INSTRUCTIONS FOR EXPORTING PAYROLL DATA FROM UMDW WITH INDEX BY ORG UNIT

Select Data Sheet

These are the Org Units

Click on this and run in datasheet view
Right Click on this tab and select design view
Click on Show Table

You need to Add A2BACCI, then click close
You need to connect the 5 fields that make up an index – FSYR_CODE, FSPD_CODE, FUND_CODE, ORGN_CODE, PROG_CODE.
Double Click on ACCI_CODE (this is the index code) – double clicking will add it to the query below

Right Click and go to Datasheet View
Now it is time to export this to Excel.

Click on the External Data tab, then click on Excel.
Specify where you want it to go, check the boxes as shown.
Now go to the Excel file that opened up and move on to the pivot table instructions.