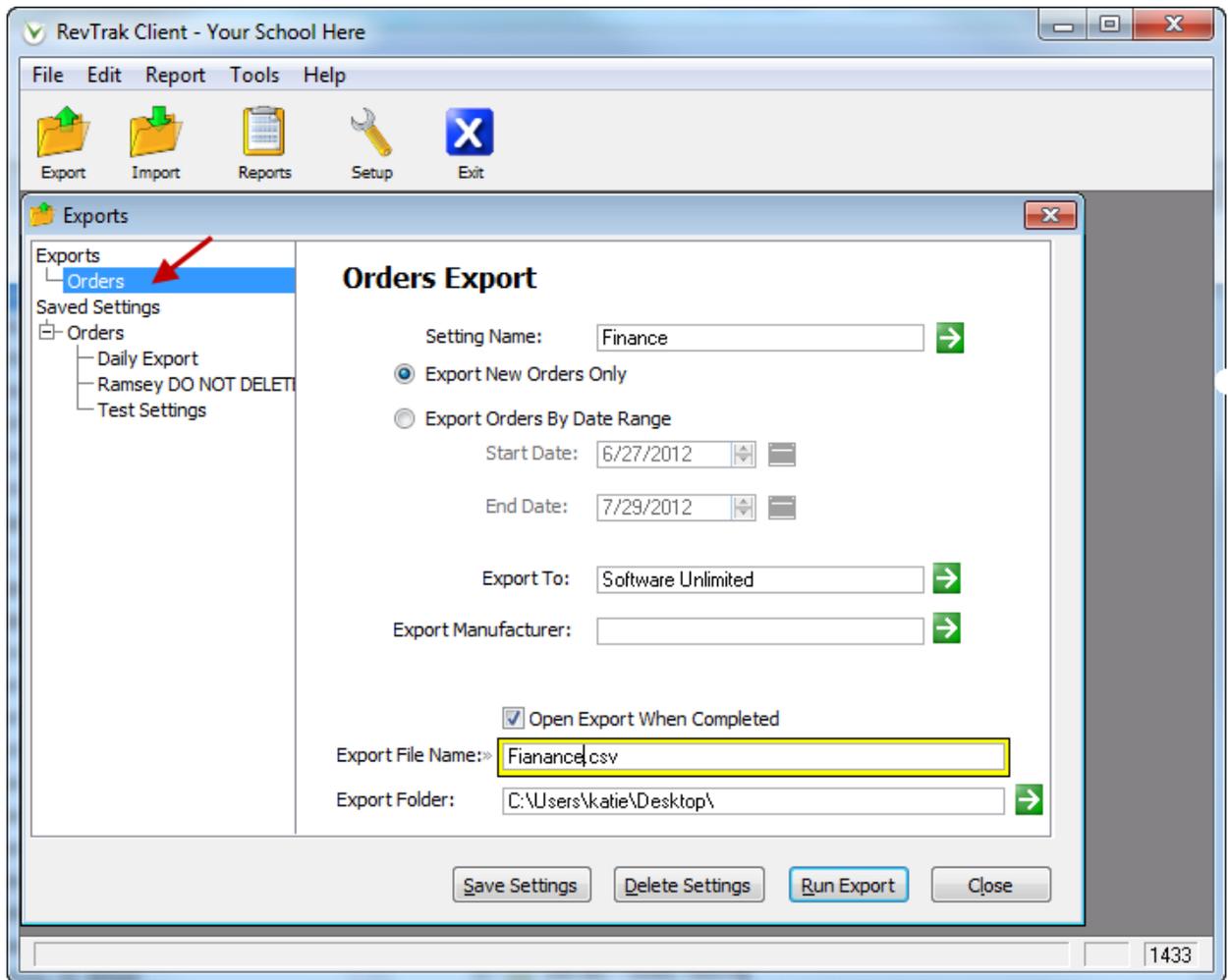# Export Guide Software Unlimited

Step 1. Open RevTrak client on your desktop

Step 2. Export Payments from your RevTrak Web Store. Make the following selections

    1. Click the **Export Folder**

    2. Select Exports **Orders**

    3. Select **Export New Orders Only**

    4. Select Export To **Software Unlimited** (click the green arrow to find this selection)

    5. Select Export Manufacturer (optional) this will single out a specific item category. If you would like all orders exported leave this blank.

    6. Uncheck "Open Export When Completed" if you do not want to view the export file (optional)

    7. Export File Name select a name (name.csv) .csv file type is required.

8. Select the location for your file.

Step 3. Click **Run Export**

"NO RECORDS FOUND MESSAGE": If there are no payments to import today, this message will be displayed.

If there are payments loaded please proceed to the next page for import instructions to Software Unlimited.

RevTrak Cash Receipt Import

The following instructions can be used as a reference when importing cash receipts from RevTrak.

1. Complete the Import Cash Receipts screen (General Ledger>Data Entry>Cash Receipts) as seen below.

File Name: Browse to the location in which the file to be imported is located.
File Type: Select the **Comma Delimited** file type.
Header Lines: Enter **1** in the Header Lines Field field.
Number of Fields: Enter **25** in the Number of Fields field.
Position: Complete the positions for the fields as seen on the diagram above. Please note, that the Comment field can also be assigned a position if there is an additional field of information that should be tied to the receipt. Additionally, the cash account field will be left blank so that the cash account for the revenue being imported is used.

After the first file is imported, the system will retain the import settings for future imports and only the File Name field will need to be changed going forward.

If you have any questions while completing the Cash Receipt Import screen, please contact Customer Support at 800.756.0035 ext. 2 or email support@su-inc.com.