Creating Labels to Export to Excel from Agvance

In Accounting, go to *Accounting Reports / Accounts Receivable / Customers.*

Select *Labels* from the list of reports on the left side of the screen. Then select the customers for whom you want to create labels.


Check the boxes to *Include Address 1* and *Include Address 2* (few locations have a need for Address 3). To print or export the ID, select the *Include ID* checkbox.

The selection of *Name* by *First, Last* or *Last, First* does not work for the Helena locations, so leave the default setting as is.

At this point, it is possible to use the filter to restrict the number of labels or to print labels for a geographic area.

Select **OK** to preview selections. If everything is included as needed, choose the **Export Report** button to export the labels.
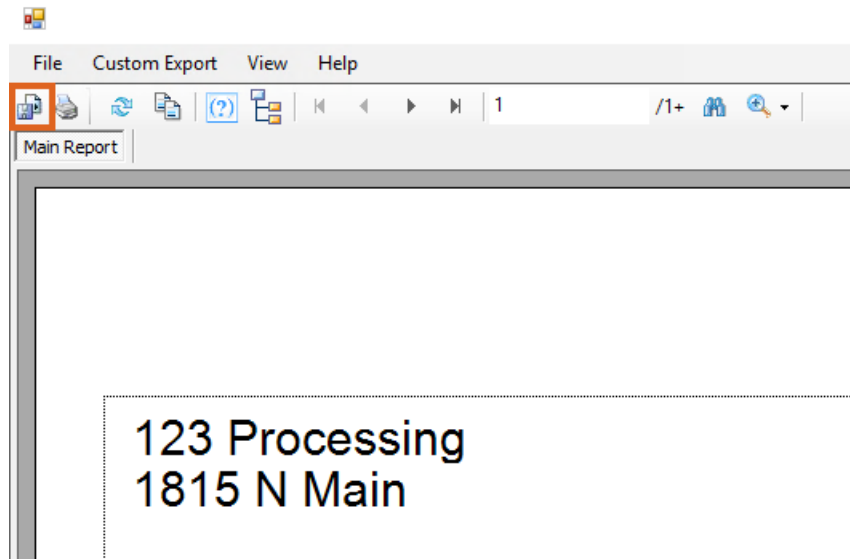
Choose *Microsoft Excel (xls)* as the *Format* and select **OK**. Navigate to the appropriate folder and enter a *File name*. Choose **Save**.

The file can then be opened in Excel.