

# EFT Processing Export to Excel in SedonaOffice

05/31/2024 8:33 am EDT

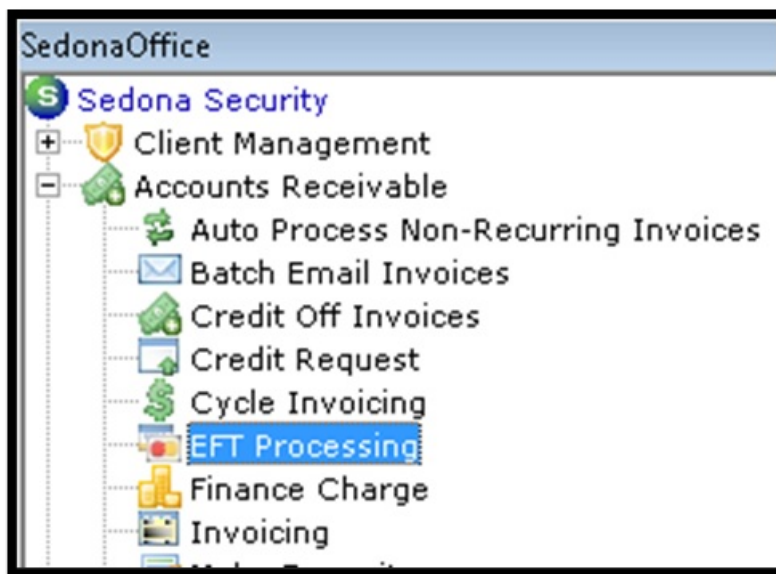
This process may need to be used if you need to create a report that displays the transactions listed in a specific status of EFT Transactions.

## Description of Issue:

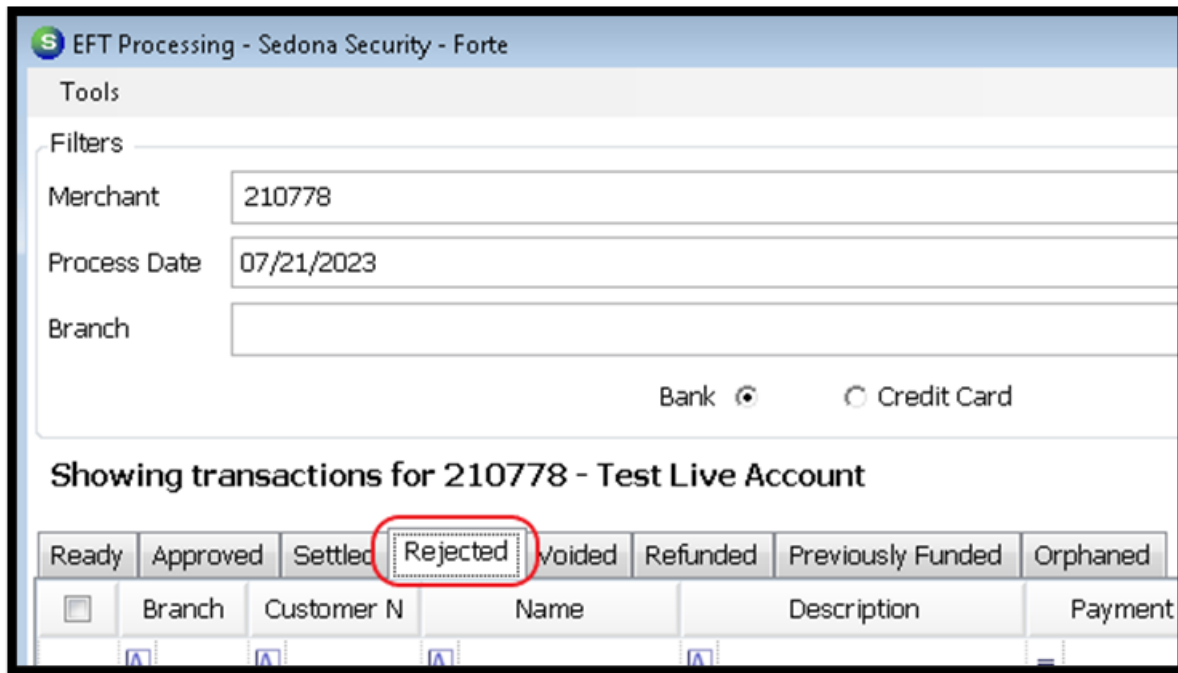
I need to create a report that displays all of the rejected EFT transactions. How can I create that report? Do I need to build a report for this?

## Resolution:

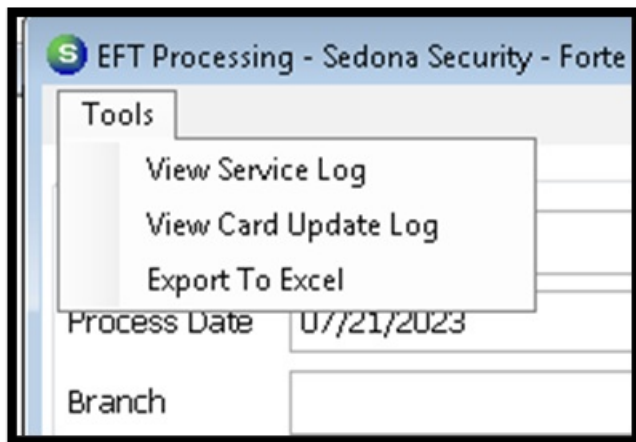
Go to Accounts Receivable and open EFT Processing.



In EFT Processing window, open the tab of status you need to create a report for. In this example, we'll use Rejected. Open the Rejected tab.



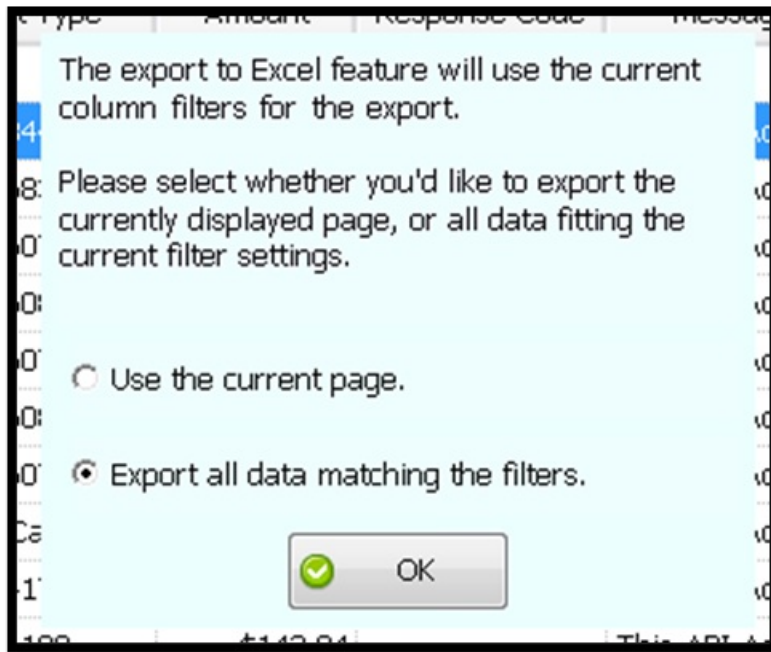
Find Tools option in upper left corner of EFT Processing window. Click on Tools.  
Select option to Export To Excel.



Choose where to save the file in your file directory.

You will see a window asking how you'd like to save the information.

- If you only want to export the page in the tab you are viewing, then choose the option labeled Use the current page.
- If you want to export the entirety of the information in the status tab, then choose the option Export all data matching the filters.



Select OK.

You will be able to find your report saved to the directory location you chose when selecting the option to Export To Excel.