How to Export Report

Exporting formats

File Extension	File Format
.pdf	Portable Document Format
.xls	Excel
.xlsx	Excel
.rtf	Rich Text Format
.mht	Mime HTML
.txt	Text
.CSV	Comma Separated Values
.image	Image

Two types of exporting report

1. Export report on new window

- a. Preview a report. Refer to Report Viewer.
 b. Select file extension of the exported file.
 c. Click the "export to new window" button

unt ID De	scription		Account Group	Account Type
J-0000 BA	NK WACHOVIA	-	Asset	Asset
)-1001 BA	NK WACHOVIA	-New Haven Grain	Asset	Asset
)-1002 BA	NK WACHOVIA	-Warsaw Grain	Asset	Asset
)-1003 BA	NK WACHOVIA	-Albion Grain	Asset	Asset
)-1004 BA	NK WACHOVIA	-Cedar Rapids Grain	Asset	Asset
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Chart of A Tuesday, August 11:40:02 PM	/i1420/QC/Report Accounts 05, 2014	s/ReportViewer/Expo	rtReportViewer?d	xrep_fake=&reportNa y Grain and Ag Co
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When using this method, take note that only the files with Pdf, Csv, Txt, and Image will be displayed on the new window. Other file types will simply open a blank window, then download the file. By default, the downloaded file will be saved to the Download folder. ≙

2. Export and download

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:40:02 PM				
ccount ID	Description		Account Group	Account Type
0120-0000	BANK WACHOVIA	-	Asset	Asset
0120-1001	BANK WACHOVIA	-New Haven Grain	Asset	Asset
0120-1002	BANK WACHOVIA	-Warsaw Grain	Asset	Asset
0120-1003	BANK WACHOVIA	-Albion Grain	Asset	Asset
0120-1004	BANK WACHOVIA	-Cedar Rapids Grain	Asset	Asset
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