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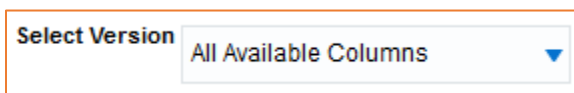
3. Export the results to Excel. All of the available columns will be included in the in the header.

A	B	C	D	E	F	G	H	BN
FY	FY Period	FY MO	Project #	Task #	Award #	Expenditure Category	...	Task Description

4. Highlight the header and copy.

FY	FY Period	FY MO	Project #	Task #	Award #	Expenditure Category	...	Task Description

5. Click on an open cell, right click, and select *Paste Special*.
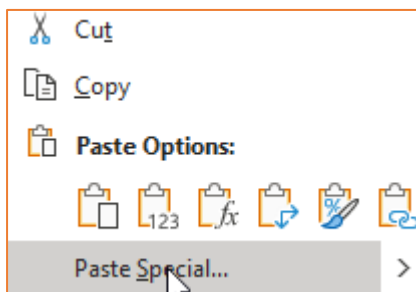
6. Check the *Transpose* box in the lower right corner and click *OK.*
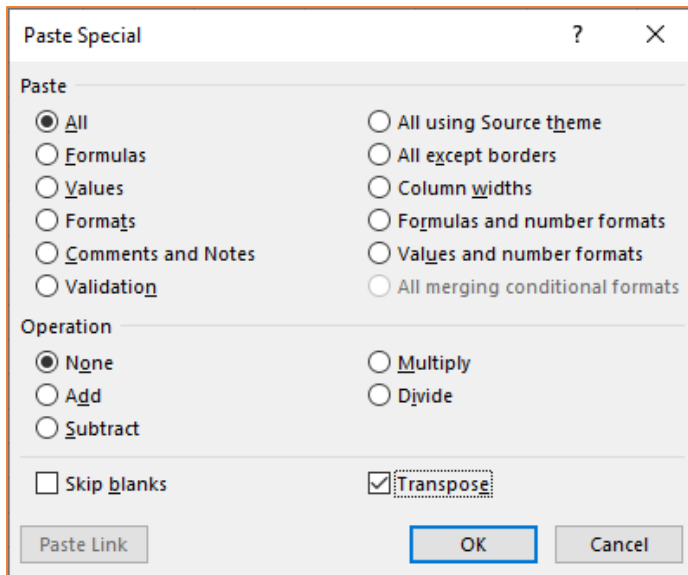
7. All of the report's columns will now be displayed in the column.

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