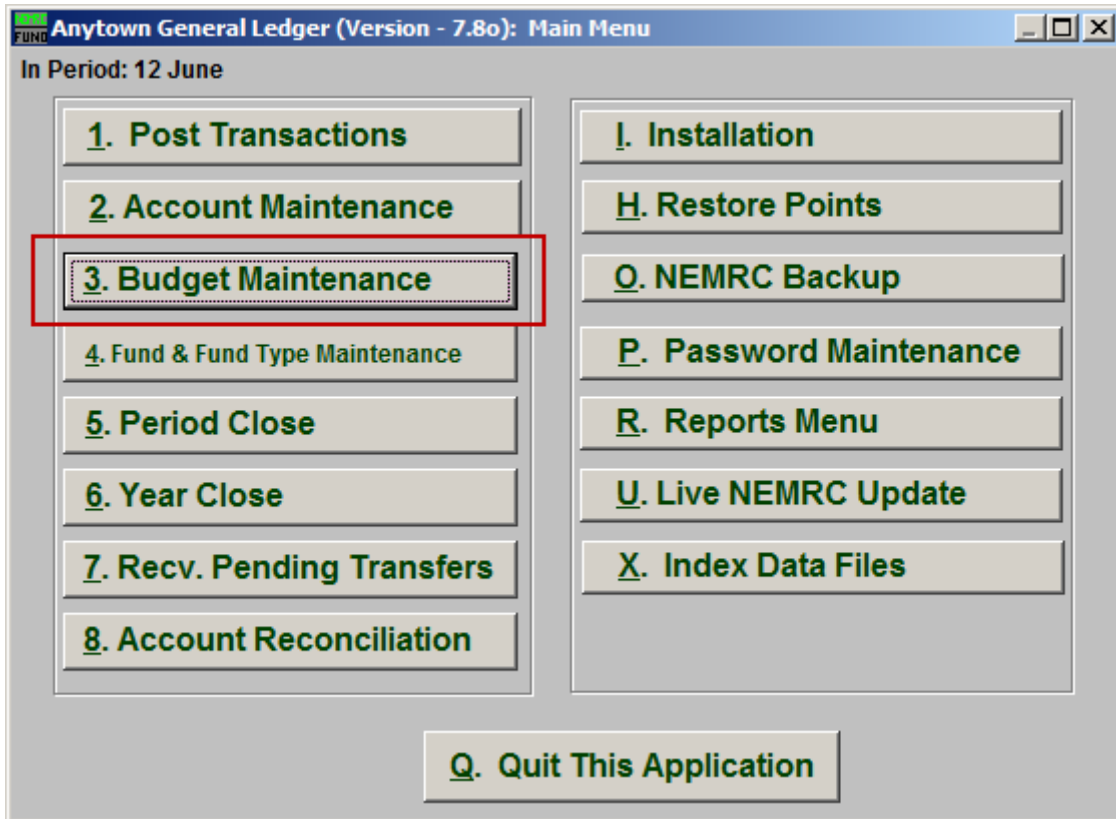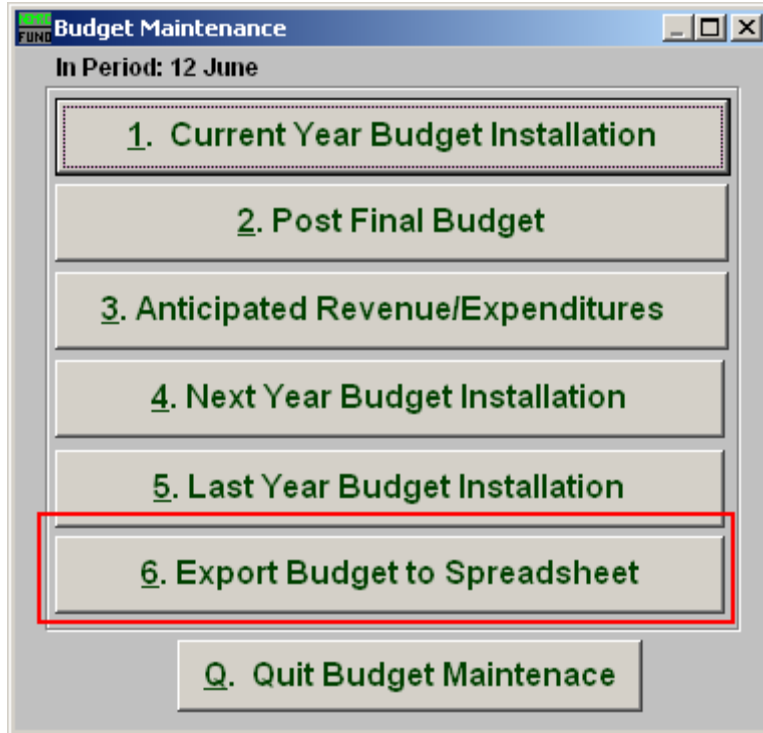# 3. Budget Maintenance: 6. Export Budget to Spreadsheet

Click on "3. Budget Maintenance" from the Main Menu and the following window will appear:
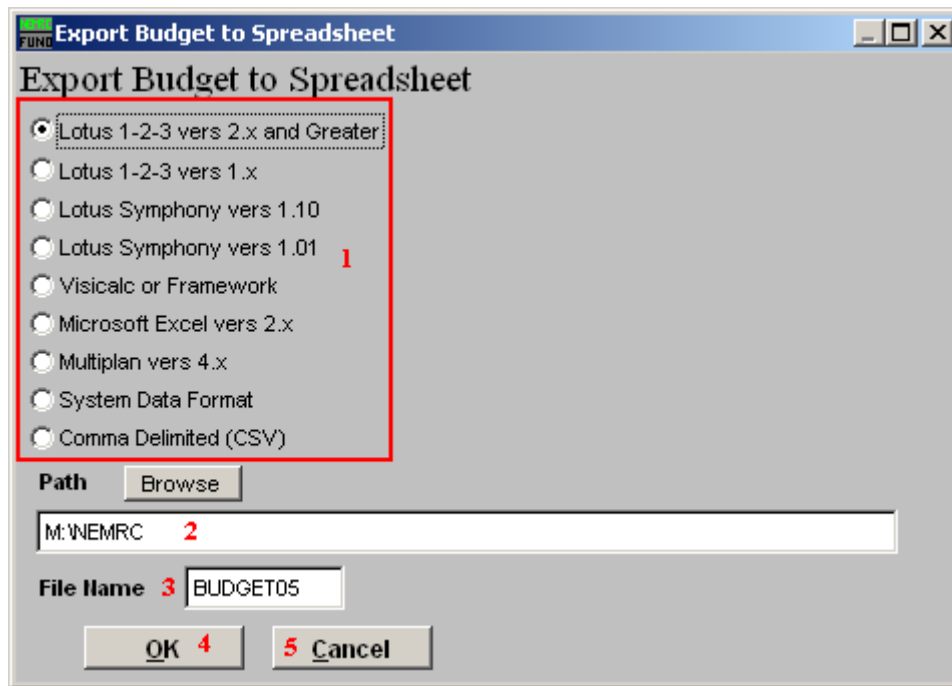
General Ledger

Click on "6. Export Budget to Spreadsheet" from the Budget Maintenance Menu and the following window will appear:

General Ledger

Export Budget to Spreadsheet

1. **Type of Spreadsheet:** Select one of the types of files to be created.

2. **Path:** Type in the location of the folder you wish to save this report in when you export. You may click "Browse" to locate the folder.

3. **File Name:** Type in the name that this file will be saved as.

4. **OK:** Click "OK" to save the spreadsheet and return to the previous screen.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.