

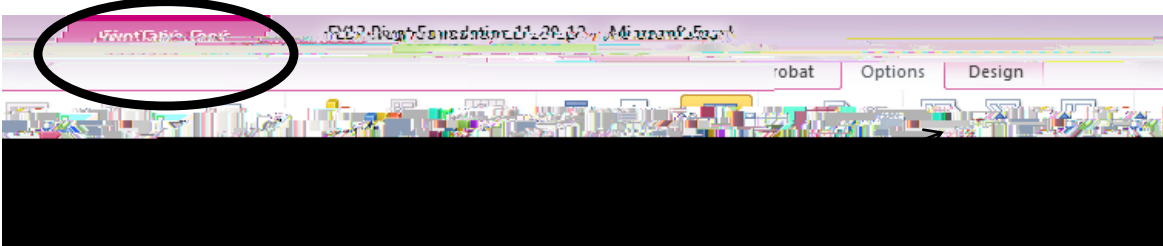
Manipulating the Labor Budget to Expenditure Report

The purpose of the Labor Budget to Expenditure report is to provide Financial Managers with an up-weekly basis, directly after the most recent pay period has been Banner.

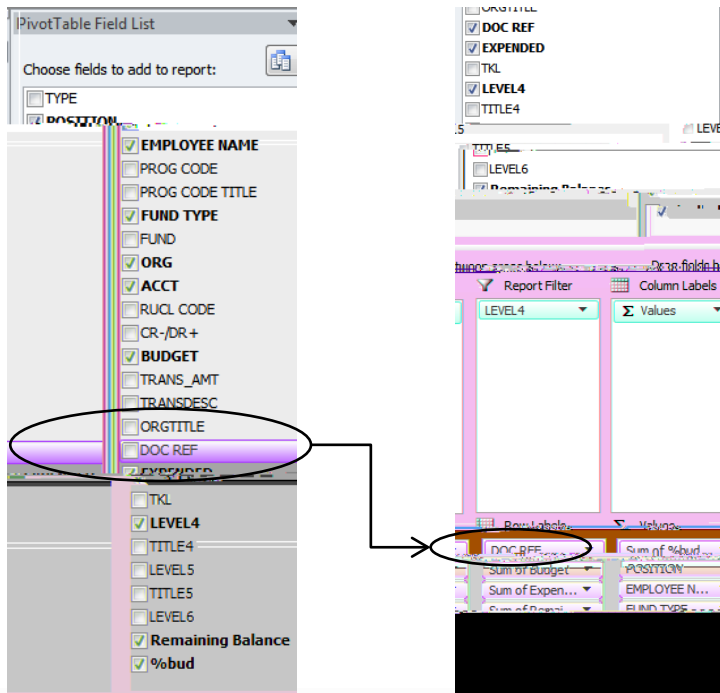
budgeted in the actual account code that it is to be paid and the lump sum org's expected staff benefits expense is budgeted in account code 1970. The Labor Budget to Expenditure report displays expenditures by position in all labor account codes **except for 1970**, which is shown in its own report with its own budget.

In order to use this report to display ALL expenditures by employee regardless of account code, you will need to manipulate the report as follows:

1. Once opened in Excel, click anywhere in the table to be able to access the **PivotTable Tools**.



2. Click the **Options** tab and **Field List**. You will see the list appear on the right side of the screen.
3. On this list, click and drag the "DOC REF" field down to the Row Labels box and place it right above the Position field.



4. Now you have a different PCN field that groups the staff benefits by employee. You no longer need the original Position field, so go ahead and uncheck it from the field list.

5.

6. Continue playing around with the pivot table to display the data in ways that work for you and your needs. You can always go back to the version on the website, so don't be afraid to explore all the options.
7. Some may want to look at data at a different org level. Right now, the table is set up to allow choices at the level 4. The field list on the right shows levels 4-6 as options. If you would like to filter based on level 5, all you need to do is drag that field down to the Report Filter box

8. And "