

# Global 3000 Service Pack Note

## **CM Trial Balance - Export**

Author	DCP	
Project	ZC60_000214.docx	
Version	1.0	1 of 2

#### INTRODUCTION

This service pack provides the ability to export the trial balance to a csv file.

A new export option has been added to the trial balance by analysis code report. When selected a csv format file is created consisting of a single line of column headings followed by one line per analysis code balance.

Note, the new export to csv file is independent of any existing exports generated via the export driver.

#### **DOCUMENTATION CHANGES**

### **CM Trial Balance by Analysis Code**

💐 global-dev:23 - P2	2 - Trial Balance by Analysis Code Compa 💶 💷 🗾 🔀				
<u>File Run Settings Options H</u> elp					
Trial Balance Report by Analysis Code					
-Trial Balance-					
Cash Book	B1 Vatwest Current Account				
Year Period	2018 <b>-</b> 5 <b>-</b>				
Format	Printed •				
Search	<u>N</u> ext > <u>Cancel</u>				
Partition 2 Computer 1D 1!					

- **Format** Select whether the report is to be printed or exported. When exported a csv format file is created and the user can specify its name and location once the export completes.
  - **Note** The report can still be exported via the export driver (by selecting export in the print options window) if required. The above export option produces a fixed layout csv format file (consisting of a single line of column headings followed by one line per analysis code) independent of the export driver.

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