

Export to Excel

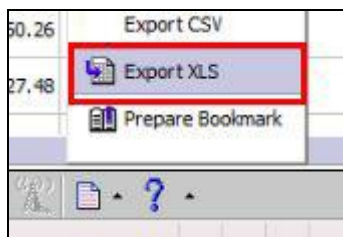
You can export PowerPlay reports as formatted Microsoft Excel (.xls) spreadsheets.

You can export a maximum of 65,536 rows, including any headings. For large queries, you should use CSV, instead of formatted Excel.

1. Once you have your PowerPlay report the way you want it, you are ready to download it. Click the **File** button.



2. Click the **Export XLS** option. When it downloads, open the file.



3. If a message appears indicating that the file is in a different format than specified by the extension, click **Yes**.
4. Your report will open in Excel.

A screenshot of an Excel spreadsheet. The title bar reads 'Last Update: Saturday, August 27, 2011 UF LOR by Expense Account across Fiscal Years'. The spreadsheet has columns for fiscal years from 2010/Jul to 2011/Feb, and a column for 2011. The rows list various expense accounts and their corresponding values for each year.

General Ledger Actuals as values	2010/Jul	2010/Aug	2010/Sep	2010/Oct	2010/Nov	2010/Dec	2011/Jan	2011/Feb	2011
611110 - FACULTY-EARNINGS	5,088.13	6,703.60	9,826.45	6,550.96	6,550.96	6,550.96	6,550.97	6,550.96	
611120 - FACULTY-EARNINGS FRINGE POOL	1,439.93				1,853.87	1,853.87	1,853.89	1,853.90	
621110 - EXEMPT TEAMS/USPS-EARNINGS	184,456.37				260,578.93	245,282.28	252,843.17	263,151.73	
621120 - EX TEAMS/USPS-EARN FRING POOL	63,637.38				89,899.62	84,622.28	87,230.82	90,787.28	
621310 - EXEMPT TEAMS/USPS-ADDL PAY	1,291.99				3,142.60	1,948.96	1,893.28	1,893.28	
621320 - EX TEAMS/USPS-ADDL PY FRING POOL	30.98				75.39	46.74	45.41	45.40	
631110 - NONEXEMPT TEAMS/USPS-EARNINGS	123,028.36				158,269.01	155,298.78	156,598.92	152,704.88	
631120 - NONEX TEAM/USPS-EARN FRING POOL	54,993.63				70,746.18	69,418.48	69,999.66	68,259.01	
631310 - NONEXEMPT TEAMS/USPS-ADDL PAY	0.00	-7,546.39	0.00	0.00	11,677.94	0.00	0.00	0.00	
631320 - NONEX TEAM/USPS-APAY FRING POOL	0.00	-176.32	0.00	0.00	280.27	0.00	0.00	0.00	
699200 - OTHER BENEFITS AND TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
655110 - STUDENT ASSISTANTS-EARNINGS	14,071.59	19,683.88	21,516.91	15,444.36	15,786.90	13,690.84	12,606.10	16,064.88	
655120 - STUDENT ASST-EARN FRING POOL	70.32	98.39	107.55	77.19	78.89	68.41	62.99	80.28	
659110 - OTHER OPS EARNINGS	6,899.05	7,970.92	14,596.22	9,090.43	7,058.41	7,940.98	6,525.74	8,230.32	
659120 - OTHER OPS FRINGE POOL	165.54	191.25	350.26	218.13	169.35	190.54	156.55	197.48	
711200 - LEGAL SERVICES	0.00	0.00	3,527.48	-2,194.34	0.00	0.00	0.00	0.00	
711300 - CONSULTING FIRMS	0.00	0.00	0.00	3,880.00	0.00	0.00	0.00	4,105.69	
711600 - ENGINEERING SERVICES	0.00	0.00	0.00	0.00	1,023.75	0.00	0.00	0.00	
711700 - DATA PROCESSING SERVICES	322.45	5,675.53	384.03	319.03	394.03	344.03	5,369.03	344.03	
711800 - ENTERTAINMENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	