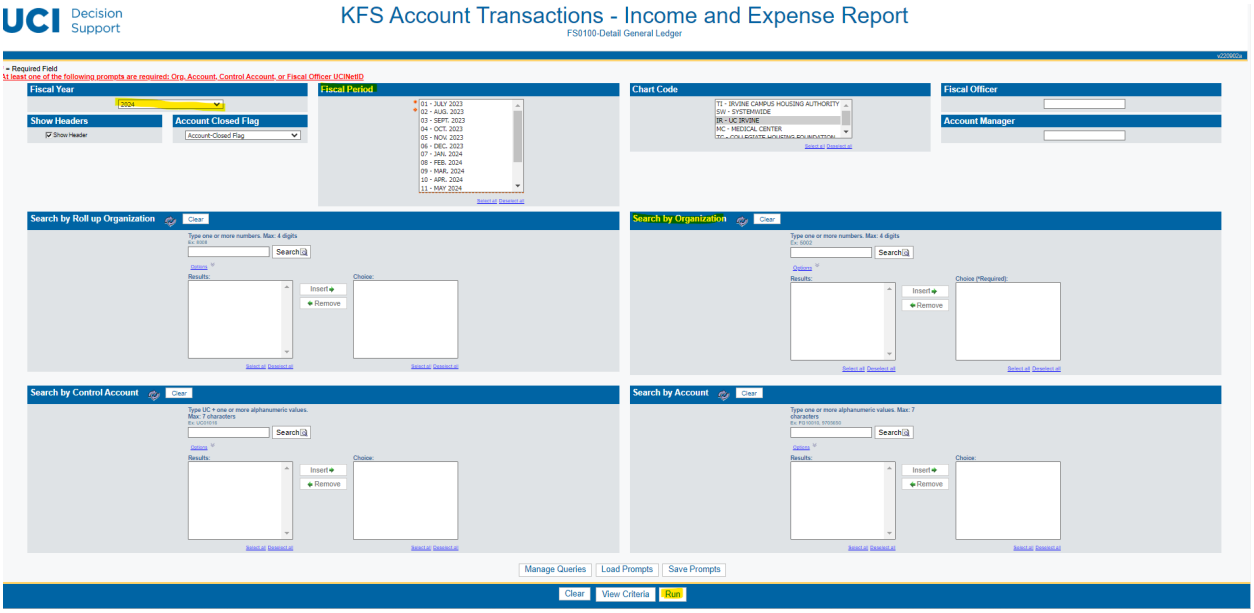
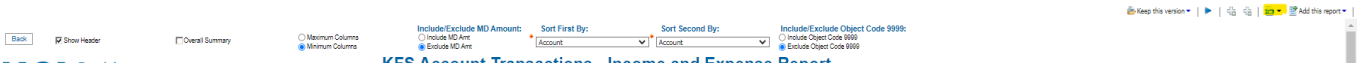
HOW TO UPDATE MONTHLY FINANCIAL REPORTS

1. Open the Department Financial Report (click on enable editing if necessary)
2. Save a new copy for the current month you are working on where you will add the new month's data
3. Click on the Detail by Period worksheet and update the "through" date
4. Click on the DS Data worksheet and go to the bottom of the data that is already there (Clicking control and the down arrow at the same time will take you to the next open cell)
5. Login to zot portal and click on Decision Support
6. In the KFS Decision Support Portlet, expand General Ledger – Campus Reports
7. Click on Account Transaction – Income and Expense (FS0100-Detail General Ledger)

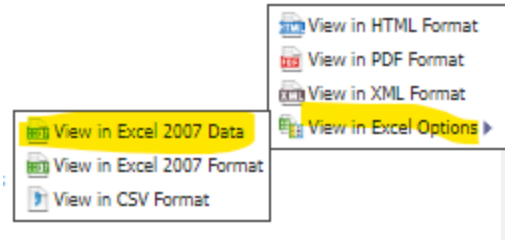


8. Choose current fiscal year
9. In Account closed flag, select "N"
10. In Fiscal Period, select the period you need to download
11. In Fiscal Officer, enter edefries or the fiscal officer for your department
12. In Search by Organization, enter your department org/search/insert
13. Click Run

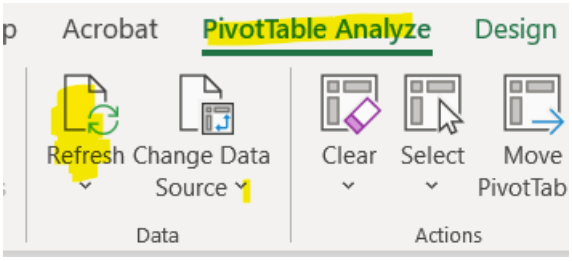


This will populate the report in an HTML format that you can then download into excel. In the upper right corner there is drop down box (highlighted above)

14. Click on the drop down box
15. Choose View in Excel Options/View in Excel 2007 Data



16. Open the excel data you just downloaded
17. Click enable editing
18. Click Ctrl A to select all the data in the spreadsheet then Ctrl C to copy
19. Return to the Dept Report and the DS Data Worksheet and make sure your active cell is the next empty one in Column A
20. Ctrl V to paste the new month's data
21. Delete the row that has the row headers
22. Save your work
23. Click on your Detail by Period tab
24. Click anywhere within the Pivot Table. This will bring up the Pivot Tables Tools Ribbon



25. Click on Pivot Table Analyze and then Refresh and this will update the pivot table with the new month's data you just added.
26. Click on the Column Labels drop down menu (Cell B3) and add a check box to the period you just added if it does not automatically appear
27. To view your other accounts, click on the Account Number drop down menu (Cell A2) and choose what account you'd like to view
28. Repeat Steps 23 through 25 in each of the Balance by Period and Summary Tabs