
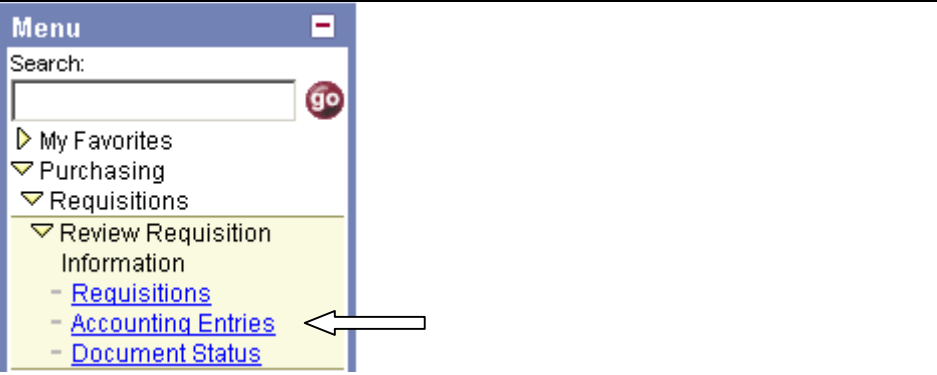

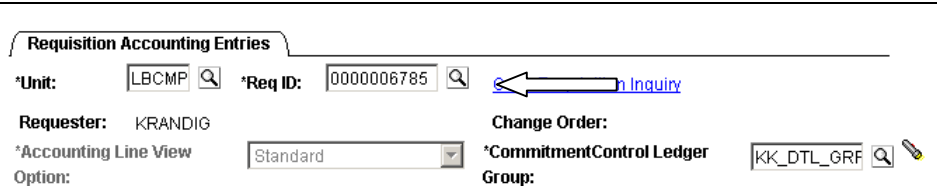


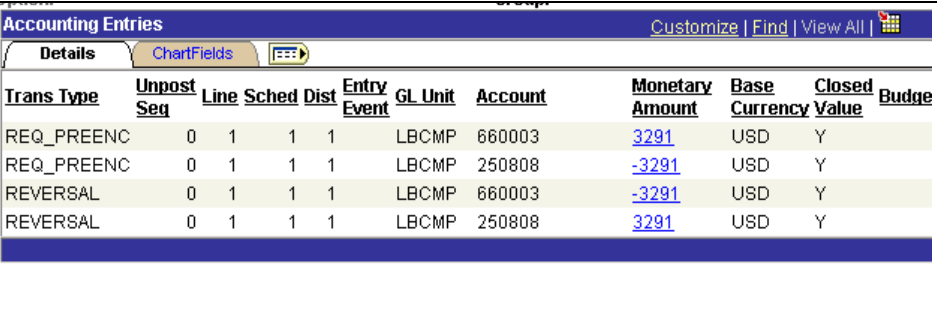
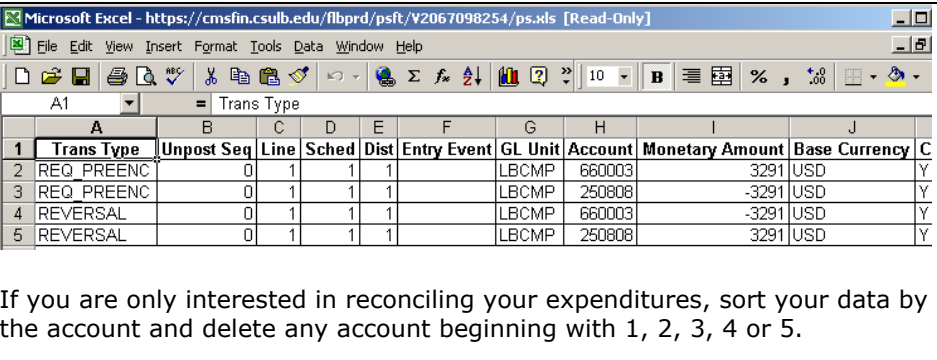


# Using PeopleSoft 8.4 Microsoft Excel Functionality

PeopleSoft Finance 8.4 allows identified data to be exported out directly into Microsoft Excel. This can be extremely helpful when performing research related to accounting entries for Requisitions and Purchase Orders.

**Wherever** you see the  icon, the data present on the present view will be exported to MS Excel.

See below for a sample exercise.

<p>Navigate to the menu item, Review Requisition Information, Accounting Entries</p>																																																								
<p>Enter Req ID: 000006785</p> <p>Click on </p>																																																								
<p>Click on </p> <p>This will allow you to see all the information available on all tabs</p> <p>Click on </p>	 <table border="1"> <thead> <tr> <th>Trans Type</th> <th>Unpost Seg</th> <th>Line</th> <th>Sched</th> <th>Dist</th> <th>Entry Event</th> <th>GL Unit</th> <th>Account</th> <th>Monetary Amount</th> <th>Base Currency</th> <th>Closed Budget</th> </tr> </thead> <tbody> <tr> <td>REQ_PREENC</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td></td> <td>LBCMP</td> <td>660003</td> <td>3291</td> <td>USD</td> <td>Y</td> </tr> <tr> <td>REQ_PREENC</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td></td> <td>LBCMP</td> <td>250808</td> <td>-3291</td> <td>USD</td> <td>Y</td> </tr> <tr> <td>REVERSAL</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td></td> <td>LBCMP</td> <td>660003</td> <td>-3291</td> <td>USD</td> <td>Y</td> </tr> <tr> <td>REVERSAL</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td></td> <td>LBCMP</td> <td>250808</td> <td>3291</td> <td>USD</td> <td>Y</td> </tr> </tbody> </table>	Trans Type	Unpost Seg	Line	Sched	Dist	Entry Event	GL Unit	Account	Monetary Amount	Base Currency	Closed Budget	REQ_PREENC	0	1	1	1		LBCMP	660003	3291	USD	Y	REQ_PREENC	0	1	1	1		LBCMP	250808	-3291	USD	Y	REVERSAL	0	1	1	1		LBCMP	660003	-3291	USD	Y	REVERSAL	0	1	1	1		LBCMP	250808	3291	USD	Y
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<p>MS Excel should now open up.</p> <p>Save your file to an appropriate place on your desktop or the network.</p>	 <p>If you are only interested in reconciling your expenditures, sort your data by the account and delete any account beginning with 1, 2, 3, 4 or 5.</p>																																																							