

Module 3: Account Inquiry

Learning Cycle 4: Exporting Data to a Spreadsheet

This Learning Cycle is in PDF format. There is no tutorial.

Exporting Data to a Spreadsheet

Note: If a quick reference to Account Inquiry information is needed for reporting purposes prior to the end of the month, you can export the accounting information to an Excel spreadsheet and then manipulate and format the data as desired.

Reminder: Account inquiries show only posted entries, not available funds.

PC Configuration

- The following must be set up on your PC in order to export data from AIS to a spreadsheet:
 - The application (e.g., Excel) must be defined within your browser, so that the browser can “launch” the application.
 - The path to the application must be defined.
- If your browser is not configured as stated above, contact your LAN Administrator or the Help Desk on your respective campus.

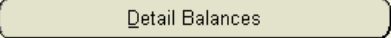
Populate Fields for Account Inquiry

- Navigate to the **Account Inquiry (SIU)** form, as instructed in previous learning cycles.
- Populate the appropriate fields to perform an account inquiry.
 - For training purposes, the following fields were populated using the designated data.
 - Selection Criteria – **From** and **To=May-07**
 - Summary Template – **Cash**
 - Find Accounts window – **Fund=2076485**

- Click  to drill down and view account balances.

Drill Down to Detail Balances

- The Summary Balances (SIU) window displays.
- For training purposes we will drill down to another window and export the information displayed by the Detail Balances window.

- Click .

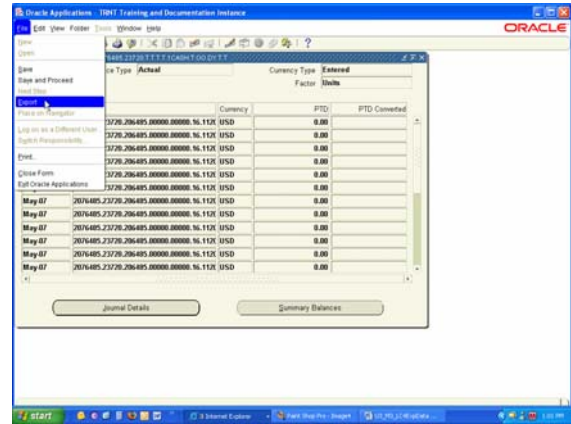
Period	Currency	PTD	PTD Converted	YTD	YTD Converted
May-07	USD	0.00		10,638.07	

- The Detail Balances (SIU) window displays.
- Make any adjustments needed before exporting the data, such as customizing the folder using the Folder Tools function.
 - For example, **Hide** fields with no data or data you may not need or want. Only the visible data is exported.
 - Refer to Unit 2: Navigation, Module 7: Folders for more information on Folder Tools.
- Now it's time to Export the Data.

Period	Account	Currency	PTD	PTD Converted
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	
May-07	2076485.23720.206485.00000.00000.16.112	USD	0.00	

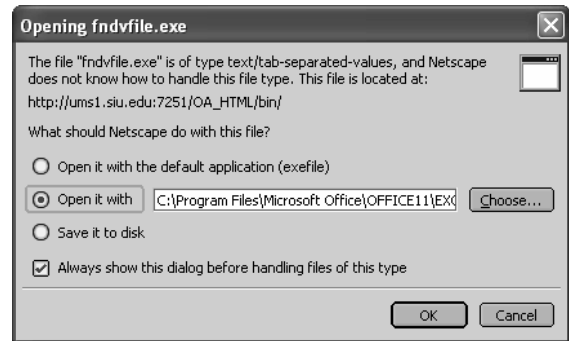
Export the Data

- From the **File** menu, select **Export**.



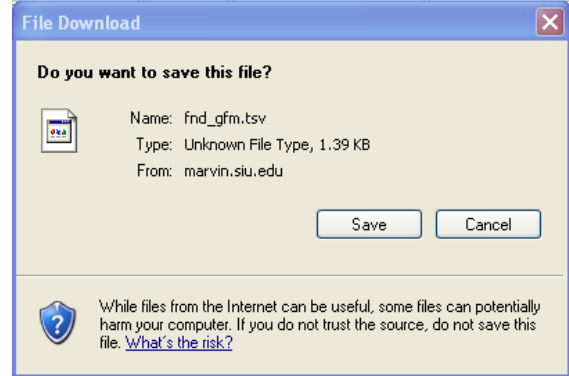
Netscape Browser

- If using **Netscape**, a dialogue window, such as the one shown on the right, may display.
- Click **OK**.
 - If a **Download Manager** window displays, click the **X** **Window Control** button to close it.
- An Excel spreadsheet will open with your data.
- Arrange the data according to your needs.

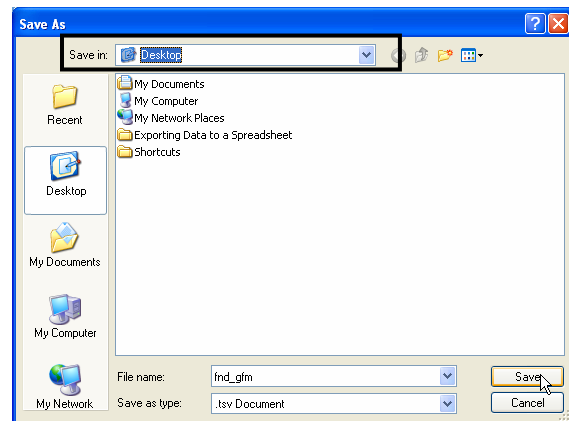


Internet Explorer Browser

- If using **Internet Explorer**, you may be prompted by the **File Download** window, shown on the right.
- Click **Save**.
- When the download is complete, you may get a dialogue box that tells you, "Download Complete"; click **Close**.



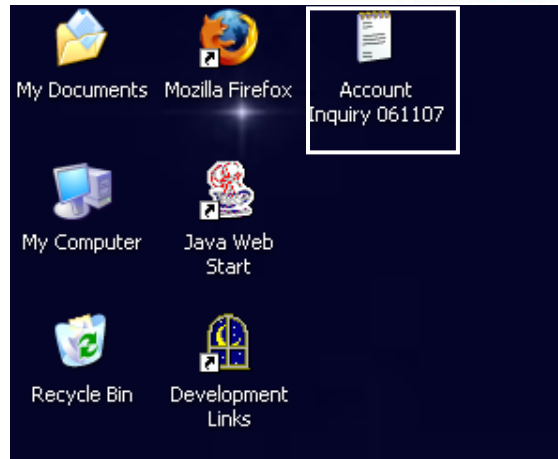
- A **Save As** window displays and you are prompted to select where you want the file to be saved.
- Enter a new File name if desired and Save the file.
 - In the example on the right, the file was saved to the Desktop.
- Your computer may indicate the file is saved with the sound of a chime.



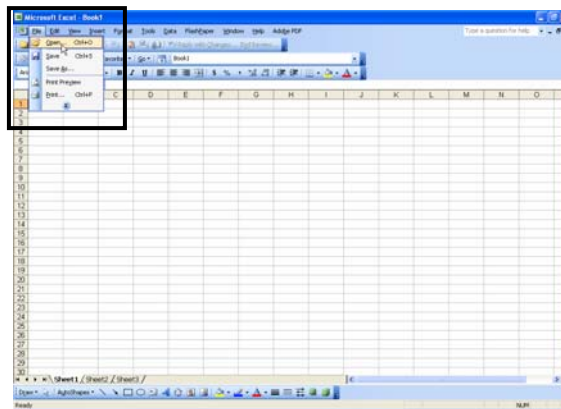
Unit 3: FO/ Delegate Inquiry & Reporting



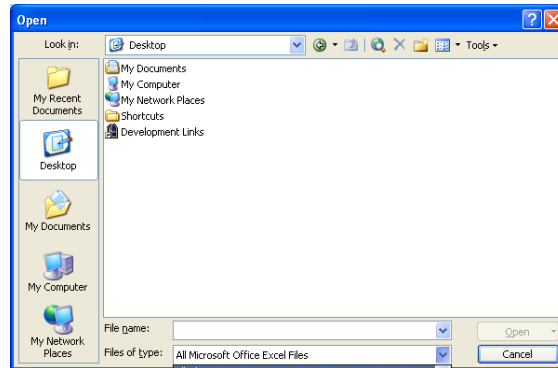
- Return to where you saved the file; in our case the Desktop.
- The saved file will appear as a notepad icon, like the one on the right.
- Notice we renamed our file to Account Inquiry 061107.
- You can click on the file here to open it, but it will be just one row of data after another and cannot be manipulated.
- You may also open a spreadsheet application such as Excel and use it to convert the data.



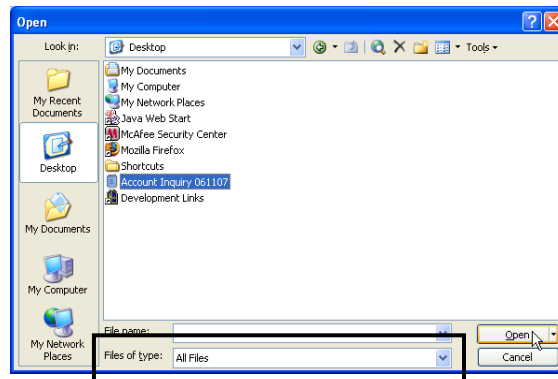
- For our example, we opened Excel.
- Once the application is opened, click the File menu and select **Open**.
- Then select the exported file from the location where you saved it.
 - In our case it was the Desktop.



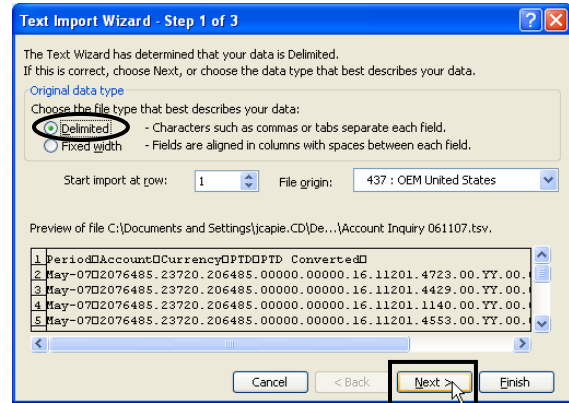
- The Excel application is looking for only Excel documents, so our document is not listed.



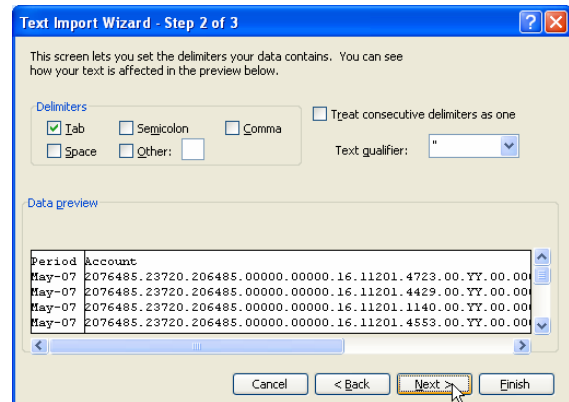
- Using the drop-down arrow, change the **Files of Type** to **All Files** and then click the Open button.



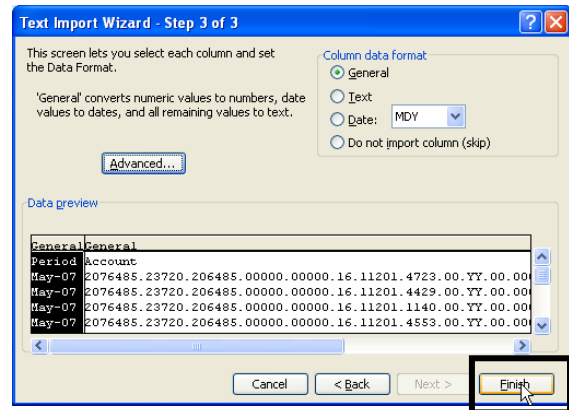
- Because the document is not in spreadsheet format, a **Text Import Wizard** opens.
- There are three steps to complete with the Wizard, so that the text in the file can be converted into a spreadsheet format.
- Step one is to choose the **Data Type**.
- The data in the file is **"Delimited"**.
- Accept the default by clicking the **Next >** button.



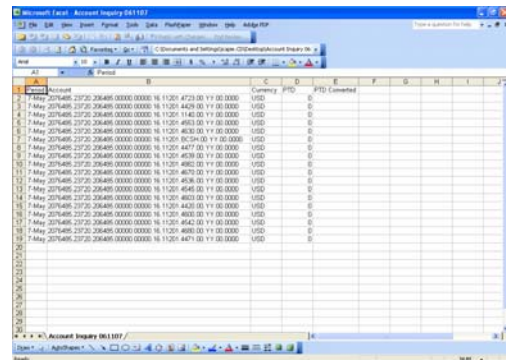
- Step two asks you how you want your data to appear.
- Again, accept the default, **Tab**, and click the **Next >** button.



- Step three allows you to select the **Data Format**.
- Accept the default of **General**.
- Click the **Finish** button.



- The account information displays in Microsoft Excel.
- Use the Excel formatting features to make the data legible.
- **Save** or **Print** the file, as desired.
- From the **File** menu, select **Exit** to close Microsoft Excel.
- If using **Internet Explorer**, you are automatically returned to the Detail Balances window.



- If using **Netscape** and a blank Browser window displays, select **File** → **Close** to return to Oracle Applications.
- From the **File** menu, select **Close Form** to return to the Navigator.

