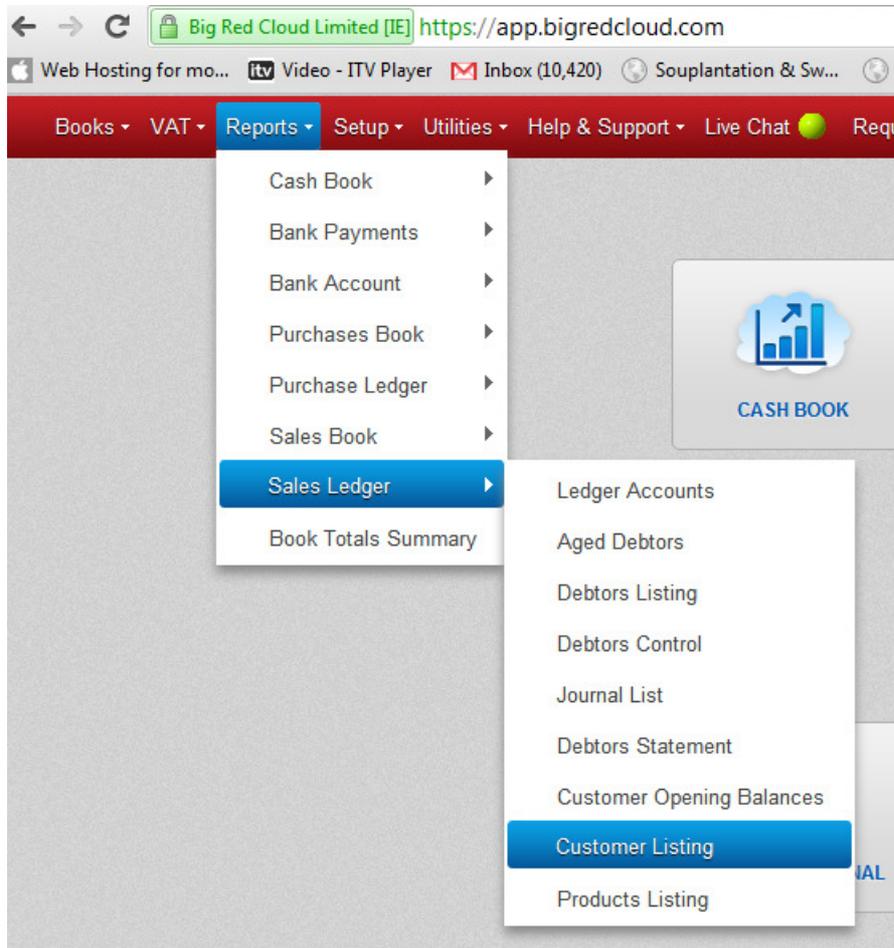


## How to export Customers, Suppliers and Products from Big Red Cloud to Excel

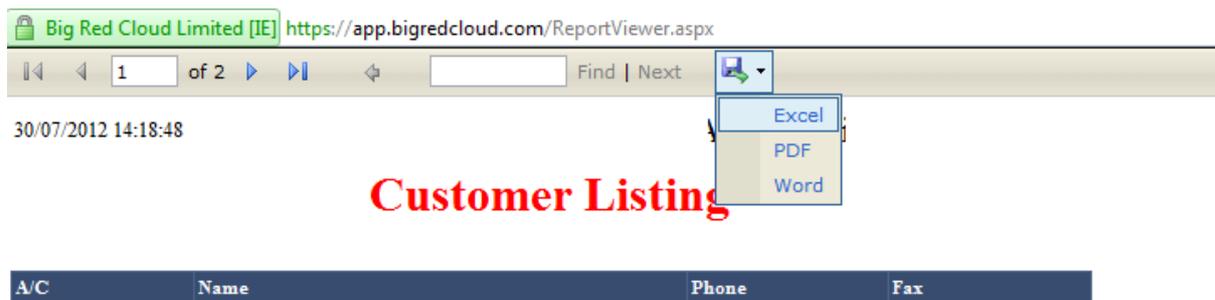
Log into your Big Red Cloud Account.

**For Customers:**

**Click Reports, Sales Ledger and Customer Listing.**

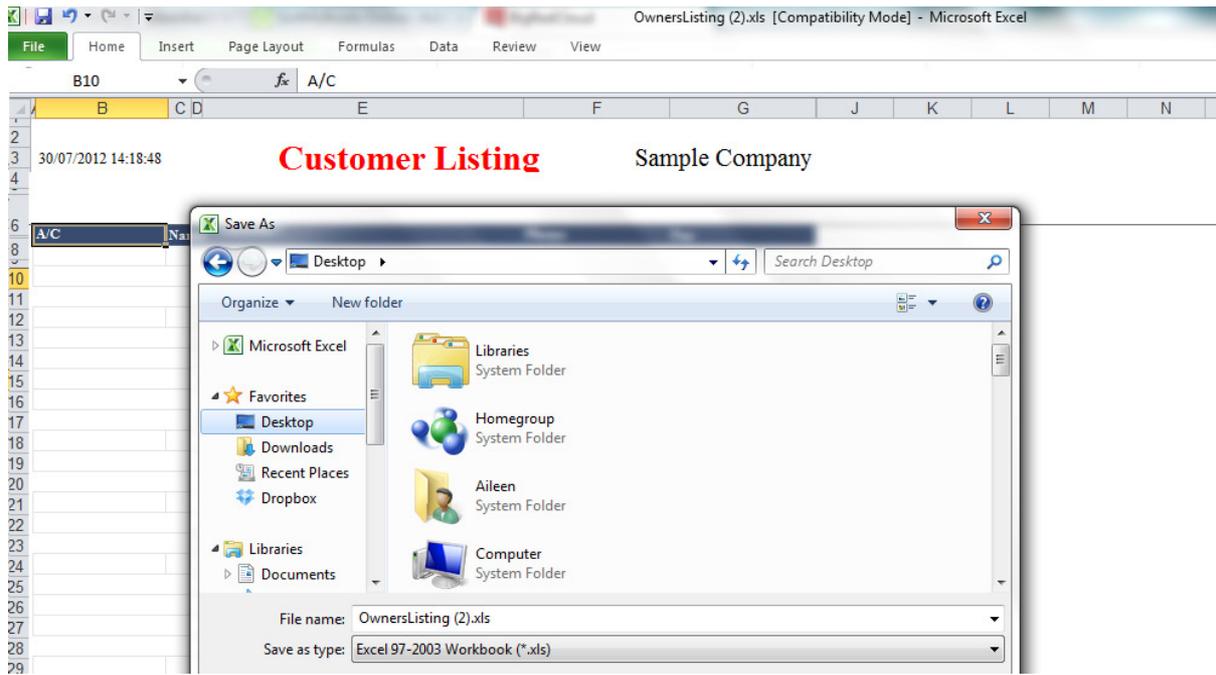


From the next screen, click the Excel icon on the top right.



An Excel spreadsheet will open up with your data as below.

## How to export Customers, Suppliers and Products from Big Red Cloud to Excel



Click File, Save As and save the spreadsheet.

That's it!

**Repeat the process for Products (Reports, Sales Ledger, Products Listing)**

**And suppliers (Reports, Purchase Ledger, Supplier Listing)**