

## ESPORTAZIONE DOCUMENTI IN EXCEL

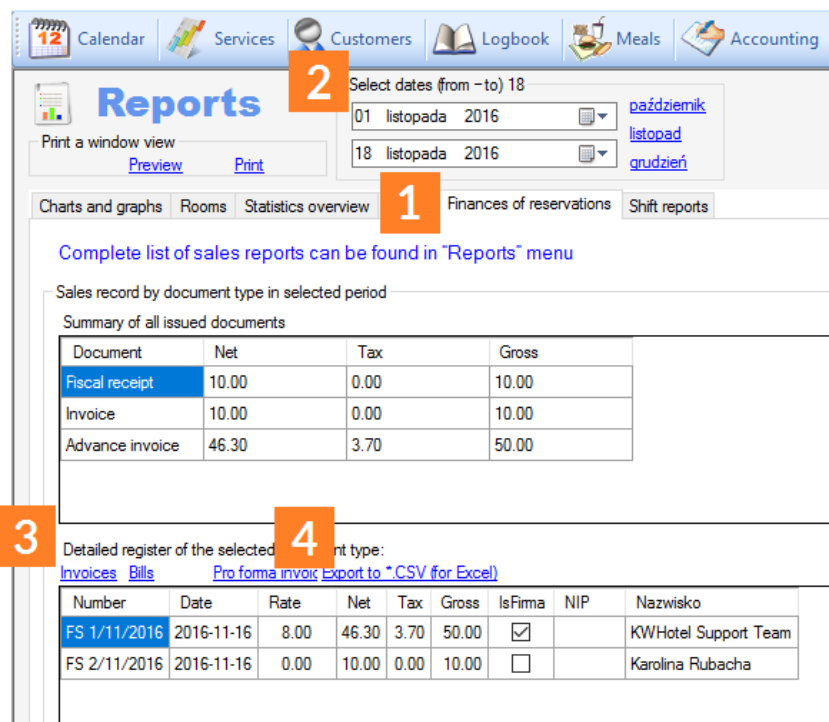
Saprai:

1. Come esportare i documenti fiscali in Microsoft Excel

### 1. Come esportare i documenti in .CSV?

Guida passo a passo:

1. Vai a Statistiche → Finanze delle prenotazioni
2. Seleziona l'intervallo di date dei tuoi documenti fiscali
3. Clicca il tipo di documento che vuoi includere in questo rapporto
4. Seleziona l'opzione "Esporta in .CSV (per Excel)" – salva il file dove vuoi



**2** Select dates (from -to) 18

01 listopada 2016 [październik](#)  
[listopad](#)  
 18 listopada 2016 [grudzień](#)

**1** Charts and graphs Rooms Statistics overview **1** Finances of reservations Shift reports

Complete list of sales reports can be found in "Reports" menu

Sales record by document type in selected period

Summary of all issued documents

Document	Net	Tax	Gross
Fiscal receipt	10.00	0.00	10.00
Invoice	10.00	0.00	10.00
Advance invoice	46.30	3.70	50.00

**3** Detailed register of the selected **4** document type:

[Invoices](#) [Bills](#) [Pro forma invoice](#) [Export to \\*.CSV for Excel](#)

Number	Date	Rate	Net	Tax	Gross	IsFirma	NIP	Nazwisko
FS 1/11/2016	2016-11-16	8.00	46.30	3.70	50.00	<input checked="" type="checkbox"/>		KWHotel Support Team
FS 2/11/2016	2016-11-16	0.00	10.00	0.00	10.00	<input type="checkbox"/>		Karolina Rubacha