1. Click on the Add a new Value tab.
2. Enter any name next to Run Control ID.
3. Click on Add button.
4. Enter Fiscal Year, Acct Period, Report Format (XLS).
5. Enter either a Cost Center or a Project ID for Grants.
6. Click Save.
7. Click Run.
8. Select XLS for format to export to Excel.
9. Click OK.

**PeopleSoft Tips**
- You can access saved inquiries by clicking on Find an Existing Value and entering the Inquiry Name.
- **Do not** include any blank spaces in the Inquiry Name.
- The Report will be submitted after Step 9, please allow some time for processing.
- Reconcile one accounting period at a time.
10. Write down your Process Instance number. This number will be used to help you identify and select your reports.
12. Click report matching the Process Instance with .XLSX. Extension.
   - The Report will process three outputs:
     a) Monthly Recon — ignore this report.
     b) DTL.xlsx — This output displays a Detailed Financial report.
     c) .xlsx — This output displays a Summary Financial report.
13. You will be directed to a new page. Please select another .xlsx document.

PeopleSoft Tips
- You can also access reports in the PeopleSoft Home Page under My Reports.
- The Process Instance should match to Step 10 reference number.
- Refer to Power Point for information on Reviewing Reports.
- Only select reports with an .xlsx extension.