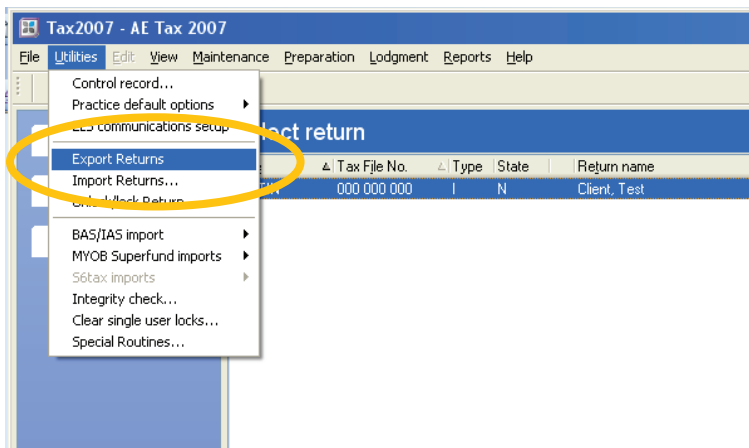
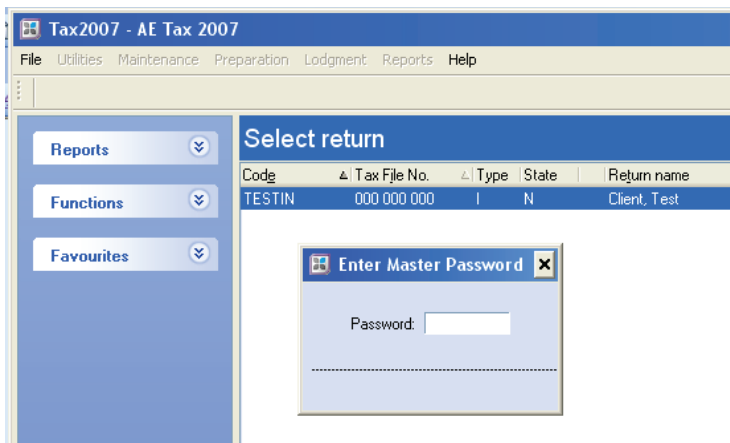


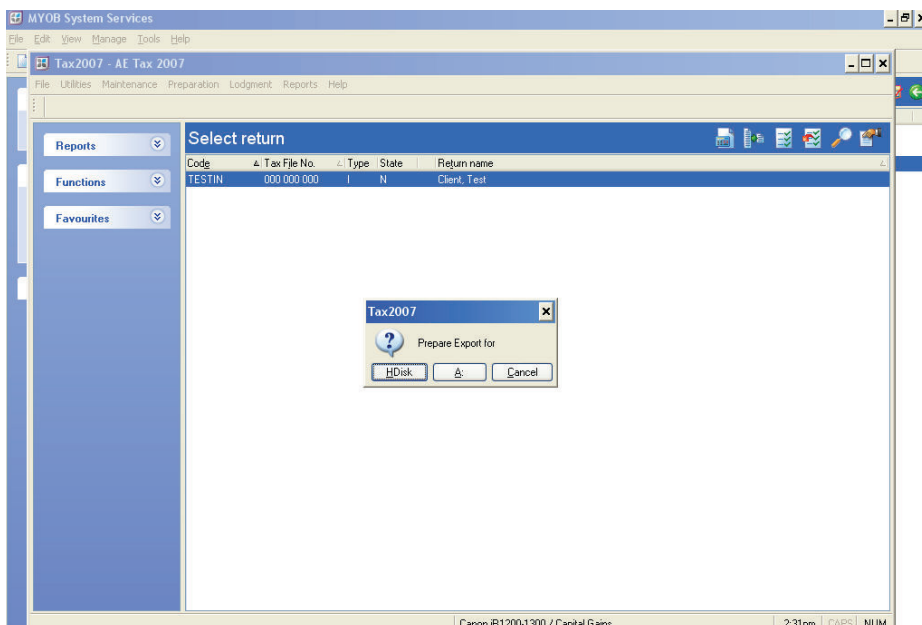
AE Tax - Exporting Tax Returns



Step 1



Step 2



Step 3

The following steps allow you to export tax returns using Account Executive Tax (formerly Classic Tax).

Step One

From the menu bar, select **Utilities**,

- Click on **Export Returns**

Step Two

Enter **Master Password** in the window that appears.

Step Three

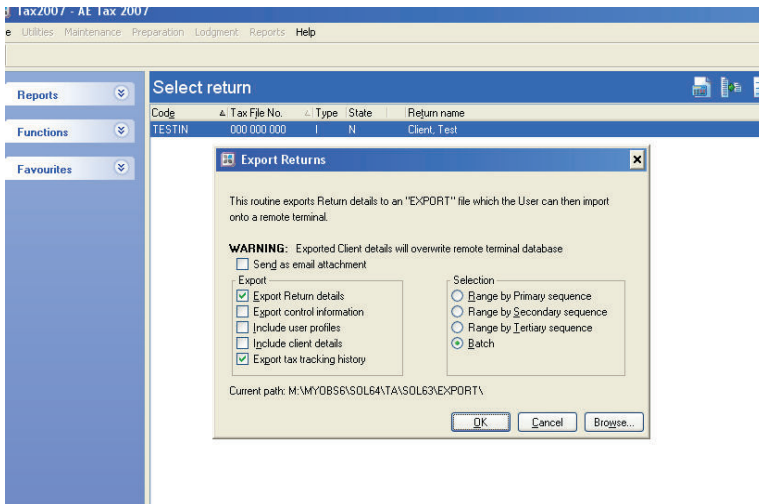
A Window will appear to prompt you for a destination to export the file to.

- select **Hdisk** option

Note:

If you select to export to Hard disk, the data will be exported to the directory in which Classic Tax is installed. A file called "Export" will be created to which the return data is exported.

AE Tax - Exporting Tax Returns



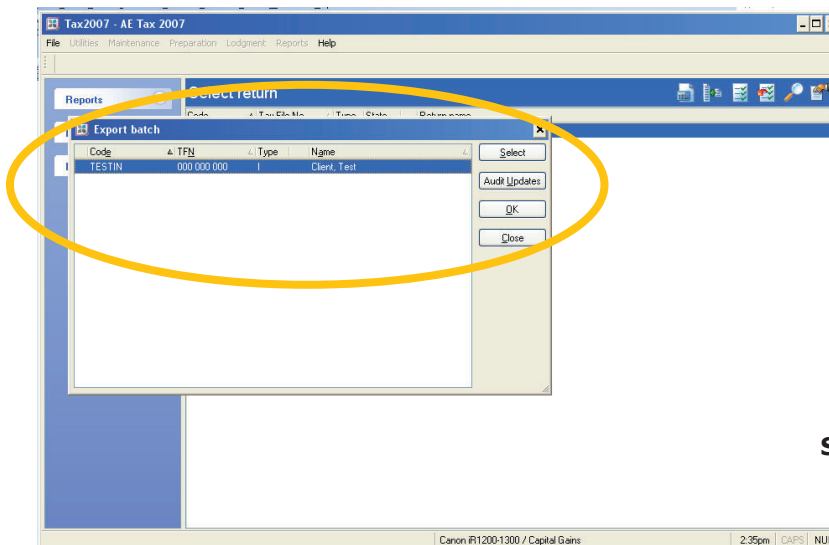
Step 4

Step Four

The **Export Returns** Window will be displayed.

*Note: It is not necessary to export anything other than the **Export Return details** and the **Export Tax Tracking history** options.*

- In the Selection Box, Select **Batch**
- Then Click, **OK**

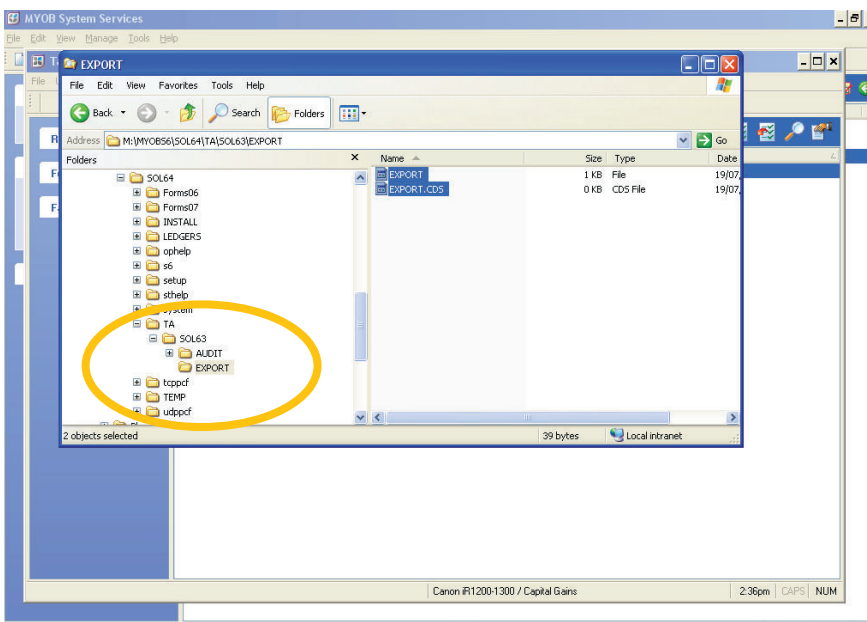


Step 5

Step Five

The Export Batch Window Appears.

- Highlight the return(s) to export
- Click **Select**
- Then Click, **OK**



Step 6

Step Six

The file will be called EXPORT and has been exported to the following location:

MYOBS6\SOL64\TA\SOL63\EXPORT\

(please make sure the file has no extensions)

Note:

The location of the file may differ slightly depending on the setup of your system. If you do not see the file, select search and type in the word "EXPORT". This will bring up the exact location of the Export folder and file.