

Enterprise Controlling Consolidation (EC-CS) Interactive Excel Reporting



Applies to:

Any business organization Implemented Enterprise controlling consolidation (EC-CS).

Summary

This article explains the steps involved for executing EC-CS interactive excel reporting.

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Introduction

This module shows you how to use the following:

- Access Interactive Excel
- Execute Reports Using Interactive Data Matrices
- Manipulate Reports
- Print Reports

Features

Interactive Excel is added on to the standard Microsoft Excel application in the form of a template. It, therefore, has the advantage of being based on a well-known spreadsheet program that offers a wide range of formatting functions.

Import of Report Data

Current data can be imported from a database into a report for the purpose of evaluation. Data imported from the SAP System originates from the Consolidation Totals Table (ECMCT). This data should reconcile to the *Database List of Totals Records*. When using an SAP System as a database, the language that you specify when logged into the SAP System determines the interface language of *Interactive Excel*.

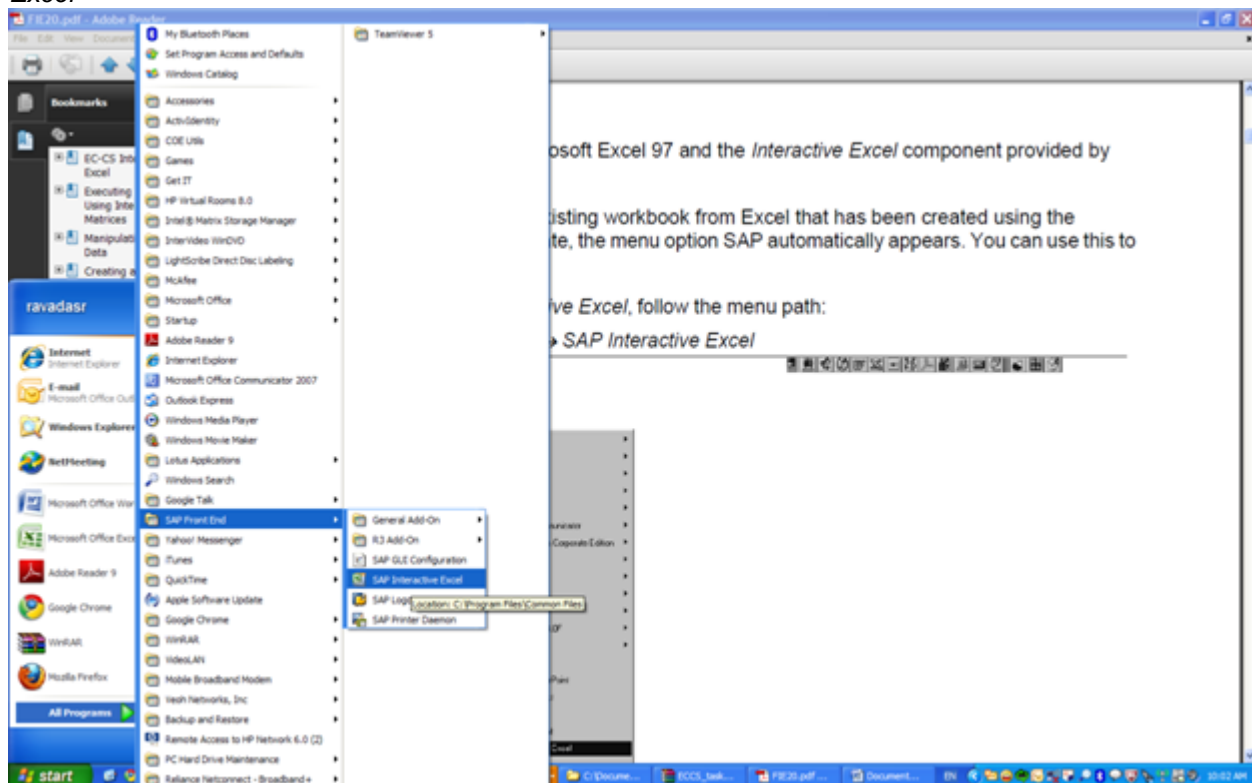
Accessing Interactive Excel

Prerequisites

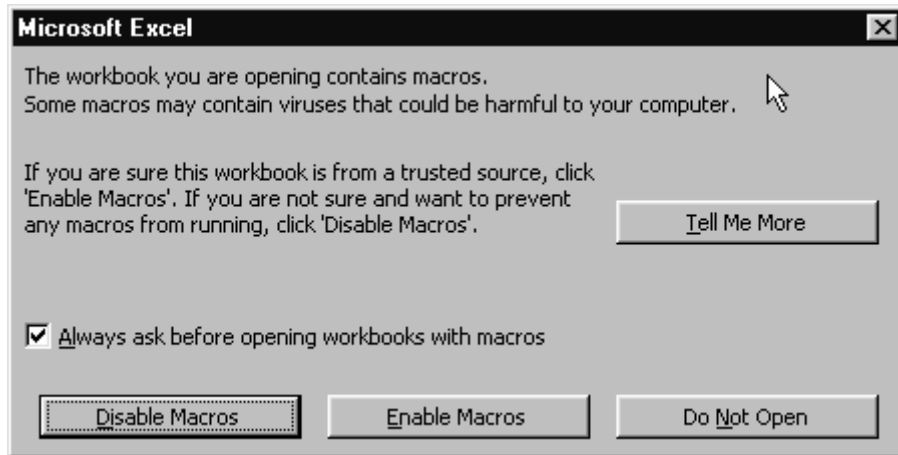
You have installed Microsoft Excel and the *Interactive Excel* component provided by SAP.

To launch SAP *Interactive Excel*, follow the menu path:

Start → All programs → SAP front end → SAP Interactive Excel



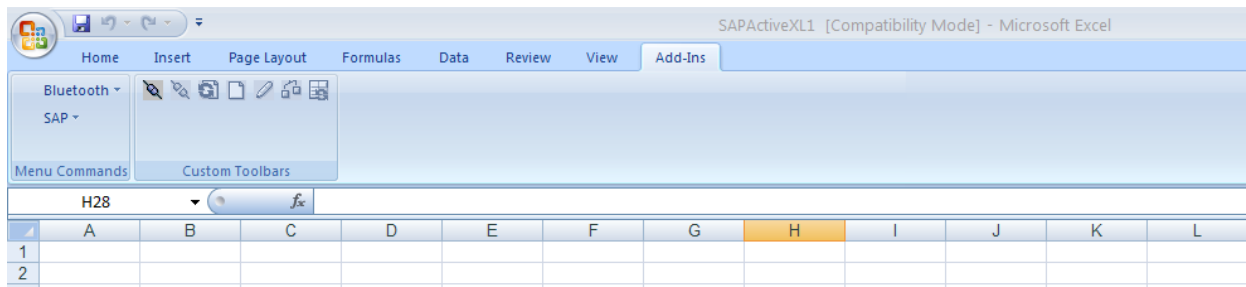
The following *Microsoft Excel* dialog box will appear:



Click on **Enable Macros**



The SAP item is added to the standard Excel menu. This menu option will be used later to log on to the SAP R/3 database.



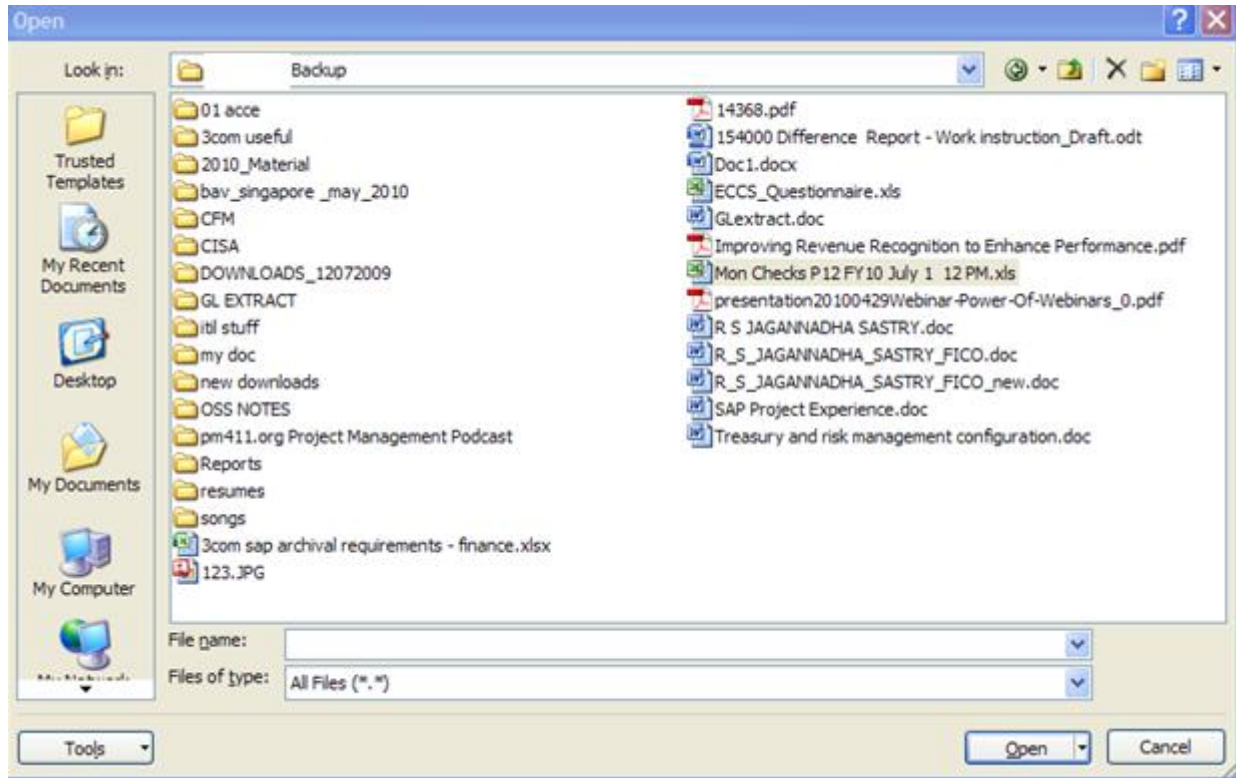
Executing Reports Using Interactive Data Matrices

Once *Interactive Excel* is launched, you can load a variety of different predefined matrices to generate reports.

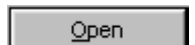
To open a matrix, follow the Excel menu path:

File → *Open*

The following *Open* dialog box will appear:



Use the pull-down menu in the "Look in:" field to access the drive and directory where the matrices reside. Open a matrix by double clicking the file, or by highlighting the file and clicking on **Open**



A Microsoft Excel dialog box will appear, alerting you that the workbook contains macros. Click on **Enable Macros** to continue opening the file.



A screen similar to the following will appear:

| | A | B | C | D | E | F | G |
|----|--------------------|--|--------------------------------|-------------|-------------------------|----------------------------|------------------------|
| 1 | Matrix name: | LECumBSPL | | | | | |
| 2 | Aspect: | CS | EC-CS: Consolidation | | | | |
| 3 | Scaling factor: | 1 | | | | | |
| 4 | User: | A85002910 | | | | | |
| 5 | Last refresh: | 10/28/2010 11:04:52 AM | | | | | |
| 6 | Dimension : | Z3 | Profit Center Dimension | | | | |
| 7 | Cons chart of a/c: | ZC | Consolidation Chart of Account | | | | |
| 8 | Version : | 100 | Actual version | | | | |
| 9 | Fiscal year : | 2011 | 2009 | | | | |
| 10 | Period : | 1 | 12 | | | | |
| 14 | | | | | | | |
| 15 | | | 1100 | 1101 | 1200 | 1300 | 1400 |
| 16 | | | 3Com Corporation | | 3Com Development | 3Com World Trade Ir | 3Com Dubai Ltd. |
| 17 | 100000 | Cash | | | | | |
| 18 | 110000 | Temporary Cash Investments | | | | | |
| 19 | 120000 | Accounts Receivable - Trade | | | | | |
| 20 | 121000 | Allowance for Doubtful Accounts | | | | | |
| 21 | 122000 | Product Return Reserve | | | | | |
| 22 | 123000 | Allowance - Other | | | | | |
| 23 | 126000 | Notes Receivable | | | | | |
| 24 | 130000 | Accounts Receivable - Interco Short Term | | | | | |
| 25 | 140000 | Raw Material Inventory | | | | | |
| 26 | 140005 | Markup on Raw Materials | | | | | |
| 27 | 140102 | Received and Inspection Inventory | | | | | |
| 28 | 140105 | MRB Inventory | | | | | |
| 29 | 141100 | Work In Process Inventory | | | | | |
| 30 | 141114 | Rework Inventory | | | | | |
| 31 | 141116 | Sub Contract Inventory | | | | | |
| 32 | 142000 | Finished Goods Inventory | | | | | |
| 33 | 142005 | Markup on Finished Goods | | | | | |
| 34 | 142200 | Statutory Inventory | | | | | |
| 35 | 143000 | Product Return Reserve Inventory | | | | | |

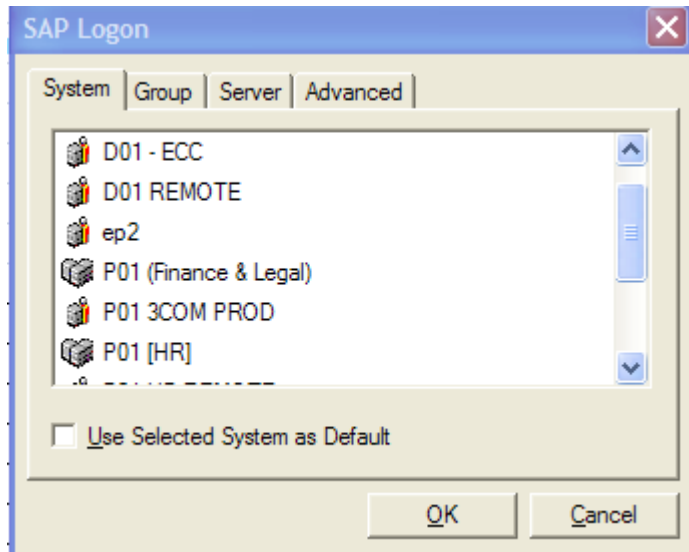
Data displayed in the matrix is saved from the last execution.

After opening a matrix, it is best to immediately log on to SAP. This will provide you with lookups for data entry fields in the matrix selection criteria.

To log on to SAP from the Microsoft Excel menu, follow the menu path:

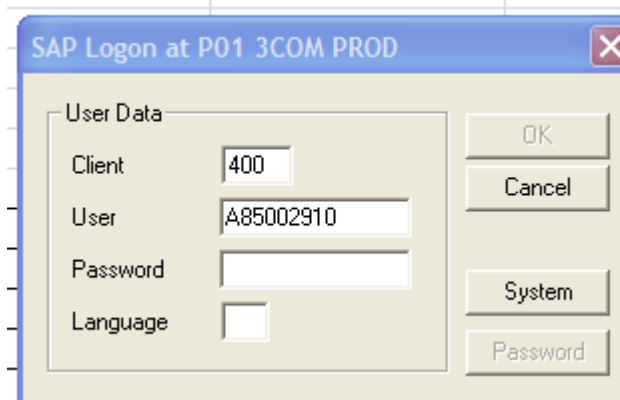
Add ins → *SAP* → *Log on* → *R/3*

An *SAP Logon* screen, similar to the following, will appear:



Choose "Relevant system" and click on **OK**

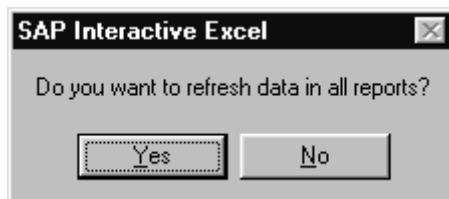
The *SAP Logon* at "XXXX" screen will appear:



Enter your user ID and password.

The language that you specify when logging on determines the interface language of the *Interactive Excel* component. Enter "EN" for English and click on **OK** 

The following *SAP Interactive Excel* dialog box will appear:



Note:

If you have already identified accurate selection criteria in your matrix, then click "Yes" now. In this example, however, since we have not yet updated the selection criteria, we will click "No" and refresh our data later.

Note:

The following field descriptions are accurate for this example. Fields may be different depending on the matrix chosen. Fields in bold are required data entry.

General Data Selection

| Field | Entry | Description |
|----------------------|----------------------|---|
| Matrix name: | Tablelle 1D1 | 3Com defined matrix name. |
| Aspect: | CS | Identifies we are reporting out of the EC-CS module. Display only. |
| Scaling factor: | 1 | No scaling. |
| User: | A85002910 | User ID of last person to execute and save the matrix. Should be the matrix developer. |
| Refresh: | 1/15/2001 1:30 41 PM | Date and time of last report refresh. |
| Dimension: | Z3 | A Global Parameter. Z3 for the 3Com Corporation Profit Center Dimension. Display only. |
| CONS chart of accts: | ZC | A Global Parameter. ZC for the 3Com Consolidated Chart of Accounts. Display only. |
| Version: | 100 | The version dictates the type of data you will report on: 100 = Actual data 101 = Hyperion data (1999 and 2000) 200 = Parallel For this example, use 100 for 3Com Actual. |
| Fiscal year: | 2010 | Enter the fiscal year to report on. For this example, enter 2010. |
| Period: | 006 | Enter the fiscal period to report on. For this example, enter 006. |
| Key figure: | LV GC CD | The key figure dictates whether amounts or quantities, local or group currency is displayed. For a complete description of key figures, see Appendix B. |
| Ledger: | ZL | A global parameter. ZL for 3Com's Consolidation ledger. Display only. |

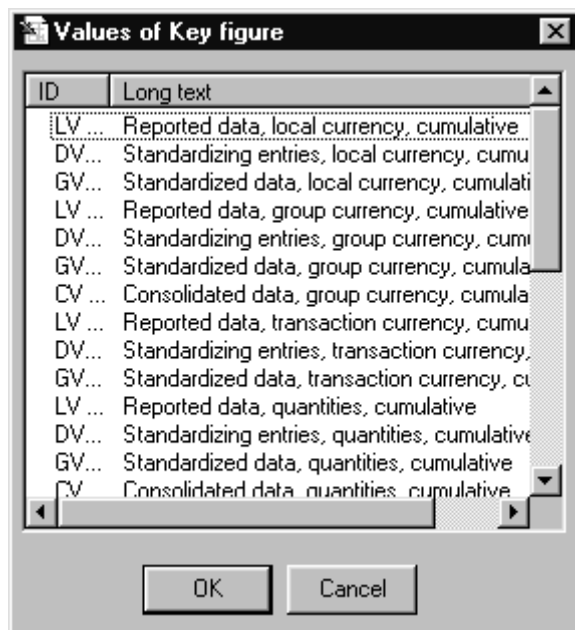
Column Data Selection

| Field | Entry | Description |
|----------------------------|---------|--|
| Consolidation Group | 3COM-LE | A group of company code and/or profit centers for the purpose of consolidation and reporting at the business unit or division level. In this example, the 3Com Legal Entity consolidation group is chosen. |

If you have already logged on to SAP, you can search for data entry options by placing your cursor in the "data entry" field and clicking on the pull-down arrow.

| | A | B | C | D | E |
|----|-----------------------|----------------------|---|---|---|
| 1 | Matrix name: | Table1D1 | | | |
| 2 | Aspect: | CS | EC-CS: Consolidation | | |
| 3 | Scaling factor: | | 1 | | |
| 4 | User: | AG2110FI | | | |
| 5 | Last refresh: | 1/15/2001 1:20:41 PM | | | |
| 6 | Dimension : | Z3 | Profit Center Dimension | | |
| 7 | Cons chart of accts : | ZC | Consolidation Chart of Account | | |
| 8 | Version : | 100 | Actual version | | |
| 9 | Fiscal year : | 2001 | 2001 | | |
| 10 | Period : | 6 | 006 | | |
| 11 | Key figure : | LV GC CD | Reported data, group currency, cumulative | | |
| 12 | Ledger : | ZL | Consolidation ledger | | |
| 13 | | | | | |

In this example, the *Values of Key figure* screen is displayed:



Changing or updating the selection criteria values will generate an automatic refresh of the report data.

To import the latest data into a matrix without updating selection criteria, follow the menu path:

Consolidation → *Import Data* → *Active matrix*

Manipulating Report Data

In this example, when data is imported into *Interactive Excel*, only total values are displayed for all assets and liabilities. To view amounts by financial statement item, expand the hierarchy by clicking on **Plus**. Each category, assets and liabilities will need to be expanded separately.

| | A | B | C | D | E | F | G |
|-----|----------------------|-------------------------------------|---|---|--------------------------|---|---|
| 1 | Matrix name: | Tabelle1D1 | | | | | |
| 2 | Aspect: | CS | EC-CS: Consolidation | | | | |
| 3 | Scaling factor: | | 1 | | | | |
| 4 | User: | AG2110FI | | | | | |
| 5 | Last refresh: | 1/15/2001 1:20:41 PM | | | | | |
| 6 | Dimension: | Z3 | Profit Center Dimension | | | | |
| 7 | Cons chart of accis: | ZC | Consolidation Chart of Account | | | | |
| 8 | Version: | 100 | Actual version | | | | |
| 9 | Fiscal year: | 2001 | 2001 | | | | |
| 10 | Period: | 6 | 006 | | | | |
| 11 | Key figure: | LV GC CD | Reported data, group currency, cumulative | | | | |
| 12 | Ledger: | ZL | Consolidation ledger | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | 3COM-LE | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | T19999 | Total Assets | | | 6,682,045,686.00 | | |
| 137 | T39999 | Total Liabilities and Equity | | | -6,682,045,686.00 | | |
| 188 | | | | | | | |
| 189 | | | | | | | |
| 190 | | | | | | | |

The first click will expand the category to the Financial Statement Item level.

| | A | B | C | D | E | F | G |
|----|--------|--|---|---|-------------------------|---|---|
| 21 | T19999 | Total Assets | | | 6,682,045,686.00 | | |
| 22 | T15995 | Total Current Assets | | | 5,598,716,730.00 | | |
| 23 | T10000 | Total Cash and Short Term Investments | | | 4,132,068,190.00 | | |
| 24 | 100000 | Cash | | | 1,729,143,071.00 | | |
| 25 | 110000 | Temporary Cash Investments | | | 2,402,925,119.00 | | |
| 26 | T12100 | Accounts Receivable - net | | | 483,837,702.00 | | |
| 27 | 120000 | Accounts Receivable - Trade | | | 700,577,091.00 | | |
| 28 | 130000 | Accounts Receivable - Interco Short Term | | | 63.00 | | |
| 29 | T12000 | Total Accounts Receivable Reserves | | | -216,739,452.00 | | |
| 30 | 121000 | Allowance for Doubtful Accounts | | | -83,278,308.00 | | |
| 31 | 122000 | Product Return Reserve | | | -116,645,021.00 | | |
| 32 | 123000 | Allowance - Other | | | -16,816,123.00 | | |
| 33 | T13000 | Total Raw Material | | | 102,262,264.00 | | |
| 34 | 140000 | Raw Material Inventory | | | 102,225,038.00 | | |
| 35 | 140005 | Markup on Raw Materials | | | | | |
| 36 | 140102 | Received and Inspection Inventory | | | | | |
| 37 | 140105 | MRB Inventory | | | 37,226.00 | | |
| 38 | T14100 | Total Work in Progress | | | 34,131,456.00 | | |
| 39 | 141100 | Work In Process Inventory | | | 34,131,456.00 | | |
| 40 | 141101 | Finished Goods Assembly Inventory | | | | | |
| 41 | 141105 | Markup on Work In Process | | | | | |
| 42 | 141114 | Rework Inventory | | | | | |
| 43 | 141116 | Sub Contract Inventory | | | | | |
| 44 | T14200 | Total Finished Goods Inventory | | | 309,920,137.00 | | |
| 45 | 142000 | Finished Goods Inventory | | | 261,416,840.00 | | |
| 46 | 142005 | Markup on Finished Goods | | | | | |
| 47 | 142200 | Statutory Inventory | | | 0.00 | | |
| 48 | 143000 | Product Return Reserve Inventory | | | 36,307,950.00 | | |
| 49 | 143100 | Statutory PRR Inventory | | | 0.00 | | |
| 50 | 144000 | Special Project | | | | | |
| 51 | 144100 | Consignment Inventory | | | 12,195,347.00 | | |
| 52 | T14900 | Total Inventory Reserves | | | -136,315,729.00 | | |
| 53 | 149000 | Obsolete and Excess Reserve | | | -119,958,741.00 | | |
| 54 | 149010 | Statutory - Obsolete and Excess Reserv | | | 0.00 | | |
| 55 | 149100 | PPV Reserve | | | 1,477,689.00 | | |

Items with a leading T, such as T10000, are total lines which sum all items underneath it. To collapse a category, click on **DASH**.

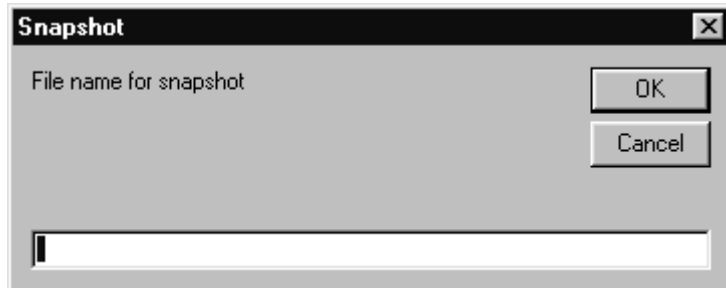
Creating a Snapshot of a Worksheet

A snapshot of an *Interactive Excel* report is a copy of the report output generated by the matrix. Once copied to a new worksheet, the data cannot be refreshed by data in the database. Making snapshot copies may be helpful when you want to combine results from different matrices, or simply manipulate data further.

To create a Snapshot, follow the menu path:

SAP → *Snapshot* → *Worksheet*

The following *Snapshot* dialog box will appear:



Enter the name of an existing workbook in which you want to create a snapshot, or leave the field empty if you want to create the snapshot in a new workbook; click on **OK**



If you wish to combine data from two different matrices, first create a snapshot file for each matrix. Then use normal Excel cut and paste commands to move columns of data into one worksheet.

Printing Interactive Excel Reports



Print formats are not currently saved in the report definition; therefore, it is best to preview your report printout before sending to print.

In general, all Excel formatting can be used to format the *Interactive Excel* report for printing.

To preview the report printout, follow the Excel menu:

File → *Print Preview* or Click on **Print Preview**

Once in Print Preview:

- Click on Margins  to increase or decrease margins.
- Click on Setup  to change report layout from portrait to landscape, or add headers or footers.

To only print a portion of the report, or perhaps if you want to leave out the selection criteria information, highlight the area you want to print and follow the menu path:

File → *Print Area* → *Set Print Area*

Change fonts, number display, alignment, border or cell patterns and colors.

Click on **Print**  to send the report immediately to your local printer.

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