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## Exporting

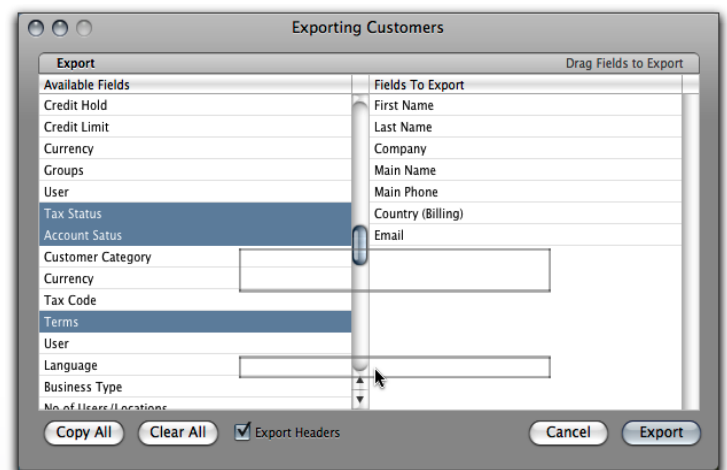
Exporting information out of LightSpeed can be done several ways. Exports from Smart Find results, reports, accounting exports, or the exporting feature allow you to extract information from a variety of sources and save them as a tab-separated text file.

### Export Feature

The *Export* feature can be accessed at **Tools >Export**, and enables you to export your Customers, Products, Invoices and their line items, Quotes, Orders, SROs, Purchase Orders, Supplier Invoices, and Multi-Store Transfers. This export includes every record in your database, and will allow you to select which fields you wish to include in the export. The export will be saved on your hard drive as a tab-separated text file.

#### 1 Customers and Products

Choosing to export your Customers or Products will display the *Exporting Customers* or *Exporting Products* window, including two columns: *Available Fields* and *Fields to Export*. Drag the fields you wish to export from the first column to the second, or click *Copy All* to select all of them. If you wish to remove a particular field from the *Fields to Export* column, select it with your mouse and click the *Delete* key on your keyboard, or click *Clear All* to remove all fields from this column.



*Export Customers*

If you want to include headers for these fields (seen as the first line of your export file), click the *Export Headers* checkbox. Once you have finished selecting your fields, click the *Export* button. You will see a status bar appear, and will be asked to name the file when the data has been exported.

This file can be opened in Text Edit, Numbers, or Microsoft Excel.

**2 All Documents and Transfers**

When you choose to export **Invoices, Invoice line items, Quotes, Orders, POs, Supplier Invoices, or Transfers**, you must choose the date range from which to import, using the two calendars that appear.

Exporting Invoices will result in a file that includes summarized Invoice information. However, exporting Invoice line items will result in a file that breaks down each Product sold on an Invoice.

### Smart Finds

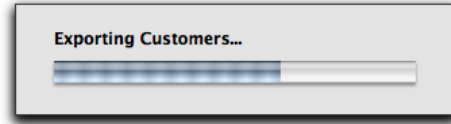
Exports can be done from the Smart Find results of Customers, Products, and Invoices. This will allow you to choose the fields to export as explained above, but from a subset of records that you've defined through the criteria of a Smart Find.

**EX:** For example, you could do a Smart Find for your Customers that live in Florida, and export only the email addresses of this subset of your Customers.

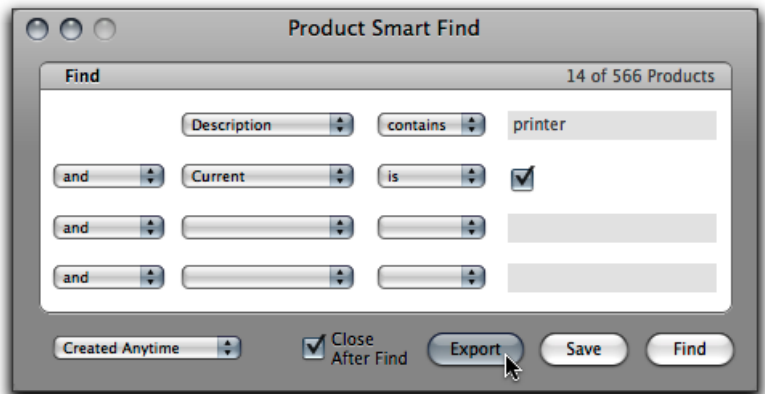
If you are exporting from the Smart Find results of your Invoices, you can choose if you want to export Invoice information or Invoice line items with a dialog box that will appear after you click *Export* button.

### Reporting

Any report you produce in LightSpeed's *Reporting* module can be exported by clicking the **disk icon** from the Reporting toolbar, displayed by clicking the *Preview* button in the main Reporting window.



Choosing your Date Range



Smart Find Export

## Suppliers

To export a list of your Suppliers, use either the *Export to QuickBooks* or *Export to MYOB* and choose to export your Purchases for any given date range. Click *Export*. You will be asked if you want to export a list of all Suppliers. Click *Yes* and name the file to be saved, choosing the desired location on your hard drive. When asked to save the export file for your Purchases (Supplier Invoices), click *Cancel*.

Again, this is a tab-separated text file you can open with **Text Edit**, **Numbers**, or **Microsoft Excel**.

## Intelligence

When you select an Intelligence report, you can click *Find* to display the results, or click *Save* to save the results to your hard drive in a text file. Certain reports, such as the **Inventory Valuation** or **Accounts Receivable** reports, cannot be viewed in the Intelligence window, and must be saved to the hard drive before being viewed.

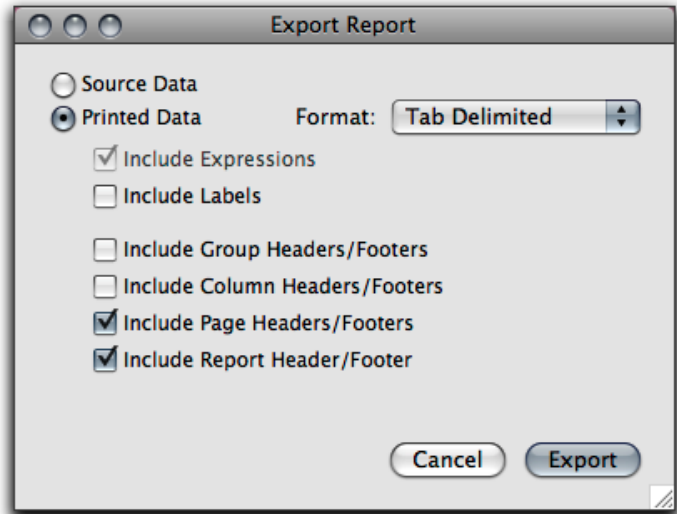
## Count Inventory

Count events saved in LightSpeed's *Count Inventory* module can be exported as text files which include the Product Code, Description, the quantity counted, and the serial numbers. For serialized items, every serial number will be logged on its own line, and will include the Product Code for each one.

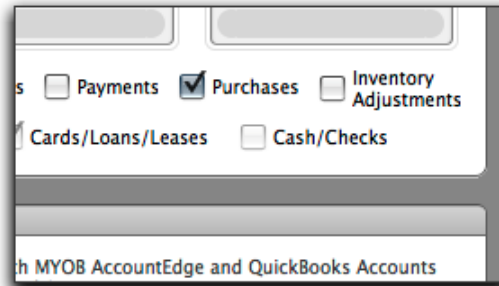
To export an event, select the event in the **Count Inventory window**, and click the **Export** button.

## Browser Exports

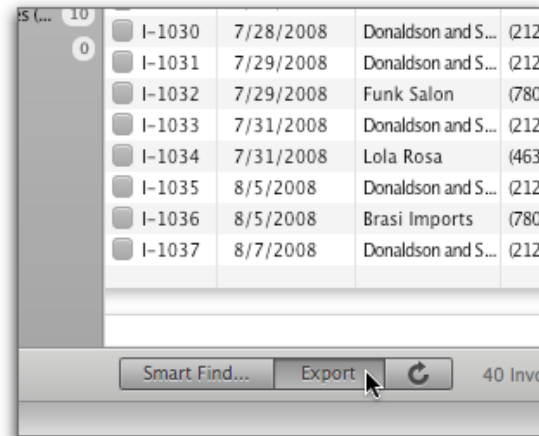
LightSpeed also allows you to export any results you produce in the Browser for Customers, Products, Suppliers, Quotes, Orders, SROs, Invoices, Jobs, Timesheets, Purchase Orders, and Supplier Invoices. By clicking the *Export* button at the bottom of the Browser, the columns that are currently displayed will be exported to a tab-separated text file.



Exporting Reports



Exporting Suppliers



Browser Exports