



Banner Ad-Hoc Reporting

**HOW DO I EXPORT MY BAR REPORTS
TO MS EXCEL OR MS WORD?**

HOW DO I EXPORT MY BAR REPORTS TO MS EXCEL OR MS WORD?

Users have indicated that they often used to take their old financial paper reports and key in data into MS Excel to do budget analyses, reconciliations, and projections. Users now have other options they may wish to try besides manually re-keying all the data, which may partially or completely automate this process.

The Finance Banner Adhoc Reports (BAR) are generated in Microsoft Access. It is fairly easy to export your BAR reports from MS Access into [MS Excel](#) or [MS Word](#).

EXPORTING TO MS EXCEL

There are two different ways to export data to MS Excel. One is to use the “Analyze It with MS Excel” within the MS Access Office Link and the other is to export the report to an external file or database and save as a text file. The “Analyze It with MS Excel” does not work well on the Operating Statements-Summary reports, Comparative Statements and the Research/Project Acct’g summary report. Text fields such as organization titles and organization codes export but no summary dollar amounts export. Therefore, the recommendation is to use “Analyze It with MS Excel” for non-summary type reports.

-Using “Analyze It with MS Excel” for exporting detail level reports

Using “Analyze It with MS Excel” is the simplest way to export the detail BAR reports from MS Access to MS Excel. To do this:

1. Run the report in BAR
2. After the report displays, select **Tools** from the MS Access Toolbar, then select **Office Links** and **Analyze It with MS Excel**.



This will launch the MS Excel program and open an Excel worksheet with the same name as the BAR report. All text fields and detail amounts will export and it will execute the MS Excel "insert subtotals" function automatically.

-Using the save as a text file (.txt) for exporting summary level reports

The summary reports require extra steps to get the data in a usable format into MS Excel. This is more complicated and requires some manual editing and familiarity with a report and its contents. To do this:

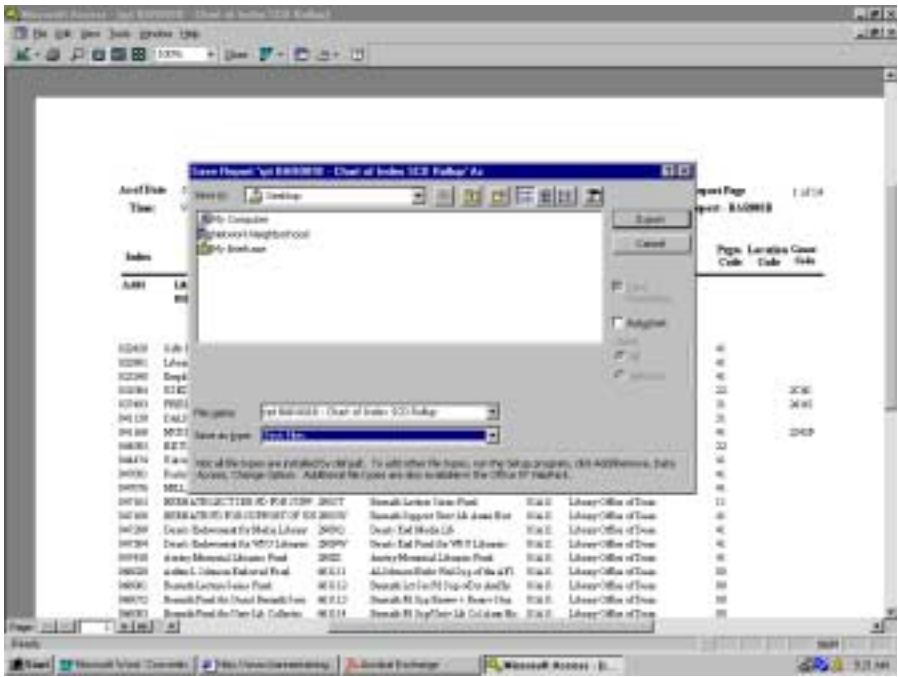
1. Run the report in BAR
2. After the report displays, select File, then Save As/Export from the MS Access toolbar.

	Original	Amended	Current Month	YTD Activity	Commit	Available Balance
Library Science	0.00	0.00	0.00	0.00	0.00	0.00
611 Academic Classification	0.00	0.00	0.00	0.00	0.00	0.00
612 Non Academic Classification	0.00	1,012.00	0.00	0.00	0.00	1,012.00
614 Full Time Classification	0.00	0.00	0.00	0.00	0.00	0.00
Salaries and Wages	0.00	1,012.00	0.00	0.00	0.00	1,012.00

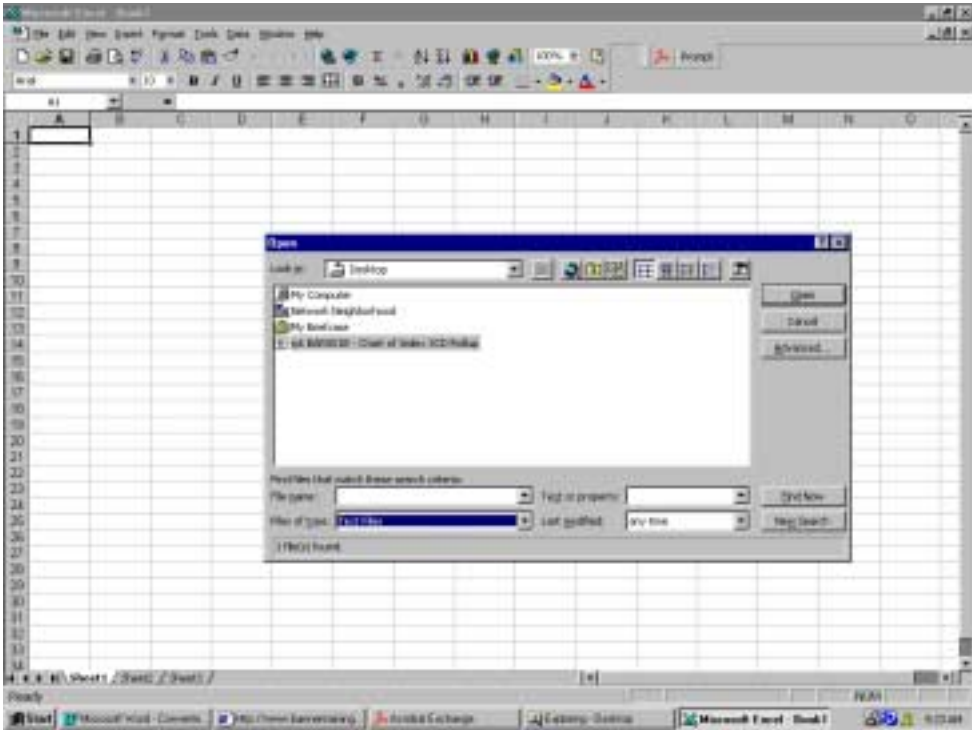
3. Select option To an external file or database and press OK

Index	Index Title	Page	Location Code	Cost Code
0000	Library Administration			
0001	Gifts to Library	1094	010	010
0002	Library Staff Training	1097	010	010
0003	Employee Meeting/Entertainment	1100	010	010
0004	ED ED BUREAU/STUDENT/ACC SCIS	1101	010	010
0005	PRESIDENT OF THE LIBRARY	1102	010	010
0006	CALDERON/ORDEN/BOY ACCOUNT	1103	010	010
0007	MEMBER OF SPECIAL AMBASSAD	1104	010	010
0008	STUDENT OF APPLIED LIBRARIAN	1105	010	010
0009	Library of Science and Tech	1106	010	010
0010	Library of Science and Tech	1107	010	010
0011	Library of Science and Tech	1108	010	010
0012	Library of Science and Tech	1109	010	010
0013	Library of Science and Tech	1110	010	010
0014	Library of Science and Tech	1111	010	010
0015	Library of Science and Tech	1112	010	010
0016	Library of Science and Tech	1113	010	010
0017	Library of Science and Tech	1114	010	010

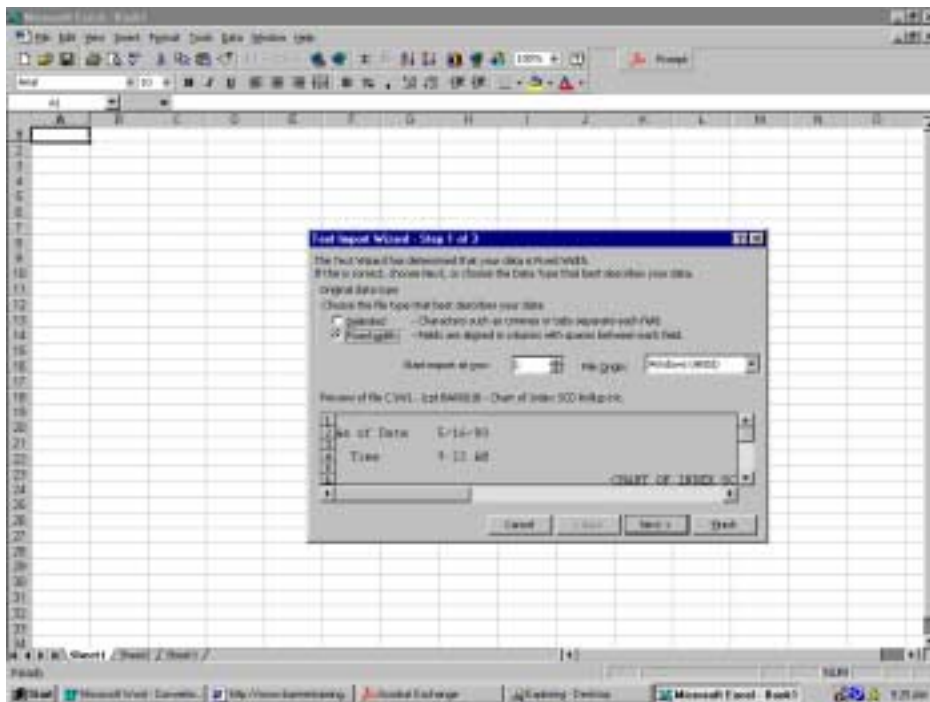
4. Specify the name and location to save the new text file – **make sure the save as type is Text Files.**



5. After #4 is completed above, click on **Export**
6. Open the MS Excel program, and open the text file (*.txt). From the Excel toolbar, select **File** then **Open**.
7. Specify the location and name of the text file – make sure the **Files of type** is **Text Files** and click **Open**.



This will launch the MS Excel Text Import Wizard as viewed below:



8. Follow the steps in the MS Excel Text Import Wizard. Click on fixed width and then to next. You will need to manually specify the width of the fields – this is why it is necessary to have an understanding of the report and its contents.
9. Once you have completed the report, then you can further manipulate the file in MS Excel. This may require removing extra information such as page headings, sub-totals, blank lines, etc.

EXPORTING TO MS WORD

An easy way of exporting an MS Access report to MS Word is to use the MS Access Office Link and use the "Publish It with MS Word". This automatically saves the file in a rich text format (.rtf). Rich Text Format keeps all formatting the same (font size, type, etc.)

1. Run the report in BAR
2. After the report displays, select Tools from the MS Access Toolbar, then select Office Links and Publish It with MS Word.



3. This will launch the MS Word program and open a workbook with the same name as the BAR report.

Or use the icon:



