

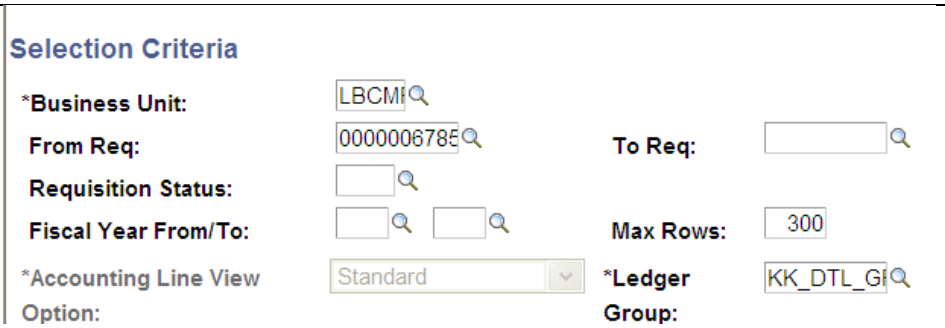


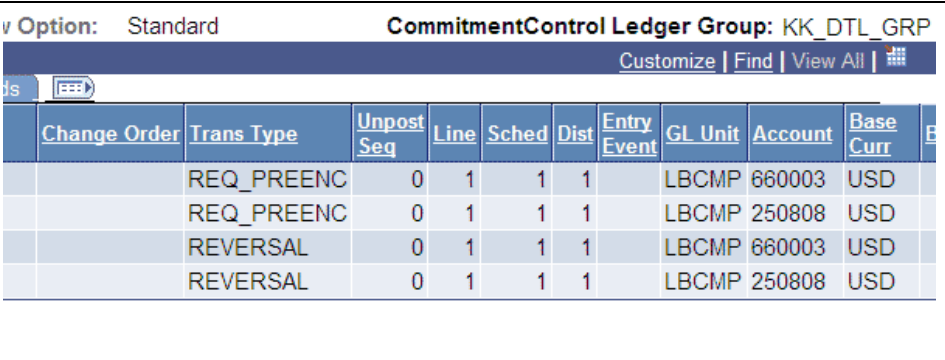


# Using PeopleSoft 9.0 Microsoft Excel Functionality

PeopleSoft Finance 9.0 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: 0000006785</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>Change Order</th> <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>Base Curr</th> </tr> </thead> <tbody> <tr> <td></td> <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>USD</td> </tr> <tr> <td></td> <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>USD</td> </tr> <tr> <td></td> <td>REVERSAL</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td></td> <td>LBCMP</td> <td>660003</td> <td>USD</td> </tr> <tr> <td></td> <td>REVERSAL</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td></td> <td>LBCMP</td> <td>250808</td> <td>USD</td> </tr> </tbody> </table>	Change Order	Trans Type	Unpost Seg	Line	Sched	Dist	Entry Event	GL Unit	Account	Base Curr		REQ_PREENC	0	1	1	1		LBCMP	660003	USD		REQ_PREENC	0	1	1	1		LBCMP	250808	USD		REVERSAL	0	1	1	1		LBCMP	660003	USD		REVERSAL	0	1	1	1		LBCMP	250808	USD
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MS Excel should now open up.

Save your file to an appropriate place on your desktop or the network.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Requisition ID	Requester	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account	Base Curr	Budget Period	Fiscal Year	Journal ID
0000006785	KRANDIG		NC	0	1	1	1		LBCMP	660003	USD		2003	63
0000006785	KRANDIG		NC	0	1	1	1		LBCMP	250808	USD		2003	63
0000006785			REVERSAL	0	1	1	1		LBCMP	660003	USD		2003	76
0000006785			REVERSAL	0	1	1	1		LBCMP	250808	USD		2003	76

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.