WIP file (Fridays)

Open the following file:

Graphical user interface, text, application, email

Description automatically generated

1. Go to SAP – customer invoicing – list – invoice volume (1st one)

Time frame between 01.01.2021-today

Use view: Invoice Volume -Wkly Report

Export to Excel

Copy to TAB: SAP report

1. Convert Product Category to number

Go to TAB: Source

Keep first line and copy data from SAP report in the TAB: Source

Copy formulas from columns J to P to all lines

Graphical user interface, application

Description automatically generated

1. Go to Comparison tab

Click on the pivot table

Refresh – refresh All

1. Update the “Top 5 clients” TAB

Go to Summary by Account-RevStream

Select all the months of the current year

Copy paste data to top 5 clients

Filter from highest to lowest total

Keep top 5 clients

1. Sent email to CFO, controller and billing& collection

If new product, add it to mapping -> JF project