

Flyta datur yvir í rokniark

Datur kunnu verða exporteraðar frá øllum pørtum av Oracle-skipanini - debitor, kreditor og høvuðsbók (finans) - til t.d. Excel. Vegleiðingin vísir hvussu ein kann flyta datur frá høvuðsbók til Excel.

- Í vindeyganum **Navigator** velur tú **Fyrispurningar => Kontu**

Account Inquiry (LKD)

Selection Criteria

Accounting Periods
From: 01-10
To: 12-10

Currency
 Single Currency
 All Currencies
Currency: KR.

Currency Type
 Entered
 Translated

Primary Balance Type
 Actual
 Budget
 Encumbrance

Secondary Balance Type
Budget: _____
Encumbrance Type: _____

Factor
 Units
 Thousands
 Millions
 Billions

Summary Template: _____

Accounts
123920.0649.0000.3400.0000.0000.0000.0000.0000.0000

Description
Trívnaðartænastan (Serfor.Millumrokning, peningalig.Ógreinað.Verkstaðið inni á Bakka.Ógreinað.Ógreinað.Ógr

Show Balances Show Journal Details Show Variance

Mynd: "Account Inquiry"

- Innset tíðarskeið "Frá" og "Til" í teigarnar "Accounting Periods"
- Far víðari til økið "Accounts" og innset kontustreingin, sum data skulu yvirførast frá
- Trýst á knøttin "Show Balances"

Detail Balances (LKD) - 123920.0649.0000.3400.0000.0000.0000.0000.0000.0000

Balance Type: Actual
Currency Type: Entered
Factor: Units

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
01-10	KR.	-6300,00		-6300,00	
02-10	KR.	6300,00		0,00	
03-10	KR.	893,00		893,00	
04-10	KR.	-893,00		0,00	
05-10	KR.	-5905,00		-5905,00	
06-10	KR.	5905,00		0,00	
07-10	KR.	2426,00		2426,00	
08-10	KR.	0,00		2426,00	
09-10	KR.	-699,00		1727,00	
10-10	KR.	-2473,00		-746,00	
11-10	KR.	0,00		-746,00	
12-10	KR.	0,00		-746,00	

Journal Details Summary Balances

Mynd: "Detail Balances"

Í vindeyganum omanfyri er saldan á kontuni í tíðarskeiði 06-10 null. Hetta sæst í teiginum "YTD" - ár til dato, so vit kunnu fara aftur til fyrra vindeygað - Account Inquiry - at broyta tíðarskeið til "Frá 07-10 til 10-10".

Account Inquiry (LKD)

Selection Criteria

Accounting Periods
 From: 07-10
 To: 10-10

Currency
 Single Currency Currency: KR.
 All Currencies

Currency Type
 Entered
 Translated

Primary Balance Type
 Actual
 Budget
 Encumbrance

Secondary Balance Type
 Budget: _____
 Encumbrance Type: _____

Factor
 Units
 Thousands
 Millions
 Billions

Summary Template: _____

Accounts
 123920.0649.0000.3400.0000.0000.0000.00.0000.0000.0000

Description
 Trivnaðartænastan (Serfor.Millumrokning, peningalig.Ógreinað.Verkstaðið inni á Bakka.Ógreinað.Ógreinað.Ógr

Show Balances Show Journal Details Show Variance

Mynd: "Account Inquiry"

- Trýst á knöttin "Show Journal Details"

Journals (LKD) - 123920.0649.0000.3400.0000.0000.0000.00.0000.0000.0000, 07-10-10-10

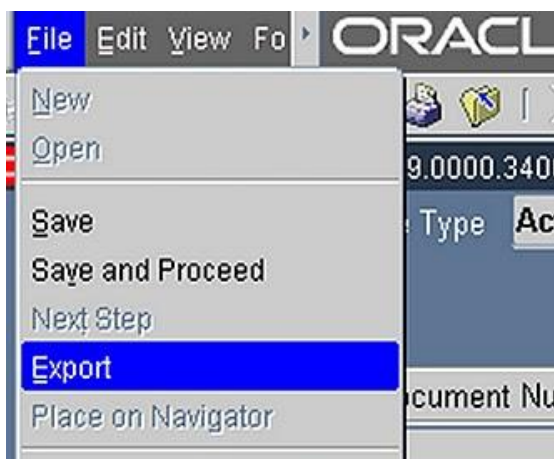
Balance Type: Actual Currency Type: Entered

Period	Effective Date	Document Number	Batch	Journal Entry	Category	Currency	Entered Debit	Entered Credit	Line Description	Source	Line
07-10	12-07-2010		116669 FIGS II	116669 FIGS KR.	FIGS	KR.	2426,00		Kassaþýlling 01.06	FIGS	2
07-10	02-07-2010		116347 FIGS II	116347 FIGS KR.	FIGS	KR.		9856,54	Verkst. á Bakka	FIGS	146
07-10	21-07-2010	3472	05-08-2010/Bak	05-08-2010/Bakka	SF	KR.	9856,54		Ínst. júlí Bútt 2181/3	Manual	1
09-10	15-09-2010		118652 FIGS II	118652 FIGS KR.	FIGS	KR.		12146,00	Verkstadið á Bakka	FIGS	83
09-10	23-09-2010	3495	23-09-2010/Bak	23-09-2010/Bakka	SF	KR.		2426,00	Kassaþýgg. 01.07-31	Manual	12
09-10	30-09-2010		119312 FIGS II	119312 FIGS KR.	FIGS	KR.	1727,00		Kassaþýggð Júlí	FIGS	11
09-10	30-09-2010	3582	04-10-2010/Bak	04-10-2010/Bakka	SF	KR.	12146,00		Ínst. ág. Bútt 2181/1	Manual	3
10-10	13-10-2010		119740 FIGS II	119740 FIGS KR.	FIGS	KR.	708,00		Kassaþýggð sep.	FIGS	3
10-10	06-10-2010		119530 FIGS II	119530 FIGS KR.	FIGS	KR.		3173,00	Verkstadið á Bakka	FIGS	103

Go Down Show Full Journal Detail Balances

Mynd: "Journals"

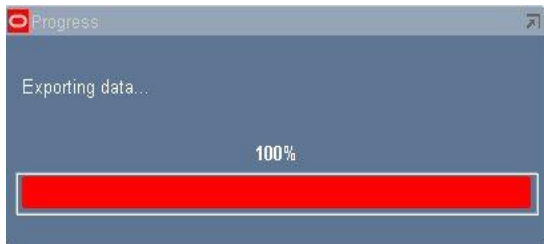
Tað, sum vit nú hava fingið á skíggjan í vindeygabnum "Journals", eru tey data sum skulu yvirførast til Excel.



Mynd: "Export"

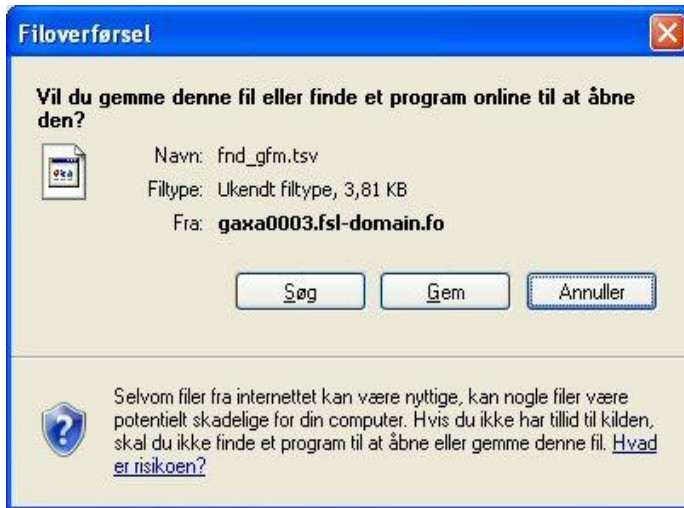
- Trýst á menupunktið "File" og vel "Export"

Vindeygáð "Progress - Exporting data" kemur á skíggjan....



Mynd: "Progress"

....og síðani vindeygáð "Fileoverfærsl".



Mynd: "Fileoverfærsl"

- Vel "Gem"



Mynd: "Gem som"

- Vel rétta "mappuna" og broyt "Filnavn"
- Trýst á knöttin "Gem"

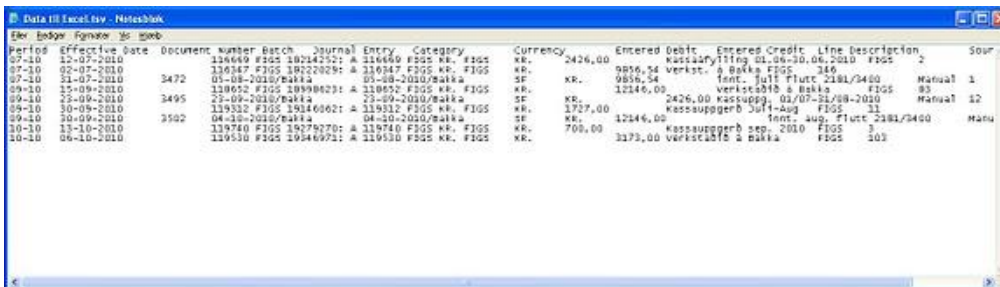
Vindeygað "Overførslen er fuldført" kemur á skíggjan.



Mynd: "Overførselen er fuldført"

- Trýst á knöttin "Åbn"

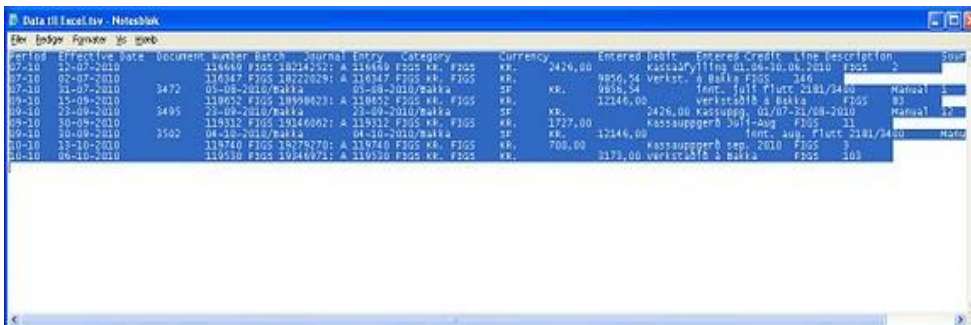
Dáturnar frá Oracle-skipanini koma nú fram í Notesblok (Notepad). Frá Notesblok skulu vit fáa tær yvir í Excel.



Mynd: "Notesblok - 1"

- Trýst á [Ctrl+Alt]. Alt økið við dátum verður markerað.

Um vindeygað ikki er aktivt, trýst so onkustaðni á vindeygað við músini.



Mynd: "Notesblok - 2"

- Trýst á [Ctrl+C] fyri at kopiera
- Opna Excel

Period	Effective Date	Document Batch	Journal Entry Category	Currency	Entered Debit	Entered Credit	Line Description	Source	Line
07-01		116669 FK 116669 FK FIGS	116669 FIGS KR.	FIGS	2426		Kassaþýlling 01.06-30.06.2010	FIGS	2
07-01	02-07-2010	116347 FK 116347 FK FIGS	116347 FIGS KR.	FIGS		9856,54	Verkst. á Bakka	FIGS	146
07-01	31-07-2010	3472 05-08-2010/Bakka	05-08-2010/Bakka SF	KR.	9856,54		Innt. juli flutt 2181/3400	Manual	1
09-01	15-09-2010	118652 FK 118652 FK FIGS	118652 FIGS KR.	FIGS		12146	Verkst. á Bakka	FIGS	83
09-01	23-09-2010	3495 23-09-2010/Bakka	23-09-2010/Bakka SF	KR.		2426	Kassuggjörð 01/07-31/08-2010	Manual	12
09-01	30-09-2010	119312 FK 119312 FK FIGS	119312 FIGS KR.	FIGS	1727		Kassuggjörð Juli-Aug	FIGS	11
09-01	30-09-2010	3502 04-10-2010/Bakka	04-10-2010/Bakka SF	KR.	12146		Innt. aug. flutt 2181/3400	Manual	3
10-01	13-10-2010	119740 FK 119740 FK FIGS	119740 FIGS KR.	FIGS	700		Kassuggjörð sep. 2010	FIGS	3
10-01	06-10-2010	119530 FK 119530 FK FIGS	119530 FIGS KR.	FIGS		3173	Verkst. á Bakka	FIGS	103

Mynd: "Excel - 1"

- Trýst á [Ctrl+V] fyrri at innseta dátur

Mynd: "Excel - 2"

- Strika kolonnu [A] í rokniarkinum

Effective Date	Document Number	Batch	Journal Entry	Category	Currency	Entered Debit	Entered Credit	Line Description	Source	Line
12-07-2010		116669 FK 116669 FK FIGS	116669 FIGS KR.	FIGS	KR.	2.426,00		Kassaþýlling 01.06-30.06.2010	FIGS	2
02-07-2010		116347 FK 116347 FK FIGS	116347 FIGS KR.	FIGS	KR.		9.856,54	Verkst. á Bakka	FIGS	146
31-07-2010		3472 05-08-2010/Bakka	05-08-2010/Bakka SF	KR.	KR.	9.856,54		Innt. juli flutt 2181/3400	Manual	1
15-09-2010		118652 FK 118652 FK FIGS	118652 FIGS KR.	FIGS	KR.		12.146,00	Verkst. á Bakka	FIGS	83
23-09-2010		3495 23-09-2010/Bakka	23-09-2010/Bakka SF	KR.	KR.		2.426,00	Kassuggjörð 01/07-31/08-2010	Manual	12
30-09-2010		119312 FK 119312 FK FIGS	119312 FIGS KR.	FIGS	KR.	1.727,00		Kassuggjörð Juli-Aug	FIGS	11
30-09-2010		3502 04-10-2010/Bakka	04-10-2010/Bakka SF	KR.	KR.	12.146,00		Innt. aug. flutt 2181/3400	Manual	3
13-10-2010		119740 FK 119740 FK FIGS	119740 FIGS KR.	FIGS	KR.	700,00		Kassuggjörð sep. 2010	FIGS	3
06-10-2010		119530 FK 119530 FK FIGS	119530 FIGS KR.	FIGS	KR.		3.173,00	Verkst. á Bakka	FIGS	103
						26.855,54	27.601,54			
Munur						746,00				
						27.601,54	27.601,54			

Mynd: "Excel - 3"

- Ger formateringar og samanteljingar

Eftir er nú bert at finna útav hví kontan ekki stemmar.

15-11-2010