

Don't start those reports from scratch any more!

IT ONLY TAKES TWO STEPS!

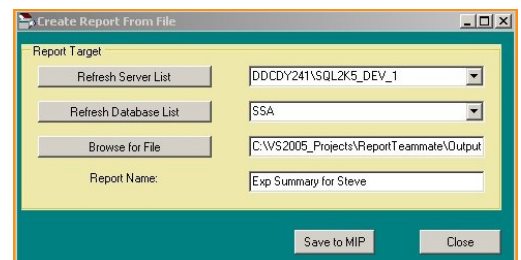
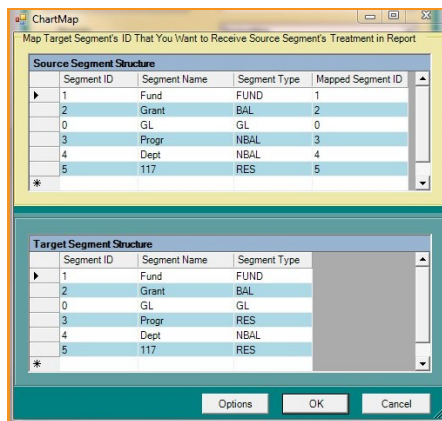
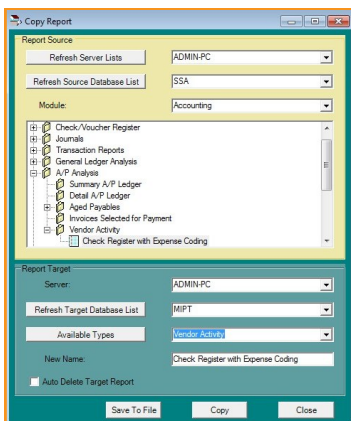
1. Select a Server and Database for your report **source** and then select a report from Accounting, Admin, or Payroll.
2. Then select a Server and Database as your report **target**, select one of the available target types, and offer the name you'd like to have for the report in the target database (you'll be warned if the name is already in use there).



Alternatively, after selecting the source report, type, and name, just save it to a file with which it can be imported using the Report Reader utility.

When you copy a report to any target except our Report Bank, you have complete control over the manner in which the copy process treats account segment columns. (When going to Report Bank, it just saves the source chart for you there.)

The Report Reader program is a free utility with which recipients of your report files can import the report into the target server and database of their choice in their own environment. A file association makes it a matter of just a few keystrokes to take your e-mail attachment and get it into their Sage 100 Fund Accounting organization database.



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