



# EXPORT A CLASSIC REPORT

## QUICK REFERENCE GUIDE

OAC

### 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.

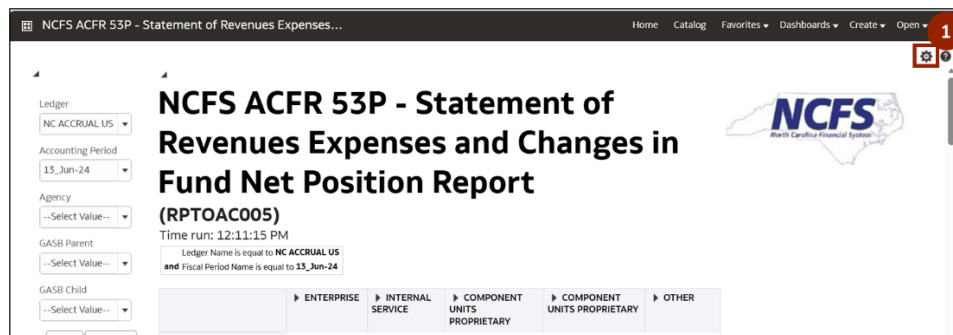
### Introduction and Overview

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

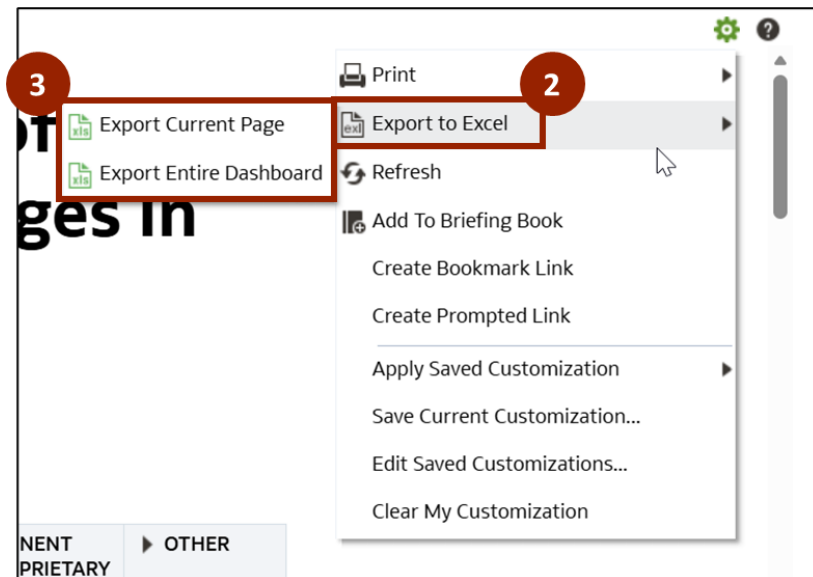
Follow the nine steps to export a classic report.

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.



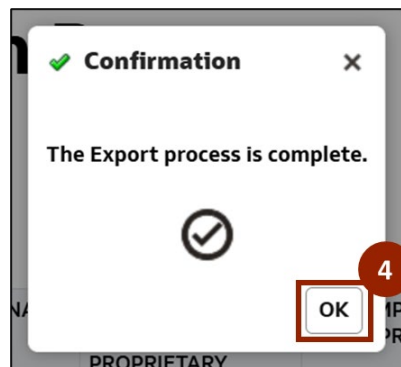
Step 2: A drop-down list will appear. Select **Export to Excel**.

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



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

Click **OK**.



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.



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

The screenshot shows an Excel spreadsheet with the title 'NCFS ACFR 53P - Statement of Revenues Expenses and Changes in Fund Net Position Report (RPTOAC005)'. The spreadsheet is in 'Protected View' and contains a detailed financial statement. A red box highlights the main data table, and a red circle with the number '6' is in the top right corner.

	ENTERPRISE	INTERNAL SERVICE	COMPONENT UNITS PROPRIETARY	COMPONENT UNITS PROPRIETARY	OTHER
<b>OPERATING REVENUES</b>					
Sales and services, net	5,38,05,08,651.00	65,01,05,447.03	6,47,19,375.91	14,93,45,480.30	1,43,521.02
Student tuition & fees, net	17,697.00			1,87,43,72,487.21	500.00
Patient services, net	0.00			(9,729.90)	
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				96,25,911.06	
Nongovernmental grants & contracts				30,000.00	
Interest earnings on loans	1,20,34,717.28				36,96,405.90
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	63,757.53	7,15,591.36	65,93,864.94
Toll revenue	9,05,96,444.96				
Insurance premiums	1,32,98,696.00	4,26,07,286.32	4,08,34,82,267.78		
Miscellaneous	2,79,96,070.92	2,77,95,960.03	14,77,293.89	3,49,26,871.37	2,49,94,247.53
Unclassified/invalid accounts	0.00		7,22,17,42,710.96	12,34,58,19,525.40	1,34,59,880.66
<b>TOTAL OPERATING REVENUES</b>	<b>6,45,25,10,153.68</b>	<b>62,69,87,279.77</b>	<b>11,37,90,72,284.94</b>	<b>14,43,14,47,763.88</b>	<b>4,88,69,419.95</b>
<b>OPERATING EXPENSES</b>					
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	23,69,63,741.85				

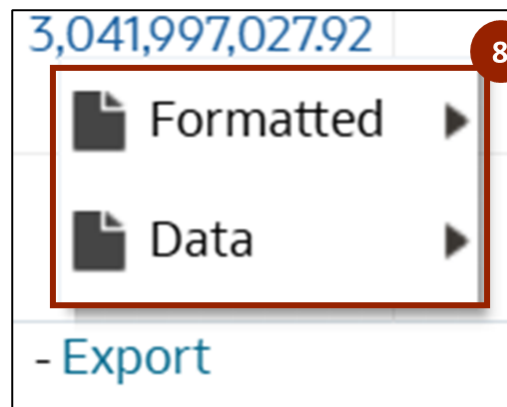
Step 7: Alternatively, **scroll down** to the bottom of the desired report and click **Export** to export the report in the desired format.

The screenshot shows a summary table with the following data:

Summary					
► Unclassified/invalid accounts	(0.00)	0.00	0.00	0.00	165,823,789.03

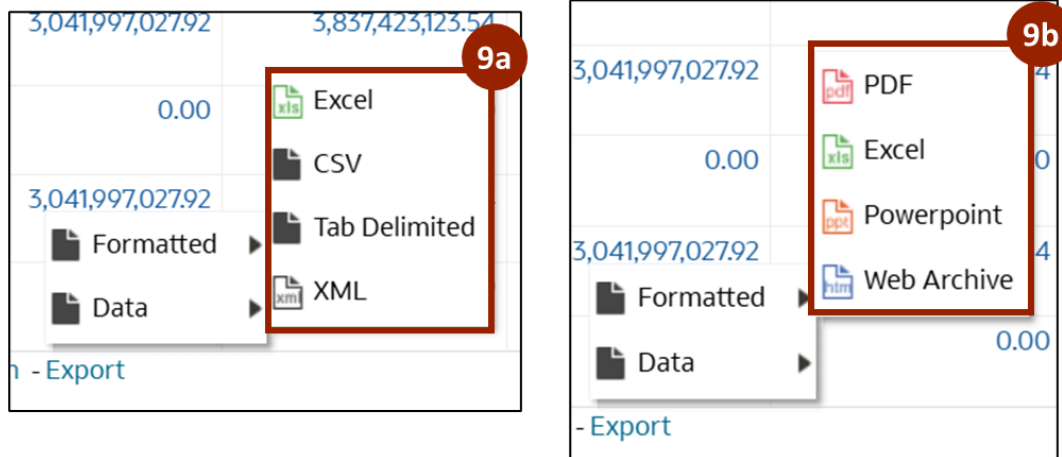
Below the table, there are links: [Analyze](#) - [Edit](#) - [Refresh](#) - [Export](#). The [Export](#) link is highlighted with a red box and a red circle with the number '7'.

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



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.



## 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