

GTAS Raw Data File Tool

Introduction

The GTAS Raw Data File Tool is a comprehensive excel workbook which provides each agency with the ability to view quarterly IGT data. Specifically, the generated data file will contain both balances submitted by the agency and balances submitted against the agency. Balances not affecting the selected agency will not be visible. All IGT differences reported on the MDR and IGT Scorecards are a result of the balances contained in the Raw Data File.

Downloading the Tool

To download the GTAS Raw Data File Tool please following the steps below:

- Go to the [Intragovernmental Reports](#) page on the FMS website.
- Select the “Q1 FY 2014 GTAS Raw Data File” hyperlink
- Select the ‘Open’ option on the File Download Dialog box.
- Save a copy of the ‘Q1 FY 2014 GTAS Raw Data File’ to your computer.

Creating the GTAS Raw Data File Tool

After saving a copy of the GTAS Raw Data File Tool, the agency specific data file can be created. To create this file, follow the below steps:

- Ensure that formula calculations are set to automatic. (Select Formula Ribbon -> Calculation Options -> Automatic)
- Select the ‘Cover Page’ tab and select the Agency FR Entity Code from the dropdown in the yellow cell. If the Agency FR Entity Code is not known, use the crosswalk in the ‘Reference’ tab (Table 2) in the workbook. The FR Entity can be found by GTAS AID or Agency Name.
- Select the ‘Data’ Ribbon. Click the ‘Refresh All’ Button.
- Select the ‘Pivot’ tab. Ensure Open is selected in the ‘Status’ dropdown.
- Ensure the same FR Entity code is selected in the ‘Select FR Entity Code’ dropdown as was inputted on the ‘Cover Page.’
- The GTAS Raw Data file for the selected agency has been created.

Using the GTAS Raw Data File Tool

The table on the ‘Pivot’ tab contains all IGT differences for the selected agency in all the IGT Reciprocal Categories (RCs) with every Trading Partner (TP). The table is a Microsoft Excel PivotTable which has drilldown functionality. To locate an IGT difference with a specific agency, follow the instructions below:

- Identify the TPs Agency FR Entity code
- Filter in the ‘Row Labels’ column for the combination of the Agency FR Entity Code and TP Entity Code
 - **Ensure that both combinations are filtered for and displayed. Agency FR Entity Code + TP Entity Code and TP Entity Code and Agency FR Entity Code. (e.g., 20001200 and 12002000)**

- Differences with the selected TP will be organized by RC. Sum the numbers in the two rows (there will not always be two numbers) to get the total difference for each RC.

To utilize drilldown functionality in the PivotTable follow the instructions below:

- Select a difference displayed on the PivotTable and double click the number.
- A new worksheet will appear. The information displayed on this worksheet are the balances submitted by the Agency and/or the TP which resulted in the IGT difference.