

# Creating Labels to Export to Excel from Agvance

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In Accounting, go to *Accounting Reports / Accounts Receivable / Customers*.

Select *Labels* from the list of reports on the left side of the screen. Then select the customers for whom you want to create labels.

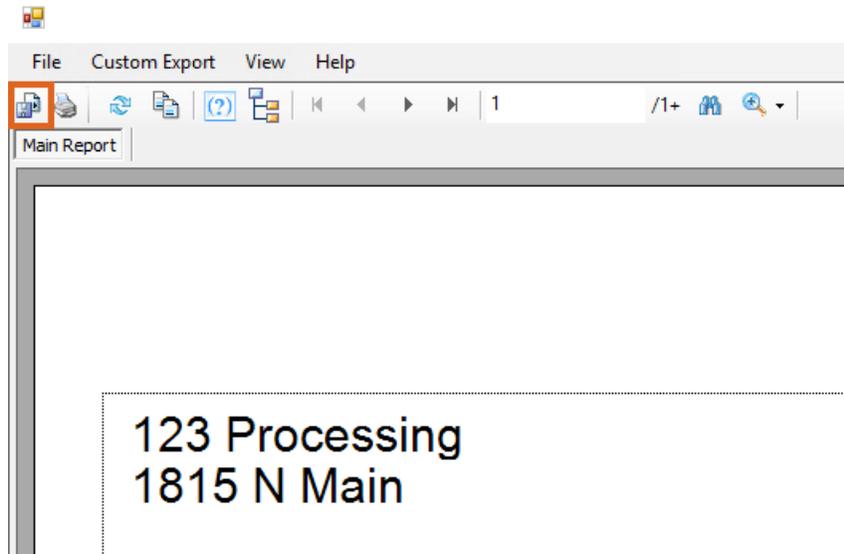
The screenshot shows the 'A/R Customer Reports' dialog box. On the left, a list of reports includes 'Labels', which is highlighted. The 'Report Criteria' section on the right has 'Select Customers' set to 'All'. Under 'Sort By', 'Name' is selected. The 'Include Address 1' and 'Include Address 2' checkboxes are checked, while 'Include ID', 'Include City/St/Zip', and 'Include Address 3' are unchecked. The 'How Many Copies' field is set to 1. The 'Show Customers With' dropdown is set to 'Both'. At the bottom, there are buttons for 'Print', 'Preview', 'Load Set', 'Save Set', 'OK', and 'Cancel'.

Check the boxes to *Include Address 1* and *Include Address 2* (few locations have a need for Address 3). To print or export the ID, select the *Include ID* checkbox.

The selection of *Name* by *First, Last* or *Last, First* does not work for the Helena locations, so leave the default setting as is.

At this point, it is possible to use the filter to restrict the number of labels or to print labels for a geographic area.

Select **OK** to preview selections. If everything is included as needed, choose the **Export Report** button to export the labels.



Choose *Microsoft Excel (xls)* as the *Format* and select **OK**. Navigate to the appropriate folder and enter a *File name*. Choose **Save**.

The file can then be opened in Excel.