

PeopleSoft

Excel & PeopleSoft Queries

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PREPARED BY THE SDCOE CUSTOMER RESOURCE CENTER

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For additional information about this publication please contact Peyri Herrera, Customer Resource Center Director.
Contact information: pherrera@sdcoe.net, (858) 569-5463.

Overview

In August-September 2017, the SDCOE Customer Resource Center (CRC) surveyed districts and charter schools in San Diego County to collect responses to this guiding question: “Do you run PeopleSoft queries, export them to Excel, and then do something specific in Excel to manipulate the data?”

The following 27 organizations participated in the survey:

- Cajon Valley
- Carlsbad
- Chula Vista
- Coronado
- Encinitas
- Escondido Charters
- Escondido Elementary
- Escondido High
- Fallbrook Elementary
- Grossmont
- Guajome Park Acad & Learn Cntrs
- Jamul-Dulzura
- Julian Elementary
- Julian High
- La Mesa-Spring Valley
- Lakeside
- Lemon Grove
- Mountain Empire
- Oceanside
- Pacific View
- Poway
- Ramona
- San Marcos
- SDCOE
- SIATech Charter
- South Bay
- Vista

Users provided the names of queries that they use and a brief description of their process once they exported to Excel. The CRC compiled all of the survey responses to create this guide. Users were credited unless they asked to have their names omitted.

This guide is intended to illustrate how you can use Excel to get the most out of queries. It 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**.

Please understand that this guide is not intended to teach you how to use Excel. We have provided several resources on the last page of the guide if you would like to learn more about how to use Excel.

Basic Descriptions of Excel Functions

Excel offers many features. Here is a list of some Excel functions you might want to use to get the most out of PeopleSoft queries.

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.

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.

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.

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.

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)

Survey Feedback: Excel with HCM Queries

Sorts and Filters

Andy Cannella, Payroll & Benefits Technician, Escondido High

M_TL_NEEDS_APPROVAL

I use this report once a month and sort by EE Name, TRC, Position, Report Date and Override Rate. I then filter for specific items.

Regular Filter

Alex Visser, Accountant Specialist, Guajome Park Acad & Learn Cntrs

M_BETTERPEDR

I use this query for Suspense Accounts. Each month, I run the PEDR and filter 7999000-7999999, then I compare it to what was dumped in suspense and re-allocate/transfer the money.

I also use quite a few queries in Finance as well as many others in HCM, but this one is definitely one of my top important ones. In Finance, I use FAR_GL_DETAILS almost daily for various reasons.

Data Filter

Tracy Mueller, Payroll/Benefits Supervisor, Cajon Valley

M_PY_CALC_ERROR_MSGS_BY_DIST
M_TL_EXCEPTIONS
M_TL_PAYABLE_TIME_TERM_EST
M_TL_PAYABLE_TIME_AUDIT
M_PY_AUDIT_JOB_PAYLINE

Prior to Payroll running each month I run the queries. I filter to determine timesheets that we have uploaded to Rapid Time to be sure they all flow smoothly to "Taken by Payroll"

I also use the Error query to identify problems that would cause employee paychecks to not process

Conditional formatting, Mail merge into Word

Debbie, Office Specialist, Poway

TB Expired

I track expired TB tests. I use conditional formatting look for duplicate data, under the ID Column and apply highlights for certain date ranges.

Conditional formatting, Mail merge into Word, Other formulas, Subtotaling

LeiLoni Graham, Administrative Secretary II, Oceanside

M_HR_EMPL_DATA_WITH_ADDR

Various data collecting purposes requested from Administration.

Pivot table

Anonymous submission

M_BETTERPEDR

I sort the information that I need.

Pivot table

Arazele Salazar, Budget Analyst, Vista

M_BUDGET_ACTUALS

I create a pivot table out of this query to give to HR to verify any vacant positions that are pre-encumbering in the system are valid vacancies.

The pivot table I create gives them the position #, position description, account string and the amount pre-encumbering.

Pivot table

Justine Galura, Accountant, Oceanside

M_BETTERPEDR

This is something that Bonsall (Kay Pugh) showed us when we first started with HCM. We clean up our PEDR every month and move suspense items to the correct account. Since the corrections only appear in Finance as a GL journal, we were dumping our corrected PEDR on one spreadsheet and use a pivot table to track the true expense by employee, account code and/or pay period. We also update the spreadsheet for any salary corrections made other than suspense clearing.

Pivot table, Conditional formatting, Subtotaling

Kim, Payroll Technician, Escondido High

M_TL_PAYABLE_TIME_AUDIT_ADD_DT

I created this to check hours entered for employees

rows

Name

Id

Rpt dt

OvrdRate

columns

TRC

VALUES

Sum of quantity

then use conditional formatting to highlight totals

Pivot table, Other formulas, Subtotaling

Anonymous submission

M_GL_DETAILS_PO

M_BETTERPEDR

Please let me know who to e-mail a sample pivot table to.

Pivot table, Subtotaling

Maila Zumaya, Payroll Supervisor, Escondido Elementary

M_AM_AB1522_ACCR_USE

I use this to audit the balances for AB1522. Since the system does not stop balance accruals over various positions, then I pivot the data to get the totals to reduce/adjust the balances.

Pivot table, Vlookup, Other formulas, filter, sum if, if error

Ana Machado, Fiscal Mgr, Ramona

FAR_POSITION_W_EE_AND_ACCOUNT

I use this query as the basis for a perennial Employee list that will assist me in center costing, employee cost analysis, labor related cost calculations, employee verification, negotiation calculations and other things. I created a large spreadsheet in 1617 when we first went live and just migrated it all into 1718.

Pivot table, Vlookup, Conditional formatting, Text-to-columns, Concatenate, Subtotaling

Maila Zumaya, Payroll Supervisor, Escondido Elementary

M_HR_EE_VALIDATION_DIST_PROMPT

I use this query to verify data. I filter thru the classification to ensure the right employees are classified correctly. I also use this query for many public requests for information.

Pivot table, Vlookup, Macros, Text-to-columns, Concatenate, Other formulas, Subtotaling

Anonymous submission

M_KK_COMBO_ACCTS_LIST

These functions allow me to analyze and isolate data that I need to use for salary coding and position status identification.

Pivot table, Vlookup, Other formulas, Subtotaling

Anonymous submission

M_HR_SAL_GRADE_STEP_BY_EMPL

Various pivot tables are created from table source and additional fields are added to query data to provide enhanced data capability. Pivot tables vary depending on what analytic or data request is received.

There are numerous queries that we run and do excel manipulation with. A survey in this format to describe what we do with each query would be time consuming to complete and does not portray the visual nature of the output.

Pivot table, Vlookup, Conditional formatting, filter

Ana Machado, Fiscal Mgr, Ramona

M_AM_SICK_VAC_LIABILITY

I use this query in combination with FAR_POSITION_W_EE_AND_ACCOUNT which I use for function reference to calculate the vacation liability total at year end. I use Vlookup to calculate labor related costs and to pull in the function and pivot table to get a total by function. I use conditional formatting on the reference table to highlight duplicates (since I do not want to eliminate them)

Pivot table, Vlookup, Subtotaling

Anonymous submission

FAR_POSITION_W_EE_AND_ACCOUNT

V-LOOK UP - TO MERGE THIS QUERY WITH M_HR_EE_VALIDATION - BOTH QUERIES HAVE ELEMENTS TO OTHER DOES NOT

PIVOT TABLE - TO ISOLATE SPECIFIC COSTS OR FTE FOR A PARTICULAR ACCOUNT STRING

SUBTOTALING - TO TOTAL GROUPS OF ACCOUNT STRINGS RELATED TO ONE BUDGET

Vlookup

Anonymous submission

M_AM_DISTRICT_ACCRUALS, M_AM_SICK_VAC_LIABILITY, M_AM_SICK_VAC_LIABILITY_COMBO,
M_AM_DISTRICT_BALANCES

Upper management requests a report that shows the vacation balance, in hours and dollars, at the beginning of the year. The report shows, among other things, the employee name, ID number, standard hours, hourly rate, years of service and maximum vacation accrual, in days. The total vacation accrual (in hours and dollars) is included. The fiscal year end vacation balance (in hours and dollars) are added to the report. A calculation is made to calculate the cost of vacation accrued and used during the year. Employee vacation maximum accrual is added to the report and a calculation is made to determine which employees have exceeded their maximum vacation allowed.

A request to get this automated was made last year on # 105909. The request is still pending.

Vlookup

Anonymous submission

M_HR_EE_VALIDATION_DIST_PROMPT

1. Put the spreadsheet that has the field you need in Sheet 1 and label. An example of this query is M_HR_EE_VALIDATION_DIST_PROMPT.
2. Put the spread that is missing the field in sheet 2 and label.
3. The field in Column A must be the same in sheet 1 and sheet 2, usually the employee ID
4. Go to Sheet 1 and count the number of columns over until you get the field that you need in sheet 2.
5. Go to sheet 2. Label the new field (assumes sheet 2 has column labels)
6. On sheet 2, go to the cell below the label and click.
7. Then click on fx in the formula bar. Select VLOOKUP, then click OK
8. Lookup_value is A2 on sheet 2. This is the employee ID
9. Table_array is sheet 1, highlight the entire sheet, then press F4
10. Col_index_num is "24" or the number you identified in step 4 above
11. Range_lookup: type "FALSE"
12. Click okay
13. Copy formula down.

Vlookup

Anonymous submission

M_PY_PAYCHECKS_BY_DIST

Each month we print separate sign in sheets for when checks are being picked up by employees. Workability Paychecks are on a separate list from the rest. To determine on which list employees belong, I run the Check_Register report and then run two queries. The first query I run is the M_PY_PAYCHECKS_BY_DIST query and I save this in a worksheet. I then run the M_HR_EE_LIST_WITH_PAYRATE query and save this on a new sheet in the same workbook as the other. In the PaychecksByDist worksheet in a new column, I add a VLOOKUP formula and copy this down the sheet. The VLOOKUP references the Payrate worksheet to pull the position number based on Employee ID. Next I filter all on-cycle checks by the Workability position number and use this list to identify all Workability students on the monthly Check Register report. I can then print the two sign in lists separately. To simplify this, I have a template Excel workbook I reuse each month that already has my formatting and formulas in place. I all need to do is copy and paste, and use the filters.

Vlookup, Text-to-columns, Other formulas, Subtotaling

Andy Cannella, Payroll & Benefits Technician, Escondido High

M_HR_SAL_GRADE_STEP_BY_EMPL

This is my "go to" query and how I manipulate the data depends on what I need at the time.

Vlookup

Tim Sullivan, Accountant, Chula Vista

M_BETTERPEDR

Since no query exists (that we are aware of) that summarizes year-to-date employee pay data by employee and/or account, I use the PEDR report. I create additional tabs with VLOOKUP formulas that summarize the salary and benefits expenses by month. This can then be filtered to verify the amounts being paid to employees and that these amounts are being charged in the correct account. If they are not, we have to enter a journal entry in our financial system.

Vlookup, Concatenate, Other formulas, Subtotaling, if error, filter, left, right

Ana Machado, Fiscal Mgr, Ramona

M_BETTERPEDR

I use this query in combination with M_HR_EMPL_DATA_WITH_ADDR & M_HR_SAL_GRADE_STEP_BY_EMPL to calculate our 'retro' payroll payments for 1617. Using formulas (especially concatenate to create an exclusive identifier & vlookup combined with iferror to pull information from each prior month from a subtotal by employee ID) it took me only about 2 1/2 hours to be able to come up with amounts to be paid per employee which then were uploaded into PeopleSoft using Excel to Ci (is it the right name?).

Vlookup, Conditional formatting, Concatenate

Maila Zumaya, Payroll Supervisor, Escondido Elementary

M_BN_EMPL_DED_PROC_GENDED

I use this query to audit general deductions to ensure they are set up correctly. I pivot the data and use the deduction codes in columns to verify which deductions the employees have.

Text-to-columns, Concatenate, Other formulas, Subtotaling

Anonymous submission

M_PY_JOB_INFO

I use text to columns because this query outputs the Display Name (first name last name). We divide our staff alpha by last name, so I always want to see everyone in last name alpha order, not first name alpha order. We also have multiple employees with multiple last names, so then also have to concatenate them back together. This is actually quite a silly thing that I have to do considering the fields are in PS (first name, middle name, last name). Different formulas and subtotals.

Subtotaling, auto sum

Anonymous submission

M_VENDOR_REMIT_DISTRICT

Insert lines and autosum.

Concatenate

Anonymous submission

M_CRED_EXPIRE

I use this to track the status of and identify for notification credentialed employees whose credentials/permits are expiring. It is a very simple table sorted/organized by date of expiration of credential. I color code it for at a glance reference.

Additional Column

Anonymous submission

M_DATAENTRY_AUDIT

Table to track corrections when doing large volumes of data entry. Create an additional column for notes to track status.

Survey Feedback: Excel with Finance Queries

Subtotaling, Put to 2 decimal points, Center

Sheila Randle, Business Manager, Escondido Charters

FAR_GL_DETAILS

I use MANY queries in PS, I use the data table so I can calculate similar to the old J200...TIME CONSUMING! I always put for 2 decimal points vs. 3, I always center the amounts, so I can clearly see it., and I get rid of data I don't need. Would be helpful if there were are report that was like the old J200. Would also be VERY helpful if the GLTRBL Tool, could summarize by unrestricted, vs restricted. OR if there could be a SDCOE Customer Report that did the GLTRBL, & J200 as mentioned above.

Subtotaling

Anonymous submission

M_AP_USE_TAX_ACCRUED

I run report to reconcile with my spreadsheet I have been using all year.

Conditional formatting, Subtotaling, Quick filtering rather than running multiple times

Kellen Slack, Director of Business Services, Guajome Park Acad & Learn Cntrs

FAR_GL_DETAILS

Nothing complicated. I just freeze the top row and filter it so I can look things up by resource, object, etc without running a new query each time I want to change the parameters.

Conditional formatting, Other formulas, Subtotaling

Anonymous submission

M_PO_BOARD_REPORT

I remove most columns. I only need 6 of them for the monthly PO Board Report. I organize by fund.

Pivot table

Kathy Osborn, Purchasing, Lemon Grove

M_INV_PO_INFO
FAR_PURCHASE_REQUISITION_INFO
M_INV_BACKORDER_LIST
M_PO_BOARD_REPORT
M_REQ_AVL_SOURCE
M_STORES_LIST

I mainly use the pivot table for M_INV_BACKORDER_LIST in order to know the total quantity of an item that is back ordered.

I also use a pivot table on M_PO_BOARD_REPORT because they board only wants to see a PO listed once with a total amount.

Pivot table

Tom Renner, Asst. Supt Business Serv, SIATech Charter

FAR_BUDGET_DETAILS
FAR_BDGT_REVENUE_LEDGERS

I do this download just about monthly and use pivot table to access and sort the data for expenditures and revenues (mostly for expenditures) much like we used to do via EXPINQ and REVINQ.

Pivot table

Elise Marks, Secretary, Fallbrook Elementary

AD_GL_DETAILS

I use a pivot table to find subtotals for funds and resources. I run this table for the 9201000 object code to keep track of my accruals. I'll sort the results by Fund then Resource in the rows, and the amount in the Values. I use the results to compare what's been posted to a separate spreadsheet that I've input by hand.

Pivot table

Arazele Salazar, Budget Analyst, Vista

M_GL_RESOURCE_CASH

I've scheduled this query to run daily and email me the results in excel every morning in order to verify our cash balances are ok by fund, especially around payroll. Once I download it into excel I create a pivot table by fund to determine if our cash balances are ok and save it into our shared drive.

Pivot table

Anonymous submission

FAR_GL_DETAILS

I use the pivot table to drill down to either resource or object. I filter and sort for amounts, names, dates etc. I also use excel for payroll. Drill down to see who is charged to what account strings.

Pivot table, Subtotaling

Arazele Salazar, Budget Analyst, Vista

FAR_BUDGET_ALL_REV_EXP_LEDGERS

I use this query for various reasons. For example during interim reporting to reconcile to SACS by major objects. I create a pivot table and within the pivot table I group certain fields to subtotal them.

I also use this to help me identify any budget adjustments that might have been posed to 2 different fiscal years (ie. the budget period and the fiscal year should match)

Pivot table, Vlookup, Conditional formatting, Text-to-columns, Concatenate, Other formulas, Subtotaling

Jun Siopongco, Financial Analyst, Poway

Revised Budget Summary Report

Creating a Pivot Table so reports can be distributed to individual sites

Pivot table, Vlookup, Subtotaling

Lorena Carranza, Purchasing Clerk, Escondido Elementary

M_PO_BOARD_REPORT

I need to provide a list to the Board Members that shows how many purchase orders were initiated within the time frame that the last board report was initiated and the new one is due. I also need to show the total amount of the purchase orders.

I need the purchase order number, date, a description of what was ordered, the school site that placed the order, the fund and vendor.

I use v-lookup to add a column for the school name, the report has the site number.

I delete the Business Unit Column, PO Ref, Oper Unit, and Object Code.

I total the Total By Account Column.

I noticed that if the purchase orders are not dispatched for that time frame that the query is downloaded the purchase orders will not show up on the query.

Pivot table, Vlookup, Macros, Text-to-columns, Subtotaling

Chad Leptich, CBO, Julian Elementary

FAR_GL_DETAILS

Custom Macros done in VBA.

Pivot table, Vlookup, Concatenate

Justine Galura, Accountant, Oceanside

FAR_BDGT_DETAIL_LEDGERS

Revised Budget Summary Report

We used FAR_BDGT_DETAIL_LEDGERS or Revised Budget Summary Report to have a report/budget worksheet that have 2 years' worth of data. We gave it to sites as a reference when we were doing our adopted budget. The report has the account codes, description, 2015-16 budget and expense, 2016-17 budget, expense, encumbrance and pre-encumbrance as of the date that we ran the report, all in one spreadsheet.

Pivot table, Macros, Conditional formatting, IF & LEFT formulas

Natalie Schuff, Consultant, SDCOE

M_GL_DETAILS_PO

I created a very simple macro that I apply every time I download a query to delete the header row, resize the columns, and apply filters. When I download queries, I usually create pivot tables for quick analysis. I also add columns to apply formulas to the resource and object columns to summarize to unrestricted vs. restricted resources, major objects (1 digit for expenditures, 2 digits for revenues), or the SACS resource and object which is the 1st 4 digits. The GL Trial Balance tool that was created by Financial Accounting is a good example of what I do in Excel, but with Excel I can analyze many resources at once. If PS could generate this type of report automatically, that would be a huge win for CRC/MITI!

Pivot table, Vlookup, Other formulas

Anonymous submission

ALL QUERIES

I use a TON of different queries!!!! I use different functions for different queries. The functions I use most are: pivot tables, sorting, vlookup (still practicing that one), totals, searching... I like the FILTER and use it the most out of everything..

I LOVE that queries can be uploaded to excel!!!

Pivot table, Other formulas, Flash Fill

Anonymous submission

FAR_GL_ACTUALS_FULL_ACCOUNT

Need to report by major object code. Add one or more helper columns and use a formula or flash fill to get the 1st digit of digits of the object code.

Create pivot table with Major Object in the rows, Goal in Columns and Sum for Amount.

Vlookup, Nested If Formulas

Justine Galura, Accountant, Oceanside

M_GL_DETAILS_PO
FAR_AP_SUBLEDGER

Although the M_GL_DETAILS_PO query provides the PO#, supplier info, etc. for expenses processed through vouchers in AP, sites would sometimes want to know the description of the expense. The query will only show "AP Accruals" as line description.

You can get the actual description of the expense in FAR_AP_SUBLEDGER_PAYMENTS. We have a spreadsheet that would merge the two queries. If the expense was processed through a voucher in AP, instead of "AP accruals", it will provide the actual expense description.

Macros

Junko Brunelle, Account Clerk II, SDCOE

FAR_PURCHASE_PO_INFO

To find out the receiving status on multiple PO's for each invoice I need to process, this query helps and saves a lot of clicking once the spreadsheet is organized using macros.

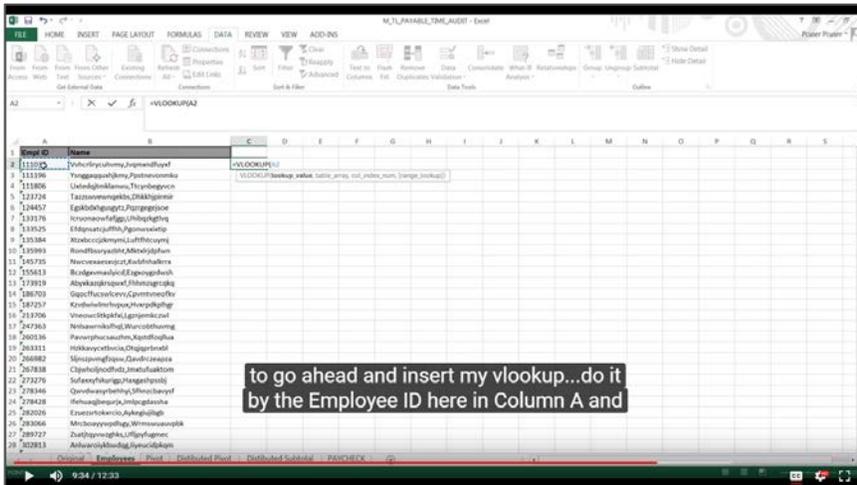
So many columns to this query, I recorded simplified columns on macro, so each time (daily) I run the query I don't need to spend time to hide/delete columns. And because of this, I don't need to enter each PO# with multiple clicks to find out the info on PS; I just need to search using "find" tool and keep moving on to next PO.

Video Tutorials

These 2 video tutorials can be accessed at <http://crc.sdcoe.net/resources/peoplesoft/tutorials>.

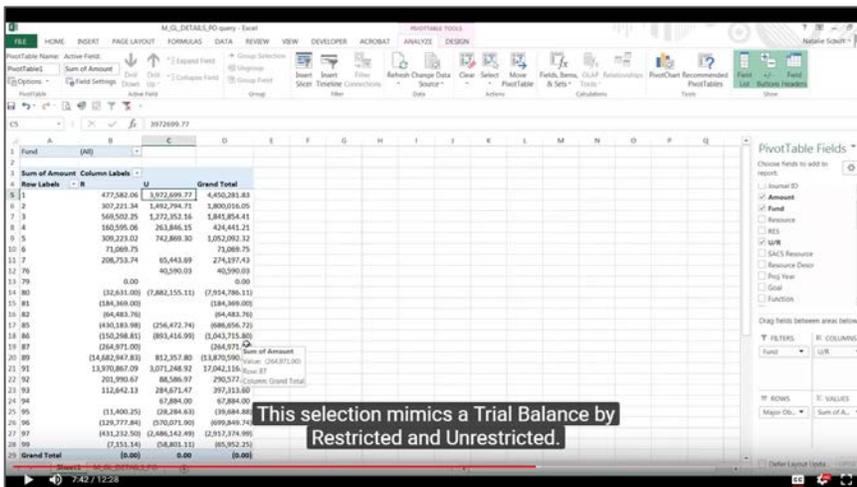
PeopleSoft Conference - Excel and PeopleSoft Queries HCM Video

This 12-minute video demonstrates several Excel functions: pivot table, freeze panes, filters, subtotaling, remove duplicates, vlookup, and concatenate. Data from two HCM queries are used: M_TL_PAYABLE_TIME_AUDIT and M_PY_PAYCHECKS_BY_DIST.



PeopleSoft Conference - Excel and PeopleSoft Queries FIN Video

This 12-minute video shows some ways to analyze the M_GL_DETAILS_PO query in Excel using filters, pivot tables, If and Left formulas. This query includes all details in Finance including AP payment information. Learn how to summarize the data very quickly with a few formulas and a pivot table. At about 7 min, 41 sec, see how to configure a pivot table to mimic a Trial Balance by Restricted and Unrestricted.



User Tips & Tricks

1. Use **Move or Copy**. This is one of the functions when right-clicking on an Excel tab. It allows that tab to be moved or copied to either a new worksheet or a different place within a workbook.
2. The **Functions Arguments** window pops up when selecting a function from the Functions dropdown. I find that using the Functions Arguments window to complete the formula is easier for me, and I don't have to remember if I need a comma or an ampersand or quotation marks, etc.
3. When identifying an array/range within a tab, don't forget to insert the **dollar sign (\$)** to fix either the row, the column or both on a cell reference, for example =A\$2:E\$12. Excel includes the dollar sign when an array/range is being reference on a different tab.
4. Regarding the **TRIM function**: Another way to remove leading spaces, as well as spaces at the end of a cell, is to perform the Text to Columns function. I find that using Text to Columns is quicker for me.
5. Customizing the **Quick Access Toolbar** and adding frequently used commands not found on the Home tab is a great way to increase efficiency because it provides instant access to the functions we use the most. In my experience, the "must have" commands on my ribbon are: Save, Save As, Page Setup, Print Preview and Print, Switch Windows, Group, Ungroup, Freeze Panes, Filter, Custom Sort, Subtotal and Properties.
6. Another way the Excel user can increase efficiency is to **learn some shortcuts** which make it easier to navigate a worksheet and to execute commands. It may take some time to memorize these shortcuts but once you use them regularly they will become second nature and will save you tons of time. Below is a list of the shortcuts/commands I used more frequently:

Cut	Ctrl X
Copy	Ctrl C
Paste	Ctrl V
Paste Special	Ctrl + Alt + V
Select Visible Cells Only	Alt ;
Extend Selection/Select All	Ctrl A
Extend Selection	Shift + Arrow Key to select up, down or across data
Extended Selection	Shift + End + Down Arrow to select all active cells from starting point to the end of a column
Extended Selection	Shift + End + Right Arrow to select all active cells from starting point to the end of a row
Navigate Data	Ctrl Home, Ctrl End, Ctrl Arrow(s) to move to edge of data without the need to scroll
Insert Row or Column	Select row or column, then Ctrl +
Delete Row or Column	Select row or column, then Ctrl -
Edit Cell	F2
Toggle Formula References	F4, I used this in combination with F2 to set absolute and/or relative values in a formula
Autosum	Alt =
Fill Down	Ctrl D
Fill Right	Ctrl R
Undo Last Action	Ctrl Z
Redo Last Action	Ctrl Y
Insert New Tab	Shift + F11

Select Row
Select Column
Fill Handle

Shift + Space Bar
Ctrl + Space Bar

Not exactly a shortcut but I use quite a bit. Double click on the small square at the bottom right corner of a cell to auto fill a formula or a pattern down to the bottom of a column.

Start New Line

Alt + Enter, For example, I use this in a comment field that runs too long across and gets cut out by the adjacent cell.

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.
