# Running and Viewing 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.

This work instructions will show how to

Run reports in CSV

View CSV Reports – Option 1

View CSV Reports – Option 2

The option a user uses to view CSV reports will depend on the setup of the user's personal computer.

## 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/.

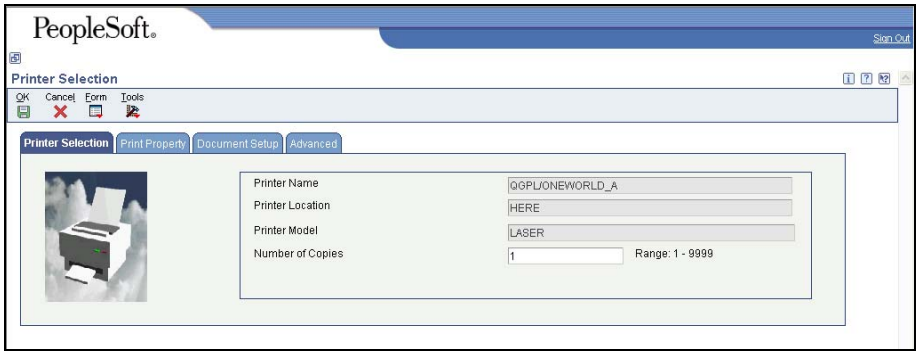
## Navigation

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

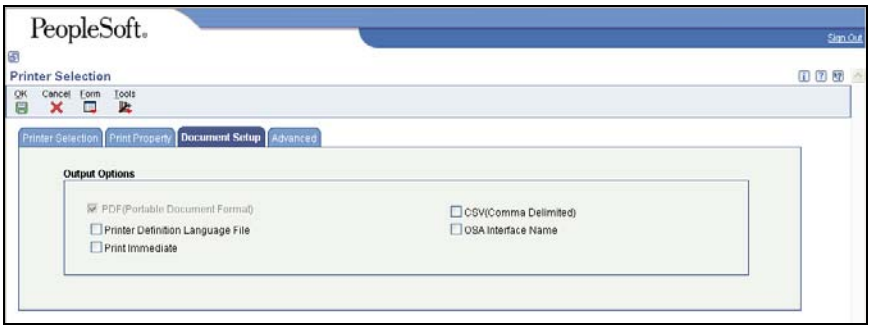
## Steps

### Running reports in CSV

Start this instruction from the Printer Selection window.




1. Choose the Document Setup tab.

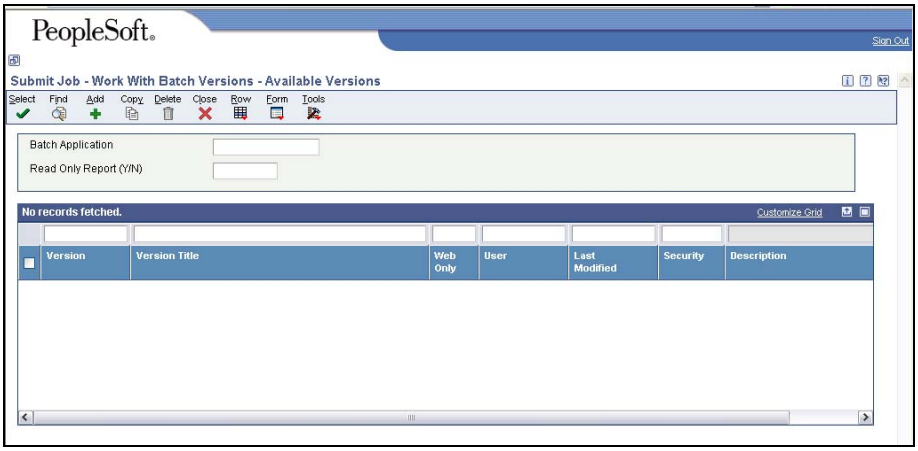



2. Click **CSV (Comma Delimited) box** to run the report in CSV.
3. Click **OK** to submit the report for processing. You will return to the main menu.
4. View the report via View Job Status or Submit Job from the main menu. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions.

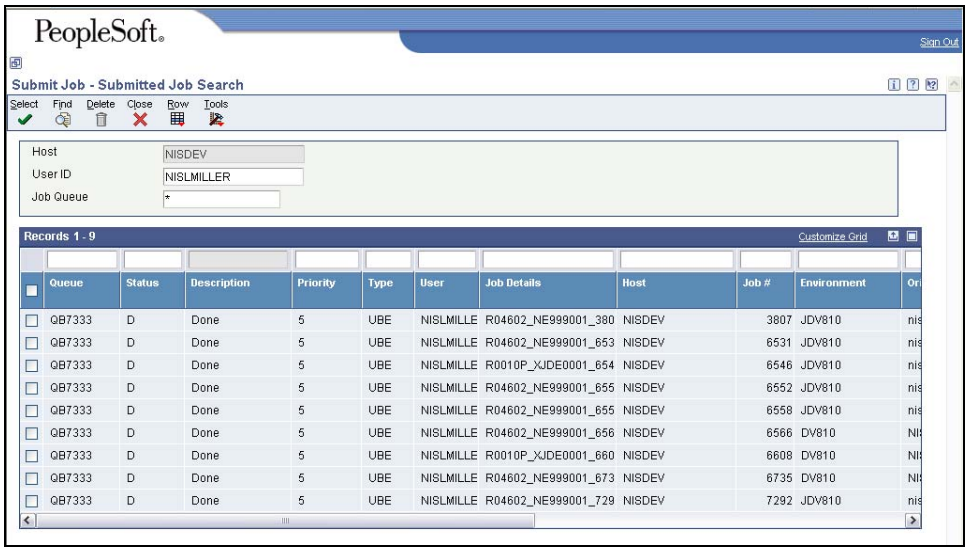
## Viewing CSV Reports – Option 1

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

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



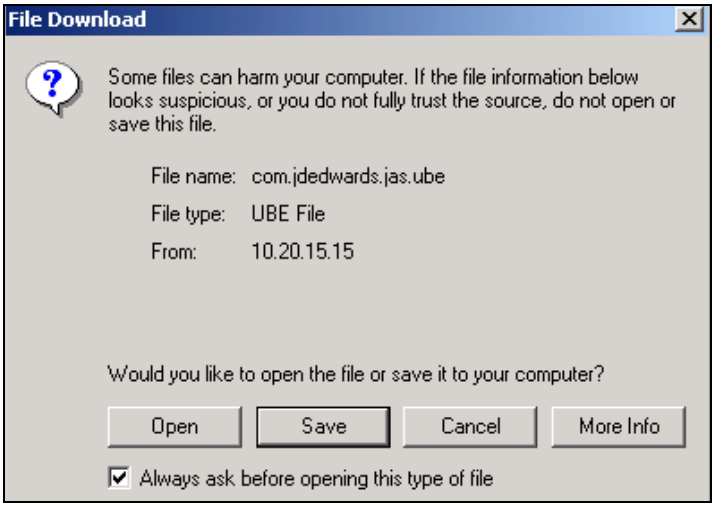

2. Click **Form, Submitted Jobs**. The Submitted Job Search window appears.



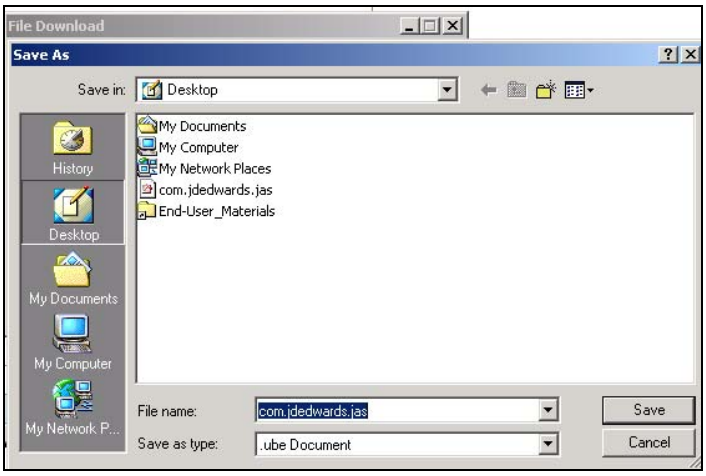

3. Choose the row that references the report you wish to view once the Description is "Done". The type of report that was run is identified in the **Job Details** field.

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

4. Click **Row**, View **CSV**.

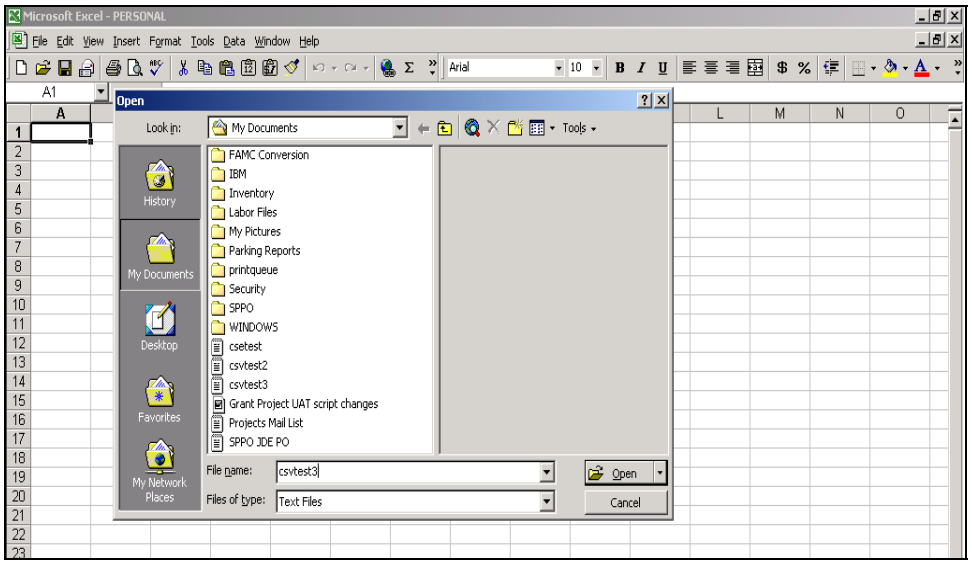



5. Select **Save** on the File Download popup.
6. On the Save As popup window.
   - Select the **desired folder** in which to save the file
   - Enter the new file name with a ".txt" extension.

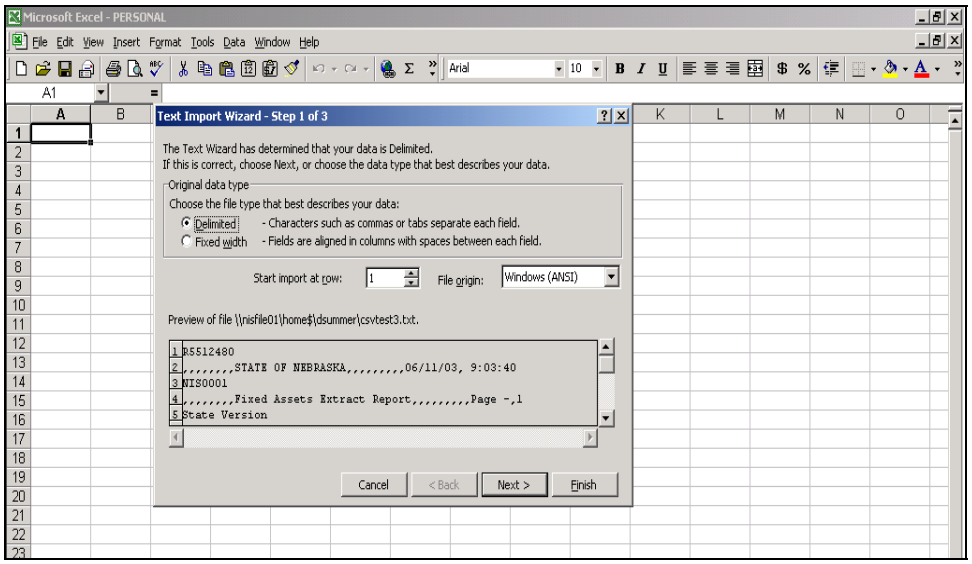



7. Click **Save**.
8. Open **Excel**.
9. Click **File**.
10. Select **Open**.
11. Select the **desired folder** from the Look In dropdown window.
12. Select the **desired file** from the list that appears.

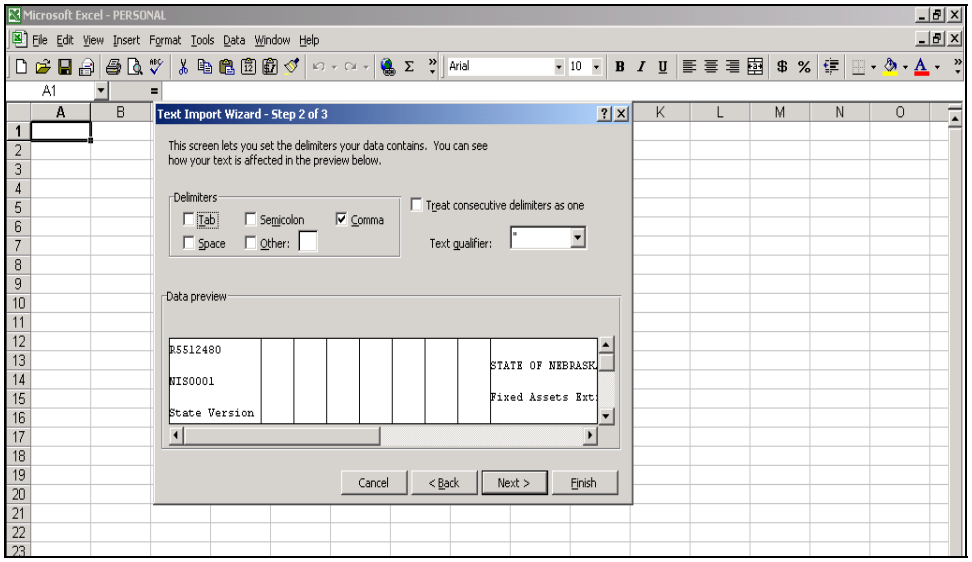
Click Files of Type, Text Files to shorten search list.



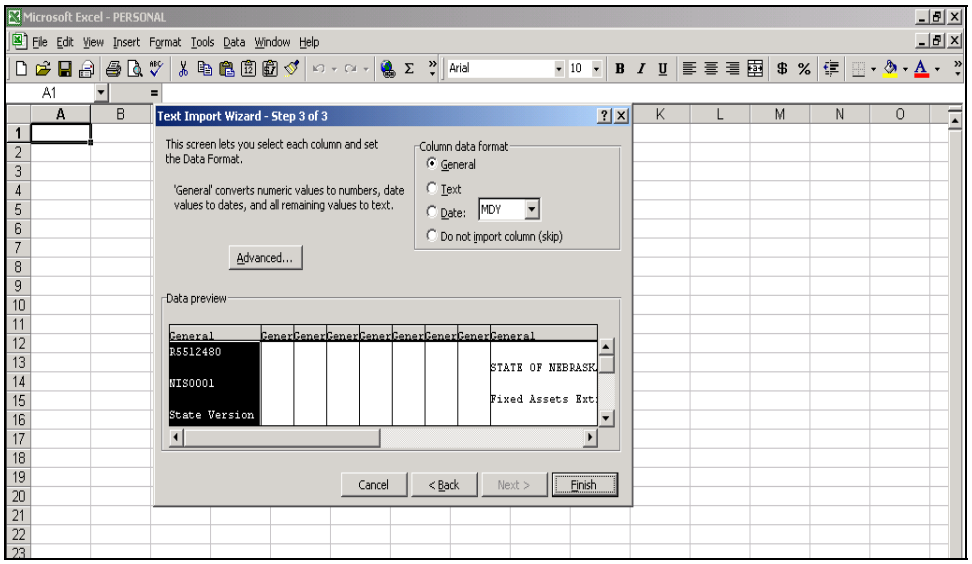

13. Click **Open**, Text Import Wizard – Step 1 of 3 should appear.




14. Select **Delimited radio button**.
15. Click **Next >**, the Text Import Window – Step 2 of 3 appears.

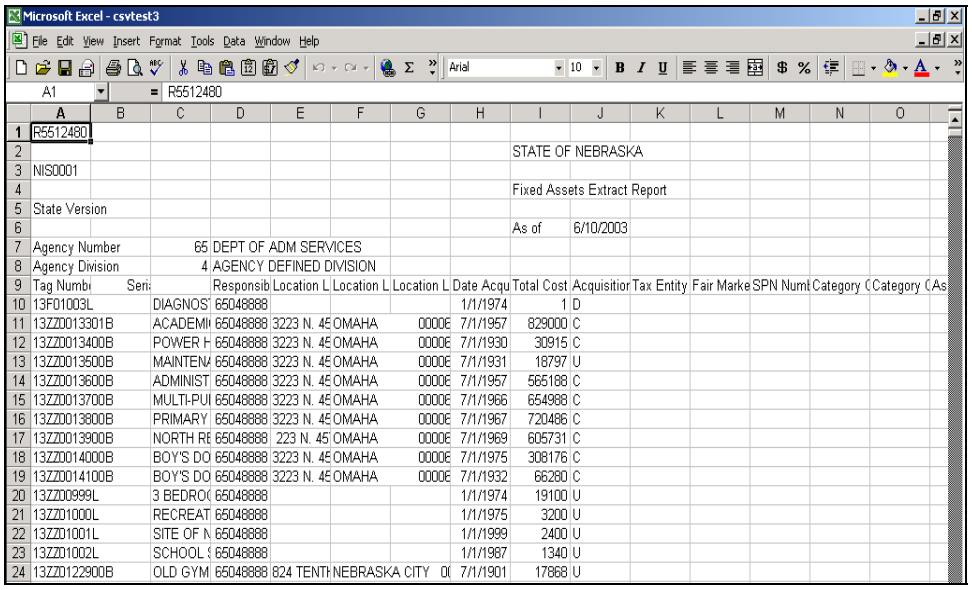



16. Click in the **Comma box** to select it.
17. Deselect any other checked boxes in the Delimiters box.
18. Click **Next >**, the Text Import Wizard – Step 3 of 3 appears.




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

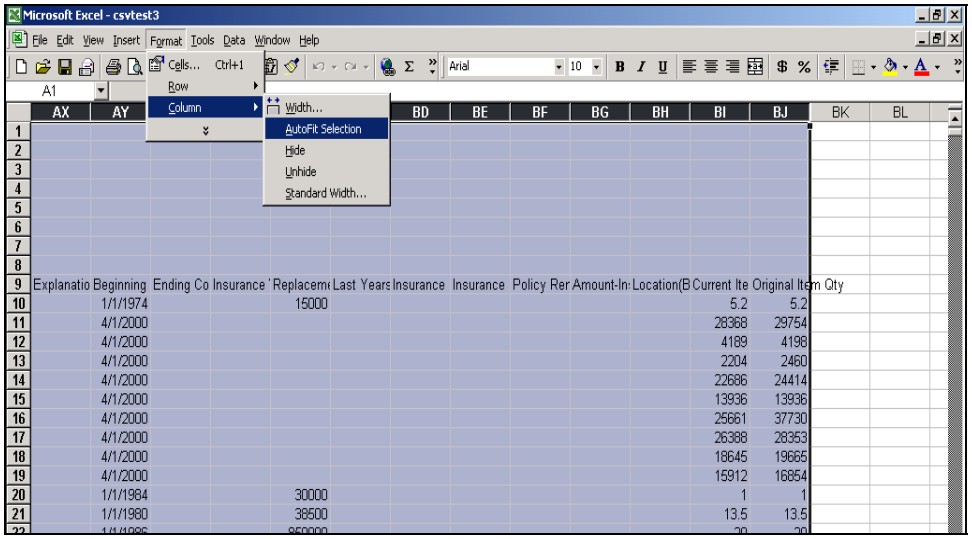
The example below illustrates the Fixed Assets Extract Report.



| | 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 Numbi | Seri | | Responsib | Location L | Location L | Location L | Date Acqu | Total Cost | Acquisitior | Tax Entity | Fair Marke | SPN Numt | 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.

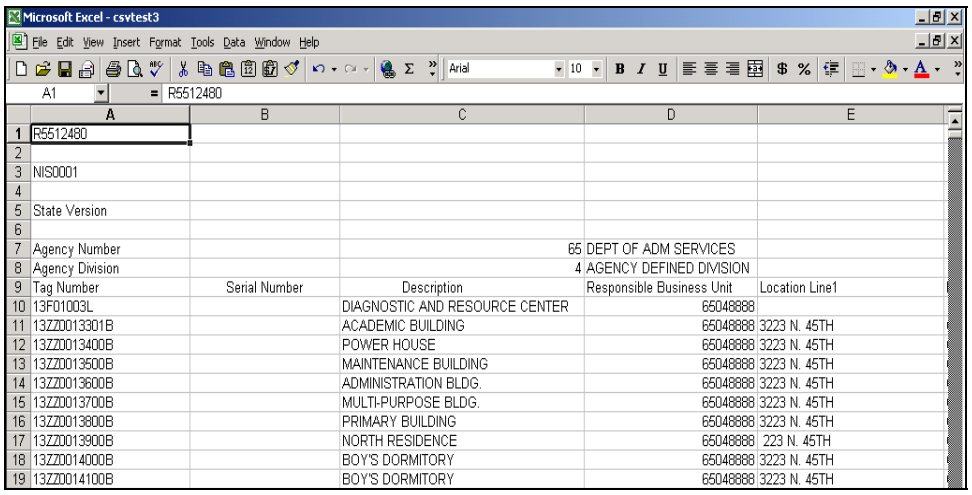
21. Select the columns containing data by clicking and dragging on the alpha column headings (here AA to BJ). The columns should be highlighted.
22. Click on **Format, Column** and **Autofit Selection**.



| | AX | AY | BD | BE | BF | BG | BH | BI | BJ | BK | BL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9 | Explanatio | Beginning | Insurance | Insurance | Policy Ren | Amount-In: | Location(B | Current Ite | Original Item Qty | | |
| 10 | | 1/1/1974 | | | | | | 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 | | | | | | 1 | 1 | | |
| 21 | | 1/1/1980 | | | | | | 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.

23. 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 |

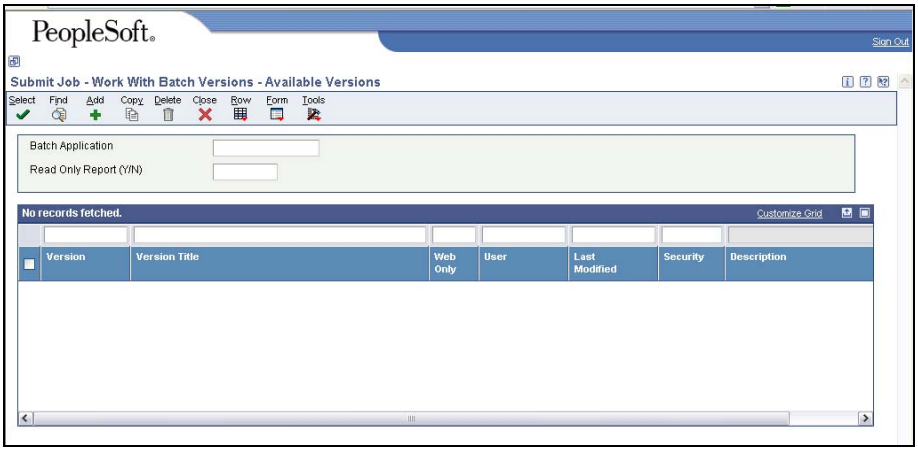
24. Close the **Excel spreadsheet**.

25. Click **Close**.

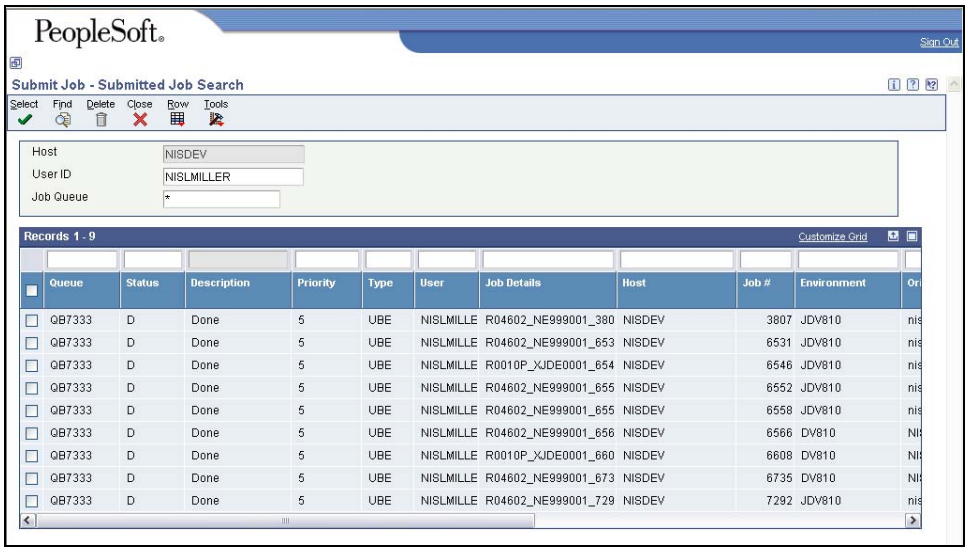
## Viewing CSV Reports – Option 2

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

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



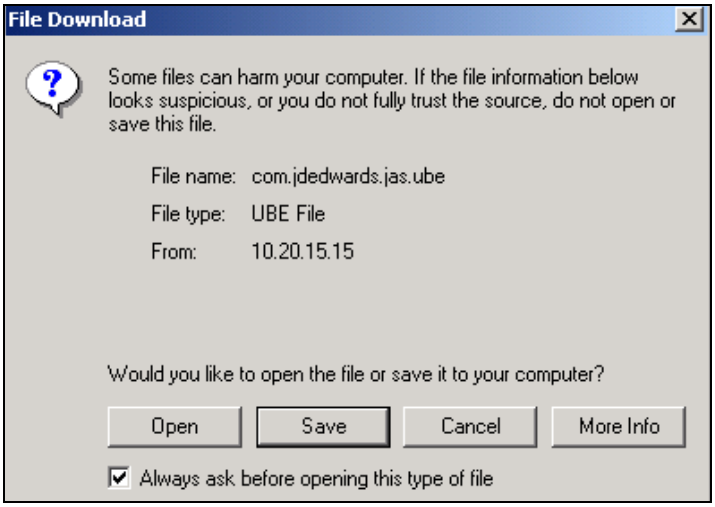

2. Click **Form, Submitted Jobs**. The Submitted Job Search window appears.




3. 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".

4. Click **Row**, View **CSV**.




5. Click **Open**. The file will open as an Excel spreadsheet.
6. Make any adjustments as necessary and save the report on your computer.
7. Close Microsoft Excel.