

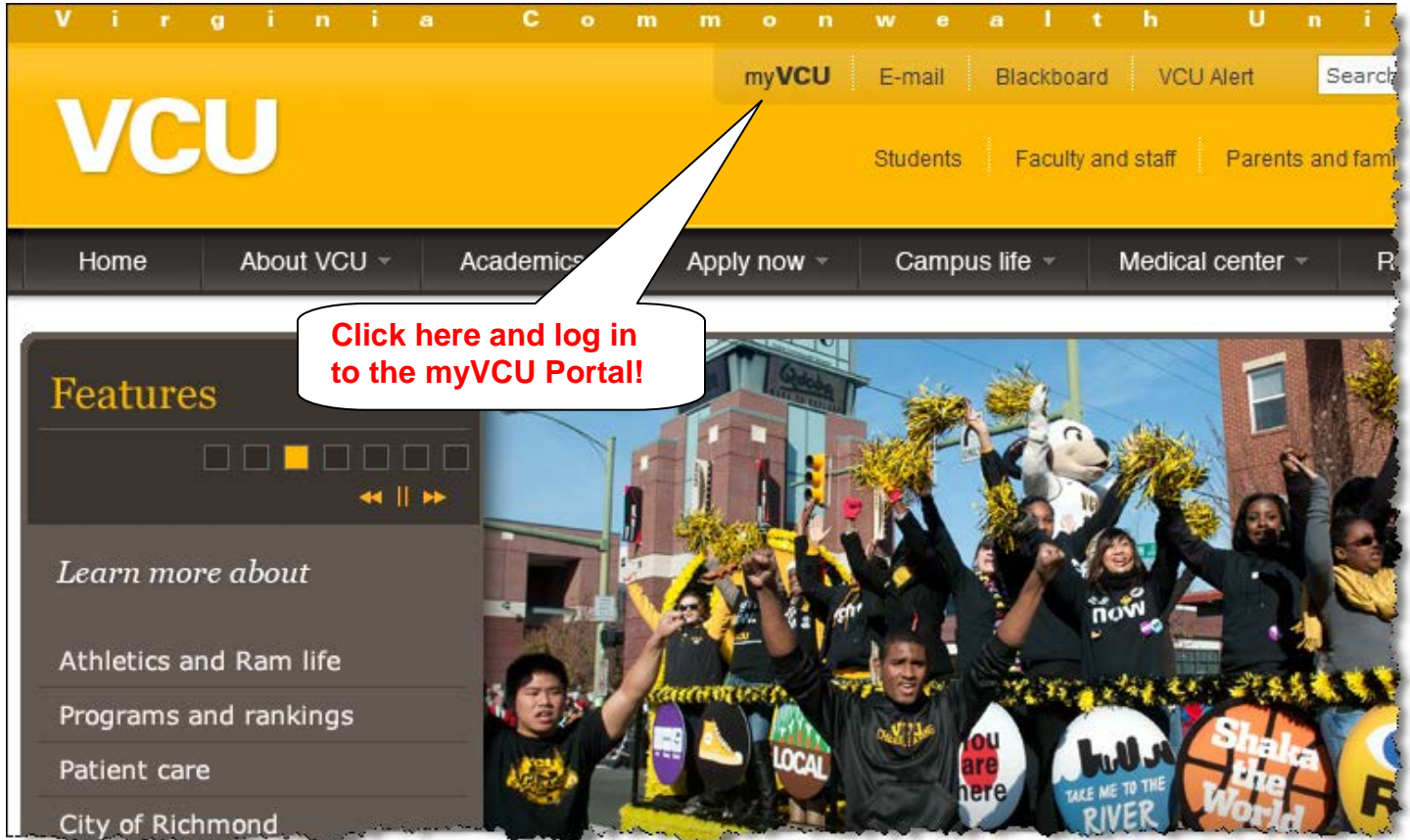
Monthly Payroll to Finance Reconciliation Report: Access and Instructions

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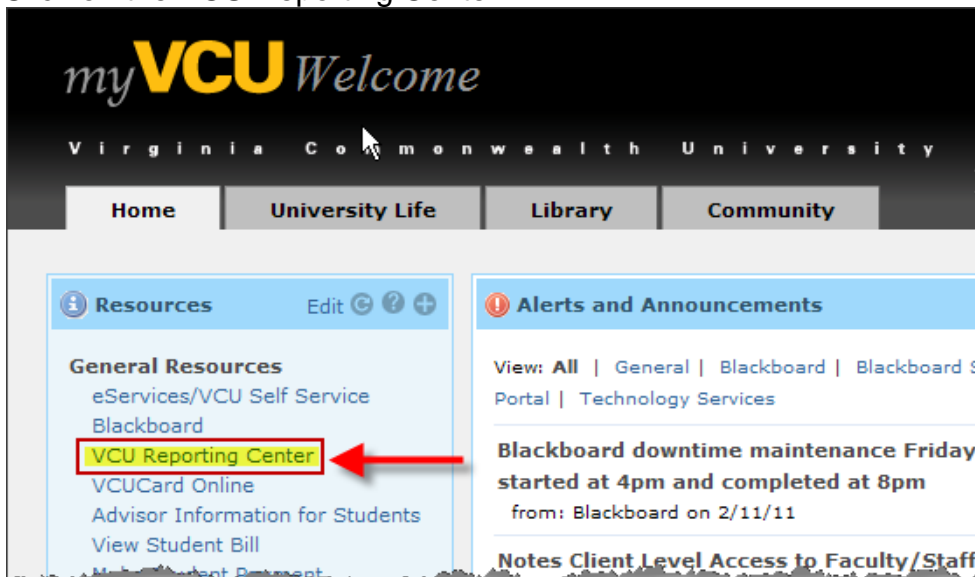
VCU Reporting Center

Log in

Access the VCU Reporting Center via the myVCU Portal from the main VCU web page:
<http://www.vcu.edu/>.



Click on the VCU Reporting Center.



Open Folder

Click on [Labor Distribution](#) to access the reports, in that folder.

VCU Reporting Center

Reports Home

Welcome *Shared: PUBLIC*

Click here to refresh collection.

- Reporting Center FAQ
- List of Reporting Center Reports

SAS Navigator Portlet

Location: Reports Up one

Name	Type
Admissions Reports	Folder
Degrees and Certificates Awarded	Folder
Finance	Folder
HR International	Folder
HR OPS	Folder
HR Staff	Folder
HR Training	Folder
Labor Distribution	Folder
Personnel Administrators	Folder
Staff	Folder

Click Here!

Be sure [Labor Distribution](#) is in the drop-down list and then click on [Monthly Payroll to Finance Reconciliation](#).

VCU Reporting Center

Reports Home

Welcome *Shared: PUBLIC*

Click here to refresh collection.

- Reporting Center FAQ
- List of Reporting Center Reports

SAS Navigator Portlet

Location: Labor Distribution Up one level

Name	Type
Duplicated Lines of Distribution	Stored procedure
Employee List	Stored procedure
Employee List by Labor Distribution	Stored procedure
Employees by Timesheet ORG	Stored procedure
Monthly Payroll to Finance Reconciliation	Stored procedure
Monthly Payroll to Finance Reconciliation (Access Import)	Stored procedure

Click Here!

The report criteria window will open. Enter the necessary information. You can choose the Output Type as HTML to view the information in a web document, or Output it directly into Excel where you can save or open your data. Then, click on Run to run the report.

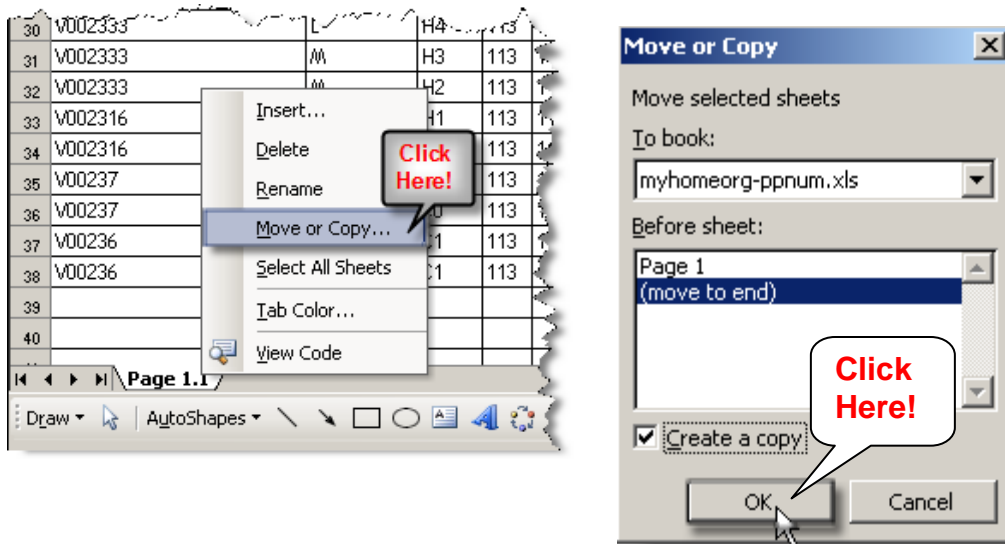
The report will display in a new window. To enter new criteria, click back into the Monthly Payroll to Finance Reconciliation Parameters screen and click [Reset to Default](#) and enter new reporting criteria information.

To return to the main report menu, click [Portal Page](#) in the SAS menu bar.

Other Useful Information: Copying Sheets

Always **save** the original file, then work with a copy.

After checking for and deleting any completely blank cells, columns and/or rows or headers not needed, copy the sheet that contains the data. That way you will always have the original to fall back on or copy again. There are a couple of ways to do this. One is to Right Click the sheet tab, as shown below (to open the Quick Menu), and select **Move or Copy**.

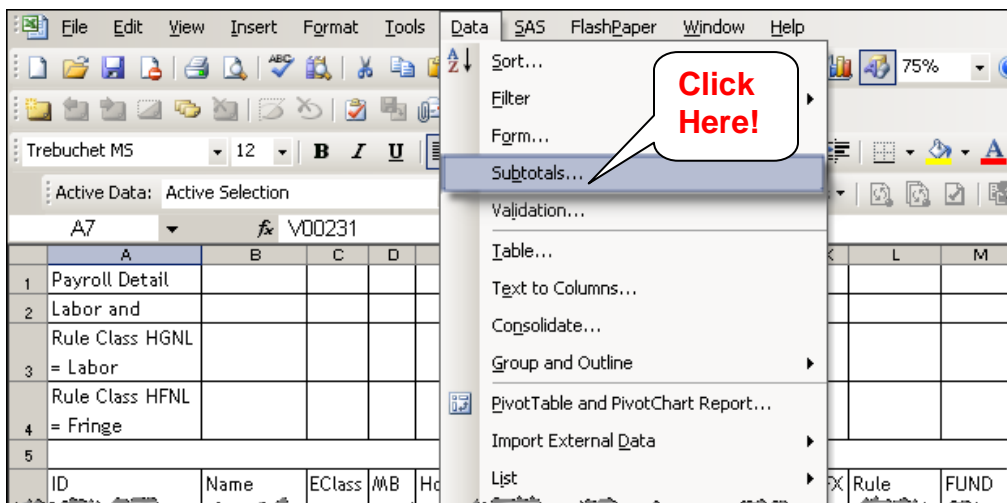


Click the check box for **Create a Copy** from the dialogue box. Then click on a choice where to put it. Use the “to Book” to copy a sheet to a new document or to a workbook (document) you have open! Click OK.

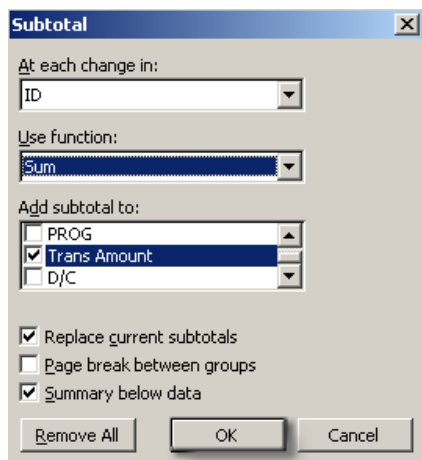
Or from the main menu, choose [File>Save As](#) and copy the whole file to a new file name.

Creating Subtotals

"Subtotals" is a feature that allows users to get subtotals for columns, based on a sort order. Easiest way to total your data! For instance, you may want to know the number of records for a given account. Once you sort the data by Level (account), Excel can "count" the number of records for each Level. Data outlining tools are automatically displayed which allow you to view all the data, a summary of the subtotals, or the grand total. Subtotals can also be used to create charts. **Please be aware that subtotals do not count blank cells.**



To create subtotals, you must first **sort** your data, then click on [Data > Subtotals](#).



A dialogue box will appear that will allow you to choose the field you sorted on, the mathematical formula you desire (count, add, etc.), and the column to apply the math to. Make your selections and click OK.

Your datasheet will display an extra row automatically inserted at each **sort change** with a subtotal under the column you applied the math to.

Outlining Tools

When subtotals are applied, a data outlining toolbar appears on the left side of the screen allowing you to view all the data, the subtotals, and the grand total (the 1, 2, and 3 at the top of the outlining toolbar). In addition, plus signs (+) are located next to each subtotaled category to allow you to view the details of each category by clicking the plus sign next to it. When expanded, the plus sign for that category is replaced by a minus sign (-), allowing you to collapse the details. You can also select the subtotals to use in a chart!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	ID	Name	ECls	MB	Home	Year	Pay ID	PP	Seq	Position	SFX	Rule	FUND	ORG	ACCT	PROG	Trans	D/C	Document	
				U	ORG		SM	19	0	H000	0	HGNL	9100EG	123301	510110	5200	\$1.00	D	F0000667	
			C1	113	1111	2006	SM	19	0	J000	0	HFNL	9100EG	123301	510180	5200	\$2.00	D	F0000667	
			C0	113	1111	2006	SM	19	0								\$3.00			
			C1	113	1111	2006	SM	19	0	W000	0	HGNL	9100EG	123301	520110	5200	\$3.00	D	F0000667	
			C2	113	1111	2006	SM	19	0	FA000	0	HFNL	9100EG	123301	520182	5200	\$4.00	D	F0000667	
																	\$7.00			
																	\$26.00			
			E	C5	113	1111	2006	SM	19	0	5000	0	HGNL	9100EG	123301	510110	5200	\$9.00	D	F0000667
			E	C6	113	1111	2006	SM	19	0	5001	0	HFNL	9100EG	123301	510180	5200	\$10.00	D	F0000667
																	\$19.00			
			E	C7	113	1111	2006	SM	19	0	5002	0	HGNL	9100EG	123301	523110	5200	\$11.00	D	F0000667

Click the 1, 2, or 3 to see either, all details, subtotals or grand total

																	\$20.00			
			L	H5	113	1111	2006	SM	19	0	H004	0	HGNL	88000H	H89955	520110	8500	\$21.00	D	F0000667
			L	H4	113	1111	2006	SM	19	0	H005	0	HGNL	9100EG	123301	520110	5200	\$22.00	D	F0000667
			M	H3	113	1111	2006	SM	19	0	H006	0	HFNL	88000H	H89955	520182	8500	\$23.00	D	F0000667
			M	H2	113	1111	2006	SM	19	0	H007	0	HFNL	9100EG	123301	520182	5200	\$24.00	D	F0000667
																	\$90.00			
																	\$51.00			
																	\$55.00			
			C1	113	1111	2006	SM	19	0	H012	0	HGNL	9100EG	123301	520110	5200	\$9.00	D	F0000667	
			C1	113	1111	2006	SM	19	0	H013	0	HFNL	9100EG	123301	520182	5200	\$30.00	D	F0000667	
																	\$39.00			
																	\$459.00			

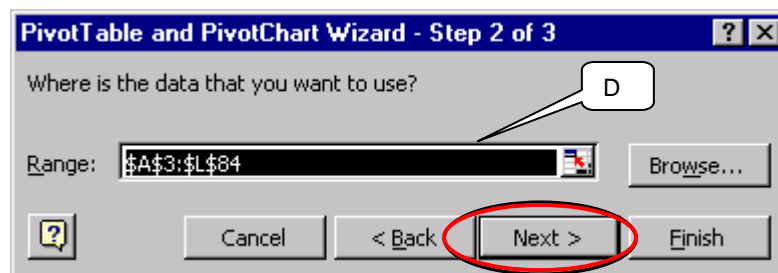
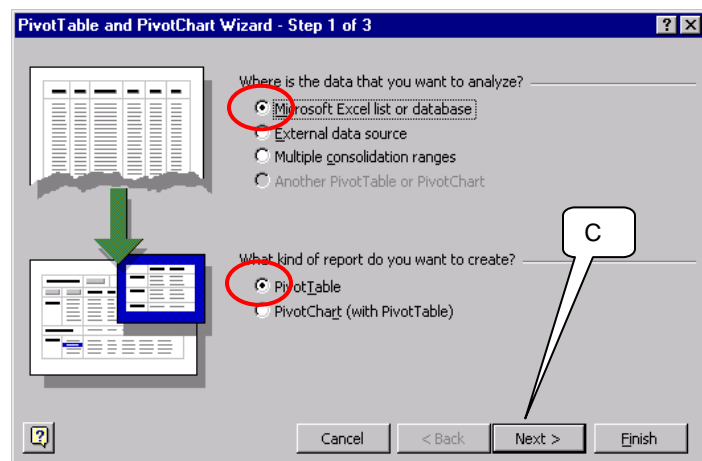
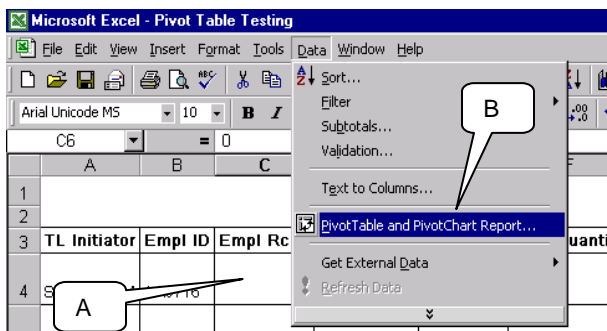
Click the '+/-' signs to expand or collapse the details

Pivot Tables

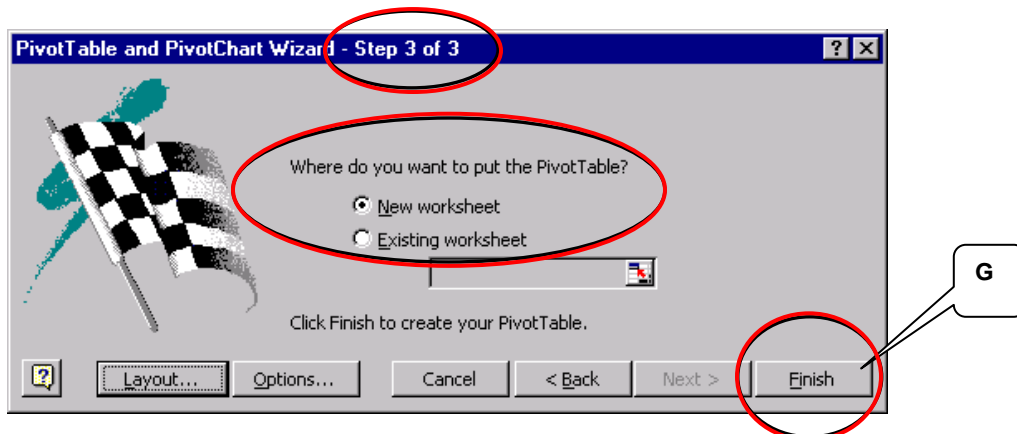
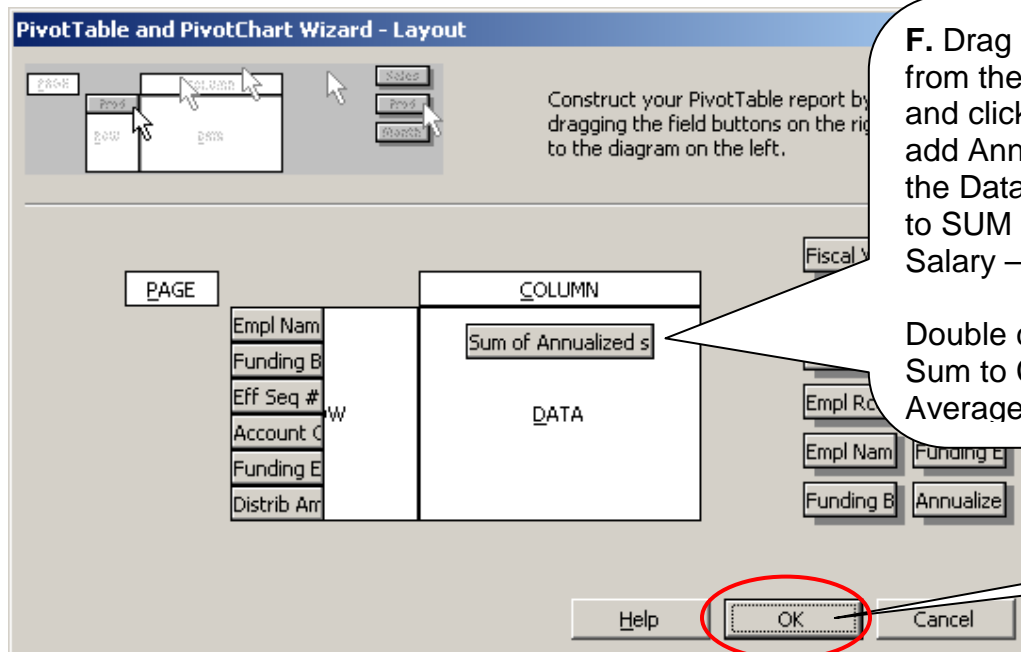
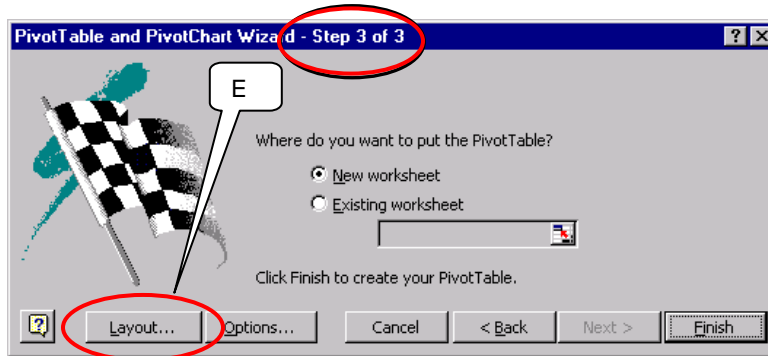
Pivot Tables are another way to provide users with a summary of data – a “cross-tab” result. It allows users to expand or collapse details easily, **and** add other fields (columns) to the result. Bottom line: you will be able to take a large quantity of data from a query and get a summary from it – quickly and easily!

To create a Pivot Table from an Excel spreadsheet (remember to create and use a copy 1st!):

- A. **Click in any cell** below any title and column header rows.
- B. Click on **Data > PivotTable and PivotChart Report...** from the **Menu Bar**.
 - a. This will open a 3-step Wizard.
- C. **Click** the button that specifies the data comes from **Excel**, then click the **PivotTable** button and click **Next**.
- D. **Verify** the **range** of data used for the table and click **Next**.



- E. Click on the **Layout...** button from the Pivot Table Wizard Dialogue Box (Step 3).
- F. **Construct** the Pivot Table by **dragging and dropping** the fields (column names) to the appropriate areas of the Pivot Table Wizard diagram (Page, Row, Data, Column) as illustrated in graphic F (next page) and click **OK**.
- G. **Choose** whether to locate the Pivot Table in a **New Worksheet** or an Existing Worksheet (the one your data is in) and click **Finish** – Note: the **default and recommended** is New Worksheet.



The Results

	A	B	C	D	E	F	G	H	I	J	K	
1	Drop Page Fields Here											
3	Sum of An											
4	Empl N:	Funding	Eff Seq	Account	Funding	Distrib Amt	Total					
5	Beck, June	7/1/2003		1-99999	(blank)	1281.82	33510.43696					
6					(blank) Total		33510.43696					
7				1-99999 Total			33510.43696					
8				0 Total			33510.43696					
9		7/1/2003 Total					33510.43696					
10	Beck, June Total						33510.43696					
11	Brown, Ha	7/1/2003		3-90471	(blank)	443.97	11606.64422					
12					(blank) Total		11606.64422					
13				3-90471 Total			11606.64422					
14				0 Total			11606.64422					
15		7/1/2003 Total					11606.64422					
16	Brown, Harry Total						11606.64422					
17	Clair, Ida	7/1/2003		1-99999	(blank)	2819.16	73700.89674					
18					(blank) Total		73700.89674					
19				1-99999 Total			73700.89674					
20				4-88888	8/31/2003	734.32	19197.22275					
21					8/31/2003 Total		19197.22275					
22				4-88888 Total			19197.22275					
23				5-20581	8/31/2003	444.18	11612.13422					
24					8/31/2003 Total		11612.13422					

You're Not Done Yet!

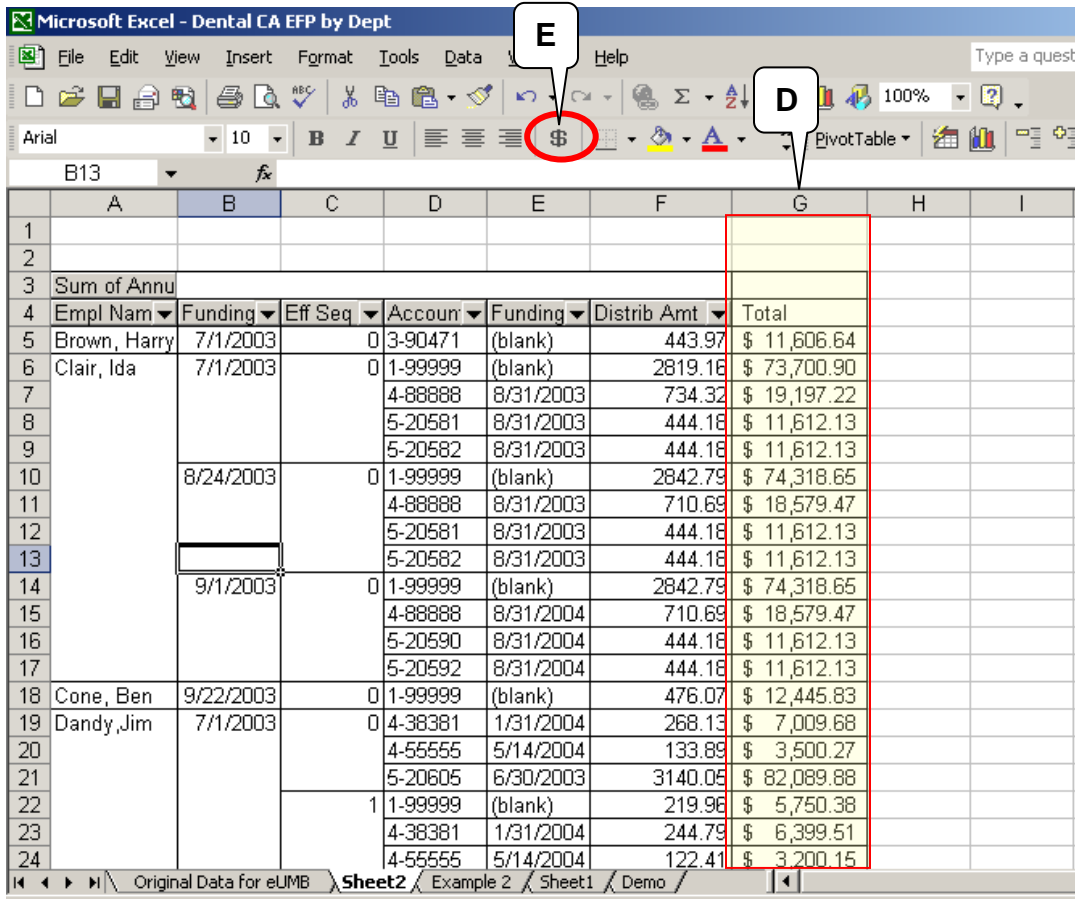
The results, as shown above, have a lot of information that may be unnecessary. Notice that the salary column did NOT retain the currency format! Also note that there are subtotals just about everywhere. In the next step, we will get rid of these subtotals and format the salary to be currency.

In addition, there are down arrows for each column header. We will review how to drill in on a particular person, account code, funding date, etc.

****Before you continue, save your document with the new PivotTable in it and then rename the sheet tab with the pivot table as 'Pivot'!**

Next, to format the currency column:

- D. Select the desired, entire column by clicking on the “G” at the top of the “Total” column. (Our Annualized Salary column was renamed by Excel.)
- E. Then click the \$ currency format tool on the formatting toolbar – this will format the column as currency. **Save your work!**



Using “Drill-down” – or, “How can I look at just one person or one account number”?

What if you want to see the information for just one employee, or all employees for one account code?

You use the down pointing arrows on the top of each column name (header) to focus, or drill down on one or more items.

- Click the arrow for a column
- Click the checkbox for (Show All) – this will take off the check marks for all items
- Scroll to the item you wish to view and click the check mark

3	Sum of Annu						
4	Empl Nam	Funding	Eff Seq	Account	Funding	Distrib Amt	Total
5	Brown, Harry	7/1/2003	0			3.97	\$ 11,606.64
6	Clair, Ida	7/1/2003	0			9.16	\$ 73,700.90
7						4.32	\$ 19,197.22
8						4.18	\$ 11,612.13
9						4.18	\$ 11,612.13
10		8/24/2003	0			2.79	\$ 74,318.65
11						0.69	\$ 18,579.47
12						4.18	\$ 11,612.13
13						4.18	\$ 11,612.13
14		9/1/2003	0			2.79	\$ 74,318.65
15						0.69	\$ 18,579.47
16						4.18	\$ 11,612.13
17						4.18	\$ 11,612.13
18	Cone, Ben	9/22/2003	0	1-99999	(blank)	476.07	\$ 12,445.83
19	Dandy, Jim	7/1/2003	0	4-38381	1/31/2004	268.13	\$ 7,009.68

Remember: Each time you select from the down arrows, the currency format for your salary column will change back to numbers, not currency. Just select the entire column and click the \$ tool button.

This shows the results for one employee, Mary Smith, chosen from the drop list for the employee name column.

3	Sum of Annu						
4	Empl Nam	Funding	Eff Seq	Account	Funding	Distrib Amt	Total
5	Smith, Mary	7/1/2003	0	1-99999	(blank)	4354.52	\$113,839.59
6				4-34685	12/31/2003	343.45	\$ 8,978.76
7				4-38047	10/21/2003	399.16	\$ 10,435.18
8				4-38553	6/30/2003	104.05	\$ 2,720.16
9				4-77777	7/31/2003	99.81	\$ 2,609.32
10			1	1-99999	(blank)	4172.59	\$109,083.42
11				4-34620	12/3/2003	267.75	\$ 6,999.75
12				4-34994	6/30/2004	382.52	\$ 10,000.17
13				4-38047	10/21/2003	382.52	\$ 10,000.17
14				4-77777	7/31/2003	95.63	\$ 2,500.04
15		8/1/2003	0	1-99999	(blank)	4172.59	\$109,083.42
16				4-34620	12/3/2003	267.75	\$ 6,999.75
17				4-34994	6/30/2004	382.52	\$ 10,000.17
18				4-38047	10/21/2003	382.52	\$ 10,000.17
19				4-77777	7/31/2004	95.63	\$ 2,500.04
20		10/22/2003	0	1-99999	(blank)	4172.59	\$109,083.42
21				4-34620	6/30/2004	267.75	\$ 6,999.75
22				4-34994	6/30/2004	382.52	\$ 10,000.17
23				4-38047	6/30/2004	382.52	\$ 10,000.17
24				4-77777	7/31/2004	95.63	\$ 2,500.04

Note:

Excel doesn't like to have more than one Pivot Table for the same data. If you want to have two or more Pivot Tables for the same sheet tab, after you've done your 1st one, make another copy of the original, rename the copy, and then make a new Pivot Table.

Excerpts courtesy of:

Using Excel Effectively & Pivot Tables Made Easy

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