Maintenance Program Management (MPM) –
Exporting Financial Reports/Surveys to Excel

List of Financial Reports and Surveys that have the "Export to Excel" function.

Financial Report/s	Export to Excel	Survey/s	Export to Excel
Analysis Of Materials And Supplies	yes	Cost Trends Survey	yes
Building & Ground Operation	no	Equipment Storage Reimbursement Survey	no
Buildings Discarded	yes	Field Small Tools Survey	no
Buildings Sold	yes	Fringe Benefits Survey	yes
Distribution Of Shop Overhead At Year End	no	Fuel Survey	no
Fuel Handling	no	GPL Insurance Survey	no
Highway Administration	no	Labor Survey	yes
Improvements Other than Buildings Discarded	yes	Lump Sum Material Survey	yes
Improvements Other than Buildings Sold	yes	Material Survey	yes
Inventory of Buildings	yes	Net Book Value Survey	yes
Inventory of Improvements Other Than Buildings	yes	Radio/Communication Inventory Survey	yes
Inventory of Machinery and Equipment	yes	Salt Storage Survey	no
Machinery And Equipment Discarded	yes	Status by County	yes
Machinery and Equipment Purchased	yes	Survey of Highway Administration Costs	no
Machinery And Equipment Sold	yes		
Machinery and Equipment Traded In	yes		
Operation Of Equipment (Equipment Cost Analysis Form)	yes		
Other Administration And General Expenses	no		
Reconciliation Of Current Year's Depreciation	no		
Shop Operation	no		
Upload Entire Financial Report	no		

Steps to complete Export to Excel function.

1. Check list above for Reports or Surveys that allow for the Export to Excel function.

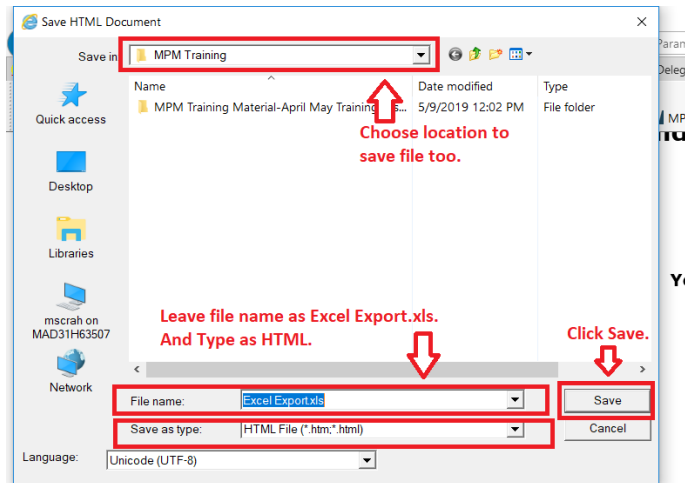2. Open the Report or Survey to export.

3. Click the Export to Excel button.

4. This pop-up window will be displayed.

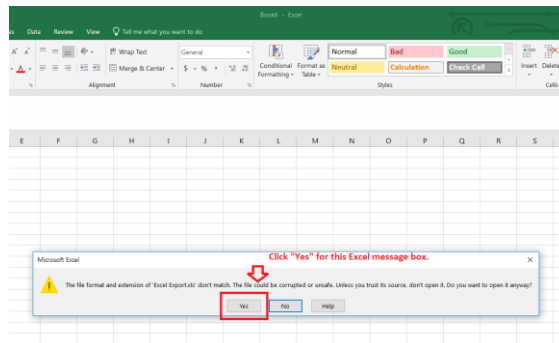   Choose location to save file too.

   Leave the file name as Excel Export.xls. And Type as HTML File.

   Click Save.

5. Open the file just exported in Excel.

6. Click "Yes".

7. Exported File will open.

   And now you can edit if needed.

   When complete do a File/Save As to change the file name, location and type to a file extension of "xlsx".

   By doing a File/Save As to change the file extension to "xlsx", this will eliminate the need to respond "Yes" to the Excel message box from step 6.