

Introduction

Sorting a Dimension requires only a few steps in SAC. This Guide describes those steps.

Sorting a Dimension

The easiest way to describe how to sort a Dimension is via demonstration. In this example, a report has been run and the GL/Commitment Item field is not in the order required.

Here is what a list of GL accounts looks like after running a report.

Revenue/Expense	GL/Commitment item	Description
Revenue	420030	RECEIPTS AND CREDITS
	479999	TRANSFER IN - OPERAT
	Totals	
Expense	500250	Admin Supp Staff FT
	516010	ADV/PR-UNALLW
	535010	BANK SERVICE FEES
	511220	BEVERAGE
	513200	BKS&PRDCLS
	518020	CATERING SERVICES

To change the order of the items in the GL column, right-click on the column header and select *Sort Options*. Note that current order is *Default Order*.

To rearrange the order, select *A-Z* to specify ascending order or *Z-A* to indicate descending order.

GL/Comi	Drill	Select Hierarchy	Sort Options	Display Options	Show/Hide	Table Functions
420030						
479999						
Totals						
500250						
516010						
535010						
511220						
513200						
518020						

Here's what the list looks like after putting the GL account codes in ascending order.

Important! A sort is applied in the context of the order of the Dimensions(s) to the left. In this case, the GL numbers are sorted relative to **Revenue and Expense**. An example follows below.

Revenue/Expense	GL/Commitment item	Description
Revenue	420030	RECEIPTS AND CREDITS
	479999	TRANSFER IN - OPERAT
	Totals	
Expense	500010	FACULTY FULL TIME
	500020	FACULTY PART TIME
	500030	FACULTY OTHER
	500040	STIPEND & AWARD COMP
	500050	OVERBASE COMP
	500199	Uncomm Salary, J

Here's an example of this context issue. Notice that **SP Start Date**, viewed in isolation, is out of order. Attempting to change the order of this column will have no effect, however, because the dates are arranged based on the order first of **Grant** and second, by **Sponsored Program**.

A change in date order could be performed by moving **SP Start Date** to the left of either, or both, **Grant**, and **Sponsored Program**.

Grant	Sponsored Program (IO)	SP Start Date
50100022	9500223687	07/01/2010
50100854	9500240993	09/29/2009
50100919	9500222203	04/01/2011
	9500234359	04/01/2010
	9500301218	04/01/2012
50101168	9500234022	07/01/2008
50101181	9500223023	08/01/2008
50101592	9500240380	07/01/2010
	9500300394	07/01/2011
	9500301782	07/15/2012
	9500302661	07/01/2013
	9500303863	07/01/2014

Sorting a Measure

The same steps can be followed to sort a Measure but, again, the caveat regarding Dimensions to the left must be considered.

For example, attempting to sort **Cum Budget** has no effect due to the orders already specified for **Grant** and **Sponsored Program**.

Measures		Cum Budget
Grant	Sponsored Program (IO)	
50100022	9500223687	\$239,106.38
50100854	9500240993	\$228,079.76
50100919	9500222203	\$47,496.00
	9500234359	\$41,240.00
	9500301218	\$64,050.00
50101168	9500234022	\$89,096.78
50101181	9500223023	\$7,182.90
50101592	9500240380	\$25,210.85
	9500300394	\$25,165.98
	9500301782	\$31,253.72
	9500302661	\$27,030.43
	9500303863	\$31,284.57

However, if one of the Dimensions is removed and the sort order of the remaining Dimension is set to *Default*, **Cum Budget** can be rearranged in ascending or descending order.

Measures	Cum Budget
Sponsored Program (IO)	
9500300189	\$11,098,557.69
9500222438	\$6,730,295.00
9500301286	\$5,482,270.69
9500313109	\$4,957,831.53
9500310578	\$4,919,344.00
9500314434	\$4,824,124.00
9500310476	\$4,648,031.00
9500309240	\$4,628,915.00
9500300190	\$4,449,204.25
9500223043	\$4,180,950.00