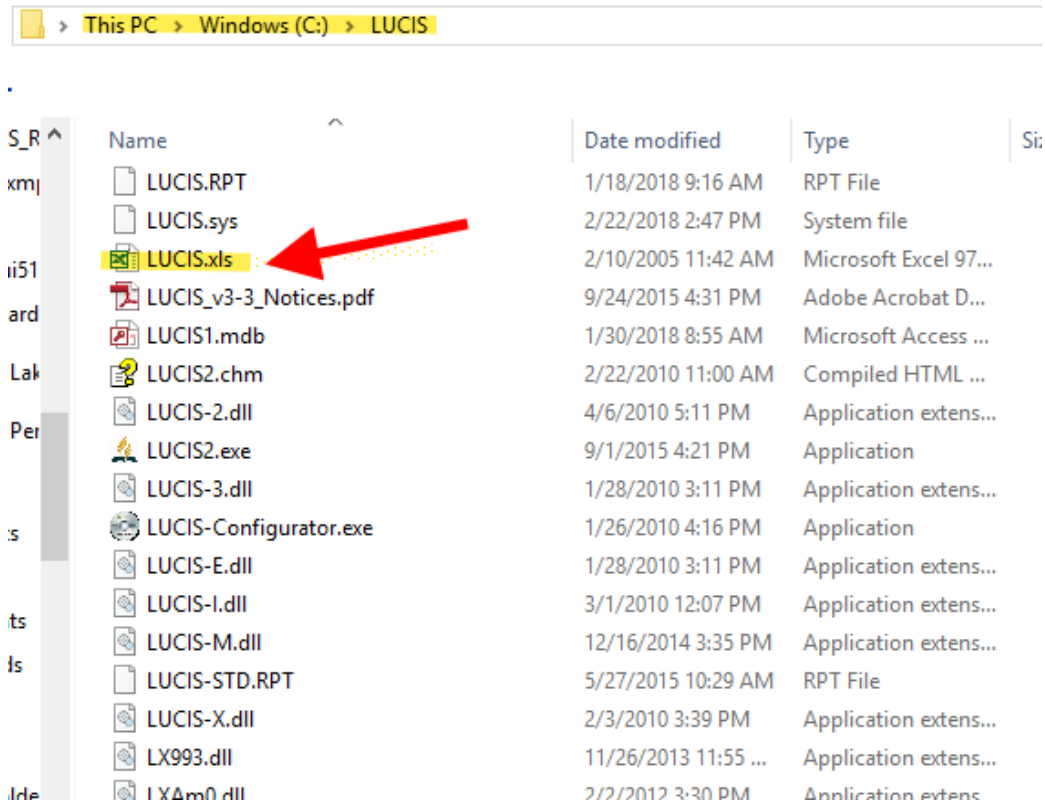
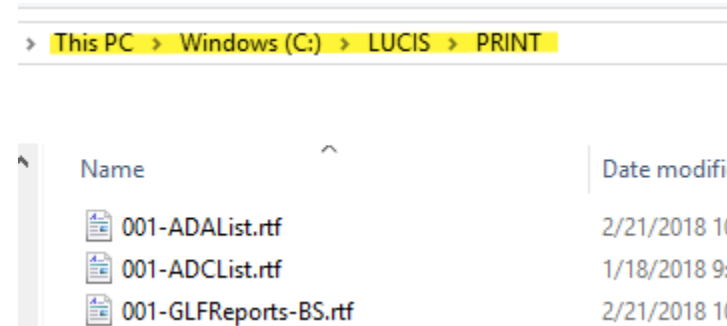


## Move a LUCIS Report from Word to Excel

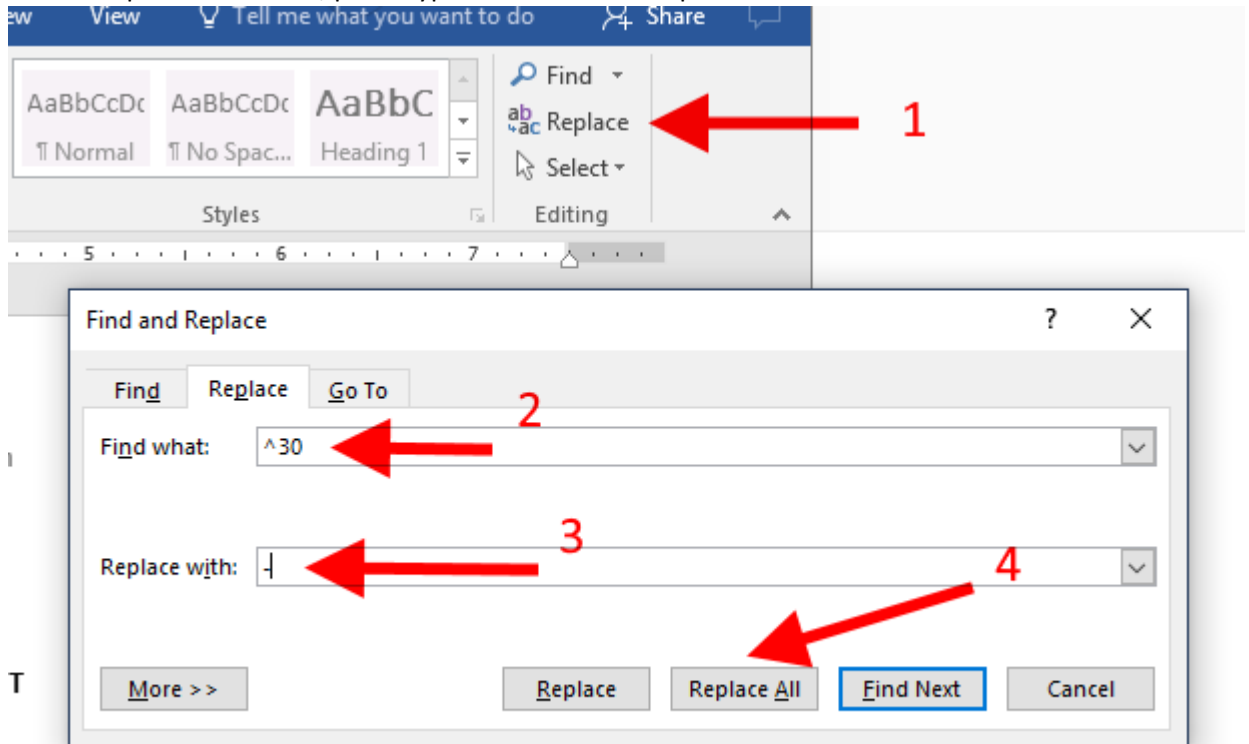
1. Copy LUCIS.xls from your LUCIS folder to your desktop.



2. Rename the copy on your desktop to whatever name you want your new file to be (for example LUCIS-Report-Master.xls).
3. In LUCIS Software, run the report that you'd like to open in Excel.
4. If you're using the TextMaker Viewer, close the report and open it in Word. It will be located in your LUCIS\print folder.

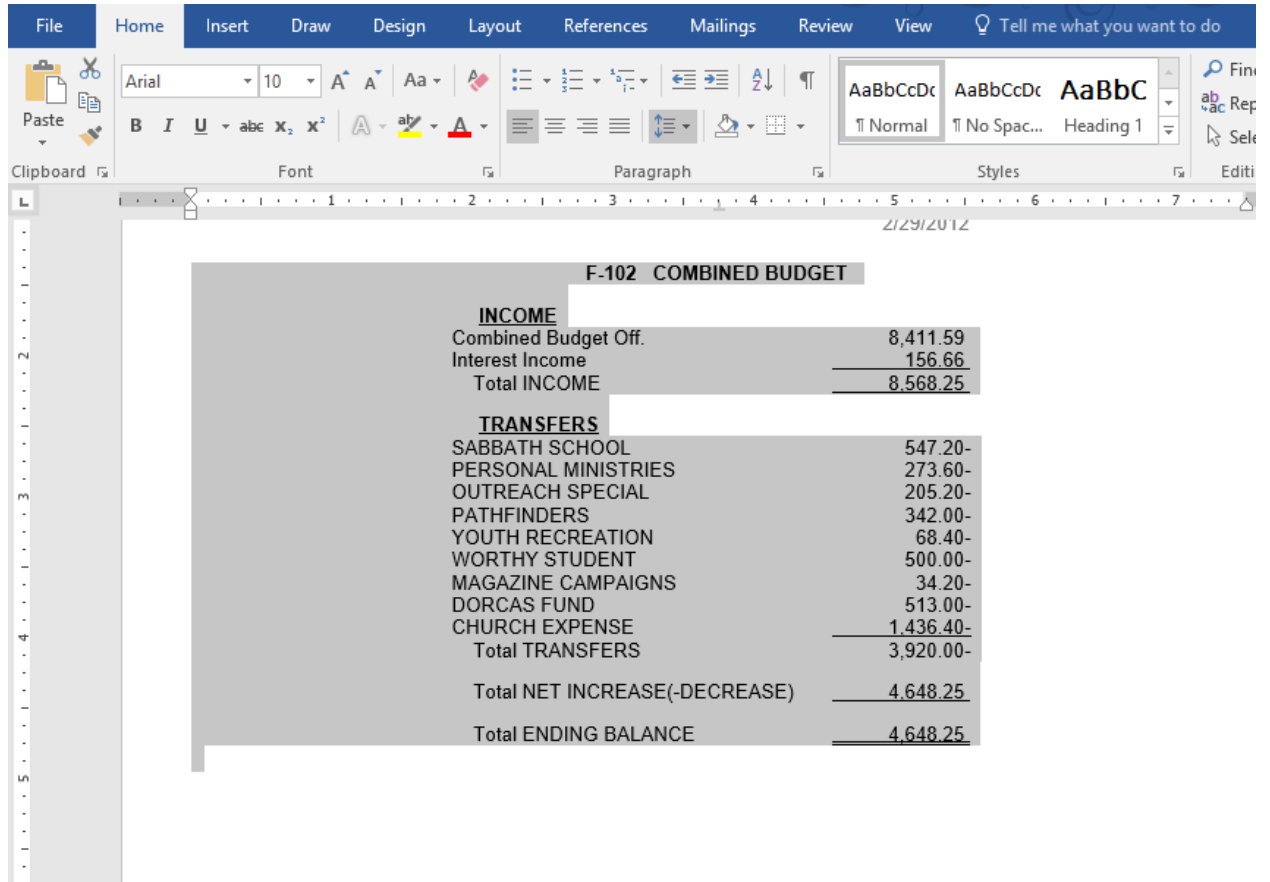


- Click on "Replace" in the upper right side in Word. In the "Find what" field, put ^30 (shift-6) and in the "Replace with" field, put a hyphen. Then click "Replace All".



- A window will pop up saying how many were replaced. Click "Ok" and close the Replace window.

- Highlight everything that you want to move to Excel, or press Ctrl-a to select everything. Then Ctrl-c to copy it.



- Open the Excel file on the desktop which you renamed, paste the data (Ctrl-v).

9. With the fields highlighted, go to the Macros in the View menu (or press Alt-F8), choose the “MoveRightMinus” and click “Run”.

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. A budget report is displayed in the background, and the 'Macro' dialog box is open in the foreground. The dialog box shows the macro name 'MoveRightMinus' selected in the list, and the 'Run' button is highlighted. Red arrows point to the macro name and the 'Run' button, with the number '1' next to the macro name and '2' next to the 'Run' button.

	A	B	C	D	E
1		<b>F-102 COMBINED BUDGET</b>			
2		<b>INCOME</b>			
3		Combined Budget Off.		8,411.59	
4		Interest Income		156.66	
5		Total INCOME		8,568.25	
6		<b>TRANSFERS</b>			
7		SABBATH SCHOOL		547.20	
8		PERSONAL MINISTRIES		273.60	
9		OUTREACH SPECIAL		205.20	
10		PATHFINDERS		342.00	
11		YOUTH RECREATION		68.40	
12		WORTHY STUDENT		500.00	
13		MAGAZINE CAMPAIGNS		34.20	
14		DORCAS FUND		513.00	
15		CHURCH EXPENSE		1,436.40	
16		Total TRANSFERS		3,920.00	
17		Total NET INCREASE(-DECREASE)		4,648.25	
18		Total ENDING BALANCE		4,648.25	
19					
20					
21					
22					

10. The numbers in your report should now be formatted properly in Excel