

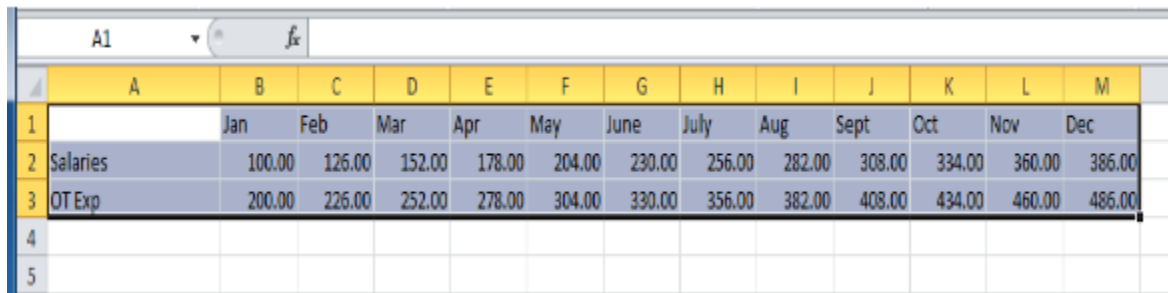
How To Link an External Spreadsheet to a Management Reporter Report

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.

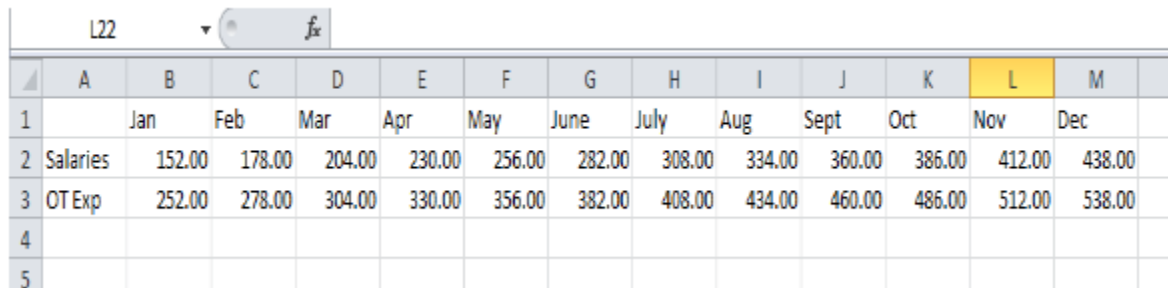
The two screen shots below reflects the Excel spreadsheet data we want to use. This is a Management Reporter report.

EXCEL SPREADSHEET – Sheet 1:

A screenshot of an Excel spreadsheet titled 'Sheet 1'. The active cell is A1. The spreadsheet has columns A through M and rows 1 through 5. Row 1 contains month abbreviations from Jan to Dec. Row 2 contains 'Salaries' and values from 100.00 to 386.00. Row 3 contains 'OT Exp' and values from 200.00 to 486.00. Rows 4 and 5 are empty.

	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 screenshot of an Excel spreadsheet titled 'Sheet 2'. The active cell is L22. The spreadsheet has columns A through M and rows 1 through 5. Row 1 contains month abbreviations from Jan to Dec. Row 2 contains 'Salaries' and values from 152.00 to 438.00. Row 3 contains 'OT Exp' and values from 252.00 to 538.00. Rows 4 and 5 are empty.

	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.

Row Links

Link Name	Description	Link Type
FD 1		Financial Dimensi...
WKS1		External Worksh...

Link definition

Link type: Financial Dimensions Link name: FD1

Description:

OK Cancel

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 verrid	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	BANY	SUMMARY	Summary of All Units		JMS Lakes Testi...				
[-] Rocky Gap Excel	2	BANY	Rocky Gap	Rocky Gap Excel		JMS Lakes Testi...		WKS1 - Lakes E...	C:\Users\admini...	Sheet1
[-] Rocky Gap Excel 2	3	BANY	Rocky Gap2	Rocky Gap Excel 2		JMS Lakes Testi...		WKS2 - Lakes E...	C:\Users\admini...	Sheet2
[-] (none)	4	TWO-Curr	(none)		+Division = []	JMS Lakes Testi...				
[-] Northwest Division	5	TWO-Curr	NW	Northwest Division		JMS Lakes Testi...				
[-] Administration	6	TWO-Curr	100	Administration	+Division = [100]	JMS Lakes Testi...				
[-] 000	7	TWO-Curr	000		+Division = [000]	JMS Lakes Testi...				
[-] Southwest Division	8	TWO-Curr	SW	Southwest Division		JMS Lakes Testi...				
[-] Sales	9	TWO-Curr	300	Sales	+Division = [300]	JMS Lakes Testi...				
[-] Accounting	10	TWO-Curr	200	Accounting	+Division = [200]	JMS Lakes Testi...				
[-] Service/Installation	11	TWO-Curr	400	Service/Installation	+Division = [400]	JMS Lakes Testi...				
[-] Consulting/Training	12	TWO-Curr	500	Consulting/Training	+Division = [500]	JMS Lakes Testi...				
[-] Purchasing/Receiving	13	TWO-Curr	600	Purchasing/Receiving	+Division = [600]	JMS Lakes Testi...				
[-] 999	14	TWO-Curr	999		+Division = [999]	JMS Lakes Testi...				
	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.

REPORT GENERATED:

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

	NW 000/100	SW 200/300	400	Excel Rocky Gap	Excel Rocky Gap 2
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	85,017.14	640,115.30	1,800.35	456.00	560.00