


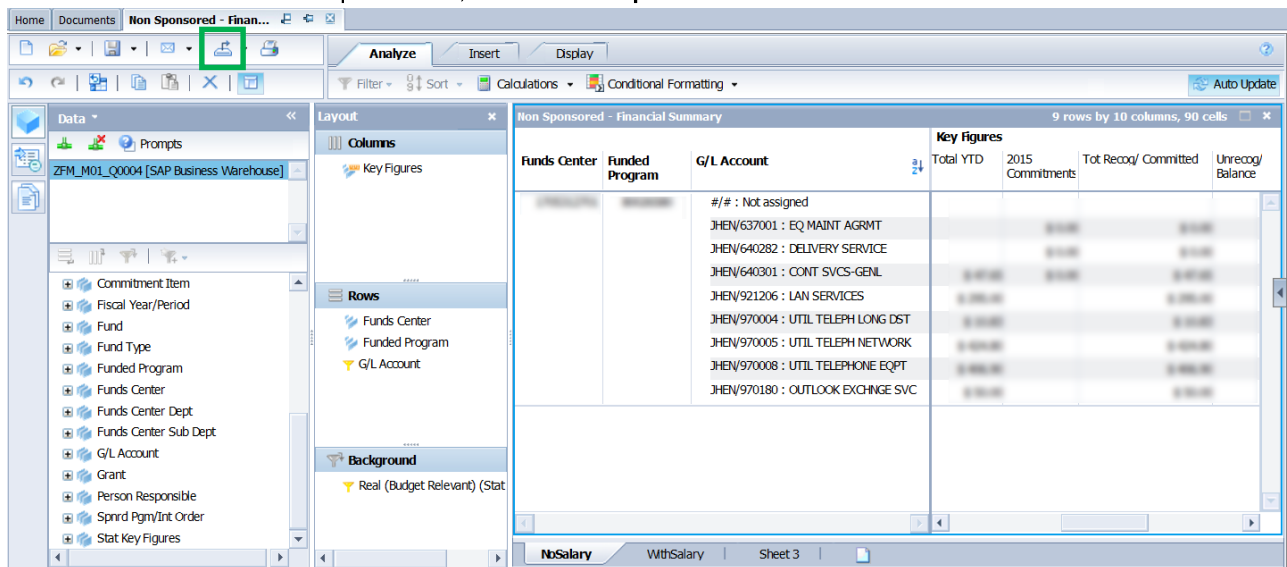
Use this job aid to: export an Analysis report to Excel

## Export a Report to Excel

You want to export an Analysis report to Excel in order to further process and study the data. This job aid will show you how to export the Results panel with repeating texts to an Excel file.

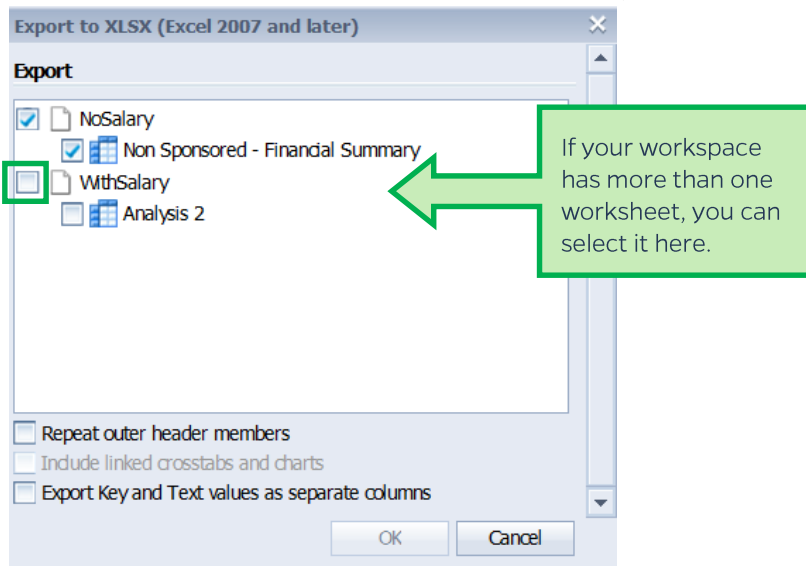
Click the Export Data to Excel button

While in an active workspace tab, click the Export Data to Excel  button.



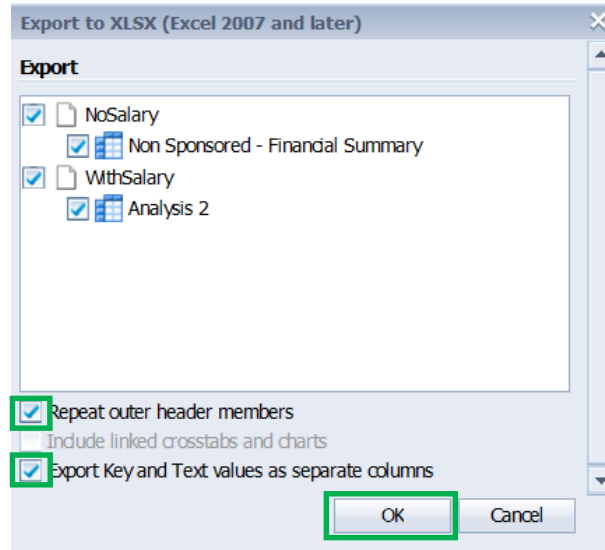
Select the worksheets to export

Select the check box next to the worksheets you want to export.



Select “Repeat outer header members” and “Export Key and Text values...”

Select the check boxes next to Repeat outer header members and Export Key and Text values as separate columns. Next, click OK.



Option 1 – Click Open to preview and then save the file

Click **Open** to preview the file in Excel and then save it to your computer.

Note: Analysis automatically names and date/time-stamps the Excel file for export.

**File Download**

**Do you want to open or save this file?**

Name: ...d - Financial Summary\_2014-10-15\_19-32-49.xlsx  
 Type: Microsoft Excel Worksheet, 6.14KB  
 From: [jhbi.erp.johnshopkins.edu](http://jhbi.erp.johnshopkins.edu)

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

| Funds Center | Funded Program | G/L Account          | JUL 2014 Revenues/ Expense Total YTD |
|--------------|----------------|----------------------|--------------------------------------|
|              |                | Not assigned         |                                      |
|              |                | EQ MAINT AGRMT       |                                      |
|              |                | JHEN/637001          |                                      |
|              |                | JHEN/640282          |                                      |
|              |                | JHEN/640303          |                                      |
|              |                | JHEN/921206          |                                      |
|              |                | JHEN/970004          |                                      |
|              |                | JHEN/970005          |                                      |
|              |                | UTIL TELEPHONE EQPT  |                                      |
|              |                | JHEN/970008          |                                      |
|              |                | OUTLOOK EXCHANGE SVC |                                      |
|              |                | JHEN/970180          |                                      |

Option 2 – Save date/time-stamped file to designated location

Click Save. Navigate to where you would like the file to reside and click Save.

