

Exporting Data from JDE

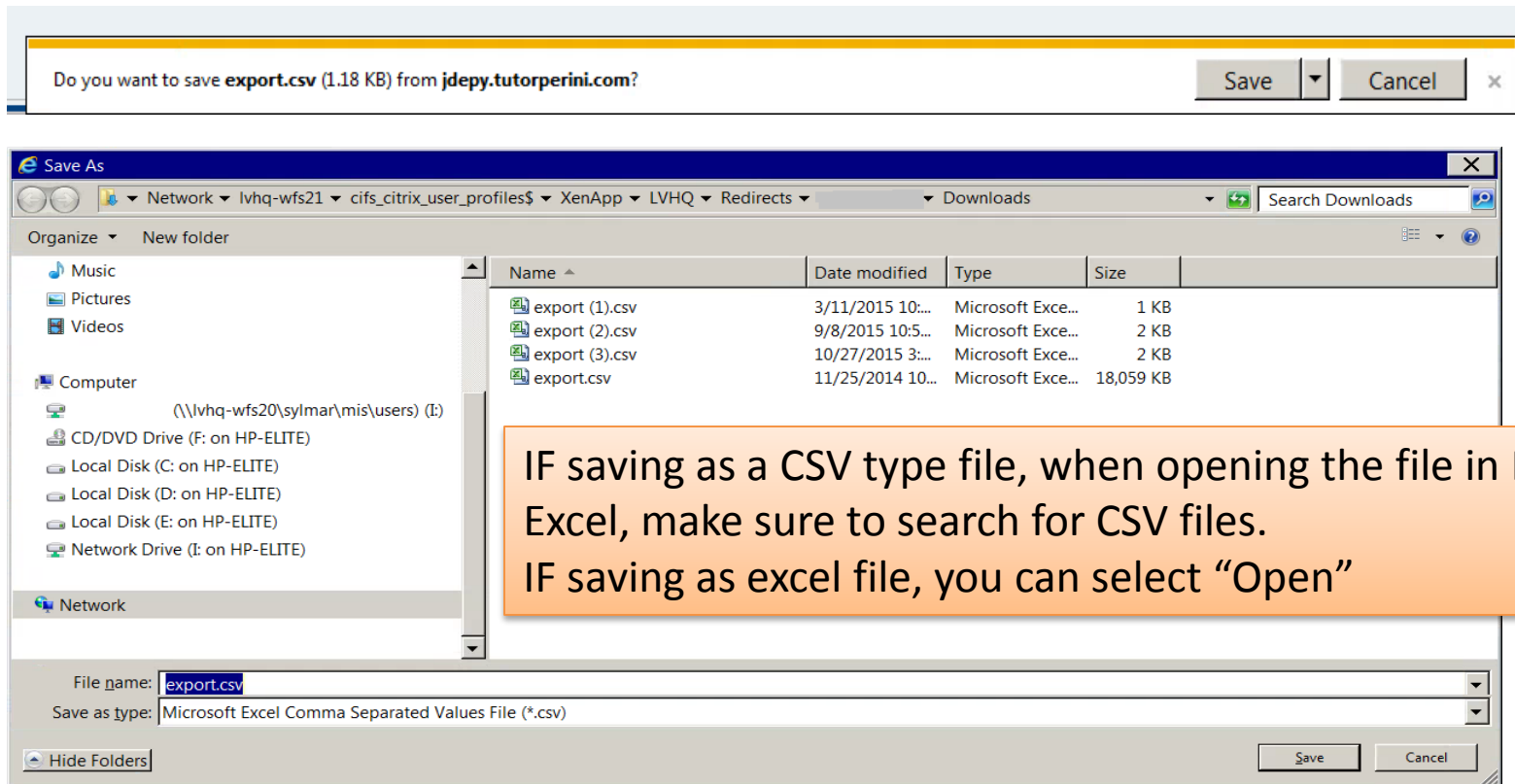
To Export data (or a Grid format for importing) you must be able to see the icon with the “up” arrow. It is located on the right hand side of the screen.

The screenshot shows the Oracle JD Edwards EnterpriseOne interface. The top navigation bar includes 'Roles', 'Personalization', 'Help', and 'Sign Out'. The main area displays a data grid with columns for 'Hours', 'Account Number', 'Cost Code', 'Business Unit Description', 'Work Date', and 'Override Rate'. A red box highlights the 'Export' icon (up arrow) in the grid's toolbar, and a yellow arrow points to it from another red box. The 'Export Assistant' dialog box is open, showing 'Export Options' with 'Export To Comma Separated Values (CSV)' selected and 'File character encoding' set to 'UTF-8'. Under 'Define Cell Range', 'Export: All' is selected. The dialog also includes a 'Continue' button and a 'Cancel' button.

This will bring up the Export Assistant. Under “Export Options” select CSV (*do not change the File Character Encoding*). You can export to MS Excel, but you may have some formatting issues depending on the version of MS Excel you are using. CSV exports just the data, no formatting. In the “Define Cell Range” the default is “All.”

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After making your export selection, a small dialog box will appear at the bottom of your screen. Select “Save” and select the save location.



IF saving as a CSV type file, when opening the file in MS Excel, make sure to search for CSV files.
IF saving as excel file, you can select “Open”