

Display Report - 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

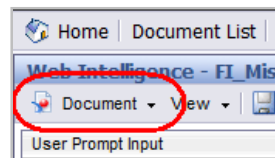
Frequency: When needed

Exporting as an Excel Document

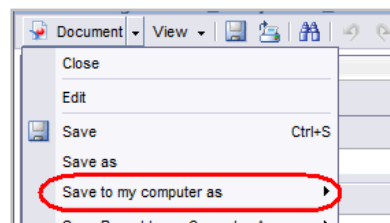
Open the Business Objects report

Note: For details, see the Report Display quick reference card on the *myHelp* website.

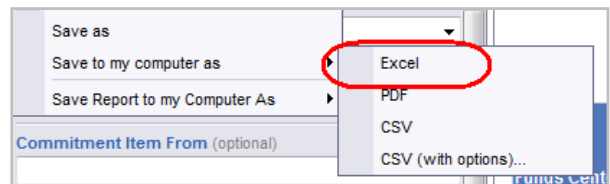
Click **Document**



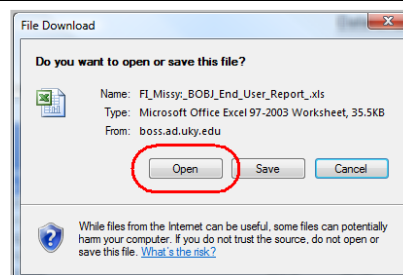
Select **Save to my computer as**



Select **Excel**



Click **Open**



Quick Reference Card – Business Objects Infoview Display Report - Exporting a Report



Save the file in either 2003 or 2007 Excel format

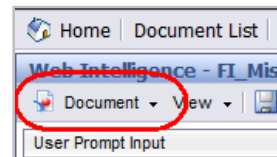
Funds Center Key	Funds Center	Commitment Item Key	Commitment Item	Original Budget	Annual (Revised) Budget	Prior Balance
1011653830	UNIVERSITY-GENERAL	410200	Appro-Regular State	(315,800,500.00)	(315,377,077.13)	(313,444,077.16)
	UNIVERSITY-GENERAL	410210	Appro-State Debt Ser	(4,649,100.00)	(4,649,100.00)	
	UNIVERSITY-GENERAL	410220	Appro-State Special			0.00
	UNIVERSITY-GENERAL	4114101	Grants - ST Noncap			0.00
	UNIVERSITY-GENERAL	422103	Capital Gifts	(148,000.00)	(148,000.00)	(148,000.00)
	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.

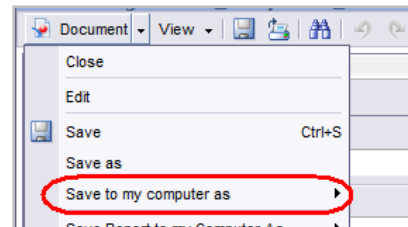
Exporting as a PDF

Open the Business Objects report

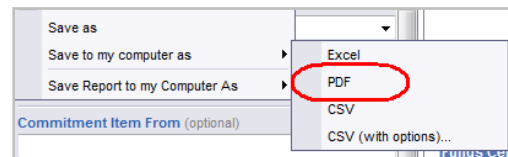
Click **Document**



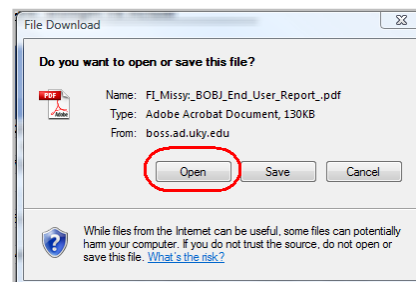
Select **Save to my computer as**



Select **PDF**



Click **Open**

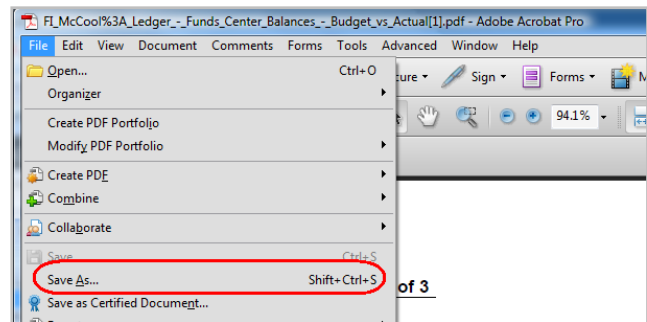


Quick Reference Card – Business Objects Infoview

Display Report - Exporting a Report



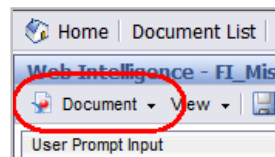
To save the document as PDF, use the menu and click **File → Save As**



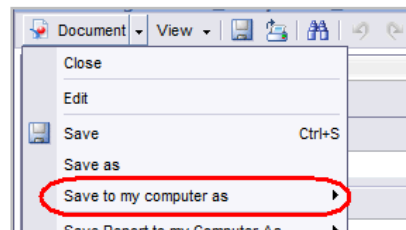
Export as a CSV

Open the Business Objects report

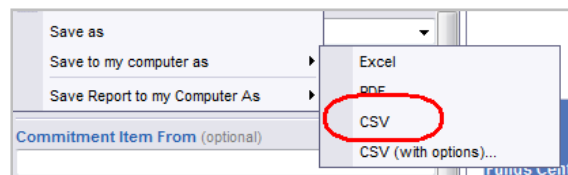
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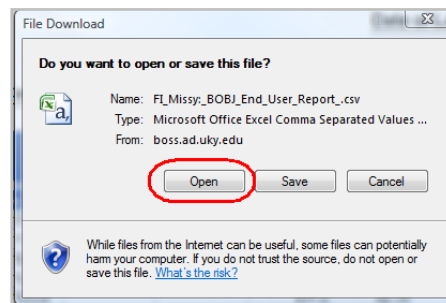
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Select **CSV**



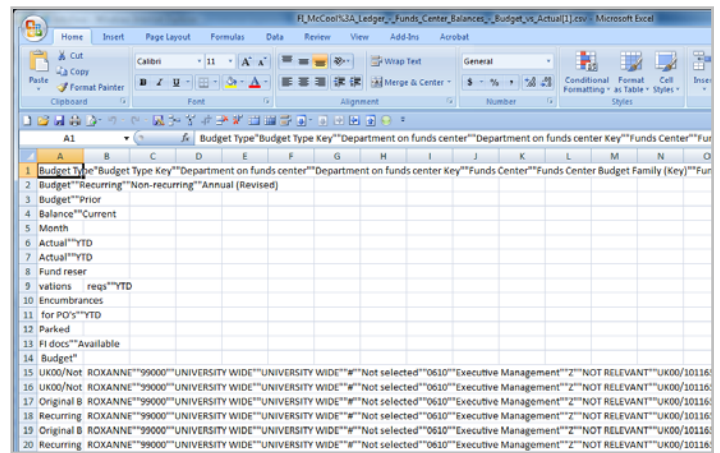
Click **Open**



Quick Reference Card – Business Objects Infoview Display Report - Exporting a Report



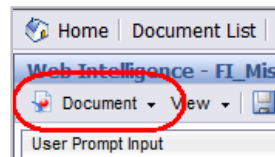
Save in either 2003 or 2007 Excel format



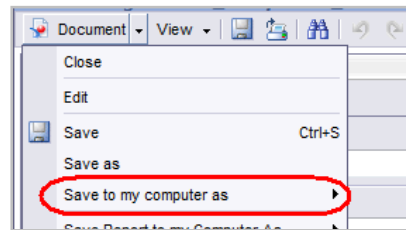
Export as a CSV (with options)

Open the Business Objects report

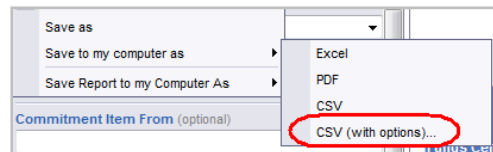
Click **Document**



Select **Save to my computer as**



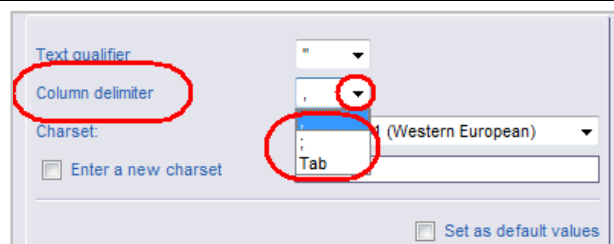
Select **CSV (with options)**



Select either a double quote or single quote as the **Text qualifier**



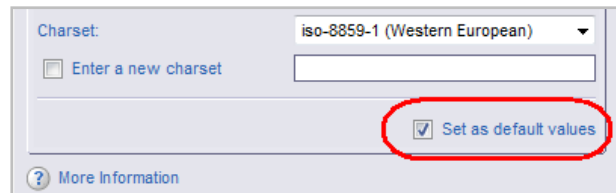
Select a comma, a semi-colon, or a tab as the **Column delimiter**



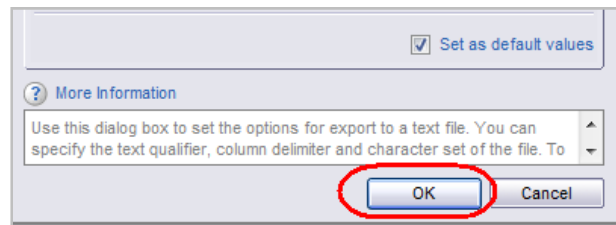
Quick Reference Card – Business Objects Infoview Display Report - Exporting a Report



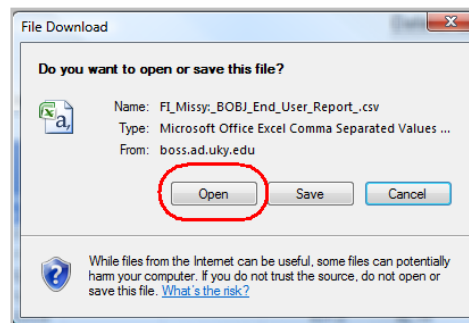
Click to **Set as Default Values**



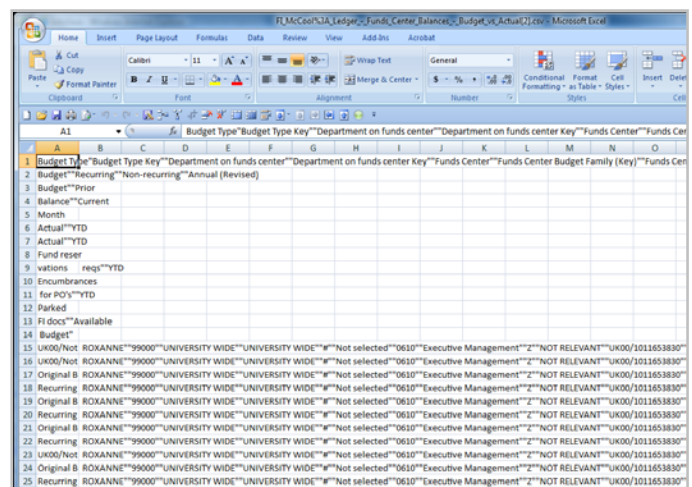
Click **OK**



Click **Open**

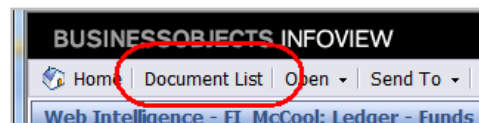


Save in either 2003 or 2007 Excel format



Exiting the Report and Business Objects

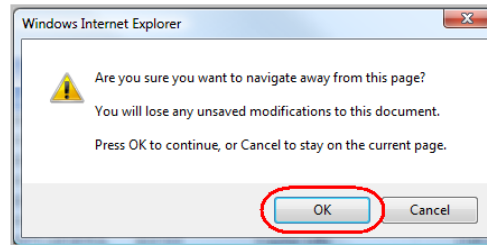
To select a different report, click **Document**



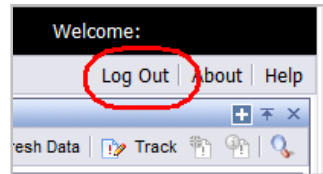
Quick Reference Card – Business Objects Infoview Display Report - Exporting a Report



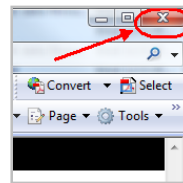
Note: If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.



To exit the report and Business Objects, click **Log Out**



Click to close the window



Click **Launch Pad** to return to the main *myUK* tab

