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OPEN SYSTEMS® Accounting Software

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**Direct Deposit ODBC Report Applet  
User's Manual**

PN/2210.DDO60

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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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# Contents

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## **Introduction**

General Information	1-3
Direct Deposit Data Files	1-5
Introduction to PivotTables	1-7
Creating Microsoft Excel PivotTables	1-9

## **Installation**

**2-1**

## **Direct Deposit PivotTables**

DD Current Vouchers	3-3
DD Master List	3-5
DD Voucher History	3-7

## **Index**



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# Introduction

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# 1

General Information	1-3
Direct Deposit Data Files	1-5
Introduction to PivotTables	1-7
Creating Microsoft Excel PivotTables	1-9



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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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# Direct Deposit Data Files

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You use the Direct Deposit (DD) system to as an add-on to the Payroll application. With Direct Deposit, you can calculate automatic deposits to employee accounts, create the necessary magnetic media, print vouchers for the employee and track the amounts deposited.

## DD Data Files

The Direct Deposit Report Applet contains several spreadsheets that report information from the OSAS Direct Deposit data files. The PivotTables in the DD Report Applet are based on these data files:

### DDDIxxx

The Direct Deposit Deduction Information file stores information about each employee's bank accounts and the amount of the employee's pay to be deposited in each account. Data from this file is used in the DD Master List (DDMASTER.XLS) PivotTable.

### DDVKxxx

The Direct Deposit Vouchers file stores information about the direct deposits to be made during the current payroll check cycle. The information stored in this file is displayed on the DD Current Vouchers (DDCURVOU.XLS) PivotTable.

### DDVHxxx

The Direct Deposit Voucher History file stores historical information about each direct deposit transaction from past payroll check cycles. The data stored in the DDVHxxx file is the basis of the DD Voucher History (DDVOUHST.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 Direct Deposit 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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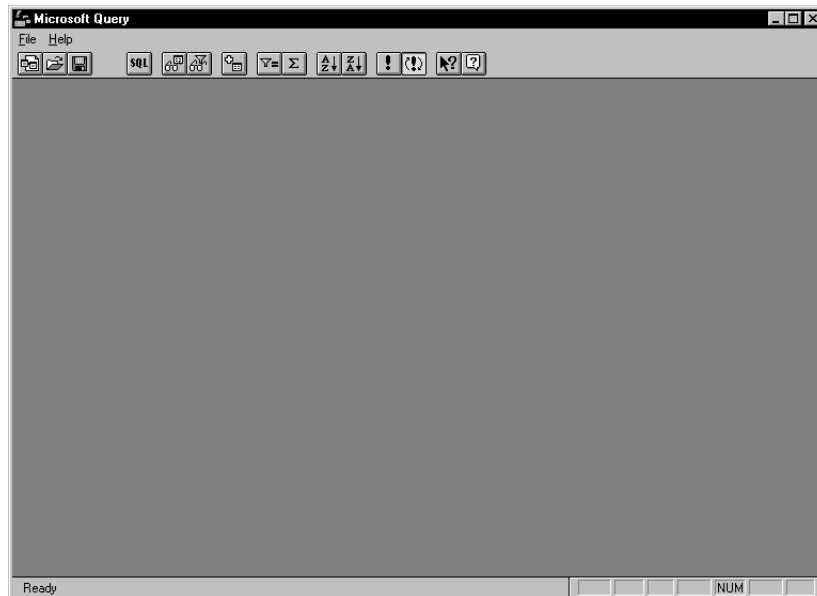
**Note**

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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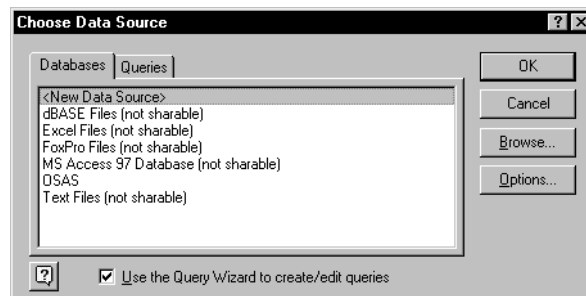
## Building a Query For a PivotTable

1. Start Microsoft Query.



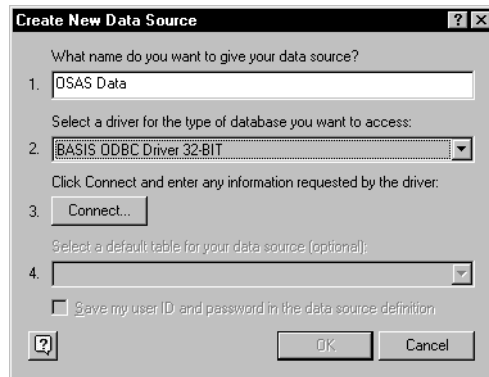
2. Under the **F**ile menu, select **N**ew.

The Choose Data Source screen appears.



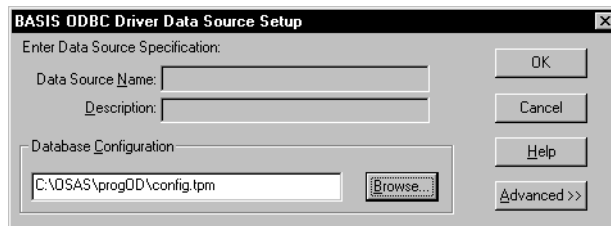
3. Select **<New Data Source>**, and click **OK**.

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 **B**rowse and locate the file.

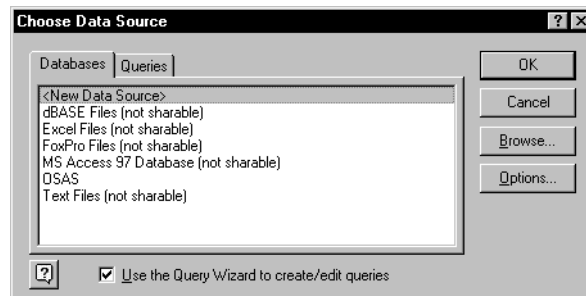
If you have already built the shadow dictionary, click on the **Advanced** button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **Advanced** button.

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.)

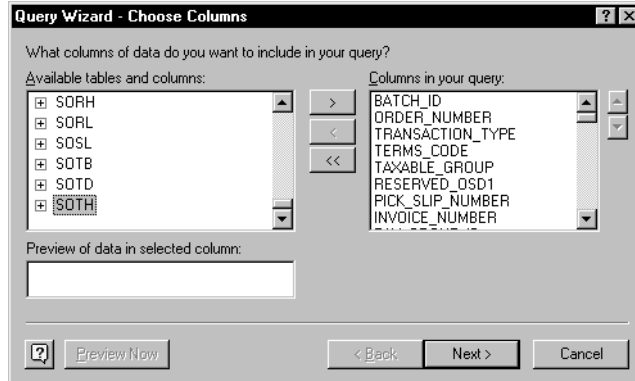
The Choose Data Source box appears.



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

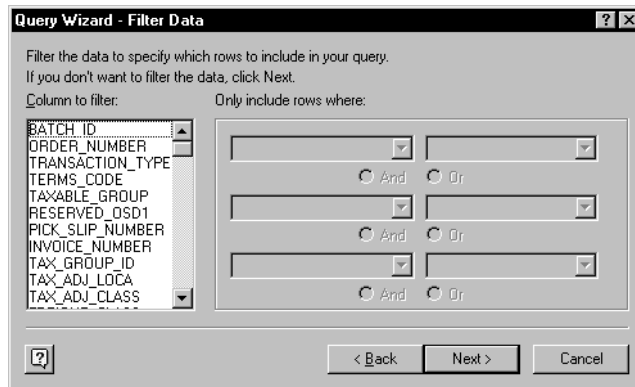


The Choose Columns screen appears.



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 >**.

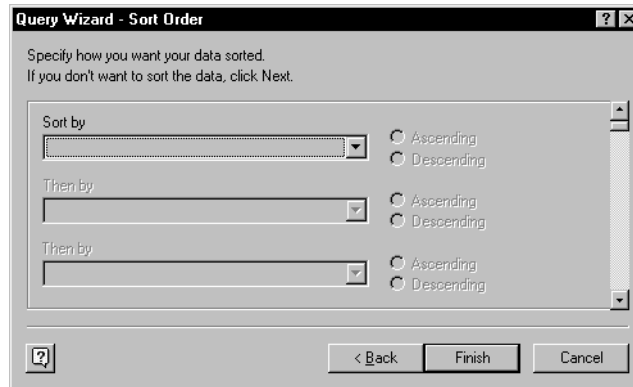
The Filter Data box appears.



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.)

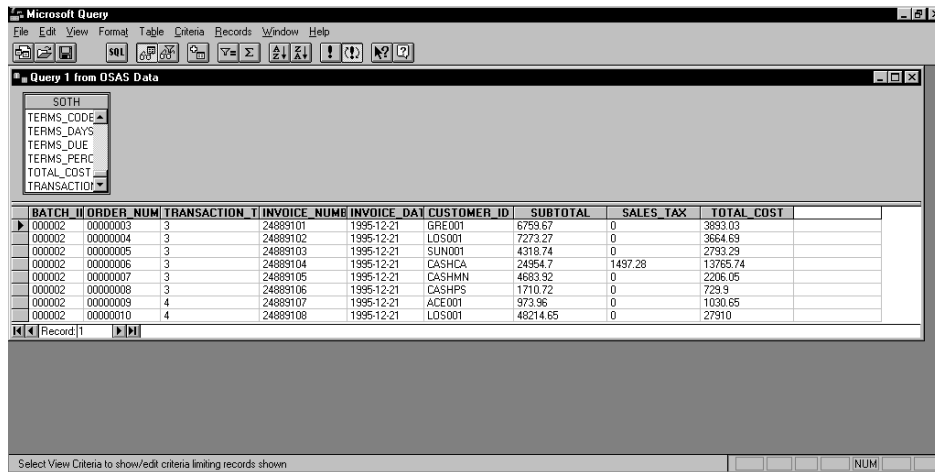
12. Click **Next >**.

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.



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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.

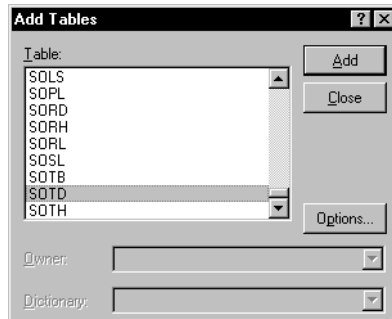
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14. Select the following fields:

- 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.

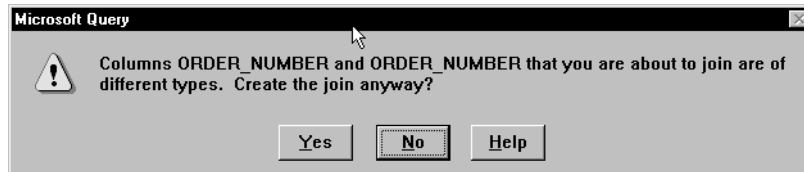
## Joining Tables

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.

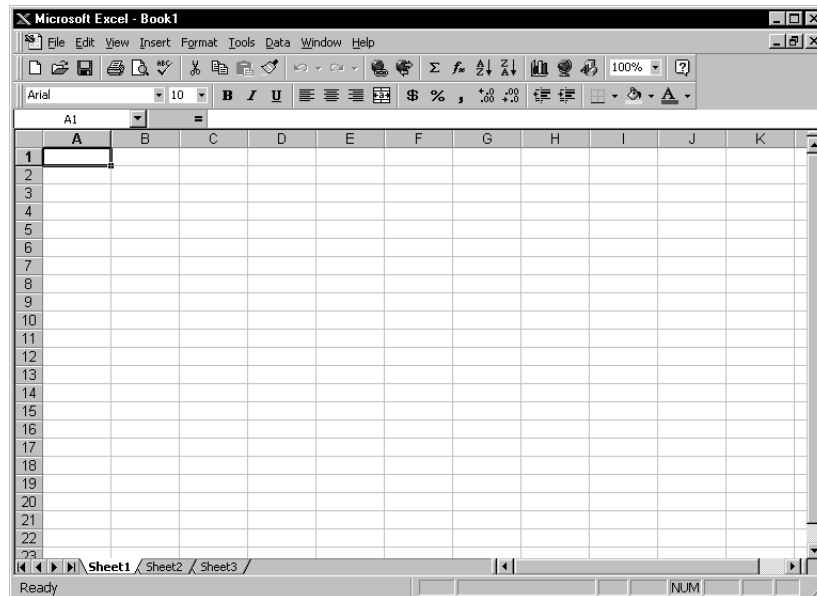


20. Select the following fields from the **SOTD** table:
  - **ENTRY\_NUMBER**
  - **UNIT\_COST\_COMPNT**
  - **UNIT\_PRICE**
  - **ORDERED\_QTY**
  - **SHIPPED\_QTY\_SELL**
  - **BACKORDERED\_QTY.**
21. Select **S**ave from the **F**ile menu to save the query.

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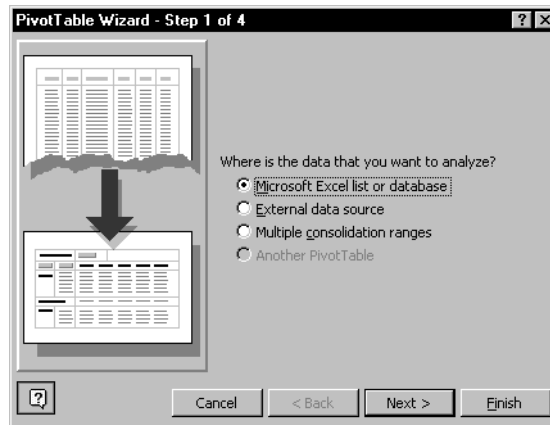
## Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



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

The PivotTable Wizard appears.



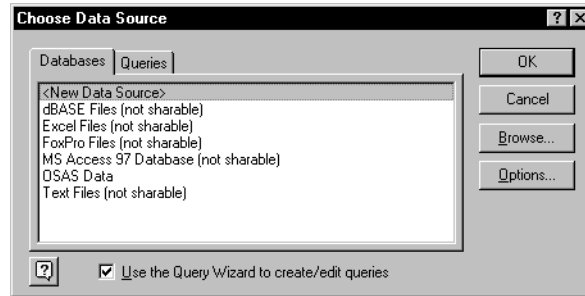
3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next >**.

The PivotTable Wizard Step 2 dialog box appears.

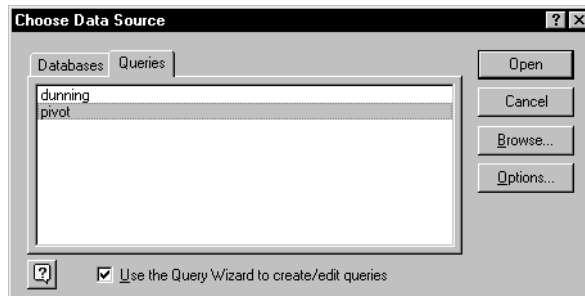


4. In step 2 of the Wizard, click **Get Data**.

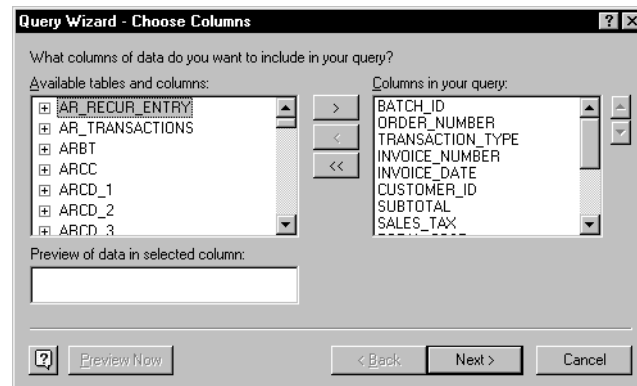
The Choose Data Source box from Microsoft Query appears.



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



The Choose Columns box under Query appears.



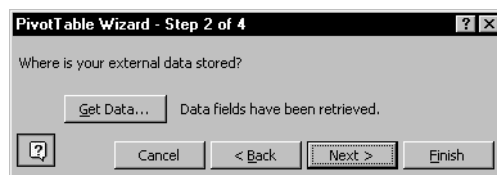
6. Click **Next >**. The query columns are displayed.
7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

The Query Wizard - Finish dialog box appears.



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

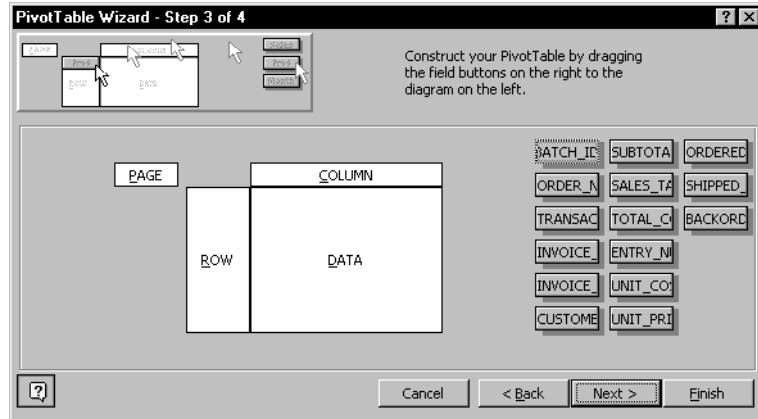
You are returned to the PivotTable Wizard Step 2 dialog box.



9. Click **Next >**.



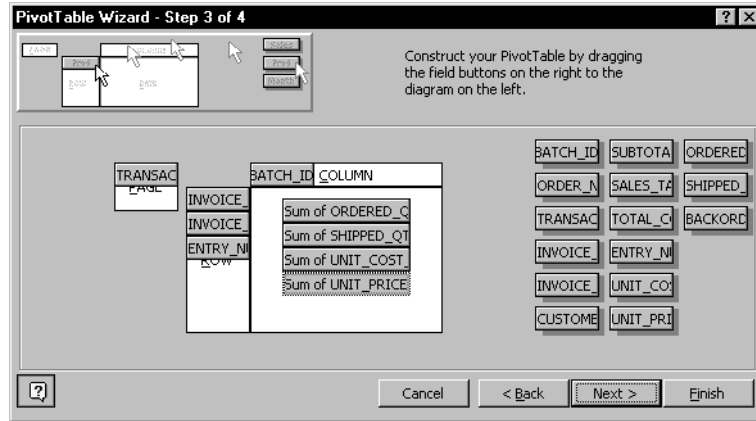
The PivotTable Wizard Step 3 dialog box appears.



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.

INVOICE	INVOICE	ENTRY ID	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

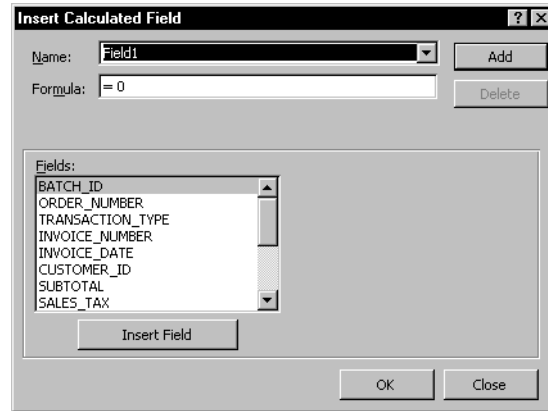
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3**. Change it to **4** and credit memos are displayed. Totals per type are also displayed.

### 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**.

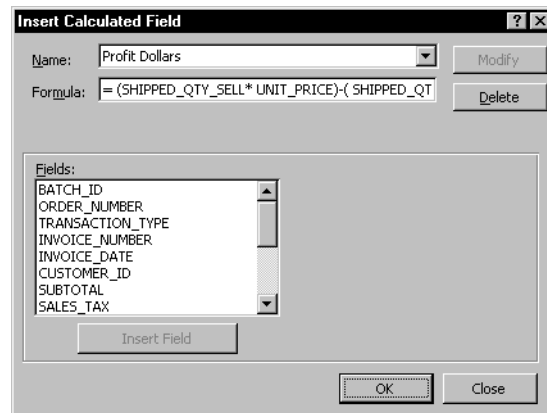
The Insert Calculated Field dialog box appears.



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.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The PivotTable is displayed with the following data:

1	A	B	C	D	E	F	G
2	TRANSACTION TYPE (All)						
3					BATCH ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30				12/21/99 Sum of ORDERED_QTY	19	19	
31				12/21/99 Sum of SHIPPED_QTY_SELL	19	19	
32				12/21/99 Sum of UNIT_COST_COMPNT	1661.22	1661.22	
33				12/21/99 Sum of UNIT_PRICE	2721.6455	2721.6455	
34				12/21/99 Sum of Profit Dollars	20148.0845	20148.0845	
35	24889101			Sum of ORDERED_QTY	19	19	
36	24889101			Sum of SHIPPED_QTY_SELL	19	19	
37	24889101			Sum of UNIT_COST_COMPNT	1661.22	1661.22	
38	24889101			Sum of UNIT_PRICE	2721.6455	2721.6455	

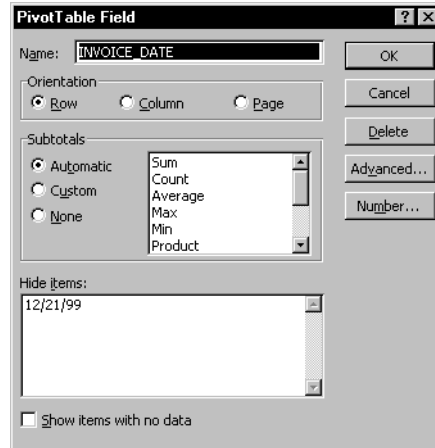
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## Changing Field Properties

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
24889101	Sum of SHIPPED_QTY_SELL			19	19
24889101	Sum of UNIT_COST_COMPNT			1661.22	1661.22
24889101	Sum of UNIT_PRICE			2721.6455	2721.6455
24889101	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

## 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 TY	(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:

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION TY	(All)						
3								
4				Data				
5	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
6	24889101	12/21/99	001	4	4	343.55	475.686	526.544
7			002	1	1	907.53	1317.364	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	2721.5455	20148.0845
12	24889102	12/21/99	001	3	3	640.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	965.64
15	24889102 Total			10	10	1164.38	2285.1	11207.2
16	24889103	12/21/99	001	3	3	348.0882	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	12/21/99	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	12/21/99	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	12/21/99	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	6979.2882	12473.1185	379074.2907
31								

### 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:

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION TY	(All)						
3								
4								
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	343.56	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	20148.0645
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	855.51	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								

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 Direct Deposit ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The Direct Deposit Report Applet needs a minimum of 48 kilobytes (48KB) for installation. You must also have installed Direct Deposit 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 Direct Deposit application before you install this report applet.

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

---

**Note**

You must install the applet for Payroll in order to access the employee, earnings and other payroll information you enter.

---

When you install the report applet, Resource Manager copies the PivotTables to the directory where your Direct Deposit 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.

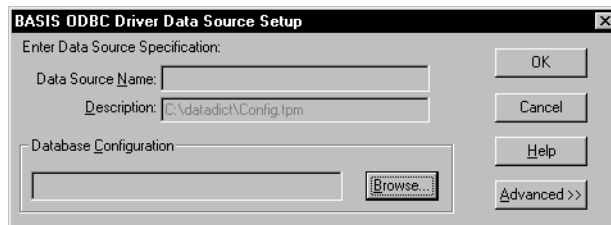
---

## Using a Different CONFIG.TPM

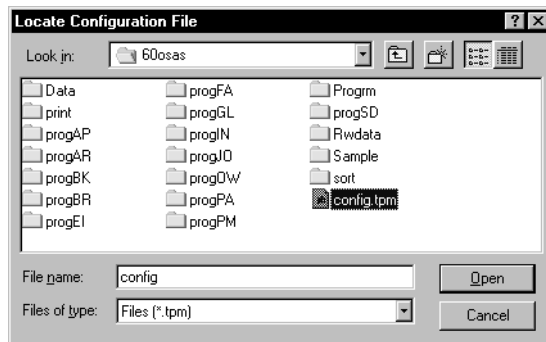
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:



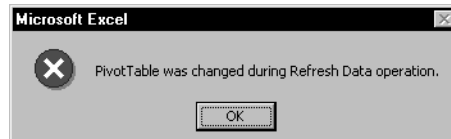
When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



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.



---

## Direct Deposit PivotTables

---

# 3

DD Current Vouchers	3-3
DD Master List	3-5
DD Voucher History	3-7



---

## DD Current Vouchers

---

### File Name

DDCURVOU.XLS

### Description

The Direct Deposit Current Vouchers PivotTable uses the data in the Current Vouchers (DDVKx) file to display the vouchers prepared in the current payday check cycle for the employees you choose.

You can use this PivotTable to review the vouchers before you print them.

### Active Fields

Default Field Type	Field
Page	Employee ID
Row	Sequence Number Account Type 1-6
Column	Current Amounts for Accounts 1-6 Net Check Amount Direct Deposit Total

## DD Current Vouchers PivotTable Sample

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is based on the data in the following table:

Sequence No.	Acct. Type 1	Acct. Type 2	Acct. Type 3	Acct. Type 4	Acct. Type 5	Acct. Type 6	Data	Total
000001	C	S	P				Current Amt. 1	150.25
							Current Amt. 2	200.00
							Current Amt. 3	4347.28
							Current Amt. 4	0.00
							Current Amt. 5	0.00
							Current Amt. 6	0.00
							Net Check Amt.	4347.28
							Direct Deposit Amt.	350.25
000002	C	S	S	S	C	C	Current Amt. 1	413.92
							Current Amt. 2	413.92
							Current Amt. 3	413.92
							Current Amt. 4	413.92
							Current Amt. 5	413.92
							Current Amt. 6	2069.57
							Net Check Amt.	0.00
							Direct Deposit Amt.	4139.17
000004	S	C					Current Amt. 1	1654.91
							Current Amt. 2	551.63
							Current Amt. 3	0.00
							Current Amt. 4	0.00
							Current Amt. 5	0.00
							Current Amt. 6	0.00
							Net Check Amt.	0.00
							Direct Deposit Amt.	2206.54
Total Current Amt. 1								2219.08
Total Current Amt. 2								1165.55
Total Current Amt. 3								4761.20
Total Current Amt. 4								413.92
Total Current Amt. 5								413.92
Total Current Amt. 6								2069.57
Total Net Check Amt.								4347.28
Total Direct Deposit Amt.								6695.96

---

## DD Master List

---

### File Name

DDMASTER.XLS

### Description

The Direct Deposit Master List PivotTable uses the data in the Deduction Information (DDIx) file to display summarized account information and allocation amounts for each employee.

You can use this PivotTable to review each employee's account information.

### Active Fields

Default Field Type	Field
Page	Amount or Percent flag
Row	Employee ID Account Number 1-6
Column	Allocation Amount or Percent 1-6

## DD Master List PivotTable Sample

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable. The PivotTable is based on the 'DD Master List' data source. The PivotTable is set to show data by Employee ID, categorized by Account (Acct. 1-6) and Data (Amount or Percent 1-6). The total amount for all employees is 850.25.

Employee ID	Acct. 1	Acct. 2	Acct. 3	Acct. 4	Acct. 5	Acct. 6	Data	Total
BOU001	234989834982934	983997577486875					Amount or Percent 1	150.25
							Amount or Percent 2	200.00
							Amount or Percent 3	99999.99
							Amount or Percent 4	0.00
							Amount or Percent 5	0.00
							Amount or Percent 6	0.00
JEN001							Amount or Percent 1	0.00
							Amount or Percent 2	0.00
							Amount or Percent 3	0.00
							Amount or Percent 4	0.00
							Amount or Percent 5	0.00
							Amount or Percent 6	0.00
JON001	0213561321						Amount or Percent 1	200.00
							Amount or Percent 2	0.00
							Amount or Percent 3	0.00
							Amount or Percent 4	0.00
							Amount or Percent 5	0.00
							Amount or Percent 6	0.00
ROS001							Amount or Percent 1	0.00
							Amount or Percent 2	0.00
							Amount or Percent 3	0.00
							Amount or Percent 4	0.00
							Amount or Percent 5	0.00
							Amount or Percent 6	0.00
STO001	456789574						Amount or Percent 1	500.00
							Amount or Percent 2	0.00
							Amount or Percent 3	0.00
							Amount or Percent 4	0.00
							Amount or Percent 5	0.00
							Amount or Percent 6	0.00
Total Amount or Percent 1								850.25
Total Amount or Percent 2								200.00
Total Amount or Percent 3								99999.99
Total Amount or Percent 4								0.00
Total Amount or Percent 5								0.00
Total Amount or Percent 6								0.00

---

# DD Voucher History

---

## File Name

DDVOUHST.XLS

## Description

The DD Voucher History PivotTable uses the data in the Voucher History (DDVHx) file to display details about vouchers you've printed in past payroll check runs.

The information is sorted by History Sequence Number, but you can easily change the sort or include Employee ID in the sort.

You can use this PivotTable to review and analyze your historical direct deposit transactions.

## Active Fields

Default Field Type	Field
Page	Employee ID
Row	Sequence Number Account Type 1-6
Column	Account 1-6 Amounts Net Check Amount Total Direct Deposit Amount

## DD Voucher History PivotTable Sample

Sequence No	Account Type 1	Account Type 2	Account Type 3	Account Type 4	Account Type 5	Account Type 6	Data	Total
000033	C	S	P				Acct. 1 Amt.	150.25
							Acct. 2 Amt.	200
							Acct. 3 Amt.	4347.28
							Acct. 4 Amt.	0
							Acct. 5 Amt.	0
							Acct. 6 Amt.	0
							Net Check	4347.28
							Direct Deposit Amt.	350.25
000034	C	S	S	S	C	C	Acct. 1 Amt.	413.92
							Acct. 2 Amt.	413.92
							Acct. 3 Amt.	413.92
							Acct. 4 Amt.	413.92
							Acct. 5 Amt.	413.92
							Acct. 6 Amt.	2069.58
							Net Check	0
							Direct Deposit Amt.	4139.18
000036	S	C					Acct. 1 Amt.	1654.91
							Acct. 2 Amt.	551.63
							Acct. 3 Amt.	0
							Acct. 4 Amt.	0
							Acct. 5 Amt.	0
							Acct. 6 Amt.	0
							Net Check	0
							Direct Deposit Amt.	2206.54
Total Acct. 1 Amt.								2219.08
Total Acct. 2 Amt.								1165.55
Total Acct. 3 Amt.								4761.2
Total Acct. 4 Amt.								413.92
Total Acct. 5 Amt.								413.92
Total Acct. 6 Amt.								2069.58
Total Net Check								4347.28
Total Direct Deposit Amt.								6695.97



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# Index

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## A

accessing data  
Microsoft Excel, 1-9

## D

data files  
in DD, 1-5

Data Source  
creating a new source, 1-11  
Fast Connect, 1-12  
No Shadow Dictionary Consistency Check, 1-12  
selecting a data source, 1-12

DD Current Vouchers PivotTable  
description, 3-3  
files used in, 1-5  
sample report, 3-4  
screen, 3-4

DD Master List PivotTable  
description, 3-5  
files used in, 1-5  
sample report, 3-6  
screen, 3-6

DD Voucher History PivotTable  
description, 3-7  
files used in, 1-5  
sample report, 3-8  
screen, 3-8

DDCURVOU.XLS  
data files, 1-5  
description, 3-3

DDDIxxx  
file description, 1-5

DDMASTER.XLS  
data files, 1-5  
description, 3-5

DDVHxxx  
file description, 1-5

DDVKxxx  
file description, 1-5

DDVOUHST.XLS  
data files, 1-5  
description, 3-7

Direct Deposit  
data files, 1-5  
description, 1-5  
installing, 2-1  
system requirements, 2-1

## F

Fast Connect  
Microsoft Query, 1-12

## I

installing the applet, 2-1

## M

Microsoft Excel, 1-9  
PivotTable layout, 1-21  
PivotTable sample, 1-23  
PivotTable wizard, 1-17  
selecting a data source, 1-18

Microsoft Query, 1-9  
adding tables, 1-15  
building a query, 1-10  
Filtering data, 1-13  
joining tables, 1-16  
Selecting a table, 1-13  
Sorting data, 1-14

**N**

No Shadow Dictionary Consistency Check  
Microsoft Query, 1-12

**O**

ODBC Kit  
definition, 1-3

OSAS  
general information, 1-3

**P**

Payroll  
installing the applet with, 2-1

PivotTable  
adding a calculated field, 1-23  
changing column data, 1-30  
changing data sort, 1-31  
changing field properties, 1-26  
changing selection fields, 1-28  
definition, 1-7  
moving fields, 1-28

PivotTable Wizard  
Choosing a data source, 1-18  
getting the data, 1-18  
laying out the table, 1-21  
returning the data, 1-22

PivotTables  
DD Current Vouchers, 3-3  
DD Master List, 3-5  
DD Voucher History, 3-7

**R**

Report Applet  
requirements for, 1-9

report applet  
installation, 2-1  
definition, 1-3

**S**

spreadsheets  
DD Current Vouchers, 3-3  
DD Master List, 3-5  
DD Voucher History, 3-7  
system requirements, 2-1