

Introduction

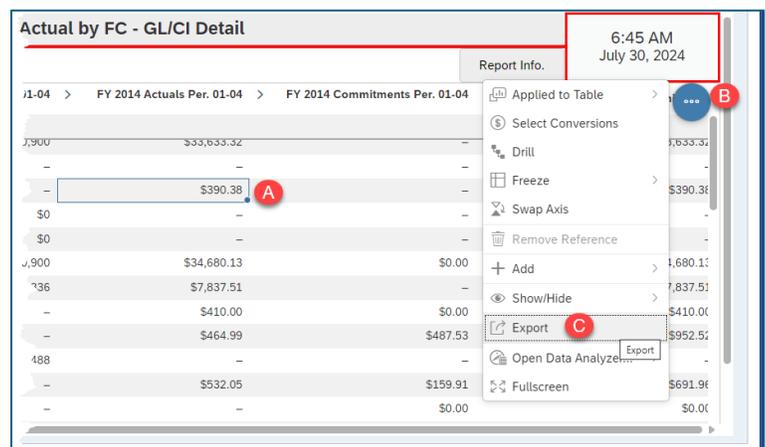
This Help Guide explains how to export data from an SAC report. Available file type choices include CSV (comma separated value), XSLX (native Excel file type) and PDF. Note that there are width limitations when exporting to a PDF file. For a report with many columns of data, it may be necessary to select a CSV or XSLX file type.

Contents

Introduction	1
How to Export Report Data	1
Appendix A: CSV and XLSX file export formats	3
Export to CSV	3
Export to Excel	5
The Appendix tab	6

How to Export Report Data

- This operation uses the ellipsis (three dots) in the upper right portion of the report (**B**). If it isn't visible, click any cell within the report to display the ellipsis (**A**).
- Click on the ellipsis to display a function list.
- Select *Export* (**C**).



Name: enter a name for the exported file or use the default (report name).

i The name may contain only a combination of the characters "A-Z", "a-z", "0-9", or "_"

File Type: choose from CSV (comma separated value), XLSX (Excel file) or PDF.¹

Scope: chose between *Point of view* (the default) or *All*.

Point of view: allows you to export data based on the current view or perspective you have set in your analysis. This feature is particularly useful when you need to share or analyze a specific subset of your data without exporting the entire dataset.

All: the entire data set is exported. For example, the impact of applied filters or hierarchies is removed.

Press the **OK** button to export your data and to close the Export window.

The screenshot shows the 'Export' dialog box in SAP Analytics Cloud. The 'Name' field contains 'Unrestricted Budget to Actual by FC - GL/CI Detail'. The 'File Type' is set to 'CSV'. The 'Scope' is set to 'Point of view'. There are two unchecked checkboxes: 'Include Formatting (converts numbers to strings)' and 'Flatten the Hierarchy (keep all levels in one column)'. The 'CSV Delimiter' is set to 'Comma ,'. A message at the bottom states 'Custom cells won't be exported.' The 'OK' and 'Cancel' buttons are at the bottom right.

¹ Appendix A provides more information about CSV and EXSL file exports.
Last updated 3/28/25

Appendix A: CSV and XLSX file export formats

Here are examples of results when selecting a file type of CSV XLSX. The impact of Scope (Point of View or All) is also demonstrated. A filter has been applied to GL/Commitment Item in the original report.

This is the report as it appeared prior to export.

BOSTON UNIVERSITY		Unrestricted Budget to Actual by FC - GL/CI Detail							
Variable Screen		Dimensions / Measures							
Measures			FY 2018 Budget Per. 01-09	FY 2018 Actuals Per. 01-09	FY 2018 Commitments Per. 01-09	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments
Revenue/Expense	GL/Commitment item	Description							
Expense	510010	SUPPLIES	\$9,305	\$7,940.56	\$0.00	\$7,940.56	\$1,364.44	\$1,364.44	85.3%
	510030	CONS SUPPL-OFFICE	\$800	\$5,791.37	\$948.34	\$6,739.71	-\$5,939.71	-\$4,991.37	842.5%
	510040	CONS SUPPL-RES LAB	-	\$66.91	\$0.00	\$66.91	-\$66.91	-\$66.91	0.0%
	Totals		\$10,105	\$13,798.84	\$948.34	\$14,747.18	-\$4,642.18	-\$3,693.84	145.9%

Export to CSV

Scope: Point of View

	A	B	C	D	E	F	G	H	I	J
1			Measures	FY 2018 Budget Per. 01-09	FY 2018 Actuals Per. 01-09	FY 2018 Commitments Per. 01-09	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments
2	Revenue/Expense	GL/Commitment item	Description							
3	Expense	510010	SUPPLIES	9305	7940.56	0	7940.56	1364.44	1364.44	0.853364858
4	Expense	510030	CONS SUPPL-OFFICE	800	5791.37	948.34	6739.71	-5939.71	-4991.37	8.4246375
5	Expense	510040	CONS SUPPL-RES LAB	-	66.91	0	66.91	-66.91	-66.91	0
6	Expense	Totals		10105	13798.84	948.34	14747.18	-4642.18	-3693.84	1.459394359

Export features to notice:

- A. CSV file shows a single tab (assigned based on the file name) when opened in Excel.
- B. Columns appear as they did in the report from which the data was exported, e.g., the **Budget Measure** shows a single cumulative column. Note this is also true for the **Actuals** and **Commitments** columns.
- C. The filter on GL remains, i.e., only the filtered values are displayed.

Scope: All

	A	B	C	D	E	F	G	H	I	J	K	L	M
			B		FY2018								
			FY2018	Recurring	Recurring	FY2018	FY2018	FY2018	FY2018	FY2018	FY2018	FY2018	FY2018
			Budget	Budget	Budget	Actuals	Actuals	Commitments	Commitments	Total	Unexpended	Unexpended	% Budget
1	Measures		Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09	Per. 09	Per. 01-09	Per. 09	(Actual +	Budget w/	Budget w/o	Expended w/
2	Revenue/Exp	GL/Commitment	item							Commitment)	Commitments	Commitments	Commitments
3	Expense	C 510010	9305	9305		7940.56	-1565.78	0	0	7940.56	1364.44	1364.44	0.853364858
4	Expense	510030	800	800		5791.37	569.28	948.34	172.2	6739.71	-5939.71	-4991.37	8.4246375
5	Expense	510040				66.91		0		66.91	-66.91	-66.91	0
6	Expense	Totals	10105	10105		13798.84	-996.5	948.34	172.2	14747.18	-4642.18	-3693.84	1.459394359
7													

A Unrestricted Budget to Actual b

Export features to notice:

- CSV file shows a single tab when opened in Excel (based on the name of the file).
- Column appearance is different than that displayed in the report. For example, the **Budget** Measure has expanded to reveal the **Recurring** and **Non-Recurring** budget entries. Actuals and Commitments have also been expanded.
- The filter on GL remains, i.e., only the filtered values are displayed.

Export to Excel

Scope: Point of View

	A	B	C	D	E	F	G	H	I	J
				FY 2018 Budget	FY 2018 Actuals	FY 2018 Commitments	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments
1	Revenue/Expense	GL/Commitment Item	Measures	Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09
2			Description							
3	Expense	510010	SUPPLIES	9,305	7,940.56	0	7,940.56	1,364.44	1,364.44	0.853
4	Expense	510030	CONS SUPPL-OFFICE	800	5,791.37	948.34	6,739.71	-5,939.71	-4,991.37	8.425
5	Expense	510040	CONS SUPPL-RES LAB		66.91	0	66.91	-66.91	-66.91	0
6	Expense	Totals		10,105	13,798.84	948.34	14,747.18	-4,642.18	-3,693.84	1.459
7										
32										

Export features to notice:

- The file contains two tabs: the name of the exported file (A) and a tab labeled *Appendix* (B). This tab is described below.
- Column appearance is the same as that displayed in the report. For example, the **Budget**, **Actuals** and **Commitments** columns do not show hidden columns.
- The file contains more formatting features (C) than a CSV file.
- The filter on GL remains, i.e., only the filtered values are displayed.

Scope: All

	A	B	C	D	E	F	G	H	I	J	K	L	M
			FY 2018 Budget	FY 2018 Recurring Budget	FY 2018 Non-Recurring Budget	FY 2018 Actuals	FY 2018 Actuals	FY 2018 Commitments	FY 2018 Commitments	FY 2018 Total (Actual + Commitment)	FY 2018 Unexpended Budget w/ Commitments	FY 2018 Unexpended Budget w/o Commitments	FY 2018 % Budget Expended w/ Commitments
1	Revenue/Expense	Measures	Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09	Per. 09	Per. 01-09	Per. 09	Per. 01-09	Per. 01-09	Per. 01-09	Per. 01-09
2		GL/Commitment Item											
3	Expense	510010	9,305	9,305		7,940.56	-1,565.78	0	0	7,940.56	1,364.44	1,364.44	0.853
4	Expense	510030	800	800		5,791.37	569.28	948.34	172.2	6,739.71	-5,939.71	-4,991.37	8.425
5	Expense	510040				66.91		0		66.91	-66.91	-66.91	0
6	Expense	Totals	10,105	10,105		13,798.84	-996.5	948.34	172.2	14,747.18	-4,642.18	-3,693.84	1.459
7													
24													

Export features to notice:

- The file contains two tabs: the name of the exported file (A) and a tab labeled *Information on Query* (B). This tab is described below.
- Column appearance is different than that displayed in the report. For example, the **Budget** Measure has expanded to show the **Recurring** and **Non-Recurring** budget entries (C).
- The filter on GL remains, i.e., only the filtered values are displayed.

The Appendix tab

Unlike the result when exporting to a CSV file, an Excel export contains an *Appendix* tab. The contained in the tab serves a useful purpose to document who ran the report, when it was run, the various parameters that were specified at runtime and any filters applied after the report ran.

	A	B	C	D
1	Technical Information			
2	Model name	CUBE:t.5:CfK2b1cdn4vore1ftvmaue13h		
3	Tenant URI	https://trustees-of-boston-ma.us10.hcs.cloud.sap/sap/fpa/ui/		
4	Story URI	https://trustees-of-boston-ma.us10.hcs.cloud.sap/sap/fpa/ui/app.html#/story&/s/4E08250252EC759034346C28CEE27E7B		
5	Created by	A		
6	Created on		B	
7				
8	Variables			
9	Period/Fiscal Year	EQUAL	MAR 2018	
10	Funds Center	IN		
11	Revenue (2) / Expense (3)			
12	GL / Commitment item	C		
13	Business area			
14	Unit Number			
15	Funded Program Type			
16	Funded Program			
17	Fund			
18	Budget Version	EQUAL	Plan/actual version	
19	FM Statistical Indicator	EQUAL	Real (Budget Relevant)	
20	Customer Exit Variable for Sec Gran	EQUAL		
21	Fiscyear derived from ZVAR_FPCEX	EQUAL	2018	
22	Grant (Authorization)			
23	Fiscal Year Period (000)	EQUAL	2018000	
24	GL Account filtered by ZGL_FILTER	NOT_EQUAL	S840703	S850703 S850810
25	Previous Year/Fiscal Period	EQUAL	2017009	
26	Previous Year/Fiscal Period 000	EQUAL	2017000	
27	Fiscal Year from ZVAR_FPCEX	2018		
28	Fiscal Period Current	09		
29	Text variable replaced by OFISCYEAR			
30	Text Variable OFISCPER (Only Fiscal Y			
31				
32	Story Filters			
33	Dimension	D	Value	
34	GL/Commitment item		TRBU/510010 (SUPPLIES), TRBU/510030 (CONS SUPPL-OFFICE), TRBU/510040 (CONS SUPPL-RES LAB)	

Tab features to notice:

- A. The logon ID of the individual who ran the report is displayed.
- B. The date and time of the report run is documented.
- C. The values specified on the Variable Entry screen are listed.
- D. The filters applied after the report was run are included.