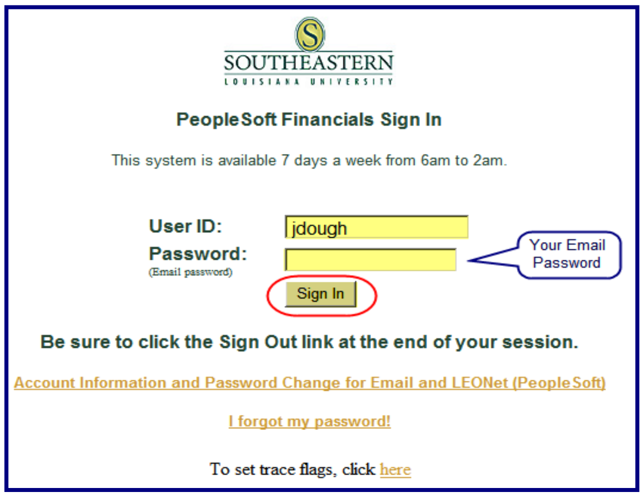
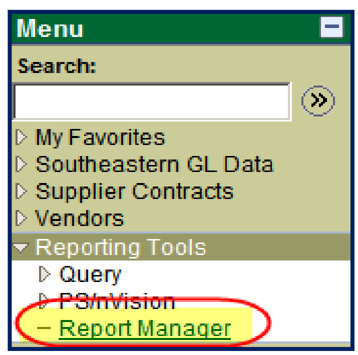
ACCESSING MONTHLY DEPARTMENTAL SUMMARY REPORTS
In PeopleSoft Financials

1. To view your **Monthly Departmental Summary**, log into the PeopleSoft Financial system through the PeopleSoft icon on your desktop or through LEONet. Enter your PeopleSoft **User ID** (not your W#) and **your email password** to gain access to the system.

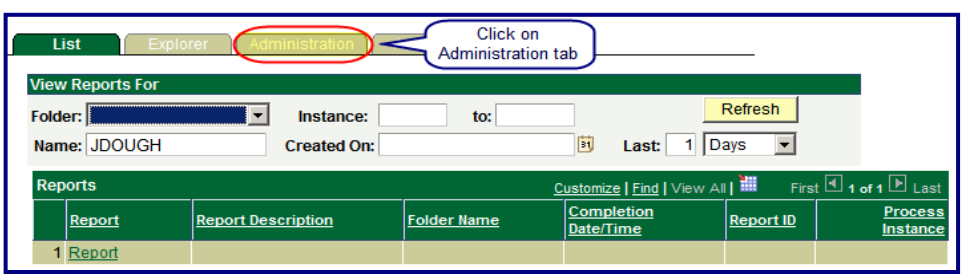
If you have problems or questions regarding logging into the system, contact the PeopleSoft Financials team at extension 3243.



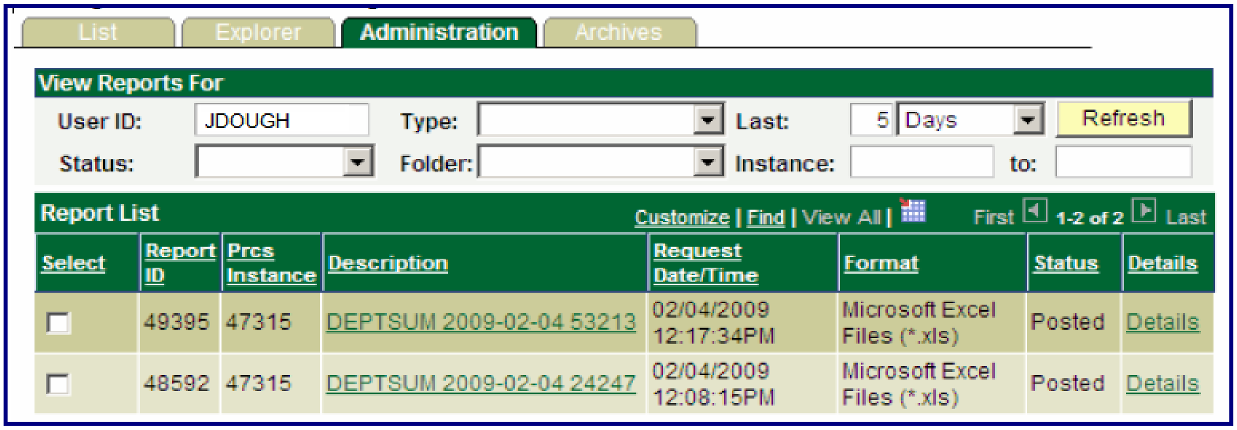
2. In the *Menu* list, select *Reporting Tools >Report Manager.*



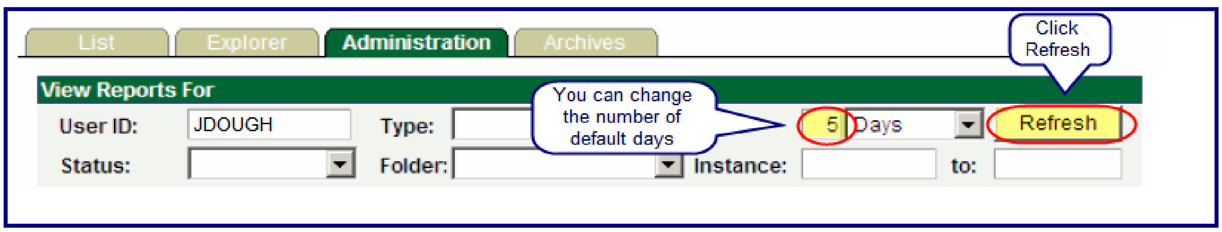
3. In the next screen, click on the ***Administration*** tab.



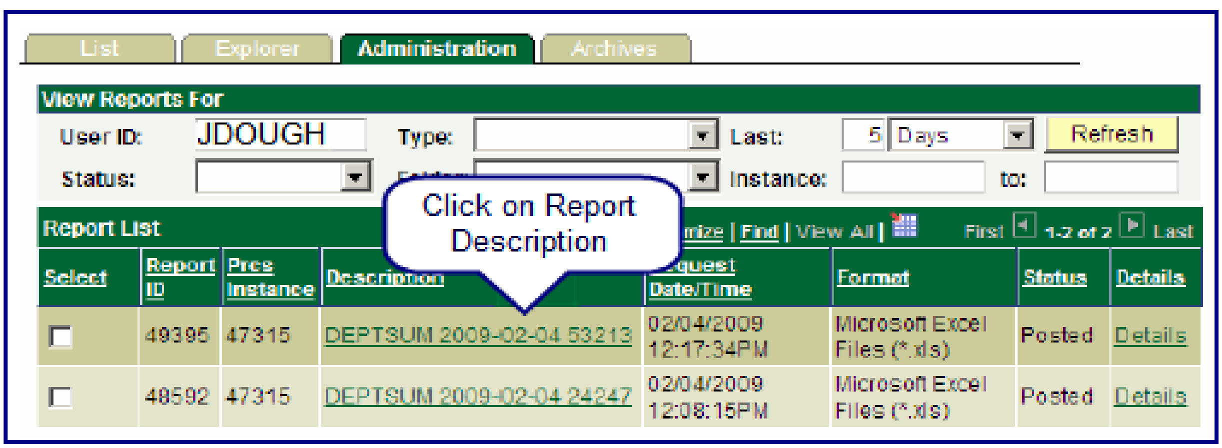
4. The **Administration** screen will display the reports which you have access to as *Budget Unit Manager*.



5. If no reports appear, you may need to change the default number of days that the panel will display to cover the last date the reports were run. Click the **Refresh** button.



6. To open the report, click on the **Report Link**. It will open automatically in an *Excel* format. *(If it does not open, see "Configuring Your System for Excel.)* The report can then be printed and/or saved as a normal Excel file.



For questions or problems concerning the Summary Reports, contact **Lori Gray** in the Controller's Office, ext. **3754**.