Budget Entry

Overview:

TOPS Version 3.2.1 offers an easy way to enter, update and print yearly budgets for communities. It uses a "spreadsheet" interface similar to popular spreadsheet packages. In addition, a user may enter Budget Notes attached to budget line items explaining the line item.

You can export the budget in several formats including Excel®. After export, the budgets may be altered in another application, like Excel®, then imported back into TOPS Version 3.2.1.

Budget spreadsheet reports can be printed with our without the Budget Notes. In addition, the budget reports can be generated in PDF file where it can be attached to an e mail and sent.

Budget Entry:

Budgets are entered through the Chart of Accounts maintenance screen on the General Ledger menu. When you click the Chart of Accounts button, you will see this screen:



You can select the Budget Options you wish to work with:

😽 GL - Maint	ain Budgets	XX -	Sampl	
C Previo	et Year us Year 💽 Ci	urrent Year	C NextYe	ear
Change Years	Select All G/L Accounts Select G/L Account Asset Acc Liability Ac Equity Acc Income A Expense / Import A Expent	unts s By Type counts counts counts Accounts	₩ ок	Close

Select Budget Year:

Select from Previous Year, Current Year, or Next Year budgets. Typically, once a budget is approved for a year, it is not changed. Although you may change any of the budgets available on this screen.

The Next Year budget is where you would enter an approved budget for the following year while you are still in the Current Year. The GL Year End Closing gives you the option of moving Next Years Budget to Current Year during the closing process.

Select GL Accounts:

You can select which GL accounts to enter budgets. These options work like this:

- Select ALL G/L Accounts will give you a spreadsheet entry screen for every active account in this community's Chart of Accounts.
- Select G/L Accounts By Type the user can then select the GL account types to include in the spreadsheet entry screen. The account types are:
 - □ Asset Accounts Cash, accounts receivable, fixed assets and the like. Normally, you would NOT enter budgets for these account types.
 - Liability Accounts amounts owed to others, notes payable, deferred revenue and the like. Normally, you would NOT enter budgets for these account types.
 - Equity Accounts Reserves fund balances, accumulated profit and losses, contributed capital and the like. Normally, you would NOT enter budgets for these account types.
 - □ **Income Accounts** Assessment income, late fees, special assessments and the like. Normally you WOULD budget for these account types.

□ **Expense Accounts** – Insurance, utilities, lawn maintenance and the like. Normally, you WOULD budget for these account types.

Notice that the default checkmarks are next to Income and Expense Accounts. These are the typical account types for entering budgets.

Select the Account Types you wish to enter Budgets for.

Change Years

This lets you label the Previous, Current and Future Budget Years so you know what fiscal years the Budgets are associated with. Start at the **Budget Options** screen above.

	Budget Options
	I GL - Maintain Budgets XX - Sampl
	Select Budget Year C Previous Year • Current Year
	Select G/L Accounts
	 Select All G/L Accounts Select G/L Accounts By Type Asset Accounts Liability Accounts Equity Accounts Income Accounts Expense Accounts
	Change Years Import Seport OK Close
Change Years	Click this button to display or change the 3 years that are available for budgeting, Previous Year, Current Year, Next Year.

When you click the Chang	ge Years button, you	will see the 3 yea	rs with the year labels:
	Budget Y	ears	
	🍕 GL - Budget Year Label		
	Current Year:	2007	
	Previous Year Label:	2006	
	Current Year Label:	2007	
	Future Year Label:	2008	
		Cancel	
This simply gives you a w	ay to label the Previo	ous, Current and H	Future years with the
correct year number so that changes as needed then C	at it is clear when you	are working with	h budgets. Make the

Import/Export Budgets

This allows you to export a budget work file out to another application, like Excel®, make changes to it, then import it back into TOPS Version 3.2.1.

A budget file can be imported from Excel® back into TOPS. However, if you wish to do this, you must *first* EXPORT the budget report from TOPS so the GL Account #'s are properly formatted. If you do not Export the budget report first, you will not be able to import the budget in a format that TOPS can understand.



Import Budgets

Use the Import *ONLY* after you have first exported a budget work file to another application. Budgets created in other applications, like Excel® cannot be imported into TOPS unless they were first exported to the other application. This is because the GL Account #'s have to be formatted correctly so TOPS will recognize the budgets attached to the GL Account #.



Click the Import button to bring in a budget work file from another application, like Excel®.

Note: You should Export the budget work file FIRST to another application so it has correctly formatted GL Account #'s. If you don't do this, the file Import is not going to be recognized by TOPS.

You will see the Import screen:



Year budget. Only these 3 years are available for budgeting purposes.

Next, click the link named "click to browse" to locate the file you wish to Import. **Browse - Locate Import File** ? X Import Budget Cook in: 🞯 Desktop 🧿 🏚 📂 🛄-* My Documents 😼 My Computer My Network Places My Recent Documents B Desktop My Documents My Computer <File name: Open Files of type: < Comma Delimited File (.CSV) Cancel My Network This is the standard Windows browse screen. There are 3 options available on the browse screen:

Look in: Select the location you wish to Import the budget file from.

File name: Enter a file name for this Community's budget file. You can name it whatever you wish.

Files of Type: You can select the File Type to look for. Only files of this type will be shown in the browse window.

Locate the file you wish to Import, click on it, then click the Open button.

You will see a confir	mation screen for the budget Import:
	Confirm Import
	🍕 GL Budget Import / Export
	XX - Sample Condominium Select budget year to Import Next Year (2008) Please select a file to Import C:\Documents and Settings\HP_Owner\Mt Bocuments\Budgets\XX_2008.CSV
	Import Now
Notice it shows the E	Budget Year and the file path for the import.
Import Now	Click the Import Now button to proceed. The file will be imported.
You will see the Imp	oort successful message:
	Import results Import results Import results Import results Budget has been Imported successfully. Import of the successfully.
you selected. You m	hay then open it with another application, like Excel®.

Export Budgets

Starting at the Import/Export screen, follow these steps:



Next, click the link named "<u>click to browse</u>" to choose the file path for the budget file Export.

Save in:	C TOPS2000		🔽 🔰 🖉 💽	
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	CTRPT2	🚞 EXEDLL	🚞 pm	🚞 TW
	apobj	🚞 GateInstall	DOCKET_PC	🚞 UBOBJ
Desktop	🚞 AROBJ	🛅 GBOBJ	🚞 pri	🚞 UPDATE
Desktop	🚞 bin	🛅 GLOBJ	🚞 PROBJ	🚞 UTILOB
~	🚞 BudgetWorkFile	🚞 HELP	🚞 Report_PDF	🚞 VBDLL
	CONTROLS	🛅 HTML	🚞 Rpobj	🚞 woobj
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	Custom	🚞 MC	🚞 SYOBJ	
	🚞 Data Dynamics	🚞 МСОВЈ	🚞 THEMES	
My Computer	1			
S	File name:	(2008)	~	Save

Browse – Select File Destination

This is the standard Windows browse screen. Browse to select the correct file path where you wish to save the budget file. These are the 3 options available on the browse screen:

Save in: Select the folder location you wish to Export the budget file to.

File name: By default, the Budget file name is the Community ID combined with the Budget Year. You can change the name to whatever you wish.

Type: You can select the Save as file type too, but it automatically defaults to the Excel® file type.

Click the **Save** button when you have selected the correct folder path, File Name and File Type.

You will see a confirmation screen for the budget Export:
Confirm Import
International Contemport / Export
XX - Sample Condominium
Select budget year to Export Next Year (2008)
Please select an Export location.
C:\Documents and Settings\HP_Owner\My_ Documents\Budgets\XX_2008_CSV
Export Now
Notice it shows the Budget Year and the file path for the export.
Click the Export Now button to proceed.
You will see the Export successful message:
Export results Image: Budget has been Exported successfully. OK
Click the OK button. The Budget file for the year selected will be saved to the file path you selected. You may then open it with another application, like Excel®.

Print Reports Starting at the Budget Options screen, follow these steps:

Print Report	Click the Print Report button to print Budget Reports that use the GL financial statement layout for the budget report format.
When you click the	Print Report button, you will see this reports screen:
	ኛ GL - Current Year Budget Report 🛛 XX - Sample 💶 🔀
	Select Report Budget Detail Budget Summary Budget Comparison
	Layout # 2 1 Income/Expense Statement
	Cost Center All Cost Centers
	Print Run Date and Time Print Budget Notes
	Budget Comparison
	C Calculate Monthly Average
	C Use Budgeted Amount
	Cutoff date 08/31/07
	Print OCancel
You can choose fro	m 3 report formats Budget Detail Budget Summary or Budget
Comparison. All o	f these budget reports will be printed using the financial statement
layout format with	the headings and account groupings from the selected layout.
Cost Centers – if t Center using the do	urned on for a community, you can print a report for a selecte Cost wn browse arrow or check the box for All Cost Centers.
Print Run Date an	d Time – check this box to have this heading printed.
Print Budget Note	\mathbf{s} – check this box to include the Budget Notes on the report.
Click Print button	after selecting the budget report.

Now select the destination	on for your Budget Reports:	
	Print Reports Current Year Budget Report Print To: Printer Screen File Email Community Web Site Settings	Print
Click the Print button to	C Portrait C Landscape	Cancel

Budget Entry

The following section explains how to enter Budgets and Budget Notes so they are available to print on financial statements as a point of comparison.

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		C Previo	us Year 💿 (Current Yea	r C	Next Year				
		Select G/L A	scounts	ounts						
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			Asset Ac Liability A Equity Ac Income A	counts Accounts counts Accounts Accounts						
T L	. 1	Change Years	Import & Export	ort		в ок 🗱	Close			
To proceed	to work	with the bud	gets based	on yo	our opt	ions, C	click (JK.		
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Navigation:

Use these buttons to work with budgets:

06310-000 Assessment Income	Click on the GL Account # to select an account for budget entry.
• @	Click on this icon to enter a Budget Note for the selected GL Account #.
► Ø	When the Note icon displays as a colored pencil, it means a note exists for the budget line item.
Hide zero accounts	Checkmark this box to suppress displaying GL accounts that have NO budgets entered.
Highlight negative values	This will make negative values (- minus sign) appear red. For Income, it would be Debits because income is normally a Credit. For expenses, it would be Credits because expenses are normally Debits.
Budget Notes	Click this button to switch to the Budget Notes screen for all the GL Accounts.
Print Budget	Click Print Budget button to print budget spreadsheet reports.
Post to: Current Year (2007)	Post To gives you the ability to save the budget to any of the 3 years available, Previous Year, Current Year of Next Year. Use the down browse arrow to select the year.
Save	Save the budget changes to the <i>Post To</i> year above.
Exit	Exit will exit the program discarding any changes that were not saved with the Save button.

Entering Budgets

From the Budget spreadsheet screen above, you are ready to select a GL Account # where you wish to enter or change a budget. Just click on the GL Account #. You are now ready to enter either of the following:

- **Yearly Budgets** Enter the total year budget amount, let the budget program spread it evenly across each budget period.
- **Period Budget** Enter the amounts in the periods where the budget belongs. Use this method where the amounts are not the same amount each period.

** Important Note **

Entering Income Budgets – Unlike the original budget entry program, Income does NOT need to be entered with a minus (-) sign to make it a CREDIT. If you are entering a Budget to a GL Account that is setup as an INCOME account, the new Budget Entry program translates a positive amount to be a CREDIT. So the only time you need to enter an Income budget item with a minus (-) sign is when it is a contra (a DEBIT which is a negative) income amount.

Yearly Budgets

This is where you enter the total year amount and let the program spread it for you evenly across each budget period. This will work whether your fiscal year is 12 periods, 6 periods or quarterly (4 periods).

UL DI	udget Entr	y & Projection for XX	- Sample Condomin	ium				_	العار
<mark>urre</mark> 28 of 1	nt Year (2 28 rows show	2007) m.	🥔 - Budget Note 🧷 - No Note	Click the n quickly ed	ote icon on the it & enter Budge	spreadsheet to at Notes	☐ Hic ✔ Hig	le zero accoun phlight negative	ts values
	Acct. # Acct. Name		Total Yr	January	February	March	April	May	
		Income							
Ø	06000-000	INCOME:	0.00	0	0	0	0	0	
Ø	06310-000	Assessment Income	30840.00	2570.00	2570.00	2570.00	2570.00	2570.00	25
Ø	06320-000	Developer Assmt. Income	0.00	0	0	0	0	0	
- 🧷	06330-000	Special Assmt. Income	(15500		0	0	0	0	
ð	06340-000	Late Fee Income 🛛 👝	200.00	25.00	25.00	25.00	25.00	25.00	
ð	06350-000	Legal Fees Reimburse Dis	stribute Budget?	oute Budget? 🛛 🔀 🛛					
ð	06360-000	Misc. Owner Income	•			0	0	0	
ð	06370-000	Owner Collection Cost	Distribute the a	mount \$15,500	ount \$15,500.00 over the 12 periods?		0	0	
Ø	06380-000	Owner Admin. Fees In	6			D	0	0	
P	06390-000	Owner Interest Income	<u>Y</u> es	<u>N</u>		D	0	0	

Notice when you enter an amount in the *Total Yr* column it asks whether you wish to spread the amount evenly across the periods. To have the program do this for you, answer **Yes**. A **No** will let you enter the amount in each period manually.

Current Year (2007) 128 of 128 rows shown.		🥔 - Budget Note 🧷 - No Note	Click the note icon on the spreadsheet to quickly edit & enter Budget Notes.			 Hide zero accounts Highlight negative values 			
	Acct. #	Acct. Name	Total Yr	January	February	March	April	May	^
		Income							
ð	06000-000	INCOME:	0.00	0	0	0	0	0	=
ð	06310-000	Assessment Income	30840.00	2570.00	2570.00	2570.00	2570.00	2570.00	25
ð	06320-000	Developer Assmt. Income	0.00	0	0	0	0	0	
- 2	06330-000	Special Assmt. Income	15500.00	1291,67	1291.67	1291.67	1291.67	1291.67	12

The Yearly Budget amount will be spread evenly across the periods like this:

You are located at the first period ready to change any of the period amounts if you wish.

To make the individual period amounts add back to the *Total Yr* amount, any needed rounding will be done in the last budget period for the year.

Use the Yearly Budget spreading function to save time in budget entry where it makes sense.

Remember – enter Income budgets without a minus (-) sign. The budget program will automatically translate this as normal income which is a CREDIT.

Period Budgets

Use this method where the amounts are not the same amount each period. You can enter the budget amount for only 1 period, for several periods or however you wish to distribute the budget based on how the income or expenses will actually happen during the budget year.

ъ

Current Year (2007) 128 of 128 rows shown.			Budget Note Click the note icon on the spreadsheet to P No Note quickly edit & enter Budget Notes.				 Hide zero accounts Highlight negative values 			
	Acct. #	Acct. Name	Total Yr	January	February	March	April	May	^	
ð	06490-000	Receivables Adjustments	0.00	0	0	0	0	0		
ð	06510-000	Transfer Fees	0.00	0	0	0	0	0		
ð	06810-000	Laundry Income	0.00	0	0	0	0	0		
ð	06910-000	Interest Income	600.00	50.00	50.00	50.00	50.00	50.00		
ð	06920-000	Misc. Income	0.00	0	0	0	0	0		
		Expense								
ð	07010-000	Management Fees	6000.00	500.00	500.00	500.00	500.00	500.00	E	
Ø	07020-000	Accounting Fees	0.00	0	0	0		0		
0 🥜	07140-000	Audit Fees	0.00	0	0	0	850) 0		

Enter the amount(s) in the periods where they belong, press Tab key to record them.

GL B	udget Entr	y & Projection for XX -	Sample Condomin	ium					
urre 28 of 1	ent Year (2 128 rows show	2007) vn.	🥔 - Budget Note 🧷 - No Note	Click the n quickly ed	iote icon on thi it & enter Budg	e spreadsheet to et Notes	☐ Hi ✔ Hi	de zero account: ghlight negative	s values
	Acct. #	Acct. Name	Total Yr	January	February	March	April	May	^
ð	06490-000	Receivables Adjustments	0.00	0	0	0	0	0	
ð	06510-000	Transfer Fees	0.00	0	0	0	0	0	
ð	06810-000	Laundry Income	0.00	0	0	0	0	0	
ð	06910-000	Interest Income	600.00	50.00	50.00	50.00	50.00	50.00	
ð	06920-000	Misc. Income	0.00	0	0	0	0	0	
		Expense							
ð	07010-000	Management Fees	6000.00	500.00	500.00	500.00	500.00	500.00	Ę
ð	07020-000	Accounting Fees	0.00	0	0	0	0	0	
• @	07140-000	Audit Fees	850.00	0	0	0	850		

Once you press the Tab key to record a budget amount in a period, the Total Yr amount is updated as well as the period amount.

Continue to enter budget amounts using the Yearly Budgets or Period Budget methods.

Remember – enter Income budgets without a minus (-) sign. The budget program will automatically translate this as normal income which is a CREDIT.

Post to: Current Year (2007) 💌	Before Saving the budgets, make sure you have selected the correct Budget Year to save it to at the bottom of the screen. The budget can be saved to Previous Year, Current Year or Next Year. ** Warning ** - be careful not to overwrite a Budget Year you do not wish to change
	you do not wish to change.
<u>S</u> ave	Click on the Save button to save the budgets entered once you have confirmed the selection of the "Post To" Year.

Budget Notes

Notes let you enter an explanation for line items in the budget. Notes are attached to particular budget line items. Notes can be printed on the budget spreadsheet report with the budget line item. The budget reports with Notes could be sent to community officers so they could understand each budget line items.

Budget Notes are limited to 250 characters per Note. You can enter as much of an explanation for a particular budget line item as you wish up to this limit.

There is only 1 Budget Note for a GL Account. There are not separate Budge Notes for each Budget Year (Previous, Current, Next). The Budget Notes cannot be copied from one year to the next because only 1 set of Budget Notes are stored.

There are two ways to enter Notes.

- **Quick Notes** pop-up a Note box to enter a Budget Note for one of the budget line items.
- All Notes switch screens from the budget spreadsheet to a full Budget Notes screen.

Notes can be entered, changed or deleted using any of these two methods.

Quick Notes:						
Enter a Budget Note quickly when on a selected budget line item in the spreadsheet.						
• @	Click on this icon on a budget line item where you wish to enter a Budget Note.					

	Quick Note								
or GL Budget Entry & Projection	n for XX - Sample Condominium								
Image: Second secon	n for XX - Sample Condominium								
If a Budget Note exists for	or that line item, it will be displayed. You can change it as								
necessary. If no Note exit	asts, you may add one.								
Save Save t	the Budget Note to record it.								
All Notes: Displays a full Budget No This can be handy when Remember, there can onl	lotes screen where you can enter or edit Notes for any line item. you want to review the existing Notes for your budget. ly be 1 Budget Note per budget line item.								
Budget Notes Click t	this button to show all Budget Notes for all the GL Accounts.								
	All Notes								
🤻 GL Budget Entry & Proje	jection Notes for XX - Sample Condominium								
Account Descript Click on any of the GL A	pion Note E:								
Save Click S	Save to record the Budget Notes entered on this screen								

Printing Budgets

Use this option to not only print budget reports, but also when you wish to export/import budgets to another application or generate a PDF file so you can attach the budget to e-mail. All of this is done through the Print Budgets area.

Print Budget Cl	k Print Budget button to print the budget spreadsheet reports.						
You will see the Report Options:							
	Report Options						
	Print Budget						
	Report View Options						
	Suppress Zero Balance Accounts						
	Alternate Row Color						
	Include Notes						
	Other Options						
	Export Report						
Checkmark the options	bu wish for the printed report.						
Suppress Zero Balance Acc	nts Checkmark this to only print GL Accounts with Budgets.						
Alternate Row Color	Checkmark this to print an alternating shaded row to make it easier to read across on this landscaped report.						
Include Notes	Checkmark this to print the Budget Notes on the spreadsheet report.						
Export Report	Checkmark this button to export the budget report. This will be covered in more detail below.						
Print	Click Print after selecting the report options.						
<u>C</u> ancel	Click Cancel to exit the print budgets.						

Export Report:

This is how you can export the report to another application, like Excel®, or generate a report file to attach to e mail. When you checkmark this option, then click the **Print** button, you will see the print preview window with export formats:

	1			XX GL BI	- Sample	Condomii	nium or 2008						Page 1
						,							
Account Info	January	February	March	April	May	June	July	August	September	October	November	December	Tot
Income													
06310-000 - Assessment Income Snecial Ass	\$2,570.00 sessment for reals	\$2,570.00 cing mots on Bui	\$2,570.00 kling 1 and Bui	\$2,570.00	\$2,570.00	\$2,570.00	\$2,570.00	\$2,570.00	\$2,570.00	\$2,570.00	\$2,570.00	\$2,570.00	\$30,840.0
06340-000 - Late Fee Income	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.
Late Fee is	\$5 per month cha	rged on the 15th											
Payments f	fom delinquent ow	ners paying back	the community	for legal fees in	curred in collecti	ion of delinquen	t balances						
interest on	arged on delinquel \$1.050.00	nt owner account \$1.050.00	sturned over h	so no	5 0.00	\$ 0.00	\$0.00	50.00	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2 100 I
06910-000 - Interest income	\$50.00	\$\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$500
End of Income (1 Accounts found)	\$3.695.00	\$3.695.00	\$2.645.00	\$2.645.00	\$2.645.00	\$2 645.00	\$2 645.00	\$2.645.00	\$2.645.00	\$2.645.00	\$2.645.00	\$2.645.00	133 840
End of moone(+ socoanal loand)	•,,	•,	••,••		1913			<u> </u>	**,*****	••,••	••;••	•••	\$33,040.
Expense				·									
07010-000 - Management Fees	\$500.00	\$15.00	N Exp	ort Report					\$500.00	\$500.00	\$500.00	\$500.00 \$15.00	\$5,000) \$1701
07280-000 - Insurance	\$480.00	\$480,00	Select	an export form	nat: Adobe /	Acrobat (.PDF) v		\$480.00	\$480.00	\$480.00	\$480.00	\$5,760)
08590-000 - Site Improvement - Other	\$2,700.00	0.00	File loc	ation					\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.
08910-000 - Electricity	\$130.00	130.00	< <u>Click</u>	to select file lo	ication>				\$140.00	\$135.00	\$130.00	\$130.00	\$1,660.
09110-000 - Gen. Maint. & Repair	\$100.00	\$100.00							\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.
09610-000 - Lawn Maint, & Landscaping	\$0.00	\$0.00							\$600.00	\$300.00	\$0.00	\$0.00	\$4,300.
09750-000 - Externination	\$75.00	\$75.00	No. F.				unat C	E.A.	\$75.00	\$75.00	\$75.00	\$75.00	\$900.
09800-000 - Snow Removal	\$350.00	\$350.00	NULES						10.00	\$0.00	\$0.00	\$350.00	\$1,225.
09915-000 - Reserves - Pavement	\$200.00	\$200.00	\$200.00	\$200,00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$2,400)
09930-000 - Reserves - Street Lights	\$75.00	\$75.00	\$75.00	575.00	\$75.00	\$75.00	\$75.00	85.00	\$75.00	\$75.00	\$75.00	\$75.00	\$900.
09960-000 - Reserves - Roofs	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$160.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,300.
			A	A									
End of Expense (13 Accounts found)	\$5,125.00	\$2,425.00	\$5,155.00	\$2,685.00	\$2,690.00	\$2,695.00	\$2,695.00	\$2,690.00	\$2,685.00	\$2,380.00	\$2,075.00	\$2,425.00	\$33,726.
End of Expense (13 Accounts found)	\$5,125.00 \$8,820.00	\$2,425.00	15,155.00	\$2,535.00 \$5,330.00	\$2,690.00 \$6,535.00	\$2,695.00 \$5,340.00	\$2,535.00 \$5,340.00	\$2,690.00 \$6,335.00	\$2,585.00 \$5,330.00	\$2,380.00	\$2,075.00	\$2,425.00	\$33,725.
Lea of Expense (15 Accounts for and) Inst income (17 Accounts for and) Ce the Export 1	\$5,125.00 \$5,520.00 Repor	8,425.00 86,120.00 rt box	8,15.00 8,3000	ts,sso.ee	to se	sc,550.00 sc,540.00	12,595.00 15,540.00 he ex	\$2,530.00 \$5,335.00	<u>\$6,530.00</u> 55,530.00	18,025.00 18,025.00	\$4,720.00 \$4,720.00	8,425.00 85,070.00	sura
ce the Export I	B,125.00 B,920.00 Repor	t box	. Use	e this see th	to se e exp	scost of scort fo	se,ost.oo	8,590.00 85,535.00	\$2,683.00 \$5,330.00	\$5,000.00 \$5,025.00	15,772.00 14,720.00	e file	taza
ce the Export 1	B,120.00 B,220.00 Repor	e, es. 40 96,120.00 rt box arrov cport R	. Use v to s	e this see th	to se e exp	R,685.40 185,940,00	te, ss. so te, st. so he ex prmat	8,590.00 85,595.00	8,445.00 8,550.00 Option	\$5,025.00	to the	e file j	taza tits.
Lea of Expone (15 Accounts forms) Inst theorem (17 Accounts forms) ce the Export] c the down break	B,2200 B,2200 Cowse : Sele	t box arrov ct an exp	. Use v to s port form	e this see th	to se e exp	B(540.00	sessed sessed be exportant	\$,550.00 \$6,555.00 ::	8,485.00 96,190,00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	s,380.00 st,025.00	8,072.00 94,720.00	8,45.00 8,075.00	path.
<u>Lea of Expanse (SAccourth Fund)</u> Set the Export st the down bre	B,12000 B,1200 B,	t box arrov ct an exp ocation ck to sele	Use v to s port form	e this see th nat: A	to se e exp dobe Ac dobe Ac TML file xcel spre	e,ossoo statuto ilect t port fo robat (.F (.HTML adshee	2,052.00 95,340.00 he ex pormat	\$5,590.00 \$5,335.00	8,485.00 85,380.00	E,380.00 B5,025.00	s,orz.oo	6,070.00	path.
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- **Excel Spreadsheet (.XLS)** use this format to export the report into Excel®.
- **Richtext format (RTF)** use this format to export the report to Word® or other word processor.

Click or arrow down to the export format you wish.

	Select Export Path							
	🚿 Export Report							
Once you selec the report file s	Select an export format: Excel spreadsheet (XLS) File forcation Click to select file location> Not Exported Not Exported Exit Exit Exit It the export format, you are ready to select the location where you want aved. Notice the "Click to select file location" link above.							
	Select Save Location							
Select	export file location							
	Save in: 🞯 Desktop 💽 🕑 😥 😥 🛄 -							
My I Doc Doc My Doc My Doc	My Documents My Computer My Network Places Community Management Metro							
	File name: X GLBudget 9 14 2007 Save							
My N	Vetwork Save as type: Excel spreadsheet (XLS)							
My Network Save as type: Excel spreadsheet (XLS) Cancel Notice the default file naming convention used. The default file name is made up of these 3 components: XX_ – Community ID GLBudget Date exported You may overtype to change the file name to whatever you wish.								
<u>S</u> ave	Follow standard Windows procedures by clicking the Save button to save the file to the desired location. You can then open it with another application or attach it to an e mail.							