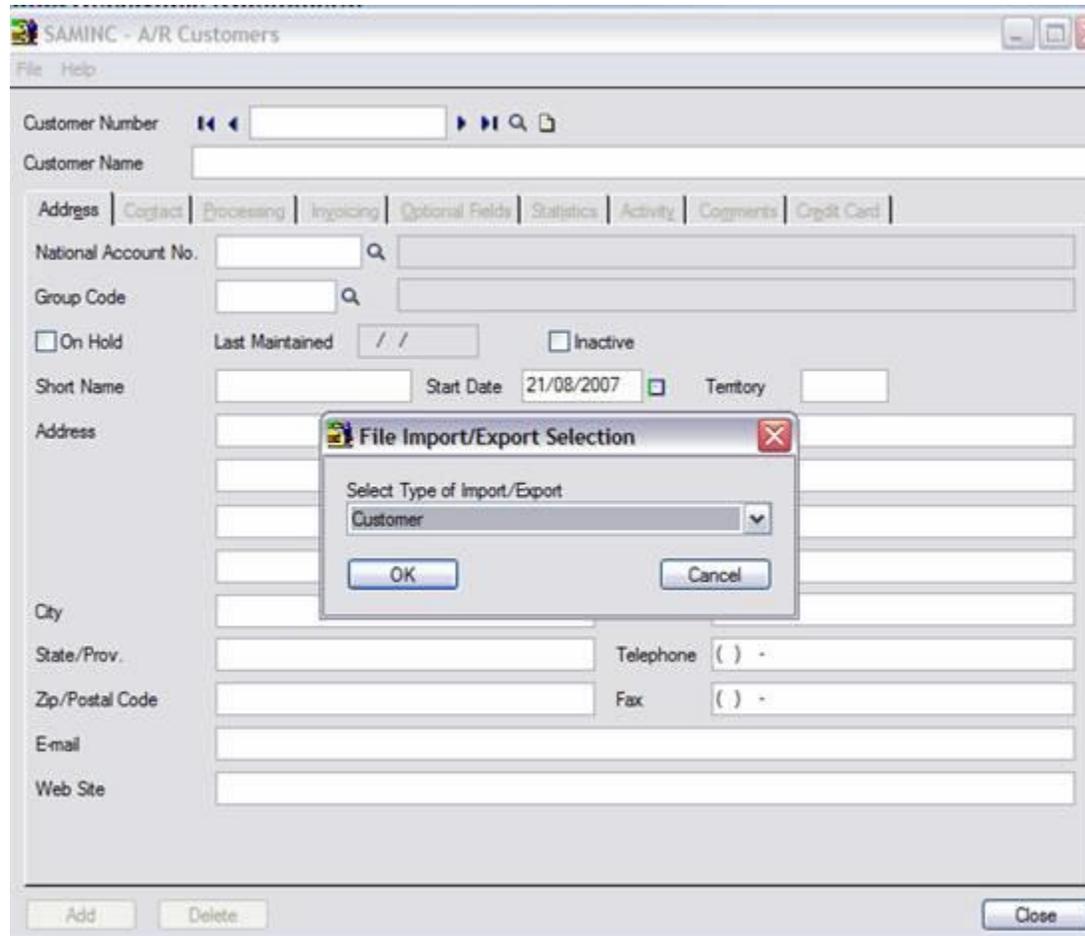


How to export information from Sage Accpac ERP

To export information from Sage Accpac ERP, follow these general steps:

1. Open the form that displays the kind of data that you want to export. The example below is based on the AR Customers form (the Customers icon in Accounts Receivable).

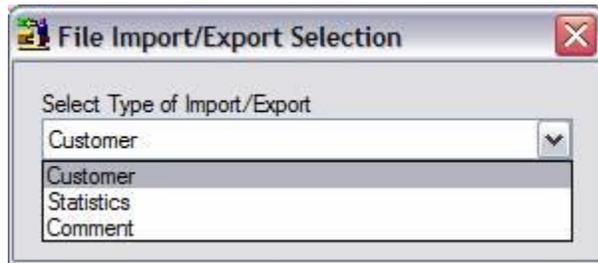


The screenshot shows the 'SAMINC - A/R Customers' window. The main form contains fields for Customer Number, Customer Name, Address, National Account No., Group Code, On Hold checkbox, Last Maintained date, Inactive checkbox, Short Name, Start Date (21/08/2007), Territory, City, State/Prov., Telephone, Zip/Postal Code, Fax, E-mail, and Web Site. A 'File Import/Export Selection' dialog box is overlaid on the form, with a dropdown menu set to 'Customer' and 'OK' and 'Cancel' buttons.

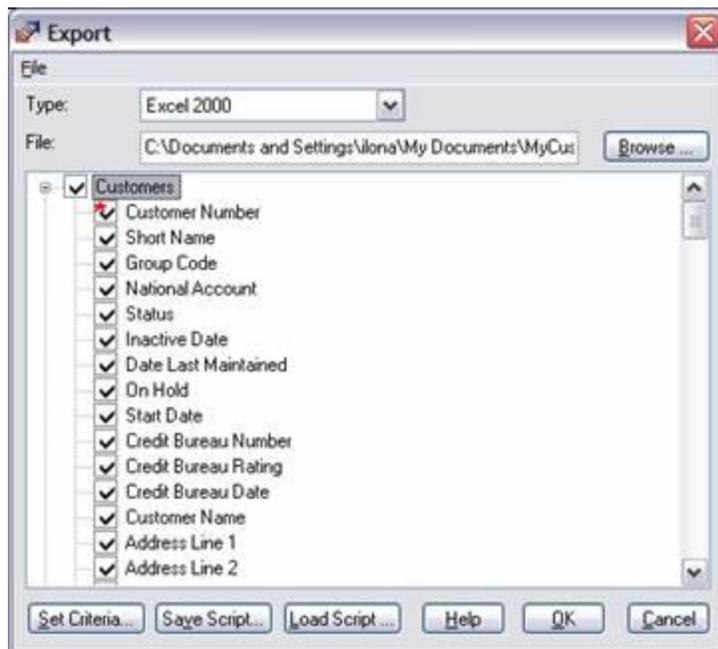
2. On the File menu, click the Export command.
3. On the form that appears, select the type of information to export.

Accpac Tips and Tricks

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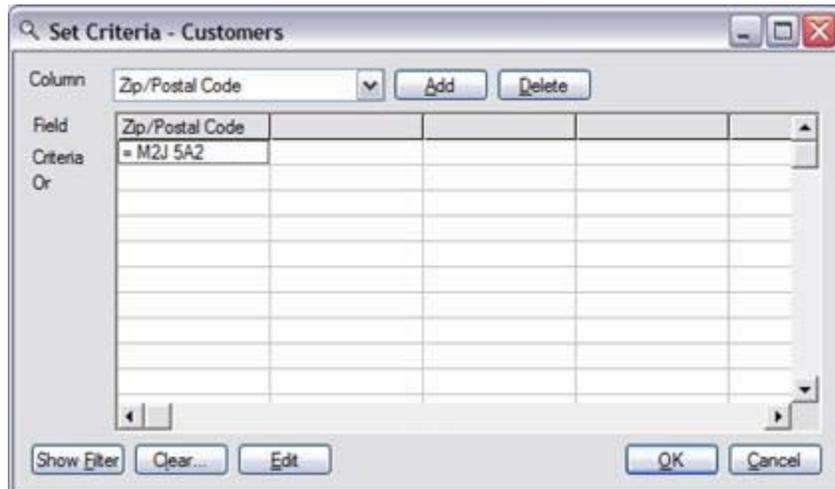
4. In the next form, enter the export file name and file type (in this case Excel but it can be CVS, Single CSV, ACCESS etc.), and select the fields to export. For example you might need to export your customers' names and addresses and give it to the marketing department. By default all information will be exported. To de-select everything unclick the check beside "Customers" then only check the boxes that you want i.e. name and address



5. To limit the range of records to export, use Set Criteria. If you want to extract only customers with a certain city you would base your criteria on the City field.

Accpac Tips and Tricks

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6. If you frequently export information with these specifications, use the Save Template button to create an export template that you can use next time you export the data.
7. When ready, click OK to begin exporting.