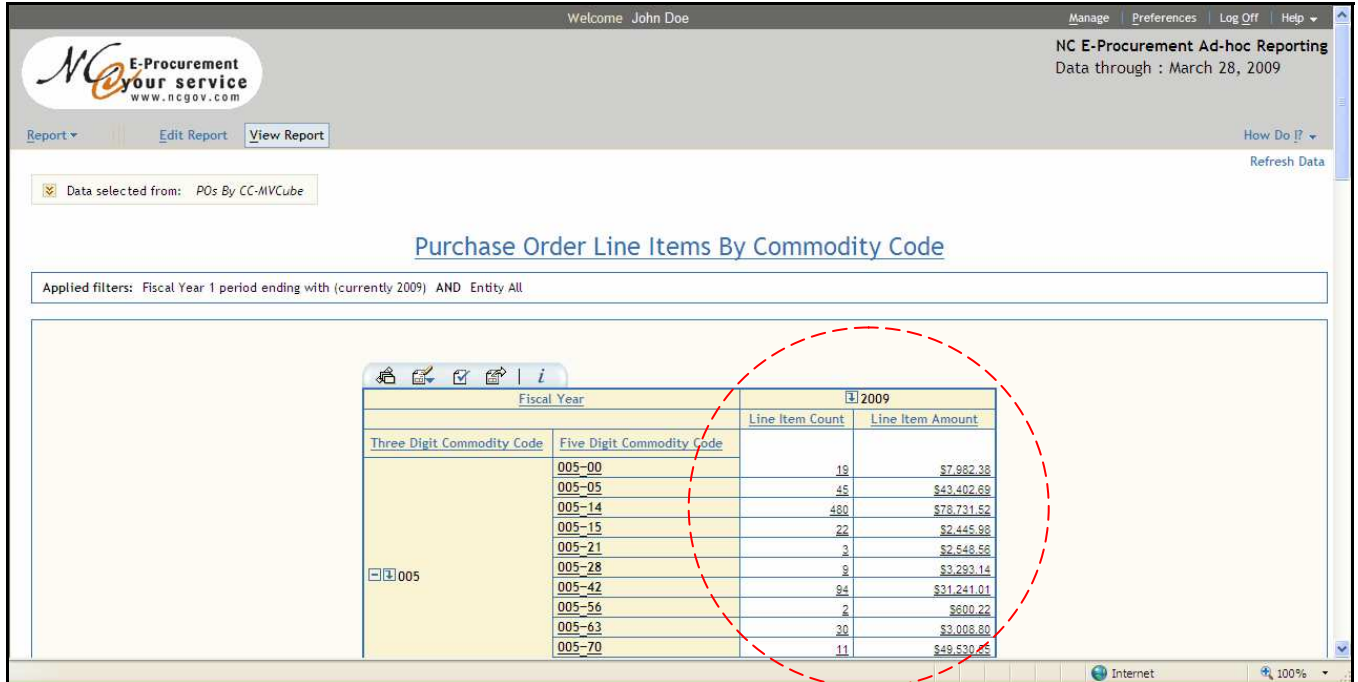


Exporting a Detail Report Job Aid

The NC E-Procurement Ad-hoc Reporting Application contains the functionality to export any report that is generated by the system. The same set of steps can be followed to export any Detail report.



NC E-Procurement Ad-hoc Reporting
Data through : March 28, 2009

Report ▾ | Edit Report | View Report | How Do I? ▾ | Refresh Data

Data selected from: POs By CC-MVCube

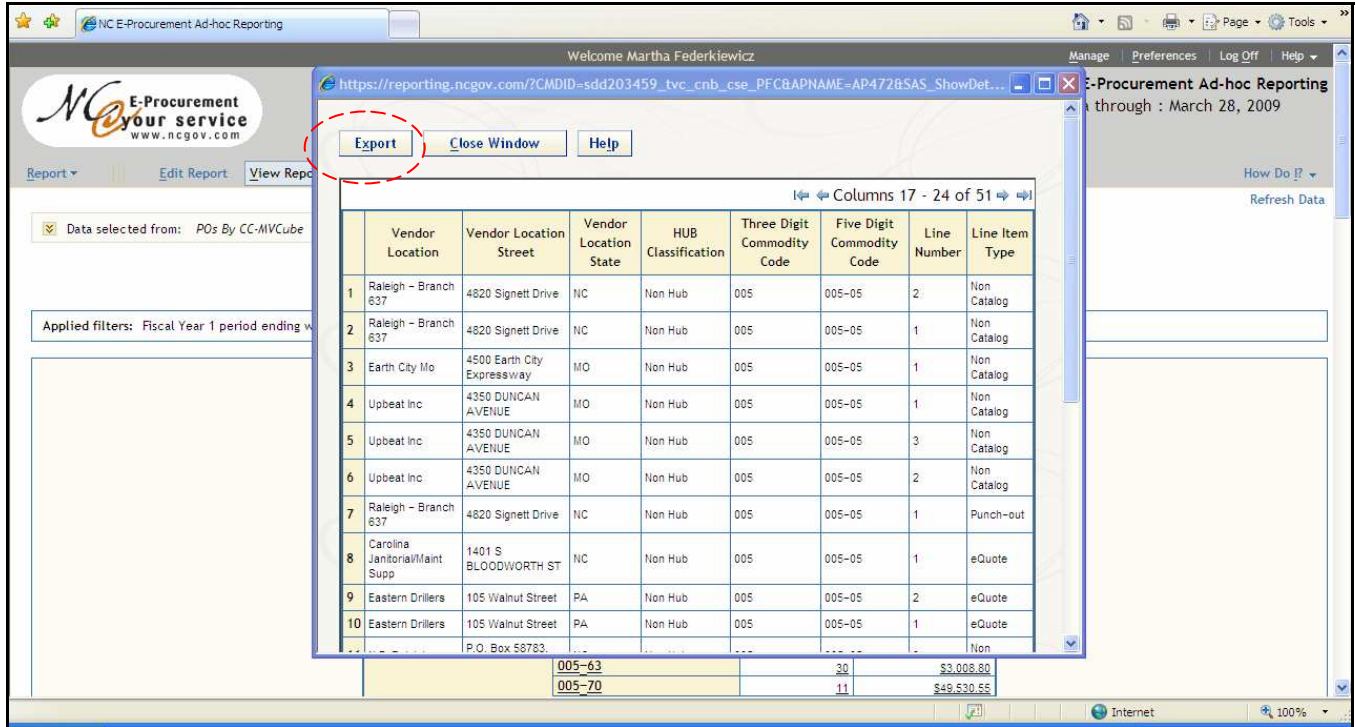
Purchase Order Line Items By Commodity Code

Applied filters: Fiscal Year 1 period ending with (currently 2009) AND Entity All

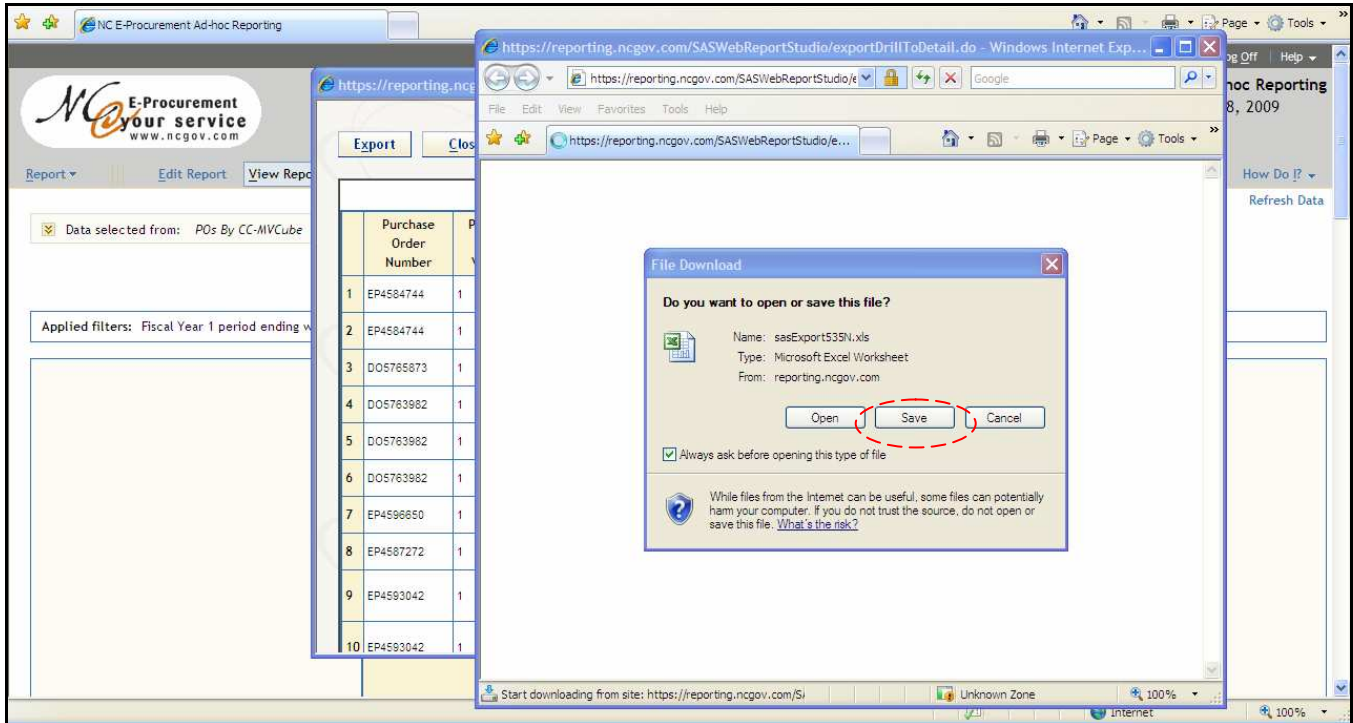
Fiscal Year		2009	
Three Digit Commodity Code	Five Digit Commodity Code	Line Item Count	Line Item Amount
005	005-00	18	\$7,882.38
	005-05	45	\$43,402.69
	005-14	480	\$78,731.52
	005-15	22	\$2,445.98
	005-21	3	\$2,548.56
	005-28	9	\$3,293.14
	005-42	94	\$31,241.01
	005-56	2	\$600.22
	005-63	20	\$3,008.80
	005-70	11	\$49,530.25

1. In order to export a Detail report, first click on a value in the 'Line Item Count' or 'Line Item Amount' columns to open a Detail report.

Note: Avoid clicking on values in the 'Line Item Count' column that are greater than 20,000.

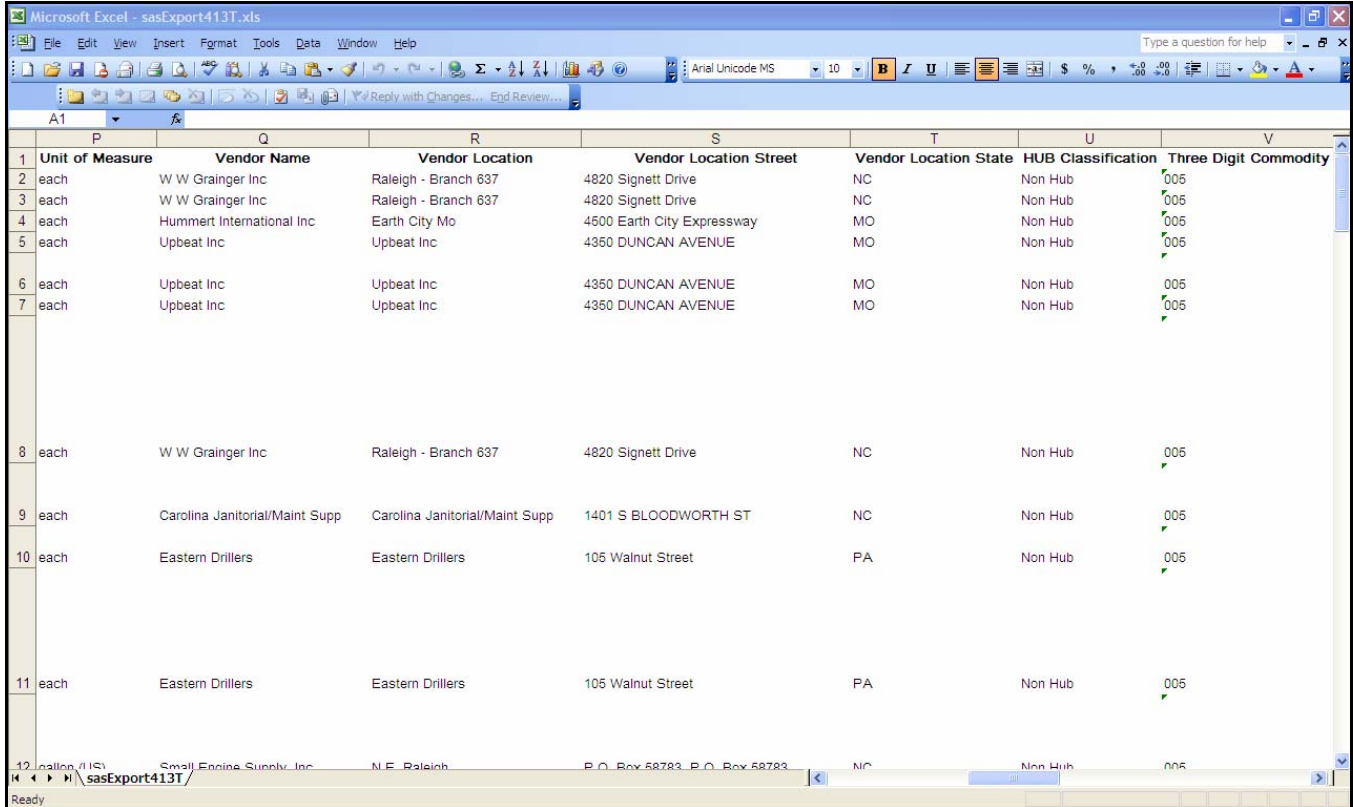


2. Click the 'Export' button on the Detail Report.



3. Click the 'Save' button.
4. Enter a file name and save it to the appropriate location.
5. Locate the report to open it.

Note: The exported report is now saved to the location that was selected and may be accessed at a later time.



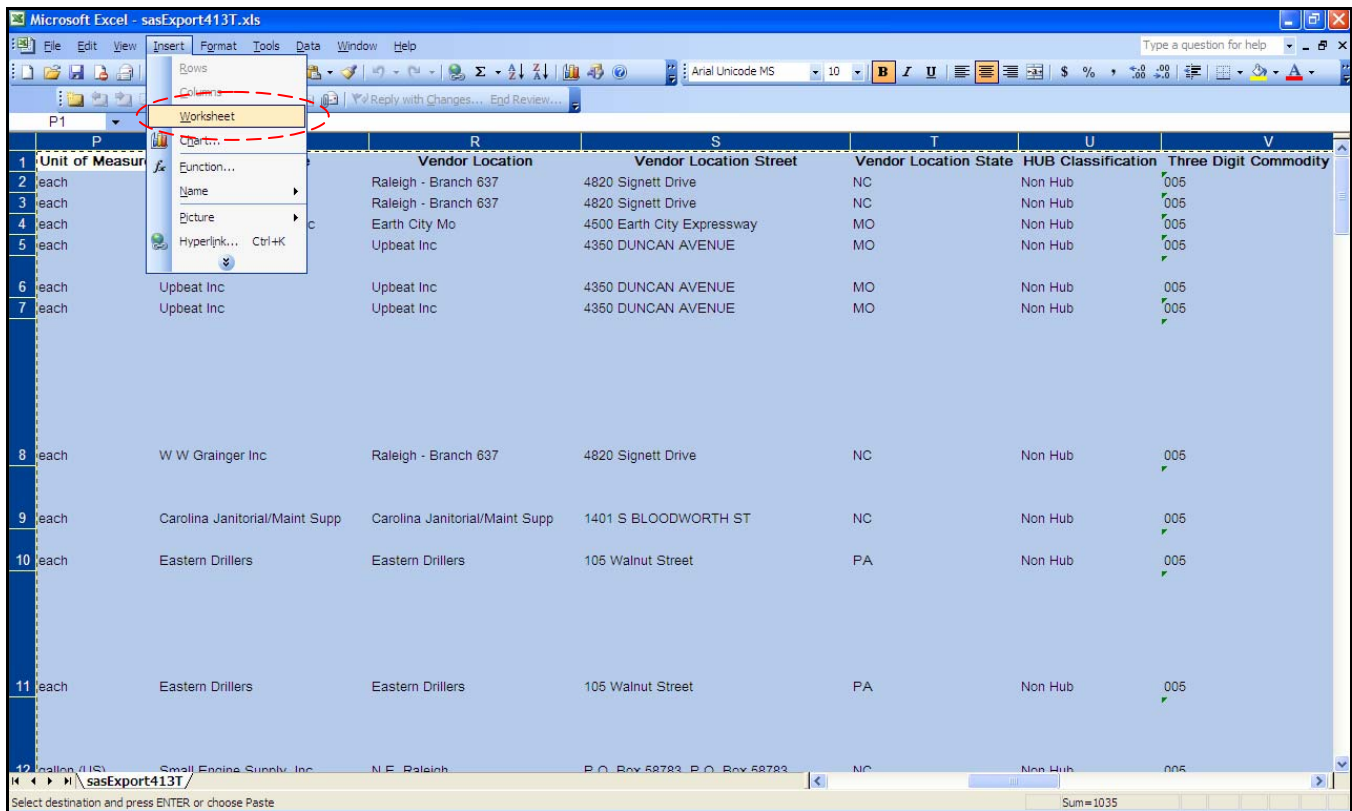
	P	Q	R	S	T	U	V
1	Unit of Measure	Vendor Name	Vendor Location	Vendor Location Street	Vendor Location State	HUB Classification	Three Digit Commodity
2	each	W W Grainger Inc	Raleigh - Branch 637	4820 Signett Drive	NC	Non Hub	005
3	each	W W Grainger Inc	Raleigh - Branch 637	4820 Signett Drive	NC	Non Hub	005
4	each	Hummert International Inc	Earth City Mo	4600 Earth City Expressway	MO	Non Hub	005
5	each	Upbeat Inc	Upbeat Inc	4360 DUNCAN AVENUE	MO	Non Hub	005
6	each	Upbeat Inc	Upbeat Inc	4360 DUNCAN AVENUE	MO	Non Hub	005
7	each	Upbeat Inc	Upbeat Inc	4360 DUNCAN AVENUE	MO	Non Hub	005
8	each	W W Grainger Inc	Raleigh - Branch 637	4820 Signett Drive	NC	Non Hub	005
9	each	Carolina Janitorial/Maint Supp	Carolina Janitorial/Maint Supp	1401 S BLOODWORTH ST	NC	Non Hub	005
10	each	Eastern Drillers	Eastern Drillers	105 Walnut Street	PA	Non Hub	005
11	each	Eastern Drillers	Eastern Drillers	105 Walnut Street	PA	Non Hub	005
12	each	Small Engine Supply Inc	N.E. Raleigh	P.O. Box 58783 P.O. Box 58783	NC	Non Hub	005

6. The exported Detail report is opened in Microsoft Excel.

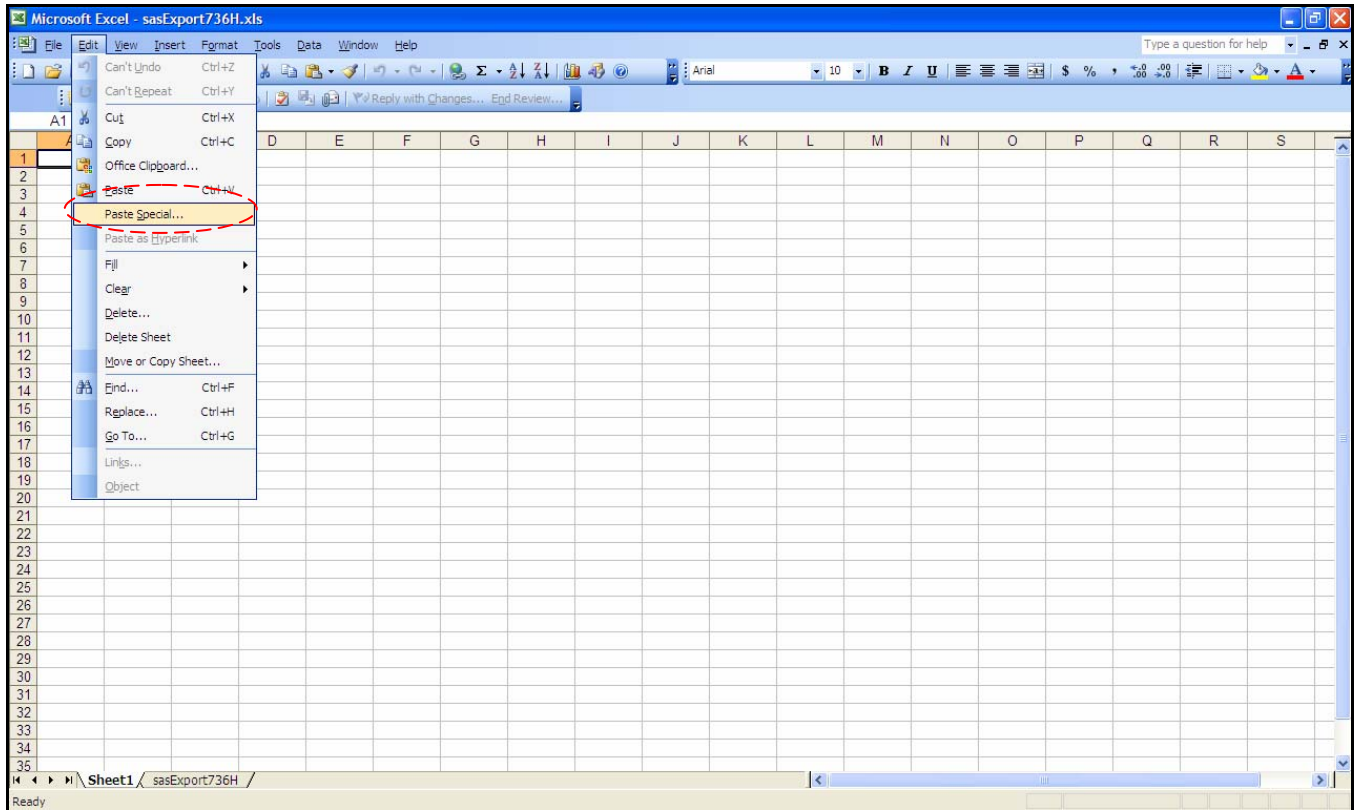
Note: The data can be manipulated in Excel in this format; however some additional steps are listed that will help format the data within Excel.

	P	Q	R	S	T	U	V
1	Unit of Measure	Vendor Name	Vendor Location	Vendor Location Street	Vendor Location State	HUB Classification	Three Digit Commodity
2	each	W W Grainger Inc	Raleigh - Branch 637	4820 Signett Drive	NC	Non Hub	005
3	each	W W Grainger Inc	Raleigh - Branch 637	4820 Signett Drive	NC	Non Hub	005
4	each	Hummert International Inc	Earth City Mo	4500 Earth City Expressway	MO	Non Hub	005
5	each	Upbeat Inc	Upbeat Inc	4350 DUNCAN AVENUE	MO	Non Hub	005
6	each	Upbeat Inc	Upbeat Inc	4350 DUNCAN AVENUE	MO	Non Hub	005
7	each	Upbeat Inc	Upbeat Inc	4350 DUNCAN AVENUE	MO	Non Hub	005
8	each	W W Grainger Inc	Raleigh - Branch 637	4820 Signett Drive	NC	Non Hub	005
9	each	Carolina Janitorial/Maint Supp	Carolina Janitorial/Maint Supp	1401 S BLOODWORTH ST	NC	Non Hub	005
10	each	Eastern Drillers	Eastern Drillers	105 Walnut Street	PA	Non Hub	005
11	each	Eastern Drillers	Eastern Drillers	105 Walnut Street	PA	Non Hub	005
12	each	Small Engine Supply, Inc	N.E. Raleigh	P.O. Box 58783, P.O. Box 58783	NC	Non Hub	005

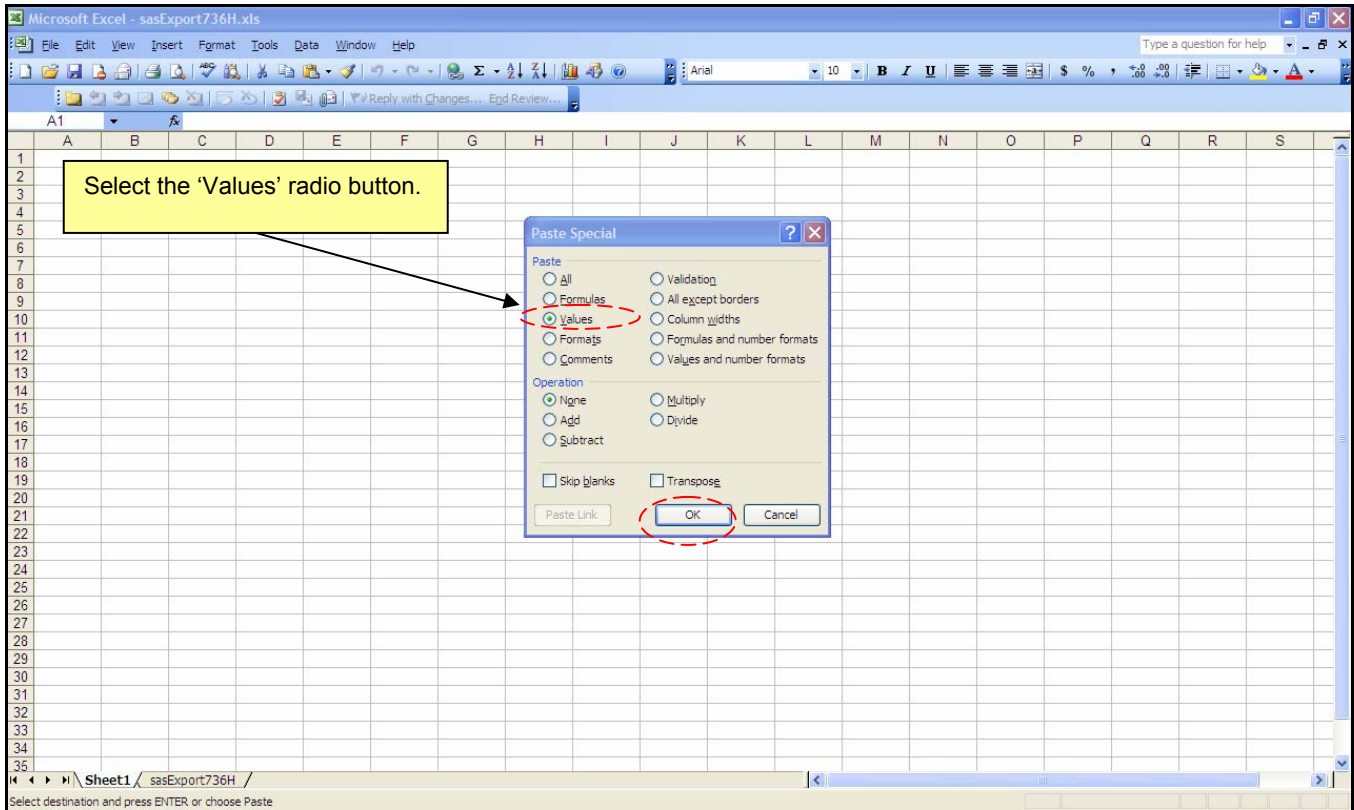
7. Click on the square in the top left-hand side of the worksheet to highlight the entire worksheet.
8. Hold down 'ctrl' + 'C' on the keyboard to copy the selected cells.



9. Click on the 'Insert' menu.
10. Click on 'Worksheet'.

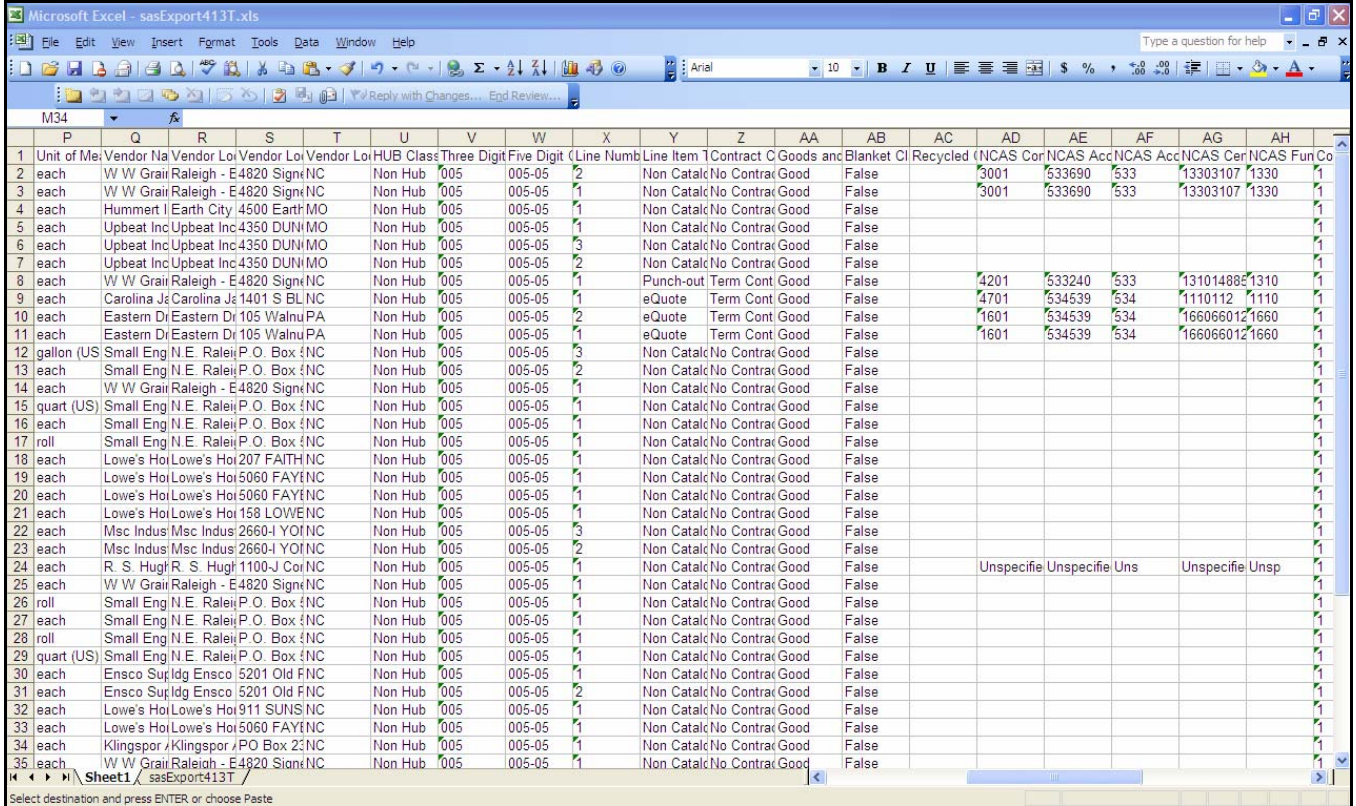


11. On the new worksheet, click on the 'Edit' menu.
12. Click on 'Paste Special'.



13. Select the 'Values' radio button.

14. Click 'OK'.



P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	Unit of Me	Vendor Na	Vendor Lo	Vendor Lo	Vendor Lo	HUB Class	Three Digit	Five Digit	Line Numb	Line Item	Contract	Goods and	Blanket Cl	Recycled	NCAS Cor	NCAS Acc	NCAS Acc	NCAS Cer	NCAS Fun
2	each	W W Grati	Raleigh - E	4820 Sign	NC	Non Hub	005	005-05	2	Non Catal	No Contr	Good	False	3001	533690	533	13303107	1330	1
3	each	W W Grati	Raleigh - E	4820 Sign	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False	3001	533690	533	13303107	1330	1
4	each	Hummert I	Earth City	4500 Earth	MO	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
5	each	Upbeat Inc	Upbeat Inc	4350 DUN	MO	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
6	each	Upbeat Inc	Upbeat Inc	4350 DUN	MO	Non Hub	005	005-05	3	Non Catal	No Contr	Good	False						1
7	each	Upbeat Inc	Upbeat Inc	4350 DUN	MO	Non Hub	005	005-05	2	Non Catal	No Contr	Good	False						1
8	each	W W Grati	Raleigh - E	4820 Sign	NC	Non Hub	005	005-05	1	Punch-out	Term Cont	Good	False	4201	533240	533	13101488	1310	1
9	each	Carolina J	Carolina J	1401 S BL	NC	Non Hub	005	005-05	1	eQuote	Term Cont	Good	False	4701	534539	534	1110112	1110	1
10	each	Eastern Di	Eastern Di	105 Walnu	PA	Non Hub	005	005-05	2	eQuote	Term Cont	Good	False	1601	534539	534	16606601	1660	1
11	each	Eastern Di	Eastern Di	105 Walnu	PA	Non Hub	005	005-05	1	eQuote	Term Cont	Good	False	1601	534539	534	16606601	1660	1
12	gallon (US	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	3	Non Catal	No Contr	Good	False						1
13	each	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	2	Non Catal	No Contr	Good	False						1
14	each	W W Grati	Raleigh - E	4820 Sign	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
15	quart (US)	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
16	each	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
17	roll	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
18	each	Lowe's Ho	Lowe's Ho	207 FAITH	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
19	each	Lowe's Ho	Lowe's Ho	5060 FAY	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
20	each	Lowe's Ho	Lowe's Ho	5060 FAY	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
21	each	Lowe's Ho	Lowe's Ho	158 LOWE	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
22	each	Msc Indus	Msc Indus	2660-I YO	NC	Non Hub	005	005-05	3	Non Catal	No Contr	Good	False						1
23	each	Msc Indus	Msc Indus	2660-I YO	NC	Non Hub	005	005-05	2	Non Catal	No Contr	Good	False						1
24	each	R. S. Hug	R. S. Hug	1100-J Cor	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False		Unspecif	Unspecif	Uns	Unspecif	Unsp
25	each	W W Grati	Raleigh - E	4820 Sign	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
26	roll	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
27	each	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
28	roll	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
29	quart (US)	Small Eng	N.E. Ralei	P.O. Box	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
30	each	Ensco Sup	Idg Ensco	5201 Old	FNC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
31	each	Ensco Sup	Idg Ensco	5201 Old	FNC	Non Hub	005	005-05	2	Non Catal	No Contr	Good	False						1
32	each	Lowe's Ho	Lowe's Ho	911 SUNS	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
33	each	Lowe's Ho	Lowe's Ho	5060 FAY	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
34	each	Klingspor	J/Klingspor	/PO Box 2	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1
35	each	W W Grati	Raleigh - E	4820 Sign	NC	Non Hub	005	005-05	1	Non Catal	No Contr	Good	False						1

15. The data from the exported Detail report is now ready to be used.

Note: The data can be manipulated using normal Excel functions.