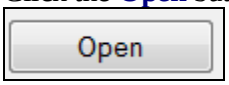
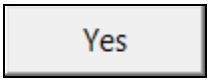
Exporting Journal Entry Data to MS Excel

Step	Action
1.	Whenever the spreadsheet icon appears, this indicates that the data below is exportable to MS Excel. Click the **Spreadsheet** button.
2.	If you receive a security warning, click the **Click here for options...** alert.
3.	Select the **Download File...** menu.
4.	Click the **Open** button. 
5.	You may be prompted to verify that this file is from a trusted source. Click the **Yes** button. 
6.	You have now exported your data to Excel. When finished, click the **Close** button.
7.	Be sure to look for the spreadsheet icon for other areas within SMU Financials to export data. **End of Procedure.**