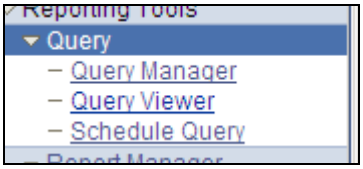
BCR Summary Report – How To run Query to Scheduler

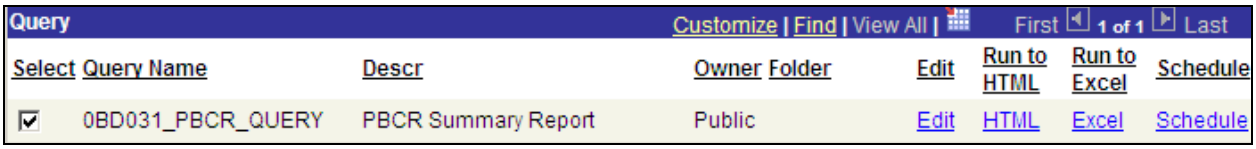
Sign into PeopleSoft and select:

Figure 1 - Query Viewer



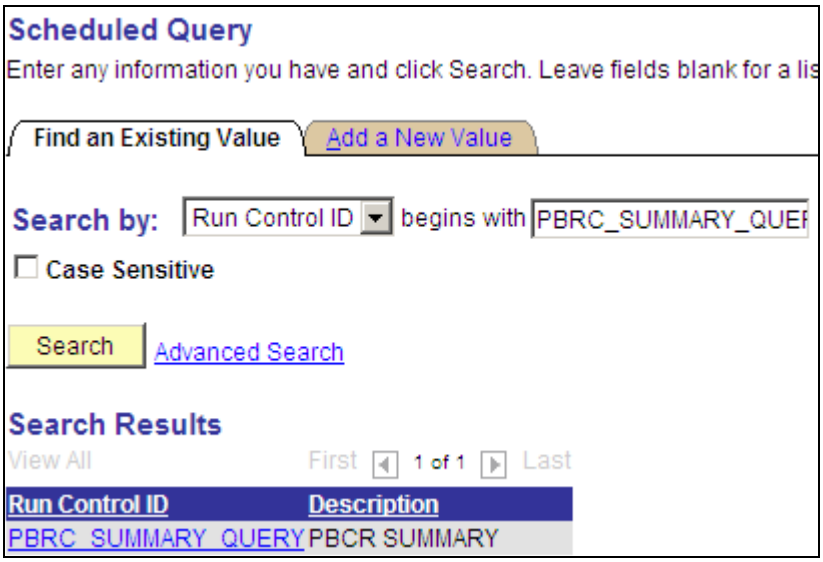
Search **0BD031**and use the **Excel** or **Schedule** link to execute the query. This document assumes Schedule.

Figure 2 - Query Search



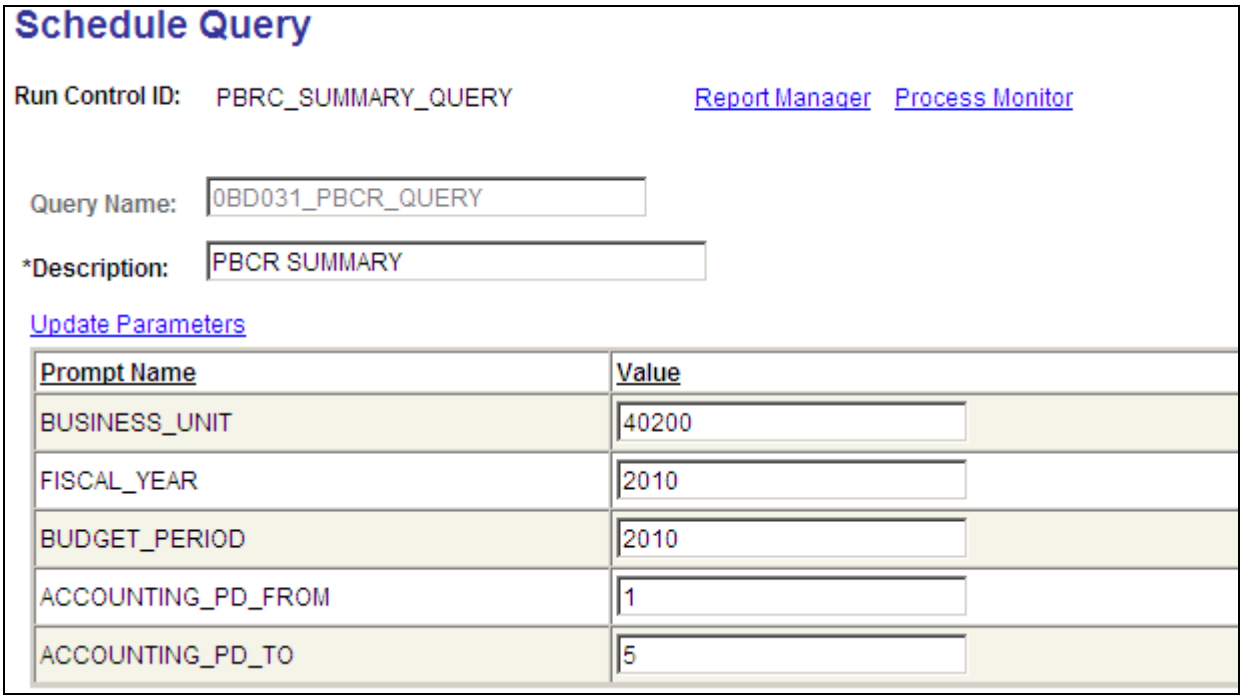
Find an Existing Value or Add a New Value:

Figure 3 – Scheduled Query



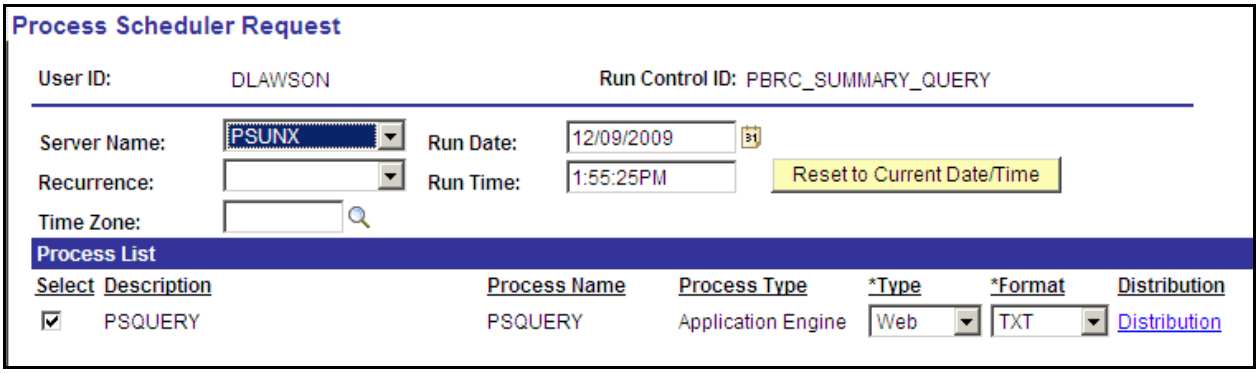
Enter Run **Description**, **Business Unit, Fiscal Year**, **Budget Period** and **From / To Accounting Period.** Click **Apply** button.

Figure 4 - Schedule Query



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

Figure 5 – Process Scheduler Request



Returns to Schedule query page. Click Process Monitor link.

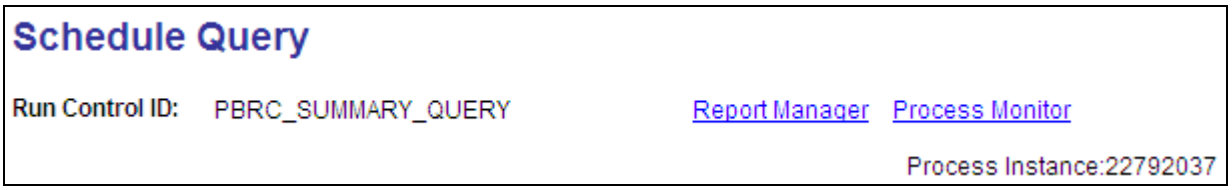
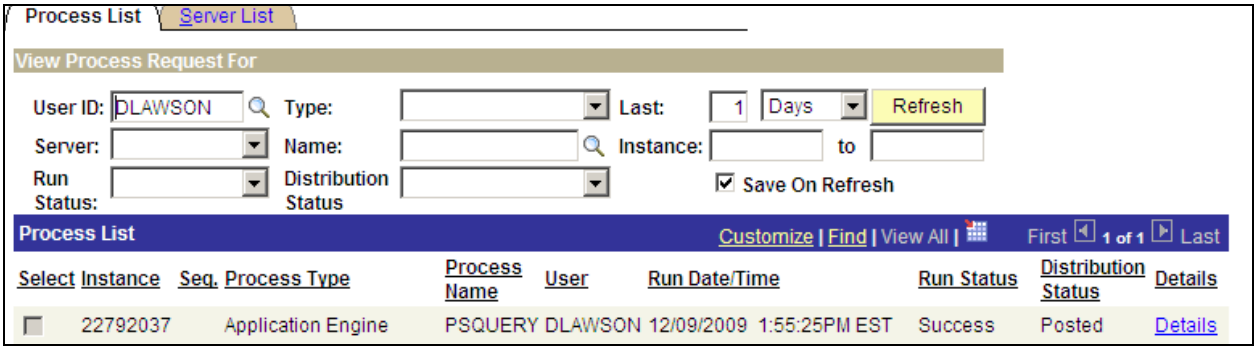


Figure 6 - Process Monitor

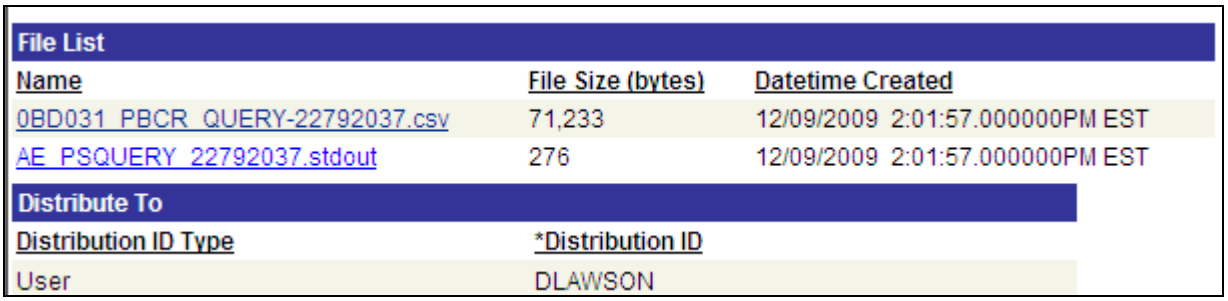


When Run Status = Success and Distribution Status = Posted then click Details link.

Figure 7 - Detail

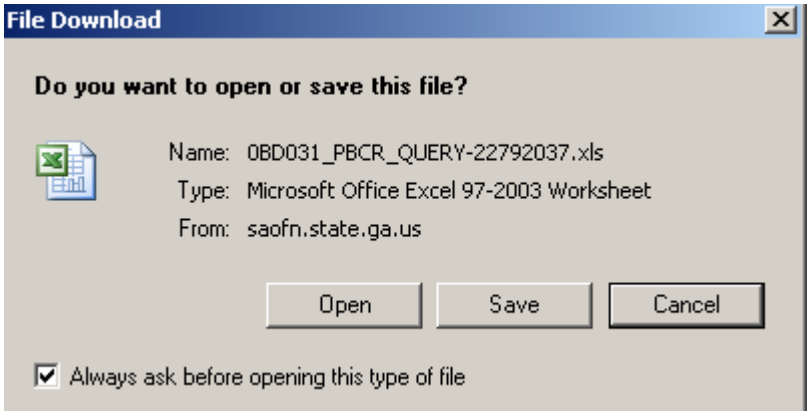
Next click View Log/Trace link.

Figure 8 - File List



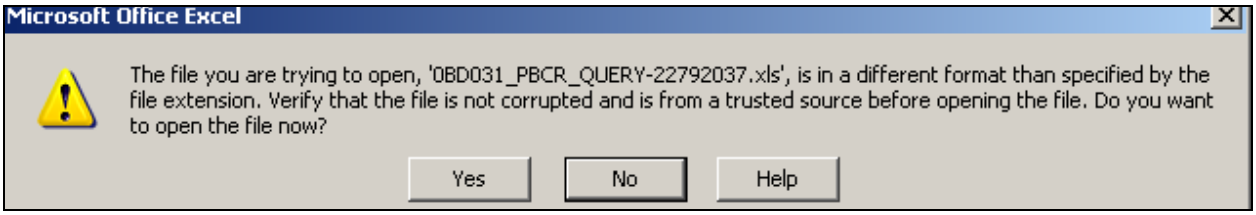
Click the .CSV file link from the File List. **Save** the File Download.

Figure 9 - File Download



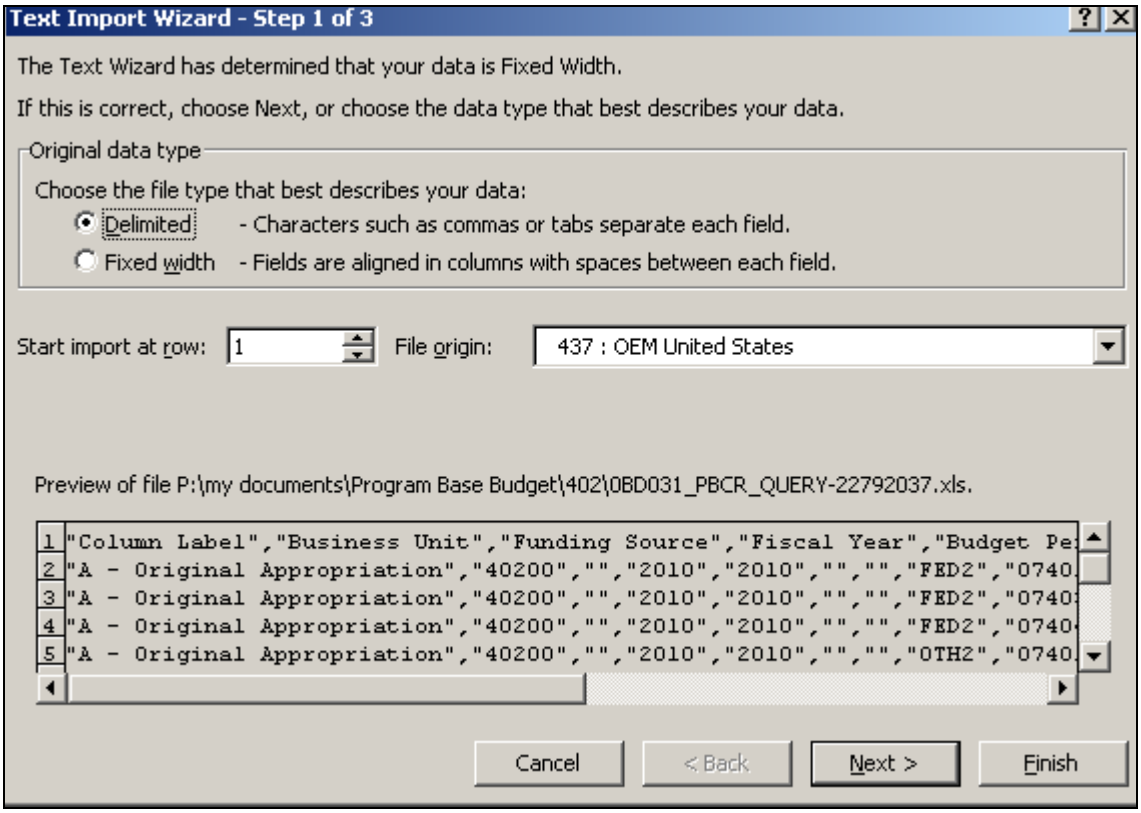
Open Excel then open the saved file. Note extension is .XSL not .CSV, however, the file is comma delimited.

Figure 10 - Excel format error message



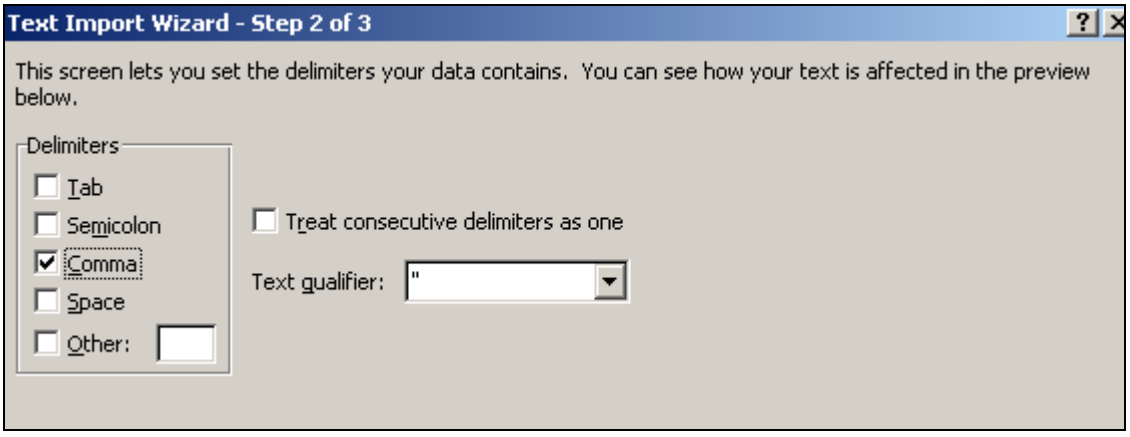
Click **Yes** to import the query data. This will start a **Text Import Wizard**.

Figure 11 - Test Import Wizard



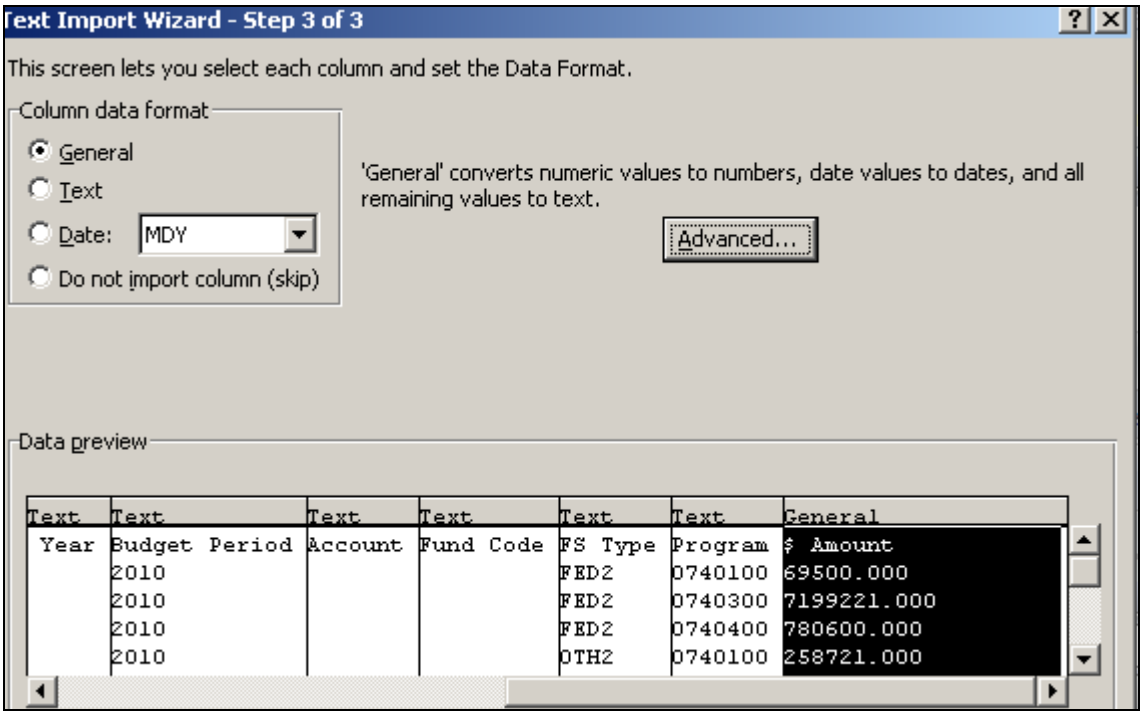
Choose **Delimited** radial button. Then click **Next**.

Figure 12 - Text Import Wizard 2



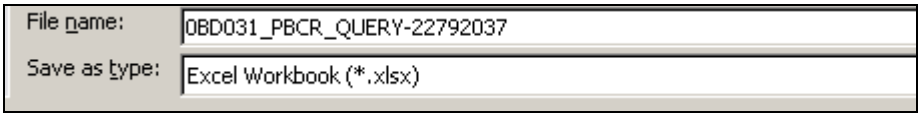
Change Delimiters to Comma. Then click **Next**.

Figure 13 - Text Import Wizard 3



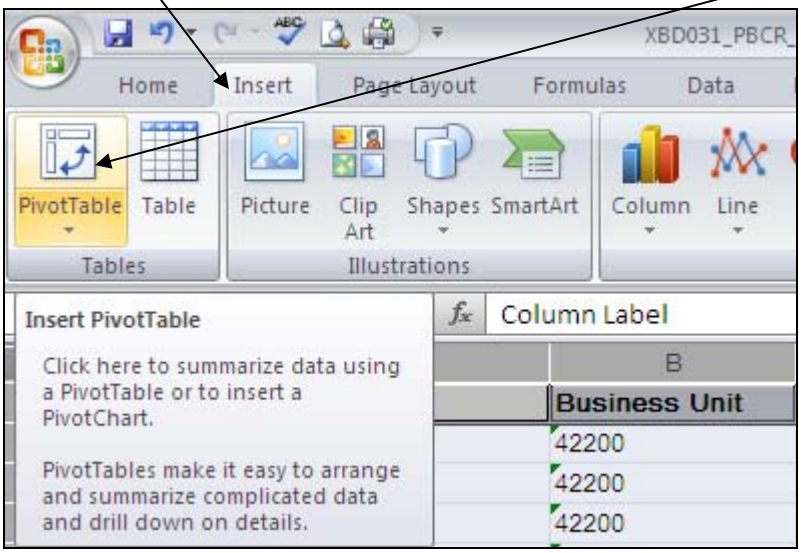
For best results change all fields to Text except for $ Amount. Click **Finish**.

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



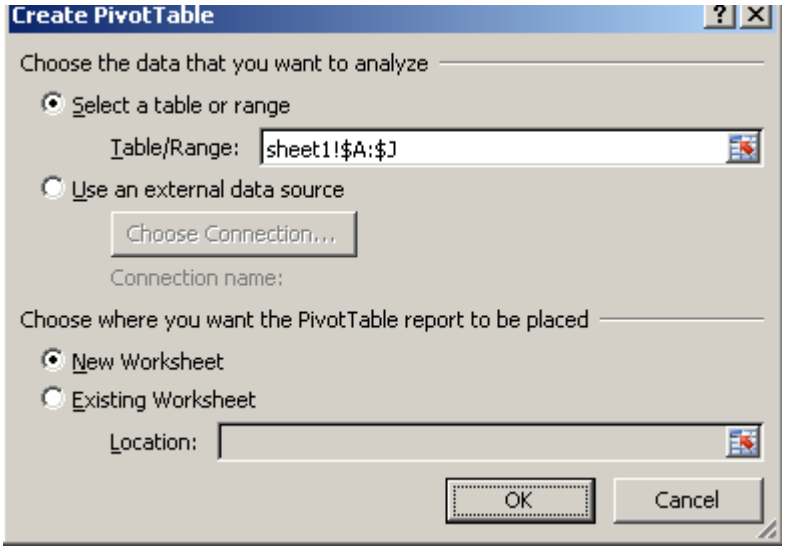
Select the **Insert** Tab, highlight the query rows and columns then click **Pivot Table** icon.

Figure 14 - Pivot Table icon



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

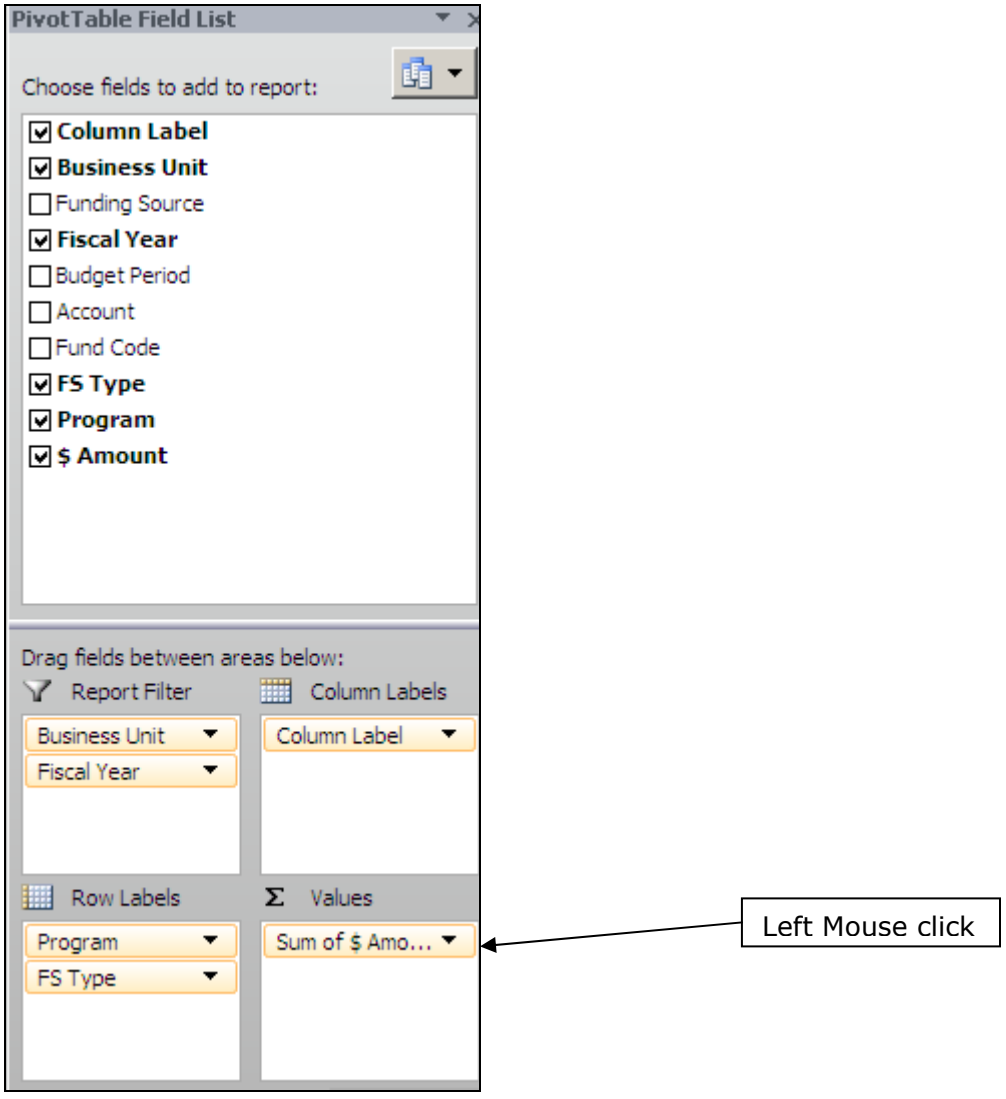
Figure 15 - Create Pivot Table



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

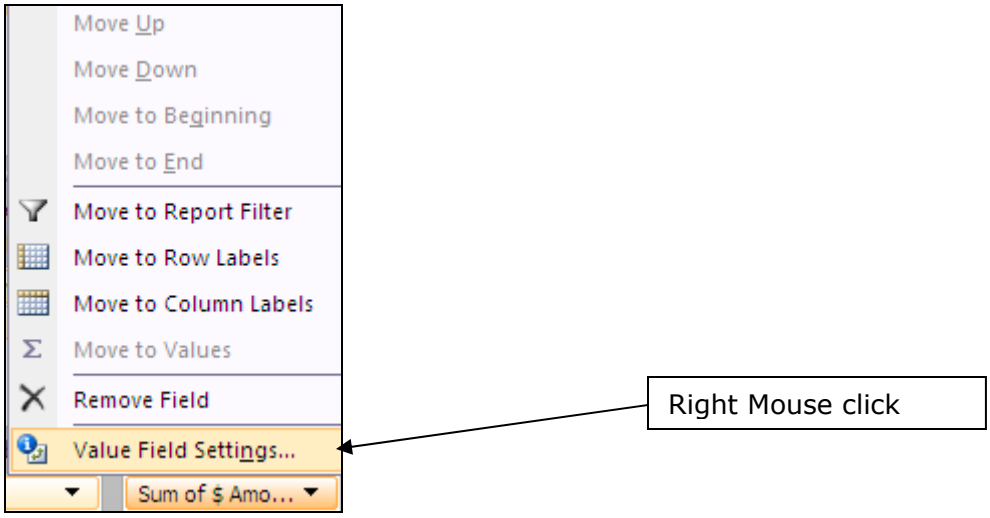
- Business Unit → Report Filter
- Fiscal Year → Report Filter
- Column Label → Column Labels
- Program → Row Labels
- FS Type → Row Labels
- $ Amount → ∑ Values

Figure 16 - Pivot Table Field List



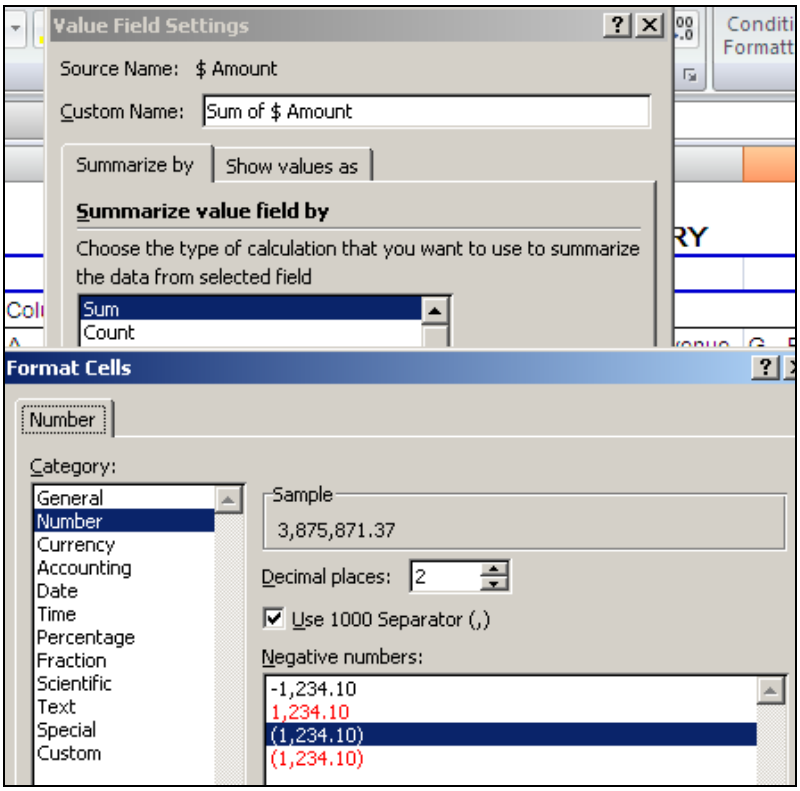
Left mouse click on **Sum of $ Amount** then right click **Value Field Settings**

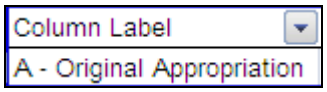
Figure 17 - Value Field Settings



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.

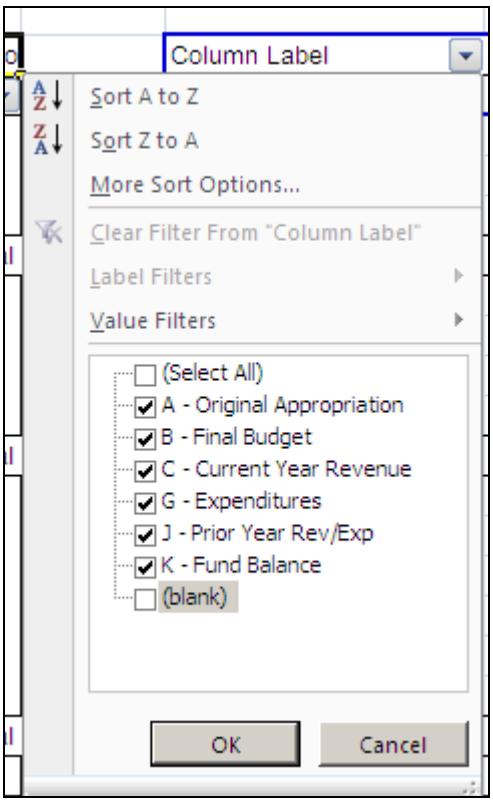
Figure 18 - Number Values



Click **Column Label Filter** 

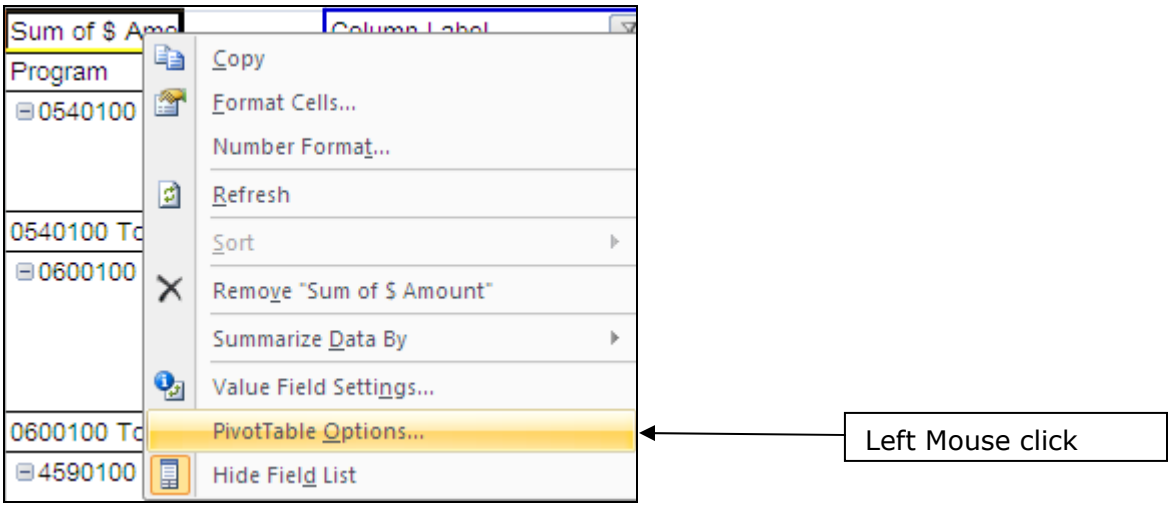
and uncheck (blank). This will remove any blank column or blank row.

Figure 19 - Remove Blanks



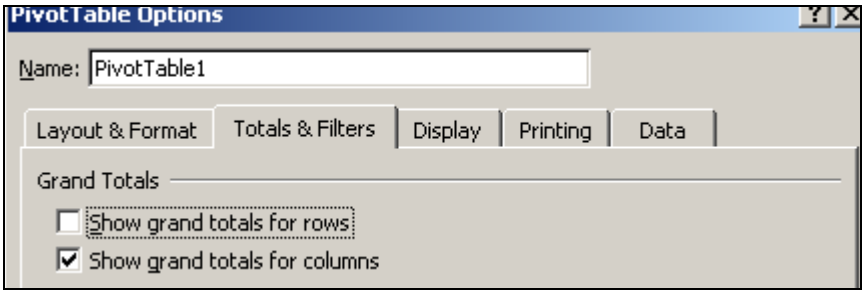
Highlight cell **Sum of $ Amount** and *RIGHT* mouse click then *LEFT* mouse click **Pivot Table Options.**

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



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

Figure 22 - 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).