

# Excel4apps Connector User Guide (SAP)



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## 1 System Requirements

COMPONENT	REQUIREMENT
Computer and processor	1000 MHz or faster processor
Memory	2 GB
Operating system	Windows XP, Vista, 7, 8 (32/64 bit)
Office	2007, 2010, 2013 (32/64 bit), .NET Programmability
.NET Framework	2.0 and 4.0 CP
SAP .Net Connector	3.0.13.0
Visual C++	2010 (64 bit), 2005 (32 bit)
Microsoft Visual Studio Tools for Office	VSTO 2010 Runtime
Excel4apps Server Transport	4.21
SAP	ECC6

## 2 About “Demo (SAP).xls” tutorial

The Excel4apps Connector installation process would have installed the “Demo (SAP).xls” Excel worksheet containing some example reports and tips. Demo (SAP).xls has been developed using the IDES Operations and Company 1000 data and can be refreshed against our online IDES system or your own IDES system.

## 3 Install add-in on PC

### 3.1 Installation files

Please locate and unzip the file excel4apps\_wands\_sap.zip. This file will either be at the location you downloaded it to or on the CD containing the trial software. The file contains the following:

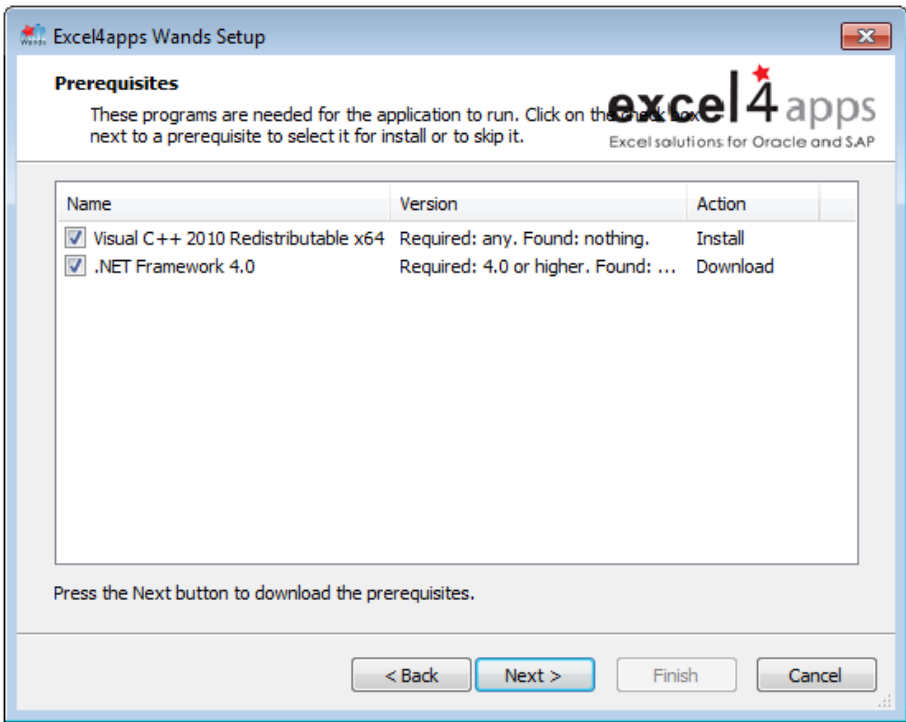
- ★ excel4apps\_wands\_sap(version).exe - Client installation
- ★ excel4apps\_server\_installation\_guide\_sap.zip - Server side install
- ★ readme.txt - Instructions

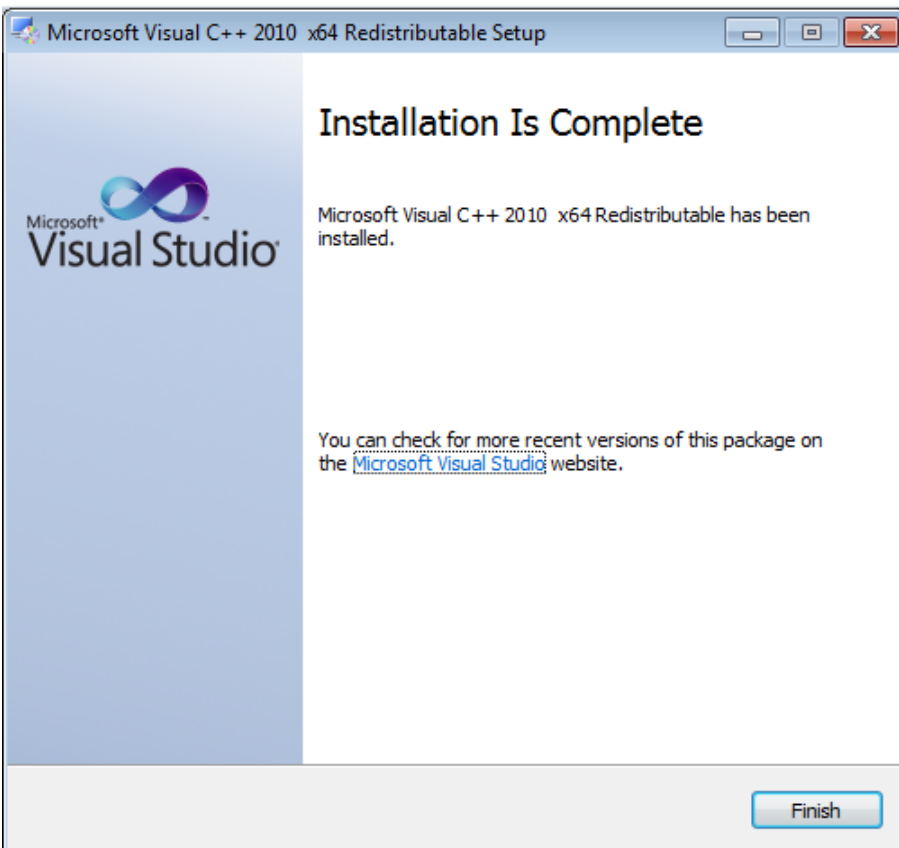
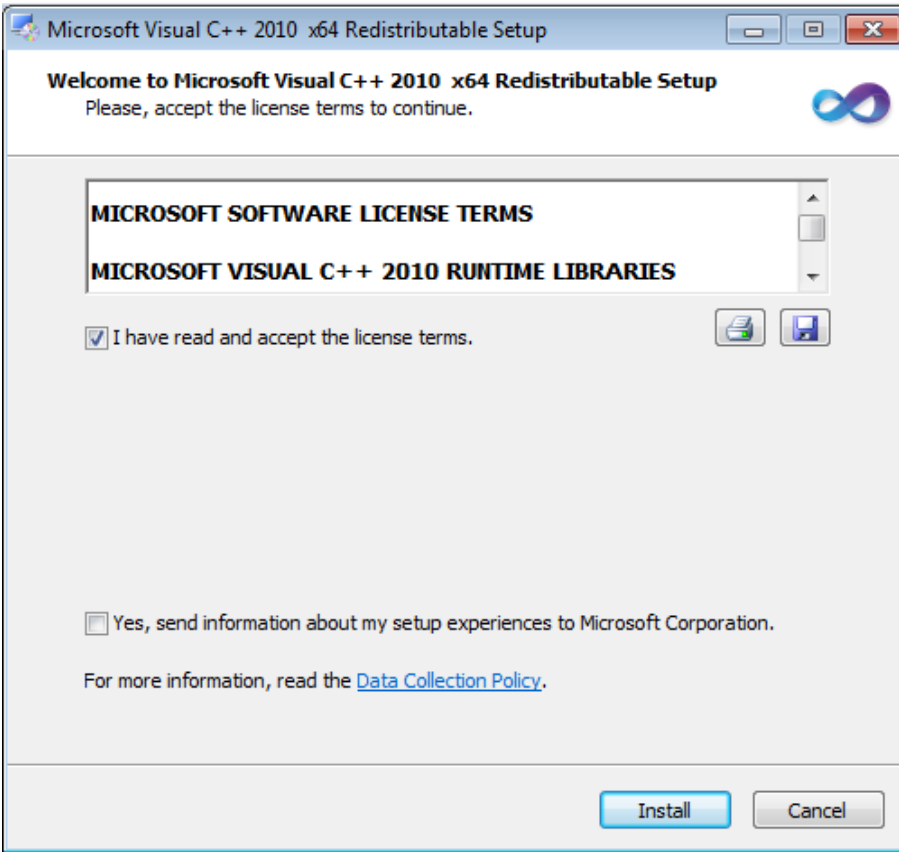
### 3.2 Pre-requisites

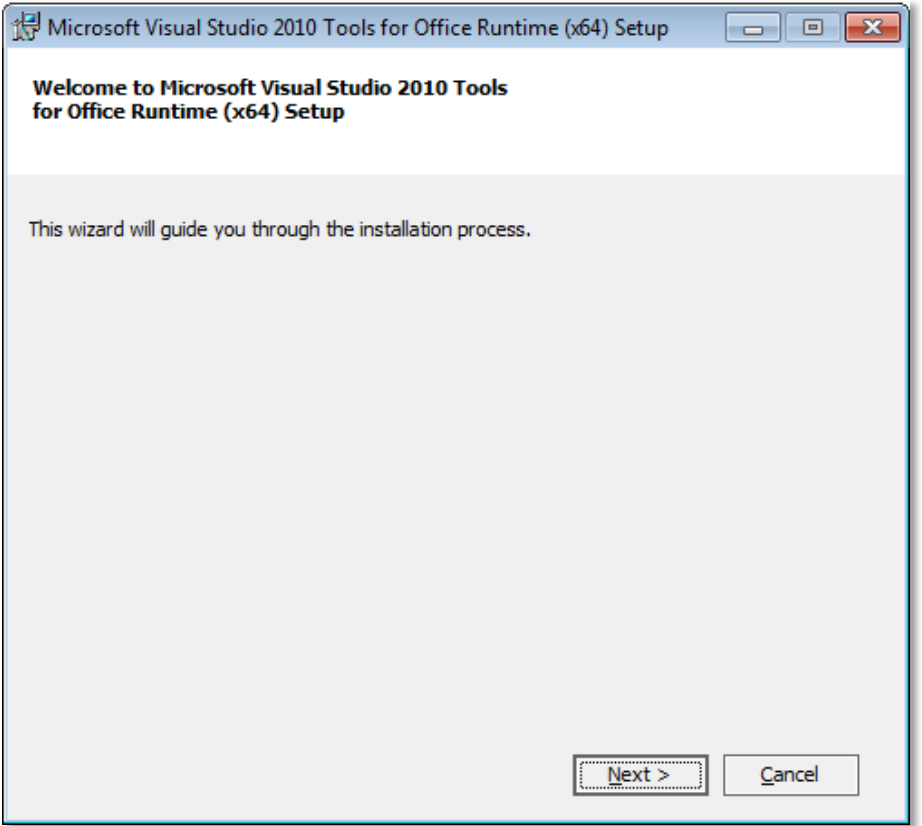
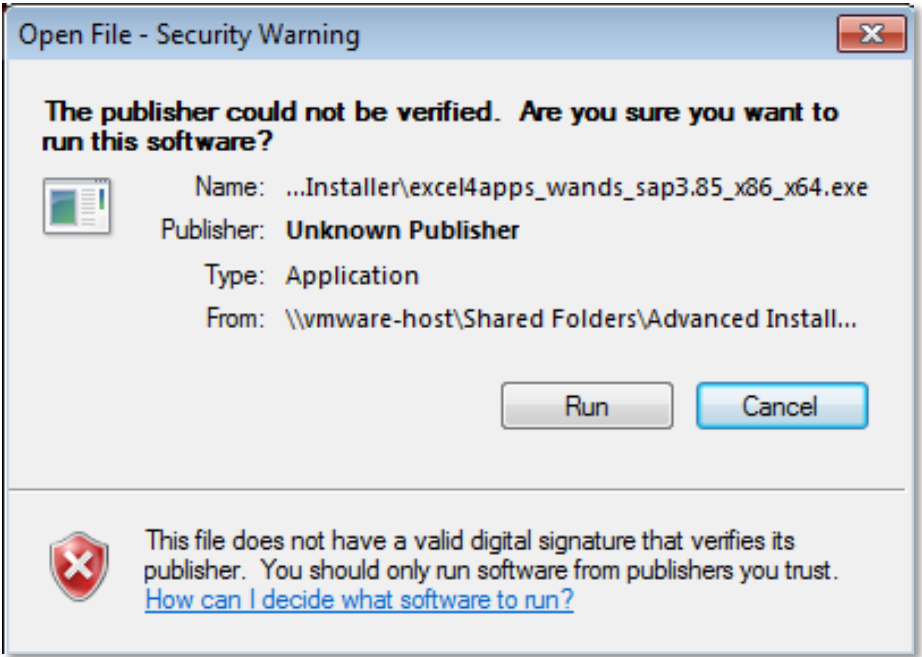
The new version of the Excel4apps Wands has been upgraded to make use of the new SAP .Net Connector (v3). As a result there are new pre-requisites required to be installed prior to being able to use the Excel4apps Wands. The new SAP .Net connector requires that the .Net 4.0 framework and the Visual C++ files are installed. The Visual C++ installer has been included with the Excel4apps Wands installer package as it is relatively small. The .Net framework version 4.0 is larger and you will therefore need to download it if required. The Excel4apps Wands installer package will prompt you to do this if necessary and will automatically install the framework.

If either of these pre-requisites is missing you will be prompted with the following screens. Please complete the installation of these pre-requisites before continuing with the installation.

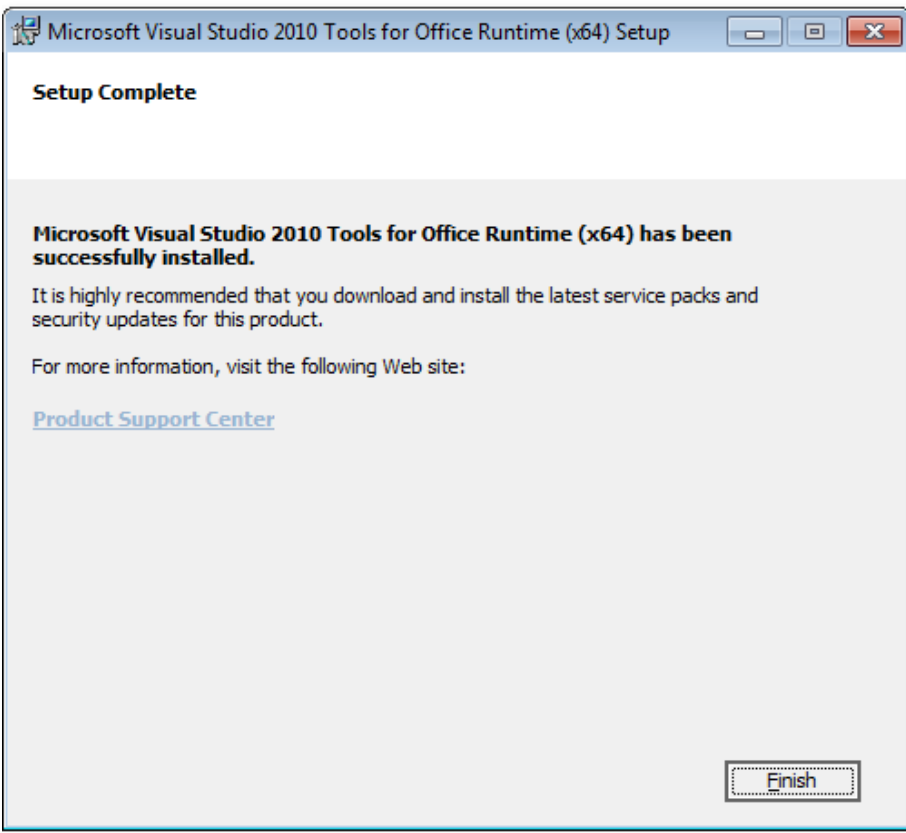
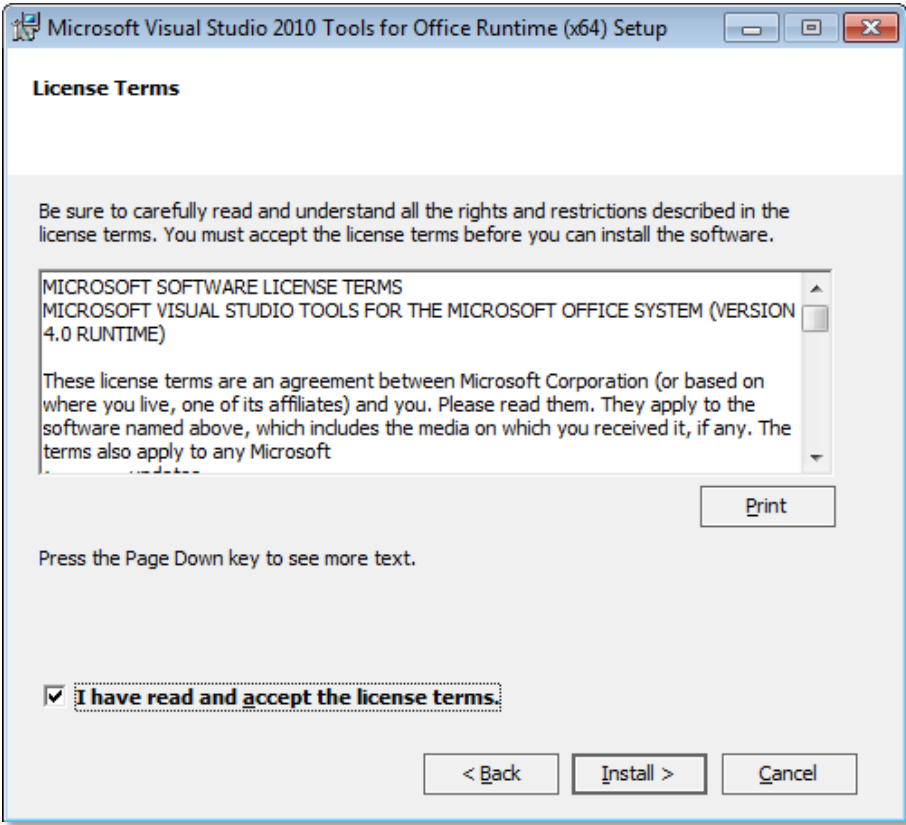
If you have chosen to install the Reports Distribution Manager (RDM), it requires that the Visual Studio Tools for Office is installed as a pre-requisite. This is also included in the installer package and will automatically install should you not have it installed already.





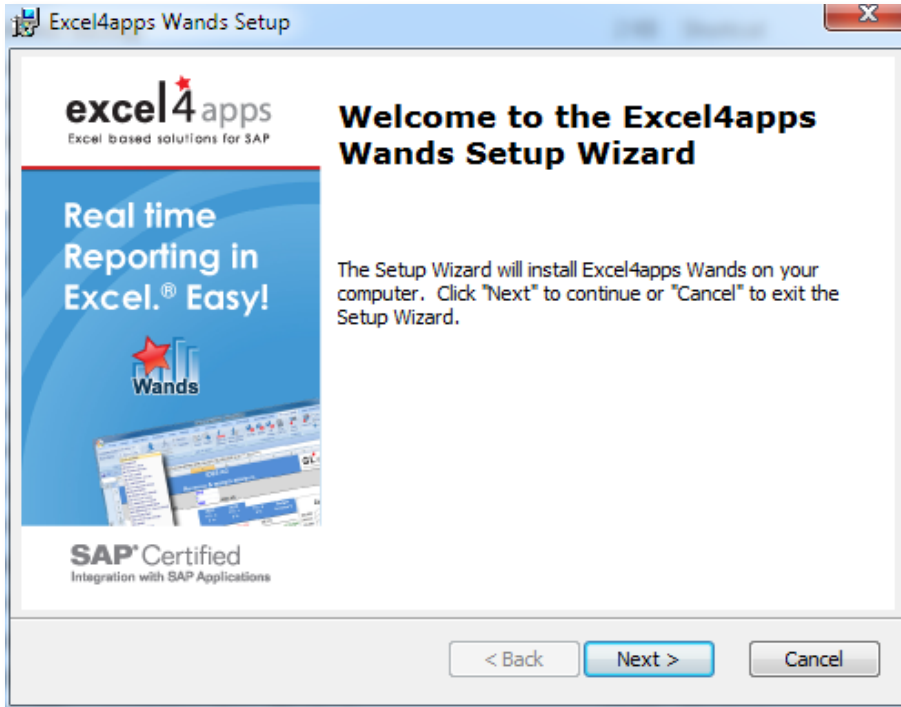




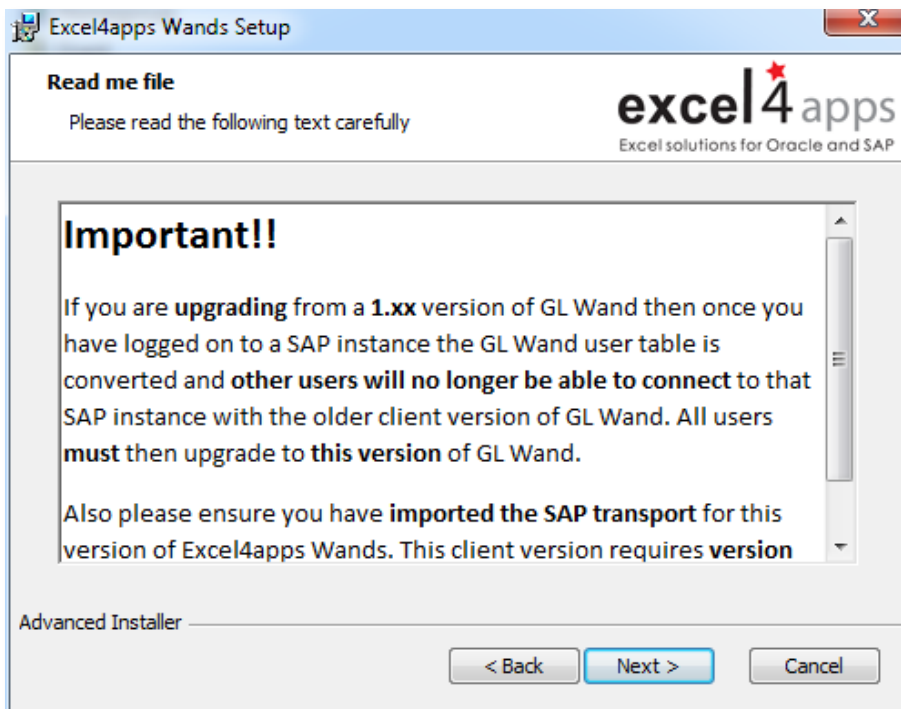


### 3.3 PC Installation

1. Unzip the file excel4apps\_wands\_sap.zip and double click on the excel4apps\_wands\_sap(version).exe (Microsoft installer) to begin the installation.



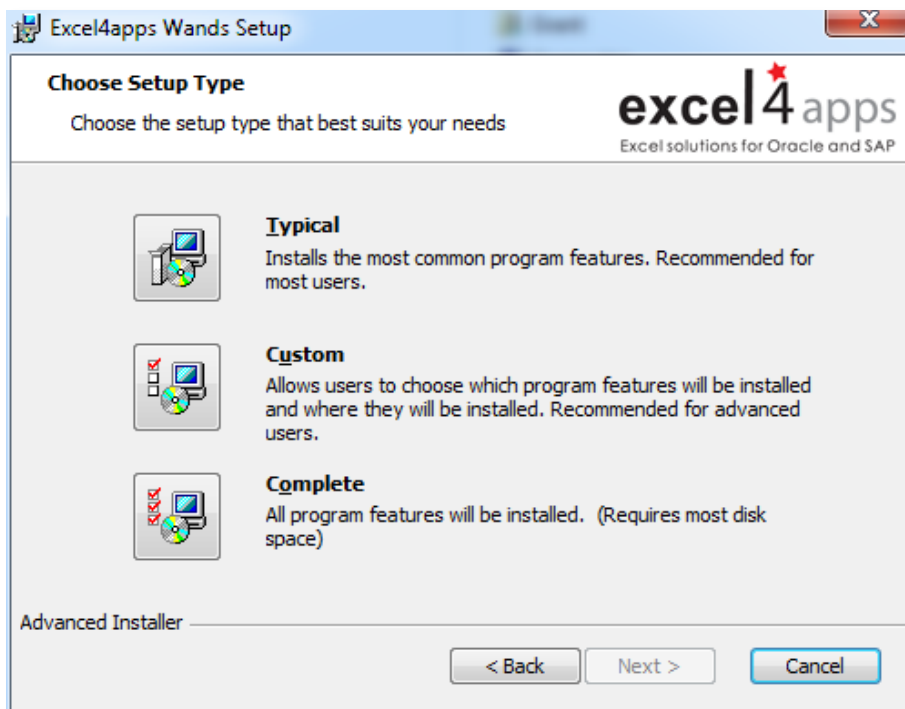
2. You will be prompted with important information. **Please read this information carefully.**



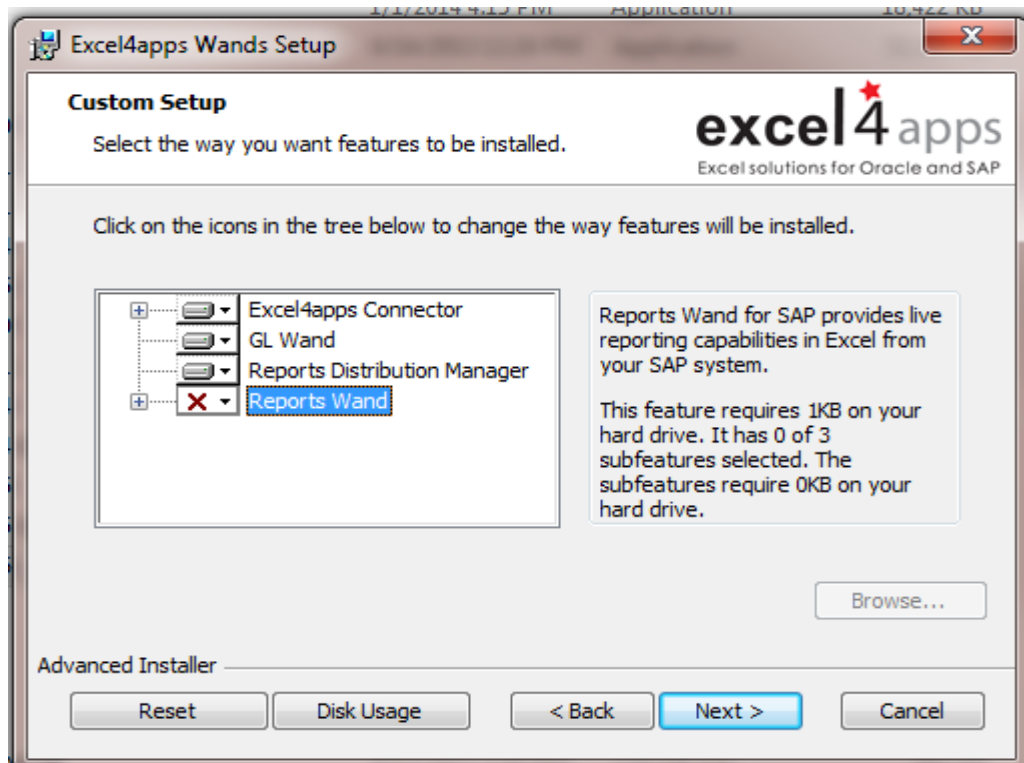
3. You will then be presented with the End User License Agreement. You need to accept this to continue.



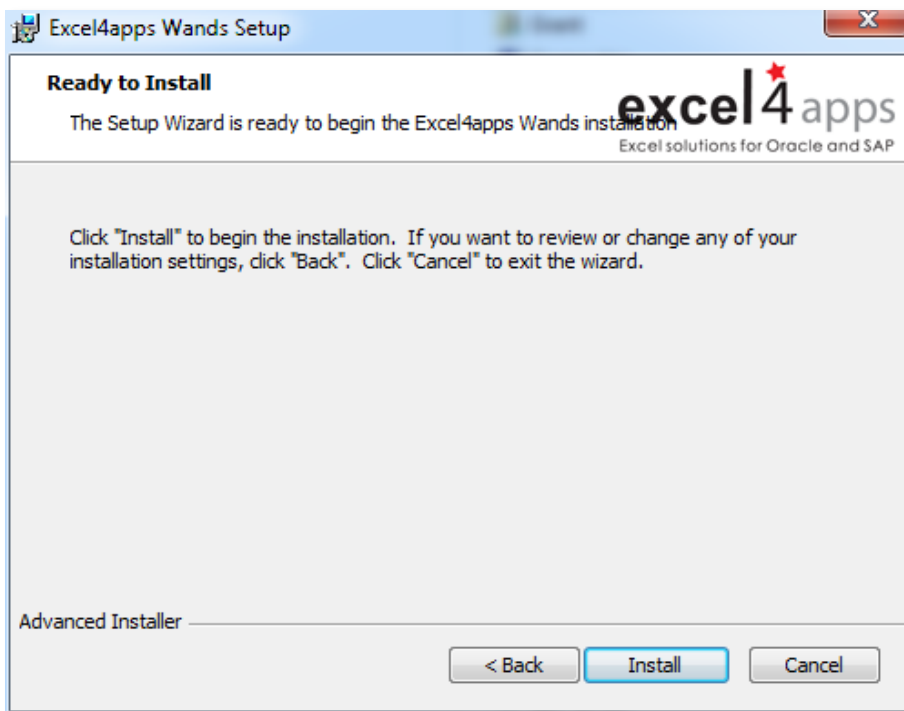
4. You will be prompted for the setup type. Both the typical and complete options will install all the products. You may select the custom button if you wish to install only selected products. Please note the Connector is a mandatory product as it is required for all other products to function.



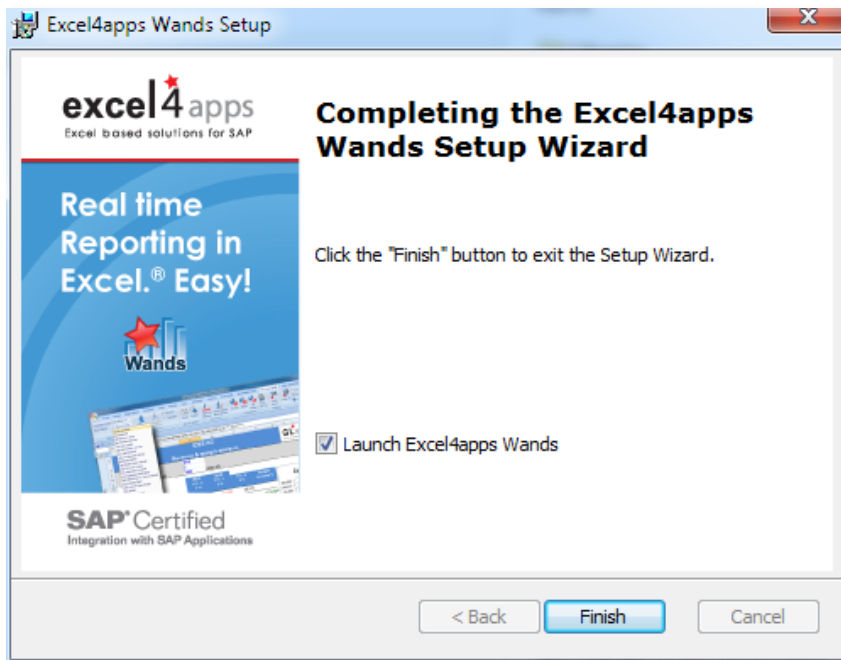
5. If you select the Custom button you then have the opportunity to select a product and exclude the feature from installation by clicking the drop down arrow and highlighting Entire feature will be unavailable. You also have the opportunity to change the installation location from the default location if you would like to do this. Note that Reports Wand is now available for installation as a separate Excel add-in.



6. You are then ready to start the installation.

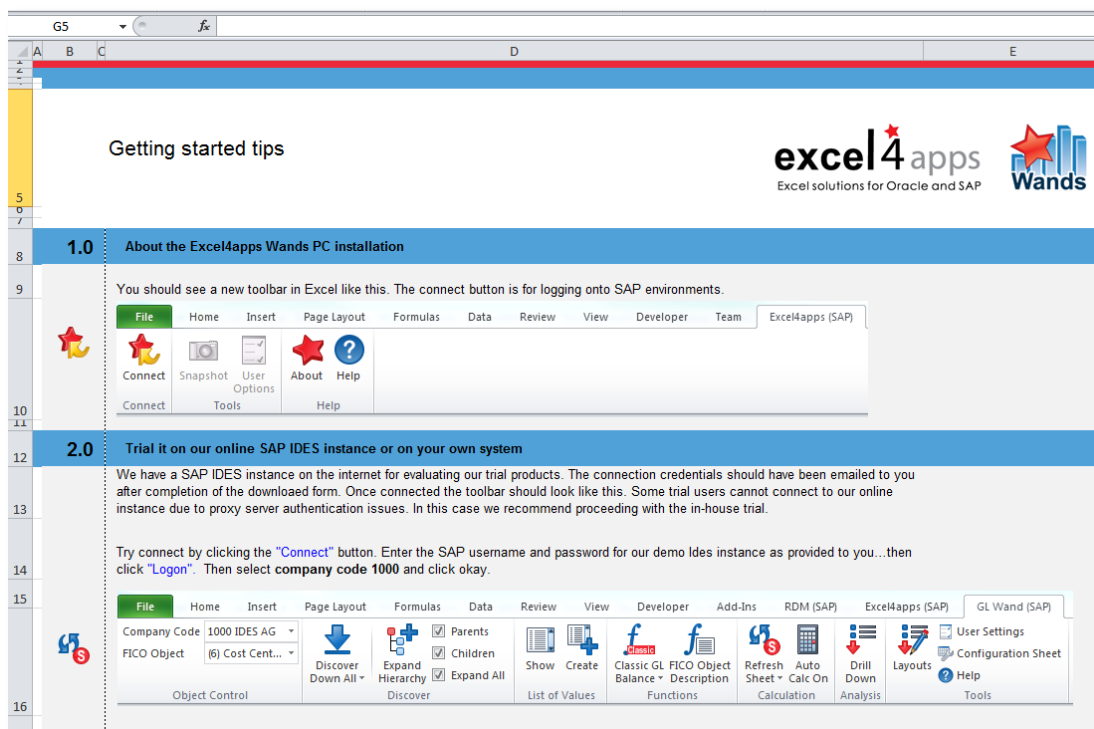


7. Leave this option ticked



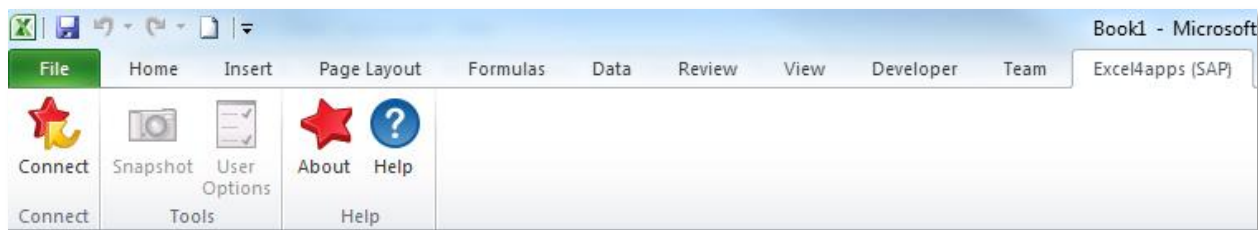
8. Click the "Finish" button.
9. This will launch an Excel workbook "Demo (SAP).xls" which contains information and instructions on how to get you started with using the Wand products.

**If the installer is unable to locate a Microsoft Excel installation on your PC you will receive a warning at the end of the installation. You will then need to follow a manual process to activate the Excel4apps Wand add-ins. The instructions for this manual process can be found in the Installation Problems section of this user guide.**



If you do remove the tick, you can launch this workbook manually from the Excel4apps Wands (SAP) menu item on your Windows “Start” menu.

Once the "Demo (SAP).xls" workbook is launched it should open Excel. The Wand toolbars should appear. If the toolbars do not appear follow the instructions in the [Installation Problems](#) section of this user guide.



You should now be able to log on to our online IDES system. Follow the instructions in the "Demo (SAP).xls" workbook to log on.

It is recommended that you keep the excel4apps\_wands\_sap(version).exe that you extracted from the downloaded zip file as it is used to add or remove products, repair the installation or remove the Excel4apps Wand product suite entirely.

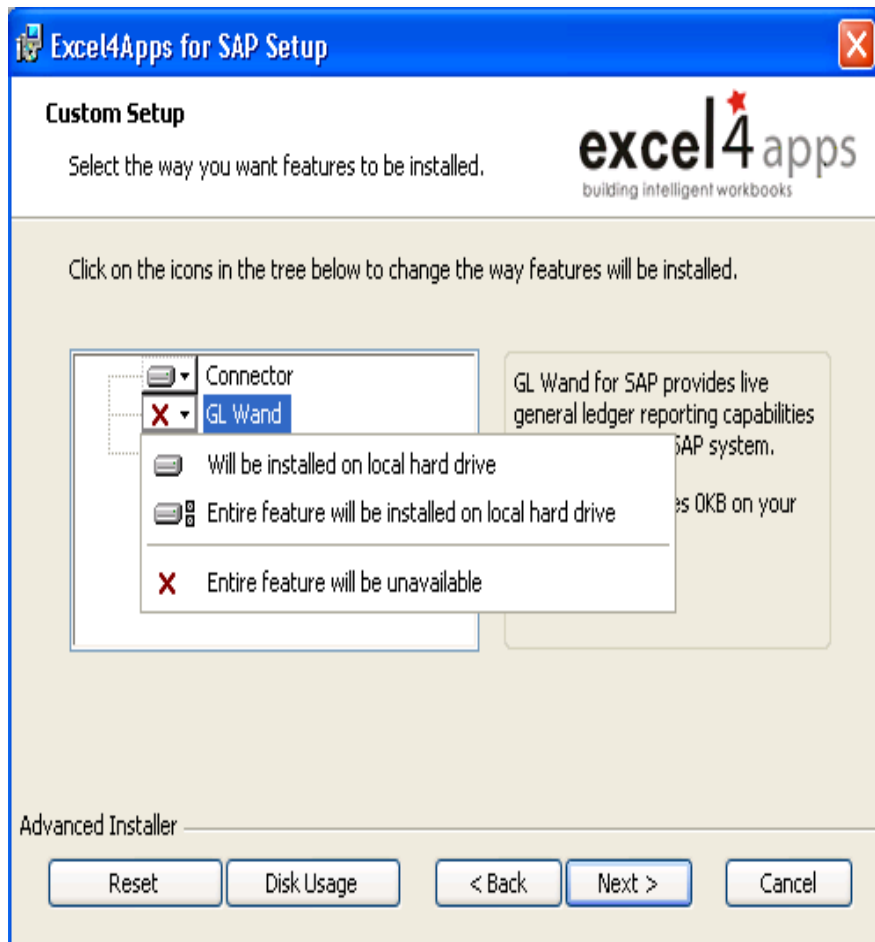
### 3.4 Uninstalling Excel4apps Wands

#### To uninstall Excel4apps Wands

1. Double click on the excel4apps\_wands\_sap(version).exe (Microsoft installer).
2. Click Next.
3. Click the Remove button.

If you do not have access to the excel4apps\_wands\_sap(version).exe installer then you can manually remove the product suite.

1. Open the Windows “Add or remove programs” option from the control panel.
2. Locate Excel4apps Wands (SAP) in the installed programs list.
3. Click remove.
4. The windows installer should run and the Excel4apps Wands will be removed.



### 3.5 Adding or Removing an individual product

1. Double click on the excel4apps\_wands\_sap(version).exe (Microsoft installer).
2. Click Next.
3. Click Modify.
4. Click the drop down arrow next to the product you would like to add or remove.
5. Either select feature will be installed or feature will be unavailable depending on whether you want to add or remove the product respectively.
6. Click Next.
7. Click Install.
8. Click Finish.

Your product add-in will now have been added or removed.

### 3.6 Installation Problems

Unusual installations of Microsoft Excel may result in the installer being unable to activate the Wand add-ins.

Follow these steps to manually enable the Wand add-ins

1. Navigate to the location that was specified as the install target during the installation e.g. C:\Program Files\Excel4apps\Wands (SAP)
2. Locate the applicable file e.g. GL Wand (SAP).xla or Excel4apps Connector (SAP).xla
3. Copy this file
4. Navigate to the Excel installation path e.g. C:\Program Files\Microsoft Office\Office (for office 2003 it will be C:\Program Files\Microsoft Office\Office11)
5. Inside this folder navigate to the Library folder (so the path will now be C:\Program Files\Microsoft Office\Office\Library)
6. Paste the file e.g. GL Wand (SAP).xla into this folder
7. Launch Excel
8. From the "Tools" menu select "Add-Ins"
9. GL Wand (SAP) should be listed in the list of add-ins. Tick the box next to the GL Wand (SAP) item and click OK
10. The toolbar should now appear

### 3.7 Mass Deployment

If your IT department would like to distribute the software to multiple users making use of a software distribution tool, an msi installer file can be provided for this purpose. Please contact [support@excel4apps.com](mailto:support@excel4apps.com) for the msi download link for the related version of the Excel4apps Wands (SAP).

**The Excel4apps Connector, GL Wand, RDM and Reports Wand can then be installed silently using the following command on the msi installer file:**

```
Msiexec /i excel4apps_wands_sap4.06.msi OPERATION="ADDLOCAL="
FEATURES_NAMES="Excel4appsConnector,GLWand,RDM,ReportsWand" UI="/qn"
```

**and uninstalled silently using the following command:**

```
Msiexec /i excel4apps_wands_sap4.06.msi OPERATION="REMOVE="
FEATURES_NAMES="Excel4appsConnector,GLWand,RDM,ReportsWand" UI="/qn"
```

**Note: For the installation to be performed silently the pre-requisites would already need to have been installed.**



## 4 Connect to IDES

### 4.1 Connection details

Once you have completed the client side installation, corporate security settings permitting, you should be able to connect to our online IDES system. This will allow you to evaluate the Wand functionality before you apply the server side transports to your own SAP system.

If you have any problems accessing our online system, we recommend using a less secure internet connection, or moving the evaluation to an in house SAP system.

Please refer to our welcome email for the credentials required to connect Demo (SAP).xls to our online IDES test system.

See also the relevant Wand product user guide for details on how to use it.

### 4.2 About the test system

The purpose of the test system is to

- ★ facilitate a rapid connection to an example SAP system; and
- ★ show basic Wand functionality to prospective buyers.

Once you have mastered basic functionality we recommend

- ★ moving the evaluation to your own SAP Applications environment
- ★ work on your own company data
- ★ gauge GL Wand performance on your own network / hardware.

### 4.3 Test system performance

A number of factors will influence performance of the test system. These include:

- ★ your internet connection speed
- ★ the bandwidth available to our server to connect to you via the internet

The speed across the internet will not be a true reflection of Wand performance. It should be a lot faster on your own local system. Average refresh times are 10-50 cell refreshes per second over a LAN and 5-30 cells per second over WAN/Internet. Each cell can represent many GL Balances.

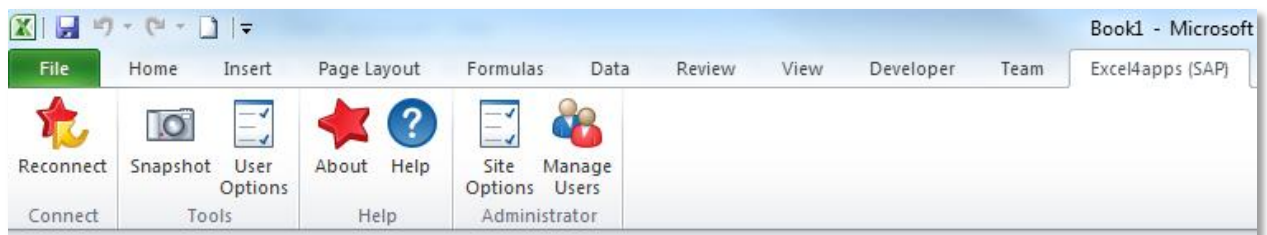
## 5 Using the Excel4apps Connector

### 5.1 Introduction

The Excel4apps Connector is used to connect you to your SAP application system so that you can make use of the various Wand products, for example, GL Wand or Sales Wand.

### 5.2 Toolbar

The toolbar gives you access to all the functionality of the connector.



## 5.3 Logging on



- Not logged on, click to log on



- Logged on, click to log on again

The first step in using one of the Wand products is to log on to the SAP system that you intend using. You can log on to the online IDES system or you can log on to your own SAP Applications system.

When you click the logon button the log on screen will appear.

Select the SAP system that you wish to log on to from the drop down list. Enter the applicable client, user name and password.

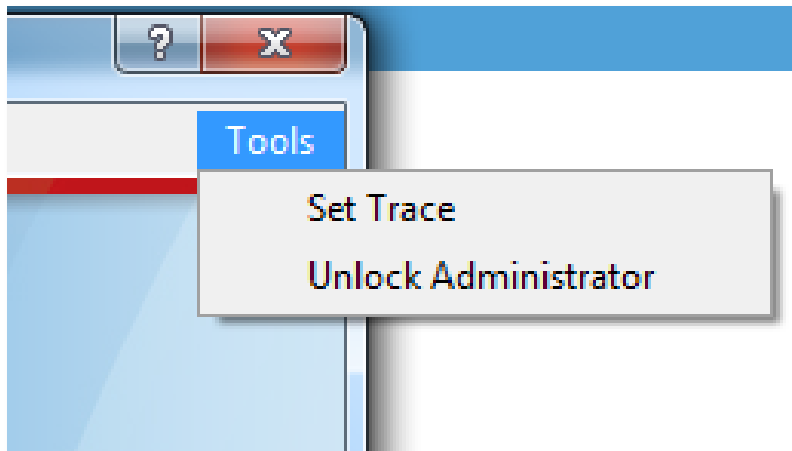
**If you receive a message that the saplogon.ini file is missing when trying to logon you can set an environment variable to indicate in which folder location your saplogon.ini file can be found. This can be done by right clicking on My Computer and selecting Properties. Then select the Advanced tab and click on the Environment Variables button. Under the System variables section click the New button. Enter SAPLOGON\_INI\_FILE for the variable name and the folder location including the file name in the variable value e.g. C:\Some Folder\SAPLOGON.INI. Click Ok to accept the values and Log on again.**

If you would like to log off manually you can close Excel or click the Reconnect button and then click Cancel.

A screenshot of a Windows-style dialog box titled "Logon". The dialog has a blue header bar with a red star icon and the text "Logon". Below the header, there is a "Tools" menu. The main area contains a red star and wand icon, the text "Logon Choose the SAP system and enter your credentials to logon.", and the "Wands" logo. There are two tabs: "Standard Logon" (selected) and "Single Sign On". The "Standard Logon" tab contains a dropdown menu for "SAP System" with "Excel4apps IDES Demo System" selected, a text box for "Client" with "800", a text box for "User Name", a text box for "Password", a text box for "Language" with "EN", and a checkbox for "Use Variable Logon" which is unchecked. At the bottom, there are "Logon" and "Cancel" buttons.

### 5.3.1 Logon Tools

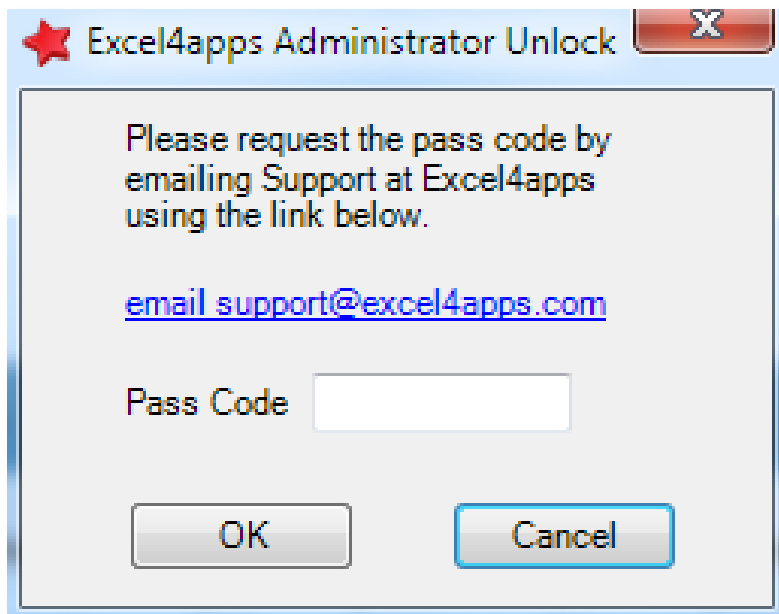
At the top right hand side of the logon form you will see a Tools menu item. If you click on this it will display two further options.



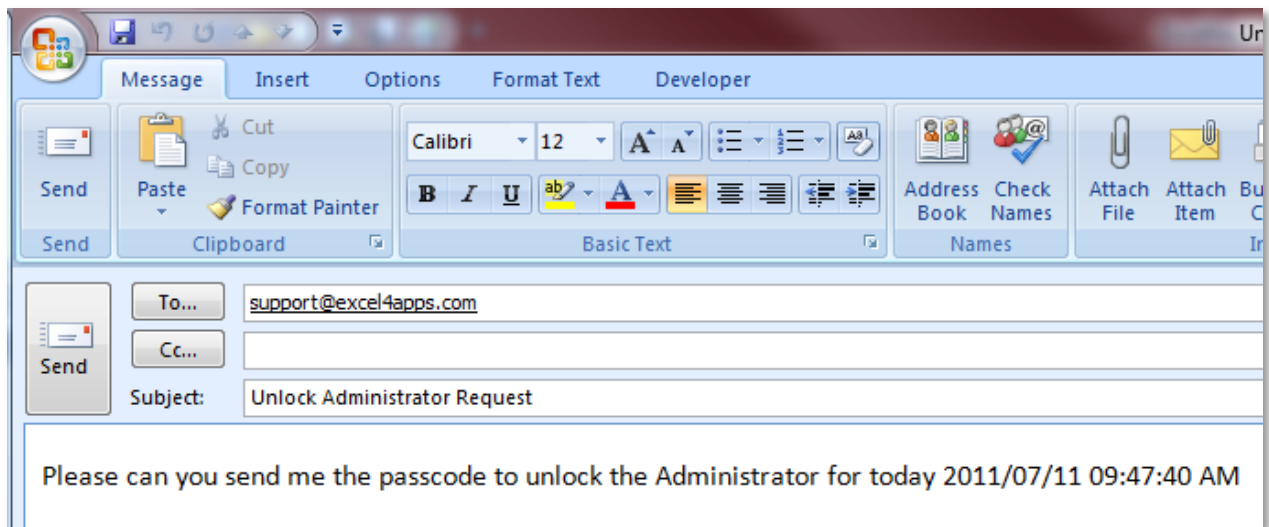
The **Set Trace** option is used for troubleshooting purposes when logging onto SAP. You will only ever need to make use of this if a support consultant requests you to do so. To use it, simply click on Set Trace and then logon as you would normally.

The **Unlock Administrator** option is for the rare circumstance where the user(s) that have been setup as Wand Administrators are not available in your organization and you need to urgently perform an Administrator function such as inserting a new key or adding a new user.

Click on the Unlock Administrator option and a new form will appear.



Click on the hyperlink to automatically create an email to our support department.



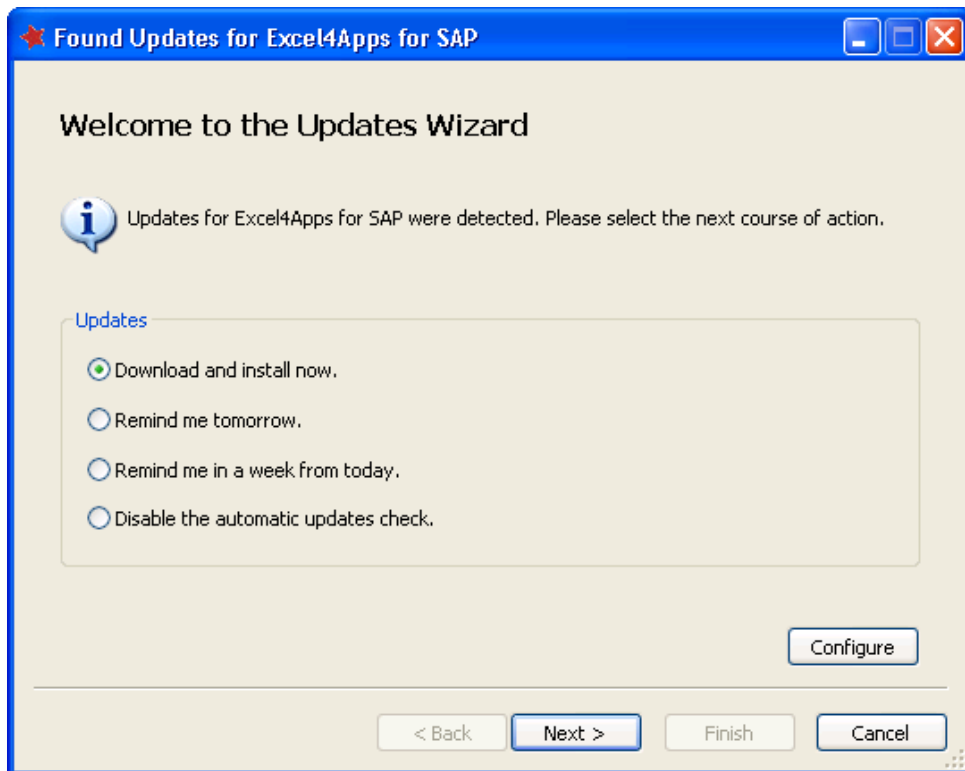
Send this email to our support department who will reply with the unlocking pass code. Enter the pass code and click the Ok button. You will receive a confirmation that the code is correct. Continue to logon with your user credentials and the Administrator Menu will then be available.

### 5.3.2 Automatic Updates

The Excel4apps Wand product suite is set to search for upgrades to the products automatically every 30 days.

**This will only happen if the Administrator has selected a higher version of the product in the Administrator->Site Options menu than the current version. Please see [Administrator: Site Options](#) for more information.**

If an upgrade is found you may be prompted with the following screen which enables you to perform or ignore the upgrade.



Please follow the instructions to download and upgrade the product suite. You will need to close Excel to complete this process. Please see [Upgrade Location](#) for how to upgrade from the LAN instead of the internet if so required.

## 5.4 Snapshot



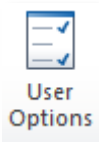
The snapshot tool can be used to take a snapshot of your Wand report. This tool will remove all the Wand product functions from the workbook and will replace them with the values that the function returned.

The results are similar to using the Excel “paste values” functionality. However, this process will only replace Wand product formulas. All other Excel formulas will be left as they were.

Please note that you cannot take a snapshot of a protected worksheet, rather save the sheet to PDF format for archive and distribution purposes.

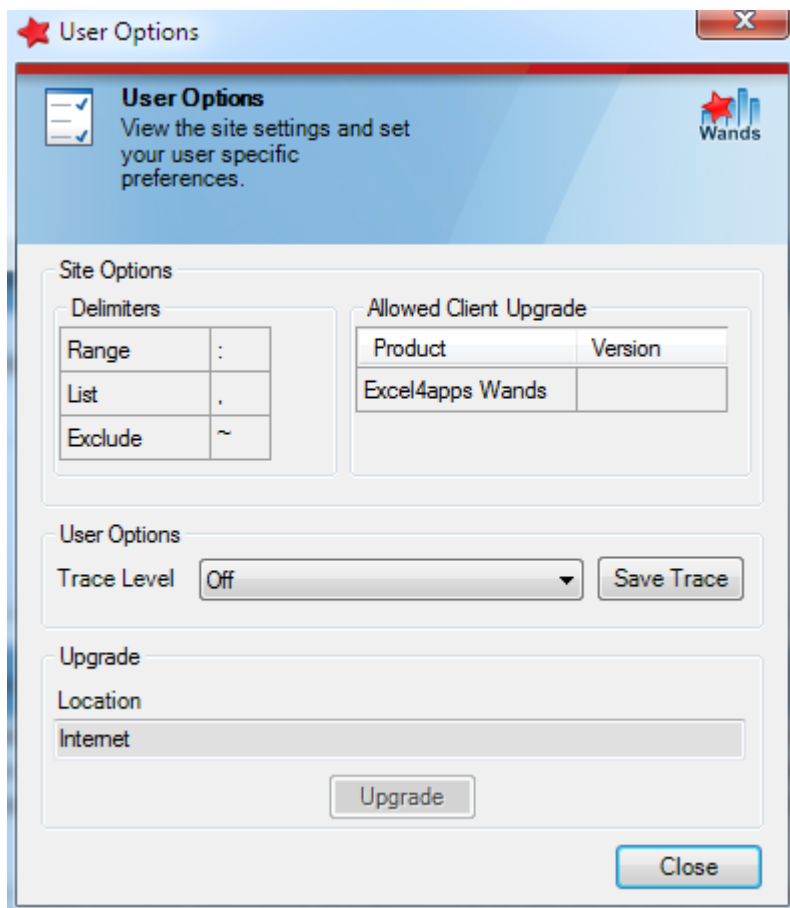
When producing a snapshot, the Connector will request a name for the new workbook. You can select an existing workbook and the Connector will give you the option to **append** the snapshot results to the existing workbook or **overwrite** the existing workbook. You therefore have the option of producing various snapshot reports and combining them into one new workbook in a single operation rather than producing a separate workbook for each snapshot.

## 5.5 User Options



The options form allows you to:

- Set and save a trace
- Initiate an upgrade
- View site options controlled by the Wand administrator

A screenshot of the "User Options" dialog box. The window title is "User Options" with a red star icon. The main area has a blue header with a "User Options" icon and the text "View the site settings and set your user specific preferences." Below this, there are three sections: "Site Options" with a table for delimiters, "User Options" with a dropdown for "Trace Level" set to "Off" and a "Save Trace" button, and "Upgrade" with a "Location" dropdown set to "Internet" and an "Upgrade" button. A "Close" button is at the bottom right.

Delimiters	
Range	:
List	,
Exclude	~

Allowed Client Upgrade	
Product	Version
Excel4apps Wands	

### 5.5.1 Upgrade

If you want to check if there is a new version of a Wand product available, simply click the upgrade button on the options screen. If the upgrade button is grayed out then your current version is the same as the [allowed client version](#) which has been set by the Wand Administrator.

### 5.5.2 Delimiters

The default delimiters can be changed by the Wand administrator if they conflict with object values that contain these special characters.

Delimiters are used to specify special relationships between object values used in a Get Balance function. The possible delimiters used to indicate a Range, List or Exclude are as follows

Range	List	Exclude
-	,	~
@		^
>	/	
:	.	

The [delimiters](#) are specified by the Wand Administrator for the site and cannot be changed per user.

### 5.5.3 Allowed Client Upgrade

The allowed client upgrade displays the client version up to and including which version a user is allowed to upgrade a Wand product to. If the Wand Administrator increases the allowed version then the upgrade button will become active and the user may then download the upgraded client version. The [allowed client version](#) may only be set by a Wand Administrator.

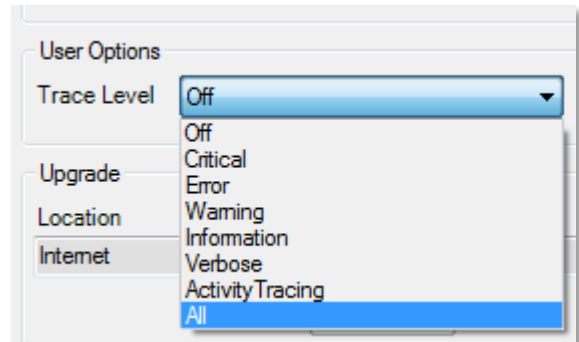


## 5.5.4 Creating a Trace File



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:

1. Set the trace level to the desired setting or as specified by the support consultant.
2. Close the general options form by clicking the Close button.
3. Re-perform the action(s) that resulted in the problem.
4. Open the Tools->Options form again.
5. Click on Save Trace.
6. Select a folder to save the Trace file in.
7. Click Ok.



Save Trace

A text file entitled **Connector Trace.log** will be saved in that location. You will then be requested to email that Trace file to the support consultant.

**Note: Although the trace setting is automatically turned off when you close Excel it is recommended that you set the Trace setting to off once you have completed creating the Trace file.**

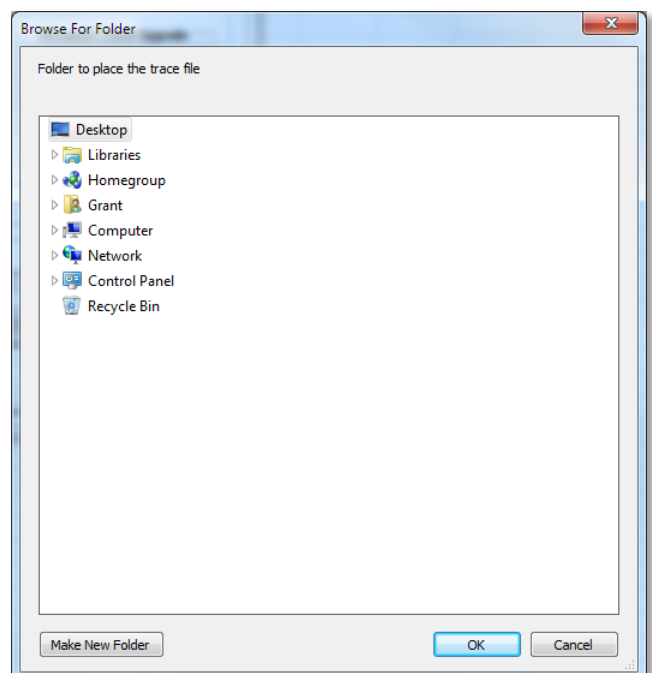
## 5.6 About Excel4apps Connector for SAP

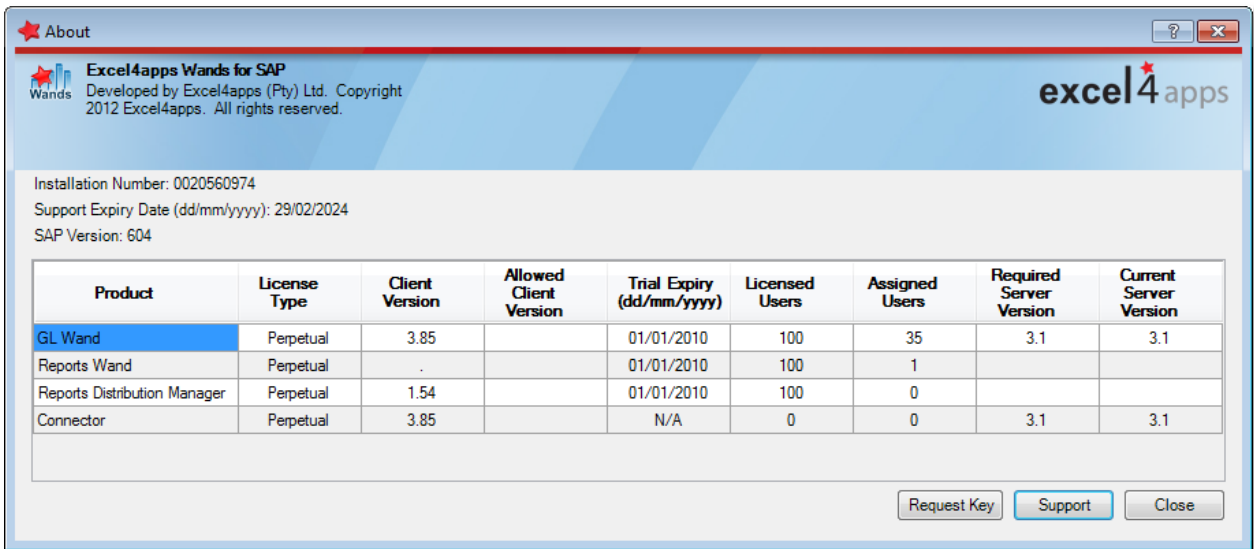
- About

This button brings up the about box for the Excel4apps Connector application.

You can use this window to:

- see which version of the Wand products you are running
- see your site information like installation number, support expiry date, licensed users and assigned users etc.
- see what version of SAP you are running
- request a license key for the current system
- log a support request





## 5.7 Help



Help - Help

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

## 6 Administrator: Site Options



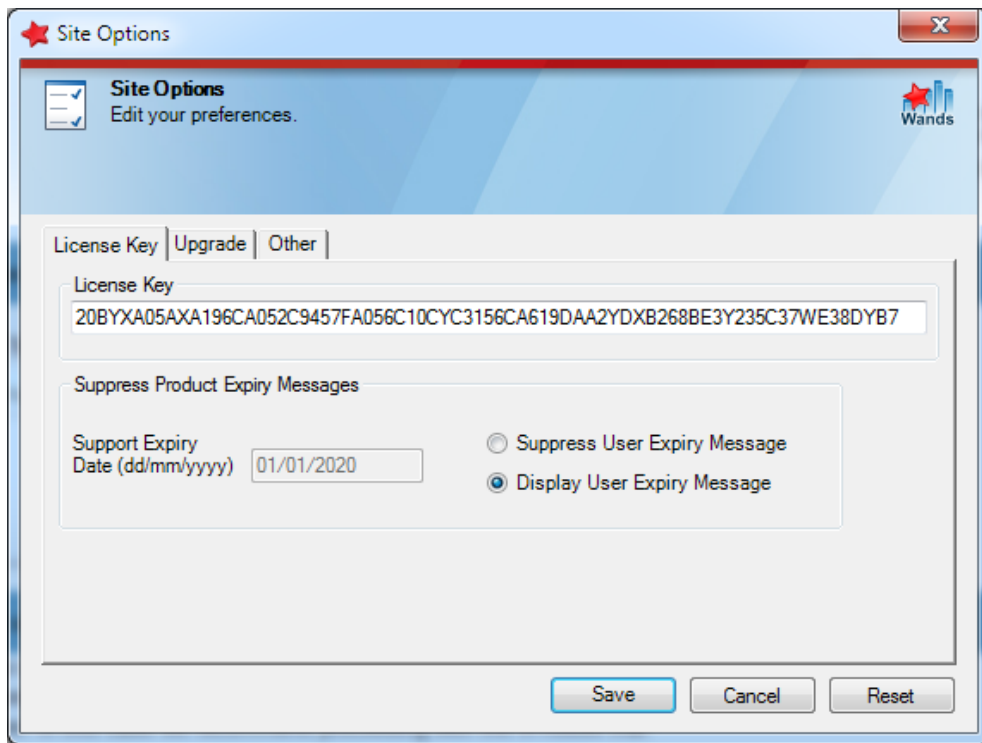
Site Options

If you are a designated Wand Administrator at your site then you will have an additional Administrator button group at the end of your Excel4apps Connector toolbar. There are a variety of Site options available to manage the installation. This ensures that these settings can be managed centrally and are consistent rather than requiring that they be set manually on each client PC.

These options include:

- License Key
- Upgrade Location
- Allowed Client Version
- GL Wand: Range Delimiter
- GL Wand: List Delimiter
- GL Wand: Exclude Delimiter
- Suppress Product Expiry Messages
- Auto Log Off
- Concurrent Batches
- Configure Custom Fields
- Optimize GL Wand Groups
- Include FS Sets in Account Groups
- Persist GL Accounts
- Use Union for Alternate Accounts
- Configure Search Help
- Reset

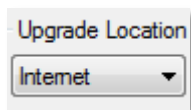
In order to have access to edit these options, you need to be logged on as a Wand Administrator.



## 6.1 License Key

Use the Excel4apps Connector [About](#) Box to request a trial license key. Populate the license key to capture your trial or full use license key.

**The license key is valid for all your SAP systems within your installation. Therefore, you are able to use the same license key for your Development, Quality Assurance and Production environments if these are all registered with SAP with the same installation number.**



## 6.2 Upgrade Location

The Excel4apps Connector offers you the option of upgrading the product from a location inside your corporate LAN or directly from the internet at [www.excel4apps.com](http://www.excel4apps.com).

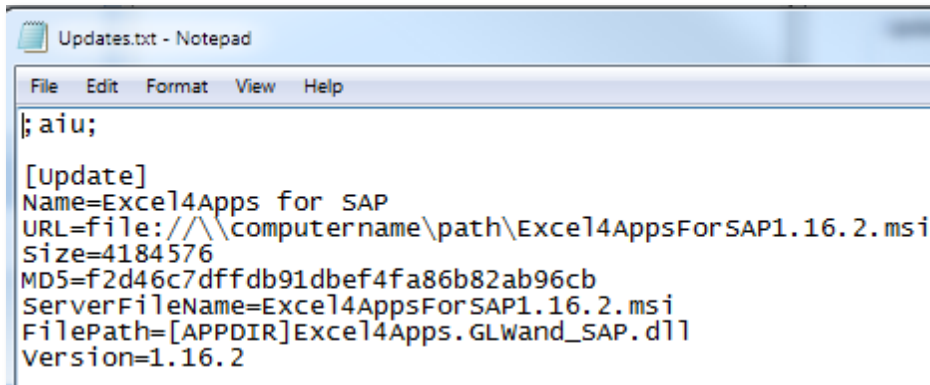
### 6.2.1 Internet option

In the upgrade location drop down list select "Internet" to perform upgrades from [www.excel4apps.com](http://www.excel4apps.com)

## 6.2.2 Corporate LAN option

To perform upgrades from the corporate LAN you will firstly need to select LAN from the upgrade location drop down list. Then you need to enter the URL location of the Updates.txt file. This must be a http:// URL and could be hosted on the corporate intranet.

You will then need to create an Updates.txt file as shown in the example below and store it at the URL location you specified above.

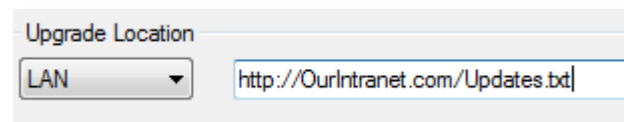


```
Updates.txt - Notepad
File Edit Format View Help
;aiu;

[Update]
Name=Excel4Apps for SAP
URL=file://^computername\path\Excel4AppsForSAP1.16.2.msi
Size=4184576
MD5=f2d46c7dffdb91dbef4fa86b82ab96cb
ServerFileName=Excel4AppsForSAP1.16.2.msi
FilePath=[APPDIR]Excel4Apps.GLwand_SAP.dll
Version=1.16.2
```

The URL in this file will locate where the new version of Excel4apps Wands is located on your network. Please adjust the URL in this file to point to the location of the installer for the new version of the product.

When a new version of Excel4apps Wands is released the Wand administrator should unzip the excel4apps\_wands\_sap.zip file into this folder on the corporate LAN.



Excel4apps Connector clients connecting to this SAP system will automatically check the specified location for new versions. The user will be prompted to upgrade if a newer version is found. Obviously the Wand users must have access to the path specified.

The upgrade location option is copied to the users local PC each time they log on to an SAP system. The upgrade location for a specific user will therefore always reflect the Upgrade Location option of the SAP system that they logged on to most recently. If this option is modified on a specific SAP system the change will only be reflected on the user's PC after the next successful logon to that system.

Please feel free to contact us for assistance with this process and to provide you with the Updates.txt file at <mailto:support@excel4apps.com>

## 6.3 Allowed Client Version

This option can set the version up to which users may upgrade their Wand Applications to.

**This is important to prevent users from upgrading to client versions which are incompatible with the server version you currently have installed.**

## 6.4 GL Wand: Range Delimiter

The default delimiters can be changed if they conflict with object values that contain these special characters. The possible delimiters used to indicate a Range (default “:”) are

Range
-
@
>
:

**Warning: Changing these delimiters can invalidate user defined GL Wand reports based on previous delimiter values.**

## 6.5 GL Wand: List Delimiter

The default delimiters can be changed if they conflict with object values that contain these special characters.

The possible delimiters used to indicate a List (default “,”) are

List
,
/
.

**Warning: Changing these delimiters can invalidate user defined GL Wand reports based on previous delimiter values.**

## 6.6 GL Wand: Exclude Delimiter

The default delimiters can be changed if they conflict with object values that contain these special characters.

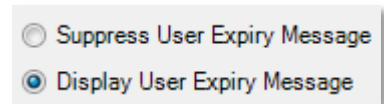
The possible delimiters used to indicate an Exclude (default “~”) are

Exclude
~
^

**Warning: Changing these delimiters can invalidate user defined GL Wand reports based on previous delimiter values.**

## 6.7 Suppress Product Expiry Messages

As the Wand Administrator you have the ability to suppress product expiry warning messages for standard users. This applies to the Full, Site or Term license types. Trial license expiry warning messages will be displayed to all users. As the Wand Administrator you will always receive the product expiring warning messages 15 days before expiry. If you have not suppressed the warning messages for standard users they will receive the expiry warning messages 5 days before and for 5 days after expiry.

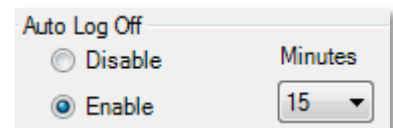


Suppression of user expiry messages is controlled by two radio buttons. The top button, 'Suppress User Expiry Message', is currently unselected. The bottom button, 'Display User Expiry Message', is selected.

To suppress the product expiry warning messages, select the Suppress User Expiry Message radio button. This will suppress expiry messages to standard users for the next support expiry period. After the next support expiry period has passed this will automatically reset to display the standard user expiry messages.

## 6.8 Auto Log Off

The Auto Log Off site option allows the Administrator the ability to set a time period of inactivity that will automatically log off a Wand user from the SAP system. To set this up the Administrator needs to click on the enable radio button and select a time interval from the drop down list that appears next to the radio buttons. Once this has been updated to the SAP server by clicking the Update button, Wand users logging on to SAP with the Excel4apps Connector will be disconnected automatically after that period of inactivity.



The 'Auto Log Off' control features two radio buttons: 'Disable' (unselected) and 'Enable' (selected). To the right of the 'Enable' button is a dropdown menu labeled 'Minutes' with the value '15' selected.

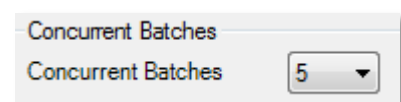
The user will first receive a message informing them that they are about to be logged off and they have the option to click a button and remain logged on. If they do not select to remain logged on a message will be displayed to let the user know they were automatically logged off and need to log on again to access a Wand product.

## 6.9 Company Code Batch Size

The company code batch size setting caters for sites with very large numbers of company codes by batching the GL account caching calls. The default setting is to batch 30 company codes per call and can be adjusted with this setting.

## 6.10 Concurrent Batches

Concurrent batches allow for the parallel processing of Wand batch requests sent to SAP per user. This means that each user can send the number of batches set by this option to SAP in parallel. Increasing this value helps to improve the performance of the Wand products.

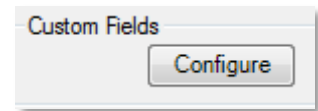


The 'Concurrent Batches' control consists of a dropdown menu with the value '5' selected.

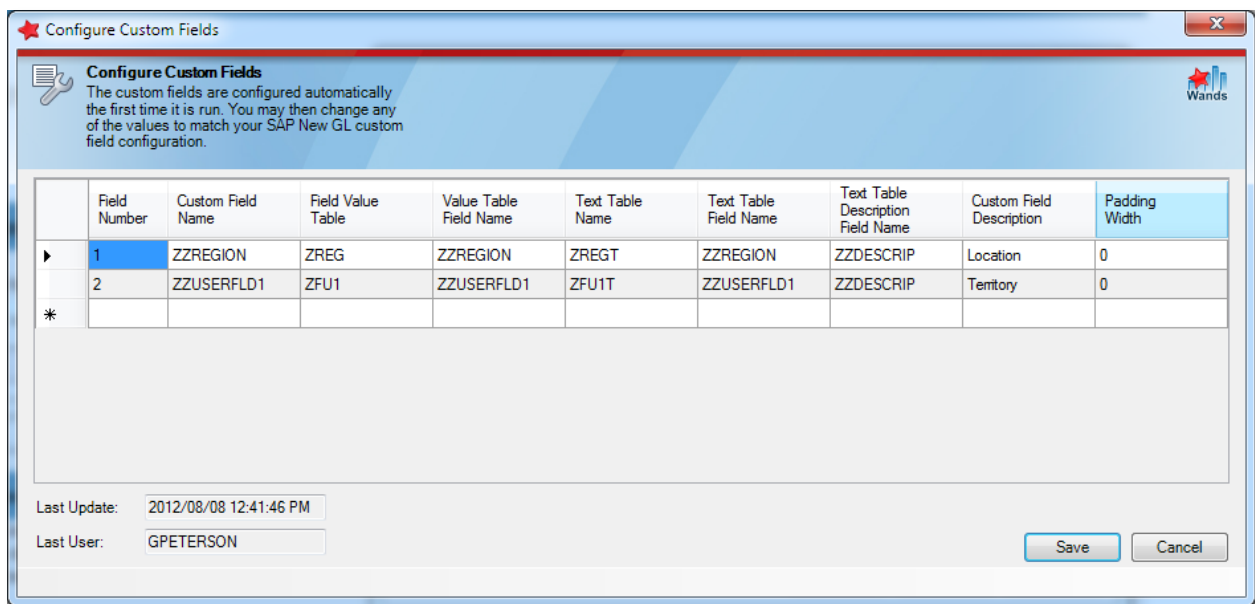
There is a limit of the total number of RFC connections allowed which is set in SAP which is normally defaulted to 100. If this is reached a user will receive a “max no of 100 conversations exceeded” error. The Administrator can reduce the number of concurrent batches if this error message is received by a user or the total number of allowed RFC connections can be increased in SAP. If you wish to increase the total number of RFC connections allowed in SAP, please contact [support@excel4apps.com](mailto:support@excel4apps.com) and a support consultant will provide you with the relevant SAP OSS note number to achieve this.

## 6.11 Configure Custom Fields

In SAP's New GL functionality, one is able to add your own custom fields into the standard SAP tables. During the configuration of this functionality your SAP functional consultant would have set this up. This involves adding the names of the custom fields and the names of the tables where the values and descriptions for each custom field are located.



When you click on the Configure button, the Excel4apps Connector will automatically interrogate the custom field configuration in order to display this to the Wand Administrator in a simple table form.



Field Number	Custom Field Name	Field Value Table	Value Table Field Name	Text Table Name	Text Table Field Name	Text Table Description Field Name	Custom Field Description	Padding Width
1	ZZREGION	ZREG	ZZREGION	ZREGT	ZZREGION	ZZDESCRIP	Location	0
2	ZZUSERFLD1	ZFU1	ZZUSERFLD1	ZFU1T	ZZUSERFLD1	ZZDESCRIP	Territory	0
*								

Last Update: 2012/08/08 12:41:46 PM  
Last User: GPETERSON

Save Cancel

The Wand Administrator then has the opportunity to amend any of the information in the table as is required to correctly represent where and how the custom field data is stored in your SAP system. This is all that is required to setup the custom fields for use in GL Wand.

If for some reason there is a need to rerun the auto configuration interrogation process please select each row and use the Delete button on your keyboard. Once all custom fields in the Configure Custom Fields for have been deleted then click the Update button. Then click on the Configure button again and the automatic configuration interrogation will be performed again.

Once these values are correct, click on the Update button and the custom fields will be available for use in GL Wand the next time a GL Wand user logs on. For further information see the GL Wand user guide.

**Please do not use any special characters in the Custom Field Description column.**

## 6.12 Reset

**This option should only be used when directed to do so by an Excel4apps Support Consultant.**

Please do not make use of this unless specifically requested to do so. It will clear the Site Options table stored on the SAP Server and you will also be required to add the Wand Users again on the next logon.

## 6.13 Optimize GL Wand Groups

Setting the Optimize GL Wand Groups here at the Site Options level will ensure all users for the site will have their groups optimized in the calculation process.

## 6.14 Financial Statement Sets

With this setting, the financial statement sets will be included in the list of account groups available to the GL Wand user.

## 6.15 Persist GL Accounts

When there are many company codes in your SAP system this option is useful to be able to persist the GL Account master data locally on the user's PC. GL Wand will automatically check if there have been any changes to the GL Accounts since it last connected.

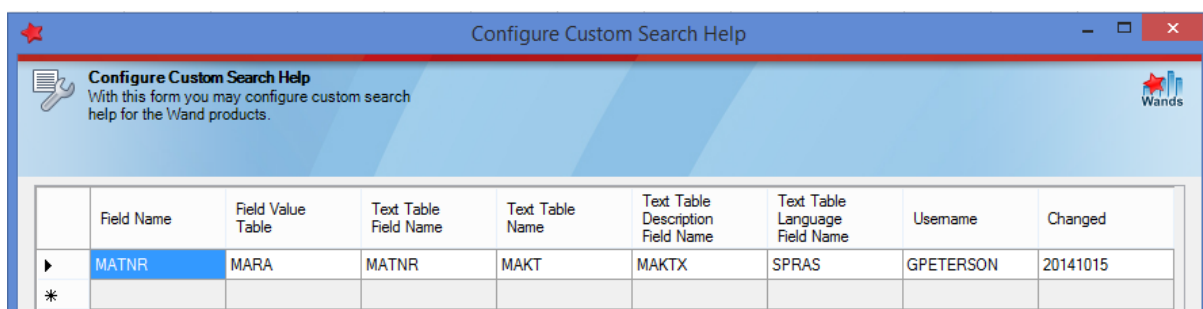
**It is a pre-requisite that change documents have been enabled on your SAP system for GL Accounts for this functionality to be able to operate correctly.**

## 6.16 Use Union for Alternate Accounts

Where multiple company codes are used in conjunction with the alternate account functionality, this option will use the union of the mapped GL accounts rather than the intersection.

## 6.17 Configure Search Help

When using the Special Purpose Ledger (SPL) functionality, this enables the GL Wand administrator to configure the search help that will be displayed as the list of values for an SPL field. As an example the MATNR field for table MARA is shown below.

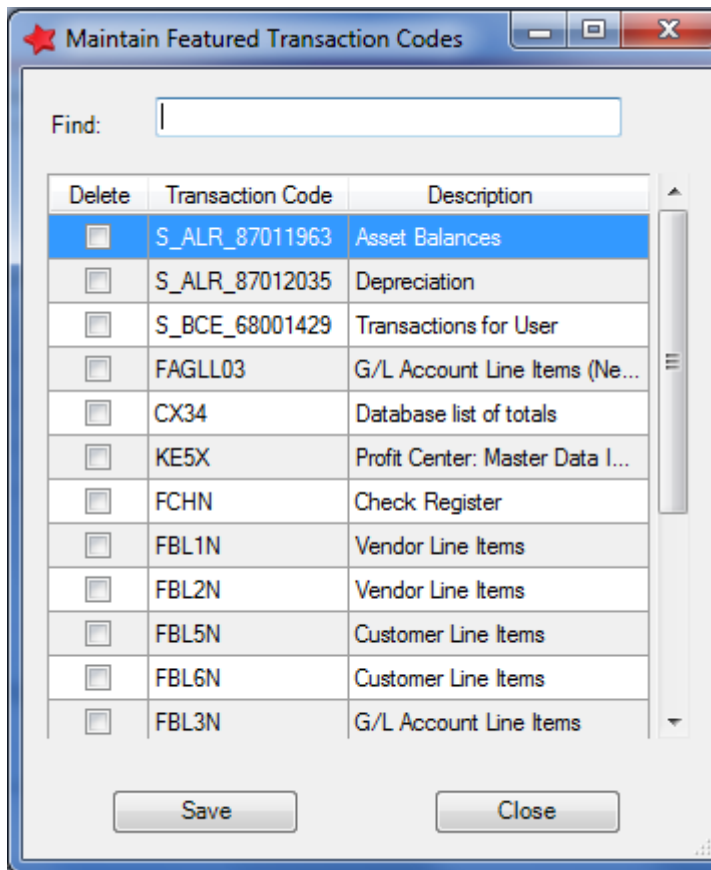


	Field Name	Field Value Table	Text Table Field Name	Text Table Name	Text Table Description Field Name	Text Table Language Field Name	Username	Changed
▶	MATNR	MARA	MATNR	MAKT	MAKTX	SPRAS	GPETERSON	20141015
*								



## 6.18 Maintain Featured Transaction Codes

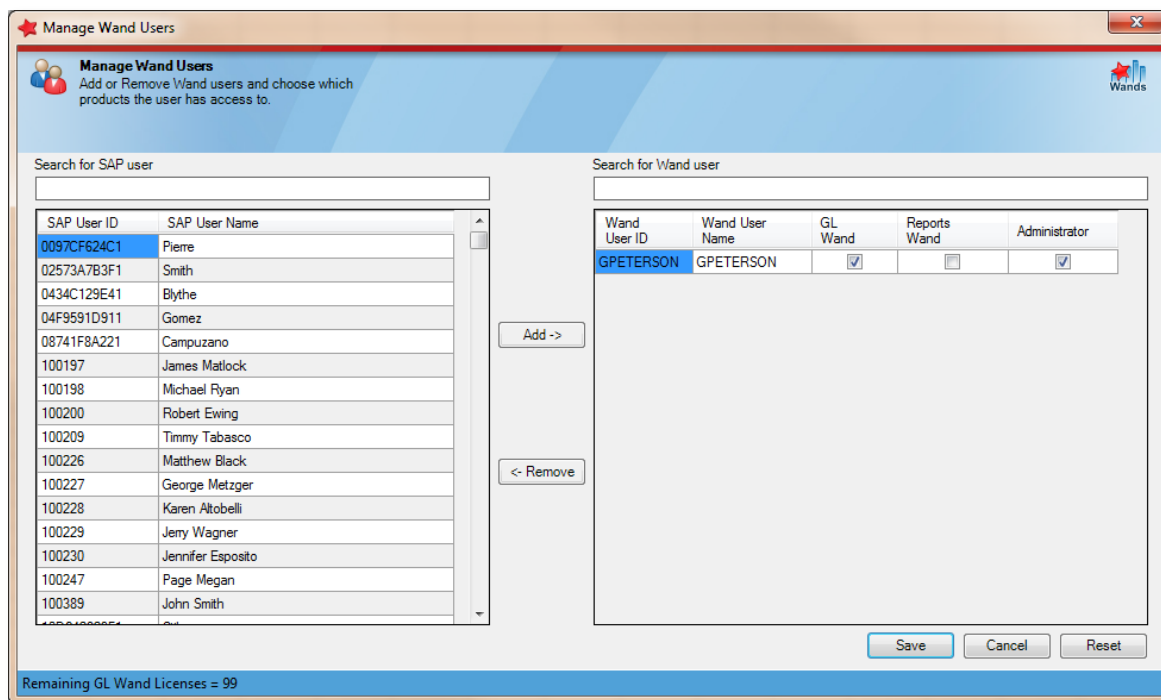
This option is specific to the Reports Wand Add-In and allows the Wands Administrator to display, add or remove transaction codes from the featured list. Featured transaction codes are those that have been tested with Reports Wand and confirmed as working correctly. To remove existing transactions from the list, tick the checkbox under the “Delete” column and click save. Adding transactions simply requires the transaction code to be typed in under the “Transaction Code” column followed by saving the new additions. You may delete and add transaction codes simultaneously.



## 7 Administrator: Manage Wand Users



Use the Manage Wand User form to grant SAP Users access to any of the Wand products as well as assign who will be a Wand Administrator.



## 7.1 Adding a Wand User

On the left side of the form is the list of all SAP users in your SAP system. To find a user in your list of SAP users simply start typing part of their SAP User ID or part of their SAP User Name and the list will be automatically filtered for you. When you see the user you would like to add as a Wand user you can do this by either:

- Dragging the user across to the Wand user list on the right
- Highlighting the SAP user on the left and clicking the green arrow
- Double clicking the SAP user

## 7.2 Removing a Wand User

On the right side of the form is the list of all Wand users in your SAP system. To find a user in your list of Wand users simply start typing part of their Wand User ID or part of their Wand User Name and the list will be automatically filtered for you. When you see the user you would like to remove as a Wand user you can do this by either:

- Dragging the user across to the SAP user list on the left
- Highlighting the Wand user on the right and clicking the red arrow
- Double clicking the Wand user

### 7.3 Assigning product access to a Wand user

Simply click on the relevant product check box next to the Wand user that you would like to give/remove the product access to/from. As you do this the status bar at the bottom of the form will update showing you how many licenses you still have available to allocate based on the licenses you purchased. If you select more users than you have licenses for then the status bar will turn red warning you of this.



Click the Save button when you are ready to save your changes.

**Note: You can have as many Wand Administrators as you wish. You need to have at least one Wand Administrator so that they can perform Wand Administrator functions.**

### 7.4 Reset

**This option should only be used when directed to do so by an Excel4apps Support Consultant.**

Please do not make use of this unless specifically requested to do so. It will clear the Wand Users table on the SAP Server and you will be required to re-enter all the Wand Users.

## 8 Support

### 8.1 Support Requests

Support requests can be logged on our web site. Click the “Support” button on the Excel4apps Connector [About Box](#) or you can access the link directly from the web site.

### 8.2 Enhancement Requests

Click the “Enhancement Request” option on the “Support” menu at [www.excel4apps.com](http://www.excel4apps.com) and log your request for new features.

## 9 Release Notes

### 9.1.1 Release 4.24

Feature	Description	Benefit
Connector	Maintain Reports Wand featured list of SAP transactions	Enhancement

### 9.1.2 Release 4.19

Feature	Description	Benefit
Connector	Configure custom search help functionality for special purpose ledger (SPL)	Enhancement
Demo	New demo server host update in connection error message	Enhancement

### 9.1.3 Release 4.17

Feature	Description	Benefit
Connector	Session management improvement added	Enhancement

### 9.1.4 Release 4.16

Feature	Description	Benefit
Optimize Groups	Optimize groups functionality is being phased out and is no longer available at the site level setting. It may still be set at a user level and should only be used as per the instructions in the GL Wand user guide	Enhancement
Manage Users	Reports Wand users not removed when removing user row	Bug Fix
Demo System	Demo system migrated	Enhancement

### 9.1.5 Release 4.13

Feature	Description	Benefit
Add-ins	Interdependent add-ins activate each other when starting Excel	Enhancement
SAP .NET Connector	SAP .NET Connector trace level set when setting Excel4apps Connector trace on log on form	Enhancement
SAP .NET Connector	Upgraded SAP Connector (3.0.13)	Enhancement
Connection	Connection troubleshooting added to log on form	Enhancement

### 9.1.6 Release 4.12

Feature	Description	Benefit
License Key	Unrecognized products in license key warning message improved	Enhancement

### 9.1.7 Release 4.08

Feature	Description	Benefit
First time Use	Multiple users are able to connect the first time until the license key has been inserted	Enhancement
SAP Connector	Upgraded SAP Connector (3.0.12)	Enhancement

### 9.1.8 Release 4.06

Feature	Description	Benefit
Logon	Improvement of logon failure message to IDES demo server	Enhancement
Logon	Reset SNC text on system change	Bug Fix
About	Pad version number with leading zero in About form	Enhancement
Installer	Installer now includes Reports Wand as an option for installation	Enhancement
Logon	Overwriting of SAP router string	Bug Fix

### 9.1.9 Release 3.93

Feature	Description	Benefit
Snapshot	Snapshot not working on manual calculation fixed.	Bug Fix

### 9.1.10 Release 3.92

Feature	Description	Benefit
Installer	Pre-requisite package selection optimized.	Enhancement

### 9.1.11 Release 3.91

Feature	Description	Benefit
SAP .Net Connector	Installer uses SAP NCo 3.0.11.0.	Enhancement

### 9.1.12 Release 3.89

Feature	Description	Benefit
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Feature	Description	Benefit
SAP .Net Connector	Installer uses SAP NCo 3.0.10.3 Beta release for SSO issue.	Bug Fix

### 9.1.13 Release 3.88

Feature	Description	Benefit
Alternate Account	Option to use the resulting Union of GL Accounts instead of Intersection for the alternate account functionality.	Enhancement

### 9.1.14 Release 3.86

Feature	Description	Benefit
Logon	The automatic redirection to the new saplogon.ini file folder since SAP GUI 7.20 has been removed as the new SAP connector caters for this.	Enhancement

### 9.1.15 Release 3.85

Feature	Description	Benefit
Installer	The installer is now a mixed 32/64 bit package.	Enhancement
SAP .Net Connector	The Wand products have been upgraded to use the latest version of the SAP .Net Connector (v3).	Enhancement
GL Accounts	Option to be able to persist GL Account master data added.	Enhancement

### 9.1.16 Release 3.83

Feature	Description	Benefit
Client	Three digit numeric check for client number.	Enhancement

### 9.1.17 Release 3.81

Feature	Description	Benefit
Installer	RDM add-in deactivated on upgrade corrected.	Bug Fix

### 9.1.18 Release 3.65

Feature	Description	Benefit
Add-in	The connector's ribbon add-in automatically activates its related functional add-in.	Enhancement

Feature	Description	Benefit
Snapshot	Snapshot de-linking other add-ins in snapshot workbook corrected.	Bug Fix