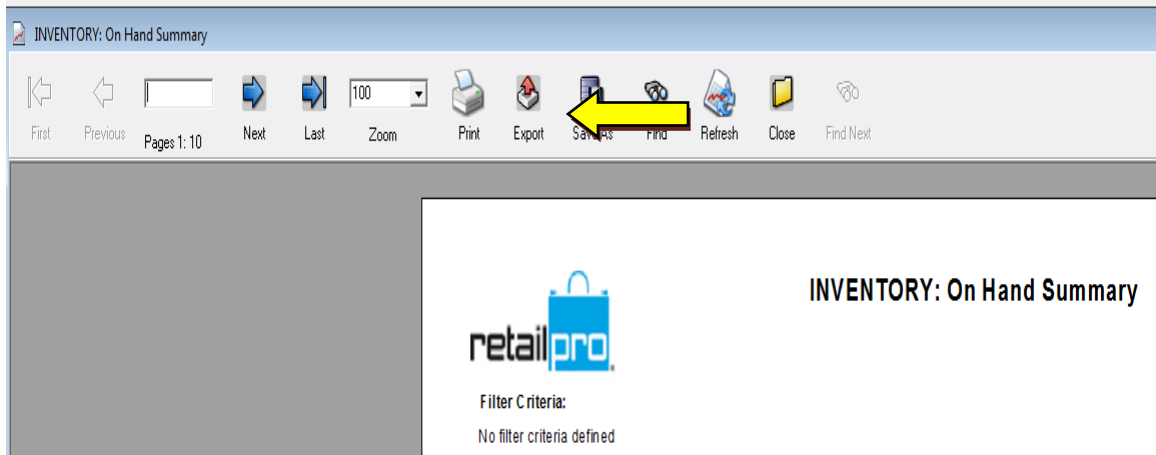




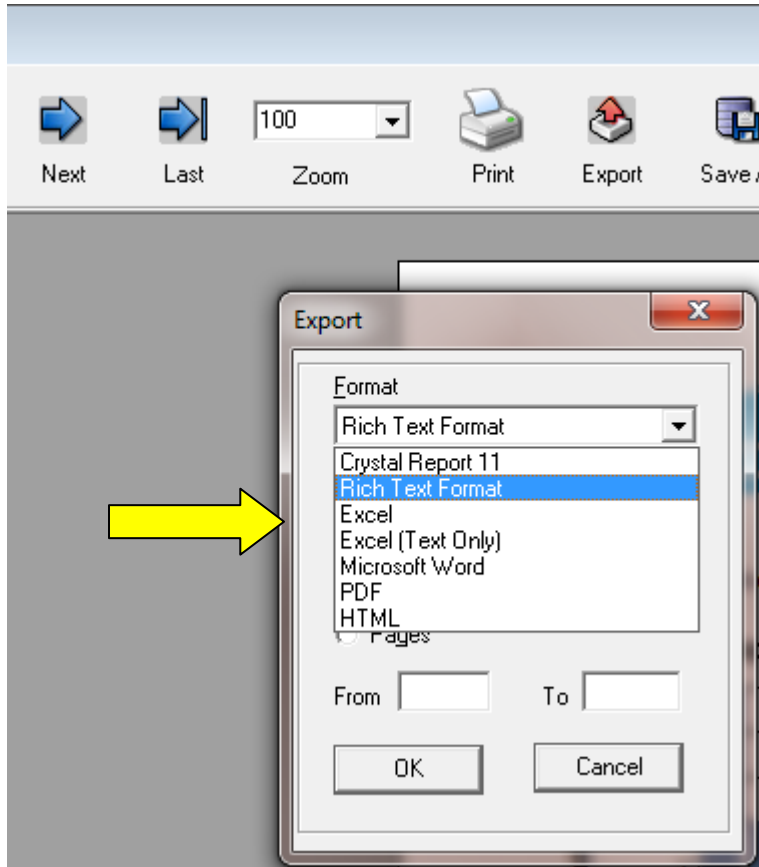
Exporting Reports to Excel/PDF January, 2014 Retail Pro v9

All of the reports that you run in Rpro v9 have the ability to be exported into HTML, Rich Text File, Crystal Report Writer, Excel, Microsoft Word, and PDF. Excel and PDF are the most common formats most Rpro users will export to.

1. Once you have run your report and it is on your screen, you will notice an EXPORT button along the top toolbar.



- Click on the EXPORT button and then click on the drop down arrow. This will give all of your exporting choices.



- Choose the format you want and it will immediately open up that program and drop the report info into that specific format. Below is a brief description of each format.

- Crystal report 11 – You will need Crystal report writer to export to this format. Benefits of this export type include the ability to use drill down features in the report.**
- Rich Text Format – text file**

! INVENTORY: On Hand Value
 Sort: DCS|VC|Desc1|Desc2|Attr|Size|Item#
 Filter:

Item#	DCS	VC	Desc1	Desc2	Attr	Size	Qty	Ext C\$	Ext P\$
019670	AB	BRIG	30090	CROC REVERSE	BLK/B	32	0	0.00	0.00
59.09									
017119	AB	BRIG	30090	CROC REVERSIBLE	Rever	34	2	45.00	
98.00			54.08						
017120	AB	BRIG	30090	CROC REVERSIBLE	Rever	36	1	22.50	
19.00			51.08						

- **Excel – Spreadsheet – formatting is allowed**

Item#	DCS	VC	Desc1	Desc2	Attr	Size	Qty	Ext C\$	Ext P\$
19670	AB	BRIGHT	30090	CROC REVERSE	BLK/BRN		32	0	0
				CROC					
17119	AB	BRIGHT	30090	REVERSIBLE	Reverse		34	2	45
				CROC					
17120	AB	BRIGHT	30090	REVERSIBLE	Reverse		36	1	22.5
				CROC					
17121	AB	BRIGHT	30090	REVERSIBLE	Reverse		38	0	0

- **Excel (text) – Exports all as text – assumes there is no formatting needed.**
- **Microsoft Word – will drop your data into a word document.**
- **Send to PDF – non-editable file**

```
! INVENTORY: On Hand Value
Sort: DCS|VC|Desc1|Desc2|Attr|Size|Item#
Filter:
Item# DCS VC Desc1 Desc2 Attr Size Qty Ext C$ Ext P$ M%
019670 AB BRIGHT30090 CROC REVERSE BLK/BRN 32 0 0.00 0.00 59.09
017119 AB BRIGHT30090 CROC REVERSIBLE Reverse 34 2 45.00 98.00 54.08
017120 AB BRIGHT30090 CROC REVERSIBLE Reverse 36 1 22.50 49.00 54.08
017121 AB BRIGHT30090 CROC REVERSIBLE Reverse 38 0 0.00 0.00 54.08
017122 AB BRIGHT30090 CROC REVERSIBLE Reverse 40 0 0.00 0.00 54.08
017154 AB BRIGHT30090 CROC REVERSIBLE Reverse 42 (1) (22.50) (49.00)
```

- **HTML – Web page**

Helpful Hint: If you are exporting a large report, give it plenty of time to export the data over. If you start manipulating the column widths, highlighting, etc., the export will stop and you may lose the last half of your report. This is especially common with On Hand reports.