



PEOPLESOFT REPORTS – QUICK GUIDE

MEMBERSHIP DATA REPORTS

Three Data reports that can be downloaded into an Excel format:

State: This report gives you extensive data for each currently active member in your state.

Undeliverable: This report gives you data on any member that is marked as having an undeliverable address.

In Progress: This report gives you data on any member who is not yet fully processed in our database.

These reports will generate member data that's been entered into PeopleSoft to date.

Menu Path: Membership System > Reports > Additional Reports

1. This brings you to the Query Manager page.
2. In the empty field type: FFA_MEM_EXTRACT
3. Click "search".
4. There are three different reports that come under this header. They process in the same way but each gives you different information. They are:
FFA_MEM_EXTRACT_STATE: This report gives you extensive data for each (current) active member in your state.
FFA_MEM_EXTRACT_STATE_UNDELIV: This report gives you data on any member that is marked as having an undeliverable address.
FFA_MEM_EXTRACT_ST_INPROGRESS: This report gives you data on any member who is not yet fully processed in our database.
5. Look for the report you would like to run. On the right side of that same line, click on the blue link labeled "RUN".
6. Where it says "enter chapter prefix" please enter either your state abbreviation with the per cent sign after it (EX: AR%), to pull data for your whole state, or else enter a specific chapter number (EX: AR0004).
7. Click "view results". This report takes a few minutes to download depending on the size of the file. You may get a message saying the file is too large, click ok.
8. **NOTE: The information looks like an Excel Spreadsheet however you are still in Microsoft Internet Explorer.**
9. Click on Download results in Excel Spreadsheet.
10. Once you have the file in the Excel screen, go to file, save as, name the file and chose a location to save the file (i.e. to your desktop). **Make sure that when you save the file the type is saved as Microsoft Excel workbook on the "save as" screen.**
11. Close the Microsoft Internet Explorer window.
12. Open the file on your desktop, sort, send or view as desired.