

# Exporting a Journal Entry to Excel

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You have the ability to export any Journal Entry to Excel.

While a Journal Entry is being viewed in detail mode, click on the Excel button located at the upper right of the form. This will copy the rows that make up the JE to your clipboard.

Open a new Excel workbook, and click on the paste button or press CTRL-V to paste the contents from your clipboard into the workbook.

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