

Printing Reports in Vision/Vision Pay

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There are two methods of producing reports in Sybiz Vision. The first is via a printer and the second is by output to the screen. However many users do not know that once a report is printed to the screen it can be exported into other common Windows Applications. By selecting your report output to the Screen, the following buttons are provided to navigate through reports.



The first group of buttons assist in navigating to other pages of the report (if there is more than one page). The Print button enables you to print the report that is displayed on the screen. Print range and number of copies to be printed options can be set once this option is selected. Please note that the print job will be sent to the default Windows printer.

The Export button, which looks like an envelope with an arrow pointing down, enables you to export the report to a Disk File or email it to other people without them needing Sybiz Vision to read the file. When exporting the report you can select the format and destination of the exported file. There are several common formats that you can choose from including Microsoft Excel. Once the format is selected, select the Destination of your saved export file. By selecting Disk file, this enables you to save the file to your computer's hard drive. Select the format and destination required and click the OK button to send the export to the specified location.

Now simply open the application that will be able to read the exported and saved file and open the file. You will see data in the file which is similar to what you would expect to see if the report had been printed, with a further option of then "playing" around with the figures without affecting the Sybiz Vision data.