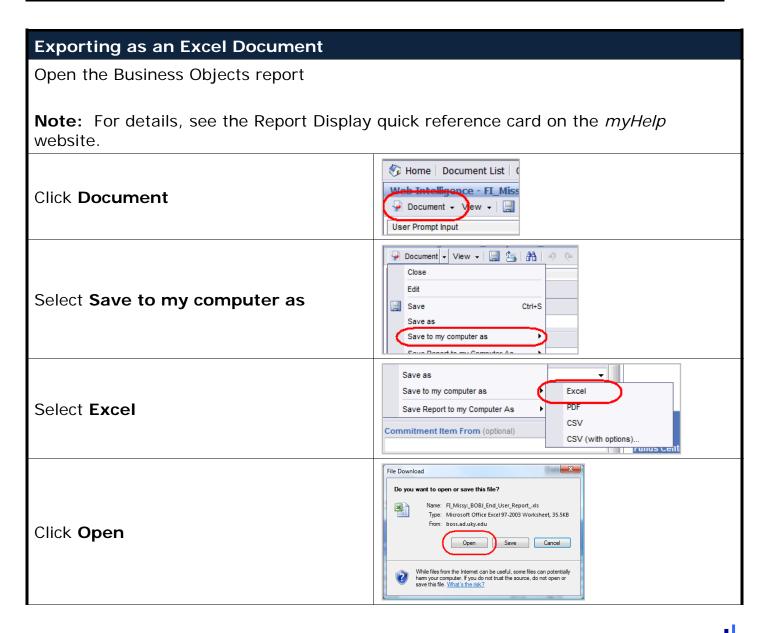
Display Report - Exporting a Report



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.

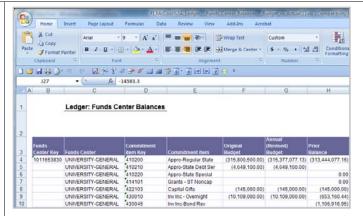
Role: Authorized Users Frequency: When needed



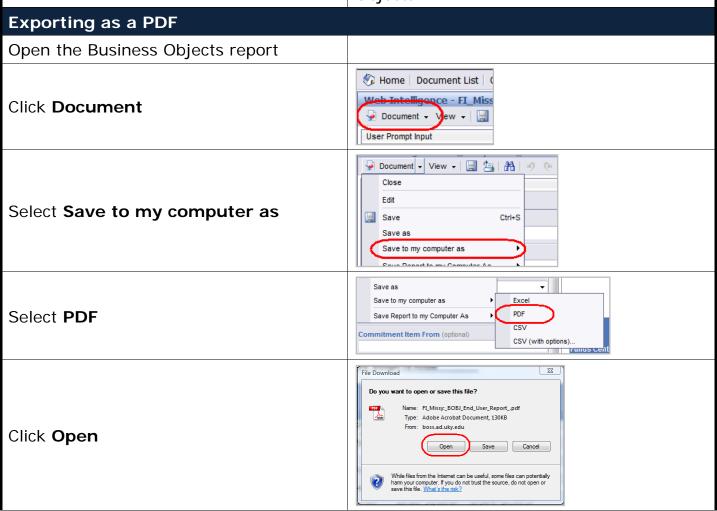
Display Report - Exporting a Report



Save the file in either 2003 or 2007 Excel format



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



Display Report - Exporting a Report



🔁 FI_McCool%3A_Ledger_-_Funds_Center_Balances_-_Budget_vs_Actual[1].pdf - Adobe Acrobat Pro File Edit View Document Comments Forms Tools Advanced Window Help ure • // Sign • | Forms • | N Organizer Create PDF Portfolio To save the document as PDF, use the Modify PDF Portfolio Create PD<u>F</u> menu and click File -> Save As 🕰 Combine 🔬 Colla<u>b</u>orate Save <u>A</u>s... Shift+Ctrl+S of 3 Save as Certified Document.. **Export as a CSV** Open the Business Objects report Home Document List (Click **Document** 🚂 Document 🕶 Voew 🕶 🔚 Select Save to my computer as Save as Save to my computer as Save to my computer as Select CSV Save Report to my Computer As CSV Commitment Item From (optional) CSV (with options). rulius Ce X Do you want to open or save this file? Name: FI_Missy:_BOBJ_End_User_Report_.csv Type: Microsoft Office Excel Comma Separated Values .. From: boss.ad.uky.edu Click Open Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

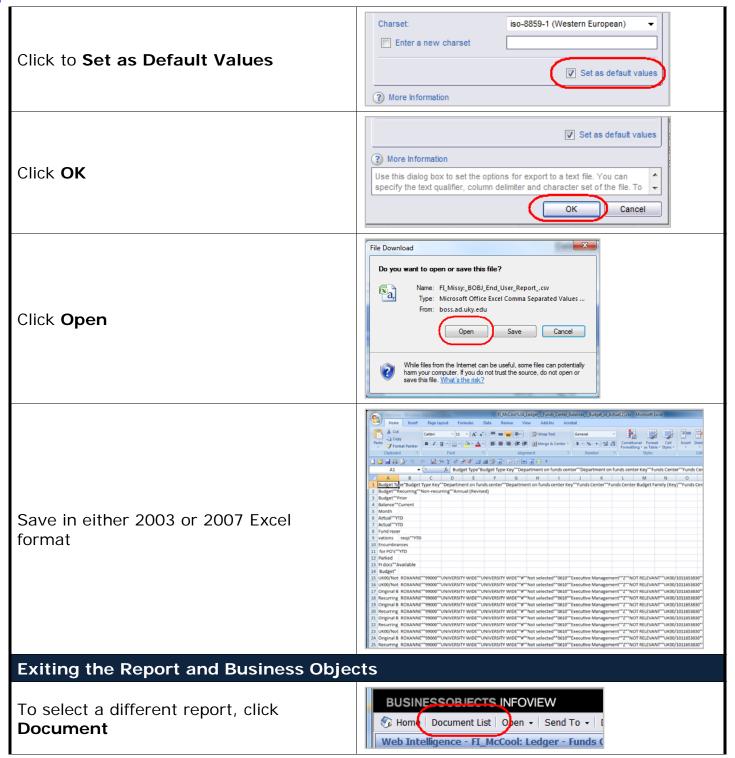
Display Report - Exporting a Report



A Cut Calbo '11 'A' A' ■ ■ ■ ◆ → Wasp Test General · La Conditional Format Cull Format Parle · Format Parle · Format Parle · Format Cull Formatting · at bobs · Spires Budget "Recurring Budget" Prior Balance" "Current Month Actual ""YTD Actual ""YTD Save in either 2003 or 2007 Excel format 1 for PO's""YTD 2 Parked 15 Original B. ROXANNE"99000"*UNIVERSITY WIDE"*UNIVERSITY WIDE"*#"Not selected""0610"*Executive Management"*2""NOT RELEVANT"UK00/10116.
10 Recurring: ROXANNE"99000"*UNIVERSITY WIDE"*UNIVERSITY WIDE"*#"Not selected""0610"*Executive Management"*2""NOT RELEVANT"UK00/10116. **Export as a CSV (with options)** Open the Business Objects report Home Document List (ence - FI_Miss Click **Document** User Prompt Input 🖗 Document 🕶 View 🕶 🔡 掏 👫 🕪 🍳 Edit Select Save to my computer as Save Ctrl+S Save to my computer as Save to my computer as Select CSV (with options) PDF Save Report to my Computer As Commitment Item From (optional) CSV (with options). Save as CSV - Options When saving as CSV, use the following values Select either a double quote or single Text qualifier quote as the Text qualifier Column delimiter iso-8859-1 (Western European) Column delimiter Select a comma, a semi-colon, or a tab (Western European) as the Column delimiter Enter a new charset Set as default values

Display Report - Exporting a Report





Display Report - Exporting a Report



Windows Internet Explorer Note: If you have made any changes to Are you sure you want to navigate away from this page? the report, you will receive a system You will lose any unsaved modifications to this document. message. Click **OK** to continue without Press OK to continue, or Cancel to stay on the current page saving changes. Click Cancel to return to the document and save your changes. Welcome: To exit the report and Business Objects, Log Out bout | Help click Log Out **∓** ∓ × esh Data | ᢊ Track 🐐 🖣 | 📞 Convert ▼ 📆 Select Click to close the window 🕞 Page ▼ 🏐 Tools 🕶 Click Launch Pad to return to the main myUK tab Launch Pad Student Services Stud myReports