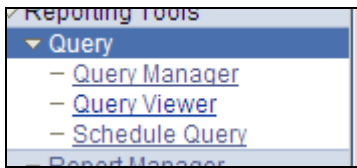


# BCR Summary Report – How To run Query to Scheduler

Sign into PeopleSoft and select:

**Figure 1 - Query Viewer**



Search **OBD031** and use the **Excel** or **Schedule** link to execute the query. This document assumes Schedule.

**Figure 2 - Query Search**

Query								Customize	Find	View All	First	1 of 1	Last
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule					
<input checked="" type="checkbox"/>	OBD031_PBCR_QUERY	PBCR Summary Report	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>					

Find an Existing Value or Add a New Value:

**Figure 3 – Scheduled Query**



The screenshot shows the 'Scheduled Query' search interface. It includes a search bar with the text 'Run Control ID' and 'begins with PBCR\_SUMMARY\_QUERY'. There are buttons for 'Find an Existing Value' and 'Add a New Value'. A 'Search' button is highlighted. Below the search bar, there is a 'Search Results' section with a table showing one result: 'PBCR\_SUMMARY\_QUERY' with the description 'PBCR SUMMARY'.

Enter **Run Description**, **Business Unit**, **Fiscal Year**, **Budget Period** and **From/To Accounting Period**. Click **Apply** button.

# BCR Summary Report – How To run Query to Scheduler

Figure 4 - Schedule Query

**Schedule Query**

Run Control ID: PBRC\_SUMMARY\_QUERY [Report Manager](#) [Process Monitor](#)

Query Name:

\*Description:

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="40200"/>
FISCAL_YEAR	<input type="text" value="2010"/>
BUDGET_PERIOD	<input type="text" value="2010"/>
ACCOUNTING_PD_FROM	<input type="text" value="1"/>
ACCOUNTING_PD_TO	<input type="text" value="5"/>

Select **PSUNIX** for Server Name and click **OK** to start the query process.

Figure 5 – Process Scheduler Request

**Process Scheduler Request**

User ID: DLAWSON Run Control ID: PBRC\_SUMMARY\_QUERY

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	<a href="#">Distribution</a>

Returns to Schedule query page. Click [Process Monitor](#) link.

**Schedule Query**

Run Control ID: PBRC\_SUMMARY\_QUERY [Report Manager](#) [Process Monitor](#)

Process Instance:22792037

# BCR Summary Report – How To run Query to Scheduler

Figure 6 - Process Monitor

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters: 'User ID' (DLAWSON), 'Type' (dropdown), 'Last' (1 Days), 'Server' (dropdown), 'Name' (dropdown), 'Instance' (range), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). A 'Refresh' button and a 'Save On Refresh' checkbox are also present. Below the filters is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. One instance is listed: Instance 22792037, Process Type Application Engine, Process Name PSQUERY, User DLAWSON, Run Date/Time 12/09/2009 1:55:25PM EST, Run Status Success, and Distribution Status Posted. A 'Details' link is available for this instance.

When Run Status = Success and Distribution Status = Posted then click [Details](#) link.

Figure 7 - Detail

Date/Time	Actions
Request Created On: 12/09/2009 2:00:32PM EST	<a href="#">Parameters</a> Transfer
Run Anytime After: 12/09/2009 1:55:25PM EST	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At: 12/09/2009 2:00:51PM EST	<a href="#">Batch Timings</a>
Ended Process At: 12/09/2009 2:01:57PM EST	<a href="#">View Log/Trace</a>

Next click [View Log/Trace](#) link.

Figure 8 - File List

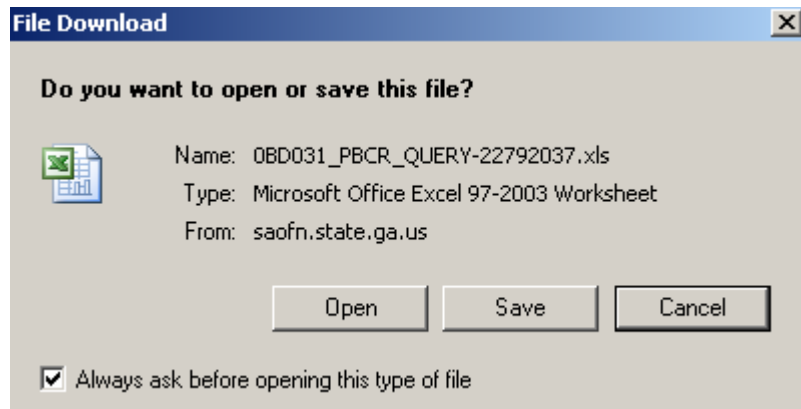
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">0BD031_PBCR_QUERY-22792037.csv</a>	71,233	12/09/2009 2:01:57.000000PM EST
<a href="#">AE_PSQUERY_22792037.stdout</a>	276	12/09/2009 2:01:57.000000PM EST
Distribute To		
Distribution ID Type	*Distribution ID	
User	DLAWSON	

Click the .CSV file link from the File List. **Save** the File Download.

# BCR Summary Report – How To run Query to Scheduler

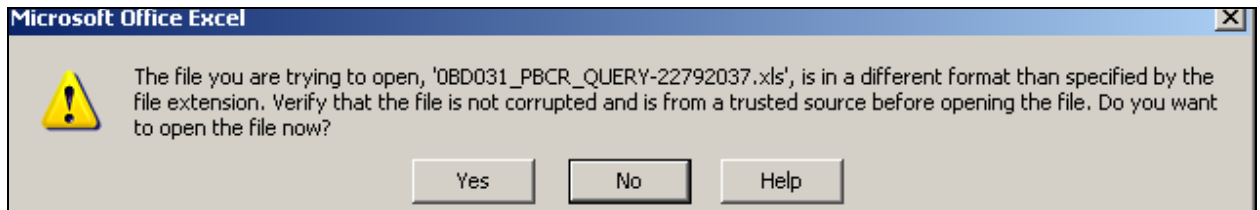
---

Figure 9 - File Download



Open Excel then open the saved file. Note extension is .XSL not .CSV, however, the file is comma delimited.

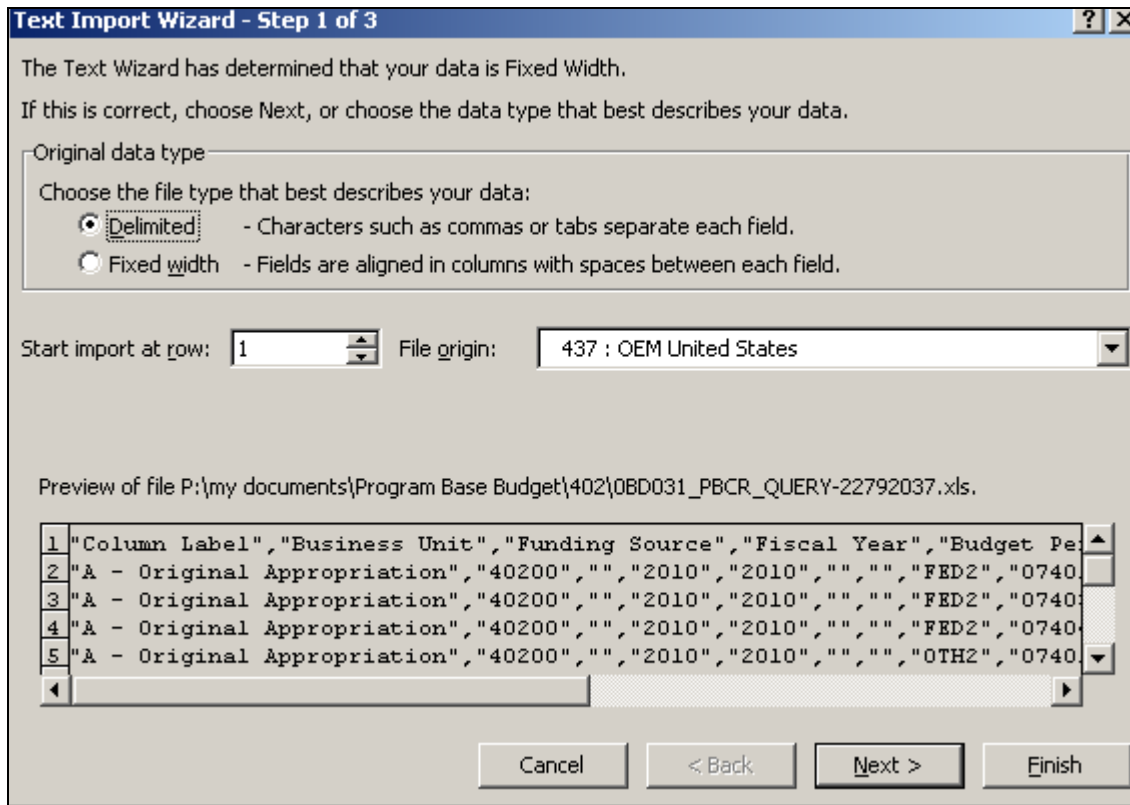
Figure 10 - Excel format error message



Click **Yes** to import the query data. This will start a **Text Import Wizard**.

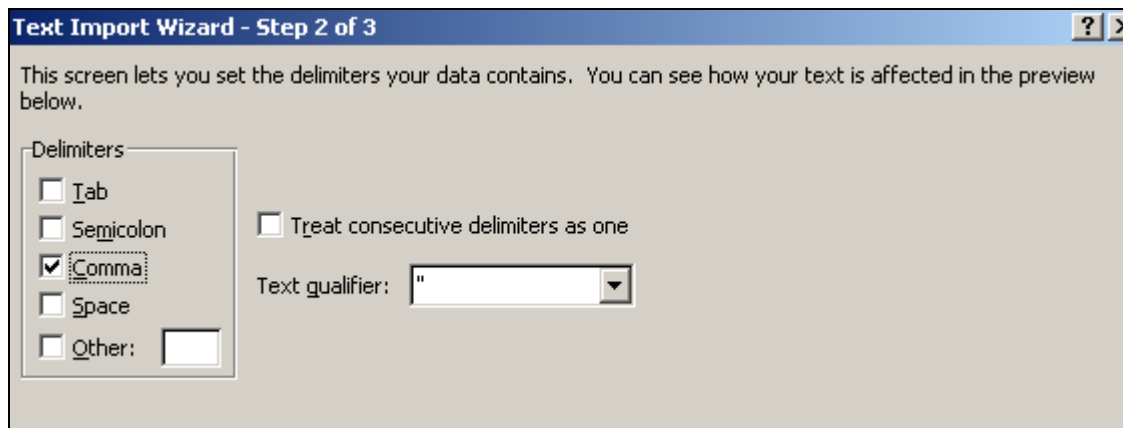
# BCR Summary Report – How To run Query to Scheduler

**Figure 11 - Test Import Wizard**



Choose **Delimited** radial button. Then click **Next**.

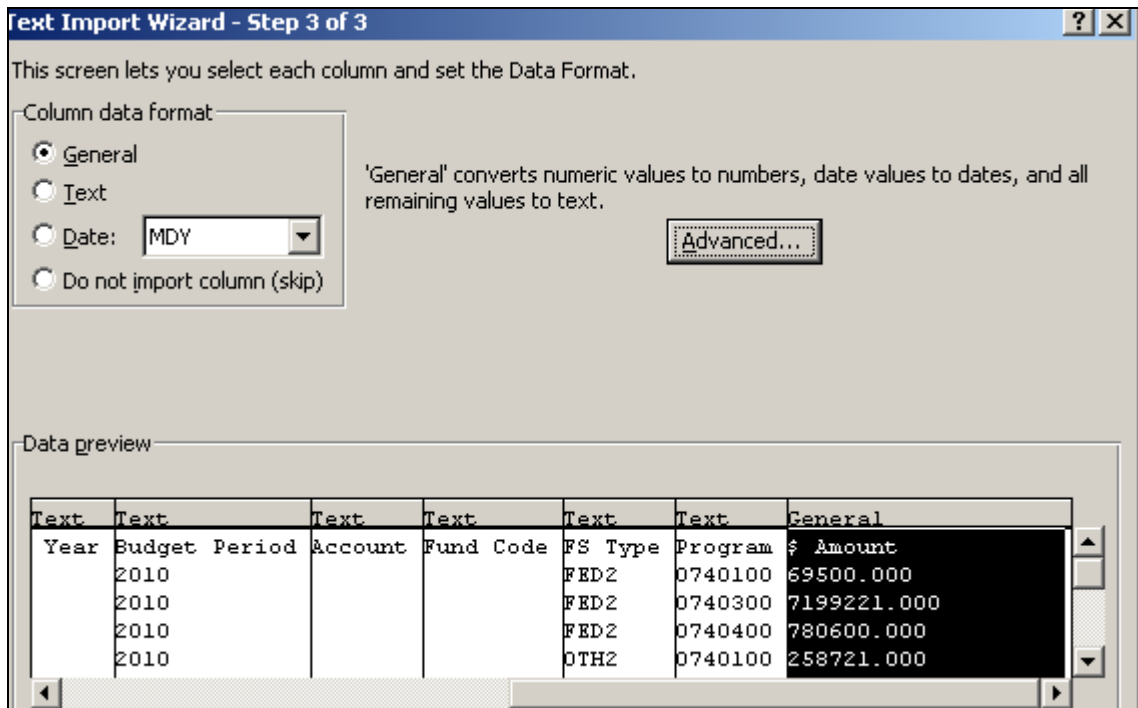
**Figure 12 - Text Import Wizard 2**



Change Delimiters to Comma. Then click **Next**.

# BCR Summary Report – How To run Query to Scheduler

Figure 13 - Text Import Wizard 3



For best results change all fields to Text except for \$ Amount. Click **Finish**.

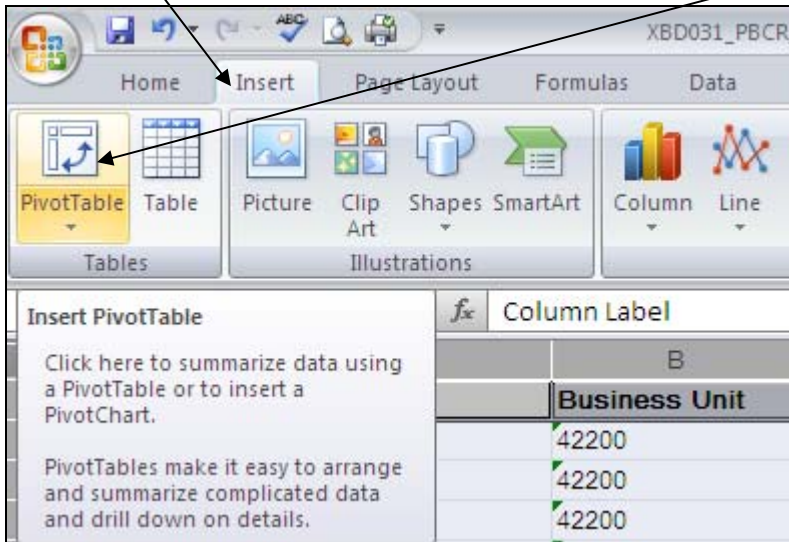
At this point **Save As** file and give it a new name.

File name:	OBD031_PBCR_QUERY-22792037
Save as type:	Excel Workbook (*.xlsx)

## BCR Summary Report – How To run Query to Scheduler

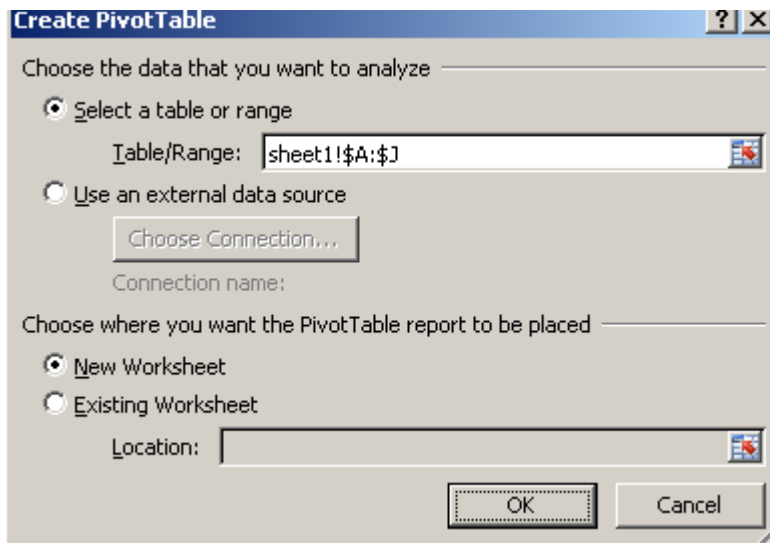
Select the **Insert** Tab, highlight the query rows and columns then click **Pivot Table** icon.

**Figure 14 - Pivot Table icon**



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

**Figure 15 - Create Pivot Table**

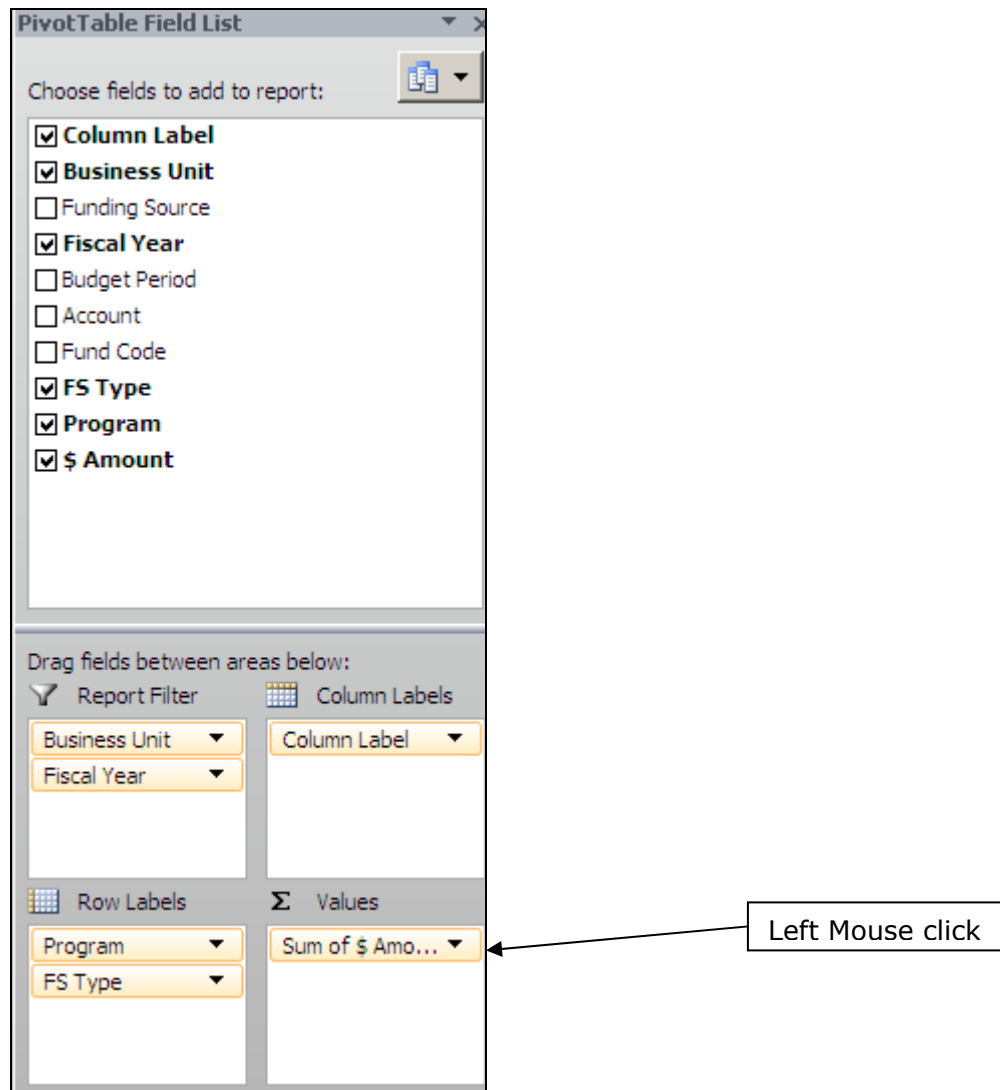


## BCR Summary Report – How To run Query to Scheduler

Drag and drop fields from Choose fields to add to report (see Figure 16 below):

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

**Figure 16 - Pivot Table Field List**

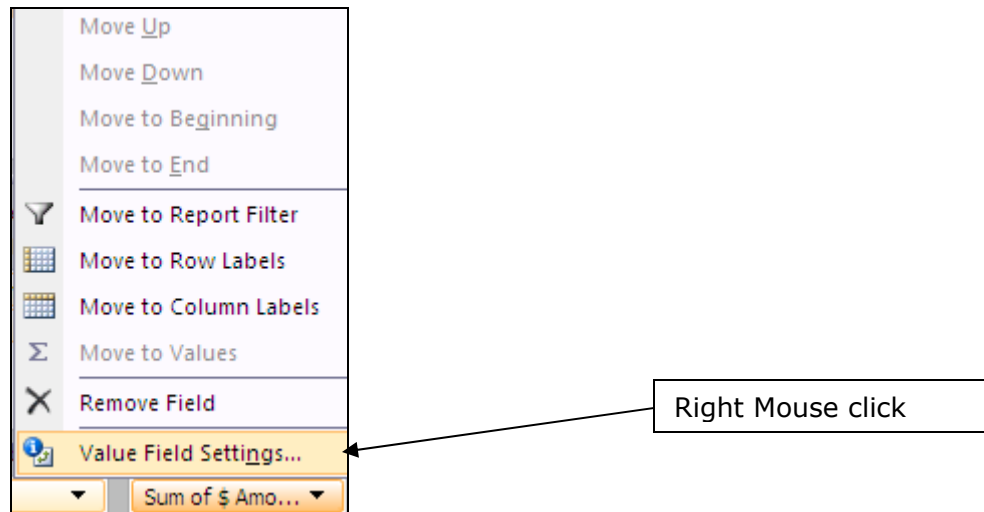




# BCR Summary Report – How To run Query to Scheduler

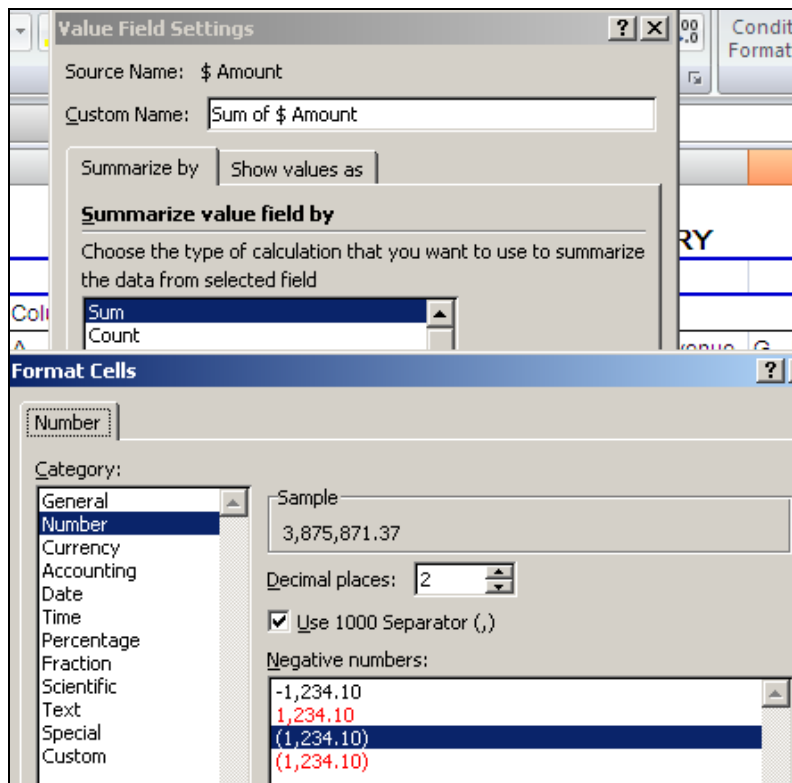
Left mouse click on **Sum of \$ Amount** then right click **Value Field Settings**

**Figure 17 - Value Field Settings**

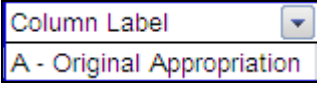


Select **Sum** then click **Number Format** button to select Number, 2 Decimal places and Negative numbers. **OK** on Numbers dialog box then **OK** on Value Field Setting.

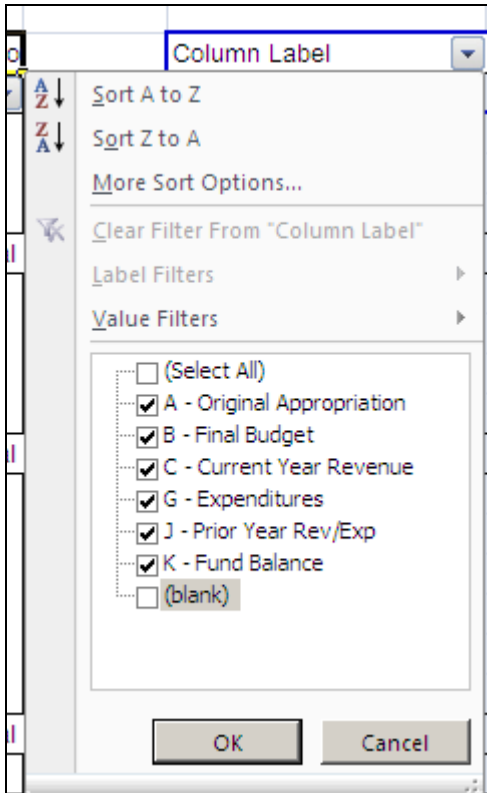
**Figure 18 - Number Values**



# BCR Summary Report – How To run Query to Scheduler

Click **Column Label Filter**  and uncheck (blank). This will remove any blank column or blank row.

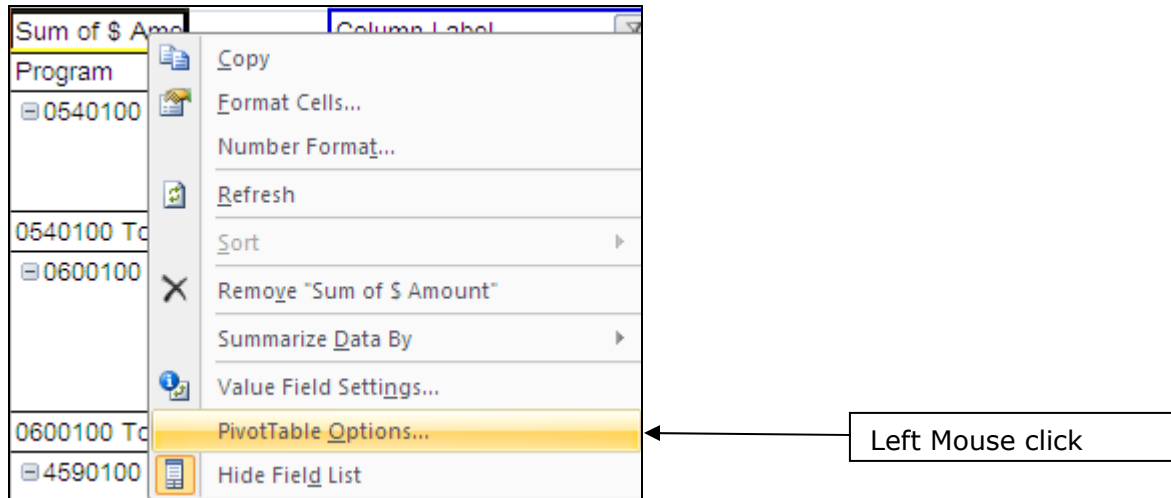
**Figure 19 - Remove Blanks**



## BCR Summary Report – How To run Query to Scheduler

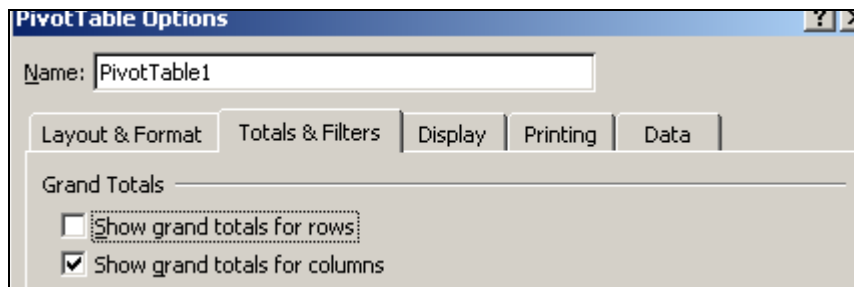
Highlight cell **Sum of \$ Amount** and *RIGHT* mouse click then *LEFT* mouse click **Pivot Table Options**.

**Figure 20 - 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 21 - Pivot Table Options**



# BCR Summary Report – How To run Query to Scheduler

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

**Figure 22 - BCR Summary Report**

Business Unit		Sum of \$ Amount							Column Label	
Fiscal Year		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
(All)	2010	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		
		<b>0740100 Total</b>		<b>5,992,742.00</b>	<b>5,958,242.00</b>	<b>(2,490,358.57)</b>	<b>(11,184.57)</b>	<b>2,542,341.05</b>	<b>(868.99)</b>	<b>11,184.57</b>
		0740200	ST2	3,513,943.00	3,513,943.00	(1,400,255.00)		1,400,248.00		
		<b>0740200 Total</b>		<b>3,513,943.00</b>	<b>3,513,943.00</b>	<b>(1,400,255.00)</b>		<b>1,400,248.00</b>		
		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	
		<b>0740300 Total</b>		<b>32,591,034.00</b>	<b>31,917,231.00</b>	<b>(13,180,888.81)</b>	<b>(840,266.56)</b>	<b>12,397,023.53</b>	<b>34,361.03</b>	<b>840,266.56</b>
		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)	
		<b>0740400 Total</b>		<b>9,714,474.00</b>	<b>8,607,182.00</b>	<b>(3,301,697.03)</b>		<b>4,264,625.20</b>	<b>(17,438.04)</b>	
		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)
		<b>0740500 Total</b>		<b>3,331,395.00</b>	<b>3,331,395.00</b>	<b>(1,327,512.00)</b>		<b>1,327,512.00</b>	<b>5,235.00</b>	<b>(3,645.00)</b>
		<b>Grand Total</b>		<b>55,143,588.00</b>	<b>53,327,993.00</b>	<b>(21,700,711.41)</b>	<b>(851,451.13)</b>	<b>21,931,749.78</b>	<b>21,289.00</b>	<b>847,806.13</b>

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).