



A Few Everyday Shortcuts

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Exporting Reports

We all know that many reports can be exported from Sage Pro into Excel. We also know that sometimes the formatting of the report makes it impossible to work with without a large amount of cleanup. What most people don't know is that exporting to ASCII or XML can help some of these issues. All versions of Microsoft Excel are capable of opening an ASCII file, while Excel 2007 is fully capable of opening XML files. You can experiment with both and see which works best for you. From the "Export Type" drop-down box in Sage Pro, select XML or ASCII Delimited, allow the file to be saved, and take a look at it by using Excel to open it. The data is raw and unformatted, but easy to sort and create subtotals, groupings and sums.

Print to PDF

Do you have the need to reduce paper, but store important documents that can only be printed? How about using the Print to PDF function? Starting with Sage Pro ERP 7.5, a PDF Print Driver is included free of charge. To install this free add-on, locate the Workstation Installation folder where Sage Pro is installed on your network, find the folder called AmyuniPDF, and run the Install program. Once installed, you will have a new printer option called Amyuni PDF. When you print to Amyuni PDF you will be able to save your report to a file rather than print to paper.