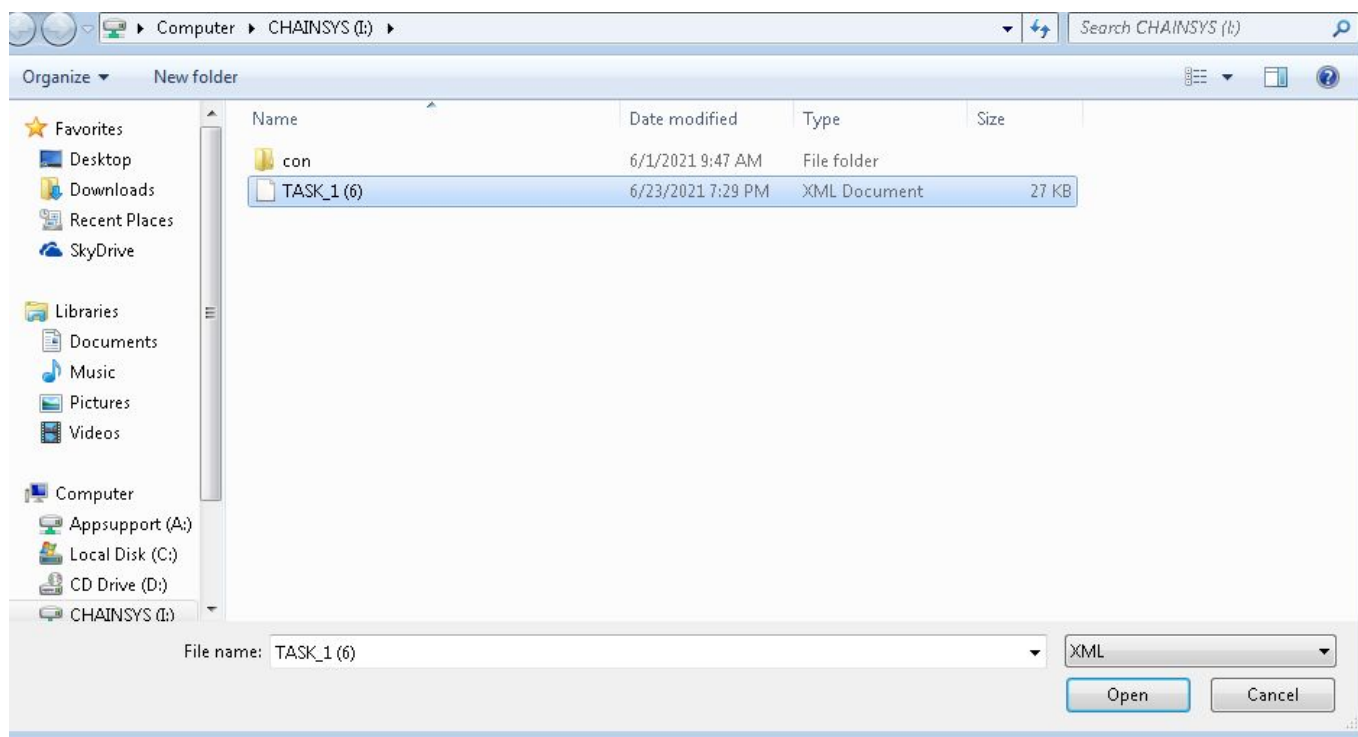


EXCEL TEMPLATE

(SINGLE SHEET)

Steps Involved in Excel Template

- Open new excel sheet
- Load the sample data
- Then click fields, after clicking Metadata(XDO_METADATA) will be created.
- Unhide the METADATA by right clicking sheet1
- Create needed column names and insert the fields to its corresponding columns.
- Select BU,Supplier name and then columns then give Repeating group
- After that group by BU
- Select the columns and supplier name and then give Repeating group after that group by Supplier name
- Select the last row and then repeating group
- Then save and click excel.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Invoice ID	Invoice num																			
2																					
3																					
4																					
5																					
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7																					
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17																					
18																					
19																					
20																					

Meta data sheet will be created.

OK Cancel

Online												
Load Data												
Insert												
Preview												
Tools												
Options												
Version												
A	B	C	D	E	F	G	H	I	J	K	L	
1	Version											
2	ARU-dbdrv											
3	Extractor Version											
4	Template Code											
5	Template TYPE_EXCEL_TEMPLATE											
6	Preprocess XSLT File											
7	Last Modified Date											
8	Last Modified By											
9												
10	Data Constraints:											
11												
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39												

BI Publisher Properties

Properties

Loop

For Each G_1

☐ Absolute Path

Group By BUSINESS_UNIT

☐ On Grouping

OK Cancel

C	D	E	F
it			
Invoice Amount	Amount Paid	Creation Date	Address
16964.14	16964.14	7/7/2020	4111 Gaston Ave

BI Publisher Properties

Properties

Loop

For Each: Group Item

☐ Absolute Path

Group By: VENDOR_NAME

☒ On Grouping

OK Cancel

Business Invoice

Supplier Name

Invoice Amount

Amount Paid

Creation Date

Address

Invoice Amount	Amount Paid	Creation Date	Address
16964.14	16964.14	7/7/2020	4111 Gaston Ave

Properties

Loop

For Each: Group Item

☐ Absolute Path

Group By: VENDOR_NAME

☒ On Grouping

OK Cancel

A4 744014

	A	B	C	D	E	F
1	Business Unit	US B	US B			
2	Supplier Name					
3	Invoice ID					
4	744014					
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

BI Publisher Properties

Properties

Loop

For Each Group Item

Absolute Path

Group By

On Grouping

OK Cancel

WPS Office

Task 4 output.xls

1

Sign in

Go Premium

Menu

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Insert

Page Layout

Formulas

Data

Review

View

Tools

Click to find commands

86%

10:23

24-06-2021

	A	B	C	D	E	F	G
1			REPORT FOR ACCOUNTS PAYABLE				
2	Business Unit	Supremo US Business Unit					
3	Supplier Name	InterAustralia					
4	Invoice ID	Invoice Number	Invoice Amount	Amount Paid	Creation Date	Address	
5		744014 ERS-410268-323455	16964.14	16964.14	00-01-1900	4111 Gaston Ave	
6		748025 ERS-410293-326466	2421.45	2421.45	00-01-1900	7351 N Ramsey Blvd	
7		743998 ERS-410252-323439	63614.18	63614.18	00-01-1900	1740 Broadway	
8		761035 ERS-410316-336472	75032.66	75032.66	00-01-1900	400 S Howes St,	
9	Business Unit	UK Business Unit					
10	Supplier Name	JL Company					
11	Invoice ID	Invoice Number	Invoice Amount	Amount Paid	Creation Date	Address	
12		728898 43807	5674.2	5674.2	00-01-1900	21 New Globe Walk	
13		728919 43828	5674.2	5674.2	00-01-1900	21 New Globe Walk	
14		728898 43807	5674.2	5674.2	00-01-1900	21 New Globe Walk	
15		728919 43828	5674.2	5674.2	00-01-1900	21 New Globe Walk	
16		728899 43808	11604.6	11604.6	00-01-1900	Kidderminster Industrial Estate	
17		728913 43822	11604.6	11604.6	00-01-1900	Kidderminster Industrial Estate	
18	Supplier Name	Medline					
19	Invoice ID	Invoice Number	Invoice Amount	Amount Paid	Creation Date	Address	
20		728913 43822	11604.6	11604.6	00-01-1900	Kidderminster Industrial Estate	
21		728898 43807	5674.2	5674.2	00-01-1900	21 New Globe Walk	
22		728919 43828	5674.2	5674.2	00-01-1900	21 New Globe Walk	
23		728898 43807	5674.2	5674.2	00-01-1900	21 New Globe Walk	
24		728899 43808	11604.6	11604.6	00-01-1900	Kidderminster Industrial Estate	
25		728919 43828	5674.2	5674.2	00-01-1900	21 New Globe Walk	
26	Supplier Name	Clock Manufacturing Unit					