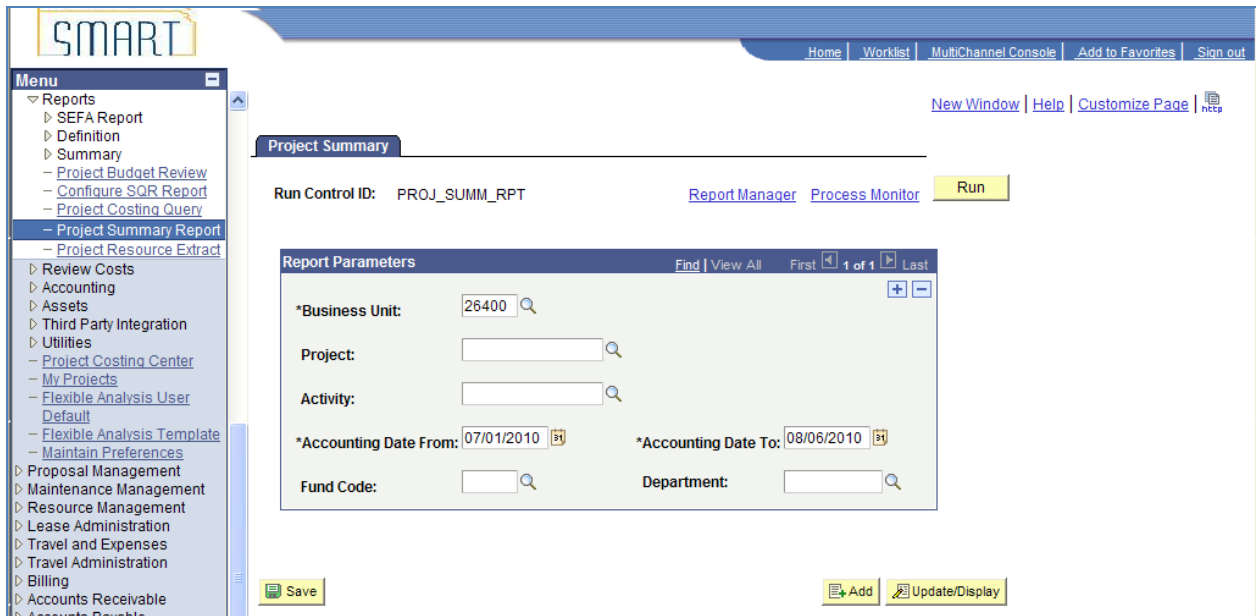


How to open a .dat file – in this example, the Project Summary Report:

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



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



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)

SMART Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Process Scheduler Request

User ID: UC4 Run Control ID: PROJ_SUMM_RPT

Server Name: [Dropdown] Run Date: 08/06/2010 [BT] [Reset to Current Date/Time]

Recurrence: [Dropdown] Run Time: 9:20:58AM

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Project Summary Report	KPC00006	SQR Report	Web	PDF	Distribution

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

New Window Help Customize Page

Project Summary

Run Control ID: PROJ_SUMM_RPT Report Manage Process Monitor Run

Process Instance: 41583

Report Parameters Find | View All First 1 of 1 Last

*Business Unit: 26400 [Q]

Project: [Text] [Q]

Activity: [Text] [Q]

*Accounting Date From: 07/01/2010 [BT] *Accounting Date To: 08/06/2010 [BT]

Fund Code: [Text] [Q] Department: [Text] [Q]

Save Add Update/Display

- 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

The screenshot shows the SMART application interface. On the left is a menu with categories like Reports, Review Costs, Accounting, Assets, etc. The main area is titled 'View Process Request For' and contains a form with fields for User ID (UC4), Type, Last (1 Hours), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is visible. Below the form is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 41583, Process Type SQR Report, Process Name KPC00006, User UC4, Run Date/Time 08/06/2010 9:20:58AM CDT, Run Status Success, and Distribution Status Posted. The 'Run Status' and 'Distribution Status' cells are circled in red. At the bottom, there are 'Save' and 'Notify' buttons and a link to 'Go back to Project Summary Report'.

- From the Process Detail page click the View Log/Trace link

The screenshot shows the SMART application interface displaying the 'Process Detail' page. The page title is 'Process Detail'. It shows details for a process with Instance 41583, Name KPC00006, Type SQR Report, Description Project Summary Report, Run Status Success, and Distribution Status Posted. Below this, there are sections for 'Run' and 'Update Process'. The 'Run' section includes Run Control ID: PROJ_SUMM_RPT, Location: Server, Server: PSUNX, and Recurrence. The 'Update Process' section has radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. There is also a 'Date/Time' section with fields for Request Created On, Run Anytime After, Began Process At, and Ended Process At. The 'Actions' section contains links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' link is circled in red. At the bottom, there are 'OK' and 'Cancel' buttons.

- 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

The screenshot shows the SMART application interface. On the left is a navigation menu with categories like Reports, Review Costs, Accounting, Assets, etc. The main content area is titled 'View Log/Trace' and displays report details for 'KPC00006'. Below this is a 'File List' table with columns for Name, File Size (bytes), and Datetime Created. A context menu is open over the 'kpc00006.dat' link, showing options like Open, Open in New Tab, Open in New Window, Distribute To, Distribution, User, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., and Properties. The 'Save Target As...' option is highlighted in the menu.

View Log/Trace Report Details:

- Report ID: 30694
- Process Instance: 41583
- Name: KPC00006
- Process Type: SQR Report
- Run Status: Success

Distribution Details:

- Distribution Node: HTTP_UNIX
- Expiration Date: 08/13/2010

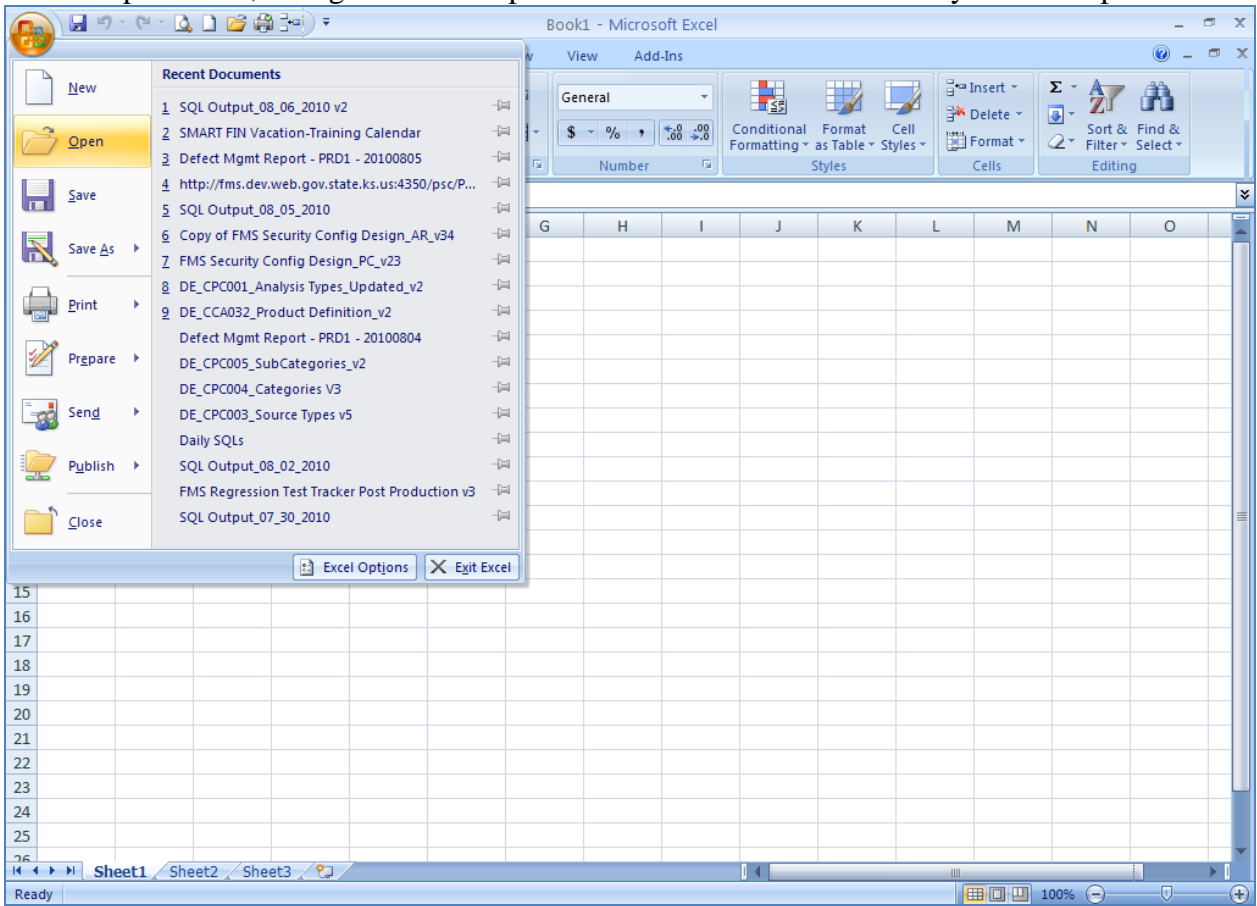
File List Table:

Name	File Size (bytes)	Datetime Created
SQR_KPC00006_41583.log	1,754	08/06/2010 9:22:41.000000AM CDT
kpc00006.dat	425,239	08/06/2010 9:22:41.000000AM CDT
kpc00006 -	622,200	08/06/2010 9:22:41.000000AM CDT

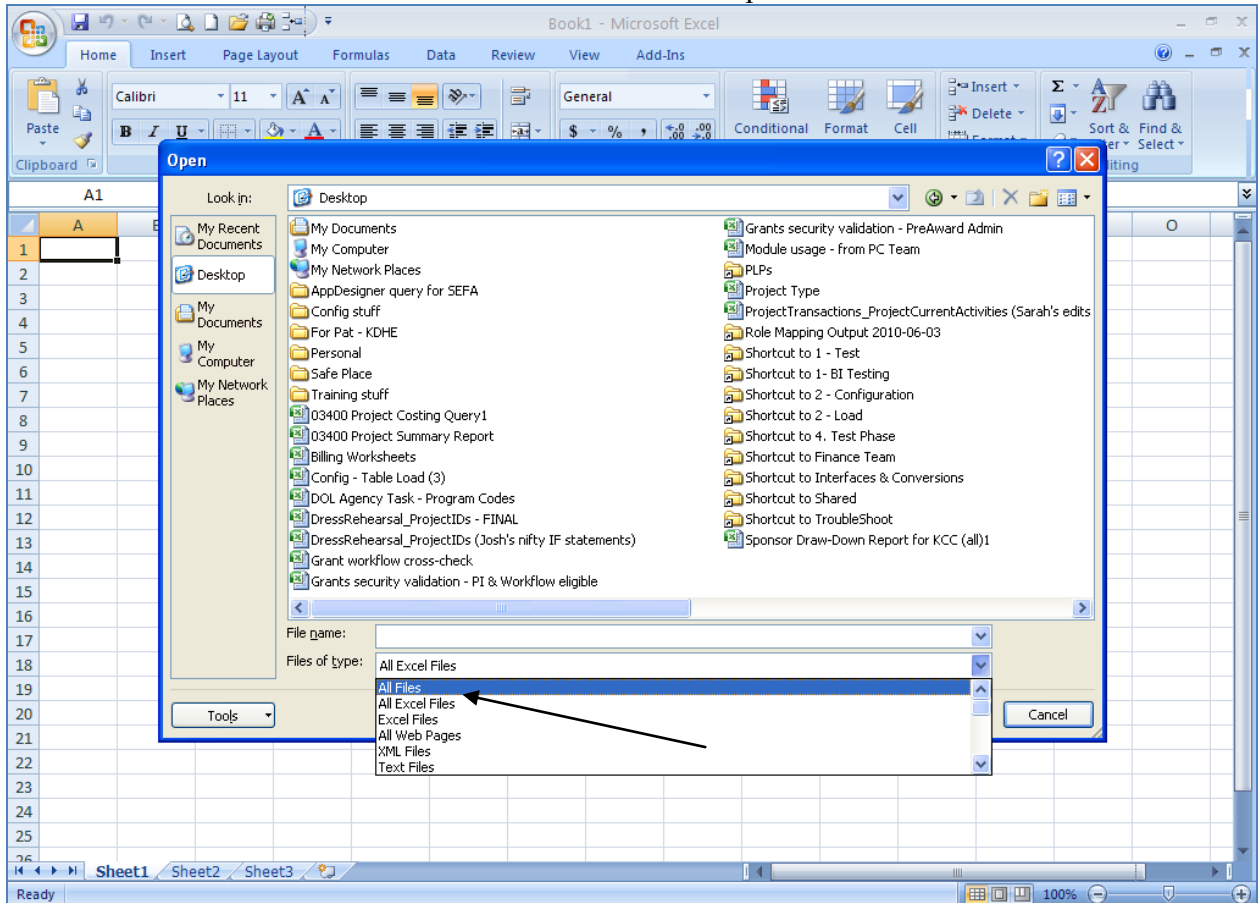
Context Menu Options:

- Open
- Open in New Tab
- Open in New Window
- Distribute To
- Distribution
- User
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties
- Save Target As...
- Print Target

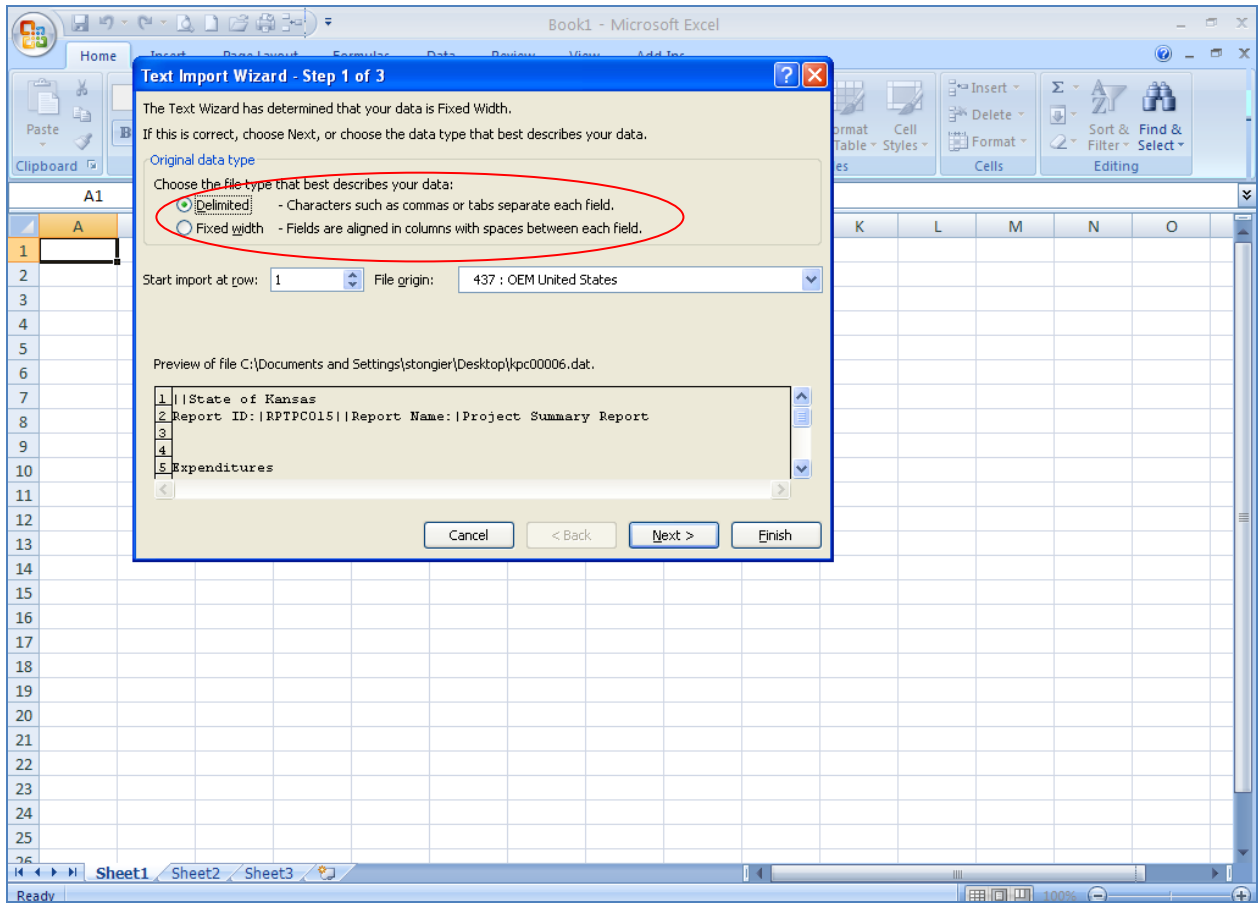
9. Open Excel, then go to File > Open to select the .dat file saved on your desktop



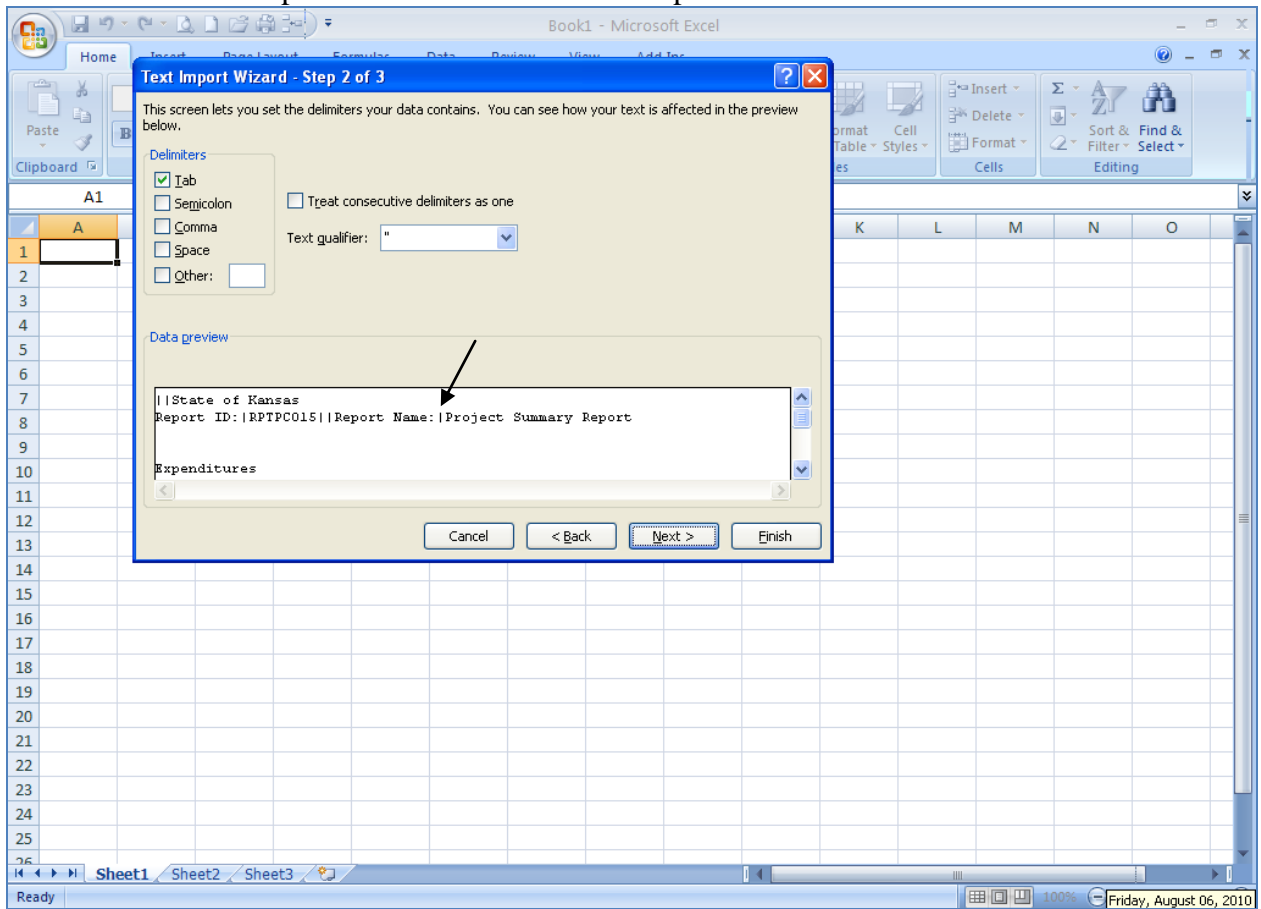
When searching for the .dat file on your desktop, you will have to change the File of Type option to “All Files” to find it. Select the .dat file and click the Open button



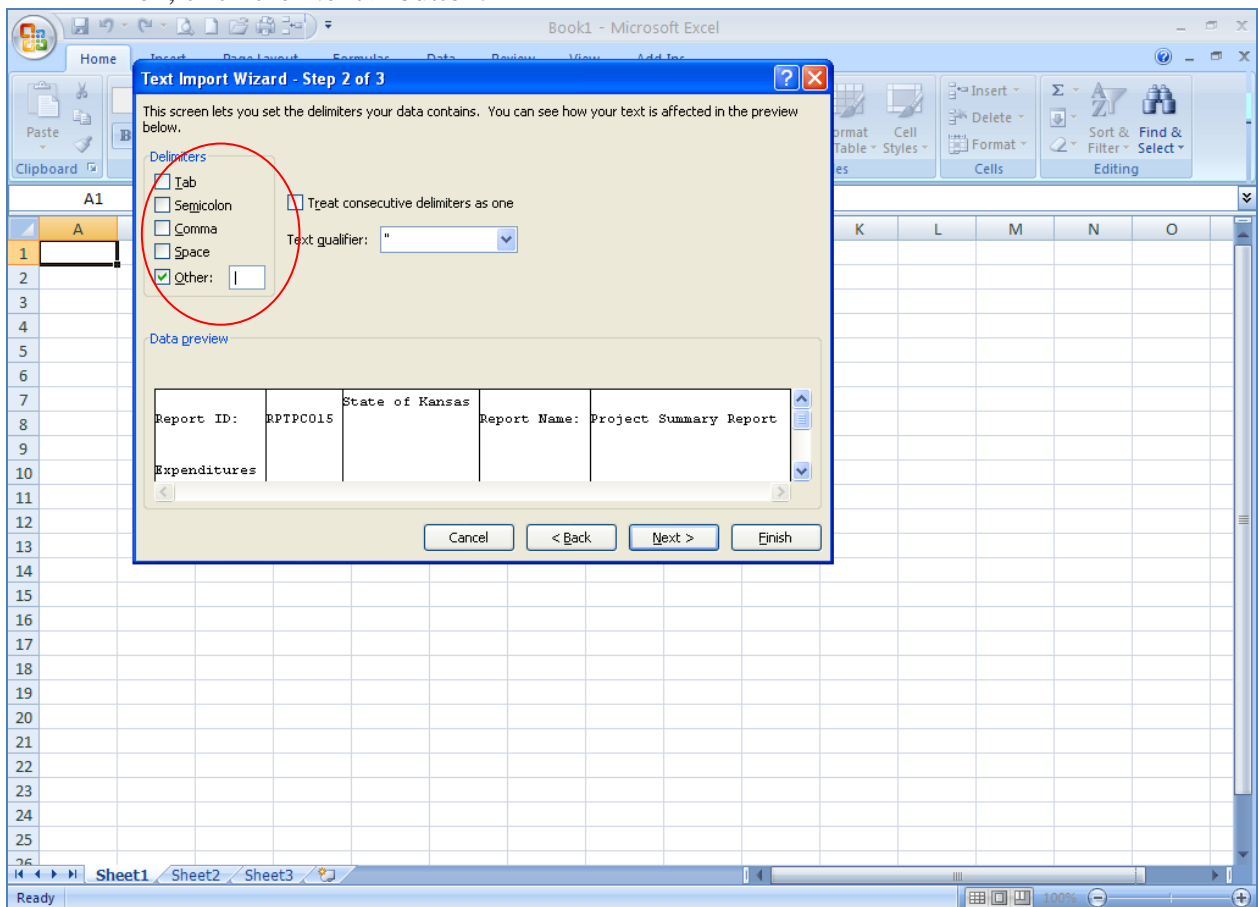
10. A Text Import Wizard box will pop up, which you will use to reformat the report from its original .dat format into a readable Excel format. Change the file type to Delimited and click the Next > button



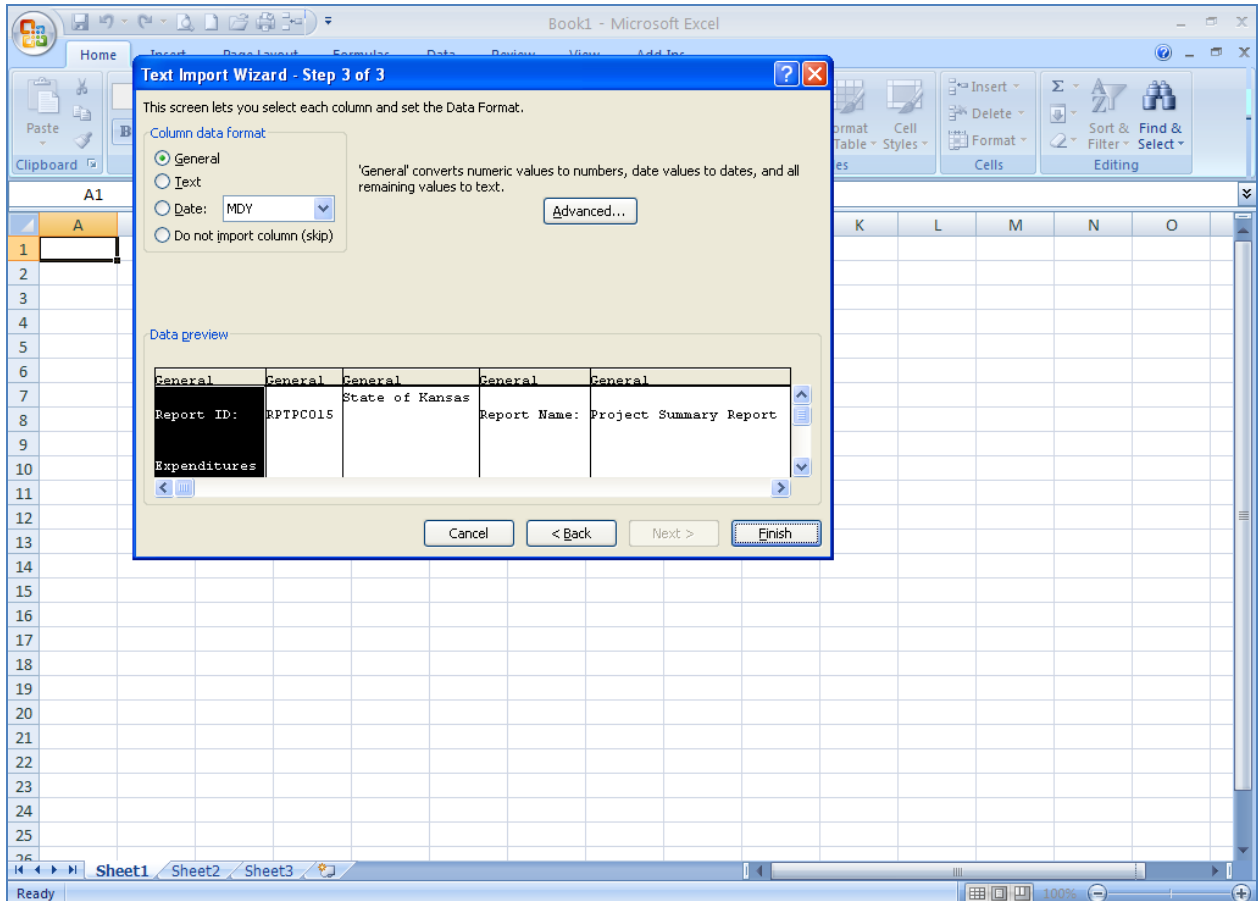
11. Select what the Delimiter is – you can determine this by looking at the Data Preview section of the pop-up box (you will see commas between data if it is Comma Delimited, which many of the reports are). For the Project Summary Report, you see short vertical lines called Pipes between the data so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



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.



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



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.

	A	B	C	D	E	F	G	H	I
1			State of Kansas						
2	Report ID:	RPTPC015		Report Name:	Project Summary Report				
3									
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		0	0	0	
11	EQUIPMENT			0		0	0	0	
12	SUPPLIES			0		0	0	0	
13	CONTRACTUAL SVCS			0		0	0	0	
14	OTHER			0		12	0	-12	
15	STATE AND FED AID			0		0	0	0	
16	ALL OTHER			0		0	0	0	
17	Total Direct Charges			0		12	0	-12	
18									
19	Total Cost Sharing			0		0	0	0	
20	Project/Activity Sub Total Expenditures			0		12	0	-12	
21	TOTAL PROJECT EXPENDITURES			0		12	0	-12	
22									
23	Revenue								
24					Billable Costs	Billed	UnBilled		
25	OPERATIONS					12	0	0	
26	Total					12	0	0	