1. Open the Department Report in Excel (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 Summary by Account 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. Click on Load Prompts

9. Click on 2026 DEPT REPORT under query Name

10. Once prompts load, in Fiscal Period, select the period you need to download
11. In Account Manager, enter your UCINetID

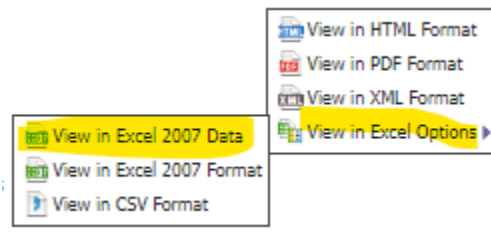12. In Search by Organization, enter your department org/search/insert
13. Scroll to the bottom of the page
14. Click Run

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)

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

17. Open the excel data you just downloaded
18. Click enable editing
19. Click Ctrl A to select all the data in the spreadsheet then Ctrl C to copy
20. Return to the Dept Report and the DS Data Worksheet and make sure your active cell is the next empty one in Column A
21. Ctrl V to paste the new month's data
22. Check the data above and below the headers of the new data you just pasted to ensure the data is the same
23. Delete the row that has the row headers
24. Save your work
25. Click on your Summary by Account Worksheet
26. Click anywhere within the Pivot Table. This will bring up the Pivot Tables Tools Ribbon
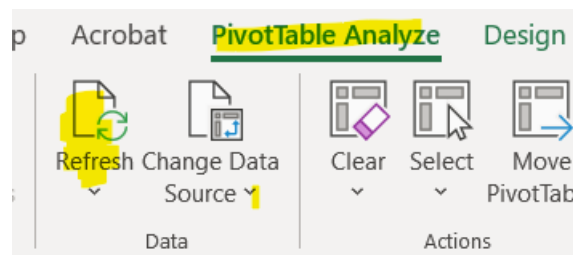
27. Click on Pivot Table Analyze and then Refresh and this will update the pivot table with the new month's data you just added.
28. Click on the Column Labels drop down menu (Cell B3) and add a check box to the period you just added if it does not automatically appear
29. To view your other accounts, click on the Account Number drop down menu (Cell A2) and choose what account you'd like to view
30. Create a PDF version of the Dept Report for each account in the Workbook every month to be used in the final report packet
31. Repeat Steps 26 through 29 in each of the Detail by Period, Project Code Errors and Summary Worksheets