



Converting a report to the latest excel format

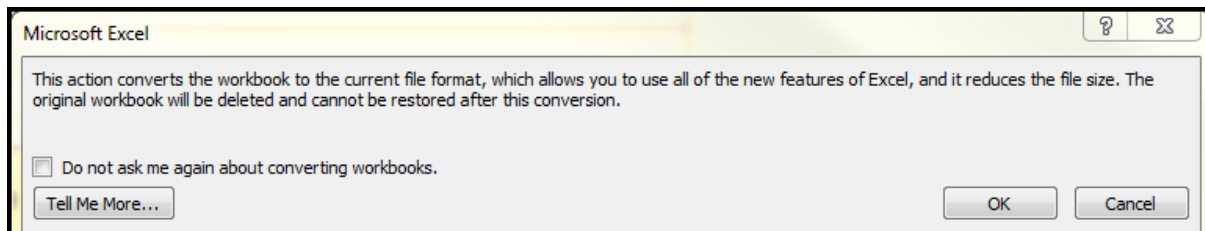
When running an excel version of an UFS report, if you are using excel version 2003-2007, you may wish to convert the file to xlsx to make it significantly smaller.

Pre-Requisites Report run and opened into excel

1. Navigate to **File, Info, Convert**



2. Click **OK** to the message below.



3. Click **Yes** to confirm that you want to reopen the report in the updated format.

