



# Enhanced Reporting and Inquiry for SAP in 3 Easy Steps

## 1 GL Installation Process

May require IT assistance

**Install the Excel Add-in**

STEP 1

**Load the Server Transport**

STEP 3

**Less than 1 hour**

**Log on with SAP Username & Password**

STEP 4

## 2 Report Development Process

Live data refresh Less than 1 hour

**Insert Get Balance Formulae, then Copy Paste**

STEP 1

**Add Excel Formatting, Charts, & Calculations**

STEP 3

## 3 Reap the Benefits

<p style="color: red; text-align: center;"><b>Excel Based Reporting Enhances Productivity</b></p> <p style="font-size: x-small;">BENEFIT 1</p> <p style="font-size: x-small;">Save 2-4 days per user per month due to productivity gains of an Excel based reporting process.</p>	<p style="color: red; text-align: center;"><b>Enquiry &amp; Analysis &amp; Drill Downs a Click Away</b></p> <p style="font-size: x-small;">BENEFIT 2</p> <p style="font-size: x-small;">Resolves queries faster with built in drill to detail. Increase data integrity with auditable links to source.</p>	<p style="color: red; text-align: center;"><b>Easy Mass Reporting, Distribution &amp; Sharing</b></p> <p style="font-size: x-small;">BENEFIT 3</p> <p style="font-size: x-small;">Communicate with impact to the right groups of people. Shorten month end processing through automation.</p>	<p style="color: red; text-align: center;"><b>Consolidated Reporting Across Multiple Companies</b></p> <p style="font-size: x-small;">BENEFIT 4</p> <p style="font-size: x-small;">Immediately consolidate multiple companies in single workbook. See and share the big picture.</p>
<p style="color: red; text-align: center;"><b>Refreshable Models for Complex Calculations</b></p> <p style="font-size: x-small;">BENEFIT 5</p> <p style="font-size: x-small;">Create complex Excel models for analysis or to support other financial processes, like cost allocations. Create once. Reuse.</p>	<p style="color: red; text-align: center;"><b>Rapid Report Development Process without IT</b></p> <p style="font-size: x-small;">BENEFIT 6</p> <p style="font-size: x-small;">Allow user driven report development using highly productive Excel interface. Reduce dependency on IT.</p>	<p style="color: red; text-align: center;"><b>Communicate with Impact Using Dashboards &amp; Charts</b></p> <p style="font-size: x-small;">BENEFIT 7</p> <p style="font-size: x-small;">Rapid dashboard creation at a fraction of the traditional cost.</p>	<p style="color: red; text-align: center;"><b>Access Real-time Data to Close Books Faster</b></p> <p style="font-size: x-small;">BENEFIT 8</p> <div style="text-align: center;"> </div> <p style="font-size: x-small;">Use as an accounting tool for reconciliations and shortening month end or as the single source of truth for balancing other ledgers.</p>