

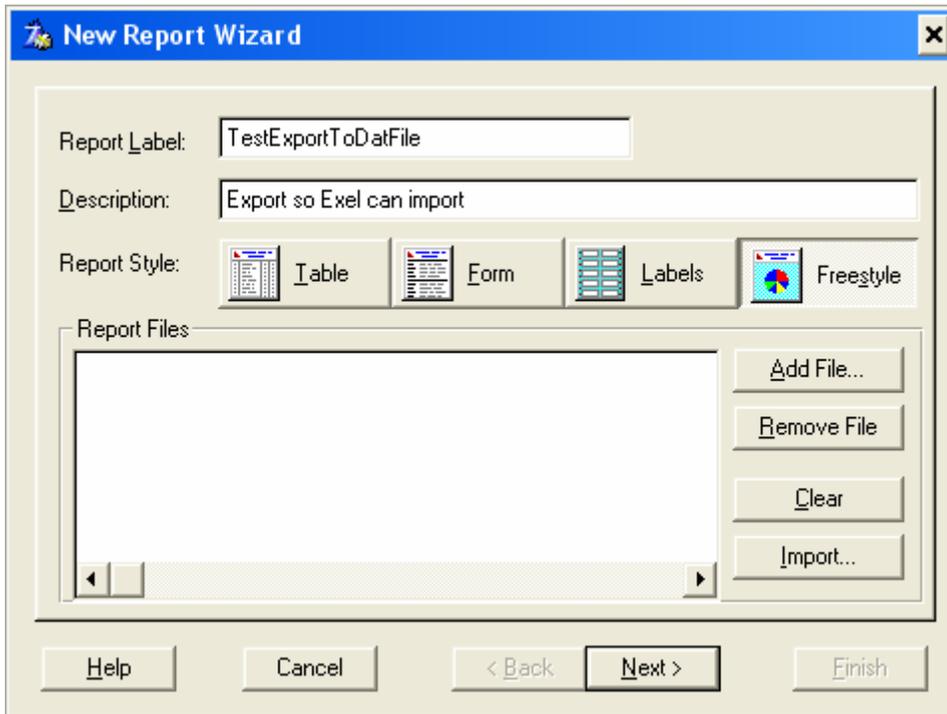


*C*OMPUTER *S*UPPORT *A*SSISTANCE *P*ROGRAM

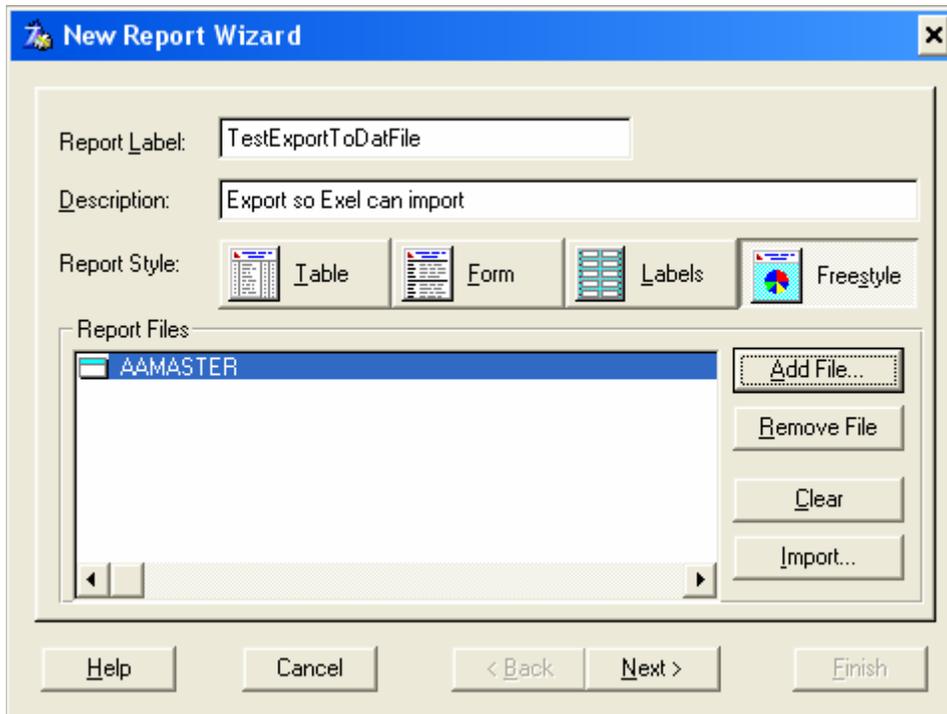
August 4-8, 2008
Annual Assessor's Conference

Exporting a Data file to Excel from Report Writer

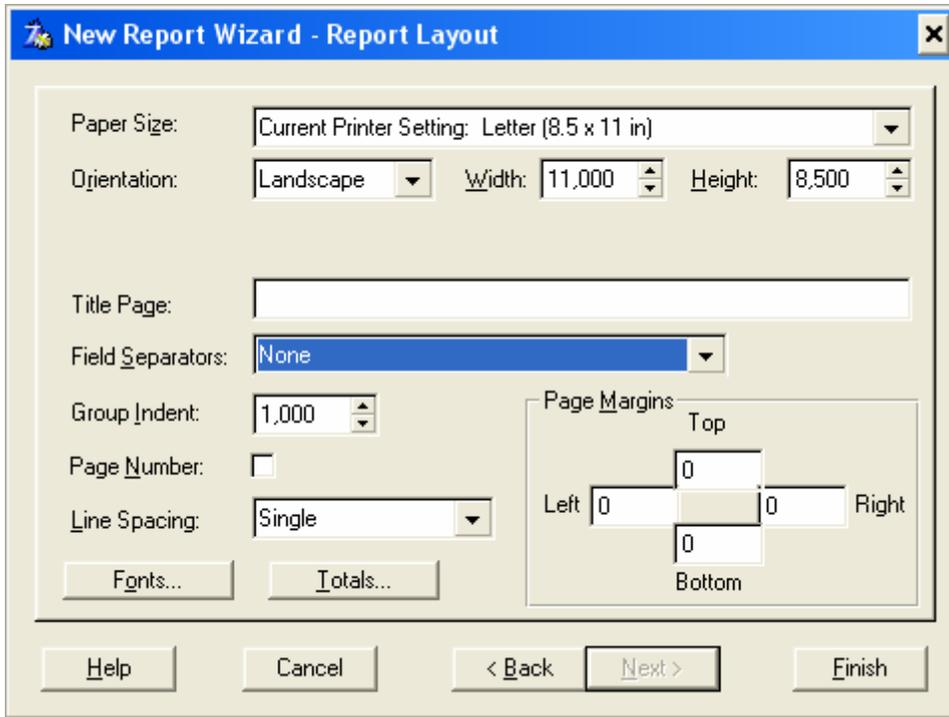
Open the REALPERS.TXR and click the New button.



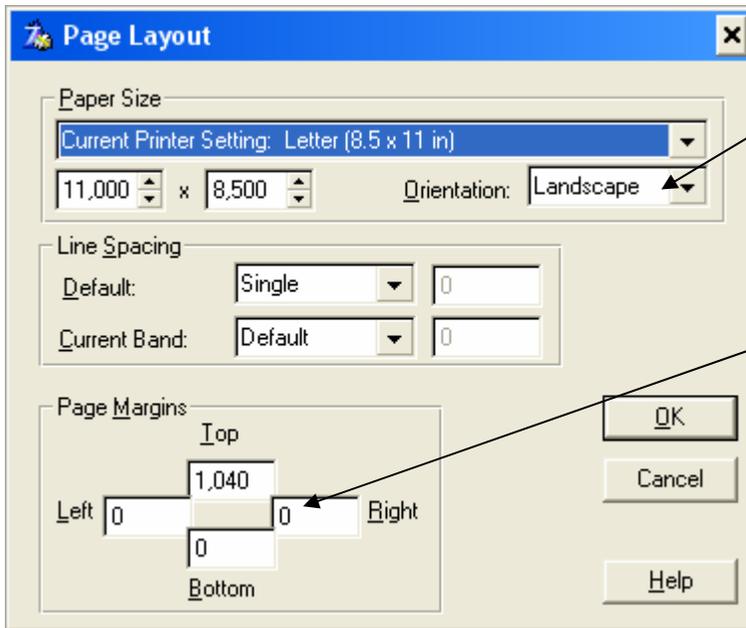
Give this report a Label and a Description. Select freestyle for the report style.



Click the Add file button and select **AAMASTER** then click the Next button.



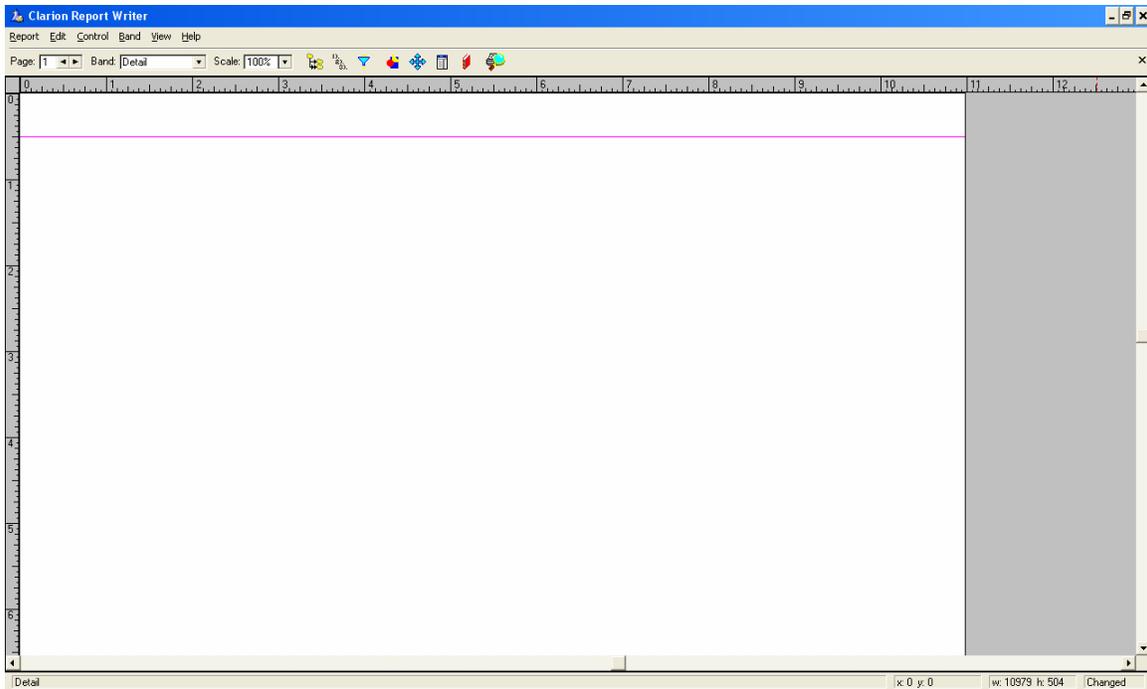
Set line spacing to single, page margins to zero, landscape, then click the Finish button. The layout screen displays. Delete the page header by right clicking in the Page Header band and select delete band.



Change Orientation to Portrait (not landscape).

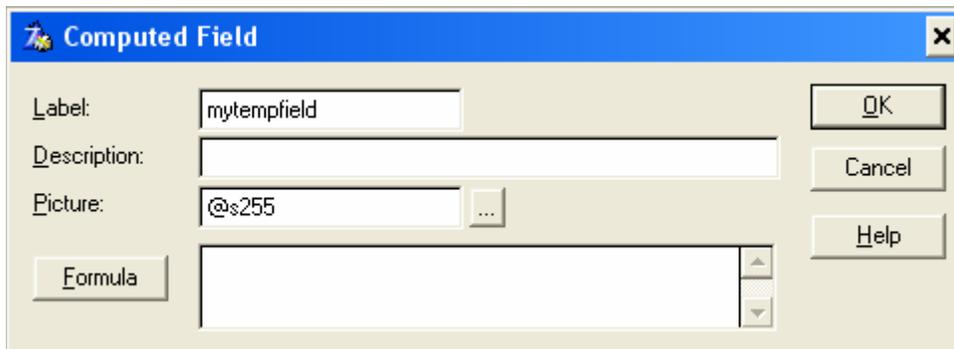
From the top of the screen click Report then Page Layout making sure the top margin is set to zero, this is **not**.

Click the OK button.

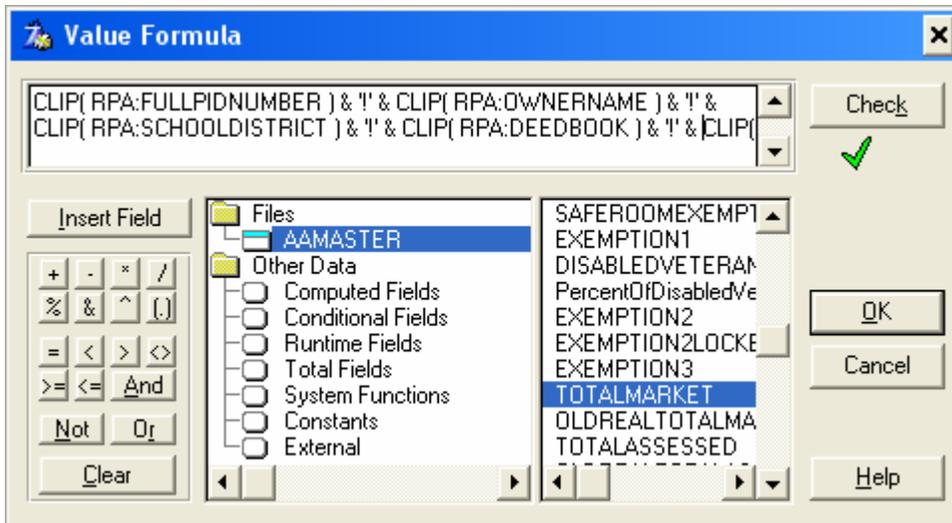


Your report should look like this. No header band and the detail band at the top.

Click the File Schematic icon and select **Computed Fields** then click the Add Computed Field button.



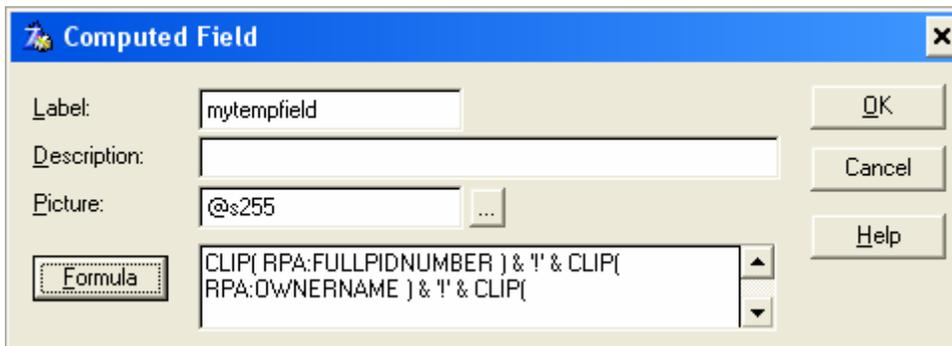
Next start to create the fields you want in the export remembering that the Picture clause needs to be large enough for all the fields you are selecting but 255 is the largest it can be. Build the list by clicking the Formula button.



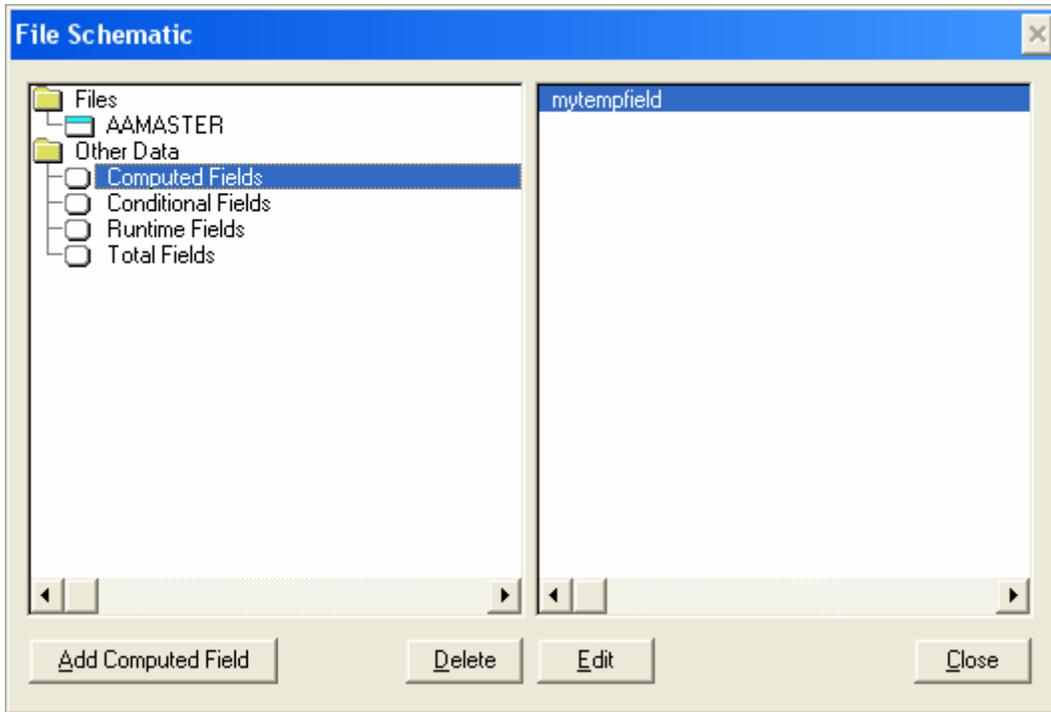
Build your formula.

CLIP(RPA:FULLPIDNUMBER) & '!' & CLIP(RPA:OWNERNAME) & '!' &
 CLIP(RPA:SCHOOLDISTRICT) & '!' & CLIP(RPA:DEEDBOOK) & '!' &
 CLIP(RPA:DEEDPAGE) & '!' & FORMAT(RPA:DEEDSIGNEDDATE,@D2) & '!' &
 CLIP(RPA:TOTALMARKET)

When you are done click the OK button.

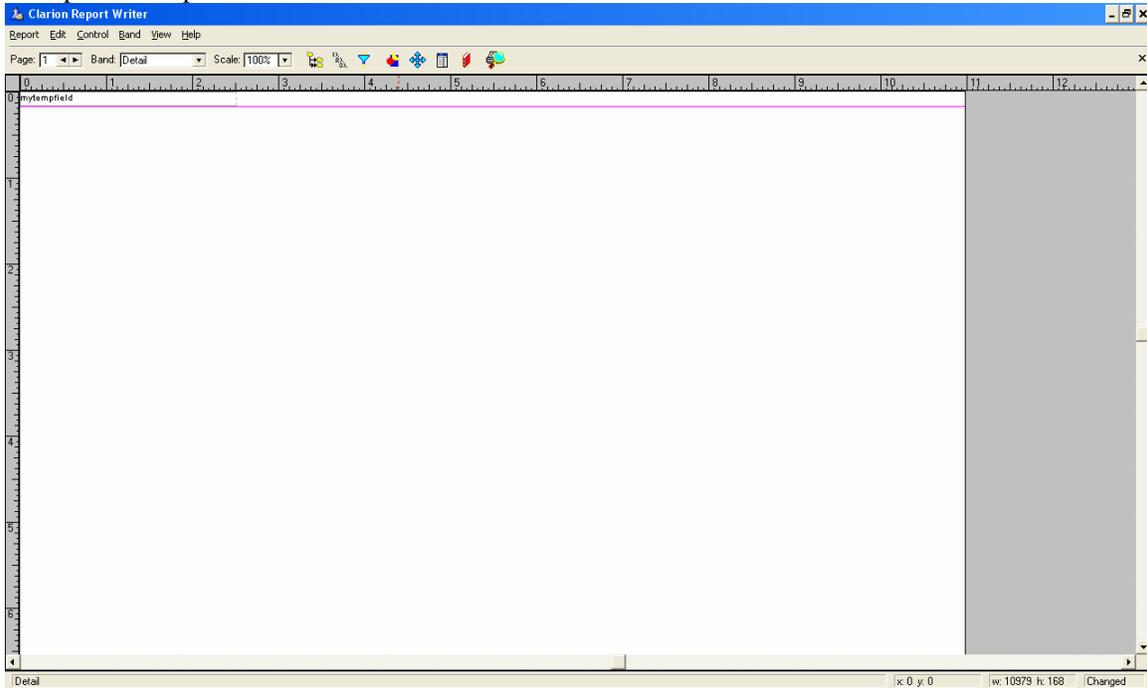


Put in another computed field formatted as a date field to tell Excel this is a date.

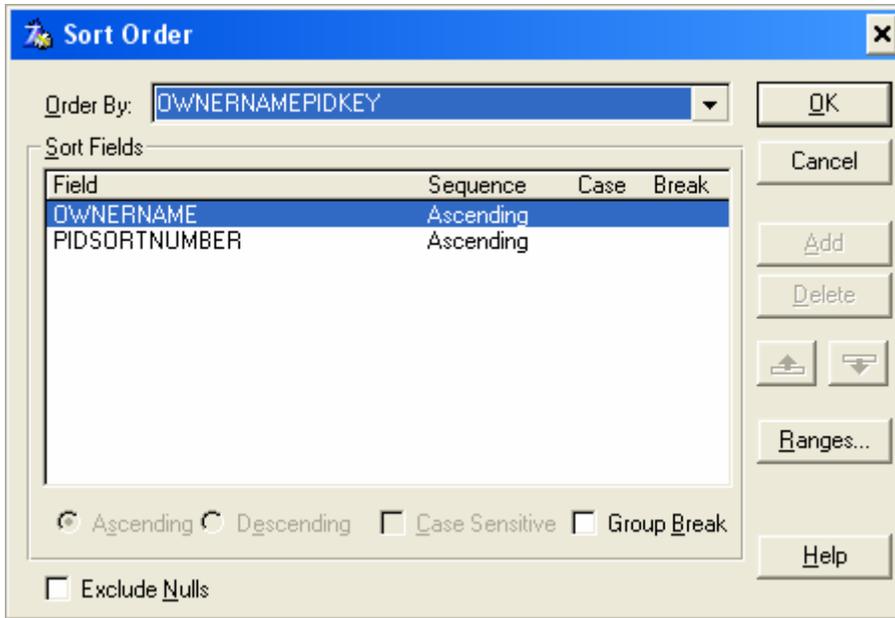


Click Close.

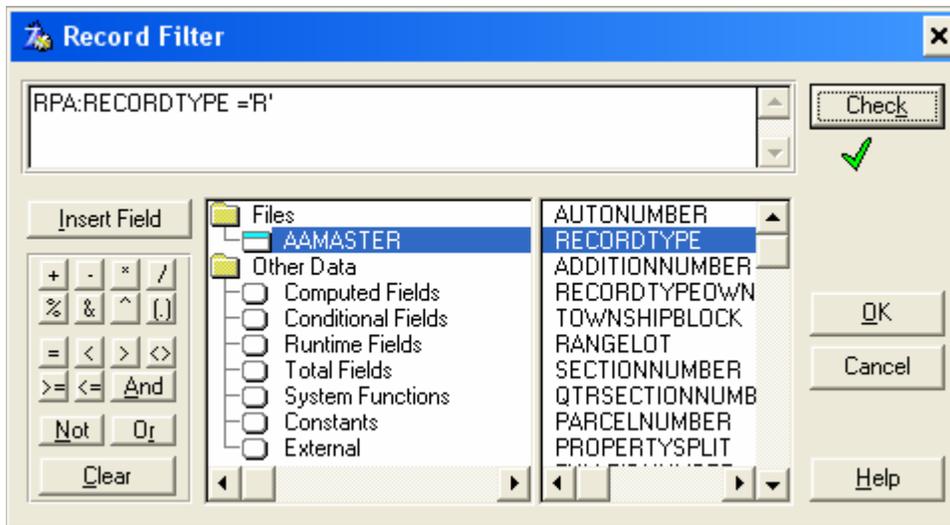
Next put the temp field on the detail band.



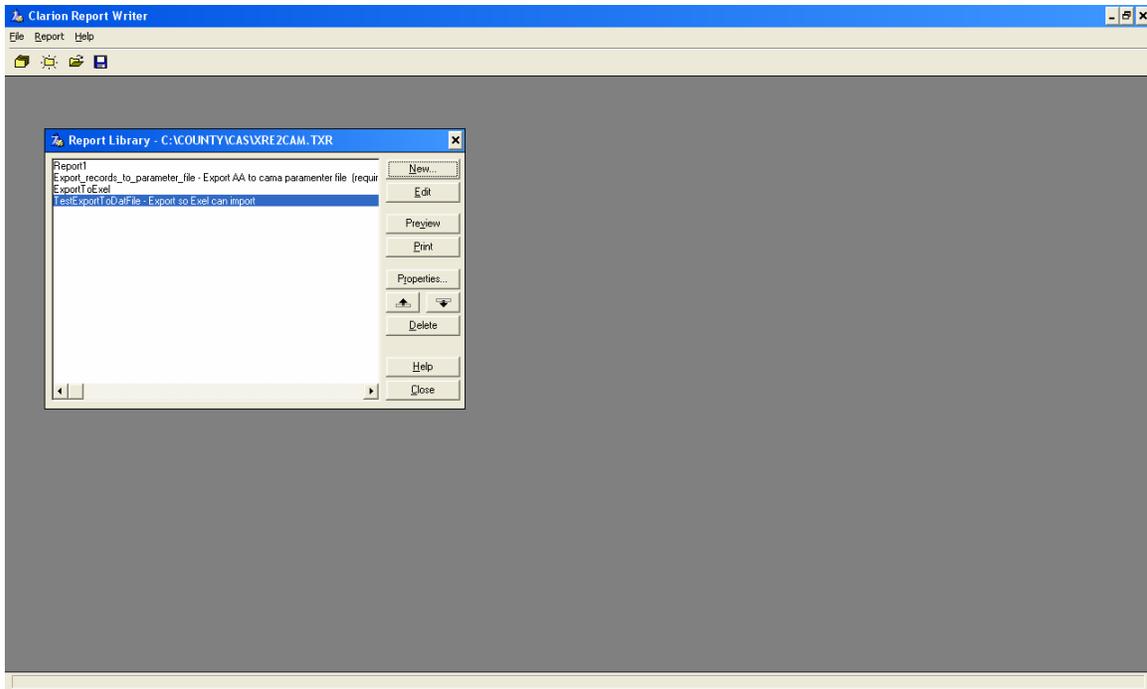
Then move the detail band up to just under the temp field.



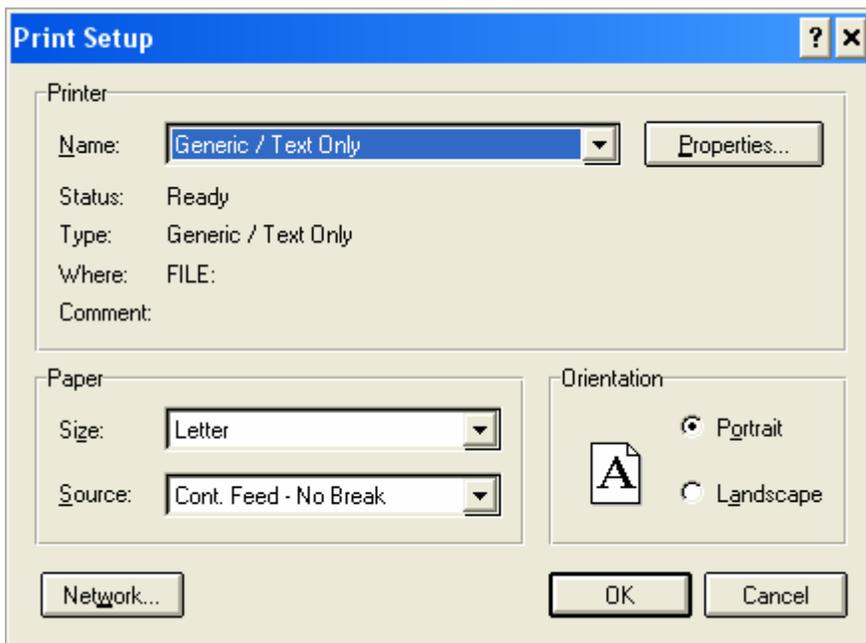
Add your sort order.



Add your filter.

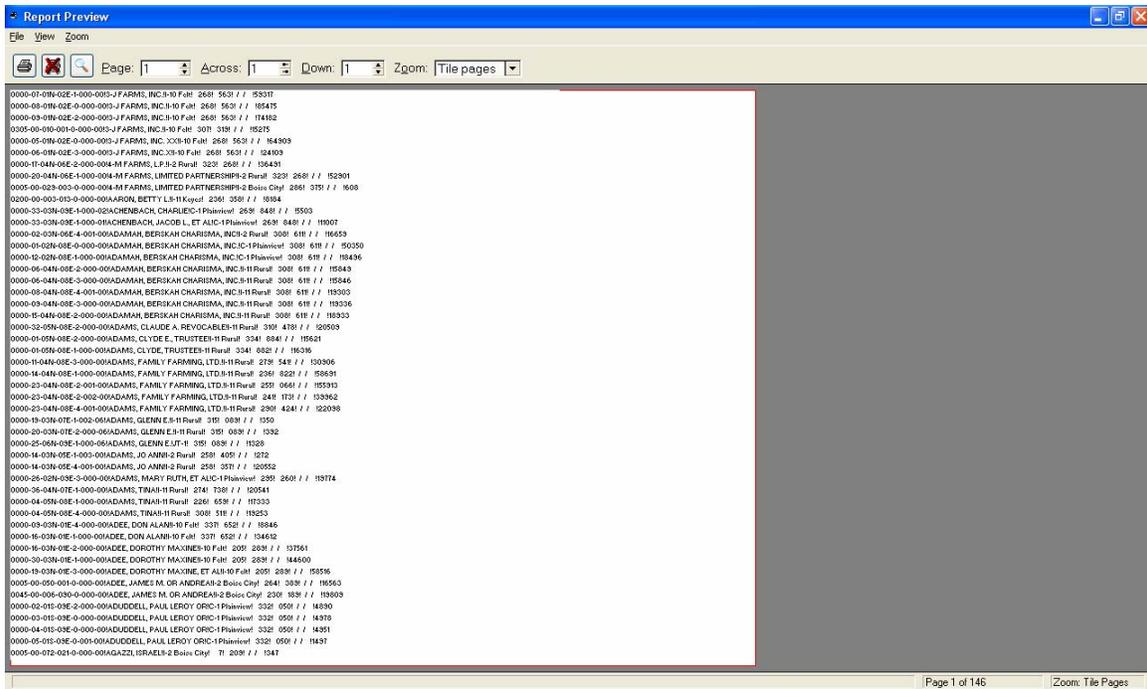


Close and save your report.

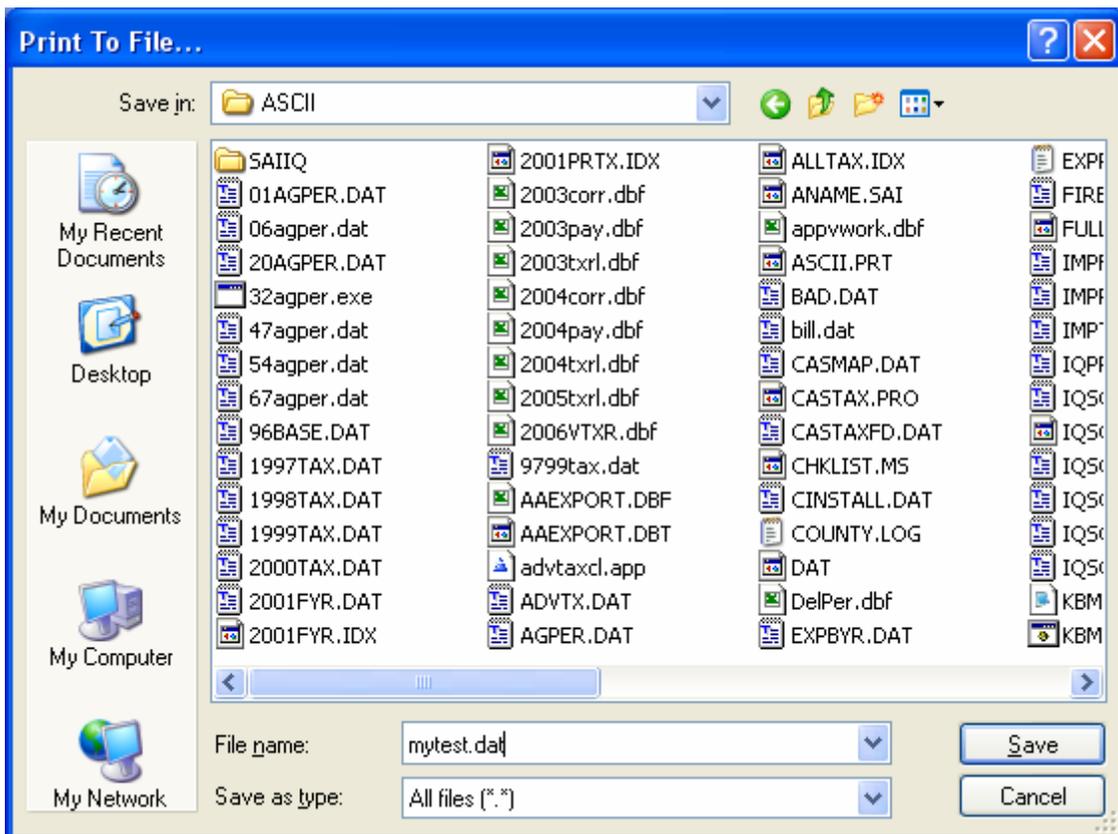


Use Generic / Text Only, Portrait, and Source must be Cont. Feed – No Break.

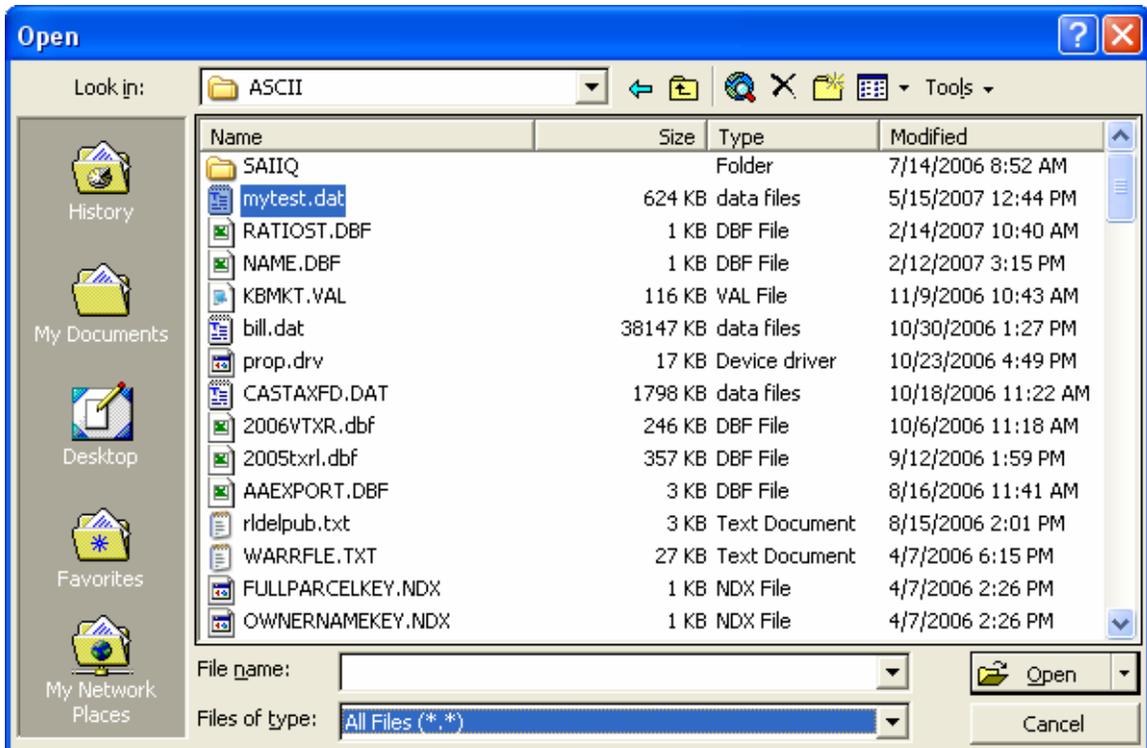
Click Preview.



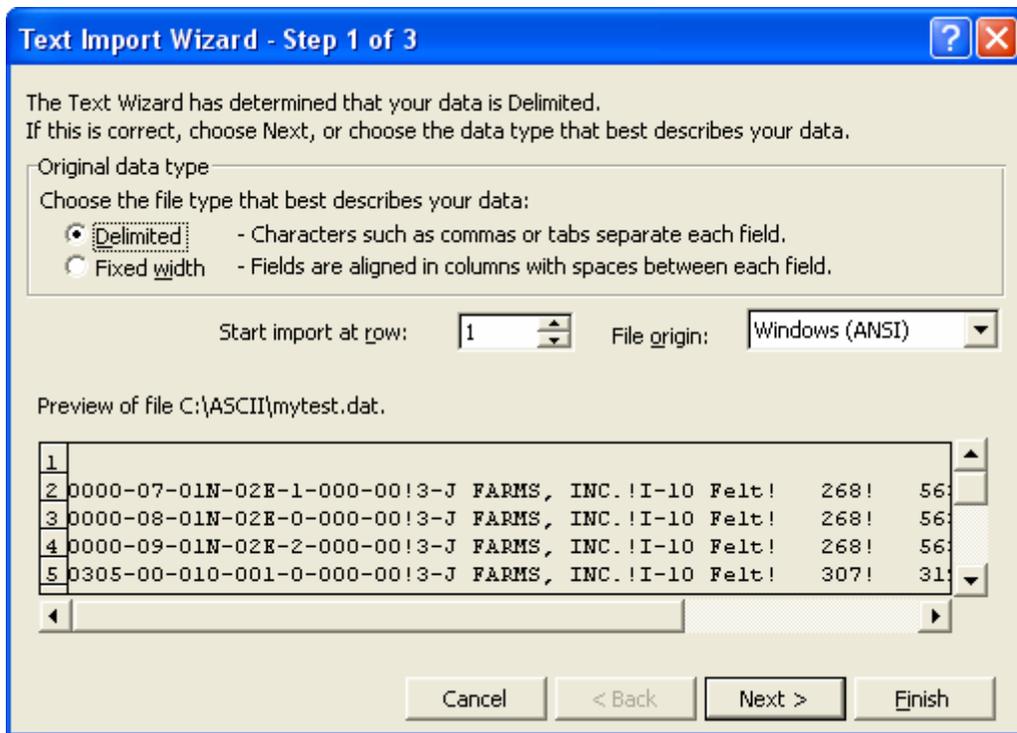
When you get the preview screen, click the printer icon it will not actually print anything at this time.



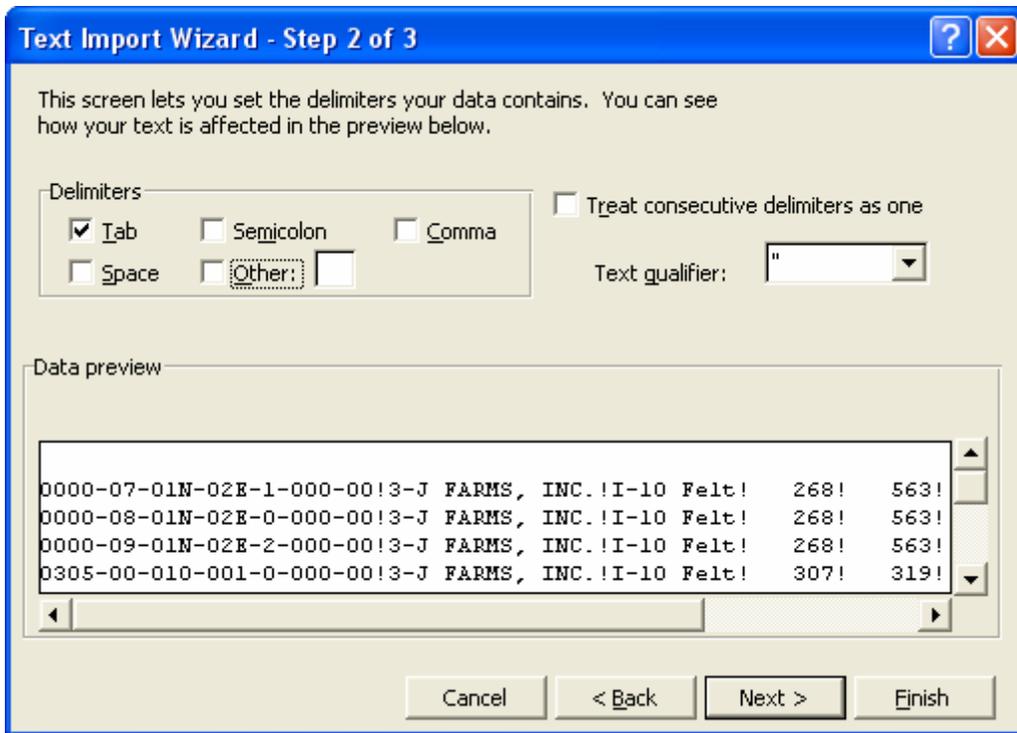
Save in ASCII or whatever folder you want. Then name the file. Use a DAT extension.



Start Excel, click open, go to the ascii folder and set files of type to All Files (*.*)
Then click on your file and click Open

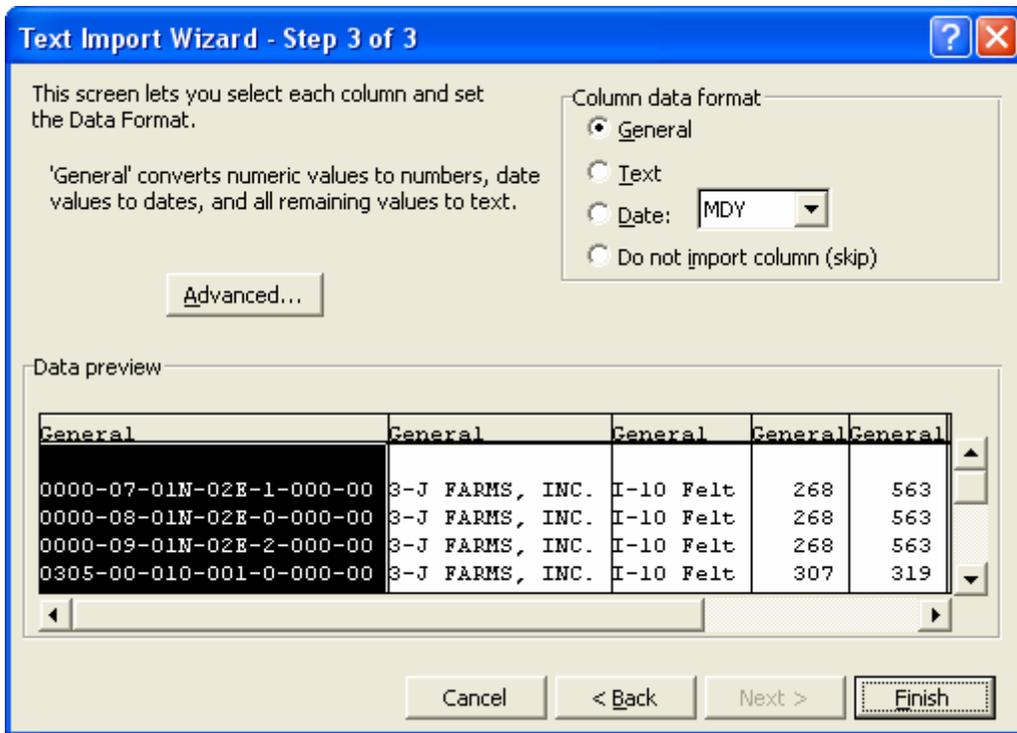


If Delimited is checked then click Next

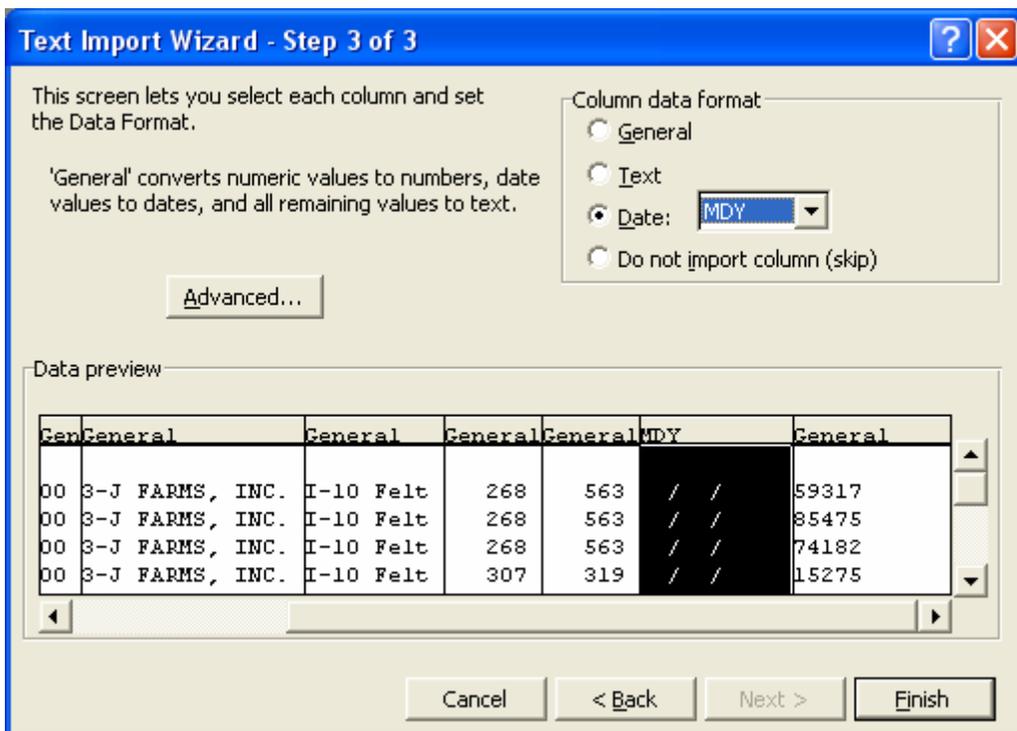


Uncheck Tab and check Other then enter an “!” in the box next to Other. Remember the “!” (exclamation marks) we added in the formula, this is what you see in the data preview screen. It is used as a way to separate the data fields.





Click on the fields if you want to change these settings, then click Finish



Change the column data format to Date: then click finish.

Microsoft Excel - mytest.dat

File Edit View Insert Format Tools Data Financial Manager Window Help

100%

A953 = 0.0000-11-04N-08E-1-000-00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
953	0000-11-04N-08E-1-000-00	CHRIS HUNT WATER HAULING	I:11 Rural	320	407	/ /								
954	0000-18-04N-08E-3-003-00	CHRIS HUNT, WATER HAULING	I:11 Rural	299	6	/ /								
955	0000-18-04N-08E-3-004-00	CHRIS HUNT, WATER HAULING	I:11 Rural	253	373	/ /								
956	0005-00-074-014-0-000-00	CHRISTIAN, SHELLEY F.	I:2 Boise City	310	493	/ /								
957	0000-13-01N-09E-3-001-00	CHUMAN, RUTH, TRUSTEE	C-1 Plainview	296	903	/ /								
958	0000-24-01N-09E-2-000-00	CHUMAN, RUTH, TRUSTEE	C-1 Plainview	296	903	/ /								
959	0000-34-01N-09E-4-002-00	CHUMLEY, SHARON	C-1 Plainview	322	749	/ /	10009							
960	0005-00-087-008-0-000-00	CHURCH, BOARD OF ELDERS OF	I:2 Boise City	51	199	/ /								
961	0115-00-009-014-0-000-00	CHURCH, BOISE CITY CHRISTIAN	I:2 Boise City	192	251	/ /								
962	0115-00-016-001-0-000-00	CHURCH, BOISE CITY CHRISTIAN	I:2 Boise City	280	294	/ /								
963	0115-00-009-006-0-000-00	CHURCH, BOISE CITY CHRISTIAN	I:2 Boise City	103	434	/ /								
964	0105-00-004-001-0-000-00	CHURCH, CATHOLIC	I:2 Boise City	102	341	/ /	0							
965	0075-00-010-075-0-000-00	CHURCH, CHRISTIAN	I:2 Boise City	108	279	/ /	0							
966	0305-00-006-013-0-000-00	CHURCH, FELT UNITED METHODIS	I:10 Felt	318	773	/ /								
967	0000-24-05N-08E-2-000-00	CHURCH, FIRST CHRISTIAN, OF	I:11 Rural	68	313	/ /								
968	0200-00-010-005-0-000-00	CHURCH, FIRST METHODIST,	I:11 Keyes	5	591	/ /								
969	0000-35-06N-09E-4-000-00	CHURCH, FIRST UNITED METHODIK	J:1	261	492	/ /								
970	0230-00-001-003-0-000-00	CHURCH, FIRST UNITED METHODIK	I:11 Keyes	261	492	/ /								
971	0000-25-03N-05E-4-001-00	CHURCH, HOPE LUTHERN	I:2 Rural	309	218	/ /	0							
972	0310-00-013-012-0-000-00	CHURCH, KENTON METHODIST	I:2 Rural	5	594	/ /	0							
973	0205-00-023-004-0-000-00	CHURCH, KEYES UNITED METHOC	I:11 Keyes	280	357	/ /								
974	0010-00-005-000-0-001-00	CHURCH, OF CHRIST	I:2 Boise City	40	71	/ /	0							
975	0205-00-018-003-0-000-00	CHURCH, OF CHRIST OF KEYES	I:11 Keyes	33	153	/ /								
976	0210-00-030-008-0-000-00	CHURCH, OF CHRIST OF KEYES,	I:11 Keyes	158	315	/ /								
977	0005-00-063-007-0-000-00	CHURCH, OF GOD	I:2 Boise City	257	391	/ /	0							
978	0000-31-02N-09E-1-002-00	CHURCH, OF GOD (GRIGGS)	C-1 Plainview	134	607	/ /								
979	0005-00-004-001-0-000-00	CHURCH, RIVER OF THE LIVING	I:2 Boise City	325	508	/ /								
980	0310-00-003-006-0-000-00	CHURCH, RIVER OF THE LIVING	I:2 Rural	225	319	/ /								
981	0070-00-012-067-0-000-00	CHURCH, ST PAULS UNITED	I:2 Boise City	334	856	/ /								
982	0070-00-012-071-0-000-00	CHURCH, ST. PAULS UNITED	I:2 Boise City	231	184	/ /								
983	0095-00-012-026-0-001-00	CHURCH, ST. PAULS UNITED	I:2 Boise City	333	749	/ /								
984	0310-00-010-007-0-000-00	CHURCH, ST. PAULS UNITED	I:2 Rural	332	440	/ /								
985	0005-00-028-001-0-000-00	CHURCH, THE FIRST BAPTIST, OF	I:2 Boise City	100	275	/ /								
986	0200-00-013-001-0-000-00	CHURCH, THE FIRST BAPTIST, OF	I:11 Keyes	126	62	/ /								
987	0205-00-019-001-0-000-00	CHURCH, THE FIRST BAPTIST, OF	I:11 Keyes	127	73	/ /								

Ready NUM

And here is what you get.

Works every time (or nearly so).