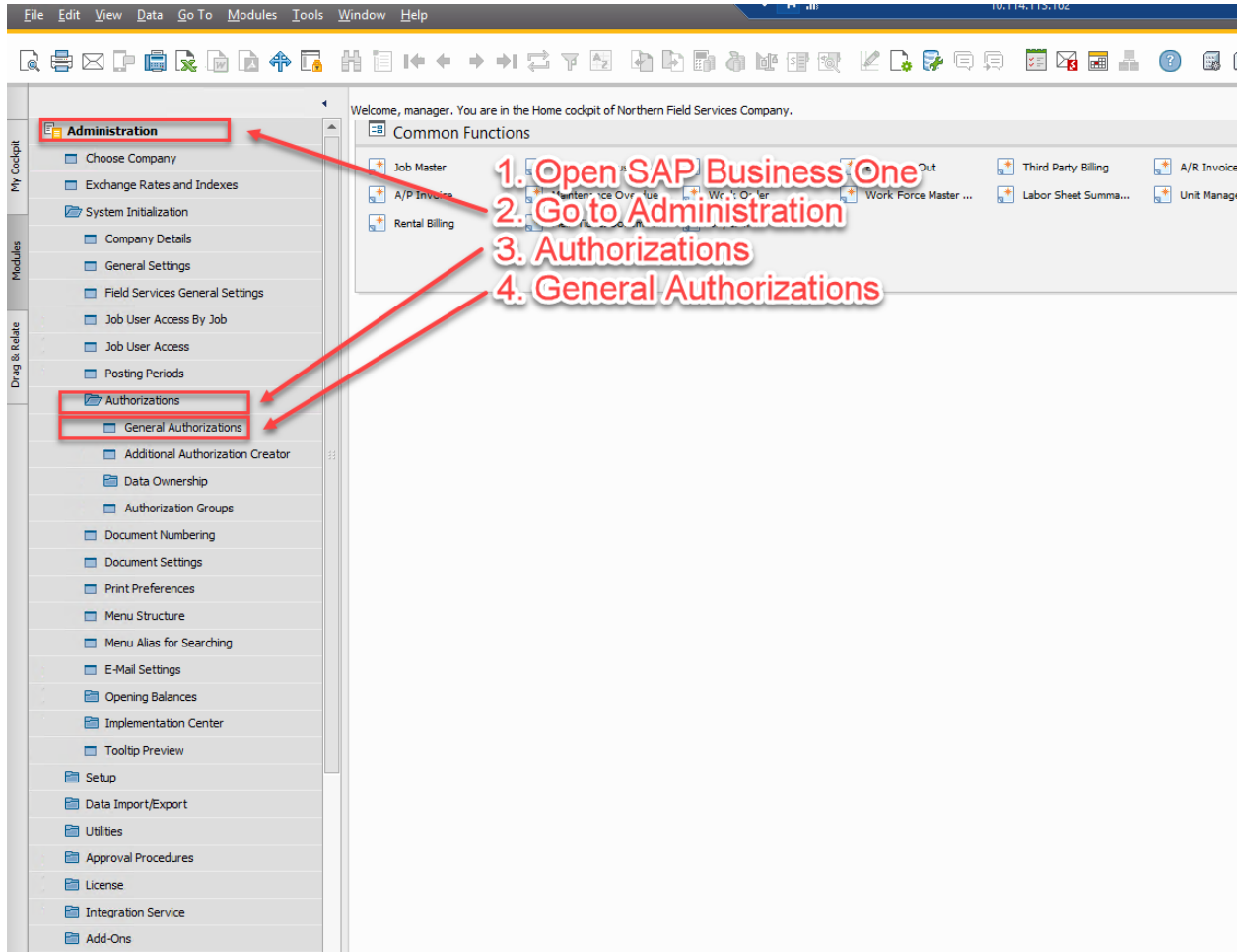


## User Authorization Export to Excel

1. Open SAP Business One and go to Authorizations:



2. Export to Excel

With the authorizations window open select the export to excel button

Subject	Authorization	Effective Authorization
General		
Customization Tools		
Administration		
Financials		
Opportunities		
Sales - A/R		
Purchasing - A/P		
Business Partners		
Banking		
Inventory		
Resources		

Max. Discount - Sales: 0.000 [Expand] [Collapse]  
 Max. Discount - Purchase: 0.000  
 Max. Discount - General: 0.000  
 Mfg. Cash Amount for Incoming Payments  
 [Full Authorization] [Read Only] [No Authorization]

OK Cancel

Note: Any data that is stored in row and column format can be exported to excel using this tool

3. Select the users who you will want the authorizations exported to excel:

The screenshot shows the SAP Business One interface with the 'Authorizations' dialog box open. A sub-dialog titled 'Select Users' is highlighted with a red box. This sub-dialog contains a table with columns for 'User Code', 'User Name', 'Department', and 'Select'. Below the table are buttons for 'OK', 'Cancel', 'Select All', and 'Clear All'. A red arrow points from the 'Select All' button to a text annotation below the dialog.

User Code	User Name	Department	Select
AlertSvc	AlertSvc	General	<input type="checkbox"/>
BTI	BTI	General	<input type="checkbox"/>
buyer	Buyer	General	<input type="checkbox"/>
FieldCap	FieldCap	General	<input type="checkbox"/>
Fvmapl	Fvmapl	General	<input type="checkbox"/>
manager	manager	General	<input type="checkbox"/>
manager2	Manager 2nd Sh	General	<input type="checkbox"/>
manager3	3rd Shift Manage	General	<input type="checkbox"/>
Sales01P	Bob Menson	General	<input type="checkbox"/>

Option to select all users authorizations to be exported to excel, or to only have select users exported