

### Turning on Interactive Viewer

You can export a report without customizing it. However, if you wish to customize your report, you'll need to turn on Interactive Viewer. To turn on the viewer:

1. First, ensure you select **New Version** from the **Report Version** dropdown, add in your report parameters, then click **Fetch Report.** 

Transaction Det	ails	Summary	<u>Help X</u>
1 Repo		New Version	
Specit View B	y: 🎯	Summary V	
Fro Dat	m e: 🎯	01/01/2022 (MM/DD/YYYY eg. 4/11/2004)	
To Dat	e: 📀	08/31/2023 (MM/DD/YYYY eg. 4/11/2004)	
Co Centr		eg. 223010-223510 or 223010, 2230642,230087 223460,223510, 223640	
Fun	d: 📀	☐ 100     200     300     400     500 □ 600     700     800     900     000	
Accour	nt: 💿	eg. 301000-309000	
Activit	y: 📀		
Tim	e: 📀		
Locatio			
Sour Cod	e: 🤊		
		Fetch Report	

2. *Optional:* Once your report opens, you may wish to select the **Raw data view** option. This may not be available for all reports.

and Code							tun Date/Time:	10/23/2023 09:56:38		
	e: 230087 Demo 2300			TRANSA	CTION DETA	u.	fanager:	Swift, Taylor		
tart Date:	03/01/2009	End Date: 12/31/2099	For the	e period: 01/01/20	22 thru 08/31/202	3 1	ocation:	Keele Campus		
ost Centr	e Status: ACTIVE	HST Rebate Rate: 73%				1	epartment:	47350 Dept 47350		
< Raw da	<u>ta view &gt;&gt; 2</u>					Outstanding PO (	ommitments can be re <u>&lt;&lt; (</u>	viewed in the Outstan Click here for Detailed S		
	ta view ≫ 2	Account Description		Journal / PO /	Journal Ref./	Outstanding PO (				cur Expenses >>
Fiscal	ta view ≫ 2 Date	Account Description Transaction Description	Source	Journal / PO / Voucher ID	Journal Ref./ Invoice #	Outstanding PO ( PO Reference		Click here for Detailed S	im@rtBuy / Con	cur Expenses >> Transaction
Fiscal Year	2		Source			5	<u>«« (</u>	Click here for Detailed S	im@rtBuy / Con Budget	cur Expenses >> Transaction
fiscal Year Revenue	Date		Source			5	<u>«« (</u>	Click here for Detailed S	im@rtBuy / Con Budget	cur Expenses >> Transaction
Fited Year <u>Revenue</u> 033000 I	Date Accounts		Source BU			5	<u>«« (</u>	Click here for Detailed S	im@rtBuy / Con Budget	
Fiscal Year <u>Revenue</u>	Date Accounts CR Sal-Wages	Transaction Description		Voucher ID	Invoice #	5	<u>≪&lt; (</u> Vendor / Refere	Click here for Detailed S	m <u>ærtBuy / Con</u> Budget Amount	cur Expenses >> Transaction Amount

3. Enable Interactivity by opening the Main Menu (hamburger icon in the top-left of your screen).

	Enable Interactivity	Ctrl + I	4			TRAN	SACTIO	N DETAILS REPORT	
Fu	Parameters Table of Contents		nager Fiscal Year	Account Type	Account	Account Description	Date	Transaction Line Description	Sour
20			2022	Expense	486600	Equip Computer-Under \$20,000	04/11/2022	lx laptop SR666160	ULC
20	Link to this page		2022	Expense	486600	Equip Computer-Under \$20,000	04/11/2022	lx dock SR666160	ULC
20			2022	Expense	240100	Ben Ft Support Staff Yusa	02/24/2022	Tfr MileyC payment	ULC
20	Export content	Ctrl + Shift + E	2022	Expense	140100	Sal Ft Support Yusa	02/24/2022	Tfr MileyC payment	ULC
20	Export data		2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC673314 SEP	ULC
20			2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC673318 Res Grad	ULC
20	Print	Ctrl + P	2022	Expense	455000	Computer Software-License Fee	04/28/2022	License Fee	ULC
20			2022	Expense	455000	Computer Software-License Fee	04/28/2022	License Fee	ULC
20	Keyboard Shortcuts	Ctrl + /	2022	Expense	455000	Computer Software-License Fee	04/28/2022	SMS x1	ULC
20	Help	Ctrl + F1	2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC629644 Science x2	ULC
200	250001 Dello 25	0007 Owin, rayior	2022	Expense	455000	Computer Software-License Fee	04/28/2022	INC613201 HR x7	ULC
200	230087 Demo 23	0087 Swift, Taylor	2023	Expense	140000	Sal Ft Support Staff-CPM	05/20/2022	Sal Ft Support Staff-CPM	BU

4. Click Enable Interactivity.

# **Exporting Content**

The **Exporting Content** option allows you to export your eReport into the following formats:

- Excel (XLSX)
- Macro-enabled Excel (XLSM)
- PDF
- PostScript (PS)

- PowerPoint (PPTX)
- Word (DOCX)
- XHTML

This feature enables you to archive, present and share reports with ease.

To export content:

- 1. Click the **Main Menu** icon **=** in the top-left corner of your report.
- 2. Choose the Export content option.

E	_			K K 1 /13	> >I
Disable Interactivity Undo Redo		TRANSA	CTION DETAILS REPORT		
Parameters Table of Contents	Account Description	Date	Transaction Line Description	Journal Ref / Invoice #	PO Refere
Hide/Show Item Link to this page	Fee-Consultants-Benefits N/A Bank Of Montreal - Digital Chq Fee-Consultants-Benefits N/A	04/10/2023	Consultant Cash Distribution	PCGL4047674-B-1 PCGL4047674-B-1	220016384- 220016384-
Save As Export content	Telephone Equip Rental-Telecom Telephone Equip Rental-Telecom	04/10/2023 04/17/2023 04/17/2023	HST Rebate TEL CHARGES Mar 2023 TEL CHARGES Mar 2023	PCGL4047674-B-1	220016384-
Export data Print	Computer Software-License Fee Computer Software-License Fee	06/20/2023	HST Rebate @ 73% QUEST SOFTWARE INC		
Help	Transfer from Capital - Fund 7 Initial CutBase fr 20 to Com	07/04/2023 07/04/2023	Transfer from Capital - Fund 7 Initial CutBase fr 20 to Com	BU3012 BU3012	
_ 200 _ 200	In Year OTO Salary to fr Ctrl In-Year Salary Cut Base fr Ctr	07/04/2023 07/04/2023	In Year OTO Salary to fr Ctrl In-Year Salary Cut Base fr Ctr	BU3012 BU3012	

This will open the **Export content** window:

PDF          Excel (XLSX)       Macro-enabled Excel (XLSM)         PDF       PDF         PostScript (PS)       PowerPoint (PPTX)         Word (DOCX)       XHTML         XHTML       Auto         Auto       Auto         Actual Size       Fit To Whole Page         Chart DPI       100%          192       DI processing
Macro-enabled Excel (XLSM) PDF PotScript (PS) PowerPoint (PPTX) Word (DOCX) XHTML   Page Settings Page style Auto Actual Size Fit To Whole Page Chart DPI [192] [100%
PDF PostScript (PS) PowerPoint (PPTX) Word (DOCX) XhTML    Page settings Page range Auto Actual Size Fit To Whole Page Chart DPI 192 Custom Visualization resolution 100%
PostScript (PS) PowerPoint (PPTX) Word (DOCX) XHTML Page range Page style Auto Auto Auto Auto Auto Auto Size Fit To Whole Page Chart DP! [192] Custom Visualization resolution
PowerPoint (PPTX) Word (DOCX) XHTML Page Settings Page style Auto ~ Auto Actual Size Fit To Whole Page Chart DPI 192
Word (DOCX) XHTML  Page Settings  Page range Auto Auto Auto Actual Size Fit To Whole Page Dustom Visualization resolution 192
XHTML  Page Settings  Page range  Auto  Auto  Auto  Auto  Auto  Auto  Size  Fit To Whole Page  Chart DPI  192  Custom Visualization resolution  100%  Visualization visualization
Page Settings Page range Page style Auto Auto Auto Auto Size Fit To Whole Page Chart DPI Size Size Size Size Size Size Size Size
Page range Auto Auto Actual Size Fit To Whole Page Chart DPI [192] Custom Visualization resolution [100% ~]
Auto        Auto        Auto        Actual Size        Fit To Whole Page        [192]     Custom Visualization resolution
Chart DPI Chart DPI Construct
Chart DPI Custom Visualization resolution
Fit To Whole Page           Chart DPI           192           100%
Chart DPI Custom Visualization resolution
192 100% ~
192 100% ~
BIDI processing Text wrapping
Text word-break
Embedded font
Repaginate while rendering PDF     Disable Flash animation for printing

3. Follow the actions listed in the table below:

	Setting	Description	Action
а	Export Format	The dropdown menu where you select the desired format for the export, such as PDF, Excel, Word, etc.	Select PDF
b	Page Settings Dropdown	The dropdown menu where you select the desired format for the export, such as PDF, Excel, Word, etc.	Open the dropdown
C	Page range	This field is where you would specify which pages of the document you want to export or print. You can enter a single page number, a range (e.g., 1-5), or multiple separate ranges (e.g., 1-3, 5, 7-10).	Leave blank
d	Chart DPI	DPI stands for "dots per inch," and it's a measure of images' resolution, specifically for charts. A higher DPI means more dots per inch, translating to a higher-resolution, more detailed image.	Keep as is
e	BIDI processing	BIDI stands for bidirectional text. This option ensures that text containing both left-to-right (like English) and right-to- left (like Arabic or Hebrew) languages is processed correctly, maintaining the proper order and direction of the text within the document.	Keep checked
f	Text word-break	This setting controls how words are broken at the end of lines. If a word does not fit at the end of a line, it decides whether it should be hyphenated and continued on the next line, or moved to the following line.	Leave unchecked
g	Embedded font	This includes the fonts used in the document within the exported file. Embedding fonts ensures that the text will display with the correct typography, even if the viewing system does not install the same fonts.	Keep checked
h	Repaginate while rendering PDF	This option means that the pagination of the document will be recalculated, or "repaginated," during the PDF creation process. This can affect the layout and the flow of text and objects from one page to another.	Leave unchecked
i	Disable Print	This refers to a security setting that would prevent the resulting PDF from being printed out from a PDF reader.	Leave unchecked
j	Page style	This dropdown allows you to select the style or layout for the pages.	Set to "Auto"
k	Custom Visualization resolution	This dropdown would allow you to choose the resolution for visual elements like graphs or charts within the document. "100%" means that visualizations will be exported at their original size and quality.	Keep at 100%
I	Text wrapping	This allows text to flow or "wrap" around embedded objects or images rather than overlaying or ignoring them. It ensures	Keep checked

		that the text appears next to such elements in a visually appropriate manner.	
m	Font substitution	If the document uses fonts that are not embedded and are also not available on the system performing the export, this option allows the system to replace or substitute missing fonts with similar ones that are available.	Keep checked
n	Render chart in vector graphics	This ensures that any charts included in the document are exported as vector graphics, which retain high quality when scaled or printed, rather than as raster images, which can pixelate when enlarged.	Keep checked
0	Disable Flash animation for printing	This option would remove any Flash-based animations when the document is printed.	Keep unchecked

#### 4. Click Export

Your PDF will look something like this:

	01/2023	to 08/31/2023					TRANSACTION DET	AILS REPORT			
Cost Center: 230		Cost Centre Manager	Fiscal Year	Account	Account Description Da	ate Tra	ansaction Line Description	Source	P0 Reference		et Amount
\$10,781.2	200	Swift,Taylor	2023	197001	Fee-Consultants-Benefits N/A 04	V10/2023 Co	nsultant	AP	2200163844	The Walt Disney Compar	
-\$10,781.		Swift,Taylor	2023	000114	Bank Of Montreal - Digital Chc 04	426/2023 Ca	sh Distribution	AP		The Walt Disney Compar	
-\$905.43		Swift,Taylor	2023	197001	Fee-Consultants-Benefits N/A 04	V10/2023 HS	iT Rebate	AP	2200163844	The Walt Disney Compar	
\$174.77	200	Swift,Taylor	2023	467000	Telephone Equip Rental-Tele: 04	V17/2023 TE	L CHARGES Mar 2023	TEL		TEL	
\$273.04	200	Swift,Taylor	2023	467000	Telephone Equip Rental-Tele: 04	417/2023 TE	L CHARGES Mar 2023	TEL		TEL.	
-\$335.01	200	Swift,Taylor	2024	455000	Computer Software-License F 06	V20/2023 HS	iT Rebate @ 73%	PUR		PERRY, MATT	
\$3,989.02	200	Swift,Taylor	2024	455000	Computer Software-License F 06	W20/2023 QL	JEST SOFTWARE INC	PUR		PERRY, MATT	-
	200	Swift,Taylor	2024	092500	Transfer from Capital - Fund 7 07	7/04/2023 Tr	ansler from Capital - Fund 7	BU		BU3012	298,151.25
	200	Swift,Taylor	2024	099010	Initial CutBase & 20 to Com 07	7/04/2023 Ini	itial CutBase & 20 to Com	BU		BU3012	377,949.47
	200	Swift,Taylor	2024	099504	In Year OTO Salary to fr Ctrl 07	7/04/2023 In1	Year OTO Salary to fr Ctrl	BU		BU3012	(674.34)
-	200	Swift,Taylor	2024	099105	In-Year Salary Cut Base & Ctr 07	7/04/2023 In-	-Year Salary Cut Base & Ctr	BU		BU3012	2,697.33
-	200	Swift,Taylor	2024	099912	InYear OTO to/fr W/inFac/Dep 07	7/04/2023 Int	Year OTO to/fr W/inFac/Dept	BU		BU3012	585,600.00
	200	Swift,Taylor	2024	099912	InYear OTO to/fr W/inFac/Dep 07	7/04/2023 Int	Year OTO to/Tr W/inFac/Dept	BU		BU3012	732,000.00
	200	Swift,Taylor	2024	099010	Initial CutBase & 20 to Com 07	7/04/2023 Ini	itial CutBase fr 20 to Com	BU		BU3012	407,168.20
-	200	Swift,Taylor	2024	099504	In Year OTO Salary to fr Ctrl 07	7/04/2023 In1	Year OTO Salary to fr Ctrl	BU		BU3012	8,438.41
	200	Swift,Taylor	2024	099105	In-Year Salary Cut Base fr Ctr 07	7/04/2023 In-	-Year Salary Cut Base & Ctr	BU		BU3012	10,356.85
Printed By: train	rpt								YORK UNIVERSITY		

1: Click to view in Adobe.

## Exporting Data

Exporting data is the cleanest way to move your report to Excel. It gives you control over what data gets moved and how it is formatted.

To export data:

- 1. Click the **Main Menu** icon in the top-left corner of your report.
- 2. Choose the **Export data** option.

1					K K 1 /13	
	Disable Interactivity Undo Redo		TRANSAG	CTION DETAILS REPORT		
	Parameters Table of Contents	Account Description	Date Transaction Line Description		Journal Ref / Invoice #	PO Refer
	Hide/Show Item	Fee-Consultants-Benefits N/A	04/10/2023	Consultant	PCGL4047674-B-1	220016384
	Link to this page	Bank Of Montreal - Digital Chq	04/26/2023	Cash Distribution	PCGL4047674-B-1	
		Fee-Consultants-Benefits N/A	04/10/2023	HST Rebate	PCGL4047674-B-1	220016384
	Save As	Telephone Equip Rental-Telecom	04/17/2023	TEL CHARGES Mar 2023		
	Export content	Telephone Equip Rental-Telecom	04/17/2023	TEL CHARGES Mar 2023		
2	Export data	Computer Software-License Fee	06/20/2023	HST Rebate @ 73%		
	Print	Computer Software-License Fee	06/20/2023	QUEST SOFTWARE INC		
		Transfer from Capital - Fund 7	07/04/2023	Transfer from Capital - Fund 7	BU3012	
	Help	Initial CutBase fr 20 to Com	07/04/2023	Initial CutBase fr 20 to Com	BU3012	
	_ 200	InYear OTO Salary to.fr Ctrl	07/04/2023	In Year OTO Salary to fr Orl	BU3012	
	_ 200	In-Year Salary Cut Base fr Ctr	07/04/2023	In-Year Salary Cut Base fr Ctr	BU3012	

This will open the **Export content** window:

	Export data
	Available ResultSets:
- 4	
	Available Columna V  Selected Columns:
- 1	Fund Code
Ь	Cost Centre
-	
- 1	Cost Centre Manager
- 1	Fiscal Year
- 1	Account Type
_ L	Account
- 1	Encoding Style
	UTF-8
C	Other
- 1	
– L	(if blank, use the local encoding)
	Options
d	Maximum Rows
-	No Limit
	Values Separator
	Comma (CSV)
	Localize Column Name
<u> </u>	Export Column Display Name 🗸
- Ī	Number Format
9	Scientific Notation
6	Event Column Data tune
	Export Column Data type Export Locale Neutral format
	Export Column Header
	Export Data with Carriage return
	Cancel Export

3. Follow the actions listed in the table below:

	Setting	Description	Action		
а	Available ResultSets	Dropdown to select the data set from which to export data.	Keep as is.		
b	Available/Selected Columns	Interface to select the columns to be exported.	Select your desired columns using the Move One/All options listed below.		
аа	Sort Alphabetically Ascending/Descending	Arrows to sort your columns by alphabetical order	Keep as is.		
bb	Move All Right	Button to move all columns to the Selected list.	Use to select all columns for data export.		
сс	Move One Right	Button to move the highlighted column to the Selected list.	Use to move individually selected columns for data export.		
dd	Move One Left	Button to move the highlighted column back to the Available list.	Use to deselect an individually selected column from data export list.		
ee	Move All Left	Button to move all columns back to the Available list.	Use to deselect all column from data export list.		
C	Encoding Style	UTF-8 is a common encoding that includes a wide array of characters from various languages, while the "Other" option allows for different encodings.	Keep <b>UTF-8</b> selected		
d	Maximum Rows	Option to set a limit on the number of rows to be exported.	Keep <b>No Limit</b> selected		
e	Values Separator	Dropdown to select the character for separating values in the export file.	Keep CSV selected		
f	Localize Column Name	Dropdown to select how column names should be handled in the export.	Keep Export Column Display Name selected		
g	Number Format	Dropdown to select the number format for the exported data.	Keep Scientific Notation selected		
h	Export Column Data type	Checkbox to include the data type of each column in the export.	Leave unchecked		
i	Export Locale Neutral format	Checkbox to ensure the exported data is in a locale-neutral format.	Leave unchecked		

j	Export Column Header	Checkbox to include column headers in the exported file.	Keep checked.
k	Export Data with Carriage return	Checkbox to include a carriage return character at the end of each line in the exported file.	Leave unchecked

4. Click Export

### Video Tutorial

Check out our video tutorial for a more detailed look into modifying columns using the new eReports:



Use the link if you have trouble accessing the video: <u>https://youtu.be/\_p56aBSnKyE</u>