

## Overview

This guide outlines the available methods for exporting and preserving data from Workday Adaptive. It explains how to export sheets and reports as Excel or PDF files for sharing and review.

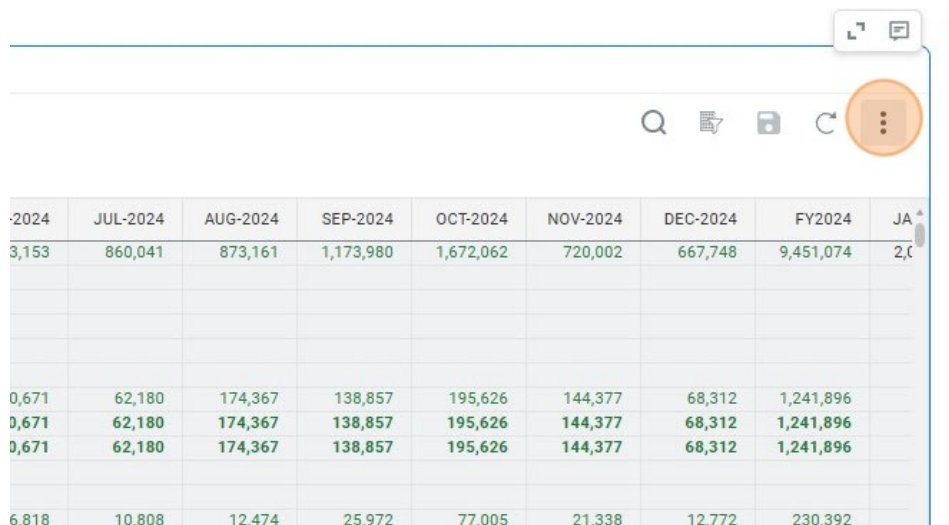
<b>Data Entry Method</b>	<b>Description</b>
<a href="#"><u>Export from Sheets to Excel</u></a>	Downloads Adaptive sheets as Excel files for offline analysis, record keeping, or distribution.
<a href="#"><u>Export from Reports to Excel</u></a>	Downloads reports in Adaptive as Excel files for offline analysis, record keeping, or distribution.

## Instructions

### Exporting Data from Sheets to Excel

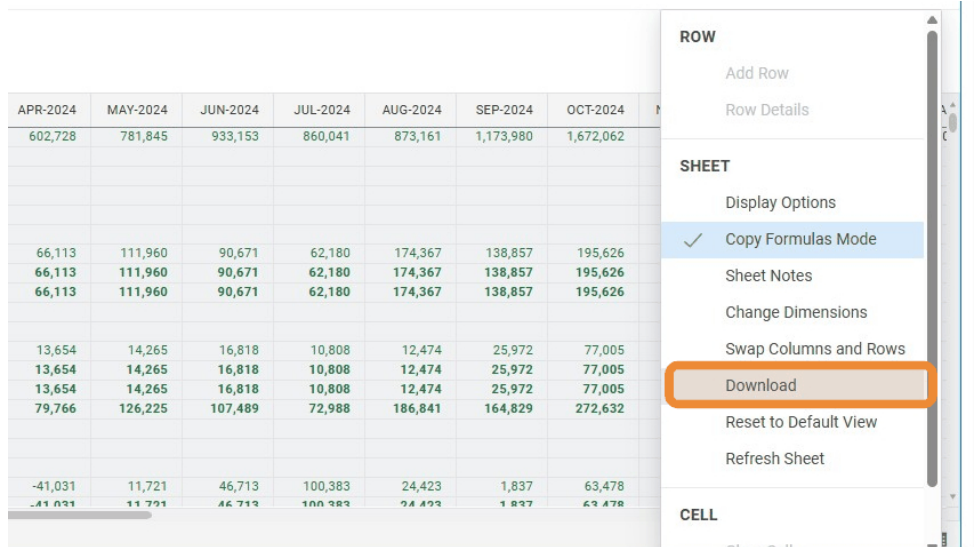
Note: All budget information is saved directly in Adaptive. Once changes are saved, they are visible online to all users who have access to the cost center budget. Exporting to Excel is optional and can be used if a local copy is needed for review or analysis.

1. Navigate to the desired sheet that you'd like to export as an excel spreadsheet and on the top right-hand corner of the sheet, click on the three vertical dots (⋮) beside the sheet to open the *Options* menu.



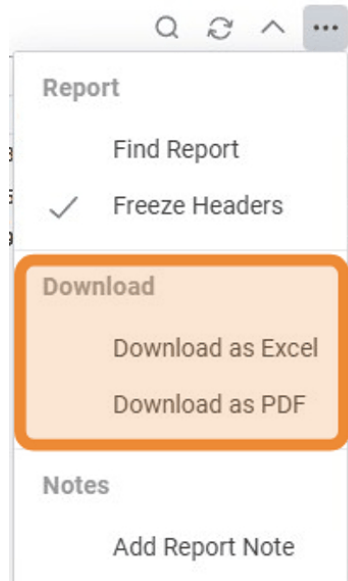
2024	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	FY2024	JA <sup>24</sup>
3,153	860,041	873,161	1,173,980	1,672,062	720,002	667,748	9,451,074	2,000,000
0,671	62,180	174,367	138,857	195,626	144,377	68,312	1,241,896	
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0,671	62,180	174,367	138,857	195,626	144,377	68,312	1,241,896	
6,818	10,808	12,474	25,972	77,005	21,338	12,772	230,392	

2. In the *Options* menu, click on *Download* to export and download the sheet as an excel file. The file will automatically download and become able to view in your downloads folder.



## Exporting Data from Reports to Excel

1. Open the report menu by clicking the ellipses (...) in the top right-hand corner of the report. Under the *Download* section, you can select to download the report as an Excel or PDF file.



## Support Information

Need help? Contact [workday@guestservices.com](mailto:workday@guestservices.com) or visit our Workday Adaptive resources page [gsiemployees.com/workday-adaptive](https://gsiemployees.com/workday-adaptive) for additional guides and instructions.