

## How to open a .dat file – in this example, the Project Summary Report:

- 1. Navigate to Project Costing > Reports > Project Summary Report
- 2. Create a new run control ID & click Add

SMART		Home Worklist MultiChannel Console Add to Favorites Sign out
Menu 🗖	1	
	^	New Window   Help   🚌
SEFA Report		
▷ Definition		Project Summary Report
Summary		
<ul> <li>Project Budget Review</li> <li>Configure SQR Report</li> </ul>		Find an Existing Value Add a New Value
- Project Costing Query		
- Project Summary Report		
<ul> <li>Project Summary Report</li> <li>Project Resource Extract</li> </ul>		Run Control ID: PROJ_SUMM_RPT
D Review Costs		
Accounting		Add
▷ Assets		Adu
D Third Party Integration		
▷ Utilities		Find an Existing Value Add a New Value
- Project Costing Center		

3. Enter the parameters to narrow down the data displayed on the report and click the Run button

c attoin	
SMART	Home Worklist MultiChannel Console Add to Favorites Sign out
Menu Reports ▷ SEFA Report	New Window   Help   Customize Page   🖷
<ul> <li>Definition</li> <li>Summary</li> </ul>	Project Summary
<ul> <li>Project Budget Review</li> <li>Configure SQR Report</li> <li>Project Costing Query</li> </ul>	Run Control ID:         PROJ_SUMM_RPT         Report Manager         Process Monitor         Run
	Report Parameters <u>Find</u>   View All First I of 1  Last
<ul> <li>▷ Accounting</li> <li>▷ Assets</li> <li>▷ Third Party Integration</li> </ul>	*Business Unit: 26400 Q
Utilities <u>Project Costing Center</u>	Project:
<ul> <li><u>My Projects</u></li> <li><u>Flexible Analysis User</u></li> <li><u>Default</u></li> </ul>	Activity:
<ul> <li><u>Flexible Analysis Template</u></li> <li><u>Maintain Preferences</u></li> </ul>	*Accounting Date From: 07/01/2010 3 *Accounting Date To: 08/06/2010 3
<ul> <li>Proposal Management</li> <li>Maintenance Management</li> <li>Resource Management</li> </ul>	Fund Code: Department: Q
<ul> <li>Lease Administration</li> <li>Travel and Expenses</li> <li>Travel Administration</li> </ul>	
P Billing     Accounts Receivable     Accounts Receivable	Save

4. Make sure the checkbox is selected next to the report on the Process Scheduler Request Page and click OK (you do not need to change the Format option – it will always create a .dat file)

.uut IIIc)	
SMART	Home Worklist MultiChannel Console Add to Favorites Sign out
Menu         ■           ▽ Reports         ▷ SEFA Report           ▷ Definition         ▷ Summary	New Window   Help   Customize Page   🖫
- Project Budget Review     - Configure SQR Report     Brainet Casting Query	User ID: UC4 Run Control ID: PROJ_SUMM_RPT
	Server Name:     Run Date:     b8/06/2010       Recurrence:     Run Time:     9:20:58AM       Time Zone:     Q
<ul> <li>Assets</li> <li>Third Party Integration</li> <li>Utilities</li> </ul>	Process List         Process Name         Process Type         *Type         *Format         Distribution
<ul> <li>Project Costing Center</li> <li>My Projects</li> <li>Elexible Analysis User</li> <li>Default</li> <li>Elexible Analysis Template</li> </ul>	Project Summary Report KPC00006 SQR Report Web VPDF VDIstribution
- <u>Maintain Preferences</u> Proposal Management     Maintenance Management     Resource Management	OK Cancel

5. Note your Process Instance number and then click the Process Monitor link to view the status of the process running your report

SMART	Home   Worklist   MultiChannel Console   Add to Favorites   Sign out
Menu Reports ▷ SEFA Report ▷ Definition	New Window   Help   Customize Page   Project Summary
Summary  Project Budget Review Configure SQR Report Project Costing Query Report	Run Control ID:         PROJ_SUMM_RPT         Report Manage         Process Monitor         Run
<ul> <li>Project Summary Report</li> <li>Project Resource Extract</li> <li>Review Costs</li> <li>Accounting</li> </ul>	Report Parameters Find   View All First 1 of 1 List
<ul> <li>Assets</li> <li>Third Party Integration</li> <li>Utilities</li> <li><u>Project Costing Center</u></li> </ul>	*Business Unit: 26400 Q Project: Q
<ul> <li><u>My Projects</u></li> <li><u>Flexible Analysis User</u></li> <li><u>Default</u></li> <li><u>Flexible Analysis Template</u></li> </ul>	Activity: *Accounting Date From: 07/01/2010 3 *Accounting Date To: 08/06/2010 3
- <u>Maintain Preferences</u> Proposal Management     Maintenance Management     Resource Management	Fund Code:     Q     Department:     Q
<ul> <li>Lease Administration</li> <li>Travel and Expenses</li> <li>Travel Administration</li> <li>Billing</li> <li>Accounts Receivable</li> </ul>	E Save

6. Click the Refresh button until the Run Status of your report process is Success and the Distribution Status is Posted. Click the Details link to view options for displaying your report

report	
SMART	Home Worklist MultiChannel Console Add to Favorites Sign out
Menu         ■           マ Reports         ▷ SEFA Report           ▷ Definition         ▷ Summary	New Window   Help   Customize Page   Process List Server List
<ul> <li>Project Budget Review</li> <li>Configure SQR Report</li> <li>Project Costing Query</li> </ul>	View Process Request For User ID: UC4 Q Type: VLast: 1 Hours V Refresh
<ul> <li>Project Summary Report</li> <li>Project Resource Extract</li> </ul>	User ID:     UC4     Q     Type:     I     I Hours     Refresh       Server:     Image: I
<ul> <li>Review Costs</li> <li>Accounting</li> </ul>	Run Visition Visitian Status:
<ul> <li>Assets</li> <li>Third Party Integration</li> </ul>	Process List Customize   Find   Joint All   III First 1 1 1 1 1 1 Last
<ul> <li>Utilities</li> <li>Project Costing Center</li> </ul>	Select         Instance         Seq.         Process         User         Run Date/Time         Distribution         Distribution           Select         Instance         Seq.         Process         User         Run Date/Time         Distribution         Datails
<ul> <li><u>My Projects</u></li> <li><u>Flexible Analysis User</u></li> </ul>	41583 SQR Report KPC00006 UC4 08/06/2010 9:20:58AM CD Success Posted Details
Default - Flexible Analysis Template	
<ul> <li>Maintain Preferences</li> <li>Proposal Management</li> </ul>	
<ul> <li>Maintenance Management</li> <li>Resource Management</li> </ul>	
<ul> <li>Lease Administration</li> <li>Travel and Expenses</li> <li>Travel Administration</li> </ul>	Go back to Project Summary Report
▷ Billing ▷ Accounts Receivable	
<ul> <li>Accounts Payable</li> <li>eSettlements</li> </ul>	Save Notify
D Asset Management	Process List   Server List

7. From the Process Detail page click the View Log/Trace link

SMART		
		Home Worklist MultiChannel Console Add to Favorites Sign out
Menu 🗖		_
		New Window   Help   Customize Page   🛱
SEFA Report Definition		
▷ Summary	Process Detail	
- Project Budget Review	Process	
- Configure SQR Report	1100000	
<ul> <li>Project Costing Query</li> </ul>	Instance: 41583 Type: SQR Report	
<ul> <li>Project Summary Report</li> <li>Project Resource Extract</li> </ul>	Name: KPC00006 Description: Project Summ	nary Report
▷ Review Costs	Run Status: Success Distribution Status: Poste	ed
Accounting Assets	Run Update Pr	00655
D Third Party Integration		
▷ Utilities	Run Control ID: PROJ_SUMM_RPT OHold	I Request
- Project Costing Center	Location: Server Oque	ue Request
- <u>My Projects</u>	⊖ Can	cel Request
<ul> <li>Flexible Analysis User</li> <li>Default</li> </ul>	Server: PSUNX Dele	ete Request
- Flexible Analysis Template	Recurrence:	tart Request
- Maintain Preferences		
<ul> <li>Proposal Management</li> <li>Maintenance Management</li> </ul>	Date/Time Actions	
Resource Management		
▷ Lease Administration	Request Created On: 08/06/2010 9:21:50AM CDT Paramet	ters Transfer
Travel and Expenses	Run Anytime After: 08/06/2010 9:20:58AM CDT Message	e Log
<ul> <li>Travel Administration</li> <li>Billing</li> </ul>	Began Process At: 08/06/2010 9:22:13AM CDT Batch Ti	mings
Accounts Receivable	Ended Process At: 08/06/2010 9:22:41AM CDT View Loc	n/Trace
Accounts Payable		<u>anace</u>
▷ eSettlements		
<ul> <li>Asset Management</li> <li>IT Asset Management</li> </ul>		
Banking		
D Cash Management	OK Cancel	
Deal Management	OK Cancel	

8. From the View Log/Trace page, right-click the kpc00006.dat link and use the Save Target As option to save the file to your desktop

		•	1		
SMART			Home Worklis	st MultiChannel Console	to Favorites
Menu 🗖					
Reports				New Window Help Cu	stomizo Pago I 🐵 🔥
▷ SEFA Report				New Window   Help   Cu	Stormize Page   http
Definition View Log/	Trace				
	Trace				
- Project Budget Review - Configure SQR Report					
- Project Costing Query Report ID:	30694 Proces	s Instance: 41583	Message Log		
- Project Summary Report Name:	KPC00006 Proces	Type: SQR Rep	ort		
- Project Resource Extract Run Status	Success				
Review Costs	. Success				
Accounting     Assets     Project Sun	nmary Report				
D Third Party Integration Distribution	n Details				
NUtilities		Euroimation Datas	8/13/2010		
- Project Costing Center	on Node: HTTP_UNIX	Expiration Date:	8/13/2010		
- <u>My Projects</u> File List					
- Flexible Analysis User Default		File Size (bytes)	Datetime Created		
	0006 41583.log	1.754	08/06/2010 9:22:41.000000A	U CDT	
- Maintain Preferences kpc00006.d		425.239	08/06/2010 9:22:41.000000A		
Proposal Management	Open	· · · · · · · · · · · · · · · · · · ·			
Maintenance Management <u>kpc00006</u>	Open in New Tab	622,200	08/06/2010 9:22:41.000000AI	MICDT	
Resource Management     Lease Administration	Open in New Window				
▷ Travel and Expenses Distribution	Save Target As	*Distribution ID			
D Travel Administration User	Print Target	UC4			
▷ Billing	Cut				
▷ Accounts Receivable ▷ Accounts Payable	Сору				
D eSettlements	Copy Shortcut				
Asset Management	Paste				
▷ IT Asset Management ▷ Banking	Add to Favorites				
D Banking					×
	Properties			😜 Internet	🔍 100% 🔻 🛒

	- (°	* 🗳 🗋 🞽	<b>1</b>	7.				В	Book:	L - Micros	oft Excel							-	•
9								N	Vie	w Ado	i-Ins							🥑 –	-
New		Recent Docum	ients					,	Gan	eral					¦a•⊐ Insert	- ] ]	Σ - Α	<u>an</u>	
		1 SQL Output	t_08_06_2	2010 v2			(iii)		Gen			<u></u> _ <u>≤</u> ₹			Provide terreter	-	J- ZI	uru	
🖰 Open		2 SMART FIN	Vacation	-Trainir	ng Calendar		(iii)	-	\$	• % •	◆.0 .00 ◆.0 ◆.0	Conditional Formatting *		Cell Styles •	📰 Forma	t - 🛛 🗸	Sort & 2 * Filter *	Find & Select *	
		3 Defect Mgm	nt Report	t - PRD1	- 20100805		-(iii)	5		Number	6		Styles		Cells		Editin		
Save		4 http://fms.d	dev.web.g	gov.stat	te.ks.us:435		(iii)	F	-										
		5 SQL Output	t_08_05_2	2010			-(=)						IZ.				N	0	
Save As		6 Copy of FM	IS Security	ty Confi	g Design_A	R_v34	(iii)	G		Н		J	K	L		M	N	0	-
Save <u>A</u> s		7 FMS Securit	ty Config	Desigr	n_PC_v23		(iii)	-											-
<b>_</b>		8 DE_CPC001	_Analysis	Types_	Updated_v2	2	-(=)	-											
Print	•	9 DE_CCA032	_Product	t Definit	tion_v2		(iii)	-											-
10		Defect Mgm	nt Report	t - PRD1	- 20100804		(iii)	-											_
Prepare	•	DE_CPC005	_SubCate	egories_	v2		-(=1	⊢											
		DE_CPC004_	_Categori	ries V3			(iii)	⊢											
Sen <u>d</u>	•	DE_CPC003_	_Source T	Types v	;		(iii)	-											
		Daily SQLs					-(=)												
Publish	•	SQL Output	t_08_02_2	2010															_
		FMS Regres	sion Test	t Tracke	r Post Prod	uction v3	(=1												
Close		SQL Output	t_07_30_2	2010															+
				🗈 Exce	l Opt <u>i</u> ons	× Exit Ex	cel												
							_												
							_												
																			_
							_												
							_												_
							_												
																			_
↔ → Sh	eet1	Sheet2 S	heet3 🖌	/ 🖏 /									1						•
ady																10	0% 🖃 —		

## 9. Open Excel, then go to File > Open to select the .dat file saved on your desktop

When searching for the .dat file on your desktop, you will have to change the File of Type option to "All Files" to find it. Select the .dat file and click the Open button

to All Flies		II. Select	the .uut h			opene	Junion					
	* 🚨 🗋 🚔 🖨	<u>3-</u> ) <del>-</del>		Book1 - M	icrosoft Excel					-	-	х
Home In	sert Page Lay	out Formulas	Data Revi	iew View	Add-Ins					0.		X
Paste V Clipboard V			■ <mark>■</mark> ≫~) ■ ■ ≇ ≇ ≇	ि General	, €.0 00 .00 0.0	Conditional	Format	Cell	e - 🗔 -	Sort & Find & er * Select *		
A1	Look in:	🞯 Desktop						🗸 🕲 - 🖄 🗎	X 📸 🎟 •			×
A     E       1     -       2     -       3     -       4     -       5     -       6     -       7     -       8     -       9     -       10     -       11     -       12     -       13     -       14     -       15     -       16     -       17     -       18     -       19     -       20     -       21     -       22     -       23     -	Tools	Wy Documents My Computer My Computer My Network PI AppDesigner q Config stuff For Pat - KDHE Personal Safe Place Training stuff 03400 Project 03400 Project DOL Agency T DressRehears: Grant workflow Grants securit: File game: Files of type: All All All XM	aces juery for SEFA Costing Query1 Summary Report sets Load (3) ask - Program Codes al_ProjectIDs - FINAI a_ProjectIDs (Josh's	L nifty IF statement		Module usa pLPs Project Typ Project Tyn ProjectTran Role Mappin Shortcut to Shortcut to	rity validation ge - from PC 1 e isactions_Proj g Output 201 1 - Test 1 - BT Testing 2 - Configura 2 - Load 4. Test Phase Finance Tean Interfaces & Shared TroubleShoot	PreAward Admin ream ectCurrentActivities 0-06-03 tion tion Conversions		0		
25												-
K ↔ → Sheet1 ∠	Sheet2 Shee	t3 🖉										
Ready									100% (	∍		Ð

10. A Text Import Wizard box will pop up, which you will use to reformat the report from its original .dat format into a readable Excel format. Change the file type to Delimited and click the Next > button

<b>() . . . .</b>	🝽 - 🗋 🗃 🛱 📴 🔻						-	σx
Home	Jacott Daos Javout Formulae Data Doviou Viiou Add Ine	_					🥑 🗕	σx
	Text Import Wizard - Step 1 of 3				nsert 🔹	Σ-Α		
	The Text Wizard has determined that your data is Fixed Width.	6	4 4	14		Zí		
	If this is correct, choose Next, or choose the data type that best describes your data.	prm		ell persona		Sort &	Find &	1
· · · ·	/ Original data type	Tab	le 🕆 Styl				Select *	
Clipboard 🖻	Choose the file type that best describes your data:	es			Cells	Editin	g	
A1	<ul> <li>Delimited - Characters such as commas or tabs separate each field.</li> </ul>							*
A	Fixed width - Fields are aligned in columns with spaces between each field.		K	L	М	N	0	
1		-						
2	Start import at row: 1 🗢 File origin: 437 : OEM United States	-						
3								
4								
5	Preview of file C:\Documents and Settings\stongier\Desktop\kpc00006.dat.							
6	Preview of the C: (Documents and Securitys(scongler(Desktop)(p)cooods.uat.							
7	1   State of Kansas							
8	2 Report ID:   RPTPC015     Report Name:   Project Summary Report							
9	4							
10	5 Expenditures							
11								
12	Cancel < Back Next > Einish							
13								
14								
15		_						
16								
17								+-1
18								+-11
19								+
20								+-1
21 22								
22								
23								
25								
26								
H → H Shee	t1 / Sheet2 / Sheet3 / 🔁 🖉 🚺 🚺 🚺							
Ready				1	#□□1	00% 🗩	1	

11. Select what the Delimiter is – you can determine this by looking at the Data Preview section of the pop-up box (you will see commas between data if it is Comma Delimited, which many of the reports are). For the Project Summary Report, you see short vertical lines called Pipes between the data so it is Pipe Delimited.

	🔍 – 🗋 📄 🛱 🔤 – Book1 – Microsoft Excel						_ 0	х
Home	Incart Daga Lawout Formulae Data Daview Mieuw Add Inc						0 _ =	×
	Text Import Wizard - Step 2 of 3	? 🛛			nsert 🔹 🚺	E - A-	<u> </u>	
	This screen lets you set the delimiters your data contains. You can see how your text is affected in the pre-	eview 📃		2 Pr	Delete -	a- Zr	uru –	
Paste			rmat ⊂ able * Styl	ell Ies • 🛄 f		2 Sort & Filter	Find & Select *	
Clipboard 🖻	⊡ Iab	les			Cells	Editing		
A1	Semicolon Treat consecutive delimiters as one							≯
A	Comma Text gualifier:		К	L	М	N	0	
1								
2	Other:							
3		_						
4	/ Data preview							
6								
7	State of Kansas	~						
8	Report ID: RPTPC015  Report Name: Project Summary Report							
9								
10	Expenditures	×						
11 12								
12	Cancel < <u>B</u> ack <u>Next</u> >	inish						
14		_						
15								
16								
17								
18 19								
20								
21								
22								
23								
24								
25								Ţ
II I I Shee	et1 Sheet2 Sheet3 🐑							
Ready				8	≣ 🔲 💾 10	0% Erida	ay, August 06, 20	010

12. To open a Pipe Delimited file, un-check the Tab box and check the Other box. In the blank box next to Other:, hold down the Shift key & hit the back slash key (located above your Enter key on a regular keyboard – below the Enter key on an ergonomic keyboard) to create the vertical Pipe symbol. This will reformat the data in the Data Preview pane. Then, click the Next > button.

<b>P</b>	🝽 🗠 🗋 🕼 📴 🛡 🔹 👘 Book1 - Microsoft Excel				_ = ×
Home	Insert Dage Lawout Formulas Data Doview View Add Ins				🕑 🗕 📼 🗙
Paste	Text Import Wizard - Step 2 of 3       ?         This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.       ?         Delimiters		ell les • Fo	elete • 💽 • ormat • 📿 •	Sort & Find & Hitter Y Select Y Editing
A1	Iab				*
A	Comma □ Spance Text gualifier: "	К	L	M	N O
2	v other:				
3					
4					
5	- Data greview				
6					
7 8	Report ID: RPTPC015 Report Name: Project Summary Report				
9					
10	Expenditures				
11					
12					=
13	Cancel < <u>B</u> ack <u>N</u> ext > <u>E</u> inish				
14					
15 16					
17					
18					
19					
20					
21					
22					
23					
24 25					
26					<b>~</b>
Ready Shee	t1 Sheet2 Sheet3 🕅 🚺			100% (	
Ready					

13. You do not need to change any settings on this last page of the pop-up box. Simply click the Finish button.

	(~		Book1 - Microso	oft Excel						x
		ormular Data Do	view View Add						(i) _ t	= x
Home	Text Import Wizard - Step			? 🛛						- î
	This screen lets you select each o		at.			1.1		Σ A Z	A .	
Paste								Sort &	Find &	
Clipboard 🖻	⊙ <u>G</u> eneral				Table 🕆 Sty			2 Filter - Editin	Select *	
	O Iext	'General' converts numeri remaining values to text.	c values to numbers, date	values to dates, and all	es		Cells	Editing	g	U
A1	O Date: MDY	romaning raidos co coxer	Advanced							×
A 📃	O Do not import column (skip)				К	L	М	N	0	-
1										
2										-11
3										_
4	Data preview									-11
5										-11
6 7	General General		eral General							-11
8	Report ID: RPTPC015	State of Kansas Repo	ort Name: Project S							-11
9										-11
10	Expenditures			~						-11
11			•	>						-11
12	(									=
13		Cancel	< <u>B</u> ack N	ext > Einish						
14					-					
15										
16										
17										_
18										-11
19										-11
20										-11
21										_
22										_
23										-
24 25										-
26										-
It + > > Shee	t1 / Sheet2 / Sheet3 / 💱	7							1	
Ready						8		00% 🕞 —		-+

14. Your report will now appear in Excel format. Simply re-adjust the column widths to display the full data. Be sure to save the Excel document.

display the full data. Be sure to save the Excel document.												
		kpc0	0006 - Microsoft	Excel				_ = X				
Home Insert Page Layout Formulas Data Review View Add-Ins												
						nsert τ Σ τ	A A					
Calibri v 11 v A A	= = <mark>=</mark> §	» i o	ieneral	- 🛃 🗾		elete - 💽 -	27 🗗					
Paste J B Z U - A -			\$ - % ,	.00 Conditional Format	Cell		Sort & Find Filter * Sele	18.				
Clipboard 9 Font 9	Alignme		Number	Formatting * as Table * S Styles	agrees age		Filter * Sele Editing	d∗				
Cl v fx State of Kansas												
		-	-	-	-			. =				
A	В	C State of Kansas	D	E	F	G	Н					
2 Report ID:	RPTPC015	State of Kansas	-8	Project Summary Report								
3	KPTPC015		Report Name.	Project Summary Report								
4												
5 Expenditures												
6 Project ID	264015C		Budget	Costs	Obligated	Balance						
7	OPERATIONS											
8 SALARIES			0	0	0	0						
9 FRINGE BENEFITS			0	0	0	0						
10 TRAVEL			0									
11 EQUIPMENT			0									
12 SUPPLIES			0			-						
13 CONTRACTUAL SVCS			0			-						
14 OTHER			0									
15 STATE AND FED AID			0			-						
16 ALL OTHER 17 Total Direct Charges			0	0	-							
18			U	12	U	-12						
19 Total Cost Sharing			0	0	0	0						
20 Project/Activity Sub Total Expenditures			0		-	-						
21 TOTAL PROJECT EXPENDITURES			0	12								
22												
23 Revenue												
24				Billable Costs	Billed	UnBilled						
25 OPERATIONS				12	0	0						
P6 Total R ← → → I kpc00006				10		0						