






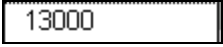

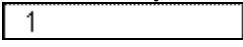
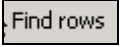



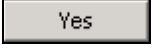


## Using the Spreadsheet Add-In

Step	Action
1.	The Spread Sheet Add In program (SSAI) uses a Planning and Budgeting Spreadsheet Add-In program Excel file, <b>ExcelToCI-BP.xls</b> .
2.	The SSAI is divided into four tabbed worksheets: <ul style="list-style-type: none"> <li>• The Coversheet provides an overview of how to use SSAI.</li> <li>• On the Connection Information worksheet, specify how to access the PeopleSoft database in which your Planning and Budgeting resides.</li> <li>• On the Search Criteria worksheet, select the business unit, planning model, activity, scenarios, planning center, and budget version to download.</li> <li>• On the Edit &amp; Submit worksheet, enter data and submit it back to the database.</li> </ul>
3.	To open the SSAI: <ol style="list-style-type: none"> <li>1. Minimize the window for the PeopleSoft application so you can see the desktop.</li> <li>2. On your desktop, click Shortcut to ExcelToCI-BP.xls.</li> <li>3. When the dialog box appears, click Enable Macros.</li> </ol> <p>Note: If the Enable Macros selection does not appear, from the Excel menu, select Tools, Macro, Security, and select the Medium security option button. Click OK, then exit from Excel. Start over again by selecting Shortcut to ExcelToCI-BP.xls from your desktop.</p>
4.	Click the <b>Coversheet</b> tab. 
5.	Use the <b>Coversheet</b> worksheet to enter the connect information for communicating with a PeopleSoft Internet Applications (PIA) server, such as the Web Server machine name, protocol, and PeopleSoft site name.
6.	Click the <b>Connect Information</b> tab. 
7.	Use the <b>Connect Information</b> worksheet to define criteria for the budgeting data that the system retrieves
8.	For this example, the connection information has been entered for you. This connection information reflects a demonstration database and will be different from your system.  Click the <b>Search criteria</b> tab. 
9.	Use the <b>Search Criteria</b> worksheet to define criteria for the budgeting data that the system retrieves.
10.	Click the <b>Login/Refresh</b> link. 

Step	Action
11.	<p>The <b>Login</b> dialog box appears, prompting you to login to your Planning and Budgeting environment.</p> <p>Enter the desired information into the <b>User ID</b> field. Enter a valid value e.g. "<b>STA101</b>".</p>
12.	<p>Click in the <b>Password</b> field.</p> 
13.	<p>Enter the desired information into the <b>Password</b> field. Enter a valid value e.g. "<b>STA101</b>".</p>
14.	<p>Click the <b>OK</b> button.</p> 
15.	<p>Based on your Planning and Budgeting login identification, some of the search criteria will be populated.</p> <p>Click the <b>Planning Center</b> list.</p> 
16.	<p>Click an entry in the list.</p> 
17.	<p>Click the <b>Budget Version ID</b> list.</p> 
18.	<p>Click an entry in the list.</p> 
19.	<p>Use the <b>Find Rows</b> link to retrieve budget information from Planning and Budgeting into your spreadsheet.</p> <p>Click the <b>Find Rows</b> link.</p> 
20.	<p>The SSAI retrieves the data from Planning and Budgeting and displays the information in the <b>Edit &amp; Submit</b> page. Use this page to update budgeting data, unlock the planning center, and submit the version for approval.</p>
21.	<p>Click the <b>horizontal</b> scrollbar.</p>
22.	<p>You can update amounts by directly entering those changes into a corresponding cell. You can also use spreadsheet formulas to calculate one cell with another. For example, you could calculate seasonal trends by increasing sales by a percentage in certain months.</p> <p>SSAI enables you to use standard spreadsheet functionality on your planning and budgeting models.</p> <p>For this example, the data has been updated for you.</p>

Step	Action
23.	Once you have made all of your SSAI changes, save the spreadsheet.  Click the <b>Save</b> link. 
24.	Use the <b>Save</b> dialog box to confirm your save.  Click the <b>Yes</b> button. 
25.	When you retrieved data from Planning and Budgeting, the corresponding data was locked. Use the <b>Unlock</b> link to unlock the data in Planning and Budgeting.  Click the <b>Unlock</b> link. 
26.	Click the <b>Yes</b> button. 
27.	Data from the spreadsheet has now been transmitted to the Peoplesoft Planning and Budgeting database. You have successfully used the spreadsheet add-in feature. <b>End of Procedure.</b>