



Order Export to Excel

USER MANUAL · Version 1.0.0 · PrestaShop 1.7.8 – 9.x

1. What this module does

Order Export to Excel downloads your PrestaShop orders as a CSV file that Excel opens directly, with exactly the columns your accountant or warehouse needs. You keep column sets as templates — one row per order for accounting, or one row per product line for picking and packing — and export the orders of a date range, chosen statuses and carriers in two clicks from **Orders** → **Order export**.

Works with **PrestaShop 1.7.8, 8.x and 9.x** (PHP 7.2.5 or newer) and with multistore. The module works only in the Back Office and adds nothing to your storefront.

2. Installation

1. Download `ap_orderexport_v1.0.0.zip` from **My account** → **Order history** at addonspresta.com.
2. In your Back Office, open **Modules** → **Module Manager** and click **Upload a module**.
3. Drop the zip file and wait for the confirmation.
4. Open **Orders** → **Order export**. Two templates are ready: **Accounting** and **Warehouse**.

3. How it works

You choose a template and the filters and click **Download CSV**. The module finds the matching orders, writes one row per order or one row per product line with the template's columns, and sends the file to your browser as `orders-<date>-<time>.csv`. When no order matches, you see a message instead of an empty file.

The file is UTF-8 text with the separator and decimal mark of the template. With **BOM for Excel** switched on, Excel recognises the encoding and shows accented letters correctly. Text that a spreadsheet could run as a formula (it starts with `=`, `+`, `-` or `@`) gets a leading apostrophe; phone numbers and plain numbers are left as they are.

Orders are read in batches, so even tens of thousands of orders export without running out of memory. The module does not connect to addonspresta.com or any other server and stores no exported data.

4. Features and settings

Export orders

- **Template** — the column set to use.
- **Date** — filter by **Order date** or **Invoice date** with **From** and **To**. Both dates are optional; the quick buttons fill them for today, yesterday, the last 7 days, this month, last month and this year. **Invoice date** exports only orders that have an invoice.
- **Order statuses** and **Carriers** — tick the ones you want. Tick none to export all of them. A carrier you edited in PrestaShop still matches its older orders.
- **Download CSV** — starts the download.

Templates

The **Templates** panel lists your templates with their rows, number of columns and separator. **Edit** opens the editor, **Duplicate** makes a copy named "(copy)", **Delete** removes a template after a confirmation. The last template cannot be deleted, because the export needs one. The **+** button adds a template.

Template editor

- **Name** — up to 64 characters.
- **Rows** — **One row per order**, or **One row per product line**, which repeats the order columns on every line of the order.
- **Columns** — choose a column in the list and click **Add**; move it with the arrows or remove it. The columns appear in the file in this order. The list offers about 80 columns in six groups: order (reference, dates, status, payment, currency, products, shipping, discounts, gift wrapping and totals with and without tax, amount paid, invoice number and date, carrier, tracking number, validated, gift, gift message, private note, shop), customer, delivery address, invoice address (name, company, address, postcode, city, state, country and country code, phones, VAT number, identification number), products summary and number of items (one row per order only), and product line (IDs, name, references, EAN-13, UPC, ISBN, MPN, quantity and quantity refunded, unit prices, line totals, tax rate, weight; one row per product line only). When you change the rows, columns that do not fit are removed.
- **Column separator** — semicolon, comma or tab. **Decimal mark** — comma or dot; it must differ from the separator. Excel in English uses a comma and a dot; Excel in most European languages uses a semicolon and a comma. New templates start with the values that suit the shop's default language.
- **BOM for Excel** and **Header row** — both on by default.

Who can use it

In **Advanced Parameters** → **Team** → **Permissions**, the **Order export** tab (under Orders) controls the access: **View** to see the page and download files, **Add** to add and duplicate templates, **Edit** to

change them, **Delete** to remove them. On install the tab is given to SuperAdmins and to the profile of the employee who installs the module.

Configuration page

Modules → **Module Manager** → **Order Export to Excel** → **Configure** shows the Help box (this manual, the module page, contact, version) and a button that opens **Orders** → **Order export**. The same Help box is at the top of the export page.

5. Multistore

The file holds the orders of the shops selected in the Back Office header: all shops, a shop group or one shop. An employee who manages only some shops gets only their orders. In multistore the export panel names the shops whose orders will be exported. Templates are shared by all shops. One licence covers every shop of the installation.

6. Uninstall

Module Manager → **Order Export to Excel** → **Uninstall** removes the **Order export** tab and your templates. Your orders are not touched. To keep the templates, use **Disable** instead.

7. FAQ and troubleshooting

Excel shows everything in one column. The separator of the template does not match your Excel. Edit the template and switch between **Semicolon** and **Comma**, or use **Data** → **From Text/CSV** in Excel and choose the separator there.

Accented letters look broken in Excel. Switch on **BOM for Excel** in the template.

The amounts are not recognised as numbers. Set the **Decimal mark** that your Excel uses: comma for most European languages, dot for English.

I do not see Orders → **Order export**. Your profile needs the **View** right on the **Order export** tab. Ask a SuperAdmin to check **Advanced Parameters** → **Team** → **Permissions**.

Some orders are missing. Check the shop selected in the Back Office header, the date type (an order without an invoice has no invoice date) and the ticked statuses and carriers.

8. Updates and support

Updates are free for life: download new versions from **My account** → **Order history** at addonspresta.com and upload them like a new module. Your templates are kept.

Support is included for 12 months from your order: write to **mail@addonspresta.com** or use the contact form at addonspresta.com (Monday to Friday, 10:00–16:00 CET; we usually answer within 2

business days). Please include your PrestaShop version, the module version and the steps that lead to the problem.