



XML Import Guide

TEAM REPORTS

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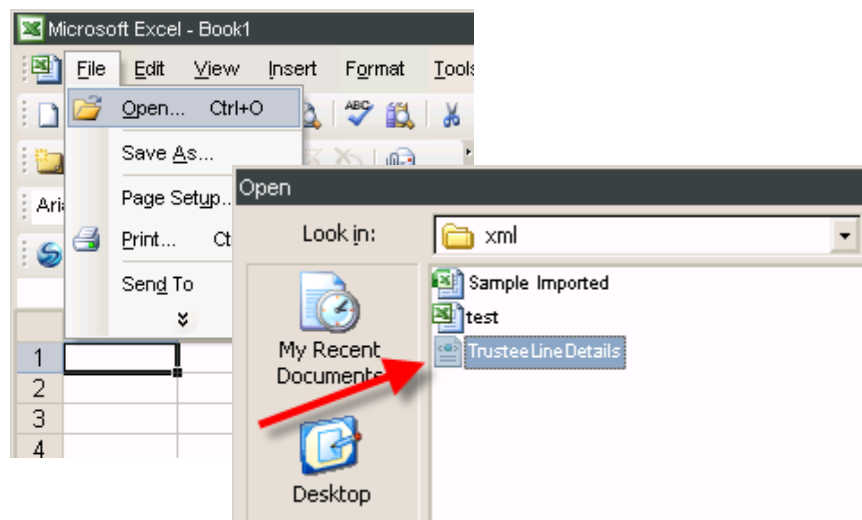
TEAM REPORTS XML IMPORT GUIDE

Import Exported Team Reports XML File

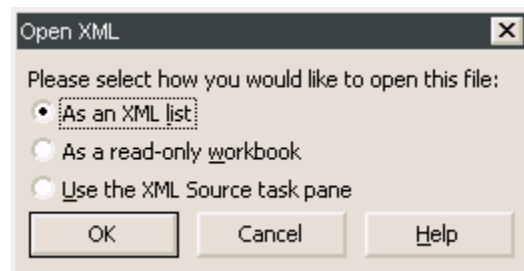
Team Reports allows you to export an XML file. This file can be opened in Excel giving you the ability to search items that you may not find as easily within Team Reports. Outlined here are the steps to import that file into Excel.

Excel 2003

1. Launch Excel from your programs group on the start menu.
2. Click "File", "Open" from the menu bar of Excel.
3. From the Open dialog window, browse to your saved Team Reports XML export. Select the file and click "Open".

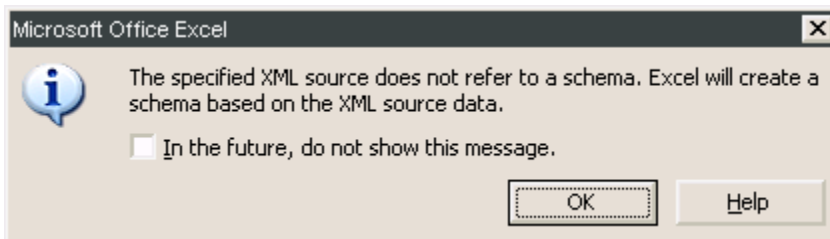


4. Upon opening the XML export you will see an Open XML window. Excel would like to know how you would like to open the selected file. Select the option "As an XML list" and click "OK".

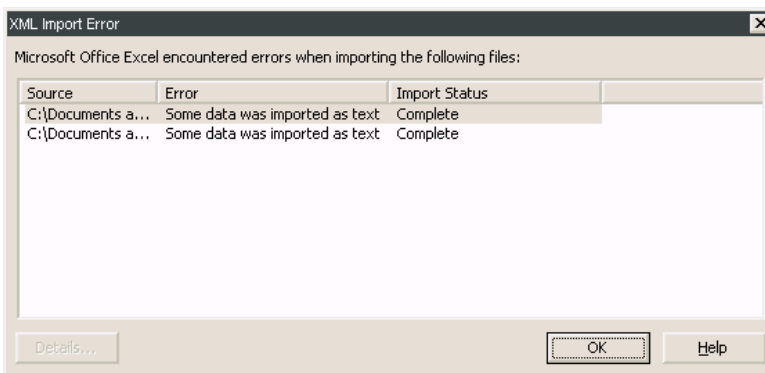


TEAM REPORTS XML IMPORT GUIDE

5. Next, Excel notifies you that a schema cannot be found for the XML file you are attempting to open. An XML schema is a file that defines the structure and data rules for a particular XML file. This is not a critical message. Just click "OK" and Excel will create the schema for you. You will continue to see this message every time you open an XML file without a schema if you do not check the "In the future, do not show this message." box. Checking that box is a personal preference for each user. By checking the box you will not see this window on subsequent XML files that you open when using Excel.



6. You may see an XML Import Error, which notifies you that some data was imported as text. For your purposes this message is perfectly acceptable. Click "OK".



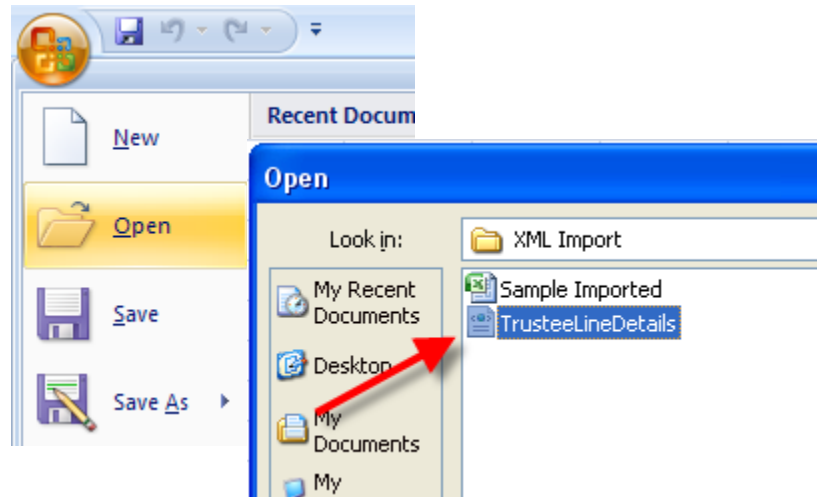
7. Excel has successfully imported the Team Reports XML file. You may save, alter, and search the data as you normally would with any Excel file.

1	A	B	C	D	E	F	G	H	I
	inst:TransID	inst:txnDate	inst:Account	inst:Memo	inst:txnNumber	inst:Name	inst:Class	inst:SplitAccount	inst:Ami
2	247883	2008-12-01T00:00:00-08:00	8340 Building Maintenance	door cut in half, painted and re-installed	19216	Green Water Heat Exchangers	LM-2 G-O-H	100 U.S. Bank Checking	
3	247885	2008-12-01T00:00:00-08:00	7200 Strike Expense	OHL strike food - coffee two weeks	19217	Hopkins, Anthony K.	EEAJ Hopkins	100 U.S. Bank Checking	
4	247886	2008-12-01T00:00:00-08:00	7200 Strike Expense	OHL strike food	19217	Hopkins, Anthony K.	EEAJ Hopkins	100 U.S. Bank Checking	
5	247887	2008-12-01T00:00:00-08:00	7200 Strike Expense	OHL strike food	19217	Hopkins, Anthony K.	EEAJ Hopkins	100 U.S. Bank Checking	
6	247889	2008-12-01T00:00:00-08:00	4030 Supplies & Printing	ink for 911 Sizer	19218	Baker, Laura M.	EEAJ Baker	100 U.S. Bank Checking	
7	247891	2008-12-01T00:00:00-08:00	7200 Strike Expense	breakfast for the strike line	19219	King, Evelyn E.	EEAJ King	100 U.S. Bank Checking	
8	247892	2008-12-01T00:00:00-08:00	7402 Hotel	hotel auto transports panel	19219	King, Evelyn E.	EEAJ King	100 U.S. Bank Checking	
9	247893	2008-12-01T00:00:00-08:00	7404 Shuttle/Parking/Ferry	auto transport panel	19219	King, Evelyn E.	EEAJ King	100 U.S. Bank Checking	
10	247894	2008-12-01T00:00:00-08:00	7403 Car Rental	rental car	19219	King, Evelyn E.	EEAJ King	100 U.S. Bank Checking	
11	247895	2008-12-01T00:00:00-08:00	7401 Meals	dinner	19219	King, Evelyn E.	EEAJ King	100 U.S. Bank Checking	
12	247897	2008-12-02T00:00:00-08:00	4032 Services	invoice # 49321Y478	19220	United Parcel Service	LM-2 REP	100 U.S. Bank Checking	
13	247899	2008-12-02T00:00:00-08:00	5301 Web Hosting	web hosting for teamsters763.org	19221	Unions-America.com	LM-2 G-O-H	100 U.S. Bank Checking	
14	247901	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19222	Tavita Paoa	LM-2 REP	100 U.S. Bank Checking	
15	247903	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19223	Bruce Andahl	LM-2 REP	100 U.S. Bank Checking	
16	247905	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19224	James Singletary	LM-2 REP	100 U.S. Bank Checking	
17	247907	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19225	Imring Valera	LM-2 REP	100 U.S. Bank Checking	
18	247909	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19226	Dean Holmes	LM-2 REP	100 U.S. Bank Checking	
19	247911	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19227	John Lucero	LM-2 REP	100 U.S. Bank Checking	
20	247913	2008-12-02T00:00:00-08:00	3401 Regular Dues	dues refund	19228	Cynthia Thomas	LM-2 REP	100 U.S. Bank Checking	
21	247915	2008-12-02T00:00:00-08:00	4012 Sever Billng	sever billing December 2008	19229	Teamsters Local 117	LM-2 G-O-H	100 U.S. Bank Checking	
22	247917	2008-12-03T00:00:00-08:00	7200 Strike Expense	strike food, coffee	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
23	247918	2008-12-03T00:00:00-08:00	7200 Strike Expense	strike food, coffee	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
24	247919	2008-12-03T00:00:00-08:00	7200 Strike Expense	prepans for the strike line	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
25	247920	2008-12-03T00:00:00-08:00	7200 Strike Expense	garbage bags for the strike line	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
26	247921	2008-12-03T00:00:00-08:00	7101 Meals	Lake Stevens School District	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
27	247922	2008-12-03T00:00:00-08:00	7200 Strike Expense	food for the strike line	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
28	247923	2008-12-03T00:00:00-08:00	7200 Strike Expense	water for the strike line	19232	Powell, George L.	EEAJ Powell	100 U.S. Bank Checking	
29	247925	2008-12-04T00:00:00-08:00	3401 Regular Dues	dues refund	19240	Catherine Thomas	LM-2 REP	100 U.S. Bank Checking	
30	247927	2008-12-04T00:00:00-08:00	3401 Regular Dues	dues refund			LM-2 REP	100 U.S. Bank Checking	
31	247929	2008-12-04T00:00:00-08:00	3401 Regular Dues	dues refund			LM-2 REP	100 U.S. Bank Checking	
32	247931	2008-12-04T00:00:00-08:00	3045 Sno County Labor Cncl	Per Capita December 2008				100 U.S. Bank Checking	
33	247933	2008-12-04T00:00:00-08:00	3306 Insurance - Other	November 2008, 4204 x 20		19244	Teamsters Life W/Idues Trust Fund	100 U.S. Bank Checking	
34	247935	2008-12-04T00:00:00-08:00	3309 WST Representative Ret Plan	4204 x 25 November 2008		19245	WST Representative Retirement Plan	100 U.S. Bank Checking	
35	247937	2008-12-04T00:00:00-08:00	3025 KC Labor Council	December 2008, 500 members x \$0.55		19246	MLK, Jr. County Labor Council of WA	100 U.S. Bank Checking	
36	247939	2008-12-04T00:00:00-08:00	3300 Printing Mailing Trade District	November 2008		19247	Printing Mailing Trade District	Not Allocated	
37	247941	2008-12-04T00:00:00-08:00	3047 Joint State Freight Committee	November 2008 - 19 employees @ \$0.70		19248	Joint State Freight Fund	100 U.S. Bank Checking	
38	247943	2008-12-04T00:00:00-08:00	3040 WSTE Board of Adjustments	November 2008, 92 emp @ \$0.50		19249	WST & Employer's Board of Adjustments	100 U.S. Bank Checking	
39	247945	2008-12-04T00:00:00-08:00	3010 Joint Council	Per Capita November 2008		19250	Joint Council of Teamsters No 28	100 U.S. Bank Checking	
40	247947	2008-12-04T00:00:00-08:00	4044 Internet Access	internet access		19251	Teamsters Building Association	LM-2 G-O-H	
41	247948	2008-12-04T00:00:00-08:00	4010 Rent - Office & Meeting Hall	office rent		19251	Teamsters Building Association	LM-2 G-O-H	
42	247949	2008-12-04T00:00:00-08:00	4049 Phone Equipment Charge	phone equipment		19251	Teamsters Building Association	LM-2 G-O-H	
43	247950	2008-12-04T00:00:00-08:00	4049 Phone Equipment Charge	on-hold music		19251	Teamsters Building Association	LM-2 G-O-H	
44	247951	2008-12-04T00:00:00-08:00	4011 Office Rent/Loan Repayment	loan repayment		19251	Teamsters Building Association	LM-2 G-O-H	1
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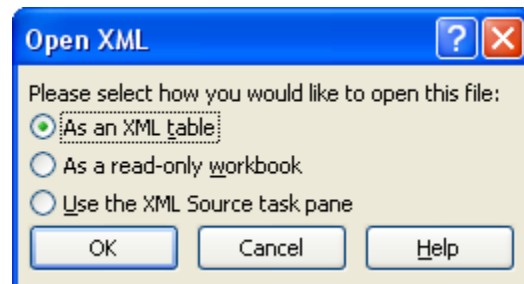
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Excel 2007

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2. Click the Office button in the upper left corner of Excel and click “Open”.
3. From the Open dialog window, browse to your saved Team Reports XML export. Select the file and click “Open”.

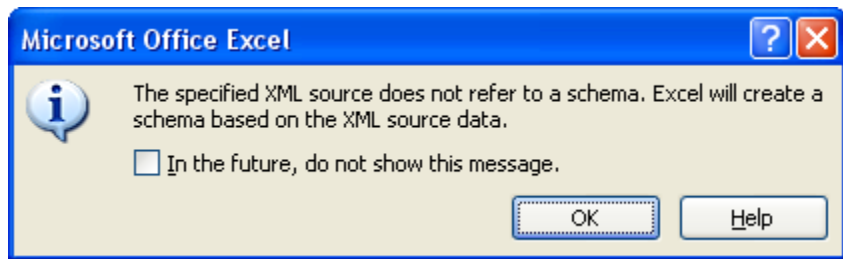


4. Upon opening the XML export you will see an Open XML window. Excel would like to know how you would like to open the selected file. Select the option “As an XML table” and click “OK”.

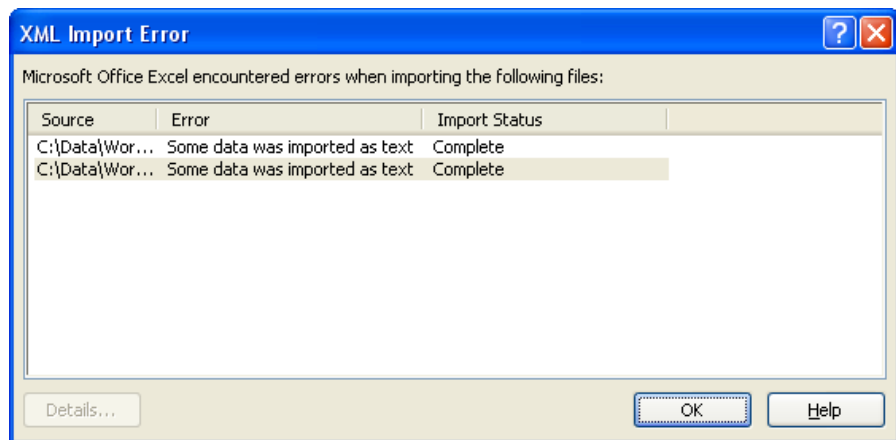


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	A	B	C	D	E	F	G	H
	ns1:TransID	ns1:txnDate	ns1:Account	ns1:Memo	ns1:TxnNumber	ns1:Name	ns1:Class	ns1:Split
1	247883	2008-12-01T00:00:00-08:00	8040 - Building Maintenance	door cut in half, painted and re-installed	19216	Green Water Heat Exchangers	LM-2:G O-H	100 - U.S.
2	247885	2008-12-01T00:00:00-08:00	7200 - Strike Expense	OHFL strike food - coffee two weeks	19217	Hopkins, Anthony K.	EEAI:Hopkins	100 - U.S.
3	247886	2008-12-01T00:00:00-08:00	7200 - Strike Expense	OHFL strike food	19217	Hopkins, Anthony K.	EEAI:Hopkins	100 - U.S.
4	247887	2008-12-01T00:00:00-08:00	7200 - Strike Expense	OHFL strike food	19217	Hopkins, Anthony K.	EEAI:Hopkins	100 - U.S.
5	247888	2008-12-01T00:00:00-08:00	4020 - Supplies & Printing	ink for 911 flyer	19218	Baker, Laura M	EEAI:Baker	100 - U.S.
6	247891	2008-12-01T00:00:00-08:00	7200 - Strike Expense	breakfast for the strike line	19219	King, Evelyn E	EEAI:King	100 - U.S.
7	247892	2008-12-01T00:00:00-08:00	7402 - Hotel	hotel auto transports panel	19219	King, Evelyn E	EEAI:King	100 - U.S.
8	247893	2008-12-01T00:00:00-08:00	7404 - Shuttle/Parking/Ferry	auto transport panel	19219	King, Evelyn E	EEAI:King	100 - U.S.
9	247894	2008-12-01T00:00:00-08:00	7403 - Car Rental	rental car	19219	King, Evelyn E	EEAI:King	100 - U.S.
10	247895	2008-12-01T00:00:00-08:00	7401 - Meals	dinner	19219	King, Evelyn E	EEAI:King	100 - U.S.
11	247897	2008-12-02T00:00:00-08:00	4032 - Services	invoice # 4932Y478	19220	United Parcel Service	LM-2:REP	100 - U.S.
12	247899	2008-12-02T00:00:00-08:00	5301 - Web Hosting	web hosting for teamsters763.org	19221	Unions-America.com	LM-2:G O-H	100 - U.S.
13	247901	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19222	Tavita Paoa	LM-2:REP	100 - U.S.
14	247903	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19223	Bruce Andahl	LM-2:REP	100 - U.S.
15	247905	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19224	James Singletary	LM-2:REP	100 - U.S.
16	247907	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19225	Imrang Valora	LM-2:REP	100 - U.S.
17	247909	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19226	Dean Holmes	LM-2:REP	100 - U.S.
18	247911	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19227	John Lucero	LM-2:REP	100 - U.S.
19	247913	2008-12-02T00:00:00-08:00	3401 - Regular Dues	dues refund	19228	Cynthia Thomas	LM-2:REP	100 - U.S.
20	247915	2008-12-02T00:00:00-08:00	4012 - Server Billing	server billing December 2008	19229	Teamsters Local 117	LM-2:G O-H	100 - U.S.
21	247917	2008-12-03T00:00:00-08:00	7200 - Strike Expense	strike food, coffee	19232	Powell, George L	EEAI:Powell	100 - U.S.
22	247918	2008-12-03T00:00:00-08:00	7200 - Strike Expense	strike food, coffee	19232	Powell, George L	EEAI:Powell	100 - U.S.
23	247919	2008-12-03T00:00:00-08:00	7200 - Strike Expense	propane for the strike line	19232	Powell, George L	EEAI:Powell	100 - U.S.
24	247920	2008-12-03T00:00:00-08:00	7200 - Strike Expense	garbage bags for the strike line	19232	Powell, George L	EEAI:Powell	100 - U.S.
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26	247922	2008-12-03T00:00:00-08:00	7200 - Strike Expense	food for the strike line	19232	Powell, George L	EEAI:Powell	100 - U.S.
27	247923	2008-12-03T00:00:00-08:00	7200 - Strike Expense	water for the strike line	19232	Powell, George L	EEAI:Powell	100 - U.S.
28	247925	2008-12-04T00:00:00-08:00	3401 - Regular Dues	dues refund	19240	Catherine Thomas	LM-2:REP	100 - U.S.
29	247927	2008-12-04T00:00:00-08:00	3401 - Regular Dues	dues refund	19241	Joshua Gomez-Knight	LM-2:REP	100 - U.S.
30	247929	2008-12-04T00:00:00-08:00	3401 - Regular Dues	dues refund	19242	Marc Skiffington	LM-2:REP	100 - U.S.
31	247931	2008-12-04T00:00:00-08:00	3045 - Sno County Labor Cncl	Per Capita December 2008	19243	Snohomish Cty Labor Council		100 - U.S.
32	247933	2008-12-04T00:00:00-08:00	3206 - Insurance - Other	November 2008, 4204 x. 20	19244	Teamsters Life W/Dues Trust Fund		100 - U.S.
33	247935	2008-12-04T00:00:00-08:00	3209 - WST Representative Ret Plan	4204 x. 25 November 2008	19245	WST Representative Retirement Plan		100 - U.S.
34	247937	2008-12-04T00:00:00-08:00	3025 - KC Labor Council	December 2008 500 members x \$0.55	19246	MLK, Jr. County Labor Council of WA		100 - U.S.
35	247939	2008-12-04T00:00:00-08:00	3030 - Printing Mailing Trade District	November 2008	19247	Printing Mailing Trade District	Not Allocated	100 - U.S.
36	247941	2008-12-04T00:00:00-08:00	3047 - Joint State Freight Committee	November 2008 - 19 employees @ \$0.70	19248	Joint State Freight Fund		100 - U.S.
37	247943	2008-12-04T00:00:00-08:00	3040 - WSTE Board of Adjustments	November 2008, 92 emp @ \$0.50	19249	WST & Employer's Board of Adjustments		100 - U.S.
38	247945	2008-12-04T00:00:00-08:00	3010 - Joint Council	Per Capita November 2008	19250	Joint Council of Teamsters No 28		100 - U.S.
39	247947	2008-12-04T00:00:00-08:00	4044 - Internet Access	internet access	19251	Teamsters Building Association	LM-2:G O-H	100 - U.S.