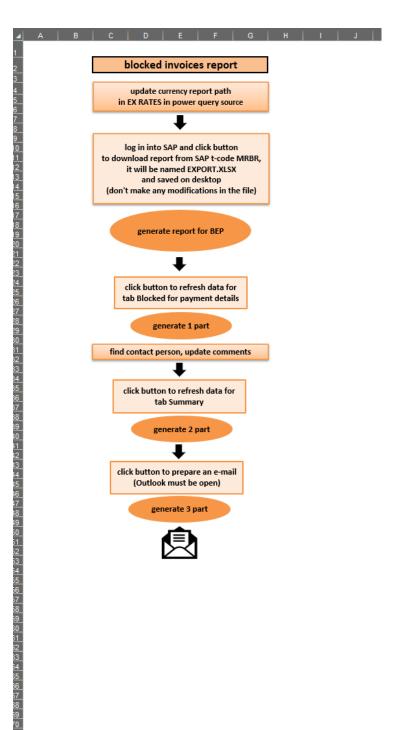
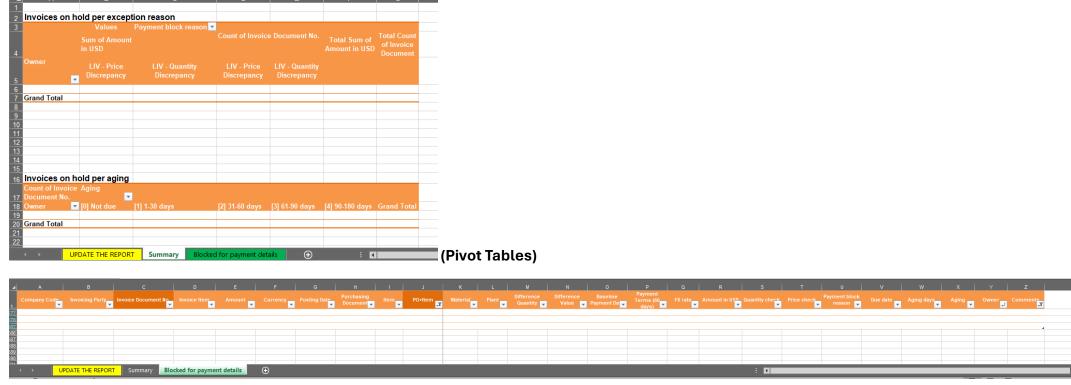
Power Query + Pivot Tables + Macros => Macro for blocked invoices report for BEP

* Company data was hidden, among others: by blurring them, replacing them in the code with xxx

The report consists of 3 tabs in Excel. In the first tab we have detailed instructions on what to do step by step, and in the second and third tab we have parts of the report. After completing all steps, a separate file with today's date will be created on the desktop with the final report and an appropriate e-mail will be generated for sending with the attached report.



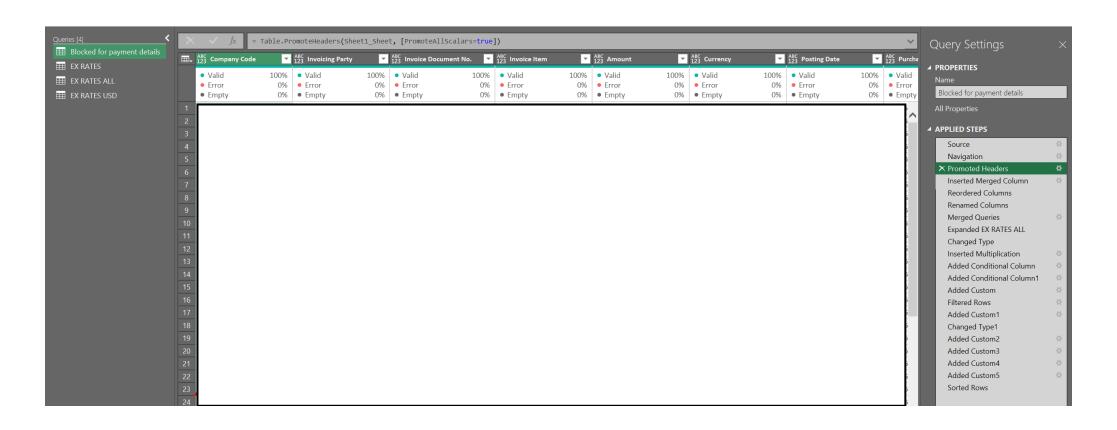


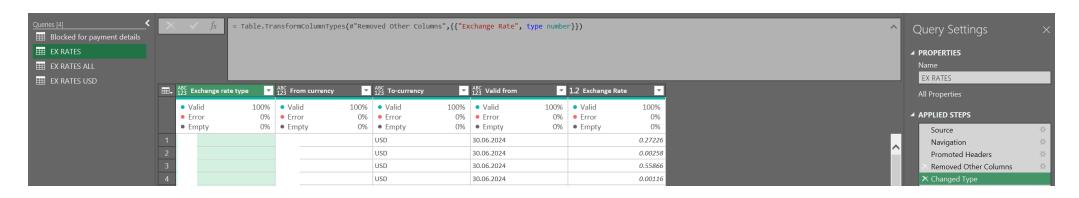
(Table from Power Query)

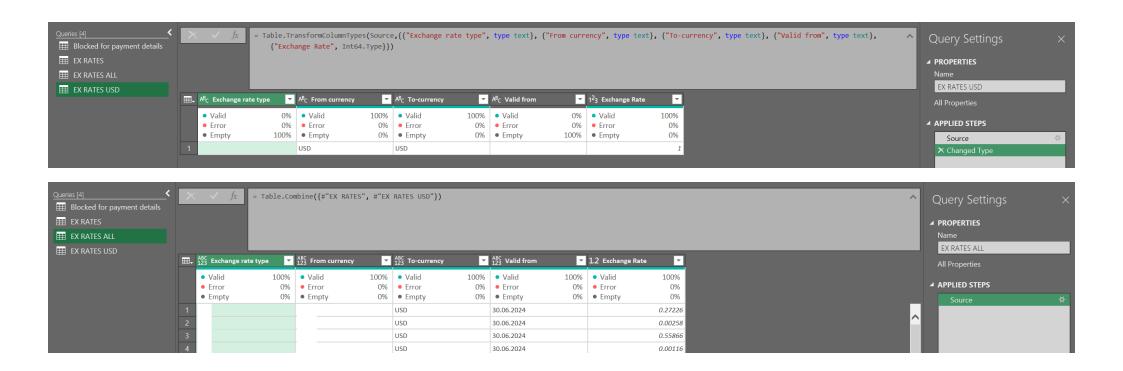
Power Query editor:

The downloaded data from SAP was loaded into Power Query and named Block for payment details. Then, data on exchange rates called EX RATES were added and a new EX RATES USD table was manually added. Both of these tables have been merged into one main table using append, named EX RATES ALL rates, whose rate column will be used in the Block for payment details table. The data in the Block for payment details table has been appropriately transformed, including: conditional and custom columns have been added, a column from the FX RATES ALL table has been added via join

The screenshots below show the data transformations.

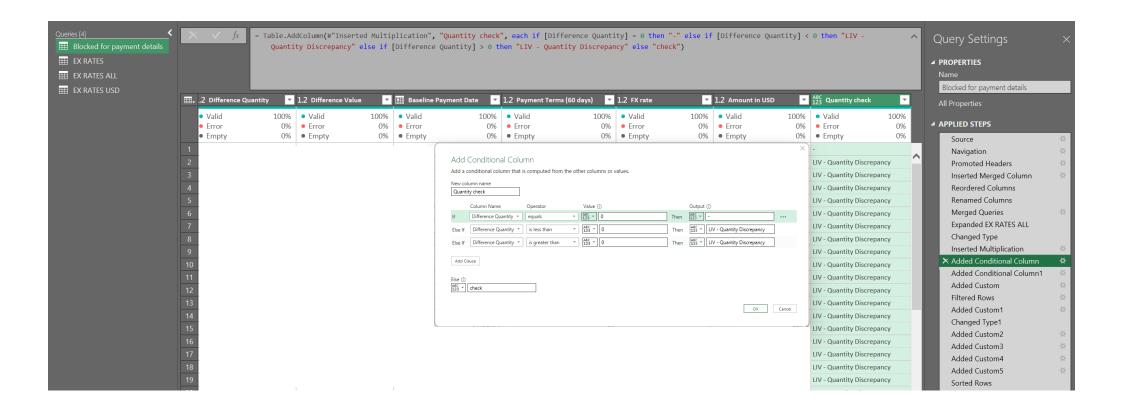


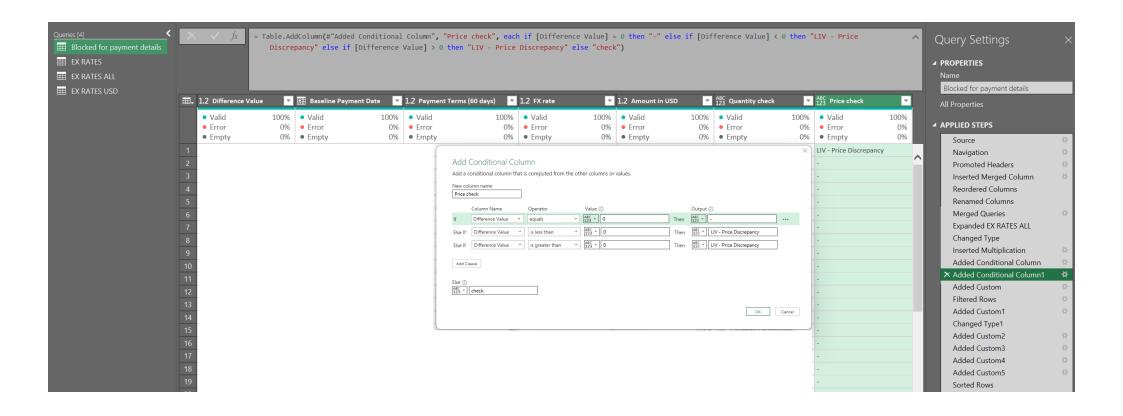


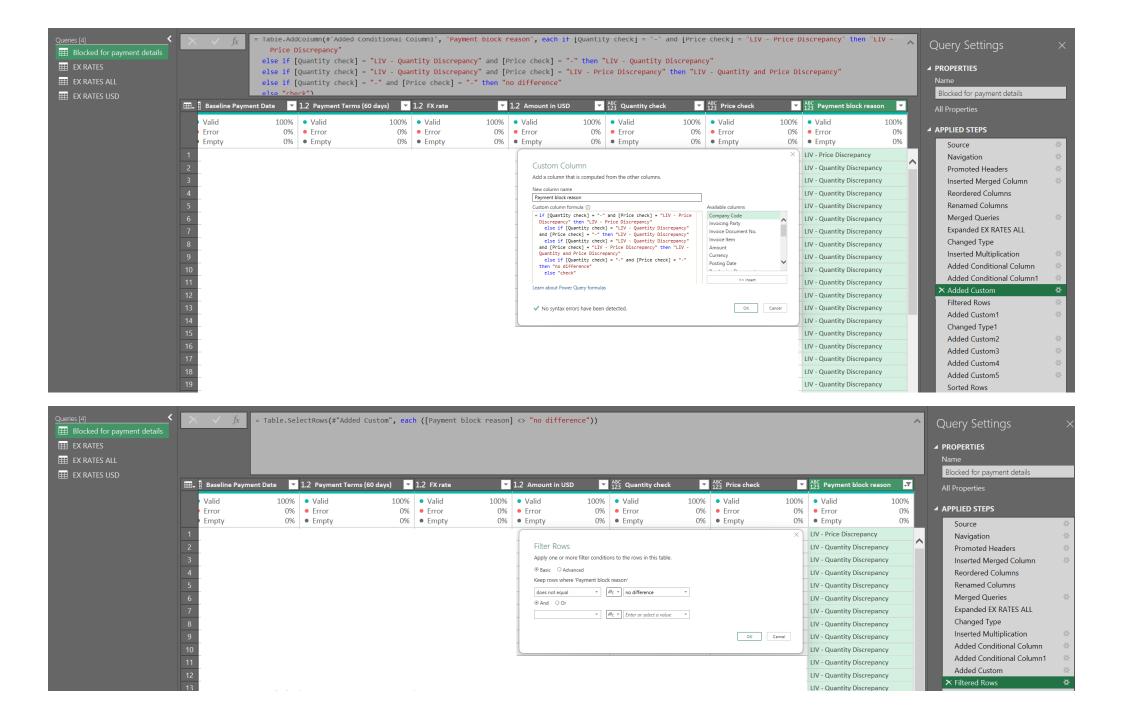


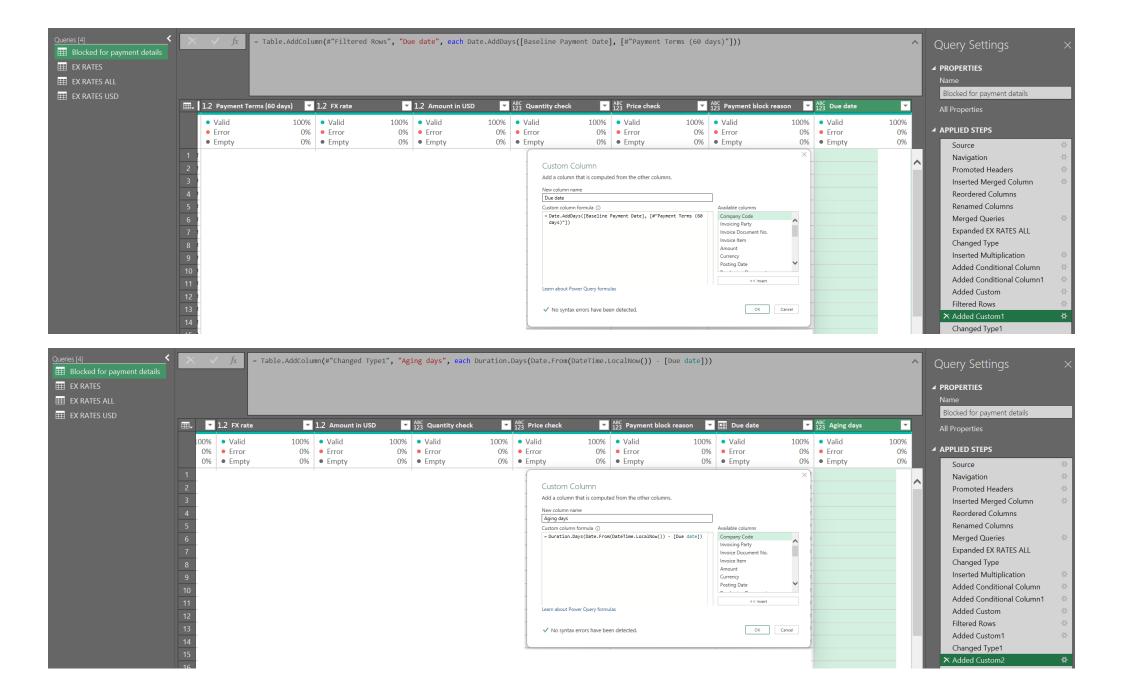


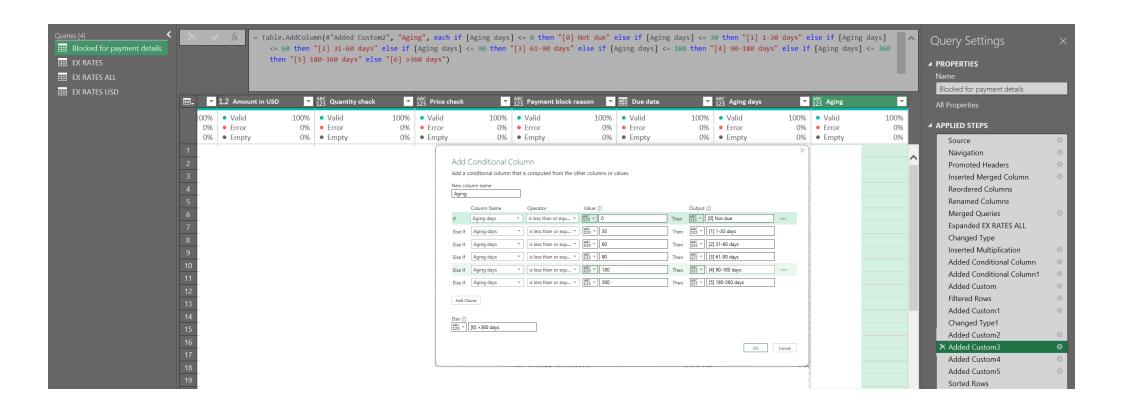


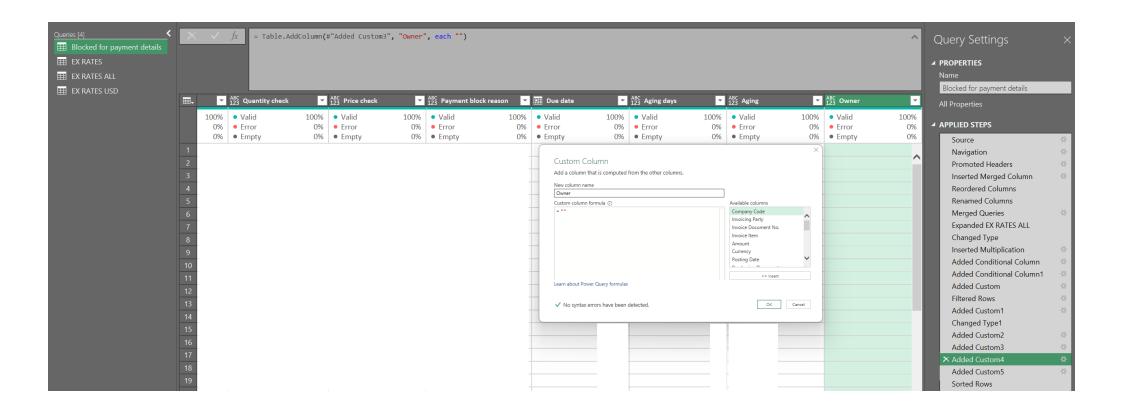


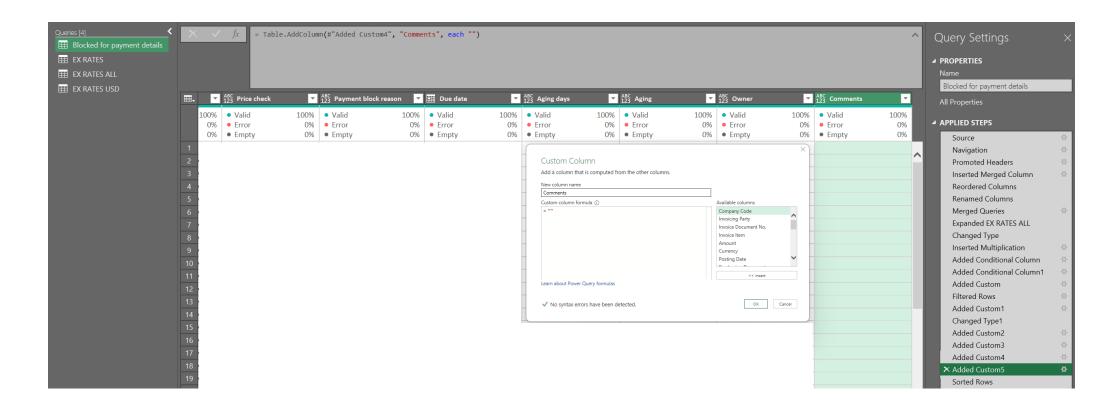






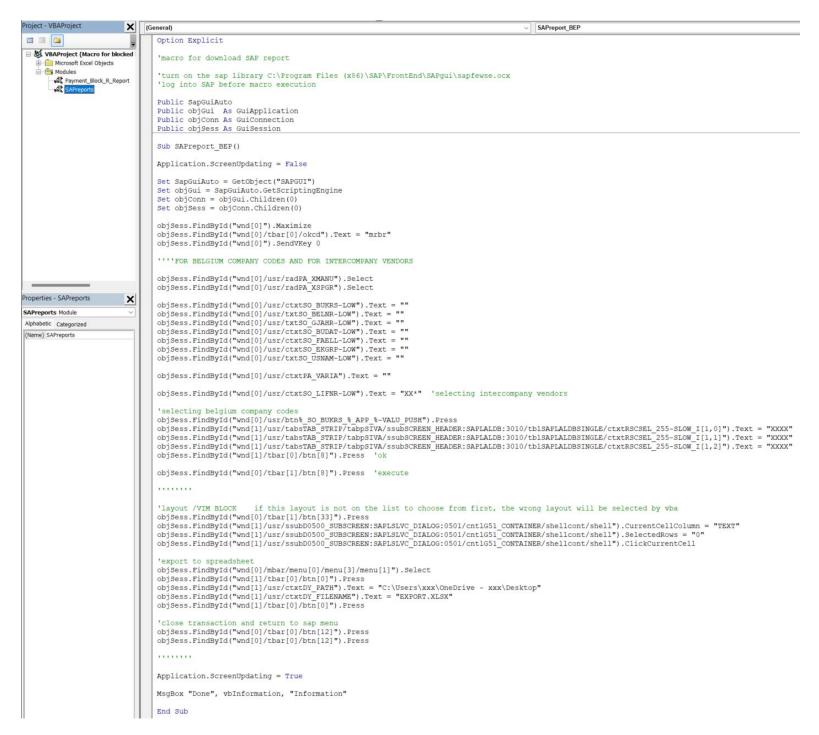


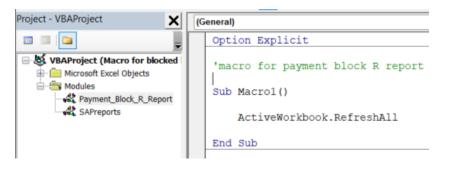




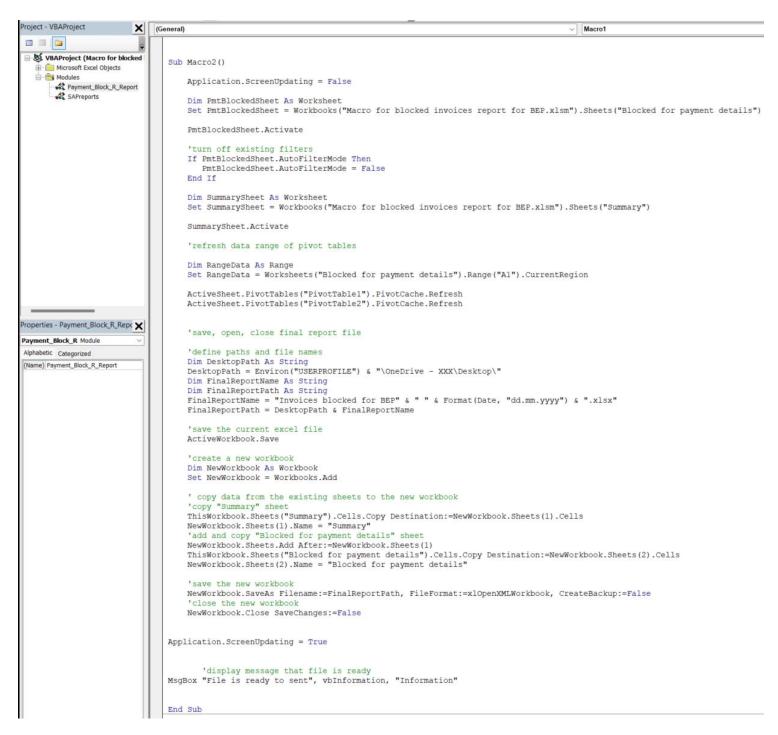
VBA editor:

Code for button: generate report





Code for button: generate 2 part





```
Sub Macro3()
   Workbooks ("Macro for blocked invoices report for BEP.xlsm"). Sheets ("Summary"). Activate
   'sending e-mail
   Dim OutApp As Object
   Dim OutMail As Object
   Set OutApp = CreateObject("Outlook.Application")
   Set OutMail = OutApp.CreateItem(0)
   Dim TodaysDate As String
   Dim DeadlineDate As String
    'calculate deadline date (today's date + 6 days)
   DeadlineDate = Format(DateAdd("d", 6, Date), "dd/mm/yyyy")
    'generate report name based on selection
   Dim DesktopPath As String
   DesktopPath = Environ("USERPROFILE") & "\OneDrive - XXX\Desktop\"
   Dim FinalReportName As String
   Dim FinalReportPath As String
   FinalReportName = "Invoices blocked for BEP" & " " & Format(Date, "dd.mm.yyyy") & ".xlsx"
   FinalReportPath = DesktopPath & FinalReportName
   'create a list of email addresses for the "To" field
   Dim c As Byte
   c = 19 ' we start from row 19,
          "A" column A
   Dim Recipients As String 'variable to store email addresses
   Do Until Range ("A" & c). Value = "Grand Total" 'run the loop until it encounters "Grand Total"
      If Range ("A" & c). Value <> "(blank)" Then 'condition to disregard "(blank)"
         If Recipients <> "" Then
           Recipients = Recipients & "; "
         End If
      Recipients = Recipients & Workbooks ("Macro for blocked invoices report for BEP.xlsm"). Sheets ("Summary"). Range ("A" & c). Value
      End If
   c = c + 1
   Loop
   'parts of e-mail
   With OutMail
       .Display 'must be earlier, otherwise the footer disappears
       .SentOnBehalfOfName = "XXXX"
       .To = Recipients
       .CC = "XXXX; XXXX; XXXX"
       .Subject = "Invoices blocked for BEP as of " & Format(Date, "dd.mm.yyyy")
        .HTMLBody = "Dear All," & "<br>>" &
       "Please find enclosed MRBR report including the list of documents automatically R-blocked due to quantity/price discrepancy." & "<br/>b" &
       "Attached you will also find the latest email communication regarding some holds investigation." & "<br>" &
       "In Details tab you can find the items referring to respective user (column Y)." & "<br/>br><br/>"&
       "Could you please let me know by " & DeadlineDate & " which of them can be released from holds?" & "<br>" & "
       OutMail.HTMLBody
       .Attachments.Add FinalReportPath
   End With
   Set OutMail = Nothing
   Set OutApp = Nothing
End Sub
```

∨ Macro1