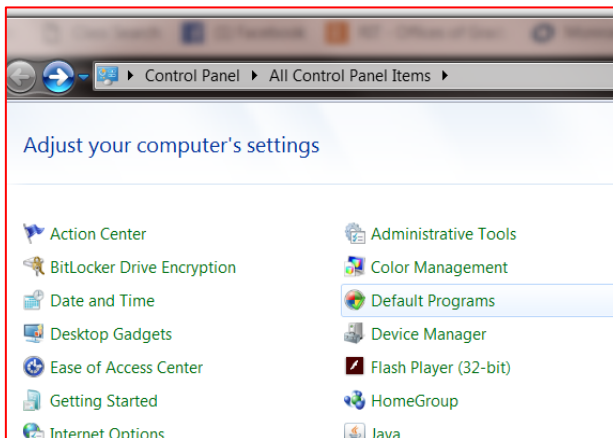
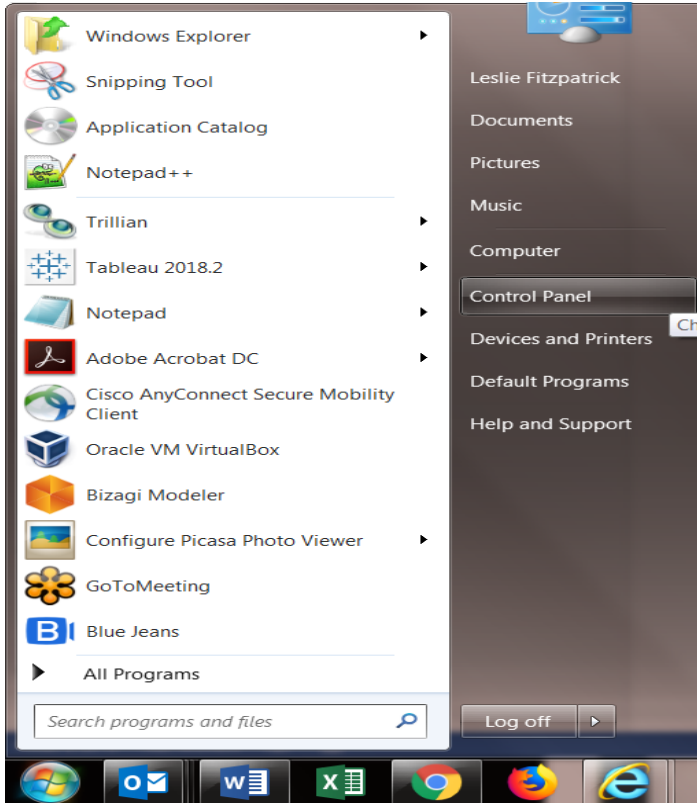


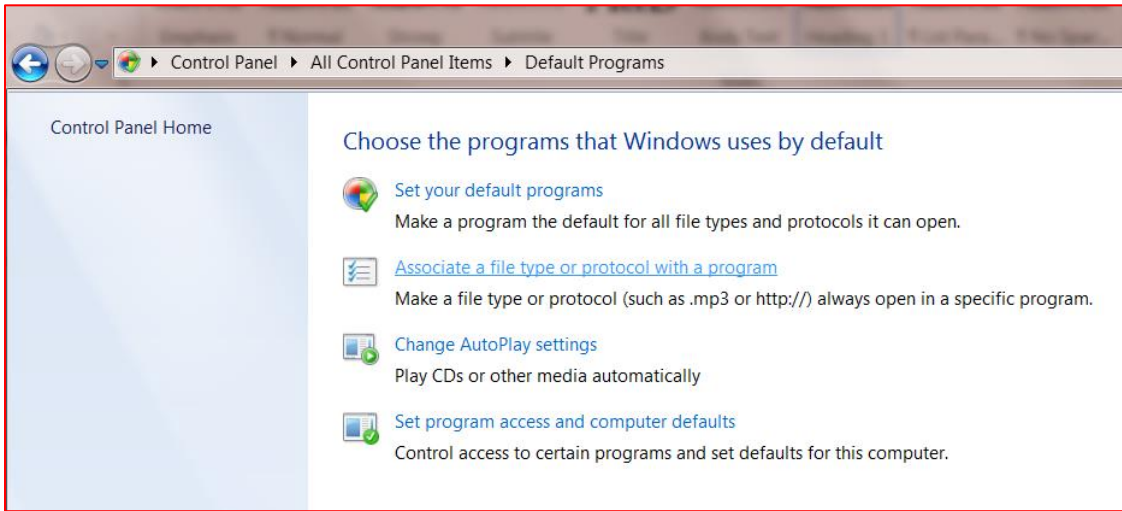


### Instructions for Exporting Chart of Account (COA) Download to Excel

1. To set the default program for all COA downloads for all browsers, open the Control Panel from the Start Menu, then select “Default Programs”.

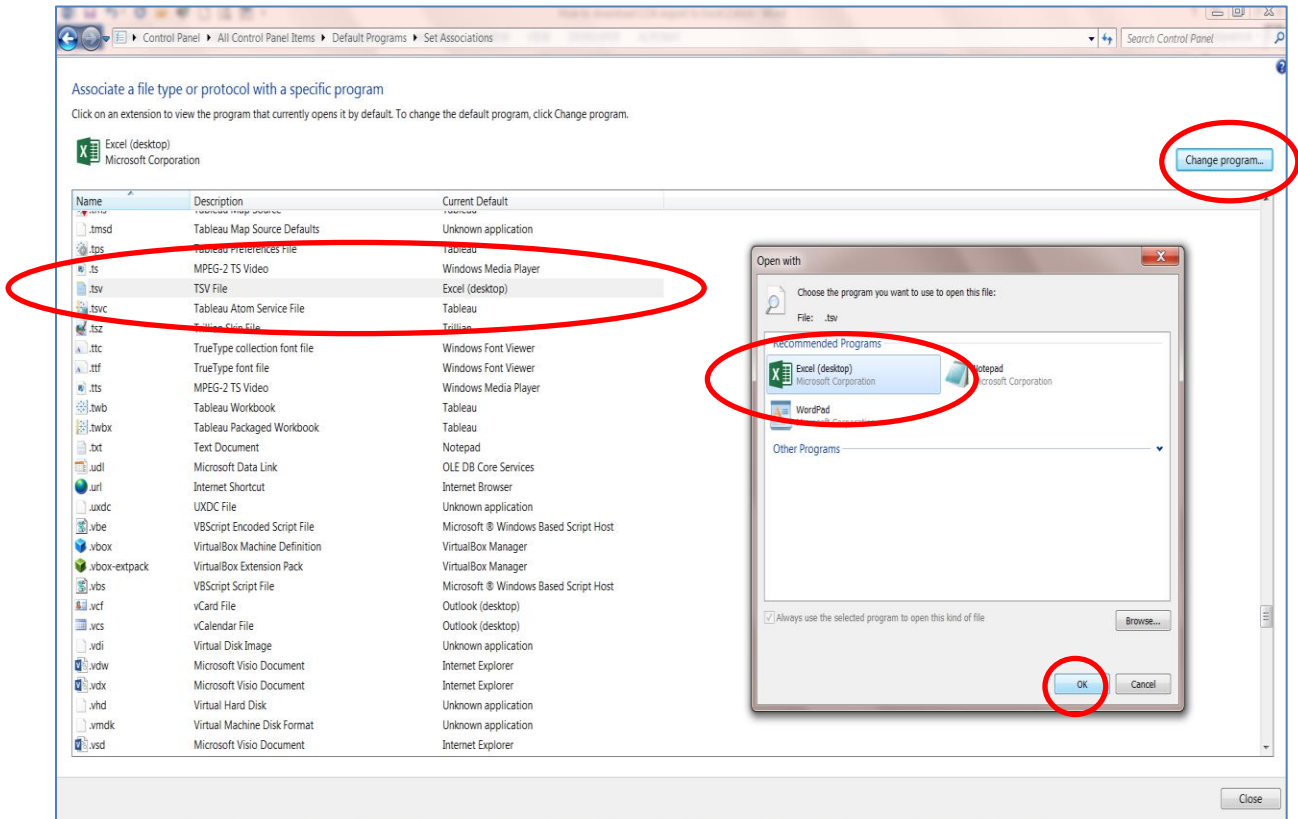


2. Click “Associate a file type or protocol with a specific program”



3. Scroll down until you find the .tsv file type.

- a. Click “Change Program” button, select Excel and click “OK” button.
- b. Click “Close” button.



[Internet Explorer](#)[Firefox](#)[Chrome](#)**Internet Explorer**

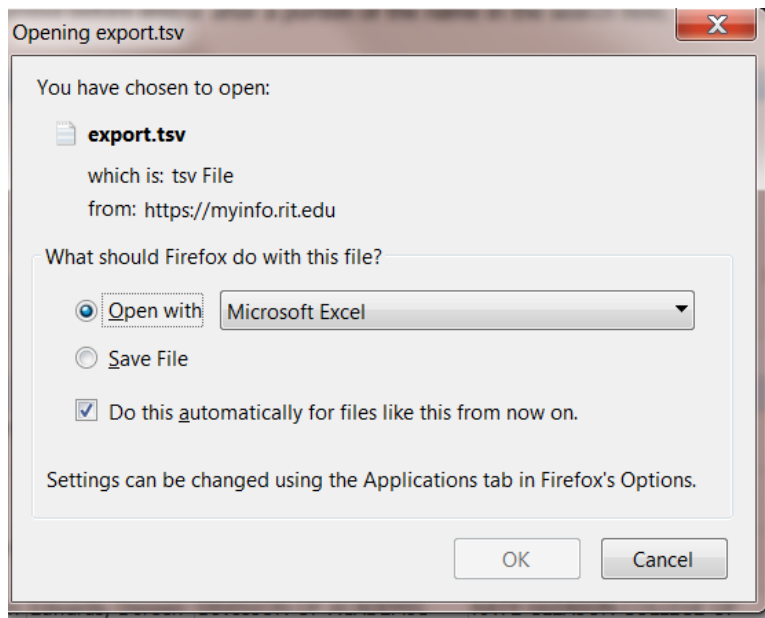
1. Click on the “ExportRetrievedData” button
2. A bar will open at bottom of screen.
3. Click the “Open” button.



4. The .tsv file will open in Excel.

**FireFox:**

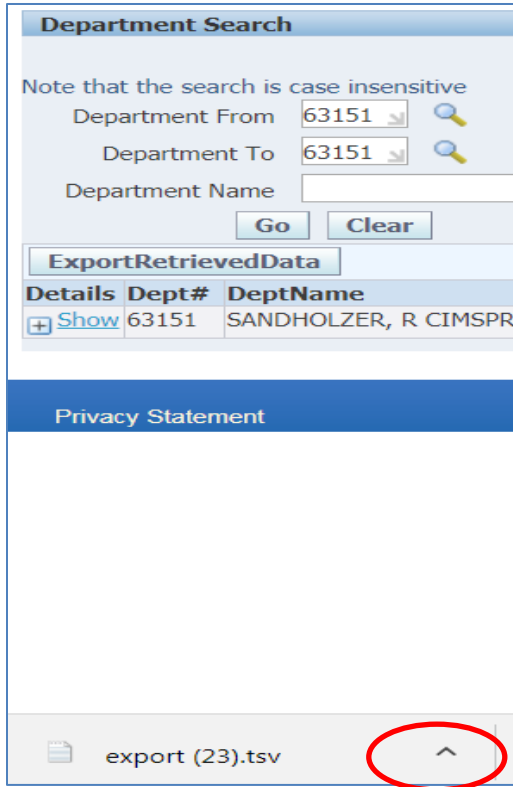
1. Click on the “ExportRetrievedData” button
2. A window will open showing the file defaulting to open with Microsoft Excel.
3. Click the “OK” button.



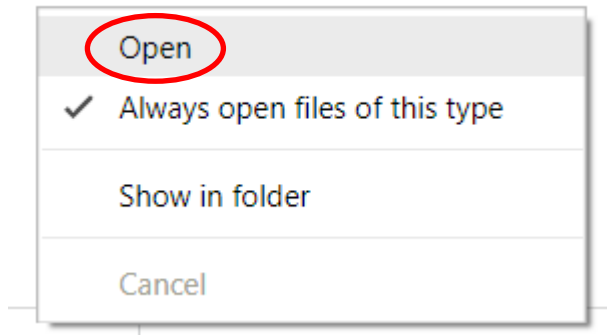
4. The .tsv file will open in Excel.

**Chrome:**

1. Click on the “ExportRetrievedData” button
2. A bar will open at the bottom left of the screen.
3. Click on the up arrow to view the menu.



3. Select "Always open files of this type" if you want these types of files to open automatically in Excel every time.
4. Click on “Open”



4. The file will open in Excel.