

# How to Export Data to Excel

**Step 1: Log on to Cal Poly Pomona Finance Web Tools** <http://www.csupomona.edu/~psoft/>

**Step 2: Click on Export Summary from the Position Lookup Result page**

**Data appears**

Cal Poly Financial Web Tools - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Favorites

Address: [https://www.csupomona.edu/cgi-bin/psoft/fin/position\\_lookup.pl](https://www.csupomona.edu/cgi-bin/psoft/fin/position_lookup.pl)

CAL POLY POMONA

Position Lookup Result

Dept Id: 67700 Accounting Services  
Job Code: 1741 Accounting Technician II

Position#	Job Code	Description	Emplid	Name	Rate of Pay	Distr %	Account Code	RU
00001288	1741	Accounting Technician II		Currently Vacant	0.00	100%	67700-POM0160130000000602	677
00001291	1741	Accounting Technician II	000042302		3,228.00	100%	67700-POM0160130000000602	677

[Printable Summary](#)  
This link will open a new window displaying the summary in a printable format.

[Export Summary](#)  
To export summary into Excel, click this link, when data appears do the following, click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click on Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.

**Step 3: Click Edit on the menu bar**

**Step 4: Click Select All**

**Data is highlighted**

File Edit View Favorites Tools Help

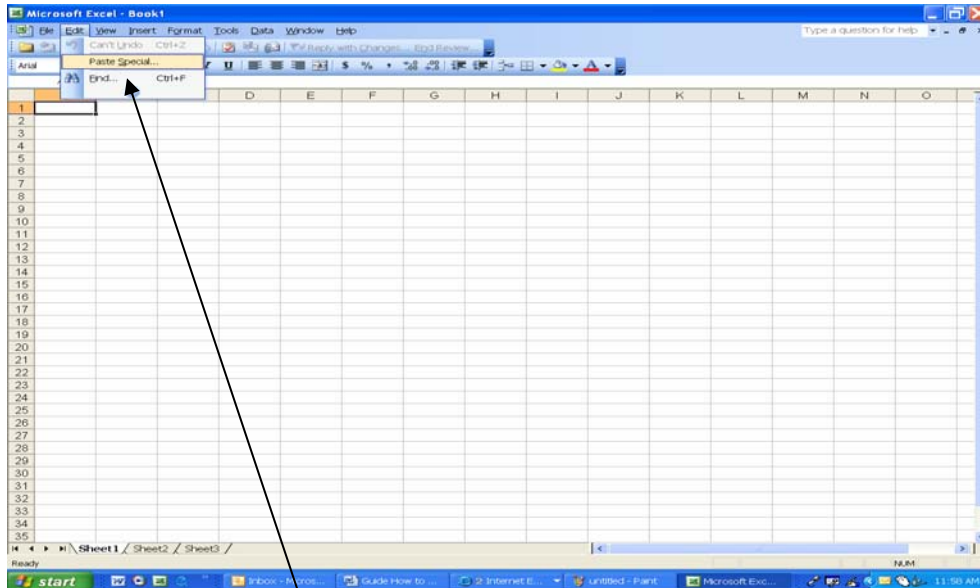
Cut Ctrl+X  
Copy Ctrl+C  
Paste Ctrl+V  
Select All Ctrl+A  
Find (on This Page)... Ctrl+F

Dept Id;Position #;Job Code;Description;Emplid;Name;Rate of Pay;Distr %;Account Code;RU  
67700;00001288;1741;Accounting Technician II; ;Currently Vacant;0.00;100%;67700-POM0160130000000602;677  
67700;00001291;1741;Accounting Technician II;000042302 3,228.00;100%;67700-  
POM0160130000000602;677

**Step 5: Click Edit again**

**Step 6: Click Copy**

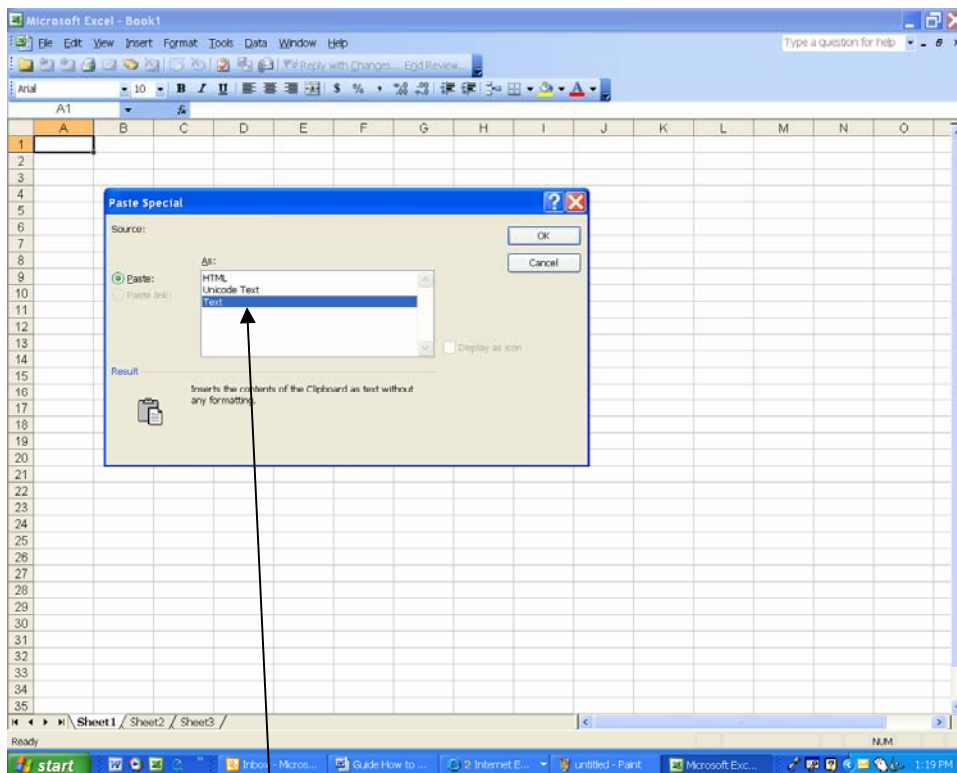
## Step 7: Open a blank worksheet in Excel



Step 8: Click Edit

Step 9: Click Paste Special

## Results after Paste Special

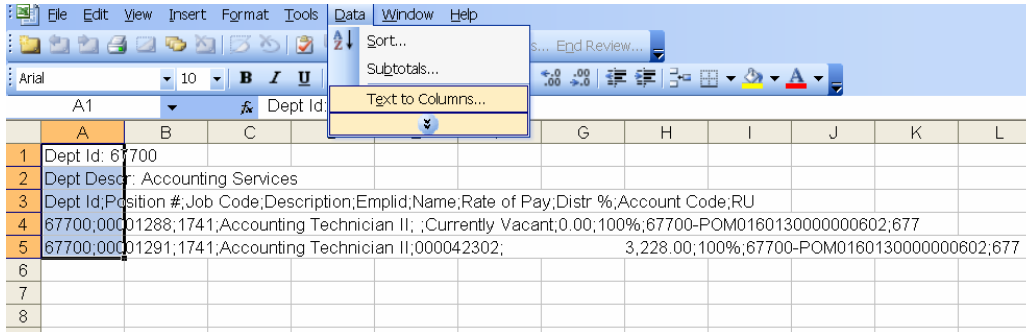


Step 10: Click on Text, then OK

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Dept Id: 67700												
2	Dept Descr: Accounting Services												
3	Dept Id,Position #,Job Code,Description,Emplid,Name,Rate of Pay,Distr %,Account Code,RU												
4	67700;00001288;1741;Accounting Technician II; ;Currently Vacant;0.00;100%;67700-POM0160130000000602;677												
5	67700;00001291;1741;Accounting Technician II;000042302							3,228.00;100%;67700-POM0160130000000602;677					
6													
7													

**Data will appear**

**If data is NOT in separate columns, go to Step 11**

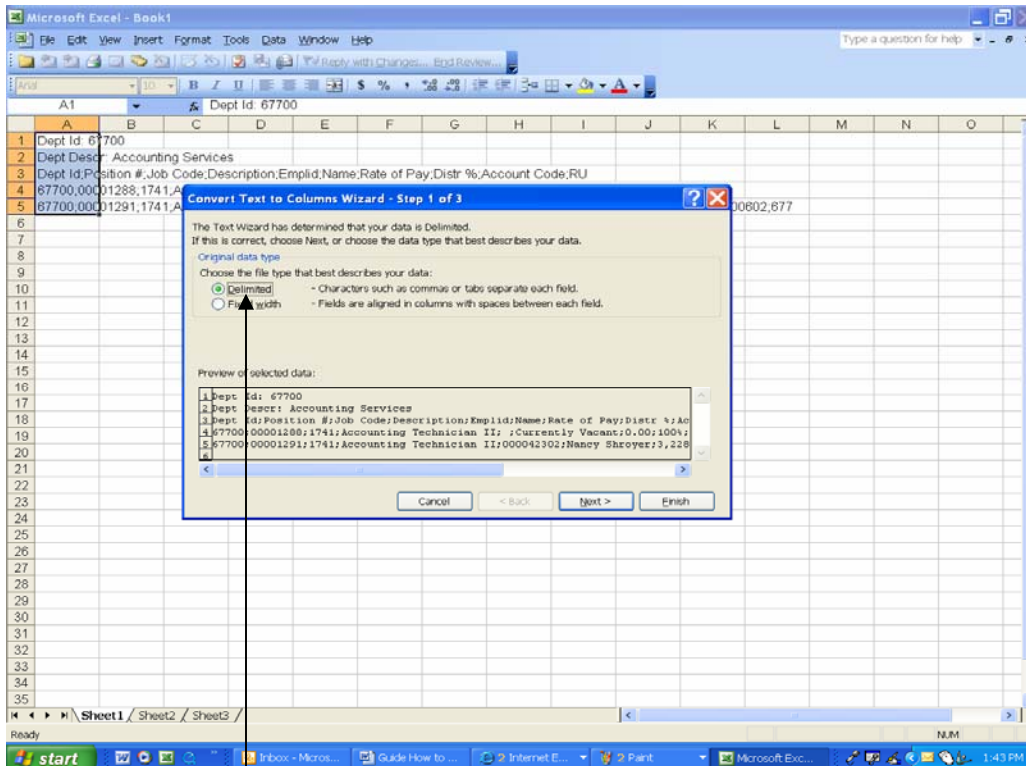


**Step 11: Highlight Column A**

**Click on Data on the Menu Bar**

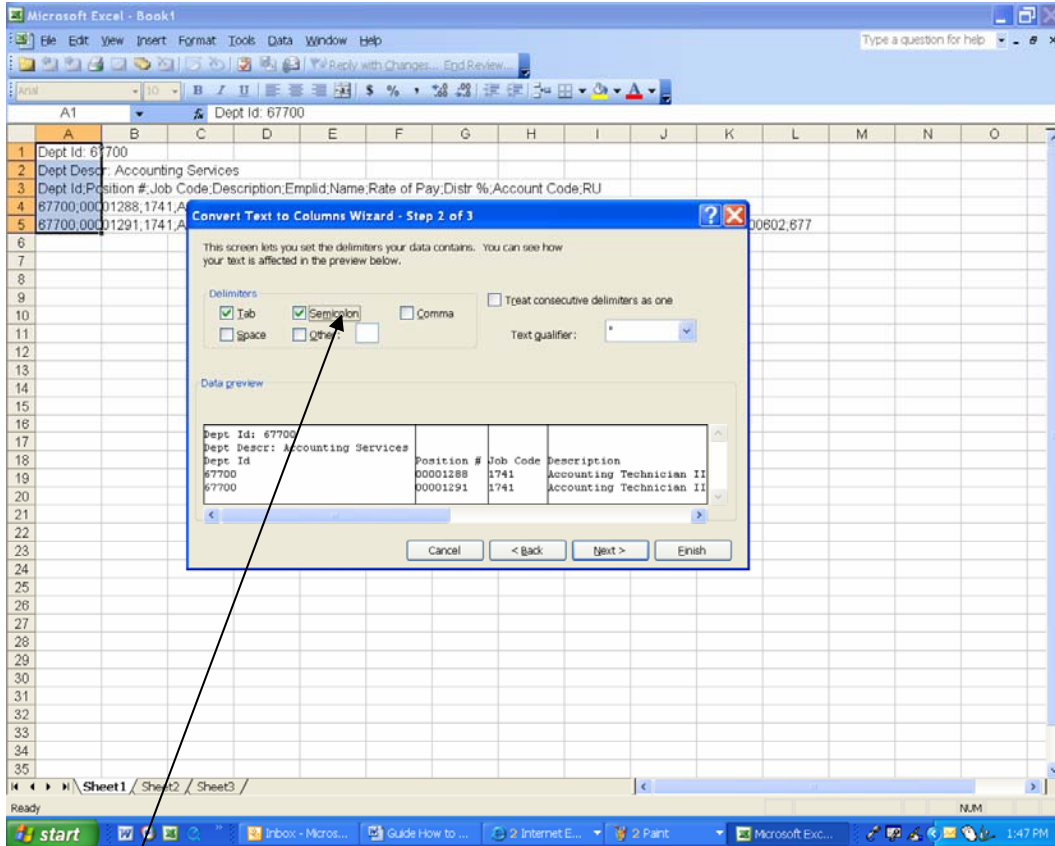
**Click on Text to Columns**

**Results after Text to Columns**



**Step 12: Choose Delimited**

**Click on Next**



**Choose Semicolon**  
**Click on Finish**

## Results

	A	B	C	D	E	F	G	H	I	J
1	Dept Id:	67700								
2	Dept Descr:	Accounting Services								
3	Dept Id	Position #	Job Code	Description	Emplid	Name	Rate of Pay	Distr %	Account Code	RU
4	67700	1288	1741	Accounting Technician II		Currently Vacant	0	100%	67700-POM0160130000000602	677
5	67700	1291	1741	Accounting Technician II	42302		3,228.00	100%	67700-POM0160130000000602	677
6										
7										

**Format data to meet your needs**