Exporting HFM Reports to Excel from Internet Explorer

1) Run the report you wish to export in HFM by clicking on it in the left navigation pane.

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Phase 2 Phase 3 - Actual Other Tasks	 R10-00 Validation Report - PDF R10-01 Balance Sheet - PDF 	Validation Report Balance Sheet	6/3/2009 11:55:04 AM 6/3/2009 11:55:15 AM	rViewAll rViewAll	Dario V Dario V
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R10-02 Income Statement Details BBDO QTR Month Reports DDB Qtr Month Reports	R10-01 BalSheetDDBEurope - PDF R10-01 BalSheetICP - PDF	Balance Sheet DDB Europe	7/8/2011 10:56:50 AM 3/24/2011 10:02:17 AM	rViewAll	david v Andrew
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2) You will see the previewed report appear in new tab.

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Incentive Compensation Expenses	0362	-	-		
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Total Compensation Expense	0368	-	-	-	
COST OF CLIENT SERVICES				-	
OOP Directly Billed to the Client	036900P	-	-		
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3) From that tab, go to the top pulldown menu and select File... Export... Excel... Fully-Formatted Grids and Text.

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4) You should see a prompt appear the bottom of the screen. Select the down arrow next to the **Save** button and select **Save As**.

Oracle Enterprise Performance Management System Workspace, Fusion Edition - Internet Explorer	
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5) Give the file a name, such as *Income Statement.xls*, making sure that you add .xls to the end of your filename.

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6) If you wish to view the saved report, when it is done exporting then click in the **Open** button.

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7) You might get the following error when opening the file. You can ignore it. Click on the **Yes** button.

Microsof	t Excel	
	The file you are trying to open, 'IncomeStatement.xls', is in a different format than now?	specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file
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8) You can should now see your exported report in Excel.

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