## Exporting HFM Reports to Excel using Smart View

1) Open Excel and go to the Smart View tab. Click on the Panel button.



2) On the right panel click on **Private Connections** and then select the pull-down menu. Choose any one of the three options under **Oracle BI+ Reports**.

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3) Click on the + sign to expand where it says **Reports**.

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4) You will get the following error. Click **OK** to proceed.



 Browse the folder structure to find the report you wish to export. In this case we are exporting our Income Statement, the report name for which is Sched2. It can be found under Maximus... Schedule reports.

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6) Double click on the report and you will see a User Point of View preview screen. Chang e the report point of view if desired and then click **Next**.

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7) You will now see a previewed version of your report with some additional output options. Click on **Finish**.

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8) You report will now appear as a new tab in your existing Excel workbook.

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