

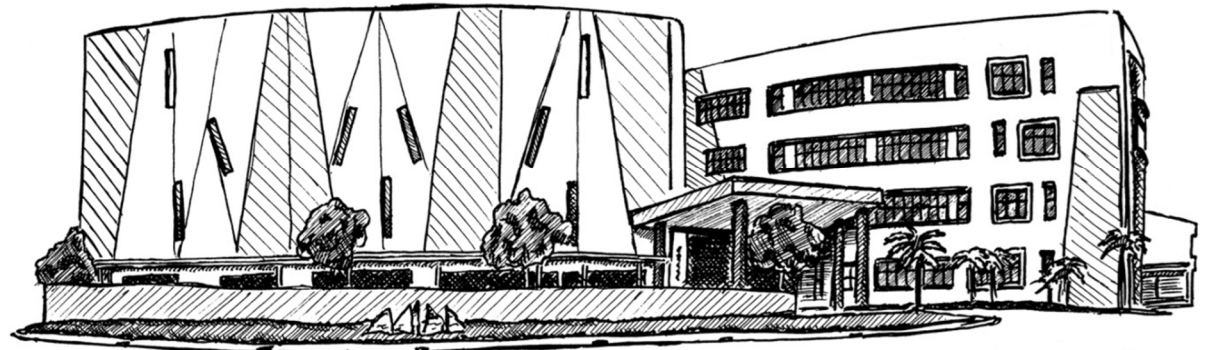


# Excel



## Excel Transferring Reports to Excel

October 2018





# Excel

## Transferring Reports to Excel

Class One

All Seven Stars reports have the option of transfer to Excel, to do so you must click on the icon indicated and "paste" in Excel by selecting the whole page.

Main menu / Invoicing and Payments / 3.9. Diary of issued invoices User: admin1

Dates between: 16/03/2019 - 16/03/2019 | Agencies (A) | Companies (E) | Directs (C)

Date	Age/Comp	Client	# Invoice	Voucher	# Booking	# Room	Total Gross	Discount	IVA	Total Invoice	Outstanding balance
2019-03-16	A - NUR	TH	2	IF5666			0.00	0.00	0.00	0.00	-369.09
2019-03-16	A - TUI	TU	2019006	39813953	1174	04A	-54.55	0.00	-11.45	-66.00	0.00
2019-03-16	A - TUI	TU	2019090001	40657795	1962	10C	330.58	0.00	69.42	400.00	-200.00
2019-03-16	A - VTOUT	VT	2019090002	13502288	10449	RSV	19.01	0.00	3.99	23.00	23.00
2019-03-16	A - TUI	TU	2019090003	39813953	1174	04A	54.55	0.00	11.45	66.00	66.00
2019-03-16	C	WI	2019090004	39813953	10283	04B	73.24	0.00	4.76	78.00	78.00
2019-03-16	C	SA	2019090005		1786	03A	650.16	0.00	42.28	692.44	692.44
2019-03-16							1072.99	0.00	120.45	1193.44	290.35
							1072.99	0.00	120.45	1193.44	290.35





# Excel

## Transferring Reports to Excel

Class One

Menú Principal / Facturación y Cobros / 3.9. Diario de facturas emitidas Usuario: admin

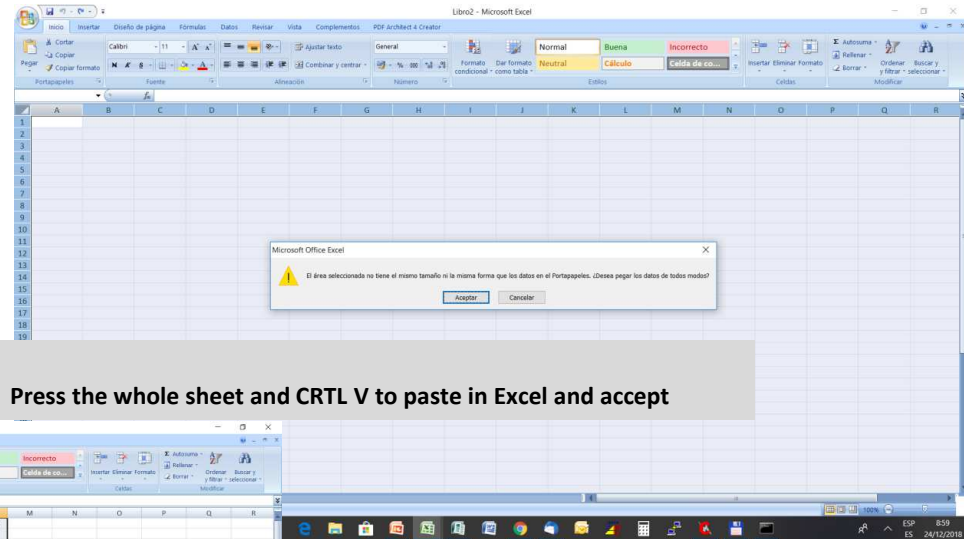
Fechas entre: 05/06/2018 - 05/06/2018 | Agencias (A) | Empresas (E) | Directos (C)

Fecha	Agencia	Cliente	# Factura	Voucher	# Reserva	Núm. hab.	Total Bruto	Descuento	KGC	Total Factura	Saldo pble.
2018-06-05	A - OLHO		2018004753	1099335-10	1738	02C	70.09	0.00	4.91	75.00	75.00
2018-06-05	C		2018004754	1099335-10	1738	02C	163.55	0.00	11.45	175.00	175.00
2018-06-05	A - FTI		2018004755	13UP5	78154	00003	188.22	0.00	11.78	180.00	180.00
2018-06-05	A - LMX		2018004756	448V56	5010	01B	146.10	0.00	9.81	150.00	150.00
2018-06-05	A - LMX		2018004757	448V56	5010	01B	714.45	0.00	50.05	764.50	764.50
2018-06-05	C		2018004758	448V56	5010	01B	18.69	0.00	1.31	20.00	20.00
2018-06-05	C		2018004759		5472	22F	186.92	0.00	13.08	200.00	0.00
2018-06-05	C		2018004760		3933	49C	467.29	0.00	32.71	500.00	0.00
2018-06-05	C		2018004761	31725D	1686	49D	700.93	0.00	49.07	750.00	0.00
2018-06-05	A - VTUOR		2018004762		4870	46A	186.92	0.00	13.08	200.00	-50.00
2018-06-05	C		2018004763		5163	RSV	233.64	0.00	16.36	250.00	0.00
2018-06-05	A - FTI		2018004765	13UP5	78154	RSV	112.15	0.00	7.85	120.00	120.00
2018-06-05	A - FTI		2018004766	13UP5	78154	RSV	3126.12	0.00	208.38	3334.50	1634.50
2018-06-05	A - FTI		2018004767	13UP5	78154	RSV	3126.12	0.00	208.38	3334.50	1634.50

Copy to clipboard  
Copied 15 rows to clipboard

admin

Press the whole sheet and CTRL V to paste in Excel and accept



Libro2 - Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Fecha	Agencia	Cliente	# Factura	Voucher	# Reserva	Núm. hab.	Total Bruto	Descuento	KGC	Total Factura	Saldo pble.					
2	05/06/2018	A - OLHO		2018004753	1099335-10	1738	02C	70.09	0.00	4.91	75.00	75.00					
3	05/06/2018	C		2018004754	1099335-10	1738	02C	163.55	0.00	11.45	175.00	175.00					
4	05/06/2018	A - FTI		2018004755	13UP5	78154	00003	188.22	0.00	11.78	180.00	180.00					
5	05/06/2018	A - LMX		2018004756	448V56	5010	01B	146.10	0.00	9.81	150.00	150.00					
6	05/06/2018	A - LMX		2018004757	448V56	5010	01B	714.45	0.00	50.05	764.50	764.50					
7	05/06/2018	C		2018004758	448V56	5010	01B	18.69	0.00	1.31	20.00	20.00					
8	05/06/2018	C		2018004759		5472	22F	186.92	0.00	13.08	200.00	0.00					
9	05/06/2018	C		2018004760		3933	49C	467.29	0.00	32.71	500.00	0.00					
10	05/06/2018	A - FTI		2018004761	31725D	1686	49D	700.93	0.00	49.07	750.00	0.00					
11	05/06/2018	A - FTI		2018004762		5472	22F	186.92	0.00	13.08	200.00	-50.00					
12	05/06/2018	A - VTUOR		2018004763	13404694	4870	46A	186.92	0.00	13.08	200.00	200.00					
13	05/06/2018	C		2018004764		5163	RSV	233.64	0.00	16.36	250.00	0.00					
14	05/06/2018	A - FTI		2018004765	13UP5	78154	RSV	112.15	0.00	7.85	120.00	120.00					
15	05/06/2018	A - FTI		2018004766	13UP5	78154	RSV	3126.12	0.00	208.38	3334.50	1634.50					
16	05/06/2018	A - FTI		2018004767	13UP5	78154	RSV	3126.12	0.00	208.38	3334.50	1634.50					



# Excel

## Convert to numbers



Select all the fields that should be numeric, which are actually numeric but in English format. To do this, simply replace "." with ",".

The image displays two screenshots of a Microsoft Excel spreadsheet. The top screenshot shows the 'Buscar y reemplazar' (Find and Replace) dialog box. The 'Buscar' (Find) field contains a period '.' and the 'Reemplazar' (Replace) field contains a comma ','. The 'Reemplazar todos' (Replace all) button is highlighted. The bottom screenshot shows the same Excel file after the replacement. The search results are displayed at the bottom of the window, showing the number of occurrences found for each search criteria.

Fecha	Age/Emp	Cliente	# Factura	Voucher	# Reserva	Núm. hab.	Total Bruto	Descuento	IGIC	Total Factura	Saldo ppte.
05/05/2018	C	MILOGRODZK	2018004070			4731 03F	197.36	0.00	13.82	211.18	0.00
05/05/2018	C	JAHNKE TOBI	2018004071			3929 36C	658.84	0.00	46.12	704.96	0.00
05/05/2018	C	GENERAL WO	2018004072			4493 36E	148.02	0.00	10.36	158.38	0.00
05/05/2018	C	VAN BRUINES	2018004073			2476 49F	546.84	0.00	38.28	585.12	0.00
05/05/2018	C	FACTURA	2018004074			11865 903	23.36	0.00	1.64	25.00	0.00
05/05/2018	C	FACTURA	2018004075			11865 903	23.36	0.00	1.64	25.00	0.00
05/05/2018	C	FACTURA	2018004076			11865 903	23.36	0.00	1.64	25.00	0.00
05/05/2018	C	FACTURA	2018004077			11865 903	186.92	0.00	13.08	200.00	0.00
05/05/2018	A - ALL	ALLTOURS	2018004078	1F167546		10677 39A	1389.51	0.00	97.27	1486.78	0.00
05/05/2018	A - DEDTK	TRAVELX ON	2018004079	6287755		3882 46B	619.04	0.00	43.33	662.37	662.37
05/05/2018	A - ITS	DER TOURIST	2018004080	14569390		3026 31E	1312.84	0.00	91.90	1404.74	0.00
05/05/2018	A - LAND	SCHAUINSLAP	2018004081	1523730/17		10589 39B	1140.51	0.00	79.84	1220.35	1220.35
05/05/2018	A - LAND	SCHAUINSLAP	2018004082	1553256/18		1055 13D	755.10	0.00	52.86	807.96	807.96
05/05/2018	A - LMX	WORLD 2 MEI	2018004083	4CT4JC		9524 42F	807.42	0.00	56.52	863.94	863.94
05/05/2018	A - NUOF	THOMAS COC	2018004084	68283591		3694 36C	619.04	0.00	43.33	662.37	662.37
05/05/2018	A - NUR	THOMAS COC	2018004085	6402831		1998 36E	962.64	0.00	67.38	1030.02	1030.02
05/05/2018	A - NUR	THOMAS COC	2018004086	58827983		727 14E	3693.4	0.00	258.54	3951.94	3951.94
05/05/2018	A - OFSLR	SCHAUINSLAP	2018004087	C223976-11		4202 12C	619.04	0.00	43.33	662.37	662.37
05/05/2018	A - OPOD	OPODO	2018004088	463218		9925 46F	557.12	0.00	39	596.12	596.12
05/05/2018	A - TUIOF	TUI DEUTSCH	2018004089	37142988		4562 41F	878.09	0.00	61.47	939.56	939.56
05/05/2018	A - TUIOF	TUI DEUTSCH	2018004090	36513431		3064 14D	1696.55	0.00	118.76	1815.31	1815.31
05/05/2018	A - TUIOF	TUI DEUTSCH	2018004091	36888119		3869 17B	2920.24	0.00	204.42	3124.66	3124.66
05/05/2018	A - NUR	THOMAS COC	2018004092	90580362		4384 02D	1186.88	0.00	81.08	1269.96	1269.96
05/05/2018	A - TUI	TUI DEUTSCH	2018004093	36163314		2403 36B	728.95	0.00	51.03	779.98	779.98
05/05/2018	A - TUIOF	TUI DEUTSCH	2018004094	36810399		3809 39E	674.52	0.00	47.22	721.74	721.74
05/05/2018	A - ALL	ALLTOURS	2018004095	1F405381		2880 19E	1719.54	0.00	120.37	1839.91	0.00
05/05/2018	A - ALL	ALLTOURS	2018004096	1F457176		3486 07C	465.43	0.00	32.58	498.01	0.00
05/05/2018	A - FTI	MEETING POI	2018004097	B6BP6		11157 06C	1096.82	0.00	76.78	1173.60	1173.60
05/05/2018	A - FTI	MEETING POI	2018004098	SEVL5		11250 16C	1091.75	0.00	76.42	1168.17	1168.17
05/05/2018	A - ITS	DER TOURIST	2018004099	8B304037		1637 37C	687.83	0.00	48.15	735.98	0.00
05/05/2018	A - ITS	DER TOURIST	2018004100	14534742		9646 05A	901.63	0.00	63.11	964.73	0.00