Table of Contents

[Import / Export (Setup ribbon) 1](#_Toc161919589)

[*Import* 1](#_Toc161919590)

[*Export* 1](#_Toc161919591)

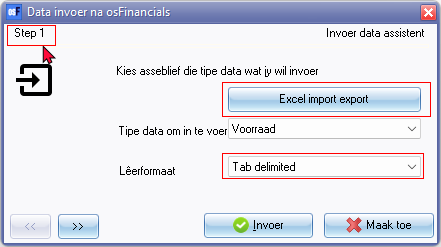
[*Export - Documents* 2](#_Toc161919592)

[*Export - Stock* 3](#_Toc161919593)

[*Export - Posted batches* 4](#_Toc161919594)

# Import / Export (Setup ribbon)

## *Import*

******

Step 1 - static on all 3 screens enter click next buttons

**Excel import** button - ID3270 = Spreadsheet import

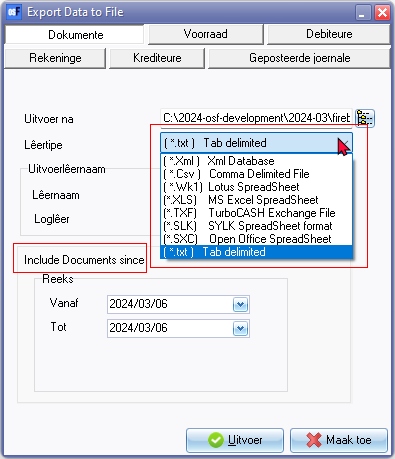
File format (File type) selection on list

## *Export*

Increment Export (Stock, Accounts, Debtors, Creditors and Posted batches)

File format (File type) selection on list

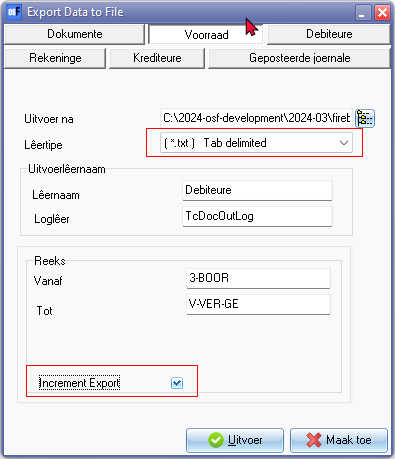
### *Export - Documents*

******

File format (File type) selection on list

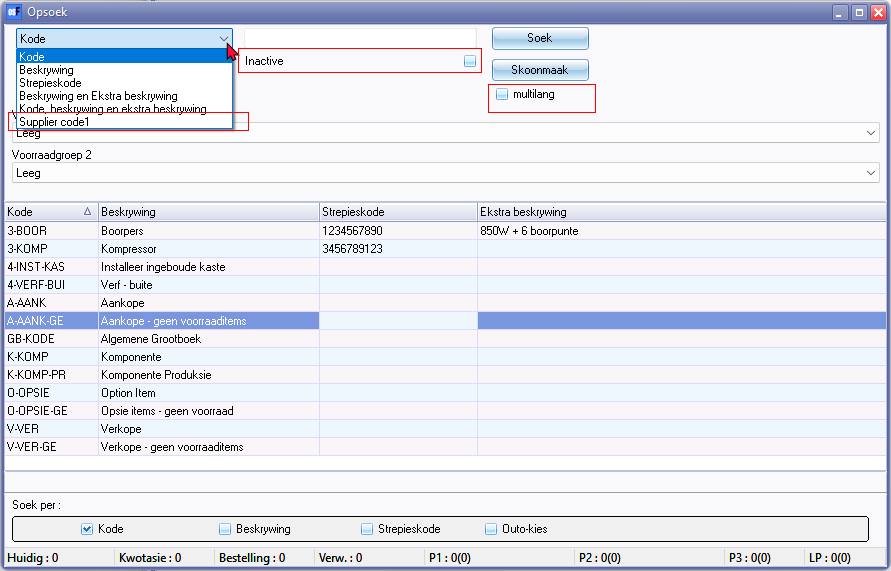
Include Documents since

### *Export - Stock*



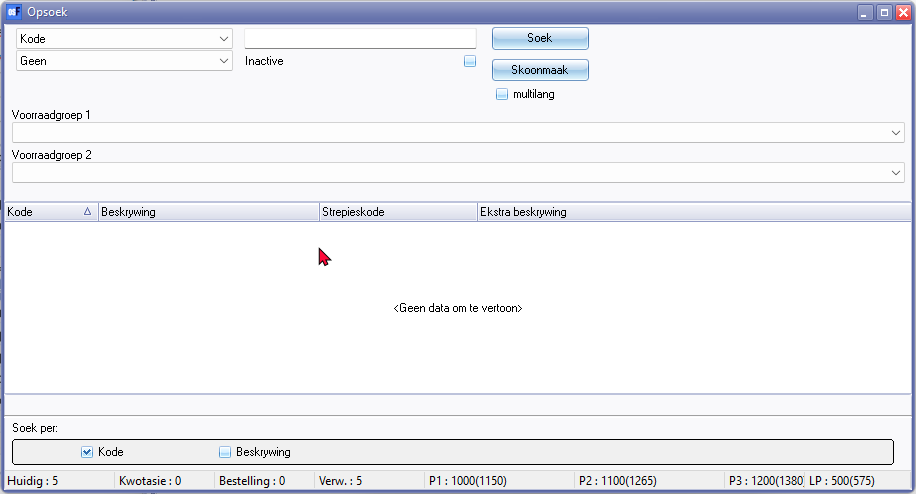
Increment Export (Also on Accounts, Debtors, Creditors)

Export - Stock - Lookup -



Footers does not update document quantities for stock

Export - Stock - Lookup - Sometimes the Stock lookup is empty but Footers displays update stock totals quantities and prices for stock (in the same database)



### *Export - Posted batches*

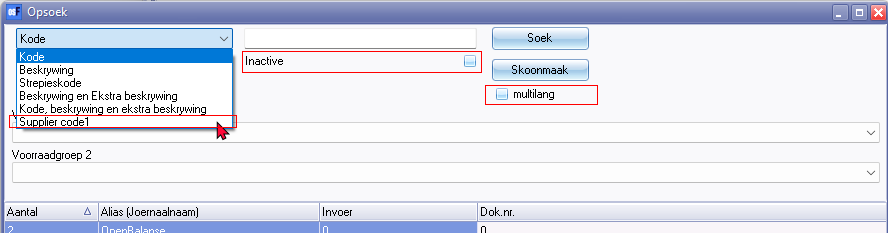
Increment Export

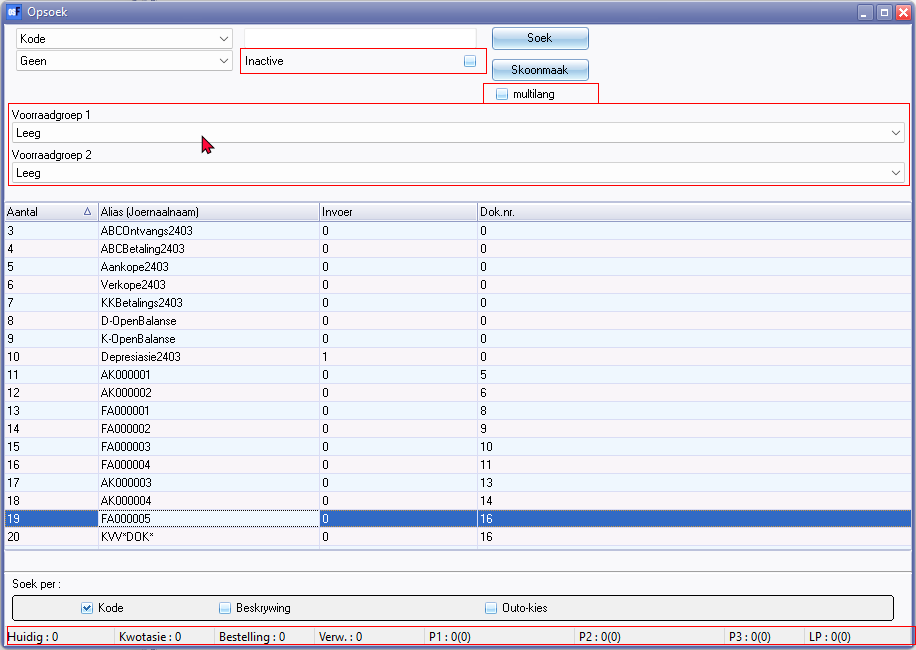
Export - Posted batches - Lookup -

Inactive

multilang

Filter Code , etc. - includes stock options - Supplier code





Footers does not update document quantities and prices for stock