

PRODUCING AN EXCEL SPREADSHEET FOR USE IN EXPORTING

1. Go to the report you would like to Export: i.e. Treasurer's Report. Set the parameters to be used in the export. Set the Export Format to Comma Delimited. Once the parameters are set, click the Print button. (The Export button is used for .dat files).

Treasurer's Report

Clerk
 All
 Select

Date Range
From 11/13/2008
To 11/13/2008

GL Account Range
From 01-24-7000-0
To 01-24-7900-0

Export Format
 Comma Delimited BMSI GENEX
Batch Date

Report Level
 Summary Detail

Export Print Close

2. A Print Dialogue Box will appear. Click the Export Wizard icon.

[TreasRpt]

Report Name: Export Wizard
\\P\Reports\TreasRpt_10ptSIGNATURES.rpt

Target Printer
\\b99\HP4100

Pages
 All Range From 1 To 34263
Copies 1

Preview Window
 Maximized

