Exercise: List Total Paid to Vendors

A team would like a list of expenses by vendor after several colleagues asked similar questions, like, “How much did we pay Dell Computers last year?” The team would like a prompt for the department number, so that they can run the report for any of the three departments served. They want the report limited to unrestricted funds and sectioned by fund number.

After referring to the Data Dictionary, the report builder chooses the KK_Detail star and the following data elements for the report:

- Filters and Prompts: Unrestricted Funds, Fiscal Period, Department, Transaction Type (Voucher)
- Facts: Vendor ID, Vendor Name, Total FY Expense

Insert dimension elements and filters

1. Click Insert Data.
2. Expand the AdHoc View > Ledger KK Detail.
3. Expand the Department dimension.
    a. Double-click the Department ID & Description element. Result: The element appears on the canvas.
    b. Close the Department dimension.
4. Expand the Fund dimension.
    a. Double-click the Fund element. Result: The Fund element appears on the canvas.
    b. Close the Fund dimension.
5. Expand Filters & Prompts > Fund Filters.
    a. Double-click the Unrestricted Funds filter. Result: the filter appears on the canvas.
    b. Close Fund Filters.
6. In the same Filters & Prompts folder, expand Common Prompts.
    a. Double-click Department ID Prompt. Result: the “Combine filters” dialog appears.
    b. Verify that the logic between the filters (AND/OR) is AND.
    c. Click Apply > OK. Result: the filter appears on the canvas.
    d. Close the Filters & Prompts folder.

Insert fact elements and one additional filter

7. Expand the KK Detail Fact.
    a. Press the Control key {Ctrl} and click Vendor ID, Vendor Name, and Total FY Expense.
    b. Click Insert.
    c. Right-click Transaction Type, and click *Filter for report*.
    d. Click *Pick values from a list*.
    e. Select Voucher and click OK > Apply > OK.
    f. Close the fact table.

Save and name the file

8. Click Save and name the file “Total FY Expense by Vendor.”
9. Save the file in “My Folders” and click OK.

Continued next page…

Apply finishing touches (Sections, Suppression, Title, Template)

10. Section the report by Department, then by Fund.
    a. In the canvas, click the Department ID & Description column heading.
    b. On the toolbar, click the Create Sections icon.
    c. Click the Fund column heading.
    d. Click Create Sections.
11. Suppress zeroes.
    a. Click the arrow next to the Suppress icon.
    b. Click Suppress Rows.
12. Add a title and subtitle.
    a. Double-click Title.
    b. Type the title “Total FY Expense by Vendor.”
    c. Type a subtitle, “Prompt by Department ID.” Click OK.
13. Apply a template.
    a. From the Menu, click Change Layout.
    b. Click Apply Template > Apply a template > Select a template.
    c. Navigate to Public Folders > PS_EPM_ADHOC.
    d. Select PeopleSoft_Template_Final > OK > OK.
14. Click Save.

Run the report and save

15. Click Run.
    a. At the Department ID prompt, confirm 4011400 and click Finish.
    b. At the Fiscal Year and Budget Year prompts, enter 2014 and click OK. Result: The report is populated. Rows are sorted by Vendor ID.
16. Click the Vendor Name column heading.
17. On the toolbar, click the Sort icon.
18. Click Save.
19. Click Run > Finish > OK.

