of Montreal - Digital Chq	08/09/2023	Various Line Items-Click here for details	AP	70145919	21003383878		
200	230087	Bank Of Montreal - Digital Chq	03/01/2023	Cash Distribution	AP	43800156	PCGL3992589-B-1		
200	230087	Bank Of Montreal - Digital Chq	02/03/2023	Cash Distribution	AP	48205424	PCGL3960817-B-1		
200	230087	Bank Of Montreal - Digital Chq	06/23/2023	Cash Distribution	AP	48207047	10044068		
200	230087	Bank Of Montreal - Digital Chq	04/12/2023	Cash Distribution	AP	48206170	PCGL4025173-B-1		
200	230087	Bank Of Montreal - Digital Chq	01/01/2023	Cash Distribution	AP	48202118	PCGL3942699-B-1		
200	230087	Bank Of Montreal - Digital Chq	06/23/2023	Cash Distribution	AP	48207046	10044079		
200	230087	Bank Of Montreal - Digital Chq	06/23/2023	Cash Distribution	AP	48207046	10044079		
200	230087	Bank Of Montreal - Digital Chq	05/31/2023	Cash Distribution	AP	48206711	PCGL4072432-B-1		
200	230087	Bank Of Montreal - Digital Chq	07/19/2023	Cash Distribution	AP	48207224	PCGL4075487-B-1		
004600	200	230087	Prepaid Expenses	05/01/2023	Software Licenses	ULC	0000842445		
200	230087	Prepaid Expenses	01/16/2023	Software Licenses	ULC	0000842445			
200	230087	Prepaid Expenses	07/25/2023	Software Licenses	ULC	0000832229			
010650	200	230087	A.P-USBank Plus	04/19/2023	Various Line Items-Click here for details	AP	70138466	7B11698	
200	230087	A.P-USBank Plus	06/21/2023	Various Line Items-Click here for details	AP	70143139	1017696838		
200	230642	A.P-USBank Plus	04/19/2023	Various Line Items-Click here for details	AP	70138726	90966357		
200	230087	A.P-USBank Plus	06/30/2023	Various Line Items-Click here for details	AP	70143761	1017705635		
200	230642	A.P-USBank Plus	07/12/2023	Various Line Items-Click here for details	AP	70144342	63591323		

Adding Subgroups

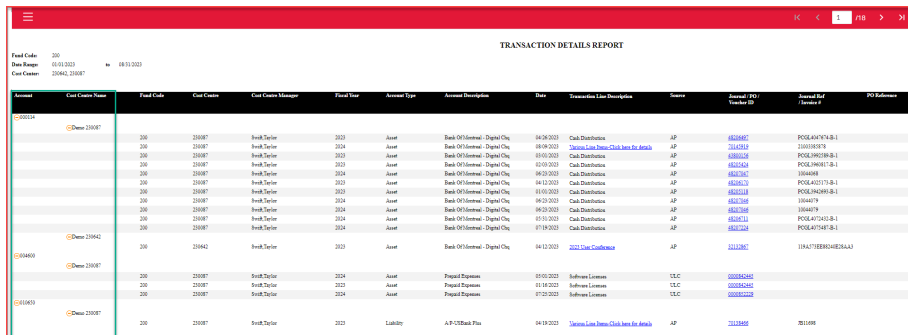
The interactive viewer allows you to add additional groups to a report, enabling you to view subgroups.

To add a subgroup:

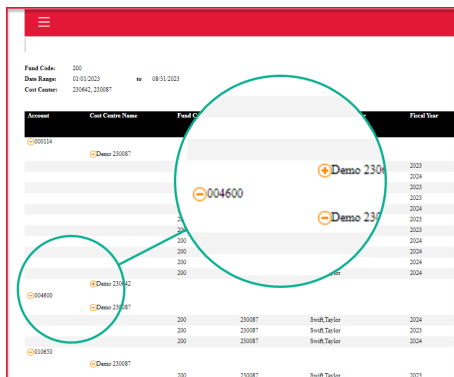
1. Select a column on a report that already has a group applied; in this example, we are choosing **Cost Centre**.
2. Click the **ellipsis icon (...)** from the interactive viewer menu.
3. Open the **Group** dropdown.
4. Select **Add Group**.



This will move your selected column (**Cost Centre** in this example) to the right of your primary group and group your report accordingly:



You can use the plus **+** and minus **-** icons to quickly **Show/Hide** group and sub-group contents.



Aggregating Data

The interactive viewer allows you to aggregate data for an entire report for groups within a report.

To Aggregate data:

1. Select a column.
2. Click the **ellipsis** icon (...) from the interactive viewer menu.
3. Select **Aggregation**.

TRANSACTION DETAILS REPORT

Fund Code: 200
Date Range: 01/01/2023 to 08/31/2023
Cost Center: 230642, 230087

Account	Cost Centre	Fund Code	Account Type	Account Description	Date	Source	Journal / PO / Voucher ID	Journal Ref / Invoice #	Transaction Amount
000114	230087	200	Asset	Bank OF Montreal - Digital Chq	04/26/2023	AP	48206497	POGL4047674-B-1	(10,781.20)
		200	Asset	Bank OF Montreal - Digital Chq	08/09/2023	AP	20145212	21003383879	(13,117.27)
		200	Asset	Bank OF Montreal - Digital Chq	03/01/2023	AP	48200158	POGL3992589-B-1	(10,781.20)
		200	Asset	Bank OF Montreal - Digital Chq	02/03/2023	AP	48204242	POGL3960817-B-1	(8,833.72)
		200	Asset	Bank OF Montreal - Digital Chq	06/23/2023	AP	48207947	10044068	(7,232.48)
		200	Asset	Bank OF Montreal - Digital Chq	04/12/2023	AP	48206117	POGL4021173-B-1	(10,281.20)
		200	Asset	Bank OF Montreal - Digital Chq	01/01/2023	AP	48206118	POGL3942693-B-1	(11,816.07)
		200	Asset	Bank OF Montreal - Digital Chq	06/23/2023	AP	48207046	10044079	(2,296.28)
		200	Asset	Bank OF Montreal - Digital Chq	06/23/2023	AP	48207046	10044079	(28,673.03)
		200	Asset	Bank OF Montreal - Digital Chq	05/31/2023	AP	48206711	POGL4072432-B-1	(8,817.16)
		200	Asset	Bank OF Montreal - Digital Chq	07/19/2023	AP	48207224	POGL4075487-B-1	(8,817.16)
	230642	200	Asset	Bank OF Montreal - Digital Chq	04/12/2023	AP	22122867	119A573EE88240E28AA3	(1,201.92)
004600	230087	200	Asset	Prepaid Expenses	05/01/2023	ULC	0000842445	P221212001	(24,965.61)
		200	Asset	Prepaid Expenses	01/16/2023	ULC	0000842445	P221212001	24,965.61
		200	Asset	Prepaid Expenses	07/23/2023	ULC	0000822229	PO24177892	41,864.96
010650	230087	200	Liability	A/P-USBank Plus	04/19/2023	AP	20138466	JB11698	(113.69)

There are many **Aggregation** options, but in this section, we will be covering the three most oft-used options:

- [Sum](#)
- [Counts](#)
- [Distinct Counts](#)

Sum

Sum allows you to quickly generate sums of your transaction amounts for your groups or the entire table.

To Aggregate sums:

1. Choose the **Transaction Detail** column and open the Aggregation menu. From there, Select the **Sum** option from the **Select Function** dropdown.
2. Select **None** from the **Sort Direction**. Alternatively, you can select **Ascending** or **Descending** to sort your column as desired.
3. Check the **Table Level** aggregate option to generate a sum of your entire report.
 - a. The header and footer options specify where this sum will appear on your report—we chose **Header** to see the sum at the top of each page.
4. Check the **Group Level** aggregate option to generate a sum of your group(s). If you have multiple groups, you can specify which groups to generate sum for, or select **All Groups** to generate a sum for each of them.
 - a. The header and footer options specify where this sum will appear on your report—we chose **Footer** to see them after each group and subgroup.
5. Enter a label for your sums. This label will appear before the sum value. Note: the same label will be applied to the table, group, and subgroup sums.
 - a. We chose **"TOTAL:"** for our example.
6. The format option allows you to format your sum label to make the value(s) distinct.
7. Click apply to complete the aggregation.

Here is what your **Sum** aggregation will look like:

TRANSACTION DETAILS REPORT						
Account	Cost Centre	Account Type	Account Description	Account / Balance #	Company	Transaction Amount
						TOTAL: (5,793.33)
0000114	230087	Asset	Bank Of Montreal - Digital Chq	PCGL4047014-B-1	The Walt Disney Company	(10,381.20)
		Asset	Bank Of Montreal - Digital Chq	21030381819	X12 Canada Inc	(11,117.25)
		Asset	Bank Of Montreal - Digital Chq	PCGL3902199-B-1	The Walt Disney Company	(8,781.80)
		Asset	Bank Of Montreal - Digital Chq		The Walt Disney Company	(8,835.21)
		Asset	Bank Of Montreal - Digital Chq		Substar LLC	(7,155.43)
		Asset	Bank Of Montreal - Digital Chq		The Walt Disney Company	(10,381.20)
		Asset	Bank Of Montreal - Digital Chq		The Walt Disney Company	(11,248.07)
		Asset	Bank Of Montreal - Digital Chq		Substar LLC	(22,295.81)
		Asset	Bank Of Montreal - Digital Chq		Substar LLC	(124,074.01)
		Asset	Bank Of Montreal - Digital Chq	PCGL4072432-B-1	The Walt Disney Company	(2,837.10)
		Asset	Bank Of Montreal - Digital Chq		The Walt Disney Company	(2,837.10)
		Subgroup 1: Cost Centre total				TOTAL: (24,799.76)
	230642	Asset	Bank Of Montreal - Digital Chq	119A070E88240E28A3	Genesys	(1,701.81)
		Subgroup 2: Cost				TOTAL: (1,701.81)
		Parent Group: Account total				TOTAL: (24,698.97)
004600	230087	Asset	Prepaid Expenses		1112001	(24,985.81)
		Asset	Prepaid Expenses		1112001	-1,986.81

Counts

Counts allows you to quickly generate counts of each value within a report. Note this option counts unique and duplicate values.

To aggregate **Counts**:

1. Choose the **Journal/PO/Voucher ID** column and open the Aggregation menu. From there, Select the **Count** option from the **Select Function** dropdown.
2. All our other selections will be the same as the [Sums](#) example, except we'll label our Count as **"Count:"**

Here is what your **Count** aggregation will look like:

Account	Cost Centre	Fund Code	Account Type	Account Description	Journal / PO / Voucher ID	Journal Ref / Invoice #
000114	230087	200	Asset	Bank Of Montreal - Digital Chq	48206497	
		200	Asset	Bank Of Montreal - Digital Chq	70145919	
		200	Asset	Bank Of Montreal - Digital Chq	43800156	
		200	Asset	Bank Of Montreal - Digital Chq	48205424	
		200	Asset	Bank Of Montreal - Digital Chq	48207047	
		200	Asset	Bank Of Montreal - Digital Chq	48206170	
		200	Asset	Bank Of Montreal - Digital Chq	48205118	PCGL3942693-B-1
		200	Asset	Bank Of Montreal - Digital Chq	48207046	10044079
		200	Asset	Bank Of Montreal - Digital Chq	48207046	10044079
		200	Asset	Bank Of Montreal - Digital Chq	48206711	PCGL4072432-B-1
		200	Asset	Bank Of Montreal - Digital Chq	48207224	PCGL4075487-B-1
		200	Asset	Bank Of Montreal - Digital Chq	COUNT: 11	
	230642	200	Asset	Bank Of Montreal - Digital Chq	32132867	119A573EE88240E28AA3
		200	Asset	Bank Of Montreal - Digital Chq	COUNT: 1	
004600	230087	200	Asset	Bank Of Montreal - Digital Chq	COUNT: 12	
		200	Asset	Bank Of Montreal - Digital Chq	0000842445	
		200	Asset	Bank Of Montreal - Digital Chq	0000842445	

You'll notice that each value has been counted, even if it is a duplicate value. This might return a result we don't want. If you want to only count *unique* values, you'll use the [Distinct Count](#) option.

Distinct Counts

Distinct Counts allows you to quickly generate counts of each *unique* value within a report. Note this option *won't* count duplicate values.

1. Choose the **Journal/PO/Voucher ID** column and open the Aggregation menu. From there, Select the **Distinct Count** option from the **Select Function** dropdown.
2. All our other selections will be the same as the [Sums](#) example, except we'll label our Count as **"Distinct Count:"**

TRANSACTION DETAILS REPORT

Fund Code: 200
Date Range: 01/01/2023 to 09/31/2023
Cost Centre: 230642, 230087

Account	Cost Centre	Fund Code	Account Type	Account Description	Date	Source	Journal / PO / Voucher ID	Journal Ref / Invoice #
000114	230087	200	Asset	Bank Of Montreal - Digital Chq	04/26/2023	AP	48206497	PCGL4047674-B-1
		200	Asset	Bank Of Montreal - Digital Chq	08/09/2023	AP	70145818	2100385878
		200	Asset	Bank Of Montreal - Digital Chq	01/01/2023	AP	48300156	PCGL3992589-B-1
		200	Asset	Bank Of Montreal - Digital Chq		AP	48204524	PCGL3960817-B-1
		200	Asset	Bank Of Montreal - Digital Chq		AP	48207047	10044068
		200	Asset	Bank Of Montreal - Digital Chq		AP	48206170	PCGL4025173-B-1
		200	Asset	Bank Of Montreal - Digital Chq		AP	48205118	PCGL3942693-B-1
		200	Asset	Bank Of Montreal - Digital Chq		AP	48207046	10044079
		200	Asset	Bank Of Montreal - Digital Chq	06/29/2023	AP	48207046	10044079
		200	Asset	Bank Of Montreal - Digital Chq		AP	48206711	PCGL4072432-B-1
		200	Asset	Bank Of Montreal - Digital Chq		AP	48207224	PCGL4075487-B-1
							Distinct Count: 10	
	230642	200	Asset	Bank Of Montreal - Digital Chq			82132867	119A573EE8340E28AA3
							Distinct Count: 1	
							Distinct Count: 11	

Video Tutorial

Check out our video tutorial for a more detailed look into adding Groups and Aggregating Data:



Use the link if you have trouble accessing the video: <https://www.youtube.com/watch?v=dbXmXmtvikA>