



English Version



Extract and
convert from .csv
to .xlsx

Export & convert data from PBRC (.CSV) to XL file

Open "Add/Remove columns"

2: Ensure the following boxes are selected:

- Activity ICA
- Billing date
- Billing event
- Charge amount
- Charge type
- Collection method code
- Currency
- Event description
- Fee Subcategory
- GL Company number
- Invoiced flag
- Quantity
- Rate
- Service code
- Tax amount local
- Total Charge

Type	Fee Category	Fee Subcategory	Service Code	Tier Event	Billing Event	Event*	Description
Customer Fees	Other Customer Services	MPS Bill Payment - B2C	N0		10142		B2C eFaktura Pay
Customer Fees	Other Customer Services	MPS Reconciliation - Egiro	N9		14160		Egirø . Assignment
Customer Fees	Other Customer Services	MPS Billpayment - AvtaleGiro	N0		14160		Sufficient funds co
Fees	Other Issuing Services	MPS Reconciliation - OCR giro	N9		17207		OCR - registration
Fees	Other Issuing Services	MPS Giro & Dist - Papirdistribusjon	N1		22368		Print - basic
Fees	Other Issuing Services	MPS Giro & Dist - NetShare NO	N3		12772		Netpost closing s
Fees	Other Issuing Services	MPS Bill Payment - B2B	N0		12092A		Adjustment B2B e
Fees	Other Issuing Services	MPS Giro & Dist - Papirdistribusjon	N3		13597		Delations due date
Customer Fees	Other Customer Services	MPS Rillpayment - AvtaleGiro	N0		13004		Elektronisk signatur

Click "Export"

File is saved in
standard download
location



Convert from CSV (one column) to multiple columns (1/2)

Open .csv file from downloaded location

The screenshot shows a Microsoft Excel spreadsheet titled "BAT_MCBsinvoiceDetails_0414-134359.csv". The Data tab is selected. A callout box labeled "1: Select column 'A'" points to the first column of the spreadsheet. Another callout box labeled "2: Select 'Data'" points to the Data tab in the ribbon. A third callout box labeled "3: Select 'Text to Columns'" points to the "Text to Columns" button in the Data Tools group.

1: Select column "A")

2: Select "Data"

3: Select "Text to Columns"

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1 From Date,03-01-2023																
2 To Date,03-31-2023																
3 Region Codes,""																
4 Country Codes,""																
5 Activity ICAs,""																
6 Group Numbers,""																
7 Registration Numbers,""																
8 ID Numbers,""																
9 Invoice IDs,""																
10 Billing ICAs,""																
11 Parent ICAs,"1234"																
12 Invoice Numbers,""																
13																
14 Total Billing (USD),16766748.01																
15 Billed Currencies,1																
16 Activity ICAs,1																
17 Invoices Generated,56																
18 Unique Billing Events,246																

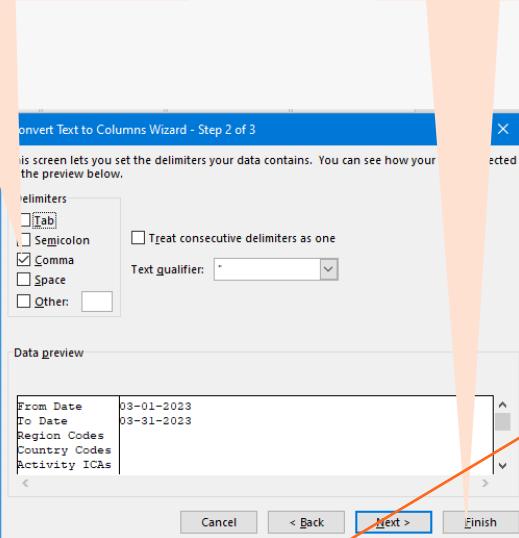
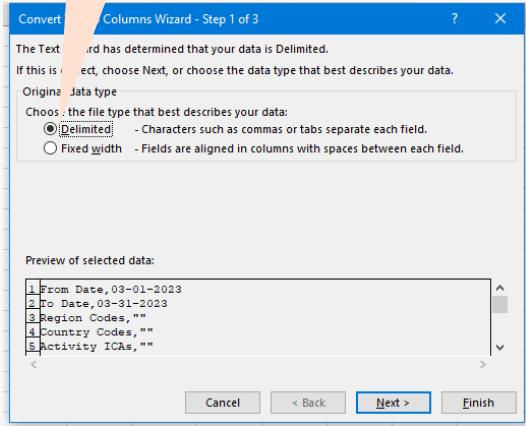


Convert from CSV (one column) to multiple columns (2/2)

In first window select:
"Delimited"

In second window
select: "Comma"

Click: Finish



CHRG_DT	ACTIVITY_ID	FEE_TYPE	FEE_CAT_CD	FEE_SUB_CD	SERV_CD	TIER_EVENT	BILL_EVENT	BILL_EVENT	QTY_NUM	TRAN_AMT	BILL_RATE	CHRG_AMT	TAX_AMT	CHRG_AMT	CHRG_TYP
03-30-2023	1234	Customer Fees	Other Customer	MPS Billpayer N0			10180	ATG - Replacer	1227	0	0.27791361	341	0	34.1	Charge

Output: Text split in different columns which can now be saved as .xlsx file





Aggregate data using pivot table

Create pivot output from data table

File now includes daily data which needs to be aggregated

The screenshot shows a Microsoft Excel spreadsheet with a green header bar. The menu bar includes AutoSave, File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Smart View, Help, and a search bar. The 'Insert' tab is selected. Below the menu is a ribbon with icons for PivotTable, Recommended PivotTables, Pictures, Icons, Add-ins, Recommended Charts, Elements, and Tours. A red arrow points from the text '2) Click "Insert"' to the 'Insert' tab.

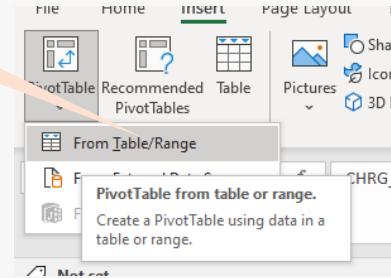
The main area contains a table with columns labeled CHRG_DT, D1, ACTIVITY, Customer Year, Month, FEE, TYPE, FEE_CAT, FEE_SUB, ISERV_CD, and various numerical and text fields. A red box highlights the first few rows of the table, with the text '1) Mark all cells' above it. Another red box highlights the 'Insert' tab, with the text '2) Click "Insert"' to its right.

A 'PivotTable from table or range' dialog box is open in the foreground. It shows the table range 'PBCR sample file!\$A\$21:\$SS\$4' selected. There are two radio button options: 'New Worksheet' (selected) and 'Existing Worksheet'. A 'Location:' dropdown is empty. At the bottom are 'OK' and 'Cancel' buttons. A red arrow points from the text '3) Select "PivotTable from table or range"' to this dialog box.

Below the dialog box is a large red box containing the text '4) Press "OK"'.

3) Select "PivotTable from table or range"

4) Press "OK"



Setup pivot table to structure data

Convert output into aggregated data in pivot table for "copy/paste" on similar setup

PivotTable Fields

Choose fields to add to report:

Search

Fields available:

- FEE_CAT_CD
- FEE_SUB_CAT
- SERV_CD
- TIER_EVENT_ID
- BILL_EVENT_ID
- BILL_EVENT_DESC
- QTY_NUM
- TRAN_AMT
- BILL_RATE
- CHRG_AMT_LOC
- CHRG_AMT_USD
- CURR_CD_ALPHA
- CLLCT_MTHD_CD
- TAX_AMT_LOC
- GL_CO_NUM
- CHRG_TYPE
- More Tables...

Drag fields between areas below:

Filters

Columns

Values

Rows

GL_CO_NUM

ACTIVITY_ICA

SERV_CD

FEE_SUB_CAT

CLLCT_MTHD_CD

BILL_EVENT_ID

BILL_EVENT_DESC

CURR_CD_ALPHA

Sum of QTY_NUM

Sum of CHRG_AMT_LOC

Sum of TAX_AMT_LOC

1) From pivot setup on right hand side drag & drop into the bottoboxes

2) Final output should be on this setup

Drag fields between areas below:

Filters

Columns

Values

Rows

GL_CO_NUM

ACTIVITY_ICA

SERV_CD

FEE_SUB_CAT

CLLCT_MTHD_CD

BILL_EVENT_ID

BILL_EVENT_DESC

CURR_CD_ALPHA

Sum of QTY_NUM

Sum of CHRG_AMT_LOC

Sum of TAX_AMT_LOC

3) Ensure field in "Values" are set to "Sum"

Σ Values

Sum of QTY_NUM

Sum of CHRG_AMT_LOC

Count of TAX_AMT_LOC

Move Up

Move Down

Move to Beginning

Move to End

Move to Report Filter

Move to Row Labels

Move to Column Labels

Move to Values

Remove Field

Value Field Settings...

GL_CO_NUM

ACTIVITY_ICA

BILL_EVENT_ID

BILL_EVENT_DESC

CURR_CD_ALPHA

Sum of CHRG_AMT_LOC

Count of TAX_AMT_LOC

Defer Layout Update

Value Field Settings

Source Name: TAX_AMT_LOC

Custom Name: Sum of TAX_AMT_LOC

Summarize Values By Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize data from the selected field

Sum

Count

Average

Max

Min

Product

Number Format

OK

Cancel

4) If the values are not "Sum" left click and select "Value field settings"

5) Select "Sum" and press "OK"



Clean up standard output from pivot table

The screenshot shows a Microsoft Excel window with the following interface elements:

- Top ribbon:** AutoSave, File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Smart View, Help, PivotTable Analyze, Design.
- Left sidebar:** Subtotals, Grand Totals, Report Layouts, Row Headers, Column Headers, Row Labels, Row Labels (details), Repeat All Item Labels, Do Not Repeat Item Labels.
- Center pane:** PivotTable Fields (Choose fields to add to report: QTY_NUM, BILL_RATE, TRAN_AMT, BILL_DATE). A dropdown menu is open over this pane.
- Bottom ribbon:** AutoSave, File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate.
- Bottom-left status bar:** Sheet2, PBR sample file, Accessibility: Unavailable.
- Bottom-right status bar:** 10°C Mest sky, 9.

A large orange arrow points from the top right towards the center of the screen, indicating the flow of steps. The following steps are outlined in separate callout boxes:

- 1) Click inside "Pivot table"
- 2) Select "Design"
- 3) Select Report Layout & "Show in tabular form"
- 4) Select "Subtotals" -> "Do not show subtotals"
- 5) Select Report Layout & Repeat item labels

1) Click inside "Pivot table"

2) Select "Design"

3) Select Report Layout & "Show in tabular form"

4) Select "Subtotals" ->
"Do not show subtotals"

5) Select Report Layout & Repeat item labels



Final step to filter on invoiced amounts only

The image shows a Microsoft Excel interface with a PivotTable Fields ribbon on the left and a filter dialog box on the right.

PivotTable Fields Ribbon:

- Choose fields to add to report:** Search bar.
- Fields list:** CLCT_MTHD_CD, TAX_AMT_LOC, GL_CO_NUM, CHRG_TYPE, INV_SW (selected).
- Drag fields between areas below:** Filters, Columns, Values.
- Rows:** SERV_CD, FEE_SUB_CAT, CLCT_MTHD_CD, BILL_EVENT_ID, BILL_EVENT_DESC.
- Values:** Sum of QTY_NUM, Sum of CHRG_AMT_LOC, Sum of TAX_AMT_LOC.
- Buttons:** Defer Layout Update, Update.

Filter Dialog Box (INV_SW filter):

- 1) Drag "INV_SW" to filter.
- 2) New filter appears above the table. Click the dropdown "arrow".
- 3) Make sure only "Y" is selected if options, and press "OK".

The filter dialog box shows the following settings:
Search: (All)
Options: Y
Select Multiple Items:
Buttons: OK, Cancel



Finalize table for copy/paste

Data can now be copy/pasted into other reports

GL_CO_NUM	ACTIVITY_ICA	SERV_CD	FEESUB_CAT	ELCCT_MTHD_CD	BILL_EVENT_ID	BILL_EVENT_DESC	CURR_CD_ALPHA	Sum of QTY_NUM	Sum of CHRG_AMT_LOC	Sum of TAX_AMT_LOC
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10123	AutoGiro - debtor monthly mandate fee	NOK	27005	6751.25	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10128	AutoGiro - manual registration mandates	NOK	3	645	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10134	AutoGiro - Creditor monthly agreement fee	NOK	70	3500	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10138	AutoGiro credit bank - trx without messages	NOK	26034	52068	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10139	AutoGiro credit bank - trx with messages	NOK	316	652	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10162	AutoGiro - debtor mandate notification	NOK	34	306	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10168	AutoGiro debit bank - trx without message creditor paid	NOK	210	420	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12438	AutoGiro - Mastercard change of mandates	NOK	2	430	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12441	AutoGiro credit bank - trx without message creditor paid	NOK	171	342	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12442	AutoGiro credit bank - trx with message creditor paid	NOK	195	390	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12443	AutoGiro debit bank - trx with message	NOK	180	360	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12444	AutoGiro debitbank - trx without message	NOK	8564	16728	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12445	AutoGiro debitbank - trx with message creditor paid	NOK	1052	2104	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	13589	List L0202 - rejected assignments/transactions	NOK	1081	6604.91	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	13591	List L1102 - settled AutoGiro assignments	NOK	336	2052.96	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	13595	List L1121 - creditor AutoGiro mandate status list	NOK	48	293.28	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	19031A	Adjustment AutoGiro - bank agreement mandates w/out bal. contr.	NOK	3	-5193	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	12108	B2B invoice Kick & pay	NOK	1525	2666.75	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	13020	B2B invoice distr. of attachments	NOK	14907	4472.1	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	13069	B2B invoice webinvoice against another solution	NOK	414	1449	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	15217	B2B invoice PEPPOL outgoing transaction	NOK	21854	2185.4	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	15218	B2B invoice PEPPOL incoming transaction	NOK	1883	753.2	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20686	B2B invoice establishment portal/netbank	NOK	2	0.02	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20688	B2B invoice sender in bank network	NOK	681	68.1	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20689	B2B invoice receiver in bank network	NOK	120	12	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20690	B2B invoice webinvoice to bank network	NOK	40	140	0
599	1234	NO	MPS Bill Payment - B2C	AutoGiro	10142	B2C eFaktura Payment Claim	NOK	3755964	3078890.48	0
599	1234	NO	MPS Bill Payment - B2C	AutoGiro	10143	B2C eFaktura Invoice Archive	NOK	265065	132532.5	0

The following items needs to be added manually to replicate the setup of the received reports

- Customer name
- Service code (Bill Payment)
- Year
- Month
- Rate* (Amount / Volume)

* Rate is available in data extract – but becomes incorrect when aggregating





Norsk Versjon



Datauttrekk og
konvertering fra
.csv til .xlsx

Datauttrekk og konvertering fra .csv til .xlsx

Trykk på "Add/Remove columns"

2: Velg følgende bokser

- Activity ICA
- Billing date
- Billing event
- Charge amount
- Charge type
- Collection method code
- Currency
- Event description
- Fee Subcategory
- GL Company number
- Invoiced flag
- Quantity
- Rate
- Service code
- Tax amount local
- Total Charge

MCBS Invoice Details *

Add/Remove Columns Limit of 300 rows for display below

Search

Select All Activity ICA Billable ICA Billing Date Billing Event Charge Amount Charge Type Collected Flag Collection Method Code

Apply **Reset**

Type	Fee Category	Fee Subcategory	Service Code	Tier Event	Billing Event	Event Description
Customer Fees	Other Customer Services	MPS Bill Payment - B2C	N0		10142	B2C eFaktura Pay
Customer Fees	Other Customer Services	MPS Reconciliation - Egiro	N9		14160	Egiro . Assignment
Customer Fees	Other Customer Services	MPS Billpayment - AvtaleGiro	N0		14160	Sufficient funds co
Fees	Other Issuing Services	MPS Reconciliation - OCR giro	N9		17207	OCR - registration
Fees	Other Issuing Services	MPS Giro & Dist - Papirdistribusjon	N1		22368	Print - basic
Fees	Other Issuing Services	MPS Giro & Dist - NetShare NO	N3		12772	Netpost closing s
Fees	Other Issuing Services	MPS Bill Payment - B2B	N0		12092A	Adjustment B2B e
Fees	Other Issuing Services	MPS Giro & Dist - Papirdistribusjon	N3		13597	Delations due date
Customer Fees	Other Customer Services	MPS Rillpayment - AvtaleGiro	N0		13004	Elektronisk signatu

Klikk på "Export"

Fil er lagret på
standard mappe for
nedlasting



Konverter fra CSV (en kolonne) til flere kolonner (1/2)

Åpne .csv filen fra område den er lastet ned på

The screenshot shows a Microsoft Excel spreadsheet titled "BAT_MCBInvoiceDetails_0414-134359.csv". The "Data" tab is selected. A callout box labeled "1: Velg kolonne 'A'" points to column A, which contains a single column of text. Another callout box labeled "2: Klikk 'Data'" points to the "Data" tab in the ribbon. A third callout box labeled "3: Velg 'Tekst til kolonner'" points to the "Text to Columns" icon in the "Data Tools" group of the ribbon. The "Text to Columns" wizard is open, showing the "Text to Columns" dialog box with the "Split a single column of text into multiple columns" option selected. The "From Column" dropdown is set to "A". The "Delimited" radio button is selected under "Separator". The "Next Step" button is visible at the bottom right of the dialog.

1: Velg kolonne "A"

2: Klikk "Data"

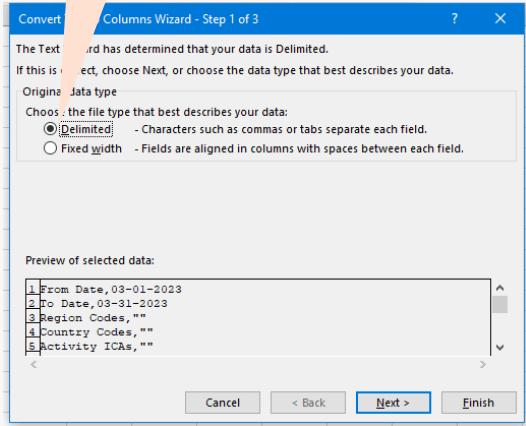
3: Velg "Tekst til kolonner"

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1 From Date,03-01-2023																
2 To Date,03-31-2023																
3 Region Codes,""																
4 Country Codes,""																
5 Activity ICAs,""																
6 Group Numbers,""																
7 Registration Numbers,""																
8 ID Numbers,""																
9 Invoice IDs,""																
10 Billing ICAs,""																
11 Parent ICAs,"1234"																
12 Invoice Numbers,""																
13																
14 Total Billing (USD),16766748.01																
15 Billed Currencies,1																
16 Activity ICAs,1																
17 Invoices Generated,56																
18 Unique Billing Events,246																

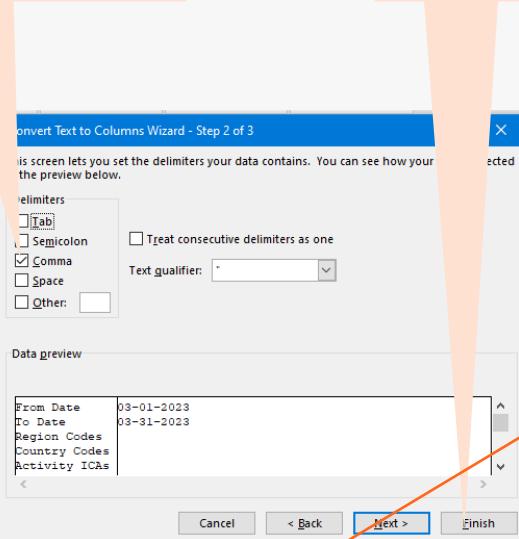


Konverter fra CSV (en kolonne) til flere kolonner (2/2)

Velg "Delimited" i det
første vinduet



Velg "Komma" i det
andre vinduet



Trykk: Ferdig

Tekst er nå splittet fra en
kolonne til flere kolonner
og kan nå lagres som .xlsx
fil

CHRG_DT	ACTIVITY_ID	FEE_TYPE	FEE_CAT_CD	FEE_SUB_CD	SERV_CD	TIER_EVENT	BILL_EVENT	BILL_EVENT	QTY_NUM	TRAN_AMT	BILL_RATE	CHRG_AMT	TAX_AMT	CHRG_AMT	CHRG_TYP
03-30-2023	1234	Customer Fees	Other Customer	MPS Billpayer N0			10180	ATG - Replacer	1227	0	0.27791361	341	0	34.1	Charge





Aggregere data ved bruk av pivottabell

Lag pivot output basert på data tabell

Filen inkluderer data pr dag som må aggregeres til måned

1) Merk alle cellene

2) Trykk på "Insert"

PBRC sample file.csv

File Home Insert Page Layout Formulas Data Review View Automate Smart View Help

PivotTable Recommended PivotTables Tables Add-ins Recommended Charts Charts think-cell Tours Sparkline

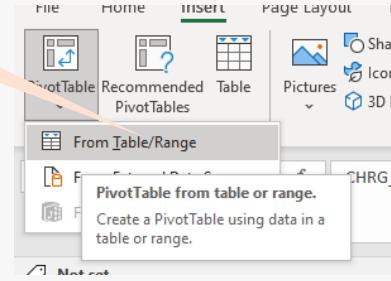
A21 CHRG_DT

Not set

	A	B	C	D	E	F	M	N	O	P	Q	R	S
4	Country Codes						Restricted		Confidential		Highly Confidential		
5	Activity ICAs												
6	Group Numbers												
7	Registration Numbers												
8	Tax ID Numbers												
9	Invoice ICAs												
10	Billing ICAs												
11	Parent ICAs												
12	Invoice Numbers												
13													
14	Total Billing (USD)												
15	Billed Currencies												
16	Activity ICAs												
17	Invoices Generated												
18	Unique Billing Events												
19	MTD Charges (USD) : 4/1/2023 - 4/17/2023												
20													
21	CHRG_DT ACTIVITY Customer Year Month FEE_TYPE FEE_CAT _FEE SUB JSERV_CD												
22	04-14-2022 1234 Test 2023 4 Customer Fee Other Cus MPS Bill P N0						22075 B2C-eFakt	4339	0 192.3337	834536 19.23337	0 Charge		
23							12196 Envelope	2827	0 257.6077	72825 25.76077	0 Charge		
24	04-14-2022 1234 Test 2023 4 Customer Other Cus MPS Bill P N0						10184 ATG Trans	398	0 1295.646	516005 129.646	0 Charge		
25							19237 B2C-eFakt	277	0 1337.733	370552 133.733	0 Charge		
26	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Bill P N0						10138 Autogiro c	8882	0 0.661	5871 0.0661	0 Charge		
27							12444 Autogiro c	2785	0 79.4061	221146 7.94061	0 Charge		
28	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Giro N3						12885 Cost nettp	9569	0 79.76758	763296 7.976758	0 Charge		
29							12271 Envelope	402	0 1251.585	503137 125.1585	0 Charge		
30	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Bill P N0						13069 B2B elnvo	9880	0 318.9636	315136 3.189636	0 Charge		
31							11518 NIBE Nett	1648	0 172.4909	284265 17.24909	0 Charge		
32	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Giro N4						11150 e-mail me	9550	0 40.01079	382103 4.001079	0 Charge		
33							11659 Brevgiro	1137	0 405.2542	460774 40.52542	0 Charge		
34	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Giro N3						12799 Cost Posta	2455	0 316.0831	775984 31.60831	0 Charge		
35							10920 eGiro num	1193	0 152.5122	181947 15.25122	0 Charge		
36	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Giro N3						13597 Delations	1737	0 460.4007	799716 46.04007	0 Charge		
37							11647 Brevgiro	6766	0 76.75599	519331 7.675599	0 Charge		
38	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Bill P N0						15218 B2B elnvo	8163	0 81.33505	663938 8.133505	0 Charge		
39							18988 ATG agree	7845	0 126.4339	991874 12.64339	0 Charge		
40	04-14-2022 1234 Test 2023 4 Customer Other Cus MPS Bill P N0						10148 eGiro tran	9330	0 70.90066	661505 7.090066	0 Charge		
41							12446 Bet m/enq	1977	0 257.569	509214 25.7569	0 Charge		
42	04-14-2022 1234 Test 2023 4 Issuer Fee Other Issu MPS Bill P N0						10162 Autogiro -	4798	0 200.3995	961517 20.03995	0 Charge		
43							13342 Archived !	4171	0 46.25749	132940 4.625749	0 Charge		

3) Vælg "PivotTable from table or range"

4) Trykk "OK"



Definer pivot tabellen for å strukturere data

Konverter daglige data til aggregerte tall for måneden

PivotTable Fields

Choose fields to add to report:

Search

- FEE_CAT_CD
- FEE_SUB_CAT
- SERV_CD
- TIER_EVENT_ID
- BILL_EVENT_ID
- BILL_EVENT_DESC
- QTY_NUM
- TRAN_AMT
- BILL_RATE
- CHRG_AMT_LOC
- CHRG_AMT_USD
- CURR_CD_ALPHA
- CLLCT_MTHD_CD
- TAX_AMT_LOC
- GL_CO_NUM
- CHRG_TYPE
- More Tables...

Drag fields between areas below:

Filters Columns Values

Rows

- GL_CO_NUM
- ACTIVITY_ICA
- SERV_CD
- FEE_SUB_CAT
- CLLCT_MTHD_CD
- BILL_EVENT_ID
- BILL_EVENT_DESC
- CURR_CD_ALPHA

Values

- Sum of QTY_NUM
- Sum of CHRG_AMT_LOC
- Sum of TAX_AMT_LOC

1) Fra pivotmenyen på høyre side av skjermen. Dra de ulike feltene til riktig boks under

2) Endelig oppsett skal se slik ut

Drag fields between areas below:

Filters Columns Values

Rows

- GL_CO_NUM
- ACTIVITY_ICA
- SERV_CD
- FEE_SUB_CAT
- CLLCT_MTHD_CD
- BILL_EVENT_ID
- BILL_EVENT_DESC
- CURR_CD_ALPHA

Values

- Sum of QTY_NUM
- Sum of CHRG_AMT_LOC
- Sum of TAX_AMT_LOC

3) Sjekk at alle linjene under "Values" starter med "Sum"

Values

- Sum of QTY_NUM
- Sum of CHRG_AMT_LOC
- Count of TAX_AMT_LOC

Move Up Move Down Move to Beginning Move to End
Move to Report Filter Move to Row Labels Move to Column Labels Move to Values
Remove Field

Value Field Settings...

Value Field Settings

Source Name: TAX_AMT_LOC
Custom Name: Sum of TAX_AMT_LOC
Summarize Values By Show Values As
Summarize value field by
Choose the type of calculation that you want to use to summarize data from the selected field
 Sum
 Count
 Average
 Max
 Min
 Product

Number Format OK Cancel

4) Dersom noen ikke starter med "Sum" trykk med venstre musknapp, og velg "Value field settings"

5) Velg "Sum" og trykk "OK"



Formater pivot tabellen til korrekt format (1/2)

The screenshot shows a Microsoft Excel window with the 'PBR sample file.csv' open. The ribbon is at the top, and the 'PivotTable Analyze' tab is selected. The main area shows a PivotTable with several columns: QTY_NUM, BILL_RATE, CHRG_AMT, LOC, TAX_AMT, and Desc. The PivotTable style is set to 'Show in Tabular Form'. The status bar at the bottom shows '10°C Mest sky'.

1) Trykk med venstre musknapp inne i tabellen

2) Velg "Design"

3) Velg Report Layout & "Show in tabular form"

4) Velg "Subtotals" ->
"Do not show subtotals"

5) Velg "Report Layout"
& "Repeat item labels"



Filtrer rapporten på kun fakturerte beløp

The image shows a Microsoft Excel interface with a PivotTable Fields ribbon on the left and a filter dialog box on the right.

PivotTable Fields Ribbon:

- Choose fields to add to report:** Search bar.
- Fields list:** CLCT_MTHD_CD, TAX_AMT_LOC, GL_CO_NUM, CHRG_TYPE, INV_SW (checkbox checked).
- Drag fields between areas below:** Columns, Values, Rows.
- Filter dropdown:** INV_SW (selected).
- Rows dropdown:** SERV_CD, FEE_SUB_CAT, CLCT_MTHD_CD, BILL_EVENT_ID, BILL_EVENT_DESC.
- Defer Layout Update checkbox.**
- Update button.**

Filter Dialog Box:

- Not set:** A dropdown menu with options: (All), Y (selected).
- Search bar:** (All), Y.
- Checkboxes:** Select Multiple Items, OK, Cancel.
- Clipboard:** Calibri 11pt, Font, AutoGiro.
- Home tab:** Cut, Copy, Format Painter, Font, Font Size, Alignment, Number Format, Cell Style, Conditional Formatting, Protection, Sort & Filter, Find & Select, Go To.
- Page Layout tab:** Orientation, Page Setup, Print Preview, Print.
- Formulas tab:** Functions Library, Formula Auditing.
- Data tab:** Data Tools, Power Query, Power Pivot, Power BI, Power View, Power Map, Power BI Embedded, Power Query Editor, Power Pivot Editor, Power Map Editor.
- Review tab:** Check for Issues, Track Changes, Protect Worksheet, Protect Workbook, Share Workbook.



Endelig tabell klar for bruk

Data kan nå kopieres inn i standardiserte rapporter

GL_CO_NUM	ACTIVITY_ICA	SERV_CD	FEESUB_CAT	ELCCT_MTHD_CD	BILL_EVENT_ID	BILL_EVENT_DESC	CURR_CD_ALPHA	Sum of QTY_NUM	Sum of CHRG_AMT_LOC	Sum of TAX_AMT_LOC
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10123	AutoGiro - debtor monthly mandate fee	NOK	27005	6751.25	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10128	AutoGiro - manual registration mandates	NOK	3	645	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10134	AutoGiro - Creditor monthly agreement fee	NOK	70	3500	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10138	AutoGiro credit bank - trx without messages	NOK	26034	52068	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10139	AutoGiro credit bank - trx with messages	NOK	316	652	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10162	AutoGiro - debtor mandate notification	NOK	34	306	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	10168	AutoGiro debit bank - trx without message creditor paid	NOK	210	420	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12438	AutoGiro - Mastercard change of mandates	NOK	2	430	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12441	AutoGiro credit bank - trx without message creditor paid	NOK	171	342	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12442	AutoGiro credit bank - trx with message creditor paid	NOK	195	390	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12443	AutoGiro debit bank - trx with message	NOK	180	360	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12444	AutoGiro debitbank - trx without message	NOK	8564	16728	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	12445	AutoGiro debitbank - trx with message creditor paid	NOK	1052	2104	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	13589	List L0202 - rejected assignments/transactions	NOK	1081	6604.91	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	13591	List L1102 - settled AutoGiro assignments	NOK	336	2052.96	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	13595	List L1121 - creditor AutoGiro mandate status list	NOK	48	293.28	0
599	1234	NO	MPS Bill Payment - AutoGiro	AutoGiro	19031A	Adjustment AutoGiro - bank agreement mandates w/out bal. contr.	NOK	3	-5193	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	12108	B2B invoice Kick & pay	NOK	1525	2666.75	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	13020	B2B invoice distr. of attachments	NOK	14907	4472.1	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	13069	B2B invoice webinvoice against another solution	NOK	414	1449	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	15217	B2B invoice PEPPOL outgoing transaction	NOK	21854	2185.4	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	15218	B2B invoice PEPPOL incoming transaction	NOK	1883	753.2	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20686	B2B invoice establishment portal/netbank	NOK	2	0.02	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20688	B2B invoice sender in bank network	NOK	681	68.1	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20689	B2B invoice receiver in bank network	NOK	120	12	0
599	1234	NO	MPS Bill Payment - B2B	AutoGiro	20690	B2B invoice webinvoice to bank network	NOK	40	140	0
599	1234	NO	MPS Bill Payment - B2C	AutoGiro	10142	B2C eFaktura Payment Claim	NOK	3755964	3078890.48	0
599	1234	NO	MPS Bill Payment - B2C	AutoGiro	10143	B2C eFaktura Invoice Archive	NOK	265065	132532.5	0

Følgende felter er ikke tilgjengelig som standard i PBRC og må legges inn manuelt

- Kundenavn
- Service code (Bill Payment)
- År
- Måned
- Pris* (Beløp / Volum)

*Pris er tilgjengelig på linjenivå i datauttrekk – men blir feil dersom man aggererer opp pris linjen

