STEP 1: Select File->Export Data->Sales->Service Sales
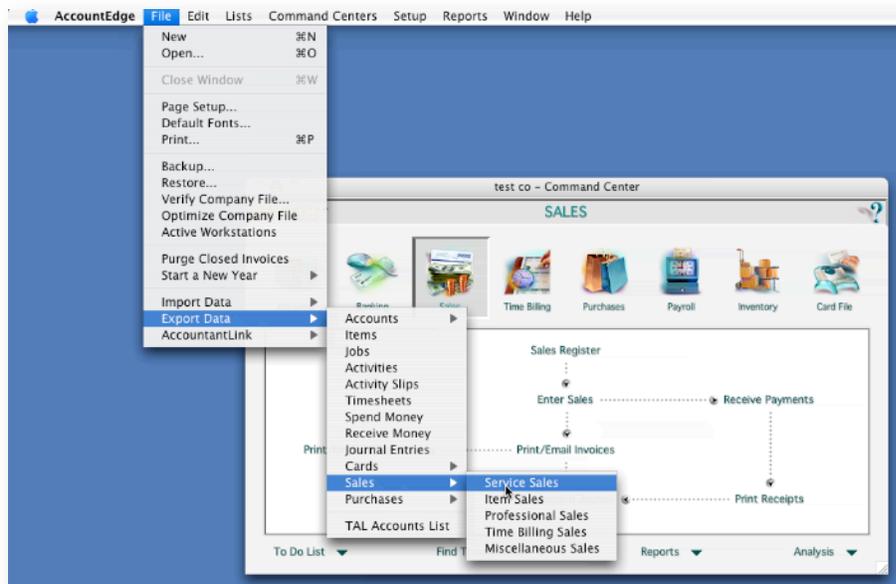
STEP 2: Select tab-delimited, with header record, status = open identifiers = leave blank and dates for export
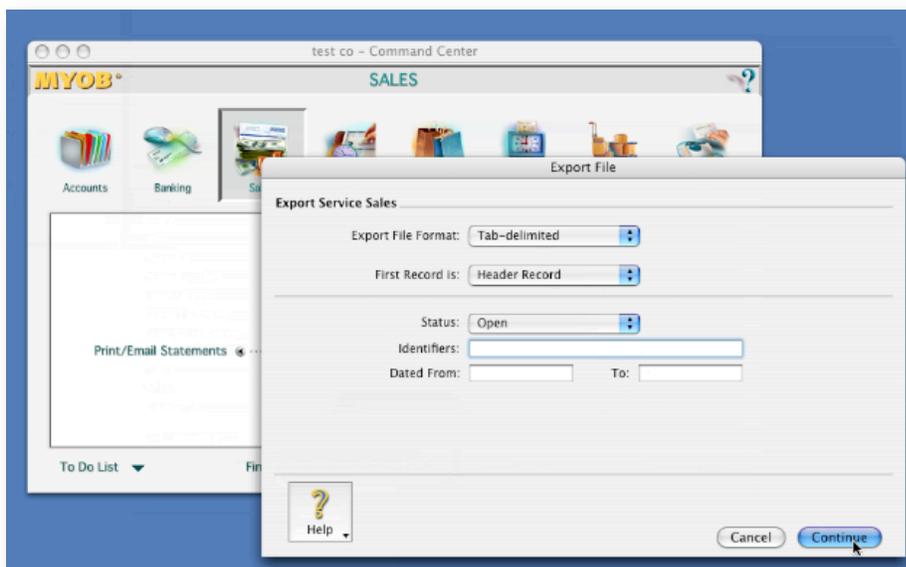
STEP 3: Select columns as per graphic for export, Click export button

Export Data

Click the AccountEdge Fields in the order that you wish to export them.

Export Fields		AccountEdge Fields	Export Order
Co./Last Name:	*	Co./Last Name:	Field 1
First Name:		First Name:	Field 2
Addr 1 – Line 1:		Addr 1 – Line 1:	Field 3
– Line 2:		– Line 2:	Field 4
– Line 3:		– Line 3:	Field 5
– Line 4:		– Line 4:	Field 6
Invoice #:		Invoice #:	Field 7
Customer PO:		Date:	
Ship Via:		Customer PO:	Field 8

(* = Required Field for an AccountEdge Import)

(^ = Conditional Field: Must have one or both fields for an AccountEdge Import)

Help

Match All   Unmatch All   Cancel   Export