Tips & Tricks

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	В	С	D	E	F	G	H	I	
1	Genera	l Ledger - Trial Balance								
2	ABC H	oldings Limited								
3	System Date	e 30-Sep-2018	Period:	Aug 2018						
4	Period:	Aug 2018Excluding untransfe	rred batchesExcludi	ng unposted bat	ches					
5										
	Account		External	Period	Period	Year	Year			
6	Code	Account Name	Account	Debit	Credit	Debit	Credit			
7	1100.000	Sales - Product A					\$48,390.86			1
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				52/8.96				
26	3520.000	Dank Unarges				\$56.00				-
27	2220.000	Depreciation				\$34,228.60				
28	5540.000	insurance				\$722.55				1
	<	Trial Balance (+)			•				Þ	

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.



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Layout Name	Transaction	Sequence		Sort Order 🛛 10 ≑ 🌈		10 ≑ 🏠	Tab Order 🛛 🛛 🖨		
Report Title	Transaction	Sequence		Т	ab Name		-		
Short Name	Trans		Selections	Selections				_	
Transaction Deal									
Hansaction Prei	erences <u>o</u> s	sers							
Filter/S	ort								
» Field Name	Visible	Display Label	Width Group	Total	Blank Zero	Format	Domain	FXCodeF	~
AccountCode	e 🗸	Account Code	8				GL Account Code		
AccountNam	ie 🗸	Name	24				Analysis Name		
SourceModu	le 🗸	Source	2				Module Code		
📇 BatchID	 ✓ 	Batch	5				GL Batch ID		
TransactionD	ate 🗸	Date	11				(TnDateField)		
Reference	 ✓ 	Reference	20				Reference		
E Comment	 ✓ 	Comment	20				Description		
Al Debit	 ✓ 	Debit	15	\checkmark	~		Amount		
Credit	 ✓ 	Credit	15	~	~		Amount		
😼 BatchClass	\checkmark	Batch Class	15				GLBatchClass		
BranchCode		Branch	8				CO Branch Code		
CompanyCo	de	Company Code	8				SY Company Code		
CreatedDate		Created Date	11				(TnDateField)		
CreatedTime		Created Time	10				(TnTimeField)		
CreatedUserC	lode	Created User Code	8				CO User Code		
DepartmentC	ode	Dept	6				CO Department Code		
Details		Details	30				Short description		V

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.

	А	В	С	D	E	F	G	Н	1	J	
1	Genera	al Ledger - Transact	ion	Sequ	ence						
2	ABC Ho	oldings Limited									
3	System Date 30-Sep-2018		8 Peri	Aug 2018	3						
4	Transac	tions: Period Aug 2018									
5											-
6	Account Co	Name	ourc	Batch	Date	Reference	Comment	Debit	Credit	Batch Class	-
7	9130.000	Sundry Debtors	AR	49	31/08/2018	100373	ASHENG - Invoice	\$435.63		Module Batch	-
8	1100.000	Sales - Product A	AR	49	31/08/2018	100373	ASHENG - PART		\$253.80	Module Batch	-
9	1100.000	Sales - Product A	AR	49	31/08/2018	100373	ASHENG - LAB		\$125.01	Module Batch	
10	8020.000	GST Outputs	AR	49	31/08/2018	100373	ASHENG - GST Sales		\$56.82	Module Batch	
11	9130.000	Sundry Debtors	AR	49	31/08/2018	100374	ASHENG - Invoice	\$6,987.25		Module Batch	
12	1200.000	Sales - Product B	AR	49	31/08/2018	100374	ASHENG - FURN		\$6,075.87	Module Batch	
13	8020.000	GST Outputs	AR	49	31/08/2018	100374	ASHENG - GST Sales		\$911.38	Module Batch	
14	9130.000	Sundry Debtors	AR	49	31/08/2018	100375	BROWN - Invoice	\$6,500.98		Module Batch	
15	1200.000	Sales - Product B	AR	49	31/08/2018	100375	BROWN - FURN		\$4,254.81	Module Batch	
16	1200.000	Sales - Product B	AR	49	31/08/2018	100375	BROWN - SPEC		\$1,379.22	Module Batch	
17	1300.000	Freight	AR	49	31/08/2018	100375	BROWN - CHARGE1		\$19.00	Module Batch	
18	8020.000	GST Outputs	AR	49	31/08/2018	100375	BROWN - GST Sales		\$847.95	Module Batch	
19	9130.000	Sundry Debtors	AR	49	31/08/2018	100376	DALTON - Invoice	\$6,447.75		Module Batch	
20	1200.000	Sales - Product B	AR	49	31/08/2018	100376	DALTON - FURN		\$2,975.32	Module Batch	
21	1200.000	Sales - Product B	AR	49	31/08/2018	100376	DALTON - SPEC		\$2,620.52	Module Batch	
22	1300.000	Freight	AR	49	31/08/2018	100376	DALTON - CHARGE1		\$10.90	Module Batch	
23	8020.000	GST Outputs	AR	49	31/08/2018	100376	DALTON - GST Sales		\$841.01	Module Batch	
24	9130.000	Sundry Debtors	AR	49	31/08/2018	100377	FINE - Invoice	\$10,186.54		Module Batch	
25	1200.000	Sales - Product B	AR	49	31/08/2018	100377	FINE - FURN		\$6,703.55	Module Batch	
26	1100.000	Sales - Product A	AR	49	31/08/2018	100377	FINE - CUS		\$1,884.22	Module Batch	
27	1100.000	Sales - Product A	AR	49	31/08/2018	100377	FINE - PART		\$270.09	Module Batch	
28	8020.000	GST Outputs	AR	49	31/08/2018	100377	FINE - GST Sales		\$1,328.68	Module Batch	
29	9130.000	Sundry Debtors	AR	49	31/08/2018	100378	ROBINSON - Invoice	\$4,816.00		Module Batch	
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