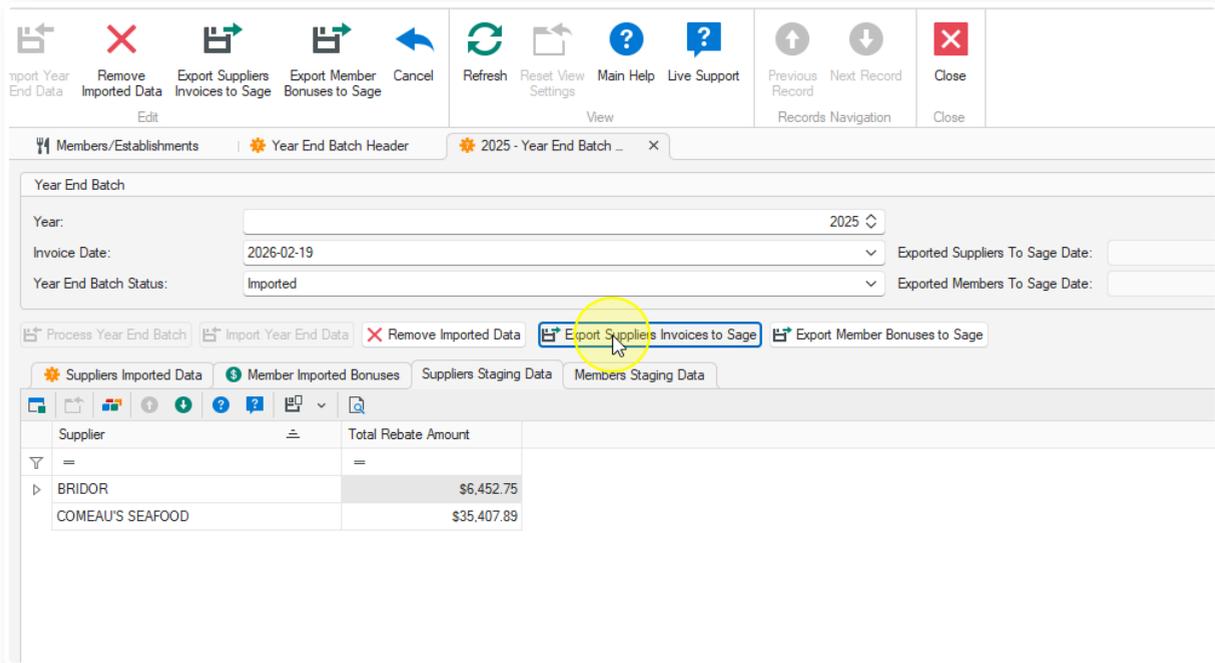


Export Suppliers Invoices for Year-End to Sage

Daniel Rail | 5 steps | 1 minute

February 19, 2026

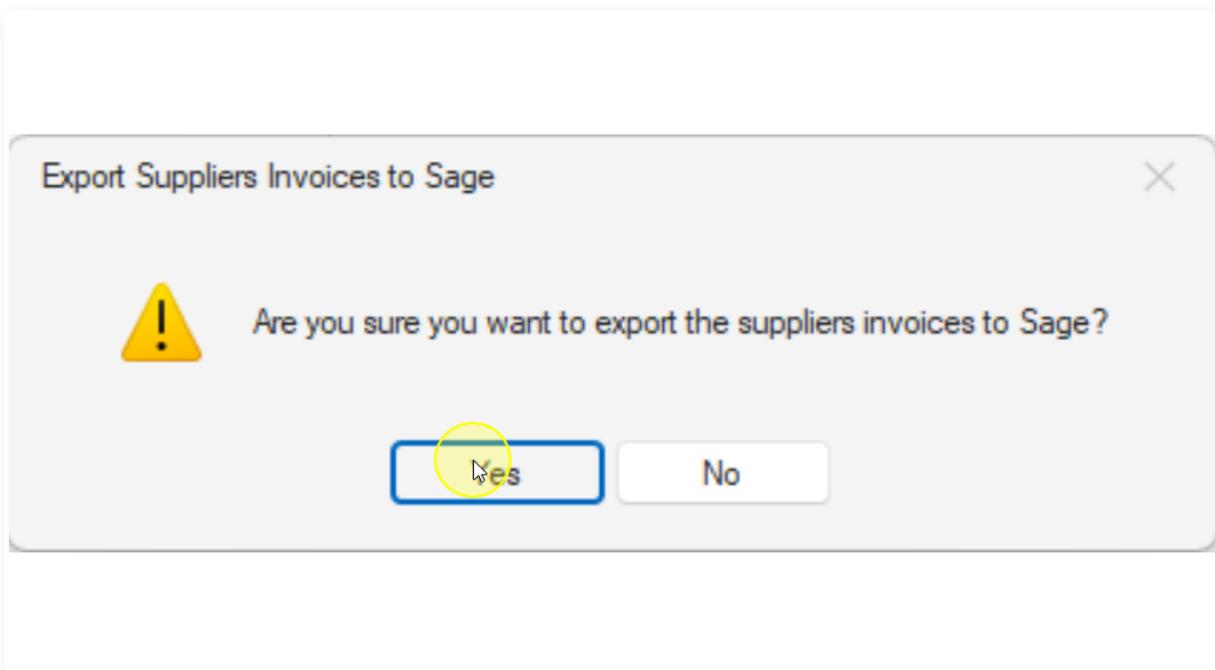
1 Click "Export Suppliers Invoices to Sage"



The screenshot shows the software interface for processing year-end data. The top navigation bar includes buttons for 'Import Year End Data', 'Remove Imported Data', 'Export Suppliers Invoices to Sage', 'Export Member Bonuses to Sage', 'Cancel', 'Refresh', 'Reset View Settings', 'Main Help', 'Live Support', 'Previous Record', 'Next Record', and 'Close'. Below the navigation bar, there are tabs for 'Members/Establishments', 'Year End Batch Header', and '2025 - Year End Batch ...'. The main area displays 'Year End Batch' settings: 'Year: 2025', 'Invoice Date: 2026-02-19', and 'Year End Batch Status: Imported'. Below these settings, there are buttons for 'Process Year End Batch', 'Import Year End Data', 'Remove Imported Data', 'Export Suppliers Invoices to Sage', and 'Export Member Bonuses to Sage'. The 'Export Suppliers Invoices to Sage' button is highlighted with a yellow circle. Below the buttons, there are tabs for 'Suppliers Imported Data', 'Member Imported Bonuses', 'Suppliers Staging Data', and 'Members Staging Data'. A table is displayed with the following data:

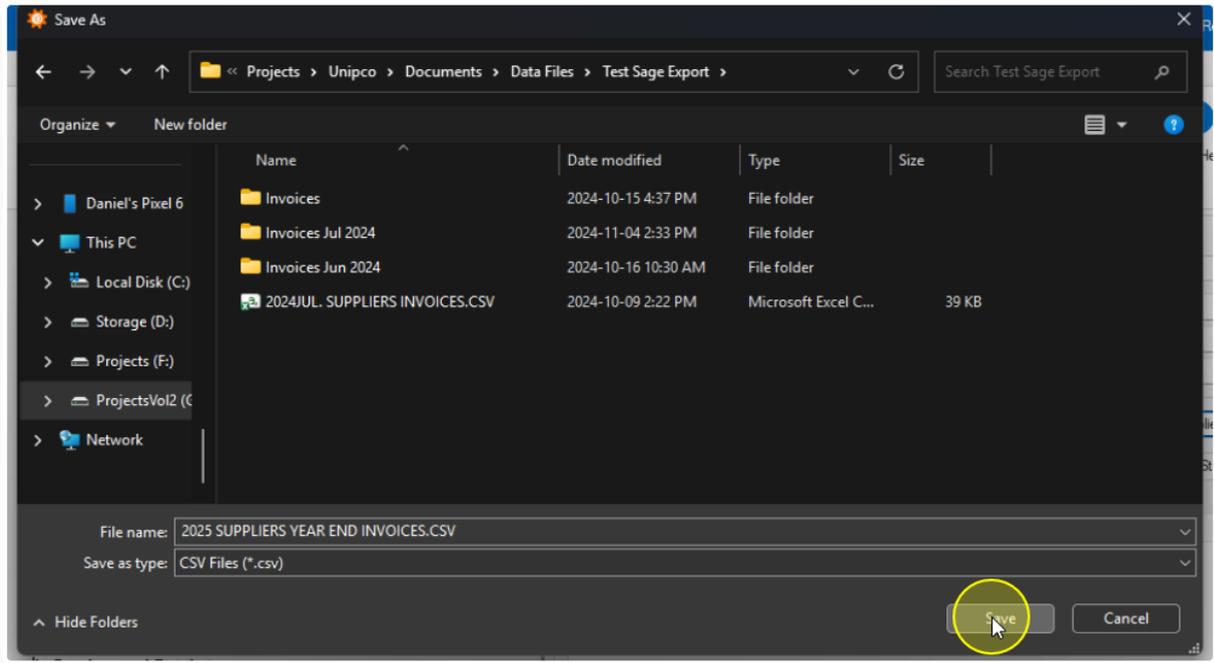
Supplier	Total Rebate Amount
BRIDOR	\$6,452.75
COMEAU'S SEAFOOD	\$35,407.89

2 Click "Yes", to proceed. Otherwise click "No" to cancel.

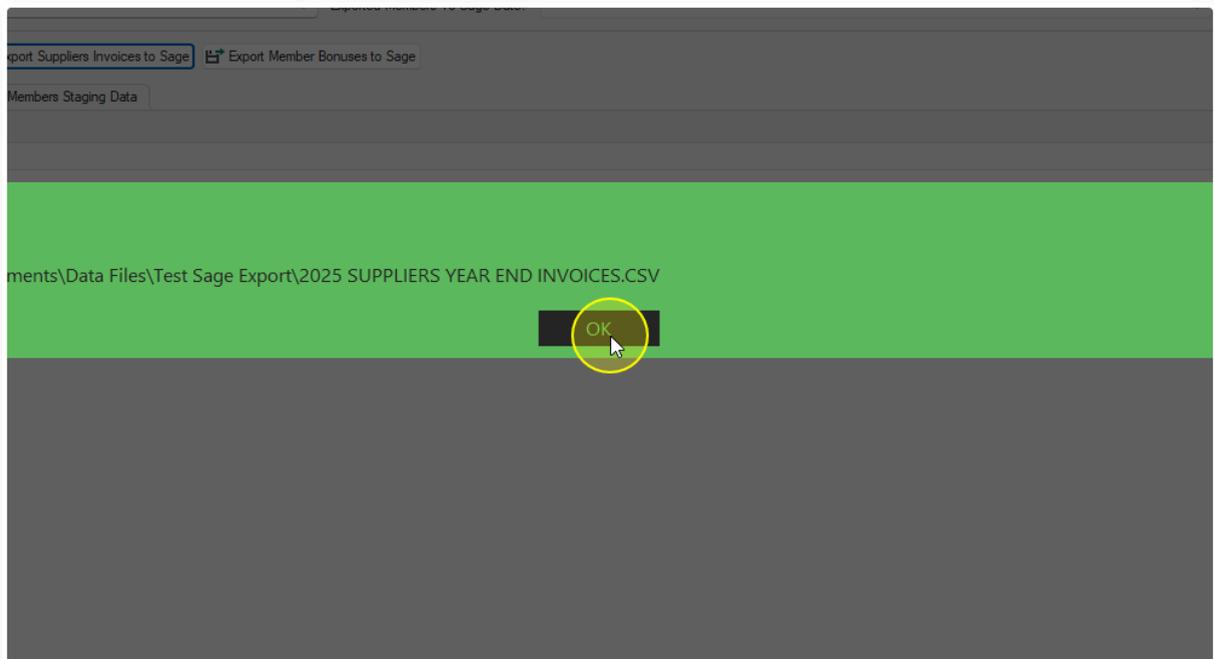


The screenshot shows a confirmation dialog box titled 'Export Suppliers Invoices to Sage'. The dialog box contains a yellow warning icon and the text 'Are you sure you want to export the suppliers invoices to Sage?'. Below the text, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a yellow circle.

3 Select the folder where you want to save the export file. Then click "Save".



4 Click "OK"



5 Now you can import the newly created file into the UPP Sage file.