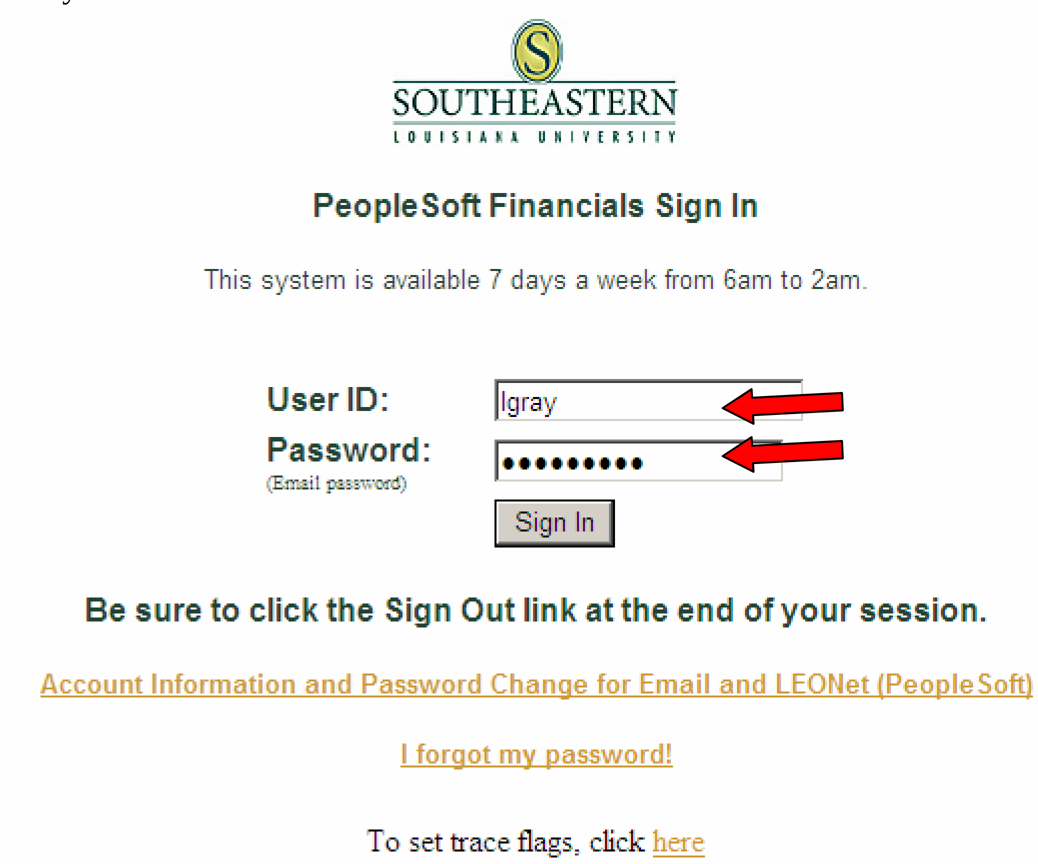
Monthly Departmental Summary Reports

To view your Monthly Departmental Summary, log into the PeopleSoft Financial system through the PeopleSoft icon on your desktop or through LEONet.

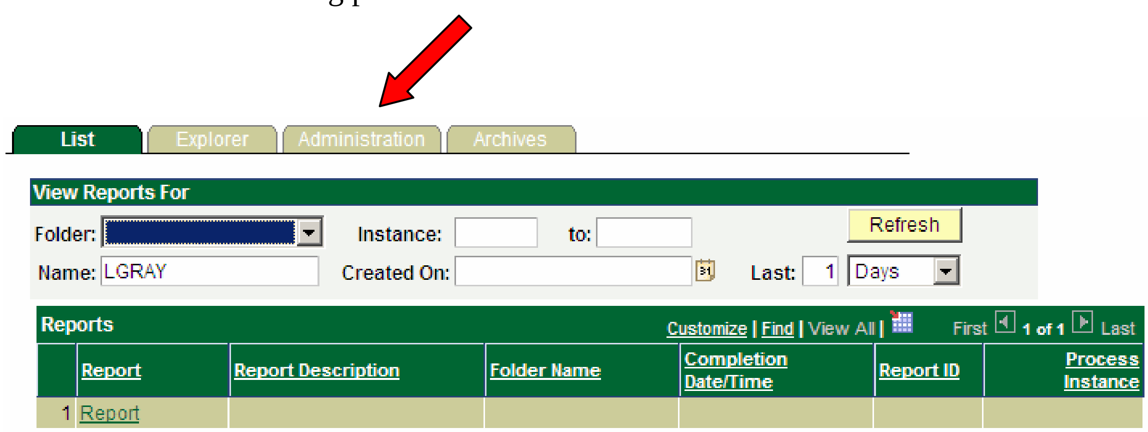
Enter your PeopleSoft User ID (not your W#) and your email password to gain access to the system.



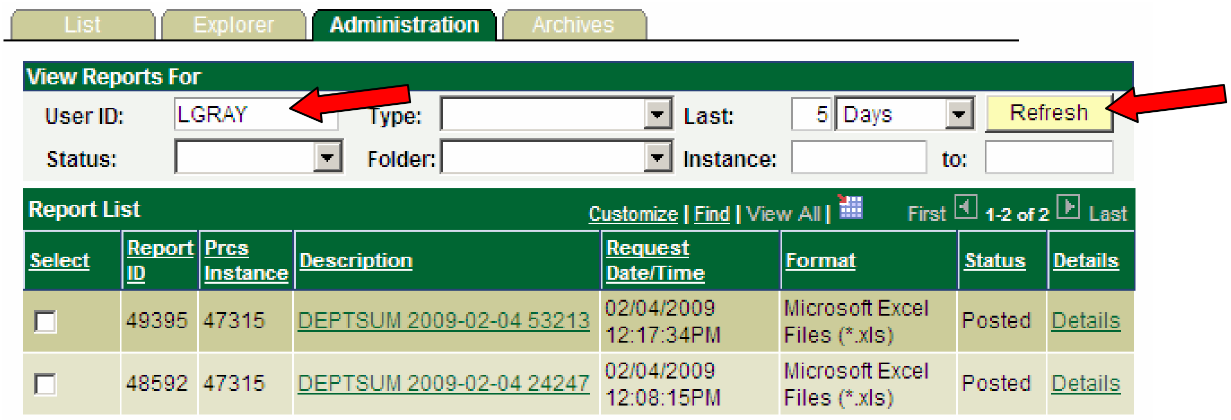
If you have problems or questions regarding logging into to the system, contact the PeopleSoft Financials team at extension 3243.

Navigate to the following: **Reporting Tools > Report Manager**

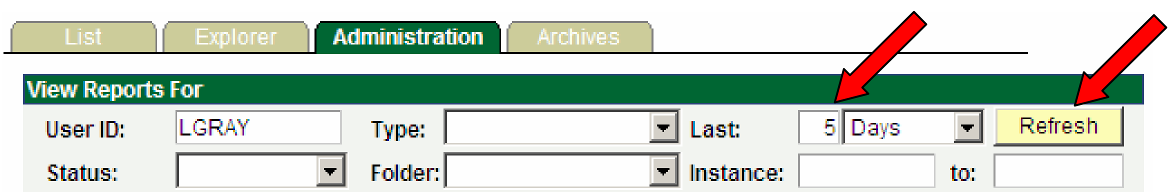
You will see the following panel. Click on the Administration tab.



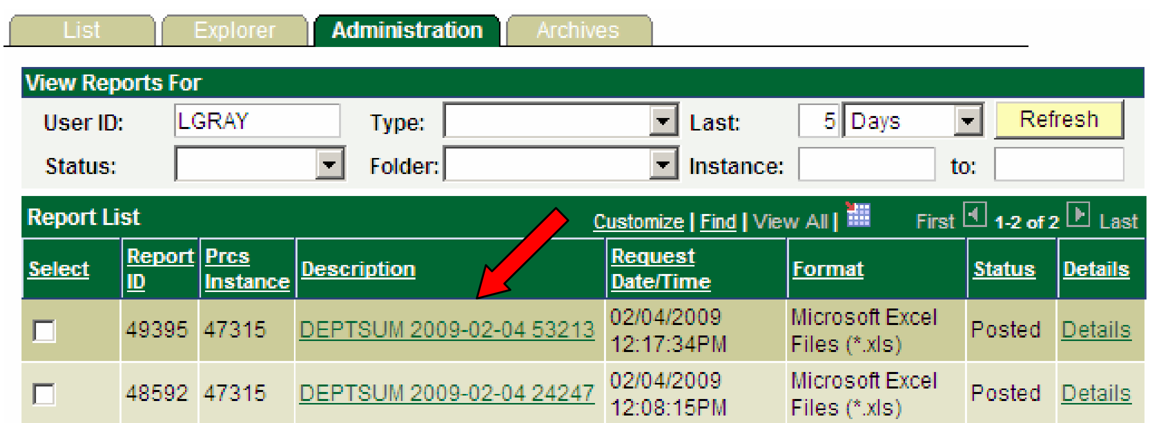
The Administration panel will display the reports in which you are the Budget Unit Manager at the time the reports are run. If you are not the budget unit manager, using all capital letters, change the User ID to the budget unit manager of the department and click on Refresh.



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 on Refresh to update your view.



To open the report in Excel, click on the report link.



The report can then be printed or saved as normal using Excel.

Should you have any questions or problems, please contact Lori Gray in the Controller’s Office at 549-3754.