EXCEL & PEOPLESOFT FIN

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Session Topics

- Welcome & Introductions (5 min)
- Excel and PeopleSoft (25 min)
  - Countywide survey in August-September 2017
  - Basic descriptions of Excel functions
  - Demo
- Group discussion (25 min)
  - How do you use Excel to get the most out of queries?
  - What kinds of tips & tricks can you share?
- Wrap up & Closing (5 min)

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Countywide survey in August-September 2017

- In August-September 2017, the CRC asked districts and charter schools: "Do you run PeopleSoft queries, export them to Excel, and then do something specific in Excel to manipulate the data?"
- 27 organizations participated in the survey
- CRC compiled all of the survey responses to create a guide
- The guide is intended to illustrate how you can use Excel to get the most out of queries
  - Provides real-life examples of how school district employees are using Excel with PeopleSoft
  - Examples include **subtotaling**, **pivot tables**, **vlookups**, **macros**, **conditional formatting**, **mail merge (into Word)**, **text-to-columns**, **concatenate**, and other **formulas**.

27 ORGANIZATIONS PARTICIPATED:
1. Cajon Valley
2. Carlsbad
3. Chula Vista
4. Coronado
5. Encinitas
6. Escondido Charters
7. Escondido Elementary
8. Escondido High
9. Fallbrook Elementary
10. Grossmont
11. Guajome Park Acad & Learn Cntrs
12. Jamul-Dulzura
13. Julian Elementary
14. Julian High
15. La Mesa-Spring Valley
16. Lakeside
17. Lemon Grove
18. Mountain Empire
19. Oceanside
20. Pacific View
21. Poway
22. Ramona
23. San Marcos
24. SDCOE
25. SIATech Charter
26. South Bay
27. Vista

Excel functions

Subtotaling

- The **Subtotal** function performs a specified calculation (the sum, product, average, etc.) for a supplied set of values. Unlike other Excel functions that are designed to do only one specific thing, SUBTOTAL can perform different arithmetic and logical operations such as counting cells, calculating average, finding the minimum or maximum value, and more.

Pivot table

- A **pivot table** gathers all the data in an Excel spreadsheet (or range of a spreadsheet) and presents a summary of this data in a table. This table allows you to see, at a glance, information such as:
  - The number of items of each type;
  - The sum of a data column, broken down into data types;
  - The average of a data column, broken down into data types.

Vlookup

- **VLOOKUP** is an Excel function to lookup and retrieve data from a specific column in a table. Using VLOOKUP is similar to looking up a person's name in a telephone book to get a telephone number. VLOOKUP looks at a value in one column, and finds its corresponding value on the same row in another column.

Excel functions

Macros

- If you have tasks in Microsoft Excel that you do repeatedly, you can record a **macro** to automate those tasks. A macro is an action or a set of actions that you can run as many times as you want. When you create a macro, you are recording your mouse clicks and keystrokes. After you create a macro, you can edit it to make minor changes to the way it works. Suppose that every month, you create a report for your manager. You want to format the names of encumbrances in red, and also apply bold formatting. You can create and then run a macro that quickly applies these formatting changes to the cells you select.

Conditional Formatting

- **Conditional Formatting** is a tool that allows you to apply formats to a cell or range of cells, and have that formatting change depending on the value of the cell or the value of a formula. For example, you can have a cell appear bold only when the value of the cell is greater than 100. You can also use it to easily identify duplicate values.

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Excel functions

Text-to-Columns

- **Text-to-Columns** can be used to separate data in a single column into multiple columns, such as if you have full names in one column and need a column with first names and a column with last names.

Concatenate

- The word **concatenate** is just another way of saying "to combine" or "to join together." The CONCATENATE function allows you to combine text from different cells into one cell. In our example, we can use it to combine the text in Column A and Column B to create a combined name in a new column.

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Excel functions

Other Formulas

- PROPER: Sets the first character in each word to uppercase and the rest to lowercase
- UPPER: Convert text to all uppercase
- TRIM: Returns a text value with the leading and trailing spaces removed
- LEFT: Extract a substring from a string, starting from the left-most character
- RIGHT: Extracts a substring from a string starting from the right-most character
- TODAY: Returns the current system date
- COUNT: Counts the number of cells that contain numbers as well as the number of arguments that contain numbers
- COUNTA: Counts the number of cells that are not empty as well as the number of value arguments provided
- COUNTBLANK: Counts the number of empty cells in a range
- COUNTIF: Counts the number of cells in a range, that meets a given criteria
- COUNTIFS: Counts the number of cells in a range, that meets a single or multiple criteria
- DATEDIF: Returns the difference between two date values, based on the interval specified
- FIND: Returns the location of a substring in a string. The search is case-sensitive
- IF: Returns one value if the condition is TRUE, or another value if the condition is FALSE
- LEN: Returns the length of the specified string
- MID: Extracts a substring from a string (starting at any position)
- TEXT: Converts a value to text in a specific number format. For example, the leading zeros will fall off, such as Fund 0100 becomes 100. To convert it back to 4-digits, use the formula =TEXT(cell location,"0000").
- MATCH: Returns the relative position of an item in an array that matches a specified value in a specified order. You can use this when comparing two columns to ensure that the values in the columns match.

Excel functions

Mail Merge (into Word)

- **Mail merge** is used to create multiple documents at once. These documents have identical layout, formatting, text, and graphics. Only specific sections of each document varies and is personalized. The documents Word can create with mail merge include bulk labels, letters, envelopes, and emails. There are three documents involved in the mail merge process:
  - Your main document (Word document)
  - Your data source (Your PeopleSoft query exported to Excel)
  - Your merged document (The final product)

DEMO

PeopleSoft Conference - Excel and PeopleSoft Queries FIN.mp4

12 min, 17 seconds

Please turn to p.12 of the guide.

GROUP DISCUSSION

How do you use Excel to get the most out of PeopleSoft queries?
What kinds of tips & tricks can you share?

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Additional Resources

- How to Excel for PeopleSoft
    - http://www.sdcoe.net/business-services/Pages/psexcel.aspx
    - This webpage was created by SDCOE Business Services and is specific to using Excel with PeopleSoft. Includes video tutorials, detailed reference guides and recorded webinars of trainings.
- Microsoft Office Excel Help Center
    - https://support.office.com/en-IN/Excel
    - This is Microsoft Office's support page for Excel.
- Excel Exposure
    - https://excelexposure.com
    - A free online Excel class with video tutorials.
- Formulas and Functions - Listed by Category
    - https://www.techonthenet.com/excel/formulas/index.php
    - A list of formulas and functions and their descriptions.

- The 100+ Excel 2016 Shortcuts You Need to Know, Updated for Windows and Mac
    - https://www.wallstreetprep.com/knowledge/excel-shortcuts
    - This resource is for Excel 2016 users.
- 15 Excel Formulas, Keyboard Shortcuts & Tricks That'll Save You Lots of Time
    - https://blog.hubspot.com/marketing/excel-formulas-keyboard-shortcuts
    - Great visual examples.
- How to Create a Pivot Table in Excel: A Step-by-Step Tutorial (With Video)
    - https://blog.hubspot.com/marketing/how-to-create-pivot-table-tutorial-ht
    - Scroll down the page to the "How to Create Excel Pivot Tables" and there is a video with step-by-step instructions.

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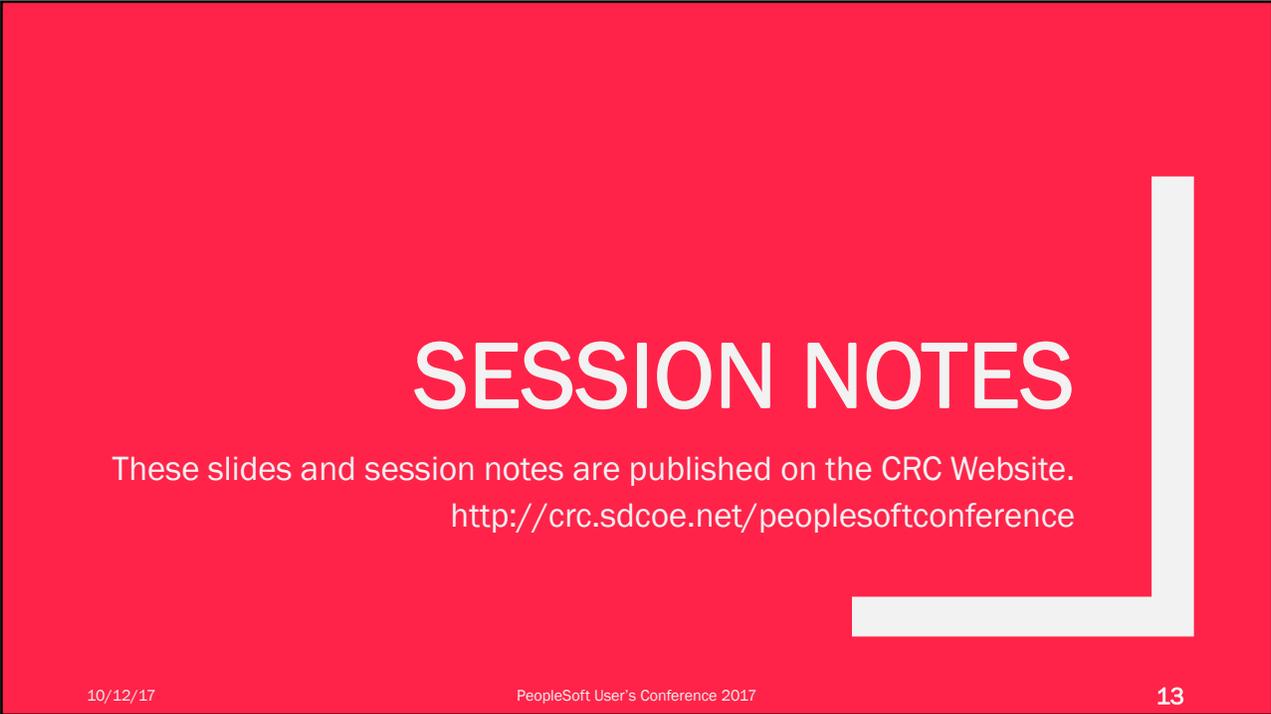
SESSION NOTES

These slides and session notes are published on the CRC Website.
http://crc.sdcoe.net/peoplesoftconference