

Exporting Customers from Sage 2008

Open **Sage**

Select **Customers**



Select **Customer List**

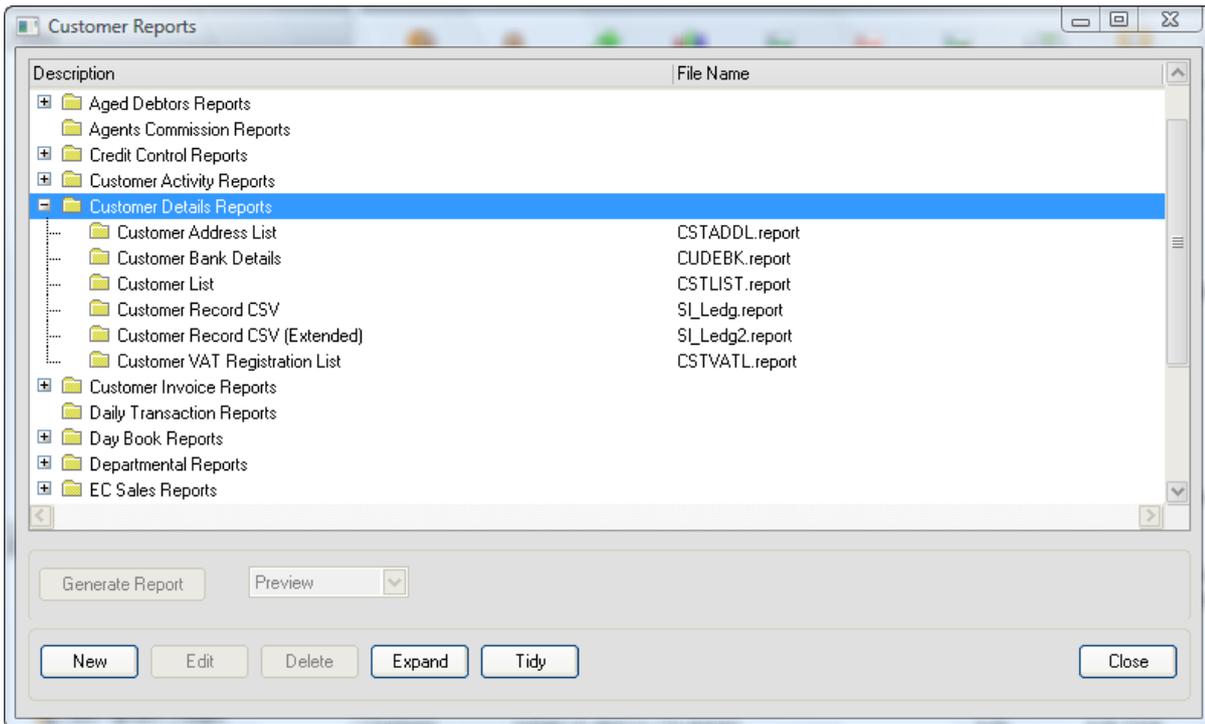


-  Customer List
-  Quotations List
-  Invoice List
-  Activity
-  Aged Balance
-  Late Payment Charges
-  Batch Invoice
-  Batch Credit
-  Customer Defaults
-  Invoice Defaults
-  Reports

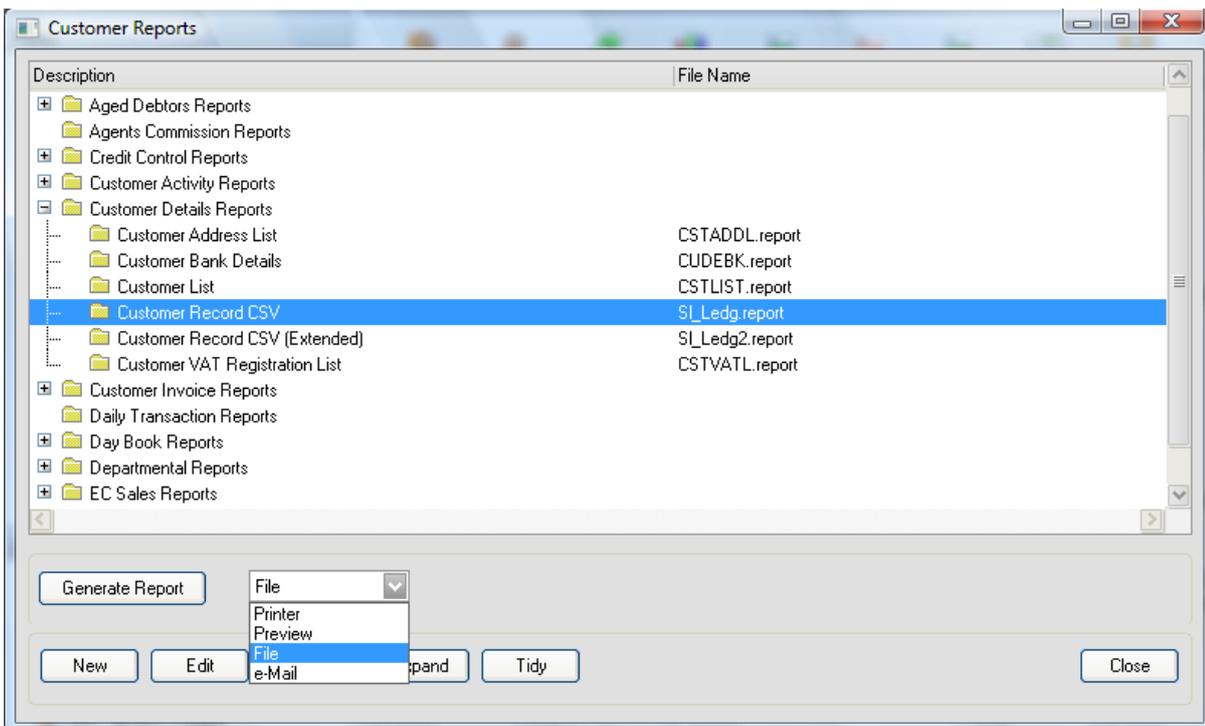
Select **Reports**



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



Select **Customer Record CSV**

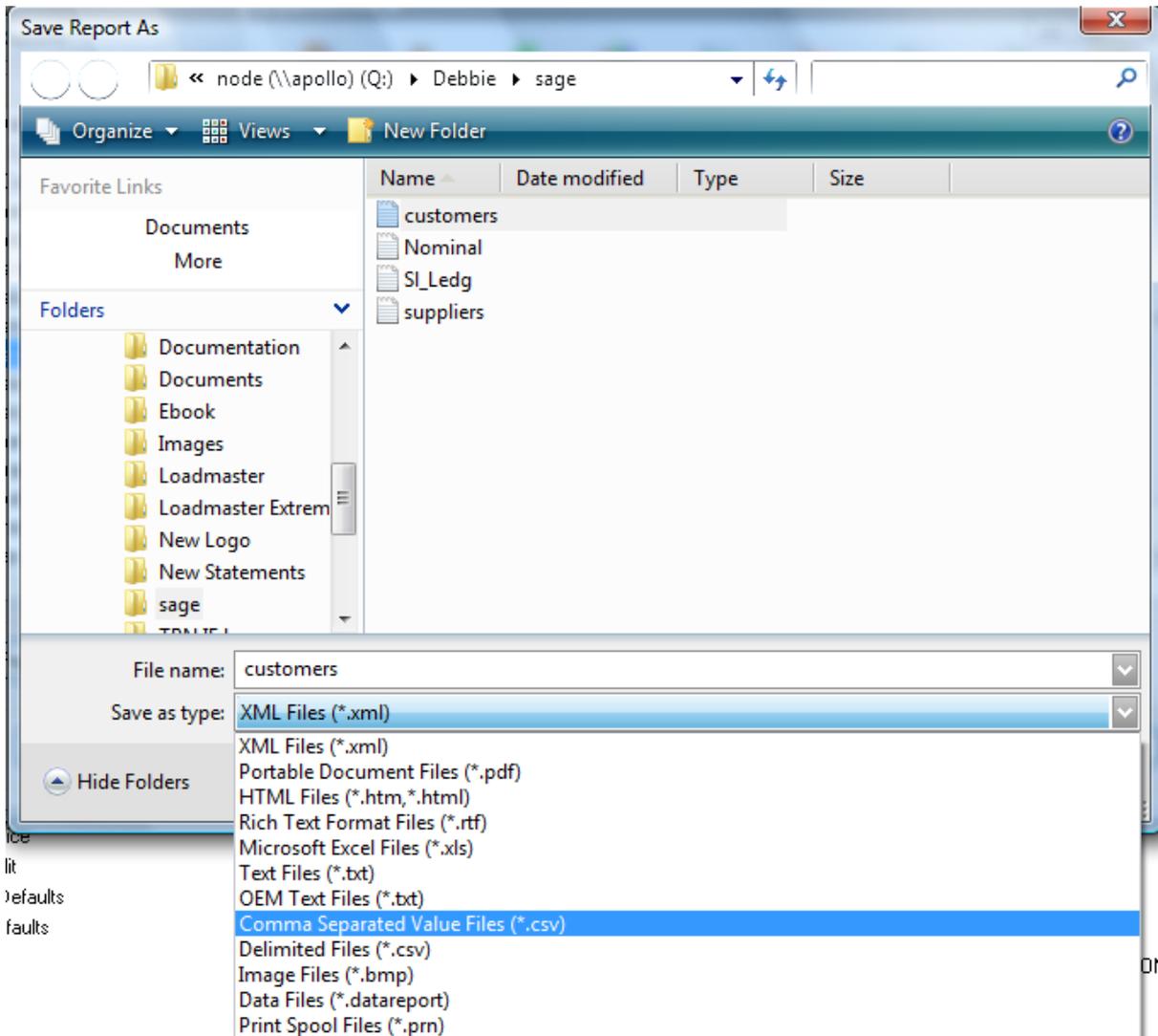


Select **File** from the pull down by click this button



Generate Report

Click **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**