

8 Exporting a Report to Excel and/or PDF

This section explains how to export and save your reports to either Excel or PDF for future use.

8.1 Export and Save to Excel

1. In the report window, select **Export** from the **File** menu.

A list of export options is displayed. The default option is **Excel with formatting**.



2. Select the option **Excel with plain text** if it is not already selected.
3. Click the **Export** button in the lower right corner.

The **File Download** window appears. The user has the option of selecting **Open**, **Save** or **Cancel** the report download as shown in the figure below.



4. Select the **Open** button from the **File Download** screen displayed above.

The report is displayed in the web browser in Excel format.

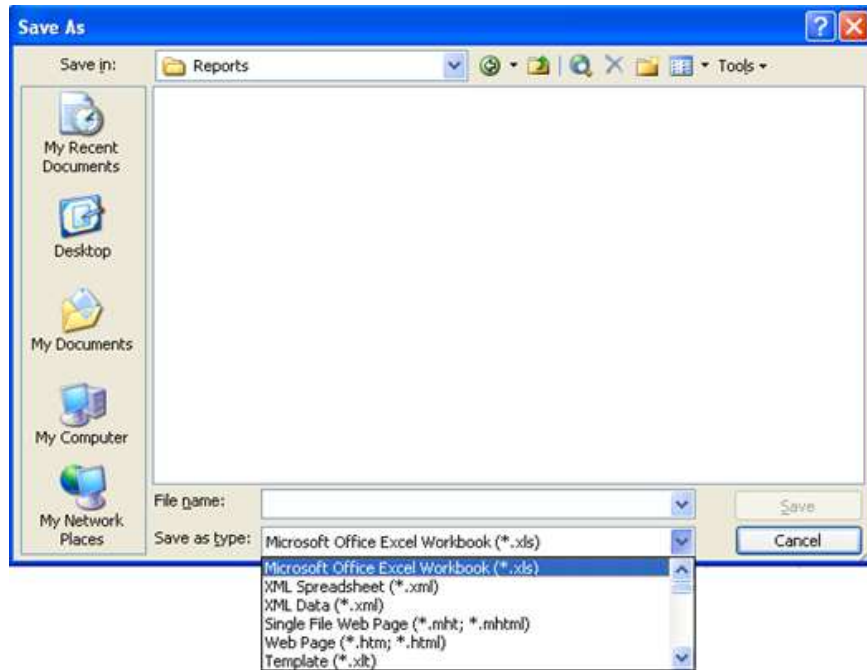
IMPORTANT! If your web browser blocks the report from being displayed for security reasons, follow your browser directions to download and open the report in your web browser.

Program	Fund Type	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	Available to Commit	Available to Draw	
PR01 - HUD Grants and Program Income									
REPORT FILTER: (ApplyComparison(" #0 = #1 and #2 and #3=#4", (Prompted Grantee) (ID), (Recp Grantee) (ID), (Prompted Grantee) = 19312:ALAMOGORDO, 1275:ALBUQUERQUE, 194021:ANGEL FIRE, 194140:ARTESI									
7	CDIG	EN	B08MC350001	\$3,578,000.00	\$0.00	\$3,578,000.00	\$3,578,000.00	\$0.00	\$0.00
8			B09MC350001	\$3,725,000.00	\$0.00	\$3,725,000.00	\$3,725,000.00	\$0.00	\$0.00
9			B09MC350001	\$3,585,000.00	\$0.00	\$3,585,000.00	\$3,585,000.00	\$0.00	\$0.00
10			B09MC350001	\$3,984,000.00	\$0.00	\$3,984,000.00	\$3,984,000.00	\$0.00	\$0.00
11			B02MC350001	\$4,208,000.00	\$0.00	\$4,208,000.00	\$4,208,000.00	\$0.00	\$0.00
12			B03MC350001	\$5,112,000.00	\$0.00	\$5,112,000.00	\$5,112,000.00	\$0.00	\$0.00
13			B04MC350001	\$5,561,000.00	\$0.00	\$5,561,000.00	\$5,561,000.00	\$0.00	\$0.00
14			B05MC350001	\$5,714,000.00	\$0.00	\$5,714,000.00	\$5,714,000.00	\$0.00	\$0.00
15			B06MC350001	\$5,565,000.00	\$0.00	\$5,565,000.00	\$5,565,000.00	\$0.00	\$0.00
16			B07MC350001	\$5,481,000.00	\$0.00	\$5,481,000.00	\$5,481,000.00	\$0.00	\$0.00
17			B08MC350001	\$5,311,000.00	\$0.00	\$5,311,000.00	\$5,311,000.00	\$0.00	\$0.00
18			B09MC350001	\$5,343,000.00	\$0.00	\$5,343,000.00	\$5,343,000.00	\$0.00	\$0.00
19			B00MC350001	\$5,308,000.00	\$0.00	\$5,308,000.00	\$5,308,000.00	\$0.00	\$0.00
20			B01MC350001	\$5,486,000.00	\$0.00	\$5,486,000.00	\$5,486,000.00	\$0.00	\$0.00
21			B02MC350001	\$5,428,000.00	\$0.00	\$5,428,000.00	\$5,428,000.00	\$0.00	\$0.00
22			B03MC350001	\$5,366,000.00	\$0.00	\$5,366,000.00	\$5,366,000.00	\$0.00	\$0.00
23			B04MC350001	\$5,249,000.00	\$0.00	\$5,249,000.00	\$5,249,000.00	\$0.00	\$0.00
24			B05MC350001	\$4,981,454.00	\$0.00	\$4,981,454.00	\$4,981,454.00	\$0.00	\$0.00
25			B06MC350001	\$4,497,495.00	\$0.00	\$4,497,495.00	\$4,497,495.00	\$0.00	\$0.00
26			B07MC350001	\$4,499,368.00	\$0.00	\$4,499,368.00	\$4,499,368.00	\$0.00	\$0.00
27			B08MC350001	\$4,351,525.00	\$0.00	\$4,351,525.00	\$2,557,735.95	\$0.00	\$1,793,789.05
28			B09MC350001	\$4,423,936.00	\$0.00	\$588,305.13	\$0.00	\$3,835,630.87	\$4,423,936.00
29				\$106,735,778.00	\$0.00	\$102,900,147.13	\$106,518,052.95	\$3,835,630.87	\$6,217,725.85
30		PI	B07MC350001	\$1,314,546.87	\$0.00	\$1,314,546.87	\$1,314,546.87	\$0.00	\$0.00
31			B09MC350001	\$1,439,953.40	\$0.00	\$1,439,953.40	\$1,439,953.40	\$0.00	\$0.00
32			B09MC350001	\$1,277,212.74	\$0.00	\$1,277,212.74	\$1,277,212.74	\$0.00	\$0.00
33			B00MC350001	\$2,895,523.27	\$0.00	\$2,895,523.27	\$2,895,523.27	\$0.00	\$0.00
34			B01MC350001	\$1,142,317.45	\$0.00	\$1,142,317.45	\$1,142,317.45	\$0.00	\$0.00
35			B02MC350001	\$675,332.25	\$0.00	\$675,332.25	\$675,332.25	\$0.00	\$0.00
36			B03MC350001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37			B04MC350001	\$228,282.56	\$0.00	\$228,282.56	\$228,282.56	\$0.00	\$0.00
38			B05MC350001	\$932,632.50	\$0.00	\$932,632.50	\$932,632.50	\$0.00	\$0.00
39			B06MC350001	\$645,805.67	\$0.00	\$645,805.67	\$645,805.67	\$0.00	\$0.00
40			B07MC350001	\$638,914.36	\$0.00	\$638,914.36	\$638,914.36	\$0.00	\$0.00
41			B08MC350001	\$336,201.72	\$0.00	\$336,201.72	\$336,201.72	\$0.00	\$0.00
42			B09MC350001	\$347,101.92	\$0.00	\$347,101.92	\$314,242.13	\$0.00	\$32,859.79

Although the report looks like it is an Excel file, the report is still displayed as a web page in your Internet browser and not actually saved as an Excel file. You must complete all of the sub steps in the next step in order for your report to properly display later.

5. Save the report:

- i) From the **File** menu in the browser window displaying the report, select the **Save As** option.
- ii) In the **Save As** dialog that appears, locate and open the folder where you want to save the report.
- iii) Enter a name for the report in the **File name** field.

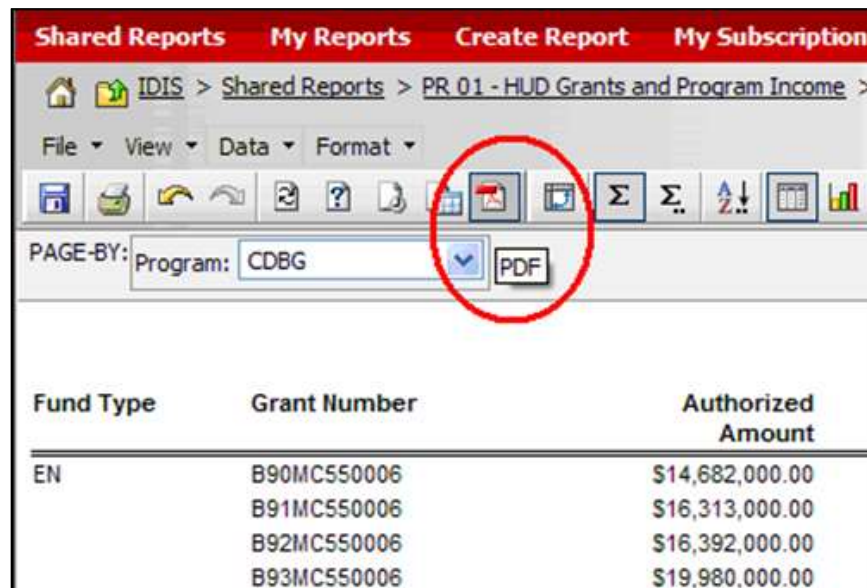


6. Select **Microsoft Excel Workbook (*.xls)** from the list of file type options.
7. Click the **Save** button.

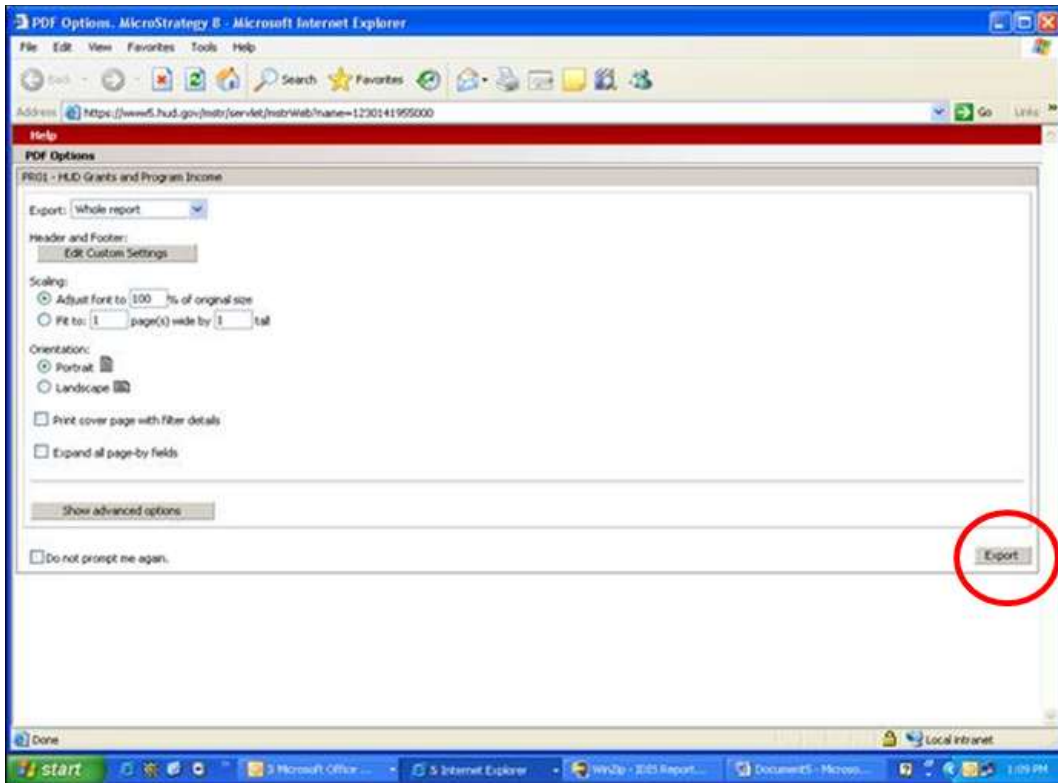
The report is now saved as an Excel file.

8.2 Export and Save to PDF

Alternatively, you can export reports to PDF by selecting the **PDF** icon as shown on the right.

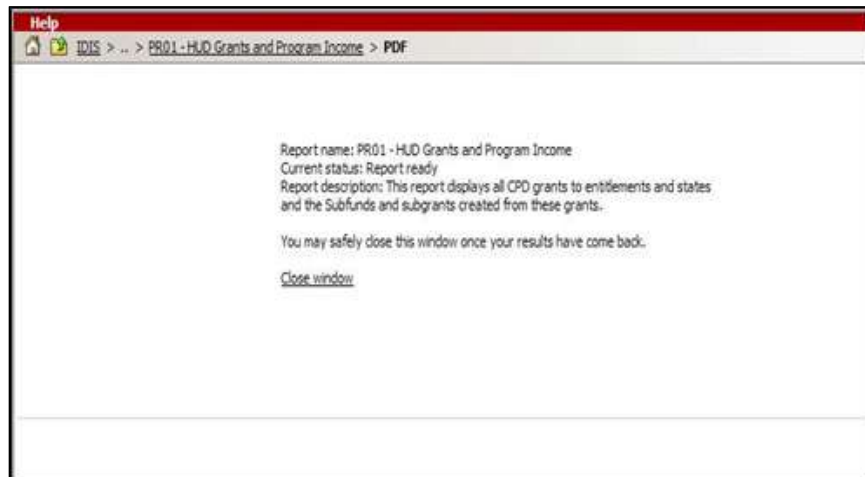


A list of export options is displayed.

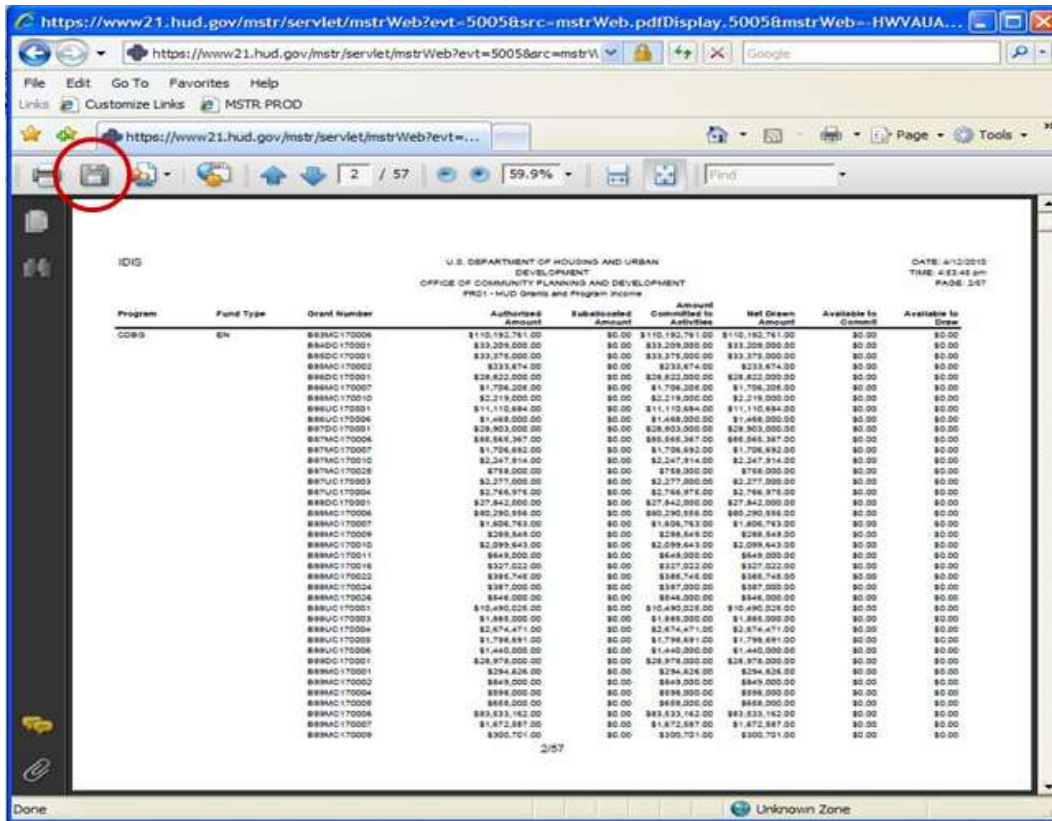


8. Select the desired options from the screen above.
9. Click the **Export** button in the lower right corner.

A transition window will appear.



10. The PDF version of the report will be displayed in a separate window. To save the report file to your computer or other location, select the **Save** icon shown below.



11. The **Save a copy** window will open. Here you can save your report to your computer or other location.

