

Running and formatting the Lapse Fund Advance Notice query in Excel user guide

Overview

This guide identifies how to run and format the Lapse Fund Advance Notice query in Microsoft Excel.

Procedure

- Step 1.** Two queries can be run to show an agency's upcoming lapsing funds. Both can be processed solely as queries; no report is required to be run first.
- A.** OCP_GL068_LAPSED_FUNDS is for continuing/revolving funds.
 - B.** OCP_GL0114_LAPSED_FUND is for appropriated funds.
- Step 2.** Navigate to **Query Viewer (NavBar > Menu > Reporting Tools > Query > Query Viewer)**.
- Step 3.** Enter either **OCP_GL0068_LAPSED_FUNDS** or **OCP_GL0114_LAPSED_FUND** in the search box and select **Search**.
- Step 4.** Select **Run to Excel**.
- Step 5.** Enter your respective Business Unit.
- Step 6.** Select **View Results**.
- Step 7.** Open your download and enable editing in the Excel file.

To format the report like its respective PDF version, ensure the cursor is located somewhere within the report data.

- Step 1.** Navigate to the **Insert** tab within Excel.
- Step 2.** Select **Pivot Table** and make sure **Table/Range** includes all the data within the spreadsheet. Select **OK** to create a new spreadsheet tab.
- Step 3.** Select the following PivotTable Fields and ensure they are in the Rows area:
- A.** Unit.
 - B.** Class Funding.
 - C.** Dept.
 - D.** Bud Ref.
 - E.** End Date.
- Step 4.** In the Column area of the pivot table, add **Ledger**.
- Step 5.** In the Values area of the pivot table, add **POSTED_TOTAL_AMOUNT**.
- Step 6.** With the cursor located somewhere within the pivot table, navigate to the Design table and execute the following:
- A.** Select **Subtotals** and then select **Do Not Show Subtotals**.
 - B.** Select **Report Layout** and then select **Show in Tabular Form**.

Step 7. Optional step to format the amounts shown:

- A.** In the PivotTable Fields, select **Sum of POSTED_TOTAL_AMOUNT**.
- B.** Select **Value Field Settings**.
- C.** Select **Number Format** located at the bottom of the pop-up screen.
- D.** Select **Number** for Category.
- E.** Check the **Use 1000 Separator (,)** box.
- F.** Select **Negative Numbers**, which is the third option.
- G.** Select **OK** twice.

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