

FIS

Financial Information System

EXPOR**T**ING **D**ATA FROM **O**RACLE **F**INANCIALS



Version 4
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Exporting Data from Oracle Financials

Introduction

It is possible to export data directly from Oracle Financials into spreadsheet or database applications such as Excel. Data can be exported from many of the windows within any of the modules, but must be contained in a table format. See below for further clarification.

This user guide assumes familiarity with navigating within Oracle Financials, either gained through attendance on the Navigation course, or through having read the **Navigating within Oracle Financials** document.

Familiarity with the Microsoft Windows environment is also assumed, as well as an understanding of basic Windows' terminology, such as **clicking** and **double-clicking**.

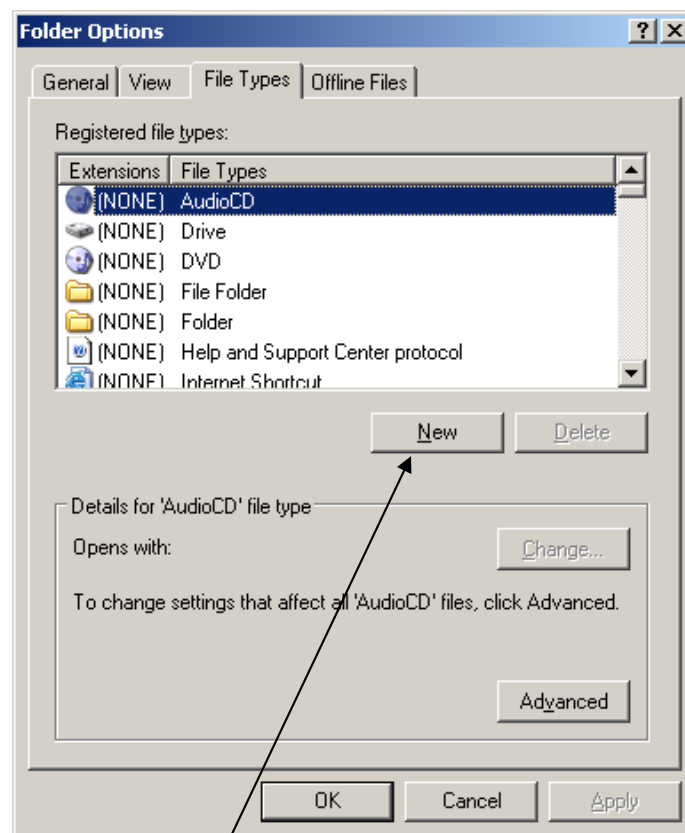
Setting up your PC to Export Data from Oracle Financials

In order for your computer to enable you to export data from Oracle Financials into a spreadsheet or database application, you must first set it to associate the exported files with the application you wish to use. This is done through **Windows Explorer**.

Since it is anticipated that the majority of people will wish to associate to Excel, this document refers to this application. If you wish to export to a different application, follow these instructions, but substitute your chosen application for Excel.

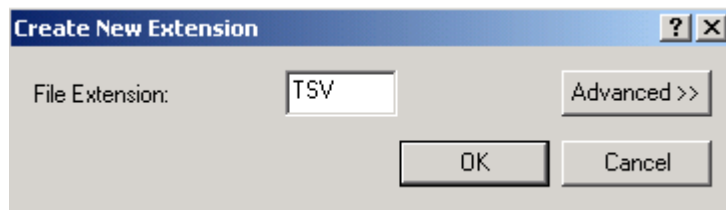
Please note that windows and dialogues may vary slightly depending on whether you are using Windows 95, 98, NT, 2000 or XP. The diagrams in this document show those in Windows XP.

- Open the control panel by clicking on the **Start** menu button in the bottom left of your screen and clicking on **Control Panel**.
- From the menu, click on **Tools** and select **Folder Options** and select **File Types** from the list of options.
- Select the **File Types** tab.

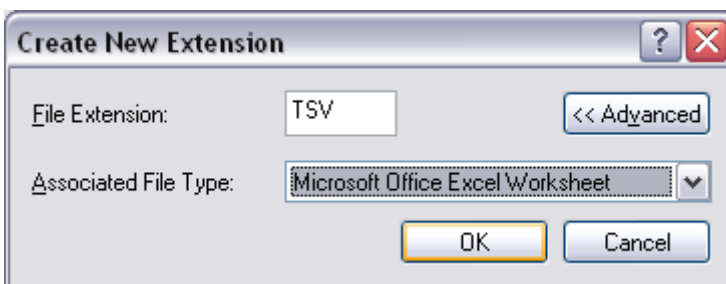
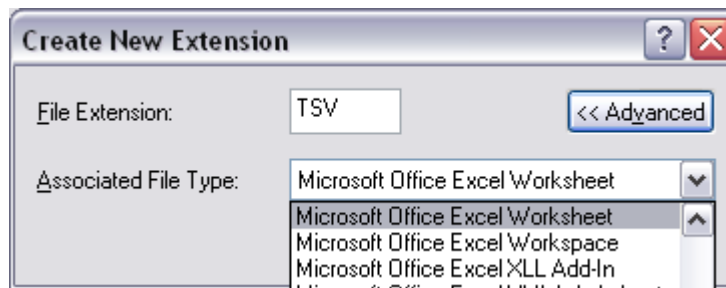


- Click on the **[New]** button.

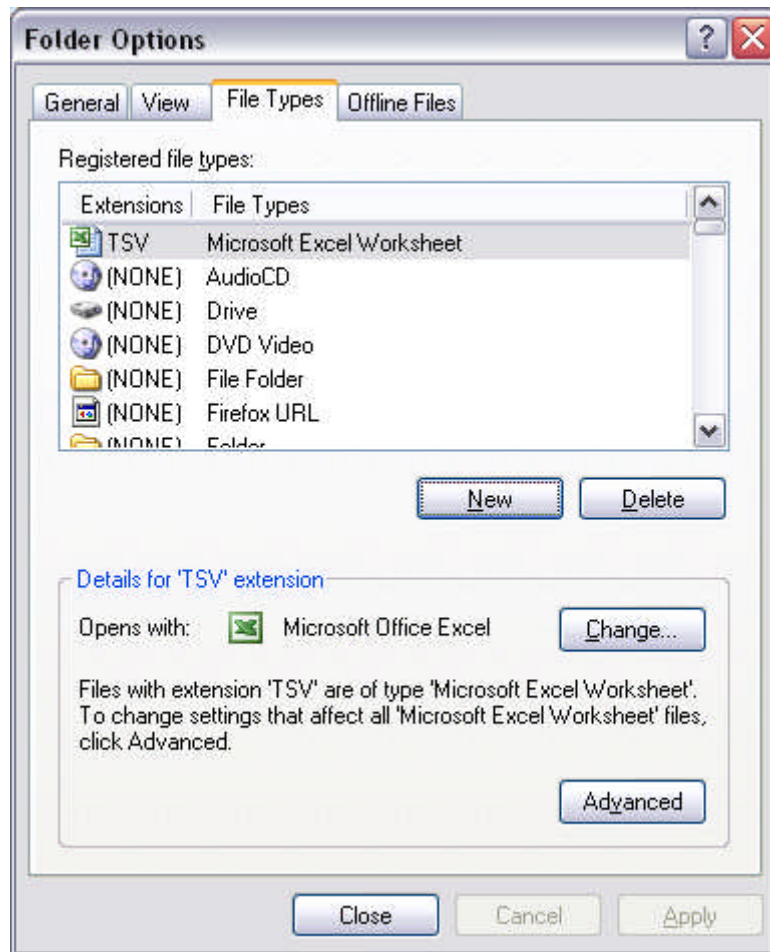
- Enter the relevant file extension for the which will be **TSV**



- Click on the **Advanced** button and select Microsoft Office Excel Worksheet from the list.



- Click the **Ok** button



- Check that the file extension **TSV** is showing the Excel icon next to it within the file extensions listing, and then click **[Close]**.

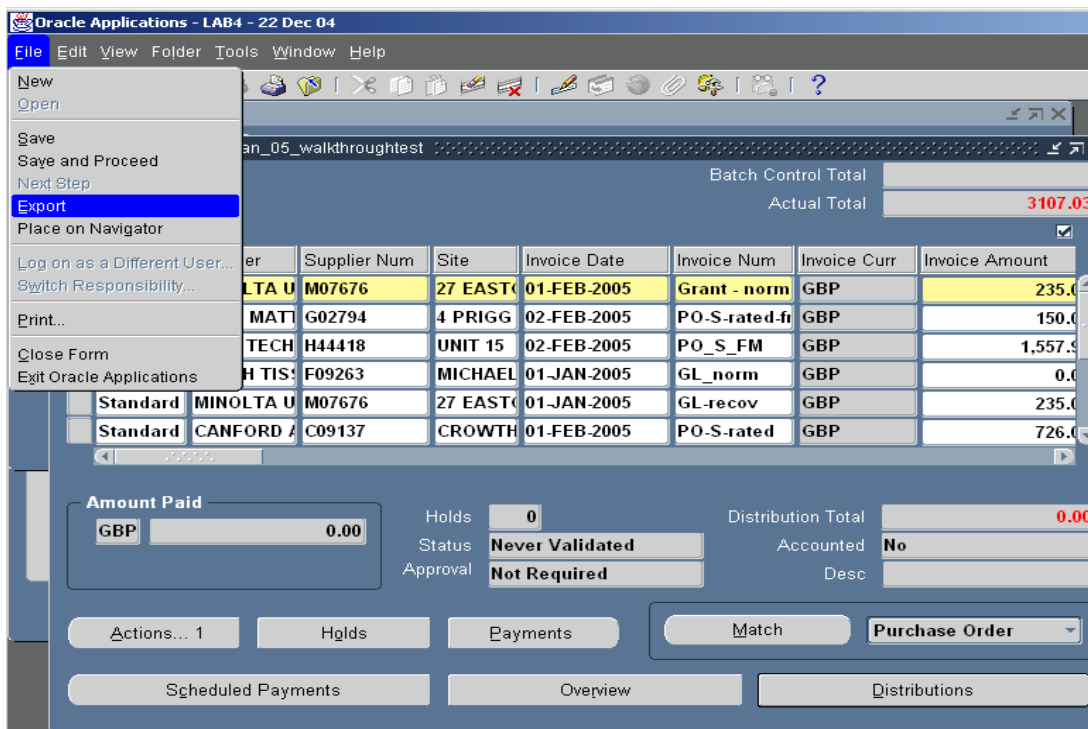
Exporting Data to Excel from Oracle Financials

Your PC is now set up to be able to export data from Oracle Financials into Excel, where you will be able to manipulate and query it.

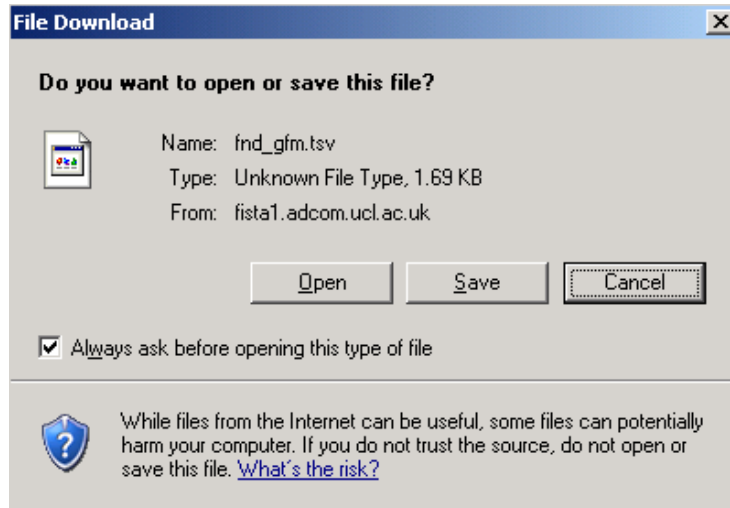
The information you can export should be contained in a table style such as you find in the **Purchase Order Summary** window, or the line items section of the **Purchase Orders** window etc. The cursor must be somewhere within any field in the correct section of the window. This applies to *all* Modules.

Example:

- If you wish to export the data of all of the lines, within for instance, a batch in Accounts Payable, click on any of the fields.



- Select the **Export...** option from the **File** menu. (If this does not work, hold down the **Ctrl** key before clicking on **Export...** Continue to hold down the Ctrl key until the **File Download** box appears.)



- Click on **Open** when prompted download the file. The data will be exported directly into an Excel Spreadsheet, as follows.

Type	Supplier	Supplier N	Site	Invoice Dat	Invoice N	Invoice Cui	Invoice Am	Withheld #	Prepaid Ar	GL Date	Payment C	Payment F	Payment FPa
Standard	MINOLTA	M07676	27 EASTC	01-Feb-05	Grant - nor	GBP	235			01-Feb-05	GBP	01-Feb-05	
Standard	GREY MA	G02794	4 PRIGG N	02-Feb-05	PO-S-rater	GBP	150.05			02-Feb-05	GBP	02-Feb-05	
Standard	HUMI TEC	H44418	UNIT 15	02-Feb-05	PO_S_FM	GBP	1,557.93			02-Feb-05	GBP	02-Feb-05	
Standard	FRESH TI	F09263	MICHAEL	01-Jan-05	GL_norm	GBP	0			31-Jan-05	GBP	01-Jan-05	
Standard	MINOLTA	M07676	27 EASTC	01-Jan-05	GL-recov	GBP	235			31-Jan-05	GBP	01-Jan-05	
Standard	CANFORC	C09137	CROWTHE	01-Feb-05	PO-S-rater	GBP	726			01-Feb-05	GBP	01-Feb-05	
Standard	SIGMA AL	S02422	FANCY R	01-Feb-05	PO-0-rater	GBP	203.05			01-Feb-05	GBP	01-Feb-05	