

AARO OFFICE CONNECTIVITY 16.0 USER MANUAL

AARO SYSTEMS AB



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1. AARO Office Add-in

The **AARO Office add-in** integrates the AARO Web client with Excel, and provides the user with the following functionality:

- Copy AARO Web reports into Excel with active drill down functionality.
- Open a predefined AARO drill down report in Excel.
- Perform drill down and expand reports in Excel.
- Input data into AARO using Web input forms.
- Input data into AARO using Excel send formulas.
- Retrieve data from AARO using Excel retrieve formulas.
- Send a journal booking into AARO using the journal template.
- Paste background data into Excel such as dimension values, report layouts, cash and benchmarking data and period validation settings and rates.

The AARO Office add-in is not integrated with the AARO Excel add-in. However, it can be installed and work in parallel with the AARO Excel add-in. AARO office add-in supports the same formulas which have previously been used in the AARO Excel add-in.

The AARO Office add-in is supported with Excel 2007 and higher.

1.1 Installing the AARO Office Add-in

AARO Office add-in is installed using the setup program AARO_32_OfficeAddIn.exe (for 32-bit Excel) or AARO_64_OfficeAddIn.exe (for 64-bit Excel). It should be installed to the AARO folder containing the following files: .srv containing with the referenced database, ABSXL.xll, AARO Reports.xla. Once it has been installed, it can be upgraded to the latest version by replacing the AaroOfficeAddIn.dll file.

To install AARO Office add-in:

- 1. Run AARO_OfficeAddin.exe.
- 2. In the **Setup** window, click **Next**.



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AARO Office Add-in

Setup - AARO Excel COM A	dd-in	
	Welcome to the AARO Ex Add-in Setup Wizard	ccel COM
	This will install AARO Excel COM Add-in version your computer.	on 15.0.32.0 on
	It is recommended that you close all other ap continuing.	oplications before
	Click Next to continue, or Cancel to exit Setu	р.
	Next >	Cancel

Figure 1.1-1 AARO Office add-in setup window

3. Select the folder where the add-in will be installed using the **Browse** button and click **Next**.



Figure 1.1–2 Selecting an installation folder



4. Click Install.

Setup - AARO Excel COM Add-in				
Ready to Install Setup is now ready to begin installing AARO Excel COM Add-in on your computer.				
Click Install to continue with the installation, or click Back if you want to change any settings.	review or			
Destination location: C:\AARO	*			
∢				
< Back Install Cancel				

Figure 1.1-3 Installing AARO Office add-in

5. Click **Finish** when installation is done.





1.2 Uninstalling the AARO Office Add-in

To uninstall the AARO Office add-in, go into the OfficeAddInUninst folder in your AARO directory. Double click the unins000.exe file to remove the AARO Office Add-in from your computer.

1.3 Open AARO Office Add-in

When AARO Office add-in has been installed, a new menu named **AARO Reports** appears on the Excel main menu bar.

🗶 🖢	9-0	× 🗋 ∓							_		_
File	e Home Insert Page Layout Formulas Data Review View Add-Ins						d-Ins	AARO Reports			
	fir i	λ Cut	🕨 Run	🔚 Delet	te Row			📥 Retriev	e All	🔳 All to Data	abase
Incort	Dalata	🖹 Сору	💣 Refrest	n 📗 Delet	te Column			Retriev	e sheet	🔛 Sheet to 🛙	Database
Insen	Insert Delete 📄 Paste 🌊 Redraw 💿 Undo		0	All Sh	eet Report	Multiple sheets		I Multiple Sheets			
		-	Reports			In	put	Retrieve F	ormuals	Send Forr	nulas
•(=	√										
	А	В	С	D	E	F	G	Н	I.	J	К
1											

Figure 1.3-1 AARO Reports tab in Excel

All AARO Office add-in functionality is located under this menu.

1.4 Log on

Logon is necessary before any data can be accessed in the AARO database. To log on to AARO from Excel after opening the add-in, follow these steps:

1. On the **AARO Reports** menu in Excel, click the **Login** button.



Figure 1.4–1 Login button on the AARO Reports menu

The logon dialog box will be displayed.

2. If you are logging on for the first time, you will need to choose which database to logon to by clicking the **Databases** button.



Figure 1.4-2 Databases button in the login window

The list of databases set up in the .srv file will appear. Select the relevant checkbox/ex and click \mathbf{OK} .



AARO Office Add-in

Select Databases		22
AARO		
1		
	OK	Cancel

Figure 1.4–3 Selecting the database the first time

The selected database will now be available in the **Database** drop-down list when logging on.

3. In the **User Name** and **Password** fields enter your user name and password.

If you are logging into the Office add-in using a domain user, only the password is required.

		AARO System
<u>D</u> atabase: <u>U</u> ser Name: <u>P</u> assword:	AARO	
Databases	Ŀa	ogin Cancel

Figure 1.4-4 Login window

- 4. Click Login.
- 5. If the password has been expired or changed by the administrator, the **Change Password** window appears. Enter and retype new password.



Change Password
You must change password due to security policy requirements
User
Username: AARO Database: AARO
Password
New Password:
Retype Password:
 Old and new passwords differ New password equals to retyped password At least 8 characters long Contains only valid characters Contains both characters and numbers
OK Cancel

Figure 1.4-5 Change Password dialog

After logging on to the AARO database from Excel, all the AARO Office add-in features can be accessed.

1.5 Log off

When closing Excel, there is no need to log off from AARO as AARO is automatically logged off when Excel is closed.

There is also be an automatic log off from AARO if there is no activity for 1 hour.

Alternatively, click the **Logout** button from the **AARO Reports** menu in Excel to logoff from AARO without closing Excel.



Figure 1.5-1 Logout button on the AARO Reports menu

1.6 About

To view information about the AARO Office add-in version and database, click the **About** button.





Figure 1.6-1 About button

1.7 Limitations

Excel formulas used to send or retrieve data support a maximum 255 characters in parameter names, and 29 parameters in the formula setup dialog.



2. Excel retrieve formulas

Formulas in Microsoft Excel can be used to retrieve data from the AARO application into Excel workbooks. This provides extra flexibility and options for data manipulation in Excel.

This section of the manual refers to the Excel formulas used to retrieve data from AARO to Excel.

A set of predefined Excel retrieve formulas is provided with the AARO installation. More formulas or revised formulas can be provided by an AARO consultant or by using the AARO Excel Formula Builder application in certain instances; for more information, please contact AARO support.

2.1 Selecting Excel retrieve formulas

The various AARO Excel retrieve formulas can be accessed by clicking the Insert Function button in Excel.



Figure 2.1–1 Inserting an AARO formula into Excel worksheet

The AARO Excel retrieve formulas are listed under the **AARO data retrieve** category.

I	nsert Function		? ×
	Search for a function:		
	Go	on of what you want to do and then click	Go
	Or select a <u>c</u> ategory:	Most Recently Used	
	Select a function:	Lookup & Reference 🔺	
	SUM AVERAGE IF HYPERLINK COUNT MAX SIN SUM(number1;num Adds all the numbers i	Text Logical Information User Defined Engineering Cube Compatibility AARO data send AARO xtras AARO data retrieve	
	Help on this function	ОК	Cancel

Figure 2.1–2 Selecting AARO data retrieve formulas



2.2 Entering AARO Excel formulas directly

If you are a more experienced Excel user and/or working with existing formulas, it is possible to enter the required AARO retrieve formulas directly in the formula bar, for example:

=AARORetrieveFlex("0912A";"ARLANDA";3010;"LOC")

2.3 Formula results

Before entering data using Excel retrieve formulas, it is worthwhile noting that when entering formula arguments, the formula result (highlighted below) contains useful information.

Function Arguments	S -	x
ABSGetAccountText Account code 3010	E 3010	
No help available. Account code	= "Net sales, external"	
Formula result = Net sales, external Help on this function	OK Cancel	

Figure 2.3–1 Viewing AARO data retrieve formula result

Some examples of formula results might be:

- Formula result=1, formula is ready to retrieve a string of information according to template criteria.
- Formula result = "Net sales, external", or any other text string or number. This directly displays the information received from AARO, dependent on the criteria input into the formula.
- Formula result=0, or error message: a required formula parameter is missing or has an invalid value.

2.4 Cell references and direct data entry

In Excel retrieve formulas it is possible to use either 'direct Excel data entry' (input data going directly into the formula box), or refer to a cell reference which contains the relevant information.

For example, here some data has been entered directly using the 'direct Excel data entry' method:

Period	"0912A"	E	=	"0912A"
--------	---------	----------	---	---------

Figure 2.4–1 Entering Excel data directly

However, a cell reference containing the relevant information returns exactly the same result.





Figure 2.4–2 Entering Excel data using cell references

(Where cell B2 was entered as follows):



Figure 2.4-3 Selecting cell data

Throughout this chapter, the first model of 'direct Excel data entry' has been used in order to avoid confusion. However, users may prefer cell references instead, depending on the customers' needs.

2.5 Formats for Excel formulas

It is important to make sure that criteria in Excel formulas have the right format, otherwise problems can occur.

Note: where possible, Microsoft Excel tries to interpret criteria as cell references. If it can, they are then converted to cell references. If it can't, then they get quoted and become strings.

Using the similar example to the 'direct Excel data entry' example outlined above, if a period is specified as B0803 for example, the formula will look for cell B803. This is because of some of the programming and 'smart formulas' contained in Excel. However, if the data is entered in quotations such as "B0803" the value is taken as absolute.

2.6 Description of Excel retrieve formulas

Detailed descriptions of all Excel retrieve formulas are provided throughout this chapter, along with examples for reference.

2.6.1 ABSGetAccountText

The ABSGetAccountText formula displays the descriptive text for an account code provided.

An example of an ABSGetAccountText formula is outlined below, with a brief explanation of the required parameter underneath.

ABSGetAccountText						
Account code	3010		=	3010		
Fo	rmula result = Net sales, external					

Figure 2.6–1 ABSGetAccountText formula example



Field	Description
Account code	Account code which descriptive text is to be retrieved.

2.6.2 ABSGetCompanyRate

The ABSGetCompanyRate formula displays the exchange rate for the reporting currency of a company based on the period and rate type.

For reference, an example of an ABSGetCompanyRate formula is outlined below, along with a brief explanation of the formula parameters underneath.

ABSGetCompanyRate				
Period	"0912A"		=	"0912A"
Company	"ATHENS"		=	"ATHENS"
Rate Type	"Clo"		=	"Clo"
	Formula result = 9,4735			

Figure 2.6–2 ABSGetCompanyRate formula example

Field	Description	
Period	Period for which data is to be retrieved.	
Company	Company code.	
Rate Type	 Rate translation type: Ope - opening; Ave - average; Clo - closing. 	

2.6.3 ABSGetMinorities

The ABSGetMinorities formula displays the minority percentage for a specified minority type (direct, indirect or total) for a company shareholding within a legal group, for a given period.

For reference, an example of an ABSGetMinorities formula is outlined below, along with a brief explanation of the formula parameters underneath.



Excel retrieve formulas

ABSGetMinorities				
Period	"0912A"	5	=	"0912A"
Company	"HELSINKI"	5	=	"HELSINKI"
Minority type	"DIR"	5	=	"DIR"
Legal group	"MainGroup"		=	"MainGroup"
	Formula result = 10			

Figure 2.6–3 ABSGetMinorities formula example

Field	Description	
Period	Period for which data is to be retrieved.	
Company	Company code.	
Minority type	Minority type: • DIR – direct; • IND – indirect; • TOT – total.	
Legal group	Legal group. If left empty, the default value is assumed.	

2.6.4 ABSGetName

The ABSGetName formula displays the description of a company, group or other dimension member based on the dimension name and its member code.

For reference, an example of an ABSGetName formula is outlined below, along with a brief explanation of the formula parameters underneath.

ABSGetName				
Type: "company" or "group"	"Business Unit"	1	=	"Business Unit"
Code of entity	"CLOTHES"		=	"CLOTHES"
For	mula result = Clothes			

Figure 2.6–4 ABSGetName formula example



Field	Description		
Туре	Dimension whose description is to be retrieved:		
	 "company", "Company", "COMPANY" for company; 		
	 "group" for group; 		
	• dimension name for dimension, e.g. "Business Unit".		
	Make sure to spell this exactly as defined in the database, including any spaces and upper/lower case).		
Code of entity	Company, group or dimension member code, e.g. "CLOTHES".		

2.6.5 ABSGetRate

The ABSGetRate formula displays the exchange rate for a specified currency for a given period and rate type.

For reference, an example of an ABSGetRate formula is outlined below, along with a brief explanation of the formula parameters underneath.

ABSGetRate			
Period	"0912A"	=	"0912A"
Currency	"EUR"	=	"EUR"
Rate Type	"Clo"	=	"Clo"

Formula result = 9,4735

Figure 2.6–5 ABSGetRate formula example

Field	Description	
Period	Period for which data is to be retrieved.	
Currency	Currency code.	
Rate Type	 Rate translation type: Ope - opening; Ave - average; Clo - closing. 	

2.6.6 AARORetrieveFlex

The AARORetrieveFlex formula is used for retrieving operational figures that are reported through Input, OS and Matrix forms.

This formula cannot be used to retrieve information reported through Match forms. Custom formulas created with help from an AARO consultant or using AARO Formula Builder should be used instead.



The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1 / Dim2 etc.

For reference, an example of an AARORetrieveFlex formula is outlined below, along with a brief explanation of the formula parameters underneath.

-AADODatriavaElav				
AAROREUIEVEFIEX				
Period	"0912A"	.	=	"0912A"
Co	"ARLANDA"	1	=	"ARLANDA"
Code	3010	1	=	3010
Curr	"LOC"		=	"LOC"
CurrTrans		1	=	
AccType	1		=	
AccStd		1	=	
Dim 1	"Business Unit:CLOTHES"		=	"Business Unit:CLOTHES"
Dim2			=	
Dim3			=	
ProformaType		1	=	
AdjLevel		1	=	
InvType		1	=	

Formula result = 200



Field	Description
Period	Period for which data is to be retrieved.
Со	Company code from which data is to be retrieved.
Code	Account code from which data is to be retrieved.
Curr	Currency for which the data to be retrieved.
CurrTrans	Currency translation, e.g. Actual, Budget, LastYear.
АссТуре	Accounting type, e.g. Normal, IFRS or USGAAP.
AcctStd	Accounting standard (a summary of one or more accounting types).



Field	Description		
Dim1, Dim2 etc	These are defined by the dimension, group or legal group name such as "Market" or "Business Unit" (exact names vary depending on the dimensions setup in each AARO installation), followed by ":", followed by value.		
	In the example above, the dimension, separator ":", and dimension values were entered directly into the cell.		
	Dim1 "Business Unit:CLOTHES" = "Business Unit:CLOTHES"		
	Figure 2.6–7 AARORetrieveFlex "dimension:dimension Value" formula		
	Alternatively, the values may be taken from in individual cell references (e.g. I48&":"&I49) instead.		
	Some dimensions in the Dim field should be written without space, i.e. LegalGroup.		
ProformaType	Proforma type, e.g. Normal.		
AdjLevel	Adjustment level, e.g. Company.		
ІпvТуре	Investment type, e.g. Normal.		

2.6.7 ABSRetrieveTextAmount

The ABSRetrieveTextAmount formula is used for retrieving operational figures that are reported through Text forms.

For reference, an example of an ABSRetrieveTextAmount formula is outlined below, along with a brief explanation of the formula parameters underneath.

ABSRetrieveTextAmount						
Period	"0912A"	=	"0912A"			
Company	"ARLANDA"		=	"ARLANDA"		
Form	"EO"		=	"EO"		
Account	"EO8710"		=	"EO8710"		
Currency	"LOC"		=	"LOC"		
Key names	"Product"		=	"Product"		
Key values	"BIKES"		=	"BIKES"		

Formula result = 1500

Figure 2.6–8 ABSRetrieveTextAmount formula example



Field	Description
Period	Period for which data is to be retrieved.
Company	Company code from which data is to be retrieved.
Form	Text form in AARO from which data is to be retrieved.
Account	Account code.
Currency	Currency for the data to be retrieved.
Key Names	Dimension set up in the form, e.g. "Product". Several dimensions can be entered divided by comma, e.g. "Product,Customer".
Key Values	Dimension value. Value for each dimension should be divided by comma, e.g. "BIKES,CUST_01".

2.6.8 ABSRetrieveTextString

The ABSRetrieveTextString formula is used for retrieving descriptions that are contained within text forms.

For reference, an example of an ABSRetrieveTextString formula is outlined below, along with a brief explanation of the formula parameters underneath.

ABSRetrieveTextString					
Period	"0912A"] =	"0912A"		
Company	"ARLANDA"] =	"ARLANDA"		
Form	"EO"] =	"EO"		
Return field	"StringValue1"] =	"StringValue 1"		
Key names	"Product"] =	"Product"		
Key values	"BIKES"] =	"BIKES"		
Account	"EO8710"] =	"EO8710"		

Formula result = Bikes with discount

Figure 2.6–9	ABSRetrieveTextStrip	ng formula example
--------------	----------------------	--------------------

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code from which data is to be retrieved.
Form	Text form in AARO from which data is to be retrieved.



Field	Description
Return field	'NameInTable' value in the text form for the description which will be returned in the formula result, e.g. 'StringValue1'.
Key names	Dimension set up in the form, e.g. "Product". Several dimensions can be entered divided by comma, e.g. "Product,Customer".
Key values	Dimension value. Value for each dimension should be entered divided by comma, e.g. "BIKES,CUST_01".
Account	Account code.

2.7 Retrieve information from AARO to Excel

When the relevant formulas and data cells have been completed, information is retrieved from AARO to Excel via the **AARO Reports** tab in the **Retrieve Formulas** group.



Figure 2.7-1 Retrieving AARO formula data

The user can then choose one of the buttons:

Button	Action
Retrieve All	Retrieve data into all open Excel workbooks from AARO.
Retrieve sheet	Retrieve data into the open Excel worksheet from AARO.
Multiple sheets	Retrieve data into multiple Excel worksheets from AARO. In this scenario, the user is presented with a choice of worksheets he or she would like to retrieve.

If the user choses **Multiple sheets**, they will see the next dialog where sheets to be retrieved have to be chosen.

Explanations for how to use the dialog boxes are provided within the Excel dialog boxes to guide users through the necessary steps. An example for retrieving a data for a couple of open worksheets is referenced below:



A Multiple Sheets - AARO Retrieve
Check the sheets that should be retrieved: <u>All</u> Clear
 ✓ Equity ✓ Sales
Month IS
The selected sheets will be calculated and retrieved, one by one.
NB! If the sheets refer to each other, then you may need to press F9 first to calculate all, so that all data is up-to-date.
Calculate all (F9) Retrieve now Cancel

Figure 2.7–2 Retrieving multiple sheets

2.8 Validation

When data is received from AARO, a dialog box appears informing the user whether the data has been successfully received.



Figure 2.8-1 AARO data retrieve status

If data cannot be received from AARO to Excel, a dialog box appears showing validation errors. The content of this dialog box will depend on the errors returned from the AARO application.

For data to be received successfully from AARO, these errors must be fixed before the process of receiving data is completed.



For reference, an example of an error where an account number was not specified has been included here:

A AARO	/Excel Retrieve Progress
~	Scanning Excel sheet 1 You have requested figures from 1 period(s), for 1 distinct account(s).
	Waiting for server to handle request Done 0 of 1. Processing from 0 to 0
	Writing result to Excel
(The value	Order does not contain any valid limitation es for Period)

Figure 2.8-2 AARO data retrieve status

2.9 Further Excel formulas

Excel retrieve formulas can be combined with Excel send formulas and Excel drill down reports. For further reference to those formulas, please refer to the appropriate section of the user manual.



3. Excel send formulas

Formulas in Microsoft Excel can be used to send data from Excel workbooks to the AARO application. This provides extra flexibility and options for data manipulation before data is sent from Excel to AARO.

This section of the user manual refers specifically to the Excel formulas used to send data from Excel to AARO. For more detailed information about the AARO bookings themselves, please refer to the appropriate section of the AARO user manual, e.g. Input, Match, Journals, Edit Input, etc.

3.1 Selecting Excel send formulas

The various AARO Excel send formulas can be accessed by clicking the Insert Function button in Excel.



Figure 3.1–1 Inserting an AARO formula into Excel worksheet

The AARO Excel send formulas are listed under the **AARO data send** category.

Insert Function		? ×
Search for a function:		
Type a brief descripti Go	on of what you want to do and then click	Go
Or select a category:	Most Recently Used	
Select a function:	Lookup & Reference 🔺	
SUM AVERAGE IF HYPERLINK COUNT MAX SIN SUM(number1;nun Adds all the numbers i	Text Logical Information User Defined Engineering Cube Compatibility AARO data send AARO xtras AARO data retrieve	
Help on this function	ОК	Cancel

Figure 3.1–2 Selecting AARO data send formula

3.2 Entering formulas directly into the formula bar in Excel

If you are a more experienced Excel user and/or working with existing formulas, it is possible to enter the required AARO send equation directly in the formula bar, for example:



=ABSSendOperFlex(5555;"0912A";"ARLANDA";3010;"Business Unit:FOOD")

3.3 Formula results

Before entering data using Excel send formulas, it is worthwhile noting that when entering formula arguments, the formula result (highlighted below) contains useful information.

Function Arguments					
AAROSendTe	ext				
Period	"0912A"	💽 = "0912A"			
Company	"ARLANDA"	💽 = "ARLANDA"			
Form	"EO"	💽 = "EO"			
		= 1			
No help availa	ble.				
Form					
Formula result = 1					
Help on this fu	inction	OK	Cancel		

Figure 3.3-1 Viewing AARO data send formula result

Some examples of formula results might be:

- Formula result=0, formula is not completed.
- Formula result=1, formula is ready to send a string of information according to template criteria.
- Formula result=4869 (or any other number). This refers to a specific number which will be sent from an Excel send formula to a corresponding field in AARO.

Note: Values reported using send formulas are reported on default values set up in AARO on the menu Utilities/Application Management, folder Default Values, section Default input values.

3.4 Cell references and direct data entry in Excel

In Excel send formulas it is possible to use either 'direct Excel data entry' (input data going directly into the function box), or refer to a cell reference which contains the relevant information.

For example, here is some data that has been entered directly using the 'direct Excel data entry' method:

Period	"0912A"		=	"0912A"
--------	---------	--	---	---------

Figure 3.4–1 Entering parameter value directly



However, a cell reference containing the relevant information returns exactly the same result.





(Where cell B2 was entered as follows):

$(\circ $	f _x	0912A
	А	В
1		
2		0912A

Figure 3.4–3 Selecting cell data

Throughout this chapter, the model of 'direct Excel data entry' has been used in order to avoid confusion. However, users may prefer cell references instead, depending on the customers' needs.

3.5 Description of Excel send formulas

Detailed descriptions of all Excel send formulas are provided throughout this chapter, along with examples for reference.

3.5.1 AAROCreateNewJV

The AAROCreateNewJV formula is used to create journal bookings, and is an alternative process to manually entering data in AARO.

The Excel formula itself shows very little data, except an indication that data will be sent from Excel to AARO, indicated by 'Formula result = 1'. The reason for this is explained below.

AROCreateNewJV()												
D E F G H I J K												
Function Arguments												
AAROCreateNewJV												
Validation =												
				=	1							
No help	available.											
		Vali	dation									
Formula result = 1												
Help on	this function					ок	Cancel					
	EAAF D Function AARO Valia No help Formula	=AAROCreateN D E Function Arguments AAROCreateNewJV Validation No help available. Formula result = 1 Help on this function	=AAROCreateNewJV() D E F Function Arguments AAROCreateNewJV Validation	E F G D E F G Function Arguments AROCreateNewJV Validation Validation	E F G H Function Arguments AROCreateNewJV Image: Constraint of the state	E F G H I Function Arguments Function Arguments Image: Constraint of the second secon	E F G H I J Function Arguments Image: Second seco					

Figure 3.5–1 AAROCreateNewJV formula



In Excel, the AAROCreateNewJV formula can only be used in combination with the journal template. This is pasted onto an Excel worksheet by clicking **Paste Template** in the **Journals** group on the **AARO Reports** tab.

AARO Reports					
創 All to Database	📃 Paste Template				
E Sheet to Database	🗄 Create 🔻				
I Multiple Sheets					
Send Formulas	Journals				

Figure 3.5-2 Pasting a journal template into Excel

Here is an example of a completed journal template in Excel, ready for sending to AARO:

	А	В	С	D	E F		G				
1	1										
2	Period	ID	Currency	JV Type	Description						
3	0912A	Orig investment	GROUP	Normal	Original inv						
4	Со	FromCo	Code	Loc	Amount	LegalGroup	LegalType				
5	ARLANDA	ARLANDA	208104		100000 LEGGROUP		100000 LEGGROUP		100000 LEGGROUP		JV SEK
6	ARLANDA	ARLANDA	208104		100000	JV SEK					

Figure 3.5–3 Journal template example in Excel

The following fields are mandatory in the journal template:

Journal type	Mandatory fields
all	The following fields should be completed with values in the journal template: Co, Code, Loc (for local currency journal) or Amount (for group currency journal).
	The following fields will get the default values if not completed in the journal template:
	 FromCo – will get the value from field Co;
	 Proforma Type, Inv Type, Adjustment Level, AcctType – will get the default values set up in the AARO application (on the menu Utilities/Application Management/Default Values).
Past Equity	LegalType, Amount Type, PEID, PECode, OwnedCo, GroupCurr
Excess Value	LegalType, Amount Type, PEID, GWID, PECode, OwnedCo, GroupCurr

Notes:

- Recurrent journals cannot be created from Excel.
- 'MULTIJV' journals cannot be created from Excel.



- Past equity and excess value journals should not normally be created or edited manually, they should be created as system journals. However, if manual adjustment to an existing PE or EV journal is required, make sure the following conditions are met:
 - The LegalGroup column must be left empty.
 - One PEID/GWID combination corresponds to one Code/PECode combination.
 - Existing PEID/GWID only can be used.
 - Only the following amount types are allowed with past equity journals: Opening, Change and Closing.
 - Dimensions are not used and not sent from journals in Excel.

	В	С	D	E	F	G	Н	1	J	K	L
1											
2	ID	Currency	JV Type	Description							
3	PE1	LOC	Normal	Past equity							
4	FromCo	Code	Loc	LegalGroup	LegalType	Amount Type	PEID	GWID	PECode	OwnedCo	GroupCurr
5	PARENT	PE1310L	27118		PE	Change	Acc 01 LOC		PE1310L	ATLANTA	SEK
6	PARENT	PE1310P	175386		PE	Change	Acc 01 LOC		PE1310P	ATLANTA	SEK
7	PARENT	PE208104	25000		PE	Change	Acc 01 LOC		PE208104	ATLANTA	SEK
8	PARENT	PE208604	2118		PE	Change	Acc 01 LOC		PE208604	ATLANTA	SEK
9	PARENT	RATE	6		PE	Change	Acc 01 LOC		RATE	ATLANTA	SEK

Figure 3.5–4 Past equity journal template example

3.5.2 Create journal bookings

The process for sending journals to AARO is slightly different from other AARO Excel send formulas, as the menu **Create** in the group **Journals** needs to be selected here.



Figure 3.5-5 Creating a journal booking

Choose the appropriate submenu:

Submenu	Action
All	Sends journal data from all open Excel workbooks into AARO.
Active Sheet	Sends journal data from the open Excel worksheet into AARO.
Selected Sheets	Sends journal data from multiple Excel worksheets into AARO. In this scenario, the user is presented with a choice of worksheets they would like to send.



Wait until you have received confirmation that all items have been sent successfully:

AARO,	/Excel Create Journal Progress
\checkmark	Scanning Excel sheet 9
	Handling formula type JV (1 of 1)
	Summary of Journals being sent:
	ID: 1. (Normal GROUP Input form. Arithmetic: +-/%&=.) 2 rows. ID: 2. (ExcessValue LOC.) 1 rows. ID: 3. (Normal LOC OS form. Punctuations: !?.,;:.) 1 rows.
	۲
\checkmark	Trying to send
	Sending to server for validation
Suco	cessfully created journals!

Figure 3.5-6 Create journal status

If one or more journals fail validation, then no journals are sent.

3.5.3 Viewing data from AAROCreateNewJV in AARO

For reference, when journal data has been successfully sent to AARO, it can be viewed in the AARO application using the menu Data Entry/Journals and in Web reports.



🔤 Journals															
Load Save Save as Pr	int Re	R ports	Prepare Pre	ep as	New Edit	Insert Row	Delete	Copy Expand	Sign Filter						nks Home
Period [0912A]												Journal Id: Ori Journal Identi	g invest ty: 178	ment	34 Rows
Journals Filter	Period		User ID	ID			Currency	Status	Date	Last User		External link:	<no link=""></no>		
	0912A	Α	AARO	Orig	investment		GROUP	Save	2013-07-02 05:01	22 AARO		Attached file:	<no file=""></no>		
D Correction	Journa	al Type	Description	R	ecurrent Journa	el						According file.	sho ne z		
System	Norma	al 👻	Original inv	estment							-				
Normal	Prepar	ed By	Prepared Tim	e	Approved By	Approved T	ime	Attested By	Attested Time	Audited	Bv Audit	ed Time			
N16 (22 0912A 2					AARO	2013-07-02	2 05:01:21								
N7 (179 0912A 2	-					1.8					Lana to b	l		1 m 1	-
N8 (23 U912A 20	:= Co	4 - H	A Carlos	FromCo	∧ [C	ode	A Co	deDesc		ImpactCode	JVMultiplier	Amount	De	ebit	Credit ^
Stockholm OB (2		ACOVE : E	nable (SUM=.	ADI ANDA	/ 	09104	01	opiestiens! ch:	ngo Sharo capital	202101	1	1	00000		100 E
Adjustment	-			ADLANDA	2	00104	01	partisational che	inge, Share capital	208101	-1.		00000		100
Past Equity	-				2	08604	Or	anisational chi	ange, Share Capital	208101	-1.		29000		20
Excess Value	-				2	08604	Or	anisational chi	ange, NameName	208601	-1.	5 N	29000		23
Fixed	-				2	00001	01	anisational chi	ange, Retained profi	+ 209101	-1	n	1000		
Multi Journais	-	ARI ANDA		ARLANDA	2	09104	Ord	anisational ch	inge, Retained profi	t 209101	-1.1	0	1000		
All Journals		ATHENS		ATHENS	2	08104	Ord	anisational cha	ange, Share capital	208101	-1.0	D	4058		4
		ATHENS		ATHENS	2	08104	Ord	anisational cha	ange, Share capital	208101	-1.0	D	37965		37
		ATHENS		ATHENS	2	08504	Ord	, anisational Ch	ange, NameName	208501	-1.0	D	98		
														2461.00	70979t 🚽
	•														F.
			Debit		Credit	Differe	nce	Decima	ls						
< >		24	61.00	709 7	96.31	-707 335	.31	Defau	lt 🌻						

Figure 3.5–7 Viewing journals created from Excel

3.5.4 AAROSendText

AAROSendText is used for data reported through text forms. The AAROSendText formula in Excel contains the period, company, and the name of the text form associated with the entry. Data is then 'picked up' in cells directly to the right of the formula, and parameters follow the same order as you would find them in the relevant form in the AARO application, on the menu Data Entry/Input.

To help explain how the formula works, we have included an example of an AAROSendText formula below.

This example works with the formula arguments of period "0912A", company "ARLANDA", and text input form "SHARESSUBS".

AAROSendTe	xt			
Period	"0912A"		=	"0912A"
Company	"ARLANDA"	1	=	"ARLANDA"
Form	"SHARESSUBS"	5	=	"SHARESSUBS"
	Formula result = 1			

Figure 3.5–8 AAROSendText formula example

In the example given below, the formula was entered in cell A2, and the data relating to the text input form "SHARESSUBS" was entered in cells B2, C2, D2, E2, F2, G2, H2, and I2. i.e. the input form data was entered in the cells directly to the right of the AAROSendText formula.

•	× ✓ f _x =AAROSendText("0912A";"ARLANDA";"SHARESSUBS")											
	А	В	С	D	Е	F	G	Н	I.			
1												
2	=AAROSendText("0912A";"ARLANDA";"SHARESSUBS")	ARLANDA	123456	Stockholm	55	70	700	1000000	700000			

Figure 3.5–9 AAROSendText formula example



The information which is sent against the text form ("SHARESSUBS" in this example), has to have the same style as you would find in the form in AARO application, menu Data Entry/Input.

Tip: the "Paste from AARO" menu can be very helpful for pasting header information into an Excel worksheet – this provides a helpful template for Excel data entry. Here is an example where input layout "SHARESSUBS" was pasted into cell B2. In the example below, easy data entry was facilitated for the formula contained in cell A6.

•	f _x =AAROSendText("0912A";"ARLANDA";"SHARESSUBS")											
	А	В	С	D	E	E F		Н	I			
1		SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS	SHARESSUBS			
2					13101T	13102T	13103T	1310T	13104T			
3		Company	Company	Registered	Share of	Share of	No of	Book	Value on			
4			Registration	office	equity	votes	shares	value	stock			
5			No		%	%			exchange			
6	1	ARLANDA	123456	Stockholm	55	70	700	1000000	7000000			

Figure 3.5–10 AAROSendText template example

Notes:

- 'Dimension Name' and 'Text Field Name' values are not sent to the database. These fields are required in the template but can be left empty.
- The cell with the date in Excel should be formatted as date according to local date format or predefined text form format 'yyyy-mm-dd'.
- 'Text Field' with 'Content'='USERID' values are ignored, the current user is always identified.

3.5.5 Viewing data from AAROSendText in AARO

For reference: when text form data has been successfully sent to AARO, it can be viewed in the AARO application using the menu Data Entry/Input and in Web reports and choosing the relevant form (the same form as referenced in the Excel formula for AAROSendText).

Here is a screenshot of how the information looks in a "SHARESSUBS" text input form in AARO:



Figure 3.5–11 SHARESSUBS form data sent to AARO from Excel



Note: the order of the data entry fields in AARO (from left to right) is exactly the same as those entered in Excel for a text form.

3.5.6 AAROSendRate

The AAROSendRate formula is used to set up currency exchange rates for a period. A user must belong to the ABS_Admin group to be able to send rates to AARO.

An example of an AAROSendRate formula is outlined below, with detailed explanations of the parameters underneath.

AAROSendRate						
Rate	9.3555	i =	9.3555			
Period	"0912A"	=	"0912A"			
Currency	"EUR"	=	"EUR"			
Rate type	"Opening"	= ["Opening"			
		=	9.3555			

Figure 3.5–12 ABSSendMatch formula example

Field	Description			
Rate	Exchange rate			
Period	Period for which the data is to be sent			
Currency	Currency code			
Rate type	Rate type such as 'Opening', 'Average', 'Closing', or manually created rate types.			

Note: If exchange rates for the currency and period have already been set up they will be overwritten.

3.5.7 Viewing data from AAROSendRate in AARO

For reference: when data has been successfully sent to AARO, it can be viewed in the AARO application from the menu Utilities/Edit Periods, in the Rates tab.

A screenshot for the AAROSendRate example illustrated above has been included here:



🗠 Edit Periods						
Load Save as Print Reports New Period Copy Period Delete Period						
→ở← Current Open Close						
⊳.∰ 2009	*	Properties (Open Activ	/e Rates	Complete	
▷·		Inverted	Values			
All Periods	=	Currency	Opening	Average	Closing	
#PERIOD		DKK	1.255	1.263	1.271	
0912A		EUR	9.3555	9.4239	9.4735	
0912CHECK		SEK	1	1	1	

Figure 3.5–13 Opening rate sent from Excel to AARO

3.5.8 ABSSendMatch

The ABSSendMatch formula is used to send intercompany transactions to AARO.

An example of an ABSSendMatch formula is outlined below, with detailed explanations of the parameters underneath.

ABSSendMatch			
TransCurr	"EUR"	=	"EUR"
TransAmount	12000	=	12000
LocValue	122500	=	122500
Period	"0912A"	=	"0912A"
Code	1320	=	1320
Company	"ARLANDA"	=	"ARLANDA"
CounterCo	"HELSINKI"	=	"HELSINKI"
Business Unit		=	
Business Area	"FINANCE"	=	"FINANCE"
Counter-BU		=	
Counter-BA	"ENTER"	=	"ENTER"
N/A		=	
N/A		=	

Formula result = 122500



Field	Description			
TransCurr	Transaction currency. Should be filled in if it is used in the Match form.			



Field	Description
TransAmount	Transaction amount: value in transaction currency, if used in the Match form. If the field is left blank, a zero value will be sent.
LocValue	Amount in the company's local currency. If the field is left blank, a zero value will be sent.
	For match forms which only have transaction amount, this field is ignored.
Period	Period for which data is sent.
Code	Account code for which data is sent.
Company	Reporting company code.
CounterCo	Counter company code.
<own dimensions></own 	Dimension value – if the form is to be reported on a dimension level, a value for one of the reporting company dimensions (i.e. business unit) may be entered here.
<counter dimensions></counter 	Dimension value – if the form is to be reported on a dimension level, a value for one of the counter company dimensions (i.e. business unit) may be entered here. Counter dimensions will depend on the system setup.

Note: Data sent with the same field values will be summed. Fields not presented in the form will be ignored. If the sent data matches an existing row, the row will be updated with sent values.

3.5.9 Viewing data from ABSSendMatch in AARO

For reference: when data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Match and in Web reports.

A screenshot for the ABSSendMatch example illustrated above has been included here:



Excel send formulas

🔤 Match	Match								
Load Sav	Load Save as Print Reports Free Complete Complet								
Period	Pack	kage	-	Dimensio	n/Group Co	ompany Gro	up		
0912A	▼ Y MAT	сн [┓╽		•		╺╷		
						Interc	ompany A	ssets	
⊿ - 🔚 My c	companies				Jusiness Area	Interc Counter-BA	ompany A	ssets	
▲ - 🛅 My c	companies ARLANDA				}usiness Area	Interc Counter-BA	company A 1320 LT fin group	ssets	
▲ - 🚺 My c	ompanies ARLANDA GOTHENBU	Counter-co	ompany		Jusiness Area	Interc Counter-BA	company A 1320 LT fin group TransCurr	ssets TransAmount	Loc
▲ - 📭 My c	companies ARLANDA GOTHENBU HELSINKI	Counter-co	ompany Helsinki		Jusiness Area	Interc Counter-BA ENTER	Company A 1320 LT fin group TransCurr EUR	ssets TransAmount 12 000	Loc 122 500
	Companies ARLANDA GOTHENBU HELSINKI ATLANTA	Counter-co HELSINKI	ompany Helsinki Total		Jusiness Area	Interc Counter-BA ENTER	COMPANY A 1320 LT fin group TransCurr EUR	ssets TransAmount 12 000	Loc 122 500 122 500

Figure 3.5–15 Match data sent from Excel to AARO

3.5.10 ABSSendOper

The ABSSendOper formula is used for sending data that is reported through input and matrix forms into the AARO database, and is an alternative process to manually entering data in AARO input forms.

Here is an example of an ABSSendOper formula:

ABSSendOner				
Abssendoper				
Period	"0912A"	1	=	"0912A"
Code	3010	•	=	3010
Company	"ARLANDA"	1	=	"ARLANDA"
Product		1	=	
Business Unit	"MEDIA	1	=	"MEDIA"
Business Area		1	=	
Customer		1	=	
Market		1	=	
NA		1	=	
CounterCo		1	=	
Counter-Customer			=	
Counter-Function		1	=	
Counter-BA		1	=	
F	ormula result = 10000			

Figure 3.5–16 ABSSendOper formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.



Field	Description
Code	Account for which data is sent.
Company	Company for which data is sent, identified by company code.
<dimensions></dimensions>	Dimension for which data is sent – if the form is to be reported on a dimension level, an appropriate value may be entered here.
	Dimensions will depend on the setup of the form, and upon which forms the system administrator has activated for the current period in the AARO application.
NA	Indicates that this field is not used. It is reserved for more dimensions.
CounterCo	Counter company for which data is sent, identified by company code.
<counter values></counter 	Counter values for which data is sent, identified by dimension values. Available counter values depend on the system setup.

3.5.11 Viewing data from ABSSendOper in AARO

For reference: when ABSSendOper data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web reports.

In the example above, data was sent to the form IS_ALL, for the business unit "MEDIA", a screenshot has been included for reference here:

Input Image: Save as Image: Save as				
		Income	Statement	
Im ANNUAL MONTHLY Min IS_ALL Income State	Code		MEDIA	TOTAL
▷ I BS_ALL Balance SH				
▷ Image BS_INTANG Intang		Net sales, external	10 000	10 000
Pr¶⊞ BS_TANG Tangible NJ∰ EDUITY Specificati	3060	Net sales, internal		
	3080	Discounts		
	3099	Net sales, total	10 000	10 000

Figure 3.5-17 Input data sent from Excel to AARO



3.5.12 ABSSendOperFlex

The ABSSendOper formula is used for sending data that is reported through input and matrix forms into the AARO database, and is an alternative process to manually entering data in the AARO data entry input screens.

The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1 / Dim2 etc.

Here is an example of an ABSSendOperFlex formula in Excel:

ABSSendOperFlex						
Value	10000	= 10000				
Period	"0912A"	🎫 = "0912A"				
Co	"ARLANDA"	💽 = "ARLANDA"				
Code	3010	E = 3010				
Dim 1	"Business Unit:MEDIA"	= "Business Unit:MEDIA"				
Dim2		=				
	Formula result = 10000					

Figure 3.5–18 ABSSendOperFlex formula example

Field	Description			
Value	Value to be sent.			
Period	Period for which data is sent.			
Со	Company for which data is sent, identified by company code.			
Code	Account for which data is sent.			
Dim1, Dim2, etc.	Dim1 – Dim20: these are defined by the dimension name such as "Market" or "Business Unit" (exact names vary depending on the dimensions setup in each AARO installation).			
	The format for input is "dimension: dimension value".			
	In the example above, the dimension, separator ":", and dimension values were given as "Business Unit:MEDIA".			
	In the same way as other parameters, dimensions and dimension values may also be taken from individual cell reference, such as cell reference I48.			

3.5.13 Viewing data from ABSSendOperFlex in AARO

ABSSendOperFlex data can be viewed in the AARO application in the menu item Data Entry/Input, and in Web reports in an appropriate form.



In the example above, data was sent to the form IS_ALL, for the business unit "MEDIA", a screenshot has been included for reference here:

🔤 Input						
Load Save as Print Reports Add Load Column Fetch Complete Row Replace Reports						
Period Compa	iy Compare With:					
0912A 💽 🍸 ARLAN						
	Income	Statement				
⊳ - 🛅 ANNUAL		MEDIA	TOTAL			
	Codo					
D III IS_ALL Income Stal						
N BS TANG Tangible	3010 Net sales, external	10 000	10 000			
N EQUITY Specification	3060 Net sales, internal					
	3080 Discounts					
	3099 Net sales, total	10 000	10 000			

Figure 3.5–19 Data sent from Excel to AARO

3.5.14 ABSSendOS

'OS' is short for Orders and Sales (which is what OS forms have historically been used for) and OS forms are very similar to text forms. OS forms may, however, be used for any kind of data.

The ABSSendOS formula is used for sending data that is reported through OS forms into the AARO database, and is an alternative process to manually entering data in the AARO input forms.

For data to be transmitted from the ABSSendOS formula in Excel, to AARO an appropriate OS form must be set up to receive the data. In the case of the example given below, we set up an OS form in AARO specifically to handle this example.



ABSSendOS					
Abssenuos			_		
Value	1000			=	1000
Period	"0912A"			=	"0912A"
Code	3060			=	3060
Company	"ARLANDA"			=	"ARLANDA"
Product	"FASTFOOD"			=	"FASTFOOD"
Business Unit				=	
Business Area				=	
Customer				=	
Market				=	
TESTMIXDIM				=	
NA				=	
(OS)Co	"HELSINKI"			=	"HELSINKI"
Counter-BU				=	
Counter-BA				=	
NA				=	
CCo			1	=	
CV1			1	=	
0/2			E C	_	
CV2			E State	-	
CV3			E S	=	
	Formula result =	10000			



Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Code	Account for which data is sent.
Company	Company for which data is sent, identified by company code.
<dimensions></dimensions>	Dimension (i.e. Product) for which data is sent – if the form is to be reported on a dimension level, an appropriate value may be entered here.
	Dimensions will depend on the setup of the form, and upon which forms the system administrator has activated for the current period in the AARO application.
<counter values></counter 	Counter values (i.e. (OS)Co – counter company) for which data is sent – if the form contains counter values.
	Counter values depend on system setup.



Field	Description
NA	Indicates that this field is not used. It is reserved for more dimensions and counter values.
CCo	Counter company for which data is sent, identified by company code.
<counter values></counter 	Counter values for which data is sent, identified by dimension values. Available counter values depend on the system setup.

Note: in this example: there are various parameters such as business unit and business area that did not need to be filled in: their contents are skipped in the program logic and therefore not sent to AARO.

3.5.15 Viewing data from ABSSendOS in AARO

For reference: when ABSSendOS data has been successfully sent to AARO, it can be viewed in the AARO application on menu Data Entry/Input and in Web forms, in the relevant OS (Order & Sales) form.

A screenshot example of an OS form setup for demonstration purposes is included here:

M Input			1 For		
Load Save Save as Print	Reports	Load	Delete Column Fetch	Complete Row	Delete Row Replace
Period Compa	ny	Compare V	Vith:		
0912A 🔽 🏹 ARLAN	ida 🔽 🍸				
		. ·	U		
				Sales specif	ication
	Draduct	Rusinees	Counter	Not	
D - 4 🛅 ANNUAL	Product	Dusiness	Counter	INEL	Discount
▷ -4 ANNUAL ▷ -4 MONTHLY	Code	Unit	Company	Sales	LOC
▷·(m) ANNUAL ▷·(m) MONTHLY ▲·(m) QUARTERLY	Code	Unit	Company	Sales	LOC
▷-₩ ANNUAL ▷-₩ MONTHLY ▲-₩ QUARTERLY ₩ SALES_EXT Sales	Code	Unit	Company	Sales LOC 1 000	LOC
 Image: ANNUAL Image: MONTHLY Image: QUARTERLY Image: GALES_EXT_Sales Image: SALES_INT_Sales s 	FASTFOOD TOTAL	FOOD	Company	Sales LOC 1 000	LOC

Figure 3.5–21 OS form data sent from Excel to AARO

3.5.16 ABSSendOSFlex

As indicated in the previous chapter, 'OS' is short for Orders and Sales (which is what OS forms have historically been used for). Send formulas containing the 'OS' formula send data into OS forms in AARO.

For data to be transmitted from an ABSSendOSFlex formula in Excel to AARO an appropriate OS form must be set up to receive the data. In the case of the example given below, we set up an OS form in AARO specifically to handle this example.



The ABSSendOSFlex formula is very similar to the ABSSendOS formula, except that dimensions defined in the formula are flexible. The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1, Dim2 etc.

ABSSendO	SFlex		
Value	1000	=	1000
Period	"0912A"	=	"0912A"
Co	"ARLANDA"	=	"ARLANDA"
Code	3060	=	3060
Dim 1	"Product:FASTFOOD"	=	"Product:FASTFOOD"
Dim2	"(OS)Co:HELSINKI"	=	"(OS)Co:HELSINKI"
Dim3		=	
	Formula result = 10000		

Field	Description					
Value	Value to be sent.					
Period	Period for which data is sent.					
Со	Company for which data is sent, identified by company code.					
Code	Account for which data is sent.					
Dim1, Dim2, etc.	Dim1 – Dim20: these are defined by the dimension name such as "Buying Co" or "Customer" (exact names vary depending on the dimensions setup in each AARO installation).					
	The format for input is "dimension: dimension value".					
	In the first example specified above, the dimension, separator ":", and dimension values were given as					
	"Product:FASTFOOD", "(OS)Co:ARLANDA".					
	In the same way as other parameters, dimensions and dimension values may also be specified from individual cell references.					

3.5.17 Viewing data from ABSSendOSFlex in AARO

For reference: when ABSSendOSFlex formula data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web reports, in the relevant OS (Order & Sales) form.

A screenshot example of an OS form setup for demonstration purposes is included here:



🔤 Input					
Load Save Save as Print	Reports	Load Load	Delete Column	Complete	Delete Row Replace
Period Compa	ny	Compare \	Nith:		
0912A 🔻 🍸 ARLAN	DA 🔽 🍸		-		
		U			
				Sales specif	ication
⊳ - The ANNUAL	Product	Business	Counter	Net	Discount
▷ 🔚 MONTHLY	Code	Unit	Company	Sales	LOC
🔺 📠 QUARTERLY				LOC	
🔚 🔚 SALES EXT Sales	EASTEOOD	FOOD	HELSINKI	1 000	
	1 ASTI OOD				
SALES_INT Sales s	TOTAL			1 000	



3.6 Send information from Excel to AARO

When the relevant formulas and data cells have been completed, information is sent from Excel to AARO under the grouping for **Send Formulas** on the tab **AARO Reports**.



Figure 3.6-1 Sending data from Excel to AARO

The user can then choose one of the options:

Option	Action
All to Database	Send data from all open Excel workbooks to AARO application.
Sheet to Database	Send data from the open Excel worksheet to AARO application.
Multiple Sheets	Send data from multiple Excel worksheets to AARO application. In this scenario, the user is presented with a choice of which worksheets he or she would like to send.

If changes for a form are accepted through journals only, the **JV Adjustment** dialog box is opened with the template for the Adjustment journal to be created.



JV Adjustment							
Period 1002A	User ID	EF	D Adj 141027 EEC	GAAHI	Currency Status		
Adjustment	Normal	ing iype i 	2014-10-27				
Description							
Code	Period	Co	FromCo	CounterCo	Counter-BU	Counter-BA	Business Unit
8360	1002A	ARLANDA	ARLANDA	HELSINKI	COSMETICS	VOGUE	CLOTHES
8360	1002A	ARLANDA	ARLANDA	HELSINKI	COSMETICS		CLOTHES
•							Þ
				Save	Cancel		

Figure 3.6-2 Adjustment journal dialog

Enter description and comments if desired and click the **Save** button.

The adjustment journal will be created with changes made to the accounts. The journal can be viewed in the Windows client under the menu Data Entry/Journals.

For more information on adjustment journals, please see refer to the section '3.2.12 Adjust financial information' in the AARO 16.0 User Manual.

3.7 Validation

When data is transmitted to AARO, a dialog box appears informing the user whether the data has been successfully transmitted.



Excel send formulas

,	· · · · · · · · · · · · · · · · · · ·	
V	Scanning Excel sheet	17
	Handling formula type Text (4 of 4)	
	Period/company combinations found:	
	1207B/ARLANDA	
\checkmark	Trying to send (0 of 1, part 4)	
	Sending to server for validation	
	Validating	
Suc with	cessfully sent everything! (Except any input dat Period, Account or Company blank.)	a CK

Figure 3.7–1 Excel data send progress

If data cannot be sent from Excel to AARO, a dialog box appears showing validation errors. The content of this dialog box will depend on the errors returned from the AARO application.

When you send data to AARO, the information is grouped by period/company combinations. It is recommended that one period/company combination does not contain more than 10000 entries when sending to AARO.

If you get a validation error, all of the records against the period/company combination in the error message do not get sent.

For data to be sent successfully to AARO, these errors must be fixed before the process of sending data is completed. For reference, an example containing some validation errors has been included below:



Excel send formulas

A Validation errors							
Data was sent for some period/company combinations, but validations failed for others:							
Failed to send OS data because of invali 1207B and ARLANDA	d data for the following Period/Company combir	nations:					
Cell reference	Validation error						
[TestBook 14.xls]Send!\$O\$35	Buying Customer is required						
[TestBook 14.xls]Send!\$O\$34	Counter Company is required						
Copy to dipboard							



3.8 Further Excel formulas

Excel send formulas can be combined with Excel retrieve formulas and Excel drill down reports. For further reference to those formulas, please refer to the appropriate chapter of the user manual.



4. Excel drill down reports

This chapter describes Excel drill down reports, including:

- how to insert a predefined AARO drill down report into Excel or paste it from the Web client;
- how to drill down or expand the Excel report by parameter;
- how to delete report rows and columns and how to copy-paste the report to a different location.

4.1 Protected worksheets

Note that the Excel sheet is protected when a drill down report is inserted from the web client or Office Add-in. Therefore it is not possible to edit cells on the same worksheet as an Excel web client drill down report.

It is not advised to unprotect and make changes to the worksheet as this may break the inserted report, rendering the report unusable.

4.2 Insert a drill down report into Excel

To insert a predefined AARO drill down report into Excel:

- 1. Select the cell where the report will be started.
- 2. Click the **Insert** button.



Figure 4.2-1 Insert button on the AARO Reports menu

Alternatively, right click a cell and click **AARO Insert Report**.







Figure 4.2–2 Right mouse button menu AARO Insert Report

3. Select the report in the report tree.

If the report has parameters, the parameter selection dialog will be displayed in the right pane. Each parameter is presented on a separate tab with the list of parameter values available for selection.

Select Report		
All Reports All Reports Group Reports Group Reports Income Statement - Group Legal Analysis Reports Closing Check Reports Data Entry Coperational Reports READ folder Company Reports Company Reports	Period Legal Group Period	
B	alance Sheet - Group Legal	Cancel

Figure 4.2–3 Selecting a predefined report in the report tree

4. Select parameter values by moving them from the left to right pane by clicking the **Add** button or double-clicking the value.



To remove a selected value, select the value in the right pane and click the **Remove** button or double-click the value. To clear the selection, click the **Clear** button.

Repeat the step for each parameter tab. Click **OK** when done.

The report is then loaded in the selected cell.

•(**	f_x	
	А	В
1	Balance She	et - Group Legal
2	Balance Sheet - Group Legal	
3	Currency:	SEK
4	Acct Standard:	NORMAL
5	Legal Group:	MainGroup
6		
7	Period	0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)
8	ASSETS	
9	1099 Immaterial assets	1 324 864
10	1199 Land and buildings	1 244 787
11	1299 Tangible fixed assets	2 981 045
12	1399 Financial fixed assets	2 061 686
13	1499 Inventories and prod/work in progress	1 373 889
14	1599 Accounts receivable	1 323 738
15	1699 Other current receivables	1 160 529
16	1799 Prepaid expenses and accrued income	6 603 448
17	1899 Short-term investments	403 787
18	1999 Cash and bank	3 270 761
19	1TA TOTAL ASSETS	20 503 747

Figure 4.2–4 Predefined AARO report loaded in Excel

4.3 'Live copy' to Excel from the AARO Web client

This section describes how to copy a drill down report from the AARO Web client to Excel, keeping all drill down functionality active.

To perform 'live copy' to Excel from the AARO Web client:

- 1. In the AARO Web client load or create the drill down report of your choice.
- 2. On the **Export** menu, click **Excel Live**.



AARO OFFICE CONNECTIVITY 16.0 USER MANUAL

Excel drill down reports

	Dashboard	Reports	
Report E REPORTS Favo	Export 9 1	★ Balance Sheet - Group Legal 17:27 × U Balance Sheet - Group Legal Currency: SEK ◆ Acct Standard: NORMAL ◆ Legal Get Columns ▶ Period Rows ▶ GROUP_BS	ntitled ×
▼ 📄 Grou	Excel Live ce Sheet - Group Legal e Statement - Group Leg	Table Period ASSETS ASSETS 1099 Immaterial assets	0912A 1 307 229

Figure 4.3–1 Excel Live menu on the web client menu panel

Alternatively, in the report tree, expand the report name menu and click **Export > Excel Live**.

•	🚞 Group Reports		
	Balance Sheet - Group Legal	Delete	
	Income Statement - Group Legal	Export	R Evcel
►	Analysis Reports		
۲	Closing Check Reports		Pdf
►	Personal Reports		Excelline N
•	🚞 Data Entry		E LACCIEIVE

Figure 4.3–2 Excel Live menu from the web client report tree

The AARO Office add-in login window will appear if the user is not already logged in.

3. Select the same database and user name as was used in the Web client and click **Login**.

If an Excel workbook is already open, the **Select Report Place** dialog box is displayed. If Excel workbooks are closed, the new workbook is opened in the place where the report has been inserted.

- 4. In the **Select Report Place** dialog box, select where the report is to be inserted:
 - Active Sheet currently opened sheet, next to other reports if applicable.
 - **New Worksheet** new worksheet will be created.
 - New Workbook new workbook will be created.





Figure 4.3–3 Excel Live menu from the web client report tree

The report is pasted onto the Excel sheet according to the selected option.

The report exported using the Web client menu panel is pasted into Excel as a new report without a title. A report exported from the report tree is pasted to Excel as a predefined report with title.

•	f_x		
1	А	В	С
1			
2		<new< td=""><td>Report></td></new<>	Report>
3			
4		Currency:	SEK
5		Acct Standard:	NORMAL
6		Legal Group:	MainGroup
7			
8		Period	0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)
9		ASSETS	
10		1099 Immaterial assets	1 324 864
11		1199 Land and buildings	1 244 787
12		1299 Tangible fixed assets	2 981 045
13		1399 Financial fixed assets	2 061 686
14		1499 Inventories and prod/work in progress	1 373 889
15		1599 Accounts receivable	1 323 738
16		1699 Other current receivables	1 160 529
17		1799 Prepaid expenses and accrued income	6 603 448
18		1899 Short-term investments	403 787
19		1999 Cash and bank	3 270 761
20		1TA TOTAL ASSETS	20 503 747

Figure 4.3–4 Report exported into Excel from AARO web client menu panel

4.4 Delete a drill down report from Excel

To remove a drill down report from Excel, select a report cell and click the **Delete** button.



Figure 4.4-1 Deleting a drill down report from Excel using the Delete button



Alternatively, right-click a report cell and click **Delete** from the **AARO** menu.

Balance Sheet - G					
		Curronau	CEV.		
	*	Cu <u>t</u>			
	Ð	<u>C</u> opy			
		Paste Option	5:		
ASSETS		Paste Special			
1099 Immaterial assets		Incort			
1199 Land and buildings		insert			
1299 Tangible fixed assets		<u>D</u> elete			
1399 Financial fixed assets		Clear Co <u>n</u> ten	ts		
1499 Inventories and prod/work in		Filt <u>e</u> r		►	
1599 Accounts receivable		S <u>o</u> rt		►	
1699 Other current receivables		Format Cells			
1799 Prepaid expenses and accrued		Disk From Dron down List			
1899 Short-term investments		PICK From Dro	op-down List		
1999 Cash and bank	_	Define N <u>a</u> me			
1TA TOTAL ASSETS	÷	Hyperl <u>i</u> nk			
LIABILITIES		AARO		•	Run
2081 Share capital		AARO Insert	Report		Cut
2085 Revaluation reserve			-45 424		Conv
2086 Statutory reserve			-4 245		Paste
20RE Restricted equity			-46 669		Paste
2091 Retained profit			126 241		Delete
2099 Net income			16 001		Undo
20UE Uses stated a suite		140.040			

Figure 4.4–2 Deleting a drill down report from Excel using the right mouse button

4.5 Drill down in Excel

If a certain number is of interest and more details are required, the **drill down by** functionality can be used.

Select a **cell**, **row** or **column**, right-click and select the menu **Drilldown** from which a choice of parameter is available.





AARO OFFICE CONNECTIVITY 16.0 USER MANUAL

Excel drill down reports

	A	B					
1	Balance Shee						
2	Balance Sheet - Group Legal						
3	Currency:	SEK					
4	Acct Standard:	NORN	1AL				
5	Legal Group:	Main	Group				
6							
7	Period	0912	A Dec 2009 (GOLD ORIGI	INAL -	DO NOT MODIFY)		
8	ASSETS						
9	1099 Immaterial assets				1 324 864		
10	1199 Land and buildings	- ×	Cut		1 244 787		
11	1299 Tangible fixed assets		<u>С</u> ору		2 981 045		
12	1399 Financial fixed assets		Paste Options:		2 061 686		
13	1499 Inventories and prod/work in progress				1 373 889		
14	1599 Accounts receivable		Paste Special		1 323 738		
15	1699 Other current receivables		Insert		1 160 529		
16	1799 Prepaid expenses and accrued income				6 603 448		
17	1899 Short-term investments		<u>D</u> elete		403 787		
18	1999 Cash and bank		Clear Co <u>n</u> tents Filt <u>e</u> r ▶		3 270 761		
19	1TA TOTAL ASSETS				20 503 747		
20	LIABILITIES		S <u>o</u> rt	•			
21	2081 Share capital		Format Cells		7 241		
22	2085 Revaluation reserve		Pick From Drop down List		-42 625		
23	2086 Statutory reserve		Pick From Drop-down cist.	·	-15 924		
24	2087 Equity share, associated companies		Define Name		7 389		
25	20RE Restricted equity		Hyperl <u>i</u> nk		-43 918		
26	2091 Retained profit		AARO	- F	1 036 176		
27	2099 Net income		AARO Insert Report		4 160 746		
28	20UE Unrestricted equity		Drilldown	•	Journal property		
29	20SE EQUITY		Expand		Period property		
30	2299 Provisions				Basic		
31	2399 Long-term liabilities				Other		Gripany
32	2499 Current liabilities to cred inst, cust and suppl				Other P	A	.ccount
33	2599 Income tax liability				Legal 🕨		
34	2799 Employee withholding taxes etc				Operational		
35	2899 Other current liabilities				3 399 960		
36	2999 Accrued expenses & deferred income				2 702 144		
37	2TLE EQUITY AND LIABILITIES				20 504 195		

Figure 4.5-1 Drilling down a cell by parameter Company

The new drilled down report appears next to the original report. Note that the report total of the new report is the same as shown in the source report.

	А	В		D	E	F
1	Balance Sheet - Group Legal					
2	Balance Sheet - Group Legal				Balance Sheet - Group Le	gal by 1099 Immaterial assets
3	Currency:	SEK			Balance Sheet - Group Lega	
4	Acct Standard:	NORMAL			Currency:	SEK
5	Legal Group:	MainGroup			Acct Standard:	NORMAL
6					Legal Group:	MainGroup
7	Period	2009 (GOLD ORIGINAL - DO NOT			Account:	1099
8	ASSETS					
9	1099 Immaterial assets 🛛 🗧	1 324 864	1		Period	2009 (GOLD ORIGINAL - DO NO
10	1199 Land and buildings	1 244 787			ARLANDA Sthlm Arlanda	30 605
11	1299 Tangible fixed assets	2 981 045			ATHENS Athens S.A.	458 262
12	1399 Financial fixed assets	2 061 686			ATIANTA Atlanta Inc.	125 140
13	1499 Inventories and prod/wo	1 373 889			COPENNAGEN Copenhagen	8 854
14	1599 Accounts receivable	1 323 738			EL Elimination company	23 485
15	1699 Other current receivable	1 160 529			GOTHENBURG Gothenburg	1 934
16	1799 Prepaid expenses and ac	6 603 448			HELSINKI Helsinki	565 767
17	1899 Short-term investments	403 787			KALIX KALIX AB	6
18	1999 Cash and bank	3 270 761			PARENT Training Parent con	41 114
19	1TA TOTAL ASSETS	20 503 747			RIGA Riga	400
20	LIABILITIES				SV_HOLD Sweden Holding A	68 786
21	2081 Share capital	7 241			TALLINN Tallinn	512
22	2085 Revaluation reserve	-42 625			Report Total Report Total	* 1 324 864

Figure 4.5-2 Report created by drill down



4.6 Expand

To view details without creating a new report, **expand** functionality can be used.

Select a **row** or **column**, right-click and select the menu **Expand** from which a choice of parameter is made.

	А		В	С	D			
1	Balanc	Balance Sheet - Group Legal						
2	Balance Sheet - Group Legal							
3	Currency:	SEK						
4	Acct Standard:	NORN	1AL					
5	Legal Group:	Main	Group					
6								
7	Period	0912A	Dec 2009 (GOLD ORIGINAL -	DO NOT MODIFY)				
8	ASSETS							
9	1099 Immaterial assets			1 324 864				
10	1199 Land and buildings	*	Cu <u>t</u>	1 244 787				
11	1299 Tangible fixed assets		Сору	2 981 045				
12	1399 Financial fixed assets	2	Paste Options:	2 061 686				
13	1499 Inventories and prod/work in p			1 373 889				
14	1599 Accounts receivable		Paste Special	1 323 738				
15	1699 Other current receivables			1 160 529				
16	1799 Prepaid expenses and accrued i		Insert	6 603 448				
17	1899 Short-term investments		<u>D</u> elete	403 787				
18	1999 Cash and bank		Clear Co <u>n</u> tents					
19	1TA TOTAL ASSETS		Filt <u>e</u> r +					
20	LIABILITIES		S <u>o</u> rt ▶					
21	2081 Share capital		Incert Comment	7 241				
22	2085 Revaluation reserve		Insert Co <u>m</u> inerit	-42 625				
23	2086 Statutory reserve		Format Cells	-15 924				
24	2087 Equity share, associated compa		Pick From Drop-down List	7 389				
25	20RE Restricted equity		Define Name	-43 918				
26	2091 Retained profit	2	Hyperl <u>i</u> nk	1 036 176				
27	2099 Net income		AARO 🕨	4 160 746				
28	20UE Unrestricted equity		AARO Insert Report	5 196 921				
29	20SE EQUITY		Drilldown					
30	2299 Provisions	_	Evened					
31	2399 Long-term liabilities	Expand Journal property						
32	2499 Current liabilities to cred inst, c	Period prope			•			
33	2599 Income tax liability			Basic	•	Com	pany	
34	2799 Employee withholding taxes et			Other	•	Acco	unt 13	
35	2899 Other current liabilities			Legal	- • E			
36	2999 Accrued expenses & deferred in			Operational	•			
37	2TLE EQUITY AND LIABILITIES			20 504 195				

Figure 4.6–1 Expanding a row by parameter Company

New rows/columns appear under the expanded row/column.





AARO OFFICE CONNECTIVITY 16.0 USER MANUAL

Excel drill down reports

	A	В						
1	1 Balance Sheet - Group Legal							
2	Balance Sheet - Group Legal							
3	Currency:	SEK						
4	Acct Standard:	NORMAL						
5	Legal Group:	MainGroup						
6								
7	Period	0912A Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY)						
8	ASSETS							
9	1099 Immaterial assets	1 324 864						
10	ARLANDA Sthlm Arlanda	30 605						
11	ATHENS Athens S.A.	458 262						
12	ATLANTA Atlanta Inc.	125 140						
13	COPENHAGEN Copenhagen	8 854						
14	EL Elimination company	23 485						
15	GOTHENBURG Gothenburg	1 934						
16	HELSINKI Helsinki	565 767						
17	KALIX KALIX AB	6						
18	PARENT Training Parent company	41 114						
19	RIGA Riga	400						
20	SV_HOLD Sweden Holding AB	68 786						
21	TALLINN Tallinn	512						
22	Report Total Report Total	1 324 864						
23	1199 Land and buildings	1 244 787						

Figure 4.6–2 Row expanded by parameter Company

To collapse the expanded row or column, select an expanded cell, right click and select **Collapse**.





ASSETS			
1099 Immaterial assets			
ARLANDA Sthlm Arlanda	V	C.4	
ATHENS Athens S.A.	*	cu <u>r</u>	
ATLANTA Atlanta Inc.		<u>C</u> opy	_
COPENHAGEN Copenhager	1	Paste Options:	
EL Elimination company			
GOTHENBURG Gothenburg		Paste <u>S</u> pecial	
HELSINKI Helsinki		Insert	
KALIX KALIX AB		Delete	
PARENT Training Parent co		<u>D</u> elete	
RIGA Riga		Clear Co <u>n</u> tents	
SV_HOLD Sweden Holding		Filt <u>e</u> r	
TALLINN Tallinn		S <u>o</u> rt	•
Re		Format Cells	
1199 Land and buildings		– Pick From Drop-down List	
1299 Tangible fixed assets		Define Name	
1399 Financial fixed assets	0	Denne N <u>a</u> me	
1499 Inventories and prod/w	60	Hyperl <u>i</u> nk	
1599 Accounts receivable		AARO	•
1699 Other current receivabl		AARO Insert Report	
1799 Prepaid expenses and a		Drilldown	•
1899 Short-term investment		Expand	•
1999 Cash and bank		Collapse	
1TA TOTAL ASSETS		63	

Figure 4.6-3 Collapsing expanded rows

Expand can be done several times on already expanded rows/columns.

Note: The expand by functionality cannot be applied to 'Report Total', 'Grand Total' and 'Other' rows and columns.

4.7 Delete row/column

It is possible to remove a row or column from the Excel drill down report if report rows or columns are not based on a report layout. When deleting a certain parameter value, all rows or columns which have the same value will be deleted.

To delete a report row or column, select the row/column to be deleted and click the **Delete Row** or **Delete Column** button. To undo the operation, click the **Undo** button.



Ins	ert Delete	λ () () () () () () () () () ()	ut 🕨 Run opy 🧳 Refre ste Z Redr Reports	esh 🚺 De aw 🕥 Ur	elete Row elete Column ndo	
	f_x	1001	4			
	А		В	С	D	
1	Balance Sheet - Group Legal					
2	Balance Sh	neet - (Group Legal			
3	Curr	ency:	SEK			
4	Acct Stan	dard:	NORMAL			
5	Legal G	roup:	MainGroup			
6						
7	Perio	d	0912A	1001A	1002A	
8	ASSETS			-		
9	1099		1 307 209	1 420 996	1 589 825	

Figure 4.7–1 Delete Row, Delete Column and Undo buttons

4.8 Cut/copy/paste report

To copy or cut a report to a new location, select a report cell and click one of the following buttons:

- Click **Copy** to leave the original report in place and copy it to a new location;
- Click **Cut** to remove the original report and place it in a new destination.

The report can be pasted by clicking the **Paste** button.



Figure 4.8-1 Cut, Copy and Paste buttons

The same options are also available from the right mouse menu: **AARO**.





		<u></u>	ec.v	1	
	₩	Cu <u>t</u>		AL	
	Ð	<u>С</u> ору		OUP	
		Paste Options:			
				A	
ASSETS		Paste <u>S</u> pecial			
1099 Immaterial assets		Incert		. 318	
1199 Land and buildings		Delete		. 336	
1299 Tangible fixed assets		Delete		. 682	
1399 Financial fixed assets		Clear Co <u>n</u> tents		078	
1499 Inventories and prod,		Filt <u>e</u> r	►	800	
1599 Accounts receivable		S <u>o</u> rt	►	952	
1699 Other current receiva		Format Cells		: 494	
1799 Prepaid expenses and		Pick From Drop, down Li	c+	785 (
1899 Short-term investme		Define Nerre	31) 548	
1999 Cash and bank	0	Define Name		662	
1TA TOTAL ASSETS	÷	Hyperl <u>i</u> nk		260	
LIABILITIES		AARO	•		Run
2081 Share capital		AARO Insert Report			Cut
2085 Revaluation reserve			-45		Copy
2086 Statutory reserve			-4		Paste
20RE Restricted equity		-46	Ļ	Tuste	
2091 Retained profit			126		Delete
2099 Net income			16		Undo

Figure 4.8–2 Cut, Copy and Paste options on the right mouse button menu

Note that copying a report by using standard excel functions "breaks" the 'AARO Excel Live' functionality; options such as 'drill down by' and 'expand by' will not be available in the copied report.

4.9 Run report

To rerun the report with new parameter values, select a report cell and click the ${\bf Run}$ button.



Figure 4.9-1 Run button

Alternatively, right-click the report and choose **Run** from the **AARO** menu.



Excel	drill	down	reports
-------	-------	------	---------

	V			SEK
	ð	Cu <u>t</u>	r	NORMAL
	Ð	Copy		EGGROUP
		Paste Options:	ľ	
				1001A
ASSETS		Paste <u>S</u> pecial		
1099 Immaterial ass		Incart		111 318
1199 Land and build		Însert		271 336
1299 Tangible fixed		<u>D</u> elete		671 682
1399 Financial fixed		Clear Co <u>n</u> tents		-215 078
1499 Inventories an		Filt <u>e</u> r)		19 800
1599 Accounts recei		S <u>o</u> rt		-338 952
1699 Other current		Format Cells	••••	12 494
1799 Prepaid expen		Pick From Drop, down List		190 785
1899 Short-term inv		Pre <u>k</u> From Drop-down Lista.		10 548
1999 Cash and bank	~	Define N <u>a</u> me		23 662
1TA TOTAL ASSETS	2	Hyperl <u>i</u> nk		486 260
LIABILITIES		AARO		Run
2081 Share capital		AARO Insert Report		Cut
2005 David		-		

Figure 4.9–2 Run option on the right mouse button menu AARO

Report Parameters	
Period Legal Group	
#Period #PERIOD Default period value 0912CHECK Dec 2009 Check 1001A Jan 2010 1001ISO 1001ISO 1002A Feb 2010 1002ISO 1002ISO 1003A March 2010 1005A May 2010 1006A June 2010 1007A July 2010 1009A Sept 2010 1010A Oct 2010 101A Nov 2010 101A December 2010	2009 (GOLD ORIGIN
0	K Cancel

If the report has parameters, the parameter selection box will be displayed:

Figure 4.9–3 Parameter selection dialog

Select the new parameter value/s and click **OK**.



4.10 Refresh report

To refresh report data if for example reported values were changed, select a report cell and click the **Refresh** button.

	100	👗 Cut	🕨 Run
		🖹 Сору	🤕 Refresh
Insert	Delete	Paste	2 Redraw
		F	Reports

Figure 4.10-1 Refresh button

4.11 Redraw report

To redraw a report, for example if encountering report errors from using Excel functions within a report on a worksheet which has been changed to unprotected, select a report cell and click the **Redraw** button.

	- filt	从 Cut	🕨 Run
		🖹 Сору	🧟 Refresh
Insert	Delete	Paste	2 Redraw
		R	eports

Figure 4.11–1 Redraw button

4.12 Relative periods

With relative periods, the user will be prompted to select the base period on inserting or exporting a report. Selection of base period to the **Relative Period Selection** is performed by double-clicking a period from the **Period** list, or by using **Change** button.

Base periods for different time series are displayed in the selection area.

	Select Report		×
Favorites Analysis Reports Ananalysis Reports Analysis Reports Analysis	Period Period #PERIOD Default period value 0912A Dec 2009 (GOLD ORI 0912CHECK Dec 2009 Check 1001A Jan 2010 1002A Feb 2010 1004A April 2010 1005A May 2010 1005A May 2010 1006A June 2010 1007A July 2010 1008A Aug 2010 Cont 2010	Relative Periods Sele	ction
		OK Can	cel

Figure 4.12–1 Relative Periods Selection dialog



5. Excel input forms

Excel input forms provide an alternative to direct data input using the AARO application.

This provides the user with the flexibility to use the wide array of features available within the Excel application before data is uploaded into AARO.

5.1 Limitations of Excel input forms

Currently only forms of type Input and Matrix are available in Excel.

Input responsibilities are not applied to input forms in Excel.

Opening balances in input forms may include values booked through journals according to system settings made by the administrator. Please refer to the 2.9.12 Journal Settings section of the AARO 16.0 User Manual.

For more information regarding different form types within the AARO application, please refer to the 2.4.4 Forms section of the AARO 16.0 User Manual.

5.2 Load an AARO input form into Excel

Excel input forms are input-enabled reports saved in the Web client. They are loaded and managed in Excel in the same way as drill down reports, as described in <u>4 Excel drill down reports</u>.

The following example represents an Excel income statement form enabled for input in the period 0912A and company ARLANDA.

	А	В	С	D	E	F	G	Н	1
1			IS_ALL						
2									
3	Currency:	LOC							
4	Period:	0912A							
5	Source:	INPUT							
6	Company:	ARLANDA							
7									
8	Business Unit	CLOTHES	HOUSEHOLD	COSMETICS	FOOD	LEISURE	MEDIA	Grand Total	
9									
10	3010 Net sales, external	,400	9,800	9,800	,200	,0	,200	20,400	
11	3060 Net sales, internal	,100	,0	,0	,100	6,500	,500	7,200	
12	3080 Discounts	,0	,0	,0	,0	,0	,0	,0	
13	308001 Discounts, external	-,10	-,350	-,350	-,20	,0	-,66	-,796	
14	308002 Discounts, internal	-,15	,0	,0	-,10	-,400	,0	-,425	
15	3099 Net sales, total	,0	,0	,0	,0	,0	,0	,0	
16									

Figure 5.2–1 Excel income statement form enabled for input

In the table, the light green cells are enabled for data input. White cells are disabled for input.

5.3 Edit report header values

The report header shows static parameters saved with the report. In the header, white cells are editable. The report is reloaded automatically when a parameter value is changed in the header.



To see figures for another header parameter value, enter new value into the white cell and press [Enter].





5.4 Report financial information

To enter values:

1. Enter values in the editable cells and press [Enter].

The edited but not saved value is highlighted in dark green.

Business Unit	CLOTHES	HOUSEHOLD
3010 Net sales, e	,400	9,800
3060 Net sales,	,100	,0,
3080 Discounts	,100	,0
308001 Discount	-,10	-,350

Figure 5.4-1 Edited but not saved value

2. To save entered values, on the **AARO Reports** tab, in the **Input** group, click one of the following options:

Option	Action
Save All	Saves data in all worksheets in the active Excel workbook to AARO.
Save Sheet	Saves data in the selected Excel worksheet to AARO.
Save Report	Saves data in the selected report to AARO application.





Figure 5.4-2 Save input report options

If changes for a form are only accepted through journals, the **JV Adjustment** dialog box is opened, showing the template for the Adjustment journal to be created.

💵 JV Adjust	ment								
User ID AAROREF Description	ID Adj 14	1207 RCWYC	Z	Currency LOC	Status Save				
Period	Company	From Compa	Account	Journal Type	Accounting 1	Source	Business Unit	.oc	Comment
0912A	ARLANDA	ARLANDA	3510	Adjustment	Normal	INPUT	CLOTHES	55.00	

Figure 5.4–3 Adjustment journal dialog

Enter description and row comments if desired, and click the **Save** button.

The adjustment journal will be created with changes made to the accounts. The journal can be viewed in the Windows client in the menu Data Entry/Journals.

If the information has been successfully exported, a confirmation message will be displayed.

To check the information in the AARO Windows Client, go into the menu **Data Entry/Input** and load the relevant form.

Input Image: Compare With: Image: Compare						
Income Statement						
▷ 👘 ANNUAL ▲ 👘 MONTHLY	Code	CLOTHES	COSMETICS	FOOD	TOTAL	HOL
⊳ I BS_ALL I						
D -4 BS_INTAL	3010 Net sales, external	400	9 800	200	20 400	
	3060 Net sales, internal	100		100	7 200	
	3080 Discounts					
	3099 Net sales, total	500	9 800	300	27 600	

Figure 5.4–4 Input form data sent from Excel



6. Paste data from AARO

The AARO Office add-in provides the possibility to paste background data into Excel, which can be helpful when working with drill down reports, input forms and AARO formulas. The following data can be pasted:

- lists of dimension values;
- report layouts;
- cash and benchmarking data;
- period validation settings, and rates.

To paste from AARO, go to the **AARO Reports** tab and the **Paste from AARO** group.

🧾 Selection Members 🛪 🧾 Period Setup
📃 Layout 👻
Benchmarking *
Paste from AARO

Figure 5.4–1 Paste from AARO group

6.1 Paste dimension values

To paste dimension values:

- 1. In Excel, select a cell where the data will be pasted.
- 2. In the group **Paste from AARO**, expand the **Selection Members** dropdown list and click the dimension name.



Figure 6.1–1 Pasting dimension values

6.2 Paste report layout

To paste a report layout:

- 1. In Excel, select a cell where the data will be pasted.
- 2. In group **Paste from AARO**, expand the **Layout** drop-down list and choose the layout name.





Figure 6.2-1 Pasting a layout

6.3 Paste benchmarking data

To paste benchmarking data:

- 1. In Excel, select a cell for the data to be pasted to.
- 2. In the group **Paste from AARO**, expand the **Benchmarking** drop-down list and choose the required option.



Figure 6.3-1 Pasting benchmarking data

6.4 Paste period setup

To paste period validation setup, or period rates:

- 1. In Excel, select a cell for the data to be pasted to.
- 2. In group **Paste from AARO**, click the **Period Setup** button.



Figure 6.4-1 Pasting period setup from AARO

3. Select period, company if required, the information source and data to be pasted, then click **Paste**.



Paste Period Setup f	rom AARO	
Period 0912A 💌		
□Info source ① Dimension (PERIOD_LEVEL)	O Dimension/Company (PERIOD_COLEVEL)	C <u>Rates</u> (PERIOD_CURRENCYRATES)
Code Name Product		
Business Unit Business Area Customer Market TESTMIXDIM		
The info will be pasted int from the active cell down NB! This operation cannot	o the active sheet, and to the right. : be undone.	Paste Cancel

Figure 6.4-2 Pasting period setup from AARO

The following information sources are available:

Option	Description
Dimension	Validation/Dimension validations tab settings will be pasted for the selected period.
Dimension/ Company	Validation/Company/Dimension validations tab settings will be pasted for the selected period and company.
Rates	Rates tab settings will be pasted for the selected period.