



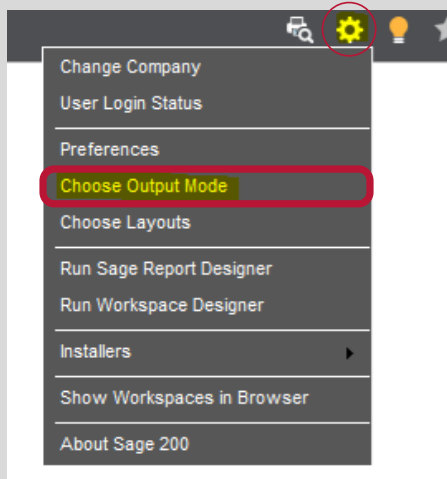
EXPORTING DATA TO EXCEL

In this Insider Tip we show you three methods to export data to Excel.

Please follow the simple steps below;

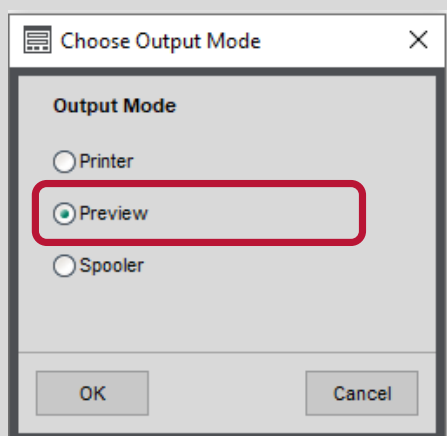
1

For full export functionality, your 'Output Mode' needs to be set to 'Preview'



- Click on the Tools cog at the top right of the screen

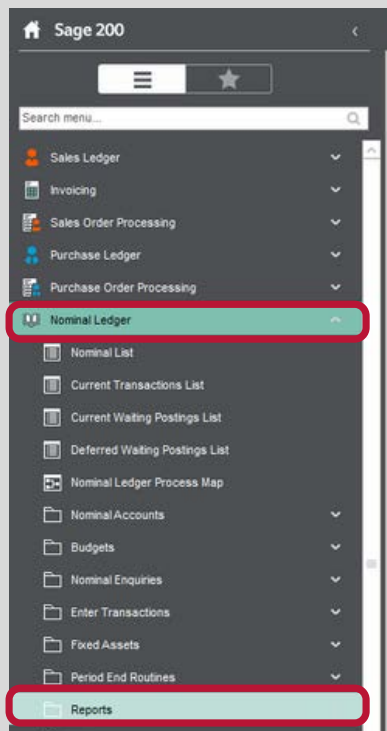
- Select 'Choose Output Mode'



- Select 'Preview'

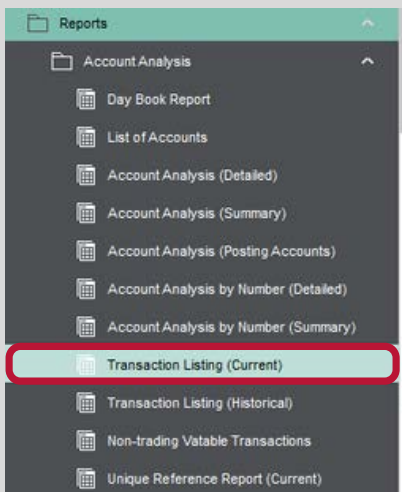


- This will ensure you have the options shown on the left to export from your selected report.



Main Menu

- Click on the menu you want to export data from.



- Select Reports.

- Select the report you want to run.

Criteria for Nominal Ledger Transactions Listing

Criteria Values

Enter the values to use for the criteria in this report

Transaction period number:	All
Account number:	All
Account name:	All
Cost centre:	All
Department:	All
Report type:	All
Category:	All
URN:	All
Transaction date:	All
Posting date:	All
User number:	All
Source:	All
Nom Tran Marketing Campaign:	All
Balance:	All

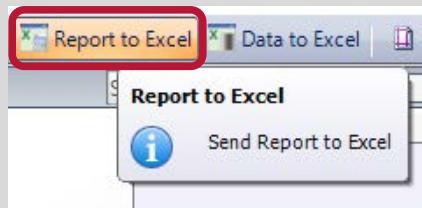
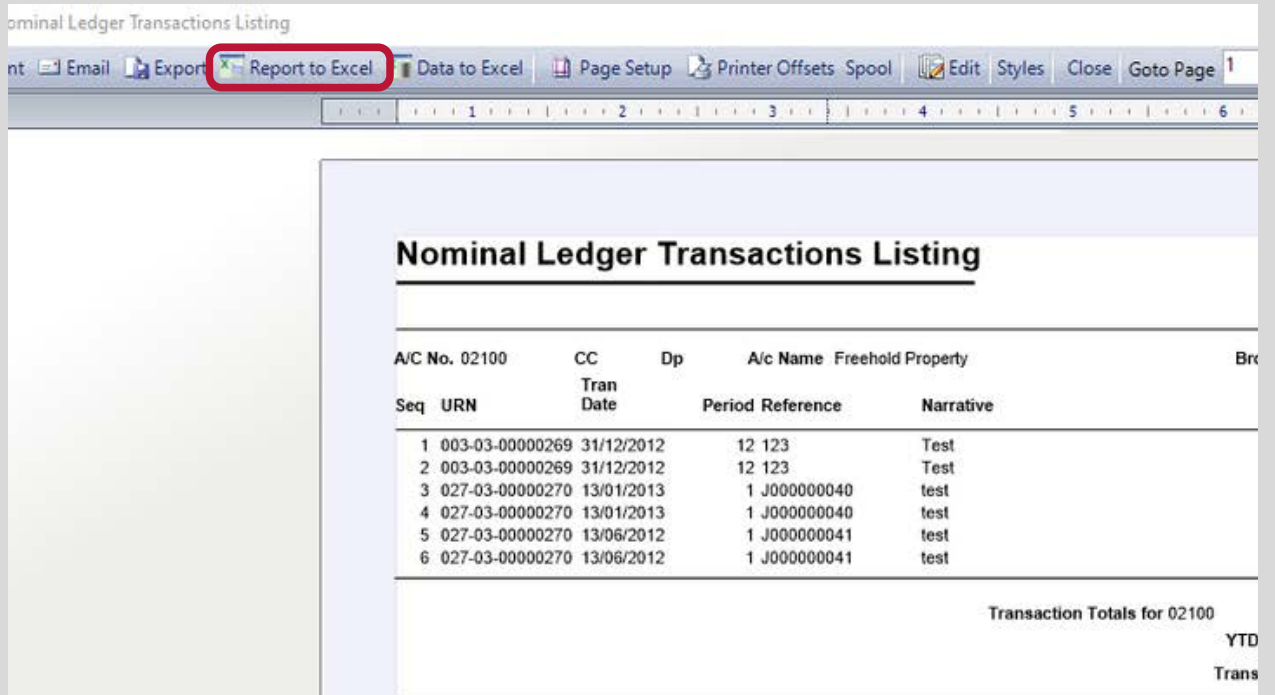
Preview a sample report for a specified number of records or transactions (0 for all) 20

Help Save... Load... OK Cancel

- Enter the criteria for your report

- For this example we have selected 20 records

Option 1 - Report to Excel



- Click on 'Report to Excel'
This exports in the current format



- Format below when exported to Excel

Seq	URN	TranDate	Period	Reference	Narrative													
Nominal Ledger Transactions Listing																		
	A/C	02100	CC	Dp	A/c Nam	Freehold Property												Brought Forward Bala
1	003-03-00000269	31/12/2012	12	123	Test													
2	003-03-00000269	31/12/2012	12	123	Test													
3	027-03-00000270	13/01/2013	1	J000000040	test													
4	027-03-00000270	13/01/2013	1	J000000040	test													
5	027-03-00000270	13/06/2012	1	J000000041	test													
6	027-03-00000270	13/06/2012	1	J000000041	test													
																Transaction Totals for 02100	:	
																YTD Balance On Account :		

Option 2 - Data to Excel

nominal Ledger Transactions Listing

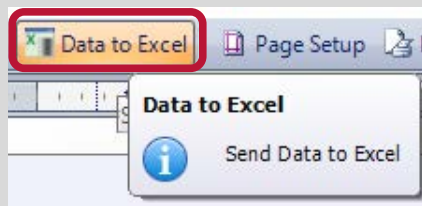
nt Email Export Report to Excel **Data to Excel** Page Setup Printer Offsets Spool Edit Styles Close Goto Page 1

1 2 3 4 5 6

Nominal Ledger Transactions Listing

A/C No.	CC	Dp	A/c Name	Freehold Property	Br
Seq	URN	Tran Date	Period Reference	Narrative	
1	003-03-00000269	31/12/2012	12 123	Test	
2	003-03-00000269	31/12/2012	12 123	Test	
3	027-03-00000270	13/01/2013	1 J000000040	test	
4	027-03-00000270	13/01/2013	1 J000000040	test	
5	027-03-00000270	13/06/2012	1 J000000041	test	
6	027-03-00000270	13/06/2012	1 J000000041	test	

Transaction Totals for 02100
YTD
Trans



- Click on 'Data to Excel'
This exports the report into a flat file format, allowing you to manipulate the data in Excel if required.

- Format below when exported to Excel

A	B	C	D	E	F	G	H	I	J	K
Title: Non										
FileName Exported On: 29/03/22 14:33:40										
NLNom	NLNom	NLNom	NLNom	NLNom	NLPost	NLPost	NLPost	SYSAcc	NLPost	NLPost
02100		Freehold	1031331	26990	003-03-00	31/12/12		12 123		Test
02100		Freehold	1031331	26990	003-03-00	31/12/12		12 123		Test
02100		Freehold	1031331	27023	027-03-00	13/01/13		1 J00000004		test
02100		Freehold	1031331	27023	027-03-00	13/01/13		1 J00000004		test
02100		Freehold	1031331	27024	027-03-00	13/06/12		1 J00000004		test
02100		Freehold	1031331	27024	027-03-00	13/06/12		1 J00000004		test
13101		Stocks - Fi	1798593	2458	003-11-00	04/07/12		7 BOM Builc	20050630C	6:

Option 3 - Exporting to xlsx / CSV

Nominal Ledger Transactions Listing

File Edit Email **Export** Report to Excel Data to Excel Page Setup Printer Offsets Spool Edit Styles Close Goto Page 1

1 2 3 4 5 6

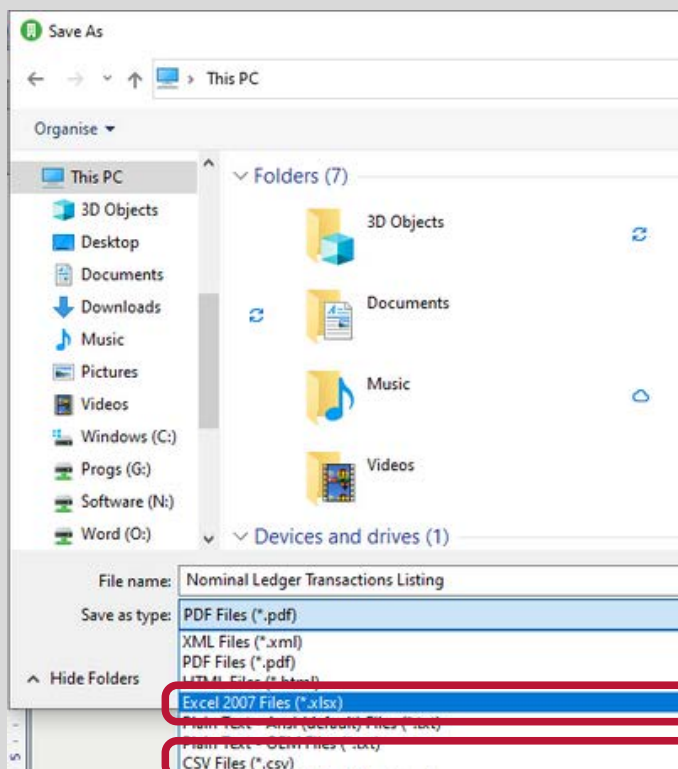
Nominal Ledger Transactions Listing

A/C No.	CC	Dp	A/c Name	Freehold Property	Br
Seq	URN	Tran Date	Period Reference	Narrative	
1	003-03-00000269	31/12/2012	12 123	Test	
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5	027-03-00000270	13/06/2012	1 J000000041	test	
6	027-03-00000270	13/06/2012	1 J000000041	test	

Transaction Totals for 02100
YTD
Trans



- Click on 'Export'



- This presents you with the options to export the report into either .xlsx or .csv depending on your requirement