ENQ6 - Viewing Enquiry Results in a Spreadsheet

When the user has created an enquiry with the requested results within Agresso there are various ways in which to view the results in a spreadsheet. These are:
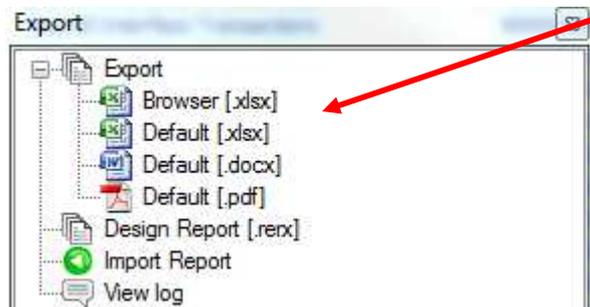
1. Export the results into a spreadsheet
2. Save the results as a spreadsheet
3. Copy and paste the results into a spreadsheet
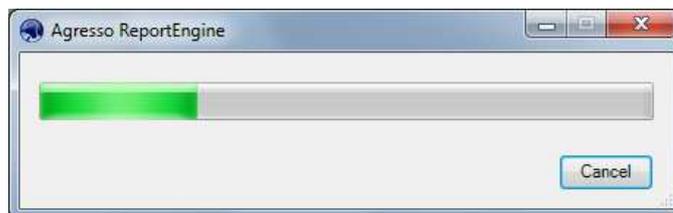
1. <u>Export the results into a spreadsheet</u>

This option allows the user to export all the results of the enquiry into a spreadsheet with the option to view the subtotals in a spreadsheet.

    a.)   Select the report icon .

            The following screen will appear and double click on Browser (.xlsx).
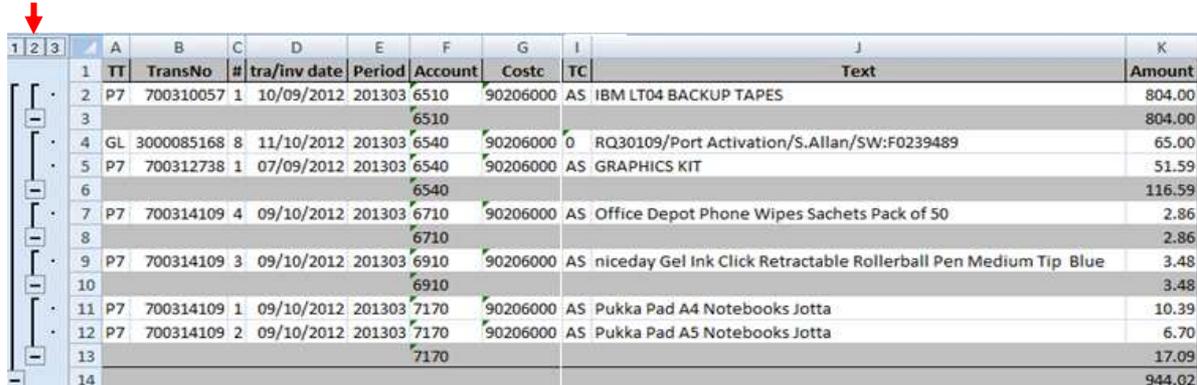

Agresso will export the results and open a spreadsheet with the results.

When the results are in a spreadsheet the user can select if they wish to view the results by subtotal or all individual transactions.

Click on the subtotal buttons to select how to view the results.

	TT	TransNo	#	tra/inv date	Period	Account	Costc	TC	Text	Amount
2	P7	700310057	1	10/09/2012	201303	6510	90206000	AS	IBM LT04 BACKUP TAPES	804.00
3						6510				804.00
4	GL	3000085168	8	11/10/2012	201303	6540	90206000	0	RQ30109/Port Activation/S.Allan/SW:F0239489	65.00
5	P7	700312738	1	07/09/2012	201303	6540	90206000	AS	GRAPHICS KIT	51.59
6						6540				116.59
7	P7	700314109	4	09/10/2012	201303	6710	90206000	AS	Office Depot Phone Wipes Sachets Pack of 50	2.86
8						6710				2.86
9	P7	700314109	3	09/10/2012	201303	6910	90206000	AS	niceday Gel Ink Click Retractable Rollerball Pen Medium Tip Blue	3.48
10						6910				3.48
11	P7	700314109	1	09/10/2012	201303	7170	90206000	AS	Pukka Pad A4 Notebooks Jotta	10.39
12	P7	700314109	2	09/10/2012	201303	7170	90206000	AS	Pukka Pad A5 Notebooks Jotta	6.70
13						7170				17.09
14										944.02

2. <u>Save the results as a spreadsheet</u>

This option allows the user to save the results into a spreadsheet. With

    a.) Within the Agresso select FILE and SAVE AS
    b.) Choose a name to save the spreadsheet as, and also where on the computer where to save the spreadsheet.

3. <u>Copy and Paste results into a spreadsheet</u>

This option allows the user to choose which information the want to bring over onto a spreadsheet.
    a.) The user highlights the results required the want to copy.
    b.) Select EDIT then COPY (or CTRL + C).
    c.) Open a spreadsheet and select EDIT then PASTE (or CTRL+V)

N.B. When choosing this option all results will be pasted over but does not bring over the formula for subtotals.