

Installs in
minutes

GL Wand for use with SAP

User Guide

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Quickstart guide

Phase	Step	Action	User Guide Sections
Evaluate GL Wand on our online IDES system	1. Install GL Wand add-in on PC.	Unzip the downloaded file and double click e4awand_sap(version).exe. This will install the GL Wand (SAP) add-in on your PC and launch SAP Demo.xls.	PC Installation
	2. Log into our online IDES system via the internet.	Log on to our hosted IDES server. Use the logon credentials supplied in our welcome email to access our online IDES system.	Logging On
	2.1 Refresh sample sheets, Drill to detail; learn GL Wand functionality with provided example.	Using SAP Demo.xls and the instructions on the sheets spend some time experimenting and learning.	Using GL Wand
Evaluate GL Wand on your own SAP system with a full use trial	3. Copy GL Wand transports to your SAP development server.	Typically the task of importing the transports will be performed by your SAP BASIS administrator. There is one required and one optional transport.	Server Installation
	4. Logon on to SAP with GL Wand and request a trial key.	The first user connecting with GL Wand will be assigned Wand Administrator privileges allowing them to enter license keys, manage users and set system wide options.	Logging on
	5. Login to your own company code data and start building reports.	Experience a faster connection to your server, and see your own Company code data. Using your own user name and password logon and start building your own reports.	Toolbar
	6. Grant additional users access to the trial	Grant additional SAP users access to GL Wand full use trial	Administrator : Add Users
Purchase and fully deploy GL Wand software.	If you are thinking of buying a license, obtain a quote through an accredited partner or directly from us.	Visit www.excel4apps.com or request a quote in the buy section of the website.	
	Enter full use license keys into production system.	Enter license keys to cater for production and development systems. Stop seeing the pop-up window.	License Key
	Set Site Options to control GL Wand user access and online upgrades.	Configure options while logged in as a GL Wand Administrator to control user access and various other options.	Site Options

New features

Release 3.30

Feature	Description	Benefit
Functionality		
Double Click	Double clicking cell was not entering Edit mode.	Bug Fix.
Profit Center Master Display	Authorization to display profit center master records.	Bug Fix.
Idle Connection Timeout	Reduced the timeout period for idle connections.	Improved connection handling.
Connector License Type	Connector license type corrected after logon.	Bug Fix.
RDM	The Reports Distribution Manager product has been added.	New Product.

Release 3.25

Feature	Description	Benefit
Functionality		
Optimize Groups Site Wide Setting	The Wand Administrator can set the optimization of groups for the site.	Central administration.
Command Line Option for installer	Allows the installation to exclude custom actions.	Flexible install.
Document Drill Down	Correction for ledger identification.	Bug Fix.
PCA Get Balance	Assessment/Distribution record types included.	Bug Fix.

Feature	Description	Benefit
Parallel ledger drill down	Parallel ledger only postings included.	Bug Fix.
Drill Down	Currencies requiring translation on drill down.	Bug Fix.
Layouts	Removed period from GL document lines.	Bug Fix.
Authorizations	Multiple profile check.	Bug Fix.
Show List Of Values	Clipboard button added so value may be pasted or inserted in the clipboard.	Enhancement.
Master Data	Expired cost and profit center masters imported.	Retrospective reporting.
Layouts	Reset All Layouts button added.	Easily reset all layouts.
QTD Balance Type	Leading zero allowed for period.	Enhancement.
Initial License Request	Corrected issue on opening of license request form.	Bug Fix.

Release 3.15

Feature	Description	Benefit
Functionality		
Excel Ribbon	Excel Ribbon provided in Excel 2007 version and greater.	Better integration with Excel 2007 and 2010.

Feature	Description	Benefit
Custom Drill Down Layouts	User can choose from a list of possible fields to display, change the order of the field output, total numeric value fields, subtotal by selected fields and automatically insert the descriptions of the FICO objects.	Customized layout of drill down information.
New Calculation Engine	A new method of processing calculations implemented.	<ul style="list-style-type: none"> • Improved performance • Prevents Excel from triggering unwanted calculations e.g. when a column or row are deleted or hidden • Does not toggle the Excel calculation mode during the process ensuring that calculations of other workbooks are not triggered unnecessarily.
New Functions	Retrieve balances for CO Orders, Activity Types, Statistical Key Figures, Alternate GL Account and Custom New GL Fields.	Retrieve data for additional functional areas in SAP.
Custom Field Auto Configuration	Custom Field configuration in SAP automatically interrogated.	Enables rapid setup for custom fields in the New GL.
Configuration Sheet	Displays the master data for FICO objects as well as the authorization objects that the user has.	Assists troubleshooting.
Lists of Groups	Get balances for multiple groups in get balance functions.	Balances retrieved for multiple groups.
List of Values Persisted	The list of values selected is persisted when drilling into a list of values enabled cell.	Previous selections not lost.
Drilldown Engine	A new method of populating Excel with drill down results implemented.	Improved drill down performance especially for very large drilldowns with thousands of rows.
Discover Hierarchy Ranges	Allows the user to have the individual child values of a range in a hierarchy displayed as such instead of a range value.	Additional option for user.
New Workbook/Worksheet for Drill Downs	Ability to create a new workbook or add a new worksheet to the current workbook on drill down.	Additional option for user.

Feature	Description	Benefit
Optimize Groups	Option to optimize groups into range selections for consecutive child values where possible.	Improved performance.
FI or CO document drill down	Where an FI document exists for a CO line item the user can drill down to either document.	Flexible document drill down.
Cache on Demand	Master data caching methodology changed to cache on demand.	Shorter logon times.
Multiple Sheet Refresh	Multiple sheets can be selected for refresh with the Refresh Sheet Button.	Only selected sheets refreshed.
Context Sensitive Menu for List Of Values	Right click support for the List of Values form.	Improved ease of use for selecting values.
Quantity Field for PCA Drill Down	Quantities can be displayed for PCA line items.	Drill down information improved.
Representative Materials parameter for PCA function	The Representative Material field is available on the PCA balance function.	Improved PCA function.
Company Code parameter for PCA function	The Company Code field is available on the PCA balance function.	PCA Balances can be limited to a company code.
Trace Capability	Trace Capability for logging purposes.	Assists with troubleshooting.
Line Item Drill Down Insert Columns/Rows	Columns and Rows may be inserted into the line item drill down output while maintaining the ability to drill down to document level.	More robust drill down capability.
Chart of Account Descriptions	Use the chart of account description for GL Accounts that have not been created in SAP for a particular company code.	Additional option for user.
Trading Partner parameter for Custom Function	The Trading Partner field is available on the Custom function.	New GL Balances can be limited by Trading Partner.
Transaction Type parameter for Custom Function	The Transaction Type field is available on the Custom function.	New GL Balances can be limited by Transaction Type.

Release 2.10

Feature	Description	Benefit
Functionality		
Drill Down Type Mismatch	Corrected type mismatch error.	Bug Fix.
Invalid GL Wand Message Removed	Double clicking on a cell while not logged on to GL Wand produced an error message.	Bug Fix.
Date Format Error	Suppress expiry date formatting based on regional settings causing an error.	Bug Fix.

Release 2.05

Feature	Description	Benefit
Functionality		
Compatible with Excel4apps Connector for SAP	The Excel4apps Connector for SAP was built in order to enable the sharing of functionality and information across Excel4apps products. GL Wand has been integrated into this new Connector.	Enables the sharing of functionality and information across products built by Excel4apps for use with SAP.
Return results phase	Corrected long running return results phase showing not responding on form.	Bug Fix.
Shortened numeric object codes	Corrected padded leading zeros on shortened numeric company codes and business areas.	Bug Fix.
Removed 3 rd party PDF product	Removed use of 3 rd party PDF product and replaced with description of how to add a PDF printer.	Uses standard Excel PDF printing functionality.

Release 1.20

Feature	Description	Benefit
Functionality		
New SAP transaction to test initial connection requirements	A new SAP transaction has been added to test initial connection requirements for trouble shooting purposes.	Assists users in identifying initial setup issues.
SAP Connector deployed to the GAC	The SAP Connector is deployed to the GAC.	Centralizes the use of the SAP Connector across products.

Release 1.15

Feature	Description	Benefit
Functionality		
SAP 4.70 compatible version	Server version compatible with SAP 4.70 made available in a separate transport. Enhanced client to cater for the new server version.	Enables the use of GL Wand for SAP on 4.70 systems.
Composite profiles	Corrected multi-level composite profile and multiple single profile authorization selection.	Bug Fix.
Get balance wizards	Corrected a problem with some of the get balance wizards not closing with the windows close button.	Bug Fix.
Get balance wizards	Added more prior years to the drop down list as well as in the list of values.	Ability to select older data using the wizards.
Calculation count	Corrected calculation count when editing a get balance function.	Bug Fix.
List of Values	Corrected behavior where Excel would remain in cell edit mode when clicking Ok or Cancel on a created List of Values.	Bug Fix.

Feature	Description	Benefit
Get balance function	Added error message when trying to add multiple company codes within one get balance function.	Prevent users trying to insert multiple company codes within one get balance function.
Organizational Objects	Corrected error with company codes and business areas that have leading zeros and shortened company codes.	Bug Fix.
Authorizations	Enhanced performance of cost Center authorization check.	Performance improvement.
Get PCA balance	Added the functional area to the get PCA balance function.	Ability to select classic PCA data by functional area.
Options Form	Corrected spelling error.	Bug Fix.
Error Message	Added detail to list of company code and missing server function messages.	Provide more information to user in order to resolve issue.
Lagon	Corrected message server logon.	Bug Fix.

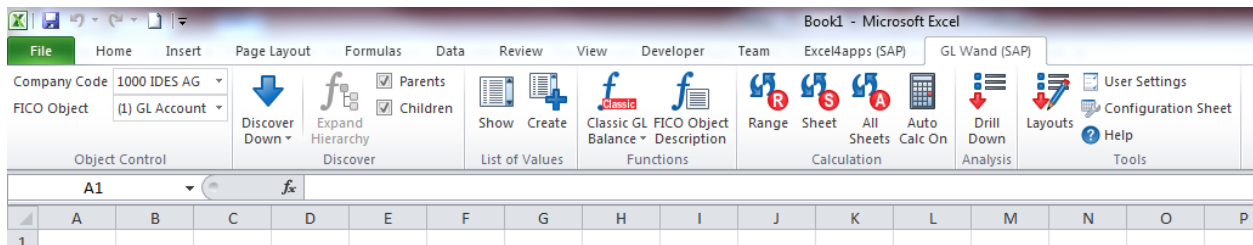
System Requirements

COMPONENT	REQUIREMENT
Computer and processor	1000 MHz or faster processor
Memory	1 GB
Operating system	Windows XP, Windows 7, Windows Vista. 32 or 64 bit OS.
Office	2003, 2007, 2010 SP1 (32 bit only)
.Net Framework	2.0
SAP .Net Connector	2.0
Excel4apps Server Transport	3.0
SAP	4.70, ECC5 or ECC6

Using GL Wand

Toolbar

The GL Wand toolbar gives you access to all the functionality of GL Wand.



Shortcut keys

Shortcut keys can be used in place of the mouse to perform GL Wand operations using the new Excel Ribbon easy-to-remember keyboard shortcuts. These are activated by simply pressing the Alt key and the next available shortcut is displayed which you can use by typing the shortcut.

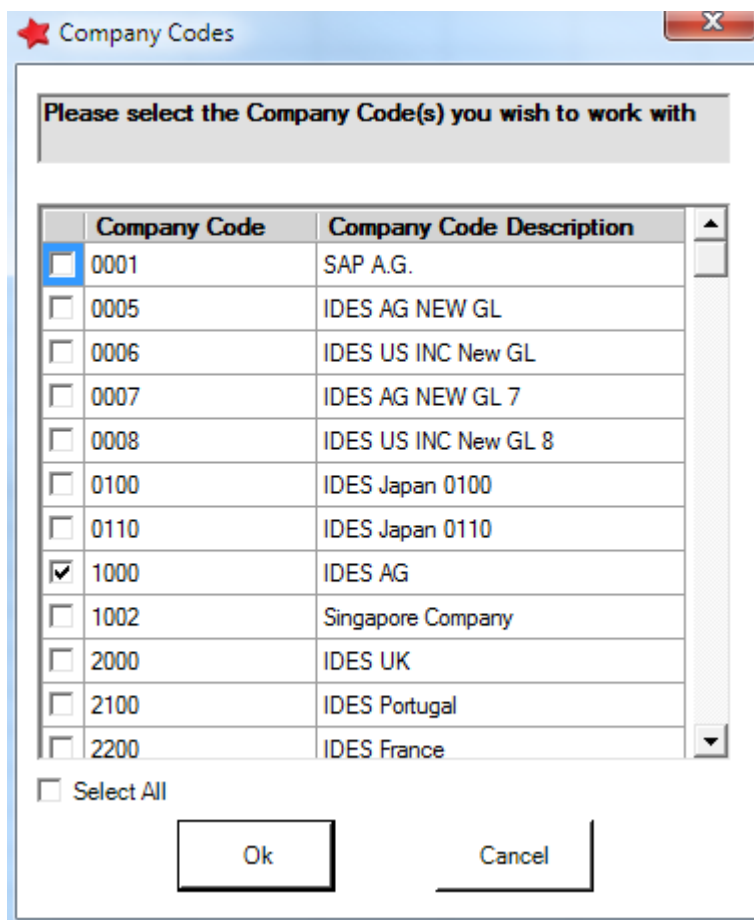
Logging on

Logging on to SAP is now initiated through the Excel4apps Connector for SAP. Please refer to the Excel4apps Connector for SAP user guide for help with regards to logging on.

When you logon using the Excel4apps Connector for SAP and if you have been selected as a GL Wand user by the Wand Administrator you will be presented with a list of company codes if you are authorized to view them.

Select one or more company's individually (or the Select All checkbox to select All) and click Ok. Click an item to select it and click it again to unselect it.

Once you click Ok you will see the Master Data being synchronizing.



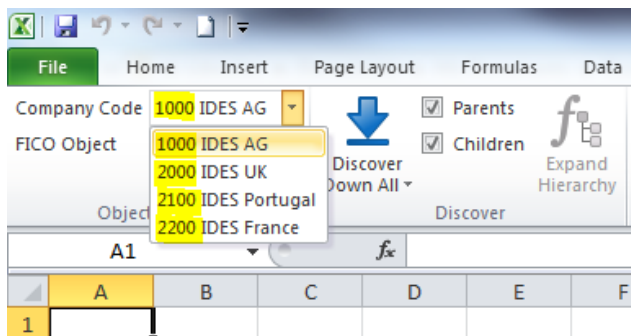
Company Code selector

Once you have logged on, the Company Code list and FICO object list dropdowns will be populated.

Note: These selectors are used with the Discover functions. It is important to have the appropriate company code and FICO object selected.

Company Code list

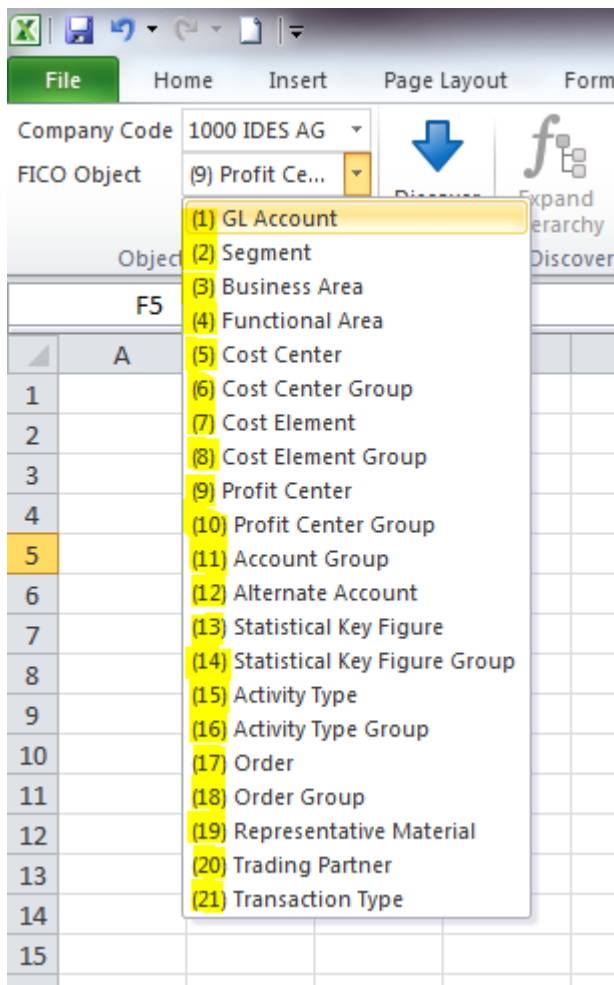
The company code drop down list can be used to select the company code that you wish to work with. If you log on to a single company code this dropdown list will contain a single value only.



The highlighted numbers indicate the Company code. This number can be used in various GL Wand formulas and other functionality in order to obtain information from a specific Company code.

FICO object list

This dropdown list will be populated with a list of FICO objects. The number in brackets indicates the Object identifier.



In the example shown the selected FICO object is "GL Account" and it is identified as FICO object 1. Certain dynamic functions require the FICO Object number as an input parameter.

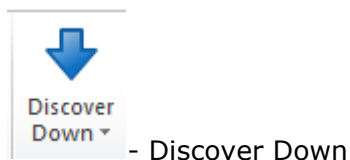
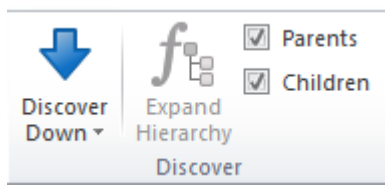
Discovering

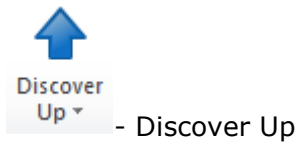
The discover tools allow you to extract FICO information from and populate Excel cells with this information. The following information can be retrieved.

FICO Object number	FICO Object Description
1	GL Account
2	Segment
3	Business Area
4	Functional Area
5	Cost Center
6	Cost Center Group
7	Cost Element
8	Cost Element Group
9	Profit Center
10	Profit Center Group
11	Account Group
12	Alternate Account
13	Statistical Key Figure
14	Statistical Key Figure Group
15	Activity Type
16	Activity Type Group
17	Order
18	Order group
19	Representative Material
20	Trading Partner
21	Transaction Type

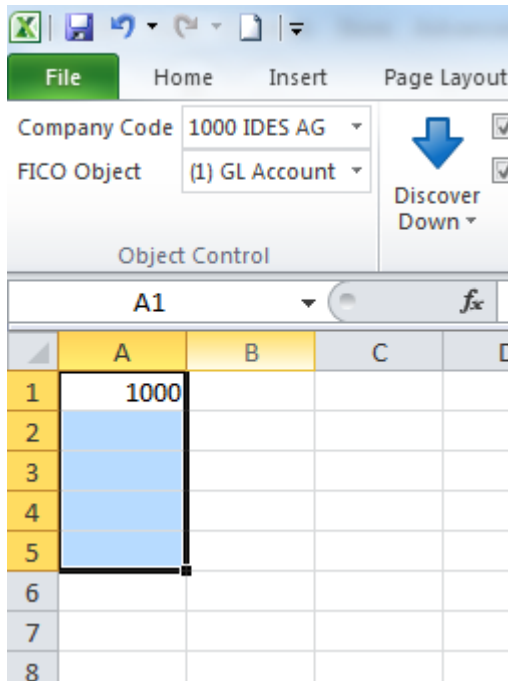
For the FICO objects that represent groups you can use the expand hierarchy functionality to choose whether to retrieve child values, parent values or both.

Discover FICO Object Values

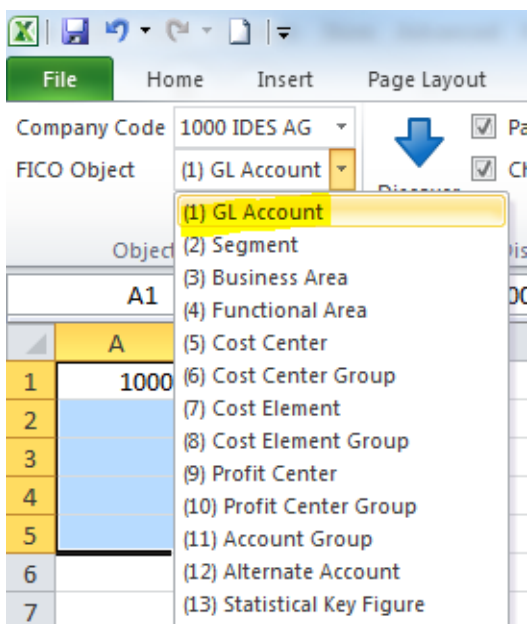




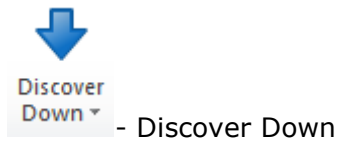
1. Select a cell and enter a valid starting FICO Object value e.g. "1000" into the cell.



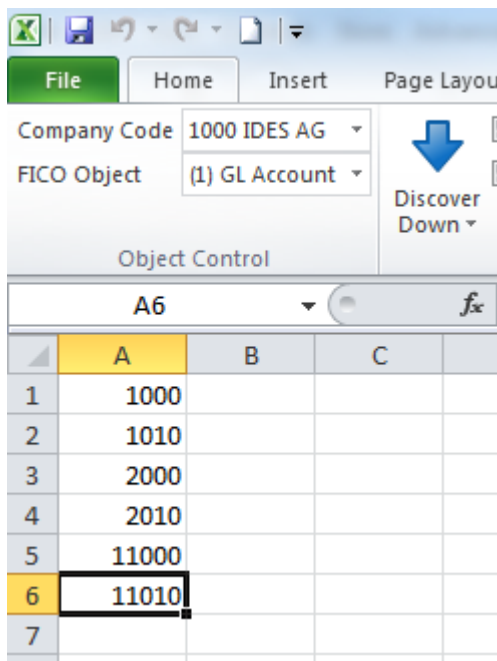
2. Choose the relevant FICO Object from the FICO Object list e.g. "GL Account".



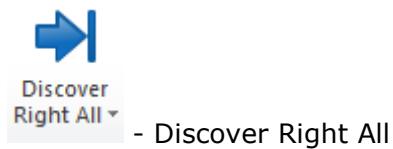
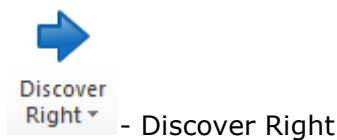
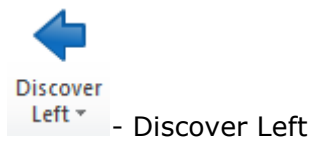
3. Now click the "Discover Down" button.



GL Wand finds the next valid FICO Object value, in this example, the next GL account number after account "1000" and enters this value in the cell below the one that you started in.



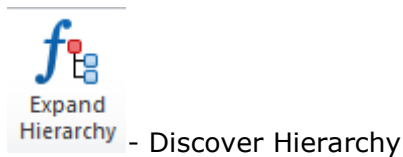
In the same way you can click the up arrow and the previous FICO Object value will be entered in the cell above the one that you started in.



The left and right arrows work in a similar manner, retrieving the next and previous FICO values but they populate the cells to the left and right of the cell that you start in.

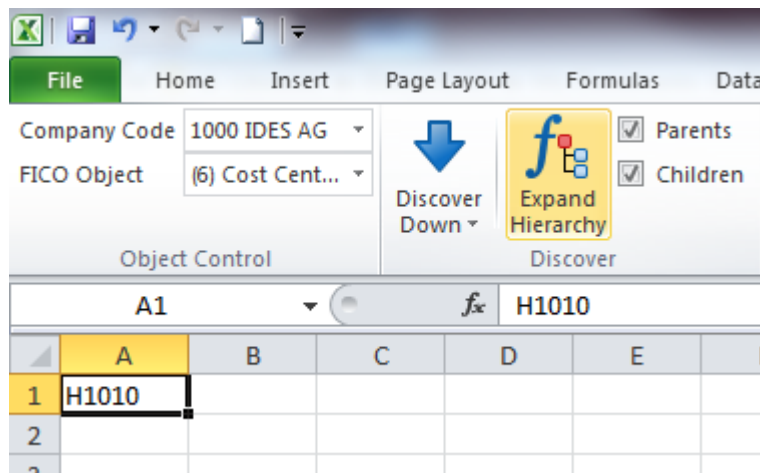
- ★ You do not need to discover FICO Object values one at a time.
- ★ You can enter a starting FICO Object value, choose the FICO Object from the FICO Object list and then highlight a range of cells.
- ★ When you click one of the discover buttons now, GL Wand fills the selected range with the next or previous FICO Object values depending on which arrow you click on.
- ★ The Discover Down **All** and Discover Right **All** buttons can be used to retrieve all the FICO Object values in one operation.

Expand Hierarchy



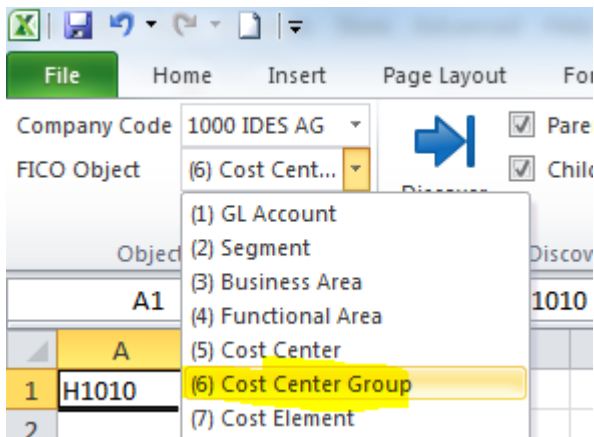
The "Expand Hierarchy" button can be used to show the values that are assigned to a particular group. As an example, one can use the "Expand Hierarchy" button to list all the profit centers and profit center groups in the standard hierarchy if you selected the standard hierarchy group. In this case, the profit center groups are referred to as parents and the profit centers themselves are referred to as children.

1. Select a cell that has a Group FICO Object value in it. For this example we are using the **H1010** Cost Center Group.



2. Make sure the applicable FICO object is selected. In this case **Cost Center Group** as H1010 is a cost center group.

Installs in minutes



3. Then click the Expand Hierarchy button.



4. The hierarchy will be then be inserted below. The bold items are cost center groups themselves (parents) and the standard text items are the cost centers within those groups.

A1		fx H1010		
	A	B	C	D
1	H1010			
2	H1110			
3	1110			
4	BOARD			
5	H1120			
6	1000			
7	1200			
8	1210			
9	1220			
10	1230			
11	CORPSERV			

Change Expand Level

- Parents
- Children

- Change expand level

The "Expand level" check boxes are used to restrict the FICO Object values that are returned by the expand hierarchy tool to parent values only, child values only or both parent and child values.

For example,

1. Select a cell and enter a starting FICO Object value.
2. Choose the FICO Object from the FICO Object list.
3. Click the "Parents" check box only.
4. Now click the "Expand Hierarchy" button.

GL Wand populates the next FICO Object values but skips all child values and returns only parent values. Similarly, child values can be expanded by clicking the "Children" check box.

If you want to expand both parents and children then select both the "Parents" and "Children" check boxes.

Object Control		Discover	
B13		fx	
	A	B	C
	Discover Parents and Children	Discover Parents	Discover Children
1			
2	H1010	H1010	H1010
3	H1110	H1110	1110
4	1110	H1120	BOARD
5	BOARD		1000
6	H1120		1200
7	1000		1210
8	1200		1220
9	1210		1230
10	1220		CORPSERV
11	1230		
12	CORPSERV		
13			

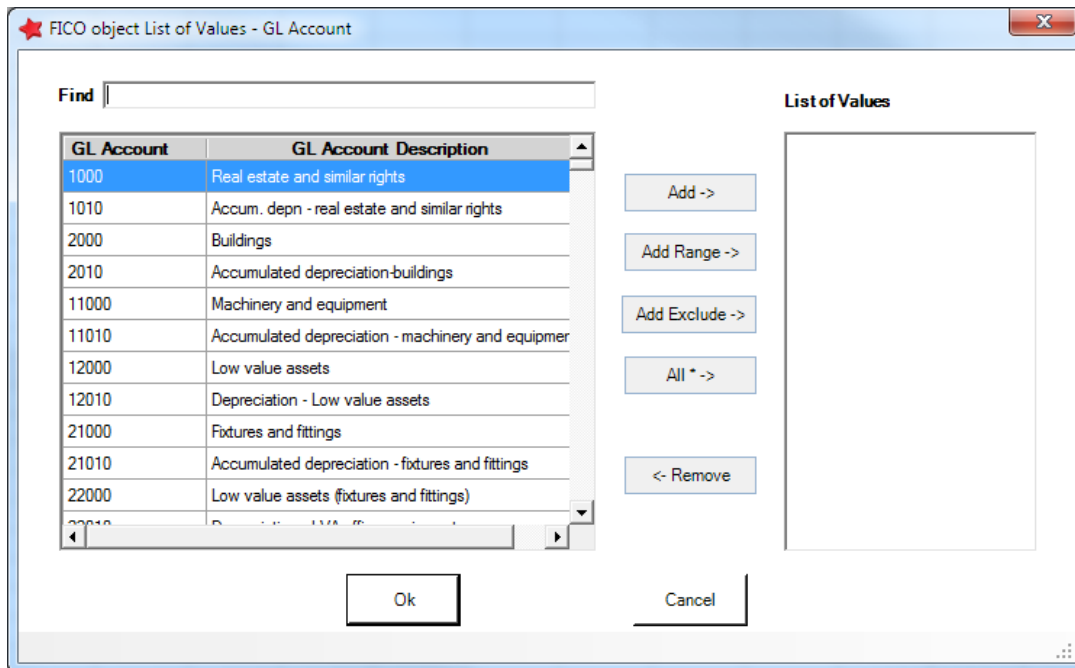
All FICO Object values must be entered using the Excel text format. Either format the cell using the text number format or enter the cell value using the apostrophe ` character which marks the contents of the cell as text e.g. if you want to enter the FICO Object value 001 enter it as follows `001.

Show List of Values (copy into clipboard)

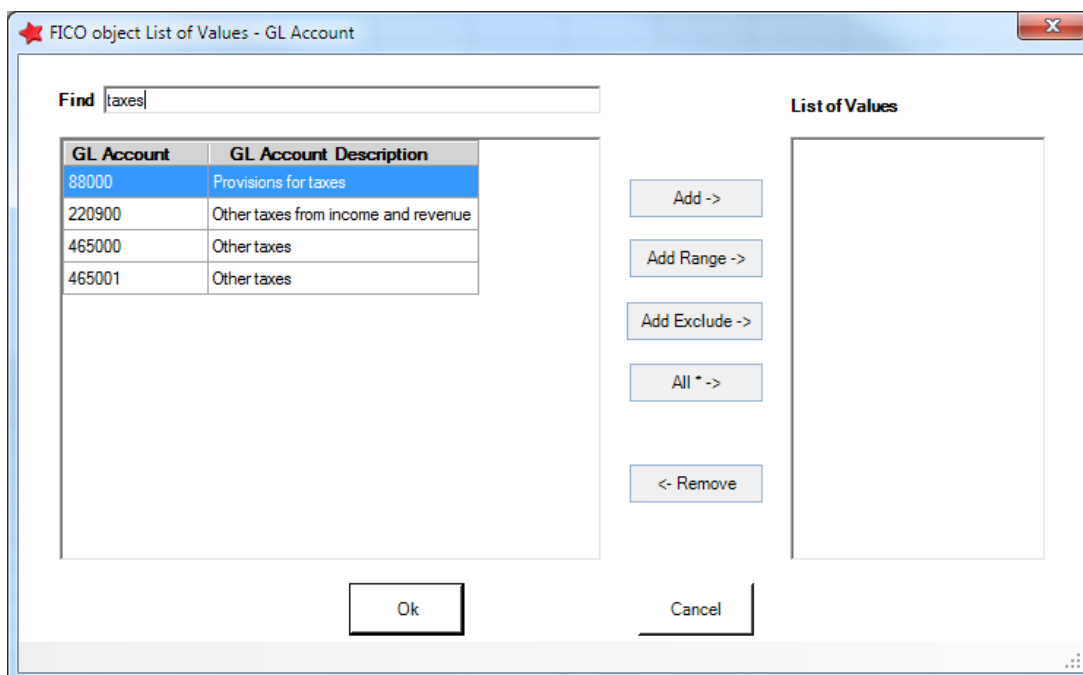


Show - Show list of values

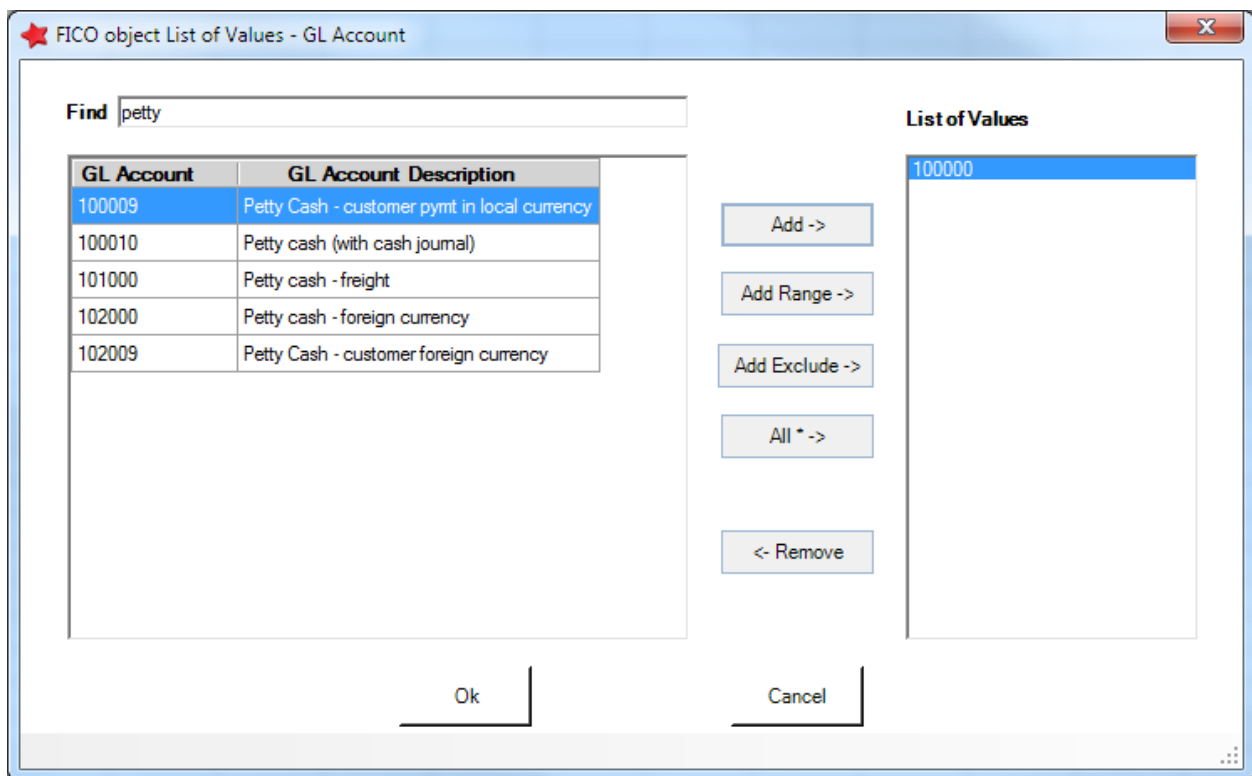
The FICO Object list of values form can be used to search through the FICO Object values and descriptions for a specific FICO Object and once selected paste (Ctl-v) them into a cell. First pick the FICO Object from the **FICO Object list dropdown** and then click the Show list of values button. The list of values for the chosen FICO Object is displayed.



You can enter a value to search for in the find box. The list of values will be filtered to show only items that match the text entered in the find box. The text entered in the find box is compared to the FICO Object value and FICO Object description. An item will be included in the results if either field contains the text entered in the find box.

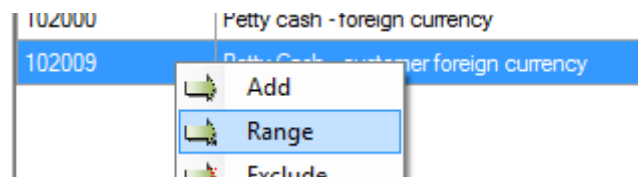


Click the "Add" button or double click an item in the list to add the current item to the selection list on the right. You can also click and drag an item to add it to the selection list.

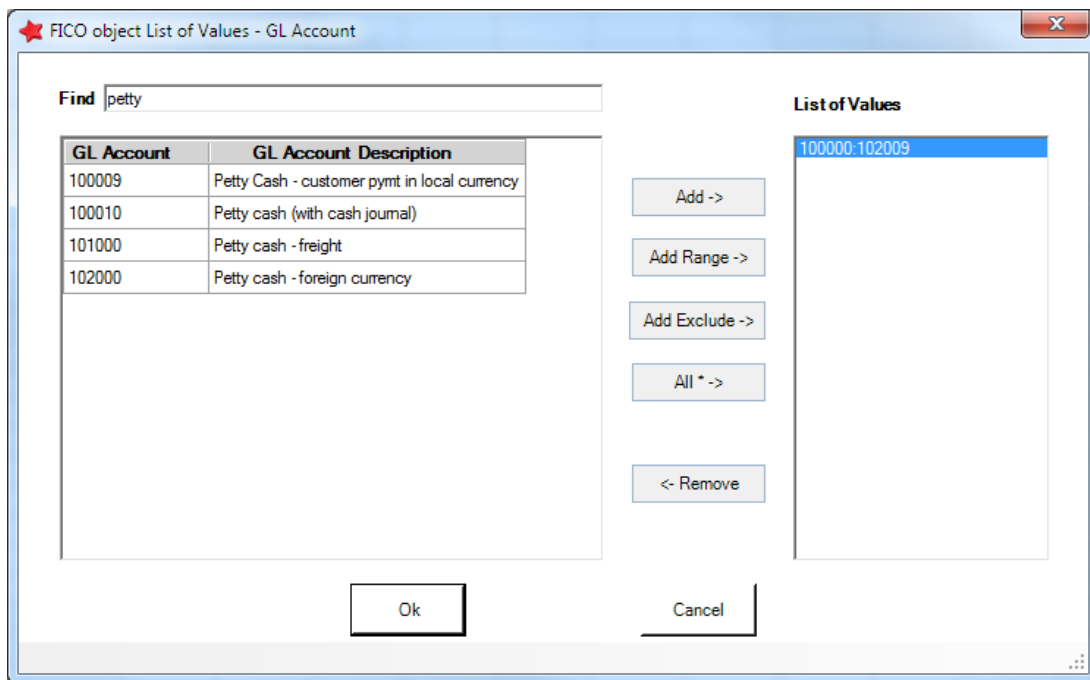


If you want to add a range to include all the petty cash accounts (100000:102009) do the following.

- ★ Start by typing the word "Petty" in the Find box.
- ★ Then select the starting account in the list "100000" value in the master list.
- ★ Ensure that the "100209" value is highlighted in the master list and the "100000" value is highlighted in the selection list and click the "Add Range" button.
- ★ You can also right click on a value and use the context sensitive menu to create the range.



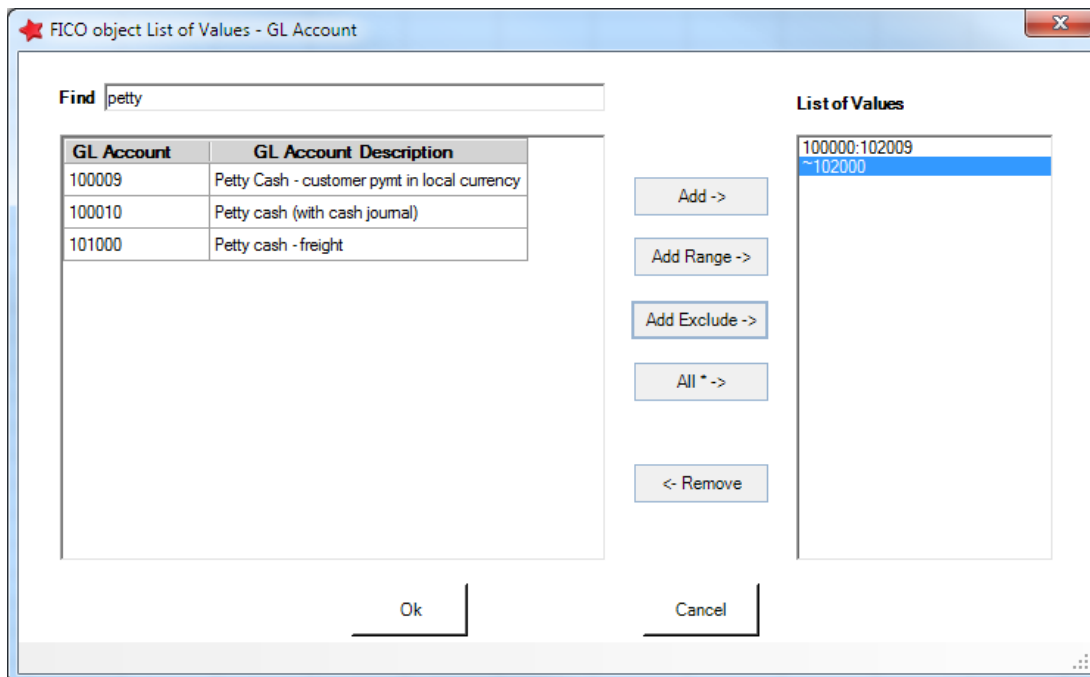
Tip: Depending on how your administrator has configured your site options, your range delimiter may appear as a ':' or '-' or '@' or '>'. The range delimiter should be configured so as not to have a different special character than might already have been used within your values.



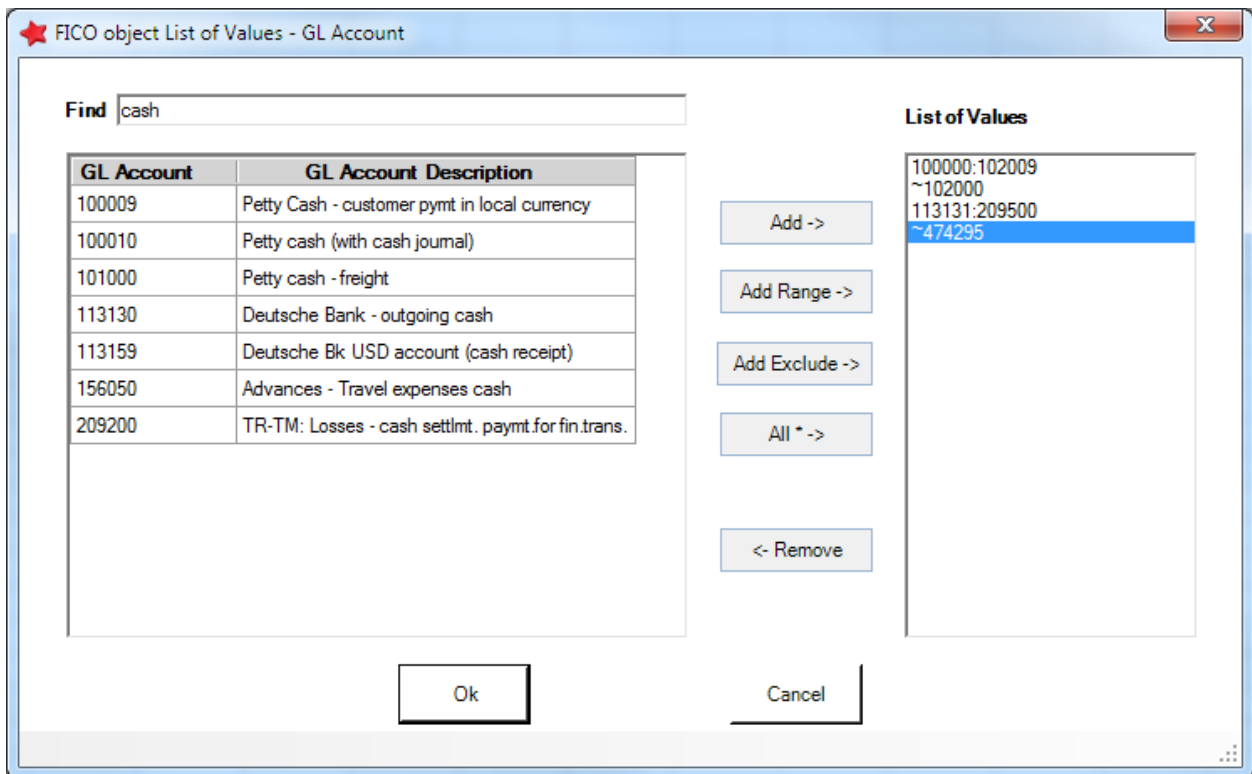
To remove an item from the selection list, ensure that it is highlighted and then click the "Remove" button.

Clicking the "All" button will add a "*" to the parameter list which means "All values".

If you want to include certain values and exclude others you can use the "Add Exclude" option. This will add the highlighted value to the selection list prefixed by the reserved exclude character "~".



You can add any combination of the options mentioned above to produce your own calculation.



Once you have added all the required FICO values to the selection list click "OK" to copy the **list to the clipboard**. You can then paste these values into a Get Balance function or anywhere else on the Excel sheet.

Create List of Values



Create - Create list of values

This feature can be used to quickly format a cell to be a special list of values cell which are used as driving cells for reports. When the cell is double clicked the list of values form will open allowing the user to make a new selection.

	A	B
1	Select the Cost Center Group:	<input type="text"/>
2		
3		
4		

LOV

The cell is identified by a note containing the word "LOV". In order to open the list of values,



simply double click the cell or select the cell and click the Show List of Values button **Show** on the toolbar. This will open the list of values form for the specific data type that the list of values cell was created for. In the example this was the cost center group FICO Object.

The 'add the company code to LOV' check box allows you to link the list of values to a specific company code. If it is unselected, the LOV opened will relate to the currently selected company in the company code selector drop down.

Available List of Values

The following FICO objects are supported together with several other items.

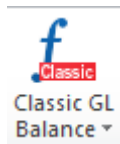
FICO Objects supported	Other supported LOV items
GL Account	Company Code
Segment	Period
Business Area	Actual/Budget
Functional Area	Balance Type
Cost Center	Currency Type
Cost Center Group	Version
Cost Element	Ledger
Cost Element Group	Year
Profit Center	
Profit Center Group	
Account Group	
Alternate Account	
Statistical Key Figure	
Statistical Key Figure Group	
Activity Type	
Activity Type Group	
Order	
Order Group	
Representative Material	
Trading Partner	
Transaction Type	

Functions

The GL Wand functions work in a similar way to any other Excel worksheet function. You provide the required parameters and the results of the function are returned to the Excel cell. The difference being that GL Wand functions retrieve information from your SAP Applications system.

GL Wand for use with SAP currently has the following functions.

Functions that Get Balances




- Get Classic GL





- Get Cost Center Accounting



PCA
Balance ▾ - Get Profit Center Accounting


New GL
Balance ▾ - Get GL (New GL)


SKF
Balance ▾ - Get Statistical Key Figure


Activity Type
Balance ▾ - Get Activity Type


Order
Balance ▾ - Get Order


Custom New
GL Balance ▾ - Get Custom New GL

Functions that Get other information


FICO Object
Description - [Object Description](#)

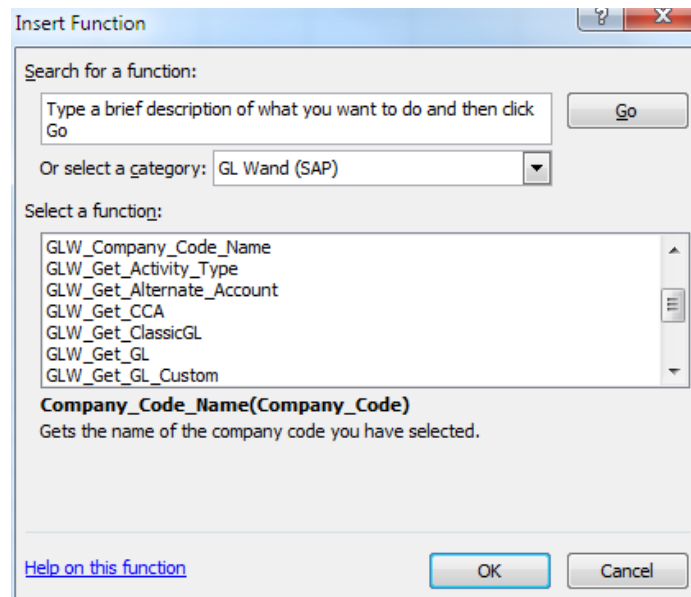

Next FICO
Object ▾ - [Next Object Value](#)


Previous
FICO Object ▾ - [Previous Object Value](#)



You can enter a function into an Excel cell in a number of ways.

- ★ Click the applicable button on the GL Wand toolbar
- ★ Type the function name into the cell manually prefixed by an = sign
- ★ You can select the function from the list that Excel provides when you choose the Insert Function menu item. The GL Wand functions are listed under the special GL Wand (SAP) category.



If you click the applicable function button on the toolbar and the cell you are in contains that function, the Excel formula wizard window will open. If you click a function button in a cell that contains other data, GL Wand will warn you that it is going to replace the contents of the cell with the chosen formula and will give you the option of cancelling the action.

All parameters must be entered as text values i.e. enclosed in double quotes e.g. enter "00" when entering the ledger code.

See "[Discovering versus Functions](#)" for a comparison extracting information using the discover tools or the functions.

Get Balance

The Get Balance function is probably the most important function in GL Wand. It returns a General Ledger balance individually or summed based on the parameters that you enter.

Example:

```
=GLW_Get_ClassicGL("2004","1","YTD","00","A","001","10","1000","1000","*","*").
```

Clicking one of the Get Balance functions on the GL Wand toolbar will open the applicable Get Balance Wizard form.

So for example, the Get Classic GL Balance Wizard will have tabs for GL Account and for Business Area.

Get Classic GL Balance Wizard - 1000 IDES AG

General Parameters | **GL Account** | **Business Area**

Company Code: 1000 Ledger: 00
Year: 2011 Actual / Budget: A
Period: 1 Version: 001
Balance Type: YTD Currency Type: 10

Ok Edit Cancel

While the Get CCA Balance Wizard will have tabs for cost center and cost element.

Get CCA Balance Wizard - 1000 CO Europe

General Parameters | **Cost Center** | **Cost Element**

Controlling Area: 1000 Ledger: 00
Year: 2011 Actual / Budget: A
Period: 1 Version: 000
Balance Type: YTD Currency Type: 20

Ok Edit Cancel

This form has lists of values for items like Year, Period, Balance Type, Ledger etc. Select the applicable values required. For items with a Value or Group option, select either the value or Group item.

Clicking the Select button next to the FICO Object's Values or Groups option will open the FICO Object list of values form for that FICO Object. See the [FICO Object List of Values](#) section for details on how to use this form. When you click the "OK" button on the FICO Object List of Values form the selected FICO parameters are entered against that FICO Object in the Get Balance Wizard form.

Get Classic GL Balance Wizard - 1000 IDES AG

General Parameters | GL Account | Business Area

Value(s) 1000 Select

Or

Group(s) . Select

Ok Edit Cancel

When you have entered all the parameters click the "OK" button to insert the Get Balance function into the selected cell with the entered parameters. Clicking the "Edit" button will open the Get Balance function in the Excel formula wizard form which will allow you to link parameters to cells in the Excel sheet.

The screenshot shows a 'Function Arguments' dialog box for the 'GLW_Get_ClassicGL' function. The parameters are set as follows:

- Fiscal_Year: 2011
- Period: 1
- Balance_Type: YTD
- Ledger: 00
- Actual_Budget: A

The formula result is displayed as 'glwEditing'. There are 'OK' and 'Cancel' buttons at the bottom right, and a 'Help on this function' link at the bottom left.

You can also open the Get Balance formula in the Excel formula wizard form using the **fx** button on the formula bar or by selecting the "Insert Function" menu item on the Excel menu bar.

Parameter	Description
Year	A value, like '2009'
Period	Period number, like '12'
Balance Type	YTD, PTD, QTD, CTD all in upper case. <ul style="list-style-type: none"> ★ YTD - Summarizes the full years balance ★ PTD - Includes just the current period's movement ★ QTD - Include the movement for the quarter ★ CTD - Summarizes the custom period criteria entered
Ledger	The ledger id for example '00'
Actual / Budget	'A' for Actual, 'B' for Budget.
Version	If you are selecting budget values enter the applicable version. The wizard will automatically insert the correct version for actual values.
Currency Type	The currency type as configured in SAP. For example '10' for Company Code Currency, '30' for Group currency.
GL Account	Enter the Object value here. You must enter it as a text value. To include all values simply enter "*" or leave the parameter blank.

When creating Get Balance formulas always use "*" to denote all values as this process is faster than a range like "000:ZZZ".

The FICO Object value parameters can be entered into

Value denoted parameters as

- ★ a single value representing a child
- ★ a range of values e.g. entering "1500:1600" in one of the FICO Object parameters will sum all the values between 1500 and 1600 for that object.
- ★ a list of values e.g. entering "1500,1510,1590" in one of the parameters will sum the specific values entered.
- ★ values to be included and then specific exclusions e.g. "1000:2000,~1500" will sum the values between 1000 and 2000 but will skip 1500.
- ★ a combination of any of the above e.g. "1000:2000,2371,2375,2560:2580,3000,~3200,4000,~4161:4169". In this way you can build up your own calculation definition in the FICO Object parameter.

Or into **Group** denoted parameters as

- ★ a single value representing a parent
- ★ a list of values representing parents

Get Object Description

Returns the object description for the chosen FICO object value.

Parameter	Description
Company_Code	The applicable company code.
FICO_Object	The FICO Object number (e.g. '9' for Profit Center)
Value	Enter the object value for which a description is required.

Example =GLW_Get_Object_Description("1000","1","2000")

Next FICO Object Value and Previous FICO Object Value

Returns the next or previous FICO Object value.

Parameter	Description
Company Code	The applicable company code.
FICO Object	The FICO Object number
Last Value	The starting object value

Example =GLW_Get_Next_Object("1000","1","2000")

Company code Name

Returns the company code name for the chosen company code.

Parameter	Description
Company Code	The applicable company code.

Example =GLW_Company_Code_Name("1000")

Function return values

The GL Wand functions will return a variety of results depending on a number of factors. If all the information is entered correctly and there are no restrictions on access to the data or GL Wand itself, the result should be the General Ledger balance, FICO object value, FICO description etc. However the following are also possible return values:

- ★ glwError – (Auth -xxxx) – When you log on you will be prompted for your applications user name and password. Any authorizations that have been linked to your user will be enforced on the GL Wand data. If you attempt to access a balance on a general ledger account that you do not have access to, the function will return the word “glwError – (Auth -xxxx)”.
- ★ glwError – If you enter invalid information in a parameter for a GL Wand function the GL Wand error value will be returned. This may happen when you, for example, enter an invalid balance type in the Get Balance function or when you enter an invalid FICO Object number in the next FICO Object value function. This error value will also be returned when you are not logged on. The details of the return value will indicate where the problem exists e.g. glwError (Not Logged on), glwError (Balance Type), glwError (Actual/Budget), glwError (Period).
- ★ glwPending – This value will be returned during the calculation process. Whenever a cell requires calculation and the process has not been completed yet, the cell will contain the value “glwPending”.

Discovering versus Functions

You may have noticed that you can achieve similar results by using the discover tools and using the functions. For example you could use the "Discover Down" button to retrieve the next FICO Object value or you could use the "Next FICO Object Value" function to return the same result. The difference between these two approaches is as follows:

Comparison between Discovering and Functions	Discovering	Functions
	Results returned as text string to Excel cell	Value is calculated based on parameters
	Value is static	Value is dynamic
	Never changes	Recalculated when sheet refreshed
	Lower performance overhead	Higher performance overhead
	Discover Down	Next FICO Object Value
	Discover Up	Previous FICO Object Value
	Discover Left	Next FICO Object Value
	Discover Right	Previous FICO Object Value
	No equivalent	FICO Object Description
Change Discover Level	No equivalent	
No equivalent	Get Balance	

Calculating

The three calculation buttons allow you to control exactly what cells are refreshed from SAP. They are used in conjunction with the GL Wand calculation option (on/off). You can [stop a calculation](#) at any time by clicking cancel.



Range - [Calculate Range](#)



Sheet - [Calculate Sheet](#)



All Sheets - [Calculate All](#)



Auto Calc On - [GL Wand calculation on](#)



- [GL Wand calculation off](#)

Calculate Range, Sheet or All

The three calculation buttons allow you to control exactly what is recalculated.

To calculate a range of cells

1. Highlight the range
2. Click the "Calculate Range" button
3. Select multiple ranges using the ctrl button (as normal in Excel)
4. Select a range and then select multiple Excel worksheets to calculate the same range on each sheet

Recommendation: For maximum performance, use the calculate sheet button to calculate an entire sheet. This will be faster than using the calculate range method for an entire sheet.

To calculate a sheet

1. Select the applicable sheet
2. Click the "Calculate Sheet" button
3. Selecting multiple sheets will calculate each of the selected sheets

To calculate all sheets

1. Click the "Calculate All" button

GL Wand calculation on or off

You can use the GL Wand calculation toggle button to control when requests for calculations are sent to the SAP server.

If you toggle GL Wand calculation "Off", calculation requests are not sent to the SAP server which means you

- ★ you can manipulate a worksheet
- ★ change cell values
- ★ enter new formulae; and
- ★ perform any other task that would normally cause Excel to recalculate
- ★ and the applicable functions will only return the "glwPending" status and will not actually calculate a result.

This is useful during report development.

To calculate the results simply click one of the three calculation buttons "Calculate Range, Sheet or All".

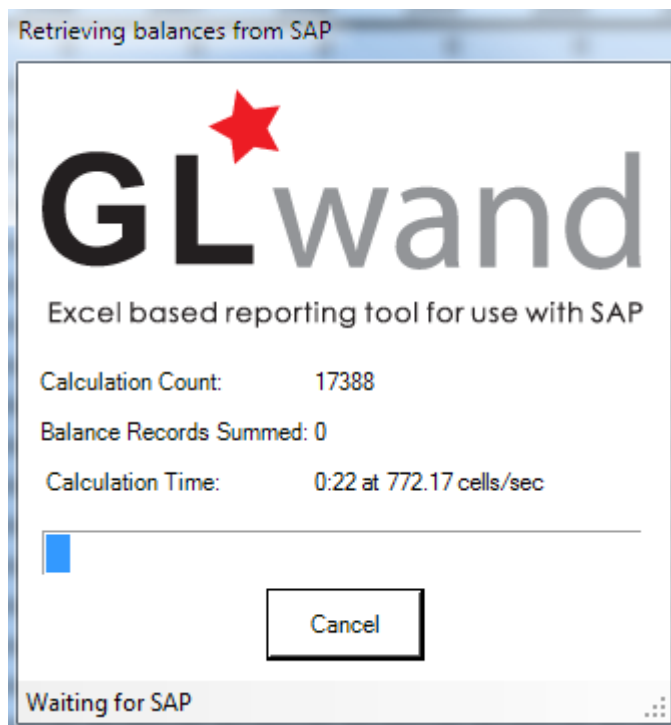
If you leave the GL Wand calculation option "On", the applicable functions will be recalculated whenever Excel initiates a calculation process e.g.

- ★ when changing the contents of the cell
- ★ changing one of the functions input values

Please note that the GL Wand calculation option has nothing to do with Excel's automatic and manual calculation. The GL Wand calculation option controls only the calculation of the applicable GL Wand functions. All other calculations are controlled as normal by the Excel automatic and manual calculation option.

Calculation progress and stopping a calculation

When you perform a recalculation a window will appear to show the progress of the calculation.



If you would like to cancel the calculation process simply click the "Cancel" button.

Please note that GL Wand will need to wait for the next reply from SAP before the connection can be closed. Therefore it may take some time before the calculation stops and the window closes.

Analyze Balance

Trouble Shooting

Trace Level

Off

Save Trace

Analyze Balance

Click on the GL Wand User Settings button on the GL Wand Toolbar to open the [User Settings](#) form. The Analyze Balance button allows you to extract detail about a specific "Get Balance" function and is used specifically for troubleshooting. The columns of information that are displayed are determined by your Custom [Drill Down Layout](#).

Classic GL Analyze Balance Results (1000 - IDES AG)						
	A	B	C	D	E	F
1	Classic GL Analyze Balance Results (1000 - IDES AG - 1/2004 - GLW_Get_ClassicGL - 2011/07/14 10:34:28 AM)					
2	Company Code	Account	Business Area	HSLVT	HSL01	
3	1000	1000		-0.02	-	
4	1000	1000	1000	16,149,771.15	-	
5	1000	1000	2000	8,180,670.10	-	
6	1000	1000	3000	6,538,144.93	-	
7	1000	1000	4000	6,069,034.63	-	
8	1000	1000	7000	5,170,183.50	-	
9	1000	1000	7000	860,732.76	-	
10	1000	1000	9900	23,383,096.72	-	
11				66,351,633.77	-	66,351,633.77
12						

Drill Down



The drill down allows you to extract additional detail about a specific "Get Balance" function. You may drill down on a Get Balance formula by selecting the cell and clicking the Drill Down button on the toolbar, or by simply double clicking on the cell itself.

It is possible to drill from a Get Balance formula directly to the line items which represent that Get Balance formula. Similarly you can drill from a line item to the document information. Be careful when performing a drill down as these drill down operations may return many records.

GL Wand will automatically prepare the line items and document drill down reports based on your settings made in the [Custom Drill Down Layouts](#). Headings are also inserted on the journal and document drill downs to make the report easier to read.

A couple of important things to note about drill downs:

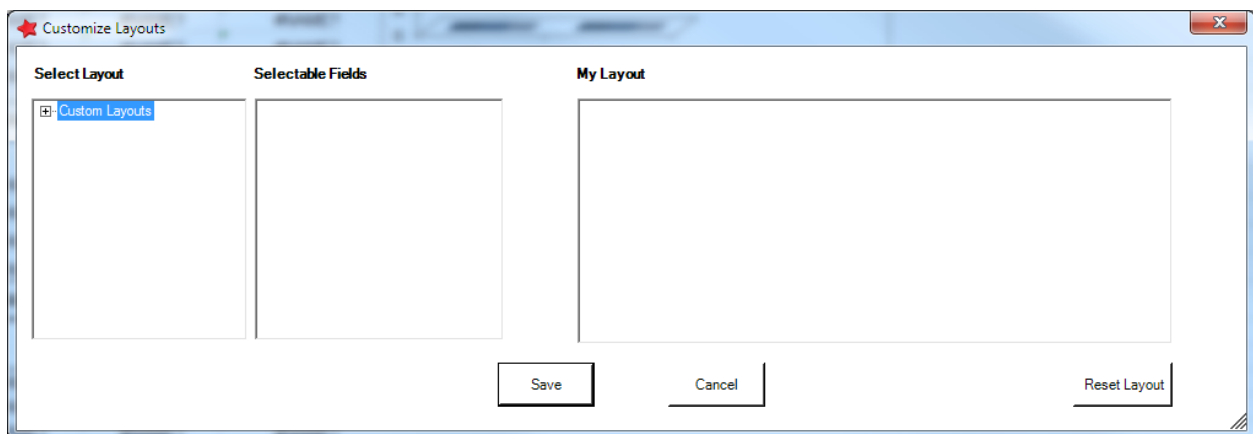
- ★ GL Wand will first count the number of rows that will be retrieved by the drill down operation
- ★ If the row count is more than 1000 you will receive a warning message asking you if you want to continue
- ★ When you drill down to line items, the "Balance Type" parameter controls how much detail is returned. If this parameter is "PTD" only the current period's line items are returned. If this parameter is "YTD" then all the line items for the year and previous years are returned and likewise "QTD" will show the line items for the quarter.

Ensure that the worksheet is calculated before performing any drill down functions. Also ensure that the cell contains a "Get Balance" function with valid parameter information.

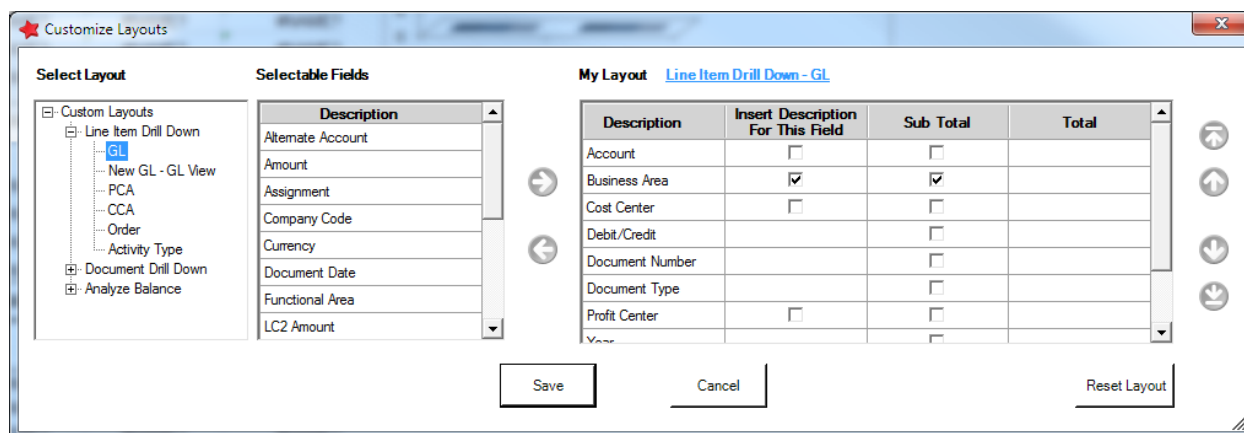
Custom Drill Down Layouts



When clicking on the Edit Custom Drill Down Layouts button you are presented with a form that contains three windows. The first window allows you to select the layout that you wish to customize. The layouts are grouped by line item drill down, document drill down and analyze balance. Click the + sign to open the section of layouts that you wish to customize.



In this example we have selected the GL Line Item Drill Down Layout. You can expand the size of the form by selecting the bottom right hand corner and dragging it down and to the right in order to show the windows in the form.



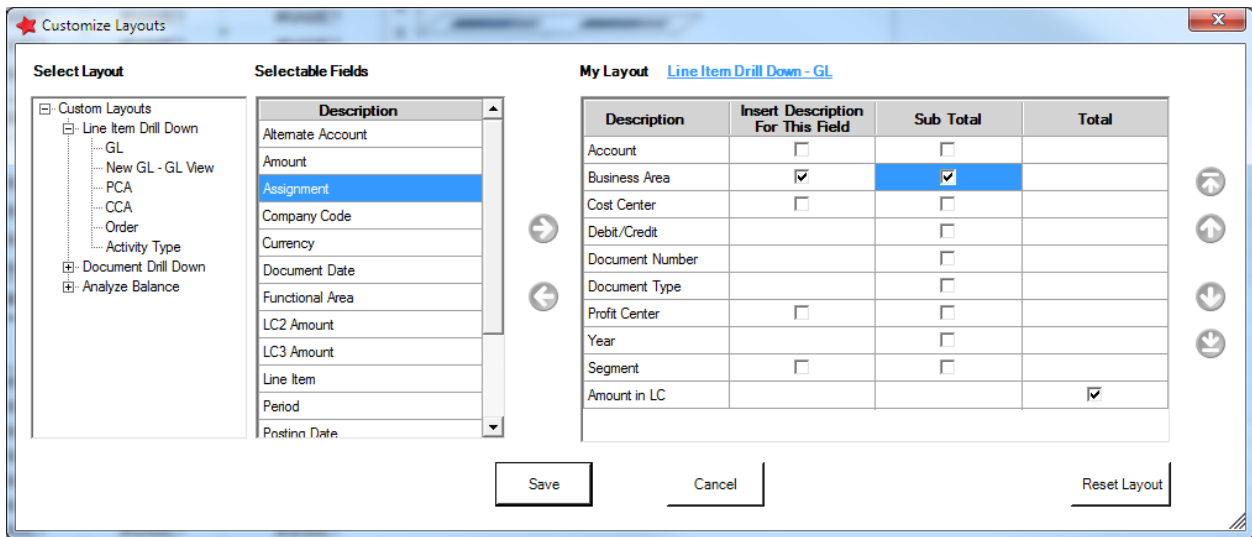
The second window shows the selectable fields. These are fields that you can add to your custom layout. The third window shows the fields that have been selected for your "My Layout". Some fields are already selected for your layout and they are mandatory fields which are required in the drill down process for proper formatting of the output as well as authorization processing. You will not be able to remove these fields from your layout.

To add a field to your layout, simply drag it from the selectable fields to your layout. You can also double click the field or select it with a single click and click the green button to add it to your layout.

Similarly to remove a field from your layout you can drag it back to the selectable fields, double click it or select it and click the red button. You can also change the order of the fields in your layout by dragging them up or down or selecting it and using the blue arrows on the right of the form. The order of the output of the drill down will be the same as the order of the fields in the My Layout window.

In the My Layout window, there are also three columns with check boxes next to certain fields. These are for inserting the description of the field, sub totaling and Totaling. If you click the check box to insert the description for the field a column next to the field in your drill down output is automatically inserted and the description for that field inserted. If you would like your output to automatically subtotal the output or total the output for that field simple click the check box next to that field. In the example below we have added the Amount in Local Currency field. We have also set the Business Area Description to be inserted and sub totaled.

Installs in minutes



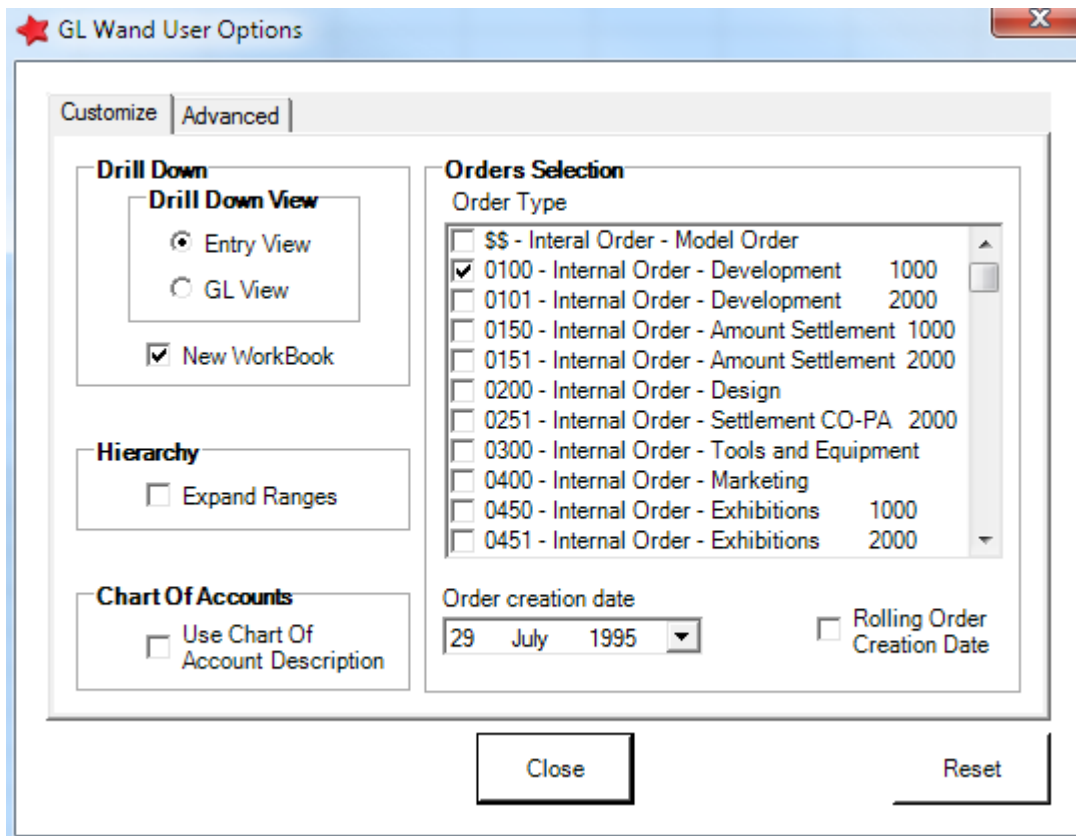
The result of the drill down to line items below shows the output is sub totaled by business area. The business area description has also been automatically inserted. The Excel subtotal buttons on the left can be used to easily expand and contract the values for your analysis.

	A	B	C	D	E	F	G	H	I	J	K
1	GL Line Items Results (1000 - IDES AG - 1/2004 - Ledger = 00 - GLW_Get_ClassicGL - 2011/07/14 11:08:03 AM)										
2	Account	Business Area	Business Area Description	Cost Center	Debit/Credit	Document Number	Document Type	Profit Center	Year	Segment	Amount in LC
24		1000 Total									16,149,771.14
25	1000	2000	Plant engineering & construct.		S	0100005849	AA		1997		7,669,378.22
26	1000	2000	Plant engineering & construct.		S	0100005853	AA		1997		511,291.88
27		2000 Total									8,180,670.10
38		3000 Total									6,538,144.93
42		4000 Total									6,069,034.62
49		7000 Total									6,030,916.26
81		9900 Total									23,383,096.76
82		Grand Total									66,351,633.81
83											

User Settings

The options form allows you to

- ★ Set preferences
- ★ Set tracing capability
- ★ Analyze balances



GL Wand User Options

Customize | **Advanced**

Drill Down

Drill Down View

Entry View

GL View

New WorkBook

Hierarchy

Expand Ranges

Chart Of Accounts

Use Chart Of Account Description

Orders Selection

Order Type

<input type="checkbox"/>	\$\$ - Internal Order - Model Order	
<input checked="" type="checkbox"/>	0100 - Internal Order - Development	1000
<input type="checkbox"/>	0101 - Internal Order - Development	2000
<input type="checkbox"/>	0150 - Internal Order - Amount Settlement	1000
<input type="checkbox"/>	0151 - Internal Order - Amount Settlement	2000
<input type="checkbox"/>	0200 - Internal Order - Design	
<input type="checkbox"/>	0251 - Internal Order - Settlement CO-PA	2000
<input type="checkbox"/>	0300 - Internal Order - Tools and Equipment	
<input type="checkbox"/>	0400 - Internal Order - Marketing	
<input type="checkbox"/>	0450 - Internal Order - Exhibitions	1000
<input type="checkbox"/>	0451 - Internal Order - Exhibitions	2000

Order creation date: 29 July 1995

Rolling Order Creation Date

Close Reset

Order Selection

The number of Orders in a SAP system can be substantial of which many could be historical and therefore not applicable to the analysis you would like to perform. To identify and limit the number of Orders you would like to work with in GL Wand you would set your preferences here.

Order Type

You can limit the Orders that GL Wand selects by selecting the check box next to the Order Type. Only Orders of these type(s) will be retrieved by GL Wand.

Order Creation Date

The Orders retrieved by GL Wand will be determined by the Order Creation Date that you select here, in conjunction with the Order Types you selected above. In the example above GL Wand will select all Orders of type 0100 that were created since 1st January 1986.

Rolling Order Creation Date

The Rolling Order Creation Check Box will allow the creation date to move forward with time. So if you always wish to work with Orders created in the last year you can select an Order Creation Date of a year ago and then select the Rolling Order Creation Date check box. This will then have GL Wand retrieve Orders of the type you previously selected created over the previous year.

Hierarchy
Hierarchy
 Expand Ranges

The Expand Ranges check box works in conjunction with the [Discover Hierarchy](#) functionality.

Expand Ranges Off	Expand Ranges On
OAS-UMSATZ	OAS-UMSATZ
800000:809999	800000
830000	800001
	800002
	800200
	800997
	800998
	800999
	801000
	801001
	801002
	802000
	802001
	802002
	804000
	807000
	808000
	809000
	809100
	809200
	830000

In the example above, we see an Account Group called OAS-UMSATZ that has been discovered using the Discover Hierarchy functionality for Parents and Children. The first

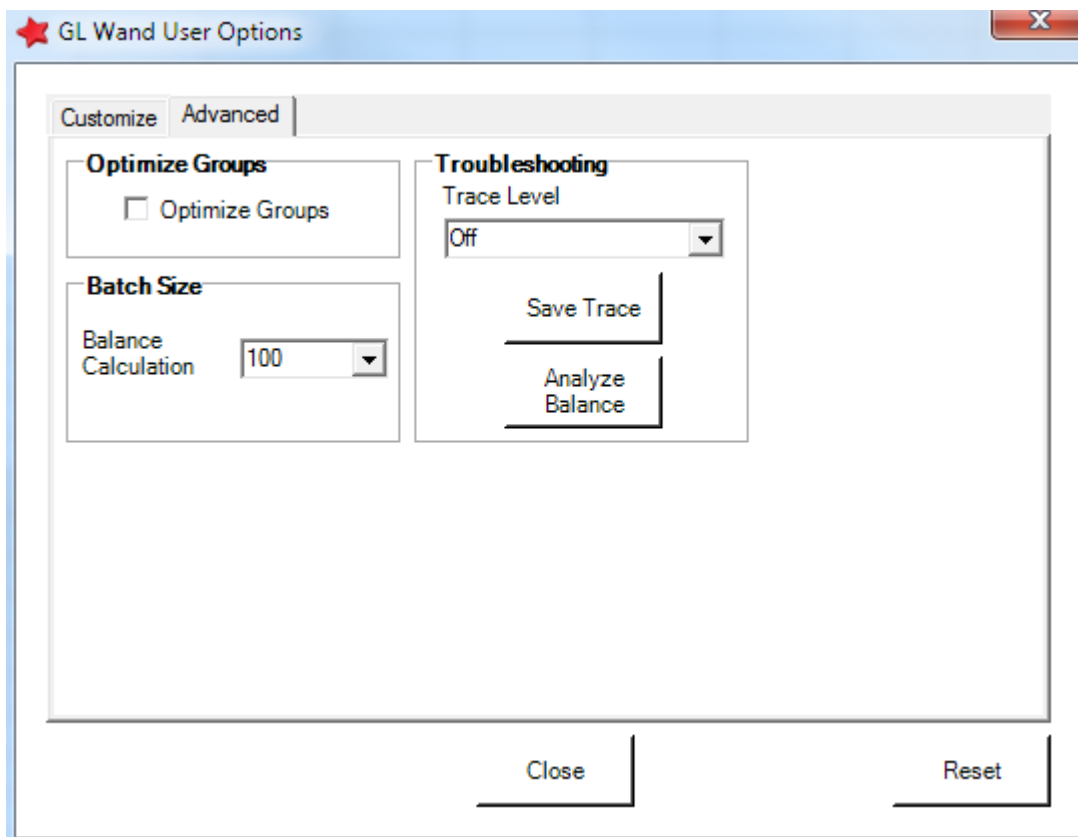
column was performed with the Expand Ranges check box deselected while the second column had the Expand Ranges check box selected. This shows how the range of accounts of 800000:809999 has been expanded into the individual child account values that exist in that range.

Batch Size

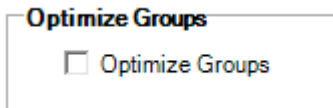
The batch size controls the number of balance requests sent to SAP at a time. It is recommended setting this at 100 but may be changed to suit your system. Note: If your SAP system version is prior to ECC5 you will only be able to select a batch size of 36.

Chart of Accounts Descriptions

The Chart of Accounts Descriptions option allows the user to set the GL Wand get description function for GL Accounts to use the Chart of Accounts description instead of the Company Code Description. This is useful in the case where two company codes are linked to the same chart of accounts but the account has not been created for one of the company codes at the company code level. The description of that account number will then be taken from the chart of accounts.



Optimize Groups



Optimize Groups
 Optimize Groups

The option to optimize groups performs an additional process when sending balance requests to SAP. Standard SAP profit center and cost center groups are defined by a list of child values. Quite often these child values can be consecutive values as determined by the naming convention of those child values. The optimize groups option then instructs GL Wand to convert consecutive child values into

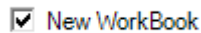
Drill Down View

The drill down view type corresponds with the view in the New GL in SAP. Select the view you would like when drilling down in GL Wand if you are using the New GL with custom fields.



Drill Down View
 Entry View
 GL View

New Workbook

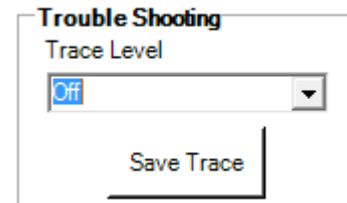


New Workbook

The New Workbook option determines if a new workbook is created for the drill down output or a new sheet in the existing workbook.

Trace Capability

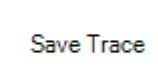
A Trace file is used for troubleshooting purposes and could potentially be requested from you by a support consultant from Excel4apps. The process is as follows:



Trouble Shooting
Trace Level
Off
Save Trace

1. Set the trace level to the desired setting or as specified by the support consultant.
2. Close the user settings form by clicking the Close button.
3. Re-perform the action(s) that resulted in the problem.
4. Open the user settings form again.

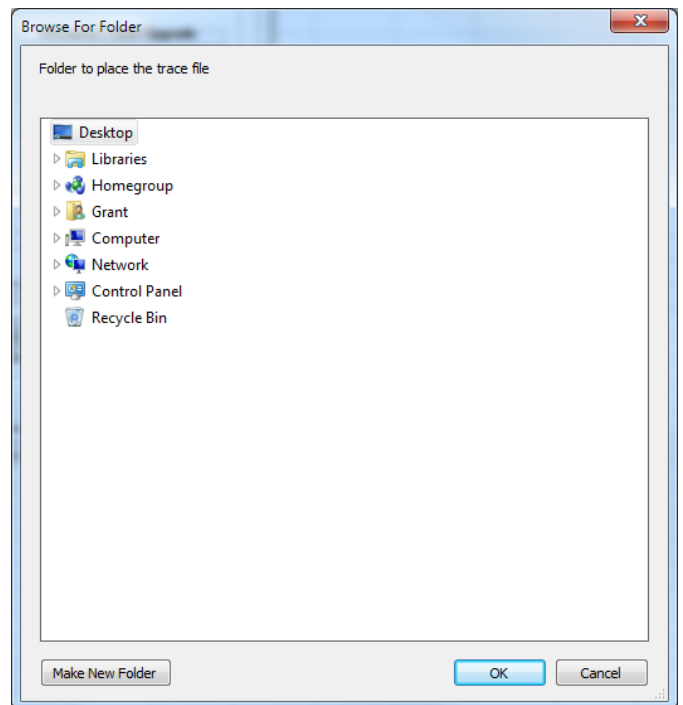
5. Click on Save Trace.



Save Trace

6. Select a folder to save the Trace file in.
7. Click Ok.

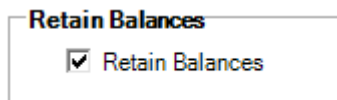
You will then be requested to email the file to the support consultant.



Analyze Balance

See the [Analyze Balance](#) section above.

Retain Balances




The retain balances option allows you to retain the previously calculated balances that were saved when saving the workbook on reopening that workbook. This is only possible currently under certain conditions. If this option is selected, and the workbook has been saved as an Excel 97-2003 "xls" workbook and the GL Wand auto calculation is turned off, then your saved balances are restored with the values they had at the time of saving the workbook. If you do not select this option and the GL Wand auto calculation is turned off your balances will show as "glwPending" and you may then refresh that workbook. If you select the Retain Balances option and you are opening an "xlsx" i.e. an Excel 2007/2010 workbook your balances will show a zero and they will need to be refreshed. If the GL Wand auto calculation is turned on, then the workbook will always refresh the balances on opening a workbook.

Configuration Sheet

The configuration sheet creates a new workbook and displays the master data for the company codes that you selected when you logged on to GL Wand. It also displays other useful information such as the children resolved for a group or the authorizations the user has etc. This information is used for troubleshooting purposes.

Help

 - Help

Use the help button to access the latest online version of the help file.

Server Component

Installation

Please refer to the Excel4apps Connector server installation guide for installation of the server component and details of the minimum user authorization role provided.

Error Messages

Below is a list of GL Wand error messages with a description of what they mean.

Error Code	Description
glwError (Numerics - Year)	Enter a numeric value for the year parameter
glwError (Company not cached)	Company code not selected in initial logon
glwError (No Exclude - Period)	Excludes not allowed in the period parameter
glwError (No Period)	No period entered
glwError (No Exclude - Version)	Excludes not allowed in the version parameter
glwError (Period)	Period parameter error, e.g. range of periods entered for YTD balance type
glwError (Balance Type)	Invalid balance type
glwError (Currency Type)	Invalid currency type
glwError (Actual/Budget)	Enter an "A" for actual or a "B" for budget
glwError (Invalid ledger)	Enter a valid ledger. The relevant get balance wizard can assist here
glwError (No Ranges - Groups)	Ranges of a group value are not allowed
glwError (No Exclude - Groups)	Excludes not allowed in groups
glwError (Ranges must ascend)	Ranges need to be in ascending order e.g. 1000:2000
glwError (Values OR Groups)	You may make entries in either the values section for a FICO object OR the groups values section. Not both.
glwError (Auth - Profit Center)	Profit Center authorization failed
glwError (Auth - Ledger/Version)	Ledger/Version authorization failed
glwError (Controlling area not cached)	None of the company codes selected in the initial logon have the controlling area selected
glwError (Auth - GL Account)	GL Account authorization failed
glwError (Auth - Business	Business Area authorization failed

Area)	
glwError (Auth - Segment)	Segment authorization failed
glwError (Auth - Cost Center)	Cost Center authorization failed
glwError (Auth - Functional Area)	Functional area authorization failed
glwError (Not Logged on)	Not logged on to SAP
glwError (Administrator Mode)	Administrator only is logged on and therefore cannot get the balances
glwError (NewGL not active)	The New GL is not active in your system
glwError - Invalid Cost Center or not cached	The cost center in the formula has not been found in the cached list
glwError - Invalid Order or not cached	The Order in the formula has not been found in the cached list