



# Global 3000 Service Pack Note Export to CSV Files

<b>Author</b>	DCP
<b>Project</b>	ZG60_000054.doc
<b>Version</b>	1.0

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## INTRODUCTION

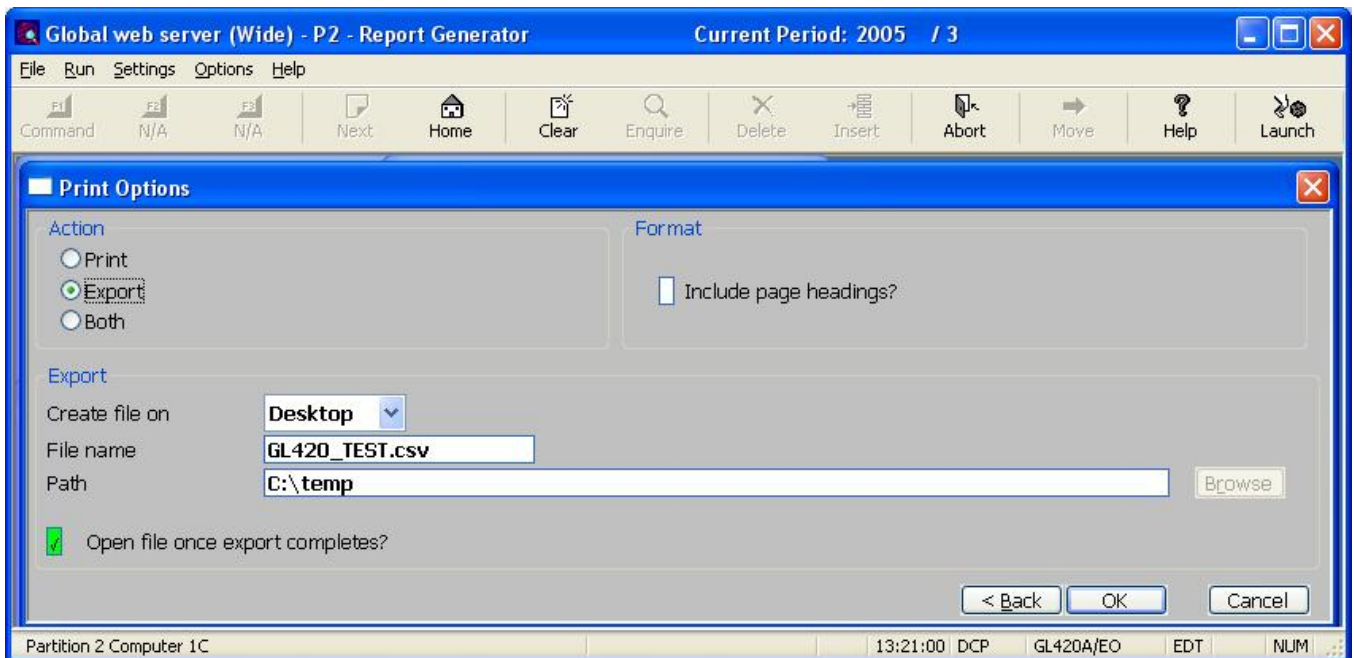
This service pack updates the exports to CSV files such that the filename is automatically appended with an extension of .csv, the path always has a browse option and to provide an option to 'open' the file once the export completes.

This service pack introduces improvements to the export to csv file feature available within the General Ledger Reports, the Aged Debt report and the Aged Credit report. The improvements are as follows:

- 1) If the export filename does not have a file extension, the system automatically appends an extension of '.csv' to the filename.
- 2) If the export file is being created on the desktop (rather than the server) a folder browse is always available when specifying the path.
- 3) A new option has been provided (available if the export file is being created on the desktop (rather than the server)), it is labelled 'Open file once export completes?'. When set the file is automatically opened once the export completes. The file will be opened using the 3rd party application associated with the file's extension.

## DOCUMENTATION CHANGES

### GL Management Reports – Print Options



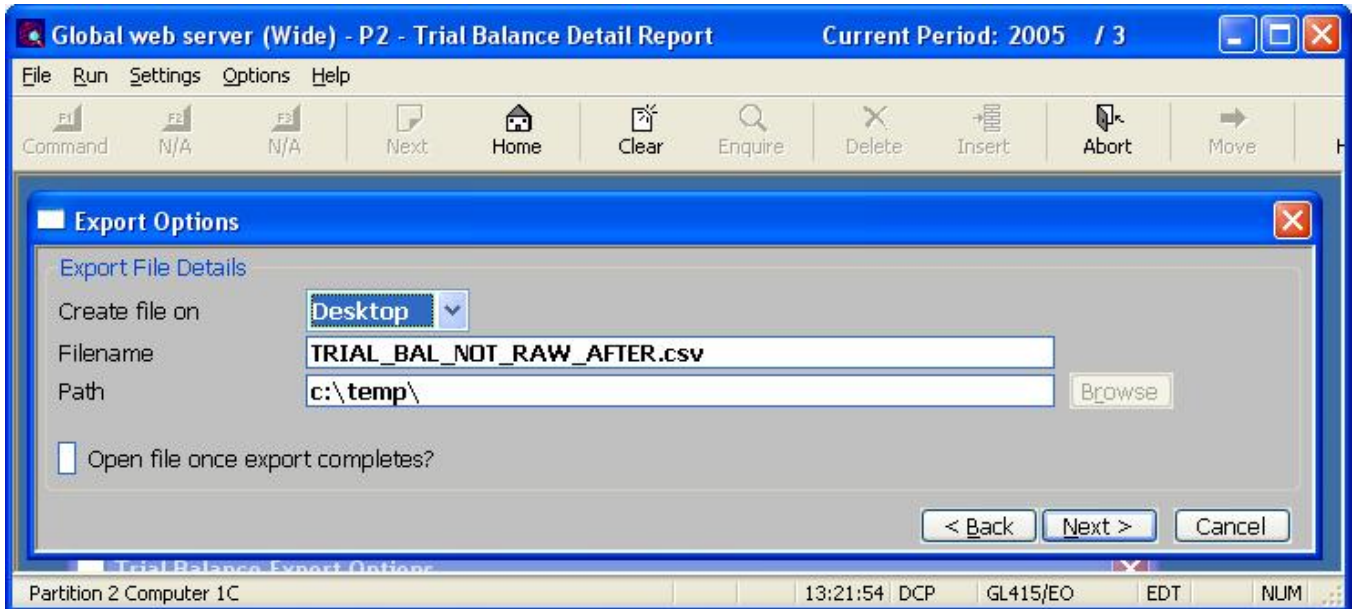
**Filename** Enter the file name (including extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

**Open file once export completes?** *(Only for files created on the 'Desktop')* When set the file is automatically opened once the export completes. The file will be opened using the 3rd party application associated with the file's extension.

**Please note** *If the file is to be created on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.*

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# Export Options Window



**Purpose** This window enables you to specify the export file details.

*The prompts are:*

**Create file on** Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' and the CSV file will be generated on the main server.

**Example** If the path is C:\My Documents, with the above option set to 'Desktop' the CSV file would be created in the 'My Documents' folder on the operator's PC, with the above option set to 'Server' the CSV file would be created in the 'My Documents' folder on the server.

**Filename** Enter the file name (including extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

**Path** Enter the path defining the folder in which the extracted file should be placed in the host system.

**Open file once export completes?** *(Only for files created on the 'Desktop')* When set the file is automatically opened once the export completes. The file will be opened using the 3<sup>rd</sup> party application associated with the file's extension.

**Please note** If the file is to be created on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

**Please note** The export file will be created with the above filename in the folder defined by your path with the date the export took place.

**Back** Where available this returns to the preceding window.

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