

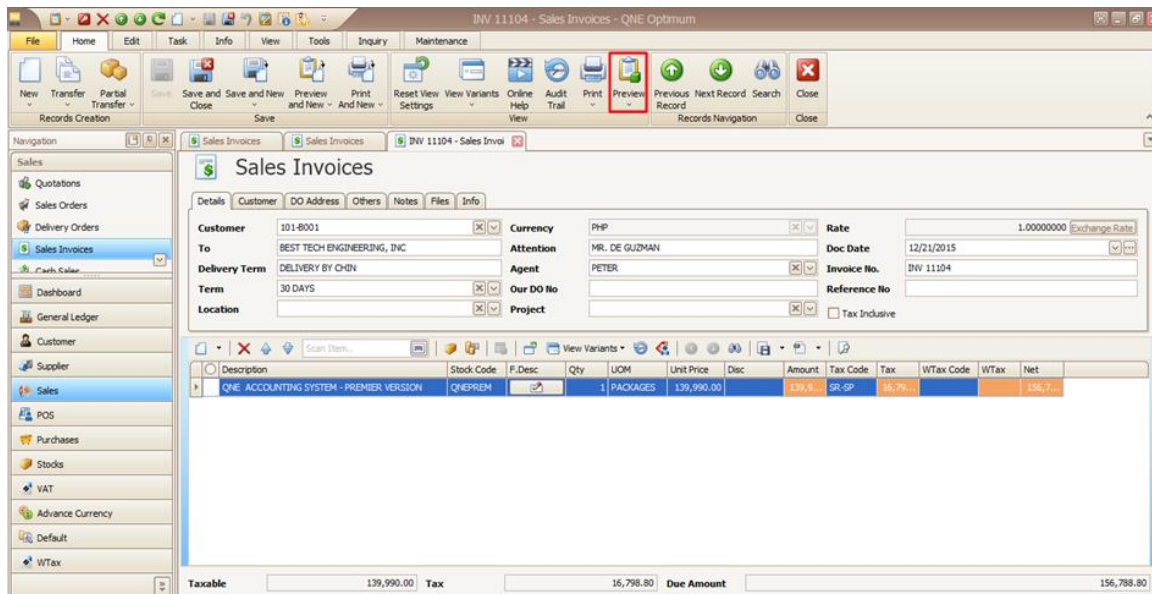


## HOW TO EXPORT FORMS AND REPORTS TO OTHER FILE FORMATS

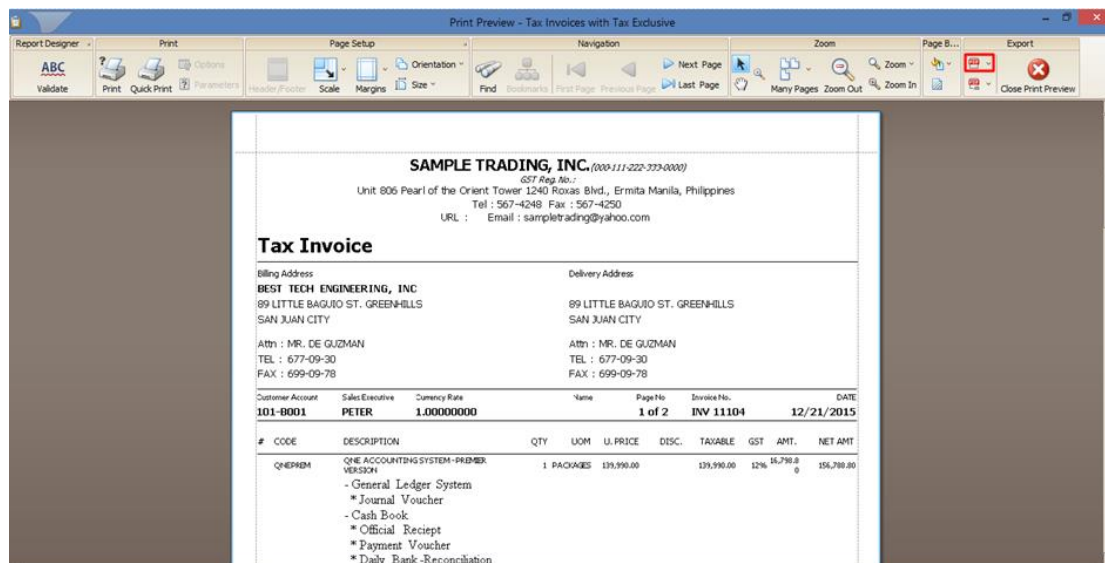
In system, there is a feature where the Forms/Reports can be Exported to a File Format.

### 1.) How To Export a Form to Another File Format

In this Sample Transaction (*refer to the image below*) > **Preview** in your desired Form Format

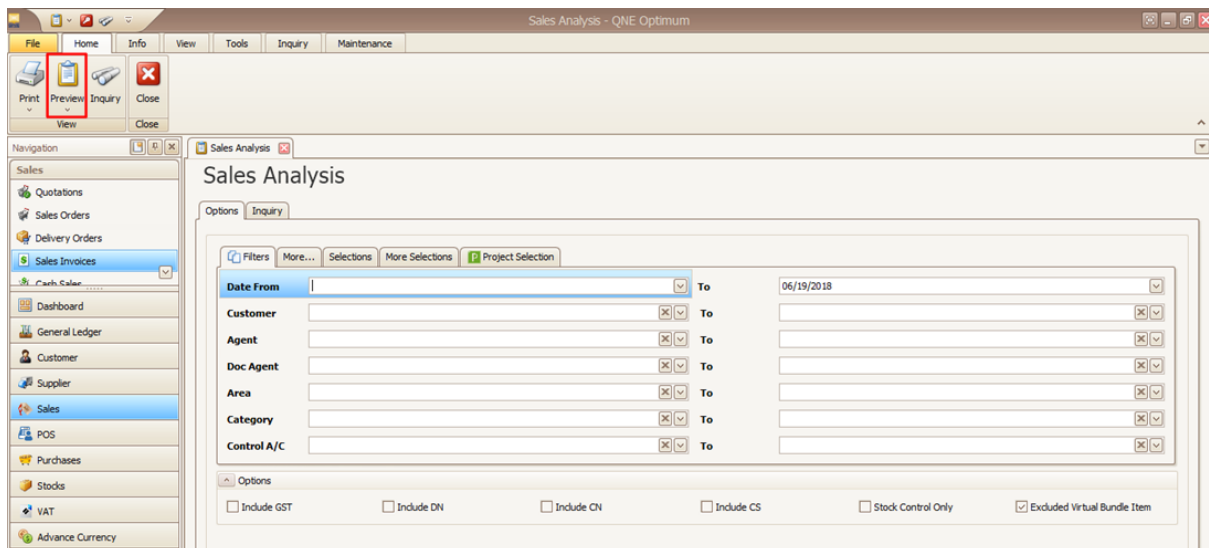


Then, in **Export** at the Top Right Side > click the 'Drop Down Button' to see File Format Options

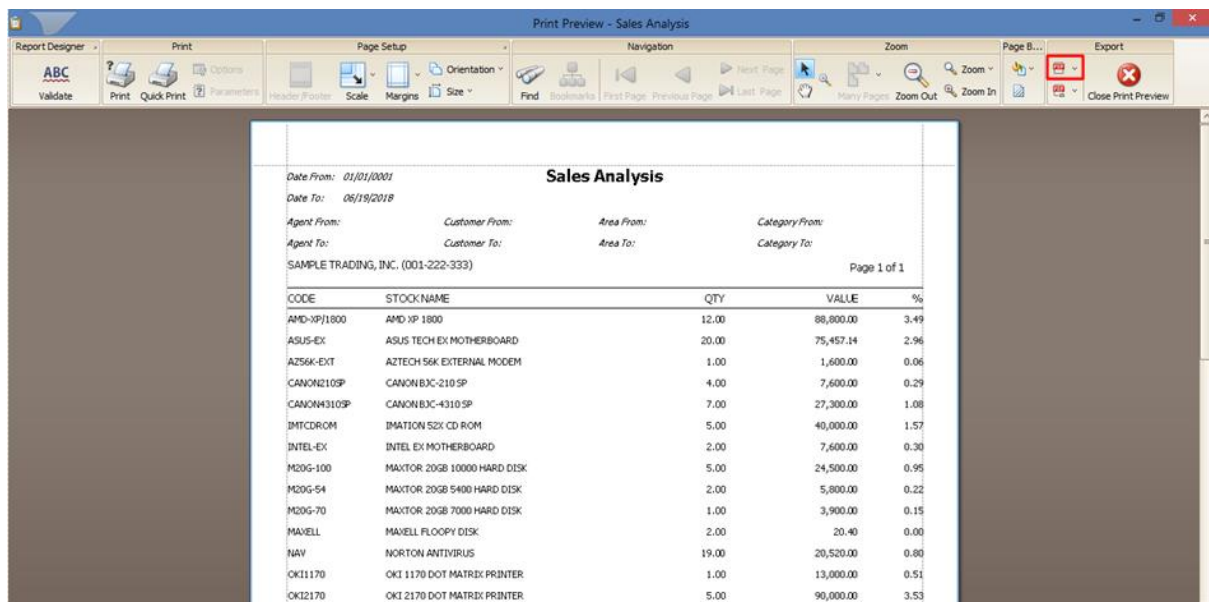


## 2.) How To Export a Report to Another File Format

In this Sample Report (*refer to the image below*) > **Preview** in your desired Report Format



Then, in **Export** at the Top Right Side > click the 'Drop Down Button' to see File Format Options



CODE	STOCKNAME	QTY	VALUE	%
AMD-XP/1800	AMD XP 1800	12.00	88,800.00	3.49
ASUS-EX	ASUS TECH EX MOTHERBOARD	20.00	75,457.14	2.96
AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	1.00	1,600.00	0.06
CANON210SP	CANON BJC-210 SP	4.00	7,600.00	0.29
CANON4310SP	CANON BJC-4310 SP	7.00	27,300.00	1.08
IMTCDROM	IMATION 52X CD ROM	5.00	40,000.00	1.57
INTEL-EX	INTEL EX MOTHERBOARD	2.00	7,600.00	0.30
M20G-100	MAXTOR 20GB 10000 HARD DISK	5.00	24,500.00	0.95
M20G-54	MAXTOR 20GB 5400 HARD DISK	2.00	5,800.00	0.22
M20G-70	MAXTOR 20GB 7000 HARD DISK	1.00	3,900.00	0.15
MAXVELL	MAXVELL FLOOPY DISK	2.00	20.40	0.00
NAV	NORTON ANTI VIRUS	19.00	20,520.00	0.80
OK11170	OKI 1170 DOT MATRIX PRINTER	1.00	13,000.00	0.51
OK12170	OKI 2170 DOT MATRIX PRINTER	5.00	90,000.00	3.53

For both Reports and Forms, these are the File Formats that can be Exported to (*please refer to the below image*).

