Export EPM Data to Microsoft Excel

The purpose of this job aid is to explain how to export data from EPM to Microsoft Excel.

Complete the steps below to export data from EPM to Microsoft Excel:

1) In EPM, access the Position Budget Forms data or the Departmental Budget Forms data you want to export.

2) Select **Actions** [Actions ▾] from the toolbar or right click in a cell.

3) Scroll down to the bottom of the menu and select **Spreadsheet Export**.

Options:

    If you are using **Chrome**:

- Select **Export**.

- **Select** location and **name** file.

- **Save** File.

    If you are using **Firefox** and depending on how you want to export the data, select the appropriate option and then click **OK**:

- Open with Microsoft Excel.

- Save File.

- If you selected "Open with Microsoft Excel", you may be presented with a message, "*Do you want to open it anyway?*" select "Yes" to proceed.
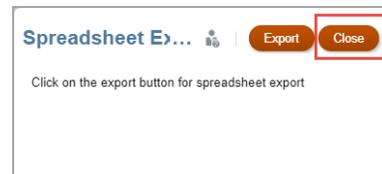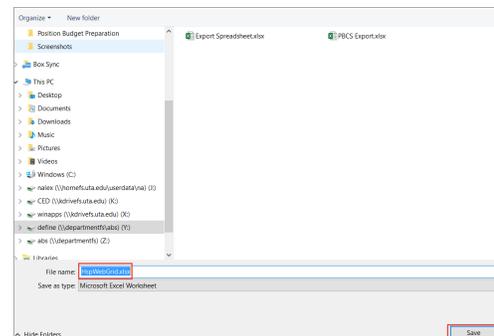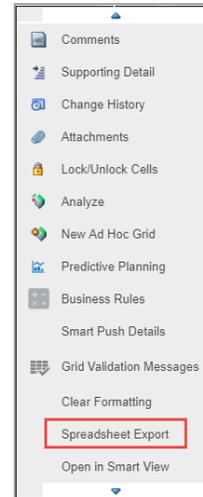
Example of Excel File downloaded from EPM:

	B	C	D	E	F	G	H	I
A	C200118							
	FY18 Actuals YearTotal Final Load	FY18 Budget YearTotal Post Final Office Total	FY19 Budget YearTotal Post Final Office Total	FY20 Budget YearTotal Working Baseline Budget	FY20 Budget YearTotal Working Permanent Additions	FY20 Budget YearTotal Working Department Baseline	FY20 Budget Sep Working Department Working Total	FY20 Budget Sep Working BaselineIncDec:Increase (Decreas
R1100 - Sponsored Programs - Budget Input								
R1100 Sponsored Programs								
R1200 - Net Sales Services Education - Budget								
Net Sales Services Education								
R1500 - Auxiliary Enterprise Net - Budget Inpu								
Auxiliary_Enterprise_Net								
R1400 - Net Professional Fee - Budget Input								
Net Professional Fee								
R1600 - Other Operating Revenue - Budget In								
Other Operating Revenue								
R1300 - Net Sales Services Hospitals - Budge								
Net Sales Services Hospitals								
Operating Revenue								
R2000 - State Appropriations - Budget Input								