OAC-03 Export a Classic Report

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to export a report in Oracle Analytics Cloud (**OAC**) Classic.

Introduction and Overview

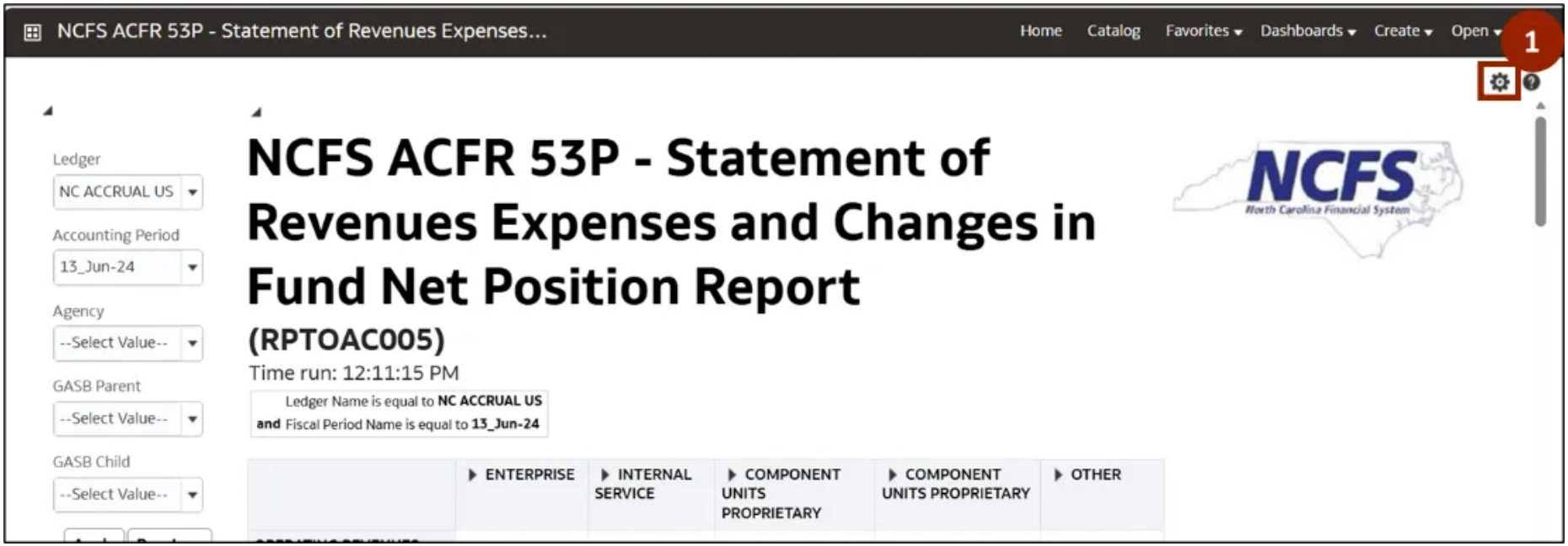
This QRG explains how to export a report in OAC Classic. In OAC, reports can be exported in various formats, including Excel, PDF, PowerPoint, CSV, and more. Users can choose to export reports either as raw data or in a formatted view, depending on their needs.

Export a Classic Report

Follow the below steps to export a classic report. There are 9 steps to complete this process.

Step 1. To export a report as an Excel, navigate to the desired report. Click the **gear (settings)** icon on the right side of the screen.

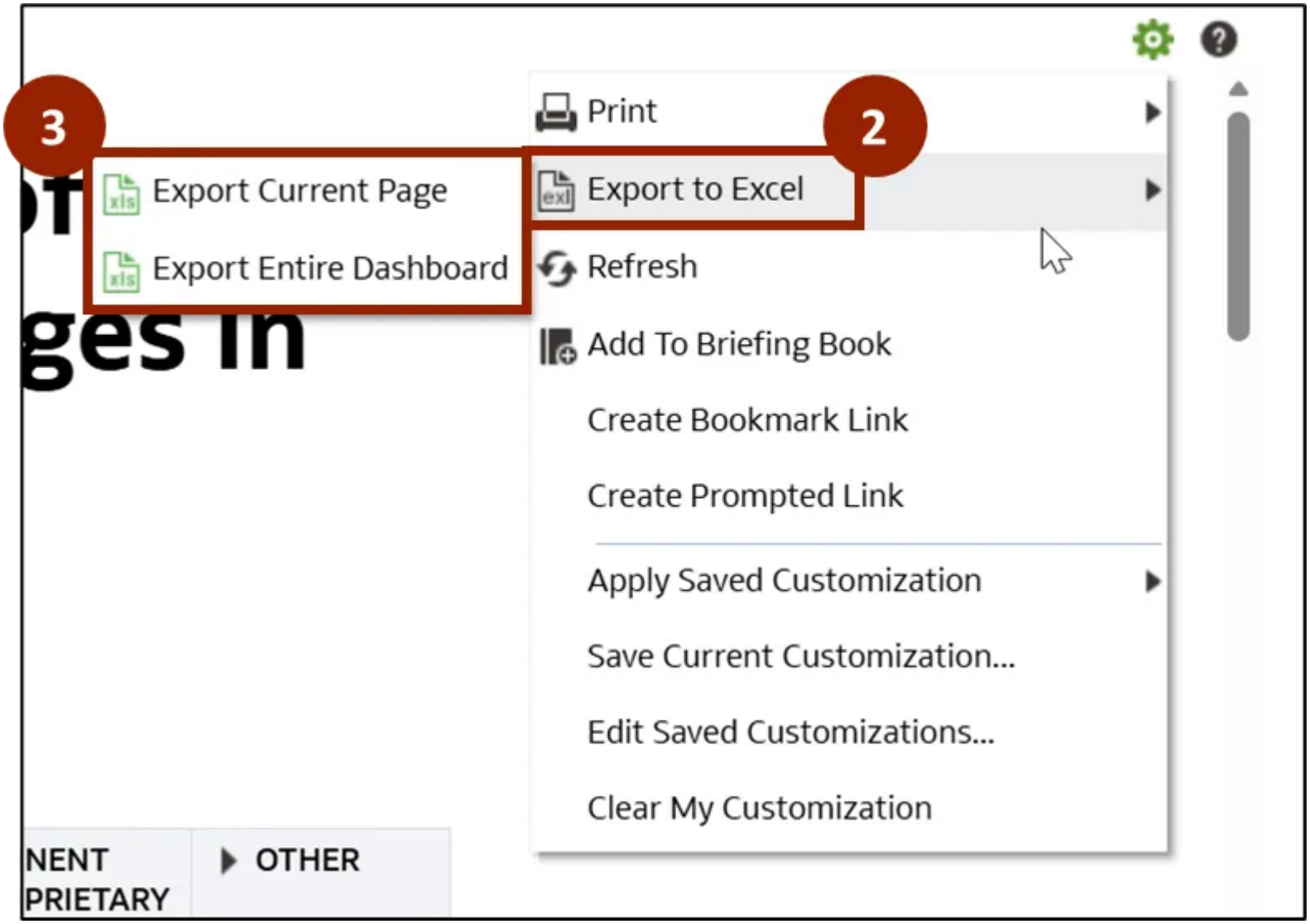
Image



Step 2. A drop-down list will appear. Select **Export to Excel**.

Step 3. Click either the **Export Current Page** or **Export Entire Dashboard** option as required.

Image



Step 4. A **Confirmation** pop-up window is displayed confirming the export process is complete. Click **OK**.

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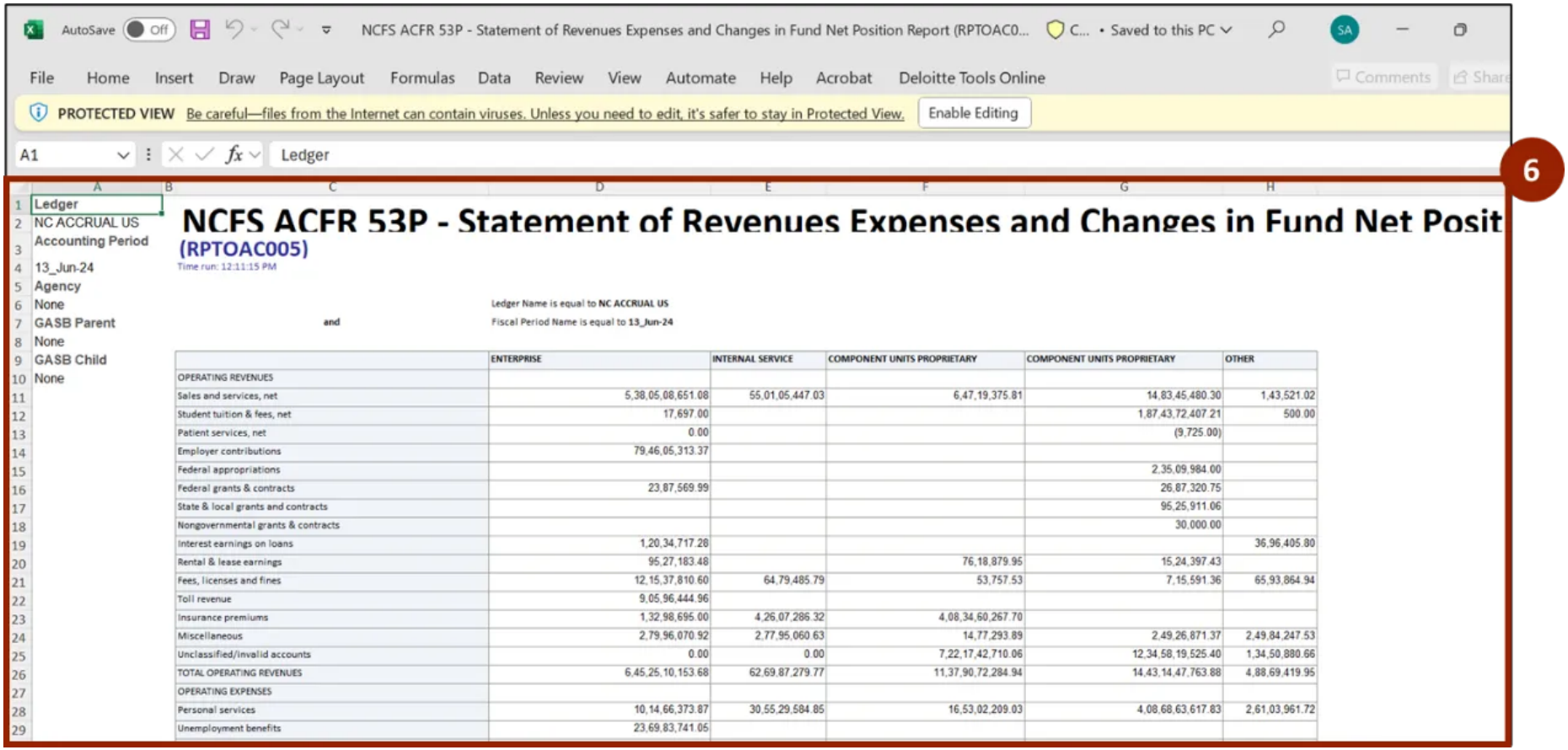
Step 5. The report is **downloaded**, and a notification appears in your browser, confirming that the file has been saved to your device. Click **Open file** to open the report.

Image



Step 6. The report will **open** in **Excel** and display the exported data.

Image



	ENTERPRISE	INTERNAL SERVICE	COMPONENT UNITS PROPRIETARY	COMPONENT UNITS PROPRIETARY	OTHER
OPERATING REVENUES					
Sales and services, net	5,38,05,08,651.08	55,01,05,447.03	6,47,19,375.81	14,83,45,480.30	1,43,521.02
Student tuition & fees, net	17,697.00			1,87,43,72,407.21	500.00
Patient services, net	0.00			(9,725.00)	
Employer contributions	79,46,05,313.37				
Federal appropriations				2,35,09,984.00	
Federal grants & contracts	23,87,569.99			26,87,320.75	
State & local grants and contracts				95,25,911.06	
Nongovernmental grants & contracts				30,000.00	
Interest earnings on loans	1,20,34,717.28				36,96,405.80
Rental & lease earnings	95,27,183.48		76,18,879.95	15,24,397.43	
Fees, licenses and fines	12,15,37,810.60	64,79,485.79	53,757.53	7,15,591.36	65,93,864.94
Toll revenue	9,05,96,444.96				
Insurance premiums	1,32,98,695.00	4,26,07,286.32	4,08,34,60,267.70		
Miscellaneous	2,79,96,070.92	2,77,95,060.63	14,77,293.89	2,49,26,871.37	2,49,84,247.53
Unclassified/invalid accounts	0.00	0.00	7,22,17,42,710.06	12,34,58,19,525.40	1,34,50,880.66
TOTAL OPERATING REVENUES	6,45,25,10,153.68	62,69,87,279.77	11,37,90,72,284.94	14,43,14,47,763.88	4,88,69,419.95
OPERATING EXPENSES					
Personal services	10,14,66,373.87	30,55,29,584.85	16,53,02,209.03	4,08,68,63,617.83	2,61,03,961.72
Unemployment benefits	23,69,83,741.05				

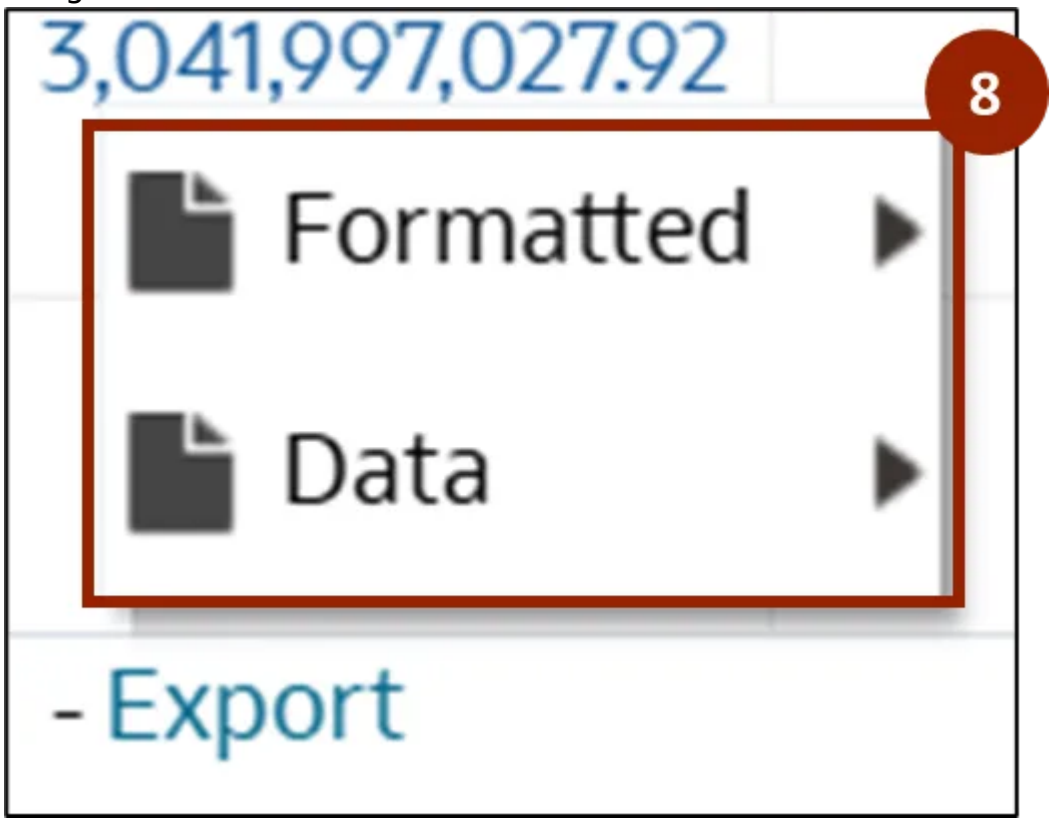
Step 7. Alternatively, **scroll down** to the bottom of the desired report and click **Export** to export the report in the desired format.

Image



Step 8. A drop-down menu is displayed. From the menu, select **Data** or **Formatted** based on the preferred export type.

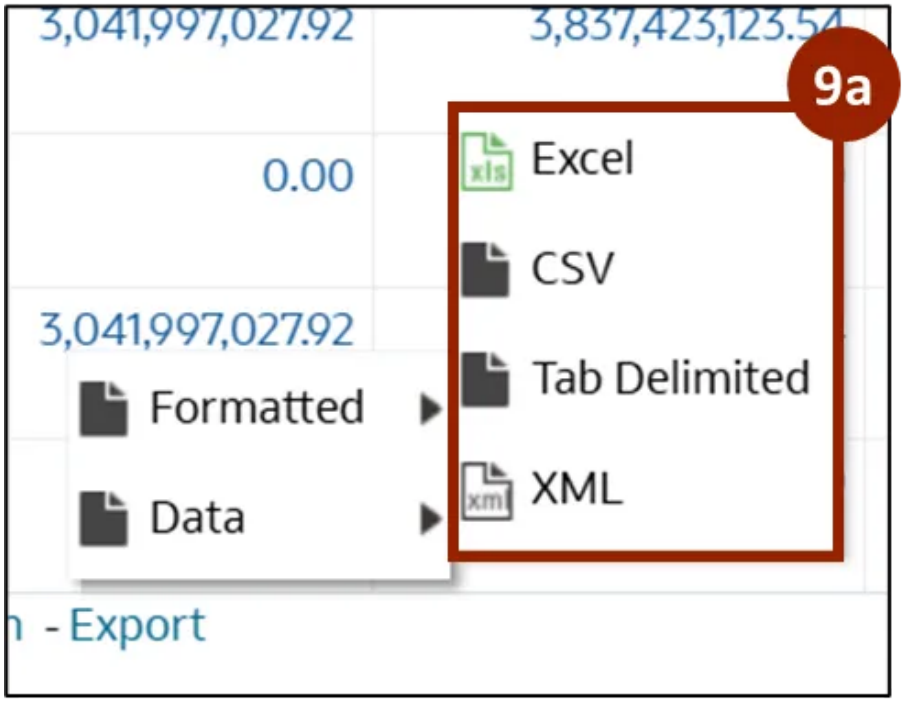
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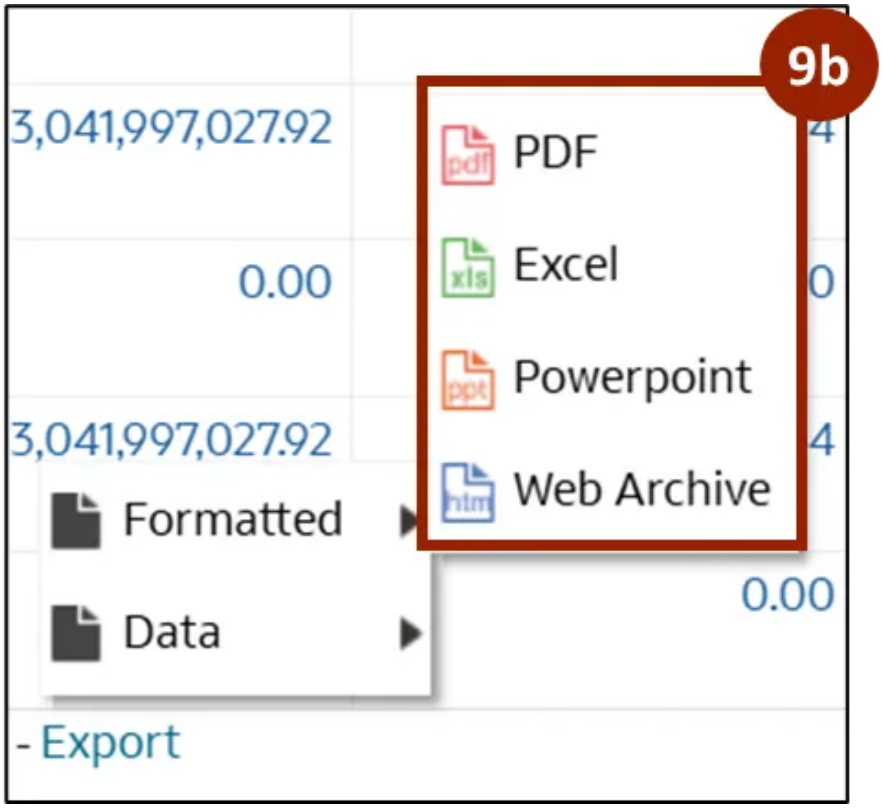


Step 9. Choose the following options as suitable:

- If **Data** is selected, choose the **required format** from the drop-down menu.
- If **Formatted** is selected, choose the **desired output format** from the drop-down menu.

Image





Wrap-Up

OAC users can export reports in various formats like Excel, PDF, PowerPoint, or CSV, choosing either raw data or a formatted view using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - OAC for NCFS 1

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Printable PDF