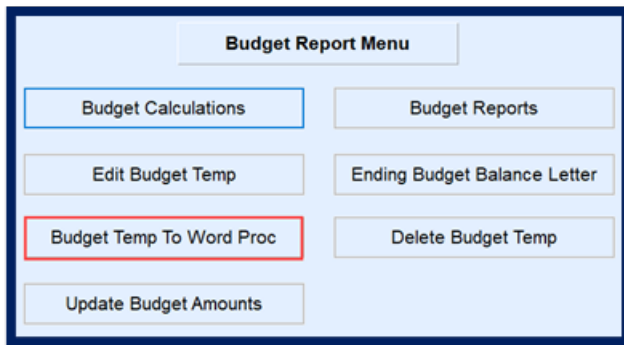


# Budget Temp to Word

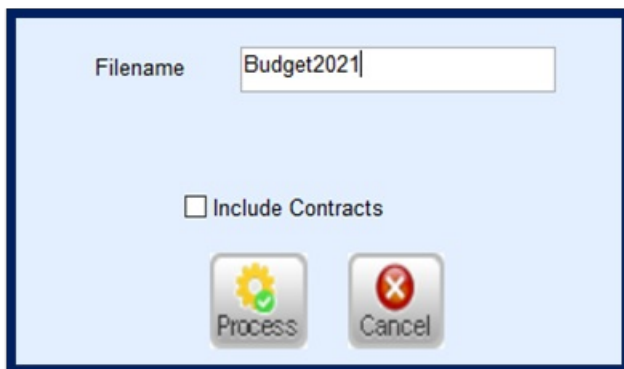
Last Modified on 08/04/2022 1:57 pm EDT

Once budget calculations have been performed, the budget temp file can be exported to an ASCII file for review. This report can be used to review the accounts and filter information prior to making changes in the Edit Budget Temp program.

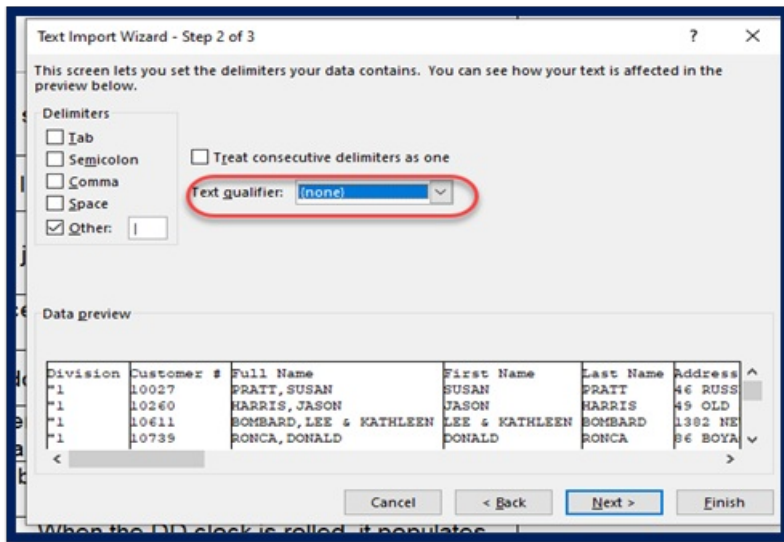
1. Select **Budget Temp to Word** on the *Budget Report Menu* screen.



2. Enter a *Filename*.
3. Select to *Include Contracts* to see contract information established on the customer accounts.



4. Choose **Process**. The program will process and return to the *Budget Report Menu* screen.
5. The file will be located in the `\\servername\ctls93\dd85\WP` folder on the server.
  - Ask an IT professional for assistance retrieving this file.
6. Import the file into an Excel spreadsheet.
  - a. Open Excel.
  - b. Select *File* and then choose **Open**.
  - c. Navigate to the path listed in step 5 and select the Filename entered in step 2.
  - d. Select *Delimited* as the *Import Type*.
7. Select *Other* and enter a pipe (|) delimiter in the open. (Shift + backslash)



8. Select **Finish**.

9. The spreadsheet will open to display the budget calculation information.