Running Reports in CSV

Overview

Some reports in NIS can be run in CSV (comma delimited) format. Run NIS 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.

NIS Policies

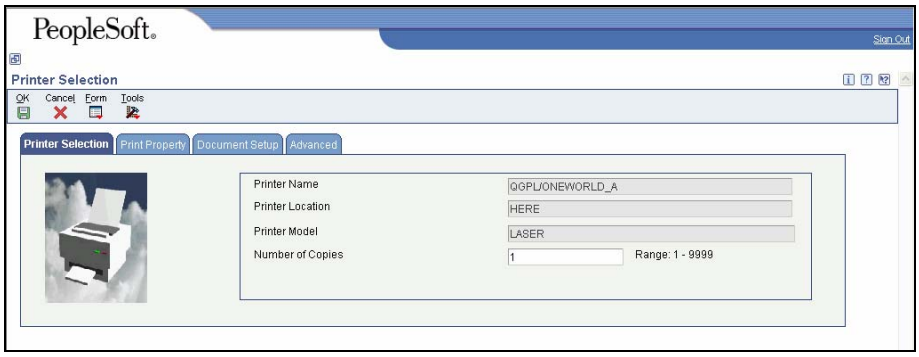
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

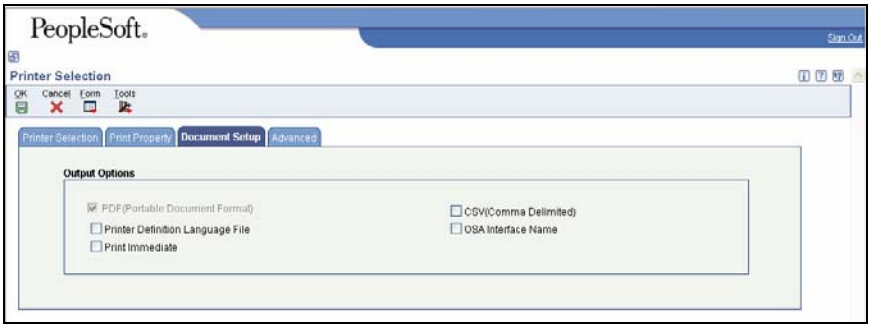
Depends on the report being run. Please refer to work instructions for the report for specific navigation.

Steps

Start this instruction from the Printer Selection window.



1. Choose the Document Setup tab.

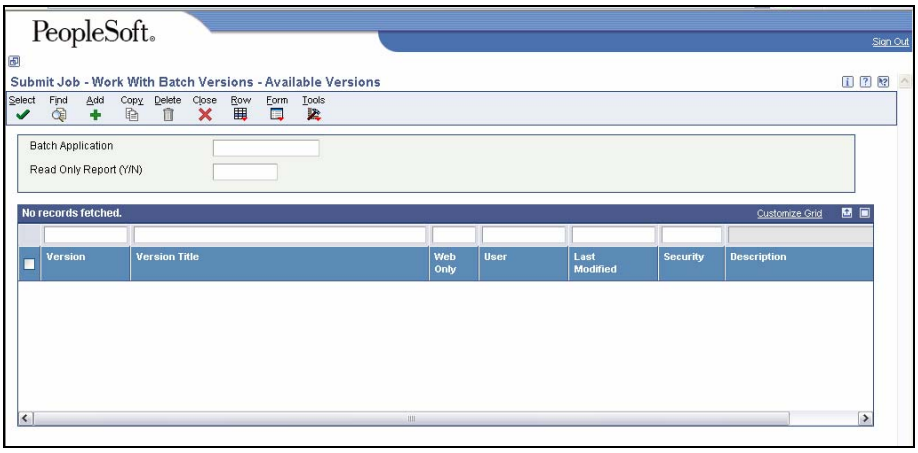


2. Click **CSV (Comma Delimited) box** to run the report in CSV.
3. Click **OK** to submit the report for processing.

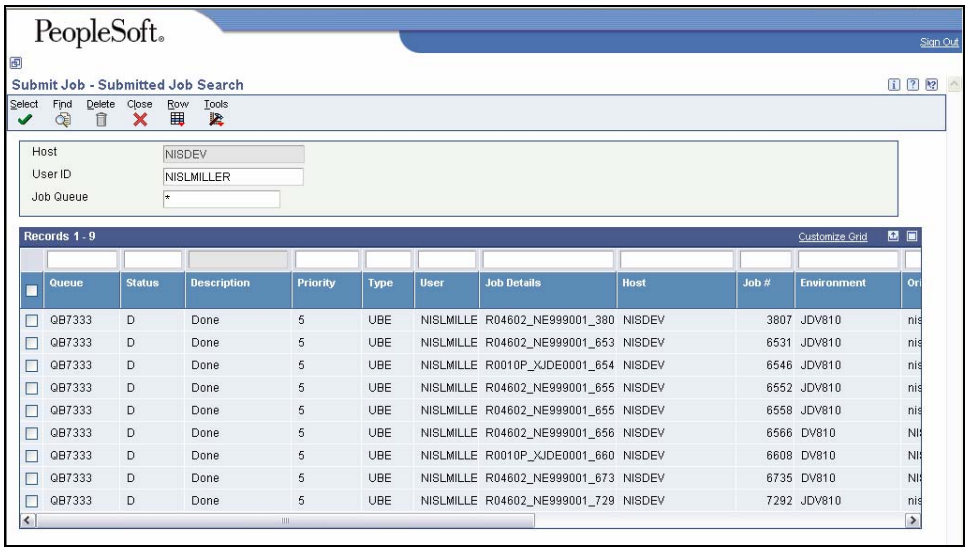
4. View the report via View Job Status or Submit Job from the main menu. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions.

These following instructions will illustrate the steps to view a report via Submit Job.

5. Click **Submit Job** from the main menu. The Work With Batch Versions – Available Versions window appears.



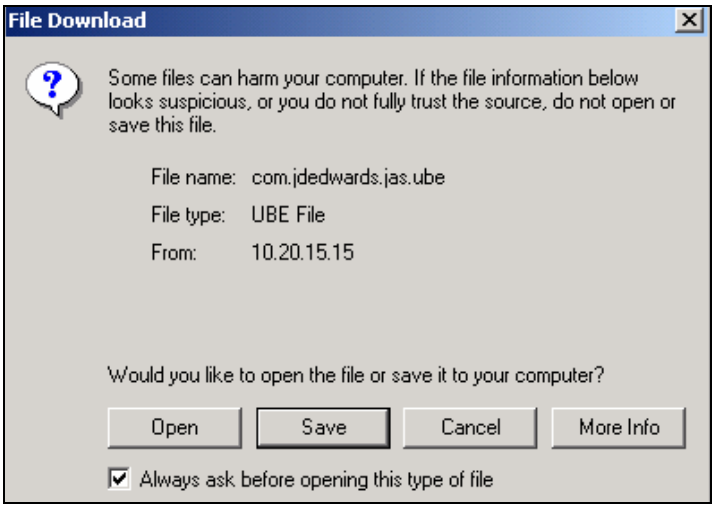
6. Click **Form, Submitted Jobs**. The Submitted Job Search window appears.



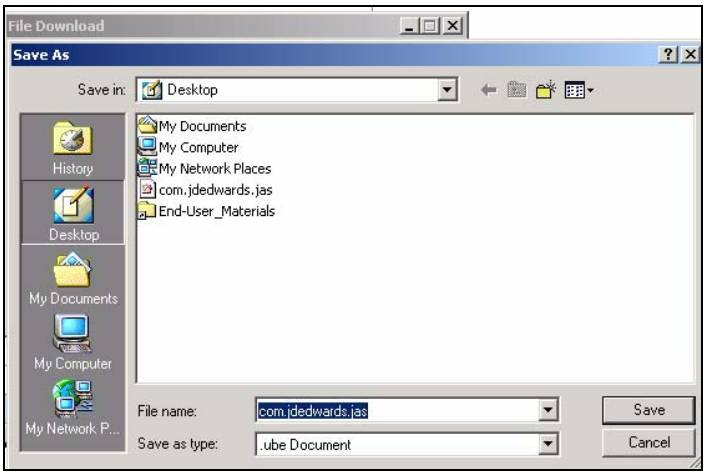
7. Choose the row that references the report you wish to view once the Description is "Done". The type of report that was run is identified in the **Job Details** field.

   Click **Find** to refresh window until Description is "Done".

8. Click **Row**, View **CSV**.



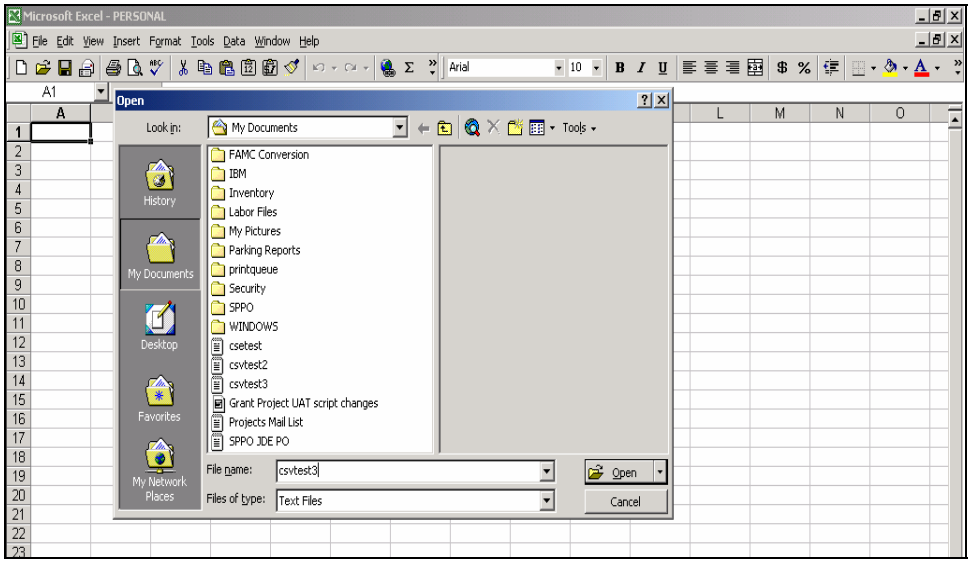
9. Select **Save** on the File Download popup.
10. On the Save As popup window.
    - Select the **desired folder** in which to save the file
    - Enter the new file name with a ".txt" extension.



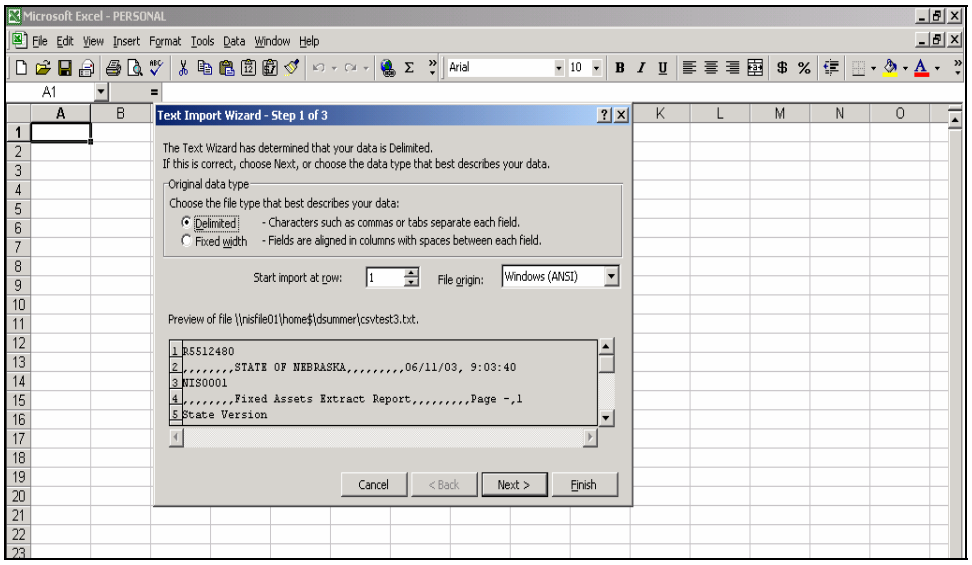
11. Click **Save**.
12. Open **Excel**.
13. Click **File**.
14. Select **Open**.

15. Select the **desired folder** from the Look In dropdown window.
16. Select the **desired file** from the list that appears.

    Click Files of Type, Text Files to shorten search list.

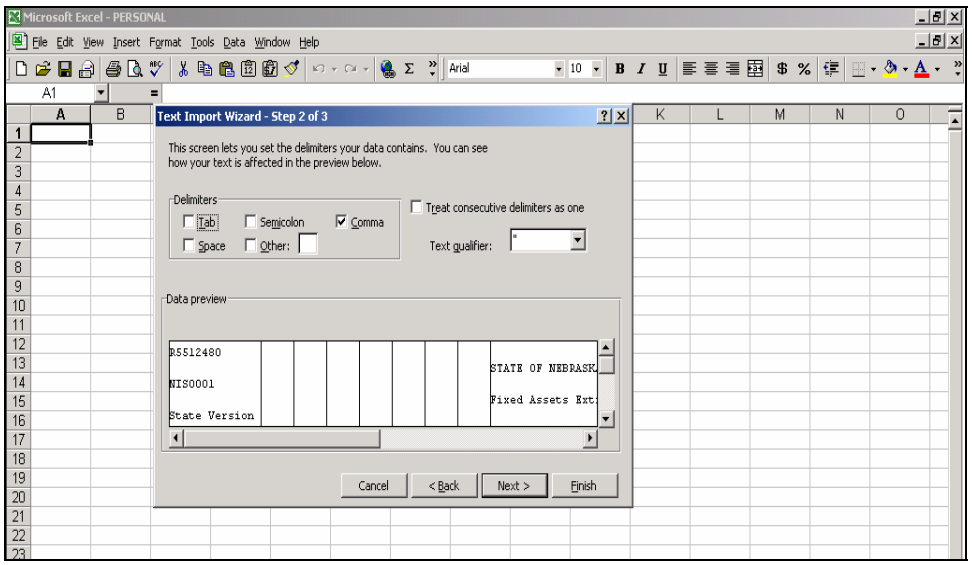


17. Click **Open**, Text Import Wizard – Step 1 of 3 should appear.

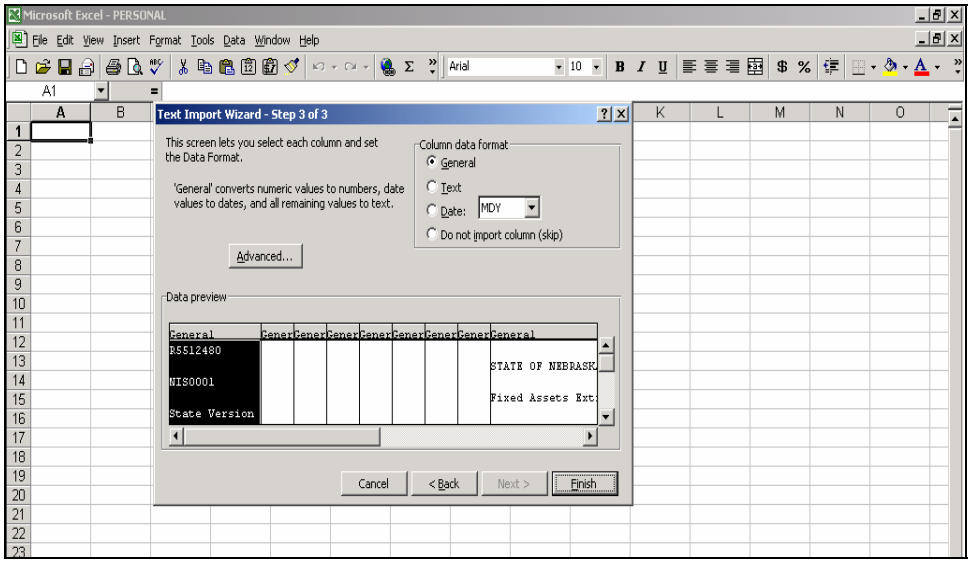


18. Select **Delimited radio button**.

19. Click **Next >** , the Text Import Window – Step 2 of 3 appears.

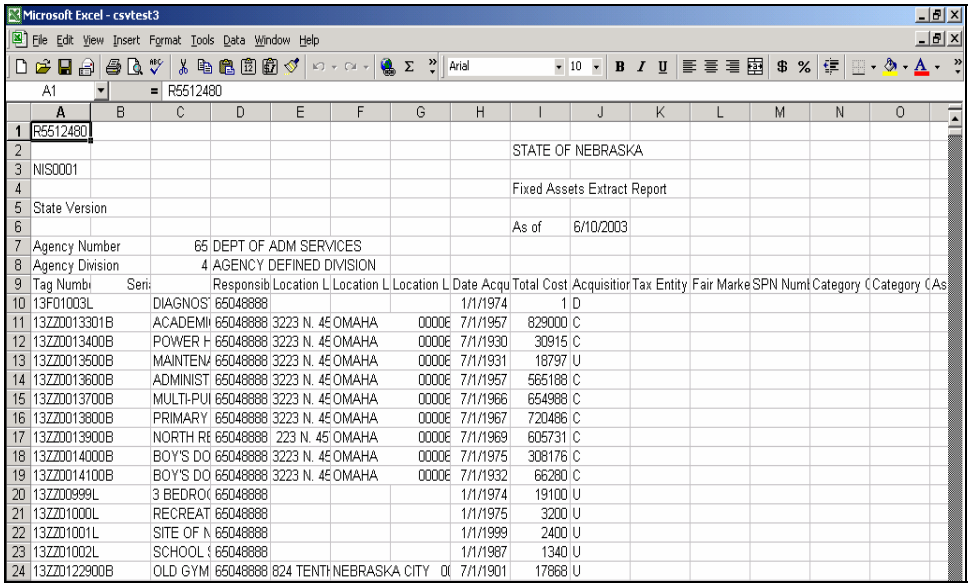


20. Click in the **Comma box** to select it.
21. Deselect any other checked boxes in the Delimiters box.
22. Click **Next >**, the Text Import Wizard – Step 3 of 3 appears.



23. User may change data format for columns or delete unwanted columns. In most cases, no changes will need to be made on this screen.
24. Click **Finish**, the next window should show the report data placed in columns on a new worksheet.

The example below illustrates the Fixed Assets Extract Report.

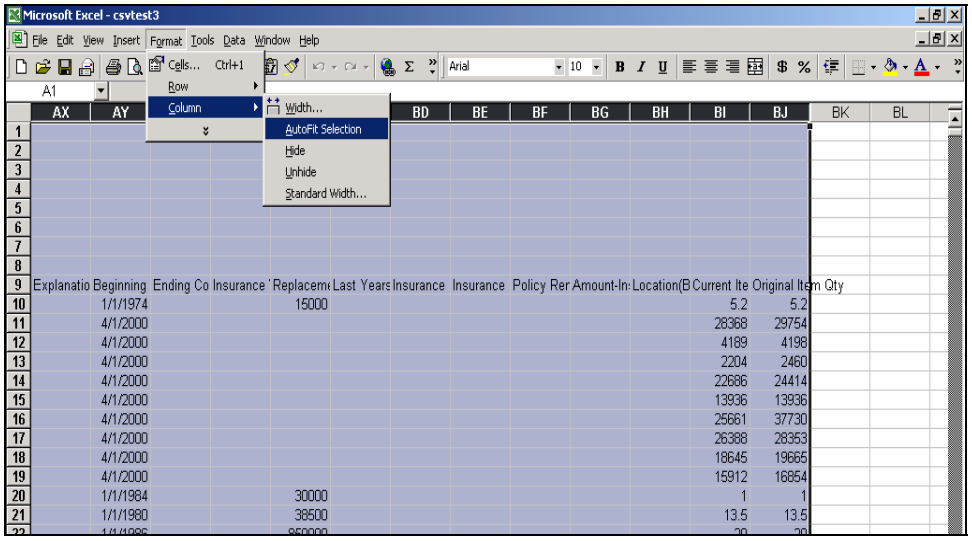


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	R5512480														
2									STATE OF NEBRASKA						
3	NIS0001														
4									Fixed Assets Extract Report						
5	State Version														
6									As of	6/10/2003					
7	Agency Number		65	DEPT OF ADM SERVICES											
8	Agency Division		4	AGENCY DEFINED DIVISION											
9	Tag Numbe	Seri		Responsib	Location L	Location L	Location L	Date Acqu	Total Cost	Acquisitior	Tax Entity	Fair Marke	SPN Numb	Category (	Category (As
10	13F01003L		DIAGNOS'	65048888				1/1/1974	1	D					
11	13ZZ0013301B		ACADEMI	65048888	3223 N. 45	OMAHA	0000E	7/1/1957	829000	C					
12	13ZZ0013400B		POWER H	65048888	3223 N. 45	OMAHA	0000E	7/1/1930	30915	C					
13	13ZZ0013500B		MAINTENA	65048888	3223 N. 45	OMAHA	0000E	7/1/1931	18797	U					
14	13ZZ0013600B		ADMINIST	65048888	3223 N. 45	OMAHA	0000E	7/1/1957	565188	C					
15	13ZZ0013700B		MULTI-PU	65048888	3223 N. 45	OMAHA	0000E	7/1/1966	654988	C					
16	13ZZ0013800B		PRIMARY	65048888	3223 N. 45	OMAHA	0000E	7/1/1967	720486	C					
17	13ZZ0013900B		NORTH RE	65048888	223 N. 45	OMAHA	0000E	7/1/1969	605731	C					
18	13ZZ0014000B		BOY'S DO	65048888	3223 N. 45	OMAHA	0000E	7/1/1975	308176	C					
19	13ZZ0014100B		BOY'S DO	65048888	3223 N. 45	OMAHA	0000E	7/1/1932	66280	C					
20	13ZZ00999L		3 BEDRO(	65048888				1/1/1974	19100	U					
21	13ZZ01000L		RECREAT	65048888				1/1/1975	3200	U					
22	13ZZ01001L		SITE OF N	65048888				1/1/1999	2400	U					
23	13ZZ01002L		SCHOOL S	65048888				1/1/1987	1340	U					
24	13ZZ0122900B		OLD GYM	65048888	824 TENTH	NEBRASKA CITY	0(	7/1/1901	17868	U					

Data in columns may overrun into adjacent columns because of the default column width. To improve readability and to determine if data has been properly placed in columns it may be necessary to change the column width.

25. Select the columns containing data by clicking and dragging on the alpha column headings (here AA to BJ). The columns should be highlighted.

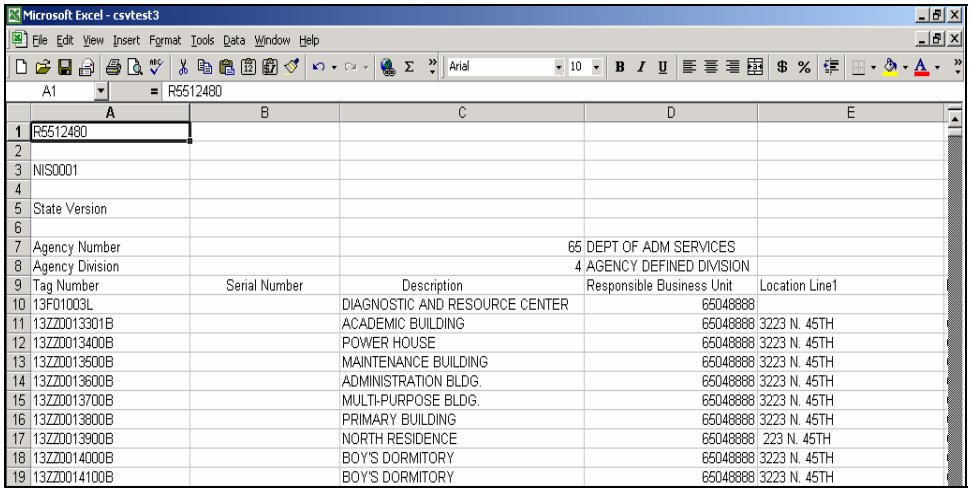
26. Click on **Format, Column** and **Autofit Selection**.



	AX	AY	BD	BE	BF	BG	BH	BI	BJ	BK	BL
9	Explanatio	Beginning	Ending Co	Insurance '	Replacem	Last Years	Insurance	Insurance	Policy Rer	Amount-In	Location(B	Current Ite	Original Item	Qty	
10		1/1/1974			15000							5.2	5.2		
11		4/1/2000										28368	29754		
12		4/1/2000										4189	4198		
13		4/1/2000										2204	2460		
14		4/1/2000										22686	24414		
15		4/1/2000										13936	13936		
16		4/1/2000										25661	37730		
17		4/1/2000										26388	28353		
18		4/1/2000										18645	19665		
19		4/1/2000										15912	16854		
20		1/1/1984			30000							1	1		
21		1/1/1980			38500							13.5	13.5		

The resulting column width will be adjusted to match the widest data field in each column. The conversion process may create some empty columns which can be deleted and rows of header data which may be deleted or reformatted to improve the appearance of the spreadsheet or allow various Data functions to be performed.

27. Review and Save **your file** after making adjustments.



	A	B	C	D	E
1	R5512480				
2					
3	NIS0001				
4					
5	State Version				
6					
7	Agency Number		65	DEPT OF ADM SERVICES	
8	Agency Division		4	AGENCY DEFINED DIVISION	
9	Tag Number	Serial Number	Description	Responsible Business Unit	Location Line1
10	13F01003L		DIAGNOSTIC AND RESOURCE CENTER	65048888	
11	13ZZ0013301B		ACADEMIC BUILDING	65048888	3223 N. 45TH
12	13ZZ0013400B		POWER HOUSE	65048888	3223 N. 45TH
13	13ZZ0013500B		MAINTENANCE BUILDING	65048888	3223 N. 45TH
14	13ZZ0013600B		ADMINISTRATION BLDG.	65048888	3223 N. 45TH
15	13ZZ0013700B		MULTI-PURPOSE BLDG.	65048888	3223 N. 45TH
16	13ZZ0013800B		PRIMARY BUILDING	65048888	3223 N. 45TH
17	13ZZ0013900B		NORTH RESIDENCE	65048888	223 N. 45TH
18	13ZZ0014000B		BOY'S DORMITORY	65048888	3223 N. 45TH
19	13ZZ0014100B		BOY'S DORMITORY	65048888	3223 N. 45TH

28. Close the **Excel spreadsheet**.

29. Click **Close**.