Save Values

Pressing this button will open up a dialog box that will allow you to save a special read-only copy of the current workbook. You can then give the saved workbook to someone who does not have access to the General Ledger functions. The cell values in the saved copy will look exactly the same as the original, however, there are a few important differences between the original file and the saved copy:

- There is no longer a link to the GL.
- Any cell formula that included one of the GL functions will be removed and replaced with the formula's result.
- The replaced formula will be added as a comment to the cell so the origin of the cell's value can be checked.
- The new file will be marked read-only so that it is not accidentally changed once it is created.

There are two main reasons to do this:

1. You are saving an 'archive' copy that you don't want changed by any future changes to the GL
2. You are sending the workbook to someone who does not have these four buttons:

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