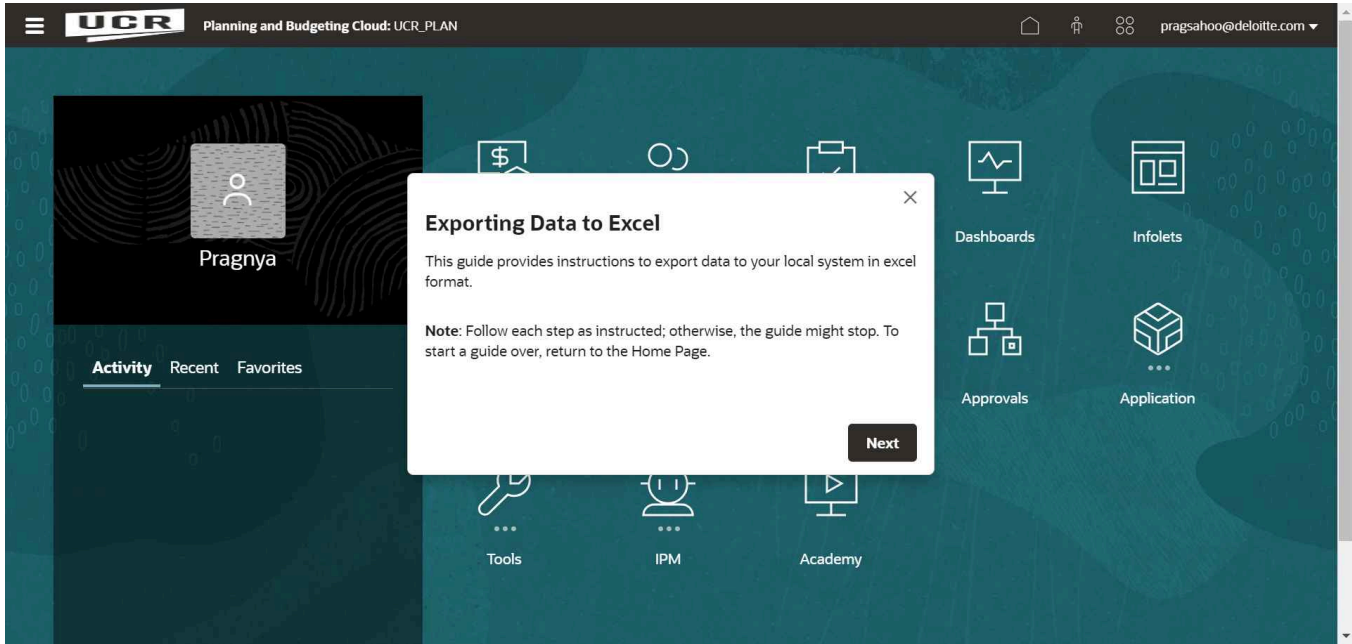


# Exporting Data to Excel

## Step 1

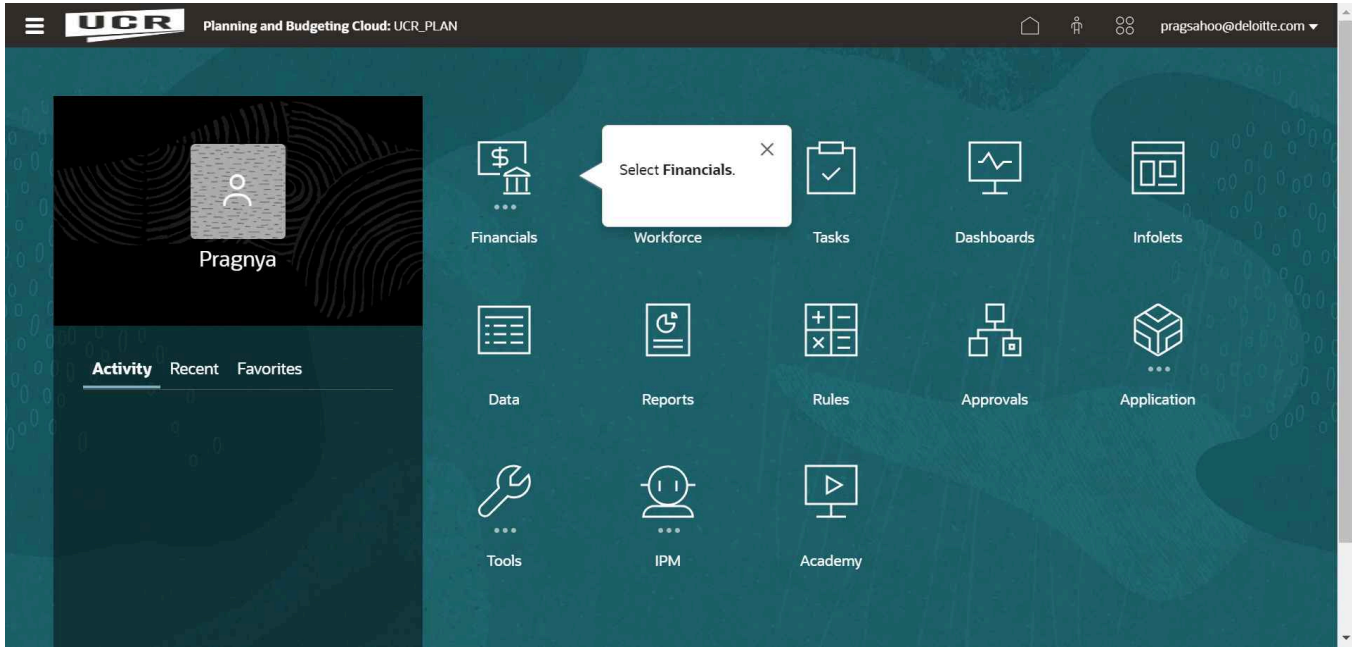


## Exporting Data to Excel

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

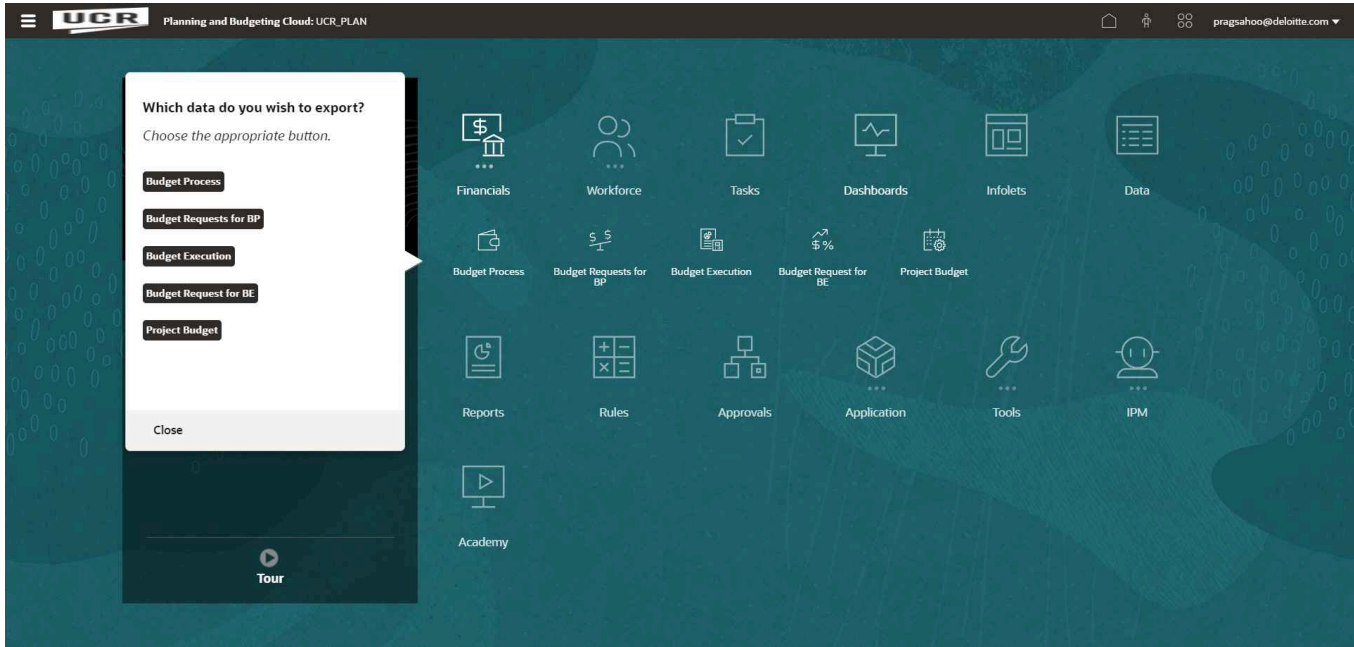
**Note:** Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2



Select **Financials**.

**Step 3**



**Which data do you wish to export?**

*Choose the appropriate button.*

**Budget Process**

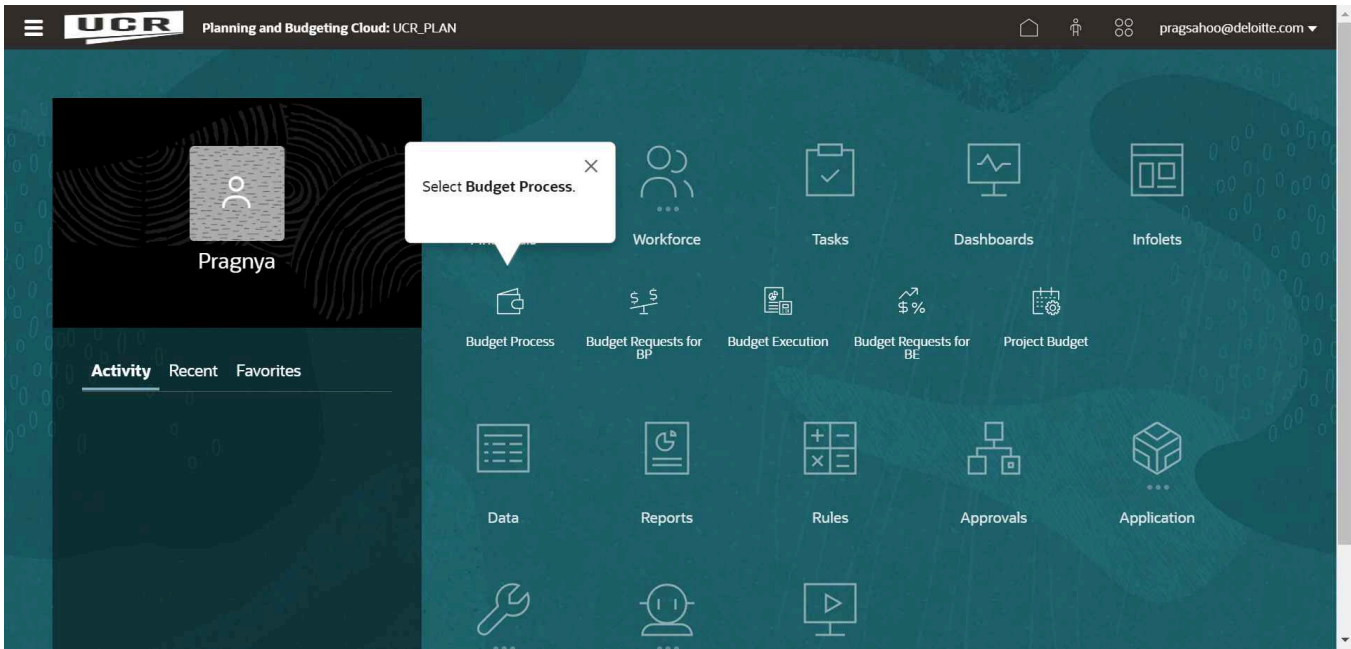
**Budget Requests for BP**

**Budget Execution**

**Budget Request for BE**

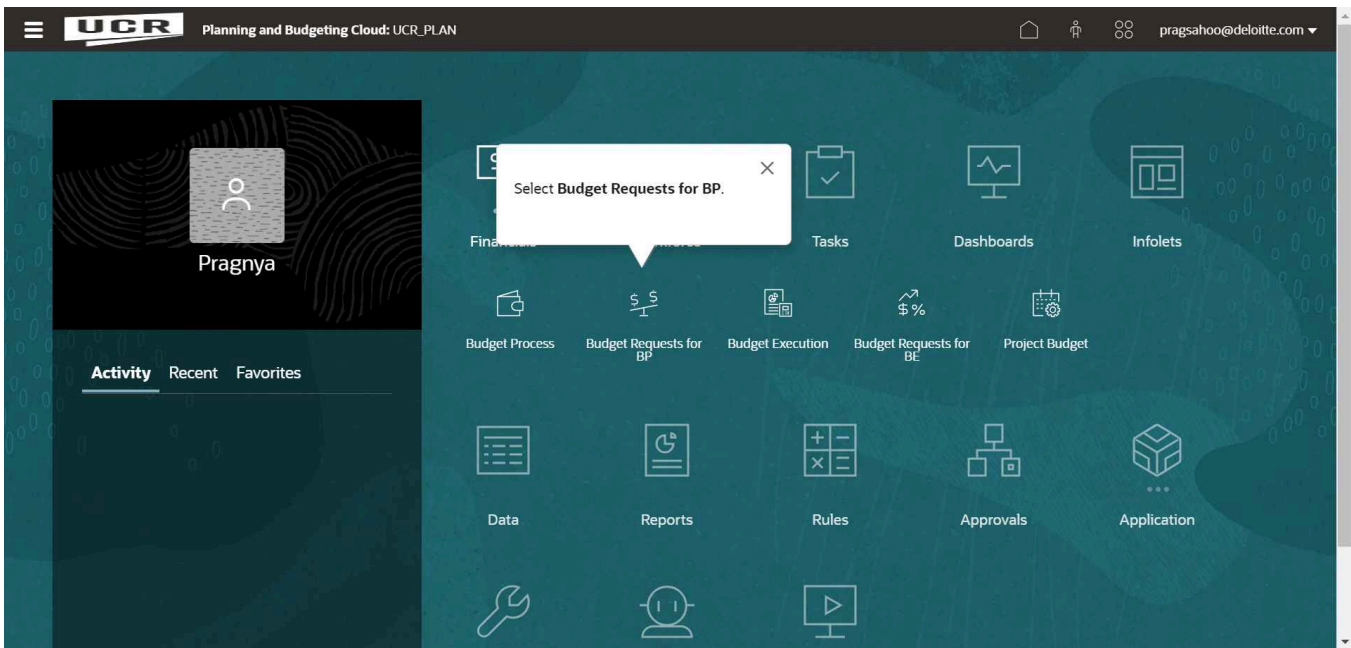
**Project Budget**

**Step 4**



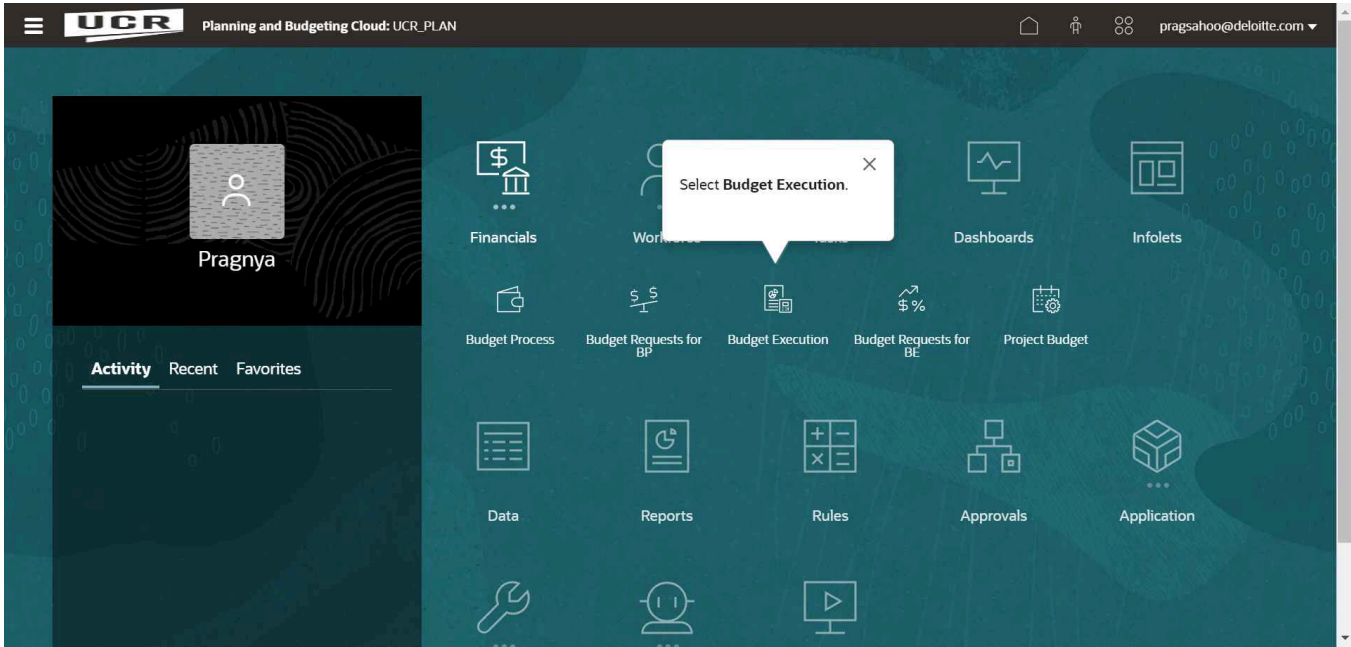
Select **Budget Process**.

**Step 5**



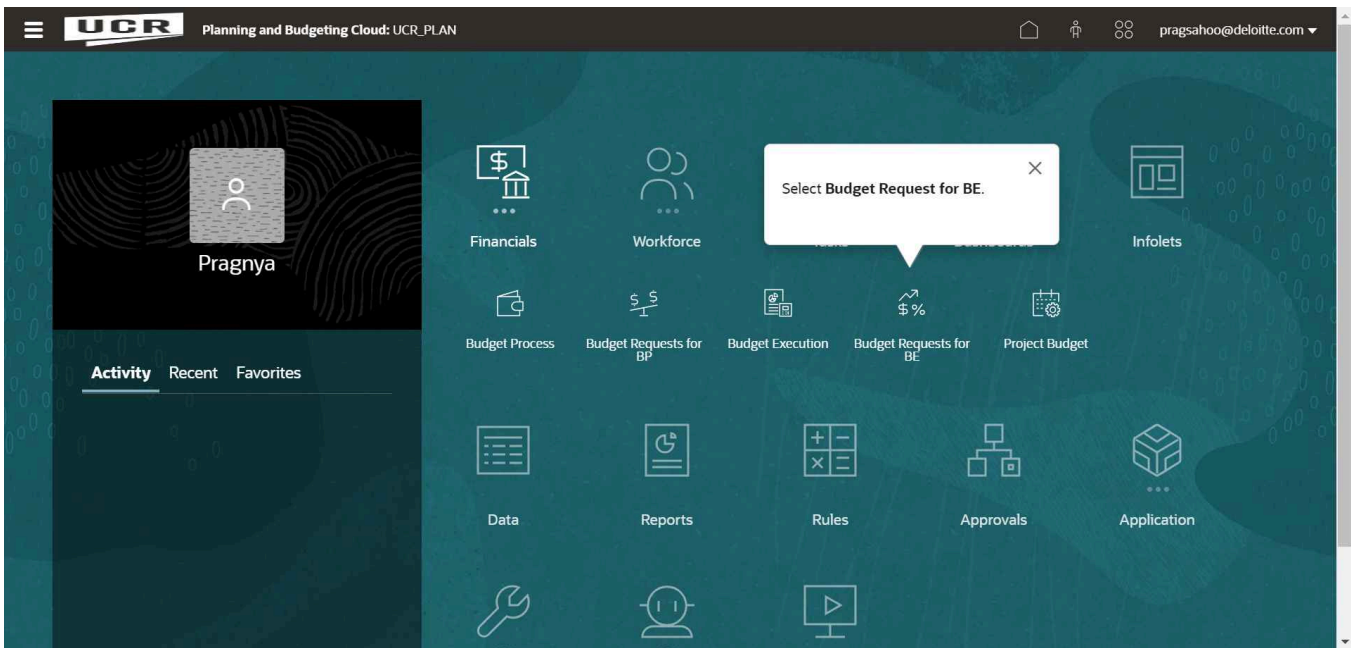
Select **Budget Requests for BP**.

Step 6



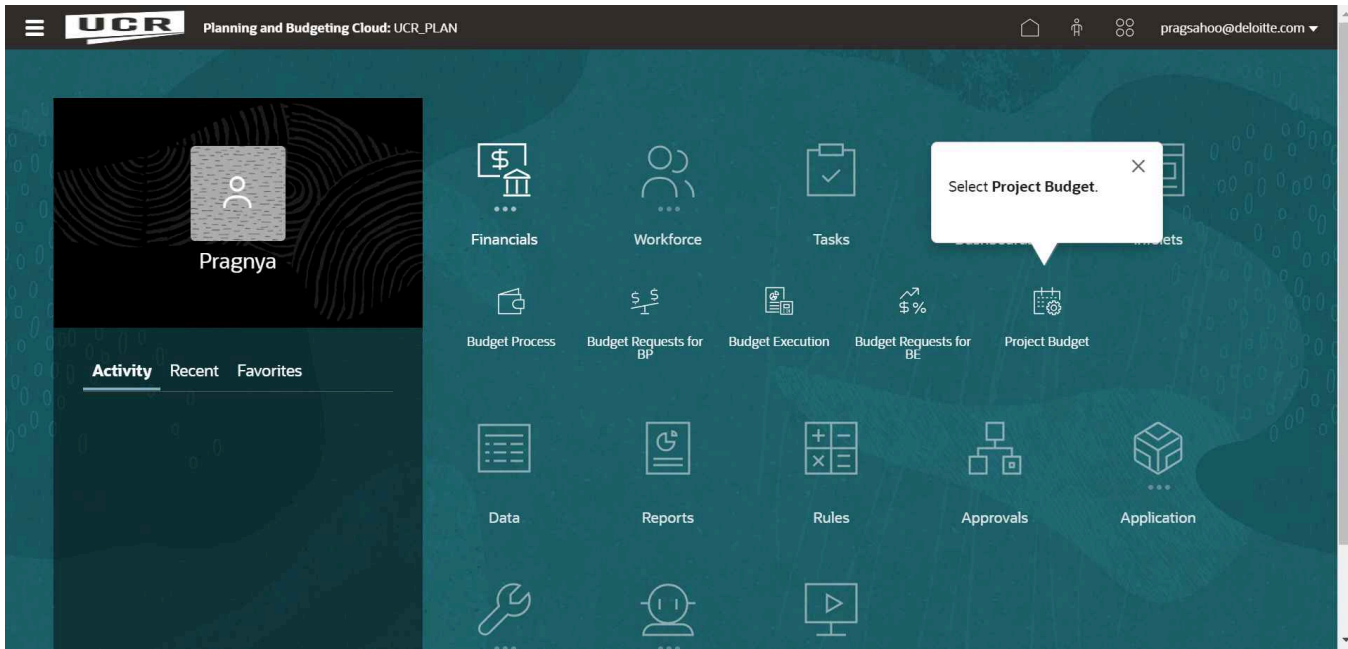
Select **Budget Execution**.

Step 7



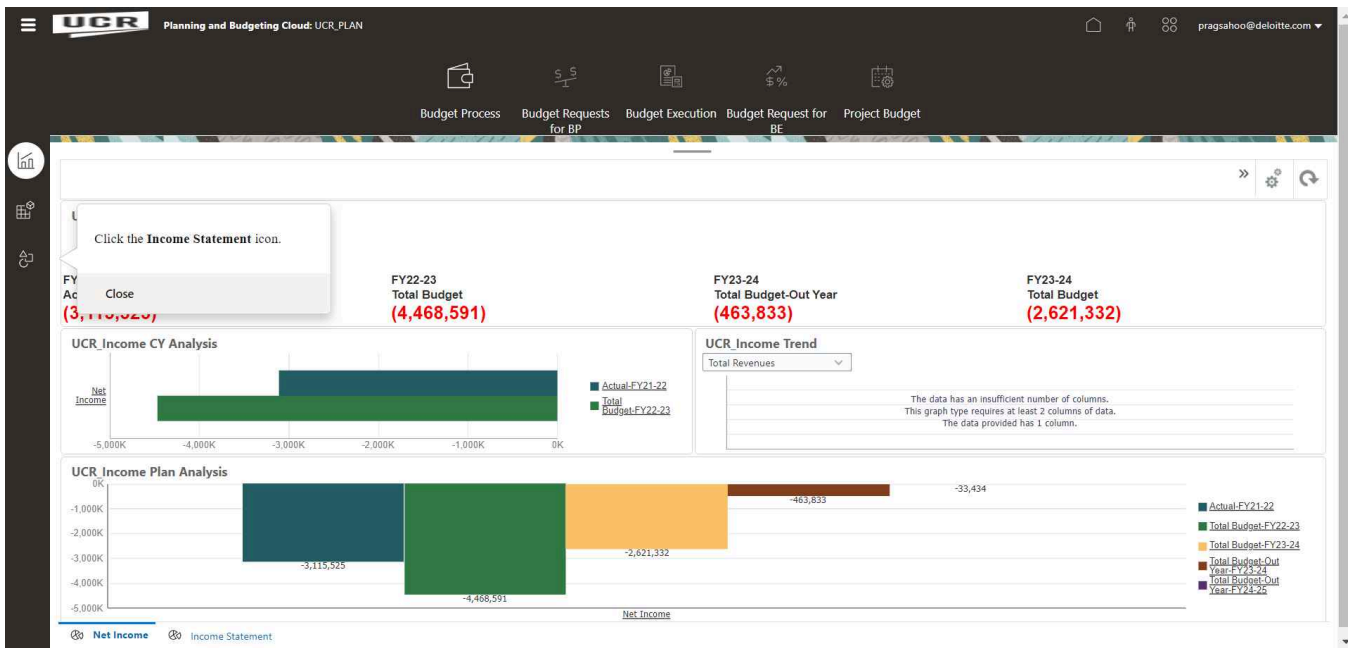
Select **Budget Request for BE**.

Step 8



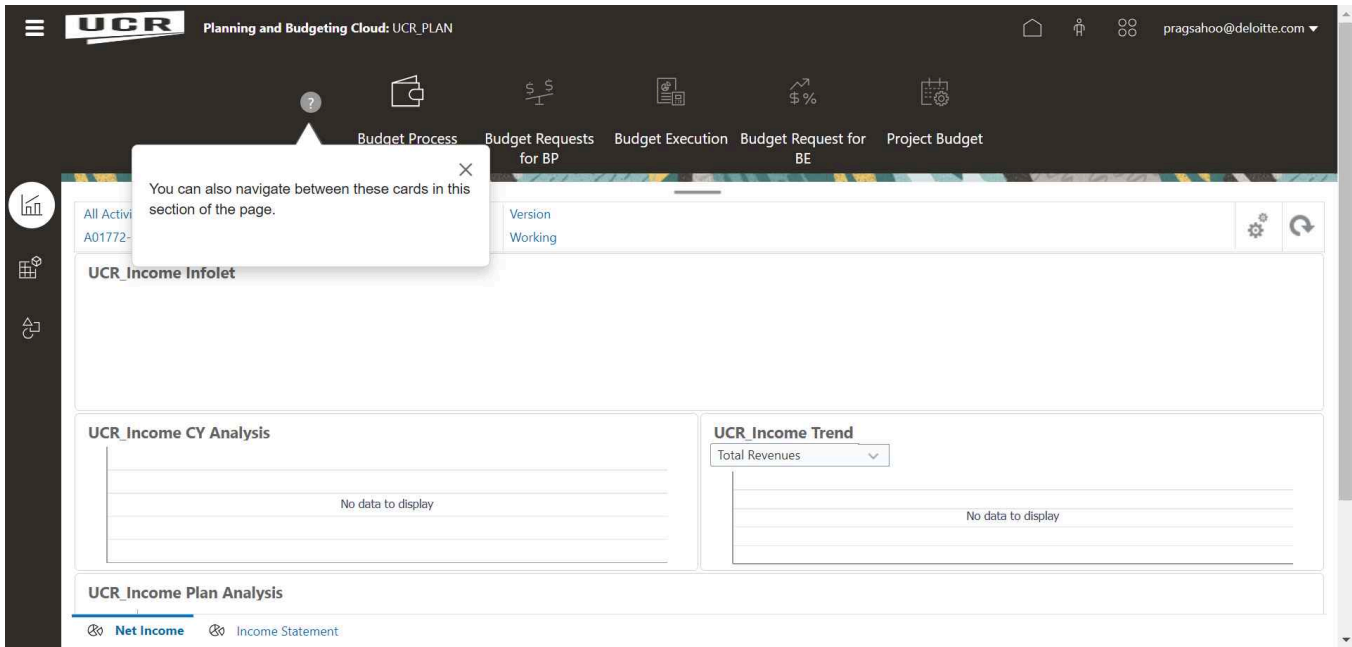
Select Project Budget.

Step 9



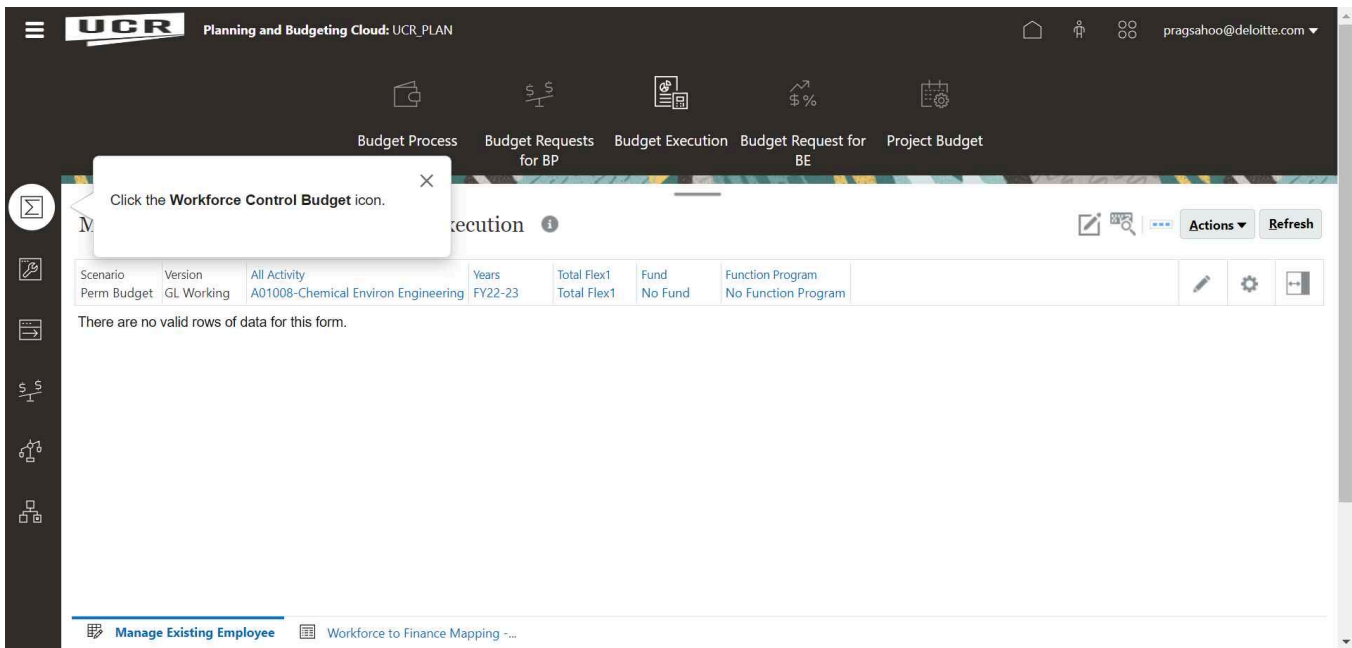
Click the Income Statement icon.

**Step 10**



You can also navigate between these cards in this section of the page.

**Step 11**



Click the **Workforce Control Budget** icon.

Step 12

The screenshot shows a web application interface for managing employees. The main table contains the following data:

Scenario	Version	All Activity	Years	Total Flex1	Fund	Function Program	Distribution %	Status	Employee	FTE	Total FTE	Start Month	Start Date	Applicable Union
A01024-Cntr for Ideas and Society		40014114-10021128	Deguire, Renee		004722-BLANK AST 3	40-000_Default Program	100%	Active				01-Jul	7/1/23	CX
A01022-Art Gallery		40026256-10028486	Saunders, Grace		JOB_006103		100%	Active				01-Jul	7/1/23	TX
A01931-UCR ARTS		40956513-10621921	Beswick, Steve		009634-MUSEUM PREPARATOR		100%	Active				01-Jul	7/1/23	TX
		40923070-10524613	Gray, Emily		009634-MUSEUM PREPARATOR		100%	Active				01-Jul	7/1/23	TX
		40269695-10326426	Hammel, Lindsey		004168-PUBL EDUC SPEC 3		100%	Active				01-Jul	7/1/23	99
		40179345-10031870	McCulloh, Douglas		006127-CURATOR 4		53%	Active				01-Jul	7/1/23	99
		40022112-10030192	Metcalf, Amy		006291-EVENTS SPEC 2		100%	Active				01-Jul	7/1/23	99
		40017896-10026747	Maslov, Nikolay		009723-MUSEUM SCI		100%	Active				01-Jul	7/1/23	RX
		40928744-10024691	Poindexter-Akers, Kathryn		006130-EXHIBITIONS SUPV 2		100%	Active				01-Jul	7/1/23	99
		40019232-10022923	Peltakian, Danielle		004722-BLANK AST 3		100%	Active	Regular	1	1	01-Jul	7/1/23	CX
		40014198-10021415	Ballingit, Rene		005334-SCENE TCHN AST		100%	Active	Regular	1	1	01-Jul	7/1/23	TX
		40005811-10009890	Szupinska, Joanna		006127-CURATOR 4		25%	Active	Regular	0.25	0.25	01-Jul	7/1/23	99
	40020789-10005801	Cohen, Trudy		000547-ADMIN MGR 1		100%	Active	Regular	1	1	01-Jul	7/1/23	99	
	POS_500000092				004922-STDT 1		100%	Active	Regular	0	0	01-Jul	7/1/23	99

Navigate to the desired Web Form.

In which format do you wish to export data?

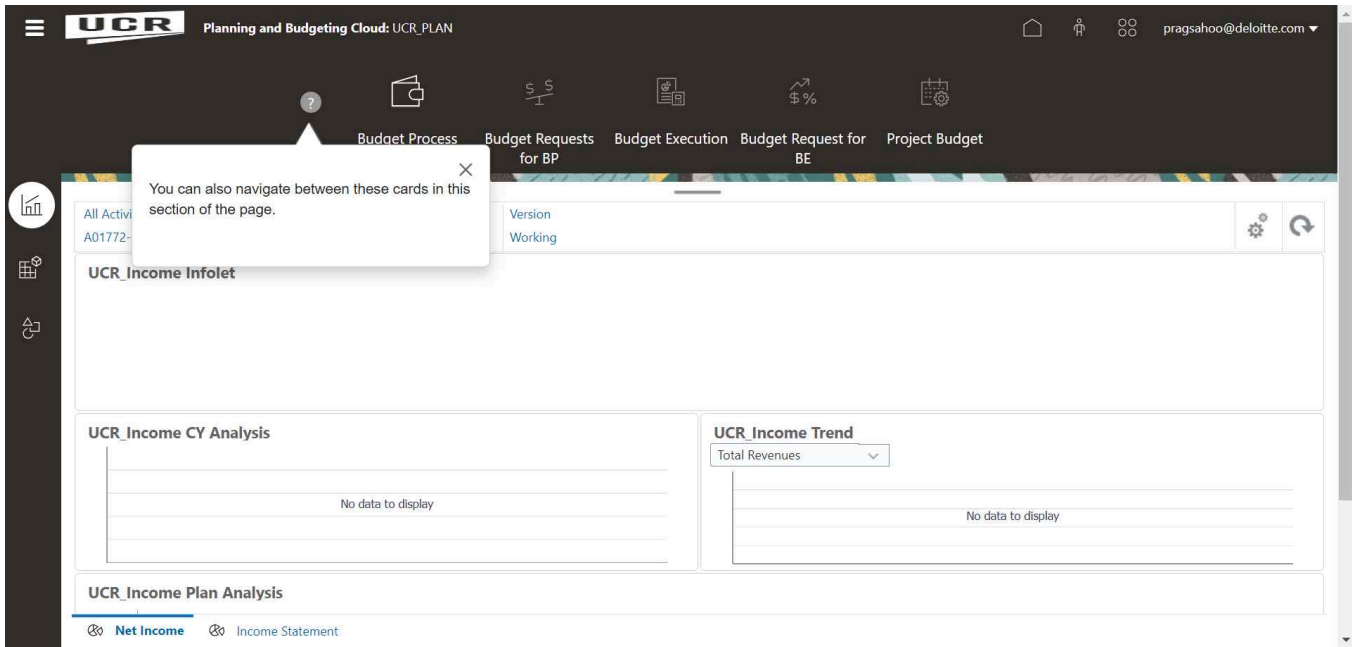
Click among the buttons on this pop-up to choose the desired option.

Smart View

Excel

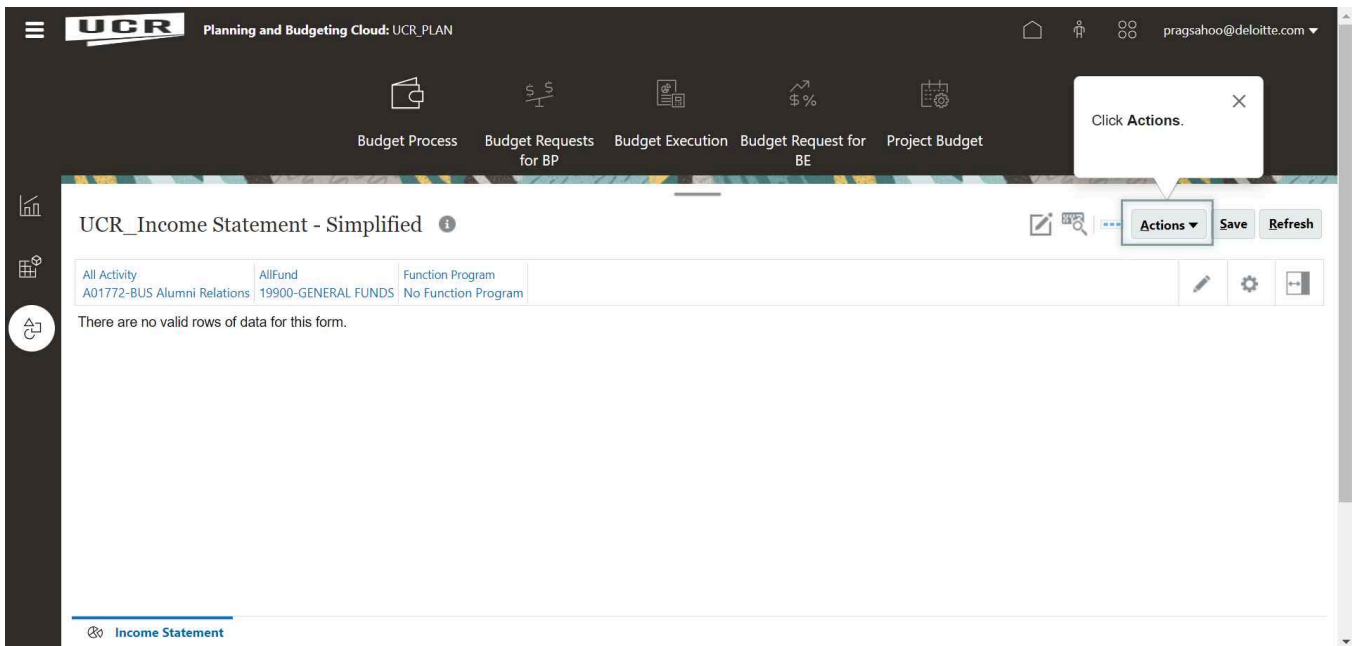


Step 13



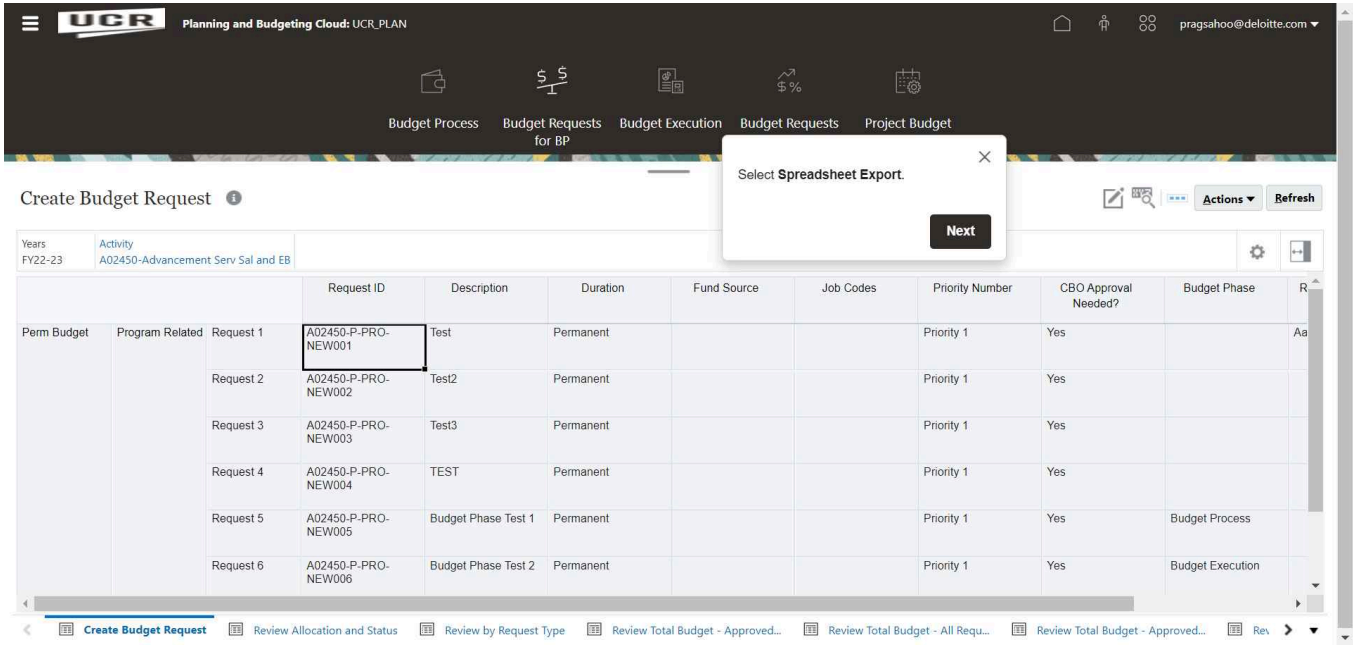
You can also navigate between these cards in this section of the page.

Step 14



Click **Actions**.

**Step 15**

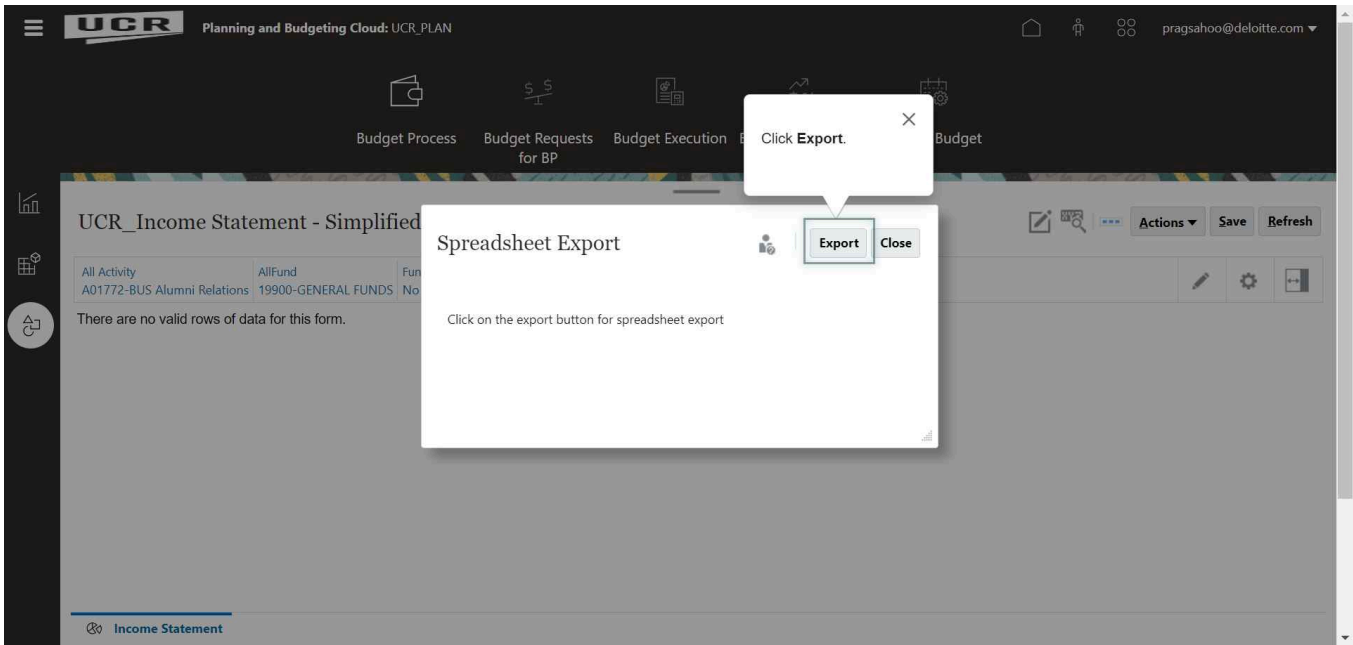


Select Spreadsheet Export.

**Step 16**

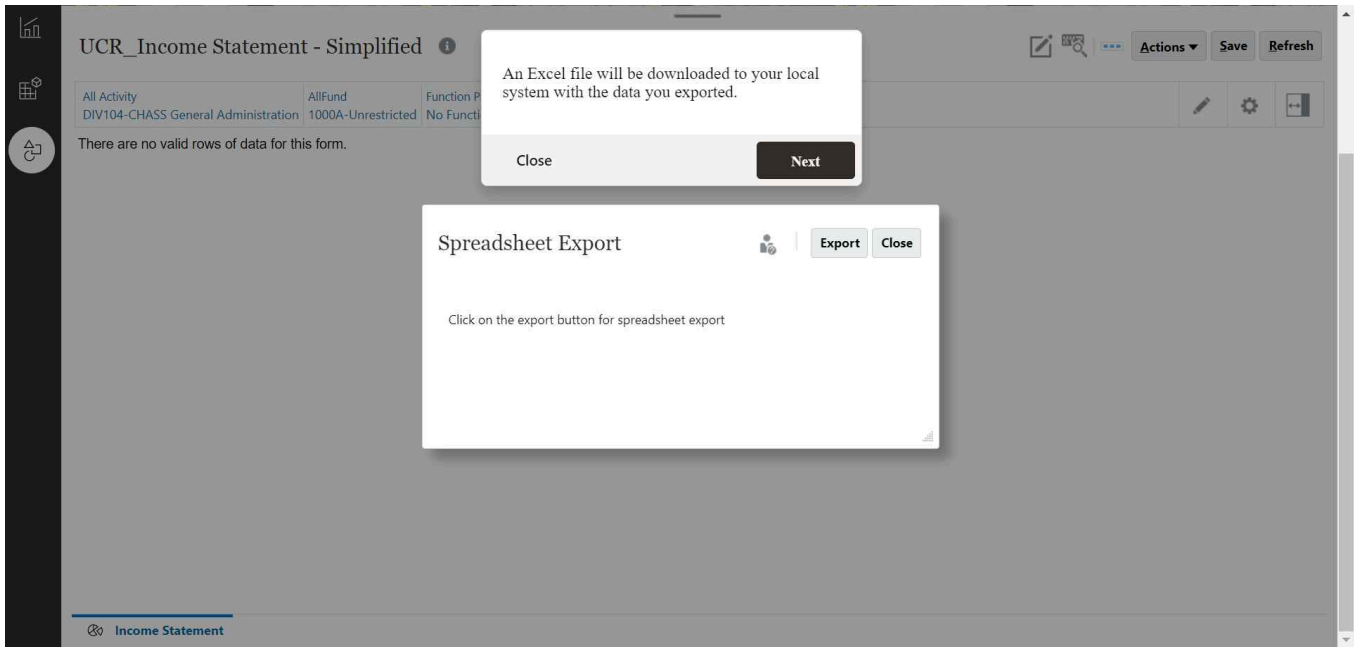
no text

**Step 17**



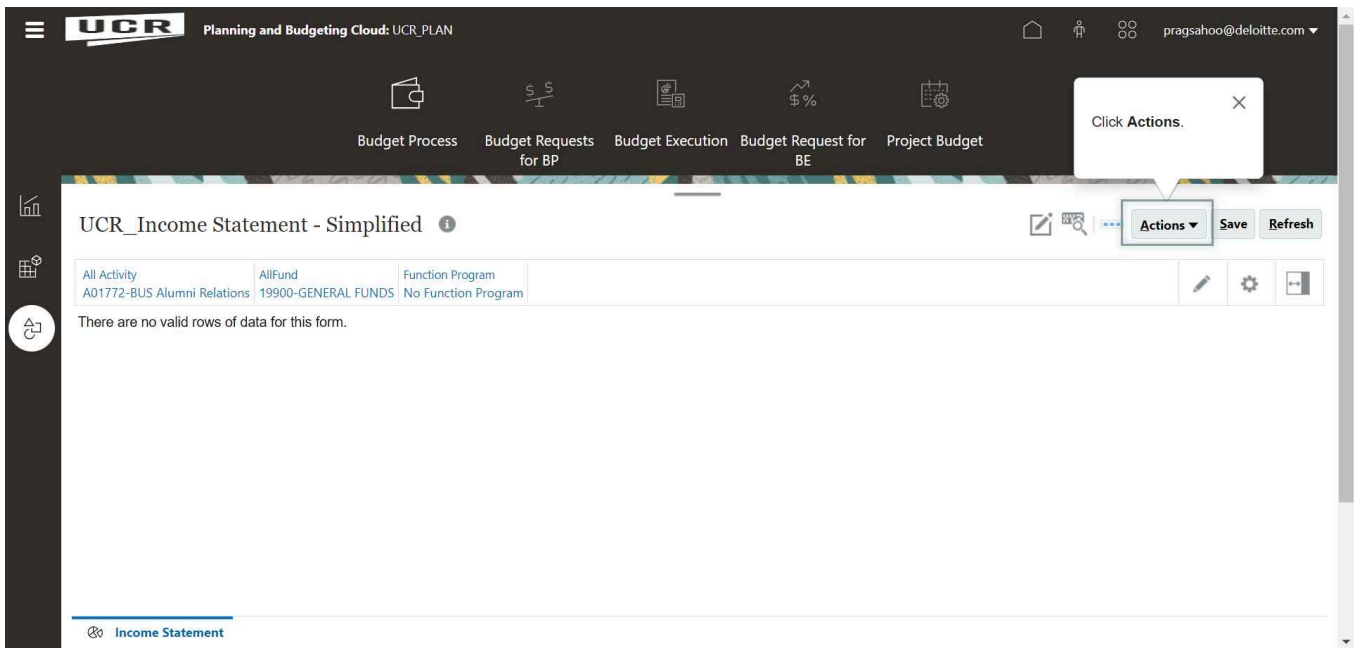
Click Export.

**Step 18**



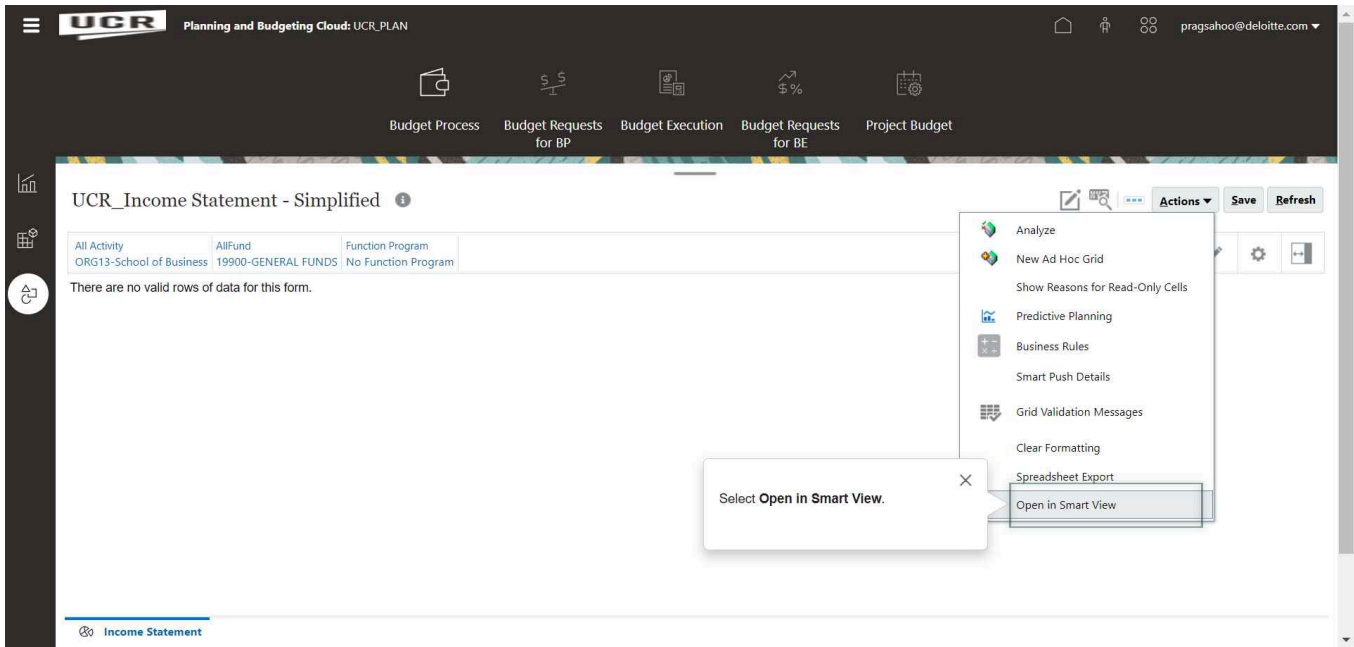
An Excel file will be downloaded to your local system with the data you exported.

**Step 19**



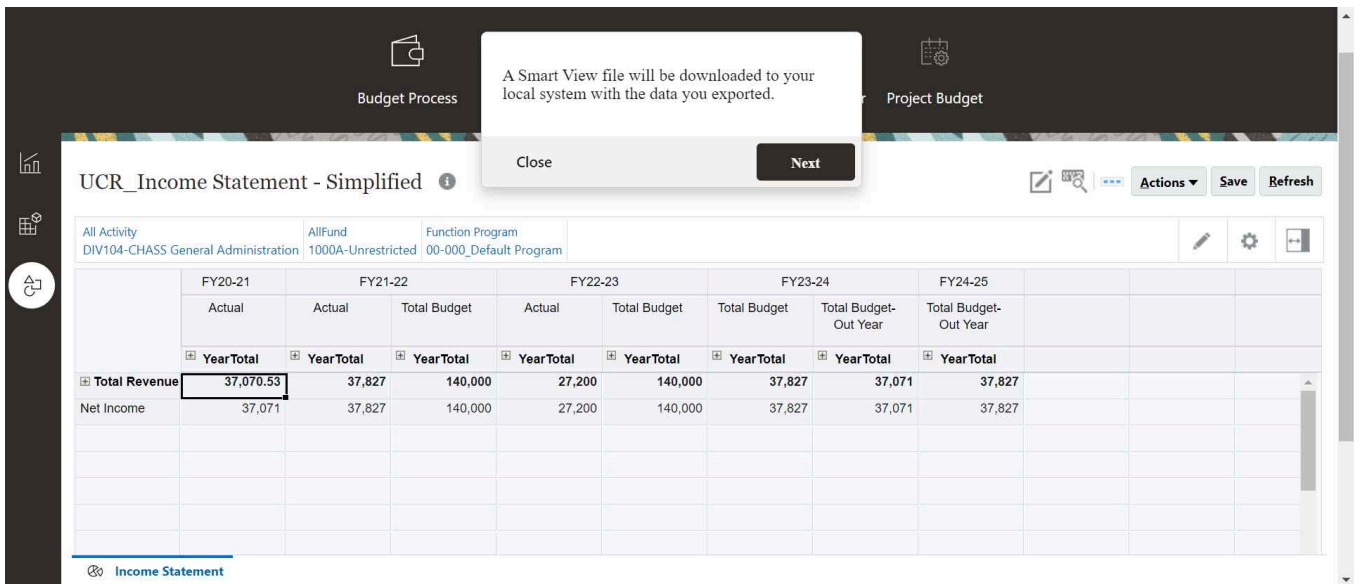
Click **Actions**.

Step 20



Select **Open in Smart View**.

Step 21



A Smart View file will be downloaded to your local system with the data you exported.

Step 22

The screenshot displays the UCR Planning and Budgeting Cloud interface. At the top, the header includes the UCR logo and the text 'Planning and Budgeting Cloud: UCR\_PLAN'. The user's email, 'pragsahoo@deloitte.com', is visible in the top right corner. Below the header is a navigation bar with icons and labels for 'Budget Process', 'Budget Requests for BP', 'Budget Execution', 'Budget Request for BE', and 'Project Budget'. The main content area is titled 'UCR\_Income Statement - Simplified'. It features a table with columns for 'All Activity', 'AllFund', and 'Function Program'. The table content includes 'DIV104-CHASS General Administration', '1000A-Unrestricted', and 'No Function Pro'. Below the table, a message states 'There are no valid rows of data for this form.' A modal message box is overlaid on the table, containing the text 'This completes the guide.' and a 'Done' button. The interface also includes a sidebar on the left with various icons and a top right area with 'Actions', 'Save', and 'Refresh' buttons.

This completes the guide.