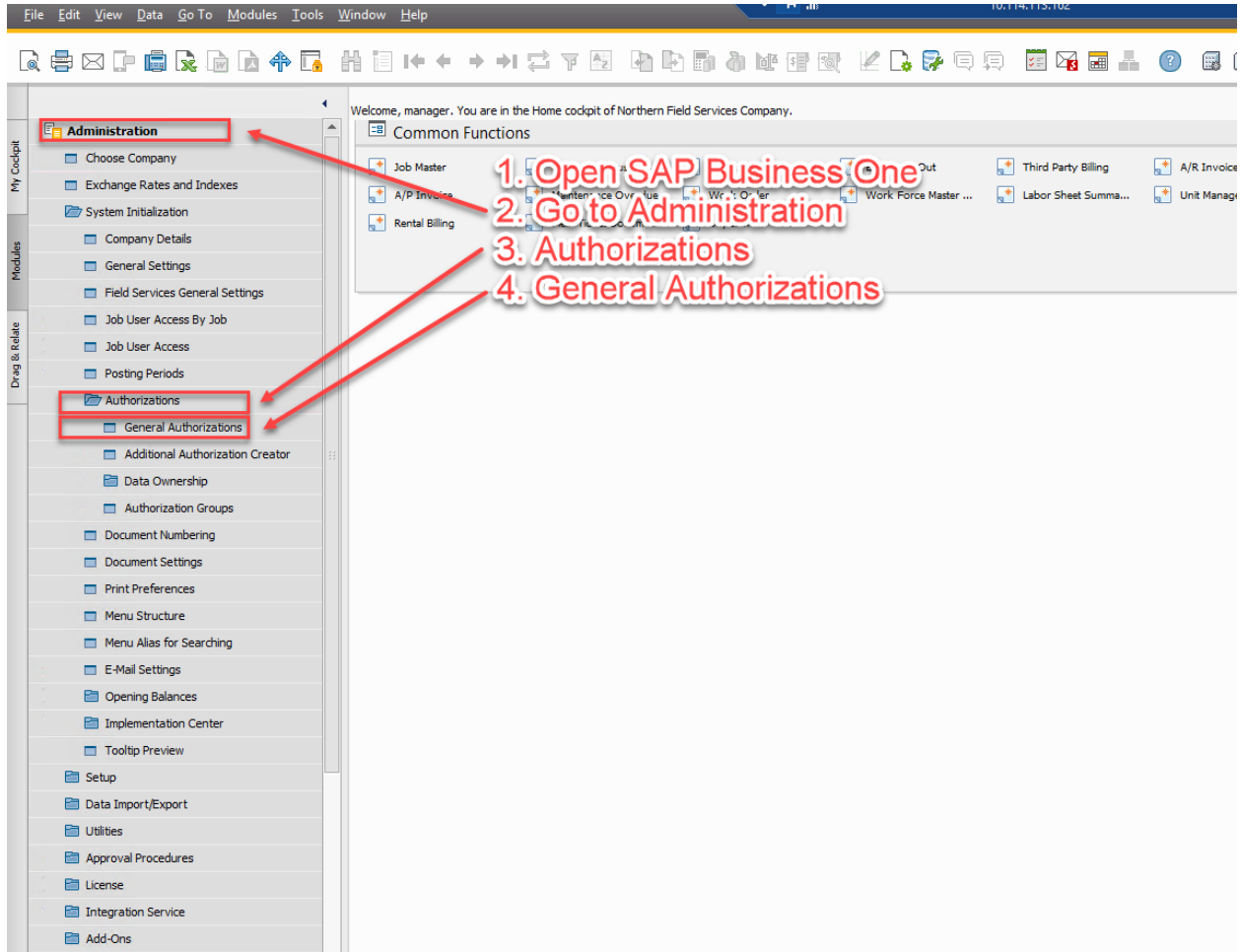


User Authorization Export to Excel

There is a way to Export to Excel! In this document we outline an easy step-by-step guide to ensure you can cleanly export those user authorizations into one excel document. You will be surprised to know that any data that is stored in a row and column format in B1, can be exported to excel using this guide.

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
 Mgmt. 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. The main window is titled 'Authorizations' and displays a list of users and their authorization levels. A 'Select Users' dialog box is overlaid on top, containing a table with the following data:

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"/>
fvmapi	fvmapi	General	<input type="checkbox"/>
manager	manager	General	<input type="checkbox"/>
manager2	Manager 2nd Sh	General	<input type="checkbox"/>
manager3	3rd ShRt Manage	General	<input type="checkbox"/>
Sales01P	Bob Merson	General	<input type="checkbox"/>

Below the table, there are buttons for 'OK', 'Cancel', 'Select All', and 'Clear All'. A red arrow points to the 'Select All' button. A red text box with a white background is overlaid on the bottom right of the dialog box, containing the following text:

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

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