New Queries in PeopleSoft for Full Fiscal Year Actual and Budget Listings

Two new queries with summary posted amount (change for the month) for Jan-Dec of selected fiscal year. One Query is for Budget and one for Actual values. Similar to the Spreadsheet in ScoutNet.

These should be helpful in seeing what your budget for future periods is like, and starting the budget building process in Excel® as well.

![Spreadsheet Screenshot]

**NOTE: As with many Excel® downloads, it is good to add the parameters to Cell A1.**

The download looks like this at first with the query name in cell A1:

![Spreadsheet Screenshot 1]

Edit Cell A1 and Merge it across to about F1 like this:

![Spreadsheet Screenshot 2]
Then you can shrink the cell widths and remove the 0.000’s for better readability. Click on the corner between A and 1, then double-click on the line between A and B, then Click on F and drag to Q, then click on the “,” above.

It prints well Landscape when forced to 1 Page Wide and 30 Pages High.
## Typical Output:

![Spreadsheet Image]