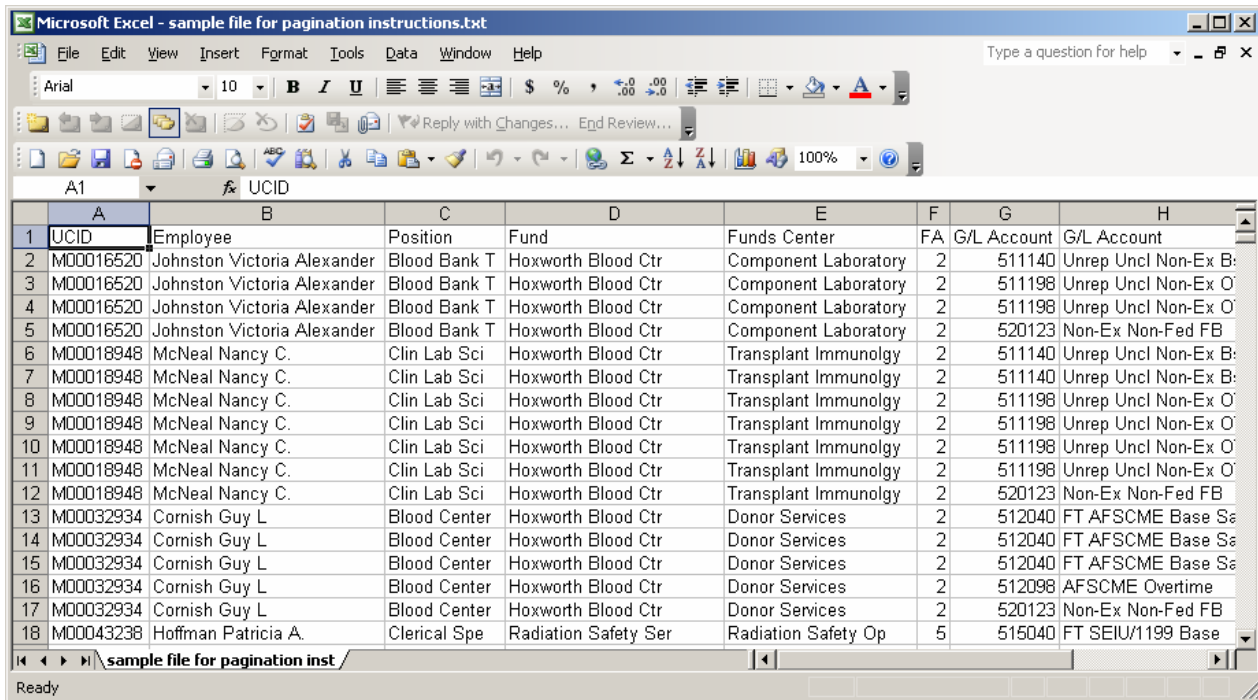


Users will frequently need to paginate their Business Warehouse reports according to values in a particular field. For example, you might want to paginate a Labor History report by Funds Center.

These page breaks cannot be set directly from within a BW web template. To do this pagination, download the file to Microsoft Excel.

Please note: in order to use the following technique, your downloaded file must have text values on all lines. for the field which is to be the basis of your pagination. For example, if you want to paginate by Funds center, your file should look like this:



UCID	Employee	Position	Fund	Funds Center	FA	G/L Account	G/L Account
M00016520	Johnston Victoria Alexander	Blood Bank T	Hoxworth Blood Ctr	Component Laboratory	2	511140	Unrep Uncl Non-Ex B:
M00016520	Johnston Victoria Alexander	Blood Bank T	Hoxworth Blood Ctr	Component Laboratory	2	511198	Unrep Uncl Non-Ex O
M00016520	Johnston Victoria Alexander	Blood Bank T	Hoxworth Blood Ctr	Component Laboratory	2	511198	Unrep Uncl Non-Ex O
M00016520	Johnston Victoria Alexander	Blood Bank T	Hoxworth Blood Ctr	Component Laboratory	2	520123	Non-Ex Non-Fed FB
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511140	Unrep Uncl Non-Ex B:
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511140	Unrep Uncl Non-Ex B:
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511198	Unrep Uncl Non-Ex O
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511198	Unrep Uncl Non-Ex O
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511198	Unrep Uncl Non-Ex O
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511198	Unrep Uncl Non-Ex O
M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	520123	Non-Ex Non-Fed FB
M00032934	Cornish Guy L	Blood Center	Hoxworth Blood Ctr	Donor Services	2	512040	FT AFSCME Base Sa
M00032934	Cornish Guy L	Blood Center	Hoxworth Blood Ctr	Donor Services	2	512040	FT AFSCME Base Sa
M00032934	Cornish Guy L	Blood Center	Hoxworth Blood Ctr	Donor Services	2	512040	FT AFSCME Base Sa
M00032934	Cornish Guy L	Blood Center	Hoxworth Blood Ctr	Donor Services	2	512098	AFSCME Overtime
M00032934	Cornish Guy L	Blood Center	Hoxworth Blood Ctr	Donor Services	2	520123	Non-Ex Non-Fed FB
M00043238	Hoffman Patricia A.	Clerical Spe	Radiation Safety Ser	Radiation Safety Op	5	515040	FT SEIU/1199 Base

If the Funds Center field has the text value only on the first line for which it occurs, as in the following example, the following pagination technique will not work.

	A	B	C	D	E	F	G	
1	UCID	Employee	Position	Fund	Funds Center	FA	G/L	
2	M00016520	Johnston Victoria Alexander	Blood Bank T	Hoxworth Blood Ctr	Component Laboratory	2	511140	Unrep Un
3							511198	Unrep Un
4								
5							520123	Non-Ex N
6	M00018948	McNeal Nancy C.	Clin Lab Sci	Hoxworth Blood Ctr	Transplant Immunolgy	2	511140	Unrep Un
7								
8							511198	Unrep Un
9								
10								
11								
12							520123	Non-Ex N
13	M00032934	Cornish Guy L	Blood Center	Hoxworth Blood Ctr	Donor Services	2	512040	FT AFSC
14								
15								

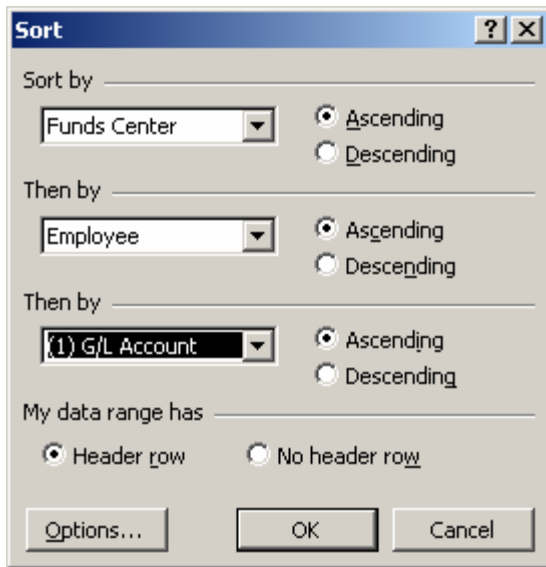
For instructions on how to download a file to display repeated text, please see instructions posted on the UC Flex website.

The first step in this process is to make sure that your file is sorted in the proper order for the way that you want to paginate it. In a BW report, the primary sort is always on the first column of your report. If you wish to keep the column order, but have the primary sort be on a different column, you can do this in Excel.

Click on any cell within your Table Range. From the Excel menu at the top of the page, select, /Data/Sort

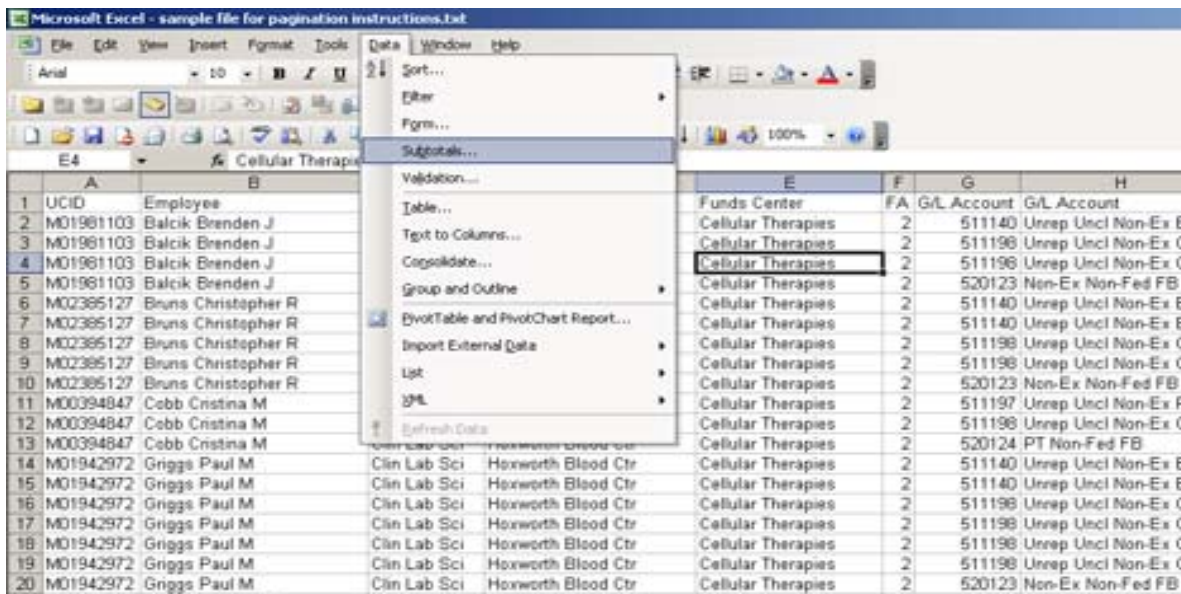
	A	B
1	UCID	Employee
2	M00016520	Johnston Victoria Alexander
3	M00016520	Johnston Victoria Alexander
4	M00016520	Johnston Victoria Alexander
5	M00016520	Johnston Victoria Alexander
6	M00018948	McNeal Nancy C.
7	M00018948	McNeal Nancy C.
8	M00018948	McNeal Nancy C.
9	M00018948	McNeal Nancy C.
10	M00018948	McNeal Nancy C.
11	M00018948	McNeal Nancy C.
12	M00018948	McNeal Nancy C.
13	M00032934	Cornish Guy L
14	M00032934	Cornish Guy L
15	M00032934	Cornish Guy L
16	M00032934	Cornish Guy L
17	M00032934	Cornish Guy L

You will get a popup menu which allows you to specify three sort fields in order. In this example you would select the Funds Center column as your first sort.



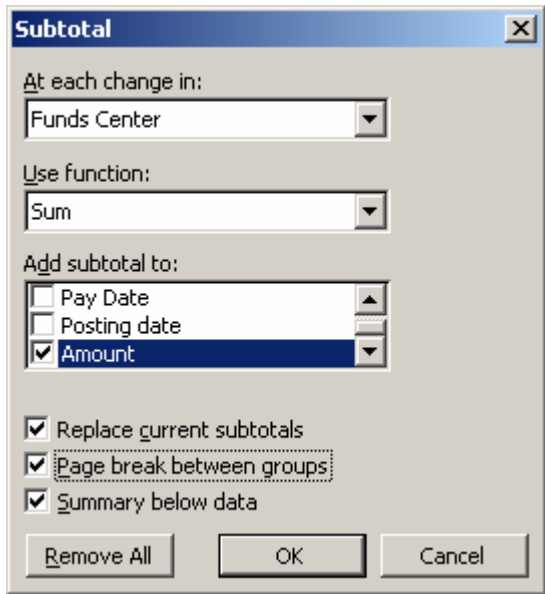
Press the “OK” button, and the file will be sorted as specified.

The next step is to set the pagination. This is done from within the Subtotals functionality. First, click on any cell within the table range. Then, from the Excel menu at the top of the screen, select /Data/Subtotals



You will get a popup dialog box which asks you to specify the field for which you want subtotals. Included in this dialog is the option “Page break between groups”. If you check this box, Excel will automatically insert a page break when it creates a subtotal for each Funds Center. Note that you can use other functions besides

Sum. You may also use Count, Max, Min, Average, and other functions for each group.



The image shows a dialog box titled "Subtotal" with a close button (X) in the top right corner. The dialog box contains the following options:

- At each change in:** A dropdown menu with "Funds Center" selected.
- Use function:** A dropdown menu with "Sum" selected.
- Add subtotal to:** A list box with three items: "Pay Date" (unchecked), "Posting date" (unchecked), and "Amount" (checked).
- Replace current subtotals**
- Page break between groups**
- Summary below data**

At the bottom of the dialog box are three buttons: "Remove All", "OK", and "Cancel".

Press the "OK" button. You will now see dotted lines within your table, showing where the page breaks have been inserted. If you look at your file in Print preview, you will see that it is printing with these page breaks.

UCID	Employee	Position	Fund	Funds Center	FA	G/L Account	Amount
MD1981103	Balciik Brenden J	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	1,500.00
MD1981103	Balciik Brenden J	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	559.05
MD1981103	Balciik Brenden J	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	104.50
MD1981103	Balciik Brenden J	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	520123	1,011.72
MD2385127	Bruns Christopher R	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	1,120.64
MD2385127	Bruns Christopher R	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	280.16
MD2385127	Bruns Christopher R	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	987.55
MD2385127	Bruns Christopher R	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	74.50
MD2385127	Bruns Christopher R	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	520123	1,111.50
MD0394847	Cobb Cristina M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511197	1,369.17
MD0394847	Cobb Cristina M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	27.90
MD0394847	Cobb Cristina M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	520124	303.23
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	156.72
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	1,410.48
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	78.36
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	144.00
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	272.52
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	18.21
MD1942972	Griggs Paul M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	520123	946.53
MD2579933	Kelly Courtney M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	1,104.00
MD2579933	Kelly Courtney M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	276.00
MD2579933	Kelly Courtney M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	45.00
MD2579933	Kelly Courtney M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	197.23
MD2579933	Kelly Courtney M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	10.66
MD2579933	Kelly Courtney M	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	520123	742.96
MD1480093	Keiner Mark C.	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511140	1,540.00
MD1480093	Keiner Mark C.	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	189.00
MD1480093	Keiner Mark C.	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	285.88
MD1480093	Keiner Mark C.	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	150.48
MD1480093	Keiner Mark C.	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	511198	60.61
MD1480093	Keiner Mark C.	Clin Lab Sci	Hoxworth Blood Cr	Cellular Therapies	2	520123	1,012.81
MD1256454	Taggart Heather E	Laboratory C	Hoxworth Blood Cr	Cellular Therapies	2	511140	120.00
MD1256454	Taggart Heather E	Laboratory C	Hoxworth Blood Cr	Cellular Therapies	2	511140	1,080.00
MD1256454	Taggart Heather E	Laboratory C	Hoxworth Blood Cr	Cellular Therapies	2	511198	180.00
MD1256454	Taggart Heather E	Laboratory C	Hoxworth Blood Cr	Cellular Therapies	2	511198	146.18
MD1256454	Taggart Heather E	Laboratory C	Hoxworth Blood Cr	Cellular Therapies	2	520123	694.41
Cellular Therapies Total							19,411.94