

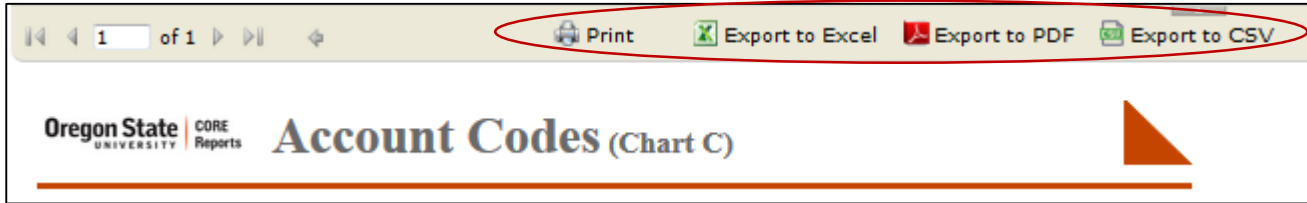


Business Intelligence Center

CORE Help

Printing and Exporting CORE Reports

1. There are four options for printing or exporting a CORE report. The print and export options appear in the report window immediately above the report title.



2. Next select the desired print/export option
 - a. **Print (from PDF)** – Open or Save options, unless user selects automatic action in browser dialog box. The report retains its structure and will appear exactly as it does on the screen. This is a good option for immediate report printing.

The screenshot shows the report content with the title 'Account Codes (Chart C)' and a table. The table has columns for Category, Account, Account Title, Status, Type, Type Description, Normal Balance, and Term Date. The data row shows 'Direct Expenditures' for account '20101' with title 'Office & Administrative Supplies'.

Category	Account	Account Title	Status	Type	Type Description	Normal Balance	Term Date
Direct Expenditures	20101	Office & Administrative Supplies	A	71	Service & Supplies	D	

- b. **Export to Excel** – Open or Save options. Report retains structure as it appears on screen. This report format structure is not ideal for data analysis.

The screenshot shows the report content in an Excel-like format with column headers A through Q and row numbers 2 through 9. The table content is identical to the previous screenshot.

Category	Account	Account Title	Status	Type	Type Description	Normal	Term Date
Direct Expenditures	20101	Office & Administrative Supplies	A	71	Service & Supplies	D	

- c. **Export to PDF** – Open or Save options. Report retains structure as it appears on screen. This format is a good option for immediate printing (see *Print* example above).
- d. **Export to CSV** – Open or Save options. The report data exports in Comma Separated Values (CSV) format. The report does not retain report structure. CSV is a good option for data sorting and analysis.

The screenshot shows a CSV file named 'Acct_Codes_(VAL2754).csv'. The data is flattened into a single row with column headers A through I.

A	B	C	D	E	F	G	H	I
ExecutionTime2								
4/29/2015								
INTERNAL_ACCOUNT	ACCOUNT	ACCOUNT	ACCOUNT	ACCOUNT	ACCOUNT	NORMAL_	TERMINATION_DATE	
Direct Expenditure	20101	Office & A	A		71	Service & D		