

Running and Viewing Reports in CSV

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Running and Viewing Reports in CSV

Running and Viewing Reports in CSV Overview

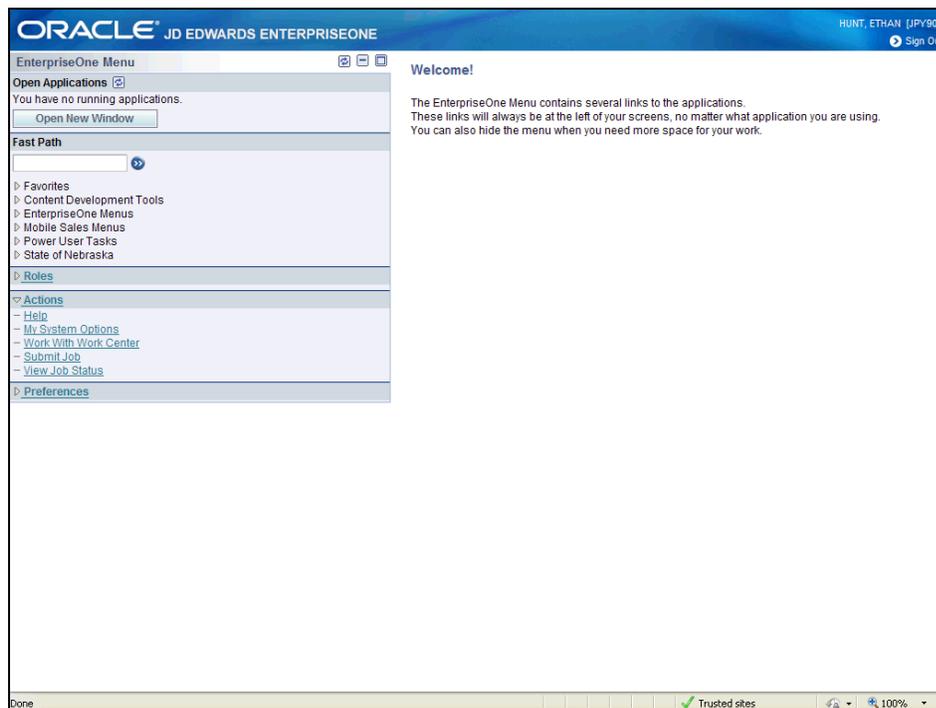
Some reports in the Payroll & Financial Center can be run in CSV (comma delimited) format. You can run reports in CSV format when you have a large amount of data to sort, or when existing search windows do not have sufficient sorting capability.

Running and Viewing Reports in CSV Lesson

Procedure

In this lesson you will learn how to run a report in CSV and how to view it in Excel.

Step	Action
1.	Before we can view a report in CSV we will need to run a report. the report we are going to run is the Reports by Address report.



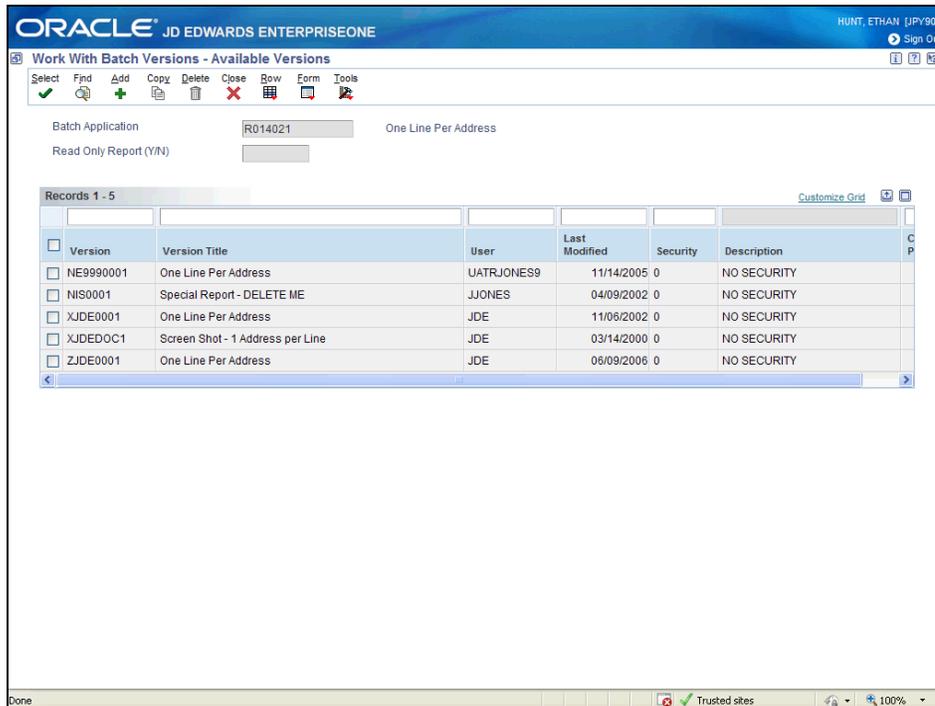
Step	Action
2.	Click the State of Nebraska link. State of Nebraska
3.	Click the Address Book link. Address Book

Training Guide

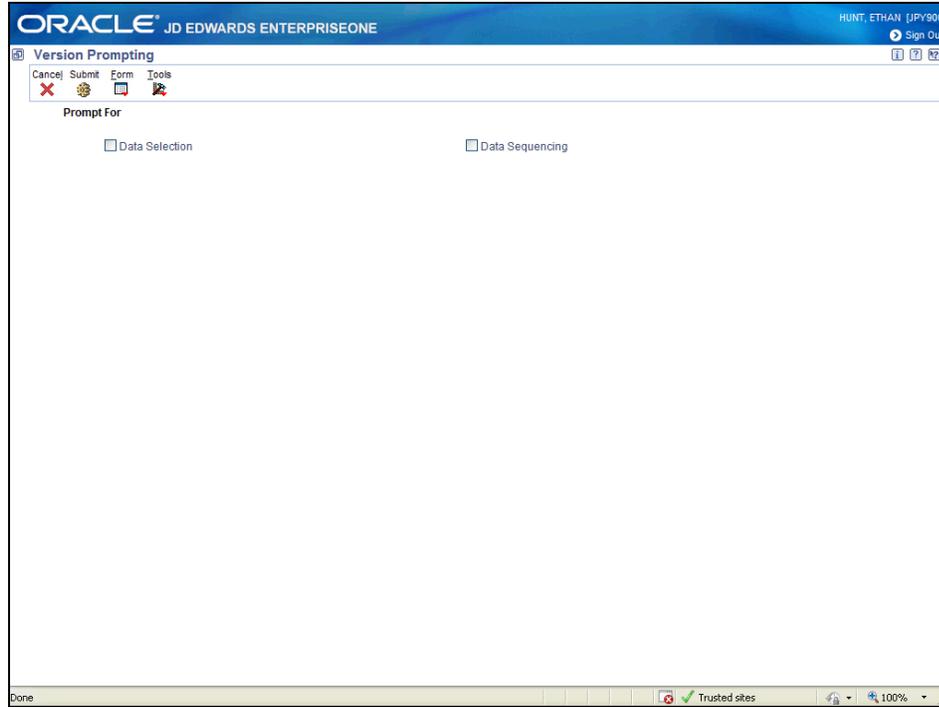
Running and Viewing Reports in CSV



Step	Action
4.	Click the State Accounting - Central AB Maint link.
5.	Click the Address Book Reports link.
6.	Click the Reports by Address link.



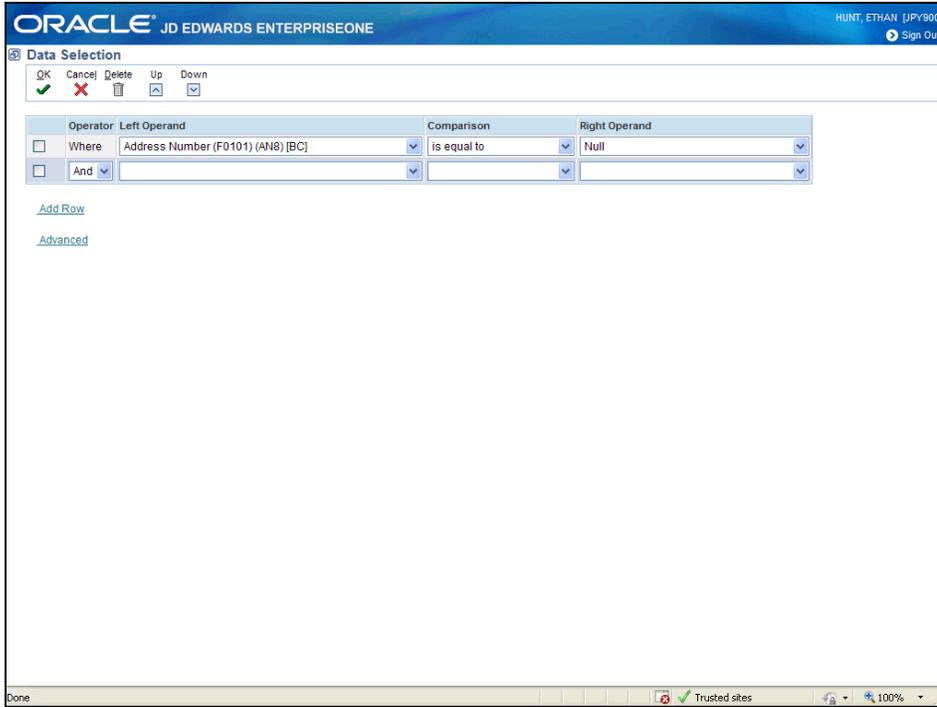
Step	Action
7.	Click the NE9990001 option.
8.	Click the Select button.



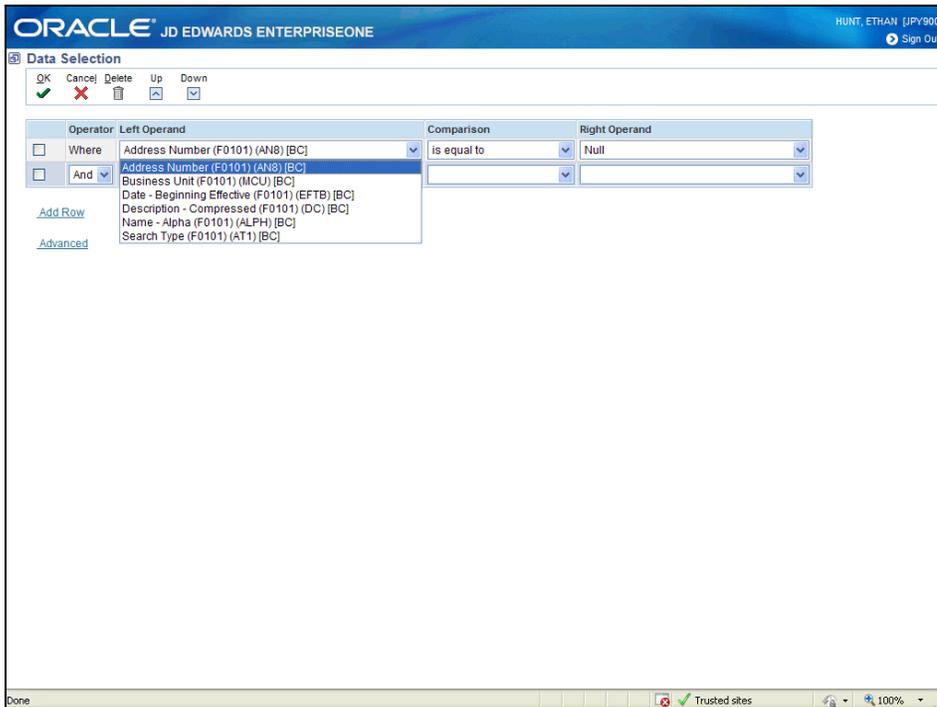
Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit button. 

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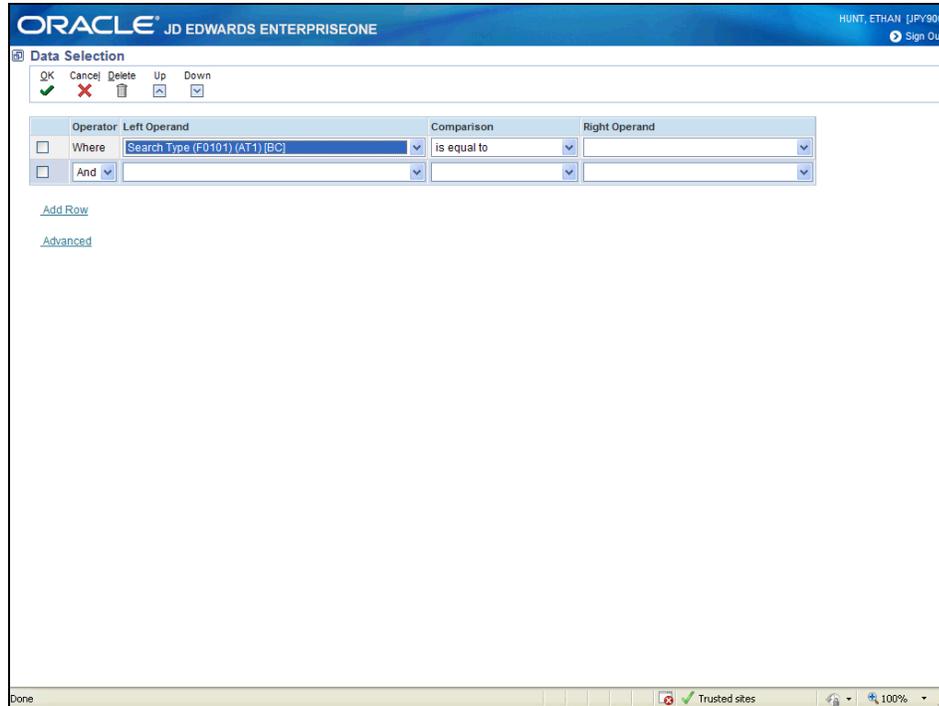
Running and Viewing Reports in CSV



Step	Action
11.	Click the Left Operand list.



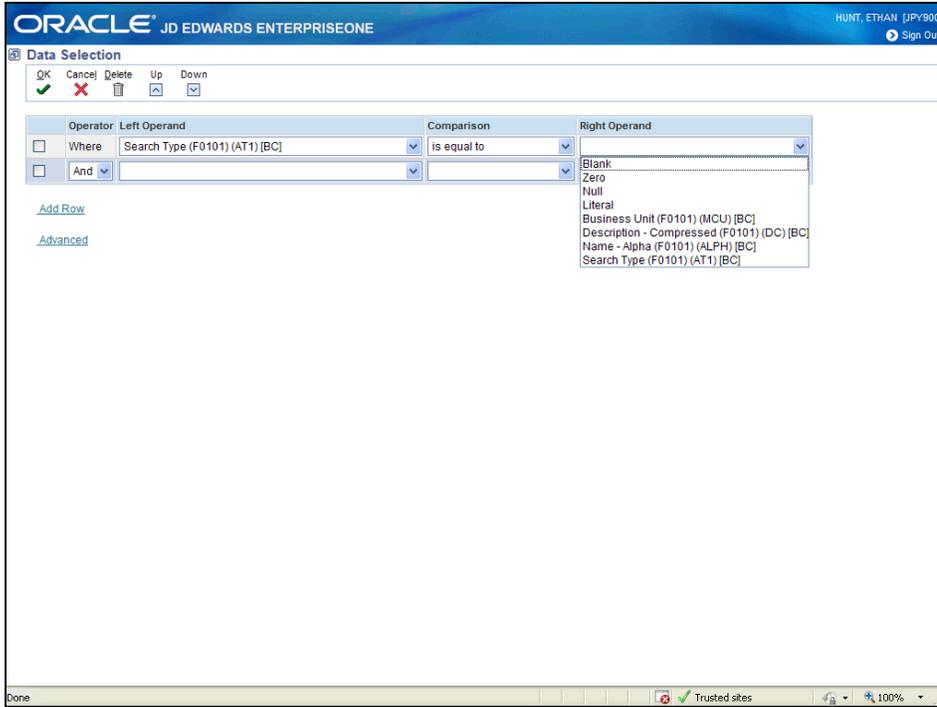
Step	Action
12.	Click the Search Type (F0101) (AT1) [BC] list item.



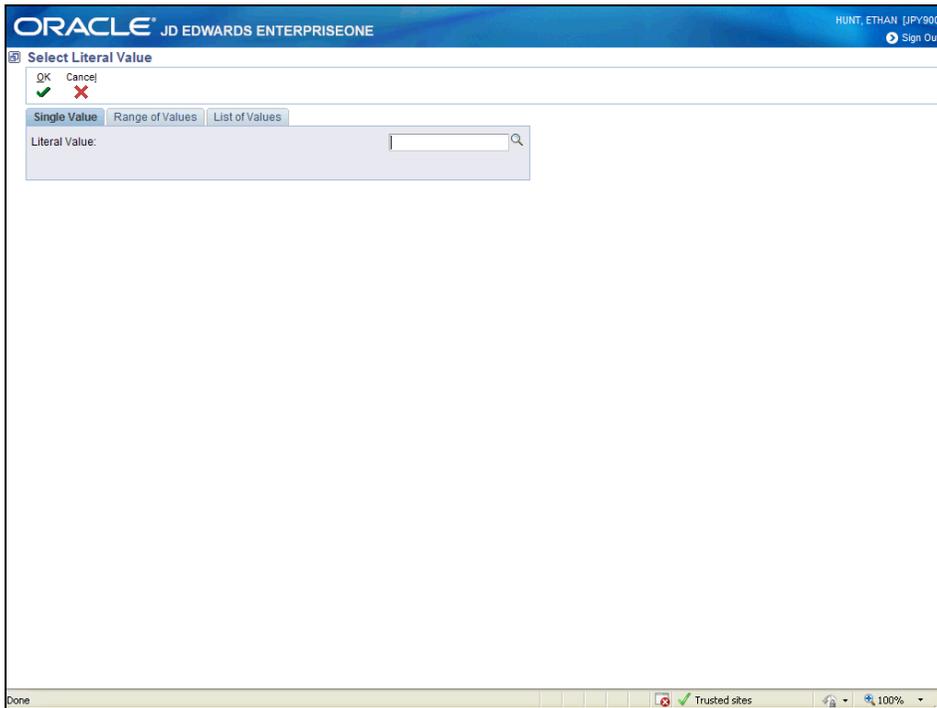
Step	Action
13.	Click the Right Operand list. <input type="text" value=""/>

Training Guide

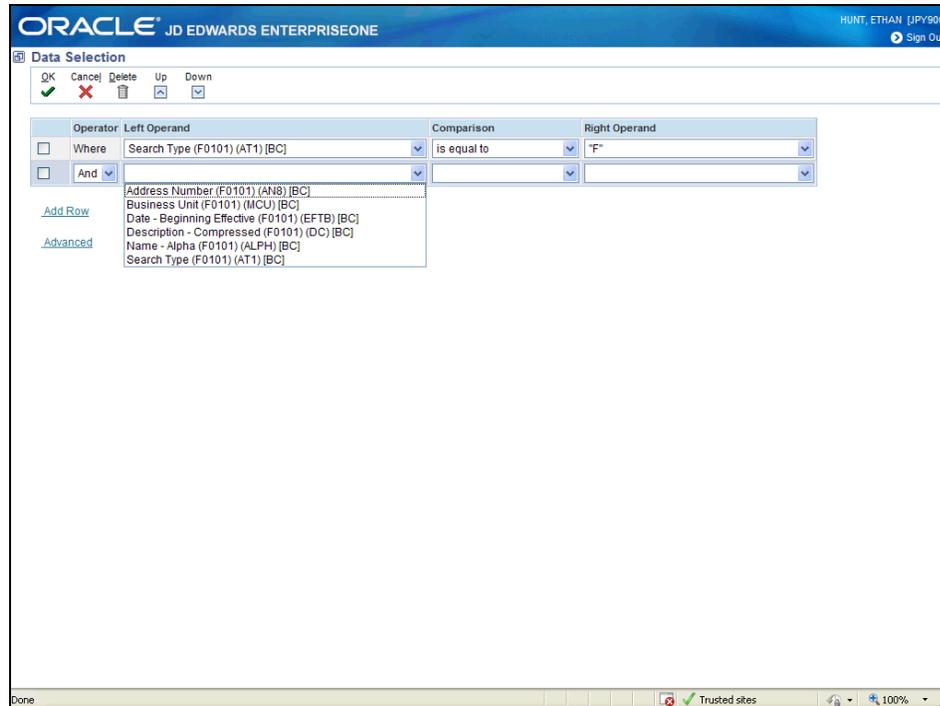
Running and Viewing Reports in CSV



Step	Action
14.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
15.	Enter the desired information into the Literal Value: field. Enter "F".
16.	Click the OK button. 
17.	Click the Left Operand list on the second line.



The screenshot shows the Oracle JD Edwards EnterpriseOne Data Selection dialog box. The title bar includes the Oracle logo and 'JD EDWARDS ENTERPRISEONE'. The user name 'HUNT, ETHAN [JPY900]' and a 'Sign Out' button are visible in the top right. The dialog has a toolbar with 'OK', 'Cancel', 'Delete', 'Up', and 'Down' buttons. Below the toolbar is a table with the following structure:

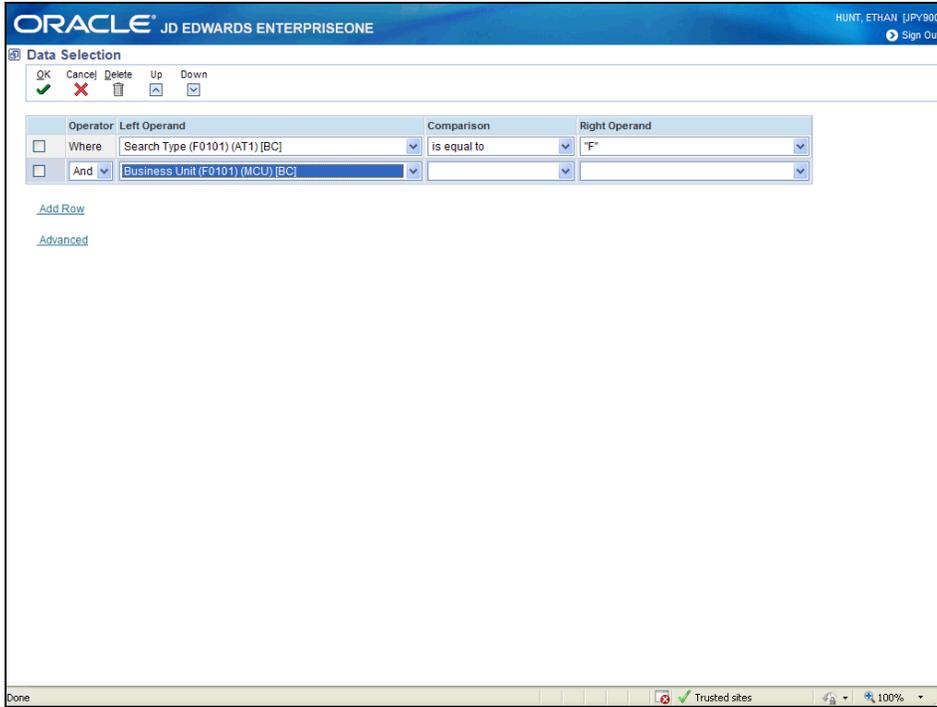
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Search Type (F0101) (AT1) [BC]	is equal to	F
<input type="checkbox"/> And	<ul style="list-style-type: none"> Address Number (F0101) (AN8) [BC] Business Unit (F0101) (MCU) [BC] Date - Beginning Effective (F0101) (EFTB) [BC] Description - Compressed (F0101) (DC) [BC] Name - Alpha (F0101) (ALPH) [BC] Search Type (F0101) (AT1) [BC] 		

At the bottom of the dialog, there are 'Add Row' and 'Advanced' links. The status bar at the very bottom shows 'Done', a 'Trusted sites' icon, and a zoom level of '100%'.

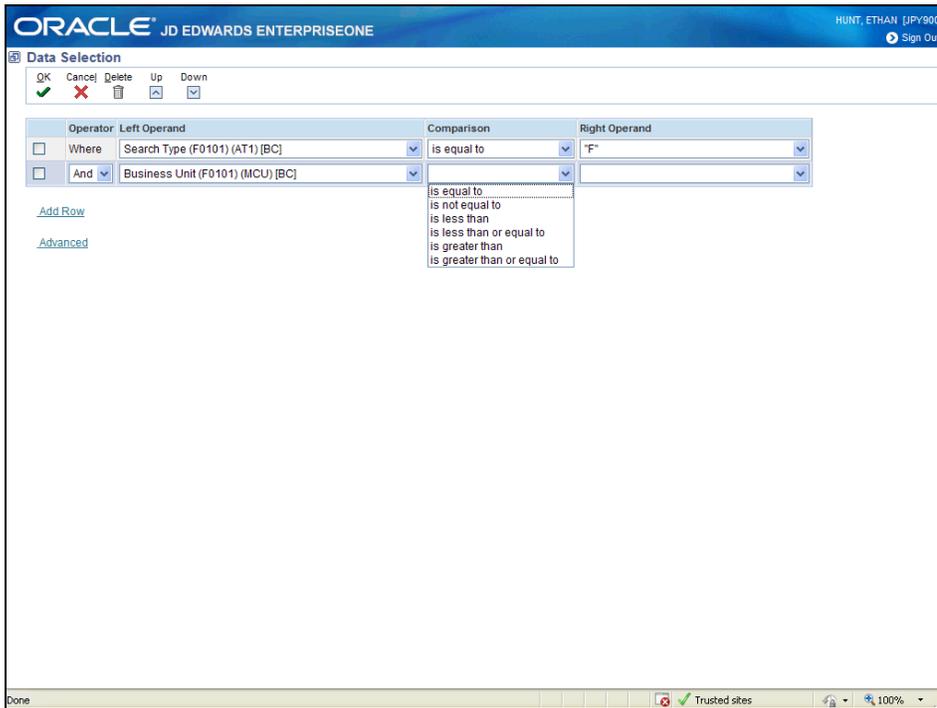
Step	Action
18.	Click the Business Unit (F0101) (MCU) [BC] list item.

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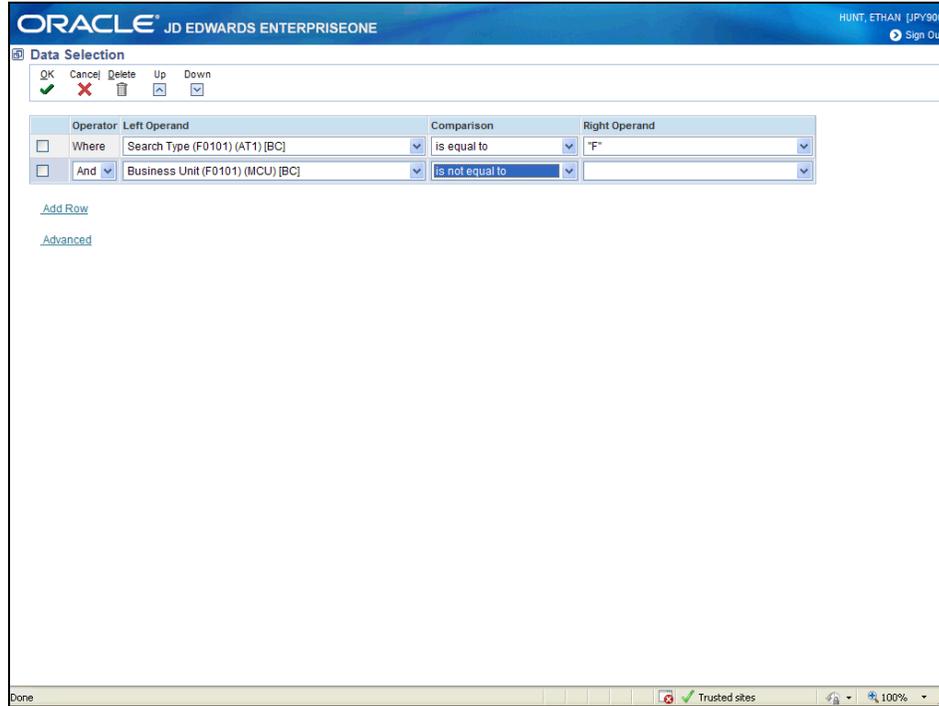
Running and Viewing Reports in CSV



Step	Action
19.	Click the Comparison list on the second line. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto; text-align: center;">▼</div>



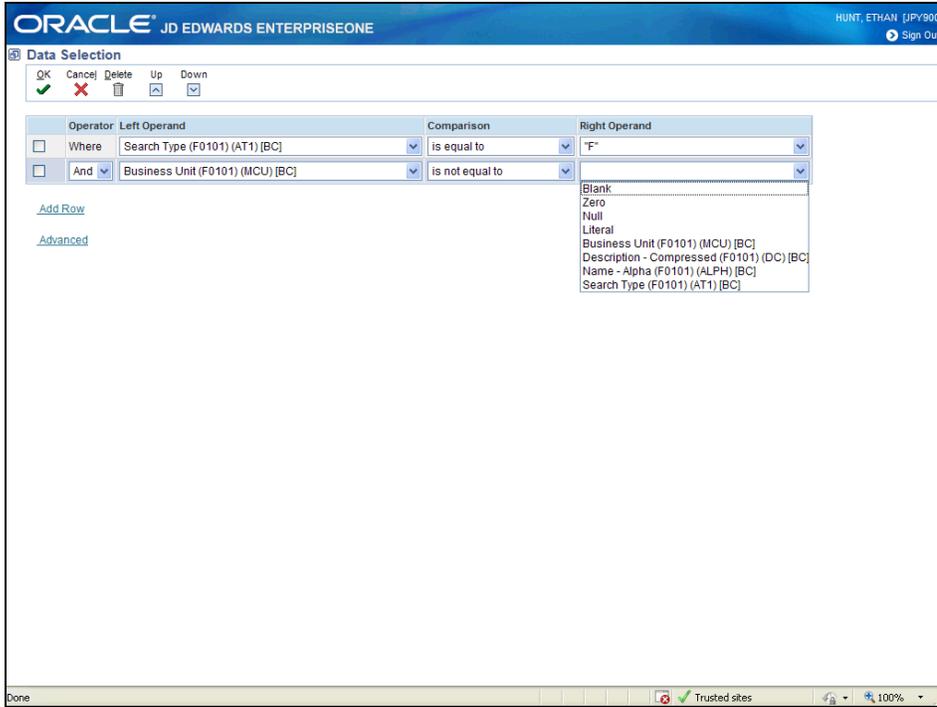
Step	Action
20.	Click the is not equal to list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">is not equal to</div>



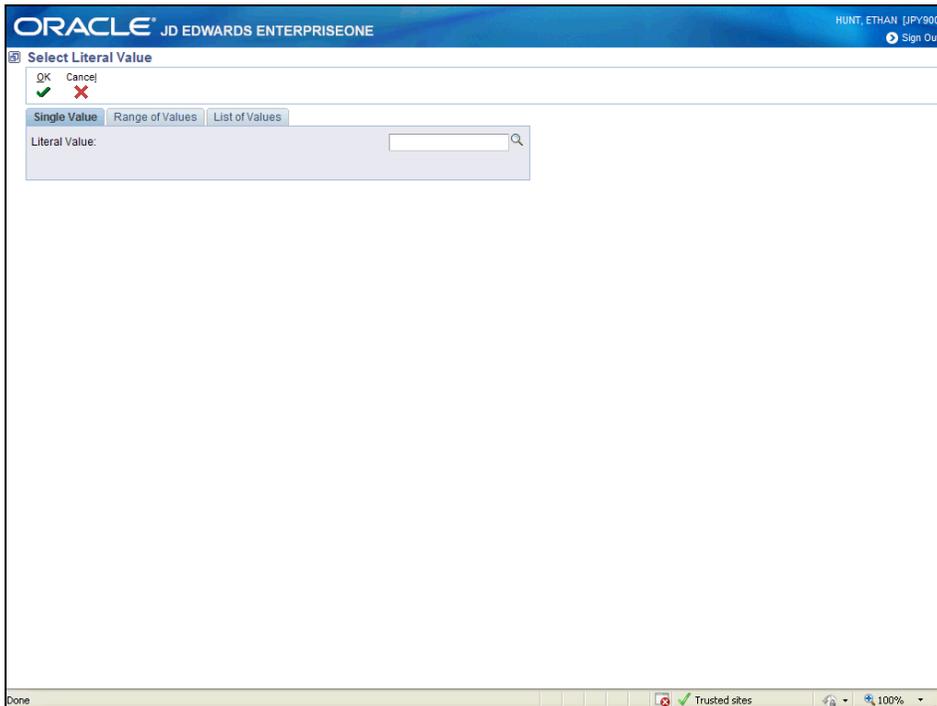
Step	Action
21.	Click the Right Operand list on the second line. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text"/> </div>

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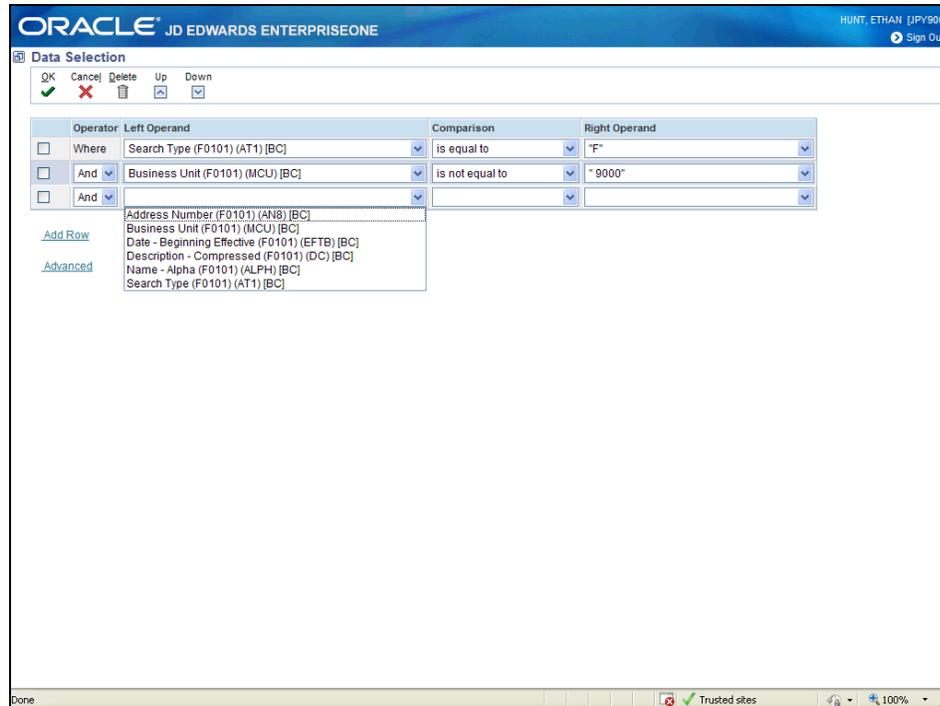
Running and Viewing Reports in CSV



Step	Action
22.	Click the Literal list item. <input type="text" value="Literal"/>



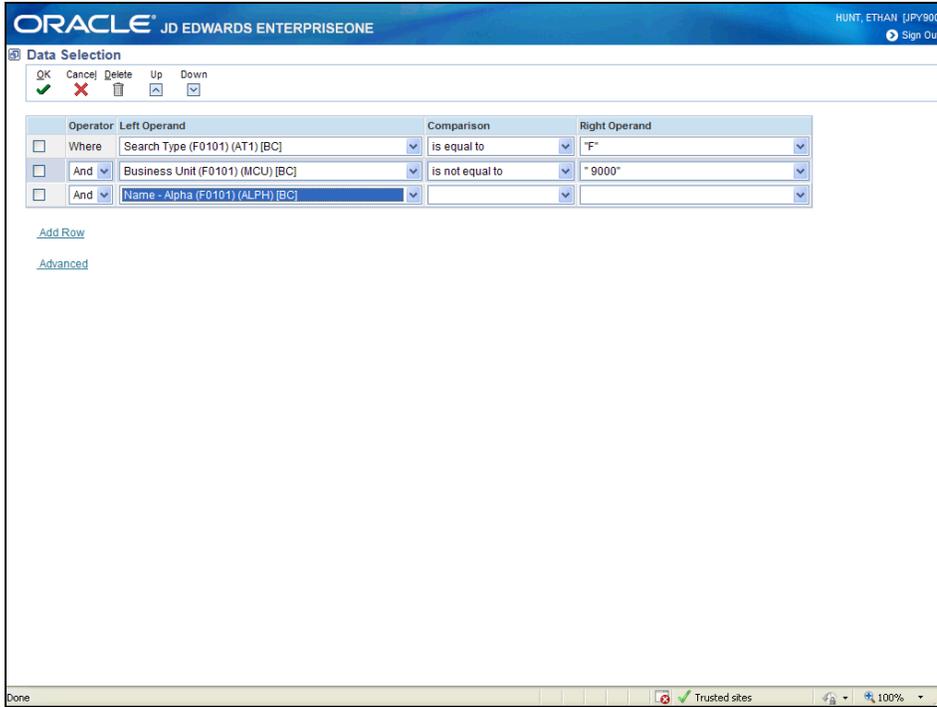
Step	Action
23.	Enter the desired information into the Literal Value: field. Enter " 9000 ".
24.	Click the OK button. 
25.	Click the Left Operand list on the third line.



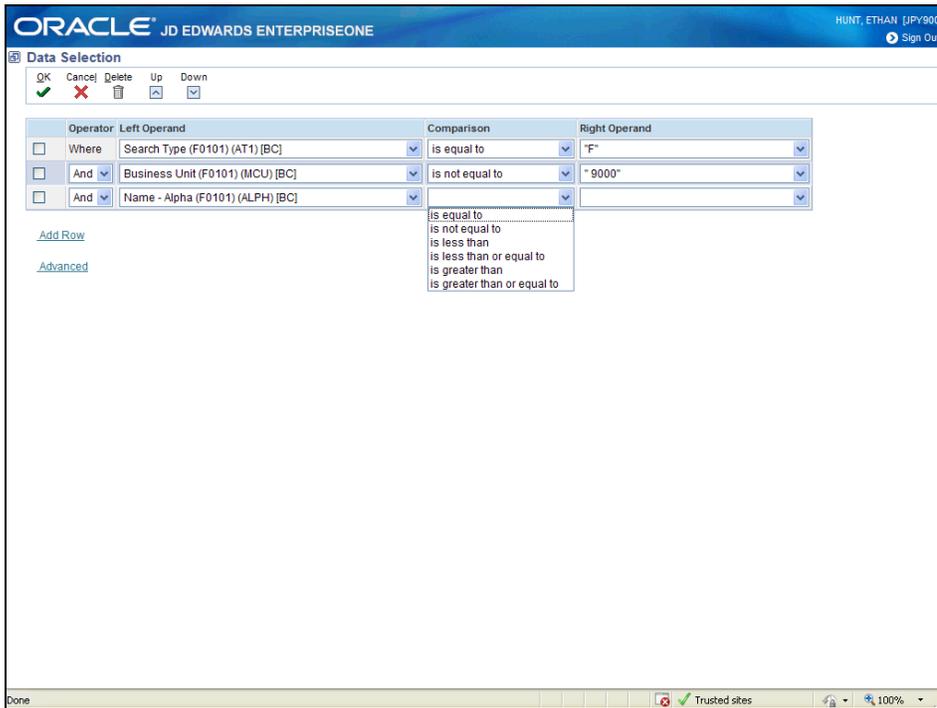
Step	Action
26.	Click the Name - Alpha (F0101) (ALPH) [BC] list item.

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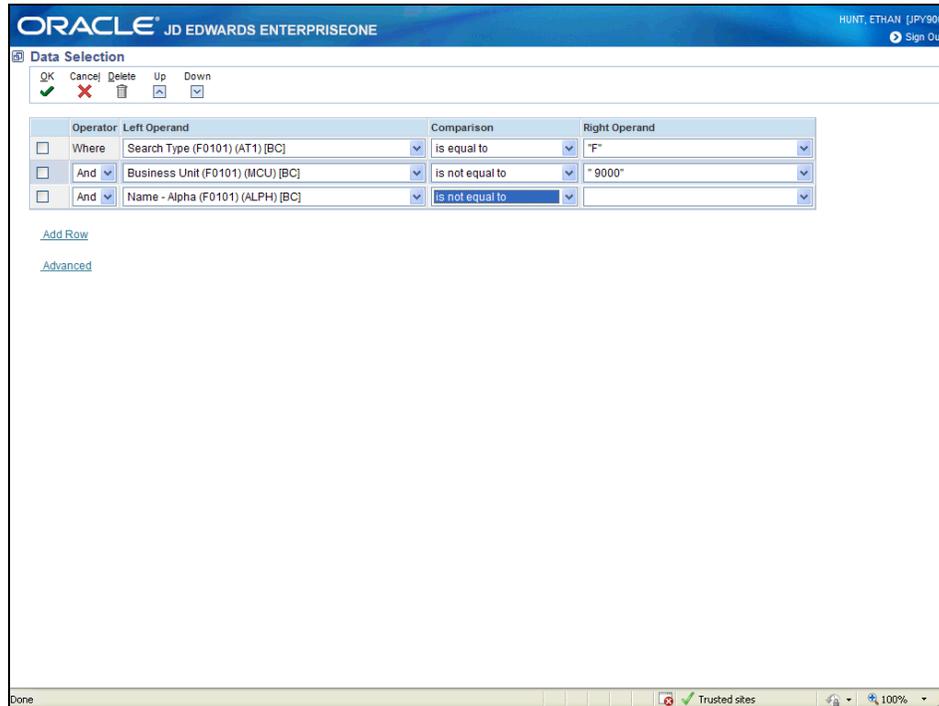
Running and Viewing Reports in CSV



Step	Action
27.	Click the Comparison list on the third line. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>



Step	Action
28.	Click the is not equal to list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">is not equal to</div>



Step	Action
29.	Click the Right Operand list on the third line. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text"/> </div>

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Running and Viewing Reports in CSV



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Search Type (F0101) (AT1) [BC]	is equal to	"F"
<input type="checkbox"/>	And Business Unit (F0101) (MCU) [BC]	is not equal to	"9000"
<input type="checkbox"/>	And Name - Alpha (F0101) (ALPH) [BC]	is not equal to	

Add Row

Advanced

- Blank
- Zero
- Null
- Literal
- Business Unit (F0101) (MCU) [BC]
- Description - Compressed (F0101) (DC) [BC]
- Name - Alpha (F0101) (ALPH) [BC]
- Search Type (F0101) (AT1) [BC]

Done Trusted sites 100%

Step	Action
30.	Click the Null list item.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Data Selection

OK Cancel Delete Up Down

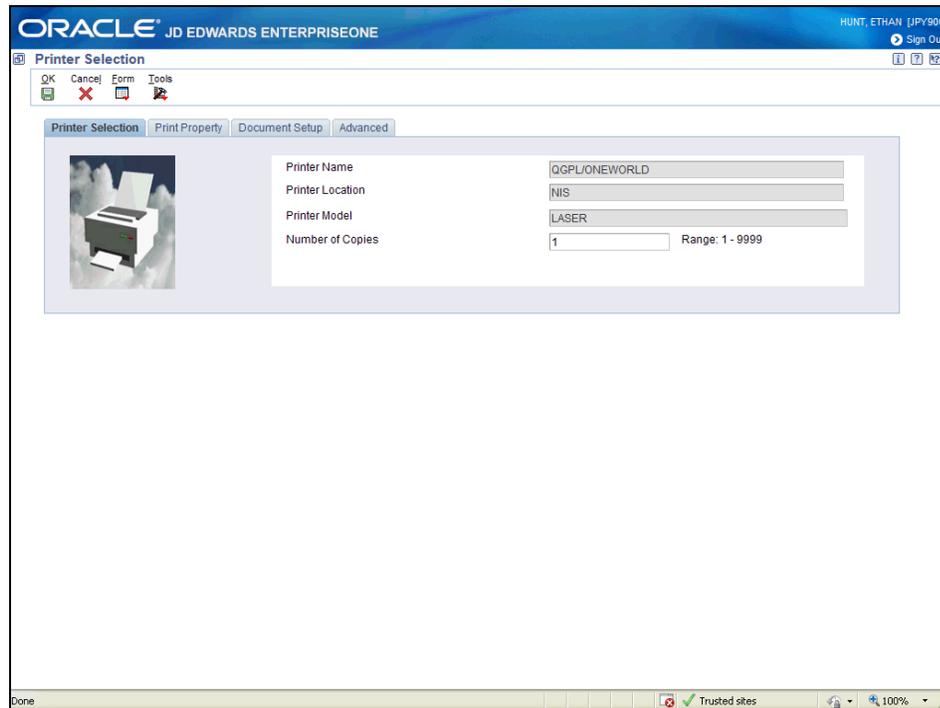
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Search Type (F0101) (AT1) [BC]	is equal to	"F"
<input type="checkbox"/>	And Business Unit (F0101) (MCU) [BC]	is not equal to	"9000"
<input type="checkbox"/>	And Name - Alpha (F0101) (ALPH) [BC]	is not equal to	Null

Add Row

Advanced

Done Trusted sites 100%

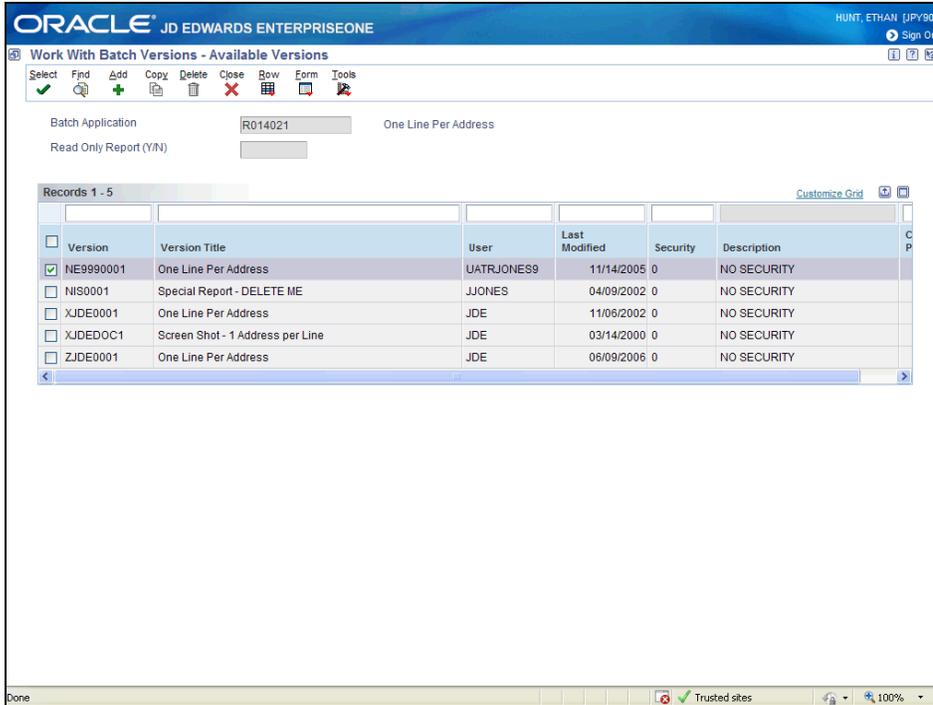
Step	Action
31.	Click the OK button. 
32.	Now that we have entered our data selection we will tell the system to run the report in CSV.



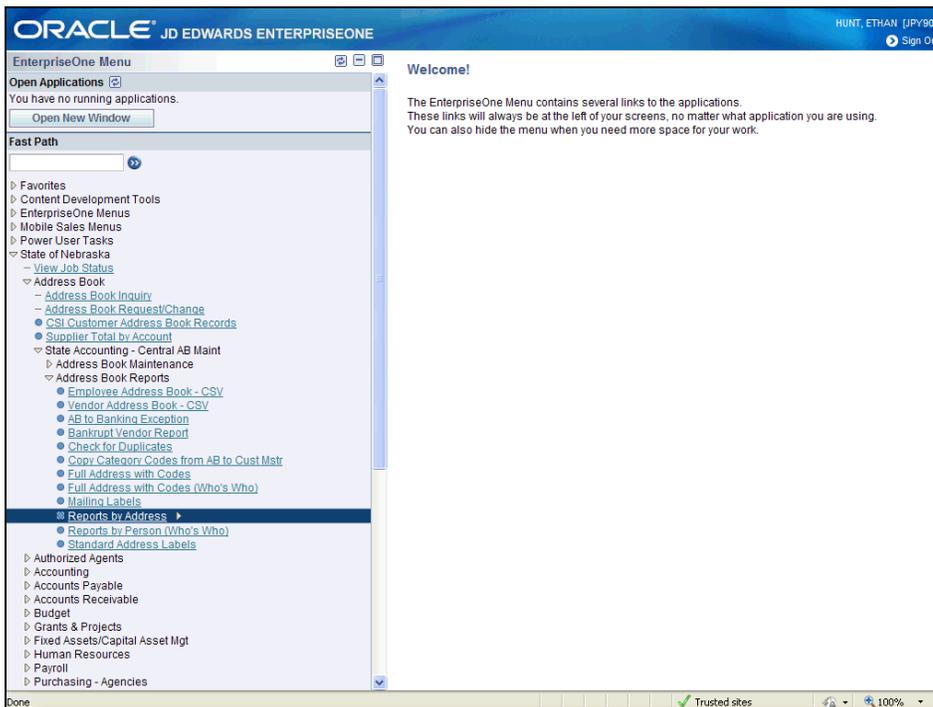
Step	Action
33.	Click the Document Setup tab. 
34.	Click the CSV (Comma Delimited) option. 
35.	Click the OK button. 
36.	Next we will need to navigate to View Job Status so we can see the status of this report.

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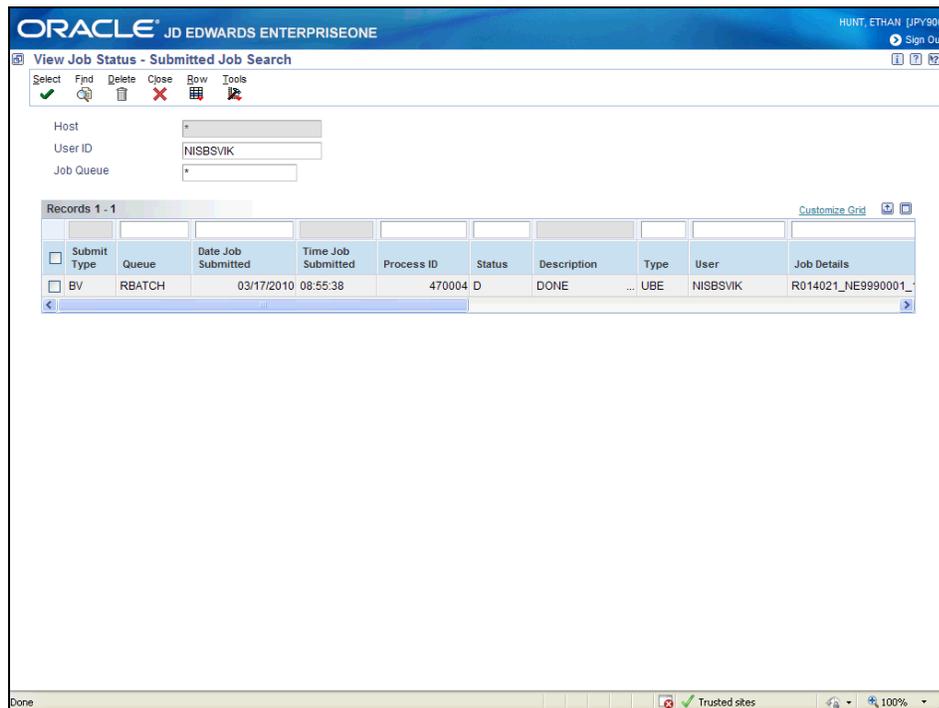
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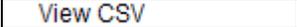


Step	Action
37.	Click the Close button.



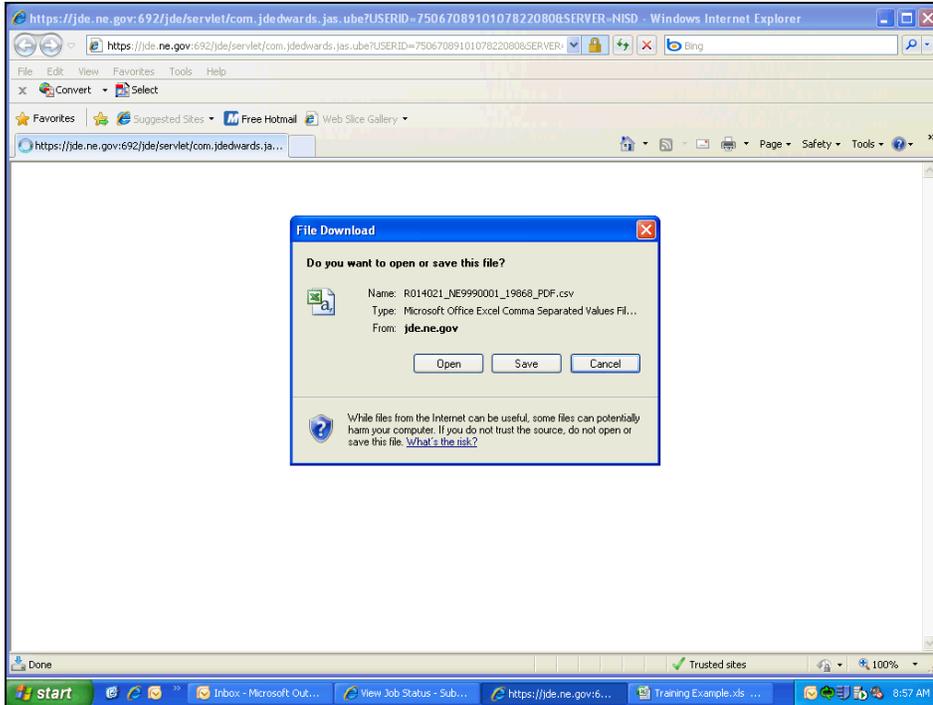
Step	Action
38.	Click the View Job Status link. 
39.	The most recent job (report) you ran will be listed first. The Description tells us the current status of the report. The Description will be either WAITING , PROCESSING , or DONE . If it is WAITING or PROCESSING you will need to refresh the screen using the Find button (DO NOT use the Refresh button on your browser).

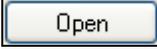


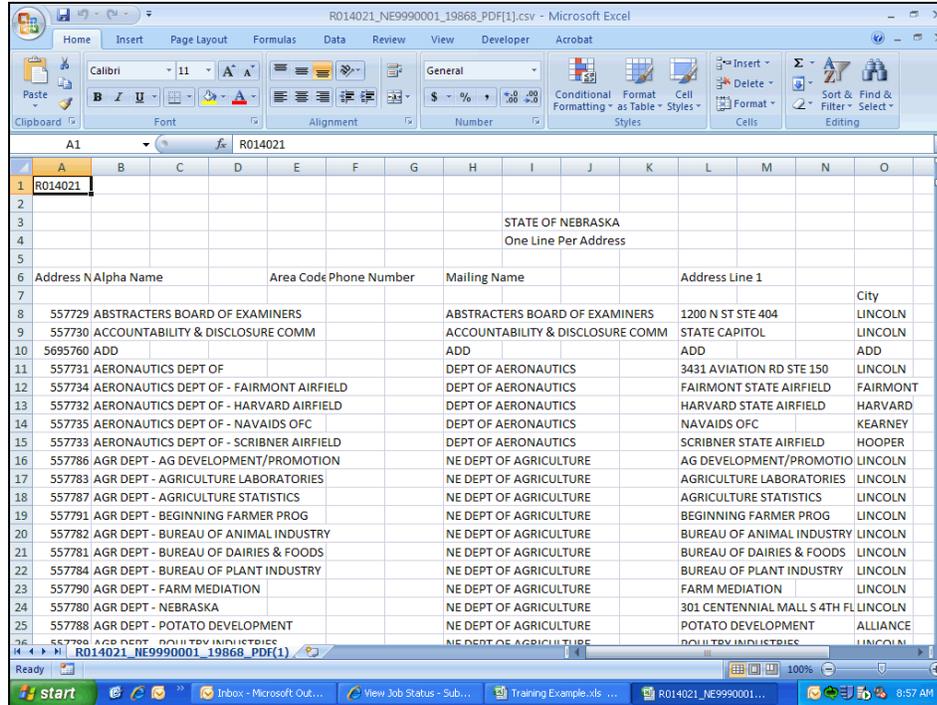
Step	Action
40.	Click the BV option. 
41.	Click the Row button. 
42.	Click the View CSV menu. 

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Running and Viewing Reports in CSV



Step	Action
43.	Click the Open button. 
44.	The report opens in Excel. Some of the cells may overlap, but the cells can be expanded to display all information.



Step	Action
45.	Click the box in the left hand corner of the spreadsheet. 
46.	Double-click the line separating columns A and B. 
47.	The cells expand to the proper width to display all of the information.
48.	To close the spreadsheet click the Close button.. 
49.	If you wish you can save the spreadsheet. We are not going to save it at this time. Click the No button. 
50.	You have successfully completed the Running and Viewing Reports in CSV lesson. End of Procedure.