

Hello!

For your convenience, we have created a guide on how to create daily report. By following the guide, you will see exactly the same information as shown in the “Daily report” feature in DIBS Administration.

Step 1 – DIBS Administration

- A. Go to “Payments” → “Report”
- B. Select the following fields: “Order no.”, “Transaction number”, “Amount”, “Card type” and “Time of fulfillment”
- C. Select date interval
- D. Select “Payments captured in the period”
- E. Select Send to “e-mail” and type your e-mail address
- F. Press “Generate report”

The report will be delivered to your e-mail.

Report

menu	Payments ▾		Included report fields			
	Summary	A	Order no.	<input checked="" type="checkbox"/> B	Card type	<input checked="" type="checkbox"/> B
	Search		Transaction number.	<input checked="" type="checkbox"/> B	Authorization time	<input type="checkbox"/>
	Report	A	Amount in DKK	<input type="checkbox"/>	Time of fulfillment	<input checked="" type="checkbox"/> B
	Virtual Terminal		Amount	<input checked="" type="checkbox"/> B	Last refund time	<input type="checkbox"/>
	Subscription ▸		Currency	<input type="checkbox"/>	Acquirer agreement	<input type="checkbox"/>
	Voucher ▸		Fee	<input type="checkbox"/>	Orderinformation	<input type="checkbox"/>
	Statistics ▸				Total amount	<input type="checkbox"/>
	Ops Status ▸					
	Setup ▸					
Integration ▸						
Help Desk ▸						

Include transactions of the time period in question

C Period ▾ ▾ ▾ to ▾ ▾ ▾

The maximum date span is one year

Payments authorized in the period

D Payments captured in the period

Payments refunded in the period

Include testpayments

Delivery

E Send to : ▾

The report will be delivered within 24 hours.

F

Id	Date	From	To	Authorized	Captured	Refunded	Send to	Delete
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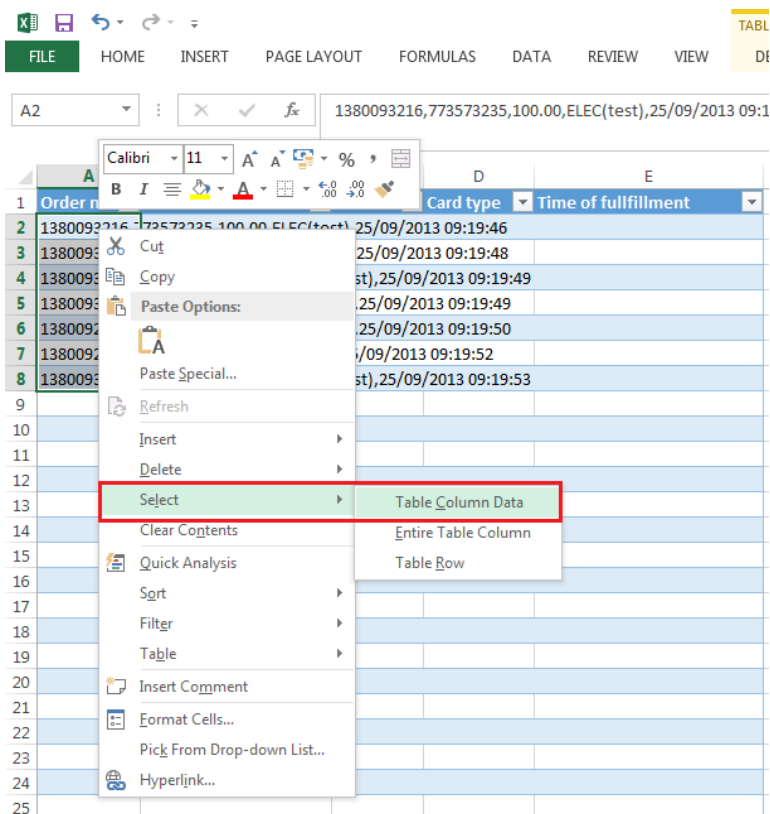
Step 2 – E-mail

- A. Open the attached .txt-file in the e-mail received from DIBS
- B. Select and copy transaction content from the txt-file (framed with red)

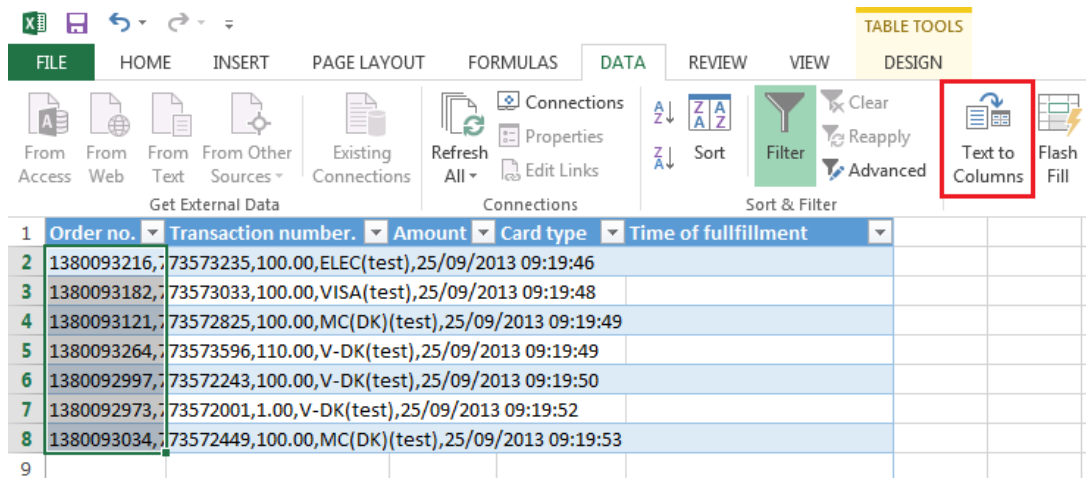
```
File Edit Format View Help
Transaction report (4254433 Anders DIBS TEST): Gennemførte transaktioner
Report generated 01/10/2013 15:32:44
Transaction interval
Start date: 25/09/2013 00:00:00
End date: 26/09/2013 00:00:00
Order no. ,Transaction number.,Amount ,Card type,Time of fullfillment
1380093216,773573235,100.00,ELEC(test),25/09/2013 09:19:46
1380093182,773573033,100.00,VISA(test),25/09/2013 09:19:48
1380093121,773572825,100.00,MC(DK)(test),25/09/2013 09:19:49
1380093264,773573596,110.00,V-DK(test),25/09/2013 09:19:49
1380092997,773572243,100.00,V-DK(test),25/09/2013 09:19:50
1380092973,773572001,1.00,V-DK(test),25/09/2013 09:19:52
1380093034,773572449,100.00,MC(DK)(test),25/09/2013 09:19:53
```

Step 3 – Excel

- A. Open the Excel template. Download the template [here](#).
- B. Place the mouse in A2 (column A, row 2) and paste the transaction content from the txt.file (cf. Step 2 – B), in the sheet named “Data”
- C. Select a random cell in column A and make a right click. Click “Select” → “Table Column Data”

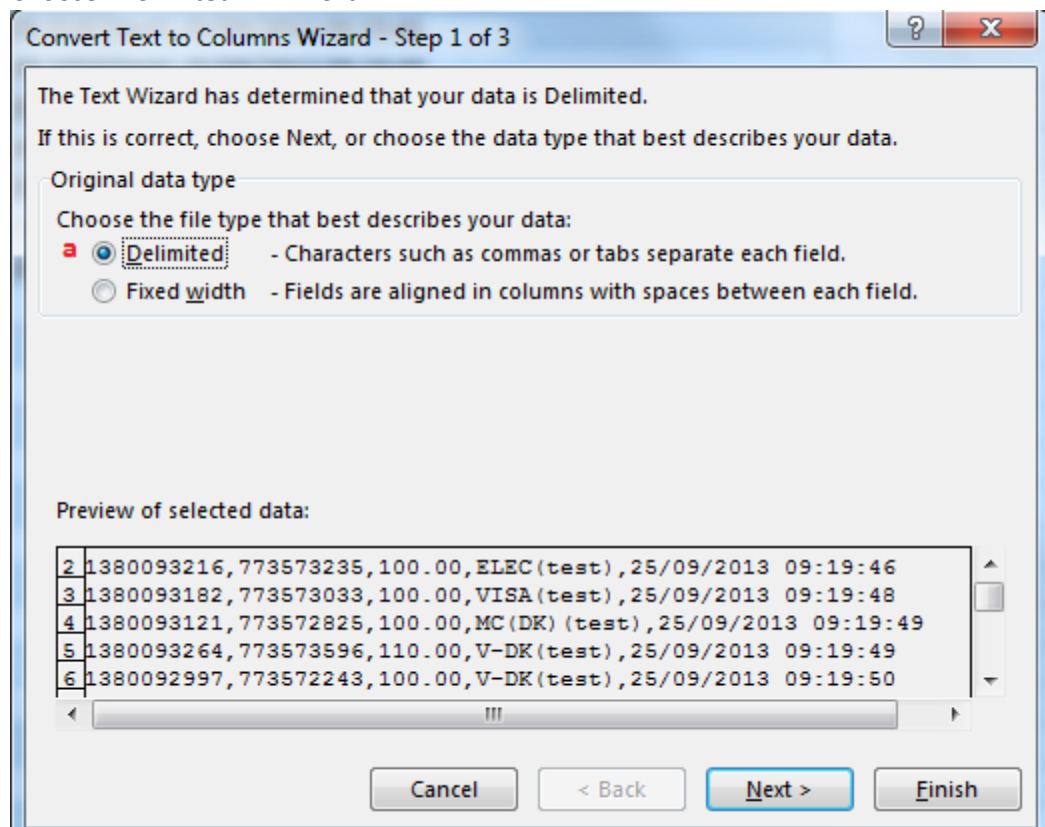


D. Select column all the data in column A, click “Data” → “Text to Columns” (framed with red)

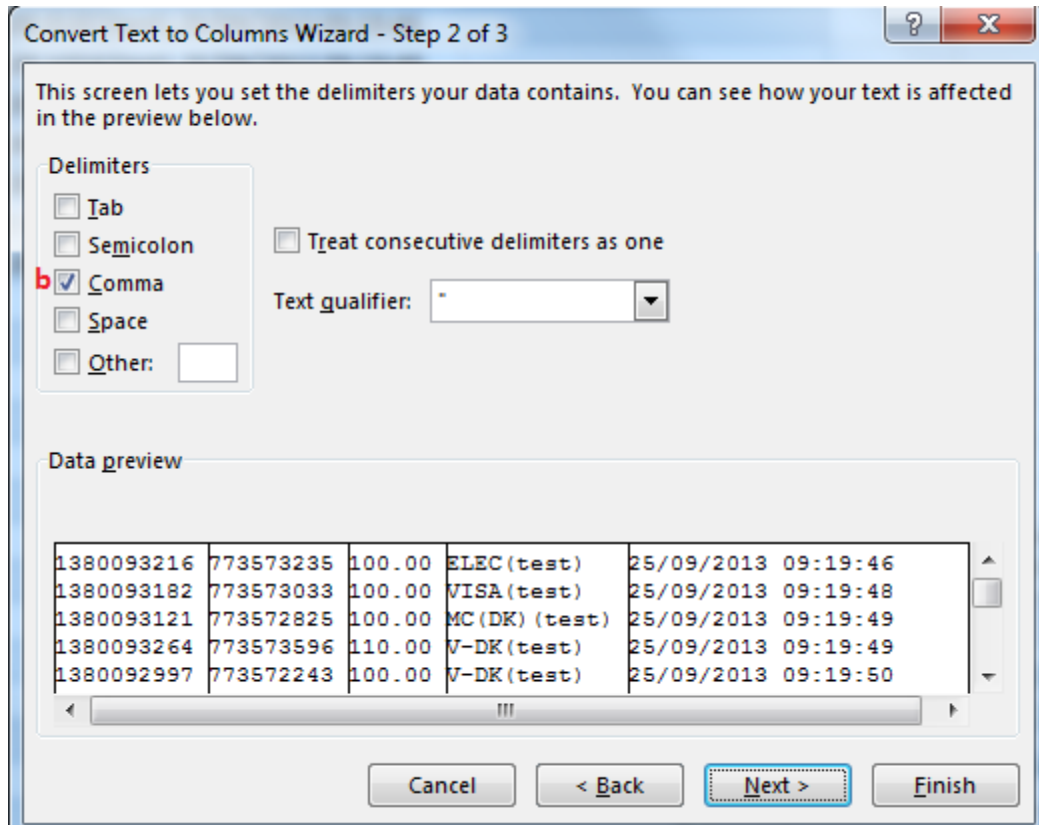


E. A pop-up window appear.

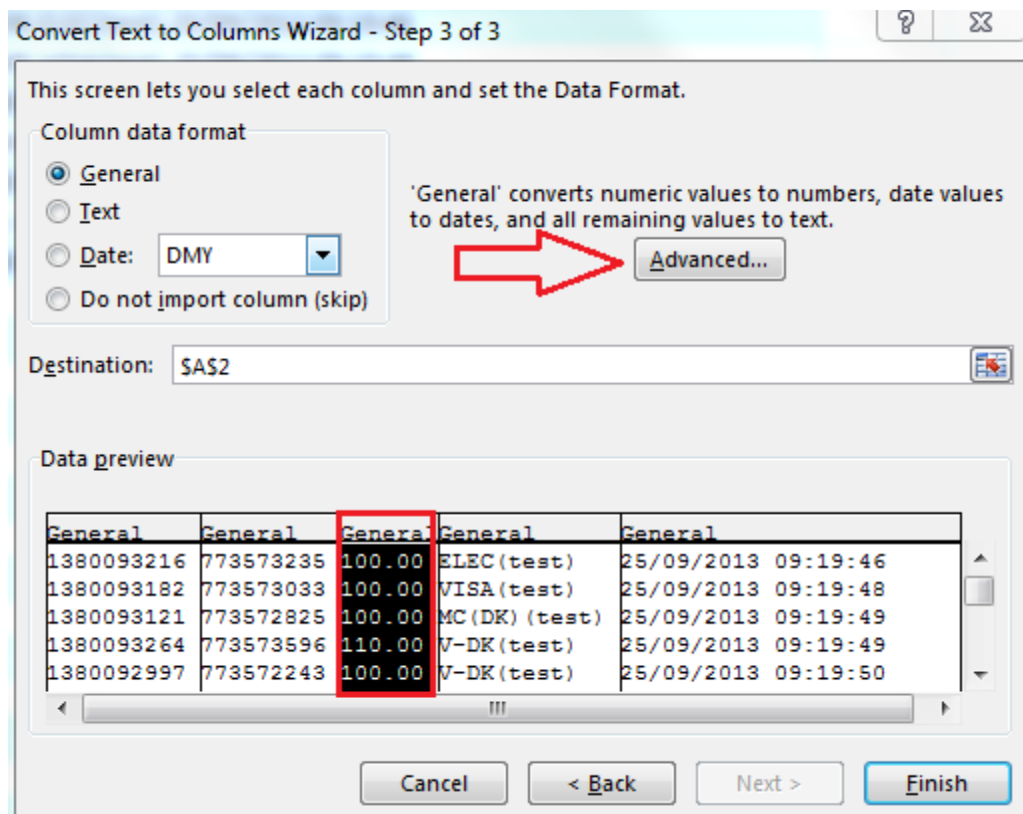
a. Choose “Delimited” → “Next”



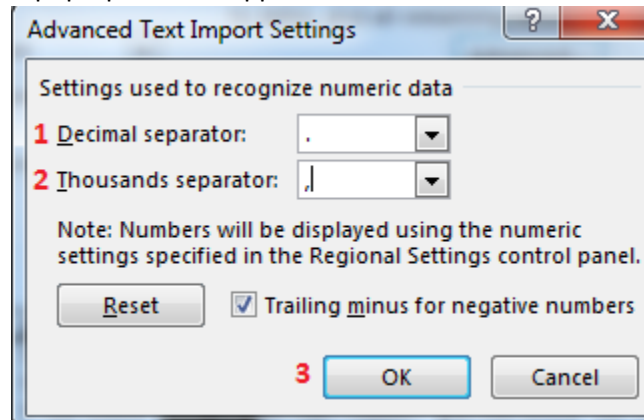
- b. Choose "Comma" → "Next"



- c. Select column 3 and click "Advanced"

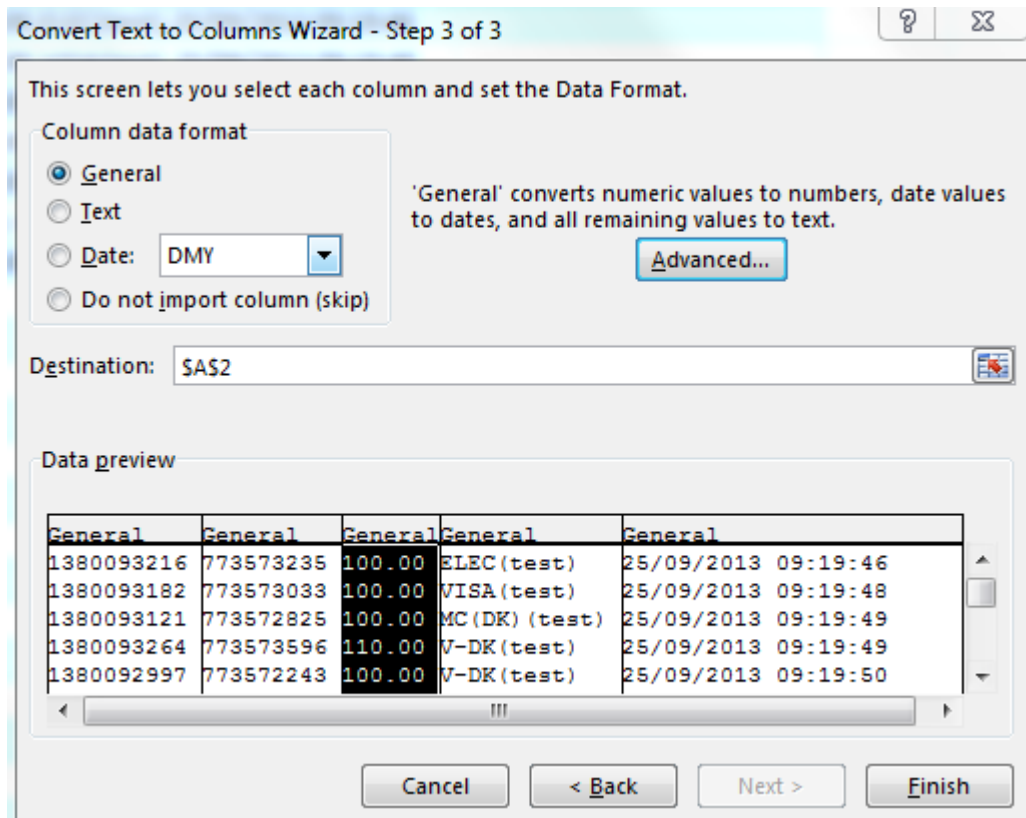


- i. A pop-up window appear.



1. Insert “.” full stop in the field next to “Decimal separator”
2. Insert “,” comma in the field next to “Thousands separator”
3. Click “OK”

- d. Click “Finish”



F. The data has now been converted to the columns

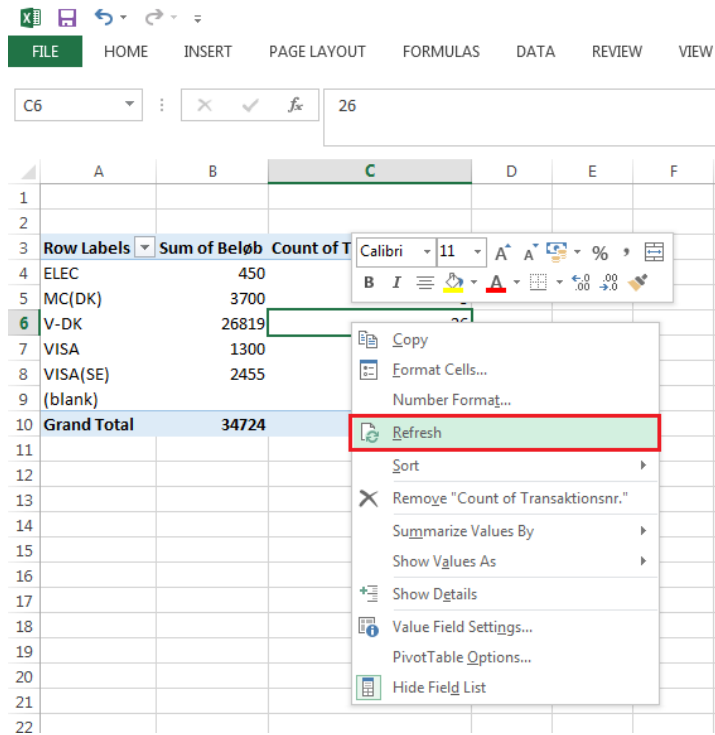
	A	B	C	D	E
1	Order no. ▾	Transaction number. ▾	Amount ▾	Card type ▾	Time of fulfillment ▾
2	1380093216	773573235	100,00	ELEC(test)	25-09-2013 09:19
3	1380093182	773573033	100,00	VISA(test)	25-09-2013 09:19
4	1380093121	773572825	100,00	MC(DK)(test)	25-09-2013 09:19
5	1380093264	773573596	110,00	V-DK(test)	25-09-2013 09:19
6	1380092997	773572243	100,00	V-DK(test)	25-09-2013 09:19
7	1380092973	773572001	1,00	V-DK(test)	25-09-2013 09:19
8	1380093034	773572449	100,00	MC(DK)(test)	25-09-2013 09:19
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Navigation: < > | **Data** | Daily Report | (+)

G. Click on the sheet “Daily Report” in the Excel file. In the “Daily Report” sheet you will find a table.

- a. To update the table you need to select a cell in the table and make a right click

b. Click "Refresh"



c. Your "Daily Report" has now been created

	A	B	C	D	E	F
1						
2						
3			Values			
4	Card type	Transaction n	Order no.	Sum of Amount	Count of Transaction number.	
5	⊕ ELEC(test)			100,00	1	
6	⊕ MC(DK)(test)			100,00	1	
7	⊕ V-DK(test)			210,00	2	
8	⊕ VISA(test)			100,00	1	
9	⊕ (blank)					
10	Grand Total			510,00	5	
11						
12						
13						
14						