On your desktop double-click the "PeopleSoft Fin Datamart" Icon.

This page tells you updates or issues going on with the system. Click "Close"
These are all of the reports that are available for you to run.

At a minimum you will be running the "Detail Transactions by Dept or Class" report. Double-click to open.

Typically the current fiscal year that you are in. If you have to go back to previous years change selection.

Submit produces PDF Copy.
The results are reflected below and contain a large # of lines so we want to create one table.

1st Save it under OLRA -> Financials -> 00-Recs -> FY13 All Deps

Financials -> 00-Recs = transition folder where I save all of the reports. They can be saved here or directly to the corresponding dept. folder, or you can move once complete.

File name: TempQuery 3.6.93 Workbook
Save as type: Microsoft Excel 3.6.93 Workbook

Save at: the current version.

Fiscal year, Dept #, month, Report Name
now your ready to create your pivot table.

This pops up.

Your ready to start selecting your fields.
### PivotTable Field List

**Choose fields to add to report:**
- Dept
- DeptName
- ClassDesc
- ClassDesc1
- ClassDesc2
- ClassDesc3
- ClassDesc4
- ClassDesc5
- ClassDesc6
- Account
- AccountDesc
- TranDesc
- VendorName
- INVOICE_ID
- Ref1
- Ref2
- Ref3
- Amount
- JournalID
- JournalDesc

**Drag fields between areas below:**
- **Row Labels:**
  - Account
  - AccountDesc
  - TranDesc
  - VendorName
  - INVOICE_ID
  - Ref1
  - DeptName
- **Filter Fields Area:**
- **Summary Area:**
- **Columns Area:**
- **Values Area:**
  - Amount
  - Total

**Include filtered elements in totals:**
- Yes

---

### Table

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>Permanent Position</td>
<td>$503010</td>
</tr>
<tr>
<td>Expense</td>
<td>AP Holiday</td>
<td>$503100</td>
</tr>
<tr>
<td>Expense</td>
<td>AP Sick Leave</td>
<td>$503130</td>
</tr>
<tr>
<td>Expense</td>
<td>AP Vacation</td>
<td>$503140</td>
</tr>
<tr>
<td>Expense</td>
<td>CS-Permanent Position-Product</td>
<td>$503010</td>
</tr>
</tbody>
</table>

**Sum of Amount**

$503100

---

**Note:**
- The table above shows the sum of amounts for different categories.
- The values are always monetary.

---

**Additional Insights:**
- The table includes fields for department names, class descriptions, and account codes.
- The amounts are categorized under various descriptions such as permanent position, AP holiday, AP sick leave, and AP vacation.
Select All

change font & size to very small Calibri 9×10

* Pre-Select before starting #5
You are ready to begin manipulating the data.

Salary & Benefits should equal the total from your Hyperion Run rate report.

Repeat until complete. Should match "Monthly Financial Review & Reconciliation Form"
### Adjust all column width accordingly to fit all but make sure pertinent information is readable.

### FY13.211.400.07 July Reconand Detail Transaction Query Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Purse Name</th>
<th>Office/Dept</th>
<th>Department</th>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/08/13</td>
<td>51205100</td>
<td>Office/Dept</td>
<td>Office/Dept</td>
<td>General</td>
<td>Office/Dept</td>
<td>125800</td>
</tr>
<tr>
<td>25/08/13</td>
<td>51205100</td>
<td>Office/Dept</td>
<td>Office/Dept</td>
<td>General</td>
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<td>Office/Dept</td>
<td>General</td>
<td>Office/Dept</td>
<td>125800</td>
</tr>
</tbody>
</table>

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.