Excel4apps Reports Wand User Guide (SAP)

excel4apps
Excel based solutions for SAP

Wands

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1 QuickStart Guide

Phase	Step	Action	User Guide Sections
Evaluate GL Wand on our online IDES system	1. Install reports Wand add-in on PC.	Unzip the downloaded file and double click e4awand_sap(version).exe. This will install the Reports Wand (SAP) add-in on your pc.	See Excel4apps Connector Guide for further info
	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 Reports Wand functionality with provided example.	Use the supplied demo sheets and spend some time experimenting and learning.	
Evaluate GL Wand on your own SAP system with a full use trial	3. Copy Reports 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
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	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 Reports Wand full use trial	See Excel4apps Connector Guide for further info
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.	See Excel4apps Connector Guide for further info
	Set Site Options to control Reports Wand user access and online upgrades.	Configure options while logged in as a Reports Wand Administrator to control user access and various other options.	See Excel4apps Connector Guide for further info

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2 System Requirements

Component	Requirements
Computer and Processor	1000 MHz or faster processor
Memory	2 GB
Operating System	Windows XP, Vista, 7, 8, 10
Office	2007 **SP3**, 2010 **SP1**, 2013, 2016*
.Net Framework	2.0 and 4.0
Visual C++	x86 and x64
VSTO Tools	VSTO 2010 Runtime
Excel4apps Wands	4.35
SAP	ECC6 (SAP_BASIS release 701 SP-Level 0003)

*** Note: For Excel 2016 support, Microsoft has provided a workaround to the calculation issue that was introduced with the release of Excel 2016. This workaround for the Microsoft issue requires pre-existing workbooks to be opened, saved, closed and Excel to be restarted for the previous workbooks to be able to be used in Excel 2016.**

3 Authorizations

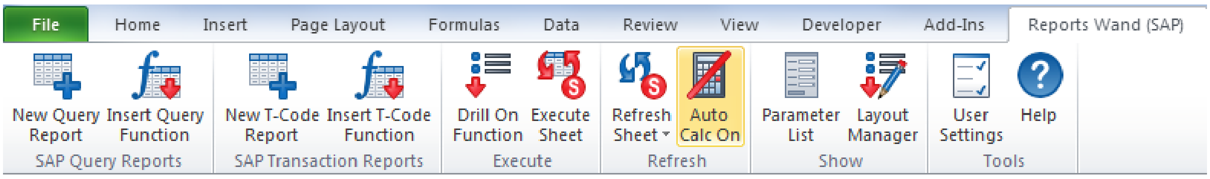
The user must be added as a Reports Wand user in the Manage Users section of the Excel4apps Connector. The user will require the following authorizations in order to be able to connect to SAP from Reports Wand to execute a report. Included in the transport provided for the Excel4apps Server installation is a role called /EXCEL4AP/EXCEL4APPS. This role provides the base authorization objects in order to connect from the Wands to SAP. The user will also need to be added to a query user group in SAP. The user will only be able to run Reports Wand reports for queries in user groups that the user belongs to. Finer levels of authorization checks should be built into the SAP query where required. Logical databases already include predefined authorization checks.

4 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.

5 The Reports Wand Toolbar – A Brief Overview

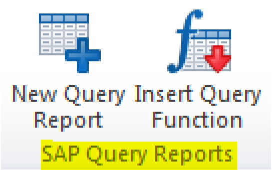
The Reports Wand Toolbar provides access to all the Reports Wand functionality.



5.1 The Shortcut Keys

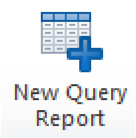
Shortcut Keys can be used in place of the mouse to perform GL Wand operations using the new Excel Ribbon easy-to-remember keyboard shortcuts. These are activated by simply pressing the Alt key and the next available shortcut is displayed which you can use by typing the shortcut.

5.2 The SAP Query Reports button group



The buttons available in this group allow you to create a new report definition or insert a drill down function on the current sheet .

5.2.1 New Query Report



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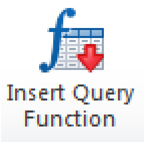
The New Report button will display a form that allows you to select the Query Area, a Usergroup within that Query Area and an SAP Query within the selected Usergroup and finally, the specific Sub List within your chosen Query. Once satisfied with your selections you may click the Continue button on the form and the Query layout will then be displayed in Excel where it can be manipulated further to achieve the desired result.

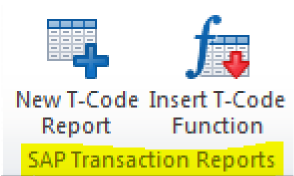
5.2.2 **Insert Query Function**



The Insert Query Function button allows you to insert a custom Reports Wand formula into an Excel cell. The formula may, when executed, either trigger a drill down report or return a balance to the cell. When clicked, it will display the same Query selection form as the Create Template button. You will be required to select the Query Area, a Usergroup within that Area, an SAP Query within the selected Usergroup and finally, the specific Sub List for your formula. Once you are satisfied with your selections, click on the Continue button. At this point a second form, the Reports Wand Function Wizard, will be displayed. This form will allow you to customize the formula to meet your requirements by selecting the type of drilldown, the drill behaviour and the SAP Query selection parameters.

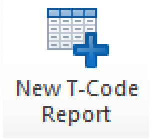
The Execute Sheet button will execute the report that is open on the current worksheet. Typically this button would be used when you wish to refresh the contents of a report with the current values from SAP. The report will run using the current formula for the relevant report.

5.3 The SAP Transactions button group



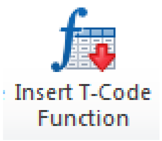
The buttons in this group allow you to execute transactions that utilize the ALV display mechanism. Certain ALV enabled transactions are unavailable due to having either multiple selection screens or complex screen elements that Reports Wand cannot handle.

5.3.1 **New T-Code Report**



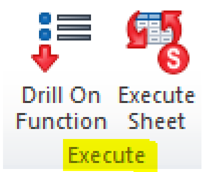
Clicking the New SAP T-Code button will display a window prompting you to enter a transaction code or allow you to search for an existing transaction code using a wildcard. Once a transaction code has been selected, and the Continue button has been clicked or Enter has been pressed, the selection screen for the transaction will be displayed to allow you to enter your selection parameters.

5.3.2 Insert T-Code Function



This Insert SAP T-Code Function button allows you to insert a custom Reports Wand formula into a cell and reference a SAP transaction code in order to create a drill down. Clicking this button will initially display the same window as the New SAP T-code button so that you may select a transaction code. Thereafter you will be presented with the SAP Program Insert Function Wizard that allows you to choose various drill down options as well as populate the parameters for your chosen drill down transaction code.

5.4 The Execute Button Group



The two buttons available within this group will allow you to execute a drilldown formula, execute it or re-execute the report using the same parameters as per the previous execution.

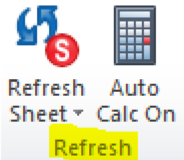
5.4.1 Drill On Function

Once you have entered a drill down formula into a cell, this button will allow for the execution of that formula. Clicking this button has the same effect as double clicking the cell concerned.

5.4.2 Execute Sheet

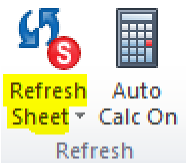
This will re-execute the report on the current sheet using the parameters that were last used to execute the report. If you wish to change the parameters prior to executing then the Parameter Pane Execute button must be used instead.

5.5 The Refresh button group



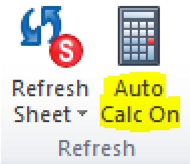
The buttons within this group provide the functionality to refresh balance and drill down formulas at the range, sheet, workbook or all workbooks levels. In addition there is the option to turn Auto Calc on or off. This is a Reports Wand specific Auto Calc setting and does not affect the Excel Calculation property.

5.5.1 Refresh Range/Sheet/Workbook/All Workbooks



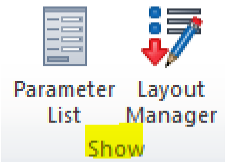
The Refresh button displays a list of options when clicking on the button text under the icon. These options will allow you to refresh the balance formulas at one of four levels. You may highlight a range of formulas and choose to refresh the selected range or you may choose to refresh a worksheet, a workbook or all workbooks level.

5.5.2 Auto Calc On



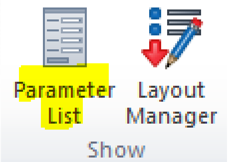
The Auto Calc button provides you with a means to prevent Excel from attempting to execute formulas whilst you are changing them or are in the process of designing your report. Clicking on the button will toggle the Auto Calc state on or off depending on its current value. When Auto Calc is off there will be a diagonal red stripe through the icon. This stripe will be removed when Auto Calc is on.

5.6 The Show buttons group



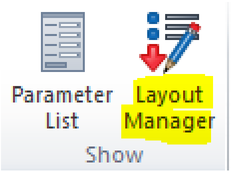
These buttons allow you to toggle the display of the Parameter List task pane and Layout Manager task pane.

5.6.1 Parameter List



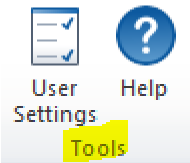
Clicking the Parameter List button will toggle the display of the Parameter List task pane. This task pane contains the selection parameters for your SAP Query thereby allowing you to choose specific values for the execution of the report. Once the Parameter List pane is visible it will remain visible for all worksheets containing a Reports Wand formula. This will also apply across all workbooks. The Parameter List pane will also display the parameters for which the report was last run. Closing the pane will close it across all worksheets and workbooks.

5.6.2 Layout Manager



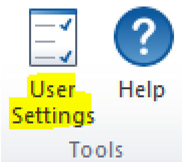
Clicking the Layout Manager button will toggle display of the Layout Manager task pane. This task pane contains references to all the columns within a Reports Wand report and allows for the columns to be freely moved within, or to be deleted, from the report. Deleted columns can be added back to the report at any point. Additionally, totals, subtotals and sort criteria may be set for each column within the Layout Manager task pane. Once the Layout Manager pane is visible it will remain visible for all worksheets containing a Reports Wand formula. Closing the pane will close it across all worksheets and workbooks.

5.7 The Tools button group



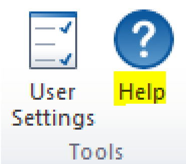
This button group allows for the setting of user specific options and provides access to online help functionality.

5.7.1 User Settings



The User Settings button displays a form containing several user specific options. These may include the option to create a drill down report on a new worksheet or a new workbook or to retain balances when saving a workbook. These settings will apply to the current user only.

5.7.2 Help

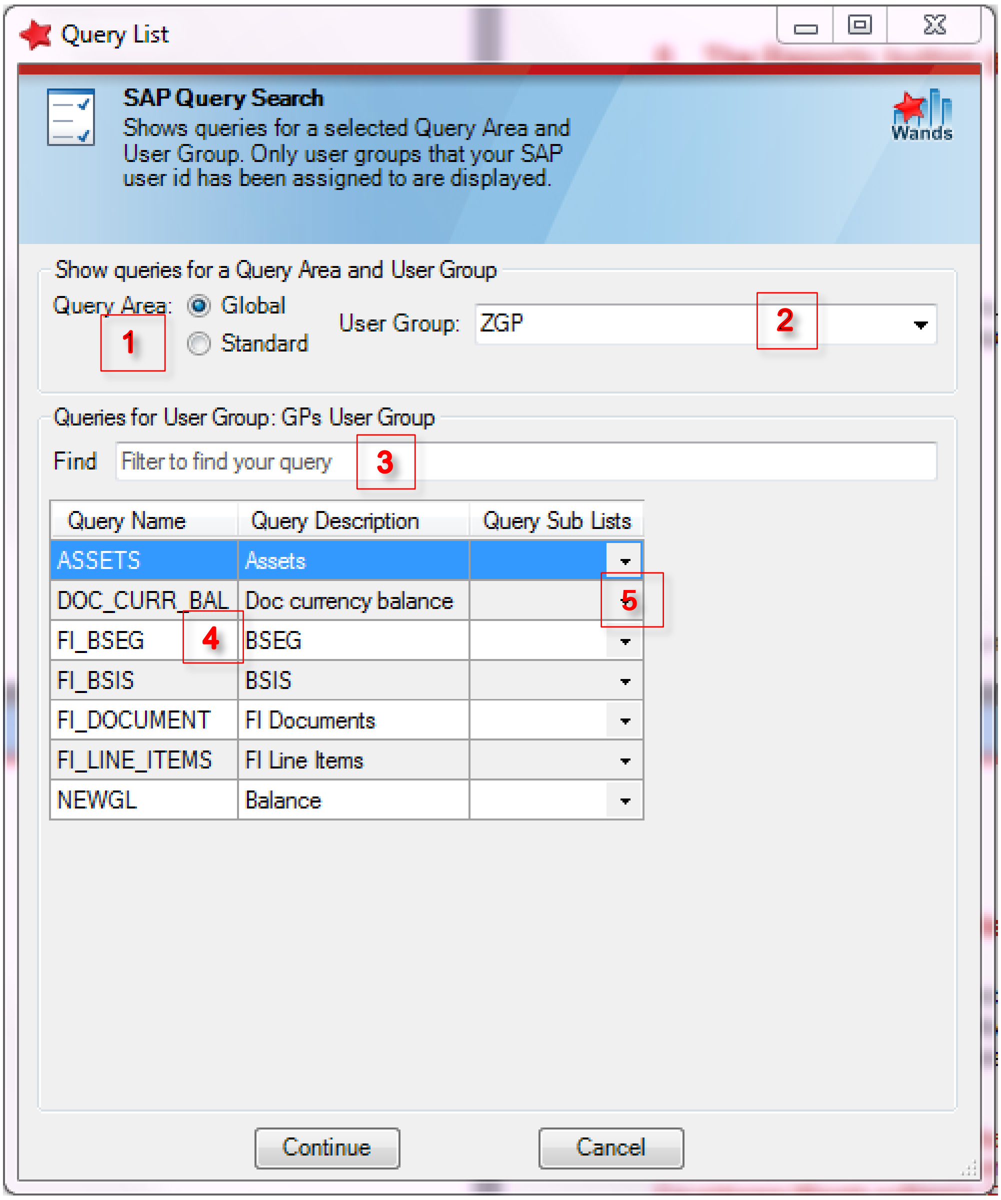


Clicking the help button will take you to the Reports Wand online help page.

6 The Reports Wand Toolbar – A Detailed Explanation

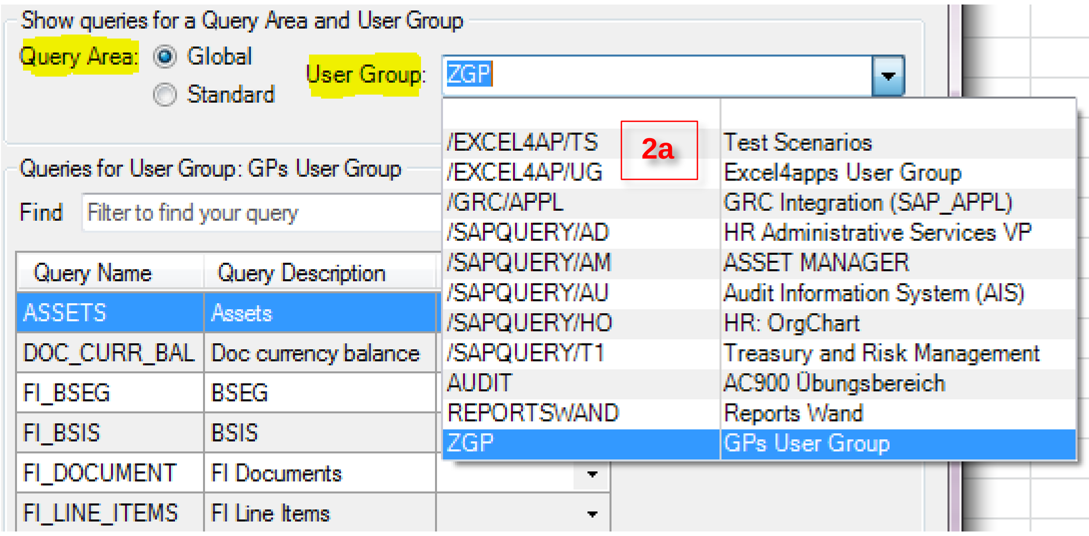
6.1 New Report

Clicking on this button will display the following Query List form.



[1] The first step in creating your report is to select the Query Area. Your selection should match the Query Area of the Usergroup in SAP. In this case we will select the Global Area. This is also the default when this form is displayed.

[2] You will now need to select the Usergroup which contains your query. Clicking on the drop down arrow in the Usergroup field will display a list of User groups [2a] shown below for you to choose from.

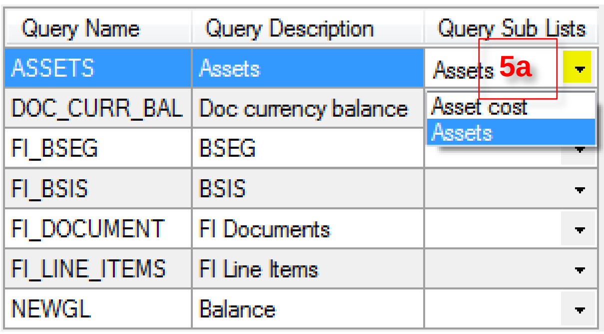


You will only see those User groups for which you have authorization in the SAP system. Click on the relevant line to select a specific Usergroup. Doing so will display the list of Queries [4] for the selected Usergroup.

[3] Should you have a large number of Queries in your chosen Usergroup, you can easily find the Query you require by filtering on the Query Name.

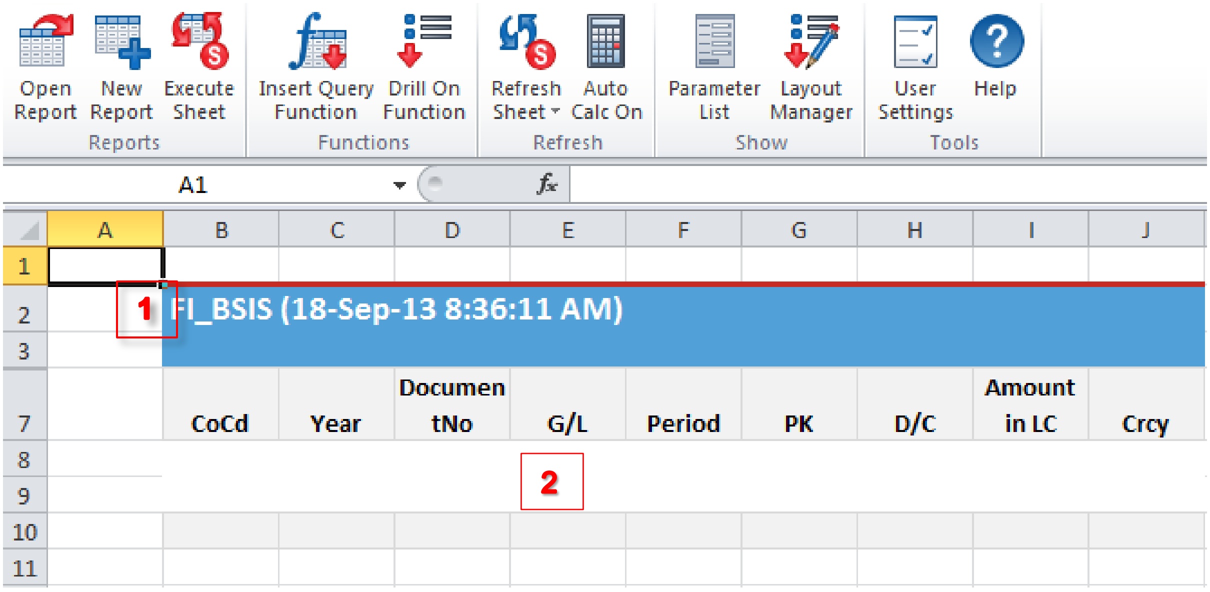
[4] This is the list of Queries attached to your selected Usergroup with their corresponding descriptions and a dropdown list of the Sub Lists for each Query.

[5] Sub Lists are all the lists for a specific query and may contain a Basic List and/or a number of Ranked Lists and Statistic lists. To choose the Sub List with which you intend working, click on the dropdown arrow to display the Sub Lists [5a]. If you do not select a Sub List, Reports Wand will default to the current active list as per your SAP system.



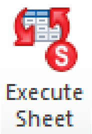
[6] Click the Continue button to proceed or the Cancel button to close the form and halt any further actions.

Reports Wand will now extract the Query metadata from the SAP system and display a skeleton layout of your report as in the screen shot below. You will notice the Layout Manager task pane will automatically be displayed at the bottom of the screen. This task pane will be discussed in detail under the Layout Manager heading.

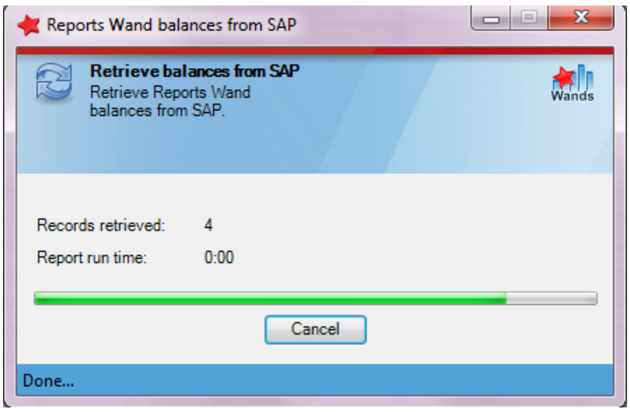


The report layout will default the title, FI_BSIS in this case, to the name of the Query and display the date and time of the report creation **[1]**. Rows 4, 5 and 6 are hidden lines containing details that Reports Wand requires in order to process the report and its associated data. Please do not change any values in these rows as doing so will cause the report to cease functioning correctly. The body of the report **[2]** will be blank at this point and will consist of a minimum of two lines.

6.2 Execute Sheet

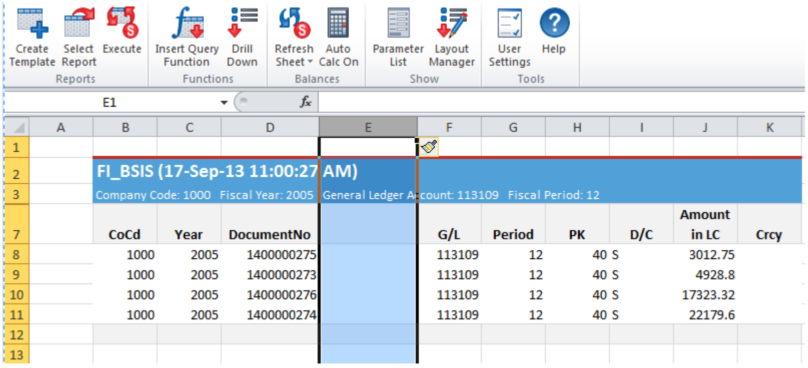


Once you have your report displayed in Excel, you can choose to execute it to refresh the data. Reports Wand will take the current formula for this report, i.e. the last set of parameters used to run the report, and re-execute it via SAP in order to display the latest information in Excel. This button does not allow for the formula parameters to be changed. A pop up window, the Progress form, will be displayed whilst processing is taking place to inform you as to how the processing of the report is proceeding. It will close automatically when processing is complete. At this point your report will contain the latest information from SAP based on the current formula.

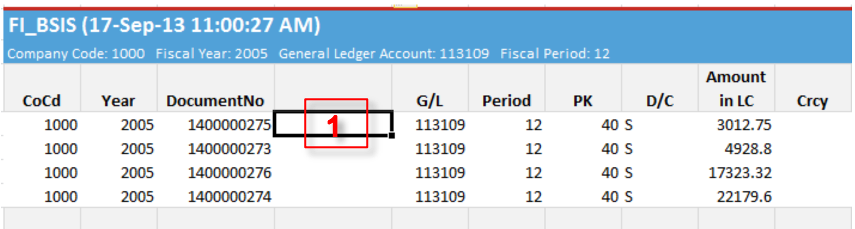


6.3 Insert Query Function

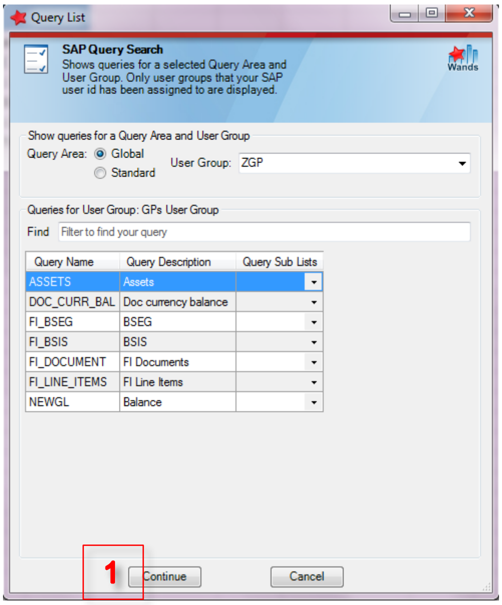
To insert a Query Function we first need to choose a cell to hold the formula. In this case we will insert a new column in the report using standard Excel functionality.



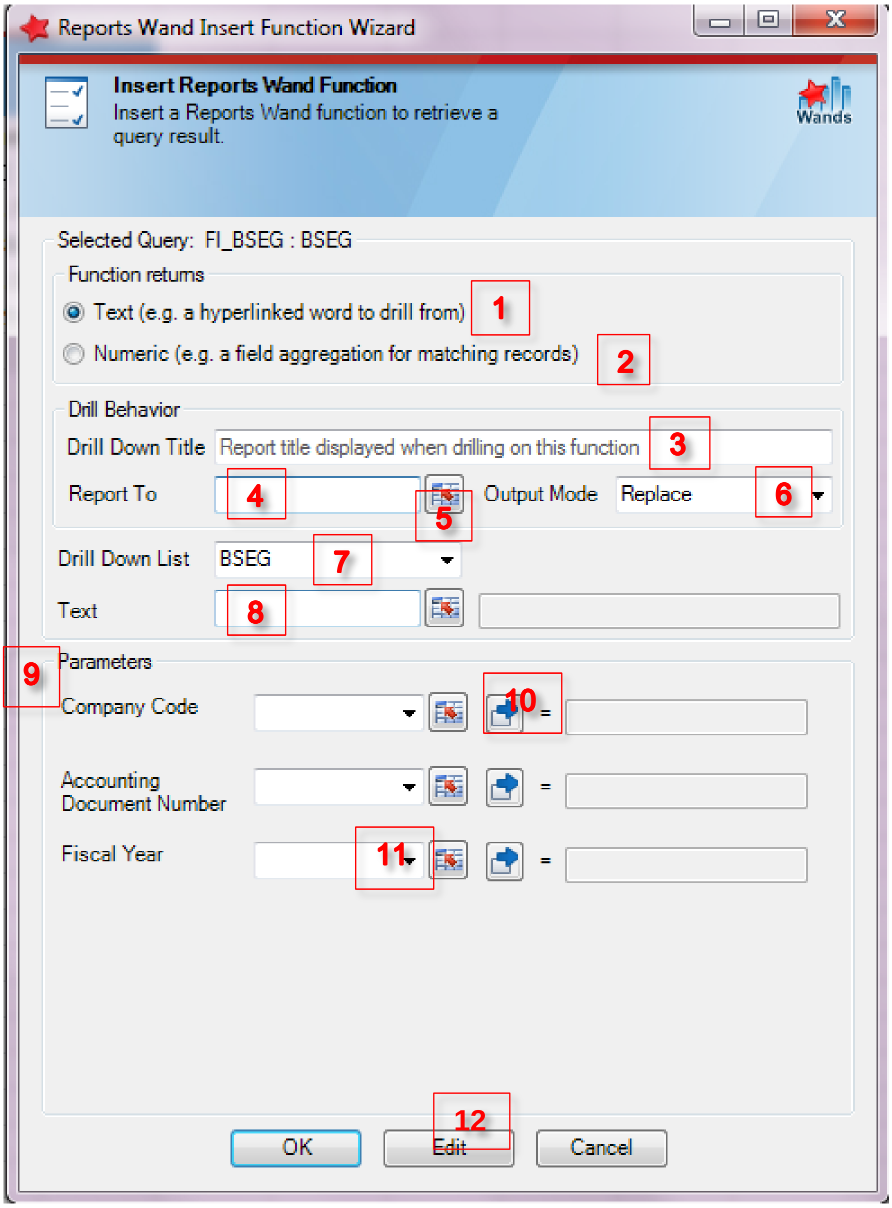
Click on the first cell in the data area of the inserted column **[1]**. Now click on the Insert Query Function button on the Reports Wand toolbar.



You will now see the Query List form being displayed. This is exactly the same form that is displayed when clicking on the Create Template button. Select a Query Area and Usergroup from the dropdown list to display the Queries that exist for the selected Usergroup. Find the Query you want and choose a Sub List from the dropdown. Once you are satisfied with your selection, click on the Continue button **[1]**.



The Query List form will close automatically and you will be presented with the Reports Wand Insert Function Wizard shown below.



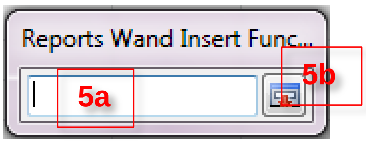
[1] You have two options as to the behaviour of your formula. If you choose the Text radio button, your formula, when executed either via double clicking or clicking the Drill Down button on the Reports Wand toolbar, will display a drill down report matching the selection criteria chosen on this wizard. The text value in this cell will be displayed as a hyperlink to indicate it is drillable.

[2] Your second option is to return a single numeric value within the selected cell, such as an account balance for example. Should you have chosen a Statistics list or a Ranked list as your formula Query and there is an existing Basic list available on that Query, then you will be able to drill down on your balance and display the results of the Basic list. In this case the formula will behave like the drill down option in so far as the displaying of the drill results is concerned. If the SAP Query returns more than one row then the selected numeric field will be summed so as to return a single numeric value. Please note: certain SAP Standard tables display debit/credit indicators in a separate column. In these cases you will need to cater for this in the SAP query. This can be done be creating a local field in the query and inserting ABAP code to multiply the values by minus one where necessary.

[3] Enter a report title to display in the drill down report.

[4] The Report To field will determine where the drill down output will be displayed. To choose a specific worksheet for the output, click first on the Report To field in the wizard and then click on a cell in any worksheet where you want the output to appear. Please bear in mind that only one Reports Wand report is allowed per sheet. The cell you click on will be the upper left corner of the drill down report. Should the Report To field be left blank then the location of the output will be determined by your user settings – either a new worksheet in the current workbook or in a new workbook.

[5] The RefEdit button provides another method of selecting a cell reference for the field. Clicking on this button causes the Reports Wand Insert Function Wizard to temporarily minimize and you will see the RefEdit selection in its place. Clicking on any cell in Excel will place that cell reference into the RefEdit field [5a]. To return to the Reports Wand Insert Function Wizard, click on the button [5b] to the right of the text field.



[6] Clicking on the drop down arrow in the Output Mode field will display two options – Replace, which is the default, or Append. If you choose Replace then each time the drill down is executed, the existing contents of the report will be replaced with the latest data. Should you choose Append then when you execute the drill down the latest data will be added at the end of any existing data.

[7] Drill Down List provides you with a drop down list of Sub Lists for your selected Query. This gives you the choice of changing the drill down report to any existing Sub List in the Query.

[8] The Text field will contain text either entered directly or obtained via a cell reference. The value in this field will display in the cell into which the current formula is being placed.

[9] The Parameters section of this window will display the list of selection parameters for the Query you previously selected. You may type values directly into this field, link it to a cell via a cell reference or, should input help be available for this field, you can click on the drop down arrow [11] and select a value from the list that will display.

[10] To allow for greater flexibility in parameter selection you can click on the Multiple Selections button to the right of the parameter field. This will display a window that will allow you to enter ranges, exclude certain values and use greater than and less than operators, among others, to choose exactly what data you want returned. The Multiple Selections window will be discussed in greater detail further on in this guide.

[11] The drop down arrow in the parameter fields will, if help is available via your SAP system, display a list of values for you to choose from. This input help will be discussed in greater detail later in this guide.

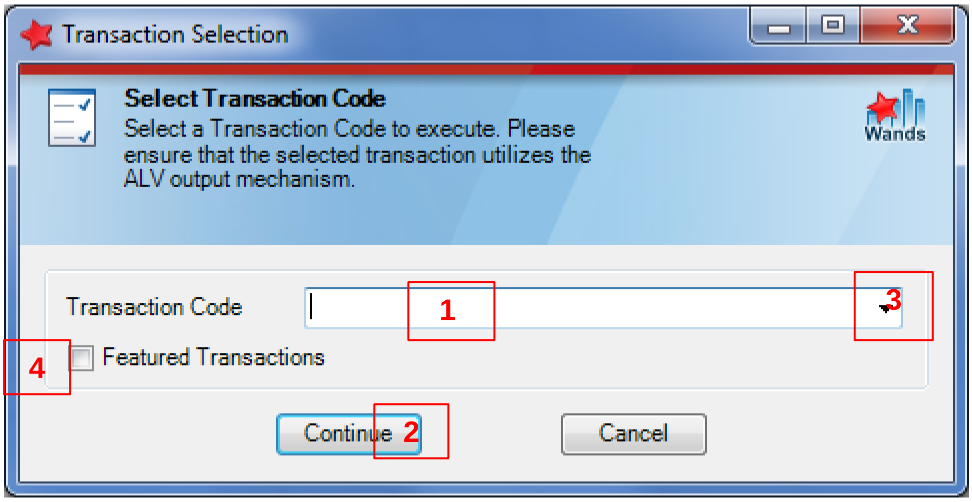
[12] Once you are satisfied with your selections you can click the OK button to place the formula in the selected cell. If you wish to change any values or you wish to see the complete formula in the Excel Function Wizard then click on the Edit button. If you wish to cancel the insertion of the formula then click the Cancel button.

6.4 Drill On Function

To execute a Reports Wand drill down formula, select the cell containing the formula and click on the Drill On Function button. Alternatively you may double click the cell containing the drill down formula. At this point Reports Wand will pass the parameters over to SAP and execute the Query. A progress form will pop up to allow you to monitor the progress of the execution. Once the results have been obtained from your SAP system, they will be displayed on the worksheet you have chosen or, should you not have populated the Report To parameter, it will display either on a new worksheet in the current book or in a new workbook depending on your User Settings.

6.5 New T-Code Report

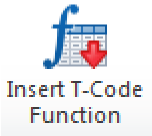
Clicking this button will display the T-Code selection window. Enter your transaction code in the input field **[1]** and click Continue **[2]** or press the Enter button. Reports Wand will close the window and display the Parameter Pane to allow you to enter your selection parameters. Press the Execute button on the Parameter Pane to run the selected transaction code and display the output in Excel. At this point you may insert your own columns within the report, change the layout, and add any formula, charts or graphs outside the report body.



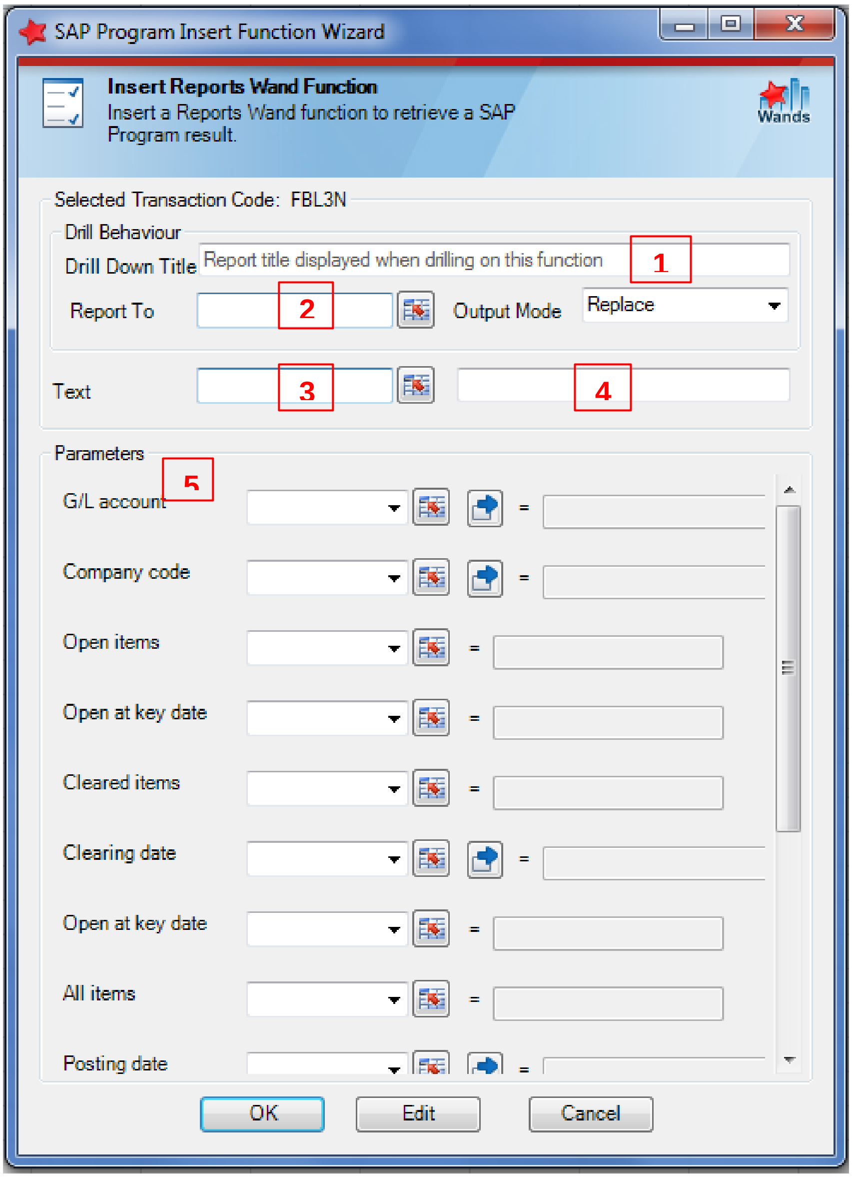
If you are unsure of the transaction code you may perform a wildcard search to bring back a list of matching transactions. To do this, enter the search term, for example, FBL*, and click on the drop down arrow **[3]** to the right of the input field. Once the list of transactions is displayed, click on the one you want to have it placed in the input field.

Ticking the checkbox for Featured Transactions Only **[4]** will filter the list of available transactions according to the list of featured transactions. This list can be maintained via the Site Options->Other screen under the Excel4apps (SAP) tab.

6.6 Insert T-Code Function



Clicking this button will display the same window as the New T-Code Report button in order to allow you to choose a transaction code to drill down on. Once you have selected your T-Code, pressing Enter or clicking the Continue button will display the Function Wizard window. This will allow you to enter selection parameters for the drill down transaction and determine the drill options.

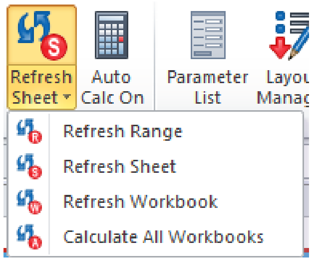


version 4.35

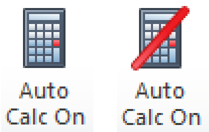
You may choose to enter a specific title for your drill down **[1]** or use the Reports Wand default. The Report To field **[2]** determines where the drill down report will be displayed. Clicking on this field and then on a cell on a sheet within the workbook will place the drill down output at that selected sheet/field. Alternatively, if this field is left blank, Reports Wand will display the output either on a new sheet or in a new workbook depending on the default set in the User Settings. The Text field **[3]** determines what text will be displayed in the cell into which the drill function will be placed. You can either link this field to a specific cell in Excel which or type in a static text value. The actual value to be displayed will appear in the field to the right **[4].** You will then need to either manually type in the parameter values **[5]** or click in the parameter field and then click on a cell in Excel to reference the value contained therein.

6.7 Refresh Options

To determine the level at which you would like to refresh your formulas, click on the drop down arrow on this button. You will see a list of options to choose from as per this screenshot. Select the option you want and click the button to refresh the numeric (balance) formulas. Please note this functionality only refreshes formula output, it does not refresh any report data in the main body of the report.



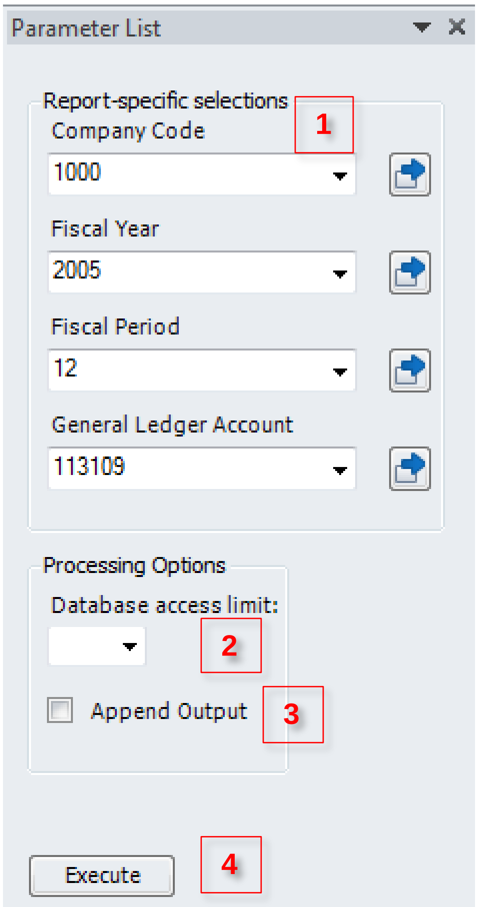
6.8 Auto Calc On



Clicking this button will toggle the Reports Wand Auto Calc state on and off. When you are designing a new report or changing an existing one, changes to formulas may trigger execution of those formulas. This can be disconcerting and to prevent this from happening you can click on the Auto Calc On button. When the Auto Calc On state is set to off, the icon will have a diagonal red line through it as per the second image above. If you open a report containing balance formulas you may see the text “rwPending” appearing in cells if Auto Calc is set to off. Clicking the Refresh button will refresh the balance values. Please note that Auto Calc On is a Reports Wand specific setting. It does not impact the Excel Calculation state at all.

6.9 Parameter List

This button will toggle the display of the Parameter List task pane. The Parameter List task pane contains a list of the selection parameters for the report on the current sheet. Once the Parameter List is visible it will remain so across all worksheets and workbooks that contain a Reports Wand report. The Parameter List may be docked on the left or right of your screen or can be left as free floating if you so desire. The Parameter List will display the values that were last used to run a report.



[1] The selection parameters available for the current report. These may be grouped according to specific headings as per the SAP selection screen for the Query. The drop down arrow to the right of each field will display a list of values for that parameter if there is such information available in SAP. The buttons to the right of each parameter field will display a form allowing you to further manipulate the selection parameters. See the section titled Multiple Selections further on in this guide.

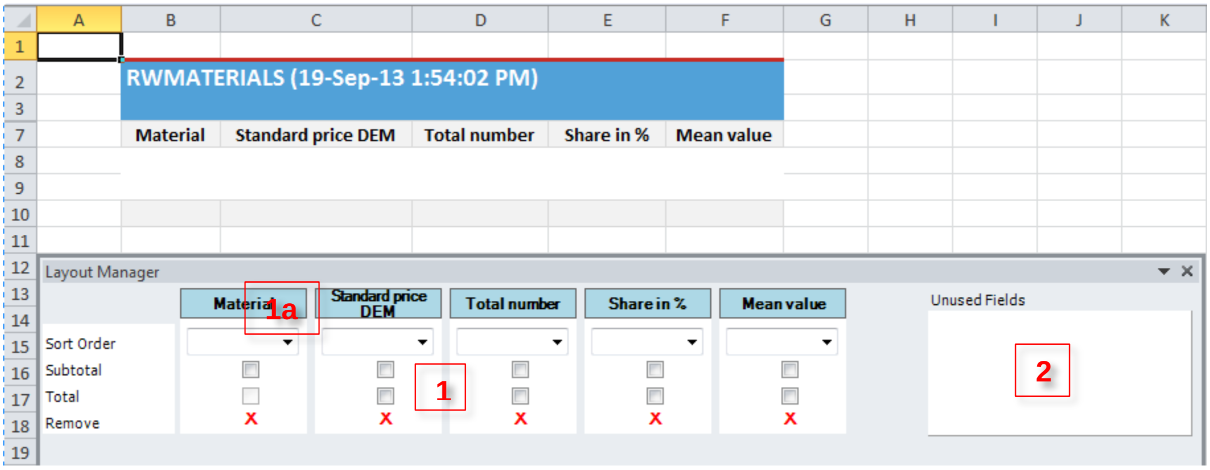
[2] Should you wish to see only a subset of data for your report then you can limit the number of database accesses using this parameter. The drop down list will provide a number of pre-set values but you may enter any value up to 999999999. It must be remembered that the value entered in this field will not necessarily correlate exactly to the number of rows returned from SAP. Reports that require numerous SAP tables to be accessed for each row of data returned will return far fewer rows than reports accessing a single table. This is due to the fact that each table access is counted rather than the number of rows being returned.

[3] If you want to append the report output to any existing data then tick the Append Output check box. Leaving this blank will default to the Replace option which will overwrite any existing data with the new output.

[4] Once you have populated the parameters with the values you desire, clicking the Execute button will send the information to SAP and return the report results to the current worksheet. A pop-up window will allow you to follow the progress of the report execution. Any errors that may be encountered during processing with display in this pop-up window.

6.10 Layout Manager

The Layout Manager Button will toggle the display of the Layout Manager task Pane at the bottom of the screen. This task pane allows you to manipulate the report layout without having to manually do so via Excel. Once the Layout Manager pane is visible, it will remain so across all worksheets and workbooks that contain a Reports Wand report. The Layout Manager may be docked on the top or bottom of your Excel screen or can be left as free floating if you so desire.

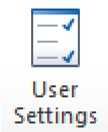


[1] For each column in your report in Excel, you will have a corresponding column in the Layout Manager. You have the option of sorting, subtotalling, totalling or removing that column from Excel. Non-numeric columns will have the total checkbox deactivated. In order to view the results of the sorting, totalling or subtotalling, you will need to re-execute the report. The sort order for a column can be set by clicking on the drop down arrow and selecting either Ascending or Descending. You can remove the sort by selecting the blank entry. To remove a field from your report click on the red cross and the corresponding Excel column will be removed

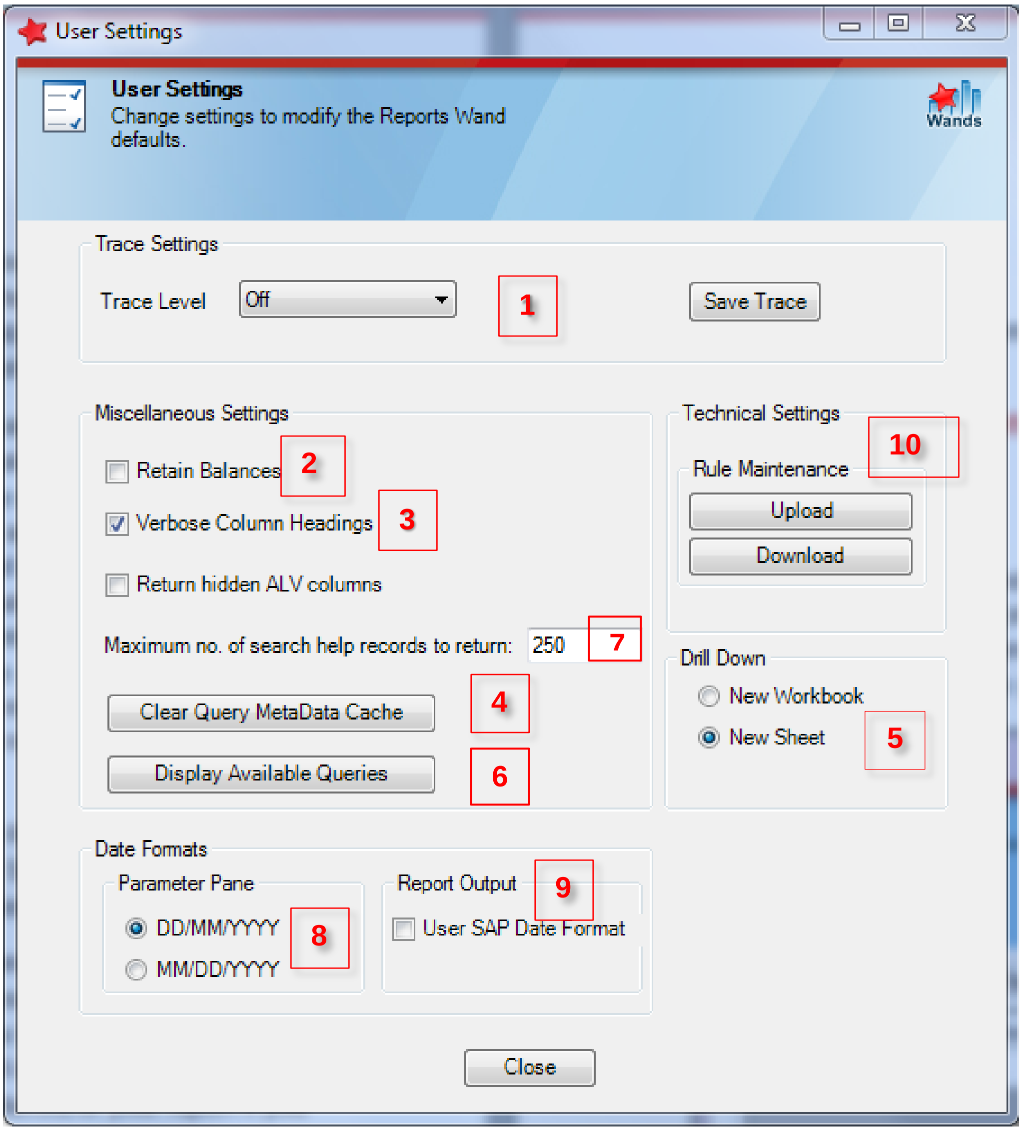
The column order may be changed by dragging and dropping the Layout Manager column. To do this, click on the blue heading portion **[1a]** of the Layout Manager column and drag it to the Layout Manager column that you want it to be moved to the left of. Release the mouse button and the column will be moved to its new position in the Layout Manager and simultaneously the Excel report column will be moved to the new position. If you have inserted your own column into the report layout, please note that the background colour of the column heading in the Layout Manager will be green and not blue. User inserted columns may also be dragged and dropped into a new position.

[2] When you remove a column from the Layout Manager by clicking its corresponding red cross (**X**), the column will be removed from your Excel report at the same time it is removed from the Layout Manager. The deleted column name will now appear in the Unused Fields container. Should you wish to add the column to your report again, simply click on the column name in the Unused Fields container and it will be added to the right of both the Layout Manager and your Excel report. If your report contains data when you add a deleted column back to it, you will need to re-execute the report to pull through information for the newly added column.

6.11 User Settings



Clicking this button will display the User Settings window.



[1] Trace settings are generally used when an error occurs and a support consultant requests that you save and email the Reports Wand log file. The Trace Level allows you to choose the type of trace being performed in Reports Wand. Clicking on the drop down arrow will display a list of trace options for you to select. Choose the one as directed by your support consultant and run Reports Wand to recreate the error. You will then need to return to the User Settings window and click on Save Trace. At this point you will be prompted to choose a location to save the log file to and once that step is completed you can then email the log file to your support consultant.

[2] 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 Reports 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 Reports Wand auto calculation is turned off your balances will show as “rwPending” 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 Reports

Wand auto calculation is turned on, then the workbook will always refresh the balances on opening a workbook

[3] Verbose Column headings allow you to choose a longer, more descriptive SAP column heading as opposed to the shorter, more concise default heading. Selecting the setting will only affect new reports being created and will have no effect on existing report layouts.

[4] The Clear Query Metadata Cache button will force Reports Wand to pull across the latest field and selection parameter definitions from the SAP system. If you have an existing report defined and you change the SAP query then clearing the Metadata Cache and closing and re-opening the Layout Manager and Parameter List task panes will display any new columns and selection criteria. This will then allow you to add those new columns to your report if you so wish.

[5] Your selection here will determine the behaviour of your drill down output if you have left the Report To field of your formula blank. New Sheet will add another worksheet to your current workbook and display the drill down output on it. New Workbook will obviously create a new workbook and display the drill down output on the first worksheet therein.

[6] Display Available Queries will list all the queries and their user groups that are available on your system. Two new sheets will be added to your current Excel workbook, one containing the queries from the Standard Query Area and another for the Global Query Area.

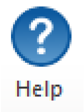
[7] Enter a numeric value to restrict the number of records returned via search help functionality.

[8] Select the date format you prefer to use when entering dates on the Parameter Pane and via the Multiple Selections window

[9] Ticking this check box will cause the dates returned from SAP to be formatted according to your SAP User profile setting. Please note that for Queries, ticking this check box will also cause amount fields to be formatted according to your SAP user profile setting as well.

[10] The Rule Maintenance buttons allow for processing rules to be maintained. Excel4apps Support will guide you in the usage thereof should this be required.

6.12 Help

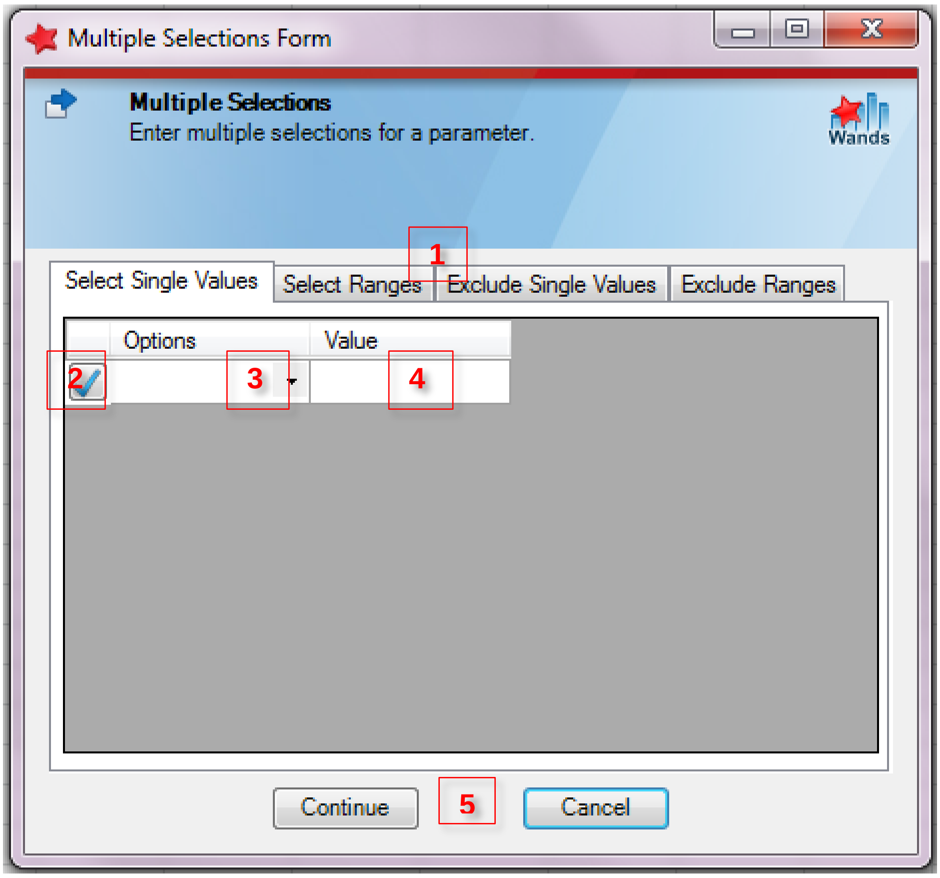


Use the help button to access the latest online version of the help file.

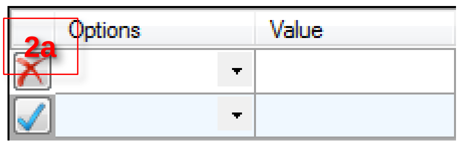
7 Multiple Selections

The Multiple Selections window (see below) can be displayed for any parameter that has the Multiple Selections button (shown above) displayed next to it. You will see this on your

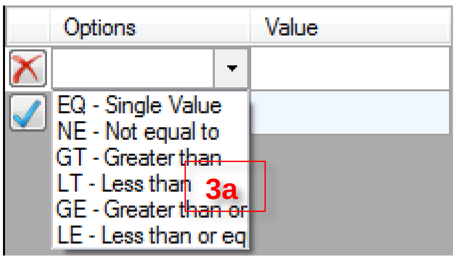
Parameter List task pane and the Insert Query Function wizard. This window will allow you to add further restrictions to your selection parameters.



[1] There are four different tabs available for you to choose from when restricting your selection criteria. This is the same as per the SAP multiple selections functionality. Each tab has an empty row visible. If no data is entered in this row it will be ignored during the selection process.



[2] To add multiple rows of selections you can click on the New Row button. Another row will be added to the layout. The new row will now have a delete icon **[2a]** which, when clicked on, will remove that row. Alternatively, entering information on the first row will automatically result in a new row being created.



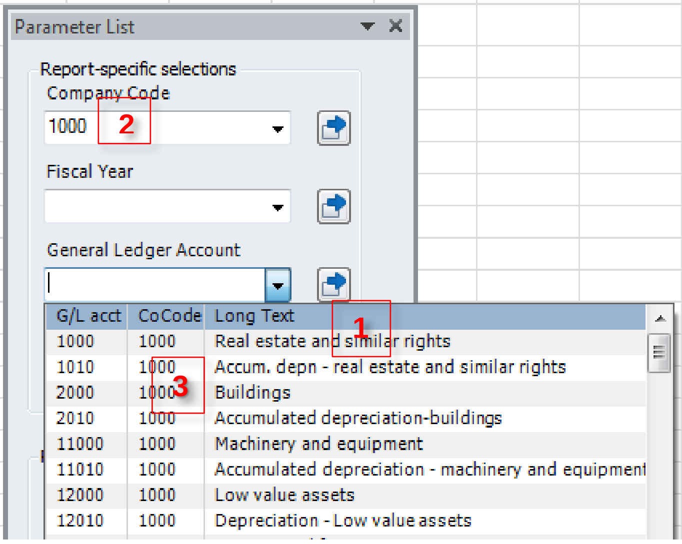
[3] Clicking on the drop down arrow on the right of the Options field will display a list of possible selections options for the parameter **[3a]**. Click on one to populate the options field.

[4] When you click on the Value field you will see a drop down arrow appear in the right of the field. This will only occur when help may be available in your SAP system. Clicking on the drop down arrow will display the search help attached to that field. Clicking on an entry in the search help list will place that selected value in the parameter text box.

[5] You may at any point click the Cancel button to close the form. Any parameter values you may have entered will be discarded. Clicking the Continue button will close the form and display your selection criteria in the parameter field on the Parameter List task pane using delimiters set in the Excel4apps (SAP) tab on the Excel ribbon.

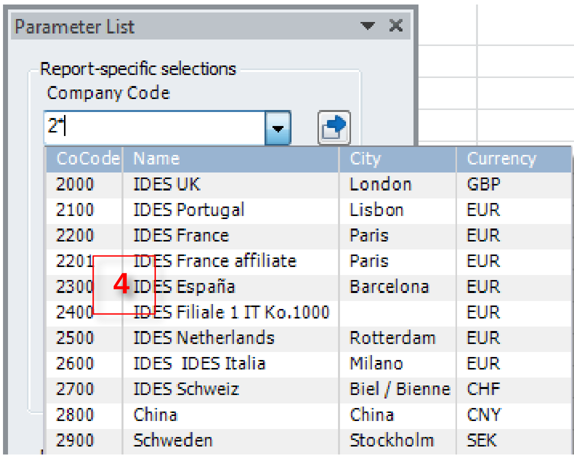
8 Input Help

Many of the parameter fields on the Parameter List pane, Multiple Selections form and Insert Query Function wizard may have input help available. The availability of input help depends on whether your SAP system has a search help that Reports Wand is able to use. To access any input help for a field, click on the small drop down arrow that is on the right side of the field. If input help is available you will shortly see a list of potential values for you to select from [1]. Click on any entry in the list to have the value display in the parameter field.

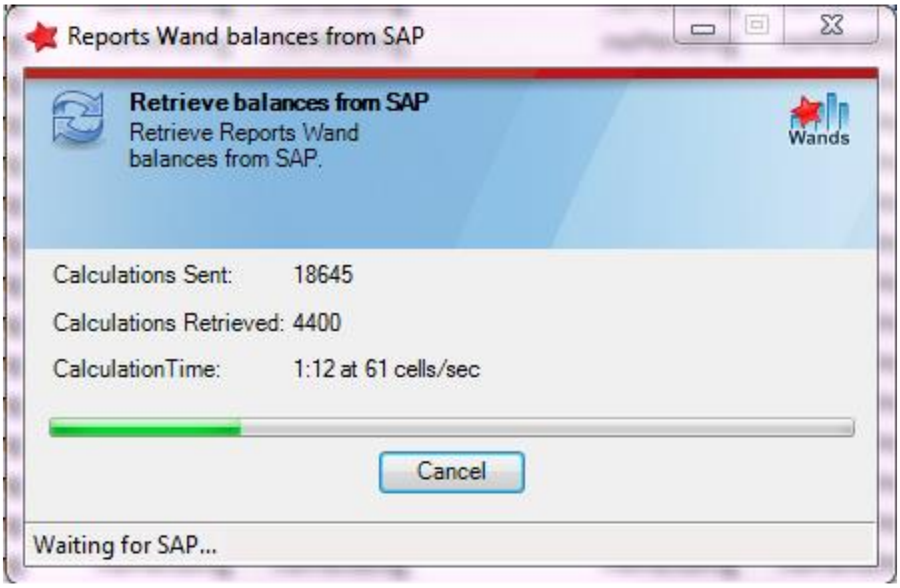


The input help will also filter the results returned based on any relevant values already entered on the Parameter List pane. In this example, the company code 1000 [2], has been taken into account when returning help for the General Ledger Account [3]. This is reliant on the SAP system using a search help function that Reports Wand is able to access. There may be instances where Reports Wand is unable to filter results due to technical reasons associated with the SAP search help functionality.

In certain instances you may also be able to filter the input help through the use of the wild card character (*) [4]. In the example to the right, the input help results have been filtered using a wild card to return all company codes starting with "2".



9 Progress Form



The progress form is displayed whenever processing takes place. You may cancel the processing at any point by clicking the Cancel button. If you are executing a report or drill down report as opposed to a balance formula then, should any errors occur, they will be displayed at the bottom of the progress form. For balance formulas, errors will be displayed in the individual cells. A button titled Display All Messages will appear at the bottom of the window on the far right. If any errors occur during processing please click on this button to view the messages.

10 Appendix A - Troubleshooting installation problems

Depending on the version of Excel that you are using, in certain circumstances, the Reports Wand add-in tab may not display after you have run the Excel4apps Wands installer and have started up Excel. Below are steps that will assist with getting the Reports Wand tab activated.

It is important to remember that Reports Wand is only supported from Excel 2007 onwards and you need to be an Administrator on your PC when installing the Excel4apps Wands software. For Excel 2007, SP3 is required and for Excel 2010 SP1 is required.

1. Ensure Reports Wand was chosen for installation. Reports Wand is installed when the Complete option or when specifically selected under the Custom option in the Excel4apps Wands installer. If you originally chose the Typical installation, then only GL Wand would have been installed. You are able to re-run the installer and select Modify to choose Reports Wand for installation.

2. If you have already selected Reports Wand for installation and the Reports Wand tab is still not visible then re-run the installer and select the Repair option to see if that resolves the issue.

3. Confirm the pre-requisites exist on your PC.

    a. Under Add/Remove programs, you should find an entry for the Microsoft .Net Framework 4.
    b. For Excel 2007, the Microsoft Visual Studio Tools for Office Runtime should also be visible under Add/Remove programs. If your operating system is 64 bit then it will have an (x64) after the name otherwise it will show (x86). Excel 2010 SP1 automatically includes the VSTO tools for office runtime, so if you are using Excel 2010 you will not see an entry in Add/Remove programs for this pre-requisite.

4. Ensure the Reports Wand add-in has not been deactivated in Excel.
    a. In Excel, go to File/Office Button->Excel Options->Add-Ins->Manage Disabled Items-> Go. If the Reports Wand add-in is listed as a disabled item then re-enable it.
    b. In Excel, go to File/Office Button->Excel Options->Add-Ins->Manage COM Add-ins-> Go. Make sure the RDM add-in is ticked here.
    c. Restart Excel if you needed to activate the add-in at either of these locations.

5. If the previous steps have not solved the issue then setting an environment variable can provide further information as to the cause of the problem. Right click on Computer and select properties. Click Advanced system settings. Click the Environment Variables button. Under System variables, click the New button. Populate the Variable name with VSTO_SUPPRESSDISPLAYALERTS. Populate the Variable value with 0 and click OK. If the Reports Wand add-in was activated as per step 4, then when you restart Excel, a more detailed error should be displayed about the problem. You can provide that information via email to support@excel4apps.com for further assistance.

11 Server Component

11.1 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.

12 Release Notes

12.1.1 Release 4.35

Feature	Description	Benefit
Server	Changed the process flow for the BDC creation to first populate the obligatory parameters then the obligatory select-options before populating the optional parameters	Bug fix
Parameter Pane	Added additional check to confirm user is logged on before checking for an existing pane.	Bug fix
ALV Reports	If the primary column heading field is blank then check additional fields for a column heading	Enhancement
User Settings	Added a maintenance window to allow certain rules to be created and removed manually. Changed Rules download to cater for new fields.	Enhancement
Excel 2016 Compatibility	Added workaround to bypass Excel Bug preventing Reports Wand from functioning correctly.	Bug fix

12.1.2 Release 4.34

Feature	Description	Benefit
Parameter Pane	SAP Selection screen comments will now display correctly	Bug fix
Parameter Pane	Radio buttons that are not enclosed within a group box on the SAP selection screen will have one manually inserted to retain the radio button group in .Net	Enhancement
User Settings	Added the option to display technical field names for pane parameters that don't have a description	Enhancement

Feature	Description	Benefit
Server	Fixed an issue where multiple fields defined as obligatory would trigger the PAI after being cleared and prevent processing from continuing.	Bug fix

12.1.3 Release 4.29.2

Feature	Description	Benefit
Parameter Pane/Layout Manager	Catered for Excel 2013 change to Single Document Interface (SDI)	Enhancement
User Settings	Added the ability to allow certain TCode processing options to be manually changed	Enhancement
Layout Manager	Prevented blank pane under rare circumstances	Bug Fix
Parameter Pane	Prevent blank parameters from being passed to SAP. Only those parameters containing data now go through and all others are cleared server side.	Bug fix

12.1.4 Release 4.29

Feature	Description	Benefit
Transaction Codes	Cater for screens where validation is triggered after clearing a field prior to entering new info	Bug Fix
Layout Manager	Prevent occasional error that prevented a new column from being added via the Unused Fields container	Bug fix
Layout Manager	Fixed bug caused when using the new Append feature on the Parameter Pane coupled with Sorting and Subtotalling on the Layout Manager.	Bug Fix

12.1.5 Release 4.28

Feature	Description	Benefit
Transaction Codes	Corrected bug that could prevent added report columns from displaying the data returned by SAP	Bug Fix
Transaction Codes	Removed default 5000 record limit for KOB1 and KOB2	Bug fix
RDM	Completed integration of Reports Wand and RDM	Enhancement
Server	Removed second sort that was causing an issue with the output column order	Bug fix

12.1.6 Release 4.27

Feature	Description	Benefit
Transaction Codes	Under certain conditions entering a range of values as a selection parameter caused an error.	Bug fix
Transaction Codes	Ensure that default fields in a transaction are correctly cleared for each execution	Bug Fix
Transaction Codes	Correctly filter layout variants for FI transactions	Bug Fix
Parameter Pane	Allow dates to be entered either as DD/MM/YYYY or MM/DD/YYYY	Enhancement
Parameter Pane	Added Append checkbox to allow output to be appended to the end of the current report	Enhancement
Layout Manager	Return all available ALV columns for a transaction, including those columns hidden from display in SAP.	Enhancement
User Settings	Added option to return dates in the user SAP date format	Enhancement
User Settings	Added buttons to allow processing rules to be maintained	Enhancement
Reports	Automatically update any Pivot tables in the active workbook.	Enhancement

Feature	Description	Benefit
Server	Activated processing rules function module	Enhancement

12.1.7 Release 4.24

Feature	Description	Benefit
Transaction Codes	Prevent multiple T-Code selection forms being opened	Bug fix
User Options	Sort featured transaction codes prior to display	Enhancement
Transaction Codes	Limit maximum number of hits to 500 when searching for a transaction	Enhancement
Insert Query function	Fix bug preventing the Query Get Balance function from executing correctly	Bug fix
Progress Form	Limited display length of messages to prevent overwriting the “Display All Messages” button.	Bug fix

12.1.8 Release 4.22

Feature	Description	Benefit
Reports	Allow certain ALV enabled SAP reports to be run directly from Reports Wand.	Enhancement
Parameter Pane	Pull through default values for each screen as supplied by SAP standard functions.	Enhancement
Parameter Pane	Corrected display of date values in the Multiple Selections dialog	Bug fix
Server	Changed function module interface to bypass a SAP bug that would cause a short dump if the pre-defined type sy-repid was used	Bug fix
Parameter Pane	Multiple Selections dialog: Allow users to either select values from the drop down or type them in manually.	Enhancement
User Settings	Added ability to restrict the number of search help records being returned	Enhancement

Feature	Description	Benefit
User Settings	Added functionality to allow transaction codes in the Featured List to be maintained	Enhancement

12.1.9 Release 4.17

Feature	Description	Benefit
Layout Manager	Fixed an issue where ticking the subtotal check box did not cause the Excel subtotal function to be applied to the data.	Bug Fix
Parameter Pane	Fixed an SAP short dump generated by clicking the execute button.	Bug fix
Reports	Fixed an issue that occasionally prevented the conversion routine from being applied successfully to a selection parameter. This applied to situations where a report referenced cells containing multiple values.	Bug Fix
Layout Manager	Attempting to remove a user inserted column with no heading could cause a crash	Bug Fix

12.1.10 Release 4.16

Feature	Description	Benefit
User Settings	Display wait cursor when clicking the "Clear query metadata cache" and '"Display query lists" options in user settings	Bug Fix
Search Help	Return field matchcodes with field list info. If no matchcode is found then no search help will be available for a field	Enhancement
Reports	Changed method of inserting values into Excel to speed up client-side processing	Enhancement

Feature	Description	Benefit
Layout Manager	Stored Layout Manager after first creation to speed up display when subsequently moving between worksheets	Enhancement
User Settings	Added button to display Standard and Global queries available on a system. Lists will be written to two separate worksheets	Enhancement

12.1.11 Release 4.12

Feature	Description	Benefit
Server Code	Changed method of returning data from SAP to cater for very large reports	Bug Fix
Insert Query Function Wizard	Cater for functions with more than 28 parameters	Enhancement
Drill Downs	Fixed issue with hyperlinks not working correctly across workbooks	Bug Fix
Parameter Task Pane	Fixed issue where parameter values for a recently executed report display in the wrong text field	Bug Fix
Drill Downs	Under certain circumstances inserting a column in a drill down would cause errors. This occurred when the drill down was not triggered by an existing RW report.	Bug Fix

12.1.12 Release 4.06

Feature	Description	Benefit
User Options	Added application logging to allow for log files to be generated and saved to a user's hard drive	Enhancement
Multiple Selections	Modified the search help functionality to increase the chances of finding a relevant SAP search help for each field	Enhancement

12.1.13 Release 4.05

Feature	Description	Benefit
Server Code	Supply copy of SAP standard function that was unavailable on certain SAP installations	Bug Fix

12.1.14 Release 4.04

Feature	Description	Benefit
Layout Manager	Swopping between workbooks and inserting a column while the layout manager was open could cause a crash	Bug Fix
Subtotals	Excel grouping was not removed when the subtotal was cleared	Bug Fix
Layout Manager	Under certain instances inserting a column to the extreme left or right of the RW data range would result in incorrect column placement in the layout manager	Bug Fix
Multiple Selections	Parameters entered on the parameter task pane were being used to filter multiple selections search help values for that same parameter	Bug Fix
Sorting	Changing the sort order via the layout manager after removing a subtotal had no effect	Bug fix
Execute Sheet	Clicking the Execute Sheet button on the RW toolbar before the report had been executed via the Parameter List pane would corrupt the formula	Bug Fix

12.1.15 Release 4.03

Feature	Description	Benefit
Server Code	Changed data references that were unavailable on certain systems	Bug Fix

12.1.16 Release 4.02

Feature	Description	Benefit

Feature	Description	Benefit
Server Code	Fix to allow access to Standard Area queries	Bug Fix

12.1.17 Release 4.01

Feature	Description	Benefit
Layout Manager Task Pane	Closing the Layout Manager using the 'X' in the top right corner caused a flicker when activating a sheet.	Bug Fix
User Settings	Added a Verbose Column Headings setting to allow for longer, more descriptive SAP column headings in a report template	Enhancement
Localization	Catered for foreign localization settings	Enhancement
Report Layout	Manually deleting a report layout from a sheet would cause an error when trying to insert a new report on the same sheet	Bug Fix
User Settings	Added button to clear the Query Metadata Cache for instances where a query is changed in SAP whilst being open in Excel.	Enhancement
Parameter List task pane	Fixed instances where selection parameters where not being run through their corresponding SAP conversion routines	Bug Fix
Layout Manager	User inserted columns are now displayed with a green background in the heading portion of the Layout Manager panels. This allows for easy differentiation between SAP columns and user columns	Enhancement
Parameter task pane	Streamlined code to ensure task pane opens faster	Enhancement
Parameter task pane	Fixed issue where user was not being prompted to populate obligatory parameters when executing.	Bug fix
Insert Query Function	Reports Wand will now sum values for the selected numeric field if more than one row is returned by the SAP query. This only applies to the Numeric (Balance) function.	Enhancement