



## Attaché ExpressLink

With just one click, send your Attaché information to other applications

Viewing your Attaché reports in Microsoft Office and other applications is as easy as one click. Launch an email and include your latest financials to send to your accountant. Analyse a sales report in a spreadsheet, or save your payroll history as a PDF for future reference.

### Key benefits

Attaché ExpressLink lets you instantly open, save and email Attaché reports in different formats using popular applications like Microsoft Excel and Word. The data is transferred through a direct link and appears immediately in the application, avoiding any need to first save, find and open or insert the file.

Benefits include:

- Email your reports as attachments or in the body of the email
- Output a report to Word, Excel or Notepad
- Save reports for future reference
- Create a disk file

### Email your reports

From the Attaché print preview screen you can instantly create an email that contains your report data. You can choose to show the report in HTML format in the body of the email, or you can send the data as plain text or a PDF attachment.

### Output a report to Word, Excel or Notepad

ExpressLink integrates your Attaché reports with your favourite applications such as Excel and Word. You can open your report in Excel for further analysis, transfer a report to Word to add additional text, or send a report to Notepad as plain text for easy editing.

Date	Due Date	Type	Reference	Number	Debit	Credit	Balance
30/09/2006	30/09/2006	Invoice		5023	4992.49		4992.49
		Balance		5023			4992.49
31/08/2006	31/08/2006	Invoice		5014	9535.63		9535.63
		Balance		5014			9535.63
Total Debits:		14528.12					
Total Credits:		0.00					
Customer Balance:		14528.12					

Most Recent First , Display Zero Balance Transactions = No

The Attaché ExpressLink toolbar lets you send your reports to Excel, Word and other applications with just one click

## Save your reports for future reference

Once your report is output, for example as a PDF or to Excel, you can then save that report for future reference just as you normally would. This reduces the need to maintain multiple hard copies and helps to make historical reports easier to locate.

## Create a disk file

If you need to transfer information to other systems which require text input, you can easily save your reports to disk as either space – or tab-delimited text. You can then edit the file in Notepad or simply pass it to the relevant system for input.

## Extra functionality

Attaché ExpressLink enhances the basic functionality of the standard “print to screen” allowing you to output directly to printer from preview. You can also use the handy zoom in/zoom out on any report, making it easier to quickly review the whole report on screen.

With ExpressLink you can open your Attaché reports in Excel for further analysis

CUSTOMER	LIMIT	TOTAL	Current	30 Days	60 Days	90 Days	U
Abel Sound Systems Pty Ltd	90,000.00	14,538.12	4,992.49	9,535.63			
Aca Kitchens Pty Ltd	35,000.00	29,063.01	2,818.37	19,328.37		7,916.27	
OTR Electronics	35,000.00	8,722.63	1,878.92		6,843.71		
Home Stores Head Office	60,000.00	18,375.10	1,489.40	10,967.00	5,218.95	699.75	
Lanes Department Store	60,000.00	4,292.25			544.5	3,747.75	
Moss Music	32,000.00	15,634.23	6,269.64	9,364.59			
Newmarket Traders	60,000.00	4,275.00		4,275.00			
The Piggier Mill	25,000.00	1,187.98	848.27			339.31	
Star Kitcherware	40,000.00	9,467.71	9,467.71				

Send your Attaché reports via email, with the report in the body of the email or as an attachment

Dear Louise,

Following our phone conversation, your outstanding invoices are detailed below.

Would you like me to email you copies of each invoice?

Regards,  
Mike

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**Attaché**  
17/08/06

**Big Star Company**  
Customer Transaction List - Total Outstanding

ABEL Abel Sound Systems Pty Ltd Louise Wright (02) 9527 9381

Date	Due Date	Type	Reference	Number	Debit	Credit	Balance
30/09/2006	30/09/2006	Invoice		5023	4992.49		4992.49
		Balance		5023		4992.49	
31/08/2006	31/08/2006	Invoice		5014	9535.63		9535.63
		Balance		5014		9535.63	



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