


**PeopleSoft**

**KUMC**

**PeopleSoft Financials  
Data Warehouse  
Procedural Reference**

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Throughout this manual, the  symbol indicates additional information on the left side of the page.

## OVERVIEW

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### Overview

The PeopleSoft Financials Workbooks in the KUMC Data Warehouse provide access to PeopleSoft financial data through a web interface. The data available consists of payroll, purchasing, travel and IDB transactions similar to line items reported on the AM90/91 monthly report. Revenue is reported for revenue SpeedTypes. Both Summary and Detail reports are available. Data is refreshed daily.

The Summary report contains a table and a graph of data. The table portion displays a separate line for each budget category. The budget categories are 1005, Salary and Wages; 1745, Fringes, 2000, OOE; and 2005, Telephone and Networking. For revenue SpeedTypes, related revenue budget categories are displayed, each on a separate line. Budget/Revenue, Expenditure, Encumbrance and Balance values are displayed for each line.

The graph of the summary data is a column chart comparing the values in Budget/Revenue, Expenditure, Encumbrance and Balance in each budget category to each other.

The Detail report is a table of transactions similar to the detail page of the AM90/91, with the transactions in date order. Each line includes the Account Code, ID number, Source, Vendor, Description and related transaction amount. See the next page for information on the data displayed for each type of transaction.

Users are able to view or print information related to a Department or one or more SpeedTypes. Viewed data can also be exported to Excel for further analysis.

## OVERVIEW

### Overview (continued)

Description of transaction lines on detail report

Transaction Type	ID	Source	Vendor	Descriptor	Value
Salary	Journal ID	Pay	Payroll Processing	Pay period number and start date	Expenditure
Fringes	Journal ID	Pay	Payroll Processing	Pay period number and start date	Expenditure
Retroactive Funding Adjustment	Journal ID	RFA	RFA – RetroActive Fndg Adj	Payroll Adjustments	Expenditure
Budget Adjustment	BAF number	Blank	Blank	Journal Entry or description entered by budget office staff	Budget/Revenue
Purchase Order	PO Number	PO	Vendor name	Distribution	Encumbrance
Voucher	Voucher number	AP	Vendor name	Line description from PO	Expenditure
BPC	BPC number	BPC	Business Procurement Card – KC	User name from BPC entry	Expenditure
IDB	Various - see below	Various	Various	Various	Expenditure
Telephone/Network	TELECOM	MYS MYW	MYSOFT-TMIS- <i>location</i> Billing	<i>Location</i> TeleCom Expense	Expenditure
Travel	Travel number	AP	Traveler	Blank	Expenditure
Airline Ticket Purchase	Voucher number	AP	UMB Bank Visa	AIRFARE traveler name	Expenditure
<b>Revenue SpeedTypes Only:</b>					
Beginning Balance	Journal ID	B3B	B3 Beginning Balance	FY ##### beginning balance	Budget/Revenue
Revenue	Journal ID	AR	Accounts Receivable	AR Payment Transaction	Budget/Revenue
Deposit	Journal ID	ONL	Online Journal Entry	Line description from journal	Budget/Revenue

Abbreviations used in IDB IDs

Source	ID	Billing Department	Source	ID	Billing Department
BIO	BIOTECH	Biochemistry	LAR	LAR	Lab Animal Resources
FMO	FACMGMT	Facility Management	MYS	TELECOM	Telecommunications KC
IDB	IDB	Interdepartmental Billing	MYW	TELECOM	Telecommunications Wichita
IRB	INFORESR	Information Resource			

## ACCESS THE DATA WAREHOUSE

### Navigation



 **Step 1** You can enter <https://dw.kumc.edu:4444/discoverer/viewer> directly in the address bar in Internet Explorer.

A screenshot of an Internet Explorer browser window. The address bar shows a URL with a token. The main content area displays the 'KUMC data warehouse' logo, which consists of the text 'KUMC data warehouse' and a grid icon. Below the logo, it says 'Enter your username and password to sign in'. There are two input fields: 'User Name' and 'Password'. Below these fields are two buttons: 'Login' and 'Cancel'. At the bottom of the page, there is a small disclaimer: 'Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.'

1. Double-click **PS-FIN Data Warehouse** icon on your desktop. 

2. Enter your Novell user name in the **User Name** field.

3. Enter your Novell password in the **Password** field.

4. Click  .

# CONNECT TO ORACLE DISCOVERER

## Connect

KUMC data warehouse Logout

Connect Directly

Connect to OracleBI Discoverer  
To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection Create Connection

Details	Connection	Description	Update	Delete
▶ Show	PeopleSoft Financials Data			

### Result List

Refresh

Expand All | Collapse All

✕ Discoverer Workbooks

Focus	Name
	▼ Discoverer Workbooks
✕	▶  PeopleSoftFinancials

### Result List


Refresh

Expand All | Collapse All

✕ Discoverer Workbooks

Focus	Name
	▼ Discoverer Workbooks
✕	▼  PeopleSoftFinancials
	Detail
	Summary

1. Click **PeopleSoft Financials Data** link.

2. Click  (expand) next to PeopleSoft Financials Workbook.

3. Click desired report type (Detail or Summary).

For Summary report, go to page 7.

For Detail report, go to page 10.

After making your initial choice, you can switch report type by using the **Worksheets** menu at the left of the Parameters page.

## VIEW SUMMARY DATA

### Enter Parameters, Summary Report

PeopleSoft Financials Workbook - Summary Report  
Last run Monday, April 21, 2008 01:09:46 PM CDT

**Worksheets**  
Detail Report  
Summary Report

**Parameters Needed**  
Select values for the following parameters.  
\* Indicates required field

\* Fiscal Year

Distribution Code    
Example: 00130

Department ID    
Example: 66101

Speedtype    
Example: app60101, ROV60101

**Query Progress**

Executing query

Estimated Time Unknown  
Elapsed Time 00:00:01

PeopleSoft Financials  
Data refreshed 21-APR-08 8:00am

**Actions**  
Rerun query  
Save  
Save as  
Revert to saved  
Printable page  
Export  
Send as email  
Worksheet options

**Worksheets**  
Detail Report  
Summary Report

**Parameters**  
Select values for the following parameters.  
\* Indicates required field

\* Fiscal Year

Distribution Code    
Example: 00130

Department ID    
Example: 66101

Speedtype    
Example: app60101, ROV60101

**Table**  
Tools Layout Format Stoplight Sort Rows and Columns

Page Items Fiscal Year 2008 Speedtype Key APP60201 Descr

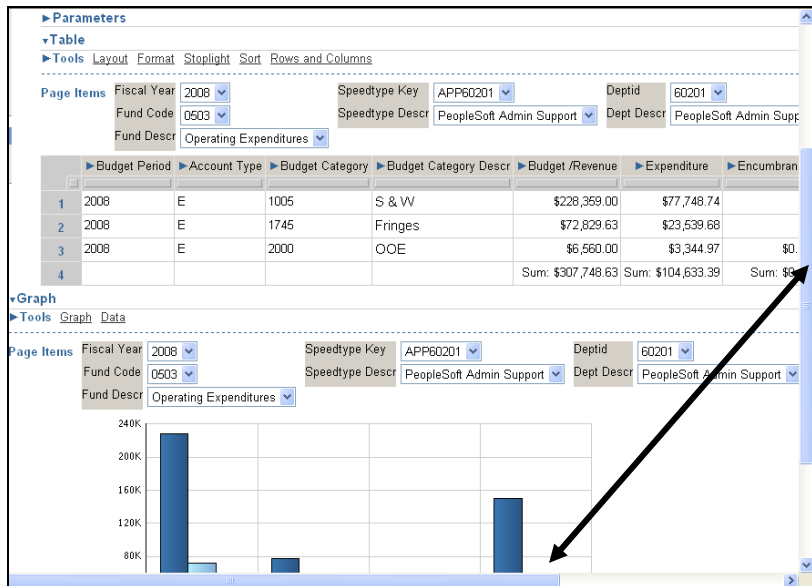
1. Enter parameters to obtain desired data.  
**Fiscal Year** is required.  
Enter **Distribution Code** or **Department ID** or **Speedtype**.
2. Click .

A Query Progress page will display while data is retrieved.

Optional: Once the query results are displayed, click (collapse) next to Parameters to view more data on the screen.

# VIEW SUMMARY DATA

## View Summary Data

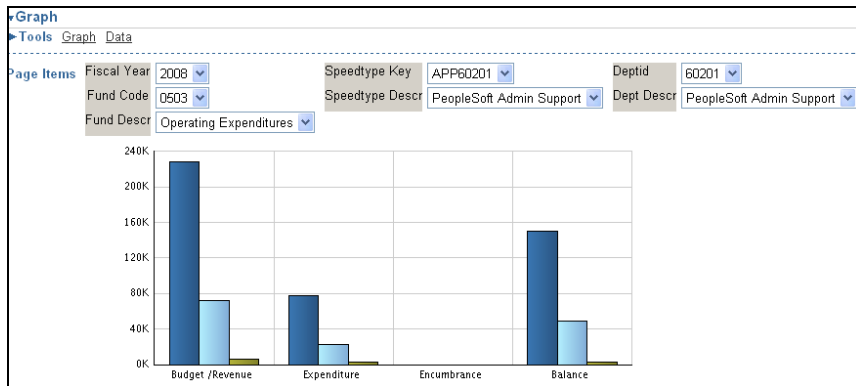


1. Use scroll bars to view additional data.

Page Items: Fiscal Year: 2008, Speedtype Key: APP60201, Deptid: 60201  
Fund Code: 0503, Speedtype Descr: PeopleSoft Admin Support, Dept Descr: PeopleSoft Admin Support  
Fund Descr: Operating Expenditures

	Budget Period	Account Type	Budget Category	Budget Category Descr	Budget /Revenue	Expenditure	Encumbrance	Balance
1	2008	E	1005	S & W	\$228,369.00	\$77,748.74		\$150,610.26
2	2008	E	1745	Fringes	\$72,829.63	\$23,539.68		\$49,289.95
3	2008	E	2000	OOE	\$6,560.00	\$3,344.97	\$0.00	\$3,215.03
4				Sum:	\$307,748.63	\$104,633.39	Sum: \$0.00	Sum: \$203,115.24

The table portion of the Summary report displays a separate line for each budget category. Budget/Revenue, Expenditure, Encumbrance and Balance values are displayed for each line.



The bottom portion of the Summary report contains a graph of the data. Each column of the graph represents a budget category.

## VIEW SUMMARY DATA

### View Summary Data *(continued)*

**KUMC data warehouse**

Preferences Logout Help

Connect > Workbooks > PeopleSoft Financials Workbook - Summary Report  
 PeopleSoft Financials Workbook - Summary Report  
 Last run Monday, April 21, 2008 01:10:51 PM CDT

PeopleSoft Financials  
 Data refreshed 21-APR-08 8:00am

**Actions**

- Run query
- Save
- Save as
- Revert to saved
- Printable page
- Export
- Send as email
- Worksheet options

**Parameters**

Select values for the following parameters.  
 \* indicates required field

- \* Fiscal Year:
- Distribution Code:
- Example: 00130
- Department ID:
- Example: 66101
- Speedtype:

**Worksheets**

- Detail Report
- Summary Report

2. Click as desired.

To ...	Click...	Go to Step...
Query another SpeedType or Department	Scroll to parameters (▶ expand if needed)	1 on page 7
View a Detail Report	<u>Detail Report</u> link in the Worksheets menu	1 on page 10
Exit the Data Warehouse	<u>Logout</u> link in the upper right corner of the page	


## VIEW DETAIL DATA


### Enter Parameters, Detail Report


PeopleSoft Financials Workbook - Detail Report  
Last run Friday, April 11, 2008 12:29:11 PM CDT


**Worksheets**  
Detail Report  
Summary Report


**Parameters Needed**  
Select values for the following parameters.  
\* Indicates required field


\* Fiscal Year    
Example: 2008, 2007


Distribution Code    
Example: 00130

Department ID    
Example: 60201, 04030

Speedtype    
Example: app60201, RFF04030


Start Date    
(Example: 11-APR-2008)

End Date    
(Example: 11-APR-2008)

 **Step 1** Note the format for entering dates is dd-MMM-yyyy.

**Detail**

**Query Progress**

 Executing query

Estimated Time 00:00:06  
Elapsed Time 00:00:07


PeopleSoft Financials Workbook - Detail Report  
Last run Monday, April 21, 2008 01:25:08 PM CDT


**Actions**  
Run query  
Save  
Save as  
Revert to saved  
Printable page  
Export  
Send as email  
Worksheet options

**Worksheets**  
Detail Report  
Summary Report


**Parameters**  
Select values for the following parameters.  
\* Indicates required field


\* Fiscal Year    
Example: 2008, 2007

Distribution Code    
Example: 00130

Department ID    
Example: 60201, 04030

Speedtype    
Example: app60201, RFF04030

Start Date    
(Example: 21-APR-2008)

End Date    
(Example: 21-APR-2008)


**Table**  
Tools Layout Format Spotlight Sort Rows and Columns

Page Items: SPEEDTYPE APPS0201 Speedtype Descr PeopleSoft Admin Support Dept 60201

1. Enter parameters to obtain desired data.

**Fiscal Year** is required.

Enter **Distribution Code** or **Department ID** or **Speedtype**.

Optional: enter a date range by entering **Begin Date** and **End Date**. 

2. Click .

A Query Progress page will display while data is retrieved.

Optional: Once the query results are displayed, click  (collapse) next to Parameters to view more data on the screen.

## VIEW DETAIL DATA

### View Detail Data

**PeopleSoft Financials**  
 Data refreshed 21.NOV.07 8:00am

	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id	Source	Vendor	Descriptor
1	2008	2008	E	1005	S & W	1005	S & W	01-JUL-2007	0000433167			KU Budget Opening Entries
2	2008	2008	E	1745	Fringes	1745	Fringes	01-JUL-2007	0000433168			KU Budget Opening Entries
3	2008	2008	E	2000	OOE	2000	OOE	01-JUL-2007	0000431926			KU Budget Opening Entries
4	2008	2008	E	2000	OOE	2310	Copier Rnt	08-JUL-2007	0000197616	PO	Century United Companies, Inc.	Distribution
5	2008	2008	E	2000	OOE	3720	DP Supply	11-JUL-2007	0000197680	PO	Dell Marketing L.P.	Distribution

1. Use scroll bars to view additional data.

Page Items Speedtype SCF6 Dept 6 Fund Code  
 Speedtype Descr Description here Dept Descr Description here Fund Descr

Up 999 Rows Down Rows 1-999 of 3486

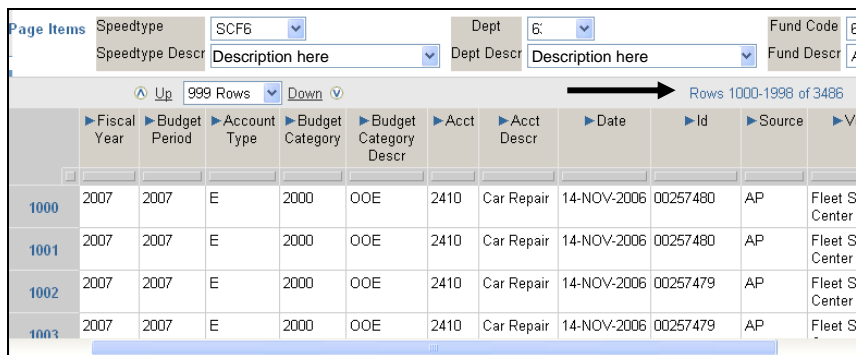
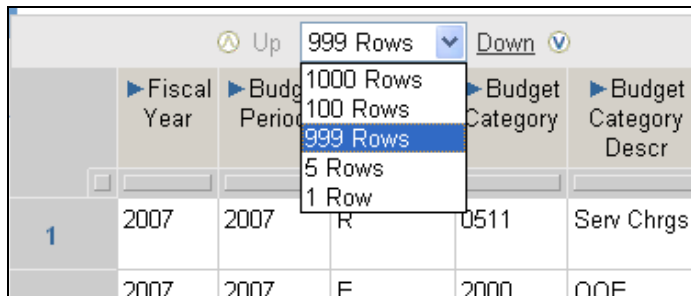
	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id	Source	Vendor	Descriptor
1	2007	2007	R	0511	Serv Chrgs	0530	Oth Charge	06-JUL-2006	AR00387637	AR		Accou Receiv
2	2007	2007	E	2000	OOE	2210	Prnt State	06-JUL-2006	IDB	IDB		IDB Bil
3	2007	2007	E	2000	OOE	3490	Equip Part	10-JUL-2006	FACMGMT	FMO		FMO - KC IDE
4	2007	2007	R	0511	Serv Chrgs	0530	Oth Charge	12-JUL-2006	AR00388471	AR		Accou

The maximum number of rows of data that can be displayed at one time is 999.

If there are fewer than 999 rows to display, this navigation bar does not appear.

## VIEW DETAIL DATA

### View Detail Data (continued)



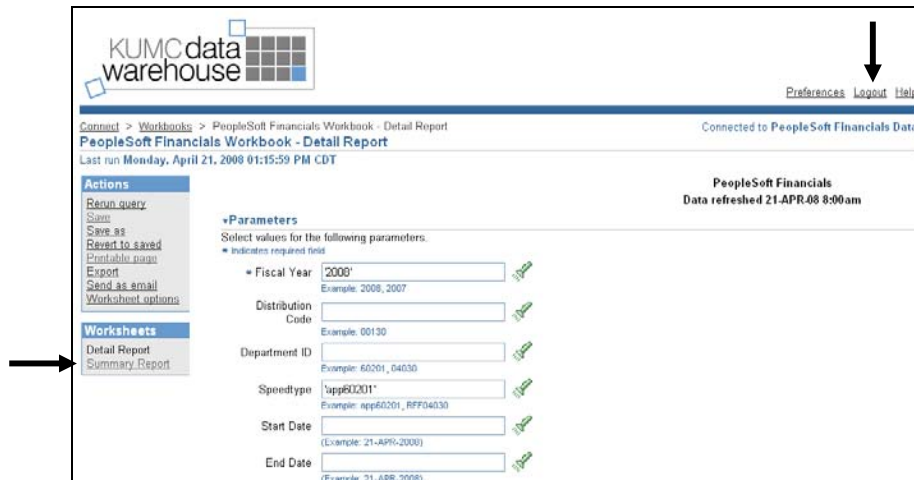
- Click or (navigate down) to view next 999 rows.

You can select a different number of rows to navigate by from the drop down list. For example if you choose 999 rows from the list, when you click the button, you will move down 999 rows of data.

The screen refreshes and displays next set of data.

- Click as desired.

To ...	Click...	Go to Step...
Query another SpeedType or Department	Scroll to parameters ( expand if needed)	1 on page 10
View a Summary Report	<a href="#">Summary Report</a> link in the Worksheets menu	1 on page 7
Exit the Data Warehouse	<a href="#">Logout</a> link in the upper right corner of the page	



# EXPORT DATA

## Export Data

PeopleSoft Financials  
Data refreshed 26-NOV-07 8:00am

**Actions**  
 Rerun query  
 Save  
 Save as  
 Revert to saved  
 Printable page  
 Export  
 Send as email  
 Worksheet options

**Parameters**

**Table**  
 Tools Layout Format Spotlight Sort Rows and Columns

Page Items  
 Speedtype APP60201 Dept 60201 Fund Code 0503  
 Speedtype Descr PeopleSoft Admin Support Dept Descr PeopleSoft Admin Support Fund Descr Operating

**Worksheets**  
 Detail Report\*  
 Summary Report

	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct Descr	Date	Id	Source	Vendor
1	2008	2008	E	1005	S & W	1005	01-JUL-2007	0000433167		
2	2008	2008	E	1745	Fringes	1745	01-JUL-2007	0000433168		

KUMC data warehouse

Preferences Logout Help

Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Export  
 Connected to PeopleSoft Financials Data

**Choose export type**  
 Use the drop-down list to specify the export file format.

Cancel Export

CSV (Comma delimited) (\*.csv)

Cancel Export

Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Export  
 Connected to PeopleSoft Financials Data

**Choose export type**  
 Use the drop-down list to specify the export file format.

Cancel Export

Microsoft Excel Workbook (\*.xls)

Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Export

**Export Ready**  
 The export you requested is ready. Please click the button below to open the exported document to view or save it.

Click to view or save

**File Download**

Do you want to open or save this file?

Name: Detail Report.xls  
 Type: Microsoft Excel Worksheet  
 From: dw.kumc.edu

Open Save Cancel

1. With desired data displayed, click **Export** link in the Actions menu.

The Choose export type page is displayed.

2. From the drop-down list, choose **Microsoft Excel Workbook (\*.xls)**.

3. Click **Export**.

The Export Ready page is displayed.

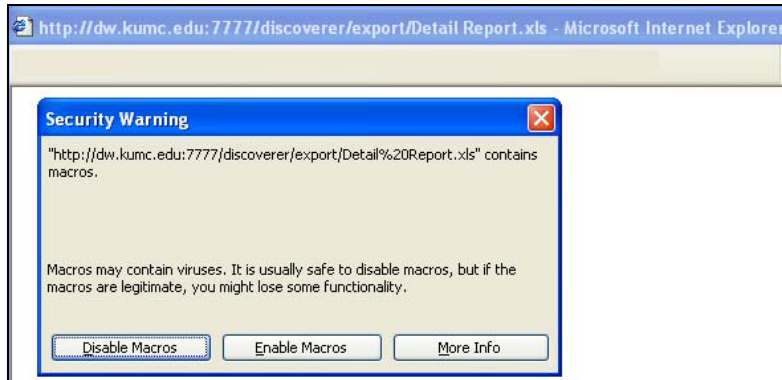
4. Click **Click to view or save**.


5. Click as desired.

To ...	Click...	Go to Step...
View the report in a web version of Excel	Open	6
Save the report as an Excel file	Save	9
Cancel the export	Cancel	18

## EXPORT DATA


### Export Data (continued)

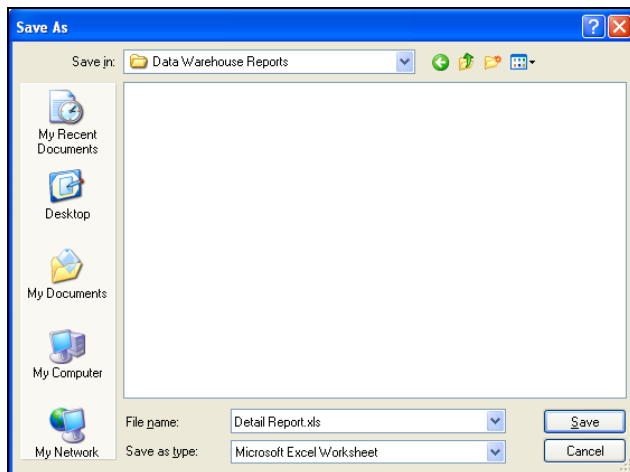


6. Click  .


Speedtype	Dept	Fund	Dept Descr	Fund Descr
APP60201	60201	0503	PeopleSoft Admin Support	Operating Expenditures

The report is displayed in a browser window using a web version of Excel.

7. Click the **File** menu, then **Save As** to save the file.
8. Click  to close the spreadsheet window. Go to step 18.

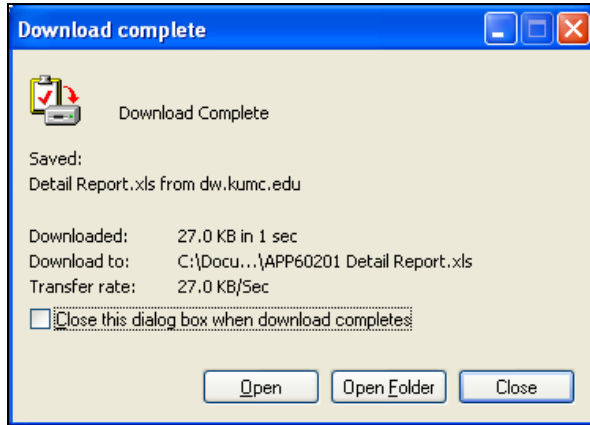



A **Save As** dialog box is displayed.

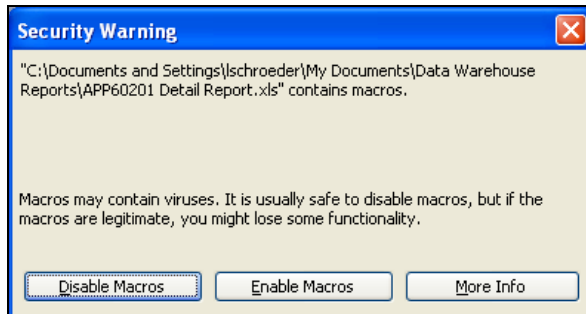
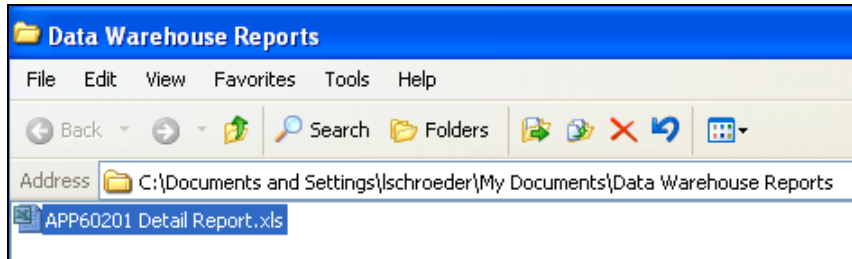
9. Navigate to the target folder.
10. Modify the filename.
11. Click  .


## EXPORT DATA

### Export Data (continued)



 **Step 12** Display of the download complete dialog box is controlled by the Internet Explorer options setting “Notify when downloads complete” on the Advanced tab.

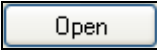
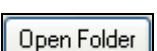
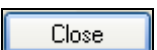


12. Do you see the download complete dialog box? 

If **no**, go to step 18.

If **yes**, go to step 13.

13. Click as desired.

To ...	Click...	Go to Step...
View the report in Excel		15
View the folder in which the file was saved		14
Close the dialog box		18

The target folder is opened in a My Computer window.

14. Double-click the filename to open the file in Excel.

Excel is launched and the macro security warning displays.

15. Click  .

## EXPORT DATA

### Export Data (continued)

	A	B	C	D	E	F	G	H	I
1	PeopleSoft Financials	Data refreshed 26-NOV-07 8:00am							
2	Speedtype:APP60201	Dept:60201	Fund Code:0503	Speedtype	Dept Descr:Pe	Fund Descr:Op			
3				Descr:Pe	opleSoft	erating			
4				Admin	Support	Expendit			
5				Support	Support	ures			
	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id
	2008	2008	E	1005	S & W	1005	S & W	01-Jul-2007	0000433167

[Connect](#) > [Workbooks](#) > [PeopleSoft Financials Workbook - Detail Report](#) > [Export](#)

**Export Ready**

The export you requested is ready. Please click the button below to open the exported file.

---

[Return to worksheet](#) ←

The report is displayed in Excel.

16. Use Excel's formatting, sorting and filtering tools to modify the report as needed.

17. Close Excel and return to the Data Warehouse window.

18. When export is complete, click **Return to worksheet** link to continue using the Data Warehouse.

# PRINT SUMMARY REPORT

## Print Summary Report

PeopleSoft Financials  
Data refreshed 26-NOV.

**Actions**

- Rerun query
- Save
- Save as
- Revert to saved
- Printable page
- Export
- Send as email
- Worksheet options

**Worksheets**

- Detail Report
- Summary Report

**Parameters**

**Table**

**Tools** Layout Format Stoplight Sort Rows and Columns

**Page Items**

Fiscal Year: 2008  
Fund Code: 0503  
Fund Desc: Operating Expenditures  
Speedtype Key: APP60201  
Speedtype Desc: PeopleSoft Admin Support

	Budget Period	Account Type	Budget Category	Budget Category Desc	Budget /Revenue
1	2008	E	1005	S & W	\$228,359

1. With summary report data displayed, click the **Printable page** link in the Actions menu.

The Printable Page Options page is displayed, with a focus on the Content.

This page allows you to select the items to print.

### Printable Page Options

Set the options to generate a printable Portable Document Format (PDF) document of your worksheet.

**Content** Page Setup

**General Options**

Page items  Print current selection of page items } **No effect**  
 Print all combinations of page items

Show page items  On the first page } **1**  
 Never

Show title  On the first page } **2**  
 Never

Data  Print all rows and columns } **No effect**  
 Print only the rows and columns that are displayed in the crosstab or table.

Print Header } **No effect**  
 Print Footer

Below is a sample of the report data which is affected by the options choices at the left.

PeopleSoft Financials  
Data refreshed 27-NOV-07 8:00am

**Parameters**

**Table**

**Tools** Layout Format Stoplight Sort Rows and Columns

**Page Item**

Fiscal Year: 2008  
Fund Code: 0503  
Fund Desc: Operating Expenditures  
Speedtype Key: APP60201  
Speedtype Desc: PeopleSoft Admin Support  
Dept: 60201  
Dept Desc: PeopleSoft Admin Support

	Budget Period	Account Type	Budget Category	Budget Category Desc	Budget /Revenue	Expenditure	Encumbrance	Balance
1	2008	E	1005	S & W	\$228,359.00	\$77,748.74		\$150,610.26
2	2008	E	1745	Fringes	\$72,829.63	\$23,639.88		\$49,289.95
3	2008	E	2000	OCE	\$6,560.00	\$3,919.97	\$0.00	\$2,640.03
1					Sum: \$307,748.63	Sum: \$105,208.39	Sum: \$0.00	Sum: \$202,540.24

2. Do you want to print the graph?  
If **no**, uncheck Print graph check box and go to step 6.  
If **yes**, go to step 3.
3. Click **Specified size** radio button
4. Enter 9 as the **Width**.
5. Enter 4 as the **Height**.
6. Click **Page Setup** link.

### Table Options

Print table  
 Repeat header cells on every page

### Graph Options

Print graph ←  
 Print gradients

Graph size  Actual size  
 Specified size ←

Width:   
 Maximum width: 9.98 (Inches)

Height:   
 Maximum height: 8 (Inches)

**Content** Page Setup

# PRINT SUMMARY REPORT

## Print Summary Report *(continued)*

**Printable Page Options**  
Set the options to generate a printable Portable Document Format (PDF) document of your worksheet.

**Content** **Page Setup**


**Paper Setup**  
Size: Letter (11 x 8.5)  
Orientation:  Portrait  Landscape

**Margins**  
Top: 0.5 inches Bottom: 0.5 inches  
Left: 0.25 inches Right: 0.25 inches

**Scaling**  
Set the scale of the printed worksheet.  
Scale: 100%

**Column Sizes**  
Set the width of the printed columns.


	Budget Period	Account Type	Budget Category	Budget Category Descr	Budget /Revenue	Expenditure	Encumbrance	Balance
Column size (Inches)	1.04	1.1	1.49	1.26	1.57	1.19	1.29	1.24

 **Step 8** For the Summary Report, there is no difference in output between Preview sample and Printable PDF. The advantage of using Preview sample is the ability to easily return to the Print options page to make any needed modifications.

[Connect](#) > [Workbooks](#) > [PeopleSoft Financials Workbook- Summary Report](#) > Printable Page Options

**PDF Sample Ready**

A sample PDF has been generated using the options selected. After verifying that the sample is correct, generate a complete PDF document.

 [Open PDF to view sample](#)

---

[Print options](#)


7. Page Setup should default correctly.

Orientation is set to **Landscape**.

**Margins** are set to:

Top: 0.5      Bottom: 0.5

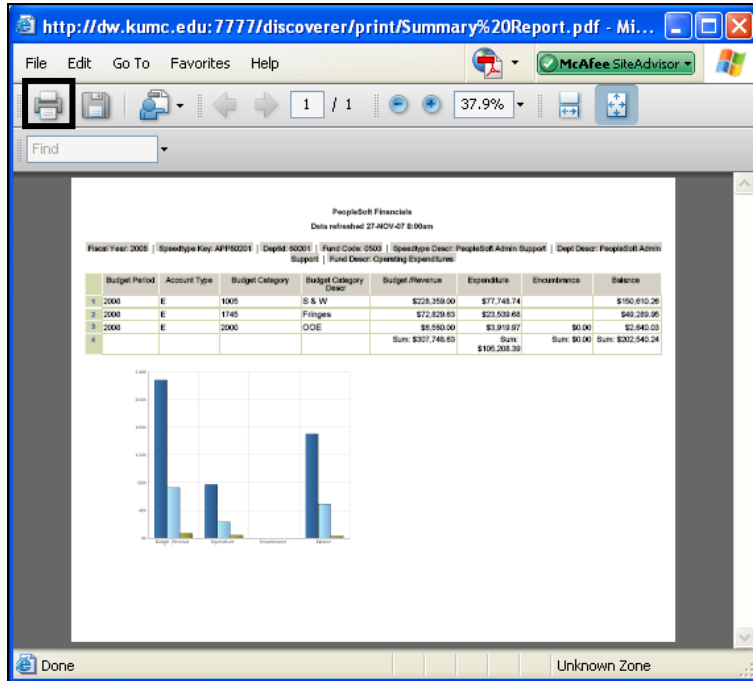
Left: 0.25      Right: 0.25

8. Click  


9. Click **Open PDF to view sample** link.

# PRINT SUMMARY REPORT

## Print Summary Report (continued)



[Connect](#) > [Workbooks](#) > [PeopleSoft Financials Workbook - Summary Report](#) > [Printable Page Options](#)  
[PDF Sample Ready](#)  
 A sample PDF has been generated using the options selected. After verifying that the sample is correct, generate a complete PDF document.

 [Open PDF to view sample](#)


[Print options](#)

10. Do the print options need to be modified?

If **no**, go to step 11.

If **yes**,  to close the preview window and go to step 14.

11. Click  to print the report.

12. Click  to close the preview window.

13. Go to step 15.

14. Click **Print options** link on in the PDF Sample Ready page and return to step 2 to modify the graph or step 6 to modify the margins.

15. When printing is complete, click **PeopleSoft Financials Workbook-Summary Report** link at the top of the PDF Sample Ready page.

**NOTE:** Print options and page setup choices are retained only as long as you stay within the report. Settings are lost when changing to the Detail Report or when you Logout of the Data Warehouse.

# PRINT DETAIL REPORT

## Print Detail Report

PeopleSoft Financials  
Data refreshed 27-NOV-07 8:00am

**Actions**  
 Rerun query  
 Save  
 Save as  
 Revert to saved  
 Printable page  
 Export  
 Send as email  
 Worksheet options

**Parameters**

**Table**  
 Tools Layout Format Stoplight Sort Rows and Columns

**Page Items**  
 Speedtype APP60201 Dept 60201 Fund Code 0503  
 Speedtype Descr PeopleSoft Admin Support Dept Descr PeopleSoft Admin Support Fund Descr Operating

**Worksheets**  
 Detail Report  
 Summary Report

	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct Descr	Acct Descr	Date	Id	Source	Vendor
1	2008	2008	E	1005	S & W	1005	S & W	01-JUL-2007	0000433167		

### Printable Page Options

Set the options to generate a printable Portable Document Format (PDF) document of your worksheet.

Content Page Setup ←

**General Options**

Page items  Print current selection of page items } **No effect**  
 Print all combinations of page items

Show page items  On the first page } **1**  
 Never

Show title  On the first page } **2**  
 Never

Data  Print all rows and columns } **No effect**  
 Print only the rows and columns that are displayed in the crosstab or table.

Print Header } **No effect**  
 Print Footer

1. With detail report data displayed, click the **Printable page** link in the Actions menu.

The Printable Page Options page is displayed, with a focus on the Content.

This page allows you to select the items to print.

Below is a sample of the report data which is affected by the options choices at the left.

PeopleSoft Financials  
Data refreshed 27-NOV-07 8:00am

**Parameters**

**Table**  
 Tools Layout Format Stoplight Sort Rows and Columns

**Page Item**  
 Speedtype APP60201 Dept 60201 Fund Code 0503  
 Speedtype Descr PeopleSoft Admin Support Dept Descr PeopleSoft Admin Support Fund Descr Operating Expenditures

	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct Descr	Acct Descr	Date	Id	Source	Vendor	Descriptor
1	2008	2008	E	1005	S & W	1005	S & W	01-JUL-2007	0000433167			KU Budget Opening Entries
2	2008	2008	E	1745	Fringes	1745	Fringes	01-JUL-2007	0000433168			KU Budget Opening Entries
3	2008	2008	E	2000	OOE	2000	OOE	01-JUL-2007	0000431926			KU Budget Opening Entries

2. Click **Page Setup** link.

# PRINT DETAIL REPORT


## Print Detail Report (continued)

**Printable Page Options**  
Set the options to generate a printable Portable Document Format (PDF) document of your worksheet.

**Paper Setup**  
Size: Letter (11 x 8.5)   
Orientation:  Portrait  Landscape

**Margins**  
Top: 0.5 Bottom: 0.5  
Inches Inches  
Left: 0.25 Right: 0.25  
Inches Inches


**Scaling**  
Set the scale of the printed worksheet.  
Scale: 60%

 **Step 4** For the Detail Report, there is a difference in between Preview sample and Printable PDF. Preview sample generates a worksheet based on the first 50 rows of data. The advantage of using Preview sample is the ability to easily return to the Print options page to make any needed modifications.

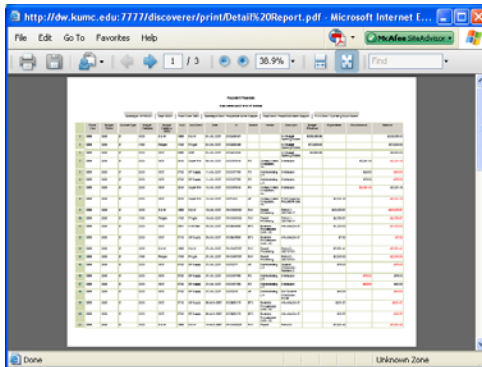
Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Printable Page Options

**PDF Sample Ready**

A sample PDF has been generated using the options selected. After verifying that the sample is correct, generate a complete PDF document.

 [Open PDF to view sample](#)

Print options



3. Page Setup should default correctly.  
Orientation is set to **Landscape**.

**Margins** are set to:


Top: 0.5 Bottom: 0.5

Left: 0.25 Right: 0.25

**Scale** is set to 60%.

4. Click  

5. Click **Open PDF to view sample** link.

6. Click  to close the preview window.


## PRINT DETAIL REPORT


### Print Detail Report (continued)


Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Printable Page Options


Connected to PeopleSoft Financials Data

**PDF Sample Ready**  
A sample PDF has been generated using the options selected. After verifying that the sample is correct, click the "Printable PDF" button to generate a complete PDF document.

 Printable PDF

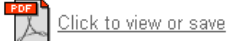
 Open PDF to view sample

Print options 

 Printable PDF

Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Printable Page Options

**PDF Ready**  
The complete PDF document has been generated. Please click the link below to view or save it.

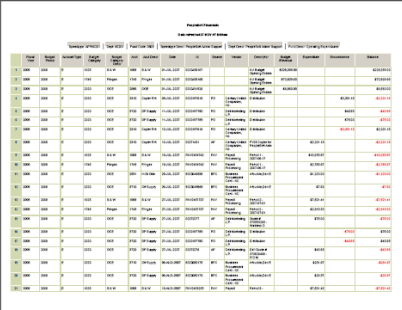
 Click to view or save

[Return to worksheet](#)

http://dw.kumc.edu:7777/discoverer/print/Detail%20Report.pdf - Microsoft Internet E...

File Edit Go To Favorites Help

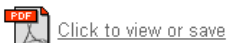
1 / 3 38.9%





Done Unknown Zone



Connect > Workbooks > PeopleSoft Financials Workbook - Detail Report > Printable Page Options

**PDF Ready**  
The complete PDF document has been generated. Please click the link below to view or save it.

 Click to view or save

[Return to worksheet](#) 

7. Do the print options need to be modified?  
If **no**, go to step 8.  
If **yes**, click **Print options** link on in the PDF Sample Ready page and return to step 3.
8. Click .
9. Click **Click to view or save** link.

10. Click  to print the report.
11. Click  to close the preview window.

12. Click **Return to worksheet** link.

**NOTE:** Print options and page setup choices are retained only as long as you stay within the report. Settings are lost when changing to the Summary Report or when you Logout of the Data Warehouse.


## VIEW MULTIPLE SPEEDTYPES


The Parameters portion of the detail report allows the user to query the data by distribution code, a single department, multiple departments, a single SpeedType or multiple SpeedTypes. When querying by distribution code or department, data for multiple SpeedTypes could be returned at one time. Viewing and exporting data sets for multiple SpeedTypes is different from viewing and exporting data for a single SpeedType.


### View Multiple SpeedTypes


**Parameters**


Select values for the following parameters.  
\* Indicates required field


\* Fiscal Year    
Example: 2008, 2007

Distribution Code    
Example: 00130


Department ID    
Example: 60201, 04030

Speedtype    
Example: app60201, RFF04030

Start Date    
(Example: 21-APR-2008)

End Date    
(Example: 21-APR-2008)

**Query Progress**

 Executing query


Estimated Time Unknown  
Elapsed Time 00:00:01

**Collapse button**


**Parameters**

Select values for the following parameters.  
\* Indicates required field


\* Fiscal Year    
Example: 2008, 2007

Distribution Code    
Example: 00130

Department ID    
Example: 60201, 04030

Speedtype    
Example: app60201, RFF04030

Start Date    
(Example: 21-APR-2008)

End Date    
(Example: 21-APR-2008)

File

Items: Speedtype APP60101 | Speedtype Descr | Controller | Dept 60101

1. Enter **Fiscal Year** and **Distribution Code** in the related Parameters fields.  
OR  
Enter **Fiscal Year** and **Department ID** in the related Parameters fields.  
OR  
Enter **Fiscal Year** and **SpeedTypes** separated by commas in the related Parameters fields.
2. Click .

A Query Progress page will display while data is retrieved.

Optional: Once the query results are displayed, click  (collapse) next to Parameters to view more data on the screen.

## VIEW MULTIPLE SPEEDTYPES

### View Multiple SpeedTypes *(continued)*

► Parameters

▼ Table

► Tools [Layout](#) [Format](#) [Stoplight](#) [Sort](#) [Rows and Columns](#)

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Page Items


Speedtype	APP60101	Dept	60101
Speedtype Descr	Accounting Controller	Dept Descr	Accounting

▼ Speedtype dropdown menu:

- APP60101
- ROV60101
- SHA60101
- <All>

	Fiscal Year	Budget Period	Budget Category	Budget Category Descr	Acct
1	2008	2008	E	1005	S & W

All SpeedTypes requested are retrieved. Transaction lines for the first SpeedType (in alpha/numeric order) are displayed in the table.

- Click  next to the **SpeedType** to display the list of SpeedTypes.
- Click SpeedType to display.

PeopleSoft Financials  
Data refreshed 27-NOV-07 8:00am

► Parameters

▼ Table

► Tools [Layout](#) [Format](#) [Stoplight](#) [Sort](#) [Rows and Columns](#)

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Page Items

Speedtype	ROV60101	Dept	60101	Fund Code	2800
Speedtype Descr	Accounting Controller	Dept Descr	Accounting Controller	Fund Descr	Sponsored Research Overhead

	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id	Source	Vendor	Descriptor	Bu
1	2008	2008	E	1005	S & W	1005	S & W	01-JUL-2007	0000432497			KU Budget Opening Entries	
2	2008	2008	E	1745	Fringes	1745	Fringes	01-JUL-2007	0000432498			KU Budget Opening Entries	
3	2008	2008	E	2000	OOE	2000	OOE	01-JUL-2007	0000433071			KU Budget Opening Entries	

The screen is refreshed, and displays transaction lines from selected SpeedType.

## EXPORT MULTIPLE SPEEDTYPES

Only currently viewed data can be exported. In order to export all SpeedTypes at once, the SpeedType field must be moved from the Page Items area into the table grid.

### Export Multiple SpeedTypes

The first screenshot shows the 'Tools' menu with 'Layout' highlighted. The 'Page Items' section contains several dropdown menus for 'Speedtype', 'Speedtype Descr', 'Dept', 'Dept Descr', and 'Fund Descr'. The table below has columns for Fiscal Year, Budget Period, Account Type, Budget Category, Budget Category Descr, Acct, Acct Descr, Date, Id, Source, and Velocity.

	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id	Source	Ve
1	2008	2008	E	1005	S & W	1005	S & W	01-JUL-2007	0000433311		
2	2008	2008	E	1745	Fringes	1745	Fringes	01-JUL-2007	0000433312		

The second screenshot shows the 'Layout' dialog box with 'Fiscal Year' selected in the 'Move' dropdown and 'Left of Account Type' in the 'Go' dropdown. A field list icon is highlighted in the 'Page Items' section.

1. Click **Layout** on the Tools menu.

The screen is refreshed and the Layout tools appear.

2. Click  for the field list.

## EXPORT MULTIPLE SPEEDTYPES

### Export Multiple SpeedTypes (continued)

Table

Tools Layout Format Stoplight Sort Rows and Columns

Move Fiscal Year Left of Account Type Go

Page Items

Dept 60101 Dept Descr Accounting Controller

	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id
1	1005	S & W	1005	S & W	01-JU	
2	1745	Fringes	1745	Fringes	01-JU	
3	2000	OOE	2000	OOE	01-JU	
4	2005	Fon & Ntwk	2005	Fon & Ntwk	01-JU	
5	2000	OOE	2630	OpChg DISC	05-JU	
6	2000	OOE	2631	CpChg	05-JU	

- Click **SpeedType** in the list of fields.  
The position choice box changes to "Left of Fiscal Year".
- Click **Go**.

The screen is refreshed with the SpeedType field displayed as the first column in the table. The data displayed is still limited to the first SpeedType.

Table

Tools Layout Format Stoplight Sort Rows and Columns

Move Speedtype Left of Budget Period Go More...

Page Items

Dept 60101 Fund Code 0503 Speedtype Descr Controller

Dept Descr Accounting Controller Fund Descr Operating Expenditures

	Speedtype	Fiscal Year	Budget Period	Account Type	Budget Category	Budget Category Descr	Acct	Acct Descr	Date	Id
1	APP60101	2008	2008	E	1005	S & W	1005	S & W	01-JUL-2007	0000433311
2	APP60101	2008	2008	E	1745	Fringes	1745	Fringes	01-JUL-2007	0000433312
3	APP60101	2008	2008	E	2000	OOE	2000	OOE	01-JUL-2007	0000431919

- Click **>** next to **Fund Code**.
- Click **<All>**.
- Click **>** next to **Fund Descr**.
- Click **<All>**.
- Click **>** next to **Speedtype Descr**.
- Click **<All>**.

The screen refreshes after each drop-down choice is made. The resulting list of data displays the transaction lines in date order. Once the data is exported to Excel, it can be sorted by SpeedType.

- Click **Export** link in the Actions menu.
- Go to step 2 on page 13 (Export data).

## SAVE WORKBOOK

Once you have modified the layout of a report, you might want to save it as a separate workbook.

### Save Workbook

The screenshot shows the 'Actions' menu with 'Save as' highlighted. The background shows a report interface with parameters like Dept (60101), Fund Code (<All>), and a table with columns for Speedtype, Fiscal Year, Budget Period, Account Type, Budget Category, Budget Category Descr, Acct, and Acct Descr.

1. Click **Save as** in the Actions menu.  
The Save Workbook As page is displayed.

The 'Save Workbook As' dialog box is shown. The 'Workbook Name' field contains 'Multi Speedtype Workbook'. The 'Apply' button is highlighted with an arrow.

2. Enter **Workbook Name**.
3. Click **Apply**.

The report page displays a yellow 'Information' message: 'The workbook was saved successfully.' The report title is 'Multi Speedtype Workbook - Detail Report' and it shows the last run date as 'Wednesday, November 28, 2007 02:23:56 PM CDT'. The 'Actions' menu is visible at the bottom.

The report page displays with the **Information** message displayed at the top.

The 'Worksheet List' is shown with a search bar and a table of workbooks. The table has columns for 'Focus Name' and 'Description'.

Focus Name	Description
Discoverer Workbooks	
Multi Speedtype Workbook	
PeopleSoft Financials Workbook	

The next time you connect to PeopleSoft Financials Data, the new workbook appears in the list.

To delete a workbook, contact PeopleSoft Support at 8-1121.

## APPENDIX

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### Assistance

Questions regarding how to utilize the PeopleSoft Financials Workbooks in the Data Warehouse, how to navigate, and other technical or procedural problems with the system should be directed to PeopleSoft Support at ext **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.