

# SAVING ORACLE REPORTS TO EXCEL

## Procedures

### — System Requirements —

#### Hardware and Operating Systems

- Pentium-Class Processor
- Windows 2000 or XP
- 16 MB of RAM (32 recommended)
- 20 MB of available hard disk space

#### Web Browsers

- Internet Explorer 6, Service Pack 1

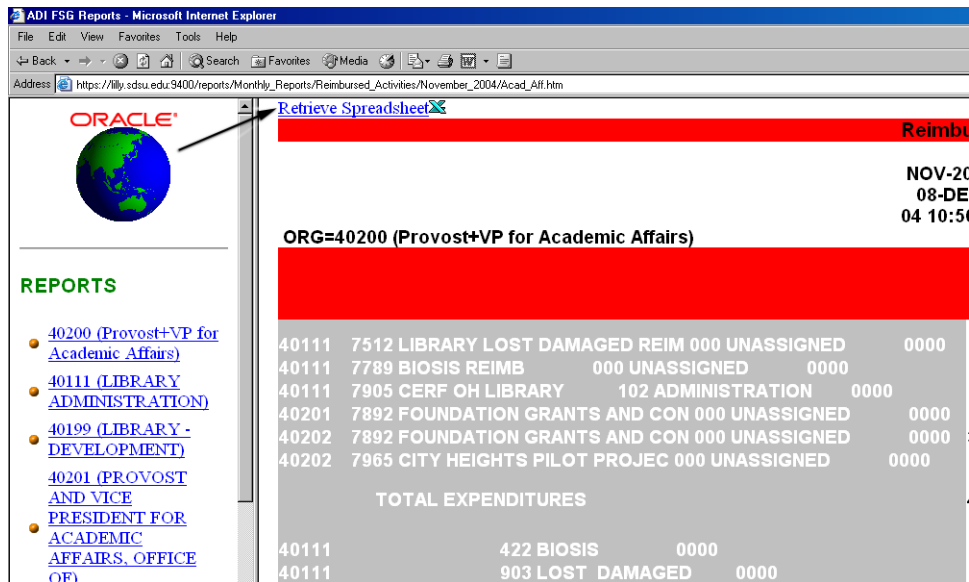
#### I. Introduction

Due to security patching affecting Microsoft Excel and Internet Explorer, users may no longer be able to save a web file in Excel format from their web browser. If you are experiencing problems saving the Oracle Monthly reports with the “Save As” feature, try this...

#### *Retrieve Spreadsheet*

Launch your web browser and open the Monthly ADI report as normal. To save the file in Excel, follow the steps below.

1. Click on the link, Retrieve Spreadsheet, located at the top of the report



The screenshot shows a Microsoft Internet Explorer window titled "ADI FSG Reports - Microsoft Internet Explorer". The address bar shows the URL: "https://lib.sdsu.edu/3400/reports/Monthly\_Reports/Reimbursed\_Activities/November\_2004/Acad\_Aff.htm". The page content includes the Oracle logo, a "REPORTS" section with a list of links, and a main report area. A red arrow points to a "Retrieve Spreadsheet" link at the top of the report area. The report area also displays "Reimbi", "NOV-2004-DE", and "04 10:51". Below this, it says "ORG=40200 (Provost+VP for Academic Affairs)". The main report area contains a table of data with columns for various categories and values.

40111	7512	LIBRARY LOST DAMAGED REIM	000	UNASSIGNED	0000
40111	7789	BIOSIS REIMB	000	UNASSIGNED	0000
40111	7905	CERF OH LIBRARY	102	ADMINISTRATION	0000
40201	7892	FOUNDATION GRANTS AND CON	000	UNASSIGNED	0000
40202	7892	FOUNDATION GRANTS AND CON	000	UNASSIGNED	0000
40202	7965	CITY HEIGHTS PILOT PROJEC	000	UNASSIGNED	0000
TOTAL EXPENDITURES					
40111		422 BIOSIS	0000		
40111		903 LOST DAMAGED	0000		

Figure 1. Retrieve Spreadsheet

2. Click <Yes> when prompted to run Microsoft Excel macros
3. The report is converted from HTML into Excel and re-displays as a worksheet in the web browser
4. Copy the file to the clip board by clicking on the top-left box above the first row, and first column of the worksheet

The screenshot shows a web browser window with the Oracle logo and a sidebar titled 'REPORTS'. The main content is a table with the following data:

ORG	FUNCTION	ACTIVITY	ENDEAVO	BUDGE	
40202	7892	FOUNDATION GRANTS AND CON	000 UNASSIGNED	0000	3,915.00
40202	7965	CITY HEIGHTS PILOT PROJEC	000 UNASSIGNED	0000	308.88
TOTAL EXPENDITURES					4,223.88
40202		000 UNASSIGNED	0000		(4,223.88)
TOTAL REIMBURSEMENTS					(4,223.88)
NET REIMBURSED ACTIVITIES					

Figure 2. Copy to Clipboard

5. <Right click> on your document, then select <copy>
6. Open a new worksheet in Microsoft Excel
7. <Right Click> on the top-left cell of the new worksheet, then select <Paste>
8. The records are copied from the clipboard to your Excel file
9. Format the worksheet column and rows as required so that the cells properly display their data
10. Save your work, and print as required

**Note:** If pound-signs (#####) displayed in the worksheet, the cells are too small to properly display the cell contents. Adjust the columns and rows accordingly; i.e., from the menu bar, select Format | Column or Row | AutoFit Selection