

Tips on exporting your Oracle Apps reports to Excel

Introduction

Oracle E-Business Suite provides users with a host of standard reports. Quite often I have found that exporting reporting information to Excel can provide users with additional data manipulation and reporting capabilities. Typically reports in Oracle E-Business Suite provide modular specific information and often there are instances where cross modular comparisons and checks need to be performed. Under these circumstances exporting reporting information to Excel can enable users to perform the comparisons that are often needed when performing month end reconciliations. This article will outline a methodology I have adopted for exporting reports from Oracle and importing this data in to Excel.

Exporting Reports

Within each E-Business Suite module it is possible for users to run a variety of standard reports on both their transactional and master data. The process I used for extracting these reports to Excel is as follows: -

1. Export Oracle Report to text file

After having run a report the user should view it's output. From the output-viewing screen the menu option Tools > Copy File should be chosen. This will open up the output in your default web browser. From within the browser users should choose File > Save As and then choose to save the file as a text file on the local machine.

2. Import Text file into Excel

Having saved the report output on to your local machine as a text file, this file should now be imported in to Excel. Start up Microsoft Excel and choose File > Open – ensure that “Files of Type” is set to text files so that you can see all text files stored on your machine. Once you have located the text file that you would like to import choose to open it. This will immediately activate the text import wizard as displayed in Figure 1.

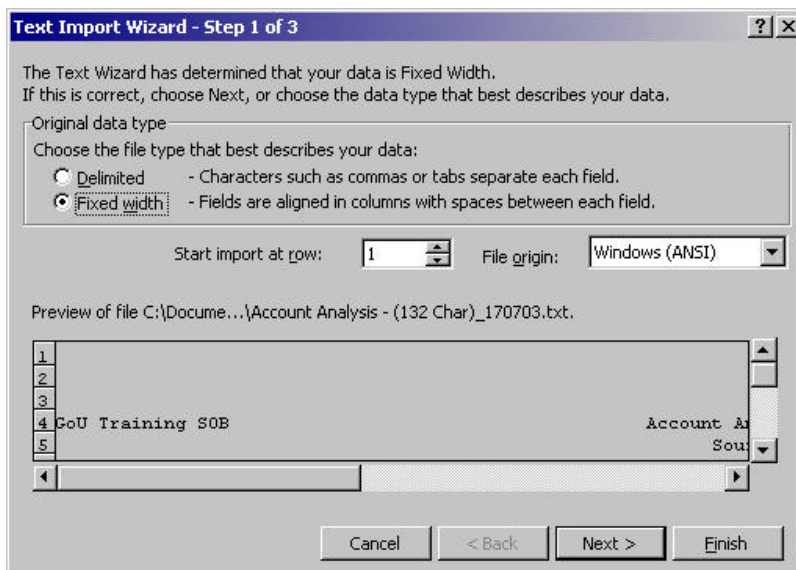


Figure 1: Step 1 of the import of the Account Analysis Report

The text file will need to be delimited using the fixed width delimitation option. Choose this option and then click next. The text import wizard should now be at stage 2. At this point you will now delimit the file according to your own specifications. You should start by scrolling downwards to pick up the headers for the report. In this case the reports headers are Source, Category etc. (see figure 2)

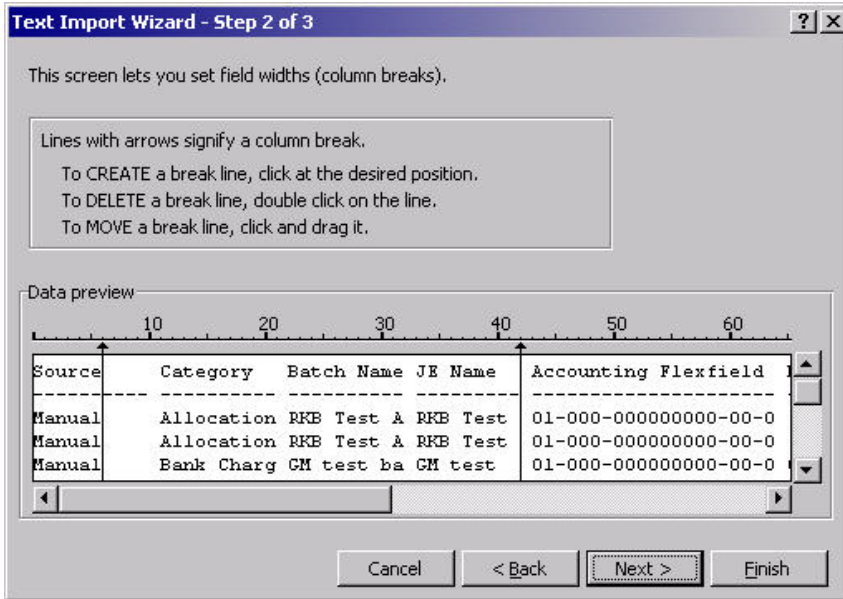


Figure 2: Step 2 of the text import wizard process

Initially the text import wizard will look as displayed in figure 2. Using the instructions displayed to create, delete and move a delimiting line, you should now begin to delimit the file at the points at which the lines underlying the headers start and finish. The end result is shown in figure 3.

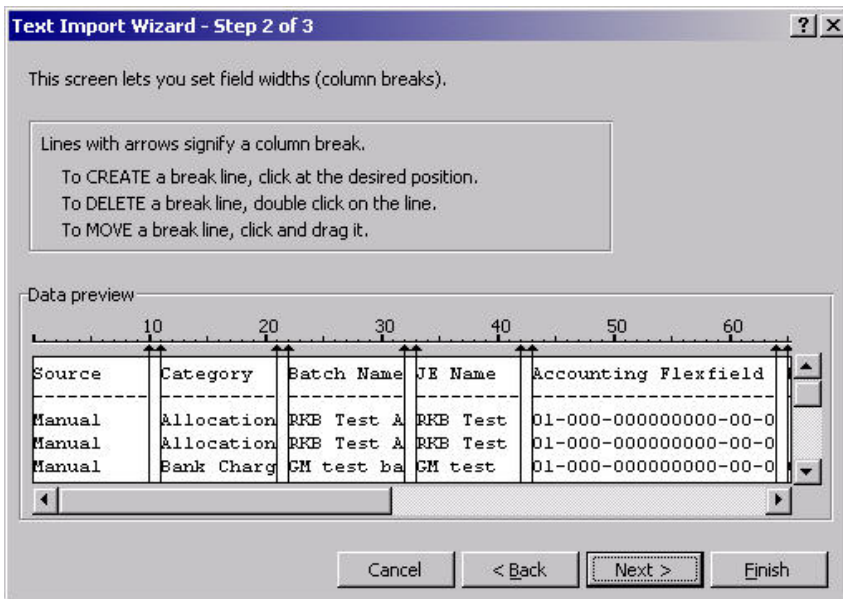


Figure 3: Delimit the file at the points where the lines underlying the headers start and finish

Having finished step 2 click on the finish button to display the results in figure 4.

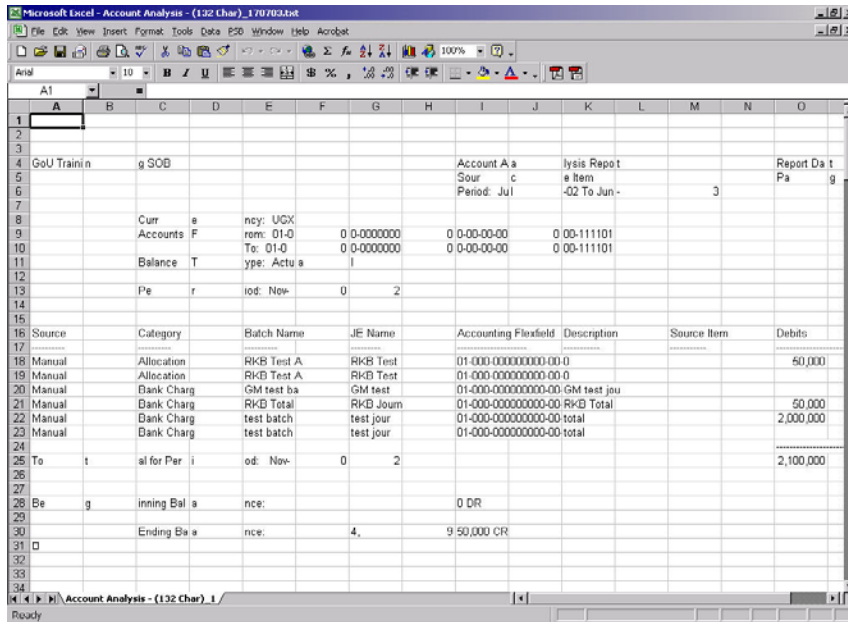


Figure 4: Initial import of the text file in to Excel

Initially the result may be confusing. This is because all the report header information still needs to be removed. This can be achieved relatively quickly by using the sort features of Excel. Before performing a sort, however, columns which are not needed any longer (such as B,D,F,H,J,L,N,P) should be deleted. Once this deletion has been performed, the entire spreadsheet should be selected and the data sort option should be activated

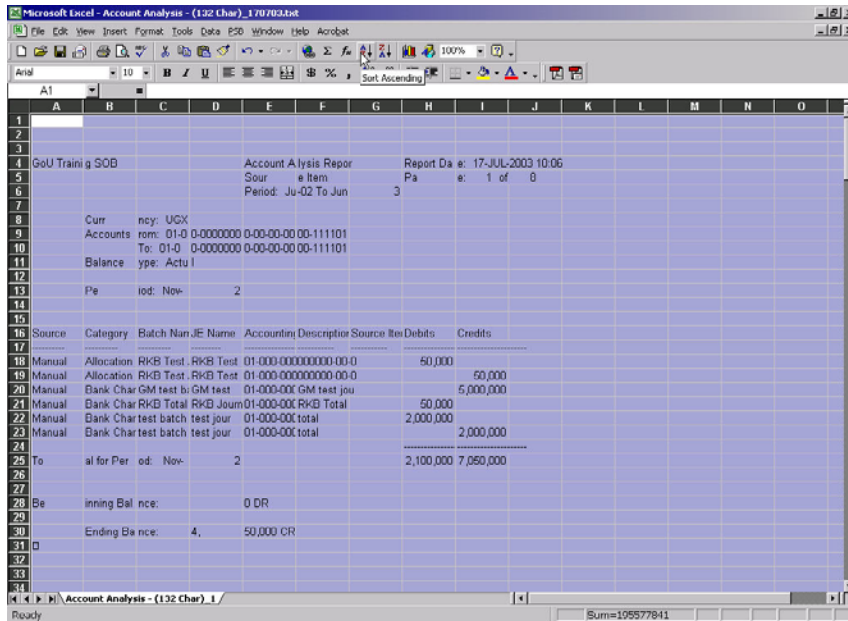


Figure 5: Select the entire spreadsheet and then click the Sort Ascending toolbar

The result of sorting the data will be to group like elements together (see figure 6) so that any unwanted portions of the report can be eliminated and the core report information can be maintained.

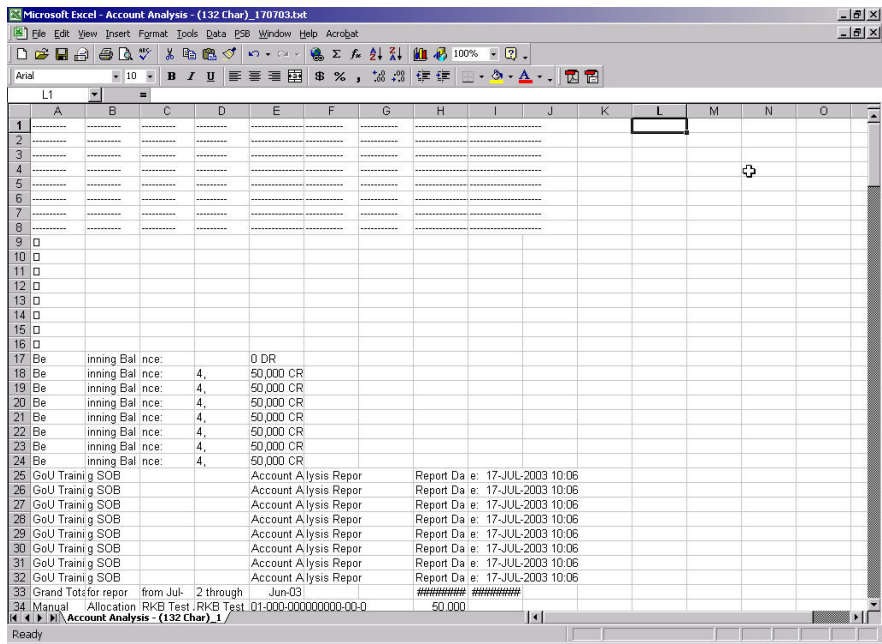


Figure 6: Excel sort option groups like data elements together

Having deleted rows of unwanted data the final report can now be arrived at – see figure 7

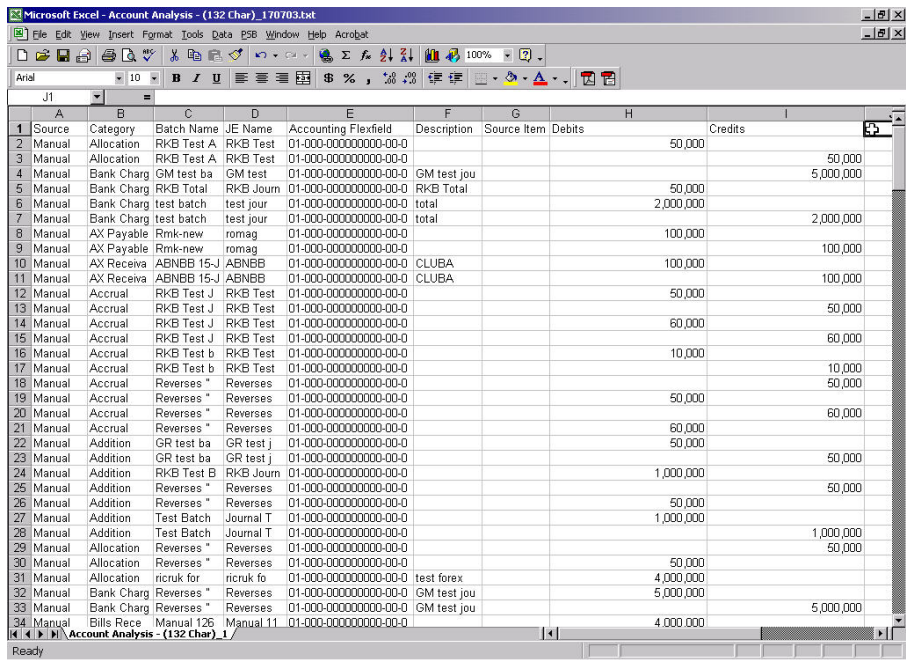


Figure 7: Remove unwanted data elements to arrive at final report

Having arrived at a final report, users can add in totals if needed and format the report according to their own specifications. Lastly, the file should be saved as an Excel file by choosing File > Save As on the menu. The file should be given a name and it is essential to ensure that the "Save as Type" option in the Save As dialogue box indicates the file is a Microsoft Excel workbook. If users find that they are consistently exporting certain reports to Excel they can even record/write a macro which will automate the outlined steps.

Conclusion

Exporting Oracle E-business suite reports in to Excel is quick, simple and cost effective. Users can format these reports to arrive at the layout they desire. Reports from different modules can be combined to facilitate the reconciliation process. Other software such as Oracle Discoverer, Oracle Applications Desktop Integrator (ADI) and third party reporting tools also provide users with enhanced reporting options. However, organisations should always determine which solution is more practical for them. To download a free screen cam on how to perform the process outlined in this article as well as how to export your online inquiry information visit <http://www.richardbyrom.com/download>

About the Author



Richard Byrom is an Oracle Applications Consultant with RPC Data, an Oracle Certified Advantage Partner located in Botswana. He has spent the last 8 years consulting with various professional firms within the Southern Africa Region. He has also presented papers at numerous national and international conferences and contributes to leading journals around the globe. Richard can be contacted at richard@richardbyrom.com or you can visit his web site to download Oracle whitepapers and presentations at <http://www.richardbyrom.com>