


## Export PBCS Data to Microsoft Excel

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

### Complete the steps below to export data from PBCS to Microsoft Excel:

- 1) In PBCS, access the Position Budget Forms data or the Departmental Budget Forms data you want to export.
- 2) Select **Actions**  from the toolbar or right click in a cell.
- 3) Scroll down to the bottom of the menu and select **Spreadsheet Export**.

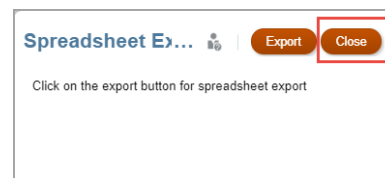
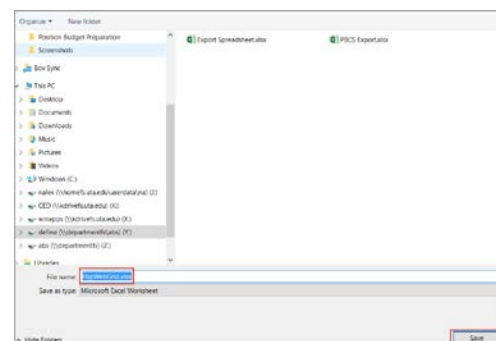
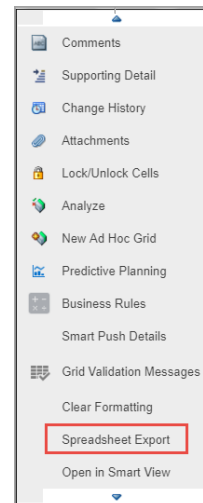
Options:

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 PBCS:

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