LOYVERSE

How to Export Data from Reports and Open in Excel

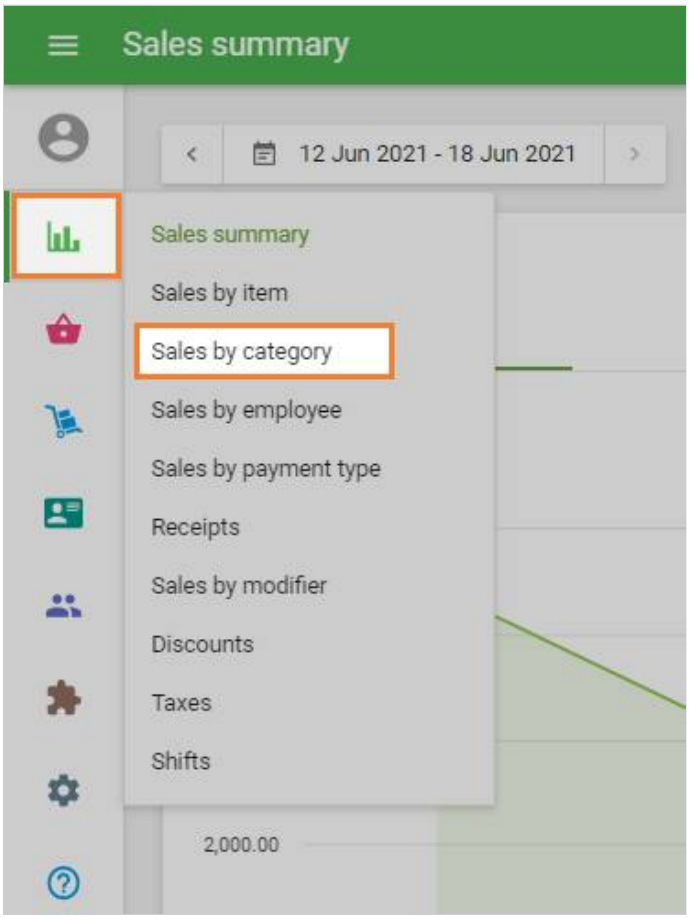
https://help.loyverse.com/help/export-excels · Updated February 17, 2026

Loyverse allows you to export reports from the Back Office in CSV format, which can be easily opened in **Microsoft Excel** for viewing and analysis.

Exporting a Report from the Back Office

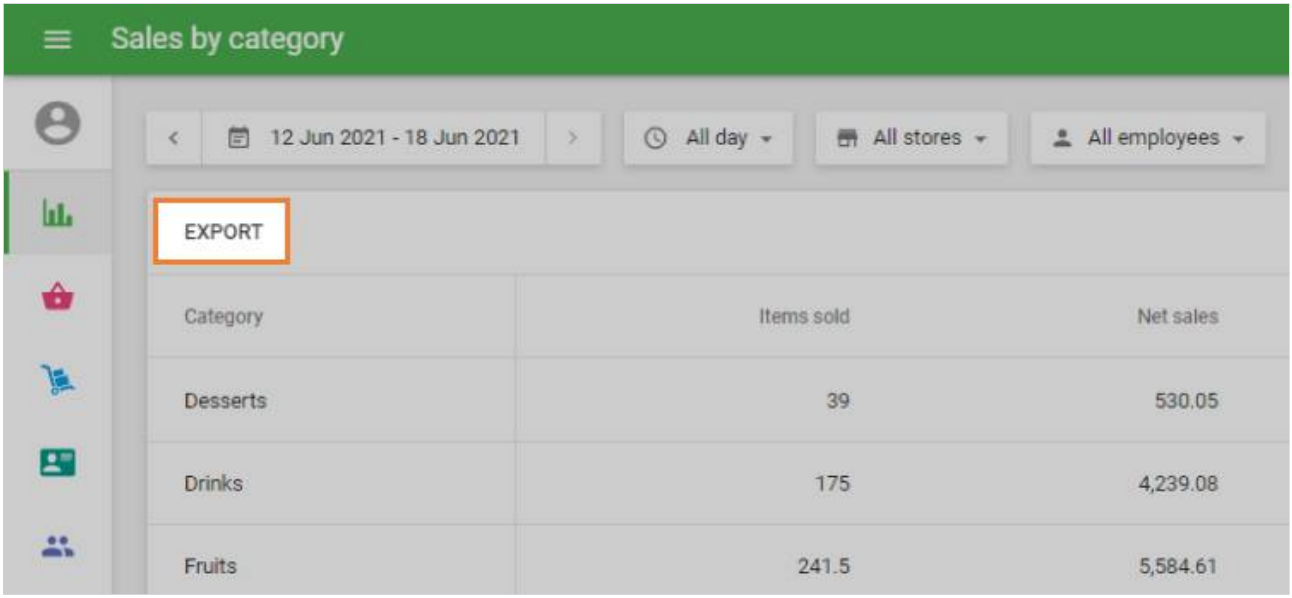
Log in to the Back Office and open the **Reports** section.

Select the report you want to export (for example, **Sales by category**).



Choose the required reporting period.

Click the **Export** button.



Enter a file name and save the file to your computer.

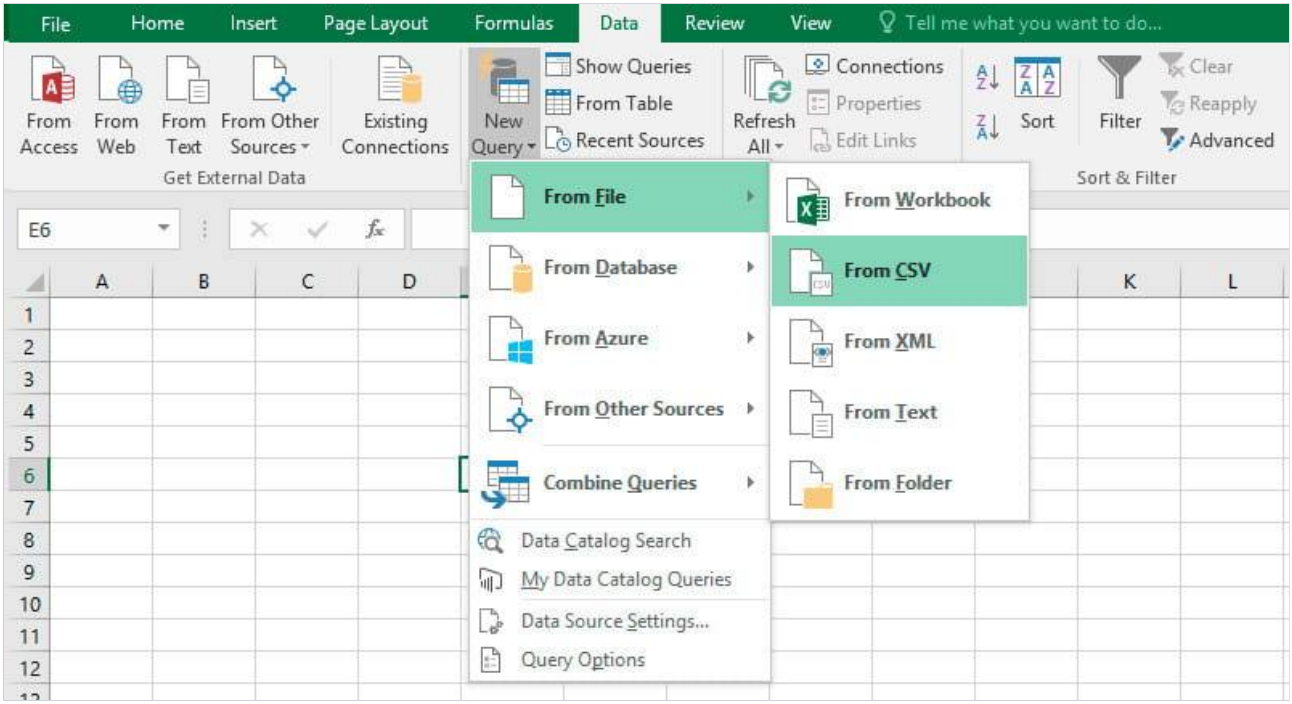
The report will be downloaded as a **CSV file**.

Opening the CSV File in Microsoft Excel

Open **Microsoft Excel**.

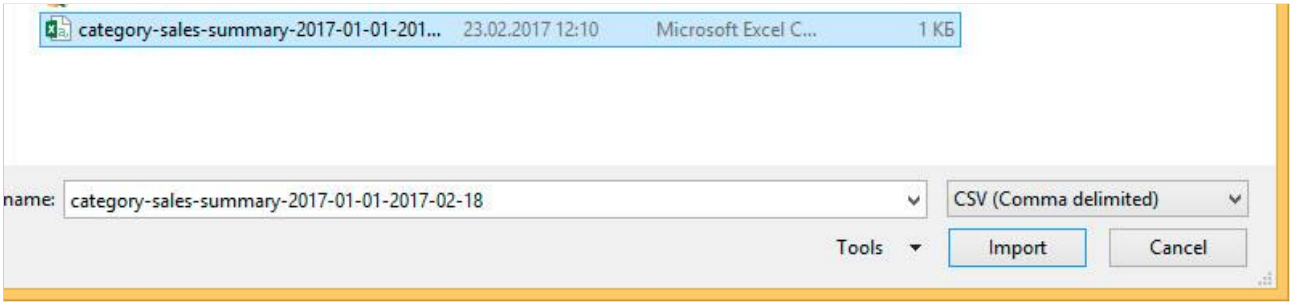


Go to the **Data** tab.



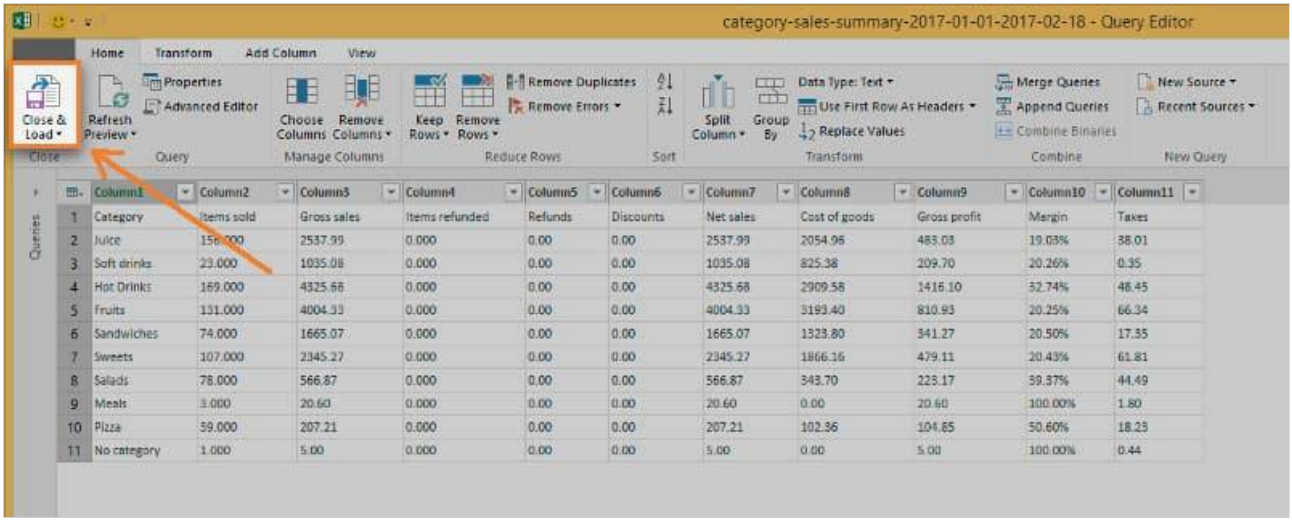
Click **Get Data → From File → From Text/CSV**
(in some Excel versions: **Data → New Query → From CSV**).

Select your CSV file and click **Import**.



Excel will open a preview window showing the data in a table format.

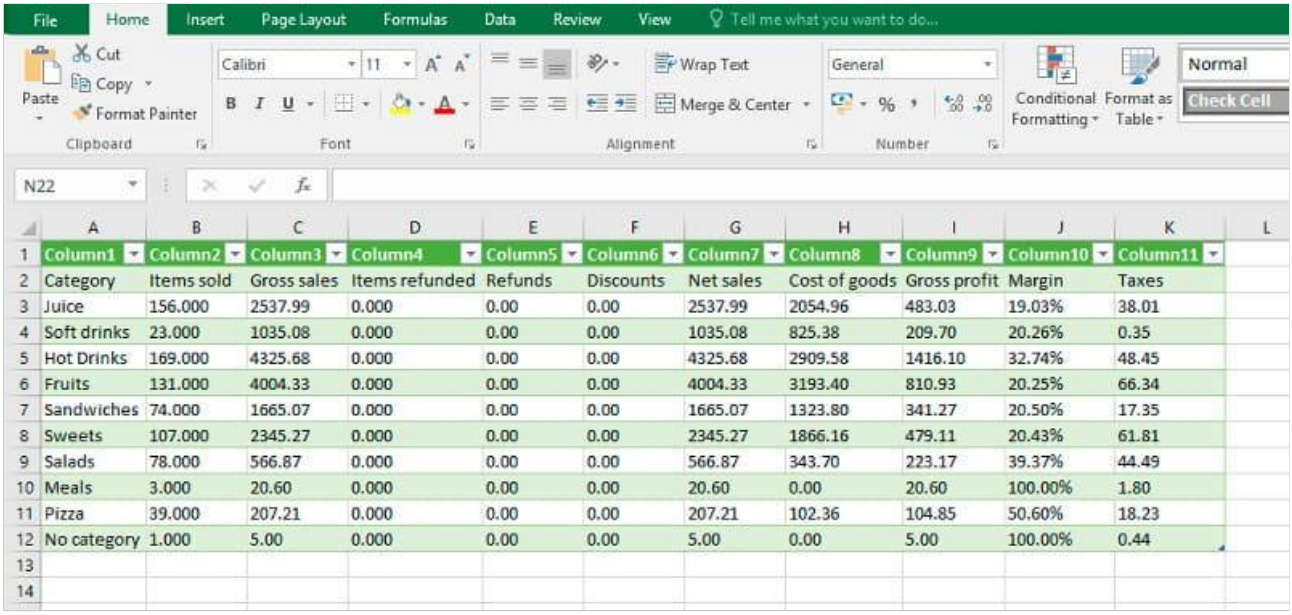
Click **Load** (or **Close & Load**) to open the file in a worksheet.



Result

Your exported report will open as a structured table in Excel, where you can:

- Sort and filter data
- Create charts and pivot tables
- Perform further analysis or editing



	A	B	C	D	E	F	G	H	I	J	K
1	Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11
2	Category	Items sold	Gross sales	Items refunded	Refunds	Discounts	Net sales	Cost of goods	Gross profit	Margin	Taxes
3	Juice	156.000	2537.99	0.000	0.00	0.00	2537.99	2054.96	483.03	19.03%	38.01
4	Soft drinks	23.000	1035.08	0.000	0.00	0.00	1035.08	825.38	209.70	20.26%	0.35
5	Hot Drinks	169.000	4325.68	0.000	0.00	0.00	4325.68	2909.58	1416.10	32.74%	48.45
6	Fruits	131.000	4004.33	0.000	0.00	0.00	4004.33	3193.40	810.93	20.25%	66.34
7	Sandwiches	74.000	1665.07	0.000	0.00	0.00	1665.07	1323.80	341.27	20.50%	17.35
8	Sweets	107.000	2345.27	0.000	0.00	0.00	2345.27	1866.16	479.11	20.43%	61.81
9	Salads	78.000	566.87	0.000	0.00	0.00	566.87	343.70	223.17	39.37%	44.49
10	Meals	3.000	20.60	0.000	0.00	0.00	20.60	0.00	20.60	100.00%	1.80
11	Pizza	39.000	207.21	0.000	0.00	0.00	207.21	102.36	104.85	50.60%	18.23
12	No category	1.000	5.00	0.000	0.00	0.00	5.00	0.00	5.00	100.00%	0.44
13											
14											

This method ensures that CSV data is imported correctly and displayed in separate columns.

See also:

[How to Open CSV Files in Google Sheets]

[How to Export Data from Reports and Open in LibreOffice Calc or OpenOffice]