

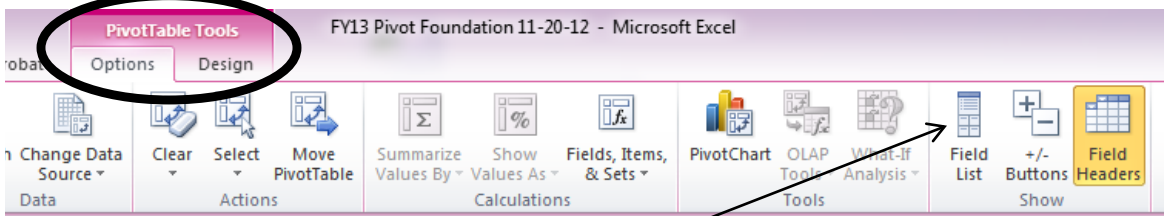
Manipulating the Labor Budget to Expenditure Report

The purpose of the Labor Budget to Expenditure report is to provide Financial Managers with an up-to-date look at each PCN's budget status. Reports are compiled on a bi-weekly basis, directly after the most recent pay period has been posted to Banner.

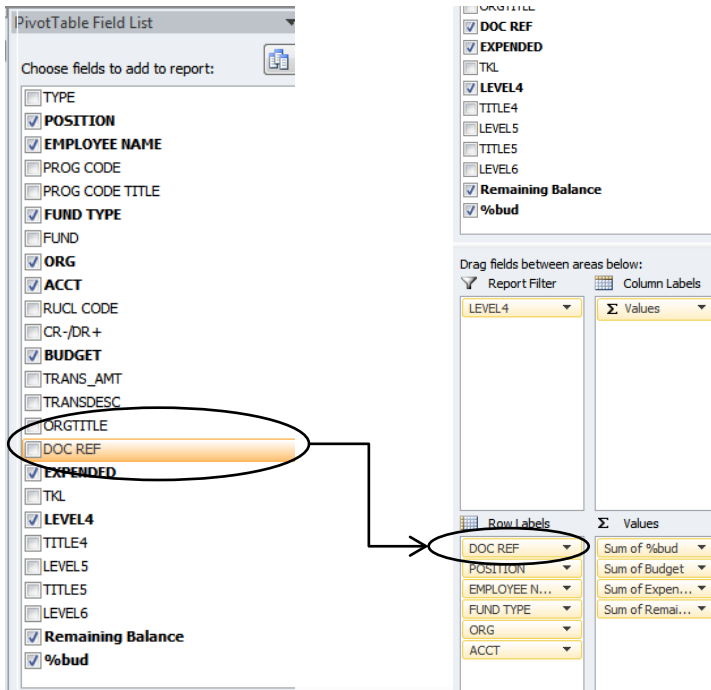
A PCN is budgeted in the actual account code that it is to be paid and the lump sum of the org's expected staff benefits expense is budgeted in account code 1970. This is why the Labor Budget to Expenditure report displays expenditures by employee in all labor account codes **except for 1970**, which is shown in its own category with its own budget.

If you wish to use this report to display ALL expenditures by employee regardless of account code, you will need to manipulate the report as follows:

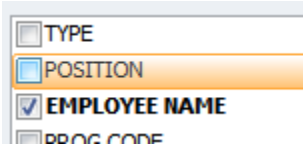
1. Once opened in Excel, click anywhere in the table to be able to access the **PivotTable Tools**.



2. Click the **Options** tab and **Field List**. You will see the list appear on the right side of the screen.
3. On this list, click and drag the "DOC REF" field down to the Row Labels box and place it right above the Position field.



- Now you have a different PCN field that groups the staff benefits by employee. You no longer need the original Position field, so go ahead and uncheck it from the field list.



- If you would like to arrange it with the staff benefit category at the bottom of each employee section, simply click the outside edge of any Staff Benefits cell and drag it underneath the Employee Name. Make sure the cursor changes to the crosshairs before clicking and dragging.

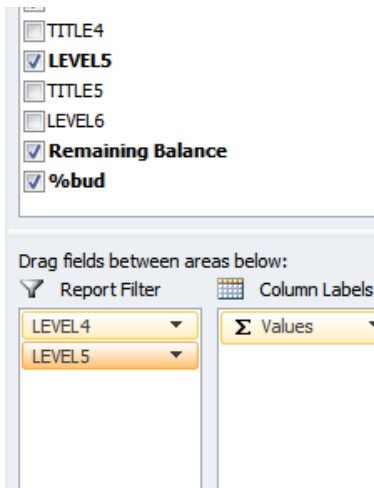
		Restricted Total
109028	Staff Benefits	Restricted
		Restricted Total
	Schoening, Lori L	Restricted
		Restricted Total
100020	Staff Benefits	Restricted

You can also right-click on the Fund Type subtotal and uncheck the Subtotal option if it enables you to interpret the data a little easier.

Schoening, Lori L	Restricted	66525	1401
	Restricted Total		
Staff Benefits	Restricted		
	Restricted Total		

- Copy
- Format Cells...
- Refresh
- Sort >
- Filter >
- Subtotal "FUND TYPE"
- Expand/Collapse >
- Group...
- Ungroup...
- Move >
- Remove "FUND TYPE"
- Field Settings...
- PivotTable Options...
- Hide Field List

- Continue playing around with the pivot table to display the data in ways that work for you and your needs. You can always go back to the version on the website, so don't be afraid to explore all the options.
- Some may want to look at data at a different org level. Right now, the table is set up to allow choices at the level 4. The field list on the right shows levels 4-6 as options. If you would like to filter based on level 5, all you need to do is drag that field down to the Report Filter box



- And "tada!" – you can now filter at either level (or both)

LEVEL4	(All)			
LEVEL5	(All)			
DOC REF	EMPLOYEE NAME	FUND TYPE	ORG	ACCT