# **Exporting Customers from Sage 2008**

Open Sage

Select Customers

#### Select Customer List

Links
Eustomer List
Quotations List
📃 Invoice List
🗇 Activity
🏢 Aged Balance
💸 Late Payment Charges
🔲 Batch Invoice
🥅 Batch Credit
🙀 Customer Defaults
🄯 Invoice Defaults
[ Reports

### Select Reports



## Collapse Customer Details Reports by clicking on the Plus sign

Customer Reports			-	-	
Description		File Na	ame		<u>^</u>
Aged Debtors Reports Agents Commission Reports Gents Control Reports Gents Control Reports Gents Control Reports					
Customer Details Heports Customer Address List Customer Bank Details Customer Bank Details Customer List Customer Record CSV Customer Record CSV (Extended Customer Invoice Reports Daily Transaction Reports Day Book Reports Departmental Reports Departmental Reports	)	CSTAI CUDE CSTLI SI_Lec SI_Lec CSTV/	DDL.report BK.report ST.report Ig.report Ig2.report ATL.report		
EC Sales Reports					× >
Generate Report Preview       New     Edit     Delete	Expand Tidy				Close

## Select Customer Record CSV

Customer Reports		
Description	File Name	~
🗉 🧰 Aged Debtors Reports		
🧰 Agents Commission Reports		
🗉 🧰 Credit Control Reports		
Customer Activity Reports		
🖃 🧰 Customer Details Reports		
🗀 Customer Address List	CSTADDL.report	
🖳 🛄 Customer Bank Details	CUDEBK.report	_
🔲 Customer List	CSTLIST.report	
Eustomer Hecord CSV	SI_Ledg.report	
Customer Record USV (Extended)	SI_Ledg2.report	
📟 🛄 Lustomer VAT Registration List	LSTVATE.report	
Lustomer Invoice Reports Poilu Transaction Departs		
Daily Transaction Reports		
III 📴 Day book nepolis		
The EC Sales Benorts		
Generate Report File Printer Preview		
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Select **File** from the pull down by click this button





Generate Report

Enter a Name for the file

#### **NOTE: Ensure the CSV filename is all in lowercase (Example - customers.csv)**

Select Comma Separated Value File from the pull down by click this button

Choose a Location to save the file too.

Click Save