

## Directions for ESSA/SLFS Expense Account List in Qmlativ

1. Go to Account/ Features/ Account List, click on View and choose the Skyward Provided Site Based Expenditure View. **Go to the Skyward Filter and select Expense Accounts.** Then click on the More function to drop to a CSV.
2. Open the CSV and insert 5 columns between the Account Number and Account Description columns and Save.
3. Please convert the CSV file to XLSX format. Save as an XLSX file.
4. Upload to the portal.