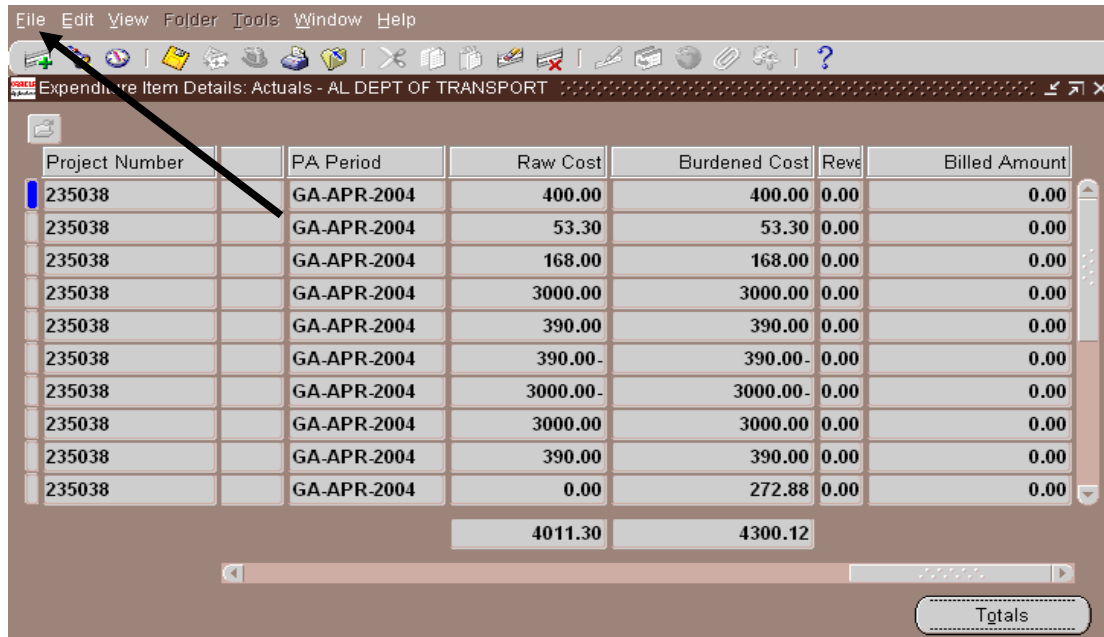


Exporting Results into Excel

Any data extracts (i.e. search results based on parameters entered) can be exported into an Excel worksheet.

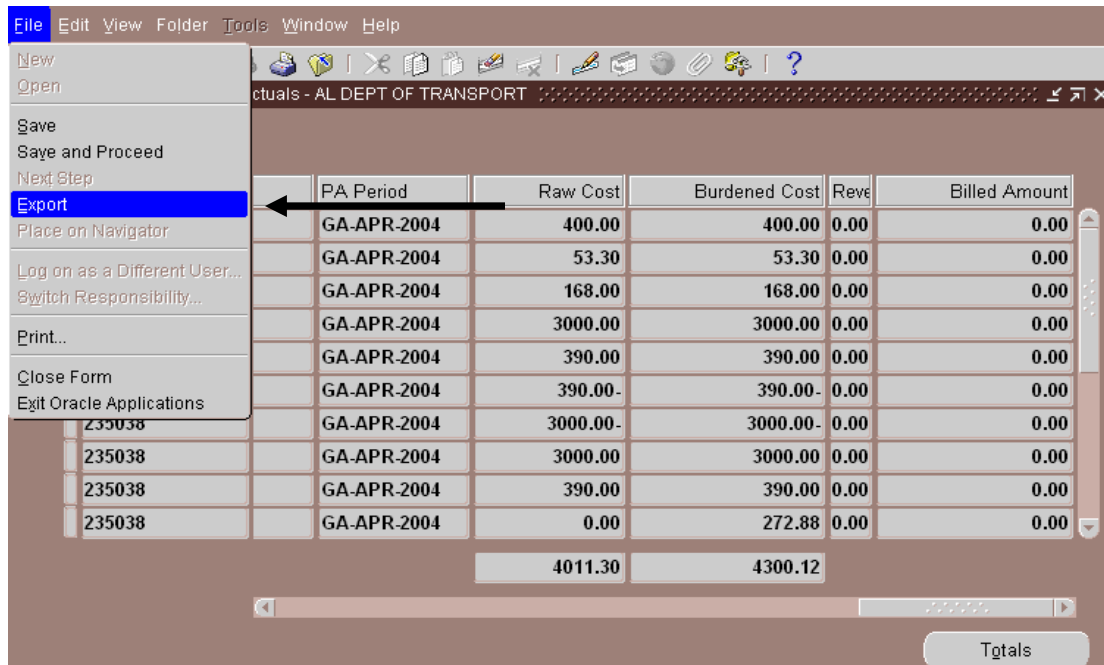
1. Once the search results are returned, click on the **File** option in the toolbar.



The screenshot shows the Oracle Expenditure Item Details interface. The title bar reads "Expenditure Item Details: Actuals - AL DEPT OF TRANSPORT". The main area contains a table with the following columns: Project Number, PA Period, Raw Cost, Burdened Cost, Reve, and Billed Amount. The table contains 11 rows of data for project 235038, with a total of 4011.30 for Raw Cost and 4300.12 for Burdened Cost. The "File" menu option in the toolbar is highlighted with a black arrow.

Project Number	PA Period	Raw Cost	Burdened Cost	Reve	Billed Amount
235038	GA-APR-2004	400.00	400.00	0.00	0.00
235038	GA-APR-2004	53.30	53.30	0.00	0.00
235038	GA-APR-2004	168.00	168.00	0.00	0.00
235038	GA-APR-2004	3000.00	3000.00	0.00	0.00
235038	GA-APR-2004	390.00	390.00	0.00	0.00
235038	GA-APR-2004	390.00	390.00	0.00	0.00
235038	GA-APR-2004	3000.00	3000.00	0.00	0.00
235038	GA-APR-2004	3000.00	3000.00	0.00	0.00
235038	GA-APR-2004	390.00	390.00	0.00	0.00
235038	GA-APR-2004	0.00	272.88	0.00	0.00
		4011.30	4300.12		

2. Click on the **Export** option within the **File** menu.



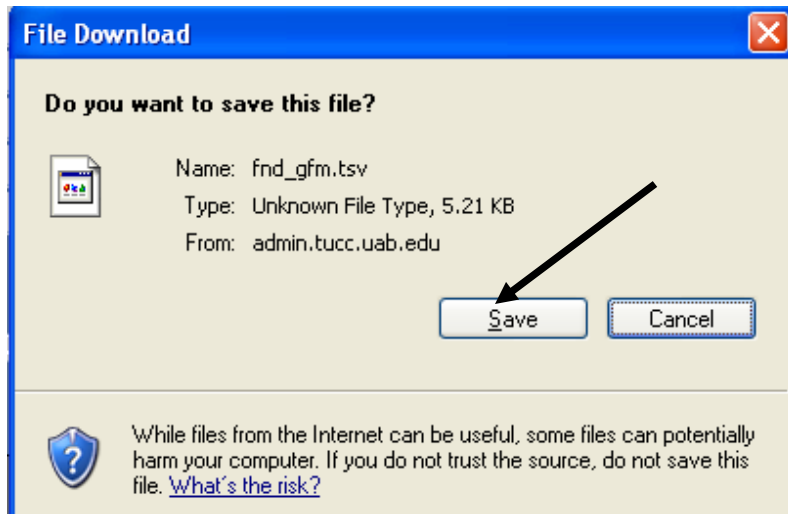
The screenshot shows the Oracle Expenditure Item Details interface with the "File" menu open. The "Export" option is highlighted with a blue background and a black arrow. The table of data is visible in the background, showing the same 11 rows of data for project 235038 as in the previous screenshot.

PA Period	Raw Cost	Burdened Cost	Reve	Billed Amount	
GA-APR-2004	400.00	400.00	0.00	0.00	
GA-APR-2004	53.30	53.30	0.00	0.00	
GA-APR-2004	168.00	168.00	0.00	0.00	
GA-APR-2004	3000.00	3000.00	0.00	0.00	
GA-APR-2004	390.00	390.00	0.00	0.00	
GA-APR-2004	390.00	390.00	0.00	0.00	
GA-APR-2004	3000.00	3000.00	0.00	0.00	
GA-APR-2004	3000.00	3000.00	0.00	0.00	
GA-APR-2004	390.00	390.00	0.00	0.00	
GA-APR-2004	0.00	272.88	0.00	0.00	
		4011.30	4300.12		

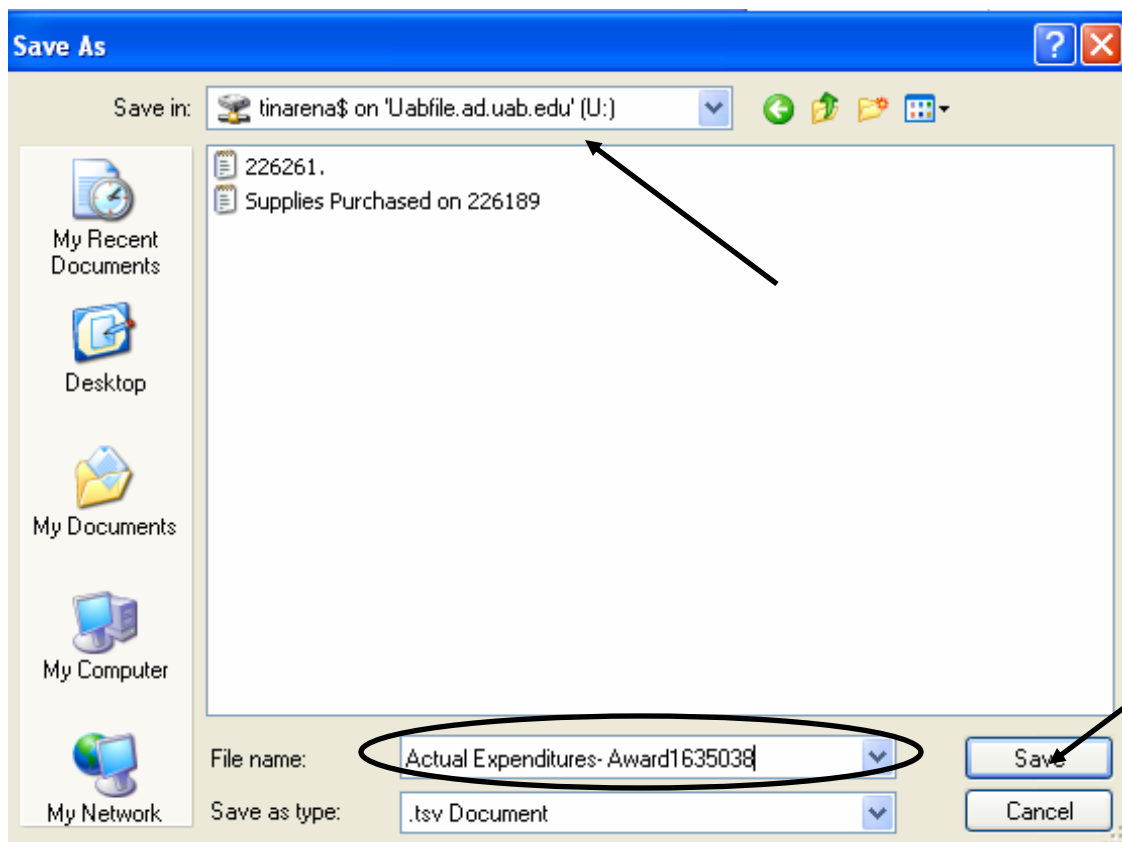
Exporting Results into Excel

A Windows message box resembling the one below will appear.

3. Click on the **SAVE** button.



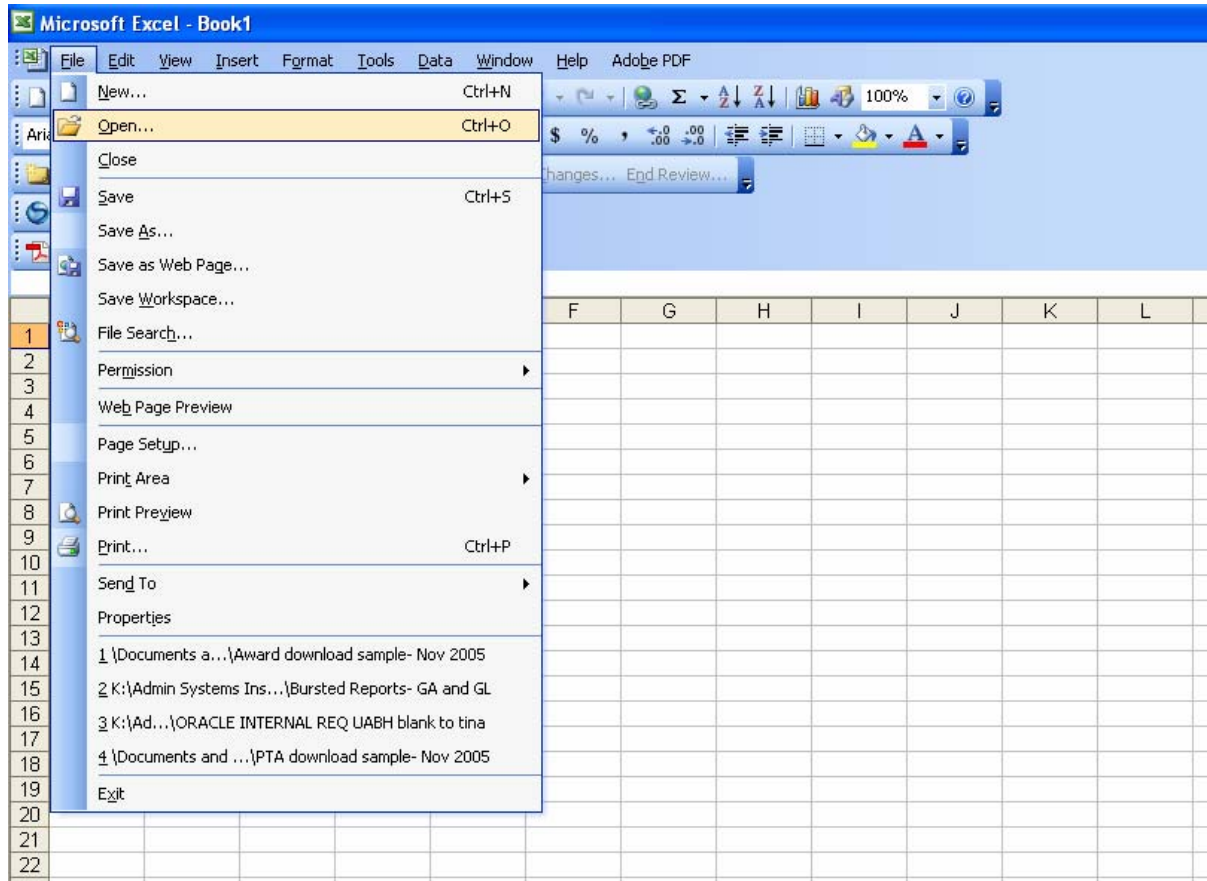
4. A **SAVE AS** dialogue box will appear. Enter a name for the file, choose the location to which it will be saved, and click the **SAVE** button.



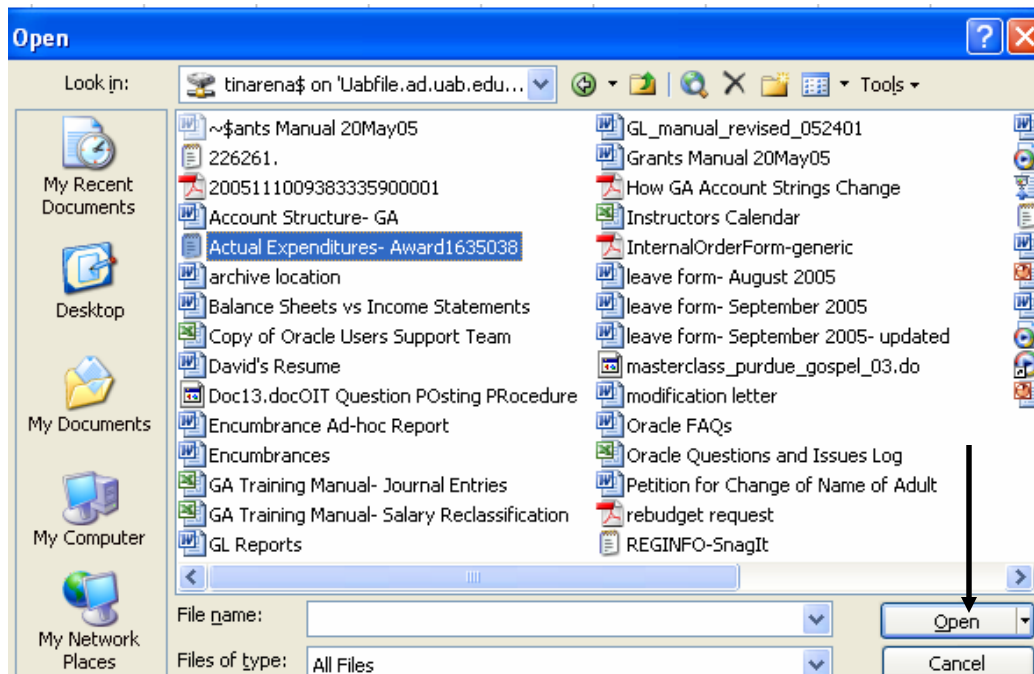
The file should now save to the computer.

Exporting Results into Excel

5. Open an Excel window, and from the menu bar, click **File**, then **Open**.



6. The **OPEN** dialogue box will appear. Locate the file, and then click **Open**.



Exporting Results into Excel

7. A **TEXT IMPORT WIZARD** window will appear. Make sure that the **ORIGINAL DATA TYPE** is set to **Delimited**, and then click **FINISH**.

The export process should result in an Excel spreadsheet resembling the one shown below. Resulting data can now be sorted and manipulated as needed. The file can also be saved in Excel format for future use, or left in the .tsv format.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Project Nu	Project Na	Task Num	Task Nam	Expenditur	Expenditur	Expenditur	Expenditur	Quantity	Unit of Meiod	Ra
2	235038	AL DEPT C	1.01	635038	8209030 S	21-Apr-04	AP-645V16	10	400	Currency	
3	235038	AL DEPT C	1.01	635038	8209010 S	21-Apr-04	AP-645V16	10	53.3	Currency	
4	235038	AL DEPT C	1.01	635038	8209010 S	21-Apr-04	AP-645V16	10	168	Currency	
5	235038	AL DEPT C	1.01	635038	8202099 S	21-Apr-04	AP-645V16	10	3000	Currency	
6	235038	AL DEPT C	1.01	635038	8202099 S	21-Apr-04	AP-645V16	10	390	Currency	
7	235038	AL DEPT C	1.01	635038	8202099 S	21-Apr-04	AP-645V16	10	-390	Currency	
8	235038	AL DEPT C	1.01	635038	8202099 S	21-Apr-04	AP-645V16	10	-3000	Currency	
9	235038	AL DEPT C	1.01	635038	8202099 S	21-Apr-04	AP-645V16	10	3000	Currency	
10	235038	AL DEPT C	1.01	635038	8202099 S	21-Apr-04	AP-645V16	10	390	Currency	
11	235038	AL DEPT C	1.01	635038	8991099 IN	21-Apr-04	BS4	10	0	Currency	
12	235038	AL DEPT C	1.01	635038	8991099 IN	21-Apr-04	BS4	10	0	Currency	
13	235038	AL DEPT C	1.01	635038	8991099 IN	21-Apr-04	BS4	10	0	Currency	