

## Business Systems Information Portal

### Topic: Exporting Reports to Excel

I Multiple transactions allow users to export or save files to XLS:

#### MCIS

- 1)Complete the full MCIS report before proceeding to the next step.
- 2)Use the Menu button to save the report. *Refer to Figure 1* <Click> Menu/Standard Analysis/Export/Save to PC file

Standard analysis for info structure S731: Drilldown													
Menu		v 🕴 🔚 🚷		2 M M	\$	5 15 🕹 😫 🧕		🚯 🔟 🚹 🕯	i i i	Switch drilldown	🔓	1 🖉 📬 🛓	
Standard analysis	>	Execute											
Edit	>	Execute in background											
Goto	>				_		_		_				
View	>	Save as	(Ctrl+S)	Fuel Volume		Consump. Dist.		Oil consumed		Int. wage costs	s	Cost of fuel	
Extras	>								_				
Settings	>	Print	(Ctrl+P)	1,145.500 G	AL	9.511 MPG		0.000 Q	T	5,812.50		3,805.11	
System	>	Export	>	Transfer to XXL						25 00 1		0.00	
Help	>	Send	(Ctrl+F1)	Save to PC file	(Shi	ift+F8)				112.50 (	JSD	0.00	USD
										25.00 0	JSD	0.00	USD
SAP GUI for HTML File Browser	L	Get selection version								25.00 (	JSD	0.00	USD
Settings	L	Delete selection version								50.00 U	JSD	0.00	USD
About SAP GUI for HTML	L									50.00 (	JSD	0.00	USD
0100-0114	1	Exit	(Shift+F3)							50.00 l	JSD	0.00	USD
6100-0116	h		. ,							25.00	JSD	0.00	USD
6100-0117										50.00 l	JSD	0.00	USD



# North Carolina Department of **PUBLIC INSTRUCTION**

5) Give the MCIS report a name and change the file type to

- .xls from .txt
- 6) <Click> to Generate Figure 3

Standard an	alysis for info structure S731: Drilldown	×
File Name	JuneMCIS.XLS	
Encoding		
	Generate Replace Extend	X

7) This will send the file to your download folder. Figure 4



8) Upon opening the report, you will be prompted if you trust this file <Click> Yes Figure 5

Microsof	ft Excel					×
	The file format and extension of 'JuneMCIS.XLS' don't match	h. The file could	be corrupted	d or u	unsafe. Unl	ess you trust its source, don't open it. Do you want to open it anyway?
		Yes	No		Help	

9) The workbook will then launch. From here users can manipulate the columns and headers. All data should be exported. Please re-save the report locally to match your own workbook organization.



#### **Other Transaction Reports:**

1) Other transaction reports can be exported to Excel files such as IH08,IE36,ZMB20 etc.

2) Right <click> anywhere on the full report and select <click> "Spreadsheet..." *Figure 6* 

3) Select third bulletin from "All Available Formats" Excel - Office Open XML Format (XLSX) *Figure 7* 

- 4) Checkbox Always Use Selected Format (opt default setting)
- 5) <Click> Continue 🗹
- 6) Name file and <click> OK 📝 Figure 8
- 7) Locate file from download folder

	Display Equipment: Equipment List								
	Menu 🖌 🗸 🔦 🔦 🚔 🛗 🔍 🚱 🏠								
	Number of Entries (without Filtering): 635								
	ē	S Equipment Inventory number Description of Technical Object						Con	
			62000040	6036-0583	60 PASS CHEVY D	IESEL 8.2: ODRM		198	
		62005234 6036-0907		65 MOMS 4-ROW F	65 MOMS 4-ROW FREIGHTLINER CAT 3126 THO				
	62005242 6036-1		6036-1225	65 MOMS 4-ROW F	FREIGHTLINER CAT 3126 THO				
62005288		62005288	6036-0528	66 PASS FREIGHT	TLINER CAT 3126 THO BODY				
62006161		62006161	6036-0212	78 PASS RE THOMAS CAT 3126			200		
			62006737	6036-1136	66 PASS FREIGHT	UNER CAT 3126 TH	BODY	199	
			62007242	6036-1221	65 MOMS 4-ROW	Copy lext	3126 THO	200	
			62007252	6036-1117	66 PASS FREIGHT	Optimize Width	BODY	199	
			62007658	6036-0189	66 PASS FREIGHT	Unfreeze Columns	BODY	199	
			62007746	6036-1174	66 PASS FREIGHT		BODY	199	
			62007769	6036-0265	66 PASS FREIGHT	Find	BODY	199	
			62008162	6036-0217	66 PASS FREIGHT	Set Filter	BODY	200	
			62008242	6036-1231	65 MOMS 4-ROW	Spreadsheet	3126 THO	200	
			62008245	6036-1171	1171 66 PASS FREIGHTLINER CAT 3126 THO BODY				
62008741 6036-1154 66 PASS FREIGHTLINER CAT 3126 THO BODY								199	

•		Х
Formats:		
O Excel (in MHTML Format)		
OpenOffice (in OpenDocument Forma	at 2.0)	
Select from All Available Formats		
Excel - Office Open XML Format (XL	SX) 🗸	

ame to save	? ×
EXPORT.XLSX	
Excel (*.XLSX)	~
<b>√</b> ОК	X Cancel
	EXPORT.XLSX Excel (*.XLSX)