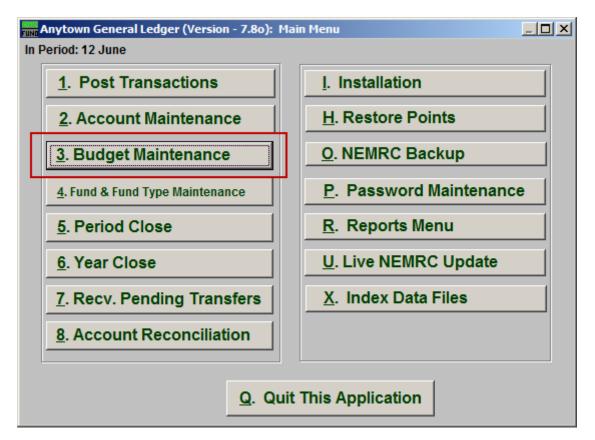
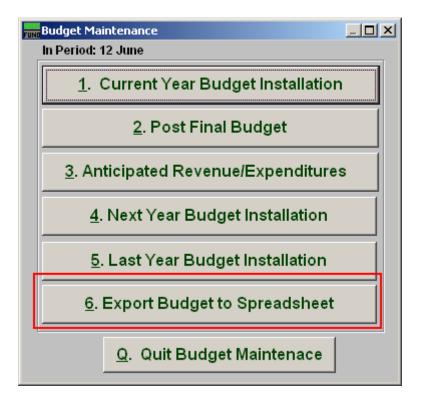
3. Budget Maintenance: 6. Export Budget to Spreadsheet



Click on "3. Budget Maintenance" from the Main Menu and the following window will appear:

General Ledger



Click on "6. Export Budget to Spreadsheet" from the Budget Maintenance Menu and the following window will appear:

General Ledger

Export Budget to Spreadsheet

Fine Export Budget to Spreadsheet	
Export Budget to Spreadsheet	
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OK 4 5 Cancel	

- **1.** Type of Spreadsheet: Select one of the types of files to be created.
- **2. Path:** Type in the location of the folder you wish to save this report in when you export. You may click "Browse" to locate the folder.
- **3.** File Name: Type in the name that this file will be saved as.
- 4. OK: Click "OK" to save the spreadsheet and return to the previous screen.
- 5. Cancel: Click "Cancel" to cancel and return to the previous screen.