



## INFORMATIONAL MESSAGE

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**To:** Finance Coordinators Statewide & DDC/RDC Data Center Managers  
**From:** WSIPC Finance Membership Services  
**Date:** June 19, 2009  
**Re:** KCDA-Ecommerce Ship-To Address Extract Report Now Available

INTERFACE(S) AFFECTED:

Web Access       WESPaC       Legacy

ATTENTION:

A Crystal Report solution to extract Ship-To address records for KCDA is now available. KCDA will request this information when districts begin using Ecommerce. KCDA may ask for periodic updates. Agencies should also send new files whenever they modify their Ship-To addresses.

The file is labeled "[Extracts data to Excel for KCDA,](#)" and you can download a [copy](#) from the Crystal Reports library on WSIPC's SharePoint Site.

Since your districts may not have access to SharePoint or a developer's license for Crystal Reports, you may need to install the report for them. For each district that requests this solution and your assistance, you will need to:

1. Save a copy in each agency's Export directory. You should choose a folder that the intended users can access.
2. Relate the report to the district's database (via Crystal Reports XI).
3. Add the report the agency's Quick Pick Reports (FM\RO\QP) module.

Detailed instructions can be obtain from [WSIPC's Crystal Reports library](#).

To extract the data after the report is viewable via Crystal Reports Viewer:

1. Go to Report\Export
2. Change the **Save as type** to: Microsoft Excel (Data Only)
3. Browse to the desired directory/folder and **Save** the extract file (.xls)
4. Click **OK** on *Excel Export Options* screen

The file will be created in the correct format. Then, a district user will need to send the Excel file to KCDA. Agencies should contact their KCDA representative to obtain the appropriate e-mail address for sending these files.

If you have any questions, please contact WSIPC Finance Membership Services, [financems@wsipc.org](mailto:financems@wsipc.org). Thank you for your attention.

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