WoS PeopleSoft Report 01/01/11 – 31/12/11

BudActivity
1. FDU1 – SCHOOL CORE FUNDS - 10 – OPERATING FUNDS
2. FDR1 – VC’S Discretionary Funds – 10 – OPERATING FUNDS
3. FDR3 – CONSULTING – 63 – OPERATING FUNDS [Touchable]
4. FDR8 – RESEARCH – 30>59 – RESEARCH FUNDS [Untouchable]

Click Insert
Select Pivot Table
Click OK

Drop Fields in Order

mn - month

Drop Data Items Here

AM ($)
Build Table by selecting or dragging Fields across in order.

Right Click anywhere inside the Pivot Table to see the Field List.
To see only your PGs,
1. Click Arrow on Rkey
2. Click Select All [none]
3. Click on your RKey

What was $5,303 for?
1. Double Click the square
Information lies ‘underneath’ and a new spreadsheet tab is created with the specific details in

<table>
<thead>
<tr>
<th>PG</th>
<th>PGDesc</th>
<th>RKey</th>
<th>Mgr</th>
<th>at</th>
<th>Acct</th>
<th>JnlnDat</th>
<th>JnlnLnDes</th>
<th>AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>10100001</td>
<td>School Administration</td>
<td>CENTRAL</td>
<td>Tilbrook</td>
<td>P</td>
<td>E</td>
<td>753</td>
<td>2/02/2011</td>
<td>ADVERTISING</td>
</tr>
<tr>
<td>10100001</td>
<td>School Administration</td>
<td>CENTRAL</td>
<td>Tilbrook</td>
<td>P</td>
<td>E</td>
<td>753</td>
<td>2/02/2011</td>
<td>MEDIA PLANNING</td>
</tr>
</tbody>
</table>

Need a breakdown of Salary costs? Click on Acct Desc.
Where have my staff been paid from?
[Click mn>Select All>Click mn in field list]
1. Click arrow on AcctAttr C Desc
2. Click Select All
3. Click Academic Salaries & On Costs and General Salaries & On Costs

* Most lines are hidden as well as the $ values
Another way to show where your staff are being paid from:

1. Click and hold on JrnLnDes and drag across to left side of table
2. Click on arrow of JrnLnDes and select just Fiona and Rhett

Don’t want subtotals:

1. Place pointer in middle of PG rectangle
2. Double click PG key
3. Select None
Clear summary of where staff are paid from

Need to know exactly what all the charges were?
1. Click on JrnLnDes
2. Scroll through table line by line