How to import your text file into excel

Save your report in Simfini/Akkoord as a text file

Open excel

Click on the data tab and then click on the button "From Text"

Select the text file and click on import

> If the filetype is not txt, you should select All Files here.
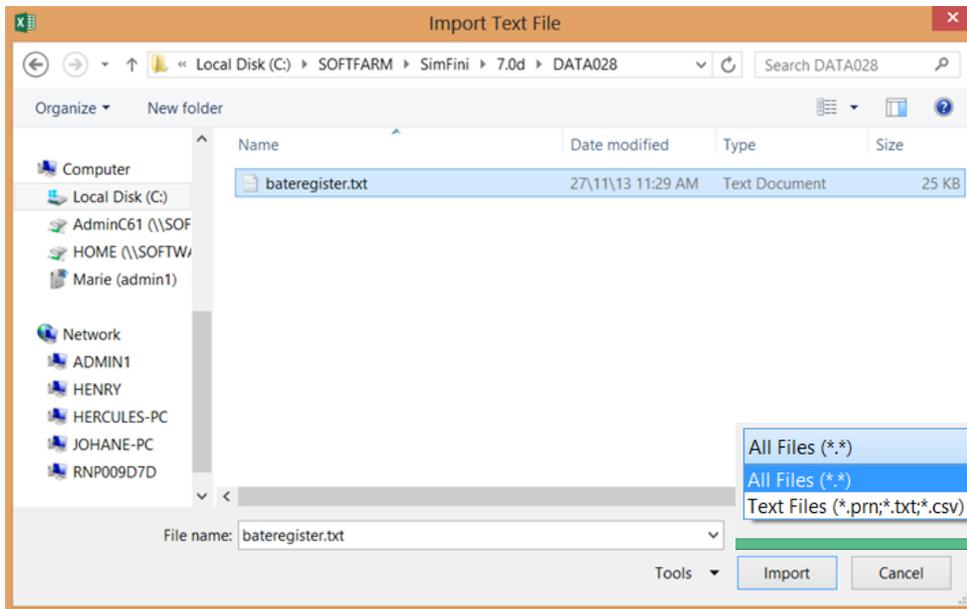
Make sure that everything is the same as the picture below (step 1)
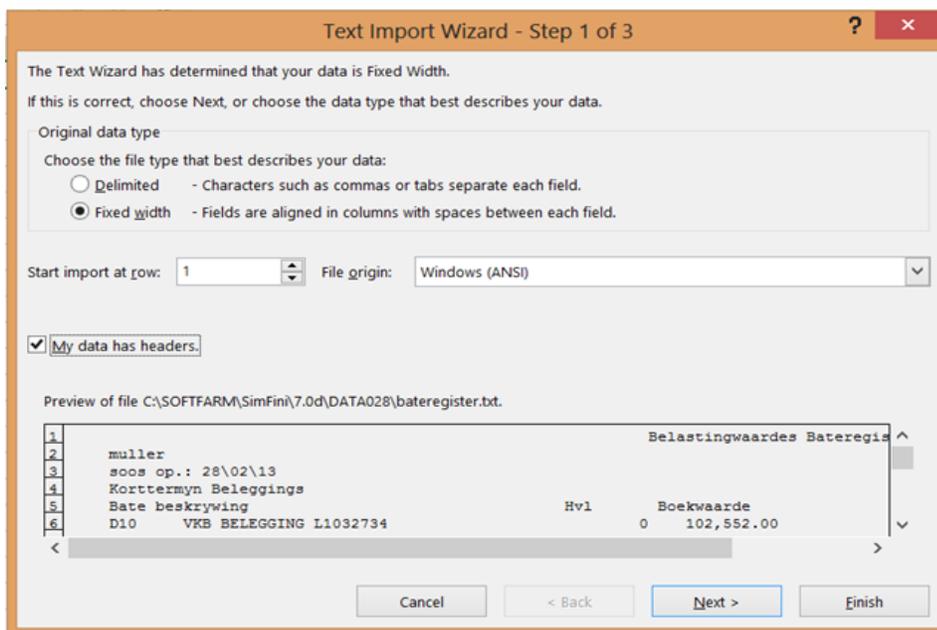
If the settings are the same – click on next
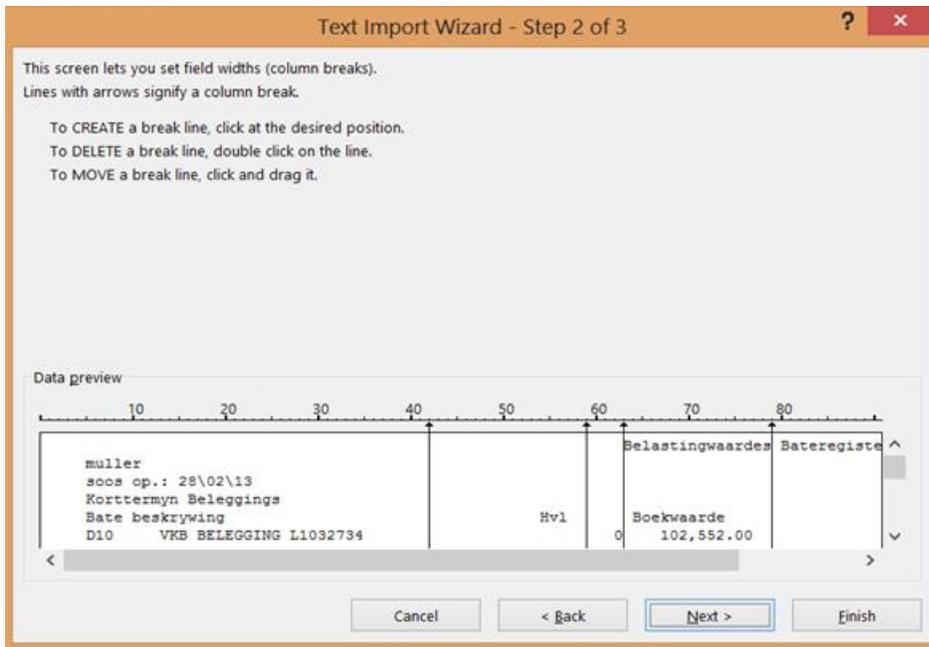
Now you will have a screen indicating where the columns are (you are able to insert, change and delete the columns) Also called the break line. Here is an example. (step2)
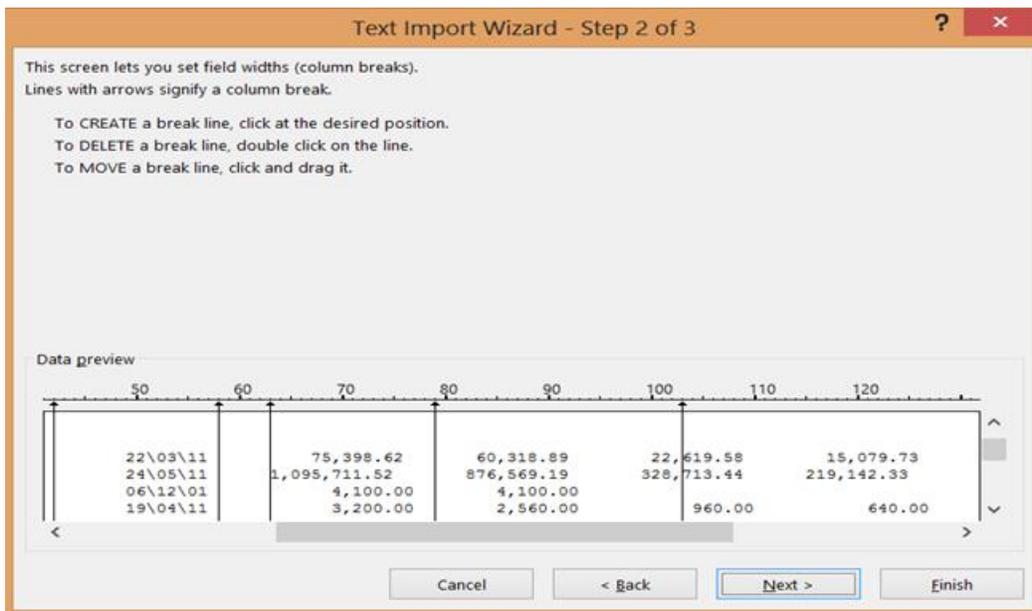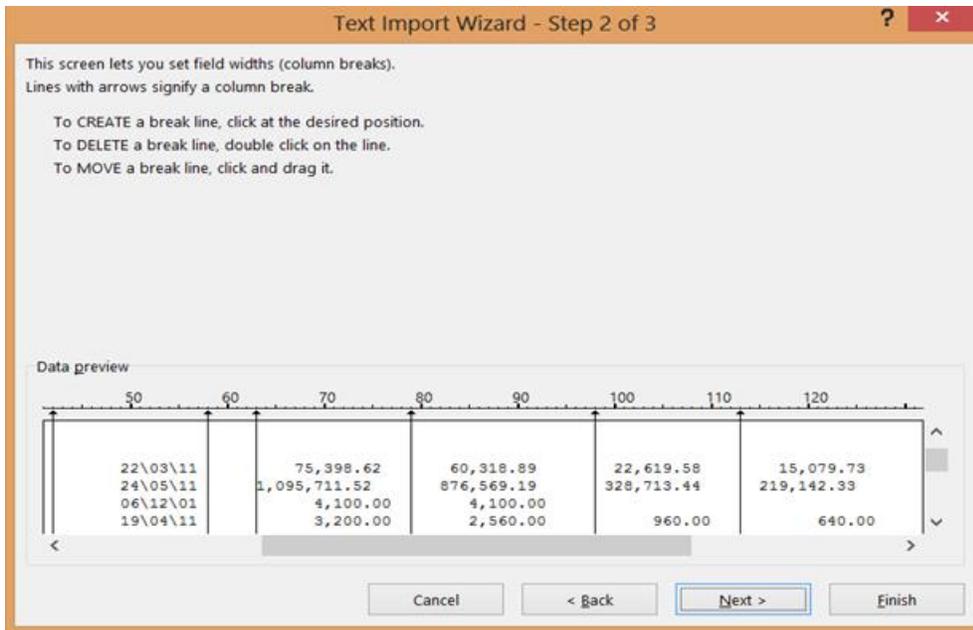
When you are finished click on next
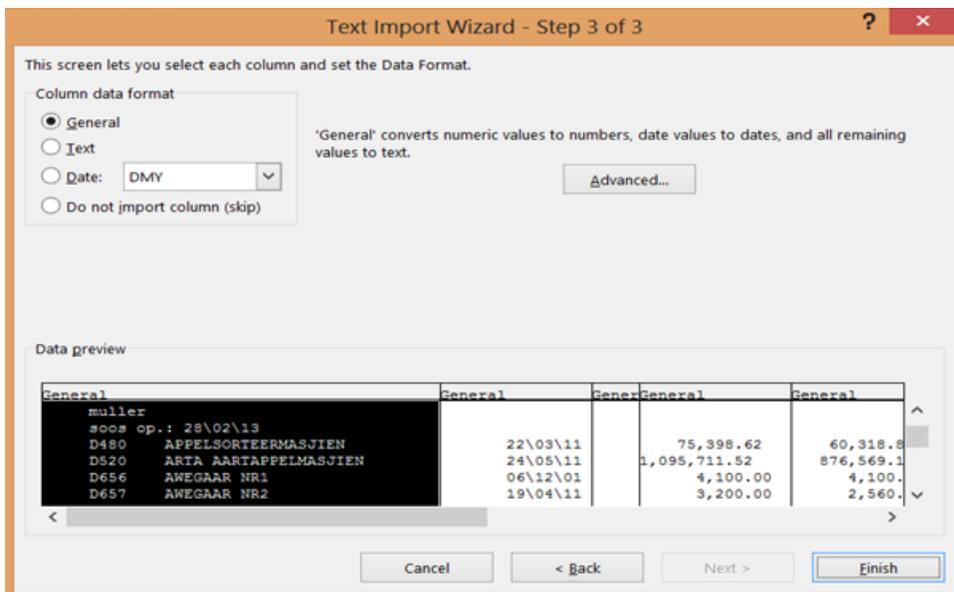
Click on finish (step 3)
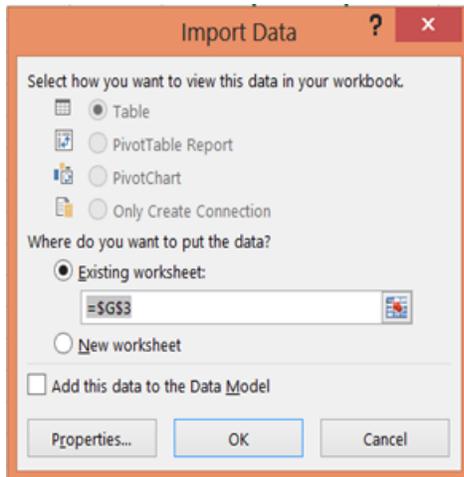
Click now on ok

Your information should now be correct in your excel file, if not, start again and make sure of all the break lines in step 2.