Getting a List of Columns from an Export Report

Are you starting to customize one of the OBI export reports and find it difficult to go through the list of available columns to Include? Here’s a little trick to get the full list of columns to sort and go over.

**NOTE:** For more information on customizing your reports, please see the Quick Guide Saving Prompts and Customizing Reports. In addition, before you get started, see the Tip of the Day Customizing Your Report.

1. Run the report for limited parameters, e.g., Current Period and one PTA.
2. Select the Version that includes all the available columns.

![Select Version](image)

3. Export the results to Excel. All of the available columns will be included in the in the header.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>BN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>FY Period</td>
<td>FY MO</td>
<td>Project #</td>
<td>Task #</td>
<td>Award #</td>
<td>Expenditure Category</td>
<td>...</td>
<td>Task Description</td>
</tr>
</tbody>
</table>

4. Highlight the header and copy.

5. Click on an open cell, right click, and select Paste Special.
6. Check the **Transpose** box in the lower right corner and click **OK**.

7. All of the report’s columns will now be displayed in the column.

![Paste Special dialog box](image)

**Tip:** Remove the cell color, left justify the text, and undo the Wrap Text so make the list easier to read.

<table>
<thead>
<tr>
<th>FY</th>
<th>FY Period</th>
<th>FY MO</th>
<th>Project #</th>
<th>Task #</th>
<th>Award #</th>
<th>Expenditure Category</th>
<th>Expenditure Type</th>
</tr>
</thead>
</table>

![Image of a table](image)