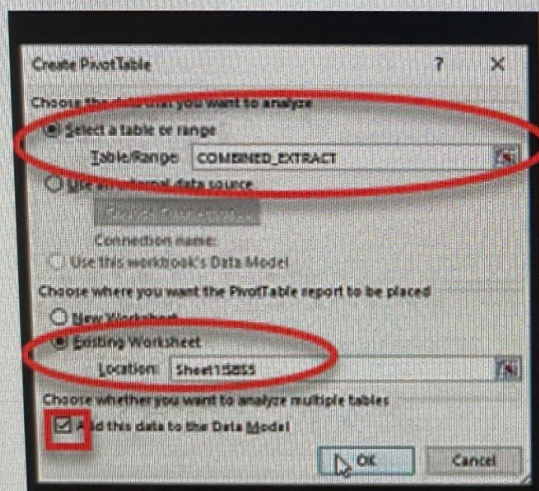


Create Pivot table in excel

- Table/Range - All the data in excel
- Add Data to Data Model – Select Checkbox
 - *Add Data to Data Model – Select Checkbox*



Step 29: Configure Pivot Table/Source View:

- *Filters – Expected Control Name*
- *Rows – Source Name; Subsection Tracking ID*

PivotTable Fields

Document1 - Word

out References Mailings Review View Tell me what you want to do...

Paragraph Styles

PivotTable Fields

ACTIVE ALL

Choose fields to add to report:

Search

COMBINED_EXTRACT

- ☒ Source Name
- ☐ Source Status
- ☐ Compliance Officer(s)
- ☐ Enterprise Source Inherent Risk Rating
- ☐ Authoritative Source Type
- ☐ Source Tracking ID
- ☐ Topic Name
- ☐ Section Name
- ☐ Sub Section Name
- ☐ Sub Section Description
- ☒ Sub Section Tracking ID
- ☒ Expected Control Name
- ☐ Control Tracking ID
- ☐ Control Instance Name
- ☐ Control Scope
- ☐ Control Status
- ☐ Current Control Effectiveness Rating

Drag fields between areas below:

Filters: Expected Control Name

Columns:

Rows: Source Name, Sub Section Tracking ID

Values:

Step 30: Remove Non-COBIT activities in Expected Control Name column (includes blanks, manual entries, Access Controls, ISCRs);

Rule Logic: All **valid** controls have a naming standard/format

- 11 characters (3 letters, 2 numbers, decimal, 2 numbers) | AAA00.00.00
- Ex. EDM03.02.03

Select **Expected Control Name** dropdown (filter) > **uncheck** '(blank)', Access Control, ISCR-****-**'

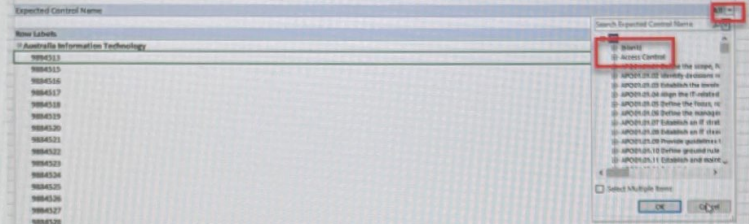
Scanned with CamScanner

Document1 - Word

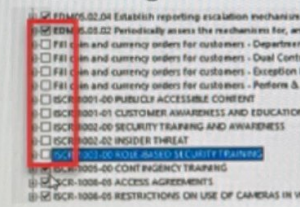
Design Layout References Mailings Review View Tell me what you want to do...

(Body) 11 A A Aa Font Paragraph Styles

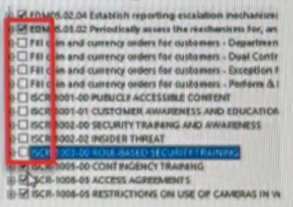
Unchecking 'blank, Access Control'



Unchecking ISCRs

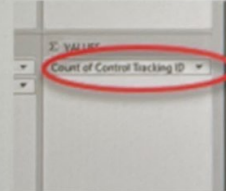


Unchecking Manual Entries



Step 31: Configure Pivot Table/Source View:

- Values – add Control Tracking ID
- Value Field Settings (select drop-down arrow on right)



Scanned with CamScanner

Document1 - Word

Insert Design Layout References Mailings Review View Tell me what you want to do...

Calibri (Body) 11 A A Aa A B I U abc x₂ x² A aly A Paragraph Font

AaBbCcDd AaBbCcDd AaBbCc AaBbCc AaB AaBbCcD AaBbCcD Styles

Normal No Spac... Heading 1 Heading 2 Title Subtitle

Final Pivot Table/Source View Settings

Drag fields between areas below:

FILTERS		COLUMNS	
Expected Control Name		Current Control Effectiveness Rating	

ROWS		VALUES	
Source Name		Distinct Count of Control Tracking ID	
Sub Section Tracking ID			

☐ Defer Layout Update UPDATE

Step 33: Rename tab to 'Source View'