

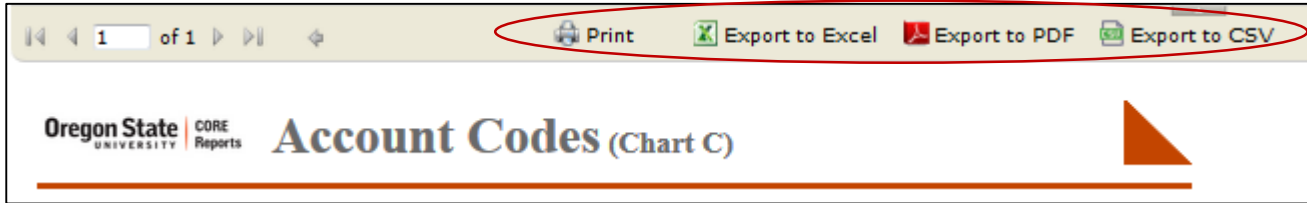


Business Intelligence Center

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.

| 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.

| 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.

| INTERNAL_ACCOUNT | ACCOUNT | ACCOUNT | ACCOUNT | ACCOUNT | ACCOUNT | NORMAL_ | TERMINATION_DATE |
|--------------------|---------|------------|---------|---------|-------------|---------|------------------|
| Direct Expenditure | 20101 | Office & A | A | 71 | Service & D | | |