

Exporting a Report

Process: Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you the basics of exporting a BOBJ report as an Excel spreadsheet, a PDF document, or a CSV (Microsoft Comma Separated Values) document with or without options.

Note: For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

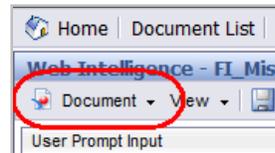
Role: Authorized Users

Frequency: When needed

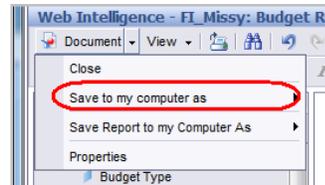
Exporting as an Excel Document

Open the Business Objects report

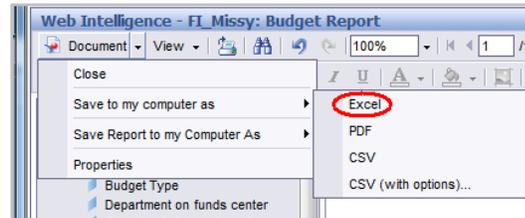
Click **Document**



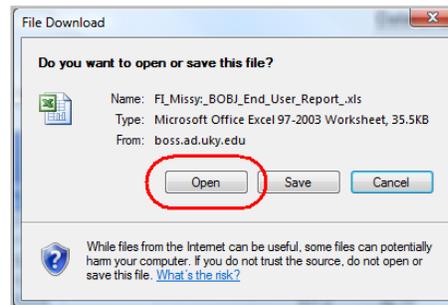
Select **Save to my computer as**



Select **Excel**



Click **Open**



Quick Reference Card – Business Objects Infoview Exporting a Report



Save the file in either 2003 or 2007 Excel format

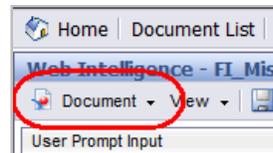
Funds Center Key	Funds Center	Commitment Item Key	Commitment Item	Original Budget	Annual (Revised) Budget	Prior Balance
1011663830	UNIVERSITY-GENERAL	410200	Appro-Regular State	(315,800,500.00)	(315,377,077.13)	(313,444,077.16)
	UNIVERSITY-GENERAL	410210	Appro-State Debt Ser	(4,649,100.00)	(4,649,100.00)	
	UNIVERSITY-GENERAL	410220	Appro-State Special			0.00
	UNIVERSITY-GENERAL	411101	Grants - ST Noncap			9.00
	UNIVERSITY-GENERAL	422103	Capital Gfts	(145,000.00)	(145,000.00)	(145,000.00)
	UNIVERSITY-GENERAL	430010	Inv Inc - Overnight	(10,109,000.00)	(10,109,000.00)	(653,160.44)
	UNIVERSITY-GENERAL	430045	Inv Inc Bond Rev			(1,106,916.95)

Note: Any changes you make to the Excel file cannot be uploaded to Business Objects.

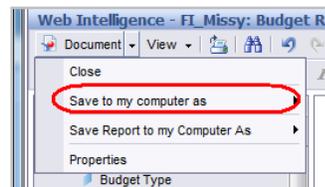
Exporting as a PDF

Open the Business Objects report

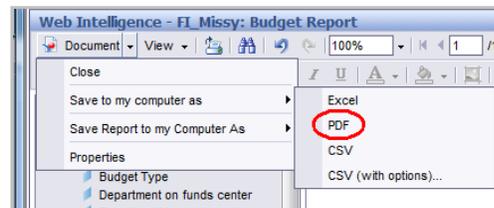
Click **Document**



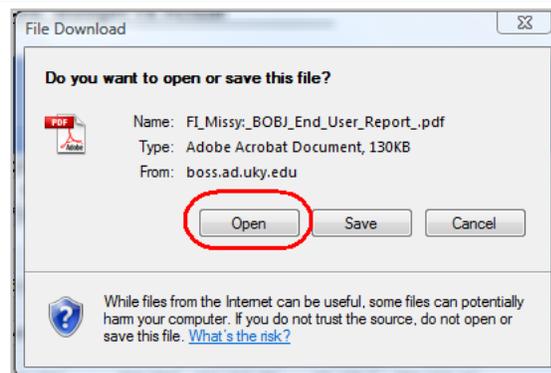
Select **Save to my computer as**



Select **PDF**

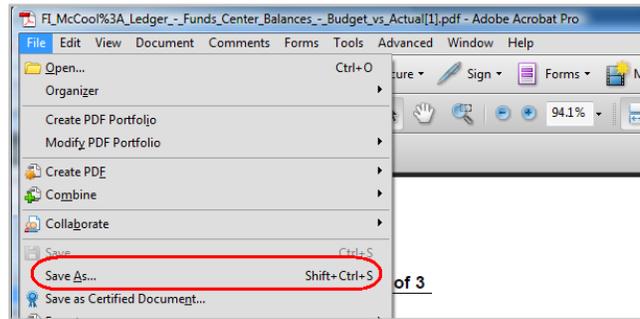


Click **Open**



Exporting a Report

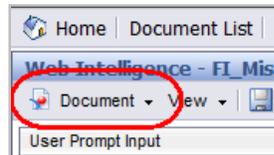
To save the document as PDF, use the menu and click **File → Save As**



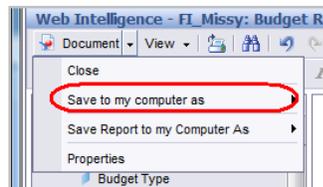
Export as a CSV

Open the Business Objects report

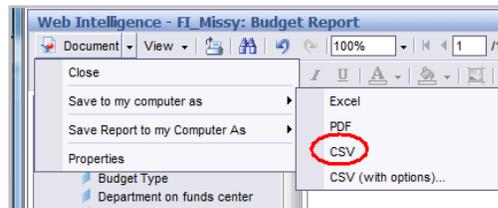
Click **Document**



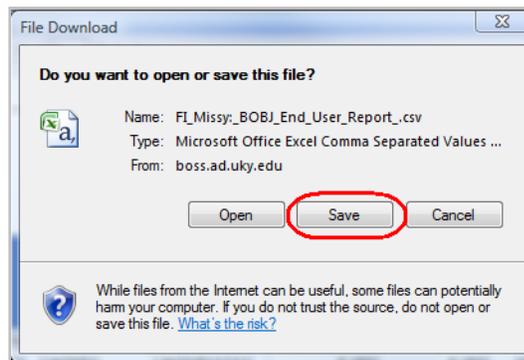
Select **Save to my computer as**



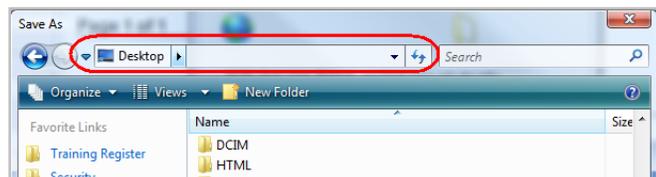
Select **CSV**



Click **Save**



Select the folder in which you want to save the file



Exporting a Report

<p>Keep or change the file name</p>	
<p>Keep the file type/extension (.csv)</p>	
<p>Click Save</p>	
<p>Note: You will be able to open the file in either 2003 or 2007 Excel format or import it into other software as needed.</p>	
<p>Export as a CSV (with options)</p>	
<p>Open the Business Objects report</p>	
<p>Click Document</p>	
<p>Select Save to my computer as</p>	

Exporting a Report

<p>Select CSV (with options)</p>	
<p>Select either a double quote or single quote as the Text qualifier</p>	
<p>Select a comma, a semi-colon, or a tab as the Column delimiter</p>	
<p>Click to Set as Default Values</p>	
<p>Click OK</p>	
<p>Click Save</p>	

Quick Reference Card – Business Objects Infoview Exporting a Report

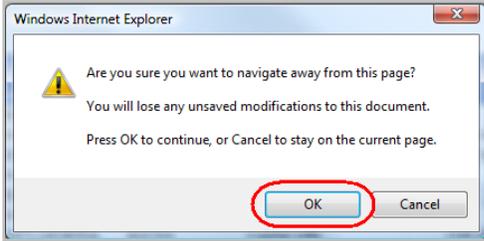
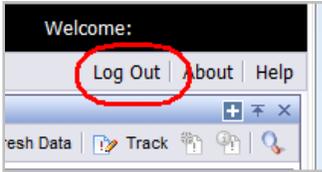
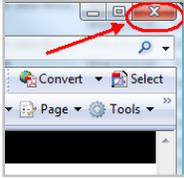


<p>Select the folder in which you want to save the file</p>	
<p>Keep or change the file name</p>	
<p>Keep the file type/extension (.csv)</p>	
<p>Click Save</p>	
<p>Note: You will be able to open the file in either 2003 or 2007 Excel format or import it into other software as needed.</p>	

Exiting the Report and Business Objects

<p>To select a different report, click Document</p>	
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Exporting a Report

<p>Note: If you have made any changes to the report, you will receive a system message. Click OK to continue without saving changes. Click Cancel to return to the document and save your changes.</p>	
<p>To exit the report and Business Objects, click Log Out</p>	
<p>Click to close the window</p>	
<p>Click Launch Pad to return to the main <i>myUK</i> tab</p>	