Exporting Data to Excel



Exporting Data to Excel

This guide provides instructions to export data to your local system in excel format.

Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.



Select Financials.

Stop 2

Step 5								
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Which data do you wish to export?

Choose the appropriate button.

Budget Process

Budget Requests for BP

Budget Execution

Budget Request for BE

Project Budget



Select Budget Process.

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Select Budget Requests for BP.



Select Budget Execution.

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Select Budget Request for BE.



Select Project Budget.

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Click the **Income Statement** icon.

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Click the Workforce Control Budget icon.

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Navigate to the desired Web Form.

In which format do you wish to export data?

Click among the buttons on this pop-up to choose the desired option.

Smart View

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Select Spreadsheet Export.

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Step 17			

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Click Export.

Step 18



An Excel file will be downloaded to your local system with the data you exported.

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