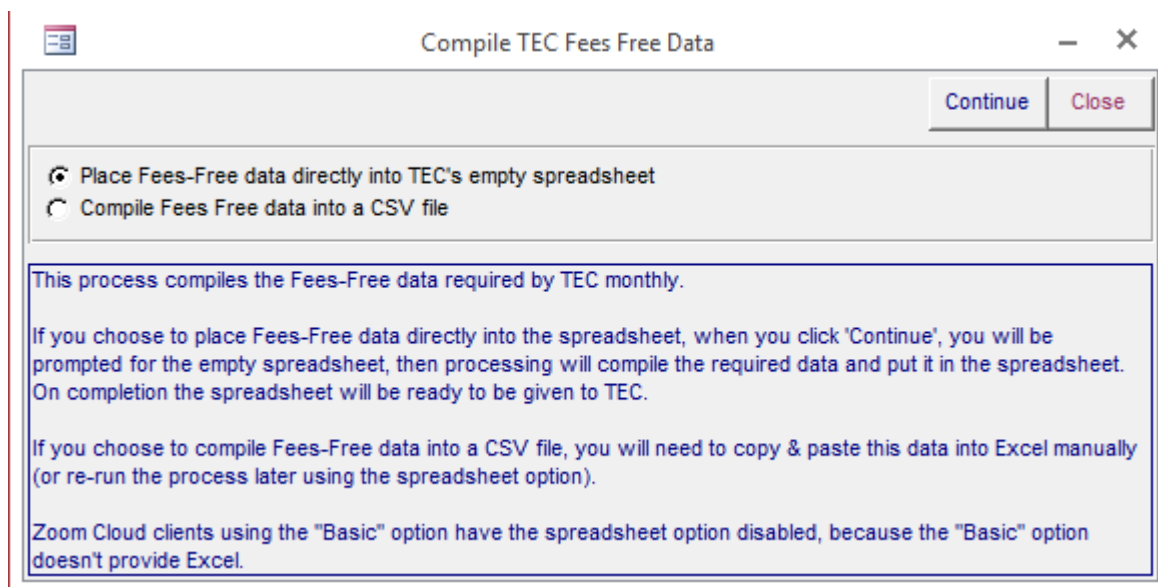


Tip Sheet No.80

Exporting Fees Free Monthly Return Report to TEC Workbook

To export the data requested by TEC directly into a workbook with an empty report sheet. Please note that this option will not work for ZoomCloud clients on the **Basic** subscription login. This is because this option relies on Excel. (Skip to the next section for information on how to get around this)

1. Open the **Take2Admin** module.
2. Open **External Reporting > Fees Free > TEC Fees Free Data**.
3. Select **Place Fees-Free data directly into TEC's empty spreadsheet** and click **Continue**.

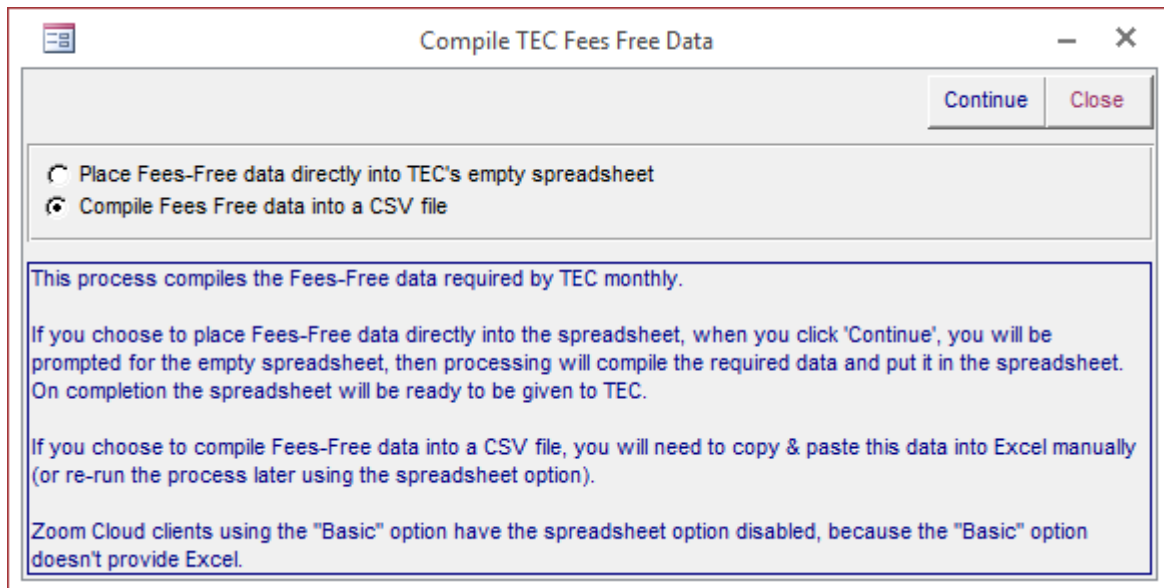


4. Select the spreadsheet sent by TEC containing the empty Report sheet.
5. A prompt will appear telling you the process has finished.
6. Open the workbook on the **Report** page to confirm the information has been filled in.

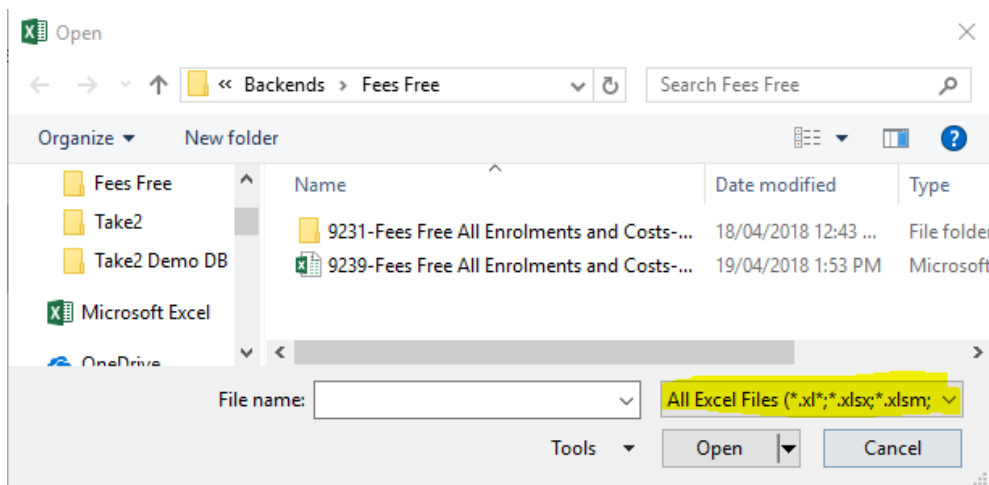
Compile Fees Free data to CSV then append to TEC Workbook

This is the option for clients using the basic subscription of ZoomCloud (no Excel capability) as they will not be able to use the direct export option.

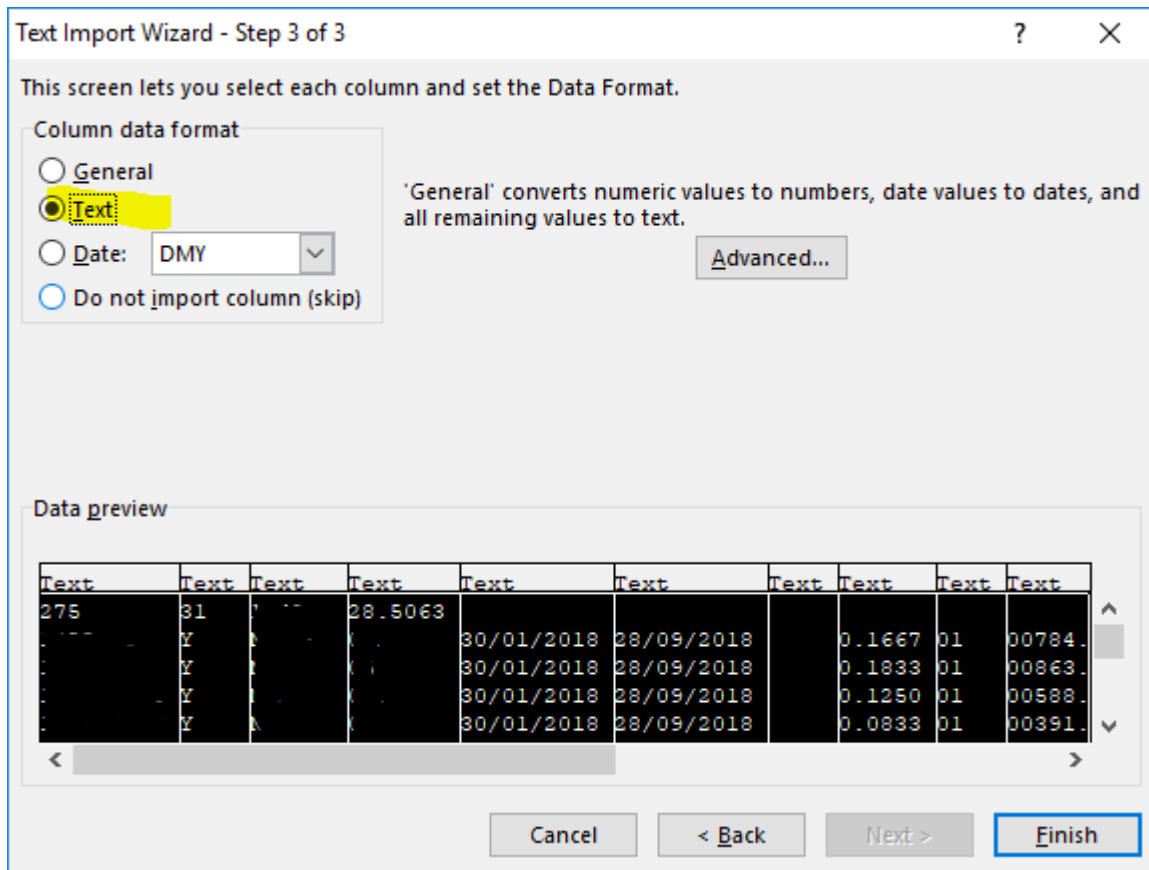
1. Open the **Take2Admin** module.
2. Open **External Reporting > Fees Free > TEC Fees Free Data**.
3. Select **Compile Fees Free data into a CSV file**.



4. Click **Continue** to create the file.
5. At this point, if using ZoomCloud you will want to find the file and move it to your computer.
6. Rename the file and change its extension from .csv to .txt.
7. Open Excel and click on **File > Open > Computer > Browse**.
8. Change the filter to show **All Files (*.*)** and select the .txt file we created.



9. The Text Import Wizard should open up. Ensure Delimited is ticked and click Next.
10. On the next tab tick Comma, then click Next.
11. Highlight all columns and mark them as Text.



12. You should now have all of the columns you need in the correct format.
13. Highlight all of the cells except for the first line, and copy and paste it into the TEC Workbook's Report sheet.