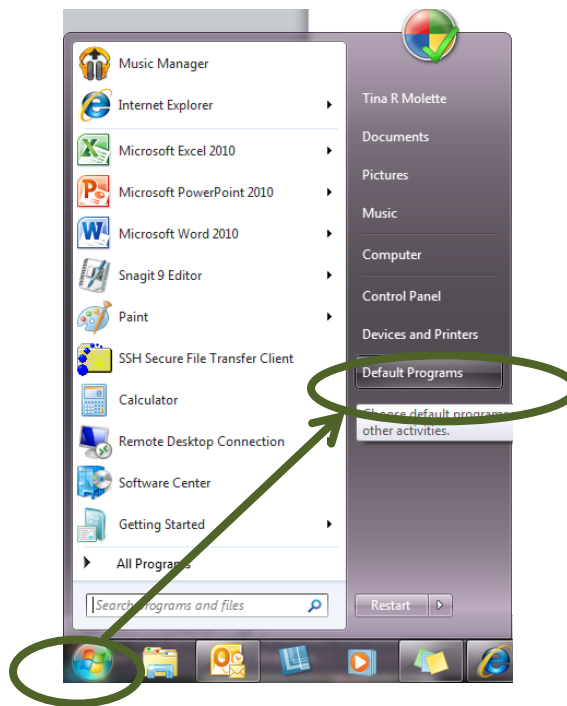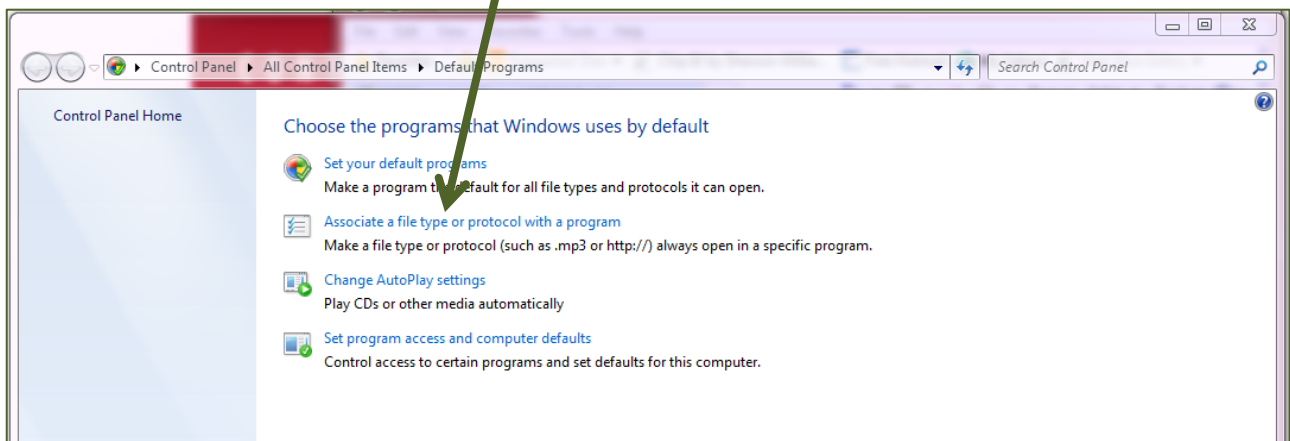# Changing the Default Export Application to Excel

Within the Administrative Systems GL, GA, and FN modules, you have the ability to export data from tables in Oracle (in .tsv format) to Microsoft Excel spreadsheets. It is possible that your computer system may export the data into Notepad or some other application by default instead of into Microsoft Excel. The instructions on the following pages walk you through the steps of changing the default program to Excel for exports from the Oracle system.

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1. On your computer desktop, click the **START** button, then select *Default Programs* from the menu on the right.
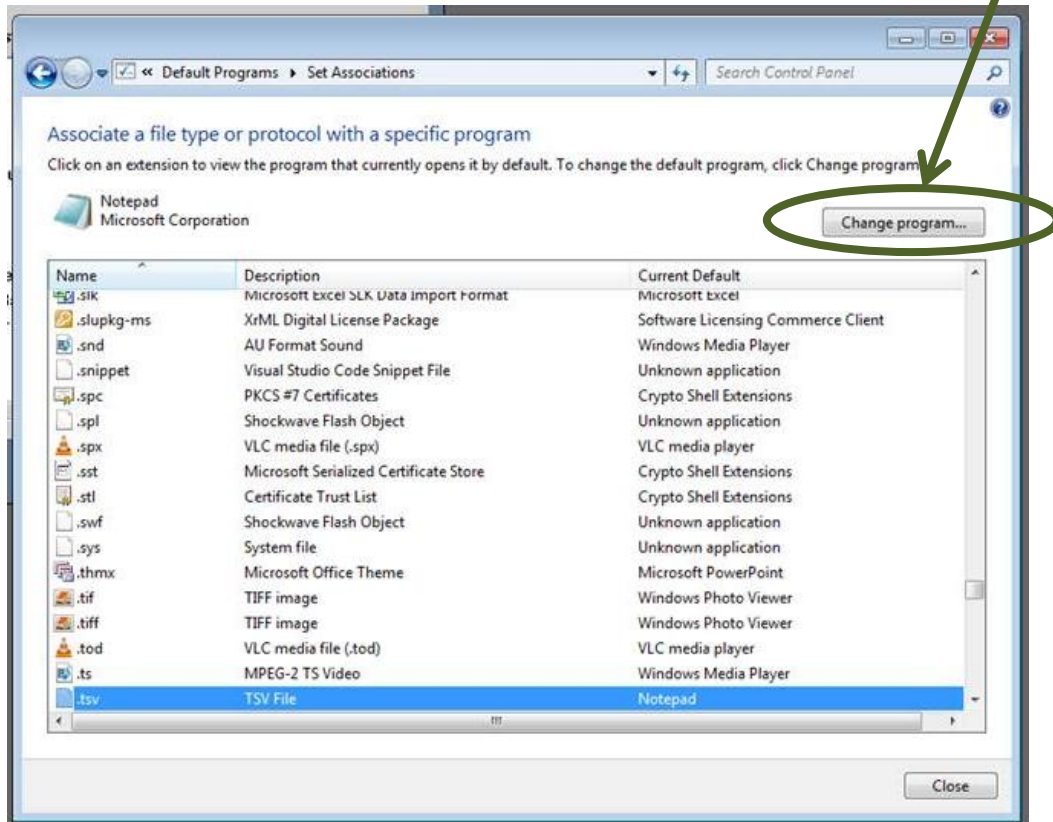

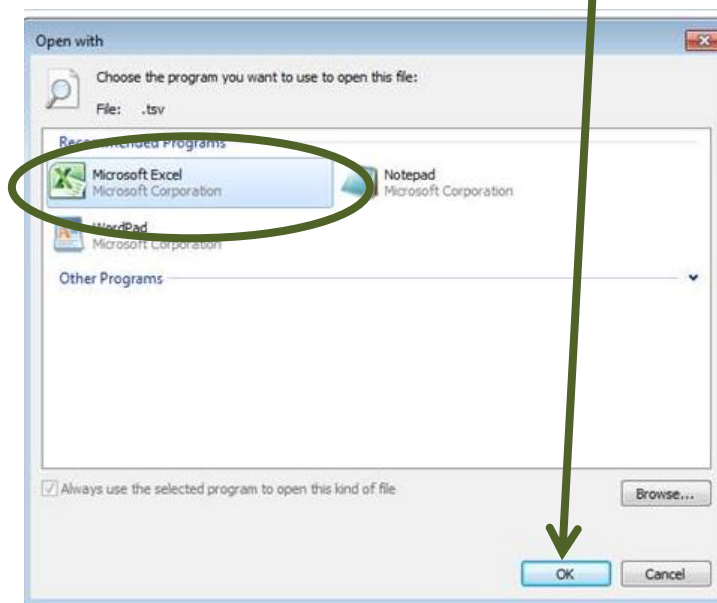2. Select *Associate a file type or protocol with a program.*

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3. Locate the file extension you want to associate with Excel (.tsv). Click the **CHANGE PROGRAM** button.
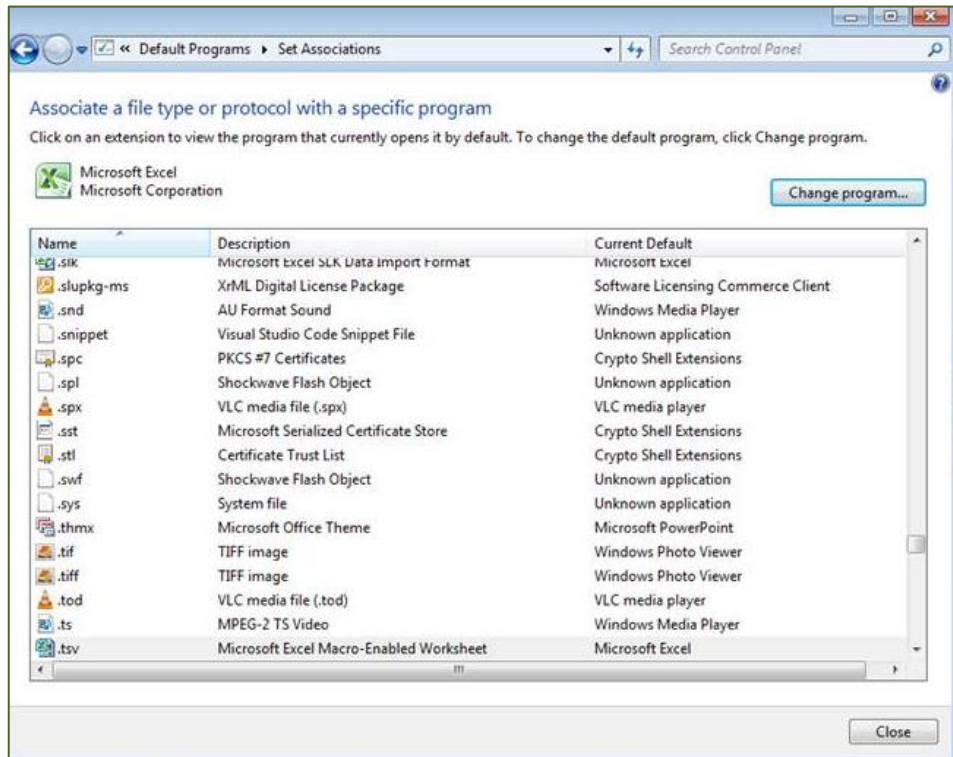

4. Select *Microsoft Excel* as the default program, and then click **OK.**

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Your (.tsv) files should now open in Microsoft Excel by default.