

## Directions to Download Files from Flexgen Local Government Software

**Below are the instructions to download Final Expenditure Report data from the Flexgen software. The download includes the revenue, expenditure, and balance sheet data.**

1. Open Local Government Flexgen software.
2. Go to Accounting, Reports, BOE Annual Financial.
3. Create SDE File from General Ledger.
4. Put an X by all the categories you want to pull and then exit that window
5. Is it correct? Put an X by the file you want (Original Budget, AFR or Budget Amendments) and click enter.
6. If screen is correct click yes.
7. In the BOE Annual Financial menu, click on Load SDE.TXT and click on ok
8. Minimize the window.
9. Go to Windows Explorer to find the SDE.TXT file you just created.
10. Open up the L drive and search for SDE
11. Find the SDE.TXT file that you just created, copy to a flash drive and then copy to your hard drive.
12. Open Excel
13. In Excel, open the SDE.TXT file you just created. In the Open window, you must search for file type of text files.
14. Once you open the file, Excel will convert the file to a spreadsheet format. The only thing you need to change is make sure it is Comma delimited. After this you can finish.
15. Choose 'Save As' to save this file as an Excel Workbook.

For next steps, refer to the one pager resource, "To Prepare an Excel File for Uploading into ePlan".