

## Exporting Data from Sybiz Vision

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This article looks at exporting header information from Sybiz Vision 2.60 into a format that can be read using other common Windows applications.

Header information refers to information that is contained within the master tables of Sybiz Vision 2.60. An example of this is the export of general ledger account numbers and names, and can also include summary fields stored within the master tables.

Sybiz Vision 2.60 will allow certain information to be exported but may not allow that information to be imported back into Sybiz Vision 2.60 as it may compromise the data integrity of the software. For instance you may want to export the current balance of a particular account, but you shouldn't be able to import back that balance once it had been changed outside the accounting system as the balance could not be supported by the transactions in the database.

If you are looking to import data back into Sybiz Vision 2.60 then explore the import facility to ensure that the data that is being exported and manipulated is able to be imported back into the system after modification (see Importing into Sybiz Vision 2.60 in the next issue).

If you have sufficient rights then click on the Utilities tab on the main screen and select the Export Account button. Select the ledger you wish to export information and the sort order and output format. The output format will allow exporting to Microsoft Excel, Lotus 123 as well as ASCII and Paradox. Select the range of the accounts you wish to export and then click on the Select Items button to display the screen below.

Use the buttons in the middle of the screen to select/unselect those fields that you wish to export out of Sybiz Vision 2.60. Ensure that if you are going to import information back into Sybiz Vision 2.60 that you remember the order of export as it is imperative to import in the same format and order.

Once you have selected all the fields that you wish to export, then click on the OK button. You will now be asked whether you want to save this export as a template for later use. If you wish to save it for running at a later time, then click on the Yes button to save the settings. The program will then ask for a name to define this export set (up to 10 characters) which can be entered to identify the export set.

The screen will close and display the previous screen with the button Export now enabled and ready to be selected. On selecting the Export button the user will be prompted to type in the name of the export file. The file will then be exported to that location with the name specified.

You can now open the application that will allow you to open the data in the format that it was stored in and manipulate that information in any way you want without affecting the integrity of your real data. So if I do have Excel 8.0 or above on my computer I can save the file in Excel 8.0 format and open Excel and display the information in cells like any Excel spreadsheet.

Note: having an export output option displayed in the list does not necessarily mean that you have the application installed on your computer.