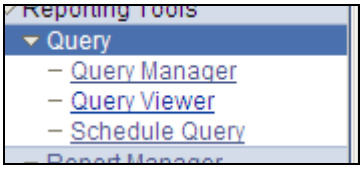
BCR Summary Report – How To run Query to Excel

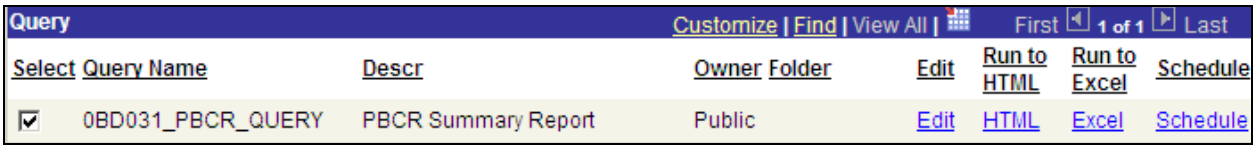
Sign into PeopleSoft and select:

Figure 1 - Query Viewer



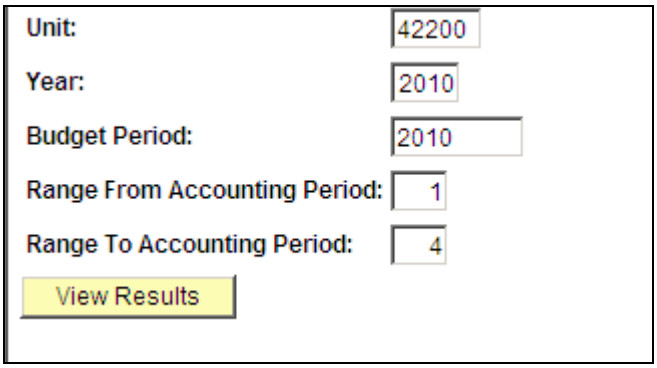
Search **0BD031**and use the **Excel** or **Schedule** link to execute the query. This document assumes Run to Excel.

Figure 2 - Query Search



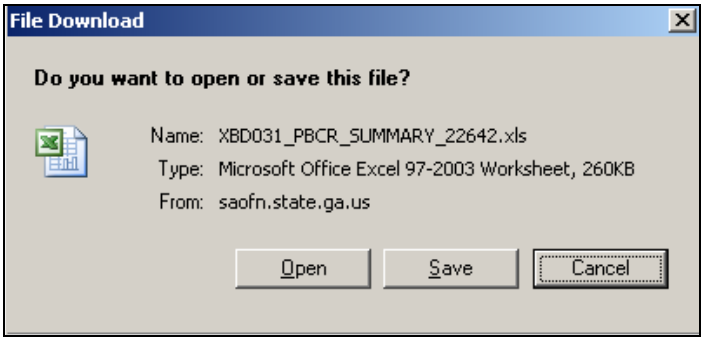
Enter **Business Unit, Fiscal Year**, **Budget Period** and **From / To Accounting Period.** Click **View Results** button.

Figure 3 - Prompt Dialog Box



Save the Query.

Figure 4 - File Download Dialog Box

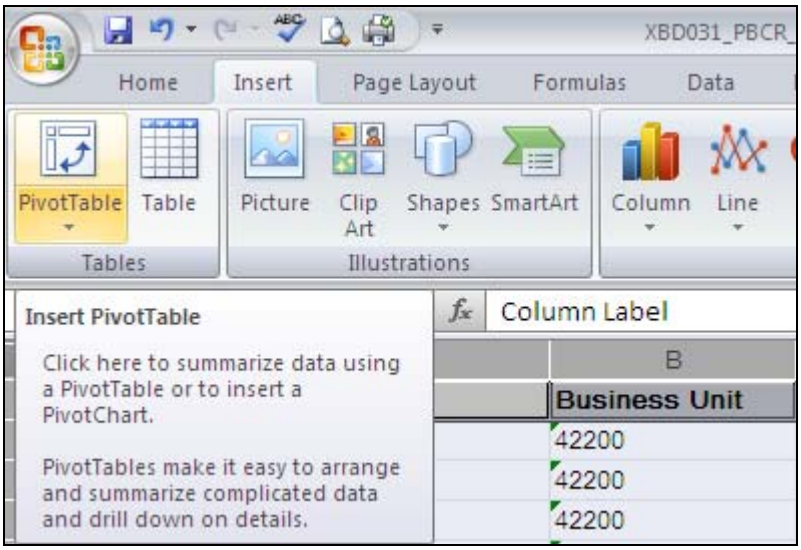


Execute Excel and Open saved query. Delete row one Query Name and total rows count.

Figure 5 -Query name row

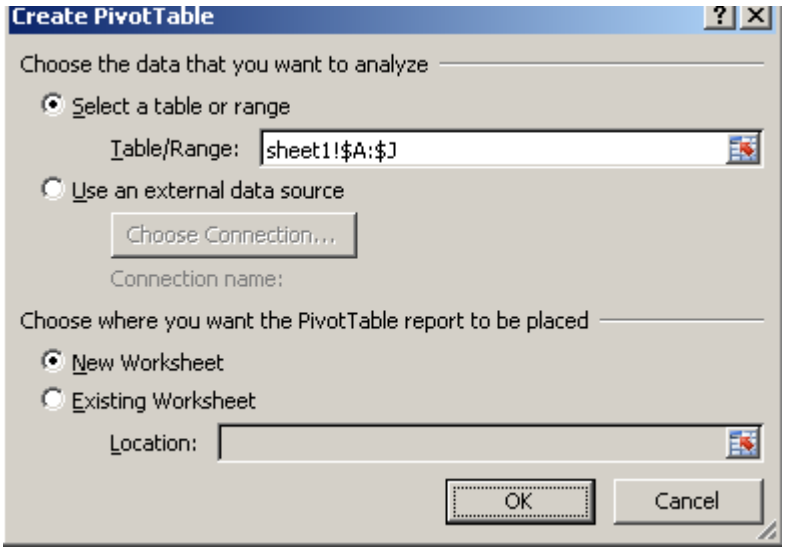
Select the **Insert** Tab, highlight the query rows and columns then click **Pivot Table** icon.

Figure 6 - Pivot Table icon



Click **OK** button on Create Pivot Table dialog page.

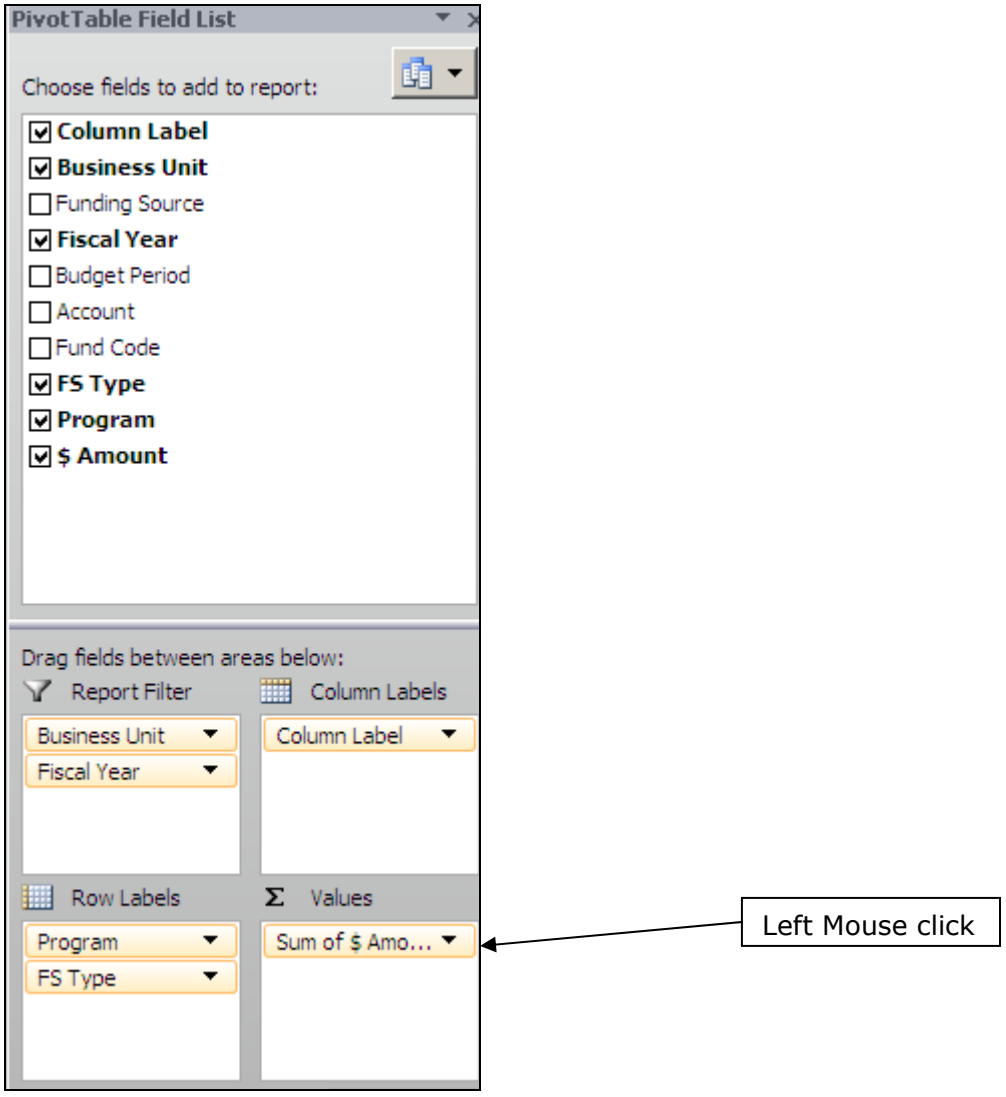
Figure 7 - Create Pivot Table



Drag and drop fields from Choose fields to add to report (see Figure 8):

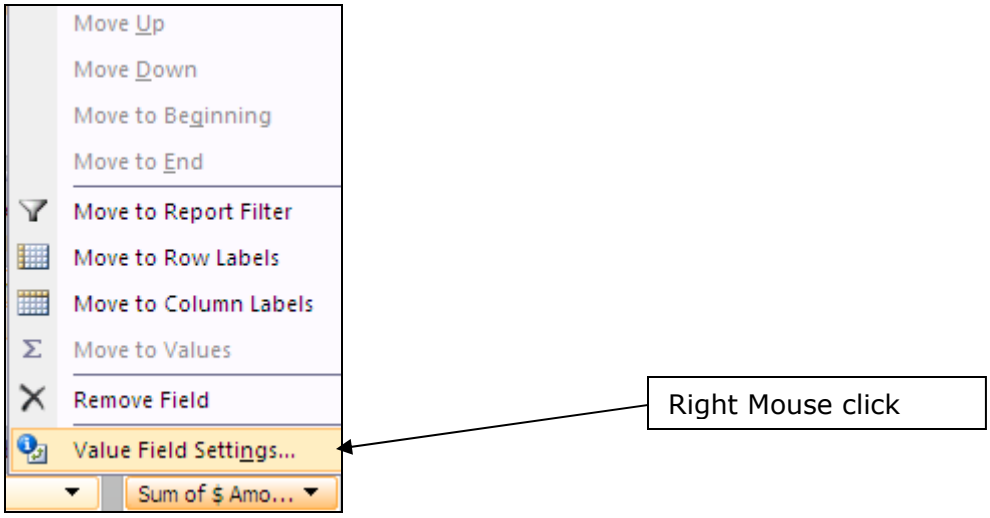
- Business Unit → Report Filter
- Fiscal Year → Report Filter
- Column Label → Column Labels
- Program → Row Labels
- FS Type → Row Labels
- $ Amount → Σ Values

Figure 8 - Pivot Table Field List



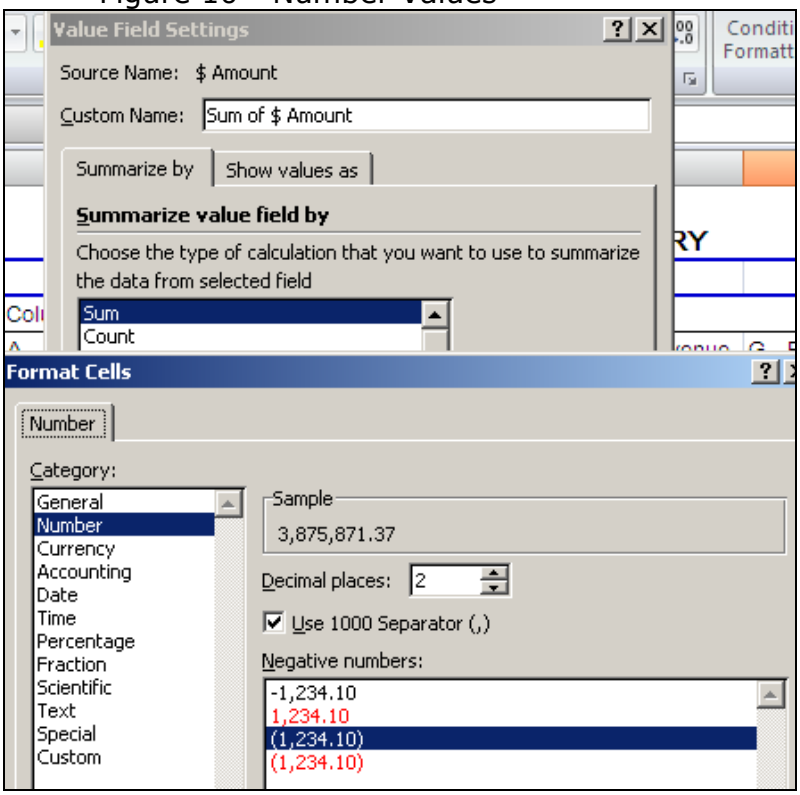
Left mouse click on **Sum of $ Amount** then right click **Value Field Settings**

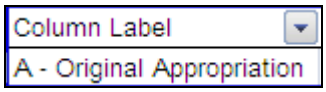
Figure 9 - Value Field Settings



Select **Sum** then click **Number Format** button to select Number, 2 Decimal places and Negative numbers. **OK** on Numbers dialog box then **OK** on Value Field Setting.

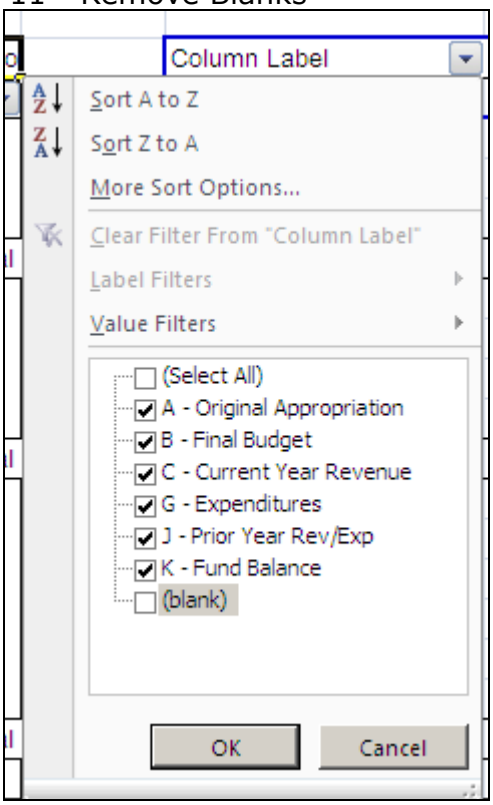
Figure 10 - Number Values



Click **Column Label Filter** 

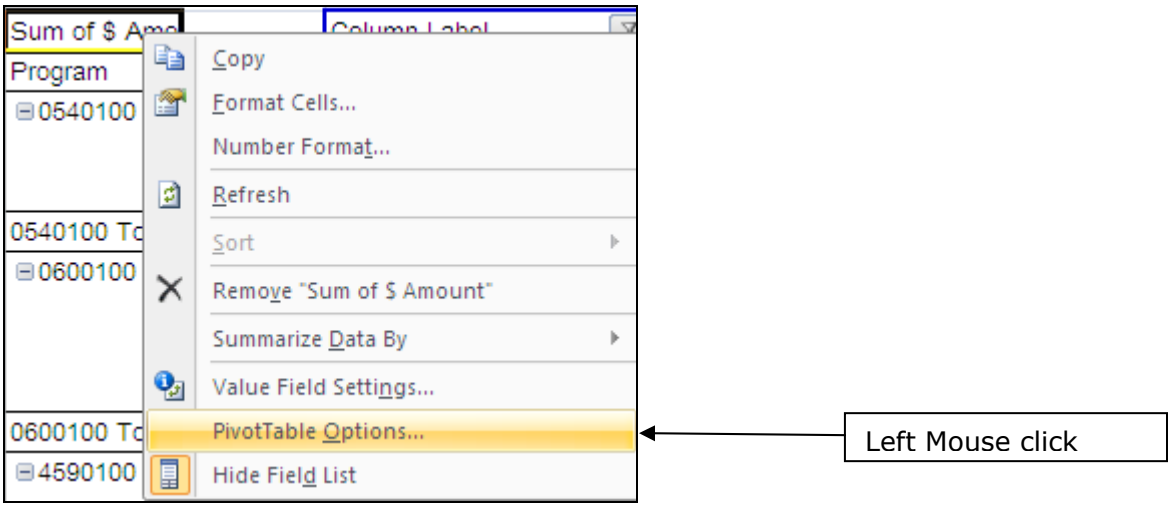
and uncheck (blank). This will remove any blank column or blank row.

Figure 11 - Remove Blanks



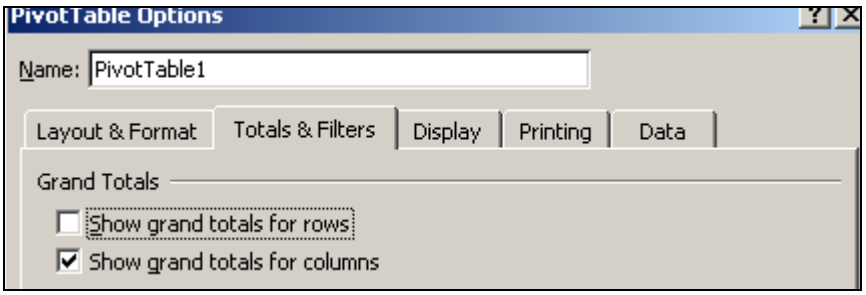
Highlight cell **Sum of $ Amount** and *RIGHT* mouse click then *LEFT* mouse click **Pivot Table Options.**

Figure 12 - Sum of $ Amount



Select **Totals & Filters Tab** and uncheck **Show grand totals for rows**. Grand Totals by row is not meaningful. Click **OK** button to apply changes.

Figure 13 - Pivot Table Options



Filter **Business Unit** and **Fiscal Year** and add headers and footers.

Figure 14 - BCR Summary Report

Business Unit	(All)							
Fiscal Year	2010							
Sum of $ Amount		Column Label						
Program	FS Type	A - Original Appropriation	B - Final Budget	C - Total Funds Available	D - Prior Year Carryover	G - Expenditures	J - Prior Year Rev/Exp	K - Fund Balance
⊟0740100	FED2	69,500.00	35,000.00			132,336.24	(3,305.21)	
	OTH2	258,721.00	258,721.00	(20,444.57)	(11,184.57)	5,899.44		11,184.57
	ST2	5,664,521.00	5,664,521.00	(2,264,714.00)		2,253,841.91	2,436.22	
	ZFED2			(205,200.00)		150,263.46		
0740100 Total		5,992,742.00	5,958,242.00	(2,490,358.57)	(11,184.57)	2,542,341.05	(868.99)	11,184.57
⊟0740200	ST2	3,513,943.00	3,513,943.00	(1,400,255.00)		1,400,248.00		
0740200 Total		3,513,943.00	3,513,943.00	(1,400,255.00)		1,400,248.00		
⊟0740300	FED2	7,199,221.00	6,755,418.00	(2,873,975.45)	(536,486.51)	3,070,403.80	3,305.21	536,486.51
	OTH2	1,835,000.00	1,605,000.00	(888,790.36)	(303,780.05)	329,920.69	(330.00)	303,780.05
	ST2	23,556,813.00	23,556,813.00	(9,418,123.00)		8,996,699.04	31,385.82	
0740300 Total		32,591,034.00	31,917,231.00	(13,180,888.81)	(840,266.56)	12,397,023.53	34,361.03	840,266.56
⊟0740400	FED2	780,600.00		(13,938.99)		301,847.82		
	OTH2	1,470,968.00	1,144,276.00	(304,037.04)		341,630.49	(2,000.00)	
	ST2	7,462,906.00	7,462,906.00	(2,983,721.00)		3,621,146.89	(15,438.04)	
0740400 Total		9,714,474.00	8,607,182.00	(3,301,697.03)		4,264,625.20	(17,438.04)	
⊟0740500	OTH2						5,235.00	
	ST2	3,331,395.00	3,331,395.00	(1,327,512.00)		1,327,512.00		(3,645.00)
0740500 Total		3,331,395.00	3,331,395.00	(1,327,512.00)		1,327,512.00	5,235.00	(3,645.00)
Grand Total		55,143,588.00	53,327,993.00	(21,700,711.41)	(851,451.13)	21,931,749.78	21,289.00	847,806.13

Add columns to the right of the Pivot Table to calculate variances. Use Excel cell reference to calculate Budget to Expenditure Variance (B – G) or (=D6-G6).