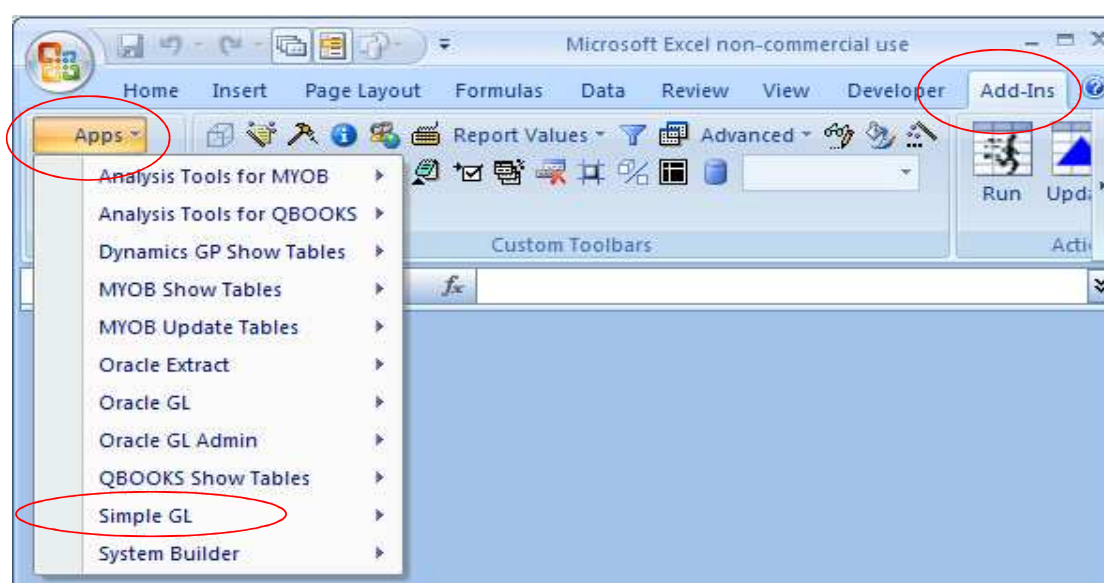# Using Simple GL for D4E

The Simple GL for D4E menu contains a simple database of General Ledger transactions that will assist the user in learning how to use D4E . It includes ready-to-use menus and reports that will read the Simple GL data. The Simple GL is included in the D4E trial version along with other menus, including:

- Analysis Tools for MYOB
- Analysis Tools for QBOOKS
- Dynamics GP Show Tables
- MYOB Show Tables
- MYOB Update Tables
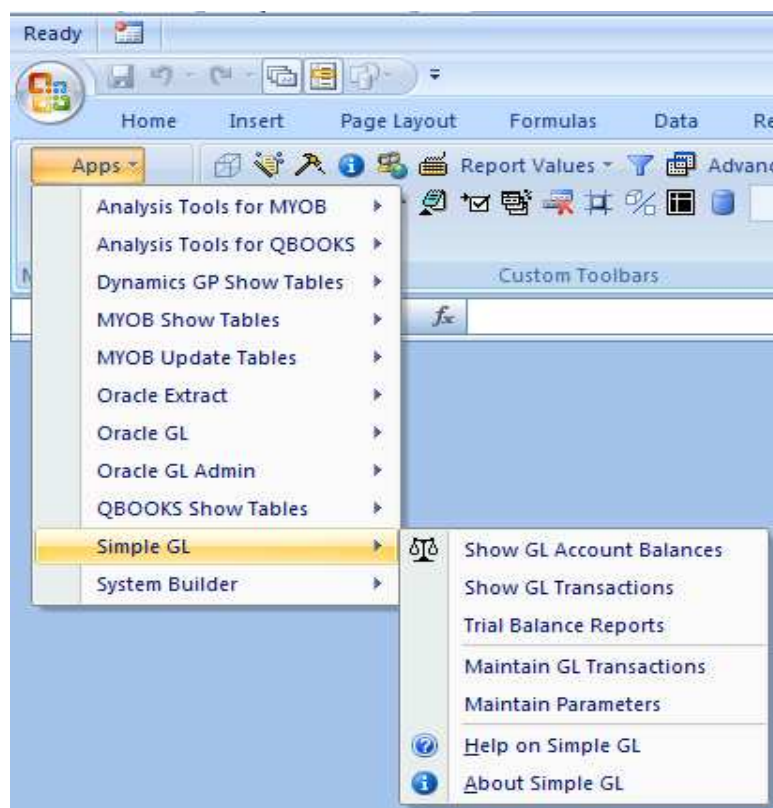- Oracle Extract
- Oracle GL
- System Builder

Within Simple GL for D4E, there are several menu options available. To see the menu options, click on the following actions on the Excel menu bar. (For Excel 2007 and later, the menu option is found under the 'Add-Ins' Excel top menu. For earlier versions of Excel, D4E is found as one of the Excel top menus.)

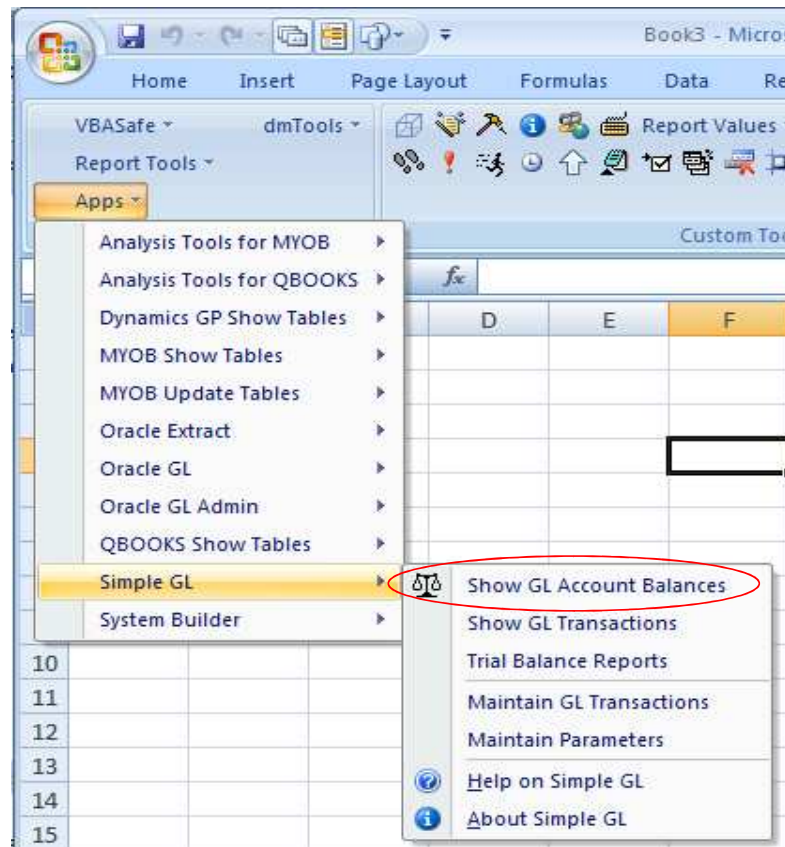| Icon	Action	Details
	Apps… Simple GL…	This action will present all the options available for the Simple GL application.

The following are the menu options for Simple GL for D4E

Icon	Action	Details
	Show GL Account Balances	Show Acct Balances from Simple GL data
	Show GL Transactions	Show GL Transactions from Simple GL
	Trial Balance Reports	Show Trial Balance reports
	Maintain GL Transactions	Load/Edit GL transactions
	Maintain Parameters	Edit D4E application parameters
⊘	Help on Simple GL	Display this help document
ⓘ	About Simple GL	Brief description of Simple GL menus

The next sections will discuss in detail the menu options for Simple GL for D4E.

Option Show GL Account Balances

Icon	Action	Details
	Apps… Simple GL… Show GL Account Balances	This action will present the Account balances as calculated from the Simple GL data.

A parameter screen for Runtime Prompts will be presented as follows:

Complete all details of each parameter prompt. You can click on the Show Choices button to see the valid prompts.

The parameter prompts are:

	Prompt	Details
1	CHOOSE YYYYMM IN	Enter year and month
2	CHOOSE SIM_CURRENCY IN	Enter currency code, eg EUR
3	CHOOSE COMPANY SIM_SEGMENT1 IN	Enter Company code
4	CHOOSE BRANCH SIM_SEGMENT2 IN	Enter Branch code
5	CHOOSE ACCOUNT SIM_SEGMENT3 IN	Enter Account code
6	CHOOSE PREMCLASS SIM_SEGMENT4 IN	Enter Segment4 code
7	CHOOSE RI_COSTC SIM_SEGMENT5 IN	Enter Segment5 code
8	CHOOSE EMPLOYEE SIM_SEGMENT6 IN	Enter Segment6 code
9	CHOOSE UW_YEAR SIM_SEGMENT7 IN	Enter Segment7 code
10	CHOOSE INTERCO SIM_SEGMENT8 IN	Enter Segment8 code
11	CHOOSE SIM_DESCRIPTION IN	Enter description keyword

Additional parameters can be used within the same parameter fields. See below on some rules available to provide a rich set of filtering possibilities.

Some General Notes on Using the Runtime Prompts Screen

Runtime prompts are common to all datamart applications in D4E. It is used to accept parameters for customising the information retrieved from the database. The Runtime Prompt screen has the following action buttons and help facility.

Icon	Action	Details
...	Show Choices	This action displays the possible values for the prompts
Preferences	Logon with New Userid/Password	This action opens the locked prompts so that new userid or password can be entered.
Help	Show Help Screen	Display the help screen for this Runtime Prompt
Show Script	Create Script	Create a script using the parameter prompts.
Customise	Customise Fields	Customise the results by removing columns
More Less	More or Less Labels	Increase or decrease the label width to show more or less characters

Clicking on any of the Show Choices buttons will expand the screen to display addition information. From the Runtime Prompt above, click on Show Choice against Prompt No. 6 to display choices for Seg-A as follows:

In the expanded screen, the following are additional action buttons and keystrokes:

Icon/ Key	Action	Details
apply	Send Choice to Prompt Field	This action will send the highlighted item to the current prompt field. Repeated use of the Apply button will build a list of values separated by comma.
🔍	Increase Font	This action will increase the font size of the list of choices.
y ✕	Close List	Close the list of choices. The Runtime Prompt screen will reduce to normal size.
a-z |	Normal Sort	This action will display the choices using normal sequence, eg, sorted by choices.
| a-z	Alternative Sort	This action will display the choices using alternative sequence, eg, sorted by description.
list1	Alternative List 1	This action will display the choices using alternative list
list2	Alternative List 2	This action will display the choices using alternative list
list3	Alternative List 3	This action will display the choices using alternative list
double-click	Send Choice to Prompt Field	This action will send the highlighted item to the current prompt field.
space-bar	Send Choice to Prompt Field	This action will send the highlighted item to the current prompt field.
enter	Send Choice to Prompt Field and go to next line	This action will send the highlighted item to the current prompt field and position to the next choice
minus-sign	Build From-To pair	This action will append the highlighted choice with the current promt field value to build a From-To range.
/	Build a NOT IN list	This action is used to create a list where records are selected if NOT FOUND in the specified
delete	Clear the Prompt field	This action will clear the current prompt field values
escape	Clear the Prompt field	This action will clear the current prompt field values

Additional options are available in the expanded screen by right-clicking on the list area.

Some prompts allow for a single value, or a list of values (separated by a comma), or a range (from-to), or a partial keyword (eg, 8) to refer to all values beginning with the keyword. To see the available value options for the particular prompt, click on the Help button as below:

From the Runtime Prompt screen, click on OK to execute and a spreadsheet will be generated.

The columns in the spreadsheet correspond to the fields extracted from the database.

Option Show GL Transactions

Icon	Action	Details
	Apps… Simple GL… Show GL Transactions	This action displays a list of transactions from the GL database.

A parameter screen for Runtime Prompts will be presented as follows:

Complete all details as in the example above. You can click on the Show Choices button to see the valid prompts. If you have entered prompts before, they will be remembered.

The parameter prompts are:

	Prompt	Details
1	CHOOSE YYYYMM IN	Enter year and month
2	CHOOSE SIM_CURRENCY IN	Enter currency code, eg EUR
3	CHOOSE COMPANY SIM_SEGMENT1 IN	Enter Company code
4	CHOOSE BRANCH SIM_SEGMENT2 IN	Enter Branch code
5	CHOOSE ACCOUNT SIM_SEGMENT3 IN	Enter Account code
6	CHOOSE PREMCLASS SIM_SEGMENT4 IN	Enter Segment4 code
7	CHOOSE RI_COSTC SIM_SEGMENT5 IN	Enter Segment5 code
8	CHOOSE EMPLOYEE SIM_SEGMENT6 IN	Enter Segment6 code
9	CHOOSE UW_YEAR SIM_SEGMENT7 IN	Enter Segment7 code
10	CHOOSE INTERCO SIM_SEGMENT8 IN	Enter Segment8 code
11	CHOOSE SIM_DESCRIPTION IN	Enter description keyword

Option Trial Balance Reports

Icon	Action	Details
	Apps… Simple GL… Trial Balance Reports	This action will present a trial balance with a choice of Segment codes as basis for summarization.

A parameter screen for Runtime Prompts will be presented as follows:

Complete all details as in the example above. You can click on the Show Choices button to see the valid prompts. Click on the Show Choices button for last prompt as below:

The parameter prompts are:

	Prompt	Details
1	CHOOSE COMBINATION SIMSEGS AS	
2	CHOOSE YYYYMM IN	Enter year and month
3	CHOOSE SIM_CURRENCY IN	Enter currency code, eg EUR
4	CHOOSE COMPANY SIM_SEGMENT1 IN	Enter Company code
5	CHOOSE BRANCH SIM_SEGMENT2 IN	Enter Branch code
6	CHOOSE ACCOUNT SIM_SEGMENT3 IN	Enter Account code
7	CHOOSE PREMCLASS SIM_SEGMENT4 IN	Enter Segment4 code
8	CHOOSE RI_COSTC SIM_SEGMENT5 IN	Enter Segment5 code
9	CHOOSE EMPLOYEE SIM_SEGMENT6 IN	Enter Segment6 code
10	CHOOSE UW_YEAR SIM_SEGMENT7 IN	Enter Segment7 code
11	CHOOSE INTERCO SIM_SEGMENT8 IN	Enter Segment8 code
12	CHOOSE SIM_DESCRIPTION IN	Enter description keyword

Option Maintain GL Transactions

Icon	Action	Details
	Apps… Simple GL… Maintain GL Transactions	This action will present the transactions from Simple GL database.

A parameter screen will be presented as follows:

Complete all details as in the example above. You can click on the Show Choices button to see the valid prompts.

The parameter prompts are:

	Prompt	Details
1	CHOOSE YYYYMM IN	Enter year and month
2	CHOOSE SIM_CURRENCY IN	Enter currency code, eg EUR
3	CHOOSE COMPANY SIM_SEGMENT1 IN	Enter Company code
4	CHOOSE BRANCH SIM_SEGMENT2 IN	Enter Branch code
5	CHOOSE ACCOUNT SIM_SEGMENT3 IN	Enter Account code
6	CHOOSE PREMCLASS SIM_SEGMENT4 IN	Enter Segment4 code
7	CHOOSE RI_COSTC SIM_SEGMENT5 IN	Enter Segment5 code
8	CHOOSE EMPLOYEE SIM_SEGMENT6 IN	Enter Segment6 code
9	CHOOSE UW_YEAR SIM_SEGMENT7 IN	Enter Segment7 code
10	CHOOSE INTERCO SIM_SEGMENT8 IN	Enter Segment8 code
11	CHOOSE SIM_DESCRIPTION IN	Enter description keyword

Option Maintain Parameters

Icon	Action	Details
	Apps… Simple GL… Maintain Parameters	This action will present the automatic datamart builder for applications, ERPs, or GLs based on the freely avaialble MySQL Database

Complete all details as in the example above. You can click on the Show Choices button to see the valid values for each prompt.

The parameter prompts are:

	Prompt	Details
1	CODETYPE LIKE	Enter Code type
2	CODEID LIKE	Enter CODE ID filter
3	CHOOSE OTHER FILTERS AS	Enter other filters

Option Help on Simple GL

Icon	Action	Details
	Apps… Simple GL… Help on Simple GL	This action will present this document in PDF form.

Option About Simple GL

Icon	Action	Details
ⓘ	Apps… Simple GL… About Simple GL	This action will present a brief description of the Simple GL app.

EXAMPLE 1: Running a GL Transactions extract

Example 1 will provide a step-by-step example of how you can extract a list of transations from the Simple GL database.

The objective is to be able to extract transactions by giving easy to use parameters for each relevant filter.

Option Show GL Transactions

Icon	Action	Details
	Apps… Simple GL… Show GL Transactions	This action displays a list of transactions from the GL database.

The parameter prompts are:

	Prompt	Details
1	CHOOSE YYYYMM IN	201201 - Get Transactions for Jan 2012
2	CHOOSE SIM_CURRENCY IN	
3	CHOOSE COMPANY SIM_SEGMENT1 IN	5000 - Get only company 5000
4	CHOOSE BRANCH SIM_SEGMENT2 IN	FRA,BRA - Get only branch FRANCE and BRAZIL
5	CHOOSE ACCOUNT SIM_SEGMENT3 IN	
6	CHOOSE PREMCLASS SIM_SEGMENT4 IN	
7	CHOOSE RI_COSTC SIM_SEGMENT5 IN	
8	CHOOSE EMPLOYEE SIM_SEGMENT6 IN	
9	CHOOSE UW_YEAR SIM_SEGMENT7 IN	
10	CHOOSE INTERCO SIM_SEGMENT8 IN	
11	CHOOSE SIM_DESCRIPTION IN	

Putting blank on other parameters means getting all possible values for that particular filter.

The results are shown below:

EXAMPLE 2: Running a GL Trial Balance

Example 2 will provide a step-by-step example of how you can extract a trial balance from the Simple GL database. In this case, a trial balance is a list of month-to-date balances summarised further by the segment codes or combinations thereof (COMBINATION SIMSEGS). The simplest case is to summarise by account (ACCT) so that there is only one amount for each account for the nominated year/month

Option Trial Balance Reports

Icon	Action	Details
	Apps… Simple GL… Trial Balance Reports	This action will present a trial balance with a choice of Segment codes as basis for summarization.

A parameter screen for Runtime Prompts will be presented as follows:

The parameter prompts are:

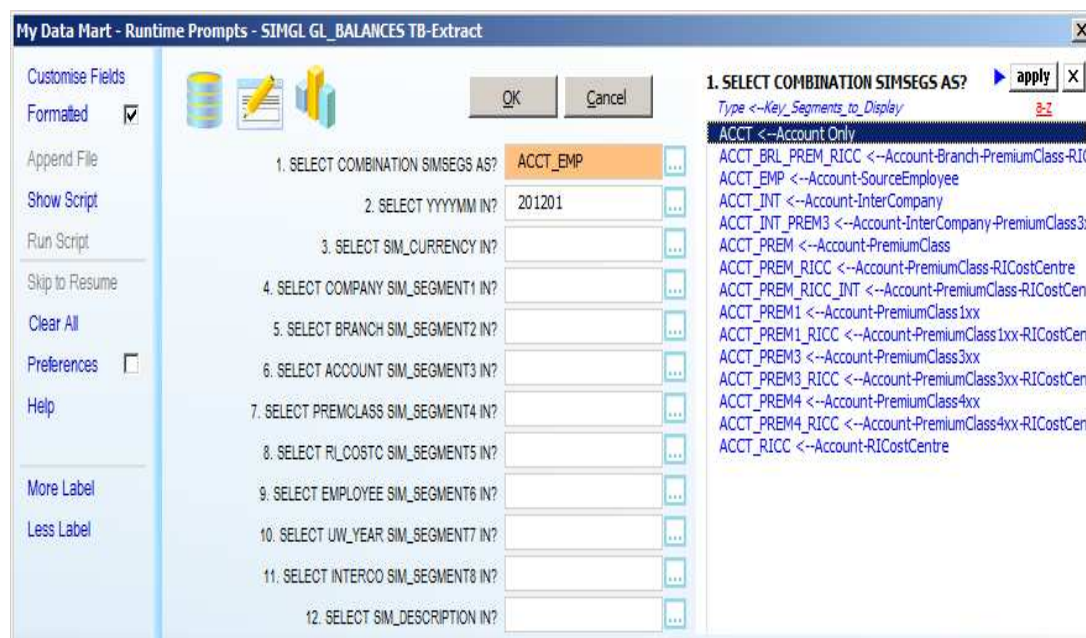|	Prompt	Details
1	CHOOSE COMBINATION SIMSEGS AS	ACCT - Use this combination id to summarise by account only.
2	CHOOSE YYYYMM IN	201201 - Trial Balance for month of Jan 2012
3	CHOOSE SIM_CURRENCY IN	
4	CHOOSE COMPANY SIM_SEGMENT1 IN	
5	CHOOSE BRANCH SIM_SEGMENT2 IN	
6	CHOOSE ACCOUNT SIM_SEGMENT3 IN	
7	CHOOSE PREMCLASS SIM_SEGMENT4 IN	
8	CHOOSE RI_COSTC SIM_SEGMENT5 IN	
9	CHOOSE EMPLOYEE SIM_SEGMENT6 IN	
10	CHOOSE UW_YEAR SIM_SEGMENT7 IN	
11	CHOOSE INTERCO SIM_SEGMENT8 IN	
12	CHOOSE SIM_DESCRIPTION IN	

Putting blank on other parameters means getting all possible values for that particular filter.

The results are shown below:

You can choose other parameter values for COMBINATION SIMSEGS, to indicate another method of summarization. You can choose from a list of possible SIMSEGS, as follows:
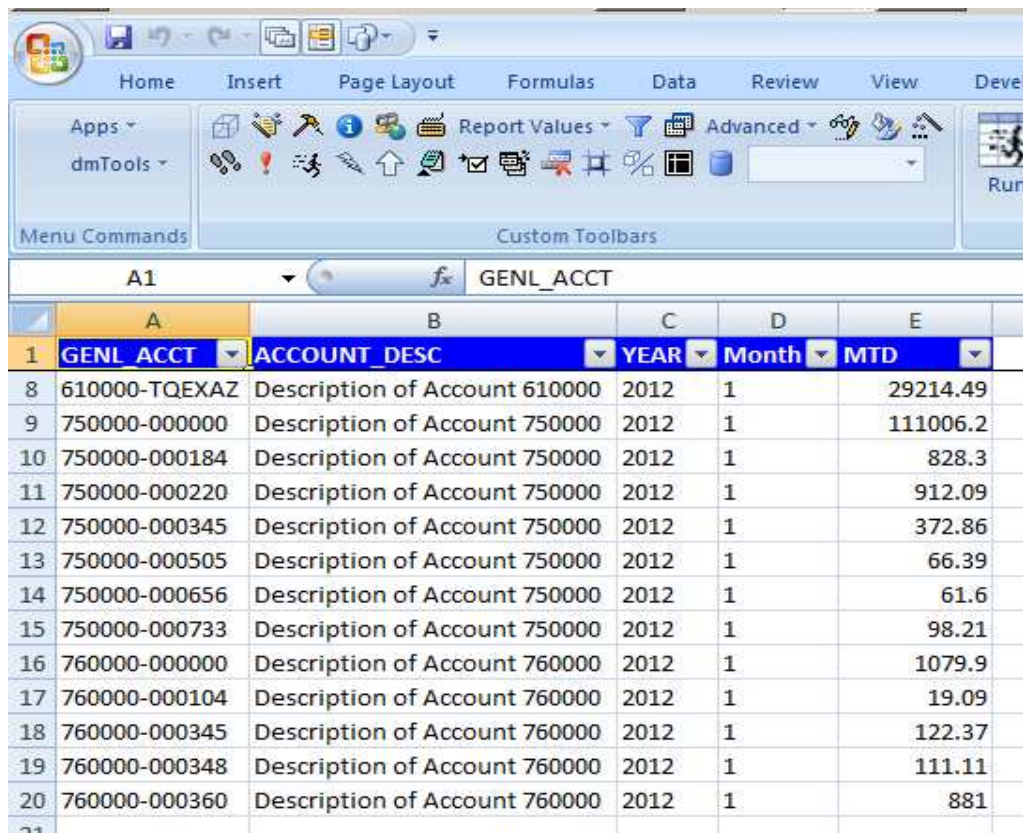

You can choose the combination that will summarise by account AND by employee number, for example:

The parameter prompts are:

	Prompt	Details
1	CHOOSE COMBINATION SIMSEGS AS	ACCT_EMP - Summarise by account AND employee by number.
2	CHOOSE YYYYMM IN	201201 - Trial Balance for month of Jan 2012
3	CHOOSE SIM_CURRENCY IN	
4	CHOOSE COMPANY SIM_SEGMENT1 IN	
5	CHOOSE BRANCH SIM_SEGMENT2 IN	
6	CHOOSE ACCOUNT SIM_SEGMENT3 IN	
7	CHOOSE PREMCLASS SIM_SEGMENT4 IN	

The results are shown below:

Compare this extract (ACCT_EMP) with the previous extract using ACCT.   Note that with ACCT_EMP, there are more lines because we are summarising wth more segments.

Running a User-Designed Report

Reports that are run using the menus are basically extracts from the database that returns rows where each row corresponds to a row in the Simple GL tables (eg, Transactions table.) The result of this extract is always a simple spreadsheet only.   There is no pre-determined Excel formatting (or formulas) between the displayed rows because there could be an unknown number of rows from the database.

However certain reports can have predetermined rows (or columns) and therefore can be designed by the user to have Excel formatting and formulas - on any cell.   This is possible because all expected data will be displayed in predetermined locations in the spreadsheet. The user can supply the most advanced methods or highest fidelity of formatting (fonts, print layout, colors, hiding, etc) available from Excel, while Data Mart for Excel simply provides the data values. These are called user-defined reports, that are refreshed by Data Mart for Excel with data front the database.

There is an example user-defined report supplied in the trial vesion package. This report can be refreshed with data from the Simple GL database.

EXAMPLE 3: Refreshing the User-Designed Report - SIMPLE FINANCE Report.xls

The Excel workbook SIMPLE FINANCE Report.xls can be found in the c:\d4e\ folder of the trial version installation.   This example will show how this workbook can be refreshed with the latest data from the Simple GL database.

Workbook SIMPLE FINANCE Report.xls

Icon	Action	Details
	Open workbook in Excel…	This action will open the workbook for refreshing of data.

The workbook will open as follows:

Note the basic layout of a user-defined report. Row 1 is in grey. It is reserved for parameter settings that will be used for generating data. Column A and B have a similar purpose. Together, Row 1 and Column A, define the parameters that will be used to generate data. The data will be deposited in the cell location, where the row and column intersect.

For example, Cell A26 contains '201000' and Cell E1 contains 'MTD 5000_201101_EUR_8000'. Together 'MTD 5000_201101_EUR_8000 201101' define the data that will be extracted from the database. It will be deposited at Cell E26 (intersection).

Also, note that Cell A2 contains the name of a datamart that defines the SQL code to get data from the Simple GL database.

To refresh, click on the rebuild option:

Icon	Action Details	
	Action	Details
	dmTools… Reports… Local Data Build… Build	This action will rebuild the current spreadsheet report.

Click on Build and result will be a report with the latest data from the database.

END OF DOCUMENT