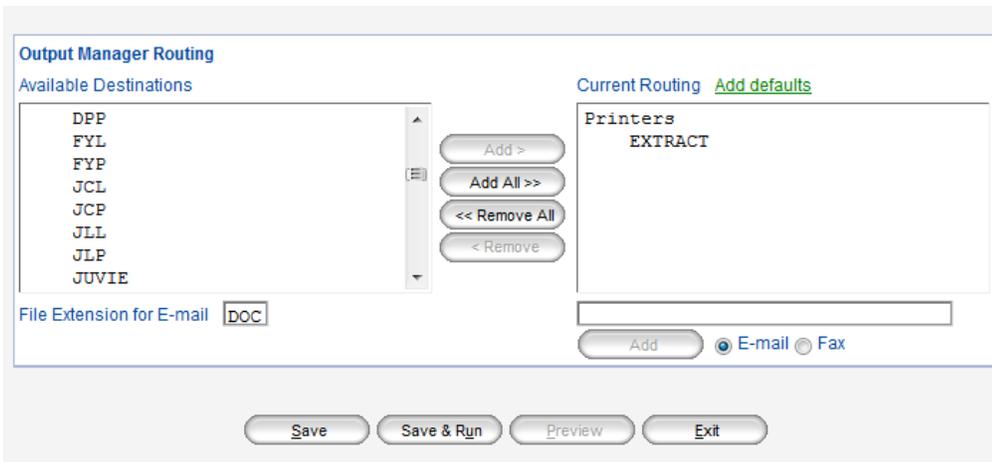
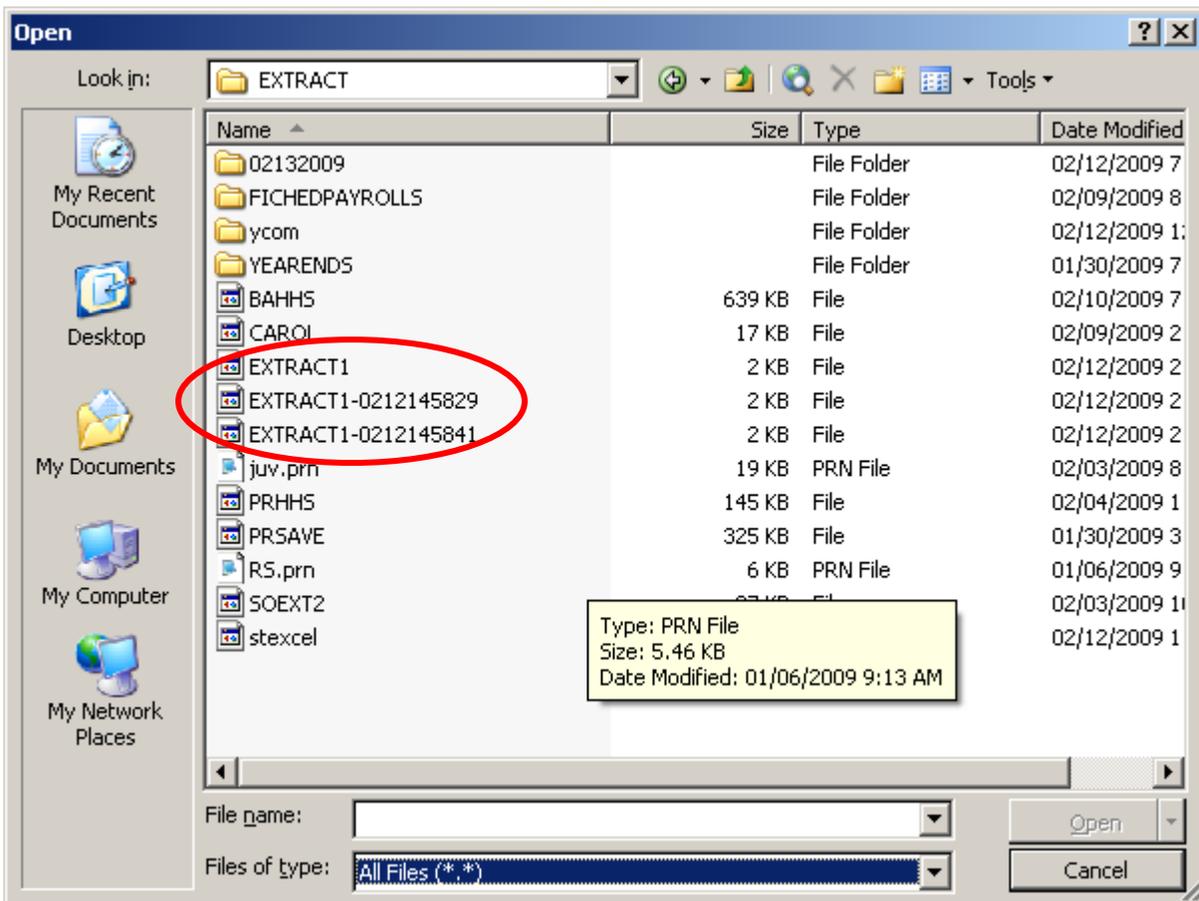


OPENING FILES IN EXCEL

1. Run report choose "is this a spreadsheet run" (this option will produce only one header page).
Choose EXTRACT as the output manager routing destinations.



2. Open EXCEL
3. Click on 'FILE', 'OPEN'
4. Point to the EXTRACT folder on finance, see below (we might need to map a drive for you to see extract)
5. Change the "Files of type:" to **ALL Files** (because the file is currently not .xls)
6. Select the file called EXTRACT. If multiple users are running extracts each subsequent run will get a unique date timestamp behind the name (as shown below, You might have to rely on the timestamp to find the specific file you have run)



7. The text wizard window will open leave the option set to "fixed width" and click Next
8. You will need to scroll down to see the detail (there is a small scroll bar on the right edge)
9. you will need to position your cursor where you would like a line "snapped", this line represents the columns, for the number always leave one space after the dollar figure to support a "-" in case one exists. Keep in mind once you snap lines you should scroll down in the file to make sure things fit. In the case shown below you do not see anything in the FTE columns however we know they will be there further down in the file, to make sure I've accommodated them I might wish to scroll down to a line with positions to see that the FTE fits between lines.
10. When finished positioning your lines click Finished.

