Sage 100 ERP Tips and Tricks:
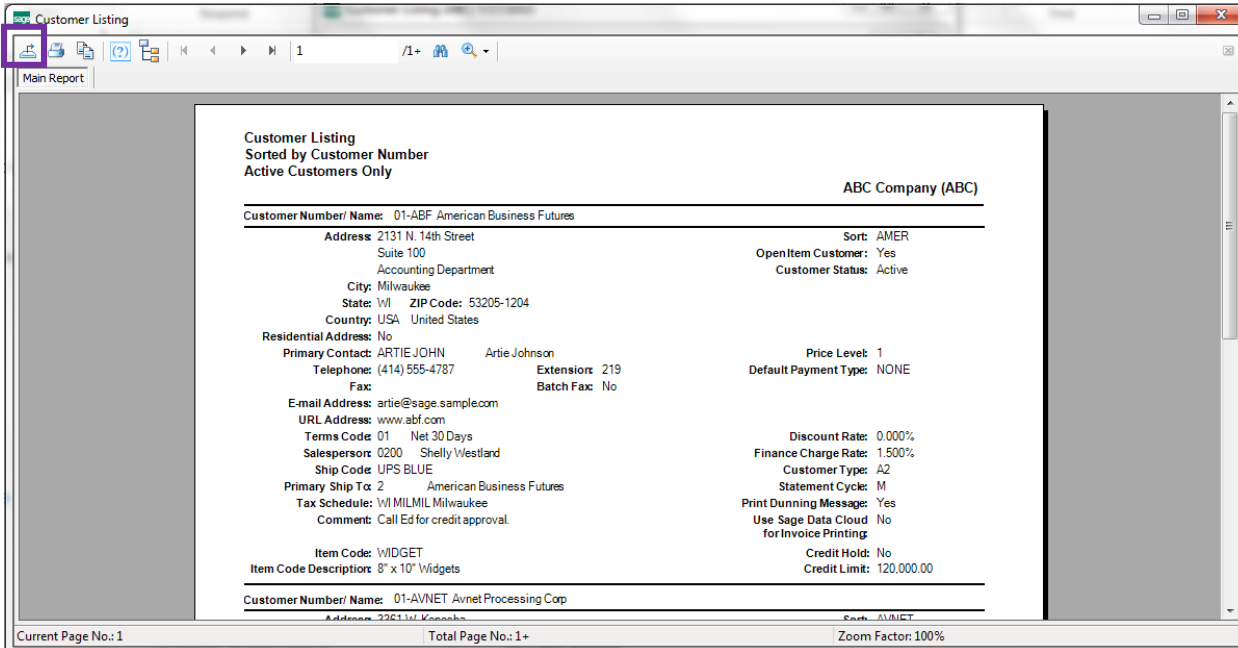
Exporting Data from Sage100 to Excel (MAS90/200)

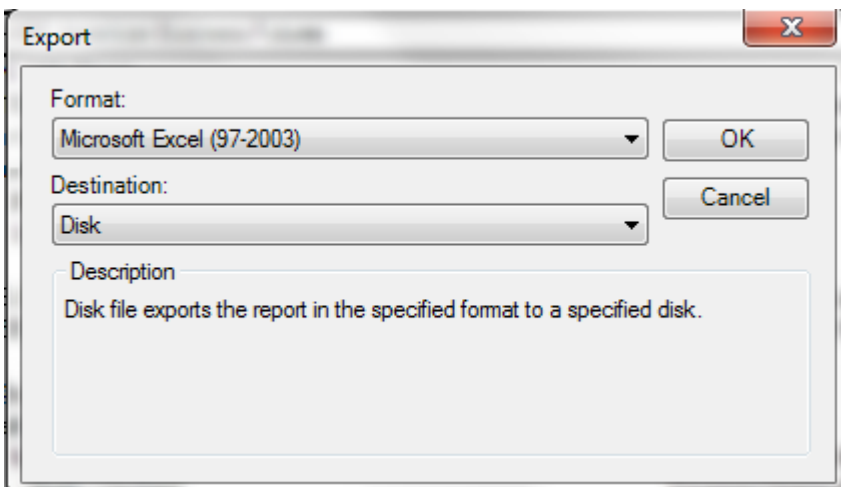Prepared by:

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Almost every report in Sage100 is now Crystal Reports-based. Between reports and look-ups it is becoming easier to export data directly into Excel.

Any Crystal report can be exported to Excel. To export data from a Crystal Report directly to Excel, select a report and PREVIEW it. Once open click the first icon on the top right.

Using the drop-down listing, select Excel. If you want to easily edit immediately after exporting, select Application, Disk will save the file to your computer. You'll then be prompted to select some options related to exporting the data.

Once you've selected your options and click OK, Excel will open and the data from the report will be available to be edited or reformatted. Sometime the formatting from Crystal Reports is not exact when translating to Excel.

You might encounter some blank lines that you might not normally expect. This is due to the translation between Crystal and Excel, try "Excel – Data only" if this is the case.

You can export lookup list information from Sage 100 ERP to Excel as well. Whatever information is being shown in the view will be exported to Excel. Click on the Excel button at the bottom right.

Once the data is in Excel, it can be manipulated however the user sees fit.

The ability to export data makes it easy to extract data in the form of a report without having to spend hours creating custom reports to retrieve this information.

For more information or assistance with modifying the lookup window in Sage 100 ERP (MAS 90/200), contact us now at **info@llbgroup.com** or **267.457.4700.**

About the LLB Group, LLC

In business since 1984, The LLB Group is a Technology Company serving businesses in the Greater Philadelphia Area.

The LLB Group supports businesses in the following:

♦ Software - Sage 100 ERP & CRM (formally MAS 90 & 200), Acumatica

♦ IT Managed Services – Proactive Infrastructure Support and Service Desk

♦ Cloud Services – From Software as a Service (SaaS) to Infrastructure as a Service (IaaS)

♦ Telecommunication Solutions – Carrier Services (voice and internet) & Hosted VoIP

♦ Energy Procurement – Single Source for choosing Energy Suppliers in deregulated states

Our mission statement: To establish and maintain mutually beneficial, long term relationships with our clients by delivering the latest technology, consulting, services, maintenance and support as a highly cost-effective IT solution in order to maximize our clients' productivity and profitability.

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