

Using the CS Microsoft Office Accounting Export Utility

Please follow the steps in this guide first to install the CS Microsoft® Office Accounting Export Utility and then to create an export file containing your company's Office Accounting data for the appropriate date range to give or transmit to your accountant.

Installing the CS Microsoft Office Accounting Export Utility

Your accountant will provide you with the following files:

- SBAExportAddIn.dll
- ICSHarpCode.SharpZipLib.dll
- CSOAEExportUtility.exe
- CSA Information.<clientid> (optional, for use with the Export via the Internet feature)

Complete the following steps to install the CS Microsoft Office Accounting Export Utility on the same network drive or workstation where your Office Accounting 2007 or higher version software is installed.

Installing the files provided by your accountant

- ▶ Using My Computer or Windows Explorer, save a copy of the **SBAExportAddIn.dll** file, the **ICSHarpCode.SharpZipLib.dll** file, the **CSOAEExportUtility.exe** file, and the **CSA Information.<clientid>** file to the hard drive or network folder where your Office Accounting 2007 or higher program files are installed.

For example, if the program is installed on your local hard drive, the default location would be **C:\Program Files\Microsoft Small Business\Small Business Accounting 20xx**.

Important! If files of the same names already exist in the folder, you will be prompted to replace them. Choose Yes to overwrite any existing files. You will need to uninstall any prior versions of the CS Microsoft Office Accounting Export Utility add-in before proceeding. For detailed instructions on removing the add-in, search on **Add-in** from the index of the Microsoft Office Accounting help browser and open the topic called **Remove**.

Installing the CS Microsoft Office Accounting Export Utility as an add-in for your Office Accounting software program

1. Open Office Accounting 2007 or higher and open the company database from which you will be exporting data.
2. From the File menu, choose **Utilities / Add-in Manager**.

3. Click the **Install New** button.
4. Browse to the folder location where you placed the **SBAExportAddIn.dll** file (during the step in the previous section). Highlight the SBAExportAddIn.dll file, and click the Open button.
5. You will see **Export Company Data** listed under the Add-in Name column on the Office Accounting Add-in Manager screen. Mark the **Enabled** checkbox next to Export Company Data.
6. At the message prompt stating that the program must be restarted, click OK and then manually close Office Accounting.
7. Re-open the Office Accounting program, and then open your company database. You should now see the **CS Utilities** pull-down menu on the program's menu bar.

Creating the export file using the CS Microsoft Office Accounting Export Utility

1. Open Office Accounting 2007 or higher and open the company database from which you will be exporting data.
2. Click the **CS Utilities** pull-down menu on the menu bar and choose **Export Data to CS**.
3. In the CS Microsoft Office Accounting Export Utility dialog, specify the date range to include in the export file by doing either of the following:
 - Select one of the options from the drop-down list in the Dates field (This Month; This Calendar Quarter; This Calendar Year; Last Month; Last Calendar Quarter; Last Calendar Year; or Custom).
 - Select the From / To dates from the drop-down calendar.
4. **If you will be transmitting export data to your accountant via removable media or email:** Enter or browse to the location where the export file is to be saved.

If you and your accountant have agreed that you will be exporting data to your accountant via the Internet: Mark the Export via the Internet checkbox.
5. Click the Export button.
6. At the confirmation prompt, click OK to complete the creation of the export file.

The export file created by the utility includes the date range specified by the user plus the Office Accounting company name (for example, **CSExport from 01-01-06 to 12-31-06 Company Name.sbaexportdata**).

Transmitting the export file to your accountant

You may transmit a copy of the export file to your accountant in whatever manner you and your accountant have agreed upon.

For example, you can copy the export file to removable media to give or send to your accountant, or you can attach it to an email message to your accountant.

Or, if you have a reliable Internet connection, you and your accountant may prefer that you transmit data directly to your accountant via the Internet. (To use this method, you would need to have installed the file from your accountant called **CSA Information.<clientid>** to the hard drive or network folder where your Office Accounting 2007 or higher program files are installed and also marked the **Export via the Internet** checkbox in step 4 of the procedure above called “Creating the export file using the CS Microsoft Office Accounting Export Utility.”)