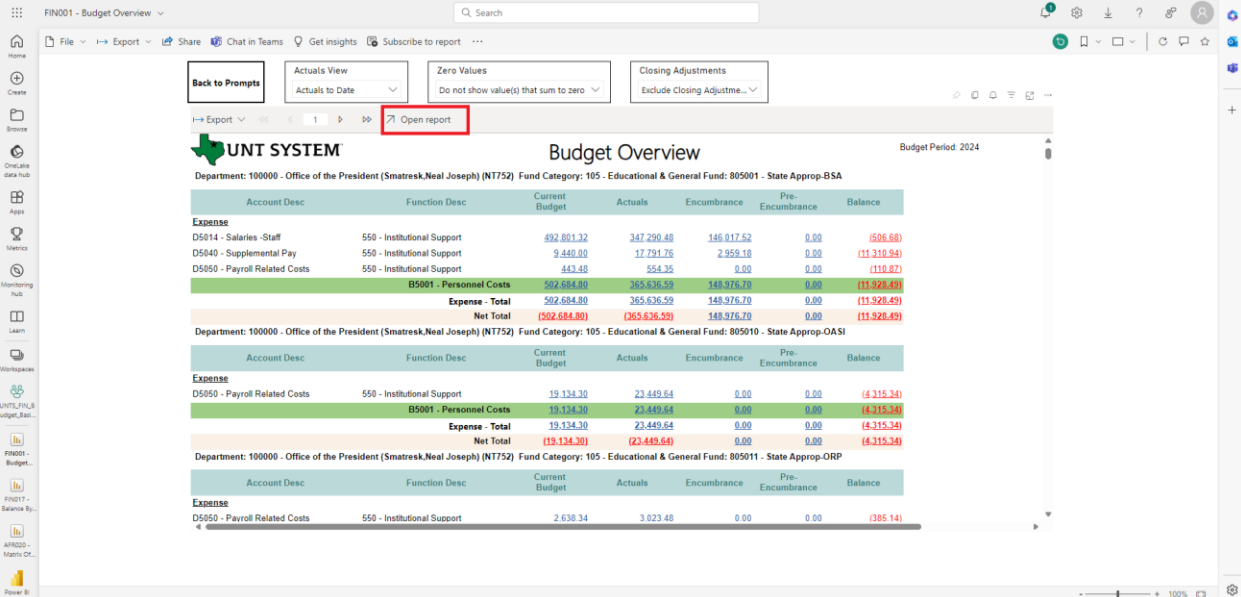


# How-To Export Reports in PDF format



- If you'd like to export your report in pdf format, it starts on the prompt page.
- After setting your prompts, simply click the “ PDF Export” button
- This opens up the report in a pdf conducive format eliminating blank pages from the downloaded file



- After that, proceed as normal by clicking the “Open Report” button

- Finally, click the “Export” button then select the pdf format to have your report pdf file downloaded

The screenshot shows a web application interface for a budget overview report. The title bar indicates the report is titled "FIN001 - Budget Overview\_PG\_PDF". The main content area is titled "Budget Overview" and shows data for "Budget Period: 2024". The report is organized into three sections, each representing a different department:

- Department: 10000 - Office of the President (Smatresk,Neal Joseph) (NT752) Fund Category: 105 - Educational & General Fund: 805001 - State Approp-BSA**
- Department: 100000 - Office of the President (Smatresk,Neal Joseph) (NT752) Fund Category: 105 - Educational & General Fund: 805010 - State Approp-OASI**
- Department: 100000 - Office of the President (Smatresk,Neal Joseph) (NT752) Fund Category: 105 - Educational & General Fund: 805011 - State Approp-ORP**

Each section contains a table with the following columns: Account Desc, Function Desc, Current Budget, Actuals, Encumbrance, Pre-Encumbrance, and Balance. The data is summarized by function description, showing totals for "Personnel Costs", "Expense - Total", and "Net Total".

Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
550 - Institutional Support	492,801.32	347,290.48	146,017.52	0.00	(506.68)
550 - Institutional Support	9,440.00	12,791.76	2,959.18	0.00	(11,310.94)
550 - Institutional Support	443.48	554.35	0.00	0.00	(110.87)
<b>B5001 - Personnel Costs</b>	<b>502,684.80</b>	<b>365,636.59</b>	<b>148,976.70</b>	<b>0.00</b>	<b>(11,928.49)</b>
<b>Expense - Total</b>	<b>502,684.80</b>	<b>365,636.59</b>	<b>148,976.70</b>	<b>0.00</b>	<b>(11,928.49)</b>
<b>Net Total</b>	<b>(502,684.80)</b>	<b>(365,636.59)</b>	<b>148,976.70</b>	<b>0.00</b>	<b>(11,928.49)</b>

The interface also includes a file explorer on the left with various file formats listed, and a top navigation bar with options like "Export", "Parameters", and "Subscribe to report".