# Exporting Reports from Agvance

Q. How do I export a report to a Word, Excel, Acrobat Reader, or other type of file?

A. Instead of printing reports, it is possible to export them into various file formats (i.e., Word or Excel document). The report can then be accessed later using Word, Excel, etc. Lengthy month-end reports can be exported and saved in a specified location. Many customers export reports to Excel to do additional sorting and totaling.

To export a report, preview the selected report. In the toolbar above the report, select the **Export Report** button to start the export process.
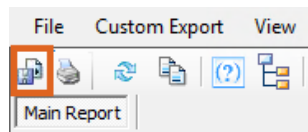
A window with two drop-down menus display.
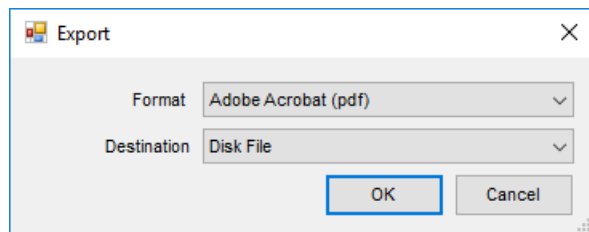
The *Format* drop-down contains the file type options available. These options will be different depending on what programs are installed on the computer. The most popular option is *Acrobat Format (pdf),* which is often used to archive reports. Excel and Word are also available.

The most common *Destination* is *Disk File.* After selecting **OK**, a window will display to name the file and specify where to save it.

If reports are exported for archival purposes, be sure to save the reports in a location that is included in the daily backup.