

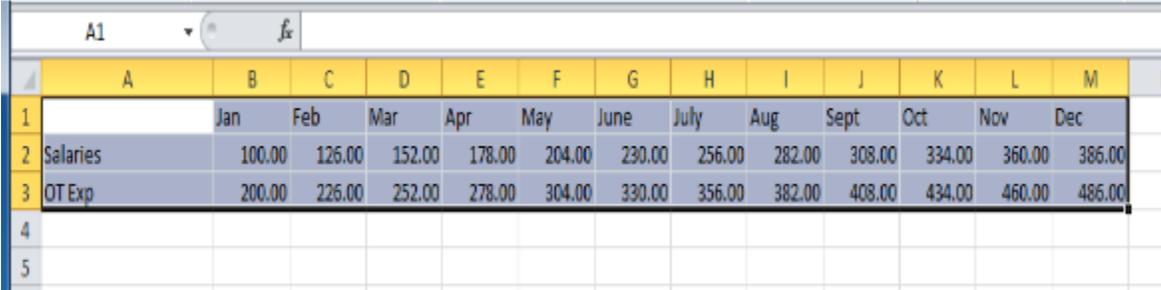
How To Link an External Spreadsheet to a Management Reporter Report

Have you ever wondered how you could link an External Spreadsheet to a Management Reporter report?

The following is an example of how to get your report to present GP and Excel data from two different spreadsheets.

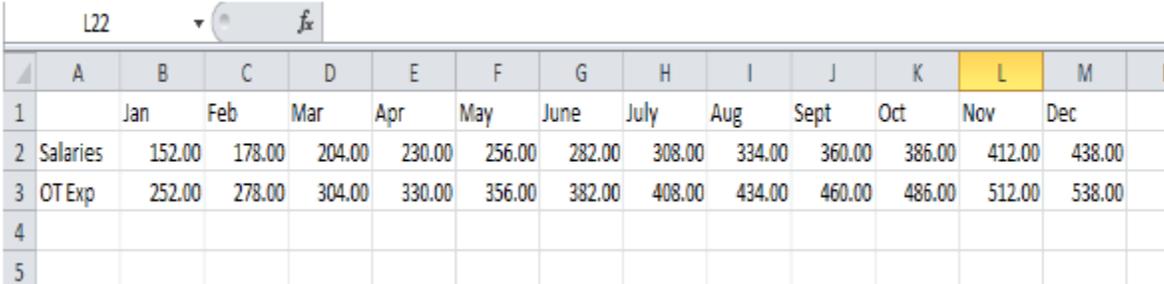
The two screen shots below reflects the Excel spreadsheet data we want to use. This is a Management Reporter report.

EXCEL SPREADSHEET – Sheet 1:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2	Salaries	100.00	126.00	152.00	178.00	204.00	230.00	256.00	282.00	308.00	334.00	360.00	386.00
3	OT Exp	200.00	226.00	252.00	278.00	304.00	330.00	356.00	382.00	408.00	434.00	460.00	486.00
4													
5													

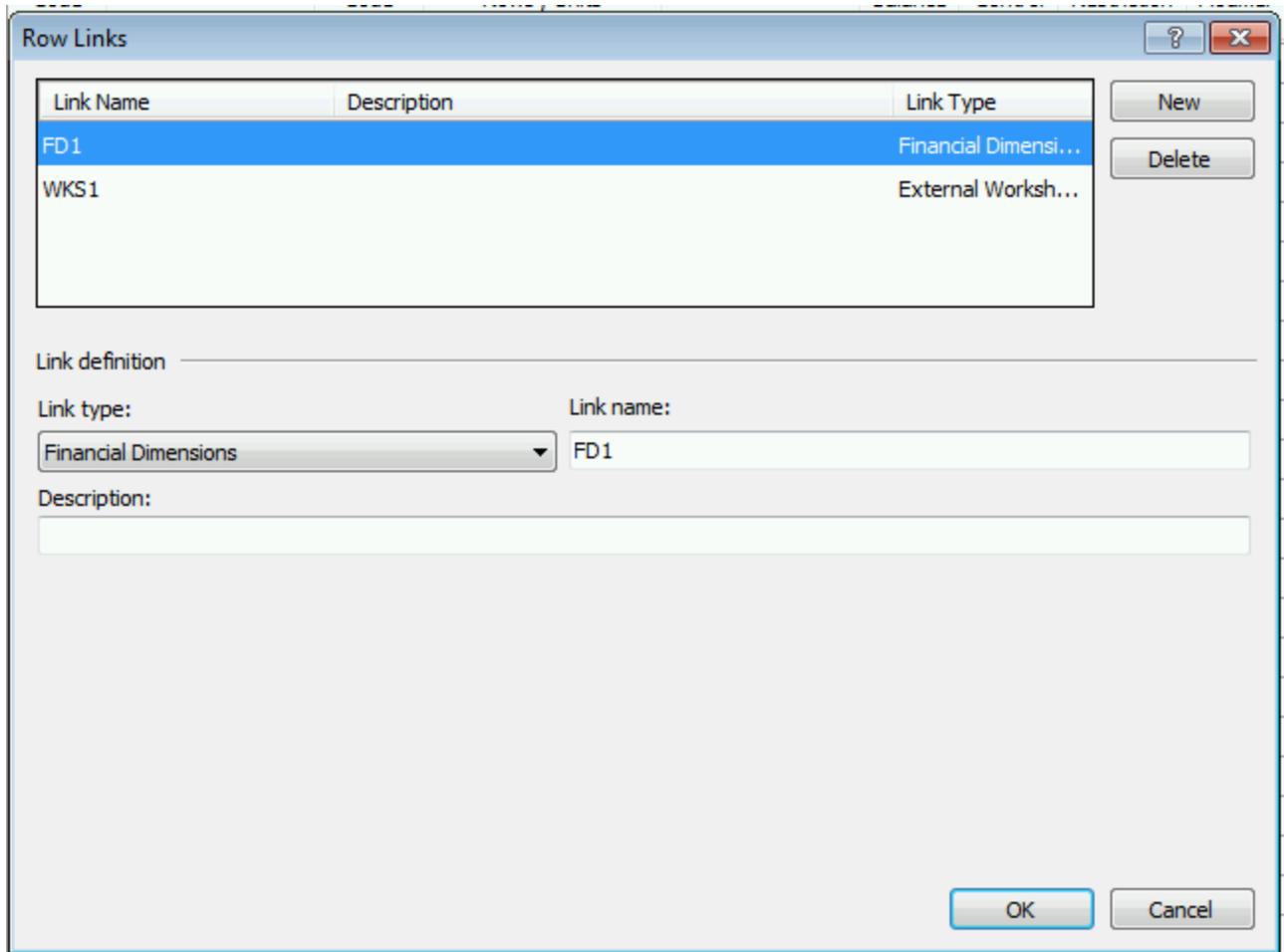
EXCEL SPREADSHEET – Sheet 2:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2	Salaries	152.00	178.00	204.00	230.00	256.00	282.00	308.00	334.00	360.00	386.00	412.00	438.00
3	OT Exp	252.00	278.00	304.00	330.00	356.00	382.00	408.00	434.00	460.00	486.00	512.00	538.00
4													
5													

To build the report, you may want to build the components in the following order – Row, Tree, Column and the Report Definition.
ROW DEFINITION:

Add the Row link to the Row format. Edit>Row Link. In the Row link window you can add more than Excel file link.



If the Excel file that you are linking to has multiple columns that represent different periods (for example, a worksheet that has a detailed, 12-month Budget Forecast), you can use the /CPO (Column Period Offset) option to match the accounting periods in the Column Definition with the appropriate columns in the Excel worksheet.

You can use this technique with either the Combined Worksheet link or the Separate Worksheet link.

To use the /CPO option, in the row definition, type the cell address that points one column to the left of the first period (column). Then, add the /CPO option at the end of the cell address.

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Verid	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions	K Link to External Worksheet Lakes Ent MR External Links Test 1	L Link to External Worksheet Lakes Ent External Links Sheet 2
100											
130	Salaries and Wages								+Account = [5100]	A2 /CPO	A2 /CPO
160	Overtime Pay - Administration								+Account = [5110]	A3 /CPO	A3 /CPO
190		---									
220	Total Wages Expense	TOT	130:160								
250		===									
280											

TREE FORMAT:

Add unit names to the tree that will define the Spreadsheet Information to review. You will need to assign a Row Definition before you can select the Worksheet link. The Worksheet Link Column (G) will allow you to select any link you've defined in the Row format.

Reporting Tree Definition	A Company	B Unit Name	C Unit Description	D Dimensions	E Row Definitions	F Financial Dimensions Link	G Worksheet Link	H Workbook or Report Path	I Worksheet Name
Summary of All Units	1	0BANY	SUMMARY	Summary of All Units	JMS Lakes Test...				
Rocky Gap Excel	2	0BANY	Rocky Gap	Rocky Gap Excel	JMS Lakes Test...		WWS1 - Lakes E...	C:\Users\admini...	Sheet1
Rocky Gap Excel 2	3	0BANY	Rocky Gap2	Rocky Gap Excel 2	JMS Lakes Test...		WWS2 - Lakes E...	C:\Users\admini...	Sheet2
(none)	4	TWO-Curr	(none)		+Division = []	JMS Lakes Test...			
Northwest Division	5	TWO-Curr	NW	Northwest Division		JMS Lakes Test...			
Administration	6	TWO-Curr	100	Administration	+Division = [100]	JMS Lakes Test...			
000	7	TWO-Curr	000		+Division = [000]	JMS Lakes Test...			
Southwest Division	8	TWO-Curr	SW	Southwest Division		JMS Lakes Test...			
Sales	9	TWO-Curr	300	Sales	+Division = [300]	JMS Lakes Test...			
Accounting	10	TWO-Curr	200	Accounting	+Division = [200]	JMS Lakes Test...			
Service/Installation	11	TWO-Curr	400	Service/Installation	+Division = [400]	JMS Lakes Test...			
Consulting/Training	12	TWO-Curr	500	Consulting/Training	+Division = [500]	JMS Lakes Test...			
Purchasing/Receiving	13	TWO-Curr	600	Purchasing/Receiving	+Division = [600]	JMS Lakes Test...			
999	14	TWO-Curr	999		+Division = [999]	JMS Lakes Test...			
	15								

COLUMN FORMAT:

Create a column type WKS and then in the Report Unit Field select the Summary Unit you created in your Reporting Tree definition.

	A	B	C	D	E	F
Header 1						
Header 2		NW	SW	400	Excel	Excel
Header 3		000/100	200/300		Rocky Gap	Rocky Gap 2
Column Type	DESC	FD	FD	FD	WKS	WKS
Book Code / Attribute Category		ACTUAL	ACTUAL	ACTUAL		
Fiscal Year		BASE	BASE	BASE		
Period		BASE	BASE	BASE	BASE	BASE
Periods Covered		PERIODIC	PERIODIC	PERIODIC		
Formula						
Column Width	30	14	14	14	14	14
Extra Spaces Before Column						
Format / Currency Override						
Print Control						
Column Restrictions						
Reporting Unit		SUMMARY^NW	SUMMARY^SW	SUMMARY^400	SUMMARY^ROCKY GAP	SUMMARY^ROCKY GAP2
Currency Source						

REPORT DEFINITION:

Create your Report Definition using your new Row, Tree and Column. You will want to make sure you name the Use Row Definition from the Reporting Tree Check Box.

The screenshot shows the 'Report Definition' window for 'JMB Lakes Ent External Links Testing - Management Reporter'. The interface includes a menu bar (File, Edit, View, Format, Company, XBRL, Go, Tools, Window, Help), a toolbar with various icons, and a 'Report Definitions' tree on the left. The main configuration area is divided into several sections:

- Report:** Company name: TWC-Curr; Detail level: Financial; Provisional: Posted activity only.
- Date information:** Base period: 4; Base year: 2017; Period covered: For the Four Months Ending; Report date: 4/30/2017; Default base period: S-1.
- Building blocks:** Row: JMB Lakes Testing External Link; Column: JMB Lakes Ent External Links Te; Tree type: Reporting tree; Tree: JMB Lakes External Links Testn; Starting unit: (empty).
- Output and distribution summary:** Output type: Management Reporter; Output name: JMB Lakes Ent External Links Testing; Report library location: Library; Report duplicate accounts: No.

A checkbox labeled 'Use row definition from reporting tree' is checked.

REPORT GENERATED:

FABRIKAM, INC.
Summary of All Units
For the Four Months Ending Sunday, April 30, 2017

	<u>NW</u>	<u>SW</u>	<u>400</u>	<u>Excel</u>	<u>Excel</u>
	<u>000/100</u>	<u>200/300</u>		<u>Rocky Gap</u>	<u>Rocky Gap 2</u>
Salaries and Wages	\$29,341.39	\$73,327.65	\$565.79	\$178.00	\$230.00
Overtime Pay - Administration	55,675.75	566,787.65	1,234.56	278.00	330.00
Total Wages Expense	<u>85,017.14</u>	<u>640,115.30</u>	<u>1,800.35</u>	<u>456.00</u>	<u>560.00</u>