

# Getting a Report in Excel

Some reports can be downloaded into an Excel spreadsheet. This format is called “CSV.”

After you’ve hit RUN on a PeopleSoft report and are at the Process Scheduler Request, use the drop down button under “Format” and choose CSV. (System normally defaults to PDF)

- Run report as usual.
- View log/trace will have the file name with the extension of CSV.
- Click on the file and it will open in what looks like an Excel file.
- Go to File/Save As and in the “Save as Type” at the bottom choose Microsoft Excel, name it and hit save.
- Right click over your tool bar and click on Customize.
  - Choose the Commands Tab
  - Choose Edit
    - Drag the icons for Delete Columns and Delete Rows to your toolbar
- Back to the spreadsheet, click on the grey box in between Column A and Row 1. This should highlight the entire page.
- Put your cursor in the grey in between Column A and B until it forms a T – double click. This will format all of the columns to the length of the data in the columns.
- As you scan across the rows, you’ll notice that many of your columns have the “=” sign in them. Highlight those columns and use the new Icon for delete columns that you created earlier. Delete all columns with the = sign in them.
- Copy Fund and Dept down all columns.
- Individually copy the account number down until you see a new account.
- Change the headers on the first account to follow where the data output is (I found that my header was one or two cells to the left of where the information actually was.
- Now the goal of formatting the spreadsheet is to have all of your headers in one row.
- Once you do that, you can delete all the lines above your headers.
- Highlight the entire spreadsheet (Click on the grey box between column A and row 1)
- Select Data/Sort – make sure at the bottom you click the box “My data has a Header Row”.
  - You will want to sort by post date since all of the information that came in by rows is associated directly with the post date.
  - Click Ok.
- Once you have hit the sort, your information will come in by post date and you can delete all of the other rows on the spreadsheet.
- Also delete any blank columns.
- Sort your file by account and then use the subtotal function.
- Select Data/Subtotals
  - At each change in ACCOUNT
  - Use function SUM
  - Add subtotal to: Pick the column that you want subtotaled (I chose Expenditure)
- Using subtotal function is nice because it will give you the grand total at the bottom of the page.