



## Exporting Questica Financial Reports

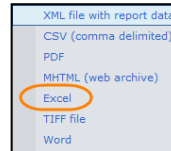
To download or print a report, you will use the Export feature. Additionally, you can perform several other export operations. The list below summarizes these options.

### Downloading Reports

1. From the Report Toolbar, click the Export button

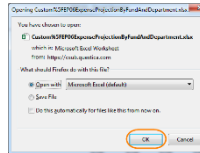


2. From the menu, click **Excel**



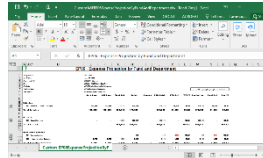
3. When the dialog box opens,

- Click **Open with**
- Click **OK**



4. Your report opens in Excel

*If you are using a different browser, these steps may be different.*

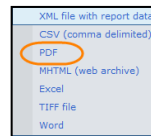


### Printing Reports

1. From the Report Toolbar, click the Export button

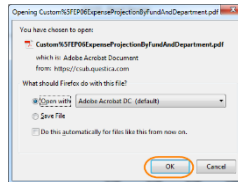


2. From the menu, click **PDF**



3. When the dialog box opens,

- Click **Open with**
- Click **OK**



4. Your report opens in Adobe Acrobat. Click the **Printer** to print

*If your report opens in Adobe Reader, the print may work differently.*

