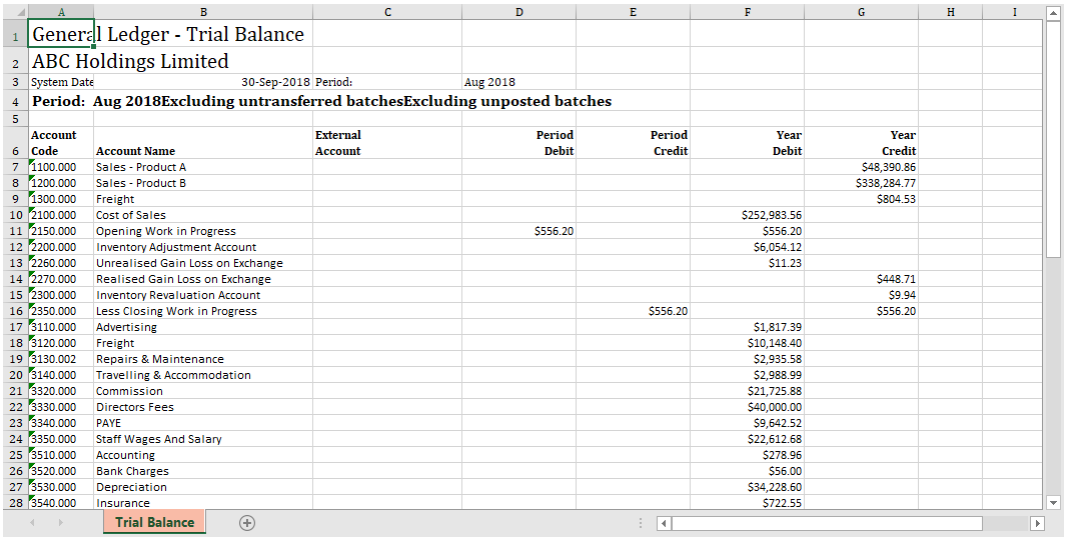
Auto Naming Excel Worksheets

When you run a Report to Excel from Accredo, the **Report Title** is now used as the Worksheet Name.

For example, go to Navigator > Reports > General Ledger > Account Reports > Trial Balance. Change the **Destination** to **Excel** and click **Run**.

You can see the Worksheet is renamed **Trial Balance**.



	A	B	C	D	E	F	G	H	I
1	General Ledger - Trial Balance								
2	ABC Holdings Limited								
3	System Date	30-Sep-2018	Period:	Aug 2018					
4	**Period: Aug 2018Excluding untransferred batchesExcluding unposted batches**								
5									
6	**Account Code**	**Account Name**	**External Account**	**Period Debit**	**Period Credit**	**Year Debit**	**Year Credit**		
7	1100.000	Sales - Product A					$48,390.86		
8	1200.000	Sales - Product B					$338,284.77		
9	1300.000	Freight					$804.53		
10	2100.000	Cost of Sales				$252,983.56			
11	2150.000	Opening Work in Progress		$556.20		$556.20			
12	2200.000	Inventory Adjustment Account				$6,054.12			
13	2260.000	Unrealised Gain Loss on Exchange				$11.23			
14	2270.000	Realised Gain Loss on Exchange					$448.71		
15	2300.000	Inventory Revaluation Account					$9.94		
16	2350.000	Less Closing Work in Progress			$556.20		$556.20		
17	3110.000	Advertising				$1,817.39			
18	3120.000	Freight				$10,148.40			
19	3130.002	Repairs & Maintenance				$2,935.58			
20	3140.000	Travelling & Accommodation				$2,988.99			
21	3320.000	Commission				$21,725.88			
22	3330.000	Directors Fees				$40,000.00			
23	3340.000	PAYE				$9,642.52			
24	3350.000	Staff Wages And Salary				$22,612.68			
25	3510.000	Accounting				$278.96			
26	3520.000	Bank Charges				$56.00			
27	3530.000	Depreciation				$34,228.60			
28	3540.000	Insurance				$722.55			

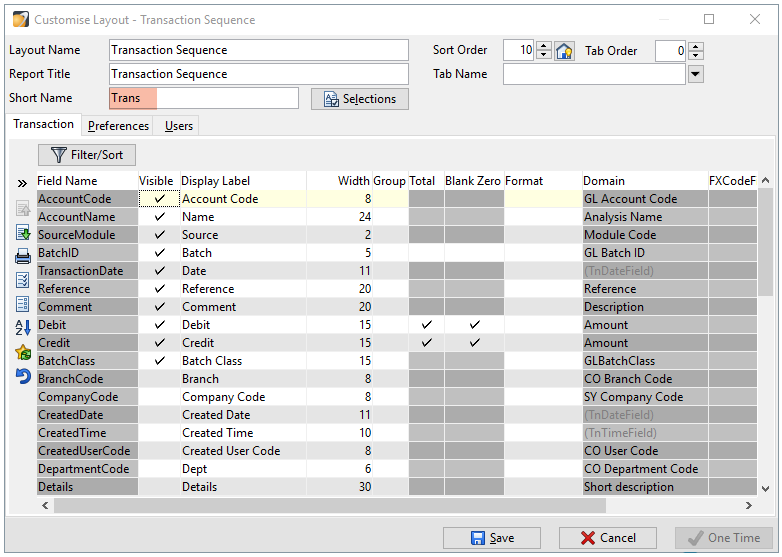
Trial Balance

You also have the option of assigning a **Short Name**, which will override the Report Title as the Worksheet Name. This can be useful if your Report Title is long and you are running multiple reports to the same Excel Workbook.

The **Short Name** is also used as the Default File name when sending Reports to Disk File and can be set on Analysis Reports, Custom Reports and GL Financial Reports as well as Report Layouts.

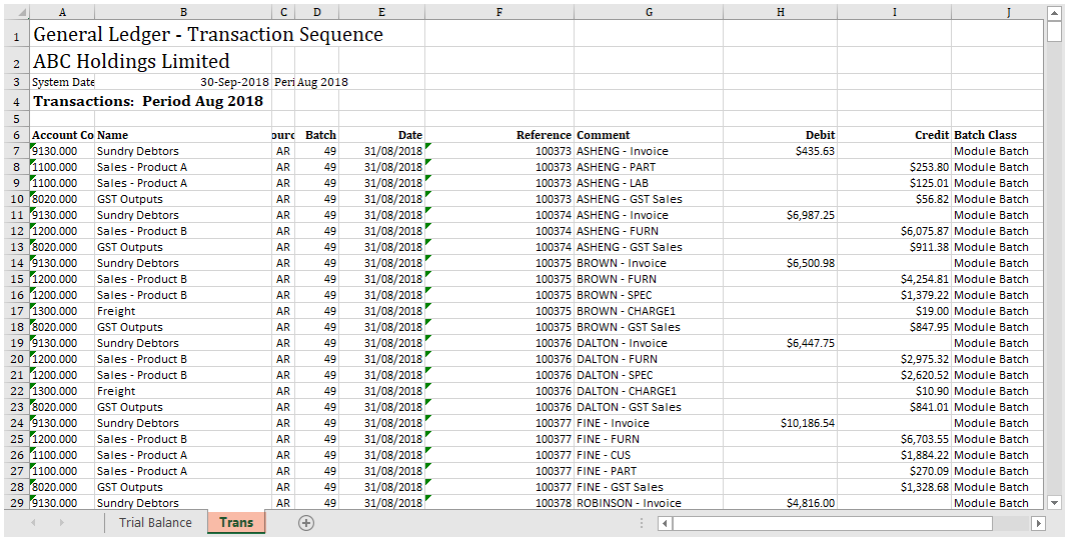
For example, go to: Navigator > Reports > General Ledger > Transaction Reports, then right-click on Transaction Sequence and select **Edit Layout**.

Enter a Short Name in the **Short Name** field.



Click **Save,** then select the Transaction Sequence Report in the Navigator and change the **Destination** to **Excel Worksheet**. Click **Run**.

The report runs to Excel with the Short Name as the Worksheet Name.



General Ledger - Transaction Sequence

ABC Holdings Limited

System Date 30-Sep-2018 Peri Aug 2018

Transactions: Period Aug 2018

Account Co	Name	ourc	Batch	Date	Reference	Comment	Debit	Credit	Batch Class
9130.000	Sundry Debtors	AR	49	31/08/2018	100373	ASHENG - Invoice	$435.63		Module Batch
1100.000	Sales - Product A	AR	49	31/08/2018	100373	ASHENG - PART		$253.80	Module Batch
1100.000	Sales - Product A	AR	49	31/08/2018	100373	ASHENG - LAB		$125.01	Module Batch
8020.000	GST Outputs	AR	49	31/08/2018	100373	ASHENG - GST Sales		$56.82	Module Batch
9130.000	Sundry Debtors	AR	49	31/08/2018	100374	ASHENG - Invoice	$6,987.25		Module Batch
1200.000	Sales - Product B	AR	49	31/08/2018	100374	ASHENG - FURN		$6,075.87	Module Batch
8020.000	GST Outputs	AR	49	31/08/2018	100374	ASHENG - GST Sales		$911.38	Module Batch
9130.000	Sundry Debtors	AR	49	31/08/2018	100375	BROWN - Invoice	$6,500.98		Module Batch
1200.000	Sales - Product B	AR	49	31/08/2018	100375	BROWN - FURN		$4,254.81	Module Batch
1200.000	Sales - Product B	AR	49	31/08/2018	100375	BROWN - SPEC		$1,379.22	Module Batch
1300.000	Freight	AR	49	31/08/2018	100375	BROWN - CHARGE1		$19.00	Module Batch
8020.000	GST Outputs	AR	49	31/08/2018	100375	BROWN - GST Sales		$847.95	Module Batch
9130.000	Sundry Debtors	AR	49	31/08/2018	100376	DALTON - Invoice	$6,447.75		Module Batch
1200.000	Sales - Product B	AR	49	31/08/2018	100376	DALTON - FURN		$2,975.32	Module Batch
1200.000	Sales - Product B	AR	49	31/08/2018	100376	DALTON - SPEC		$2,620.52	Module Batch
1300.000	Freight	AR	49	31/08/2018	100376	DALTON - CHARGE1		$10.90	Module Batch
8020.000	GST Outputs	AR	49	31/08/2018	100376	DALTON - GST Sales		$841.01	Module Batch
9130.000	Sundry Debtors	AR	49	31/08/2018	100377	FINE - Invoice	$10,186.54		Module Batch
1200.000	Sales - Product B	AR	49	31/08/2018	100377	FINE - FURN		$6,703.55	Module Batch
1100.000	Sales - Product A	AR	49	31/08/2018	100377	FINE - CUS		$1,884.22	Module Batch
1100.000	Sales - Product A	AR	49	31/08/2018	100377	FINE - PART		$270.09	Module Batch
8020.000	GST Outputs	AR	49	31/08/2018	100377	FINE - GST Sales		$1,328.68	Module Batch
9130.000	Sundry Debtors	AR	49	31/08/2018	100378	ROBINSON - Invoice	$4,816.00		Module Batch

Trial Balance | Trans