

Converting the Travelcard text Statement to excel



The Travelcard text file Statement

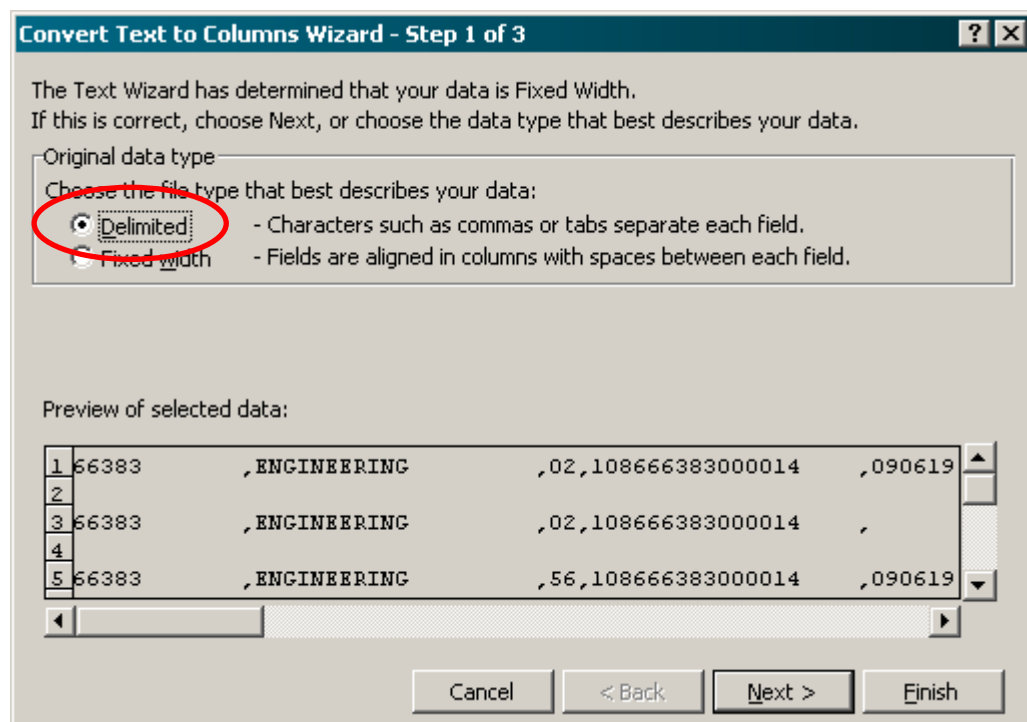
Air New Zealand can provide any Travelcard Statement in text file format. The text file format can be manipulated into CSV, Excel or wordpad format which enables the data to be loaded directly into your financial system or can be used for reporting.

The text file is emailed to your nominated email recipient on the first working day after the statement period. The text file only contains newly reported items.

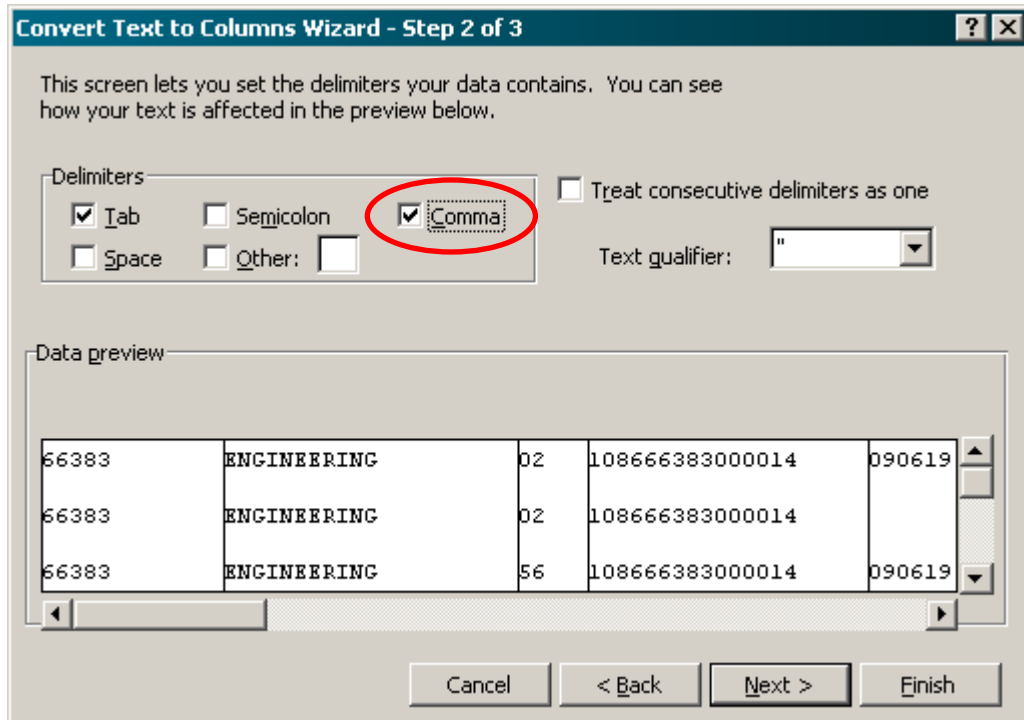
A macro has been developed to convert text files into excel format, if the macro is unable to be used please follow the below step by step instructions:

Instructions:

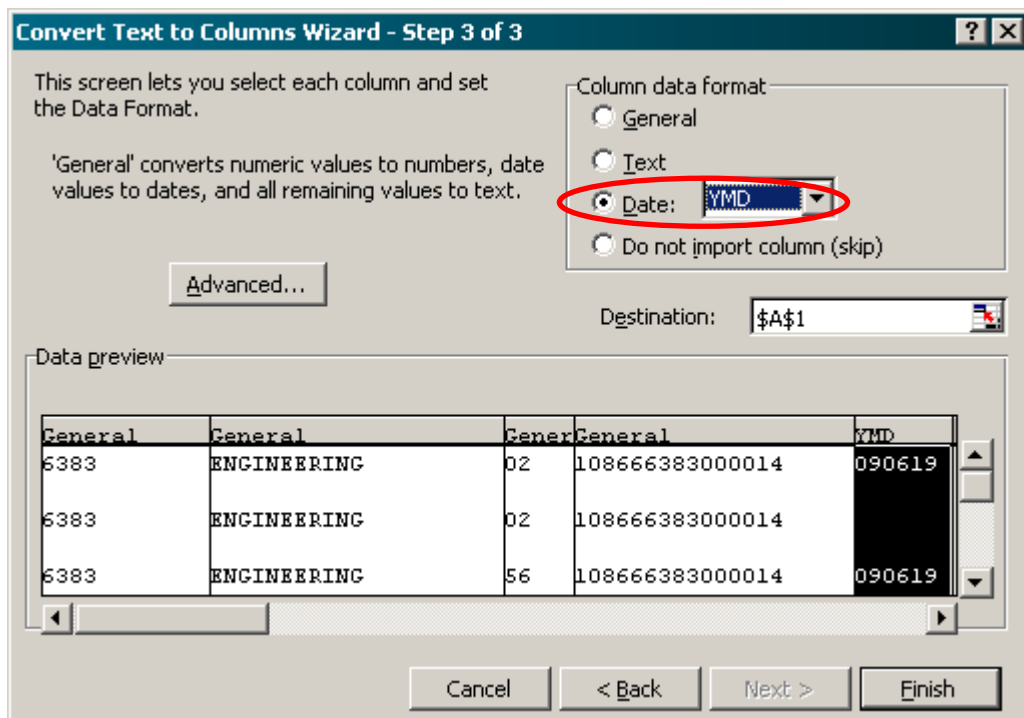
1. Copy the data from the text file and paste it into a new excel spreadsheet. To copy all the data select (Ctrl + A).
2. In excel go to 'Data > Text to Columns'. A Convert Text to Columns Wizard will appear. Select 'Delimited' and then 'Next'



3. Then check the 'Comma' option and select 'Next'



4. In Step 3 of the text import wizard, highlight the fifth column, select 'Date' and 'YMD' in the column data format field, and then do the same to column 11. This is to ensure that the dates appear in standard New Zealand date format. Select 'finish' to complete the import process.



5. Open Text Header file and copy and paste the headers on the spreadsheet from previous steps.