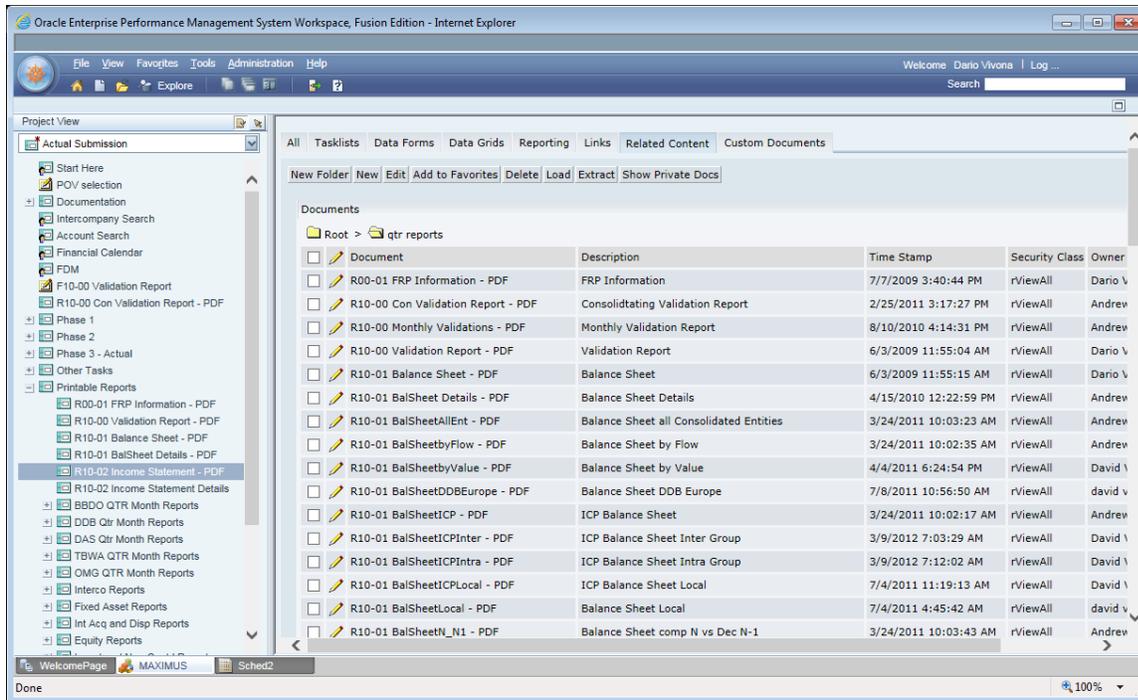
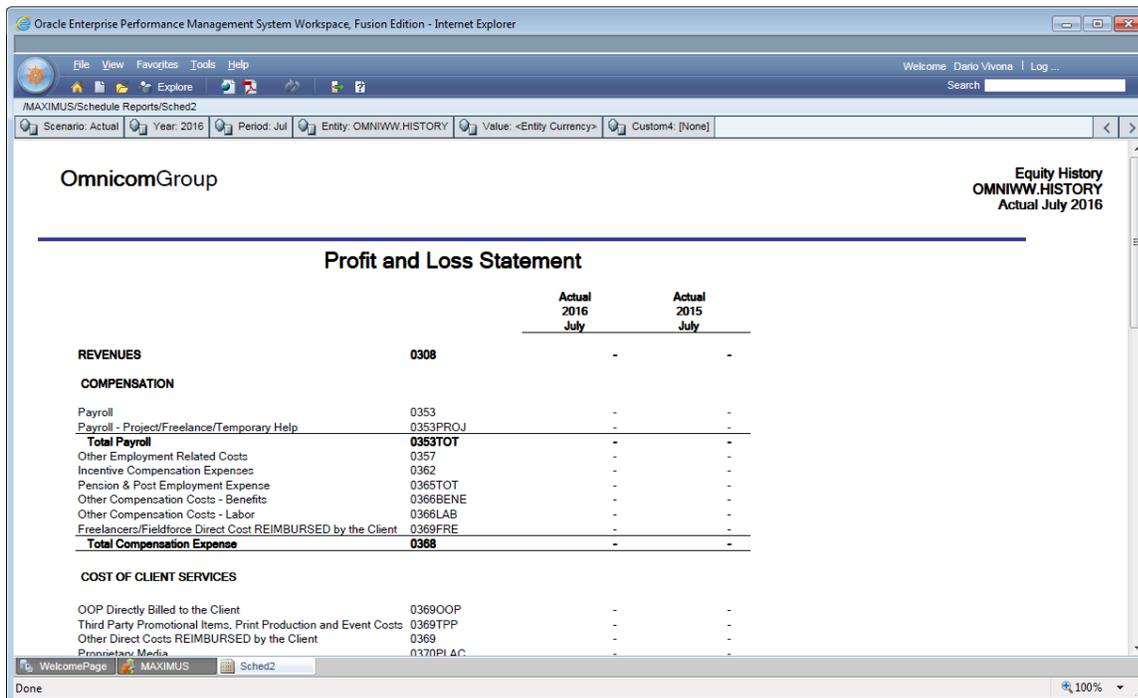


# Exporting HFM Reports to Excel from Internet Explorer

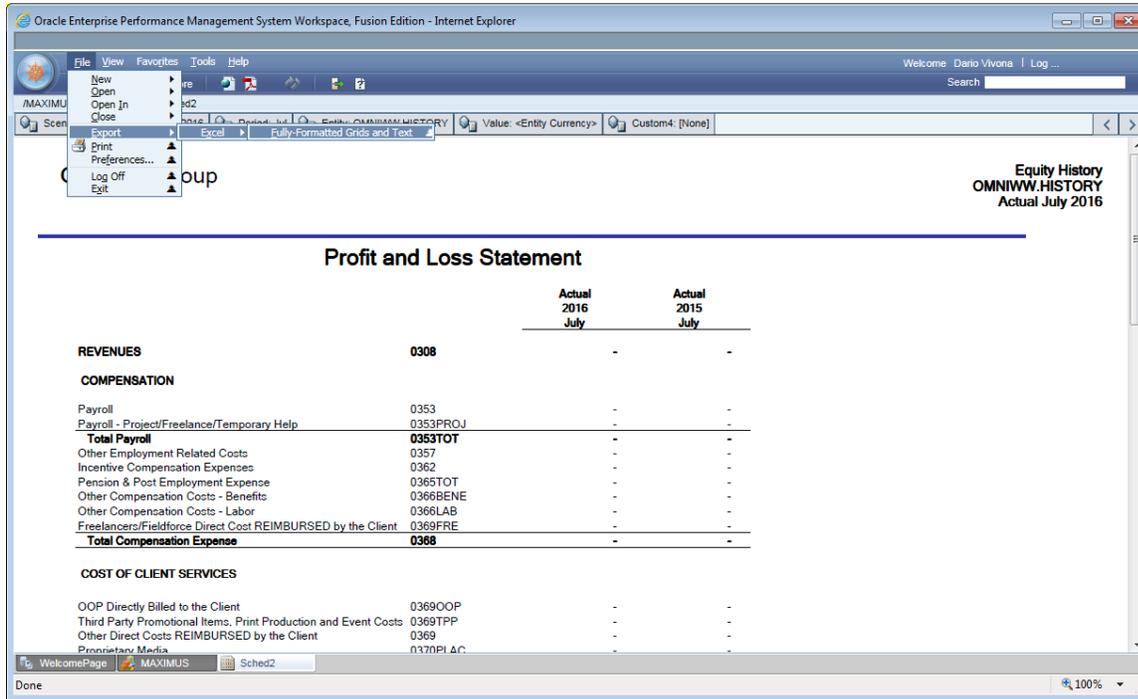
1) Run the report you wish to export in HFM by clicking on it in the left navigation pane.



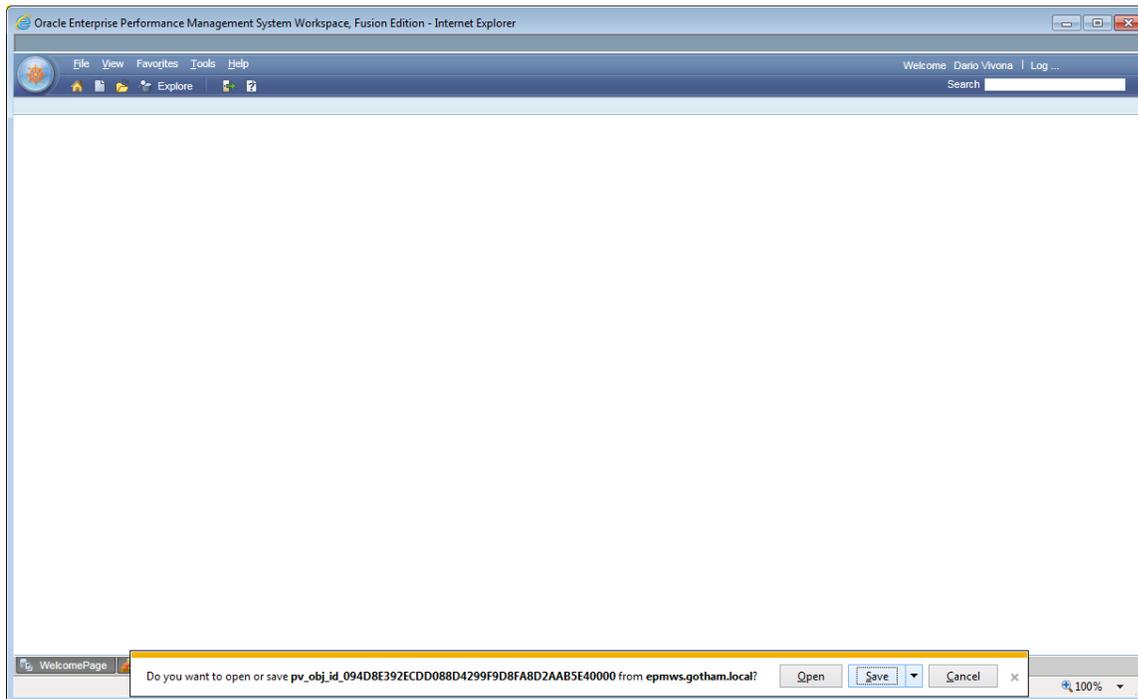
2) You will see the previewed report appear in new tab.



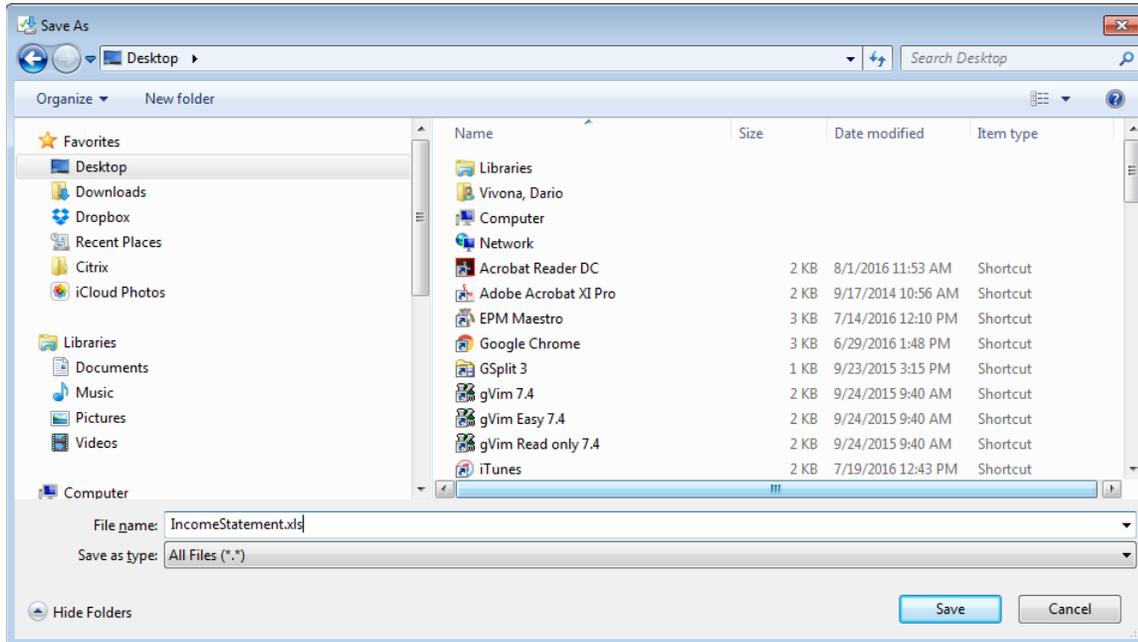
- From that tab, go to the top pulldown menu and select **File... Export... Excel... Fully-Formatted Grids and Text**.



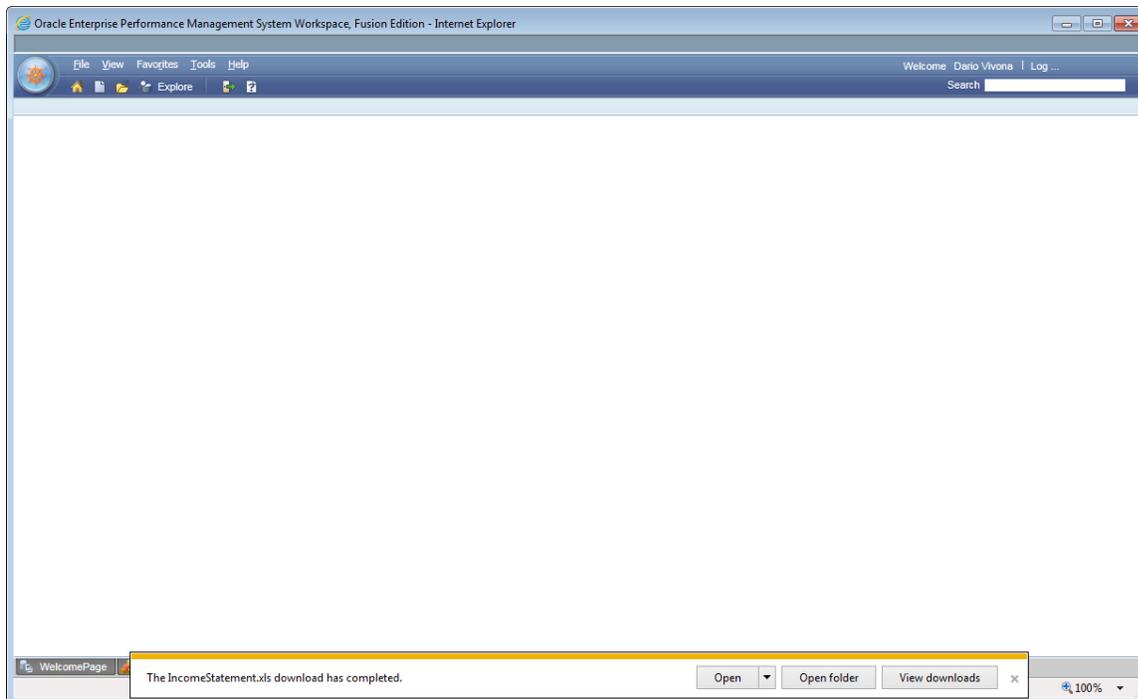
- You should see a prompt appear the bottom of the screen. Select the down arrow next to the **Save** button and select **Save As**.



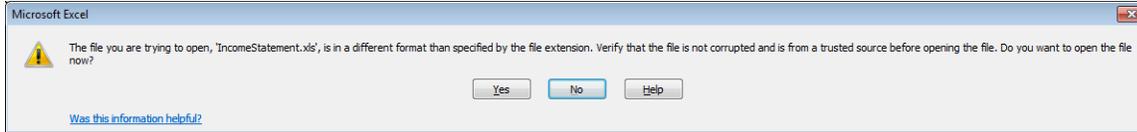
- 5) Give the file a name, such as *Income Statement.xls*, making sure that you add .xls to the end of your filename.



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



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



8) You can should now see your exported report in Excel.

		Actual 2016 July	Actual 2015 July
<b>OmniconGroup</b>			
<b>Profit and Loss Statement</b>			
Grid F0V: View: <Scenario View>   CP: (CP None)   Custom1: (None)   Custom2: (None)   Custom3: (None)			
12			
13			
14			
15			
16	REVENUES	0	0
17	COMPEXATION		
18	Payroll	0	0
19	Travel - Project Insurance / Temporary Help	0	0
20	Total Payroll	0	0
21	Other Employee Related Costs	0	0
22	Incentive Compensation Expenses	0	0
23	Person & Travel Equipment Expense	0	0
24	Other Compensation Costs - Benefits	0	0
25	Other Compensation Costs - Labor	0	0
26	Incentives - Incentive Direct Cost (H.M.B.U.R.2014) by the Users	0	0
27	TOTAL Compensation Expenses	0	0
28	COST OF CLIENT SERVICES		
29	OCP Directly Billed to the Client	0	0
30	Travel - Project Insurance - Post Production and Event Costs	0	0
31	Other Direct Costs REBURSED by the Client	0	0
32	Nonsalaried Costs	0	0
33	Other Client Service and Support Costs NOT REBURSED	0	0
34	Services Compensation	0	0
35	Miscellaneous Expense (Income)	0	0
36	TOTAL COMPENSATION & SERVICES COSTS	0	0
37	OFFICE EXPENSES		
38	Rent Office (Base) Third Party	0	0
39	Rent Office (Company Income)	0	0
40	Rent Office (Company Expense)	0	0