

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.

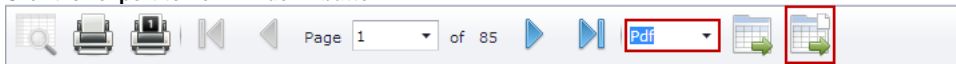


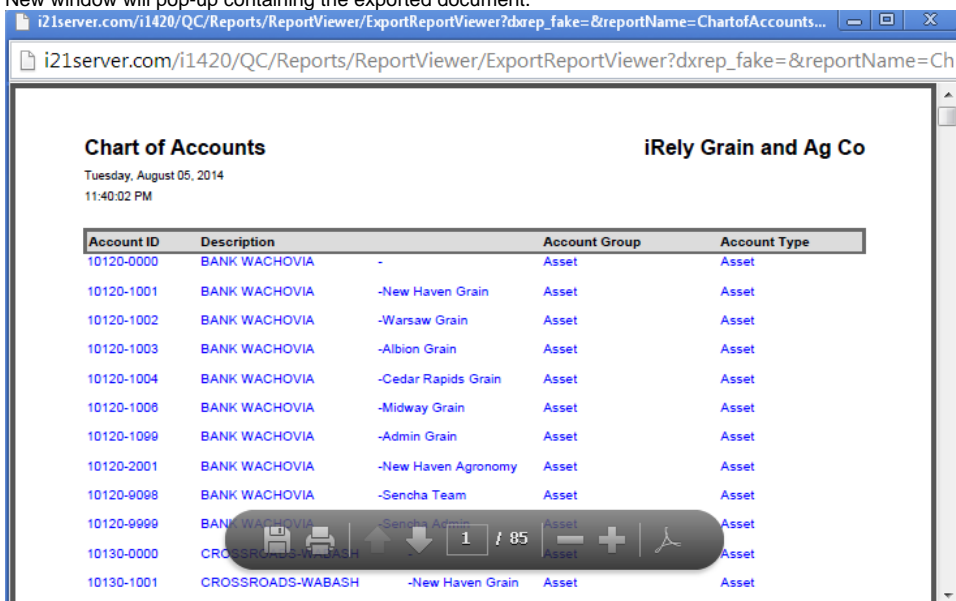
Chart of Accounts

iRely Grain and Ag Co

Tuesday, August 05, 2014
11:40:02 PM

Account ID	Description		Account Group	Account Type
10120-0000	BANK WACHOVIA	-	Asset	Asset
10120-1001	BANK WACHOVIA	-New Haven Grain	Asset	Asset
10120-1002	BANK WACHOVIA	-Warsaw Grain	Asset	Asset
10120-1003	BANK WACHOVIA	-Albion Grain	Asset	Asset
10120-1004	BANK WACHOVIA	-Cedar Rapids Grain	Asset	Asset

New window will pop-up containing the exported document.





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

- Preview a report. Refer to [Report Viewer](#).
- Select file extension of the exported file.
- Click the "export file" button.

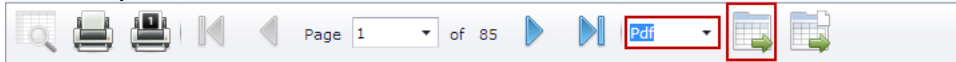


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The report will be downloaded and saved to the disk.

