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OPEN SYSTEMS® Accounting Software

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**Purchase Order ODBC Report Applet  
User's Manual**

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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# Introduction

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## General Information

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The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

### The ODBC Kit

The OSAS ODBC Kit provides users with a way to access their OSAS data through any ODBC-compliant productivity package. The ODBC Kit includes an ODBC driver for Windows, the data dictionaries for the OSAS data files, utilities for maintaining the data dictionaries and some sample reports in Microsoft® Excel, Microsoft Access® and Crystal Reports™ for Windows.

### The Report Applets

Since the release of the ODBC Kit, OSAS users have been discovering the power of these popular productivity packages to analyze their accounting data. The Report Applets provide a series of pre-built Microsoft Excel PivotTables® to help you get the most from your accounting data.

These tables are provided for each of the major data files in each application. This manual includes instructions for loading and using these spreadsheets to sort and analyze your data. With a little practice, you can easily create similar PivotTables or modify the ones provided to customize them to your exact needs.





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## Purchase Order Data Files

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You use the Purchase Order system to account for orders you place with vendors. Purchase Order encompasses the capabilities of Accounts Payable; you can record purchases you made from vendors and orders you have not yet paid. Purchase Order lends its tracking capabilities to other applications associated with tracking assets (Inventory for example).

### PO Data Files

The Purchase Order Report Applet contains several spreadsheets that report information from the OSAS Purchase Order data files. The PivotTables in the PO Report Applet are based on these data files:

#### **POORxxx and POOHxxx**

The Open Order Detail and Header files store records for orders and returns before you post them. If Purchase Order is interfaced with Inventory, these functions update serialized and nonserialized item balances and costs in Inventory. The POOHxxx file stores header and totals information; the POORxxx file stores line-item information.

Data from the Open Order Detail file is used in the PO Order Detail (PODETORD.XLS) PivotTable. Data from the Open Order Header file is displayed on the PO Transaction Summary (POTRNSUM.XLS) and PO Tax Report (POTRNTAX.XLS) PivotTables.

#### **POPQxxx**

The Purchase Requisition file stores records for orders generated in the Generate Orders function. In the Generate Orders function the records whose orders you generate are sent to the Open Order files. The records whose orders you do not generate are kept in this file indefinitely. The data stored in this file is the basis of the PO Purchase Requisitions (POPURREQ.XLS) PivotTable.

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## **PORlxxx, PORGxxx and PORTxxx**

The Receipts and Invoices files store the receipts and invoices you entered for orders and the debit memos you applied to returns. The PORGxxx file stores line-item information about goods received; the PORlxxx file stores line-item information about invoices applied; the PORTxxx file stores totals information.

Data from the PORlxxx file appears in the PO Invoice Detail (POINVDET.XLS) PivotTable.

Data from the PORGxxx file is displayed on the PO Receipt of Goods (PORECPT.XLS) PivotTable.

Data from the PORTxxx file is the basis for the PO Invoice Totals (POINVTOT.XLS) PivotTable.

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## Introduction to PivotTables

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A Microsoft Excel PivotTable is an interactive table that quickly summarizes, or cross-tabulates, large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

A PivotTable contains fields, each of which summarizes multiple rows of information from the source data. By dragging a field button to another part of the PivotTable, you can view your data in different ways. For example, you can view any field either down the rows or across the columns.

The PivotTable summarizes data by using a summary function, such as Sum, Count, or Average. You can include subtotals and grand totals automatically, or use your own formulas by adding calculated fields and items.

In the Purchase Order Report Applet, several PivotTables are provided based on the data in the OSAS data files. The PivotTable is updated through the ODBC driver.

The next section includes a tutorial for setting up and modifying PivotTables in Excel.



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## Creating Microsoft Excel PivotTables

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Read this section for an exercise in creating a PivotTable using the ODBC Kit and Microsoft Excel 97. If you require more information about Microsoft Excel, consult the Microsoft Excel User's Guide or Online Help.

Before you can create this report, complete these tasks:

- Install and set up the ODBC Kit.
- Install and set up the BASIS ODBC drivers.
- Install Microsoft Excel 97 and Microsoft Query 97.

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**Note**

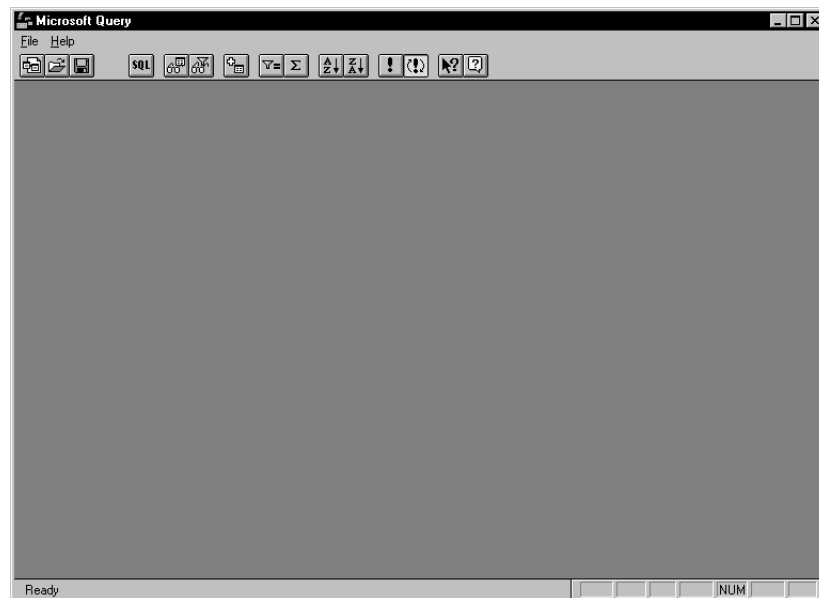
This section includes instructions for using Microsoft Query with Microsoft Excel. If necessary, you can install Microsoft Query from the Microsoft Office 97 media. You may also need to create a shortcut to Query manually.

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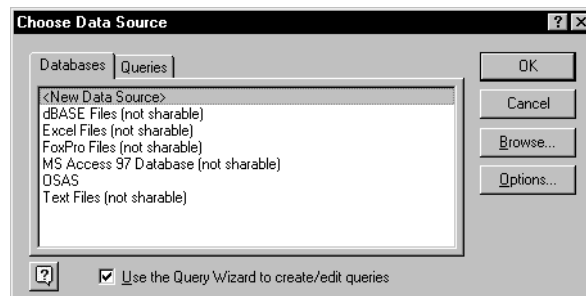
## Building a Query For a PivotTable

1. Start Microsoft Query.



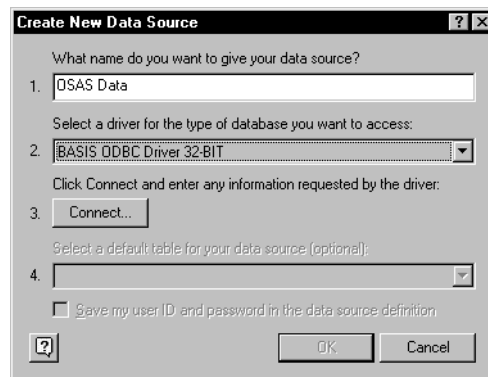
2. Under the **F**ile menu, select **N**ew.

The Choose Data Source screen appears.



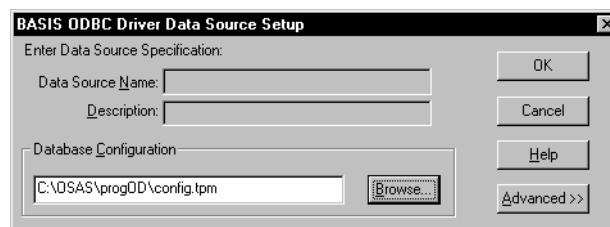
3. Select **<New Data Source>**, and click **OK**.

The Create New Data Source screen appears.



4. Enter a name you want to give the data source in field 1. You can use the same source again.
5. Select the **BASIS ODBC Driver** in field 2.
6. Click **Connect**.

The BASIS ODBC Driver Data Source Setup box appears.



7. Enter the file path and name of the CONFIG.TPM file you set up from within the OSAS ODBC software in the Database Configuration field, or select **Browse** and locate the file.

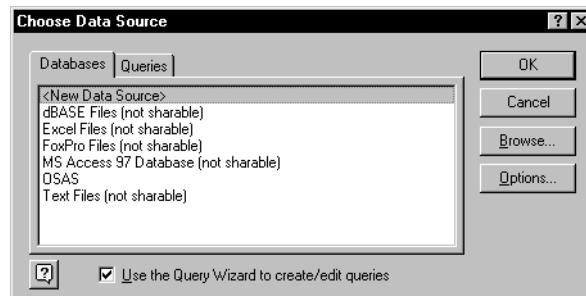
If you have already built the shadow dictionary, click on the **A**dvanced button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **A**dvanced button.

8. Click **OK** to connect to the data source.

You are returned to the Create New Data Source screen.

9. Select a table in field 4 if you want to select a default table source; otherwise, leave field 4 blank and select any table when you develop the query. (If you select a table, the list of tables always starts at that table; otherwise the list of tables starts at the beginning of the list.)

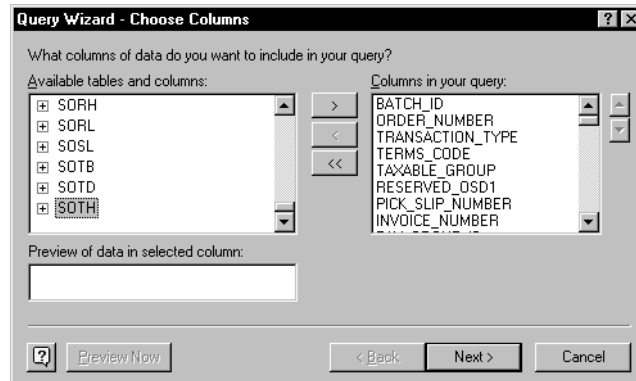
The Choose Data Source box appears.



10. Select the data source you set up in the previous steps.

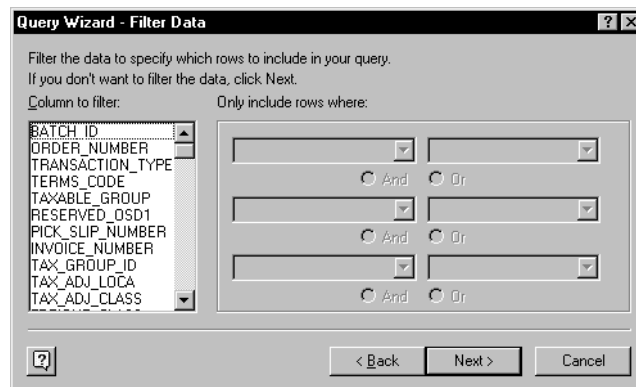


The Choose Columns screen appears.



11. Select a table you want to use in your Excel spreadsheet. For this example, start with one table and add a second table later. Select the SOTH table, select the columns for the spreadsheet, and click **Next >**.

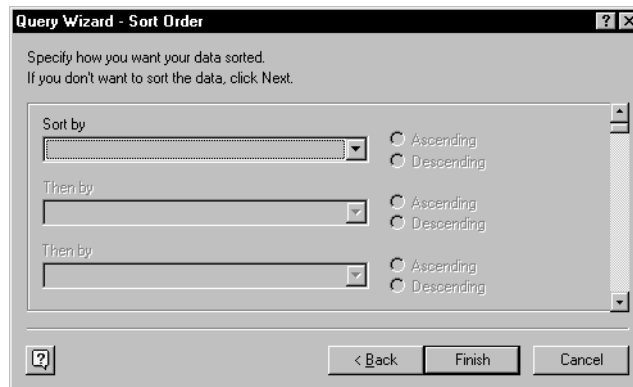
The Filter Data box appears.



Use the Filter Data dialog box to select specific records from the table. In most cases, you do not need to choose anything in the Filter Data dialog box. For example, to filter out credit memos, select the field named TRANSACTION\_TYPE, select **does not equal**, and then enter **4** for a value. (TRANSACTION\_TYPE 4 is a credit memo.)

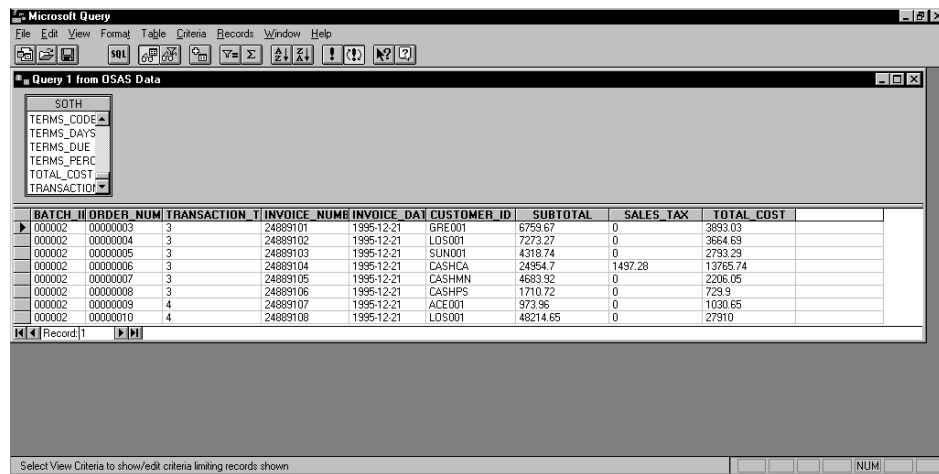
12. Click **Next** >.

The Sort Order box appears.



Use the Sort Order dialog box to select how the data is sorted. For example, select a field in Sort by and check Ascending or Descending. Select more fields and orders for hierarchical sorts. For now, don't enter any sort fields.

13. Click **Finish**. You are returned to the Microsoft Query screen.



The data in your query is displayed. You can delete columns by selecting a column and pressing the **Delete** key. You can also add a column by double-clicking on the field name (in the SOTH file).

**Note**

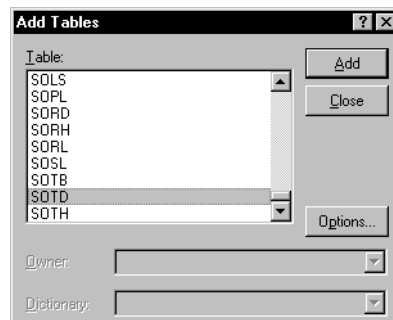
**NOTE:** You can also select which fields you want in your query in step 6 above. Instead of selecting the entire table, you can click the + box next to the table you want and select the given fields from the list.

14. Select the following fields:

- BATCH\_ID
- ORDER\_NUMBER
- TRANSACTION\_TYPE
- INVOICE\_NUMBER
- INVOICE\_DATE
- CUSTOMER\_ID
- SUBTOTAL
- SALES\_TAX
- TOTAL\_COST

15. Select **Table** from the main menu, and choose **Add tables**.

The Add Table dialog box appears.



16. A list of all the tables is displayed. Select the **SOTD** table, and click **C**lose.

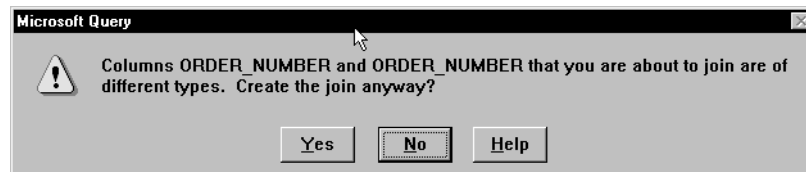
## Joining Tables

17. Locate **BATCH\_ID** in the **SOTD** and **SOTH** tables; then click and hold the left mouse button down on **BATCH\_ID** in the **SOTH** table
18. Drag the field over to the **BATCH\_ID** field in the **SOTD** table and release the mouse button.

A line appears between the two **BATCH\_ID** fields, joining the two fields.

19. Follow steps 17 through 18 with the **ORDER\_NUMBER** field.

**NOTE:** You may get the following message. For now, click **Yes** to ignore the message and join the fields together.

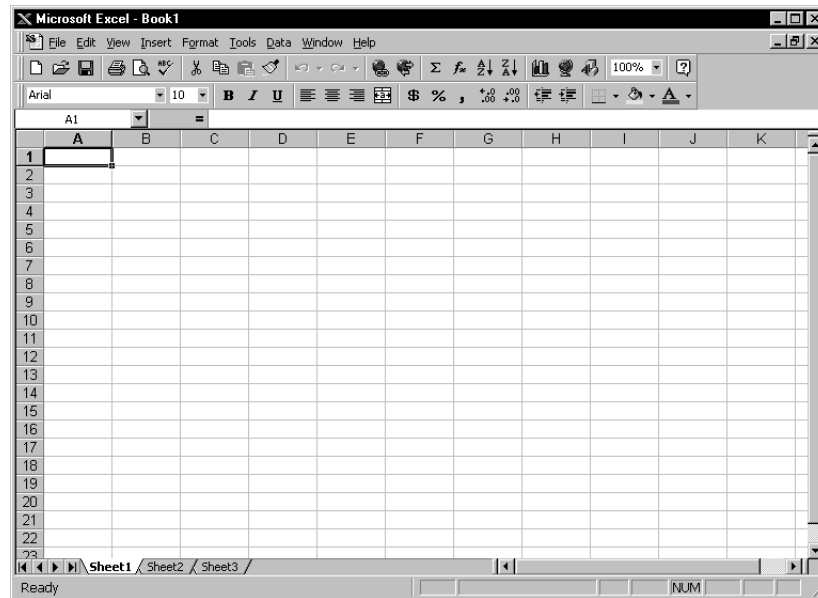


20. Select the following fields from the **SOTD** table:
  - **ENTRY\_NUMBER**
  - **UNIT\_COST\_COMPNT**
  - **UNIT\_PRICE**
  - **ORDERED\_QTY**
  - **SHIPPED\_QTY\_SELL**
  - **BACKORDERED\_QTY.**
21. Select **S**ave from the **F**ile menu to save the query.

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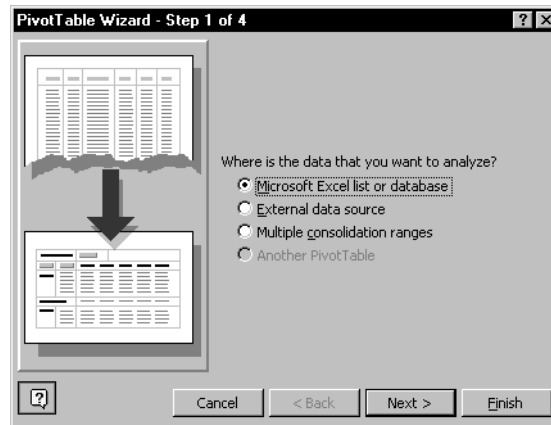
## Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



2. Select the **Data** menu; then select **PivotTable Report**.

The PivotTable Wizard appears.



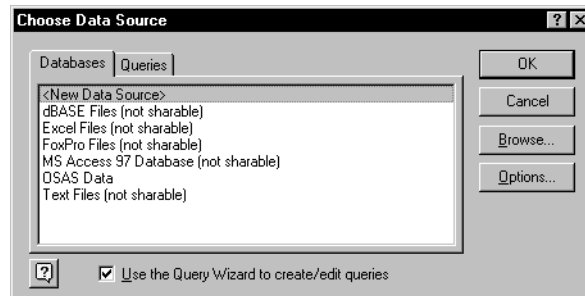
3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next >**.

The PivotTable Wizard Step 2 dialog box appears.

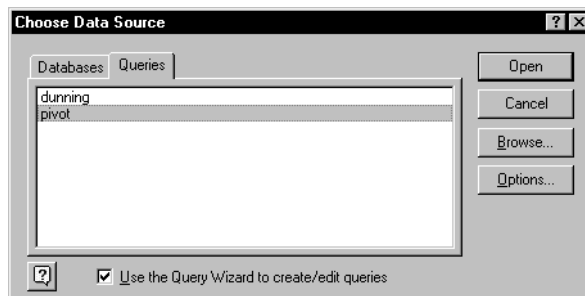


4. In step 2 of the Wizard, click **Get Data**.

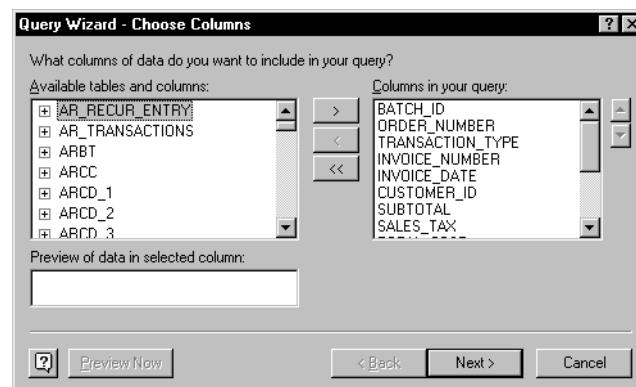
The Choose Data Source box from Microsoft Query appears.



5. Click the **Queries** tab, and select the query you saved under Microsoft Query.



The Choose Columns box under Query appears.



6. Click **Next >**. The query columns are displayed.
7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

The Query Wizard - Finish dialog box appears.



8. Select **Return Data to Microsoft Excel**, and click **Finish**.

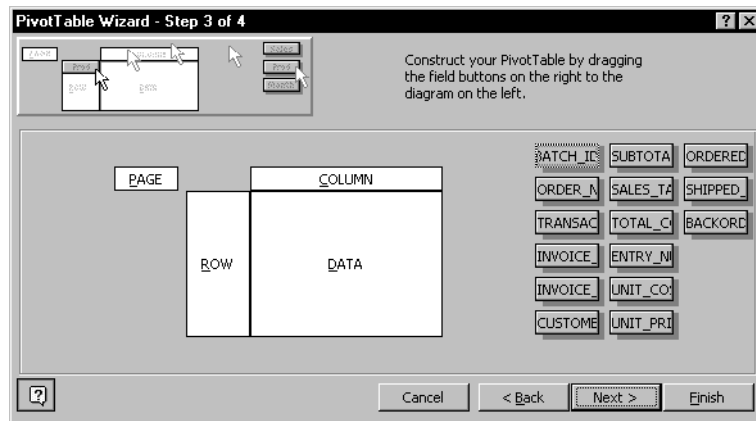
You are returned to the PivotTable Wizard Step 2 dialog box.



9. Click **Next >**.



The PivotTable Wizard Step 3 dialog box appears.

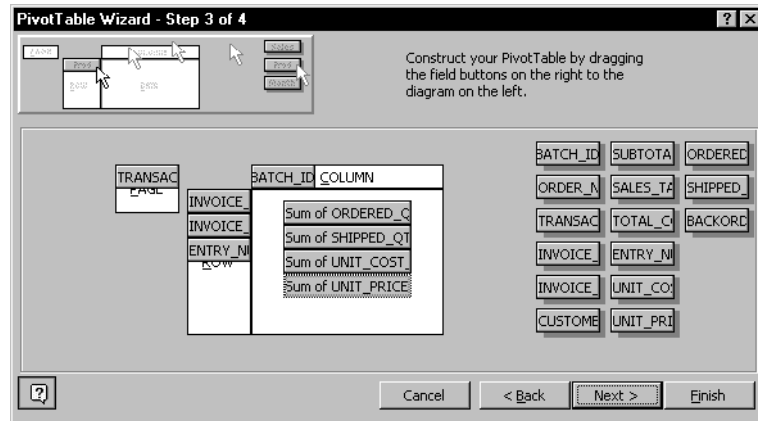


The selected fields and four areas—**Page**, **Row**, **Column**, and **Data**—to put fields are displayed. Drag and drop the fields to use in this report into the respective areas. (To display the full field name, hold the cursor on the button, and a tool tip displays the full field name.)

10. Drag and drop the following fields:

- TRANSACTION\_TYPE into **Page**
- INVOICE\_NUMBER, INVOICE\_DATE, and ENTRY\_NUM into **Row**
- BATCH\_ID into **Column**
- ORDERED\_QTY, SHIPPED\_QTY\_SELL, UNIT\_COST\_COMPNT and UNIT\_PRICE into **Data**.

The fields are displayed on the screen. Numeric fields dropped into the Data section become summary fields.



11. Click **Next >**.

The PivotTable Wizard Step 4 dialog box appears.



12. The last step lets you create the PivotTable either in the existing worksheet or in a different worksheet. Accept the given options and click **Finish**.

The PivotTable is displayed.

TRANSAC	INVOICE	ENTRY N	Data	BATCH ID	Grand Total
24889101	12/21/95	001	Sum of ORDERED_QTY	4	4
			Sum of SHIPPED_QTY_SELL	4	4
			Sum of UNIT_COST_COMPNT	343.55	343.55
			Sum of UNIT_PRICE	475.686	475.686
		002	Sum of ORDERED_QTY	1	1
			Sum of SHIPPED_QTY_SELL	1	1
			Sum of UNIT_COST_COMPNT	907.53	907.53
			Sum of UNIT_PRICE	1317.384	1317.384
		003	Sum of ORDERED_QTY	7	7
			Sum of SHIPPED_QTY_SELL	7	7
			Sum of UNIT_COST_COMPNT	22.01	22.01
			Sum of UNIT_PRICE	20.7995	20.7995
		004	Sum of ORDERED_QTY	5	5
			Sum of SHIPPED_QTY_SELL	5	5
			Sum of UNIT_COST_COMPNT	226.99	226.99
			Sum of UNIT_PRICE	526.131	526.131
		005	Sum of ORDERED_QTY	2	2
			Sum of SHIPPED_QTY_SELL	2	2
			Sum of UNIT_COST_COMPNT	161.14	161.14

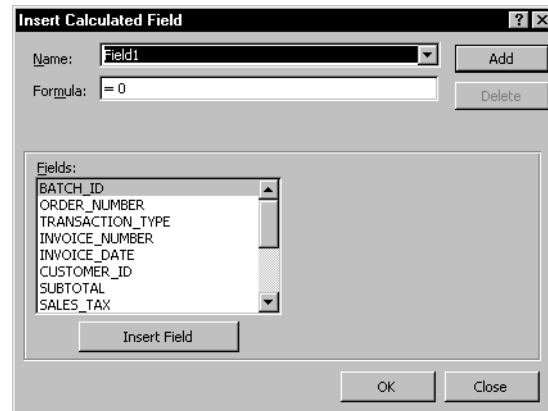
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3**. Change it to **4** and credit memos are displayed. Totals per type are also displayed.

## Adding a Calculated Field

You can also add new fields, like profit, to the data area. To add profit to the data area, follow these steps:

1. Highlight the last row in your data area, **Sum of UNIT\_PRICE**, right-click, and select **Insert**.

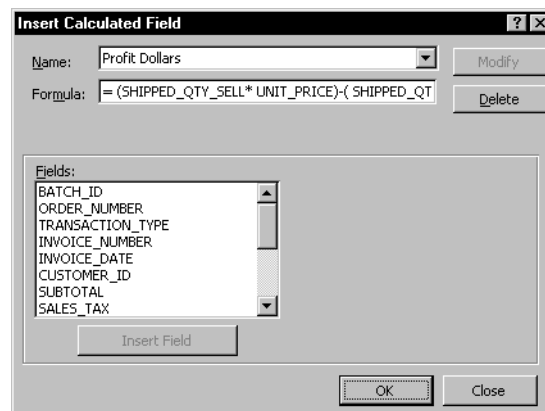
The Insert Calculated Field dialog box appears.



2. Enter the following information about the inserted field:

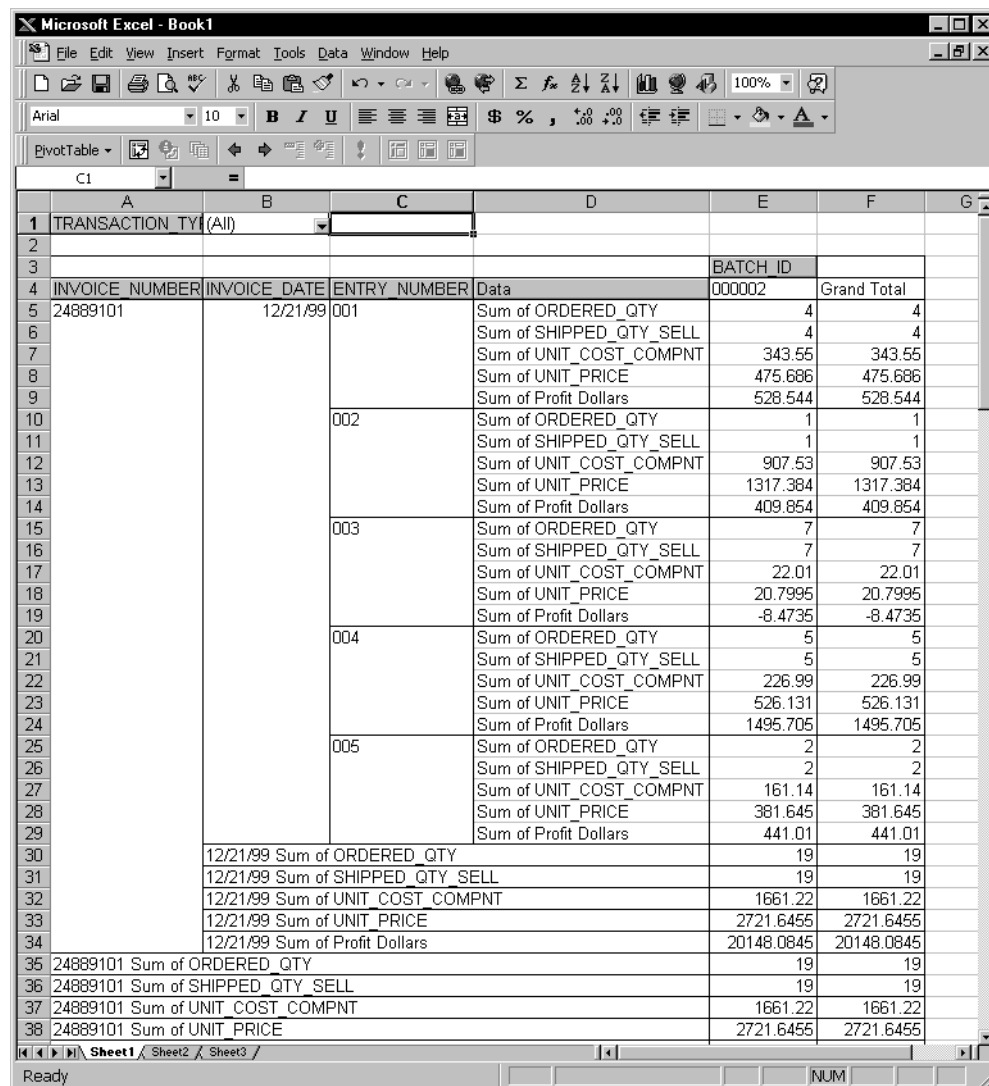
- Enter **Profit Dollars** in the Name field.
- Enter **=(SHIPPED\_QTY\_SELL\* UNIT\_PRICE) - ( SHIPPED\_QTY\_SELL\* UNIT\_COST\_COMPNT)** in the Formula field.

3. Click **Add**.



4. Click **OK**.

The PivotTable is displayed with the Sum of Profit Dollars field.



TRANSACTION TYPE (All)	BATCH ID	Grand Total
24889101	001	528.544
	002	1317.384
	003	409.854
	004	1495.705
	005	441.01
24889101	Sum of ORDERED_QTY	19
	Sum of SHIPPED_QTY_SELL	19
	Sum of UNIT_COST_COMPNT	1661.22
	Sum of UNIT_PRICE	2721.6455
	Sum of Profit Dollars	20148.0845
24889101	Sum of ORDERED_QTY	19
	Sum of SHIPPED_QTY_SELL	19
	Sum of UNIT_COST_COMPNT	1661.22
	Sum of UNIT_PRICE	2721.6455

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## Changing Field Properties

You can also change the properties of the fields in the table. For example, to remove the subtotals from the INVOICE\_DATE field:

1. Place your mouse cursor on the INVOICE\_DATE column heading, right-click and select **Field...** from the menu.

The PivotTable Field dialog box appears:



You can use the PivotTable Field dialog box to change the field name, its orientation on the PivotTable, its display mask, subtotalling options and so on.

2. To shut of the subtotals, select **None** under Subtotals and click OK.

The PivotTable is redisplayed reflecting your changes:

INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	BATCH_ID	Grand Total
24889101	12/21/99	001	Sum of ORDERED_QTY	4	4
			Sum of SHIPPED_QTY_SELL	4	4
			Sum of UNIT_COST_COMPNT	343.55	343.55
			Sum of UNIT_PRICE	475.686	475.686
			Sum of Profit Dollars	528.544	528.544
		002	Sum of ORDERED_QTY	1	1
			Sum of SHIPPED_QTY_SELL	1	1
			Sum of UNIT_COST_COMPNT	907.53	907.53
			Sum of UNIT_PRICE	1317.384	1317.384
			Sum of Profit Dollars	409.854	409.854
		003	Sum of ORDERED_QTY	7	7
			Sum of SHIPPED_QTY_SELL	7	7
			Sum of UNIT_COST_COMPNT	22.01	22.01
			Sum of UNIT_PRICE	20.7995	20.7995
			Sum of Profit Dollars	-8.4735	-8.4735
		004	Sum of ORDERED_QTY	5	5
			Sum of SHIPPED_QTY_SELL	5	5
			Sum of UNIT_COST_COMPNT	226.99	226.99
			Sum of UNIT_PRICE	526.131	526.131
			Sum of Profit Dollars	1495.705	1495.705
		005	Sum of ORDERED_QTY	2	2
			Sum of SHIPPED_QTY_SELL	2	2
			Sum of UNIT_COST_COMPNT	161.14	161.14
			Sum of UNIT_PRICE	381.645	381.645
			Sum of Profit Dollars	441.01	441.01
24889101			Sum of ORDERED_QTY	19	19
			Sum of SHIPPED_QTY_SELL	19	19
			Sum of UNIT_COST_COMPNT	1661.22	1661.22
			Sum of UNIT_PRICE	2721.6455	2721.6455
			Sum of Profit Dollars	20148.0845	20148.0845
24889102	12/21/99	001	Sum of ORDERED_QTY	3	3
			Sum of SHIPPED_QTY_SELL	3	3

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## Moving Fields and Sorting Data

You can dramatically change the appearance of the table by moving the fields around. Fields appear on the PivotTable as gray blocks with the field name on them. To move any field, simply drag it to a new destination.

You can change your PivotTable by moving fields in these ways:

### Changing the Selection Fields

If you want to be able to limit the data in the table, you can make any field in the table part of the selection criteria by moving it to the Page area.

For example, to select a specific batch for this table rather than displaying all the batches across the table columns as they are in our sample table, follow these steps:

1. Position the mouse cursor over the BATCH\_ID field, press and hold the left mouse button.

As you drag the BATCH\_ID field around the table, the cursor changes to show where you can drop it. If the cursor looks like a block with an X over it, you will remove the field from the table by dropping it there.

2. Drag the BATCH\_ID field to the left of the TRANSACTION\_TYPE field and drop it there.



The change appears immediately:

	A	B	C	D	E	F
1	BATCH ID	(All)				
2	TRANSACTION TYPE	(All)				
3						
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	
6				Sum of SHIPPED_QTY_SELL	4	
7				Sum of UNIT_COST_COMPNT	343.55	
8				Sum of UNIT_PRICE	475.686	
9				Sum of Profit Dollars	528.544	
10			002	Sum of ORDERED_QTY	1	
11				Sum of SHIPPED_QTY_SELL	1	
12				Sum of UNIT_COST_COMPNT	907.53	
13				Sum of UNIT_PRICE	1317.384	
14				Sum of Profit Dollars	409.854	
15			003	Sum of ORDERED_QTY	7	
16				Sum of SHIPPED_QTY_SELL	7	
17				Sum of UNIT_COST_COMPNT	22.01	
18				Sum of UNIT_PRICE	20.7995	
19				Sum of Profit Dollars	-8.4735	
20			004	Sum of ORDERED_QTY	5	
21				Sum of SHIPPED_QTY_SELL	5	
22				Sum of UNIT_COST_COMPNT	226.99	
23				Sum of UNIT_PRICE	526.131	
24				Sum of Profit Dollars	1495.705	
25			005	Sum of ORDERED_QTY	2	
26				Sum of SHIPPED_QTY_SELL	2	
27				Sum of UNIT_COST_COMPNT	161.14	
28				Sum of UNIT_PRICE	381.645	
29				Sum of Profit Dollars	441.01	
30	24889101			Sum of ORDERED_QTY	19	
31	24889101			Sum of SHIPPED_QTY_SELL	19	
32	24889101			Sum of UNIT_COST_COMPNT	1661.22	
33	24889101			Sum of UNIT_PRICE	2721.6455	
34	24889101			Sum of Profit Dollars	20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	
36				Sum of SHIPPED_QTY_SELL	3	

## Changing the Column Data

You can change the data that appears in the columns in the table by dragging the fields or data block to the column heading area.

For example, to show the quantity, price, cost and profit information in our table across the columns instead of in the data block as they now appear, drag the **Data** field above the **Total** column heading and drop it there.

The change appears immediately:

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The PivotTable is set to show data for "Data" (the data source) and is currently displaying a list of transactions. The columns are labeled as follows:

INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
24889101	12/21/99	001	4	4	343.55	475.686	528.544
		002	1	1	907.53	1317.364	409.854
		003	7	7	22.01	20.7995	-8.4735
		004	5	5	226.99	526.131	1495.705
		005	2	2	161.14	381.645	441.01
24889101 Total			19	19	1661.22	2721.5455	20148.0645
24889102	12/21/99	001	3	3	640.63	1485.495	1933.995
		002	3	3	152	381.645	688.935
		003	4	4	171.55	417.96	965.64
24889102 Total			10	10	1164.38	2285.1	11207.2
24889103	12/21/99	001	3	3	348.0682	475.686	382.8834
		002	2	2	874.56	1317.384	895.648
		003	5	5	0	51.381	256.905
24889103 Total			10	10	1222.6182	1844.451	6218.328
24889104	12/21/99	001	10	10	1342.87	2417.166	10742.96
		002	5	5	22.01	51.381	146.855
		003	1	1	226.99	526.131	299.141
24889104 Total			16	16	1591.87	2994.678	22444.928
24889105	12/21/99	001	1	1	855.61	1485.495	629.885
		002	4	4	161.14	381.645	882.02
		003	4	4	176.47	417.96	965.96
24889105 Total			9	9	1193.22	2285.1	9826.92
24889106	12/21/99	001	5	5	145.98	342.144	980.82
24889106 Total			5	5	145.98	342.144	980.82
Grand Total			69	69	6979.2882	12473.1185	379074.2907

## Changing the Data Sort

To change the order in which the data is displayed, you can simply change the Row fields around.

For example, our PivotTable is sorted by Invoice Number. To sort it by Invoice Date instead, click and drag the INVOICE\_DATE field to the left of the INVOICE\_NUMBER field.

The data is sorted by Invoice Date and is redisplayed:

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

10 B / U

DivotTable

BS

INVOICE\_NUMBER

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4			Data					
5	INVOICE_DATE	INVOICE_NUMBER	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	12/21/99	24889101	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11		24889101 Total		19	19	1661.22	2721.6455	20148.0845
12		24889102	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15		24889102 Total		10	10	1164.38	2285.1	11207.2
16		24889103	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19		24889103 Total		10	10	1222.6182	1844.451	6218.328
20		24889104	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23		24889104 Total		16	16	1591.87	2994.678	22444.928
24		24889105	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27		24889105 Total		9	9	1193.22	2285.1	9826.92
28		24889106	001	5	5	145.98	342.144	980.82
29		24889106 Total		5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2682	12473.1185	379074.2907
31								

Sheet1 / Sheet2 / Sheet3 /

Ready

NUM

You can also drag the selection fields from the Page area to the Row area to sort the data by those fields.

---

## **More About Using PivotTables**

Feel free to experiment with the orientation of the fields on this sample report. As you become more familiar with the tables and how to use them, you can enjoy the benefits of viewing your data in new and different ways.

For more information about PivotTables, see the Microsoft Excel documentation or online help.

---

# Installation

---

# 2

You can put the Purchase Order ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The Purchase Order Report Applet needs a minimum of 111 kilobytes (111KB) for installation. You must also have installed Purchase Order and the ODBC Kit on your system, and the ODBC drivers on the Windows workstation.

## Installing the Report Applet

Use the Install Application function on the Resource Manager Installation menu to install the report applet. You must install the Accounts Payable and Purchase Order applications before you install this report applet.

The installation will treat the report applet as though you are reinstalling Purchase Order. This is normal behavior.

---

### Note

You must install the applet for Accounts Payable in order to access the vendors, and other master file and historical information you enter.

---

When you install the report applet, Resource Manager copies the PivotTables to the directory where your Purchase Order programs are stored. You must have access to this directory from your Windows machine to access the tables in Microsoft Excel.

---

## The CONFIG.TPM File

When you install the ODBC Kit, you specify the location of the data files and data dictionaries in a file called CONFIG.TPM. You can build this file using the ODBC Kit functions. You can store this file in any directory, but the report applets expect the file to be located in the C:\WINDOWS directory.

If your CONFIG.TPM file is stored in a different directory, you have three choices for using the PivotTables supplied with the report applet:

1. Move the CONFIG.TPM file to the C:\WINDOWS directory and change any Data Sources you have set up and any ODBC reports or spreadsheets you have already set up to use the CONFIG.TPM in its new location.
2. Copy the CONFIG.TPM file to the C:\WINDOWS directory and leave a copy in its current location. You do not need to change any Data Sources or reports you have set up, but you need to make any changes in both files.
3. Change the PivotTables provided with this report applet to use the CONFIG.TPM file in its current location. You can find instructions for doing this below.

If you choose methods 1 or 2 above, you can load the PivotTables in Microsoft Excel and begin using them with your data by using the Refresh Data command in Excel.

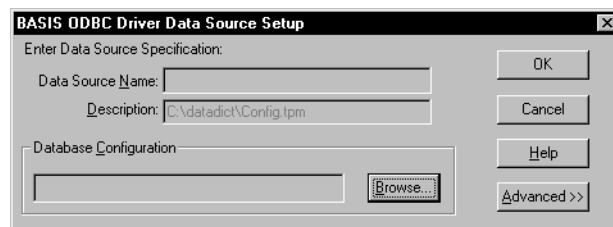
If you choose option 3, follow the instructions below to point the PivotTable to the correct CONFIG.TPM file.

## Using a Different CONFIG.TPM

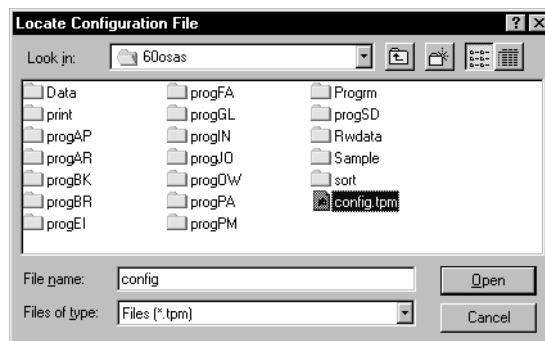
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:



When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



To specify the location of your CONFIG.TPM file, click Browse and select the file from the location screen:



When you select the file, the final dialog appears:



When you click on OK, the PivotTable is updated with your accounting data.

## Report Applet PivotTables

Use the descriptions of the PivotTables in chapter 3 to work with your accounting data.



---

## PO PivotTables

---

# 3

PO Order Detail	3-3
PO Invoice Detail	3-5
PO Invoice Totals	3-7
PO Purchase Requisitions	3-11
PO Receipt of Goods	3-13
PO Transaction Summary	3-15
PO Tax Report	3-19



---

## PO Order Detail

---

### File Name

PODETORD.XLS

### Description

The PO Order Detail PivotTable uses the data in the Open Order Detail (POORx) file to display detailed information about the purchase orders you have on file.

The data is sorted by Transaction Number, Item ID and Location ID, but you can easily change the sort order, or add the Order Status and Vendor ID to the sort.

### Active Fields

Default Field Type	Field
Page	Order Status Vendor ID
Row	Transaction Number Item ID Location ID
Column	Order Quantity Received Quantity Invoiced Quantity Unit Cost Extended Order Cost

## PO Order Detail PivotTable Sample

Microsoft Excel - Podetord

File Edit View Insert Format Tools Data Window Help

100%

PivotTable

A9 = Order Status

	A	B	C	D	E	F	G	H
1	<b>PO Order Detail</b>							
2				<b>Order Status:</b>				
3				"1" = New				
4				"2" = Printed				
5				"3" = Invoice Received				
6				"4" = Goods Received				
7				"5" = Return Shipped				
8				"6" = Debit Memo Applied				
9	Order Status	(All)		"7" = Cancelled				
10	Vendor ID	(All)						
11								
12				<b>Data</b>				
13	Trans. Num.	Item ID	Location ID	Order Qty.	Received Qty.	Invoice Qty.	Unit Cost	Extended Order Cost
14	00000030	450	CA0001	5.0000	0.0000	0.0000	152.0000	760.00
15		460	CA0001	6.0000	0.0000	0.0000	176.4700	1058.82
16		600	CA0001	3.0000	0.0000	0.0000	121.0300	363.09
17	00000031		MD0001	24.0000	24.0000	0.0000	57.3600	1376.64
18	00000032	150	MN0001	2.0000	0.0000	0.0000	907.5300	1815.06
19		250	MN0001	10.0000	0.0000	0.0000	1342.8700	13428.70
20		300	MN0001	4.0000	0.0000	0.0000	22.0100	88.04
21		350	MN0001	4.0000	0.0000	0.0000	226.9900	907.96
22		650	MN0001	4.0000	0.0000	0.0000	14010.7000	56042.80
23	00000033	100	MD0001	5.0000	0.0000	0.0000	348.0580	1740.29
24		150	MD0001	3.0000	0.0000	0.0000	874.5600	2623.68
25		250	MD0001	6.0000	0.0000	0.0000	1298.2400	7789.44
26	00000034	100	MN0001	15.0000	11.0000	0.0000	1374.2000	20613.00
27		150	MN0001	5.0000	6.0000	0.0000	3630.1200	18150.60
28	00000035	300	CA0001	8.0000	6.0000	6.0000	19.8900	159.12
29		350	CA0001	4.0000	4.0000	4.0000	210.0300	840.12
30		400	CA0001	12.0000	10.0000	10.0000	840.8300	10089.96
31		550	CA0001	8.0000	3.0000	2.0000	1036.1000	8288.80
32	00000036	100	MN0001	4.0000	4.0000	4.0000	687.1000	2748.40
33		150	MN0001	2.0000	2.0000	2.0000	907.5300	1815.06
34	00000037	400	MN0001	2.0000	2.0000	2.0000	855.6100	1711.22
35		450	MN0001	5.0000	5.0000	5.0000	161.1400	805.70
36		550	MN0001	7.0000	7.0000	7.0000	1036.1000	7252.70
37	00000038	600	MN0001	6.0000	6.0000	6.0000	121.0300	726.18
38	Grand Total			154.0000	90.0000	48.0000	30417.4980	4684294.69
39								

Sheet1

Ready

---

## PO Invoice Detail

---

### File Name

POINVDET.XLS

### Description

The PO Invoice Detail PivotTable uses the data in the Invoice Detail (PORIx) file to display detailed information about the invoices you've received from your vendors and applied to your purchase orders.

The data is sorted by Transaction Number, Entry Number and Sequence Number, but you can easily change the sort order or add the GL Period, Invoice Status or Invoice Source to the sort.

### Active Fields

Default Field Type	Field
Page	GL Period
	Invoice Status
	Invoice Source
Row	Transaction Number
	Entry Number
	Sequence Number
Column	Quantity
	Unit Cost
	Extended Cost

## PO Invoice Detail PivotTable Sample

Microsoft Excel - Poinvdet

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

PivotTable

A3 = GL Period

A	B	C	D	E	F	G	H	I
1	PO Invoice Detail							
2			Invoice Status:					
3	GL Period	(All)	"0" = Current					
4	Invoice Status	(All)	"1" = Posted					
5	Invoice Source	(All)						
6								
7			Data					
8	Transaction No.	Entry No.	Sequence No.	Qty.	Unit Cost	Ext. Cost		
9	00000035	001	001	6.0000	19.8900	119.34		
10		002	001	4.0000	210.0300	840.12		
11		003	001	10.0000	840.8300	8408.30		
12		004	001	2.0000	1036.1000	2072.20		
13	00000036	001	001	3.0000	343.5500	1030.65		
14		002	001	2.0000	907.5300	1815.06		
15		003	001	1.0000	343.5500	343.55		
16	00000037	001	001	2.0000	855.6100	1711.22		
17		002	001	5.0000	161.1400	805.70		
18		003	001	7.0000	1036.1000	7252.70		
19	00000038	001	001	6.0000	121.0300	726.18		
20	Grand Total			48.0000	5875.3600	25125.02		
21								

Sheet1

Ready

NUM

---

## PO Invoice Totals

---

### File Name

POINVTOT.XLS

### Description

The PO Invoice Totals PivotTable uses the data in the Invoice Header (PORTx) file to display summarized totals for the invoices you have received from your vendors and applied to your orders.

The PO Invoice Totals PivotTable consists of these related spreadsheets: Current Totals and Posted Totals. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

The information is sorted by Transaction Number, Sequence Number, Invoice Number and Invoice Date, but you can change the sort easily to include the Invoice Status or Invoice Source.

## PO Invoice Totals–Current Totals Sheet

### Active Fields

Default Field Type	Field
Page	Invoice Status Invoice Source
Row	Transaction Number Sequence Number Invoice Number Invoice Date
Column	Taxable and Nontaxable Subtotals Tax Freight Miscellaneous Charges Discount Prepaid Amount

### PO Invoice Totals–Current Totals PivotTable Sample

Microsoft Excel - PivotTable

File Edit View Insert Format Tools Data Window Help

100%

PivotTable -

A3 = Invoice Status

	A	B	C	D	E	F	G	H	I	J	K
1	<b>PO Invoice Totals</b>										
2											
3	Invoice Status	(All)			Invoice Status:						
4	Invoice Source	(All)			"0" = Current						
5					"1" = Posted						
6											
7	Trans. No.	Sequence	Invoice No.	Inv. Date	Taxable Subtotal	Nontax Subtotal	Tax	Freight	Misc.	Discount	Prepaid
8	00000035	001	198307	12/21/99	11439.96	0.00	686.40	0.00	0.00	242.53	0.00
9	00000036	001	46017	12/21/99	3189.26	0.00	191.35	0.00	0.00	0.00	0.00
10	00000037	001	4100	12/21/99	9769.62	0.00	586.17	0.00	0.00	0.00	0.00
11	00000038	001	50700	12/21/99	726.18	0.00	43.57	0.00	0.00	0.00	0.00
12	Grand Total				25125.02	0.00	1507.49	0.00	0.00	242.53	0.00
13											

Current Totals / Posted Totals

Ready



## PO Invoice Totals–Posted Totals Sheet

### Active Fields

Default Field Type	Field
Page	Invoice Status Invoice Source
Row	Transaction Number Sequence Number Invoice Number Invoice Date
Column	Taxable and Nontaxable Subtotals Tax Freight Miscellaneous Charges Discount Prepaid Amount

### PO Invoice Totals–Posted Totals PivotTable Sample

Microsoft Excel - PivotTable

File Edit View Insert Format Tools Data Window Help

100%

PivotTable

A3 = Invoice Status

	A	B	C	D	E	F	G	H	I	J	K
1	<b>PO Invoice Totals</b>										
2				<b>Invoice Status:</b>		<b>Invoice Source:</b>					
3	Invoice Status	(All)		"0" = Current		"1" = Invoice					
4	Invoice Source	(All)		"1" = Posted		"5" = Debit Memo					
5											
6					<b>Data</b>						
7	Trans. No.	Sequence No.	Invoice No.	Inv. Date	Taxable Subtotal	Nontax Subtotal	Tax	Freight	Misc.	Discount	Prepaid
8	00000035	001	198307	12/21/99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	00000036	001	46017	12/21/99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	00000037	001	4100	12/21/99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	00000038	001	50700	12/21/99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	Grand Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00
13											

Current Totals Posted Totals

Ready

NUM



---

# PO Purchase Requisitions

---

## File Name

POPURREQ.XLS

## Description

The PO Purchase Requisitions PivotTable uses the data in the Purchase Requisitions (POPQx) file to display detailed information about the items that have been requisitioned, but not yet placed in a purchase order.

The report is sorted by Item ID and Location ID, but you can easily change the order of the sort, or add the Source Application and Vendor ID to the sort.

## Active Fields

Default Field Type	Field
Page	Source Application Vendor ID
Row	Item ID Location ID
Column	Quantity Ordered Unit Cost Extended Cost

## PO Purchase Requisitions PivotTable Sample

Microsoft Excel - Popurreq

File Edit View Insert Format Tools Data Window Help

PivotTable: A3 = Source App.

	A	B	C	D	E	F	G	H
1	<b>PO Purchase Requisitions</b>							
2								
3	Source App.	(All)						
4	Vendor ID	(All)						
5								
6			Data					
7	Item ID	Location ID	Qty. Ordered	Unit Cost	Ext. Cost			
8	100	MN0001	3.0000	343.5500	1030.65			
9	450	MN0001	5.0000	161.1400	805.70			
10	460	MN0001	5.0000	176.4700	882.35			
11	Grand Total		13.0000	681.1600	2718.70			
12								

Sheet1

Ready NUM

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## PO Receipt of Goods

---

### File Name

PORECPT.XLS

### Description

The PO Receipt of Goods PivotTable uses the data in the Receipts Detail (PORGX) file to display detailed information about the goods you've received against your current purchase orders.

The report is sorted by Transaction Number, Entry Number and Sequence Number, but you can easily change the sort order to include the GL Period, Receipt Status or Source Code.

### Active Fields

Default Field Type	Field
Page	GL Period Receipt Status Source
Row	Transaction Number Entry Number Sequence Number
Column	Quantity Unit Cost Extended Cost

## PO Receipt of Goods PivotTable Sample

Microsoft Excel - Porecpt

File Edit View Insert Format Tools Data Window Help

10 Arial B I U

PivotTable GL Period

PO Receipt of Goods						
			Receipt Status:		Source:	
GL Period (All)			"0" = Current		"1" = Purchase	
Receipt Status (All)			"1" = Posted		"5" = Return	
Source (All)						
			Data			
Transaction Num.	Entry Number	Sequence No.	Qty.	Unit Cost	Ext. Cost	
00000031	001	001	24.0000	57.3600	1376.64	
00000034	001	001	3.0000	343.5500	1030.65	
	002	001	3.0000	907.5300	2722.59	
	003	001	1.0000	907.5300	907.53	
	004	001	3.0000	343.5500	1030.65	
	005	001	3.0000	343.5500	1030.65	
	006	001	2.0000	343.5500	687.10	
	007	001	1.0000	907.5300	907.53	
	008	001	1.0000	907.5300	907.53	
00000035	001	001	6.0000	19.8900	119.34	
	002	001	4.0000	210.0300	840.12	
	003	001	10.0000	840.8300	8408.30	
	004	001	3.0000	1036.1000	3108.30	
00000036	001	001	3.0000	343.5500	1030.65	
	002	001	2.0000	907.5300	1815.06	
	003	001	1.0000	343.5500	343.55	
00000037	001	001	2.0000	855.6100	1711.22	
	002	001	5.0000	161.1400	805.70	
	003	001	7.0000	1036.1000	7252.70	
00000038	001	001	6.0000	121.0300	726.18	
Grand Total			90.0000	10937.0400	36761.99	

Sheet1

Ready NUM

---

## PO Transaction Summary

---

### File Name

POTRNSUM.XLS

### Description

The PO Transaction Summary PivotTable uses the data in the Open Order Header (POOHx) file to display summarized totals for the open purchase orders you have on file.

The PO Transaction Summary PivotTable consists of these related spreadsheets: Invoice Totals, Posted Totals and Memo Totals. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

The information is sorted by Transaction Number and Vendor ID, but you can change the sort easily to include the Order Status.

## PO Transaction Summary–Invoice Totals Sheet

### Active Fields

Default Field Type	Field
Page	Order Status
Row	Transaction Number Vendor ID
Column	Taxable and Nontaxable Subtotals Tax Freight Miscellaneous Charges Discount Prepaid Amount

### PO Transaction Summary–Invoice Totals PivotTable Sample

Microsoft Excel - Potnsum

File Edit View Insert Format Tools Data Window Help

PivotTable -

A9 = Order Status

	A	B	C	D	E	F	G	H	I
1	PO Transaction Summary								
2				<b>Order Status:</b>					
3				"1" = New					
4				"2" = Printed					
5				"3" = Invoice Received					
6				"4" = Goods Received					
7				"5" = Return Shipped					
8				"6" = Debit Memo Applied					
9	Order Status	(All)		"7" = Cancelled					
10									
11			Data						
12	Trans. Number	Vendor ID	Taxable Subtotal	Nontax Subtotal	Tax	Freight	Misc.	Discount	Prepaid
13	00000030	TIM001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	00000031	MIL001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	00000032	PLA001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	00000033	BOR001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	00000034	ELL001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Invoice Totals		1,120.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Posted Totals								
20	Memo Totals								

Ready



## PO Transaction Summary–Posted Totals Sheet

### Active Fields

Default Field Type	Field
Page	Order Status
Row	Transaction Number Vendor ID
Column	Taxable and Nontaxable Subtotals Tax Freight Miscellaneous Charges Discount Prepaid Amount

### PO Transaction Summary–Posted Totals PivotTable Sample

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Potnsum". The PivotTable is set to show "Order Status" by "Transaction Number" and "Vendor ID". The data includes columns for "Taxable Subtotal", "Nontax Subtotal", "Tax", "Freight", "Misc.", "Discount", and "Prepaid".

Order Status	Trans. Number	Vendor ID	Taxable Subtotal	Nontax Subtotal	Tax	Freight	Misc.	Discount	Prepaid
(All)	00000030	TIM001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	00000031	MIL001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	00000032	PLA001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	00000033	BOR001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	00000034	ELL001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00

The PivotTable is located in the range A9:J17. The PivotTable Fields task pane shows "Order Status" in the Filter area, "Transaction Number" and "Vendor ID" in the Row area, and "Taxable Subtotal", "Nontax Subtotal", "Tax", "Freight", "Misc.", "Discount", and "Prepaid" in the Column area.

## PO Transaction Summary–Memo Totals Sheet

### Active Fields

Default Field Type	Field
Page	Order Status
Row	Transaction Number Vendor ID
Column	Taxable and Nontaxable Subtotals Tax Freight Miscellaneous Charges Discount Prepaid Amount

### PO Transaction Summary–Memo Totals PivotTable Sample

PO Transaction Summary									
Order Status:									
"1" = New									
"2" = Printed									
"3" = Invoice Received									
"4" = Goods Received									
"5" = Return Shipped									
"6" = Debit Memo Applied									
"7" = Cancelled									
Data									
Trans. Number	Vendor ID	Taxable Sub.	Nontax Sub.	Tax	Freight	Misc.	Discount	Prepaid	
00000030	TIM001	2181.91	0.00	130.92	0.00	0.00	0.00	0.00	
00000031	MIL001	1376.64	0.00	55.07	0.00	0.00	0.00	0.00	
00000032	PLA001	72282.56	0.00	4336.95	0.00	0.00	0.00	0.00	
00000033	BOR001	12153.41	0.00	729.21	0.00	0.00	0.00	0.00	
00000034	ELL001	9690.90	0.00	581.44	0.00	0.00	0.00	0.00	
00000035	MIL001	10278.00	0.00	1163.60	0.00	0.00	0.00	0.00	
Memo Totals									

---

# PO Tax Report

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## File Name

POTRNTAX.XLS

## Description

The PO Tax Report PivotTable uses the data in the Open Order Header (POOHx) file to display summarized sales tax breakdowns for your purchase orders.

The report is sorted by Vendor ID and Location ID, but you can easily change the sort order or include the Order Status in the sort.

## Active Fields

Default Field Type	Field
Page	Order Status
Row	Vendor ID Location ID
Column	Level 1 Tax and Taxable Subtotal Level 2 Tax and Taxable Subtotal Level 3 Tax and Taxable Subtotal Level 4 Tax and Taxable Subtotal Level 5 Tax and Taxable Subtotal

## PO Tax Report PivotTable Sample

Microsoft Excel - Potntax

File Edit View Insert Format Tools Data Window Help

100%

PivotTable

A9 = Order Status

	A	B	C	D	E	F	G	H	I	J	K	L
1	PO Tax Report											
2				Order Status:								
3				1 = New								
4				2 = Printed								
5				3 = Invoice Received								
6				4 = Goods Received								
7				5 = Return Shipped								
8				6 = Debit Memo Applied								
9	Order Status (All)			7 = Cancelled								
10												
11			Data									
12	Vendor ID	Location ID	Lvl. 1 Tax	Lvl. 1 Taxable	Lvl. 2 Tax	Lvl. 2 Taxable	Lvl. 3 Tax	Lvl. 3 Taxable	Lvl. 4 Tax	Lvl. 4 Taxable	Lvl. 5 Tax	Lvl. 5 Taxable
13	ACE001	MN0001	191.35	3189.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	BOR001	MD0001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	CLE001	MN0001	586.17	9769.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	ELL001	MN0001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	JOH001	MN0001	43.57	726.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	MIL001	CA0001	686.40	11439.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19		MD0001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	PLA001	MN0001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	TIM001	CA0001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	Grand Total		1507.49	25125.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23												

Sheet1

Ready

NUM

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