EXPORTING FMMI ECC REPORTS

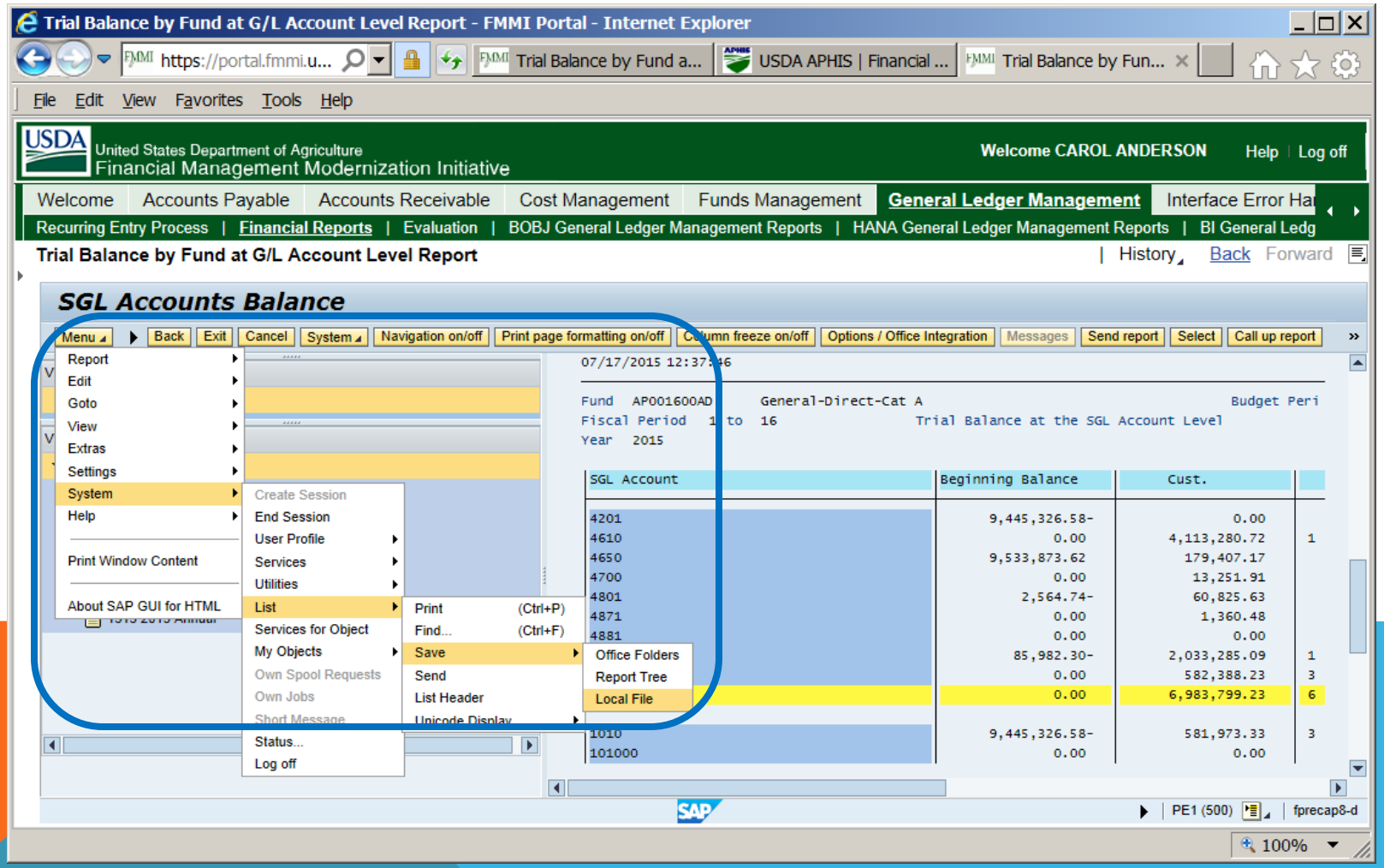
Updated: September 11, 2015

Depending on what you are doing, Exporting your information to Excel might change. This document describes three common processes.

Process 1 –	Export to a Local File	Pgs	3-12
Process 2 –	Export to a Spreadsheet		
	– MHTML file	Pgs	13-16
Process 3 –	Export from Display Document	Pgs	17-28

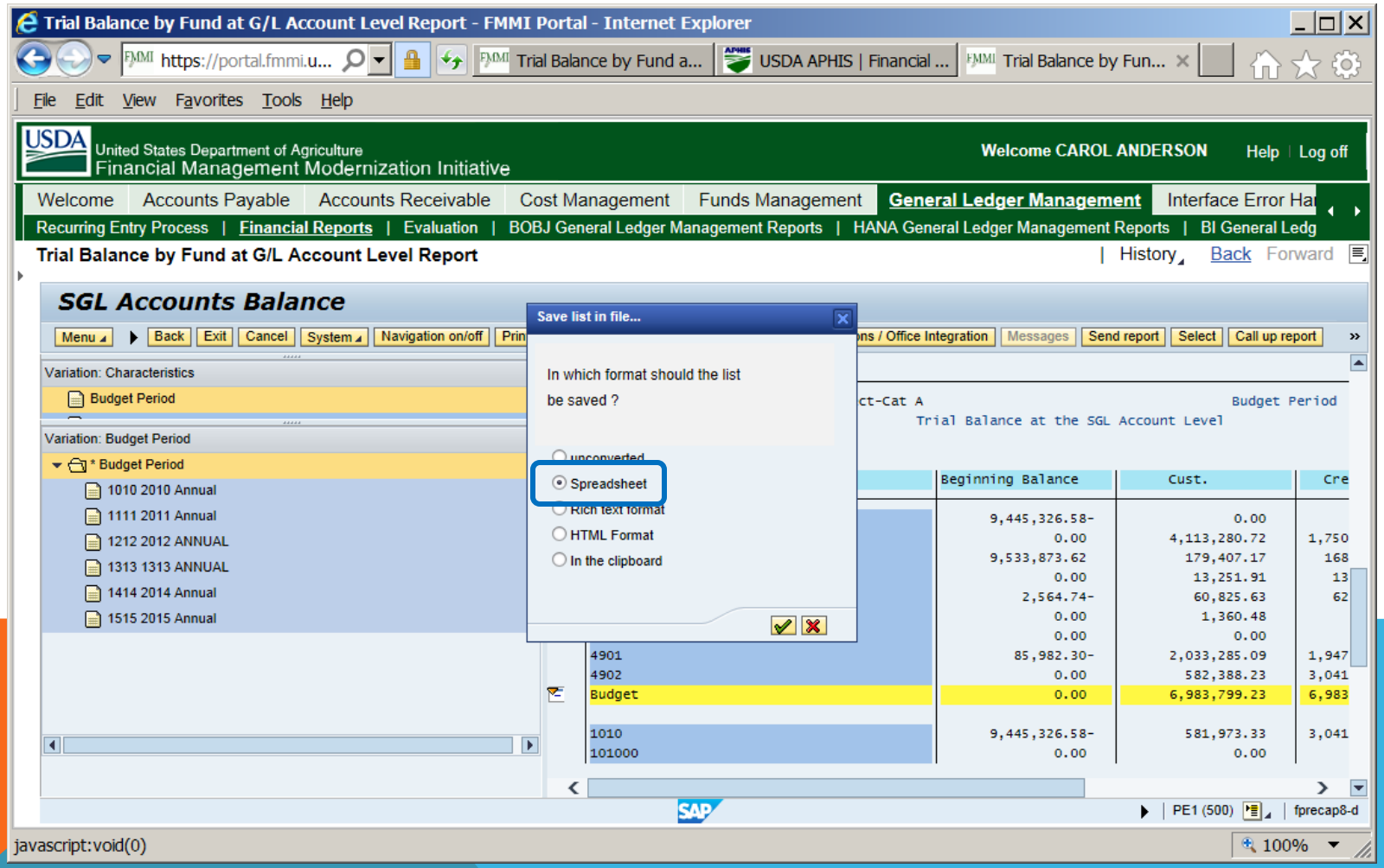
PROCESS 1 – Export to Local Files

1. Click on: Menu ➡ System ➡ List ➡ Save ➡ Local File

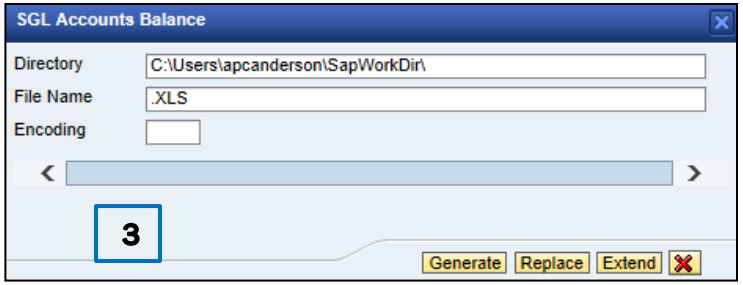


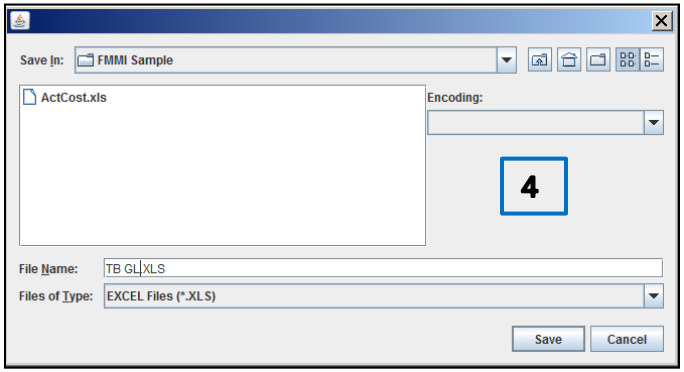
You will receive this screen and be asked what format should be used to save the report.

2. Click the radio button for *Spreadsheet. Click the green check mark.*



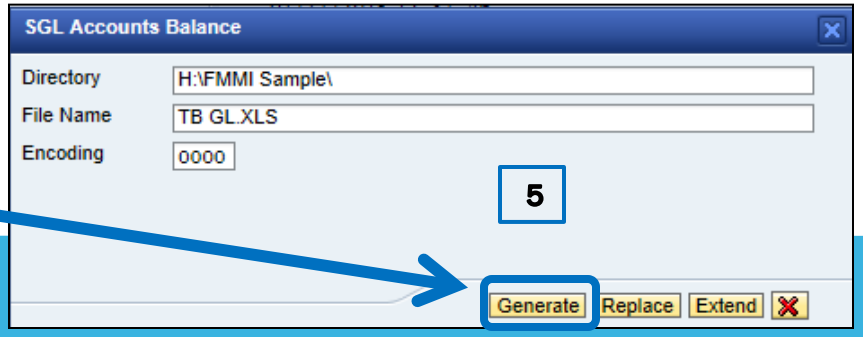
3. Select a file path and name (click the box at the Directory window for dropdown).



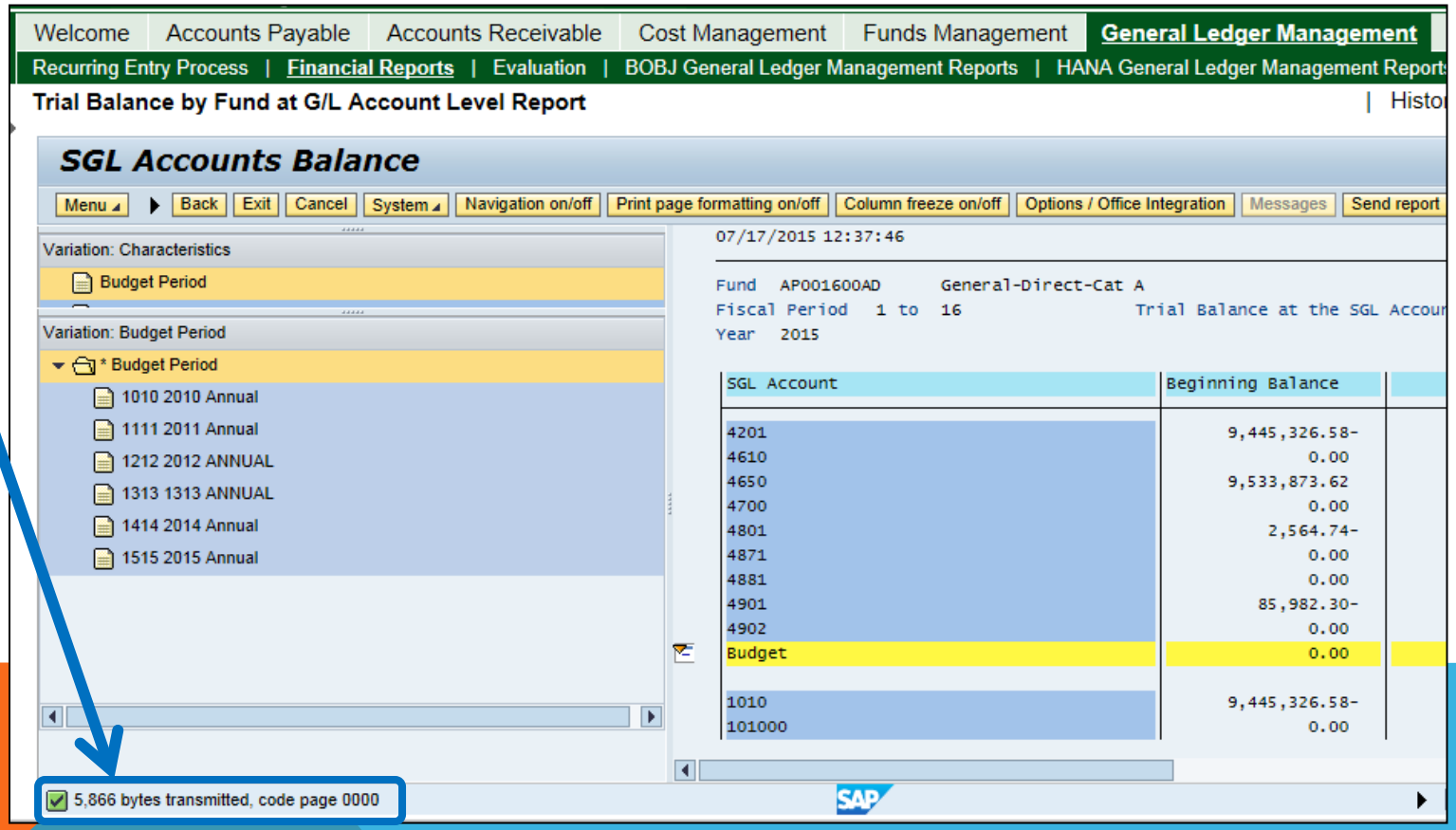


4. The next window will allow you to select the actual file path and name the file. Make sure to keep the Files of Type: EXCEL Files (*.xls).

5. After you select the path and file name, the window below will come up. Click on Generate to create the file. This type of export will not automatically open, you will need to follow instructions on the next pages.



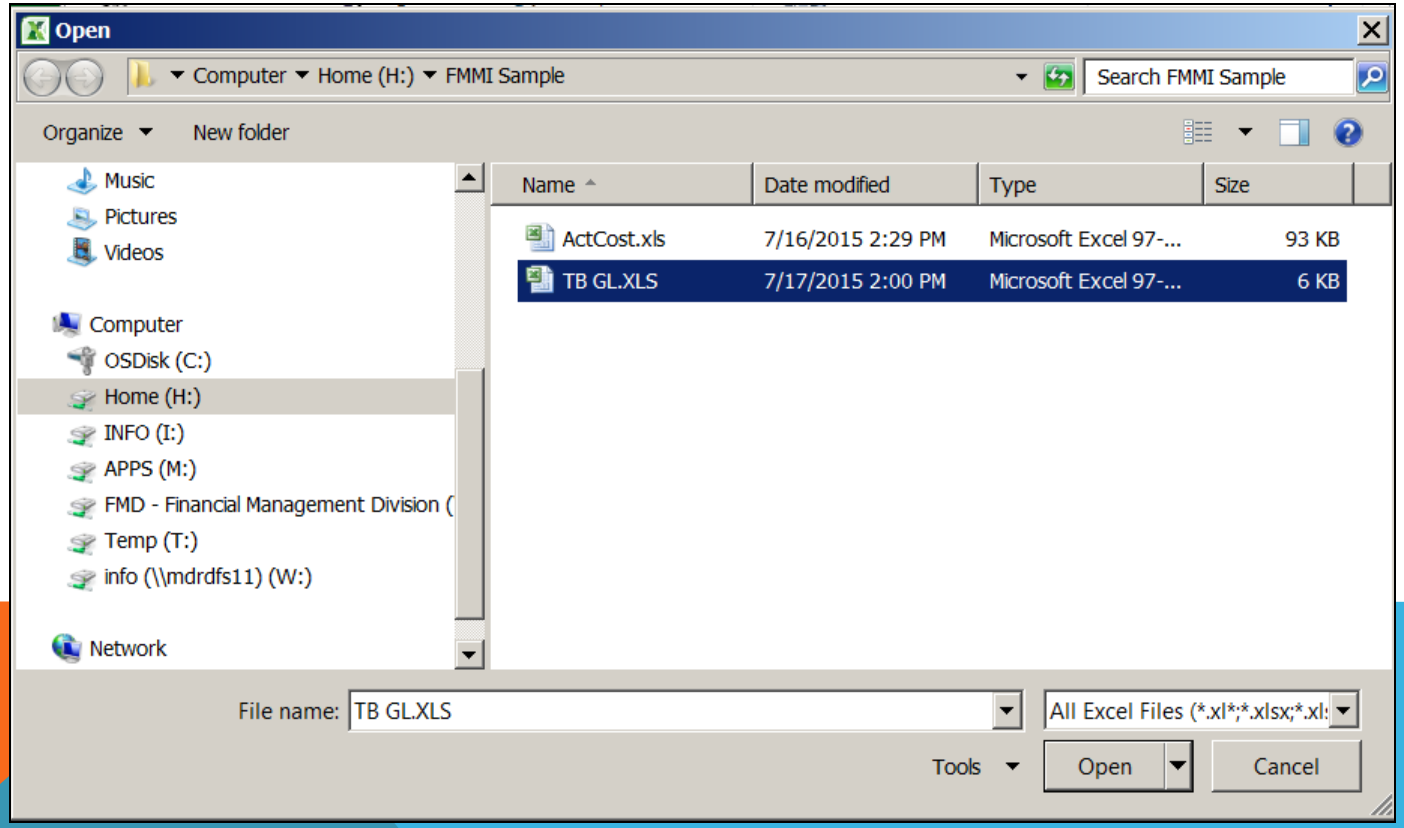
The only thing you will see after you click Generate is a message at the bottom of the screen indicating something was transmitted.



FINDING YOUR REPORT

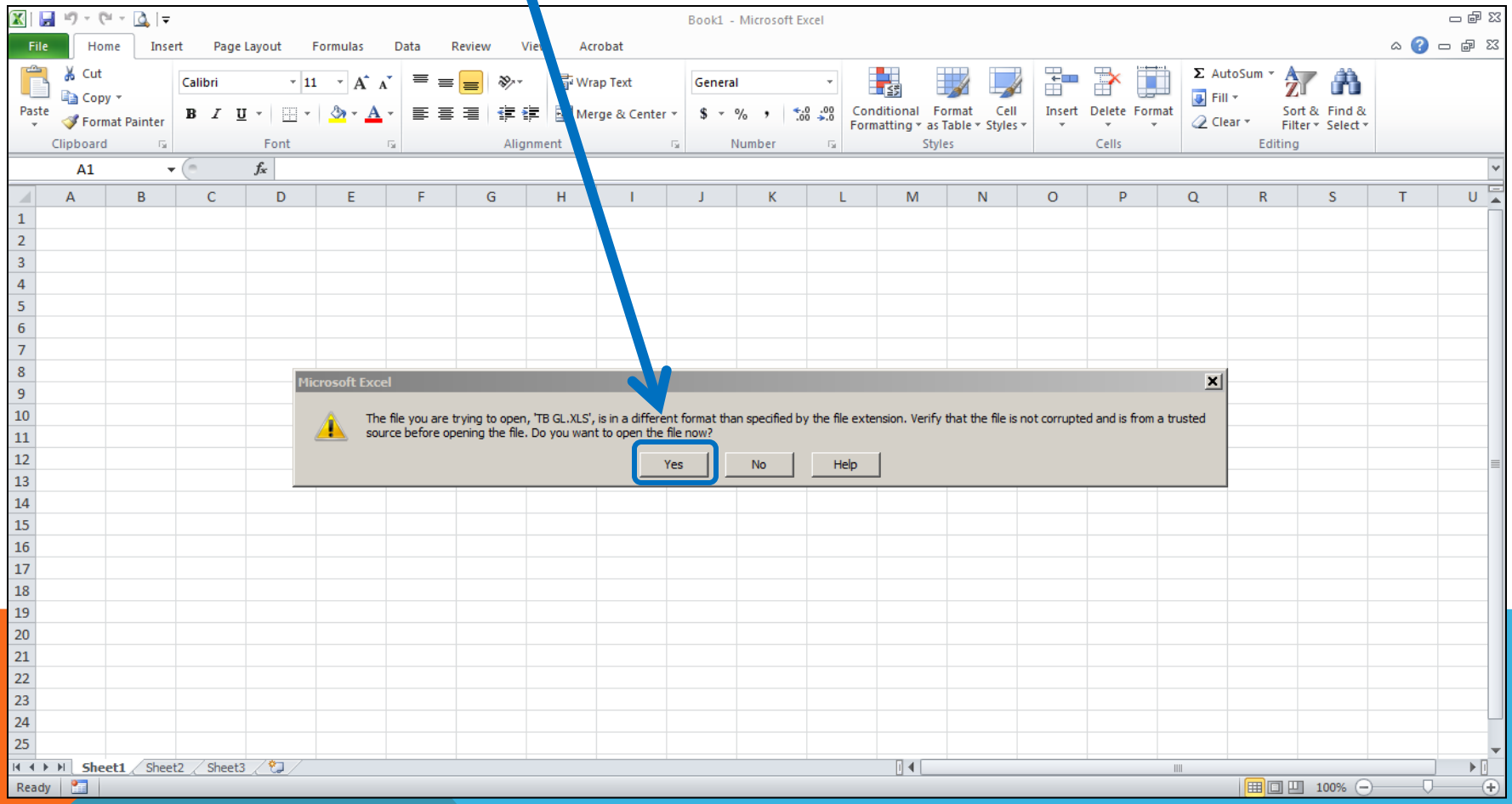
You will need to open the document from the location where you saved it.

1. Click on File ➡ Open ➡ File Path (Home (H)) ➡ File Name (TB GL.XLS)



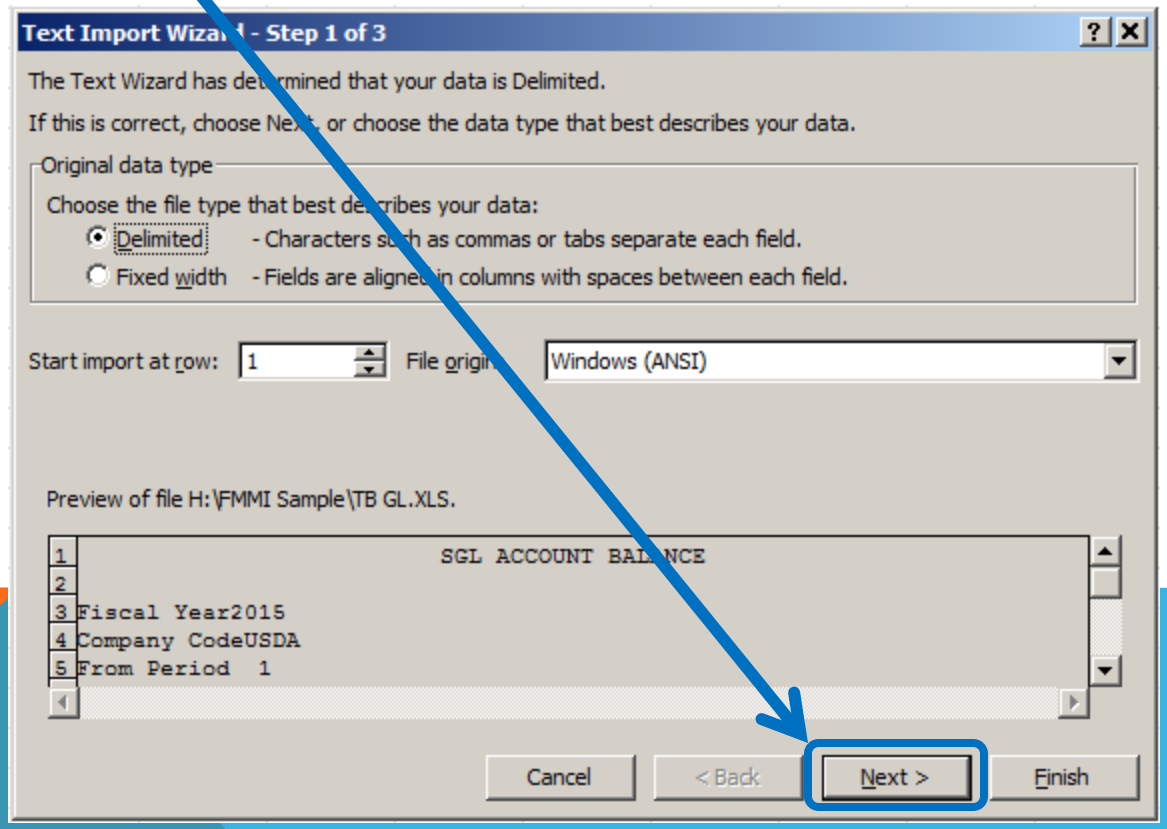
The data is not actually saved in an Excel format, you will need to take a few more steps to open/save the report.

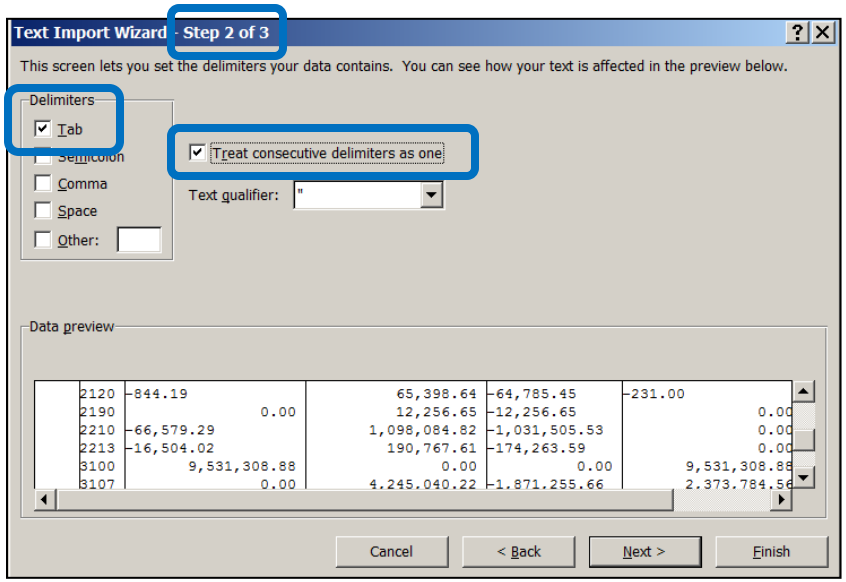
2. In the box, click on Yes.



You will be brought to the Text Import Wizard, the page should open with the radio button “Delimited” marked.

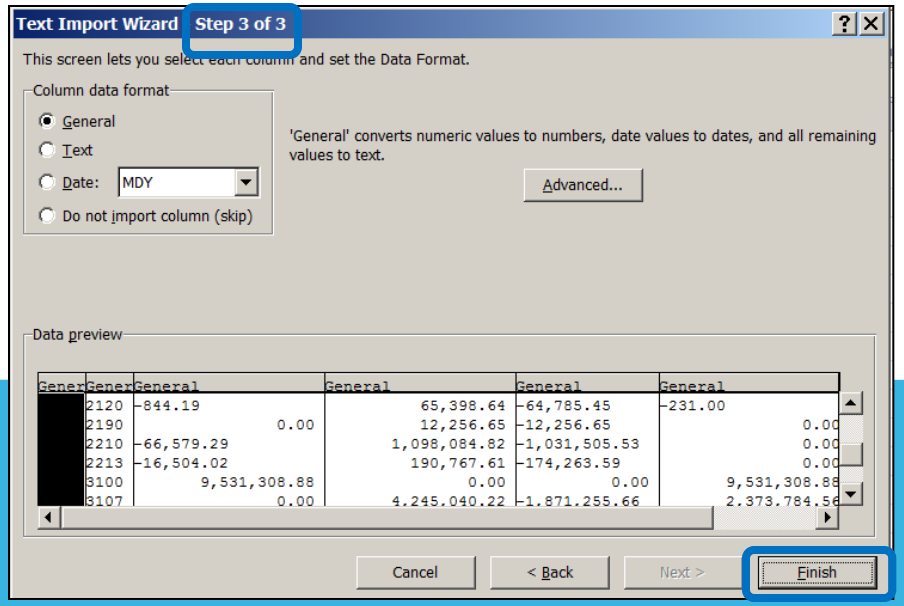
3. Click on Next.





Step 2 – make sure there are checks in front of Tab and Treat consecutive delimiters as one, click Next.

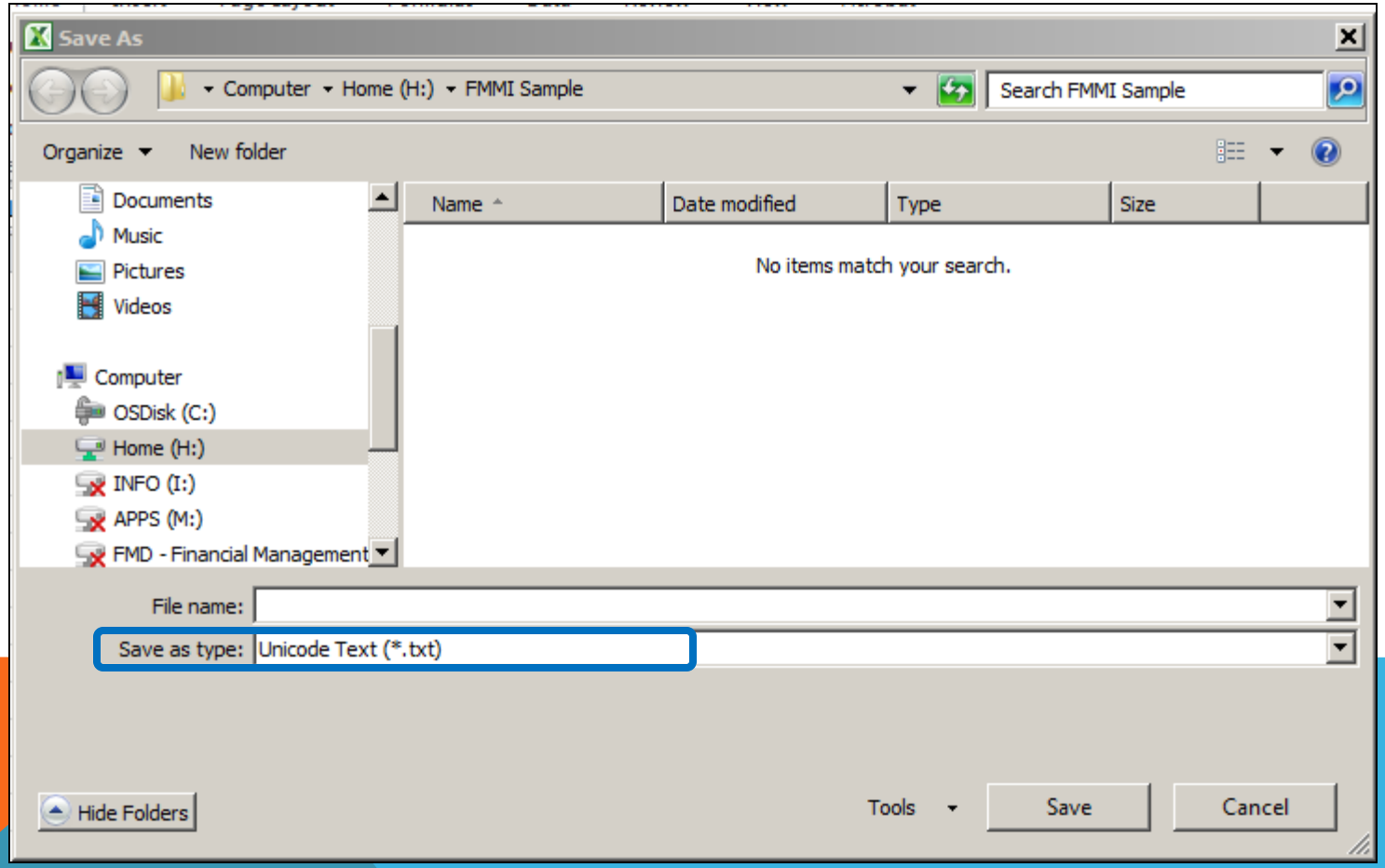
Step 3 – the screen will show how the columns will be separated, click Finish.



Your data will be set in columns on your spreadsheet. You will need to finish using Excel to format the data in a manner that is useful for you.

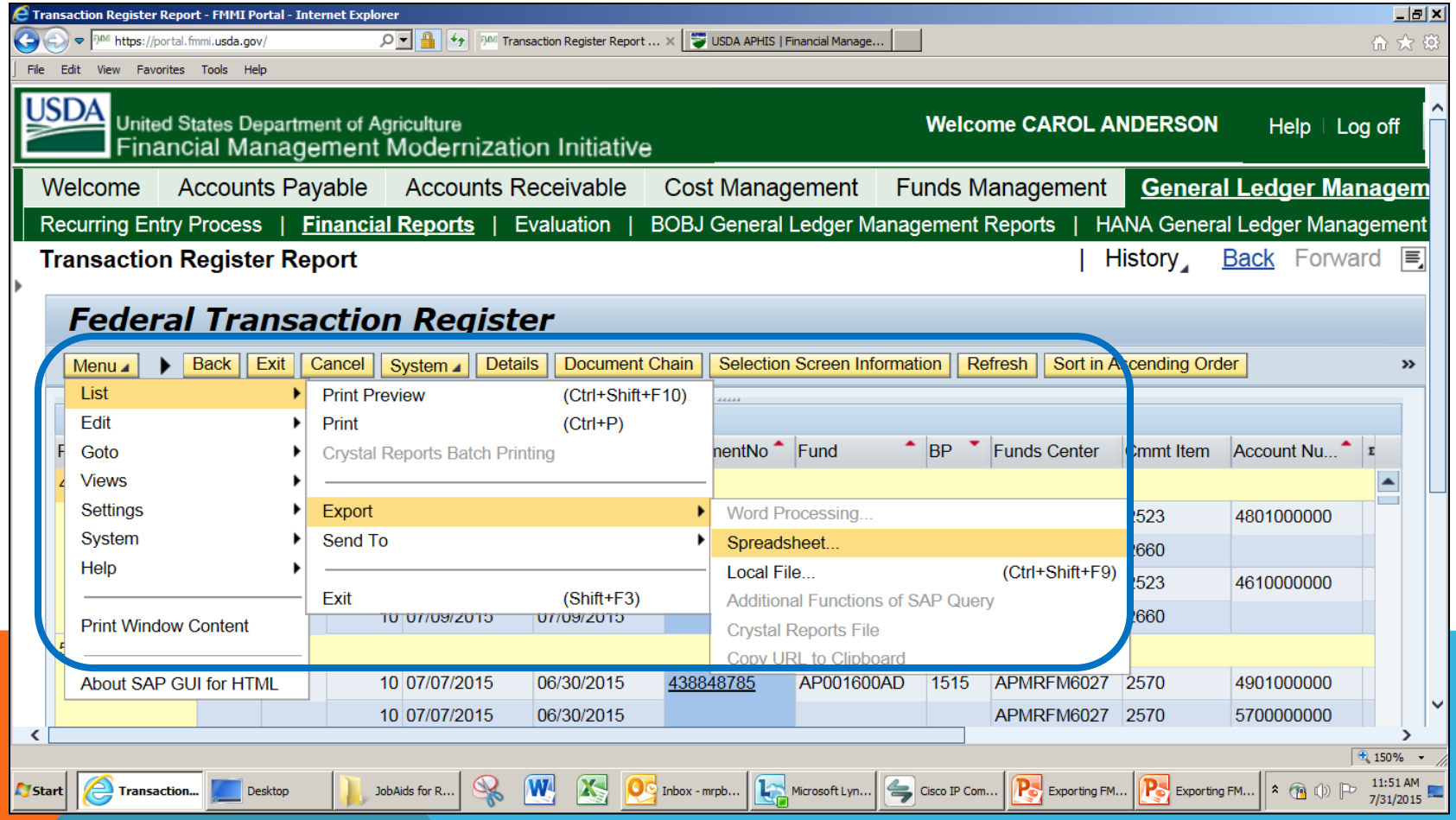
	A	B	C	D	E	F	G
1		SGL ACCOUNT BALANCE					
2							
3		Fiscal Year	2015				
4		Company Code	USDA				
5		From Period	1				
6		To Period	16				
7							
8		Fund	AP001600AD				
9		Application of Funds	*				
10		Business Area	AP00				
11		Profit Center	*				
12		Functional Area Group	*				
13		Funds Center	APMRFM6027				
14		Funded Program	*				
15		Budget Period	*				
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26		7/17/2015	12:37:46	2			
27							
28		Fund	AP001600AD	General-Direct-Cat A	Budget Period *		
29		Fiscal Period	1	to	16	Trial Balance at the SGL Account Level	
30		Year	2015				
31							
32		SGL Account	Beginning Balance	Cust.	Credit	End Balance	
33							
34		4201	-9,445,326.58	0	0	-9,445,326.58	
35		4610	0	4,113,280.72	-1,750,628.69	2,362,652.03	
36		4650	9,533,873.62	179,407.17	-168,048.48	9,545,232.31	
37		4700	0	13,251.91	-13,251.91	0	
38		4801	-2,564.74	60,825.63	-62,412.27	-4,151.38	
39		4871	0	1,360.48	0	1,360.48	
40		4881	0	0	0	0	
41		4901	-85,982.30	2,033,285.09	-1,947,533.79	-231	
42		4902	0	582,388.23	-3,041,924.09	-2,459,535.86	
43		Budget	0	6,983,799.23	-6,983,799.23	0	
44							
45		1010	-9,445,326.58	581,973.33	-3,041,509.19	-11,904,862.44	
46		101000	0	0	0	0	
47		1310	0	6.7	-6.7	0	
48		2110	-2,054.80	64,785.45	-62,730.65	0	
49		2120	-844.19	65,398.64	-64,785.45	-231	
50		2190	0	12,256.65	-12,256.65	0	
51		2210	-66,579.29	1,098,084.82	-1,031,505.53	0	
52		2213	-16,504.02	190,767.61	-174,263.59	0	
53		3100	9,531,308.88	0	0	9,531,308.88	
54		3107	0	4,245,040.22	-1,871,255.66	2,373,784.56	
55		3310	0	0	0	0	
56		5700	0	1,871,255.66	-4,245,040.22	-2,373,784.56	
57		6100	0	3,379,600.35	-1,512,730.96	1,866,869.39	
58		6400	0	871,635.67	-364,720.50	506,915.17	
59		6790	0	1,561.85	-1,561.85	0	
60		Proprietary	0	12,382,366.95	-12,382,366.95	0	
61							

The document is in Unicode Text (*txt) format, you must do a “Save As” to save the report in an Excel Workbook (*xlxs) format. If you do not save the document in an Excel format you will have to reformat each time it is opened.

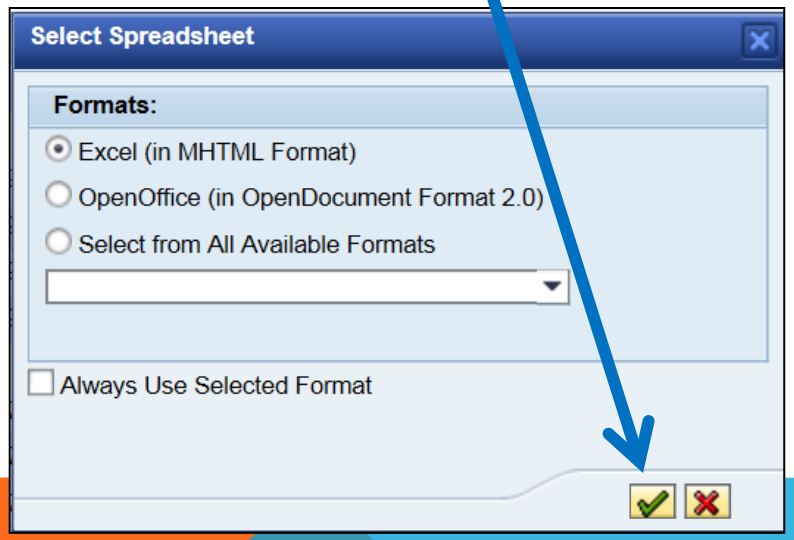


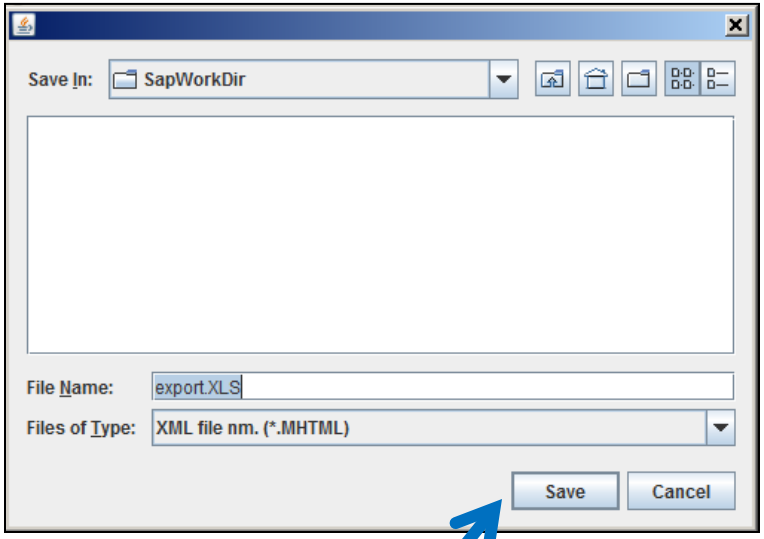
Process 2 – Export to a Spreadsheet – MHTML format.

1. Click on: Menu ➡ List ➡ Export ➡ Spreadsheet



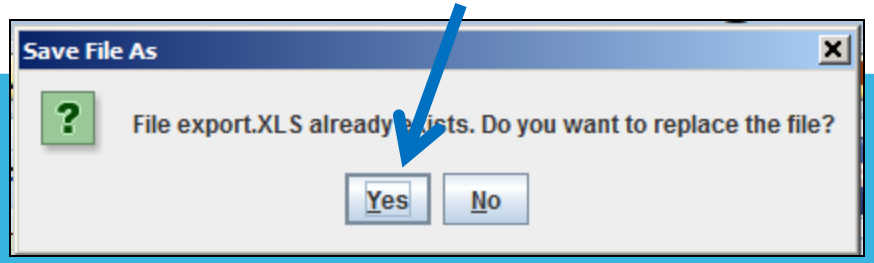
2. The Excel (in MHTML Format) will automatically be marked; click green check.



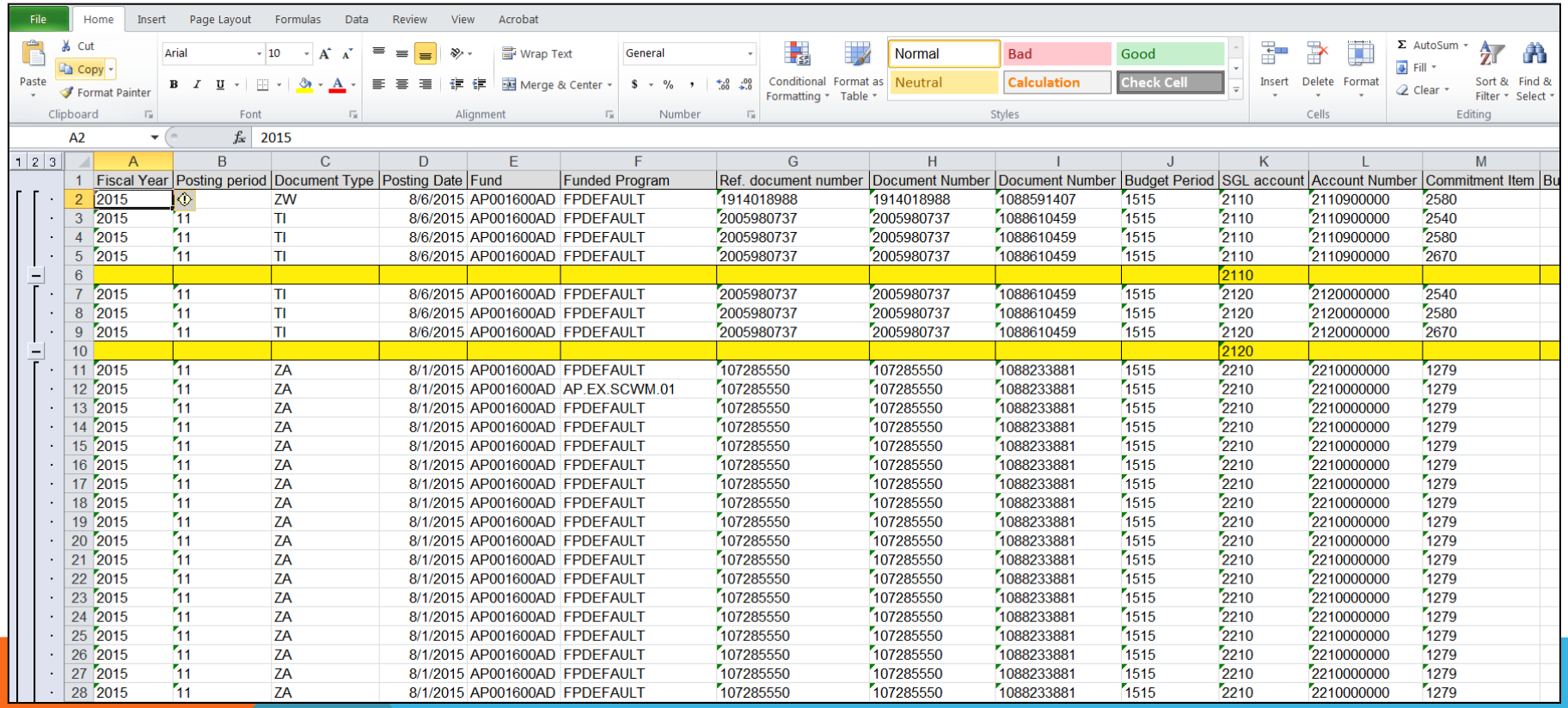


3. You above window will open, click on save.

4. When the following screen opens, click Yes.

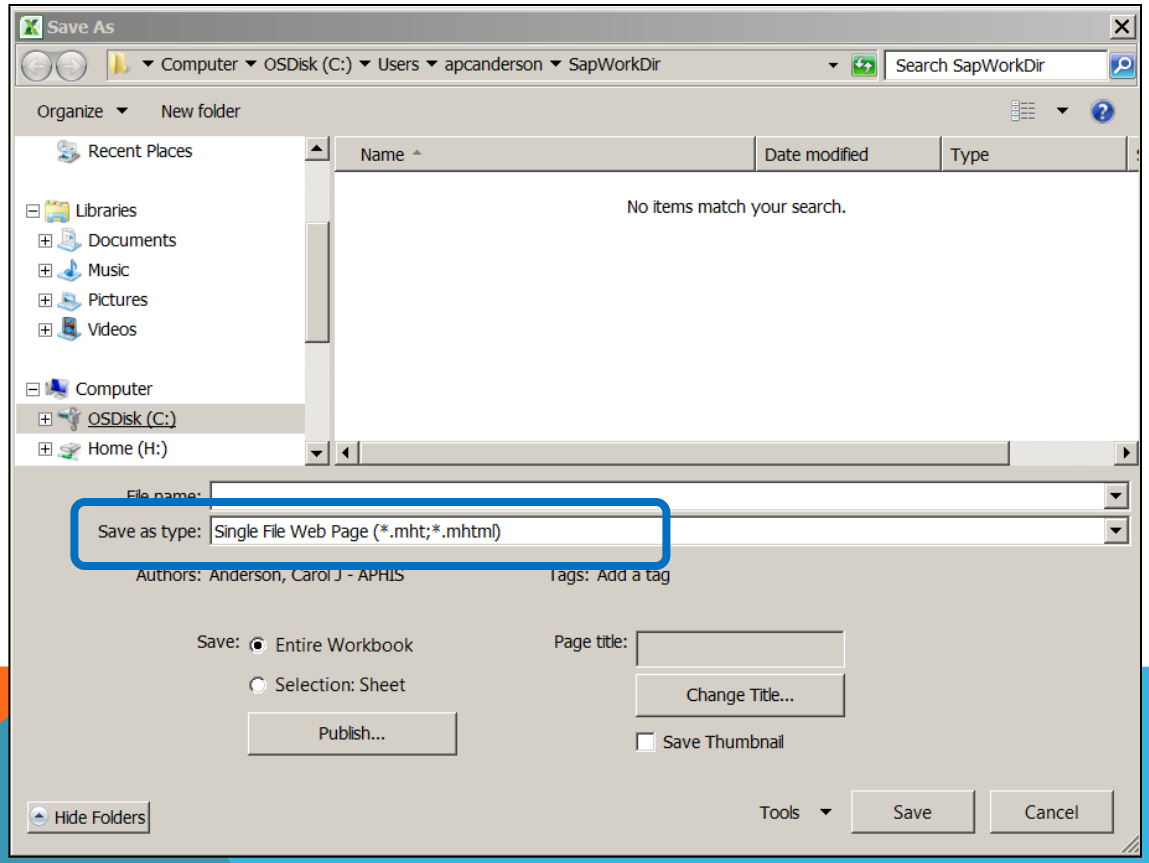


Excel will open with your data.



Fiscal Year	Posting period	Document Type	Posting Date	Fund	Funded Program	Ref. document number	Document Number	Document Number	Budget Period	SGL account	Account Number	Commitment Item	Bu
2015		ZW	8/6/2015	AP001600AD	FPDEFAULT	1914018988	1914018988	1088591407	1515	2110	2110900000	2580	
2015	11	TI	8/6/2015	AP001600AD	FPDEFAULT	2005980737	2005980737	1088610459	1515	2110	2110900000	2540	
2015	11	TI	8/6/2015	AP001600AD	FPDEFAULT	2005980737	2005980737	1088610459	1515	2110	2110900000	2580	
2015	11	TI	8/6/2015	AP001600AD	FPDEFAULT	2005980737	2005980737	1088610459	1515	2110	2110900000	2670	
										2110			
2015	11	TI	8/6/2015	AP001600AD	FPDEFAULT	2005980737	2005980737	1088610459	1515	2120	2120000000	2540	
2015	11	TI	8/6/2015	AP001600AD	FPDEFAULT	2005980737	2005980737	1088610459	1515	2120	2120000000	2580	
2015	11	TI	8/6/2015	AP001600AD	FPDEFAULT	2005980737	2005980737	1088610459	1515	2120	2120000000	2670	
										2120			
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	AP.EX.SCWM.01	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	
2015	11	ZA	8/1/2015	AP001600AD	FPDEFAULT	107285550	107285550	1088233881	1515	2210	2210000000	1279	

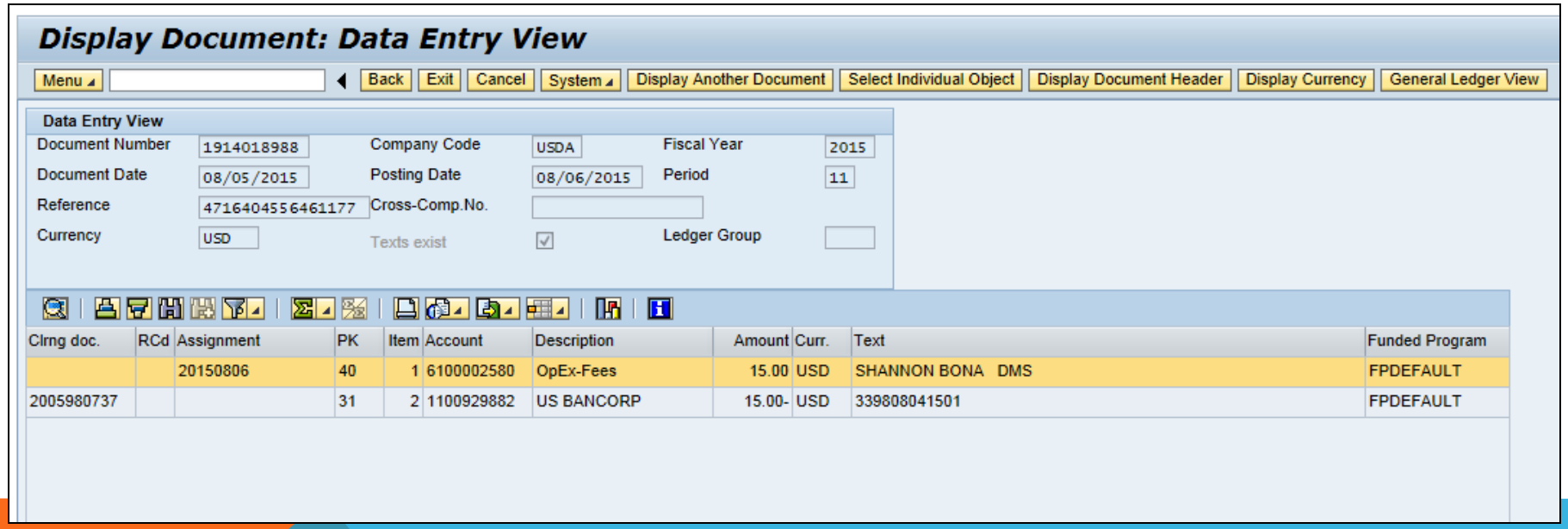
The document is created in “Single File Web Page (*mht,*.mhtm)” format. When you do the “Save As” to save the document to a folder and create a File name; be sure to change the “Save as Type” to Excel Workbook (*.xlsx).



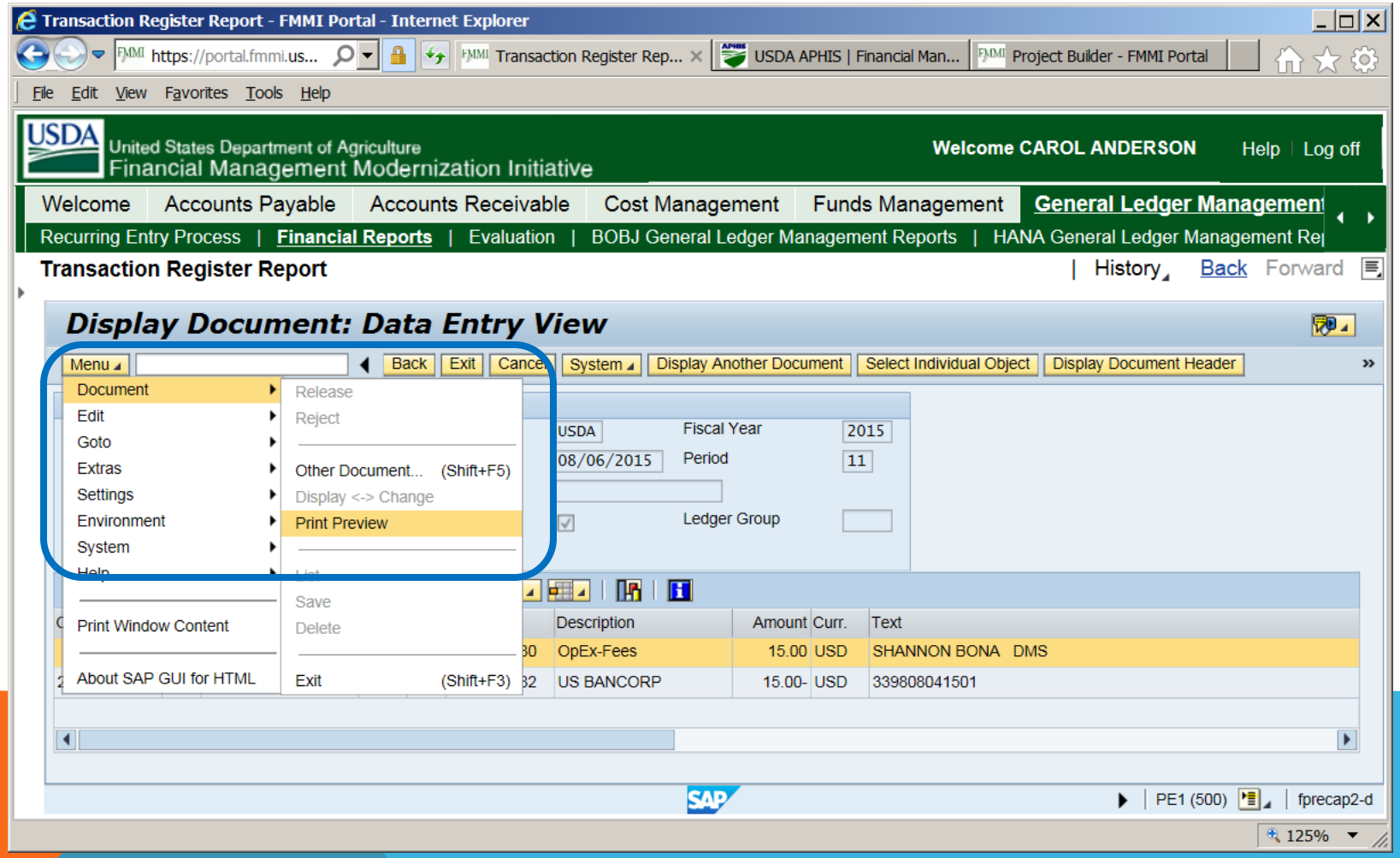
Process 3 – Export through Print Preview

This process would be used if you want to export a document view to Excel.

1. Display the document

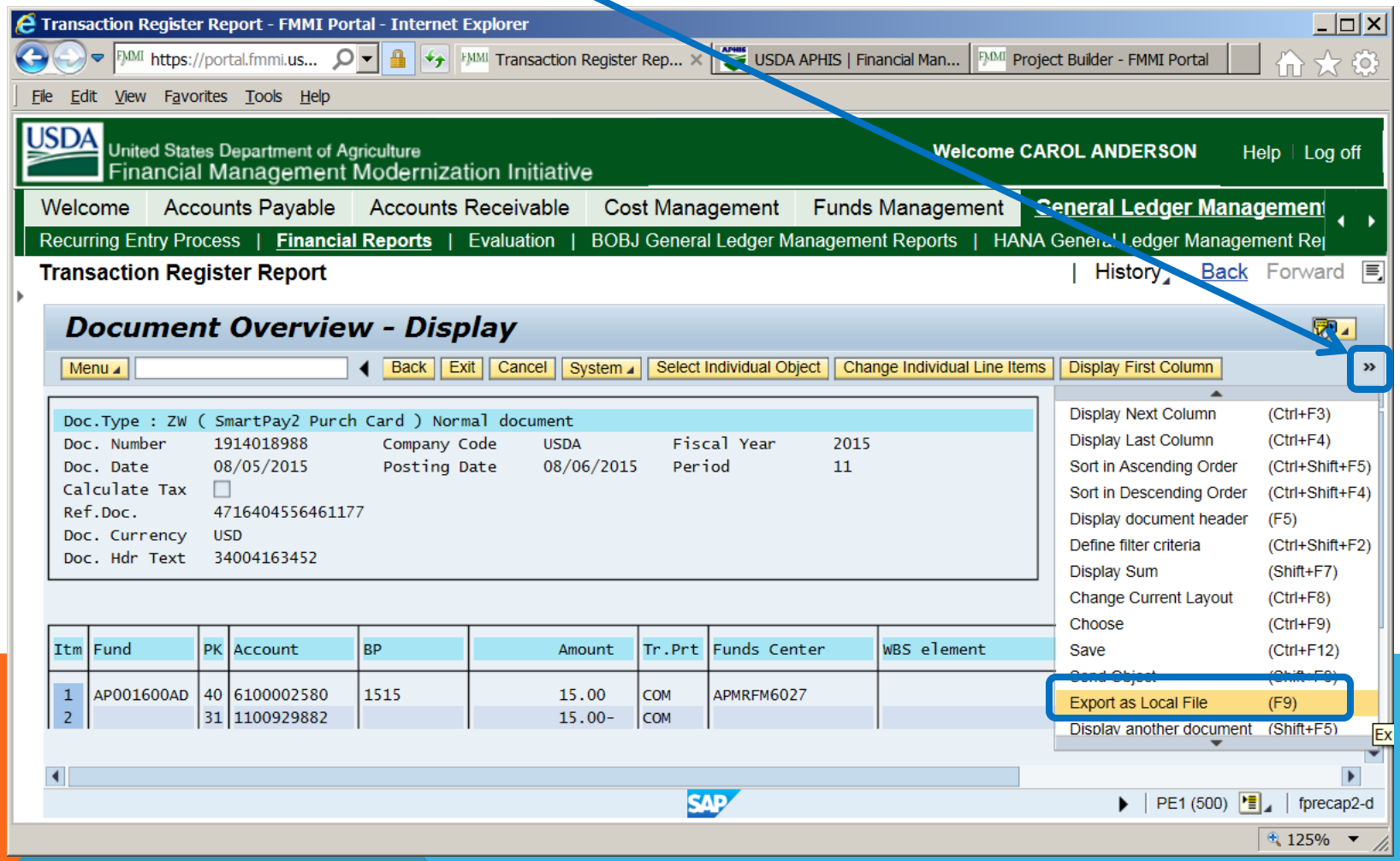


2. Click on: Menu ➡ Document ➡ Print Preview

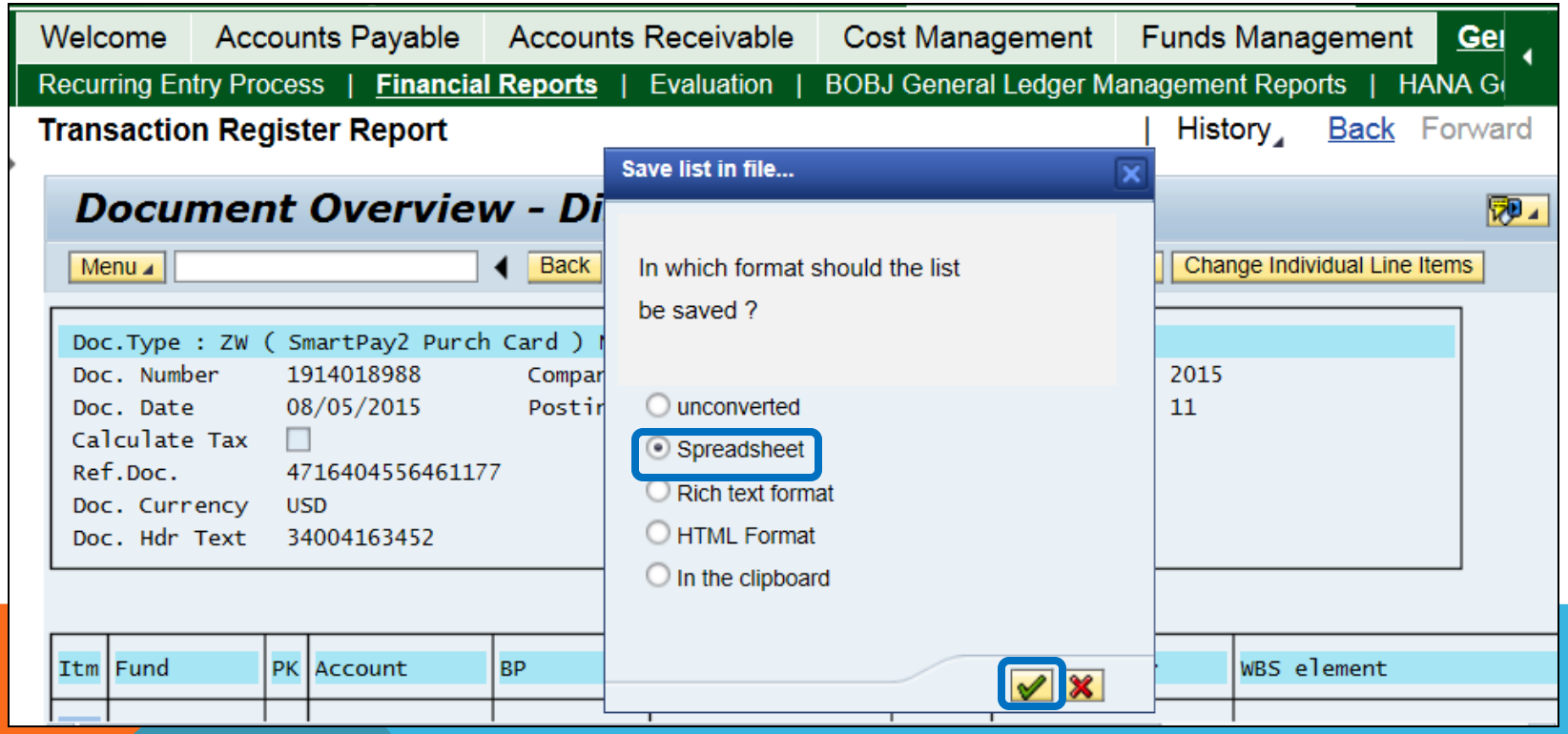


You will be switched to the Print Preview screen

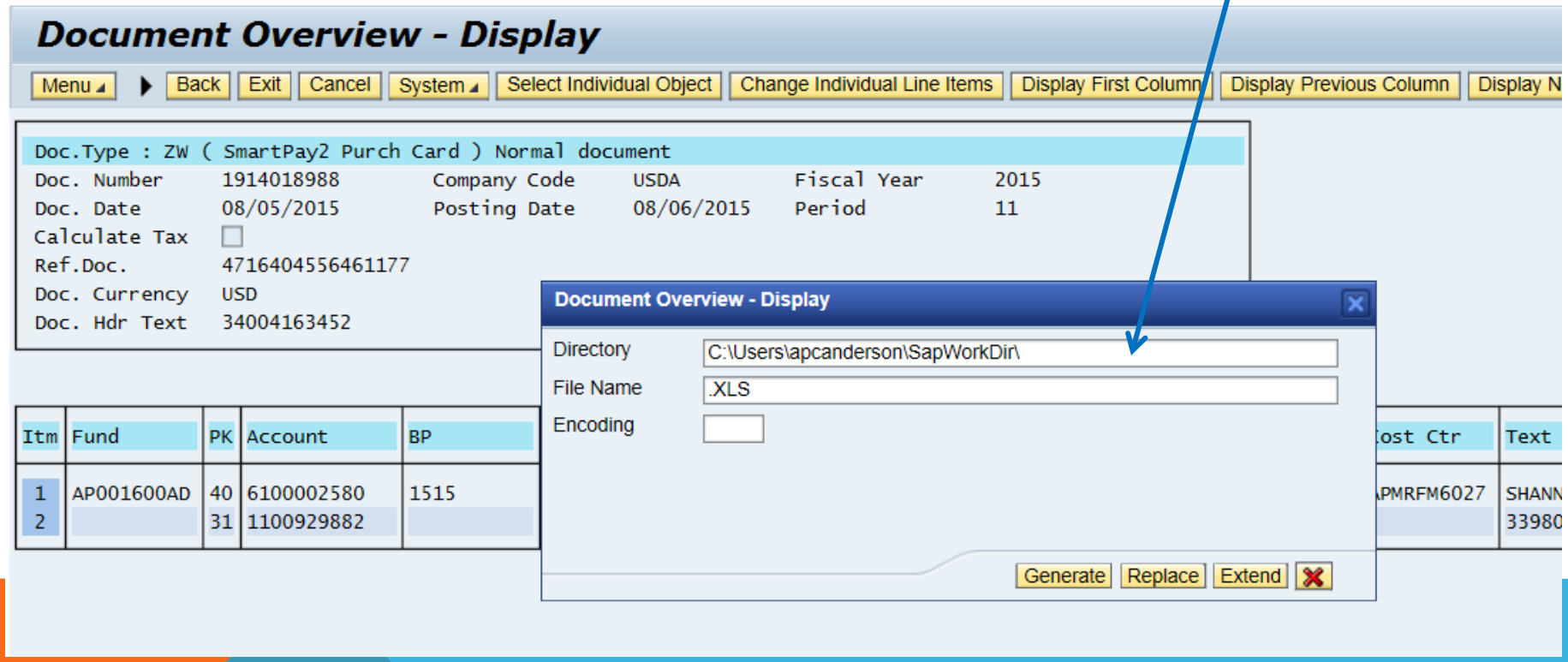
3. Click on: More (double arrows on right) ➡ Export as Local File



4. Click the Spreadsheet radio button, then click the green check.

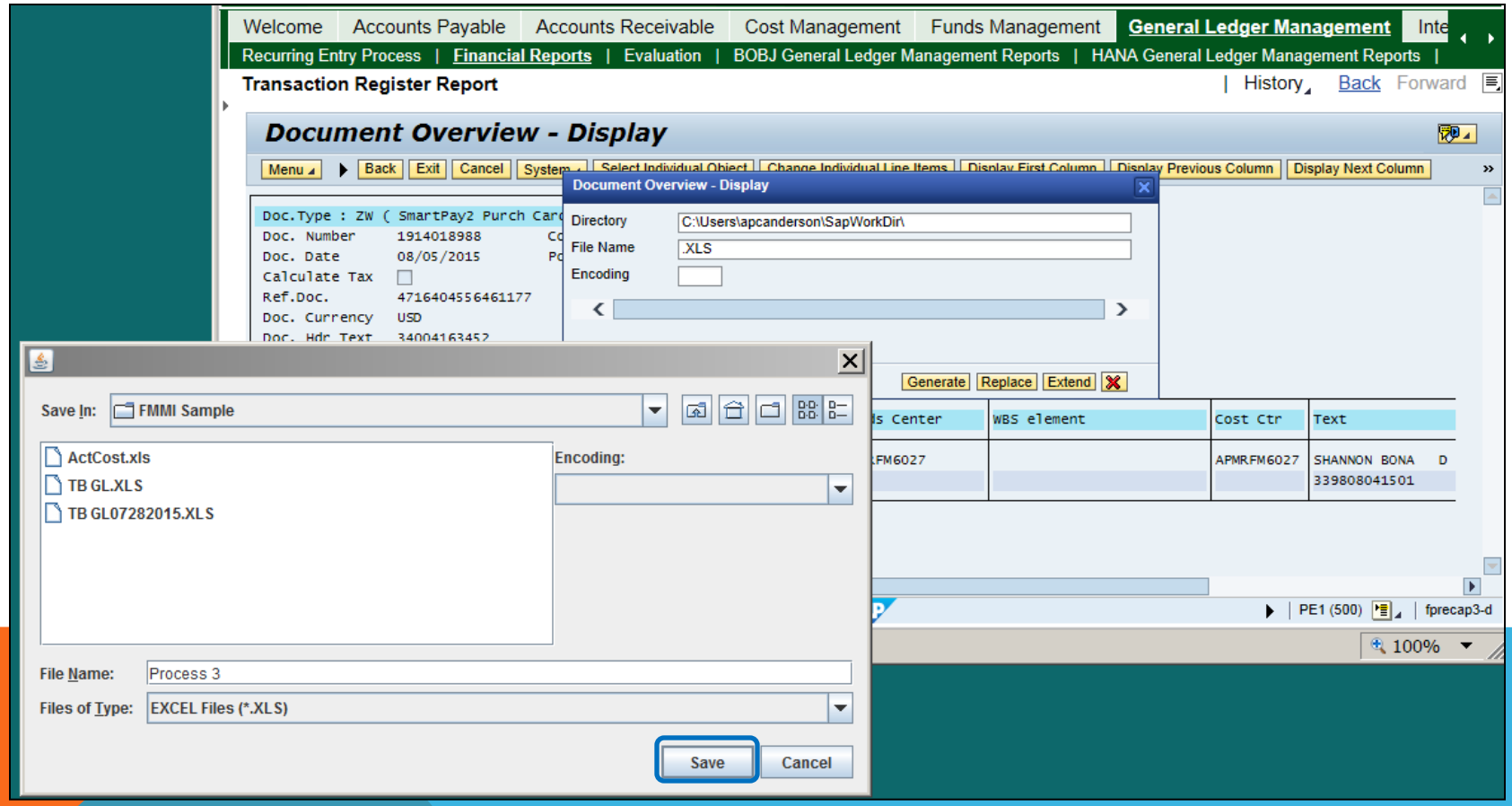


5. Click in the Directory field to highlight it; then click the box on the right to select chose the file path and name where you want the data saved.



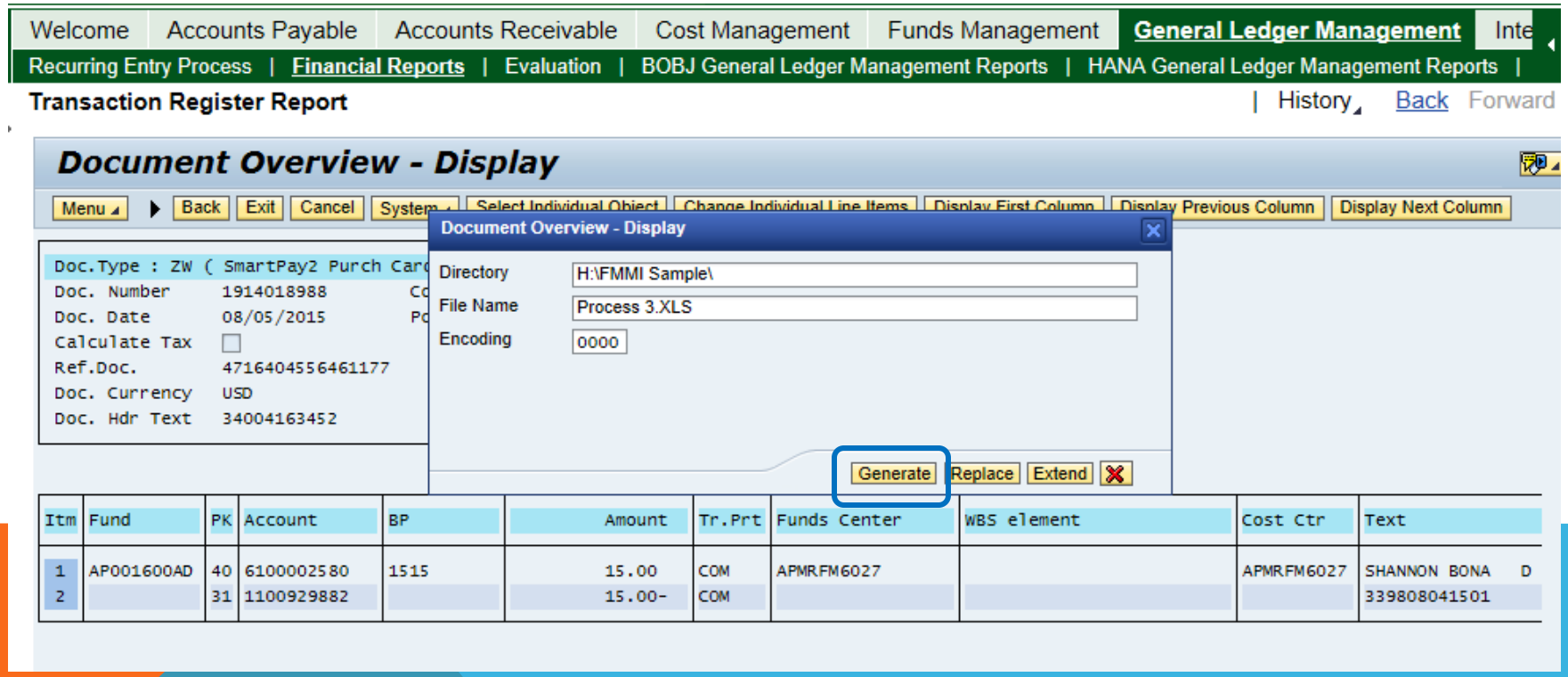
The window below will pop up, chose the file path and give document a File Name. Do Not Change “Files of Type: EXCEL Files (*.XLS).

7. Click on Save.

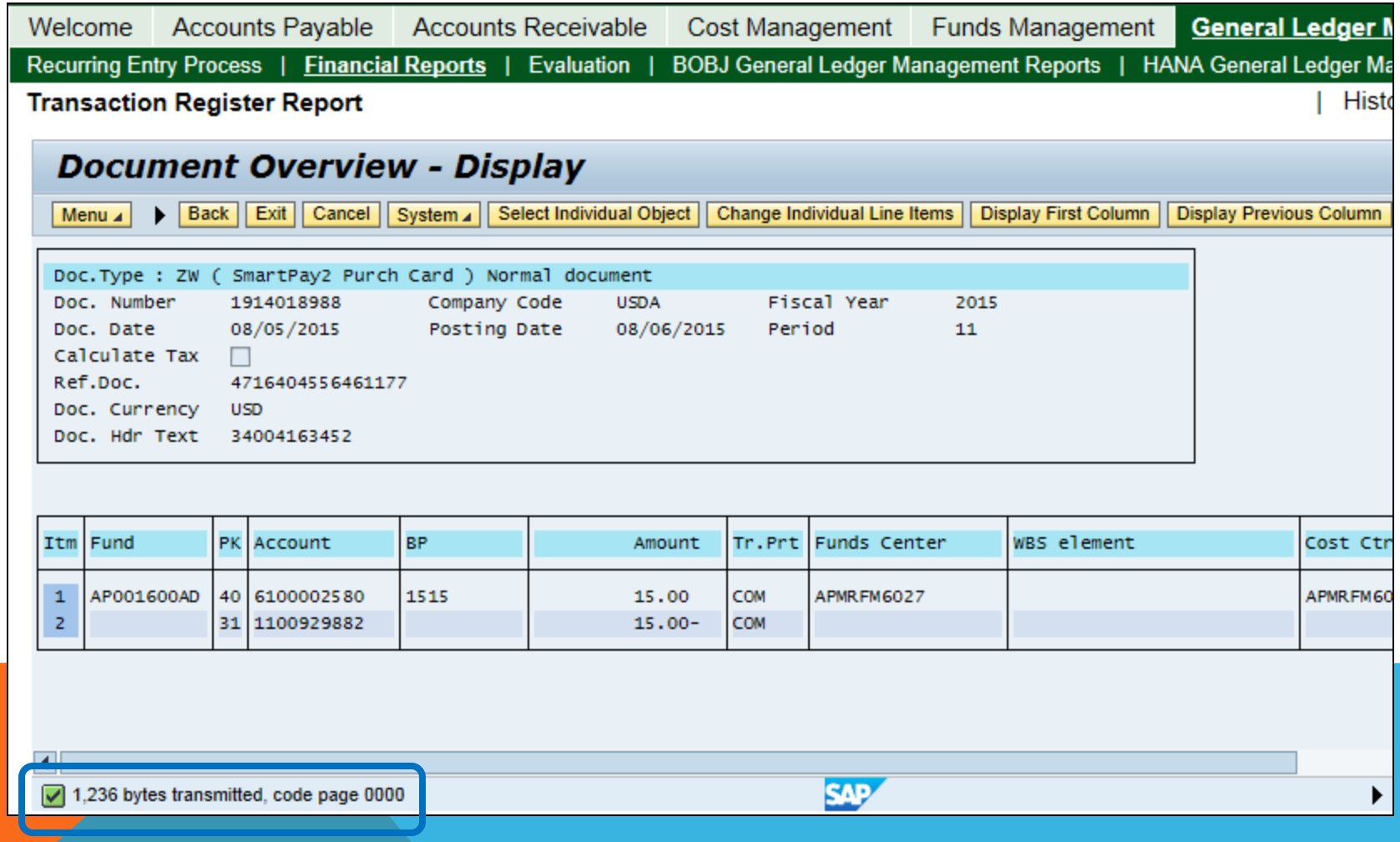


Your selected information will populate the fields in the Document Overview – Display area.

8. Click Generate



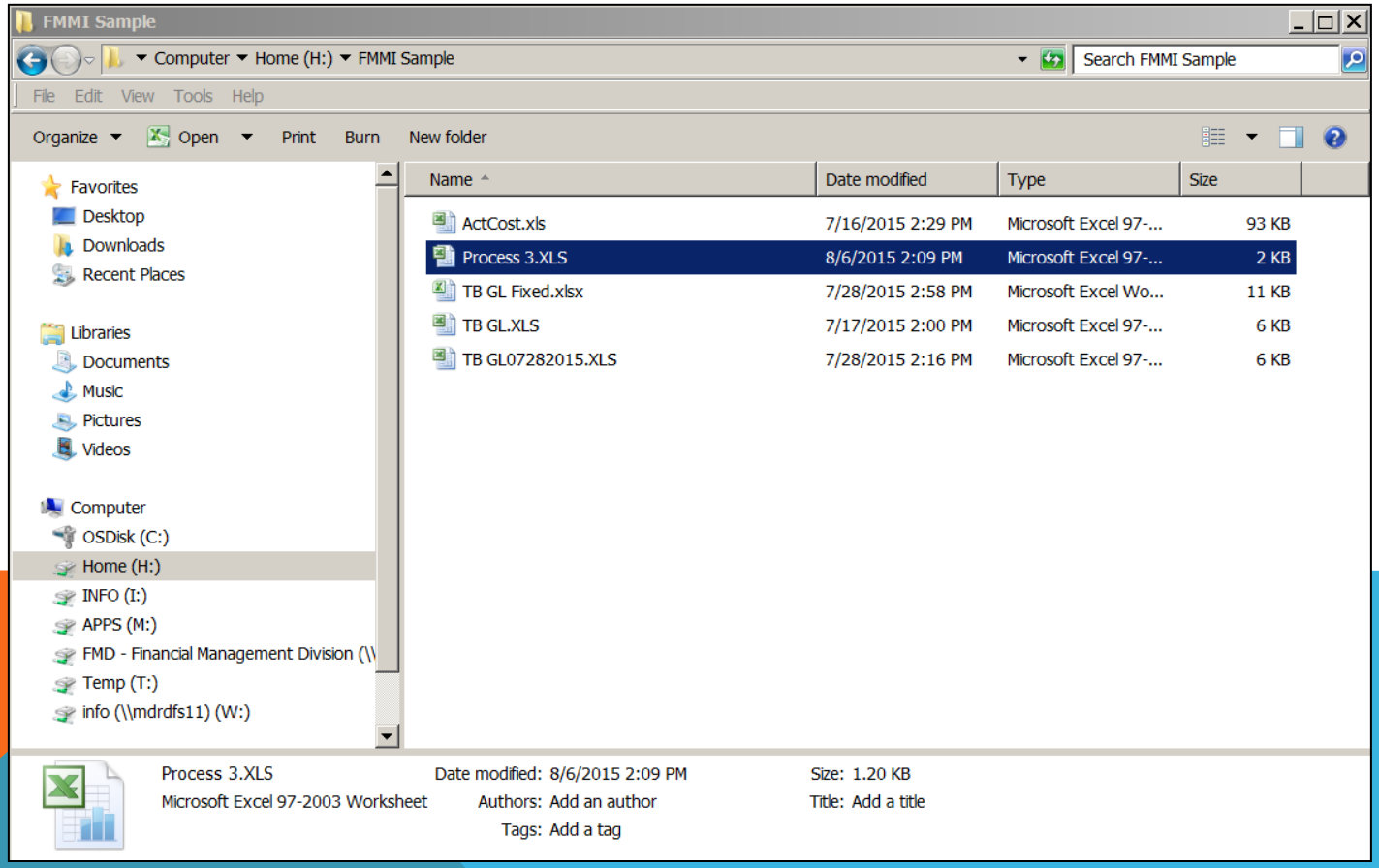
You will receive a message at the bottom of the screen indicating that the document was exported and saved.



FINDING YOUR REPORT

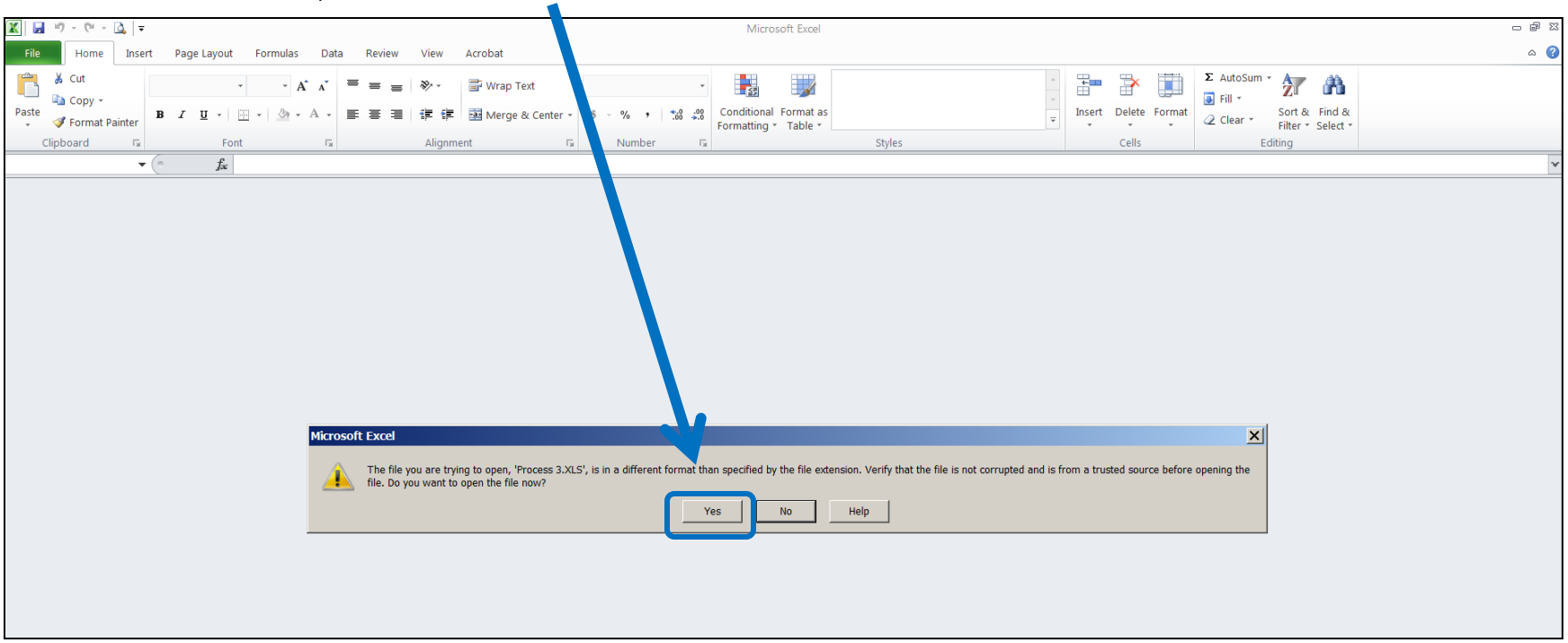
You will need to open the document from the location where you saved it.

1. Click on File ➡ Open ➡ File Path (Home (H)) ➡ File Name (Process3.XLS)

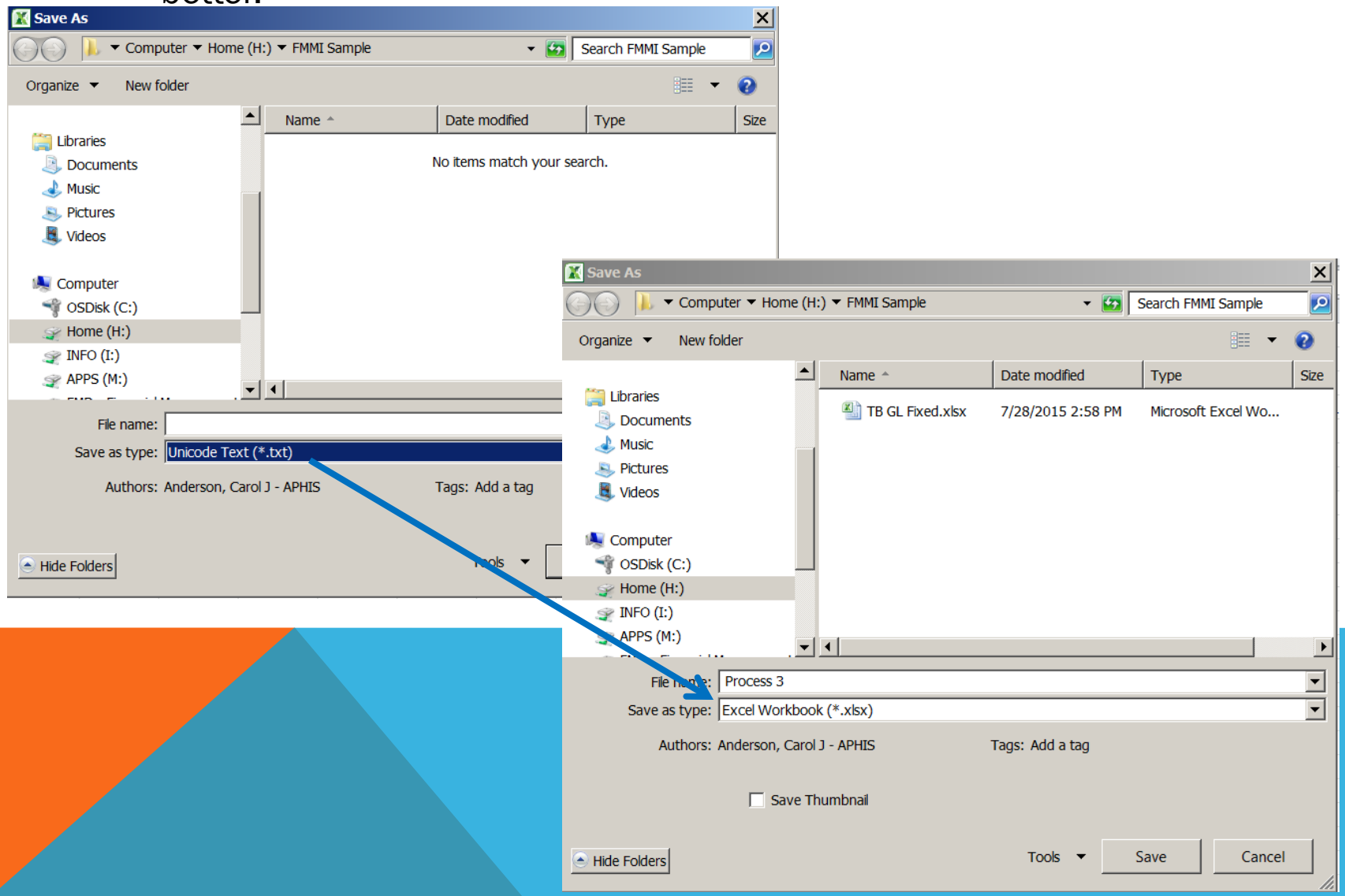


The data is not actually saved in an Excel format, you will need to take a few more steps to open/save the report.

2. In the box, click on Yes.



Your report will open in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2			Doc.Type : ZW (SmartPay2 Purch Card) Normal document																	
3			Doc. Number			1914018988			Company Code		USDA		Fiscal Year		2015					
4			Doc. Date			8/5/2015			Posting Date		8/6/2015		Period		11					
5			Calculate Tax																	
6			Ref.Doc.			4716404556461170														
7			Doc. Currency			USD														
8			Doc. Hdr Text			34004163452														
9																				
10																				
11																				
12		Itm		Fund	PK		Account	BP		Amount		Tr.Prt		Funds Center		WBS element	Cost Ctr	Text	Cmmt Item	Functional Area
13																				
14		1		AP001600AD	40		6100002580	1515		15		COM		APMRFM6027			APMRFM6027	SHANNON BONA DMS	2580	AP00AGDISTRIB000
15		2			31		1100929882			-15		COM						339808041501	AP	AGDEFAULT
16																				
17																				
18																				

Do a“Save as” and change the “Save as type” field from Unicode Text (*.txt) to an Excel Workbook (*xlxs) format. It will save notes and changes better.