

EXPORTING DOCUMENTS TO EXCEL

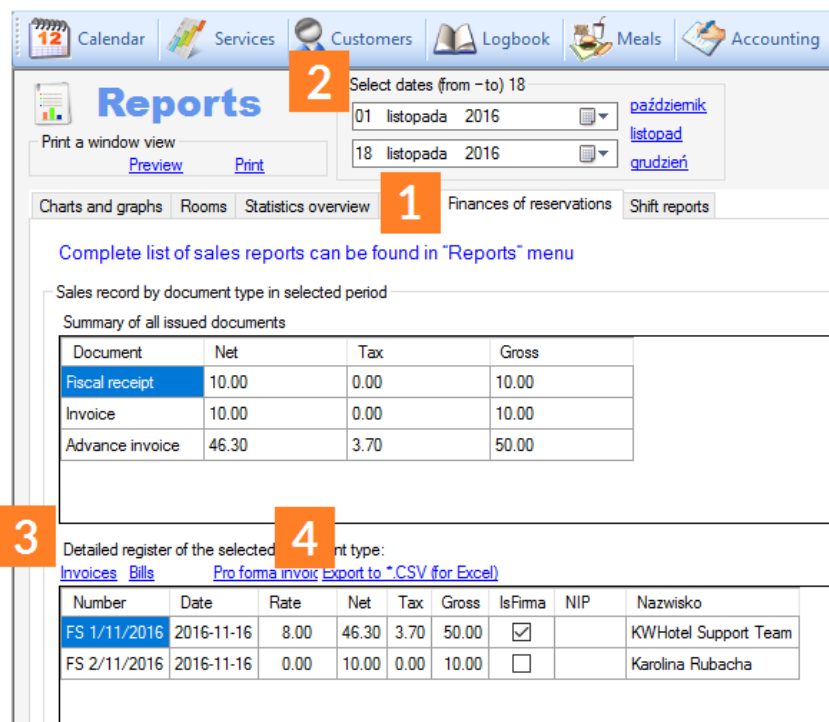
You will learn:

1. How to export fiscal documents to Microsoft Excel

1. How to export documents to .CSV?

Step by step guide:

1. Go to Statistics → Finances of reservations
2. Choose a date range of your fiscal documents
3. Click a type of document that you want to include in this report
4. Select the “Export to .CSV (for Excel)” option - save the file anywhere you want



2 Select dates (from - to) 18

01 listopada 2016 październik
18 listopada 2016 listopad
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